



**CITY OF PACIFIC GROVE  
300 FOREST AVENUE  
PACIFIC GROVE, CALIFORNIA 93950  
TELEPHONE (831) 648-3190 FAX (831) 648-3184**

**MEETING AGENDA**  
**AMERICANS WITH DISABILITIES ACT (ADA)**  
**COMPLIANCE ADVISORY COMMITTEE**

**Date:** Wednesday, February 28, 2007  
**Time:** 6:00 P.M.  
**Place:** City Manager's Conference Room (2<sup>nd</sup> floor)  
300 Forest Avenue, Pacific Grove

1. Call to Order
  - a. Attendance
  - b. Public Introductions
2. Election of Officers
3. Presentations
4. Approval of Minutes
  - a. Approval of the December 13, 2006 regular meeting minutes  
(need to listen to tape)
  - b. Approval of the January 30, 2007 special meeting minutes.
5. Oral Communications

Comments from the audience will not receive committee action at this meeting unless relative to an agenda item. Comments may concern matters either on or not on the agenda, but must deal with matters subject to the jurisdiction of the ADA Compliance Advisory Committee. Comments will be limited to three minutes.

6. **Correspondence**
7. **Staff Report**
8. **Old Business**
  - a. **Status of MST Bus Stop at Golf Course**
  - b. **Status of Fire Department Remodel**
  - c. **2007 Community Resource Fair**
  - d. **Crosswalk at 19<sup>th</sup> Street and Sunset Drive**
  - e. **Parking for the Disabled Plan**
  - f. **Curb Ramp Policy**
  - g. **ADA issues at Vista Point Apartments**
  - h. **City's ADA Plan**
  - i. **ADA Best Practices Tool Kit for State and Local Government**
  - j. **Plan Review Matrix for City Projects**
9. **New Business**
10. **Announcements**
11. **Adjournment**

**REMINDER:**

**Committee members please bring the packet you were provided on the Tool Kit.**

**This meeting is open to the public and interested citizens are welcome to attend. The City of Pacific Grove does not discriminate against individuals with disabilities. The Pacific Grove City Hall is an accessible facility. Contact the City Clerk at (831) 648-3100 for any needed accommodation. Some accommodations may require up to seven days notice.**

**This Agenda Posted: 2/21/2007**

City of Pacific Grove  
ADA Compliance Advisory Committee

**MINUTES**

Meeting Date: December 13, 2006

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

Members present: Carmelita Garcia, Chair; Sue Renz, Vice-Chair;  
Pat Herrgott, Robin Whiteley, Lisa Bennett, City  
Council Representative

Members absent: Bob Davis, Secretary, Wayne Johnson

Vacancies: 1

Staff: Jon Biggs, Community Development Director

Members of the Public: Sally Herrgott

1. **Call to Order**
  - a. Attendance.
  - b. Members of the public introduced themselves
2. **Presentations**
  - a. None.
3. **Approval of Minutes** – The Minutes of October 25, 2006, were approved unanimously on a motion by Herrgott/Whiteley.
4. **Oral Communications** – Sally Herrgott wished everyone a happy holiday.
5. **Correspondence** – Noted Jim Willoughby letter.
6. **Staff Report** - None.

## 7. Old Business

- a. **Curb Ramp Priority Policy.** Carmelita Garcia reported that she hopes that Celia Martinez, Public Works Supervisor, will be presenting an amendment to the curb ramp policy, which was previously approved by the City Council on July 6, 2005. The ADA CAC voted unanimously at their October 25 meeting to recommend that the Curb Ramp Policy (this amendment) be forwarded to the City Council for consideration.
- b. **Curb Ramp Inventory.** Public Works is updating the curb ramp locations using GIS.
- c. **Parking Plan for Persons with Disabilities.** Chair Garcia reported that the plan is moving forward, curb marking work is scheduled but rain is interfering with implementation.
- d. **Status of MST Bus Stop at the Golf Course Clubhouse.** Chair Garcia reported that she received information from Mike Leach, Golf Course Superintendent. (See attached correspondence). There was a lot of discussion on this topic and we are waiting for more information.
- e. **ADA Issues at new low-income senior apartment complex (Vista Point Apartments at Pacific Grove).** Chair Garcia reported that Steve Leiker, Public Works Director, is aware of the desired parking space location in front of the building.
- f. **Status of ADA Long Range Plan.** Committee went through each of the items on the Long Range Plan.

Police Department: the training room thresholds are being worked on (the difficulty is that the doors are steel and the building is concrete and so the standard threshold takes numerous adjustments to make it fit.

Fire Department changes are moving forward.

Recreation Department: ADA committee to request that Jim Colangelo, City Manager, direct John Miller, Recreation Department Director, to put together a plan to address the identified ADA issues. Thresholds are in process.

