

CITY OF NEWBERG

ADA TRANSITION PLAN

FEBRUARY, 1992

INTRODUCTION:

The City of Newberg will undertake during the next five years a transition process to assure that the City is in compliance with the American Disabilities Act. Based on this Act, the City will be required to pursue several work programs in order to assure that the City achieves compliance. Some of these programs will be difficult to achieve while others will be quite easy. Accessibility is a high priority for the City due to the implementation of the federal mandate.

WHO IS COVERED BY ADA?:

Every person with a disability is covered by the ADA. The term "disability" means, with respect to an individual, (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such impairment; or (C) being regarded as having such an impairment. Major life activities include such things as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Temporary impairments must be considered on a case by case basis to determine whether they are disabilities.

TRANSITION PLAN:

Education of management regarding responsibilities.

The clear requirement of the ADA is that employers make reasonable accommodation to the known physical or medical limitations of the qualified applicant or employee, unless the accommodation would impose an undue hardship on the employer. The key to this definition is undue hardship. Currently, the City operates out of several locations:

City Hall
Community Development Office
The corner of Howard and Second Streets
Newberg Fire Department
Wastewater Treatment Plant
City Library
City Shop

Each of these facilities, with the exception of City Hall, are handicapped accessible since they have been constructed to be in compliance or are ground floor facilities.

In addition, the City has the responsibility to assure that recruitment and accommodation are part of the culture of our organization. Revisions of job descriptions and the Personnel Rules are currently underway to achieve this goal.

JOB DESCRIPTIONS IDENTIFYING ESSENTIAL FUNCTIONS:

Each job description must be reviewed to assure that the essential job functions are identified. The City has contacted a consulting group that revises job descriptions with ADA language provisions. It is planned that these job descriptions will be implemented within the next two years.

PUBLIC SAFETY TRAINING FOR SENSITIVITY:

Emergency service personnel will undergo training to increase their sensitivity under ADA. It is planned that this training will be completed within the next two years.

INSURE ALL GOVERNMENT MATERIALS ARE AVAILABLE TO PERSONS WHO HAVE HEARING AND/OR VISION IMPAIRMENTS:

During the coming six months, the City will notify, on all agendas, that accommodations can be made for those with hearing or vision impairments at public meetings.

INVENTORY ACCESSIBILITY OF ALL PROGRAMS:

Within two months, the City shall inventory all programs and review physical and communication barriers.

PREPARE ACCESSIBLE INFORMATION ABOUT ADA AND PLAN FOR DISSEMINATION:

Department heads will meet on several different occasions to discuss accessibility issues and plan to disseminate information throughout the departments. This will occur during the coming two months.

DESIGNATE A RESPONSIBLE EMPLOYEE AND ADOPT GRIEVANCE PROCEDURES:

A responsible employee has been designated and she is Administrative Secretary, Rebecca Manning. Rebecca Manning will also be the information depository and be in charge of the grievance procedure which shall be that which is outlined in the Personnel Rules.

RESOLUTION NO. 96-1949

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWBERG ADOPTING THE CITY OF NEWBERG AMERICANS WITH DISABILITIES ACT TRANSITION PLAN DATED DECEMBER 1995.

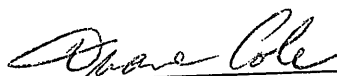
Recitals:

1. The City of Newberg is committed to a policy of providing accessibility to residents.
2. The Americans with Disabilities Act signed by President George Bush provides that every man, woman and child with a disability will be able to pass through once closed doors into a bright new area of quality, independence and freedom.
3. Part of the Americans with Disabilities Act is that each City develop a "Transition Plan" which details how the City, over a period of time, will remove architectural barriers or change policies and procedures it currently offers to the general public to attain compliance with the Americans with Disabilities Act.
4. The City of Newberg City Manager with the assistance of the Americans with Disabilities Act Transition Team has developed a Transition Plan for the City of Newberg.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newberg as follows:

1. The City of Newberg Americans with Disabilities Act Transition Plan dated December 1995 is hereby adopted by the City Council.

Adopted by the City Council this 2nd day of January, 1996.



Duane Cole - City Recorder

ATTEST:



Donna Proctor, Mayor

City of Newberg

CITY OF NEWBERG
CITY RECORDER INDEX NO. 1999

Newberg, Oregon

ADA Self-Evaluation

March 17, 2003

By

Consulting & Personal Services Inc.

2250 Churchill St.

Eugene, Oregon 97405

541-343-3262

**The purpose of this report is to identify structural
architectural barriers to City activities and services.**

City of Newberg

Newberg, Oregon

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**The purpose of this report is to identify structural
architectural barriers to City activities and services.**

Report Summary

The city has made considerable progress toward providing accessibility to its buildings since 1990. They have constructed new buildings and altered most of the existing buildings to provide better accessibility.

The accompanying report is long however the identified barriers are based on very rigid compliance with the ADAAG standards. In many cases the deviation is minor or does not result in a disabled persons inability to obtain the services offered by the city.

There are areas the city needs to work on to insure full participation. The most outstanding one is communication with persons unable to speak, hear or see. The city does not have an operational TDD other then the 911 Emergency System. (The city needs to encourage the use of the Relay Services offered by the local phone company. Examples of effective communications include qualified sign language interpreters, assistive listening devices, open and closed captioning, note takers, written materials, telephone handset devices, qualified readers, taped texts, audio recording, Brailled materials, materials on computer disk and large print materials.)

We were unable to locate any information that contained statements or instructions about obtaining (the presented) information in an alternate format at reception areas or in the Library. The reception staff did not know what to do. (The city needs to develop situational flip charts to be placed at all reception areas to guide even a new employee through helping a person obtain assistance. They also need to post information about a persons right to obtain the services. The posters can be obtained by contacting the EEOC.) See Page18 of the attached "ADA Guide for Small Towns".

The city parks do not offer accessible play activities because of the wood curbs around the play areas and the lack of accessible routes. The city needs to get local community organizations to help develop accessible routes. The city parks have the play equipment needed but only need the accessible routes to the existing equipment.

The city does not have a plan for providing curb cuts throughout the city. The city must identify routes through the city that connect all the service areas including residential areas. Priority should be given to residential areas that have known disabled persons. We recommend using local community members to assist in the development of the curb cut plan.

The city needs to develop additional policy and procedure statements in the following areas.

- Develop an ADA grievance procedure. See page 19 of the "ADA Guide for Small Towns".
- The city has a policy for dealing with employee issues but it does not have a policy and procedure for dealing with the public's requests for reasonable accommodation. The policy must include information about publicizing a person's right to request accommodation. The policy must also include the procedure the city will use for determining if a request is reasonable.
- A firm policy for development of public notices that will insure all notices are presented in verbal and non-verbal mediums. See page 25 of the "ADA Guide for Small Towns".
- Develop a policy for use of parks and how the scheduling is done either by the city or by organizations using the city facilities. See Page 24 and 25 of the "ADA Guide for Small Towns".
- The City Police Department needs to develop a policy and procedure in writing for dealing with transporting and holding suspects or prisoners.
- See Page 26 of the "ADA Guide for Small Towns".
- The City needs a policy to deal with temporary activities or events. The policy must outline the requirements and who is responsible for providing accessibility activities and features of the temporary events. See Page 26 of the "ADA Guide for Small Towns".
- The city needs a policy to deal with contracted services to insure the contractor is in compliance with ADA requirements and that all their activities will be accessible.

City of Newberg
Facilities for ADA evaluation

- 1 Wastewater Treatment Plant 2301 Wynooski Road
Public Wastewater Treatment, Composter pickup, Public tours.
2. Public Works 500 W. Third Street
Maintenance yard, Public RV Dump Station
3. Fire Station #2 414 E. Second Street
Fire and EMS services, Public tours
4. Fire Station #21 3100 Middlebrook Street
Fire and EMS services, Public tours
5. Public Library 503 E. Hancock Street
Library Services, Meeting space
6. Library Annex 211 N. Howard Street
Meeting space, Possible office space
7. City hall 414 E. First Street
Administration, Planning, Engineering, Building, Permitting
8. Public Safety Building 401 E. Third Street
Police Services, Public Tours, Training room
9. Francis Square 625 E. First Street
Outdoor recreation
10. Rocket Park 1500 Portland Road
Outdoor recreation
11. Memorial Park 400 Blaine Street
Outdoor recreation
12. Water Treatment Plant 2200 Wynooski Road
Pubic Water Treatment, Tours

- | | | |
|-----|---|--|
| 13. | Public Parking Lot
Public parking | 503 Hancock Street |
| 14. | Public Parking Lot

Public parking | Second St. Between College
and Howard |
| 15. | Animal Shelter
Stray animal housing | End of South Blain St. |
| 16. | Hoover Park
Outdoor recreation | 114 S. River St. |
| 17. | FISH (Hoover Park)
Emergency Food Center | 114 S. River St. |
| 18. | City Hall Annex
Records Storage | 115 S. Howard Street |
| 19. | Leavitt Park
Outdoor recreation | 10 th & Willamette |
| 20 | Jaquith Park
Outdoor recreation | 1215 N. College Street |
| 21 | Spring Meadow Park
Outdoor recreation | 3815 Vittoria Way |
| 22 | College Park
Outdoor recreation | 1209 Sierra Vista Street |

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

1

**City of Newberg
Wastewater Treatment Plant
2301 Wynooski Rd.**

A. Is this facility accessible to individuals with handicaps? (Whether employees or members of the public.)

Yes _____ No _____ N/A _____

This building is functionally accessible but does not meet all the requirements as noted below. The site is not accessible.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

1. The accessible parking space has an inconsistent slope ranging from 1.9% to 3.4%.
2. The walkway located across from the front entrance and front entrance does not have curb cuts. The campus has several walkways ending at curbs and curb cuts are not provided. The site has some curb ramps and driveway access points however they do not comply with slope requirements.
3. The main entrance doors have a 10 lb opening resistance. Each leaf of these double leaf doors provides a 28-inch clear opening. These doors are located thick brick walls.
4. Wipe-off carpets are not securely attached to the floor in the main lobby and will curl causing a trip hazard.
5. The double doors to the large meeting room provide a 28-inch clear opening per leaf. These doors have an opening resistance of 10 lbs.

6. The window blinds in the large meeting room have the control cords located above the required 54-inch maximum height.
7. The coat rack in the meeting room is 62-inches high.
8. The paper towel dispenser in the meeting room is mounted 57-inches above the floor and it requires tight grasping and pulling to activate the discharge roller.
9. The sink in the meeting room does not have a clear knee space. The cabinet door width is acceptable. The faucets are a twist type.
10. The door to the men and women's restroom has a 10+ lb opening pressure. There is 6 1/2-inches of clear space at the strike of the pull side of this door. The sign for the restroom is mounted on the door.
11. The paper towel dispenser in the men and women's restrooms requires tight grasping and pulling to activate the discharge roller.
12. The centerline of the toilet in the men's restroom is 19 1/2-inches from the wall.
13. The transfer-shower room does not have a proper sized dressing bench and the shower does not have a portable or a fold down bench.
14. The door to the shower room has an opening pressure in excess of 5 lbs.
15. The shower room has cloth hooks mounted very high on the wall.
16. The door between the office and the shop areas has 13-inches of clear space at the strike of the pull side.
17. Tours are taken to the upper levels of the plant and an accessible route is not provided.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Options available

- a. Resurface this area to provide a common slope that does not exceed 2%.
- b. Make no change at this time. When this area is repaired or altered the surface will be corrected. Reasonable access is provided.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Option available

- a. Identify the route taken during tours and provide curb cuts at all points that cross a curb.
- b. Make no change. All walkways will be restricted to employees only. All tours will be conducted using a video program presented in the large meeting room in the main building.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Option available

- a. Install automatic door openers that will open all four doors at the same time. This will provide the required 32-inch clear opening width.
- b. Remove the existing doors and install new 36-inch doors with a side window to fill the opening.
- c. Alter the building front to allow for the installation of new complying double leaf doors, which provide the required 32-inch clear opening per leaf.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Option available

- a. Remove the carpets completely.
- b. Obtain and install new carpets that will stay in place and not curl up. (Suction cups on the back of the carpet or a sticky-back carpet is best.)

Action: _____

Personnel Responsible: _____

Date: Completed: _____

5. Option available

- a. Install automatic door openers that will open both doors at the same time to get the required 32-inch clear opening width.
- b. Remove the existing doors and install a new 36-inch door with a side window to fill the opening.
- c. Alter the opening to allow for the installation of new complying double leaf doors, which provide the required 32-inch clear opening per leaf.
- d. Make sure both doors remain in the open position at all times.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

6. Option available

- a. Extend the length of the controls so they can be reached at a point at or below 54-inches.
- b. Make no change. Employees will be available at all times the room is in use.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

7. Option available

- a. Provide an additional coat rack with the bar at 48-inches high.
- b. Provide a short additional bar mounted at 48-inches under the existing bar.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

8. Provide and install an additional dispense mounted 48-inches above the floor that has a lever discharge device or an unrestricted flow.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

9. Option available
- a. Remove the cabinet base and any shelves to provide a clear knee space under the sink. The doors can remain in place because they will open out of the way.
- b. Take no action. Clear floor space is provided for a side approach and reasonable access is provided. Accommodations will be made upon request.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

10. Option available
- a. Install an automatic door opener and relocate the sign to the wall at the strike side of the door. Mount the sign so the center is 60-inches above the floor.
- b. Remove the door completely because line of site is protected without the door. Relocate the sign to the wall at the side of the opening.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

11. Option available
- a. Replace the dispenser with one that has a towel release system that does not require tight grasping. (Motion detector or lever type)
- b. Add a dispenser that is easy to operate as stated above.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

12. Option available
- a. Make no change because reasonable access is provided and grab bars are available.
- b. Relocate the toilet so the centerline is 18-inches from the wall.
- c. Build a spacer on the wall to place it 18-inches from the center of the toilet and remount the grab bar.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

13. Provide maintenance on a regular basis to keep the door operation at or below 5 lbf.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

14. Option available

a. Lower the existing hooks to 48-inches.

b. Provide additional hooks at 48-inches.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

15. Reverse the swing direction of the door keeping the hinges at the same point.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

17. Option available

a. Limit all tours to areas where it is possible to create a complying accessible route.

b. Create a video tour of the facility. This can be an expanded tour that is more comprehensive than the physical tours. The video will be shown in the meeting room. This option will provide a higher degree of security for the entire plant.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#2

**City of Newberg
Public Works
500 W. Third Street**

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ No _____ N/A _____

This building is functionally accessible but does not meet all the requirements as noted below. .

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

There is a holding-tank dump station with public access at this location. In addition to the dump station, visitors occasionally go to the shop offices. This city facility has recently been upgraded as part of the original compliance plan. The following are the observed items that remain to be corrected.

1. Off street parking is provided. One space has been identified as accessible but the painted access symbol is beginning to deteriorate.
2. An accessible route from the city sidewalk to the dump station and the building entry is not provided. The current access is through the vehicle entry gate and the large parking area.
3. The dump station near the fence appears to be no longer in service. Equipment is parked in front of the payment box and around the water supply.

4. The clean water control valve, at the dumpsite near the fence, is only 3-inches above the ground.
5. The opening pressure of the two primary entry doors exceeds 8.5 lbf.
6. The sink in the large meeting room does not have a clear knee space and the towel dispenser is mounted high and over the counter.
7. The mirror is mounted high.
8. The accessible shower has a twist knob water control.
9. The toilet seat cover dispenser is mounted above and directly over the water closet.
10. The toilet paper dispenser is mounted more than 36-inches from the wall in back of the water closet.
11. A portable locker blocks the clear floor space.
12. The door opens into the maneuvering space by more than 12-inches.
13. The paper towel dispenser is located in the required clear floor space for the sink and shower. The dispenser protrudes more than 4-inches from the wall. To operate the towel dispenser you must grasp and pull hard to activate the discharge roller.
14. The employee locker room is not accessible.
15. The grasp point for the large first aid kit next to the meeting room is in excess of 54-inches above the floor.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Place this on a maintenance schedule to be repainted.
Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Options available

- a. No action required this is a drive up facility and there is a security fence around the site.
- b. Provide a pedestrian gate in the fence. Stripe a pedestrian walkway to the dump station and to the entrance of the public works office or the access aisle serving the accessible parking space.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Options available

- a. Remove the sign from the entry fence and close the dumpsite station.
- b. Relocate the equipment to provide a clear area at the payment box. Remove the equipment from the area of the dump receiver and clean water supply.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Options available

- a. Make no change because the dumpsite is closed.
- b. Extend the height of the fresh water supply to place it within an acceptable reach range. (No less than 15-inches or more than 48-inches above the ground.)

Action: _____

Personnel Responsible: _____

Date: Completed: _____

5. Place maintenance of the door closers on a regular schedule to maintain the required 8.5 lbf maximum opening pressure.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

6. This is an open public area where guests, visitors and family members have access. Relocate or add a towel dispenser to a location with clear floor space and mount 48-inches above the floor.

Sink options available

- a. Alter the cabinets to provide a clear knee space under the sink 30-inches wide, 27-inches high and extending under the sink 19-inches.
- b. Make no change. Reasonable access is provided by a side approach and accommodation will be provided.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

7. Options available.

- a. Lower the mirror so the lowest reflective edge is 40-inches above the floor. Make sure the mirror is sufficiently tall to be functional for a person standing.
- b. Provide an additional mirror properly mounted at 40-inches.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

8. Options available

- a. Replace the shower control handle with one that is a lever style.
- b. Replace the control valve with one that is lever operated.
- c. Make no change. This is an employee shower only and accommodation will be provided upon request.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

9. Relocate or add a seat cover dispenser to a location in the stall where there is clear floor space and mount so the grasp point is no more than 48-inches above the floor.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

10. Toilet paper options

- a. Relocate the toilet paper dispenser to that it is less than 36-inches from the wall in back of the water closet.
- b. Add a new toilet paper dispenser and mount it less than 36-inches from the wall in back of the water closet.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

11. Remove the locker to provide the required maneuvering space of 60-inches or a "T" turn.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

12. Options available

- a. Make no change. Once the locker is removed there will be functional space for turning.
b. Reverse the swing direction of the door so it no longer swings into the toilet room.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

13. Options available

- a. Relocate the towel dispenser to the wall where the locker is located and alter the dispensing system to allow easy removal of the towels.
b. Add a new dispenser where the locker was located. The new dispenser must not have a restricted flow or it needs a lever towel release.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

14. This is an employee only area and accommodation will be provided upon request.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

15. Lower this cabinet so the highest grasp point is at or below 54-inches.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#3
City of Newberg
Fire station #2
414 E. Second Street

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ **No** _____ **N/A** _____

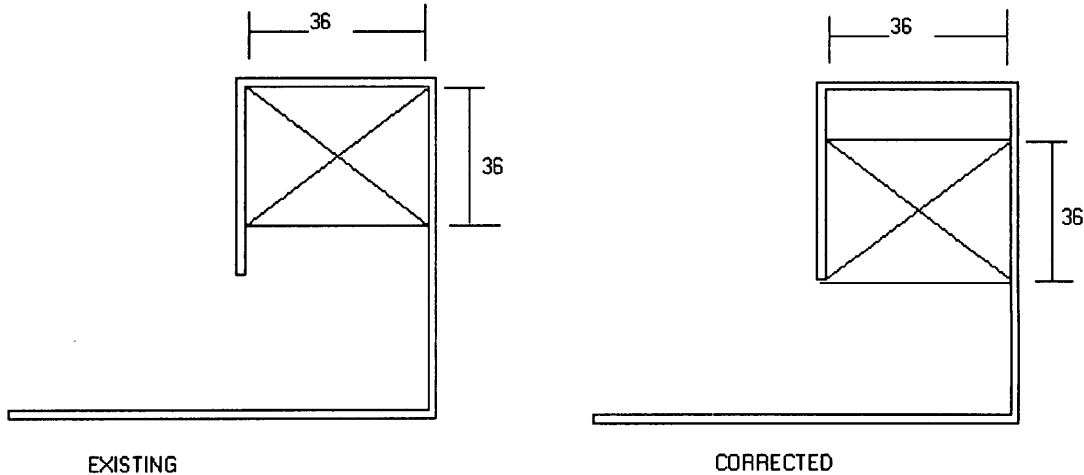
This building is rather new and is functionally accessible but does not meet all the specific requirements as noted below.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

This is an essential services structure and open to the public. Public tours, training and other community activities take place in this building. This city facility has recently been upgraded as part of the original compliance plan. The following are the observed items that remain to be corrected.

