

PLANNING AND ZONING COMMISSION  
TOWN OF CANAAN  
FALLS VILLAGE TOWN HALL

108 Main Street, Falls Village, CT 06031

January 22, 2024, 7:00 p.m. or immediately following the Public Hearings (In Person)

Special Meeting:

Present: Chairman, Fred Laser, Zoning Enforcement Officer, Janell Mullen, Stephen Koshland, Vice Chairman, and Regular Members, Vincent Inconiglios, Greg Marlowe, Doug Cohn and Matt Macchi. Absent: Regular Member, Ruth Skovron and Alternate Member, Marc Rosen. Also Present: Dave Barger, First Selectman, Judy Jacobs, Selectman and member of the community, John Allen. Also present: Alice Macchi, recording secretary.

Chairman Laser called the Special Meeting to order at 7:02 p.m.

AGENDA:

1. Call to Order & Approval of the Minutes: a. P&Z Special Meeting minutes - November 30, 2023: **MOTION** by Marlowe, seconded by Koshland to approve the Special Meeting minutes of November 30, 2023, as presented; approved unanimous.
2. Public Comments: Question by John Allen inquiring if the Town had considered any Conservation efforts for the Coolidge property on Beebe Hill Road. ZEO Mullen provided an update on the status of the application and advised that the application was currently before ZBA regarding shared driveways.
3. New Business: A. Century Aggregates, Inc. Annual Quarry Renewal - 75 Sand Road: Overview on thorough presentation by Marlowe at the Public Hearing. Discussion/Questions/Comments. **MOTION** by Koshland, seconded by Cohn, to approve the Special Use Permit for Century Aggregates, Inc. for its Annual Quarry Renewal 2024, 75 Sand Road; approved unanimously by individual vote (Marlowe recused himself from the vote); B. Zoning Text Amendment - Compliance with Public Act 23-142: Overview on presentation by ZEO Mullen at the Public Hearing. Discussion/Questions/Comments. **MOTION** by Koshland, seconded by Cohn to approve the amendment of the Zoning Text to be in compliance with Public Act 23-142, to allow for licensed Family Group Childcare Homes In Accordance with Public Act 23-142; approved unanimously by individual vote.
4. Old Business: A. Village Center Parking Plan - tabled to February Meeting; B. Solar Farm - Old Town Farm: First Selectman, Dave Barger, reported that the project was shelved by the Board of Finance, but that other alternatives were being looked at; C. Subcommittee on New P&Z Appointments: Chairman Laser advised that forming a sub-committee was discussed at the November 30, 2023, meeting for purposes of developing a procedure, criteria, and potential future Commissioners, taking into consideration experience, life skills and professional attributes. It was advised that the proposed sub-committee members, Stephen Koshland, Doug Cohn, Vincent Inconiglios and Ruth Skovron held an organizational meeting on 1/9/2024, which included ZEO Mullen. Discussion regarding formalizing the sub-committee. Discussion regarding facilitation of meetings by ZEO Mullen, but ZEO Mullen need not be presented for all

meetings. Further discussion regarding informing interested parties of the expectations, commitment, responsibility and engagement and the Commissioner term of 5 years. Comment by Marlowe regarding the DM Hunt Library's preparation of a new member folder. Discussion regarding the preparation of such a folder by the sub-committee. MOTION by Koshland, seconded by Macchi to form a sub-committee for new Planning and Zoning appointments consisting of Stephen Koshland, Doug Cohn, Vincent Inconiglios and Ruth Skovron and to formally set a meeting for the subcommittee to meet to be held on February 5, 2024 at 4:00 p.m., approved unanimously. D. By-laws, training and standard operating procedures: Commissioners were informed that all questions should be directed to ZEO Mullen for purposes of clear communication and no misunderstandings, with comment that all side conversations are to be avoided, as they can add to overall confusion. Discussion regarding creating email addresses for Commissioners (i.e. [planningandzoningkoshland@gmail.com](mailto:planningandzoningkoshland@gmail.com)). The Commissioners were in favor of creating new email addresses for planning and zoning communications. Training Opportunities: Discussion regarding continuing education. ZEO Mullen advised on amended requirements citing new guidelines on training. Vice Chairman Koshland advised on a meeting scheduled in March. ZEO Mullen confirmed such a meeting to be held in March and commented that it would be good to attend.

5. ZEO Report (prepared for Special Meeting on 12/28/2023 and then updated and issued one 1/22/2024): ZEO Report included Zoning permits issued, Zoning Inquiries, Zoning Complaints/Potential Violations, Training Opportunities and Misc. and Ordinance & Regulation Review. Questions/comments/discussion. By **consensus**, the January, 2024 Zoning Report (copy attached) was accepted as presented.

6. Public Comments & Official Correspondence: Discussion regarding Annual Budget Process to be discussed at either the 2/22/2024 meeting or added to the 1/25/2024 agenda, if Commissioners felt ready to proceed. Review of proposed Annual Report as prepared by ZEO Mullen. Discussion/comments on Annual Report; Report approved by consensus. Chairman Laser advised on an informational meeting for Affordable Housing and Conservation Collaboration NWCT (comprised of 6 Towns), which was coordinated by Jocelyn Ayer, Director of Center For Housing Opportunity. The link for the recording of the meeting will be circulated to the Commissioners by Chairman Laser. Laser commented that the purpose of the project was to bring affordable housing to fruition and advised that it was reported at the meeting that 1300+/- households were in need of affordable housing and that 70% were seniors. Discussion regarding a volunteer point person from the Commission that would act as the representative at meetings going forward. Laser advised that there would be approximately 6-7 meetings scheduled, some of which would be via zoom but some would require in-person attendance. Marlowe expressed interest in being the point person for the Planning and Zoning Commission.

7. Adjournment: **MOTION** by Marlowe, seconded by Koshland, to adjourn the meeting; approved unanimously. Chairman Laser adjourned the Special meeting at 8:20 pm.

Respectfully submitted, Alice Macchi, Recording Secretary