



Shelton City Council  
Study Session Agenda  
November 26, 2024 – 6:00 p.m.  
Civic Center & Virtual Platform

**A. Call to Order**

**B. Roll Call**

**C. Study Agenda**

1. ADA Transition Plan Discussion – Presented by Public Works Director Jay Harris & Capital Projects Manager Aaron Nix

**D. New Items for Discussion**

**E. Adjourn**

*The City of Shelton is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please call (360) 432-5103 at least 48 hours in advance of the meeting.*



# 2024/25 Looking Ahead

(Items and dates are subject to change)

Tues. 12/3 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> <li>Resolution No. 1354-1024 Amend. No. 1 to Work Order #BHC-24011 for Structural Design on Water Reservoir Vent Hoods</li> <li>September Financial Status Report</li> </ul> <p>Presentations</p> <ul style="list-style-type: none"> <li>Corporal Swearing-in</li> <li>Innovative Justice Award</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>Resolution No. 1353-1024 2025 Legislative Agenda</li> <li>Resolution No. 1355-1124 Fleet Management Master Equity Lease Agreement</li> </ul> <p>Public Hearing</p> <ul style="list-style-type: none"> <li>Public Hearing Ordinance No. 2026-1024 2024 Budget Supplemental</li> <li>Public Hearing Ordinance No. 2027-1024 Sales &amp; Use Tax for Housing Related Services</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>Resolution No. 1360-1124 Labor Contracts – Shelton Employees Guild, IAMW Local 38 (Customer Service) &amp; Shelton Police Guild</li> </ul> <p>Administration Report</p>	Packet Items Due: 11/22 @ 5:00 p.m.
Tues. 12/10 6:00 p.m.	Study Session	<p>Study Agenda</p> <ul style="list-style-type: none"> <li>Capital Projects Update</li> </ul>	Packet Items Due: 12/6 @ noon
Tues. 12/10 After Study Session	Special Meeting	<p>Executive Session</p> <ul style="list-style-type: none"> <li>Performance of a Public Employee</li> </ul>	N/A
Tues. 12/17 5:30 p.m.	Special Meeting	<p>Executive Session</p> <ul style="list-style-type: none"> <li>Potential Litigation</li> </ul>	N/A
Tues. 12/17 5:45 p.m. <b>CANCELLED</b>	SMPD Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>Vouchers/Meeting Minutes</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li></li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li></li> </ul> <p>Administration Report</p> <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 12/6 @ 5:00 p.m.
Tues. 12/17 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> <li>Resolution No. 1361-1124 Safe Routes to School Construction Final Acceptance</li> </ul>	Packet Items Due: 12/6 @ 5:00 p.m.

		Presentations <ul style="list-style-type: none"> <li>October Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>Resolution No. 1358-1124 Accepting MACECOM Lease Agreement</li> </ul> Public Hearing <ul style="list-style-type: none"> <li>Public Hearing Ordinance No. 2025-0924 Revisions to Permitted Uses Matrix</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>Ordinance No. 2026-1024 2024 Budget Supplemental</li> <li>Ordinance No. 2027-1024 Sales &amp; Use Tax for Housing Related Services</li> <li>Resolution No. 1353-1024 2025 Legislative Agenda</li> <li>Resolution No. 1355-1124 Fleet Management Master Equity Lease Agreement</li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	
Tues. 12/24 6:00 p.m. <b>CANCELLED</b>	Study Session	Study Agenda	Packet Items Due: 12/20 @ noon
Tues. 1/7/25 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>Police Officer Swearing-in</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>Parks Advisory Committee Reappointments</li> <li>Arts Commission Reappointments</li> <li>Resolution No. 1357-1124 Accepting Memorandum of Agreement with WSU Extension</li> <li>Resolution No. 1359-1124 Accepting Dumontet Lease Agreement</li> <li>Resolution No. 1362-1124 Agreement for Systemic Ped. Safety &amp; Olympic Hwy North Improvements Design Services</li> <li>Resolution No. 1363-1124 On-Call A&amp;E Consultant Pool Agreements</li> </ul> Public Hearing <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li></li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 12/27 @ 5:00 p.m.
Tues. 1/14/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 1/10 @ noon
Tues. 1/21/25 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> <li>Parks Advisory Committee Reappointments</li> <li>Arts Commission Reappointments</li> </ul> Presentations <ul style="list-style-type: none"> <li>November Financial Status Report</li> </ul>	Packet Items Due: 1/10 @ 5:00 p.m.

		Business Agenda <ul style="list-style-type: none"> <li>Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval</li> </ul> Public Hearing <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li>Resolution No. 1362-1124 Agreement for Systemic Ped. Safety &amp; Olympic Hwy North Improvements Design Services</li> <li>Resolution No. 1363-1124 On-Call A&amp;E Consultant Pool Agreements</li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	
Tues. 1/28/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 1/24 @ noon
Tues. 2/4/25 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li></li> </ul> Business Agenda <ul style="list-style-type: none"> <li></li> </ul> Public Hearing <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li>Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval</li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 1/24 @ 5:00 p.m.
Tues. 2/11/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>Presentation - Gas Station Heroin</li> </ul>	Packet Items Due: 2/7 @ noon
Tues. 2/18/25 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li></li> </ul> Business Agenda <ul style="list-style-type: none"> <li></li> </ul> Public Hearing <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li></li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 2/7 @ 5:00 p.m.
Tues. 2/25/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 2/21 @ noon

Other – TBD

- International Property Maintenance Code
- Ordinance No. 2025-0924 Revisions to Permitted Uses Matrix (March 4 meeting)



# City of Shelton ADA Transition Plan 2024-2025



*3rd & Railroad Tree & Sidewalk*

**City Council Study Session  
November 26, 2024**



# Americans with Disabilities Act (ADA)

- Signed into law in 1990
- Civil rights protections for people with disabilities.
- Facilities and services must be accessible to individuals with disabilities.
- Applies to all facilities built before and after 1990.
- **Public agencies responsible for these facilities must develop an ADA Transition Plan.**

What is Required in an ADA Self-Evaluation and Transition Plan?

The ADA is an all-inclusive law that requires a municipality (no matter the size) to review all aspects of its programs, services, and activities for compliance, often referred to as a Self-Evaluation and Transition Plan. The Self-Evaluation process requires a clear understanding of the ADA Title II regulations, specifically the program's access test as applied to existing facilities. The requirements for a Transition Plan, as outlined in 28 C.F.R. section 35.150, only apply to public agencies with 50 or more employees.

A full ADA transition plan includes items such as how the City interacts with the community, all boards and meetings, City website, facilities (parks, buildings, etc.), curb ramps, intersections, signals, and sidewalks, and the City employment practices/policies.

# Americans with Disabilities Act (ADA)

*“There is no place in our society for prejudice of any kind, yet it was not that long ago when Americans with disabilities were often not given equal rights and opportunities. Whether the cause was ignorance or indifference, it was not acceptable... yet there is always more to be done, which is why it’s good not only to celebrate our successes, but to look forward at what still must be done. As long as we never forget that every life is a miracle and each person has something to contribute, we will finish the job.”*

- President George H.W. Bush, July 2010



According to the 2017 Census, 12.6% (or approximately 40 million people) of the U.S. population over the age of 15 has a disability.

# Examples of Disabilities

There is a wide variety of disabilities, and the ADA regulations do not list all of them. Some disabilities are visible, and some are not. Some examples of disabilities include:

- Cancer-
- Diabetes-
- HIV-
- Autism-
- Cerebral palsy-
- Epilepsy-
- Deafness or hearing loss-
- Blindness or low vision-
- Post-traumatic stress disorder-
- Mobility disabilities such as requiring use of a wheelchair, walker, or cane-
- Intellectual disabilities-
- Major depressive disorder-
- Traumatic brain injury-

**The ADA covers many other disabilities that are not listed here.**



# Elements of an ADA Transition Plan

- Current focus is to complete the Right-Of-Way ADA Transition Plan in the coming months to meet WSDOT funding requirements.
- The remaining elements of a City complete ADA transition plan will be started later next year, to include items such as an updated ADA evaluation of City Parks and Facilities, employment policies, website, etc.

SHELTON PARKS AND RECREATION  
ADA COMPLIANCE CHECKLIST

Facility \_\_\_\_\_

Inspector \_\_\_\_\_

Date \_\_\_\_\_

(Specifications are minimums unless otherwise noted)

	Yes	No	Comments
<b><u>Parking</u></b>			
Space width 96"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adjacent access aisle 96"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vertical clearance 114"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sign 3-5' above surface at head of space	<input type="checkbox"/>	<input type="checkbox"/>	_____
Surface, paved, firm, smooth	<input type="checkbox"/>	<input type="checkbox"/>	_____
Slope 1 vertical to 48 horizontal	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>Restrooms</u></b>			
<b><u>General</u></b>			
1 (min.) accessible toilet	<input type="checkbox"/>	<input type="checkbox"/>	_____
1 (min.) accessible urinal	<input type="checkbox"/>	<input type="checkbox"/>	_____
1 (min.) accessible sink	<input type="checkbox"/>	<input type="checkbox"/>	_____
1 (min.) accessible mirror, towel, accessories	<input type="checkbox"/>	<input type="checkbox"/>	_____
Threshold 1/2" height (max.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Clear floor space 60" diameter	<input type="checkbox"/>	<input type="checkbox"/>	_____
Door clearance 32"	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>Stalls</u></b>			
Depth wall hung 56" floor mount 59"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Width 60"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Entry door 32"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Unobstructed access into stall 48"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toe clearance 9" in front & one side of partition	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grab bars - one side & behind toilet	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grab bars 12" in front of toilet	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grab bars height 33 - 36"	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>Toilet</u></b>			
Center of toilet to wall 18" and 42"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Height 17" - 19"	<input type="checkbox"/>	<input type="checkbox"/>	_____
Flush control on wide side	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>Urinals</u></b>			
Clear floor space 30" width, 48" depth in front	<input type="checkbox"/>	<input type="checkbox"/>	_____
Height 17"(max.) above floor	<input type="checkbox"/>	<input type="checkbox"/>	_____
Flush controls 44" (max.) above floor	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>Lavatories</u></b>			
Clear floor space 30" width, 48" depth	<input type="checkbox"/>	<input type="checkbox"/>	_____
Height to underside 19" (max.) above floor	<input type="checkbox"/>	<input type="checkbox"/>	_____
Height to top of counter from floor 34" (max.)	<input type="checkbox"/>	<input type="checkbox"/>	_____

1



# Right-Of-Way ADA Transition Plan

- Identifies **barriers** to accessibility in pedestrian facilities.
- Describes the **methods** that will be used to make facilities accessible.
- Develops a **scheduled methodology** for removing barriers.
- Identifies an **official responsible** for implementing the plan.
- Solicits and incorporates **public feedback**.



4<sup>th</sup> & Cedar Intersection



# Key Definitions

- **Right-of-way (ROW):** Land acquired or dedicated for public roads and streets.
- **Pedestrian Facilities:** Facilities intended for pedestrian travel, such as sidewalks, curb ramps, crosswalks, pedestrian signals, and shared paths.
- **Barriers:** Something that prevents unhindered travel along pedestrian facilities, such as cracked or uneven sidewalks, obstructions, missing/substandard ramps, or inaudible or substandard pedestrian signal push buttons.



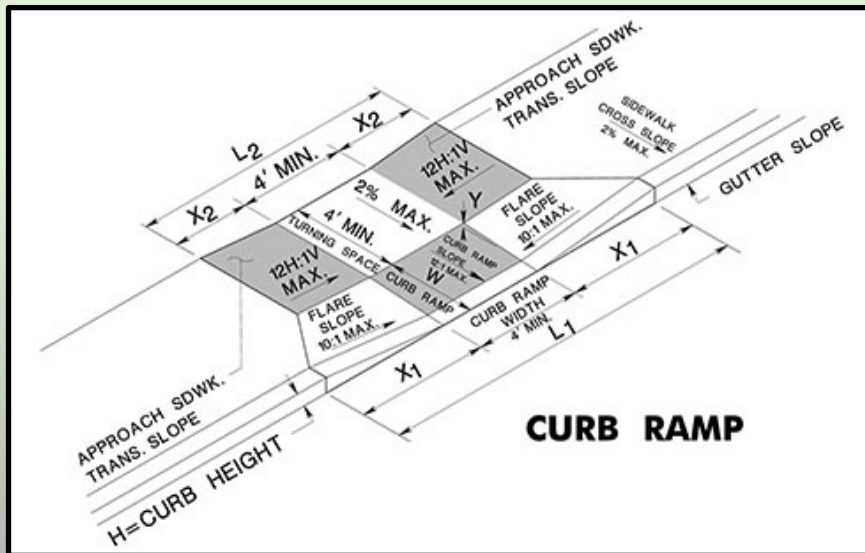
*2<sup>nd</sup> & Pine Intersection*



# Policies and Procedures for Council's Consideration in the Plan Development

Using current ADA and Street Standards evaluate and inventory all pedestrian barriers.

