CITY OF MONROE
RESOLUTION NO. 2025-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, ADOPTING THE RIGHT-OF-WAY AMERICAN DISABILITIES ACT (ADA) TRANSITION PLAN

WHEREAS, the Federal Government enacted the Americans with Disabilities Act of 1990 (ADA), and its amendments, to prevent discrimination and to ensure equal access for all individuals, including those with disabilities, to the facilities, services, programs, and activities provided by State and local governments; and

WHEREAS, Title II of the ADA requires that municipalities with more than 50 employees develop and adopt a transition plan which documents physical barriers to accessibility, proposes alterations to remove these barriers, and develops a schedule to complete alterations; and

WHEREAS, the City of Monroe, in compliance with Title II of the ADA, is required to address the subject of ensuring that the City of Monroe's facilities, services, and public rights-of-way are accessible to people with disabilities; and

WHEREAS, a transition plan for facilities within the public right-of-way has been prepared that reflects the City of Monroe's current infrastructure and ADA design standards; and

WHEREAS, RCW 36.70A.070(6)(a)(iii)(G) requires cities planning under the Growth Management Act (GMA) to adopt a transition plan to this effect; and

WHEREAS, the Right-of-Way ADA Transition Plan adopted hereunder is intended to satisfy the City's obligations under the ADA and GMA as referenced above;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Adoption of Right-of-Way ADA Transition Plan. The Right-of-Way ADA Transition Plan attached as "Exhibit A" is hereby adopted and incorporated herein by this reference as though fully set forth herein.

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this Resolution or its application to any person or situation should be held invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Resolution or its application to any other person or situation.

Section 3. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 28th day of January, 2025.

Resolution No. 2025-003
Approved: 01/28/2025
Effective: 01/28/2025

CITY OF MONROE, WASHINGTON:

Geoffrey Thomas (Jan 29, 2025 20:47 PST)

Geoffrey Thomas, Mayor

ATTEST:

Jodi Wycoff (Jan 30, 2025 07:57 PST)

Jodi Wycoff, City Clerk

APPROVED AS TO FORM:

Zach Lell (Jan 29, 2025 09:57 PST)

J. Zachary Lell, City Attorney

RES 2025-003 ADA Transition Plan-res only

Final Audit Report 2025-01-30

Created:	2025-01-29
By:	Jodi Wycoff (jwycoff@monroewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfeqhDdPUuGhCPAhQggyJVq5cBnSIs7tm

"RES 2025-003 ADA Transition Plan-res only" History

Document created by Jodi Wycoff (jwycoff@monroewa.gov)
2025-01-29 - 5:55:49 PM GMT

Document emailed to Zach Lell (zlell@omwlaw.com) for signature
2025-01-29 - 5:56:26 PM GMT

Email viewed by Zach Lell (zlell@omwlaw.com)
2025-01-29 - 5:56:57 PM GMT

Document e-signed by Zach Lell (zlell@omwlaw.com)
Signature Date: 2025-01-29 - 5:57:25 PM GMT - Time Source: server

Document emailed to Geoffrey Thomas (gthomas@monroewa.gov) for signature
2025-01-29 - 5:57:26 PM GMT

Email viewed by Geoffrey Thomas (gthomas@monroewa.gov)
2025-01-30 - 4:47:43 AM GMT

Document e-signed by Geoffrey Thomas (gthomas@monroewa.gov)
Signature Date: 2025-01-30 - 4:47:53 AM GMT - Time Source: server

Document emailed to Jodi Wycoff (jwycoff@monroewa.gov) for signature
2025-01-30 - 4:47:54 AM GMT

Email viewed by Jodi Wycoff (jwycoff@monroewa.gov)
2025-01-30 - 3:57:23 PM GMT

Document e-signed by Jodi Wycoff (jwycoff@monroewa.gov)
Signature Date: 2025-01-30 - 3:57:33 PM GMT - Time Source: server

Agreement completed.
2025-01-30 - 3:57:33 PM GMT

Exhibit A

City of Monroe

//Right-of-Way//Phase 1

//Americans with Disabilities Act Transition Plan

//2021

prepared by

transpogroup
WHAT TRANSPORTATION CAN BE.

MONROE
WASHINGTON

CITY OF MONROE

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Heather Rousey

Ed Davis

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Additional copies of this document are available online at:

www.monroewa.gov/947/ADA-Transition-Plan

For questions about the City of Monroe ADA Transition Plan or for access to an alternate format of this document email the City of Monroe ADA Coordinator at bwarthan@monroewa.gov or by calling toll free, Voice: 360-863-4523(CITY), TTY: 360-893-4626.

For those who are deaf or hard of hearing, the Washington State Relay can be contacted at 711 for assistance in making a request to the City.

PREPARED BY

Transpo Group

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Kirkland, WA 98034

Contents

Credit: Wikimedia Commons

Executive Summary

This Americans with Disabilities Act Self-Evaluation and Transition Plan establishes the City of Monroe's ongoing commitment to providing equal access for all, including those with disabilities. In developing this plan, the City of Monroe has undertaken a comprehensive evaluation of its public right-of-way facilities and policies to determine what types of access barriers exist for individuals with disabilities. This plan will be used to help guide future planning and implementation of necessary accessibility improvements.

Both the Self-Evaluation and the Transition Plan are required elements of the federally mandated ADA Title II, which requires that government agencies provide equal access to programs and services they offer. While the ADA applies to all aspects of government services, this document covers City of Monroe facilities within the public right-of-way. This includes attributes of sidewalks, curb ramps, and pedestrian pushbuttons as these are the facility types inventoried by the City.

While the ADA applies to all aspects of government services, this document covers City of Monroe facilities within the public right-of-way. This includes attributes of sidewalks, curb ramps, and pedestrian pushbuttons as these are the facility types inventoried by the City.

This document summarizes the Self-Evaluation, which includes an accessibility assessment of pedestrian facilities as well as practices and procedures which relate to them, such as curb ramp design standards. It also contains a Transition Plan, which identifies a schedule for the removal of barriers and identifies how the City will address requests for accommodations in a consistent manner.

The City's objective is to remove physical barriers associated within the public right-of-way using operation and maintenance, annual street overlay program, and ADA Transition Plan program funding. The City is committed to removing these barriers and over the next 30 years the City will implement projects to remove barriers identified in this plan. In addition, the City is continually working towards maintaining ADA compliance for all future capital improvement projects, permitted development, and any other right-of-way construction projects.

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Credit: Wikimedia Commons

1// Introduction

The Americans with Disabilities Act (ADA) was enacted on July 26, 1990 and provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications.

1.1 Plan Requirement

Cities and other government agencies are required to have an ADA self-evaluation and transition plan when they grow beyond a threshold of 50 employees. Accessibility requirements extend to all public facilities. The scope of this plan is focused on accessibility within the public right-of-way.

The City completed an inventory of sidewalks, curb ramps, and pushbuttons within the public right-of-way and this plan allows the City to prioritize removal of barriers and update procedures as they relate to the public right-of-way.

There are five titles, or parts, to the ADA of which Title II is most pertinent to travel within the public right-of-way and government owned buildings. Title II of the ADA requires public entities to make their existing "programs" accessible "except where to do so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden." Public right-of-way, public government buildings, and public parks all fall within the City's programs.

This effort was initiated by the City of Monroe to satisfy the requirements of ADA Title II Part 35, Subpart D – Program Accessibility § 35.150 (d)(3) which states:

The plan shall, at a minimum:

i. Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;

ii. Describe in detail the methods that will be used to make the facilities accessible;

iii. Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year

iv. Indicate the official responsible for implementation of the plan.

To determine the physical obstacles in a public entity's facility, the proper standards and guidance must be identified for each feature type.

The 2010 ADA Standards for Accessible Design (ADAS), is the standards document in which all Federal ADA standards are collectively held. The 2010 ADAS and regulations from the 28 CFR Part 35 replaced the 1991 ADA (ADA Accessibility Guidelines (ADAAG)).

The Revised Draft Guidelines for Accessible Public Right-of-Way was published by the United States Access Board in 2005 to provide guidance on establishing accessible facilities within the right-of-way. The United States Access Board's Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way, or PROWAG, was then published for comment in 2011 as a revised set of guidelines for right-of-way pedestrian facilities. Both the 2005 and 2011 guidelines have not yet been adopted as federal standards. Despite this delay, many public entities currently use the 2005 draft PROWAG as 'best practice' for features within the public right-of-way. This practice has been endorsed by the Federal Highway Administration (FHWA), the US Access Board, and is the standard the Washington Department of Transportation adheres to.

The public right-of-way facilities evaluated under this plan were evaluated against 2011 PROWAG as this is the latest guideline developed by the Access Board.

1.2 Plan Structure

Chapters

The structure of this plan was organized to closely follow federal ADA transition plan requirements. This includes:

Chapter 1 – Introduction

Chapter 2 – Self-Evaluation Documents Self-Evaluation methods and findings for policies, practices, design standards, and pedestrian facilities that result in accessibility barriers.

Chapter 3 – Stakeholder Engagement Documents public engagement methods and findings.

Chapter 4 – Pedestrian Barrier Removal Methods and Schedule Provides an overview of existing barrier removal approaches employed by the City, describes barrier removal priorities, and develops a total planning level cost estimate for the removal of existing pedestrian barriers and an accompanying schedule.

Chapter 5 – Recommendations and Next Steps Provides a set of recommendations to inform the implementation of this Transition Plan and ongoing removal of pedestrian barriers.

Several associated appendix items are included to supplement this plan.

Appendices

Appendix A – Existing Data Inventory

Appendix B – Barrier Audit

Appendix C – Stakeholder Engagement

Appendix D – Prioritization Criteria

Appendix E – Accessible Pedestrian Signal (APS) Policy

Appendix F – Maximum Extent Feasible Documentation Template

Appendix G – Planning Cost Estimate Backup

Appendix H – ADA Terminology

Appendix I – Grievance Procedure

2// Self-Evaluation

Title II of the Americans with Disabilities Act (ADA) requires that jurisdictions evaluate services, programs, policies, and practices to determine whether they comply with the nondiscrimination requirements of the ADA.

This chapter describes the methods and findings of the Self-Evaluation. Section 2.1 provides an overview of ADA-related City policies. Next, Section 2.2 reviews City practices and design standards. Finally, Section 2.3 summarizes the Self-Evaluation's field data collection methods and findings regarding existing pedestrian facilities, such as sidewalks and curb ramps.

2.1 Policy Review

The City of Monroe primarily addresses pedestrian facilities in their Municipal Code and the Standard Details within the Monroe Design & Construction Standards. There are also policies related to pedestrian facilities in the City Comprehensive Plan (2015).

The policies and standards were reviewed against the Access Board's Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way, PROWAG 2011 and recommendations were provided to fill gaps as they relate to the ADA.

2.1.1 Method

These documents were reviewed for content that relate to existing ADA programs, policies, and practices.

2.1.2 Findings

The City of Monroe develops a Comprehensive Plan in order to complete long range planning for the city. The latest version of this plan was completed for the years 2015-2035. The planning covers topics including land use, transportation, economic development, housing, and capital facilities & utilities.

Goals connected to transportation, specifically pedestrian facilities, within the Comprehensive Plan generally include the following policies:

- Enhance pedestrian connections between key locations.
- Promote features that facilitate safer crossings for pedestrians and bicyclists where need has been identified.
- Improve pedestrian safety.
- Seek investment in streetscape improvements, transportation infrastructure, and public facilities.
- Promote alternative modes of transportation by providing the following: sidewalks, walking and biking paths, interconnected street networks, Improved transit systems.
- Require new development to include site and building features that support alternative

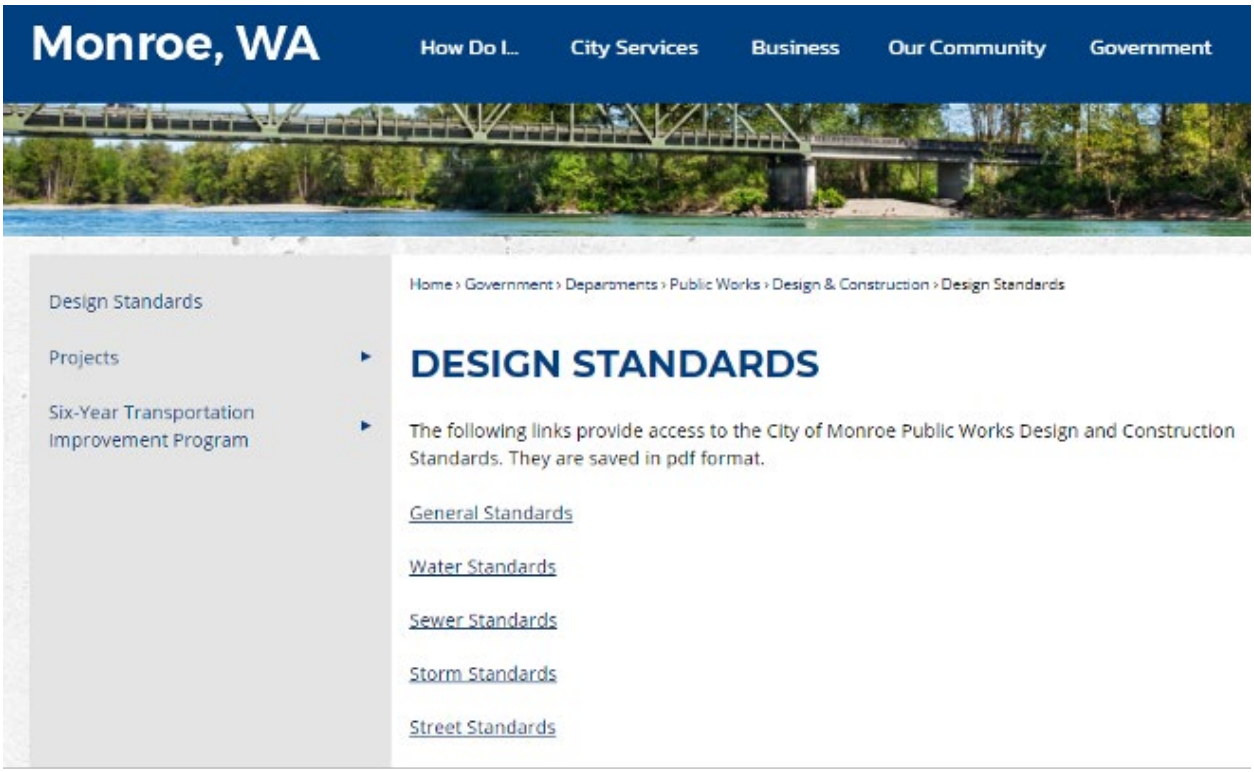


Figure 2-1 City of Monroe Design Standards Web Page

modes of transportation including: walking, bicycle, carpool, and transit.

2.2 Practices and Design Standards

Practices and design standards that meet accessibility standards are essential to ensure that new or upgraded pedestrian facilities are accessible and therefore reduce the number of accessibility barriers throughout the city.

This section summarizes a review of the City of Monroe Design & Construction Standard Details and the Municipal Code to identify any barriers to accessible design. The review was conducted in November 2020. For greater detail on the practices and standards review, see Appendix B for a barrier audit memo.

2.2.1 Method

The Monroe Standard Details and Municipal Code were reviewed for compliance with ADA guidelines found in the 2011 Proposed Guidelines for Pedestrian Facilities in the Public Right-of Way (PROWAG).

2.2.2 Findings

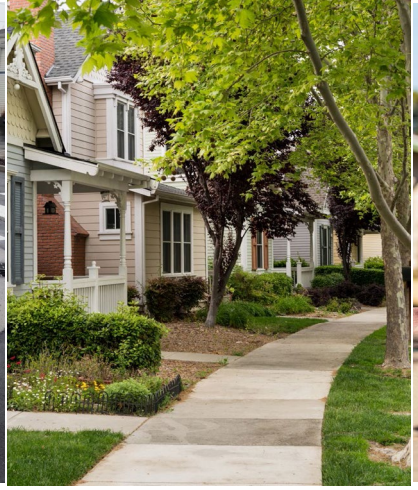
The City of Monroe maintains design standard details for curb ramps, sidewalks, and driveways. Figure 2-1 shows the web page where the design standards can be accessed.

The City's Municipal Code contains additional guidance on when certain features are required to be constructed within the public right-of-way. In some cases, specific criteria cover the dimensions of pedestrian facilities.

These standards are used for projects within the public right-of-way that range from city funded projects as well as privately designed and constructed projects.The review recommended several changes to the current City standards to achieve ADA compliance and improve clarity, increase consistency across figures, and provide a greater level of detail in the figures. The review of the City standards is grouped into five categories: sidewalks, crosswalks, curb ramps, signals, and other pedestrian areas. The City design standards and municipal

Pushbuttons

Curb Ramps



Sidewalks

Hazards

Figure 2-2 Examples of Inventoried Facilities

code do not address traffic signals, railroad crossings, transit facilities, parking, or work zones. It is recommended for many of these areas to refer to WSDOT design manual to set the standards for these types of facilities.

2.3 Existing Pedestrian Facilities

The Self-Evaluation inventoried barriers to access associated with existing pedestrian facilities, including curb ramps, sidewalks, pedestrian pushbuttons, as required by ADA Title II Part 35, Subpart D – Program Accessibility § 35.150 (d)(3). Each facility and associated barriers were field inventoried and cataloged within the project's geospatial (GIS) database. Field data was collected from July to October, 2019.

Table 2-1 details the existing pedestrian features within Monroe right-of-way that contain barriers and will require improvements to meet current ADA standards. It is important to note that many of these facilities were constructed before the adoption of current ADA standards, and likely met applicable state and federal standards at the time of construction.

Additionally, it is important to note that ADA regulations require facilities to be made accessible to "the maximum extent feasible," (MEF) in "circumstances when the unique characteristics of terrain prevent the incorporation of accessibility features" (U.S. Department of Justice, 28 CFR § 35.151 New construction and alterations).

These circumstances are often a result of steep or otherwise constrained locations, which are common to the Monroe road system. This plan's Self-Evaluation examined whether facilities were compliant with current ADA design requirements; it did not examine whether non-compliant facilities were built to the maximum extent feasible or practical.

Additional detail regarding the Self-Evaluation's findings for curb ramps, sidewalks, and pedestrian pushbuttons is provided in the following sections.

2.3.1 Method

A self-evaluation of facilities within the public right-of-way was conducted by StreetScan on behalf of the City and employed a data collection effort that included attributes for sidewalks and curb ramps. These features were collected with the use of StreetScan's vehicles that are equipped with multi-sensor systems, 3D cameras and optical devices. Some of the attributes for these facilities were autogenerated during the data collection process while other attributes such as sidewalk width had to be manually measured from the 3D data collected. Additional data was collected for pushbuttons by City staff.

The physical inventory of pedestrian facilities, as shown in Figure 2-2, included:

- Approximately 75 miles of sidewalk
- 1,313 curb ramps
- 54 signal pushbuttons
- Over 1,500 vertical discontinuities

Inventory maps of collected pedestrian features can be found in Appendix A.

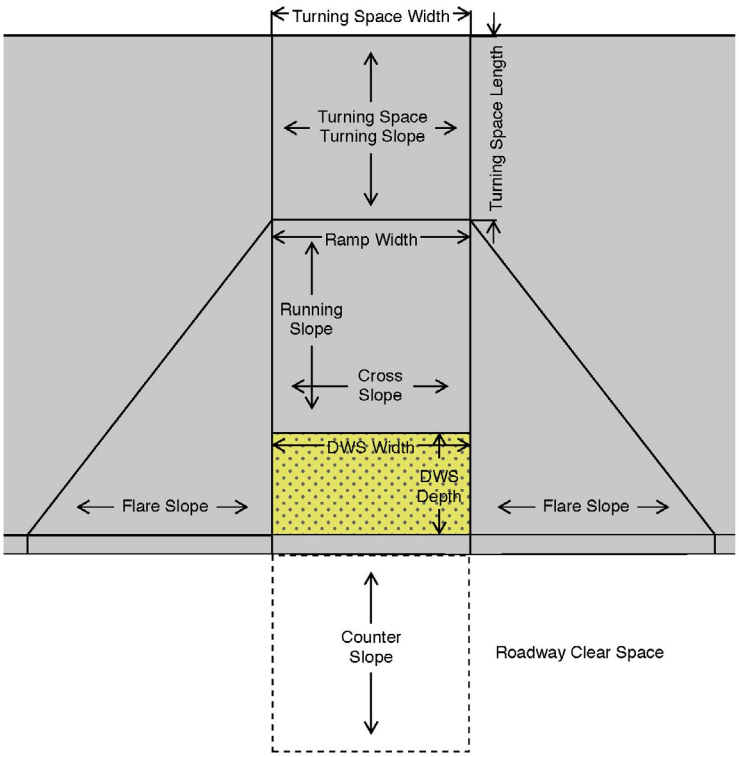


Figure 2-3 Perpendicular Curb Ramp Attributes

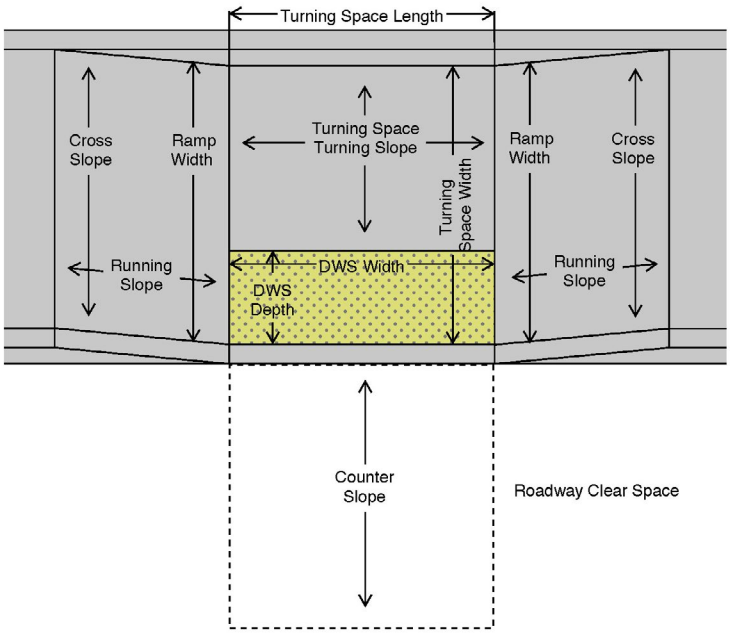


Figure 2-4 Parallel Curb Ramp Attributes

Curb Ramps

Field data was collected for existing curb ramps and evaluated for their compliance with ADA standards. Figures 2-3 and 2-4 show the major components of typical perpendicular and parallel curb ramps, respectively, two common types of curb ramps. Less common ramp types, such as ramps that provide a transition from the end of a sidewalk to the road shoulder are also located in the city.

Each curb ramp was reviewed for compliance, then scored based on the degree to which the barrier impeded accessibility. Curb ramps were scored using a scale of 0-30 and categorized as follows:

- 0: Compliant
- 1-29: Minor Non-Compliant
- 30: Significant Non-Compliant

These scores are referred to as the Accessibility Index Score (AIS). Curb ramps that had running slopes that were too steep received a score of 30 and were considered to be significantly non-compliant. Curb ramps that had cross slopes slightly above the compliant threshold received a score of 25 while steeper cross slopes received a 30. Other criteria relating to turning space, flare slopes, detectable warning surfaces (DWS), obstructions, and condition were weighted lower, but could cumulatively reach the threshold for non-compliance.

Scoring and compliance criteria are discussed in more detail in Section 4.2.1 and in Appendix D.

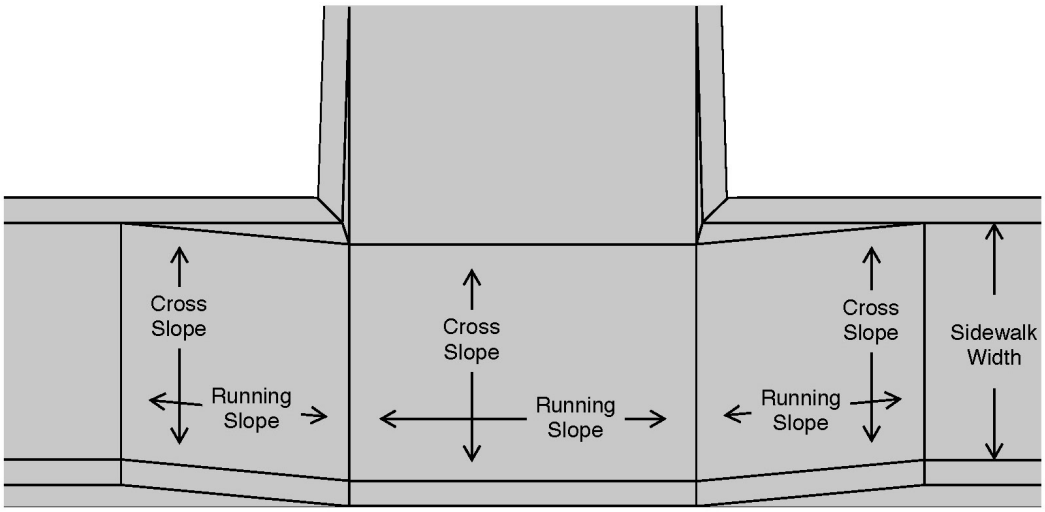


Figure 2-5 Driveway and Sidewalk Attributes

Sidewalks

Field data collection for sidewalks was completed along the entire length of each segment. The average width of each segment was recorded along with the number of vertical discontinuities related to panel uplifts and the surface type. Common attributes for sidewalks and driveways are shown in Figure 2-5.

Each sidewalk was reviewed for compliance, then scored based on the degree to which the barrier impeded accessibility. These barriers include:

- Sidewalk Width, e.g., the sidewalk is too narrow,
- Sidewalk Condition, e.g., amount of cracking.
- Vertical Discontinuities, e.g., sidewalk panel uplifts.

Based on the state of the sidewalk attributes found, a Sidewalk Condition Index (SCI) was assigned. The SCI is a value that Streetscan calculates to define the condition of a sidewalk and is one component that contributes to the larger Accessibility Index Score (AIS) given to each sidewalk segment during Transpo Group's prioritization process.

Sidewalks were scored using a scale of 0-30 and categorized as follows:

- 0: Compliant
- 1-15: Minor Non-Compliant
- 16-30: Significant Non-Compliant

Scoring and compliance criteria are discussed in more detail in Section 4.2.1 and in Appendix D.

