

**CITY OF NORTH ST. PAUL  
CITY COUNCIL  
WORKSHOP AGENDA  
JUNE 5, 2018  
5:00 PM**

North St. Paul City Hall – Sandberg Room  
2400 Margaret Street

**I. CALL TO ORDER**

**II. ROLL CALL**

Council Member Furlong  
Council Member Petersen  
Council Member Walczak  
Council Member Sonnek  
Mayor Kuehn

**III. ADOPT AGENDA**

**IV. TOPIC(S)**

A. ADA Transition Plan – Morgan Dawley – WSB & Associates, Inc.

**V. OTHER BUSINESS**

**VI. ADJOURNMENT**

Agenda Information Memorandum  
North St. Paul City Council Workshop  
June 5, 2018

FROM THE OFFICE OF THE CITY ENGINEER

**Subject:** ADA Transition Plan Overview

**To:** Honorable Mayor and City Council

**Background/Facts:**

- The City's sidewalk and trail network includes curb ramps, traffic signals, and other amenities that assist individuals traveling by foot, wheelchair, or other nonmotorized methods. The American Disabilities Act sets design standards for public rights of way to meet the needs of people of all abilities.
- Local agencies are required to evaluate its facilities that do not meet the requirements set forth in the American with Disabilities Act (ADA), and develop a transition plan for structural changes to facilities that are needed to achieve program accessibility. This requirement has been in effect since 1992, but many cities have only begun to address this requirement.
- In 2017, the Minnesota Department of Transportation notified cities that work on ADA Transition Plans for the public right-of-way needs to be underway in order to avoid the possibility of losing or being eligible for future federal transportation funding.
- The City has contracted with WSB & Associates, Inc. (WSB) to prepare an ADA Transition Plan for North St. Paul. The ADA Transition Plan will include an evaluation of the existing City-owned sidewalk and trail network including pedestrian access ramps.
- A public meeting will be held to collect input as part of the preparation of an ADA Transition Plan. The public meeting will be held on June 14th, 2018, from 4:00 pm to 6:00 pm in the Lobby of the North St. Paul City Hall (2400 Margaret Street).
- The Draft ADA Transition Plan and inventory will be completed in June.
- An overview of the purpose and process for developing the ADA Transition Plan will be provided at the Workshop.

**Action to be considered:**

To discuss and provide feedback on the ADA Transition Plan process.

**Attachments:**

Handout - ADA Transition Plan Requirements

Handout - ADA Transition Plan Steps to Compliance

Respectfully submitted,

/s/ MD by mm

Morgan Dawley  
City Engineer

APPROVED FOR AGENDA ENCLOSURE:

/s/ CW by mm

Dr. Craig Waldron  
City Manager

The ADA requirements for Transition Plans are found within 28 C.F.R. § 35.150 Existing facilities subpart d:

- (d) *Transition plan.*
  - (1) In the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop, within six months of January 26, 1992, a transition plan setting forth the steps necessary to complete such changes. 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.
  - (2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.
  - (3) 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 of the transition period; and
    - (iv) Indicate the official responsible for implementation of the plan.
  - (4) If a public entity has already complied with the transition plan requirement of a Federal agency regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this paragraph (d) shall apply only to those policies and practices that were not included in the previous transition plan.



## **ADA TRANSITION PLAN STEPS TO COMPLIANCE**

- Step 1: Designate an ADA Coordinator**
  
- Step 2: Provide public notice about ADA requirements**
  
- Step 3: Establish a grievance procedure**
  
- Step 4: Develop design standards, specifications, and details**
  
- Step 5: Assign personnel for the development and completion of a Transition Plan**
  
- Step 6: Approve a schedule and budget to implement the Transition Plan**
  
- Step 7: Monitor progress on the implementation of the Transition Plan**

*Source: National Cooperative Highway Research Program NCHRP PROJECT NUMBER 20-7 (232)*