

RECREATION & COMMUNITY  
ENHANCEMENT COMMITTEE  
MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

June 12, 2012 - 5:00 P.M. – Council Chambers - Town Hall

CALL TO ORDER

AGENDA ADOPTION:

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1. Eastern Shore Healthy Communities
  - Walkability Workshop Update
2. Donation Guidelines for Town Parks
  - Review Draft Guidelines
3. Project Report Updates
4. Committee Member Comments

ADJOURN:

Next Meeting – August 14, 2012



## STAFF REPORT

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To: Recreation & Community Enhancement Committee  
From: William Neville, Director of Planning  
Date: June 12, 2012  
Subject: Eastern Shore Healthy Communities Update

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Several opportunities have presented themselves to align the Town of Chincoteague plans for trails, recreation and active lifestyles with the programs that being encouraged by the Eastern Shore Healthy Communities Coalition.

Patti Kiger, Executive Director of ESHC, has included the Town of Chincoteague in several grant applications including:

- Walkability Workshop – grant to bring national trail/walkability expert Dan Burden to the Eastern Shore. Walking tour evaluations of 3 towns, and design project in Onley around the new hospital location.

This information is provided to allow the committee to become more familiar with this ongoing effort and to encourage the Town's participation with this event.



## Walkability Workshops: The Planning Begins

Hello All

This email confirms that Dan **Burden and others from the Walkable and Livable Communities (WALC) Institute** will be on the Shore from Saturday, July 28 through Wednesday – August 2. **Your feedback and input for this event is needed.** The following is a tentative schedule for your input:

Saturday (7/28) – Dan and company arrives

Sunday (7/29) – Livable Communities Work Group (and other interested persons) provide Dan and his group with a preview tour of Cape Charles, Exmore, Onley-Onancock and Chincoteague.

**Monday (7/30) –**

**9 am -11 am: Chincoteague Workshop;**

**1 – 3 pm: Onley-Onancock Workshop**

**Tuesday (7/31) –**

**9 am – 11 am: Cape Charles Workshop;**

**1 – 3 pm: Exmore Workshop;**

**5:30 pm – 6:30 pm –Livable Communities Forum (ES Community College, room reserved).**  
Dan will provide an overview of findings; we will get community input.

Wednesday (8/1) – 9 am – Technical Meeting with Work Group, Planners, anyone else interested in learning/planning next steps. (place TBD)

Eastern Shore Healthy Communities will provide a bus and lunch for members of the planning group who wish to move from town to town on Monday & Tuesday. Let me know if we need to plan for your lunch.

If any of you would like to join us for dinner Monday or Tuesday night, please let me know.

Also, those of you representing the five towns, three questions: **1) Will the day and time work for you? 2) Will you please invite members of your town council, relevant administrative staff, community leaders, interested friends to participate in the workshop? These events should draw a crowd for optimal input. 3) Do you have any plans underway that may be of use to Dan as he previews the area? If so, please let me know.**

**As soon as we firm up the dates and times – specifically the Monday and Tuesday workshops – I will begin developing flyers, press releases, and other communications to promote the event.**

**At the workshops, participants will learn how to improve “walkability” and provide more support for “active” modes of transportation. Dan can help us create safe, well-connected and attractive environments for all members of the community and especially those traveling by food. You will learn about best practices in creating walkable communities. You will be asked to share your vision for the walkability of your town and review maps to make specific recommendations on improvements such as adding sidewalk connections and trails.**

“Walkability isn’t just about the walker,” says Dan Burden, co-founder and director of the WALC Institute, who will be leading the public workshop. “There is incredible opportunity to enhance the quality of life, economic prosperity and health of everyone – no matter what mode of transportation they choose – by becoming more walkable and livable.”

Thanks for getting back to me right away!

