

# Town of North Liberty

## Americans with Disabilities Act Transition Plan: Pedestrian Facilities in the Public Right-of-Way



2013

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## INTRODUCTION

The purpose of this plan is to ensure that the Town creates reasonable, accessible paths of travel in the public right-of-way for everyone, including people with disabilities. The Town has made a significant and long-term commitment to improving the accessibility of their pedestrian facilities. The Transition Plan identifies physical barriers and prioritizes improvements that should be made throughout the Town. This Transition Plan describes the existing policies and programs to enhance the overall pedestrian accessibility.

### TRANSITION PLAN HISTORY AND OVERVIEW

*The Town of North Liberty completed an ADA Transition Plan for architectural barriers in their buildings, facilities, and programs. Also with the help of grants and funding sources the Town has had an active Sidewalk Replacement Program with the plan includes the replacement or the addition of curb ramps at intersections throughout the Town. This plan is to demonstrate the continued progress by the Town of North Liberty to make their pedestrian facilities reasonably accessible for all persons.*

## LEGAL REQUIREMENTS

The federal legislation known as the American with Disabilities Act (ADA), enacted on July 26, 1990, 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

Title II specifically applies to “public entities” (state and local governments) and the programs, services, and activities they deliver. Title II Article 8, requires public entities to take several steps designed to achieve compliance. The plan shall, at a minimum includes:

1. A list of the physical barriers in a public entity’s facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities.
2. A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible.
3. The schedule for taking the necessary steps to achieve compliance with Title II.
4. The name of the official responsible for the plan’s implementation.

Transition plans provide a method for a public entity to schedule and implement ADA required improvements to existing streets and sidewalks. Before a transition plan can be developed, an inventory of the current curb ramps and sidewalks must be developed.

## IDENTIFIED OBSTACLES TO THE PUBLIC RIGHT-OF-WAY

The Town has a two-tiered system to identify and assess obstacles in the public right of way: a Preliminary Evaluation and a Detailed Evaluation. The barriers used in the evaluations are based on the *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way* (ADA Guidelines) from the U.S. Architectural and Transportation Barriers Compliance Board.

### PRELIMINARY EVALUATION

The first tier is a Preliminary Evaluation of the intersections. The purpose of this evaluation is to determine which intersections are obviously non-compliant to the ADA Guidelines and to get a comprehensive overview of the complete pedestrian network. The preliminary inventory evaluates three (3) criteria for curb ramps and three (3) criteria for sidewalks:

#### Curb Ramps

1. Is there a curb ramp?
2. Does the curb ramp have a color contrasting detectable warning?
3. Does the curb ramp have a clear landing at the top of the ramp?

#### Sidewalks

1. Is there a continuous clear space for pedestrian access?
2. Does the sidewalk appear to provide adequate passing zones?
3. Does the sidewalk appear to be smooth without grade breaks?

The Preliminary Evaluation utilizes aerial and street-level photography to view each intersection. The criteria used can be seen on these aerials and are key design components to determine ADA compliance. If the curb ramps and sidewalks do not meet the criteria, then that intersection does not need further evaluation because it is obviously non-compliant with the ADA Guidelines. If it did meet the criteria, then that intersection would be “potentially compliant” and would need a Detailed Evaluation to determine if it fully complies with the ADA Guidelines.

### DETAILED EVALUATION

The second tier is a Detailed Evaluation of the intersections identified as “potentially compliant” during the Preliminary Evaluation. This requires fieldwork at the intersection and measuring of specific physical attributes, such as width, running slope, and gaps in the curb ramp or sidewalk, to determine compliance to the identified ADA barriers. For a description of the identified barriers see Attachment A. When the data is gathered, it is

recorded into an intersection database<sup>1</sup>. The result from this evaluation is a detailed understanding of the ADA barriers at that intersection.

## METHODS TO REMOVING BARRIERS – POLICIES & PRIORITIES

The Town utilizes many different approaches in removing barriers in the public right-of-way, including proactively identifying and eliminating the barrier, responding to public complaints, and ensuring the appropriate design and build-out of new construction following the most recent design guidelines.

### BARRIER REMOVAL PRIORITIES

The Town of North Liberty bases barrier removal priorities on two factors: location and the accessibility condition of the intersection.

#### Location Priority

According to the *Accessible Rights-of-Way: A Design Guide*, “the DOJ regulation imposes a specific construction requirement...specifies a priority for locating (curb ramps) at: State and local government offices and facilities; transportation; places of public accommodation; places of employment; and other locations.” Following this guidance, the City identified its location priority as follows:

1. Intersections serving government facilities,
2. Intersections serving commercial and employment centers, and
3. Intersections serving other areas.

