

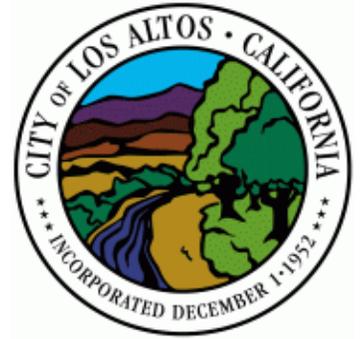
Appendix B: Public Meeting Minutes

Public Meeting #1 – April 17, 2013

City of Los Altos, Bicycle Pedestrian Advisory Committee Meeting –
November 20, 2013

City of Los Altos, Parks and Recreation Commission Meeting –
December 11, 2013

City of Los Altos, Senior Commission – January 6, 2014



Break Down the Barriers

Help the City of Los Altos with its ADA Self-Evaluation & Transition Plan



**Wednesday
April 17, 2013**

4:00 - 6:00 pm

**Community Meeting
Chambers
Los Altos City Hall**

**1 N. San Antonio Rd.
Los Altos, CA**

**Make Your
Voice Heard!**

In order to provide accessibility for all residents and visitors, the City of Los Altos is assembling an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan. The City is in the process of evaluating the accessibility of its facilities, programs, and services and would like to hear from you.

At this public meeting you will learn about the evaluation process and the status of the facility survey. You will have a chance to express your concerns regarding the accessibility of City services and facilities. The City will include your input into the final ADA Transition Plan.

Public Transportation

Santa Clara Valley Transportation Authority
Route 40 Northbound: La Avenida & Shoreline
Route 40 Southbound: Foothill College
Please use Edith Avenue to enter the Civic Center campus
For more information visit: www.vta.org

Meeting Accessibility

This meeting is conducted in an accessible location. If you need an American Sign Language interpreter, assistive listening device or other type of accommodation, you can request assistance by calling Dave Brees: (650) 947-2888 or email: dbrees@losaltosca.gov no later than April 12, 2013.

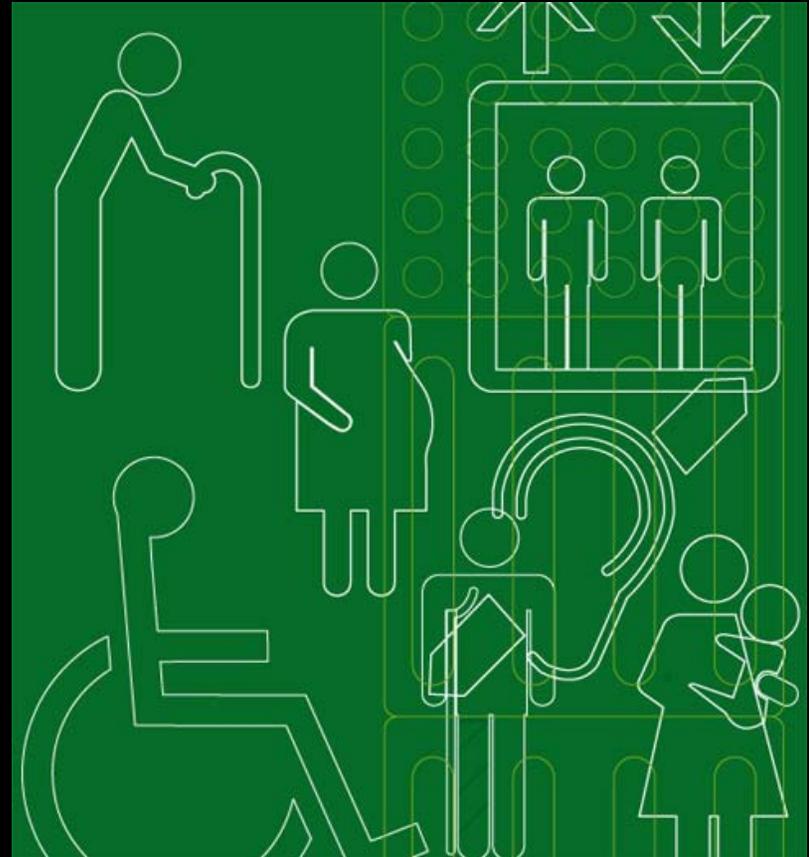


City of Los Altos ADA Self-Evaluation and Transition Plan



The Americans with Disabilities Act

- The Americans with Disabilities Act (ADA) is a **civil rights law** that mandates equal opportunity for individuals with disabilities.



