



Agenda

Accessibility Advisory Committee

Monday, May 24, 2021

4:00 PM

2nd Floor, City Hall

1. ZOOM VIRTUAL MEETING NOTIFICATION

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Accessibility Advisory Committee of the City of Longview, Washington, will conduct a special virtual Zoom meeting on Monday, May 24th, at 4:00 p.m. For information about Zoom accessibility, please contact the City Clerk's Office at 360-442-5041.

You are invited to a Zoom webinar.

City of Longview, WA

Human Resources is inviting you to a scheduled Zoom meeting regarding the City of Longview Accessibility Advisory Committee (CLAAC) - Special Meeting .

Join Zoom Meeting

<https://us02web.zoom.us/j/3604425021>

Meeting ID: 360 442 5021

One tap mobile

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Meeting ID: 360 442 5021

Find your local number: <https://us02web.zoom.us/u/kcdMupy33S>

2. ROLL CALL

Meeting brought to order at x:xxpm, by committee chair, Bill Josh.

Account for committee members, council liaisons, city staff and others present.

Accountability will be taken by Bill Josh and logged by Brian Loos since the meeting is being conducted virtually.

3. APPROVAL OF MINUTES

21-000743 Seek approval of the special meeting minutes from the City of Longview Accessibility Advisory Committee from Monday, April 19th, 2021.

4. PUBLIC COMMENTS

Bill Josh, committee chair to seek public comments.

5. COMMITTEE MEMBER COMMENTS & REPORTS

Bill Josh, committee chair to seek committee member comments and reports.

6. STAFF COMMENTS & REPORTS

Staff reports and committee update:

Kris Swanson

Transition Plan - Section 1 Update

City Programming, Services and Activities

Top of List - Transition Plan Projects

Discussion with AAC on Transition Plan Projects

Keith Walling

Transition Plan - Section 2 Update

City Buildings & Facilities

Top of List - Transition Plan Projects

Discussion with AAC on Transition Plan Projects

Ken Hash & Karl Enyeart

Transition Plan - Section 3 Update

Sidewalks, Curb Ramps, Pedestrian Crossings, Signals & Pushbuttons

Top of List - Transition Plan Projects

Discussion with AAC on Transition Plan Projects

Jennifer Wills, Justin Brown & Joanna Martin

Transition Plan - Section 4 Update

City Parks, Recreational Infrastructure and Programming

Top of List - Transition Plan Projects

Discussion with AAC on Transition Plan Projects

Amy Asher & Tabitha Hayden

Transition Plan - Section 5 Update

Transit Services

Top of List - Transition Plan Projects

Discussion with AAC on Transition Plan Projects

Brian Loos

City ADA Coordinator

CLAAC Liaison

Other Staff Reports

7. OLD BUSINESS

21-000744 Facilities & Parks subcommittee update

21-000745 Any other old business items for consideration?

8. **NEW BUSINESS**

21-000746 City of Longview Transition Plan - Section Project List Enhancement & Development Update

21-000747 Any project recommendations from the AAC for staff to take forward to City Council for consideration? AAC discussion.

21-000748 Administrative update of the Accessibility Advisory Committee Charter document

21-000749 Any other new business items for consideration?

9. **ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION**

21-000751 Items for the good of the order?



Minutes

Accessibility Advisory Committee

Monday, April 19, 2021

4:00 PM

2nd Floor, City Hall

1. **ZOOM VIRTUAL MEETING NOTIFICATION**

See agenda for Zoom Virtual Meeting notification details.

2. **ROLL CALL**

Special meeting was called to order at approximately 4:05pm by Committee Chair, Bill Josh. Attendance was taken via Zoom, annotated all that were present.

Committee Members Present via Zoom: Bill Josh (Committee Chair), Colleen Holten, Jerry Bakken, Jennifer Merry, Sarah McCoy, Scott Carson, Jeanne Daggett (phone).
Seven committee members were present, quorum was met.

Council Liaison(s) Present via Zoom: MaryAlice Wallis, Mayor

Committee Members Excused: Allan Rudberg, Lawrence Lanning (Committee Vice Chair)

Council Liaison(s) Excused: Christine Schott, Councilmember

Staff Present via Zoom: Brian Loos (HR), Ken Hash (PW), Jennifer Wills (Parks & Recreation), Chris Smith (HR), Keith Walling (Fleet & Facilities), Morgan Palmer (PW), Kassi Mackie (Clerks Office), Karl Enyeart (PW)

3. **APPROVAL OF MINUTES**

21-000634 Seek approval of the special meeting minutes from the City of Longview Accessibility Advisory Committee from Tuesday, January 19th, 2021.

Jerry Bakken made a motion and was seconded by Jeanne Daggett to approve the previous meeting minutes from the special meeting on January 19th, 2021 as printed. Bill Josh called for the vote and was passed unanimously.