#### Accessibility Condition

Using the data from the Preliminary Evaluation and the Detailed Evaluation, an accessibility condition, or Access Grade, can be determined. Points are assigned to the identified ADA barriers and calculated for each intersection. This will give the intersection an overall Condition Score for accessibility. The Access Grade assesses the Condition Score out of the total possible points and assigns a letter grade. This letter grade is A through E, A being the most accessible and E being the least accessible.

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<sup>1</sup> The database is quite large and is constantly updated; it is not feasible for it to be included in the text of this ADA Transition Plan. The database may be made available for public review by advanced written request to the ADA Coordinator.

**Priority Rank**

In order to determine the overall priority of an intersection, or Priority Rank, the City uses the following matrix to match the location priority to the Access Grade.

Access Grade	Location Priority		
	1	2	3
	Locations serving Government Facilities	Locations serving Commercial & Employment Centers	Locations serving Other Areas
E	1E	2E	3E
D	1D	2D	3D
C	1C	2C	3C
B	1B	2B	3B
A	1A	2A	3A

**Priority Rank Levels**

High	Medium	Low
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The Town determines the priority of improvements by identifying which of the groupings are high, medium, or low priorities. A listing of priority intersections and a map,<sup>2</sup> that shows which intersections are high, medium, and low priorities for barrier removal, are in Attachment B.

Intersections with no existing sidewalks were not provided a priority ranking, since they are not currently a part of North Liberty’s pedestrian network. Should sidewalks be added to these areas, it would be a priority to ensure that they meet ADA accessibility standards.

**PUBLIC COMPLAINT PROCESS**

The public complaint process is an integral part of the Transition Plan. Public complaints or requests may often drive the prioritization of improvements. To file a complaint or a request regarding accessibility of a sidewalk or curb ramp, contact the ADA Coordinator in writing and describe the issue in detail, including the location. The ADA Coordinator will route this information to the appropriate Town department for inspection and possible action. That department will then respond to the ADA Coordinator with its findings, and the ADA Coordinator will record the formal response and reply to the complainant/requestor. All complaints or requests will be kept on file and will include the response. Attachment C is a copy of the Town’s public Grievance Procedure for Pedestrian Facilities in the Public Right-of-Way.

<sup>2</sup> The map is constantly updated and may be currently out-of-date from this plan. An updated map may be made available for public review by advanced written request to the ADA Coordinator.

### NEW CONSTRUCTION & ALTERATIONS

In order to ensure the correct design of curb ramps, sidewalks, and crosswalks in new construction and alterations, the Town has adopted the *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way* (see Attachment C for a copy of the resolution). Whenever there is an intersection improvement project or new construction project, any affected curb ramps, sidewalks, and crosswalks will be rebuilt to these ADA design guidelines, where feasible and reasonable.

### SCHEDULE

As opportunity allows, the Town will make efforts to improve the ADA Accessibility of pedestrian facilities in the public right-of-way. As stated in the *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way*, “compliance is required to the extent practicable within the scope of the project.” There will be times when it is technically infeasible to provide technical compliance: for example, if clear space at the top of the ramp is obstructed by a building or the slope of a hill is so extreme as to prevent a reasonable slope for a ramp in both directions. The inventory process may not account for such situations and could show a high-priority rating when all feasible actions have been taken.

Additionally, given a program as broad and comprehensive as the Town’s pedestrian network, the Town will follow the concept of Program Access under Title II of the ADA. Program Access does not necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities, as long as the program as a whole is accessible. Under this concept, the Town may choose not to install a sidewalk at some locations (or to install them as a lower priority later), as long as a reasonable path of travel is available even without the sidewalk.

### RESPONSIBLE INDIVIDUAL

The official responsible for the implementation of the Town’s ADA Transition Plan for the pedestrian facilities in the public right-of-way is:

Vicki Kitchen  
Clerk-Treasurer  
300 S. Main Street  
North Liberty, IN 46554

nlclerk@centurylink.net  
(574) 656-4447  
Fax: same  
TTY: N/A

### PUBLIC INPUT

The Town of North Liberty provided opportunities for individuals to comment on this Transition Plan, which included:

- Document copies available and notices sent to local public libraries
- Document made available on North Liberty's website
- Open house and presentation at a public meeting on September 18, 2013

The Town published legal notices in the South Bend Tribune starting on September 6, 2013. The legal notices announced the availability of the Transition Plan draft at the local public library with easy public access. These notices also provided instructions regarding the timetable for comments and where to send them. Public comments were accepted for a period of no less than 30 days, ending October 24, 2013. Public comment form is available on Attachment D.

