ADA Transition Plan for Public Rights of Way

Adopted by Council September 26, 2023

by Al King, PE

With Special Thanks to Patrick Hughes for excellent direction and timely reviews.

TABLE OF CONTENTS

1. DOCUMENT PURPOSE

The Americans with Disabilities Act (ADA), signed into law in 1990, is a civil rights statute prohibiting discrimination against people who have disabilities. ADA covers a wide range of disabilities, including physical disabilities that limit mobility, stamina, vision, hearing, and speech as well as cognitive disabilities, emotional illness and learning disorders.

Title II of the ADA prohibits state and local governments from excluding participation in or denying benefits of programs, services or activities to people with disabilities. Pedestrian facilities in the City right-of-way are considered a service of the City of Yelm. Under the ADA, designing and constructing public facilities that are not accessible by people with disabilities constitutes discrimination.

The ADA also requires public entities with 50 or more employees to perform a self-evaluation to determine barriers to accessibility, as well as create a Transition Plan identifying how compliance will be achieved. Transition Plans are outlined in the NCHRP Project Number 20-7 (232), "ADA Transition Plans: a Guide to Best Management Practices", dated May 2009. This Plan is intended to address street sidewalk ramps and traffic signal push buttons.

A complying Transition Plan requires the following steps:

1. Designating an ADA Coordinator
2. Providing Notice About the ADA Requirements
3. Establishing a Grievance Procedure
4. Development of Internal Standards, Specifications, or Design Details
5. The ADA Transition Plan
6. Schedule and Budget for Improvements
7. Monitoring the Progress

2. THE ADA COORDINATOR

ADA regulations require state and local governments with 50 or more employees to designate an employee responsible for coordinating compliance with ADA requirements. Having an ADA Coordinator provides a specific contact person with knowledge and information about the ADA so that questions by staff can be answered efficiently and consistently.

For the public, having an ADA Coordinator makes it easy to identify someone within the agency to help with questions and concerns about disability discrimination. It avoids multiple answers, potentially conflicting answers, and allows the agency to not only consistently comply with the ADA, but also provide consistent responses and direction throughout the agency. A knowledgeable ADA Coordinator will be able to efficiently assist people with disabilities with their questions.

For the staff, an ADA Coordinator provides a sound resource to assist with compliance and impartiality in responding to requests and complaints. That individual will also be responsible for coordinating responses to requests, and for quasi independently investigating complaints.

The City of Yelm has provided the ADA responsibility under the City Administrator.

An Effective ADA Coordinator

Here are some of the qualifications that help an ADA Coordinator to be effective:

- familiarity with the state or local government's structure, activities, and employees
- knowledge of the ADA and other laws addressing the rights of people with disabilities, including Section 504 of the Rehabilitation Act, 29 U.S.C. § 794 and 49.60 R.C.W. Discrimination-Human Rights Commission
- experience with people with a broad range of disabilities
- knowledge of various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks
- ability to work cooperatively with the local government and people with disabilities
- familiarity with any local disability advocacy groups or other disability groups
- skills and training in negotiation and mediation
- organizational and analytical skills

Responsibilities of the ADA Coordinator

While the Yelm City Clerk is typically the main contact when someone wishes to request an auxiliary aid or service for effective communication or access, the ADA Coordinator for the City retains primary responsibility to provide for that request to the greatest extent feasible.

Appendix A provides a full description of the ADA Coordinator's desired roles and responsibilities.

3. NOTICE ABOUT ADA REQUIREMENTS

An ADA administrative requirement is providing public notice[1] about the ADA to potential recipients of City programs. Every agency falls under this requirement. The City has in place a notice procedure and documentation.

What's in the Notice?

The notice is required to include relevant information regarding Title II of the ADA, and how it applies to the programs, services, and activities of the public entity. It is based on the Department of Justice model. It is a one-page document that includes brief statements about employment, effective communication, making reasonable modifications to policies and programs, not placing surcharges on modifications or auxiliary aids and services, and filing complaints.

How and Where Should the Notice be Provided?

This is perhaps the most challenging aspect of the notice requirement in that it is not a one-time requirement. Rather the City must provide notice on an ongoing basis that those

[1] 28 C.F.R § 35.106.

affected have a reasonable opportunity to obtain the information in it, even though they may only be a casual user of City services and facilities.

It is the obligation of the City to determine the most effective way of providing notice to the public about their rights and the City's responsibilities under the ADA. The notice should be re-published and re-broadcast periodically.

Yelm has incorporated ADA notices into most, if not all, of their public documents, and commits to working to provide a continuing notice. Notice on an agency website lends itself to both the requirement for wide notice and the requirement for continuing notice. The City commits to updating the website to provide that specific notice, visible immediately to users, and to update the website to itself be accessible, which may require additional programming.

Appendix B illustrates the City notice document that states the policy.

4. GRIEVANCE PROCEDURE

ADA Title II also requires that the City have a formal grievance procedure to accept, respond to, and accommodate as required. The procedure includes:

- description of how and where a complaint under Title II may be filed with the City;
- if a written complaint is required, a statement notifying potential complainants that alternative means of filing will be available to people with disabilities who require such an alternative;
- a description of the time frames and processes to be followed by the complainant and the City;
- information on how to appeal an adverse decision; and
- a statement of how long complaint files will be retained.

City of Yelm
Grievance Procedure under
The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Yelm. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation

to:

Mr. Todd Stancil
ADA Coordinator and City Administrator
106 Second St. SE
Yelm WA 98597

Within 15 calendar days after receipt of the complaint, Mr. Stancil will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Mr. Stancil will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Yelm and offer options for substantive resolution of the complaint.

If the response by Mr. Stancil does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Mr. Stancil designee.

Within 15 calendar days after receipt of the appeal, Mr. Stancil will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Mr. Stancil will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Mr. Stancil, appeals to the City Mayor, and responses from these two offices will be retained by the City of Yelm for at least three years.

The City currently has a grievance policy and procedure. The following updates both.

The updated documents are presented in ***Appendix C*** along with a form for submittal. It is available on the City's ADA web page with a fillable PDF form for use of the complainant.

5. STANDARDS, SPECIFICATIONS, AND DESIGN DETAILS

The United States Access Board developed standards for meeting the ADA. The ADA Standards for Accessible Design (ADAAG) give the minimum requirements for accessibility in buildings

and facilities. The public right-of-way presents unique challenges to accessibility that are not necessarily covered in the ADAAG. To address these issues, the Access Board developed the Public Rights-of-Way Accessibility Guidelines (PROWAG) to provide specific guidance for providing accessible pedestrian facilities. Those standards were formally adopted August 8, 2023, and are enforced by the US Department of Justice. The PROWAG[2] is the reference the City currently uses in addressing the ADA in the City's pedestrian facilities, and as a part of the Plan will be formally adopted, along with relevant revisions to the City Standards.

State Standards

Chapter 42 of the Washington State Department of Transportation Local Agency Guidelines contains the Legislative mandated Street and Road Standards for Cities and Counties. As it is in the manual whose primary purpose is management of federal aid projects overseen by the Federal Highway Administration a common misconception is that those standards only apply on federal aid projects. However, RCW 35.78 requires that every agency classify their streets and roads, a committee adopt appropriate standards for ALL city streets, including federal aid projects, for major arterial and secondary arterial streets, and for bicycle and pedestrian facilities. RCW 43.32 has similar requirements for counties, and the two are united under the auspices of WSDOT Local Programs. The standards developed and published are comprehensive and include reference to AASHTO where appropriate. Thus, the simplest course is adoption of these standards to formalize and notify the public of their use.

The introduction to Chapter 42 states in the third paragraph:

> "All projects are subject to Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements for accessibility. For guidance on ADA standards, please see Design Manual M 22-01 Chapter 1510 and the Local Agency ADA Planning and Design Resource web page[3].
>
> These standards apply to new construction and reconstruction projects, 3R and 2R projects, and low volume road and street projects on all routes which are classified as Principal Arterials, Minor Arterials, or Collectors. These standards are applicable to new or reconstructed bridges on rural minor collectors, local roads, and local streets The City is required to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA."

In addition to the regular street standards, this reference includes the current version of the PROWAG as published by the Access Board. PROWAG standards apply to all streets, regardless of classification or funding source.

[2] www.access-board.gov/prowag/
[3] www.wsdot.wa.gov/LocalPrograms/Traffic/ada.htm

The City also uses the American Public Works Association Construction specifications and standards as developed for the State of Washington and Washington State Department of Transportation (WSDOT) specifications and standard plans, along with some internally developed details and standard plans. All conform with ADA requirements.

City Standard Plans

The City of Yelm maintains a document titled "Yelm Engineering Specifications and Standard Details" that is used both for City projects and private projects on City rights of way. These standards are well documented and generally require compliance with the ADA PROWAG standards. The following revisions highlight those standards in critical areas. (Line out shows removal, ***bold italic*** shows addition.)

- **CHAPTER 1.00 - GENERAL PUBLIC WORKS CONSIDERATIONS**

1.00.010 Standard Specifications

H. City and County Design Standards for the Construction of Urban and Rural Arterial and Collector Roads ~~Promulgated by the City Engineers Association of Washington, May 24, 1989~~ ***as published in the current Local Agency Guidelines*****.**

- **CHAPTER 2.20 SIDEWALKS, CURBS, AND GUTTERS**

2.20.010 Sidewalks

B. ***In addition to the requirements of the Access Board ADA PROWAG, t***~~T~~he design and construction of all sidewalks, curbs, gutters, and walkways shall meet the following minimum standards:

- **2.20.030 Curb Ramps**

In addition to the requirements of the Access Board ADA PROWAG, a~~A~~ll sidewalks must be constructed to provide for curb ramps in accordance with the standards of state law.

- **Standard Drawing "Typical Pedestrian-Oriented Street Section", 2-8A**

Add a note: ***Maintain 5' clear on sidewalk.***

- **Standard Drawing "Cement Concrete Approach", 2-9**

Add a note: ***All slopes shall meet minimums established in the Access Board ADA PROWAG.***

- **Standard Drawing "Typical Curb Ramps", 2-12**

Add a note: ***All ramps shall meet minimums established in the Access Board ADA PROWAG.***

Adoption

As the LAG and PROWAG standards are all referenced in State law and the LAG Manual, the City currently formally adopts them by reference.

6. THE ADA TRANSITION PLAN IMPLEMENTATION

The foregoing information is not a specific part of the Plan but is required to implement the Plan.

1) Inventory / Self-Evaluation

The purpose of the self-evaluation is to provide a means of identifying deficiencies in its physical pedestrian facilities, to develop an inventory of needed corrections and updates, and establish a schedule for the corrections.

The City is well established in its general inventory, however has limited confidence in its completeness and accuracy and engaged King Technologics to assist in updating the inventory and developing a prioritization plan. The plan has been developed to complete the inventory, on a priority basis, and enable staff to quickly extract information not only for prioritization, but also to check and review individual locations. As the inventory is updated, a priority system for corrections is also planned to be implemented. Those initial priorities will be updated as the inventory is completed and then updated on an annual basis in order to address and eventually remove deficiencies in the system.

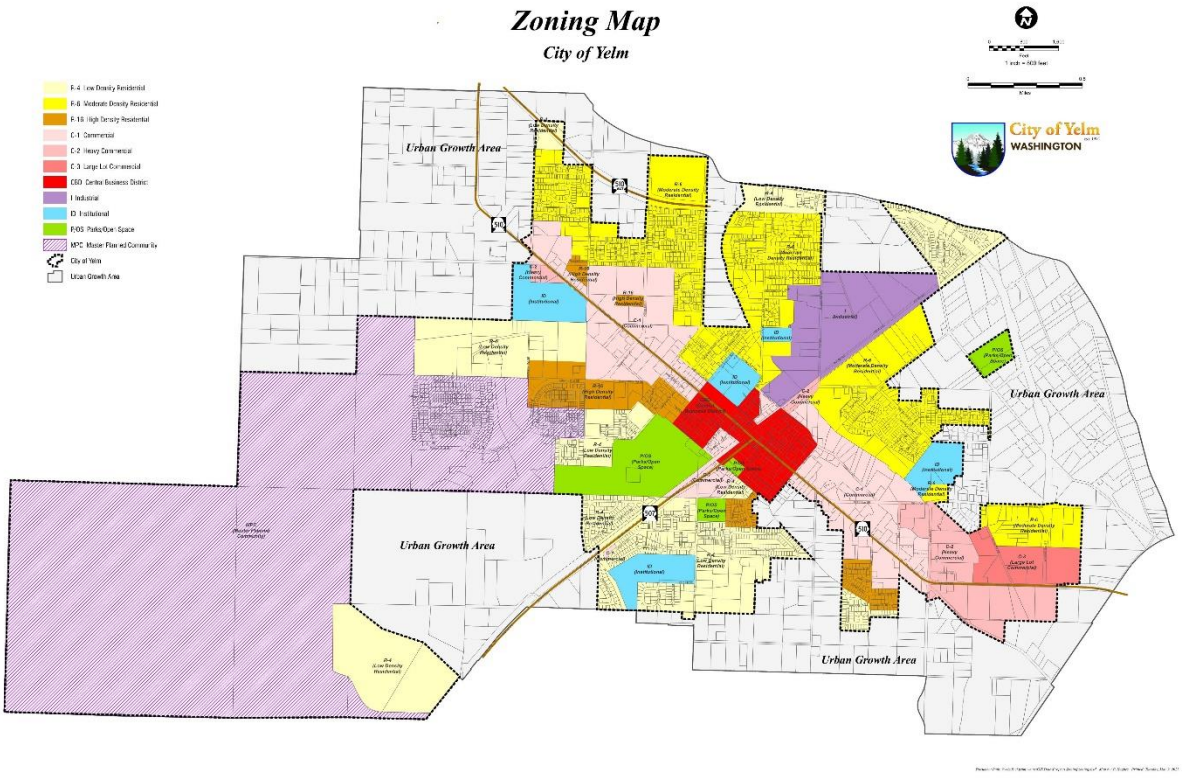
The City recognizes that a plan that is not updated and revised over time to reflect exigencies that will emerge is not a satisfactory plan. In so doing, not only will the formal inventory and annual updates be reviewed, but those priorities may also be affected by Citizen input or complaints over time and adjusted to reflect current needs.

The inventory focuses on improvements in the right-of-way for curb ramps and signal push buttons. Inventory of public buildings and other City facilities are outside of this plan. It lists existing curb ramps and push buttons and their general condition, thus identifying those locations that are considered barriers. It does not currently include detailed data or sidewalks but expects to include those in the near future. Further the City currently has no signals, thus no push buttons. From there, newly identified locations will be flagged for review by City staff.

New locations will occur from time to time, with new development, redevelopment, and annexations. The City will provide for data collection as a condition for those actions. When street projects occur, either overlays, reconstruction or new construction, data collection will be included in contract documents.

Where signals exist, push buttons and audible warnings data will also be collected when ramps are assessed. Sidewalk gaps will be addressed by constructing new sidewalk when funding allows.

The level of data collected will be sufficient to determine compliance with current ramp design criteria (cross-slopes, landing widths, etc.) and prioritize replacements and upgrades. Other data already in the system will be preserved for potential future use.



The City will implement mechanisms to aid in data maintenance. As there are several means by which curb ramps are constructed, the City will develop a strategy to ensure that the data is collected and provided to GIS for completion of data updates. Data collected will be sufficient to maintain an accurate accounting of ADA Features.

GIS Inventory Revisions

The current GIS system is built such that extracting simple to use detailed information on any given location or group of locations is difficult, both for staff and the public. The inventory will be updated through a contract that will collect the detailed data on all the ramps and sidewalks, then placing the data into the GIS data set to match with the priority system in this plan. It will then couple with report capability that will allow quick and easy to understand data and graphical online and printable reports.

Appendix D lists sample forms and documents that may be used for data collection. The inventory is available on the City GIS system, and the priorities will be set based on this data and will be presented in the annual budget process.

2) Methods for Barrier Removal

There are two elements in this Plan that will require upgrades to remove barriers. They are pedestrian curb ramps and signal push buttons. Sidewalk upgrades will be further addressed in a future addition to the plan. Replacement and/or upgrades will be prioritized annually and scheduled accordingly.

Curb ramps will be reconstructed by contract to the standards current at that time with all street overlay and reconstruction projects. New streets where sidewalks are constructed will have the curb ramps installed to current specifications. In addition, a prioritized set of ramps will be included specifically for replacement in the annual transportation program. Similarly, signal push buttons will be upgraded when those projects are constructed through the same process.

3) Schedule and Budget for Improvements

USDOJ Recognized Limitations

When streets and roads are newly built or altered, they must have ramps wherever there are curbs or other barriers to entry from a pedestrian walkway. Likewise, when new sidewalks or walkways are built or altered, they must contain curb ramps, blended transitions or ramps, wherever they intersect with streets or roads. While structural resurfacing treatment of a street or sidewalk is considered an alteration for these purposes, routine maintenance activities such as crack filling and repairing potholes alone will not trigger the alterations requirements. At existing roads and sidewalks that have not been altered, however, city governments may choose to construct curb ramps at every point where a pedestrian walkway intersects a curb, but they do not necessarily have to do so. Under program access, alternative routes to buildings that make use of existing curb ramps may be acceptable where people with disabilities must only travel a marginally longer route.

