



ADA CITIZEN STEERING COMMITTEE MEETING AGENDA
Thursday, October 26, 2017
3:30 PM – 5:30 PM

Project: ADA Self-Evaluation and Transition Plan

Location: 201 A West Gray Street, City Council Chambers, Norman, OK 73069

Attendees:

City of Norman ADA Citizen Steering Committee
(see attached sign-in sheet)

Brian Shamburger, Kimley-Horn
Luke Schmidt, Kimley-Horn
Kristi Avalos, Accessology

Discussion Items:

- Who picked the Park facilities?
 - The Parks were selected by City staff based on use and regional significance. The number was limited due to budget constraints.
 - There is potential for multiple phases or the City to review additional facilities.
 - Ultimately, all City Parks will be evaluated and included as part of the Transition Plan.
- Will we get a detailed report of the facilities/programs evaluated?
 - Yes
- Will the City work with other organizations within the City for compliance (e.g., Metro Fair Housing and the use of emotional comfort animals)?
 - The Consultant Team's scope for work is limited at this time, but everything is on the table.
 - This effort could be phase 2 or 3 of the scope of work.
 - Housing entities that receive HUD funding require a similar plan for compliance.
- Is the City tracking complaints/grievances?
 - The City receives minimal written complaints. Most complaints are received via phone.
 - The Consultant's scope includes reviewing the City's grievance procedure/process and providing recommendations.
 - The grievance procedure and complaints should be documented and/or tracked.



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- The City plans to make sure the community understands the grievance process as part of this project. Complaint forms will soon be available on the City's website.
- How accessible is the City's grievance/complaint form?
 - This issue of how to make the form easier to use and complete online was discussed at the progress meeting.
 - Suggestions?
 - Online form can be editable and submitted with electronic signature.
 - Make sure the form is accessible to screen readers.
 - Make the form specific to a category (program access, pedestrian facility, request for accommodation, etc.).
- Does this project include ADA training for City staff?
 - Staff training is not included in this scope, but it will likely be a recommendation for a future phase. The study will identify what training is needed.
 - The City of Oklahoma City requires contractors to attend ADA training through Oklahoma City Community College. A similar recommendation could be made as part of this project.
- Broken sidewalk is a real hazard.
- The City currently does not have a committee on ADA.
 - One goal of this project is to establish an ADA Advisory committee at the end of the project.
- For Westwood park, will this project evaluate the swim park and golf course?
 - Yes
- Heavy exterior doors can be a problem.
 - ADA does not govern exterior door opening pressure, but it is an accessibility issue. Door opening force standards are only required for interior doors. Most park bathroom doors are considered exterior doors.
 - Power assisted doors are never required, but sometimes a good option.
 - Vandalism is a real problem in parks.
 - Grievance forms can help convey information to the City.
 - Education is an important component to reduce vandalism.



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- The City does not provide enough accessible parking at public events.
 - Both the City parking ordinance and vendor contracts for special events can be amended to include increased accessible parking requirements.
 - It is important that both types of events have sufficient accessible parking. The City needs to decide how they will update or administer new requirements.
- Programmatic access – how are new programs evaluated for accessibility?
 - This project will identify barriers and recommend improvements to City programs and policies.
 - The City will consider and implement the suggested improvements.
- Will reporting/findings come to the committee?
 - Yes, the report/findings will be provided to the committee for review and comments.
- Will there be subcommittees within this committee?
 - The committee can identify the need for subcommittees to City staff.
- Can the committee see what the staff sees?
 - The committee may not review everything, but the committee will be provided a general overview of the materials provided.
 - Draft findings and report materials will be distributed at the upcoming meetings.
- What do you want from the committee?
 - Identify areas of concern
 - Help prioritize future facility evaluations
 - Locations where barriers exist
- What is the best way to get information from the committee?
 - Discuss during committee meetings and through follow-up emails.
- Cleveland Area Rapid Transit (CART) is a separate agency from the City and requires a separate transition plan, grievance procedure, etc.
- Specific roadways/corridors of concern that could be evaluated as part of this plan:
 - Classen Blvd. / Porter Ave. – between Robinson St. and Lindsay St.
 - Lindsay St. – entire extents (currently under design/construction)
 - N/S University Blvd. – W Daws St. and Apache St.
 - Need to look at all transit routes/stops and connectivity
 - Main St. – section of roadway past the railroad tracks before James Garner Ave.



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- Neighborhood areas
 - Neighborhood around Wittier Middle School
 - Housing complexes with people with disabilities
- Additional ideas/notes about high priority areas should be sent to Jack Burdett (City)
- What are the ADA requirements for traffic signals?
 - Push buttons, accessible paths, curb ramps, slopes, distance from push button to street, sidewalk slopes, crosswalk slopes, back slope, and many more.

Action Items:

- Committee
 - Prepare and submit list of sidewalk/intersections to be evaluated by Thursday 11/9/17.
- Consultant Team
 - Send meeting maps (PDF)
 - Send meeting presentation (PDF)