The ADA

Title I: Employment

Title II: Public Transportation
and State and Local
Government Services

Title III: Places of Public
Accommodations

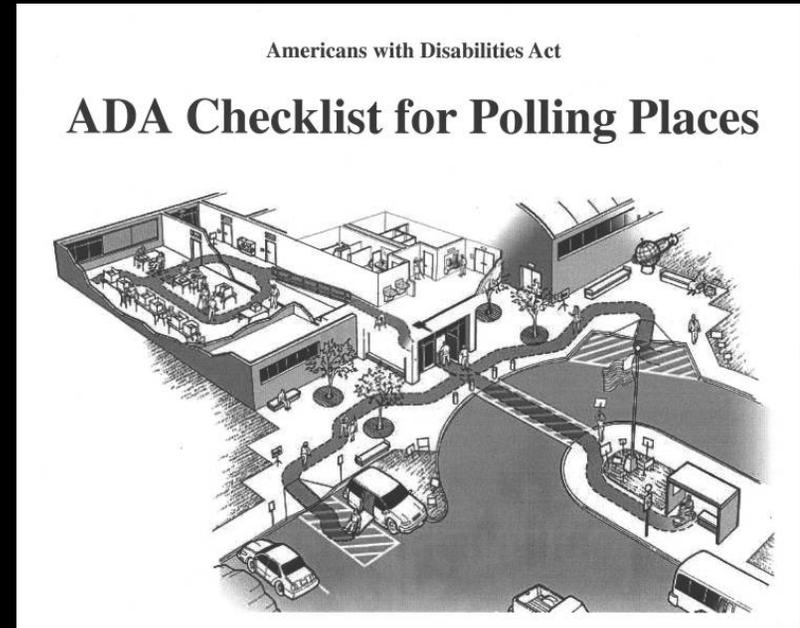
Title IV: Telecommunications

Title V: Miscellaneous



Equality in Access

The primary responsibility of public agencies with regard to the ADA is to provide equal access to ***PROGRAMS, SERVICES, & ACTIVITIES***



Title II Requirements

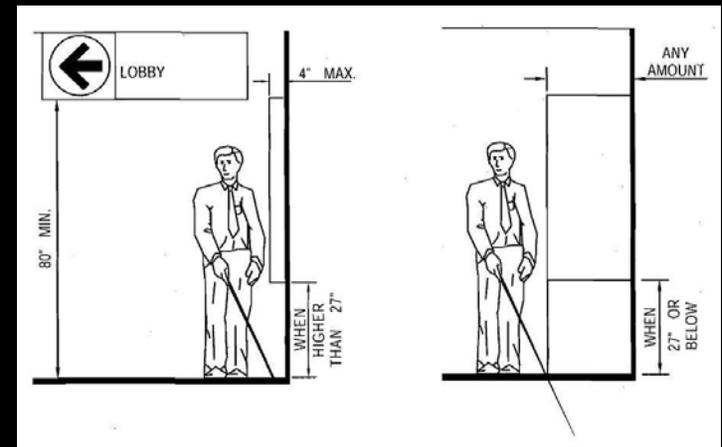
- Complete a Self-Evaluation of policies, programs and facilities
- Develop an ADA Complaint Procedure
- Designate a person who is responsible for overseeing Title II compliance; and
- Develop a Transition Plan if the Self-Evaluation identifies any structural modifications necessary for compliance

Policy and Program Evaluations

- Review City policies including City Codes
- Review the current level of access to programs and activities using a detailed questionnaire completed by City staff
- Analyze policies, programs, and activities and will make recommendations for improvements
- Produce a draft and final Self-Evaluation Report

Policy Modifications

- Policy: “A permit is required to place an obstruction in, on, or over the public right-of-way”
- Modification/ clarification: Add language that prohibits protruding or overhanging objects



Customer Services

- Modify practices when needed and requested
- Provide accessible facilities or relocate activities
- Provide accessible equipment and tools for staff and the public
- Contracted program support service providers must comply with the ADA

Outreach and Printed Information

- Provide notices of non-discrimination on materials
- Provide alternative formats upon request
- Inform the public that this is available
- Handle all requests on an individual basis
- Provide ASL interpreters, readers, tools and resources when requested
- Increase outreach to persons with disabilities
- Provide accessible web resources

Training and Staffing

- Disability awareness training for City staff
- Customer service skills and tools are vital
- Maintenance and facility staff need to understand accessibility concepts



Public Meetings

- Schedule meetings in accessible locations
- Make reasonable modifications so people can participate
- Display a notice on meeting announcements and agendas about requesting assistance

Accessibility Complaint Procedure

Find an acceptable solution first!



