

**CITY OF SANDPOINT  
AMERICANS WITH DISABILITIES ACT  
TRANSITION PLAN  
FY 2011-2016**



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## **DEMOGRAPHICS AND HISTORY**

Sandpoint sits on the northern shore of Lake Pend Oreille, which is the fifth deepest lake in the United States. It is also nestled at the base of Schweitzer Mountain Ski Resort. The City of Sandpoint has a population of approximately 8,300 and an elevation of 2,096 ft. Sandpoint is located 60 miles south of the Canadian border and 75 miles northeast of Spokane, Washington.

In 1898, L.D. Farmin platted eight blocks in the heart of the business district of the town site called Sandpoint. The Village of Sandpoint was incorporated on February 7, 1901, by the Kootenai County Board of Commissioners. On January 15, 1907, the Village of Sandpoint became the City of Sandpoint. A portion of Kootenai County was incorporated to become present day Bonner County on February 2, 1907. For more than a century, Sandpoint's economy depended heavily on the lumber industry, but, in the late 1980s, the tourism industry started to grow rapidly with the increasing awareness of the region's four season climate.

The original Sandpoint City Hall and jail was built in 1904. It was called the "Apple Box" and stood near the railroad station. Within the next few years, L.D. Farmin constructed a building on First Avenue to be used for City business. City Hall was later moved to the Star Market Hall, where it was rented by the City for conducting City business. City Council met for the first time in the new City Hall, located at Second Avenue and Main Street, on February 10, 1911. This building met the needs of City government until 1994, when City Council voted to buy the Coldwater Creek warehouse and office building at 1123 Lake Street, where City Hall is currently located.

## **PURPOSE**

The purpose of the Transition Plan is to ensure that the citizens of Sandpoint are provided full access to City programs, services and activities as reasonably possible. The City has received input from individuals and organizations at public meetings.

Title II of the ADA requires that each of the City's services, programs and activities, when viewed in their entirety, be readily accessible and usable by individuals with disabilities.

This Plan identifies two forms of barriers: physical barriers and programmatic barriers.

Physical barriers include the following:

1. Parking
2. Paths of entry/travel

3. Doorways
4. Restrooms
5. Service counters
6. Stairways
7. Curb ramps
8. Sidewalks

Programmatic barriers include the following:

1. Building signage
2. Customer communications and interaction
3. Access to public telephones
4. Emergency notifications, alarms, visible signals
5. Communications (via Internet, public meetings, telephone)

City facilities, programs, services, policies, practices and procedures will continue to be surveyed on an ongoing basis, and the Plan may be revised from time to time to account for changes to City activities. An accessibility inventory of sidewalks, curb ramps, marked crosswalks, government buildings, parks and marinas and programs has been completed, and an approach has been put in place to ensure that City programs, activities and services are handicap accessible.

This Plan will be posted on the City's website for review and consideration by the general public. Individuals may submit comments on the accessibility of City programs and facilities by contacting the City's ADA Coordinator, the City Clerk or the designee at 208-263-3310 or by e-mail at [cityclerk@ci.sandpoint.id.us](mailto:cityclerk@ci.sandpoint.id.us).

## **PHYSICAL BARRIERS**

The City owns the following properties:

1. City Hall, including Administrative Offices, Police and Fire Departments
2. Public Works City Shop
3. Sandpoint Wastewater Treatment Plant
4. Sandpoint Lake Water Treatment Plant
5. Sand Creek Water Treatment Plant
6. Woodland Drive Storage Building
7. Bonner Business Center

8. Lead-Lok – Airport Way
9. Top Dawg Powder Coating – Airport Way
10. Vacant Woodworking Shop – 1404 N. Boyer Ave.
11. The Cottage (Panhandle Special Needs) – 1410 N. Boyer Ave.
12. Baker Construction – Unit C-106-2
13. Habitat For Humanity Restore – Unit 201-1A
14. Lake PreMix Use
15. Litehouse Dressing Storage – 1402 N. Boyer Ave.
16. Sandpoint Community Hall, 204 S. First Ave.
17. City Parking Lot
18. City Beach
19. Windbag Marina
20. War Memorial Field
21. Lakeview Park
22. Pine Street Park
23. Old Ninth Grade Park
24. Farmin Park
25. Jeff Jones Town Square
26. Third Avenue Pier
27. Travers Park
28. Great Northern Park
29. Hickory Street Park
30. Sandpoint Shooting Range
31. Mickinnick Trailhead

32. Surface improvements to public streets and sidewalks within the municipal limits of the City

A self evaluation and inventory of the City's accessibility to sidewalks, curb ramps, government buildings and programs has been conducted for public input as referenced in attached Exhibit "A". Sidewalk evaluation is ongoing, and additional criteria may be established. A GIS map of existing sidewalks, curb ramps and crossings within the City of Sandpoint including a GIS map and access to State/local government facilities is attached as Exhibit "B".

### **BASELINE CONDITIONS**

Each of the City's facilities was reviewed for several "baseline" conditions, including:

1. access to parking and entry into the facilities;
2. access to a clear and distinct path of travel;
3. access to programs and services;
4. access to public areas and restrooms; and
5. access to related amenities.

### **CRITERIA FOR DETERMINING EXISTENCE OF IMPEDIMENT**

Criteria were established to determine whether corrective action needs to be taken at a particular facility. The criteria include, but are not limited to:

1. The nature of unique programs or services. Some facilities and sites are the only location that a particular program or service may be provided.
2. Facilities already in compliance with ADA accessibility guidelines. Some of the City's facilities were constructed or underwent major renovations after the effective date of the ADA.
3. Ability to relocate programs from one facility to another accessible facility. Because the City offers special programs and services at more than one location, consideration was given to distribution of the special programs and services when viewed in their entirety.
4. Community/staff input. Input from members of the disabled community has been included in the process. Three public meetings have been scheduled for public input. The first meeting, on January 6, 2011, focused on concerns outlined in the self evaluation, with the opportunity to receive comments of relative importance from the public and interested groups that deal with special needs. The second public meeting was held on February 2, 2011, focusing on the funding aspect and

prioritized list. The third meeting, during the regularly-scheduled Council meeting on September 21, 2011, focused on further public comment and review.

5. Current state of accessibility. The current condition of each facility in terms of barriers already removed or planned for removal, as identified by City administration.
6. Cost. The cost of alternatives to physical barrier removal versus the cost of an alternative corrective action plan.
7. Public use. The population served by a particular program or service and whether the public can obtain service from an alternative City location.
8. Maintenance. The maintenance of current facilities is ongoing. Sidewalks will be addressed when there is review of complaints and will be brought to ADA standards.

## **PROGRAMMATIC BARRIERS**

The City recognizes not all barriers to the City's programs, services and activities are physical in nature. Other administrative barriers exist that must be overcome to provide complete government services to those who are disabled.

### **Communications**

The City's Plan incorporates steps to ensure that communications with people with disabilities are as effective as communications with others to provide direct and equal access to persons with disabilities. The 9-1-1 calls, ambulance services, police and fire within the City are dispatched through Bonner County Dispatch.

As to communications the City does handle, including website communications, communications relating to City administration and open public meetings, and other communications regarding the City's programs, services and activities, the City is in the process of:

- Identifying ways of producing documents in Braille, and
- Contacting qualified interpreter services and other providers so that interpreters and other aids and services may be available on short notice.

The City is taking the following additional specific actions to improve communications:

1. Agenda text. At request, the City will print certain portions of meeting agendas in large-font type so that the content of agendas of public meetings can be more easily reviewed. Major agenda points will be printed in 14-point font.

2. Website communication. The City has also posted, and will continue to post, agendas on the City's website, which, when used with the free Adobe Acrobat Reader function, allows for enlargement so that the contents of agendas may be viewed from one's personal computer. Importantly, the City is considering the addition of text equivalents for every image on the website, as well as using alternative document formats (such as HTML and Rich Text Formats) to the portable document format (pdf), which is incompatible with certain screen reader functions. The City has also requested that forms and tables be modified to include descriptive HTML tags.
3. Accommodations for hearing impaired persons/use of auxiliary aids. The City has equipment, available upon request, specifically designed to assist hearing impaired persons to fully participate in City meetings in the Council chambers.
4. Participation in/accessibility to public meetings. The City has already taken substantial efforts toward ensuring public meetings are held in ADA accessible facilities. The City conducts all public meetings in ADA accessible facilities and will make specific accommodations, where necessary, to ensure that meetings among residents and City staff can be held within ADA accessible facilities.

### **ADA Grievance Coordination/Administration**

The City has established an ADA Grievance Policy and Procedures, including a grievance form, attached as Exhibit "C". The City has posted the ADA grievance policy at City Hall and on the City website, with reporting directly to the City Clerk, who is the ADA Coordinator. It is the City's hope that good communication will ensure that the City provides a forum in which individuals can raise issues related to access.

### **Accommodation Of Disabled Persons In Municipally-Sponsored Programs**

The City is committed to enabling persons with disabilities to participate in municipally-sponsored programs. This includes recreation opportunities sponsored by the City's parks and recreation program, community forums and other events hosted or sponsored by the City. The City will achieve this goal by integrating all of the steps outlined above into these programs, including providing for effective communications and ensuring meeting and events are, to the extent possible, held in ADA accessible facilities.

### **Employment**

The City Clerk's office advertises open job positions through the local newspaper, the Department of Labor and other job position advertisement sources. Each department has their own testing based on specific job descriptions. If requested by the applicant,

the City would make reasonable modifications or adjustments to the application process that would enable a qualified individual with a disability to be considered for the position he or she desires. Applicants are chosen for interviews based on the qualifications reflected on their applications.

According to the City's Employee Work Policy, a written job description for each position within the City organizational structure is on file with the City Clerk/Personnel Director. Such description sets out the general duties of each position, including, but not limited to, the following: department, division, job title, general statement of duties, distinguishing characteristics of the class, supervision received, supervision exercised, examples of duties, required skills, knowledge and abilities, acceptable education and experience, responsibility and impact, decision making, communication and customer service, problem solving and innovation, supervision, working conditions and necessary special requirements.

The City is to ensure that there is no discrimination on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

## **CONCLUSION / ACTION LOG**

The City is taking actions referenced above and will continue to look for and timely remedy barriers to access in an effort to ensure that the disabled citizens of the City of Sandpoint are given access to the City's programs, services and activities.

To confirm follow-up on corrective actions required under the Plan, the City will institute an ADA Action Log, as attached on Exhibit "D", based on review of deficiencies and sidewalk conditions with efforts of documenting compliance with the ADA. At a minimum, the Action Log will identify items that are not ADA compliant and will include anticipated completion dates. From and after the adoption of this Plan, the ADA Action Log will be updated on an annual basis. The ADA Action Log shall be available upon request.

The criteria measure for accessibility priorities within the five-year transition plan is based on safety, volume of use by the general public and a first step approach to solving accessibility issues (e.g. access to parking solved as a first step approach to solving accessibility problems). Priorities are based on each fiscal year for planning purposes.

Funding is based on the Department of Justice's regulations, which provide that elements of facilities that were built or altered in compliance with the previous standards

are not required to be brought into compliance with the 2010 guidelines until the elements are subject to a planned alteration.

Deficiencies in the physical features of facilities that diminish the ability of disabled persons to benefit from the City's programs, services and activities are identified. A correction plan or other course of action is noted for each deficiency, along with a schedule for completion of the correction.

## **EXHIBIT “A”**

### **SELF EVALUATION AND INVENTORY FOR PUBLIC INVOLVEMENT**

#### **SIDEWALKS AND CURB RAMPS ACCESSIBILITY**

The City of Sandpoint utilizes a GIS program to track existing sidewalks within the City and has designated sidewalk conditions as Excellent, Good and Poor. Excellent sidewalks are in compliance with Americans with Disabilities Act (“ADA”) requirements. Good condition sidewalks are usable but do not consistently comply with ADA requirements. Poor condition sidewalks may have significant barriers to pedestrian or bicycle use. Newer sidewalks have been put in place using several mechanisms, including City Streetscape ordinances, Local Improvement Districts and outside funding sources, such as Safe Routes to School, Urban Renewal and enhancement funding.

City Code 7-3-1 provides that, property owners of the City shall be responsible for the construction and repair of all sidewalks and curbs abutting upon their respective properties, and on corner lots such responsibility shall include the sidewalks and curbs adjacent to each street.

City Code 7-3-9 provides that, when building structures are constructed or reconstructed, or alteration is made to any building on lots within the City where there are no curbs, incomplete curbs or deteriorated curbs on the street frontage, the owner shall construct street curbs and gutters, corner wheelchair ramps and one-half of the alley curb, collectively referred to as curbs and gutters. Deferrals may be granted based on exceptions provided by City Code.

City Code 7-3-10 provides that sidewalk construction is required when building structures are constructed or reconstructed or alterations are made to existing structures on lots where there are no sidewalks. No sidewalks are required based on a cost threshold. Deferrals shall be granted based on certain circumstances provided by City Code.

The City recently enacted legislation to create a voluntary city-wide Local Improvement District (LID). The LID will be used to finance voluntary improvements in the City right of way. Examples of voluntary improvements that can be financed by the LID include sidewalk installations/repairs, curb/gutter, drive approach and sewer lateral repairs. Such improvements will not be connected with existing or future building permits for new construction.

The City installs curb ramps as part of federally aided street overlay projects. Since the ADA requires that funding priority be given to walkways serving local and state government offices and facilities, these conditions have received the highest priority in the City's self evaluation process. High priority is given to curb ramps that will allow for safe crossings at controlled or marked intersections.