Formal adoption of the Transition Plan took place on November 6, 2013. It will be available on the web and by written formal request to the ADA Coordinator.



State of Indiana  
St. Joseph County ss:

Personally appeared before me, a notary public in and for said county and state, the undersigned Kim Wilson who, being duly sworn says that she is of competent age and is President & Publisher of the South Bend Tribune, a daily newspaper which for at least five (5) consecutive years has been published in the City of South Bend, county of St. Joseph, State of Indiana, and which during the time, has been a newspaper of general circulation, having a bona fide paid circulation, printed in the English Language and entered, authorized and accepted by the post office department of the United States of America as mailable matter of the second-class as defined by the act of Congress of the United States of March 3, 1879, and that the printed matter attached hereto is a true copy, which was duly published in said newspaper.

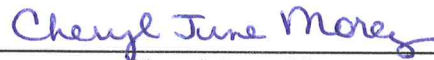
1 time(s), the dates of publication being as follows:

September 6, 2013



Subscribed and sworn to before me this 6th day

of September 2013



Cheryl June Morey

Notary Public

Resident of St. Joseph County

My Commission expires December 21, 2016

My commission expires December 21, 2016

Charges: \$8.25

Ad # 4412941

Public Notice

The Town of North Liberty, Indiana is preparing its ADA Transition Plan. Copies of this plan will be available for public review at the North Liberty Town Hall beginning September 4, 2013. The Town of North Liberty will be presenting and conducting a public meeting at their September 16, 2013 meeting at 7:00 P.M. at the North Liberty Community Building. There will be a 30 day public opinion time prior to its final adoption. If non-English speaking representatives or handicapped people need to have special arrangements made, please contact the North Liberty Clerk-Treasurer at 574-656-4447 within three business days prior to the public hearing.

Hspaxlp 1t: 9: 6

## ATTACHMENT A

### 1. ADA GUIDELINES USED IN DETAILED EVALUATION

### 2. EVALUATION FORM

## ADA GUIDELINES USED IN DETAILED EVALUATION

### Curb Ramps

In evaluating the accessibility of existing curb ramps, the following factors were considered:

1. Is there a curb ramp?
2. Is there a curb ramp where a sidewalk crosses a street?
3. What type of curb ramp?
  - a. Perpendicular curb ramp
  - b. Parallel curb ramp
  - c. Blended transitions
4. Is the width of the curb ramp at least 4 feet wide (excluding flares)?
5. Are there detectable warnings properly installed where a curb ramp or blended transition connects to a street?
6. Is the running slope greater than 5% but less than 8.3% (blended transition 5% maximum)?
7. Is the cross slope less than 1%?
8. Is the landing a minimum of 4 feet x 4 feet?
9. Is the surface of the curb ramp or blended transition firm, stable, and slip resistant and clear of gratings, access covers, and other appurtenances?
10. Is the grade break at the top and bottom of the ramp flush and not located on the surface of the curb ramp, landing, or gutter areas?
11. Is the counter slope of the gutter or street at the foot of the curb ramp less than 5%?
12. Is the clear space beyond the curb face at least 4' x 4'?
13. If the curb ramp is perpendicular, is the slope of the flared sides less than 10% where a pedestrian path crosses the curb ramp or if the sides are returned, are they protected from cross travel?

### Sidewalks

In evaluating the accessibility of existing sidewalks, the following factors were considered:

1. Is there a sidewalk at each corner?
2. Is there at least 4 feet of continuous and unobstructed clear width of a sidewalk (excluding the curb width)?
3. If the continuous width is less than 5 feet, are the passing spaces at least every 100 feet along the sidewalk that are 5 feet wide or greater?
4. Is the cross slope of the sidewalk less than 1%?
5. Where the sidewalk is adjacent to the street, does the grade of the sidewalk not exceed the general grade of the street?
6. Is the surface of the sidewalk firm, stable, and slip resistant?
7. Are any gaps in the surface less than ½ inch?
8. Is the sidewalk clear of grates or if there is a grate:
  - a. are the openings no more than ½ inch wide and
  - b. do the elongated openings run perpendicular to the direction of travel?
9. Is the sidewalk clear of protruding objects? If there is a protruding object is:
  - a. the leading edge of that object less than 17 inch and more than 80 inch above the ground, or
  - b. the protrusion less than 4 inches into the travel path of the sidewalk, or
  - c. a barrier is provided no more than 17 inches from the ground where the vertical clearance is less than 80 inches.

