

2018

ADA Transition Plan



Prepared by:

The City of Chanhassen

<http://www.ci.chanhassen.mn.us/>

8/29/2018



Transition Plan Uses

This report on the City of Chanhassen's American's with Disabilities Act (ADA) self-evaluation and transition plan is designed to improve and update the city's right-of-way and pedestrian infrastructure:

- A summary of the overall findings from a self-evaluation process and a transition plan to bring the city to an overall more compliant level. The summary contains a brief overview of where the city stands regarding ADA and what can be improved upon.
- A detailed overview of the city's findings is located in Appendix A
 - For each city roadway and intersection, pedestrian ramps were checked for compliance based on specific features. Based on the city's data and compliance checks, the following data is provided:
 - Pedestrian ramps that are compliant
 - Pedestrian ramps without truncated domes or another outstanding feature
 - Pedestrian ramps that need modifications or construction
 - The total miles of sidewalks along city roadway that are compliant vs noncompliant
 - The total miles of city owned and maintained trails that are compliant vs noncompliant
 - Bus stops and other external agencies were examined for city compliance and necessary improvements are communicated with the agencies as necessary
 - Signalized traffic control information was collected which shows where Access Pedestrian Signals (APS) are needed

As sidewalks, trails and pedestrian ramps are constructed, updated or brought into city compliance, necessary updates to this plan will occur and an updated version will be produced annually or when a significant improvement occurs. The city urges pedestrians to submit interests or grievances to city hall. Information about submitting a grievance with the City of Chanhassen can be found in Appendix D.



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Introduction

Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, the City of Chanhassen must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, “...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))

As required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150](#), the City of Chanhassen has conducted a self-evaluation of its facilities within public rights-of-way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals. This document serves as a supplement to city’s existing Transition Plan covering buildings, services, programs and activities.

ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Acts of 1968](#) and [Section 504 of the Rehabilitation Act](#) of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.



Agency Requirements

Under Title II, the City of Chanhassen must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities ([28 C.F.R. Sec. 35.150](#)).
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability ([28 C.F.R. Sec. 35.130 \(a\)](#)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result ([28 C.F.R. Sec. 35.130\(b\) \(7\)](#)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective ([28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others ([29 C.F.R. Sec. 35.160\(a\)](#)).
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

This document has been created to specifically cover accessibility within the public right-of-way and does not include information on city programs, practices, or building facilities not related to public right-of-way.



Self-Evaluation

Overview

The City of Chanhassen is required, under Title II of the Americans with Disabilities Act (ADA) and [28CFR35.105](#), to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the city's implements these policies. The goal of the self-evaluation is to verify that, in implementing the city's policies and practices, the department is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The self-evaluation also examines the condition of the city's Pedestrian Circulation Route/Pedestrian Access Route) (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This will include the sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities that are located within the city rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

Summary

In 2018, the City of Chanhassen conducted an inventory of pedestrian facilities within its public right-of-way consisting of the evaluation of the following facilities:

- 27.28 miles of sidewalks
- 1,089 curb ramps
- 69.2 miles of trails
- 29 Signalized Intersections
- 44 bus stops

A detailed evaluation on how these facilities relate to ADA standards along with visual aids can be found in Appendix A and will be updated periodically.



Practices and Policies

Previous Practices

Since the adoption of the ADA, the City of Chanhassen has striven to provide accessible pedestrian features as part of the city's capital improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, the city updated their procedures to accommodate these methods. No previous projects have occurred that specifically focused on implementing ADA criteria, but any structures constructed in projects since 2001 have met ADA requirements. Steps have been taken to improve sidewalks so as to prevent tripping hazards and improve accessibility.

Policy

The City of Chanhassen's goal is to continue to provide accessible pedestrian design features as part of the city capital improvement projects. The city has established ADA design standards and procedures as listed in Appendix F. These standards and procedures will be kept up to date with nationwide and local best management practices.

The city will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The city will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the city jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public right-of-way will continue to follow the policies set forth by the city.

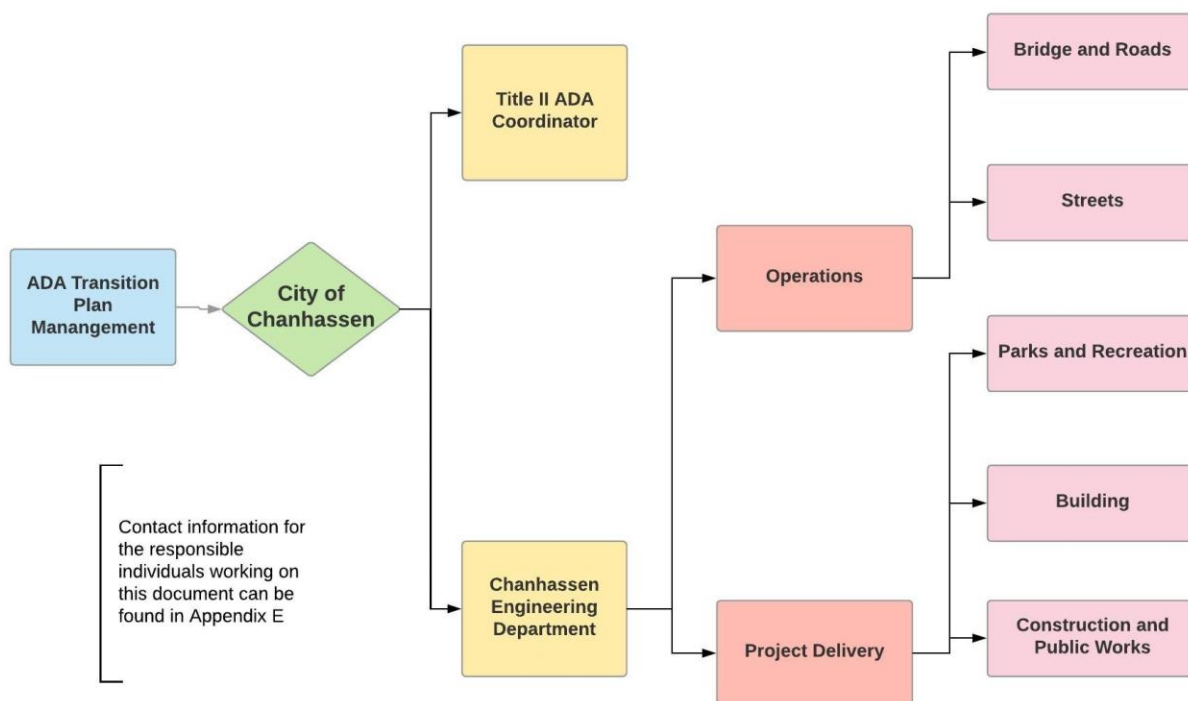
Requests for accessibility improvements can be submitted to the ADA Title II Coordinator. Contact information for Charles Howley is located in Appendix E.



Figure 1: ADA Management Flow Chart

ADA MANAGEMENT

Cooper Conklin | June 15, 2018



Improvement Schedule

Priority Areas

The City of Chanhassen has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. The priority areas as identified in the 2018 self-evaluation are as follows:

- Downtown Chanhassen (Market Blvd, W 78th St, Great Plains Blvd, etc.)

Additional priority will be given to any location where an improvement project or alteration was constructed after January 1, 1999, and accessibility features were omitted.

Types of Improvements

The following improvements are typical when updating the city's public right-of-way accessibility.



