

AMERICANS WITH  
DISABILITIES ACT (ADA)  
TRANSITION PLAN



City of Alton, Illinois  
Fall 2017 Update

## City of Alton Officials

Brant T. Walker, Mayor

Mary T. Boulds, City Clerk

Cameo Foster, City Treasurer

### Aldermen

Michael Velloff  
Charles Brake  
David L. Boulds

Carolyn MacAfee  
Brian Campbell  
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R. Bernie Sebold  
Robert Barnhart  
Michael Haynes  
Kirby Ontis  
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Amanda Scoggins  
Jarvis Swope  
James Schrempf  
Rodney Caffey

Police Chief  
Fire Chief  
Public Works Director  
Parks and Recreation Director  
City Comptroller  
Development and Housing Director  
Human Resources Director  
IT Director  
Corporation Counselor  
City Attorney

### Americans with Disability Act Committee

Deanna Barnes  
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Mary T. Boulds  
Cameo Foster  
Robert Barnhart  
Sam Shaw  
Michael Haynes  
Chief Jason “Jake” Simmons/  
Sgt. Gary Cranmer  
Margaret Renken  
Amanda Scoggins  
J. Sue Wuellner-Derr  
Jarvis Swope  
Wendy Settles

ADA Coordinator  
Mayor’s Office  
City Clerk’s Office  
City Treasurer’s Office  
Public Works Department  
Building and Zoning  
Parks and Recreation  
Police Department  
  
Fire Department  
Human Resources Director  
City Comptroller’s Office  
IT Department  
IMPACT CIL Representatives

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## **Introduction**

In accordance with the Americans with Disabilities Act (ADA), this document shall serve as the City of Alton's Transition Plan. Included are results of a self-evaluation that addresses barriers within City programs and facilities.

The development of this Plan has occurred with the assistance of several individuals and organizations throughout the community. The City of Alton's ADA Coordinator will coordinate all aspects of ADA compliance. Any comments, additions, or suggestions about this plan may be directed to the ADA Coordinator:

Deanna Barnes

Deputy Director of Development and Housing  
103 E Third ST  
Alton, Illinois 62002  
618-463-3500, Extension 290  
618-463-0025 (TDD)

This Transition Plan will continuously be updated. A public hearing regarding the contents of the plan will be held on a yearly basis. Notice of the public hearing will be given at least two (2) weeks in advance of the hearing. Any comments, suggestions or additions to the plan may be addressed to the City's ADA Coordinator throughout the year.

### **Grievance Procedure**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, employment, or benefits by the City of Alton, Illinois.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Deanna Barnes  
ADA Coordinator

103 E Third Street  
Alton, Illinois 62002

Within fifteen (15) calendar days after receipt of the complaint, the ADA Coordinator or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within (15) calendar days of the meeting, the ADA Coordinator or his designee will respond in writing and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Alton, Illinois and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the Mayor or his designee.

Within fifteen (15) calendar days after receipt of the appeal, the Mayor or his designee shall schedule a time to meet with the complainant to discuss the complaint and possible resolutions. Within (15) calendar days after the scheduled meeting, the Mayor or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

A copy of this Grievance Procedure can be obtained at Alton City Hall or by visiting the ADA page of the City's website at <https://www.cityofaltonil.com/ada>.

## **Public Meetings**

The ADA Committee of the City of Alton met on September 20, 2017 and October 18, 2017. The approved minutes of these meetings are on file in the City Clerk's Office.

One open house occurred at Alton City Hall on November 13, 2017, from 5:00 P.M. until 6:00 P.M.

In addition to these meetings, a thirty (30) day public comment period was held between November 6, 2017 and December 5, 2017. A public hearing before the Alton City Council occurred on December 20, 2017. Comments received during the comment period, open house and public hearing are on file in the City Clerk's Office.

In addition to these comments, the City of Alton is constantly reviewing this Transition Plan. Please contact the City's ADA coordinator to offer suggested changes to this Transition Plan.