Most of Sandpoint's early sidewalk and curb ramp installations reflect good intentions without detailed follow-through. The majority of sidewalks were installed decades ago with good structural integrity. These older sidewalks have suffered dramatically from tree roots cracking and heaving them. In addition, older sidewalks did not anticipate the barriers caused by curbs and steps. Fortunately, Sandpoint is located on relatively flat ground, so most sidewalks were originally constructed within current ADA slopes. Sidewalks installed in the 1990s and early 2000s have complied with acceptable slope in the direction of travel but frequently failed to meet cross slope requirements where driveways cross the sidewalks. Likewise, early curb ramps were installed without understanding the need to minimize cross slopes and provide landings. In the last five to six years, significant improvements have been made for sidewalk and ramp compliance with cross slopes, landings, and the inclusion of truncated dome panels.

Since about 2005, sidewalks and curb ramps have been installed with much closer compliance to ADA requirements. Sidewalks are being lowered prior to crossing a drive apron, so a minimal cross slope can be maintained without causing high centering problems for cars. The City has changed its standard truncated dome panel from a composite material to cast iron because the composite panels were not holding up well under the punishment of snow removal equipment. The City has changed its standard drawings to specify acceptable counter slope in the curb and gutter being installed and to comply with slope, landing and ramp width requirements at corner ramps and sidewalk.

City plows are equipped with snow gates so that when the plow arrives at a curb ramp, the operator will make every effort to make sure access to curb ramps is easier. Per City Code, , it's the responsibility of the adjacent property owner to maintain the sidewalk in front of their home or business to keep the sidewalk clear of snow and ice. The City is educating property owners of their responsibility to refrain from having sidewalk obstructions through our website and notice in our local newspaper. Sidewalks are to be free of any obstructions including trees, shrubs, bicycles, trash cans, parked cars or other objects that may deter people from traveling safely on sidewalks. The City's Public Works Department organizes an annual leaf, tree and branch pick up to assist in disposing these items that may be obstructing the rights of way.

## **GOVERNMENT BUILDINGS ACCESSIBILITY**

Sandpoint government buildings are a mix of older and moderately new structures. Older buildings are not specifically constructed to be accessible and generally have multiple deficiencies limiting their accessibility. Newer facilities have fewer accessibility deficiencies. Accessibility solutions include capital improvements, such as remodeling or replacement, corrective maintenance to include repair, replacement and addition of asphalt and concrete surfaces to meet accessible route and clear space requirements, and scheduled maintenance, such as adjustment to door closures or drinking fountain faucet control adjustments. Other accessibility solutions include Braille signage on restroom facilities and elevator.

### **CITY HALL**

The current City Hall, formerly the Coldwater Creek building, was acquired in 1995. It is an older building remodeled to accommodate its current uses as administrative offices, police station, and fire station. Accessibility improvements have been made to entrances and some toilet rooms. Numerous deficiencies remain to be addressed. Before expensive remodeling efforts are undertaken, a decision whether to remain in the current building needs to be made. A new building might be a more cost-effective solution in the long term.

The only access to the second floor of the fire station is by a stairway. Since this makes the toilet rooms and work areas on the second floor inaccessible, they were not evaluated. However, the second floor is comprised of residential quarters for on-duty firefighters, whose jobs require certain physical abilities (such as climbing stairs). There are no general exemptions from accessibility requirements for fire stations.

**Parking:** An asphalt surfaced parking lot with 30 spaces is provided on the north side of the building. Two required accessible parking spaces are provided. As required, one is van-accessible. Spaces are largely compliant, with minor deficiencies. The running slope of the standard stall and access aisle exceeds the maximum allowed 2%. Also, signs are mounted too low.

When the lot is next striped, relocate the standard-sized accessible space to a more level spot on the opposite side of the lot. Place it adjacent to the van-accessible space. An access aisle can be shared. The section of the curb and sidewalk aligning with the access aisle at the head of the space could be lowered flush with the parking surface but is not mandatory. A curb ramp could be added, or the accessible route could go

through the parking lot to the rear of the accessible spaces.

**Accessible Routes:** A level concrete surface connects the parking lot to the entrance doors and is accessible. Circulation paths inside the building are accessible. Floor coverings, hallway spaces and turning areas are adequate.

**Building Entrances:** Two public entrances and six restricted entrances are provided to the building. Each public entrance and one restricted entrance should be accessible. Doors to the public entrances are automatic and accessible. Several of the restricted entrances have steps to them, so they are not accessible. Two on the west side of the building without steps were evaluated. Neither is accessible. At the general employee entrance, the exterior landing is too low below the door threshold. Ingress operation requires two hands, and the key slot is too high. Also, the door closing speed is excessive. The exterior landing at the police station restricted entrance is excessively sloped, and the threshold is too high. The door also lacks adequate egress maneuvering clearance and has an excessive closing speed.

Consider making the general employee entrance door accessible by reconstructing the exterior landing and setting it higher. Convert from a manual keyed entry to some form of electronic key punch or key card entry system so the door can be operated with one hand.

**Interior Doors:** Interior doors to public areas and toilet rooms were specifically evaluated. Toilet room doors are discussed below with the toilet facilities. The door to the Fire Department offices has a somewhat excessive opening force and closing speed. The second floor door to the Planning and Zoning Department and the Public Works Department also has an excessive opening force and closing speed. More significantly, it lacks adequate egress maneuvering clearance. The service counter encroaches into the required clear space.

Adjust the door closures and lubricate the hinges to see if appropriate adjustments to closing speed and opening force can be made. If not adjustable, consider replacing the door closure or replacing it with spring hinges. Move the Public Works Department service counter or shorten it by six inches.

Doors to employee work spaces were not specifically evaluated, but they all appear to be wide enough, with adequate hardware and maneuvering clearance. Permanent rooms and spaces do require tactile and Braille signs on the latch side of the door. These signs should be added.

Elevators: An elevator provides an accessible route to the second floor. It is accessible, but emergency control buttons lack tactile characters and Braille. At the next scheduled safety inspection in Spring of 2011, discuss with the inspector or elevator manufacturer if a retrofitting solution is available.

A platform lift is provided to access the second floor of the Police Department. It does not meet all the current accessibility requirements. The first floor landing is excessively sloped. Also, operation requires grasping and turning a key. Persons needing to use the lift should be accompanied and assisted by a lift operator.

Toilet Facilities: Public and employee toilet rooms are provided on both floors in several locations. All toilet rooms should be accessible. Where they are not, directional signing to accessible facilities is required. A second floor toilet room has been remodeled to be accessible, and signing directions to it are provided. A first floor toilet room off the Fire Department exercise room was recently remodeled to be accessible. If public use of it is to be allowed, directional signing to it is needed.

The first floor public and employee toilet rooms were not built to be accessible and have multiple deficiencies. The public rooms are too small, and the employee rooms are too small for the multiple fixtures and compartments provided. There are various issues with fixtures, clearances, grab bars, compartment doors, faucet controls, soap and towel dispensers, mirrors, and coat hooks. Adequate maneuvering clearance at the doors to the employee toilet rooms is not provided. Consider remodeling these four rooms as a group, making each a single accessible toilet compartment with lavatory. Walls and plumbing will have to be moved, but space appears adequate if multiple fixtures and compartment dividers are not built.

The newly remodeled Fire Department toilet room is largely compliant. Most deficiencies are minor and can be easily addressed. The shower unit is not accessible and conflicts with the required door egress maneuvering clearance. Remove the shower unit. Problems also exist with showers on the Police Department side of the building. Consider adding new centrally-located accessible unisex employee shower rooms. Other recommended corrective actions include:

- Add the proper signing on the latch side of the door.
- Lower the toilet paper dispenser to maintain proper grab bar clearance.
- Lower the paper towel dispenser within reach (48" max.).
- Remove the door closure and replace with spring hinges. This will reduce the required ingress maneuvering clearance perpendicular to the door from 48" minimum to 42" minimum. Only 46.5" of space is available.

The second floor accessible toilet room is largely compliant. Most deficiencies are minor and can be easily corrected. However, there is a significant issue with inadequate ingress maneuvering clearance. Required clearance perpendicular to the door is 42", and only 40" is provided. There is no easy fix. Either a wall or the door will need to be moved. Other recommended corrective actions include:

- Lower the urinal so the rim is 17" maximum above the floor.
- Move the toilet paper dispenser forward.
- Replace lavatory faucet control with accessible handles.
- Insulate water supply and drain lines.
- Lower paper towel dispenser (48" max.).
- Correctly locate the mirror and optionally replace it with a larger one.
- Replace door knobs with accessible operating hardware.

The first floor Police Department men's room and women's room were not built to be accessible. They each have multiple deficiencies and are too small for the number of fixtures provided. The shower units are not accessible and if removed would allow additional space to facilitate accessibility retrofits of the toilet rooms. Consider new shower rooms as discussed above. Remodel the toilet to be accessible.

It appears the second floor Police toilet room was built to be accessible, and it partially is. However, there are several issues that should be addressed. Most significant is the inaccessible lavatory that encroaches on the water closet clear space. Also, the door egress maneuvering clearance is inadequate. Resolution of both issues will require a remodel of the space. Correct other minor deficiencies at the time of the remodel.

Drinking Fountains: If drinking fountains are provided, two are required, one for standing persons (38" to 43") and one for seated persons (36" max.). One fountain intended for seated persons is provided on the first floor. It is accessible, but it protrudes more than 4" into a circulation path.

Provide a second drinking fountain on the first floor that is appropriate for standing persons. Install bollards or some other kind of warning barrier to separate the fountains from circulation paths. If a major remodel of the toilet rooms is undertaken, consider relocating the drinking fountains to the vicinity of the toilet rooms and recessing them into the wall.

Service Counters: Service counters are provided on the first floor in the main lobby and in the Parks and Recreation Department office. On the second floor, they are provided at the Planning and Zoning Department and Public Works Department offices. All counters are too high and lack knee and toe clearance for a forward approach.

Sections of each counter should be lowered. Consider designing them all for a forward approach. Lowered portions of the Planning and Zoning and Public Works counters should be long enough to accommodate standard-sized drawing sheets, plats, and maps.

Vending Machines: Two vending machines are provided in the first floor lobby near the Fire Department office entrance. They are largely accessible, but each has some operable parts that are too high. Change out the machines to accessible models.

Employee Break Rooms: Employee break rooms are kitchenettes. Each should be accessible. All have sinks that are too high. They should be remodeled to lower the countertops and sinks. The dining table in the Police Department break room lacks adequate knee and toe clearance. It should be replaced with an accessible model. However, space may not be available for a compliant table. Paper towel dispensers are mounted too high in the second floor break room and the Police break room. They should be mounted at a lower height (48" max. or 44" if obstructed).

Picnic Area: One picnic table is located between the parking lot and building north of the main entrance. It is on an accessible surface with adequate clear space. However, it is not accessible because it lacks adequate toe clearance. Extend the table top a minimum of 17" beyond the vertical support legs or provide a new accessible table.

## COMMUNITY HALL

The Community Hall is a log-framed structure that is listed on the National Register of Historic Places and is located at 204 S. First Avenue. The "Hall" is one of the focal social gathering spots in the City. The main portion of the building is log and was constructed by the United Servicemen Overseas (USO) in 1936 for the servicemen stationed at Farragut Naval Station. An addition of 840 square feet was added in 1945 by the Boy Scouts of America and is still used by that organization. The 5400 sq. ft. building contains a large kitchen, large meeting room, two small meeting rooms, and restroom facilities. Alterations to the building shall comply with ADA alteration guidelines. However, exceptions apply when alterations would threaten or destroy the historical significance of the building. The applicability of exceptions is determined through consultation with the State Historic Preservation Officer (SHPO). Exceptions apply to:

- Accessible Routes: 206.2.1 Exception 1 and 206.2.2 Exception 7 (Not applicable)
- Entrances: 206.4 Exception 2
- Toilet Facilities: 213 .2, Exception 2

Even though the building is old, it is in good condition. The interior has been remodeled and is largely accessible, with only a few minor issues remaining. There are more exterior accessibility issues related to parking, accessible routes, and entrances.

**Parking:** An asphalt surfaced parking lot is provided on the back side of the building. There are two parking bays, with a total of 16 parking spaces. One van-accessible parking space is required. One space is provided, but it is deficient. It is excessively sloped in both directions and lacks an access aisle. Also, the sign is mounted too low.

- When the lot is next striped, relocate the accessible parking space to the north end of the south bay where the asphalt is more level. The layout should include an 11-foot wide space, with adjacent 5-foot wide aisle, for a total 16-foot width (alternate 8' space with 8' aisle also acceptable). Identify the space as "van-accessible" with a sign mounted at the correct height.
- **Accessible Routes:** A concrete sidewalk connects the parking space to the front building entrance. The route is not accessible for several reasons. Turns are required where slopes exceed 2%. A short segment on the south side of the building has an excessive 12.5% running slope. The walk in the front from the street to the building exceeds 5% so is considered a ramp. Among other requirements, ramps require hand railings on both sides for the full length of the run. Non-compliant hand railings have been installed on only a portion of the ramp.
- Consider the construction of a new sidewalk from the access aisle of the relocated parking stall directly east to the street sidewalk. A grade of less than 5% appears achievable here. Intersect the street sidewalk at a location where its slope is less than 2%. Reconstruct the sidewalk from the street to the porch as a compliant ramp.
- **Building Entrances:** The main public entrance is on the street side of the building. It has several accessibility issues. The rear entrance is accessed by stairs and is not accessible. Alteration to the rear entrance is excepted if the alteration would threaten the historical significance of the building. The front porch serves as the landing to the door and the sidewalk ramp. It slopes out at 2.2%, slightly above the allowed maximum of 2%. The door threshold is excessively high. Also, the door hardware is not accessible and its closing speed is excessive.

Consider re-decking the porch to level it some and to raise it 1.5" to better match the door threshold. With this action, the sidewalk won't match and will need to be replaced.