- Intersection corner ADA improvement retrofits
- Intersection corner ADA improvement as part of adjacent capital improvement project
- Traffic control signal APS (accessible pedestrian signals) upgrade retrofit
- Traffic control signal APS upgrade as part of full traffic control signal installation
- Sidewalk / Trail ADA improvement retrofit
- Sidewalk / Trail ADA improvement as part of adjacent capital improvement project

The city of Chanhasen has taken a rough inventory of what needs to be retrofitted and it would cost about \$3,200,000 to retrofit various deficiencies in order to make Chanhasen fully ADA compliant.

External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of the City of Chanhasen. The city will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.

Schedule

The City of Chanhasen has set the following schedule goals for improving the accessibility of its pedestrian facilities within the city jurisdiction:

- After 10 years, 25% of accessibility features within the priority areas identified by Chanhasen staff would be ADA compliant.
- After 20 years, 50% of accessibility features within the jurisdiction of the City of Chanhasen would be ADA compliant.

Future Projects

The City of Chanhasen currently has the following future projects/grants for projects for improving the infrastructure of the city.

- Highway 101 (2020): CSAH 14 to CSAH 61
- Galpin Blvd Reconstruction project (2022)
- Various Street/Road Projects
- Market Blvd (2021): 78th St. to Highway 5

ADA Coordinator

In accordance with 28 CFR 35.107(a), the City of Chanhasen has identified an ADA Title II Coordinator to oversee the city policies and procedures. Contact information for this individual is located in Appendix E. A co-coordinator is also available in our offices; contact information for this individual can also be found in Appendix E.



Implementation Schedule

Methodology

The City of Chanhassen will utilize two methods for upgrading pedestrian facilities to the current ADA standards.

1. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. These are done periodically and currently the City of Chanhassen has two upcoming projects in the next couple years. These include mill and overlay projects.

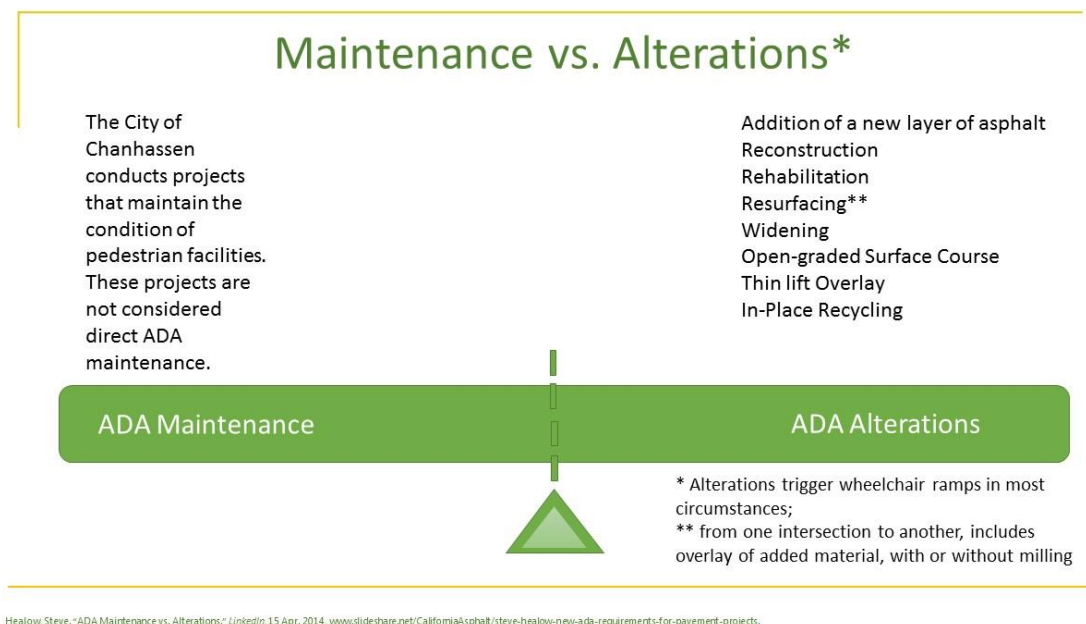


Figure 2: ADA accessibility upgrades for roadways maintenance and alterations projects

Healow, Steve. "ADA Maintenance vs. Alterations." *LinkedIn*, 15 Apr. 2014, www.slideshare.net/CaliforniaAsphalt/steve-healow-new-ada-requirements-for-pavement-projects.

2. The second method is the stand alone sidewalk and ADA accessibility improvement project. These projects will be incorporated into the Capital Improvement Program (CIP) on a case by case basis as determined by the City of Chanhassen staff. The city CIP, which includes a detailed schedule and budget for specific improvements, is included in Appendix B.



Public Outreach

The City of Chanhassen recognizes that public participation is an important component in the development of this document. Residents are encouraged to help report on city infrastructure and to highlight areas in need of change.

Public outreach for the creation of this document will consist of the following:

- Posting this transition plan poll on the city website (<http://www.ci.chanhassen.mn.us/>)
- Keeping a paper copy of the transition plan in the engineering department at city hall

By making this information public the City of Chanhassen's goal is to be consistently improving and updating pedestrian facilities according to the needs of the public. More information about Public Outreach can be found in Appendix C.

Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regards to the ADA. A draft of this public notice is provided in Appendix D. If users of the City of Chanhassen facilities and services believe the city has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with [28 CFR 35.107\(b\)](#), the city has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in Appendix D.



