

PLANNING & ZONING COMMISSION

Town of Canaan (Falls Village)
Regular Meeting Minutes – April 23, 2026
108 Main Street, Falls Village, CT

Attendance

Members – In Person:

ZEO Janell Mullen; Chairman Greg Marlowe; Doug Cohn; Matthew Macchi; Tim Metzger;
Eileen Kinsella

Members – Via Zoom:

—

Members Absent:

Vice Chair Stephen Koshland; Kimberly Mahoney; Kathy Clark

Alternate Members – In Person:

—

Alternate Members – Via Zoom:

Mark Rosen

Alternate Members Absent:

—

Seating of Alternates:

Motion to seat Mark Rosen for Stephen Koshland. *Kinsella; Second: Metzger; Vote: Unanimous.*

Also Present:

Bob Whalen, NWCT Habitat for Humanity;
Engineer Keith Bodwell, Bodwell Engineering;
Selectman Chris Kinsella

1. Call to Order & Approval of Minutes

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

Approval of Minutes – March 26, 2026

Motion to approve the March 26, 2026 Minutes. *Macchi; Second: Cohn; Kinsella abstained.*
Motion carried.

2. Additions to the Agenda

Motion to add under New Business, Item 3(A): Lot Line Modification. *Metzger; Second: Kinsella; Vote: Unanimous.*

3. Public Comments

None.

4. New Business

A. Lot Line Modification – Habitat for Humanity

Presentation by Engineer Keith Bodwell

Mr. Bodwell presented a proposal involving two parcels:

- ~14-acre parcel
- ~53-acre parcel

Resulting in:

- A 2.5-acre building lot, and
- A 67-acre conservation parcel

Key points:

- Habitat intends to develop three single-family dwellings on the 2.5-acre lot under IHZ provisions (4 units/acre permitted).
- Remaining acreage will be conserved, likely transferred to the Northwest Connecticut Land Conservancy.
- Commission reviewed frontage requirements: the 2.5-acre lot must meet 200 ft. frontage in the RA Zone.
- The draft plan did **not** show sufficient frontage; the Commission cannot approve a nonconforming lot.
- Commissioners clarified that although this is a lot line revision—not a subdivision—both resulting lots must meet zoning requirements.

Commission requested:

- A zoning table
- Highlighted/color-coded map
- Clear depiction of frontage compliance

Motion – Conditional Approval of Lot Line Modification

Motion to approve the River Road lot line modification (Map 1, Lots 36 and 261) with conditions. *Macchi; Second: Kinsella; Vote: Unanimous.*

Conditions:

- Final map must demonstrate **200 ft. frontage** for both resulting lots.
- Map must include a **zoning table**.
- Map must include **color/highlighted delineation** of changes.
- Mylar must include a **signature block for the Chair**.

Commission agreed that once the corrected map is submitted, the ZEO may complete the approval administratively, consistent with past practice.

5. Old Business

A. IHZ Regulations

The Commission continued its detailed review of the Incentive Housing Zone (IHZ) regulations.

Summary of Discussion:

- Original state application (2013–14) approved 14 units for the IHZ area (~88 acres; ~13.5 buildable).
- River Road Homes later applied for 28 units, reduced to 16 after public pushback; the 16-unit site plan was approved during COVID-era remote meetings.
- Confusion persists between:
 - 14 units in the state application
 - Density formulas in local regulations (4 units/acre single-family; 6 units/acre duplex/townhouse)
 - The phrase “maximum required density,” which the Commission considers unclear and likely a drafting error.
- Jocelyn Ayer (LCCHO) previously confirmed nonprofits may seek density waivers for 100% affordable projects.

Commission Goal:

Align IHZ regulations with the original state-approved intent.

Key Decisions:

- **Density Cap:** Fixed cap of **14 dwelling units per IHZ Zone**, regardless of acreage.
- **Bedroom Cap:** Cap of **27 bedrooms**, consistent with the original concept plan.
- **Affordability:** Maintain **100% affordability** requirement.
- **Future IHZ Zones:** Any future IHZ proposals would require new applications or waivers; current amendment applies only to the existing IHZ.

