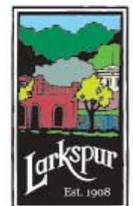
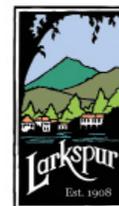
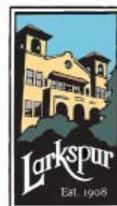
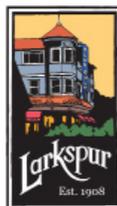


CITY OF LARKSPUR



AMERICANS WITH DISABILITIES ACT self evaluation and transition plan



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City of Larkspur ADA Self-Evaluation and Transition Plan

Public Review Draft June 5, 2015



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1.0 Introduction

1.1 Executive Summary

This ADA Self-Evaluation and Transition Plan is being prepared to partially fulfill the requirements set forth in Title II of the Americans with Disabilities Act (ADA). The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. This report will assist the City of Larkspur to identify policy, program and physical barriers to accessibility, and to develop barrier removal solutions that will facilitate the opportunity of access to all individuals.

Title II of the ADA emphasizes the accessibility of programs, activities and services. This Plan addresses these issues by providing recommendations for action steps based on a comprehensive review of current practices including an on-line questionnaire that was completed by City staff regarding the delivery of services to the public and included each department that provides services to the public.

As noted in Section 2 of this document, many City staff members report making modifications to City practices and procedures to assist people with disabilities in receiving the services provided by the City including providing materials in alternate formats, and holding meetings in accessible locations to ensure that people with disabilities have an opportunity to participate in civic life. A review of the City of Larkspur Municipal Code was also completed.

When it is not feasible to provide accessible City programs, activities and services by relocating these activities to accessible facilities or providing auxiliary aids and services, the ADA requires that the City complete a Transition Plan describing the physical modifications to facilities that will support accessible programs.

The Transition Plan described in Section 3 is the result of a detailed evaluation of the City of Larkspur's facilities where programs, activities and services are available to the public. Facilities include parks, City buildings and curb ramps within the public right-of-way at high use intersections. Facilities that are not addressed in this ADA Title II Plan include public right-of-way sidewalks, private businesses and offices, private schools, County, State or Federal facilities, places of worship or private clubs.

The facility evaluations were conducted using the most current accessibility standards. The resulting facility reports are attached as an appendix to this document. Each facility report lists potential barriers, provides information about the relevant State and Federal codes, includes a planning level cost estimate to remove the barrier, and indicates a barrier removal priority. These reports are a snapshot in time of the conditions observed during the evaluation period.

The information contained in these reports has been transferred to a Microsoft Excel barrier analysis workbook. The workbook is the living Transition Plan document and is the City's ongoing record of the remediation of barriers.

The Transition Plan is intended to provide a framework for the continuous improvement of City facilities for people with disabilities. Barriers in City facilities will be removed systematically based on established program priorities. It is the intent of the City to address and remove barriers to accessibility based upon on the immediate necessity of programmatic access, degree of complexity, and overall cost. The information contained in Section 3 describes the schedule for barrier removal in Larkspur. This preliminary schedule for facilities represents a 10-year plan and for facilities located in the public right-of-way at high use intersections a 15-year plan for barrier removal.

The City of Larkspur has designated an ADA Coordinator who is responsible for coordinating the efforts of the City to comply with Title II and for investigating any complaints. The ADA Coordinator is also responsible for coordinating the efforts of the City to comply with all applicable State and Federal physical and program accessibility requirements.

After the draft plan was internally reviewed by staff, a presentation was made to City Council on June 3, 2015. The Plan has been made available to the public from June 5 to June 30, 2015 on the City's website, at City Hall, the Library and Recreation Department. The final Plan including the public comments will be presented to City Council on July 15, 2015 for consideration.

1.2 Legislative Mandate

The American with Disabilities Act (ADA) is a comprehensive civil rights law for persons with disabilities in both employment and the provision of goods and services. The ADA states that its purpose is to provide a "clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities." Congress emphasized that the ADA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities.

The development of a Transition Plan is a requirement of the federal regulations implementing the Rehabilitation Act of 1973, which requires that all organizations receiving federal funds make their programs available without discrimination toward people with disabilities. The Act, which has become known as the "civil rights act" of persons with disabilities, states that:

No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (Section 504)

Subsequent to the enactment of the Rehabilitation Act, Congress passed the Americans with Disabilities Act on July 26, 1990. Title II of the ADA covers programs, activities, and services of public entities. The Department of Justice's Title II regulation adopts the general prohibitions of discrimination established under Section 504 and incorporates specific prohibitions of discrimination for the ADA. Title II provides protections to individuals with disabilities that are at least equal to those provided by the nondiscrimination provisions of Title V of the Rehabilitation Act.

Specifically, the City may not, either directly or through contractual arrangements, do any of the following:

- Deny persons with disabilities the opportunity to participate as members of advisory boards and commissions.
- Deny persons with disabilities the opportunity to participate in services, programs, or activities that are not separate or different from those offered others, even if the City offers permissibly separate or different activities.
- In determining the location of facilities, make selections that have the effect of excluding or discriminating against persons with disabilities.

Title II of the ADA provides that public entities must identify and evaluate all programs, activities, and services and review all policies, practices, and procedures that govern administration of the entity's programs, activities, and services. This report and certain

documents incorporated by reference, establishes the City's ADA Self-Evaluation and Transition Plan.

1.3 Discrimination and Accessibility

This section provides an overview of physical and programmatic accessibility and the basic methods of providing access. There are two kinds of accessibility:

- Program accessibility; and
- Physical accessibility

Absence of discrimination requires that both types of accessibility be provided. Program accessibility includes physical accessibility, but also entails all of the policies, practices, and procedures that permit people with disabilities to participate in programs and to access important information. Physical accessibility requires that a facility be barrier-free. Barriers include any obstacles that prevent or restrict the entrance to or use of a facility. Program accessibility requires that individuals with disabilities be provided an equally effective opportunity to participate in or benefit from a public entity's programs and services. Program accessibility may be achieved by either structural or non-structural methods. Non-structural methods include acquisition or redesign of equipment, assignment of aides to beneficiaries, and provision of services at alternate sites.

Programs offered by the City to the public must be accessible. Accessibility includes advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication. The City may achieve program accessibility by a number of methods:

- Structural methods such as altering an existing facility;
- Acquisition or redesign of equipment;
- Assignment of aides; and
- Providing services at alternate accessible sites.

It is required that when choosing a method of providing program access, the City will give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In compliance with the requirements of the ADA, the City must provide equality of opportunity.

1.4 ADA Self-Evaluation and Transition Plan Requirements and Process

The ADA Self -Evaluation and Transition Plan is intended to provide a framework for the continuous improvement of the City programs and facilities for people with disabilities. The Transition Plan is a living document that is regularly updated as programs and services change, and as barriers are removed, and new facilities come under ownership or control of the City. Programs, activities, and services offered by the City of Larkspur to the public must be accessible for people with and without disabilities. Accessibility applies to all aspects of a programs or services provided by the City, including:

- Accessible/Adaptive Equipment;
- Customer Service;
- Emergency Evacuation Procedures;
- Facilities;
- Notice Requirements;
- Printed Information;
- Program Eligibility and Admission;
- Public Meetings;
- Public Telephones and Communication Devices;
- Special Events on Public Properties;
- Televised and Audiovisual Public Information;
- Tours and Trips;
- Training and Staffing;
- Transportation Services;
- Use of Consultants for Delivering Program Services; and
- Website.

The ADA Self-Evaluation for programmatic access identifies and makes recommendations to correct those policies and practices in the above mentioned programs and services that are inconsistent with Title II requirements and result in limitations on access for persons with disabilities. As part of the Self-Evaluation¹, the City:

- Identifies the City's programs, activities, and services;
- Reviews the policies, practices, and procedures that govern the administration of the City's programs, activities, and services;
- Provides opportunity for public comment;
- Makes the report available to the public; and
- Correct any programs, activities, and services that are not consistent with the requirements.

¹ Department of Justice, Title II Regulations Subpart D § 35.105

A Transition Plan is a document that outlines a strategy for the City to progress toward compliance with the Americans with Disabilities Act. The Transition Plan identifies barriers for persons with disabilities and a schedule to remove those barriers over time and must include:

- A list of the physical barriers in the City's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities;
- A detailed outline of the methods to be used to remove these barriers and make the facilities accessible;
- A schedule for taking the steps necessary to achieve compliance with the ADA, Title II;
- Provide opportunity for the public to provide comment on the Transition Plan; and
- The name of the individual responsible for the plan's implementation.

1.5 Facility Assessment

In 2014, the City completed a physical audit of facilities to identify facility barriers and identify recommendations and alterations in order to meet state and federal accessibility standards. The list of facilities evaluated included:

- City-owned parks
- City-owned buildings
- Curb ramps in the public-rights-of-way at high use intersections

1.6 Self-Evaluation

In 2014, the City of Larkspur evaluated its policies, programs, and procedures to determine current levels of service and the extent to which its policies and programs created barriers to accessibility for persons with disabilities.

An online questionnaire administered to department staff provided information on the nature of the program, forms and methods used to advertise the program's services and activities, a profile of current participants, the types of equipment and materials used, testing and entrance requirements, the level of staff training, and any special modifications provided. Questionnaires were distributed and received from the following:

- Administration Department – City Clerk
- Childcare
- Finance Department
- Fire Department
- Library Department
- Planning Department
- Public Works / Engineering Department
- Recreation

Information provided in the completed questionnaires and meetings with City staff revealed that the City's existing policies, programs, and procedures may present barriers to accessibility for people with disabilities. It is the intent of the City to address the programmatic accessibility barriers in the following areas:

- **Customer Service** – Policies and practices that ensure individuals with disabilities can participate in the programs, activities, and services provided by the City.
- **Outreach and Information** – Notices, printed information, televised and audiovisual information, the City website, public telephones, and communication devices.
- **Training and Staffing** – The current level of training and experience of City staff with policies and procedures regarding providing services to individuals with disabilities.
- **Programs and Activities** – Program eligibility and admission, public meetings, tours and trips, transportation services, the use of consultants or contractors to provide city services, emergency evacuation procedures, special events and private events on City properties, maintenance of accessible programs, and ongoing accessibility improvements.
- **Accessible/Adaptive Equipment** – The use of automated electronic equipment and auxiliary aids to assist individuals with disabilities participate in City programs.

General findings for the City's programs, activities, and services can be found in Section 2.3. A copy of the questionnaire can be found in Appendix A.

1.7 Undue Burden

The City is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of its program or activity, would create a hazardous condition resulting in a direct threat to the participant or others, or would represent an undue financial and administrative burden.

The determination that an undue burden would result must be based on an evaluation of all resources available for use in the City. For example, if a barrier removal action is judged unduly burdensome, the City must consider other options for providing access to the benefits and services of the program or activity by individuals with disabilities.

1.8 Safe Harbor Provisions

The 2010 ADA regulations introduced the concept of "safe harbor", which allows facilities built prior to March 15, 2012 that comply with the 1991 ADA Standards to remain as-is until the structural feature is altered. For example, the 1991 Standards allowed a 54 inches maximum for a side reach range, and the 2010 Standard lowered the side reach range to 48 inches maximum.

Items positioned at the 54 inch height would fall under safe harbor if built before March 15th 2012² until the time of an alteration.

The exception applies to elements that might otherwise have to be modified under: 1) the program access requirement for public entities; 2) the readily achievable barrier removal requirement for places of public accommodation; or 3) the path of travel requirement for any alteration that affects the usability of a primary function area in any covered facility³.

In addition to the exceptions, Title II Regulations specify structural elements not previously included in the 1991 ADA Standards that do not fall under the safe harbor provision:

§ 35.150(b)(2)(ii) The safe harbor provided in § 35.150(b)(2)(i) does not apply to those elements in existing facilities that are subject to supplemental requirements (i.e., elements for which there are neither technical nor scoping specifications in the 1991 Standards). Elements in the 2010 Standards not eligible for the element-by-element safe harbor are identified as follows—

- (A) Residential facilities dwelling units, sections 233 and 809.*
- (B) Amusement rides, sections 234 and 1002; 206.2.9; 216.12.*
- (C) Recreational boating facilities, sections 235 and 1003; 206.2.10.*
- (D) Exercise machines and equipment, sections 236 and 1004; 206.2.13.*
- (E) Fishing piers and platforms, sections 237 and 1005; 206.2.14.*
- (F) Golf facilities, sections 238 and 1006; 206.2.15.*
- (G) Miniature golf facilities, sections 239 and 1007; 206.2.16.*
- (H) Play areas, sections 240 and 1008; 206.2.17.*
- (I) Saunas and steam rooms, sections 241 and 612.*
- (J) Swimming pools, wading pools, and spas, sections 242 and 1009.*
- (K) Shooting facilities with firing positions, sections 243 and 1010.*
- (L) Miscellaneous.*
 - (1) Team or player seating, section 221.2.1.4.*
 - (2) Accessible route to bowling lanes, section. 206.2.11.*
 - (3) Accessible route in court sports facilities, section 206.2.12.*

² § 35.150 Existing facilities (b)(2)(i) Safe harbor. Elements that have not been altered in existing facilities on or after March 15, 2012, and that comply with the corresponding technical and scoping specifications for those elements in either the 1991 Standards or in the Uniform Federal Accessibility Standards (UFAS), Appendix A to 41 CFR part 101–19.6 (July 1, 2002 ed.), 49 FR 31528, app. A (Aug. 7, 1984) are not required to be modified in order to comply with the requirements set forth in the 2010 Standards.

³ ADA Safe Harbor Provisions, Evan Terry Associates, August 22, 2013

1.9 Construction Tolerances

The ADA and California Building Code (CBC) reflect the need for small variations between the standards and the resulting constructed feature. The California Building Code states that all dimensions are subject to conventional industry tolerances except where the requirement is stated as a range with specific minimum and maximum end points.

Application of conventional industry tolerances must be on a case-by-case, project-by-project basis. Predetermined guidelines for construction tolerances could unnecessarily encourage contractors and others to deviate from the access regulations found in the CBC and may wrongfully be viewed by some to have the effect of law.

Conventional building industry tolerances include those for field conditions and those that may be a necessary consequence of a particular manufacturing process. Recognized tolerances are not intended to apply to design work.

The barrier reports included in Appendices B and C do not reflect the application of construction tolerances. The City will evaluate the application of construction tolerances on a case by case basis when alterations or barrier remediation actions are undertaken.

1.10 Public Outreach

After the draft plan was internally reviewed by staff, a presentation was made to City Council on June 3, 2015. The Plan has been made available to the public from June 5 to June 30, 2015 on the City's website, at City Hall, the Library and Recreation Department. The final Plan including the public comments will be presented to City Council on July 15, 2015 for consideration. Presentation materials for the Council presentations and public comments will be available in Appendix D.

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2.0 Self-Evaluation of Policy and Programmatic Accessibility

2.1 Introduction

Programs, activities, and services offered by the City of Larkspur to the public must be accessible. Accessibility applies to all aspects of a program or service, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication.

This section details the review of current City-wide policies, services, programs, and activities based on meetings with City staff and responses to the program accessibility questionnaire from the following:

- Administration Department – City Clerk
- Childcare
- Finance Department
- Fire Department
- Library Department
- Planning Department
- Public Works / Engineering Department
- Recreation

The findings and recommendations contained in this section will serve as a basis for the implementation of specific improvements for providing access to City programs as required by law. Detailed department reports can be found in section 2.5.

2.2 Programmatic Modifications

The ADA Coordinator, or designee, will follow-up with each department to review the recommendations contained in this Self-Evaluation Report. In those situations where a policy, program, or procedure creates a barrier to accessibility that is unique to a department or a certain program, the ADA Coordinator, or designee, will coordinate with the department head or program manager to address the removal of the barrier in the most reasonable and accommodating manner in accordance with applicable law.

2.3 Findings and Recommended Actions – City-Wide Programs, Activities, and Services

This section is organized into categories based on the requirements of Title II of the ADA.

- Accessible/Adaptive Equipment
- Customer Service
- Notice Requirements
- Printed Information
- Televised and Audiovisual Public Information
- Website
- Public Telephones and Communication Devices
- Training and Staffing
- Program Eligibility and Admission
- Public Meetings
- Transportation Services
- Tours and Trips
- Use of Consultants for Delivering Program Services
- Emergency Evacuation Procedures
- Facilities
- Special Events on Public Properties

Accessible/Adaptive Equipment

Adaptive aids are devices, controls, appliances, or items that make it possible for persons with disabilities to improve their ability to function independently and participate in programs, services, and activities offered by the City. For example, a pen and clip board for a person with a hearing or speech impairment to write notes on or accessible electronic equipment such as accessible computer stations.

Self-Evaluation Findings:

Two departments reported providing the public access to electronic equipment and auxiliary aids.

Recommended Actions:

1. When providing access to electronic equipment ensure they are located in an accessible location and at an accessible height or table with adjustable height.
2. Provide standard equipment at each site where programs are administered to facilitate basic communications access using alternative formats. Equipment may include, but is

not limited to, paper and pencil, an enlarging copy machine, and access to TTY or relay service (711) technology.

3. Collaborate with community organizations that serve people with disabilities to develop and maintain a current resource list of assistive technology equipment and sources.
4. Establish and maintain a “Resources Toolkit” of adaptive aids and human resources that should be available for use by individuals participating in City programs. Include information about the availability of specific equipment and/or individuals who are available to provide special services (e.g., ASL translation) in public information materials such as brochures and the City’s website.
5. Include accessibility as a criterion for purchasing. Whenever possible, evaluate furniture and building materials purchases for compatibility with a wide range of disabilities and sensitivities. Select items that are easily adjustable or can be modified to accommodate a variety of physical and ergonomic needs when purchasing items such as furniture, site furnishings, and office systems. Consultation with disability organizations and persons with disabilities (see Section 6.0 for Disability Resources) will assist in this task.
6. Maintain accessible equipment already in place.

Customer Service

In-person interaction with the public is one of the primary functions of most City departments.

Self-Evaluation Findings:

Most departments reported not having an eligibility requirement for participating in City programs. Many departments reported to make changes to standard operating procedures to ensure a person with a disability could participate in their program. Two departments reported that they tracked accessibility requests. No department reported charging an additional fee for modifying a program for a person with a disability. Three departments indicated that they have a partnership with an outside organization that provides services to the elderly. No department reported having policies that would exclude a service animal.

Recommended Actions:

1. Continue to make appropriate modifications to regular practices to accommodate the needs of individuals with disabilities when providing customer service.
2. Develop criteria for determining reasonable modifications to provide program accessibility, which may include acquisition or redesign of equipment, assignment of aides to persons with disabilities, and provision of services at alternative accessible sites. An approach should include:
 - Requests for reasonable modification in programs or services should be made to the department responsible for the program or service.

- The department offering the program or service should meet with the individual with a disability to identify which aspects of the program limit participation and what modifications can be made.
 - The department offering the program or service should consult with the relevant program or service staff to determine the reasonable modification. The department offering the program or service may also consult with the City's ADA Coordinator or other resources providing services or information regarding persons with disabilities as appropriate.
 - The department offering the program or service should document the modification(s) that was offered and the response of the person with the disability to the modification(s) offered. This documentation should be filed with the City ADA Coordinator's office. All accessibility requests should be tracked. The ADA requests should be analyzed periodically to look for global issues that can be addressed and problems than can be solved proactively.
 - If individuals with a disability are not satisfied with the results of this process, they should be directed to the City's ADA Grievance Procedure.
3. Assess the composition and needs of the population of people with disabilities. Take the necessary steps to improve communication and outreach to increase the effective participation of community members with disabilities in all City programs and activities.
 4. Create partnerships with organizations that provide services to people with disabilities to assist in communicating about accessible City programs. Keep programs up-to-date through increased community involvement and partnerships with organizations that offer services to persons with disabilities.
 5. Publicize efforts to increase participation by persons with disabilities, which might include activities such as distributing program brochures to members of the disability community.
 6. Continue the policy of not charging an additional fee for program modifications or alternative formats.

Notice Requirements

Title II regulations require the City to inform the public of the rights and protections provided by the ADA for access to public programs, services, and activities.

Self-Evaluation Findings:

Two departments reported being aware of the City's nondiscrimination statement that includes persons with disabilities. The nondiscrimination statement includes information about how to reach the City's ADA Coordinator. All departments notify the public that meetings, hearings,

and conferences will be held in accessible locations and that adaptive aids such as assistive listening devices will be provided upon request to participants with disabilities.

Some departments reported knowing the procedure to file a disability complaint and that they notify the public about how and with whom to file a disability complaint.

Recommended Actions:

1. The City should continue to inform the public of the possible modifications that can be provided to make services, programs, and activities accessible.
2. Include the following or similar notice regarding the City’s commitment to providing accessible services in all City publications that provide information about City services, programs, or activities. The notice should also be placed in all City departments in a location that will maximize public exposure. Example:

The City of Larkspur does not discriminate on the basis of physical or mental disability, race, color, creed, age, sex, sexual orientation, religion, ancestry, or national origin in admission to, access to, or operation of its services, programs, or activities.

Individuals with disabilities who need auxiliary aids or services or alternative formats for effective communication in services, programs and activities of the City are invited to make their needs and preferences known with 72 hours notice to the ADA Coordinator. This information is available in alternate formats upon request.

*ADA Coordinator – City Manager
City Larkspur
400 Magnolia Avenue
Larkspur, CA 94939
Phone: (415) 927-5110
California Relay Service - 711*

Printed Information

In order to meet the ADA’s communication standards, City departments must be able to provide information, when requested, in alternative formats such as using easy-to-understand language, Braille, large-print format, audiotape or CD, computer disk, or other formats as requested.

Self-Evaluation Findings:

Most departments provide printed information to the public. Some departments reported that they provided printed materials in alternative formats upon request. Many departments reported that they provide materials in easy to understand language for people with learning disabilities.

Recommended Actions:

1. Provide information or training to each department on how to produce printed information in alternative formats for persons with various disabilities to ensure requests are handled in a uniform and consistent manner.
2. Publicize the City's commitment to provide program information in alternative formats on an individual basis as requested.
3. Ensure the uniformity of charges for a publication for all formats of that publication.
4. Include the following notice on all materials printed by the City that are made available to the public:

This publication can be made available in alternative formats, such as Braille, large print, audiotape, or computer disk. Requests can be made by calling the ADA Coordinator at (415) 927-5110 (Voice) or by using the 711 California Relay Service. Please allow 72 hours for your request to be processed.

5. Handle all requests for other alternative formats or lengthy documents on an individual basis.
6. Provide program, facility, permit, and reservation information in a variety of formats upon request (for example, enlarged print format for persons with visual disabilities or in simple language for persons with cognitive disabilities). Provide programmatic changes (e.g., staff assistance), upon request to assist in filling out forms or when alternative formats are unavailable or infeasible.
7. Produce meeting agendas and other public information distributed at meetings in alternative formats when requested.
8. When images of people are included in materials, consider including photos of persons with disabilities.

Televised and Audiovisual Public Information

Televised and audiovisual information is a means for disseminating public information through presentations produced by City departments. All televised and audiovisual information must be accessible to persons with disabilities. As more and more communication is being done remotely via the rapidly changing internet, it will be increasingly important that all communication tools maintain accessibility as technology changes.

Self-Evaluation Findings:

Two departments reported producing audiovisual and televised presentations but did not provide alternative formats.

Recommended Actions:

1. Use closed captioning or other alternatives to audio presentations for City programs and for audiovisual presentations produced by the City (including videos, films, and City Council meetings) in order to ensure that persons with hearing impairments can benefit from these presentations.
2. When presenting PowerPoint presentations read all slides and describe all graphics. This will allow the blind and visually impaired to fully understand the information being presented.

Website – City and Departmental Websites

As people turn to the internet as their primary source of information regarding services, programs, activities, and facilities, the City’s website <http://www.ci.larkspur.ca.us/> takes on increased importance as a communications tool.

Providing public access to City publications online is an effective means of reaching persons with disabilities. New accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998 have set forth the technical and functional performance criteria necessary for such technology to be accessible.

Self-Evaluation Findings:

Most departments provide information about their programs on the City’s website. Some departments provide information on the accessibility of their facilities.

Recommended Actions:

1. Increase outreach to persons with disabilities by having the website include more information about the City’s commitment to providing accessible services and facilities.
2. Publish the City’s Policy of Non-Discrimination, including on the basis of disability, on the City’s website.
3. Provide information regarding programs, facilities, permits, and reservations on the City’s website in an accessible format. This information should be easily found by new web users.
4. Include the City’s statement regarding accessible locations and the availability of auxiliary aids upon request on the website.

5. Continually improve the accessibility of web pages through the use of web accessibility analysis to meet and/or exceed Section 508 of the Rehabilitation Act guidelines for accessibility of electronic information. Acquire the technological resources necessary to create accessible PDF and graphics files as described in the ADA Guideline for electronic and information technology.
6. Assign one department the authority to provide standards and oversight for outside vendors who create pages and for departments who post their own documents. This will support consistent and accessible web pages. Monitor web pages for continued compliance with accessible web page standards.
7. Provide training to City staff members in creating accessible PDF and other electronic files for posting on City or departmental websites.
8. Use services that help web page authors provide an accessible website by identifying and repairing barriers to access for individuals with disabilities.

Public Telephones and Communication Devices

Self-Evaluation Findings:

One department reported using either or both the California Relay Service, or 711, to communicate with the people with hearing and/or speech impairment.

Recommended Actions:

1. Train staff members in the use of TTY equipment or other means of communicating over the telephone with a person with a hearing or speech impairment, such as the California Relay Service (CRS) – 711.
2. All publications that list phone numbers should also include information for people with hearing and/or speech impairment to communicate with departments by phone.
3. Consider Video Remote Interpreting Services (VRI) for communicating with people with hearing and/or speech impairment. There are many situations where a live interpreter is required, such as in medical situations, but VRI is a convenient, flexible, lower-cost alternative to live interpreters.

Training and Staffing

Self-Evaluation Findings:

All departments reported having contact with the public. Departments reported that staff receives informal training through discussions and verbal instruction for interacting with persons with a disability.

Recommended Actions:

1. Provide all City staff members with on-going awareness and sensitivity training.
2. Provide training to City staff members who have contact with the public about how to provide modifications and use assistive devices to make their programs, activities, and services accessible. Ensure that customer service training includes information about communicating with and providing modifications for persons with a variety of disabilities. Include program-specific adaptations, assistive devices, and modifications in each department's accessibility policy manual.
3. Develop a comprehensive disability access training program. Educate all City staff about their responsibilities under the ADA. The City's ADA Coordinator and department supervisors should be responsible for ensuring that staff members receive training. Reference materials that address special modifications should be included in this training.
4. Develop standard guidelines for training materials. These guidelines should include standard language that appropriately describes the City's policy on inclusion and non-discrimination, and staff members should receive training in using the guidelines effectively.
5. Whenever staff has contact with the public and depending on operational needs, consider offering training to employees who wish to learn basic American Sign Language (ASL) communication skills. This training should emphasize basic communication skills and should not be viewed as a substitute for utilizing qualified ASL interpreters when requested.
6. Train Maintenance Services staff with respect to accessibility compliance and building codes to maintain facilities in an accessible condition.
7. Provide City staff members with training in general building evacuation procedures for assisting persons with hearing, speech, visual, mobility, and learning disabilities in an emergency.
8. Designate one manager in each department to serve as the department's Disability Access Liaison. The Liaison will be required to complete a training program and attend periodic retraining regarding accessibility issues.

Program Eligibility and Admission

The public should be able to access all programs, services, and activities, regardless of disability. Admission criteria, ability to complete forms and participation in interviews should be available to all members of the public by providing reasonable accommodations.

Self-Evaluation Findings:

Most departments reported having no limitations or ratios requirements that would exclude persons with disabilities. One department requires an interview prior to participation in City programs activities.

Recommended Actions:

1. Ensure that individuals with disabilities are not excluded from regular programs or are required to accept special services or benefits. Involve individuals with disabilities in regular programs to the maximum extent possible.
2. Modify policies, practices, or procedures to avoid discrimination unless the modification would fundamentally alter the nature of the program or create a hazardous situation.
3. Ensure that when specific requirements that exclude or limit the participation of persons with disabilities are necessary for the safe operation of programs, those requirements are based on real risks, not on speculation, stereotypes, or generalizations.
4. Include a nondiscrimination statement on all forms.
5. When interviews are required for program participation, ensure that the meetings are held in an accessible location and that auxiliary aids are provided upon request.

Public Meetings

Self-Evaluation Findings:

Many departments hold public meetings. All meetings are required to be held in accessible locations. Most departments reported that they provide auxiliary aids upon request to allow people with disabilities to fully participate in meetings. This includes ASL translators and alternative assistive listening devices.

Recommended Actions:

1. Continue to schedule public meetings at accessible locations. An accessible location includes, but is not limited to, the following: wheelchair accessible path-of-travel to the meeting room, accessible restrooms, accessible parking, an accessible route from transit and parking to the meeting facility, temperature control, signage, and the ability to provide access to fresh air for persons with chemical sensitivities.
2. Maintain a list of on-call American Sign Language interpreters who may be brought to meetings to assist individuals with hearing impairments.
3. When a fully accessible site is not available, make reasonable modifications so that an individual with a disability can participate.

4. Make information available to City staff on the types of modification requests that may be made by persons with different types of disabilities. Provide information about auxiliary aids such as different types of assistive listening systems, sign language interpreters, readers, descriptive services, and other assistive technologies like "real-time captioning." Provide guidance in the layout of the room to ensure that these features are accessible.
5. Display a notice on meeting agendas indicating the availability of accessibility modifications.
6. Provide agendas and other meeting materials in alternative formats, when requested.
7. Consider assigning a staff member to be a greeter at public meetings and events. Identify the staff member as a resource for persons who may require assistance.
8. Provide flexibility in the time limit on speaking for individuals with communication difficulties.
9. Continue to provide assistive listening devices at public meetings, when requested.
10. Develop a checklist for creating accessible meetings and selecting accessible meeting spaces, and make the list available to all City departments and programs.
11. Prepare a list of already accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings upon request.
12. Move disability-related agenda items to the beginning of agendas when possible. Some people with disabilities are unable to stay late at meeting because they use para-transit, or have fixed schedules, and/or need to use personal care attendants.

Transportation Services

Self-Evaluation Findings:

No department reported providing transportation services to the public.

Recommended Actions:

1. If provided ensure transportation services are provided in a way that allows people with mobility, visual, speech, hearing and cognitive disabilities to fully participate.
2. Provide information to participants in advance about availability of accessible transportation services and how arrangements can be made.

Tours and Trips

Self-Evaluation Findings:

One department reported providing tours and trips to the public. The department has procedures for making the programs accessible to people with disabilities.

Recommended Actions:

1. Ensure that tours are provided in a way that allows people with mobility, visual, speech, hearing and cognitive disabilities to fully participate.
2. Evaluate the destination of the tour or trip in order to determine the level of accessibility and any accommodations or modifications that may be required.
3. If a tour route or a portion of a route is not accessible, the City will continue the practice of rerouting the tour or providing alternate accommodation (e.g., photographs, close-captioned videos, etc.) that will allow the tour to be experienced.
4. Provide information to participants in advance of a tour or trip regarding the destination, transportation, and other characteristics of the event so that informed requests for accommodations can be made.
5. Provide information about accessibility of the tour on the program's website.

Use of Consultants for Delivering Program Services

Self-Evaluation Findings:

No department reported the use of consultants for delivering program services.

Recommended Actions:

1. If used, ensure consultants are aware of their obligation to make city programs are accessible.
2. Monitor programs and activities to ensure continued accessibility.

Emergency Evacuation Procedures

Self-Evaluation Findings:

No department reported being aware of and communicating emergency evacuation procedures to users with disabilities.

Recommended Actions:

1. Develop guidelines for the evacuation of persons with disabilities in various types of emergency situations. Each department, division, or program should use these guidelines to create emergency evacuation plans. These plans should:
 - Address what to do when an alarm is triggered;
 - Establish meeting places for assistance and evacuation chairs;
 - Provide direction on what to do if assistance is not available; and
 - Establish captains.

2. Specific suggestions for evacuation plans and procedures can be found through the US Access Board: <http://www.ada.gov/emergencyprepguide.htm>
3. and the Emergency Procedures for Employees with Disabilities in Office Occupancies document published by FEMA and the US Fire Administration.
4. Train City staff regarding emergency evacuation procedures with periodic drills, both announced and unannounced.
5. Review existing procedures dealing with emergencies to ensure that persons with disabilities can be alerted and that they can alert emergency service providers. Provide all evacuation policies and procedures in alternative formats when requested. Work with disability organizations to explore the use of other technologies such as audible exit signs for orientation and direction and vibrating paging systems.
6. Provide training for public safety personnel to enable them to communicate in basic American Sign Language in the event that there is an emergency condition and the area is being evacuated. For example, this training would be provided to police, firefighters, lifeguards, and building inspectors involved in post-disaster emergencies.
7. Take the necessary steps to ensure that emergency teams are aware of persons with disabilities in their communities who may require special assistance in the event of an emergency.
8. Provide American Sign Language interpreters at emergency facilities on an as-needed basis. To accomplish this, form a pool of interpreters as a resource from which to draw upon as needed.

Facilities

Self-Evaluation Findings:

Two departments reported they had received requests for accessibility improvements.

Recommended Actions:

1. Provide information about facility accessibility in publications and on the website.
2. All requests relating to facility access should be tracked. The ADA requests should be analyzed periodically to look for global issues that can be addressed proactively.

Special Events on Public Properties

Self-Evaluation Findings:

Two departments reported they offer special events on City property. One department has a policy in place to ensure that the events are accessible to people with disabilities.

Recommended Actions:

1. In situations where private organizations sponsor events in City facilities, the City will inform private organizations about applicable ADA requirements.
2. The City should provide information during the application process to inform organizers of their responsibility for accessibility under the ADA. The information will be available on the City's website.

2.4 Policy Review: City Municipal Code

The review of the City of Larkspur Municipal Code was completed using the electronic copy version of the in May, 2014. This version is available online at <http://www.codepublishing.com/CA/larkspur.html>

Overall Recommendations:

- It is recommended to replace uses of the words “handicap” or “handicapped” with “person with a disability” or “accessible” where appropriate. Occurrences were found in Title 18.
- Provide meeting agendas, handouts, forms, and other written materials including information that is sent via postal mail in alternative formats upon request. Alternative formats may include large print, audio tape, CD, Braille, etc.
- All public meetings must be held in accessible locations. Auxiliary aids such as American Sign Language interpreters or captioning must be provided upon request.
- When forms are required for applications, provide alternative accessible formats for a person with disabilities, when requested.
- When signatures are needed, give an alternative for a person with a disability to providing a written signature such as a signature stamp.
- Continue to apply and enforce Chapter 18.82 Reasonable Accommodation for Persons with Disabilities

Other Recommendations:

TITLE 1 – General Provisions: Chapter 1.08 Posting Public Notices

Recommended action: It is required to post public announcements at locations accessible to persons with disabilities. It is recommended the City ensure all places designated for posting of public announcements are accessible.

TITLE 2 - Administration and Personnel: Chapter 2.24.140 Discrimination

No person in the competitive service, or seeking admission thereto, shall be employed, promoted, demoted or discharged, or in any way favored or discriminated against because

of political opinions or affiliations, race, color, ancestry, national origin, religious creed, sex, or because of the exercise of his rights under Section 3502 of the Government Code. (Ord. 989 § 2, 2012; Ord. 519 § 2 (part), 1975)

Recommended action: It is recommended to add language to the nondiscrimination statement for employment protecting the rights of people with disabilities.

TITLE 9 – Public Peace, Morals and Safety: Chapter 9.32.040 Restrooms

It is unlawful for any person to fail to cooperate in maintaining restrooms in a neat and sanitary condition. Male persons shall not resort to any restroom facilities set apart for women, and female persons shall not resort to restroom facilities set apart for men, provided that this shall not apply to children accompanied by an adult person. (Ord. 373 § 1 (part), 1969)

Recommended action: It is recommended to provide language allowing for caregivers of the same or opposite gender to accompany a person with disabilities into the restroom if needed. The Department of Justice provided an advisory for ADA 213.2 applicable also to California Building Code 11B-213.2:

Advisory 11B-213.2 Toilet rooms and bathing rooms. These requirements allow the use of unisex (or single-user) toilet rooms in alterations when technical infeasibility can be demonstrated. Unisex toilet rooms benefit people who use opposite sex personal care assistants. For this reason, it is advantageous to install unisex toilet rooms in addition to accessible single-sex toilet rooms in new facilities.

TITLE 9 – Public Peace, Morals and Safety: Chapter 9.32.070 Animals Prohibited

No person shall bring in, or cause or permit to be brought into any City park facility any animal, nor shall any person bring upon any park or recreational area any living thing that constitutes a safety hazard or detriment to the enjoyment of the area by the public; provided, however, that dogs are permitted, but only when fastened to and restrained by a leash of sufficient length to enable such person to maintain constant control of such dog. Exception: Canine Commons. (Ord. 853 § 7, 1993; Ord. 494 § 2, 1974; Ord. 373 § 1 (part), 1969)

Recommended action: It is recommended to include language providing an exemption for service animals.

TITLE 9 – Public Peace, Morals and Safety: Chapter 9.32.110 Vehicles Prohibited

It is unlawful for any person to operate or park any motor vehicle in any area excepting those areas especially provided or designated for such purpose. Non-motorized vehicles such as bicycles, wagons or scooters are prohibited except in those areas so designated. (Ord. 373 § 1 (part), 1969)

Recommended action: It is recommended to provide language allowing an exception to persons with disabilities using personal motorized vehicles like wheelchairs or other power driven mobility devices (OPDMDs).

TITLE 9 – Public Peace, Morals and Safety: Chapter 9.55.010 Property Owner Maintenance Responsibility and Duty to Public.

A. The owner of a lot fronting on or adjacent to any portion of a street shall maintain any trees, shrubs, hedges or other landscaping along said street or within the street right-of-way adjacent to his or her property in such non-dangerous condition that the trees, shrubs, hedges or other landscaping will not interfere with the public convenience or safety in the use of the streets and sidewalks. Said owners shall maintain such street trees so that there is a minimum eight-foot vertical pedestrian clearance from the top of the sidewalk and a minimum thirteen-foot vertical clearance from the top of the curb, to any part of a street tree.

Recommended action: It is recommended to add language defining a non-dangerous condition as having a maximum deflection of 1/2 inch and reference 2013 Proposed Right-of-Way Accessibility Guidelines.

TITLE 10 – Vehicles and Traffic: Chapter 10.40.070 Riding or driving on sidewalk

No person shall ride, drive, propel or cause to be propelled any vehicle or animal across or upon any sidewalk excepting over permanently constructed driveways and excepting when it is necessary for any temporary purpose to drive a loaded vehicle across a sidewalk; provided further, that said sidewalk area be substantially protected by wooden planks two inches thick, and written permission be previously obtained from the city traffic engineer. Such wooden planks shall not be permitted to remain upon such sidewalk area during the hours from six p.m. to six a.m. (Ord. 526 § 1 (part), 1975)

Recommended action: It is recommended to provide an exception for individuals using other power driven mobility devices (OPDMDs). Include language to avoid changes in level in the path of travel of greater than .25 inch (or .5 inch when beveled) at sidewalk protection boards.

TITLE 10 – Vehicles and Traffic: Chapter 10.44.010 Marked crosswalks established by traffic engineer

(a) The city traffic engineer shall establish, designate and maintain crosswalks at intersections and other places by appropriate devices, marks or lines upon the surface of the roadway.

Recommended action: It is recommended to add language for construction or maintenance of curb ramps, APS devices, signal phasing, and crossing times at all marked crossings to section (a). Include a reference to the California Manual on Uniform Traffic Control Devices.

