

RECREATION & COMMUNITY
ENHANCEMENT COMMITTEE
MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

February 8, 2011 - 5:00 P.M. – Council Chambers - Town Hall

CALL TO ORDER

ROLL CALL

AGENDA ADOPTION:

1. Presentation/Consideration of Donald Leonard Park Landscape Plan (Jane Wolffe)
2. New Business
 - Consider Memorial Park Naming Request (Donna Mason)
3. Old Business
 - Memorial Park Master Plan
4. Project Report Updates
5. Committee Member Comments

ADJOURN:

Next Meeting – April 12, 2011

**Recreation and Community Enhancement
Committee Meeting Minutes
October 12, 2010**

Committee Members Present:

John Jester, Chairman
John H. Howard, Councilman
Tripp Muth, Councilman
Bob Conklin
Cathy Plant
Jack Van Dame
Gene W. Taylor, Planning Commissioner

Committee Members Not Present:

Others Present:

William Neville, Planning Dir.
Robert Ritter, Town Mgr.

Call to Order

Chairman John Jester called the meeting to order at 5:04 PM

Adoption of the Agenda

There was a motion by Mr. Jack Van Dame, seconded by Councilman Tripp Muth to adopt the agenda as presented. The motion unanimously passed.

1. Committee Mission Statement and 2 year Work Plan

Chairman Jester presented a condensed version of a mission statement based on the input he received from committee members as follows:

“The Recreation and Community Enhancement Committee serves as an advisory committee to the Town Council on the community’s recreational needs, bicycle plan, and park facilities as well as beautification and enhancement of the Town of Chincoteague. The Committee serves as a liaison to the public and communicates public comments to the Town Council regarding these subject areas.”

The committee members concurred with the mission statement. Chairman Jester suggested that Bylaws similar to those recently adopted by the Planning Commission should also be prepared and adopted for the committee.

2. Discussion of Potential Projects

A list of potential projects for the 2 year committee work plan was presented by Staff.

- Jessie R. Watson Sr. Memorial Park Master Plan – Consideration of this Town Park was initiated by the Public Works staff in an effort to provide improved maintenance and appearance on the corner of Main Street and Cleveland Street.
- Ocean Boulevard Extended – Wetlands delineation has been completed with assistance provided by Commissioner Taylor. The next step will be to submit the necessary application materials for a disturbance and construction permit.
- CNWR Bike Trail Extension – Circle to Eel Creek – Agency comments have been received and permits may be issued by January 2011 so that the project may go out for bid.

- Establish a Policy for Memorial Donations (Benches, Trees, etc.) – The Town has a need to set a standard policy for park donations. Several examples have been researched from other communities and a draft document for Chincoteague can be prepared for committee review. Mr. Ritter stated that the addition of memorial or name identification such as a plaque could be considered in all parks except Memorial Park based on prior direction from Town Council. Chairman Jester shared the need for additional benches at the Downtown Park or along the Nature Trail and the benefit of establishing a standard style and material to be installed.

Mr. Howard noted that the bench style seating that allows for a reversible back may be a good idea along the waterfront. Staff was directed to present pictures of several alternatives for the committee to review along with recommendations of the quantity and location. Ms. Plant was concerned that the plaque could turn into a form of advertising if donations were made by businesses rather than only in the memory of a person.

Chairman Jester suggested the additional consideration of a bike trail extension along Maddox Boulevard on the north side from AJ's restaurant to the traffic circle. This would encourage the improvement of drainage in the roadside ditch and enhance the 'gateway' treatment of the corridor.

Councilman Howard asked about the possibility of landscaping/tree planting at the Curtis Merritt Harbor in the existing Town maintenance areas or tree planting in Donald Leonard Park. The State Forester may be able to recommend the best tree species for each location and possibly provide trees for planting.

Mr. Conklin and Commissioner Taylor identified the Harbor area as potentially the best Town owned property for future park and recreation use. Public Works Director Spurlock was recognized for his work to create a sloping access to the top of the mound without having to construct a wood platform. It was agreed that the preparation of a Harbor Area Master Plan should be the #1 priority of the Committee based on the exceptional views from this location. Councilman Howard noted the safety concerns for public access to the dredge spoils area.

