

Wednesday, October 10, 2025

6:30 pm

Bob Crane Community Center Board Room

CALL TO ORDER

Meeting was called to order by Chair Lindsey Christ at 6:30 pm.

Members Present:

<input checked="" type="checkbox"/> Sean Cain	<input type="checkbox"/> Caroline O'Donnell
<input checked="" type="checkbox"/> Lindsey Christ	<input checked="" type="checkbox"/> Craig Smith
<input type="checkbox"/> Ivana Lucas	<input checked="" type="checkbox"/> Allison Thomas
<input checked="" type="checkbox"/> Brian Noble	

Staff Present:

Parks & Recreation Director Debbie McLaughlin
 Parks Development & Arts Superintendent, Jeff Anderson

Motion to excuse the absence of Ivana Lucas and Caroline O'Donnell from the December 10, 2025, meeting.

Motioned: Smith

Seconded: Noble

Board Discussion: none

Voting Aye: Cain, Christ, Noble, Smith, Thomas

Abstain: none

Motion Passed Yes

APPROVAL OF MEETING MINUTES

Motion to approve minutes of the Parks & Recreation Advisory Board from the Oct 8, 2025, meeting.

Motioned: Noble

Second: Cain

Board Discussion: none

Voting Aye: Cain, Christ, Noble, Smith, Thomas

Abstain:

Motion Passed: Yes

ACTION/DISCUSSION ITEMS- ONGOING BUSINESS

AGENDA ITEM- OSU Wayfinding

- Chad Gibson: Introduced the Wayfinding study that was completed by OSU students

- Whitney Baxter with MKSK served as an advisor with the project
- Justin – Explained what Wayfinding is: “An uncluttered, easy-to-use system of signs and assets that help people navigate a space and enhances their experience”
 - Case study explained, from April
 - Field surveys: Mapped signs (350+) in 22 parks. Analyzed GIS and have recommendations
 - Sign family: (group of signs, shape, color, logo)
 - Map kiosk: entrance to orient and navigate
- Northam Park: sample provided
 - Park location vs two schools was set up as boundaries
- Rules – state rules with QR code and directional signs
 - Recommendations were made in report
 - GIS guidelines to include up to date sign locations
- Jacob: Implantation with 4 Goals
 - First goal: Update the geospatial database for city parks, and update the GIS files to the sign locations
 - Second: Design consistency across all parks
 - Third: Enhance wayfinding and signage at city parks
 - Four: Enrich city parks with high-quality aesthetics and interactive opportunities
- Implementation Matrix – includes a list of plan elements, cost range and timeline (short-term to long term)
- Ethan Lauer: Northam Park example
 - Audits on each park
 - Overview mapping of all signs in the park
 - Recommended Wayfinding: Suggestions include removal, edits and relocation of signs. GIS team set up
- Justin: Report will have:
 - Electronic and hard copies of wayfinding plan
 - GIS shapefiles of park maps and signs
 - Recommendations and implementations matrix
 - Maps with park-specific recommendations
 - Appendix with labels and images of all signs
 - Make sure mapping software companies are updated to match correct address on parks (Apple, Google etc.). Recommend mapping file that could be a city landing page with a QR code.

The Board indicated the study, plan and recommendations are impressive and maintainable. They appreciate the sign inventory and matrix. Staff indicated they can implement signage changes overtime as parks are upgraded, such as Fancyburg, with our initial focus on parks in which signs are needed to be replaced.

Staff further explained to the Board that our storyboard signs are different than wayfinding and although they would be a different design, they should be included in the inventory. We would recommend adding an “Arts and Culture” category and to review their sample map with signs in more detail. The finished plan does include signage along Lane Ave. which is not part of our department but part of the OSU project.

Fancyburg Park

The overlay of the current park layout and proposed concept plan was sent to Board members. In the detail design phase, the parking areas will be further evaluated. The Board suggested posting this version on the website. The detail design phase will begin in 2026 for construction in 2027.

Maintenance design 2026 (on former Hanley property)

Mr. Anderson reviewed the design of the maintenance facility with landscape screening along Kioka Ave; a sidewalk extension is planned for the larger park renovation phase. The building is an improvement from the current garage located in the middle of the park. Board discussed the access drive to the facility.

A construction pre-bid is scheduled for December 19 with plans to award the contract in January/February 2026.

