PLANNING & ZONING COMMISSION
Town of Canaan (Falls Village)
Regular Meeting Minutes – November 17, 2026
108 Main Street, Falls Village, CT 06031

Attendance

Members – In Person: Chairman Greg Marlowe; Vice Chair Stephen Koshland; Doug Cohn; Matthew Macchi; Tim Metzger; Kimberly Mahoney; Kathy Clark; Eileen Kinsella.

Members Absent: None.

Staff Absent: ZEO Janell Mullen.

Alternate Members – Via Zoom: None.

Seating of Alternates: None required.

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1. Call to Order & Approval of Minutes

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

Approval of Minutes

Public Hearing – October 22, 2026
Regular Meeting – October 22, 2026

Motion to Approve October 22, 2026 Public Hearing Minutes: Koshland; Seconded by Kinsella. Vote: Unanimous. Motion carried.

Motion to Approve October 22, 2026 Regular Meeting Minutes: Koshland; Seconded by Kinsella. Vote: Unanimous. Motion carried.

Agenda Amendment

Motion to add Item 3C, Reappointment of Kathy Clark as Full Member, to the agenda: Kinsella; Seconded by Cohn. Vote: Unanimous. Motion carried.

It was noted that the November 17, 2026 agenda incorrectly identified the meeting as a **Special Meeting Agenda** rather than a **Regular Meeting Agenda**.

2. Public Comments

None.

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3. New Business

A. 2027 Calendar of Meeting Dates

The Commission reviewed the proposed 2027 meeting calendar. The November meeting date was amended from November 23, 2027, to November 18, 2027, due to the Thanksgiving holiday.

Motion to approve the 2027 Calendar of Meeting Dates, as amended: Mahoney; Seconded by Clark. Vote: Unanimous. Motion carried.

B. FY 2027–2028 Planning and Zoning Commission Budget

The Commission reviewed the proposed FY 2027–2028 budget. The total proposed budget remains **$31,591**, unchanged from FY 2026–2027, representing a **0% increase**.

Motion to approve the FY 2027–2028 proposed budget and forward it to the Board of Selectmen: Koshland; Seconded by Clark. Vote: Unanimous. Motion carried.

C. Reappointment of Kathy Clark as Full Member

Motion to reappoint Kathy Clark as a full member of the Planning & Zoning Commission for a term ending June 30, 2031: Koshland; Seconded by Cohn. Vote: Unanimous. Motion carried.

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4. Old Business

A. Dark Skies Implementation

An update was provided regarding lighting concerns at Town-owned properties. Discussion focused on field and school lighting. Members noted improvements resulting from reduced lighting levels but observed that some fixtures remain brighter than desired. Further review with Town personnel is planned.

5. Other Business

A. POCD Implementation – Subcommittee Update

Commissioners discussed scheduling a first-quarter subcommittee meeting to review progress on Plan of Conservation and Development goals. Discussion included preparation of a public progress report and updates to implementation tracking materials.

B. P&Z Monthly Financial Report Review

The Commission reviewed the monthly financial report from Treasurer. Commission well within budget

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6. Regulations Review

A. What Is Next?

Commissioners discussed upcoming state legislation affecting land use and zoning, including Public Act 25-1. Members noted the State's summary document is approximately 72 pages and agreed that detailed review and discussion should begin in January. Potential impacts on existing regulations and zoning policy were noted.

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7. Public Comments & Official Correspondence

None Presented.

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8. Adjournment

Motion to Adjourn at 6:58 PM: Kinsella; Seconded by Macchi. Vote: Unanimous. Motion carried.

Attachments

• 2027 Calendar of Meeting Dates

Respectfully submitted, Board of PZC Secretary, Patti Fife

Motion / Action Summary

Item	Motion / Action	Moved By	Second	Result
Approval of Public Hearing Minutes (10/22/26)	Approve Public Hearing Minutes	Koshland	Kinsella	Unanimous, Carried
Approval of Regular Meeting Minutes (10/22/26)	Approve Regular Meeting Minutes	Koshland	Kinsella	Unanimous, Carried
Agenda Amendment	Add Item 3C to Agenda	Kinsella	Cohn	Unanimous, Carried
2027 Meeting Calendar	Adopt Calendar as Amended	Mahoney	Clark	Unanimous, Carried
FY 2027-2028 Budget	Approve Budget and Forward to BOS	Koshland	Clark	Unanimous, Carried
Reappointment	Reappoint Kathy Clark as Full Member	Koshland	Cohn	Unanimous, Carried
Adjournment	Adjourn Meeting	Kinsella	Macchi	Unanimous, Carried

Appointments / Resignations

Action	Individual	Position	Term / Notes	Status
Reappointment	Kathy Clark	Full Member, Planning & Zoning Commission	Term ending June 30, 2031	Approved

Amendments

Item	Amendment	Action Taken
Agenda	Added Item 3C – Reappointment of Kathy Clark as Full Member	Approved unanimously
2027 Meeting Calendar	November meeting changed from November 23, 2027 to November 18, 2027	Approved with calendar adoption
Administrative Correction	Agenda incorrectly identified meeting as a Special Meeting rather than a Regular Meeting	Noted for record

Follow-Up Items

Follow-Up Item	Responsible Party	Status
Review lighting concerns at Town-owned properties and field/school lighting	Commission / Town Personnel	Ongoing
Schedule first-quarter POCD Subcommittee meeting	POCD Subcommittee	Pending
Prepare public POCD progress report	POCD Subcommittee	Pending
Update POCD implementation tracking materials	POCD Subcommittee	Pending
Review Public Act 25-1 and assess regulatory impacts	Commission	January 2027

Town of Falls Village (Canaan), Connecticut

Planning & Zoning Commission

Calendar of Meeting Dates – 2027

*The Town of Canaan (Falls Village) Zoning Commission regularly meets on the **fourth Thursday of every month** at 6:30 PM. Meetings are hybrid (on Zoom) and in person at the Falls Village Town Hall located at 108 Main Street, Falls Village, CT 06031.*

January 28th

February 25th

March 25th

April 22nd

May 27th

June 24th

July 22nd

August 26th

September 23rd

October 28th

November 23rd – moved to Tuesday due to Thanksgiving

December Recess – Happy Holidays