TITLE 14 – Fire Prevention: Chapter 14.08.020 Permit

It is unlawful for any person to operate any motor vehicle, on, over, or across any fire or hiking trail, or any lands adjacent thereto, without first securing a permit from the Fire Chief. Permits shall be issued without fee in all cases where an application is made, unless the Fire Chief of the City finds and determines that the issuance of the permit will constitute a hazard to persons and/or property by reason of the nature of the vehicle or the proposed method of operation thereof. If a permit is required, the fee shall be set by resolution. (Ord. 853 § 2 (part), 1993; Ord. 333 § 2, 1966)

Recommended action: It is recommended to provide an exception for other power driven mobility devices (OPDMDs).

Parks and Recreation Policies and Park Rules

Larkspur pathways are for walking, jogging and biking. No motorized vehicles or horses are allowed.

Recommended action: It is recommended to alter language to allow other power driven mobility devices (OPDMDs) and service horses.

2.5 Department Reports

The following are questionnaire summaries based on answers to the Programs, Services, and Activities Questionnaire (Appendix A).

This section documents the ways in which the City is currently providing accessible programs, activities, and services to the public.

- Administration Department – City Clerk
- Childcare
- Finance Department
- Fire Department
- Library Department
- Planning Department
- Public Works / Engineering Department
- Recreation

Administration – City Clerk

Cynthia Huisman | 415-927-5002 | chuisman@cityoflarkspur.org

Program Description

The department provides administration to the City Council.

Customer Service

- The department has a formal procedure for making changes to standard operating procedures.
- The department tracks accessibility requests.
- Administration does not charge an additional fee to modify programs or services for a person with a disability.
- Administration does not have a policy that would exclude a service animal.

Notice Requirements

- The department does notify all persons that meetings, hearings, interviews, and conferences will be held in accessible locations and that adaptive/auxiliary aids will be provided, upon request, to participants with disabilities.

Printed Information

- The department produces and manages printed materials.
- Printed materials are available in electronic copy.

Training and Staffing

- Department staff do have contact with the public.

Childcare

Sandra Petro | 415-924-6622 | sschaefer@cityoflarkspur.org

The Childcare program provides before and after school care.

Customer Service

- The program does not charge an additional fee for program modification.
- The program does not have a policy that would exclude a service animal.

Notice Requirements

- The program does notify all persons that meetings, hearings, interviews, and conferences will be held in accessible locations and that adaptive/auxiliary aids will be provided, upon request, to participants with disabilities.

Website

- Childcare has a website.
- Information available includes activities and registration materials.
- Information regarding program facilities, programs and services is created and managed by the department.

Training and Staffing

- Childcare staff has contact with the public.
- Staff members are told verbally of policies and obligations for persons with disabilities.

Program Eligibility Requirements

- Childcare follows health and child safety recommendations for admittance to a program.

Facilities

- Two modular buildings
-

Finance

Cathy Orme | 415-927-5019 | corme@cityoflarkspur.org

Program Description

The department is responsible for payroll, accounts payable, all financial recording and reporting of the City's transactions.

Customer Service

- The department has no eligibility requirements for participation.

Printed Information

- The department produces and manages printed materials.

Website

- The Finance Department has a website.
- Information available includes responsibilities, day-to-day functions and financial reports.
- Information regarding department facilities, programs and services is created and managed by the department.

Training and Staffing

- Department staff do have contact with the public.

Fire Department

Robert Sinnott, Fire Chief | 415-927-5014 | rsinnott@larkspurfire.net

Program Description

The department provides fire and EMS services.

Customer Service

- The department has no eligibility requirements for participation.

Training and Staffing

- Department staff do have contact with the public.
- There are department staff that provide emergency services.

Facilities

- Fire Station 420 Magnolia Ave, Larkspur
- Fire Station 15 Barry Way, Greenbrae

Planning and Building

Neal Toft | 415-927-6713 | ntoft@cityoflarkspur.org

Program Description

The department provides planning and building services for the City, and supports the Planning Commission and Heritage Preservation Board.

Accessible/Adaptive Equipment

- The department does provide the public access a computer for reviewing City file and GIS information, and a microfiche reader for reviewing microfiche and aperture cards of property records.
- Electronic equipment is accessible.
- Auxiliary aids are available to assist persons with disabilities.

Customer Service

- The department will make changes to standard operating procedures to include a person with disabilities.
- The department does not charge an additional fee to modify programs or services for a person with a disability.
- The department does not have a policy that would exclude a service animal.

Notice Requirements

- Planning does notify all persons that meetings, hearings, interviews, and conferences will be held in accessible locations and that adaptive/auxiliary aids will be provided, upon request, to participants with disabilities.
- The department would refer to the online form on the City website or provide one at the counter for a member of the public who wished to file a disability discrimination complaint.

Printed Information

- The department produces and manages printed materials.

Television and Audiovisual Information

- The department provides power point presentations and/or poster boards for workshops and meetings.

Website

- The department has a website.
- Information available includes applications, guides, events and planning and building Information.
- The website provides information about the accessibility of facilities.

- The department ensures that its website is usable by individuals with disabilities, including those who use speaking browsers.
- Information regarding Planning facilities, programs and services is created and managed by both department staff and others.

Training and Staffing

- Planning staff do have contact with the public.
- Staff members are informed of the City's policies and obligations for persons with disabilities through staff meetings and email.

Program Eligibility Requirements

- There are no eligibility requirements for participating in department programs.
- There are no limitations or ratios for the number of people with disabilities who may participate in or be admitted to a program.
- The department does not use criteria, tests or required forms for admissions to programs.
Public

Meetings

- The department does hold public meetings.
- Meetings are required to be held in accessible locations.
- American Sign Language interpreters or other adaptive aids are made available when requested. Assistive listening devices are also available when requested.

Facilities

- Offices, public counter and most public meetings held upstairs in the City Hall building.
- Records are stored in both accessible and non-accessible locations, which are not open to the public.
- Meetings are occasionally held at Hall Middle School and the CMPA community room.

Public Library

Frances Gordon | 415-927-5135 | fgordon@cityoflarkspur.org

Program Description

The mandate of the Library is to serve the general public's information needs. The Library also provides free services and programs such as preschool story times, quiet study and work areas for students and professionals, book clubs and programs for adults such as art and travel lectures.

Accessible/Adaptive Equipment

- The Library does provide the public access to electronic equipment such as Internet computers, the online catalog and a copier, plus access to a free Wi-Fi network.
- Staff members are available to assist anyone who has difficulty utilizing the equipment.
- Auxiliary aids are available to assist people with disabilities.

Customer Service

- The department will make changes to standard operating procedures to include a person with disabilities.
- The Library consults and works with outside organizations.
- The Library does not charge an additional fee to modify programs or services for a person with a disability.
- The Library does not have a policy that would exclude a service animal.

Notice Requirements

- The Library does notify all persons that meetings, hearings, interviews, and conferences will be held in accessible locations and that adaptive/auxiliary aids will be provided, upon request, to participants with disabilities.

Printed Information

- The Library produces and manages printed materials.
- Content is simple and in easy-to-understand language.

Website

- The Library has a website.
- Information available includes resources, services, programs, hours, contact information for staff, access to online resources (including e-Books) and online databases.
- Information regarding Library facilities, programs and services is created and managed by Library staff.

Public Telephones and Communication Devices

- The Library does communicate by telephone with members of the public with hearing or speech disabilities.

Training and Staffing

- Library staff do have contact with the public.

Program Eligibility Requirements

- There are no eligibility requirements for participating in department programs.
- There are no limitations or ratios for the number of people with disabilities who may participate in or be admitted to a program.

- The department does not use criteria, tests, interviews or required forms for admissions to programs.

Public Meetings

- The Library does hold public meetings.
- Meetings are required to be held in accessible locations.

Facilities

- The Library's main floor
- The Children's Library cozy corner
- The City Hall Chambers
- The Marin Police Authority Community Room
- The department has received requests for improving accessibility for programs and facilities.

Special Events

- The Library organizes special events.

Public Works

Mary Grace Houlihan | 415-927-5017 | mghoulihan@cityoflarkspur.org

Program Description

The department is responsible for the operations and maintenance of all public parks, trails and buildings, and oversees capital improvement projects.

Customer Service

- The department has no eligibility requirements for participation.
- The department will make changes to standard operating procedures to include a person with disabilities.
- Public Works does track and respond to accessibility requests.
- The department consults and works with outside organizations.
- The department does not have a policy that would exclude a service animal.

Notice Requirements

- Public Works uses the City's non-discrimination statement.
- A non-discrimination statement with contact information for the ADA coordinator is posted in all departments according to City policy.

- The department does notify all persons that meetings, hearings, interviews, and conferences will be held in accessible locations and that adaptive/auxiliary aids will be provided, upon request, to participants with disabilities.
- The department would refer to the ADA Grievance Procedures and form on the City website.

Printed Information

- The department produces printed materials.
- Both the department and central management manage printed materials.
- Printed materials are available in electronic copy.

Website

- Public Works has a website.
- Information available includes details regarding capital projects and permits.
- Information regarding department facilities, programs and services is created and managed by the department.

Public Telephones and Communication Devices

- The department communicates by telephone with people with hearing and speech disabilities using the California Relay System (711).

Training and Staffing

- Public Works staff has contact with the public.
- Staff members are referred to the City's website for information regarding policies and obligations for persons with disabilities.

Public Meetings

- The department does hold public meetings.
- Meetings are required to be held in accessible locations.
- American Sign Language interpreters or other adaptive aids are made available when requested. Assistive listening devices are also available when requested in advance.

Facilities

- Council Chambers
- Police Services meeting room
- Recreation Department meeting room
- Piper Park
- All locations for public meetings

Recreation

Dick Whitley | 415-927-5003 | dwhitley@cityoflarkspur.org

The department manages interior spaces and outside spaces in public parks. Interior spaces include meeting room(s). Public park spaces include decomposed granite, gravel, asphalt, concrete and grass. Activities include soccer, cricket, tennis, sand volleyball courts, picnics, afterschool classes and passive enjoyment of the outdoors

Customer Service

- Recreation has no eligibility requirements for participation.
- The department will make changes to standard operating procedures to include a person with disabilities.
- The department does not have a policy that would exclude a service animal.

Notice Requirements

- Recreation uses the City's non-discrimination statement.
- A non-discrimination statement with contact information for the ADA coordinator is posted in all departments according to City policy.
- The department does notify all persons that meetings, hearings, interviews, and conferences will be held in accessible locations and that adaptive/auxiliary aids will be provided, upon request, to participants with disabilities.

Printed Information

- The department produces printed materials.
- Recreation manages printed materials.
- Content of printed materials is available in simple, easy-to-understand language.

Television and Audiovisual Information

- The department provides tapes of public talks.

Website

- Recreation has a website.
- Information available includes community and department news.
- Information regarding department facilities, programs and services is created and managed by the department.

Training and Staffing

- Recreation staff has contact with the public.
- Staff members are told verbally of policies and obligations for persons with disabilities.

Public Meetings

- The department does hold public meetings.
- Meetings are required to be held in accessible locations.
- American Sign Language interpreters or other adaptive aids are made available when requested. Assistive listening devices are also available when requested in advance.

Tours and Trips

- The department organizes tours and trips for the public.
- Recreation has procedures for making tours and trips accessible to persons with visual, hearing, mobility, and learning disabilities.

Facilities

- Kent Middle School Classrooms: Afterschool program and Summer School Program
- Hall School Gymnasium classrooms and synthetic field: Afterschool programs, programs for developmentally disabled, youth VB, soccer and BB team rentals,
- Recreation Dept Meeting Rooms: Afterschool activities, rentals and usage to school and community at large.
- Piper Park: Cricket, soccer, softball, baseball, picnic, sand volleyball, tennis and general use.
- Recreation has received advice from participants on how to better programs and facilities. These are put into use if there is a benefit to participants and/or the department.

Special Events

- The department organizes special events and helps organize private events held on City property.
- Recreation ensures private entities and staff are aware of their obligations to be accessible to people with disabilities.

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3.0 ADA Transition Plan

Title II of the ADA requires that public entities having responsibility for or authority over facilities, streets, roads, sidewalks, and/or other areas meant for public use to develop a Transition Plan to make their facilities meet the standards for Program Accessibility. Program Accessibility means that a program, activity and/or service are accessible when viewed in its entirety. Simply put, a Transition Plan transitions inaccessible facilities into environments that are accessible to and functional for individuals with disabilities.

This Transition Plan combines the findings of the facility and public rights-of-way evaluations, policy assessments, and program evaluations. Specific policy and program recommendations can be found in Section 2.0. The specific structural modifications required to make programs accessible are listed in the City of Larkspur—Facility Reports (Appendices B and C). Each facility report contains a complete list of structural barriers and barrier removal actions. Not all of these barriers must be removed in order to provide program access. The first priority is to remove those barriers limiting access to programs.

This Transition Plan is divided into two parts: facilities, which includes buildings, parks, and their related grounds; and the public pedestrian rights-of-way, which included an evaluation of curb ramps at high use intersections.

In compliance with the requirements of the ADA, the City will maintain in working order equipment and features that are required to provide access to individuals with disabilities.

3.1 Facilities

A. Program Barrier Removal Priorities

A prioritization meeting was conducted with City staff on December 16, 2014. All facilities in which the City provides programs, activities, and services were reviewed and ranked based on the following criteria. Each of these criteria is deemed by the City to have equal importance with no single criteria having priority over another:

- **Level of use by the public:** Does the facilities receive a high level of public use?
- **Program uniqueness:** Some programs are unique to a building, facility, or park and cannot occur at another location.
- **Geographic distribution:** By selecting a range of facilities that are distributed throughout the City, the City can ensure maximum access for all residents.
- **Citizen rights:** Facilities where services are provided to exercise citizen rights– voting, right to a trial, access to elected officials, etc.

- **Citizen responsibilities:** Facilities where taxes are paid, permits and licenses are obtained, and where services are obtained.
- **Social need:** Facilities that meet social needs such as homeless shelters, health clinics, etc.
- **Identified complaints:** Efforts should focus on identified accessibility complaints.

B. Prioritizing Access to Programs, activities, and services

City staff from each department listed the programs, activities, and services provided to the public and locations where the programs are provided. Each program was evaluated using the criteria listed above.

C. Categories for Barrier Removal within Facilities

The following guidelines were used by the City to categorize barriers found in City facilities:

Category One: Barriers that impede accessibility at the main entrance of a facility or improve a path of travel to the portion of the facility where program activities take place. Examples:

- Connection to the public right-of-way
- Parking and passenger loading
- Entrance walks
- Entrance ramps
- Entrance stairs
- Entrance doors

Category Two: Barriers that impede access to program use areas. Examples:

- Transaction counters
- Conference and meeting rooms
- Public offices
- Recreation environments/features
- Public restrooms

Category Three: Barriers that impede access to amenities serving program areas. Examples:

- Drinking fountains
- Public telephones
- Vending machines

Category Four: Areas or features that are not required to be modified for accessibility because no public programs are located in this area, or there are nearby duplicate accessible features.

D. Transition Plan for Facilities

The Transition Plan for the removal of architectural barriers to program access must contain the following information:

- Identification of the barriers to program access
- Identification of the specific barrier removal action(s)
- Identification of a schedule for barrier removal and
- Identification of responsibility for ensuring barrier removal

The facility reports appended to this document provide the identification of barriers and the specific barrier removal actions. The City will accomplish barrier removals based on two strategies: policy and procedure modifications to remove programmatic barriers; and construction projects to remove architectural barriers. The responsibility for ensuring barrier removal will reside with the City of Larkspur' ADA Coordinator

E. Phasing Schedule for Facilities

Barriers in City facilities will be removed systematically, City-wide, based on established program priorities. It is the intent of the City to address and remove barriers to accessibility in public buildings and parks based upon on the immediate necessity of programmatic access, degree of complexity, and overall cost.

The City of Larkspur reserves the right to modify barrier removal priorities in order to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities, changes in City programs, and funding opportunities and constraints. It is the goal of this Transition Plan to provide access to the programs, activities, and services provided by the City. Interim measures will be explored and implemented in order to provide programmatic access to the public pending the implementation of physical barrier removal projects.

The following tables describe the priorities and schedule for barrier removal in public facilities owned by the City of Larkspur. This preliminary schedule represents a 10-year plan for barrier removal. It is the City's intent to review all barriers during the first year of the implementation of this plan and address those barriers that can be resolved through programmatic modifications. The City will then revise the following schedule for the removal of the remaining barriers.

Facilities are listed in order of priority as described in Section 3.1.A. The rank is listed to the left of each of the facilities and the timeline is noted by a range of years.

Facilities		Timeline
1	City Hall - Library	1-3
2	City Hall - Council Chambers	1-3
3	City Hall - Public Counter	1-3
4	Downtown Parking Lot	1-3
5	Children's Co-op	4-6
6	Fire Station 16	7-10
7	Parks and Recreation Office	7-10
8	Fire Station 15	7-10

Parks		Timeline
1	Piper Park	1-6
2	Public Dock at Marin Rowing	1-3
2	Bon Air Landing Park	1-3
3	Community Fields Path	1-3
4	Dolliver Park	1-3
5	Bon Air Path	4-6
5	Greenways	4-6
6	Centennial Park	4-6
6	Greenbrae School Park	4-6
6	Hamilton Park	4-6
6	Heatherwood Park	7-10
6	Neighborhood Park	7-10
6	Niven Park	7-10
6	William Path	7-10
7	Remillard Park	7-10

E. City Facilities and Historic Preservation

The City has three facilities inventoried in its historic resources inventory: City Hall, Fire Station 15 and the Remillard Cottage. Historically significant facilities are those facilities or properties that are listed or eligible for listing in the National Register of Historic Places or properties designated as historic under State or local law. Structural changes to these facilities that would threaten or destroy the historical significance of the property or would fundamentally change the program being offered at the historic facility need not be undertaken. The City will consider policy and program alternatives to structural changes in these instances.

If alterations are being made to a historically significant property, however, these changes will be made in conformance with the ADA Standards for Accessible Design, ("the Standards"), 28 C.F.R. Part 36, § 4.1.7, to the maximum extent feasible. If following the standards would threaten or destroy the historical significance of the property, alternative standards, which provide a minimal level of access, may be used. This decision will be made in consultation with the appropriate historic advisory board designated in the Standards, and interested persons will be invited to participate in the decision-making process per 28 C.F.R. §§ 35.150(b)(2); 35.151(d); Standards § 4.1.7. If these lesser standards would threaten or destroy historically significant features, then the programs or services conducted in the facility will be offered in an alternative accessible manner or location.

3.2 Pedestrian Rights-of-Way (PROW)

A. Overview of the PROW

The ADA addresses accessible pedestrian rights of way where sidewalks are provided by the City of Larkspur. The ADA does not mandate the installation of sidewalks, but does require curb ramps at intersections where existing sidewalks are provided on both sides of the roadway. Many neighborhoods in the City do not have sidewalks.

The City is currently working on a Bike/Pedestrian Plan Update. The plan will provide an inventory of sidewalks, paths, intersections, traffic calming, lighting, and other amenities. The plan will also include descriptions of ADA connectivity provided throughout the City related to curb ramps, countdown signals, sidewalk continuity and sidewalk quality. Completion of the Bicycle/Pedestrian Master Plan Update is scheduled for Summer/Fall 2015.

B. Assessments of Existing PROW Conditions

For the ADA Transition Plan, the City completed a study of curb ramps at high-use intersections to supplement the Sidewalk ADA Off-set Inspection Project completed by Precision Concrete Cutting.

C. Pedestrian Rights-of-Way Prioritization

Under Title II of the ADA, a City is not necessarily required to construct curb ramps at every point where a sidewalk intersects a curb. Traffic safety considerations may make construction of ramps at some locations undesirable. Alternative routes to buildings that make use of existing curb ramps may be acceptable under the concept of program accessibility in the limited circumstances where individuals with disabilities need only travel a marginally longer route. In addition, the undue financial or administrative burden limitation recognized by Title II of the ADA may limit the number of curb ramps that the City is required to provide.

The City will prioritize PROW projects in the following order:

1. Government offices and facilities
2. Bus stops and transportation facilities
3. Places of public accommodation such as commercial and business areas
4. Facilities containing employers
5. Other areas such as residential neighborhoods and underdeveloped regions of the City.

Additional criteria for prioritization may be developed for replacing existing curb ramps. For example:

- Repair of hazardous conditions
- Distance from a City-operated program or building
- Distance from a bus stop
- Proximity to a facility serving disabled clients
- Level of pedestrian traffic
- Lack of feasible alternate routes
- Distance from non-City owned public facilities

D. Time Period for Pedestrian Rights-of-Way Improvements

The City has established a 15-year time frame to remove PROW barriers that limit program accessibility. Funding improvements for pedestrian facilities is costly and competitive for State and Federal funding sources. Pedestrian improvements are often paired with other roadway maintenance improvements, Safe Routes To School projects and Capital Improvement Projects. The ADA Title II regulations states that if a Transition Plan will take more than one year to fully implement, it must contain interim steps that will be done to provide program accessibility.

E. PROW Construction Details

The City of Larkspur uses Marin County's construction standards for their right-of-way facilities. Information regarding construction standards and details can be found at <http://www.marincounty.org/depts/pw/divisions/land-use/ucs>.

F. Accessibility During Construction

A basic requirement of work zone traffic control, as provided in the Manual on Uniform Traffic Control Devices (MUTCD), is that the needs of pedestrians, including those with disabilities, must be addressed in temporary traffic control plans (TCPs) in accordance with the Americans with Disabilities Act of 1990 (ADA), Title II, CFR 28 Part 35.130. The ADA is a Federal law that requires that pedestrians with physical and/or mental disabilities be accommodated not only in completed, publicly accessible facilities, but also during times of construction or improvement.

The MUTCD is adopted by reference in accordance with Title 23, United States Code, Section 109(d) and Title 23, Code of Federal Regulations, Part 655.603, and is approved as the national standard for designing, applying, and planning traffic control devices. In Title 23 of the Code of Federal Regulations, Part 655.603 states that the MUTCD is the national standard for all traffic control devices installed on any street, highway, or bicycle trail open to public travel.

Private roads open to public travel are now subject to the same traffic control standards as public streets and highways. However, the FHWA does not believe it is necessary for State and/or local highway agencies to have specific authority or enforcement responsibility for traffic control devices on private roads to ensure compliance with the MUTCD. Owners or parties responsible for such private roads are encouraged to bring the traffic control devices into compliance with the MUTCD and other applicable State Manuals, and those who do not may find themselves exposed to increased tort liability. State and local jurisdictions can encourage MUTCD compliance on private roads by incorporating pertinent language into zoning requirements, building and occupancy permits, and similar controls that they exercise over private properties.

Sources of Legal Authority and Best Practices

The U.S. Access Board, an independent Federal agency devoted to the issue of accessibility for people with disabilities, develops and maintains design criteria for the built environment (including the transportation system) under the ADA Accessibility Guidelines, or ADAAG. ADAAG covers a wide variety of facilities and establishes guidelines for new construction and alterations. The Access Board also maintains responsibility for accessibility guidelines under the Architectural Barriers Act, or ABA. The ABA requires agencies to provide access to facilities designed, built, altered, or leased with Federal funds.

Some examples may include transit stop shelters or elevators to raised public transportation platforms. Like ADAAG, the Board’s ABA accessibility guidelines apply specifically to new construction and alterations that use Federal-aid funding , so many construction projects will need to comply with these guidelines. The Access Board has also drafted a set of standards that provides interim guidance for pedestrian facilities within the public right-of-way. These guidelines, called the Proposed Right-of-Way Accessibility Guidelines, or PROWAG, were published in the Federal Register in 2005. Although the PROWAG has not yet been fully adopted and so is not considered a “standard” with the force of law behind it, the Draft Guidelines are the currently recommended best practices and can be considered the state of the practice for those issues that are not fully addressed by the ADAAG and ABA. The PROWAG specifically states that temporary facilities covered by its proposed standards include, but are not limited to, temporary routes around work zones.

It is also worth noting that the National Committee on Uniform Traffic Control Devices (NCUTCD), a group whose sole function is to improve the quality and effectiveness of MUTCD standards, has adopted proposed language to add to the next edition of the MUTCD. The proposed language for a new section on Pedestrian Channelizing Devices was approved by the NCUTCD on June 23, 2011, so practitioners should be advised that there is a strong possibility that this language, which makes several current best practices required activities, will be adopted. Once so adopted it becomes enforceable. Enforceability should be verified accordingly.

Table 1. Summary of Federal Sources for Legal Minimum Standards and Best Practices

Guidance Source	Legal Standard	Best Practice
Manual on Uniform Traffic Control Devices	✓	✓
Americans with Disabilities Act Accessibility Guidelines	✓	✓
Architectural Barriers Act	✓	✓
Proposed Right-of-Way Accessibility Guidelines	✓	✓
Pedestrian Channelizing Devices (NCUTCD proposed language)	✓	✓

Alternate Pedestrian Access Routes

Proposed Guidelines

PROWAG R205, R303 Requires alternate pedestrian access routes to comply with referenced MUTCD standard statements when pedestrian access routes are temporarily closed by construction, alterations, maintenance operations, or other conditions.

Other Applicable Standards

Referenced MUTCD standard statements require alternate pedestrian routes to be accessible and detectable when pedestrian routes are temporarily closed by construction, alterations, maintenance operations, or other conditions.

Section 504 of the 1973 Rehabilitation Act (Public Law 93-112) prohibits discrimination on the basis of disability in Federally assisted programs. Section 504 requirements for USDOT administrations are covered under 49 CFR Part 27 (USDOT), Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Financial Assistance. The Americans with Disabilities Act (ADA, 1990, Public Law 101-336) is a broader civil rights statute that prohibits discrimination against people with disabilities in all areas of public life.

Analysis

- Compliance with referenced MUTCD standard statements is mandatory (see MUTCD, section 1A.13).
- Compliance with Section 504 of the 1973 Rehabilitation Act (Public Law 93-112) is mandatory.
- Compliance with the Americans with Disabilities Act (ADA, 1990, Public Law 101-336) is mandatory.
- Compliance with Cal. Civ. Code 55.51-55.545 is mandatory.
- Compliance with Cal. Govt. Code 4450 is mandatory.

G. Street or Sidewalk Closure for Special Events

When there is special event that requires street or sidewalk closure, a Block Party/Street Closure permit is required. The applicant is then responsible to ensure accessibility at their event. The City may require additional conditions to be met for a permit to be approved.

H. Citizen Request Process

Citizens may report right-of-way issues on the City of Larkspur's RequestTracker web page, <http://www.ci.larkspur.ca.us/requesttracker.aspx>. This is a portal for citizens to make requests for information or submit complaints or suggestions to City personnel directly responsible for the facility or topic.

4.0 ADA Policy and Complaint Procedure

If a public entity has 50 or more employees, it is required to designate at least one responsible employee to coordinate Americans with Disabilities Act (ADA) compliance. The City of Larkspur has designated an ADA Coordinator for coordinating the efforts of the City to comply with Title II and for investigating any complaints that the City has violated Title II of the ADA. The Coordinator also is responsible for efforts of the City to comply with Title 24 and all other applicable State and Federal physical and program accessibility requirements.

ADA Grievance Procedure

To register a grievance with the City of Larkspur, an individual shall obtain and complete an Accessibility/Disability grievance form. Once completed, the form may be mailed, faxed, emailed or hand delivered to:

*ADA Coordinator – City Manager
City Larkspur
400 Magnolia Avenue
Larkspur, CA 94939
Phone: (415) 927-5110 California Relay Service - 711*

Upon receipt of a properly completed grievance form, the City Manager and /or Public Works Director will perform a preliminary investigation.

If the complaint can be resolved to the complainant's satisfaction during this state, the resolution will be noted in writing and filed with the grievance.

If the grievance remains unresolved, it will be submitted to the City Council for resolution. The City Council shall endeavor to make a recommendation on the grievance to the City Manager no later than 45 days after the complaint is received.

The City Manager shall endeavor to make a final decision on the grievance no later than 15 days after receipt of the recommendation. Notice of this decision will be transmitted to the complainant within five (5) days after the City Council/City Manager resolution.

A written record of the action taken on each request or complaint shall be maintained in the City's administrative files and/or with the City's personnel records.

The complainant's right to a prompt and equitable resolution of the complaint will not be affected by the complainant's pursuit of other remedies, such as the filing of a complaint with

the Department of Justice or other appropriate federal agency, or the filing of a suit in state or federal court.

The Accessibility/Disability Grievance Procedure form is available on the City's website at www.cityoflarkspur.org and a sample can be found in Appendix E.

5.0 Definitions

The following is a summary of many definitions found in the ADA. Please refer to the Americans with Disabilities Act for the full text of definitions and explanations (<http://www.ada.gov/>).

5.1 Auxiliary Aids and Services

The term *auxiliary aids* and services include:

1. Qualified interpreters or other effective methods of making orally delivered materials available to individuals with hearing impairments;
2. Qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments; and
3. Acquisition or modification of equipment or devices; and other similar services and actions.

5.2 Complaint

A *complaint* is a claimed violation of the ADA.

5.3 Disability

The term disability means, with respect to an individual:

1. A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
2. A record of such impairment; or
3. Being regarded as having such impairment.

5.4 Discrimination on the Basis of Disability

Discrimination on the basis of disability means to:

- Limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability;
- Limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability;
- Participate in a contract that could subject a qualified citizen with a disability to discrimination;
- Use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability;
- Deny equal benefits because of a disability;

- Fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual unless it can be shown that the accommodation would impose an undue burden on the City's operations;
- Use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public; and
- Fail to use tests, including eligibility tests, in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity.

5.5 Having a Record of Impairment

An individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity; or has been diagnosed, correctly or incorrectly, as having such impairment.

5.6 Physical or Mental Impairments

Physical or mental impairments may include, but are not limited to: vision, speech, and hearing impairments; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes; heart disease; nervous conditions; cancer; asthma; Hepatitis B; HIV infection (HIV condition); and drug addiction if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

The following conditions are not physical or mental impairments: transvestitism; illegal drug use; homosexuality or bisexuality; compulsive gambling; kleptomania; pyromania; pedophilia; exhibitionism; voyeurism; pregnancy; height; weight; eye color; hair color; left-handedness; poverty; lack of education; a prison record; and poor judgment or quick temper if not symptoms of a mental or physiological disorder.

5.7 Qualified Individual with a Disability

A *qualified individual* with a disability means an individual with a disability who, with or without reasonable modification to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the City.

5.8 Reasonable Program Modifications

If the individual's disabilities prevent them from performing the essential functions of the program or activity, it is necessary to determine whether reasonable program modifications would enable an individual to perform the essential functions of the program or activity.

Reasonable program modification is any change in program or activity or in the way things are customarily done that enables an individual with a disability to enjoy equal program opportunities. Accommodation means modifications or adjustments:

1. To a registration or application process to enable an individual with a disability to be considered for the program or activity;
2. To the program or activity environment in which the duties of a position are performed so that a person with a disability can perform the essential functions of the program or activity; and
3. That enables individuals with disabilities to enjoy equally the benefits of the program or activity as other similarly situated individuals without disabilities enjoy.

Modification includes making existing facilities and equipment used by individuals readily accessible and usable by individuals with disabilities.

Modification applies to:

- All decisions and to the application or registration process;
- All services provided in connection with the program or activity; and
- Known disabilities only.

Modification is not required if:

- It changes the essential nature of a program or activity of the person with a disability;
- It creates a hazardous situation;
- Adjustments or modifications requested are primarily for the personal benefit of the individual with a disability; or
- It poses an undue burden on the City.

5.9 Regarded as Having a Disability

An individual is *disabled* if she or he is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exists.

5.10 Substantial Limitations of Major Life Activities

An individual is disabled if she or he has a physical or mental impairment that (a) renders her or him unable to perform a major life activity, or (b) substantially limits the condition, manner, or duration under which she or he can perform a particular major life activity in comparison to other people.

Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

In determining whether physical or mental impairment substantially limits the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered:

1. The nature and severity of the impairment;
2. The duration or expected duration of the impairment; and
3. The permanent or long-term impact (or expected impact) of or resulting from the impairment.

5.11 Undue Burden

The City of Larkspur shall not provide an accommodation that imposes an undue burden on the operation of the City's business.

Undue burden means significant difficulty or expense incurred in the provision of accommodation. Undue burden includes, but is not limited to, financial difficulty. Undue burden refers to any modification that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of operation of the business of the City.

Whether a particular accommodation will impose an undue hardship is determined on a case-by-case basis. If a particular modification is determined to cause an undue burden to the City of Larkspur, the City shall attempt to identify another modification that would not pose such a burden. If cost causes the undue burden, the City must consider whether funding for the modification is available from an outside source. If no such funding is available, the City must give the person with a disability the opportunity to provide the modification or to pay for that portion of the modification that constitutes an undue burden.

The following factors shall be considered in determining whether a program modification would create an undue burden: the nature and cost of the modification; the financial resources of the City available to make the modification; the impact the expense of the accommodation will have on the affected City operation; and the permanence of the alterations affecting the site.

6.0 Program Accessibility Guidelines, Standards and Resources

6.1 Introduction

In order to facilitate access to all City programs and departments, the City will maintain these program accessibility guidelines, standards and resources. This information is available to all employees and volunteers. The City will add to these guidelines when necessary to address its needs and include information and technological devices that help staff and volunteers members communicate with individuals with a variety of disabilities. The City will periodically review the components of this section, as new technologies are developed in order to ensure that the best types of modifications are included. This section also contains the accessibility standards of care that govern new construction and alterations to facilities.

6.2 Federal Accessibility Standards and Regulations

There are both State and Federal regulations for accessible facilities. Below are resources for both the State of California and Federal facility regulations.

U.S. Department of Justice

The U.S. Department of Justice provides many free ADA materials including the Americans with Disability Act (ADA) text. Printed materials may be ordered by calling the ADA Information Line [(800) 514-0301 (Voice) or (800) 514-0383 (TTY)]. Publications are available in standard print as well as large print, audiotape, Braille, and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the Department of Justice website (<http://www.ada.gov/>).

- ADA Regulation for Title II: This publication describes Title II of the Americans with Disabilities Act, Pub. L. 101-336, which prohibits discrimination on the basis of disability by public entities. Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. This rule adopts the general prohibitions of discrimination established under section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications. It also sets forth standards for what constitutes discrimination on the basis of mental or physical disability, provides a definition of disability and qualified individual with a disability, and establishes a complaint mechanism for resolving allegations of discrimination.
- Title II Technical Assistance Manual (1993) and Yearly Supplements. This 56-page manual explains in lay terms what state and local governments must do to ensure that their

services, programs, and activities are provided to the public in a nondiscriminatory manner. Many examples are provided for practical guidance.

- Accessibility of State and Local Government Websites to People with Disabilities. A 5-page publication providing guidance on making state and local government websites accessible.
- ADA Information for Law Enforcement. This page contains compliance assistance materials to help state and local law enforcement officers understand how to interact with victims, witnesses, suspects, and others who have disabilities.

U.S. Access Board Publications

The full texts of federal laws and regulations that provide the guidelines for the design of accessible facilities and programs are available from the U.S. Access Board. Single copies of publications are available free and can be downloaded or ordered by completing a form available on the Access Board's website (<http://www.access-board.gov/>). In addition to regular print, publications are available in: large print; disk; audiocassette; and Braille.

Communications & IT

Access to information and communication technology (ICT) is addressed by Board standards and guidelines issued under Section 508 of the Rehabilitation Act and Section 255 of the Telecommunications Act.

- Section 508 Standards: <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards>
- Refresh of the Section 508 Standards and the Telecommunications Act Guidelines: <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh>
- Telecommunications Act Accessibility Guidelines : <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-telecommunications-act-guidelines>

Buildings & Sites

Standards issued under the Americans with Disabilities Act (ADA) address access to buildings and sites nationwide in new construction and alterations.

- 2010 ADA Standards for Accessible Design: This document contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990. These scoping and technical requirements are to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by federal agencies, including the Department of Justice and the Department of Transportation, under the ADA. This document must be used in conjunction with Title 24 of the California Building Code (see State of California Accessibility Standards and Regulations).

- 2010 ADA Standards:
<http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards>

Recreation Facilities

Access to recreation facilities, including play areas, swimming pools, sports facilities, fishing piers, boating facilities, golf courses, and amusement rides is addressed in the ADA and ABA standards. New provisions will cover access to trails, picnic and camping sites, and beach access routes.

- Recreation Facilities:
<http://www.access-board.gov/guidelines-and-standards/recreation-facilities/about-recreation-facilities>
- Outdoor Developed Areas:
<http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas>

Streets and Sidewalks

New guidelines the Board is developing will cover access to public rights-of-way, including sidewalks, intersections, street crossings, and on-street parking. The Board is also addressing access to shared use paths providing off-road means of transportation and recreation.

- Public Rights-of-Way:
<http://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way>
- Shared Use Paths:
<http://www.access-board.gov/guidelines-and-standards/streets-sidewalks/shared-use-paths/about-this-rulemaking>

6.3 Title II: U.S. Department of Justice Publications

Title II Technical Assistance Manual | Supplement

A 56-page manual that explains in lay terms what State and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner. (1993) <http://www.ada.gov/taman2.html>

The ADA and City Governments: Common Problems | PDF

A 9-page document that contains a sampling of common problems shared by city governments of all sizes, provides examples of common deficiencies and explains how these problems affect persons with disabilities. (2000) <http://www.ada.gov/comprob.htm>

ADA Guide for Small Towns | PDF

A 21-page guide that presents an informal overview of some basic ADA requirements and provides cost-effective tips on how small towns can comply with the ADA. (2000) <http://www.ada.gov/comprob.htm>

Accessibility of State and Local Government Websites to People with Disabilities | PDF

A 5-page publication providing guidance on making State and local government websites accessible. (2003) <http://www.ada.gov/websites2.htm>

ADA Checklist for Polling Places | PDF

This 39-page checklist is a self-help survey that voting officials can use to determine whether a polling place has basic accessible features needed by most voters with disabilities. (2004) <http://www.ada.gov/votingchecklist.htm>

An ADA Guide for Local Governments: Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities | PDF

A 11-page illustrated publication that provides guidance on preparing for and carrying out emergency response programs in a manner that results in the services being accessible to people with disabilities. (2006) <http://www.ada.gov/emergencyprep.htm>

Access for 9-1-1 and Telephone Emergency Services | PDF

A 10-page publication explaining the requirements for direct, equal access to 9-1-1 for persons who use teletypewriters (TTYs). (1998) <http://www.ada.gov/911ta.htm>

Commonly Asked Questions About the ADA and Law Enforcement

A 12-page publication providing information for law enforcement agencies in a simple question and answer format. (2006) <http://www.ada.gov/q&a law.htm>

Communicating with People Who Are Deaf or Hard of Hearing: ADA Guide for Law Enforcement Officers | PDF

This 8-panel pocket guide provides basic information for officers about ADA requirements for communicating effectively with people who are deaf or hard of hearing. (2006) <http://www.ada.gov/lawenfcomm.htm>

Model Policy for Law Enforcement on Communicating with People Who Are Deaf or Hard of Hearing | PDF

This 4-page document serves as a model for law enforcement agencies when adopting a policy on effective communication with people who are deaf or hard of hearing. Agencies are encouraged to download and adapt the policy to suit their needs. (2006) <http://www.ada.gov/lawenfmopolicy.htm>

Questions and Answers: The ADA and Hiring Police Officers

A 5-page publication providing information on ADA requirements for interviewing and hiring police officers. (1997) <http://www.ada.gov/copsq7a.htm>

6.4 State of California Accessibility Standards and Regulations

Title 24, California Building Code

The State of California has also adopted a set of design guidelines for accessible facilities, which can be found in the California Code of Regulations, Title 24, Part II, California Building Code (CBC). CBC contains general building design and construction requirements relating to fire and life safety, structural safety, and access compliance. CBC provisions provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures and certain equipment. Although California has adopted most of the ADAAG requirements, there are some differences. In general, the more restrictive requirement (whether federal or state) should be applied when designing accessible facilities. The complete Title 24 or any of its parts is available for purchase from the International Code Council (ICC), 5360 Workman Mill Road, Whittier, CA 90601, (800) 423-6587, (<http://www.iccsafe.org>) or at various bookstores that carry technical books.