### Crosswalks

In evaluating the accessibility of existing crosswalks, the following factors were considered:

1. Is there a crosswalk that connects two sidewalks across a street?
2. Is the width of the marked crosswalk at least 6 feet?
3. Does the cross slope of the crosswalk meet the following guidelines:
  - a. If the crosswalk is crossing a street with a stop control, is the cross slope less than 1%?
  - b. If the crosswalk is crossing a street without a stop control, is the cross slope less than 5%?
4. Is the running slope of the crosswalk less than 5%?
5. If the crosswalk crosses a median, is the length of the median at least 6 feet and does it contain detectable warnings located at curb line or edge of the roadway?
6. If the intersection signalized, does it have a pedestrian signal, if so, does the pedestrian signal phase allow enough time for a walking speed of 3.5 ft/sec?

EVALUATION FORM

LPA: \_\_\_\_\_ N/S: \_\_\_\_\_ E/W: \_\_\_\_\_ Ins: \_\_\_\_\_ Date: \_\_\_\_\_ ID: \_\_\_\_\_

<b>g</b>	<b>h</b>	<b>h</b>	<b>a</b>
Cross %	Cross %	Width: "	Cross %
Grade OK? Y - N	Grade OK? Y - N	Passing: Y - N	Grade OK? Y - N
Surface OK? Y - N	Surface OK? Y - N	Width: "	Surface OK? Y - N
Gap -	Gap -		Passing: Y - N
Grate OK? Y - N	Grate OK? Y - N	<b>G</b>	Grate OK? Y - N
Protrusion Y - N	Protrusion Y - N	Width: "	Protrusion Y - N
Protr. Height -	Protr. Height -		Passing: Y - N
Protr. Length -	Protr. Length -	<b>H</b>	Protr. Length -
Protr. Barrier Y - N	Protr. Barrier Y - N	<b>H</b>	Protr. Barrier Y - N
		<b>G</b>	<b>A</b>

<b>Approach</b>	<b>Crosswalk</b>	<b>Approach</b>	<b>Crosswalk</b>
# of Lanes	Marked? Y - N	# of Lanes	Marked? Y - N
Control N - ST - SG	Width -	Control N - ST - SG	Width -
Median? Y - N	Length ft	Median? Y - N	Length ft
Median Width -	Cross %	Median Width -	Cross %
Median Warn? Y - N	Run %	Median Warn? Y - N	Run %
	Ped Signal? Y - N		Ped Signal? Y - N
	Ped Time sec		Ped Time sec
<b>E</b>		<b>D</b>	

<b>f</b>	<b>f</b>	<b>f</b>	<b>c</b>
Width: "	Width: "	Width: "	Width: "
Passing: Y - N	Passing: Y - N	Passing: Y - N	Passing: Y - N
<b>e</b>	<b>f</b>	<b>d</b>	<b>d</b>
Cross %	Cross %	Cross %	Cross %
Grade OK? Y - N	Grade OK? Y - N	Grade OK? Y - N	Grade OK? Y - N
Surface OK? Y - N	Surface OK? Y - N	Surface OK? Y - N	Surface OK? Y - N
Gap -	Gap -	Gap -	Gap -
Grate OK? Y - N	Grate OK? Y - N	Grate OK? Y - N	Grate OK? Y - N
Protrusion Y - N	Protrusion Y - N	Protrusion Y - N	Protrusion Y - N
Protr. Height -	Protr. Height -	Protr. Height -	Protr. Height -
Protr. Length -	Protr. Length -	Protr. Length -	Protr. Length -
Protr. Barrier Y - N	Protr. Barrier Y - N	Protr. Barrier Y - N	Protr. Barrier Y - N
<b>F</b>		<b>C</b>	

Curb Ramps												
	Type	Width	Landing	Clear Space	Run %	Cross %	Gutter %	Edge Type	Flare %	Surface OK?	Warning OK?	Grd Brk OK?
A	PE - PA - BT - N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
B	PE - PA - BT - N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
C	PE - PA - BT - N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
D	PE - PA - BT - N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
E	PE - PA - BT - N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
F	PE - PA - BT - N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
G	PE - PA - BT - N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N
H	PE - PA - BT - N	"	"	"	%	%	%	N - F - R	%	Y - N	Y - N	Y - N

