

CITY OF TORRINGTON



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To: Planning & Zoning Commission
From: Jeremy Leifert, AICP, City Planner *JL*
Date: February 15, 2023 Rev 2
RE: Special Exception #22-09 and Site Plan #1430, 232 Klug Hill Road, change of use to allow a 92-Site Recreational Vehicle (RV) Park and associated property improvements

In reviewing the application, plans and documents submitted, I have the following comments:

Lelah Campo has filed an application for two adjacent properties: 232 Klug Hill Road - Tax Assessor's Map 215 Block 003 Lot 016 and Tax Assessor's Map 215 Block 003 Lot 004 to request an approval for a change of use from the current single-family residential use to a Recreational Vehicle (RV) park and campground. The applicant also requests approval of the site plans submitted with the application.

The properties are owned by Greenstone Investments, Inc., are a combined 236.4 acres in total area and are both located entirely in the R-60 residential zone. There are no previous site plan approvals in the City records for this property. The proposed Recreational Vehicle Park use is an allowed use in the R-60 zone by Special Exception under zoning regulations section 3.1, Table of Permitted Uses, subsection 1.90 – Mobile Home Park and Recreational Vehicle Park and section 6.7.3 – Mobile Home Parks and Recreational Vehicle Parks. A public hearing for the special exception and a new site plan approval are required for this proposed project. The review of this application is guided by the above referenced section 6.7.3 of the regulations as well as site plan requirements of section 8.4 and general special exception review standards in section 8.2.

A set of plans has been submitted titled "Klug Hill RV Park, KOA Campground, 232 Klug Hill Road, Torrington, Connecticut, Regulatory Submission, November 9, 2022" by SLR, Cheshire, CT. Dated November 9, 2022, revised to February 6, 2023. 25 Sheets. A report has also been submitted titled "Klug Hill RV Park, KOA Campground, Drainage Report, Prepared for Lelah Campo, Cozy Hills II Campground" by SLR, Cheshire, CT. Dated November 9, 2022, revised to January 17, 2023. Staff has met previously with the property owner and engineer to discuss the project prior to this meeting and a site walk was conducted by City staff on January 24, 2023.

Other Items of note:

1. No new building construction is proposed on the property as part of this application

2. No details have been included on proposed free standing or directional signage for the site. Free-standing signs shall be limited to no more than five feet in height and twenty square feet in area in accordance with the regulations.
3. Property boundaries between 232 Klug Hill Road and the adjacent parcel to the West currently bisect the proposed campground and should be combined as a condition of approval.
4. I do not recommend adopting Conservation Commission recommendations as stated below to eliminate proposed campsites. In the absence of regulated inland wetlands, Natural Diversity Database records on the site or the demonstration of the need for outside experts to evaluate potential sensitive habitats, there appears to be no basis for elimination of proposed campsites. The applicant also intends to make future use of the existing riding ring, therefore I do not recommend removal of the existing riding ring fencing near the lodge.
5. Parking requirements of two parking spaces per site are satisfied by these plans. Two handicap accessible spaces are provided near the office/recreational building. The regulations require 6 handicap spaces to be provided based on the required parking of 184 spaces. I support a waiver to allow for 2 handicap accessible spaces for the campground use.
6. I recommend a waiver of the requirement to provide a photometric lighting plan. The applicant has provided documentation on fixtures to be installed, which are full cutoff and compliant with lighting regulations.
7. The applicant submitted a written request to extend the time for the public hearing to be open for an additional 35 days, and was granted by the commission at the January 18, 2023 meeting. The public hearing is required to be closed no later than February 24, 2023.

Other Staff Comments:

Economic Development: Rista Malanca, City of Torrington Economic Development

Director: Rista Malanca, AICP, Torrington Economic Development Director met with planning staff and the applicant to discuss the project and verbally indicated her support for the project.