4. **PUBLIC COMMENTS**

Bill Josh, committee chair called seeking any public comments. No public comments were provided.

5. **COMMITTEE MEMBER COMMENTS & REPORTS**

Bill Josh, committee chair called for any committee comments or reports. No committee comments or reports were provided.

6. STAFF COMMENTS & REPORTS

Kris Swanson was not available at this meeting.

Transition Plan - Section 1

City Programming, Services and Activities

Top of List - Transition Plan Projects

A digital copy of the "What Citizens Want" Report/Survey, was provided as a follow up from the January 2021 meeting. See agenda packet for this report & survey.

Keith Walling

Transition Plan - Section 2

City Buildings & Facilities

Top of List - Transition Plan Projects

Keith provided a verbal update of current projects in the pipeline that are nearing completion. Facilities subcommittee has not had a chance to meet due to COVID 19 restrictions.

Ken Hash & Karl Enyeart

Transition Plan - Section 3

Sidewalks, Curb Ramps, Pedestrian Crossings, Signals & Pushbuttons

Top of List - Transition Plan Projects

Karl Enyeart provided a list of potential projects for the 2021-2025 period. See attachment in the agenda packet for detail. An update was provided to this plan verbally and will be made available in the May 2021 AAC agenda packet for further review. PW also provided updates on current projects in the works.

Jennifer Wills, Justin Brown & Joanna Martin

Transition Plan - Section 4

City Parks, Recreational Infrastructure and Programming

Top of List - Transition Plan Projects

Jennifer provided a verbal update on potential future projects for parks and recreation. A written list will be forwarded to Brian to provide back to the AAC for future capital project funding recommendation and consideration. Discussion included community garden access, raised plots at community gardens, ADA door upgrades for parks and recreation public facilities, ASL funding for recreation programming/children activities, parks and recreation facility parking areas, accessibility improvements for water recreation activities (boats, kayaks, etc.). Committee members had additional questions relating to community garden accessibility improvements and Jennifer answered those questions in regards.

Amy Asher & Tabitha Hayden were not available at this meeting to provide an update.

Transition Plan - Section 5

Transit Services

Top of List - Transition Plan Projects

Brian Loos did not provide an update in this portion of the meeting, provided updates in the old and new business portion of the meeting agenda.

City ADA Coordinator

CLAAC Liaison

Other Staff Reports - No other staff reports were provided.

- 21-000639** Providing a copy of the "What Citizens Want" report that excerpts were discussed at the last AAC meeting. See agenda packet for full report.

7. OLD BUSINESS

21-000635 Cowlitz County Accessibility Communities Advisory Committee update

The Cowlitz County Accessibility Communities Advisory Committee is next scheduled to meeting on Tuesday, September 21st, 2021 starting at 3:00pm. Location TBD. More information to follow at a later date as it becomes available.

21-000636 Facilities & Parks subcommittee update

The Facilities and Parks subcommittee has not met due to COVID 19 restrictions and building closures. The subcommittee will schedule its next meeting once COVID 19 restrictions are lifted. More information to follow at a future meeting.

21-000637 Staff policy recommendation in consideration of On Street Parking - ADA Signing and Pavement Marking. The policy will take into consideration and discussion will be regarding public streets where on street public parking is unstriped for convenience parking in residential neighborhoods.

Ken Hash, Public Works director provided guidance from an excerpt out of the Access board, Public Right-of-Way Access Advisory Committee (PROWAAC) regarding X02.6 Vehicular Ways and Facilities published on January 10th, 2001 in the agenda packet. The PROWAAC deferred consideration of scoping for the provision of accessible parking in residential neighborhoods, where on-street parking may be permitted but not designated X02.6.1.1.

Ken also explained to the AAC the current city procedure and an explanation for the handling these types of requests. The committee had some general discussion in regards to this topic and generally felt that the current procedures and actions of the city were appropriate and the AAC did not feel the need to be further revisited or provide for a different recommendation be sent to city council for their consideration. No further action or recommendations were taken by the committee on this matter.

21-000638 Potential ADA barrier elimination projects at the Community Garden located off 32nd between Louisiana and Williams (west boundary) and the LDS church back parking lot off 30th Avenue between Louisiana and Lilac (east boundary). Staff update.

This agenda item topic was brought up during the staff comments portion of the agenda. Bill Josh acknowledged that this agenda item had been fully discussed during that portion of the meeting under Jennifer Wills presentation.

21-000640 2021-2022 ADA Capital Budget Carryover and Additional Funding for 2021 & 2022 Budget Discussion

As of the April 2021 AAC meeting, there was \$133,034 available for ADA related capital projects funding for 2021/2022 biennium. \$33,034 was carried over from the 2019/2020 biennium due as per City Manager Kurt Sacha. Allocations of \$50,000 each for 2021 and 2022 respectively (\$100,000 for 2021 & 2022 combined) were added for consideration of the committee and their recommendations to city council.