4) Schedule for Plan Implementation

An ADA Coordinator has been named. Revisions to the City website are in process. The self-evaluation/inventory is expected to be completed with the added detail in 2023 or 2024. A prioritization process is a part of this plan. Once the detailed data is in the GIS it will be integrated with that prioritization process and reports generated and updated annually before each budget cycle.

5) Responsible Officials

The ADA Coordinator is responsible for overall implementation of the Plan. The official directly responsible for implementation of street upgrades is the Public Services Director.

6) Schedule for Upgrades

The City has for many years routinely budgeted upgrades into capital construction and reconstruction projects, as well as routine maintenance where repairs are required. New curb ramps on new sidewalks will be incorporated into any new sidewalks on existing streets and into any new street construction where sidewalks are provided. However, available capital funds, based on a gross scale cost evaluation after meeting basic City service requirements, are significantly less than would be required to accomplish all upgrades in a short time frame. City staff will prioritize, schedule and budget to advance improvements in a reasonable and efficient time frame. Going forward, that process will be updated annually through each budget cycle.

7) Prioritizing Improvements

The City has historically prioritized improvements primarily as street upgrades occur, secondarily when ramps or buttons are problematic, or identified in the field through routine

inspection runs. All new construction and reconstruction projects automatically include upgrades to pedestrian facilities. An important part of this Plan then is the development of a priority process that addresses those facilities that may not be included in those construction projects.

Please note that it is tempting for casual observers of this data and the priorities to assume for example that if a ramp is “non-functional” as used in this process, or even “non-compliant but functional”, that it should and will be replaced immediately. While the City would be happy to be able to do so, it is not economically feasible to bring all up to current standards in any short time frame without significantly and negatively impacting the basic transportation/pedestrian infrastructure.

This information represents a method to balance the basic requirements of maintenance and operations of the total transportation system with needed updates of the ADA ramps and push buttons, along with the operational needs and priorities of City government. It is therefore important to understand that the relative condition in the priority process is ONLY for developing budgets and programs to move forward to replace the worst first, as quickly as financial constraints reasonably allow. In the GIS map that is generated from the data collected, ramps are shown as Red, Yellow, Light Green or Dark Green. As noted, this is ONLY for prioritizing and does not necessarily reflect actual field condition of ramps or specific upgrade or replacement plans.

To develop rational budgets and implement the Plan, a method to prioritize projects is essential. Without question, the first element is the condition of the facility. Ranging from non-existent ramps to non-compliant to non-compliant but usable ramps to compliant ramps as a measure provides a simple to use measure.

Part of the difficulty in prioritization is that pedestrian counts generally do not exist, nor is there a cost effective or standard methodology for doing so. Again, using traffic as a surrogate provides a general measure of probable pedestrian use. Higher traffic areas, excluding freeways and primary routes in industrial areas, are very likely to also have higher ADA pedestrian use.

One added element is a “Judgement Factor” that will deal with circumstances and conditions that are not readily captured in normal condition rating elements and may be used to bring a project to a higher priority.

For example, nearby facilities, such as medical or retirement facilities, like the East Haven Villa, Yelm Medical Plaza or the several assisted living facilities, provide a higher probability of ADA pedestrian use. Finally, ADA complaints, while rare in the City of Yelm, should be considered. All such complaints will be reviewed and can then provide a measure of conditions that may need attention. These will also be considered in a “Judgement Factor”.

While such a factor is available, it is anticipated that not only will it be used sparingly, such an adjustment will be documented with the rationale for its use.

Considering these factors, the City adopted a prioritization methodology that is easy to use and easy to understand by anyone interested in the progress of its program. While the GIS data set or alternative software is being redeveloped it is intended to revise the classifications to further that goal.

Currently the locations are, based only on a visual inspection, classified as:

- Compliant
- Non-Compliant

While this classification system was useful during development of the inventory, the inspection classes are no longer as useful. Therefore, to simplify the status of the ramps, only four classifications will be used. “Non-Compliant” (Orange) is used where either no ramp exists at an existing sidewalk location or the ramp is obviously deficient and unusable; “Non-Compliant but Functional” (Yellow) is used where ramps exist that were constructed to old standards but appear to be useable, and “Compliant” (Green) ramps are relatively new and are found to be functional and meet current standards. A fourth classification “Unverified” will be used for those locations where a review is still needed, such as some that may have been missed in earlier field reviews, or those new to the system and yet to be verified. “Unverified” locations will be excluded from the priority listing, but with an emphasis for staff to verify and measure as needed to incorporate them.

- Compliant
- Non-Compliant but Functional
- Non-Compliant
- Unverified

Ramps and Push Buttons considered Compliant meet all accessibility standards including elements like slopes and detectable warning surfaces.

Ramps and Push Buttons considered Non-Compliant but Functional typically will have a variety of elements that are slightly out of standard but still allow use. This status is not approving their condition, rather provides an interim means to help classify and prioritize an upgrade/replacement program, recognizing that Non-Compliant makes them very difficult to use. There is not a specific set of elements, rather a combination of some elements that bring it into this category. Examples include the ramp and counter pavement slopes up to 1% greater than accessibility standards, cross slopes up to 2% above standards, widths less than 4 feet but greater than 3 feet, vertical displacements above ¼” but less than ½”. If all elements are out of compliance, then scoring would place that ramp or push button into the Non-Compliant category.

As noted, ramps and push buttons that are categorized as Non-Compliant fail to meet virtually all of the current standards and would prioritize near the top of the list for correction.

Unverified have not been measured and will be reported and prioritized for data collection so they may be properly prioritized.

Priority Methodology

In order to develop rational budgets and implement the Plan, a method to prioritize projects is essential. Without question, the first element is the condition of the facility. Ranging from non-existent ramps to Non-Compliant but usable ramps to compliant ramps provides a clear simple to use measure.

Typically seen as a primary priority element is pedestrian usage, recognizing that a percentage of disabled persons are part of that use. As there are no standardized means for determining levels of pedestrian traffic, and physical counts require significant resources, the City considered options for a substitute methodology to aid in determining areas of higher pedestrian use, thus higher ADA population use. The most probable method identified to date is vehicle traffic counts. Those counts in urban areas typically reflect the overall use in a particular area, for example the downtown area. Higher traffic areas, excluding freeways, are very likely to also have higher ADA pedestrian use though there are exceptions such as industrial areas, typically having higher truck use and lower pedestrian use.

As an added surrogate for pedestrian use, specifically ADA pedestrian use, nearby facilities, such as medical or retirement facilities, or bus facilities, that are more likely to have ADA pedestrian use, provides a high probability of use and a more direct measure.

Finally, ADA complaints, while rare in the City of Yelm, should be considered. All such complaints will be reviewed and can then provide a measure of conditions that may need attention.

For each of the elements applying a rating commensurate with condition or use then provides a means to calculate their relative need. The initially proposed rating system includes the following elements, with possible scoring ranges:

1. Facility Condition – possible scoring range from 0 to 50
    - Green, Currently Complies with ADA Standards
    - Yellow, Non-Compliant but Functional
    - Red, Non-Compliant, Non-Functional
2. Traffic Range (Ped Measure Surrogate) – possible scoring range from 10 to 60
    - Residential Street, Low Volume (< 100 ADT)
    - Residential Street, High Volume (100-1,000 ADT)
    - Minor Arterial, Low Volume (1,001-5,000 ADT)
    - Minor Arterial, High Volume (> 5,000 ADT)
    - Major Arterial, Low Volume (5,000-10,000 ADT)
    - Major Arterial, High Volume (10,001-25,000 ADT)
3. Known ADA Use – Within 2 City Blocks – possible scoring range from 0 to 20
    - No Significant ADA Use Facilities within 2 Blocks
    - Moderate ADA Use, e.g. small medical clinics
    - High ADA Use, e.g. Assisted Living Facilities
4. ADA Complaints – Within Previous 12 Months – possible scoring range from 0 to 20
    - None

- 1-3 Complaints
- > 3 Complaints

Once data is scored, the cumulative score determines the priority. Note that there are potential conditions where traffic volumes do not appropriately emulate pedestrian use, such as heavy truck use industrial areas. It is suggested that a means to adjust those ratings using engineering judgment for those unique conditions be included in that section.

Appendix E lays out the final detailed scoring elements, designed to be used directly through the GIS system to take the field collected data elements and automate the process, saving significant staff time through each budget cycle. Experience over time may require scoring elements to be adjusted to meet the base intent and provide consistent results.

In addition to its annual prioritized overlay and construction program, the City is committing to budget for pedestrian upgrades to existing intersections to complete two intersections per year, assuming 4 ramps at each intersection at a cost of $40,000 each in 2023 dollars.

New curb ramps on new sidewalks will be incorporated into any new sidewalks on existing streets and into any new street construction where sidewalks are provided.

All upgrades and new curb ramps will be constructed to meet the standards to the maximum extent feasible. The U.S. Department of Justice, 28 CFR Part 36.402, Alterations states: "*The phrase 'to the maximum extent feasible' applies to 'the occasional case where the nature of an existing facility makes it virtually impossible to comply fully with applicable accessibility standards through a planned alteration.*" This phrase also refers to a stand-alone City policy on design documentation that Yelm will use to record its reasons for not being able to achieve full ADA compliance in any such alteration projects (called a Maximum Extent Feasible document).

8) Record of Opportunity for Participation

The City put out notice, both on its website and to the local media, announcing development of the Transition Plan and supporting elements at the outset of the effort. Those notices are contained in Appendix F. No feedback was received.

9) Monitoring the Progress

Monitoring the progress of the program is more than simply documenting the ADA requirements. It entails documenting complaints, response to those complaints, and corrective actions that result, all on an ongoing basis.

The City has received no complaints to date. Public Services will maintain a database when complaints are received, allowing them to provide that information in an annual report of department operations and functions.

Along with that, the annual prioritization update and budget will provide an overview of the condition of the facilities as they relate to this plan.

This Plan will be reviewed from time to time, typically every 5 years. At that time, the monitoring will be reviewed as well.

Each Department will keep relevant documents. The ADA Coordinator will confirm proper records are maintained.

7. REFERENCES

City of Yelm Webpages
https://www.yelmwa.gov

28 CFR Part 35
http://www2.ed.gov/policy/rights/reg/ocr/28cfr35.pdf

ADAAG
http://www.ada.gov/stdspdf.htm

PROWAG
https://www.access-board.gov/prowag/

US Access Board
http://www.access-board.gov/

US Department of Justice
http://www.ada.gov/

8. APPENDICES

The following appendices are supplemental to this plan and are subject to revision should conditions or policies change. For example, personnel in any organization change over time, and the hiring authority for any particular position, such as the ADA Coordinator, may make that change. Such revisions do not automatically require a plan update.

Appendix A – ADA Coordinator Description

Appendix B – Notice under the Americans with Disabilities Act

Appendix C – ADA Grievance Procedure

Appendix D – Data Collection Elements

Appendix E – Detailed Scoring Elements

Appendix F – Record of Opportunity Documents

APPENDIX A - ADA COORDINATOR DESCRIPTION

The ADA Coordinator is responsible for coordinating the efforts of the city program to comply with Title II and investigating any complaints that the City has violated Title II.

Duties of an ADA Coordinator:

- Maintain current knowledge of the laws and regulations of the Federal Americans with Disabilities Act[4].
- Maintain current knowledge of laws and regulations for access and accommodation by the State of Washington.
- Work with the City Attorney for interpretation and application of federal and state laws regarding equal access for people with disabilities.
- Coordinate with City personnel to keep them current on requirements and changes.
- Monitor and ensure the City's compliance with state and federal disability laws.
- Monitor the reduction of architectural barriers for individuals with disabilities.
- Develop and maintain relationships with local disability advocacy groups and the local disability community.
- Monitor and improve the physical, electronic and programmatic access to the City and its services.
- Provide ongoing support and guidance to City staff regarding issues relating to disabilities and accommodation.
- Advise and coordinate with Department heads for budget for improvement of provision of accommodation, staff training and other improvements.
- Assure that accommodation requests are properly received and processed timely.
- Conduct and/or coordinate investigations of Section 504/ADA complaints in accordance with the City's discrimination complaint procedures. This may involve interviewing complainants, respondents, and witnesses; reviewing documents and other relevant materials; and researching legal standards and requirements relevant to the complaint.
    - If the ADA Coordinator has identified a conflict of interest with respect to a particular complaint, the coordinator should recommend that the district hire a neutral outside investigator to investigate a particular complaint.
- Upon completion of the investigation, provide a written report of the complaint and the results of the investigation.
- Organize and maintain records of all Section 504/ADA and disability discrimination complaints filed, including all formal and informal complaints. At least annually, review complaint files to ensure that the district's complaint procedures and timelines are consistently being followed, and to identify any patterns and repeat offenders.
- Facilitate an annual report to the City Council on progress.

Preferred Skills:

[4] http://www.ada.gov/2010_regs.htm

- Familiarity with City structure, programs and employees.
- Ability to learn about ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act, 29 U.S.C. § 794 and 49.60 R.C.W.
- Ability to work cooperatively with City employees and people with disabilities.
- Familiarity with local disability groups.
- Organizational and analytical skills.

Preferred Experience:

- Experience with people with a broad range of disabilities.

APPENDIX B - NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

CITY OF YELM

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Yelm (City) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City should contact the office of ***Todd Stancil, City Administrator, and ADA Coordinator*** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the City is not accessible to persons with disabilities should be directed to ***Todd Stancil, City Administrator, and ADA Coordinator*** 360.458.8405 or email todds@yelmwa.gov.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

APPENDIX C - ADA GRIEVANCE PROCEDURE

City of Yelm Policy on Complaints

Input, concerns or requests for accommodation may be provided to the City of Yelm by accessing the City of Yelm web site at www.Yelmwa.gov, clicking on “ADA Accommodations” in the “Government” drop down menu near the top of the page, Specific contact information is provided there to obtain accommodation.

Public requests made through this procedure for facilities improvements will be reviewed and the facility in question will be considered for a higher priority for improvement. Priorities may change based upon citizen requests, additional input and changing conditions.

Results of this process will be communicated directly to the individual by phone or e-mail. Individuals are encouraged to call the responsible City office directly.

The City of Yelm also has a formal grievance or complaint procedure which may be used if the issue has not been resolved by using the above procedure. A copy of the grievance form is illustrated here and may be obtained at the City of Yelm’s ADA Coordinator or Human Resource office.

Complaints may be filed by any person who believes that he or she has been excluded from participation in, been denied the benefits of, or otherwise subjected to discrimination under any the City of Yelm service, program or activity, and believes the discrimination is based upon disability.

Any individual, groups of individuals or entity that believes they have been discriminated against on the basis of disability or faced unaccommodated barriers to access as defined by the ADA may file a complaint. The complaint must be in writing and contain the following information: 1) Name; 2) Address; 3) Phone number of complainant; 4) Location, date; and 5) Description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

City of Yelm
Grievance Procedure under
The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Yelm. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Mr. Todd Stancil
ADA Coordinator and City Administrator
106 Second St. SE
Yelm WA 98597

Within 15 calendar days after receipt of the complaint, Mr. Stancil will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Mr. Stancil will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Yelm and offer options for substantive resolution of the complaint.

If the response by Mr. Stancil does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Mr. Stancil designee.

Within 15 calendar days after receipt of the appeal, Mr. Stancil will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Mr. Stancil will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Mr. Stancil, appeals to the City Mayor**,** and responses from these two offices will be retained by the City of Yelm for at least three years.

ADA Grievance Form

COMPLAINT OF ACCESS VIOLATION OR DISCRIMINATION ON THE BASIS OF DISABILITY

The City of Yelm will make every reasonable effort to ensure that confidentiality is maintained throughout the complaint and investigation process, to the extent consistent with the law, adequate investigation, and appropriate corrective action. This means that the City will share any sensitive information you provide here only on a need-to-know basis.

Individual identifying access violation or discrimination

Name _____

Address _____

Telephone _____ Email _____

Authorized representative of individual above (if any)

Name _____

Address _____

Telephone _____ Email _____

1. Please describe the City's alleged violation of access requirements, or discriminatory action, in detail so that the nature of your grievance can be clearly understood. Add pages if necessary:

2. Please give the date(s), time(s) and location(s) of the incident(s) or observation(s) you are reporting:

3. If the incident involves a City of Yelm employee(s) please provide his or her name(s), if known:

(City of Yelm ADA Grievance Form 11/09/2022) **FRONT**

4. If the grievance involves physical access to a City of Yelm public facility, land, or right-of-way, please provide the specific address(s) of those locations, if known:

5. Please give the name(s) and address(es), if known, of any witnesses to the access violation or alleged discrimination:

6. If this complaint is filed on behalf of a second person, or on behalf of a group of people, please provide the names and addresses of all of the grievants, if possible:

7. What action do you want taken to correct the alleged access violation or discrimination?

8. Is there any other information you want the City to know concerning your grievance?

Signature: _____

Date: _____

Signature of (check one)

☐ Observer of alleged access violation?

☑ Victim of alleged discrimination?

