



ADA Transition Plan for Public Rights of Way

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by Al King, PE



and

*Don McGahey, 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 requirements¹. 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.

¹ <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 notice² 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

² 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 PROWAG³ 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.

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



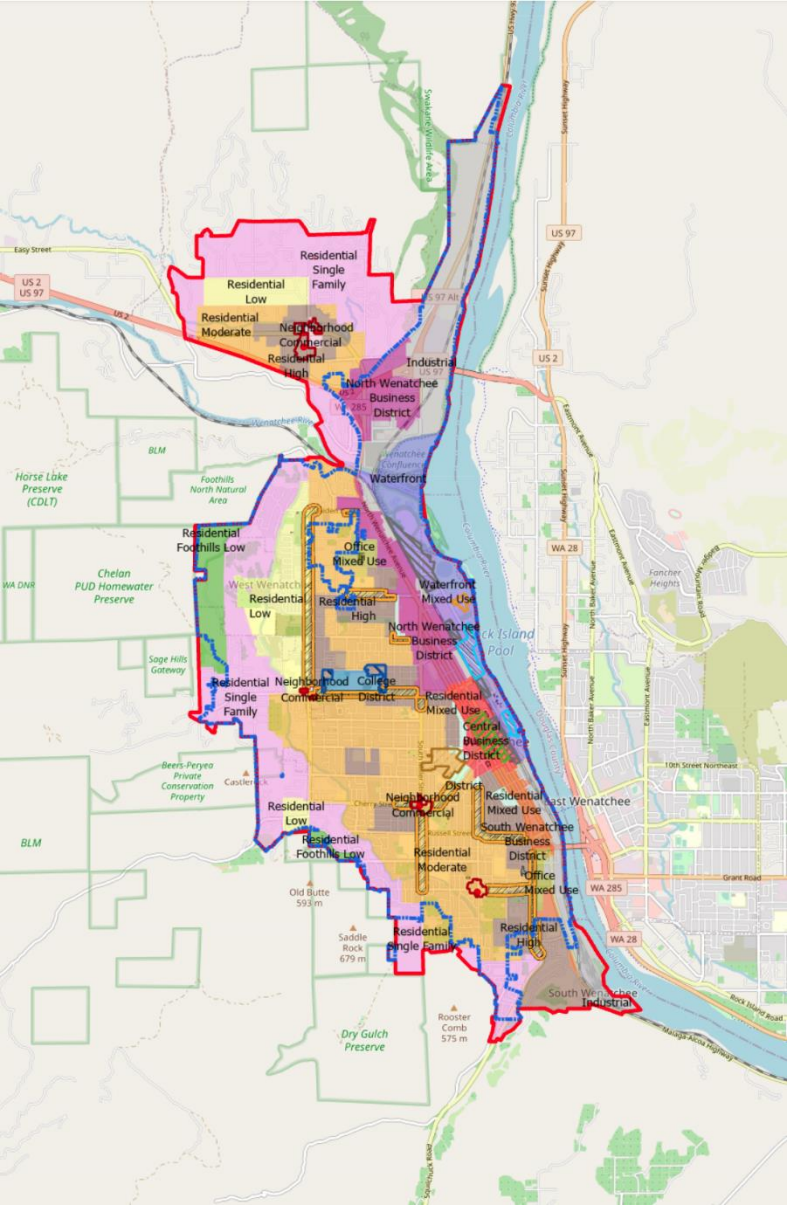
5. THE ADA TRANSITION PLAN IMPLEMENTATION

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

[Inventory / Self-Evaluation](#)

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.

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



City of Wenatchee by Zoning

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

The inventory focuses on improvements in the right-of-way for curb ramps and signal push buttons. It lists existing curb ramps and push buttons and their relative condition, thus

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.

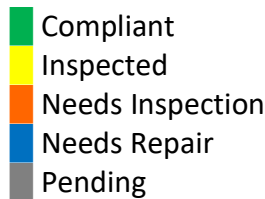
One added element is a “Judgement Factor” that will deal with circumstances and conditions that are not readily captured in normal condition rating elements and may be used to bring a project to a higher priority.

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”.

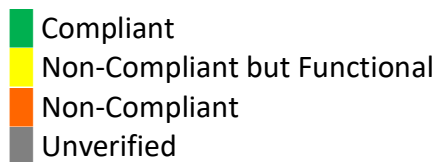
While such a factor is available, it is anticipated that not only will it be used sparingly, such an adjustment will be documented with the rationale for its use.

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 $\frac{1}{4}$ " but less than $\frac{1}{2}$ ". 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 Act⁴.
- 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.

⁴ 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.⁵)

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.

⁵ <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

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

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.⁶

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.

⁶ <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(s) of those locations, if known:

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

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

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

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

Signature: _____
(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 _____

Direction of Ramp One _____
 Direction of Ramp Two _____

Number of Ramps One Two No

Ramp One Marked Crosswalk? Yes No

Does Ramp One Marked Crosswalk Cover Entire Ramp? Yes No

Does Ramp Two Marked Crosswalk Cover Entire Ramp? Yes No

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

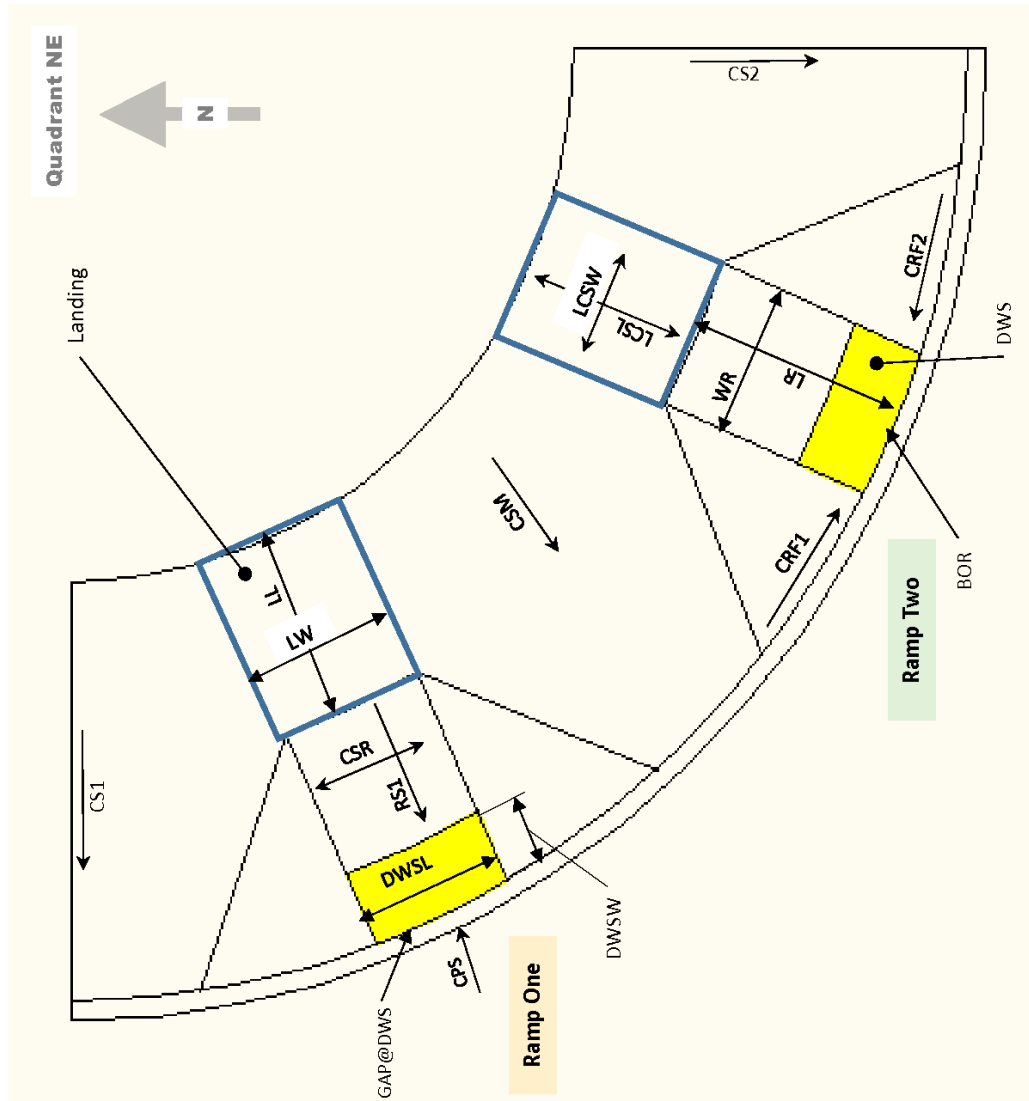
Is there a receiving ramp across the street from Ramp Two? Yes No

