

RECREATION & COMMUNITY  
ENHANCEMENT COMMITTEE  
MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

June 14, 2011 - 5:00 P.M. – Council Chambers - Town Hall

CALL TO ORDER

AGENDA ADOPTION:

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1. Robert Reed Downtown Park
  - Revised Master Plan
  - Application for Park Use
2. Chincoteague Veterans Memorial Park
  - Interpretive Sign
3. Park Improvements
  - Schedule of Maintenance/Checklist
4. Project Report Updates
5. Committee Member Comments

ADJOURN:

Next Meeting – August 9, 2011



SPARK

DON'S SEAFOOD

MAIN STREET

WATERFORD ST.



**Inventory of Existing Facilities**

Park Area: 1.8 acres

Main Street: \_\_\_\_ linear feet/asphalt surface

\_\_ parking spaces (HC)

\_\_\_\_ boat slips

\_\_\_\_ boat launch/floating dock

Boardwalk/Fishing Pier: \_\_\_\_ linear feet

1 Town Green \_\_\_\_\_

Flag Pole/monument

Sign Kiosk

Misty Sculpture

\_\_\_\_linear feet brick walk

\_\_ linear feet boardwalk

1 Large Picnic Pavilion

2 shade pergolas with benches

\_\_\_\_ Bike Racks

Picnic Tables

Benches

Lighting/Electrical

Signs

Park Master Plan – Base Map

**Robert Reed Downtown Park**

Town of Chincoteague, Inc

June 10, 2011

**ROBERT N. REED SR. DOWNTOWN PARK**  
APPLICATION FOR USE



TOWN OF CHINCOTEAGUE, INC.  
6150 COMMUNITY DRIVE  
CHINCOTEAGUE, ISLAND, VA 23336

PERMIT NUMBER \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

NAME OF GROUP \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF USE \_\_\_\_\_

TIME OF USE \_\_\_\_\_

NUMBER OF PEOPLE \_\_\_\_\_

AREA REQUESTED \_\_\_\_\_

REQUESTED BY \_\_\_\_\_

**\*Signature**

**\*By signing this Permit, you agree to hold the Town of Chincoteague Inc., its Officers and Employees harmless from any and all liability from your use of this Facility. and agree to pay the cost of any damage caused by your use of the Facility.**

APPROVED BY \_\_\_\_\_

## **ROBERT N. REED SR. DOWNTOWN PARK RULES & REGULATIONS FOR USE**

The following Rules & Regulations were adopted by Town Council at the Regular Meeting held on Monday, 4 April 2005:

1. Anyone may schedule an event at the Park.
2. Each event shall be scheduled by Permit.
3. Each event shall be reviewed and if deemed appropriate, approved by the Town Manager. Questionable events shall be directed to Town Council for consideration.
4. Only food vendors with a current Town Business License and Health Department Permit, in compliance with the Town Meals Tax Ordinance and coordinated with the person scheduling the event shall be allowed in the Park during the event.
5. A user fee of \$50.00 shall be charged for each scheduled event with the exception of a community service event for which the fee may be waived at the discretion of the Town Manager. The income from user fees is a project program income and as such may only be utilized for Park purposes.
6. Pets are prohibited in the Park.
7. Events at the Park must be concluded by midnight.
8. The possession, consumption, gift or sale of alcohol in the Park is prohibited.
9. The person scheduling the event is responsible for cleaning the Park at the conclusion of the event. If cleaning is not performed to the Town's satisfaction, the Town will clean the Park at the expense of the responsible party.
10. **Installation of tents or other equipment that may require anchoring must avoid damage to existing underground irrigation lines, grass turf, brick sidewalks, boardwalk or other park structures. The person scheduling the event is responsible for the actions of vendors, including the cost of repairs if necessary.**



## STAFF REPORT

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To: Recreation & Community Enhancement Committee

From: William Neville, Director of Planning

Date: June 14, 2011

Subject: Chincoteague Veterans Memorial Park

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Following the recommendation of the Committee regarding a potential Park Naming Request at the last meeting, it was suggested that an interpretive sign similar to the ones along the Robert Reed Downtown Waterfront Park boardwalk could be installed at Veterans Memorial Park. This type of sign could be a point of interest for visitors that would communicate the history of the Park, and the community leaders that helped to establish it.

