

**PLANNING & ZONING COMMISSION
TOWN OF CANAAN (FALLS VILLAGE)
REGULAR MEETING MINUTES – MARCH 26, 2026
108 Main Street, Falls Village, CT**

Attendance

Members – In Person:

ZEO Janell Mullen; Chairman Greg Marlowe; Vice Chairman Stephen Koshland; Doug Cohn; Matthew Macchi; Tim Metzger; Kimberly Mahoney

Members – Via Zoom:

None

Members Absent:

Eileen Kinsella

Alternate Members – In Person:

Kathy Clark

Alternate Members – Via Zoom:

Mark Rosen

Alternate Members Absent:

None

Also Present:

Representing FVHT: Jandi Hanna and Tracy Atwood

Representing NWCT Habitat for Humanity: Bob Whalen

Via Zoom: Several members of the public

Seating of Alternates:

Motion to seat Mark Rosen for Member Eileen Kinsella: Koshland; Second: Macchi; Vote: Unanimous

1. Call to Order & Approval of Minutes

Chairman Marlowe called the meeting to order at 6:31 PM.

Approval of Hearing Minutes – February 26, 2026

Motion to approve: Macchi; Second: Cohn; Vote: Unanimous

Approval of Regular Meeting Minutes – February 26, 2026
Motion to approve: Koshland; Second: Cohn; Vote: Unanimous

Additions to the Agenda

Add Item 3(c) – New Commission Member under New Business.

Motion to add Item (c): Koshland; Second: Metzger; Vote: Unanimous

2. Public Comments

None

3. New Business

A. IHZ Regulation Review

The Commission is updating the IHZ regulations to ensure clarity, modernization, and alignment with Connecticut General Statutes Chapter 124B. Discussion included mixed-income eligibility, affordability requirements, density caps, and waiver procedures. The Commission will:

- Review regional affordability benchmarks
- Finalize an affordability percentage
- Rewrite the density section
- Insert statutory waiver language
- Clarify the overlay zone structure
- Prepare a revised draft for public review
- Submit amendments to the State

B. Site Plan Renewal – River Road Homes

The annual site plan renewal continues from the updated approval dated August 22, 2024. The renewed approval is valid through May 22, 2027.

Motion to renew the River Road Homes Site Plan: Metzger; Second: Koshland; Vote: Unanimous

C. New Commission Member

Motion: To appoint Alternate Member Kathy Clark as a Regular Member of the Planning & Zoning Commission to fill a five-year vacant term beginning March 26, 2026, and ending March 20, 2031.

Made by Koshland; Second: Mahoney; Vote: Unanimous

4. Old Business

Items A, B, and C were tabled until the next Regular Meeting.

- A. Village Center Parking Plan**
- B. Solar Committee Update**
- C. Old Firehouse Sale – Committee Update**
- D. Dark Skies – Implementation Letter**

The Commission reported successful outreach regarding outdoor lighting, noting that a local entity had already improved its lighting setup.

5. Other Business

A. POCD Implementation – Subcommittee Update

The Subcommittee received several responses to the letter sent to Boards and Commissions regarding presentations of the POCD Workbook, which outlines strategies and guidelines supporting the Town's community priorities. The Subcommittee is scheduled to meet with the Recreation Committee on April 8 and with the Boards of Selectmen and Finance on April 13 for brief introductions and support. Follow-up with the remaining boards will continue.

B. P&Z Monthly Financial Reports

See attached.

C. Budget FY 26–27

No adjustments.

6. Regulations Review

A. Village Business Zone Expansion

Commissioners emphasized the need for a clear public explanation of:

- What the Village Business Zone expansion is
- Why the Commission is proposing it
- How it aligns with the POCD
- What changes it would allow (mixed-use, multifamily, small-scale manufacturing, etc.)

A special informational meeting will be held in June to present and discuss the Village Business–Residential Zone expansion. Exact date to be decided.

B. Housing Priorities

Brief discussion occurred; this topic had been addressed earlier during the IHZ review.