Since the CBC is updated every three years, the City should have an ongoing program of regularly reviewing these changes and updating policies and procedures related to accessibility to keep them current.

Division of State Architect

The Division of State Architect (DSA) also provides information and resources for accessible or universal design. Publications available for downloading at DSA's website (<http://www.dgs.ca.gov/dsa>) include:

- DSA's 2011 California Access Compliance Reference Manual: The purpose of this book of regulations and statutes together is to clarify the obligations for architectural accessibility in California.

For further technical assistance contact DSA's Access Compliance Program at 1102 Q Street, Suite 5100, Sacramento, California 95811 (916) 445-8100.

Resources for Providing Accessible Programs and Facilities

- ADA Document Portal: This website provides links to an ADA Collection consisting of more than 7,400 documents on a wide range of topics. The ADA Document Portal is supported by the ten ADA & IT Technical Assistance Centers (<http://www.adaportal.org/>).
- American Association of Museums: Accessible exhibit design publications are available for purchase from AAM's website, including Everyone's Welcome (available in a variety of formats), which addresses museum programs and the ADA, The Accessible Museum, which offers model programs of accessibility for older people and people with disabilities, and What Museum Guides Need to Know to provide access to blind and visually impaired visitors (<http://www.aam-us.org>).
- Beneficial Design: Beneficial Designs works toward universal access through research, design, and education. Beneficial Designs develops assistive and adaptive technology, performs rehabilitation research, contract design, legal consultation, standards development, and serves as a rehabilitation information resource. Contact Beneficial Designs, Inc. at 2240 Meridian Blvd, Suite C, Minden, NV 89423-8628, (775) 783-8822), (<http://www.beneficialdesigns.com/>).
- California State Parks Accessibility Guidelines: A State outdoor recreation resource: (<http://www.parks.ca.gov>)
- DisabilityInfo.Gov: A one-stop interagency portal for information on Federal programs, services, and resources for people with disabilities, their families, employers, service providers, and other community members.
- National Center on Accessibility: The Center is a cooperative project between the National Park Service and Indiana University to provide information and technical assistance, primarily on recreation access. The NCA website also has information on campground accessibility, accessible picnic tables, access to beaches, and inclusion of people with disabilities in aquatic venues. (<http://www.ncaonline.org/>)
- National Center on Physical Activity and Disability: The Center provides information and resources on physical activity to help people with disabilities find ways to become more active and healthier. The Center also provides information on how to provide access to fitness centers, schools, recreation facilities, camps, and health and leisure services (<http://www.ncpad.org/>).

- Smithsonian Institution: The Accessibility Program has developed the Smithsonian Guidelines for Accessible Exhibition Design (1996), which are available for downloading from their website: (<http://accessible.si.edu>).
Further information is available from the Smithsonian Accessibility Program at the Arts and Industries Building, Room 1239 MRC 426, Washington, D.C. 20560 (202) 786-2942.

Resources for Assistive Technologies (General)

The City should utilize the many disability-related resources available through the Internet.

ABLEDATA

The National Institute on Disability and Rehabilitation Research of the U.S. Department of Education maintains a national web-based service which provides up-to-date links to assistive technologies and disability-related resources (<http://www.abledata.com/>).

CALIFORNIA ASSISTIVE TECHNOLOGY SYSTEM (CATS)

CATS is a statewide project of the California Department of Rehabilitation that promotes access to assistive technologies, related services, and information to enable people with disabilities to be successful, independent, and productive. CATS maintain several directories on their website (<http://www.atnet.org>) including:

- On-site and remote real-time captioning services
- American Sign Language (ASL) Interpreters
- Ergonomic office equipment vendors
- Augmentative and assistive communications manufacturers and vendors
- Organizations that provide low-cost and donated computers for organizations that provide services to people with disabilities
- Assistive technology vendors and service providers for:
 - Hard of Hearing/Deaf
 - Learning Disabled
 - Mobility/Physical/Orthopedic
 - Speech/Language
 - Visually impaired/Blind

ALTERNATIVE FORMAT COMMUNICATIONS

Resources to produce standardized publications such as applications and registration forms in Braille, audiotape, large-print text, and accessible electronic media will be assembled. Information regarding Braille Services and other accommodations for people with visual disabilities is available by contacting:

- American Council of the Blind: ACB (<http://www.acb.org/>) is a national organization advocating on behalf of persons who are blind or have low vision. ACB also publishes A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired, which is available online, in regular print, large print, Braille, or on cassette tape. ACB is located at 1155 15th St. NW, Suite 1004, Washington, DC 20005 (800) 424-8666 or by email at info@acb.org.
- National Center on Accessibility: NCA publishes 'What are Alternative Formats? How Do They Apply to Programs and Services?' which is available for downloading from their website (<http://www.ncaonline.org/>).
- National Center for Accessible Media: NCAM is a research and development facility dedicated to the issues of media and information technology for people with disabilities in their homes, schools, workplaces, and communities. Developers of Web- and CD-ROM-based multimedia need an authoring tool for making their materials accessible to persons with disabilities. NCAM has developed two such tools, version 1.0 and 2.01 of the Media Access Generator (MAGpie), for creating captions and audio descriptions for rich media. Media Access Generator (MAGpie) is available for downloading from NCAM's website (<http://ncam.wgbh.org>).

American Sign Language Interpreters

A pool of on-call American Sign Language interpreters should be developed. This list should be routinely updated to ensure their availability. Some programs may need to have a pool of interpreters who are available on a twenty-four-hour basis to handle emergency procedures.

The required qualifications of these interpreters should be established. Many non-certified interpreters provided by local services may have excellent skills and be qualified to handle most circumstances. However, certain circumstances, such as the provision of emergency medical services, may require interpreters who are approved by the courts and can ensure a level of confidentiality.

You may want to contact each agency in advance of a need for services to determine their rates so that you are prepared to cover the communication expenses, should the need arise.

You should always request RID certified interpreters. Only in the event that certified interpreters are unavailable should you rely on non-certified interpreters.

Individuals who are hard of hearing generally do not use ASL interpreters. Always ask the individual requesting an accommodation what type of accommodation works best for them. Determining what accommodation(s) will be provided is an interactive process. Depending on the situation, accommodating an individual who is hard of hearing may include note writing,

use of assistive listening devices, and/or provision of Computer Assisted Real-Time (CART) captioning.

Assistive Listening Systems and Devices

Systems and devices to amplify sound for persons with hearing disabilities should be available for public meetings and events. Various technologies exist for these devices. Different types of devices are more suitable for different types of hearing disabilities. Devices should be chosen to accommodate the greatest number of individuals.

- See the on-line directory of augmentative and assistive communications manufacturers and vendors available at the California Assistive Technology System website (<http://www.atnet.org>).
- See also the Assistive Listening Systems Technical Bulletins available on the U.S. Access Board's website (<http://www.access-board.gov/>).

Closed Caption Machine

To the extent practical, City departments should have access to a device for encoding closed captioning on films and videotapes used for training and other programs.

- See the on-line directory of On-site and remote real-time captioning services available at the California Assistive Technology System website (<http://www.atnet.org>).

Optical Readers

Equipment that can translate printed information into an audio format should be available to the City programs.

Text Telephone (TTY)

City programs should have access to a text telephone or have access to a telephone transfer service as required by the law and offered by public telephone companies.

- TDI: TDI's (formerly known as Telecommunications for the Deaf, Inc.) mission is to promote equal access in telecommunications and media for people who are deaf, hard of hearing, late deafened, or deaf blind. TDI's on-line resources include information about telecommunications access such a TTY, pagers, telephony, VoIP, and more (<http://tdiforaccess.org/>).
- See the Text Telephones Technical Bulletin available on the U.S. Access Board's website (<http://www.access-board.gov/>).

Video Relay Services (VRS)

Video Relay Service (VRS) is a form of Telecommunications Relay Service (TRS) that enables persons with hearing disabilities who use American Sign Language to communicate with voice telephone users through video equipment, rather than through typed text. Video equipment links the VRS user with a TRS operator – called a “communications assistant” (CA) – so that the VRS user and the CA can see and communicate with each other in signed conversation. Because the conversation between the VRS user and the CA flows much more quickly than with a text-based TRS call, VRS has become a popular form of TRS (www.fcc.gov/guides/video-relay-services).

- Hands on Video Relay Service: (877) 467-4877 English or (877) 467-4875 Spanish
- Sorenson Video Relay: Using a standard telephone, simply call the toll-free number 1-(866)-327-8877. Have the contact information of the deaf or hard-of-hearing individual (i.e. name, videophone number or IP address) ready. Remain on hold until the call is answered by the next available interpreter.
- Sprint VRS Directions: (877)709-5776 or website www.sprintvrs.com

Enlarging Printed Materials

A copy machine capable of enlarging printed materials should be available for staff.

Guide to Disabilities and Disability Etiquette

A guide to disabilities and disability etiquette should be assembled and distributed to staff and volunteers. The guide will ensure that staff and volunteers are familiar with a variety of types of disabilities and that they are sensitive to the abilities and needs of people with disabilities in order not to offend or demean them. The guide should be periodically updated to ensure that it includes current acceptable language for talking about disabilities.

- Disability Etiquette: Interacting with People with Disabilities is available on-line at the County of Long Beach’s website: (http://www.longbeach.gov/hr/ada/disability_etiquette.asp).

Lending Library of Assistive Technology Equipment

The City should establish a “Resources Toolkit” of adaptive aids and resources that will be available for use by staff and volunteers without the means to assemble their own. It is recommended that the City explore local sources of assistive technology.

- DisabilityInfo.gov's online resources for High School: Guidelines for Accessing Alternative Format, inclusion materials, educational technology, a comprehensive list including college preparatory materials, transition issues for children with special needs and more (<https://www.disability.gov/education>).

- Accessibility Connections Community Map: A Directory of Bay Area Assistive Technology Services is an on-line service available at (<http://www.cforat.org/BARD/>).
- American Association of People with Disabilities: The American Association of People with Disabilities is the largest nonprofit, nonpartisan, cross-disability organization in the United States (<http://www.aapd.com/>).
- American Foundation for the Blind: The American Foundation for the Blind is committed to improving accessibility in all aspects of life—from cell phones to ATMs, on web sites and in workplaces. Services include assistance in making products and services accessible to people with visual impairments. AFB offers expert consulting services and accessible media production. AFB provides objective product evaluations of adaptive technologies through its assistive technology product database (<http://www.afb.org/>). Local assistance is available through the American Foundation for the Blind-West, 44 Montgomery Street, Suite 1305, San Francisco, CA 94040 (415) 392-4845 or by email at sanfran@afb.net.
- Adaptive Environments: This educational non-profit organization is committed to advancing the role of design in expanding opportunity and enhancing experience for people of all ages and abilities. Adaptive Environments provides education and consultation to public and private entities about strategies, precedents and best practices that go beyond legal requirements to design places, things, communication and policy that integrate solutions to the reality of human diversity (<http://www.adaptenv.org/>).
- The Arc: The Arc (formerly Association for Retarded Citizens of the United States) is the country's largest voluntary organization committed to the welfare of all children and adults with mental retardation and their families (<http://www.thearc.org>). Local information is available from Arc Alameda County, 14700 Doolittle Drive, San Leandro, CA 94577, (510) 357-6619 or by email via the website (www.arcalameda.org) and The Arc San Francisco, 1500 Howard Street, San Francisco, CA 94103, (415) 255-7200 or by email via the website (www.thearcsf.org).
- Disability Resources, Inc.: Disability Resources, Inc. is a national nonprofit organization that provides information about resources for independent living. DRI maintains an on-line directory of assistive technology resources (<http://www.disabilityresources.org/>).
- Environmental Health Network: EHN's focus is on issues of access and developments relating to the health and welfare of the environmentally sensitive and to promote public awareness of environmental sensitivities and causative factors. EHN provides information environmental and chemical sensitivities at EHN, P.O. Box 1155, Larkspur, California, 94977-1155 (415) 541-5075 and on its website (<http://ehnca.org/>).
- National Association of the Deaf: NAD is a national consumer organization representing people who are deaf and hard of hearing. NAD provides information about standards for American Sign Language Interpreters and the Captioned Media Program on its website (<http://www.nad.org/>).

- National Federation of the Blind: NFB is a national organization advocating on behalf of persons who are blind or have low vision. NFB provided on-line resources for technology for the blind, including a technology resource list, a computer resource list, screen access technology, sources of large print software for computers, and sources of closed circuit TV (CCTV's) (<http://www.nfb.org/>).
- National Organization on Disability: The National Organization on Disability promotes the full and equal participation and contribution of America's 54 million men, women and children with disabilities in all aspects of life. NOD maintains an on-line directory of information and links including transportation-related resources (<http://www.nod.org/>).
- Paralyzed Veterans of America: PVA is a national advocacy organization representing veterans. PVA's Sports and Recreation Program promotes a range of activities for people with disabilities, with special emphasis on activities that enhance lifetime health and fitness. PVA's website: (<http://www.pva.org>) provides information on useful sports publications and a list of contacts.
- State Council on Developmental Disabilities,
1507 21st Street, Ste. 210, Sacramento, CA 95814-5299
Phone: (916) 322-8481
email: scdd@dss.ca.gov or website (<http://www.scdd.ca.gov/>).
- State Office for Deaf Access, Department of Social Services
744 P Street, MS 6-91, Sacramento, CA 95814
Phone: (916) 653-8320.
email: deaf.access@dss.ca.gov or website (<http://www.dss.cahwnet.gov>)
- State Office of Services to the Blind, Department of Social Services
744 P Street, MS 6-94, Sacramento, CA 95814
Phone: (916) 657-3327,
email: BlindAccess@dss.ca.gov or website: (<http://www.dss.cahwnet.gov>).
- United Cerebral Palsy Association: UCP's mission is to advance the independence, productivity and full citizenship of people with cerebral palsy and other disabilities, through our commitment to the principles of independence, inclusion and self-determination. UCP's Sports and Leisure Channel is designed for people with disabilities who are interested in sports and other leisure activities and proposes creative ideas for inclusive community recreation programs, including outdoor adventure activities for people with disabilities. Information about the Sports and Leisure Channel is available on UCP's website (<http://www.ucp.org>).
- United Spinal Association: United Spinal Association is a membership organization serving individuals with spinal cord injuries or disease. Formerly known as the Eastern Paralyzed Veterans Association, the organization expanded its mission to serve people with spinal cord injuries or disease regardless of their age, gender, or veteran status. Information on

accessibility training and consulting services and recreational opportunities for people with spinal cord injuries or disease is available on their website (<http://www.unitedspinal.org>).

- World Institute on Disability: WID is an international public policy center dedicated to carrying out research on disability issues. WID maintains an online information and resource directory on technology, research, universal design, and ADA (<http://www.wid.org/resources/>).

Resources for Persons with Disabilities in the City of Larkspur and Marin County

Brain Injury Network of the Bay Area

www.mbin.org/
1132 Magnolia Avenue
Larkspur, CA 94939
Phone: (415) 461-6771
Email: mbin@mbin.org

Environmental Travel Companions

www.etctrips.org/
Fort Mason Center, 2 Marina Blvd Building C
San Francisco, CA 94123
Phone: (415) 474-7662

Golden Gate Regional Center

www.ggrc.org/
4000 Civic Center Drive, Ste 310
San Rafael, CA 94903
Phone: (415) 446-3000

Guide Dogs for the Blind

www.welcome.guidedogs.com/
350 Los Ranchitos Road
San Rafael, CA 94903
Phone: (800) 295-4050
Email: information@guidedogs.com

LightHouse for the Blind and Visually Impaired

www.lighthouse-sf.org/
514 Van Ness Avenue
San Francisco, CA 94102
Phone: (415) 255-5906

LightHouse of Marin

Whistlestop Senior Center
930 Tamalpais Avenue
San Rafael, CA 94901
Phone: (415) 258-8496

Marin Center for Independent Living

www.marincil.org/
710 Fourth Street
San Rafael, CA 94901
Phone: (415) 459-6245

Marin County Aging and Adult Services

<https://www.marinhhs.org/aging-adult-services>
Phone: (415) 457-INFO (4636)

Marin County Disability Access

www.marincounty.org/depts/pw/divisions/disability-access
3501 Civic Center Drive
San Rafael, CA 94903
Phone: (415) 473-4381 or TTY: (415) 473-3232
Email: disabilityaccess@marincounty.org

Marin Ventures

www.marinventures.org/
350 Merrydale Road
San Rafael, CA 94903
Phone: (415) 472-4961

Whistlestop

www.whistlestop.org/
930 Tamalpais Avenue
San Rafael, CA 94901
Phone: (415) 456-9062

Appendix A: Program Accessibility Questionnaire

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City of Larkspur Programs, Activities, and Services Accessibility Survey

1. Introduction: Americans with Disabilities Act Programs, Services, and Activ...

BACKGROUND:

The City of Larkspur is preparing an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan. As part of this process, you are requested to complete a self-assessment questionnaire that addresses the availability of programs, services, and activities for the public. Examples of programs, services, and activities include: obtaining a permit, participating in a City recreational program, or attending a public meeting such as a City Council meeting.

While some of the questions relate to City of Larkspur employee actions and training, the Self-Evaluation does not address employee-related work issues, which are covered in Title I of the ADA. All questions should be answered as they pertain to services, programs, and activities provided to the public.

Topics addressed in the Program Accessibility Questionnaire include:

- Description of Program Activities
- Accessible/Adaptive Equipment
- Customer Service
- Notice Requirements
- Printed Information
- Television and Audiovisual Public Information
- Website
- Public Telephones and Communication Devices
- Training and Staffing
- Program Eligibility Requirements and Admission
- Public Meetings
- Transportation Services
- Tours and Trips
- Use of Consultants
- Emergency Evacuation Procedures
- Facilities
- Special Events and Private Events on City Properties

This survey will take about 20-25 minutes to complete. Please respond to the survey by Friday, June 6, 2014. Responses will be sent directly to MIG. If you have any questions or need further assistance, please contact Ashley Tomerlin at (510)845-7549 or ashleyt@migcom.com.

This survey can be found online at <https://www.surveymonkey.com/s/LarkspurADASurvey>

City of Larkspur Programs, Activities, and Services Accessibility Survey

2. General description of the programs

“Programs” refers to programs, activities and services offered to the public.

Each City department or program that provides direct public service should complete a survey. For example, the Community Development Department would complete one survey for its Planning Division, one for its Building Division and another for its Engineering Division.

If you have questions about how many surveys to complete, please email Ashley Tomerlin, ashleyt@migcom.com, or call (510) 845-7549.

*** 1. Name of Department/Division:**

*** 2. Name and title of person completing this questionnaire:**

*** 3. Telephone number:**

4. Email:

*** 5. Program name(s) and brief description of what your program does:**

*** 6. Date program questionnaire filled out:**

Date: MM DD YYYY
 / /

3. ACCESSIBLE/ADAPTIVE EQUIPMENT

*** 1. Do you allow members of the public to use electronic equipment such as copying machines, personal computers?**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe the electronic equipment the public is allowed to use:

4. ACCESSIBLE/ADAPTIVE EQUIPMENT - CONTINUED

*** 1. Do you ensure that electronic equipment is accessible to and usable by individuals with disabilities? For example, is microfiche provided on a lowered counter or a kiosk is located in an accessible workstation.**

- Yes
- No
- Don't know
- Not applicable

If yes please describe how you ensure that the equipment is accessible:

*** 2. Are auxiliary aids (such as a moveable light source, adjustable worktable levels, paper and pen, etc.) provided to assist persons with disabilities?**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe.

5. CUSTOMER SERVICE

*** 1. If a department has a program that has eligibility requirements for participation, do they contain any of the following?**

For example, your department offers a volunteer program to the public that would require an individual to meet specific physical fitness standards such as lifting 40 lbs or walking up and down stairs.

- There are no eligibility requirements
- Don't know
- Physical fitness standards
- Mental fitness
- Performance requirements
- Safety Standards

If yes, how do you ensure that these policies do not discriminate against people with disabilities?

*** 2. Does your department make changes to standard operating procedures to include a person with disabilities? For example, allowing someone to bring a personal attendant with them to a recreation class or moving an event to an accessible location?**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe the policy to make changes in standard operating procedures:

*** 3. Is there a formal procedure for making changes to standard operating procedures?**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe the procedure.

*** 4. Do you track accessibility requests?**

- Yes
- No
- Don't know
- Not applicable

If yes, please list how many requests have you received and what the requests were for.

*** 5. Does your program charge an additional fee for people with disabilities for modifying programs?**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe.

*** 6. Does your department consult or work with any outside organizations or groups that assist people with disabilities such as the a Center for Independent Living or Senior Citizen's advocacy group?**

- Yes
- No
- Don't know
- Not applicable

If yes, please list the organizations.

7. Does your department have any policies which exclude service animals, such as service dogs for the blind or signal dogs for the hearing impaired?

- Yes
- No
- Don't know
- Not applicable

If yes, please describe your policy on service animals.

6. NOTICE REQUIREMENTS

*** 1. Do you have a non-discrimination statement that includes persons with disabilities?**

- Yes
- No
- Don't know
- Not applicable

Comments:

*** 2. Is a non-discrimination statement that includes information about how to reach the ADA coordinator posted in all departments in a location that maximizes public exposure?**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe where the non-discrimination statement is posted.

*** 3. Do you notify all persons that your meetings, hearings, interviews, and conferences will be held in accessible locations and that adaptive/auxiliary aids (such as assistive listening devices, readers for the blind, pen and paper) will be provided, upon request, to participants with disabilities?**

- Yes
- No
- Don't know
- Not applicable

City of Larkspur Programs, Activities, and Services Accessibility Survey

* 4. Do you know the procedure for filing a disability discrimination complaint?

- Yes
- No
- Don't know

If yes, please describe the procedure for filing a discrimination complaint.

* 5. Do you notify all members of the public how and with whom to file a disability discrimination complaint?

- Yes
- No
- Don't know
- Not applicable

If yes, please describe the process here.

7. PRINTED INFORMATION

*** 1. Does your department produce printed materials that are made available to the public?**

- Yes
- No
- Don't know
- Not applicable

Comments:

*** 1. Who manages your printed materials?**

- My department manages printed material
- Printed materials are managed centrally
- Both departmental and central management
- Don't know

Comments:

*** 2. How do you make documents and publications available to individuals with visual disabilities? (check all that apply):**

- Do not provide any alternative formats upon request
- Don't know
- Audiotape
- Braille
- Electronic Copy
- Large print

Other: please list

*** 3. Do you make the content of documents and publications available in simple, easy-to-understand language for individuals with learning disabilities?**

- Yes
- No
- Don't know

Comments:

City of Larkspur Programs, Activities, and Services Accessibility Survey

* 4. Does your department include images of people with disabilities?

- Yes, we include photos of people with disabilities
- No, we include photos of people, but do not show any images of people with disabilities.
- Do not include any photos of people in publications
- Don't know

Comments:

9. TELEVISION AND AUDIOVISUAL INFORMATION

*** 1. Does your department prepare audiovisual or televised presentations or website demonstrations/webinars for the public or make audiovisual presentations to the public?**

- Yes
- No
- Don't know
- Not applicable

Comment:

*** 1. How do you make audiovisual or televised or on-line presentations prepared or presented by your department to the public accessible to individuals with disabilities?**

Please check all that apply.

- Captioning
- Transcription
- Do not provide alternative formats upon request

Please list other alternative formats:

*** 2. What type of audiovisual presentations (film, videotape, television) does your department provide?**

*** 3. If you show people in your audiovisual presentations, do you also portray individuals with disabilities in your audiovisual presentations?**

- Yes
- No
- Don't know

Comments:

11. WEBSITE

*** 1. Does your department have a website?**

- Yes
- No
- Don't know
- Not applicable

If yes, please list the website:

12. WEBSITE - CONTINUED

*** 1. What information is provided on this site?**

*** 2. Does your department's website include information about accessibility of facilities (parking, bathrooms, assistive listening devices, etc.) where programs or services are offered?**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe briefly what information is provided about accessibility:

*** 3. Does your department ensure that its website is usable by individuals with disabilities, including those who use speaking browsers?**

- Yes
- No
- Don't know

If yes, please describe the process for testing website accessibility:

*** 4. Are the documents provided on your website for downloading accessible to persons with visual disabilities?**

- Yes
- No
- Don't know

If yes, please describe briefly how downloadable files are tested for accessibility:

City of Larkspur Programs, Activities, and Services Accessibility Survey

*** 5. Is information regarding your departments facilities, programs and services created and managed by the department or by others?**

- By others?
- By the department?
- A combination?

Please describe.

13. PUBLIC TELEPHONES AND COMMUNICATION DEVICES

*** 1. Do you communicate by telephone with individuals with hearing or speech difficulties?**

- Yes
- No
- Don't know
- Not applicable

Comments:

2. Have you ever used a Text Telephone (TTY) to communicate with the deaf?

- Yes
- No
- Don't know

If yes, list the location, telephone number, and organization in which the TTY number is listed:

*** 3. Do any staff members use the California Relay Service (711)?**

- Yes
- No
- Don't know

Comments:

*** 4. Do you publish your TTY number or California Relay Service numbers in all materials where a phone number is listed?**

- Yes
- No
- Don't know

Comments:

City of Larkspur Programs, Activities, and Services Accessibility Survey

*** 5. Do you train your staff in operating a TTY or other means of communicating over the telephone with a person with a hearing or speech disability?**

Yes

No

Don't know

Comments:

14. TRAINING AND STAFFING

*** 1. Do any staff members have contact with the public?**

- Yes
- No
- Don't know
- Not applicable

Comments:

*** 2. How do you inform staff members who have contact with the public of your department's obligations and policies that enable persons with disabilities to participate in programs or activities?**

*** 3. Do your staff receive training on interacting with people with disabilities?**

- Yes, staff training provided
- Don't know
- No, staff do not receive training

If yes, please describe your staff training process:

*** 4. Are there staff members in your department who provide emergency services to the public?**

- Yes
- No
- Don't know
- Not applicable

If yes, have they had training in American Sign Language or other means of communicating in emergency situations with people who have hearing or speech impairments?

City of Larkspur Programs, Activities, and Services Accessibility Survey

*** 5. Are there other staff members who would be able to provide better customer service if they had training in American Sign Language (ASL) or other means of communicating with people who have hearing impairments?**

- Yes
- No
- Don't know
- Not applicable

If yes, please list staff who would benefit from receiving emergency American Sign Language training:

15. PROGRAM ELIGIBILITY REQUIREMENTS AND ADMISSION

*** 1. Are there any limitations or ratios for the number of people with disabilities who may participate in or be admitted to any department program? For example exams, testing for level of ability, age requirements, etc.**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe the limitations and programs:

*** 2. Does your program use any criteria (for example good health, residency, letters of recommendation) or written and/or oral tests (including level of skill or achievement, or other factor being tested) in the admissions process?**

- Yes
- No
- Don't know
- Not applicable

If yes, please list the participation requirements.

*** 3. Are there any forms required for admission to the program (for example, tests and/or the submission of other admissions criteria such as certificates?).**

- Yes
- No
- Don't know
- Not applicable

If yes, please send sample forms to cecilier@migcom.com.

City of Larkspur Programs, Activities, and Services Accessibility Survey

*** 4. Do the forms contain a notice that the City does not discriminate against people with disabilities?**

- Yes
- No
- Don't know
- Not applicable

Comments:

*** 5. Is an interview required prior to an applicant's entrance into the program?**

- Yes
- No
- Don't know
- Not applicable

Comments:

16. PUBLIC MEETINGS

*** 1. Does your department hold public meetings?**

- Yes
- No
- Don't know
- Not applicable

Comments:

17. PUBLIC MEETINGS - CONTINUED

*** 1. Do you require that public meetings, hearings, and conferences be held in accessible locations?**

- Yes
- No
- Don't know

Comments:

*** 2. Are American Sign Language interpreters, readers, or adaptive equipment provided when requested for meetings, interviews, and conferences?**

- Yes
- No
- Don't know

If yes, how much advanced notice is required to provide accommodations?

*** 3. Do you ensure that all individuals with hearing disabilities who do not read sign language can participate effectively in meetings, conferences, and hearings via assistive listening devices or other means?**

- Yes
- No
- Don't know

Comments:

18. TRANSPORTATION SERVICES

*** 1. Do you provide transportation to volunteers, program participants, visitors, and others who participate in your programs?**

- Yes
- No
- Don't know
- Not applicable

Please describe.

19. TRANSPORTATION SERVICES - CONTINUED

*** 1. Do you have procedures to make transportation accessible to persons who have visual disabilities?**

- Yes
- No
- Don't Know

If yes, please describe the procedures.

*** 2. Do you have procedures to make transportation accessible to persons who have hearing disabilities?**

- Yes
- No
- Don't Know

If yes, please describe the procedures.

*** 3. Do you have procedures to make transportation accessible to persons who have mobility disabilities?**

- Yes
- No
- Don't Know

If yes, please describe the procedures.

*** 4. Do you have procedures to make transportation accessible to persons who have learning disabilities?**

- Yes
- No
- Don't Know

If yes, please describe the procedures.

20. TOURS AND TRIPS

*** 1. Does your department provide facility tours or organize trips for members of the public?**

- Yes
- No
- Don't know
- Not applicable

If yes, please list the tours and trips.

21. TOURS AND TRIPS - CONTINUED

*** 1. Do you have procedures to make tours and trips accessible to persons who have visual disabilities?**

- Yes
- No
- Don't Know

If yes, please describe the procedures.

*** 2. Do you have procedures to make tours and trips accessible to persons who have hearing disabilities?**

- Yes
- No
- Don't Know

If yes, please describe the procedures.

*** 3. Do you have procedures to make tours and trips accessible to persons who have mobility disabilities?**

- Yes
- No
- Don't Know

If yes, please describe the procedures.

*** 4. Do you have procedures to make tours and trips accessible to persons who have learning disabilities?**

- Yes
- No
- Don't Know

If yes, please describe the procedures.

*** 1. Do you use consultants to conduct programs on behalf of your department?**

- Yes
- No
- Don't know
- Not applicable

If yes, please list what consultants.

23. CONSULTANTS - CONTINUED

*** 1. Do you ensure that consultants are aware of their obligations to facilitate participation of individuals with disabilities in programs or activities operated on behalf of your department?**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe the procedures.

*** 2. Do you monitor this obligation?**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe your department's procedure:

24. EMERGENCY EVACUATION PROCEDURES

*** 1. Do you notify individuals with visual disabilities of emergencies and evacuation procedures?**

- Yes
- No
- Don't Know

If yes, describe the equipment and/or procedures do you use to notify individuals with visual disabilities of emergencies and evacuation procedures:

*** 2. Do you notify individuals with hearing disabilities of emergencies and evacuation procedures?**

- Yes
- No
- Don't Know

If yes, describe the equipment and/or procedures do you use to notify individuals with hearing disabilities of emergencies and evacuation procedures:

*** 3. Do you notify individuals with mobility disabilities of emergencies and evacuation procedures?**

- Yes
- No
- Don't Know

If yes, describe the equipment and/or procedures do you use to notify individuals with mobility disabilities of emergencies and evacuation procedures:

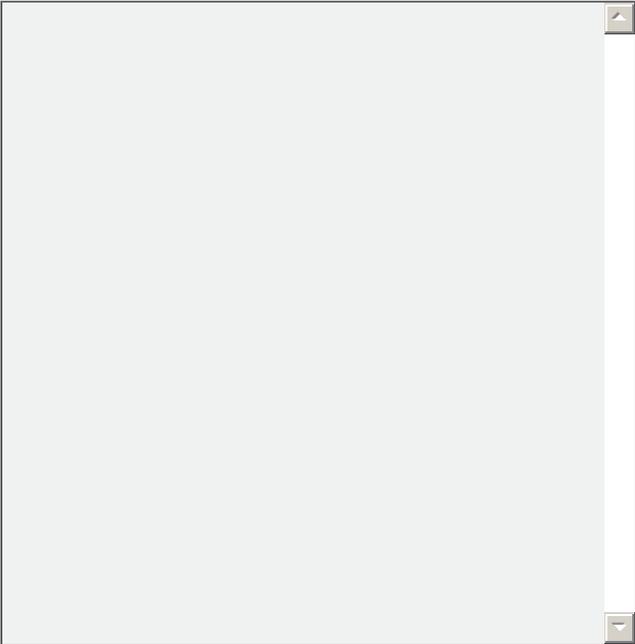
*** 4. Do you notify individuals with learning disabilities of emergencies and evacuation procedures?**

- Yes
- No
- Don't Know

If yes, describe the equipment and/or procedures do you use to notify individuals with learning disabilities of emergencies and evacuation procedures:

25. FACILITIES

*** 1. List all facilities, or portions of facilities, used for department programs. For each facility, designate the activity for which it is used. (Note: Facilities leased or otherwise used from another person/organization should also be included).**



*** 2. Have you had requests for improving accessibility to your department's programs or facilities?**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe how many requests and what the requests were for.



26. SPECIAL EVENTS AND PRIVATE EVENTS ON PUBLIC PROPERTIES

*** 1. Does your department organize special events or do you help facilitate private events on City property such as a park or City building?**

- Yes
- No
- Don't know
- Not applicable

If yes, please describe briefly the type of event and what types of outside organizations are involved.

27. SPECIAL EVENTS AND PRIVATE EVENTS ON PUBLIC PROPERTIES - CONTINUED

*** 1. Do you ensure that both private entities and your staff are aware of their obligations to facilitate participation of individuals with disabilities in these special events or private events held on public property?**

- Yes
- No
- Don't Know
- Not applicable

If yes, please describe your department's procedures.

28. LAST QUESTION

1. Thank you for completing this survey. This is the last question on the survey.

Do you have any accessibility questions for us? Please use this box below for any other questions or comments.

When you are done with the survey, please click on the "done" button. Once you click on the "done" button, you will not be able to edit or change your answers to this survey.

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Appendix B: Facility Reports for City Buildings and Parks

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Facility Reports for City Buildings and Parks

Location Name	Planning Level Cost Estimate
Bon Air Landing Park	\$62,640
Bon Air Path	\$69,150
Centennial Park	\$9,860
Children's Co-op Remillard Cottage	\$0
City Hall	\$254,150
Community Fields Path	\$26,000
Dolliver Park	\$40,270
Downtown Parking Lot	\$4,490
Fire Station 15	\$83,350
Fire Station 16	\$7,080
Greenbrae School Park	\$30,095
Hamilton Park	\$13,825
Heatherwood Park	\$17,255
Neighborhood Park	\$21,470
Niven Park	\$35,495
Parks and Recreation Office	\$1,600
Piper Park	\$152,995
Remillard Park	\$26,190
William Path	\$50,540
Total	\$906,455

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Guide to the Facility Reports

The facility reports represent a survey of existing conditions in Portland's facilities. Assessment of the facilities includes measurements comparing the existing conditions in the facility to the codes and standard contained in the following:

- 2010 ADA Standards for Accessible Design (Federal standards)
- 2013 Title 24, Part 2, Vol. 1, California Building Code (State standards)

These standards were current at the time of the facility evaluations and the preparation of the Transition Plan document.

Interpreting the Reports

The reports do not reflect the dates or history of construction or alterations of the City of Larkspur facilities. In some cases the items contained in the reports are not required to be remediated because those items were compliant at the time of construction or alteration, or other options are available to the city to provide similar accessible programs, activities and services. The reports do not necessarily reflect actions that the City must undertake, but rather constitute a list of elements that were not consistent with accessibility standards current at the time of the evaluation.

The ADA and California Building Code reflect the need for small variations between the standards and the resulting constructed feature, a concept known as construction tolerances. The reports contained in this Appendix do not reflect the application of construction tolerances. The City will evaluate the application of construction tolerances on a case by case basis when alterations or barrier remediation actions are undertaken.

The first page of each report contains a diagram of the facility with notations regarding the barriers identified during the assessment. The barriers are keyed on the diagram by an item number that corresponds with a particular barrier (i.e. 10-1 is drinking fountain one, 10-2 is drinking fountain two, etc.). If a facility has multiple floors there is an individual diagram for each floor. The list on the following page identifies the interior and exterior elements and their related features addressed in the facility evaluation and reports when present:

Diagram Number Key

1 - Parking Area	22 - Bathing Facility
2 - Passenger Loading Zone	23 - Judicial Facility
3 - Curb Ramp	24 - Library
4 - Walk	25 - Kitchen
5 - Ramp	26 - Eating Area/Vending Machines
6 - Stairway	27 - Assembly Area
7 - Hazard	28 - Area of Refuge
8 - Door/Gate	29 - Game and Sports Area
9 - Sign	30 - Exercise Machines and Equipment
10 - Drinking Fountain	31 - Swimming Pool/Wading Pools/Spas
11 - Telephone	32 - Picnic Facilities
12 - Building Level / Lift	33 - Outdoor Constructed Features
13 - Elevator	35 - Other
14 - Bus Stops and Light Rail	38 - Camping Facilities
15 - ATM	39 - View Area
16 - Built-in Elements	42 - Outdoor Recreation Access Route
17 - Corridor / Aisle	43 - Play Equipment Area
18 - Room	44 - Fishing Piers and Platforms
19 - Multiple User Restroom	45 - Boating Facilities
20 - Single User Restroom	46 - Golf Course
21 - Locker Room	47 - Trails

The facility report for each site or facility includes:

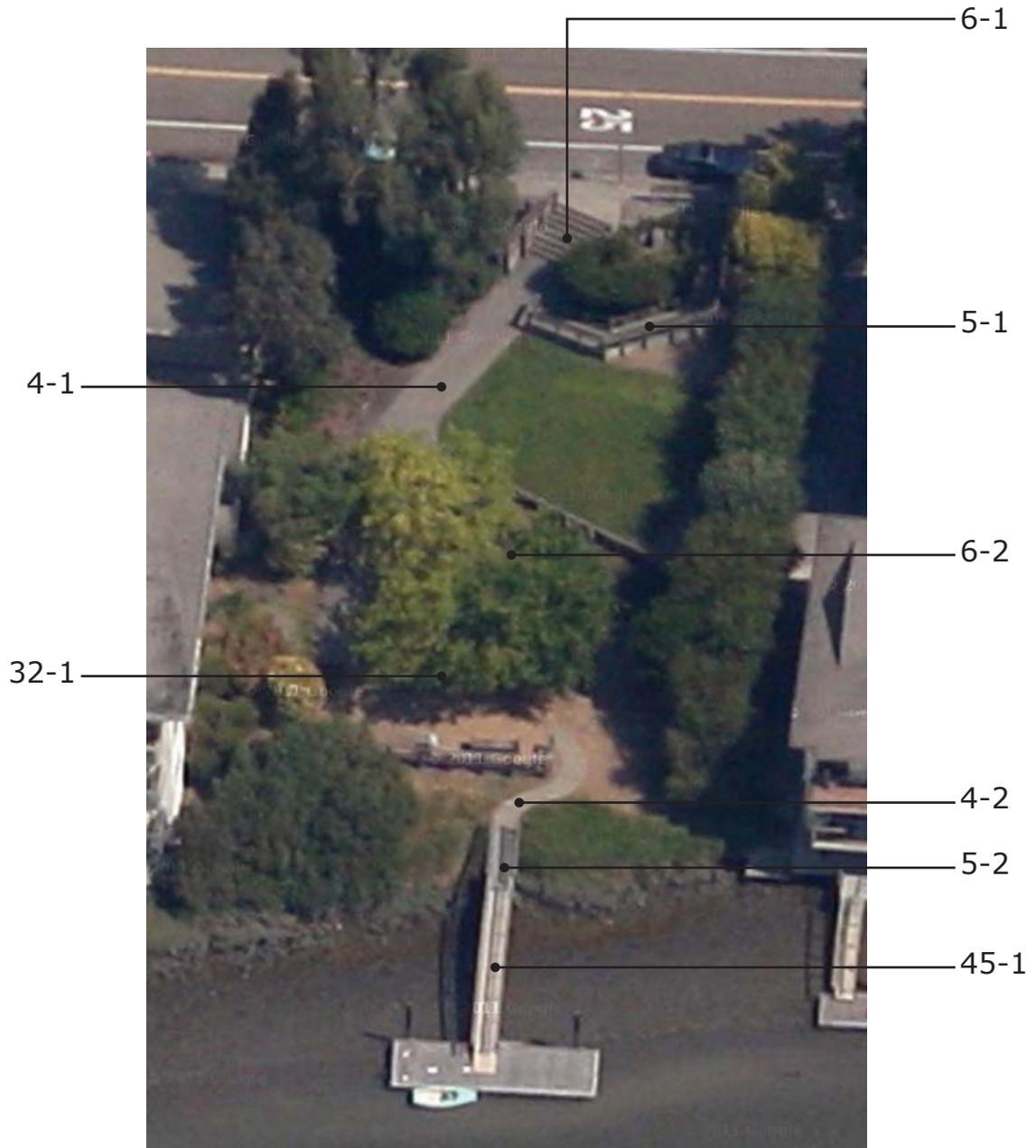
- **Reference Diagram:** The report includes a reference drawing, floor plan or aerial image locating the barriers identified at the facility.
- **Barrier Identification Table:** A table listing each specific barrier encountered during the survey process. Barriers are organized by architectural element and located by reference number on the facility diagram.
- **Conceptual Solution:** A feasible conceptual solution to resolving the barrier is provided in text format.
- **Code References:** State and Federal codes and standards related to the specific barrier. When the Federal standard is equivalent or more stringent, the federal standard is listed.
- **Planning Level Cost Estimate:** Planning level cost estimates are provided for the removal of each barrier or alternative.
- **Category Level:**
 - **Category One:** Barrier removal items that provide accessibility at the main entrance of a facility or improve a path of travel to the portion of the facility

where program activities take place (e.g. parking, walks, ramps, stairs, doors, corridors, etc.).