Public Works: Celia Martinez, Public Works Supervisor, is aware of the issues and has indicated that the costs will not be prohibitive (golf cart excepted). Parking for the disabled already discussed.

Chair Garcia will talk with Celia about getting a written plan with time frames for the implementation of restroom upgrades in Washington Park.

Pat Herrgott commented about the need for a pathway from Alder to the main picnic table area (the accessible picnic area near Sinex not withstanding).

- g. **City's ADA Plan.** Sub-committee member Renz will try to have a plan to review by the January meeting.
- h. **Nominations.** Chair Garcia reminded that Committee procedures provide for nomination of officers at the January meeting with elections to take place in February.

## 8. **New Business**

- a. The **ADA committee annual report** was accepted by the committee and will be presented to the City Council in January.
- b. Council member Miller asked Chair Garcia to prepare a **budget for 07/08**. She developed a plan with a budget of \$31,545. It was approved by the committee on a 5-0 vote and will be passed on to the City Manager.
- c. **Pedestrian Master Plan.** Council member Bennett said it was a great start, there are lots of inaccessible areas due to incomplete sidewalks.

- d. **2007 Community Resource Fair.** Committee recommends planning for June to coordinate with other events. Member, Robin Whiteley will work on this.
  - e. The **flow chart matrix** was discussed and it was agreed that Department Directors could bring preliminary plans to the ADA committee before going before the City Council to get some preliminary feedback. These plans could not be regarded as final approved plans from the ADA committee at that point however.
9. **Announcements** – Committee member Whiteley reported on Vision Care and Assistive Technology Day.
10. **Adjournment** - The meeting was adjourned at 7:55 p.m., the Committee having completed its agenda business.

Respectfully submitted,  
Douglas Rick (from tape)

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

City of Pacific Grove  
ADA Compliance Advisory Committee

**SPECIAL MEETING MINUTES**

Meeting Date: January 30, 2007

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

Members present: Carmelita Garcia, Chair; Sue Renz, Vice-Chair;  
Bob Davis, Secretary; Pat Herrgott, Wayne  
Johnson, Robin Whiteley, members

Members absent: Lisa Bennett, City Council Representative

Vacancies: 1

Staff: None

Members of the Public: Alan Cohen, City Council Member, substituting  
for Lisa Bennett; Jim Gunter, Fire Department  
Prevention Officer; Mike Leach, Golf Course  
Superintendent; Sally Herrgott, public

1. **Call to Order**
  - a. Attendance.
  - b. Members of the public introduced themselves
2. **Presentations**
  - a. None.
3. **Approval of Minutes** – The Minutes of the Special Meeting of December 13, 2006, were tabled pending review of the tape for correction of Item 8.e. on a request by Herrgott. Chair Garcia will ask Doug Rick, ADA Coordinator, to provide the meeting tape for the February 2007 meeting.
4. **Oral Communications** – None

**5. Correspondence – None**

**6. Staff Report - None**

**7. Old Business**

- a. **Election of Officers.** Chair Garcia announced that election of officers will take place at the February meeting as provided in Committee rules.
  
- b. **2006 Annual Report.** Chair Garcia reported that the 2006 Annual Report for 2006 was presented to the City Council on January 17, 2007.
  
- c. **Status of MST Bus Stop at Golf Course Clubhouse.** Golf Course Superintendent Mike Leach presented plans for relocation of the Golf Course bus stop to a site next to the current upper cart path on Asilomar Avenue, thus providing an ADA compliant bus stop and path of travel for bus passengers to the west entrance of the Clubhouse and for golfers from the Clubhouse to the 10th Tee of the Golf Course. MST has approved the relocation of the stop. The cost of relocation is estimated to be \$6,900 as opposed to the \$40,000 estimated cost of earlier proposals. The proposed relocation mitigates some of ADA CAC concerns about access to the Golf Course Clubhouse by persons with disabilities. The Committee on a motion by Davis/Johnson unanimously recommended approval of the plan with staff to provide a report to the City Council. Chair Garcia will forward the Committee recommendation to the City Manager.
  
- d. **Status of Fire Department Remodel.** Fire Prevention Officer Gunter, manager for this project, presented plans showing rearrangement of Fire Department administrative space to remove architectural barriers and provide access for persons with disabilities. The remodel will cost approximately \$203,600, funded largely through a CDBG program and was approved by the City Council in April 2005. Final plans will be reviewed by Jonathan Adler, the City's ADA Consultant and

will be presented to the ADA CAC for their review. Other changes in the building, unrelated to the remodel program reviewed here, may be made pending funding. The tentative completion date is October 2007. On a motion by Davis/Johnson, the Committee voted unanimously to receive the report. Chair Garcia will forward the Committee recommendation to the City Manager.