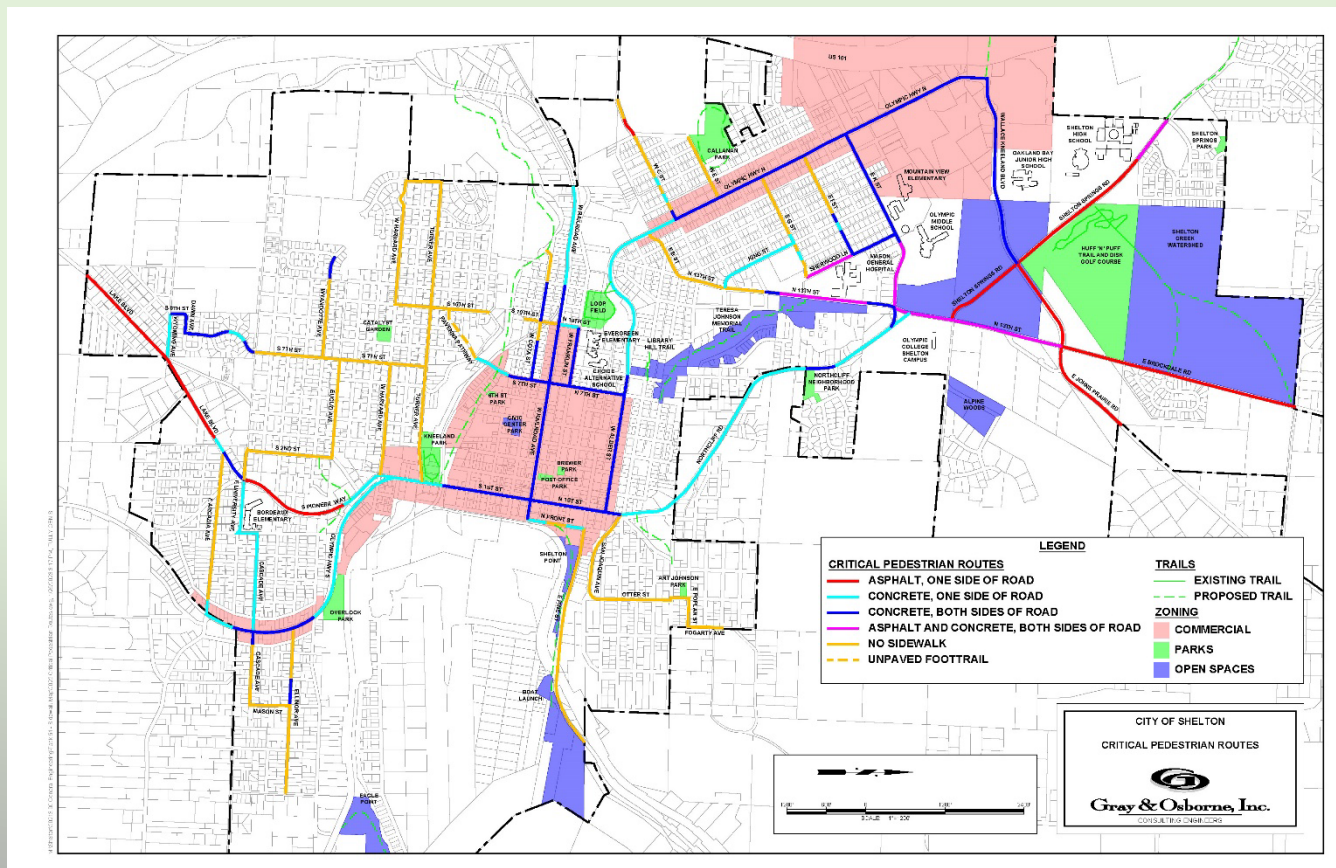
- Identification of the barriers and determine how each deficiency is repaired and the estimated costs.
- Prioritization of the repair projects.
- Funding plan and schedule to implement the right-of-way ADA Transition Plan projects.
- Public engagement activities during the plan development process and throughout the implementation of the plan.





# INVENTORY

- Self-evaluation inventory of physical barriers:
  - Shelton has over 45 miles of sidewalk.
  - The City consultant for the project, Transpo Group, walked the streets and is creating the inventory of pedestrian facilities with identified deficiencies.
  - The identified barriers will be inventoried and available later this year on an interactive webpage for public review and comment.



# Project Prioritization



- **PRIORITY ONE**

- Barrier removal requests.
- Areas with high concentration of people with disabilities.
- Areas with services, such as schools, medical centers, government offices and transit facilities.

- **PRIORITY TWO**

- Areas with medium concentrations of people with disabilities.
- Areas with services, such as restaurants, shopping centers, sports arenas and major employment centers.

- **PRIORITY THREE**

- Areas with lower concentrations of people with disabilities.
- Industrial and manufacturing areas.
- All other areas.

# METHODOLOGY

## These City projects and programs currently remove ADA barriers:

- Street maintenance and repairs program.
- Capital Improvement Program (CIP) projects.
- Transportation Improvement Program (TIP) projects (External funding sources).
- Frontage improvements required during private development (External funding sources).



# SCHEDULE

## Considerations when creating the schedule:

- Annual pavement maintenance program.
- Prioritized list of barrier removal projects.
- Capital improvement and transportation improvement projects.
- Available City funding and grant opportunities.



**Transpo Group is assisting City Staff to develop the Right-Of-Way ADA Transition Plan for Shelton. The inventory work has commenced, and Staff is planning to bring a draft of the ADA Transition Plan to council in late Winter, early Spring of 2025.**

# Questions/Comments?





# **ADA Transition Plan for Public Rights of Way**

October 28, 2023

*by Al King, PE*



and

*Don McGauhey, P.E.  
David Sherfield, GIS Tech*

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## 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 Wenatchee. 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 formal 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

## 1. 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<sup>1</sup>. Having an ADA Coordinator provides a specific contact person with knowledge and information about the ADA so that questions can be answered efficiently and consistently.

For the public, having an ADA Coordinator makes it easy to identify someone within the agency to help them 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.

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<sup>1</sup> <https://www.ada.gov/pcatoolkit/chap2toolkit.htm>

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

### 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

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

### Access Liaison

In addition to the ADA Coordinator, the City has a designated Access Liaison with a primary responsibility to be the first contact when someone wishes to request an auxiliary aid or service for effective communication or access.

The City of Wenatchee has appointed the city's Director of Human Resources as the ADA Coordinator and the City Clerk as the Access Liaison. Names, email addresses, and phone numbers for these individuals are available on the City of Wenatchee's website.

## 2. NOTICE ABOUT ADA REQUIREMENTS

An ADA administrative requirement is providing public notice<sup>2</sup> about the ADA to potential recipients of City programs. Every agency falls under this requirement. The City provides accommodation and notice.

### 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 and includes brief statements about employment, effective

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<sup>2</sup> 28 C.F.R § 35.106.

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 such that those 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.

Wenatchee 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.

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

## 3. 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.

As part of this plan, the City updated its grievance procedure and developed an ADA Grievance Form. The updated documents are presented in **Appendix C**.

## 4. STANDARDS, SPECIFICATIONS, AND DESIGN DETAILS

The United States Access Board developed standards for meeting the ADA. The 2010 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 2011 Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) to provide specific guidance for providing accessible pedestrian facilities. The PROWAG has yet to be formally adopted but is enforced by the US Department of Justice as though it is. The

most current PROWAG<sup>3</sup> 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.

For pedestrian facilities, the City also uses the current edition of the Local Agency Guidelines, Chapter 42 (as required per RCW 35.78.030) and the Standard Specifications for Road, Bridge and Municipal Construction as issued by the Washington State Department of Transportation (WSDOT), the American Public Works Association (APWA), and WSDOT standard plans, along with some internally developed details and standard plans. All are intended to conform with ADA requirements.

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<sup>3</sup> <https://www.access-board.gov/prowag/>

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

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

[illegible]

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.



identifying those locations that are considered barriers. The inventory does not currently include sidewalks. Inventory of public buildings and other City facilities are outside of this plan.

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 flagged for review by City staff.

Where signals exist, push buttons and audible warnings data will also be collected when ramps are assessed.

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 information on any given location or group of locations is difficult, both for staff and the public. The inventory has been revised by joining all current data into a single GIS data set and coupling with a reporting system that allows quick and easy to understand data and graphical online and printable reports. As an alternative to the GIS system, the City is considering using its existing StreetSaver program as the vehicle for the priority system. The results would be very similar.

**Appendix D** provides examples of forms and documents that may be used for data collection. Other forms that collect similar information may also be utilized. The inventory is available on the City GIS system, and the priorities will be based on this data.

### 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 to curb ramps and signal push buttons will be prioritized annually and scheduled accordingly.

Curb ramps will be reconstructed to the standards current at that time with all street overlay and reconstruction projects when the overlay or reconstruction occurs within a marked or unmarked pedestrian crossing. New streets where sidewalks are constructed will have the curb ramps installed to current specifications or to the maximum extent feasible. In addition, prioritized curb 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.



## 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 such as filling in 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.

### *Schedule for Plan Implementation*

Implementation of the Plan began in 2019 as the Plan was being updated. An ADA Coordinator has been named. Revisions to the City website have been made. The self-evaluation/inventory is generally complete and a continuing work in progress. A prioritization process has been developed and should be completed by the end of 2024 and will be updated annually before each budget cycle.

### 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 Works Director.

### 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. Curb ramps 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. While the City preservation program provides a relatively comprehensive overview and plan for upgrades, City staff will prioritize, schedule and budget to advance prioritized improvements in a reasonable and efficient time frame. Going forward, that process will be updated annually through each budget cycle and the Annual Transportation Improvement Program.

### *Prioritizing Improvements*

The City has historically prioritized improvements primarily as street upgrades occur. All new construction and reconstruction projects are required to 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. Unfortunately, it is not economically feasible to bring all facilities 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 currently a cost effective or standard methodology for doing so. Using vehicular 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.

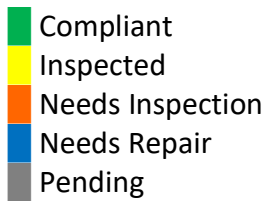
For example, nearby facilities, such as medical or retirement facilities, like the Wenatchee Valley Hospital and Clinics Campus or the several assisted living facilities, provide a higher probability of ADA pedestrian use. Finally, ADA complaints should be considered. All such complaints will be reviewed 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.

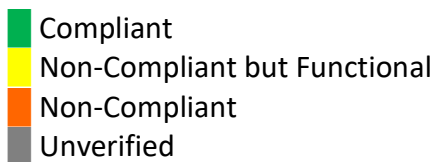
Considering these factors, the City adopted a prioritization methodology that is easy to use and easy to understand by anyone interested in the progress of its program. While the GIS data set or alternative software is being redeveloped it is intended to revise the classifications to further that goal.



Currently the locations are classified as:



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 and push buttons, only four classifications are 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.



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 Scoring*

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

1. Facility Condition
  - Currently Complies with ADA Standards
  - Non-Compliant but Functional
  - Non-Compliant, Non-Functional
2. Traffic Range (Ped Measure Surrogate)
  - Very Low Volume (less than 1,000 ADT)
  - Low Volume (1,001-5,000 ADT)
  - Moderate Volume (5,001 to 10,000 ADT)
  - High Volume (10,001 to 20,000 ADT)
  - Very High Volume (over 20,001 ADT)
3. Known ADA Use
  - No Significant ADA Use Facilities
  - Moderate ADA Use, e.g. small medical clinics
  - High ADA Use, e.g. Hospital
4. ADA Complaints
  - 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 more 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 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 approximately 4 ramps per year at a cost of \$40,000 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 piece of WSDOT design documentation that Wenatchee 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).

### Record of Opportunity for Participation

The City will maintain documentation of its efforts to solicit participation in the development of this plan, both in advertising through various mediums and responses received. Appendix F contains the work completed to the current date of this document.

### 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.

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 is expected to 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.

## 6. REFERENCES

City of Wenatchee Webpages

<https://www.wenatcheewa.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/>

### 7. 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<sup>4</sup>.
- 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 each Department head 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.
- Receive and process accommodation requests.
- 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 City hire a neutral outside investigator to investigate a particular complaint.
- Upon completion of the investigation, provide the Executive Services Director with a written report of the complaint and the results of the investigation in time for concurrence, and to respond to the complainant within 30 days after the City initially received the complaint.
- 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 City's complaint procedures and timelines are consistently being followed, and to identify any patterns and repeat offenders.

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<sup>4</sup> [http://www.ada.gov/2010\\_regs.htm](http://www.ada.gov/2010_regs.htm)

- Facilitate an annual report to the City Council on progress.

### Preferred Skills:

- 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

(As published on the City website.<sup>5</sup>)

Notice:

#### 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 Wenatchee ("City") will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

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.

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's 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.

The City will make such 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 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 ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event. Email may be used but may take longer than a phone call.

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.

The City of Wenatchee 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.