1. The new curb cuts at the corner of 2nd and Howard do not have a flush transition where they meet with the street. The curb cuts on the adjacent three corners of this intersection have the same problem.
2. The new curb cut at the corner of 2nd and Blaine does not have a flush transition where it meets with the street. Curb cuts are not provided on the other three corners of this intersection.
3. The pavement markings for the accessible parking space are beginning to deteriorate.
4. The video screen in the meeting room has a very high grasp point.

5. Two bathrooms are provided and they both have showers. One shower is not accessible because it is a transfer shower and clear floor space at the entry is not provided. The other shower has the required clear floor space.



6. The toilet seat cover dispenser is located above and behind the toilet and therefore does not have the required clear floor space.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Option available
 - a. Alter the level of the street to provide a flush transition.
 - b. Use a concrete grinder to grind down the curb cut making sure the maximum slope of 1 to 12 is not exceeded at any point.
 - c. Remove the curb cuts and install a new complying curb cuts with a flush transition at the street.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

2. Option available
 - a. Alter the level of the street to provide a flush transition.

- b. Use a concrete grinder to grind down the curb cut making sure the maximum slope of 1 to 12 is not exceeded at any point.
- c. Remove the curb cut and install a new complying curb cut with a flush transition at the street.
- d. Do one of the above and provide new curb cuts at the other three corners at this intersection.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

- 3. Place this on a maintenance schedule to be repainted.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

- 4. Option available

- a. Place a string or other device to allow use of this item from a height of no more than 54-inches.

- b. Provide a reach extension device to lower the screen without making a person climb to pull it into place.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

- 5. Option available

- a. Make no change because one shower is available.

- b. Alter the one shower by bringing it to the edge of the wall to provide the required clear floor space.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

- 6. Relocate or add a seat cover dispenser to an area that has clear floor space and mount at 48-inches above the floor.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#4
City of Newberg
Fire Station #21
3100 Middlebrook Street

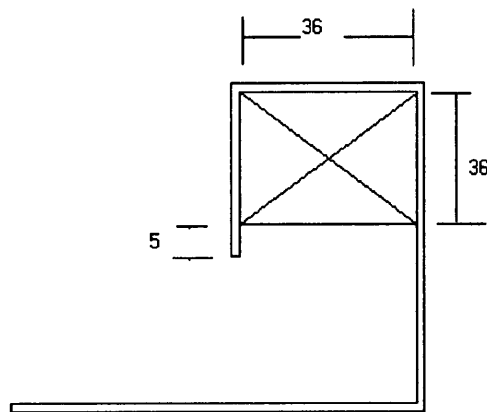
A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ **No** _____ **N/A** _____

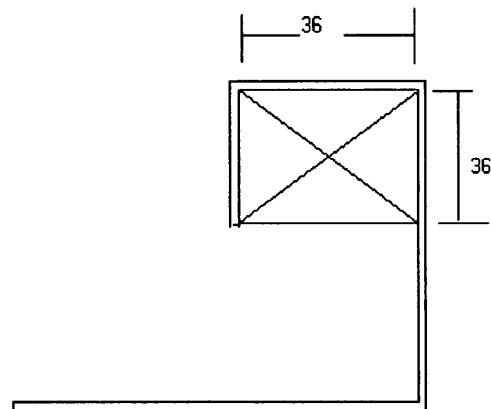
This building is functionally accessible but does not meet all the requirements as noted below.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.
This is an essential services structure and open to the public. Public tours, training and other community activities take place in this building. This city facility has recently constructed as part of the original compliance plan. The following are the observed items that remain to be corrected.

1. The opening pressure of most of the doors exceeds 5 lbf and the force increases as the door reaches 90-degrees open.
2. The underside of the bathroom sink counters provide a 28 ½-inch high knee clearance.
3. The shower has a 5-inch section of wall located in the required clear floor area.



EXISTING



CORRECTED

4. The sink in the conference room is small and does not have clear knee space.
5. The video screen in the meeting room has a very high grasp point.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Adjust the doors to provide an opening force of 5 lbf and place them on a regular maintenance schedule to keep them adjusted.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Option

- a. Because the 27-inch knee clearance is provided 8-inches under the sink, the ½-inch deviation from the required 29-inch leading edge will not adversely affect the function of the sink so no change will be made.

- b. Trim the base of all the sinks to get the required 29-inch clear knee space at the leading edge.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Option available
- a. Make no change. These are not public showers and accommodation will be made for employees upon request.
- b. Remove the small 5-inch section of wall to make the required clear floor space.
Action: _____
Personnel Responsible: _____
Date: Completed: _____
4. A side approach is provided and the space is functional. When the space is altered or renovated in the future the cabinet will be altered to provide a clear knee space.
Action: _____
Personnel Responsible: _____
Date: Completed: _____
5. Option
- a. Place a string or other device to allow use of this item from a height of no more than 54-inches.
- b. Provide a reach extension device to lower the screen without making a person climb to pull it into place.
Action: _____
Personnel Responsible: _____
Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#5

**City of Newberg
Public Library
503 E. Hancock Street**

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ **No** _____ **N/A** _____

This building was recently renovated to remove barriers and is functionally accessible but does not meet all the specific requirements for accessibility.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

City library services and a large meeting room are provided.

1. Two accessible parking spaces have been identified at the front of the building. The access aisle is 6-feet wide. The slope of the area is 3.9% and 5.4%. The slope of these spaces could cause a person to fall off a side exist lift.
2. The existing curb cuts serving the parking space access aisles have a vertical rise of 1+ inch at the transition with the street. The flairs for these curb cuts rise 5-inches in only 4-inches and there is cross traffic over these curb cuts.
3. There is a ramp to the building visible to a person parked in the accessible spaces. This ramp does not have handrails and it leads to a landing at the base of stairs and a closed entry.

4. The ramp to the building entry is located behind a concrete barrier and it has a deteriorating non-slip surface. It is not easily visible from a parked car.
5. The automatic doors at the entrance operate intermittently.
6. The wipe-off carpets at the entrance are not securely attached and will curl up creating a trip hazard.
7. There is no posted information about alternative services available to the disabled. However, they have access to talking books and other materials and will offer to read any material on request.
8. All ground floor doors, included the main meeting room, and most of the upper floor doors have knob hardware.
9. A sink and counter is located in a closet of the large meeting room. The sink does not have clear knee space.
10. The paper towel dispenser in the staff lounge is mounted high.
11. On the ground floor there are two computers available on a table that has no knee space.
12. The drinking fountain on the main floor has a water arch of only 2-inches.
13. The men's restroom has a stall 47 ½-inches wide and 54-inches long. The toilet is centered in the space and the seat cover dispenser is centered above the toilet.
14. The women's restroom seat cover dispenser is mounted above and in back of the toilet.
15. The second floor reception counter is 40-inches high.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Options available
 - a. Relocate these two spaces to an area that is level or has a slope no greater than 2% in any direction. Make sure at least two spaces share an access aisle that is 8-feet wide.
 - b. Overlay this area to alter the slope. The new surface must be level or no more than 2% in any direction. (Note The 4% is allowed under the ADA but 2% is best.)
 - c. Alter the area so the slope is not greater than 4% as allowed by building code and ADAAG at existing sites.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Options available
 - a. No change will be required because the accessible parking spaces will be relocated.
 - b. Remove the existing curb cuts. Install new curb cuts that have a flush transition where the cut meets with the new grade of the access aisle. The curb cut flairs must have a 1 to 12 maximum slope.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Place a large sign at the base of this ramp clearly indicating it is not a building entry and not to use the ramp. The sign must also identify the location of the actual entry ramp.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Place a sign at the building entry identifying the location of the ramp to the main entrance. Place a sign at the ramp entrance identifying its location. Provide maintenance to maintain the non-slip walking surface of the ramp.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

5. Provide regular maintenance to keep the opening system operational.

Action: _____

Personnel Responsible: _____
Date: Completed: _____

6. Options available
- a. Find a way to attach the carpet securely. One way is to obtain a type with suction cups on the backside.
 - b. Remove them completely.
 - c. Tape, staple or glue the existing carpet pieces down.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

7. Obtain information about handicapped rights and assertive services and how to obtain them. Mount the posters in a prominent location for the public and for employees. Fee posters are available from the EEOC at WWW.EEOC.GOV

Action: _____
Personnel Responsible: _____
Date: Completed: _____

8. Options available
- a. Replace all door hardware with lever hardware.
 - b. Add lever adapters to all existing door hardware.
 - c. Replace the knobs with lever hardware on all doors to areas used and open to the public. Provide accommodation to employees as needed in the employee areas. Make a policy of replacing knob hardware with the lever type anytime maintenance is required.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

9. Options available.
- a. Remove the sink completely.
 - b. Alter the cabinet to provide the required clear knee space under the sink.
 - c. Make no change at this time. When the closet doors are open there is a side approach provided and accommodation can be made upon request.
 - d. Place a lock on the closet doors and limit use and access to employees only.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

10. Options available
- Lower the existing dispenser to 48-inches.
 - Add a dispenser and mount at 48-inches.
 - Make no change at this time and provide reasonable accommodation because this is an employee area only.
- Action: _____
Personnel Responsible: _____
Date: Completed: _____
11. Place one of these computers on a table that has clear knee space 30-inches wide, 27-inches high and the space must extend under the table at least 19-inches.
- Action: _____
Personnel Responsible: _____
Date: Completed: _____
12. Provide maintenance or increase the water pressure to make a water arch of at least 4-inches.
- Action: _____
Personnel Responsible: _____
Date: Completed: _____
13. Options available
- Widen this stall to 60-nches and relocate the seat cover dispenser to a point in the stall that has clear floor space.
 - Remove the stall partitions completely. Add a lock on the door that has an occupied sign. Provide grab bars and relocate to seat cover dispenser to a point with clear floor space.
- Action: _____
Personnel Responsible: _____
Date: Completed: _____
14. Options available
- Relocate the dispenser to a point in the stall where there is clear floor space and mount 48-inches above the floor.

- b. Provide an additional dispenser and mount in the stall where there is clear floor space and place at 48-inches above the floor.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

15. Options available

- a. Lower the counter to 34 or 36-inches.

- b. Provide a section of the counter that is lowered to 34 or 36 inches.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

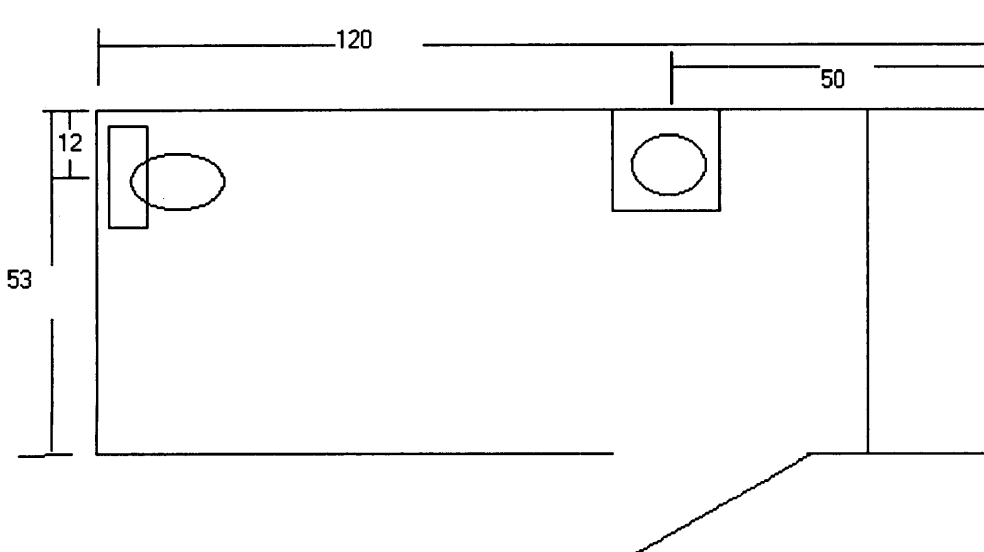
#6
City of Newberg
Library Annex
211 N. Howard Street

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ **No** XXX **N/A** _____

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.
This is a very old building and will be renovated before anyone moves into it. The city is not sure who will be locating in this building.

1. Off street parking is not provided. The building is located on the same block as the city parking lot.
2. The entry door and all interior doors have knob hardware.
3. A section of the ground floor is carpeted. The carpet is loose and it has a high trip edge.
4. The bathroom door has knob hardware. The mirror is small and mounted high and on the same wall as the toilet. The towel dispenser is mounted high. The toilet is centered 12-inches off the wall. The room is 52 ¾-inches wide. There is a non-complying grab bar.



5. This is a two-story building. The second floor is not accessible. This is an old building that will be minimally altered on the ground floor only.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Make no change. The city sidewalk is adjacent to the entrance of the building. There is a curb cut to connect with the on-street accessible parking across the street at the main library. There is also an accessible route, via the sidewalk, to the city parking lot that has accessible parking spaces.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Option available

- Replace the existing hardware with a complying lever type.
- Place a lever adapter on the existing door hardware.
- Replace the front entrance door with a new door that has complying lever type hardware.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

-
- Technical drawing of a mechanical part, likely a bracket or support. The drawing shows a side view with the following dimensions:
- Overall width: 120
 - Distance from left edge to center of circular feature: 18
 - Distance from right edge to center of circular feature: 50
 - Overall height: 53
- The part features a circular hole on the left side and a rectangular cutout on the right side. A vertical line is positioned near the left edge, and a diagonal line is shown at the bottom right corner.

5. Option available.
 - a. This is a government building and when this structure is significantly altered an elevator will need to be installed to provide access to all levels.

- b. When the ground floor is altered for the new tenant it will have to comply with current code. The second floor will not be altered or used so an elevator will not be required at this time.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

Program Accessibility- Facilities

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg.

CDBG Grant # Po2009

#7

City of Newberg
Section 504 Self-Evaluation
City Hall
414 E. First Street

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes XXX No N/A

This building is functionally accessible but does not meet all the requirements as noted below.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

This building has been upgraded recently and an elevator has been provided. The services provided in this building are basic reception for the city staff, administration activities, planning, engineering, and the building and permitting activities for the city. The following are the observed items that remain to be corrected.

1. On street parking is provided adjacent to the building entry. Accessible parking spaces are not provided. The nearest accessible parking space is at the City Hall Annex building ½ block away or in the city parking lot over a block away. (Provided the parking in that lot is corrected.)
2. There is a direction sign at the inaccessible alley entry. This sign displays the access symbol and an arrow. It is confusing because a person is directed to the entry only to realize there are stairs and the arrow meant to go to the front of the building.

3. The force needed to open the doors to the elevator lobby exceeds 5 lbf.
4. The wipe-off mats at the entrance doors are not securely attached and can curl up creating a trip hazard.
5. The reception counter on the main floor is 45 3/8-inches high. This reception counter is located in the main entry hall and at the top of the stairs. The elevator is located in a room next to the entry hall and there is a large archway between the rooms. Three work areas are provided in the adjacent room. One work area has a counter 42-inches high and two work areas are accessible. A person waiting at the accessible work areas will not be observed by the employee working at the reception counter.
6. A large number of information and forms are provided in the lobby area. The distribution point for some of the forms is 67-inches above the floor.
7. The waiting area in the main lobby has removable chairs and a built in worktable for filling out forms. This table is 42 1/2 -inches high, 32-inches deep, and has two tall stools. Documents and research notebooks are placed on the back of the table. Because the table is 32-inches deep the forms are beyond acceptable reach ranges.
8. Reception was not aware of what to do if a person needed materials in an alternate format. There are no signs in the reception area alerting persons of the availability of alternative format material or how to obtain assistance.
9. The meeting rooms, off the main lobby and on the second floor, have operable blinds with the control strings at 59-inches above the floor.
10. There is a grease pencil board in the meeting room, off the main lobby, that is 42-inches above the floor and less than 1/2 of the board is below 54-inches high.
11. The video screen in the meeting room, off the main lobby, has a very high grasp point.

12. The opening pressure, of the entrance doors to the men and women's restroom on each floor of this building, exceeds 5 lbf. (They range from 8 to 10 lbf.).
13. The sink counters in the new restrooms on each floor of this building has a clear knee space 28 1/2-inches high.
14. In the men's restroom on each floor the center of the toilet paper dispenser is 39 1/2-inches from the wall in back of the toilet. This dispenser is a metal unit recessed into the wall.
15. The women's restroom on the main floor has a cabinet mounted 60-inches above the floor and it extends 12 3/4-inches from the wall. This cabinet is located just inside the door and has a sharp corner a person could back into when opening the door.
16. The sink cabinet, in the break room on the second floor, has a 26 1/2-inch high opening and a shelf. The shelf is removable.
17. The reception counter in the basement lobby is 40-inches high.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Options available
 - a. Use the first parking space at the corner in front of the building. Elevate the asphalt to the level of the sidewalk. Place a sign at the front of the space. Have the access aisle overlap the existing city sidewalk. (Elevations will need to be taken to make sure water drainage is maintained.)
 - b. Alter the existing walkway to provide a recessed area at the side of the first parking space at the corner in front of the building. (Recessed to the level of the street for the same length as the vehicle space and 8-foot wide.)
 - c. Provide signs at the building entry to guide a person to the accessible parking space 1/2 block away at the annex building.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Provide an additional sign clearly stating the accessible entry is at the front of the building. Place the new sign at the entry to the alley and not at the stairs.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Provide maintenance of the door closers on a regular schedule to maintain the required 5 lbf maximum opening pressure. The exterior front door must be maintained at no more than 8.5 lbf.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Options available

a. Remove the loose mats completely.

b. Provide a mat that will remain in place if a wheelchair turns on them.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

5. Options available

a. Alter the reception counter to provide the required 34-inch high primary reception counter.

b. Relocate the current reception workstation to the area with the accessible workstations.

c. Alter the reception counter to provide a fold down section that complies with width and height requirements.

d. Attach a fold down or push out area to the front of the existing counter to create an acceptable work surface that is 34-inches high with clear knee space.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

6. Provide additional locations or additional dispensers to make sure all forms are at or below 54-inches high. Post a sign making people aware of the ability to request the forms in an alternative format.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

7. Options available
- a. Remove the existing counter and replace it with a complying height worktable.
 - b. Provide an additional table that is 34-inches high and has clear knee space. Make sure the same information is available at both tables.
 - c. Provide a computer table at the proper height and place a computer on the table that contains all the information found at the tall deck. Make sure this computer is attached to a printer to allow printing of the documents.
 - d. Provide signs at the reception counter and at this work table informing people they only need to ask for assistance and staff will assist them obtaining the forms, completing the forms, and conducting needed research.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

8. Options available
- a. Provide, in prominent locations, signs informing people about alternative formats and how to request the service. Provide constant training for reception staff so they are able to properly greet visitors.
 - b. Develop a flip chart (similar to those used by emergency service operators) at the reception counter that identifies specific conditions and when flipped to that section it will list all the receptionist needs to know and how to provide that information to the individual at the counter.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

9. Options available
- a. Make no change. Make sure there is a staff person available to operate the blinds as needed.
 - b. Extend the length of the control strings to place them at or below 54-inches.