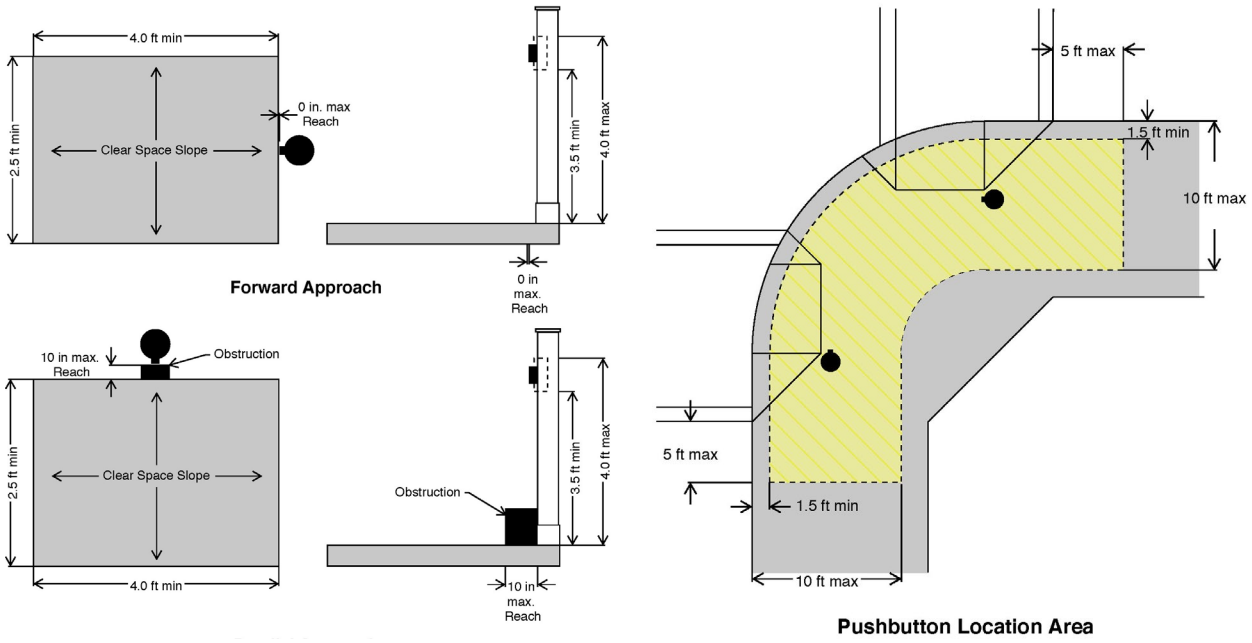


Figure 2-6 APS Pedestrian Pushbutton Location Attributes

Signal Pushbuttons

Accessible pedestrian signals and pushbuttons (APS) provide integrated visual, audible, and vibrotactile information to help pedestrians cross signalized intersections. Some pushbuttons can be programmed to request an extended crossing time or to make the name of the street being crossed audible when pushed for a longer time.

Field data was collected for pedestrian pushbuttons at traffic signals by City staff. Data collectors recorded location and design attributes for each pushbutton. Location attributes included reach distance to the button, availability of a clear and level area at the button, and the location relative to the intersection and corresponding crosswalk (see Figure 2-6). Design attributes included visual and tactile elements, such as a raised arrow pointing to the crossing. There are additional operational attributes including features that provide audible and vibrational feedback that were not collected. These attributes will need to be reviewed as projects arise near signal pushbuttons.

Each pedestrian pushbutton was reviewed for compliance using eight criteria, then scored based on the degree to which the barrier impeded accessibility.

Pushbutton scores ranged from 0-30 and were categorized as follows:

- 0: Compliant
- 1-15: Minor Non-Compliant
- 16-30: Significant Non-Compliant

Scoring and compliance criteria are discussed in more detail in Section 4.2.1 and in Appendix D.

2.3.2 Findings

Curb Ramps

Approximately 55% of the 1,313 existing curb ramps do not meet ADA standards (see Table 2-1 and Figure 2-7).

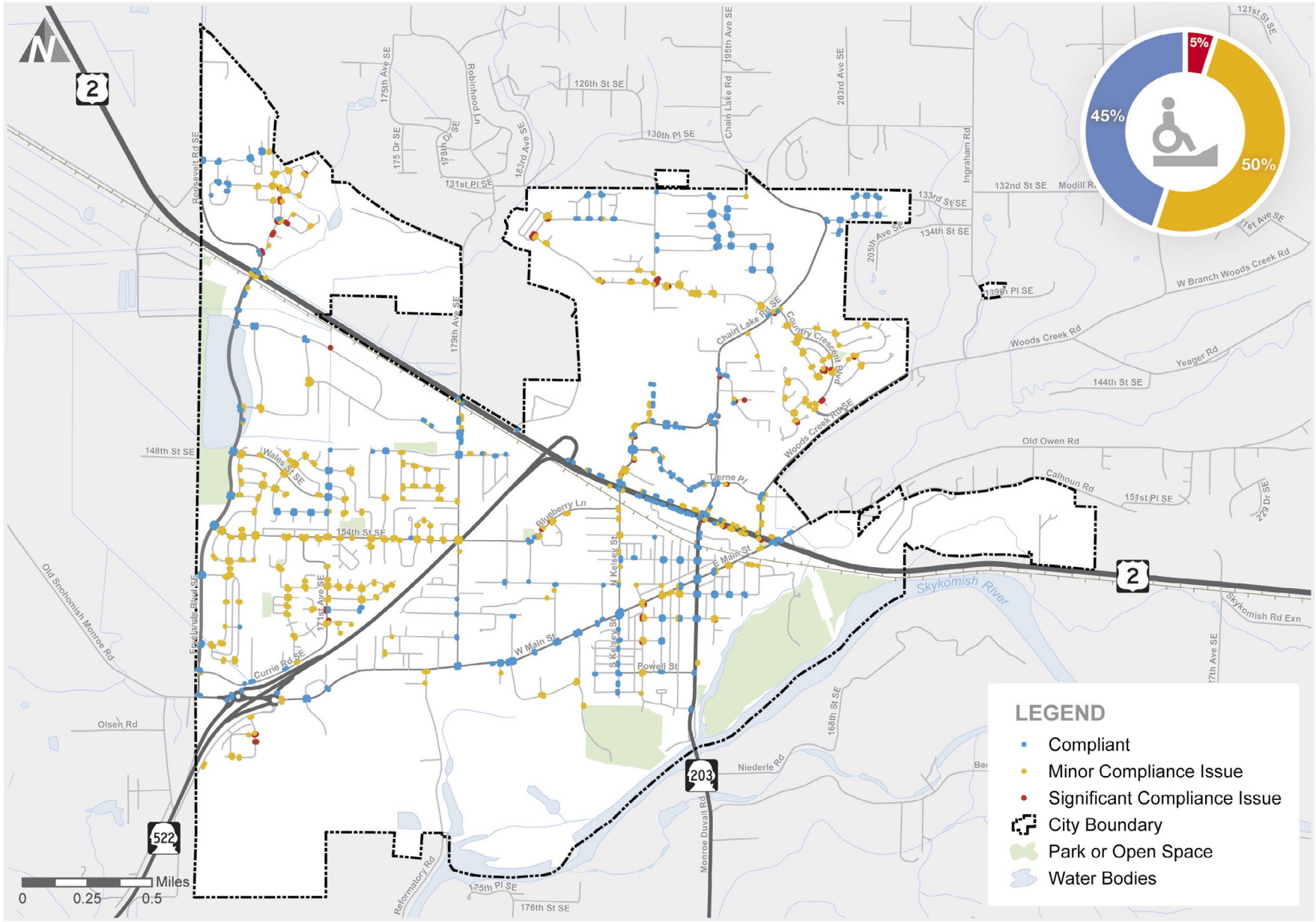
Non-compliant ramps are those that have:

- Non-compliant ramp width, e.g., the ramping area is not present or too narrow.
- Non-compliant running slope, e.g., the ramp running slope is too steep (Figure 2-8). Six curb ramps have running slopes greater than 8.3%.
- Non-compliant cross slope, e.g., the cross slope is too steep (Figure 2-9). 169 curb ramps have cross slopes greater than 2%, 66 of which have cross slopes greater than 3%.
- Several lesser non-compliant features.

Curb ramps are designed and constructed to tie into the existing roadway. As noted previously, steep or otherwise constrained locations may make it infeasible to meet ADA grade standards. When it is not feasible to remove all curb ramp barriers, ramps may be built to the maximum extent feasible (MEF) to satisfy ADA requirements. This planning level Self-Evaluation did not examine whether non-compliant ramps were built to the maximum extent feasible. See Section 5.1 for additional information regarding MEF.

Table 2-1 Existing Curb Ramp Compliance

Curb Ramp Compliance	Ramps	% of Total
Significant Non-Compliant	72	5%
Minor Non-Compliant	653	50%
Compliant	588	45%
Total	1,313	



Non-Compliant Curb Ramp

Monroe ADA Transition Plan

FIGURE **2-7**

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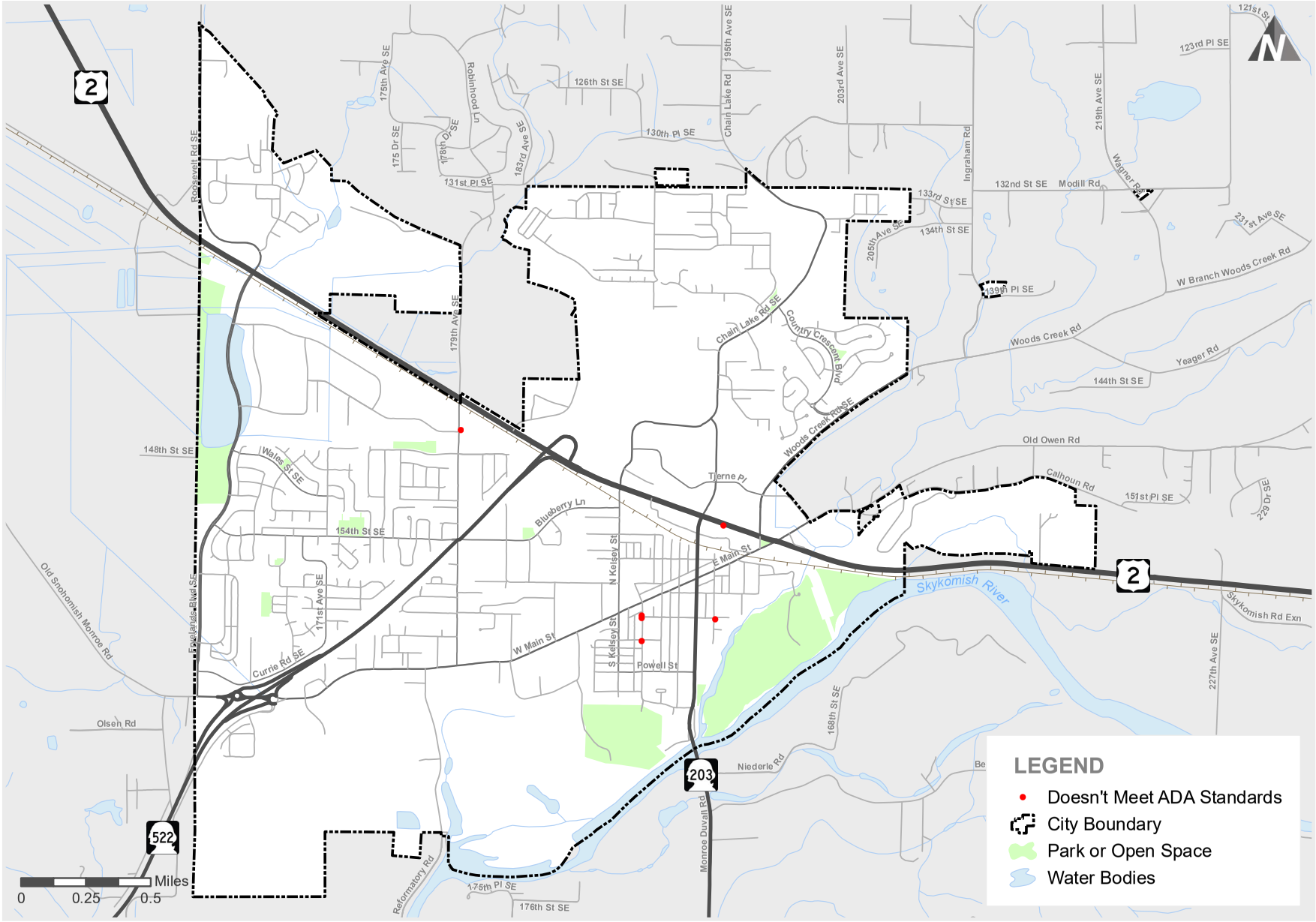

Curb Ramp Running Slope

Monroe ADA Transition Plan

FIGURE **2-8**

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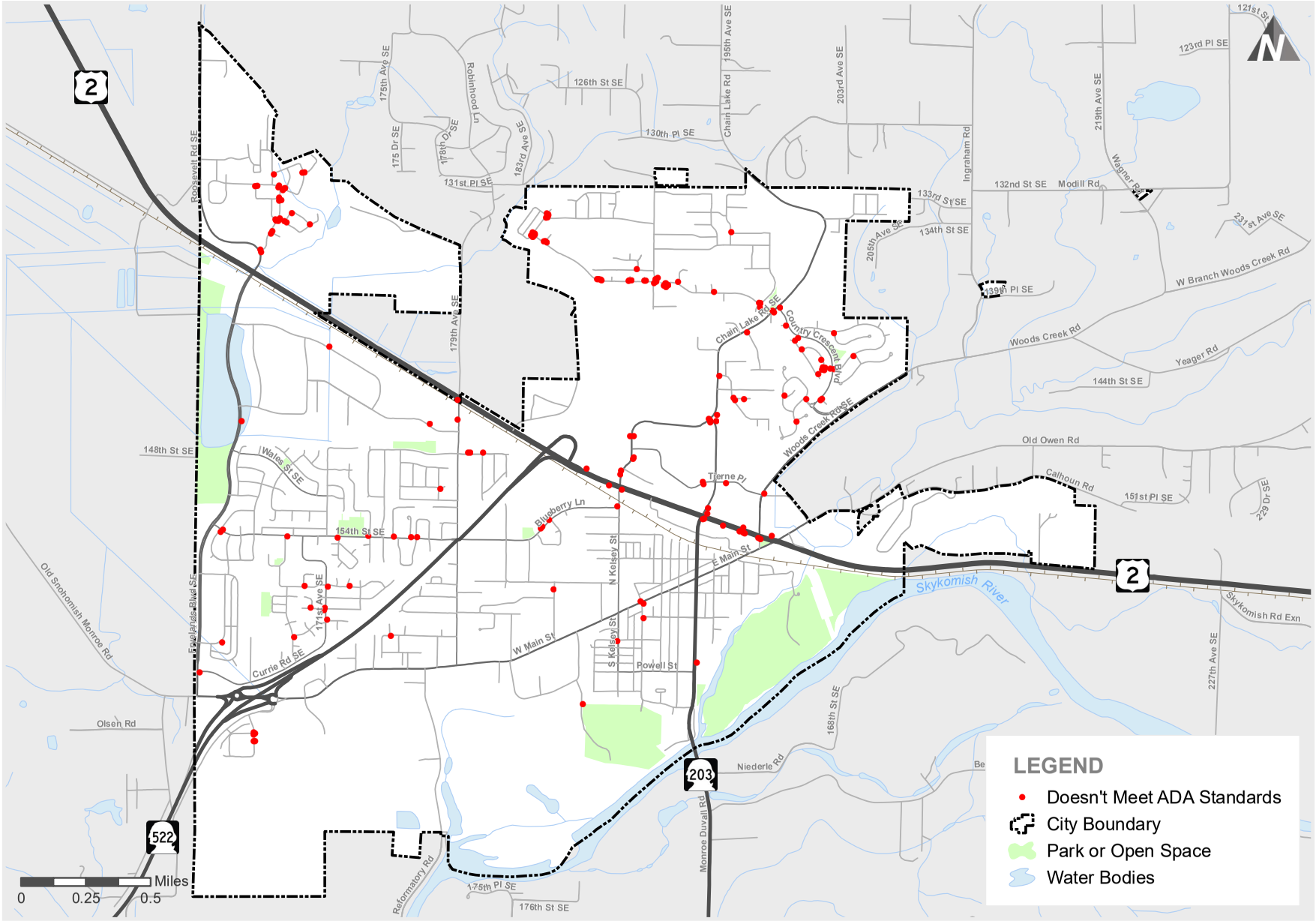

Curb Ramp Cross Slope

Monroe ADA Transition Plan

FIGURE **2-9**

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Figure 2-10 "H-style" (left) and APS-style pedestrian pushbutton (right)

Sidewalks

Table 2-2 Sidewalk Compliance

Sidewalk Compliance	Concrete		Asphalt		Total	
	Miles	% of Total	Miles	% of Total	Miles	% of Total
Significant Non-Compliant	0.3	<1%	0	0%	0.3	<1%
Minor Non-Compliant	56.7	78%	1.9	86%	58.6	78%
Compliant	15.7	22%	0.3	14%	16.0	21%
Total	72.7		2.2		74.9	

Approximately 75 miles of sidewalk were inventoried with approximately 78% not meeting ADA standards (see Table 2-2 and Figure 2-11). Over 1,100 vertical discontinuities/ uplifts were found. Grinding, patch repair, and full reconstruction are potential solutions for removing the sidewalk barriers depending on the severity of the barrier.

Figure 2-12 shows which sidewalk segments have widths less than 48 inches.

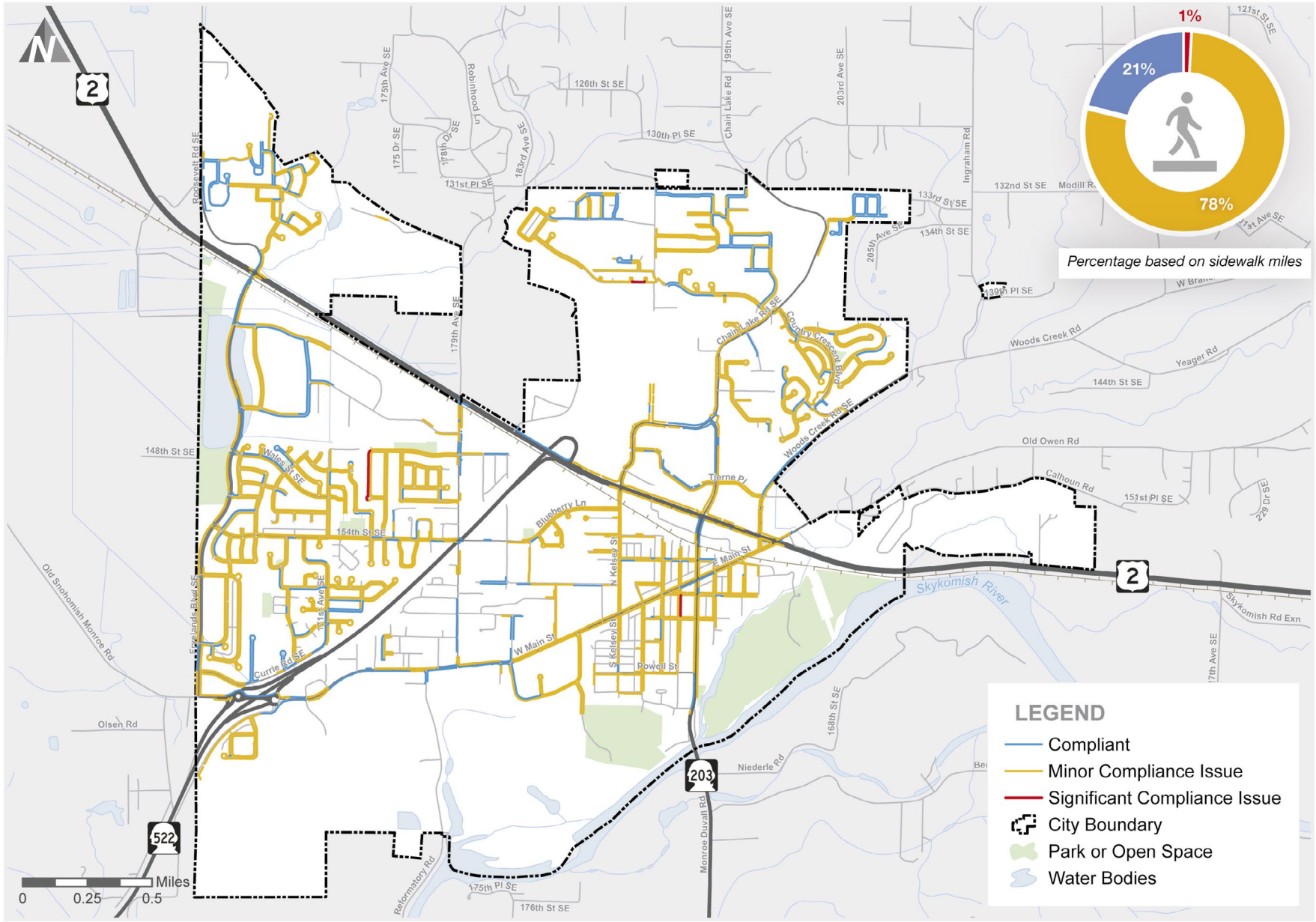
Signal Pushbuttons

Nearly all of the 54 inventoried pedestrian pushbuttons were not fully ADA compliant; only two units met all ADA requirements for measured attributes. Many existing pushbuttons do not meet current standards for location relative to intersection and spacing between buttons.

More than 40% of pedestrian pushbuttons in the city are an older "H-style" design (see Figure 2-10). This style of pushbutton can be upgraded to increase accessibility but must be fully replaced with an accessible pedestrian signal (APS)-style pushbutton to achieve full ADA compliance (see Figure 2-10).

The requirement to use APS-style pushbuttons is relatively new and lack of compliance is typically due to a crossing not being upgraded over time to reflect evolving requirements. Pushbuttons are typically upgraded to APS-style in groups rather than individually. As a result, APS-style additions and upgrades usually occur on an intersection-by-intersection basis.

Figure 2-13 demonstrates the compliance level and locations of these pushbuttons throughout the city.



Non-Compliant Sidewalk

Monroe ADA Transition Plan

FIGURE **2-10**

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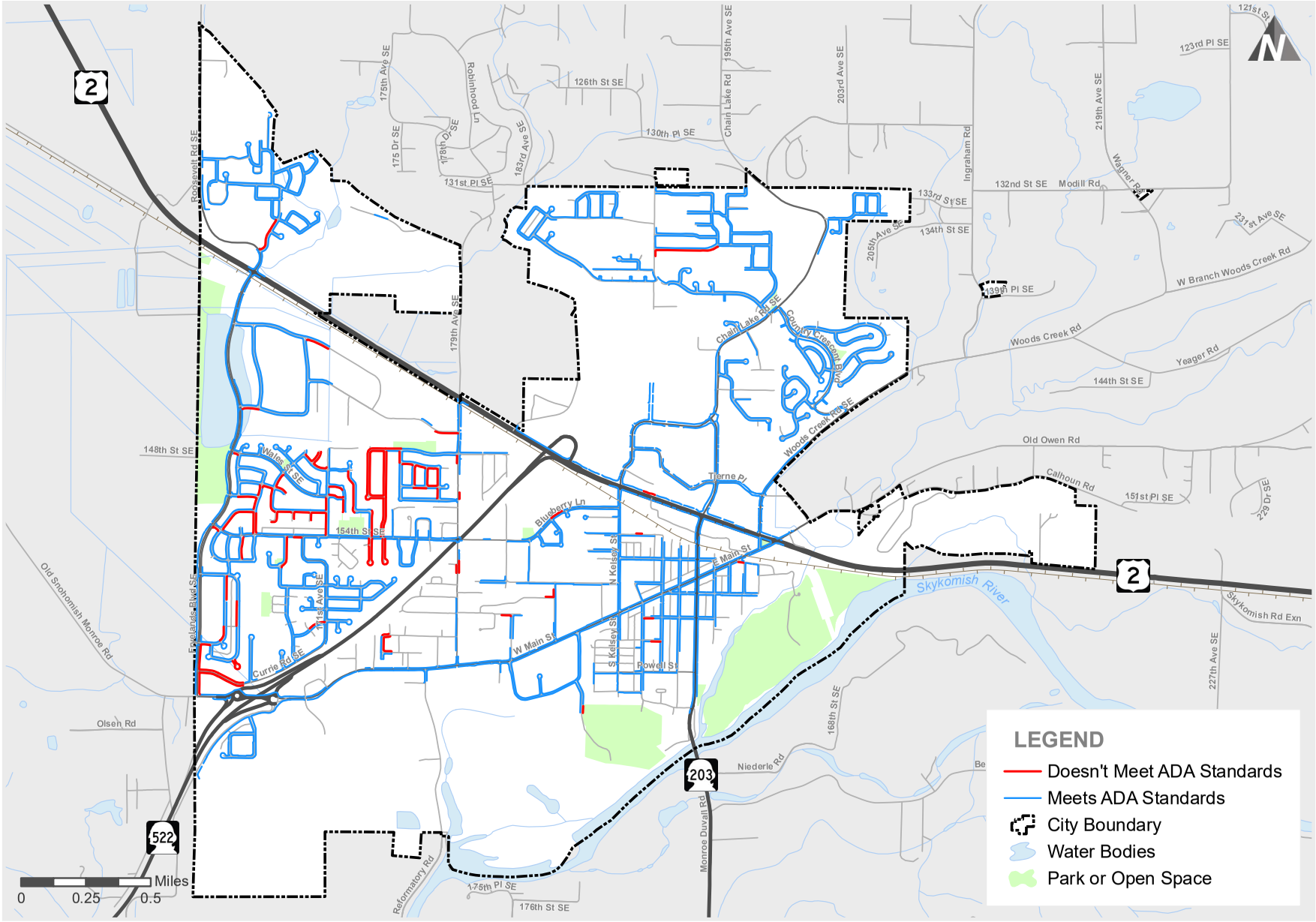

Sidewalk Width

Monroe ADA Transition Plan

FIGURE **2-11**

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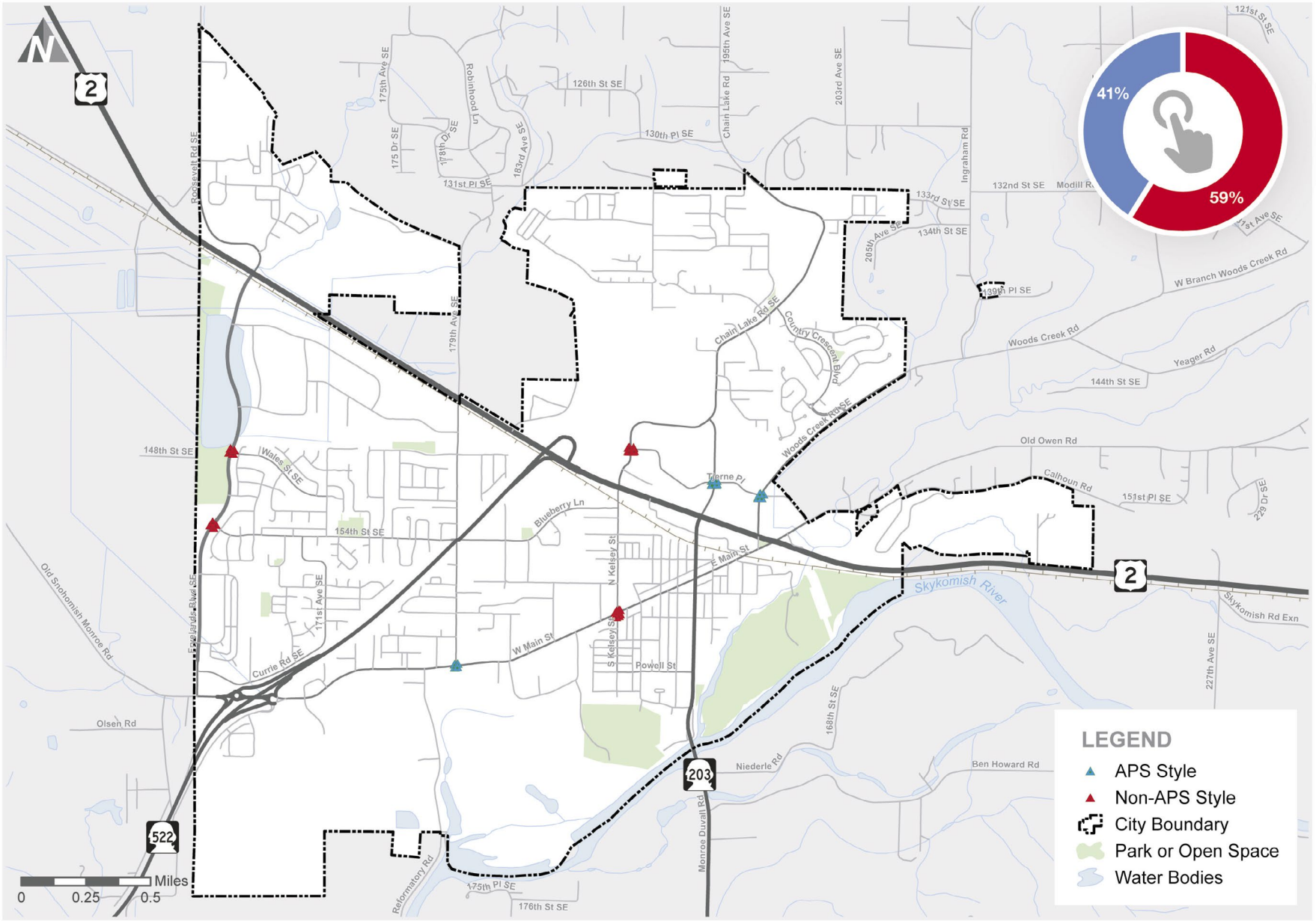

Signal Push Buttons: APS and Non-APS

Monroe ADA Transition Plan

FIGURE **2-13**

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3// Stakeholder Engagement

Public and stakeholder input is an essential element in the transition plan development and self-evaluation processes. ADA implementation regulations require public entities to provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process and development of the transition plan by submitting comments (28 CFR 35.105(b) and 28 CFR 35.150(d)(1)).