Install an accessible door latch and adjust the door closing speed.

Toilet Facilities: Two toilet rooms are provided. They have been remodeled and are largely accessible. There are some minor issues that are easily correctable. The men's room contains an unused and obsolete radiator that conflicts with the water closet clear space. Compartment doors swing into the clear space, door pulls are needed on both sides, and they are not self closing. Toilet paper dispensers and coat hooks are incorrectly located. Door knobs are not accessible, and tactile signs are needed on the latch side of the entrance doors. The closing speed of the women's door is somewhat excessive.

Improve toilet room accessibility by implementing the following corrective actions:

1. Remove the radiator from the men's room toilet stall and patch the resulting hole in the floor. If it is desirable to retain the radiator as a historical decoration, relocate it where it won't conflict with needed clear space, turning space or door clearance space.
2. Reverse the compartment door swing direction, install spring hinges, and add door pulls on both sides.
3. Lower the coat hooks and move the toilet paper dispensers closer to the water closets.
4. Replace door knobs with accessible door pulls and install the required toilet room signs.

Kitchen: The building contains a large kitchen with accessible maneuvering space and work table. A few deficiencies limit accessibility. More than 50% of storage and freezer space is beyond reach. An accessible work surface is needed next to the oven. Range and oven controls are poorly located on the back side of the appliance. Sinks are not accessible because they are mounted too high and lack knee and toe clearance. Three styles of sinks are provided. One of each type should be accessible. Implement needed changes over time as appliances and fixtures wear out and need replacement.

Service Counter: A food service counter is provided through the wall between the kitchen and the main room. It is not accessible because it is too high. Knee and toe clearance are not adequate on either side for a forward approach. As a minimum, the counter should be lowered (36" max.). If forward approaches are desirable, the depth of the counter should be increased. The wall below the counter could be opened to help achieve the necessary knee and toe clearance.

## MACHINERY SPACES

Our Building Inspector provided an overview of government buildings that have machinery spaces frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment, which shall not be required to comply with ADA requirements or to be on an *accessible* route. Machinery spaces include, but are not limited to, elevator pits or elevator penthouses; mechanical, electrical or communications equipment rooms; piping or equipment catwalks; water or sewage treatment pump rooms and stations; electric substations and transformer vaults; and highway and tunnel utility *facilities*.

A more extensive evaluation for these particular spaces are as follows:

### PUBLIC WORKS CITY SHOP

The City Public Works Maintenance Building was constructed in 2004 and is located at 2024 Industrial Drive. It is used for vehicle repair, small equipment storage, and vehicle storage, and has an office and break room for employees. This building is generally not open to the public, with the exception of the office area, due to the hazards associated with a vehicle repair shop.

1. Parking Spaces - One Handicapped Parking space is required. It shall be located as close to the entrance as possible. Van-accessible spaces shall be 132" in width with a 60" access aisle adjacent. Spot shall be marked with universal symbol and a sign 'Van-Accessible' mounted 60" above the ground.
2. Main entrance threshold is more than  $\frac{3}{4}$ ". Max  $\frac{1}{2}$ ".
3. Double doors inside office are operable to more than 32". When one side is closed, the opening is less than 32".
4. Door into break room from office is partially blocked by furniture. Move to maintain 36" width.
5. Access into break room is hampered by more furniture. Relocate furniture. Counter is not accessible, but could be modified.
6. Kitchen sink is not accessible, but cabinet could be removed and retrofitted.
7. Access to restrooms is hampered by storage of towels. Relocated storage.
8. Men's restroom – toilet is not accessible due to the enclosure around the toilet. Remove enclosure. Chair and waste receptacle need relocated. Sink piping and drain needs protection. Toilet and urinal clear space overlap.
9. Women's restroom is accessible. Sink piping and drains need protection.
10. Showers are provided in both restrooms and are not accessible. Existing showers would need to be removed and ADA approved shower with seat and shower controls installed.
11. Doors do not lock from the inside and do not have self closers.

12. Doors do not have proper signage. Signage shall be installed that meets the requirements of section 703 of the ADA standards.
13. Drinking fountain shall be a maximum of 36". Existing is 45" to spout. Move fountain down 9".
14. Shop area is a hazardous area with equipment and tools. Depending on the time of day, there may not be access to all areas. Some doors could be blocked. Access to storage areas may be blocked with vehicles and portable equipment at times.
15. Second floor storage area is not accessible.
16. Doors into first floor storage areas do not have lever handles but do not latch; pull side of doors should have lever handles installed.
17. Pop machine and laundry areas are not accessible. The "kitchenette" would need to be removed and relocated.

### SAND CREEK WATER TREATMENT PLANT

The Sand Creek Water Treatment Plant was constructed in the 1950s. It is used for the disinfection of raw water for the public's consumption. It is a two story concrete block building with the first/basement area used as piping gallery and the main floor as an office and lab area. This building is not open to the public due to its hazards and chemicals required to process water.

1. Parking Spaces - 1 Handicapped Parking space is required. It shall be located as close to the entrance as possible. Van accessible spaces shall be 132" in width with a 60" access aisle adjacent. Spot shall be marked with universal symbol and a sign 'Van Accessible' mounted 60" above the ground.
2. Main entrance is not accessible. Grade changes approximately 24 inches. ADA-compliant ramp should be installed. Doors are min. 32" in width. All thresholds are noncompliant. Once inside the building, the office and lab area are the only rooms accessible. One unisex restroom is provided but not accessible. Structural changes will be required to make the existing room accessible.
3. Basement is not accessible; piping room only.
4. This is a gated facility; access gate and vehicle gate are not accessible.
5. There is no drinking fountain provided.

### WASTE WATER TREATMENT PLANT

The Waste Water Treatment Plant was originally constructed in the 1940s. The plant consists of many small buildings used in the process of removal of contaminants from waste water. The buildings' contents include valves, piping, chemical storage,

dewatering equipment, etc. The main building includes an office area and a lab area on the main floor, controls and restroom on the lower floor and a piping gallery in the basement. This building also includes a small shop area and pump room. The only area of this building that could be accessible would be the office/lab area.

1. Parking Spaces - One Handicapped Parking space is required. It shall be located as close to the entrance as possible. Van-accessible spaces shall be 132" in width with a 60" access aisle adjacent. Spot shall be marked with universal symbol and a sign 'Van-Accessible' mounted 60" above the ground.
2. Main entrance is not accessible. Grade changes approximately 24 inches. ADA-compliant ramp should be installed or use west door and install ADA-compliant sidewalk along west and south side of building. Doors are min. 32" in width. All thresholds are noncompliant. Once inside the building, the office and lab area are the only rooms accessible. There is an elevation change inside the building. The building is small and would not allow a ramp to be installed to access the restroom. Structural changes would be required to make the building accessible.
3. There is no drinking fountain provided.

#### LAKE WATER TREATMENT PLANT

The Lake Water Treatment Plant was originally constructed in 1976. It consisted of numerous concrete block single and two story buildings.

There was no evaluation completed for the plant due to the fact that the City of Sandpoint is in the process of expanding and renovating the facility. Part of the renovation will include new office and lab areas that will be accessible. Other parts of the buildings will have limited access due to the nature of the buildings.

#### WOODLAND DRIVE STORAGE BUILDING

The Woodland drive storage building was originally constructed in the 1930s. Its original use was water treatment. The building contains a piping gallery, shop area for the Police Department, storage rooms for large Police Department items and records storage for various City departments. The building is a concrete block building. The main entrance is through the north side of the building through old wooden double doors. Once inside the building, there is a landing with three steps down to the main floor level. This building is not accessible to the general public without the assistance of a City employee. There is no parking lot or handicapped access. If needed, access could be through the garage door on the south side of the building.

The Woodland Drive Storage Building (old water treatment facility) is used for storage and has no restrooms, so access from the parking area to the main entrance and into the building will have to be looked at for compliance.

Access to this building will require some structural changes that may fall under the definition “technically infeasible”, as defined in Chapter 1, Section 106.5, Defined Terms. With respect to an *alteration* of a *building* or a *facility*, something that has little likelihood of being accomplished because existing structural conditions would require removing or *altering* a load-bearing member that is an essential part of the *structural frame*; or because other existing physical or *site* constraints prohibit modification or *addition* of *elements*, *spaces*, or features that are in full and strict compliance with the minimum requirements. Further review will be required for this building.

### LEAD- LOK AIRPORT WAY

The building is a concrete block single story building with a mezzanine floor (partial second floor). It was constructed in the 1980s to house two businesses (Lead-Lok and Adateck). The entire building is occupied by Lead-Lok, manufacturing bio medical products, with accompanying offices.

1. There is one handicapped parking space provided that appears to meet the requirements, with the exception of a missing sign.
2. The slope of the sidewalk accessing the main door is more than 1-12.
3. Handicapped restrooms are provided that met the requirements at the time the building was constructed. They do not meet the current requirements.
  - A. Men’s Restroom: The required clear floor space of the toilet, sink and urinal all overlap. There is no grab rail on the rear of the toilet. There is no under-sink protection. The faucet does not have lever handles. The towel dispenser is mounted too high. Mirror is mounted too high.
  - B. Women’s Restroom is a duplicate of the men’s, without the urinal, with the same problems.
4. There are other restrooms provided in the facility that do not meet any requirements.
5. There is a small break room with no seating provided on the main floor, which includes a non accessible sink. There is a larger break room provided on the mezzanine floor but no elevator to access.

6. There is no handicapped signage for the restrooms.
7. The thresholds at the main entrance are more than ½”.
8. All doors need lever handles.
9. Two drinking fountains are provided; both are 42” in height and should be 36” to the spout.
10. General access throughout the manufacturing facility is acceptable, but the storage/packaging area has no access due to space limitations. It should be noted that Lead-Lok is in the process of relocating their offices to another building, which will allow them to spread out.
11. Most doors in the warehouse area are obstructed. See item 10.

#### BONNER BUSINESS CENTER

The BBC was constructed in the mid 1980s. It is a single story concrete block building. The building consists of offices and rental units for other businesses.

1. One handicapped parking space is provided with appropriate signage. On the day of the inspection, the space was being used as snow storage from the parking lot.
2. Ramp from parking lot to the main entrance is more than 1-12 sloped.
3. Restrooms appear to meet the requirements, except there is no under-sink protection.
4. Break room does not have an accessible sink.
5. Accessible signs have not been provided.
6. The counter in the reception area does not meet the requirements, but a space adjacent to the public counter has been provided.

#### TOP DAWG POWDER COATING – AIRPORT WAY

The post frame building was constructed in the 1960s. It has been used by Northwest (Phoenix) Aviation for 20 years to construct airplane moving equipment. A powder coating business moved in this last year.

1. No handicapped parking.
2. Access is through the front door, which has a threshold too high.
3. Access to the reception area is acceptable.
4. Access to the shop area is hampered by equipment and projects.
5. There are no restrooms that are accessible.
6. Doors do not have lever handles.

#### VACANT WOODWORKING SHOP - 1404 N. BOYER

This building was originally constructed as a woodworking shop in the early 1960s. It is a wood frame steel clad building with numerous small additions that have been built over the years.

1. No parking.
2. No access.
3. No restrooms.
4. Building is vacant at this time.

#### THE COTTAGE (PANHANDLE SPECIAL NEEDS) – 1410 N. BOYER

The building was constructed in the 1940s and was originally used as a single family home. For the last 20 years, it has been used for commercial occupancy, from office to retail. Currently, it is used as a retail store for Panhandle Special Needs.

1. No handicapped parking.
2. Access is provided at the back door of the building via a ramp that far exceeds the max slope of 1/12.
3. The door provided at the rear is less than 32" in width.
4. There are no accessible restrooms provided.

#### BAKER CONSTRUCTION – UNIT C-106-2

This unit is located on the east end of the Habitat Restore Building. This unit is occupied by Baker Construction and used for storage of building materials.

1. No handicapped parking provided.
2. No access is provided.

3. Once inside the building, wheelchair access is limited to the first 10 feet, as there are stacks of building materials.

#### HABITAT FOR HUMANITY RESTORE – UNIT 106-1A

This wood framed building was constructed in the 1960s to house a wood cut shop. Over the years, it has been used as offices, storage, cabinet making, and now for retail.

1. No handicapped parking.
2. Access to the front door via a short noncompliant ramp.
3. Threshold is more than ½”.
4. Door does not have a lever handle.
5. Once inside the building, products for sale block or impede travel throughout the store. These are generally temporary and can be moved at a moment’s notice.

#### LAKE PREMIX USE

Lake Premix has several types of portable equipment that make up the concrete plant. There are no permanent buildings. No parking, no office, only a control room located in a mobile office trailer.

#### LITEHOUSE DRESSING STORAGE – 1402 N. BOYER

The building was originally constructed in the 1960s to be used as a wood cut shop processing raw wood into furniture parts. Over the years, it has been used as storage or some type of wood working. Currently, it is used for warehousing and loading trucks of Litehouse Dressing products. There is no office area and only three warehouse employees.

1. No parking.
2. No access.
3. Doors are not wide enough for handicap access.
4. Thresholds are too high.
5. No accessible restrooms.
6. No drinking fountain.

#### **PARKS AND MARINAS ACCESSIBILITY**

An Accessibility Evaluation and Site Summary was conducted by Terry Kincaid, and his report is available for review at the City Clerk’s Office. The following is a summary of recommendations made by Mr. Kincaid.

Field visits to park properties were made in April, May, and June 2010. City Hall, Community Hall and the downtown City Parking Lot were also included. Facilities and features were evaluated against the *2004 Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines*. Certain types of facilities are not specifically covered by these guidelines, including picnic areas, viewing areas, and trails. In these instances, *Draft ABA Guidelines for Developed Outdoor Recreation Areas* that apply to federal facilities were used. Inventory forms customized to Sandpoint's facilities were created for the project. Both compliant and noncompliant measurements, dimensions and conditions were recorded and recommendations made to correct found deficiencies.