Quadrant NE NW SE SW

Ramp Two Marked Crosswalk? Yes No

Ramp One		Ramp Two	
Landing - Ramp One	Measurement Compli. Guide Measurement	Landing - Ramp Two	Measurement Compli. Guide Measurement
LCSW	2.00% Max	CSW	2.00% Max
LCSL	2.00% Max	CSL	2.00% Max
LW	4.00 ft Min	W	4.00 ft Min
LL	4.00 ft Min	L	4.00 ft Min
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
CRF1	10% Max	CRF1	10% Max
CRF2	10% Max	CRF2	10% Max
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
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
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

Perpendicular Ramps



Notes

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

Data Collection Definitions and Directions

Definitions and Directions

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

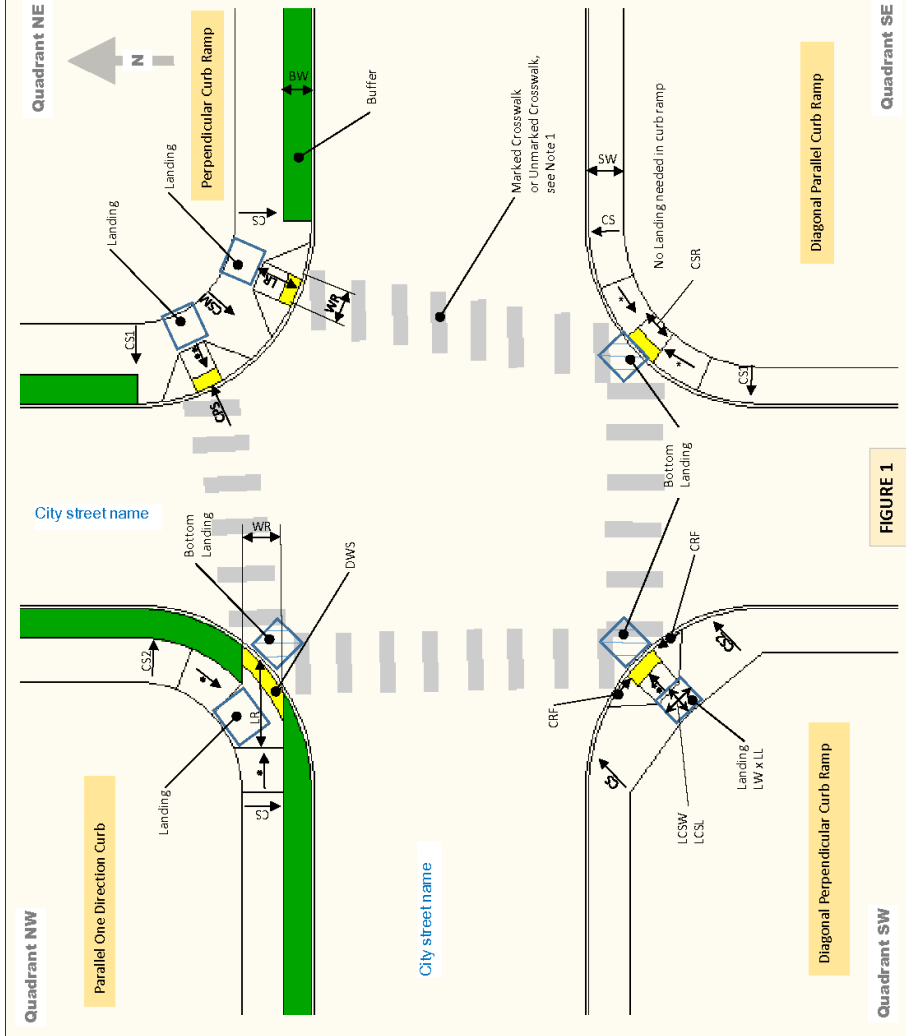


FIGURE 1

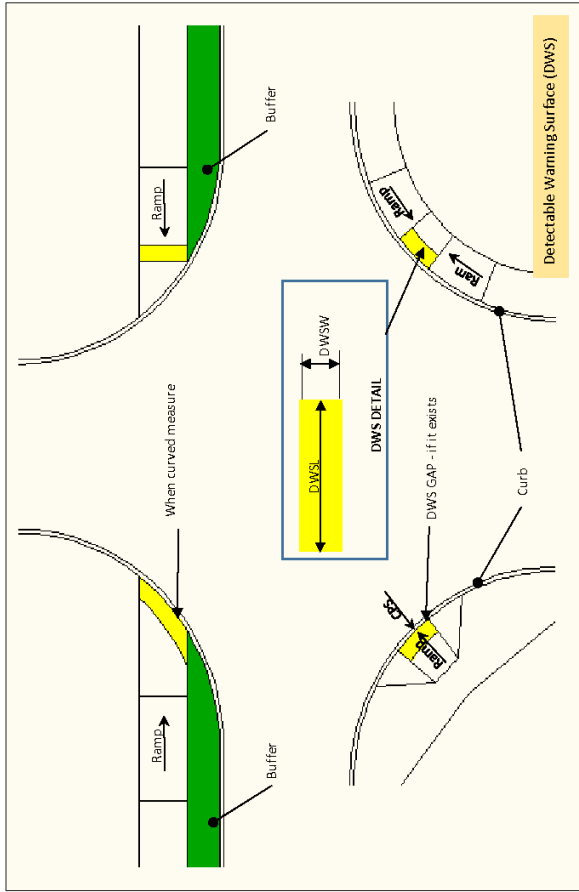


FIGURE 3

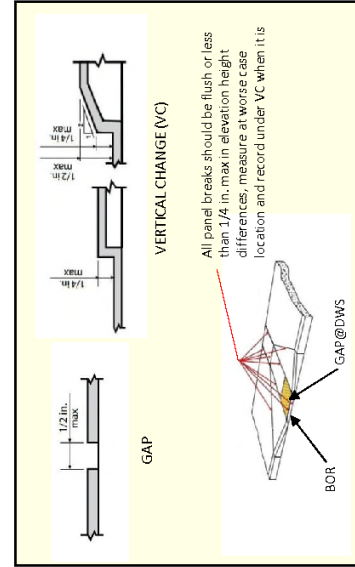


FIGURE 4

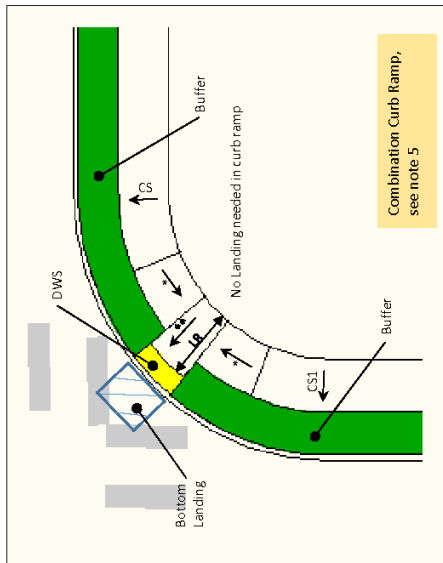


FIGURE 2

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

Parallel Ramps

Main Street Name _____
 Cross Street Name _____

Direction of Ramp One _____
 Direction of Ramp Two _____

Quadrant NE NW SE SW

Ramp Two Marked Crosswalk? Yes No

Ramp One One Two No

Ramp One Marked Crosswalk? Yes No