Staff has met with Donna Mason to collect information regarding her father, Lee Savage, and the important contributions he has made to Island culture and Veterans Memorial Park in particular. The concept and location of the sign are provided for Committee review and support before a detailed design and cost estimate are prepared for approval.





Proposed Interpretive Sign Location

## Community Leaders - C. Lee Savage

Text

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Text

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Interpretive Sign - Preliminary Draft



## STAFF REPORT

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To: Recreation & Community Enhancement Committee

From: William Neville, Director of Planning

Date: June 14, 2011

Subject: Park Improvements

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Members of the Committee received a draft schedule of maintenance and checklist for Park and Playground Improvements at the February 8, 2011 meeting. Mr. Van Dame has suggested that additional detail should be added to the playground checklist to make sure that there is a point by point inspection and adequate documentation of this important safety check. The checklist reports will also provide the Committee with useful information regarding the long term needs for maintenance and replacement of facilities.

Sample checklists from 3 other communities were reviewed and compared to the current U.S. Consumer Product Safety Commission Handbook for Public Playground Safety. A revised checklist for the Town of Chincoteague is attached for the Committee's review and approval.

Although the checklist is important, the actual implementation of a regular inspection and maintenance program is the primary goal for the safety and enjoyment of Park visitors. For future meetings of the Recreation & Community Enhancement Committee, Staff recommends that a regular agenda item should include a report from the Department of Public Works with copies of any checklists completed.

Veterans Memorial Park - Maintenance Checklist		
Frequency	Activity	Completed
	<u>General</u>	
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, 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.	
	<u>Courts</u>	
Daily	Inspect tennis,basketball,volleyball courts. Remove debris and water	
Weekly	Rake volleyball courts	
Monthly	Control vegetation on/around volleyball courts	
Monthly	Repair court surfaces	
Monthly	Inspect/replace nets - tennis,basketball, volleyball	
	<u>Restrooms</u>	
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	
Weekly	Inspect Septic Tank for pump out when necessary	
	<u>Playground (Complete detailed checklist)</u>	
Daily	Inspect/repair equipment	
Weekly	Control plant growth at equipment perimeters	
Monthly	Replenish mulch	
Annually	Paint equipment	
	<u>Ballfield</u>	
Monthly	Drag infield adding fill as required.	
Monthly	Inspect/repair/paint dugouts.	
	<u>Skate Park</u>	
Daily	Inspect/repair fence and gates	
Daily	Inspect/repair obstacles	
Daily	Remove debris	
Annually	Paint obstacles	
	<u>Waterfront</u>	
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	OK	Attention Needed/Comments	Date Completed
Playground area free of litter and debris, Trash can emptied			
Equipment not damaged or vandalized			
<b>Surfacing Material</b>			
Adequate depth of surface under and around equipment (under swings, end of slides, footers covered) Rake level			
Surfacing material free of glass, debris or other foreign objects (check fall zones)			
Surfacing material not compacted or deteriorating, free from exposed roots, rocks			
<b>General Hazards</b>			
Equipment free from sharp points, corners or edges			
Protective caps missing or damaged, protruding bolt ends, loose bolts, nuts etc			
Equipment free of potential clothing entanglement hazards			
Equipment free of pinch, crush, shearing points or exposed moving parts			
Playground area free of tripping hazards			