Chairman Jester repeated the goal of creating a memorial in this location (harbor point) to the Chincoteague watermen lost at sea that has been proposed by Mr. Barry Abel. As a viewing location for rocket launches, there is very little improvement necessary. Mr. Conklin suggested that snow fence could be installed to secure certain areas from public access. Councilman Howard listed planned improvements including the fuel tanks, new asphalt, coordination of the spoil areas and landscape maintenance that will expand the use and appearance of the area.

Chairman Jester requested that a meeting date should be set up at the site with Public Works Director Spurlock within the next several weeks and that all of the committee members should be invited to view the area and discuss ideas.

Mr. Conklin began a discussion about the next steps to complete the Ocean Boulevard Extended Trail. Commissioner Taylor informed the committee about permits, access to Mr. Justice's property and the proposed crossing of Fowling Gut. A striped bike lane along the

existing length of Ocean Boulevard will also be needed. From Chicken City Road north, Coach's Lane would provide an opportunity to continue the trail. Mr. Conklin noted a previous discussion with the townhouse owners association to consider Town maintenance of the private road in exchange for a widened surface with a bike lane. Ownership of the right of way by Steve Katsetos will require additional negotiation, in particular to connect back with Maddox Boulevard.

Staff requested direction from the Committee regarding Watson Park. Mr. Conklin asked to confirm Town ownership of the park. Chairman Jester agreed with proposed removal of the one tree and shrub with the addition of benches (not café tables). Commissioner Taylor suggested this as a possible location for additional bicycle racks. Ms. Plant suggested that the shrub could be trimmed back rather than removed. The park should be 'adopted' by a neighboring business in order to improve use, security and regular maintenance. There is a possible link with the Healthcare Facility to repeat the native plant garden that was recently installed in Northampton County. Mr. Van Dame was familiar with the grant program that assisted with the garden project. Councilman Howard suggested that the remaining trees could be thinned out. Chairman Jester has been in contact with the Giving Tree Nursery who have offered to assist with landscaping along the Downtown Main Street area.

3. Discussion of Proposed Memorial Park Master Plan

Chairman Jester led the review of recommendations and potential future improvements to Memorial Park as the next step in preparing a park master plan. Mr. Conklin confirmed that the list included in the staff report summarized the committee's previous discussions. Other suggestions included:

- Volleyball court is good location, need to spray for wire grass
- Skate park needs immediate attention to remove rusted half pipes (2)
- Equipment inspection must be completed, logged, and maintenance identified for action
- Baseball field should be maintained or done away with
- Power wash or paint the picnic tables in the shelters, power wash fishing pier
- Epoxy paint floors in restrooms
- Replace the insert screens in the tennis court fence
- Ditch improvement, pipe, or fill the low area between right field and the walking path
- Repair walking trail near playground and tennis courts
- Add low fence near play equipment to prevent kids from running into the parking area
- Identify kayak launch area to provide relief for Eastside Boat Ramp. Look at small beach area next to existing boat ramp
- 52 spaces of parking may be enough
- Remove stumps from picnic grove area, fill and level with soil, rake and maintain picnic area and behind tennis courts
- Add picnic tables in grove and small pavilions or build larger pavilion for 8 people
- Study drainage system and flooding
- Establish maintenance program with rating system to determine highest priorities before adding more equipment

Staff indicated that these ideas will be wrapped into the '5 page master plan' summary for Memorial Park

4. Committee Member Comments

Chairman Jester shared his conversation with the Cultural Alliance about possible improvements at the Downtown Robert Reed Park.

Adjournment:

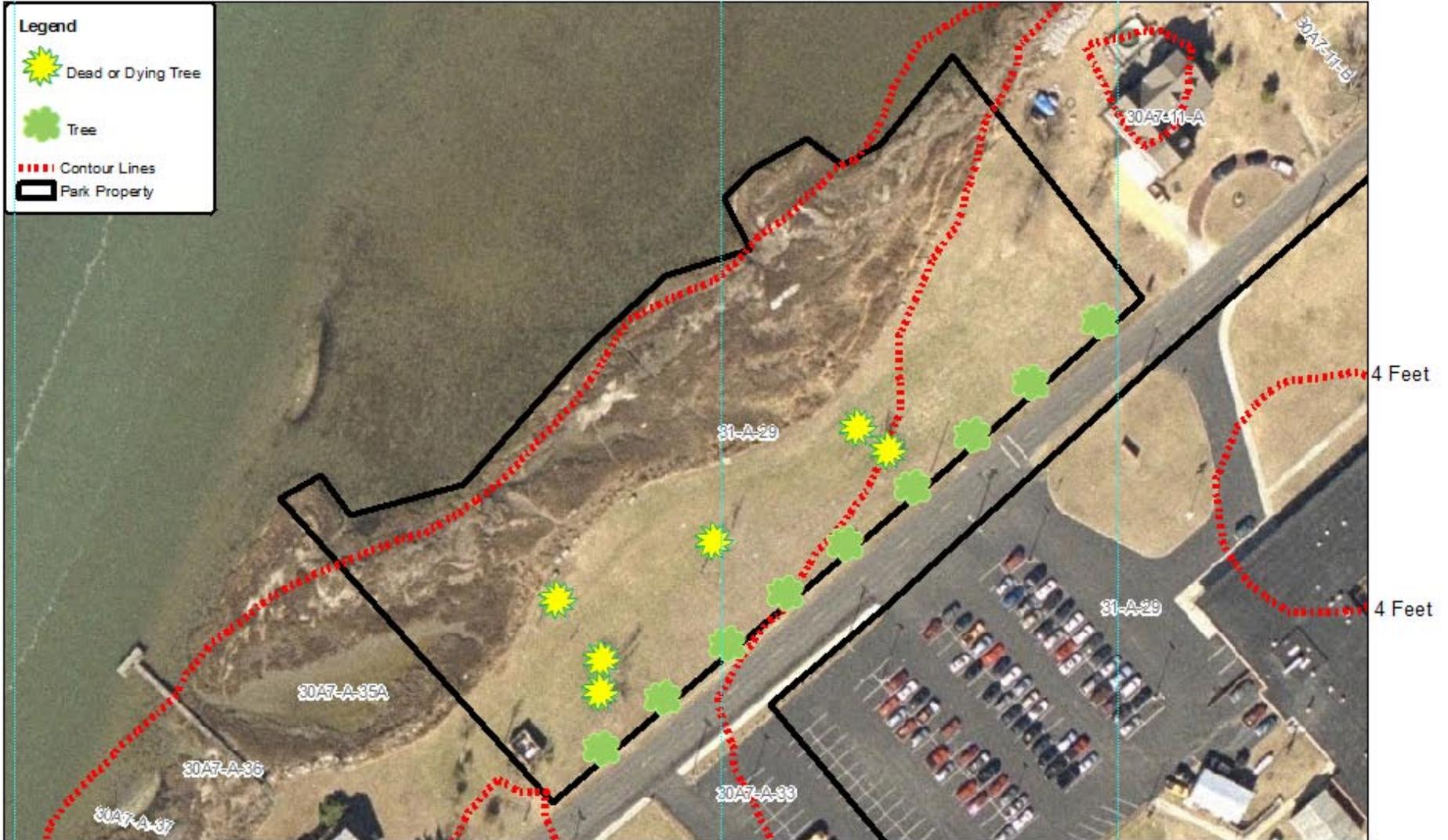
Jack Van Dame motioned, seconded by Councilman Howard, to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 6:00 pm.



Donald J. Leonard Park Town of Chinoctee

Legend

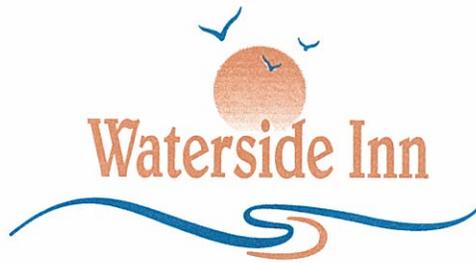
- Dead or Dying Tree
- Tree
- Contour Lines
- Park Property



0 Feet

2 Feet





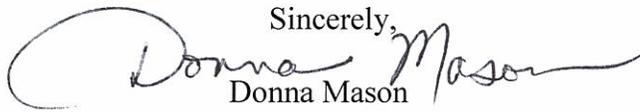
Town of Chincoteague
6150 Community Drive
Chincoteague Island, Va. 23336

To the Mayor and Town Council:

As a tribute to my Father I would like to request that the name of Veterans Memorial Park be renamed Lee Savage Veterans Memorial Park. Daddy was such an iconic figure in Chincoteague. His legacy is everywhere but his name is not currently on anything. As you may or may not be aware my father donated almost 2 acres of property including approximately 130 feet of waterfront in Oct. of 1956 at memorial park to the Town of Chincoteague. This is part of the property that is used for the fireman's annual pony swim. I believe this would be an appropriate tribute to him.