Title II of the *Americans with Disabilities Act* (ADA) applies to local governments. It prohibits discrimination on the basis of disability. Among the requirements, it sets facility construction and alteration standards. While facilities existing prior to January 26, 1992, don't have to be modified, accommodations must be made to provide program accessibility. Often, the easiest way to accomplish this is by retrofitting for accessibility. Facilities constructed after January 26, 1992, need to meet ADA standards. Old ADA Standards adopted the *Americans with Disability Act Accessibility Guidelines* (ADAAG) or optionally the *Uniform Federal Accessibility Standards* (UFAS). Recently established new standards adopt the *2004 ADA-ABA Accessibility Guidelines* that were used for this inventory project.

## **FINDINGS AND RECOMMENDATIONS**

Sandpoint has a variety of attractive and well-maintained parks. There is a combination of older and newer facilities. Older buildings and features not specifically constructed to be accessible generally have multiple deficiencies limiting their accessibility. Newer facilities constructed more in accordance with ADAAG have fewer accessibility deficiencies. However, full compliance with ADAAG has not always been achieved, and issues still remain to be addressed. While each site is unique, there is some commonality to the array of accessibility issues exhibited. There is a range of solutions to the identified problems, but they fall into one of the following three categories:

1. Capital Improvements -Building/facility replacement or remodeling retrofits, while expensive, are, in some instances, the best or only alternative. Replacement is most appropriate for older structures that often have additional issues or problems beyond their accessibility needs.
2. Corrective Maintenance -Replacement or addition of simple components, such as door hardware, faucet controls, or toilet room fixtures, is often all that is necessary. A corrective maintenance program should also include the repair, replacement and addition of asphalt and concrete surfaces to meet accessible

route and clear space requirements.

3. Scheduled Maintenance -Actions such as adjustment to door closures to maintain appropriate door closing speeds or drinking fountain faucet control adjustments to maintain proper water flow are tasks that should be added to the scheduled maintenance routine.

**Parking:** Most developed sites have paved parking lots and provide the proper number of accessible spaces. However, layout generally omits required access aisles, certain spaces and access aisles have excessive slopes, van-accessible requirements are often not met, and signs are missing or mounted too low. Most of the identified deficiencies are easily correctable and can be accomplished when lots are next striped. Where excessive slopes can't be addressed by simply moving the accessible parking spaces to alternate more level locations, some repaving will be required. Three developed sites, Pine Street Park, Sandpoint Shooting Range, and Mickinnick Trailhead, have aggregate surfaced parking areas. If there are no plans to pave these lots, surfacing of the accessible parking portions is recommended.

**Accessible Routes:** Most sites have accessible route issues. Accessible routes are required to connect site arrival points to facility entrances and within sites to connect accessible buildings, facilities, elements and spaces. Accessible routes are also required to the boundary of each area of sport activity. Basic accessible route requirements include a minimum 36" width, 5% maximum running slope and 2% maximum cross slope. Ramps are allowed with running slopes between 5% and 8.33%. Turning areas and door landings should be level (slope less than 2% in all directions). There are numerous instances where constructed circulation paths exceed these maximum slope requirements. There are also a large number of instances where constructed routes are not provided to facilities that should be made accessible. Pedestrian circulation is often required across turf grass surfaces. Turf areas are generally not accessible because they lose firmness and slip resistance when wet and are often uneven with cross slopes exceeding 2%. Site accessibility can be greatly improved by addressing accessible route issues.

Additional constructed routes are needed to benches and sports areas. Travers Park has a typical deficient excessive running slope, which terminates prematurely.

**Toilet Facilities:** Most developed sites have toilet facilities. There is a high degree of variability among them, and each has unique features and issues. Their age, size, layout, and provided fixtures affect the level of accessibility exhibited. All toilet rooms should be accessible. Where they are not, directional signing to those that are should be provided. Where multiple single user portable toilet buildings are clustered at one

location, 5% (1 minimum) should be accessible. Newer toilet buildings or recently remodeled toilet rooms provided at City Hall, Community Hall, City Beach, and War Memorial Field are largely accessible. Most minor deficiencies noted are easily correctable.

Newer toilet buildings at War Memorial Field, Jeff Jones Town Square and Mickinnick Trailhead have largely accessible interiors. However, they are not accessible because they lack accessible routes and/or adequate door maneuvering clearance at their entrances. The aggregate approach to the Mickinnick Trailhead building needs to be built up flush with the concrete landing. Addition of a concrete sidewalk would be better. Vestibule walls at the other two buildings are built too close to the doors and should be removed.

Several older toilet buildings/rooms will need to be remodeled or replaced in order to achieve accessibility. Included are facilities at City Hall, City Beach Concession Building, War Memorial Field Club House Building, Travers Park, and Lakeview Park.

There is an undersized stall and constricted maneuvering space at Travers Park.

Portable toilet buildings are seasonally provided at six sites. These include Windbag Marina, Pine Street Park, Great Northern Park, Hickory Street Park, Sandpoint Shooting Range and Travers Park (Field Four). None are accessible models, and most are not on an accessible surface or served by an accessible route. One at each location should be changed out to a larger accessible unit. They should be placed on level firm surfaces adjacent to accessible routes.

There is a level surface and accessible routes to the portable restrooms at Great Northern Park and the Windbag Marina, but a larger building is needed.

**Sales and Service Counters:** Sales and service counters are provided at City Hall, Community Hall and concession locations in several parks. Only the sales counter at the City Beach concession building is low enough to be considered accessible. Portions of other counters should be lowered (36" maximum). A forward approach to most is desirable, so they should be designed with knee and toe clearance.

**Drinking Fountains:** If drinking fountains are provided, two are required, one for standing persons (38" to 43" high) and one for seated persons (36" high max.). This requirement is not met at nine of the ten sites where drinking fountains are provided. Most fountains intended for seated persons have some deficiencies, protrude into circulation paths or lack adequate level clear space. Old fountains should be replaced, and additional

fountains as required should be installed. Where possible, schedule the work to occur concurrently with toilet room remodeling or toilet building replacement projects. Manufactured units are available with two spouts at the differing required heights.

The accessible drinking fountain is incorrectly installed with inadequate clear space at City Beach. The drinking fountain at Pine Street Park has an incorrect height, with the clear space excessively sloped. The accessible fountain protrudes into a circulation path at City Hall.

**Picnic Facilities:** Picnicking facilities are provided at twelve parks and at City Hall. Seven sites have one or two tables, and, in these instances, each should be accessible. At the remaining sites, 20% (2 minimum) of the picnic units should be accessible and dispersed by type and location. To be accessible, tables must provide a wheelchair space with proper clearances and clear maneuvering space around the table. Only one picnic table was found with an accessible wheelchair space. It is located on a marginally accessible turf grass surface at Mickinnick Trailhead. All other tables lack adequate wheelchair space. In addition, many are located on inaccessible turf grass surfaces. Picnic shelters over level concrete slabs are provided at five sites. Three have accessible route issues that should be addressed. Tables grouped at these locations should be prioritized for accessibility retrofits. Additional table slabs connected to accessible routes should also be provided. Grills and trash receptacles should be located within or adjacent to the table slabs so they are within reach.

The picnic table at Third Avenue Pier lacks wheelchair space, maneuvering space and an accessible route. The standard wood table design lacks wheelchair space at the Old Ninth Grade Park. The sidewalk at Lakeview Park exceeds 5% running slope.

**Assembly Areas:** Bleachers and a grandstand provide spectator seating at sports fields at three sites. Team seating is also provided in dugout areas. Wheelchair space required to be integrated at each is not provided. Modifications to bleachers and team benches should be made. The grandstand is an older structure accessed by steep, noncompliant ramps. Major modification is needed, and replacement may be advisable.

Spectator seating at War Memorial Field has accessible surface but lacks wheelchair space. Wheelchair space and accessible route is needed at Pine Street Park.

**Trails:** Trails and/or bike paths are provided at six sites. The path at City Beach was inventoried as an accessible route. Portions of the paths at Lakeview, Travers, and Great Northern Parks also serve as accessible routes. Mickinnick Trail has a native surface with one aggregate surfaced turnpike segment. Trail surface conditions vary

depending on age. Older asphalt in poor condition hampers accessibility. All trails have some segments with excessive slopes limiting their accessibility. Tread width on the initial segment of Mickinnick Trail is too narrow. Address problems by taking appropriate corrective maintenance actions. Add information about slope to the trailhead signs.

Settled and cracked asphalt hampers accessibility at Lakeview Park and excessive slope limits accessibility to Travers and Centennial Parks.

**Boating Facilities:** Boating facilities are provided at Windbag Marina, City Beach and Lakeview Park. Windbag Marina is currently being remodeled to be accessible. The two other facilities are older, with numerous issues related to accessible routes, gangways, slip width, and dock connections. At a minimum, one boarding pier, three boat slips and the commercial passenger vessel slip at City Beach should be made accessible. At Lakeview Park, one boarding pier should be made accessible. Corrective actions at both sites would best be implemented as planned and designed comprehensive retrofitting projects.

There is a narrow and excessively sloped gangway and gap at dock connections at City Beach. Openings in surface and change in level are located at the dock connection at Lakeview Park.

**Play Areas:** Play areas are provided at five sites and each should be accessible. Play area requirements are extensive but essentially boil down to providing accessible routes and use zones for a prescribed portion of the play components within the area. None of the play areas is compliant with current requirements. Areas have sand surfaces that are not accessible. Wood chips are also used at some locations and appear to be accessible when installed but become displaced through use. Frequent maintenance is required to keep the chip surface in a level condition. Rubber mat surfaces used at City Beach and Lakeview Park are accessible. They are not displaced through use, as wood chips are. Additional mats are needed at both areas to make more play components accessible.

A portion of the rubber mat surface is accessible, but the sand is not for the playground area at City Beach. The playground area at Hickory Street Park has an inaccessible sand surface.

Accessibility needs are extensive and wide ranging, both spatially and functionally. The scale and scope of the needs dictates that corrective actions are taken incrementally. Develop a long-term plan, setting timelines to achieve needed facility modifications. In

the short-term, program accessibility will still require that special accommodations be made. Target facility improvements on a priority basis:

- Basic site usability relies on the availability of parking, accessible routes and toilet facilities. Improve these as a high priority.
- Additionally, some level of access should be provided to picnic facilities, assembly areas and service counters. Current access to these facilities is very limited.
- Travers Park is the major site used by the Parks and Recreation Department and others for recreation sports programs. In recognition of its program importance, improvements here should be a high priority.
- Also prioritize improvements to City Beach and War Memorial Field (including Lakeview Park). These are high-use parks, and improvements will have broad impact.
- There is little reason to delay scheduled maintenance tasks and easily achievable corrective maintenance items.
- Remain flexible to pursue funding and grant opportunities for facility improvements as they arise.
- Formalize an accessibility review step to the project planning, facility design and construction inspection processes to ensure that new construction conforms to ADA requirements. Incorporate this review step into all projects regardless of size or how accomplished.
- Periodically review progress to update plan actions and be responsive to feedback and changing needs.

## **PROGRAM ACCESSIBILITY**

The City has begun an evaluation of its policies, programs and procedures to determine current levels of service and the extent to which its policies and programs create barriers to accessibility for persons with disabilities during the public involvement process. Opportunities for further improvement of City programs will continue to arise as advances are made in technology. Additionally, as the City acquires new facilities and develops new programs, it will be necessary to review each of them for access compliance. It is the intent of the City to keep its programs up-to-date through increased community involvement and partnerships with organizations that offer services to persons with disabilities.

It is the City's intent to make reasonable accommodations for inclusion of members of the public who have disabilities in public meetings and programs. Programs are made available and inclusive to all populations within our community through a variety of media types; some are defined by Idaho Code, others by local ordinance. Educational

booklets are provided for an overview and summary of local land use law, application process and hearing procedures. The City maintains a comprehensive and informative website that communicates agendas, schedules, staff reports, and links to code, programs, activities, elections, job positions and contact information. The City is reviewing compliance to website accessibility under Title II of the ADA. In accordance with Idaho Code, Notices of Public Hearing are printed in the local newspaper of record, the Bonner County Daily Bee. All agenda notices include the following language: *Any person needing special accommodations to participate in the above noticed meeting should contact the City of Sandpoint 24 hours prior to the meeting at City Hall, 1123 Lake Street, Sandpoint (263-3310).* The public is provided the opportunity to testify at meetings. Participants can register to speak in person or may submit written comments. Testimony at meetings may be limited to three minutes. Written testimony of more than one page to be considered at meetings must be delivered one week in advance of the meeting. The City Council chambers and first floor conference rooms are utilized for meetings. All equipment and resources made available for City Council meetings are provided. City departments welcome feedback, suggestions and input from participants and the community as a whole.

Braille is not provided for those who are sight impaired, but recordings of meetings are available upon request. Standard print is usually 10-12 point. Large print can be produced at low cost using a photocopier that can enlarge. Many computer programs have the option of printing enlarged documents or formatting text in various font sizes. Interpreters and telecommunication devices have never been utilized, but the City will review the requirements and available alternatives. Pen and paper can be provided for those who have difficulty with communication. Auxiliary hearing aids will be provided for those who are hearing impaired.

The Parks and Recreation Department's Recreation Division provides program development for youth sports, adult sports, arts and crafts, summer camps, presentations, lifeguards, outdoor shooting range, swim lessons, enrichment classes, and special events.

