

# CITY OF TORRINGTON



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To: Planning & Zoning Commission  
From: Jeremy Leifert, AICP, City Planner JL  
Date: March 20, 2024 (Rev 1)  
RE: Modification to Site Plan #1430, 232 Klug Hill Road to modify a previously approved site plan for a proposed 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 to modify previously approved site plan #1430. The application requests the following modifications to the previously approved plans:

1. Position and grading for a recreational pond on the southern and of the project area in project Phase 1
2. Grading changes between the existing house on the property south to the new pond area in Phase 1
3. Minor additional revisions to grading and road/site layout across the project site
4. Project title change

A special exception and site plan approval was granted by the Planning and Zoning Commission for this project on February 15, 2023 with plans revised through February 9, 2023. Previous modifications were approved on April 19, 2023 and August 16, 2023 to realign driveways and check-in building and add a pond near the check-in building. No new use changes for the property are proposed as part of this application. No public hearing is required for this modification proposal to the previously approved site plan. The review of this modification application is guided by the RV Park regulations in section 6.7.3 of the zoning regulations as well as site plan requirements of section 8.4.

A set of plans has been submitted titled "Skyridge Trails Campground, 232 Klug Hill Road, Torrington, Connecticut, Regulatory Submission" by SLR, Cheshire, CT. Dated November 9, 2022, last revised to March 6, 2024. 30 Sheets. Also submitted is a separate "truck turning movements" sheet for the modified driveway dated August 4, 2023 and an updated report titled "Klug Hill RV Park, Drainage Report" revised to March 6, 2024. Staff has been in regular communication with the property owner and engineer to discuss these revisions prior to this meeting.

Other Items of note:

1. I recommend that all conditions of the original approval under site plan #1430 and modifications of April 2023 and August 2023 for the site remain in place except as otherwise noted in this memo.
2. Final plans and mylar sheets are required to be filed in accordance with the original approval prior to work occurring on the property
3. Zoning and grading permits are required to be obtained or modified prior to work in each individual phase on the property in accordance with the original approval and modifications after filing of mylar sheets with the City Clerk
4. The applicant should provide the area of the proposed pond for the application record

**Other Staff Comments:**

All staff comments and requirements from previous approvals and modifications remain in effect except those noted below:

**Economic Development:** This modification was not referred to the Economic Development office

**Assistant City Planner:** Nate Nardi-Cyrus, Assistant City Planner, in an email to the City Planner dated March 19, 2024 offered the following comments on this application:

*General – I cannot find the construction access road anywhere on the plan. If the road will be completely closed, with no public or campground staff use after project completion, you just need to add it to the existing conditions sheets. If there is a planned use after project completion, it must also be added to the grading and sediment/erosion control sheets. If it is only for campground staff use, then I recommend signage or a gate be installed to deter public access. In any case, the road location can be estimated using aerial photos. The treeline shall be updated on the final signed plan set to reflect the final conditions on the site.*

*Wetlands – There are regulated wetlands and watercourses within the subject property that require wetlands review for this proposal. The applicant submitted a wetland permit application to address prior permit violations on 2/9/24 (Permit # WC24-02-01) and were awarded a permit during the regularly scheduled Inland Wetlands Commission meeting on 3/12/24. Also, sheet LL-3 shows the approximate area of the newly constructed pond and future beach. Because the beach was not approved in the above-described wetlands permit, I recommend removing the beach from the plan and applying for a separate wetlands permit for the work at a later date. If the beach is removed from the plans, this constitutes a favorable report to the Commission.*

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

**Torrington Area Health District:** An approval letter for the modifications was submitted for the file from Justin Rompre, TAHD sanitarian, dated March 18, 2024

**Engineering:** In an email to the City Planner dated March 19, 2024, Paul Kundzins, City Engineer stated that he has no comments on the proposed modifications

**Police Traffic:** Police Traffic Sergeant Dustin Baldis, in an email to the City Planner dated March 9, 2024, indicated that has had no comments on this modification.

**Fire:** No comments were received from Fire Marshal Edward Bascetta. Comments from the original approval regarding cisterns and dry hydrant locations on the final plans are still in effect.

**WPCA:** Sheryl Lewis, WPCA Administrative Assistant, in an email to the City Planner dated March 8, 2024 indicated that WPCA has no comments on these proposed revisions.

**Building Department:** No comments were received from Building Official Kevin Gillette for this modification. Comments from the original approval regarding building permit requirements are still in effect.

**Conclusion:** Per review and comment by City staff, I recommend approval of this revision to approved site plan #1430, 232 Klug Hill Road and Tax Assessor's Map 215 Block 003 Lot 004, for a proposed Recreational Vehicle (RV) Park and associated property improvements with the following approval conditions and recommendations:

All conditions stated in the initial approval of February 15, 2023 and modifications approved April 19, 2023 and August 16, 2023 remain in effect except as noted below.

1. Per comments by the Assistant Planner Nate Nardi-Cyrus, the final plan set for filing shall (1) eliminate the beach area near the pond pending future wetlands approval, (2) include the location and grades of construction access/maintenance driveway including access gating and signage and (3) update the treeline on the plans to reflect conditions on site
2. The applicant shall add a note on the area of the pond to the final plan set
3. Each phase shall be completed in its' entirety prior to opening for operation
4. Revisions to existing zoning and grading permits are required prior to alteration or use of the site for the modified areas, with the exception of those activities previously authorized under existing zoning and grading permits outside of the modified areas
5. 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 and GR-3 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 modified zoning or grading permits to begin construction or site work.

END OF MEMO

Cc: Lelah Campo  
Ryan McEvoy, SLR