21-000643 Any other old business items for consideration?

A committee member brought up the Dorothy street request status. Brian stated that it was dropped off the agenda as PW was unable to communicate with the property owner of the requestor to respond as that was the last update that was provided to the committee. This is still the status at this time.

Ken reaffirmed that to date, this is still the case. PW wanted to reach out to the property owner to see what options could be potentially available to build a partnership to address accessibility concerns in the surrounding area to/from the mailboxes. All attempts have been unsuccessful.

8. NEW BUSINESS**21-000641 City of Longview Transition Plan - Section Projects List Enhancement & Development**

Staff will be providing committee members with updated project lists for consideration for the May 2021 meeting.

21-000642 Any project recommendations from the AAC for staff to take forward to City Council for consideration? AAC discussion.

This piece of new business will be tabled until the next meeting. Staff will provide updated project lists to be made available to committee members in the next meeting agenda packet.

21-000644 Any other new business items for consideration?

No other new business was brought up for discussion.

9. ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION**21-000645 Discuss next meeting date, time and meeting format and publishing of this information. The next regular meeting is scheduled for May 17th, 2021 starting at 4:00pm. Location and/or virtual, to be determined.**

Discuss next meeting date, time and meeting format and publishing of this information. The next regular meeting is scheduled for Monday, July 19th, 2021 starting at 4:00pm. Location and/or virtual, to be determined.

Meeting was adjourned by Bill Josh at approximately 5:04pm.



ADA Transition Plan

Section #1 - Access to City Programming, Services & Activities

Level 1 - High Volume & Utilization

Location	Project Type	Project Type/Barrier or Deficiency	Project Description (Brief Narrative)	Cost Estimate	Estimated Completion Date	Cost Actual	Actual Completion Date	Funding Source
All City - Online Access	ADA Projects							
	Priority A	Website redevelopment	Update City's Web site to be WCAG compliant	\$50,000	Jan-19			OER Fund
	Priority B							
	Priority C							

Level 2 - Moderate Volume & Utilization

All City - Online Access	ADA Projects							
	Priority A	City ADA webpages update	Update ADA related webpages on City Website after WCAG compliance	\$1,000	Jul-19			HR & Insurance Reserve Operating Funds
	Priority B	Open Data Access	Creating opportunities to make available more of the City's documents accessible form the Web. Remove the barrier to access the data.	\$2,000	Dec-18			
All City - Open Data Access	Priority C							

Level 3 - Light Volume & Utilization

ADA Projects								
Priority A								
Priority B								
Priority C								

Level 4 - Minimal to No Volume & Utilization

KLTV Services to City of Longview	ADA Projects						
	Priority A	Caption KLTV Meetings	Work with KLTV to determine how to provide Captioning services for all broadcast meetings	\$25,000			
City Hall - Council Chamber	Priority B	Assisted Listening Devices	Replace transmitter and Receivers	\$3,500	Jul-17	\$4,000	Jul-17
	Priority C						

Project Location Utilization Level

Level 1 - High Volume & Utilization

Level 2 - Moderate Volume & Utilization

Level 3 - Light Volume & Utilization

Level 4 - Minimal to No Volume Utilization

Level 5 - Access As Needed Only (No Public Access)

ADA Project Priority

Priority A - High Priority for Barrier Elimination & Accessibility

Priority B - Moderate Priority for Barrier Elimination & Accessibility

Priority C - Low Priority for Barrier Elimination & Accessibility

Updated January 2019



ADA Transition Plan

Section #2 - Access to City Buildings & Facilities

Level 1 - High Volume & Utilization

Location	Project Type	Project Type/Barrier or Deficiency	Project Description (Brief Narrative)	Cost Estimate	Estimated Completion Date	Cost Actual	Actual Completion Date	Funding Source
ADA Projects								
City Hall	Priority A	Finance Entry Doors	Install power doors or openers	\$6,000	Jun-20		TBD	Facilities Maintenance & City ADA Capital Project Funds
City Hall		Accessible Parking Sign	Raise sign to compliant height	\$150	Jun-20		TBD	Facilities Maintenance & City ADA Capital Project Funds
Library		Accessible Parking	Retripe and sign for compliance	\$800	Jun-20		TBD	Facilities Maintenance & City ADA Capital Project Funds
Fire Station 81		Accessible Parking	Add striping and sign	\$350	Jun-20		TBD	Facilities Maintenance & City ADA Capital Project Funds
City Hall	Priority B	CED Entry Doors	Install power doors or openers	\$8,000	Jun-20		TBD	Facilities Maintenance & City ADA Capital Project Funds
City Hall	Priority C	Employee Parking - No current need	No ADA - Restripe and sign	\$600				
Police Station		Employee Parking - No current need	No ADA - Restripe and sign	\$450				
Library		Employee Parking - No current need	No ADA - Restripe and sign	\$350				