<b>Deterioration of Equipment</b>	<b>OK</b>	<b>Attention Needed/Comments</b>	<b>Date Completed</b>
Equipment and playground area free from presence of rot, rust, cracks or splinters or excessive wear. Inspect swing seats for sharp edges or corners exposed.			
Equipment safely anchored. Check connecting points for loose or missing bolts, cracks, welds, corrosion, open 's' hooks, shackles, rings or links			
Sand wooden rails, posts, etc. Sweep walks, decks, platforms, steps			
<b>Security of Hardware</b>			
Equipment connection covering or fastening hardware devices not loose or worn. Inspect chains, hardware, pivot points, and bearings for wear and adequate lubrication.			
Equipment use zones free of obstacles			
<b>Drainage/Insects</b>			
Playground area free from drainage problems, standing water, wasp or bee nests			

**Monthly Inspection Reports shall be maintained and available for review**



## STAFF REPORT

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To: Recreation & Community Enhancement Committee

From: William Neville, Director of Planning

Date: June 14, 2011

Subject: Project Updates

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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. The first phase of construction is underway with widening both shoulders of Maddox Boulevard between the Circle and the Chincoteague Museum. Work is scheduled to be completed prior to the July 4<sup>th</sup> weekend.

Next Steps:

- 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 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. Removal of the second Yew shrub is proposed by the Ms. Cannon.

### 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
- Confirm that existing water supply to the Bridge Tenders House will continue to be available for irrigation of 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

### 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 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:
- 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.

**Recreation and Community Enhancement  
Committee Meeting Minutes  
April 12, 2011**

**Committee Members Present:**

John Jester, Chairman

Bob Conklin  
Cathy Plant  
Jack Van Dame  
Gene W. Taylor, Planning Commissioner

**Others Present:**

William Neville, Planning Director  
Robert Ritter, Town Manager

**Committee Members Not Present:**

John H. Howard, Councilman  
Tripp Muth, Councilman

**Call to Order**

Chairman John Jester called the meeting to order at 5:05 PM

**1. Watson Park Master Plan**

A proposal from Master Gardeners Lisa Cannon and Heather Jorgenson to renovate Watson Park was presented. Their garden plan would be implemented by volunteer labor, with the support of the Town Public Works Staff.

Lisa Cannon presented the need for improvements at the park. Removal of one or more of the damaged Bradford Pear trees would allow for plantings to make the area bright and attractive once more. Eventually benches and planters could be added. The garden plan was handed out for Committee review. Mr. Neville suggested that the proposed budget of approximately \$900 to \$1,500 would require Town Council approval for the purchase of plant materials at wholesale prices.

The Committee discussed the proposed use of oyster shell and pine straw mulch as well as the selection of hardy plants for the garden. Concerns for dust from shells and wind blowing the pine straw mulch were shared by Mr. Van Dame and Chairman Jester. Mr. Conklin asked about winter interest and the proposed use of a slow growing Crepe Myrtle as a replacement for the Bradford Pear.

Ms. Cannon talked about the ornamental frames for climbing vines, or 'tuteurs', as a garden element that will provide visual interest throughout the year. She also suggested that a pergola and benches could be constructed in the brick terrace area with volunteer help from Drew Jorgenson.

Mr. Van Dame confirmed that the existing brick walk and terrace would remain. Mr. Taylor asked about the budget and whether the Town has a supply of topsoil. Chairman

Jester suggested that Mr. Neville and Public Works Director Spurlock should refine the proposed budget and make it available for Council review at their next meeting.

Chairman Jester thanked the Master Gardeners and the Garden Club for their efforts to make the downtown area attractive.

## **2. Chincoteague Veterans Memorial Park**

Chairman Jester reviewed the request by Donna Mason and members of her family to rename the Veterans Memorial Park. Town Council minutes from meetings conducted in March and May of 2000 were noted for the policy that was established to restrict any name changes at Chincoteague Veterans Memorial Park and to prevent any future individual memorials. Audience members in attendance from the American Legion and VFW were invited to speak to the Committee.

Mike Doyle, a member of the American Legion and VFW, spoke as the former post commander in 1956 when the Park was created. He described the history of a community wide effort to build a park for the families of visitors to Chincoteague Island and noted the expense of \$2,150 to acquire 3 parcels for 'Chincoteague Veterans Memorial Park'. Later group efforts completed the little league field, tennis courts, parking and playgrounds making it difficult to identify one individual that should be honored above others. He requested that the Committee leave the existing name unchanged.