- **Category Two:** Barrier removal items that improve or enhance access to program use areas (e.g. transaction counters, conference rooms, public offices, tennis courts, restrooms, etc.).
- **Category Three:** Barrier removal items that improve access to amenities serving program areas (e.g. drinking fountains, telephones, site furnishings, vending machines).
- **Category Four:** A fourth category identifies areas or features not required to be modified for accessibility (no public programs are located in this area, the “barrier” is exempt due to date of construction or alteration, the architectural element is within construction tolerances, or there is a feasible programmatic solution).

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Bon Air Landing Park
South Eliseo Drive



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Larkspur
Bon Air Landing Park

Park		
4 - 1	Walk	Category: 1
Grind or patch vertical change of grade		\$2,790
Notes: Deteriorated and cracked asphalt surface at tree roots, 93 lf.		
CBC: 11B-303.2		
Other: ADA 303.2, ADA 303.3		
4 - 2	Walk	Category: 2
Regrade surface		\$900
Notes: Running slope of asphalt path is up to 10% (5.0% max) and cross slope is up to 6% (2.0% max) for 30 linear feet.		
CBC: 11B-403.3		
Other: ADA 403.3		
5 - 1	Ramp	Category: 1
Provide a level landing		\$0
Notes: Intermediate landings at changes in direction not provided, 3 locations.		
CBC: 11B-405.7		
Other: ADA 405.7.4		
Provide a level landing		\$0
Notes: No level landings provided at top and bottom of ramp run. Landing at top of ramp has a 9.5% cross slope (2% max).		
CBC: 11B-405.7, 11B-405.7.1, 11B-405.7.3.1		
Other: ADA 305.1, ADA 405.7, ADA 405.7.1, ADA 405.7.3		
Regrade or replace ramp		\$29,325
Notes: Ramp cross slope is up to 10%, 69 lf. (8.33% max). Vertical rise of ramp run exceeds 30 inches max allowed.		
CBC: 11B-405.3, 11B-405.6		
Other: ADA 405.3, ADA 405.6		
Install a handrail		\$8,625
Notes: Handrail is only provided on one side of the ramp, 69 lf. Handrail provided is not continuous at changes in direction.		
CBC: 11B-505.10, 11B-505.2		
Other: ADA 405.8, ADA 505.10.1, ADA 505.3		
Raise or lower existing handrail		\$4,830
Notes: Handrail top surface is mounted 27.25 to 32 inches above the ramp surface (34" min to 38" max).		
CBC: 11B-505.4		
Other: ADA 505.4		

Larkspur
 Bon Air Landing Park

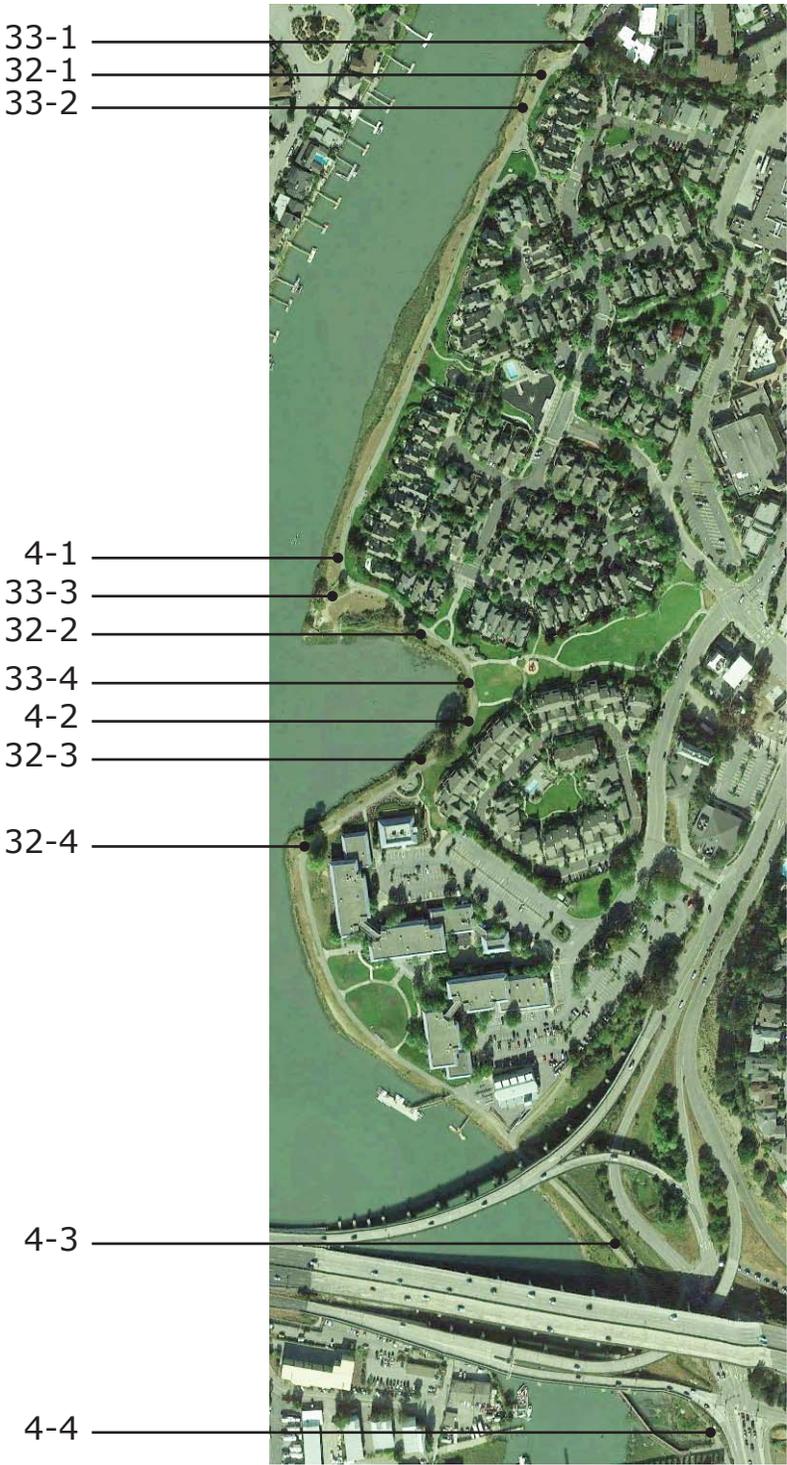
Park	
5 - 2 Ramp	Category: 2
Install a handrail	\$2,500
Notes: No handrails provided, 10 lf.	
CBC: 11B-505.2	
Other: ADA 405.8	
Provide a level landing	\$0
Notes: No level landing provided at top and bottom of fixed ramp pier.	
CBC: 11B-405.7	
Other: ADA 405.7	
Regrade or replace ramp	\$4,250
Notes: Fixed pier ramp has a running slope of 9.4% (8.33% max).	
CBC: 11B-405.2	
Other: ADA 405.2	
6 - 1 Stairway	Category: 1
Install a handrail	\$1,750
Notes: Handrail provided on one side of stair run for 8 risers and no extensions (handrails with extensions are required on both sides).	
CBC: 11B-505.10.2, 11B-505.10.3, 11B-505.2	
Other: ADA 505.10.2, ADA 505.10.3, ADA 505.2	
Install tread striping	\$120
Notes: No tread striping provided, 8 risers.	
CBC: 11B-504.4.1	
Other: -	
Raise or lower existing handrail	\$400
Notes: Existing handrail is 31" above the ground surface (34" min to 38" max).	
CBC: 11B-505.4	
Other: ADA 505.4	

Larkspur
Bon Air Landing Park

Park		
6 - 2	Stairway	Category: 2
Install a handrail		\$1,750
Notes: No handrails provided, 4 risers.		
CBC: 11B-505.10.2, 11B-505.10.3, 11B-505.2		
Other: ADA 505.10.2, ADA 505.10.3, ADA 505.2		
Install tread striping		\$60
Notes: No tread striping provided, 4 risers.		
CBC: 11B-504.4.1		
Other: -		
Replace stairs		\$300
Notes: Bottom step has an 8 inch riser (4" min to 7" max)		
CBC: 11B-504.2		
Other: ADA 504.2, ADA 504.3		
32 1	Picnic Area	Category: 2
Provide an accessible path of travel		\$400
Notes: No accessible path of travel provided, 10 lf.		
CBC: 11B-403		
Other: AGODA F245.4		
Provide an accessible picnic unit		\$3,200
Notes: No accessible table provided. An accessible table has an area 30" min wide for knee space, 27" knee clearance above the ground measured 8" horizontally from the front face of the table, and 9" toe clearance above the ground extending 17" from the front face of the table. An accessible table top also has the dining surface 28" min to 34" max above the ground.		
CBC: 11B-246.5		
Other: AGODA F244.2.1, AGODA F245.2.1.1, AGODA F245.2.3		
45 1	Boating Facilities	Category: 2
Provide an accessible path of travel		\$1,440
Notes: No path of travel provided to ramp connecting to gangway, 36 lf. 1.5 inch change in level between gangway and transition plate. 2 inch wide gap between gangway and fixed pier ramp.		
CBC: 11B-1003.2, 11B-206.2.10		
Other: ADA 1003.2, ADA 206.2.10		

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Bon Air Path - Section 1
Larkspur Creek



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Larkspur
Bon Air Path

Trail 1		
4 - 1	Walk	Category: 2
Grind or patch vertical change of grade		\$250
Notes: Surface level change is .5 inch at deteriorated asphalt, 10 sf (.25" max, up to .5" with a bevel).		
CBC: 11B-303.2		
Other: ADA 303.2, ADA 303.3		
4 - 2	Walk	Category: 2
Regrade surface		\$7,400
Notes: Cross slope of asphalt path is up to 7.5% for 370 linear feet (2.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
4 - 3	Walk	Category: 2
Regrade surface		\$7,200
Notes: Cross slope of asphalt path is up to 6% for 360 linear feet (2.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
4 - 4	Walk	Category: 1
Grind or patch vertical change of grade		\$250
Notes: Surface level change is 2 inches due to transition from asphalt path to boardwalk surface (.25" max, up to .5" with a bevel).		
CBC: 11B-303.2		
Other: ADA 303.2, ADA 303.3		
32 1	Picnic Area	Category: 2
Provide an accessible path of travel		\$960
Notes: An accessible route to the picnic area is not provided. Route is 24 linear feet over grass from paved pathway to picnic area.		
CBC: 11B-403		
Other: AGODA F245.4		
Increase or provide clear floor area		\$700
Notes: A 36" min clear space around the picnic table is not provided.		
CBC: -		
Other: AGODA 1011.2.1		

Larkspur
Bon Air Path

Trail 1		
32 2	Picnic Area	Category: 2
Provide an accessible path of travel		\$800
Notes: An accessible route to a picnic area of not provided. Route to two tables is 20 linear feet over grass from paved pathway to picnic area.		
CBC: 11B-403		
Other: AGODA F245.4		
Increase or provide clear floor area		\$1,400
Notes: A 36" min clear space around the picnic tables is not provided, required at 2 tables.		
CBC: -		
Other: AGODA 1011.2.1		
Provide an accessible picnic unit		\$6,400
Notes: No accessible table provided at 3 tables (2 required).		
CBC: 11B-246.5		
Other: AGODA F245.2.1.1		
32 3	Picnic Area	Category: 2
Provide an accessible path of travel		\$800
Notes: An accessible route to a picnic area is not provided. Route to two tables is 20 linear feet over grass from paved pathway to picnic area.		
CBC: 11B-403		
Other: AGODA F245.4		
Increase or provide clear floor area		\$1,400
Notes: A 36" min clear space around the accessible picnic tables is not provided.		
CBC: -		
Other: AGODA 1011.2.1		
Provide an accessible picnic unit		\$6,400
Notes: No accessible table provided at 4 tables (2 required).		
CBC: 11B-246.5		
Other: AGODA F245.2.1.1		

Trail 1		
32 4	Picnic Area	Category: 2
Provide an accessible path of travel		\$400
Notes: An accessible route to a picnic table is not provided. Route is 10 linear feet over grass from paved pathway to picnic area.		
CBC: 11B-403		
Other: AGODA F245.4		
Increase or provide clear floor area		\$1,400
Notes: A 36" min clear space around the picnic tables is not provided.		
CBC: -		
Other: AGODA 1011.2.1		
Provide an accessible picnic unit		\$6,400
Notes: No accessible table provided at 3 tables (2 required).		
CBC: 11B-246.5		
Other: AGODA F245.2.1.1		
33 1	Outdoor Constructed Features	Category: 3
Modify operating mechanism		\$250
Notes: Mutt Mitt is mounted at 58 inches above ground surface (15" min to 48" max).		
CBC: 11B-308		
Other: AGODA 1011.3, ADA 308.1		
33 2	Outdoor Constructed Features	Category: 2
Provide an accessible path of travel		\$4,000
Notes: An accessible route to the benches is not provided. Route is 10 linear feet over grass from paved path to bench, typical. 10 occurrences along path.		
CBC: -		
Other: AGODA 1011.2.1		
Increase or provide clear floor area		\$7,000
Notes: A clear floor space is not provided adjacent to the bench to allow for companion seating (36" by 48" min).		
CBC: -		
Other: AGODA 1011.2.1		

Larkspur
Bon Air Path

Trail 1	
33 3	Outdoor Constructed Features Category: 2
Provide an accessible path of travel	\$6,400
Notes: An accessible route to the seating area is not provided. Route is 160 linear feet over grass from paved path to benches.	
CBC: -	
Other: AGODA 1011.2.1	
Increase or provide clear floor area	\$2,800
Notes: A clear floor space is not provided adjacent to the benches for companion seating (36" by 48" min).	
CBC: -	
Other: AGODA 1011.2.1	
33 4	Outdoor Constructed Features Category: 3
Modify operating mechanism	\$250
Notes: Mutt Mitt is situated at 59 inches above ground surface (15" min to 48" max).	
CBC: 11B-308	
Other: AGODA 1011.3, ADA 308.1	
Provide an accessible path of travel	\$240
Notes: An accessible route to the Mutt Mitt is not provided. Route is 6 linear feet over grass from paved pathway to dispenser.	
CBC: -	
Other: AGODA 1011.2.1	

Bon Air Path - Section 2
Sir Francis Drake Boulevard



4-1

33-1

33-2

4-2

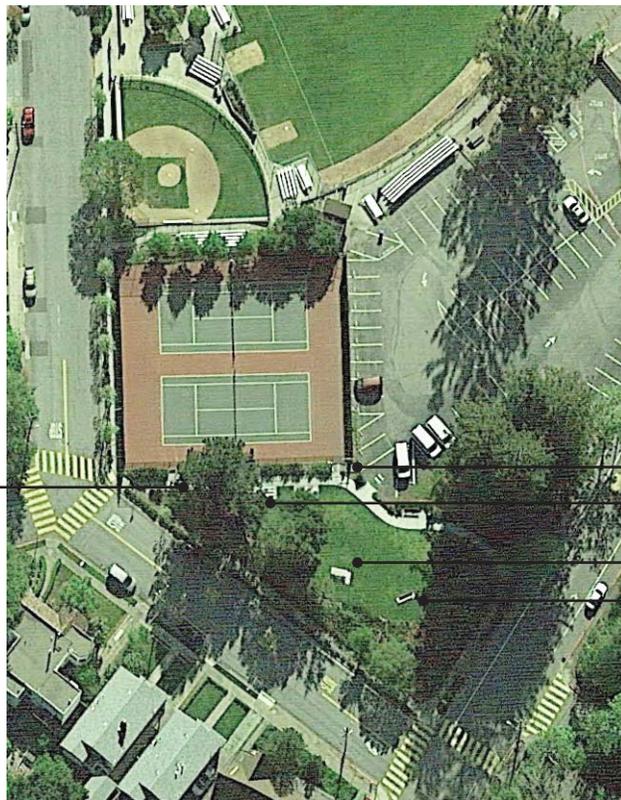
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Larkspur
Bon Air Path

Trail 2		
4 - 1	Walk	Category: 2
Grind or patch vertical change of grade		\$0
Notes: Surface level change is .5" at crack in asphalt at tree roots (.25" max, up to .5" with a bevel).		
CBC: 11B-303.2		
Other: ADA 303.2, ADA 303.3		
Repair surface		\$250
Notes: Crack in pavement across path at tree roots is up to .75 inch wide, 12 lf (.5 inch max).		
CBC: 11B-302.3		
Other: ADA 302.3		
4 - 2	Walk	Category: 2
Regrade surface		\$5,800
Notes: Cross slope of asphalt path is up to 4.8% for 290 linear feet (2.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
33 1	Outdoor Constructed Features	Category: 2
Increase or provide clear floor area		\$0
Notes: Overgrown vegetation at companion seating. Maintenance required.		
CBC: -		
Other: AGODA 1011.2.1		
33 2	Outdoor Constructed Features	Category: 2
Increase or provide clear floor area		\$0
Notes: Overgrown vegetation at companion seating. Maintenance required.		
CBC: -		
Other: AGODA 1011.2.1		

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Centennial Park
Magnolia Avenue at Alexander



29-1

10-1

32-2

32-1

33-1

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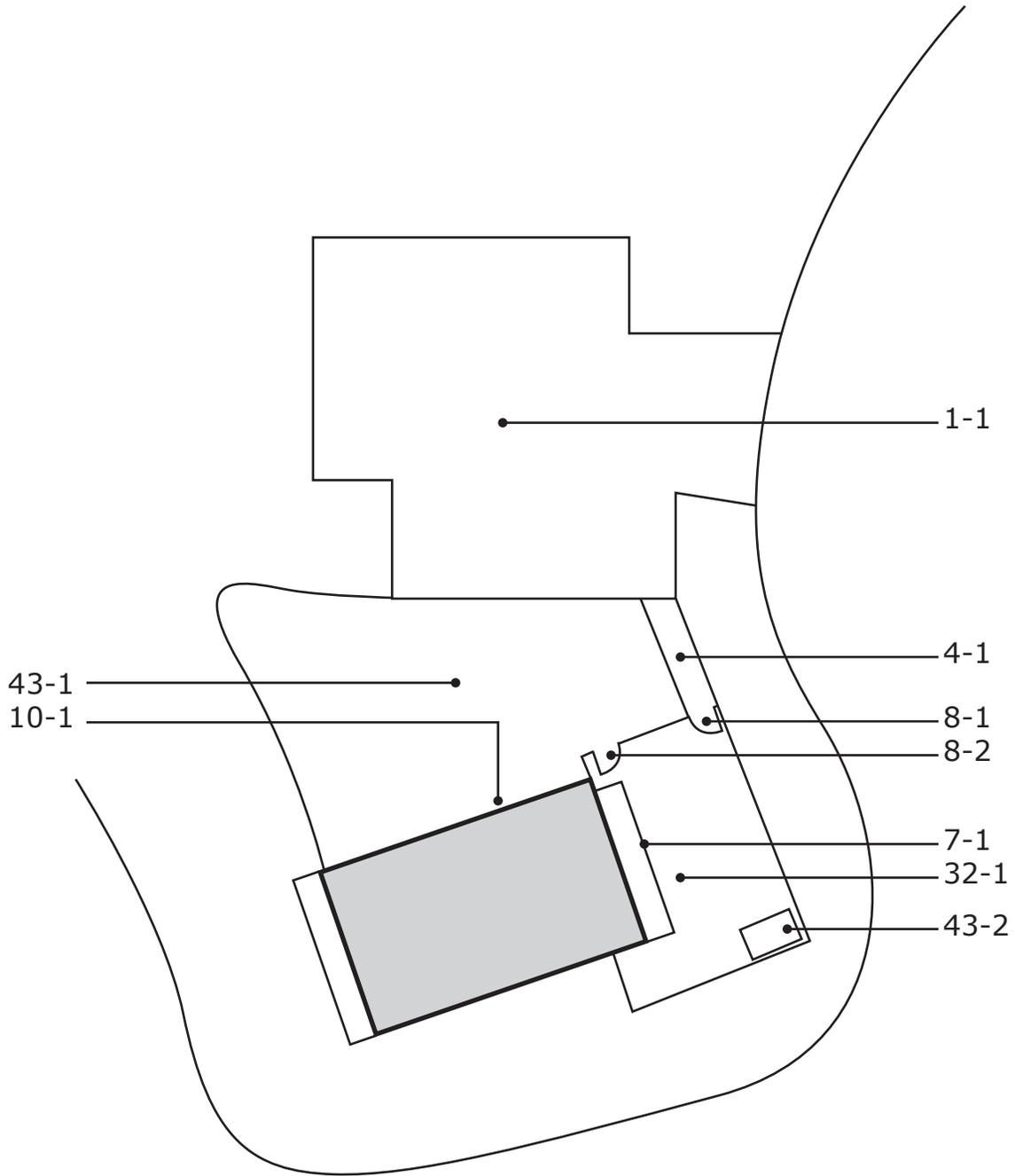
Larkspur
Centennial Park

Park		
10	1	Drinking Fountain Category: 3
Install an additional high or low fountain		\$3,000
Notes: A higher standing person fountain is not provided.		
CBC: 11B-211.2		
Other: ADA 211.2		
Increase or provide maneuvering or clear floor area		\$1,000
Notes: Slope of clear space in front of the water fountain is up to 3.8% (2.0% max).		
CBC: 11B-305, 11B-306		
Other: ADA 305.1, ADA 305.3, ADA 305.5, ADA 306.1		
Raise or lower fountain		\$1,500
Notes: Knee space between floor/ground and bottom of fountain is reduced to 26" (27" min).		
CBC: 11B-306.3		
Other: ADA 306.3.1		
29	1	Game and Sports Area Category: 2
Provide companion seating		\$700
Notes: No companion seating provided at bleachers.		
CBC: 11B-221.3, 11B-802.3.1, 11B-802.3.2		
Other: ADA 221.3, ADA 802.3.1, ADA 802.3.2		
32	1	Picnic Area Category: 2
Provide an accessible path of travel		\$1,400
Notes: An accessible route to the picnic area is not provided. Route is 35 linear feet over grass lawn from concrete walk to picnic area.		
CBC: 11B-403		
Other: AGODA F245.4		
Increase or provide clear floor area		\$160
Notes: Existing concrete pad does not provide 36" min clear space around the picnic table, 16 sf of additional concrete pad required.		
CBC: -		
Other: AGODA 1011.2.1		
32	2	Picnic Area Category: 2
Increase or provide clear floor area		\$700
Notes: The 36" min clear space around the picnic table overlaps with the adjacent path of travel and is reduced by the adjacent trash can.		
CBC: -		
Other: AGODA 1011.2.1		

Larkspur
Centennial Park

Park	
33 1	Outdoor Constructed Features Category: 2
Provide an accessible path of travel	\$1,400
Notes: An accessible route to the fixed bench is not provided. Route is 35 linear feet over grass lawn from concrete walk to bench.	
CBC: -	
Other: AGODA 1011.2.1	

Children's Co-op Remillard Cottage - Exterior
2900 Larkspur Landing Circle



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Larkspur

Children's Co-op Remillard Cottage

Exterior	
1 - 1	Parking Area Category: 4
Provide or modify accessible spaces \$0	
Notes: No accessible parking space provided in lot with 10 spaces, 1 required.	
CBC: 11B-208.2	
Other: ADA 208.2	
4 - 1	Walk Category: 4
Regrade surface \$0	
Notes: Running slope of concrete path is up to 8.6% for 24 linear feet (5.0% max).	
CBC: 11B-403.3	
Other: ADA 403.3	
7 - 1	Hazard Category: 4
Remove overhanging or protruding objects \$0	
Notes: Retractable overhang is 72 inches above the floor surface (80" min).	
CBC: 11B-307.4	
Other: ADA 307.4	
8 - 1	Door/Gate Category: 4
Provide strike edge clearance \$0	
Notes: Front approach strike-edge clearance on the push side of the door with a latch and closer is 8.5" (12" min) due to adjacent fence.	
CBC: 11B-404.2.4.1	
Other: ADA 404.2.4.1	
Regrade surface \$0	
Notes: Slope on the push side of the door is 7% (2.0% max).	
CBC: 11B-404.2.4.4	
Other: ADA 404.2.4.4	
Raise or lower existing hardware \$0	
Notes: Door hardware is 57" above ground surface (34" min to 48" max).	
CBC: 11B-404.2.7	
Other: ADA 404.2.7	

Larkspur

Children's Co-op Remillard Cottage

Exterior		
8 - 2	Door/Gate	Category: 4
Replace door hardware		\$0
Notes: Door lock requires grasping and twisting to operate.		
CBC: 11B-309.4, 11B-404.2.7		
Other: ADA 309.4		
Raise or lower existing hardware		\$0
Notes: Hardware is provided on one side, 6 inches below top of 48 inch tall and 3 inch wide gate.		
CBC: 11B-404.2.7		
Other: ADA 404.2.7		
10 1	Drinking Fountain	Category: 4
Increase or provide maneuvering or clear floor area		\$0
Notes: Clear floor space is not provided in front of the fountain (30" by 48" min). Slope of sand ground surface in front of the water fountain is 4.8% (2.0% max).		
CBC: 11B-305, 11B-306		
Other: ADA 305.1, ADA 305.3, ADA 305.5, ADA 306.1		
32 1	Picnic Area	Category: 4
Provide an accessible table		\$0
Notes: No knee clearance provided at picnic table.		
CBC: 11B-306.3		
Other: -		
43 1	Play Equipment Area	Category: 4
Provide an accessible path of travel		\$0
Notes: No path of travel provided from slide landing, 8 lf. There is a 2 inch change in level in the path of travel to the play house, 10 lf. There is no accessible path of travel provided to water play area, 20 lf. The running slope of the path of travel adjacent to the building is up to 9% for 30 lf.		
CBC: 11B-1008.2.4.1		
Other: ADA 1008.2.4.1		
Remove overhanging or protruding objects		\$0
Notes: Zip line and tire swing are situated 74.75" above the path of travel (80" min).		
CBC: 11B-1008.2		
Other: ADA 1008.2		

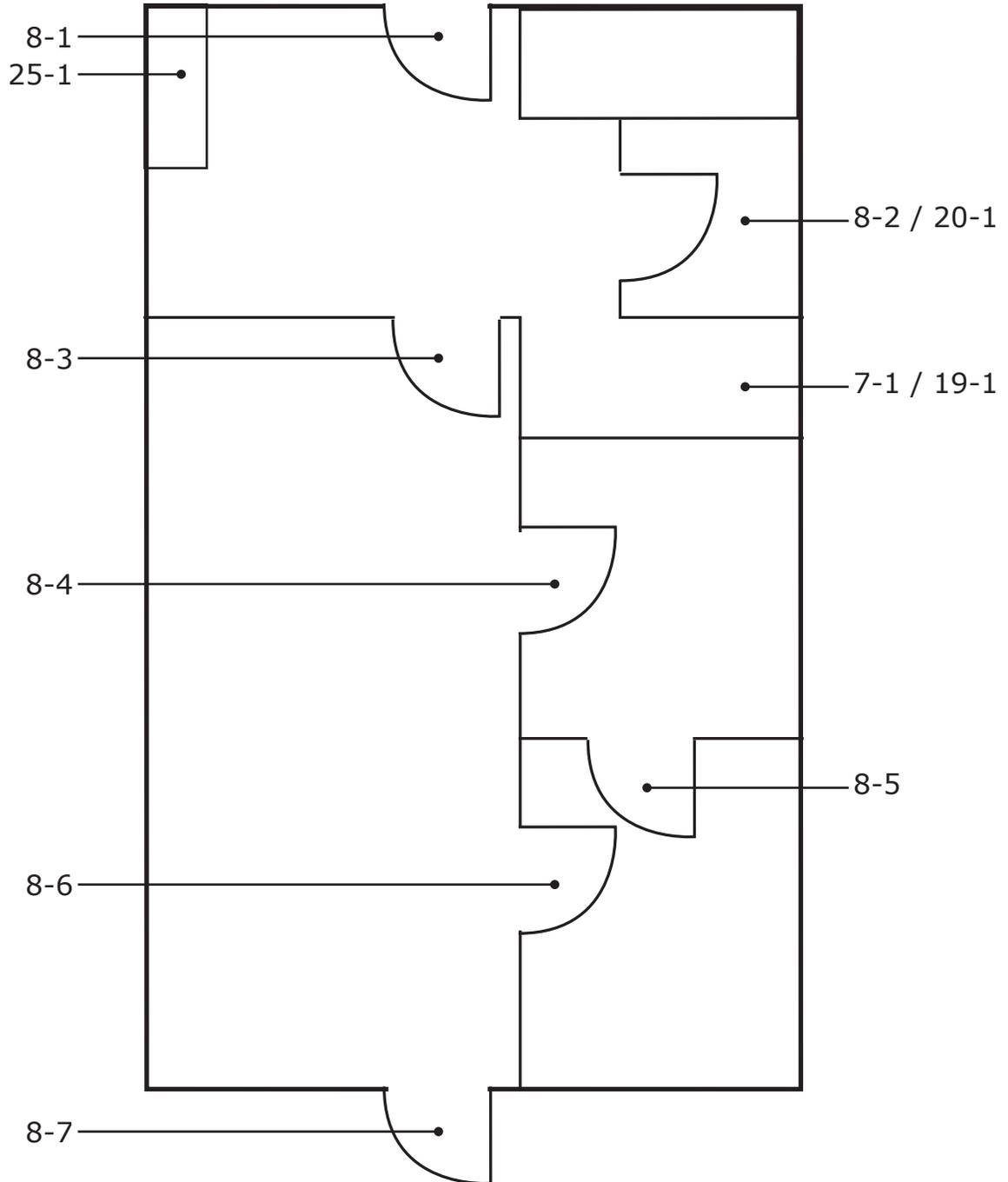
Larkspur

Children's Co-op Remillard Cottage

Exterior	
43 2	Play Equipment Area
	Category: 4
Provide an accessible path of travel	\$0
Notes: No path of travel provided to playhouse. One 6 inch step and one 8 inch step are located at entries of play house.	
CBC: 11B-206.2.17	
Other: ADA 206.2.17	

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Children's Co-op Remillard Cottage
2900 Larkspur Landing Circle



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Larkspur

Children's Co-op Remillard Cottage

Floor 1	
7 - 1	Hazard Category: 4
Remove overhanging or protruding objects	\$0
Notes: Cabinet overhanging in children's restroom protrudes 13" at 55" above floor (80" min).	
CBC: 11B-307.4	
Other: ADA 307.4	
8 - 1	Door/Gate Category: 4
Replace or modify door threshold	\$0
Notes: Threshold has a vertical change of 1" (.25 max, up to .5" with a bevel).	
CBC: 11B-404.2.5	
Other: ADA 404.2.5	
Provide or modify door kickplate	\$0
Notes: A smooth and uninterrupted kick plate surface is not provided. Panic hardware is located in the 10" space above the finished floor.	
CBC: 11B-404.2.10	
Other: ADA 404.2.10	
Replace door hardware	\$0
Notes: Door knob requires grasping and twisting to operate.	
CBC: 11B-309.4, 11B-404.2.7	
Other: ADA 309.4	
Enlarge door opening	\$0
Notes: Width of clear opening is 31.5" (32" min).	
CBC: 11B-404.2.3	
Other: ADA 404.2.3	
8 - 2	Door/Gate Category: 4
Replace door hardware	\$0
Notes: Door knob requires grasping and twisting to operate.	
CBC: 11B-309.4, 11B-404.2.7	
Other: ADA 309.4	
Enlarge door opening	\$0
Notes: Width of clear opening is 31.75" (32" min).	
CBC: 11B-404.2.3	
Other: ADA 404.2.3	
8 - 3	Door/Gate Category: 4
Replace door hardware	\$0
Notes: Door knob requires grasping and twisting to operate.	
CBC: 11B-309.4, 11B-404.2.7	
Other: ADA 309.4	

Larkspur

Children's Co-op Remillard Cottage

Floor 1	
8 - 4	Door/Gate Category: 4
Replace door hardware	\$0
Notes: Door knob requires grasping and twisting to operate.	
CBC: 11B-309.4, 11B-404.2.7	
Other: ADA 309.4	
Enlarge door opening	\$0
Notes: Width of clear opening is 30" (32" min).	
CBC: 11B-404.2.3	
Other: ADA 404.2.3	
8 - 5	Door/Gate Category: 4
Replace door hardware	\$0
Notes: Door knob requires grasping and twisting to operate.	
CBC: 11B-309.4, 11B-404.2.7	
Other: ADA 309.4	
Enlarge door opening	\$0
Notes: Width of clear opening is 28" (32" min).	
CBC: 11B-404.2.3	
Other: ADA 404.2.3	
8 - 6	Door/Gate Category: 4
Replace door hardware	\$0
Notes: Door knob requires grasping and twisting to operate.	
CBC: 11B-309.4, 11B-404.2.7	
Other: ADA 309.4	
Enlarge door opening	\$0
Notes: Width of clear opening is 30" (32" min).	
CBC: 11B-404.2.3	
Other: ADA 404.2.3	

Larkspur

Children's Co-op Remillard Cottage

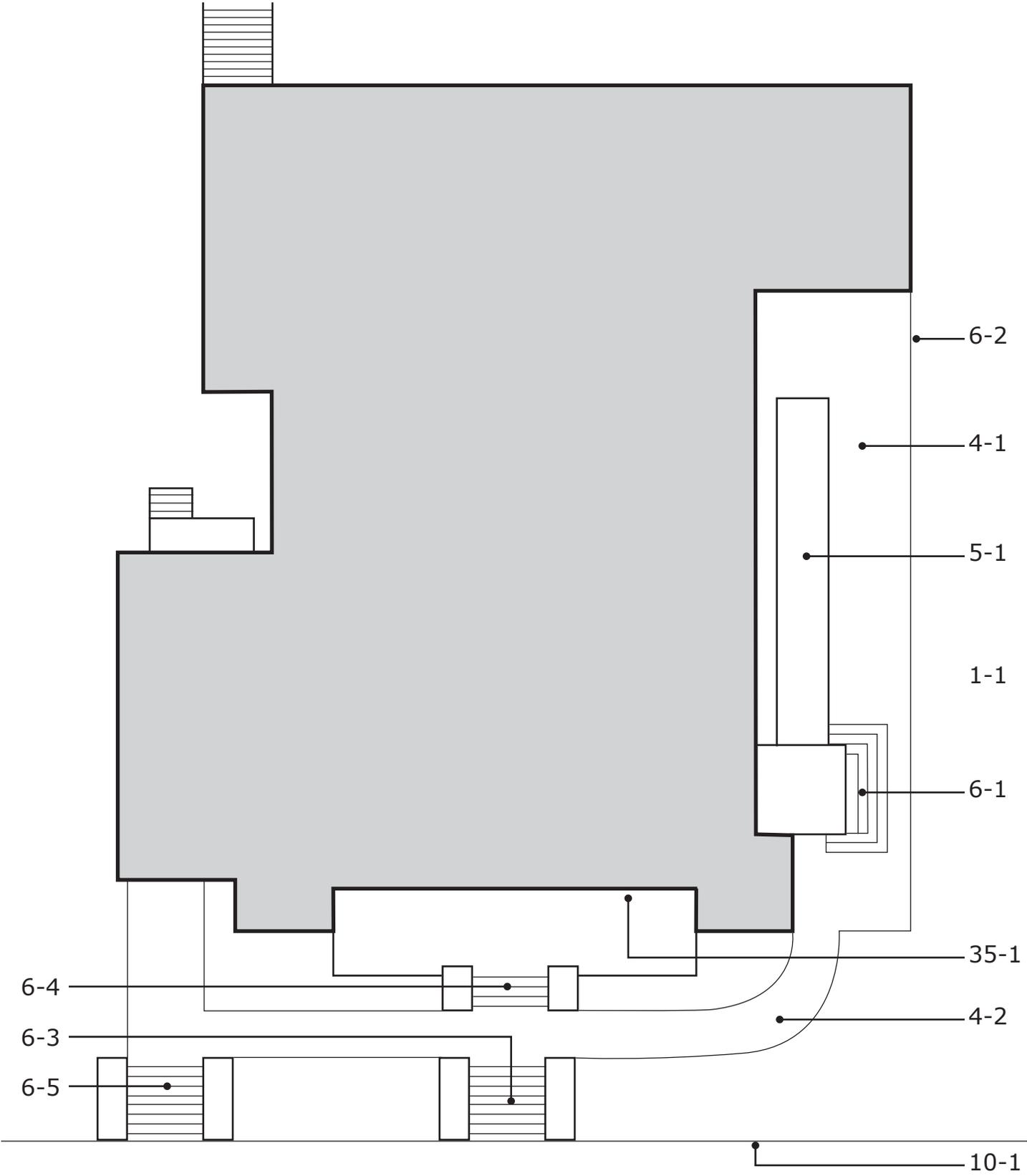
Floor 1	
8 - 7	Door/Gate Category: 4
Replace or modify door threshold	\$0
Notes: Threshold has a vertical change of 6" (.25 max, up to .5" with a bevel).	
CBC: 11B-404.2.5	
Other: ADA 404.2.5	
Provide or modify door kickplate	\$0
Notes: A smooth and uninterrupted kick plate surface is not provided. Panic hardware is located in the 10" space above the finished floor.	
CBC: 11B-404.2.10	
Other: ADA 404.2.10	
Replace door hardware	\$0
Notes: Door knob requires grasping and twisting to operate.	
CBC: 11B-309.4, 11B-404.2.7	
Other: ADA 309.4	
19 1	Multiple User Restroom Category: 4
Provide clear floor or turning space	\$0
Notes: A 60" min diameter turning space unobstructed from the floor to a height of 27" min is not provided. Lavatory is 21" from toilet fixture.	
CBC: 11B-603.2.1	
Other: ADA 304.3, ADA 603.2.1	
Install restroom sign	\$0
Notes: No state or federal signs provided.	
CBC: 11B-216.8, 11B-703.7.2.6	
Other: ADA 703	
Modify stall partitions	\$0
Notes: There is a 24" clear width between one toilet fixture and the adjacent toilet fixture (60" min).	
CBC: 11B-604.8.1.1	
Other: ADA 604.3.1	