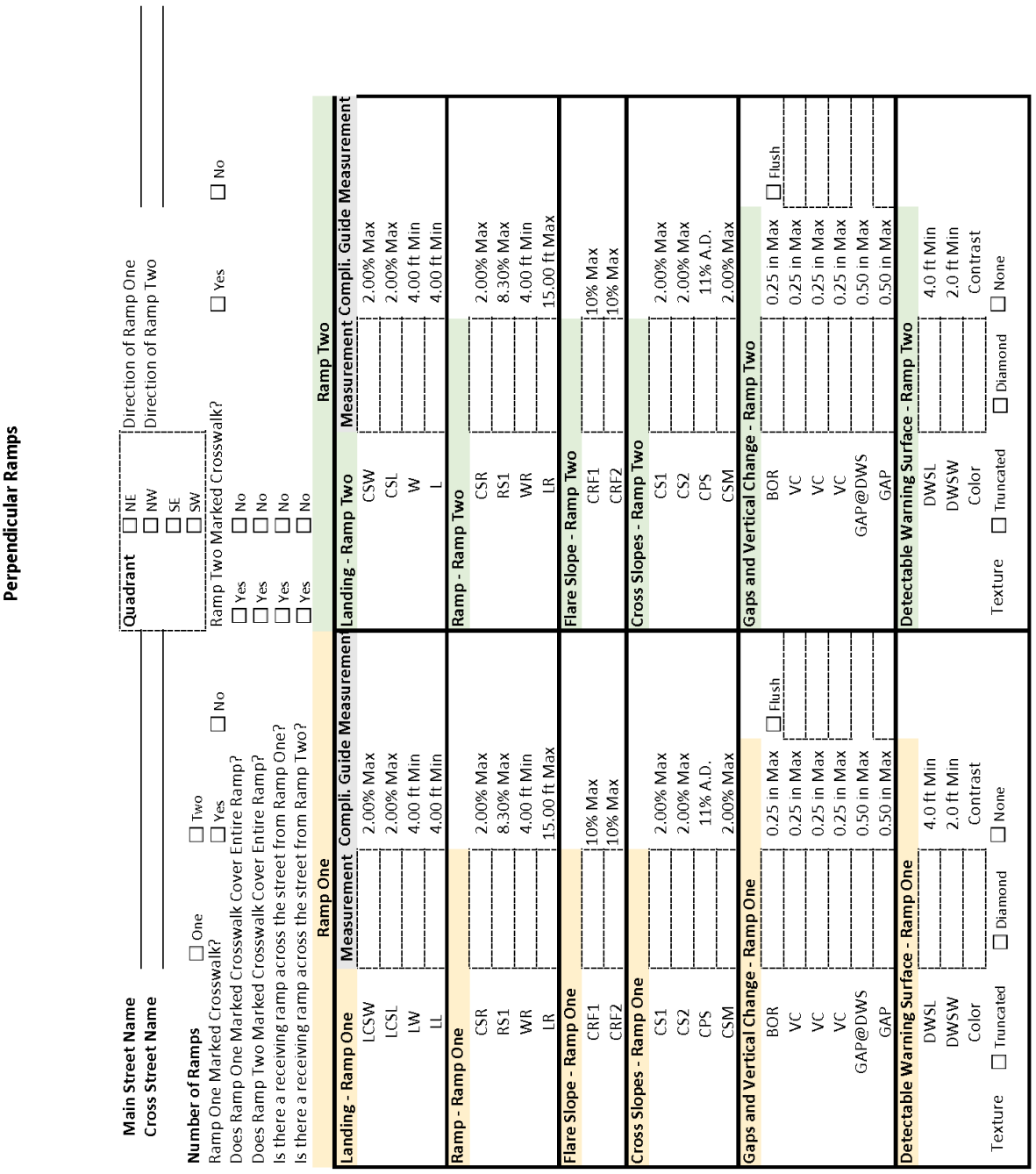
☐ Authorized representative?

Submit this form to the appropriate department head, or to Todd Stancil, the City ADA Coordinator.

(City of Yelm ADA Grievance Form 11/09/2022) **BACK**

APPENDIX D – Data Collection Elements

The following lay out the definitions and elements collected for the various inventory elements.



Perpendicular Ramps

Main Street Name _____ **Quadrant** ☐ NE ☐ NW ☐ SE ☐ SW **Direction of Ramp One** _____

Cross Street Name _____ **Direction of Ramp Two** _____

Number of Ramps ☐ One ☐ Two

Ramp One Marked Crosswalk? ☐ Yes ☐ No — Ramp Two Marked Crosswalk? ☐ Yes ☐ No

Does Ramp One Marked Crosswalk Cover Entire Ramp? ☐ Yes ☐ No

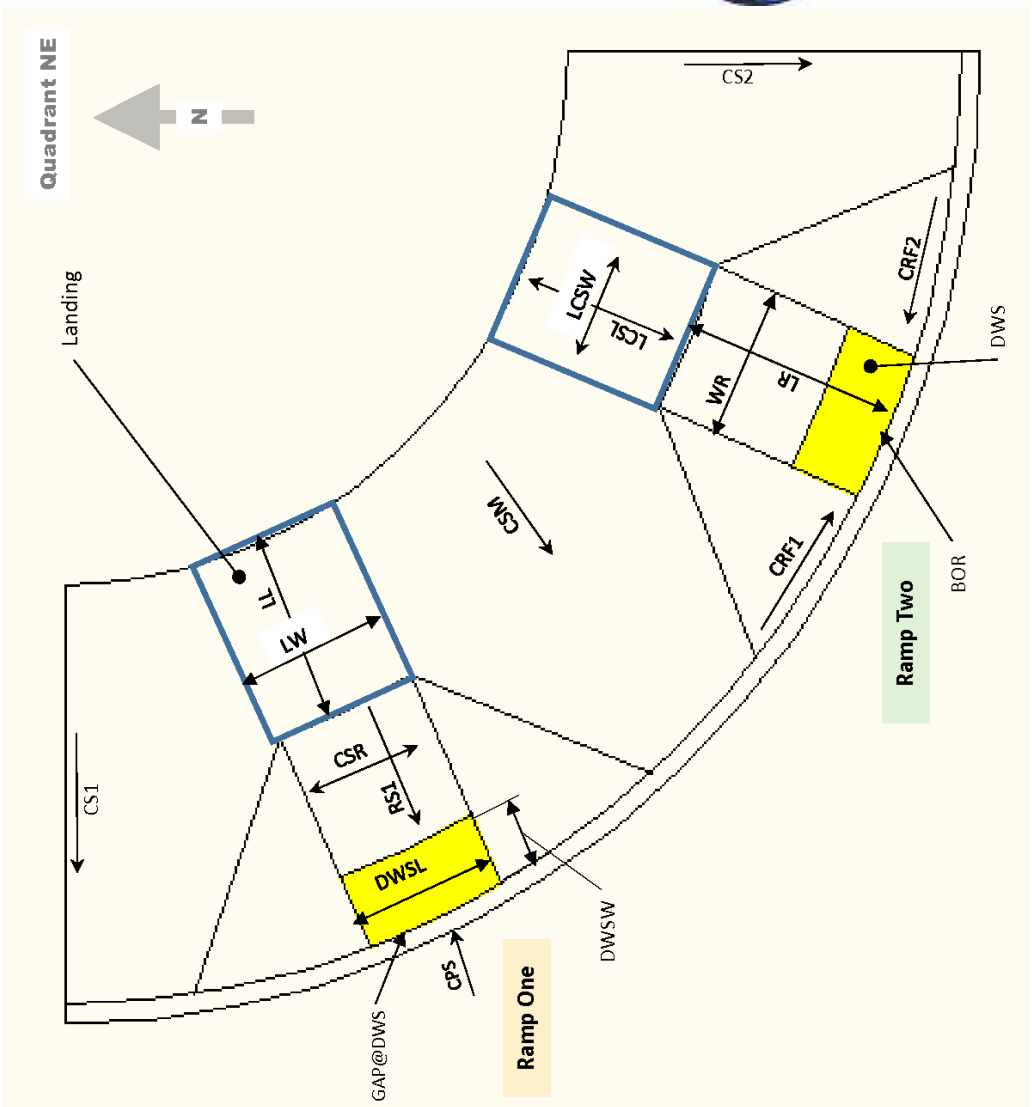
Does Ramp Two Marked Crosswalk Cover Entire Ramp? ☐ Yes ☐ No

Is there a receiving ramp across the street from Ramp One? ☐ Yes ☐ No

Is there a receiving ramp across the street from Ramp Two? ☐ Yes ☐ No

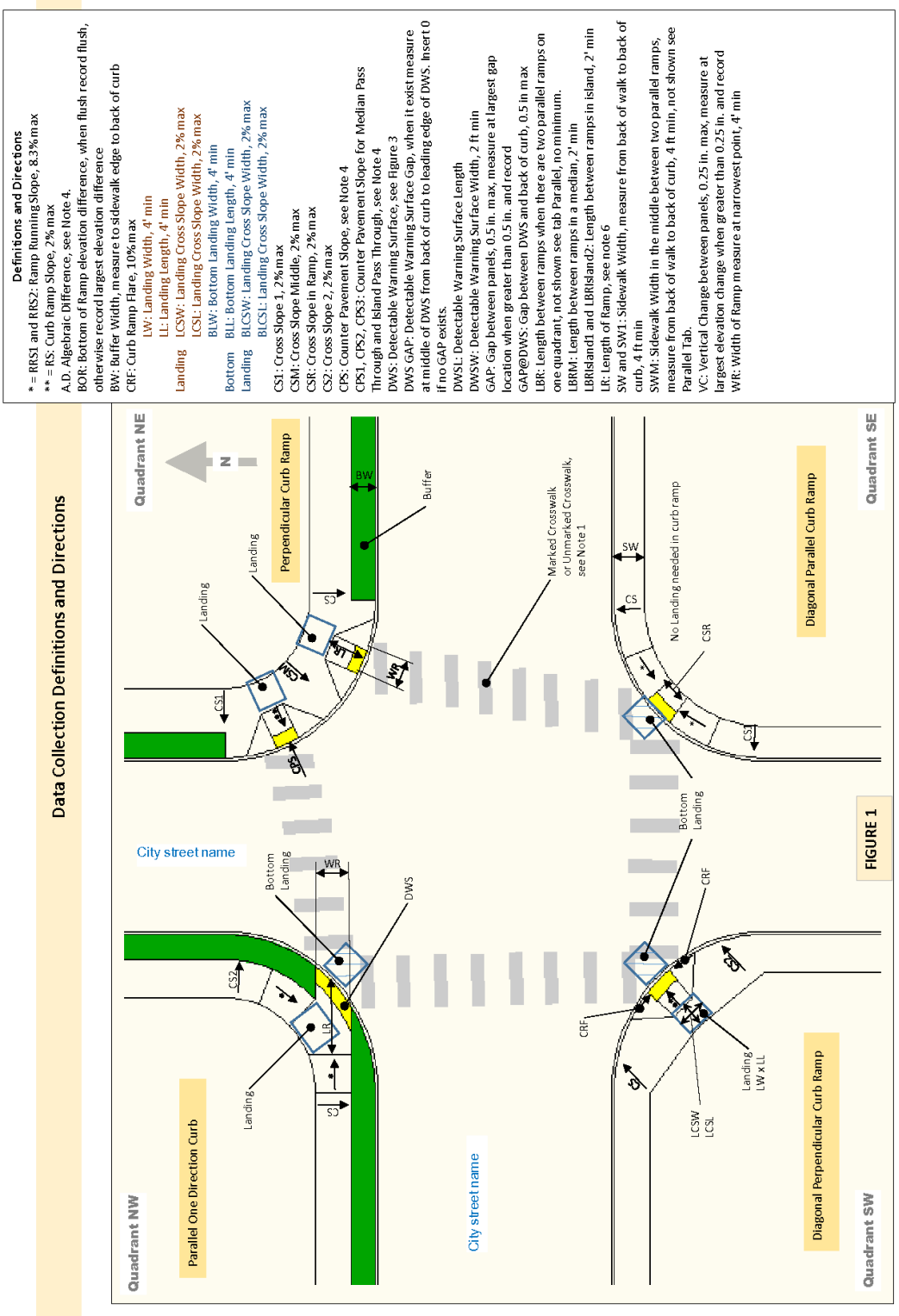
Ramp One				Ramp Two			
Landing - Ramp One	**Measurement**	**Compli. Guide Measurement**		**Landing - Ramp Two**	**Measurement**	**Compli. Guide Measurement**	
LCSW		2.00% Max		CSW		2.00% Max	
LCSL		2.00% Max		CSL		2.00% Max	
LW		4.00 ft Min		W		4.00 ft Min	
LL		4.00 ft Min		L		4.00 ft Min	
Ramp - Ramp One				**Ramp - Ramp Two**			
CSR		2.00% Max		CSR		2.00% Max	
RS1		8.30% Max		RS1		8.30% Max	
WR		4.00 ft Min		WR		4.00 ft Min	
LR		15.00 ft Max		LR		15.00 ft Max	
Flare Slope - Ramp One				**Flare Slope - Ramp Two**			
CRF1		10% Max		CRF1		10% Max	
CRF2		10% Max		CRF2		10% Max	
Cross Slopes - Ramp One				**Cross Slopes - Ramp Two**			
CS1		2.00% Max		CS1		2.00% Max	
CS2		2.00% Max		CS2		2.00% Max	
CPS		11% A.D.		CPS		11% A.D.	
CSM		2.00% Max		CSM		2.00% Max	
Gaps and Vertical Change - Ramp One			☐ Flush	**Gaps and Vertical Change - Ramp Two**			☐ Flush
BOR		0.25 in Max		BOR		0.25 in Max	
VC		0.25 in Max		VC		0.25 in Max	
VC		0.25 in Max		VC		0.25 in Max	
VC		0.25 in Max		VC		0.25 in Max	
GAP@DWS		0.50 in Max		GAP@DWS		0.50 in Max	
GAP		0.50 in Max		GAP		0.50 in Max	
Detectable Warning Surface - Ramp One				**Detectable Warning Surface - Ramp Two**			
DWSL		4.0 ft Min		DWSL		4.0 ft Min	
DWSW		2.0 ft Min		DWSW		2.0 ft Min	
Color		Contrast		Color		Contrast	
Texture ☐ Truncated ☐ Diamond ☐ None				Texture ☐ Truncated ☐ Diamond ☐ None			

Perpendicular Ramps



Notes

1. For all dimensions, measure and record in the same min and max units shown for ADA requirement.
2. Record the steepest, shortest or worst-case measurement found.
3. Direction of slope arrow indicates downhill or negative slope. Confirm it is negative and enter slope (2%) and if the slope is positive enter as positive (+2%). When a slope arrow points in both directions just enter slope (2%).
4. GAP@DWS if present, measure between back of curb and DWS in the middle of the element. If no GAP@DWS record 0. Use second column provided to record GAP measurements.
5. VC must be flush between panels, when it is not record the largest vertical change in elevation found between each panel. Use second column provided to record measurements.
6. See Definitions Tab for meaning of all abbreviations. Graphic on this Tab is meant to be a repeat of a particular graphic found on the Definitions Tab.


