

ADA COMPLIANCE COMMITTEE
491 E. PIONEER AVENUE
HOMER, ALASKA
www.cityofhomer-ak.gov

REGULAR MEETING
THURSDAY 4:00 PM
NOVEMBER 8, 2018
CITY HALL CONFERENCE ROOM

**NOTICE OF MEETING
REGULAR MEETING**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS FOR ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. SYNOPSIS APPROVAL**
 - A. September 9, 2018 Meeting Synopsis **Page 3**
- 6. VISITORS**
- 7. PENDING BUSINESS**
 - A. ADA Self-Evaluation and Transition Plan Update **Page 7**
 - B. Grievance Procedure Update
- 8. NEW BUSINESS**
- 9. INFORMATIONAL ITEMS**
- 10. COMMENTS OF THE AUDIENCE**
- 11. COMMENTS OF CITY STAFF**
- 12. COMMENTS OF THE COMMITTEE**
- 13. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 13, 2018**
in the City Hall Conference Room located at 491 E. Pioneer Ave, Homer, Alaska.

Session 18-06 a Regular Meeting of the ADA Compliance Committee was called to order by Chair Munns at 4:00 p.m. on September 13, 2018 at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: Donna Aderhold, Tess Dally, Joyanna Geisler, Linda Munns, Pam Van Hoozer

STAFF: Melissa Jacobsen, City Clerk/ADA Coordinator, Rachel Tussey, Deputy City Clerk

AGENDA APPROVAL

The agenda was approved by consensus of the Committee.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

SYNOPSIS APPROVAL

A. July 12, 2018 Meeting Synopsis

The meeting synopsis was approved by consensus of the Committee.

VISITORS

PENDING BUSINESS

A. ADA Self-Evaluation and Transition Plan Update

The group reviewed an updated draft of the building surveys. Ms. Dally commented about the curb in front of the airport and that there is some confusion because the curb cut is an access for someone in a wheel chair and there is a sign that points to the HC parking area, but no other markings. A lot of times people will park in front of the curb cut and it blocks the way for people to use it. City Clerk Jacobsen agreed it's confusing and said she's not sure if it should be marked as a loading zone or as a handicap access because it's not clear, but it's not a parking area.

City Clerk Jacobsen introduced Deputy City Clerk Tussey and explained that Ms. Tussey would be working closely with her and the Committee on the Transition Plan project going forward. Ms. Jacobsen explained that in working on preparing a revised draft with photos she found that a lot of the pictures that were taken need to be re-done, so she and Ms. Tussey will be working on that over the next few days.

The group reviewed the updated transition plan draft and talked about prioritizing the accessibility issues. They touched on buildings not being used because of access issues, buildings most frequently used by the public, the need for a flat area for parking, sorting the

spreadsheet based on ADA prioritization, readily achievable barrier removal, or a combination of both, and looking at access issues that could be achieved in house versus by a contractor. It would be helpful for Public Works to do a quick assessment of the list and give some feedback on what they could and what would need to be contracted out. Staff said they'll follow up with Public Works and update the spreadsheet for the next meeting.

NEW BUSINESS

A. Grievance Procedure

Ms. Dally shared that she had a situation where she fell off the Beluga Slough Trail and injured herself. She tried to fill out the grievance form from home but was unable to because it was inaccessible for her, as the form was hard to find and she didn't have a printer so was unable to complete it at home. She suggested that be addressed so people could easily complete the form online. They discussed the need for a signature and the idea that an electronic signature option could be an option for the form. Staff agreed to work on the online form and check with the City Attorney about appropriate electronic signature verbiage. It was also suggested having the forms more readily available at City Hall, the library, and other city buildings.

B. Beluga Slough Trail

Ms. Dally commented that she was there with a few people looking at the trail. It's the trail that goes from Islands and Ocean to Bishops Beach where she fell and injured herself. Ms. Aderhold explained it's a gravel path that connects with a light penetrating boardwalk and on both ends there is a lip that would be quite a drop for someone using a wheel chair or walker. Ms. Dally said it's important that get repaired as it's a liability for the City.