Services in Existing Facilities

Options:

1. Make alterations to the facility
2. Provide the same City service in another accessible location
3. Provide auxiliary aides or services to assist the individual



Building and Construction Practices

- New construction and alterations must be accessible
- California State codes and the Federal ADA guidelines must be followed



Facility Survey and Reports

- Identify all physical barriers in public areas
- Describe the barrier removal solutions for necessary improvements
- Establish planning level cost estimates for improvements



Facility Survey Report and Reference Map

Grant Park

Exterior		Priority:
1 - 1	Parking Area	
Provide or modify accessible access aisles		\$1,000
Notes: There is no striping for the access aisle on the passenger side of the space. The words "NO PARKING" are not painted in the access aisle.		
State: 1129B.3		
Federal: -		
Install sign		\$500
Notes: "Minimum Fine \$250" sign is not provided.		
State: 1129B.4		
Federal: -		
Install van parking sign		\$500
Notes: Van accessible parking is not provided.		
State: -		
Federal: 208.2.4		
Install sign for unauthorized parking		\$500
Notes: Warning sign is not provided.		
State: 1129B.4		
Federal: -		
4 - 1	Walk	Priority:
Provide detectable warning strip		\$1,000
Notes: Detectable warning is not provided where walk adjoins a vehicular area.		
State: 1133B.8.5		
Federal: -		
10 - 1	Drinking Fountain	Priority:
Replace or reposition drinking fountain		\$5,000
Notes: A standing person fountain is not provided.		
State: 1117B.1.1		
Federal: 211.2		
Increase or provide maneuvering or clear floor area		\$2,000
Notes: A 30x42" clear level space is provided. (30x48" min. required).		
State: 1117B.1.2		
Federal: 305, 306		



43-1 10-1 1-1 4-1 32-1

Grant Park
1575 Holt Avenue
Los Altos, CA

Prioritization of ADA Improvements

- Establish criteria for prioritization based on community values
- Use priorities to establish a schedule for removing barriers



Prioritization of Barriers City-wide

Examples of criteria for prioritizing access improvements **City-wide:**

- *Level of Public Use*
- *Social Need*
- *Citizen Rights and Responsibilities*
- *Location of Unique Program*
- *Geographic distribution*
- *Identified Complaints*

Prioritization of Barriers within Facilities

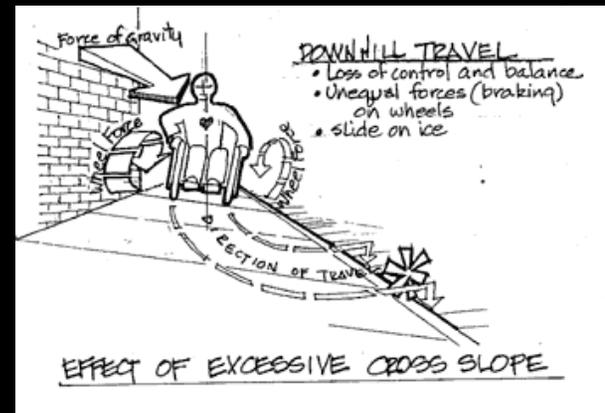
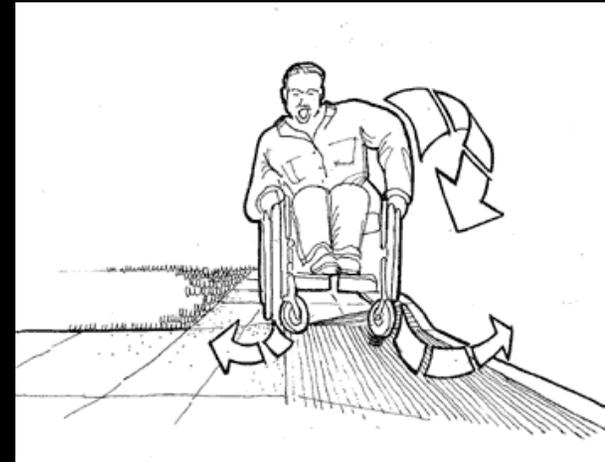
Examples of criteria for prioritizing access improvements **within a facility**:

1. Building entrance and primary path of travel
2. Barrier removal items that improve access to program use areas
3. Amenities
4. Areas and elements not required to be modified



Pedestrian Rights-of-Way

- Conduct a survey of pedestrian features such as sidewalks and curb ramps
- Review City policies and design standards
- Evaluate programs and mechanisms relevant to pedestrian improvements



