

City of Coon Rapids ADA Transition Plan



**Adopted by the Coon Rapids City Council
March 6, 2018**

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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 Coon Rapids 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 Coon Rapids 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.

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 Coon Rapids 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 rights of way and does not include information on City of Coon Rapids programs, practices, or building facilities not related to public rights of way.

Self-Evaluation

Overview

The City of Coon Rapids (City) 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 implements these policies. The goal of the self-evaluation is to verify that, in implementing the City 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 Pedestrian Circulation Route/Pedestrian Access Route (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This includes the sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities that are located within the City's rights of way, but does not include any sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities under the jurisdiction of Anoka County or the Minnesota Department of Transportation. 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 2017, the City conducted an inventory of pedestrian facilities within its public right-of-way consisting of the evaluation of the following:

- 94.3 miles of sidewalks
- 1,192 curb ramps
- 60 miles of trails
- 81 traffic control signals
- 333 bus stops

A detailed evaluation on how these facilities relate to ADA standards is found in Appendix A and will be updated periodically.

Policies and Practices

Previous Practices

Since the adoption of the ADA, the City has provided accessible pedestrian features as part of City capital improvement projects. As additional information was made available regarding methods to provide accessible pedestrian features, the City updated their procedures to accommodate these methods.

Policy

The City's goal is to continue to provide accessible pedestrian design features as part of 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 project priorities. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City's 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 Coordinator. Contact information for this individual is located in Appendix E.

Improvement Schedule

Priority Areas

The City 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 self-evaluation are as follows:

- Mercy Hospital; Port Medical Area
- Schools; Anoka Ramsey Community College; Parks
- Coon Rapids Ice Center; Boulevard Plaza; City Hall; Transit Corridors

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

External Agency Coordination

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

Schedule

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

- After 30 years, 80% of accessibility features within the jurisdiction of Coon Rapids would be ADA compliant.

ADA Coordinator

In accordance with 28 CFR 35.107(a), the City of Coon Rapids has identified an ADA Title II Coordinator to oversee City ADA policies and procedures. Contact information for this individual is located in Appendix E.

Implementation Schedule

Methodology

The City will utilize two methods for upgrading pedestrian facilities to current ADA standards. The first and most comprehensive of the two methods is scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is stand-alone sidewalk and ADA accessibility improvement projects. These projects will be incorporated on a case by case basis as determined by City staff. Every five years, the City evaluates all roads under the City's jurisdiction and a 5-year street reconstruction plan is developed, which includes a schedule for specific improvements. During that 5-year period, roads that were planned to be reconstructed may be rescheduled or removed from the 5-year plan and other roads may be added. This is due to potential needs in other areas or budgetary constraints in any given year.

Public Outreach

The City recognizes that public participation is an important component in the development of this document. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of the City.

Public outreach for the creation of this document consisted of the following activities:

Engineering staff met with the City Safety Commission in November 2016 and February 2017 to identify recommended high-priority projects the City should focus on. With that information in mind, the City held a public open house meeting on April 13, 2017. The purpose of the open house was to gain feedback on the draft ADA plan from the public, determine potential improvements to enhance ADA compliance efforts, and establish how the public believes the City should focus its efforts.

The City publishes quarterly newsletters which are distributed to all residents and businesses within the City. The spring 2017 newsletter announced the public meeting and invited residents to participate. On April 14, 2017, CTN Studios (the City's cable news program provider) broadcast a segment to explain what the ADA Transition Plan is, the City's efforts thus far, and to contact the Engineering department with any questions or comments.

This document was also made available for public comment. A summary of public outreach efforts is located 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 City 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.

Monitor the Progress

This document will continue to be updated as conditions within the City and standards evolve. The appendices in this document will be updated periodically, while the main body of the document will be updated in (short term period, 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.