Wetlands, Conservation, Lighting, Landscaping, Signage: Nate Nardi-Cyrus, Assistant City Planner, in an email to me dated December 9, 2022, offered the following comments on the plans:

General - On sheet IN, include septic and detention basin areas for the relevant phases.

Wetlands – There are regulated wetlands and watercourses within the subject property that require wetlands review for this proposal. The applicant was granted a permit on April 12, 2022 for the expansion of the existing watercourse crossing (WC22-03-03) and on January 3, 2023 for tree clearing, installation of septic leaching fields, stormwater management basins, and grading entirely within the upland review area (WC22-11-01).

Landscaping – The proposed landscaping, as shown as identified lawn areas on sheet LL-2, is consistent with the Torrington's code. In addition, I recommend adding native trees and shrubs throughout the campground to provide shade, protection from wind, and to enhance groundwater infiltration on the site.

Lighting – No lighting is shown on the site plan. New lighting must comply with section 5.17 of the City zoning code, including the use of full cut-off fixtures. We encourage the use of products approved by the International Dark-Sky Association: <https://www.darksky.org/our-work/lighting/lighting-for-industry/fsa-fsa-products/>.

Signage – There are no new signs proposed as part of this application. A sign permit shall be required before installing any signage in accordance with section 5.15 of the zoning regulations.

Conservation – This application was referred to the conservation commission for review and the following comments were submitted in a memo to the City Planner dated December 9, 2022:

- **Plant native tree and shrub species throughout the campground** to provide wildlife habitat and other environmental benefits (e.g., shade, wind protection, and stormwater mitigation).
- **Replace campsites 56-61 with a park-like common area** that includes scattered native trees to buffer important forest habitat (See Map 2).
- **If any future activity is proposed** within or adjacent to the wetlands in the western portion of the property (e.g., wetlands crossings and recreational trails), biological surveys should be conducted to **establish the presence or absence of rare species** identified downstream.
- **Maintain all graded slopes and septic fields as native wildflower meadow habitat** by planting native seed mixes and mowing no more than 2x annually. Maintain existing meadows by mowing no more than 2x annually. Detention basins should also use native seed mix specifically designed for such basins but should be maintained using best practices (see Maps 1-2).
- For the large hayfield to the south of the 'Lodge' **remove riding ring fencing** to expand the hayfield and improve habitat for grassland breeding bird species (see Map 1).
- **Future trail design should require review by the Conservation Commission.**

Mr. Nardi-Cyrus, in an email to the City Planner on January 10, 2023, submitted the following supplementary inland wetlands comments:

The City of Torrington's Inland Wetlands Agent, Nate Nardi-Cyrus, has determined the latest plan set for 232 Klug Hill Road, revised on February 6, 2023, is a minor modification of approved wetlands permits WC22-03-03 and WC22-11-01. This constitutes a favorable wetlands report for this application.

Architectural Review Committee: This application was not referred to the ARC for comment.

Torrington Area Health District: TAHD Sanitarian Justin Rompre, in an email to me dated November 17, 2022, offered the following comments on the plans:

The Torrington Area Health District has received and is currently reviewing the Septic plan submitted by SLR Consulting regarding the property 232 Klug Hill Rd in Torrington, CT. Based on field observations and the proposed plan, it would appear feasible to locate an area to design a code complying subsurface sewage disposal system within the confines of the Connecticut State Health Code.

Engineering: Paul Kundzins, City Engineer in a memorandum to the City Planner and the applicant dated December 7, 2022, submitted marked up plans and a list of comments and corrections to be addressed by the applicants' engineer. Supplementary comments were submitted by Mr. Kundzins on January 10, 2023 regarding driveway grades. Further comments were submitted on January 18, 2023 to be addressed by the applicant. A final set of comments regarding the plans revised to February 6, 2023 was submitted to the applicant for correction on February 8, 2023. In verbal communications with the City Planner, Mr. Kundzins is agreeable to the conditional approval by the commission with the condition that the final plan for filing incorporate the corrections noted in the February 8, 2023 comments to the satisfaction of the City Engineer. See attached.