## **Acknowledgments**

In preparing the 2017 Transition Plan, the City of Alton modeled its Plan using the Fall 2016, 2015, 2014, and 2013 Transition Plans of the City of Alton, the October 2011 Transition Plan of the City of Springfield, Illinois, the ADA Transition Plan 2013 Update of the City of Urbana, Illinois, the City of Naperville (Illinois) ADA Transition Plan 2012 Update, the City of Emeryville, California 2008-2010 ADA Transition Plan, and checklists provided by the Institute for Human Centered Design, <http://www.adachecklist.org>.

## **ADA Recommendations – Self Evaluation**

### **Relationship to Previously Adopted Transition Plans**

Unless otherwise stated in this Transition Plan, all recommendations contained in previously adopted transition plans shall be considered completed. This statement does not include trainings, publications, updates of interpreter lists, and equipment tests that are scheduled annually. Copies of previously adopted transition plans are on file in the City Clerk's Office.

## **Personnel/Human Resources**

Employees of the City of Alton that interact with the public as part of the normal duties of their job shall be trained on how to process requests for interpreters, including requests for documents in alternative formats, and how to work any equipment associated with the such requests. The Human Resources Director shall be responsible for creating this training. Due to the range of duties performed by employees of the City of Alton, the research and preparation for the training shall start immediately after the adoption of this Transition Plan. Each employee that is subject to the training requirements shall be trained initially within one (1) year of the adoption of this Transition Plan. Training shall be held annually for all employees subject to this requirement.

All certificates of completion by employees required to complete training shall be on file in the Human Resource Office. Training software has been purchased and currently adding video.

## **City Buildings**

In researching for this Transition Plan, the City identified forty-five (44) publicly owned buildings, parks, and parking lots. These properties are as follows:

1. City Hall
2. Police Department
3. Fire Station 1
4. Fire Station 2
5. Public Works Building
6. Foresters Shed
7. Police Department Training Building
8. Sewer Treatment Plant
9. Barth Memorial Park
10. Dormann Square
11. Muensterman Pavilion at Gordon Moore
12. Shelters at Gordon Moore
13. Three Concession Stands at Gordon Moore
14. Bath House at Gordon Moore
15. Bath House at Tennis Courts at Gordon Moore

16. Rose Garden at Gordon Moore
17. Baseball/Soccer Fields at Gordon Moore
18. Pump House at Gordon Moore
19. Heartland Prairie at Gordon Moore
20. Oriental Garden Moore
21. Haskell House
22. Hellrung Park
23. James H. Killion Park at Salu
24. Lincoln-Douglas Square
25. North Side Park
26. Olin Park
27. Piasa Park
28. Riverfront Park
29. Amphitheater
30. Riverview Park
31. Alton Marina
32. Rock Springs Park
33. New Building at Rock Springs Park
34. Russell Commons
35. Club House at Rock Springs Golf Course
36. Club House at Spencer T.
37. Building at the Landfill
38. Walkway Between Buildings at Saint Clare's
39. Catholic Charities Building at 3512 McArthur
40. Alton CVB at 200 Piasa
41. Bill Simon's Building at 459A E Broadway
42. Former Bank Building on Ridge
43. Parking Lots Downtown
44. Parking Lot at Arboretum

Of the above listed properties, as of the date of this Transition Plan, the following properties remain to be evaluated for compliance with ADA:

1. Parking Lots Downtown
2. Parking Lot at Arboretum

In addition to the above listed properties, the City also owns several vacant structures and undeveloped lots that are not open to the public. Evaluations of these properties for compliance shall occur when development or rehabilitation occurs.

The Public Works Department shall evaluate the Parking Lots Downtown within two (2) years of the adoption of this Transition Plan, For information on Parks, including the Parking Lot at the Arboretum, please see the Parks Section of this Transition Plan.

City Hall was evaluated by City Staff and representatives from IMPACT CIL in 2013 and all defects have been corrected.



The Donald E. Sandidage Law Enforcement Center was evaluated by City Staff and representatives from IMPACT CIL in 2013 and all defects have been corrected.

Fire Station 1 was evaluated by City Staff and representatives from IMPACT CIL on May 28, 2014; the following defects remain for correction:

Parking Lot:

Restripe the handicapped area in the parking lot; this area should be wider and painted yellow. Will be complied after asphalt sealing, sign is erected.