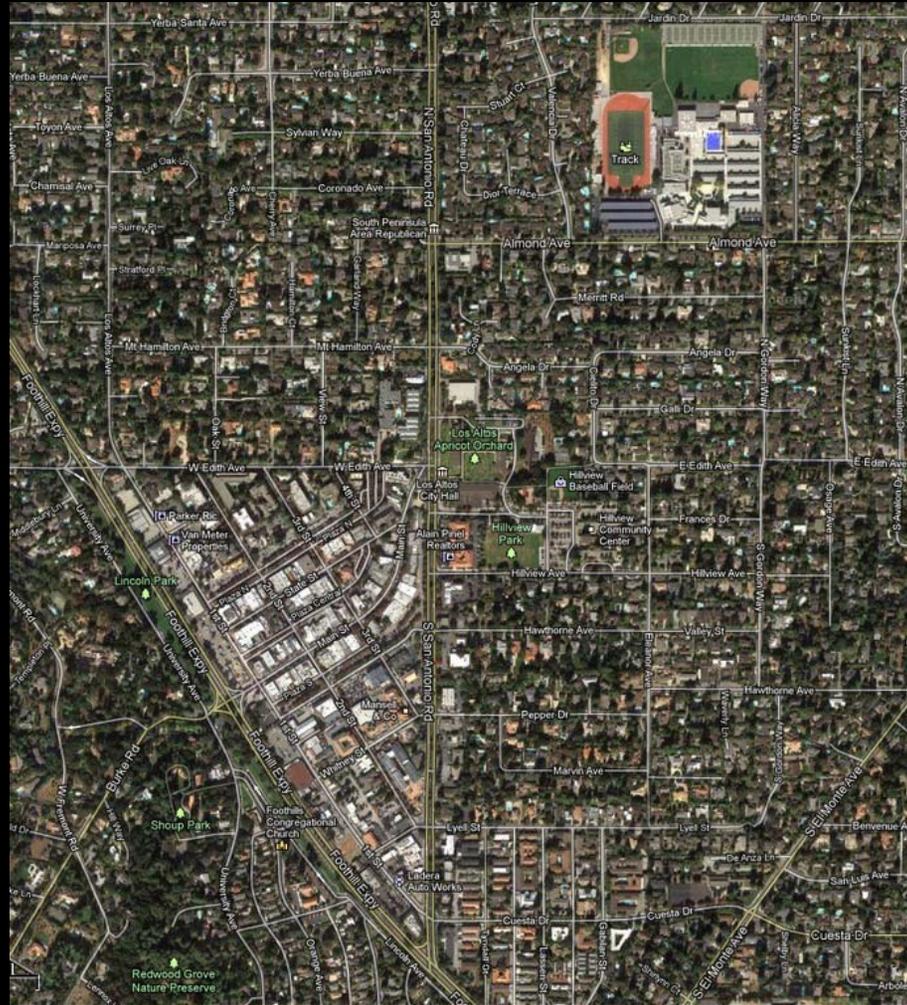
Prioritizing Sidewalks and Curb Ramps

Criteria has already been established by the ADA for prioritizing access improvements within the pedestrian Rights-of-Way:

1. State and local government offices
2. Transportation facilities
3. Commercial and business areas
4. Places of employment
5. Residential neighborhoods

Questions and Comments

- Do you have any questions about the ADA Transition Plan?
- Do you have any concerns about City sidewalks and curb ramps?
- What about programs, activities and services provided by the City?



City of Los Altos ADA Self-Evaluation and Transition Plan



City of Los Altos
ADA Self-Evaluation and Transition Plan
Public Meeting #1
City Council Chambers
April 17, 2013
4 – 6 p.m.

Dave Brees, Project Manager for the ADA Self-Evaluation and Transition Plan (ADA Plan) introduced Tim Gilbert and Yuri Jewett from Moore Iacofano Goltman, Inc. (MIG). MIG was hired by the City assist in the completion of the City's ADA Plan.

Tim Gilbert presented a PowerPoint presentation outlining the Title II requirements and key milestones for the project. The presentation is attached to this document.

Tim Gilbert then opened the floor for questions and concerns:

Public Question: City council meetings are not closed captioned. Why not?

MIG Response: This was noted in the Self-Evaluation and will be a recommendation in the Plan.

Public Comment: The City needs to market the public meetings better. We need to reach out to the younger generation.

Public Comment: It would be nice to know the statistics about local residents. The amount of elderly, disabled etc.

Public Comment: Los Altos is a "long, skinny town" and not very good for walking

Public Comment: Next time, you should hold this meeting at the Senior Center

Public Comment: I am an avid walker. Even with the recent construction done for the San Antonio Streetscape project, the width of the sidewalk is not adequate for someone with a walker or scooter.

City Response: We did widen the sidewalk for that improvement project. We added curb ramps and removed trees. There are some "pinch points" but they do meet the building code.

Public Comment: I'm with the Senior Commission. Please work with us.

MIG: We will outreach to you when the Draft Plan is ready for public review.

Public Question: What are the bumps on the curb ramp?

MIG Response: This is a tactile warning to assist someone with a visual impairment so they know they are entering a vehicular area.

Public Questions: Where would I get a hearing device at a public meeting?

City Response: At the bottom of all of our flyers there is contact information for our City Clerk's office. They will coordinate that for you.

Public Comment: I think this City is in good shape when it comes to the ADA. I'm glad this ADA Plan is being completed.

**City of Los Altos
Americans with Disabilities Act (ADA)
Self-Evaluation and Transition Plan**

**April 17, 2013
Public Meeting**

COMMENT CARD

Please list your concerns regarding accessibility of the programs, services and activities offered by the City of Los Altos.