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<sup>5</sup> <https://www.wenatcheewa.gov/government/ada-information>



Complaints that a program, service, or activity of the City is not accessible to persons with disabilities should be directed to Kari Page, ADA Coordinator in accordance with the City of Wenatchee Grievance Procedure under the Americans with Disabilities Act (Title II). A copy of the procedure may be obtained at <https://www.wenatcheewa.gov/government/ada-information/ada-compliance-grievance> or by contacting the office of the City's ADA Coordinator:

Ms. Kari Page, ADA Coordinator  
(509) 888-3608  
[kpage@wenatcheewa.gov](mailto:kpage@wenatcheewa.gov)

City of Wenatchee  
Human Resources Department  
301 Yakima Street  
PO Box 519  
Wenatchee, WA 98807

TTY Relay: 711  
Fax: (509) 888-3636

If you have any questions, concerns, complaints, or requests for additional information regarding public access for City of Wenatchee programs, services or facilities, please contact the City Clerk at:

City of Wenatchee Access Liaison  
Tammy Stanger, City Clerk  
301 Yakima Street  
PO Box 519  
Wenatchee, WA 98807

Email: [ADA@wenatcheewa.gov](mailto:ADA@wenatcheewa.gov)

Voice: (509) 888-3604  
TTY Relay: 711  
Fax: (509) 888-3636  
ADA Enforcement page, [click here](#).



### APPENDIX C - ADA GRIEVANCE PROCEDURE

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 grievance alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Wenatchee. The City of Wenatchee's Personnel Policy governs employment-related complaints of disability discrimination.

The grievance should be submitted in writing, preferably on the City Grievance Form, and contain information about the alleged discrimination such as name, address, phone number of grievant and location, date, and description of the problem. Alternative means of filing grievances, 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 30 calendar days after the alleged violation to:

City of Wenatchee  
Kari Page, ADA Coordinator  
301 Yakima Street  
PO Box 519  
Wenatchee, WA 98807

(509) 888-3608

with a copy to the City Clerk at the same address.

Within 30 calendar days after receipt of the complaint, a City of Wenatchee designee will meet with the grievant to discuss the grievance and possible resolutions. Within 15 calendar days following that meeting, the ADA Coordinator will respond in writing, and where appropriate in a format accessible to the grievant, such as large print, Braille, or audio tape. The response will explain the position of City of Wenatchee and offer options for substantive resolution of the grievance.

If the response by the City of Wenatchee staff does not satisfactorily resolve the issue, the grievant and/or his/her designee may appeal the decision by letter or email within 15 calendar days after receipt of the response to the City of Wenatchee's Executive Services Director.

Within 30 calendar days after receipt of the appeal, the Executive Services Director will meet with the grievant to discuss the complaint and possible resolutions. Within 15 calendar days after that meeting, the Executive Services Director will respond in writing, and, where appropriate in a format accessible to the grievant, with a final resolution of the grievance.



All written complaints received by the ADA Coordinator or appeals to the Executive Services Director and responses from these two offices will be stored by the City of Wenatchee for no less than the time stated by the Washington Secretary of State “Local Government Common Records Retention Schedule (CORE)” or until final disposition of the charge or action. The date of final disposition means the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where such an action has been brought, the date on which such litigation is terminated.<sup>6</sup>

Please see [ADA Grievance Form](#) for physical or electronic submission to the ADA Coordinator. If you need assistance in completing this form please reach out to the ADA Coordinator, Kari Page, [kpage@wenatcheewa.gov](mailto:kpage@wenatcheewa.gov).

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<sup>6</sup> <https://www.eeoc.gov/employers/summary-selected-recordkeeping-obligations-29-cfr-part-1602>

## City of Wenatchee ADA Grievance Form



### ADA Grievance Form

#### COMPLAINT OF ACCESS VIOLATION OR DISCRIMINATION ON THE BASIS OF DISABILITY

The City of Wenatchee 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 Wenatchee employee(s) please provide his or her name(s), if known:

4. If the grievance involves physical access to a City of Wenatchee public facility, land, or right-of-way, please provide the specific address(es) 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: \_\_\_\_\_

(Filling in the name is an acceptable signature for this form.)

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 Kari Page, the City ADA Coordinator.***

(City of Wenatchee ADA Grievance Form 2/24/2022)

**BACK**

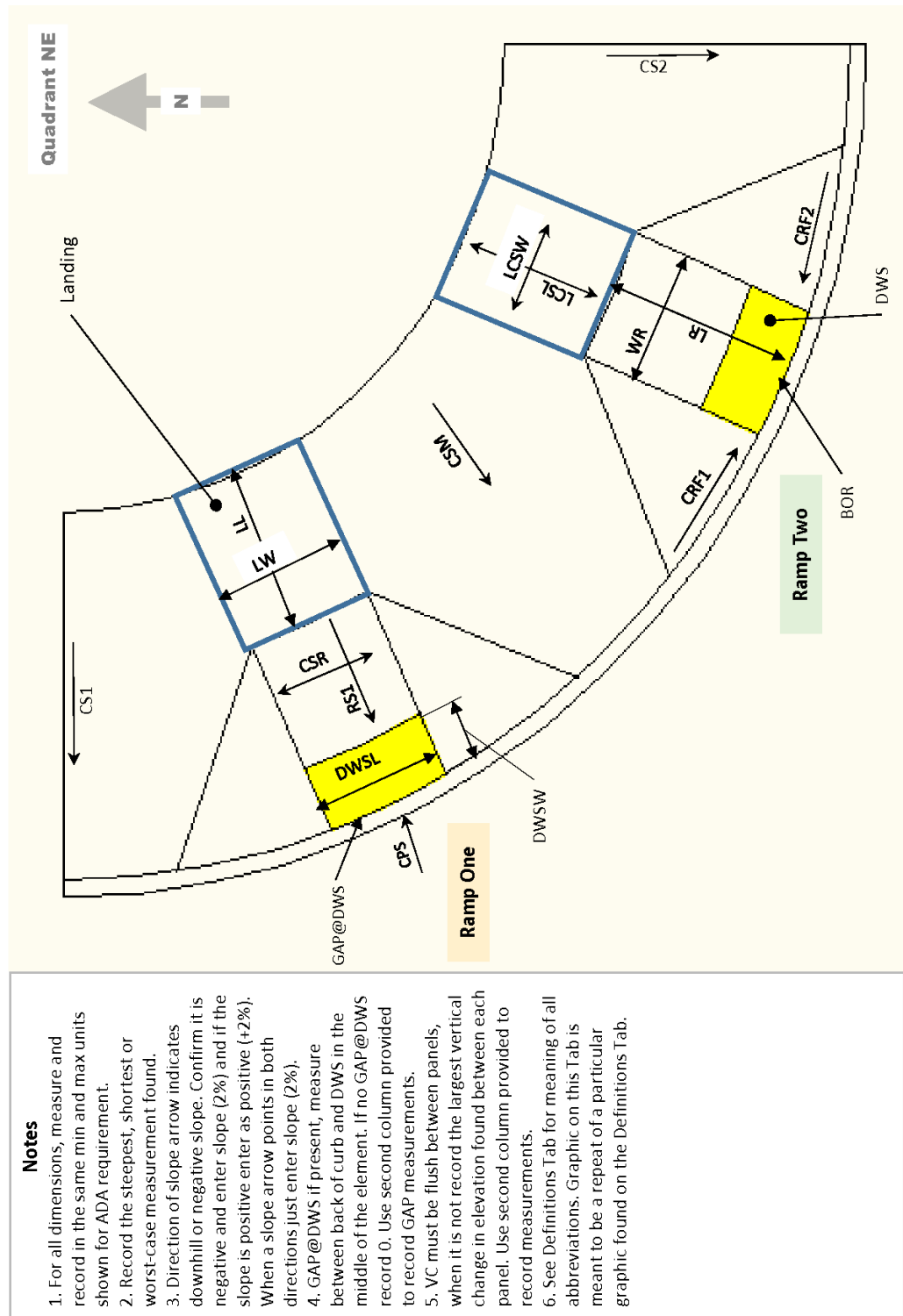
## APPENDIX D – Data Collection Elements

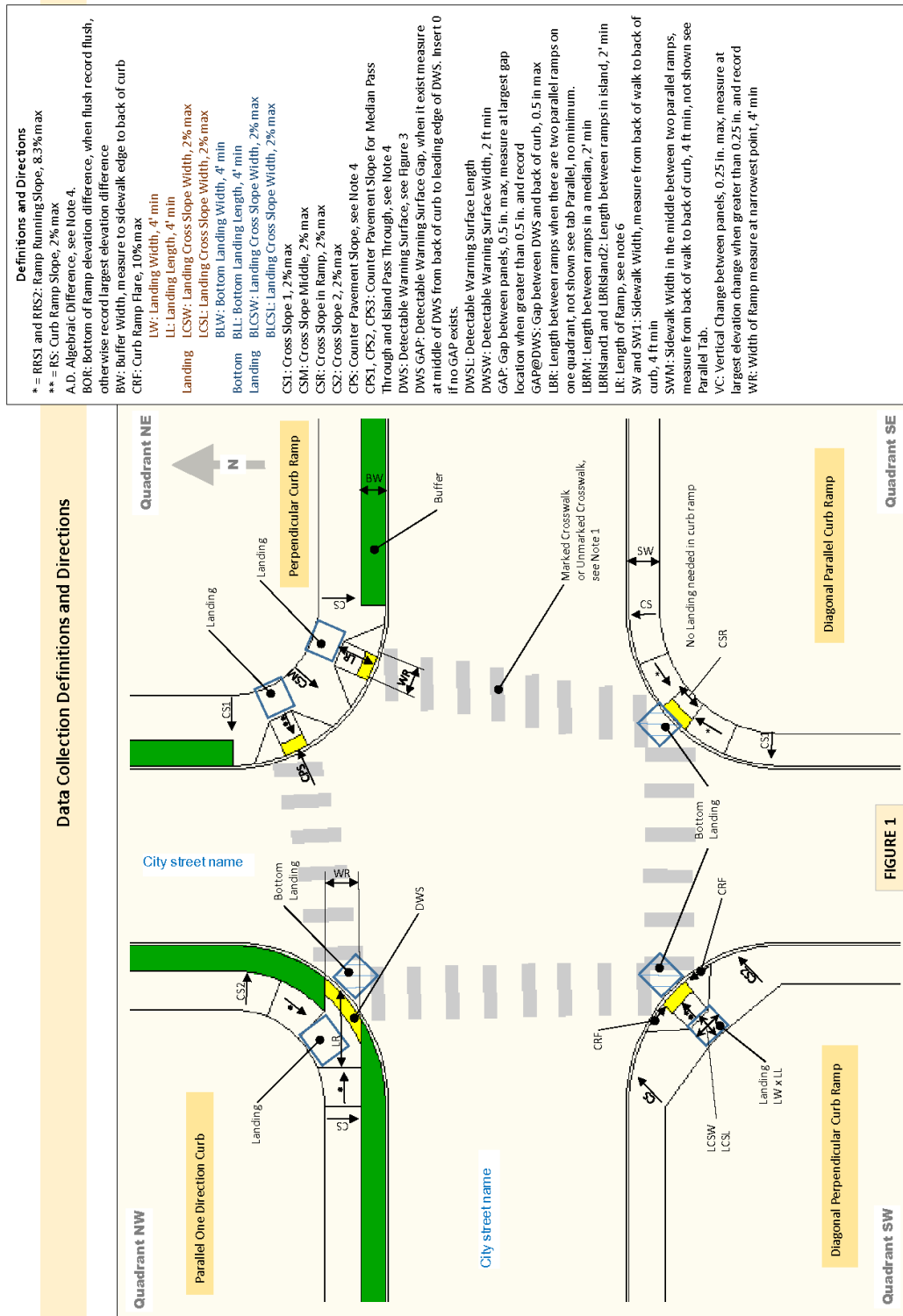
The following lay out the definitions and elements collected for the various inventory elements. These forms are not mandatory, only illustrative of the data to be collected.

