

RECREATION & COMMUNITY
ENHANCEMENT COMMITTEE
MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

October 11, 2011 - 5:00 P.M. – Council Chambers - Town Hall

CALL TO ORDER

AGENDA ADOPTION:

1. Chincoteague Gymnasium
 - Work Program
 - Draft Rules and Use Application
 - Signs
2. Downtown Kiosk Map
3. Project Report Updates
4. Committee Member Comments

ADJOURN:

Next Meeting – December 13, 2011



STAFF REPORT

To: Recreation & Community Enhancement Committee

From: William Neville, Director of Planning

Date: October 11, 2011

Subject: Proposed Chincoteague Community Gymnasium

The Recreation & Community Enhancement Committee has informally discussed the 'Old Gym' and how the Town will be able to repair and renovate it for continued use by the community. With the transfer in ownership nearly completed, the Committee may wish to review and provide recommendations to the Town Council on the proposed work plan, rules and application for use that are attached.

A draft master plan for the Chincoteague Community Gymnasium has been prepared to follow our model for deliberate planning and management of Town properties.

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

- Description
- Base Map
- Proposed Improvement Plan

DRAFT COPY

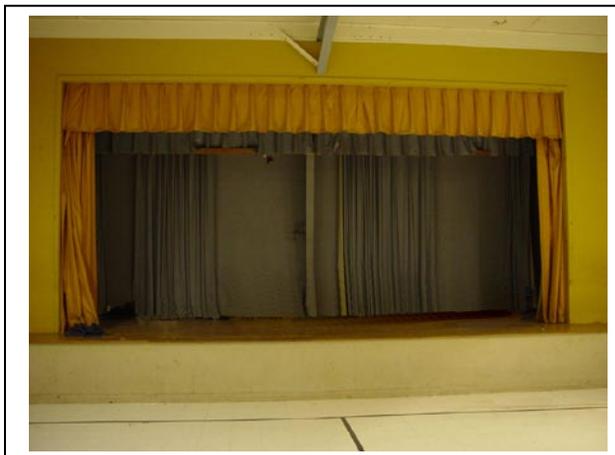


Located in the heart of Town, the Chincoteague Community Gymnasium is all that remains of the former Accomack County elementary school.

Access is available from Smith Street along with a convenient parking area for approximately 20 cars. The gymnasium has been used by the community for indoor recreation including basketball, soccer practice especially during the winter months.

The facility is currently in a state of disrepair. The Town of Chincoteague has accepted a transfer of ownership from Accomack County and plans to repair and renovate the facilities for continued use. (Images have been modified to show a future restored condition)

With limited resources, a master plan for The Chincoteague Community Gymnasium will depend on the volunteer efforts of many people and organizations to assist the Town Public Works Department with planned improvements.



Master Plan – Description
**Chincoteague
Community Gymnasium**
Town of Chincoteague, Inc

DRAFT COPY



Inventory of Existing Facilities

- Site Area: 0.5 acres
- Existing Gymnasium structure, 1 story, approx. 7,500 square feet
 - Open multi purpose court
 - Stage
 - Restrooms
 - Storage area
- Parking for approximately 20 cars
- Entrance from Smith Street



Master Plan – Base map
Chincoteague
Community Gymnasium
Town of Chincoteague, Inc

October 2011



MEMORANDUM
Town of Chincoteague Inc.

Date: June 29, 2011

To: Recreation and Community Enhancement Committee members

From: Robert Ritter
Town Manager

RE: Plan for Old Elementary School Gym

1. We need to name the Gym?
 - a. Island Gym
 - b. Town Gym
 - c. Chincoteague Gym
 - d. Old Gym

2. Exterior Fix
 - a. Take out old fence and post
 - b. Paint fuel tank and have been anchored down
 - c. Eye brows or pave entrance into gym from Smith St Ext. middle of parking area
 - d. Place parking bumpers on each side of parking area (SE and NW sides)
 - e. Place bollards in front of Doors of the Gym
 - f. Check guttering and roof system
 - g. Put in side walks to parking area
 - h. Signage and posting of rules
 - i. Main entrance vestibule

3. Interior Fix
 - a. empty trash, sweep and mop the floors
 - b. fix all plumbing (i.e. facets, toilets, add a water fountain in area away from the basketball court)
 - c. fix and replace all tiles that are lose or missing
 - d. Clean out the office and storage room.
 - e. Make one of the rooms into a locker room
 - f. Keep one room for storage and supplies
 - g. Place plywood to the ceiling on all side walls
 - h. Place a plywood cover over the insulation on the ceiling

- i. Fix all ceiling lights
 - j. Have heater system checked out by a professional
 - k. Make sure all doors work for emergencies
4. Operations
- a. Sign up sheet will be at the Town office to reserve a time for use. You must be 18 years of age to reserve the gym
 - b. Town staff will unlock the doors during working ours the police will lock the doors during off working ours (i.e. working ours = 8:00 am – 5:00 pm).
 - c.