The Parks and Recreation Department programs are promoted through activity booklets, e-mail and electronic promotions, and the Department maintains an informative website. People can subscribe or unsubscribe from the Parks and Recreation newsletter online. Promotions are sent to Keokee Publishing and The River Journal websites and are broadcast on the radio. Participants can register for programs either by mail or in person at the Parks and Recreation Department. The Parks and Recreation Department maintains a Youth Scholarship Program to assist families in

need (low income). The Parks and Recreation Department uses electronic (e-mail) surveys to obtain feedback from program participants.

## EXHIBIT "B"

### CURB RAMP, CROSSWALK AND SIDEWALK INVENTORY

Attached is a GIS Map of curb ramps, crosswalks, and existing sidewalks within the City of Sandpoint. Curb ramp and crosswalk locations are noted, while sidewalk condition is represented as Excellent (blue), Good (red) and Poor (green).

This is the first representation of pedestrian facility condition for Sandpoint as a layer in the City's Geographic Information Systems (GIS) software. There are many advantages to this approach, including: the ability develop a database of information about the facilities, the ability to project or print the information as a layer over orthographic photographs, and the ability to access the information quickly for referencing, sharing, and keeping it updated.

The data was gathered based on field observations, encroachment permit records, and an existing CAD map of sidewalk conditions. Sidewalk condition was generally determined by the block, with most sidewalks more than ten years old considered as being in good or poor condition.

A more detailed sidewalk and ramp assessment and GIS map is also attached which was developed on how to prioritize access to government facilities. The methodology for the sidewalk and ramp assessment provides a 200 feet buffer surrounding each location. All sidewalks and ramps within the buffer area were inventoried and added to the GIS system for maintenance. Values collected for sidewalk inventory include conditions (good, fair, poor, none) with an average cross slope and maximum slope percentages. Values collected for ramp inventory include quality (ADA, good, fair, poor), landing (ok, not ok), dome (present, absent) and run and cross slope percentages. Using the values inventoried, a score was generated for each ramp and sidewalk. The sum of the sidewalk and ramp scores within each buffer area generated a total score for each location. The ordered list was generated by sorting high to low, based upon score. The highest score indicates the locations with the most problems.

Exhibit "C"

City of Sandpoint

Non-Discrimination Policy Statement

The City of Sandpoint, hereinafter referred to as the "Recipient", assures that no person shall, on the grounds of race, color, national origin, sex, age, disability, or religion, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259), and subsequent related acts, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100.259 (S.557) March 22, 1988).

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's City Clerk, Maree Peck, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

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Signature

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Title

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Date

## Discrimination Complaint Procedure

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the City of Sandpoint. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the City of Sandpoint's Title VI Coordinator for review and action.

In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:

- a) The date of alleged act of discrimination; or
- b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the City of Sandpoint Title VI Coordinator may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the City of Sandpoint, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the City of Sandpoint's investigative procedures as outlined below.

Please Note This Exception to the Procedures Below: All complaints regarding accessibility for the disabled must be forwarded directly to the Idaho Transportation Department (ITD) for investigation.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as to ITD and/or the US Department of Transportation (USDOT).

The City of Sandpoint will advise ITD within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ITD:

- a) Name, address, and phone number of the complainant.
- b) Name(s) and address(es) of alleged discriminating official(s).
- c) Basis of complaint (i.e., race, color, national origin or sex).

- d) Date of alleged discriminatory act(s).
- e) Date of complaint received by the City of Sandpoint.
- f) A statement of the complaint.
- g) Other agencies (state, local or Federal) where the complaint has been filed.
- h) An explanation of the actions the City of Sandpoint has taken or proposed to resolve the issue raised in the complaint.

Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and, based on the information obtained, will render a recommendation for action in a report of findings to the City of Sandpoint's authorized representative. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 90 days of receipt of the complaint, the City of Sandpoint's authorized representative will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ITD or USDOT if they are dissatisfied with the final decision rendered by the City of Sandpoint. The Title VI Coordinator will also provide ITD with a copy of this decision and summary of findings upon completion of the investigation.

Contacts for the different Title VI administrative jurisdictions are as follows:

LPA Title VI Coordinator  
Maree Peck  
City Clerk  
City of Sandpoint  
1123 Lake Street  
Sandpoint, ID 83864  
208-263-3310  
cityclerk@ci.sandpoint.id.us

Idaho Transportation Department  
Equal Employment Opportunity Office – External Programs  
Monica Crider, EEO Manager, Title VI & ADA Coordinator  
P.O. Box 7149  
Boise, ID 83707-1129  
208-334-8852  
monica.crider@itd.idaho.gov

Federal Highway Administration  
Idaho Division Office  
Peter Hartman, Division Administrator  
3050 Lakeharbor Lane, Suite 126  
Boise, ID 83703  
208-334-9180

Exhibit D - Action Log  
Parks and Recreation Facilities - City Hall

City Hall											
Note:											
1) All new construction to be compliant											
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.											
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan: G=general fund P=parks O=other	Date Completed			
1st and 2nd floor	Parks	outside picnic table inadequate toe clearance	extend table top a minimum of 17 beyond the vertical support legs	*Scheduled for Spring 2011	1	\$300.00 G					
1st and 2nd floor	Parks	paper towel dispensers are to high in all break rooms	lower to max 48"		1	\$ 150.00 G					
All of City hall side		Fire Dept. accessible toilet unmarked door closing speed is excessive	1st floor directional signs installed. adjust door closer		1	\$ 150.00 G					
			relocated two handicap parking spots to S. side of parking lot- repainted with a shared access isle. Installed new ADA signs to 60" high.		1	\$ 50.00 G					
Parking Lot	Parks	Handicapped parking space-2 req.			1	\$ 230.00 G				6/1/2011	
police dept.	Parks	toilet paper and paper towel dispensers do not meet requirements	lower toilet paper to below grab bar lower paper towel dispenser to 48"		1	\$ 100.00 G					
toilet rooms		exercise room/council toilet room	directional signage need for toilet off of council chambers		1	\$ 150.00 G					
All of City hall		braille and tactile signs at doors to work spaces	install ADA signs on the latch side of all doors		2	\$ 1,000.00 G					
Fire Dept. access door	Parks	door closing speed excessive	adjust closer or replace w/ spring hinges		2	\$ 200.00 G					
1st and 2nd floor	Parks	service counters are to high parks, finance, public works, p and z	remodel all counters to allow forward approach access		3	\$ 2,500.00 G					
police dept.	Parks	door closer reduces clearance	remove door closer and replace with spring hinges top allow door to swing		3	\$ 200.00 G					
Police dept-2nd floor toilet room	Parks	inadequate maneuvering clearance	move wall or door to provide 42"		5	\$ 1,000.00 G					
As our high priority projects are completed, the following deficiencies will be evaluated and addressed.											
Employee access west side		landing to low	Raise landing								
Employee access west side		Access requires two hands	install new hardware to meet ADA								

Exhibit D - Action Log  
Parks and Recreation Facilities - City Hall

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan:		Date Completed
							G=general fund	P=parks improvement	
							O=other		
Employee access west side		Key slot to high	install new hardware to meet ADA						
Police dept-2nd floor toilet room		toilet paper dispenser located to close	move dispenser forward						
Police dept-2nd floor toilet room		faucet not accessible	install lever handle faucet						
Police dept-2nd floor toilet room		hot water and drain lines unprotected	install protection						
Police dept-2nd floor toilet room		paper towel dispenser to high	lower to max 48"						
Police dept-2nd floor toilet room		mirror to high	relocate or replace with larger mirror						
Police dept-2nd floor toilet room		door knobs not accessible	replace with lever handles						
1st and 2nd floor	Parks	Employee break rooms: all sinks are to high	all should be remodeled to allow access						
City Hall 1 st floor		Drinking fountains project into circulation path	Replace with fountain to serve both sitting and standing persons- max 4" project or if major remodel is undertaken relocate and recess toilets						
fire dept. toilet room- second floor	Fire	shower is not accessible maneuvering clearance at door	remove shower unit						
police dept.	Parks	no accessible shower units	construct unisex shower unit						
Police dept. 1 st floor toilet rooms		major deficiencies	remove showers and remodel to comply						
toilet rooms		first floor public and employee restrooms-main floor	all four rooms need complete remodel						
1st and 2nd floor	Parks	Doors, Counters, tables, sinks, misc. not in compliance							
All of City hall	Parks	Signs shall be compliant							
All of City hall		elevator car control buttons lack tactile characters and braille	contact elevator dealer about retrofit	need more info.					
City Hall 1 st floor	Parks	If drinking fountain is provided then one for sitting and one for standing is required							
Employee access west side	Parks	1 restricted employee entrance shall be accessible							
Parking Lot	Parks	Excessive slope in parking lot							
Parking Lot		Parking lot slope exceeds 2%	relocate parking-see below						
toilet rooms	Parks	All toilet rooms should be accessible							

Exhibit D - Action Log  
Parks and Recreation Facilities - Community Hall

Community Hall																			
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan:			Date Completed									
							G=general fund	P=parks	Improvement O=other										
<b>Note:</b> 1) All new Construction to be compliant 2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.																			
all toilet facilities	Parks	compartment doors swing into clear space-door pulls needed on both sides- not self closing	revers compartment door swing direction, install spring g hinges, add door pulls on both sides		1	\$ 250.00	G												
all toilet facilities	Parks	toilet paper dispenser and coat hooks misplaced	lower coat hooks & toilet paper dispensers		1	\$ 50.00	G												
all toilet facilities	Parks	door nobbs not accessible tactile signs not present	replace door knobs with accessible door pulls install toilet room signs		1	\$ 200.00	G												
men's toilet	Parks	obsolete radiator conflicts with water closet clear space	relocate or remove radiator in men's room		1	\$ 100.00	G												
Parking	Parks	sign is too low	Raise and relocate the signs		1	\$ 200.00	G												
Accessible Routes	Parks	Front door hardware not accessible - excessive closing speed	install accessible door latch-adjust door closing speed		2	\$ 2,500.00	G												
Parking	Parks	deficient van-accessible space	leveler ground		2	\$ 150.00	G												
Parking	Parks	van space lacks access aisle	When restripe occurs, add access aisle to relocated spaces.		2	\$ 150.00	G												
Accessible Routes	Parks	front door threshold too high	re-deck the porch to level and raise it 1.5" to match threshold		3	\$ 1,500.00	G												
Accessible Routes	Parks	slopes exceed 2% - 12.5% segment has excessive running slope	construct new sidewalk from access aisle of relocated parking to street sidewalk at less than 5% grade, intersect street sidewalk at slope at less than 2%		4	\$ 6,000.00	G												
Accessible Routes	Parks	front walk exceeds 5% requires hand rails-front porch slopes at 2.2%	reconstruct street sidewalk to porch as compliant ramp- install hand railings on both sides for full length of run-re-deck the porch to level and raise it 1.5" to match threshold		5	\$ 3,000.00	G												
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>																			
Accessible Routes	Parks	Exterior accessibility issues																	
Kitchen	Parks	more than 50% storage and freezer space beyond reach	lower or create accessible storage- address freezer space																



Exhibit D - Action Log  
Parks and Recreation Facilities - City Parking Lot

City Parking Lot																					
<b>Note:</b> 1) All new Construction to be compliant 2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.																					
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed													
Depository	parks	envelope supply beyond maximum 48" reach range	modify design to lower envelope supply to 48" max.		1																
Parking	parks	parking sign posts too low	replace parking sign posts with longer ones to raise the signs		2																
Parking	parks	non are marked van-accessible	restripe 1 space to van-accessible standards: 11' W with 5' wide aisle-aisle on passenger side		3																
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>																					
Depository	parks	fee collection tube not accessible																			
Depository	parks	only one fee tube provided on South side of lot	provide a second tube to service accessible stalls on north side of lot.																		
Depository	parks	level clear space lacking	create level clear space in front of tubes (min 48"x30")																		
Parking	parks	deficiencies in accessible parking spaces																			
Parking	parks	most lack access aisles	change layout to include 60" W access aisles for fulllength of space.																		
Parking	parks	northeast and southeast spaces exceed maximum 2% slope	level existing spaces or relocate to level space.																		

Exhibit D - Action Log  
Parks and Recreation Facilities - City Beach

City Beach																		
<b>Note:</b> 1) All new Construction to be compliant 2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.																		
Location	Responsible Dept. Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5			Estimated Costs	Funding Plan: G=general fund P=parks O=other			Date Completed							
Toilet Facilities	Parks	Restrooms close in winter but park still used at lower use level.	Place accessible portable toilet on level surface during off season.		1	\$	400.00	G										
City Beach marina	Parks	no existing directional signing to compliant marina	Place directional signs at city beach marina day use, and visitor moorage areas indicating accessible alternatives at windbag marina.		2	\$	200.00	G										
Toilet Facilities	Parks	no accessibility signs present	install required toilet room signs at both restrooms on latch side of door		2	\$	400.00	G										
Toilet Facilities	Parks	Where not accessible, directional signs to those that are required.	Place directional signs at concessions restroom to accessible south beach restrooms		3	\$	200.00	G										
Toilet Facilities	Parks	stall widths viewed as narrow	adjust stall width's to 35"-37" when possible		3	\$	200.00	G										
City Beach Parking	Parks	Access aisles not provided or too narrow-accessible stalls in proximity to storm drains-no van accessible spaces delineated	When lot is next striped or in conjunction w/byway completion (2012) change layout to include 60" W access aisles-avoid storm drains-modify 2 spaces for van accessibility, construct additional sidewalk where required to connect aisles to circulation path		4	\$	600.00	G										
Toilet Facilities	Parks	stall doors not compliant	upgrade stall doors with self-closing hinges and door pulls on both sides		4	\$	150.00	G										
Toilet Facilities	Parks	not ambulatory stall present	retrofit one stall in south beach restroom to be ambulatory accessible		5	\$	150.00	G										
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>																		
City Beach marina	Parks	City Beach marina has numerous accessibility issues	1 boarding pier, 3 boat slips and the commercial passenger vessel slip should be made accessible	Partner w/ tour boat														
City Beach Parking	Parks	several spaces exceed 2% slope	Address slope issues in existing locations															
City Beach Parking	Parks	accessible spaces signs too low	Raise existing signs and delineate van-accessible stalls.															
Drinking Fountain	Parks	If drinking fountain is provided, then one for siting and one for standing is required	Raise concession building drinking fountain for standing persons															
Drinking Fountain	Parks	If drinking fountain is provided then one for siting and one for standing is required	reconstruct and extend concrete slab at new beach toilet for seated drinking fountain access.															