Action: _____

Personnel Responsible: _____
Date: Completed: _____

10. Make no change. Have an alternative portable chart available upon request.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

11. Options available

- a. Add a string or other device to allow use of this item from a height of no more than 54-inches.
b. Provide a reach extension device to lower the screen without making a person climb to pull it into place.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

12. Place these doors on a regular maintenance schedule and make sure the opening pressure remains adjusted to 5 lbf or less. If the control will not adjust, replace it with one that will remain at the proper pressure.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

13. Options available

- a. Make no change. The 1/2" is an acceptable tolerance because the 27-inch clearance is provided under the sink.
b. Alter the base of every sink counter to provide the required 29-inches of clear knee space.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

14. Options available

- a. Relocate so the entire dispenser is less than 36-inches from the wall at the back of the toilet.
b. Provide an additional dispenser and mount it less than 36-inches from the wall in back of the toilet.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

15. Options available
- a. Remove the cabinet completely.
 - b. Provide an extension to the floor to keep people from contacting the corner.
 - c. Provide a warning and cover the corner with a soft protective cover to minimize the potential injury.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

16. Options available
- a. This space is open to the public. Remove the shelf and alter the cabinet to provide a 27-inch high knee clearance that is at least 30-inches wide under the sink. The doors can remain in place because they open out of the way.
 - b. Make no change at this time. The ½-inch deviation from the required 27-inch knee clearance is acceptable and the shelf can be removed as an accommodation upon request.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

17. Options available
- a. Replace the counter with one that is 34 to 36-inches high.
 - b. Lower a 36-inch section of the counter to 34 or 36-inches.
 - c. Provide a fold down section on the front of the existing counter that is 34-inches to 36-inches high and at least 36-inches long.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#8

**City of Newburg
Public Safety Building
401 E. Third St.**

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes XXX No _____ N/A _____

This building has been constructed since 1990 and needed to comply with the current ADAAG and Oregon Building codes.

The items listed below were required by Oregon Building code at the time of construction but for some reason the building was constructed and obtained an occupancy permit without complying.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

This facility has all the public safety activities including the police.

There is a community training room in this building.

1. The city sidewalk along Howard Street has an excessive cross slope at points where the emergency vehicle driveways cross the sidewalk. This sidewalk is a part of the accessible route between City Hall and the Public Safety building.
2. The vehicle lane into the parking lot has an area directly in front of the building that is functioning as a loading or drop-off zone. It is not designed in compliance with loading zone requirements and is not marked as such.
3. The after hours call box located near the entrance door has a push-button and is voice activated. Provisions for non-verbal communication are not provided. They do have a video surveillance

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#8

**City of Newburg
Public Safety Building
401 E. Third St.**

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes XXX **No** _____ **N/A** _____

This building has been constructed since 1990 and needed to comply with the current ADAAG and Oregon Building codes.

The items listed below were required by Oregon Building code at the time of construction but for some reason the building was constructed and obtained an occupancy permit without complying.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

This facility has all the public safety activities including the police. There is a community training room in this building.

1. The city sidewalk along Howard Street has an excessive cross slope at points where the emergency vehicle driveways cross the sidewalk. This sidewalk is a part of the accessible route between City Hall and the Public Safety building.
2. The vehicle lane into the parking lot has an area directly in front of the building that is functioning as a loading or drop-off zone. It is not designed in compliance with loading zone requirements and is not marked as such.
3. The after hours call box located near the entrance door has a push-button and is voice activated. Provisions for non-verbal communication are not provided. They do have a video surveillance

camera in the area but it does not provide two-way communication. There is no way for a visually impaired person to locate this communication system.

4. The entrance doors are double leaf in series. The clear width of each leaf, when the doors are open 90%, is less than the required 32-inches clear (31-inches) and the sets of doors are only 40-inches apart exclusive of door swing. The doors have an automatic opener that will open one leaf of each set of doors at the same time. The control device for the door is located on the wall more than 36-inches from the swing of the door.
5. The lobby has a suggestion box that is 45-inches high.
6. The lobby has a stand up counter that is 40½-inches high.
7. The entry door to the men's (lobby) restroom has an opening pressure in excess of 5 lbf and the pressure increases as the door reaches 90-degrees open.
8. The entry door to the women's lobby restroom has an opening pressure in excess of 5 lbf and the pressure increases as the door reaches 90-degrees open. There is only 14-inches of clear space at the strike of the pull side of the door.
9. The men and women's lobby restroom stalls are not constructed correctly. The code at the time of construction required standard stall design. These stalls are only 48-inches wide. The minimum width required is 60-inches. It is not possible to provide the required stall without having to remove fixtures.
10. The seat cover dispensers in the men and women's lobby restrooms are mounted above and in back of the toilets. Clear floor space for the device is not provided.
11. The underside of the sink counters in the lobby restrooms are 28 ½-inches high.

12. The restroom in the dispatch center does not have grab bars and the seat cover dispenser is above and in back of the toilet. This is a common employee restroom.
13. The employee break area has a sink with a very small cabinet and the towel dispenser is mounted high.
14. The locker room shower stall is not accessible
15. The community corrections area restrooms are not accessible. One has an accessible sign with access symbol but the space is not accessible. The toilets are 16 ½-inches from the wall. Grab bars are not provided. The seat cover dispenser is above and in back of the toilet. The automatic water control remains on for only 7 seconds.
16. The sink counter in the training room is small and does not provide clear knee space.
17. The pull device for the video screens in the training room is excessively high.
18. A sound system is provided in the training room but they do not have assertive listening devices.
19. The city does not have a transportation vehicle capable of transporting a wheelchair bound prisoner. At this time they will contact the ambulance service to provide transport.
20. The inmate intake area does not have an accessible restroom.
21. The inmate intake area has a shower but it is not accessible.
22. The holding cells are not accessible.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

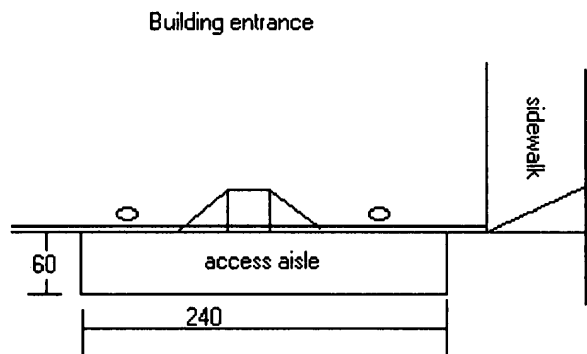
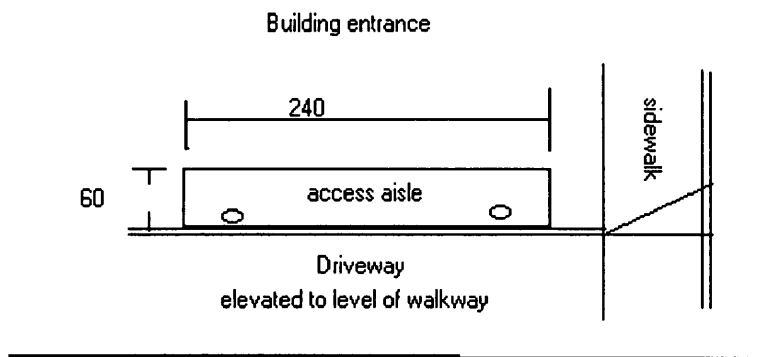
1. Options available
This sidewalk was not part of the new construction.
- a. Remove the existing driveway cuts and install new complying cuts that provide a complying.
- b. Fill these cuts to create a flat accessible route and provide asphalt curb ramps in the street.
- c. Make no change at this time.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Options available
- a. Place signs at the building entry stating "No Stopping or Parking".
- b. Alter the front entrance to create a complying loading zone. Elevate the vehicle area to the same level as the sidewalk. Install a detectable warning between the vehicle area and the walkway.



Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Alter this system to provide for non-verbal two-way communication and make sure the system can be located if a person is visually impaired. A motion detection system connected to the video system can be used to identify the presence of a person at the door. Combine this with an audible and visual print (reader board) for direct communication.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Options available

- a. Make no change because the doors are very close to meeting the requirements and the control is available but difficult to locate.
- b. Provide a motion detection control and make no other changes because the clear opening is close to the acceptable width.
- c. Provide a motion detection control and open all four doors at the same time to provide the minimum 32-inch clear opening.
- d. Alter this entrance to provide double leaf doors that have a minimum of 32-inches of clear opening when open 90-degrees. Increase the distance between the sets of doors to a minimum of 48-inches to allow maneuvering room if the automatic opening device fails to operate.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

5. Lower this box to 36-inches.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

6. Options available

- a. Lower the entire unit to 34-inches.
- b. Provide an additional table that is 34-inches high and that has complying clear knee space.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

7. Options available
- a. Adjust the opening pressure to 5 lbf for the full swing of 90-degrees. Place on a maintenance schedule to maintain the opening pressure at 5 lbf.
- b. Install an automatic opener.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____

8. Options available
- The minimum clear space required at the strike side of the door is 18-inches.
- a. The only way to correct this problem without moving the wall is to install an automatic door-opening device.
- b. Reconstruct the area by moving walls to provide the required 18-inches of clear floor space at the pull side of the door.
- c. Alter the swing direction of the door.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____

9. These are the public restrooms and must provide an accessible standard stall. Remove a fixture and provide the required 60-inch wide stall. Removing a fixture in these restrooms may require the construction of additional fixtures in another location to maintain the minimum number of fixtures for this structure.

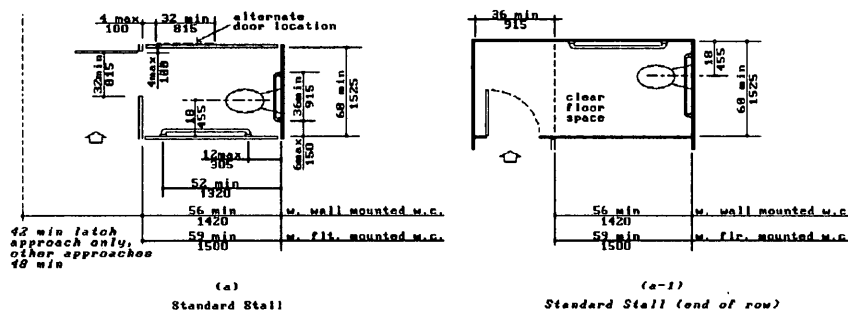


Fig. 38
Toilet Stalls

Action: _____

Personnel Responsible: _____

Date: Completed: _____

10. Options available
- Relocate the dispenser to a point in the stall that has clear floor space and mount 48-inches above the floor.
 - Provide an additional dispenser mounted 48-inches high and in a location with clear floor space.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____

11. Options available
- Make no change because the sink provides the 27-inch knee space under the sink and the 1/2-inch deviation does not create a significant barrier.
 - Trim the base of the sink to provide the required 29-inch clearance.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____

12. Oregon building code requires all bathroom facilities to be accessible unless it is accessory to an individual office. Provide grab bars. Relocate the seat cover dispenser.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____

13. Options available
- Make no change at this time. Accommodations will be made upon request.
 - Alter the cabinet structure to provide clear knee space under the sink. Lower the towel dispenser and place where there is clear floor space. The mounting height is dependant on clear floor space and access direction.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____

14. This is a common employee area and the shower should have been accessible at time of construction.
- Modify the space to provide an accessible shower.

- b. Make no change. Provide accommodation to employees upon request.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

15. Options available

These restrooms were required to comply at time of construction.

They are used by the public and are common to the employees.

- a. Relocate the toilet so the centerline is 18-inches from the wall.
Relocate the seat cover dispenser to an area with clear floor space.
Install grab bars. Adjust the water to remain on for a full 10-seconds.
- b. Remove the access symbol sign from the bathroom and construct a complying unisex bathroom in the same area.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

16. Make no change at this time. Provide accommodation upon request.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

17. Options available.

- a. Make no change. Only employees have access to this screen and accommodation will be provided.
- b. Provide an extension on the screen so it can be reached from a point no more than 54-inches above the floor.
- c. Provide a reach device to allow a person to pull the screen down without having to climb. This device must be operable without grasping pinching or twisting of the wrist.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

18. Provide an assertive listening system for this room.

(Contact the Oregon Disabilities Commission for information on the best system to install or provide.)

Action: _____

Personnel Responsible: _____

Date: Completed: _____

19. Options Available

- a. Make no change. The department will contact the ambulance service to provide transport.
- b. Purchase a vehicle with a lift and a proper tie-down system.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

20. Options available

This area was not constructed in compliance with Oregon Building Code. The Code requires accessible holding facilities. See UBC Section 1108.6.

- a. Construct a new bathroom that is accessible.
- b. Alter the existing bathroom to make it accessible.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

21. Options available

This area was not constructed in compliance with Oregon Building Code. The Code requires accessible holding facilities. See UBC Section 1108.6.

- a. Construct a new shower that is accessible.
- b. Alter the existing shower room to make it accessible.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

22. Options available

This area was not constructed in compliance with Oregon Building Code. The Code requires accessible holding facilities. See UBC Section 1108.6.

- a. Construct a new holding cell that is accessible.
- b. Alter at least one of the existing holding cells to make it accessible.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#9

City of Newberg
Francis Square
625 E. First Street

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes XX No _____ N/A _____

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

This park area provides a pleasant area to relax.

1. Two picnic tables are provided under a shelter but they do not have an accessible seating position.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Replace the tabletop of at least one table with longer boards making sure the top extends at least 19-inches beyond one end of the table to create an accessible seating area.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. CDBG Grant # Po2009

**#10
City of Newberg
Rocket Park
1500 Portland Road**

- A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?**

Yes _____ No _____ N/A _____

This park is functionally accessible but does not meet all the requirements as noted below.

- B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.**

1. The curb cut at Church and E. First St. has excessively steep Flairs.

- C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.**

1. Remove the curb cut and install a new complying curb cut.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. CDBG Grant # Po2009

**#11
City of Newberg
Memorial Park
400 Blaine Street**

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ No XXX _____ N/A _____

This park is functional for those who are minimally disabled.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.
Some modifications have been made to this park but it is a work in progress. The following are the observed items that remain to be corrected.

1. A curb is provided along 5th and Blaine streets. There are no sidewalks on these streets except for a small area along Blain Street. Three connecting residential blocks at this intersection have sidewalks but curb cuts are not provided.
2. Two on-street parking spaces have been identified as accessible with signs mounted on posts but the only pavement marking is the corner markers for each space. The spaces are parallel with the existing curb. Only one of the spaces has a sidewalk adjacent to the curb on the passenger side. The other space has the park lawn on the passenger side. The street is narrow with a train track running down the center.
3. A curb cut is provided between the two accessible parking spaces on Blain Street. The flairs rise 6-inches in 18-inches and the transition with the street is not flush.

4. Seven off street parking spaces are provided on the Howard Street side of the park but an accessible space is not provided. The parking area has a curb around it except for two locations. There is a curb ramp to an asphalt walkway that borders one side of the park. There is a wide opening in the curb where the asphalt is flush with the park lawn. Access through this opening is blocked by a chain vehicle stop.
5. On the Howard street side of the park, two on-street parking spaces have been identified as accessible. Each space has a sign mounted on a post and pavement markings but they do not have the required access aisle. The spaces are parallel with the existing curb but a sidewalk is not provided.
6. A curb cut is provided between the two accessible parking spaces on the Howard Street side of the park. The flairs rise 6-inches in 18-inches but there are no connecting sidewalks to create cross traffic. The transition with the street is not flush. This curb cut connects with the asphalt walkway to the Newberg Scout House.
7. The curb cut at 5th and Howard connects to an asphalt walkway into the park. The walkway skirts one side of a large play activity area and continuous on through the park. The transition at the base of the curb cut is not flush with the street. The three adjoining residential blocks at this intersection do not have curb cuts.
8. The Child's play area is surrounded by a wood curb. The drop into the play area ranges in height from 2 to 6-inches depending on the location. There is one access point to a single play structure in the form of an elevated walk to a transfer platform on the structure. The surface of the play area is wood shavings. There is no other access to this play area for parents with disabilities.
9. Several picnic tables are provided under a covered and paved group area. Additional picnic tables are scattered throughout the lawn of the park. All the tables are standard tables with the benches along each side and an accessible seating position is not provided.
10. There is a ½-inch to 2½-inch rise form the asphalt walkway to the level of the covered cement picnic area. In some places the asphalt is deteriorating.