**TOWN OF CHINCOTEAGUE, INC.
GYMNASIUM USE
RULES:**

1. No person shall take a drink of an alcoholic beverage or tender a drink thereof to another, at the facility.
2. No person shall possess any opened container of alcoholic beverage at the facility.
3. It is the stated policy of the Town of Chincoteague that no person shall take a drink of or consume any alcoholic beverage at such public facility.
4. Violation of the above provisions shall constitute a Class 4 misdemeanor and any person found guilty thereof shall be fined up to One Hundred Dollars (\$100).
5. No person shall with the intent to cause public inconvenience, annoyance or alarm or recklessly creating a risk thereof, while at said public facility, engaging in conduct having direct tendency to cause acts of violence by the person or persons at whom individually such conduct is directed.
6. No person shall destroy, deface or injure any part of said property, or otherwise throw or discard or cause to be thrown or discarded any trash, garbage or other litter. All trash, garbage or other litter must be removed from the premises by the permittee.
7. No weapons or firearms of any kind are permitted.
8. No drugs are permitted.
9. No excessive noise as provided by Chapter 22, Article II of the Town Ordinance is permitted.
10. No pets shall be permitted in or on the property of the gymnasium.
11. Groups shall be defined as ten (10) or more people for a single function.
 - (a) All groups must secure written permit to use the facility specifying the date, time and exact use.
 - (b) The gymnasium equipment cannot be exclusively reserved.
 - (c) A permit shall be further executed by said group or a member thereof, and provides that the groups or person executing the permit shall be responsible for any and all damages to said facility committed by said group or any member thereof. The Town Manager may require either that such person or group provide evidence of financial responsibility or appropriate liability insurance.
 - (d) A copy of said permit shall be maintained by the applicant, which shall be physically available upon request, to any member of the Town of Chincoteague, Inc. staff or police officer of the Town.
 - (e) Permits shall be generally issued on a first come first serve basis. However, the primary use of the gymnasium is for the youth groups of the Island and their use may supersede any other function.
12. Adult(s) must be present with children.
13. Key must be signed out and in. You are required to fill out form for billing & contact purposes.
14. Key must be returned within 24 hours of reserved date or there will be a \$25 charge. If you do not return the key and have to be charged or you do not pay the charge you will not be permitted to reserve the facility in the future.
15. Do not give anyone else the key. You sign it out, you sign it back in.
16. If there are any damages to the facility during your supervision (as you signed the form), you could be billed for the repairs or replacement. You will not be allowed to reserve or use the facility again.

17. The Town Manager or any public officer, who has probable cause to believe that any person is not utilizing the said facility in accordance with the provisions of the Ordinance, shall have the right to terminate such person's use of the facility and to expel such person from the premises. Any person facility to leave when so instructed by any such person shall be guilty of a separate offense of trespass and punished as provided for herein.
18. Exit doors to the gymnasium may in no way be blocked for emergency purposes.
19. No bicycles or skateboards are permitted in the gymnasium.
20. Lights and the heating system are to be turned off when not in use.
21. The gymnasium must be left as you found it.
22. If you enter the gymnasium as a permittee and find the gymnasium in any other condition than clean and well maintained please report your findings immediately to the Town Office or Police Department.

**Town of Chincoteague, Inc.
6150 Community Drive
Chincoteague, VA 23336**

**Emergency
911**

**Town Office
(757) 336-6519**

**Police Department
(757) 336-315**

TOWN OF CHINCOTEAGUE, INC.
6150 COMMUNITY DRIVE
CHINCOTEAGUE, VA 23336
757-336-6519
Gymnasium Reservation
Application

Permit #: _____ Date of Application: _____

Name of Group: _____

Name of Responsible Person: _____

Address of Applicant/Responsible Person: _____

Phone Number of Applicant: _____

Purpose of Reservation: * _____

Signature of Applicant: _____

*If further explanation is necessary for use, please use reverse side of application.