Larkspur

Children's Co-op Remillard Cottage

Floor 1		
20 1	Single User Restroom	Category: 4
Install restroom sign		\$0
Notes: No state or federal signs provided.		
CBC: 11B-216.8, 703.7.2.6		
Other: ADA 703		
Insulate hot water lines		\$0
Notes: No insulation provided on lavatory pipes.		
CBC: 11B-606.5		
Other: ADA 606.5		
Provide clear floor or turning space		\$0
Notes: A 60" min diameter turning space unobstructed from the floor to a height of 27" min is not provided. Lavatory is 21" from toilet fixture.		
CBC: 11B-603.2.1, 11B-603.4		
Other: ADA 304.3.1, ADA 305.3, ADA 305.5, ADA 306.3.1, ADA 603.2.1		
Replace or adjust water controls		\$0
Notes: Lavatory controls require grasping and twisting to operate.		
CBC: 11B-606.4		
Other: ADA 309.4, ADA 606.4		
Replace or reposition mirror		\$0
Notes: Bottom of the mirror's reflecting surface above the lavatory is 52" AFF (40" max).		
CBC: 11B-603.3		
Other: ADA 603.3		
Replace or reposition dispenser		\$0
Notes: Paper towel dispenser is 50" AFF (40" max).		
CBC: 11B-603.5		
Other: -		
25 1	Kitchen	Category: 4
Provide knee and toe clearance		\$0
Notes: No knee and toe space provided at sink.		
CBC: 11B-306.2, 11B-306.3.3		
Other: ADA 306.2.1, ADA 306.2.3, ADA 306.3.1, ADA 306.3.3		
Modify counter height		\$0
Notes: Accessible sink not provided. Sink counter is 37" above floor (34" max).		
CBC: 1133A.4, 11B-804.4		
Other: ADA 606.3		

City Hall/Library - Exterior
400 Magnolia Avenue



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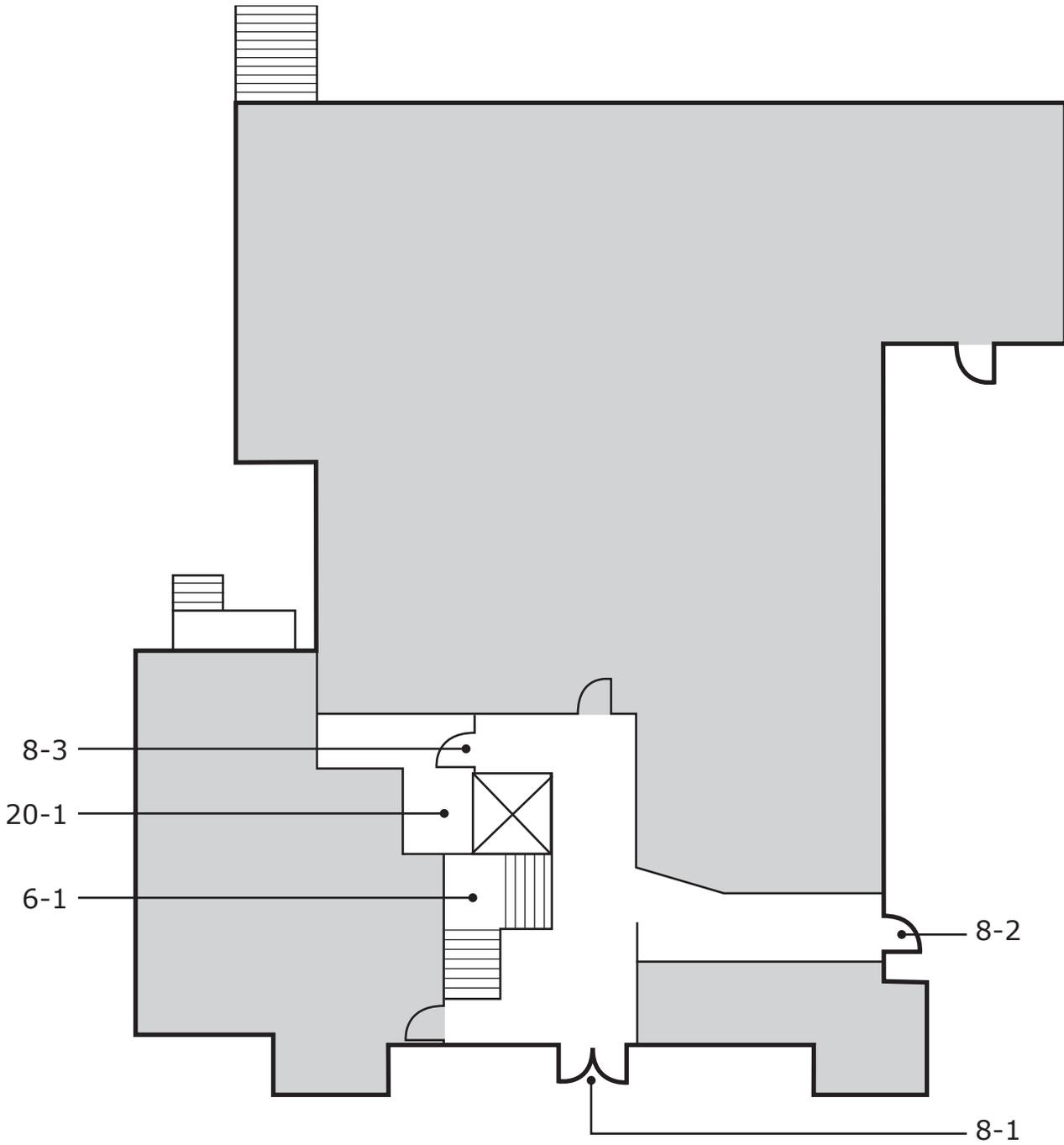
Exterior		
1 - 1	Parking Area	Category: 1
Install reserved parking sign		\$375
Notes: No additional sign or additional language is provided stating "Minimum Fine \$250"		
CBC: 11B-502.6.2		
Other: -		
Regrade accessible parking space or access aisle		\$1,600
Notes: Slopes of parking spaces and access aisles are up to 4.5% (2.0% max).		
CBC: 11B-502.4		
Other: ADA 502.4		
Provide or modify accessible access aisles		\$210
Notes: Access aisle does not have a blue border. Striping is faded and requires maintenance.		
CBC: 11B-502.3.2, 11B-502.3.3		
Other: ADA 502.3.3		
Provide a pavement stencil		\$210
Notes: The ISA and is faded and requires maintenance.		
CBC: 11B-502.6.4.1, 11B-502.6.4.2		
Other: ADA 502.6		
4 - 1	Walk	Category: 1
Regrade surface		\$640
Notes: Cross slope of concrete path is 2.3% to 3.5% for 16 linear feet (2.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
4 - 2	Walk	Category: 1
Widen walk		\$250
Notes: Install a sign directing individuals to the accessible entrance. Width of walk is 35.5" for 33 linear feet (48" min; 36" min allowed at a point such as a utility pole, post or hydrant for 24 inches max).		
CBC: 11B-403.5.1.3		
Other: ADA 403.5.1		

Exterior		
5 - 1	Ramp	Category: 1
Regrade or replace ramp		\$14,025
Notes: Ramp width is 44.5" (48" min).		
CBC: 11B-405.5		
Other: ADA 405.5		
Raise or lower existing handrail		\$4,620
Notes: Handrail top surface is mounted 33" above the ramp surface (34" min to 38" max).		
CBC: 11B-505.4		
Other: ADA 505.4		
Reduce or eliminate opening		\$250
Notes: Openings of trench drain grate run parallel to path of travel at the bottom of the ramp (the long dimension of openings are required to run perpendicular to the dominant path of travel).		
CBC: 11B-302.3		
Other: ADA 302.3		
6 - 1	Stairway	Category: 1
Install tread striping		\$60
Notes: Striping provided only at top and bottom tread, 4 additional tread stripes needed (required on all treads when exterior stairs).		
CBC: 11B-504.4.1		
Other: -		
Install a handrail		\$2,250
Notes: Central handrail provided but handrails are not provided on either side of the stairway, 6 risers (handrails on both sides req).		
CBC: 11B-505.2		
Other: ADA 505.2		
6 - 2	Stairway	Category: 1
Install a handrail		\$1,250
Notes: Handrails are not provided on either side of the stairway, 2 risers (handrails on both sides req).		
CBC: 11B-505.2		
Other: ADA 505.2		
Replace stairs		\$300
Notes: Riser heights range from 3" to 4" (uniform heights req).		
CBC: 11B-504.2		
Other: ADA 504.2, ADA 504.3		

Exterior	
6 - 3	Stairway Category: 1
Install tread striping	\$105
Notes: Striping provided only at top and bottom tread, 7 additional tread stripes needed (required on all treads when exterior stairs).	
CBC: 11B-504.4.1	
Other: -	
Install a handrail	\$3,000
Notes: Central handrail provided but handrails are not provided on either side of the stairway, 9 risers (handrails on both sides req).	
CBC: 11B-505.2	
Other: ADA 505.2	
Raise or lower existing handrail	\$0
Notes: Existing central handrail is 33" above stair tread (34" min to 38" max).	
CBC: 11B-505.4	
Other: ADA 505.4	
6 - 4	Stairway Category: 1
Install tread striping	\$30
Notes: Striping provided only at top and bottom tread, 2 additional tread stripes needed (required on all treads when exterior stairs).	
CBC: 11B-504.4.1	
Other: -	
Install a handrail	\$1,750
Notes: Central handrail provided but handrails are not provided on either side of the stairway, 4 risers (handrails on both sides req).	
CBC: 11B-505.2	
Other: ADA 505.2	
Repair stair nosing	\$500
Notes: Tread nosing overhangs riser horizontally at 90 degrees (30 degrees max) at a depth of 1 1/8" (rounded with a radius of 1/2" max).	
CBC: 11B-504.5	
Other: ADA 504.5	

Exterior		
6 - 5	Stairway	Category: 1
Install tread striping		\$150
Notes: Striping provided only at top and bottom tread, 10 additional tread stripes needed (required on all treads when exterior stairs).		
CBC: 11B-504.4.1		
Other: -		
Install a handrail		\$3,750
Notes: Central handrail provided but handrails are not provided on either side of the stairway, 6 risers (handrails on both sides req).		
CBC: 11B-505.2		
Other: ADA 505.2		
Replace stairs		\$300
Notes: Height of bottom riser ranges from 0" to 5.5" as it meets the grade of the sidewalk (uniform heights req).		
CBC: 11B-504.2		
Other: ADA 504.2		
10 1	Drinking Fountain	Category: 3
Install an additional high or low fountain		\$3,000
Notes: A wheelchair accessible fountain is not provided.		
CBC: 11B-211.2		
Other: ADA 211.2		
35 1	Other	Category: 2
Remove overhanging or protruding objects		\$0
Notes: At its current location the mailbox overhanging 9.5" at 47" above the floor surface (protrusion more than 4" must be mounted below 27" or above 80").		
CBC: 11B-307.2		
Other: ADA 307.2		
Provide an accessible path of travel		\$1,000
Notes: Relocate the mailbox to an accessible location and provide accessible reach ranges to the operating mechanisms. The current mailbox location is accessed via a stairway with the mail slot located 67" above the floor (15" min to 48" max).		
CBC: 11B-206.2		
Other: ADA 206.2		

City Hall - Floor 1
400 Magnolia Avenue

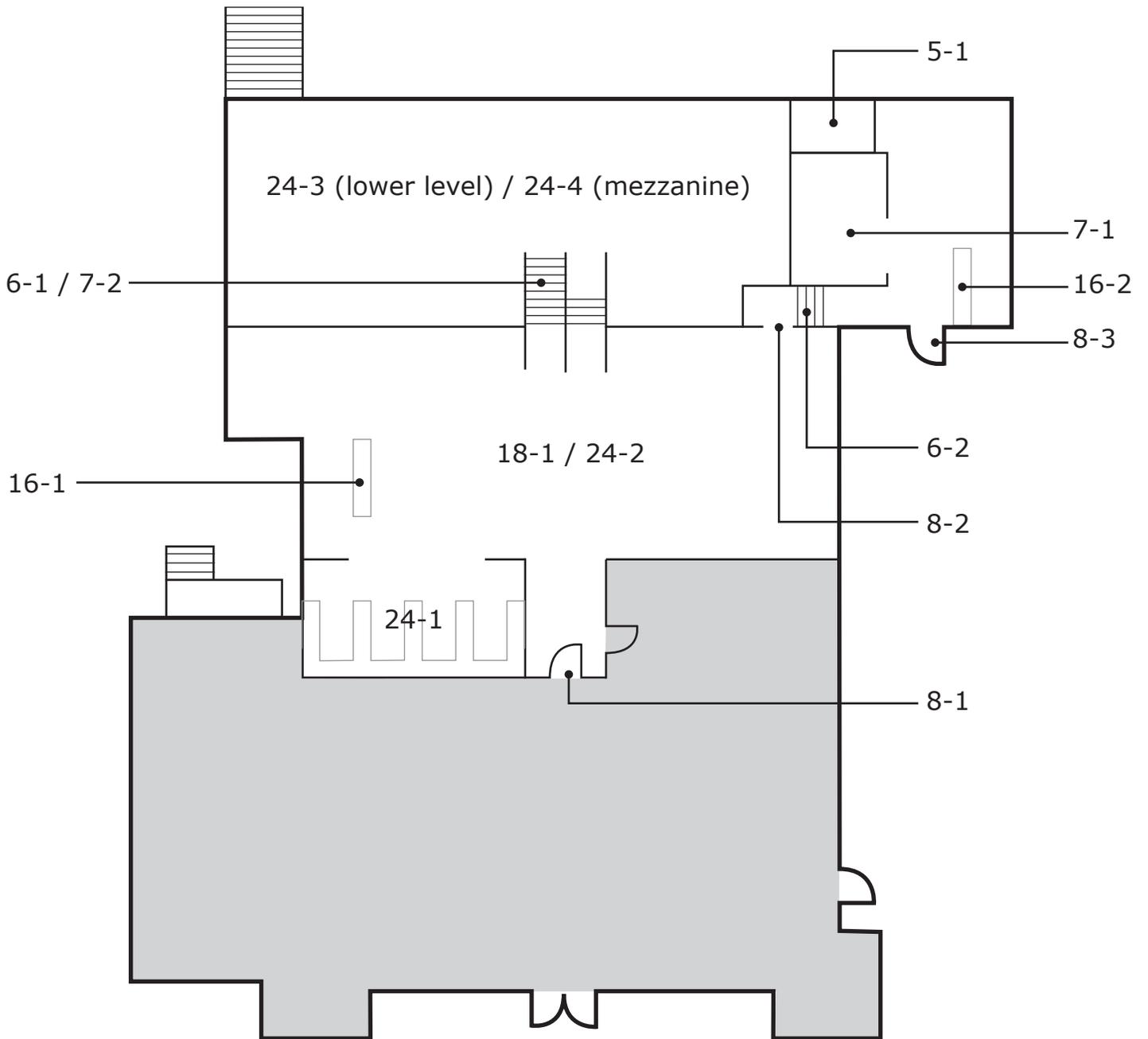


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Floor 1		
6 - 1	Stairway	Category: 2
Repair stair nosing		\$2,625
Notes: Tread nosing overhangs riser horizontally at 90 degrees (30 degrees max) at a depth of 2", 21 risers (rounded with a radius of .5" max).		
CBC: 11B-504.5		
Other: ADA 504.5		
Raise or lower existing handrail		\$50
Notes: Handrail top surface on one side is mounted 32" above the stair nosing (34" min to 38" max).		
CBC: 11B-505.4		
Other: ADA 505.4		
Install a handrail		\$500
Notes: A parallel extension is not provided at the top of the handrail (12" min). A sloped extension is not provided at the bottom of the handrail (one tread-width min).		
CBC: 11B-505.10.2, 11B-505.10.3		
Other: ADA 505.10.2, ADA 505.10.3		
8 - 1	Door/Gate	Category: 1
Provide sign(s) indicating accessible entries		\$500
Notes: Signs indicating the location of an accessible entry are not provided at non-accessible entries.		
CBC: 11B-216.6		
Other: ADA 216.6		
Provide an accessible path of travel		\$0
Notes: An accessible path of travel is not provided to the entry due to a stairway and the hreshold has a vertical change of 5" (.25 max, up to .5" with a bevel).		
CBC: 11B-206.2.4, 11B-404.2.7		
Other: ADA 206.2.4, ADA 404.1		
8 - 2	Door/Gate	Category: 1
Replace or modify door threshold		\$125
Notes: Threshold has a vertical change of .75" at push button activated door (.25 max, up to .5" with a bevel).		
CBC: 11B-404.2.5		
Other: ADA 404.2.5		

Floor 1		
8 - 3	Door/Gate	Category: 2
Provide strike edge clearance		\$2,500
Notes: Front approach strike-edge clearance on the push side of door with a latch and closer is 2.75" (12" min).		
CBC: 11B-404.2.4.1		
Other: ADA 404.2.4.1		
20 1	Single User Restroom	Category: 2
Replace or reposition fixtures		\$1,250
Notes: The water closet centerline is 18.5" from the wall (17" min to 18" max).		
CBC: 11B-604.2		
Other: ADA 604.2		
Insulate hot water lines		\$125
Notes: Lavatory pipes not insulated.		
CBC: 11B-606.5		
Other: ADA 606.5		
Replace or modify grab bars		\$300
Notes: Side grab bar extends 51" from the rear wall (54" min).		
CBC: 11B-604.5.1		
Other: ADA 604.5.1		
Reposition clothing hooks		\$125
Notes: Height of coat hooks is 62.5" (48" max).		
CBC: 11B-603.4		
Other: ADA 308.1		
Modify lavatory or counter clearances		\$1,500
Notes: Knee space measured at 8" deep from the centerline of the lavatory is 24.5" above floor surface (27" min).		
CBC: 11B-306.3.3		
Other: ADA 306.3.1, ADA 306.3.3		
Replace or reposition dispenser		\$125
Notes: Toilet seat cover dispenser is 43" above floor surface (40" max).		
CBC: 11B-603.5		
Other: -		
Modify stall partitions		\$500
Notes: Toe clearance not provided at 54" wide water closet room (66" min width)		
CBC: 11B-604.8.1.4		
Other: ADA 604.8.1.4		

City Hall/Library - Floor 1
400 Magnolia Avenue



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Floor 1	
5 - 1 Ramp	Category: 2
Install a handrail	\$750
Notes: Handrail is only provided on one side of the ramp (handrails with continuous gripping surfaces are required on both sides of ramps). Handrail does not provide bottom extension (12" min).	
CBC: 11B-505.10.1, 11B-505.2 Other: ADA 405.8, ADA 505.10.1	
Raise or lower existing handrail	\$70
Notes: Handrail top surface is mounted 33" above the ramp surface (34" min to 38" max).	
CBC: 11B-505.4 Other: ADA 505.4	
Provide a level landing	\$150
Notes: Bottom landing is 48" long (72" min).	
CBC: 11B-405.7.3.1 Other: ADA 405.7.3	

Floor 1	
6 - 1	Stairway Category: 2
Repair stair nosing	\$1,750
Notes: Tread nosing overhangs riser horizontally at 90 degrees (30 degrees max) at a depth of 1.25", 14 risers.	
CBC: 11B-504.5	
Other: ADA 504.5	
Raise or lower existing handrail	\$100
Notes: Handrail top surface is mounted 32" above the stair nosing (34" min to 38" max).	
CBC: 11B-505.4	
Other: ADA 505.4	
Install tread striping	\$60
Notes: No tread striping provided at top and bottom treads on two runs.	
CBC: 11B-504.4.1	
Other: -	
Install a handrail	\$1,000
Notes: A sloped extension is not provided at the bottom of the handrail (one tread-width min). Parallel bottom extensions of 5" and 6.5" are provided at the intermediate landing (12" min). Top extensions not provided.	
CBC: 11B-505.10.2, 11B-505.10.3	
Other: ADA 505.10.2, ADA 505.10.3	
Remove overhanging or protruding objects	\$0
Notes: The underside of the stair creates a hazardous overhead obstruction and a cane-detectable barrier is not provided. At the lower level, the underside of the stair ranges from 45" to 80" AFF. On the lower stair run, the ceiling was measured at 74.25" from the first riser. On the upper stair run, the ceiling was measured at 70.25" from the third riser (80" min. vertical clearance required).	
CBC: 11B-307.4	
Other: ADA 307.4	
Modify handrail to return to wall, floor, or post	\$150
Notes: The ends of the handrails do not return smoothly to the floor or post. Extension at intermediate landing protrudes 9.75" at 29" AFF.	
CBC: 11B-505.10.2	
Other: ADA 505.10.2	

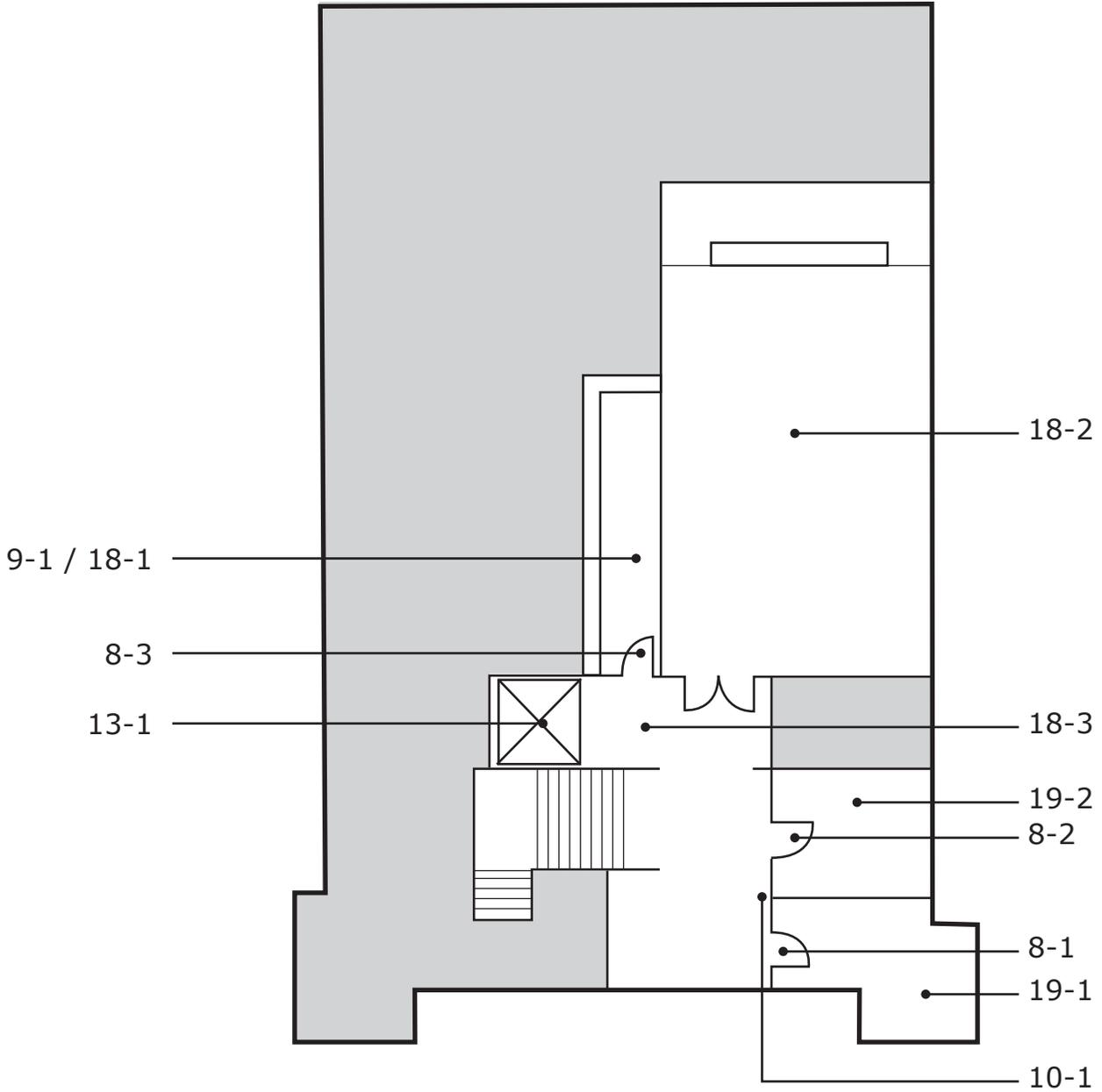
Floor 1		
6 - 2	Stairway	Category: 2
Install tread striping		\$30
Notes: No tread striping provided at top and bottom treads.		
CBC: 11B-504.4.1		
Other: -		
Install a handrail		\$250
Notes: A sloped extension is not provided at the bottom of one handrail (one tread-width min). A parallel extension is not provided at the top of one handrail (12" min).		
CBC: 11B-505.10.2, 11B-505.10.3		
Other: ADA 505.10.2, ADA 505.10.3		
Repair stair nosing		\$125
Notes: Tread nosing overhangs riser horizontally at 90 degrees (30 degrees max) at a depth of 1.25".		
CBC: 11B-504.5		
Other: ADA 504.5		
Raise or lower existing handrail		\$50
Notes: Handrail top surface is mounted 31" above the stair nosing (34" min to 38" max).		
CBC: 11B-505.4		
Other: ADA 505.4		
7 - 1	Hazard	Category: 2
Remove overhanging or protruding objects		\$125
Notes: Shelf cap at stairway overhangs the floor in the kids reading area 6 1/2"-10" at 39 1/2"-69 1/2" AFF (80" min).		
CBC: 11B-307.4		
Other: ADA 307.4		
7 - 2	Hazard	Category: 2
Install curb, barrier, or guardrail		\$25
Notes: Guardrail at top of stairs is 41" AFF (42" min).		
CBC: 11B-303.5		
Other: -		

Floor 1		
8 - 1	Door/Gate	Category: 1
Adjust door closer		\$125
Notes: Door opening force is 10 lbs (5 lbs max).		
CBC: 11B-404.2.9		
Other: ADA 404.2.9		
Install or modify sign		\$250
Notes: A tactile and Braille permanent room sign is not provided.		
CBC: 11B-216.2		
Other: ADA 216.2		
8 - 2	Door/Gate	Category: 2
Enlarge door opening		\$1,650
Notes: Width of clear opening is 28.5" due to dictionary podium (32" min).		
CBC: 11B-404.2.3		
Other: ADA 404.2.3		
8 - 3	Door/Gate	Category: 1
Install or modify sign		\$250
Notes: A tactile and Braille EXIT sign is not provided in passageway for emergency exit.		
CBC: 1011		
Other: ADA 216.4.1, ADA 703.4.1		
Replace or modify door threshold		\$125
Notes: Threshold has a beveled vertical change of 1" (.25 max, up to .5" with a bevel).		
CBC: 11B-404.2.5		
Other: ADA 404.2.5		
Adjust door closer		\$125
Notes: Door opening force is 7.5 lbs (5 lbs max).		
CBC: 11B-404.2.9		
Other: ADA 404.2.9		
Provide strike edge clearance		\$2,500
Notes: Front approach strike-edge clearance on the push side of the door with a latch and closer is 4" (12" min) due to counter.		
CBC: 11B-404.2.4.1		
Other: ADA 404.2.4.1		
16 1	Built-in Elements	Category: 2
Provide an accessible counter		\$1,500
Notes: Check-out counter in main room is 39" AFF (34" max).		
CBC: 11B-904.4		
Other: ADA 904.4.1		

Floor 1		
16 2	Built-in Elements	Category: 2
Provide an accessible counter		\$1,500
Notes: Check-out counter in children's room is 39" AFF (34" max).		
CBC: 11B-904.4		
Other: ADA 904.4.1		
18 1	Room	Category: 2
Install or modify visible fire alarm		\$250
Notes: No visual fire alarms provided in library.		
CBC: 11B-702.1		
Other: ADA 702.1		
24 1	Library	Category: 2
Widen aisle		\$4,000
Notes: Aisles in the hold-shelves range from 27" to 37" wide (44" wide minimum when the aisle serves both sides).		
CBC: 11B-403.5.1		
Other: ADA 403.5.1		
24 2	Library	Category: 2
Provide accessible seating		\$750
Notes: Knee clearance at the reading tables is 25" wide and 26" AFF (30" min. width and 27" min. height).		
CBC: 11B-306.2, 11B-306.3		
Other: ADA 306.2.1, ADA 306.3.1		
24 3	Library	Category: 2
Widen aisle		\$10,000
Notes: Aisles in the stacks on the lower level range from 28" to 33.5" wide (44" wide minimum when the aisle serves both sides). 10 aisles.		
CBC: 11B-403.5.1		
Other: ADA 403.5.1		
Provide an accessible path of travel		\$0
Notes: An accessible route is not provided to lower level reading nooks due to 8.5" step.		
CBC: 11B-206.2		
Other: ADA 206.2		

Floor 1	
24 4	Library
	Category: 2
Widen aisle	\$10,000
Notes: Aisles in the stacks on the mezzanine level range from 32.75" to 37" wide (44" wide minimum when the aisle serves both sides). 10 aisles.	
CBC: 11B-403.5.1	
Other: ADA 403.5.1	
Provide an accessible path of travel	\$50,000
Notes: An accessible path of travel is not provided to mezzanine level due to stairs.	
CBC: 11B-206.2	
Other: ADA 206.2	

City Hall - Floor 2
400 Magnolia Avenue



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Floor 2		
8 - 1	Door/Gate	Category: 2
Adjust door closer		\$125
Notes: Door opening force is 12.5 lbs (5 lbs max).		
CBC: 11B-404.2.9		
Other: ADA 404.2.9		
Replace door hardware		\$425
Notes: Door knob requires grasping and twisting to operate.		
CBC: 11B-309.4, 11B-404.2.7		
Other: ADA 309.4		
Increase maneuvering space		\$1,000
Notes: Front approach maneuvering clearance on the push side of the door is 27.25" due to display case (48" min).		
CBC: 11B-404.2.4.1		
Other: ADA 404.2.4.1		
8 - 2	Door/Gate	Category: 2
Provide or modify door kickplate		\$225
Notes: A smooth and uninterrupted kick plate surface is not provided. Doorstop is located in the 10" space above the finished floor.		
CBC: 11B-404.2.10		
Other: ADA 404.2.10		
8 - 3	Door/Gate	Category: 2
Install or modify sign		\$250
Notes: A tactile and Braille permanent room sign is not provided.		
CBC: 11B-216.2		
Other: ADA 216.2		
Adjust door closer		\$125
Notes: Door opening force is 7 lbs (5 lbs max)		
CBC: 11B-404.2.9		
Other: ADA 404.2.9		
9 - 1	Sign	Category: 2
Install or modify permanent room sign		\$250
Notes: No Braille exit sign provided.		
CBC: 11B-216.4.4		
Other: ADA 216.4.1		

Floor 2		
10 1	Drinking Fountain	Category: 3
Install an additional high or low fountain		\$3,000
Notes: A higher standing person fountain is not provided.		
CBC: 11B-211.2		
Other: ADA 211.2		
Replace or adjust water controls		\$125
Notes: Operating effort of control is 7.5 lbs (5 lbs max).		
CBC: 11B-309		
Other: ADA 309.1		
Provide wing walls		\$1,000
Notes: Unit protrudes 18.5" from the wall at 33.75" above the floor. Unit is not positioned in an alcove and no wing walls or railings are provided.		
CBC: 11B-602.8, 11B-602.9		
Other: ADA 307.1		
13 1	Elevator	Category: 1
Adjust or provide elevator signals and indicators		\$200
Notes: A tactile star is not provided in the first floor door jamb to indicate the main level entry.		
CBC: 11B-407.2.3.1		
Other: ADA 407.2.3.1		
Adjust elevator controls and labeling		\$790
Notes: A tactile star is not provided on the control button panel to indicate the main floor level.		
CBC: 11B-407.2.2.2		
Other: ADA 407.2.3.2, ADA 703.2		
Enlarge elevator		\$100,000
Notes: Elevator car with off-centered door is 55.5" wide (68" min). Exception: In existing buildings, where existing shaft configuration or technical infeasibility prohibits strict compliance with Section 11B-407.4.1, existing elevator car configurations that provide a clear floor area of 18 square feet minimum and also provide an inside clear depth 54 inches minimum and a clear width 48 inches minimum shall be permitted.		
CBC: 11B-407.4.1		
Other: ADA 407.4.1		

Floor 2	
18 1	Room Category: 2
Provide clear floor or turning space \$1,000	
Notes: A 60 inch turnaround space is not provided, space between counter and wall is 54 inches wide.	
CBC: 11B-304.3 Other: ADA 304.3, ADA 304.3.2, ADA 306.3.1	
18 2	Room Category: 2
Provide an accessible path of travel \$0	
Notes: No accessible path of travel provided to dias due to 6 inch step.	
CBC: 11B-206.2 Other: ADA 206.2	
Install or modify visible fire alarm \$250	
Notes: No visual fire alarm provided.	
CBC: 11B-702.1 Other: ADA 702.1	
18 3	Room Category: 2
Reposition controls and outlets \$200	
Notes: Fire alarm activation device is located at 63" above floor surface (42" min to 48" max).	
CBC: 11B-702.1 Other: ADA 702.1	

Floor 2	
19 1	Multiple User Restroom
	Category: 2
Replace or reposition mirror	\$150
Notes: Bottom of the mirror's reflecting surface above the lavatory is 45" AFF (40" max).	
CBC: 11B-603.3	
Other: ADA 603.3	
Replace or reposition dispenser	\$125
Notes: Height to paper towel dispenser is 52" AFF (40" max). Height to soap dispenser is 45" AFF (40" max).	
CBC: 11B-603.5	
Other: -	
Install restroom sign	\$250
Notes: No state required sign provided.	
CBC: 11B-216.8, 11B-703.7.2.6	
Other: -	
Insulate hot water lines	\$125
Notes: The lavatory drain pipes are not insulated.	
CBC: 11B-606.5	
Other: ADA 606.5	
Modify stall partitions	\$500
Notes: No accessible stall provided.	
CBC: 11B-604.8.1.1, 11B-604.8.1.4	
Other: ADA 604.3.1, ADA 604.8.1.4	
Modify lavatory or counter clearances	\$1,500
Notes: Knee space measured at 8" deep from the centerline of the lavatory is 26.5" AFF (27" min).	
CBC: 11B-306.3.3	
Other: ADA 306.3.1, ADA 306.3.3	
Adjust shelving, storage, or work space	\$125
Notes: Shelf protrudes 12" from wall at 43.75" AFF (4" max protrusion between 27" and 80" above floor surface).	
CBC: 11B-307.2	
Other: ADA 307.2	

Floor 2	
19 2	Multiple User Restroom
Category: 2	
Replace or reposition mirror	\$150
Notes: Bottom of the mirror's reflecting surface above the lavatory is 51" AFF (40" max).	
CBC: 11B-603.3	
Other: ADA 603.3	
Replace or reposition dispenser	\$125
Notes: Height to paper towel dispenser is 51" AFF (40" max).	
CBC: 11B-603.5	
Other: -	
Install restroom sign	\$250
Notes: No state required sign provided.	
CBC: 11B-216.8, 11B-703.7.2.6	
Other: -	
Insulate hot water lines	\$125
Notes: The lavatory drain pipes are not insulated.	
CBC: 11B-606.5	
Other: ADA 606.5	
Modify stall partitions	\$500
Notes: No accessible stall provided.	
CBC: 11B-604.8.1.1, 11B-604.8.1.4	
Other: ADA 604.3.1, ADA 604.8.1.4	
Replace urinal	\$3,000
Notes: Height of the urinal rim is 24" AFF (17" max).	
CBC: 11B-605.2	
Other: ADA 605.2	
Reposition toilet flush controls	\$750
Notes: Flush control is 51" AFF (44" max).	
CBC: 11B-605.4	
Other: -	
Provide an accessible path of travel	\$0
Notes: There is a 1" change in level in front of the urinal due to tile flooring.	
CBC: 11B-206.2	
Other: ADA 206.2	

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Community Fields Path William Avenue to Lucky Drive



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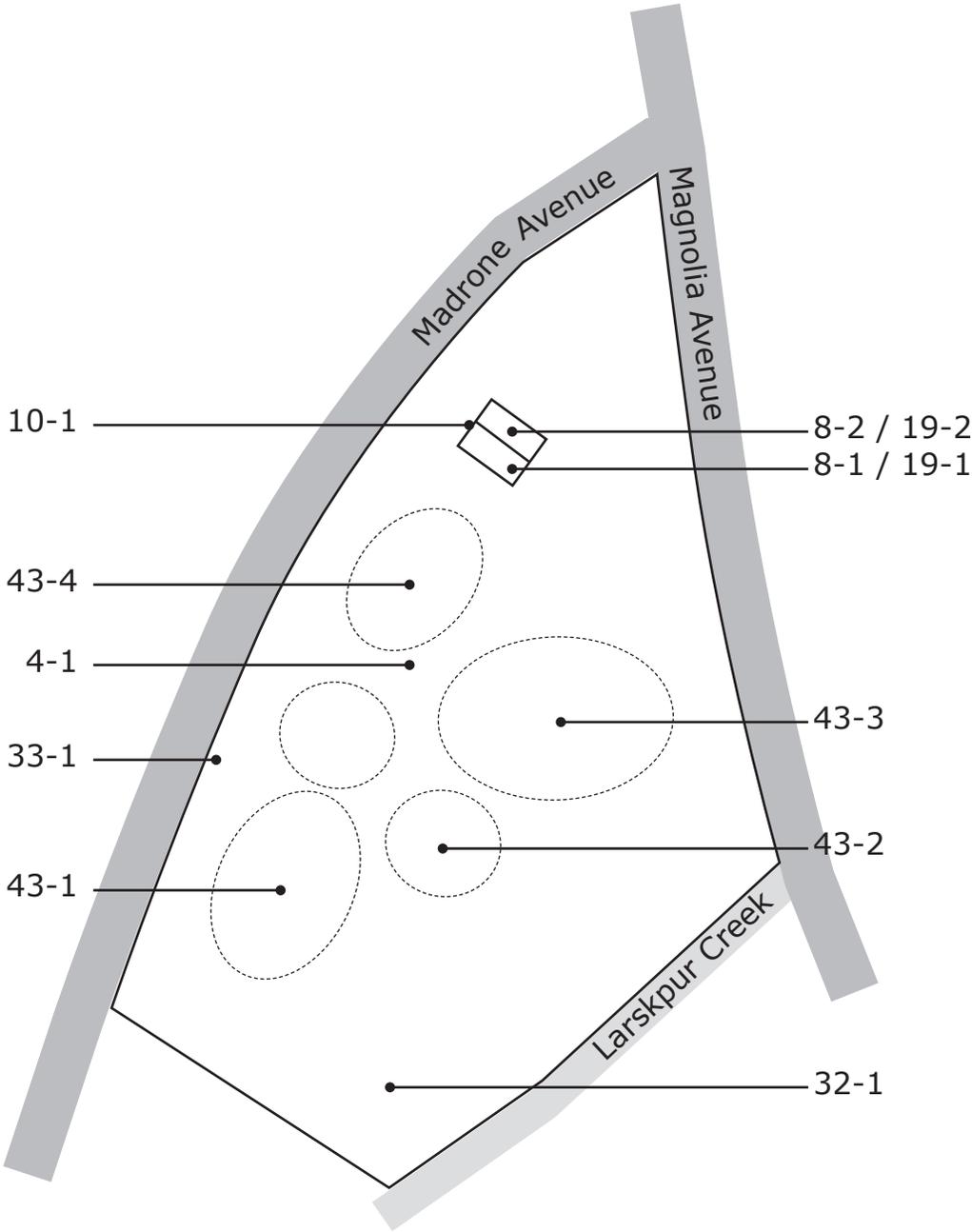
Larkspur
Community Fields Path

