

RECREATION & COMMUNITY ENHANCEMENT COMMITTEE MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

May 12, 2015 - 5:00 P.M. – Council Chambers - Town Hall

CALL TO ORDER

PUBLIC PARTICIPATION

AGENDA ADOPTION

1. Chincoteague Veterans Memorial Park
 - Playground Equipment for Phase II / Proposed Site Layout
 - Sign
2. Application for Community Park Improvement Projects
3. Grant Updates
 - DCR Trail Paving
 - DCR Robert Reed Annex
 - Federal Lands Access Program (FLAP)
4. Project Updates
5. Committee Member Comments

ADJOURN



STAFF REPORT

To: Recreation and Community Enhancement Committee

Through: Robert G. Ritter, Town Manager

From: William Neville, Planning Director

Date: May 12, 2015

Subject: Chincoteague Veterans Memorial Park Playground

- ❖ Discuss Installation Plan for Phase Two Playground Replacement (Ages 6-12 play structure)



Phase Two playground equipment has been identified by the Committee as the next priority for installation this Spring. Play & Park equipment for the 6-12 age group which matches the Phase One installation was ordered and will be delivered on May 20th. Assisted installation will take at least one week.

Since the last meeting, Chairman Jester completed a field inspection of the existing blue playground equipment to determine whether it should be removed or allowed to remain.

- **The Committee is requested to confirm the general consensus that it should be removed and replaced.**

A site layout is attached to illustrate the Phase Two installation area and opportunity areas for additional playground improvements. Councilman Leonard requested that information on new styles of play equipment should be provided as a possible replacement for the existing geo-dome in the future. Recommendations from the Play & Park representative include: rope/net climbers, spin cups, sky swing





Proposed location of Phase Two Playground Equipment – May 2014

To complete the current playground improvements at Chincoteague Veterans Memorial Park, the Committee requested a sign that would identify the play areas, provide playground rules, and express appreciation for the donations provided by the community.

- **The Committee is requested to review and approve the sign concept below so that it may be prepared and installed.**

Welcome to Chincoteague Veterans Memorial Park



THE PLAYGROUND EQUIPMENT IN THIS AREA IS
FOR USE BY CHILDREN AGES 2 TO 5 YEARS OLD.

For your safety and enjoyment, please observe
the following precautions or you may cause injury
to yourself or others:

- Adult supervision is required at all times
- Inspect the play area before starting play
and remove litter
- Playing on this equipment in bare feet or
when it is wet may cause injury
- Metal pieces may be hot if exposed to the
sun
- The playground closes at dark
- If you notice any broken equipment or
anything that requires immediate
attention, please call 757-336-3155. We
appreciate your cooperation



This playground structure for small
children was donated by the
Chincoteague Police Department
and expanded through generous
contributions from the community





STAFF REPORT

To: Recreation and Community Enhancement Committee
Through: Robert Ritter, Town Manager
From: William Neville, Director of Planning
Date: May 12, 2015
Subject: Park Improvement Guidelines and Project Approval Form

Committee members have suggested that the Town should adopt a park improvement policy including rules and procedures for park improvement projects that would be donated to the Town. Draft policy and project proposal forms have been prepared as follows and are attached for committee approval and recommendation.

- Inform the public about the Town policy regarding donations and park improvement projects.
- Approval process for park projects will be managed by Town Staff with information provided to the RCEC and authorization provided by Town Council.
- Ownership of improvements and acknowledgement of donations will be spelled out in advance.
- Repair and replacement responsibilities of donated park equipment should be noted on the project approval form.
- The Public Works Director is authorized to select the style and location of park equipment that is purchased with donated funds.
- Memorial gifts must follow all approved Town policies, and park improvements must be approved prior to installation.



Town Park Improvement Project Application Form

The Town of Chincoteague currently owns and manages approximately 95 acres of parks, trails, open spaces, boat ramps, marinas, and civic facilities on Chincoteague Island for the benefit of seasonal visitors and the public. Many of these facilities reflect the charity and hard work of individuals and groups that are dedicated to enhancing our quality of community life.

In order to allow contributions that will continue to benefit the Town's parks and open spaces, all donations and park improvement projects shall follow guidelines adopted by the Town Council and administered through the Town Manager.