Exhibit D - Action Log  
Parks and Recreation Facilities - City Beach

Location	Responsible Dept		Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan: P=General Fund I=Parks O=Other	Date Completed
<b>Access Routes</b>	Parks		beginning of asphalt path has excessive running slope	access is available at alternate end of the path					
<b>Access Routes</b>	Parks		current access is in compliant	Construct compliant access route to concessions					
<b>Access Routes</b>	Parks		current access is in compliant	Construct compliant access route to porta potty dump station at beach marina					
<b>Access Routes</b>	Parks		access is turf grass	Construct compliant access route to 20% of picnic units including grills					
<b>Access Routes</b>	Parks		access is turf grass	Construct compliant access route to volleyball area					
<b>Access Routes</b>	Parks		access is turf grass	Construct compliant access route to basketball court,					
<b>Access Routes</b>	Parks		access is turf grass	Construct compliant access route to horseshoe pits.					
<b>Benches</b>	Parks		no existing benches provided; space for companion seating, or transfer style benches.	Replace/retrofit recommended 50% of benches to be accessible for companion seating & as transfer style benches					
<b>Play Structure</b>	Parks		South structure lacks accessible routes	Abandon south play structure; consolidate at north structure					
<b>Play Structure</b>	Parks		Not enough ground level play components	provide additional ground level play components (3 min),					
<b>Play Structure</b>	Parks		Sand is non compliant surface	provide alternative accessible surface to make 3 of the ground level play components and two additional elevated play components accessible.					
<b>Access Routes</b>	Parks		Existing asphalt path needs repairs and access routes to inner park amenities						
<b>City Beach marina</b>	Parks		City Beach Marina has many accessibility deficiencies: Windbag an accessible marina						
<b>City Beach Parking</b>	Parks		Slope, signing & van-accessible spaces non compliant						
<b>Drinking Fountain</b>	Parks		Drinking fountains do not meet ADA standards						
<b>Play Structure</b>	Parks		Play structure should be accessible						
<b>Toilet Facilities</b>	Parks		Accessible restrooms are not designated and require small changes.						

Exhibit D - Action Log  
Parks and Recreation Facilities - Windbag Marina

Windbag Marina																				
<b>Note:</b>																				
1) All new Construction to be compliant																				
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.																				
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan: G-General fund P-parks I-improvement O-Other	Date Completed												
Boat slips	Parks	Qty 5 ADA Boat Slips	install qty 5 - 30' compliant slips		1	\$ 74,000.00	SURAI/O	Oct-11												
Parking	Parks	Parking improvements scheduled for phase 2	Of two planned accessible parking spaces make 1 van-accessible (11'W) and 5' W access aisle		1	\$ -	SURAI/O	Oct-11												
Parking	Parks	Parking improvements scheduled for phase 2	install required signs		1	\$ 200.00	SURAI/O	Oct-11												
Parking	Parks	Parking improvements scheduled for phase 2	provide accessible route to accessible gangway		1	\$ 1,000.00	SURAI/O	Oct-11												
Toilet Facility	Parks	Addition of portable toilet structure scheduled for phase 2	install accessible portable toilet; placed on level firm surfaces adjacent to accessible routes		1	\$ 25,000.00	SURAI/O	Oct-11												

Exhibit D - Action Log  
Parks and Recreation Facilities - War Memorial Field

War Memorial Field																		
<b>Note:</b> 1) All new Construction to be compliant 2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.																		
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan:			Date Completed								
							G=general fund	P=parks	Improvement O=other									
Ball Field Toilet	Parks	largely accessible but small improvements are needed.	insulate lavatory water supply and drain lines,		1	\$ 150.00	G											
Memorial Grandstand Toilets	Parks	Where they are not accessible, directional signing to those that are is required.	Sign Memorial to direct people to the ball field toilet bldg. For accessible restrooms. Do not identify the other restrooms as accessible.		1	\$ 200.00	G											
Ball Field Toilet	Parks	largely accessible but small improvements are needed.	add tactile signs on entrance doors,		2	\$ 300.00	G											
Ball Field Toilet	Parks	largely accessible but small improvements are needed.	lower the urinal lower each hand dryer,		3	\$ 500.00	G											
Ball Field Toilet	Parks	largely accessible but small improvements are needed.	lower each hand dryer,		3	\$ 100.00	G											
Ball Field Toilet	Parks	largely accessible but small improvements are needed.	upgrade stall doors with self-closing hinges and door pulls on both sides.		4	\$ 400.00	G											
Picnic Area	Parks	1 and only picnic table provided has no wheelchair space	Retro fit existing picnic table for access		5	\$ 500.00	P/G											
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>																		
Baseball bleachers	Parks	no wheelchair spaces or companion seating at baseball bleachers	At baseball bleachers provide 5 dispersed wheelchair spaces w/ required companion seating.															
Dugouts	Parks	no wheelchair spaces or companion seating at dugout benches and dugout is inaccessible.	At Dugouts benches provide accessible route & 1 wheel chair space in each.															
Access routes	Parks	accessible routes to grandstand toilet building and guest bleachers are not present	Construct routes to grandstand toilet building & bleachers	<i>per memorial master plan</i>														
Access routes	Parks	access routes to east side toilet building and ball field bleachers have small deficiencies	Construct routes to baseball field dugout areas, and raise valve box flush with sidewalk at east side toilet building	<i>per memorial master plan</i>														

Exhibit D - Action Log  
Parks and Recreation Facilities - War Memorial Field

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan:		Date Completed
							=general fund	Improvement O=other	
Drinking Fountain	Parks	no fountain for standing persons provided.	provide one drinking fountain for standing persons						
Drinking Fountain	Parks	fountain not separated from concrete slab that serves as a circulation path	separate existing fountain from circulation paths						
grandstand bleachers	Parks	no wheelchair spaces or companion seating at grandstand bleachers	provide 10 total dispersed wheelchair spaces with required companion seating and accessible routes to seating	per memorial master plan					
Parking	Parks	no off-street parking currently provided	Create some off street accessible parking.	per memorial master plan					
Parking	Parks	Accessible parking spaces are not dispersed to serve both Lakeview boat launch and memorial	move some accessible parking from South side of boat launch parking lot and move closer to the street to service memorial field.	per memorial master plan					
Picnic Area	Parks	picnic table lacks accessible route	construct accessible route from sidewalk	per memorial master plan					
Access routes	Parks	Accessible routes to key amenities are lacking or need repair							
Assembly areas	Parks	none provide wheelchair spaces or companion seating							
Drinking Fountain		if drinking fountains are provided, two are required one for standing persons and one for seated persons.							
Parking	Parks	accessible parking spaces are not placed to adequately serve memorial.							
Picnic Area		picnic table is inaccessible							
Sales/Service Counters	Parks	All Counters are inaccessible							
Sales/Service Counters	Parks	All counters are too high and lack required clearance.	Construct 1 accessible counter at each sales / service counter.	per memorial master plan					
Sales/Service Counters	Parks	clear space at ticket booth is uneven and excessively sloped.	resurface the ticket booth clear space.	per memorial master plan					
Sales/Service Counters	Parks								
Toilet Facility	Parks	2 of 3 restrooms at Memorial are largely inaccessible							

Exhibit D - Action Log  
Parks and Recreation Facilities - Lakeview Park

Location	Responsible Dept./Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5	Estimated Costs	Funding Plan: G=general fund P=parks O=other	Date Completed
<b>Note:</b> 1) All new Construction to be compliant 2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.							
Boating Facilities	Parks	grate covering trench drain has openings exceeding 1/2"	replace a section of grating across the trench drain with solid cover,	1	\$ 100.00	G	
route to women's toilet	Parks	valve box protrudes on route to women's room	Lower valve box to women's room	1	\$ 300.00	G	
Accessible Routes Cont'd	Parks	old asphalt paths in need of repair	Construct suitable base and resurface the asphalt trail, provide level resting areas at each end of trail segment exceeding 5% slope	2	\$6000 per year until trail is completed	P/G/O	
Benches	Parks	bench location is inaccessible- bench lacks space for companion seating and turf grass is not a suitable surface for access.	Relocate bench at play structure adjacent to accessible route and provide surfaced wheelchair space at one end.	3	\$ 1,500.00	P/G	
Play Area	Parks	Sand surfaces are inaccessible- of 20 ground level components 1 of each type should be accessible	Additional rubber mat surfaces needed at ground level play components.	3	\$ 5,500.00	P/G	
Toilet Facilities	Parks	presently inaccessible	provide accessible portable toilet, and directional signage to accessible restroom at War Memorial Field. Correct interior deficiencies that are feasible to marginally improve accessibility.	5	\$ 1,500.00	G	
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>							
Accessible Routes	Parks	old asphalt paths in need of repair					
Boating Facilities	Parks	gangways are constructed with expanded metal decks wit openings exceeding 1/2"- Vertical changes in level at gangway transitions exceed 1/2"	resurface gangway to eliminate openings-provide transition plates at gangway connections				
Boating Facilities	Parks	an opening exists at Dock connections	cover gap between dock sections.				
Boating Facilities	Parks	boating facilities have deficiencies					

Exhibit D - Action Log  
Parks and Recreation Facilities - Lakeview Park

Location	Responsible Dept. Compliance Item		Corrective Action	Additional Comments	Priority Year 1-5 Or 6+	Estimated Costs	Funding Plan:		Date Completed
							G=general fund P=parks O=other	Improvement	
covered picnic shelter	Parks	ramp to shelter is too steep and lacks hand rails	reconstruct concrete walk to picnic shelter at less than 5% slope.						
covered picnic shelter	Parks	constructed routes to individual picnic units not provided	provide route to make one individual picnic unit accessible.						
Parking	Parks	Spaces are not adequately dispersed	*See parking recommendation under Memorial Field						
Parking	Parks	provided spaces are for single vehicles only when primary function of the lot is for the boat ramp	provide 1 longer accessible space suited to trailer parking.						
Parking	Parks	no van-accessible spaces present	*See parking recommendation under Memorial Field						
Parking	Parks	accessible spaces have minor deficiencies.							
Picnic Facilities	Parks	picnic tables are inaccessible, grills are located on turf grass	After routes are reconstructed to the covered picnic shelter, the shelter along the trail and 1 designated accessible picnic unit: construct a level firm surface for the accessible individual picnic unit, relocate pedestal grills adjacent to concrete surfaced use areas, provide accessible picnic tables at all three locations.						
route to women's toilet	Parks	old surfaces are cracked with raveled edges and have excessive cross slopes.	replace route segments in poor condition						
Toilet Facilities	Parks	presently inaccessible	Replace toilet building as soon as possible.						
Toilet Facilities	Parks	old structure and presently inaccessible							

Exhibit D - Action Log  
Parks and Recreation Facilities - Pine Street Park

Pine Street Park													
<b>Note:</b> 1) All new Construction to be compliant 2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.													
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5		Estimated Costs	Funding Plan: G=general fund P=parks O=other	Date Completed				
					4	5				P/G			
Play Area	Parks	sand is not accessible surface	Replace sand at play structures with bark		4	\$ 3,000.00	P/G						
Drinking Fountain & Picnic Tables	Parks	existing fountain in not compliant for seated or standing persons- picnic table is inaccessible	Install accessible drinking fountain and minimum of 2 accessible picnic tables		5	\$ 1,400.00	P/G/O						
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>													
Accessible Routes	Parks	Current access to all amenities is turf grass, and parking is on the opposite side of the park from main amenities.	Install accessible routes from parking to water fountain, play area, picnic tables, sport court, and bleachers. Create wheelchair space at bleachers.										
Parking	Parks	parking on West side of park is aggregate and no van-accessible space is delineated	Pave or pour a concrete slab large enough for one van accessible parking space, access aisle (16'x20'), and level space for one accessible portable toilet. Install pavement markings and the required parking sign.	*Partnership exists with Baseball Assoc. regarding accessible toilet. *Coordinate with PW when Ella st is scheduled for Improvements									
Play Area	Parks	access routes to play toys is turf grass and toys are outdated.	add compliant paths to minimum of 1 swing and slide or replace with new play structure.										
Play Area	Parks	Play area is inaccessible											

Exhibit D - Action Log  
Parks and Recreation Facilities - Farmin Park

Location	Responsible Dept:	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other	Date Completed
Farmin Park								
<b>Note:</b>								
1) All new Construction to be compliant								
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.								
Drinking Fountain	Parks	1 fountain provided for seated persons is too high	Install an accessible drinking fountain on level surface.		5 \$	4,300.00	G/P	
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>								
Benches & Picnic Tables	Parks	benches lack ground space on one end for companion seating and picnic facilities are not accessible.	Construct accessible routes to (2) ADA compliant picnic tables, and move bench to allow room for a wheelchair to sit next to it.					