Chincoteague has done a good job of paying tribute to many of the great leaders of the past who have been instrumental in the evolution of the town. I think this renaming would be very much appreciated by his family and would insure that future generations are aware of contributions and sacrifices made by their forefathers.

Thank you for your consideration.

Sincerely,

Donna Mason



STAFF REPORT

To: Recreation & Community Enhancement Committee

From: William Neville, Director of Planning

Date: February 4, 2011

Subject: Proposed Memorial Park Master Plan

A recommendation was made during several Town Council meetings in June 2010 that the recreational facilities at Chincoteague Veterans Memorial Park should be reviewed and a master plan for future improvements should be considered. The Recreation & Community Enhancement Committee has completed a brief inventory of existing facilities, maintenance concerns and projects for future improvements/

A prototype master plan for Memorial Park has been prepared to evaluate this successful park and to establish a model for the deliberate planning and management of other Town properties.

The following master plan documents are attached for review by the Committee:

- Park Description
- Park Inventory
- Park Maintenance
 - Checklist 1
 - Checklist 2
- Park Improvements



The Town of Chincoteague has a lovely waterfront park, Chincoteague Veteran's Memorial Park, for the recreation of residents and visitors. Memorial Park is located on Eastside Road. The park has tennis courts, basketball courts, playground equipment, fishing/crabbing pier, ball field, boat ramp, skate park, pavilion and restrooms.

The pavilion may be reserved for groups through a permit issued by the Town for approval. It is recommended that you contact the Town Office to check availability at (757)336-6519. There is no fee for reserving the pavilion.

The Commonwealth of Virginia enforces a recreational fishing license for the water surrounding Chincoteague. The Town of Chincoteague purchases a fishing license for the Veteran's Memorial Park fishing pier, so an individual license is not required. Please check with local bait and tackle shops for fishing license regulations regarding private piers, boats, etc. No fishing license is required for surf fishing on Assateague Beach.



Park Master Plan – Description

Veterans Memorial Park
Town of Chincoteague, Inc

February 4, 2011



Inventory of Existing Facilities

- Park Area: 9.26 acres
- Memorial Park Drive: 1,030 linear feet/asphalt surface
 - 54 parking spaces (HC)
 - 8-12 boat trailer parking spaces
 - 25' x 50' boat launch
 - Boardwalk/Fishing Pier: 425 linear feet
 - 2 Fishing Pier Gazebos
 - 1 Little League Field – 225' centerfield
 - Skate Park (9,000 square foot asphalt surface, fenced, with 7 pieces of equipment)
 - Veterans Monument
 - Trolley Shelter
 - 3 Tennis Courts
 - 1 Multi-use/Basketball Court
 - 1 Sand Volleyball Court
 - 1 Large Picnic Pavilion
 - 2 Small Picnic Pavilions
 - 1 Restroom Facility with Water Fountain/Soda Machines
 - Picnic Tables
 - Benches
 - Public Water Service
 - Septic Service
 - Lighting/Electrical (video surveillance)
 - Signs

List of Playground Equipment

- Large Swings (6 swings)
- Large Composite Structure
- Multi-Axis Tire Swings (2 swings)
- Geodesic Dome Climber
- Small Composite Structure
- Wooden Ship
- Rock N' Cross
- Ribbon Climber
- Three-tiered chin up bars
- Supernova
- Sand Digger