Police Traffic: Police Traffic Sergeant Dustin Baldis, in an email to me dated February 7, 2023, offered the following comments on the plans:

I see that some clean up was completed on the tight turn on the upper portion of the driveway and the lower area has less of gradient leading back to Klug Hill. I think these changes along with some signage make for a safer inlet and outlet for their campers. I have no further comment.

Fire: Fire Marshal Edward Bascetta in an email to me dated February 7, 2023, offered the following comments:

Good morning if we are currently discussing just the layout for the camp sites and the road then they will have to figure out protection for that layout. The suction hose that we will use for a dry hydrants is 10 feet in length, they will need to figure what their plan will be. The buildings we will talk about when the drawings are in hand.

In a verbal discussion with Fire Marshal Bascetta on February 8, 2023, he indicated that he had spoken to the applicants and is satisfied with their plans for a cistern with a dry hydrant for fire protection. Details on the cistern location and dry hydrant connection should be added to the final plans for filing.

WPCA: Ray Drew, Public Works Director, offered the following comments the latest email dated January 12, 2023:

If the system is not a Community System and the flows do not exceed 7,500 gpd, then it is not regulated by DEEP and thus a Maintenance Agreement with the WPCA is not required.

Building: Building Official Kevin Gillette, in an email to me dated November 17, 2022, indicated that he has no comments on this project

Conclusion: Per review and comment by City staff, I recommend approval of Special Exception 22-09 and Site Plan #1430, 232 Klug Hill Road and Tax Assessor's Map 215 Block 003 Lot 004, change of use from a single family residential use to a Recreational Vehicle Park Use and proposed site improvements to the property for grading, access road and interior road improvements, utility and septic installation and campsite development, with the following approval conditions and recommendations:

1. The applicant shall address comments of Paul Kundzins, City Engineer in his February 8, 2023 memo to the City Planner. Corrections based on these comments shall be addressed to the satisfaction of the City Engineer on the final filed plans required in #13 below and prior to the issuance of zoning or grading permits to begin construction.
2. The applicant shall follow comments of Nate Nardi-Cyrus, Assistant Planner outlined in his December 9, 2022 email to the City Planner, including:
 - a. Submission of an acceptable landscaping plan for native tree and shrub species around the campground
 - b. Add a notation to the final plans on native wildflower planting mix or an acceptable substitute on all steep slopes, septic fields and detention basins
 - c. Any future proposed development, including recreational trail use near the wetlands to the west of the current campground location shall require biological surveys for sensitive habitats or species, and any such plans shall be reviewed by the conservation commission for comment.
 - d. The applicant shall submit a separate sign plan as a modification to this approval when such plan is prepared and prior to opening for operation
3. The commission shall not adopt conservation commission recommendations to eliminate proposed campsites or remove the existing riding ring fencing near the lodge.
4. Per comments and discussion with Fire Marshal Edward Bascetta on February 8, 2023, the applicant shall indicate on the final filed plans the location of cisterns and dry hydrant connections on the property.
5. The requirement for a full photometric lighting plan as required in section 5.17.4 shall be waived. The applicant shall install full cutoff lighting as indicated in submitted documentation in compliance with section 5.17 of the regulations.
6. The requirement for six (6) marked handicap accessible parking spaces shall be waived to allow for two (2) handicap spaces near the proposed recreational center.
7. Properties known as 232 Klug Hill Road - Tax Assessor's Map 215 Block 003 Lot 016 and Tax Assessor's Map 215 Block 003 Lot 004 shall be combined in the final plans to be filed. A copy of the filed updated deed description shall be submitted showing the lot merger prior to the issuance of zoning permits for the project.
8. The applicant shall complete Phase I including all utilities, improvements to the common use buildings, sites 1 through 24 and the Phase I interior roads and infrastructure prior to opening for operation. Phases two and three shall also be completed in their entirety prior to opening for operation.
9. In accordance with section 6.7.3.R of the Zoning Regulations, no Recreational Vehicle, with exceptions as indicated in the regulations shall remain on a site for more than 187 consecutive days. No seasonal occupant of the property shall establish a permanent residence on the site.
10. Zoning and grading permits are required prior to alteration or use of the site for the proposed use, with the exception of those activities previously authorized under a grading permit for tree clearing only.
11. The Planning and Zoning Commission finds that the proposed use, location and site design is compatible with the neighborhood and surrounding uses and is protective of the health, safety and welfare of the citizens of the City of Torrington for the granting of a special exception approval.
12. In accordance with section 8.4.3 and 8.4.6 of the zoning regulations, the following shall be submitted to the City Planner:
 - a. Two paper copies of the full approved final plan set including the engineer's stamp and chairman's signature box on the title page.