I have read, understand and agree to the list of rules regarding the gymnasium use and reservation. I also understand that if any of the rules listed are violated, I may be billed for any damages or cleanup costs and may not be allowed future use of the facility.

Signature of Applicant: _____

Application Approval: _____

(Town Official)

Town Use Only: Comments or Restrictions of Use: _____ _____ _____ _____ _____ _____ _____

	Spray	Batt	Batt w plywood
Insulation			
Walls	\$5,455	\$1,340	\$9,535
Ceiling	\$18,810	\$4,755	\$4,755
Light fixture	\$200	\$200	\$200
Vinyl Tile	\$1,000	\$1,000	\$1,000
Heaters	\$500	\$500	\$500
Gutters	\$500	\$500	\$500
Roof	\$500	\$500	\$500
misc	\$1,500	\$1,500	\$1,500
paint	\$500	\$500	\$500
Totals	<u>\$28,965</u>	<u>\$10,795</u>	<u>\$18,990</u>

Excepting the installation of plywood over insulation costs do not include Town labor

What's Happening?

Chincoteague Island Events for 2011*

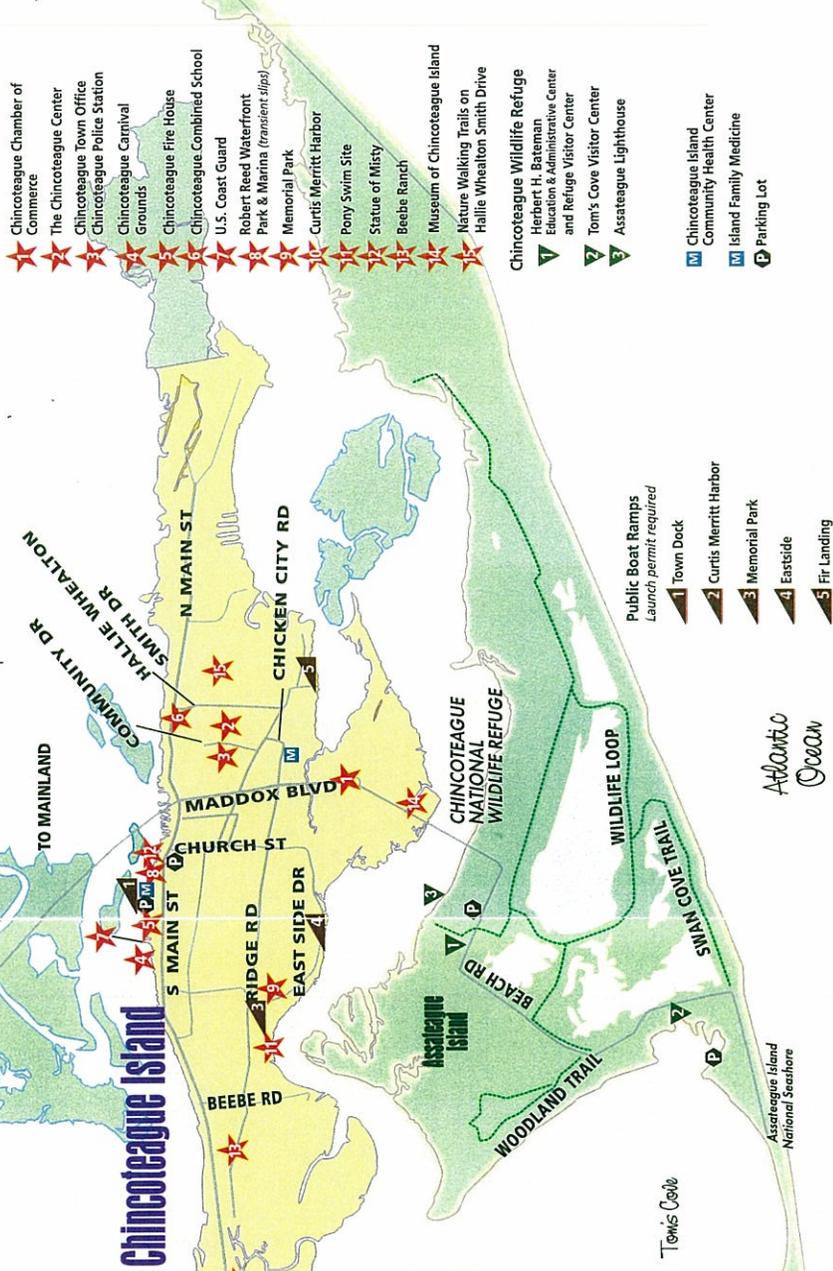
- APRIL**
 9 & 10 Daffodil Festival (757) 894-2334
 9 2nd Saturday Art Stroll (757) 338-0044
 22 & 23 **Easter Decoy & Art Festival (757) 338-6161
- MAY**
 4 43rd Annual Seafood Festival (757) 787-2480
 7 17th Annual International Migratory Bird Celebration (757) 338-6122
 14 2nd Saturday Art Stroll (757) 338-0044
 29 The Blessing of the Fleet (757) 338-6861
- JUNE**
 11 2nd Saturday Art Stroll (757) 338-0044
- JULY**
 August 5-6 8th Annual Volunteer Fireman's Carnival (757) 338-6161
 4 Oil-Fashioned Fireworks Display (757) 338-6161
 9 2nd Saturday Art Stroll (757) 338-0044
 22-24 24th Annual Chincoteague Island Blueberry Festival (757) 894-2334
 27 & 28 8th Annual Pony Swim & Auction (757) 338-6161
- AUGUST**
 August 5-6 8th Annual Volunteer Fireman's Carnival (757) 338-6161
 13 2nd Saturday Art Stroll (757) 338-0044
- SEPTEMBER**
 3 & 4 Chincoteague Decoy Carvers' Assn. Decoy Show (410) 546-1635
 10 2nd Saturday Art Stroll (757) 338-0044
- OCTOBER**
 8 **38th Annual Chincoteague Oyster Festival (757) 338-6161
 8 2nd Saturday Art Stroll (757) 338-0044
 15 12th Annual Chili & Chowder Cookoff (757) 338-3700
- NOVEMBER**
 12 2nd Saturday Art Stroll (757) 338-0044
 19-27 Assateague Island Waterfowl Week (757) 338-6122
 25 & 26 25th Annual Deborah Waterford Show Auction (757) 338-3478
 26 Annual Tree Lighting Ceremony (757) 338-6838
- DECEMBER**
 3 **Chincoteague Oil-Fashioned Christmas Parade (757) 338-6161