INFORMATIONAL ITEMS

COMMENTS OF THE AUDIENCE

COMMENTS OF STAFF

COMMENTS OF THE COMMITTEE

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 4:40 p.m. The next regular meeting is scheduled for October 11, 2018 at 4:00 p.m. at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

ADA Compliance Committee
Regular Meeting
September 13, 2018

Melissa Jacobsen, MMC, City Clerk

Approved:_____

ADA Checklist for Self Evaluation and Issue Prioritization

City of Homer ADA Compliance Issues		Rating Notes				
Preliminary Work for Transition Plan		Priority 1: Parking, Access Route, & Main Entrances	1 = In House Low Cost/Impact			
		Priority 2: Equitable Access To Goods & Services	2 = In House Medium Cost/Impact			
PW Notes: If the City does the in-house items, it will take a long time to accomplish, but it could be done. Another approach is to put out a contract to tackle everything.		Priority 3: Restrooms	3 = In House High Cost/Impact			
		Priority 4: All Other Measures To Improve Accessibility	Contactor = Requires Hiring/Bid Process for a Contractor			
Notes:						
• City Hall, Library, Airport, Public Works, HVFD, and City Restrooms were evaluated by City staff.						
• Port and Harbor facilities were inspected by David Barton, Northwest ADA Center. Issues pertaining to the office and Load & Launch were included in this list. See separate report for all harbor basin facilities.						
• City Parks/restrooms and the Animal Shelter were not included in the report.						
• The Police Station was not included due to the approval of building a new Police Station.						
• The HERC buildings were not included since there is an active task force determining the future use or demolition of the buildings.						
• Not all facilities had issues, therefore would not appear on this list.						
• Public Works and HVFD's public areas are limited to just their entrances; the remainder of the buildings/facilities are employee access only.						
Location	Topic of Issue w/ ADA Code Reference	Possible Solutions	Priority Level	Cost/Impact Level	Rating Average	Readily Achievable Barrier Removal?
Airport	Van Accessible Space [502.2]	Repaint lines to meet measurement requirements	1	1	1	
Airport	ADA Parking Sign Placement [502.6]	Adjust height on existing handicap signage to comply with 60" minimum from ground	1	1	1	
Airport	Main Door Closer Timing [404.2.8]	Adjust door so it takes at least 5 seconds to close	1	1	1	
Baycrest Overlook	Van Accessible Space [502.2]	Repaint lines	1	1	1	
City Hall: Back Entrance	Van Accessible Space [502.2]	Repaint lines	1	1	1	
City Hall: Front Entrance	Van Accessible Space [502.2]	Repaint lines	1	1	1	
City Hall: Front Entrance	Minimum 48" Vestibule Door Spacing [404.2.6]	Remove inner door or change door swing for one or both doors	1	1	1	
Library	ADA Parking Sign Placement [502.6]	Adjust height on existing handicap signage to comply with 60" minimum from ground	1	1	1	