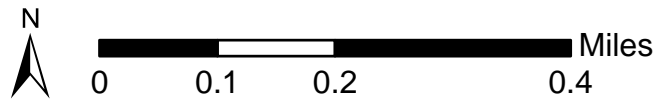
## **ATTACHMENT B**

### **1. ADA PRIORITIES MAP**

### **2. PRIORITY LISTING OF INTERSECTIONS**

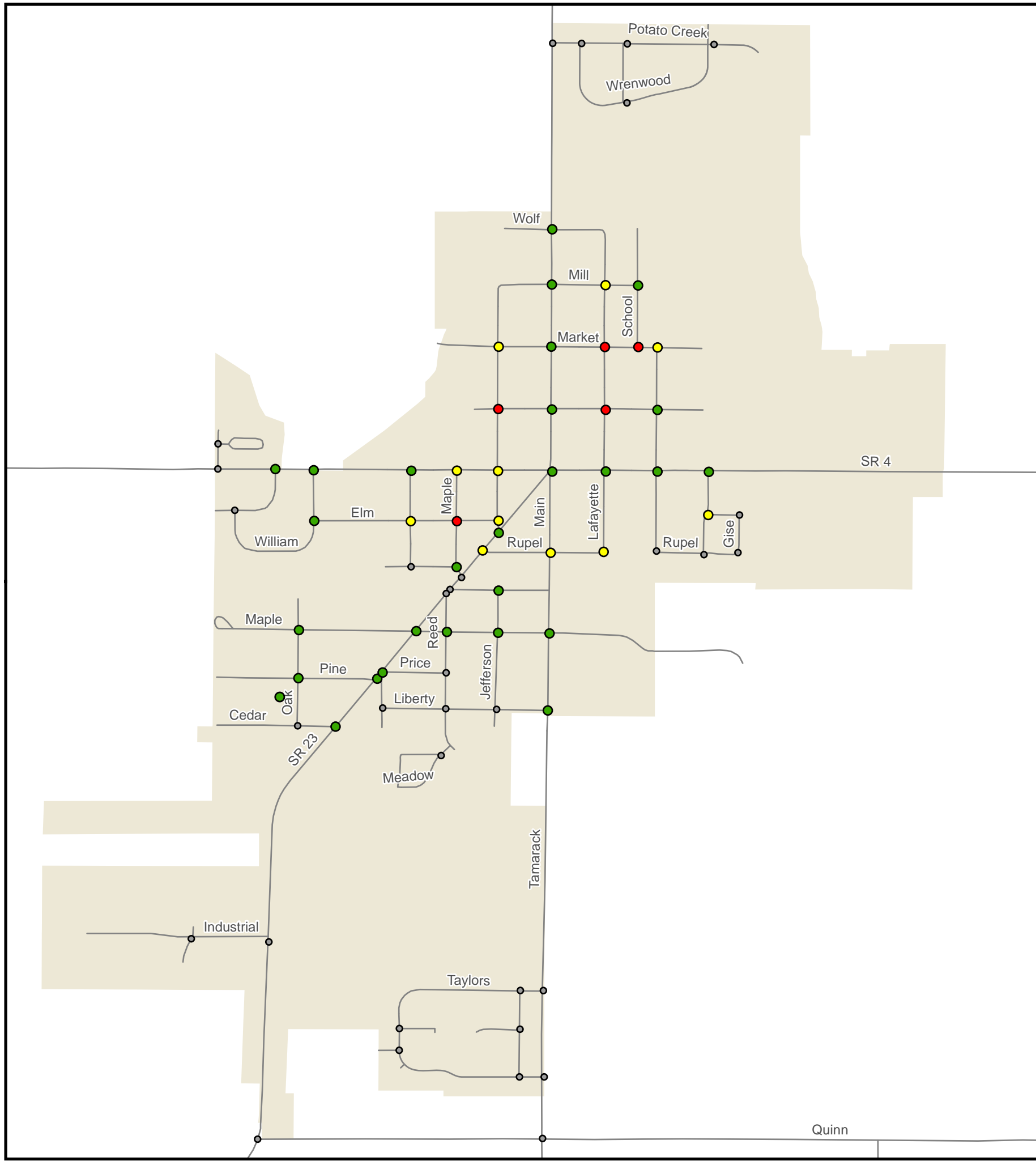
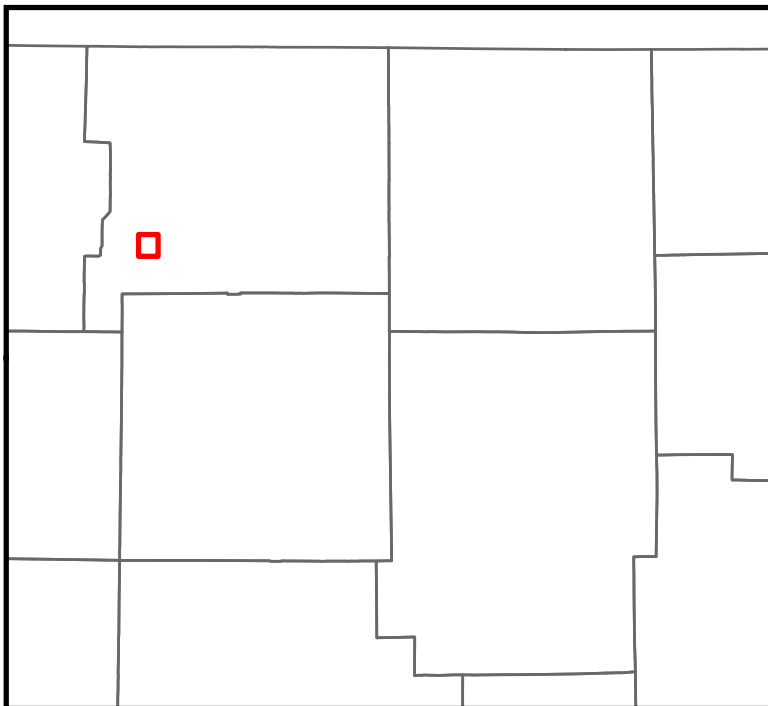
# ADA Priorities