Data Collection Definitions and Directions
Definitions and Directions
* = RRS1 and RRS2: Ramp Running Slope, 8.3% max
** = RS: Curb Ramp Slope, 2% max
A.D. Algebraic Difference, see Note 4.
BOR: Bottom of Ramp elevation difference, when flush record flush, otherwise record largest elevation difference
BW: Buffer Width, measure to sidewalk edge to back of curb
CRF: Curb Ramp Flare, 10% max
LW: Landing Width, 4' min
LL: Landing Length, 4' min
Landing
LCSW: Landing Cross Slope Width, 2% max
LCSL: Landing Cross Slope Width, 2% max
BLW: Bottom Landing Width, 4' min
Bottom
BLL: Bottom Landing Length, 4' min
Landing
BLCSW: Landing Cross Slope Width, 2% max
BLCSL: Landing Cross Slope Width, 2% max
CS1: Cross Slope 1, 2% max
CSM: Cross Slope Middle, 2% max
CSR: Cross Slope in Ramp, 2% max
CS2: Cross Slope 2, 2% max
CPS: Counter Pavement Slope, see Note 4
CPS1, CPS2, CPS3: Counter Pavement Slope for Median Pass Through and Island Pass Through, see Note 4
DWS: Detectable Warning Surface, see Figure 3
DWS GAP: Detectable Warning Surface Gap, when it exist measure at middle of DWS from back of curb to leading edge of DWS. Insert 0 if no GAP exists.
DWSL: Detectable Warning Surface Length
DWSW: Detectable Warning Surface Width, 2 ft min
GAP: Gap between panels, 0.5 in. max, measure at largest gap location when greater than 0.5 in. and record
GAP@DWS: Gap between DWS and back of curb, 0.5 in max
LBR: Length between ramps when there are two parallel ramps on one quadrant, not shown see tab Parallel, no minimum.
LBRM: Length between ramps in a median, 2' min
LBRIsland1 and LBRIsland2: Length between ramps in island, 2' min
LR: Length of Ramp, see note 6
SW and SW1: Sidewalk Width, measure from back of walk to back of curb, 4 ft min
SWM: Sidewalk Width in the middle between two parallel ramps, measure from back of walk to back of curb, 4 ft min, not shown see Parallel Tab.
VC: Vertical Change between panels, 0.25 in. max, measure at largest elevation change when greater than 0.25 in. and record
WR: Width of Ramp measure at narrowest point, 4' min
Quadrant NE
Quadrant NW
Quadrant SE
Quadrant SW
N
Perpendicular Curb Ramp
Parallel One Direction Curb
Diagonal Parallel Curb Ramp
Diagonal Perpendicular Curb Ramp
Landing
Buffer
BW
Marked Crosswalk or Unmarked Crosswalk, see Note 1
No Landing needed in curb ramp
City street name
City street name
Bottom Landing
WR
DWS
LR
CRF
LCSW
LCSL
Landing LW x LL
SW
CS
CSR
CS1
CS2
S1
S2
S3
FIGURE 1

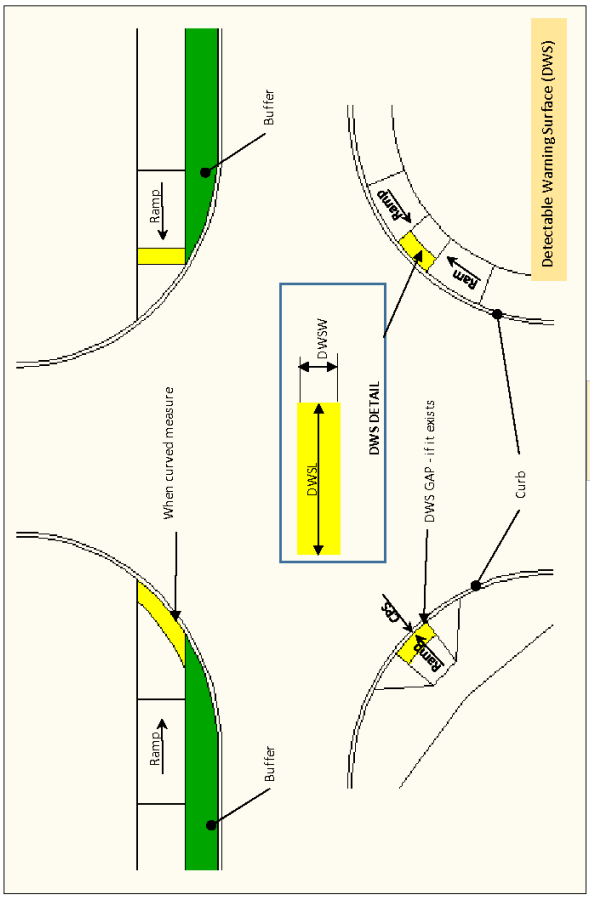


FIGURE 3

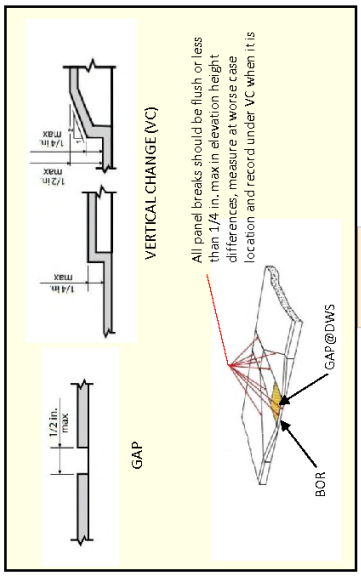


FIGURE 4

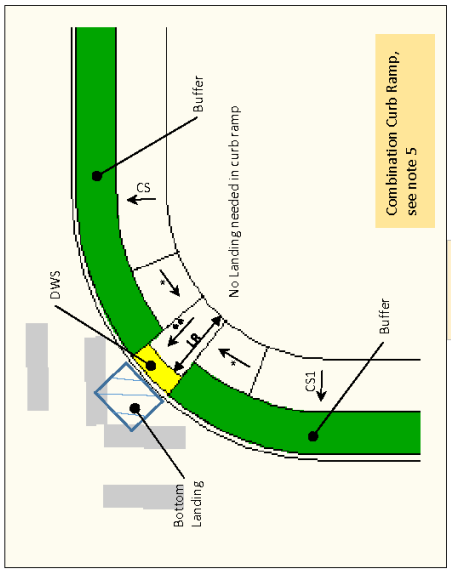


FIGURE 2

NOTES

1. Marked or unmarked crosswalks must have a curb ramp at either end. When the crosswalk is marked it must extend across the entire DWS (Detectable Warning Surface) or the width of the curb ramp if no DWS.
2. All measurements are taken in the middle of the element.
3. When there is a curb ramp aligned with the direction to travel across the street, like quadrant NE, no landing at the bottom of the ramp is needed.
4. Measure the pavement slope in the center of the ramp two feet beyond the gutter pan. Algebraic Difference (A.D.) between CPS and RRS / RS is allowable to 11%, otherwise, a 2-foot level strip at grade break is needed. The equation is A.D. = [G1 - G2] – [RRS or RS - CPS] in percent with negative or positive signs included. Typically grade signs would be: A.D. = [-RRS - (+CPS)]
5. A Combination Curb Ramp is a combination of a Perpendicular and Parallel Ramp and is used when there is a buffer between the street edge of the sidewalk and the back of curb.
6. Length of Ramp is measured from the top of the ramp at grade break to back of curb. If there is a gap between back of curb and bottom of ramp, record gap width under DWS GAP.

Parallel Ramps

Main Street Name _____ **Quadrant** ☐ NE ☐ NW ☐ SE ☐ SW Direction of Ramp One _____

Cross Street Name _____ Direction of Ramp Two _____

Number of Ramps ☐ One ☐ Two

Ramp One Marked Crosswalk? ☐ Yes ☐ No Ramp Two Marked Crosswalk? ☐ Yes ☐ No

Does Ramp One Marked Crosswalk Cover Entire Ramp? ☐ Yes ☐ No

Does Ramp Two Marked Crosswalk Cover Entire Ramp? ☐ Yes ☐ No

Is there a receiving ramp across the street from Ramp One? ☐ Yes ☐ No

Is there a receiving ramp across the street from Ramp Two? ☐ Yes ☐ No

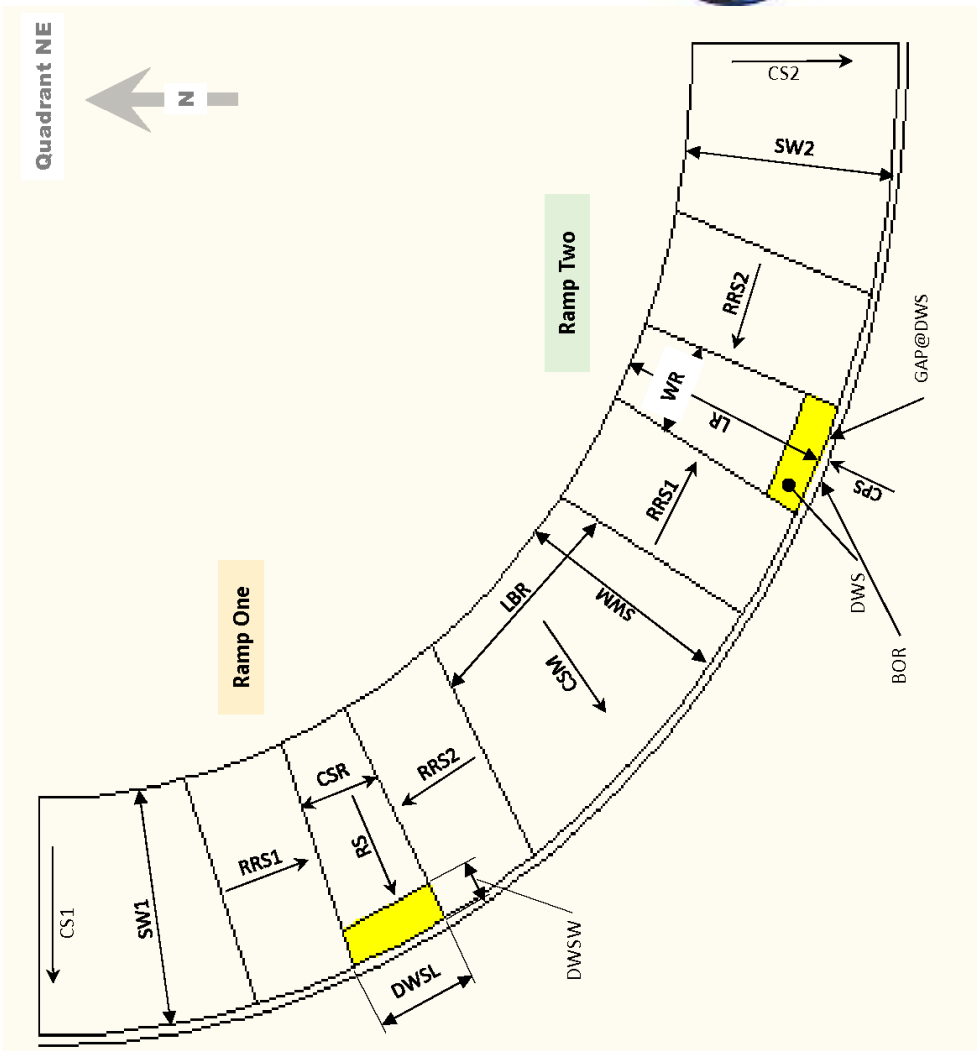
Ramp One

Ramp - Ramp One	Measurement	Compli. Guide	Measurement
CSR		2.00% Max	
RS		2.00% Max	
RRS1		8.30% Max	
RRS2		8.30% Max	
LBR		none	
WR		4.00 ft Min	
LR		15.00 ft Max	
Sidewalk Width - Ramp One			
SW1		4.00 ft Min	
SWM		4.00 ft Min	
SW2		4.00 ft Min	
Cross Slopes - Ramp One			
CS1		2.00% Max	
CS2		2.00% Max	
CPS		11% A.D.	
CSM		2.00% Max	
Gaps and Vertical Change - Ramp One			☐ Flush
BOR		0.25 in Max	
VC		0.25 in Max	
VC		0.25 in Max	
VC		0.25 in Max	
GAP@DWS		0.50 in Max	
GAP		0.50 in Max	
Detectable Warning Surface - Ramp ONE			
DWSL		4.0 ft Min	
DWSW		2.0 ft Min	
Color		Contrast	
Texture ☐ Truncated	☐ Diamond	☐ None	

Ramp Two

Ramp - Ramp Two	Measurement	Compli. Guide	Measurement
CSR		2.00% Max	
RS		2.00% Max	
RRS1		8.30% Max	
RRS2		8.30% Max	
LBR	* N/A	See Ramp ONE measurement	
WR		4.00 ft Min	
LR		15.00 ft Max	
Sidewalk Width - Ramp Two			
* Measurements recorded under Ramp ONE.			
Cross Slopes - Ramp Two			
CS1		2.00% Max	
CS2		2.00% Max	
CPS		11% A.D.	
CSM		2.00% Max	
Gaps and Vertical Change - Ramp Two			☐ Flush
BOR		0.25 in Max	
VC		0.25 in Max	
VC		0.25 in Max	
VC		0.25 in Max	
GAP@DWS		0.50 in Max	
GAP		0.50 in Max	
Detectable Warning Surface - Ramp Two			
DWSL		4.0 ft Min	
DWSW		2.0 ft Min	
Color		Contrast	
Texture ☐ Truncated	☐ Diamond	☐ None	

Parallel Ramps



Notes

1. For all dimensions, measure and record in the same min and max units shown for ADA requirement.
2. Record the steepest, shortest or worst-case measurement found.
3. Direction of slope arrow indicates downhill or negative slope. Confirm it is negative and enter slope (2%) and if the slope is positive enter as positive (+2%). When a slope arrow points in both directions just enter slope (2%).
4. GAP@DWS if present, measure between back of curb and DWS in the middle of the element. If no GAP@DWS record 0. Use second column provided to record GAP measurements.
5. VC must be flush between panels, when it is not record the largest vertical change in elevation found between each panel. Use second column provided to record measurements.
6. See Definitions Tab for meaning of all abbreviations. Graphic on this Tab is meant to be a repeat of a particular graphic found on the Definitions Tab.

Combination Ramp

Main Street Name _____
Cross Street Name _____

Quadrant ☐ NE ☐ NW ☐ SE ☐ SW

Direction of Ramp _____

Is there a Buffer ☐ Yes ☐ No
Does ramp have a marked crosswalk? ☐ Yes ☐ No
Does ramp's marked crosswalk cover entire ramp? ☐ Yes ☐ No
Is there a receiving ramp across the street from the ramp? ☐ Yes ☐ No

Bottom Landing	Measurement	Compli. Guide	Measurement
BLCSW		2.00% Max	
BLCSL		2.00% Max	
BLW		4.00 ft Min	
BLL		4.00 ft Min	
Ramp			
CSR		2.00% Max	
RS		2.00% Max	
RRS1		8.30% Max	
RRS2		8.30% Max	
WR		4.00 ft Min	
LR		15.00 ft Max	
Cross Slopes			
CS1		2.00% Max	
CS2		2.00% Max	
Gaps and Vertical Change			
BOR		0.25 in Max	☐ Flush
VC		0.25 in Max	
VC		0.25 in Max	
VC		0.25 in Max	
GAP		0.50 in Max	
GAP		0.50 in Max	
Detectable Warning Surface			
DWSL		4.0 ft Min	
DWSW		2.0 ft Min	
Color		Contrast	
Texture	☐ Truncated ☐ Diamond		☐ None
Buffer			
BW		As needed	

NOTES

Combination Ramp

* Bottom Landing not needed if combination ramp is angled in direction travel.

Notes

1. For all dimensions, measure and record in the same min and max units shown for ADA requirement.
2. Record the steepest, shortest or worst-case measurement found.
3. Direction of slope arrow indicates downhill or negative slope. Confirm it is negative and enter slope (2%) and if the slope is positive enter as positive (+2%). When a slope arrow points in both directions just enter slope (2%).
4. GAP@DWS if present, measure between back of curb and DWS in the middle of the element. If no GAP@DWS record 0. Use second column provided to record GAP measurements.
5. VC must be flush between panels, when it is not record the largest vertical change in elevation found between each panel. Use second column provided to record measurements.
6. See Definitions Tab for meaning of all abbreviations. Graphic on this Tab is meant to be a repeat of a particular graphic found on the Definitions Tab.
7. There are many type of Combination ramps, added notes to describe any others than what is shown and take pictures.

Diagonal Ramp

Main Street Name _____ **Quadrant** ☐ NE ☐ NW ☐ SE ☐ SW

Cross Street Name _____

Does ramp have a marked crosswalk? ☐ Yes ☐ No

Does ramp's marked crosswalk cover entire ramp? ☐ Yes ☐ No

Is there a receiving ramp across the street from the ramp? ☐ Yes ☐ No

Direction of Ramp _____

Ramp Type: ☐ Perpendicular ☐ Parallel

Perpendicular

		Measurement	Compli. Guide	Measurement
Landing				
	LCSW		2.00% Max	
	LCSL		2.00% Max	
	LW		4.00 ft Min	
	LL		4.00 ft Min	
Ramp				
	CSR		2.00% Max	
	RS1		8.30% Max	
	WR		4.00 ft Min	
	LR		15.00 ft Max	
Flare Slope				
	CRF1		10% Max	
	CRF2		10% Max	
Cross Slopes				
	CS1		2.00% Max	
	CS2		2.00% Max	
	CPS		11% A.D.	
Gaps and Vertical Change				
	BOR		0.25 in Max	☐ Flush
	VC		0.25 in Max	
	VC		0.25 in Max	
	VC		0.25 in Max	
	GAP@DWS		0.50 in Max	
	GAP		0.50 in Max	
Detectable Warning Surface				
	DWSL		4.0 ft Min	
	DWSW		2.0 ft Min	
	Color		Contrast	
Texture	☐ Truncated		☐ Diamond	☐ None
Bottom Landing				
	BLCSW		2.00% Max	
	BLCSL		2.00% Max	
	BLW		4.00 ft Min	
	BLL		4.00 ft Min	

Parallel

		Measurement	Compli. Guide	Measurement
Ramp				
	CSR		2.00% Max	
	RS		2.00% Max	
	RRS1		8.30% Max	
	RRS2		8.30% Max	
	WR		4.00 ft Min	
	LR		15.00 ft Max	
Sidewalk Width				
	SW1		4.00 ft Min	
	SW2		4.00 ft Min	
Cross Slopes				
	CS1		2.00% Max	
	CS2		2.00% Max	
	CPS		11% A.D.	
Gaps and Vertical Change				
	BOR		0.25 in Max	☐ Flush
	VC		0.25 in Max	
	VC		0.25 in Max	
	VC		0.25 in Max	
	GAP@DWS		0.50 in Max	
	GAP		0.50 in Max	
Detectable Warning Surface				
	DWSL		4.0 ft Min	
	DWSW		2.0 ft Min	
	Color		Contrast	
Texture	☐ Truncated		☐ Diamond	☐ None
Bottom Landing				
	BLCSW		2.00% Max	
	BLCSL		2.00% Max	
	BLW		4.00 ft Min	
	BLL		4.00 ft Min	

Diagonal Ramp

Notes

1. For all dimensions, measure and record in the same min and max units shown for ADA requirement.
2. Record the steepest, shortest or worst-case measurement found.
3. Direction of slope arrow indicates downhill or negative slope. Confirm it is negative and enter slope (2%) and if the slope is positive enter as positive (+2%). When a slope arrow points in both directions just enter slope (2%).
4. GAP@DWS if present, measure between back of curb and DWS in the middle of the element. If no GAP@DWS record 0. Use second column provided to record GAP measurements.
5. VC must be flush between panels, when it is not record the largest vertical change in elevation found between each panel. Use second column provided to record measurements.
6. See Definitions Tab for meaning of all abbreviations. Graphic on this Tab is meant to be a repeat of a particular graphic found on the Definitions Tab.