Gilbert Lang, Chincoteague Memorial VFW Post 8629 Commander, agreed that the community should maintain a remembrance of veterans so that their memory and contribution to freedom is not lost. This park has been named in honor of those who served and those who have paid the ultimate sacrifice to keep our Nation free.

Ira Hudson, Second Vice Commander of American Legion Post 159 in Chincoteague, stated his opposition to the renaming of Chincoteague Veterans Memorial Park. He believes that the Town has done well to maintain this park in honor of veterans and it should stay that way for the future.

Chairman Jester asked about the deed and plat information provided by Staff. Mr. Neville identified this information and the prior Council policy as important background information for the Committee's consideration of the naming request. A photo of interpretive signs located along the Downtown Park waterfront was provided to the Committee as a suggestion for presenting a community's history. This is one idea for telling a fuller story of local veterans' contributions or the important role that landowners played in establishing the park.

Chairman Jester related this idea to the story of Lee Savage flying a seaplane off the coast on anti-submarine patrols during WW2, as well as the origin of the park due to the generosity of three families who donated land for the Chincoteague Veterans Memorial Park.

Ms. Plant and Mr. Van Dame stated that the name should not change, however an interpretive sign or plaque would be fine. Mr. Taylor agreed and suggested that there would be other locations that may be considered to honor Lee Savage, but not here at Veterans Memorial Park. Mr. Conklin commented on Lee Savage's service to his country and community, then agreed that the name of the park should not be changed and suggested that the Town encourage the full use of 'Veterans Memorial Park' as the name instead of just Memorial Park.

Chairman Jester commented on signs or memorials in the past that have listed members of the community that have served their Country or have been killed in service and suggested to the American Legion/VFW that a new memorial would be supported by the community. Chairman Jester will report to the Town Council a Committee recommendation that the name should not be changed along with the possibility of providing interpretive signs to enhance the Park.

Mr. Ritter informed the Committee about a poster that will be mounted in a sign cabinet near the fishing pier/boardwalk at Veterans Memorial Park to inform saltwater fishermen of a new Virginia registration requirement.

### **3. Project Report Updates**

The Committee completed a review of updates to the list of active projects. Comments are noted below:

Donald Leonard Park – Committee members were concerned about the idea of leaving entrances to the park as a natural gravel surface. Asphalt surface should be installed at the entrance apron as previously approved by the Committee.

Harbor Area Master Plan – Mr. Conklin shared a panoramic photo of the view from the Harbor Area and requested that the Town allow this area to be open for upcoming rocket launches at Wallops Island. The memorial for fisherman lost at sea proposed by Barry Abel was again discussed along with long range improvements to permit additional public access. Chairman Jester suggested a meeting with Mr. Spurlock to get some ideas and a schedule down on paper.

Downtown Waterfront Park – Chairman Jester is collecting suggestions for improvements from CCA and others for consideration by the Committee at the next meeting. VDOT issues were discussed.

Safe Routes to School – Application for infrastructure funds are due April 29<sup>th</sup>. Chairman Jester directed that the request for assistance to construct a multi use trail along Hallie Whealton Smith Drive between the schools should be submitted again.

### **4. Committee Member Comments**

Mr. Van Dame requested an update on the Schedule of Maintenance for park equipment at the next Committee meeting.

Mr. Ritter stated that repairs had been completed at the Skate Park and the facility was open.

Mr. Conklin informed the Committee about a notice given to Mr. MacDowell that if the Federal government shuts down, he was not permitted to use the east side channel along Assateague Island for boat tours. There was discussion about jurisdiction and control over the waters surrounding the Refuge and Seashore. Shellfish leases and permits for commercial boat tours may be in question under the new Master Plan and rules for the Seashore.

**Adjournment:**

Mr. Conklin moved to adjourn the meeting, Ms. Plant seconded the motion and it was approved unanimously.

The meeting was adjourned at 6:10 pm.