Does Ramp One Marked Crosswalk Cover Entire Ramp? Yes No

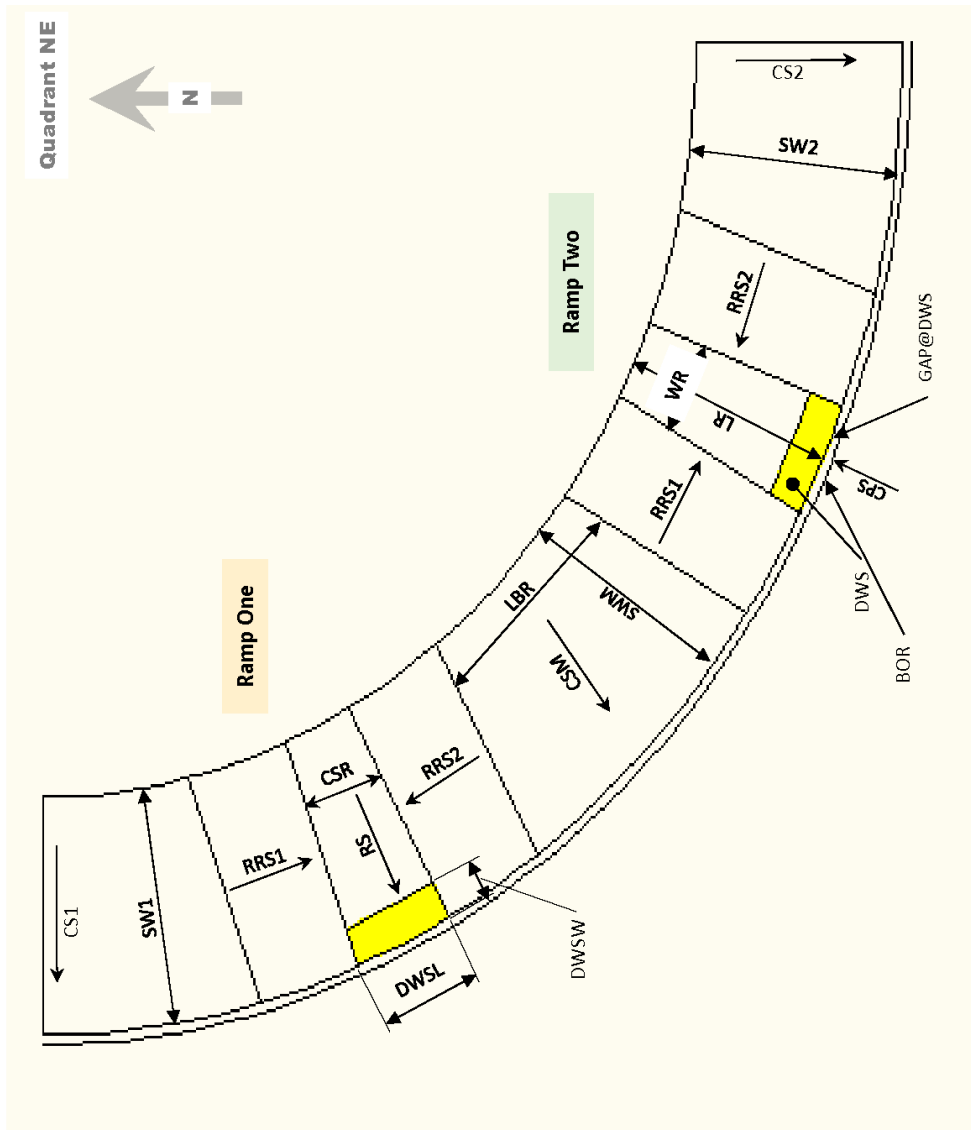
Does Ramp Two Marked Crosswalk Cover Entire Ramp? Yes No

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

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

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

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 Yes No

Is there a Buffer Yes No

Does ramp have a marked crosswalk? Yes No

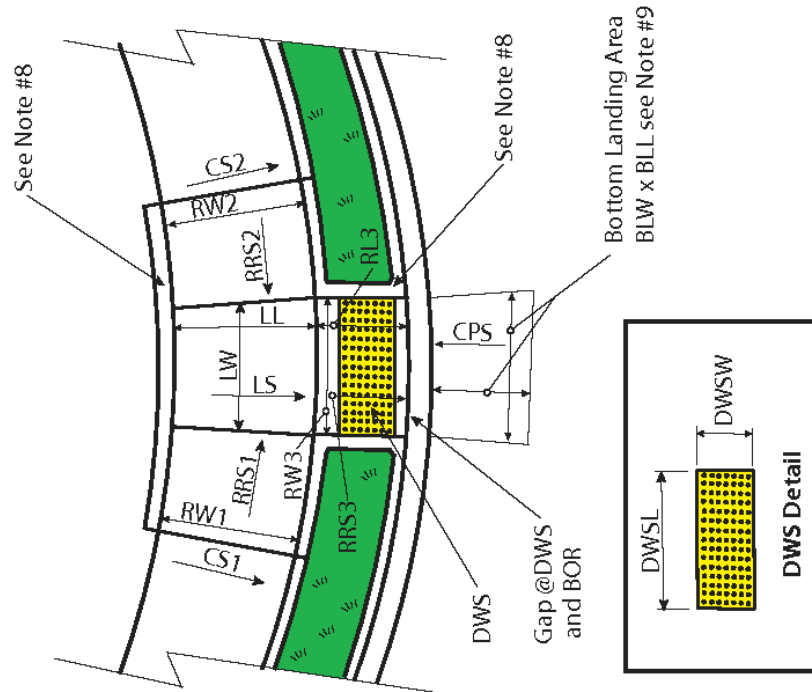
Does ramp's marked crosswalk cover entire ramp?

Is there a receiving ramp across the street from the ramp?

Bottom Landing	Measurement	Compli. Guide	Measurement
BLCW		2.00% Max	
BLCSL		2.00% Max	
BLW		4.00 ft Min	
BLL		4.00 ft Min	
Ramp			
CSR		2.00% Max	
RS		2.00% Max	
RRS1		8.30% Max	
RRS2		8.30% Max	
WR		4.00 ft Min	
LR		15.00 ft Max	
Cross Slopes			
CS1		2.00% Max	
CS2		2.00% Max	
Gaps and Vertical Change			
BOR		0.25 in Max	<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			
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			
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 _____

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

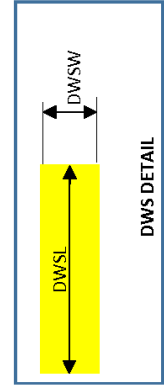
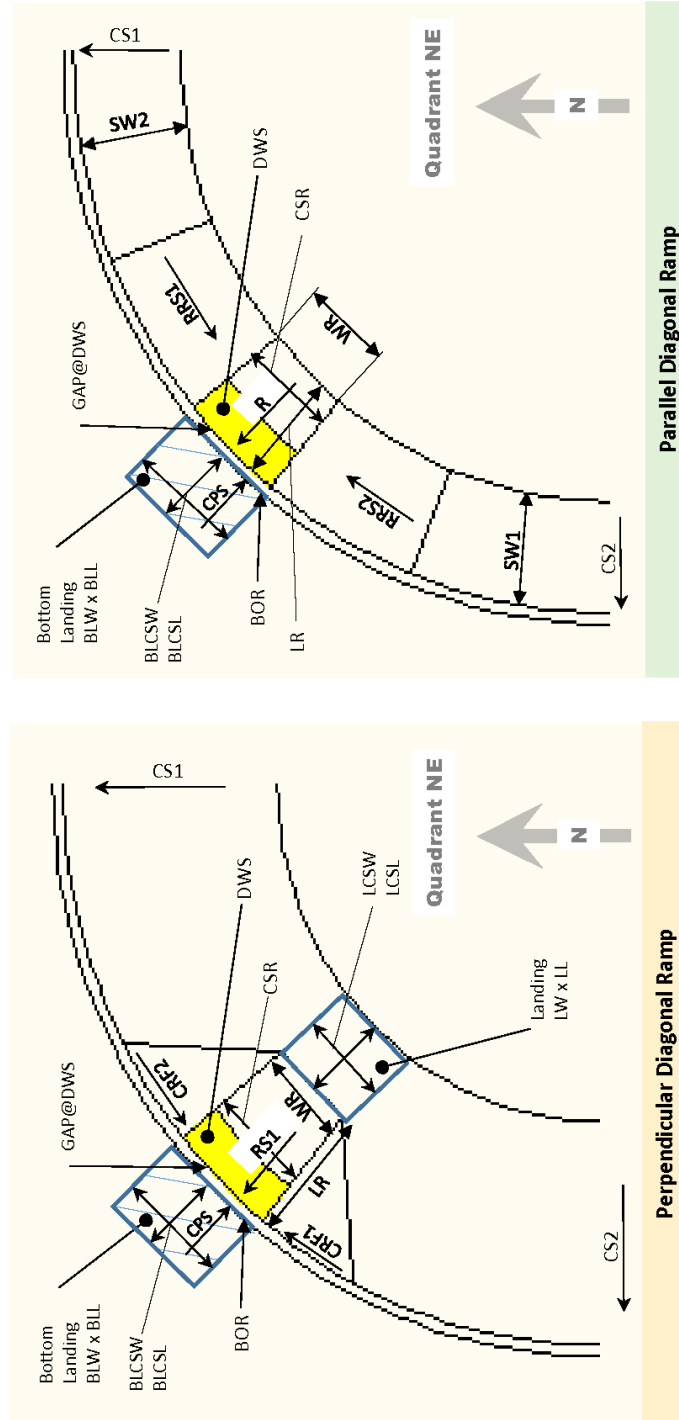
Ramp Type: Perpendicular Parallel