Load & Launch Ramp: Restroom	ADA Parking Sign Placement [502.6]	Adjust height on existing handicap signage to comply with 60" minimum from ground	1	1	1	
Port & Harbor Office	Protruding Object Over 4" at Entrance [307.2, 305]	Move entrance shelf to provide clear floor space of 30"x48" min for door approach	1	1	1	
Port & Harbor Office	Accessible Service Counter [904.4]	Clear ADA Counterspace so it is usable; provide a chair for patrons	1	1	1	
Airport	Objects on Public Area Circulation Paths [307.2]	Hand sanitizer protrudes; needs to either be replaced or have a tactile warning	2	1	1.5	
Airport	Wheelchair Space in Waiting Rooms [802.1.2, 802.1.3]	Space is there but it needs signage designation so it remains clear	2	1	1.5	
Library	Tactile Interior Signs [703.5, 703.2, 703.3]	Install tactile signs	2	1	1.5	
Library	Clear Area to Side of Front-pulling Door [404.2.4]	Copy Room is tight; Install sign to ask for assistance with opening door	2	1	1.5	
Library	Wheelchair Space Under Work Surface [305.3]	Proper table exists. Holly will install computer there to be compliant	2	1	1.5	
Airport	Van Accessible Space [502.2]	Install "Van Accessible" sign at van space	1	2	1.5	
Airport	"Van Accessible" Signs [502.6]	Install "Van Accessible" sign at van space	1	2	1.5	
Baycrest Overlook	Van Accessible Space [502.2]	Install "Van Accessible" sign at van space	1	2	1.5	
City Hall: Front Entrance	Van Accessible Space [502.2]	Install "Van Accessible" sign at van space	1	2	1.5	
Library	"Van Accessible" Signs [502.6]	Install "Van Accessible" sign at van space	1	2	1.5	
Load & Launch Ramp	Ground/Walking Surfaces [302, 403]	Relocate ADA parking spaces to open asphalt surfacing already adjacent to and around t	1	2	1.5	
Port & Harbor Office	Notification Board Location too High [703.4.1]	Lower access to bottom edge of board to 48" to 60" max	1	2	1.5	
Airport: Mens Restroom	Door Closer Timing [404.2.8.1]	Adjust door so it takes at least 5 seconds to close	3	1	2	
Airport: Mens Restroom	Coat Hook Location [603.4]	Relocate coat hook to meet location requirements	3	1	2	
Airport: Mens Restroom	Location of Grab Bar on Side Wall [604.5.1, 609.4]	Relocate grab bar to meet all location requirements	3	1	2	
Airport: Mens Restroom	Rear Grab Bar & Location [604.5.2, 609.4]	Locate grab bar to meet all location requirements	3	1	2	
Airport: Mens Restroom	Toilet Paper Dispenser Location [604.7]	Relocate toilet paper dispenser to meet all location requirements	3	1	2	
Airport: Womens Restroom	Location of Grab Bar on Side Wall [604.5.1, 609.4]	Relocate grab bar to meet all location requirements	3	1	2	
Airport: Womens Restroom	Rear Grab Bar & Location [604.5.2, 609.4]	Locate grab bar to meet all location requirements	3	1	2	
Baycrest Overlook	Toilet Room Sign Locations [703.4.2]	Move signs to comply w/ location requirements	3	1	2	
Baycrest Overlook	Door Closer Timing [404.2.8.1]	Adjust door so it takes at least 5 seconds to close	3	1	2	