- e. **ADA Issues at Vista Point Apartments.** Chair Garcia reported that a Disabled parking space has been installed at the front of the building with access to the front entrance. Garcia and Renz reported that crosswalk access from the building to neighboring streets is poor and that concerns about the lack of connection between crosswalks and existing curb ramps have been raised at Traffic Commission meetings. Renz noted the confusing location of stop signs at the Jewell Avenue intersection at the head of Briggs Avenue and suggested that a study of both stop sign locations and traffic patterns in the area is needed to determine where stop signs, crosswalks and curb ramps are needed. Chair Garcia stated she spoke with Public Works Supervisor Martinez about the concern that there is no safe way for Vista Point residents to get across Jewell Avenue due to the lack of crosswalks and connecting curb ramps. Chair Garcia requested that Martinez evaluate the corner of 19th Street and Jewell Avenue to determine if a curb ramp could be installed to assure pedestrian safety. The Committee suggested that the ADA CAC and Traffic Commission work together to seek solutions for problems identified.

Herrgott noted ADA concerns expressed to her by residents of the apartments about internal access and accommodation issues and accessibility problems for public safety personnel in emergencies. Herrgott asked to whom ADA issues relating to the building should be addressed since the building was a joint project of South County Housing and the City of Pacific Grove. Who is responsible for resolution of ADA issues within the building? Chair Garcia will discuss the concerns with Community Development Director Biggs and with Julie

Uretsky in the housing office. Councilmember Cohen suggested that internal issues should first be presented to building management before the ADA CAC gets involved. Herrgott cited problems with the performance of building management and noted the recent replacement of the building manager. No action taken; information only.

- f. **2007 Community Resource Fair.** Committee member Whiteley reported that the directors of the Vision Center were not responsive to the idea of a Community Resources Fair in cooperation with the ADA CAC. Whiteley will continue to explore the idea of a Community Resources Fair with other agencies and the Vision Center will be invited to participate..
  
- g. **City's ADA Plan.** Committee member Renz reported that archive materials relating to the City's ADA history had been reviewed and organized. She recommended that materials that relate to departments be collected together for use by the departments and that materials relating to the public be assembled together in a form accessible to the public. Each department would be responsible for seeing that its employees are familiar with that department's responsibilities. The public information would be presented in a form accessible and understandable to the public. The information contained in the two sections would constitute the City's ADA Plan. She asked for the addition of another member to help with the selection and organization of the material. Chair Garcia offered to help. Once reviewed again, the materials will be organized in Department and Public sections and presented to the ADA CAC for review prior to submission to the City Council. Renz's written report is available in the Committee's file in the Community Development Department.
  
- h. **Crosswalk at 19th Street and Sunse Drive.** Chair Garcia reported that Public Works is seeking grant funding for the City's share of the cost for the pedestrian crosswalk at 19th Street and Sunset Drive. Location and striping of the crosswalk itself is a CalTrans project. No work has yet been undertaken.

- i. **Curb Ramp Policy.** No report.
- j. **Parking for Disabled Plan.** No report.

**8. New Business**

- a. **ADA Best Practices Tool Kit for State and Local Government.** Chair Garcia introduced the Tool Kit which provides a summary of applicable laws relating to the ADA and suggests practices that can assist jurisdictions in achieving ADA compliance. The 3 chapters of the Department of Justice publication available so far were distributed to ADA CAC members, the ADA Coordinator and the head of the CDD. Chair Garcia pointed out the ADA audit process as outlined and the description of the role and responsibility of ADA Coordinator as especially valuable. This document provides a handy way for jurisdictions to measure their policies and practices against ADA requirements. The Toolkit will be agendized for further discussion at the February meeting with focus on the audit procedure.

Herrgott pointed out that there is a National Association of ADA Coordinators which publishes an ADA Coordinators Newsletter, and recommended that our ADA Coordinator become a member of the Association. There followed discussion of the position of ADA Coordinator.

- b. **Plan Review Matrix for City Projects.** Chair Garcia pointed out that there appears to be continuing confusion as to the role of the City Council in reviewing City building projects. After discussion, it was the consensus of the Committee that copies of the Matrix be resubmitted to the City Manager with copies to the City Council with a request that the process outlined in the Matrix be adopted as a City practice.

- 9. Announcements** – Herrgott distributed a newspaper article reporting that all University of California employees are required to take an ethics course. Davis reminded members that the same requirement applies to all elected and appointed members of city

governments in the State of California and urged them to seek ethics certification.

**10. Adjournment** - The meeting was adjourned at 7:45 p.m.

Respectfully submitted,  
Bob Davis, Secretary

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