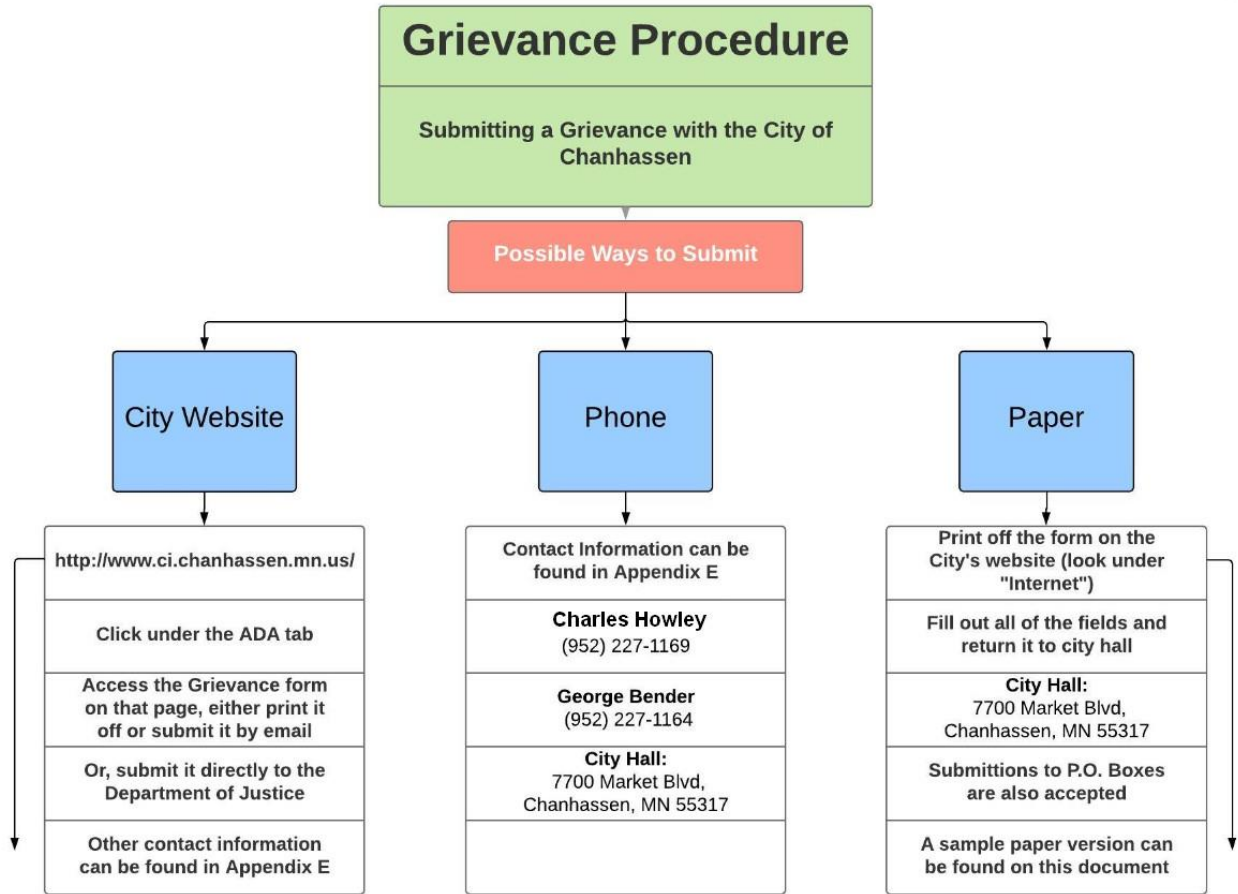


Figure 3: Grievance Procedure Flow Chart

Monitor the Progress

This document will continue to be updated as conditions within the city evolve. The appendices in this document will be updated periodically, while the main body of the document will be updated in 5 years with a future update schedule to be developed at that time. With each main body update, a public comment period will be established to continue the public outreach.



Appendix

Appendix A: Self Evaluation Results

- Visual Aids containing map data of the self-evaluation results

Appendix B: Schedule / Budget Information

- Budget pertaining to a priority area / the city
- Methods of absorbing costs
- Future improvement projects / CIP

Appendix C: Public Outreach

Appendix D: Grievance Procedure

Appendix E: Contact Information

Appendix F: Agency ADA Design Standards and Procedures

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Appendix G: Glossary



Appendix A – Self-Evaluation Results

Since Chanhassen is local, our city is in charge of reporting and maintaining data for sidewalks and trails in our area for Carver Country.

Methods of Data Collection

This initial self-evaluation of pedestrian facilities in the City of Chanhassen’s jurisdiction yielded the following results:

- 4.22 miles out of 69.2 miles of trails meet the accessibility criteria
 - Currently, 6.1% of trails meet criteria out of surveyed areas
- 12.4% of curb ramps meet the accessibility criteria
 - 135 curb ramps out of 1089 curb ramps meet the accessibility criteria
 - 962 curb ramps out of 1089 curb ramps don’t meet the accessibility criteria
 - Common reasons for noncompliance: Slope issues, drainage issues, and a lack of truncated domes
- 100% of signalized intersections have curb ramps
 - 29 intersections have curb ramps out of 29
 - Not all curb ramps at signalized intersections are compliant to the most recent ADA standards
- 1.88 miles out of 27.28 miles of sidewalks meet the accessibility criteria
 - Currently, 6.9% of sidewalks meet criteria out of surveyed areas
- 100% of signalized intersections have push buttons that are accessible, or had the pedestrian indications on recall
- 17.2% of signalized intersections have APS
 - 5 Signalized Intersections out of 29 have APS
- 100% of bus stops meet the accessibility criteria
 - 44 out of 44 bus stops meet the accessibility criteria
- 9.09% of bus stops had amenities that meet the accessibility criteria
 - 4 bus stops out of 44 did not reach the accessibility criteria

Our current progress in attaining ADA compliant pedestrian facilities and our data will be re-evaluated and updated in this plan every year. The City of Chanhassen plans to inspect all pedestrian ramps that currently have no recorded data.

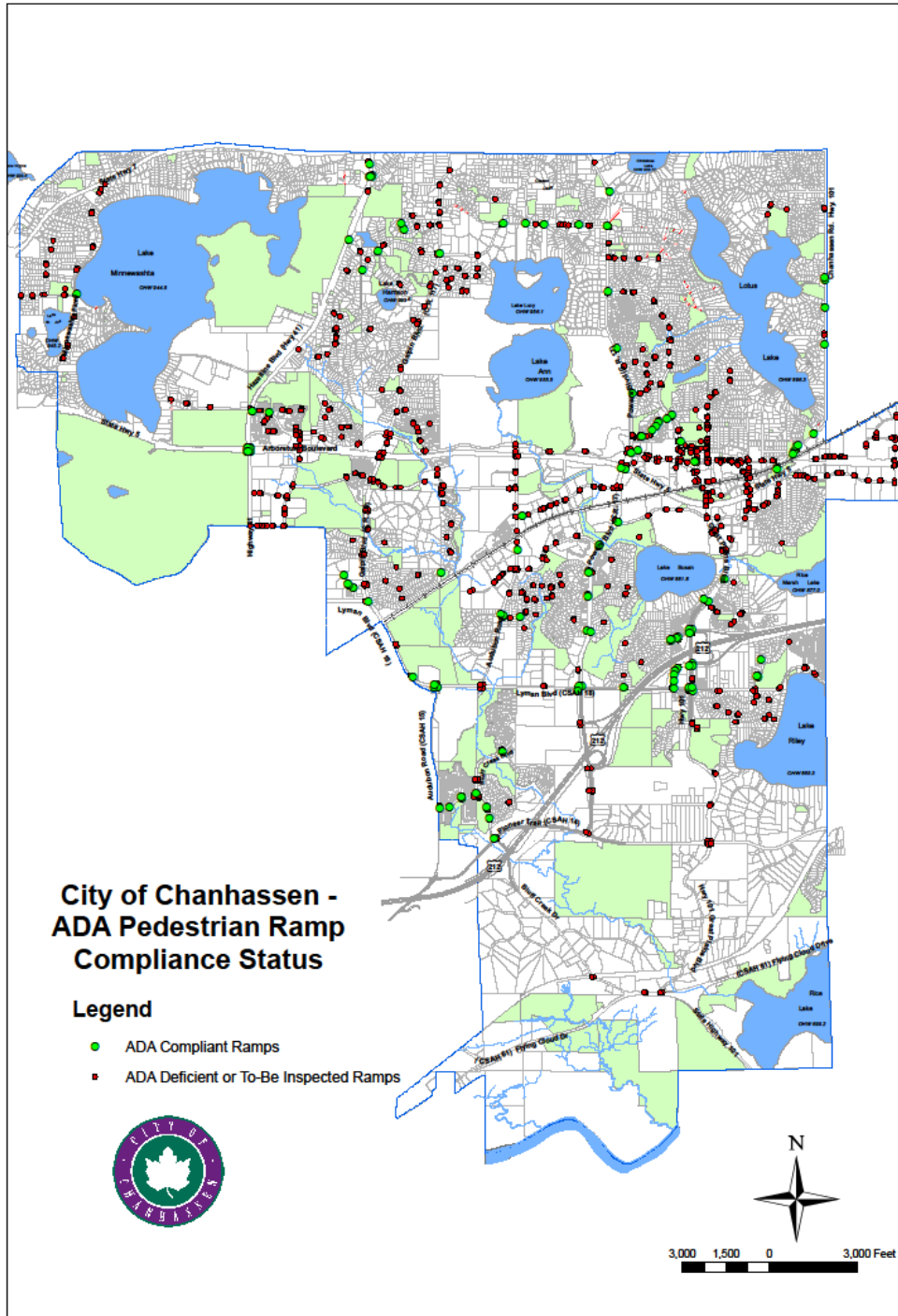
Methods of Data Collection

The following visual aids were created using GIS data and other information stored in Datalink. These maps are intended to help represent where our pedestrian infrastructure lies within the City of Chanhassen.

