PLANNING AND ZONING COMMISSION
TOWN OF CANAAN (FALLS VILLAGE)
FALLS VILLAGE TOWN HALL
108 Main Street, Falls Village, CT 06031
March 7, 2024, 6:30 p.m. (Hybrid)

Special Meeting (home based businesses workshop):

Present: (Acting) Chairman, Greg Marlowe, Zoning Enforcement Officer, Janell Mullen, Vice Chairman, Stephen Koshland and Regular Members, Doug Cohn, Matt Macchi, Kim Mahoney and Ruth Skovron. Absent, Chairman, Fred Laser, Regular Member, Vincent Inconiglia and Alternate Member, Marc Rosen. Also Present: Dave Barger, First Selectman. Also Present: Alice Macchi, Recording Secretary.

AGENDA:
1. Call to Order: (Acting) Chairman Marlowe called the Special Meeting to order at 6:32pm
2. Public Comments: None
3. Workshop Meeting:

   (A) Regulation Review Priorities: Revisit discussion from two years ago. Prior items left finalized include regulation for the Village Business District. Discussion regarding need for creating driveway regulations. Discussion regarding regulation for cannabis, training, home daycare, multi-family housing and statutorily required regulations. Discussion regarding POCD. Discussion regarding tiny homes and container homes. Discussion regarding outline of top priorities. Comment by Cohn regarding implementation of POCD, the process of other Towns, the forming of a committee to include members from other Town committees. ZEO Mullen advised that some Towns hold annual meetings to go over the POCD and the progress, or lack thereof. Discussion regarding short-term rentals, adaptive reuse, historic district overlay, Housatonic River overlay. ZEO Mullen made mention of a residential compound, which seems to align with regulations of a subdivision, noting this should be reviewed. Marlowe commented on affordable housing and the potential for regionalizing, given the constraints that small Towns face. Skovron commented on a conversation she’d had with First Selectman, Dave Barger, regarding a multi-million-dollar grant for a trail from Brookfield along the Housatonic River through Blue Blaze, which would tie into the Connecticut Trail system. ZEO Mullen commented on the importance of mapping, noting a need to revamp maps, GIS with zoning classifications on the parcels, mapping overlays, wetlands, corridors, etc. should be included. Priorities for ZEO Mullen to work on: Village Business District and driveways. ZEO Mullen will check to see if there’s an ordinance and will discuss driveways further with Tim Downs.
(B) Home Business Regulations – revisit draft proposal: Review of Memo from ZEO Mullen regarding Home Business Regulations, dated September, 2023: Memo addressed *Background/Current Regulations* (page 10; permits required in certain districts for home-based businesses and types of businesses), definitions for various home-based business types (pages 89-90, Home-based business, home office, minor home-based business, an intermediate home-based business, a major home based business, a cottage industry, a home-based contractor), *ZEO Interpretation, What Other Towns Are Doing* (discussion regarding Special Permits associated with home business may be issued for periods not to exceed X years, change from 2 to 3, with administrative renewal), Landscaped and/or structural screening (buffers and berms for consideration and the need to be more specific); *Items to Consider* (proposed amended definitions-cottage food operation (discussion regarding possible amended definition and much discussion regarding the language pertaining to “retail sales do not take place at the private residential dwelling”), home business use, home office, home business Use, contractor Shop and storage, minor home businesses, major home businesses (discussion regarding other regulatory licenses that may be required for home-based businesses, service oriented businesses and manufacturing and retail businesses); *approval process* proposal – cottage food operations (no permit?), home office (no permit?), contractor shop and storage (special permit or zoning permit – definition to be further reviewed), minor home business (zoning permit ?), major home business (special permit?) . Discussion regarding blanketing regulation (i.e. exterior storage of materials). Discussion regarding attention to definitions. Notable specifics associated with home business regulations in nearby Towns include signage issue for home-based businesses. Marlowe commented that there are many home-based businesses in Falls Village. Discussion regarding screening to address exterior storage of materials, including economical factor and specifics on screening.

4. Public Comments: None. Next workshop Special Meeting re: home-based businesses scheduled for April 10, 2024 @ 6:30 pm.

5. Adjournment: **MOTION** by Macchi, seconded by Skovron, to adjourn the meeting; approved unanimously. Chairman Laser adjourned the Regular meeting at 8:30 pm.

Respectfully submitted, Alice Macchi, Recording Secretary