* Dates and events subject to change due to circumstances beyond control. For current information, please contact the phone number listed per event.
 ** Chamber-sponsored events.

www.chincoteaguechamber.com

Chincoteague Island Map

Points of Interest





MEMORANDUM

The Town of Chincoteague Incorporated

To: Recreation & Community Enhancement Committee

Via: Robert G. Ritter, Town Manager

From: William Neville, Director of Planning

Date: October 11, 2011

Subject: Staff Report on 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 required wetlands permits. Mr. Spurlock has been working with Robert Cole, Norfolk District COE to determine the applicable nationwide general permits. Due to the cost of required mitigation for installing culverts in Fowling Gut, a small bridge/boardwalk is currently being considered.

- Next Steps:
- Revise Joint Permit Application to Virginia DEQ for approval of wetlands fill, piping of the existing drainage ditch, crossing of Fowling Gut and any mitigation 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. The first phase of construction is completed with widening both shoulders of Maddox Boulevard between the Circle and the Chincoteague Museum. Construction of the next phase between the Museum and the bridge has been funded.

- Next Steps:
- NPS to obtain additional funding for upgrade/replacement of bridge over Assateague Channel

- Town to confirm with VDOT whether construction of a wide shoulder for pedestrian and bicycle safety around the Traffic Circle 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 has worked closely with Master Gardeners Lisa Cannon and Heather Jorgenson to complete the renovation/perennial garden project.

- Next Steps:
- A maintenance plan is proposed with the Garden Club for the flower beds.
 - Phase two improvements would include additional seating and/or replacement of remaining two Bradford Pear trees.

New Bridge Gateway Landscaping

Interim Maintenance of landscaping at the two Main Street corners and the new Route 175 Bridge has been completed by Public Works staff.