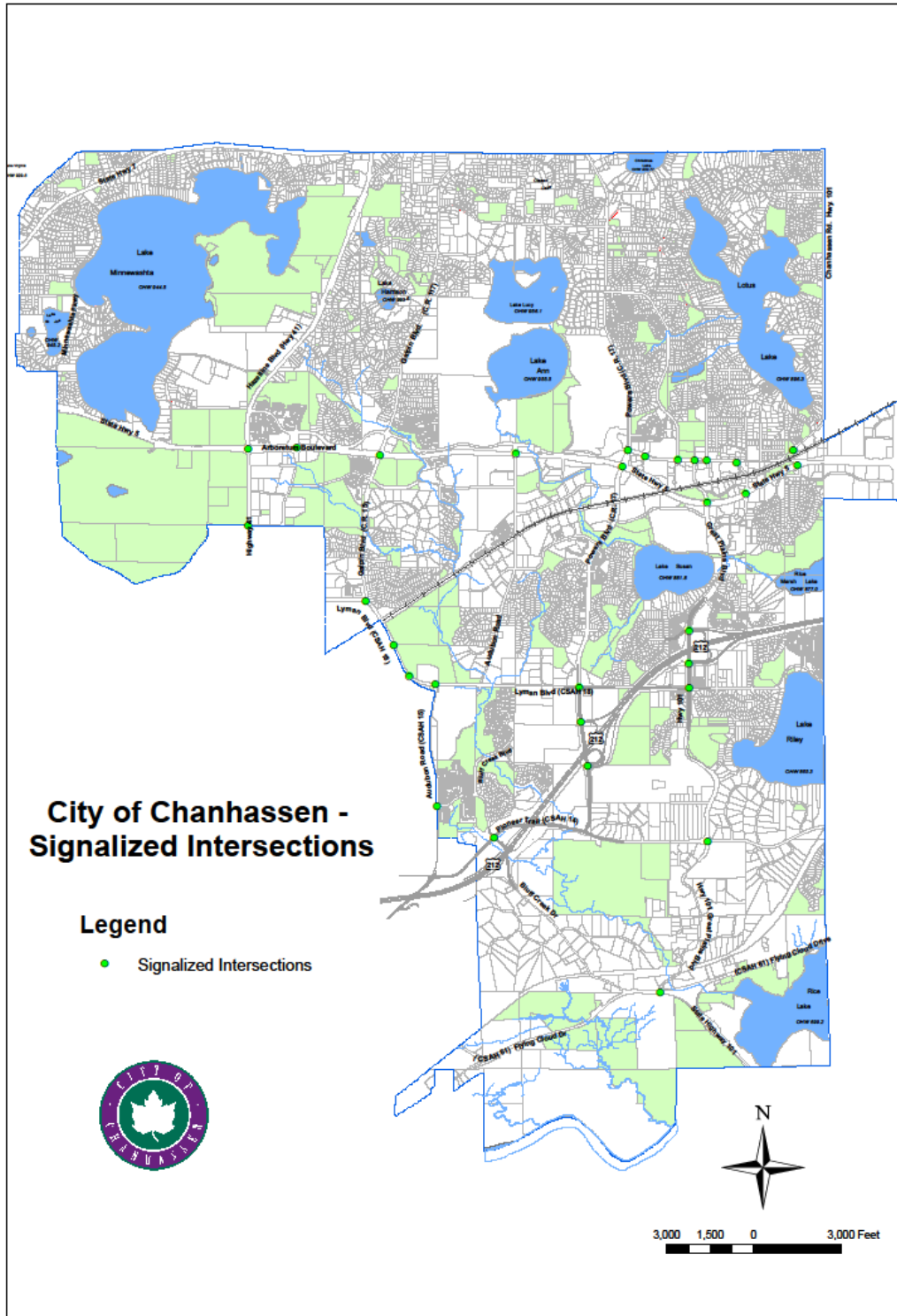


Visual Aids and Maps

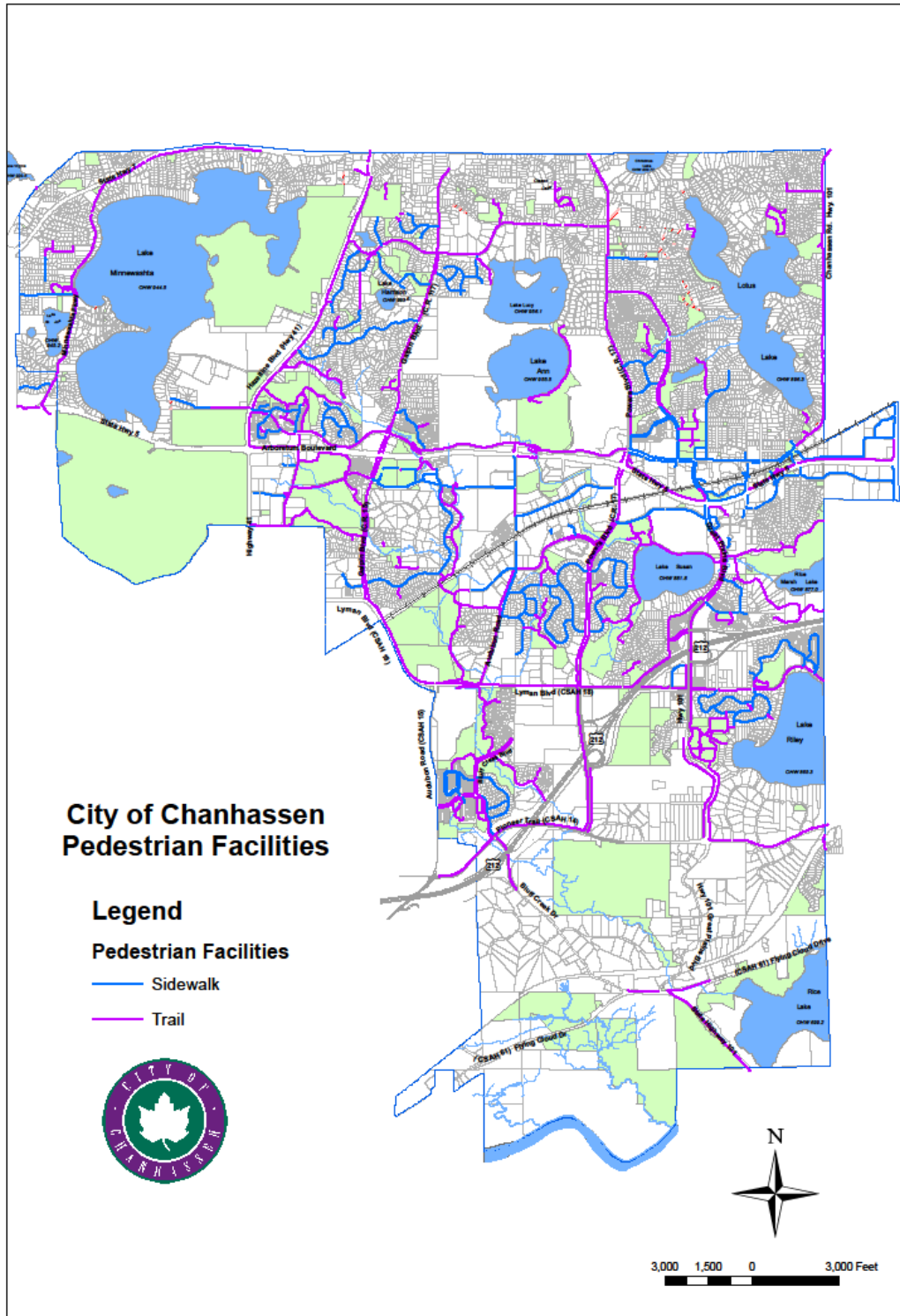
Map 1: Pedestrian Ramps by Compliance



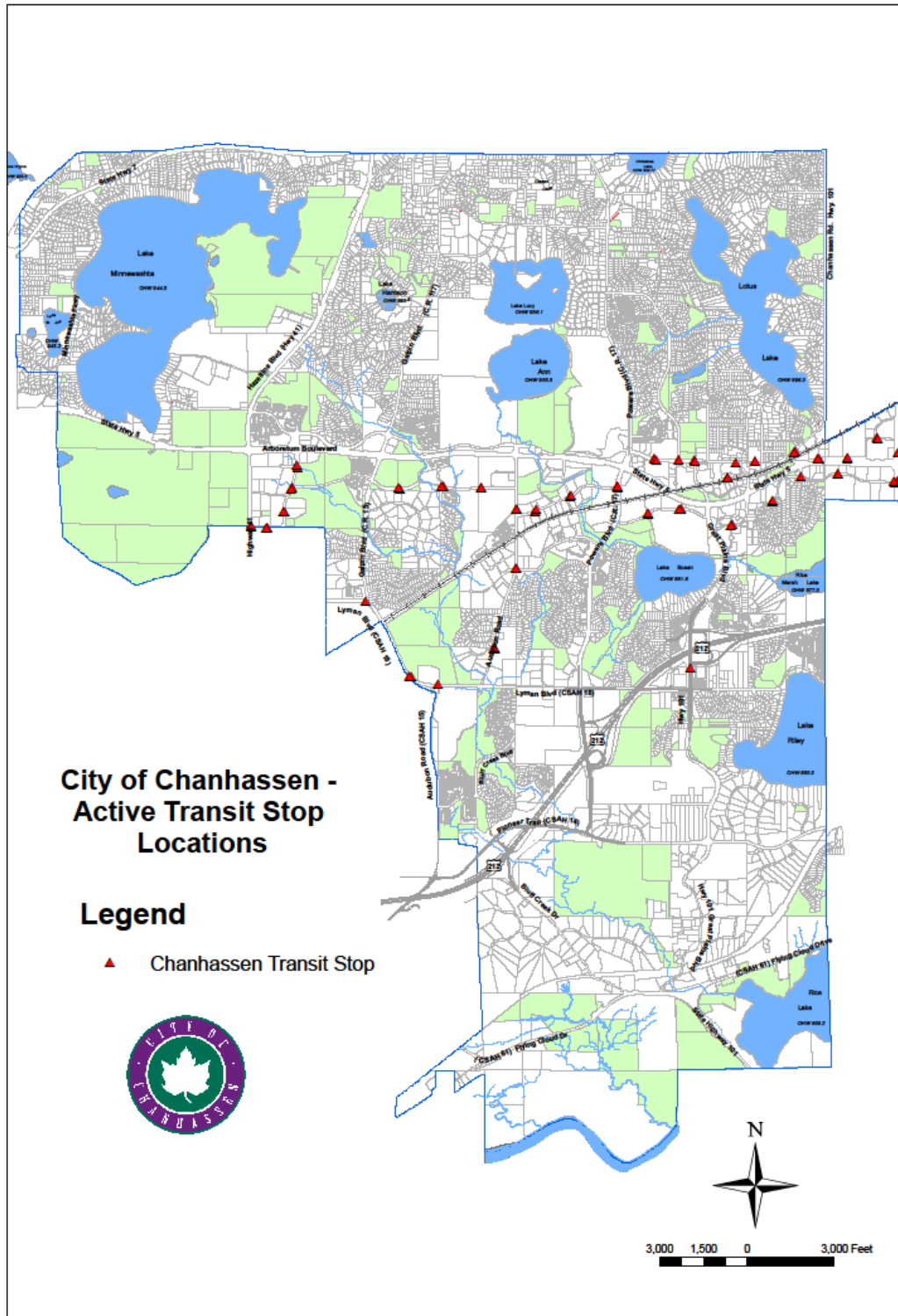
Map 2: Signalized Intersections



Map 3: Sidewalks and Trails



Map 4: Active Bus Stations



Appendix B – Schedule / Budget Information

Cost Information

Unit Prices

Construction costs for upgrading facilities can vary depending on each individual improvement and conditions of each site. Costs can also vary on the type and size of project the improvements are associated with. Listed below are representative 2011 costs for some typical accessibility improvements based on if the improvements are included as part of a retrofit type project, or as part of a larger comprehensive capital improvement project.

Intersection corner ADA improvement retrofit: +/- \$4,000 per corner

Intersection corner ADA improvement as part of adjacent capital project: +/- \$1,500 per corner

Traffic control signal APS upgrade retrofit: +/- \$ 15,000

Traffic control signal APS upgrade as part of full traffic control signal installation: +/- \$10,000

Sidewalk / Trail ADA improvement retrofit: +/- \$5.00 per SF

Sidewalk / Trail ADA improvement as part of adjacent capital project: +/- \$3.50 per SF

Bus Stop ADA improvement retrofit: +/- \$400 per stop

Bus Stop ADA improvement as part of adjacent capital project: +/- \$250 per stop

Priority Areas