11. The ramp to a gazebo has a single rail handrail and no edge protection. This condition will allow a wheelchair to roll under the rail and off the ramp throwing the occupant backward onto the ramp surface.
12. There is a reader plaque attached to a cement stone, located on a small cement pad one step down from the accessible level of the gazebo. The only way to access the plaque is through the lawn.
13. The flagpole and associated cement area is not connected to the accessible route through the park.
14. There is a rise of 1 to 2 inches between the existing walkway and the landings at each door to the Newberg Scout Building. The landings are only 3-foot by 5-foot 4-inches.
15. The walkway to the men and women's restrooms has shifted creating elevation changes of 1 to 1½-inches.
16. The men and women's restroom signs are not accessible.
17. The opening pressure of the doors to the men and women's restroom exceeds the 8.5 lbf maximum.
18. The men's restroom towel dispenser is mounted 57-inches high.
19. The faucet control in the men's restroom is a star twist type.
20. One stall in the men's restroom is 42-inches wide and 55-inches deep. The toilet is 17-inches off the wall and only 15-inches high. Grab bars are not provided.
21. The sink in the women's restroom has a push type control that you must hold down at all times.
22. The stall in the women's restroom is 46-inches wide and 68-inches deep with one grab bar. The toilet centerline is 19-inches from one wall and 27-inches from the other wall.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Provide curb cuts at each corner and at the corner of the park. Provide a connecting walkway into the park from the new curb cut. This is the only way to provide the disabled residents in this area access to the park.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Option

- a. Remove a section of the curb and lawn at the side of each of these spaces. Construct a lowered area that is 8 feet wide and connects the two vehicle spaces with an access route to the park. Paint the access symbol on each of the vehicle spaces.
- b. Remove the accessible parking signs from this area. Place all the accessible parking spaces in the off-street parking area on the Howard street side and provide a connecting walkway to the restrooms and all features of the park.
- c. Construct a small off-street head-in parking area in the same location as the existing two spaces. This head-in area to have two vehicle spaces that are 9-feet wide and separate them with an access aisle that is 8-feet wide. Construct a new curb cut and connect it with the existing path.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Option

- a. Make no change. The accessible parking spaces will be relocated and this curb ramp will no longer be part of an accessible route.
- b. When these parking spaces are corrected this curb cut will be moved and the new curb cut will be correct.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Option
- a. Provide at least one accessible parking space in this lot. Use the space next to the existing curb ramp. Make sure the curb ramp is not placed in the required access aisle.
 - b. Re-stripe this entire parking area to create accessible parking spaces. Provide one accessible route from this area to all park facilities.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____

5. Option
- a. Remove a section of the curb and lawn at the side of each of these spaces. Construct a lowered area that is 8 feet wide and connects the two vehicle spaces with an access route to the park.
 - b. Remove the accessible parking signs and access symbol from the vehicle space. Place all the accessible parking spaces in the off-street parking area on the Howard street side and provide a connecting walkway to the restrooms and all features of the park.
 - c. Construct a small off-street head-in parking area in the same location as the existing two spaces. This head-in area must have two vehicle spaces that are 9-feet wide and separate them with an access aisle that is 8-feet wide. Construct a new curb cut and connect it with the existing path.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____

6. Option
- a. Make no change. The accessible parking spaces will be relocated and this curb ramp will no longer be part of an accessible route.
 - b. When these parking spaces are corrected this curb cut will be moved and the new curb cut will be correct.
 - c. Correct the transition with the street to create a flush transition because this curb ramp provides access to the Newberg Scout House.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____

7. Provide curb cuts at each corner and at the corner of the park. This is the only way to provide the disabled residents in this area access to

the park. Correct the transition at the base of the existing curb cut so it will have a flush transition with the street.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

8. Provide at least one ramped entrance to this play area and construct an accessible route to each of the play activity structures to allow a disabled parent of a child to be with and interact with their child while at play.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

9. Replace the tabletop of at least three tables with longer boards making sure the top extends at least 19-inches beyond one end of the table to create an accessible seating area. Place these three tables in random locations in the park and provide a firm, stable, non-slip surface under each table of a sufficient size as to allow a 36-inch path around each table. Make sure these table pads are connected to an accessible route within the park. Make sure at least two tables in the covered group area have the extended length table tops.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

10. Options available

- a. Replace the asphalt in the area making sure the new material meets flush with the existing cement pad and the slope up to the pad is less than 1 to 20.
- b. Provide a patch or filler to bevel the elevation change. Make sure the bevel slope does not exceed 1 to 12. (1 to 20 is better and causes less chance of tripping.)

Action: _____

Personnel Responsible: _____

Date: Completed: _____

11. Options available.

- a. Attach intermediate rails spaced no more than 4-inches apart.
- b. Attach at least one rail 6 to 9-inches above the ramp surface.

- c. Install a 6-inch high edge protection at the ramp to stop a wheelchair from rolling off.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

12. Options available.

- a. Construct a walkway around the gazebo to connect the plaque area with the accessible route in the park.
- b. Construct a wood deck over the existing cement pad that is flush with accessible level of the gazebo.
- c. Remove or build over the existing cement pad to make it flush with the accessible level of the gazebo.
- d. Build a walkway from the existing asphalt walkway to the cement pad.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

13. Construct a connecting walkway that is at least 36-inches wide. This new walk must connect flush with the existing accessible route and the cement landing at the flagpole.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

14. Options available

- a. Make no change because the building is not in use.
- b. Increase the landing size to a minimum of 5-feet by 5-feet and provide filler to create a transition with the existing sidewalk. Make sure the new landing is flush with the threshold of the entry doors.
- c. Reconstruct the entrance area to this building. Alter the walkway to allow for the larger landing size and have the new walkway and landing connect flush. The new landing must be flush with the threshold of the entry door.

Action: _____

Personnel Responsible: _____

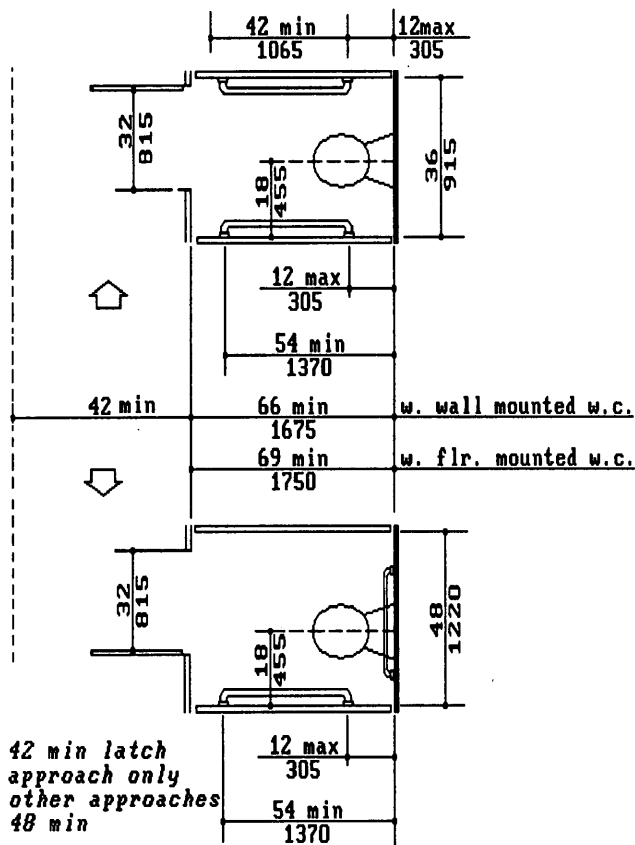
Date: Completed: _____

15. Options available
- Make no change because these restrooms are being replaced.
 - Grind the edges down to create a smooth transition.
 - Remove the existing walkway sections and provide a solid base and new walk that connects flush with the existing landings.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____
16. Options available
- Make no change because these restrooms are being replaced.
 - Place complying signs, centered 60-inches above the ground, and on the wall at the strike side of each door.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____
17. Options available.
- Make no change because these restrooms are being replaced.
 - Repair the doors so they swing freely and adjust the opening pressure to 8.5 lbf.
 - Install automatic door openers.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____
18. Options available
- Make no change because these restrooms are being replaced.
 - Lower the dispenser to 48-inches.
 - Provide and install a new dispenser mounted 48-inches above the floor and in a location with clear floor space.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____
19. Options available
- Make no change because these restrooms are being replaced.
 - Replace the faucet control with one that is lever operated.
 - Replace the faucet with a motion detectable faucet control.
- Action: _____

Personnel Responsible: _____
Date: Completed: _____

20. Options available

- a. Make no change because these restrooms are being replaced.
- b. Reconfigure the interior space to provide a single accessible stall 60-inches wide, 59-inches deep and with an out-swinging 32-inch door. Replace the toilet with a accessible elevated unit. Install a 42-inch grab bar on the wall at the near side of the toilet and a 36-inch grab above and in back of the toilet. The seat cover dispenser must be mounted in the stall where there is clear floor space and at 48-inches. The toilet paper dispenser to be mounted no more than 36-inches from the wall at the back of the toilet.
- c. Reconfigure the stall to provide an alternate stall because this is an existing Facility.



(b)
Alternate Stalls

Fig. 30 (b)
Toilet Stalls

Action: _____
Personnel Responsible: _____
Date: Completed: _____

21. Options available

- a. Make no change because these restrooms are being replaced.
- b. Replace the faucet control with one that is lever operated.
- c. Replace the faucet with a motion detectable faucet control.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

22. Options available

- a. Make no change because these restrooms are being replaced.
- b. Install a complying 42-inch grab bar on the wall closest to the toilet and a 36-inch grab bar on the wall above and in back of the toilet. Mount them 34-inches above the floor. Mount the seat cover dispenser 48-inches high on a side wall that has clear floor space.

Action: _____
Personnel Responsible: _____
Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

**#12
City of Newberg
Water Treatment Plant
2200 Wynooski Street**

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ **No** _____ **N/A** XXX _____

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

1. This facility is currently under construction. The only office is on the second floor and an accessible route is not provided. This facility is restricted to employees only unless there is a guided tour. The tours do not go upstairs.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Tour access will be improved once the construction is complete.
Action: _____
Personnel Responsible: _____
Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. CDBG Grant # Po2009

#13

**City of Newberg
Public parking lot
503 Hancock Street**

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes XXX No _____ N/A _____

A. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

1. Two accessible parking spaces are provided in this lot. Both spaces are marked with the additional "van accessible" signs. Note: To be van accessible an 8-foot access aisle must be on the passenger side of the vehicle space.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Remove the "van accessible" sign from the right side accessible space. (The space that does not have an access aisle on the passenger side.)

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

**#14
City of Newberg
Public Parking Lot
Second Street**

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ **No** _____ **N/A** _____

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.
This parking lot provides off street parking for the city.

1. An accessible route is not provided within this parking lot of 95 spaces. 4 spaces have been identified as accessible but they are placed on the alley side of the lot. The stripping is fading and the signs need maintenance. Some of the access aisles are placed on the driver's side of the space. Not one access aisle is connected to an accessible route.
2. Crosswalks are stripped across the alley leading to business entries however the entries are not accessible.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Remove the existing signs and re-stripe the area as standard parking spaces. Relocate the 4 accessible parking spaces to the street side of the parking lot. Each vehicle space must be 9-feet wide. At least one space must have an 8-foot wide access aisle located on the passenger side of the space. The other three spaces can have 6-foot wide access

aisles. Two spaces can share one access aisle. The access aisles must connect with an accessible route to the city sidewalk. NOTE: If the businesses along the alley want to have accessible parking spaces adjacent to their entrances than spaces can be provided at the alley so long as they have a protected accessible route to an accessible business entrance and to the city sidewalk.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Option

a. No action is required because these crosswalks are not part of an accessible route.

b. Remove these cross walks.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#15

**City of Newberg
Animal Shelter
S. Blaine Street**

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ **No** XXXX **N/A** _____

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.
This facility is the holding area for impounded animals. The inside of the building is a walkway between cages.

1. This is a drive up facility and located on a dirt road with no sidewalks in the area. There is an off street paved parking area large enough for three vehicles but the area is not stripped. An accessible parking space is not provided.
2. This facility has a security fence with a locked gate. Access is by appointment only. There is a sign on the fence with a phone number to call to make an appointment. This sign does not provide a TDD phone number or information about making an appointment if the individual is unable to use a phone.
3. The cement walkway to the holding facility has one step of about 6-inches located about half way to the building entrance. This step has a yellow strip to make it visible.
4. The entry door has knob hardware.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Options available

- a. Stripped parking spaces are not required in this area because all activity here is by appointment only. No further action will be taken.
- b. Strip and properly sign an accessible parking space.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Options available

- a. Add the TDD phone number to the sign.
- b. Provide contact information for persons who are unable to use a phone.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Options available

- a. Remove a section of the walkway and replace it with a sloped section to make a common walkway into this building.
- b. Remove the walkway and provide a new walkway with a gentle slope to the building entry.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Options available

- a. Replace the doorknob with a lever type.
- b. Provide a lever adapter on the existing knob.
- c. Make no change. The city employee must open the door for any visitors.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#16
City of Newberg
Hoover Park
114 River Street

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ No XXX _____ N/A _____
The site is not accessible.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.
This is a beautiful park located in a deep valley. In addition to the walkways and other park amenities they have a Frisbee Golf course.

1. Head-in on-street parking is provided on River Street. There is a curb with no curb cuts. Accessible parking is not provided.
2. The sidewalk, next to the park entry sign, does not connect with the city sidewalk.
3. An accessible route through the park is not provided. The terrain is steep and it would be impossible to create an accessible route.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Provide one accessible space that is 9-feet wide. Provide an access aisle on the passenger side of the space that is 8-feet wide. Provide a sign at the front of this space identifying it as accessible. Paint the

access symbol on the surface of this space. Provide a curb cut in the sidewalk to connect with the access aisle.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Options available

- a. Make no change. There is no way to provide an accessible route in this park.
- b. Extend the sidewalk to the city sidewalk to provide an access route into the park. This will not make the route an accessible route but is intended to connect the existing sidewalks.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#17

City of Newberg
FISH (Hoover Park)
114 S. River Street

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ No XXX N/A _____

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.
The primary function of the facility is to provide emergency food to low-income families.

1. Off street parking is provided and one space is identified as accessible. A sign, visible from inside a properly parked vehicle, is not provided.
2. The staff entry door next to the accessible parking space has knob hardware and existing carpet keeps the door from opening a full 90-degrees.
3. The public entry door has a threshold elevated about 6-inches above grade with a very steep cement wedge. The door has knob hardware. They do not have a level landing at the outside of the entry door because of the wedge. This public entry is not accessible and is a significant hazard.
4. The opening between the public area and the employee work area is 28-inches clear.
5. The reception counter is 37 ½-inches high.

6. The existing carpet in the public waiting area is old and beginning to come loose.
7. The entry door to the donation area is 28-inches clear and it has knob hardware.
8. The employee entry door to the donation area is 28-inches clear and it has knob hardware.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Place a complying sign identifying the space as accessible on the wall centered 48 to 60-inches above the ground. This sign must be placed directly in front of the vehicle space.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Options available
 - a. Place a sign on this door stating it is an employee entry door only. Make no other changes. Provide accommodation to employees upon request.
 - b. Install lever door hardware or lever adapters. Reshape the carpet to allow the door to open a full 90-degrees.
3. Options available

One of these options will be required. This is a needed service and it must be accessible.

 - a. Construct a wood landing at this door. The landing must be flush with the threshold and measure at least 5-foot by 5-foot. The landing must have edge protection. (A handrail is best.) From this landing construct a ramp to grade. The ramp must have a 1 to 12 maximum slope and connect flush with grade and the landing surface. Handrails will not be required if the ramp length is less than 72-inches but edge protection will be necessary.
 - b. Construct a new cement or asphalt landing that is flush with the threshold and level for a distance of 5-feet by 5-feet. From this

landing construct a ramp, made of the same material, to grade with a flush transition at grade.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Options available

a. Make no change. This is employee access only and accommodation will be made as requested by employees.

b. Alter the counter to widen this opening to at least 32-inches.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

5. Options available

a. Make no change at this time. When this area is altered make sure the new counter is no more than 36-inches high.

b. Alter the counter as needed to provide the required 36-inch height and the wider opening.

c. Replace the counter with a new one that is 34 or 36 inches high and provides a 32-inch opening.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

6. Options available

a. When this carpet is replaced make sure the new carpet has a low tight pile and is connected securely to the floor.

b. Remove the carpet completely and paint the floor with non-slip paint.

c. Replace the carpet with a low tight pile type that can be securely attached to the floor.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

7. Options available

a. Widen this door to 34 or 36-inches. The new door must have lever hardware.

b. Install off-set door hinges to the existing door. Install lever door hardware or apply lever adapters.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

8. Options available
- a. Widen this door to 34 or 36-inches. The new door must have lever hardware.
- b. Install off-set door hinges to the existing door. Install lever door hardware or apply lever adapters.
- c. Make no change at this time. This is an employee door only and accommodation will be made upon request.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#18

City of Newberg
City Hall Annex
114 S. Howard Street

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ No _____ N/A _____

This building is functionally accessible but does not meet all the requirements as noted below.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.
This building is used for records storage and is accessible to employees only.

1. Off street parking is provided for a small number of vehicles. One space has been identified as accessible. The striping is getting old and is in need of maintenance.
2. Some of the interior doors have been removed to provide a wider opening. The remaining doors provide a 30 and 31-inch clear opening.
3. The back door has 6-inches at the strike of the pull side.
4. The front door and the bathroom door have acceptable lever hardware. The remaining doors have knob hardware.
5. The thermostat is mounted 60-inches above the floor.

6. Adjustable blinds are provided in this building. The control rod and string are high.
7. The grab bars in the bathroom are mounted $36\frac{1}{2}$ -inches above the floor.
8. The seat cover dispenser is mounted above and in back of the toilet.
9. The toilet paper dispenser is mounted 44-inches from the wall in back of the toilet.
10. The paper towel dispenser requires tight grasping and pulling to activate the discharge roller.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Place this area on a maintenance schedule to keep the pavement markings properly maintained.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Options available

- a. Make no change. This is a limited use employee only building.
- b. Install off-set door hinges on all the doors.
- c. Widen the openings and install new 36-inch doors complete with lever hardware.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Options available

- a. Make no change. This is a limited use employee only building.
- b. Replace the existing door with an out-swing exit door.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Options available
- Make no change. This is a limited use employee only building.
 - Replace the door hardware with a complying lever type.
 - Attach lever adapters to the existing door hardware.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____
5. Options available
- Make no change. This is a limited use employee only building.
 - Cover this device so employees only have access to its functions.
 - Lower the device to 54-inches.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____
6. Options available
- Make no change. This is a limited use employee only building.
 - Extend the control devices so they can be operated from a point less than 54-inches above the floor.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____
7. Options available
- Make no change. This is a limited use employee only building.
 - Lower these bars to 36-inches.
 - Make no change. The $\frac{1}{2}$ -inch deviation does not hinder use and accommodation will be made upon request.
- Action: _____
- Personnel Responsible: _____
- Date: Completed: _____
8. Options available
- Make no change. This is a limited use employee only building.
 - Relocate the dispenser to a side-wall where clear floor space is provided and mount at 48-inches.
 - Provide an additional dispenser and mount it in a location with clear floor space and at 48-inches above the floor.
- Action: _____

Personnel Responsible: _____

Date: Completed: _____

9. Options available

a. Make no change. This is a limited use employee only building.

b. Relocate the dispenser so that it is no more than 36-inches from the wall at the back of the toilet.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#19
City of Newberg
Leavitt Park
10th, 11th, Columbia and Willamette

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ **No** XXX **N/A** _____

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

1. This is a residential park covering one city block. This park is not accessible because there are no curb cuts or sidewalks in the park.
2. Two recessed play areas are surrounded by a wooden curb to contain the soft surface shavings. An accessible route into each play area is not provided. The park has swings, slides and climbing bars, The raised pad walkway to the transfer platform, of one play structure, is not connected to an accessible route.
3. The corner of 10th and Willamette has two walkways from the curb to a landing at a drinking fountain and a reader plaque. Curb cuts are not provided.
4. Five picnic tables are scattered throughout the park. The do not have accessible seating areas.
5. There is a cement basketball court in the park however an accessible route to the court is not provided.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Option

a. Provide a complying curb cut at each corner.

b. Provide at least one curb cut at the corner of 10th and Willamette.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Provide at least one accessible route from the curb cuts into the park. Provide an accessible route into the play area. This route should connect with each play activity. If it does not connect with each play activity then it must provide a flush transition with the surface of the play area. Because the play area surface tends to settle the entry slope should extend below the level of the play surface to maintain an easy transition between surfaces

Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Provide a curb cut at this intersection and connect it to the existing walkway. Continue the walkway to the play areas including the basketball court.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Alter at least one of the picnic tables to provide a wheelchair seating area at the end of the table. Replacing the table-top with longer boards that extend 19+ inches beyond the table frame will provide a seating area. This table must be located on the accessible route and have a hard surface pad of sufficient size to allow at least a 3-foot path around the table.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

5. Provide at least one accessible route to this play area from a curb cut or the new connecting path in the park.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#20

**City of Newberg
Jaquith Park
1215 College St.**

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ No _____ N/A _____

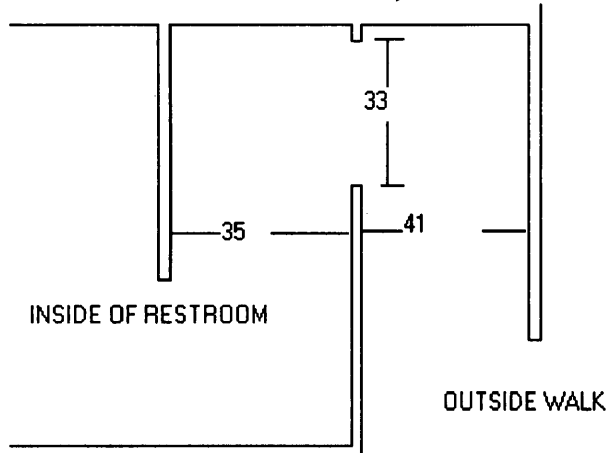
This Park is functionally accessible but does not meet all the requirements as noted below.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

- 1: There is an asphalt walkway beginning at N. College Street but it does not connect flush with the roadway because of a large gap.
2. The path from N. College St. branches off and crosses the vehicle lane. The connecting path requires an angular crosswalk. There are no detectable warnings where this route crosses the vehicle lane.
3. There is a fenced horseshoe pit area and the gate has been removed. There is no connecting path between the existing park path and the gate entry.
4. Three parking spaces have been identified as accessible. Two signs have been removed but the posts remain in place. The pavement striping is not quite correct. There is an extruded curb between the existing park path and the access aisle and therefore an accessible route is not provided.