PLEASE CHECK OUT THE ADA PARKING SPACE BESIDE THE CUSTOMER BANK - IF YOU EXIT WITH A WALKER - IT MIGHT JUST GET STUCK IN THE GRATE THERE.

ALSO WE NEED ADA PARKING ON MAIN STREET

K.G. TIEMANN - DOWNTOWN RESIDENT

KGABRIELLE@gmail.com

Please return this card to the meeting facilitators or
mail to the address on the back of this page or
email to yurij@migcom.com
by **May 1, 2013**

**City of Los Altos
Americans with Disabilities Act (ADA)
Self-Evaluation and Transition Plan**

**April 17, 2013
Public Meeting**

COMMENT CARD

Please list your concerns regarding accessibility of the programs, services and activities offered by the City of Los Altos.

- ① Lights/stairs leaving city hall.
 - ② Lights in front of Village Park.
 - ③ Parking grate next to passenger exit
in parking lot next to Costume Bank (from car)
 - ④ Handicapped parking places on Main St.
- Goal: Access to civic/commercial buildings
whether night or day.

Thanks, David!

Tanya DeMare
(650) 941-8993

Please return this card to the meeting facilitators or
mail to the address on the back of this page or
email to yurij@migcom.com
by **May 1, 2013**

Los Altos BPAC
Special Meeting Minutes
November 20, 2013

RE: Draft Self Evaluation and Transition Plan Presentation

Commission Members: Bill Sheppard, Bill Crook, Jim Fenton, Suzanne Ambiel, Karl Danz, Christine Hlavka, Wesley Brinsfield, and Cedric Novenario

Also present: James Walgren, Dave Brees, Tim Gilbert, and Ashley Tomerlin

Dave Brees: Presentation

Staff is here to seek BPAC approval of the Draft Self Evaluation and Transition Plan. Tonight's comments will be combined with other Commissions receiving a presentation. The City has secured the consulting of MIG to help with preparing the plan. Tim Gilbert, MIG Principal, will be presenting the plan.

Tim Gilbert: Presentation

It is our intentions that the plan will contribute to improved accessibility in Los Altos.

Presentation on Title II Requirements and the Los Altos Self Evaluation and Transition Plan.

Congress passed the Americans with Disabilities Act on July 26, 1990. Title II of the ADA covers programs, activities, and services of public entities. Title II provides protections to individuals with disabilities that are at least equal to those provided by the nondiscrimination provisions of Title V of the Rehabilitation Act. The ADA Self Evaluation and Transition Plan is a tool for the City to identify existing barriers and establish a timeline for removing barriers to provide improved accessibility to public programs and facilities. In addition to evaluating the physical barriers, the plan also examined the programmatic barriers associated with City services.

Commission Comments and Questions:

- **Commission:** Does the ADA cover private schools?
Consultant: The ADA does address private schools but this was not covered in the MIG survey as they do not fall under Title II which pertains to public entities. The only entities not covered by the ADA are churches and private clubs. These are still subject to State building codes when newly built or renovated.
- **Commission:** Los Altos is a rural community without an extensive sidewalk system- what does the ADA say about this.
Consultant: If you don't provide them, they are not required. It is not an obligation to have sidewalks.
- **Commission:** So we can have a curb cut and pedestrian ramp going into dirt?
Consultant: Yes, if there is not a sidewalk to connect to on the other side of the roadway. Sidewalks are often a patchwork system that is subject to infill

development and planning. We need to acknowledge pedestrian connectivity as an incremental process.

- **Commission:** Are there standards for sidewalks?
Consultant: There are current standards in the California code and the ADA but more extensive ADA draft standards for public sidewalks are under way but have not been adopted. The plan reviewed the rights of way using the current standards.
- **Commission:** Safe routes to school- we are in the process of upgrading this program. What do we need to be thinking about when applying and interacting with the Bike Master Plan and Pedestrian Master Plan.
Consultant: What is good for a person using a wheelchair or other mobility device is also good for people using strollers and shopping carts. Accessibility improvements will help and benefit all users. We are encouraged that the Pedestrian Master Plan will be applying the ADA standards and referencing the ADA study.
- **Commission:** As we go through and suggest routes, should we be considering the suggested improvements for curb ramps and more compliance to identify safe routes.
Consultant: You're lucky here to not have dramatic topography, it is pretty flat and will make it easier. Safe routes are not always the most direct but are meant to be the safest way.
- **Commission:** How much do you have to alter your plan to adjust routes to accommodate a disabled person when it might not benefit others?
Consultant: The ADA says it is ok for a marginally longer route for people with disabilities, but it cannot be substantially out of the way.
- **Commission:** You can make routes longer if you use controlled intersections and safer routes.
- **Commission:** Diagonal curb ramps confuse drivers- no one knows where people are going. Directional curb ramps would be beneficial.
- **Commission:** Berry Avenue had many instances of curb ramps with combined slopes exceedingly steep and it had dumped one individual on at least one occasion.
- **Commission:** My understanding of the problem on Berry Avenue, when projecting how steep a ramp should be, you must be careful with the trigonometry of the cross slope of the sidewalk when considering ramp slopes.
Consultant: There are many factors that must be considered when designing a ramp and cross slopes- utilities, etc.