There were three primary goals for the public outreach activities prior to adopting the plan:

- Inform the public about the City's plan and processes regarding removal of barriers to accessibility within the right-of-way. Provide information to assist interested parties to understand the issues faced by the City, alternatives considered and planned actions.
- Obtain public comment to identify any errors or gaps in the proposed accessibility transition plan for the public right-of-way, specifically on prioritization and grievance processes.
- Meet Title II requirements for public comment opportunity.

3.1 Engagement Methods

To generate public involvement and capture public feedback on the ADA Transition Plan, the City used three methods: a virtual open house, engagement survey, and online reporting tool. To solicit participation in the survey, the survey was promoted on the City's website and social media channels. The City of Monroe developed a project website: https://www.monroewa.gov/947/ADA-Transition-Plan for easy online access to project information and ways to provide feedback. A full account of the public engagement findings can be found in Appendix C.

3.1.1 Online Open House and Survey

An online open house that dove into the ADA transition plan project, goals and areas of focus of the project, was made available on the City's website. Within the open house an online survey and reporting tool was provided for the public to give feedback on gaps and barriers at specific locations.

The surveyed contained 16 questions focusing on the following areas.

- Whether they have a disability or support someone with one;

- Which type of accessibility barriers they currently experience;
- How they rate the accessibility conditions of existing right-of-way facilities; and,
- What facility types they believe should be prioritized when removing accessibility barriers.

The survey was made available for public participation from June 13, 2020 to August 31, 2020. There were 15 respondents. Of all respondents, 40 percent (six respondents) indicated they have a disability that impacts the way they travel and 27 percent (four respondents) reported supporting someone with a disability. One of these respondents reported that they both have a disability and support someone with a disability.

The survey respondents identified their first and second priorities for improving pedestrian facilities within the city. The weighted rank priorities showed that the following three categories were highest priority:

- Hospitals and Medical Facilities
- Schools and Institutions
- City Parks

During the time frame allotted for the online open house, two locations were identified using the reporting tool.

4// Pedestrian Barrier Removal Methods and Schedule

Chapter 4 provides a summary of barrier removal methods and priorities to guide implementation of this plan. This chapter presents a total planning level cost estimate for the removal of existing pedestrian barriers. Finally, a schedule is presented that outlines the steps necessary to achieve compliance with current ADA standards.

4.1 Barrier Removal Methods

The City currently has a variety of barrier removal methods that are funded from sources that include road maintenance, the annual street overlay program, and an ADA Transition Plan program. Certain programs provide continual means of barrier removal while others vary based on outside influences such as permitted development and grants. The way an existing pedestrian barrier is removed is typically a function of its complexity and cost.

Less complex pedestrian barriers, such as vegetation or movable objects, can be removed through operations and maintenance programs. More complex barriers, such as those associated with ramp or sidewalk design, typically require additional engineering as part of a more costly capital construction project.

The following sections provide additional detail regarding operation and maintenance, annual street overlay program, and ADA Transition Plan program funding.

4.1.1 Capital Projects

The Capital Facilities Plan (CFP) defines projects and identifies funding for different elements of the government including the Transportation Improvement Plan (TIP). Transportation projects range from minor street widening to street extension projects. A variety of short and long-range plans, studies and individual requests help identify projects which are then included and prioritized. The City of Monroe updates its TIP annually, and forecasts projects for a six-year period in the Capital Facilities Plan, also updated annually.

Pedestrian improvements (new or replacement) are often included as a component of these projects. With this transition plan, accessibility barriers are now easier to identify and included within projects listed in the Capital Facilities Plan.

4.1.2 Operations and Maintenance

Operational and maintenance activities typically resolve less costly and less complex barriers to accessibility. A subset of the work completed by the Public Works Operations and Maintenance Division helps to remove ADA related barriers. Though maintenance investments for pedestrian facilities often do not bring sidewalks, ramps, and other pedestrian infrastructure fully up to ADA standards, these investments of staff time and resources typically result in critically important access improvements.

These activities include sidewalk panel grinding, panel replacement, and request-based curb ramp installations and repair. Operations and Maintenance investments are crucial to increasing the longevity of the existing pedestrian network.

4.1.3 Roadway Overlays and ADA Transition Plan Program

The annual street overlay program is used to maintain the current roadway system by providing street overlays, pavement rehabilitation, and curb and sidewalk repair. When a street overlay is being conducted, the curb ramps will be retrofitted to meet current standards if found to be non-compliant. The City has an additional barrier removal funding source through their ADA Transition Plan program. This program supplements efforts for upgrading the City's existing pedestrian infrastructure.

4.1.4 Traffic Signal and Utility Upgrades

The City upgrades existing traffic signals for a variety of reasons, often with the goal of reducing vehicle congestion. When these upgrades occur, the City has the opportunity to ensure that push buttons and pedestrian signals meet current accessibility standards, including button location and position, non-visual format of indicating "WALK" and "DON'T WALK" guidance using audible tones, and vibro-tactile surfaces.

4.1.5 Permitted Development

With the current funding for accessibility improvements, it will take many years to remove accessibility barriers or provide sidewalk connections between gaps. Redevelopment of properties such as construction of new housing or commercial buildings or major remodels can provide a valuable boost to barrier removal efforts. At times, private development results in street frontage improvements as a function of construction permit requirements. All such improvements are designed and built to meet City and ADA standards. This approach to barrier removal is incremental and depends on the outside influence of developers.

4.2 Barrier Removal Plan and Schedule

The ADA requires agencies to specify a schedule for taking the steps necessary to make existing facilities ADA compliant. This plan section summarizes the three-step process used to develop a barrier removal implementation plan and schedule, consistent with ADA transition plan requirements:

1. Prioritization of pedestrian barriers. Physical barriers identified through the Self-Evaluation were prioritized based on the degree to which they physically impacted accessibility and their proximity to key pedestrian destinations. Community input received through stakeholder engagement informed the prioritization process.
2. Estimation of planning level costs to remove pedestrian barriers. Unit costs were applied to the barrier inventory to generate a total planning level cost estimate to remove Self-Evaluation identified barriers. This planning level cost estimate is the total estimated 'need' for barrier removal.
3. Development of a schedule for barrier removal. An estimate of available financial

resources was generated and compared to the total estimated need to develop a schedule for barrier removal.

4.2.1 Prioritization of Pedestrian Barriers

To inform the City's future project selection and understand the impact of barrier removal programs, a prioritization system was developed and used to score each pedestrian facility. This system was informed by the Self-Evaluation data, the community engagement process, and technical expertise. It reflects both a facility's physical characteristics and its importance to pedestrian travel. Under the prioritization system, each barrier was scored independently on two factors:

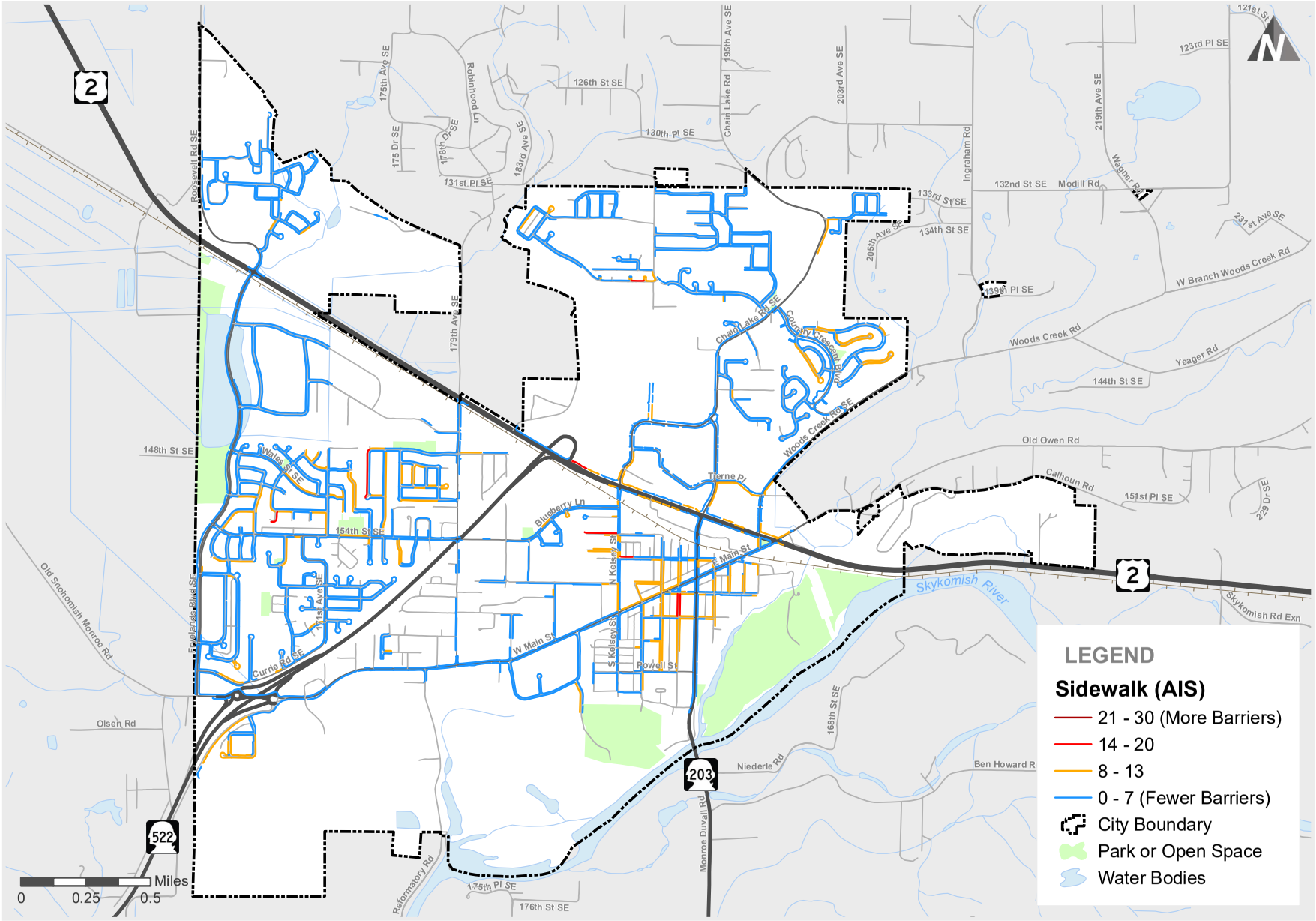
- Physical impact to accessibility
- Proximity to key pedestrian destinations, such as transit stops, hospital/ medical facilities, and schools.

The two resulting scores were added together to incorporate both factors into a single score for prioritization. Based on each facility's score, it was categorized as very high, high, medium, or low priority for barrier removal. Under this system, facilities that present greater barriers to accessibility and are located near multiple key pedestrian destinations are considered a high priority, while facilities with less significant physical barriers located farther from key pedestrian destinations are considered a low priority. Prioritization scoring factors are described below.

Physical impact to accessibility: Accessibility Index Score (AIS)

The Accessibility Index Score describes the degree to which each facility presents a physical barrier to accessibility. Criteria and weights were developed for sidewalks, curb ramps, and pedestrian pushbuttons. These criteria and weights are shown in Appendix D.

Potential scores for each facility range from 0 (compliant) to 30. Each facility's Accessibility Index Score is the sum of the individual criteria scores. Curb ramps with non-compliant ramp widths, running slopes, or cross-slopes greater than three percent were assigned the highest possible score of 30. Figures 4-1 through 4-3 show the AIS values for features throughout the city.



Accessibility Index Score Composite (Sidewalk)

Monroe ADA Transition Plan

FIGURE **4-1**

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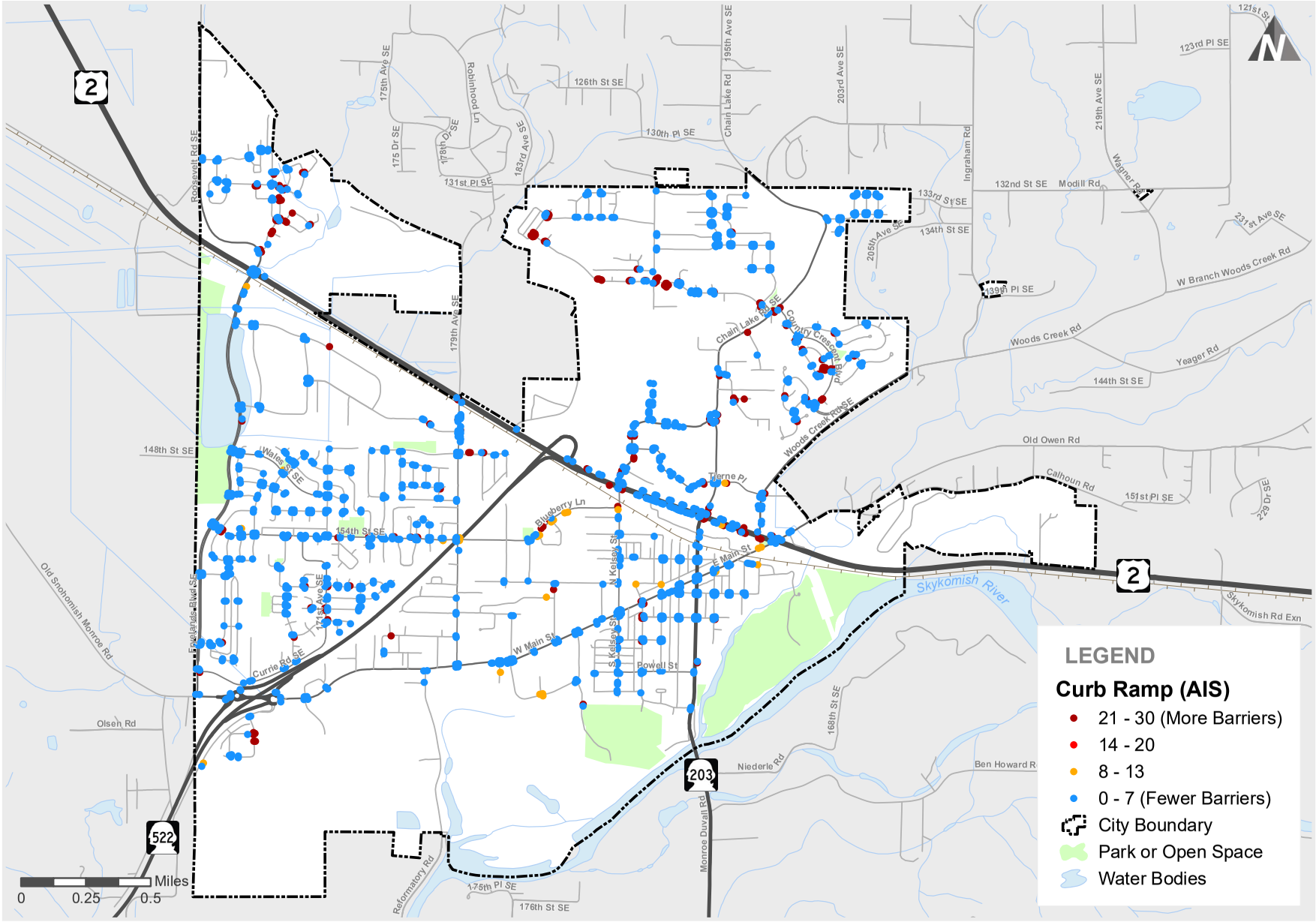

Accessibility Index Score Composite (Curb Ramp)

Monroe ADA Transition Plan

FIGURE **4-2**

transpogroup

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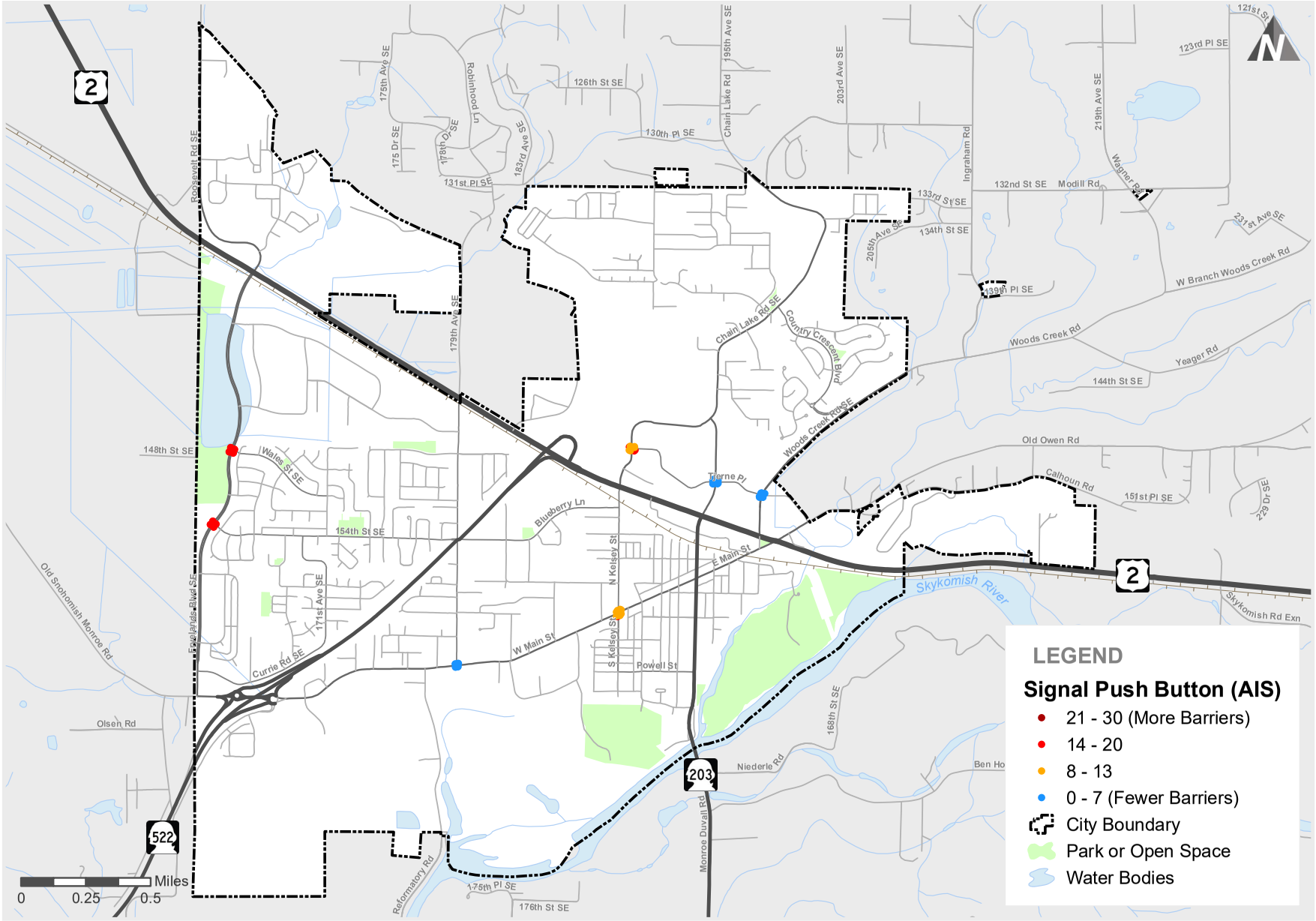

Accessibility Index Score Composite (Signal Push Button)

Monroe ADA Transition Plan

FIGURE **4-3**

transpogroup

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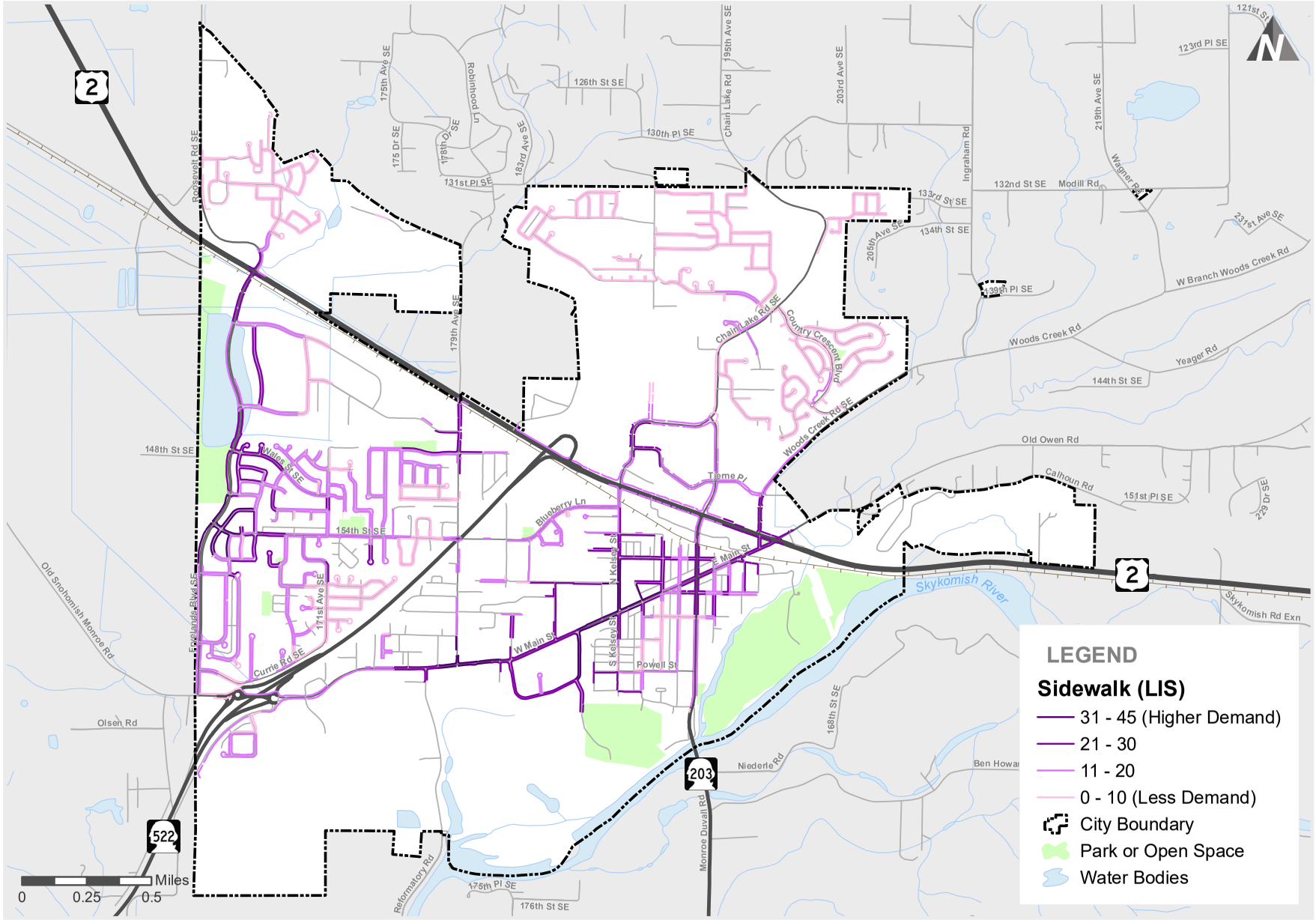
Proximity to key pedestrian destinations: Location Index Score (LIS)

The Location Index Score describes the importance of the pedestrian facility to accessing key pedestrian destinations. Each existing pedestrian facility was scored based on its proximity to schools, parks, transit facilities, signals or roundabouts, public buildings, and downtown or commercial business centers. Facilities near hospitals and medical facilities, schools and institutions, and City parks received a higher score to reflect feedback received through the public engagement survey.