### Perpendicular Ramps

Main Street Name Cross Street Name		Quadrant: <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW Direction of Ramp One Direction of Ramp Two	
Number of Ramps: <input type="checkbox"/> One <input type="checkbox"/> Two Ramp One Marked Crosswalk? <input type="checkbox"/> Yes <input type="checkbox"/> No Does Ramp One Marked Crosswalk Cover Entire Ramp? <input type="checkbox"/> Yes <input type="checkbox"/> No Does Ramp Two Marked Crosswalk Cover Entire Ramp? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a receiving ramp across the street from Ramp One? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a receiving ramp across the street from Ramp Two? <input type="checkbox"/> Yes <input type="checkbox"/> No		Ramp Two Marked Crosswalk? <input type="checkbox"/> Yes <input type="checkbox"/> No Direction of Ramp One Direction of Ramp Two	
Ramp One		Ramp Two	
Landing - Ramp One	Measurement	Landing - Ramp Two	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	Measurement	Ramp - Ramp Two	Measurement
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	Measurement	Flare Slope - Ramp Two	Measurement
CRF1	10% Max	CRF1	10% Max
CRF2	10% Max	CRF2	10% Max
Cross Slopes - Ramp One	Measurement	Cross Slopes - Ramp Two	Measurement
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	Measurement	Gaps and Vertical Change - Ramp Two	Measurement
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	Measurement	Detectable Warning Surface - Ramp Two	Measurement
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 <input type="checkbox"/> Diamond <input type="checkbox"/> None <input type="checkbox"/>	Texture	Truncated <input type="checkbox"/> Diamond <input type="checkbox"/> None <input type="checkbox"/>

### Perpendicular Ramps





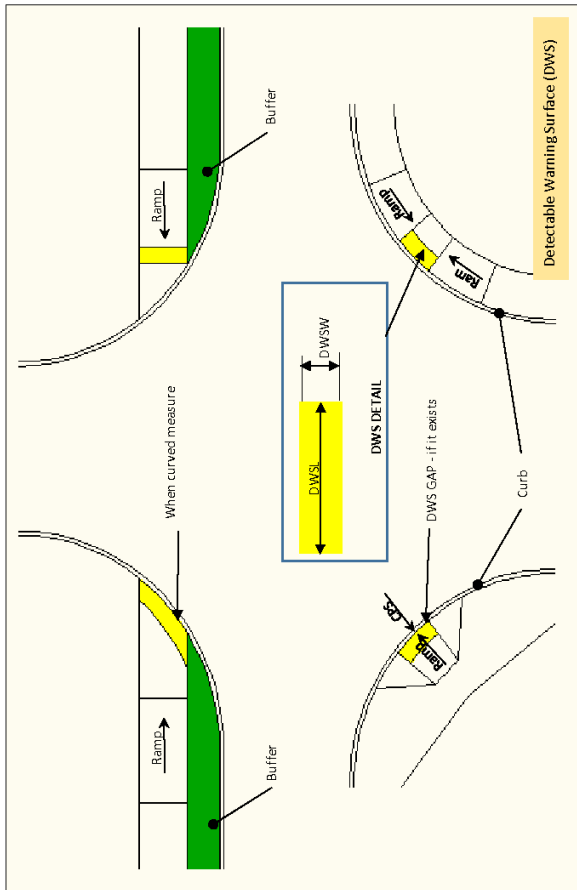


FIGURE 3

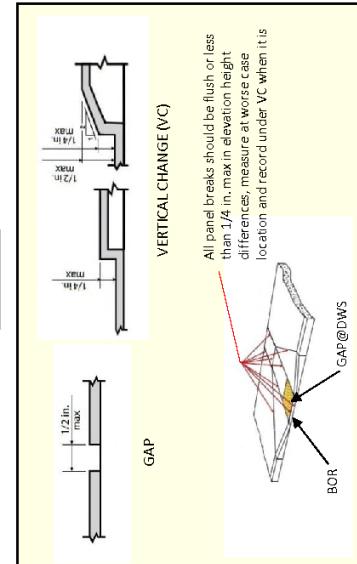


FIGURE 4

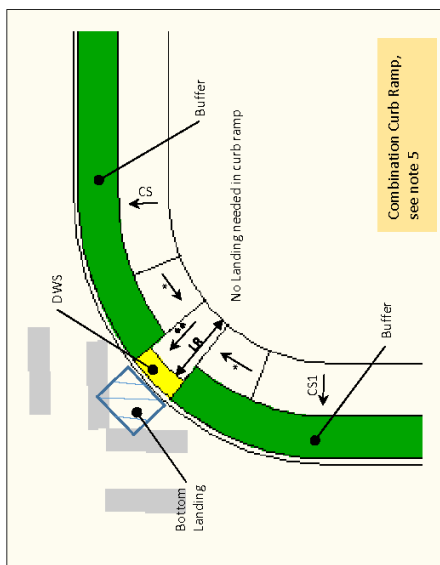


FIGURE 2

## NOTES

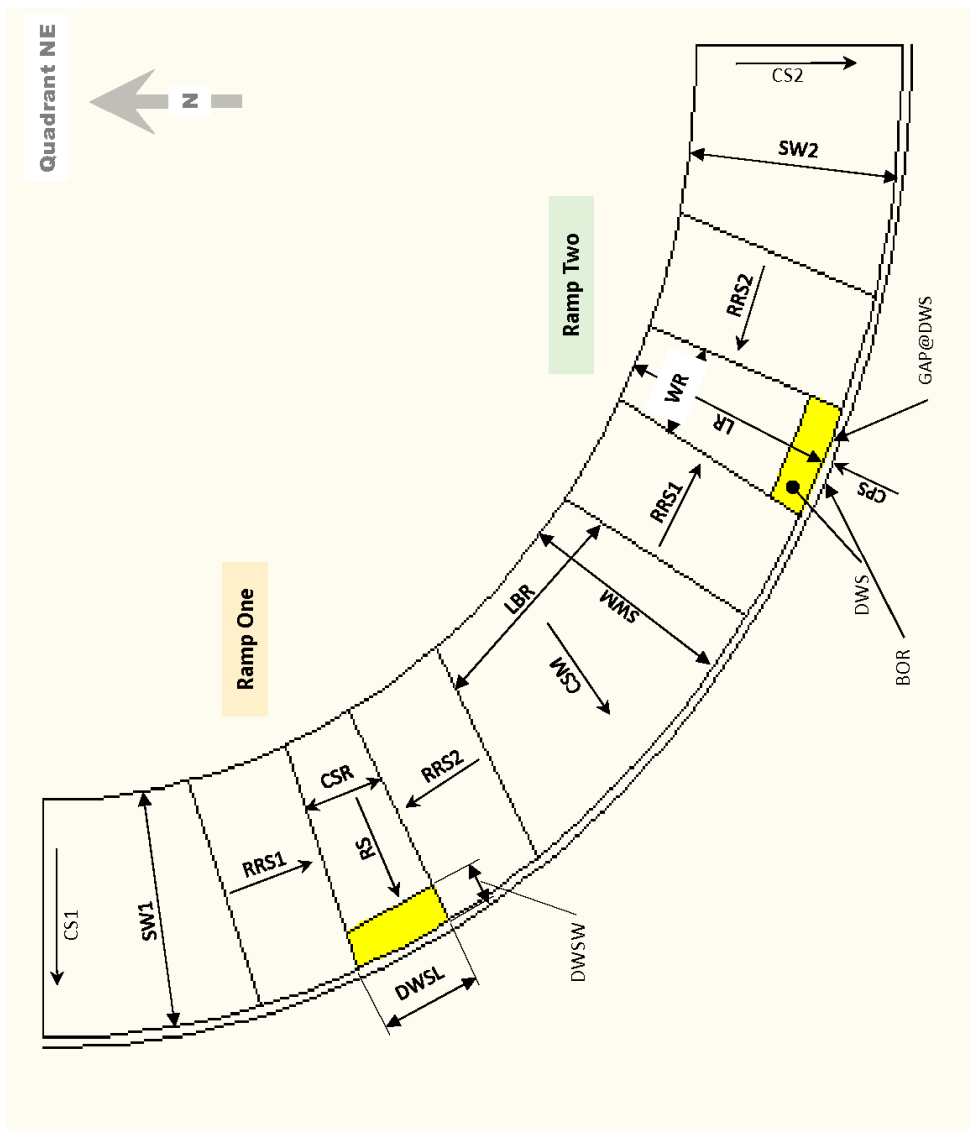
1. Marked or unmarked crosswalks must have a curb ramp at either end. When the crosswalk is marked it must extend across the entire DWS (Detectable Warning Surface) or the width of the curb ramp if no DWS.
2. All measurements are taken in the middle of the element.
3. When there is a curb ramp aligned 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. =  $[G1 - G2] = [(RS \text{ or } CPS) \text{ in percent with negative or positive signs included}]$ . 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 CROSS STREET NAME		Quadrant <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW Direction of Ramp One Direction of Ramp Two	
Number of Ramps <input type="checkbox"/> One <input type="checkbox"/> Two Ramp One Marked Crosswalk? <input type="checkbox"/> Yes <input type="checkbox"/> No Does Ramp One Marked Crosswalk Cover Entire Ramp? <input type="checkbox"/> Yes <input type="checkbox"/> No Does Ramp Two Marked Crosswalk Cover Entire Ramp? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a receiving ramp across the street from Ramp One? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a receiving ramp across the street from Ramp Two? <input type="checkbox"/> Yes <input type="checkbox"/> No		Ramp Two Marked Crosswalk? <input type="checkbox"/> Yes <input type="checkbox"/> No Ramp Two Marked Crosswalk? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Ramp One</b> Measurement Compli. Guide Measurement CSR 2.00% Max 2.00% Max RS 2.00% Max 2.00% Max RRS1 8.30% Max 8.30% Max RRS2 8.30% Max 8.30% Max LBR none WR 4.00 ft Min 4.00 ft Min LR 15.00 ft Max 15.00 ft Max <b>Sidewalk Width - Ramp One</b> SW1 4.00 ft Min 4.00 ft Min SW2 4.00 ft Min 4.00 ft Min		<b>Ramp Two</b> Measurement Compli. Guide Measurement CSR 2.00% Max 2.00% Max RS 2.00% Max 2.00% Max RRS1 8.30% Max 8.30% Max RRS2 8.30% Max 8.30% Max LBR * N/A See Ramp ONE measurement WR 4.00 ft Min 4.00 ft Min LR 15.00 ft Max 15.00 ft Max <b>Sidewalk Width - Ramp Two</b> * Measurements recorded under Ramp ONE.	
<b>Cross Slopes - Ramp One</b> CS1 2.00% Max 2.00% Max CS2 2.00% Max 2.00% Max CPS 11% A.D. 11% A.D. CSM 2.00% Max 2.00% Max		<b>Cross Slopes - Ramp Two</b> CS1 2.00% Max 2.00% Max CS2 2.00% Max 2.00% Max CPS 11% A.D. 11% A.D. CSM 2.00% Max 2.00% Max	
<b>Gaps and Vertical Change - Ramp One</b> BOR 0.25 in Max 0.25 in Max VC 0.25 in Max 0.25 in Max VC 0.25 in Max 0.25 in Max VC 0.25 in Max 0.25 in Max GAP@DWS 0.50 in Max 0.50 in Max GAP 0.50 in Max 0.50 in Max		<b>Gaps and Vertical Change - Ramp Two</b> BOR 0.25 in Max 0.25 in Max VC 0.25 in Max 0.25 in Max VC 0.25 in Max 0.25 in Max VC 0.25 in Max 0.25 in Max GAP@DWS 0.50 in Max 0.50 in Max GAP 0.50 in Max 0.50 in Max	
<b>Detectable Warning Surface - Ramp ONE</b> DWSL 4.0 ft Min 4.0 ft Min DWSW 2.0 ft Min 2.0 ft Min Color Contrast Contrast Texture <input type="checkbox"/> Truncated <input type="checkbox"/> Diamond <input type="checkbox"/> None		<b>Detectable Warning Surface - Ramp Two</b> DWSL 4.0 ft Min 4.0 ft Min DWSW 2.0 ft Min 2.0 ft Min Color Contrast Contrast Texture <input type="checkbox"/> Truncated <input type="checkbox"/> Diamond <input type="checkbox"/> 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** \_\_\_\_\_

Direction of Ramp \_\_\_\_\_

**Quadrant**
☐ NE
 ☐ NW
 ☐ SE
 ☐ SW

☐ Yes ☐ No

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	Compl. Guide	Measurement
BLCW		2.00% Max	
BLCSL		2.00% Max	
BLW		4.00 ft Min	
BLL		4.00 ft Min	

Ramp	Measurement	Compl. Guide	Measurement
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	Measurement	Compl. Guide	Measurement
CS1		2.00% Max	
CS2		2.00% Max	

Gaps and Vertical Change	Measurement	Compl. Guide	Measurement
BOR		0.25 in Max	<input type="checkbox"/> 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	

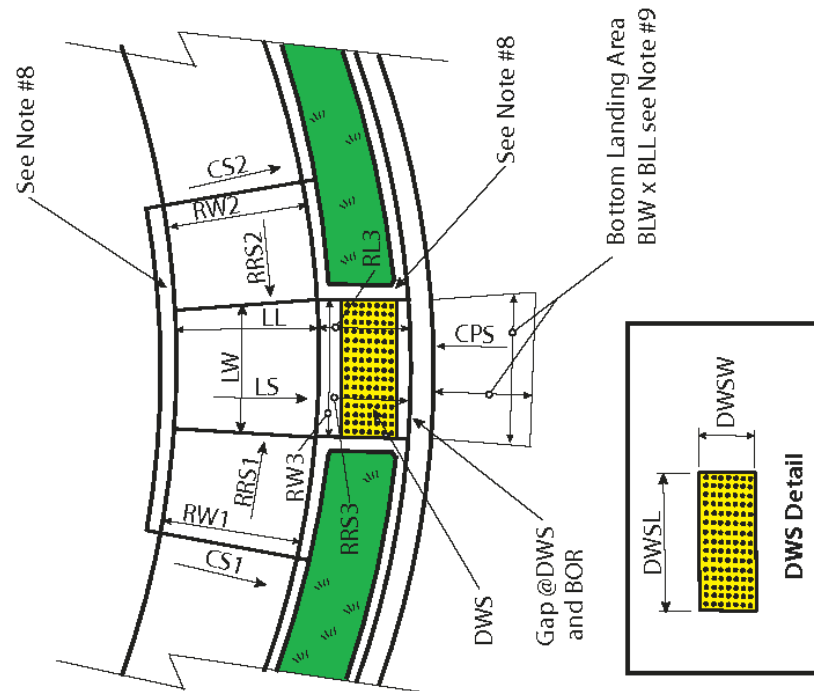
Detectable Warning Surface	Measurement	Compl. Guide	Measurement
DWSL		4.0 ft Min	
DWSW		2.0 ft Min	
Color		Contrast	<input type="checkbox"/> None
Texture	<input type="checkbox"/> Truncated <input type="checkbox"/> Diamond		