5. The asphalt walkways are experiencing some root damage. At this point the damage is not extreme and sufficient space for an accessible route is maintained.
6. The transition between the asphalt and the cement at the restrooms (N. College St. side) is deteriorating and creating a gap and vertical rise.
7. (N. College St.) Men and women's restrooms. The force required to open the doors exceeds 10 lbs. The signs are missing. The sinks have twist type water controls. (No hot water)
8. (N. College St.) The stall in the men's restroom is 39-inches wide and 51-inches deep with an out swing door. The stall has only one grab bar. The toilet paper dispenser is mounted high. The flush valve is centered above the toilet. The three walls are brick. The women's stall is the same except the stall width is 41-inches.
9. (N. College St.) The urinal in the men's restroom is floor mounted and in a stall 29-inches wide and 48-inches deep.
10. The picnic tables in the covered group area do not have accessible seating spaces. This group area has a cement floor and is located on an accessible route.
11. The Child's play area is surrounded by a wood curb. The curb is flush with the adjoining accessible path. The interior of the play area is surfaced with shavings and there is a drop from the wood curb to the level of the shavings that varies in height depending on the point measured. Two short paths enter the play area and connect with a transfer platform and a swing. There is no accessible route to the other play activities.
12. The asphalt is deteriorating where it connects with the small bridge making a difficult transition.
13. There is a covered group area with a cement floor and picnic tables located in back of the horseshow pits. This area is not connected to an accessible route and the tables are not accessible.

14. The large parking area at the ball fields has 2 spaces marked accessible at the left side of the main entry. The striping is not correct. There is a curb between the access aisle and the existing sidewalk. The "van accessible" sign is placed in front of the wrong space. There are 2 additional accessible spaces on the right side of this entry that have the same problems except the "van accessible" sign is in the correct location.
15. The sports field concession stand counters are 42-inches high and placed in a brick wall.
16. The sports field women's restroom requires a "U" turn to enter. The walls are 41-inches, 33-inches and 35-inches as you enter.



17. The sports field men's stall is 40-inches wide and 51-inches deep with an out swing door. The stall has only one grab bar. The toilet paper dispenser is mounted high. The flush valve is centered above the toilet. The three walls are brick. The women's stall is the same except it is 42-inches wide.
 18. The signs for the restrooms at the sports field are missing or damaged.
- C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.**

1. Fill this gap to make a smooth transition between the walkway and the roadway.
Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Options available

- a. Make no change. There is an accessible route into the park without having to cross this vehicle lane. The route is much longer however.
- b. Apply the truncated dome detectable warnings where the path connects with the vehicle lane and strip the crosswalk.
- c. Make no change because the proposed ADA and ANSI may make truncated domes required at rail crossings only.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Construct a connecting path from the existing park path into the play area. This path should connect with at least one of the play pits. This means the path should extend the length of one play pit and provide an area for throwing at each peg of the play pit.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Re-stripe this area to make sure each vehicle space is 9-feet wide. The van accessible space must have an 8-foot access aisle and the other spaces can have or share a 6-foot access aisle. Replace the two missing signs. Remove at least 3-feet of the extruded curb at each access aisle to provide an accessible route between the access aisle and the existing walkway.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

5. Place these walkways on a regular maintenance schedule to make sure the damage does not create a trip hazard.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

6. Provide maintenance and fill the gap to maintain a smooth transition.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

7. Options available

- a. Adjust the door opening pressure to 8.5 lbs.

Install proper signs.

Replace the sink faucets with a single lever device.

- b. Make no changes. The city will construct a new accessible unisex restroom in the area.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

8. Options available

- a. Add a grab bar and lower the toilet paper dispenser. It is not reasonable to alter the stall size.

- b. Make no changes. The city will construct a new accessible unisex restrooms in the area.

- c. Increase the depth of the stall to 69-inches. Maintain the out-swing door. Add a grab bar. Lower the toilet paper dispenser. Relocate the flush valve or install a motion detector valve.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

9. Options available

- a. It is not feasible to widen the stall one inch. No change will be made.

- b. Make no change because a unisex restroom will be constructed.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

10. Replace the tabletops of at least two tables. The new top must extend beyond the end of the table frame at least 19-inches to provide a seating area.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

11. Provide an accessible route into the play area. This route should connect with each play activity. If it does not connect with each play activity then it must provide a flush transition with the surface of the play area. Because the play area surface tends to settle the entry slope should extend below the level of the play surface to maintain an easy transition between surfaces.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

12. Repair the connection at the bridge to provide a smooth transition.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

13. Construct a connecting path between the existing accessible park path and cement floor of the structure. The path must be firm stable and non-slip. Cement or asphalt is best. Lengthen the top of at least two picnic tables to provide a complying accessible seating space. (A 19-inch extension min.)

Action: _____

Personnel Responsible: _____

Date: Completed: _____

14. Remove the existing mixed up stripes and replace with complying striping in both areas.

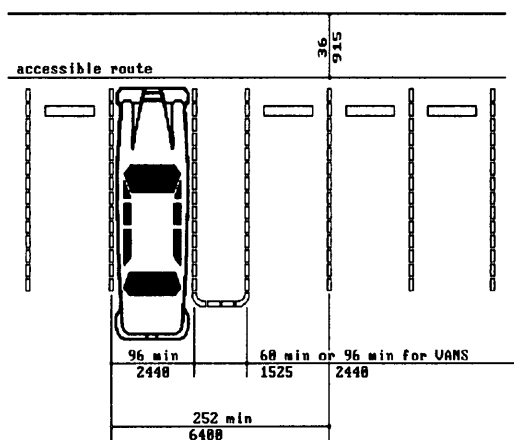


Fig. 9
Dimensions of Parking Spaces

Provide curb cuts to make an accessible route between the access aisle and the existing sidewalk.

Move the "van accessible" sign so it is in front of the vehicle space that has the access aisle on the passenger side (for the left set of spaces only).

Action: _____

Personnel Responsible: _____

Date: Completed: _____

15. Options available

a. Alter these counters by lowering them to 36-inches.

b. Cut a new opening and create a new counter that is 36-inches high.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

16. Options available

a. Remove the door and jamb completely to create an arched entry. This will not comply completely but it will be easier to enter.

b. Alter the entry to provide a complying "U" entry.

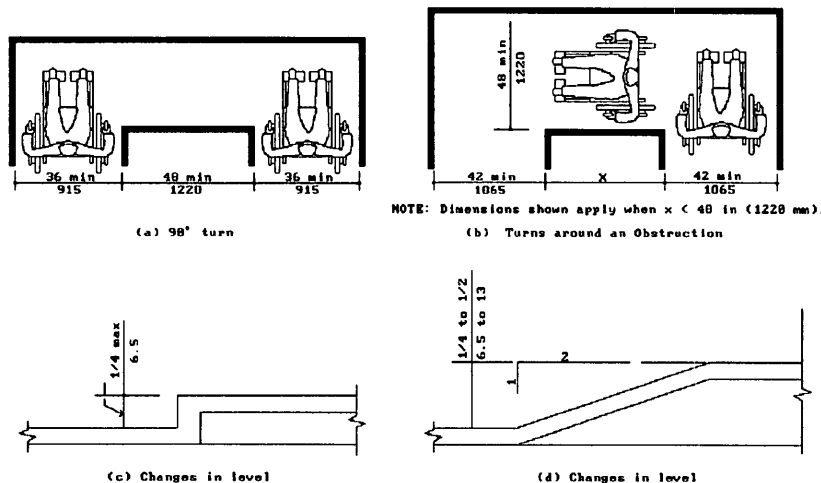


Fig. 7
Accessible Route

c. Make no changes. The city will construct a new accessible unisex restroom at this area,

Action: _____

Personnel Responsible: _____

Date: Completed: _____

17. Options available
- a. Add a grab bar and lower the toilet paper dispenser. It is not reasonable to alter the stall size.
 - b. Make no changes. The city will construct an accessible unisex restrooms in the area.
 - c. Increase the depth of the stall to 69-inches. Maintain the out-swing door. Add a grab bar. Lower the toilet paper dispenser. Relocate the flush valve or install a motion detector valve.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

18. Provide proper signs at the restrooms.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

**#21
City of Newberg
Spring Meadow Park
3815 Vittoria Way**

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ **No** _____ **N/A** _____

This Park is functionally accessible but does not meet all the requirements as noted below.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

1. This is a residential park. The city sidewalk runs along a small portion of this park. The last 16-feet of the sidewalk and the curb cut is broken and in very bad repair.
2. The drinking fountain is not operational.
3. The child's play area has a swing, teeter-totter and slides. One access path is elevated above the wood chip play surface, which leads to a transfer bench. There is no other path to play activities.
4. 2 picnic tables are provided and they do not have accessible seating areas. One table is located near the play area and the other table is located under the trees.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Options available

- a. Make no change. The city is planning to repair and extend the existing sidewalk and this condition will be corrected at that time.
- b. Remove and replace the last 16-feet of the sidewalk and the curb cut.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. No change is required as long as the service is not operational.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

3. Provide an accessible route into the play area. This route should connect with each play activity. If it does not connect with each play activity then it must provide a flush transition with the surface of the play area. Because the play area surface tends to settle the entry slope should extend below the level of the play surface to maintain an easy transition between surfaces

Action: _____

Personnel Responsible: _____

Date: Completed: _____

4. Replace the tops of both tables. The new top must extend at least 19-inches beyond the structural end of the table to create an accessible seating area. These tables need to be located on the accessible route.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient.

City/County: City of Newberg. **CDBG Grant #** Po2009

#22
City of Newberg
College Park
1209 Sierra Vista Street

A. Is this facility accessible to individuals with handicaps (whether employees or members of the public)?

Yes _____ No _____ N/A _____

This Park is functionally accessible but does not meet all the requirements as noted below.

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

1. This is a residential park and it has a paved walkway running through the park that connects with the city sidewalk. The walkway borders a play area and passes near the basketball court but does not connect with it.
2. A wood curb surrounds the play area. The play area has swings, 3 play structures and slides. An accessible route is not provided into the play area or to the play structures.

C. Describe what actions have or will be taken to address each of the problems listed in B. Make the corrections or state the reasons for the decision not to make the changes.

1. Provide a connecting walkway between the existing walkway and the basketball court.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

2. Provide an accessible route into the play area. This route should connect with each play activity. If it does not connect with each play activity then it must provide a flush transition with the surface of the play area. Because the play area surface tends to settle the entry slope should extend below the level of the play surface to maintain an easy transition between surfaces.

Action: _____

Personnel Responsible: _____

Date: Completed: _____

Adobe Acrobat Version (pdf) of this document

U.S. Department of Justice
Civil Rights Division
Disability Rights Section



Americans with Disabilities Act

ADA Guide for Small Towns



**A guide for small local governments
including towns, townships, and rural counties.**

Reproduction

Reproduction of this document is encouraged.

Additional copies of this publication may be obtained by calling the ADA Information Line at 800-514-0301 (voice) 800-514-0383 (tty) or by visiting the Department's ADA Home Page on the World Wide Web (www.usdoj.gov/crt/ada/adahom1.htm).

Disclaimer

The ADA authorizes the Department of Justice to provide technical assistance to individuals and entities that have rights or

responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulation. However, this technical assistance does not constitute a legal interpretation of the statute.

first printing, March 2000

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Introduction

The Americans with Disabilities Act gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in employment, transportation, State and local government services, telecommunications, and in the goods and services provided by businesses.



Small towns offer a variety of essential programs and services that are fundamental to the public and to everyday American life. Although the range of services offered by small towns varies, it is essential that people with disabilities have the opportunity to participate in the programs and services that towns offer. Applying for a building permit or business license, playing ball in the local park, marching in the Memorial Day parade, attending an annual street festival or a town meeting, or calling 9-1-1 for emergency police, fire, or rescue all are typical town programs, activities or services covered by the Americans with Disabilities Act or ADA.

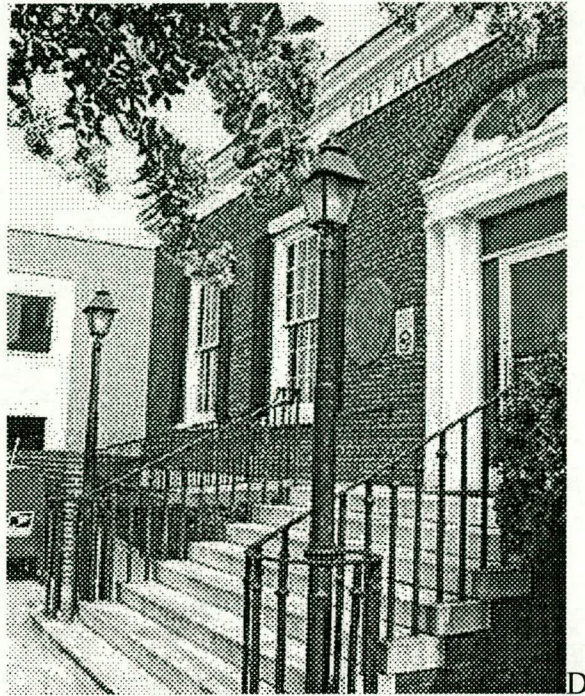
The ADA gives people with disabilities an equal opportunity to participate in the mainstream of public life offered to all Americans. This guide presents an informal overview of some basic ADA requirements and provides cost-effective tips on how small towns can comply with the ADA.

Part One: The ADA's Requirements for Small Towns

Title II of the ADA applies to State and local governments, including towns and townships, school districts, water districts, special purpose districts, and other small local governments and instrumentalities. It prohibits discrimination on the basis of disability in all services, programs, and activities provided by towns¹. Thus, people with disabilities must have an equal opportunity to participate in and benefit from a town's services, programs, and activities. To accomplish this, the ADA sets requirements for town facilities, new construction and alterations, communications with the public, and policies and procedures governing town programs, services, and activities.

Footnote

¹ The term "towns" is used in this publication to refer to all small local governments, towns, and townships. Please remember that title II applies to all State and local government entities, regardless of size, including State governments, local governments, special government entities such as transportation authorities, school districts, water districts, and other special purpose districts.



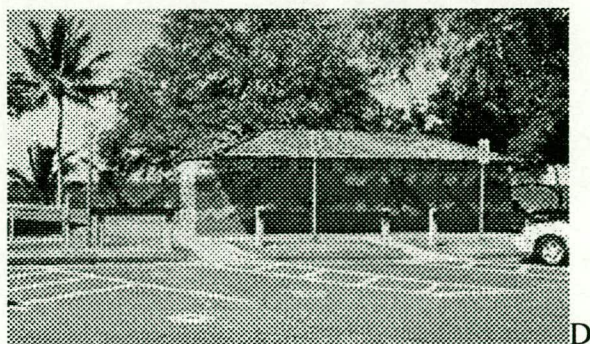
A ramp located next to the stairs to this town hall provides an accessible entrance.

1. Existing Facilities: Program Accessibility

When programs, services, or activities are located in facilities that existed prior to January 26, 1992, the effective date of title II of the ADA, towns must make sure that they are also available to persons with disabilities, unless to do so would fundamentally alter a program, service, or activity or result in undue financial or administrative burdens (see page 8). This requirement is called program accessibility. When a service, program, or activity is located in a building that is not accessible, a small town can achieve program accessibility in several ways. It can:

- relocate the program or activity to an accessible facility
- provide the activity, service, or benefit in another manner that meets ADA requirements, or
- make modifications to the building or facility itself to provide accessibility.

Thus, to achieve program accessibility, a small town need not make every existing facility accessible. It can relocate some programs to accessible facilities and modify other facilities, avoiding expensive physical modifications of all town facilities.



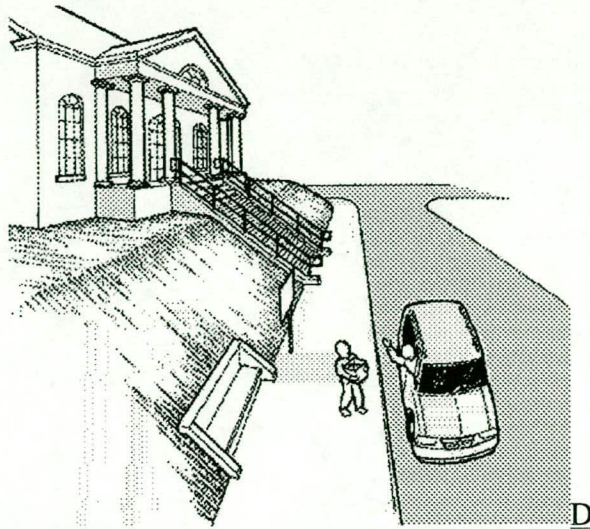
Physical modifications to provide program accessibility included parking spaces, the public toilet facility and an accessible route to the ocean overlook.

Example

A town holds its annual town meeting in an inaccessible location, the second floor of the two-story town hall that has no elevator. The town council considers installing an elevator in the building as well as replacing the existing town hall with a new, fully accessible building, but determines that the town's limited financial resources will not allow either of these approaches. Instead, the town officials decide to hold the town meetings, as well as other public meetings where large numbers of the public are expected to attend, in the accessible auditorium of its local high school. The town officials also decide to move smaller meetings, which are periodically held on the second floor of the town hall, to the school auditorium, when they receive a request within 24 hours of a meeting.