Based on the results of the self-evaluation, the estimate costs associated with eliminating accessibility barriers within the targeted priority areas is as follows:

Table 1:

8 intersection Corners	5 Signalized Intersections	Sidewalk Retrofit	Trail Retrofit	0 Bus Stops	Total Expenses
\$4,000 each	\$15,000 each	\$5.00/SF	\$5.00/SF	\$400 each	
\$32,000	\$75,000			\$0	\$107,000.00

- According to the data in Chart 1: \$107,000 is the minimum expense for Downtown Chanhassen.



Entire Jurisdiction

Based on the results of the self-evaluation, the estimate costs associated with providing ADA accessibility within the entire jurisdiction is at least \$3,200,000. This amount signifies a significant investment that the City of Chanhassen is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to absorb the cost into the City of Chanhassen's budget for improvements to the public right-of-way.

Table 2:

19 intersection Corners	24 Signalized Intersections	64.98 mi Sidewalk Retrofit	25.4 mi Trail Retrofit	0 Bus Stops	833 Curb Ramps	Total Expenses
\$4,000 each	\$15,000 each	\$5.00/SF	\$5.00/SF	\$400 each	\$4,000 each	
\$76,000	\$360,000	\$1,715,472	\$670,560	\$0	\$333,200	\$3,155,232

Merging Costs

- The City of Chanhassen has agreed to merge the costs of private development projects with ADA improvements. Chanhassen will help pay for the pedestrian facility update but instead of it becoming its own project/expense, a private developer will carry out the work.