Trail		
4 - 1	Walk	Category: 2
Repair surface		\$250
Notes: Disused bollard post hole, 3 inches wide x 2 inches deep (.5" max opening).		
CBC: 11B-302.3		
Other: ADA 302.3		
4 - 2	Walk	Category: 2
Grind or patch vertical change of grade		\$250
Notes: 2 inch change in level for 2 sf at sunken utility cover.		
CBC: 11B-303.2		
Other: ADA 303.2, ADA 303.3		
4 - 3	Walk	Category: 2
Regrade surface		\$6,600
Notes: Cross slope of asphalt path is up to 7.9% for 330 linear feet (2.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
4 - 4	Walk	Category: 1
Regrade surface		\$2,000
Notes: Cross slope of asphalt path is up to 3.9% for 100 linear feet (2.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
4 - 5	Walk	Category: 2
Repair surface		\$250
Notes: Hole in pathway, 2 inches wide x 1 inches deep (.5" max opening).		
CBC: 11B-302.3		
Other: ADA 302.3		
4 - 6	Walk	Category: 2
Regrade surface		\$15,000
Notes: Cross slope of asphalt path is up to 5% for 750 linear feet (2.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
33 1	Outdoor Constructed Features	Category: 3
Increase or provide clear floor area		\$700
Notes: A clear floor space is not provided at the Mutt Mitt (36" by 48" min forward approach).		
CBC: -		
Other: AGODA 1011.2		

Larkspur
Community Fields Path

Trail	
33 2	Outdoor Constructed Features Category: 3
Increase or provide clear floor area	\$700
Notes: A clear floor space is not provided at the Mutt Mitt (36" by 48" min forward approach).	
CBC: -	
Other: AGODA 1011.2	
Modify operating mechanism	\$250
Notes: Mutt Mitt is located 52 inches above ground surface (15" min to 48" max).	
CBC: 11B-308	
Other: AGODA 1011.3, ADA 308.1	

Dolliver Park
Magnolia Avenue at Madrone



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Larkspur
Dolliver Park

Park		
4 - 1	Walk	Category: 1
Provide an accessible path of travel		\$12,000
Notes: Park wide, an accessible path of travel to benches, trash cans, and play areas is not provided due to inaccessible surface, 300 lf.		
CBC: 11B-206.2.2		
Other: ADA 206.2.2		
8 - 1	Door/Gate	Category: 2
Enlarge door opening		\$1,650
Notes: Width of clear opening is 28.75" (32" min).		
CBC: 11B-404.2.3		
Other: ADA 404.2.3		
8 - 2	Door/Gate	Category: 2
Enlarge door opening		\$1,650
Notes: Width of clear opening is 28.75" (32" min).		
CBC: 11B-404.2.3		
Other: ADA 404.2.3		
10 1	Drinking Fountain	Category: 3
Install an additional high or low fountain		\$3,000
Notes: A wheelchair accessible fountain is not provided.		
CBC: 11B-211.2		
Other: ADA 211.2		
Provide wing walls		\$1,000
Notes: Unit is not positioned in an alcove and protrudes 12" from the vertical support at 33" AFF.		
CBC: 11B-602.8, 11B-602.9		
Other: ADA 307.1		

Park	
19 1	Multiple User Restroom Category: 2
Provide an accessible path of travel	\$1,860
Notes: An accessible path of travel to the restroom is not provided due to a four inch curb and 34 lf of inaccessible surface.	
CBC: 11B-206.2	
Other: ADA 206.2	
Modify lavatory or counter clearances	\$1,500
Notes: Knee space measured at 8" deep from the centerline of the lavatory is 26" AFF (27" min).	
CBC: 11B-306.3.3	
Other: ADA 306.3.1, ADA 306.3.3	
Replace urinal	\$3,000
Notes: Height of the urinal rim is 22" AFF (17" max).	
CBC: 11B-605.2	
Other: ADA 605.2	
Modify stall partitions	\$500
Notes: No wide stall provided.	
CBC: 11B-604.8.1.1	
Other: ADA 604.3.1	
Replace or reposition fixtures	\$1,250
Notes: The centerline of the toilet fixture to the adjacent wall is 26.25" (17" min to 18" max).	
CBC: 11B-604.2	
Other: ADA 604.2	

Larkspur
Dolliver Park

Park		
19 2	Multiple User Restroom	Category: 2
Provide an accessible path of travel		\$2,500
Notes: An accessible path of travel to the restroom is not provided due to a four inch curb and 50 lf of inaccessible surface.		
CBC: 11B-206.2		
Other: ADA 206.2		
Modify lavatory or counter clearances		\$1,500
Notes: Knee space measured at 8" deep from the centerline of the lavatory is 26" AFF (27" min).		
CBC: 11B-306.3.3		
Other: ADA 306.3.1, ADA 306.3.3		
Modify stall partitions		\$500
Notes: No wide stall provided.		
CBC: 11B-604.8.1.1		
Other: ADA 604.3.1		
Replace or reposition fixtures		\$1,250
Notes: The centerline of the toilet fixture to the adjacent wall is 22" (17" min to 18" max).		
CBC: 11B-604.2		
Other: ADA 604.2		
32 1	Picnic Area	Category: 2
Provide an accessible path of travel		\$800
Notes: An accessible route is not provided from concrete sidewalk to picnic area due to inaccessible surface, 20 lf.		
CBC: 11B-403		
Other: AGODA F245.4		
Provide an accessible table		\$500
Notes: Knee clearance is not provided at picnic table.		
CBC: 11B-306.3		
Other: -		
33 1	Outdoor Constructed Features	Category: 3
Modify operating mechanism		\$250
Notes: Mutt Mitt is located 62" above ground surface (15" to 48" allowable reach range).		
CBC: 11B-308		
Other: AGODA 1011.3		

Larkspur
Dolliver Park

Park	
43 1	Play Equipment Area Category: 2
Provide play components \$5,000	
Notes: No ground level play components are provided where four elevated play components are provided (1 required).	
CBC: 11B-240.2.1.2	
Other: ADA 240.2.1.2	
43 2	Play Equipment Area Category: 2
Improve or evaluate play area surface \$0	
Notes: Fibar surface up to 12.6 percent slope to merry-go-round play area and up to 24% slope at merry-go-round, maintenance needed.	
CBC: 11B-1008.2.6.1	
Other: ADA 1008.2.6.1, ADA 1008.2.6.2	
43 3	Play Equipment Area Category: 2
Improve or evaluate play area surface \$0	
Notes: Fibar surface up to 12.6 percent slope at swings, maintenance needed.	
CBC: 11B-1008.2.6.1	
Other: ADA 1008.2.6.1, ADA 1008.2.6.2	
43 4	Play Equipment Area Category: 2
Provide an accessible path of travel \$560	
Notes: An accessible route to the monkey bar area is not provided from sidewalk, 6 lf path and ramp to elevated area required.	
CBC: 11B-206.2.17	
Other: ADA 206.2.17	

Downtown Parking Lot
512 Magnolia Avenue



1-1

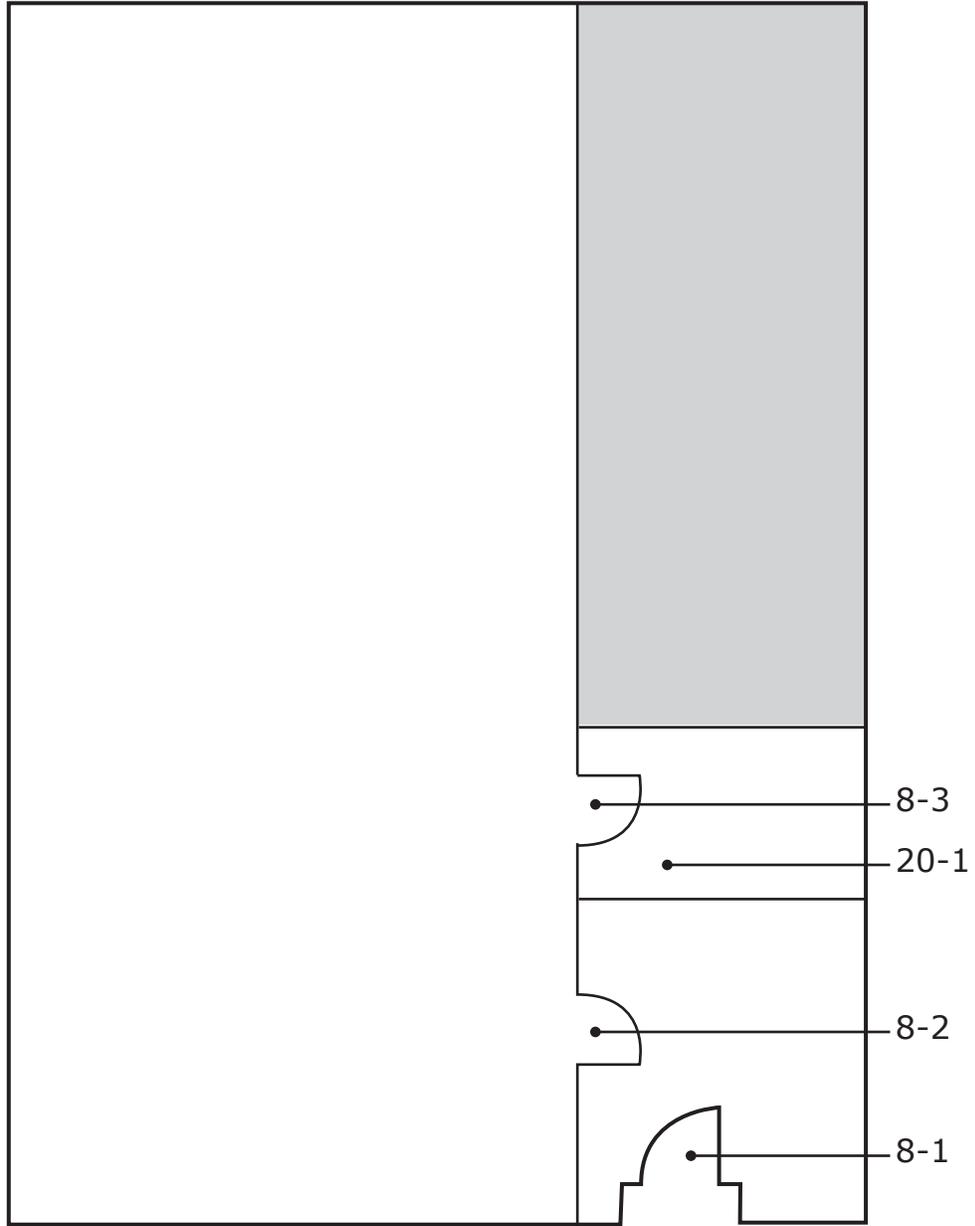
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Larkspur

Downtown Parking Lot

1 - 1 Parking Area		Category: 1
Provide or modify accessible spaces		\$2,945
Notes: One accessible space is provided for 28 spaces in the lot (2 required). Existing space currently has loose gravel material and faded striping.		
CBC: 11B-208.2		
Other: ADA 208.2		
Provide or modify accessible access aisles		\$210
Notes: No access aisle provided at a designated accessible parking space.		
CBC: 11B-502.3		
Other: ADA 502.3		
Install van accessible sign		\$375
Notes: A "Van Accessible" sign is not provided. Required: A "Van Accessible" sign is posted at stalls striped and designated to be van accessible.		
CBC: 11B-502.6		
Other: ADA 208.2.4		
Install reserved parking sign		\$750
Notes: No additional sign or additional language is provided stating "Minimum Fine \$250". No tow-away warning sign provided at street entry or at accessible parking space.		
CBC: 11B-502.6.2, 11B-502.8		
Other: -		
Provide a pavement stencil		\$210
Notes: ISA faded, needs repainting.		
CBC: 11B-502.6.4.1, 11B-502.6.4.2		
Other: ADA 502.6		

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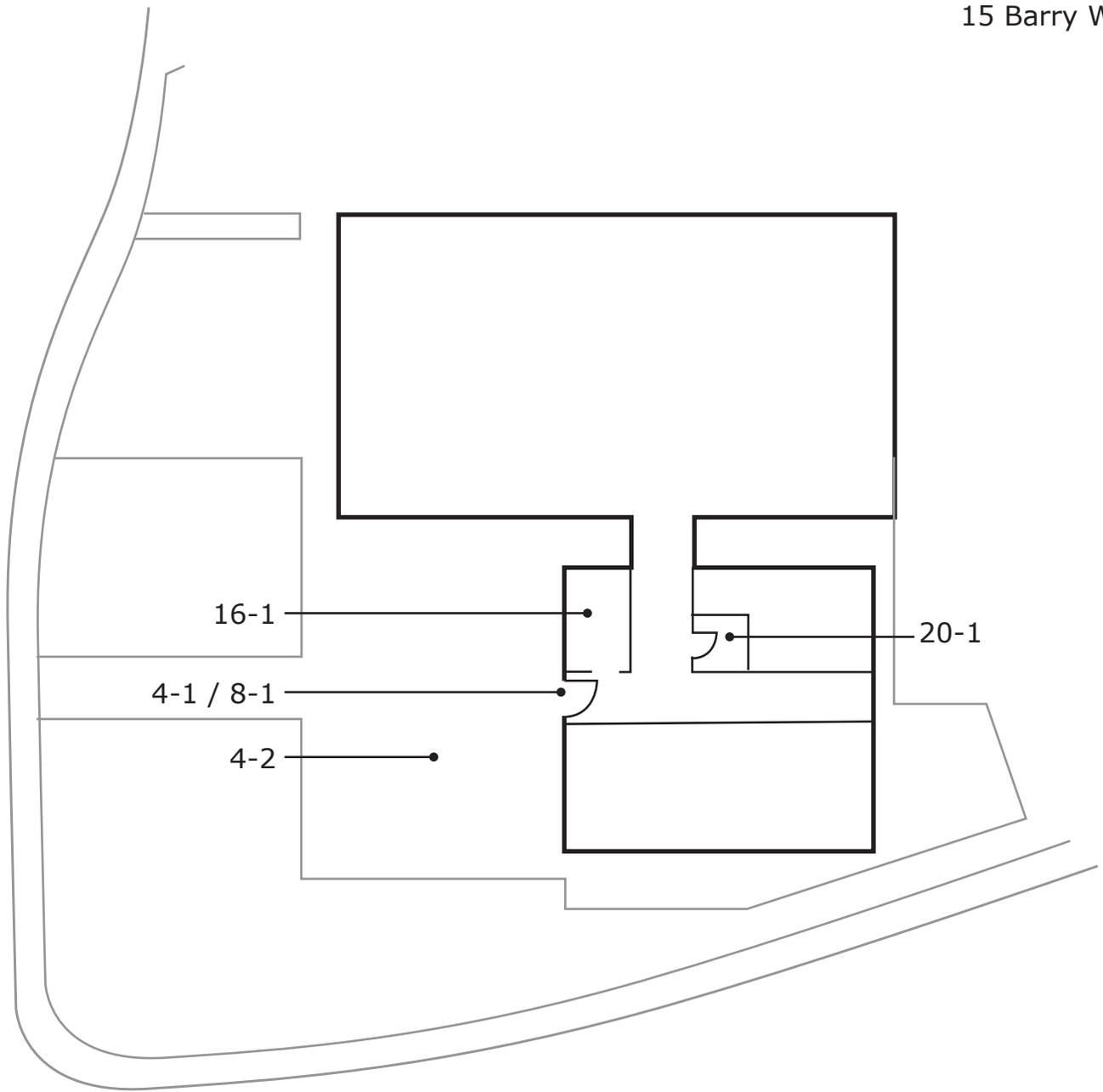
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Floor 1		
8 - 1	Door/Gate	Category: 1
Replace or modify door threshold		\$125
Notes: Threshold has a vertical change of 1" at tile (1/4" max, up to 1/2" with a bevel).		
CBC: 11B-404.2.5		
Other: ADA 404.2.5		
8 - 2	Door/Gate	Category: 2
Enlarge door opening		\$1,650
Notes: Width of clear opening is 30" (32" min).		
CBC: 11B-404.2.3		
Other: ADA 404.2.3		
Replace door hardware		\$425
Notes: Door knob requires grasping and twisting to operate		
CBC: 11B-309.4, 11B-404.2.7		
Other: ADA 309.4		
Modify door window or side light		\$500
Notes: Bottom of the door's window glazing is 58.5" AFF (43" max).		
CBC: 11B-404.2.11		
Other: ADA 404.2.11		
Provide strike edge clearance		\$2,500
Notes: Front approach strike-edge clearance on the pull side of the door is 6" (18" min).		
CBC: 11B-404.2.4.1		
Other: ADA 404.2.4.1		
8 - 3	Door/Gate	Category: 2
Replace door hardware		\$425
Notes: Door knob requires grasping and twisting to operate.		
CBC: 11B-309.4, 11B-404.2.7		
Other: ADA 309.4		
Provide or modify door kickplate		\$225
Notes: A smooth and uninterrupted kick plate surface is not provided in the 10" space above the finished floor.		
CBC: 11B-404.2.10		
Other: ADA 404.2.10		
Provide strike edge clearance		\$2,500
Notes: Front approach strike-edge clearance on the pull side of the door is 2" (18" min).		
CBC: 11B-404.2.4.1		
Other: ADA 404.2.4.1		

Larkspur
Fire Station 15

Floor 1	
20 1	Single User Restroom
	Category: 2
Install restroom sign	\$0
Notes: No state or federal required sign provided.	
CBC: 11B-216.8, 703.7.2.6	
Other: ADA 703	
Provide clear floor or turning space	\$0
Notes: Room is 41" wide. A 60" min diameter turning space unobstructed from the floor to a height of 27" min is not provided.	
CBC: 11B-603.2.1	
Other: ADA 304.3.1, ADA 306.3.1, ADA 603.2.1	
Renovate restroom	\$75,000
Notes: Non-compliant restroom.	
CBC: 11B-213, 11B-604	
Other: ADA 213.3, ADA 604.8	
Modify lavatory or counter clearances	\$0
Notes: No knee space provided at sink.	
CBC: 11B-306.3.3	
Other: ADA 306.3.1, ADA 306.3.3	
Replace toilet or adjust toilet seat height	\$0
Notes: Water closet seat height is 16" AFF (17" min to 19" max).	
CBC: 11B-604.4	
Other: ADA 604.4	

Fire Station 16
15 Barry Way



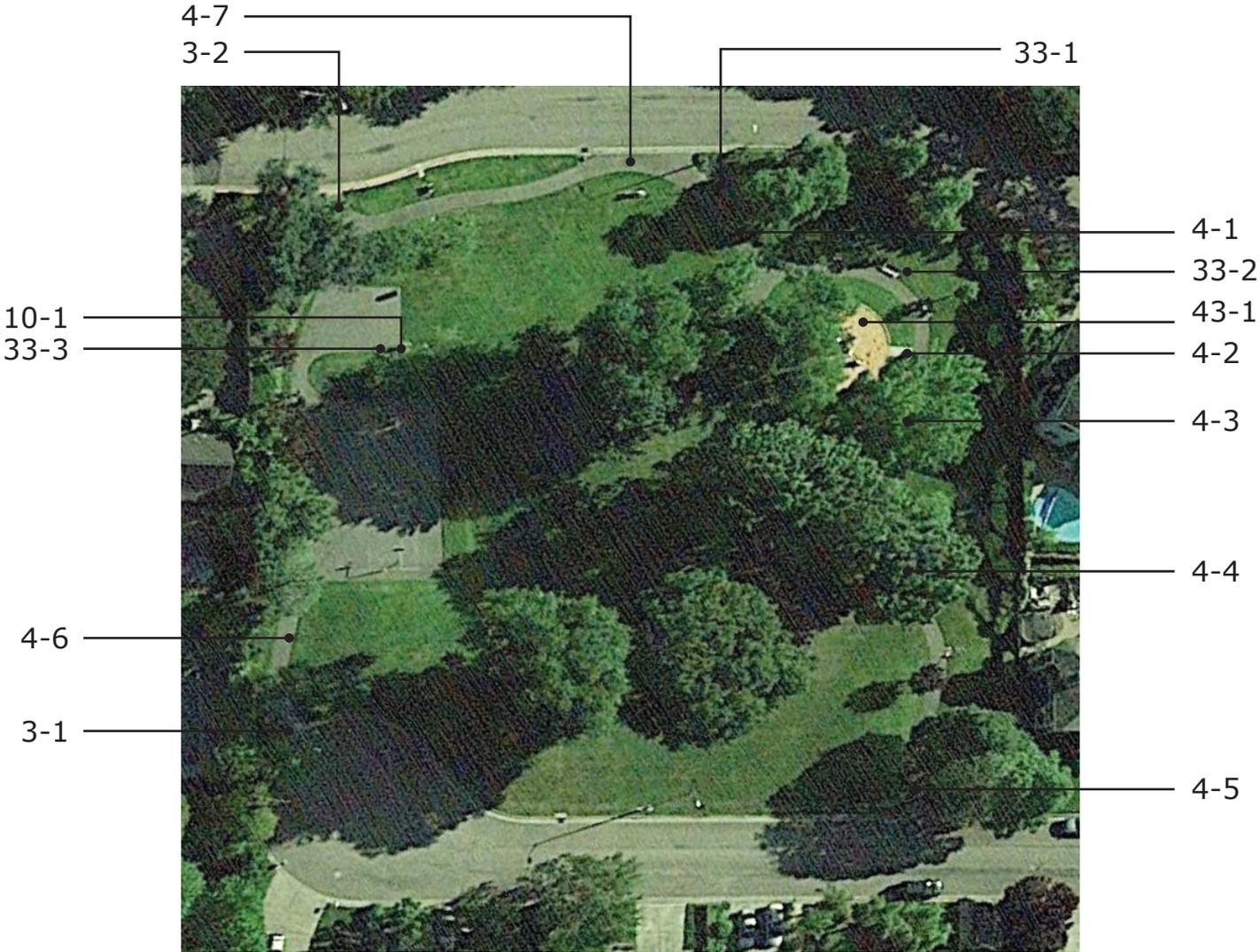
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Larkspur
Fire Station 16

Exterior		
4 - 1	Walk	Category: 1
Grind or patch vertical change of grade		\$250
Notes: Surface level changes up to .5" at deteriorated concrete (.25" max, up to .5" with a bevel).		
CBC: 11B-303.2		
Other: ADA 303.2, ADA 303.3		
Regrade surface		\$80
Notes: Running slope of concrete path is up to 45% for 12 inches across entire path to door (5.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
4 - 2	Walk	Category: 1
Repair surface		\$250
Notes: Joints in pavement have opening up to .75 inch wide (.5 inch max).		
CBC: 11B-302.3		
Other: ADA 302.3		
8 - 1	Door/Gate	Category: 1
Increase maneuvering space		\$1,000
Notes: Clear floor space at door has a slope of 2.2% (2% max.)		
CBC: 11B-404.3.5		
Other: -		

Floor 1		
16	1	Built-in Elements Category: 2
Provide an accessible counter		\$1,500
Notes: No accessible counter provided. Counter is 39" AFF (34" max).		
CBC: 11B-904.4		
Other: -		
20	1	Single User Restroom Category: 2
Install restroom sign		\$250
Notes: No state or federal signs provided.		
CBC: 11B-216.8, 703.7.2.6		
Other: ADA 703		
Replace or modify grab bars		\$0
Notes: Side grab bar ends 36" from the rear wall due to door to hot water heater (54" min).		
CBC: 11B-604.5.1		
Other: ADA 604.5.1		
Insulate hot water lines		\$125
Notes: No insulation provided on lavatory water pipes.		
CBC: 11B-606.5		
Other: ADA 606.5		
Replace or reposition dispenser		\$125
Notes: Paper towel dispenser is 42" AFF and soap dispenser is 44" AFF (40" AFF max). Alternative soap provided on lavatory counter. No clear floor space provided at toilet seat cover dispenser due to toilet fixture.		
CBC: 11B-603.5		
Other: -		
Provide clear floor or turning space		\$3,000
Notes: A 60" min diameter turning space unobstructed from the floor to a height of 27" min is not provided.		
CBC: 11B-603.2.1		
Other: ADA 304.3.1, ADA 306.3.1, ADA 603.2.1		
Increase water closet clear width or depth		\$500
Notes: Clear width over toilet fixture is 53.75" (60" min) to the lavatory. Clear floor space in front of the toilet fixture is 44" to wall (48" min).		
CBC: 11B-604.3.1, 11B-604.8.1.1		
Other: ADA 604.3.1, ADA 604.8.1		

Greenbrae School Park
Eliseo to Parkside Way



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Larkspur
Greenbrae School Park

Park	
3 - 1	Curb Ramp Category: 1
Grind or patch vertical change of grade	\$0
Notes: .5" change in level at bottom of ramp (curb ramp must be free of level changes).	
CBC: 11B-303.2.3, 11B-405.4	
Other: ADA 405.4	
Provide detectable warnings	\$0
Notes: No detectable warnings provided.	
CBC: 11B-406.5.12	
Other: -	
Provide surface texture	\$0
Notes: No grooved border provided.	
CBC: 11B-406.5.11	
Other: -	
Install, replace or modify curb ramp	\$2,460
Notes: Slope of the curb ramp is 11.3% (8.33% max).	
CBC: 11B-405.2, 11B-406	
Other: ADA 405.2, ADA 406.1	
Provide a level landing	\$0
Notes: A level landing not exceeding 2% is not provided at the top of the ramp (4' by 4' min).	
CBC: 11B-406.5.3	
Other: ADA 406.4, ADA 406.7	
3 - 2	Curb Ramp Category: 1
Provide detectable warnings	\$1,000
Notes: No detectable warning provided.	
CBC: 11B-406.5.12	
Other: -	
Install, replace or modify curb ramp	\$4,000
Notes: Gutter slope at blended transition is 6.3% (5% max).	
CBC: 11B-406.7	
Other: -	
Grind or patch vertical change of grade	\$250
Notes: 1" change in level at bottom of blended transition.	
CBC: 11B-303.2.3, 11B-405.4	
Other: ADA 405.4	

Larkspur
Greenbrae School Park

Park	
4 - 1	Walk Category: 2
Regrade surface	\$200
Notes: Cross slope of deteriorated asphalt path is up to 6.5% for 10 linear feet at tree roots (2.0% max).	
CBC: 11B-403.3	
Other: ADA 403.3	
4 - 2	Walk Category: 2
Repair surface	\$0
Notes: Gap in pavement up to 2.5 inch wide across path (.5 inch max).	
CBC: 11B-302.3	
Other: ADA 302.3	
Widen walk	\$180
Notes: Width of walk is 46" for 9 linear feet (48" min; 36" min. allowed at a point such as a utility pole, post or hydrant for 24 inches max).	
CBC: 11B-403.5.1.3	
Other: ADA 403.5.1	
4 - 3	Walk Category: 2
Regrade surface	\$640
Notes: Running slope of asphalt path is up to 6.5% for 32 linear feet (5.0% max).	
CBC: 11B-403.3	
Other: ADA 403.3	
4 - 4	Walk Category: 2
Repair surface	\$0
Notes: Gap in pavement up to 2.5 inch wide across path (.5 inch max).	
CBC: 11B-302.3	
Other: ADA 302.3	
Widen walk	\$180
Notes: Width of walk is 46" for 9 linear feet (48" min; 36" min. allowed at a point such as a utility pole, post or hydrant for 24 inches max).	
CBC: 11B-403.5.1.3	
Other: ADA 403.5.1	

Larkspur
Greenbrae School Park

Park		
4 - 5	Walk	Category: 1
Regrade surface		\$1,340
Notes: Running slope of asphalt path is 5.2% to 13% for 67 linear feet (5.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
Provide an accessible path of travel		\$2,460
Notes: An accessible route is not provided due to a 6" curb.		
CBC: 11B-206.2.2		
Other: ADA 206.2.2		
4 - 6	Walk	Category: 1
Regrade surface		\$1,200
Notes: Running slope of asphalt path is 8.3% to 11.5% for 60 linear feet (5.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
4 - 7	Walk	Category: 1
Provide an accessible path of travel		\$2,460
Notes: An accessible route is not provided due to a 6" curb.		
CBC: 11B-206.2.2		
Other: ADA 206.2.2		
10 1	Drinking Fountain	Category: 3
Install an additional high or low fountain		\$3,000
Notes: A higher standing person fountain is not provided.		
CBC: 11B-211.2		
Other: ADA 211.2		
Raise or lower fountain		\$1,500
Notes: Space between floor/ground and bottom of fountain is 25.75" (27" min).		
CBC: 11B-306.3		
Other: ADA 306.3.1		
Increase or provide maneuvering or clear floor area		\$50
Notes: 2" wide vegetated strip in clear floor space in front of the fountain.		
CBC: 11B-305, 11B-306		
Other: ADA 305.1, ADA 305.3, ADA 305.5, ADA 306.1		

Larkspur
Greenbrae School Park

Park		
33 1	Outdoor Constructed Features	Category: 3
Modify operating mechanism		\$250
Notes: Mutt Mitt is located 59" AFF (15" min to 48" max).		
CBC: 11B-308		
Other: AGODA 1011.3		
Increase or provide clear floor area		\$700
Notes: A clear floor space is not provided at the Mutt Mitt (36" by 48" min forward approach).		
CBC: -		
Other: AGODA 1011.2		
33 2	Outdoor Constructed Features	Category: 2
Increase or provide clear floor area		\$2,100
Notes: A clear floor space is not provided adjacent to the bench for companion seating, 3 benches. (36" by 48" min).		
CBC: -		
Other: AGODA 1011.2.1		
33 3	Outdoor Constructed Features	Category: 2
Increase or provide clear floor area		\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating, 1 bench. (36" by 48" min).		
CBC: -		
Other: AGODA 1011.2.1		
43 1	Play Equipment Area	Category: 2
Regrade or replace ramp		\$425
Notes: Ramp into play area has 31% running slope for 9 inches (6.25% max).		
CBC: 11B-1008.2.5.1		
Other: ADA 1008.2.5.1		
Provide play components		\$5,000
Notes: 1 ground level play component provided for 6 elevated play components (2 required).		
CBC: 11B-240.2.1.2		
Other: ADA 240.2.1.2		

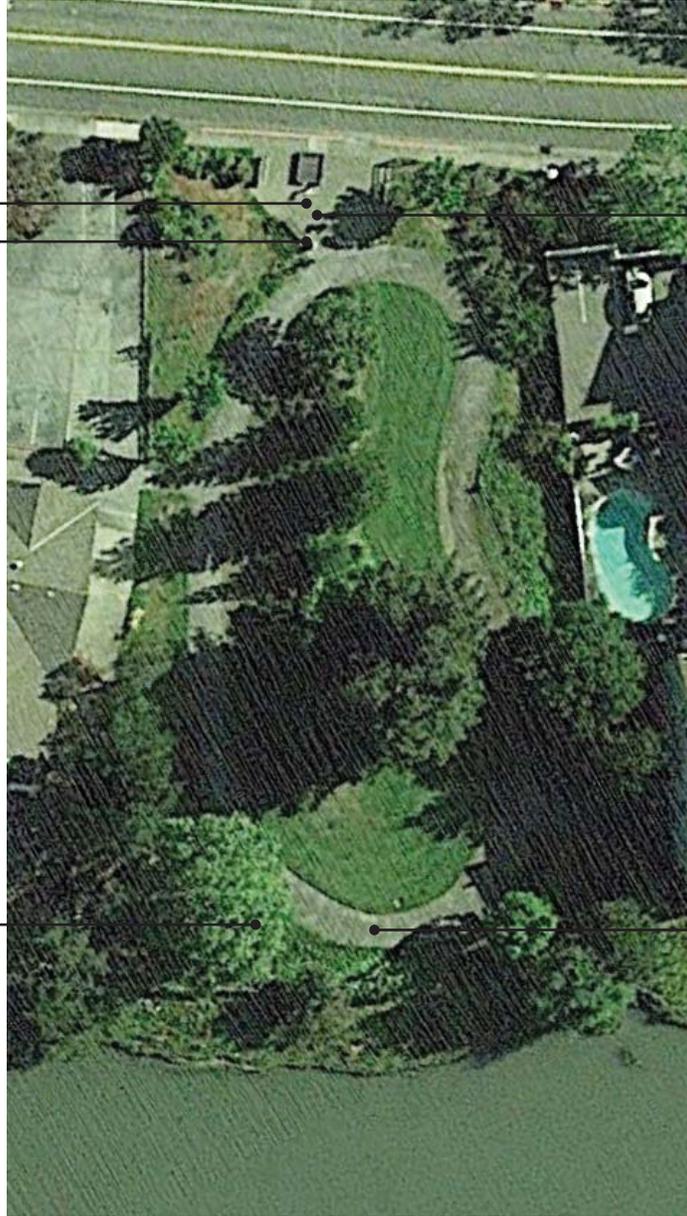
Hamilton Park
South Eliseo

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Larkspur
Hamilton Park

Park		
4 - 1	Walk	Category: 2
Grind or patch vertical change of grade		\$4,000
Notes: Up to 2" changes in level at deflections of pavers in plaza, 400 sf.		
CBC: 11B-303.2		
Other: ADA 303.2, ADA 303.3		
4 - 2	Walk	Category: 2
Repair surface		\$5,200
Notes: Crack in deteriorated asphalt pavement at tree roots is up to .75 inch wide, 260 lf (.5 inch max).		
CBC: 11B-302.3		
Other: ADA 302.3		
4 - 3	Walk	Category: 1
Repair surface		\$250
Notes: Deteriorated wood spacers at pavement joints. Reset spacers to be flush with pavement.		
CBC: 11B-302.3		
Other: ADA 302.3		
10 1	Drinking Fountain	Category: 3
Install an additional high or low fountain		\$3,000
Notes: A higher standing person fountain is not provided.		
CBC: 11B-211.2		
Other: ADA 211.2		
Increase or provide maneuvering or clear floor area		\$0
Notes: 1.5" gap in clear floor space of fountain where wood spacer is missing.		
CBC: 11B-305, 11B-306		
Other: ADA 305.1, ADA 305.3, ADA 305.5, ADA 306.1		
Provide wing walls		\$1,000
Notes: Unit protrudes 15" from vertical support at 29.75" AFF.		
CBC: 11B-602.8, 11B-602.9		
Other: ADA 307.1		
Replace or adjust water controls		\$125
Notes: Operating effort of control is 12 lbs (5 lbs max).		
CBC: 11B-309		
Other: ADA 309.1		

Larkspur
Hamilton Park

Park	
33 1	Outdoor Constructed Features Category: 3
Modify operating mechanism	\$250
Notes: Mutt Mitt is mounted at 50" AFF (15" min to 48" max).	
CBC: 11B-308	
Other: AGODA 1011.3	

Heatherwood Park
Midway at Diane Lane

10-1

33-1

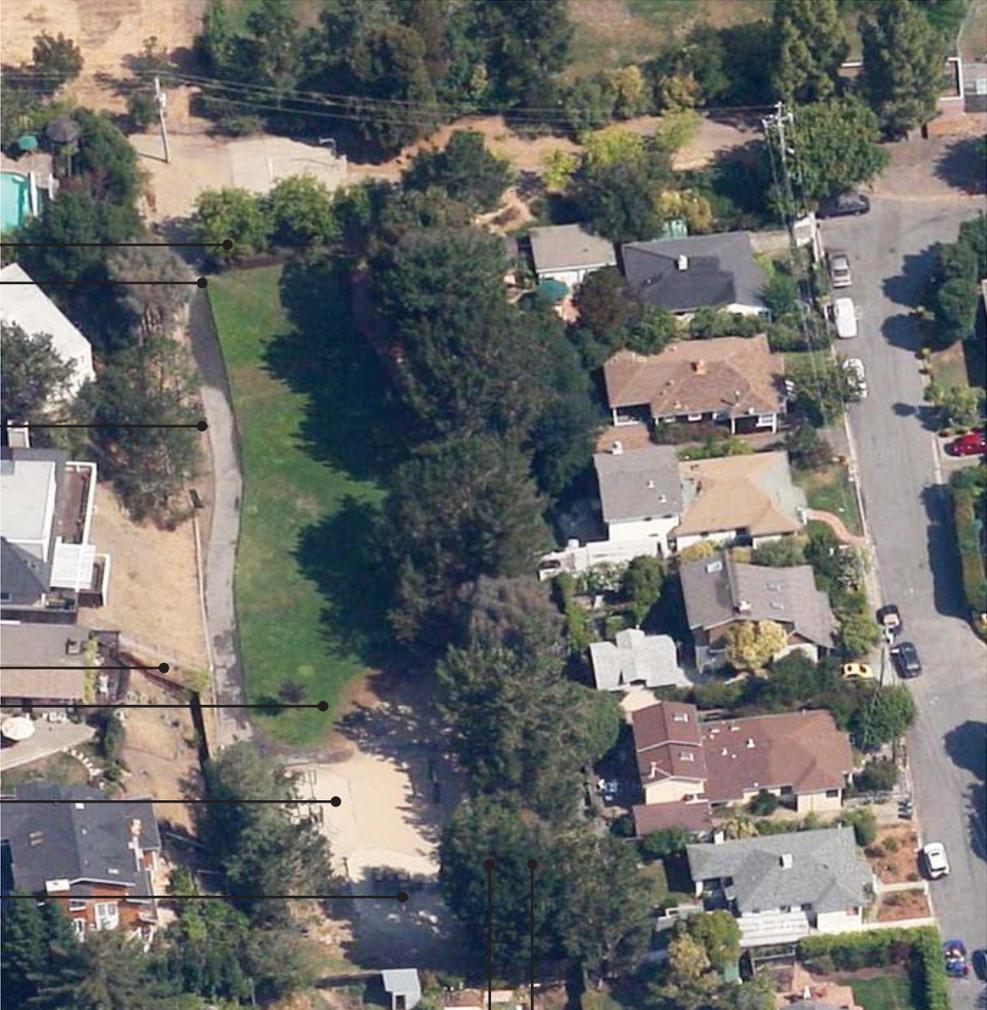
33-2

6-1

32-1

43-1

43-2



33-3

4-1

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Larkspur

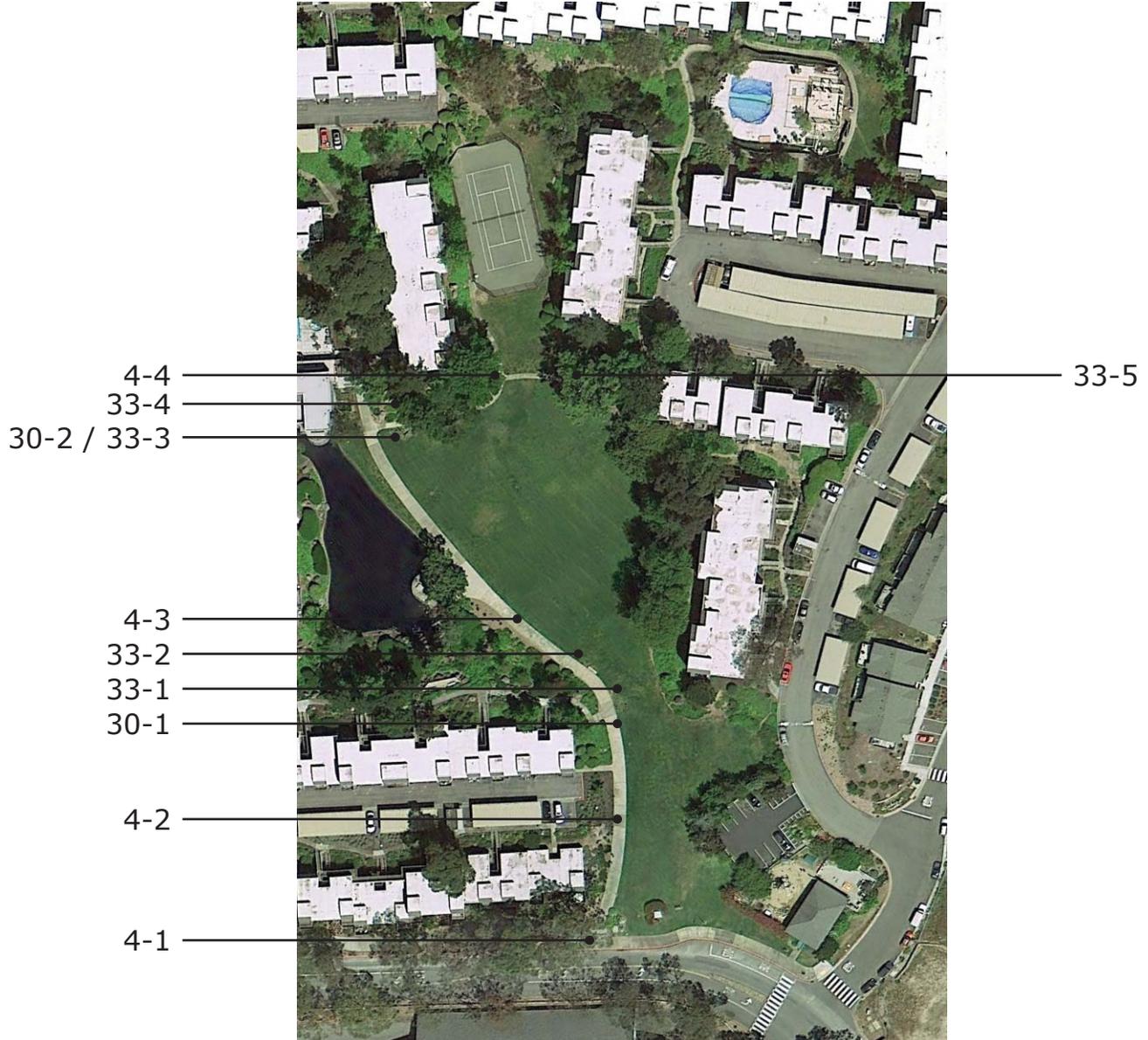
Heatherwood Park

Park	
4 - 1	Walk Category: 2
Widen walk	\$70
Notes: Width of walk is 36 to 47 inches for 40 inches (48" min; 36" min. allowed at a point such as a utility pole, post or hydrant for 24 inches max).	
CBC: 11B-403.5.1.3	
Other: ADA 403.5.1	
6 - 1	Stairway Category: 1
Raise or lower existing handrail	\$3,800
Notes: Handrail top surface is mounted 41" above the stair nosing, 35 risers (34" min to 38" max).	
CBC: 11B-505.4	
Other: ADA 505.4	
Install tread striping	\$525
Notes: No tread striping provided, 35 treads.	
CBC: 11B-504.4.1	
Other: -	
10 1	Drinking Fountain Category: 3
Install an additional high or low fountain	\$3,000
Notes: A higher standing person fountain is not provided.	
CBC: 11B-211.2	
Other: ADA 211.2	
32 1	Picnic Area Category: 2
Provide an accessible path of travel	\$400
Notes: An accessible route to the picnic area is not provided. Route is 10 linear feet over sand from pathway to picnic area.	
CBC: 11B-403	
Other: AGODA F245.4	
Provide an accessible picnic unit	\$6,400
Notes: Three tables in picnic unit, no accessible tables provided (2 min). The picnic table(s) is/are not designed for accessibility. An accessible table has an area 30" min wide for knee space, 27" knee clearance above the ground measured 8" horizontally from the front face of the table, and 9" toe clearance above the ground extends 17 inches min. from front edge of table.	
CBC: 11B-246.5	
Other: AGODA F245.2.1.1	