Patti

**Patti Garvin Kiger**, M.Ed., Ph.D. candidate | Instructor

Division Community Health and Research | Department of Pediatrics

Eastern Virginia Medical School | 855 W. Brambleton Ave. | Norfolk, VA 23510

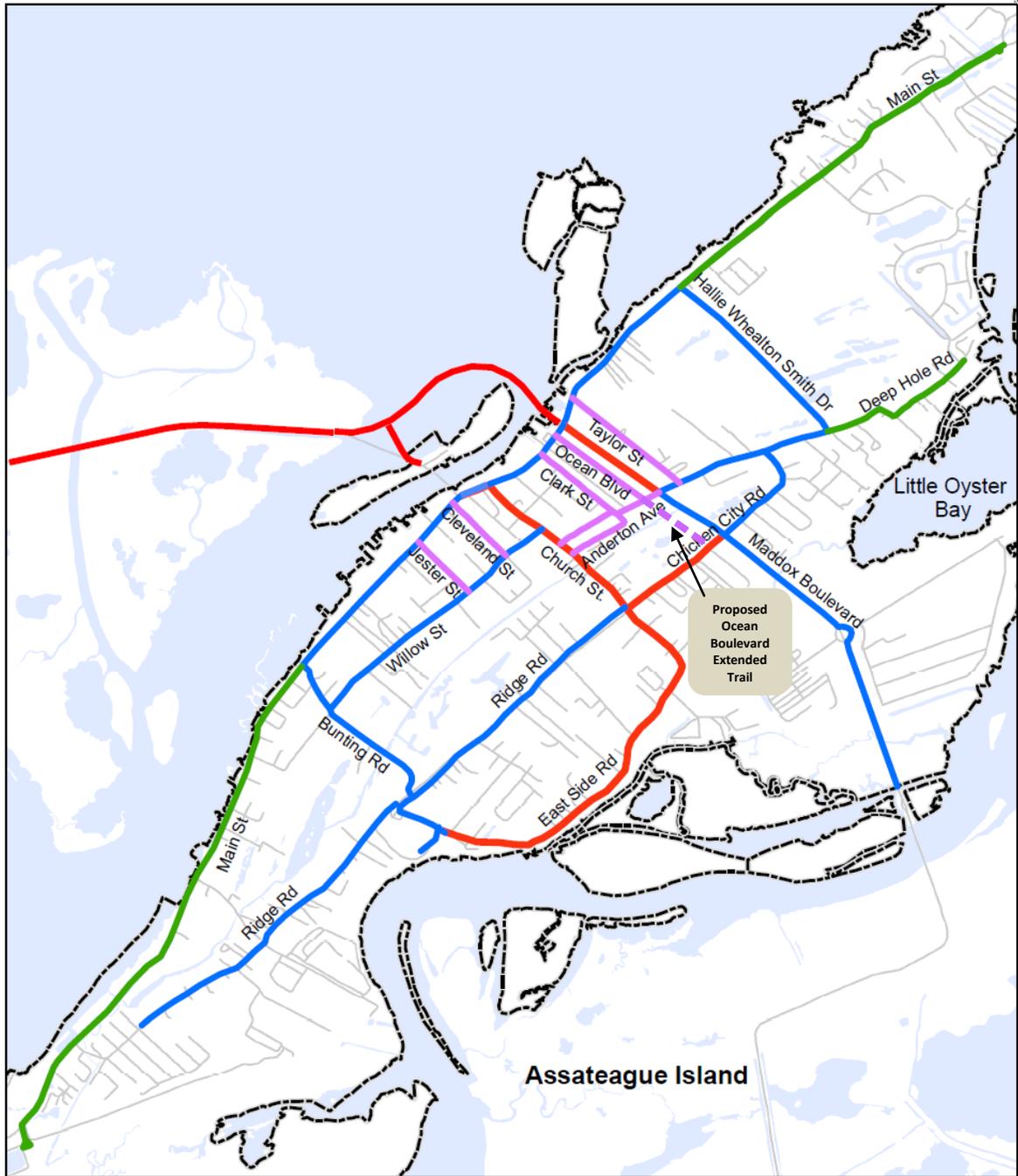
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Executive Director