Upcoming Improvement Projects

The City of Chanhassen will undergo future improvement projects to the city's infrastructure in order to make public areas more compliant with the ADA. These projects are funded by the federal government and other city grants. Upcoming improvement projects are as follows:

- Highway 101 reconstruction project
 - This project is set to start in 2020; the area to be reconstructed lies between Pioneer Trail (CSAH 14) and Flying Cloud Drive (CSAH 61).
- Galpin Blvd reconstruction project
 - This project is set to start in 2022;



**Capital Improvement Program
City of Chanhausen, MN**

2018 thru 2022

Department Street Improvements
Contact Paul Oehme
Type Improvement
Useful Life Unassigned
Category Streets/Highways
Priority n/a

Project # ST-012
Project Name Annual Street Improvement Program

Account #1 601-xxxx-4751 Account #3
Account #2 Account #4

Total Project Cost: \$34,080,000

Description
Annual project to rehabilitate and reconstruct streets in the City. Current 5-year plan shows the following neighborhood areas:
2018 - Orchard Lane area
MSA - Lake Drive East and Dakota Ave (Highway 5 to Lake Drive East)
2019 - Choctaw area, Kurvers Point area and 96th Street
MSA - Minnewashta Parkway overlay and trail
2020 - Chan View area
MSA - Lake Lucy Road (Highway 41 to Galpin Blvd) and trail
2021 - Stone Creek area and Ches Mar Drive
MSA - Bluff Creek Drive
2022 - Gray Fox and Fox Hollow neighborhoods

Justification
The City uses a Pavement Management System to monitor the condition of the City streets. While proper preventative maintenance extends the life of the street and is cost effective, a street will eventually deteriorate to a point that major maintenance is required. Rehabilitation projects extend the life of the street. In cases when utilities or poor sub grade needs to be replaced or where streets have deteriorated to a point where rehabilitation will no longer be practical, reconstruction of the street is necessary. A feasibility study is written to consider the merits of the project and scope of work.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
20,760,000	Construction	2,700,000	2,300,000	3,800,000	2,300,000	2,200,000	13,300,000
	Total	2,700,000	2,300,000	3,800,000	2,300,000	2,200,000	13,300,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
20,760,000	Assessment/Revolving Assess Fund	1,600,000	1,100,000	3,300,000	1,100,000	2,200,000	8,300,000
	MSA	1,100,000	1,200,000	500,000	1,200,000		4,000,000
	Total	2,700,000	2,300,000	3,800,000	2,300,000	2,200,000	13,300,000

Budget Impact/Other
This project may decrease maintenance costs.



Appendix C – Public Outreach

Public outreach will be achieved by posting the final draft of the transition plan on the city website. This allows for residents to read about how the city plans to improve its infrastructure and in what areas of the city there is a focus on. Residents are encouraged to report any grievance or questions to city hall or file a grievance form that can be found on the city's website.

Also, the Transition Plan will be posted and made available for public viewing at city hall in the engineering department. Individuals or representatives of any sort can come and view the drafted document. The city's engineering department will be in the building ready to answer questions and respond to grievances from residents.

This has not been done prior to the writing of this document since the primary area of Chanhasen requiring improvements is well-known to the city as a result of its high levels of foot traffic. Following the publication of this document, however, the public outreach agenda will be put into practice in order to further engage the community. In the future, residents will be involved more and more as the city becomes more and more compliant, communicating with residents will become crucial to help define areas that are lacking.



Appendix D – Grievance Procedure

As part of the ADA requirements the City/County will post the following notice outlining its ADA requirements:

Public Notice

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, the City of Chanhassen will not discriminate against qualified individuals with disabilities on the basis of disability in Chanhassen’s services, programs, or activities.

Employment: The City of Chanhassen 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 Americans with Disabilities Act (ADA).

Effective Communication: The City of Chanhassen 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 City of Chanhassen’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 City of Chanhassen will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City of Chanhassen programs, services, and activities. For example, individuals with service animals are welcomed in the City of Chanhassen 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 City of Chanhassen program, service, or activity, should contact the office of Charles Howley as soon as possible but no later than 48 hours before the scheduled event.

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

The City of Chanhassen 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.



Methods of Filing a Formal Grievance Report: Those wishing to file a formal written grievance with the City of Chanhassen may do so by one of the following methods:

Internet

Open the form on the City of Chanhassen website (<http://www.ci.chanhassen.mn.us/adaform>) to access the ADA Grievance Form. Fill in the form online and click “submit.” A copy of The ADA Grievance Form is included in this Appendix. Go to https://www.ada.gov/filing_complaint.htm to file a complaint directly with the Department of Justice. This link also answers common questions about filing a complaint and who to report certain incidents to. Depending on category you complaint falls into (Employment, Housing, Airlines or Other) the website will take you through the correct steps for taking action.

Telephone

Contact the pertinent City of Chanhassen staff person listed in the **Contact Information** section of Appendix E to submit an oral grievance. The staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

Paper Submittal

Contact the pertinent City of Chanhassen staff person listed in the **Contact Information** section of Appendix E to request a paper copy of the county’s grievance form, complete the form, and submit it to the ADA Title II Coordinator. A staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance. A sample paper form from City of Chanhassen can be found below this appendix.

The ADA Grievance Form will ask for the following information:

The **name, address, telephone number, and email address** for the person filing the grievance

The **name, address, telephone number, and email address** for the person alleging an ADA violation (if different than the person filing the grievance)

A **description and location of the alleged violation and the nature of a remedy sought**, if known by the complainant.

If the complainant has filed the same complaint or grievance with the United States Department of Justice (DOJ), another federal or state civil rights agency, a court, or others, the **name of the agency or court where the complainant filed it and the filing date**.

The City of Chanhassen will acknowledge receipt of the grievance to the complainant within 10 working days of its submittal. The City of Chanhassen will also provide to the complainant



within 10 working days of its submittal; 1) a response or resolution to the grievance or; 2) information on when the complainant can expect a response or resolution to the grievance.

If the grievance filed does not concern a City of Chanhassen facility, the City of Chanhassen will work with the complainant to contact the agency that has jurisdiction.

3. Within 60 calendar days of receipt, a City of Chanhassen staff person will conduct an investigation necessary to determine the validity of the alleged violation. As a part of the investigation, the staff person would conduct an engineering study to help determine the City of Chanhassen response. The staff person will take advantage of department resources and use engineering judgment, data collected, and any information submitted by the resident to develop a conclusion. A staff person will be available to meet with the complainant to discuss the matter as a part of the investigation and resolution of the matter. The City of Chanhassen will document each resolution of a filed grievance and retain such documentation in the department's ADA Grievance File for a period of seven years.

The City of Chanhassen will consider all specific grievances within its particular context or setting. Furthermore, the City of Chanhassen will consider many varying circumstances including: 1) the nature of the access to services, programs, or facilities at issue; 2) the specific nature of the disability; 3) the essential eligibility requirements for participation; 4) the health and safety of others; and 5) the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to the City of Chanhassen.

Accordingly, the resolution by the City of Chanhassen of any one grievance does not constitute a precedent upon which the county is bound or upon which other complaining parties may rely.

File Maintenance

The City of Chanhassen shall maintain ADA grievance files for a period of seven years.

Complaints of Title II violations may also be filed with the DOJ within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department of Justice (DOJ). The DOJ may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

For more information, contact:



U.S. Department of Justice
 Civil Rights Division
 950 Pennsylvania Avenue, N.W.
 Disability Rights Section - NYAV
 Washington, D.C. 20530
www.ada.gov
 (800) 514-0301 (voice – toll free)
 (800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the DOJ or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

The ADA complaint form can be found at www.ada.gov under File an ADA Complaint.