Level 2 - Moderate Volume & Utilization

ADA Projects								
	Priority A							
City Hall Annex 1 & 2	Priority B	Accessible Parking	Add striping and sign	\$350				
Utilities		Public & Staff Parking	Add striping and sign	\$350				

Fire Station 82	Priority C						
		Accessible Parking	Add striping and sign	\$350			

Level 3 - Light Volume & Utilization

City Shop Street/Stormwater	ADA Projects						
	Priority A	Accessible Parking	Restripe and sign	\$450			
	Priority B	Accessible Parking	Add striping and sign	\$350			
City Shop Traffic Street/Stormwater	Priority C	Employee Parking - No current need	Add striping and sign	\$350			
		Public & Staff Parking	Add striping and sign	\$350			
		Employee Parking - No current need	Add striping and sign	\$350			

Level 4 - Minimal to No Volume & Utilization

	ADA Projects						
	Priority A						
	Priority B						
	Priority C						

Project Location Utilization Level

Level 1 - High Volume & Utilization

Level 2 - Moderate Volume & Utilization

Level 3 - Light Volume & Utilization

Level 4 - Minimal to No Volume Utilization

Level 5 - Access As Needed Only (No Public Access)

ADA Project Priority

Priority A - High Priority for Barrier Elimination & Accessibility

Priority B - Moderate Priority for Barrier Elimination & Accessibility

Priority C - Low Priority for Barrier Elimination & Accessibility

Project list 2021-2025								
2021								
18TH AVE & OLYMPIA								
Category	Ranking #	RampID	Curb Ramp Present	Compliant	Detectible Warning	Landing	Priority Value	TOTAL \$
NC	31	168	Yes	No	No	Yes	150	\$ 6,250
NR	12	408	No	No	NA	NA	150	\$ 12,500
NR	14	410	No	No	NA	NA	150	\$ 6,250
TOTAL							150	\$ 25,000
2022								
VANDERCOOK WAY & MAPLE ST								
Category	Ranking #	RampID	Curb Ramp Present	Compliant	Detectible Warning	Landing	Priority Value	TOTAL \$
NC	1	467	Yes	No	No	Yes	185	\$ 9,375
NC	1	467	Yes	No	No	Yes	185	\$ 9,375
NC	2	511	Yes	No	No	Yes	185	\$ 9,375
NR	1	512	No	No	NA	NA	185	\$ 9,375
NR	2	513	No	No	NA	NA	185	\$ 9,375
NR	3	514	No	No	NA	NA	185	\$ 9,375
NR	4	515	No	No	NA	NA	185	\$ 9,375
NR	5	516	No	No	NA	NA	185	\$ 9,375
TOTAL							185	\$ 75,000
2023								
18TH AVE & LOUISIANA ST								
NC	13	44	Yes	No	No	Yes	160	\$ 6,250
NC	13	44	Yes	No	No	Yes	160	\$ 6,250
NC	14	45	Yes	No	No	Yes	160	\$ 6,250
NC	14	45	Yes	No	No	Yes	160	\$ 6,250
NR	6	40	No	No	NA	NA	160	\$ 6,250
NR	6	40	No	No	NA	NA	160	\$ 6,250
NR	7	41	No	No	NA	NA	160	\$ 6,250
NR	7	41	No	No	NA	NA	160	\$ 6,250
TOTAL							160	\$ 50,000
2024								
15TH AVE & HEMLOCK ST								
NC	23	290	Yes	No	No	No	155	\$ 17,000
NC	24	335	Yes	No	No	No	155	\$ 17,000
NR	8	291	No	No	NA	NA	155	\$ 17,000
TOTAL							155	\$ 51,000
2025								
14TH AVE & HUDSON ST								
NC	25	520	Yes	No	No	Yes	155	\$ 17,000
NC	26	521	Yes	No	No	Yes	155	\$ 17,000
NR	9	606	No	No	NA	NA	155	\$ 17,000
TOTAL							155	\$ 51,000



ADA Transition Plan

Section #3 - Public Works: Accessibility for Sidewalks, Curb Ramps & Pedestrian Crossings, Signals & Push Buttons