Example

The town library is a historic structure that is listed on the State historic register. The two entrances to the facility each have four steps and no accessible entrance is provided. The town consults with an architect to determine if an accessible entrance can be provided and is told that a ramp or lift cannot be added to either entrance without a significant change to the exterior of the building. After reviewing the ADA requirements, the town learns that qualified historic buildings and facilities are not required to take any action that would threaten or destroy the historic significance of a historic property. The State historic preservation office is consulted and it determines that the exterior cannot be modified. Because physical modifications to the entrances cannot be made, the town changes its policies and provides access to the library services in an "alternate manner" upon request. Library staff are trained to take requests over the telephone, to look up information for individuals with disabilities who cannot use the library, to provide information over the telephone, and to provide curbside service for books and library publications or to mail items to individuals upon request. Library staff may also meet with an individual in another accessible location when the telephone service is not effective. The library publicizes a telephone number for requesting these alternate services in its publications and announcements.



Library staff provide curbside services because the library facility cannot be made accessible.

Example

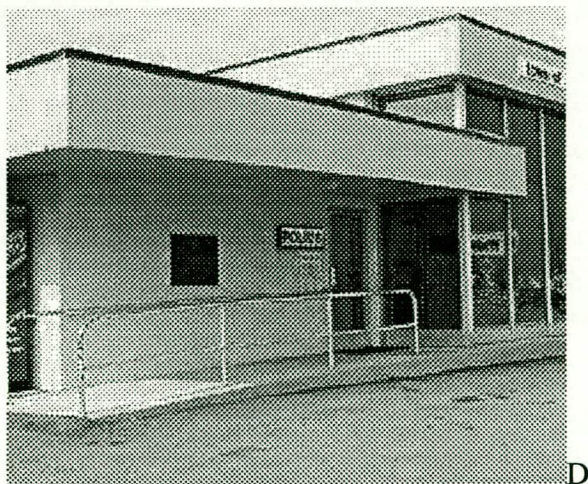
A town-operated two story historic house museum, which dates from 1885, provides exhibition and instructional programs for the public. The focus of the program is the exhibition of a typical 19th century Victorian house.

The self-evaluation determines that the house is not accessible. After considering the options for providing access to the programs and services, the town decides that it is not possible to move the museum programs to other accessible locations because the historic house itself is a critical part of the historic house program. The town develops plans to alter the facility to provide physical access to the first floor. These alterations are planned in compliance with the historic preservation requirements of the ADA Standards.

After reviewing the alterations with the State historic preservation office, the town determines that the second floor cannot be made accessible without threatening the unique features and historic significance of the house. Because the town must consider alternatives to structural changes in these instances, the town establishes a policy to locate all temporary programs on the first floor. In addition, the town documents the second floor spaces and content using video or other innovative solutions and provides an accessible viewing area on the first floor.

Example

The town's police station has one step at the public entrance and there is no accessible entrance available. After considering its options for providing program accessibility, the town decides to modify the facility to provide access rather than relocate the police programs or services. After review of the programs and services provided at the station, the town determines that the public entrance, lobby, and service counter need to be accessible to provide program accessibility. Therefore, alterations are limited to those items necessary to achieve program accessibility. In this case, it includes providing a van-accessible parking space in the parking lot, an accessible route from the parking space to the modified public entrance, and an accessible service counter inside the police station.



A town chose to alter its police station rather than move its programs and services to another accessible location.

When a town becomes aware that a program is not accessible and plans to alter a facility to provide access, it may be necessary to temporarily relocate a program, service, or activity to a temporary accessible location or to temporarily offer the service in an alternate manner.

This temporary solution assures that the service, program, or activity is accessible during the time the alterations are planned and being implemented.

Example

The public toilet facilities at the town recreation area are not accessible. After consideration of whether to modify the facilities or to relocate the programs held at the recreation area, the town decides to alter the toilet facilities and the walkway leading to them. While the fundraising is done, alterations planned, and the work completed, the town provides temporary portable toilet facilities that are accessible.

When choosing a method of providing program access, a public entity must give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In addition, a town may offer additional activities or services so an individual with a disability can more fully participate in, or benefit from, a program, service, or activity. However, when such special activities or services are provided for people with disabilities, the town must permit a person with a disability to choose to participate in services, programs, or activities that are not different or separate.

Example

The local town pool provides a swimming program for people with disabilities that includes additional staff who provide individualized instruction. A person with a disability participates in the program. The person applies to attend group swimming lessons that are open to the public even though these lessons do not provide specialized instruction. The town must permit the individual with a disability to participate unless doing so would fundamentally alter the program.

Because program accessibility may be provided in an accessible part of a facility when the remainder of

the facility is not accessible, the public must be informed of the location of accessible features. Signs should direct the public to the location of accessible elements and spaces, including the location of accessible parking, the accessible entrance to a facility, and accessible toilet rooms. In addition, a town may issue a brochure or pamphlet with a map indicating the town's accessible features.

Example

A town hall has two sets of public toilet rooms. One set has been altered and is accessible, and the other set is not accessible. The town installs signage at the inaccessible toilet rooms directing people to the accessible toilet rooms.

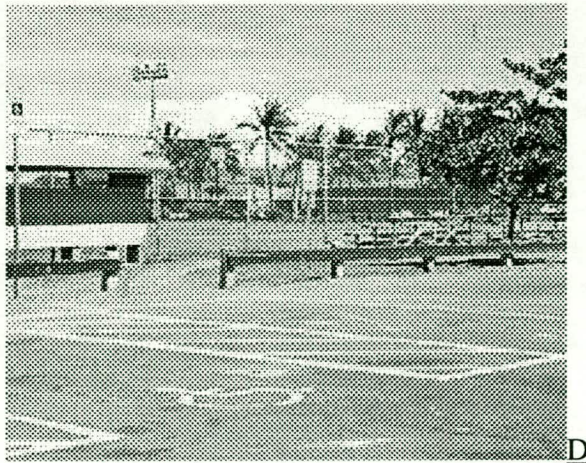
D

Sign at an inaccessible entrance provides directions to the nearest accessible entrance

Towns making modifications to a building or facility to provide program accessibility must comply with the ADA Standards for Accessible Design (ADA Standards) or the Uniform Federal Accessibility Standards (UFAS).

Example

The town outdoor recreation area has a ball field, parking lot, and a building with public toilets. Town officials note that the parking lot does not have accessible parking spaces and the toilet facilities are not accessible. The town decides to provide accessible parking spaces in the part of the lot closest to the route to the ball field by restriping that section of the parking lot, installing signage designating the accessible parking spaces, and by making sure the accessible parking spaces are on an accessible route to the recreation area. The town also modifies the toilet facilities to make them accessible. All alterations are done in compliance with the ADA Standards and signs are provided to identify the accessible toilet facilities.



Alterations done to provide program accessibility must comply with the ADA Standards.

2. New Construction and Alterations

New Construction

ADA requirements for new construction have been in effect since January 1992. New buildings and facilities must comply with the new construction provisions of the ADA Standards for Accessible Design (without the elevator exemption) or the Uniform Federal Accessibility Standards (UFAS). This requirement includes facilities that are open to the public and those that are for use by employees.

The ADA Standards for Accessible Design (ADA Standards) were first issued in 1991 and have been selected as the ADA design standard by many towns. Although towns now have the option to choose either the ADA Standards or the UFAS, it is likely that in the future the ADA Standards will become the only design standard under the ADA. Because ADA requirements for new construction and alterations do change from time to time, towns should become familiar with any new design and construction requirements before a project starts (see Resources for free information sources).



Public toilets at a park were built to comply with the new construction requirements of the ADA Standards.

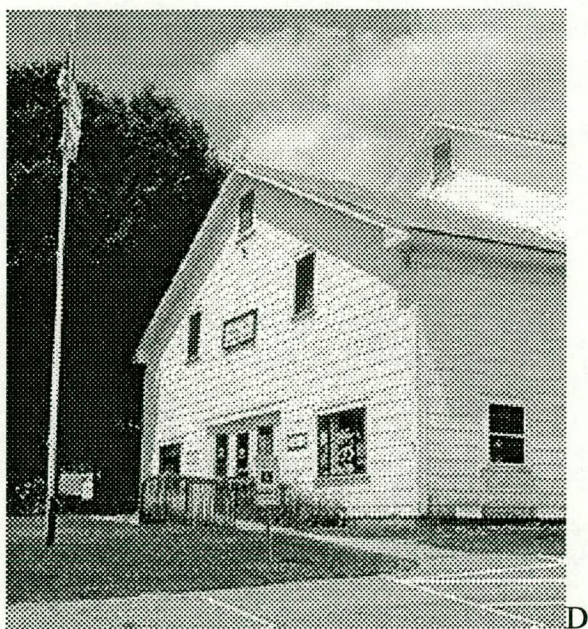
Alterations and Additions

When a building or facility is renovated or altered or added to for any purpose, the alterations or

additions must comply with the ADA Standards. In general, the alteration provisions are the same as the new construction requirements except that deviations are permitted when it is not technically feasible to comply. Additions are considered an alteration but the addition must follow the new construction requirements. When existing structural and other conditions make it impossible to meet all the alteration requirements of the ADA Standards, then they should be followed to the greatest extent possible.

Basic Requirements for Alterations

- Any alteration that affects the usability of a building or facility must comply with the requirements of the ADA Standards unless technically infeasible to do so. Alterations can be as limited as the replacement of a fixture or element, such as a lavatory, toilet, or piece of door hardware.
- When an element is replaced, the new element must comply with the ADA Standards if the minimum requirements for accessibility under the ADA have not already been met.



Alterations to existing town buildings follow the alteration requirements of the ADA Standards

- When a town alters an area of a facility that contains a primary function area, the town has an additional obligation. The town is also responsible for making the path of travel to the altered area (room or wing), as well as the toilet rooms, drinking fountains, and public telephones serving the altered area accessible. Primary function areas are those areas of a building that include the primary spaces for which the building was constructed (for example offices or meeting areas in a town hall, locker rooms in an athletic facility, or classrooms in a school or training center). The amount of money the town must spend to provide an accessible path of travel is limited to 20% of the overall cost of the alterations. If the path of travel alterations can be done for less than the 20% limit, then only that expenditure is required. If all the required accessible features are already provided then no additional expenditure is needed.

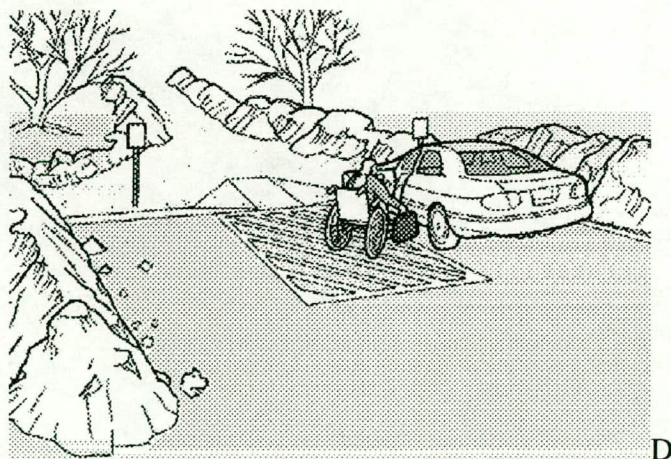
- When a qualified historic facility is altered, an exception to the alteration requirements of the ADA Standards may be used if the alteration threatens to destroy the historic significance of the building or facility. In these situations, special provisions in the Standards may be used for the element or space that would be threatened. In almost all situations, accessible design can be used without significantly impairing the historic features of the facility.
- The ADA Standards have specific requirements for additions. Additions, which include an expansion, extension or increase of the gross floor area of a building or facility, are considered an alteration to a facility but the area that is added must comply with the new construction requirements. Each addition that affects or could affect the usability of an area containing a primary function area must meet the path of travel requirements (see above).

3. Maintenance of Accessible Features

Towns must maintain in operable working condition those features that are necessary to provide access to services, programs, and activities -- including elevators and lifts, curb ramps at intersections, accessible parking spaces, ramps to building or facility entrances, door hardware, and accessible toilet facilities. Isolated or temporary interruptions in service or access are permitted for maintenance or repairs.

Example

When weather conditions such as snow and ice limit or prevent access to services, programs, and activities, a town that houses programs in an accessible facility will have to maintain access to ensure that those programs are accessible. Maintenance of accessible features would include the removal of snow from accessible parking spaces, parking space access aisles, the accessible route to the accessible entrance, and accessible entrances. Although temporary interruptions in services due to bad weather are expected, alternate services should be provided if snow and ice cannot be cleared in a timely manner.

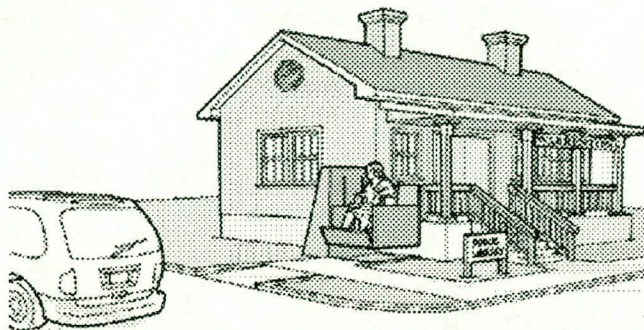


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Clearing snow from accessible parking spaces and the accessible route may be essential to provide access to programs, services or activities.

Example

A town building that was built before the ADA went into effect has a lift that provides access from inside the building to the library. The town must maintain the lift in working condition to assure that the public has access to the library programs. If the lift is out of order, repairs must be made in a timely fashion. Until the repairs are made, the town should provide alternate service for wheelchair users and others with disabilities who can no longer gain access to the library. These services may include retrieval of library materials by staff who will meet with an individual in an accessible location.

D

A lift provides access to the programs and services held in this town library. If the lift is out of service, alternate services are provided in an accessible location until the lift is repaired.

4. Effective Communication

Towns must take appropriate steps to ensure that communications with members of the public, job applicants, and participants with disabilities are as effective as communications with others unless it is an undue financial or administrative burden to do so or it would result in a fundamental alteration (see page 8) in the nature of its program or activity.

Achieving effective communication often requires that towns provide auxiliary aids and services. Examples of auxiliary aids and services include qualified sign language interpreters, assistive listening devices, open and closed captioning, notetakers, written materials, telephone handset devices, qualified readers, taped texts, audio recordings, Brailled materials, materials on computer disk, and large print materials.

D

A sign language interpreter is one type of auxiliary

aid or service that may be requested.

Towns must provide appropriate auxiliary aids and services where they are necessary to achieve an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by or for the town. The town must give primary consideration to the type of auxiliary aid requested by a person with a disability. However, the town may provide a different type of aid if it can show that it is an effective means of communication.

Example

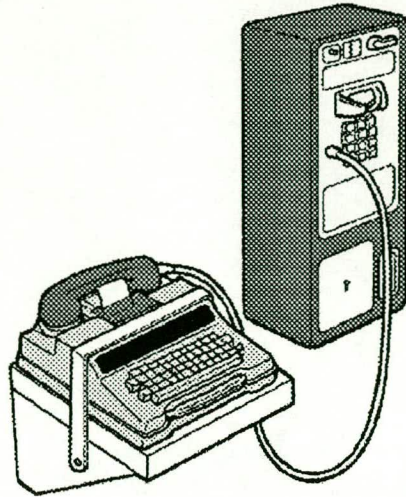
A town prepares to hold its annual town meeting in the high school gymnasium. A request is made through the meeting coordinator for real time captioning to be provided for a person who is deaf. Real time captioning displays the spoken content from a meeting or a speech on a large television screen as text. The town gives primary consideration to the request but after discussing alternatives for providing effective communication with the individual who made the request, the town learns that the individual is fluent in American Sign Language (ASL). The town offers to provide a qualified ASL sign language interpreter for the town meeting because it has determined from discussions with the individual that the interpreter can provide effective communication.

Determination of an undue financial burden or a fundamental alteration can only be made by the head of the town government or his or her designee and must be accompanied by a written statement of the reasons for reaching that conclusion. The determination of an undue burden must be based on all resources available for use in the program, service, or activity. When it is not possible to provide a particular type of auxiliary aid to achieve effective communication due to an undue burden or fundamental alteration, the town must take any other action that would not result in such burdens or fundamental alteration, but would nevertheless ensure that individuals with disabilities receive the benefits and services of the program or activity.

If a town communicates with applicants and beneficiaries by telephone, it should ensure that an effective telecommunication system such as communication using the relay system or a TTY (or TDD) be used to communicate with individuals who are deaf, hard-of-hearing or who have speech disabilities. A TTY has a keyboard and visual display for non-verbal communication with another TTY user or a relay system operator. The relay system is provided in each State and permits telephone communication between voice handsets and individuals using a TTY.

A town can choose to provide a TTY without significant expense. Some towns have decided to install a portable TTY next to a public pay telephone and to anchor the portable unit to a shelf. Electrical connections are enclosed to protect against accidental disconnection of power.

Requirements for effective communications also apply to "telephone emergency services" that provide a basic emergency service, such as police, fire, and ambulance, that are provided by public safety agencies, including 9-1-1 (or, in some cases, seven-digit) systems. Direct, equal access must be provided to all services included in the system, including services such as emergency poison control information. Where direct access is provided to callers, direct access by TTY users means the telephone emergency service cannot use a relay system or transfer all TTY calls to one operator while other callers have access to all available operators (for more information, see the Department's publication, Access for 9-1-1 and Telephone Emergency Services Under the Americans with Disabilities Act).



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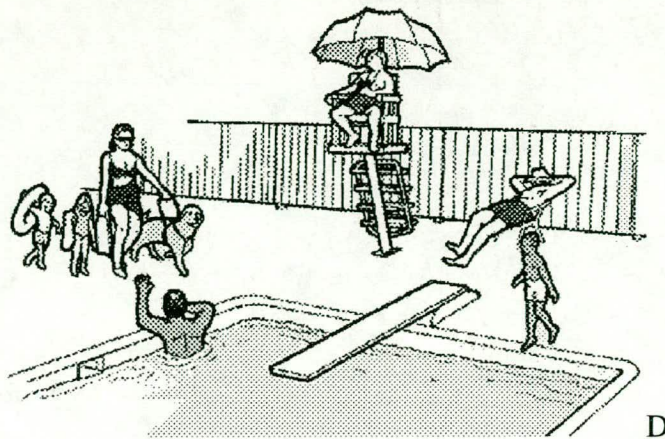
A portable TTY mounted on a shelf located next to a pay telephone can provide a low-cost TTY solution

5. Policies, Practices and Procedures

Towns must make reasonable modifications to policies, practices, and procedures to avoid discrimination against individuals with disabilities. While this requirement applies to all policies, practices, and procedures of the town, the town does not have to make modifications that would result in a fundamental alteration in the program, service, or activity or result in a direct threat to the health or safety of others. A direct threat is a significant risk that cannot be eliminated or reduced to an acceptable level by the town's modification of its policies, practices, or procedures, or by the provision of auxiliary aids or services. The public entity's determination that a person poses a direct threat to the health or safety of others may not be based on generalizations or stereotypes about the effects of a particular disability (see The ADA Title II Technical Assistance Manual).