Doors:

Level the threshold at the outside door to zero point five (0.5) inches

Bathrooms:

Replace the latches in the toilet stalls in both bathrooms with levers

Wrap the pipes under the sinks in both bathrooms

The above recommendations shall be completed within one (1) year of the adoption of this Transition Plan.

Fire Station 2 was evaluated by City Staff and representatives from IMPACT CIL on May 28, 2014; the following defect remains for correction:

Parking Lot:

Designate one (1) parking space in the parking lot as a handicapped space. This should be the parking space closest to the sidewalk. Will be complied after asphalt sealing, sign is erected.

The above recommendation shall be completed within one (1) year of the adoption of this Transition Plan.

The Public Works Building was evaluated by City Staff and representatives from IMPACT CIL on April 30, 2014, and all defects have been corrected.

The Police Department Training Building was evaluated by City Staff and representatives from IMPACT CIL on April 30, 2014, and identified the following items for correction:

Signage:

Proper signage needs to be added to both restrooms

Restrooms:

Toilets in restrooms are too low; they should be seventeen to nineteen (17-19) inches

Pipes in restrooms need to be insulated

Lever handles need to be added to all sinks

Doors:

Lower the threshold at the entrance to zero point five (0.5) inches

Adjust exterior door to ensure that it is at or below eight (8) pounds of pressure for opening

Adjust interior door to ensure that they are at or below five (5) pounds of pressure for opening

Lever handles need to be added to all doors

Due to the infrequent use and possible decommissioning of this building by the City, the above recommendations shall be completed within five (5) years of the adoption of this Transition Plan.

The Alton Marina was evaluated by City Staff and representatives from IMPACT CIL on April 30, 2014. In addition, on August 4, 2014, representatives from the Illinois Department of Natural Resources toured the Alton Marina. The following defects remain for correction:

Swimming Pool:

Create a feasibility plan to assist individuals with disabilities desiring to use the pool. Marina staff have made arrangements for customers to use Best Western Premier Pool with transportation and will continue to explore better pool access at the marina.

Doors:

Adjust the pressure required to open doors throughout the property. The entry door must remain stiff to remain closed, signage has been added with contact information to allow access.

The above defects shall be remedied per an approved timeline with the Illinois Department of Natural Resources.

The walkway over Oak Street at St. Clare's Hospital was evaluated by staff of Saint Anthony's Health Center and found to be in compliance with all requirements.

The Alton Convention and Visitors Building was evaluated by City Staff and representatives from IMPACT CIL in November 2013 and the following defects remain for correction:

Doors:

Adjust exterior door to ensure that it is at or below eight (8) pounds of pressure for opening

The above recommendation shall be implemented within one (1) year of the adoption of this Transition Plan.

The former TheBank of Edwardsville Building, now owned by the City of Alton, was evaluated by City Staff on July 28, 2014. The building and parking lot appeared to be in compliance with ADA. Since this building is vacant and since prospective tenants may remodel all or a portion of the building, an additional ADA tour should be completed when the building is leased or remodeled.

The Alton Wastewater Treatment plant was evaluated by City Staff and representatives from IMPACT CIL on April 29, 2015, and identified the following item for correction:

Parking Lot:

Since the parking lot has under 25 spaces, 1 ADA parking space is required. Required signage for the parking space should also be installed

The above recommendation shall be implemented within one (1) years of the adoption of this Transition Plan.

The Catholic Charities Building was evaluated by City Staff and representatives from IMPACT CIL on June 9, 2016, and identified the following items for correction:

South Entrance:

Level the exterior lip

Either keep the interior doors open or remove them

Adjust the pressure to open doors to eight (8) pounds for exterior doors

Replace door handles with levers

Client Restroom:

Replace door knobs with levers

Remove second toilet from handicapped stall

Wrap pipes

Move trash can from in front of sink

Adjust the pressure to open the door to five (5) pounds

Install accessibility signage to left of the door on the exterior at sixty (60) inches.

Install signage stating that the bathroom is for a single user only

Employee Restroom:

Replace door knobs with levers

Remove second toilet from handicapped stall

Wrap pipes

Remove privacy wall between the door and the sink

Install appropriate signage

Lunchroom and Waiting Area:

Create reasonable accommodations for people desiring to use the counters in the lunchroom and waiting areas

Interior General:

Keep access lanes in hallways open to at least thirty-six (36) inches

Designate three (3) doors to the exterior of the building as handicapped accessible with appropriate signage and pressure requirements.