Motions:

- Motion to move IHZ text amendments to Public Hearing to include **14 dwelling units per IHZ Zone**. *Kinsella; Second: Macchi; Vote: Unanimous.*
- Motion to amend IHZ amendments to include a **27-bedroom cap**. *Cohn; Second: Marlowe; Vote: Unanimous.*
- Motion to include: **14 units, 27-bedroom cap, 100% affordability, and language cleanup**. *Marlowe; Second: Metzger; Vote: Unanimous.*
- Motion to set Public Hearing for **Thursday, May 14, 2026 at 6:30 PM (Town Hall)**. *Marlowe; Second: Metzger; Vote: Unanimous.*

B. Village Center Parking Plan

No updates.

C. Solar Committee Update

No updates.

D. Old Firehouse Sale – Committee Updates

No updates.

E. Dark Skies

Implementation letter sent to the Principal at Lee H. Kellogg School.

6. Other Business

A. POCD Implementation – Subcommittee Update

- Subcommittee presented to the Board of Selectmen and Board of Finance.
- Strong engagement from the Fire Commission and Fire Department.
- Upcoming presentation to the Fire Department on May 12.

- Recreation Committee supportive; improvements at Town Farm underway; pavilion completed.
- STEEP grant work underway.

B. P&Z Monthly Financial Report

- Mileage line will exceed budget; will be covered by miscellaneous line.
 - Line has been adjusted for next Fiscal Year.
-

7. Regulations Review

A. Village Business Zone Expansion

- Informational Meeting scheduled for June 25, 2026 at 6:00 PM, preceding the regular meeting at 6:30 PM.
- Letters mailed to affected property owners; some address corrections needed.
- Venue options discussed due to expected turnout (Firehouse or Kellogg).
- ZEO will prepare:
 - Historical context
 - POCD alignment
 - Clarification that expansion does **not** promote large-scale commercial development
 - GIS overlays for interactive review

B. Housing Priorities – Accessory Dwelling Units

ZEO recommended simplifying ADU regulations:

- Allow ADUs by zoning permit (no special permit).
- Remove size-based distinctions.
- Limit one ADU per residential lot.
- Emphasize aging-in-place and housing flexibility.

Commission agreed to move ADU amendments to Public Hearing on **May 28, 2026 at 6:30 PM** (regular meeting).

Motion: Kinsella; Second: Macchi; Vote: All in favor.

8. ZEO Report

Reviewed.

9. Public Comments & Official Correspondence

Public Comments:

None.

Habitat for Humanity Correspondence:

Chair summarized his written response acknowledging density uncertainty pending IHZ amendments and reiterating availability of statutory waivers.

Aquarion Water Company Letter:

Provided watershed protection resources; to be forwarded to Inland Wetlands and the Housatonic River Commission.

Housatonic River Commission Outreach:

New Falls Village representatives requested access to minutes and updates on watershed-related zoning matters.

10. Adjournment

Motion to adjourn at 8:37 PM.

Motion: Kinsella; Second: Cohn; Vote: All in favor.

Attachments: March 2026 Financials

Correspondence from Habitat for Humanity

Correspondence from resident David Noonan

Correspondence from Aquarion Water

ZEO Report

REFERENCE CHARTS

Motion / Action Chart — April 23, 2026

#	Agenda Item	Motion	Moved By	Seconded By	Vote	Result
1	Seating of Alternates	Seat Mark Rosen for Stephen Koshland	Kinsella	Metzger	Unanimous	Approved
2	Approval of Minutes	Approve March 26, 2026 Minutes	Macchi	Cohn	Kinsella abstained; remainder in favor	Carried
3	Additions to Agenda	Add Lot Line Modification under New Business, Item 3(A)	Metzger	Kinsella	Unanimous	Approved
4	Lot Line Modification — Habitat for Humanity	Approve River Road lot line modification (Map 1, Lots 36 & 261) with conditions	Macchi	Kinsella	Unanimous	Conditionally Approved
5	IHZ Regulations	Move IHZ text amendments to Public Hearing; include 14-unit cap per IHZ Zone	Kinsella	Macchi	Unanimous	Approved
6	IHZ Regulations	Amend IHZ amendments to include 27-bedroom cap	Cohn	Marlowe	Unanimous	Approved
7	IHZ Regulations	Include combined package: 14 units, 27-bedroom cap, 100% affordability, language cleanup	Marlowe	Metzger	Unanimous	Approved
8	IHZ Regulations	Set IHZ Public Hearing for Thursday, May 14, 2026 at 6:30 PM (Town Hall)	Marlowe	Metzger	Unanimous	Approved