One Direction Parallel Ramp

Main Street Name _____
Cross Street Name _____

Quadrant ☐ NE ☐ NW ☐ SE ☐ SW

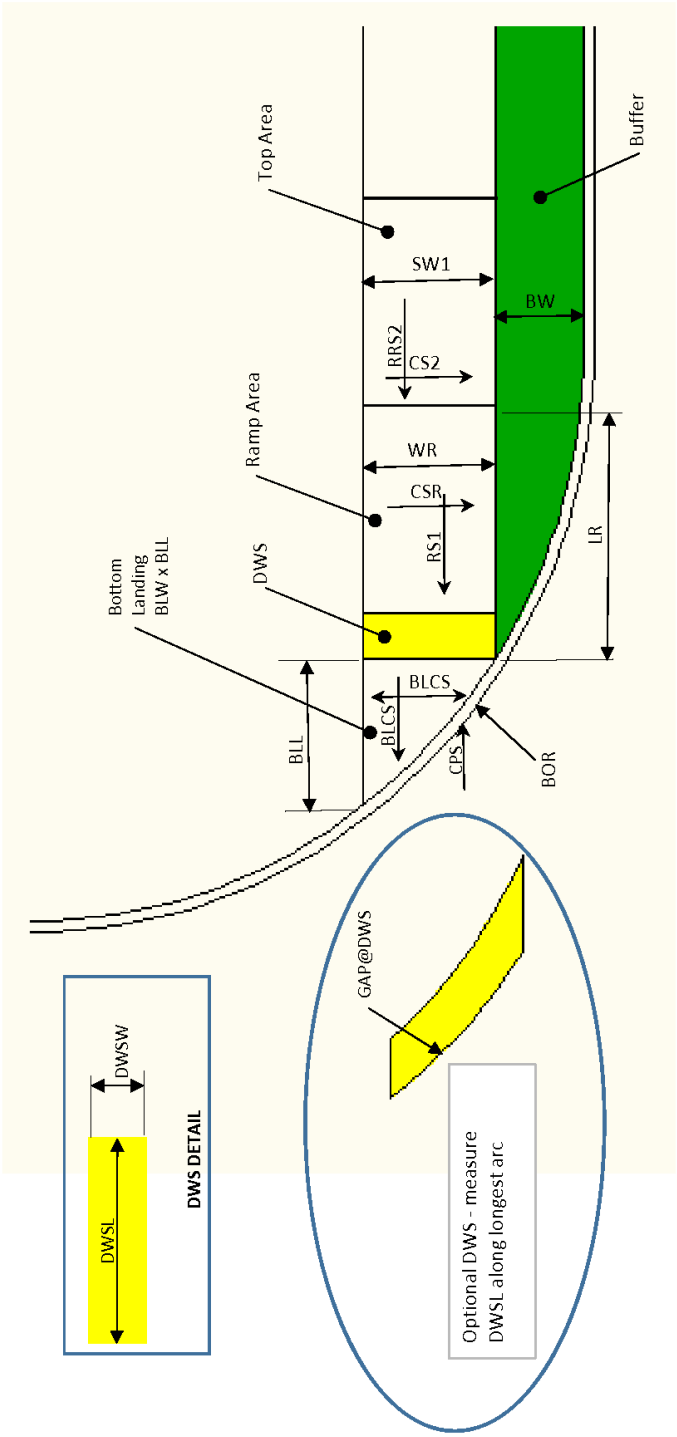
Direction of Ramp _____

Is there a Buffer ☐ Yes ☐ No
Ramp should be Parallel ☐ Yes ☐ No
Does ramp have a marked crosswalk? ☐ Yes ☐ No
Does ramp's marked crosswalk cover entire ramp? ☐ Yes ☐ No
Is there a receiving ramp across the street from the ramp? ☐ Yes ☐ No

Top Area	Measurement	Compli. Guide	
SW1		4.00 ft Min	
RRS2		8.30% Max	
CW2		2.00% Max	
Ramp			
CSR		2.00% Max	
RS1		8.30% Max	
WR		4.00 ft Min	
LR		15.00 ft Max	
Bottom Landing			
BLCSW		2.00% Max	
BLCSL		2.00% Max	
BLW		4.00 ft Min	
BLL		4.00 ft Min	
Gaps and Vertical Change			
BOR		0.25 in Max	☐ Flush
VC		0.25 in Max	
VC		0.25 in Max	
VC		0.25 in Max	
GAP		0.50 in Max	
GAP		0.50 in Max	
Detectable Warning Surface			
DWSL		4.0 ft Min	
DWSW		2.0 ft Min	
Color		Contrast	
Texture	☐ Truncated ☐ Diamond	☐ None	
Buffer			
BW		none	

NOTES

One Direction Parallel Ramp



Notes

1. For all dimensions, measure and record in the same min and max units shown for ADA requirement.
2. Record the steepest, shortest or worst-case measurement found.
3. Direction of slope arrow indicates downhill or negative slope. Confirm it is negative and enter slope (2%) and if the slope is positive enter as positive (+2%). When a slope arrow points in both directions just enter slope (2%).
4. GAP@DWS if present, measure between back of curb and DWS in the middle of the element. If no GAP@DWS record 0. Use second column provided to record GAP measurements.
5. VC must be flush between panels, when it is not record the largest vertical change in elevation found between each panel. Use second column provided to record measurements.
6. See Definitions Tab for meaning of all abbreviations. Graphic on this Tab is meant to be a repeat of a particular graphic found on the Definitions Tab.
7. There are many type of Combination ramps, added notes to describe any others than what is shown and take pictures.

Island and Median Pass Through

Main Street Name _____

Cross Street Name _____

Does ramp have a marked crosswalk? ☐ Yes ☐ No

Does ramp's marked crosswalk cover entire ramp? ☐ Yes ☐ No

Is there a receiving ramp across the street from the ramp? ☐ Yes ☐ No

Direction of Median Pass Through _____

Direction of Ramp One _____

Direction of Ramp Two _____

Direction of Ramp Three _____

Island

Ramp (see Note 2)	Measurement	Compli. Guide
WR		5.00 ft Min
LBIsland1		2.00 ft Min
LBIsland2		2.00 ft Min
Landing (see Note 2 and 8)		
LCSW		2.00% Max
LCSL		see note 8
CPS1		2.00% Max
CPS2		11% A.D.
CPS3		2.00% Max
Landing at Island Top?	☐ * Yes	☐ No

* If there is a landing at the top measure cross slope in both directions. Also, measure width and length. Add information to a sketch on right. There should be very few of these elements.

Gaps and Vertical Change - Ramp ONE	Measurement	Compli. Guide
VC		0.25 in Max
GAP@DWS		0.50 in Max

Detectable Warning Surface - Ramp ONE		
DWSL		4.0 ft Min
DWSW		2.0 ft Min
Color		Contrast
Texture	☐ Truncated ☐ Diamond	☐ None

Gaps and Vertical Change - Ramp TWO	Measurement	Compli. Guide
VC		0.25 in Max
GAP@DWS		0.50 in Max

Detectable Warning Surface - Ramp TWO		
DWSL		4.0 ft Min
DWSW		2.0 ft Min
Color		Contrast
Texture	☐ Truncated ☐ Diamond	☐ None

Gaps and Vertical Change - Ramp THREE		
VC		0.25 in Max
GAP@DWS		0.50 in Max

Detectable Warning Surface - Ramp THREE		
DWSL		4.0 ft Min
DWSW		2.0 ft Min
Color		Contrast
Texture	☐ Truncated ☐ Diamond	☐ None

Median

Ramp	Measurement	Compli. Guide
WR		5.00 ft Min
LBRM		2.00 ft Min
Landing		
LCSW		2.00% Max
LCSL		2.00% Max
CPS1		11% A.D.
CPS2		11% A.D.

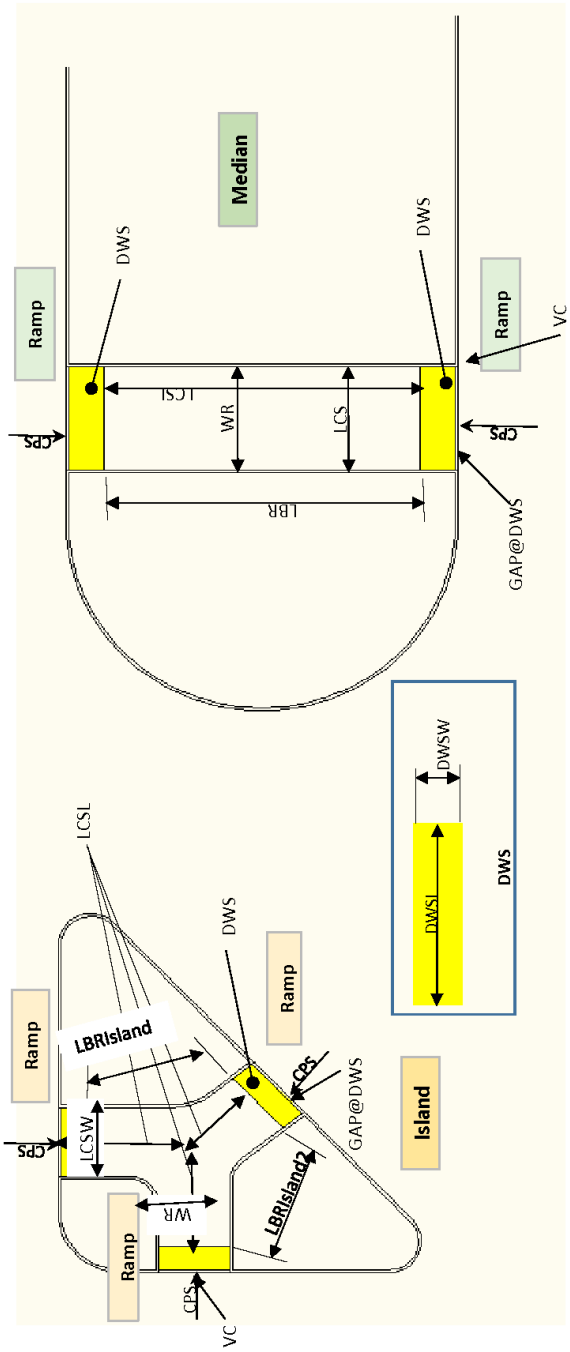
Gaps and Vertical Change - Ramp ONE		
VC		0.25 in Max
GAP@DWS		0.50 in Max

Detectable Warning Surface - Ramp ONE		
DWSL		4.0 ft Min
DWSW		2.0 ft Min
Color		Contrast
Texture	☐ Truncated ☐ Diamond	☐ None

Gaps and Vertical Change - Ramp TWO		
VC		0.25 in Max
GAP@DWS		0.50 in Max

Detectable Warning Surface - Ramp TWO		
DWSL		4.0 ft Min
DWSW		2.0 ft Min
Color		Contrast
Texture	☐ Truncated ☐ Diamond	☐ None

Island and Median Pass Through



Notes

1. For all dimensions, measure and record in the same min and max units shown for ADA requirement.
2. Record the steepest, shortest or worst-case measurement found.
3. Direction of slope arrow indicates downhill or negative slope. Confirm it is negative and enter slope (2%) and if the slope is positive enter as positive (+2%). When a slope arrow points in both directions just enter slope (2%).
4. GAP@DWS if present, measure between back of curb and DWS in the middle of the element. If no GAP@DWS record 0. Use second column provided to record GAP measurements.
5. VC must be flush between panels, when it is not record the largest vertical change in elevation found between each panel. Use second column provided to record measurements.
6. See Definitions Tab for meaning of all abbreviations. Graphic on this Tab is meant to be a repeat of a particular graphic found on the Definitions Tab.
7. There are many type of Combination ramps, added notes to describe any others than what is shown and take pictures.
8. Maximum slope depends on design type, 2% max if ramps are cut through island and 8.33% max if ramps slope up to top of island curbing. If ramps slope up to top of island curbing a landing must be present at the top with maximum cross slopes of 2% and minimum landing width and length of 4 ft. Check type and

Definitions and Instructions for PAR Collection

Note: Italic text means an element that is to be measured and recorded at intervals. Refer to Figure One on page 3 for additional information on elements to be measured.

PAR Elements - General

BW: Buffer Width, measure between sidewalk edge and back of curb; no minimum or maximum value *measure every 200 feet and where width changes.* Leave blank if no buffer width.
CS2: Cross Slope 2, cross slope of walkway; 2% maximum *measured every 100 feet and where cross slope changes* except at mid-block crosswalks 5% refer to RS-MMC.
GAP: GAP between panels (cracks, panel joints or catch basin lids); 0.5 inch max. Measure at largest gap in panel joint (crack or catch basin lids) and record.
POW: Protruding Object Width measure the width of the object projecting into the PAR; 4 inch maximum.
PO Type: Protruding Object Type record what the protruding objects is, e.g. sign, sign and post, power pole, fire hydrant, building object, building eve, shrubery, tree limb, bench, etc.
POH: Protruding Object Height measure the height of any item that is encroaching into the clear area of the PAR. Measure from the PAR surface to the bottom of the protruding object; between 27 inches and 80" allowable when PO is 4 inches or less and PAR is 4 feet.
POSW: Protruding Object Sidewalk Width measure between the protruding object face (not the overhang) to the edge of the sidewalk and record when the measurement is 4 feet or less. Note the type of object(s) that is located within the clear area in the comments. Common objects are power poles, guy wires, traffic signs, fire hydrants, mailboxes, building faces, objects on building faces, vegetation, planters, drinking fountains, bike racks, street furniture, etc.
PS: Passing Space when the walkway width is less than 5 feet passing spaces 5 feet by 5 feet are required every 200 feet.
PAR Type: Pedestrian Access Route material Type, the route used by pedestrians and may include street crossings when curb ramps are located on either end of the crossing. PAR shall be "firm, stable, and slip resistant." Common construction materials that are acceptable are concrete, asphalt, bituminous surface, and smooth pavers. Irregular surfaces such as gravel, cobblestones, loose sand or dirt is considered non-compliant. Check appropriate material box.
PSL: Passing Space Length; 5 feet minimum.
PSW: Passing Space Width; 5 feet minimum.
RoadRS: ROADway Running Slope when the running slope of the walkway is greater than 8% measure the running slope of the closest lane of travel in the middle of the lane; grades should match or walkway running slope can be less.
RSP: Resting SPace when the walkway running slope is greater than 8%, resting spaces 5 feet by 5 feet must be provided every 200 feet.
RSPL: Resting SPace Length; 5 feet minimum.
RSPW: Resting Space Width; 5 feet minimum.
SW: Sidewalk Width; 4 feet minimum. Do not include top width of curb instead measure from sidewalk edge to back of curb *every 100 feet and where sidewalk width changes.*
VC: Vertical Change between panels (cracks or utility structure); 0.25 inch max. Measure at largest elevation change between panels (cracks, railroad flange, or utility structure) and record.
WRS: Walkway Running Slope can match the grade of the roadway when built along side a road or highway. When the walkway is not adjacent to a road or highway (located in an easement or park) the maximum running slope is 5%. *Measure every 100 feet and where running slope changes.*