Buffer	Measurement	Compl. Guide	Measurement
BW		As needed	

NOTES

## Combination Ramp



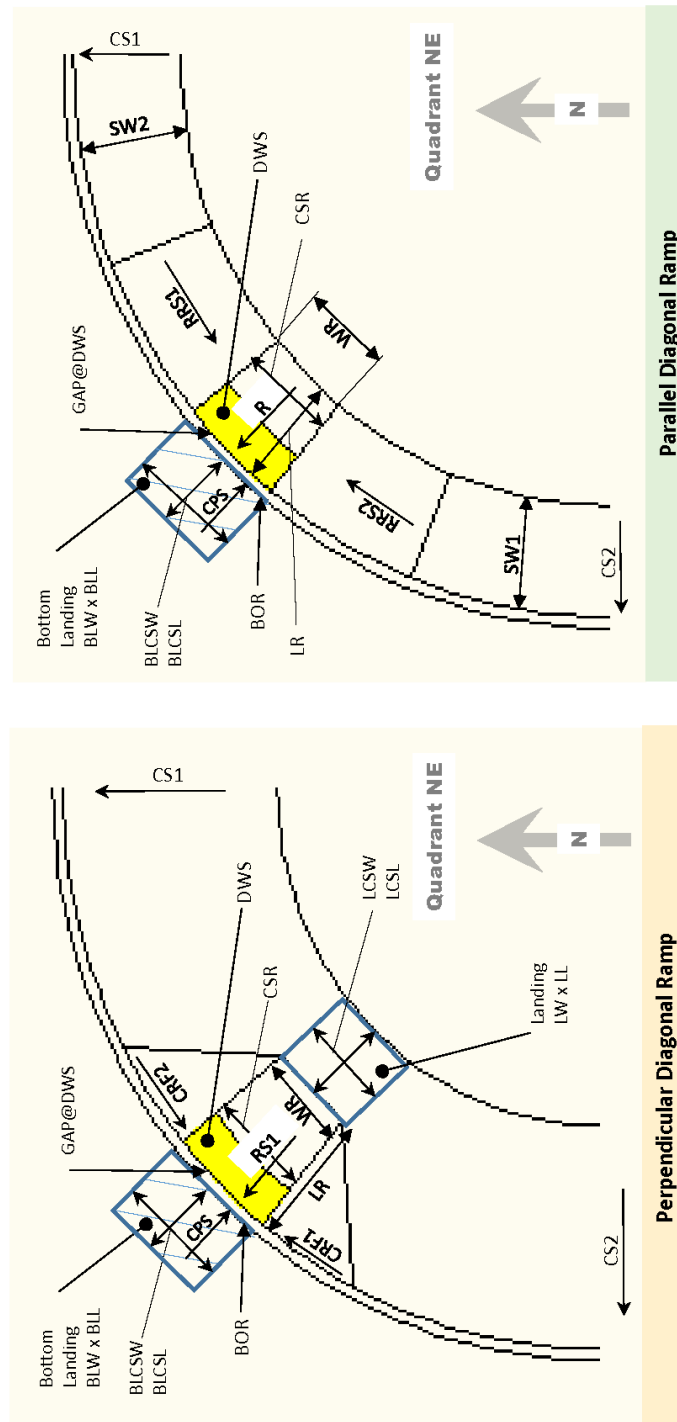
### Notes

1. For all dimensions, measure and record in the same min and max units shown for ADA requirements.
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%).
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 measurement.
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 types of Combination ramps, add notes to describe any others than what is shown and take pictures.
8. Pedestrian curb may or may not be present.
9. Bottom landing in roadway is not needed if combination ramp is aligned with direction of travel.

### Diagonal Ramp

Main Street Name		Cross Street Name		<input type="checkbox"/> Yes <input type="checkbox"/> No Does ramp have a marked crosswalk?		<input type="checkbox"/> Yes <input type="checkbox"/> No Does ramp's marked crosswalk cover entire ramp?		<input type="checkbox"/> Yes <input type="checkbox"/> No Is there a receiving ramp across the street from the ramp?		<input type="checkbox"/> Perpendicular <input type="checkbox"/> Parallel Ramp Type:		<div> <div> <div>Quadrant</div> <div> <input type="checkbox"/> NE  <input type="checkbox"/> NW  <input type="checkbox"/> SE  <input type="checkbox"/> SW </div> </div> <div>Direction of Ramp</div> </div>	
Landing		Perpendicular		Measurement		Compli. Guide		Measurement		Parallel		Measurement	
LCSW				2.00% Max				CSR				2.00% Max	
LCSL				2.00% Max				RS				2.00% Max	
LW				4.00 ft Min				RRS1				8.30% Max	
LL				4.00 ft Min				RRS2				8.30% Max	
								WR				4.00 ft Min	
Ramp								LR				15.00 ft Max	
CSR				2.00% Max									
RS1				8.30% Max									
WR				4.00 ft Min				SW1				4.00 ft Min	
LR				15.00 ft Max				SW2				4.00 ft Min	
Flare Slope													
CRF1				10% Max									
CRF2				10% Max									
Cross Slopes													
CS1				2.00% Max				CS1				2.00% Max	
CS2				2.00% Max				CS2				2.00% Max	
CPS				11% A.D.				CPS				11% A.D.	
Gaps and Vertical Change													
BOR				0.25 in Max				BOR				0.25 in Max <input type="checkbox"/> Flush	
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													
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 <input type="checkbox"/> Truncated <input type="checkbox"/> Diamond <input type="checkbox"/> None								Texture <input type="checkbox"/> Truncated <input type="checkbox"/> Diamond <input type="checkbox"/> None					
Bottom Landing													
BLCSW				2.00% Max				BLCSW				2.00% Max	
BLCSL				2.00% Max				BLCSL				2.00% Max	
BLW				4.00 ft Min				BLW				4.00 ft Min	
BLL				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** \_\_\_\_\_

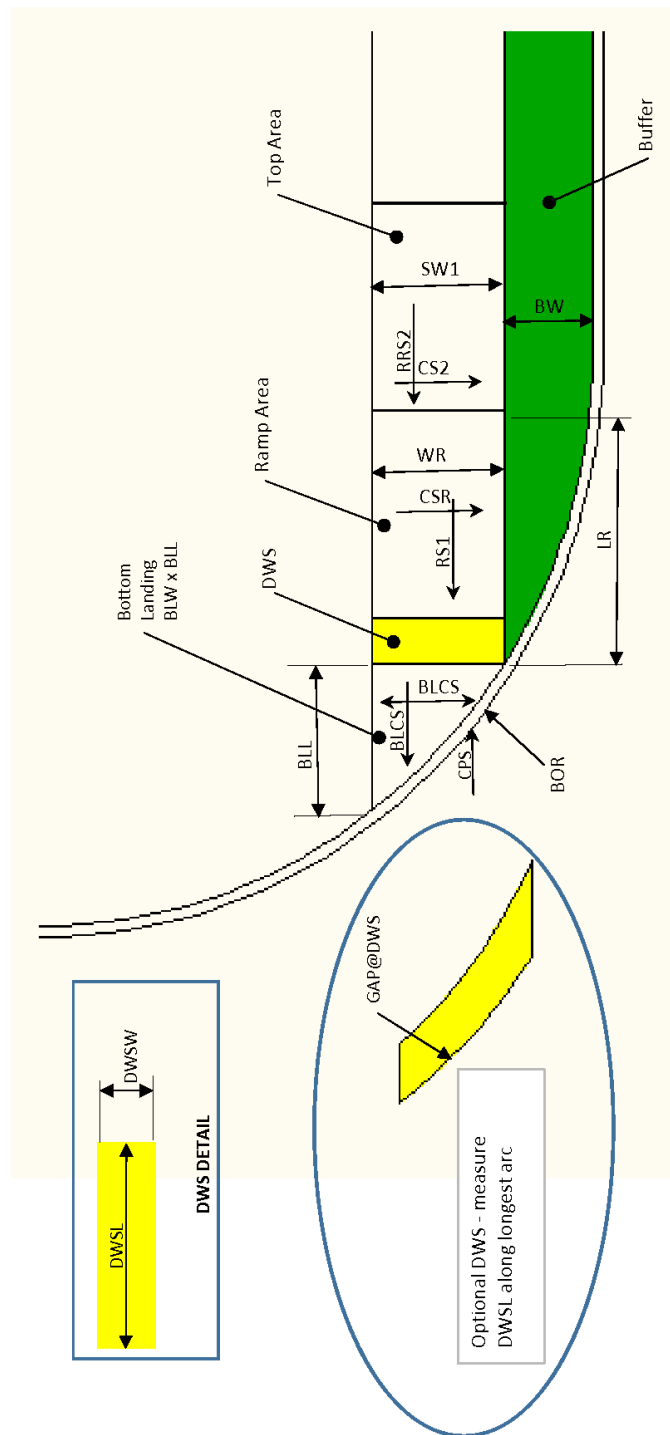
Is there a Buffer ☐ Yes ☐ No  
 Ramp should be Parallel ☐ Yes ☐ No  
 Does ramp have a marked crosswalk? ☐ Yes ☐ No  
 Does ramp's marked crosswalk cover entire ramp? ☐ Yes ☐ No  
 Is there a receiving ramp across the street from the ramp? ☐ Yes ☐ No

**Quadrant** ☐ NE ☐ NW ☐ SE ☐ SW  
 Direction of Ramp \_\_\_\_\_

Top Area	Measurement	Compl. Guide
SW1		4.00 ft Min
RRS2		8.30% Max
CW2		2.00% Max
<b>Ramp</b>		
CSR		2.00% Max
RS1		8.30% Max
WR		4.00 ft Min
LR		15.00 ft Max
<b>Bottom Landing</b>		
BLCSW		2.00% Max
BLCSL		2.00% Max
BLW		4.00 ft Min
BLL		4.00 ft Min
<b>Gaps and Vertical Change</b>		
BOR		<input type="checkbox"/> 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
<b>Detectable Warning Surface</b>		
DWSL		4.0 ft Min
DWSW		2.0 ft Min
Color		Contrast <input type="checkbox"/> None
Texture <input type="checkbox"/> Truncated <input type="checkbox"/> Diamond		
<b>Buffer</b>		
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 ☐ NoDoes ramp's marked crosswalk cover entire ramp? ☐ Yes ☐ NoIs 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	
<b>Landing (see Note 2 and 8)</b>		
LCSW	2.00% Max	
LCSL	see note 8	
CPS1	2.00% Max	
CPS2	11% A.D.	
CPS3	2.00% Max	
Landing at Island Top? <input type="checkbox"/> * Yes <input type="checkbox"/> No		

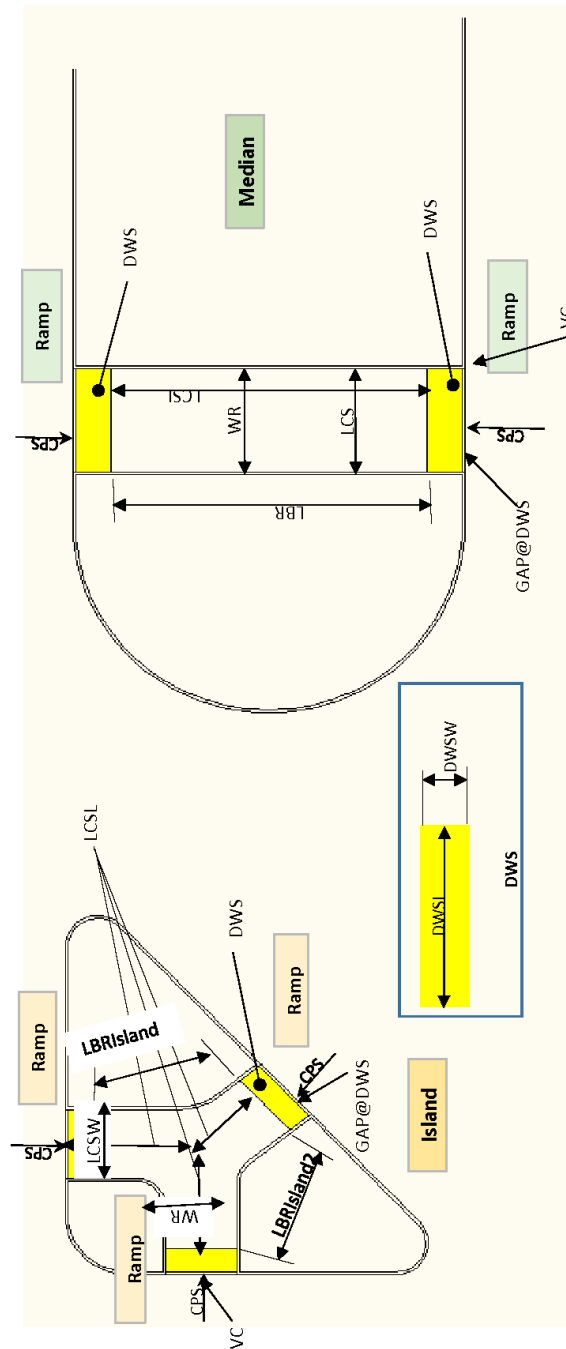
\* If there is a landing at the top measure cross slope in both directions. Also, measure width and length. Add information to a sketch on right. There should be very few of these elements.