Quadrant NE NW SE SW

Direction of Ramp _____

Perpendicular		Parallel	
Landing	Measurement	Measurement	Compli. Guide
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
		LR	15.00 ft Max
Ramp			
CSR	2.00% Max	Sidewalk Width	
RS1	8.30% Max	SW1	4.00 ft Min
WR	4.00 ft Min	SW2	4.00 ft Min
LR	15.00 ft Max		
Flare Slope		Cross Slopes	
CRF1	10% Max	CS1	2.00% Max
CRF2	10% Max	CS2	2.00% Max
		CPS	11% A.D.
Cross Slopes		Gaps and Vertical Change	
CS1	2.00% Max	BOR	0.25 in Max <input type="checkbox"/> Flush
CS2	2.00% Max	VC	0.25 in Max
CPS	11% A.D.	VC	0.25 in Max
Gaps and Vertical Change		VC	0.25 in Max
BOR	0.25 in Max <input type="checkbox"/> Flush	VC	0.25 in Max
VC	0.25 in Max	GAP@DWS	0.50 in Max
VC	0.25 in Max	GAP	0.50 in Max
GAP@DWS	0.50 in Max		
GAP	0.50 in Max	Detectable Warning Surface	
		DWSL	4.0 ft Min
Detectable Warning Surface		DWSW	2.0 ft Min
DWSL	4.0 ft Min	Color	Contrast
DWSW	2.0 ft Min	Texture <input type="checkbox"/> Truncated <input type="checkbox"/> Diamond <input type="checkbox"/> None	
Color	Contrast	Bottom Landing	
Texture <input type="checkbox"/> Truncated <input type="checkbox"/> Diamond <input type="checkbox"/> None		BLCSW	2.00% Max
Bottom Landing		BLCSL	2.00% Max
BLCSW	2.00% Max	BLW	4.00 ft Min
BLCSL	2.00% Max	BLL	4.00 ft Min
BLW	4.00 ft Min		
BLL	4.00 ft Min		

Diagonal Ramp



Notes

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



One Direction Parallel Ramp

Main Street Name _____
 Cross Street Name _____
 Direction of Ramp _____

Quadrant

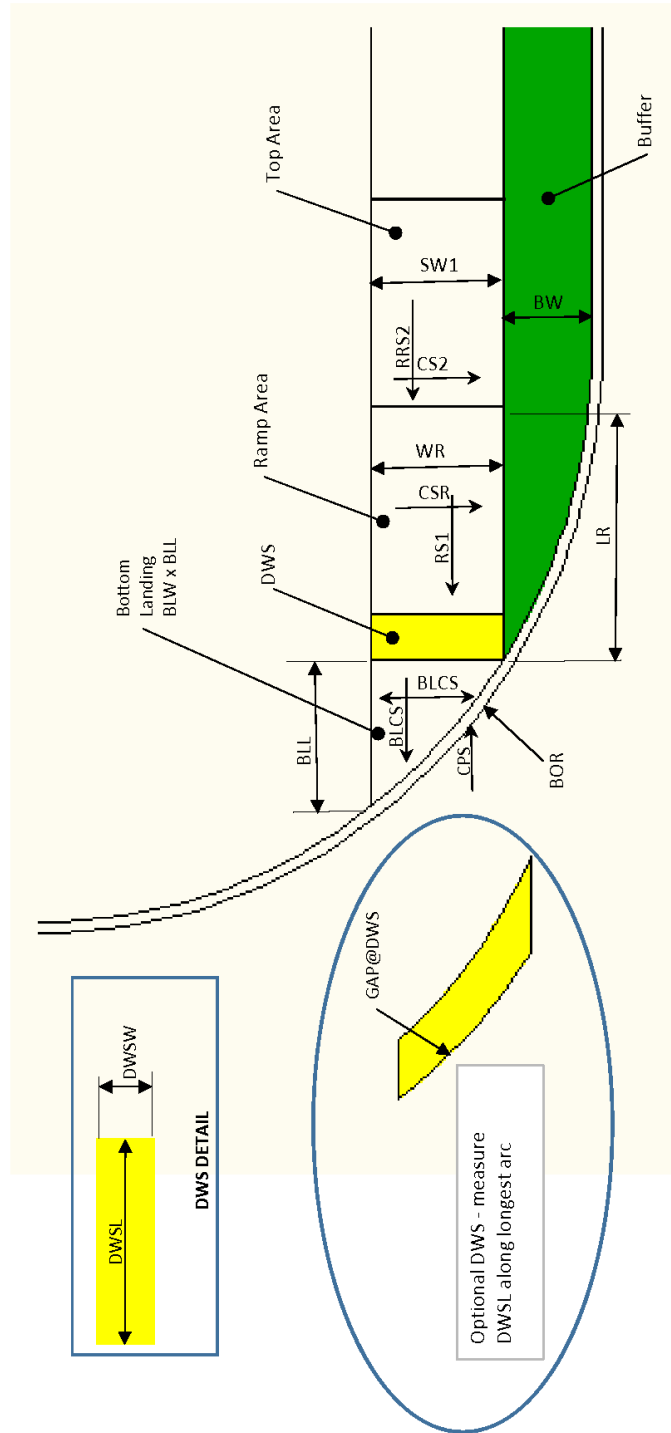
<input type="checkbox"/> NE
<input type="checkbox"/> NW
<input type="checkbox"/> SE
<input type="checkbox"/> SW

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

Top Area	Measurement	Compl. Guide
SW1		4.00 ft Min
RRS2		8.30% Max
CW2		2.00% Max
Ramp		
CSR		2.00% Max
RS1		8.30% Max
WR		4.00 ft Min
LR		15.00 ft Max
Bottom Landing		
BLCSW		2.00% Max
BLCSL		2.00% Max
BLW		4.00 ft Min
BLL		4.00 ft Min
Gaps and Vertical Change		
BOR		0.25 in Max <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		
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		
BW		none

NOTES

One Direction Parallel Ramp



Notes

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



Island and Median Pass Through

Main Street Name _____
 Cross Street Name _____
 Does ramp have a marked crosswalk? Yes No
 Does ramp's marked crosswalk cover entire ramp? Yes No
 Is there a receiving ramp across the street from the ramp? Yes No

Direction of Median Pass Through _____
 Direction of Ramp One _____
 Direction of Ramp Two _____
 Direction of Ramp Three _____

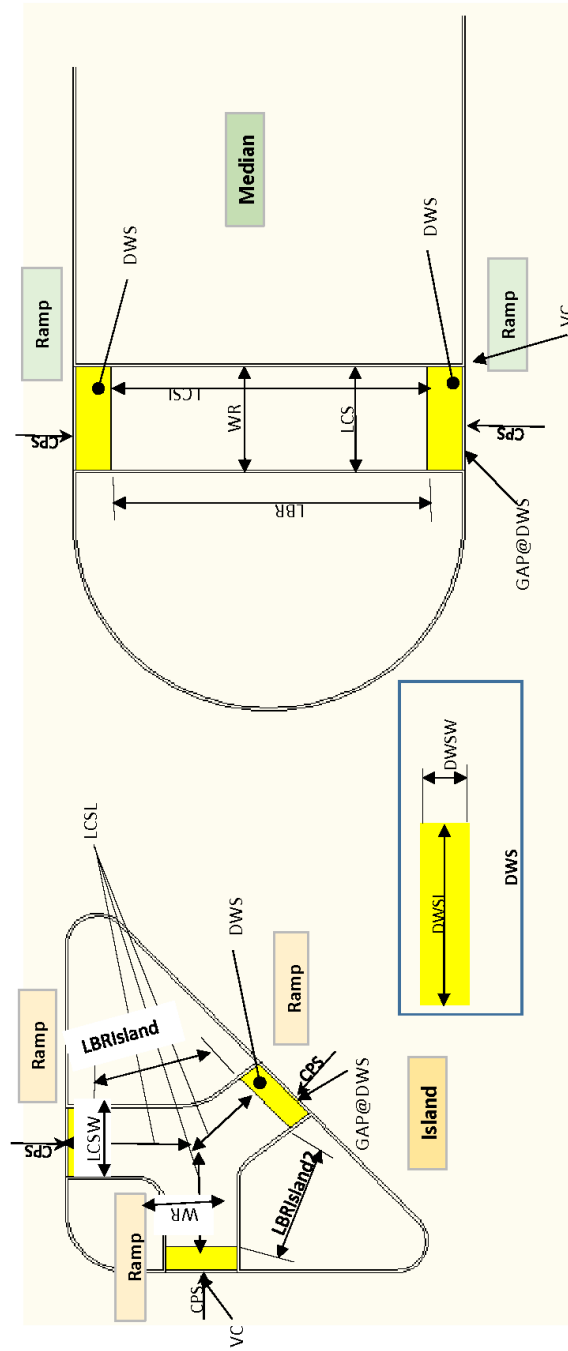
Island	
Ramp (see Note 2)	Measurement Compli. Guide
WR	5.00 ft Min
LBIsland1	2.00 ft Min
LBIsland2	2.00 ft Min
Landing (see Note 2 and 8)	
LCSW	2.00% Max
LCSL	see note 8
CPS1	2.00% Max
CPS2	11% A.D.
CPS3	2.00% Max
Landing at Island Top?	<input type="checkbox"/> * Yes <input type="checkbox"/> No

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

Gaps and Vertical Change - Ramp ONE		Gaps and Vertical Change - Ramp TWO	
VC	0.25 in Max	VC	0.25 in Max
GAP@DWS	0.50 in Max	GAP@DWS	0.50 in Max
Detectable Warning Surface - Ramp ONE		Detectable Warning Surface - Ramp TWO	
DWSL	4.0 ft Min	DWSL	4.0 ft Min
DWSW	2.0 ft Min	DWSW	2.0 ft Min
Color	Contrast	Color	Contrast
Texture	<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
Gaps and Vertical Change - Ramp THREE		Detectable Warning Surface - Ramp THREE	
VC	0.25 in Max	DWSL	4.0 ft Min
GAP@DWS	0.50 in Max	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, shrubery, tree limb, bench, etc.