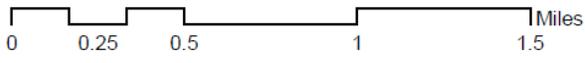
Eastern Shore Healthy Communities

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# Bicycling Map of Chincoteague



- Bike Routes**
- Suggested alternate or 'safe' route
  - Dangerous, high traffic, narrow pavement, or no shoulders
  - Suggested route
  - Scenic route, less traffic





## STAFF REPORT

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To: Recreation & Community Enhancement Committee  
From: William Neville, Director of Planning  
Date: June 12, 2012  
Subject: Park Donation Guidelines

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Committee members have suggested that the Town should adopt a specific type of bench that could be donated with a memorial plaque to enhance our Town parks and be placed along certain streets or trails. The principle of establishing an approved 'palette' of site furnishings that are reliable and attractive has the benefit of allowing individual donations to accomplish a larger plan for park enhancement.



Several steps are recommended in establishing a donation program including:

- Identify specific needs and locations through the park master plans
- Establish costs and/or contribution levels to acquire, install and maintain certain improvements
- Approve a donation guideline and policy for accepting memorial or commemorative

A possible donation guideline, standard form, and information brochure have been drafted for committee review and discussion.

# Chincoteague Recreation and Community Enhancement Committee

## Donation Guidelines for Town Parks

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June 2012 First Draft

### Donation Guidelines for Town of Chincoteague Parks

The Town of Chincoteague currently owns and manages approximately \_\_\_ 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 memorial contributions that would continue to benefit the Town's parks and open spaces, the following guidelines and map have been prepared.

#### Benches

The cost of a bench and plaque is \$ \_\_\_\_\_. Payment is due at the time the order is placed using the attached form. Benches are made of environmentally-friendly recycled plastic lumber and are installed at approved sites in the order requests are received. Installation depends on the time of year orders are received and the number of preceding orders. The Town public works department usually installs the benches in the fall and late winter so that the benches are available during the spring and summer season. Once the bench and plaque are installed, the contact person will receive a letter of notification. Available locations are identified on the map below.

#### 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 Planning Department @ 757.336.6519 for more information regarding these unique donation opportunities. Undesignated donations will be placed in the Park Enhancement Fund. All donations will be highlighted in the Town Newsletter and presented at the next Town Council meeting.

# Town of Chincoteague Donation Form

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Donation Type and Location (from map): \_\_\_\_\_

Please write the wording for plaque:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \_\_\_\_\_

Make checks payable to: "Town of Chincoteague, Inc."

Please send order form and payment to:

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

757.336.6519

# Honor Someone Special

## **Park Tree and Bench Donations**

Donating a tree or park bench to a favorite park or golf course is a great way to honor the memory of a relative or friend or as a thoughtful alternative to a traditional gift in celebration of a birthday, wedding, anniversary, retirement or other special event.

Your tax deductible donation will cover the cost of the tree or bench and its installation as well as a contribution to the Town of Chincoteague parks. You or the person you designate will receive a commemorative certificate, and Town staff will install a recognition plaque on a donated bench. (Plaques are not permitted for trees or other living landscape elements.)

Because of the unique character of our parks and open spaces, donations to specific locations are coordinated separately. Please contact the town staff for information and to review a map of donation sites.

## **Park Trees**

You may choose any park or open space with planting availability for your tree donation. The town staff will work with you in selecting a native tree species and location for planting. Your tree will be approximately 1-1/2"-2-1/2" in diameter and 6'-8' tall depending on species.



Donations will be accepted throughout the year. However, to assure successful rooting, trees will be planted only twice per year - spring and fall.

The cost of a tree donation is \$\_\_\_\_\_. This includes planting by a commercial nursery and regular watering during the first season of growth. If a larger tree is preferred and acceptable to the park manager, the cost may be higher.