Location Index Scores reflect the number of types of key pedestrian destinations within a defined radius. The full score for each type of destination is assigned if at least one facility of that type is nearby; scores do not increase if a facility is within the radius of multiple destinations of the same type. For example, a facility within one-eighth mile of two parks will receive a score of 5, while a facility within one-eighth mile of a park and a school will receive a score of 10.

Total Location Index Scores ranged from 0 to 45. Location scoring criteria and weights are shown in Appendix D. Figures 4-4 through 4-6 show the LIS values for features throughout the city.



Location Index Score Composite (Sidewalk)

Monroe ADA Transition Plan

FIGURE **4-4**

transpogroup

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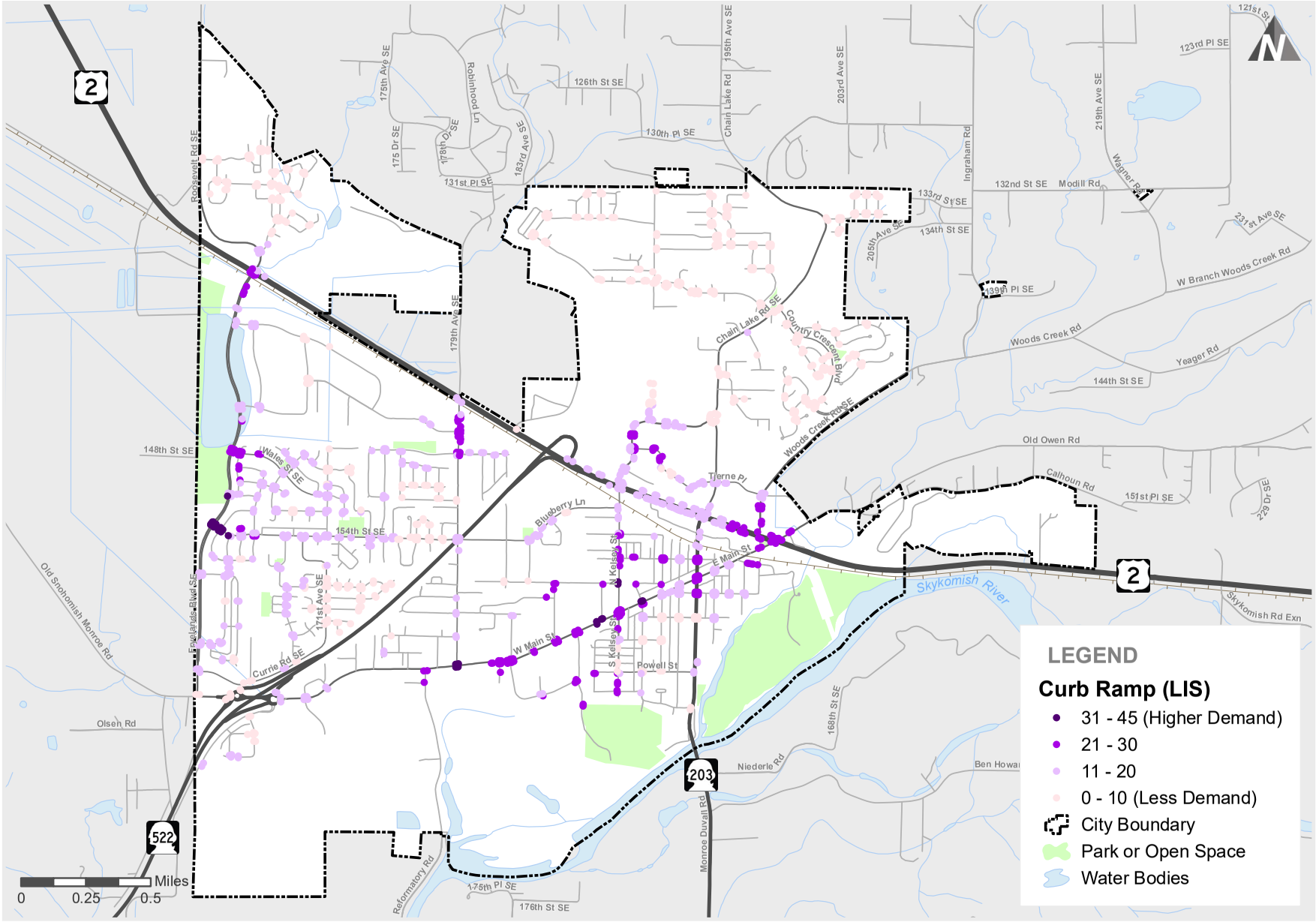

Location Index Score Composite (Curb Ramp)

Monroe ADA Transition Plan

FIGURE **4-5**

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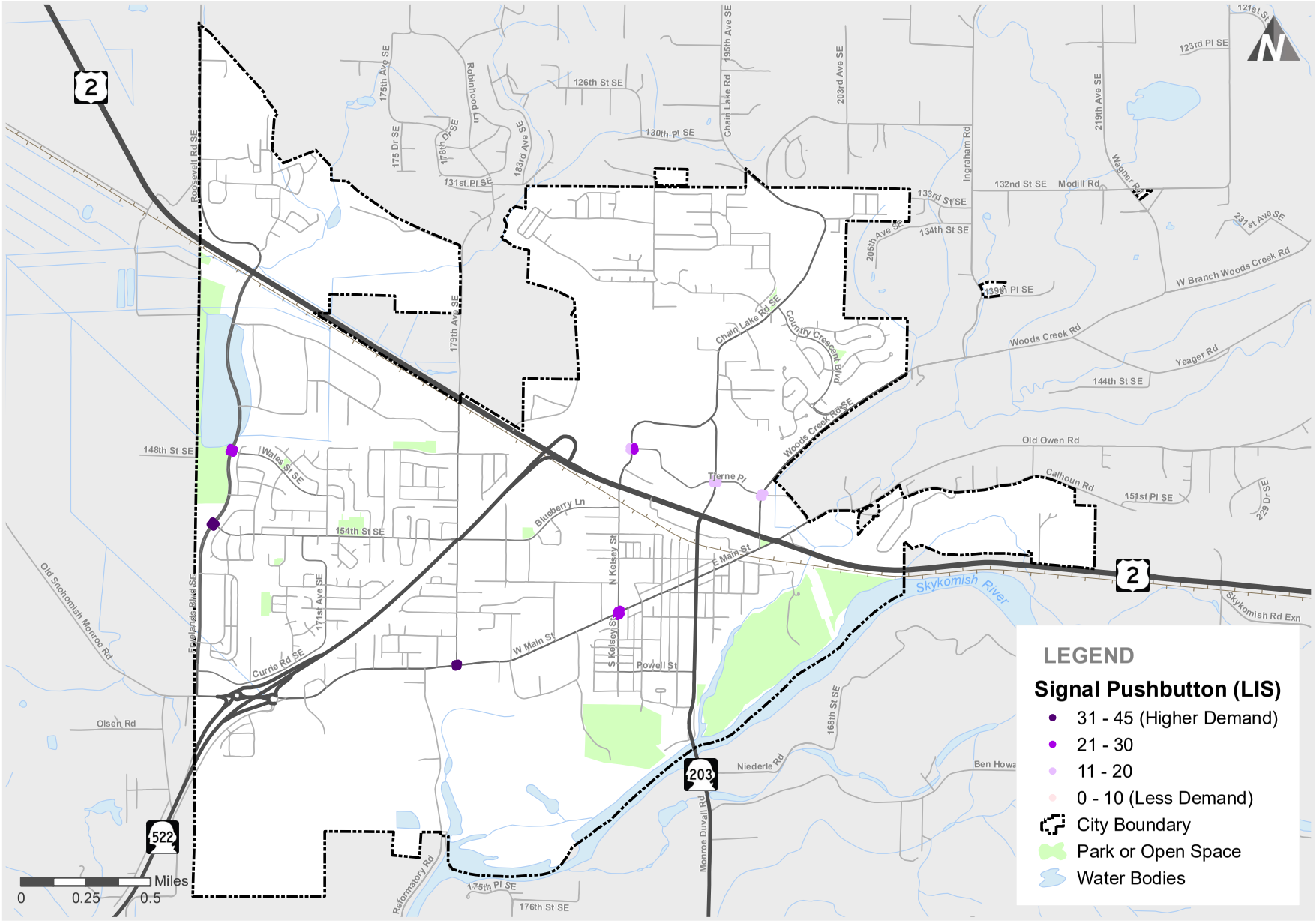

Location Index Score Composite (Signal Push Button)

Monroe ADA Transition Plan

FIGURE **4-6**

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Combined Index Score

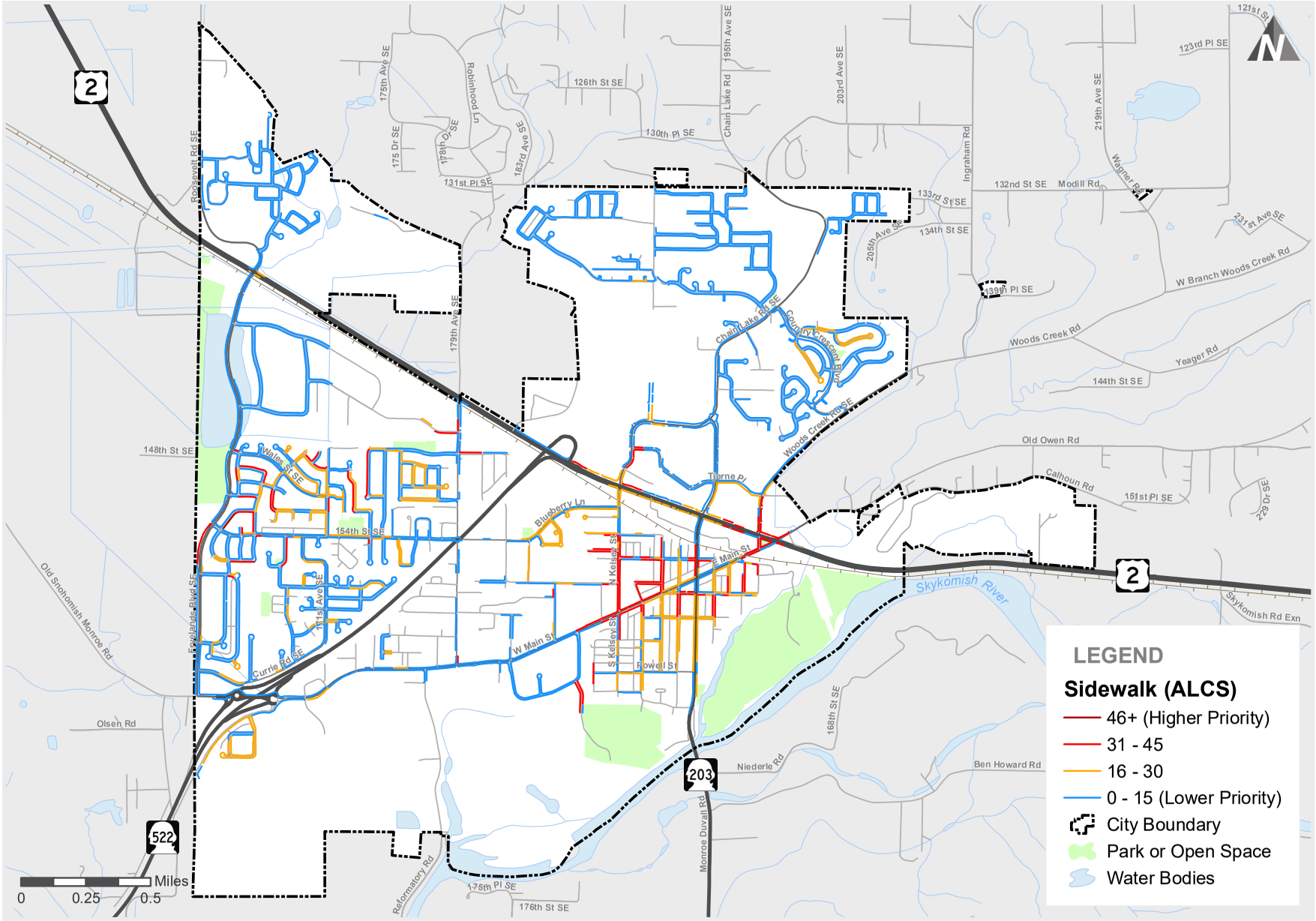
The Combined Index Score sums the Accessibility Index Score and Location Index Score to prioritize facilities with accessibility barriers in areas where pedestrians would be expected.

Scores were grouped into four categories:

- Very High: significant physical barriers in high-demand areas: 46-75 points
- High: 31-45 points
- Medium: 16-30 points
- Low: minor barriers in low-demand areas: 1-15 points

Scores reflect relative priority within each facility type; they do not indicate relative priority between facility types (ex., the importance of addressing a curb ramp barrier versus a sidewalk barrier). Figures 4-7 through 4-9 show the combined index scores for features throughout the city.

Combined index scores provide planning level context to barrier removal and overall accessibility needs within the city. As this Transition Plan is implemented, barrier removal will be guided by multiple factors, including funding availability, location of capital projects that include pedestrian elements, construction efficiency, project-level analysis, etc. Barriers of all priority levels will be removed over time. Figures 4-7 through 4-9 show the combined index scores for features throughout the city.



Accessibility (AIS) & Location (LIS) Combined Score (Sidewalk)

Monroe ADA Transition Plan

FIGURE **4-7**

transpogroup

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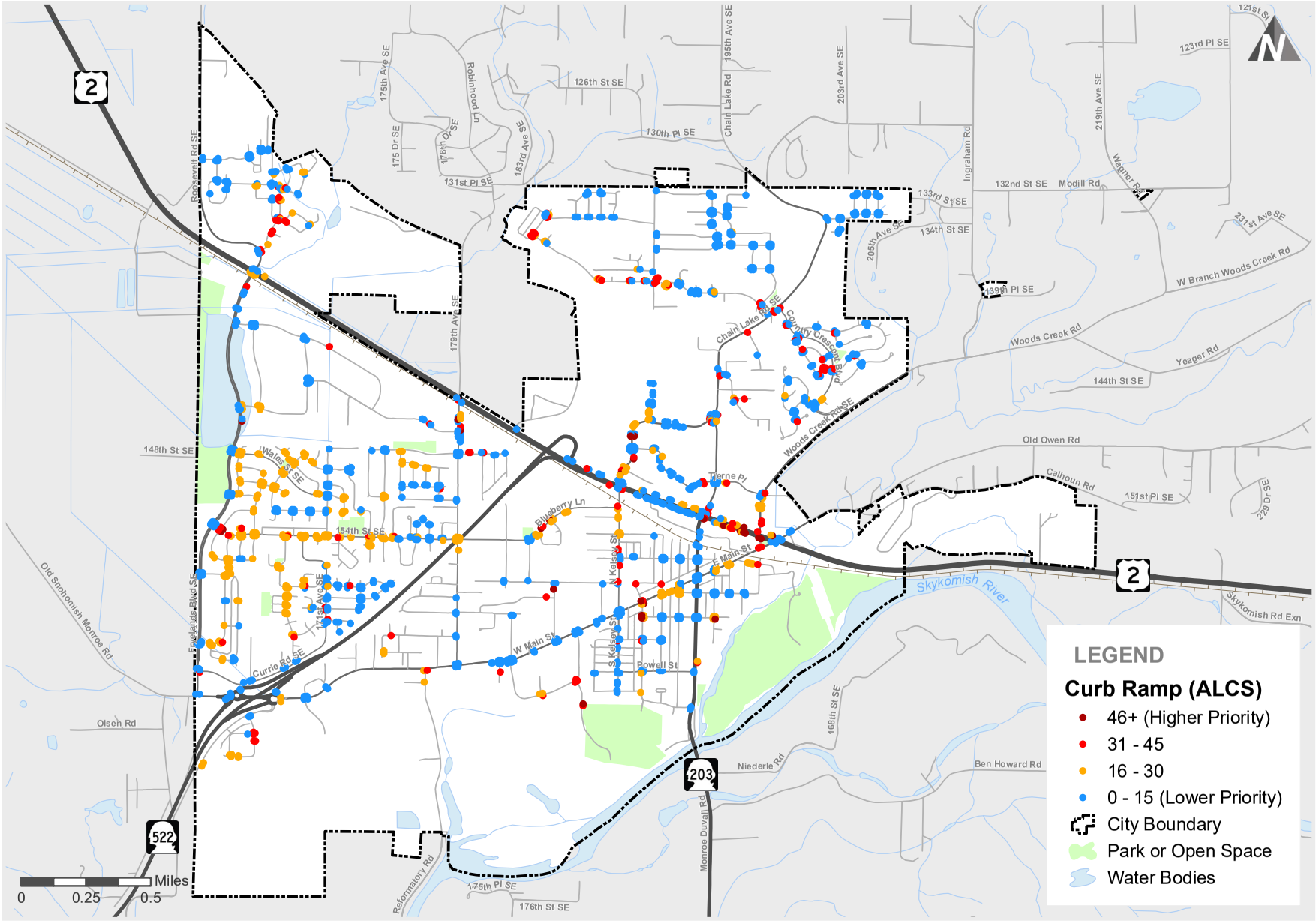

Accessibility (AIS) & Location (LIS) Combined Score (Curb Ramp)

Monroe ADA Transition Plan

FIGURE **4-8**

transpogroup

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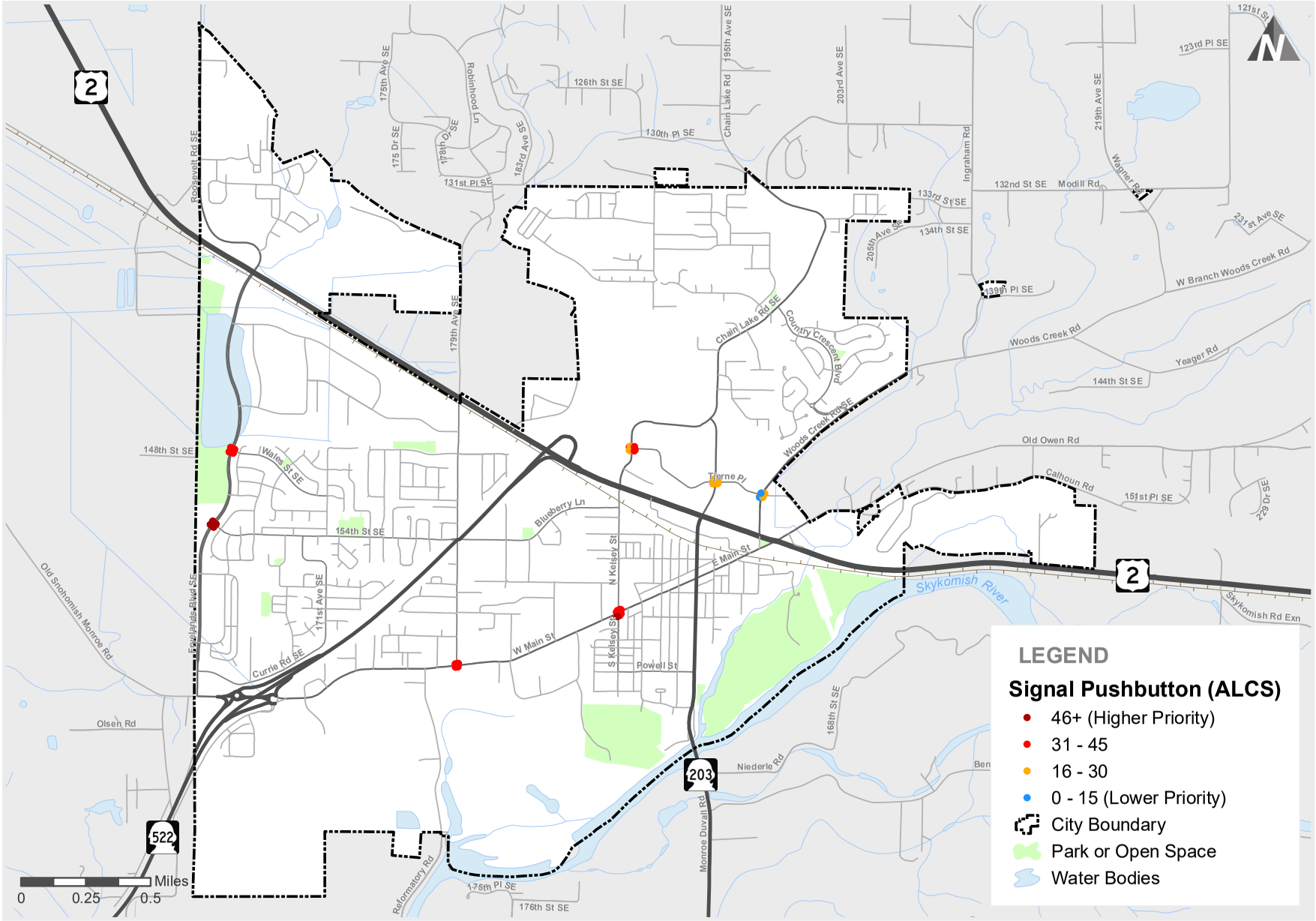

Accessibility (AIS) & Location (LIS) Combined Score (Signal Pushbutton)

Monroe ADA Transition Plan

FIGURE **4-9**

transpogroup

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4.2.2 Planning Level Cost Estimates to Remove Pedestrian Barriers

To meet the ADA transition plan requirement of demonstrating how barriers are to be removed over time, annual available financial resources were estimated and compared to the total estimated barrier removal costs.

Process

Unit costs were developed for the improvements needed to address the pedestrian barriers inventoried through the Self-Evaluation. Unit cost estimates for each barrier type were developed using recent WSDOT and other development construction bid tabulations, input from subject matter experts, and planning level cost assumptions. Unit cost estimates assumed contract-based construction, instead of use of in-house crews.

Unit cost estimates were applied to the inventoried barriers, with adjustments made to account for construction efficiencies and to avoid applying redundant improvements to the same facility. All cost estimates are in 2020 dollars. Cost estimate assumptions are detailed in Appendix G.

Barrier removal construction cost estimates account for contingency, design, right-of-way, mobilization, temporary erosion control, traffic control, and construction management. Sales tax, structural impacts to buildings, permit fees, inflation, and potential changes to accessibility standards are not assumed in the cost estimate.

This planning level cost analysis did not assess whether non-compliant pedestrian facilities had been built to the maximum extent feasible. Therefore, this cost estimate may overstate the amount of feasible improvements.

The total planning-level cost estimate, or total need, to remove all identified pedestrian barriers is approximately $9,333,000 (in 2020 dollars). Cost estimates by facility and improvement type are shown in Table 4-2. In order to estimate the approximate increase in barrier removal costs due to inflation, it was assumed a third of the barriers would be removed by 2032 and two thirds of barriers would be removed by 2042. To streamline calculations, it was assumed all spending for each third of barrier removal would occur in the first year of the ten-year interval. Table 4-1 shows the estimated funding needed at each ten-year interval using an inflation rate of 3%.

Table 4-1 Estimated Funding Needed Due to Inflation

Year	% of Remaining Barriers	Funding Needed
2020 Cost Estimate	100%	$9,333,000
2022	100%	$9,902,000
2032	66%	$8,872,000
2042	33%	$5,962,000

4.2.3 Barrier Removal Funding

A requirement of this plan is to forecast available funding that may be used to support plan implementation. This plan assumes total annual funding for barrier removal of $340,000 per year for pedestrian barrier removal. A breakdown of the annual budget resources anticipated to be available to support pedestrian barrier removal implementation follows.

- Annual Road Maintenance Program, $200,000
- ADA Transition Plan Program, $140,000

To determine these annual estimates, historical data for each program was reviewed over the past three years to identify how much funding was related to ADA barrier removal for existing facilities. See Section 4.1 for details on these programs. These improvements may address low, medium, high, and very high priority barriers based on the location of a proposed larger project or maintenance program.

4.2.4 Schedule

Based upon the Self-Evaluation, planning-level cost estimates, identified barrier removal methods, and projected budgetary resources that may be available, a barrier removal budget and schedule was developed. Due to the large investment needed to remove accessibility barriers, it is important

Table 4-2 Planning Level Cost Estimate

Ada Deficiency	Improvement Types	Quantity	Unit Cost	Total Cost
Sidewalks				
Non-compliant sidewalk	Reconstruct, grind, or patch sidewalk.			$2,884,000
			Subtotal	$2,884,000
Curb Ramps				
Non-compliant curb ramp	Remove and reconstruct existing curb ramp.	210 EA	$7,000	$1,470,000
Curb ramp without detectable warning surface (DWS) or poor condition DWS	Install/replace detectable warning surface (DWS)	515 EA	$500	$258,000
			Subtotal	$1,728,000
Pushbuttons				
Non-APS pushbutton and pushbutton is located incorrectly.	Install new APS pushbutton and new pole.	32 EA	$5,900	$189,000
APS pushbutton that has non-compliant dimensions and/or programming and located incorrectly.	Reprogram pushbutton, reorient pushbutton, and/or install tactile arrow and install new pole and relocate pushbutton.	6 EA	$3,700	$23,000
APS pushbutton located incorrectly.	Install new pole and relocate pushbutton.	10 EA	$3,500	$35,000
APS pushbutton that has non-compliant dimensions and/or programming	Reprogram pushbutton, reorient pushbutton, and/or install tactile arrow.	4 EA	$200	$1,000
			Subtotal	$248,000
			Total	$4,860,000
Contingency @ 20%				$972,000
Design @ 12%				$584,000
Mobilization @ 8%				$389,000
TESC + Traffic Control @ 12%				$584,000
Construction Management @ 20%				$972,000
Right-of-Way Acquisition @ 20%				$972,000
TOTAL 2020 DOLLARS				$9,333,000

to identify the highest priority barriers and focus resources to remove them first.

An analysis of the barrier prioritization was completed to determine how many barriers found during the self-evaluation process are classified as 'very high' and 'high', 'medium', and 'low' priority as defined in Section 4.1. Highest priority level represents a significant barrier to accessibility in areas with higher pedestrian demand. Lower priority levels represent lesser barriers to accessibility in areas with lower pedestrian demand. Although some facilities will receive low ratings, all barriers associated with them will still need to be removed and be determined to have been built to the maximum extent feasible.

A 30-year plan was developed to target removal of all barriers. The City should aim to remove the highest priority barriers first as target-able funding becomes available. This will support the goal of providing better access to the most needed programs in the shortest time frame possible.