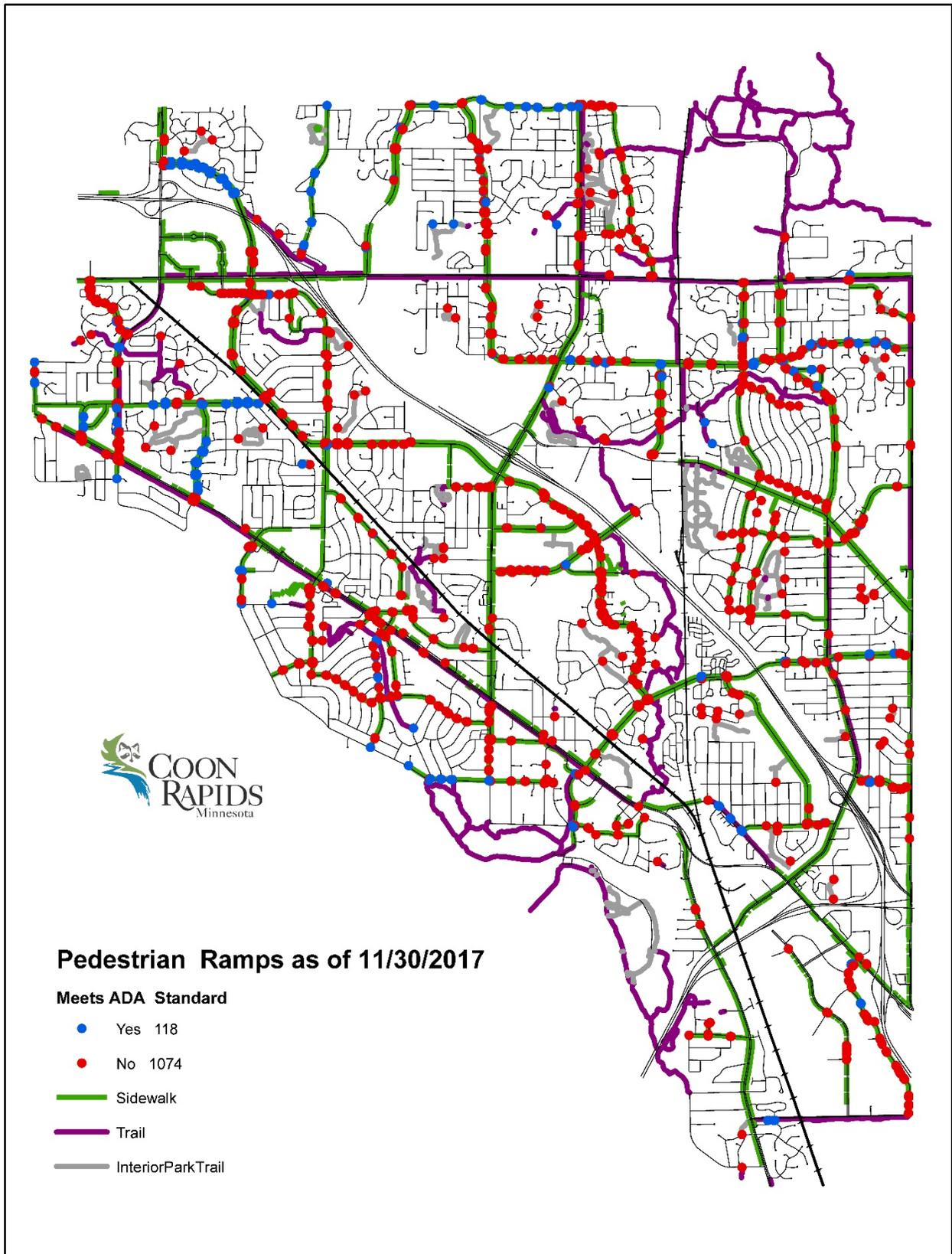
Appendices

- A. Self-Evaluation Results**
- B. Schedule / Budget Information**
- C. Public Outreach**
- D. Grievance Procedure**
- E. Contact Information**
- F. Agency ADA Design Standards and Procedures**
- G. Glossary of Terms**

Appendix A – Self-Evaluation Results

This initial self-evaluation of pedestrian facilities yielded the following results:

- 80% of sidewalks met accessibility criteria
- 10% of curb ramps met accessibility criteria
- 55% intersections did not have any curb ramps (due to no sidewalks or trails at those intersections)
- 80% of trails met accessibility criteria
- 100% of traffic control signals had push buttons that are accessible, or had the pedestrian indications on recall
- 0% of traffic control signals had APS
- 0% of bus stops met accessibility criteria
- 0% of bus stops had amenities that met accessibility criteria



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 2017 cost estimates for typical accessibility improvements based on whether 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: +/- \$5,000 per corner

