

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

FINAL MINUTES

Meeting Date: February 27, 2008

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

1. **Call to Order** 6:00 p.m. at 6:10 when had a quorum.
2. **Role Call.** Present: Pat Herrgott, Vice Chair; Robin Whiteley, Secretary; Wayne Johnson; Ellen Swaigert. Absent: Lisa Bennett, Council Representative; Carmelita Garcia, Chair; and Bob Davis. Staff present: Sarah Hardgrave, Polly Fry
3. **Approval of Minutes.** On a motion by Whiteley/Johnson, the minutes of the December 13, 2007 minutes were approved.
4. **Election of Officers:** On a motion by Herrgott/Johnson, the previous slate of officers was approved for 2008.
Garcia - Chair
Herrgott - Vice chair
Whiteley - Secretary
5. **Oral Communications:** Pat Herrgott reported to the committee that both she and Wayne Johnson had been re-appointed to the committee.
6. **Committee Member and Staff Announcements:**
 - Whiteley announced Diabetic Symposium on April 19, 2008 from 8:00 to 3:30 at the Pasadera Country Club off of Highway 68.
 - Introduced new staff member - Sarah Hardgrave. She will also be the ADA Coordinator. She stated she did her Masters thesis on housing for people with disabilities.
7. **Correspondence:** None
8. **Old Business:**
- 8A. **2007 Annual Report:** 2007 Annual Report passed at the February 6th City Council Meeting.
- 8B. **Sidewalk Inventory:** Sidewalk inventory to be discussed at the next meeting. Ellen will work on this; also Lisa Bennett is interested in this survey.

Also 2 people from the Traffic Committee volunteered. Also the ROP Program is interested, suggested to invite a representative from this group to the next meeting. Herrgott will talk to Garcia to invite someone from the Traffic Commission to the next meeting.

8C. City Parks: Ongoing. No action taken, Continued to March meeting.

8D. Accessibility Appeals Board: Herrgott said the previous Board did not have a statement and had not met in the 11 - 12 years. The Board might be a function of this Committee. Continued to next meeting.

8E. ADA Best Practices Tool Kit: To be discussed next month. Hardgrave will bring copies to next meeting.

8F. City ADA Plan: Herrgott to discuss this with Garcia. Hardgrave stated she has the ADA Plan Binder, but that Garcia will give her the ADA Plan.

9. New Business:

9A. Parking Lot Lighting at Golf Course: Now that the Club is having night events, this becomes a safety issue. It was announced that the Traffic Commission had approved both the sidewalk survey and Lighting in the parking lot of the Golf Course. Hardgrave asked who to contact to follow-up. Hergott suggested she contact Garcia.

10. Announcements: Johnson thanked Polly Fry for all her efforts and welcomed Hardgrave. Hergott thanked the staff for all their time and interest.

11. Adjournment: Meeting adjourned at 6:50pm.

Respectfully submitted,

Robin Whiteley, Secretary

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

NOT FINALIZED AND APPROVED UNTIL MEETING OF 4/23/08

DRAFT MINUTES

Meeting Date: March 17, 2008

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

1. **Call to Order** Meeting called to order at 6:03pm.
2. **Role Call.** Present: Carmelita Garcia, Chair; Pat Herrgott; Wayne Johnson; Ellen Sweigert; Lisa Bennett, Council Representative (arrived at 6:25pm). Absent: Robin Whiteley; Bob Davis. Staff present: Sarah Hardgrave.
3. **Approval of Minutes.** On a motion by Herrgott/Johnson, the minutes of the February 27, 2007 minutes were approved with an amendment to note that Pat Herrgott and Wayne Johnson had been re-appointed to the committee, as reported during committee member announcements.
4. **Oral Communications:** None
5. **Committee Member and Staff Announcements:**
 - Sarah Hardgrave presented an overview of the application for a \$450,000 Community Development Block Grant for City-Wide Housing Rehabilitation and Public Improvement Project. The Public Improvement Project is for implementation of curb ramps identified in the five-year plan for accessibility improvements. If the grant is awarded, the City will be required to submit a completed Section 504 Self-Evaluation and demonstrate compliance with requirements that prohibit discrimination or exclusion from participation in such federally funded programs.
 - Sarah Hardgrave distributed information from the California Department of Housing and Community Development regarding Housing Elements and the requirements to address governmental constraints on meeting the need for housing for persons with disabilities as well as reasonable accommodations for housing designed for persons with disabilities. A joint meeting of the Housing Committee and the ADA Compliance Advisory Committee will be planned for the summer of 2008 to address these issues as part of the Housing Element update.
6. **Correspondence:** None
7. **Old Business:**

7A. Sidewalk Inventory:

- Jan Roehl and David Terry, members of the Traffic Safety Commission, attended the meeting to participate in the discussion of the Sidewalk Inventory, with an desire to make Pacific Grove a walkable city.
- Ms. Roehl presented information, including a map exhibit, of a previous 1998 study prepared by the Pedestrian Safety Task Force. This report and map identified the status of sidewalks on primary pedestrian routes in an area considered a historic sidewalk district, where sidewalks were in need of 1) improvements, 2) where sidewalks were discontinuous, or 3) where street conditions warrant the installation of sidewalks.
- Lisa Bennett reported on her investigations into the sidewalk survey, including conversations with a concrete contractor, city staff, and a member of the Planning Commission about the proposed sidewalk inventory. Input included possible approaches to prioritizing sidewalk improvements, changes to existing sidewalk requirements (such as requiring the installation of rebar), and possible incentives to property owners for making improvements.
- Issues concerning City liability that may result from implementing a sidewalk inventory require further discussion with the City Attorney's office, and Lisa Bennett will follow up and report on this at the next meeting.
- The committee requested that staff investigate the process for sidewalk improvement requirements through Community Development Department permits, as well as the question of waivers that are granted for sidewalk improvements through the permit review process.
- The committee discussed whether this effort should focus on specific areas of the city, and that the process should result in defining projects to be able to apply for and obtain possible grant funding for sidewalk improvements.
- The item was continued to the next meeting for further discussion.

7B. Accessibility Appeals Board: No report from staff on this item, except that the City Council will be considering the consolidation of Boards, Committees and Commissions this spring.

7C. ADA Best Practices Tool Kit: The Committee has reviewed the first two chapters. Chair Garcia will prepare a summary of Chapters 3 and 4 for consideration of next steps at the next meeting.

7D. City ADA Plan: Sarah Hardgrave described a basic plan for City staff review of the Draft ADA Plan, including review by the Community Development Department, Public Works, the City Attorney, and the former City ADA Coordinator. An ADA expert may also be required for final review prior to City Council adoption. Ms. Hardgrave is investigating if environmental review would be required for this plan under the California Environmental Quality Act.

7E. Parking Lot Lighting at Golf Course: The Committee expressed continued concern with the lack of lighting in the golf course parking lot, particularly for the visually impaired. The Traffic Commission has also expressed concern about the lack of lighting. Ms. Hardgrave reported that the Use Permit requirement disallowing events after dusk is still in effect. Chair Garcia will look for examples of lower intensity lighting that may not be as objectionable to neighbors and the public as previous proposals.

8. New Business:

8A. Bench/statue at Chamber of Commerce: The committee expressed concern that the bench and statue at the Chamber of Commerce has made the information boxes inaccessible. Ms. Hardgrave will investigate and report back at the next meeting.

9. Announcements: None.

11. Adjournment: Meeting adjourned at 7:36pm.

Respectfully submitted,

Sarah Hardgrave, ADA Coordinator



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

Meeting Date: April 23, 2008

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

1. Call to Order

The meeting was called to order at 6:03pm.

2. Role Call.

- Present: Carmelita Garcia, Chair; Wayne Johnson; Robin Whiteley; Lisa Bennett, Council Representative.
- Absent: Ellen Sweigert; Pat Herrgott; Bob Davis.
- Staff present: Sarah Hardgrave.
- Public present: Jan Roehl.

3. Approval of Minutes.

- On a motion by Bennett/Whitely, the minutes of the March 17, 2008 minutes were approved.

4. Oral Communications: None

5. Committee Member and Staff Announcements:

- Sarah Hardgrave announced that review of the ADA improvement plans for the Old Bath House will most likely occur at the June meeting.

6. Correspondence:

None.

7. Old Business:

7A. Sidewalk Inventory:

- Lisa Bennett gave a report on questions raised at the March meeting regarding sidewalk maintenance, enforcement, and City responsibility.
- Due to the City budget situation, one option for developing funds for sidewalk installation and repair would be to create a special assessment district. Grant funding opportunities should also be investigated further.
- Jan Roehl and Carmelita Garcia reported that the Traffic Safety

Commission is considering the approach of preparing a pedestrian master plan, and is looking at examples of these types of plans from other jurisdictions. Opportunities to combine efforts of the various committees should be pursued.

- The item was continued to the next meeting for further discussion.

7B. Bench/statue at Chamber of Commerce:

- The ADA CAC has been concerned that because of the location of a new bench/statue outside the Chamber of Commerce Building, the information kiosk was no longer accessible. Ms. Hardgrave reported on her investigation. Because the Chamber building is located on City-owned property, it is subject to the California Building Code Chapter 11B – Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Publicly Funded Housing.
- Ms. Hardgrave identified that the bench/statue is located in an area considered an exterior path of travel, and that the standards under Section 1133B.7 – Walks and Sidewalks – apply to the information booth area.
- The width between the toe of the statue and the flagpole is approximately 36 inches, as opposed to the required 48 inches in width required. The committee discussed the exception for natural barriers and existing conditions, and did not believe that the bench/statue qualified for the exception. Ms. Hardgrave also reported concerns that the surface cross slope exceeded ¼ inch per slope.
- Ms. Hardgrave reported that she would review the lease between the City of Pacific Grove and the Chamber of Commerce for any agreements regarding improvements or alterations of the facility.
- On a motion by Bennett/Johnson, the ADA CAC voted 4-0 that Ms. Hardgrave should prepare a letter to the Chamber of Commerce requiring that the information booth/kiosk area be ADA compliant by either relocation of the bench/statue to a location where it does not obstruct the path of travel or by relocating the information booth/kiosk to an accessible location.