## Median

Ramp	Measurement	Compli. Guide
WR	5.00 ft Min	
LBRM	2.00 ft Min	
<b>Landing</b>		
LCSW	2.00% Max	
LCSL	2.00% Max	
CPS1	11% A.D.	
CPS2	11% A.D.	
<b>Gaps and Vertical Change - Ramp ONE</b>		
VC	0.25 in Max	
GAP@DWS	0.50 in Max	
<b>Detectable Warning Surface - Ramp ONE</b>		
DWSL	4.0 ft Min	
DWSW	2.0 ft Min	
Color	Contrast	
Texture	<input type="checkbox"/> Truncated <input type="checkbox"/> Diamond <input type="checkbox"/> None	
<b>Gaps and Vertical Change - Ramp TWO</b>		
VC	0.25 in Max	
GAP@DWS	0.50 in Max	
<b>Detectable Warning Surface - Ramp TWO</b>		
DWSL	4.0 ft Min	
DWSW	2.0 ft Min	
Color	Contrast	
Texture	<input type="checkbox"/> Truncated <input type="checkbox"/> Diamond <input type="checkbox"/> None	

Gaps and Vertical Change - Ramp ONE	Measurement	Compli. Guide
VC	0.25 in Max	
GAP@DWS	0.50 in Max	
<b>Detectable Warning Surface - Ramp ONE</b>		
DWSL	4.0 ft Min	
DWSW	2.0 ft Min	
Color	Contrast	
Texture	<input type="checkbox"/> Truncated <input type="checkbox"/> Diamond <input type="checkbox"/> None	
<b>Gaps and Vertical Change - Ramp THREE</b>		
VC	0.25 in Max	
GAP@DWS	0.50 in Max	
<b>Detectable Warning Surface - Ramp THREE</b>		
DWSL	4.0 ft Min	
DWSW	2.0 ft Min	
Color	Contrast	
Texture	<input type="checkbox"/> Truncated <input type="checkbox"/> Diamond <input type="checkbox"/> 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 eave, shrubbery, 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

## Definitions and Instructions for PAR Collection

### 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 meet 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.

PARRDWDIST: 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.

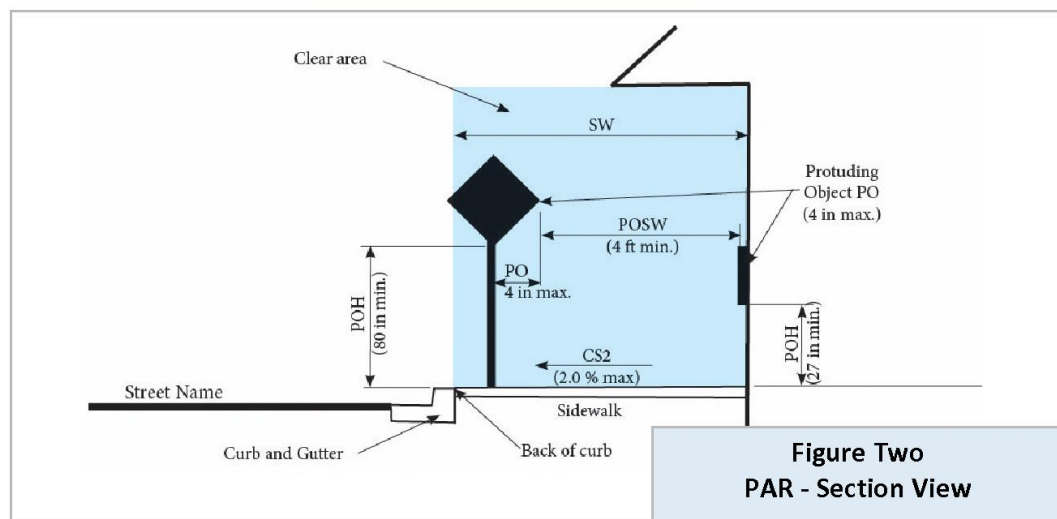
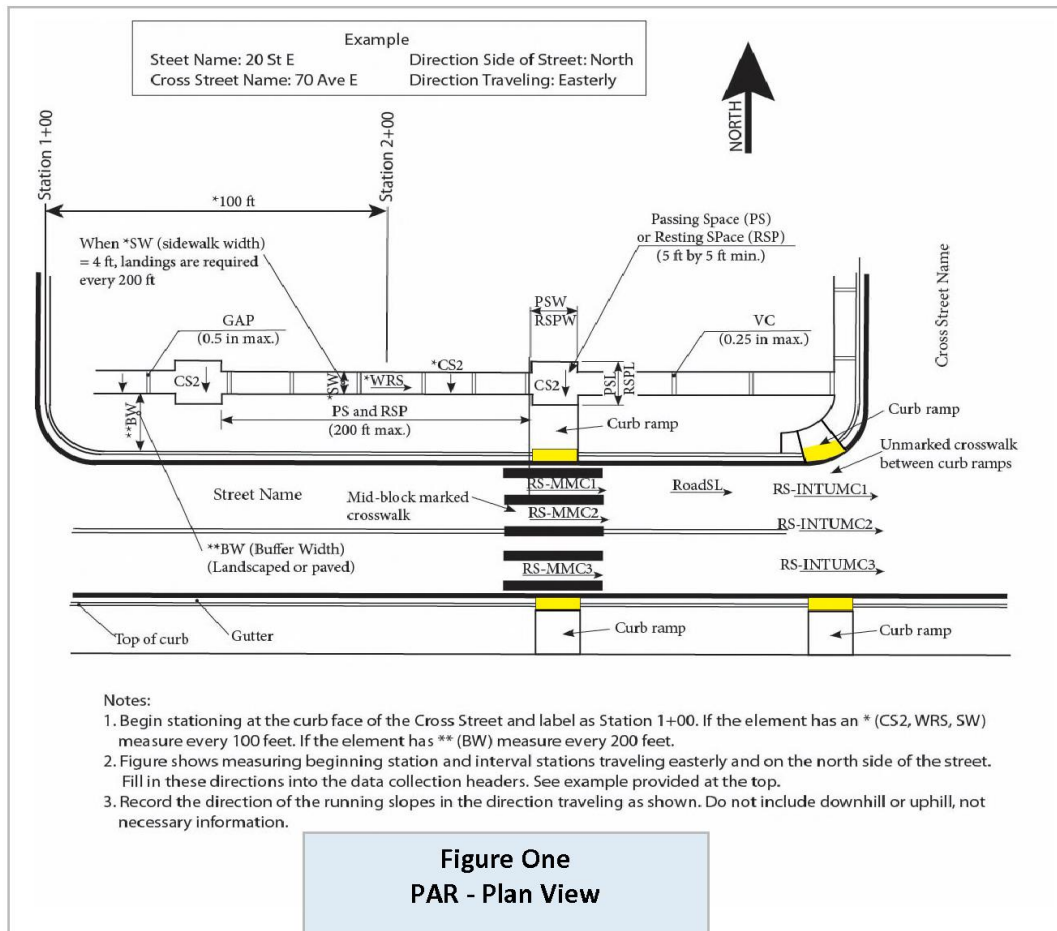
BUSPCS1: BUS Pad Cross Slope 1 measure cross slope of bus pad loading area parallel to road; 2% maximum.

BUSPCS2: BUS Pad Cross Slope 2 measure cross slope of bus pad loading area perpendicular to road; 2% maximum.

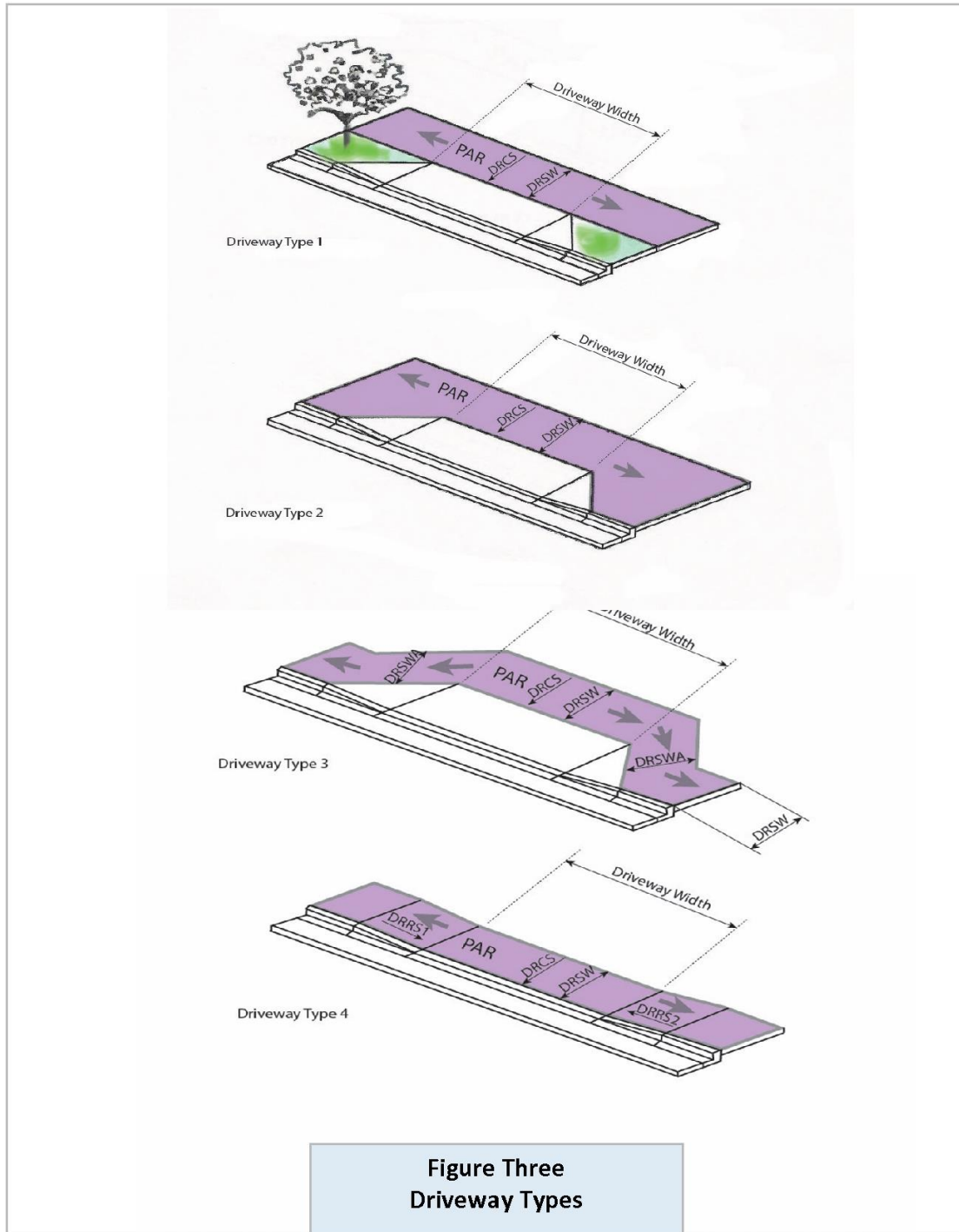
BUSSS: BUS Shelter Slope when there is a bus shelter measure the slope in the long direction (parallel to road); 2% maximum.

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.