Level 1 - High Volume & Utilization

Location	Project Type	Project Type/Barrier or Deficiency	Project Description (Brief Narrative)	Cost Estimate	Estimated Completion Date	Cost Actual	Actual Completion Date	Funding Source
ADA Projects								
East Side	Priority A	Curb Ramp Installation Project	Recommended Curb Ramp Installation at 10th & New York (NE, SE, NW, SW - 4 ramps) and 11th & Vandercook (NE, SE - 2 ramps)	7.5K per ramp (\$45K total)	Jun-20			ADA Capital Project Funds
Olympics - 30th Corridor		Curb Ramp Installation Project	Recommended Curb Ramp Installation at 30th & Fir (NE, SE), 30th & Field (NE, SE), 30th & Florida (NE, SE) - 6 ramps will complete path from Washington Way to Ocean Beach Blvd, East Side of Road	7.5K per ramp (\$45K total)	TBD			CWCOG Grant & Local Matching Funds TBD
Olympics - 28th Corridor		Curb Ramp Installation Project	Recommended Curb Ramp Installation at 28th and Dover (NE, SE), 28th & Fir (NE, SE), 28th & Hemlock (NW), 28th & Harding (SE) - 6 Curb Ramps provides complete path on east side of 28th Avenue from Washington Way to Montecello Middle School	7.5K per ramp (\$45K total)	TBD			Not Secured
East Side	Priority B	Curb Ramp Installation Project	Recommended Curb Ramp Installation at 11th & Vandercook (NW, SW - 2 ramps) and 11th & New York (NE, SE simple - 2 ramps)	3 at 7.5K and 1 at 5K (\$27.5K total)	TBD			Not secured
Olympics - 30th Corridor		Curb Ramp Installation Project	Recommended Curb Ramp Installation at 30th & Dover (NW, SW), 30th & Fir (NW, SW), 30th & Field (NW, SW), 30th & Hawthorne (NW) - 7 ramps will complete path from Washington Way to Ocean Beach Blvd, West Side of Road	7 at 7.5K (\$52.5K total)	TBD			Not secured
Olympics - 28th Corridor		Curb Ramp Installation Project	Recommended Curb Ramp Installation at 28th & Douglas (NW, SW, NE, SE - 4 simple). 28th & Dover (SW), 28th & Fir (NW, SW), 28th & Field (SW, SE) - Completes a high use school walking route.	4 at 5K and 5 at 7.5K (\$57.5K total)	TBD			Not secured
	Priority C							

Level 2 - Moderate Volume & Utilization

ADA Projects

Priority A						
Priority B						
Priority C						

Level 3 - Light Volume & Utilization

ADA Projects						
Priority A						
Priority B						
Priority C						

Level 4 - Minimal to No Volume & Utilization

ADA Projects						
Priority A						
Priority B						
Priority C						

Project Location Utilization Level

Level 1 - High Volume & Utilization

Level 2 - Moderate Volume & Utilization

Level 3 - Light Volume & Utilization

Level 4 - Minimal to No Volume Utilization

Level 5 - Access As Needed Only (No Public Access)

ADA Project Priority

Priority A - High Priority for Barrier Elimination & Accessibility

Priority B - Moderate Priority for Barrier Elimination & Accessibility

Priority C - Low Priority for Barrier Elimination & Accessibility

Updated - October 2019

Section #4 - Parks & Recreation: Infrastructure & Programming

Level 1 - High Volume & Utilization

Location	Project Type	Project Type/Barrier or Deficiency	Project Description (Brief Narrative)	Cost Estimate	Estimated Completion Date	Cost Actual	Actual Completion Date	Funding Source
ADA Projects								
Lake Sacajawea Park	Priority A	Accessibility to Restroom Facilities at Hemlock Plaza	Addition of concrete pad and improved drainage for barrier removal and better access to the restrooms.	\$1,200	Jul-20	TBD	TBD	Park Maintenance & CoL ADA Capital Project Funds
Lake Sacajawea Park	Priority B	Restroom Facilities Improvements	Barrier removal and improvement to restroom fixtures in one restroom for providing for better accessibility.	\$3,300	Jul-20	TBD	TBD	Park Maintenance & CoL ADA Capital Project Funds
	Priority C							

Level 2 - Moderate Volume & Utilization

ADA Projects								
Archie Anderson Park	Priority A	ADA Accessible Playground	Install a new playground that is fully inclusive and meets ADA accessibility guidelines.	\$85,000	Jul-19	TBD	TBD	TBD
Archie Anderson Park		Pathway to Access Playground	Provide an asphalt ramp to access playground		Sep-19			TBD
MV Raquetball & Tennis Complex	Priority B	ADA Curb Ramp	Barrier elimination by installation an ADA curb ramp for accessibility between parking lot and building	\$5,000	Mar-20			TBD
	Priority C							

Level 3 - Light Volume & Utilization

ADA Projects								
Priority A								
Priority B								
Priority C								

Level 4 - Minimal to No Volume & Utilization

ADA Projects						
Priority A						
Priority B						
Priority C						

Project Location Utilitization Level

- Level 1 - High Volume & Utilization
- Level 2 - Moderate Volume & Utilization
- Level 3 - Light Volume & Utilization
- Level 4 - Minimal to No Volume Utilization
- Level 5 - Access As Needed Only (No Public Access)