NOTE: Memorial donor recognition plaques are not permitted in Chincoteague Veterans Memorial Park

Park Improvement Projects

All park improvement projects must be evaluated and approved by providing information on the attached application form.

Park improvements are the property of the Town of Chincoteague and are maintained at the same standard as other Town facilities. The Town of Chincoteague shall maintain and repair the donated equipment or park improvement for a period of 5 years from installation. In the event of severe damage or loss due to vandalism, the donor will be notified.

Other Donation Opportunities

The Town of Chincoteague has additional donation and sponsorship opportunities including:

- Kayak launch facility
- Boardwalk/Observation deck
- Gazebo/Large picnic shelter
- Small picnic shelters
- Playground equipment
- Cemetery Heritage Fund
- Seashore Beach/Tourism Fund
- Park Enhancement Fund

Contact the Department of Public Works @ 757.336.6519 for more information regarding these unique donation opportunities. Undesignated donations will be placed in the Park Enhancement Fund. All donations and park improvement projects will be reviewed by Town Staff, the Recreation and Community Enhancement Committee and presented at the next Town Council meeting for approval. Completed park improvement projects will be highlighted in the Town Newsletter.



Town of Chincoteague Park Donation Form

Contact Name: _____

Contact Phone Number: _____

Contact E-mail Address: _____

Contact Mailing Address: _____

Donation or Project Type and Location (from map):

Please describe the park improvement project:

Cost: _____

Please send application form to:

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

757.336.6519

Note: The Town of Chincoteague shall maintain and repair the donated equipment or park improvement for a period of 5 years from installation. In the event of severe damage or loss due to vandalism, the donor will be notified.

Memorial donor recognition plaques are not permitted in Chincoteague Veterans Memorial Park.

Approved by Town Council on _____ (date)

_____(Mayor's Signature)



MEMORANDUM

The Town of Chincoteague, Incorporated

To: Recreation and Community Enhancement Committee
Through: Robert Ritter, Town Manager
From: William Neville, Director of Planning
Date: May 12, 2015
Subject: Project Updates

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

- **The Committee should consider preparing 5 year cost estimates and recommendations for the Town Budget for any new improvements identified in the Outdoor Recreation Areas and Facilities Inventory, dated September 2012.**

Downtown Main Street/Robert Reed Park

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

- Next Steps:
- **Park improvements for the Robert Reed Park Annex are under construction.**
 - Shared Parking agreement with the Health Center has been completed. The Public Works Director will prepare a land use permit for the designed improvements.
 - Construction for east side of Main Street streetscape improvements has been completed. Final phase improvements are in the design phase. Phase 2D will go out for bid in Fall 2015.
 - Waterman's Memorial sculpture location has been approved by Town Council and will be reserved for future installation.

Chincoteague Veterans Memorial Park

As the most complete Town Park with a range of recreational use facilities, the focus continues to be on maintenance and completing minor improvements

- Next Steps:
- **Phase II playground equipment for installation prior to the 2015 summer tourist season.**
 - New tree planting recommendations are needed.
 - New life rings have been installed on the pier

- Drainage improvements around the playground, installation of new play surface mulch, removal of the tire swing and repair/replacement to current playground equipment is ongoing.
- Incorporate planned improvements into the Outdoor Recreation Areas and Facilities Inventory

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. The Ships Mast has been installed as a part of the Chincoteague Island Waterman's Memorial.

- Next Steps:
- **Installation and inspection of Boy Scout Eagle projects**
 - **Ships Mast Chincoteague Island Waterman's Memorial compass base is in progress**
 - Low fencing may be advisable as a safety measure around the perimeter of the guy wires
 - Update the Outdoor Recreation Areas and Facilities Inventory document showing the proposed improvements and the Ships Mast Memorial as needed

Ocean Boulevard Extended

The small bridge/boardwalk to be constructed over Fowling Gut has been completed.

- Next Steps:
- Prepare an agreement with property owners along Coach's Lane to obtain an easement for extension of the bike path to connect back between properties to Maddox Boulevard
 - Continue working with USFWS or other sources to obtain grant funds for paving the trail*
 - Install signage and schedule an 'soft' opening ceremony

CNWR Bike Trail Extension

FWS completed the boardwalk bike trail connection to the Chincoteague Museum by extending the trail across the front of the Museum property to a new crosswalk location and connecting the Maddox Boulevard shoulder bike lane.