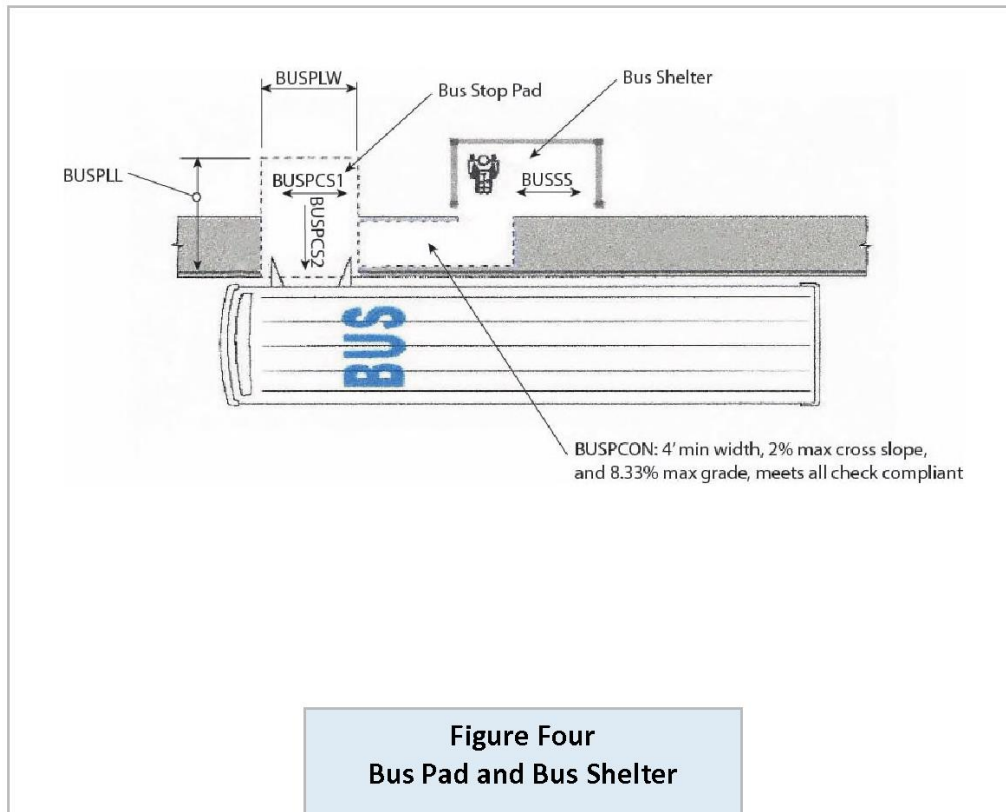
## Definitions and Instructions for PAR Collection



## Definitions and Instructions for PAR Collection



Definitions and Instructions for PAR Collection





Definitions and Instructions for PAR Collection

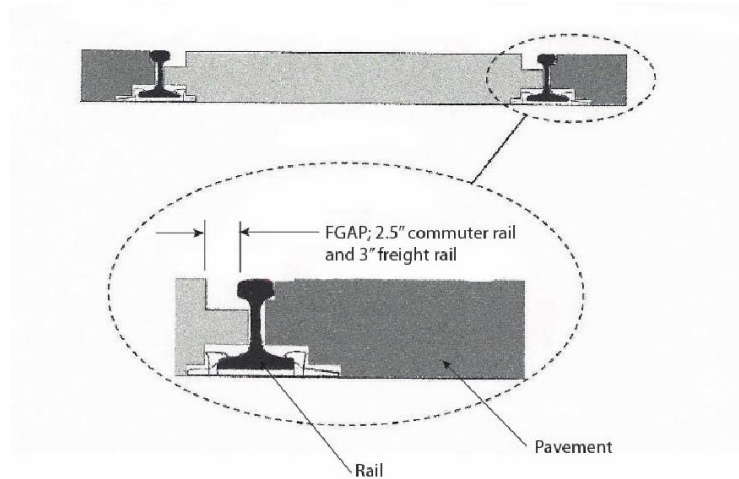


Figure Five - Railroad Flange

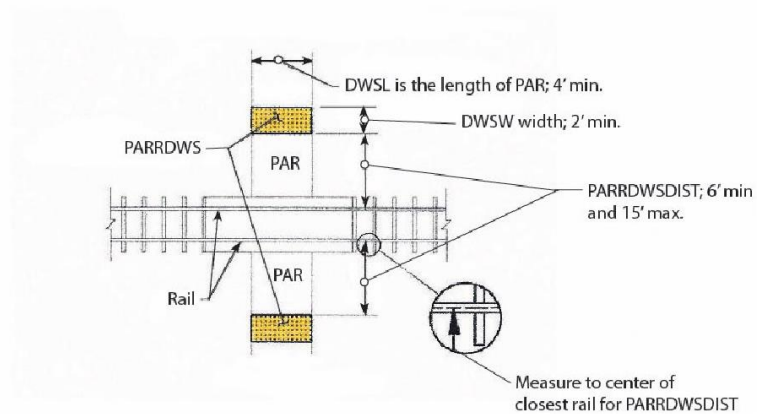


Figure Six - PAR Railroad Track



## Pedestrian Access Route (PAR)

Street Name: \_\_\_\_\_  
Cross Street Name: \_\_\_\_\_

Direction Side of Street: \_\_\_\_\_  
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	<sup>1</sup> SW (ft) Sidewalk Width	<sup>1</sup> WRS (%) Walkway Running Slope	RoadRS (%) Roadway Running Slope	<sup>1</sup> CS2 (%) Cross Slope	<sup>2</sup> 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						
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29+00						
30+00						
31+00						
32+00						
33+00						
34+00						
35+00						

et Name: \_\_\_\_\_

is Street Name: \_\_\_\_\_

Direction Side of Street: \_\_\_\_\_  
Direction Traveling: \_\_\_\_\_

00

## PAR Protruding Objects

Direction Side of Street:

Direction Traveling: \_\_\_\_\_

## ADA Compliance Guide

### Additional Information

## ADA Compliance Guide

## Driveways

Direction Traveling:

**ADA Compliance Guide**  
**Additional Information**

## ADA Compliance Guide

Street Name: \_\_\_\_\_ Direction Side of Street: \_\_\_\_\_  
 Cross Street Name: \_\_\_\_\_ Direction Traveling: \_\_\_\_\_

**ADA Compliance Guide**  
**Additional Information**

[illegible]

Street Name: \_\_\_\_\_

Cross Street Name: \_\_\_\_\_

Direction Side of Street:

---

Direction Traveling:

**ADA Compliance Guide**  
**Additional Information**

[illegible]



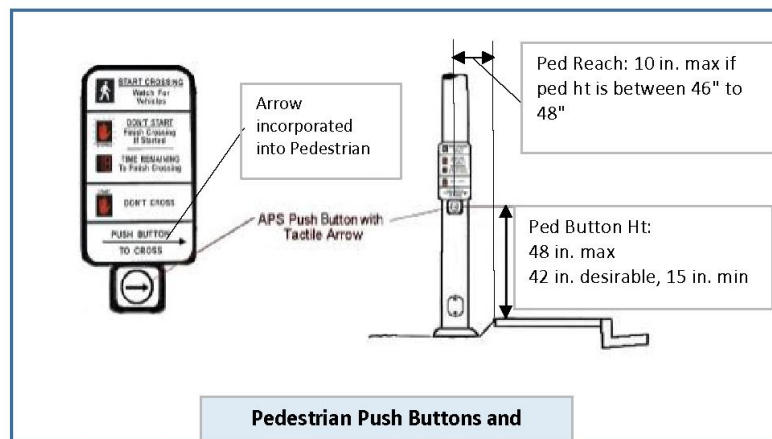
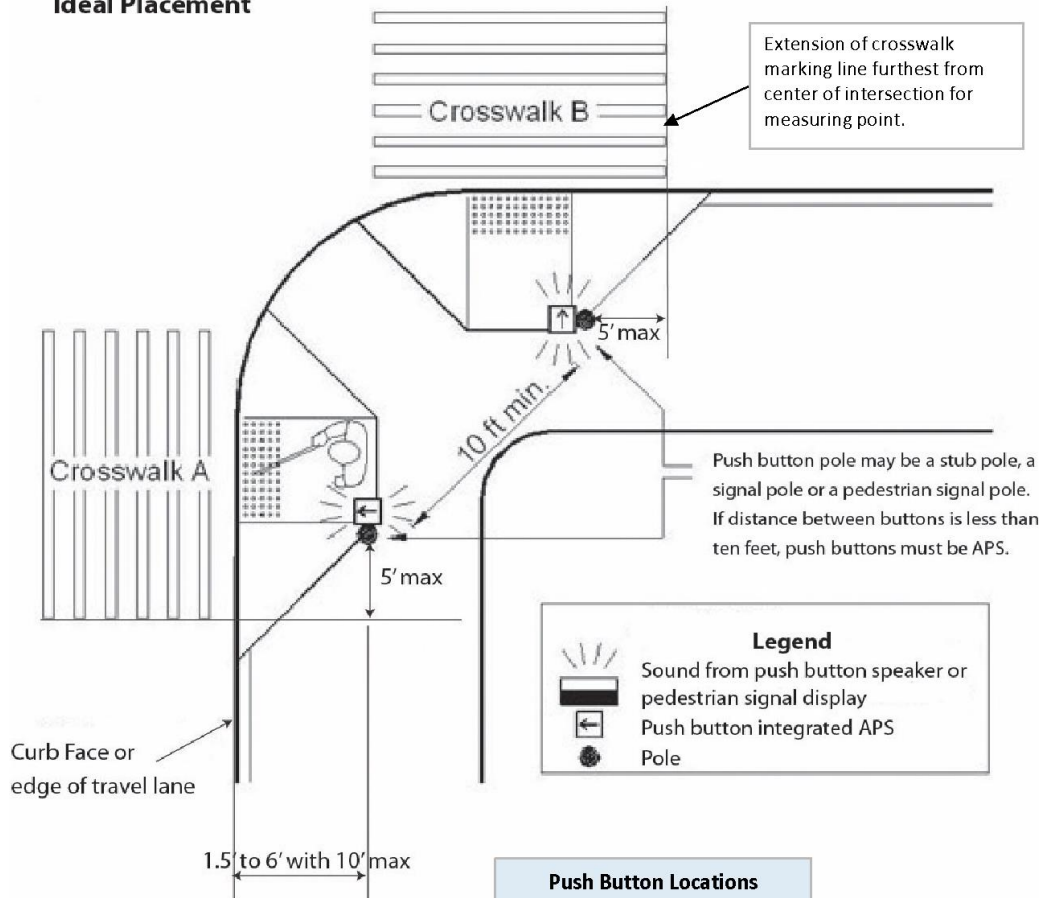
Street Name:	Direction Side of Street:
Cross Street Name:	Direction Traveling:

[illegible]

## 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.

### Ideal Placement



## 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

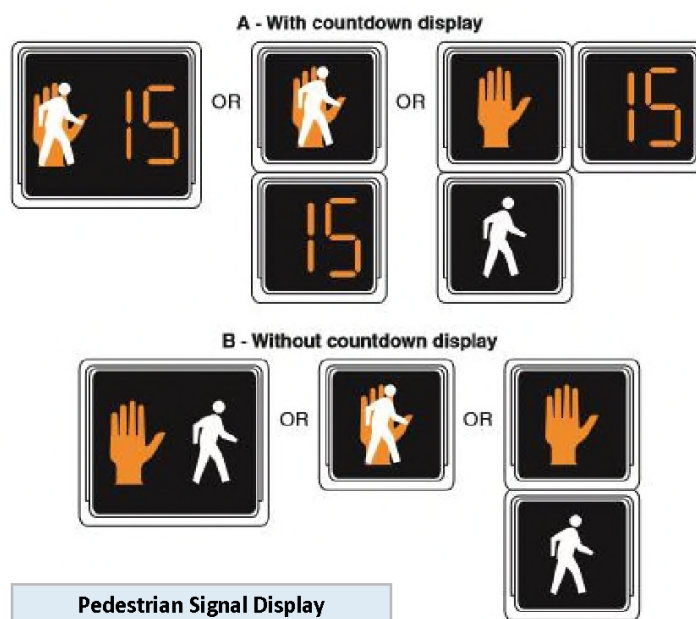
PAR: Pedestrian Accessible Route, must be a hard surface and a minimum width of 4 feet.

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

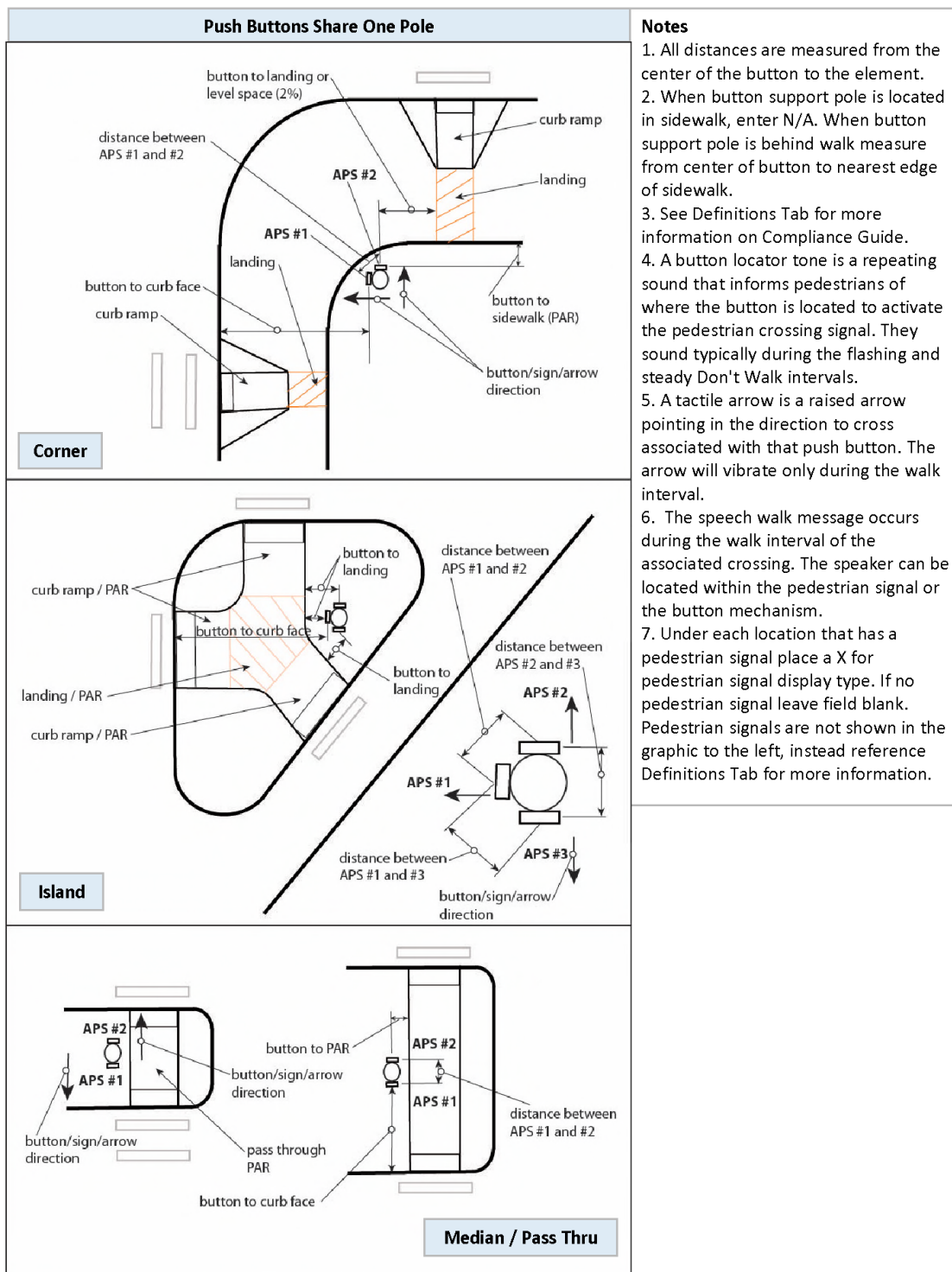
1. Pacific Hwy / Port of Tacoma Rd
2. Pacific Hwy / 3700 Block to Police Station
3. Pacific Hwy / Alexander Ave E
4. Pacific Hwy / Willow Rd E
5. Pacific Hwy / 51 Ave E
6. Pacific Hwy / 52 Ave E
7. 54 Ave E / 8 St E
8. 54 Ave E / 12 St E
9. 54 Ave E / 20 St E
10. 54 Ave E / Valley Ave E
11. 70 Ave E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