- Next Steps:
- Landscape plan review by Committee and approval by Town Council
 - Confirm with VDOT Portsmouth Office that the Town should take over the maintenance responsibility with the ability to use VDOT maintenance funds for the landscape areas

Donald Leonard Park

The Leonard Family has completed Phase One improvements with 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:
- Discuss additional uses and visitor management
 - Refine park master plan
 - Identify incremental improvements to be completed as a part of regular Town maintenance program
 - Full Park Master Plan to be recommended by Committee and approved by Town Council

Mariners Point

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

- Next Steps:
- Continue communication with the Harbor Committee to discuss areas of mutual interest between the committees
 - Recommend to the Town Council and the Harbor Committee recreational improvement projects that begin with adjustments to the

normal Town operational plan and grading to improve public safety within the viewing area

- Present a master plan document showing the proposed improvements and the Mariners Memorial for Town Council approval

Downtown Main Street/Robert Reed Park

The Main Street revitalization project, acquisition of Bridge Street right of way, purchase of additional land, and the construction of a fishing pier are all changes that need to be incorporated into the master plan for Robert Reed Downtown Park.

- Next Steps:
- Incorporate 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.

Chincoteague Community Gymnasium

The existing Gymnasium located on the corner of School Street and Smith Street was transferred from Accomack County to the Town of Chincoteague by deed on _____.

- Next Steps:
- Work Plan to repair and restore the facility
 - Rules and Use Application
 - Signs

**Recreation and Community Enhancement
Committee Meeting Minutes
August 9, 2011**

Committee Members Present:

John Jester, Chairman
Tripp Muth, Councilman
Bob Conklin
Cathy Plant
Gene W. Taylor, Planning Commissioner

Committee Members Not Present:

John H. Howard, Councilman

Others Present:

William Neville, Planning Director

Call to Order

Chairman John Jester called the meeting to order at 5:00 PM

Agenda Adoption

Councilman Muth motioned, seconded by Mr. Bob Conklin to approve the agenda.
Unanimously approved.

1. Mariner's Point Park

Chairman Jester suggested naming the facility Mariner's Point. The final name has to be approved by Council.

Town Planner Neville reviewed the Draft Master Plan.

Chairman Jester advised he had spoken to the Harbor committee and they had some questions concerning the parking especially during the rocket launches.

He had also spoken to Barry Abell concerning the Boy Scouts keeping the area clean and possibly building some benches.

2. Chincoteague Gymnasium.

There were questions about the deed for the property. Town Planner Neville stated he had spoken with Town Manager Ritter and the deed was at Attorney Jon Poulson's office.

Chairman Jester showed pictures of the inside of the gym and its poor condition. A company has been contacted to re-install the insulation. He stated he would like to see some community involvement in order to fix up the gym. The Cultural Alliance has expressed their willingness to help and asked about using the facility as well. There was discussion about the cost to fix up the facility with regards to thermostats, insulation, and the septic system.

Mr. Bob Conklin motioned, seconded by Ms. Cathy Plant to get the facility fixed up prior to January 2012.

Ms. Cathy Plant asked who was going to manage the facility. Chairman Jester stated it would be scheduled through staff at the Town office.

Councilman Muth asked about the naming of the gym. Several names were suggested but the decision was made to wait on the naming until a later date.

3. Project Report Updates

The Ocean Boulevard Extended project has made some progress with the help of Mr. Robert Cole from the Army Corps of Engineers. The Town is hoping to get some help with the mitigation costs.

The first phase of the bike trail extension to the refuge is almost complete.

The projects at Donald Leonard Park and Watson Park are completed. There is a possibility in the spring of a phase two. Mr. Bob Conklin commented on how nice those parks look.

The new bridge landscaping project is looking good and the Public Works Department has done a good job maintaining the area. There was discussion of the placement of the sign directing visitors to the Downtown Area and the possibility of another type of sign.

Public Works Director has been looking at some new banners for the light poles.

Concerning the Downtown Park there was discussion of a stage with some lighting for the events that take place. Chairman Jester would like to see the kiosk more up to date including a map of the Island.

Gene Wayne Taylor expressed his concern with the bicycles on the sidewalk in the Downtown area as well as on Maddox Boulevard. He was concerned for the safety of pedestrians and bicyclist in those locations. He suggested signs being posted and a fine of twenty-five dollars for those who ride on the sidewalks in those restricted areas.

Chairman Jester was concerned with the scooters on the Island and the recent accidents.

4. Committee Member Comments

There were no comments from the Committee members.

Adjourn

Mr. Bob Conklin moved to adjourn the meeting, Ms. Plant seconded the motion and it was approved unanimously. The meeting was adjourned at 6:10pm.