The self-evaluation typically includes a review of policies, practices, and procedures (see page 10, Processes for Complying with the ADA). Periodic review after the self-evaluation may be done to maintain compliance with the ADA. A town can choose how it wants to conduct a review of policies and practices that govern the administration of the town's programs, activities, and services. Towns that have already done a self-evaluation do not have to do another one.

Review of policies, practices, and procedures also applies to telephone emergency services, such as 9-1-1, where policies must ensure direct access to individuals who use TTY's and computer modems.



A mother with her service animal leads her children to the town pool. Policies and procedures that restrict or prohibit service animals may violate the ADA.

Example

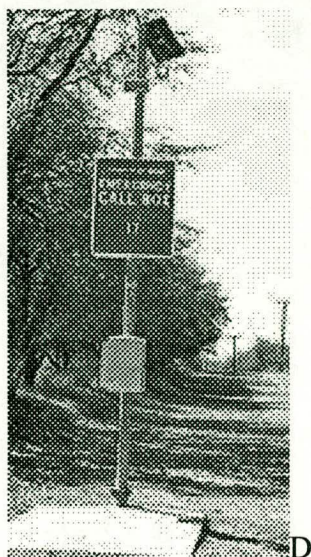
A town pool requires that adults provide photo identification to verify residency before using the pool or participating in pool programs. During review of town policies, practices, and procedures, the town determines that the pool identification policy, which requires that a driver's license with a photo be presented to gain admission, may discriminate against people with disabilities who may not have a driver's license. The town changes its policy to permit other forms of identification to verify residency.

6. Processes for Complying with the ADA

Towns that have not already conducted a self-evaluation or updated a previous self evaluation conducted under Section 504 of the Rehabilitation Act must do so. The self- evaluation is a review of all town services, programs, and activities to identify any physical barriers or policies, practices, or procedures that may limit or exclude participation by people with disabilities. The self-evaluation includes permanent, temporary, and periodic services, programs, and activities. Each town should look at what services, programs, or activities are offered and in what location.

Any policies, practices, or procedures that may limit or exclude individuals with disabilities must be reasonably modified, unless doing so would result in a fundamental alteration in the nature of the service, program, or activity. The self-evaluation should identify changes to policies to be implemented. It should also identify any discriminatory policies, practices, and procedures that cannot be reasonably changed without resulting in a fundamental alteration.

The self-evaluation also identifies problems with the accessibility of facilities and establishes recommendations for providing program accessibility (which may include relocation to an accessible facility). It may also suggest short-term and long-term strategies to provide access to people with disabilities.



An emergency call box located in a rural area is mounted in an accessible location and can be used with or without speech to provide effective communication.

Towns that completed a self-evaluation to comply with section 504 of the Rehabilitation Act only have to bring the 504 self-evaluation up to date with ADA requirements by evaluating the services, programs, and activities that have changed. However, because considerable time has passed since most section 504 self-evaluations were done, it would be best to conduct a new self-evaluation.

Provide public notice about ADA requirements

A small town must provide notice to the public about its ADA obligations and about accessible facilities and services in the town. The notice must inform the public about the ADA's nondiscrimination requirements. It may also describe how the public or employees may contact specific town officials about problems with accessibility and the need for effective communication. The information must be accessible to the public, including people who have disabilities that affect communication, such as blindness, low vision, deafness, and hearing loss. Although no specific method is required to reach the public, notice can be provided in more than one format and by using more than one type of media, such as the town's website, print, radio, or television.

Other obligations for larger towns with 50 or more employees

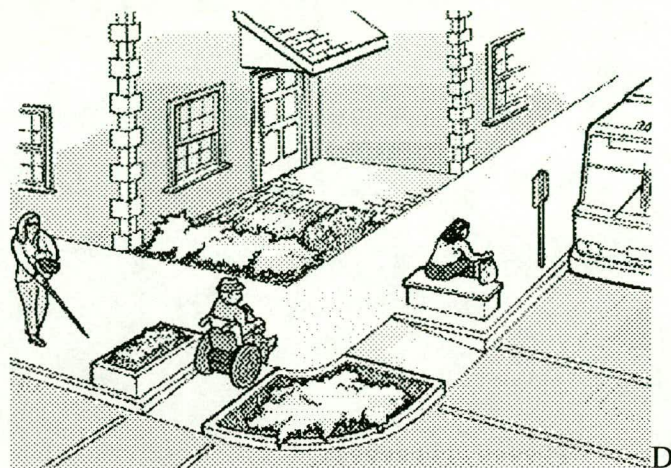
Although the ADA only requires State and local governments with 50 or more employees to take the following measures, towns with less than fifty employees may want to consider following the same or similar steps because the process may make it easier to comply with the ADA.

a. Designate an individual to coordinate ADA compliance

Responsibilities for the ADA coordinator may include conducting the self-evaluation and developing the transition plan (see below), handling requests for auxiliary aids and services, providing information about accessible programs and services, and serving as a local resource to the town or township. The ADA coordinator may also have responsibility for working with the mayor or town council to ensure that new facilities or alterations to town facilities meet ADA requirements. In some communities, this individual also receives complaints from the public and works to resolve them.

b. Develop a transition plan

If a town with 50 or more employees decides to make physical changes to achieve program access it must develop a written plan that identifies the modifications that will be made. The plan should include timelines for completing these modifications. Interested parties, including people with disabilities and organizations representing people with disabilities, must at a minimum have an opportunity to participate in the development of the plan by submitting comments. A copy of the plan and a copy of the self-evaluation must be available for public inspection for three years after completion.



Installation of curb ramps is one of the items included in the transition plan. This type of curb ramp is used when some type of barrier prevents pedestrians from entering the curb ramp from the side.

c. Develop a grievance procedure

Towns with fifty or more employees must have an ADA grievance procedure. A grievance procedure provides people who feel they have been discriminated against because of their disability, or others who feel they have been discriminated against because they have a friend or family member with a disability, with a formal process to make their complaint known to the town. This procedure encourages prompt and equitable resolution of the problem at the local level without having to force individuals to file a Federal complaint or a lawsuit.

Part Two -- Typical Issues: Program Accessibility and Effective Communication

A. Accessible Parking

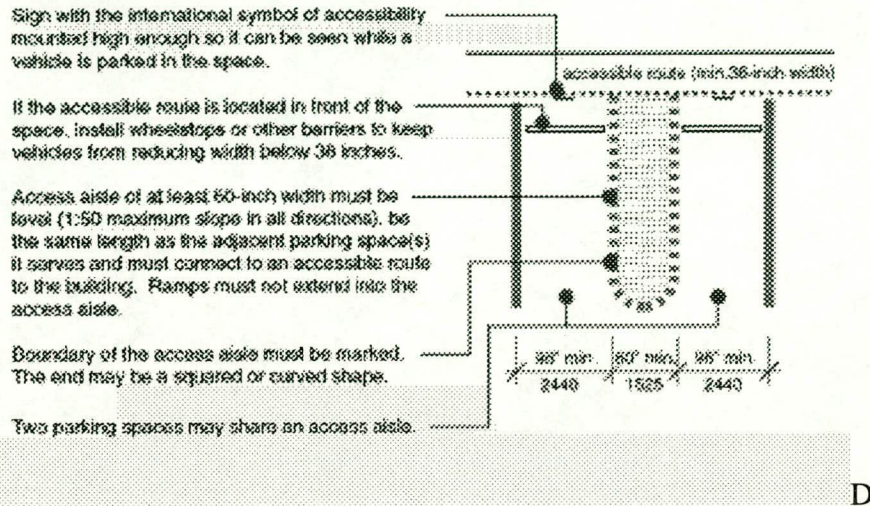
In new construction and in alterations, accessible parking must be provided whenever public parking is provided. Towns may wish to add accessible parking when public parking is not provided to provide access to facilities where programs, services, or activities are located. Accessible parking spaces have a number of features that make it possible for people with disabilities to get into or out of a vehicle.

Accessible Parking Spaces for Cars

Accessible parking spaces for cars have at least a 60 inch-wide access aisle located adjacent to the

designated parking space. The access aisle is just wide enough to permit a person using a wheelchair to enter or exit the car. These parking spaces must be located on level ground and identified with a sign mounted in front of the parking space high enough so it is visible when a vehicle is parked.

Features of Accessible Parking Spaces for Cars



Van-Accessible Parking Spaces

One of every eight accessible parking spaces, but always at least one, must be accessible for vans with a side-mounted lift. If only one accessible space is provided, it must be a van-accessible space.

Van-accessible parking spaces incorporate the same requirements as accessible parking spaces for cars and have three additional features for vans:

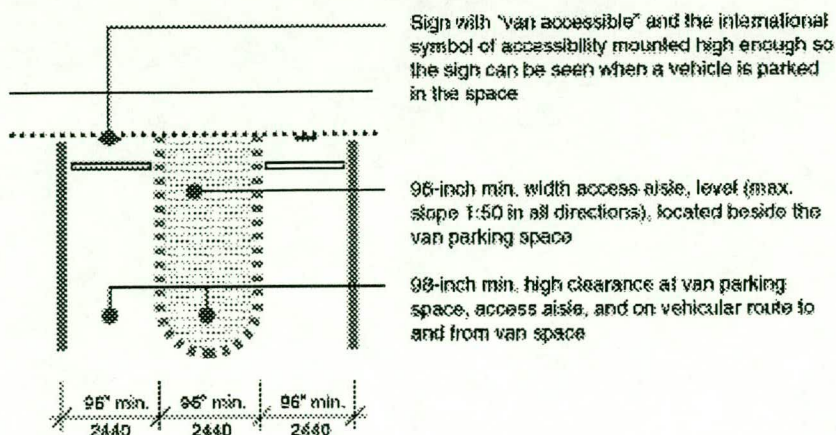
- a wider access aisle (96 inch-wide) to accommodate a wheelchair lift;
- vertical clearance to accommodate van height at the van parking space, the adjacent access aisle, and on the vehicular route to and from the van-accessible space,
- an additional sign that identifies the parking spaces as "van accessible."

When accessible parking spaces are added in an existing parking lot, towns must locate the accessible spaces on the most level ground close to the accessible entrance. An accessible route must always be provided from the accessible parking spaces to the accessible entrance.

The ADA Standards have technical requirements for parking lots and garages but no technical requirements for the design of on-street parking.

For more information about accessible parking, see the ADA Standards and other publications listed in [Part III: Resources](#) (page 20).

Three Additional Features for Van-Accessible Parking Spaces



D

B. Accessible Route

When a walk, pathway, or pedestrian route is necessary to provide public access to a program, service, or activity, an accessible route must be provided. An accessible route is an unobstructed pedestrian path that connects accessible elements and spaces such as accessible parking spaces, accessible entrances, accessible meeting rooms, accessible toilet rooms, etc. It can be a walkway, hallway, part of a courtyard, or other pedestrian space. An accessible route must be at least 36 inches wide, have no abrupt vertical changes in level (such as a step), have a running slope no more than 1:12 in most cases, and meet other requirements for cross slope, surface conditions, vertical height, and passing spaces. The width of an accessible route can be as narrow as 32 inches wide, such as at a doorway or a narrow section of hallway, but only for a distance up to 24 inches long.



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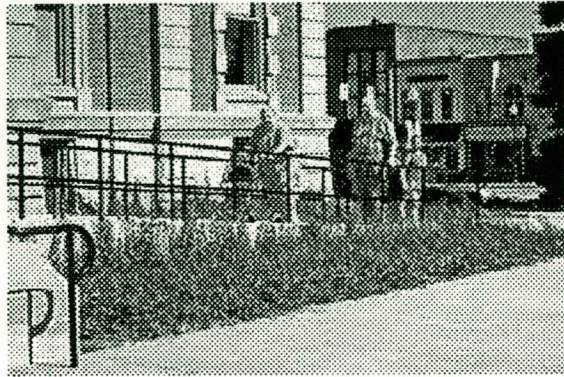
An accessible route connects accessible parking (right) with the accessible entrance.

C. Accessible Entrance

If entering a facility is necessary to participate in or benefit from a program, service, or activity, then that facility must have an accessible entrance and the accessible entrance must be on an accessible route. The accessible route must connect one or more (exterior) site entry points (such as parking, a public sidewalk, or a public transportation stop) with an accessible entrance. The accessible entrance must also connect to an interior accessible route leading to the space or spaces where the program is located.

An accessible entrance must have an accessible door or doorway. If a door is provided, there must be maneuvering space on the pull and push sides of the door to permit a person using a wheelchair to open

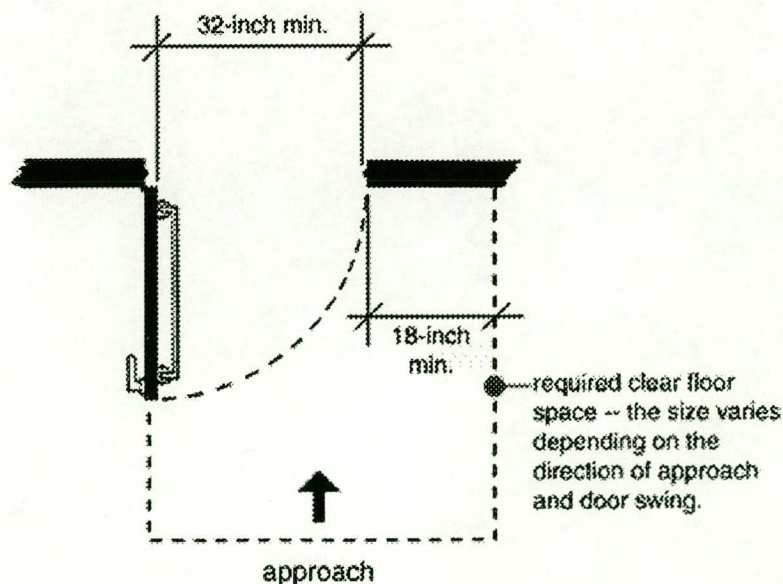
the door and then move through the door opening. The clear width of the opening must be at least 32 inches wide and accessible door hardware (handle and latch) must be provided. If a door closer is provided, it must be adjusted so the door will not close too quickly.



D

A historic town building added a ramp, walkway, and modified an entrance to provide access

Although it is best to have the accessible entrance be the same one used by most of the public, existing conditions may prevent modification of the main entrance resulting in use of a secondary or side entrance as the accessible entrance. It may also be necessary to use a secondary entrance if only one part of the building is accessible. Where a secondary or side entrance provides access, signs should be provided at inaccessible entrances to direct the public to the nearest accessible entrance.



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A plan view of an accessible door

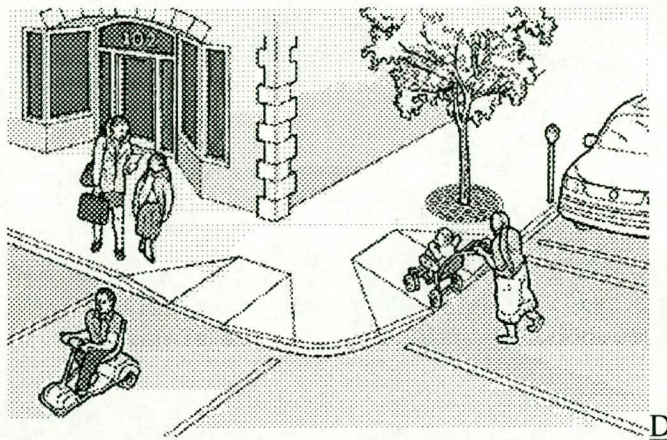
D. Curb Ramps at Intersections

Pedestrian walkways or sidewalks that are the responsibility of the town often play a key role in

providing access to government programs and services and to the goods and services offered to the public by private businesses. When walkways cross a curb at intersections, a ramp or sloped surface is needed. The title II regulations set requirements for curb ramps at intersections. **Whenever a town constructs a new road and sidewalk or alters existing roads and sidewalks, it must install curb ramps. In addition, the ADA requires that towns evaluate its existing system of sidewalks and develop a schedule to provide curb ramps where pedestrian walkways cross curbs.** Because a town will not be able to install curb ramps at all town streets right away, the town's plan for curb ramp installation should set priorities for which streets require curb ramps. Towns must give priority to walkways serving State and local government offices and facilities, bus stops and transportation services, private businesses offering goods and services to the public, and employees, followed by walkways serving residential areas.

Any curb ramps that are installed must comply with the ADA Standards. In areas with hilly terrain or other site constraints, towns should follow the ADA Standards to the greatest extent feasible.

To achieve or maintain program accessibility, a town should develop procedures to allow the public to request that curb ramps be installed at specific intersections frequented by people with disabilities, including residents, employees, or visitors.



Curb ramps are needed when walkways cross a curb at an intersection.

This type of curb ramp has flared sides and must be used when pedestrians may enter or exit the curb ramp from the side.

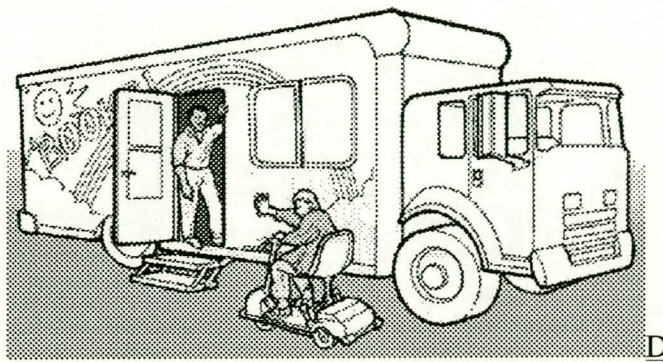
E. Alternate Services

A town can make its services, programs, or activities accessible by relocating them to an accessible site or offering them in an alternate way that is accessible. A town should consider the integration requirements of the ADA, which require that priority be given to measures that will provide the service, program, or activity in the most integrated setting appropriate. For small towns, alternate service may include meeting with an individual with a disability in his or her home to fill out specific forms if the town office is not accessible. It may also include curb service to pick up or deliver an item. However, in some cases alternate service is not appropriate. If a town meeting is scheduled to be held on the second floor of a building without an elevator and a person using a wheelchair wishes to attend the meeting, the meeting should be relocated to an accessible space, unless it would result in undue financial or administrative burdens. Making the person sit by themselves on the first floor and watch the meeting on a television monitor or having them watch the meeting at home is not a desirable alternative because it

does not give the person with a disability an equal opportunity to interact with officials and other participants.

F. Library Services

Library services are an example of programs and services offered by many towns. If a library facility or building is not accessible, these services may be offered in a different accessible library facility, in another accessible facility nearby, or in an alternate manner. Some towns with only one library may prefer to modify the entrance to the library and other key elements to provide access. Others that may have a facility that is difficult to make accessible or lack the resources to make essential physical changes may choose to offer the programs and services in an alternate accessible location. What is important is that the same services be available to individuals with disabilities as are offered to others such as doing research, using the card catalog or cataloging device, reading or reviewing items usually held in reserve or special collections, and returning loaned items.



An individual uses a call button to request assistance from library staff of the bookmobile.

