

RECREATION & COMMUNITY
ENHANCEMENT COMMITTEE
MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

April 12, 2011 - 5:00 P.M. – Council Chambers - Town Hall

CALL TO ORDER

AGENDA ADOPTION:

1. Watson Park Master Plan
 - Review of Master Gardener plan and budget for renovation
2. Chincoteague Veterans Memorial Park
 - Continue consideration of naming request
3. Project Report Updates
4. Committee Member Comments

ADJOURN:

Next Meeting – June 14, 2011



STAFF REPORT

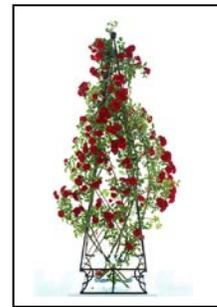
To: Recreation & Community Enhancement Committee

From: William Neville, Director of Planning

Date: April 12, 2011

Subject: Watson Park – Master Gardeners Plan

Master Gardeners Lisa Cannon and Heather Jorgenson have proposed an improvement project to renovate a portion of Watson Park. They have prepared a plan and budget (handout) and volunteered their labor to install it. Staff recommends that the Committee review the plan and budget to decide if the improvements should be completed in phases.



Concept: To provide a cheerful, colorful Town corner with 3 season interest, low maintenance and reference to 19th century garden character. At least one additional Bradford Pear tree would be removed and replace with a Crepe Myrtle or Flowering Cherry tree. The landscape area between the sidewalk and brick walk would be improved with a combination of evergreen edging, crushed shell mulch and perennial flowers. A garden structure to support flowering vines (tuteur) would center the beds.



STAFF REPORT

To: Recreation & Community Enhancement Committee

From: William Neville, Director of Planning

Date: April 12, 2011

Subject: Naming Request – Veterans Memorial Park

At the last meeting of the Committee, a presentation was made by the family of Clarence Lee Savage to request that his name be added to the Chincoteague Veterans Memorial Park in recognition of Mr. Savage's contributions to the community and the land donation that helped to form the Park.

Additional information will be presented at the meeting for reference in considering the naming request:

- Town Council minutes from May 18, 2000 regarding the last request for a memorial plaque and adopted Town Policy
- Survey of 3 original parcels and deeds for parkland acquisition
 - Savage (1.84 acres)
 - Kingsbury (4.05 acres)
 - Toothill (2.49 acres)
- Public input to be provided by the American Legion and VFW
- Possible historical information display panel similar to those along the downtown waterfront.

Council, shall make such request to the Mayor and/or Town Manager by noon of the Tuesday preceding any such meeting or session. Council agenda packets will be distributed no later than the Thursday morning preceding the regular Council meeting. Any matter presented by any member of the general public at a Council meeting on which action is requested, shall be placed on the agenda for the next meeting or session of the Council upon the request of any two (2) members of Council. For purposes of this provision, any special meeting duly called for the purpose of consideration of a matter shall constitute the next meeting or session and shall satisfy the agenda requirement.

MINUTES OF THE MAY 18, 2000
CHINCOTEAGUE TOWN COUNCIL RECESSED MEETING

9. Consider Plaque at Memorial Park.

Councilman Jones discussed the history of this issue. The Park is designated as Chincoteague Veterans Memorial Park. The matter has been emotional due to the circumstances surrounding the death of young Mr. Hagler in the Park. The Public Works Committee recommends that Mrs. Mann be allowed to install a 3" x 5" plaque recessed in the piling at the boat ramp in memory of Mr. Hagler. The Committee also recommends that the Town adopt a policy that there will be no further individual memorials allowed within the Chincoteague Veterans Memorial Park.

Councilman Jones moved, seconded by Councilman Jester to allow the plaque as stated above and to adopt the above policy regarding future memorials. Unanimously approved.

MINUTES OF THE MARCH 5, 2001
CHINCOTEAGUE TOWN COUNCIL REGULAR MEETING

9. Consider Change to Section 302 of Employee Handbook.

Town Manager West explained the leave policy, which is:

<u>Tenure</u>	<u>Hours/Pay Period</u>	<u>Hours/Year</u>	<u>Days/Year</u>
90 days - 1 year	2.00		
1 - 5 years	3.08	80.08	10
5 - 15 years	4.62	120.12	15
over 15 years	6.92	179.92	22.5

The following leave was proposed by staff to the Budget & Personnel Committee and the committee forwarded the matter for Council's consideration:

- **Deer Task Force** – Councilman Jones reported the last hunting day was March 31st. Fifteen deer were killed this year. \$1000 was set aside for this effort. \$400 has been paid this year. The Task Force will be talking with a sharp shooter used by NASA.
- **Public Works Committee** – Councilman Jones reported that the Committee met on March 23rd. Mr. Mike Doyle expressed concern at the meeting about the erection of memorials at the Park. Mr. Doyle has research the matter and the park was designated from the beginning as a Veterans Memorial Park. The Committee recommends that henceforth the park be referred to as Chincoteague’s Veterans Memorial Park. Councilman Jones reported the Committee discussed the spring paving schedule. The spring clean-up plan was discussed and is later in the agenda. The Committee recommends the adoption of a drainage ordinance for the Town. It is recommended that a drainage ordinance be reviewed by the Ordinance Committee. The next meeting will be April 27th at 6 p.m.
- **Community Leaders Meeting** – Mayor Tarr reported attendance at this meeting with John Schroer and Marc Koenings. The major issue discussed was the National Parks Service’s enforcement this year of no wave runners in their jurisdictional waters. Mayor Tarr asked that a letter be sent to Mr. Koenings for the restrictions and a map of the restricted area.
- **Budget and Personnel Committee** – Councilman Jester reported the Committee met on March 9th. The Committee discussed the Housing Income Plan, Student Government Day and some ordinances. The Committee also discussed the 1st draft of the FY’01 budget.
- **Planning Commission** – Councilman Jester reported the Planning Commission met of March 28th. The group discussed the fee increase for advertising for appeal before the Board of Zoning Appeals. The Planning Commission requests holding a Joint Public Hearing with the Council on this matter. The group continues to work on the Comprehensive Plan.
- **Meals Tax Committee** – Councilwoman Cole stated the Meals Tax Committee would meet on April 20th at 11 a.m.

Vice Mayor Howard questioned the rationale for the cutback in spending for meals during Student Government Day. An item in the Budget and Personnel Committee’s minutes indicated that a decision was made by the Committee to only furnish lunch instead of lunch and dinner for Student Government Day. Councilman Jester stated this was a cost saving item and the Committee did not feel it was necessary to provide the students, staff members and Council with both meals. Vice Mayor Howard felt the meals are a small amount of the budget, had been provided for many years and should not be eliminated. Councilwoman Conklin stated that the Town eliminated the free dinner for the Christmas Decoration judges. The students are being provided a free lunch. Councilwoman Conklin wonders if it is really necessary to provide two meals. Vice Mayor Howard feels that since this is for the youth of the community, Council should do all they can to encourage them. Councilman Smith agreed with Vice Mayor Howard.



STAFF REPORT

To: Recreation & Community Enhancement Committee

From: William Neville, Director of Planning

Date: April 12, 2011

Subject: Project Updates

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

Ocean Boulevard Extended (updated)

Town staff received approval of the existing wetlands Jurisdictional Determination. Mr. Spurlock has been working with Robert Cole, Norfolk District COE. Town Staff is currently preparing a 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.

Next Steps:

- 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. 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 (updated)

Public Works staff have removed the one Bradford Pear tree on the corner as well as the flag pole. Master Gardeners Lisa Cannon and Heather Jorgenson have proposed an improvement project to renovate a portion of Watson Park. They have prepared a plan and budget (handout) and volunteered their labor to install it.

- Next Steps:
- Review and approve plan. Review budget request and prepare recommendation to Town Council.
 - Coordinate tree removal, construction, irrigation and materials requirements with the Public Works staff.
 - Complete planting prior to Late 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 (update)

The Leonard Family has retained the assistance of landscape designer Linda Ladas 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 proposed. Town Council has approved a Phase I project including the extension of water main to the east side of Main Street.

Next Steps:

- Continue incremental improvements to be completed as a part of regular Town maintenance program
- Install phase one landscaping at main entrance with relocated sign
- Park Master Plan to be adopted by Committee into standardized Town format

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

The recent Town property acquisition fronting on Bridge Street will allow for a continued improvement of the public open space facilities at Robert Reed Park.

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.
- Acquire grant funds to construct the proposed fishing pier

Veterans Memorial Park (updated)

Consideration of a naming request for the Park.

Next Steps:

- Continue review of naming request.

Safe Routes to School Program (new)

The Town of Chincoteague has just completed a 2 year planning grant program with the Police Department and the Public Schools to promote pedestrian/bicycle safety. A grant cycle for construction funds requires application by April 29, 2011.