Park Master Plan – Base map

Veterans Memorial Park
Town of Chincoteague, Inc

February 4, 2011



Maintenance Priorities/Projects

1. Landscape/General- Remove stumps from picnic grove area, fill and level with soil, rake and maintain picnic area and behind tennis courts
 2. Tennis Courts - Replace the insert screens in the tennis court fence, maintain and resurface courts as needed
 3. Volleyball court - need to spray for wire grass
 4. Restrooms - Epoxy paint floors in restrooms
 5. Playground – Regular inspection and maintenance of equipment, recommend repair and replacement
 6. Baseball field – maintain playing surface, infield and equipment, grade and reseed for drainage, remove dugouts, add team benches
 7. Skate park - immediate attention to remove and replace rusted half pipes (2)
 8. Picnic Tables – regular power wash or paint the picnic tables in the shelters, power wash fishing pier, Add picnic tables in grove and small pavilions or build larger pavilion for 8 people
 9. Landscape/Drainage - Ditch improvements, pipe, or fill the low area between right field and the walking path, install storm pipe flapper
 10. Walking Trail - Repair trail near playground and tennis courts
 11. Safety - Add low fence near play equipment to prevent kids from running into the parking area
 12. Waterfront/Shared Use – Provide signage and staff direction to encourage shared use of boat ramp for kayaks
 13. Parking – Maintain 52 spaces of parking, monitor peak use to identify need for additional spaces
- ❖ Establish maintenance program with rating system to determine highest priorities before adding more equipment, prepare quarterly inspection reports and document maintenance completed, mark problem areas on map.

Park Master Plan – Maintenance

Veterans Memorial Park
Town of Chincoteague, Inc

February 4, 2011

Veterans Memorial Park - Maintenance Checklist

Frequency	Activity	Completed
	General	
Daily	Remove all litter	
Daily	Inspect/relamp all light fixtures	
Daily	Inspect for and remove any graffiti	
Weekly	Mow lawns/fields	
Weekly	Remove all litter, leaves, pine needles/cones, fallen limbs or other debris	
Weekly	Edge curbs and sidewalks	
Weekly	Inspect trails/walkways. Control growth at edges. Remove debris.	
Weekly	Control growth along fence lines.	
Weekly	Inspect/repair all signs.	
Monthly	Inspect/repair fences.	
Monthly	Inspect/clean all storm drainage	
Monthly	Inspect/repair/paint all buildings/structures.	
Monthly	Remove algae from all structures.	
Annually	Paint all buildings/structures.	
	Courts	
Daily	Inspect tennis/basketball/volleyball courts. Remove debris and/or water	
Weekly	Rake volleyball courts	
Monthly	Control vegetation on/around volleyball courts	
Monthly	Repair court surfaces	
Monthly	Inspect/replace nets - tennis, basketball, volleyball	
	Restrooms	
Daily	Clean all surfaces to include but not limited to floors, walls, mirrors, fixtures, countertop, stalls	
Daily	Replenish supplies	
Daily	Collect and remove trash	
Weekly	Inspect/clean all light fixtures	
	Playground	
Daily	Inspect/repair equipment	
Weekly	Control plant growth at equipment perimeters	
Monthly	Replenish mulch	
Annually	Paint equipment	
	Ballfield	
Monthly	Drag infield adding fill as required.	
Monthly	Inspect/repair/paint dugouts.	
	Skate Park	
Daily	Inspect/repair fence and gates	
Daily	Inspect/repair obstacles	
Daily	Remove debris	
Annually	Paint obstacles	
	Waterfront	
Daily	Inspect/repair piers, boardwalks and boat ramp	
Weekly	Trim weeds and/or other growth	
Monthly	Replenish shoreline protection	

Town of Chincoteague Playground Inspection Checklist

This inspection checklist to be completed monthly

Name of Park:

Date & Time Completed:

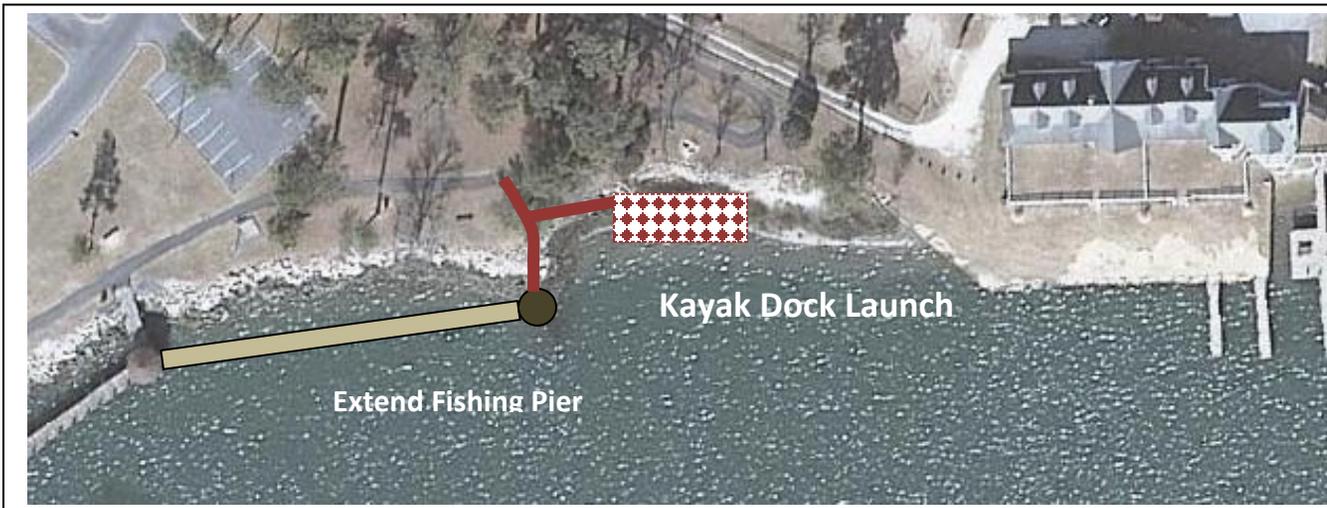
Completed by:

Signature:

Town of Chincoteague Playground Inspection Checklist				
General Inspection	Pass	Fail	Problem	Solution
Playground area free of litter and debris				
Equipment not damaged or vandalized				
Surfacing				
Adequate depth of surface under and around equipment				
Surfacing material free of glass, debris or other foreign objects				
Surfacing material not compacted or deteriorating				
General Hazards				
Equipment free from sharp points, corners or edges				
Protective caps not missing or damaged				
Equipment free of potential clothing entanglement hazards				

General Hazards (cont.)	Pass	Fail	Problem	Solution
Equipment free of pinch, crush, shearing points or exposed moving parts				
Playground area free of tripping hazards				
Deterioration of Equipment				
Equipment and playground area free from presence of rot, rust, cracks or splinters				
Equipment safely anchored				
Security of Hardware				
Equipment connection covering or fastening hardware devices not loose or worn				
Equipment use zones free of obstacles				
Drainage Systems				
Playground area free from drainage problems				

Monthly Inspections shall be maintained and available for review



Projects for Future Improvements

- A. Volleyball Court
- B. Skate Park Repairs
- C. Little League Field (outfield fence)
 - Future demand and use of a larger practice ballfield for the Middle School
- D. Extension of the fishing pier/boardwalk
- E. Install Kayak Dock to provide additional launch area as alternate for Eastside Ramp
- F. Additional playground equipment, picnic tables, benches, picnic pavilions, parking areas, etc.
- G. Additional parking, and additional trailer parking for the boat ramp, widen boat ramp
- H. Tennis Court maintenance
- I. Asphalt Trail maintenance and extension
- J. Additional Horse Shoe Pits
- K. Area for future elevated septic treatment system
- L. Purchase of additional property adjacent to park

Park Master Plan – Future Improvements

Veterans Memorial Park
Town of Chincoteague, Inc

February 4, 2011



STAFF REPORT

To: Recreation & Community Enhancement Committee

From: William Neville, Director of Planning

Date: February 2, 2011

Subject: Project Updates

The status of ongoing projects is updated below for Committee review and discussion.

Ocean Boulevard Extended

Town staff has applied for approval of the existing wetlands Jurisdictional Determination. Mr. Spurlock has been working with Robert Cole, Norfolk District COE, who has recently changed job responsibilities to obtain the required JD approval.

- Next Steps:
- Apply for Joint Permit Application to Virginia DEQ for approval of wetlands fill, piping of the existing drainage ditch, crossing of Fowling Gut and any remediation required.
 - Prepare engineering design and cost estimate for construction
 - Work with property owners along existing Ocean Boulevard to discuss option for a designated bike lane to be striped on one side of the street
 - Work with property owners along Coach's Lane to identify options for extension of the bike path to the north of Chicken City Road

CNWR Bike Trail Extension

FWS has received all permit approvals for the boardwalk bike trail connecting to the Chincoteague Museum except for the County Wetlands Board. There has been a concern that the budgeted amount for this project may not be adequate and that the trail connecting to the Traffic Circle in Town may need to be delayed or completed by the Town of Chincoteague.

- Next Steps:
- FWS will put the project out for bid when all permits are received.
 - Town representatives to participate in pre-construction meeting so that an adequate connection to the Chincoteague Museum property and the existing road network is accomplished
 - Town to confirm with VDOT whether construction of a wide shoulder for pedestrian and bicycle safety could be completed with Maintenance Funds or eligible for VDOT grant funds in the next fiscal year.