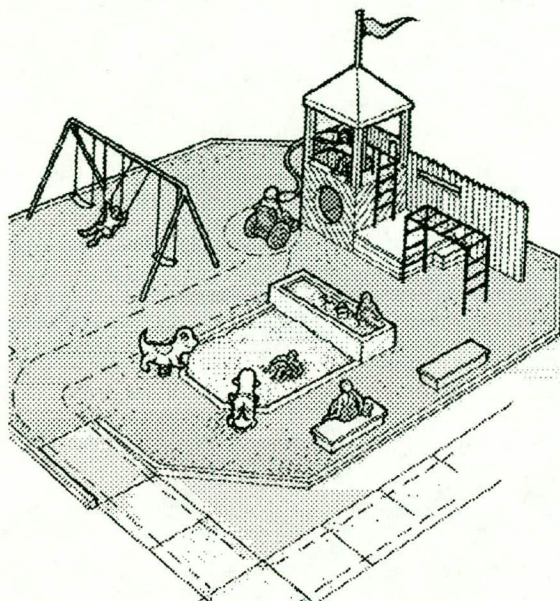
If a library provides program accessibility through alternate means it must have policies that permit staff to carry out this policy. The policies must include procedures that permit the public to make requests for the alternate location or services. In many cases, however, providing basic physical accessibility to the library facility is preferred in meeting the obligation to provide services in the most integrated setting appropriate.

G. Parks and Recreation Programs

A town's recreational programs or activities, such as those offered at the town baseball or football field or at the town pool, play an important part in the life of a community. These programs, services, and activities are among those that the town should review as part of the self-evaluation to determine if any physical or policy barriers exist that may keep people with disabilities from participating. If a town decides to modify facilities to provide program accessibility and has more than one facility available (such as when several ball fields are provided) only some of the facilities may need to be accessible. However, when only some of the ball fields are accessible, the scheduling policies for their use will need to accommodate requests for accessible fields, player areas, or spectator seating (if provided).

When the facilities are built or altered, they must comply with the ADA Standards, which have specific technical requirements for elements and spaces, such as accessible parking spaces, accessible routes,

toilet facilities, public telephones, and spectator seating areas. For elements and spaces without specific technical standards, such as ball fields or playing areas, the town should use the Standards as a guide, providing a reasonable number, but at least one, that is accessible and providing an accessible route to the area of play and the spectator areas.



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A town playground with an accessible route that provides access to a play area.

H. Accessible Print Material

Public documents such as town annual reports, promotional brochures, and other documents, such as tax bills, license applications and other printed information may need to be provided in an alternate accessible format to provide effective communication for individuals who are blind or visually impaired. Alternate formats may include materials in Braille, large print, files on computer disk that can be used in a personal computer, or an audiotape recording of the print document. Priority should be given to the type of format that has been requested unless the town determines that another format is effective or that providing the one requested would result in undue financial or administrative burdens or a fundamental alteration in the nature of the program. A town should publish a contact number for the public to request an accessible format or other auxiliary aid or service.

I. Police Services

Local police services are covered by the ADA, including investigations, interrogation, arrest, and transportation. Program accessibility requirements apply to the services and programs offered to the public, including those offered at a local police station. Effective communication requirements also apply to communication with the public, including individuals suspected of criminal activity.

If a town has a police station, jail, or holding facility, or other public police facility, the town should include services, programs, and activities that are offered in these facilities in its self-evaluation. To achieve program accessibility, it may be possible to share some accessible facilities with other nearby towns or government entities or to offer the service, program, or activity in another accessible location or manner. Vehicles used to transport suspects or prisoners should also be included in the self-

evaluation. If a town does not have an accessible vehicle available for transporting suspects or prisoners, the town should identify a source for an accessible vehicle, such as an accessible school bus, taxi with a wheelchair lift, or an accessible vehicle from a nearby town.



A police officer and a deaf person communicate using a writing pad and pen.

J. Calling 9-1-1 and Other Emergency Services

Dialing 9-1-1 is the most familiar and effective way Americans have of finding help in an emergency. The ADA requires all telephone emergency services to provide direct, equal access to their services for people with disabilities who use a TTY.

Equal access means that TTY callers have an opportunity to obtain emergency services that is equal to that of callers who use voice handsets. The telephone emergency services provided for TTY callers must be handled in the same manner as those provided for individuals who make voice calls, in terms of response time, response quality, hours of operation, and all other features offered (e.g., automatic number identification, automatic location identification, automatic call distribution). There must be adequate numbers of TTY's or equipment to answer TTY calls. If a town or township relies on another government entity to provide its 9-1-1 and telephone emergency services, it should inquire about the accessibility of the services (for more information see Access for 9-1-1 and Telephone Emergency Services Under the Americans with Disabilities Act).

K. Temporary Events

The ADA applies to both temporary and permanent services, programs, or activities of a town. Facilities and structures that are built or altered for temporary use must comply with the ADA Standards (except for construction trailers). In addition, the policies and operations for the event must meet the nondiscrimination requirements of the ADA. When planning temporary events such as a town festival or concert, the town should review ADA title II requirements² and the ADA Standards. The Standards can provide guidance to help event planners place temporary accessible parking spaces in appropriate locations, provide an accessible route throughout the site, and provide other accessible features for food service, toilet facilities (including accessible portable toilets), assembly area seating, public telephones, etc., where such elements or facilities are provided for the public. It is very important to consider accessibility requirements when the event is in the planning stage so that accessible facilities can be identified and incorporated in a manner that does not require extensive construction or last-minute modifications.

Selected Accessible Features of Town Fair

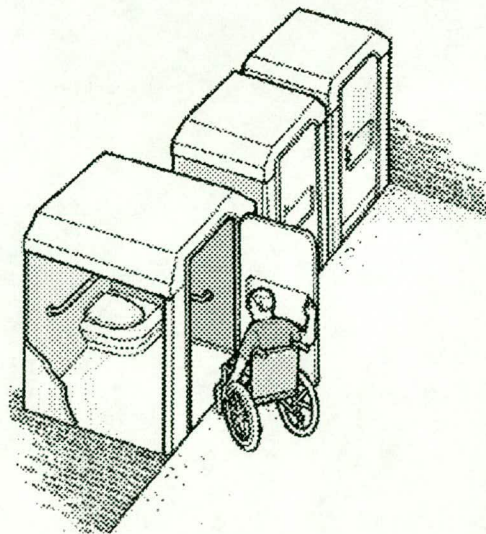
- temporary curb ramp added where needed to provide an accessible route
- booths and vendors located on an accessible route
- sign language interpreters available for selected performances and programs
- accessible parking, accessible transit drop offs and stops (if provided) and an accessible route from these areas to the fair is provided



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A town fair that was planned to provide accessible programs, services and activities

Effective communication requirements also apply to temporary events. It may be necessary to provide qualified sign language interpreters or other auxiliary aids and services as requested, such as print material in a large-print format or on computer disk. A town may choose when to provide interpreters and publicize a schedule for interpreters and other auxiliary aids and services. It should also provide auxiliary aids or services in response to individual requests, unless to do so would result in undue financial and administrative burdens. Promotional material for a temporary event should explain how the public can request a particular auxiliary aid or service and be informed of when specific auxiliary aids and services may be available.



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When portable toilets are provided, at least one

at each location must be accessible

Footnote

2 Private vendors and contractors should follow the ADA title III regulations which cover goods and services provided by private companies. For more information, see the ADA Guide for Small Businesses.

Part Three: Resources

Department of Justice ADA Information

To help State and local governments, including small local governments, understand and comply with the law, the Department of Justice established a technical assistance program to answer questions about the ADA. The Department of Justice has a toll-free ADA Information Line that provides access to ADA specialists during business hours. The ADA Information Line also provides twenty-four hours a day access to a fax-on-demand system for technical assistance materials that permits a caller to have the document sent to them by fax. Orders for publications sent by mail may be made twenty-four hours a day on the Information Line's voice mail system.

ADA Information Line -- **800-514-0301 voice and 800-514-0383 TTY**

Another important source of ADA information is the Department's ADA Home Page on the World Wide Web. This extensive web site provides access to ADA regulations, all Department ADA technical assistance materials, including newly-released technical assistance material, proposed changes in the ADA regulations, and access to Freedom of Information Act materials including technical assistance letters. The web site also provides links to other Federal agencies with ADA responsibilities.

ADA Home Page -- **www.usdoj.gov/crt/ada/adahom1.htm**

The ADA and City Governments: Common Problems

A 9-page publication that compiles common problems with Title II compliance.

ADA Regulation for Title II, as printed in the Federal Register (7/26/91)

The Department of Justice's regulation implementing title II, subtitle A, of the ADA, which prohibits discrimination on the basis of disability in the services, programs, and activities provided by towns.

Title II Technical Assistance Manual (1993) and Supplements (Spanish edition available by mail)

A 30-page manual explaining what State and local governments must do to ensure that their services, programs, and activities are provided to the public in a non-discriminatory manner.

Gives practical examples.

Department of Justice ADA Mediation Program

A 8-page publication describing the Department's ADA mediation program including locations of ADA mediators, and examples of successful mediation efforts.

ADA Regulation for Title III, including the **ADA Standards for Accessible Design**.

ADA Information Services

A 2-page list with the telephone numbers and Internet addresses of Federal agencies and other organizations that provide information and technical assistance to the public about the ADA.

Enforcing the ADA: A Status Report from the Department of Justice

A quarterly report providing timely information about ADA cases and settlements, building codes that meet ADA accessibility standards, and ADA technical assistance activities.

Commonly Asked Questions About the ADA and Law Enforcement

A 13-page publication explaining ADA requirements for ensuring that people with disabilities receive the same law enforcement services and protections.

Access for 9-1-1 and Telephone Emergency Services

A 10-page publication explaining the requirements for direct, equal access to 9-1-1 for persons who use teletypewriters (TTYs).

ADA Guide for Small Businesses

A 15-page booklet for businesses that provide goods and services to the public.

Other Federal Agencies and Federal Grantees Providing Information

Department of Transportation

Department of Transportation offers technical assistance on ADA provisions applying to public transportation.

ADA Assistance Line for information,
questions and complaints
888-446-4511 (voice) -- TTY: relay service
202-366-2285 (voice) -- 202-366-0153 (TTY)

Transportation - documents and questions
202-366-1656 (voice) -- TTY: use relay service

Transportation - legal questions
202-366-4011 (voice) -- TTY: use relay service

Internet address -- www.fta.dot.gov

Equal Employment Opportunity Commission

Equal Employment Opportunity Commission offers technical assistance on the ADA provisions applying to employment; also provides information on how to file ADA complaints.

Employment - questions
800-669-4000 (voice) -- 800-669-6820 (TTY)

Employment - documents
800-669-3362 (voice) -- 800-800-3302 (TTY)

Internet address -- www.eeoc.gov

Access Board

Access Board (or Architectural and Transportation Barriers Compliance Board) offers technical assistance on the ADA Accessibility Guidelines.

Documents and questions
800-872-2253 (voice) -- 800-993-2822 (TTY)

Electronic bulletin board -- 202-272-5448

Internet address -- www.access-board.gov

Department of Housing and Urban Development

Fair Housing Act: for questions or publications call Department of Housing and Urban Development.

Fair Housing accessibility questions
202-708-2333 (voice) -- 202-708-4112 (TTY)

Fair Housing publications
800-767-7468 (voice) -- TTY: use relay service

Internet address -- www.hud.gov

Disability and Business Technical Assistance Centers (DBTACs)

Department of Education funds ten regional centers to provide technical assistance on the ADA.

800-949-4232 (voice/TTY)

Internet address -- www.adata.org

Job Accommodation Network

The Job Accommodation Network (JAN) is a free telephone consulting service offering information and advice to employers and people with disabilities on reasonable accommodation in the workplace.

800-526-7234 (voice &TTY)

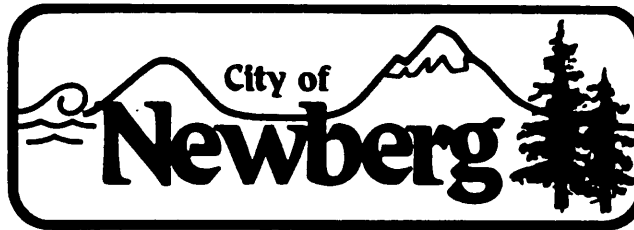
Internet address -- <http://janweb.icdi.wvu.edu/english>

[Adobe Acrobat Version \(pdf\) of this Document](#)

[ADA Home Page](#)

last update: October 15, 2002

City of Newberg
414 E. First Street
P.O. Box 970
Newberg, OR 97132



City Manager
(503) 538-9421
(503) 537-5013 FAX

Community Development Office

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • (503) 537-1240 • Fax: (503) 537-1272

May 15, 2003

Karen Homolac
Oregon Economic and Community Development Department
775 Summer Street NE, Suite 200
Salem, OR 97301-1280

RE: CDBG - Butler Property and Remediation Project (project #P02009)

Dear Ms. Homolac:

Attached you will find the City of Newberg's facilities evaluation for accessibility for persons with handicaps. You will also find attached a copy of the City of Newberg Facilities ADA Compliance Implementation Program. These documents have been created to fulfill our grant contract's requirement that the City comply with the federal Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (1994.)

If you have any questions regarding this information, please contact me at (503) 537-1207.

Sincerely,


James H. Bennett
City Manager

pc: David Beam, Planner
File GR-27-01

City of Newberg Facilities ADA Compliance Implementation Program

As pointed out in the Report Summary, the City has made considerable progress toward making its facilities ADA compliant through the replacement and/or extensive remodeling of its facilities. The City is rightfully proud of these accomplishments. However, the City does recognize that further work remains, as pointed out in this report.

Current economic conditions and recent voter-approved tax reduction measures have left many cities in Oregon, including Newberg, with constrained budgets. Unfortunately, this means that although the City of Newberg would like to immediately correct all the ADA deficiencies described in this report, it is financially impossible to do so. Moreover, in many cases, it would be wasteful and fiscally irresponsible to make corrections today, when facilities are expected to be replaced or have major remodels in the near future. Therefore, ADA improvements will be made when: (A) staff time and resources become available; and/or, (B) a facility remodeling or replacement project provides a prudent opportunity to incorporate the needed improvements.

The following is the City's implementation plan for making ADA improvements to correct the deficiencies identified in this report. Copies of this ADA report will be provided to the identified responsible parties.

Procedural and Informational Improvements

Responsible party: City Administration

- Improve capabilities to communicate with persons unable to speak, hear or see. Examples of effective communication tools include qualified sign language interpreters, assistive listening devices, open and closed captioning, note takers, written materials, telephone handset devices, qualified readers, taped texts, audio recording, Brailled materials, materials on computer disk and large print materials, and installation of TDD services, other than the existing 911 emergency system (possibly through the use of the Relay Services offered by the local phone company.) In addition, the City will continue its current procedure to provide contract services to those in the community in need of communication assistance during City functions.
- Install prominently displayed information that contains statements or instructions about obtaining (the presented) information in an alternate format in all building reception areas. The city needs to develop situational flip charts to be placed at all reception areas to guide even a new employee through helping a person obtain assistance. They also need to post EEOC information about a person's right to obtain the services. The reception staff should be trained in the use of these materials.

The City needs to develop additional policy and procedure statements in the following areas:

- Develop an ADA grievance procedure.
- The City has a policy for dealing with employee issues but it does not have a policy and procedure for dealing with the public's requests for reasonable accommodation. The policy must include information about publicizing a person's right to request accommodation. The policy must also include the procedure the City will use for determining if a request is reasonable.
- Prepare a firm policy for development of public notices that will insure all notices are presented in verbal and non-verbal mediums.
- The City needs a policy to deal with temporary activities or events. The policy must outline the requirements and who is responsible for providing accessibility activities and features of the temporary events.
- The City needs a policy to deal with contracted services to insure the contractor is in compliance with ADA requirements and that all their activities will be accessible.

Responsible party: Police Department

- The City Police Department needs to develop a policy and procedure in writing for dealing with Transporting and holding suspects or prisoners.

Physical Improvements

Facilities

***Responsible parties: Community Development Department
Public Works Division; Utilities Division***

Small improvements will be incorporated into the regular facilities maintenance program. Major improvements will be incorporated into the CIP (Capital Improvement Program.) For example, the City of Newberg is planning to build a new water treatment plant in about 20 years due to population growth. The wastewater treatment plant will require significant upgrades as well during the next couple of decades.

Sidewalks

***Responsible parties: Community Development Department
Public Works Division***

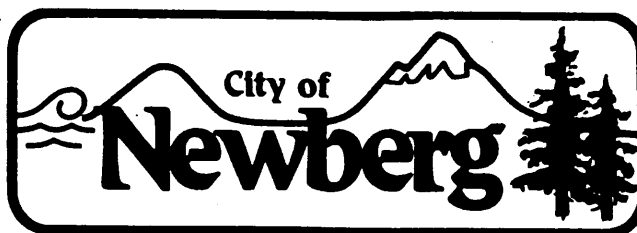
In recent years, the City has budgeted a small amount of funds (around \$20,000) for sidewalk improvements and maintenance, including such ADA improvements such as wheelchair ramps. The City will incorporate the ADA improvements to sidewalks when prudent opportunities arise. Currently, sidewalks adjacent to private property are the responsibility of the private property owner.

Park Improvements (Physical and Procedural)

The majority of the parks owned by the City of Newberg are leased out the Chehalem Park and Recreation District (CPRD.) CPRD is autonomous, separate taxing district from the City. Operation and maintenance of these parks are the sole responsibility of CPRD. A copy of the ADA Report will be provided to CPRD for their consideration.

Improvements for the few parks owned and operated by the City will be the responsibility of the City's Community Development Department.

City of Newberg
414 E. First Street
P.O. Box 970
Newberg, OR 97132



City Manager
(503) 538-9421
(503) 537-5013 FAX

Community Development Office

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • (503) 537-1240 • Fax: (503) 537-1272

DATE: May 19, 2003

FROM: Jim Bennett, City Manager

TO: Bob Tardiff, Police Chief
Michael Sherman, Fire Chief
Russ Thomas, Public Works Director
Howard Hamilton, Utilities Manager
Leah Griffith, Library Director
Becky Green, Administrative Assistant/Human Resources Manager
Don Clements, Chehalem Park and Recreation District

RE: ADA (Americans with Disabilities Act) Compliance Evaluation and Improvement Program

Attached you will find a copy of the above-mentioned report. You are being provided this information because you have been identified as one who is responsible for implementing a portion of the ADA Improvement Program

Firstly, you will find a copy of an evaluation regarding the City's compliance with ADA requirements. This report was prepared by Consulting & Personal Services Inc. to comply with Community Development Block Grant contract requirements. The evaluation document identifies ADA compliance deficiencies for the City's current policies, procedures, and facilities and provides suggested corrective procedure(s) for each of the deficiencies. After each listed deficiency, a section is provided to record what corrective action was taken, who implemented the corrective procedure, and the date for when the corrective action was taken.

Also attached you will find the a copy of the City's ADA Compliance Implementation Program. This 3 page document describes who are the responsible parties for specific corrective actions described in the evaluation as well as when the corrective actions will be taken.

Your assistance in implementing this ADA Improvement Program is appreciated. If you have any questions, please contact David Beam at extension 213. Thank you.

pc: Mike Soderquist, Community Development Director
GR-27-01