- Next Steps:
- **Coordinate with Accomack County to prepare and submit a FLAP grant application for shoulder improvements to the Route 175 Causeway, and a separate Town of Chincoteague application for shoulder and sidewalk improvements along Maddox Boulevard.**
 - Bike lane improvements along Maddox Boulevard from the Traffic Circle to AJ's Restaurant may be approved for construction through the remaining Sarbanes Grant funds or with a long term VDOT capital project (**see FLAP grant application**)
 - Interim shoulder improvements around the traffic circle are being considered by the Public Works Director for possible construction with VDOT maintenance funds

Park Signage

The Committee approved an addition to the main sign at Chincoteague Veterans Memorial Park which commemorates the families who donated land for the park. The sign was installed by the Public Works Department in June 2014. Signs were also donated and installed between the playground and the basketball court which encourage proper behavior.

- Next Steps:
- A replacement sign has been installed at Mariners Point
 - Consider incorporating the research, design and manufacturing of interpretive signs for the Robert Reed Downtown Park expansion area/Historic Bridge information kiosk.
 - **Install playground signage at Chincoteague Veterans Memorial Park**

Hallie Whealton Smith Drive

The Town received a Safe Routes to School construction grant to construct a bicycle shelter and a shared use trail between the Elementary and Combined Schools along Hallie Whealton Smith Drive.

- Next Steps:
- **Final plan approval and advertisement for construction bids will be completed in June 2015. Additional constructions funds that will be necessary for construction of the entire project are proposed for FY16 grant approval.**
 - 90% complete construction plans have been prepared by consultant and submitted to VDOT for review.
 - Environmental permit applications have been prepared by the Town
 - Schedule a meeting to review the proposed trail alignment and several design details with School administration

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. This location has been discussed as a possible location for installation of improved water access for a kayak launch. Town Council approved the location of a ‘memorial boulder’.

- Next Steps:
- Refine park master plan (possible soft shoreline demonstration project)
 - Identify incremental improvements to be completed as a part of regular Town maintenance program
 - Donna Leonard will present information regarding the purchase and installation of a pier, floating dock and kayak launch area.

Island Nature Trail

The Island Nature Trail includes approximately 1.2 miles of paved and unpaved trails located in preserved open space along Hallie Whealton Smith Drive. The paved trail surface has buckled and needs to be repaired and repaved. Hurricane Sandy caused wind and flood

damage to numerous trees throughout the park. Mature pines have been stressed by the pine bark beetle.

- Next Steps:
- Review park master plan to determine if newly cleared areas provide an opportunity for additional open space uses and natural plantings.
 - Identify trail paving to be completed as a part of regular Town maintenance program, or pursue grant applications. Grant application filed with Virginia DCR in December 2013, environmental permitting is underway with assistance from A-NPDC.
 - **DCR grant awarded in January 2015. Contract awarded in May 2015 to Branscombe Eastern Shore for 2” asphalt overlay of the existing paved Nature Trail.**

R. Watson Sr. Memorial Park

The Chincoteague Garden Club maintains the perennial garden project.

- Next Steps:
- New planting and brick sidewalk improvements have been completed along with the Main Street revitalization project.
 - Future improvements are planned with additional funding or donations

LeKites Memorial Park

A proposed natural trail and wildlife observation deck/boardwalk is proposed as a new park area that would open this area for limited public access.

- Next Steps:
- Prepare a concept plan for approval by Town Council with cost estimate for park improvements.
 - Hold a public hearing with written notice to adjoining land owners
 - Seek funding or donations to complete the project in phases, possibly incorporating volunteer labor as a community project.

Recreation and Community Enhancement Committee Meeting Minutes March 10, 2015

Committee Members Present:

John Jester, Chairman
Arthur Leonard, Councilman
Gene Wayne Taylor, Councilman
Bob Conklin
David Johnson
Jack VanDame

Staff Present:

Robert G. Ritter, Town Manager
William Neville, Town Planner

Committee Members Absent:

Linda Ryan

Call to Order

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

Public Participation

Donna Leonard reported that Island Grocery would like to assist with playground improvement fundraising again this year. She indicated that Mike Lewis will be willing to donate the printing costs for another project like 'name that pony'. Chairman Jester thanked all involved and encouraged this effort.