Sample Grievance Form:

City of Chanhassen

Grievance Procedure under the Americans with Disabilities Act

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 City of Chanhassen. The City of Chanhassen's 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:

Charles Howley
ADA Coordinator, City Engineer
7700 Market Blvd P.O. Box 147
Chanhassen, MN 55317

Within 15 calendar days after receipt of the complaint, Charles Howley or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Charles Howley or his 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 City of Chanhassen and offer options for substantive resolution of the complaint.

If the response by Charles Howley or his 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 City Manager or his designee.

Within 15 calendar days after receipt of the appeal, the City Manager or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager 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 Charles Howley or his designee, appeals to the City Manager or his designee, and responses from these two offices will be retained by the City of Chanhassen for at least three years.



Official Grievance Form

Americans with Disabilities Act Discrimination Grievance Form

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. 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 City of Chanhassen.

Follow this link to view the complete Grievance Procedure under the Americans with Disabilities Act (ADA) [Grievance Procedure Document](#)

Follow this link to view, print, complete and mail/drop off a paper copy of this form. [Printable Copy of Form](#)

Brief Description*	
<div style="border: 1px solid black; height: 40px;"></div>	
Problem Location	
Street Number and Name:**	<input type="text"/>
Address Line 2:	<input type="text"/>
City:**	<input type="text"/>
State:**	<input type="text"/>
Zip Code:	<input type="text"/>
Photograph:	<input type="button" value="Choose File"/> No file chosen <input type="checkbox"/> Convert to PDF? (DOC, DOCX, XLS, XLSX, TXT)
Your Information	
Name:	<input type="text" value="Kim Meuwissen"/>
Street Number and Name:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Email Address:	<input type="text" value="kmeuwissen@ci.chanhassen.mn.us"/>
Preferred Contact Method:**	<input type="text" value="Email"/>

* indicates required fields.



Appendix E - Contact Information

ADA Title II Coordinator

Name: Charles Howley
Address: 7700 Market Blvd, P.O. Box 147, Chanhassen, MN 55317
Phone: (952) 227-1169
Fax: (952) 227-1170
E-mail: chowley@ci.chanhassen.mn.us

ADA Title II Co-Coordinator

Name: George Bender
Address: 7700 Market Blvd, P.O. Box 147, Chanhassen, MN 55317
Phone: (952) 227-1164
Fax: (952) 227-1170
E-mail: gbender@ci.chanhassen.mn.us

Public Right-of-Way ADA Implementation Coordinator

Name: Charles Howley
Address: 7700 Market Blvd, P.O. Box 147, Chanhassen, MN 55317
Phone: (952) 227-1169
Fax: (952) 227-1170
E-mail: chowley@ci.chanhassen.mn.us



Appendix F – Agency ADA Design Standards and Procedures

Design Procedures

Intersection Corners

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of City of Chanhassen staff.

Sidewalks / Trails

Sidewalks and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of City of Chanhassen staff.

Traffic Control Signals

Traffic control signals will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of City of Chanhassen staff.

Bus Stops

Bus stops will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future



work. Regardless on if full compliance can be achieved or not, each bus stop location shall be made as compliant as possible in accordance with the judgment of City of Chanhassen staff.

Other Transit Facilities

Additional transit facilities are present within the limits of the City of Chanhassen. Those facilities fall under the jurisdiction of SouthWest Transit. The City of Chanhassen will work with SouthWest Transit to ensure that those facilities meet all appropriate accessibility standards.

Other Programs, Policies and Programs

Policies, practices and programs not identified in this document will follow the applicable ADA standards.

Design Standards

The City of Chanhassen has PROWAG, as adopted by the Minnesota Department of Transportation (MnDOT), as its design standard. A copy of this document is included in the following pages of this appendix.



Pedestrian Ramp Detail Plates

DEPRESSED CORNER

PERPENDICULAR

PARALLEL

TAPERED PERPENDICULAR

DIAGONAL

NOTES:

- SEE STANDARD PLAN SHEET 4-5 FOR DETAILS ON DETECTABLE WARNING.
- SLABS ARE INSTALLED AS INDICATED EXCEPT WHERE SHOWN OTHERWISE.
- ALL SURFACES SHALL BE FINISHED TO A FINISH GRADE OF 1/4" BELOW THE FINISH GRADE OF THE ADJACENT WALKWAY.
- ALL SURFACES SHALL BE FINISHED TO A FINISH GRADE OF 1/4" BELOW THE FINISH GRADE OF THE ADJACENT WALKWAY.
- ALL SURFACES SHALL BE FINISHED TO A FINISH GRADE OF 1/4" BELOW THE FINISH GRADE OF THE ADJACENT WALKWAY.
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- ALL SURFACES SHALL BE FINISHED TO A FINISH GRADE OF 1/4" BELOW THE FINISH GRADE OF THE ADJACENT WALKWAY.

MOORE ENGINEERING PLAN SHEET
NO. 17-001240 11 OF 13



Pedestrian Curb Ramps Page 1 of 5

REVISED: 10-18

FILE NAME: G:\ENG\SPCS\5215

ENGINEERING DEPARTMENT

PLATE NO.: 5215



DETECTABLE WARNING SURFACE AT POLES

DETECTABLE WARNING SURFACE AT CORNER

DETECTABLE WARNING PLACEMENT

NOTES:

1. DETECTABLE WARNING SURFACES SHALL BE PLACED AT THE BEGINNING AND END OF ALL RAMP RUNS AND AT ALL INTERSECTIONS WITH SIDEWALKS AND CROSSINGS.
2. THE WIDTH OF DETECTABLE WARNING SURFACES SHALL BE DETERMINED BY THE WIDTH OF THE RAMP AND THE WIDTH OF THE SIDEWALK OR CROSSING.
3. DETECTABLE WARNING SURFACES SHALL BE PLACED AT THE BEGINNING AND END OF ALL RAMP RUNS AND AT ALL INTERSECTIONS WITH SIDEWALKS AND CROSSINGS.
4. DETECTABLE WARNING SURFACES SHALL BE PLACED AT THE BEGINNING AND END OF ALL RAMP RUNS AND AT ALL INTERSECTIONS WITH SIDEWALKS AND CROSSINGS.
5. DETECTABLE WARNING SURFACES SHALL BE PLACED AT THE BEGINNING AND END OF ALL RAMP RUNS AND AT ALL INTERSECTIONS WITH SIDEWALKS AND CROSSINGS.
6. DETECTABLE WARNING SURFACES SHALL BE PLACED AT THE BEGINNING AND END OF ALL RAMP RUNS AND AT ALL INTERSECTIONS WITH SIDEWALKS AND CROSSINGS.
7. DETECTABLE WARNING SURFACES SHALL BE PLACED AT THE BEGINNING AND END OF ALL RAMP RUNS AND AT ALL INTERSECTIONS WITH SIDEWALKS AND CROSSINGS.
8. DETECTABLE WARNING SURFACES SHALL BE PLACED AT THE BEGINNING AND END OF ALL RAMP RUNS AND AT ALL INTERSECTIONS WITH SIDEWALKS AND CROSSINGS.
9. DETECTABLE WARNING SURFACES SHALL BE PLACED AT THE BEGINNING AND END OF ALL RAMP RUNS AND AT ALL INTERSECTIONS WITH SIDEWALKS AND CROSSINGS.
10. DETECTABLE WARNING SURFACES SHALL BE PLACED AT THE BEGINNING AND END OF ALL RAMP RUNS AND AT ALL INTERSECTIONS WITH SIDEWALKS AND CROSSINGS.