Larkspur
Heatherwood Park

Park	
33 1	Outdoor Constructed Features Category: 3
Increase or provide clear floor area	\$700
Notes: A clear floor space is not provided at the Mutt Mitt (36" by 48" min forward approach).	
CBC: -	
Other: AGODA 1011.2	
33 2	Outdoor Constructed Features Category: 2
Provide an accessible path of travel	\$2,000
Notes: An accessible route to the fixed benches is not provided due to 8" curb.	
CBC: -	
Other: AGODA 1011.2.1	
33 3	Outdoor Constructed Features Category: 2
Provide an accessible path of travel	\$360
Notes: An accessible route to the fixed bench is not provided, 9 lf.	
CBC: -	
Other: AGODA 1011.2.1	
43 1	Play Equipment Area Category: 2
Provide an accessible path of travel	\$0
Notes: Sand surface does not provide an accessible path of travel to play area and components.	
CBC: 11B-206.2.17, 11B-206.2.17.1	
Other: ADA 1008.2, ADA 206.2.17	
43 2	Play Equipment Area Category: 2
Provide an accessible path of travel	\$0
Notes: .75" gaps in warped rubber tile path of travel surface. Maintenance needed.	
CBC: 11B-206.2.17, 11B-206.2.17.1	
Other: ADA 1008.2, ADA 206.2.17	

Neighborhood Park
Larkspur Landing Circle



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Larkspur
Neighborhood Park

Park		
4 - 1	Walk	Category: 1
Regrade surface		\$1,000
Notes: Cross slope of concrete path is up to 8.7% where it meets sidewalk, 100 sf (2.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
4 - 2	Walk	Category: 1
Regrade surface		\$6,800
Notes: Running slope of concrete path is up to 9.9% for 170 linear feet (5.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
4 - 3	Walk	Category: 2
Regrade surface		\$2,220
Notes: Running slope of concrete path is up to 8.2% for 55.5 linear feet (5.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
Grind or patch vertical change of grade		\$250
Notes: Surface level change is 1" at concrete joint (1/4" max, up to 1/2" with a bevel).		
CBC: 11B-303.2		
Other: ADA 303.2, ADA 303.3		
4 - 4	Walk	Category: 2
Regrade surface		\$2,000
Notes: Running slope of concrete path is up to 8.5% for 50 linear feet (5.0% max).		
CBC: 11B-403.3		
Other: ADA 403.3		
30 1	Exercise Machines and Equipment	Category: 2
Provide an accessible path of travel		\$2,600
Notes: No path of travel provided to exercise equipment, 260 sf.		
CBC: 11B-206.2, 11B-206.2.13		
Other: ADA 206.2, ADA 206.2.13, ADA 206.2.2		
Increase or provide maneuvering or clear floor area		\$0
Notes: No clear floor space provided at exercise equipment fixtures.		
CBC: 11B-1004.1, 11B-236.1		
Other: ADA 1004.1, ADA 236.1, ADA 305.3, ADA 305.5		

Larkspur
Neighborhood Park

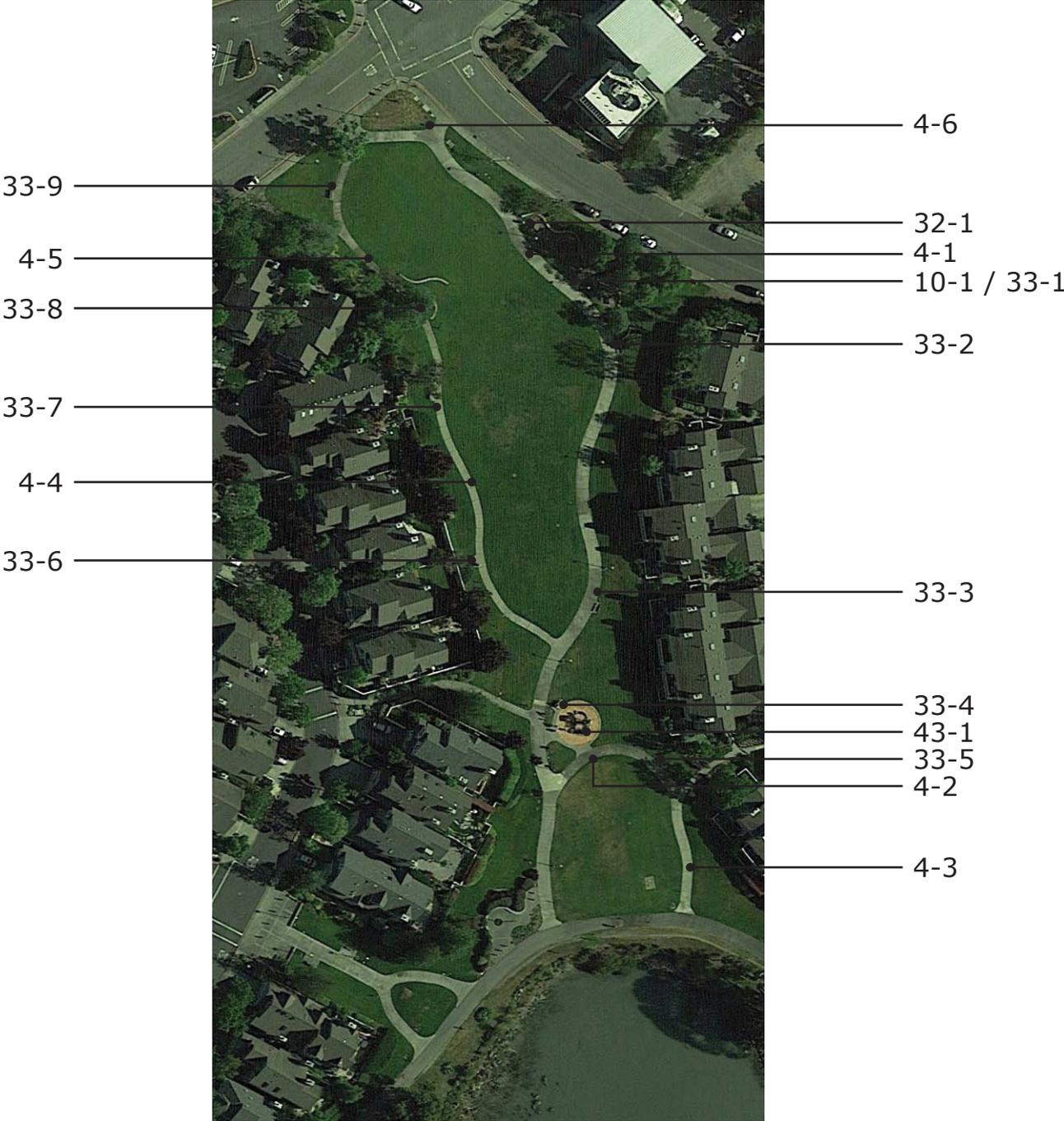
Park	
30 2	Exercise Machines and Equipment Category: 2
Provide an accessible path of travel \$2,600	
Notes: No path of travel provided to exercise equipment, 260 sf.	
CBC: 11B-206.2, 11B-206.2.13	
Other: ADA 206.2, ADA 206.2.13, ADA 206.2.2	
Increase or provide maneuvering or clear floor area \$0	
Notes: No clear floor space provided at exercise equipment fixtures.	
CBC: 11B-1004.1, 11B-236.1	
Other: ADA 1004.1, ADA 236.1, ADA 305.3, ADA 305.5	
33 1	Outdoor Constructed Features Category: 3
Increase or provide clear floor area \$700	
Notes: A clear floor space is not provided at the trash container opening and Mutt Mitt (36" by 48" min forward approach).	
CBC: -	
Other: AGODA 1011.2	
Modify operating mechanism \$250	
Notes: Mutt Mitt is located at 56" AFF (15" min to 48" max).	
CBC: 11B-308	
Other: AGODA 1011.3	
33 2	Outdoor Constructed Features Category: 2
Increase or provide clear floor area \$700	
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).	
CBC: -	
Other: AGODA 1011.2.1	
33 3	Outdoor Constructed Features Category: 3
Increase or provide clear floor area \$700	
Notes: A clear floor space is not provided at the Mutt Mitt (36" by 48" min forward approach).	
CBC: -	
Other: AGODA 1011.2	
33 4	Outdoor Constructed Features Category: 3
Increase or provide clear floor area \$700	
Notes: A clear floor space is not provided at the trash container opening (36" by 48" min forward approach).	
CBC: -	
Other: AGODA 1011.2	

Larkspur
Neighborhood Park

Park	
33 5	Outdoor Constructed Features Category: 3
Increase or provide clear floor area	\$700
Notes: A clear floor space is not provided at the trash container opening and Mutt Mitt (36" by 48" min forward approach).	
CBC: -	
Other: AGODA 1011.2	
Modify operating mechanism	\$250
Notes: Mutt Mitt is located at 55" AFF (15" min to 48" max).	
CBC: 11B-308	
Other: AGODA 1011.3	

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Niven Park
Barry Way at Drakes Landing



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Larkspur
Niven Park

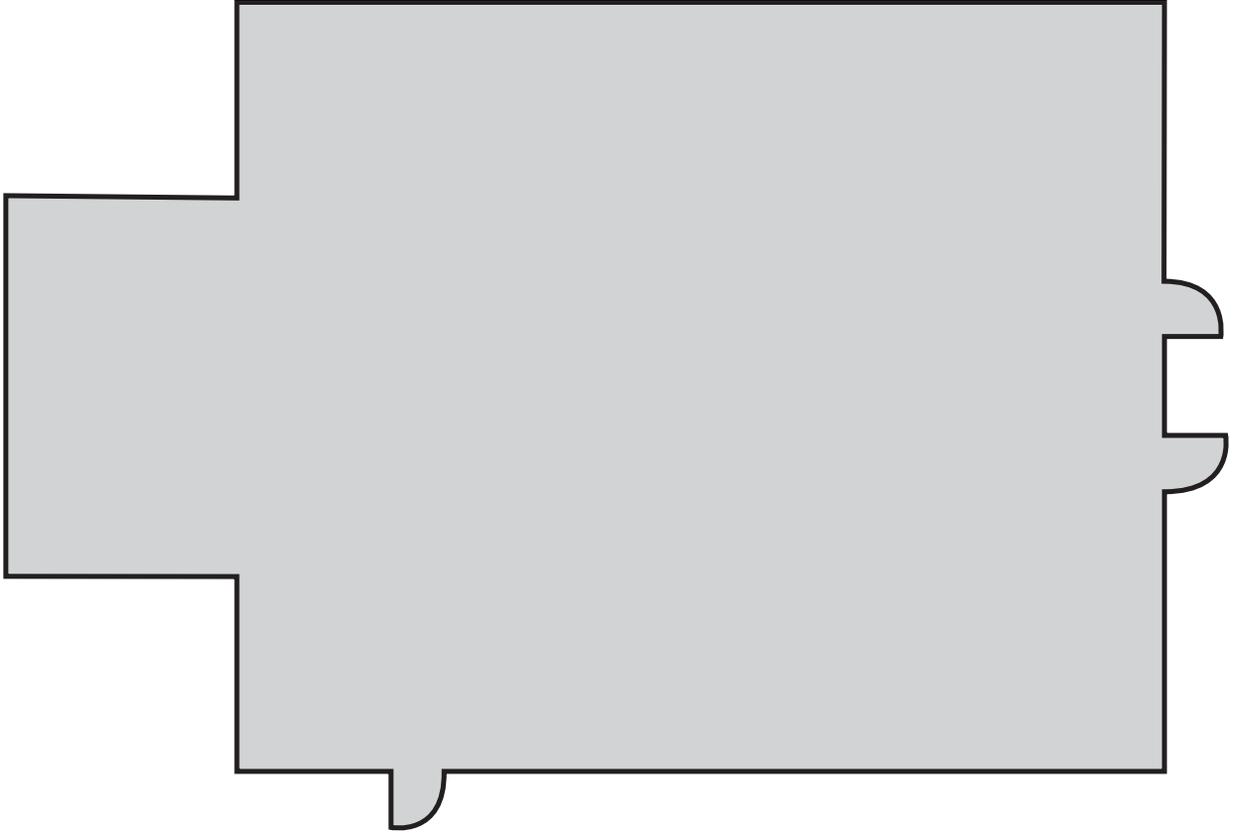
Park	
4 - 1	Walk Category: 2
Regrade surface	\$1,920
Notes: Cross slope of concrete path is up to 7% for 48 linear feet (2.0% max).	
CBC: 11B-403.3	
Other: ADA 403.3	
4 - 2	Walk Category: 2
Regrade surface	\$4,320
Notes: Cross slope of concrete path is up to 9.4% for 108 linear feet (2.0% max).	
CBC: 11B-403.3	
Other: ADA 403.3	
4 - 3	Walk Category: 2
Regrade surface	\$2,840
Notes: Cross slope of concrete path is 5.5% to 7.4% for 71 linear feet (2.0% max).	
CBC: 11B-403.3	
Other: ADA 403.3	
4 - 4	Walk Category: 2
Regrade surface	\$6,880
Notes: Cross slope of concrete path is up to 5.9% for 172 linear feet (2.0% max).	
CBC: 11B-403.3	
Other: ADA 403.3	
4 - 5	Walk Category: 2
Grind or patch vertical change of grade	\$250
Notes: Surface level change is 1" at concrete joint (1/4" max, up to 1/2" with a bevel).	
CBC: 11B-303.2	
Other: ADA 303.2, ADA 303.3	
4 - 6	Walk Category: 1
Regrade surface	\$460
Notes: Cross slope of concrete path is up to 7.7% for 11.5 linear feet (2.0% max).	
CBC: 11B-403.3	
Other: ADA 403.3	
Install curb, barrier, or guardrail	\$175
Notes: No warning curb provided at abrupt drop off near drain exceeding 4", 7 lf. (6" warning curb required)	
CBC: 11B-303.5	
Other: -	

Larkspur
Niven Park

Park		
10 1	Drinking Fountain	Category: 3
Install an additional high or low fountain		\$0
Notes: A wheelchair accessible or compliant standing person fountain is not provided.		
CBC: 11B-211.2		
Other: ADA 211.2		
Replace fountain		\$3,000
Notes: Bubbler is at 36" AFF with no knee space provided.		
CBC: 11B-602.4, 11B-602.5, 11B-602.7		
Other: ADA 602.4, ADA 602.5, ADA 602.7		
Increase or provide maneuvering or clear floor area		\$1,000
Notes: Clear floor space is not provided in front of the fountain (30" by 48" min).		
CBC: 11B-305, 11B-306		
Other: ADA 305.1, ADA 305.3, ADA 305.5, ADA 306.1		
32 1	Picnic Area	Category: 2
Provide an accessible picnic unit		\$6,400
Notes: The picnic table(s) is/are not designed for accessibility. An accessible table has an area 30" min wide for knee space, 27" knee clearance above the ground measured 8" horizontally from the front face of the table, and 9" toe clearance above the ground extends 17" from front of table. 2 accessible tables required.		
CBC: 11B-246.5		
Other: AGODA F245.2.1.1		
Provide an accessible path of travel		\$400
Notes: An accessible route to the picnic area is not provided. Route is 10 linear feet over turf surface from concrete path to picnic area.		
CBC: 11B-403		
Other: AGODA F245.4		
33 1	Outdoor Constructed Features	Category: 3
Modify operating mechanism		\$250
Notes: Mutt Mitt is located at 61" AFF (15" min to 48" max).		
CBC: 11B-308		
Other: AGODA 1011.3, ADA 308.1		
33 2	Outdoor Constructed Features	Category: 2
Increase or provide clear floor area		\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).		
CBC: -		
Other: AGODA 1011.2.1		

Park	
33 3	Outdoor Constructed Features Category: 2
Increase or provide clear floor area	\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).	
CBC: -	
Other: AGODA 1011.2.1	
33 4	Outdoor Constructed Features Category: 2
Increase or provide clear floor area	\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).	
CBC: -	
Other: AGODA 1011.2.1	
Provide an accessible path of travel	\$600
Notes: An accessible route to the fixed bench is not provided. Route is 35" wide for 15 lf.	
CBC: -	
Other: AGODA 1011.2.1	
33 5	Outdoor Constructed Features Category: 2
Increase or provide clear floor area	\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).	
CBC: -	
Other: AGODA 1011.2.1	
33 6	Outdoor Constructed Features Category: 2
Increase or provide clear floor area	\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).	
CBC: -	
Other: AGODA 1011.2.1	
33 7	Outdoor Constructed Features Category: 2
Increase or provide clear floor area	\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).	
CBC: -	
Other: AGODA 1011.2.1	

Park	
33 8	Outdoor Constructed Features Category: 2
Increase or provide clear floor area	\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).	
CBC: -	
Other: AGODA 1011.2.1	
33 9	Outdoor Constructed Features Category: 2
Increase or provide clear floor area	\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).	
CBC: -	
Other: AGODA 1011.2.1	
43 1	Play Equipment Area Category: 2
Install or modify transfer system	\$1,000
Notes: Transfer platform surface height is 23" (11" min to 18" max) above the accessible surfacing.	
CBC: 11B-1008.3.1.2	
Other: ADA 1008.3.1.2	
Provide an accessible path of travel	\$400
Notes: An accessible route to the play equipment area is not provided due to 3.5" to 4" curb.	
CBC: 11B-206.2.17, 11B-206.2.17.1	
Other: ADA 1008.2, ADA 206.2.17	



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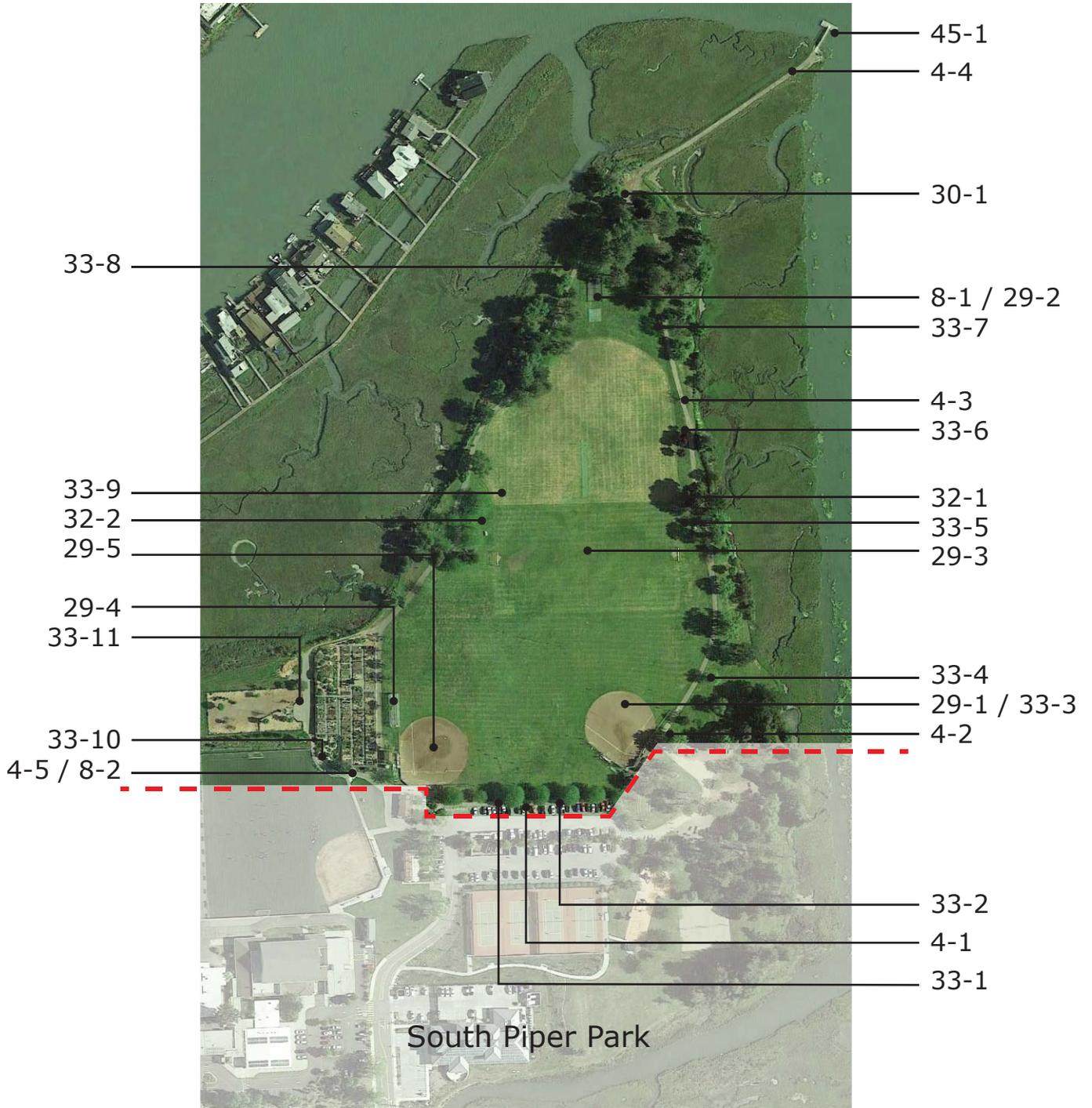
Larkspur

Parks and Recreation Office

Exterior	
1 - 1	Parking Area
	Category: 1
Regrade accessible parking space or access aisle	\$1,600
Notes: Valley gutter running through accessible parking space and access aisle has slope up to 4.6% (2% max).	
CBC: 11B-502.4	
Other: ADA 502.4	

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North Piper Park
250 Doherty Drive



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Larkspur
Piper Park

Park		
4 - 1	Walk	Category: 1
Repair surface		\$1,535
Notes: Cracks, depressions, and vegetation in asphalt pavement at tree roots is up to .75 inch wide, 307 lf (.5 inch max). Maintenance needed.		
CBC: 11B-302.3		
Other: ADA 302.3		
4 - 2	Walk	Category: 2
Provide a firm, stable and slip resistant surface		\$0
Notes: Water accumulation was noted at low spots along walk.		
CBC: 11B-302.1		
Other: ADA 302.1		
Repair surface		\$625
Notes: Cracks, depressions, and vegetation in asphalt pavement at tree roots is up to .75 inch wide, 125 lf (.5 inch max). Maintenance needed.		
CBC: 11B-302.3		
Other: ADA 302.3		
4 - 3	Walk	Category: 2
Provide a firm, stable and slip resistant surface		\$43,400
Notes: Loose material on compacted gravel, 2,170 lf. Surface is firm and stable but not slip resistant.		
CBC: 11B-302.1		
Other: ADA 302.1		
4 - 4	Walk	Category: 2
Provide a firm, stable and slip resistant surface		\$8,760
Notes: Loose material on compacted gravel, 438 lf. Surface is firm and stable but not slip resistant.		
CBC: 11B-302.1		
Other: ADA 302.1		
4 - 5	Walk	Category: 2
Provide a firm, stable and slip resistant surface		\$0
Notes: .75" stone gravel surface is community garden is not an accessible surface.		
CBC: 11B-302.1		
Other: ADA 302.1		

Park		
8 - 1	Door/Gate	Category: 2
Provide or modify door kickplate		\$225
Notes: A smooth and uninterrupted kick plate surface is not provided at gate to batting cage. Chain-link is located in the 10" space above the finished floor.		
CBC: 11B-404.2.10		
Other: ADA 404.2.10		
8 - 2	Door/Gate	Category: 2
Provide or modify door kickplate		\$225
Notes: A smooth and uninterrupted kick plate surface is not provided at gate to community garden. Chain-link is located in the 10" space above the finished floor.		
CBC: 11B-404.2.10		
Other: ADA 404.2.10		
Replace door hardware		\$425
Notes: Door knob requires grasping and twisting to operate.		
CBC: 11B-309.4, 11B-404.2.7		
Other: ADA 309.4		
29 1	Game and Sports Area	Category: 2
Provide an accessible path of travel		\$1,840
Notes: An accessible route to the dugouts is not provided due to 1" changes in level at surface change between dirt and concrete and 60 lf of inaccessible surface. No path of travel provided to bleachers (3) due to 32 lf of inaccessible surface.		
CBC: 11B-206.2.12, 11B-206.2.2		
Other: ADA 206.2.2		
Provide wheelchair seating		\$2,100
Notes: No clear floor space for wheelchair seating provided at bleachers (3).		
CBC: 11B-802.1.1		
Other: ADA 802.1		
29 2	Game and Sports Area	Category: 2
Provide an accessible path of travel		\$900
Notes: An accessible route to the sports cages is not provided. Route from path to the cages is 45 linear feet over grass.		
CBC: 11B-206.2.2		
Other: ADA 206.2.2		
29 3	Game and Sports Area	Category: 2
Provide wheelchair seating		\$700
Notes: No wheelchair seating is provided in spectator area.		
CBC: 11B-221.2.1.1		
Other: ADA 221.2.1.1		

Larkspur
Piper Park

Park		
29 4	Game and Sports Area	Category: 2
Provide an accessible path of travel		\$300
Notes: An accessible route to the batting cages is not provided. Route from path to the cages is 15 linear feet over grass.		
CBC: 11B-206.2.2		
Other: ADA 206.2.2		
29 5	Game and Sports Area	Category: 2
Provide an accessible path of travel		\$1,620
Notes: An accessible route to one dugout is not provided due to a 2" change in level at surface change between dirt and concrete and 30 lf of inaccessible surface. An accessible route to the second dugout is not provided due 35 lf of inaccessible surface. No path of travel provided to bleachers (2) due to 16 lf of inaccessible surface.		
CBC: 11B-206.2.12, 11B-206.2.2		
Other: ADA 206.2.2		
Provide wheelchair seating		\$1,400
Notes: No clear floor space for wheelchair seating provided at bleachers (2).		
CBC: 11B-802.1.1		
Other: ADA 802.1		
30 1	Exercise Machines and Equipment	Category: 2
Provide an accessible path of travel		\$0
Notes: No path of travel provided to exercise equipment.		
CBC: 11B-206.2, 11B-206.2.13		
Other: ADA 206.2, ADA 206.2.13, ADA 206.2.2		
Increase or provide maneuvering or clear floor area		\$2,600
Notes: A firm and stable clear floor space is not provided at the exercise equipment, 260 sf.		
CBC: 11B-1004.1, 11B-236.1		
Other: ADA 1004.1, ADA 236.1, ADA 305.3, ADA 305.5		

Larkspur
Piper Park

Park	
32 1	Picnic Area Category: 2
Provide an accessible path of travel	\$400
Notes: An accessible route to the picnic area is not provided, 20 lf.	
CBC: 11B-403	
Other: AGODA F245.4	
Increase or provide clear floor area	\$700
Notes: A 36" min clear space around the picnic table is not provided.	
CBC: -	
Other: AGODA 1011.2.1	
Provide an accessible table	\$500
Notes: No knee clearance provided. An accessible table has an area 30" min wide for knee space, 27" knee clearance above the ground measured 8" horizontally from the front face of the table	
CBC: 11B-306.3	
Other: -	
32 2	Picnic Area Category: 2
Provide an accessible path of travel	\$1,000
Notes: An accessible route to the picnic area is not provided, 50 lf.	
CBC: 11B-403	
Other: AGODA F245.4	
Increase or provide clear floor area	\$1,400
Notes: A 36" min clear space around the picnic tables is not provided.	
CBC: -	
Other: AGODA 1011.2.1	
Provide an accessible table	\$1,000
Notes: No knee clearance provided. An accessible table has an area 30" min wide for knee space, 27" knee clearance above the ground measured 8" horizontally from the front face of the table.	
CBC: 11B-306.3	
Other: -	
33 1	Outdoor Constructed Features Category: 2
Provide an accessible path of travel	\$400
Notes: An accessible route to the fixed bench is not provided. Route is 20 linear feet over grass from paved walk to bench.	
CBC: -	
Other: AGODA 1011.2.1	

Park	
33 2	Outdoor Constructed Features Category: 2
Provide an accessible path of travel	\$120
Notes: An accessible route to the fixed bench is not provided. Route is 6 linear feet over grass from paved walk to bench.	
CBC: -	
Other: AGODA 1011.2.1	
33 3	Outdoor Constructed Features Category: 3
Provide an accessible path of travel	\$0
Notes: An accessible route to the fixed trash/recycling container is not provided. Relocate to pathway.	
CBC: -	
Other: AGODA 1011.2.1	
33 4	Outdoor Constructed Features Category: 2
Provide an accessible path of travel	\$300
Notes: An accessible route to the fixed bench is not provided. Route is 15 linear feet over grass from paved walk to bench.	
CBC: -	
Other: AGODA 1011.2.1	
33 5	Outdoor Constructed Features Category: 2
Provide an accessible path of travel	\$120
Notes: An accessible route to the fixed bench is not provided. Route is 6 linear feet over grass from paved walk to bench.	
CBC: -	
Other: AGODA 1011.2.1	
33 6	Outdoor Constructed Features Category: 2
Provide an accessible path of travel	\$300
Notes: An accessible route to the fixed bench is not provided. Route is 15 linear feet over grass from paved walk to bench.	
CBC: -	
Other: AGODA 1011.2.1	
33 7	Outdoor Constructed Features Category: 2
Provide an accessible path of travel	\$400
Notes: An accessible route to the fixed bench is not provided. Route is 20 linear feet over grass from paved walk to bench.	
CBC: -	
Other: AGODA 1011.2.1	

Park		
33 8	Outdoor Constructed Features	Category: 2
Provide an accessible path of travel		\$700
Notes: An accessible route to the fixed bench is not provided. Route is 35 linear feet over grass from paved walk to bench.		
CBC: -		
Other: AGODA 1011.2.1		
33 9	Outdoor Constructed Features	Category: 2
Provide an accessible path of travel		\$1,000
Notes: An accessible route to the fixed benches is not provided. Route is 25 linear feet over grass from paved walk to each bench. An accessible route to the fixed trash/recycling container is not provided, relocate to path.		
CBC: -		
Other: AGODA 1011.2.1		
33 10	Outdoor Constructed Features	Category: 2
Increase or provide clear floor area		\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).		
CBC: -		
Other: AGODA 1011.2.1		
33 11	Outdoor Constructed Features	Category: 2
Provide an accessible path of travel		\$400
Notes: An accessible route to the fixed bench in big dog area is not provided, 20 lf.		
CBC: -		
Other: AGODA 1011.2.1		
45 1	Boating Facilities	Category: 2
Provide an accessible path of travel		\$0
Notes: No accessible route provided due to 2" change in level at start of concrete path and a 4" wide gap between the concrete approach and gangway.		
CBC: 11B-1003.2, 11B-206.2.10		
Other: ADA 1003.2, ADA 206.2.10		



North Piper Park

20-1 / 33-12
8-3 / 20-2
8-4 / 20-3
10-1 / 33-13
3-3
3-2
4-9
3-1

32-5

4-6 / 29-6

4-7 / 32-4

10-2

32-3

33-14 / 43-1

29-7

20-4 / 20-5

10-3

10-4

10-5

4-8

1-1

8-5

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Park	
1 - 1	Parking Area Category: 1
Provide adequate striping	\$500
Notes: The words "No Parking" are not painted in the access aisle. Accessible parking space is 17'-9" long (18 feet min).	
CBC: 11B-502.2, 11B-502.3.3	
Other: ADA 502.2	
Install reserved parking sign	\$1,875
Notes: No tow-away warning sign provided at street entry or at accessible parking space. Contact information is not provided on tow-away warning sign. No additional sign or additional language is provided stating "Minimum Fine \$250"	
CBC: 11B-502.6.2, 11B-502.8	
Other: -	
Install van accessible sign	\$750
Notes: "Van Accessible" signs are not provided. Required: A "Van Accessible" sign is posted at stalls striped and designated to be van accessible.	
CBC: 11B-502.6	
Other: ADA 208.2.4	
Provide or modify accessible access aisles	\$1,050
Notes: Access aisles do not have a blue border. No Van accessible spaces provided. All access aisles are 60" wide.	
CBC: 11B-502.2, 11B-502.3.1, 11B-502.3.2, 11B-502.3.3, 11B-502.3.4	
Other: ADA 502.3.1, ADA 502.3.3, ADA 502.3.4	
Regrade accessible parking space or access aisle	\$1,600
Notes: Slopes of parking spaces and access aisles are 2.8% to 3.1% (2.0% max).	
CBC: 11B-502.4	
Other: ADA 502.4	
Provide a pavement stencil	\$1,050
Notes: ISAs are faded and not legible. Need repainting.	
CBC: 11B-502.6.4.1, 11B-502.6.4.2	
Other: ADA 502.6	

Larkspur
Piper Park

Park	
3 - 1	Curb Ramp Category: 1
Provide detectable warnings	\$0
Notes: No detectable warning provided.	
CBC: 11B-406.5.12	
Other: -	
Install, replace or modify curb ramp	\$2,460
Notes: Slope of the curb ramp is 9% (8.33% max).	
CBC: 11B-405.2, 11B-406	
Other: ADA 405.2, ADA 406.1	
3 - 2	Curb Ramp Category: 1
Provide detectable warnings	\$0
Notes: No detectable warning provided.	
CBC: 11B-406.5.12	
Other: -	
Install, replace or modify curb ramp	\$2,460
Notes: Slope of flared side is 19.2% (10.0% max).	
CBC: 11B-406.2.2	
Other: ADA 406.3	
Provide surface texture	\$0
Notes: No grooved border provided.	
CBC: 11B-406.5.11	
Other: -	
3 - 3	Curb Ramp Category: 1
Provide detectable warnings	\$1,000
Notes: No detectable warning provided.	
CBC: 11B-406.5.12	
Other: -	
Provide surface texture	\$1,000
Notes: No grooved border provided.	
CBC: 11B-406.5.11	
Other: -	
Grind or patch vertical change of grade	\$250
Notes: Surface level change is 1" at asphalt/concrete joint (curb ramp must be free of level changes). Deteriorated asphalt at bottom of curb ramp.	
CBC: 11B-303.2.3, 11B-405.4	
Other: ADA 405.4	

Larkspur
Piper Park

Park		
4 - 6	Walk	Category: 2
Repair surface		\$350
Notes: Cracks, depressions, and vegetation in asphalt pavement at tree roots is up to 1.5 inch wide, 70 lf (.5 inch max). Maintenance needed.		
CBC: 11B-302.3		
Other: ADA 302.3		
4 - 7	Walk	Category: 2
Repair surface		\$450
Notes: Cracks, depressions, and vegetation in asphalt pavement at tree roots is up to 1.5 inch wide, 90 lf (.5 inch max). Maintenance needed.		
CBC: 11B-302.3		
Other: ADA 302.3		
4 - 8	Walk	Category: 1
Repair surface		\$400
Notes: Deteriorated asphalt, 20 lf		
CBC: 11B-302.3		
Other: ADA 302.3		
4 - 9	Walk	Category: 1
Repair surface		\$400
Notes: Deteriorated asphalt, 20 lf		
CBC: 11B-302.3		
Other: ADA 302.3		
8 - 3	Door/Gate	Category: 2
Provide or modify door kickplate		\$225
Notes: A smooth and uninterrupted kick plate surface is not provided due to a loose panel in the door.		
CBC: 11B-404.2.10		
Other: ADA 404.2.10		
8 - 4	Door/Gate	Category: 2
Provide or modify door kickplate		\$225
Notes: A smooth and uninterrupted kick plate surface is not provided on door.		
CBC: 11B-404.2.10		
Other: ADA 404.2.10		

Larkspur
Piper Park

Park		
8 - 5	Door/Gate	Category: 2
Provide or modify door kickplate		\$1,125
Notes: A smooth and uninterrupted kick plate surface is not provided at 5 gates at tennis court. Chain-link is located in the 10" space above the finished floor.		
CBC: 11B-404.2.10		
Other: ADA 404.2.10		
10 1	Drinking Fountain	Category: 3
Install an additional high or low fountain		\$3,000
Notes: A higher standing person fountain is not provided.		
CBC: 11B-211.2		
Other: ADA 211.2		
Adjust the water stream height or direction		\$125
Notes: The flow of the water is 2" high (4" high min).		
CBC: 11B-602.6		
Other: ADA 602.6		
10 2	Drinking Fountain	Category: 3
Install an additional high or low fountain		\$3,000
Notes: A higher standing person fountain is not provided.		
CBC: 11B-211.2		
Other: ADA 211.2		
Increase or provide maneuvering or clear floor area		\$1,000
Notes: A level clear floor space is not provided in front of the fountain (30" by 48" min).		
CBC: 11B-305, 11B-306		
Other: ADA 305.1, ADA 305.3, ADA 305.5, ADA 306.1		
10 3	Drinking Fountain	Category: 3
Install an additional high or low fountain		\$3,000
Notes: A higher standing person fountain is not provided.		
CBC: 11B-211.2		
Other: ADA 211.2		
Provide wing walls		\$1,000
Notes: Unit protrudes 17" from vertical support at 27" AFF.		
CBC: 11B-602.8, 11B-602.9		
Other: ADA 307.1		