- **Consultant:** This report has identified fewer barriers than many communities we have surveyed. The City of Los Altos has done a good job with compliance related to new construction.
- **Commission:** (Response to image of drain in parking lot access aisle)- there have been many complaints about that.
- **Commission:** From a policy point of view, if the City holds a function at a school who is responsible?
Consultant: The City is responsible for their program being accessible. But both City and school are required to be accessible and have ADA Self Evaluation and Transition Plans.
- **Commission:** I have not read the plan and I would like a paper copy. BPAC identified challenges: the first place was the oldest part of Los Altos, University Avenue, the sidewalks were documented with pictures of barriers. We also found some areas, Grant, Fremont, Foothill Expressway, later developments, that have barriers. There were a number around Oak school. We had an ADA project where we corrected a lot of the problems near Oak School. The others were not and have not addressed. I had a stroke a couple years ago, I was sent to rehab and had to do wheel chair training. I was amazed at the challenges I had to physically maneuver a wheelchair. I wanted to bring one in tonight to better articulate the issue on Berry Avenue.
- **Commission:** Federal specifications for sidewalks are under development, but are there other specifications for the right-of-way.
Consultant: the Federal requirement for the width of a sidewalk is 36", but state codes require 48". The City of Los Altos planning requirements are even more stringent.
- **Commission:** What is the code for encroachments into the sidewalk for poles?
Consultant: A sidewalk can have a reduced width of no less than 36" for a 24" inch segment then it must return to 48".
Commission: So there is a place that has a utility pole right in the middle of a walk, is this something that needs to be addressed with redevelopment?
Consultant: That would be a barrier to access and is a frequent condition when utility companies do not coordinate with municipalities.
- **Commission:** We can up the priority if we know there is someone who uses a route and there is a recognized barrier.
City: When we update our 5 year CIP- we come to BPAC to get lists of barriers. The list from BPAC was included in the survey report.
- **Commission:** I am frustrated when I see an improvement that goes nowhere or to an obstructed sidewalk. There is no place for someone using the ramp can continue along the path. We have a number of places where private mailboxes

encroach or obstruct the route and protrude into the walk. Are these mailboxes a barrier?

Consultant: It is hard to control aftermarket products and installations not specified by a designer or reviewed by a building official. These elements often do not meet access requirements. I use the strike-edge clearance example where doors are designed with clearances for people who use wheelchairs to maneuver and the occupant fills the required space with a filing cabinet or piece of furniture that then obstructs the maneuvering space. Unregulated and anecdotal treatments are hard to regulate. We must be vigilant.

Commission: Magdalena moved the mailboxes out of the right of way and the neighborhood got an award.

- **Commission:** So is it fairly certain the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) will be accepted? Should we be aiming to comply with them?

Consultant: There is a safe harbor clause that covers situations where something was constructed correctly with the codes of the time. The City should be aware of the pending regulations but isn't necessary to start using and enforcing them until the codes are officially adopted by the Access Board.

- **Commission:** Permits, I got the sense that folks that set up shop along the walk become legally obligated to comply with the ADA, do these people take on more responsibility with regards to the ADA when taking over a public space. Do these events open the entities up to legal risk?

Consultant: Encroachment permits should help regulate the private use of the right-of-way and reduce the risk of injury, barriers and lawsuits.

- **Commission:** My impression is public buildings and issues of access to them are the highest priority. Will the places that are not part of the city right of way also be surveyed?

Consultant: No, this plan addresses Title II.

City: When private owners improve or invest in improvements, they must also improve accessibility.

- **Commission:** Garden House: There was a problem with the elevation of the ramp to the second floor- the idea was considered of creating a longer ramp but an elevator was installed. I was unclear what did you do at the Garden House? It is my understanding that the lift has not been used and is often broken. What are you addressing with this? Has this situation been corrected?

City: The lift is functional. It is used regularly. One of the bathrooms has been modified to be accessible. The actual Garden House has four pages of barriers in the report which is consistent with other buildings of similar age. The newer buildings fared better. If we see a need in particular or if there are grant dollars, the city will pursue it and give it higher priority.

- Commission:** I noticed on pg 58: 12 year plan on addressing the facility barriers and the pedestrian rights-of-way (PROW) report is on a 15 year plan? Why is it so long?