Intersection corner ADA improvement as part of adjacent capital project: +/- \$2,600 per corner

Traffic control signal APS upgrade retrofit: +/- \$16,000

Traffic control signal APS upgrade as part of full traffic control signal installation: +/- \$12,000

Sidewalk / Trail ADA improvement retrofit: +/- \$5.50 per SF

Sidewalk / Trail ADA improvement as part of adjacent capital project: +/- \$4.00 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 estimated costs associated with eliminating accessibility barriers within the targeted priority areas is as follows:

- Mercy Hospital; Port Medical Area - \$500,000
- Schools; Anoka Ramsey Community College - \$750,000
- Coon Rapids Ice Center; Boulevard Plaza; City Hall - \$500,000

Entire Jurisdiction

Based on the results of the self-evaluation, the estimated costs associated with providing ADA accessibility within the entire jurisdiction is \$9,500,000. This amount represents a significant investment that the City 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 budget for improvements within the public right-of-way.

Appendix C – Public Outreach

Safety Commission Survey Summary:

Safety Commission ADA Transition Plan Ranking Form

*Please numerically rank the following items in regards to the City of Coon Rapids ADA Transition Plan
Rank items with 1 being considered the most important*

1. ADA Priority Item for Transition Plan to Address
 - 2 Pedestrian Curb Ramps
 - 4 Traffic Control Signals - Accessible Pedestrian Signals
 - 1 Sidewalk and Trail Slope Improvements
 - 3 Bus Stops
 - Other _____

2. What issue is most important to address with Pedestrian Curb Ramps?
 - 2 Slopes (not too steep)
 - 3 Detectable Warnings (Truncated Domes) Installed
 - 1 Ramps are Installed at Correct Locations
 - 4 Drainage (no water ponding in front of ramp)
 - Other _____

3. What issue is most important to address with Traffic Control Signals?
 - 1 Installed at all locations where pedestrians cross traffic
 - 3 Provide push button with accessible surface
 - 2 Provide push button with verbal messages/audible tones and accessible surface
 - 4 Provide push button with vibrating surfaces and accessible surface
 - Other _____

4. What issue is most important to address with Bus Stops?
 - 2 Installed at proper locations
 - 1 Layout of stop is ADA compliant
 - Both _____
 - Other _____

5. What areas should be considered priorities for the transition plan to address?
 - 3 Areas close to schools
 - 1 Areas close to medical facilities
 - 2 Areas close to government offices
 - Other _____

6. What specific areas in Coon Rapids should be considered a priority for the transition plan to address?

CR Blvd and Mississipp. Blvd intersection

7. What schedule most close aligns with your beliefs on how the City of Coon Rapids should reach full ADA compliance?
 - 1 After 20 years, 100% of accessibility features within the jurisdiction of Coon Rapids would be ADA compliant.
 - 2 After 25 years, 100% of accessibility features within the jurisdiction of Coon Rapids would be ADA compliant.
 - 3 After 30 years, 100% of accessibility features within the jurisdiction of Coon Rapids would be ADA compliant.
 - 4 After 40 years, 100% of accessibility features within the jurisdiction of Coon Rapids would be ADA compliant.
 - Other _____

(This form was presented to and filled out by the City’s Safety Commission. The responses were averaged and are shown above.)

Spring 2017 Newsletter:

City News

SPRING 2017 NEWSLETTER

**Public Meeting
for ADA Transition
Planning**

The City is hosting a public meeting to discuss the City of Coon Rapids ADA Transition Plan. Residents interested in this topic are invited to attend an open house style event.

**Thursday, April 13
4:30 to 7 p.m.**

**Coon Rapids Civic Center – Civic Room A
11155 Robinson Drive**

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. Title II of the ADA pertains to programs, activities and services public entities provide. As a provider of public transportation services and programs, local agencies must comply with this section of the Act as it specifically applies to local public service agencies and local transportation agencies. The City of Coon Rapids must adopt an ADA Transition plan in order to receive federal funding for transportation projects in the future. The transition plan involves the City self-evaluating facilities within public rights of way and detailing how the City will ensure that all of the facilities are accessible to individuals. This involves things such as pedestrian curb ramps, traffic control signals, sidewalk and slope improvements and bus stops. Priority areas are determined based on proximity to schools, medical facilities, government offices and through public feedback. The City will eventually present a final plan for adoption by the City Council in late 2017.