ADA Project Priority

- Priority A - High Priority for Barrier Elimination & Accessibility
- Priority B - Moderate Priority for Barrier Elimination & Accessibility
- Priority C - Low Priority for Barrier Elimination & Accessibility

Bus Shelter Improvements - ADA
RiverCities Transit
June-18

Current Shelter Physical Locations	ACQUISITION DATE	INSTALLED	SHELTER TYPE (useful life 10 years)	Manufacturer	Funding Source
17th & Hemlock SB		2000	Cantilever	Handi-Hut	
7th & New York (Fairgrounds)		2006	Cantilever	Handi-Hut	
St John Hospital: Douglas & 15th Ave	5/14/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
32nd & Maryland	5/14/2015	2015	Full Size	Handi-Hut	WSDOT/FTA
Ocean Beach Hwy. & 32nd WB	5/14/2015	2015	Full Size	Handi-Hut	WSDOT/FTA
Olympia & 20th @ shelter	5/14/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Ocean Beach Hwy. & 32nd EB	5/14/2015	2015	Full Size	Handi-Hut	WSDOT/FTA
St Johns Main Entrance (16th & Delaware)	5/14/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Hudson & 7th (Kaiser)	5/14/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
1st & Washington (Hall of Justice)	5/14/2015	2015	Full Size	Handi-Hut	WSDOT/FTA
15th Ave & Commerce @ LCC	5/14/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
15th Ave & Commerce @ LCC	5/14/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
15th & Hemlock (Safeway)	5/14/2015	2015	Full Size	Handi-Hut	WSDOT/FTA
Alabama & 26th EB	5/14/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
20th & Beech NB	5/14/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
LCC: Maple & Washington Way	5/14/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Ocean Beach Hwy & 38th Ave EB	5/14/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Alabama & 22nd Ave SB	5/14/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Hemlock & 10th	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Baltimore & 14th Ave EB	5/14/2015	2015	Full Size	Handi-Hut	WSDOT/FTA
Three Rivers Mall	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Beech & 15th EB	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Beech & 19th EB	5/26/2015	2015/2017	Cantilever	Handi-Hut	WSDOT/FTA
Cowlitz Way & Long	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Ocean Beach Hwy & 8th (Twin City Mall)	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
9th Ave & Washington Way (Health Dept)	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Kelso Train Depot	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Kelso Train Depot	5/14/2015	2015	Full Size	Handi-Hut	WSDOT/FTA
Heron Point Turn Around	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Washington Way @ 15th	5/14/2015	2015	Full Size	Handi-Hut	WSDOT/FTA
7th Ave @ Walmart NB (Walmart side)	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
7th Ave Walmart SB (By the Foundry)	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Allen Street & 19th (Kelso High)	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Barnes & 4th Ave WB	5/26/2015	2015	Cantilever	Handi-Hut	WSDOT/FTA
Kelso Train Depot	5/26/2015	2016	Cantilever	Handi-Hut	WSDOT/FTA
3rd & Hudson (Fremont Village)		Pre-1999	Cantilever	Handi-Hut	
7th & Delaware NB		Pre-1999	Full Size	Handi-Hut	
Ocean Beach Hwy & MT Solo		Pre-1999	Cantilever	Handi-Hut	
Ocean Beach Hwy & 44th		Pre-1999	Full Size	Handi-Hut	
Cowlitz Way & 5th Ave		Pre-1999	Full Size	Handi-Hut	
Transit Center			Brick	Custom	



City of Longview Accessibility Advisory Committee (CLAAC)

Committee Establishment

In the 2017 Work Plan, the Human Resources Department is tasked with addressing an actionable item under the Addressing Quality of Place Issues initiative. The City Council would like to complete an ADA self-assessment and transition plan that addresses access to services, activities, buildings, and right-of-ways within the City of Longview. Establishment of a City Accessibility Advisory Committee will be integral in the success of this item and addresses one of the deliverable tasks in this strategy.

- *Provide review and guidance to staff on Department of Justice requirements and general regulatory compliance as identified in the Americans with Disabilities Act (ADA) of 1990.*
- *Assist the City, and its staff, on accessibility determinations to current services, activities, buildings, and right-of-ways.*
- *Assist the City, and its staff, in reviewing and advising on the prioritization of projects to improve City buildings, infrastructure, right-of-ways, parking, and new development accessibility.*
- *Assist the city, and its staff, in reviewing and advising on the prioritization of projects to improve accessibility to City services and activities. Those services include, but are not limited to, parks and recreation, RiverCities Transit, and other City of Longview provided services.*

This committee will be known as the **City of Longview Accessibility Advisory Committee (CLAAC)**.

Committee Purpose

Under the Americans with Disabilities Act (ADA) of 1990, the City of Longview is a Title II government entity. Title II protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all State and local governments provided by State and local government entities.