4" CONCRETE CURB
3" MINIMUM CLEAR SPACE
1/2" CURB HEIGHT

4" CURB HEIGHT
2" CURB WIDTH

4" CURB HEIGHT
2" CURB WIDTH

APPROACH SIDEWALK CORNER WITH INTERSECTION CORNER

4" CURB HEIGHT
2" CURB WIDTH

4" CURB HEIGHT
2" CURB WIDTH

4" CURB HEIGHT
2" CURB WIDTH

4" CURB HEIGHT
2" CURB WIDTH

TYPICAL SIDE TREATMENT OPTIONS

APPROACH NOSE DETAIL FOR CORNER AND SIDE OF TRAFFIC

1/2" CURB HEIGHT
2" CURB WIDTH

NOT TO SCALE
SHEET NO. 4 OF 5

CITY OF CHANHASSEN

Pedestrian Curb Ramps

Page 4 of 5

REVISD: 10-16

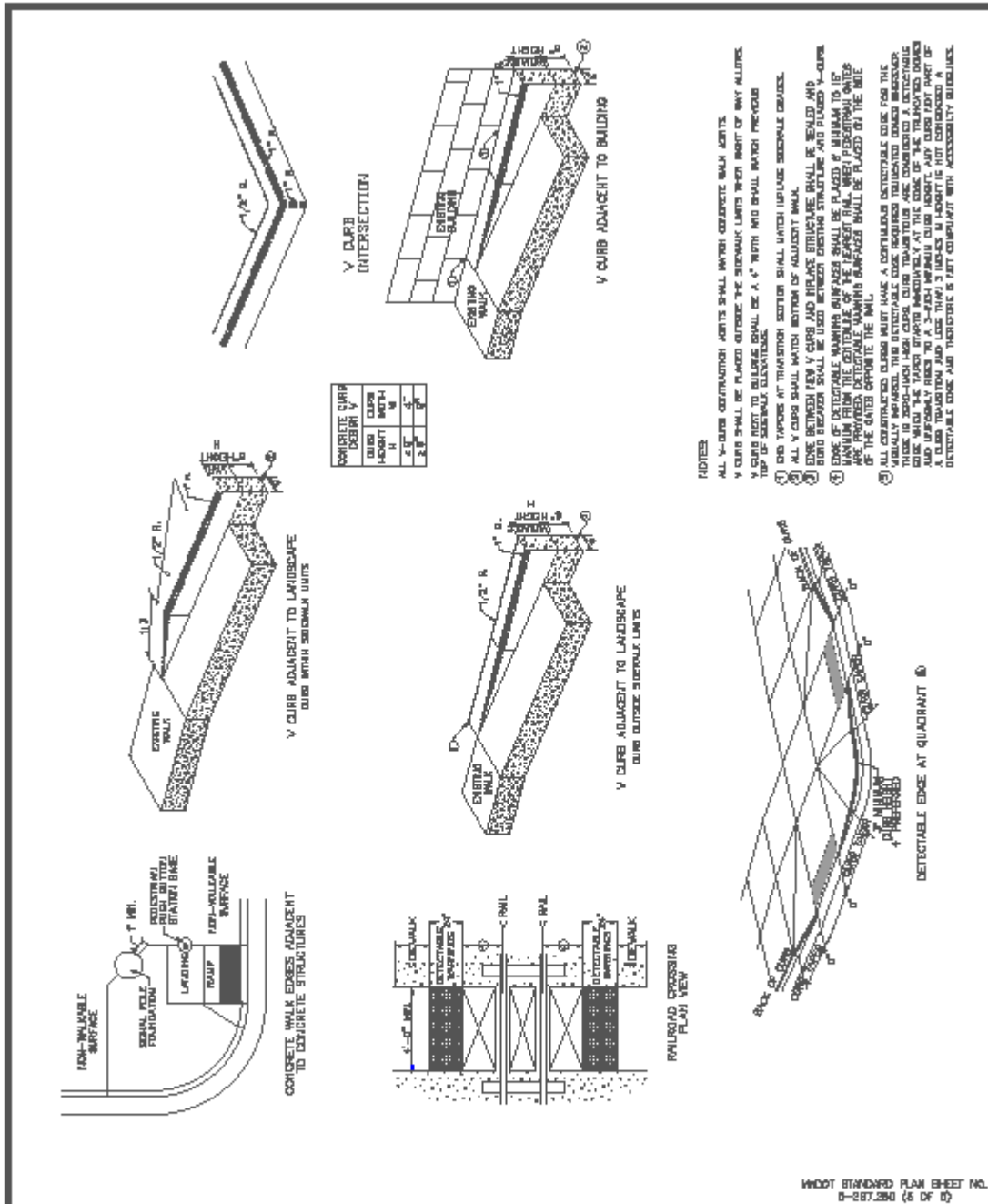
FILE NAME: G:\ENG\SPCS\5215C

ENGINEERING DEPARTMENT

PLATE NO.: 5215C

NOT TO SCALE
SHEET NO. 4 OF 5






NOTES:

- ALL V-CURB DETAIL SECTION ADJACENT TO CONCRETE WALK EDGES SHALL BE PLACED OUTSIDE THE SIDEWALK UNITS WHEN RIGHT OF WAY ALLOWES.
- V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK UNITS WHEN RIGHT OF WAY ALLOWES TOP OF SIDEWALK ELEVATION.
- ALL V CURB DETAIL SECTION SHALL HAVE UPRAISE SIDEWALK GRADIENTS.
- ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.
- EDGE BETWEEN NEW V CURB AND EXISTING STRUCTURE SHALL BE SEALED AND BURD BREAKER SHALL BE USED BETWEEN EXISTING STRUCTURE AND PLACED V-CURB.
- EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED AT MINIMUM 10' MINIMUM FROM THE CENTERLINE OF THE STREET SHALL BE DETECTABLE UNITS MINIMUM FROM THE CENTERLINE OF THE STREET SHALL BE PLACED AT THE EDGE OF THE GATED APPROACH THE WALK.
- ALL CONTRACTED CURBS MUST HAVE A CONTINUOUS DETECTABLE CURB FOR THE FULL LENGTH OF THE CURB. THIS DETECTABLE CURB REQUIRED TRUNCATED CONE BRACKETS TO BE PLACED AT THE END OF THE CURB. THE DETECTABLE CURB SHALL BE PLACED AT THE END OF THE CURB AND UPWARDLY BENT TO A 3-DEGREE ANGLE. CURB HEIGHT, ANY CURB PART OF DETECTABLE CURB AND CURB THAT IS 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE CURB AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY GUIDELINES.

WOOD STANDARD PLAN SHEET NO. D-287.280 (5 OF 12)

 <p>CITY OF CHANHASSEN</p>	<p>Pedestrian Curb Ramps</p> <p>Page 5 of 5</p>	
	<p>REVISED: 10-16</p> <p>FILE NAME: G:\ENG\SPCS\5215D</p>	<p>ENGINEERING DEPARTMENT</p>



Appendix G – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: MnDOT’s transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county’s transportation system.



Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice

Federal Highway Administration (FHWA): A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

Right-of-way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.

United States Department of Justice (DOJ): The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.