Jessie R. Watson Sr. Memorial Park

Public Works staff have removed the one Bradford Pear tree on the corner as well as the flag pole. Mr. Van Dame and Mr. Rosenberger have suggested a partnership with Virginia RC&D Council to see if additional grant funds can be applied toward creating a native plant garden similar to the one recently installed at the Onley Rural Health Center.

- Next Steps:
- Meet with Jane Lassiter/RC&D to explore the partnership idea
 - Meet with The Giving Tree nursery to explore a possible design, budget and plan for maintenance
 - Propose an interim maintenance plan for implementation by the Public Works staff this Spring

New Bridge Gateway Landscaping

Maintenance and installation of new landscaping at the two Main Street corners and the new Route 175 Bridge needs to be completed before the new Summer season begins.

- Next Steps:
- Meet with VDOT staff to confirm that final inspection and acceptance of the existing landscaping has taken place with the American Bridge contractor.
 - Prepare alternate design with assistance from The Giving Tree nursery to establish hardy native plantings that require minimum maintenance
 - Landscape plan review by Committee and approval by Town Council
 - Confirm with VDOT Portsmouth Office that the new plan will be implemented by VDOT or that the Town should take over the maintenance responsibility with some budgetary consideration
 - Confirm that existing water supply to the Bridge Tenders House will continue to be available for irrigation of the landscape areas
 - Install new landscaping prior to May 27, 2011

Donald Leonard Park

The Leonard Family has retained the assistance of a landscape designer to recommend plantings and improvements to the Park. Street improvements for the entrances and drainage ditches in the vicinity, as well as improved water access for a kayak launch have been discussed informally by Town Council and Staff.

- Next Steps:
- Allow presentation of landscape plan to committee
 - Discuss additional uses and visitor management
 - Refine park master plan
 - Identify incremental improvements to be completed as a part of regular Town maintenance program
 - Park Master Plan to be recommended by Committee and approved by Town Council

Harbor Area Master Plan

Committee members have identified the Harbor Area as the number one priority for planning future open space and recreational opportunities in the Town. Public safety, town operations, dredge spoils, additional parking, Watermen Memorial, and special event viewing have all been discussed.

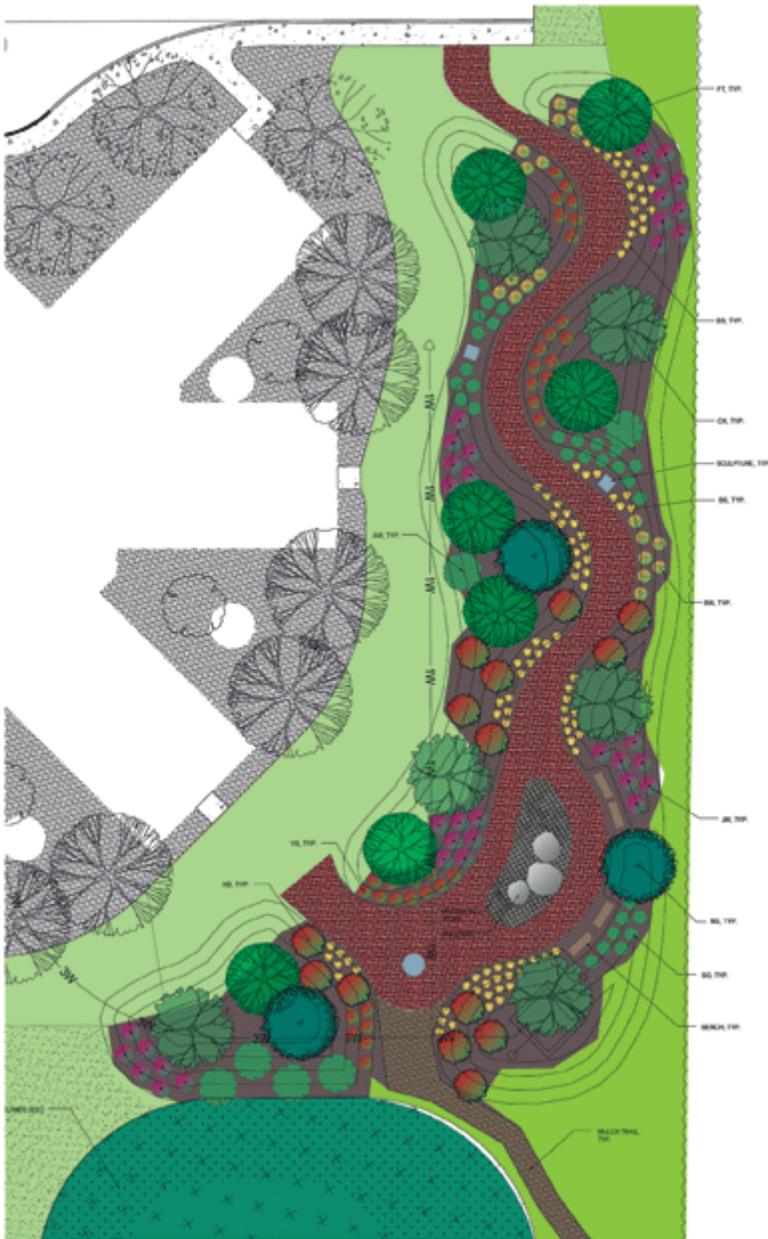
- Next Steps:
- Request a joint meeting with the Harbor Committee to discuss areas of mutual interest between the committees
 - Schedule an onsite meeting with the Committee and Mr. Spurlock to review ideas and potential improvements
 - Recommend to the Town Council and the Harbor Committee recreational improvement projects that could begin with adjustments to the normal Town operational plan