- Next Steps:
- Review potential sidewalk improvement projects in the vicinity of the Schools that may qualify for grant funding.
 - Staff will prepare an application by the 29th

**Recreation and Community Enhancement
Committee Meeting Minutes
February 8, 2011**

Committee Members Present:

John Jester, Chairman
John H. Howard, Councilman
Tripp Muth, Councilman

Cathy Plant
Jack Van Dame

Committee Members Not Present:

Bob Conklin

Gene W. Taylor, Planning Commissioner

Others Present:

William Neville, Planning Dir.
Harvey Spurlock, Public Works Dir.
Robert Ritter, Town Mgr.

Call to Order

Chairman John Jester called the meeting to order at 5:15 PM

1. Presentation/Consideration of Donald Leonard Park Landscape Plan

Jane Wolffe presented the preliminary landscape plan on behalf of the Leonard Family. Memorial contributions toward park improvements include approximately \$1,400. The Beta Club from Chincoteague High School also helped to plant over 700 daffodil bulbs along Main Street between the cedar trees that will come up this Spring.

A plan has been prepared by Linda Ladas of Shoreside Gardens following a site visit by members of the family. The idea was to look toward long term improvements that could be accomplished over a period of years. Recommendations for short term landscaping at the park entrances included plants that would survive well with limited care.

The Town was requested whether a water line connection could be provided to the park so that volunteers could maintain the plantings. Mr. C. Lee Davis and Mr. Mike McGee have volunteered to help pay for improvements to the entrance with pavers or other landscaping.

The Kayak/Canoe launch was suggested to promote tourism and to provide a facility for both residents and visitors. Swings, benches and gazebos were suggested as an amenity for those who come to the park for sunsets. The Town was requested if the existing park sign could be relocated to better coordinate with the proposed plantings and entrance location.

Chairman Jester noted that he had spoken with Public Works Director Spurlock about paving the park entrances with asphalt to make a clear access point to the park. Councilman J. Howard asked if it was feasible to extend two frost-free fixtures across the road to the park. Mr. Spurlock responded that it could be completed with a direct bore connection and approximately \$500 in materials.

The importance of the park to serve as overflow parking area during large events at the High School and the need for well defined parking places was discussed. The Town is considering drainage ditch improvements that will also improve the property. Ms. Wolffe offered to add to the memorial contribution fund in order to accomplish the initial improvements to the park. Councilman Howard stated his support for a pavilion in the future.

Kayak use was considered by the Committee with the following suggestions:

- Contact local kayak rental businesses to encourage use
- Coordinate location of launch with Virginia Water Trail maps
- Consider water depth in design of launch facility
- Promote location as alternate launch to busy boat ramps

Chairman Jester stated that this was a good start for a plan and that there should be a presentation to Town Council with a request to extend a water line to the park. Councilman Howard asked whether there would be grant funds that could assist in providing park improvements. Mr. Neville responded that there may be opportunities for trail construction funds that would improve access to the park and the waterfront.

Chairman Jester proposed, and Councilman Howard agreed, that the proposed entrance landscaping and the extension of a water line to Donald Leonard Park should be placed on the next Council agenda for action. This would allow for enough time for the plants to be established before the summer months. Ms. Plant suggested that the idea of a gazebo was still important to provide shade and Mr. Howard proposed a rectangular shape that would provide cover for several picnic tables. Chairman Jester stated that this would be appropriate for a future phase.

Ms. Wolffe asked to be informed about the next meeting.

2. New Business – Memorial Park Naming Request

Ms. Donna Mason presented her family's request for the Town to consider including her father, Lee Savage, in the name of Veterans Memorial Park in recognition of the initial land donation for the park and his years of service to the community. She recalled that his contributions have helped Chincoteague gain recognition around the world for its oysters and ice cream.

Mr. Clayton Savage shared his father's history and how it was connected with Chincoteague as a waterman with Mears/Savage, as the first 'Mr. Whippy' serving ice cream, and active sponsor of the Island Medical Center. His donation of the property that was formerly used as a seaplane base, was an important beginning for the area that has become Veterans Memorial Park. Ms. Mason concluded with several stories and a heartfelt request to honor her father who loved Chincoteague so much.

Chairman Jester stated that the Committee will need to consider several issues before preparing a recommendation for Town Council including a prior policy regarding individual memorials at Veterans Memorial Park and the American Legion/VFW role in maintaining the memorial to all veterans from Chincoteague. Mr. Neville presented to the committee copies of the minutes from the May 18, 2000 Council meeting when the policy was

adopted. Mr. Ritter noted that a plat is available for the Committee to review that also shows the two other landowners who donated land to Memorial Park.

Councilman J. Howard stated that in his opinion, if the name can't be changed, he would like to see a plaque that told the history of the site and Mr. Savage's contribution.