Exhibit D - Action Log  
Parks and Recreation Facilities - Old 9th Grade Park

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other	Date Completed
<b>Note:</b> 1) All new Construction to be compliant 2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.								
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>								
Accessible Routes	Parks	Access to park via street sidewalk on Lake Street is in poor condition.	When sidewalk on Lake St. is scheduled to be replaced, construct compliant routes to ball field, portable toilet, 2 accessible picnic tables, and site for planned drinking fountain.	*Partnership exists with Baseball Assoc. regarding accessible toilet.				
Drinking Fountain	Parks	This is a sport venue and should have a drinking fountain	Install an accessible drinking fountain to service both sitting and standing persons					

Exhibit D - Action Log  
Parks and Recreation Facilities - Jeff Jones Park

Jeff Jones Park																				
<b>Note:</b>																				
1) All new Construction to be compliant																				
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.																				
Location		Responsible Dept.		Compliance Item		Corrective Action		Additional Comments		Priority Year 1-5 or 6+		Estimated Costs		Funding Plan: G=general fund P=parks O=other		Date Completed				
Toilet Facilities	Parks		urinals are too high		lower 1 urinal (rim 17" max above the floor)					1	\$	100.00	G							
Toilet Facilities	Parks		Sinks mounted too low		raise 1 sink in both men's and women's rooms for knee space					1	\$	250.00	G							
Toilet Facilities	Parks		toilet doors need upgraded		retrofit stall doors with self-closing hinges and door pulls on both sides					1	\$	150.00	G							
Toilet Facilities	Parks		required toilet room signs not provided		install handicap signs as specified					1	\$	200.00	G							
Picnic Tables	Parks		existing tables are in accessible		modify or add tables to provide 2 accessible tables.					2	\$	1,500.00	G							
Parking	Parks		van-Accessible space not provided		To existing parking, delineate 1 van-accessible space 11' W with 5' wide access aisle, align with curb cut. Provide appropriate van accessible parking sign.					3	\$	500.00	G							
Toilet Facilities	Parks		brick vestibule wall constricts clearance to door, only 40" provided		Remove brick vestibule wall at existing restrooms					4	\$	8,000.00	G							
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>																				
Drinking Fountain	Parks		1 fountain provided but lacks adequate toe clearance depth		Install an accessible drinking fountain															
Toilet Facilities	Parks		Toilet facilities have access deficiencies																	

Exhibit D - Action Log  
Parks and Recreation Facilities - Third Ave. Pier

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other	Date Completed
Third Ave Pier								
<b>Note:</b>								
1) All new Construction to be compliant								
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.								
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>								
Picnic Area	Parks	Picnic table and route to it are inaccessible.	Construct concert walk to accessible picnic table.					

Exhibit D - Action Log  
Parks and Recreation Facilities - Travers Park

Travers Park																			
<b>Note:</b> 1) All new Construction to be compliant 2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.																			
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other	Date Completed											
									Parks	Parks	Parks	Parks	Parks	Parks	Parks	Parks	Parks	Parks	Parks
<b>Picnic Facilities</b>	Parks	picnic shelter tables are inaccessible	Acquire 2 accessible picnic tables for picnic shelter.		1	\$ 1,400.00	P/G												
<b>Parking</b>	Parks	accessible spaces lack access aisles, max 2% slope is exceeded, signs too low, van accessible not delineated	When the lot is next restriped, move handicap spaces; raise handicap parking signs, identify van-accessible spaces.		5	\$ 600.00	G												
<b>Picnic Shelter</b>	Parks	walk to shelter was 6.5%	route to picnic shelter was reconstructed with a lesser slope under 5% in fall of 2010		2010	Done													
<b>Play Area</b>	Parks	no constructed route to old play area and play area was inaccessible	A New All Access playground installed and route to new play area constructed with a lesser slope under 5% in fall of 2010		2010	Done													
<b>Tennis Courts</b>	Parks	walk has excessive 3.4% cross slope- gate swings into landing	Address slope and reverse door swing		2010	Done													
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>																			
<b>Accessible Routes</b>	Parks	All routes have deficiencies which limit accessibility																	
<b>Drinking Fountain</b>	Parks	2 fountains for seated persons are inaccessible	Replace 2 drinking fountains with accessible variety on level surfaces.																
<b>Dugouts and bleachers</b>	Parks	Constructed routes do not extend to dugouts and bleachers	Extend paths to dugouts and bleachers at Field 1 & 2.																
<b>Dugouts and bleachers</b>	Parks	no wheelchair space at dugouts or bleachers and no companion seating at bleachers	Construct wheelchair space at dugouts and 2 wheelchair spaces with companion seating at each bleacher section.																
<b>Routes to Sport Fields</b>	Parks	path to Fields 1 and 2 have excessive 8% slope-prematurely terminates before bleachers and dugouts.	Reconstruct sports field routes with running slopes of less than 5% , cross slopes less than 2%	possibly to coincide with building replacement or remodel															
<b>Toilet Building</b>	Parks	segments with excessive cross and running slopes-cracks greater than 1/2"	Reconstruct sports field routes with running slopes of less than 5% , cross slopes less than 2%	possibly to coincide with building replacement or remodel															

Exhibit D - Action Log  
Parks and Recreation Facilities - Travers Park

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan:		Date Completed
							G=general fund	P=parks improvement	
Toilet Facility	Parks	Concessions not used, footprint may free up space for restroom remodeling.	remove concessions building.	possibly to coincide with building replacement or remodel					
Toilet Facility	Parks	toilet compartments are undersized omitted grab bars, fixtures at incorrect heights and restricted maneuvering space	make accessible stalls larger, eliminating one fixture per room, Replace 1 of 2 portable toilets along trail with accessible model	possibly to coincide with building replacement or remodel					
Toilet Facility	Parks	portable toilets provided near Field							
Toilet Facility	Parks	Toilet Facilities have numerous deficiencies		*could be very expensive					
Trail	Parks	Asphalt bike path does not service field 4-some segments are in need of repair	Maintain trail to accessible route standards from beginning to Field 4.						

Exhibit D - Action Log  
Parks and Recreation Facilities - Great Northern Park

Great Northern Park													
<b>Note:</b> 1) All new Construction to be compliant 2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.													
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+			Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other			Date Completed	
					1	2	5						
<b>Toilet Facilities</b>	Parks	Two standard sized portable toilets are provided	Swap 1 existing portable toilet with accessible portable toilet	Done	1	\$	400.00	G			Spring 2011		
<b>Parking</b>	Parks	required signs are not provided and stalls near toilet building lack delineated access aisle.	Install required signs in parking area and delineate access aisle at stalls near the toilet building.		2	\$	600.00	G					
<b>Picnic Facilities</b>	Parks	1 inaccessible picnic unit provided on turf grass	Construct picnic table slab to provide level use area, and connect to accessible route. Replace existing with compliant table.		5	\$	4,000.00	P/G					
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>													
<b>Accessible Routes</b>	Parks	no access paths are provided to soccer fields and spectator areas	Construct routes to benches, soccer fields, and spectator areas.										
<b>Drinking fountain</b>	Parks	if drinking fountains are provided, two are required one for standing persons and one for seated persons. 1 for seated persons provided but not separated from circulation paths	separate existing from circulation paths and provide second to service standing persons.										

Exhibit D - Action Log  
Parks and Recreation Facilities - Centennial Park

Centennial Field																		
Note:																		
1) All new Construction to be compliant																		
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.																		
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan: G=general fund P=parks O=other	Date Completed										
									Parking	Parks	Parks	3 \$	1,200.00	G				
Picnic Facilities	Parks					4 \$	3,000.00	P										
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>																		
Accessible Routes	Parks	pavement markings are omitted from loading zone	When Travers is restriped, restripe passenger loading zone.															
Accessible Routes			Permanently affix compliant table to viewing deck. Replace picnic table at shelter with compliant model, add additional benches along trail for accessible seating.															
Accessible Routes			Construct accessible routes to spectator areas															
Accessible Routes			Construct accessible routes to picnic area															
Accessible Routes			Construct accessible routes to benches															
Accessible Routes			Construct accessible routes to viewing deck															
Accessible Routes			Install signs about trail slopes where warranted.															
Accessible Routes			As trail ages and needs repair, address slope issues.															

Exhibit D - Action Log  
Parks and Recreation Facilities - Hickory Park

Hickory Park													
Note:													
1) All new Construction to be compliant													
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.													
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan:			Date Completed			
							Parks	Improvement	O=Other				
Drinking Fountain	Parks	1 provided for seated person but is not compliant	Replace existing drinking fountain with compliant model to service standing and seated persons.		3	\$ 4,300.00	P/G						
Parking	Parks	delineated.	total), move & restripe one space to level specifications.		4	\$ 500.00	P/G						
Picnic Facilities	Parks	tables and grill inaccessible	Replace existing picnic tables with compliant model and move or extend paths to Grills		4	\$ 1,000.00	P/G						
Toilet Facilities	Parks	1 standard size portable toilet provided on turf grass	Construct level surface to place a compliant portable toilet on. Provide an accessible route to it.		5	\$ 2,000.00	P/G						
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>													
Basketball Courts	Parks	Route not provided	Construct routes to basketball court										
Benches	Parks	Route not provided	Construct routes to benches.										
Drinking Fountain	Parks	Route not provided	Construct routes to drinking fountain										
Play Area	Parks	sand is not accessible surface	Replace sand at play structure with compliant surface, particularly around circulation paths and use areas.										
Play Area	Parks	play components are not accessible	One of each ground level play components and half the elevated play components should be made accessible.										
Portable Toilet	Parks	Route not provided	Construct routes to portable toilet										
Skate Feature	Parks	Route not provided	Construct routes to skateboard feature										
Accessible Routes	Parks	Accessible Routes to Amenities											
Play Area	Parks	not accessible											

Exhibit D - Action Log  
Parks and Recreation Facilities - Shooting Range

Shooting Range																		
<b>Note:</b>																		
1) All new Construction to be compliant																		
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.																		
Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan:		Date Completed									
							G=general fund	P=parks		O=other								
Toilet Facilities	Parks	standad sized protable toilet unit seasonaly provided	Upgrade to an accessible portable toilet. Level (less than 2% slope).	3	\$	400.00	G											
Parking	Parks	aggregate surface provided not	slab, delineate parking space through signage.	3	\$	3,000.00	P/G											
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>																		

Exhibit D - Action Log  
Parks and Recreation Facilities - Mickinnick Trail

Mickinnick Trail													
<b>Note:</b>													
1) All new Construction to be compliant													
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.													
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments		Priority Year 1-5 or 6+	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other		Date Completed			
				Picnic Area	Parks			picnic table and fountain not compliant	Construct accessible picnic table surface, lower the water hydrant and provide more clear space.		P/G		
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>													
Parking	Parks	van-accessible parking required, area is currently excessively sloped.	Level and Pave or pour concrete slab for 1 van-accessible parking space (16'x20') nearest to the toilet building. Stripe and sign as required.										
Toilet Facilities	Parks	Signs not compliant	Install sign for accessibility after accessible route is provided to restroom and Braille is added to existing toilet sign.										
kiosk	Parks	Access route to kiosk not provided	Construct accessible routes from van-access kiosk										
picnic shelter	Parks	Access route to picnic shelter not provided	Construct accessible routes from van-access to picnic area										
Toilet	Parks	Clearance parallel to the door not adequate.	Construct accessible routes from van-access to toilet building- extend landing to provide required 24" parallel clearance.										
Trail	Parks	Access route to trail not provided	Construct accessible routes from van-access to trail.										
Trail	Parks	Trail is inaccessible	Make the initial 1500-foot trail section accessible.										
trash	Parks	Access route to trash not provided	Construct accessible routes from van-access to trash receptacle										
Accessible Routes	Parks	Accessible routes to amenities not provided											

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
<u>Public Works Dept</u>									
<u>Public Works Shop</u>									
Parking lot	PW	No Handicapped Parking Spaces	Designate "van accessible space with access aisle" and universal symbol on asphalt and sign mounted 60" above grade	132" wide van space with 60" aisle	Medium	2013-14	\$350.00	Water + Sewer	
Main entrance	PW	Threshold too high	reduce/replace threshold with compliant 1/2" max height threshold	may require new door or require raising exterior landing	Medium	2013-14	\$100.00	Water + Sewer	
Office area	PW	double door between offices too small of opening if one side is closed	remove doors or replace with compliant door		Medium	2013-14	\$50.00	Water +Sewer	
Office Area	PW	access between offices is less than 32"-blocked by furniture	relocate furniture		Medium	2013-14	\$0.00		
Break Room	PW	break room counter is too high no toe clearance	remodel counter to allow access		Medium	2013-14	\$150.00	Water + Sewer	
Break Room	PW	kitchen sink too high	remove cabinets and lower sink to 34"	maintain clear space of 30" x 48"	Medium	2013-14	\$250.00	Water + Sewer	
Toilet Rooms (mens) + (womens)	PW	access is blocked by storage and fridge	relocate storage and fridge		Medium	2013-14	\$0.00		
	PW	maneuvering ingress clearance less than 42"	relocate one locker-Men's only		Medium	2013-14	\$0.00		
	PW	a shower is provided not accessible	remove shower		Medium	2013-14		Water + Sewer	
	PW	access to toilet is than required	remove enclosure-Men's only	toilet and urinal floor space may overlap	Medium	2013-14	\$0.00	Water + Sewer	
	PW	under sink not protected	install protection on HW and drain		Medium	2013-14	\$300.00	Water + Sewer	
	PW	doors do not lock from inside	install ADA compliant locks		Medium	2013-14	\$300.00	Water + Sewer	
	PW	doors do not have self closers	install self closing hinges		Medium	2013-14	\$100.00	Water + Sewer	
	PW	No signage	install ADA approved Braille and tactile signage at latch side of door		Medium	2013-14	\$100.00	Water + Sewer	