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Baycrest Overlook	Location of Grab Bar on Side Wall [609.4]	Relocate grab bar to meet all location requirements, specifically re: objects below bar	3	1	2	
Baycrest Overlook	Location of Grab Bar on Rear Wall [609.4]	Relocate grab bar to meet all location requirements	3	1	2	
Baycrest Overlook	Toilet Paper Dispenser Location [604.7]	Relocate toilet paper dispenser to meet all location requirements	3	1	2	
City Hall: Downstairs Restroom	Toilet Room Sign Locations [703.4.2, 703.4.1]	Move signs to comply w/ height requirements so they're not blocked by other doors	3	1	2	
City Hall: Downstairs Restroom	Door Closer Timing [404.2.8.1]	Adjust door so it takes at least 5 seconds to close	3	1	2	
City Hall: Downstairs Restroom	Coat Hook Location [603.4]	Relocate coat hook to meet location requirements	3	1	2	
City Hall: Upstairs Restroom	Location of Grab Bar on Side Wall [604.5.1]	Relocate grab bar to meet all location requirements	3	1	2	
Corner of Bartlett & Pioneer	Coat Hook Location [603.4]	Relocate coat hook to meet location requirements	3	1	2	
Corner of Bartlett & Pioneer	Location of Grab Bar on Side Wall [609.4]	Relocate grab bar to meet all location requirements, specifically re: objects above bar	3	1	2	
End of the Road Park	Door Closer Timing [404.2.8.1]	Adjust door so it takes at least 5 seconds to close	3	1	2	
End of the Road Park	Coat Hook Location [603.4]	Relocate coat hook to meet location requirements	3	1	2	
End of the Road Park	Location of Grab Bar on Side Wall [609.4]	Relocate grab bar to meet all location requirements, specifically re: objects above bar	3	1	2	
Harbor Ramp 4	Van Accessible Space [502.2]	Repaint lines to meet measurement requirements	3	1	2	
Harbor Ramp 4	Toilet Room Sign Locations [703.4.2]	Move signs to comply w/ location requirements	3	1	2	
Harbor Ramp 4	Door Closer Timing [404.2.8.1]	Adjust door so it takes at least 5 seconds to close	3	1	2	
Harbor Ramp 4	Toilet Paper Dispenser Location [604.7]	Relocate toilet paper dispenser to meet all location requirements	3	1	2	
Harbor Ramp 5	Toilet Room Sign Locations [703.4.2]	Move signs to comply w/ location requirements	3	1	2	
Harbor Ramp 5	Coat Hook Location [603.4]	Relocate coat hook to meet location requirements	3	1	2	
Harbor Ramp 6	Toilet Room Sign Locations [703.4.2]	Move signs to comply w/ location requirements	3	1	2	
Harbor Ramp 6	Door Closer Timing [404.2.8.1]	Adjust door so it takes at least 5 seconds to close	3	1	2	
Library: Kid's Room Restroom	Coat Hook Location [603.4]	No Existing Hook, May Install Relocate coat hook to meet location requirements	3	1	2	
Library: Mens Restroom	Door Closer Timing [404.2.8.1]	Adjust door so it takes at least 5 seconds to close	3	1	2	
Library: Mens Restroom	Soap Dispenser Location [308.2.2]	Relocate soap dispenser to meet all location requirements	3	1	2	
Library: Mens Restroom	Location of Grab Bar on Side Wall [609.4]	Relocate grab bar to meet all location requirements	3	1	2	
Load & Launch Ramp: Restroom	Toilet Room Sign Locations [703.4.2]	Move signs to comply w/ location requirements	3	1	2	