POH: Protruding Object Height measure the height of any item that is encroaching into the clear area of the PAR. Measure from the PAR surface to the bottom of the protruding object; between 27 inches and 80" allowable when PO is 4 inches or less and PAR is 4 feet.

POSW: Protruding Object Sidewalk Width measure between the protruding object face (not the overhang) to the edge of the sidewalk and record when the measurement is 4 feet or less. Note the type of object(s) that is located within the clear area in the comments. Common objects are power poles, guy wires, traffic signs, fire hydrants, mailboxes, building faces, objects on building faces, vegetation, planters, drinking fountains, bike racks, street furniture, etc.

PS: Passing Space when the walkway width is less than 5 feet passing spaces 5 feet by 5 feet are required every 200 feet.

PAR Type: Pedestrian Access Route material Type, the route used by pedestrians and may include street crossings when curb ramps are located on either end of the crossing. PAR shall be "firm, stable, and slip resistant." Common construction materials that are acceptable are concrete, asphalt, bituminous surface, and smooth pavers. Irregular surfaces such as gravel, cobblestones, loose sand or dirt is considered non-compliant. Check appropriate material box.

PSL: Passing Space Length; 5 feet minimum.

PSW: Passing Space Width; 5 feet minimum.

RoadRS: ROADway Running Slope when the running slope of the walkway is greater than 8% measure the running slope of the closest lane of travel in the middle of the lane; grades should match or walkway running slope can be less.

RSP: Resting SPace when the walkway running slope is greater than 8%, resting spaces 5 feet by 5 feet must be provided every 200 feet.

RSPL: Resting SPace Length; 5 feet minimum.

RSPW: Resting Space Width; 5 feet minimum.

SW: Sidewalk Width; 4 feet minimum. Do not include top width of curb instead measure from sidewalk edge to back of curb *every 100 feet and where sidewalk width changes.*

VC: Vertical Change between panels (cracks or utility structure); 0.25 inch max. Measure at largest elevation change between panels (cracks, railroad flange, or utility structure) and record.

WRS: Walkway Running Slope can match the grade of the roadway when built along side a road or highway. When the walkway is not adjacent to a road or highway (located in an easement or park) the maximum running slope is 5%. *Measure every 100 feet and where running slope changes.*

PAR Crosses the Street

RS-INTMC1: Cross Slope in Intersection Marked Crosswalk 1 is measured in the center of the closest lane when there is a curb ramp on either end of the crossing at an intersection; 2% maximum.

RS-INTMC2: Cross Slope in Intersection Marked Crosswalk 2 is measured in the middle of street when there is a curb ramp on either end of the crossing at the intersection; 2% maximum.

RS-INTMC3: Cross Slope in Intersection Marked Crosswalk 3 is measured in the center of the farthest lane when there is a curb ramp on either end of the crossing at the intersection; 2% maximum.

INTMCW: Intersection Marked Crosswalk Width measure the width of the marked crosswalk in the direction of traffic; 6 feet minimum.

INTMCRAMP: Intersection Marked Crosswalk Ramp does the marked crosswalk cover the bottom of the ramp? Note yes or no in this field; yes.

RS-INTUMC1: Cross Slope in INTERsection UnMarked Crosswalk 1 is measured in the center of the closest lane when there is a curb ramp on either end of the crossing at an intersection; 2% maximum.

RS-INTUMC2: Cross Slope in INTERsection UnMarked Crosswalk 2 is measured in the middle of street when there is a curb ramp on either end of the crossing at the intersection; 2% maximum.

RS-INTUMC3: Cross Slope in INTERsection UnMarked Crosswalk 3 is measured in the center of the farthest lane when

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.

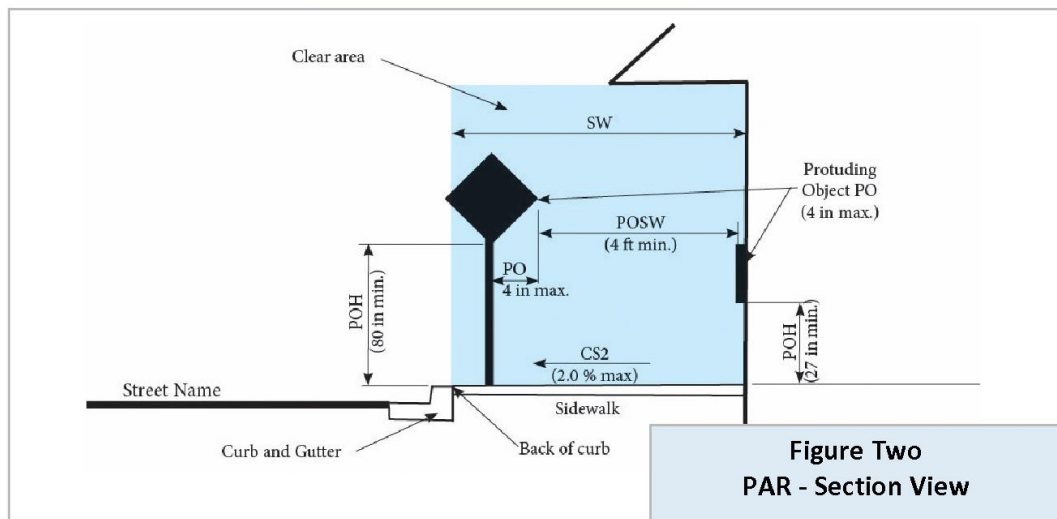
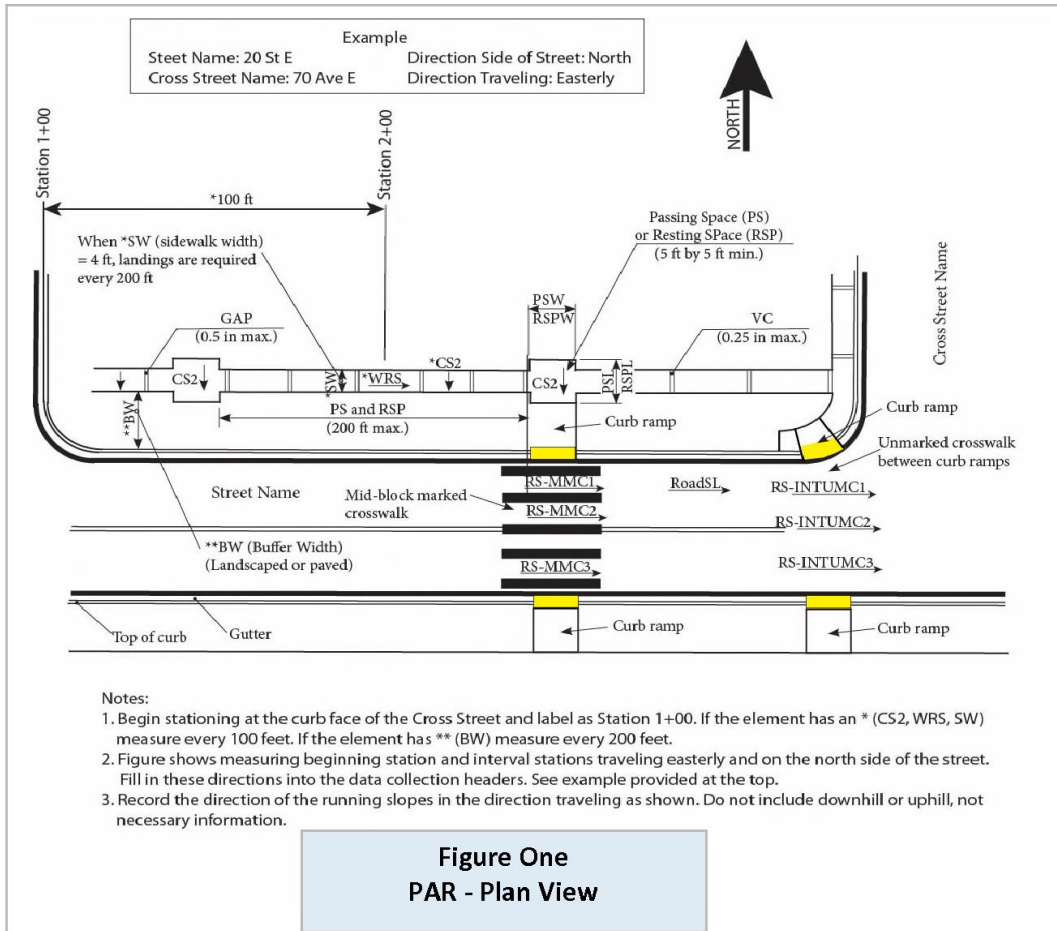
BUSPCS1: BUS Pad Cross Slope 1 measure cross slope of bus pad loading area parallel to road; 2% maximum.