## Town of North Liberty



Coordinate grid is based on Indiana East State Plane Coordinate System 1983 North American Datum.

Information shown on this map is not warranted for accuracy or merchantability. Further reproduction or distribution of this material is not authorized without the expressed written permission of MACOG.



# Legend

- Low Priority
- Medium Priority
- High Priority
- No Sidewalks



Date Printed: 8/27/2013

Source:MACOG ADA Database

F:\GIS\Working\ADA\ADA Intersection.mxd




# Priority Matrix


## North Liberty


### Total Intersection Per Priority

	1	2	3
Access Grade	Locations serving Government Facilities	Locations serving Commercial & Employment Centers	Locations serving Other Areas
E	1	1	1
D	2	1	5
C	2	3	7
B	4	2	5
A	0	4	4

Legend

High: 

Med: 

Low: 

### Ranking Intersections by Priority

High 5						
ID	N/S Street	E/W Street	Zone	Condition	Priority	Type of Evaluation
7110716	Maple Street	Elm Street	Other	33.3	3E	Preliminary
7110846	Jefferson Street	E Harrison Street	Commercial	37.5	2E	Preliminary
7110881	S Lafayette Street	E Harrison Street	Government	43.3	1E	Preliminary
7110867	School Drive	E Market Street	Government	60.0	1D	Preliminary
7110882	S Lafayette Street	E Market Street	Government	60.0	1D	Preliminary
Med 11						
ID	N/S Street	E/W Street	Zone	Condition	Priority	Type of Evaluation
7110793	S State Street	W Rupel Street	Other	50.8	3D	Preliminary
7110790	S Stewart Street	Elm Street	Other	56.7	3D	Preliminary
7110806	S Main Street	W Rupel Avenue	Other	60.0	3D	Preliminary
7110714	Jefferson Street	Elm Street	Other	61.7	3D	Preliminary
7110828	Jefferson Street	E Market Street	Other	62.5	3D	Preliminary
7110710	S Lafayette Street	E Rupel Avenue	Commercial	62.5	2D	Preliminary
7110824	S Maple Street	W Center Street	Commercial	66.7	2C	Preliminary
7110713	S Henry Street	E Pasadena Street	Commercial	67.5	2C	Preliminary
7110871	S Washington Street	E Market Street	Government	70.0	1C	Preliminary
7110894	S Lafayette Street	Mill Street	Government	72.5	1C	Preliminary
7110842	Jefferson Street	W Center Street	Commercial	74.2	2C	Preliminary
Low 26						
ID	N/S Street	E/W Street	Zone	Condition	Priority	Type of Evaluation
7110873	S Henry Street	E Center Street	Other	64.2	3C	Preliminary
7126426	S Stewart Street	W Center Street	Other	65.8	3C	Preliminary
7110870	S Washington Street	E Harrison Street	Other	67.5	3C	Preliminary
7110720	S William Street	Elm Street	Other	68.3	3C	Preliminary

