

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

MINUTES

Meeting Date: August 22, 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.** Present: Lisa Bennett, City Council Representative, Carmelita Garcia, Chair; Bob Davis, Secretary, Pat Herrgott, Robin Whiteley; Absent: Wayne Johnson; (Vacancies: One); Staff Present: Jim Gunter, Fire Prevention Officer, substituting for ADA Coordinator, Doug Rick.
3. **Approval of Minutes.** On a motion by Herrgott/Whiteley the minutes of the meeting of July 25, 2007, were approved 5-0.
4. **Oral Communications**—None
5. **Committee Member and Staff Announcements**
 - Deputy City Manager Charlene Wiseman announced that Management Analyst Polly Fry would serve as liaison between the ADA and the Office of the City Manager.
 - Wiseman, responding to a question from a previous ADA CAC meeting, discussed the status of the ADA Accessibility Appeals Board noting that the Board has not met since its establishment in 1992 and that only three of the original appointees remain. They will continue in their appointments until such time the Board is reconstituted and new members added. She added that a 2005 memo had erroneously announced that the Board had been dissolved. Herrgott remarked that the Board is required by State law

and asked for clarification about the efforts of the City to reconstitute the Board.

- Julie Uretsky, Senior Planner - Housing Division, reported on the efforts of the Community Development Department to inform the public about the procedure for filing ADA complaints under HUD rules. She showed the informational binder that is available to the public at the CDD counter. Herrgott remarked that the public was not adequately informed about the availability of a complaint process and recommended greater public outreach efforts. Uretsky will explore additional possibilities for public information outreach.
- Herrgott commented that the City has not met its responsibilities under Section 504 of the Rehabilitation Act of 1973 and distributed a copy of a SECTION 504 SELF-EVALUATION form completed by City Staff in 2000. Uretsky described the way in which the City deals with Section 504 in its grant programs. Bennett suggested that the ADA CAC could provide feedback to assist in Section 504 analysis if requested as part of the CDBG grant submission process. Garcia asked that Uretsky, in consultation with appropriate staff, clarify the role of the ADA CAC in Section 504 matters.
- Celia Perez-Martinez, Public Works Superintendent, responded to Committee requests for information about sidewalk maintenance and replacement. Chair Garcia had copies of Municipal Code Chapter 15.16 attached to the meeting agenda. Perez-Martinez reported, in summary, that sidewalks in front of or alongside privately owned properties are the responsibility of the property owner, and that if “extensive” remodeling of a property is undertaken, sidewalk repair/replacement will be required. On corner sidewalks, handicapped ramps may be required to be installed. However, there are no enforcement provisions for sidewalk repair/replacement/ramp installation in the present

Municipal Code, nor is there a dollar amount defining “extensive” remodeling.

6. Correspondence

- None

7. Old Business

A. 2007 Community Resource Fair.

The ADA Community Resource Fair was deemed a success. There were 20 vendors, 33 registered participants in vision/hearing/diabetes testing in the Robinson Lion’s Club van, and an estimated 100 visitors. Of the 53 visitors who filled out comment cards, 51 of 53 rated the event good/excellent. Pictures of the event and information about its planning will be assembled in a binder by Chair Garcia for the benefit of future planners.

B. ADA Best Practices Tool Kit for State and Local Government. No report.

C. City’s ADA Plan. No report.

D. MST Bus Stop at Golf Course. No report.

E. Curb Ramp Policy. Public Works Superintendent Perez-Martinez offered to have a sign prepared warning users of the pathway leading from the parking lot disabled spaces to the clubhouse concerning variations in ADA slope/grade standards, if the information is provided for her. Chair Garcia will see that the information is provided.

F. Parking for the Disabled Plan. No report.

G. City Projects Flowchart (formally called the Typical Plan Review for City Projects). A copy of the approved Flowchart will be given to Committee/City Manager Liaison Fry with a request that she coordinate the preparation of an

Agenda Report for presentation of the Flowchart to the City Council.

H. Goals for 2007. This item will be carried over to the September committee Agenda.

I. City Parks. No report.

8. New Business

A. Sidewalk Policy. This item was covered in the earlier report by Perez-Martinez.

B. Council Member Bennett status on ADA Committee.

After discussion, the Committee agreed to defer action to allow the Committee and its work to be publicized and efforts made to gauge interest in the Committee on the part of the public in order to create a pool of applicants for membership. It was observed that simply placing announcements of vacancies on the Committee had not resulted in any applications for membership. It was suggested that the Committee should engage in active recruitment for members, perhaps beginning with an article in the Hometown Bulletin. Bennett will discuss with the Mayor his preference for her status on the Committee.

C. Staff Report re: Survey of Public Works.

Public Works Superintendent Perez-Martinez announced that on the basis of an assessment of accessibility compliance at the Public Works Office by the ADA Coordinator, the following steps will be taken to improve ADA accessibility for the public:

- (1) A disabled parking space will be added near the front door of the building;
- (2) The present wheelchair ramp will be extended to bring it into slope and grade compliance;
- (3) Interior counter space will be reconfigured to accommodate persons in wheel chairs.

The present toilet room cannot be made completely ADA accessible because of the size of the room and its relationship to the rest of the office spaces.

9. Announcements

- Chair Garcia distributed copies of the Recreation Department's Activities Guide and asked the Committee to evaluate the ADA information contained in it and bring comments and suggestions to the September meeting.
- Committee member Whiteley announced the Vision Care Day to be held on Saturday, August 25, 2007, at the Blind and Visually Impaired Center and invited members to attend.

10. Adjournment—The Committee having acted on all agenda items, the meeting was adjourned at 7:40 p.m.

The next regular meeting of the ADA CAC will be held on Wednesday, September 26, 2007.

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.