**Public Works Open
House Event**

**Saturday, May 13 • 10 a.m. - noon
1831 – 111th Ave. NW**

Take a tour of the Public Works facility and check out snowplows, tractors and other "big rigs." Learn about the Recycling Center and other services.

Free event! Perfect for the kids!
Questions? Call 763-767-6462.

Hanson Boulevard Overpass Update

City and County officials continue to advocate for state funding of the Hanson Boulevard grade separation (overpass). The grade separation will improve safety by separating vehicle and rail traffic, reduce vehicle delays due to blocked crossings, improve response time for emergency vehicles and improve safety and mobility for pedestrians and bicyclists.

State funding, in the amount of \$11.9 million is currently in the 2017 Omnibus Bonding Bill, but as of the time of this publication, no final bonding package has been decided at the State Legislature.

The total project cost is \$25.2 million, which will be paid for through state funding and through partnership funding from CTIB (Counties Transit Improvement Board, 30%), Anoka County (10%), the City of Coon Rapids (5%) and Burlington Northern Santa Fe railway (5%).

The Hanson Boulevard grade separation was the number one funding priority for the Minnesota Department of Transportation (MnDOT) due to safety concerns, along with rail improvements in Moorhead and Red Wing-Sturgeon Lake Road at Prairie Island. The Hanson Boulevard crossing has one of the highest exposure

rates (high potential for crashes to occur) in the state due to high traffic volumes competing with the high volume of trains. Staged trains frequently block the crossing for 6-8 minutes (best case scenario) to 25 minutes or more at a time, which is having a negative impact on public safety response. The Hanson Boulevard crossing is part of the busiest segment of rail line in the state, with an average of 81 trains a day.



**Last Year for Sanitary
Sewer Lining**

As part of maintaining the underground sewer system, the City is continuing to line (and complete) clay sewer pipes with epoxy resin. This process involves using high pressure hot water to cure the epoxy resin in place, which creates a new inner pipe within the existing clay pipe. The process is long-lasting and does not require the streets to be torn up which is a huge bonus! Nearly seven miles of pipe will be lined this year, which will complete this process that has been on-going since 2008.

Clay pipe can cause problems because tree roots often grow into the pipe. These roots can grow large enough to stop water flow, which can sometimes lead to sewer backups.

Tree roots cannot grow into the epoxy resin lined pipes.

**2017 Hydrant
Flushing**

Starting April 10, the City's utility crews will begin flushing more than 1600 fire hydrants in the city, mainly east of highway 10. The process is part of a routine maintenance program necessary to maintain the water system and remove sediment from the lines. This allows us to continue to deliver the highest quality water possible to our residents. If crews are working in your neighborhood, you may experience some water discoloration, but this does not affect the safety of the water. It's best to avoid doing laundry until the discoloration has disappeared. To see a map of the exact area, visit the City's website.

**What to do if you
have a sewer
backup**

Call the City: 763-767-6462

Crews will come out and see if there is a problem with the City's main line. Do this before you call your own service company. Also call the City if you are having your sewer line cleaned. This will help our crews be prepared for any tree roots or other debris that may clog the City's main lines.

**Street Sweeping
and Repair**

City crews will be out sweeping streets soon. Crews focus on main streets first, then neighborhoods. Please do not put grass or leaves in the street.

Also, please keep your garbage and recycling cans out of the street. Instead, place them on your driveway, behind the curb. *Thanks for your help!*

Crews are also out filling pot holes on City streets.

Appendix D – Grievance Procedure

As part of the ADA requirements, the City has posted 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 Coon Rapids will not discriminate against qualified individuals with disabilities on the basis of disability in the City of Coon Rapids services, programs, or activities.

Employment: The City 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 will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City 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 will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcomed in City 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 program, service, or activity, should contact the office of the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City 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 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.

Grievance Form Instructions

City of Coon Rapids

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 Coon Rapids. The City of Coon Rapids' Personnel Policy governs employment-related complaints of disability discrimination.

The complaint shall be in writing by an approved method detailed herein and contain information about the alleged discrimination such as name, address, and 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 shall 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:

Joan Lenzmeier
ADA Coordinator/City Clerk
JLenzmeier@coonrapidsmn.gov

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Coon Rapids and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her 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/her designee.