7. ZEO Report
See attached.

8. Public Comments & Official Correspondence
No additional comments; no correspondence.

9. Adjournment
Motion to adjourn at 8:34 PM: Cohn; Second: Macchi; Vote: Unanimous

Attachments

- Financial Reports
- Village Residential Business Zone Letter (draft)
- ZEO Report

*Note: A digital attachment was inadvertently omitted from the February 26, 2026 P&Z Regular Meeting Minutes. It will be included here. **The attachment is a letter from resident Denise Cohn regarding the original 2013 IHZ application, which had been referenced in the February 26, 2026 minutes.***

MOTIONS – March 26, 2026

Item	Motion	Made By	Second	Vote
Seating of Alternates	<i>To seat Mark Rosen for Member Eileen Kinsella</i>	Koshland	Macchi	Unanimous
Approval of Hearing Minutes – Feb. 26, 2026	<i>To approve the Hearing Minutes of February 26, 2026</i>	Macchi	Cohn	Unanimous
Approval of Regular Meeting Minutes – Feb. 26, 2026	<i>To approve the Regular Meeting Minutes of February 26, 2026</i>	Koshland	Cohn	Unanimous
Add Item 3(c) – New Commission Member	<i>To add Item (c) under New Business</i>	Koshland	Metzger	Unanimous
Site Plan Renewal – River Road Homes	<i>To renew the River Road Homes Site Plan</i>	Metzger	Koshland	Unanimous

Item	Motion	Made By	Second	Vote
Appointment of New Commission Member	To appoint Alternate Member Kathy Clark as a Regular Member for a term 3/26/26–3/20/31	Koshland	Mahoney	Unanimous
Adjournment	To adjourn at 8:34 PM	Cohn	Macchi	Unanimous

APPOINTMENTS & RESIGNATIONS – March 26, 2026

Type	Name	Action	Term	Notes
Appointment	Kathy Clark	Appointed as Regular Member of the Planning & Zoning Commission	March 26, 2026 – March 20, 2031	Filled a five-year vacant term
Resignations	None	—	—	No resignations

UPCOMING MEETINGS & HEARINGS – March 26, 2026

Date	Body / Topic	Purpose	Source in Minutes
April 8, 2026	Recreation Committee	POCD Subcommittee introduction & support	“scheduled with the Recreation Committee on April 8...”
April 13, 2026	Boards of Selectmen & Finance (Joint)	POCD Subcommittee introduction & support	“scheduled... with the Boards of Selectmen and Finance on April 13...”
June 2026 (Date TBD)	Special Informational Meeting	Public presentation & discussion of Village Business–Residential Zone expansion	“The Commission will hold a special informational meeting in June...”

Respectfully Submitted, Recording Secretary, Patti Fife

Town of Canaan
Account QuickReport
July 2025 through February 2026

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount
1011 Planning & Zoning Comm							
1011-104 Secretary							
Paycheck	07/07/2025	49186	CATHERINE BUSH...	VOID:	Checking	0.00	0.00
Paycheck	07/21/2025	49286	PATRICIA G FIFE		Checking	160.00	160.00
Total 1011-104 Secretary							
1011-201 Postage							
Bill	02/02/2026		Elian Financial Servi...		Accounts Paya...	78.00	78.00
Total 1011-201 Postage							
1011-403 Publication Exp							
Bill	11/17/2025	2951455	Hearst Media Servic...	2951455 - 10/...	Accounts Paya...	56.79	56.79
Bill	11/17/2025	2947168	Hearst Media Servic...	2947168 - 9/1...	Accounts Paya...	142.68	142.68
Bill	02/26/2026		Hearst Media Servic...		Accounts Paya...	199.47	199.47
Bill	02/26/2026		Hearst Media Servic...		Accounts Paya...	142.68	142.68
Total 1011-403 Publication Exp							
1011-473 Consultant/Eng							
Bill	02/19/2026	748	Quality Data Service...		Accounts Paya...	750.00	750.00
Total 1011-473 Consultant/Eng							
1011-801 Mileage							
Bill	11/03/2025	11/25-...	Janell Mullen Consu...	July - October	Accounts Paya...	114.80	114.80
Bill	02/19/2026		Janell Mullen		Accounts Paya...	85.20	85.20
Total 1011-801 Mileage							
ZEO/Planner							
Bill	08/04/2025	1341	Janell Mullen	July	Accounts Paya...	1,500.00	1,500.00
Bill	09/08/2025	1347	Janell Mullen		Accounts Paya...	1,600.00	1,600.00
Bill	10/06/2025	1349	Janell Mullen Consu...	Inv. 1349 - Se...	Accounts Paya...	1,500.00	1,500.00
Bill	11/03/2025	1356	Janell Mullen Consu...	Inv. 1356	Accounts Paya...	1,800.00	1,800.00
Bill	12/01/2025	1361	Janell Mullen Consu...	Inv. 1361	Accounts Paya...	1,700.00	1,700.00
Bill	01/05/2026		Janell Mullen		Accounts Paya...	2,100.00	2,100.00
Bill	02/02/2026	1375	Janell Mullen		Accounts Paya...	1,900.00	1,900.00
Total ZEO/Planner							
Total 1011 Planning & Zoning Comm							
TOTAL							13,829.62