The committee's purpose is to assist and advise the City of Longview on the most appropriate means by which to make its programs, services, activities and facilities accessible to all of its residents and visitors.

To accomplish this purpose, the committee's primary roles are:

- *Advise the City on issues related to accessibility.* In this role, the committee will act as a sounding board for City staff. Committee members will provide input when City staff is soliciting specific feedback.
- *Bring to City staff's attention issues related to accessibility.* In this role, the committee will bring issues that its members observe in the community and for which the City has jurisdiction and responsibility.
- *Provide support to the City ADA Coordinator.* In this role, the committee may be asked to advise the City ADA Coordinator, help prioritize projects, prepare letters of support, attend meetings, etc.

Members will provide advice on how to enhance accessible community resources and emergency preparedness issues for the City. The work of the CLAAC does not replace other City of Longview outreach or public involvement efforts. City staff will include the committee's input in its decision making process. Final decisions will reside with staff and City Council.

Committee Membership

Applications for appointment to be a member of the CLAAC can be submitted to the City of Longview, through the Boards and Commissions section of the City of Longview website.

[Boards & Commissions Vacancies](#)

All committee members are appointed by the Mayor with concurrence of city council.

The City may create a pool of eligible committee members as vacancies become available.

Committee Composition

The committee membership will maintain nine voting members.

The committee will maintain a goal of having over half of the members from the community with disabilities. The committee will seek to maintain representation of the following general backgrounds:

- One professional member from the building, engineering, design and architectural industry.
- One member from the local city business community
- One member, at large, from the community
- Six members with disabilities, of which one uses RiverCities Transit services, one uses the City of Longview Parks and Recreation services and one uses the City of Longview downtown business services, all on a regular basis. The remaining three members will be at large.

Committee Member Qualifications

City of Longview residents shall be preferred for membership, or full-time employees of an entity doing business within the City during the term identified below. Current City employees may not serve as voting members on the CLAAC.

Committee members shall have a demonstrated interest, experience, and commitment to issues pertaining to accessibility. The following qualifications are preferred, but not required:

One member –

Experience as a professional architect, designer/planner, contractor, engineer or other related professional in the construction of accessible facilities;

Remaining members –

A practical understanding of Title II or Title III of the ADA, or Section 504 and Section 508 of the Rehabilitation Act of 1973.

Have experience in consultation, the use of assistive technology to include the internet and/or related services.

Have experience in representing or resolving accessibility issues for people with a broad range of disabilities.

Length of Term of Appointments

The length of a full term for each appointment for all voting members of the committee shall be three years. A committee member may service a maximum of two full terms and until a successor is appointed. The maximum number of full, three year terms of service, for any appointee is two. CLAAC members must be reappointed at the end of a term for continued service to the committee.

If a new member is appointed for the remainder of an existing three year term, the member will still be eligible to service two full terms thereafter.

In establishing this committee, all initial terms will end on December 31st on the year stated in parenthesis. Those initial terms ending in 2019 will not be considered a full term.

Initial Term Period:

- One professional member, from the building, engineering, design and architectural industry. (2019)
- One member from local city business community. (2020)
- One member, at large, from the community (2021)
- One member, representing RiverCities Transit service (2019)
- One member, representing City of Longview Parks and Recreation services (2020)
- One member, representing City of Longview downtown business services (2021)
- One member, disability at large (2019)
- One member, disability at large (2020)
- One member, disability at large (2021)

Terms will begin on January 1st annually.

Ongoing Term Periods:

Ongoing full (three year) terms and set election years moving forward after initial/partial term completion

- One professional member, from the building, engineering, design and architectural industry. (Election end of 2022; 2023-2025 term)
- One member, representing RiverCities Transit service (Election end of 2022; 2023-2025 term)
- One member, disability at large (Election end of 2022; 2023-2025 term)
- One member from local city business community. (Election end of 2023; 2024-2026 term)

- One member, representing City of Longview Parks and Recreation services (Election end of 2023; 2024-2026 term)
- One member, disability at large (Election end of 2023; 2024-2026 term)
- One member, at large, from the community (Election end of 2021; 2022-2024 term)
- One member, representing City of Longview downtown business services (Election end of 2021; 2022-2024 term)
- One member, disability at large (Election end of 2021; 2022-2024 term)

Terms will begin on January 1st annually.

Absences

If a committee member is absent for three consecutive meetings without notice or justifiable reason, their membership will be reviewed by the committee. Committee members may be relieved of their appointment, by recommendation of the committee chair to the Mayor. The Mayor will ultimately make the decision to remove a committee member from the committee.

Committee Member Openings

When a voting member leaves the committee, and a vacancy is created, a new member will be appointed to become a voting member. See Committee Membership section for process.

The City of Longview will advertise committee openings for new members, when vacancies are created mid-term or when new terms become available. Incumbent committee members must reapply to serve an additional term.