#	Agenda Item	Motion	Moved By	Seconded By	Vote	Result
9	ADU Regulations	Move ADU amendments to Public Hearing on May 28, 2026 at 6:30 PM (regular meeting)	Kinsella	Macchi	All in favor	Approved
10	Adjournment	Adjourn at 8:37 PM	Kinsella	Cohn	All in favor	Approved

Upcoming Meetings & Hearings — As of April 23, 2026

#	Date	Time	Event	Location	Topic	Notes
1	May 12, 2026	TBD	POCD Subcommittee Presentation	Fire Department	POCD Implementation Update	Follow-up to presentations to Board of Selectmen and Board of Finance
2	May 14, 2026	6:30 PM	Public Hearing	Town Hall	IHZ Text Amendments	14-unit cap, 27-bedroom cap, 100% affordability, language cleanup
3	May 28, 2026	6:30 PM	Public Hearing (Regular Meeting)	Town Hall	ADU Regulation Amendments	Simplify ADU regulations; allow by zoning permit
4	June 25, 2026	6:00 PM	Informational Meeting	TBD (Firehouse or Kellogg)	Village Business Zone Expansion	Precedes regular meeting at 6:30 PM; venue dependent on expected turnout

Follow-Up Items — April 23, 2026

#	Item	Responsible Party	Action Required	Deadline / Status
1	Lot Line Modification — Corrected Map	Engineer Bodwell / Habitat for Humanity	Submit corrected map showing 200 ft. frontage for both lots, zoning table, color-coded delineation, and Chair signature block	Pending submission; ZEO to approve administratively upon receipt
2	IHZ Public Hearing Legal Notice	ZEO Mullen	Publish legal notice for May 14, 2026 Public Hearing	Per statutory notice requirements
3	ADU Public Hearing Legal Notice	ZEO Mullen	Publish legal notice for May 28, 2026 Public Hearing	Per statutory notice requirements
4	VBZ Informational Meeting Preparation	ZEO Mullen	Prepare historical context, POCD alignment statement, clarification re: commercial development, and GIS overlays; correct mailing addresses for property owner letters; confirm venue (Firehouse or Kellogg)	Prior to June 25, 2026

Respectfully Submitted,
Recording Secretary, Patti Fife

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

	Jul '25 - Mar 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	14,400.00	26,160.00	-11,760.00	55.05%
Total 1011 Planning & Zoning Comm	16,129.62	31,592.00	-15,462.38	51.06%

Town of Canaan Account QuickReport July 2025 through March 2026

Type	Date	Num	Name	Memo	Split	Amount
1011 Planning & Zoning Comm						
1011-101 Zoning Enforce Officer						
Bill	10/06/2025	1349	Janell Mullen Consul.	Inv. 1349	Accounts Paya...	0.00
Bill	11/03/2025	1356	Janell Mullen Consul.	Inv 1356	Accounts Paya...	0.00
Total 1011-101 Zoning Enforce Officer						0.00
1011-104 Secretary						
Paycheck	07/07/2025	49186	CATHERINE BUSH.	VOID	Checking	0.00
Paycheck	07/21/2025	49286	PATRICIA G FIFE		Checking	160.00
Total 1011-104 Secretary						160.00
1011-201 Postage						
Bill	02/02/2026		Elan Financial Servi.		Accounts Paya...	78.00
Total 1011-201 Postage						78.00
1011-403 Publication Exp						
Bill	11/17/2025	2951455	Hearst Media Servic...	2951455 - 10/...	Accounts Paya...	56.79
Bill	11/17/2025	2947168	Hearst Media Servic...	2947168 - 9/1...	Accounts Paya...	142.68
Bill	02/25/2026		Hearst Media Servic...		Accounts Paya...	199.47
Bill	02/25/2026		Hearst Media Servic...		Accounts Paya...	142.68
Total 1011-403 Publication Exp						541.62
1011-473 Consultant/Eng						
Bill	11/03/2025		Janell Mullen Consul...		Accounts Paya...	0.00
Bill	02/19/2026	748	Quality Data Service...		Accounts Paya...	750.00
Total 1011-473 Consultant/Eng						750.00
1011-801 Mileage						
Bill	11/03/2025		Janell Mullen Consul...	July - October	Accounts Paya...	114.80
Bill	02/19/2026	11/25-...	Janell Mullen		Accounts Paya...	85.20
Total 1011-801 Mileage						200.00
ZEO/Planner						
Bill	08/04/2025	1341	Janell Mullen	July	Accounts Paya...	1,500.00
Bill	09/08/2025	1347	Janell Mullen		Accounts Paya...	1,600.00
Bill	10/06/2025	1349	Janell Mullen Consul...	Inv. 1349 - Se...	Accounts Paya...	1,500.00
Bill	11/03/2025	1356	Janell Mullen Consul...	Inv. 1356	Accounts Paya...	1,800.00
Bill	12/01/2025	1361	Janell Mullen Consul...	Inv. 1361	Accounts Paya...	1,700.00
Bill	01/05/2026		Janell Mullen		Accounts Paya...	2,100.00
Bill	02/02/2026	1375	Janell Mullen		Accounts Paya...	1,900.00
Bill	03/02/2026	1386	Janell Mullen		Accounts Paya...	2,300.00
Total ZEO/Planner						14,400.00
Total 1011 Planning & Zoning Comm						16,129.62
TOTAL						16,129.62