The City should create a two to five-year barrier removal plan with a list of projects to remove specific barriers. This program should focus on the highest priority barriers as funding allows. The purpose of the repeated program is to make progress in barrier removal but also to provide a way to reassess the 30-year plan and measure incremental progress. In order to inform the two-to-five-year program, a scoping effort should occur that includes site visits for areas identified as a high priority to determine the severity of the barrier and to brainstorm possible solutions to fix the issue. When selecting projects, site conditions and improvement feasibility should be taken into account. Areas with multiple barriers within close proximity can be grouped together to achieve cost savings. As areas are identified, additional data collection should be completed in the vicinity of the proposed project and added into the facility's GIS database. The additional information will be able to provide the remaining attributes necessary to determine if a facility fully meets PROWAG requirements.

Following completion of each two to five-year plan implementation cycle, lessons learned regarding costs, methods, schedule, and outcomes shall be evaluated to inform the next two-to-five-year cycle of pedestrian barrier removal investments. If progress is slower than anticipated, additional funding may be required. If progress is faster than anticipated, a shorter timeline may be achievable. Several factors may contribute to differences between the estimated transition schedule and the actual rate and cost of implementation. Some of these factors include actual funding acquired, individual project cost, site specific design savings, additional deterioration of pedestrian facilities, and unanticipated capital projects. In addition, it may be determined that some barriers identified through this transition plan are on facilities that have been built to the maximum extent feasible as discussed in Section 5.1. Each project to remove barriers should be evaluated to determine if improvements to the facility are feasible in the engineering design phase.

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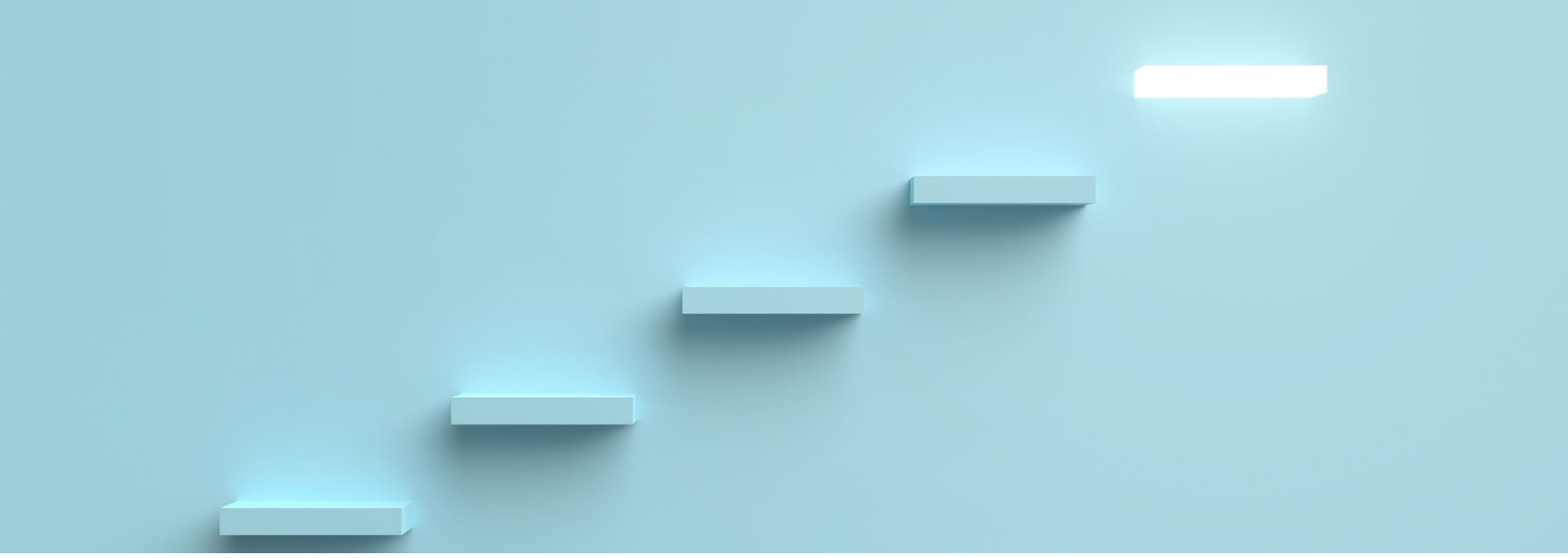


5// Recommendations and Next Steps

This chapter provides a set of recommendations intended to inform the implementation of this Transition Plan and ongoing removal of pedestrian barriers. Recommendations are not presented in priority order and represent near-term and longer-term Transition Plan implementation work plan tasks.

5.1 Recommended Actions

Recommendation 1:

Update City design standards to match ADA Standards

Status: Underway

A detailed audit of City design standards using Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way 2011 (PROWAG) was conducted to inform Chapter 2. This audit, which is included in Appendix B and recommends specific changes and additions to the City's standard plans and municipal code. Recommendations were identified for updating existing sidewalk, curb ramp, and pushbutton standards and filling in ADA guidelines for areas not covered in the City's standards and code. The City should update these documents to meet PROWAG standards.

Recommendation 2:

Identify an official responsible for Transition Plan implementation within the Public Works Department

Status: Complete

Ben Warthan has been identified as the as the City's "ADA Coordinator." This role is one of the four major federal requirements for every ADA transition plan. The ADA Coordinator is responsible for facilitating transition planning such as responding to grievance requests. In addition to Ben Warthan, the Public Works director has been identified as the person responsible for implementing this plan. They will help maintain a consistent approach to barrier removal and achieving ADA standards across capital, maintenance, and operational activities.

ADA Coordinator:
Ben Warthan

806 W Main St
Monroe, WA 98272

360-863-4523(CITY)
TTY: 360-893-4626

bwarthan@monroewa.gov

Person Responsible for Plan Implementation:

Brad Feilberg, Public Works Director
bfeilberg@monroewa.gov

Recommendation 3:

Adopt a Citywide Accessible Pedestrian Signal (APS) policy

Status: Pending

Accessible Pedestrian Signal (APS) policies serve as a means for cities to be consistent with ADA requirements at traffic signals. The APS policy covers when installation of APS devices that "communicate information about pedestrian timing in nonvisual formats such as audible tones, verbal messages, and/or vibrating surfaces" (MUTCD, 2009) is required. The recommended APS policy is included in Appendix E.

Recommendation 4:

Educate City staff, consultants, and contractors on ADA standards

Status: On-going

Transition plans are often a learning experience for City staff, consultants, and contractors alike since they change existing practices and expectations. The City should use updates to the City's design standards as an opportunity to teach and learn about accessibility and the barriers that those with limited mobility or sight experience when traveling in the City's public right-of-way. Education can take many forms from review of updated design standards with key individuals such as field inspectors and contractors, development and review of City specific design standards or checklists with City engineers, or training from groups that serve those with disabilities.

Recommendation 5:

Develop a standard grievance process for barriers to accessibility

Status: Underway

Public entities subject to Title II of the ADA are required to adopt and publish a grievance procedure as part of their transition plan. A grievance process allows community members to formally report denial of access to a City facility, program, or activity on the basis of disability.

Currently, the City has a two-step process. First a community member can ask for an accommodation through a public access request. Available on the City website, is a form to fill out and return to the human resources director to ask for an accommodation. The form has spaces to provide contact information and describe the program, service, or activity that the applicant cannot access to their disability. The second step, a Grievance, is used to report denial of access to a City facility, activity, or program. A request for accommodation should be required prior to submitting a grievance. The request for accommodation and grievance form can be found in Appendix I.

The following adjustments are recommended to the City's accommodation request and grievance process:

- Ensure a request for accommodation and grievance can be completed in-person, by telephone, by mail, or via e-mail and documented by the City of Monroe. Information on how to file this should be easily accessible.
- Ensure access requests are also provided to the ADA coordinator in addition to the human resources director.
- A standard number of days should be established by the City to respond to a request for accommodation and grievance.
- A clear process for appeal of a Grievance decision should be communicated if a denial is issued.
- Make the service request/grievance process easily navigable from the main website.

- Revise the City's website to define the service request/grievance process more clearly as a two-step process and provide clearer directions on how to follow these steps.
- Ensure that the City's website and pdf forms are accessible using common screen readers and provide alternative ways of filing this form. This could include providing a fillable web form and/or contact information to submit a service request or grievance verbally as alternatives to the existing pdf form.
- Add a self-evaluation process in the request for service stage that includes additional data collection in the area of the complaint. Use this additional data collection to supplement the existing inventory database and to better inform the response to the service request.
- Connect the reporting tool used in the public engagement effort for this plan to the request for accommodation web page.

Recommendation 6:

Develop a consistent and centralized Maximum Extent Feasible documentation database

Status: Pending

The ADA dictates that alterations that could affect the usability of a facility must be made in an accessible manner to the maximum extent feasible (MEF). ADA Standards for Accessible Design (2010) dictates that:

Each facility or part of a facility altered by, on behalf of, or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.

The City should document newly constructed or altered facilities that have been built to the maximum extent feasible rather than full ADA standards using standard template. An example template is included in Appendix F. Each project is to be evaluated to determine if improvements to the facility are feasible in the engineering design phase.

The reason for any variation from accessibility standards when it is infeasible to fully remove any barriers should be documented. To help organize MEF documentation, a central location for all MEF documentation can be established and geocoded to the facility location and ensure consistency of data for facilities designed and constructed by others. Consolidation of past MEF records into this data is also recommended.

Recommendation 7:

Develop performance measures and processes to track removal of barriers

Status: Pending

The primary purpose of an ADA transition plan is to develop a plan for removal of accessibility barriers. To show progress towards this requirement, the City should develop a process of tracking barrier removal on a year-by-year basis. It is recommended that the City actively update the GIS ADA self-evaluation database developed for this plan, tracking how and when ADA barriers are removed. This data can be used to provide two-to-five-year updates on progress and demonstrate to the public as well as federal regulators that the City is making progress to meet Title II requirements. These updates should coincide with the two-to-five-year planning efforts completed to outline future barrier removal efforts.

Recommendation 8:

Continue data collection for pedestrian features in the public right-of-way

Status: Pending

The City should continue their data collection efforts to complete their database of pedestrian facilities in the public right-of-way. Attributes that are part of the PROWAG standards but not included in the first round of collection should be added to the GIS database as well as new types of facilities not inventoried like street parking, crosswalks, and bus stops. As construction projects within the City enter into the as-built phase, pedestrian facility data should be collected and entered into the GIS Database to enhance the barrier removal tracking process.

Recommendation 9:

Review policies relating to accessibility through construction zones and update or clarify as needed

Status: Pending

Work zones must provide the same level of accessibility as permanent pedestrian facilities covered by ADA requirements. Pedestrian accessibility must be maintained in areas of street construction and maintenance. The City should review its standards and policies to ensure that temporary, alternative walking routes are available within designated construction zones.

Credit: Wikimedia Commons

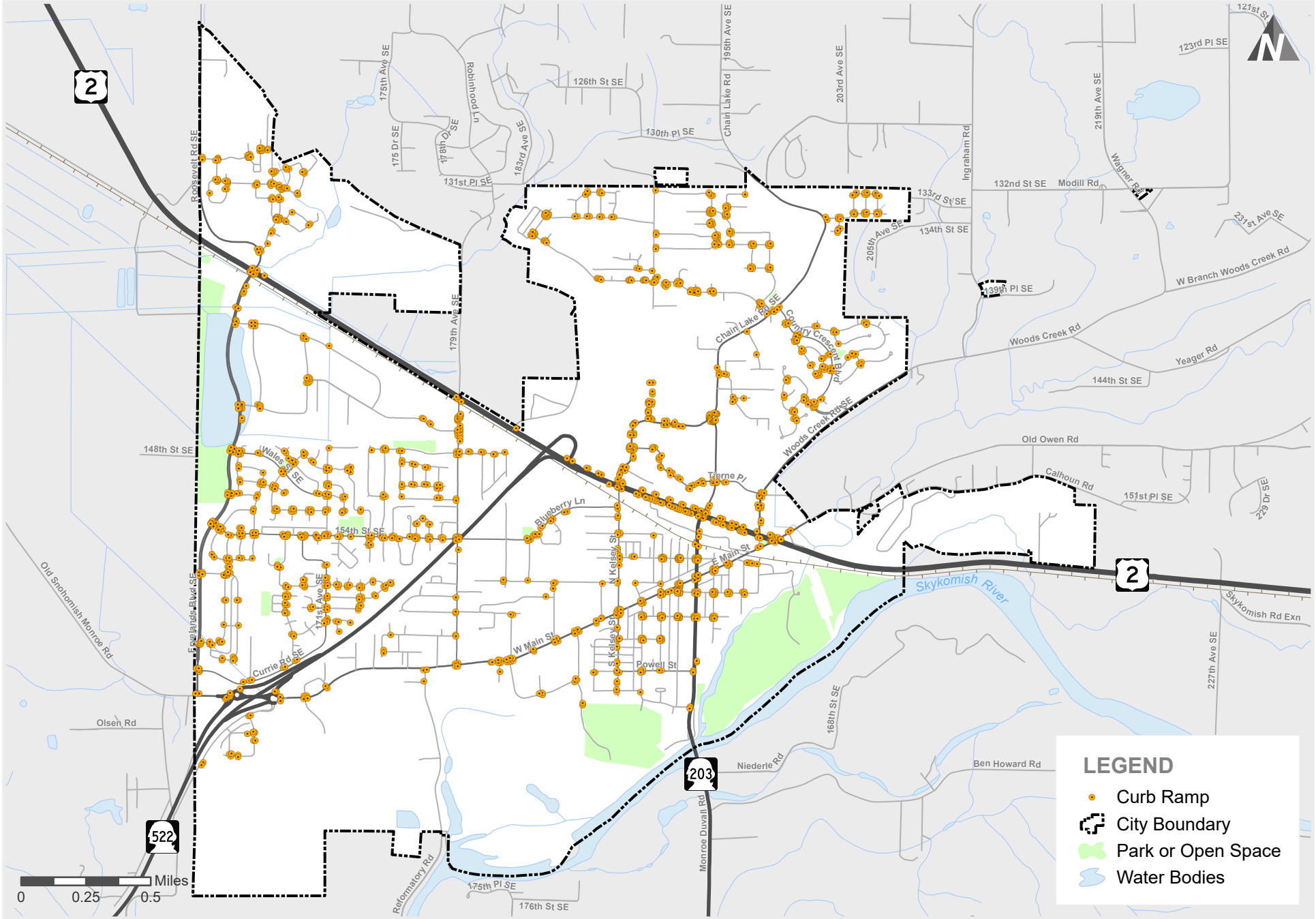
MONROE

WASHINGTON

ADA Transition Plan

Appendices

Appendix A - Existing Data Inventory



Inventory Curb Ramp

Monroe ADA Transition Plan

FIGURE **I-1**

transpogroup

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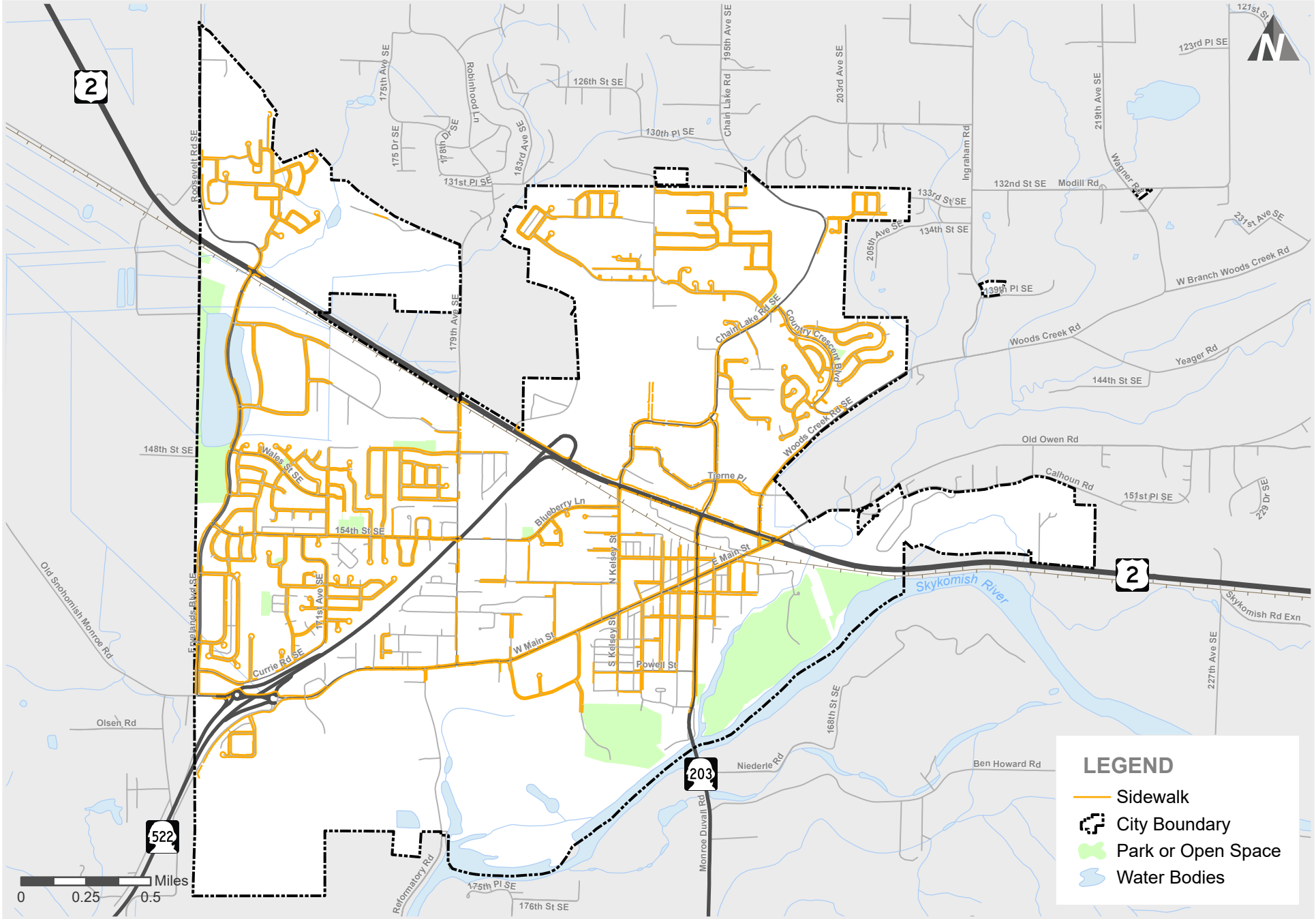

Inventory Sidewalk

Monroe ADA Transition Plan

FIGURE

I-2

transpogroup

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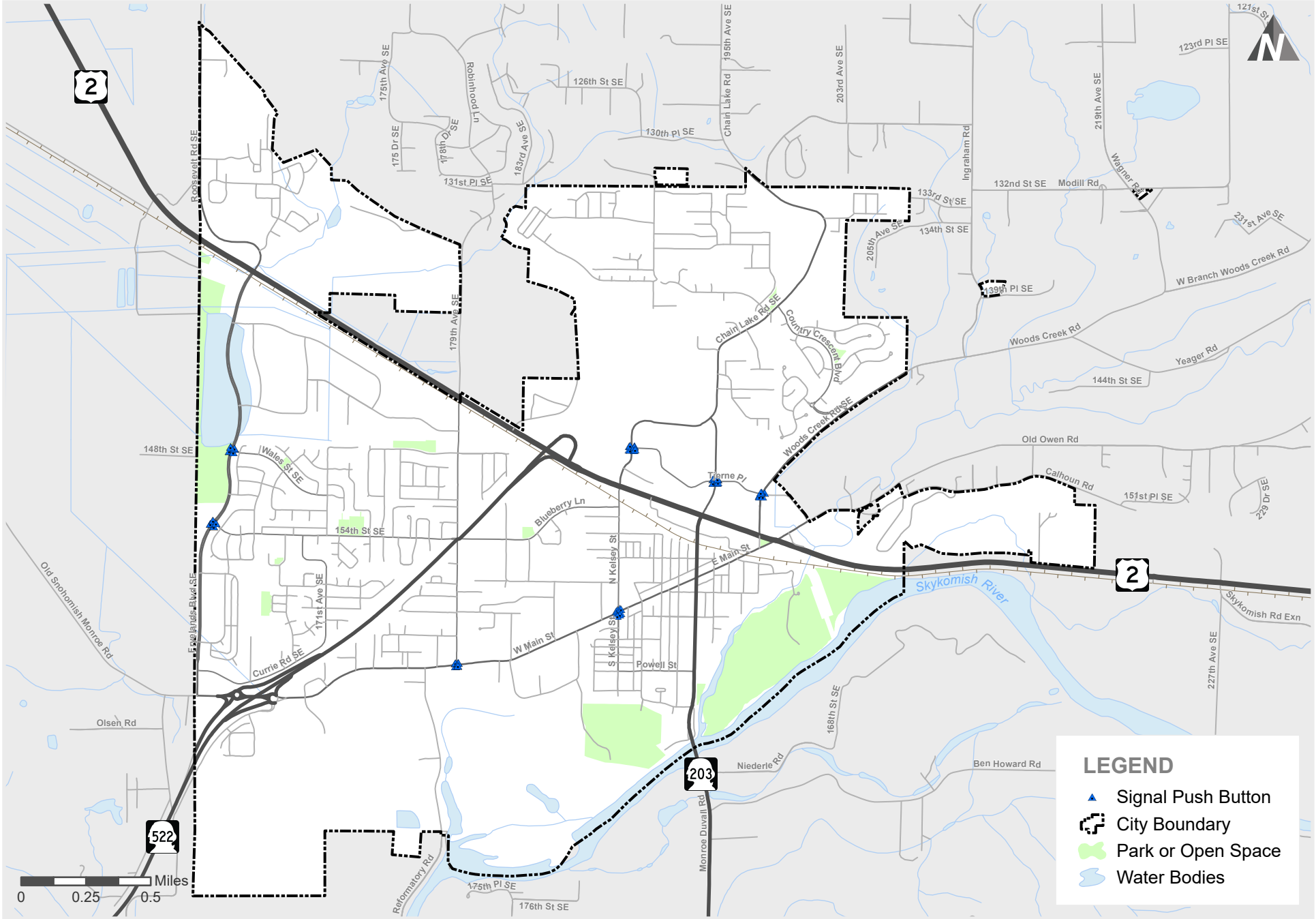

Inventory Signal Push Button

Monroe ADA Transition Plan

FIGURE

I-3

transpogroup

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Appendix B - Barrier Audit

transpogroup
WHAT TRANSPORTATION CAN BE.

TECHNICAL MEMORANDUM

Date:	September 17, 2021	**TG:**	1.19171.00
To:	Scott Peterson, City of Monroe		
From:	Patrick Lynch, AICP, Transpo Group		
cc:			
Subject:	Barrier Removal Audit – City of Monroe ADA Transition Plan		

The City of Monroe maintains approved design standards and municipal codes covering pedestrian facilities. The code and design standards are used for City funded projects as well as privately designed and constructed projects within City public right-of-way. This memorandum describes design guidelines that meet the requirements of the Americans with Disabilities Act (ADA), common accessibility design issues, and references to specific design guidelines. The audit of the City's street design standards as they relate to pedestrian features within the public right-of-way include the City of Monroe Standard Plans (COM Std Plans) dated January 1, 2020 and Municipal Code (COM MC). The City's Comprehensive Plan was also inventoried for pedestrian and ADA related policies.

Design Guidelines

There are several key design measurements that ADA design guidelines address. These measures are used because they are important to the accessibility and safety of the facility. When pedestrian facility designs cannot be constructed to full design requirements, they should be built to conform to the maximum extent feasible. When this arises, the City should identify the location this occurs, provide justification, and document for future reference.

Several guidelines and references are available to assist the City of Monroe in adhering to accessible design standards based on the needs for various projects. There are many opportunities to improve pedestrian conditions by identifying areas of need and establishing the appropriate accessibility design requirements.

2010 ADA Standards for Accessible Design (ADAS) (September 2010)

The Department of Justice published revised regulations for Titles II and III of the Americans with Disabilities Act of 1990 "ADA" in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design "2010 Standards". The 2010 Standards set minimum requirements – both scoping and technical — for newly designed and constructed or altered State and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities.

Proposed Guidelines for Pedestrian Facilities in the Public Right-of Way (PROWAG) (November 2011)

The United States Access Board is the rule making body that guides ADA compliance across the US. Since the late 2000's the US Access Board has been in the process of updating its Guidelines for Pedestrian Facilities in the Public Rights-of-Way. These draft guidelines focus on accessibility of sidewalks, curb ramps and in the soon to be released versions address shared-use trails. The draft guidelines cover legislative background, administration requirements, and design requirements.

Many public entities currently use the 2005 draft PROWAG as 'best practice' for features within the public right-of-ways. This practice has been endorsed by the Federal Highway Administration (FHWA), the US Access Board, and is the standard the Washington Department of Transportation adheres to. The City's standards and codes were evaluated against 2011 PROWAG as this is the latest guideline developed by the Access Board. PROWAG sections referenced in this memo refer to 2011 PROWAG sections. When these standards conflicted with the 2010 ADA, the PROWAG standard is recommended.

Design Requirements

Though the City of Monroe has standards in place it is important for the standards to be consistent and compliant with the above standards. To that end, this memo will provide recommendations to improve and clarify the existing city documents. Recommended actions are included where necessary to meet ADA design standards and best practice. The tables below describe requirements for specific design elements, how they are addressed in City standards, and recommendations for modifications.

Sidewalks and Pathways

Sidewalks are mentioned in the standard plans. These standards cover desired dimensions and materials to be used for construction of these facilities. Sidewalks are a common element found in a pedestrian access route (PAR).