Town of Canaan
Profit & Loss Budget vs. Actual
July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
1011 Planning & Zoning Comm				
1011-101 Zoning Enforce Officer	0.00	1.00	-1.00	0.0%
1011-104 Secretary	160.00	1,280.00	-1,120.00	12.5%
1011-107 Clerical Expenses	0.00	100.00	-100.00	0.0%
1011-201 Postage	78.00	100.00	-22.00	78.0%
1011-211 Misc	0.00	1,000.00	-1,000.00	0.0%
1011-401 Attorney	0.00	1,001.00	-1,001.00	0.0%
1011-403 Publication Exp	541.62	750.00	-208.38	72.22%
1011-473 Consultant/Eng	750.00	1,000.00	-250.00	75.0%
1011-801 Mileage	200.00	200.00	0.00	100.0%
ZEO/Planner	12,100.00	26,160.00	-14,060.00	46.25%
Total 1011 Planning & Zoning Comm	13,829.62	31,592.00	-17,762.38	43.78%

March 17, 2026

Dear Residents, Business Owners, and Property Owners of Village Center,

The Town of Canaan (Falls Village) Planning and Zoning (P&Z) Commission is writing to inform you of a zoning initiative that is actively being advanced and will soon be considered for adoption.

For over two years, The P&Z has been developing a new zoning district referred to as the **Village Residential Business Zone**. This proposed district is intended to support a balanced mix of residential uses and neighborhood-scale businesses within the Village Center, strengthening the area as a vibrant, walkable, and economically active core of the community.

As proposed, the **Village Residential Business Zone** would allow for a broader range of uses than currently permitted. These include a mix of residential housing types—such as multifamily and cluster housing—as well as small businesses mixed in with residential uses in the Village Center. The goal is to create opportunities for increased housing diversity and density, along with expanded economic activity, while remaining consistent with the Town's established development pattern – where commercial uses, municipal offices, and more concentrated housing are focused within the Village Center, and larger residential lots, open space, and farmland are preserved in the surrounding areas.

This proposal builds directly on recommendations contained in the Town's Plan of Conservation and Development and represents a deliberate step toward implementing those policy goals.

The purpose of this letter is to raise awareness and ensure that residents are informed as this proposal moves toward formal consideration. A detailed map illustrating the area proposed to be included in the new district has been enclosed with this mailing.

The Commission will be discussing this proposed zoning district at an upcoming informational meeting on XX, XX, 2026. Residents are strongly encouraged to attend, review the proposal materials, and provide input as part of this process.

Thank you for your attention to this important initiative and for your continued participation in shaping the future of Falls Village.

Sincerely,

The Town of Falls Village (Canaan) Planning & Zoning Commission

ZONING REPORT

Town of Canaan (Falls Village) Planning and Zoning Commission
108 Main Street | Falls Village, CT 06031

Prepared for and issued at the regular meeting on March 26, 2026

Zoning permits issued:

1. 41 Prospect Street - deck on existing residential dwelling

Zoning Inquiries:

1. 80 Dublin Road - Appointment with Margo Lewis to review files and archived minutes
2. Aspen Hill - resubdivision- signing and filing of mylar on Land Records
3. 70 Railroad Street - communication regarding setbacks for potential pool
4. 246 Warren Turnpike - follow-up w Bruce Bennett regarding zoning sign off. Zoning permit has been issued for HVRHS Learning Lab. Building Official to follow up.
5. 42 Dublin Road - inquiry regarding if one can turn single family use into duplex. Permissible with Special Exception in this zone.
6. 34 Deer Road - inquiry if accessory apartment would be permissible
7. 164 Belden Street - submission of site plan for barn with accessory apartment; ZEO awaiting permit payment; has connected applicant with TAHD for further review

Misc:

So. Canaan Meetinghouse - outdoor lighting at night has improved
Dark Skies letter to be sent to LHK

Public Ads:

None at this time.