## North Liberty

7126412	Jefferson Street	S State Street	Other	73.3	3C	Preliminary
7110795	S Jefferson Street	W Maple Avenue	Other	75.0	3C	Preliminary
7110807	S William Street	W Center Street	Other	75.0	3C	Preliminary
7110796	S Jefferson Street	W Wabash Street	Other	78.3	3B	Preliminary
7110794	S Main Street	W Maple Avenue	Commercial	81.7	2B	Preliminary
7110712	N Main Street	E Harrison Street	Government	82.5	1B	Preliminary
7110738	S State Street	Pine Street	Other	82.5	3B	Preliminary
7126332	S Washington Street	E Center Street	Commercial	82.5	2B	Preliminary
7110880	S Lafayette Street	E Center Street	Other	86.7	3B	Preliminary
7110831	N Main Street	E Market Street	Government	86.7	1B	Preliminary
7110717	N Main Street	Mill Street	Other	86.7	3B	Preliminary
7110893	School Drive	Mill Street	Government	86.7	1B	Preliminary
7110715	S Main Street	W Center Street	Government	86.7	1B	Preliminary
7110778	S State Street	W Price Street	Other	87.5	3B	Preliminary
7110752	Oak Street	Pine Street	Other	89.2	3A	Preliminary
7110800	Maple Street	South Street	Other	89.2	3A	Preliminary
7110781	S State Street	W Maple Avenue	Commercial	91.7	2A	Preliminary
7110736	S State Street	Cedar Street	Commercial	94.2	2A	Preliminary
7110765	S Reed Street	W Maple Avenue	Commercial	95.8	2A	Preliminary
7110799	Tamarack Road	W Liberty Street	Commercial	95.8	2A	Preliminary
7110721	N Main Street	Wolf Street	Other	96.7	3A	Preliminary
7110809	Sylvia Street	W Center Street	Other	96.7	3A	Preliminary

## **ATTACHMENT C**

- 1. RESOLUTION ADOPTING ADA DESIGN GUIDELINES**
- 2. RESOLUTION APPOINTING ADA COORDINATOR**
- 3. ADA GRIEVANCE PROCEDURE**
- 4. RESOLUTION ADOPTING THE AMERICANS WITH  
DISABILITIES ACT TRANSITION PLAN: PEDESTRIAN  
FACILITIES IN THE PUBLIC RIGHT-OF-WAY**

**RESOLUTION 2012-10**

**A RESOLUTION OF THE NORTH LIBERTY TOWN COUNCIL  
OF THE TOWN OF NORTH LIBERTY, INDIANA  
ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA)  
ACCESSIBILITY GUIDELINES FOR STANDARDS FOR ACCESSIBLE DESIGN  
AND  
GUIDELINES FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY**

**WHEREAS**, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

**WHEREAS**, Title II of the ADA requires that municipalities adopt the Americans with Disabilities Standards for Accessible Design that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

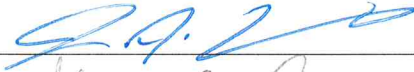

**WHEREAS**, Title II of the ADA recommends that municipalities adopt the Americans with Disabilities Guidelines for Pedestrian Facilities in the Public Right-of-Way that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

**WHEREAS**, the United States Department of Justice recently modified the ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way in 2010 and 2011, respectively; and

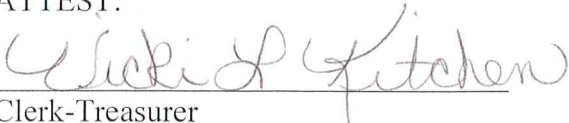
**WHEREAS**, the Town Council of the Town of North Liberty remains committed to the ADA and the elimination of barriers to public facilities; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of North Liberty hereby adopts the 2010 Americans with Disabilities (ADA) Standards for Accessible Design and 2011 Guidelines for Pedestrian Facilities in the Public Right-of-Way.