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

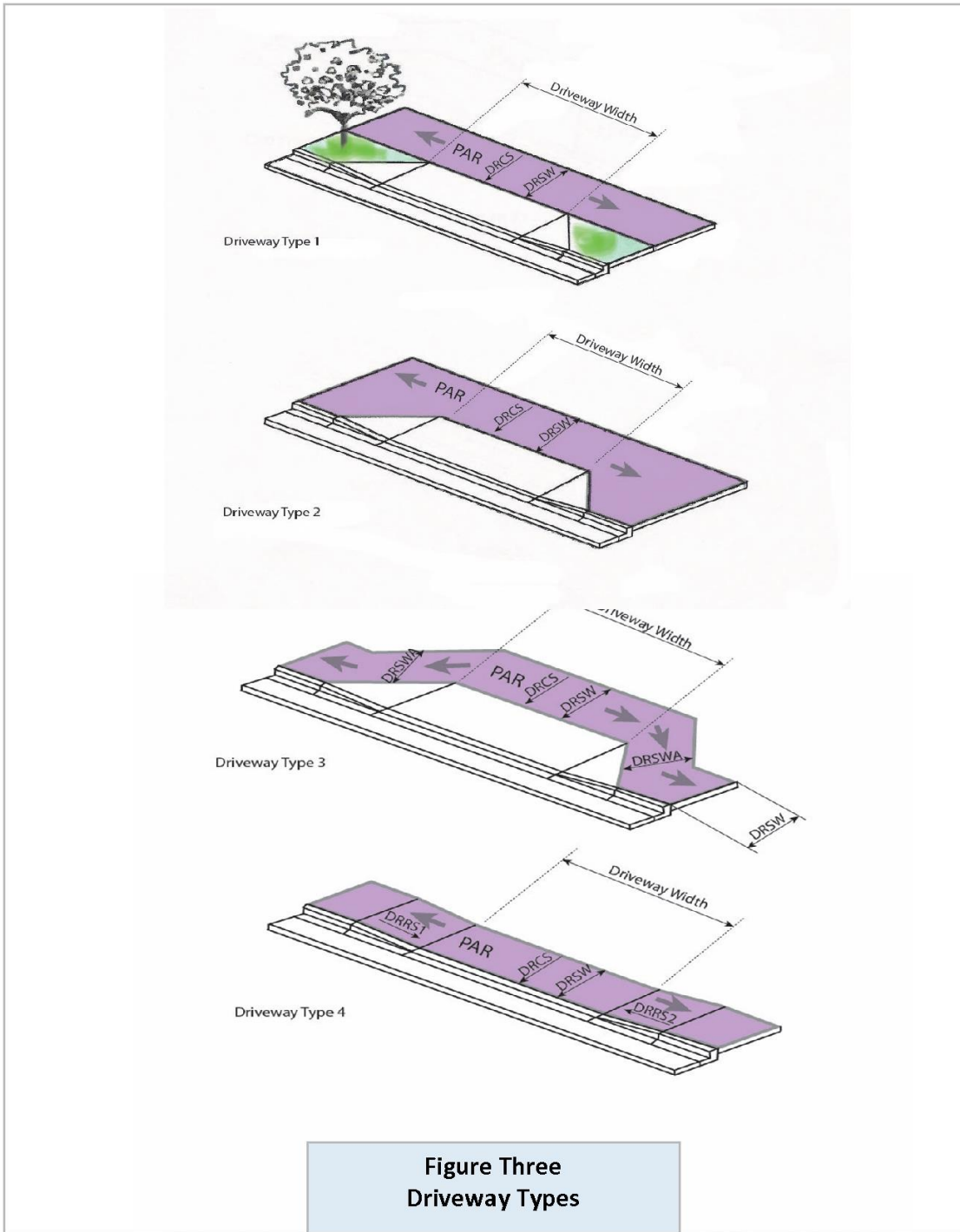
BUSSS: BUS Shelter Slope when there is a bus shelter measure the slope in the long direction (parallel to road); 2% maximum.

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.

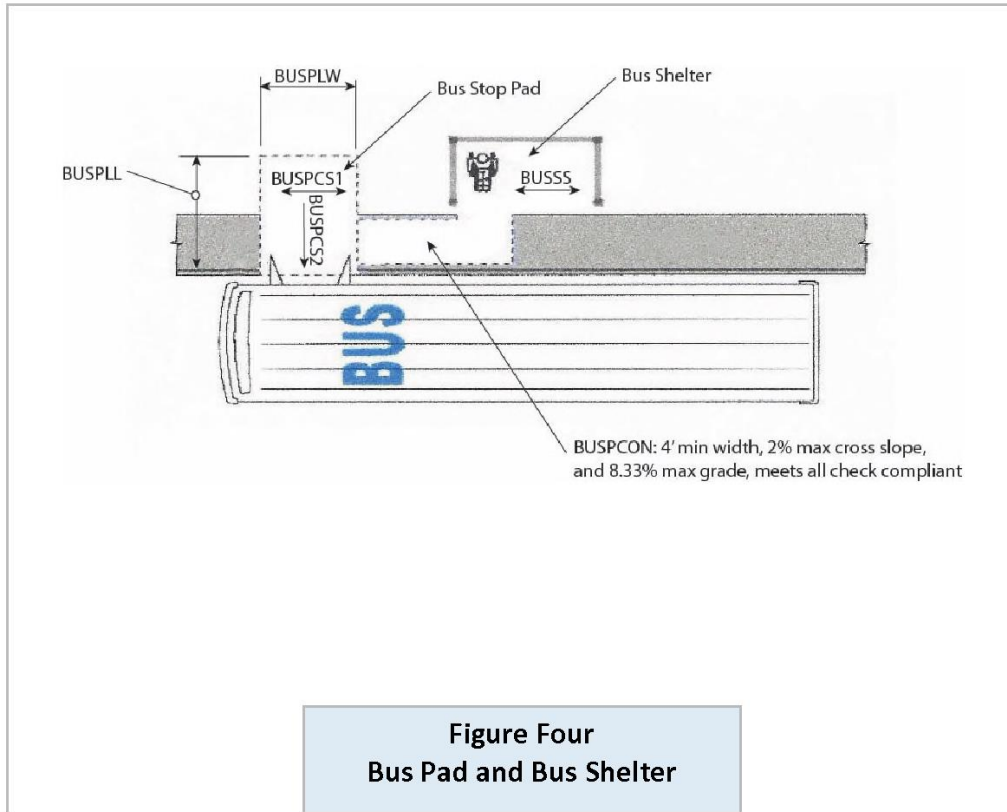
Definitions and Instructions for PAR Collection