7C. Parking Lot Lighting at Golf Course: No report.

8. New Business:

8A. Sidewalk Improvement Requirements and Development Review Process:

- Ms. Hardgrave reported that the Public Works Department had given waivers for sidewalk improvements in the past, but no waivers have been issued in the last year and they are no longer granting them.
- The committee requested additional information about the history of the waivers, such as where the waivers are kept, if there is a comprehensive list of waivers that have been granted, and whether the waivers require improvements to be made at some point in the future.

8B. Planning Commission and City Council recommendations on committees and boards composition:

- The committee reviewed the Planning Commission's recommendations to the City Council about the size and meeting frequency of the ADA CAC, as well as changes that the City Council made to some of the City's boards and committees.
- No changes were made to the ADA CAC, and further changes beyond those acted on by the Council at their April 16, 2008 meeting are not expected.

8C. Housing Element Work Program Schedule

- Ms. Hardgrave provided an overview of the Housing Element update work program and schedule. A joint meeting of the Housing Committee and the ADA CAC is planned for July. The meeting will focus on regulatory constraints to affordable housing and housing for people with disabilities.

8D. ADA Best Practices Tool Kit for State and Local Government:

No report.

9. Announcements: None.

10. Adjournment: Meeting adjourned at 7:10pm.

Respectfully submitted,

Sarah Hardgrave, ADA Coordinator

ADA COMPLIANCE ADVISORY COMMITTEE

Date: May 28, 2008

Role Call:

Present: Carmelita Garcia, Chair; Pat Herrgott, Vice Chair; Robin Whitely, Secretary; Bob Davis, Wayne Johnson, Ellen Sweigert

Absent: Lisa Bennett (excused)

Staff: Sarah Hardgrave, Celia Perez-Martinez

On a motion by Whiteley, the minutes of April 23, 2008 were approved.

Oral Communication: None

Committee or Staff Announcements:

Chair Garcia announced that the Monterey County Superior Court's website has been revised and updated. She also mentioned that there is a link for further updates to the website, which include ADA accessibility.

Hardgrave repeated announcement from previous meeting that the review of the ADA improvement plans would likely occur at the June meeting.

Hardgrave also mentioned that the July meeting will be a joint meeting with the Housing Committee, and the meeting will take place at the regular scheduled ADA meeting. Garcia asked if this would be classified as a Special Meeting. Hardgrave to make sure it is notice accordingly.

Correspondence: None

Old Business:

7A. Sidewalk Inventory - Since Bennett was not present this evening, decided to hold off on form until terms have been revised per City Attorney.

Celia Perez-Martinez provided information regarding whose responsibility it is for the repair of sidewalks. Retailers are responsible for the sidewalk in front of their business. However, the City will assist with items such as replanting of a tree if necessary or a curb ramp. Celia Perez-Martinez also discussed residential sidewalks and sidewalk waivers.

7B. Bench/Statue at Chamber of Commerce – Ms. Hardgrave had sent a letter to the Chamber of Commerce regarding accessibility. Ms. Hardgrave reported that the final inspection occurred today and that Garcia had attended the inspection. The situation has been remedied.

7C. Lighting at the Golf Course - Garcia stated she is still researching lighting solutions.

New Business:

8A. Review of Five Year Plan conducted.

Page 3. Recreation Dept. there is money to do a threshold. Celia Perez-Martinez to follow up.

Page 4. Public Works Dept. stated they could create a ramp to the Conference Room; this would lead to a lowered counter.

Page 4. Chamber of Commerce - Decided a bell to be installed and someone could come out to provide assistance.

Page 6. Pathway, this can get done this summer.

Page 7. Research needs to done as to the placement of parking space at the Cemetery.

Page 7. Arnet Park, parking space not done.

Page 11. Washington Park – Alder @ Gibson there is a pathway already there and when time/money allows, Public Works to convert to ramp for access to BBQ and picnic area. Will also provide handicap parking space at location.

Bus stop at Golf Course still needs signage about the slope. Public Works will follow up.

8B. Brown Act - Information given to members.

8C. ADA Best Practices - Chapters three and Chapter four given to members. Davis requested we table this until next meeting, so we may study this material.

Announcements:

Davis stated John Fischer was in the Hospital.

Whiteley gave information on the Vision Care Day on June21, 2008.

Meeting Adjourned at 7:15.