- b. One mylar copy of each site plan sheet IN, GR-1 and GR-2 for filing with the City Clerk in accordance with section 8.4.3.P of the zoning regulations. The mylar sheets shall bear a chairman's signature box, a copy of the approval letter from the commission, an engineers' seal and live ink stamp.
- c. Mylar sheets shall be filed by the applicant with the City Clerk after the signature of the Chairman and prior to the approval of zoning or grading permits to begin construction or site work.

END OF MEMO

Cc: Lelah Campo

City of Torrington

ENGINEERING DEPARTMENT
(860) 489-2234



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Torrington, CT 06790-5245
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Memorandum

To: Jeremy Leifert, City Planner

From: Paul Kundzins, P.E. - Deputy Director of Public Works - City Engineer

Date: February 8, 2023

**RE: Engineering Review – 232 Klug Hill Road – Recreation Vehicle Park, 92 sites, associated amenities - Site Plan and Special Exception, Applicant: Lelah Campo
THIRD REVIEW – Revised site plans and supporting documents.**

The Engineering Department has received the following recently submitted design plans and supporting documents for the above application,

Design plans and supporting documents:

- a. Site Plan Application dated 11-10-22
- b. Special Exception Application
- c. Improvement Location Survey Plan No. 1-SU prepared by SLR dated March 31, 2022
- d. Site plan package titled Klug Hill RV Park KOA Campground prepared by SLR dated Last Revised February 6, 2023 includes:
 - i. 01 Title Sheet Last Revised February 6, 2023
 - ii. 02 IN - Index and Phasing Sheet REV 2/06/2023
 - iii. 03-04 EX1, EX2 Existing Conditions REV 1/10/2023
 - iv. 05 LL-1 Site Plan – Layout and Landscaping REV 2/02/2023
 - v. 06 LL-2 Site Plan – Layout and Landscaping REV 1/10/2023
 - vi. 07-08 GR-1, GR-2 Site Plans – Grading REV 2/06/2023
 - vii. 09-10 UT-1, UT-2 – Site Plan – Utilities REV 2/06/2023
 - viii. 11 SE-1 Sediment and Erosion Control Plans REV 2/06/2023
 - ix. 12 SE-2 Sediment and Erosion Control Plans REV 1/10/2023
 - x. 13-14 PP-1, PP-2 Site Plan - Plan and Profile dated REV 2/02/2023
 - xi. 15-16 SD-1 thru SD-2 – Detail and Tables, Soil results dated 11/9/2022
 - xii. 17-20 SD-3 thru SD-6 – Septic System REV 12/20/2022
 - xiii. 21-22 SD-7 thru SD-8 – Site Details dated 11/9/2022

- xiv. 23 SD-9 – Site Details REV 2/06/2022
- xv. 24 SD-10 – Site Details REV 1/10/2022
- xvi. 25 SD-11 Site Details dated 11-9-2022
- e. Email attachment file titled: “2023-02-06 Litchfield Hills CT KOA Campground - Comment Response Letter Attachments.pdf” dated 2-7-23 includes:
 - i. Drainage maps, calculations, tables and plans
 - ii. Plan C-WS – Culvert Watershed Map – Proposed Conditions dated February 6, 2022.
 - iii. Plan VT-1 Vehicle Tracking WB-40 REV 02/02/2023
- f. Email attachment file titled: “2023-02-07 Litchfield Hills CT KOA Campground - Comment Response Letter.pdf” dated 2-7-23.