Design Element	Requirement	Review	Recommendations
Pedestrian Access Route (PAR) and Pedestrian Circulation Path (PCP)	Various	PAR and PCP not mentioned and not defined in COM Standards.	Refer to WSDOT Design Manual Chapter 1510 for PAR and PCP definition in COM MC. Adopt WSDOT ADA Standards.
Sidewalk Width	Minimum clear width of PAR is 4 ft excluding the curb; however, on PAR less than 5 ft wide, passing space of 5 ft by 5 ft is required every 200 ft minimum (PROWAG R302.3 and R302.4) Clear width of walking surfaces shall be 36 inches minimum. The clear width shall be permitted to be reduced to 32 inches minimum for a length of 24 inches maximum provided that reduced width segments are separated by segments that are 48 inches long minimum and 36 inches wide minimum. Additional space is required at turns (ADAS 403.5.1).	5 ft minimum sidewalk width adjacent to planting strip or curb (COM Std Plans 301, 309). 5.5 ft minimum sidewalk width adjacent to private roadway (COM Std Plan 302).	Add note to COM Std Plans 301, 302, and 309 to define minimum clear width along sidewalk. Note can directly quote ADAS 403.5.1 Add minimum sidewalk width requirement to COM Std Plan 304.
Sidewalk Running Slope	Where the PAR is contained within a street or highway right-of-way, its grade shall not exceed the general grade established for the adjacent street or highway. When the PAR is not contained within the street or highway right-of-way, the grade of shall not exceed 5 percent (PROWAG R302.5). The running slope of walking surfaces shall not be steeper than 1:20 (ADAS 403.3).	Sidewalk running slope not mentioned directly in COM Standards. Roadway grade is mentioned in Std Plan 300, maximum allowable grade varies by road type with allowance for grade to be steeper with approval.	Consider adjusting the requirements to a maximum running slope of 12:1(8.33%) where sidewalks are required. Refer to WSDOT Design Manual Chapter 1510 for additional run slope requirements in COM MC.
Sidewalk Cross Slope	The cross slope of a PAR shall be 2 percent maximum (PROWAG R302.6). The cross slope of walking surfaces shall not be steeper than 1:48 (ADAS 403.3).	Sidewalk cross slopes shown as 1.5% minimum, and 2.0% maximum on sidewalk sections (COM Std Plans 310-312).	Consider reducing maximum allowable cross slope to 1.5% to allow for construction tolerances.
Protruding Objects	Objects with leading edges more than 2.25 ft and not more than 6.7 ft above the finish surface shall protrude 4 in maximum horizontally into the pedestrian circulation path	Bottom of signs shall be mounted at 7 feet minimum (COM Std Plan 324).	Refer to WSDOT Design Manual Chapter 1510 for Protruding Object requirements in COM MC.

	(PCP) (PROWAG R402.2 & ADAS 307.2). Objects mounted on free-standing posts or pylons more than 2.25 ft and not more than 6.7 ft above the finish surface shall overhang pedestrian circulation paths 4 in maximum measured horizontally from the post or pylon base. The base dimension shall be 2.5 in thick minimum. Where objects are mounted between posts or pylons and the clear distance between the posts or pylons is greater than 1.0 ft, the lowest edge of the object shall be 2.25 ft maximum or 6.7 ft minimum above the finish surface (PROWAG R402.3). Free-standing objects mounted on posts or pylons shall overhang circulation paths 12 inches maximum when located 27 inches minimum and 80 inches maximum above the finish floor or ground. Where a sign or other obstruction is mounted between posts or pylons and the clear distance between the posts or pylons is greater than 12 inches, the lowest edge of such sign or obstruction shall be 27 inches maximum or 80 inches minimum above the finish floor or ground (ADAS 307.3).		
Surface Discontinuities	Vertical surface discontinuities shall not exceed 0.5 in maximum. Vertical discontinuities between 0.25 in and 0.5 in maximum shall be beveled not steeper than 50 percent (PROWAG R302.7.2) Horizontal openings shall not permit passage of a sphere more than 0.5 in in diameter. Elongated openings in grates shall be placed so that the long dimension is perpendicular to the dominate travel direction (PROWAG R302.7.3). Vertical. Changes in level of 1/4 inch high maximum shall be permitted to be vertical. Changes in level between 1/4 inch high minimum and 1/2 inch high maximum shall be beveled with a slope not steeper than 1:2 (ADAS 302.2 & 302.3).	Expansion joints shall be filled with 3/8” x 2” premolded joint material (COM Std Plan 309). 4” depth expansion joint with 3/8” thickness required for concrete driveway type II (COM Std Plan 311). 4” depth expansion joint with ½” thickness required for concrete driveway type III (COM Std Plan 312). 2” depth expansions shall border all joints (COM Std Plans 313 and 314).	Refer to WSDOT Design Manual Chapter 1510 for additional surface discontinuity requirements in COM MC. Add maximum ½” width requirement for expansion joint for curb ramps.

Crossings

Crosswalks are part of the PAR at intersections, midblock crossings, and pedestrian refuge islands. These are important connections across streets to enable pedestrians travelling from one side to the other.

Design Element	Requirement	Review	Recommendations
Crosswalk Running Slope	The running slope shall be 5 percent maximum, measured parallel to the direction of pedestrian travel in the crossing (PROWAG R302.5.1).	Not mentioned.	Refer to WSDOT Design Manual Chapter 1510 for crosswalk standards in COM MC.
Crosswalk Cross Slope	Crosswalk cross slope at crossings without yield or stop control shall be 5 percent maximum (PROWAG R302.6.1). Crosswalk cross slope at yield or stop control crossings shall be 2 percent maximum (PROWAG Advisory R302.6.1). Crosswalks cross slope at midblock crossings shall be permitted to equal the street or highway grade (PROWAG R302.6.2).	Not mentioned.	Refer to WSDOT Design Manual Chapter 1510 for crosswalk standards in COM MC.
Refuge Islands	Detectable warning surfaces at cut-through islands shall be located at placed at the edges of the pedestrian island and separated by a 2.0 ft minimum length of surface between detectable warning surfaces (PROWAG R305.2.4). The clear width of a PAR with median and pedestrian refuge islands shall be 5.0 ft minimum (PROWAG R302.3.1).	Not mentioned.	Refer to WSDOT Design Manual Chapter 1510 for refuge island standards in COM MC.

Curb Ramps

Curb ramps are the immediate junctions between the sidewalk and street crosswalk. Perpendicular and diagonal curb ramps have a running slope that cuts through the curb at right angles, while parallel curb ramps have a running slope that is in-line with the sidewalk. Combination ramps include elements of both parallel and perpendicular curb ramps.

Design Element	Requirement	Review	Recommendations
Ramp Width	The clear width of curb ramp runs and blended transitions, excluding flares, shall be 4.0 ft minimum (PROWAG R304.5.1). The clear width of a ramp run shall be 36 inches minimum (ADAS 405.5).	Curb ramp run width shown as 6ft minimum for curb ramps excluding curb (COM Std Plan 313-314).	N/A

Design Element	Requirement	Review	Recommendations
Running Slope	The running slope shall be 5 percent minimum and 8.3 percent maximum but shall not require the ramp length to exceed 15.0 ft (PROWAG R304.2.2). The running slope of blended transitions shall be 5 percent maximum (PROWAG R304.4.1). Ramp runs shall have a running slope not steeper than 1:12. In existing sites, buildings, and facilities, ramps shall be permitted to have running slopes steeper than 1:12 complying with Table 405.2 where such slopes are necessary due to space limitations (ADAS 405.2).	Curb ramp running slope is shown as 7.0% maximum (COM Std Plan 313-314)	Add note to COM Std Plans 313-314 that states “Curb ramp running slope shall not require the ramp length to exceed 15 feet. When applying the 15-foot max. length, the running slope of the curb ramp is allowed to exceed 8.3%. Use a single constant slope from the bottom of ramp to top of ramp.” Document the use of 15-foot max length as means for meeting standards to the Maximum Extent Feasible. Add note to COM Std Plans 313-314 that shows 5% minimum running slope
Cross Slope	The cross slope shall be 2 percent maximum. At pedestrian street crossing without yield or stop control and at midblock pedestrian street crossings, the cross slope shall be permitted to equal the street or highway grade (PROWAG R304.5.3). Cross slope of ramp runs shall not be steeper than 1:48 (ADAS 405.3).	Not mentioned.	Add curb ramp cross slope of 1.5% standard and 2.0% maximum to ramp runs on COM Std Plans 313-314.
Flared Sides	Flared sides with a slope of 10 percent maximum, measured parallel to the curb line, shall be provided where a pedestrian circulation path crosses the curb ramp (PROWAG R304.2.3). Curb ramp flares shall not be steeper than 10 percent (ADAS 406.3).	Flare slope is shown as 7.0% maximum (COM Std Plan 313).	N/A
Direction	Perpendicular curb ramps shall have a running slope that cuts through or is built up to the curb at right angles or meets the gutter grade break at right angles. Parallel curb ramps shall have a running slope that is in-line with the direction of sidewalk travel (PROWAG Advisory R304.1).	Perpendicular curb ramp figures labeled correctly for the type of curb ramps shown (COM Std Plan 313-314). Parallel ramp details not COM Standard Plans.	Add standard plan for parallel ramp or refer to WSDOT Design Manual Chapter 1510 for parallel ramps standards in COM MC.
Counter Slope	The counter slope of the gutter or street at the foot of curb ramp run, blended transitions, and turning space shall be 5 percent maximum (PROWAG R304.5.4). Counter slopes of adjoining gutters and road surfaces immediately adjacent to the curb ramp shall not be steeper than 5%. The adjacent surfaces at transitions at curb ramps to walks, gutters, and streets shall be at the same level (ADAS 406.2).	Not mentioned.	Add note to COM Standard Plans 313-314 to indicate the maximum counter slope of 5%.

Design Element	Requirement	Review	Recommendations
Grade Breaks	Grade breaks at the top and bottom of curb ramps shall be perpendicular to the direction of ramp run. Grade breaks shall not be permitted on the surface of ramp runs and turning spaces. Surface slopes that meet at grade breaks shall be flush (PROWAG R304.5.2). Changes in level other than the running slope and cross slope are not permitted on ramp runs (ADAS 405.4).	Not mentioned.	Add the following note "Grade breaks shall be flush and perpendicular to the direction of travel at the top and bottom of ramp runs. Grade breaks shall not be permitted on the surface of ramp runs and landings" (COM Std Plans 313-314).
Turning Space/Landing Size	For perpendicular curb ramps, a turning space 4.0ft by 4.0ft minimum shall be provided at the top of the curb ramp. If the turning space is constrained at the back of sidewalk, the turning space shall be 4.0ft by 5.0ft minimum. The 5.0ft dimension shall be provided in the direction of the ramp run. (PROWAG R304.2.1). For parallel curb ramps, a turning space 4.0ft by 4.0ft minimum shall be provided at the bottom of the curb ramp. If the turning space is constrained on 2 or more sides, the turning space shall be 4.0ft by 5.0ft minimum. The 5.0ft dimension shall be provided in the direction of the pedestrian crossings. (PROWAG R304.3.1). The landing clear length shall be 36 inches minimum. The landing clear width shall be at least as wide as the curb ramp, excluding flared sides, leading to the landing (ADAS 406.4).	Landing width required to be 6ft minimum. Landing length requirements very, Std Plan 315 requires 4ft minimum and Std Plans 313 and 314, require 5ft minimum for perpendicular curb ramps (COM Std Plans 313-315).	Add landing dimensions for when a landing is constrained as shown in the landing PROWAG requirements. Perpendicular Curb Ramps: If the turning space is constrained at the back of sidewalk, the turning space shall be 4.0ft by 5.0ft minimum. The 5.0ft dimension shall be provided in the direction of the ramp run. (COM Std Plan 313-315) Add standard plan for parallel ramp or refer to WSDOT Design Manual Chapter 1510 for parallel ramps standards in COM MC. Update standards 313, 314, and 315 to be consistent in their requirements. Consider updating Std Plan 315 to require 5ft minimum.
Turning Space/Landing Slope	The running slope of turning spaces shall be 2 percent maximum (PROWAG R402.2 & PROWAG R304.3.2). The cross slopes of turning spaces shall be 2 percent maximum (PROWAG R304.5.3).	Landing cross slope and run slope for curb ramps shown as 1.5% maximum (COM Std Plans 313-314).	N/A.

Design Element	Requirement	Review	Recommendations
Clear Space	Beyond the bottom grade break, a clear space 4.0ft by 4.0ft minimum shall be provided within the width of the pedestrian crossing and wholly outside the parallel vehicle travel lane (R304.5.5). Diagonal or corner type curb ramps with returned curbs or other well-defined edges shall have the edges parallel to the direction of pedestrian flow. The bottom of diagonal curb ramps shall have a clear space 48 inches minimum outside active traffic lanes of the roadway. Diagonal curb ramps provided at marked crossings shall provide the 48 inches minimum clear space within the markings. Diagonal curb ramps with flared sides shall have a segment of curb 24 inches long minimum located on each side of the curb ramp and within the marked crossing (ADAS 406.6).	Not mentioned.	Add a note to COM Std Plans 313 and 314 that states: "Beyond the bottom grade break, a clear space of 4.0 feet by 4.0 feet minimum shall be provided within the width of the crosswalk and outside the parallel vehicle travel lane."
Detectable Warning Surfaces	Detectable warning surfaces shall extend 2.0 ft minimum in the direction of pedestrian travel and the full width of the curb ramp (exclusive of flares), the turning space, or the blended transition. (PROWAG R305.1.4). The truncated domes in a detectable warning surface shall have a base diameter of 0.9 in minimum and 1.4 in maximum, a top diameter of 50 percent of the base diameter minimum and 65 percent of the base diameter maximum, and a height of 0.2 in (PROWAG R305.1.1 & ADAS 705.1.1). The truncated domes shall have a center-to-center spacing of 1.6 in minimum and 2.4 in maximum, and a base-to-base spacing of 0.65 in minimum, measured between the most adjacent domes (PROWAG R305.1.2 & ADAS 705.1.2) Detectable warning surfaces shall contrast visually with adjacent gutter, street or highway, or walkway surfaces, either light-on-dark or dark-on-light (PROWAG R305.1.3). Detectable warning surfaces shall contrast visually with adjacent walking surfaces either light-on-dark, or dark-on-light (ADAS 705.1.3).	Truncated dome panel requirements detail provided on COM Std Plans 313 and 314 show dome base as 0.875in-1.4375in, and the dome height as 0.1875in. Dome spacing is shown as 0.625in.	Update Std Plans 313 and 314 to show dome base and spacing dimensions to match PROWAG standards, base diameter of 0.9 in minimum and 1.4 in maximum, and a minimum base-to-base spacing of 0.65 in.

Design Element	Requirement	Review	Recommendations
Detectable Warning Surface Placement	On perpendicular curb ramps, detectable warning surfaces shall be placed as follows: • Where the ends of the bottom grade break are in front of the back of curb, detectable warning surfaces shall be placed at the back of curb. • Where the ends of the bottom grade break are behind the back of curb and the distance from either end of the bottom grade brake to the back of curb is 5.0 ft or less, detectable warning surfaces shall be placed on the ramp run within one dome spacing of the bottom grade break. • Where the ends of the bottom grade break are behind the back of curb and the distance from either end of the bottom grade brake to the back of curb is more than 5.0 ft, detectable warning surfaces shall be placed on the lower landing at the back of curb. (PROWAG R305.2.1). On parallel curb ramps, detectable warning surfaces shall be placed on the turning space at the flush transition between the street and sidewalk at the back of curb. (PROWAG R305.2.2). On blended transitions, detectable warning surfaces shall be placed at the back of curb. Where raised pedestrian street crossings, depressed corners, or other level pedestrian street crossings are provided, detectable warning surfaces shall be placed at the flush transition between the street and the sidewalk (PROWAG R305.2.3).	Details shows general location correctly.	Add to detectable warning surface note on COM Std Plans 313-314 that the detectable warning shall also be placed per WSDOT Std Plan F-45.10-02 in addition to be sized per WSDOT's plan. Ensure new parallel curb ramp detail includes detectable warning surface per PROWAG standards.
Receiving Ramp	A crosswalk served by a curb ramp must also have an existing curb ramp in place on the receiving end unless there is no curb or sidewalk on that end of the crosswalk Revised Code of Washington (RCW) 35.68.075.	Not Mentioned.	Add a note to Std Plans 313 and 314 that states "When a ramp is constructed to serve a crosswalk, a subsequent receiving ramp shall also be constructed across the street in accordance with these plans, unless there is no curb or sidewalk on that end of the crosswalk".

Signals

Signals are important connections in the pedestrian network that provide crossings at intersections for all roadway users. Where pedestrian signals are provided at pedestrian street crossings, they shall include accessible pedestrian signals and pedestrian pushbuttons complying with sections 4E.08 through 4E.13 of the MUTCD (PROWAG R209.1).

Design Element	Requirement	Review	Recommendations
Accessible Pedestrian Signals and Pedestrian Pushbuttons	Where pedestrian signals are provided at pedestrian street crossings, they shall include accessible pedestrian signals and pedestrian pushbuttons complying with sections 4E.08 through 4E.13 of the MUTCD. An accessible pedestrian signal and pedestrian pushbutton is an integrated device that communicates information about the WALK and DON'T WALK intervals at signalized intersections in non-visual formats (i.e., audible tones and vibrotactile surfaces) to pedestrians who are blind or have low vision. (PROWAG R209.1). Existing pedestrian signals shall comply with R209.1 when the signal controller and software are altered, or the signal head is replaced (PROWAG R209.2).	Not mentioned.	Refer to WSDOT Design Manual Chapters 1330 and 1510, and MUTCD for APS standards in COM MC.
Accessible Pedestrian Pushbuttons Clear Space	Clear spaces shall be 2.5 ft minimum by 4.0 ft minimum with additional space needed if it is confined on all or part of three sides (PROWAG R404.3). One full unobstructed side of a clear space shall adjoin a pedestrian access route or adjoin another clear space (PROWAG R404.6).	Not mentioned.	Refer to WSDOT Design Manual Chapters 1330 and 1510, and MUTCD for APS standards in COM MC.
Accessible Pedestrian Pushbutton Reach Ranges	Where a forward reach is unobstructed, the high forward reach shall be 1220 mm (4.0 ft) maximum and the low forward reach shall be 380 mm (1.25 ft) minimum above the finish surface. Forward reach over an obstruction is not permitted (PROWAG R406.2). Where a clear space allows a parallel approach to an element and the side reach is unobstructed, the high side reach shall be 4.0 ft maximum and the low side reach shall be 1.25 ft minimum above the finish surface. An obstruction shall be permitted between the clear space and the element where the depth of the obstruction is 10 in maximum (PROWAG R406.3).	Not mentioned.	Refer to WSDOT Design Manual Chapters 1330 and 1510, and (MUTCD Chapter 4E for APS standards in COM MC.
Pedestrian Crossing Times	All pedestrian signal phase timing shall comply with section 4E.06 of the MUTCD, shall be based on a pedestrian clearance time that is calculated using a pedestrian walking speed of 3.5 ft/s or less (PROWAG R306.2).	Not mentioned.	Refer to WSDOT Design Manual Chapters 1330 and 1510, and MUTCD Chapter 4E for Pedestrian Crossing Times in COM MC.
At Roundabouts	At roundabouts with multi-lane pedestrian street crossings, a pedestrian activated signal shall be	Not mentioned.	Refer to WSDOT Design Manual Chapters 1330 and 1510, and

Design Element	Requirement	Review	Recommendations
	provided for each multi-lane segment of each pedestrian street crossing, including the splitter island (PROWAG R306.3.2).		MUTCD Chapter 4E for APS standards in COM MC.
At multi-lane channelized turn lanes	At signalized intersections and roundabouts with multi-lane channelized turn lane crossings, pedestrian activated signals shall be provided (PROWAG R306.4 & PROWAG R306.5).	Not mentioned.	Refer to WSDOT Design Manual Chapters 1330 and 1510, and MUTCD Chapter 4E for APS standards in COM MC.

Other Pedestrian Areas

Other pedestrian areas include transit stops and work zones. Transit provides a critical lifeline of access and independence for those with limited mobility or vision. Transit stops have additional width requirements for boarding and alighting passengers, and work zones should provide the same level of accessibility as permanent pedestrian facilities.

Design Element	Requirement	Review	Recommendations
		Transit Stops	
Boarding and Alighting Area Dimensions	Bus stop boarding and alighting areas shall provide a clear length of 8.0 ft minimum, measured perpendicular to the curb or vehicle street or highway edge, and a clear width of 5.0 ft minimum, measured parallel to the vehicle street or highway (PROWAG R308.1.1.1 & ADAS 810.2.2).	Not mentioned.	Add reference in COM MC to follow WSDOT Design Manual Chapter 1510 for transit stop requirements.
Boarding and Alighting Area Slopes	Parallel to the street or highway, the grade of the bus stop boarding and alighting areas shall be the same as the street or highway, to the extent practicable. Perpendicular to the street or highway, the grade of the bus stop boarding and alighting areas shall not be steeper than 2 percent (PROWAG R308.1.1.2 & ADAS 810.2.4).	Not mentioned.	Add reference in COM MC to follow WSDOT Design Manual Chapter 1510 for transit stop requirements.
Transit Shelters	Transit shelters shall be connected by PARs to boarding and alighting areas. Transit shelters shall provide a minimum clear space complying with R404 entirely within the shelter. Where seating is provided within transit shelters, the clear space shall be located either at one end of a seat or shall not overlap the area within 1.5 ft from the front edge of the seat (PROWAG R308.2). Bus shelters shall provide a minimum clear floor or ground space complying with 305 entirely within the shelter. Bus shelters shall be connected by an accessible route complying with 402 to a boarding and alighting area complying with 810.2 (ADAS 810.3).	Not mentioned.	Add reference in COM MC to follow WSDOT Design Manual Chapter 1510 for transit stop requirements.

Design Element	Requirement	Review	Recommendations
	Parking		
Parking Spaces	Where parking spaces are marked with lines, width measurements of parking spaces and access aisles shall be made from the centerline of the markings (ADAS 502.1). Car parking spaces shall be 96 inches wide minimum and van parking spaces shall be 132 inches wide minimum, shall be marked to define the width, and shall have an adjacent access aisle (ADAS 502.2). Van parking spaces shall be permitted to be 96 inches wide minimum where the access aisle is 96 inches wide minimum (ADAS 502.2 Exception).	Not mentioned.	Add new parking section covering minimum dimensions for accessible parking space widths to the COM MC.
Parking Access Aisles	Access aisles shall adjoin an accessible route. Two parking spaces shall be permitted to share a common access aisle (ADAS 502.3). Access aisles serving car and van parking spaces shall be 60 inches wide minimum (ADAS 502.3.1). Access aisles shall extend the full length of the parking spaces they serve (ADAS 502.3.2). Access aisles shall be marked so as to discourage parking in them (ADAS 502.3.3). Access aisles shall not overlap the vehicular way. Access aisles shall be permitted to be placed on either side of the parking space except for angled van parking spaces which shall have access aisles located on the passenger side of the parking spaces (ADAS 502.3.4).	Not mentioned.	Add new parking section covering minimum dimensions for parking aisles and that they are required to be marked to the COM MC. Additional reference to RCW 19.27.550 which mentions aisles for van accessible spots only should be added.
Parking identification.	Parking space identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches minimum above the finish floor or ground surface measured to the bottom of the sign (ADAS 502.6).	Not mentioned.	Add new parking section to COM MC parking signs shall be 60 inches minimum above finish floor elevation or ground surface.
Parallel Parking Spaces	Where the width of the adjacent sidewalk or available right-of-way exceeds 14.0 ft, an access aisle 5.0 ft wide minimum shall be provided at street level the full length of the parking space and shall connect to a pedestrian access route. The access aisle shall comply with R302.7 and shall not encroach on the vehicular travel lane (PROWAG R309.2.1).	Not mentioned.	Add new parking section covering accessible parallel on-street parking requirements in the COM MC.

Design Element	Requirement	Review	Recommendations
	In alterations where the street or sidewalk adjacent to the parking spaces is not altered, an access aisle shall not be required provided the parking spaces are located at the end of the block face (PROWAG R309.2.1.1). An access aisle is not required where the width of the adjacent sidewalk or the available right-of-way is less than or equal to 14.0 ft. When an access aisle is not provided, the parking spaces shall be located at the end of the block face (PROWAG R309.2.2).		
Perpendicular or Angled Parking Spaces	Where perpendicular or angled parking is provided, an access aisle 8.0 ft wide minimum shall be provided at street level the full length of the parking space and shall connect to a pedestrian access route. The access aisle shall comply with R302.7 and shall be marked so as to discourage parking in the access aisle. Two parking spaces are permitted to share a common access aisle (PROWAG R309.3).	Not mentioned.	Add new parking section covering accessible perpendicular and angled on-street parking requirements in the COM MC.
		Alternative Pedestrian Access Routes	
Alternate Pedestrian Access Route	When a pedestrian circulation path is temporarily closed by construction, alterations, maintenance operations, or other conditions, an alternate pedestrian access route complying with sections 6D.01, 6D.02, and 6G.05 of the MUTCD shall be provided. Where provided, pedestrian barricades and channelizing devices shall comply with sections 6F.63, 6F.68, and 6F.71 of the MUTCD (PROWAG R205).	Not mentioned.	Add reference to the COM MC that all temporary traffic control in the right of way shall comply with the current MUTCD).
		Driveways	
Driveways	The cross slope shall be 2 percent maximum (PROWAG R304.5.3). Cross slope of ramp runs shall not be steeper than 1:48. (ADAS 405.3) The running slope shall be 5 percent minimum and 8.3 percent maximum but shall not require the ramp length to exceed 15.0 ft (PROWAG R304.2.2).	Sidewalk cross slope crossing driveways are 1.5% standard and 2.0% maximum Ramp running slope in driveway shown as 5% standard and 8% maximum (COM Std Plan 310-312).	Add note to COM Std Plans 310-312 that states “Ramp running slope shall not require the ramp length to exceed 15 feet. When applying the 15-foot max. length, the running slope of the curb ramps is allowed to exceed 8.3%. Use a single constant slope from the bottom of ramp to top of ramp.” Document the use of 15-foot max length as means for meeting standards to the Maximum Extent Feasible.
		Ramps	
Ramp Width	The clear width of a ramp run and, where handrails are provided, the clear width between handrails shall	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for ramp requirements.

Design Element	Requirement	Review	Recommendations
	be 3.0 ft minimum (PROWAG R407.4 & ADAS 405.5).		
Running Slope	Ramp runs shall have a running slope between 5 percent minimum and 8.3 percent maximum (PROWAG R407.2) Ramp runs shall have a running slope not steeper than 1:12. In existing sites, buildings, and facilities, ramps shall be permitted to have running slopes steeper than 1:12 complying with Table 405.2 where such slopes are necessary due to space limitations (ADAS 405.2).	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for ramp requirements.
Cross Slope	The cross slope of ramp runs shall be 2 percent maximum (PROWAG R407.3). Cross slope of ramp runs shall not be steeper than 1:48. (ADAS 405.3)	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for ramp requirements.
Rise	The rise for any ramp run shall be 2.5 ft maximum (PROWAG R407.4 & ADAS 405.6).	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for ramp requirements.
Landing Size	Ramps shall have landings at the top and the bottom of each ramp run (PROWAG R407.6 & ADAS 405.7). The landing clear width shall be at least as wide as the widest ramp run leading to the landing (PRWOAG R407.6.2 & ADAS 405.7.2) The landing clear length shall be 5.0 ft long minimum (PROWAG R407.6.3 & ADAS 405.7.3) Ramps that change direction between runs at landings shall have a clear landing 5.0 ft by 5.0 ft minimum (PROWAG R407.6.4 & ADAS 405.7.4).	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for ramp requirements.
Landing Slope	Landing slopes shall be 2 percent maximum in any direction (PROWAG R407.6.1 & ADAS 405.7.1).	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for ramp requirements.
		Stairways	
Stairway Treads and Risers	All steps on a flight of stairs shall have uniform riser heights and uniform tread depths. Risers shall be 4 in high minimum and 7 in high maximum. Treads shall be 11 in deep minimum (PROWAG R408.2 & ADAS 504.2). Open risers are not permitted (PROWAG R408.3 & ADAS 504.3). The radius of curvature at the leading edge of the tread shall be 0.5 in maximum. Nosings that	Not mentioned.	Add reference to COM MC to include requirements for riser and tread dimensions for stairways.