**PASSED, APPROVED AND ADOPTED** this 27<sup>th</sup> day of December, 2012.

  
\_\_\_\_\_  
Jerry E. Brown  
  
\_\_\_\_\_  
Richard J. Warrs  
\_\_\_\_\_

ATTEST:

  
\_\_\_\_\_  
Clerk-Treasurer

RESOLUTION 2012-11

A RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF NORTH LIBERTY, INDIANA  
ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA)  
ADA COORDINATOR AND PROCEDURES

**WHEREAS**, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

**WHEREAS**, in compliance with Title II of the ADA the Town of North Liberty shall name an ADA Coordinator; and

**WHEREAS**, in compliance with Title II of the ADA the Town of North Liberty shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA; and

**WHEREAS**, in compliance with Title II of the ADA the Town of North Liberty shall publish notice to the public regarding the ADA;

**WHEREAS**, in compliance with Title II of the ADA the Town of North Liberty shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance procedure on its website.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of North Liberty, Indiana:



The Clerk-Treasurer is designated as the ADA Coordinator for the Town of North Liberty.

The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the Town of North Liberty Notice under the Americans with Disabilities Act.

The Town of North Liberty Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the Town of North Liberty.

In compliance with Federal and State laws as set forth above, the Town Council resolves to post the required information regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and Town of North Liberty Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

**PASSED, APPROVED AND ADOPTED** this 27th day of December 27th, 2012.

  
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Gerry E. Brown  
  
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W. Gonzalez

Richard J. Warr  
Burt

ATTEST

Vicki L. Kitchen  
Vicki L. Kitchen, Clerk-Treasurer,



**Grievance Procedure under  
The Americans with Disabilities Act  
Town of North Liberty, Indiana**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of North Liberty. The Town of North Liberty Personnel Policy governs employment-related complaints of disability discrimination.

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

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

Vicki Kitchen Clerk-Treasurer & ADA Coordinator: 300 S. Main St. P.O. Box 515 North Liberty, IN 46554. (574) 656-4447. [nlclerk@centurylink.net](mailto:nlclerk@centurylink.net)

Within 15 calendar days after receipt of the complaint, Vicki Kitchen Clerk-Treasurer & ADA Coordinator or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Vicki Kitchen Clerk-Treasurer & ADA Coordinator or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of North Liberty and offer options for substantive resolution of the complaint.

If the response by Vicki Kitchen Clerk-Treasurer & ADA Coordinator or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Town Council President or his designee.

Within 15 calendar days after receipt of the appeal, the Town Council President or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Town Council President or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Vicki Kitchen Clerk-Treasurer & ADA Coordinator or her designee, appeals to the Town Council President or his designee, and responses from these two offices will be retained by the Town of North Liberty for at least three years.

## **Non-discrimination Notice**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 (“ADA”), the Town of North Liberty will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The Town of North Liberty does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** The Town of North Liberty will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in The Town of North Liberty’s programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The Town of North Liberty will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the Town of North Liberty offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of North Liberty, should contact the office of Vicki Kitchen, Clerk-Treasurer & ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town of North Liberty to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Town of North Liberty is not accessible to persons with disabilities should be directed to Vicki Kitchen, Clerk-Treasurer & ADA Coordinator.

The Town of North Liberty will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



**RESOLUTION 2013-07**

**A RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF NORTH LIBERTY, INDIANA  
ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA)  
TRANSITION PLAN  
FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY**

**WHEREAS**, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

**WHEREAS**, Title II of the ADA requires that municipalities develop and adopt a Transition Plan documents physical barriers to accessibility, proposed structural modifications to remove those barriers, and a schedule to complete the modifications; and

**WHEREAS**, the Town of North Liberty adopted Resolution 2012-10 pertaining to ADA Standards for Accessible Design and Guidelines for Pedestrian Facilities in the Public Right-of-Way; and

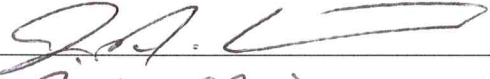

**WHEREAS**, the United States Department of Justice recently modified the ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way in 2010 and 2011, respectively; and

**WHEREAS**, the Town of North Liberty remains committed to the ADA and the elimination of barriers to public facilities; and

**WHEREAS**, a Transition Plan for the pedestrian network has been prepared that reflects current municipality infrastructure and ADA design standards, referred to as the "ADA Transition Plan: Pedestrian Network;"

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of North Liberty hereby approves the ADA Transition Plan: Pedestrian Network.

**PASSED, APPROVED AND ADOPTED** this 16th day of October, 2013.

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Richard J. Warner  
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ATTEST:

  
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Vicki L. Kitchen, Clerk-Treasurer

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## ATTACHMENT D

### 1. PUBLIC COMMENT AND RESPONSE FORM

**PUBLIC COMMENT AND RESPONSE FORM**

**Date of Comment:** \_\_\_\_\_

**Name of Person:** \_\_\_\_\_

**Comment:** \_\_\_\_\_  
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**Response:** \_\_\_\_\_  
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