Chairman Jester thanked the family for their presentation and stated that their request would be reviewed again by the Committee at their next meeting.

3. Old Business - Memorial Park Master Plan

Town Planner Neville presented the staff report including the draft format of a park master plan that will become a marketing document for the Town, an information package for visitors and a management tool for Town Staff. Chairman Jester asked about the photographs of the park and whether they will be included on the new Town website.

The master plan includes the following pages that were summarized for the Committee:

- Park Description including site photos
- Park Inventory of Existing Facilities
- Park Maintenance Priorities/Projects/Checklists
- Park Improvement Projects

Chairman Jester and Mr. Van Dame commented on the maintenance checklists and the importance of preventative maintenance that includes a standardized inspection of each piece of equipment. A detailed, point by point, checklist should be prepared.

The idea of a kayak launch at Memorial Park was discussed as a way to relieve the conflicts of use at the Eastside Boat Ramp. Mr. J. Howard asked about the land that adjoins the park (T. Bowden) and whether it may be for sale as a way to expand the boat ramp area. Ms. Plant commented on the current shortage of parking on busy weekends and limited access to the proposed kayak launch area at the north end of the shoreline.

Mr. Ritter noted the slight protection of the proposed area by the bend in the channel and the small sand/silt beach. Mr. Van Dame also expressed concern for the number and location of parking areas. Mr. Howard reminded the Committee about the plan for kayak businesses to transport their clients to the park from a remote location as a way to alleviate the parking problem. Ms. Plant noted that this area of the park is currently appreciated as a quiet area for picnics and walking and would be disturbed by the kayak operation.

Mr. Neville stated that the kayak launch project was presented for a first Committee review and can be taken up at a later time after more study. Additional discussion confirmed the need to find a solution because of the increasing popularity of kayak use and the conflicts with shared use of the boat ramp facilities. The possibility of expanding the boat ramp at Memorial Park for shared kayak use was debated, and the future of the ballfield for expansion of other uses was discussed. Additional parking along the main road at location "G" was suggested.

Chairman Jester suggested that the location and cost for additional parking and improvements necessary to anchor a floating kayak dock should be provided for further

consideration. Mr. Spurlock assured the Committee that these projects are feasible if funds are available to complete the work. Mr. Howard described the current shared use conflicts at Eastside Boat Ramp and the potential for this to be repeated at Memorial Park.

The Committee agreed that the “Future Improvements” portion of the park master plan would be revised to only suggest the general location of potential projects for Council approval at this time. Potential park expansion areas should be labeled and a possible fence and gate between the playground and parking area should be added.

A meeting with kayak rental companies as a group may be advisable to review the rules and to identify support for a floating dock or a new launch area in Town. Additional requirements for operating a kayak rental tour company on Town property may be needed this year. Ms. Plant commented that the Town should plan for public access more than accommodating business uses at the Town facilities.

Staff will revise the master plan for Memorial Park to include revisions directed by the Committee and will prepare a similar draft document for Donald Leonard Park and Robert Reed Downtown Park to review at the next meeting.

4. Project Report Updates

A summary report was provided to indicate the current status of ongoing projects.

A partnership with Giving Tree Nursery, Master Gardeners, and the Garden Club was suggested by Chairman Jester to accomplish improvements to Watson Park. Mr. Howard thought that the Public Works staff could add landscaping experience through summer hires. Mr. Van Dame offered the potential for funding of certain improvements through working with RC&D grants (J. Lassiter) to coordinate with the neighboring health center.

Mr. Ritter identified the sketch plan in the packet as the original concept for Robert Reed Park that included the recent addition of property adjacent to Bridge Street. Chairman Jester suggested preparing a current site plan to scale that would be used to design handicap spaces and a brick sidewalk connection to the Library. Mr. Muth noted that the transition in elevation from the parking area up to the proposed fishing pier will need to be worked out.

Mr. Howard commented on the importance of making good use of the significant investment that the Town has made in purchasing the property. He suggested a first step to install a fence that separates the private commercial parking area remaining behind the Main Street buildings. There was discussion about the intent of providing parking for bicycles, mopeds, golf carts and handicap vehicles in this location.

Communication with the Downtown Merchants about the proposed master plan update was encouraged. Mr. Ritter noted that VDOT is requiring construction easements from the affected Main Street owners before the first phase of the streetscape improvement plans can be implemented.

Mr. Ritter and Mr. Spurlock also reported that the skate park ramps will be replaced under warranty with the manufacturer

5. Committee Member Comments

Minutes from the October 12, 2010 meeting were approved by the Committee.

Adjournment:

The meeting was adjourned at 6:00 pm.