Load & Launch Ramp: Restroom	Coat Hook Location [603.4]	Relocate coat hook to meet location requirements	3	1	2	
WKFL Park	Coat Hook Location [603.4]	Relocate coat hook to meet location requirements	3	1	2	
WKFL Park	Location of Grab Bar on Side Wall [609.4]	Relocate grab bar to meet all location requirements, specifically re: objects above bar	3	1	2	
City Hall: Downstairs	Tactile Interior Signs [703.5, 703.2, 703.3]	Replace all room/space placards with tactile signs in proper locations	2	2	2	
City Hall: Upstairs	Tactile Interior Signs [703.5, 703.2, 703.3]	In perm rooms Replace all room/space placards with tactile signs in proper locations	2	2	2	
City Hall: Front Entrance	Grates in Wheelchair Route [302.3]	Replace grate to meet opening requirement of 1/2" or less	1	3	2	
Airport: Mens Restroom	Threshold Entrance Height [404.2.5, 303.2]	Replace threshold that meets bevel and height restrictions	3	2	2.5	
Airport: Mens Restroom	Force to Open Door [404.2.9]	Adjust or replace closer; Install lighter door	3	2	2.5	
Airport: Mens Restroom	Toilet Seat Height [604.4]	Toilet seat too high; replace toilet	3	2	2.5	
Airport: Mens Restroom	Rear Grab Bar & Location [604.5.2, 609.4]	Replace grab bar with longer bar	3	2	2.5	
Airport: Womens Restroom	Threshold Entrance Height [404.2.5, 303.2]	Replace threshold that meets bevel and height restrictions	3	2	2.5	
Airport: Womens Restroom	Toilet Seat Height [604.4]	Toilet seat too high; replace toilet, possibly with a slimmer seat	3	2	2.5	
Airport: Womens Restroom	Rear Grab Bar & Location [604.5.2, 609.4]	Replace grab bar with longer bar	3	2	2.5	
Airport: Womens Restroom	Toilet Paper Dispenser Location [604.7]	Relocate toilet paper dispenser to meet all location requirements	3	2	2.5	
City Hall: Downstairs Restroom	Force to Open Door [404.2.9]	Adjust or replace closer; Install lighter door	3	2	2.5	
Corner of Bartlett & Pioneer	Pipes Below Lavatory Protected/Insulated [606.5]	Install insulation or cover panel to protect pipes under sink	3	2	2.5	
Deep Water Dock	Pipes Below Lavatory Protected/Insulated [606.5]	Install insulation or cover panel to protect pipes under sink	3	2	2.5	
End of the Road Park	Pipes Below Lavatory Protected/Insulated [606.5]	Install insulation or cover panel to protect pipes under sink	3	2	2.5	
Harbor Ramp 4	Van Accessible Space [502.2]	Install "Van Accessible" sign at van space	3	2	2.5	
Harbor Ramp 4	Pipes Below Lavatory Protected/Insulated [606.5]	Install insulation or cover panel to protect pipes under sink	3	2	2.5	
Harbor Ramp 4	Force to Activate Flush Control [605.4]	Change/adjust toilet flush control so it takes less than 5lbs of force to activate	3	2	2.5	
Harbor Ramp 6	Pipes Below Lavatory Protected/Insulated [606.5]	Install insulation or cover panel to protect pipes under sink	3	2	2.5	
Library: Kid's Room Restroom	Location of Grab Bar on Side Wall [609.4]	Relocate grab bar to meet all location requirements re: surrounding objects	3	2	2.5	
Library: Mens Restroom	Force to Open Door [404.2.9]	Adjust or replace closer; Install lighter door	3	2	2.5	