Ms. Leonard informed the Committee that plans for Donald Leonard Park are changing away from building a dock for kayak launches, to creating more of a beach area. Approximately \$4,000 is available to make improvements.

Facebook conversations about creating a dog park on Chincoteague Island were also identified by Ms. Leonard as a possible item for consideration by the Committee. She suggested looking into 'dogs on leash' rules for Robert N. Reed Waterfront Park to accommodate downtown residents and visitors. Pickup bag dispensers have been installed at the Nature Park and at Donald Leonard Park where pets are permitted.

Pete Lawler, owner of the playground company ThirdLittlePig, introduced himself to the Committee.

Agenda Adoption

Mr. Bob Conklin motioned, seconded by Councilman Arthur Leonard to adopt the agenda. Unanimously approved.

1. Chincoteague Veterans Memorial Park

- Playground Equipment for Phase II

Town Planner Neville presented updated pricing and playground information in a revised staff report with four options for the 5 to 12 age group. Option 1 is the original concept for a rocket ship, Option 2 is an alternate rocket theme structure, Option 3 to enhance the existing blue structure was not recommended, and Option 4 is a multi-function overstock closeout structure that would match the recent installation for 2-5 year olds. He stated that the only problem with Option 4 is that a rocket theme is not available to follow through on the fundraising expectations.

Cost comparisons were reviewed by the Committee. Chairman Jester commented on the large number of play activities available with Option 4 and asked if the estimates included all of the other site preparation materials. Staff will provide a breakdown of the final costs for installation of the previous equipment including installation assistance from the manufacturer's representative and a final proposal for Option 4. Committee members discussed several questions about color scheme, warranty and location for the new structure.

Replacement options for the geo-dome and other older equipment was considered. Mr. Van Dame motioned to recommend to Town Council Option 4 – Play & Park Structures for the Phase 2 playground improvements at Chincoteague Veterans Memorial Park, seconded by Mr. Johnson. The motion was approved unanimously.

Councilman Leonard requested additional information at the next meeting for examples of the new styles of play equipment which may be selected to replace the geo-dome or other smaller pieces of play equipment.

2. DCR Trail Paving Grant

Town Manager Ritter reported that the Town has received a \$43,000 grant from Virginia DCR for re-paving of the Nature Trail. Matching funds are required from the Town which can be provided with in-kind services and replacement plantings. Mayor Tarr has requested that this work be bid out and completed as soon as possible.

3. Project Updates

Mr. Ritter advised the Committee that a request for construction bids has been advertised for the Robert N. Reed Waterfront Park Annex area near Bridge Street. This will provide additional picnic areas, benches and a shelter between the Library and the Fishing Pier.

Chairman Jester suggested that the Lekites Park proposal presented by Ruth Lane at the last meeting is a project that could be completed with volunteers or as a Boy Scout Project.

Various projects at Mariners Point were discussed. The interpretive sign/kiosk is being finalized and the Committee debated whether the content should be approved by Town Council since any improvements will become the Town's responsibility when installed. Chairman Jester suggested that making a more inviting entrance to Mariners Point was still a priority for the future.

Town Planner Neville described the current effort to continue improving bicycle access to the National Wildlife Refuge by applying for a FLAP Grant to make safety improvements to the shoulders along the Route 175 Causeway, and possibly extend the shoulder widening along Maddox Boulevard for bike lanes from the Traffic Circle to Eel Creek.

Staff confirmed that the Safe Routes to School Trail project is scheduled for 100% plan review with VDOT and advertising for construction within the next 3 months.

Committee members asked about paving the Ocean Boulevard Trail and making safety improvements around the Traffic Circle.

4. Committee Member Comments

Councilman Taylor added his concern for bicycle safety along Maddox Boulevard particularly between the Chicken City Road and Main Street intersections.

Adjourn:

Mr. Jack VanDame motioned, seconded by Mr. David Johnson to adjourn the meeting.

The next meeting will be scheduled for May 12, 2015.