Allow service animals to enter the building

Parking Lot:

Stripe the parking lot

Install, appropriately mark, and appropriately sign three (3) handicapped parking spaces

After sandbags are removed, check the pressure required to open the door on the west side of the building

Exterior General:

Ensure that all sidewalks and paved surfaces leading from the building to parking/emergency evacuation points are free of vegetation and other obstructions

The above recommendations shall be implemented by the Public Works Department within five (5) years of the adoption of this Transition Plan.

The Alton Fire Department shall create emergency evacuation plans for all City-owned park facilities. These plans shall include evacuation information for persons with disabilities. A diagram for escape routes shall be prominently displayed in each facility and made available in alternative formats upon request. These plans shall be in place within five (5) year of the adoption of this Transition Plan.

Any public facilities created after the adoption of this Transition Plan shall be compliant with all aspects of the Americans With Disabilities Act and will be inspected for compliance prior to opening to the general public.

### **Parks Evaluation**

The following parks and park facilities were evaluated for compliance with ADA. Any defects discovered are also noted. The Parks and Recreation Department is responsible resolving any defects, unless otherwise stated.

All programs and construction projects conducted by the Parks and Recreation Department shall incorporate accessibility.

The Spencer T. Olin Golf Course was evaluated by City Staff and representatives from IMPACT CIL on April 29, 2015, and identified the following items for correction:

Parking Lot at the Clubhouse:

The handicapped parking spaces need to be widened and the adjoining area must be striped

The number of parking spaces should be counted and the number of handicapped spaces required by ADA should be installed accordingly

#### Restrooms/Showers:

At the relief house, the pipes under the sinks in both restrooms shall be wrapped.

The above recommendations shall be implemented within one (1) year of the adoption of this Transition Plan.

The Foresters Shed was evaluated in 2007. The following defects were identified. Unless otherwise noted, the defects shall be remedied within one (1) year of the adoption of this Transition Plan:

#### Bathroom:

Door knob should be accessible

Mirror should be lowered

#### Doorways:

Threshold for doorways should be accessible

#### Garage Door Button:

Button should be lowered

Barth Memorial Park, Hellrung Park, Lincoln-Douglas Square, Olin Park, Riverfront Park, Piasa Park, the Alton Amphitheater, and Russell Commons Park were evaluated in 2013 and are in compliance with ADA.

Dormann Square was evaluated in 2013. Accessible parking, with appropriate signage, and a handicapped accessible ramp shall be installed within three (3) years of the adoption of this Transition Plan.

Haskell House was evaluated in 2013. A ramp and van accessible parking shall be installed within five (5) years of the adoption of this Transition Plan unless the use of this building changes.

James H. Killion Park at Salu was evaluated in 2013. Sidewalks issues and accessibility issues at the shelter shall be resolved within three (3) years of the adoption of this Transition Plan. Sidewalks have been replaced and one shelter has access.

North Side Park was evaluated in 2013. The play areas and parking lots shall be brought into compliance with ADA within three (3) years of the adoption of this Transition Plan.

The Eunice Smith Arboretum was evaluated in 2013. The parking lot and appropriate signage shall be brought into compliance and installed within four (4) years of the adoption of this Transition Plan.

Riverview Park was evaluated in 2013. The restroom issues shall be resolved within one (1) year of the adoption of this Transition Plan.

Rock Spring Park was evaluated in 2007. The following defects were identified. Unless otherwise noted, the defects shall be remedied within two (2) years of the adoption of this Transition Plan:

Golf Course and Club House:

Bench should be accessible

Bench should be on accessible route

Ball washer should be on accessible route

The trash can should be on accessible route

Throughout Park:

Grills should be on accessible route

Accessible path should be free of large cracks and accessible

Parking lot surfaces should be accessible

Parking lots should have accessible spots (This recommendation shall be implemented within three (3) years of the adoption of this Transition Plan.)