ACTION/DISCUSSION ITEMS- NEW BUSINESS

AGENDA ITEM- Tree Canopy Study

Ms. Simmons provided an update on the current Tree Canopy Study. The study was conducted in 2015. Davey Resource Group conducted this study which includes landcover mapping, ecosystem services, tree planting priority plan, interactive software and tools, report and factsheet and a presentation. This was discussed with the Tree Commission.

There are five land cover categories: Canopy, impervious surface, other vegetation (grass shrubs,) bare soil, and open. Our Tree Canopy is 41%. Tree planting priorities are environmental stormwater, heat island effect, and socioeconomic.

The consultant provided recommendations for improving our tree canopy and the benefits of trees. These include:

- Plant trees
- Preserve trees
- Evaluate the policy and planning framework
- Collect data to guide decision making
- Involve the community

The Tree Canopy Study and recommendations will provide valuable information in the 2026 Urban Forestry Master Plan process.

ACTION/DISCUSSION ITEMS- Updates & Reports

AGENDA ITEM- Director's Report

Update on position vacancies

- Jamie Buzard, Turf Specialist is leaving to go to City of Columbus
- Kathleen Coughlin, Youth Recreation Supervisor, transferred to Finance Department
 - Geof Dew to take Kathleen's responsibility of Special events and Safety Town
 - New employee will oversee Summer Camp and related programs
- Management Analyst - interviews currently taking place
- Aquatic Manager – interviews getting started

Additional positions:

The 2026 budget includes new proposed positions

- Upgrading Jeff Anderson to new Deputy Director position
- Backfilling Jeff’s position with Park Development Coordinator
- Community Center Coordinator
 - Back up to TJ Putnam, Community Center Manager due to high volume of patronage
- Community Services Coordinator – oversee new Older Adult Services and volunteer program

The Department currently has 36 full-time, 78 part-time/seasonals FTEs. Some position responsibilities are shifting to allow time for operations management. Director McLaughlin will provide an updated organization chart at the next meeting.

The Department will be recognized with awards from the Ohio Parks & Recreation Association at our conference in February.

- 1st place Facility construction over \$10M: Bob Crane Community Center
- 3rd place Community Engagement: Community Center Preview and Tours
- OPRA Professional of Year- Debbie McLaughlin

The City has selected OHM Advisors as the Master Plan consultant. They will lead the City plan process, the Parks component for the Department plan and the Urban Forestry Master Plan. BerryDunn will lead the Recreation services component.

AGENDA ITEM- Board Member Comments and Setting Future Agenda Items

- Election of Officers
- Master Plan Update
- Capital Improvement Plan - 10-year projection
- Older Adult Services update
- 2025 Recreation review
- Update on Fancyburg and Northam Parks
- Department Organizational Chart

ADJOURNMENT

Motioned: Thomas

Second: Cain

Voting Aye:

Abstain:

Motion Passed Yes

Meeting was adjourned at 8:20 pm

Chairperson

ATTEST: _____

Parks & Recreation Advisory Board

12/10/2025



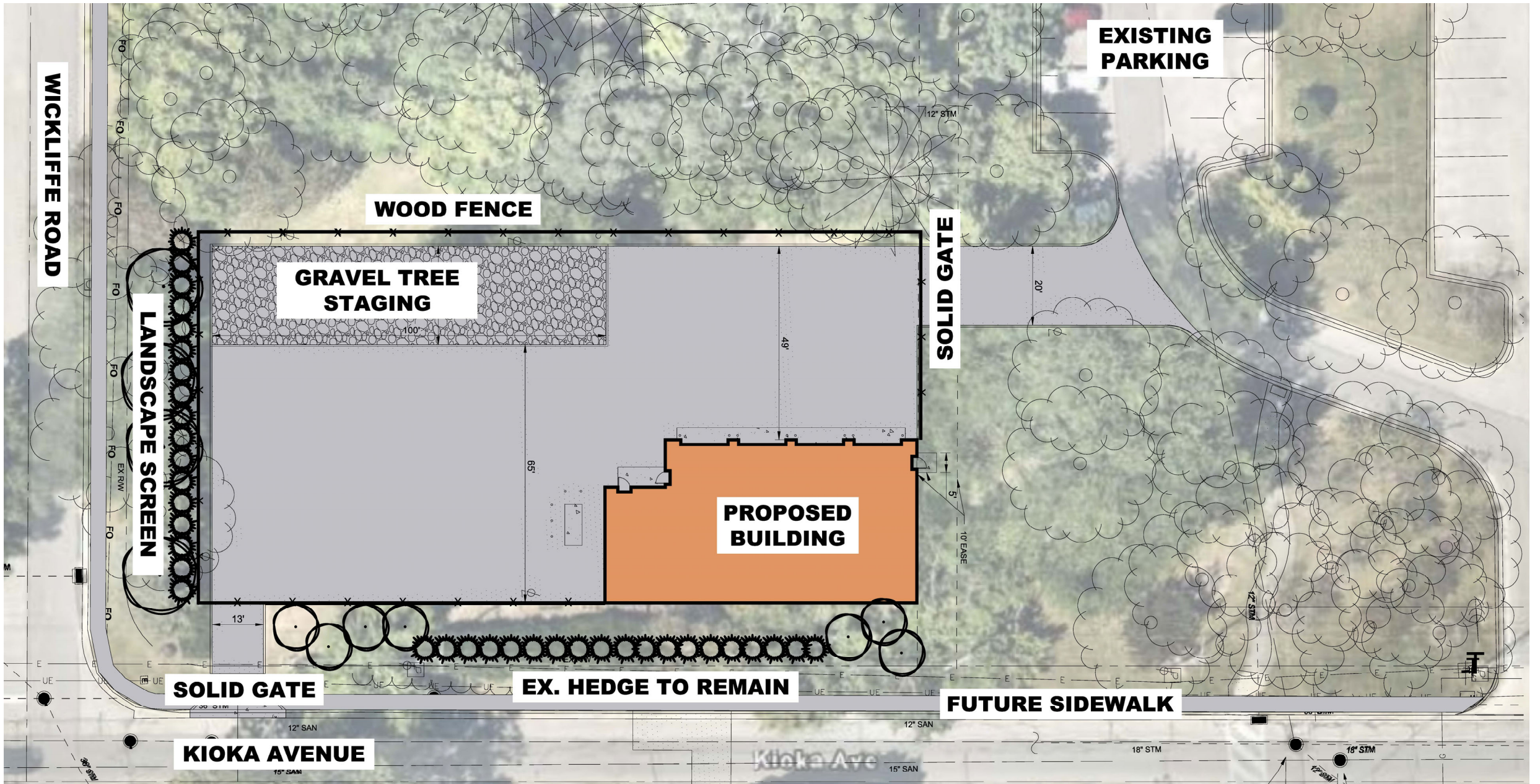
PARKS & REC
City of Upper Arlington



PARK ELEMENTS LEGEND

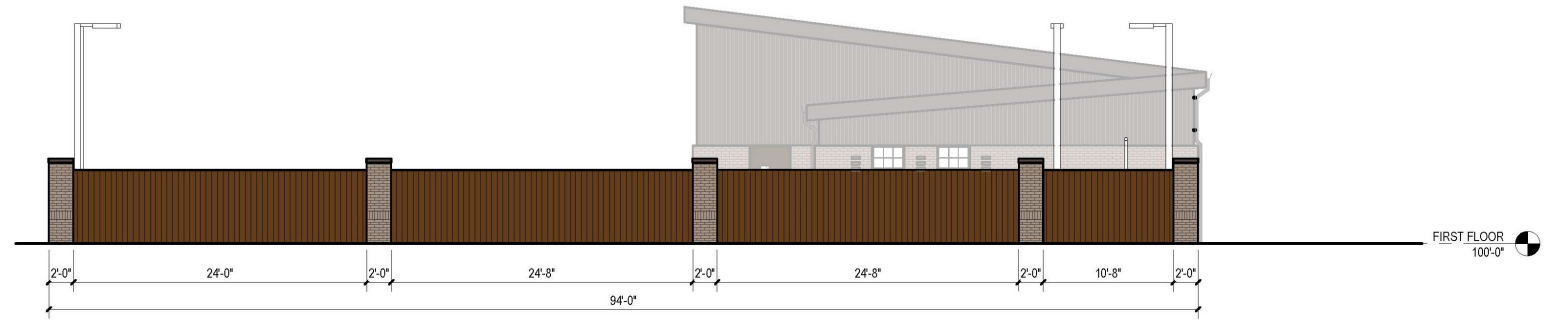
- 1 Existing Parking Lot (49 Spaces)
- 2 Four-Season Shelter
- 3 Open-Air Shelter
- 4 Satellite Maintenance Area (Relocation of Existing in Park Maintenance)
- 5 Playground
- 6 Story Book Walk
- 7 Nature Play Area
- 8 Woodland Path
- 9 Meadow Buffer
- 10 Expanded Nature Play
- 11 Existing Athletic Fields
- 12 Park Plaza
- 13 Tennis & Pickleball Courts
- 14 Pollinator Meadow
- 15 Nature Stage
- 16 Trash / Recycling Enclosure
- 17 Compost Drop-off