You may also choose to adopt an existing tree whose location or appearance is meaningful to the honoree. The donation for a tree adoption is \$\_\_\_\_\_.

Within a period of three years following the donation, the town staff will replace the tree if staff determines that it has died or been severely damaged.

## **Park Benches**

You may donate a new bench or adopt an existing bench. Whether new or existing, Town of Chincoteague staff will install a donor recognition plaque on the bench (see note below).



You may choose any park or open space for a bench adoption but a new bench may only be installed in a park where the town staff has identified a need. Some parks and open spaces use different bench styles in keeping with their functions and landscaping. The town staff will work with you in selecting an appropriate bench style and location in the park.

Bench recognition plaques will be \_\_\_\_\_. Wording is subject to approval by the Recreation and Community Enhancement Committee (the Committee).

	Specialty Parks and Open Spaces (wood bench)	Other Parks (steel bench)
New Bench	\$1,200	\$2,000
Adopted Bench	\$600	\$1,000

- Specialty Parks include Robert Reed Waterfront Park and other downtown Main Street locations.
- Other Parks typically include neighborhood, and community parks, except those identified above as Specialty Parks.
- Note: Memorial donor recognition plaques are not permitted in Chincoteague Veterans Memorial Park

If a non-standard bench style is preferred and acceptable to the Committee, the cost may be adjusted.

Within a period of ten years following the donation of a steel bench and five years following the donation of a wood bench, the town staff will repair or replace the bench if it is severely damaged.

***General Information***

Full funding for the donation must be received in advance.

Donated trees and benches are the property of the Town of Chincoteague and are maintained at the same standard as other park trees and benches.

The Town of Chincoteague retains the right to relocate a donated bench and replant or replace a donated tree in a new location. Staff will attempt to contact the donor to select the new location, but the Committee will make the final decision.

***Other Donations***

The Town of Chincoteague welcomes donations to purchase other items needed in town parks. Please talk with the Town Planner or call the Public Works Director for more information.

For more information on donating a tree, bench or other item to a favorite park or open space, call the Town of Chincoteague at 757-336-6519.



## MEMORANDUM

The Town of Chincoteague Incorporated

To: Recreation & Community Enhancement Committee

Via: Robert G. Ritter, Town Manager

From: William Neville, Director of Planning

Date: June 12, 2012

Subject: Staff Report on Project Updates

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

### Ocean Boulevard Extended

Work is on hold for trail improvements from both ends (Chicken City Road and Deep Hole Road) as time and material permits. The remaining trail segment is a small bridge/boardwalk to be constructed over Fowling Gut. Mr. Spurlock has completed a DCR Recreational Trails Grant Application to assist with the cost of this improvement. Town Council has adopted a resolution for the grant and we have received a letter of support from the USFWS. We are waiting to hear about the grant in mid July before additional work is completed.

- Next Steps:
- Grant for \$29,408 has been requested and may be awarded within the next 6 months. \$36,760 estimated cost with 80/20 match on a reimbursement basis.
  - 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 completed the boardwalk bike trail connecting to the Chincoteague Museum, and construction is completed widening both shoulders of Maddox Boulevard between the Circle and the Chincoteague Museum.

- Next Steps:
- USFWS is proposing a \$5+ million grant application to construct a similar elevated hike/bike trail from Chincoteague to the Mainland along the Route 175 causeway.
  - 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. (**\*need to coordinate with Town stormwater drainage design project**)

### Jessie R. Watson Sr. Memorial Park

Master Gardeners Lisa Cannon and Heather Jorgenson have cleaned up and replanted the perennial garden project for the 2012 season

- Next Steps:
- Maintenance plan to continue with the Garden Club for the flower beds.
  - Phase two improvements are on hold for additional funding.

### New Bridge Gateway Landscaping/Sign

Installation of new landscaping with soaker hose irrigation at the two Main Street corners and the new Route 175 Bridge has been completed by Thomas Gardens utilizing existing VDOT maintenance funds.