PAR Crosses the Street

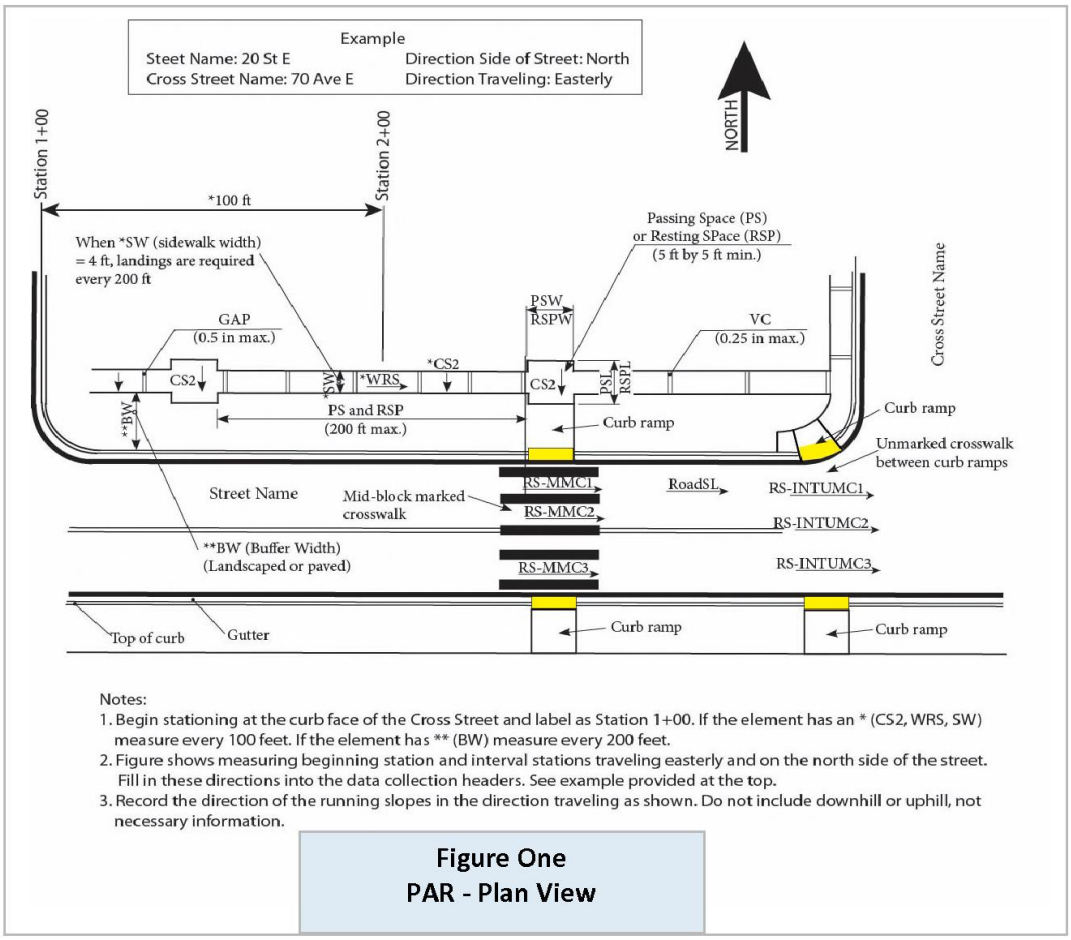
RS-INTMC1: Cross Slope in Intersection Marked Crosswalk 1 is measured in the center of the closest lane when there is a curb ramp on either end of the crossing at an intersection; 2% maximum.
RS-INTMC2: Cross Slope in Intersection Marked Crosswalk 2 is measured in the middle of street when there is a curb ramp on either end of the crossing at the intersection; 2% maximum.
RS-INTMC3: Cross Slope in Intersection Marked Crosswalk 3 is measured in the center of the farthest lane when there is a curb ramp on either end of the crossing at the intersection; 2% maximum.
INTMCW: Intersection Marked Crosswalk Width measure the width of the marked crosswalk in the direction of traffic; 6 feet minimum.
INTMCRAMP: Intersection Marked Crosswalk Ramp does the marked crosswalk cover the bottom of the ramp? Note yes or no in this field; yes.
RS-INTUMC1: Cross Slope in INTersection UnMarked Crosswalk 1 is measured in the center of the closest lane when there is a curb ramp on either end of the crossing at an intersection; 2% maximum.
RS-INTUMC2: Cross Slope in INTersection UnMarked Crosswalk 2 is measured in the middle of street when there is a curb ramp on either end of the crossing at the intersection; 2% maximum.
RS-INTUMC3: Cross Slope in INTersection UnMarked Crosswalk 3 is measured in the center of the farthest lane when

PAR Crosses the Street, Continue
there is a curb ramp on either end of the crossing at the intersection; 2% maximum.
RS-MMC1: Cross Slope in Mid-block Marked Crosswalk 1 is measured in the center of the closest lane when there is a curb ramp on either end of the crossing; 5% maximum. (Mid-block running slope are allowed to be steeper.)
RS-MMC2: Cross Slope in Mid-block Marked Crosswalk 2 is measured in the middle of street when there is a curb ramp on either end of the crossing; 5% maximum. (Mid-block running slope are allowed to be steeper.)
RS-MMC3: Cross Slope in Mid-block Marked Crosswalk 3 is measured in the center of the farthest lane when there is a curb ramp on either end of the crossing; 5% maximum. (Mid-block running slope are allowed to be steeper.)
MMCW: Mid-block Marked Crosswalk Width measure the width of the marked crosswalk in the direction of traffic; 6 feet minimum.
MMCRAMP: Mid-block Marked Crosswalk Ramp, does the marked crosswalk cover the bottom of the ramp? Note yes or no in this field; yes.
Note: Detectable Warning Surfaces (DWS) associated with the curb ramps were collected in the curb ramp data collection work and are not repeated here.

Driveways
When driveways cross a PAR it must met accessibility standards. There are many types of driveways. It is important to measure the cross slope of driveways, ramp slope if present that may ramp the PAR down into the driveway and then back up, and the PAR width. Below are typical measurements needed for four types of driveways.
DRCS: DRiveway Cross slope measure the cross slope of the center of the driveway perpendicular to the street; 2% maximum.
DRRS1: DRiveway Ramp Slope 1 measure the slope down into the driveway parallel to the road and in the center of the ramp; 8.33% maximum, reference Driveway Type 4.
DRRS2: DRiveway Ramp Slope 2 measure the slope up from the driveway parallel to the road and in the center of the ramp; 8.33% maximum, reference Driveway Type 4.
DRSW: DRiveway Sidewalk Width; 4 feet minimum.
down into and out of the driveway that varies in slope across its width. Measure the percent grade into the driveway, parallel to the road and in approximately its center of the access route using percent units and record data.
DRSWA: DRiveway Sidewalk Width Angle measure PAR where it angles around to back of driveway; 4 feet minimum. Reference Driveway type 3.
Note: Detectable Warning Surfaces (DWS) are required when a curb ramp, landing, shared use path connects to a street, and where PAR cross a railroad, traffic island or median. They are not required at driveways, even Type 4 driveways. If a DWS is present on either side of driveway check the box even though this element is not needed.

PAR Crosses Railroad Tracks
FGAP: Flange GAP for railroad crossings; 2.5 inches for light rail and 3 inches for freight crossings.
PARRDWS: Pedestrian Access Route Railroad Detectable Warning Surface when a PAR crosses a railroad track there must be a detectable warning surfaces on either side of the railroad across the PAR. Measure the Detectable Warning Surface Length (DWSL); 4 feet minimum length. Measure the Detectable Warning Surface Width (DWSW); 2 feet minimum width. Check box yes or no that apply to PARRDWS being present or not and record DWSL and DWSW.
PARRDWSDIST: Pedestrian Access Route Railroad Detectable Warning Surface DISTance to railroad tracks; 6 feet minimum and 15 feet maximum.

Bus Stop Pads
When Bus Stop Pads are present check for the following:
BUSPLL: BUS Pad Loading Length measured perpendicular to curb or street and can include PAR width; 8 feet minimum.
BUSPLW: BUS Pad Loading Width measured parallel to curb or street and can include PAR; 5 feet minimum.
BUSPCS1: BUS Pad Cross Slope 1 measure cross slope of bus pad loading area parallel to road; 2% maximum.
BUSPCS2: BUS Pad Cross Slope 2 measure cross slope of bus pad loading area perpendicular to road; 2% maximum.
BUSSS: BUS Shelter Slope when there is a bus shelter measure the slope in the long direction (parallel to road); 2% maximum.
BUSPCON: BUS Pad Connection to PAR must meet accessibility requirements of 4 feet minimum width (W), 2% maximum cross slope (CS), and 8.33% maximum grade (GRADE), select yes if criteria is met or no if any of the three criteria is not met and record measurement.



Notes:
1. Begin stationing at the curb face of the Cross Street and label as Station 1+00. If the element has an * (CS2, WRS, SW) measure every 100 feet. If the element has ** (BW) measure every 200 feet.
2. Figure shows measuring beginning station and interval stations traveling easterly and on the north side of the street. Fill in these directions into the data collection headers. See example provided at the top.
3. Record the direction of the running slopes in the direction traveling as shown. Do not include downhill or uphill, not necessary information.

Figure One
PAR - Plan View

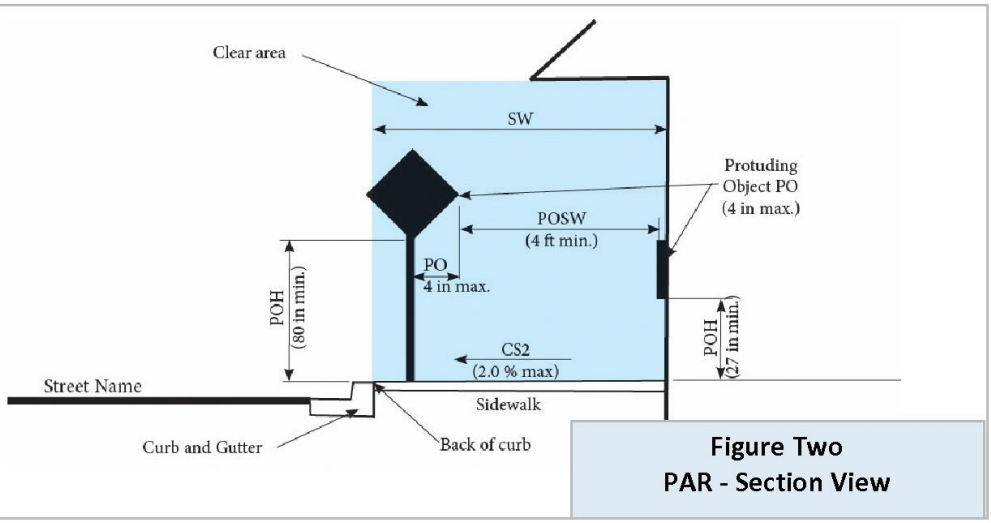


Figure Two
PAR - Section View

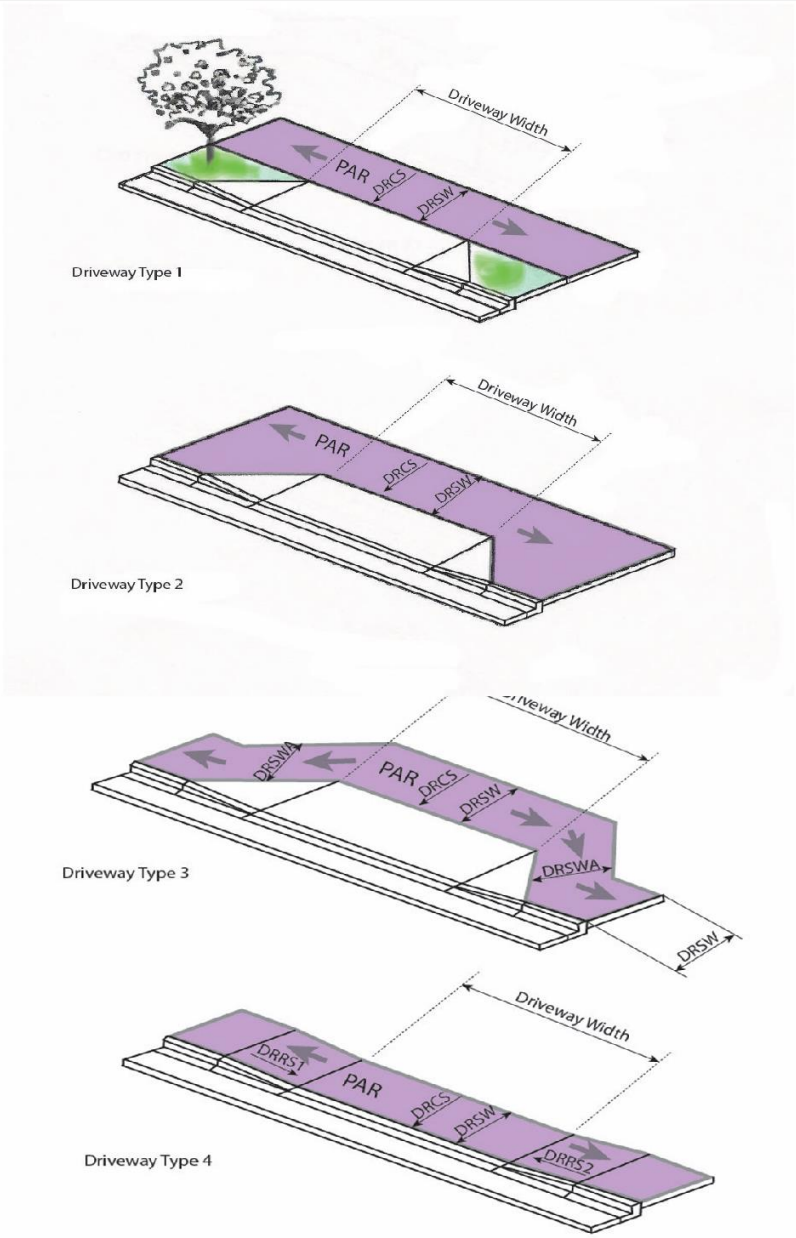


Figure Three
Driveway Types

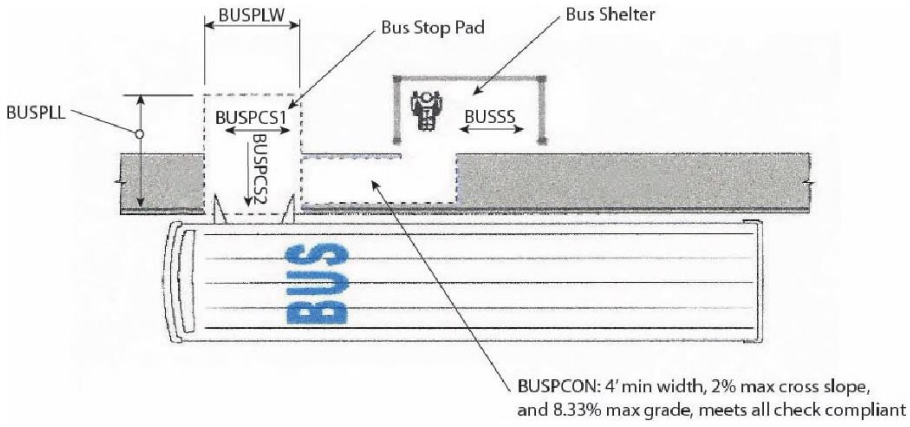


Figure Four
Bus Pad and Bus Shelter

Pedestrian Access Route (PAR)

Street Name: _____ Direction Side of Street: _____

Cross Street Name: _____ Direction Traveling: _____

Notes: 1. Measure every 100 feet
2. Measure every 200 feet
3. Running Slope of PAR can match the roadway slope or be less, when WRS is 8% or greater measure RoadSL, Roadway Slope in the center of the closest lane of travel.

ADA Compliance Guide Additional Information

PAR Material Type, Check One: ☐ Concrete ☐ Asphalt ☐ Gravel ☐ Other _____

Station	[1]SW (ft) Sidewalk Width	[1]WRS (%) Walkway Runnig Slope	RoadRS (%) Roadway Running Slope	[1]CS2 (%) Cross Slope	[2]BW (ft) Buffer Width	Comments	
	4' min.	3	3	2%	none		ADA Compliance Guide
1+00							
2+00							
3+00							
4+00							
5+00							
6+00							
7+00							
8+00							
9+00							
10+00							
11+00							
12+00							
13+00							
14+00							
15+00							
16+00							
17+00							
18+00							
19+00							
20+00							
21+00							
22+00							
23+00							
24+00							
25+00							
26+00							
27+00							
28+00							
29+00							
30+00							
31+00							
32+00							
33+00							
34+00							
35+00							

Pedestrian Access Route (PAR)

et Name: ____________________ Direction Side of Street: ____________________

ss Street Name: ____________________ Direction Traveling: ____________________

			Passing Space needed when sidewalk width is less than 5'	Resting Space needed when sidewalk running slope is 8% or greater	Passing Space needed when sidewalk width is less than 5'	Resting Space needed when sidewalk running slope is 8% or greater	**ADA Compliance Guide Additional Information**
:ion	GAP (in) Include type in Comments	VC (in) Vertical Change	PSL (ft) Passing Space Length	RSPL (ft) Resting Space Length	PSW (ft) Passing Space Width	RSPW (ft) Resting Space Width	**Comments**
	0.5" max.	0.25" max.	5' min.	5' min.	5' min.	5' min.	**ADA Compliance Guide**
00							

PAR Protruding Objects

Street Name: | Direction Side of Street:

Cross Street Name: | Direction Traveling:

	Clear Area must be a minimum of 4' wide by 80" high. No object lower than 27" allowed when the sidewalk width is only 4' wide. No object larger than 4" wide can protrude into the sidewalk Clear Area when it is only 4 feet wide. The MUTCD requires all signs to be located 7' above the sidewalk surface in urban areas, except where there are two signs on the same post than the height to the bottom sign can be lower at 6'. Under PO Type record number of signs on same post and sign types in Comments, e.g. Under PO Type: Two signs same post. Under Comments: Pedestrian sign with Downward Arrow sign.					**ADA Compliance Guide Additional Information**
Station	POW (in) Protruding Object Width	PO Type Protruding Object Type	POH (in) Protruding Object Height	POSW (ft or in) Protruding Object Sidewalk Width	**Comments**	
	4" max.	none	27" min to 80" max.	4' min.		**ADA Compliance Guide**
1+00						

Driveways

Street Name: Direction Side of Street:

Cross Street Name: Direction Traveling:

Station	DRCS (%) Driveway Cross Slope	[1]DRRS1 (%) Driveway Ramp Slope 1	[1]DRRS2 (%) Driveway Ramp Slope 2	DRSW (in or ft) Driveway Sidewalk Width	DRSWA (in or ft) Driveway Sidewalk Width at Angle	Comments	ADA Compliance Guide Additional Information
	Under the comment field enter the driveway type based on Figure 3 under the Definitions tab. DRRS1 and DRRS2 are only needed for Driveway Type 4. Also, no DWS is needed unless the driveway serves as a private streey or public street from the main street. When a DWS is present note and how many under the comment field. Also note if it is serving a private or public street.						
	2% max.	8.33% max.	8.33% max.	4' min.	4' min.		ADA Compliance Guide
1+00							

PAR at Street Crossing

Street Name: Direction Side of Street:

Cross Street Name: Direction Traveling:

When there is more than one lane per direction, including turn lanes, measure the cross slope in the approximate middle of all the same direction lanes.