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Library: Mens Restroom	Stall Door Pulls on Both Sides [604.8.1.2]	Replace hardware	3	2	2.5	
Library: Womens Restroom	Stall Door Pulls on Both Sides [604.8.1.2]	Replace hardware	3	2	2.5	
Load & Launch Ramp: Restroom	Threshold Entrance Height [404.2.5, 303.2]	Replace threshold that meets bevel and height restrictions	3	2	2.5	
WKFL Park	Pipes Below Lavatory Protected/Insulated [606.5]	Install insulation or cover panel to protect pipes under sink	3	2	2.5	
Airport: Mens Restroom	Stall Door Self-closing [604.8.1.2]	Add closer or replace door	3	3	3	
Airport: Womens Restroom	Toilet's Flush Control on Open Side of Closet [604.6]	Move control or replace toilet	3	3	3	
Airport: Womens Restroom	Stall Door Self-closing [604.8.1.2]	Add closer or replace door	3	3	3	
Baycrest Overlook	Force to Open Door [404.2.9]	Adjust or replace closer; Install lighter door	3	3	3	
City Hall: Downstairs Restroom	Toilet's Flush Control on Open Side of Closet [604.6]	Move control or replace toilet	3	3	3	
City Hall: Downstairs Restroom	Stall Door Self-closing [604.8.1.2]	Add closer or replace door	3	3	3	
City Hall: Downstairs Restroom	Stall Lock Operability [309.4]	Replace lock so it can be used with one hand and w/o tight grasping/pinching	3	3	3	
City Hall: Upstairs Restroom	Toilet's Flush Control on Open Side of Closet [604.6]	Move control or replace toilet	3	3	3	
Corner of Bartlett & Pioneer	Force to Open Door [404.2.9]	Adjust or replace closer; Install lighter door	3	3	3	
End of the Road Park	Force to Open Door [404.2.9]	Adjust or replace closer; Install lighter door	3	3	3	
Harbor Ramp 5	Space from Partition to Toilet's Centerline [604.2]	Shorten wooden bench top to meet space requirements between toilet	3	3	3	
Harbor Ramp 6	Toilet's Flush Control on Open Side of Closet [604.6]	Move control or replace toilet	3	3	3	
Library: Mens Restroom	Toilet's Flush Control on Open Side of Closet [604.6]	Move control or replace toilet	3	3	3	
Library: Womens Restroom	Stall Door Self-closing [604.8.1.2]	Add closer or replace door	3	3	3	
WKFL Park	Force to Open Door [404.2.9]	Adjust or replace closer; Install lighter door	3	3	3	
City Hall: Back Entrance	Exterior Ramp Cross Slope [403.3]	Regrade cross slope to 1:48 max	1	Contractor		
City Hall: Front Entrance	Level Landing at Top of Curb Ramp [406.4]	Reconfigure curb ramp so there's a level landing at least 36" long	1	Contractor		
City Hall: Front Entrance	Level Landing Where Ramp Changes Direction [405.7.4]	Alter landing ramp to meet minimum measurements	1	Contractor		
City Hall: Front Entrance	Ramp Handrail Extension & Return [505.10.1]	Alter/replace handrails	1	Contractor		
City Hall: Front Entrance	Minimum 32" Door Opening [404.2.3]	Alter main door, possibly with offset hinges	1	Contractor		
Harbor Ramp 3: Gravel Area	Van Accessible Space [502.2, 502.3, 502.6]	Create van accessible parking spaces with proper signage, lines, and paved slope	1	Contractor		
Harbor Ramp 3: Paved Area	Ground/Walking Surfaces [302, 403]	Clear asphalt-to-gravel issues & regrade to have cross slope less than 2%	1	Contractor		
Library	Slope of Accessible Parking Spaces [502.4]	Regrade surface to maintain max 1:48 slope	1	Contractor		
Library	Exterior Ramp Cross Slope [403.3]	Regrade cross slope to 1:48 max	1	Contractor		
Load & Launch Ramp	Accessible Parking Dimensions [502.2, 502.3, 502.6]	Replace surface material with compact gravel or asphalt in all ADA parking areas	1	Contractor		
Airport	Depth of Counter at Accessible Portion [904.4]	Alter accessible portion so it's the same depth as the standard countertop	2	Contractor		
City Hall: Downstairs	Accessible Service Counter [904.4.1]	Rebuild a portion of City Clerk's counter for accessibility - Present workaround exists	2	Contractor		
City Hall: Upstairs	Dimensions of Elevator's Interior [407.4.1]	Depth of elevator too short; replace elevator	2	Contractor		
Load & Launch Ramp: Staging Area	Ground Surfaces/Changes in Surface Level [302, 303]	Replace surface material with compact gravel or asphalt	2	Contractor		
Airport: Mens Restroom	Privacy Wall & Door Configuration [404.2.4]	Reconfigure space to meet minimum space requirements	3	Contractor		
Airport: Mens Restroom	Toe Clearance Under Sink [306.3.3]	Move or replace sink to meet under-sink clearance	3	Contractor		
Airport: Mens Restroom	Space from Partition to Toilet's Centerline [604.2]	Move or replace toilet	3	Contractor		
Airport: Womens Restroom	Clear Turn-Around Space for Wheelchair [603.2.1]	Space limited near sink; move/remove partitions, fixtures or objects	3	Contractor		
Harbor Ramp 5	Van Accessible Space [502.2]	Create van accessible parking spaces with proper signage, lines, and paved slope	3	Contractor		
Airport	Drinking Fountain Spout Placement [602.5]	Replace drinking fountain with one that complies with all sizing requirements	4	Contractor		
Airport	Protrusion of Drinking Fountain [307.2]	Drinking fountain sticks too far out; replace or add tactile warning	4	Contractor		