Within 15 calendar days after receipt of the appeal, the City Manager or his/her 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/her 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 the ADA Coordinator or his/her designee, appeals to the City Manager or his/her designee, and responses from these two offices will be retained by the City for at least three years.

Those wishing to file a formal written grievance with the City may do so by one of the following methods:

Internet

Visit the City website www.coonrapidsmn.gov and click the “ADA” link 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.

Telephone

Contact the pertinent City of Coon Rapids 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 staff person listed in the **Contact Information** section of Appendix E to request a paper copy of the City’s grievance form, complete the form, and submit it to the ADA Coordinator.

The ADA Grievance Form requires 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**.

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

The City will document each resolution of a filed grievance and retain such documentation in the department’s ADA Grievance File for a period of three years.

The City will consider all specific grievances within its particular context or setting.

Furthermore, the City 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.

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

File Maintenance

The City shall maintain ADA grievance files for a period of three 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, NW
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.

Grievance Form (Available online at www.coonrapidsmn.gov or at City Hall):



11155 Robinson Drive NW, Coon Rapids, MN 55433
Web: coonrapidsmn.gov Phone: 763-755-2880

Americans with Disabilities Act Title II Grievance Form

Today's Date: _____

Complainant Name: _____

Address: _____

City, State, Zip: _____

Telephone and email: _____

Individual discriminated against (if other than complainant):

Name: _____

Address: _____

City, State, Zip: _____

Telephone and email: _____

Alleged violation: Date(s) of occurrence: _____

Describe violation and City Department involved: _____

What efforts have been made to resolve this complaint using the internal grievance procedures of the City Department?

If you have documentation, copies would be helpful. Examples are letters, email messages, written notes, etc.

Has complaint been filed with State or Federal Agency? Yes _____ No _____

Name of Agency: _____ Date Filed: _____

Contact Person: _____

TENNESSEN WARNING

The data you supply on this form will be used to process the ADA grievance you are submitting. You are not legally required to provide this data, but we will not be able to process the ADA grievance without it. The data will constitute a public record if and when the ADA grievance is submitted.

Signature: _____ Date: _____

Please attach additional pages if you need more room.

Community strength... for generations

Appendix E – Contact Information

ADA Title II Coordinator

Name: Joan Lenzmeier

Address: 11155 Robinson Drive, Coon Rapids, MN 55433

Phone: 763-767-6493

Fax: 763-767-6531

E-mail: JLenzmeier@coonrapidsmn.gov

Public Right-of-Way ADA Implementation Coordinator

Name: Tim Himmer

Address: 11155 Robinson Drive, Coon Rapids, MN 55433

Phone: 763-767-6465

Fax: 763-767-6573

E-mail: THimmer@coonrapidsmn.gov

Appendix F – City of Coon Rapids ADA Procedures & Standards

Design Procedures

Intersection Corners

Every attempt shall be made to construct or upgrade curb ramps and/or blended transitions to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible to achieve full accessibility to an intersection corner 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 of whether 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 Coon Rapids staff.

Sidewalks / Trails

Every attempt shall be made to construct or upgrade sidewalks and trails to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible to achieve full accessibility to segments of sidewalks or trails 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 of whether 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 Coon Rapids staff.

Traffic Control Signals

Every attempt shall be made to construct or upgrade traffic control signals to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible to achieve full accessibility to individual traffic control signal locations 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 of whether 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 Coon Rapids or Anoka County staff.

Bus Stops

Every attempt shall be made to construct or upgrade bus stops to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible to achieve full accessibility to individual bus stop locations 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 of whether 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 or Metro Transit staff. Transit facilities present within the limits of the City of Coon Rapids fall under the jurisdiction of Metro Transit. The City of Coon Rapids will work with Metro Transit to ensure that those facilities meet all appropriate accessibility standards.

Other policies, practices and programs

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

Design Standards

The City has adopted PROWAG, as adopted by the Minnesota Department of Transportation (MnDOT), as its design standard.

Appendix G – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: The City of Coon Rapids' transportation system plan that identifies accessibility needs and the process to fully integrate accessibility improvements, 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 tactile 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 City'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 U.S. 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.