Design Element	Requirement	Review	Recommendations
	project beyond risers shall have the underside of the leading edge curved or beveled. Risers shall be permitted to slope under the tread at an angle of 30 degrees maximum from vertical. The permitted projection of the nosing shall extend 1.5 in maximum over the tread below (PROWAG R408.5 & ADAS 504.5).		
		Handrails	
Handrails	Stairways shall have handrails (PROWAG R408.6). Handrails are required on ramp runs with a rise greater than 6 in and on certain stairways (PROWAG R407.8 & ADAS 405.8). Edge protection complying shall be provided on each side of ramp runs and landings (PROWAG R407.9 & ADAS 405.9). Where required handrail shall be provided on both sides of ramps and stairways (PRWOAG R409.2 & ADAS 505.2). Top of gripping surfaces of handrails shall be 2.8 ft minimum and 3.2 ft maximum vertically above walking surfaces, ramp surfaces, and stair nosings. Handrails shall be at a consistent height above walking surfaces, ramp surfaces, and stair nosings (PROWAG R409.4 & ADAS 505.4). Clearance between handrail gripping surfaces and adjacent surfaces shall be 1.5 in minimum (PROWAG R409.5 & ADAS 505.5). Handrail gripping surfaces shall be continuous along their length and shall not be obstructed along their tops or sides. The bottoms of handrail gripping surfaces shall not be obstructed for more than 20 percent of their length. Where provided, horizontal projections shall occur 1.5 in minimum below the bottom of the handrail gripping surface (PROWAG R409.6 & ADAS 505.6).	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for handrail requirements.
Handrail Extension on Ramps	Ramp handrails shall extend horizontally above the landing for 1.0 ft minimum beyond the top and bottom of ramp runs. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent ramp run. (PROWAG R409.10.1 & ADAS 505.10.1).	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for handrail requirements.

Design Element	Requirement	Review	Recommendations
Handrail Extension on Stairways	At the top of a stair flight, handrails shall extend horizontally above the landing for 1.0 ft minimum beginning directly above the first riser nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight (PROWAG R409.10.2 & ADAS 505.10.2). At the bottom of a stair flight, handrails shall extend at the slope of the stair flight for a horizontal distance at least equal to one tread depth beyond the last riser nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight. (PROWAG R409.10.3 & ADAS 505.10.3).	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for handrail requirements.
Handrail Cross Section	Handrail gripping surfaces with a circular cross section shall have an outside diameter of 1.25 in minimum and 2 in maximum (PROWAG R409.7.1 & ADAS 505.7). Handrail gripping surfaces with a non-circular cross section shall have a perimeter dimension of 4 in minimum and 6.25 in maximum, and a cross-section dimension of 2.25 in maximum (PROWAG R409.7.2 & ADAS 505.7).	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for handrail requirements.
		Railways	
Railroad Flangeway Gaps	Flangeway gaps at pedestrian at-grade rail crossings shall be 2.5 in maximum or non-freight rail track and 3 in maximum on freight rail track (PROWAG R302.7.4). Where a circulation path serving boarding platforms crosses tracks, it shall comply with 402. Openings for wheel flanges shall be permitted to be 2 1/2 inches maximum (ADAS 810.10).	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for rail crossing requirements.
Detectable Warning Surfaces at Rail Crossings	At pedestrian at-grade rail crossings not located within a street or highway, detectable warning surfaces shall be placed on each side of the rail crossing. The edge of the detectable warning surface nearest the rail crossing shall be 6.0 ft minimum and 15.0 ft maximum from the centerline of the nearest rail. Where pedestrian gates are provided, detectable warning surfaces shall be placed on the side of the gates opposite the rail. (PROWAG R305.2.5).	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for rail crossing requirements.

Design Element	Requirement	Review	Recommendations
Detectable Warning Surfaces at Rail Boarding Areas	At boarding platforms for rail vehicles, detectable warning surfaces shall be placed at the boarding edge of the platform (PROWAG R305.2.6). At boarding and alighting areas at sidewalk or street level transit stops for rail vehicles, detectable warning surfaces shall be placed at the side of the boarding and alighting area facing the rail vehicles (PROWAG R305.2.7).	Not mentioned.	Add reference to COM MC to follow WSDOT Design Manual Chapter 1510 for transit requirements.

Appendix C - Stakeholder Engagement

transpogroup
WHAT TRANSPORTATION CAN BE.

MEMORANDUM

Date:	October 30, 2020	**TG:**	1.19171.00
To:	Scott Peterson, PE – City of Monroe		
From:	Patrick Lynch, AICP – Transpo Group		
Subject:	Monroe ADA Transition Plan Stakeholder Engagement		

The following document summarizes the Monroe ADA Transition Plan stakeholder engagement process and identifies trends and priorities based on the community's responses.

Public and stakeholder input is an essential element in the transition plan development and self-evaluation processes. ADA implementation regulations require public entities to provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process and development of the transition plan by submitting comments (28 CFR 35.105(b) and 28 CFR 35.150(d)(1)). The City's three primary goals for conducting public outreach activities prior to adopting the plan include the following:

- Inform the public about the City's plan and processes regarding removal of barriers to accessibility within the rights-of-way. Provide information to assist interested parties to understand the issues faced by the City, alternatives considered and planned actions.
- Obtain public comment to identify any errors or gaps in the proposed accessibility transition plan for the public rights-of-way, specifically on prioritization and grievance processes.
- Meet Title II requirements for public comment opportunity.

Engagement Survey

The engagement survey was promoted by the City of Monroe between June 13, 2020 and August 31, 2020 to request responses via the City's website and social media channels. An online survey was made available to residents through the City of Monroe's online open house website, https://www.monroeada.com/. The online open house provides context on the City's ADA Transition Plan process and allows viewers to respond to the feedback survey. The feedback survey asked respondents to provide input on their disability status, travel modes, barriers to travel that they experience, and priorities for improving ADA facilities. The survey contained several sections that asked the responder to comment on the following subtexts:

1. Whether they have a disability or support someone with one;
2. Which type of accessibility barriers they currently experience;
3. How they rate the accessibility conditions of existing right-of-way facilities; and,
4. What facility types they believe should be prioritized when removing accessibility barriers.

A full account of the survey findings can be found in Attachment A. In addition to the online survey, an interactive map was available for respondents to self-identify areas of concern. The online survey was also promoted via the City's website and social media channels.

The online survey received 15 respondents. Out of the 15 responses, 73 percent were from residents of Monroe. Other respondents either worked or frequented Monroe for recreation, medical appointments, or shopping. Of all respondents, 40 percent (six respondents) indicated they have a disability that impacts the way they travel and 27 percent (four respondents) reported supporting someone with a disability. One of these respondents reported that they both have a

disability and support someone with a disability. A summary of respondents' disability status is shown on Figure 1.

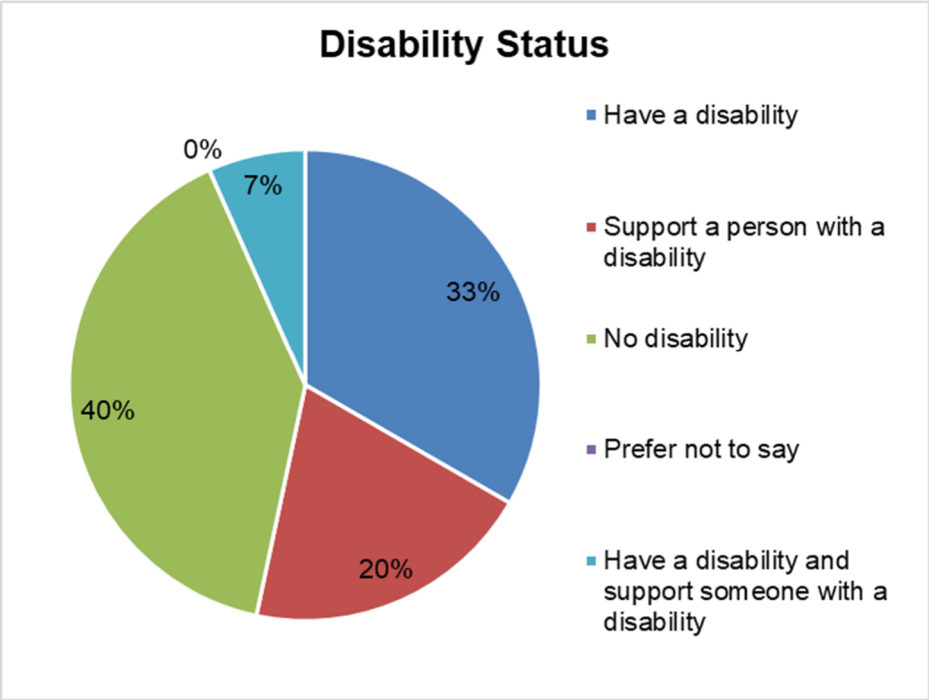

Figure 1 Disability Status

The survey asked respondents to evaluate their use of frequent travel modes through the City, including driving, transit or paratransit shuttle, wheelchair, bike, or walk. Respondents were able to indicate if they use multiple travel modes.

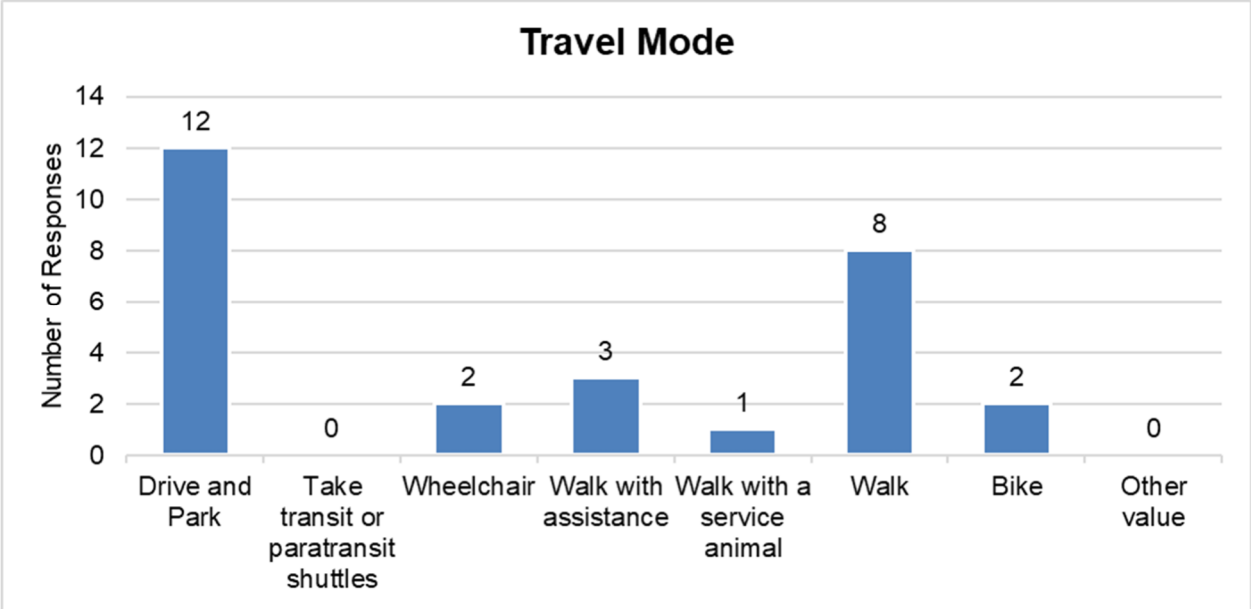

Figure 2 Travel Mode

As shown in Figure 2, 12 of the 15 total respondents (80 percent) drive and eight respondents (53 percent) walk, while none indicated use of transit or paratransit shuttles. Of the eight respondents that travel on foot, some also walk with assistance, walk with a service animal, or use a wheelchair.

Survey respondents were asked to identify barriers in the public right-of-way that limit participation and access to services in the City of Monroe. As shown on Figure 3, 27 percent of responses identified pedestrian crosswalks and curb ramps as current barriers to travel. In addition, 20 percent identified sidewalk barriers as a challenge.

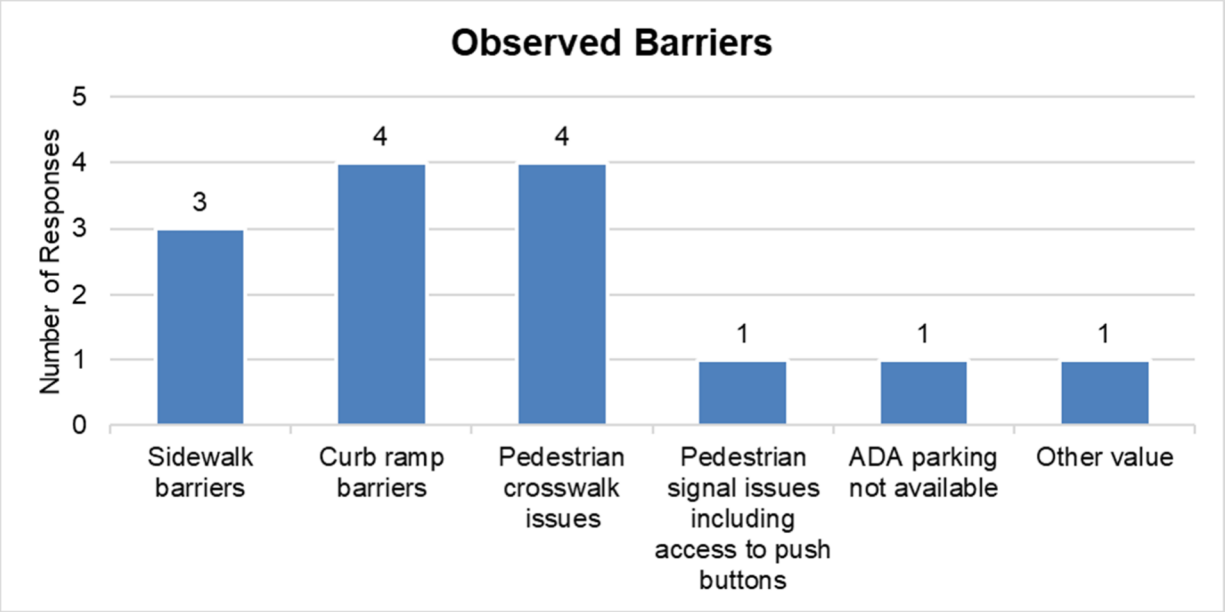

Figure 3 Observed Barriers in Public Right-of-Way

Improvement Priorities

The survey respondents both identified and ranked their accessibility priorities within the City's public right-of-way. Respondents ranked areas within City right-of-way as first and second priority. Ranking an item as a first priority improvement was given a greater weight than second priority to emphasize the improvement's importance. The top three priorities among survey respondents were hospitals and medical facilities, as well as schools and institutions. A summary of the ranked priority locations is included in Figure 4.

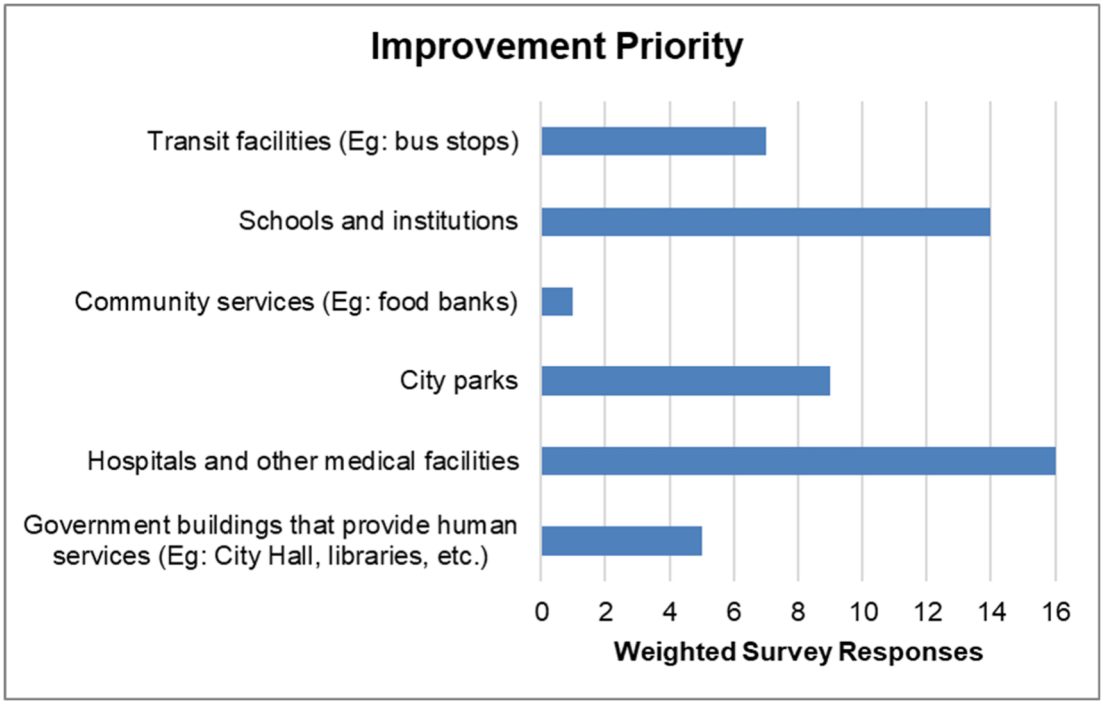

Figure 4 Improvement Priority Ranking

Respondents were also given the opportunity to identify locations where they have experienced mobility or accessibility challenges in the City of Monroe. Locations were identified via written survey responses. Key locations identified via written survey results are summarized in Table 1.

Table 1. Identified Accessibility Barriers

City Locations and/or Landmarks	City Roadways
Monroe Valley General Hospital	Main Street
City Parks, including Lake Tye	US 2
City Hall	Chain Lake Road
Retail and restaurant parking areas, including Safeway, Old Town, and others	154th Street SE
	179th Avenue SE
	Fryelands Boulevard

In addition to the online survey, locations with mobility and accessibility barriers were identified by respondents via an online mapping and reporting tool. An example of the reporting tool is shown in Figure 5. The mapping tool received two responses with indicated locations and descriptions of mobility challenges throughout the city. Descriptions included indicating a lack of curb ramp on a sidewalk near Bear Mountain Estate, and uneven sidewalk at the north hospital entrance. See Attachment B for further detail on responses using the online mapping and reporting tool.

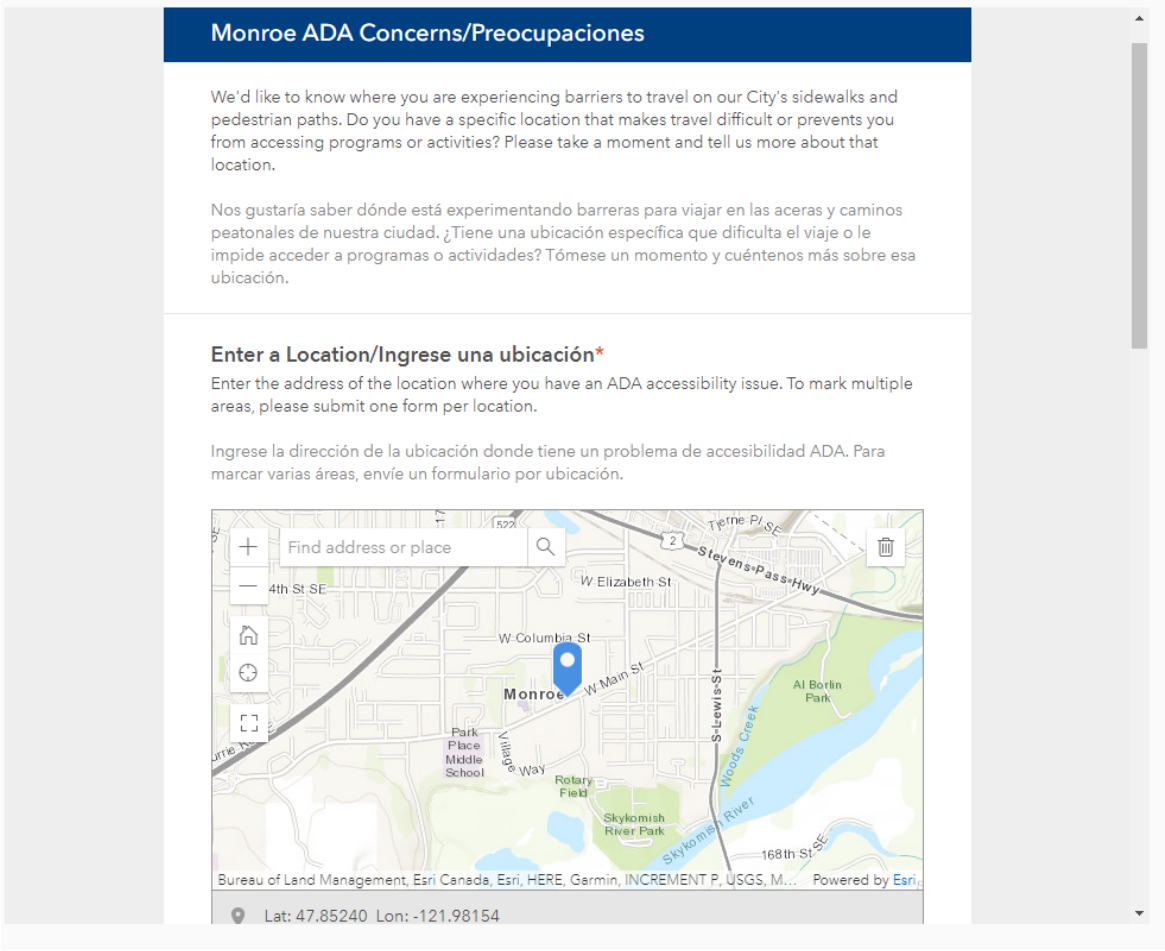

Figure 5 Online Reporting Tool

As shown in Figure 5, respondents could indicate specific locations with accessibility barriers or concerns and provide a description or photo of the barrier.

Meeting ADA Standards

Per 28 CFR 35.150(d)(1), public involvement is required as follows: A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.

The City has engaged with the public for feedback on developing the ADA transition plan in a manner that meets Title VI of the Civil Rights act. Title VI of the Civil Rights Act of 1964 is a Federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. This includes matters related to language access or limited English proficient (LEP) persons.