ADA Compliance Guide Additional Information

Marked Crosswalks at Intersections

Station	RS-INTMC1 (%) Cross Slope Intersection Marked Crosswalk 1	RS-INTMC2 (%) Cross Slope Intersection Marked Crosswalk 2	RS-INTMC3 (%) Cross Slope Intersection Marked Crosswalk 3	INTMCW (ft) Intersection Marked Crosswalk Width	INTMCRAMP (Yes or No) Intersection Marked Crosswalk covers the ramp?	Comments
	2%	2%	2%	6' min.	Yes	ADA Compliance Guide
1+00						

PAR at Street Crossing

Street Name: Direction Side of Street:

Cross Street Name: Direction Traveling:

When there is more than one lane per direction, including turn lanes, measure the cross slope in the approximate middle of all the same direction lanes. If the unmarked crosswalk is located at a signal record yes for signal or no for no signal. (Per the MUTCD all signal should have marked crosswalks.)

ADA Compliance Guide Additional Information

UnMarked Crosswalk at Intersections

Station	RS-INTUMC1 (%) Cross Slope Intersection UnMarked Crosswalk 1	RS-INTUMC2 (%) Cross Slope Intersection UnMarked Crosswalk 2	RS-INTUMC3 (%) Cross Slope Intersection UnMarked Crosswalk 3	Located at a Signal (Yes or No)	Comments
	2%	2%	2%	Required at Signals	**ADA Compliance Guide**
1+00					

PAR at Railroad Crossings

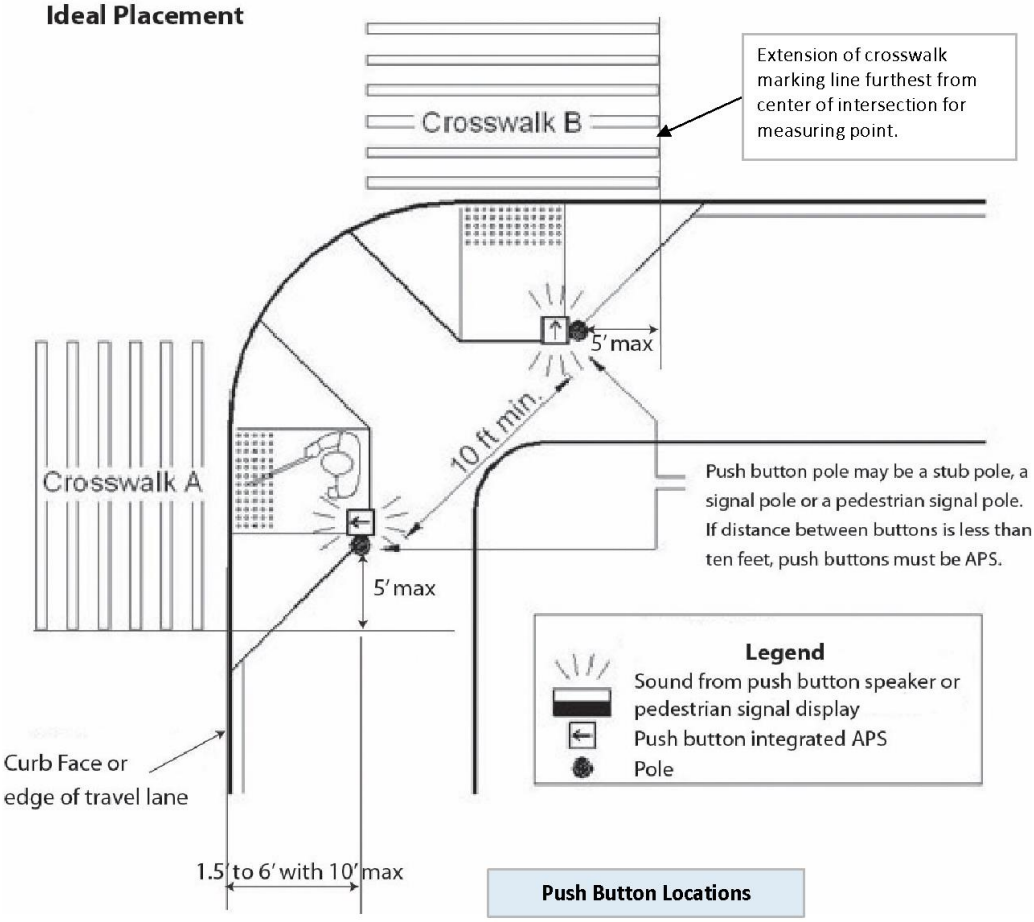
Street Name: ______________________ Direction Side of Street: ______________________

Cross Street Name: ______________________ Direction Traveling: ______________________

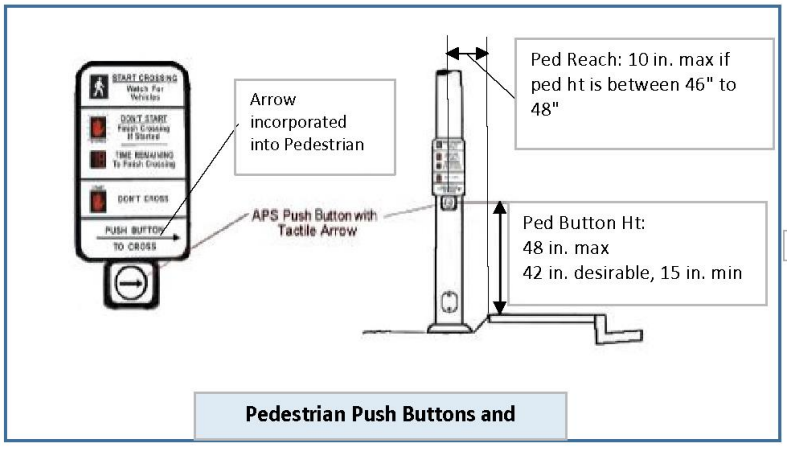
		PARRDWS					
Station	FGAP (in) Flange Gap	PARRDWS (Yes or No) Pedestrian Access Route Dectable Warning Surface present or not?	DWSL (ft) Detectable Warning Surface Length	DWSW (ft) Detectable Warning Surface Width	PARRDWSDIST (ft) Pedestrian Access Route Railroad Detectable Warning Surface Distance	**Comments**	
	2.5" commuter 3.0" freight	yes	4' min.	2' min.	6' min. to 15' max.		**ADA Compliance Guide**
1+00							

Push Buttons and Accessible Pedestrian Signals

Equipment Needed: 30-foot tape measure reads in feet and inches, 3-foot level reads in percent, camera or IPAD, enough data sheets to record all measurements four per intersections (56 total), one copy of Definitions Tab and one copy of each graphic on PPBs on One Pole Tab and One PPB per Pole Tab for reference in the field.



Push Button Locations



Pedestrian Push Buttons and

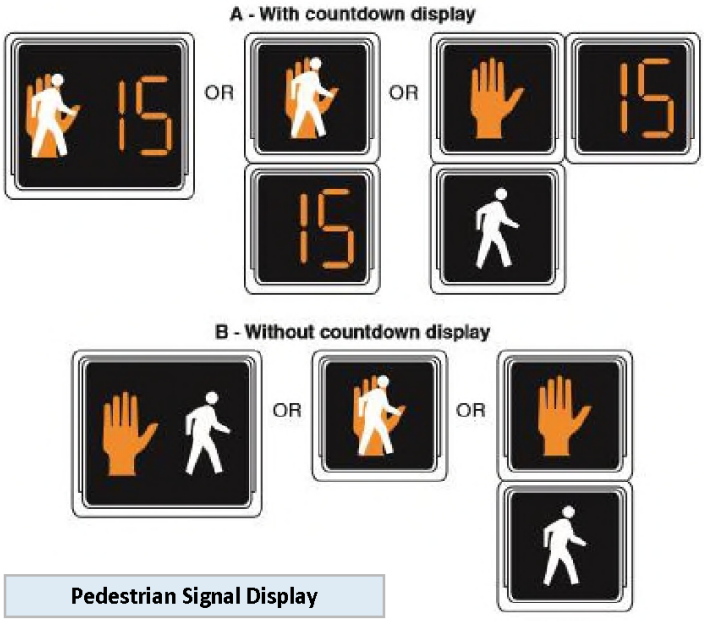
Push Buttons and Accessible Pedestrian Signals

Definitions

APS: Accessible Pedestrian Signal that complies with the MUTCD Sections 4E.09 - 4E.12.
APS are an integrated device that communicates information about the WALK and DON'T WALK intervals at signalized intersections in non-visual formats (i.e., audible tones and vibrotactile surfaces) to pedestrians who are blind or have low vision.
Button Locator Tone is a repeating sound that informs pedestrians of where the button is located to activate the pedestrian crossing signal. They sound typically during the flashing and steady Don't Walk intervals.
CF: Curb Face
PAR: Pedestrian Accessible Route, must be a hard surface and a minimum width of 4 feet.
Speech Walk Message occurs during the walk interval of the associated crossing. The speaker can be located within the pedestrian signal or the push button mechanism, and must be audible to the waiting pedestrian.
Tactile Arrow is a raised arrow pointing in the direction to cross associated with that push button. The arrow will vibrate only during the walk interval. The arrow must be a contrasting color between the arrow and its background, i.e. light against dark or dark against light.

City Owned and Operated Traffic Signal Locations

1. Pacific Hwy / Port of Tacoma Rd
2. Pacific Hwy / 3700 Block to Police Station
3. Pacific Hwy / Alexander Ave E
4. Pacific Hwy / Willow Rd E
5. Pacific Hwy / 51 Ave E
6. Pacific Hwy / 52 Ave E
7. 54 Ave E / 8 St E
8. 54 Ave E / 12 St E
9. 54 Ave E / 20 St E
10. 54 Ave E / Valley Ave E
11. 70 Ave E / 20 Ave E



Pedestrian Signal Display

Push Buttons and Accessible Pedestrian Signals

Main Street Name _____

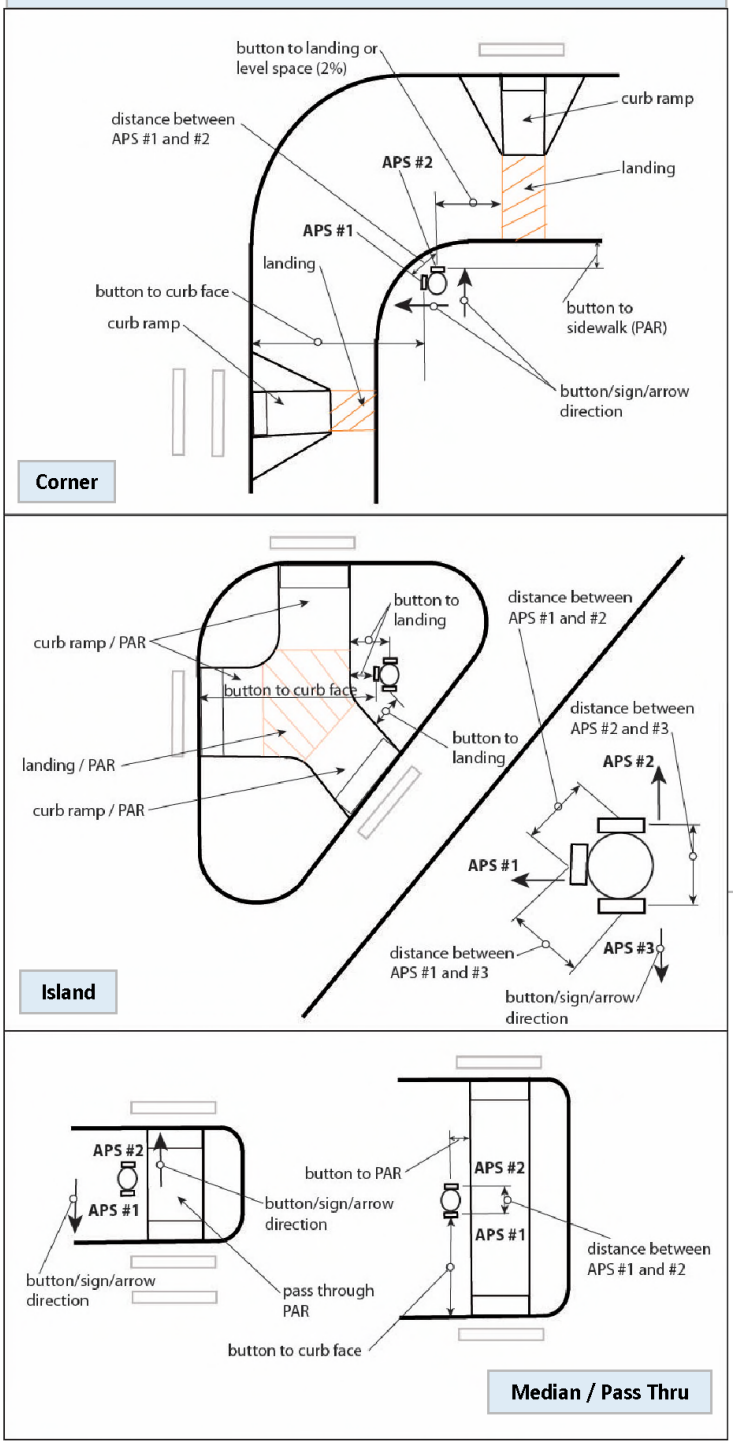
Cross Street Name _____

Quadrant ☐ NE ☐ NW ☐ SE ☐ SW

APS Pushbuttons Located on Button Support Pole		Compli. Guide	Measurement APS Button #1	APS Button #2	APS Button #3
Distance					
Corner	Button to Curb Face (CF)	10 ft max			
	Button to Landing	2 ft max			
	Distance between #1 and #2	none			
	Distance to Sidewalk [2]	2 ft max [3]			
Island	Button to Curb Face (CF)	10 ft max			
	Button to Landing	2 ft max			
	Distance between #1 and #2	none			
	Distance between #1 and #3	none			
	Distance between #3 and #2	none			
Median / Pass Thru	Button to Curb Face (CF)	10 ft max			
	Button to PAR	2 ft max			
	Distance between #1 and #2	none			
APS Button					
Corner	Button vertical height	4 ft max [3]			
	Button Perpendicular to crosswalk to be used?	Yes			
	Button Locator Tone? [4]	Yes			
	Tactile arrow on button vibrates during Walk interval? [5]	Yes			
	Speech walk message for the Walk interval? [6]	Yes			
Island	Button vertical height	4 ft max [3]			
	Button Perpendicular to crosswalk to be used?	Yes			
	Button Locator Tone? [4]	Yes			
	Tactile arrow on button vibrates during Walk interval? [5]	Yes			
	Speech walk message for the Walk interval? [6]	Yes			
Median / Pass Thru	Button vertical height	4 ft max [3]			
	Button Perpendicular to crosswalk to be used?	Yes			
	Button Locator Tone? [4]	Yes			
	Tactile arrow on button vibrates during Walk interval? [5]	Yes			
	Speech walk message for the Walk interval? [6]	Yes			
Pedestrian Actuation Sign					
Corner	Arrow on sign is it parallel to direction crossing?	Yes			
	Is the sign above the button or incorp in button housing?	Yes			
	Is there Braille on sign indicating street name to cross?	Not required			
	Photograph sign and indicate photo id	N/A			
Island	Arrow on sign is it parallel to direction crossing?	Yes			
	Is the sign above the button or incorp in button housing?	Yes			
	Is there Braille on sign indicating street name to cross?	Not required			
	Photograph sign and indicate photo id	N/A			
Median / Pass Thru	Arrow on sign is it parallel to direction crossing?	Yes			
	Is the sign above the button or incorp in button housing?	Yes			
	Is there Braille on sign indicating street name to cross?	Not required			
	Photograph sign and indicate photo id	N/A			
Pedestrian Signal Display Type [7]			Corner	Island	Median
Symbol: Man and Hand with count down indication					
Symbol: Man and Hand no count down					

Push Buttons and Accessible Pedestrian Signals

Push Buttons Share One Pole



Notes

1. All distances are measured from the center of the button to the element.
2. When button support pole is located in sidewalk, enter N/A. When button support pole is behind walk measure from center of button to nearest edge of sidewalk.
3. See Definitions Tab for more information on Compliance Guide.
4. A button locator tone is a repeating sound that informs pedestrians of where the button is located to activate the pedestrian crossing signal. They sound typically during the flashing and steady Don't Walk intervals.
5. A tactile arrow is a raised arrow pointing in the direction to cross associated with that push button. The arrow will vibrate only during the walk interval.
6. The speech walk message occurs during the walk interval of the associated crossing. The speaker can be located within the pedestrian signal or the button mechanism.
7. Under each location that has a pedestrian signal place a X for pedestrian signal display type. If no pedestrian signal leave field blank. Pedestrian signals are not shown in the graphic to the left, instead reference Definitions Tab for more information.

