

City of Pacific Grove  
ADA Compliance Advisory Committee

## MINUTES

Meeting Date: February 28, 2007

Meeting Time/Place: 6:00 p.m., City Manager's Conference Room, Pacific Grove City Hall

Members present: Carmelita Garcia, Chair; Bob Davis, Secretary; Pat Herrgott, Robin Whiteley, members. Lisa Bennett, City Council Representative

Members absent: Wayne Johnson, Sue Renz, Vice-Chair

Vacancies: 0

Staff: Doug Rick, ADA Coordinator

Members of the Public: Sally Herrgott, public

1. **Call to Order**
  - a. Attendance
  - b. Members of the public and visitors introduced themselves
  
2. **Election of Officers**
  - a. On nomination by Lisa Bennett, with no other nominations offered, Carmelita Garcia was unanimously elected Chair.
  - b. On nomination by Lisa Bennett, with no other nominations offered, Sue Renz was unanimously elected Vice-Chair.
  - c. On nomination by Pat Herrgott, with no other nominations offered, Bob Davis was unanimously elected Secretary.
  
3. **Presentations--None**

#### 4. **Approval of Minutes**

- a. On a motion by Garcia/Whiteley, the Minutes of the Special Meeting of December 13, 2006, omitting Item 8.e., **Review Matrix for City Projects**, were approved unanimously. These Minutes had been tabled at the meeting of January 30, 2007, on a request by Herrgott pending review of the tape-recording of the meeting of December 13, 2007, for clarification of the discussion of Item 8.e. The tape recording played at the meeting of February 28, 2007, was not understandable, so review of the discussion was not possible. However, since further discussion of this Item had been agendaized for the meeting of February 28, 2007, it was acted upon in the course of business of this meeting.
- b. On a motion of Herrgott/Whiteley, the Minutes of the meeting of January 30, 2007, were approved unanimously.

#### 5. **Oral Communication—None**

#### 6. **Correspondence—None**

#### 7. **Staff Report—None**

#### 8. **Old Business**

- a. **Status of MST Bus Stop at Golf Course.** Chair Garcia reported that a proposal for relocation of the bus stop on Asilomar Avenue next to the existing cart path will be presented to the City Council at its March 7, 2007, meeting.
- b. **Status of Fire Department Remodel.** Chair Garcia reported that the City Council at its meeting of January 21, 2007, gave the project concept approval and authorized issuing a Request for Bids. Rick stated that in his role as Building Official he is gathering information needed to prepare the bid documents.

Chair Garcia asked if the front door of the Fire Station will be replaced as part of this project since the present door is very difficult to open and would be especially difficult, if not impossible, for a person in a wheelchair. Rick replied that replacing the existing door was not part of the present project but should be a high priority in the future due to accessibility issues.

- c. 2007 Community Resource Fair.** Chair Garcia reported that although the Blind and Visually Impaired Center could not host such an event, they would participate. She reminded the Committee that July is the anniversary month of the passage of the ADA and suggested that July might be an appropriate time to conduct a Resource Fair. Whiteley will continue to explore possible locations for such an event and seek potential participants and sponsors. Further discussion of the concept and plans will be agendaized for the March 2007 meeting.
- d. Crosswalk at 19<sup>th</sup> Street and Sunset Drive.** Chair Garcia, who is also a member of the Traffic Commission, reported that partial funding for the City's share of the cost of relocating utility poles and realigning the sidewalk had been secured from the School District. Additional funding is being sought and will be needed before further planning can proceed.
- e. Parking for the Disabled Plan.** Chair Garcia reported that Public Works estimates that marking of designated parking spaces in the downtown area will be completed by the end of March 2007.
- f. Curb Ramp Policy.** No report.
- g. ADA Issues at Vista Point Apartments.** Chair Garcia reported that the Traffic Commission at its last meeting discussed pedestrian safety issues in the vicinity of Vista Point Apartments. At its March meeting the Traffic Commission will consider placement of signs warning

motorists to be aware of pedestrian traffic as an interim action pending undertaking a full traffic study of the area.

Herrgott stated that continuing ADA problems inside the building—doors too heavy, elevator problems, lack of an emergency evacuation plan and problems of emergency service personnel gaining entrance to the building—have been reported to her by residents, who are hesitant to lodge formal complaints. To whom should these complaints be addressed? Rick replied that South County Housing, the agency that manages the facility, has been made aware of the reports of problems and went on to explain that since the building has had final occupancy approval by the City, internal problems should be addressed to South County Housing via the building's resident manager who represents that agency.

Bennett stated that the procedure for registering complaints about ADA-related problems in the building needs to be determined. Rick will ask Julie Uretsky, the City's Housing Coordinator, to clarify the procedure and will report back to the ADA CAC.

- h. City's ADA Plan.** Chair Garcia that documents for inclusion in the plan are still being reviewed. The plan will be a continuing agenda item.
- i. ADA Best Practices Tool Kit for State and Local Government.** Chair Garcia distributed Chapters 3 and 4 of the Tool Kit that have just become available. The Committee will review these chapters at its next meeting. In the meantime, Chair Garcia and Davis will review City policies and practices in light of Chapters 1 and 2 and will report back to the ADA CAC at the March meeting.
- j. Plan Review Matrix for City Projects.** Chair Garcia distributed copies of the draft Matrix along with suggested wording for an introductory statement to be attached to the Matrix. The Committee discussed the title for the Matrix and agreed on the following: **City Projects Flowchart Showing**

**Key Points for ADA Compliance Advisory Committee Review.** The Committee then discussed the wording of the introductory statement and made suggestions for changes. Chair Garcia will incorporate the suggested changes and send the Matrix and Introduction to the City Manager, Deputy City Manager and ADA Coordinator for their review and circulation to other appropriate City staff for comments. She will bring the Introduction and Matrix back to the Committee at the March meeting with City staff comments. The Committee also discussed at some length the failure of the Museum's proposed "Walk Through History" project to be presented to the ADA CAC for review as provided in the Matrix.

**9. New Business—None**

**10. Announcements**

- a. Chair Garcia will bring an update of the ADA long-range plan to the March meeting.
- b. Chair Garcia reported on the meeting of the County Advisory ADA Commission to which she is the City of Pacific Grove's representative.

**11. Adjournment—**The meeting was adjourned at 7:43 p.m., the Committee having completed its agenda business.

Respectfully submitted,  
Bob Davis, Secretary

Documents relating to this meeting are available in the Committee File in the Community Development Department.