Attachment A: Survey Response Data

Attachment A - Survey Responses

Date	1. Why do you travel in Monroe?								2. Please tell us about yourself (select all that apply)			
	I live in Monroe	I work in Monroe	Attend school/college	Recreation/ recreational activities	Medical appointments	Shopping	Other community or social services	Other value	I have disabilities that impact how I travel (please describe in Question #3)	I support a person with disabilities (please describe in Question #3)	I have no disability	I prefer not to say
2020-07-27 23:38:29	yes	no	no	no	no	yes	no	no	no	no	yes	no
2020-07-27 15:17:57	no	no	no	no	no	yes	no	yes, Visit family	no	no	yes	no
2020-07-27 15:00:27	yes	yes	no	yes	yes	yes	yes	no	yes	yes	no	no
2020-07-27 13:31:39	yes	no	no	no	no	no	no	no	no	yes	no	no
2020-07-27 12:39:48	yes	no	no	no	no	no	no	no	yes	no	no	no
2020-07-27 05:10:45	yes	no	no	no	no	no	no	no	no	yes	no	no
2020-07-26 13:35:53	yes	no	no	no	no	no	no	no	yes	no	no	no
2020-07-24 21:45:20	no	no	no	no	no	no	yes	no	no	no	yes	no
2020-07-24 14:04:13	yes	no	yes	yes	yes	no	yes	no	yes	no	no	no
2020-07-24 13:46:49	yes	no	no	no	no	no	no	no	yes	no	no	no
2020-07-24 13:35:23	yes	no	no	no	yes	yes	no	no	no	no	yes	no
2020-07-24 12:57:13	yes	no	no	no	no	no	no	no	no	yes	no	no
2020-07-24 12:53:52	yes	yes	no	yes	yes	yes	yes	no	no	no	yes	no
2020-07-23 18:57:16	no	yes	no	no	no	no	no	no	no	no	yes	no
2020-06-13 17:52:28	no	no	no	no	yes	yes	no	yes, Visit family that lives in Monroe	yes	no	no	no

3. Please describe your disability/disabilities or those of the person you support (select all that apply)										4. What resources do you use to find information on ADA issues? (select all that apply)					
Physical, mental, or emotional condition that limits learning, memory, or concentration	Blindess or serious difficulty seeing when wearing glasses	Condition that substantially limits one or more physical activities such as walking, climbing stairs, reaching, lifting, or carrying	Deafness or hearing difficulty	Use mobility device/s	Use a wheelchair	Use assistive software technology such as a screen-reader	Use hearing aids or hearing assistive devices	Use a service animal	Other value	Washington State Department of Social and Health Services (DSHS)	Washington State Department of Services for the Blind (DSB)	City of Monroe	Transit Service	Department of Veterans Affairs	Other value
no	no	no	no	no	no	no	yes	no	no	no	no	no	no	no	no
no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no
yes	no	yes	no	yes	yes	no	no	no	no	yes	no	no	no	yes	no
yes	no	yes	no	no	yes	no	no	no	no	yes	no	no	no	no	no
no	no	yes	no	no	no	no	no	no	no	yes	no	no	no	no	no
yes	yes	yes	yes	yes	no	no	yes	no	no	yes	yes	yes	no	yes	no
no	no	yes	no	no	no	no	no	no	no	yes	no	no	no	no	no
no	no	no	no	no	no	no	no	no	no	yes	no	no	no	no	no
yes	no	yes	no	yes	yes	yes	no	no	no	yes	yes	no	no	no	no
no	no	yes	no	yes	no	no	no	no	no	yes	no	yes	no	no	no
no	no	no	no	no	no	no	no	no	no	yes	no	no	no	no	no
no	no	no	no	no	no	no	yes	no	no	no	no	no	no	no	yes, Don\'t use any
no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no
no	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no
no	no	yes	no	yes	no	no	no	no	yes, Depth perception issues	no	no	no	no	no	yes, Conduct my own research

5. Please provide your five-digit zip code	6. How often do you travel in the City of Monroe?	7. How do you travel within the City of Monroe?								8. If you use transit, how often do you use it in a typical week?	9. Are you now or were you ever unable to participate or obtain services in the City of Monroe?	10. Which of the following barriers in the public right-or-way are reasons you could not participate?					
		Drive and Park	Take transit or paratransit shuttles	Wheelchair	Walk with assistance	Walk with a service animal	Walk	Bike	Other value			Sidewalk barriers	Curb ramp barriers	Pedestrian crosswalk issues	Pedestrian signal issues including access to push buttons	ADA parking not available	Other value
98272	5-7 days per week	yes	no	no	no	no	yes	no	no	Less than weekly	No	no	no	no	no	no	no
98011	1-2 days per week	yes	no	no	no	no	no	no	no		No	no	no	no	no	no	no
98272	5-7 days per week	no	no	yes	yes	yes	yes	no	no	Less than weekly	No	yes	yes	yes	no	no	no
98272		no	no	no	no	no	no	no	no			no	no	no	no	no	no
98272	5-7 days per week	yes	no	no	no	no	yes	yes	no		No	no	no	no	no	no	no
98272	5-7 days per week	yes	no	no	no	no	yes	yes	no		No	no	no	no	no	no	no
98271	5-7 days per week	yes	no	no	no	no	no	no	no		No	no	no	no	no	no	no
98272	1-2 days per week	yes	no	no	no	no	no	no	no	Less than weekly	No	no	yes	yes	no	no	yes, Lack of Maternity Parking
98272	5-7 days per week	yes	no	yes	no	no	no	no	no		Yes	yes	yes	yes	yes	yes	no
98272		no	no	no	yes	no	no	no	no		No	no	no	no	no	no	no
98272	3-4 days per week	yes	no	no	no	no	yes	no	no		No	no	no	no	no	no	no
98272	5-7 days per week	yes	no	no	no	no	no	no	no		No	no	no	no	no	no	no
98272	5-7 days per week	yes	no	no	no	no	yes	no	no		No	no	no	no	no	no	no
98294	5-7 days per week	yes	no	no	no	no	yes	no	no		No	no	no	no	no	no	no
98819	Less than weekly	yes	no	no	yes	no	yes	no	no		No	yes	yes	yes	no	no	no

11. Please select your first priority for improving pedestrian facilities						12. Please select your second priority for improving pedestrian facilities					
Government buildings that provide human services (Eg: City Hall, libraries, etc.)	Hospitals and other medical facilities	City parks	Community services (Eg: food banks)	Schools and institutions	Transit facilities (Eg: bus stops)	Government buildings that provide human services (Eg: City Hall, libraries, etc.)	Hospitals and other medical facilities	City parks	Community services (Eg: food banks)	Schools and institutions	Transit facilities (Eg: bus stops)
no	yes	no	no	no	no	no	no	yes	no	no	no
no	no	no	no	no	yes	yes	no	no	no	no	no
no	no	no	no	no	no	no	no	no	no	no	no
no	no	no	no	no	no	no	no	no	no	no	no
no	no	yes	no	no	no	yes	no	no	no	no	no
no	yes	no	no	no	no	no	no	no	no	yes	no
no	no	yes	no	no	no	yes	no	no	no	no	no
no	no	no	no	yes	no	yes	no	no	no	no	no
no	no	no	no	yes	no	no	no	yes	no	no	no
no	no	no	no	no	yes	no	yes	no	no	no	no
no	yes	no	no	no	no	no	no	no	no	yes	no
no	yes	no	no	no	no	no	no	no	no	no	yes
no	no	no	no	yes	no	no	no	no	yes	no	no
no	no	no	no	yes	no	no	no	yes	no	no	no
no	yes	no	no	no	no	yes	no	no	no	no	no

13. Please list up to three locations where you have experienced mobility/accessibility challenges in the City of Monroe. For these open-ended questions, please provide the location/s where you have experienced challenges with pedestrian facilities as well as a description of the problem/s you encountered. (Examples of areas include: sidewalks, curb ramps, crosswalks, buttons for activating walk signals, etc.)						14. What is your age? (optional)	15. How do you identify yourself? (optional)	16. Are you of Spanish, Hispanic, or Latino origin or descent? (optional)
Location 1	Description 1	Location 2	Description 2	Location 3	Description 3			
Monroe valley general	When in rush to get my dad into hospital the closest entrance was pretty far from parking spaces, had to force them to open ambulance doors for us	Any park	No toys/games for disabled kids			18 to 24	Caucasian/White	Yes
						over 65	African American/Black	No
The shopping complex with Safeway in it	Impossible to enter or exit the complex with a wheelchair or walker from the sidewalk along US-2/Chain Lake Rd without going up the entryway meant for motor vehicles, which is dangerous.	The shopping complex with Fred Meyer in it	Difficult to enter or exit the complex with a wheelchair or walker from the sidewalk along Kelsey St. without crossing through landscaping.	Main St. near Lewis	WIth the hydrants, lamp poles, bollards, electric outlets, garbage cans, smoker poles, the sidewalk is cluttered and difficult to maneuver along.	35 to 44	Caucasian/White	No
Parking lot of Benjarong and mi tierra	Not enough disabled parking just one. Not well marked. Ramp is not wide enough andif someone parks slightly in front of the ramp it makes it almost impossible to push a wheelchair.					45 to 54		
						35 to 44	Caucasian/White	No
main street	jeno's ....nobody sees the crosswalk or just doesn't care. Should light up etc when buttons are pushed.	Main street	maybe the speed limit should be posted as 20mpgh through, staring at corner of "Hansey's" & the "new" buildings.	main street	pay attention. No left turn/,right turn between the hours or 3:00pm-6:00pm....figure it out people.	35 to 44	Caucasian/White	No
						over 65	Caucasian/White	No
Main Street	Some corners are not ADA compliant.	Lake Tye	Difficult for the elderly or disabled to utilize the Park			35 to 44	Caucasian/White	No
Fryelands Blvd in shopping center near Paesanos.	Curb barriers. Only one wheelchair Access to shopping at far end of shopping center.	154th and 179th streets	Uneven pavement and no walk signals.			18 to 24	Caucasian/White	No
						over 65	Caucasian/White	No
						25 to 34	Caucasian/White	No
						over 65	Caucasian/White	No
						35 to 44	Caucasian/White	No
						45 to 54	Caucasian/White	No
Citywide	Changes between sidewalk level and driveways (and wheelchair transitions at intersections) are very difficult to navigate for people with mobility issues, esp. those who use walkers, canes, and wheelchairs.	City Hall area	Needs crosswalks so that pedestrians can cross Main St. without having to go to crosswalks in the school zones at Pearson St or the one east of the Wagner Performing Arts Center	Old Town Sidewalks	Crumbling and broken sidewalk surfaces pose trip/fall hazards for the able-bodied not to mention those who are less mobile!	55 to 64	Some other race or combination of race	Yes

Attachment B: Survey 123 Responses

Attachment B - Mapping Tool Survey Responses

OBJECTID	GlobalID	CreationDate	Creator	EditDate	Editor	Description of Location/Descripción de la ubicación	Type of Concern/Tipo de preocupación	Other / Otro - Type of Concern/Tipo de preocupación	Description of Concern/Descripción de la preocupación
4	{C82EC45D-BAFA-48C7-8D60-471FDF238731}	6/16/2020 15:52		6/16/2020 15:52		New sidewalk from Bear Mountain Estate that ends into a fence, no curb ramp.	Curb Ramp / Rampa		Not accessible or safe.
5	{B7976264-EC33-407D-8670-65BBB36C05B2}	6/25/2020 21:48		6/25/2020 21:48		Grass strip between sidewalk & stret on north end of hospital is very uneven even though it does not look like it. V recently had a client get severely hurt & broke her shoulder by stepping on grass & not realize how uneven it is.	Sidewalk / Acera		Huge safety issue

Appendix D - Prioritization Criteria

Table D-1 *Sidewalk Accessibility Index Score Values*

FACILITY	CRITERIA	THRESHOLD	SCORE
Sidewalks	Width	<= 36 inches	6
	Width	<= 48 inches	3
	Vertical Discontinuity Issue	Barriers Present >=1	2
	Vertical Discontinuity Issue	Barriers Present >=5	2
	Vertical Discontinuity Issue	Barriers Present >=10	2
	Vertical Discontinuity Issue	Barriers Present >=15	3
	Sidewalk Condition	(SCI) > 90 (less than 100)	2
	Sidewalk Condition	(SCI) > 70 (less than 100)	2
	Sidewalk Condition	(SCI) > 50 (less than 100)	2
	Sidewalk Condition	(SCI) > 30 (less than 100)	2
	Sidewalk Condition	(SCI) > 20 (less than 100)	2
	Sidewalk Condition	(SCI) >= 0 (less than 100)	2
	Maximum Sidewalk Accessibility Index Score (AIS)		30

Table D-2 *Curb Ramp Accessibility Index Score Values*

FACILITY	CRITERIA	THRESHOLD	SCORE
Curb Ramps (Max. Score)	Ramp Width (greater than 36 inches)	Not Present	30
	Ramp Running Slope	> 8.3%	30
	Ramp Cross Slope	> 3%	30
	Ramp Cross Slope	> 2% - <=3%	25
Curb Ramps	Turning Space (Landing)	Not Present	5
	Flare Slope	Left or Right Flare Slope > 10%	5
	Truncated Domes (DWS)	Not Present	5
	Truncated Domes (DWS) Condition	Poor	5
	Obstruction	Present	5
	Condition	Poor	5
	Maximum Curb Ramp Accessibility Index Score (AIS)		30

Table D-3 *Signal Pushbutton Accessibility Index Score Values*

FACILITY	CRITERIA	THRESHOLD	SCORE
Signal Pushbuttons	Curb Distance	Pushbutton less than 10 feet from curb = No	3
	Crosswalk Extension Distance	Pushbutton less than 5 feet from the extension of the crosswalk line = No	3
	Distance of 2 Buttons on Same Corner	Distance between pushbuttons on the same corner more than 10 feet = No	3
	Reach Depth from Landing	Reach depth from pushbutton to the landing is less than 10 inches = No	3
	Mounting Height	Mounting height of pushbutton from landing area is < 42 inches or > 48 inches	3
	Directional Arrow	Directional arrow on pushbutton face, housing or mounting & pushbutton with parallel orientation to crosswalk direction = No	2
	Level Clear Space	Level clear space provided at pushbutton (min. 30" x 48") landing area provided with less than a 2% cross slope in any direction = No	3
	APS Style Housing	Housing is APS Style = No	10
	Maximum Signal Pushbutton Accessibility Score (AIS)		30

Table D-4 *Location Index Score Values*

LOCATION CRITERIA	RATING CRITERIA	SCORE
Schools		
Schools	Within ⅛-mile radius of school	5
Schools	Within ⅛ to ½-mile radius of school	5
Parks	Within ⅛-mile radius of park	5
Transit		
Park and Ride	Within ⅛-mile of park and ride	5
Bus Stops	Within ⅛-mile of transit stop	5
Traffic Signal/Roundabout	Within ⅛-mile of signal or roundabout	5
Public Buildings	Within ⅛-mile of location	5
Downtown / Urban / Commercial Business Centers	Within ¼-mile radius of Downtown, Urban and Commercial Business Center Zoning	5
Community Identified Priorities Hospitals and medical facilities, schools and institutions, and city parks	Within ⅛-mile of location	5
	Maximum Location Index Score (LIS)	45

Appendix E - Accessible Pedestrian Signal (APS) Policy

City of Monroe - Policy for Installation of Accessible Pedestrian Signals and Pushbuttons

Intent:

It is the City's intention to be consistent with the most current version of the Public Right of Way Access Guidelines (PROWAG) in the provision of and location of accessible pedestrian signals and pushbuttons (APS) at traffic signals. Further guidance is available in 28 CFR Part 35 and Manual on Uniform Traffic Control Devices (MUTCD) section 4E.08 through 4E.13.

Purpose:

The purpose of this plan is to establish a reasonable and consistent policy for installing APS.

Scope:

1. *Requests*: Requests for APS systems from the public will be responded to in a timely manner and the consideration for installation will be done in accordance with applicable sections of the ADA.

2. *New construction*: New construction of traffic signal projects requires installation of APS and associated accessible features when pedestrian signals are installed.

3. *Alterations:* When the signal controller and software are altered, the pedestrian signal head is replaced, or pedestrian detectors are replaced, the existing pedestrian signals shall be upgraded to APS on poles in accessible locations.

4. *Curb ramp replacement at traffic signals*: Altering or replacing curb ramps does not require installation of APS unless the curb ramp cannot be altered or replaced without the alteration, installation or replacement of any pole to which a pedestrian pushbutton is attached. Then, installation of APS on poles in accessible locations is required.

5. In addition to the above conditions, APS will be installed through fulfillment of the City's obligations to complete its ADA Transition Plan.

Installation of APS is not required, unless otherwise noted, under the following conditions, but is recommended when inclusion in the project scope is possible:

1. *Minor work and routine maintenance at traffic signals:* Projects including but not limited to: emergency repairs, vehicular detection installation and repairs, installation and repair of CCTV or other cameras, vehicular signal head upgrades and repairs, and repair of pedestrian detection do not require installation of APS and associated accessible features.

2. *Signal timing changes:* Updating signal timing including cycle length, splits, offsets, and pedestrian clearance times do not require installation of APS and associated accessible features.

Appendix F - Maximum Extent Feasible Documentation Template

Maximum Extent Feasible (MEF) Template

Project Description

Highway/Building Parameters

- Roadway Classification:
- Design Speed/Posted Speed:
- Design Year ADT:
- Truck Percentage:
- Access Control:
- Building Type:
- Facilities Provided in Building:

Existing Pedestrian Facilities – general description (for new construction projects include a summary of the project pedestrian study)

Pedestrian Design Standards – cover the following subjects

- Discuss the criteria that apply to the pedestrian elements on the project that will be built to the Maximum Extent Feasible
- Include reference(s) to the appropriate PROWAG/ADA section(s) and City of Monroe Public Works Standards [including revision date]

Alternative(s) analysis - needed for new construction projects only

Proposal – cover the following subjects

- What features will remain that meet guidelines
- What features are being built to guidelines
- What is being built to the maximum extent feasible

Justification

- Discussion of what constraints/challenges there are to meet full design level
- See worksheet

Additional Benefits – new construction projects

Attachments

MEF Template – Public Right-of-Way Alteration Project Example

Project Description

This Alteration project will mill & fill SR "A" (from edge line to edge line) with 0.15' HMA (Class 1/2" PG 64-22) from MP 4.03 to 4.45 and from MP 4.71 to 6.89. This project will overlay the roadway (from edge of pavement to edge of pavement) with 0.20' HMA (Class 1/2" PG 64-22) from MP 4.45 to 4.71. There is no proposed paving on the County Roads.

Highway Parameters

- Roadway Classification: Non-NHS, U-1, Urban Principal Arterial.
- Funding Program: P1 – Paving
- Posted/Design Speed: Mainline - 55/60 mph
- Average Daily Traffic: 25,000 (per Project Definition)
- Truck %: 9% (per Traffic Operations)
- Access Management Classification: Currently classified as Managed Access Class 3. On Master Plan for Modified Limited Access

Existing Pedestrian Facilities

There are five curb ramps and eight sidewalk ramps (from sidewalk to shoulder) located along SR "A" within the paving limits of this project. All five curb ramps and seven of the eight sidewalk ramps do not meet current ADA standards. One sidewalk ramp is located north of the "X" Street intersection (east side – E1, meets guidelines) at the north end of the sidewalk.

There are curb ramps and sidewalk ramps located at the four corners of the "Y" Avenue signalized intersection. Pedestrians can cross this intersection via six curb ramps and four marked crosswalks.

There are curb ramps and sidewalk ramps located at the southwest and northwest corners of the "Z" Way signalized tee intersection. Pedestrians can cross this intersection via three curb ramps and two marked crosswalks. There is one unmarked crossing on SR "A" located at the north side of this intersection. The unmarked crossing meets ADA standards, but the curb ramp located at the west side of the unmarked crossing does not meet ADA standards. This curb ramp is for the marked crosswalk on "Z" Way, is outside of our paving limits, and will not be addressed.

Pedestrian Design Standards

Curb Ramps – Landing, PROWAG 2005 R303.2.1.3

The cross slopes of a curb ramp landing shall be 2% maximum.

This also implies that the gutter slope adjacent to a curb ramp landing shall be 2% maximum.

Proposal

Curb Ramps and Ramps (from sidewalk to shoulder)

North of the "X" Street intersection (west side - W4)

This sidewalk ramp will be upgraded to meet Monroe standards.

"Y" Avenue Intersection

Three of the four proposed curb ramps and all four proposed sidewalk ramps at the "Y" Avenue intersection meet current Monroe standards. Proposed curb ramp "Y" Avenue SW2, located at the southwest corner, is designed to the maximum extent feasible.

Proposed curb ramp "Y" Avenue SW2 will maintain its current landing location to accommodate two crosswalks. All curb ramp elements will meet current Monroe standards, except for the proposed gutter slope (4.4%) and landing cross slope (5.0%). These two elements will maintain the existing gutter slope >2%.

"Z" Way Intersection

The two proposed sidewalk ramps at the "Z" Way intersection meet current Monroe standards. Proposed curb ramp "Z" Way SW2, located at the southwest corner, is designed to the maximum extent feasible.

Proposed curb ramp "Z" Way SW2 will maintain its current landing location to minimize the gutter slope and landing cross slope. All curb ramp elements will meet current Monroe standards, except for the proposed gutter slope (7.4%) and landing cross slope (7.9%). These two elements will maintain the existing gutter slope >2%.

Justification

To construct the curb ramps to be 100% compliant would require re-profiling the existing roadway. This type of major reconstruction is not feasible in this type of Alteration project.

To construct the curb ramps while maintaining the existing profile of the roadway would require rebuilding the roadway adjacent to the proposed curb ramps. The rebuilt roadway would not eliminate the transition from the 2% cross slope of the curb ramps as it matches into the steeper cross slopes of the existing crosswalks but would simply move the transition further into the active traveled roadway. The result would be a grade change transition within the driving lane that would be undesirable.

Attachments

Vicinity Map

Spreadsheet

Curb Ramp Geometrics

Plan Sheets

Appendix G - Planning Cost Estimate Backup

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Planning Level Cost Estimate

PROJECT NAME: Monroe ADA Transition Plan
TG PROJECT NUMBER: 1.19171.00

NOTE: This cost estimate is planning level in nature. It should be considered preliminary and for planning purposes only. It specifically excludes structural impacts to buildings and parking structures, sales tax, permit fees, inflation, and contingency based on future accessibility laws and codes. Potential items such as retaining walls, earthwork, etc., are assumed to be included in the planning level estimate contingency unless otherwise indicated.

Item No.	ADA Deficiency	Improvement Type	Quantity	Unit	Unit Cost	Total Cost
		Sidewalk Improvements				
1	Non-compliant sidewalk (width, condition, uplifts)	Reconstruct, grind, or patch sidewalk.				$ 2,884,000
					Subtotal	**$ 2,884,000**
		Curb Ramp Improvements				
2	Non-compliant curb ramp (width, running slope, cross slope, landing, flare slope, poor condition)	Remove and reconstruct existing curb ramp.	210	EA	$ 7,000	$ 1,470,000
3	Curb ramps without detectable warning surface (DWS) or poor condition DWS.	Install/replace detectable warning surface.	515	EA	$ 500	$ 258,000
					Subtotal	**$ 1,728,000**
		Pushbutton Improvements				
3	Non-APS pushbutton and pushbutton is located incorrectly.	Install new APS pushbutton AND Install new pole.	32	EA	$ 5,900	$ 189,000
4	APS pushbutton that has non-compliant dimensions and/or programming and located incorrectly.	Reprogram pushbutton, reorient pushbutton, and/or install tactile arrow AND Install new pole and relocate pushbutton.	6	EA	$ 3,700	$ 23,000
5	APS pushbutton located incorrectly.	Install new pole and relocate pushbutton.	10	EA	$ 3,500	$ 35,000
6	APS pushbutton that has non-compliant dimensions and/or programming	Reprogram pushbutton, reorient pushbutton, and/or install tactile arrow.	4	EA	$ 200	$ 1,000
					Subtotal	**$ 248,000**
					Total	**$ 4,860,000**
					Contingency @ 20%	**$ 972,000**
					Design @ 12%	**$ 584,000**
					Mobilization @ 8%	**$ 389,000**
					TESC + Traffic Control @ 12%	**$ 584,000**
					Construction Management @ 20%	**$ 972,000**
					Right-of-Way Acquisition @ 20%	**$ 972,000**
					Grand Total 2020 Dollars	**$ 9,333,000**

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Planning Level Cost Estimate

PROJECT NAME: Monroe ADA Transition Plan

TG PROJECT NUMBER: 1.19171.00

Quantity by Priority

	Priority (Quantity)								
Feature	Low 1-15	% Low	Medium 16-30	% Medium	High 31-45	% High	Very High 46+	% Very High	Total
Sidewalks	90	20%	249	54%	117	26%	1	0%	457
Curb Ramps	223	31%	341	47%	134	18%	27	4%	725
Pushbuttons	0	0%	15	29%	28	54%	9	17%	52
Average		17%		43%		33%		7%	

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Planning Level Cost Estimate

PROJECT NAME: Monroe ADA Transition Plan

TG PROJECT NUMBER: 1.19171.00

Cost by Priority

	Priority (Cost)								
Feature	**Low 1-15**	**% Low**	**Medium 16-30**	**% Medium**	**High 31-45**	**% High**	**Very High 46+**	**% Very High**	**Total**
Sidewalks	$ 367,287	13%	$ 1,641,321	57%	$ 874,986	30%	$ -	0%	**$ 2,884,000**
Curb Ramps	$ 118,000	7%	$ 625,500	36%	$ 795,000	46%	$ 189,000	11%	**$ 1,728,000**
Pushbuttons	$ -	0%	$ 60,100	24%	$ 133,600	54%	$ 53,100	21%	**$ 247,000**
Average		7%		39%		43%		11%	

	Low 1-15	**Medium 16-30**	**High 31-45**	**Very High 46+**	**Total**
Total	$ 485,287	$ 2,326,921	$ 1,803,586	$ 242,100	$ 4,859,000
Contingency @ 20%	**$ 98,000**	**$ 466,000**	**$ 361,000**	**$ 49,000**	**$ 972,000**
Design @ 12%	**$ 59,000**	**$ 280,000**	**$ 217,000**	**$ 30,000**	**$ 584,000**
Mobilization @ 8%	**$ 39,000**	**$ 187,000**	**$ 145,000**	**$ 20,000**	**$ 389,000**
TESC + Traffic Control @ 12%	**$ 59,000**	**$ 280,000**	**$ 217,000**	**$ 30,000**	**$ 584,000**
Construction Management @ 20%	**$ 98,000**	**$ 466,000**	**$ 361,000**	**$ 49,000**	**$ 972,000**
Right-of-Way Acquisition @ 20%	**$ 98,000**	**$ 466,000**	**$ 361,000**	**$ 49,000**	**$ 972,000**
Grand Total	$ 937,000	$ 4,472,000	$ 3,466,000	$ 469,000	**$ 9,344,000**

Appendix H - ADA Terminology

ADA Terminology

Accessible Pedestrian Signals. A device that communicates information about pedestrian signal timing in non-visual format such as audible tones, speech messages, and/or vibrating surfaces.

Barrier. Obstacle that prevents movement or access.

Cross Slope. The slope that is perpendicular to the direction of travel (see running slope).

Curb Ramp. A short ramp cutting through a curb or built up to it.

Detectable Warning. A standardized surface feature built in or applied to walking surfaces or other elements to warn of hazards on a circulation path. Also known as "truncated domes".

Fixed Obstacles. Obstacles in pathways that cannot be moved without significant changes to the existing infrastructure.

Grade Break. Location where a pathway's slope changes.

Maximum Extent Feasible. The situation in which the nature of an existing building or facility makes it virtually impossible to comply fully with accessibility standards.

Moveable Obstacles. Obstacles in pathways that can be moved without significant changes to the existing infrastructure.

Pedestrian Access Route. A continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path.

Pedestrian Circulation Path. A prepared exterior or interior surface provided for pedestrian travel in the public right-of-way.

Ramp. A walking surface that has a running slope steeper than 1:20.

Running Slope. The slope that is parallel to the direction of travel (see cross slope).

Ramp Flare. Transitions the curb line to the elevation of the street.

Turning Space. Area that provides maneuvering space at the top/bottom of a ramp.

Appendix I - Grievance Procedure

AMERICANS WITH DISABILITIES ACT
PUBLIC ACCESS REQUEST FOR ACCOMMODATION FORM

Name of Entity: City of Monroe

Turn In to: Human Resources Director

Name of Individual Requesting Accommodation:	**Address:**	**Phone:**
Explain the Functional Disability you have that limits your ability to participate in a City of Monroe program or service (e.g., "I am confined to a wheelchair"). **Describe the program, service or activity you cannot access due to your disability and what you believe are the barriers to access or participate.**		
Proposed Accommodation/Resolution:		
Reserved for Entity Use		

Date Received:	
Date City Response Sent:	
Date sent to HR Manager:	
Date City Response Sent:	

Title II of Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Grievance Form

Reporting Individual: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Business/Cell Phone: _____

This section to be completed only if the aggrieved person is not the individual completing this form.

Person(s) Affected by the Situation: _____
(*if other than reporting individual*)

Address:_____

City, State, Zip: _____

Home Phone: _____ Business/Cell Phone: _____

Program/Facility Alleged to Be Inaccessible: _____

Date situation occurred: _____

Describe the situation or way in which the program is not accessible, providing the name(s) where possible of the individuals who were involved in the situation. (Attach additional pages if necessary.)

_____

_____

_____

_____

_____

_____

_____

_____

Have efforts been made to resolve this complaint through the Request for Accommodation with the ADA Coordinator? (Circle One) **YES** **NO**

If yes, what were the results? _____

_____

_____

Additional Comments:

Signature:_____ Date: _____

Send Completed Form to:

ADA Coordinator
City of Monroe
806 W Main St
Monroe, WA 98272

RESERVED FOR ENTITY USE

_____
Date Received by ADA Coordinator Date City Response Sent