Definitions and Instructions for PAR Collection



Definitions and Instructions for PAR Collection



Definitions and Instructions for PAR Collection

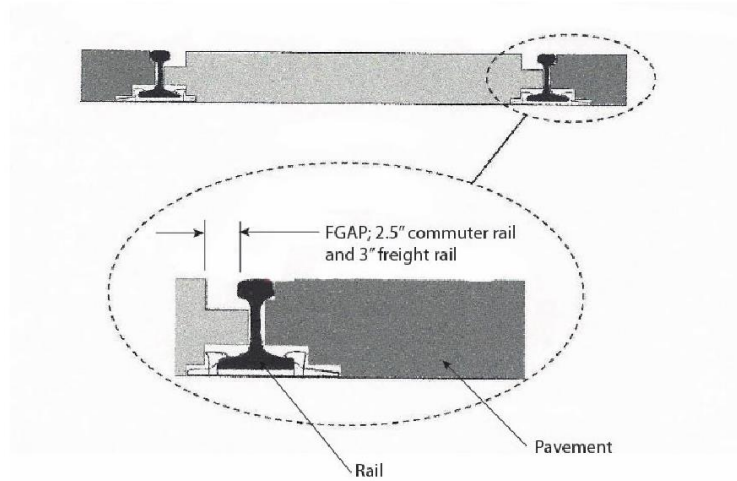


Figure Five - Railroad Flange

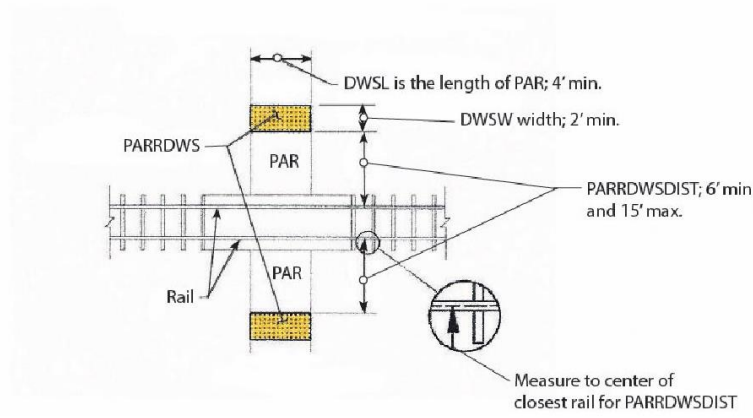


Figure Six - PAR Railroad Track

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	¹ SW (ft) Sidewalk Width	¹ WRS (%) Walkway Running Slope	RoadRS (%) Roadway Running Slope	¹ CS2 (%) Cross Slope	² BW (ft) Buffer Width	Comments
	4' min.	3	3	2%	none	ADA Compliance Guide
1+00						
2+00						
3+00						
4+00						
5+00						
6+00						
7+00						
8+00						
9+00						
10+00						
11+00						
12+00						
13+00						
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28+00						
29+00						
30+00						
31+00						
32+00						
33+00						
34+00						
35+00						

PAR Protruding Objects

Street Name: _____
Cross Street Name: _____

Direction Side of Street: _____
Direction Traveling: _____

Clear Area must be a minimum of 4' wide by 80" high. No object lower than 27" allowed when the sidewalk width is only 4' wide. No object larger than 4" wide can protrude into the sidewalk Clear Area when it is only 4 feet wide. The MUTCD requires all signs to be located 7' above the sidewalk surface in urban areas, except where there are two signs on the same post than the height to the bottom sign can be lower at 6'. Under PO Type record number of signs on same post and sign types in Comments, e.g. Under PO Type: Two signs same post. Under Comments: Pedestrian sign with Downward Arrow sign.

**ADA Compliance Guide
Additional Information**

Station	POW (in)	PO Type	POH (in)	POSW (ft or in)	Comments
	Protruding Object Width	Protruding Object Type	Protruding Object Height	Protruding Object Sidewalk Width	
	4" max.	none	27" min to 80" max.	4' min.	ADA Compliance Guide
1+00					



PAR at Street Crossing

Street Name: _____
 Cross Street Name: _____

Direction Side of Street: _____
 Direction Traveling: _____

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

**ADA Compliance Guide
 Additional Information**

Marked Crosswalks at Intersections

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



PAR at Street Crossing

Street Name: _____
 Cross Street Name: _____

Direction Side of Street: _____
 Direction Traveling: _____

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

ADA Compliance Guide
 Additional Information

UnMarked Crosswalk at Intersections

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

ADA Compliance Guide

PAR at Railroad Crossings

Street Name: _____
 Cross Street Name: _____

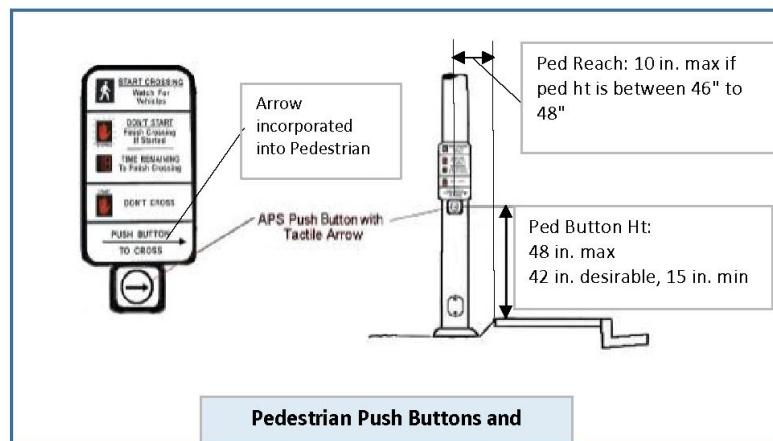
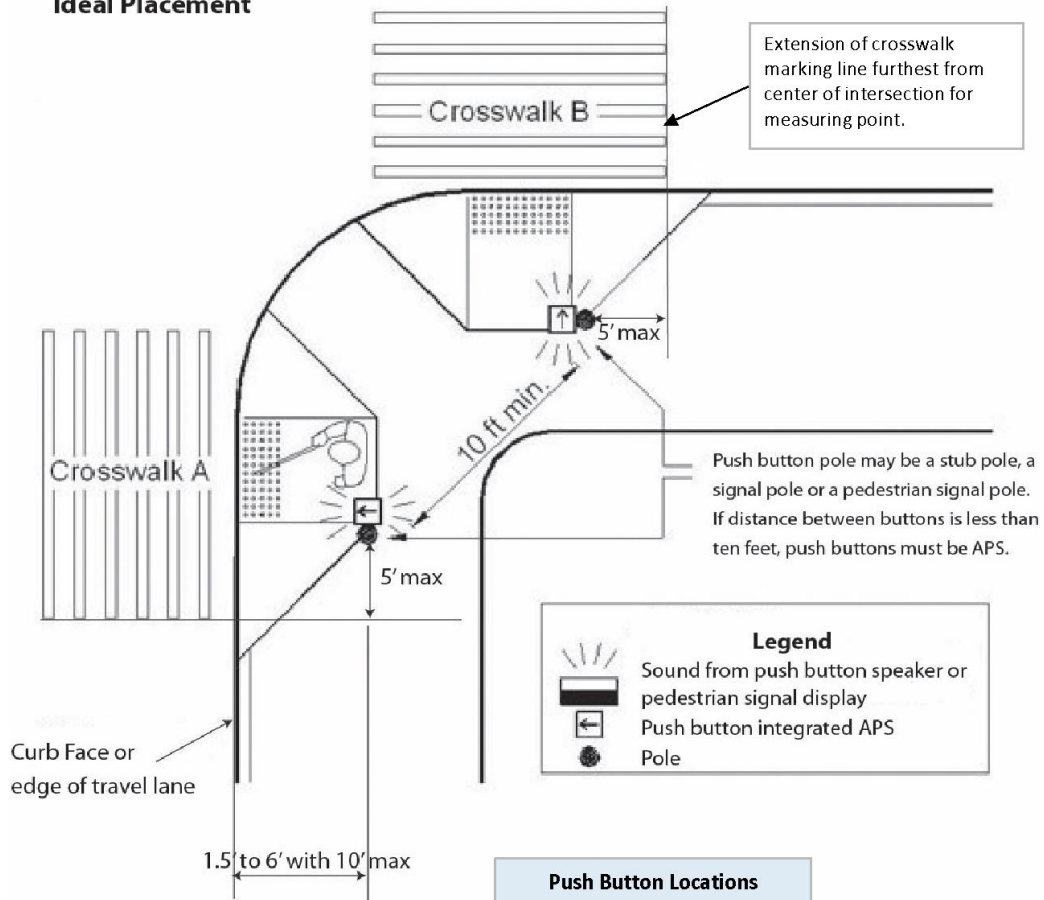
Direction Side of Street: _____
 Direction Traveling: _____

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

Push Buttons and Accessible Pedestrian Signals

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

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

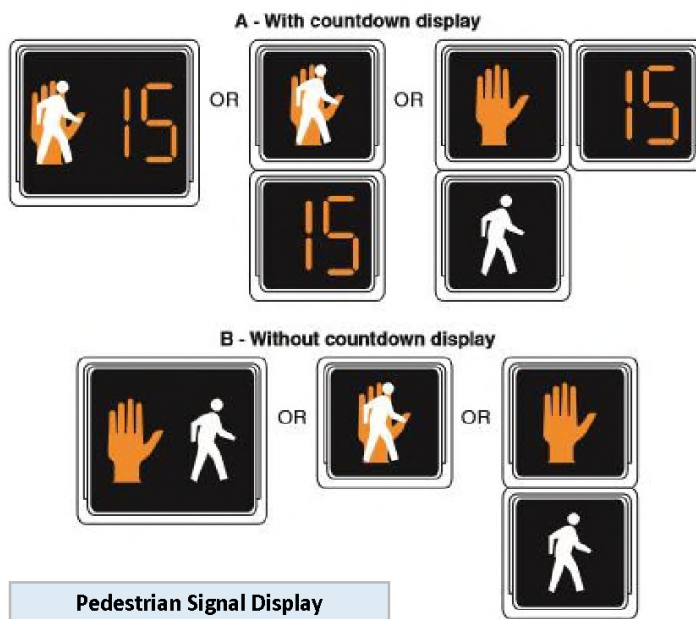
PAR: Pedestrian Accessible Route, must be a hard surface and a minimum width of 4 feet.