In the 4th quarter of each year, all applications will be considered, interviewing of qualified candidates and appointments will be extended for open committee positions, to those applicants selected by the Mayor prior to the January committee meeting.

The openings shall be advertised to promote broad response and interest in the position.

Prospective appointees shall submit an application and participate in an interview process with the Mayor.

Committee Structure

The CLAAC consists of nine voting volunteer members, the City's ADA coordinator, and City staff support. From the volunteer membership, a Chair and Vice-Chair will be elected by the committee's members. The following specific roles are defined.

City ADA Coordinator:

- Acts as the City staff representative for the CLAAC.
- Brings issues on which the City is seeking input from CLAAC.
- Takes committee recommendations to appropriate City staff.
- Oversees the City's accessibility efforts across departments.

City Staff Support:

- Assist city ADA coordinator with taking minutes.
- Distribute meeting agendas, meeting minutes, and other pertinent meeting material at least one week prior to the scheduled monthly meeting.
- Provide answers to any historical questions and questions relating to City operations.
- Provide other clerical and administrative support to the CLAAC.

Chair:

- Facilitate CLAAC meetings, including working with the ADA Coordinator to draft meeting agendas.
- Request other City department representation at meetings, and mediating discussions.
- Represent CLAAC at City Council meetings and other events at which CLAAC representation would be beneficial.
- Represent CLAAC in written form as needed (e.g., letters of support).

Vice Chair:

- Support the Chair and fulfill the duties of the Chair when the Chair is either unavailable or conflicted from participation.

Committee Operation

Decision Making – Quorum and Voting

The committee will operate primarily under a consensus-building model. Committee members will attend meetings and review material as needed to learn about accessibility needs and projects. Committee members will ask questions, respect differing views, and work together to provide guidance and recommendations. When the committee is not able to agree on a specific recommendation, the recommendation of a majority of the committee will be identified as the primary recommendation, and minority opinions may be included. Committee guidance and recommendations will be provided to City staff and City Council for their consideration during final decision making.

At the Chair's discretion, a vote of the voting members may be called. In the event of a vote, a quorum shall be required and will consist of a majority of the voting members appointed to the committee [five of nine voting members must be present]. When necessary, a simple majority vote of the quorum can make a recommendation or decision. City staff cannot participate in votes or be counted towards the quorum.

Election of Committee Leadership

The Chair and Vice-Chair shall serve one year terms, in which the period will be an annual period from January to December.

Following the expiration of the Chair's term, the Vice-Chair shall automatically be nominated to the Chair position. Additional nominations for the Chair and Vice-Chair positions may be received from the committee membership.

Nomination & election of the Chair and Vice-Chair positions shall occur at the January meeting each year. The method for voting shall follow the voting requirements outlined in the previous section.

Meeting Schedule

The committee will generally hold meetings every two months. At the chair's discretion and in consultation with the City ADA coordinator, meetings may be cancelled for lack of agenda topics. A meeting schedule will be determined by the CLAAC membership.

Regular meetings will take place every other month (January, March, May, July, September and November), on the 3rd Monday from 4:00pm until conclusion at

1525 Broadway Street, Longview City Hall, 2nd Floor, Small Conference Room. At the discretion of the committee chair and committee members, special meetings can be held as needed.

During the period of COVID 19 emergency, meetings are conducted remotely via Zoom platform. Meetings were held on an as needed basis, and some regular meetings were postponed during this period. The committee reserves the opportunity to hold meetings via video based conferencing as needed during emergency declarations. When held, all committee meetings must remain open for public participation and observation.

Time Involved

The time commitment for committee participation will vary, but generally will not exceed an average of four hours a month to include a meeting and follow-up time to research issues.

Working Groups

The committee may establish working groups as required to research specific issues and make recommendations to the committee. Working groups may draw upon members from the committee, alternate committee members and may include outside resources as necessary.

Charter Amendments

Any changes or amendments to this charter will be done so at the approval of the city council.

Committee Dissolution

Under the guidelines of this committee establishment (page 1 of this document), if city council finds that there is no longer a need for the service of this advisory committee, city council can vote to dissolve the City of Longview Accessibility Advisory Committee.

Change Log

Date of Revision	Change Log	Primary Contact for Changes
June 8 th , 2017	City Council Approval establishing Accessibility Advisory Committee through Resolution 2223 Approval of committee charter.	Brian Loos, Safety/Risk Mgr. ADA Coordinator
January 31 st , 2019	Administrative revision Committee Operation – Meeting Schedule establishing regular meeting dates for the AAC.	Brian Loos, Safety/Risk Mgr. ADA Coordinator
March 2 nd , 2021	Administrative revision Addition of Length of Term Appointments, Ongoing Terms Meeting schedule during period of COVID 19 and future emergencies.	Brian Loos, Safety/Risk Mgr. ADA Coordinator