- Next Steps:
- Continue maintenance, possible annual planting for seasonal color, water connection to south side of intersection.
  - Addition to Town Gateway Sign will be installed within the next several weeks.

### 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.

- Next Steps:
- Discuss additional uses and visitor management
  - Refine park master plan (possible soft shoreline demonstration project)
  - 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 (add kayak launch site to Virginia Water Trail Map)

## 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 possible recreational improvement projects that may be completed by Town Public Works staff, Scout projects or other private initiatives.
  - 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:
- **The Police Department has requested that the Committee consider establishing a dusk to dawn curfew/use restriction for the use of park facilities at Chincoteague Veterans Memorial Park, with the exception of fishing from the pier or waterfront gazebos.**
  - Incorporate suggestions from the Downtown Merchants and the Cultural Alliance regarding opportunities to improve and manage the Downtown Park.
  - Incorporate proposed use of the Bridge Street right of way and the recent park expansion plan prepared for the DCR grant application.
  - Prepare a Park Master Plan amendment that includes the new properties for Town Council approval.

## Island Activity Center

The existing Gymnasium located on the corner of School Street and Smith Street was transferred from Accomack County to the Town of Chincoteague. Following restoration, a ribbon cutting ceremony was held on March 28<sup>th</sup>. Preliminary operations/reservation plan has been working smoothly.

- Next Steps:
- **Staff recommends that the Committee consider charging non-residents a \$25 charge for open gym use, plus a \$25 refundable deposit to resolve current use issues.**

### Decorative Banners

The Chincoteague Cultural Alliance has recently completed a project for local artists to provide ‘banner ready’ artwork that captures our community’s local character. The decorative banners have been installed along Main Street and Maddox Boulevard.

- Next Steps:
- Consider a second printing to include additional artistic photography of Chincoteague ponies and the pony swim for use along south Main Street.

### Town Map – Points of Interest

Town staff has contacted the Chamber of Commerce and their graphics consultant to see if the “Points of Interest Map” from the center of the Visitors Guide could be modified into a poster for display at the downtown kiosk.

- Next Steps:
- Request consultant Shirley Deeds to modify the map for Town use (\$35 per hour fee)

### Walking and Biking Tour Brochure

This brochure has been popular for tourists because of its information about community history and maps of the island. All supplies have run out from the original printing paid for by a grant. Printing that would include a revision for the new bridge alignment on the maps would cost approximately \$1,200 for 2,500 copies, or \$1,800 for 5,000 copies.

- Next Steps:
- Order new brochures for the 2012 season
  - Apply for Virginia Coastal Zone Grant to assist with printing costs

### Interpretive Signs

The Committee considered a proposal last year to include interpretive displays at Chincoteague Veterans Memorial Park.

- Next Steps:
- Consider incorporating the research, design and manufacturing of these signs at the same time as the Robert Reed Downtown Park expansion area/Historic Bridge information kiosk.

**Recreation and Community Enhancement  
Committee Meeting Minutes  
April 10, 2012**

**Committee Members Present:**

John Jester, Chairman  
John H. Howard, Councilman  
Gene W. Taylor, P/C Member  
Tripp Muth, Councilman  
Bob Conklin  
Jack Van Dame  
Ruth Lane  
David Johnson

**Staff Present:**

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

**Call to Order**

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

Chairman Jester stated that under Project Report Updates he would like to discuss Mariner's Point.

**Agenda Adoption**

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

**1. Welcome New Members**

• **Review Committee Mission and Work Plan**

Chairman Jester welcomed new members, Ms. Nancy Lane and Mr. David Johnson from the Garden Club. He asked the Committee to review the Mission Statement.

Town Manager Ritter explained that the Work Plan was for 2010-2012. He suggested reviewing the plan for 2013-2014 to set some short-term goals.