Parking lots should have accessible signage

Pavilions should be on an accessible route

Playground should be on an accessible route

Tennis Area:

Parking lot should be striped for accessible spots

Parking lot should have accessible signage

Parking lot should have accessible route to sidewalk

Benches should be accessible

Benches should be on accessible route

#### Picnic Areas:

Picnic areas should be on an accessible route

#### Golf Course Building:

Picnic area should be accessible

Coffee area should be lowered for accessible purposes

Counter should be lowered for accessible purposes

Tables should be accessible

#### Bathrooms in Building:

Bathroom doorways should be wider for accessible purposes

Accessible stall toilet should be lowered

Accessible stalls should have handrails that are accessible

Soap dispenser should be lowered

Light switch should be lowered

Door knobs should be accessible

Mirrors should be lowered for accessible purposes

Accessible urinal should be lowered

#### Concessions in Building:

Sink faucet in kitchen should be accessible

#### New Cell Tower Building:



This building is off limits to everyone except City staff. This building shall be made compliant with ADA when the need arises.

Gordon Moore Park was evaluated in 2007. Unless otherwise noted, the defects listed shall be remedied within three (3) years of the adoption of this Transition Plan.

General:

Sidewalks should be smooth and accessible

Concession 1: being replaced with all ADA compliant additions.

Benches should be accessible

Bathrooms at Concession 1: being replaced with all ADA compliant additions.

Threshold into bathrooms should be accessible; there is a one inch (1") lip

Door handle should be accessible

Concession 2:

Serving window should be lowered for accessible purposes

South Picnic Area:

Pavilion 4, 5, and 6 should be on an accessible route

Playground should be on accessible route

Benches should be on accessible route

Handrails are highly advised on route to walkway over lake

Playground area:

Toddler park/Animal park should be on an accessible route. New accessible park just completed with swings.

Benches should be accessible

Benches should be on an accessible route

Bathrooms:

Accessible stall should have self-closing door

Pipes under accessible sink should be covered

Accessible stall door width should be wider

Accessible urinal should be lowered for accessible purposes

Playground:

Bench should be accessible

Bench should be on an accessible route

Water fountains should be accessible

Hosta Garden:

Bench should be accessible

Bench should be on accessible route

Diamond 5 Hopkins:

Bronze sculpture should be on accessible route (This shall be removed within three (3) years of the adoption of this Transition Plan.)

Swing should be on accessible route

An accessible swing should be offered at location of gifted swing

Bathrooms at Diamond 5:

Pipes under accessible sink should be covered

Door handle should be accessible

Accessible stall coat hook should be lowered

Press box should be on accessible route

Simpson Tennis Complex Courts 1 and 2:

50% of picnic tables should be accessible

Benches should be accessible

Memorial benches should be accessible

Bathrooms:

Pipes under accessible sink should be covered

Accessible stall should have self-closing door

Accessible urinals should be lowered

Pavilion 2:

50% of picnic tables should be accessible

Route to pavilion should be accessible

Benches should be accessible

Benches should be on an accessible route

Railing on pedestrian bridge should be accessible

Gazebo seating should be accessible

Grill should be on accessible route

Benches should be accessible around flag

Rose Garden:

The Rose Garden is in compliance with ADA.

Pump House:

This facility is off limits to everyone except Parks and Recreation Department staff. If the need arises to bring the facility into compliance, the City will make all necessary alterations at that time.

Heartland Prairie:

An informational kiosk, with appropriate photos, shall be installed within one (1) year of the adoption of this Transition Plan. Nature institute with take pictures and fund the project.

Oriental Garden: The Oriental Garden is in compliance with ADA.

## **Emergency Responders**

The Alton Fire Department shall establish written procedures to ensure that the input from persons with a variety of disabilities and organizations with expertise in disability issues are included in all phases of emergency planning. These plans shall include provisions for dealing with individuals that use wheelchairs or scooters, people who use medical equipment, and people with service animals. This recommendation shall be reviewed annually. Ongoing.

