

**Americans with Disabilities Act (ADA)
Compliance Advisory Committee**

MINUTES

Meeting Date: April 25, 2007

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

1. **Call to Order** 6:00 p.m.
2. **Roll Call.** Carmelita Garcia, Chair; Sue Renz, Vice-Chair; Bob Davis, Secretary; Pat Herrgott, Robin Whiteley, present. Lisa Bennett, City Council Representative, arrived at 6:50 p.m. Douglas Rick, ADA Coordinator, present. Wayne Johnson, absent.
3. **Approval of Minutes.** On a motion by Renz/Whiteley the minutes of the meeting of March 28, 2007, were approved unanimously.
4. **Oral Communications**—None
5. **Committee Member and Staff Announcements**—None
6. **Correspondence**--None
7. **Old Business**
 - a. **Status of MST Bus Stop at Golf Course.** No report.
 - b. **Status of Fire Department Remodel.** Rick announced that following opening of bids, the remodel contract was awarded to the low bidder, Boronda Construction. Herrgott requested information on the sources and amounts of grant funding for the project. She was referred to Julie Uretsky, Housing Coordinator, whose office administered the grants.

- c. Crosswalk at 19th Street and Sunset Drive.** Chair Garcia noted that the school district has agreed to provide \$89,500 to partially fund the project. No additional new information.
- d. Curb Ramp Policy.** No report.
- e. ADA Issues at Vista Point Apartments.** Chair Garcia reported that installation of a new curb ramp at the corner of Jewell Avenue and 17th Street has been completed. Chair Garcia also reported that Laura Ellenberger of South County Housing (408-842-5484 x234) is the contact person for parking issues related to the apartments.
- f. Parking for Disabled Plan.** No report.
- g. 2007 Community Resource Fair.** The Committee received a Concept Outline Proposal from Councilmember Bennett suggesting resources, activities and speakers for the Resource Fair. Whiteley announced that the Carmel Foundation has agreed to participate, but that she has been unable to reach the appropriate person at the Sally Griffin Senior Center, the Committee's preferred location, to determine their availability as a site for the fair on the Committee's preferred date, August 4, 2007, with August 11, 2007, as an alternative. The Committee agreed that the hours of the fair will be 11:00 a.m. to 3:00 p.m. No lunch will be served although contributed snacks are a possibility. The Committee stressed that the fair will not be a fund-raiser for any organization. Chair Garcia, Councilmember Bennett and event Chair Whiteley will meet to plan details for the fair. Once the date is firmed up, Whiteley will begin contacting potential sponsors and participants. Whiteley, Bennett and Garcia will report back to the Committee at its May meeting.
- h. ADA Best Practices Tool Kit for State and Local Government.** Chair Garcia reported that the audit of city forms and policies that she and Secretary Davis completed

had been forwarded to Doug Rick, Charlene Wiseman and City Manager Colangelo with no recommendation because a committee member wanted the audit brought back for discussion at the April Committee meeting. Member Herrgott stated she had not had time to review the audit and requested that discussion be postponed until the May meeting. Chair Garcia asked that members be prepared to consider any changes or recommendations in May so that the document can be acted on by the Committee before it is forwarded with recommendations to the City Manager. Responding to a question by Herrgott, Rick responded that in his role as ADA Coordinator he has used the present City ADA-related forms.

- i. **City Projects Flowchart.** Chair Garcia reported that the Flowchart had been sent to the City Manager with the Committee's recommendation for adoption. No response has been received from the City Manager.
- j. **City's ADA Plan.** No report.

8. New Business

- a. **Accessibility Plan for the City's Recreation Department Office.** Recreation Director John Miller showed pictures of the Recreation Department entry door and the configuration of the office furniture and service counter. He further described the typical interaction of office staff with the public. He stated that perhaps twice a year a person in a wheelchair or who is otherwise mobility impaired comes to the office. Director Miller also described the various ADA-related notices in the Recreation Department's Activities Guide.

Following discussion, the Committee recommended unanimously, on a motion by Davis/Bennett, that the Department take the following steps to enhance its office accessibility: 1) Replace the present door knobs with ADA compliant handles, 2) Adjust the swing weight of the entry

door to comply with Title 24 and ADA swing weight standards, 3) Create a written policy for assisting persons with disabilities and train staff in its application, 4) If persons with disabilities seek to register for Department programs or fill out forms to rent Departmental facilities, staff shall be instructed to accompany them to accessible sites in the building to complete the registration/rental process, 5) Inform users of the Departmental website and readers of its publications that persons with disabilities may schedule appointments with Recreation Department staff for reservations or other departmental business.

- b. **Swan Boat Location.** Recreation Director Miller reported that the City Council had approved a shoreline location for a replica glass-bottomed Swan Boat, with the Heritage Society of Pacific Grove designated the fund-raiser for the project. He then introduced Darlene Billstrom, President of the Heritage Society Board of Directors, who was available to answer questions. Director Miller showed pictures of the proposed location for the boat including a composite picture of the Swan Boat at the proposed location. No ADA accessibility issues are involved but ADA CAC approval is required since the proposed location is on City property. Following discussion, on a motion by Davis/Renz, the Committee voted unanimously to add its approval for the proposed location.

- c. **John Denver Memorial.** Recreation Director Miller reported on City Council action that approved a Friends of John Denver request for a rock-mounted shoreline plaque memorializing John Denver near the site where Denver died in an airplane crash. He showed pictures of various possible locations and reported that a boulder at the apex of the shoreline turnout at the foot of Asilomar Boulevard had been approved as a location by the Natural Resources Committee. Director Miller pointed out that the boulder can be viewed from an automobile and by persons who walk to the site. The need for access by mobility-impaired persons

is mitigated by the fact that the boulder and its inscribed plaque can be viewed from an automobile. After discussion, on a vote of 4 Aye, 1 No and 1 Abstention, the Committee passed a motion by Bennett/Whiteley stating that “as long as it (the memorial plaque) has to be there anyway, the plaque shall include a Braille inscription reflecting the wording on the body of the plaque and the site shall remain accessible from an automobile.”

- d. **Review of Appeals Board, Grievance Procedure/ associated forms.** Due to the lateness of the hour, this item was continued to the meeting of May 30, 2007.
- e. **Goals for 2007.** Due to the lateness of the hour, this item was continued to the meeting of May 30, 2007.

9. Announcements—None

10. Adjournment—The Committee having acted on all agendized items, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Robert E. Davis, Secretary

Documents relating to this meeting of the ADA CAC may be reviewed in the Committee file in the Community Development Department.