Downtown Main Street/Robert Reed Park

Committee members have identified the Harbor Area as the number one priority for planning future open space and recreational opportunities in the Town.

- Next Steps:
- Presentation of suggestions from the Downtown Merchants and the Cultural Alliance regarding opportunities to improve and manage the Downtown Park.
 - Review proposed use of the Bridge Street right of way and the recent land acquisition that connects to the Pavilion
 - Prepare a Park Master Plan amendment that includes the new properties for Town Council approval.

Onley Rural Health Center - "Healing Garden"



Eastern Shore Native Plants:

Chionanthus virginicus – Fringetree
Crataegus crus-gali – Cockspur hawthorn
Viburnum dentatum – Arrowwood
Rudbeckia hirta – Blackeyed susan
Itea virginica – Virginia Sweetspire
Panicum virgatum – Switchgrass
Asclepias tuberosa – Butterflyweed
Eupatorium fistulosum – Joe-pye weed
Vaccinium corymbosum – Highbush blueberry

This site will highlight the therapeutic power of Eastern Shore native plants in a "healing garden" at the new Onley Rural Health Center. The garden will be installed in 2010 and will be part of a sustainable landscape surrounding the center. Signage in the "healing garden" will highlight the link between healthy landscapes and healthy people. This demonstration site is a partnership between the Eastern Shore Rural Health System, Eastern Shore Soil and Water Conservation District, Alliance for the Chesapeake Bay, Virginia Coastal Zone Management Program (which helped fund the demonstration site design), Virginia Department of Conservation and Recreation and the Eastern Shore Resource Conservation and Development Council.

Chincoteague Island Nature Trail - "Shady Wetlands Landscape"



This site highlights a variety of natives that do well in shady moist conditions. The landscape, designed by In Full Bloom, Inc., a local landscaper, was kept as natural as possible - the native plants installed along the trail path are covered with pine straw and blend beautifully into the existing native vegetation. This site was funded by the Virginia CZM Program. Eastern Shore Master Naturalists will be maintaining the site.

Native Plants at Site:

Callicarpa Americana – American Beautyberry
Magnolia virginiana – Sweetbay Magnolia
Itea virginica – Virginia Willow
Clethra alnifolia – Sweet Pepper Bush
Amelanchier arborea – Downy Serviceberry
Iris versicolor – Blue Flag
Solidago caesia – Bluestem Goldenrod
Gaultheria procumbens – Wintergreen
Polystichum acrostichoides - Christmas fern
Osmunda regalis - Royal Fern
Osmunda cinnamomea - Cinnamon Fern
Chelone glabra – White Turtlehead
Podophyllum peltatum - May Apple
Ariseama triphyllum – Jack-in-the-Pulpit
Lobelia cardinalis – Cardinal Flower



PARK

DON'S SEAFOOD

MAIN STREET

SEAFOOD ST.