The Alton Fire Department, working with the Alton Police Department, shall maintain voluntary, confidential registries of persons with disabilities who may need individualized notification, evacuation assistance, and/or transportation. These registries may follow the procedures of the Premise Alert Program. They shall establish procedures to ensure that the registries are voluntary, guarantee confidentiality to those who register, and include a process to periodically update the information contained in the registry. Outreach should explain the purpose of the registries, provide assurances of confidentiality, explain procedures for registering, and include procedures for people who, because of their disabilities, need assistance in registering. A press release or other outreach activities shall be disseminated at least one (1) time per year.

The Alton Fire Department has created and reviews emergency evacuation plans and strategies for all City-owned buildings that are open to the public. These plans shall have provisions for dealing with persons with disabilities. These plans will be reviewed on an annual basis.

### **Websites**

Currently, five (5) websites are operated by the City of Alton. In 2016, William Richard, of the Illinois Assistive Technology Program, evaluated the City's existing websites and presented the following recommendations:

<http://www.cityofaltonil.com>

<http://www.altonpolice.com>

<http://www.riverfrontamphitheater.com>

<http://www.altonmarina.com>

<http://spencertolingo.com>

The IT Director shall monitor the websites and remedy any ADA defects within six (6) months of the identification of the defect. IT handles all departments except Police and Fire.

The IT Director shall work with the appropriate departments to track activity on the City's social media pages. This recommendation shall be ongoing. IT handles all departments except Police and Fire.

The IT Director will work with IMPACT CIL and other organizations to periodically enlist people with a variety of disabilities to test City websites for accessibility and ease of use. This will be done on annual basis following the adoption of this Transition Plan.

## **Public Works**

The Public Works Department shall survey the curbs, sidewalks, and rights-of-way in the City of Alton using the checklist in Attachment A. The checklist shall be evaluated on an annual basis

The Public Works Department shall log the information collected during the surveys. The Public Works Department shall initiate their surveys in Downtown Alton, Upper Alton, and North Alton. The Public Works Department shall survey the above mentioned areas within one (1) year of the adoption of this Transition Plan.

The Public Works Department gas noted any defects discovered in their survey and plans to remedy these defects will be incorporated in the 2018 update to this Transition Plan.

The Public Works Department shall ensure that all sidewalk curb ramps at side street intersections impacted by the work on Broadway from Henry Street to Monument Street and on Broadway from Belchik Memorial Expressway to Allen Street are ADA compliant. This recommendation shall be completed within three (3) years of the adoption of this Transition Plan.

The Public Works Department shall ensure that all sidewalk curb ramps at side street intersections impacted by the work on Washington Avenue from College Avenue to Salu Street are ADA compliant. This recommendation shall be completed within four (4) years of the adoption of this Transition Plan.

The Public Works Department shall ensure that all sidewalk curb ramps at side street intersections impacted by the work on State Street from Rozier Street to Delmar Avenue are ADA compliant. This recommendation shall be completed within five (5) years of the adoption of this Transition Plan.

The Public Works Department shall ensure that all sidewalk curb ramps at side street intersections impacted by the work on State Street from Madison Avenue to Rozier Street are ADA compliant. This recommendation shall be completed within five (5) years of the adoption of this Transition Plan.

The Public Works Department shall ensure that all construction and reconstruction projects impacting public rights-of-way, including, but not limited to, all patching projects and all repairs and alterations that occur to streets and sidewalks are designed and built to ADA specifications and any defects identified are brought into compliance. This recommendation shall be completed as each project is undertaken.

The Public Works Department, working with the ADA Committee, shall obtain input from people with disabilities on the City's long-range plans for improving accessibility at pedestrian crossings. This recommendation shall be ongoing and will be evaluated on an annual basis.

The Public Works Department, working with the ADA Committee, shall ensure that requests by people with disabilities for the installation and repair of curb ramps are incorporated into the City's long-range plans for improving accessibility. This recommendation shall be ongoing and will be evaluated on an annual basis.

### **Updates and Revisions to the Plan**

In order to appropriately track the recommendations contained within this Transition Plan and to make necessary revisions to this document, every year the ADA Coordinator shall convene the ADA Committee to prepare proposed updates to this Transition Plan. A public hearing on the Transition Plan shall be held on an annual basis.