Consultant: Funding improvements is limited and must be coordinated with other capital projects.

City: The City receives \$65,000-\$75,000 from CDBGs to use towards PROW improvements. The city has Capital Improvement Project (CIP) funds which also go to street improvements. The schedule is a proposed schedule. If a project comes up, we can address it. The timeline provides priorities and flexibility. The reality is that funding is the limitation.

Commission: Also on pg 58, the table, why are county and private run facilities included in the improvement list?

City: Because the city owns those properties.

Commission: This should be relabeled to be clearer that the City owns it and it is the City's responsibility.

City: Agreements differ from agency to agency.

Commission: Be clear the City isn't taking care of facilities owned by other agencies.
- Commission:** PROW- the 1 million dollar amount is in addition to the facility list? If 3 million came from the sky, would that cover all the needed funds?

City: It is not a double count.
- Commission:** Pathway connectors and shortcuts: they are often not compliant, does this plan address them?

Consultant: We surveyed the list of barriers that was provided by BPAC, and included the barriers we found to be present and violating the ADA in the Plan. If we didn't see a barrier or a route did not violate an accessibility code, we didn't include it in the survey.
- Commission:** How often does the Self Evaluation and Transition Plan need to be done?

Consultant: The Department of Justice enforces the ADA. They can come at any point and ask how the city is doing with addressing the barriers.

City: The Human Resources Manager is the City's ADA Coordinator, and is responsible for maintaining the list, and directing complaints to the appropriate department. The consultant is giving us a list of the barriers and we will be using this as a check list.

Commission: Is this something that should be included on BPAC agendas?

Commission: This seems to fall within our purview.

Commission: We have our own list of improvements for bikes and pedestrians, can we see the list?

City: This is not an exhaustive list, it is a living document that will constantly be changed. We are working with the BPAC liaison, Cedric, to identify projects that fall within the CIP.

Commission: I want to see the spreadsheet so I can see that we're not overlapping.

Commission: Am I right to believe that the CIP is the primary motivator for the improvements?

City: The CIP will depend on finding funding and grants. Public facilities are the responsibility of the City. Hillview is the highest priority of our list. We can give an annual status report to BPAC.

- **Commission:** Would it be beneficial for BPAC to provide updated lists to the City to consider the budget and CDBG budget for improvements.

City: The list can be updated and can be submitted. The list is big, the resources are limited.

Commission: When BPAC was looking at ADA improvements, the back entrance to Montclair school was not accessible. Is it legitimate to reroute someone to the front of a school along the street?

Consultant: It is not optimal. It might be good to have a drop off.

- **Commission:** Should this be a part of our annual work plan?
- **City:** We have extra hard copies of the draft plan for your review.
- **Commission:** Please review and send comments to Cedric and to the City.

Los Altos Park and Recreation Commission
Special Meeting Minutes
December 11, 2013

RE: Draft Self Evaluation and Transition Plan Presentation

Commission Members: Bill James, Jamie Lucia, Lynette Lee Eng, Larry Baron, Predeep Parmar

Also present: Russ Morreale, Dave Brees, Tim Gilbert, and Ashley Tomerlin

Dave Brees: Presentation

Staff is here to seek PARC's approval of the Draft Self Evaluation and Transition Plan. Tonight's comments will be combined with other Commissions receiving a presentation. The City has secured the services of MIG to help with the preparation of the plan. Tim Gilbert, MIG Principal, will be presenting the plan.

Tim Gilbert: Presentation

It is our intention that this plan will contribute to improved accessibility in the City of Los Altos. Following a presentation on Title II Requirements and the Los Altos Self Evaluation and Transition Plan the following comments were offered by Commissioners:

Commission Comments and Questions:

- **Commission:** In regards to the Schedule and Estimated Cost Matrix in the report, there are a few parks scheduled each year and phasing seems necessary particularly for big ticket items. My concern is that a park like McKenzie Park that is scheduled 9 years out, might not be made accessible even if it's a simple and cheap fix. I don't want simple items to be put off into later years.
City: The city will look at maintenance issues and big ticket items. The available funding will determine the projects. Projects are part of the Capital Improvement Program and included in a 5-year plan. The matrix provides a base and projects will shift with available funding.
Commission: Good, that is what I would expect. If we can identify the key barrier removal actions that will provide basic access before the 9 years in the case of McKenzie Park then we won't keep people from their neighborhood parks.
Consultant: The reality of the matrix is that it needs to be flexible and City staff is very aware of this.
- **Commission:** In regards to the mechanism of identifying complaints – for City Council meetings where closed captioning is provided on the recordings, is this something they would only do if there is a complaint?
Consultant: Not necessarily. Some way of providing the services to people with hearing impairment must be available. An example is that you're not going to have an interpreter at every meeting but you would have them available when requested in a reasonable amount of time.