****Please use planningandzoning@canaanfallsvillage.org as my address email for all functions associated with Planning and Zoning and the Town of Falls Village.****

*Respectfully submitted,
Janell M Mullen, Planning Consultant*

Denise M Cohn
25 Deer Rd
Falls Village, CT 06031
denisemcohn@gmail.com

To: Planning & Zoning Commission
Town of Canaan (Falls Village)

Re: Incentive Housing Zone – Regulatory Amendment to Reflect Approved Application and Public Hearing/Meetings Record

Dear Members of the Commission,

I am writing regarding the Incentive Housing Zone and the need to align the current regulations with the development program that was formally presented, reviewed, and approved during the public adoption process in 2013.

The IHZ proceeded through public meetings before the Board of Selectmen and the Planning and Zoning Commission and was adopted following the duly noticed public hearing required under CGS § 8-3. Throughout that process, the application materials consistently and repeatedly described a defined development program consisting of nine single family homes or fourteen duplex units, up to fourteen total dwelling units, and up to twenty seven bedrooms in total.

These limits were not incidental. They appear throughout the approved application:

- Page 1 references a 100 percent affordable 14 unit townhouse development.
- Pages 4 and 5 reflect a total of 9 or 14 dwelling units.
- Page 20 describes potential for 14 townhouse style housing units or 9 single family units.
- Page 39 specifies up to 14 housing units with a total of 27 bedrooms.
- Page 45 confirms that engineering feasibility and wastewater analysis were based on up to 27 bedrooms and notes that the concept plan was designed to comply with the Housatonic River Overlay Zone regulations.

In addition, the Commission's motion, reflected in the minutes (page 10 of the approved packet), states that the application was "attached and made a part of this record" and that the Commission would consider the zone "as identified in the application."

Importantly, the December 2013 Public Hearing minutes reflect this same development program. The approved minutes include a statement by Jocelyn Ayer describing the proposal as consisting of nine single family homes or fourteen duplex units. Those figures were part of the public presentation during the formal hearing and were incorporated into the official record.

The application containing those parameters was the proposal before the Commission. It was the document presented to the public. The hearing record confirms those same limits. Together, the

application and the approved minutes demonstrate that the IHZ was advanced and evaluated based on a development program capped at fourteen units and twenty seven bedrooms.

The public hearing process exists so that residents can understand the scope and impact of a proposed zoning amendment before it is approved. When a zone change is presented with specific development limits and those limits are reflected in the official minutes, they form part of the record upon which the approval rests.

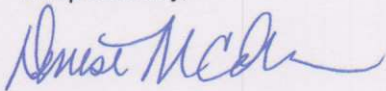
If the current IHZ regulations do not expressly reflect the maximum of fourteen dwelling units and twenty seven bedrooms that were presented in the application and confirmed in the public hearing record, then the regulations do not fully reflect the substance of what was approved.

This is not an argument about statutory density minimums, nor is it an issue of affordable housing. It is an issue of regulatory alignment with the approved proposal and the official hearing record. The Commission adopted an IHZ based on a specific application and public presentation with defined development parameters. The regulations should match that approval. The current regulations represent a material variation from what was presented and approved and should be amended to reflect what was presented every step of the way in the process to approval.

Accordingly, I respectfully request that the Commission initiate a zoning text amendment to expressly codify a maximum of fourteen dwelling units and twenty seven bedrooms within the IHZ. Doing so will ensure that the regulations accurately reflect both the approved application and the official public hearing record.

The integrity of the public hearing process depends on consistency between what is presented, what is recorded in the minutes, and what is ultimately adopted in regulation. When those three elements align, public confidence in land use decisions is strengthened. I respectfully ask the Commission to take the steps necessary to ensure that alignment here.

Respectfully,



Denise M Cohn