The applicant has requested to build a Recreation Vehicle Park with 92 sites and associated amenities.

With regards to Email attachment file titled: “2023-02-06 Litchfield Hills CT KOA Campground - Comment Response Letter Attachments.pdf” dated 2-7-23 and revised plans as noted herein the Engineering Department provides the following ADDITIONAL comments:

APPLICANT REPLY R3:

- 44. Plan VT-1 dated REV 02/03/2023 shall be made part of and included in the certified design drawing package submission.
- 45. On Plan LL-1 show and annotate the limits (start and stop) of the 2’ gravel shoulder – specify by Station limits of the extent of the 2’ wide shoulder.
- 46. SD-9 Roadway cross section – Typical – does not show gravel shoulders, curbing or guide rail– revise typical cross section to show gravel shoulders and show additional cross section to reflect each of the typical common sections:
 - a. 24’ two-way access road with 1’ gravel shoulders
 - b. 12’ one way access road with 1’ gravel shoulders
 - c. 24’ two-way access road with 1’ gravel shoulders and curb and guild rail on one side
 - d. Variable width two-way driveway with 2’ gravel shoulders from STA 10+50 to STA 13+50.

APPLICANT REPLY R7:

- 47. Wooden Guide Rail design has not been provided as part of this emailed submission. Design details and supporting calculations must be shown on sheet SD-9 and/or submitted as separate engineer certified supporting design analysis report or specify CT state certified guide rail.

APPLICANT REPLY R11 and R42a:

- 48. Additional supporting drainage information has been provided with this submission however a revised signed and stamped Drainage Report with this additional information has not been provided as part of this emailed submission. Provide a revised certified Drainage Report that includes additional supporting drainage information.

APPLICANT REPLY R41:

49. The traffic figures and analysis worksheets as mentioned have not been included in this emailed submission. A revised signed and stamped Traffic Study Report has not been provided as part of this emailed submission. Reply comments (including traffic figures and analysis worksheets) must be included as one complete document as a revised signed and stamped Traffic Study Report.

APPLICANT REPLY R42.d:

50. Provide written signed confirmation letter from the Applicant or Legal property owner that the Applicant or Legal property owner accept the entire site, grading and road design and will assume and take full responsibility for the maintenance and use of the entire property and that the City of Torrington will not be held responsible for any adverse effects to the site or patrons as a result of the site design as submitted herein.

NEW COMMENTS:

51. Plan GR-1 – (formerly GU-1) This appears to be a new numbered plan and should not have any revision dates. Correct sheet date & remove revision dates.
52. Plan GR-2 (formerly GU-2) This appears to be a new numbered plan and should not have any revision dates. Correct sheet date & remove revision dates.
53. Plan UT-1 (formerly GU-1) This appears to be a new numbered plan and should not have any revision dates. Correct sheet date & remove revision dates.
54. Plan UT-2 (formerly GU-2) This appears to be a new numbered plan and should not have any revision dates. Correct sheet date & remove revision dates.

The Engineering Department will not issue a driveway access ROW permit or approve any planning/zoning or building construction permits until all of the above comments have been addressed to the satisfaction of the Engineering Department and required documents have been submitted and approved by the Engineering Department.



Paul Kundzins
2023.02.08 15:39:
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Paul Kundzins, P.E.
Deputy Director of Public Works - City Engineer