APPENDIX E – Detailed Scoring Elements

Scoring Curb Ramps based on Location and Critical Dimensions for Functionality/ Facility Condition

(Higher scores are considered higher priority in terms of location and functionality)

Item	Score
Over 20,001 vehicles per day across curb ramp bottom	40
Between 10,001 to 20,000 vehicles per day across curb ramp bottom	30
Between 5001 to 10,000 vehicles per day across curb ramp bottom	20
Between 1000 to 5000 vehicles per day across curb ramp bottom	10
Less than 1000 vehicles per day across curb ramp bottom	5
Curb Ramp located on school walking route or in School Speed Zone	25
Missing Curb Ramp one side only, but sidewalk exist	25
Missing Curb Ramp more than one side, but sidewalk exist at each location	15
Ramp Slope (RS1) within 1% of ADA standard Ramp Slope (RS1) greater than 1% of ADA standard	10 20
Ramp Width (WR) 3' to 4' wide Ramp Width (WR) less than 3' wide	10 20
Missing Bottom Landing (BLW, BLL, BLCSW, BLCSL)	25
Bottom Landing BLW or BLL between 3' and 4' Bottom Landing BLW or BLL less than 3'	5 20
Missing Landing (LW, LL, LCSW, LCSL)	15
Landing LW or LL between 3' and 4' Landing LW or LL less than 3'	5 20
[2] *Missing Detectable Warning Surface (DWS)*	25
Counter Pavement Slope (CPS) within 1% of ADA standard Counter Pavement Slope (CPS greater than 1% of ADA standard	10 20
Any Cross Slope within 2% of ADA standard Any Cross Slope greater than 2% of ADA standard	5 20
[1] *Vertical Change 0.25" to 0.50" → FLAG for Grinding* Vertical Change greater than 0.50"	5 10
GAP 0.50" to 1" GAP greater than 1"	5 10
Sidewalk Width between 3' and 4' Sidewalk Width less than 3'	15 25
[3] *Judgment Factor*	*

1. Vertical change between 0.25" and 0.50" may be ground down at a 2:1 bevel and to be ADA compliant. Flag locations with this condition. Once ground score can be adjusted.
2. Missing Detectable Warning Surface may or may not include texture from diamond or other imprinting made into the concrete during construction.
3. A judgment factor may be used to adjust the overall rating. Judgment factors can consider: citizen input, broad land use categories such as: manufacturing/industrial (lower value), residential (mid-range value), commercial (higher-range value), government such as: post office, library, city hall, schools (highest value), and planned project proximity, etc.

Table 2: Simple Rating for Priority Replacement (with 1 being the highest consideration)

Total Score	Rating	Color Code	
101 or higher	1	Red	
80 to 100	2	Yellow	
41 to 79	3	Lt. Green	
Less than 40	4	Green	

APPENDIX F – Record of Opportunity

The following include the various notices published on the Plan. As of the date of this document, no comments have been received.

Yelm Developing an ADA Transition Plan

April 10, 2023
FOR IMMEDIATE RELEASE

The City of Yelm is developing an American with Disabilities Act (ADA) Transition Plan for its public rights-of-way. ADA compliance is an ongoing effort, and the City acknowledges that a Self-Evaluation (Inventory) of its curb ramps and signal push buttons needs updating and that the required Transition Plan is incomplete. The Plan will address removal of sidewalk ramp and signal push button barriers on its rights-of-way, and a schedule for achieving that goal.

The City has engaged King Technologics, PLLC to assist in the development of its federally mandated ADA program and Transition Plan. The goal is to develop a Plan that is workable to achieve real improvements and results. King Technologics is providing the City of Yelm with both substantial technical guidance and expertise in facilitating this program and Transition Plan.

Persons interested in being kept informed about this project should submit their contact information via email to the City Engineer, Patrick Hughes at patrickh@yelmwa.gov or Al King with King Technologics at al@kingtechnologics.com.

Comments on the proposed ADA Transition Plan should be submitted as soon as possible for consideration by the City. Comments at this stage will be accepted up to May 15, 2023. Comments may also be mailed to:

Public Services Department
Attn: ADA Transition Plan
901 Rhoton Road
Yelm, WA 98597

Complete information and copies of the project scope may be reviewed at the above listed address during normal business hours or by email to Patrick Hughes at patrickh@yelmwa.gov. To view the current status of the Transition Plan on the internet, navigate a web browser to the City of Yelm website: www.ci.yelm.wa.us then select "Connect", then "Departments", then "Public Services", then "ADA Transition Plan". Persons without internet access should contact their local library branch or college for internet access.

NISQUALLY VALLEY NEWS
Division of CT Publishing
Thursday, April 13, 2023 • www.yelmonline.com
$1.00

Marty Fortin to Be Inducted Into WIAA Hall of Fame
A3

Hundreds Attend Easter Egg Helicopter Drop Event in Yelm
A7

Sheriff Derek Sanders Cleared to Return to Administrative Work on Limited Basis

By Nisqually Valley News staff

Thurston County Sheriff Derek Sanders was cleared to return to administrative work on Monday, April 10, after he was injured in a two vehicle collision in Yelm and airlifted to Harborview Medical Center the prior week.

In a social media post, the sheriff's office stated Sanders could work on an "as needed/limited" basis, according to doctor's orders.

"Sheriff Sanders would like to express his gratitude to the members of our community and across the state for the outpouring of support through cards, flowers, and well wishes over this last week," stated the post. "He is still under physician care for a head injury but is expected to make a full recovery."

Sanders was driving his department vehicle southbound at around 3:30 p.m. on Sunday, April 2, at the intersection of Lawrence Lake Road Southeast and 153rd Avenue Southeast when a pickup truck, traveling east, pulled in front of him.

On the day of the crash, the sheriff's office did not confirm whether Sanders was responding to a call at the time of the incident, but did say he was on duty throughout the day.

Thurston County Sheriff Derek Sanders

SEE SANDERS, PAGE A15

City of Yelm Works to Develop ADA Transition Plan

By Nisqually Valley News staff

Yelm is working to develop an American with Disabilities (ADA) transition plan for its public rights-of-way, according to an April 10 news release from the city.

The release stated ADA compliance is an ongoing effort for the city and noted a self-evaluation of things like curb ramps and signal push buttons need updates.

The required transition plan is also incomplete, according to the release.

"The plan will address removal of sidewalk ramp and signal push button barriers on its rights-of-way and a schedule for achieving that goal," stated the release.

Yelm has "engaged" with King Technologies, PLLC to assist in the development of the federally-mandated ADA program and transition plan.

"The goal is to develop a plan that is workable to achieve real improvements and results," stated the release. "King Technologies is providing the City of Yelm with both substantial technical guidance and expertise in facilitating this program and

SEE PLAN, PAGE A15

Heartwood Haven in Roy Makes a Difference Through Animal Rescues

Jacob Dimond / Nisqually Valley News

Kate Tsyrklevich smiles as she tends to a pig that recently gave birth to seven piglets at Heartwood Haven animal sanctuary in Roy.

Kate Tsyrklevich kisses her pig Maple on the snout on Sunday, April 9.

By Jacob Dimond
jake@yelmonline.com

Despite being in Roy for less than a year, Kate Tsyrklevich and her wife have made a difference for animals in need through Heartwood Haven.

The animal sanctuary features various kinds of farm animals, ranging from pigs, geese, roosters and more. Their primary focus centers around animal cruelty cases and the rehabilitation of the animals that are seized from places with poor living conditions.

"Here at Heartwood Haven, we're a farm sanctuary. We work with law enforcement and animal control on animal cruelty cases," Tsyrklevich said. "We've been rescuing animals for five and a half, almost six years. In that time, we've rescued about 1,500 animals

SEE HAVEN, PAGE A15

A

HAVEN:

Continued From Page A1

from cruelty and neglect."

Prior to moving to Roy, Tsyrklevich and her wife lived in Gig Harbor. The two began rescuing farm animals while there and rescued their first one in 2017, which was a cock-fighting rooster.

"He was just the coolest rooster ever. Every animal has a different personality, and some of them are obsessed with people and very sociable," Tsyrklevich said. "He was obsessed with us, he'd squawk and flap his wings and do this big show if we didn't pay attention to him."

Tsyrklevich said the rooster went on car rides with them to get pizza on Christmas and followed them along for walks through the neighborhood.

"He taught us that roosters are really cool," she said.

After that, the couple continued to rescue other roosters until they expanded their operation. Since then, they've added sheep, pigs and goats.

Tsyrklevich said she realized her passion for animals as she was growing up through summer visits to her great-grandmother's small farm in the USSR, or what's now Moldova. Different experiences later in life reaffirmed her love for farm animals.

"She had farm animals like geese, a cow, chickens, dogs, all sorts of animals. Growing up, there were a lot of stray dogs and cats, and I'd always save my lunch for them," she said. "Then I worked at a veterinary clinic for six years and then I was in a (doctorate) program doing research. I taught at a community college on a variety of sciences from biology to oceanography to environmental systems."

Tsyrklevich said Heartwood Haven's primary focus is on pigs, which she said correlates to their intelligence.

"One of the goals of Heartwood Haven is to rescue these animals, rehabilitate them and educate the public about them. We do focus a lot of our efforts on pigs, because they're one of the smartest animals on Earth," she said, later adding, "In terms of intelligence, they're right up there with dolphins."

At left, one of Heartwood Haven's rescued pigs grazes in a field on Sunday, April 9. At right, new born piglets at Heartwood Haven cuddle to stay warm, while their mother looks on.

Photos by Jacob Dimond / Nisqually Valley News

Kate Tsyrklevich watches her pigs graze in a field at Heartwood Haven in Roy.

She added there are a lot of misconceptions about pigs, who are often considered dirty. She said that isn't the case and noted the animals won't use the bathroom in their "housing" area, but will go outside instead.

Tsyrklevich said pigs also decorate the area they live in, give gifts, and solve social issues like humans do.

Heartwood Haven has a working relationship with "most" animal shelters in the area and animal control jurisdictions in Washington, according to Tsyrklevich. She said the sanctuary is currently working to get its rescue pigs spayed and neutered. They have partnered with Oregon State University on the task.

"Oregon State University has the capability to see large animals, and they have the facilities and the equipment to get them in," she said. "We just had a pig with a bone infection in her hoof and they did surgery on her. She's recovered now."

The pigs who will be spayed and neutered were part of seizure of 71 pigs and 16 goats in Deschutes County, Oregon. Tsyrklevich said the animal cruelty case is rare because of how large it is.

Heartwood Haven fenced in a seven acre portion for the different waves of rescue pigs they will receive from the rescue operation. She said they brought in the female pigs so they could stop them from breeding "right away."

Heartwood Haven went back to Oregon on April 10 to gather the next group of pigs who will be rehabilitated at the sanctuary. Tsyrklevich said they will go back in another week to get the male pigs.

"Our goal is to rehabilitate everyone and spay and neuter them. There's a huge crisis of too many pigs being born. It's really bad," she said. "We'd eventually like to find them homes, too. We've already had six pigs leave to go to different rescues."

Tsyrklevich added they're unable to take in every farm animal that people have reached out to them about.

"We don't go out there looking for animals. We have a long, long waiting list of people who want us to take in animals, but our primary focus is on animal cruelty," Tsyrklevich said. "We have a full inbox of messages like that. I guess our feeling is that those animals still have a human to advocate for them by finding them a new home. On the flip side, you have these cruelty cases where the animals are going to be euthanized or slaughtered, so we do focus our efforts specifically on cruelty and abandonment cases where the animals don't have any other option."

Tsyrklevich said the organization doesn't receive state funding and is reliant on donations.

Those interested in donating or volunteering at the sanctuary can visit Heartwood Haven's website at heartwoodhaven.org.

PLAN:

Continued From Page A1

transition plan."

Those who want to be updated on the project moving forward can submit their contact information to City Engineer Patrick Hughes by email at patrickh@yelmwa.gov or Al King with King Technologics at al@kingtechnologics.com

Comments about the proposed ADA transition plan must be submitted as soon as possible in order for the city to consider them and will be accepted up until May 15.

Comments can be mailed to the Public Services Department at 901 Rhoton Road in Yelm.

Information and copies of the project scope can be reviewed at the Public Services Department during normal business hours or can be obtained by emailing Hughes.

The current status of the transition plan is also available for viewing on the City of Yelm's website at www.ci.yelm.wa.us. People interested in the plan should select "Connect," then "Departments" followed by "Public Services" and then "ADA Transition Plan" to access the documents.

SANDERS:

Continued From Page A1

The driver of the other vehicle, Zachary A. Roberge, 29, of Roy, was reportedly not injured.

Roberge faces a vehicular assault charge, which is a class B felony, and admitted to consuming methamphetamine less than 24 hours before the collision, according to Kitsap County Superior Court Judge Kevin Hill.

His bail was set at $25,000 on Monday, April 3, Roberge has an arraignment hearing set for 9 a.m. on April 18.

In its update on Sanders, the sheriff's office stated the incident is still an ongoing criminal investigation. All questions regarding the collision should be directed to the Washington State Patrol and the Prosecuting Attorney's Office of Lewis County.

In a social media post of his own, Sanders stated he is "grateful to serve such an awesome community" and noted he's "beyond excited to get back into the swing of things."

IN LOVING MEMORY OF ROGER FAY JONES

1940 ~ 2023

In the early morning hours of Jan. 26, 2023, Roger Fay Jones passed peacefully in his home. He was 82.

Roger was born on June 14, 1940, in Red Bowling Springs, Tennessee. Roger was the oldest of five siblings and was always the "big" brother to them all.

Roger was drafted into the U.S. Army in 1965 at the age of 25. He was transferred to Fort Lewis in 1966 and he was shipped off to Vietnam in September of 1966 to serve his country. Roger was a sergeant in the 87th transportation company. He received a commendation for having his company travel over one million miles without an accident, a huge feat under the circumstances.

Roger returned to Yelm, Washington in 1967 after completing his tour in Vietnam. Roger quickly became well known for his work ethic and worked at various jobs to include working at Kenworth.

Roger later started working with a local excavation company in Yelm and eventually purchased his own bulldozer and truck and started his own excavation company that he called "Roger's Bulldozing." It was a business that he used to support his large family.

Roger was a very skilled heavy equipment operator and had special skills operating a bulldozer. His reputation quickly grew in Yelm and the surrounding area regarding his operating skills and his ability to get the job done right the first time. He expanded his business over the years to include several different sized bulldozers so he could complete bigger jobs.

Roger eventually retired from his excavation business and sold all his equipment. He still loved the work and would on occasion work for local excavation companies to include his good friend Dale Wood to keep busy before fully retiring.

In retirement, Roger enjoyed traveling in his fifth wheel and motor home and spending time with his friends and family. Roger also enjoyed having breakfast at his favorite place, Jim Bob's in McKenna, where he would often meet and visit with his many friends.

Roger is survived by his partner, Janice Smith; sons, Kevin (Jennifer) Jones, Glenn (Becky) Larsen and Jeff (Connie) Jones; daughter Leia (Scott) McMullan; and several grandchildren and great-grandchildren.

Roger was preceded in death by his parents, brothers Bill and Ronnie Jones, sister Sue Jones, son Kurtis Jones and daughter Glenna Larsen.

A celebration of life for Roger will be held at the Yelm Eagles at 2 p.m. on Saturday, April 22, 2023. All are welcome to attend.

TO VIEW THE OBITUARY, PLEASE GO TO YELMONLINE.COM/OBITUARIES.

Notice of Proposed Development of an ADA Transition Plan -

Status Update

The City of Yelm is now in the process of completing an ADA (Americans with Disabilities Act) Transition Plan for its public Rights-of-Way. The City of Yelm recognizes that not all steps to ADA compliance are complete and the Transition Plan's primary focus is to identify and prioritize removal of physical barriers in order to improve accessibility for disabled citizens and work towards full compliance with the ADA.

King Technologics, PLLC will be working with the City to assist in the development of the federally mandated ADA program and Transition Plan, including their Geographical Information System (GIS) system as it applies to the Plan. The goal is to develop a Plan that is feasible and will achieve real improvements and results for the public. King Technologics will provide the City with both substantial technical guidance and expertise in facilitating this program and the Transition Plan.

If you are interested in updates or would like to be involved in the project, please submit your contact information via email to Patrick Hughes, City Engineer at patrickh@yelmwa.gov or by calling (360) 878-2042.

The City will also post project updates and draft ADA Transition Plan documents for public review and feedback on its website at https://www.ci.yelm.wa.us/

The following documents/updates are available at this time:

- Draft of the Transition Plan
- Website Review
- ADA Compliance Review
- Grievance Form
- Code Review
- ADA Plan Coordinator Description

Complete information and copies of the project scope may be reviewed at City of Yelm Public Services, 901 Rhoton Rd NW, Yelm, WA 98597 during normal business hours or by calling (360) 878-2042.