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
Shop area	PW	a drinking fountain is provided for standing access; none for handicapped	install sitting accessible fountain		Medium	2013-14	\$1,000.00	Water + Sewer	
	PW	2nd floor storage has no access			Medium	2013-14			
	PW	doorknobs in shop are not lever handle	install lever handles on all doors		Medium	2013-14	\$600.00	Water + Sewer	
Laundry Room	PW	Kitchenette not accessible Pop machine not accessible washer and dryer not accessible	remove pop machine remove kitchenette remove kitchenette and pop machine	room is too small for all three; things need to be removed and relocated	Medium	2013-14	\$0.00		
<u>Sand creek Water Treatment Plant</u>									
Parking Lot	PW	No handicapped compliant spaces	install asphalt for spaces, minimum 132" width with 60" access aisle paint universal symbol and install signage	parking lot is gravel	Low	2015-16	\$2,500.00	Water Fund	
Main Entrance	PW	only access is by steps	install compliant ramp with guardrails		Low	2015-16	\$4,000.00	Water Fund	
	PW	threshold too high	remove and replace with max 1/2" threshold	may require new door	Low	2015-16	\$100.00	Water Fund	
Office Area	PW	door handle not accessible	install lever handles	Office is the only accessible area	Low	2015-16	\$150.00	Water Fund	
	PW	No restroom provided	construct new accessible restroom	this would take extensive work to accomplish	Low	6+ years	\$10,000.00	Water Fund	
Basement	PW	not accessible	Piping Gallery-no access required						
Gate	PW	gated facility	security requires fenced enclosure	public is not allowed if access is required, then an employee will assist	Low	2015-16		Water Fund	
Lab Sink	PW	sink is not accessible	remove cabinet and lower sink ,install lever handle faucet		Low	6+ years	\$350.00	Water Fund	
<u>Wastewater Treatment Plant</u>									

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
			install "van accessible space 132" in width with 60" access aisle and universal symbol on asphalt and sign 60" above grade	locate on level area	Low	2015-16	\$350.00	Sewer Fund	
Parking Lot	WWTP	No accessible parking spaces							
Main Entrance office and lab area	WWTP	main entrance is not accessible	install compliant ramp	once inside bldg, you can't go anywhere; there are three steps up to the office area	Low	2015-16		Sewer Fund	
			install compliant ramp on west side of bldg, remove existing door and replace with 36" wide door directly into office/lab area	structural changes would be required to make this building compliant		6+ years	\$3,000.00		
Restroom	WWTP	no accessible restroom	existing could not be made compliant	construct addition with accessible restroom	Low	6+ years	\$10,000.00	Sewer Fund	
Doors	WWTP	No lever handles on doors	install lever handles on all doors		Low	2015-16	\$1,500.00	Sewer Fund	
Remaining Buildings	WWTP	All remaining buildings would not require access		All remaining buildings would qualify as piping galleries and not need access	Low	2015-16		Sewer Fund	
	WWTP	No drinking fountain provided							
<u>Lake Water Treatment Plant</u>									
Lake Water Plant				No report for the Lake water Treatment Plant due to its major remodel project	Low	2015-16	USDA Rural Development Loan		
<u>Vacant Woodworking shop-1404 N. Boyer</u>									
1404 N. Boyer	Determination w/Lease	No parking		building is vacant and does not meet any ADA requirements	Low				
		No access							
		No restrooms							
<u>Baker Construction</u>									

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
Unit C-106-2	Determination w/Lease	No ADA compliant features		This is a storage building with no parking, no access, no restrooms.	Low				
<b><u>Bonner Business Center</u></b>									
Parking	EDC	Parking space is provided but used to store snow	relocate snow storage		Medium	2013-14	\$0.00		
Access to main entrance	EDC	Ramp sloped is excessive	Extend ramp or lower sidewalk		Medium	2013-14	\$300.00		
Restrooms-men's and women's	EDC	No under sink protection	Install under sink HW and drain protection on all sinks		Medium	2013-14	\$100.00		
Break room	EDC	Kitchen sink is not accessible	Remove cabinet and lower sink, install under sink protection, install lever handle faucet		Medium	2013-14	\$350.00		
Signage	EDC	No compliant signage	Install ADA compliant Braille and tactile signage as required.		Medium	2013-14	\$400.00		
Reception area	EDC	Counter height too high	Lower a section of the counter to a max of 36" in height.		Medium	2013-14	\$150.00		
<b><u>Habitat Restore</u></b>									
Parking Lot	Determination /Lease	No handicapped parking	install "van accessible" 132" parking stall with 60" aisle with universal symbol and signage and asphalt		High	2011-12	\$2,000.00		
Main Entrance	Determination w/Lease	Non compliant ramp	replace with compliant ramp		High	2011-12	\$1,500.00		
Main door	Determination w/Lease	threshold too high	replace with 1/2" max threshold		High	2011-12	\$100.00		
Doors	Determination w/Lease	no lever door hardware	install lever door hardware		High	2011-12	\$150.00		
Restroom	Determination w/Lease	Restrooms are provided		Restroom was not accessible at time of inspection, business was closed.	High	2011-12	???		

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
<u>Lake Premix</u>									
1410 N. Boyer	???			This is a portable concrete premix plant There is no parking and no office only a control room located in a trailer	Low	2015-16			
<u>Lead Lok Building</u>									
Parking	EDC	Van Accessible Parking	Expand existing handicapped parking to 132" in width and add 60" access aisle. Include ADA compliant sign mounted 60" above the surface		Medium	2013-14	\$100.00		
Main entrance	EDC	Excessive slope to access sidewalk	Realign sidewalk and extend to achieve max 1-12 slope.		Medium	2013-14	\$500.00		
Restrooms-Main	EDC	Toilet, sink clear spaces overlap, inadequate maneuvering clearances, no under sink protection, no grab bars, no lever handles, mirror and towel dispenser too high.	Restrooms need to be looked at again, may need a complete redo.	There are other restrooms provided in the building that were originally private restrooms for offices, extensive remodeling over the years have removed the offices and left non compliant restrooms	Medium	2013-14	???		
Employee break rooms 1st floor	EDC	Non accessible sink	remove cabinet and lower sink and install a lever handle faucet	1st floor break room has no seating or table	Medium	2013-14	\$150.00		
Employee break room 2nd floor	EDC	Not accessible-no elevator	Move to 1st floor or install elevator	Lead-Lok is in the process of moving the office area to another building that will be ADA compliant and will allow upgrades to existing facilities	Medium	2013-14	\$0.00		
Signage	EDC	There are no ADA compliant signs	Install compliant signs throughout the building		Medium	2013-14	\$1,000.00		
Doors-interior	EDC	No lever handles on doors	Install lever handles on all door		Medium	2013-14	\$3,000.00		
Doors-exterior	EDC	Threshold too high-more than 1/2"	Install compliant thresholds	This may entail installing new sweeps on door or new doors.	Medium	2013-14	\$150.00		
Drinking fountain	EDC	Two fountains are provided-not accessible	Lower one to sitting height of 36"		Medium	2013-14	\$500.00		
General access through the building	EDC	Warehouse area is cramped with packing materials-inadequate access	As noted above, the offices will be moved to another location which will allow the cramped areas to spread out.		Medium	2013-14			

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
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Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
<u>Lifehouse Storage</u>									
1402 N. Boyer	???			This is a storage building with no ADA parking, no access, no ADA restrooms and there is no public access.	Low	2015-16	???		
				Employees are required to be ambulatory to load pallets and trucks with merchandise.					
<u>The Cottage-PSNI</u>									
1410 N. Boyer									
Parking lot	Determination/Lease	No accessible parking area	install "van accessible" 132' wide space with 60" access aisle with universal symbol painted on asphalt with signage	Parking area should be adjacent to ramp which would mean moving parking to rear or ramp to front.	High	2011-12	\$350.00		
Access to building	Determination w/Lease	Handicapped access is provided though the rear door via a non compliant ramp.	Ramp needs replaced with a compliant ramp. Max slope 1/12, min 36" width, guard rails and landings		High	2011-12	\$3,000.00		
Doors.	Determination w/Lease	Rear door is not wide enough and threshold is too high	replace with 36" wide door and threshold	see above note	High	2011-12	???		
		Front door threshold too high	replace	see above note	High	2011-12	???		
Restroom	Determination w/Lease	No handicapped restrooms	install ADA compliant restrooms		High	2011-12	???		
<u>Top Dawg Powder Coating</u>									
Parking lot	EDC	No paved parking area	install hard surfacing for handicapped parking		Low	2015-16	\$2,000.00		
		No handicapped parking	install compliant "van accessible" parking area with 60" access aisle and signage		Low	2015-16	included in above		
Main entrance	EDC	threshold too high	lower threshold	this may not solve the problem. The building sits lower than the surrounding area. To lower the threshold could mean water intrusion into the building from the parking lot.	Low	2015-16	???		
Reception Area	EDC	Reception area is			Low	2015-16			

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
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Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
Doors	EDC	No lever handles	Install lever handles on all doors		Low	2015-16	\$300.00		
Restrooms	EDC	No accessible restrooms	Install accessible restrooms		Low	2015-16	\$10,000.00		
Shop area	EDC	not accessible		The shop area in not always accessible due to the equipment and items being worked on	Low	2015-16			
<u>Woodland Drive Storage</u>									
Woodland Drive	Public Works/Police	No parking, no access	May qualify as "technically infeasible"	this is not an occupied bldg. storage	Low	2015-16	????	General Fund	
			structure would need modified to allow accessible entrance, once inside door, there is a landing and 3 steps	PD sometimes works on cars					
			a ramp could not be installed without blocking access to rooms inside						
Panhandle Special Needs was not evaluated, ADA improvements were completed 2009									
Two other storage buildings were not evaluated in the N Boyer complex, one is an open garage and one is storage building.									
<u>Sidewalks + Curb Ramps</u>									
Second Ave	PW	Inadequate Sidewalks	Currently under construction, rebuild street and sidewalks		High	2011	\$ 350,485.00	SURA	Work Completed 7/1/2011
Sand Creek Boardwalk Ped Access	PW	Inadequate access, no ramps	Install curb ramps and access to Boardwalk	Project is ready to begin in Spring of 2011	High	2011	\$ 419,312.94	ITD Enhancement	Work Completed 7/1/2011
2010 Overlay Work	PW	Inadequate curb ramps	Replace Curb Ramps on 2 Comm. and 10 Residential corners	Project is ready to begin early spring	High	2011	\$ 44,446.25	General Fund	Work Completed 8/1/2011

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
Washington Avenue Rebuild		no sidewalks or curb ramps	Complete street rebuild Walnut to Main	Project under construction, expected completion 11/15/11	Medium	2011-12	\$ 825,000.00	General Fund	
Boyer Curb Ramps	PW	Inadequate ramps	Remove and replace curb ramps on 11 corners adjacent to overlay of 2003	In design stage	High	2012	\$33,000	General Fund	
Erie Sidewalks,Lavina to Florence	PW	No sidewalks or curb ramps	install sidewalks and curb ramps	In design stage	High	2012	\$ 18,000.00	Safe Routes to Schools	
Baldy Mt Road Rebuild	PW	No sidewalks	Complete street rebuild with sidewalks on one side	In preliminary design	High	2013	\$3,000,000.00	SURA	
Washington Ave. Rebuild	PW	No sidewalks	Complete Street rebuild with sidewalks Main to Pine	In design stage	Medium	2013-14	\$ 750,000.00	General Fund	
Sand Creek Board Walk	PW	Access	Extend existing Boardwalk to connect with Boardwalks Access	In design stage	Low	2015-16	\$ 80,000.00	SURA, Idaho Parks Grant	Under Const. Sept. 2011
Schweitzer Cutoff and Boyer Roundabout	PW		Rebuild bridge and install roundabout at Boyer and Schweitzer Cutoff with ADA Accessible sidewalks	In design stage	Low	2015-16	\$ 3,100,000.00	Federal Aid	
Pine St. - Division to Halley	PW	No curb ramps	Install curb ramps		High		\$ 200,000.00	General Fund	Completed 2011
Pine St.- Halley to City Limits	PW	No Curb ramps	install curb ramps		High		\$ 200,000.00	General Fund	Completed 2011
Fourth Ave.- Superior to South End	PW	No curb ramps	install curb ramps	Request for quotes due 10/11/11	High	2011	\$ 9,600.00	General Fund	
Michigan St.- 4th to Euclid	PW	No curb ramps	Install curb ramps	Request for quotes due 10/11/11	High	2011	\$ 12,000.00	General Fund	
Spruce St.- Division Ave to Boyer	PW	No sidewalks or curb ramps	Install sidewalks and curb ramps	Final design and approval	High	2011	\$ 110,000.00	Safe Routes to School	Completed 9/1/2011

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PROGRAM ACCESSIBILITY

Area of Focus	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
<u>Program Accessibility</u>									
Grievance Procedures - Title VI	City Clerk	Title VI requirements for Federal Aid recipients	Completed		High	Completed			July 2010
Title I Requirements	City Clerk	Employment and Employment Grievance Procedure	A grievance procedure is already in place in the Employee Work Policy, but research is needed to see if the City follows updated compliance.		High	2011-2012	N/A		
Grievance Procedures - Title II and Department of Justice requirements	City Clerk	Covers all City services	Training will be provided through Association of Idaho Cities.		High	2011-2012	Cost is unknown.		
Effective Communication	City Clerk	Interpreter services	Funds allocated in FY 2011/2012 budget for service when needed		High	2011-2012	Cost is unknown.		
Public Involvement	City Clerk	Public input during Transition Plan process	Held 3 public meetings for public comment. Post Transition Plan on City's website.		High	2011-2016	N/A		
Auxiliary Aids	City Clerk	Purchase listening auxiliary aids	Completed		High	Completed			November 2010