## Push Buttons and Accessible Pedestrian Signals

<b>Main Street Name</b> _____ <b>Cross Street Name</b> _____		<b>Quadrant</b> <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW			
APS Pushbuttons Located on Button Support Pole		Compli. Guide ↓	Measurement APS Button #1    APS Button #2    APS Button #3		
<b>Distance</b>					
Corner	Button to Curb Face (CF)	10 ft max			
	Button to Landing	2 ft max			
	Distance between #1 and #2	none			
	Distance to Sidewalk <sup>2</sup>	2 ft max <sup>3</sup>			
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			
Median / Pass Thru	Distance between #3 and #2	none			
	Button to Curb Face (CF)	10 ft max			
	Button to PAR	2 ft max			
Distance between #1 and #2		none			
<b>APS Button</b>					
Corner	Button vertical height	4 ft max <sup>3</sup>			
	Button Perpendicular to crosswalk to be used?	Yes			
	Button Locator Tone? <sup>4</sup>	Yes			
	Tactile arrow on button vibrates during Walk interval? <sup>5</sup>	Yes			
	Speech walk message for the Walk interval? <sup>6</sup>	Yes			
Island	Button vertical height	4 ft max <sup>3</sup>			
	Button Perpendicular to crosswalk to be used?	Yes			
	Button Locator Tone? <sup>4</sup>	Yes			
	Tactile arrow on button vibrates during Walk interval? <sup>5</sup>	Yes			
	Speech walk message for the Walk interval? <sup>6</sup>	Yes			
Median / Pass Thru	Button vertical height	4 ft max <sup>3</sup>			
	Button Perpendicular to crosswalk to be used?	Yes			
	Button Locator Tone? <sup>4</sup>	Yes			
	Tactile arrow on button vibrates during Walk interval? <sup>5</sup>	Yes			
	Speech walk message for the Walk interval? <sup>6</sup>	Yes			
<b>Pedestrian Actuation Sign</b>					
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			
<b>Pedestrian Signal Display Type <sup>7</sup></b>			Corner	Island	Median
Symbol: Man and Hand with count down indication					
Symbol: Man and Hand no count down					

## Push Buttons and Accessible Pedestrian Signals



## APPENDIX E – EXAMPLE 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	10
Ramp Slope (RS1) greater than 1% of ADA standard	20
Ramp Width (WR) 3' to 4' wide	10
Ramp Width (WR) less than 3' wide	20
Missing Bottom Landing (BLW, BLL, BLCSW, BLCSL)	25
Bottom Landing BLW or BLL between 3' and 4'	5
Bottom Landing BLW or BLL less than 3'	20
Missing Landing (LW, LL, LCSW, LCSL)	15
Landing LW or LL between 3' and 4'	5
Landing LW or LL less than 3'	20
<sup>2</sup> Missing Detectable Warning Surface (DWS)	25
Counter Pavement Slope (CPS) within 1% of ADA standard	10
Counter Pavement Slope (CPS) greater than 1% of ADA standard	20
Any Cross Slope within 2% of ADA standard	5
Any Cross Slope greater than 2% of ADA standard	20
<sup>1</sup> Vertical Change 0.25" to 0.50" → FLAG for Grinding	5
Vertical Change greater than 0.50"	10
GAP 0.50" to 1"	5
GAP greater than 1"	10
Sidewalk Width between 3' and 4'	15
Sidewalk Width less than 3'	25
<sup>3</sup> 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 and responses received on the Plan.

#### Wenatchee News

[Español](#)

#### ADA Transition Plan Development

**Post Date:** 03/01/2022 10:00 AM

The City of Wenatchee is now in the process of completing an ADA (Americans with Disabilities Act) Transition Plan for its public Rights-of-Way. The City of Wenatchee 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 Technologies, 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 Technologies 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 Steve Dobron, Project Engineer at [sdobron@wenatcheewa.gov](mailto:sdobron@wenatcheewa.gov) or by calling (509) 888-3666.

The City will also post project updates and draft ADA Transition Plan documents for public review and feedback online at <https://www.wenatcheewa.gov/government/ada-information/ada-transition-plan>.

Complete information and copies of the project scope may be reviewed at City of Wenatchee Public Works, 1350 McKittrick Street, Suite A, Wenatchee, WA 98801 during normal business hours or by calling (509) 888-3666.

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**City of Wenatchee Government**

March 1 · 🌐

## ADA Transition Plan Development

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WENATCHEEWA.GOV

## ADA Transition Plan | Wenatchee, WA

PUBLIC NOTICE: The City of Wenatchee is requiring that all visitors, ...

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## Wenatchee News

[Español](#)

### ADA Transition Plan - Draft Documents Published

**Post Date:** 06/06/2022 10:30 AM

The City of Wenatchee is now in the process of completing an ADA (Americans with Disabilities Act) Transition Plan for its public Rights-of-Way. The City of Wenatchee 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 Technologies, 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 Technologies will provide the City with both substantial technical guidance and expertise in facilitating this program and the Transition Plan.

The City will post project updates and draft ADA Transition Plan documents for public review and feedback online at <https://www.wenatcheewa.gov/government/ada-information/ada-transition-plan>.

The following documents are available at this time:

- TranspoGroup ADA Technical Memorandum
- King Technologies Website Recommendations
- King Technologies City Standards Review
- King Technologies ADA Coordinator Description
- King Technologies Inventory & Prioritization Plan Draft

The City is soliciting public feedback, questions or comments on the above documents. These documents will be integral to the development of the Draft ADA Transition Plan, which will be published for additional public comments when completed.

The solicitation period will run from the date of today's news release (June 6, 2022 and end on July 8, 2022). Please provide any questions, comments or feedback to Steve Dobron, Project Engineer at [sdobron@wenatcheewa.gov](mailto:sdobron@wenatcheewa.gov) or by calling (509) 888-3666.

Complete information and copies of the project scope may be reviewed at City of Wenatchee Public Works, 1350 McKittrick Street, Suite A, Wenatchee, WA 98801 during normal business hours or by calling (509) 888-3666.

[Return to full list >>](#)

**Al King**

---

**From:** wgilman@charter.net  
**Sent:** Friday, March 4, 2022 4:13 PM  
**To:** Steve Dobron  
**Subject:** RE: ADA Transition Plan

**CAUTION:** This email originated from outside of the City of Wenatchee. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Great! Looking forward to hearing from you. This is exciting.

Chris

---

**From:** Steve Dobron <SDobron@WenatcheeWA.Gov>  
**Sent:** Friday, March 4, 2022 3:06 PM  
**To:** wgilman@charter.net  
**Subject:** Re: ADA Transition Plan

We've actually been under contract since September doing legwork before outreach.

We're pretty far along on the behind the scenes work and we already had you on our list of stakeholders!

More to come... We're happy that you're interested in participating!

---

**From:** [wgilman@charter.net](mailto:wgilman@charter.net) <[wgilman@charter.net](mailto:wgilman@charter.net)>  
**Sent:** Friday, March 4, 2022 2:43 PM  
**To:** Steve Dobron <[SDobron@WenatcheeWA.Gov](mailto:SDobron@WenatcheeWA.Gov)>  
**Subject:** ADA Transition Plan

**CAUTION:** This email originated from outside of the City of Wenatchee. Do not click links or open attachments unless you recognize the sender and know the content is safe.

YES! It's about frikkin' time! Thanks for all your efforts to get this project off and rolling (pun intended).

I would be most interested in being a participant in the project.

Sincerely,

Chris Gilman

(509) 393-3805

## Al King

---

**From:** Jose Cuevas <JCuevas@WenatcheeWA.Gov>  
**Sent:** Monday, March 7, 2022 7:37 PM  
**To:** Steve Dobron  
**Subject:** Re: Wenatchee, WA: ADA Transition Plan Development

Hello Steve!

Thank you for what you are doing! This is great! I do appreciate getting updated.

Thank you!

---

**From:** Steve Dobron <SDobron@WenatcheeWA.Gov>  
**Sent:** Monday, March 7, 2022 10:43 AM  
**To:** Jose Cuevas <JCuevas@WenatcheeWA.Gov>  
**Subject:** RE: Wenatchee, WA: ADA Transition Plan Development

Jose,

Good to hear!

We've been chipping away at a lot of the behind the scenes work and are getting ready to begin involving the public.

One thing that we have discussed is incorporating an ADA portion to our Public Works Committee meeting which will focus on ADA concerns.

I think as the ADA Transition Plan picture becomes more clear an ADA subcommittee might make a whole lot of sense. That could even evolve into an independent committee depending on how well the subcommittee works out.

We plan to publish updates and drafts online as we go but we'll make sure to keep you involved with the process.

Thanks,  
Steve

---

**From:** Jose Cuevas  
**Sent:** Sunday, March 6, 2022 8:58 PM  
**To:** Steve Dobron <SDobron@WenatcheeWA.Gov>  
**Subject:** RE: Wenatchee, WA: ADA Transition Plan Development

Hello Steve! Yes, please keep me updated on the ADA. I'm interested ever since I came to council.

Thank You!

Council Jose Cuevas

**From:** [webmaster@wenatcheewa.gov](mailto:webmaster@wenatcheewa.gov) <[webmaster@wenatcheewa.gov](mailto:webmaster@wenatcheewa.gov)>  
**Sent:** Tuesday, March 1, 2022 10:47 AM

**To:** Jose Cuevas <[JCuevas@WenatcheeWA.Gov](mailto:JCuevas@WenatcheeWA.Gov)>

**Subject:** Wenatchee, WA: ADA Transition Plan Development

## ADA Transition Plan Development

**Post Date:** 03/01/2022 10:00 AM

The City of Wenatchee is now in the process of completing an ADA (Americans with Disabilities Act) Transition Plan for its public Rights-of-Way. The City of Wenatchee 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.

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## Al King

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**From:** Brooklyn Holton <connect@firmfoundationscc.com>  
**Sent:** Thursday, March 17, 2022 2:09 PM  
**To:** Steve Dobron  
**Subject:** Re: Wenatchee ADA - Contact List

**CAUTION:** This email originated from outside of the City of Wenatchee. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you! Things are great and I enjoy seeing great work continue at the City.

Brooklyn

On Thu, Mar 17, 2022 at 8:42 AM Steve Dobron <[SDobron@wenatcheewa.gov](mailto:SDobron@wenatcheewa.gov)> wrote:

Hey Brooklyn,

Hope all is well!

I will add you to our list.

Steve

---

**From:** Brooklyn Holton <[connect@firmfoundationscc.com](mailto:connect@firmfoundationscc.com)>  
**Sent:** Wednesday, March 16, 2022 7:17 PM  
**To:** Steve Dobron <[SDobron@WenatcheeWA.Gov](mailto:SDobron@WenatcheeWA.Gov)>  
**Cc:** Gary Owen <[GOwen@WenatcheeWA.Gov](mailto:GOwen@WenatcheeWA.Gov)>  
**Subject:** Wenatchee ADA - Contact List

**CAUTION:** This email originated from outside of the City of Wenatchee. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Steve,

I saw the news release regarding the development of the City's ADA plan and it would be great if I could be added to the list to receive notifications about updates and opportunities to be engaged.

Thank you!

Brooklyn Holton

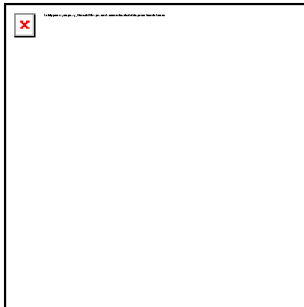
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Firm Foundations Community Consulting

(425) 220-6293

[Connect@FirmFoundationsCC.com](mailto:Connect@FirmFoundationsCC.com)

[www.firmfoundationscc.com](http://www.firmfoundationscc.com)



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