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

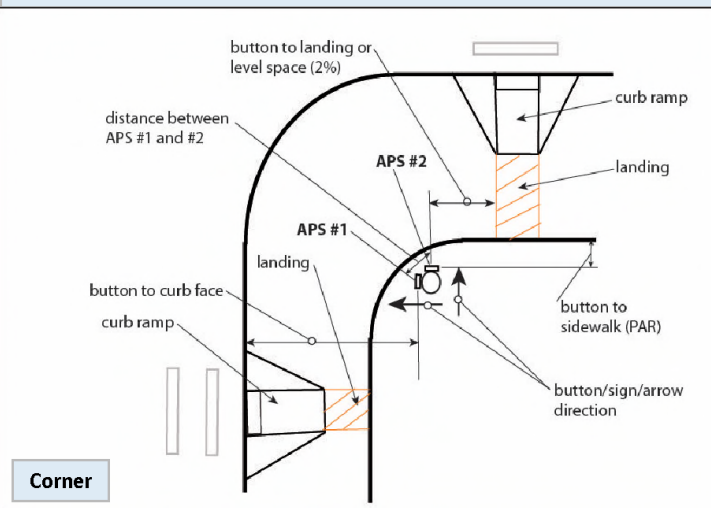
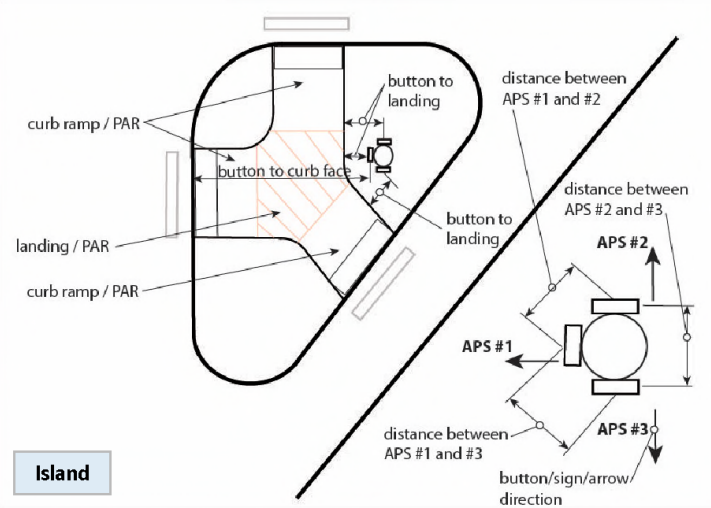
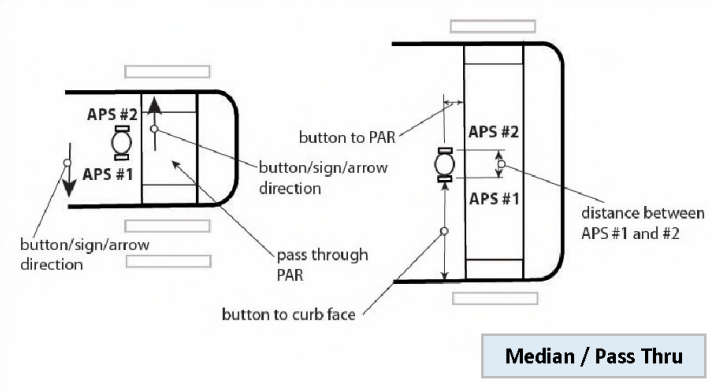
Main Street Name _____
 Cross Street Name _____

Quadrant

NE
 NW
 SE
 SW

APS Pushbuttons Located on Button Support Pole		Compli. Guide	Measurement		
			APS Button #1	APS Button #2	APS Button #3
Distance					
Corner	Button to Curb Face (CF)	10 ft max			
	Button to Landing	2 ft max			
	Distance between #1 and #2	none			
	Distance to Sidewalk ²	2 ft max ³			
Island	Button to Curb Face (CF)	10 ft max			
	Button to Landing	2 ft max			
	Distance between #1 and #2	none			
	Distance between #1 and #3	none			
Median / Pass Thru	Button to Curb Face (CF)	10 ft max			
	Button to PAR	2 ft max			
	Distance between #1 and #2	none			
APS Button					
Corner	Button vertical height	4 ft max ³			
	Button Perpendicular to crosswalk to be used?	Yes			
	Button Locator Tone? ⁴	Yes			
	Tactile arrow on button vibrates during Walk interval? ⁵	Yes			
Island	Button vertical height	4 ft max ³			
	Button Perpendicular to crosswalk to be used?	Yes			
	Button Locator Tone? ⁴	Yes			
	Tactile arrow on button vibrates during Walk interval? ⁵	Yes			
Median / Pass Thru	Button vertical height	4 ft max ³			
	Button Perpendicular to crosswalk to be used?	Yes			
	Button Locator Tone? ⁴	Yes			
	Tactile arrow on button vibrates during Walk interval? ⁵	Yes			
Pedestrian Actuation Sign					
Corner	Arrow on sign is it parallel to direction crossing?	Yes			
	Is the sign above the button or incorp in button housing?	Yes			
	Is there Braille on sign indicating street name to cross?	Not required			
	Photograph sign and indicate photo id	N/A			
Island	Arrow on sign is it parallel to direction crossing?	Yes			
	Is the sign above the button or incorp in button housing?	Yes			
	Is there Braille on sign indicating street name to cross?	Not required			
	Photograph sign and indicate photo id	N/A			
Median / Pass Thru	Arrow on sign is it parallel to direction crossing?	Yes			
	Is the sign above the button or incorp in button housing?	Yes			
	Is there Braille on sign indicating street name to cross?	Not required			
	Photograph sign and indicate photo id	N/A			
Pedestrian Signal Display Type⁷			Corner	Island	Median
Symbol: Man and Hand with count down indication					
Symbol: Man and Hand no count down					

Push Buttons and Accessible Pedestrian Signals

Push Buttons Share One Pole		Notes
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Corner</p>  </div>	<ol style="list-style-type: none"> 1. All distances are measured from the center of the button to the element. 2. When button support pole is located in sidewalk, enter N/A. When button support pole is behind walk measure from center of button to nearest edge of sidewalk. 3. See Definitions Tab for more information on Compliance Guide. 4. A button locator tone is a repeating sound that informs pedestrians of where the button is located to activate the pedestrian crossing signal. They sound typically during the flashing and steady Don't Walk intervals. 5. A tactile arrow is a raised arrow pointing in the direction to cross associated with that push button. The arrow will vibrate only during the walk interval. 6. The speech walk message occurs during the walk interval of the associated crossing. The speaker can be located within the pedestrian signal or the button mechanism. 7. Under each location that has a pedestrian signal place a X for pedestrian signal display type. If no pedestrian signal leave field blank. Pedestrian signals are not shown in the graphic to the left, instead reference Definitions Tab for more information. 	
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Island</p>  </div>		
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Median / Pass Thru</p>  </div>		

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
² 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
¹ 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
³ Judgment Factor	*

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

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

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

APPENDIX F – Record of Opportunity

The following include the various notices 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 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.

[Return to full list >>](#)

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 **City of Wenatchee Government**
March 1 · 🌐

ADA Transition Plan Development

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

WENATCHEEVA.GOV

ADA Transition Plan | Wenatchee, WA

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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.

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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 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 <wgilman@charter.net>
Sent: Friday, March 4, 2022 2:43 PM
To: Steve Dobron <SDobron@WenatcheeWA.Gov>
Subject: ADA Transition Plan

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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 <webmaster@wenatcheewa.gov>
Sent: Tuesday, March 1, 2022 10:47 AM



To: Jose Cuevas <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.

King Technolitics, 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 Technolitics 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 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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Al King

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

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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> wrote:

Hey Brooklyn,

Hope all is well!

I will add you to our list.

Steve

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

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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

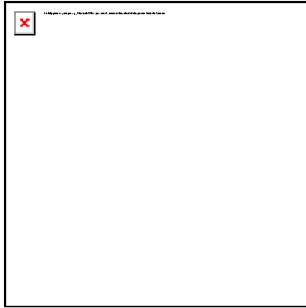
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Firm Foundations Community Consulting

(425) 220-6293

Connect@FirmFoundationsCC.com

www.firmfoundationscc.com



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