- **Commission:** The concerns of ADA issues have been brought to us by neighbors as members of this commission. The reports brought to our attention additional issues. As I look at play areas with Fibar – is this surface meeting the minimum standards? We have had concerns about the material, are we doing our due diligence?

Consultant: Fibar has been the subject of many discussions including the US Access Board. When properly installed and maintained, it is considered an accessible surface.

Commission: I'm concerned about the change in level from the paving to the Fibar surface.

Consultant: The product does require a lot of maintenance and there are standards for transitions from pavements to safety surfacing at access points.

City: All city play areas include access routes/ramps thanks to state grants. Maintenance is required and we invite help from the community with alerts to where these issues are and what needs to be addressed.

Commission: What is the Cadillac of play surfaces? We don't want to do just the minimum.

Consultant: Fibar is a good selection. Poured in place surface is easier to maneuver on but there is an increased rate of small bone fractures. There is not one product that is perfect for every condition; the best play surface for a play area depends on the park environment, the level of use, etc.

Commission: Grant Park had at least one ramp installed, but when it was constructed it had the wrong slope. Is the ramp an accessible access point to the Fibar?

Consultant: As long as it has the correct slope and configuration, yes. However a single ramp limits the number of access points.

- **Commission:** I am glad the water fountains were called out in the reports.
Consultant: Yes, standing and accessible fountains are both required. If you want to go beyond the minimum, even lower fountains and dog fountains can be provided, but they are not required.
- **City:** We'll receive and include your comments in the plan. The plan is to go to Council in spring.

Commission: Please include in the report that maintenance will be ongoing and a top priority.

Commission: Please expand the Executive Summary section of the plan to 2- 3 pages. It would be helpful and make the plan easier to understand. State total dollar amounts and the corresponding number of years required for the barrier removal. State that Los Altos is in good shape. I would also like a better description of the methodology and process of surveying and producing the facility reports to authenticate their accuracy. Fold in parts of this verbal presentation to better articulate what the plan is, why it is, and how it was written.

Los Altos Senior Commission
Meeting Minutes
January 6, 2014

RE: Draft Self Evaluation and Transition Plan Presentation

Commission Members: Kathy Seddiqui, Ginger Summit, Linda Smith, Karen Jenney, Sarah Gualteri, Candace Avina, Paul Gonella, Anabelle Pelham

Also present: Dave Brees, Tim Gilbert, and Yuri Jewett

Dave Brees: Presentation

Staff is here to seek the Senior Commission's approval of the Draft Self-Evaluation and Transition Plan. Tonight's comments will be combined with other Commissions receiving a presentation. The City has secured the services of MIG to help with the preparation of the plan. Tim Gilbert, MIG Principal, will be presenting the plan.

Tim Gilbert: Presentation

It is our intention that the plan will contribute to improved accessibility in the City of Los Altos. Following a presentation on Title II Requirements and the Los Altos Self-Evaluation and Transition Plan the following discussion took place:

Commission Comments and Questions:

- **Commission:** Los Altos Hills created a pamphlet that addressed improving housing for seniors. We distribute the pamphlet to the developers of new housing projects. How does the ADA fit into working with private developers?
Consultant: The ADA does not address single family homes. Multi-family units are addressed under the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973. There is also the concept of "visitability" – allowing for someone with a disability to visit a home where they do not reside. The Self-Evaluation and Transition Plan specifically addresses Title II, public accommodation for City facilities.
- **Commission:** What about the brand new Safeway? Does that need to comply?
Consultant: Yes, under Title III of the ADA it has to comply. The City is doing a good job monitoring new construction to ensure that everything is built to the current code. Also, there are new programs in place that require architects to receive more training on ADA codes, and cities are now required to have a Certified Access Specialist (CAsp) on board to participate in the permitting process.
- **Commission:** Did you analyze the costs associated with the improvements that need to be made? Where will the funding come from?

Consultant: Planning level cost estimates were prepared for each barrier removal action. Safe Routes to Schools is a good funding source for addressing the sidewalks that we studied near public schools.

City: We have also had a lot of success with the Community Development Block Grant (CDBG) program to help with improvements like this.

- **Commission:** In regards to the prioritization process, how did this work with different age groups? Students, seniors etc.

Consultant: We did consider demographics when working with staff to create the prioritized Transition Plan table, but there was no numerical formula used in the process. Also, funding as mentioned earlier can also be a key factor in revising the order of the Transition Plan. As funds become available priorities will indeed shift.

- **Commission:** What are the next steps?

City: The document will be finalized based on the suggestions made from this group, the BPAC and the Parks and Recreation Commission. Then, the plan will be posted online for 30 days for any additional public comment. Shortly thereafter we will take the Final Plan to Council for adoption. We anticipate that will happen this spring.