### **ADA Resource References**

- U.S. Department of Justice, Civil Rights Division - <http://www.ada.gov>
- U.S. Department of Justice, ADA Best Practices Tool Kit for State and Local Governments - <http://www.ada.gov/pcatoolkit/toolkitmain.htm>
- PROWAG Guidelines  
Public Rights of Way Accessibility Guidelines (PRO WAG) is posted at <https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way>
- Illinois Attorney General's Office - [www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov)
- United States Access Board - [www.access-board.gov/](http://www.access-board.gov/)
- Federal Highway Administration - [www.fhwa.dot.gov](http://www.fhwa.dot.gov)

## Attachment A – Sidewalk and Curb Ramp Survey Forms

### Sidewalk Accessibility Survey

Area:	
Construction/Alteration Date (Circle Choice): Before 1/26/92    After 1/26/92 Unsure	
Location:	Date:
Record measurements as inches where “ is present. A circled “N” signifies a violation – please identify address nearest area	

#### Sidewalk

1	Is sidewalk width 48” or more?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		“		“		“		“		“		“		“	

2	Is sidewalk width at least 48”?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		“		“		“		“		“		“		“	

3	Is sidewalk stable, firm, and slip-resistant?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

4	If route has less than 60” clear width, is there passing space of at minimum 60 x 60” at least every 200’?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

5	Does cross slope exceed 2%?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		%		%		%		%		%		%		%	



6	Driveway crosses is there a 36" or greater wide passage way?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			"		"		"		"		"		"		"
7	Is there DW at car crossing 36" wide and full length of the sidewalk? (only required if no curb, railing or other element b/w cars and peds.)	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

8	For doors that open directly onto a public sidewalk, is the main entrance accessible? If not, does an alternative, accessible entrance exist	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

Ramps (Other Than Curb Ramps)

9	If there is a ramp, is it at least 36" wide? If there are handrails, measure between the handrails.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			"		"		"		"		"		"		"

10	Is the ramp surface stable, firm, and slip resistant	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

11	For each section of the ramp, is the running slope no greater than 8.333%?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			%		%		%		%		%		%		%
12	Is there a level landing that is at least 60" long and at least as wide as the ramp at the top of the ramp?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			"		"		"		"		"		"		"

13	Is there a level landing that is at least 60" long and at least as wide as the ramp at the bottom of the ramp?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

14	Is there a level landing that is at least 60" x 60" where the ramp changes direction?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

15	If the ramp has a rise higher than 6", are there handrails on both sides?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

16	Is the top of the handrail gripping surface no less than 34" and no greater than 38" above the ramp surface?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

18	Is the bottom of the handrail gripping surface obstructed for no more than 20% of its length?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		%		%		%		%		%		%		%	

19	If the handrail gripping surface is circular, is it no less than 1 1/4" and no greater than 2" in diameter?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

20	If the handrail gripping surface is non-circular, is it no less than 4" and no greater than 6 1/2" in perimeter	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

	and no more than 2 ¼" in cross section?														
21	Does the handrail extend at least 12" horizontally beyond the top and bottom of the ramp?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

22	Does the handrail return to a wall, guard, or landing surface?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

23	Does the surface of the ramp extend at least 12" beyond the inside face of the handrail or is there a curb or barrier that prevents the passage of a 4" diameter sphere?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

Street Crossings

24	Crossing time at minimum 3.5 feet per second?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

25	Is push button located between 35 and 54" from ground?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		“		“		“		“		“		“		“	

26	Does push button have 24-48" of reach unobstructed?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		“		“		“		“		“		“		“	

27	Is the force required to activate control exceed 5lbf/22.2 N?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		“		“		“		“		“		“		“	

Protruding Objects/ Barriers/Poles

28	Any street furniture barriers? Type. No protruding into travel route (Any objects should be 27" above sidewalk; items mounted above	Y	N/A	Y	N/A	Y	N/A	Y	N/A	Y	N/A	Y	N/A	Y	N/A

	27" should not protrude more than 4" into travel route.													
--	---	--	--	--	--	--	--	--	--	--	--	--	--	--

29	Any items protruding into 48 – 68" travel route? An object should be 27" above the sidewalk and not protrude more than 4" into travel route. Explain	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