Town Planner Neville stated that he will present some updates for the Master Plan at the next meeting. He mentioned having the Chincoteague Veterans' Memorial Park, the Robert N. Reed Downtown Waterfront Park along with opportunities for the Watson Park and Mariner's Point in the Plan. He also stated that the Town has done some maintenance to the Island Activity Center which fits into the activities of the Committee. Town Planner Neville stated they need to take the next step in deciding future needs. He advised they are receiving project reports for the Ocean Boulevard extended path. He stated that they also talked about a possibility of ideas for the donations for maintenance and possibly trees or flowers.

Chairman Jester feels that they need to identify a policy for memorial donations of benches.

There was brief discussion.

Town Manager Ritter advised that Council decided not to allow any more memorials at the Chincoteague Veterans' Memorial Park as this was a Veterans' Memorial Park and didn't want to contradict this.

There was also discussion of bench memorials and the type of bench to be used. Committee Member terms were also discussed.

Town Planner Neville advised that he will have a proposal for the next meeting of the items they discussed.

Councilman Muth mentioned a check list for maintenance at the Park.

## **2. Robert N. Reed Waterfront Downtown Park**

- **DCR Grant Application**
- **Master Plan Update**

Town Planner Neville referred to the Bridge Street area. He stated that there is some information in the packet with a description of how they were trying to incorporate the expansion area in the development of the Park. He stated they need to decide what the park needs are in the Town along with the recreational needs. This project will help with grant funding. He discussed the process and list that explains the park standards in Virginia. He calculated the standards for the Island. He stated that the Town has more than the standard requirements for the State recommendations. He also mentioned the ball fields and Community Parks.

Town Planner Neville reviewed a list of possible projects for the parks. He advised that this fits with the Virginia Outdoors Plan. He asked for further input.

Chairman Jester also asked and discussed the DCR Grant uses.

There was discussion regarding a bulkhead, fishing pier and boardwalk plans at Bridge Street.

## **3. Eastern Shore Healthy Communities**

- **Trail Signage Mini-Grants**
- **Walkability Audit**

Town Planner Neville explained the program called Eastern Shore Healthy Communities. He advised that there will be a workshop on Walkable Eastern Shore in May. He added that this group is promoting walking communities.

There was discussion.

Chairman Jester mentioned involving the YMCA.

Town Planner Neville also discussed the mini-grant for trail signage. He stated that there is a contract that needs to be executed for this grant.



## **Project Report Updates**

- **Mariner's Point Discussion**

Town Planner Neville reported on the Ocean Boulevard Extended Project. He advised that Public Works Director Spurlock has completed the DCR Recreational Trails Grant Application which will help with improvement costs.

The Committee discussed getting permission from the property owners for a marked bike path along Ocean Boulevard and north of Chicken City Road.

Town Planner Neville also reported on the CNWR Bike Trail extension and funding of the next phase.

Chairman Jester also discussed matters to be addressed at the Curtis Merritt Harbor. He mentioned crowd control during launches suggesting posting signs and lighting. Chairman Jester also feels that the area should be officially named. He advised they have been calling it Mariner's Point.

Ms. Lane suggested signage.

Mr. Conklin made a motion, seconded by Ms. Lane to name the overlook at the Curtis Merritt Harbor, Mariner's Point and have a sign put up as soon as possible. Unanimously approved.

There was discussion about posting "No Trespassing" or "At Your Own Risk" at Mariner Point.

Town Manager Ritter feels the major problem is people going down on the rocks and the risk of injury.

## **Committee Member Comments**

There was discussion regarding the new bridge pathway on Beach Road going toward the Assateague Bridge.

Chairman Jester asked if the scheduling was more than a month in advance at the Island Activity Center.

Town Manager Ritter advised it is being done one month in advance right now.

Mr. Johnson asked about lighting along Hallie Whealton Smith Drive through the Safe Routes to Schools Project.

Town Manager Ritter stated they are hoping to do acorn-type lights.

## **Adjourn.**

Mr. Van Dame made a motion, seconded by Mr. Conklin to adjourn. Unanimously approved.