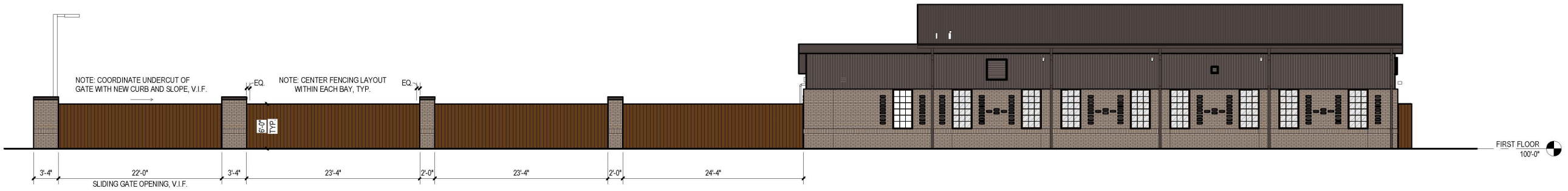




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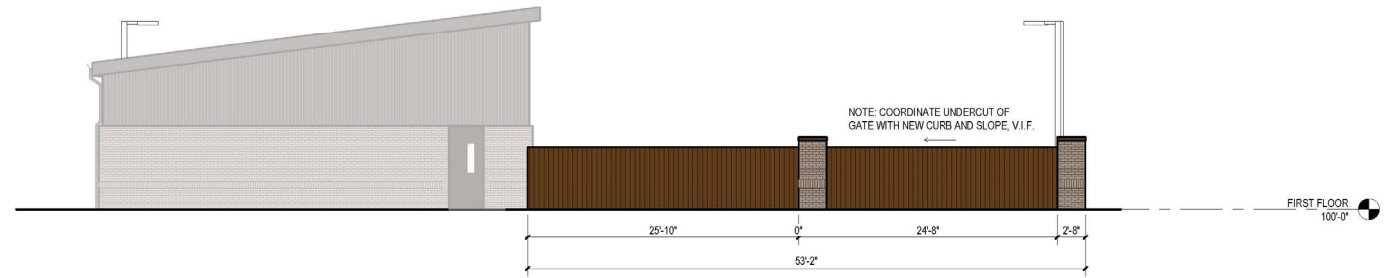
2 EXTERIOR ELEVATION - FENCING - SOUTH
 1/8" = 1'-0" AS001



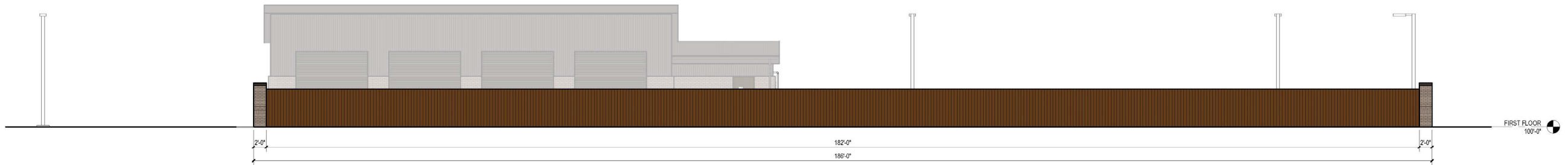
1 EXTERIOR ELEVATION - FENCING - EAST
 1/8" = 1'-0" AS001



PARKS & REC
 City of Upper Arlington



4 EXTERIOR ELEVATION - FENCING - NORTH
 1/8" = 1'-0" AS001



3 EXTERIOR ELEVATION - FENCING - WEST
 1/8" = 1'-0" AS001



Proposed Athletic Fee Changes & Revenue

Field Sports Fees	Tier	R	NR	Est. Revenue
2025	2	\$5.00	\$25.00	\$56,000.00
	3	\$10.00	\$50.00	
	4	\$10.00	\$50.00	
2026	2	\$6.00	\$50.00	\$72,198.00
	3	\$11.00	\$75.00	
	4	\$13.00	\$100.00	
2027	2	\$7.00	\$50.00	\$77,570.00
	3	\$12.00	\$75.00	
	4	\$15.00	\$100.00	
2028	2	\$8.00	\$50.00	\$81,060.00
	3	\$12.00	\$75.00	
	4	\$15.00	\$100.00	

- Tier**
- Organization Type**
- 2 Recreation
 - 3 Select - Unpaid
 - 4 Select - Paid