Street Trees/Landscape

30	Any street trees or landscaping? Type.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

31	Any branches etc. protruding into or low limbs in route?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

32	Tree well depth?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			"		"		"		"		"		"

33		Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
----	--	---	---	---	---	---	---	---	---	---	---	---	---

	If there is grating, does grid surface have openings a maximum of 1/2" wide in one direction?												
--	---	--	--	--	--	--	--	--	--	--	--	--	--

34	If there is grating, is the long dimension perpendicular to the dominant direction of travel?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

35	Note areas without grating that create risk of trip/barrier hazard												
----	--	--	--	--	--	--	--	--	--	--	--	--	--

Parking

36	If parking is provided, are an adequate number of accessible spaces provided? 1-25 1 space 26-50 2 space 51-75 3 space	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

37		Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
----	--	---	---	---	---	---	---	---	---	---	---	---	---



	If ADA parking, is space located on the shortest accessible route?													
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

38	Signage? International Disabled Parking, Van Accessible at 80" or 36" on wall.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			“		“		“		“		“		“		“

39	Is the bottom of the sign at least 60" above the ground	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			“		“		“		“		“		“		“

40	Are there signs reading "Van Accessible" at van accessible spaces?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

41	Is there at least one van accessible parking space? For every 6 or fraction of 6 spaces	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

	required, at least 1 should be for a van if constructed after 3/5/12.														
--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

42	Is the van accessible space at least 11' wide with an access aisle at least 5' wide or at least 8' wide with an access aisle at least 8' wide?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

43	Are the access aisles marked so as to discourage parking in them?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

44	Is the slope of the accessible parking spaces and access aisles no steeper than 2% in all directions?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			%		%		%		%		%		%		%

### Curb Ramps Survey

Area:	
Construction/Alteration Date (Circle Choice): Before 1/26/92    After 1/26/92 Unsure	
Location:	Date:
Record measurements as inches in the blank area. A circled "N" signifies a violation.	
<b>Describe each ramp's location:</b>	Curb Ramp D:
Curb Ramp A:	Curb Ramp E:
Curb Ramp B:	Curb Ramp F:
Curb Ramp C:	Curb Ramp G:

Refer #	Curb Ramp (CR) Questions	Curb Ramp A		Curb Ramp B		Curb Ramp C		Curb Ramp D		Curb Ramp E		Curb Ramp F		Curb Ramp G	
		Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
1	If the accessible route crosses a curb, is there a curb ramp?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

2	Is ramp at least 36" wide (not including flared sides)?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			"		"		"		"		"		"		"

3	Does CR have a running slope of	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			%		%		%		%		%		%		%

	8.333% or less?														
--	-----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4	Does CR have a cross slope of 2% or less?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		%		%		%		%		%		%		%	

5	Does CR have a gutter slope of 5% or less?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		%		%		%		%		%		%		%	

6	Are transitions on and off CR flush and free of abrupt level changes? <b>Record the height of any level changes.</b>	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

7	Does CR have detectable warnings (DW)?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

7a	Does DW run full length and width of CR? <b>If not, include measurement W x L.</b>	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

8	Can CR be blocked by legally parked cars?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

9	Is the sidewalk at the "top" of CR at least 36" wide?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

10	Does CR have flared sides? If yes, answer the next two questions If not, skip to <b>11.</b>	Y	N/A	Y	N/A	Y	N/A	Y	N/A	Y	N/A	Y	N/A	Y	N/A

10a	If the sidewalk at the “top” of CR is 36” wide or more, is the slope of the flared sides 10% or less?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			%		%		%		%		%		%		%

10b	If the sidewalk at the “top” of CR is less than 36”, is the slope of the flared sides 8.333% or less?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			%		%		%		%		%		%		%

11	<b>If no flared sides</b> , is there an obstruction or grass on each side of CR that discourages peds from walking across the ramp?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

12	If CR is built-up to curb, is it outside the path of cars?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

12a	If built-up, are flared sides slope 10% or less? If not, are edge protectors and handrails present	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

<b>Answer the last two questions only if the CR is located at the marked crossing:</b>															
13	Is ramp of CR contained in ped markings?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

14	If corner-type CR, is bottom of landing at least 48" long and contained in crosswalk?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			“		“		“		“		“		“		“