March 31, 2026

2026 Board of Directors

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Lakeville

Jill Hall – Secretary
Norfolk

Marc Crone - Treasurer
Norfolk

Cinzi Lavin - Director
Winsted

Juliet Moore – Director
Lakeville

Jim Rutledge – Director
Salisbury

Mike Chapell – Director
Salisbury

John Huber – Director
Sharon

Brenda Fife – Director
North Canaan

Chris Dugan - Director
Litchfield

Mr. Greg Marlowe
Ms. Janell Mullen
Canaan / Falls Village Planning and Zoning Commission
P.O. Box 47
Falls Village, Connecticut 06031

Dear Janell and Greg –

Thank you for inviting Habitat to attend the meeting held on March 26th, 2026. I see from the minutes that the entirety of the Incentive Housing Zone (IHZ) regulations are in review, and we wish to better understand where our planning for the remainder of MBL 1/3/6 should focus, and, how combining MBL 1/3/6 with MBL 1/26/1 might be impacted.

We are attempting to work with the Torrington Area Health District (TAHD) as well as the Northwest Connecticut Land Conservancy (NCLC) to develop clear plans for Habitat for Humanity of Northwest Connecticut (HfHNWCT) for our next project. We are nearly complete with our project on Salisbury Road in North Canaan, and are looking forward to continuing our efforts to expand affordable housing on River Road.

Our planning has been very contingent on information derived from the Falls Village Zoning Regulations document updated February 1, 2024. Incorporated further on in this document is the relevant Section.

We had approached the Falls Village Planning and Zoning Commission (FVPZ) on October 23rd, 2025 to ascertain what options for development would be preferable for a new project on River Road, and have been working from that guidance since that meeting.

When the FVPZ Commission arranged the Informational Session at the Falls Village Fire Department on November 5th, 2025, we came prepared to discuss our intentions, and to present a more comprehensive view of the uses of the property as we invited Amanda Branson of the NCLC to add her thoughts as to the ultimate uses of the property. We had also invited Keith Bodwell, the engineer and surveyor we have commissioned to work with us on this project to join us at that meeting for any further insights, and progress to date with other governmental agencies.



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Since that time, we have continued to engage Keith Bodwell’s professional services for testing, working as our liaison with TAHD, and what we hope will ultimately be our relationship with the NCLC as we transition the remains of the property not used by Habitat for conservation and recreation. That work has included surveys, deep hole tests and communications with TAHD – not an unsubstantial investment.

Even our transaction with the Falls Village Housing Trust (FVHT) was contingent on our understanding of the FVPZ Commission Regulations, as in no way would we have foreclosed on the opportunity to develop housing on the remaining +/- 70 acres (after transferring 10 acres) by having the FVHT construct all of the permissible housing in the IHZ.

We are struggling to understand the purpose of changing the definitions of the IHZ enumerated in Section 4.4.H. of the Zoning Regulations - particularly the density. From that document, we excerpt the following:

H. IHZ Site Development Standards

1. Density Requirements. Notwithstanding anything to the contrary in this Zoning Regulation, the density and dimensional requirements applicable in the IHZ are as follows:

Use	Maximum Required Density (du/ac.)
Single Family Detached Dwelling Units	4
Duplex or Townhouse style Dwelling Units	6

We note that there appears to be confusion regarding the IHZ regulations owing to inconsistency in various documents describing the IHZ regulations? In light of these concerns, HfHNWCT is attempting to gain clarity on our abilities as we invest in this project moving forward. We have limited resources and would prefer to pursue a steady, informed path for this project

Also, we wish to point out that under Section 4.4.H (a) – Density Waiver for Non-Profit - that 100% of the units that HfFNWCT would construct are to be subject to affordability requirements (<80% of AMI for occupants) now and in perpetuity, as are all HfHNWCT properties, and we are unclear how that particular basis for a waiver may be interpreted should we continue with our efforts to create up to 5 duplex units, and transfer remaining property to the NCLC’s control.



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Please be assured that HfHNWCT will conform to whatever the ultimate outcome of your current efforts are to modify/clarify the IHZ , but we feel we must put our efforts on hold until we have a clearer understanding of the basis for the current efforts to modify the Zoning Regulations and their future impact.

Thanks in advance for your guidance, and we look forward to hearing further.

Best regards,

A handwritten signature in black ink, appearing to read "Bob Whelan".

Bob Whelan
President
Habitat for Humanity of Northwest Connecticut.

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 April 23, 2026

Zoning permits issued:

1. 190 Route 63 - Barn (20' x 30')
2. 104 Belden Street - Barn

Zoning Inquiries:

1. Dimitri of BBG Real Estate Services - questions involving property appraisal within the Steep Slope Overlay
2. 101 Main Street - Property owner inquiry involving fence replacement
3. 36 Lime Rock Station - updated survey maps received and reviewed
4. 66 Barnes Road - inquiry involving property (which is for sale) involving multiple units
5. Habitat for Humanity - IHZ Question - to be noted as Communication Received
6. Introduction from Falls Village Housatonic River Commission member
7. Great Mountain Forest - signage inquiry

Misc:

VRBZ letter sent to ~80 property owners
Dark Skies letter sent to LHK

WARNING - scam related emails pretending to be from the Town

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*



AQUARION
Water Company

Stewards of the Environment™

Watershed & Environmental Management

203.445.7339 phone

watershed@aquarionwater.com

March 26, 2026

Greg Marlowe, Chair
Planning and Zoning
Town Hall
108 Main Street
Falls Village, CT06031

Dear Greg Marlowe,

Our Watershed and Environmental Management team works to safeguard the important natural filters that protect our ground water and surface water public drinking water sources. Whether you are reviewing applications, adopting regulations, or enforcing regulations that protect wetlands, aquifers or watersheds you play a vital role in source water protection. We recognize the importance of your work and we appreciate all you do.

As part of our efforts to enhance public outreach, this year we created new online content to help the public and local agencies to easily navigate to source protection resources. We hope you will visit the new web pages and find the information useful. The new content can be found by visiting www.aquarionwater.com/sourceprotection or by scanning the QR code below. If you have additional resources you would like to see, have questions, or need to get in touch you can reach us at watershed@aquarionwater.com.

Thank you for working to protect water resources.

Sincerely yours,

Aquarion Water Company



Hi Greg,

My name is David Noonan. I live in the center of Falls Village. I'm writing in regards to your proposal of zoning our entire village center for commercial use. You may remember me from the last P&Z "informational meeting" when I voiced my opposition to your proposal of turning Railroad Street into a de facto highway onramp that would access Route 7. Needless to say that one wasn't a hit, and I don't anticipate this one will be either.

My first question for you is, does anyone on the P&Z Commission actually live in the village center? It certainly doesn't seem like it. My second question is, who is this proposal for? Because it's not for those of us who live in town.

To me, more businesses in town means more traffic. Those of us who live in town have kids and pets and we're concerned about more cars driving through town. The beauty of this village is that its Main Street is NOT a state road.

The line, "where commercial uses...offices, and more concentrated housing are focused within the Village Center, and larger residential lots, open space...are preserved in the surrounding areas" reads as classist at best. Those of us in the village also like peace and quiet, and are entitled to it just the same.

I'm just genuinely wondering who asked for this, because when I talk to my neighbors about what our town needs, I hear: community, people who will send their kids to our public school, people who will maintain their homes, etc. I have never heard someone say we need more car traffic in the village center.

I'll happily reiterate this in person at the meeting in June, but my wife, who is pregnant, is due that week so I may not make it.

David Noonan