Park	
10 4	Drinking Fountain Category: 3
Install an additional high or low fountain	\$0
Notes: A wheelchair accessible fountain is not provided.	
CBC: 11B-211.2	
Other: ADA 211.2	
Replace fountain	\$3,000
Notes: The bubbler height is 37" above the ground surface (38"min to 43" max for a standing person fountain).	
CBC: 11B-602.7	
Other: ADA 602.7	
10 5	Drinking Fountain Category: 3
Install an additional high or low fountain	\$0
Notes: A wheelchair accessible fountain is not provided.	
CBC: 11B-211.2	
Other: ADA 211.2	
Replace fountain	\$3,000
Notes: The bubbler height is 37" above the ground surface (38"min to 43" max for a standing person fountain). Check if dup of 10-4!	
CBC: 11B-602.7	
Other: ADA 602.7	
20 1	Single User Restroom Category: 2
Install restroom sign	\$250
Notes: Federal sign not provided.	
CBC: -	
Other: ADA 703	
Provide or replace compartment door hardware	\$175
Notes: No handle provided on outside of compartment door. Door is not self-closing.	
CBC: 11B-604.8.1.2	
Other: ADA 604.8.1.2	
Provide clear floor or turning space	\$3,000
Notes: Compartment is 59.5" wide (60" min).	
CBC: 11B-603.2.1	
Other: ADA 304.3.1, ADA 306.3.1, ADA 603.2.1	
Replace or reposition dispenser	\$125
Notes: The centerline of the furthest roll of toilet paper in front of the water closet is 14" (7" min to 9" max).	
CBC: 11B-604.7	
Other: ADA 604.7	

Larkspur
Piper Park

Park	
20 2	Single User Restroom Category: 2
Replace or reposition dispenser	\$125
Notes: Height to operating mechanism of hand dryer is 40.75" AFF (40" max).	
CBC: 11B-603.5	
Other: -	
Increase water closet clear width or depth	\$500
Notes: The lavatory is located 53" from side wall of toilet fixture (60" min).	
CBC: 11B-604.3	
Other: ADA 604.3, ADA 604.3.1	
20 3	Single User Restroom Category: 2
Increase water closet clear width or depth	\$500
Notes: The lavatory is located 53" from side wall of toilet fixture (60" min).	
CBC: 11B-604.3	
Other: ADA 604.3, ADA 604.3.1	
Install restroom sign	\$250
Notes: No federal sign provided.	
CBC: -	
Other: ADA 703	
20 4	Single User Restroom Category: 2
Replace or reposition dispenser	\$125
Notes: Height to operating mechanism of baby changing station is 53.5" AFF (40" max).	
The centerline of the toilet paper in front of the water closet is 16" (7" min to 9" max).	
CBC: 11B-603.5, 11B-604.7	
Other: ADA 604.7	
20 5	Single User Restroom Category: 2
Provide clear floor or turning space	\$3,000
Notes: Clear floor space at one side of urinal is 13" off the centerline due to lavatory.	
CBC: 11B-305	
Other: ADA 305.1, ADA 305.5	
Replace or reposition dispenser	\$125
Notes: The centerline of the toilet paper in front of the water closet is 15" (7" min to 9" max).	
CBC: 11B-604.7	
Other: ADA 604.7	

Larkspur
Piper Park

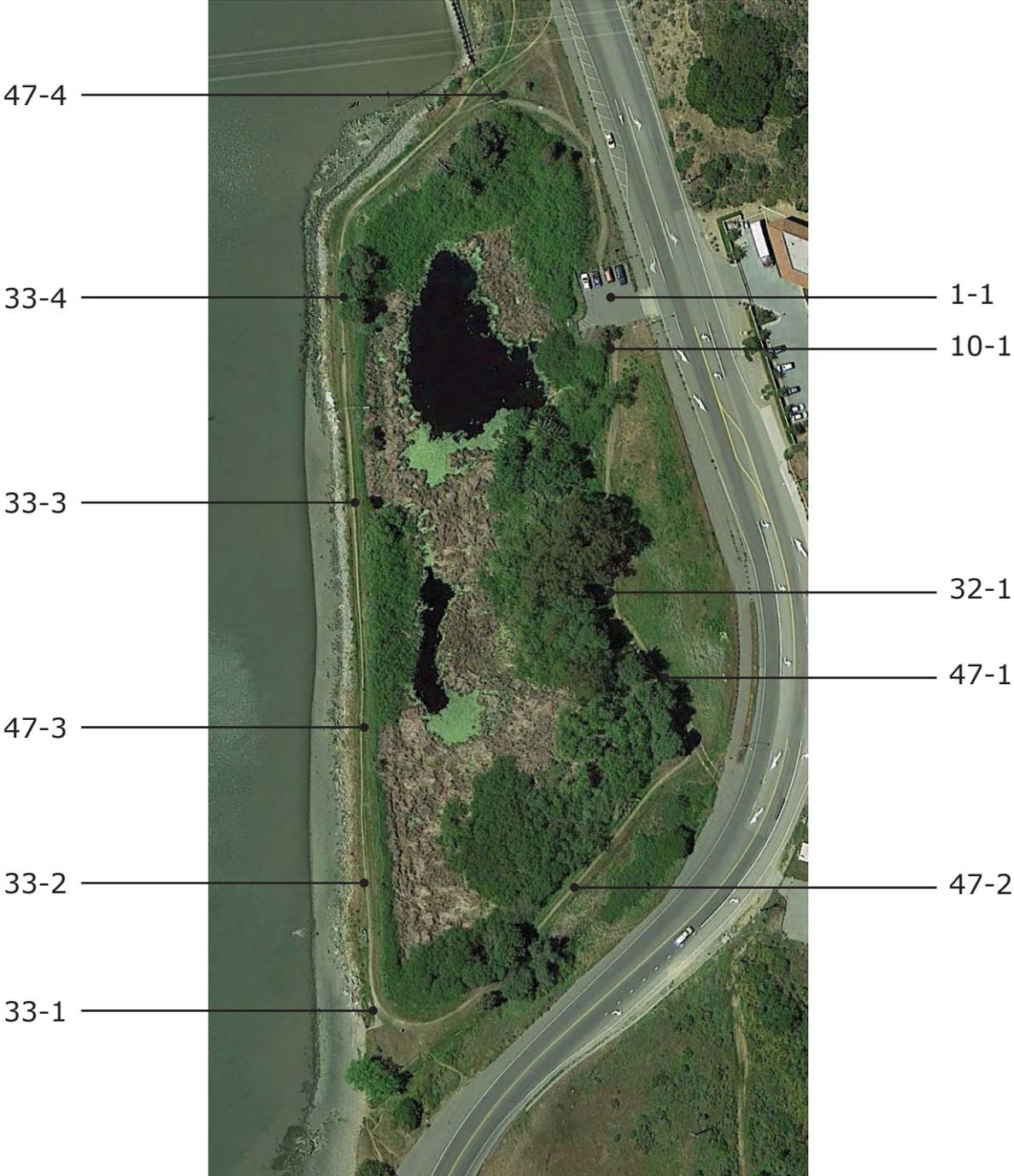
Park		
29 6	Game and Sports Area	Category: 2
Provide an accessible path of travel		\$1,020
Notes: An accessible route to the horseshoe court is not provided. Route from paved pathway to the court is 51 linear feet over grass.		
CBC: 11B-206.2.2		
Other: ADA 206.2.2		
29 7	Game and Sports Area	Category: 2
Provide wheelchair seating		\$700
Notes: No wheelchair seating is provided in spectator area at sand volleyball court.		
CBC: 11B-221.2.1.1		
Other: ADA 221.2.1.1		
Provide an accessible path of travel		\$3,260
Notes: An accessible route to the sand volleyball court is not provided. Route from paved pathway to the court is 163 linear feet over grass.		
CBC: 11B-206.2.2		
Other: ADA 206.2.2		
32 3	Picnic Area	Category: 2
Provide an accessible picnic unit		\$6,400
Notes: The picnic tables are not designed for accessibility. An accessible table has an area 30" min wide for knee space, 27" knee clearance above the ground measured 8" horizontally from the front face of the table, and 9" toe clearance above the ground extend from the front of the table. 8 non-accessible tables provided (2 min).		
CBC: 11B-246.5		
Other: AGODA F245.2.1.1		
Replace or reposition picnic grill		\$750
Notes: No accessible grill provided.		
CBC: -		
Other: AGODA 1011.5.2		

Park		
32 4	Picnic Area	Category: 2
Provide an accessible picnic unit		\$6,400
Notes: The picnic tables are not designed for accessibility. An accessible table has an area 30" min wide for knee space, 27" knee clearance above the ground measured 8" horizontally from the front face of the table, and 9" toe clearance above the ground extend from the front of the table. 13 non-accessible tables provided (2 min).		
CBC: 11B-246.5		
Other: AGODA F245.2.1.1		
Replace or reposition picnic grill		\$750
Notes: No accessible grill provided.		
CBC: -		
Other: AGODA 1011.5.2		
32 5	Picnic Area	Category: 2
Provide an accessible picnic unit		\$6,400
Notes: The picnic tables are not designed for accessibility. An accessible table has an area 30" min wide for knee space, 27" knee clearance above the ground measured 8" horizontally from the front face of the table, and 9" toe clearance above the ground extend from the front of the table. 10 non-accessible tables provided (2 min).		
CBC: 11B-246.5		
Other: AGODA F245.2.1.1		
Replace or reposition picnic grill		\$750
Notes: No accessible grill provided.		
CBC: -		
Other: AGODA 1011.5.2		
33 12	Outdoor Constructed Features	Category: 2
Increase or provide clear floor area		\$700
Notes: The clear floor space adjacent to the bench for companion seating is 20" wide (36" by 48" min).		
CBC: -		
Other: AGODA 1011.2.1		
33 13	Outdoor Constructed Features	Category: 2
Provide an accessible path of travel		\$1,000
Notes: An accessible route to the fixed benches is not provided. Route is 50 linear feet over grass from paved walk to benches.		
CBC: -		
Other: AGODA 1011.2.1		

Park	
33 14	Outdoor Constructed Features Category: 2
Provide an accessible path of travel	\$1,300
Notes: An accessible route to the fixed benches is not provided. Routes are 45, 15, and 5 linear feet over grass from paved walk to benches.	
CBC: -	
Other: AGODA 1011.2.1	
43 1	Play Equipment Area Category: 2
Install or modify transfer system	\$5,000
Notes: No transfer system provided at one play unit.	
CBC: 11B-1008.3	
Other: ADA 1008.3	

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Remillard Park
East Sir Francis Drake Blvd.



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Larkspur
Remillard Park

Park	
1 - 1	Parking Area Category: 1
Install reserved parking sign	\$375
Notes: No additional sign or additional language is provided stating "Minimum Fine \$250"	
CBC: 11B-502.6.2	
Other: -	
Provide or modify accessible access aisles	\$210
Notes: Access aisle does not have a blue border. All striping faded, needs repainting.	
CBC: 11B-502.3.2, 11B-502.3.3	
Other: ADA 502.3.3	
Regrade accessible parking space or access aisle	\$1,600
Notes: Slopes of parking spaces and access aisles are 2.1% to 4.3% (2.0% max).	
CBC: 11B-502.4	
Other: ADA 502.4	
10 1	Drinking Fountain Category: 3
Provide an accessible path of travel	\$320
Notes: No path of travel to drinking fountain, 8 lf.	
CBC: 11B-206.2	
Other: ADA 206.2	
Install an additional high or low fountain	\$3,000
Notes: A higher standing person fountain is not provided.	
CBC: 11B-211.2	
Other: ADA 211.2	
Replace or adjust water controls	\$125
Notes: Operating effort of control is 12 lbs (5 lbs max).	
CBC: 11B-309	
Other: ADA 309.1	
Increase or provide maneuvering or clear floor area	\$1,000
Notes: Clear floor space is not provided in front of the fountain (30" by 48" min).	
CBC: 11B-305, 11B-306	
Other: ADA 305.1, ADA 305.3, ADA 305.5, ADA 306.1	
Raise or lower fountain	\$0
Notes: Knee space between floor/ground and bottom of fountain is 25.5" (27" min).	
CBC: 11B-306.3	
Other: ADA 306.3.1	

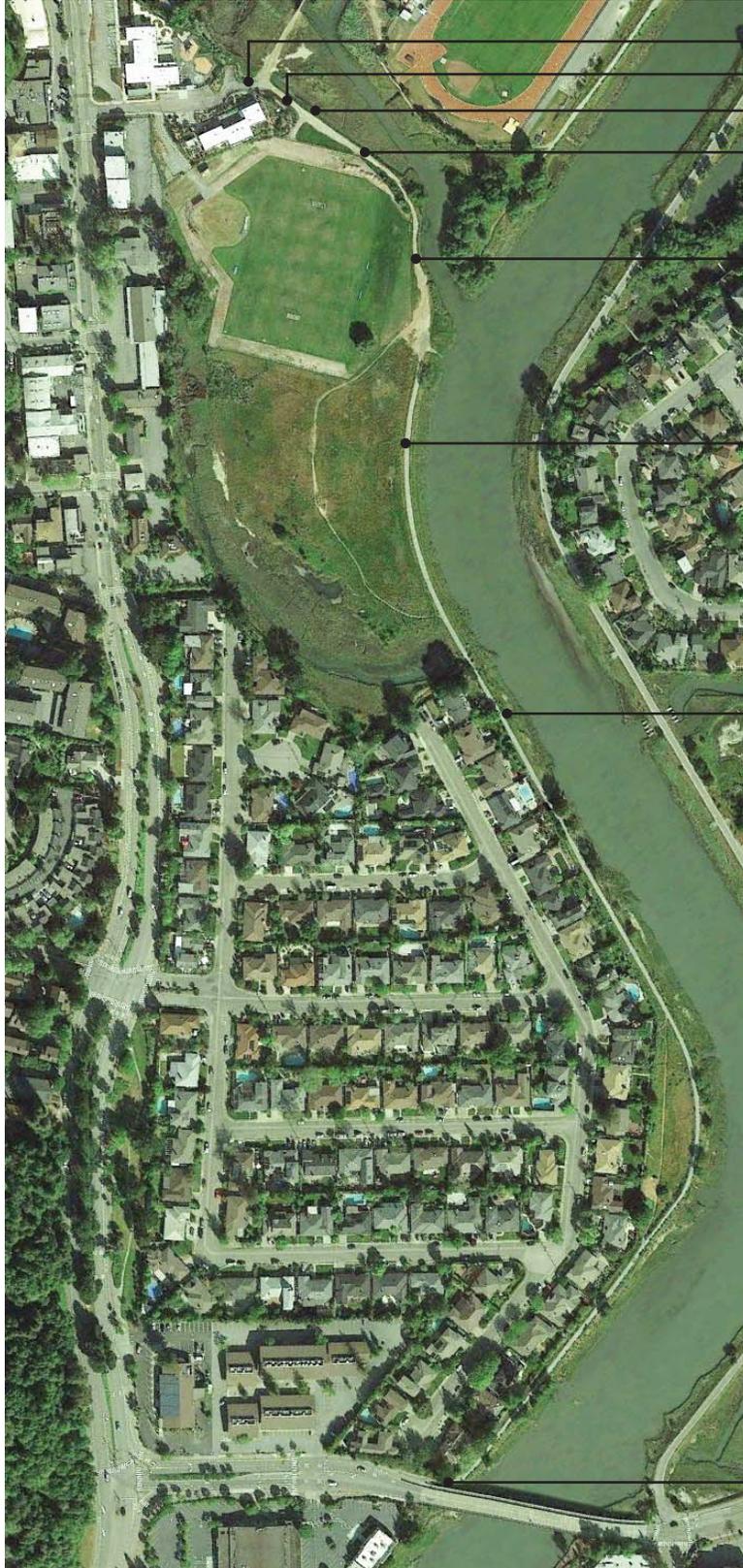
Park		
32 1	Picnic Area	Category: 2
Provide a slip-resistant surface		\$700
Notes: Surface of clear floor space at stable is not firm and stable.		
CBC: 11B-302.1		
Other: AGODA 1011.2.2		
Provide an accessible path of travel		\$600
Notes: An accessible route to the picnic area is not provided, 15 lf.		
CBC: 11B-403		
Other: AGODA F245.4		
Provide an accessible table		\$2,500
Notes: Knee space is 15" deep (19" min depth).		
CBC: -		
Other: AGODA 1011.4		
33 1	Outdoor Constructed Features	Category: 2
Increase or provide clear floor area		\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).		
CBC: -		
Other: AGODA 1011.2.1		
33 2	Outdoor Constructed Features	Category: 2
Increase or provide clear floor area		\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).		
CBC: -		
Other: AGODA 1011.2.1		
33 3	Outdoor Constructed Features	Category: 2
Increase or provide clear floor area		\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).		
CBC: -		
Other: AGODA 1011.2.1		
33 4	Outdoor Constructed Features	Category: 2
Increase or provide clear floor area		\$700
Notes: A clear floor space is not provided adjacent to the bench for companion seating (36" by 48" min).		
CBC: -		
Other: AGODA 1011.2.1		

Larkspur
Remillard Park

Park	
47 1 Trails	Category: 2
Widen trail	\$1,600
Notes: Clear width of trail reduced to 24", 80 lf (36" min).	
CBC: -	
Other: AGODA 1017.3	
47 2 Trails	Category: 2
Widen trail	\$1,060
Notes: Clear width of trail reduced to 24", 53 lf (36" min).	
CBC: -	
Other: AGODA 1017.3	
47 3 Trails	Category: 2
Widen trail	\$10,000
Notes: Clear width of trail reduced to 6" to 14", 500 lf (36" min).	
CBC: -	
Other: AGODA 1017.3	
47 4 Trails	Category: 2
Widen trail	\$300
Notes: Trail width is reduced to 29" to 32" wide at entry control fence at trail head, 15 lf.	
CBC: -	
Other: AGODA 1017.3	

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William Path
Bon Air Road to Magnolia Drive



4-1

47-2

47-3

47-4

47-5

47-6

47-1

4-2

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Larkspur

William Path

Trail	
4 - 1	Walk Category: 1
Provide an accessible path of travel \$0	
Notes: An accessible route is not provided due to a chain across the road or a 12" step.	
CBC: 11B-206.2.2	
Other: ADA 206.2.2	
4 - 2	Walk Category: 1
Provide an accessible path of travel \$0	
Notes: An accessible route is not provided due to a chain across the road.	
CBC: 11B-206.2.2	
Other: ADA 206.2.2	
Regrade surface \$0	
Notes: Alternative route has up to a 10% running slope with up to an 8% cross slope, 50 lf (maximum 5% running slope and 2% cross slope).	
CBC: 11B-403.3	
Other: ADA 403.3	
47 1	Trails Category: 2
Provide a firm, stable and slip resistant surface \$49,500	
Notes: Surface of path is a not heavily compacted "road base". Loose top surface material, 3300 lf.	
CBC: -	
Other: AGODA 1017.2	
47 2	Trails Category: 2
Regrade surface \$0	
Notes: Running slope of the trail is up to 12.5% for 33 lf (10 lf max. when slope is up to 12.5%).	
CBC: -	
Other: AGODA 1017.7.1	
47 3	Trails Category: 2
Repair surface \$250	
Notes: 2" deep x 12" wide drainage cut across walk.	
CBC: -	
Other: AGODA 1017.5	
47 4	Trails Category: 2
Repair surface \$250	
Notes: 2" deep x 12" wide drainage cut across walk.	
CBC: -	
Other: AGODA 1017.5	

Larkspur
William Path

Trail	
47 5	Trails Category: 2
Regrade surface	\$0
Notes: Up to 5.3% cross slope at point of surface erosion on trail.	
CBC: -	
Other: AGODA 1017.7.2	
47 6	Trails Category: 2
Regrade surface	\$540
Notes: Running slope of the trail is up to 9.5% for 36 lf (30 lf max. when slope is up to 10%).	
CBC: -	
Other: AGODA 1017.7.1	

Appendix C: Public Rights-of-Way Report for High Use Intersections

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Public Rights-of-Way Reports for High Use Intersections

Location Name	Planning Level Cost Estimate
Baltimore Park 01: Alexander Ave & Monte Vista Ave	\$10,080
Baltimore Park 02: Baltimore Ave & Larkspur Path	\$6,920
Baltimore Park 03: William Ave & Larkspur Path	\$9,380
Downtown 01: Cane Street & Rice Lane	\$5,960
Downtown 02: King Street & Locust Avenue	\$12,380
Downtown 03: Ward Street & Locust Avenue	\$17,590
Downtown 04: East Ward Street & Rice Lane	\$4,920
Downtown 05: East Ward Street & Larkspur Path	\$4,920
Larkspur Landing 01: Sir Francis Drake Blvd	\$15,880
Old Redwood Highway 01: Cost Plus Plaza	\$160
Old Redwood Highway 02: Industrial Way	\$22,090
Old Redwood Highway 03: Wornum Drive & Nellan Ave	\$11,330
Redwood High 01: Doherty Drive & Lucky Drive	\$13,500
Redwood High 02: Doherty Drive & Riviera Circle	\$5,000
Sir Francis Drake 01: Barry Way	\$10,530
Sir Francis Drake 02: Barry Way & Drakes Landing	\$21,200
Sir Francis Drake 03: Drakes Landing & Drakes View	\$7,870
Sir Francis Drake 04: Drakes Landing & Del Monte	\$9,920
Sir Francis Drake 05: Del Monte	\$17,750
South Eliseo 01: Hamilton Park	\$9,920
South Eliseo 02: Corte Real	\$14,880
South Eliseo 03: Via Belardo	\$9,920
South Eliseo 04: Upper Via Casitas	\$9,920
South Eliseo 05: Lower Via Casitas	\$4,920
Total	\$256,940

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Guide to the Facility Reports

The facility reports represent a survey of existing conditions in Portland's facilities. Assessment of the facilities includes measurements comparing the existing conditions in the facility to the codes and standard contained in the following:

- 2010 ADA Standards for Accessible Design (Federal standards)
- 2013 Title 24, Part 2, Vol. 1, California Building Code (State standards)

These standards were current at the time of the facility evaluations and the preparation of the Transition Plan document.

Interpreting the Reports

The reports do not reflect the dates or history of construction or alterations of the City of Larkspur facilities. In some cases the items contained in the reports are not required to be remediated because those items were compliant at the time of construction or alteration, or other options are available to the city to provide similar accessible programs, activities and services. The reports do not necessarily reflect actions that the City must undertake, but rather constitute a list of elements that were not consistent with accessibility standards current at the time of the evaluation.

The ADA and California Building Code reflect the need for small variations between the standards and the resulting constructed feature, a concept known as construction tolerances. The reports contained in this Appendix do not reflect the application of construction tolerances. The City will evaluate the application of construction tolerances on a case by case basis when alterations or barrier remediation actions are undertaken.

The first page of each report contains a diagram of the facility with notations regarding the barriers identified during the assessment. The barriers are keyed on the diagram by an item number that corresponds with a particular barrier (i.e. 10-1 is drinking fountain one, 10-2 is drinking fountain two, etc.). If a facility has multiple floors there is an individual diagram for each floor. The list on the following page identifies the interior and exterior elements and their related features addressed in the facility evaluation and reports when present:

Diagram Number Key

1 - Parking Area	22 - Bathing Facility
2 - Passenger Loading Zone	23 - Judicial Facility
3 - Curb Ramp	24 - Library
4 - Walk	25 - Kitchen
5 - Ramp	26 - Eating Area/Vending Machines
6 - Stairway	27 - Assembly Area
7 - Hazard	28 - Area of Refuge
8 - Door/Gate	29 - Game and Sports Area
9 - Sign	30 - Exercise Machines and Equipment
10 - Drinking Fountain	31 - Swimming Pool/Wading Pools/Spas
11 - Telephone	32 - Picnic Facilities
12 - Building Level / Lift	33 - Outdoor Constructed Features
13 - Elevator	35 - Other
14 - Bus Stops and Light Rail	38 - Camping Facilities
15 - ATM	39 - View Area
16 - Built-in Elements	42 - Outdoor Recreation Access Route
17 - Corridor / Aisle	43 - Play Equipment Area
18 - Room	44 - Fishing Piers and Platforms
19 - Multiple User Restroom	45 - Boating Facilities
20 - Single User Restroom	46 - Golf Course
21 - Locker Room	47 - Trails

The facility report for each site or facility includes:

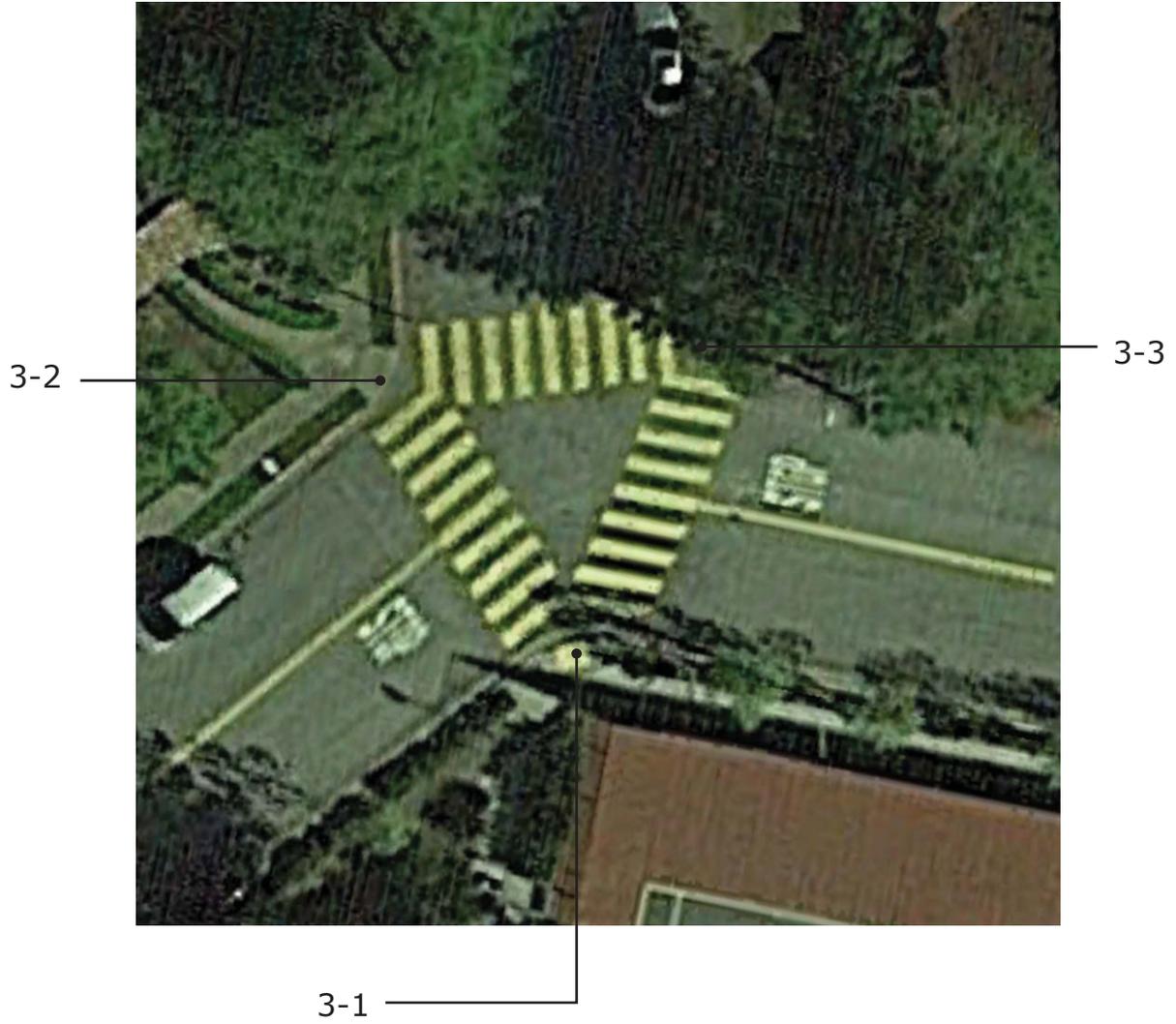
- **Reference Diagram:** The report includes a reference drawing, floor plan or aerial image locating the barriers identified at the facility.
- **Barrier Identification Table:** A table listing each specific barrier encountered during the survey process. Barriers are organized by architectural element and located by reference number on the facility diagram.
- **Conceptual Solution:** A feasible conceptual solution to resolving the barrier is provided in text format.
- **Code References:** State and Federal codes and standards related to the specific barrier. When the Federal standard is equivalent or more stringent, the federal standard is listed.
- **Planning Level Cost Estimate:** Planning level cost estimates are provided for the removal of each barrier or alternative.
- **Category Level:**
 - **Category One:** Barrier removal items that provide accessibility at the main entrance of a facility or improve a path of travel to the portion of the facility

where program activities take place (e.g. parking, walks, ramps, stairs, doors, corridors, etc.).

- **Category Two:** Barrier removal items that improve or enhance access to program use areas (e.g. transaction counters, conference rooms, public offices, tennis courts, restrooms, etc.).
- **Category Three:** Barrier removal items that improve access to amenities serving program areas (e.g. drinking fountains, telephones, site furnishings, vending machines).
- **Category Four:** A fourth category identifies areas or features not required to be modified for accessibility (no public programs are located in this area, the “barrier” is exempt due to date of construction or alteration, the architectural element is within construction tolerances, or there is a feasible programmatic solution).

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Baltimore Park 01
Alexander Avenue at Monte Vista Avenue



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Larkspur

Baltimore Park 01: Alexander Ave & Monte Vista Ave

		Category: 1
3 - 1	Curb Ramp	
Provide a level landing		\$160
Notes: Level landing at top of curb ramp is 43" deep (48" x 48" min).		
CBC: 11B-406.3.2		
Other: -		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 6% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
3 - 2	Curb Ramp	Category: 1
Provide a level landing		\$0
Notes: Level landing at top of curb ramp is 31" deep (48" x 48" min) with a 4.5% cross slope (2% max).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Provide surface texture		\$0
Notes: Grooved border is 4" wide (12" min).		
CBC: 11B-406.5.11		
Other: -		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 17.2% (8.33% max).		
CBC: 11B-405.2, 11B-406		
Other: ADA 405.2, ADA 406.1		
Grind or patch vertical change of grade		\$0
Notes: .5 inch change in level at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		

Larkspur

Baltimore Park 01: Alexander Ave & Monte Vista Ave

3 - 3 Curb Ramp		Category: 1
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.3.2		
Other: -		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 16.1% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 10% (8.33% max). Slope of flared side is 11.4% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warning provided.		
CBC: 11B-406.5.12		
Other: -		

Baltimore Park 02
Baltimore Avenue and Larkspur Bike Path



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Larkspur

Baltimore Park 02: Baltimore Ave & Larkspur Path

3 - 1	Curb Ramp	Category: 1
Provide or relocate crossing or curb markings		\$2,460
Notes: A curb ramp is not provided at the corner of a street intersection where a pedestrian sidewalk crosses a curb.		
CBC: 11B-406.4		
Other: ADA 406.1		
3 - 2	Curb Ramp	Category: 1
Provide or relocate crossing or curb markings		\$2,460
Notes: A curb ramp is not provided at the corner of a street intersection where a pedestrian sidewalk crosses a curb.		
CBC: 11B-406.4		
Other: ADA 406.1		
3 - 3	Curb Ramp	Category: 1
Provide detectable warnings		\$1,000
Notes: Detectable warnings are 48 inches wide on a 72 inch wide pathway (must extend the entire width of the surface).		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$1,000
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		

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Baltimore Park 03
William Avenue and Larkspur Bike Path



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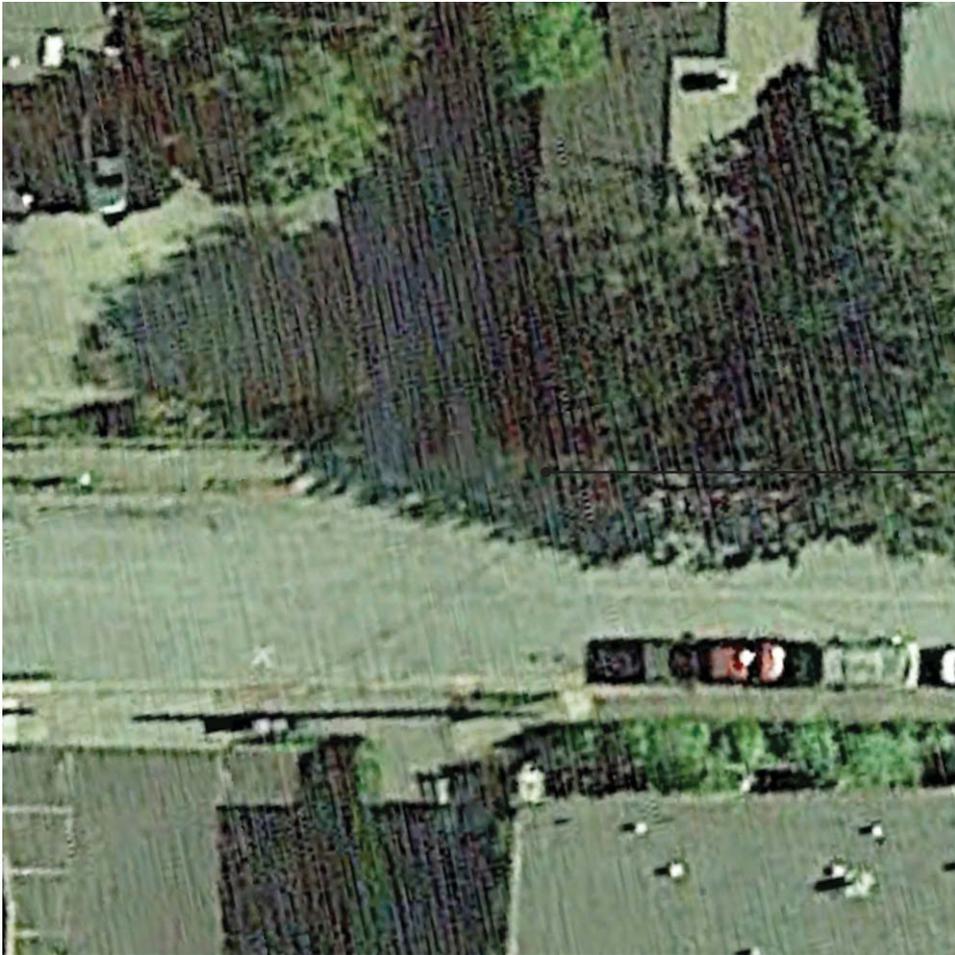
Larkspur

Baltimore Park 03: William Ave & Larkspur Path

3 - 1	Curb Ramp	Category: 1
Provide or relocate crossing or curb markings		\$2,460
Notes: A curb ramp is not provided at the corner of a street intersection where a pedestrian sidewalk crosses a curb.		
CBC: 11B-406.4		
Other: ADA 406.1		
3 - 2	Curb Ramp	Category: 1
Provide or relocate crossing or curb markings		\$2,460
Notes: A curb ramp is not provided at the corner of a street intersection where a pedestrian sidewalk crosses a curb.		
CBC: 11B-406.4		
Other: ADA 406.1		
3 - 3	Curb Ramp	Category: 1
Provide or relocate crossing or curb markings		\$2,460
Notes: A curb ramp is not provided at the corner of a street intersection where a pedestrian sidewalk crosses a curb.		
CBC: 11B-406.4		
Other: ADA 406.1		
3 - 4	Curb Ramp	Category: 1
Provide detectable warnings		\$1,000
Notes: No detectable warnings provided at blended transition where bike path crosses William Avenue.		
CBC: 11B-406.5.12		
Other: -		
3 - 5	Curb Ramp	Category: 1
Provide detectable warnings		\$1,000
Notes: No detectable warnings provided at blended transition where bike path crosses William Avenue.		
CBC: 11B-406.5.12		
Other: -		

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Downtown 01
Cane Street and Rice Lane



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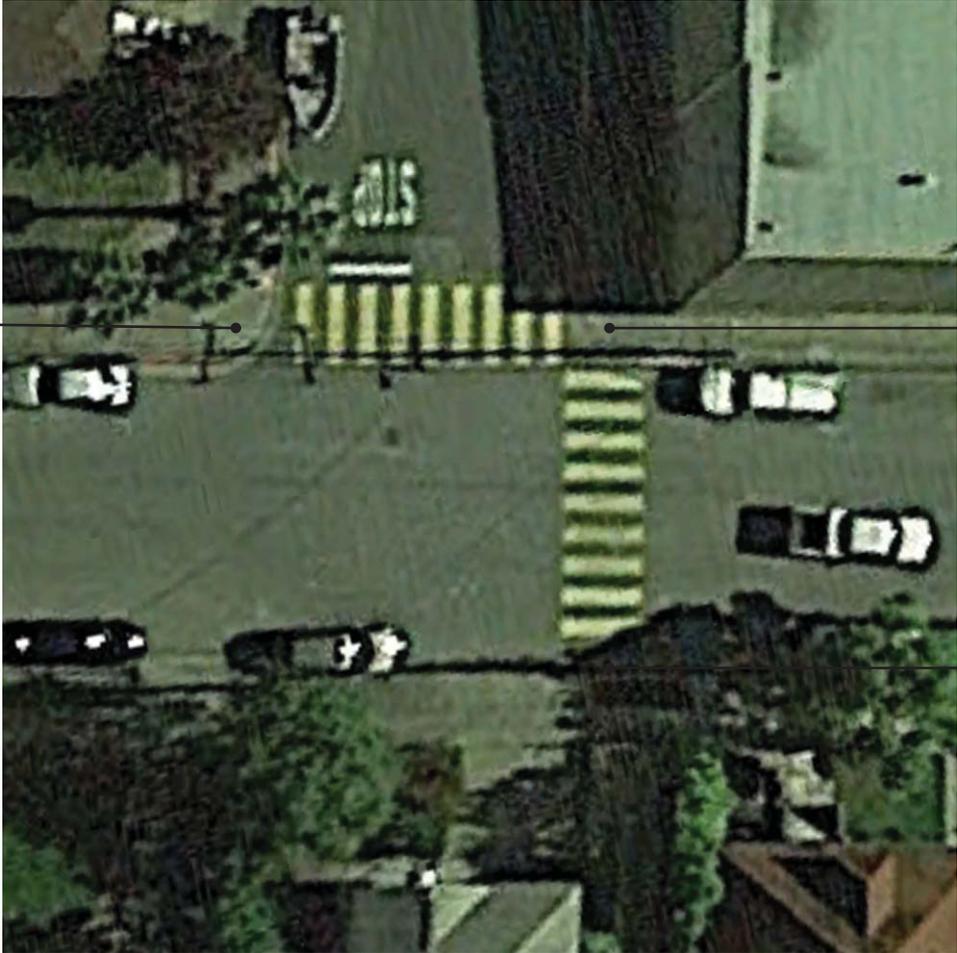
Larkspur

Downtown 01: Cane Street & Rice Lane

3 - 1 Curb Ramp		Category: 1
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the diagonal curb ramp is 10.7% and up to 25.4% at curb (8.33% max). Slope of flared side is 11.4% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2, 11B-406.3.1		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 5.4% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide detectable warnings		\$1,000
Notes: Detectable warnings are not provided.		
CBC: 11B-406.5.12		
Other: -		

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Downtown 02
King Street and Locust Avenue



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Larkspur

Downtown 02: King Street & Locust Avenue

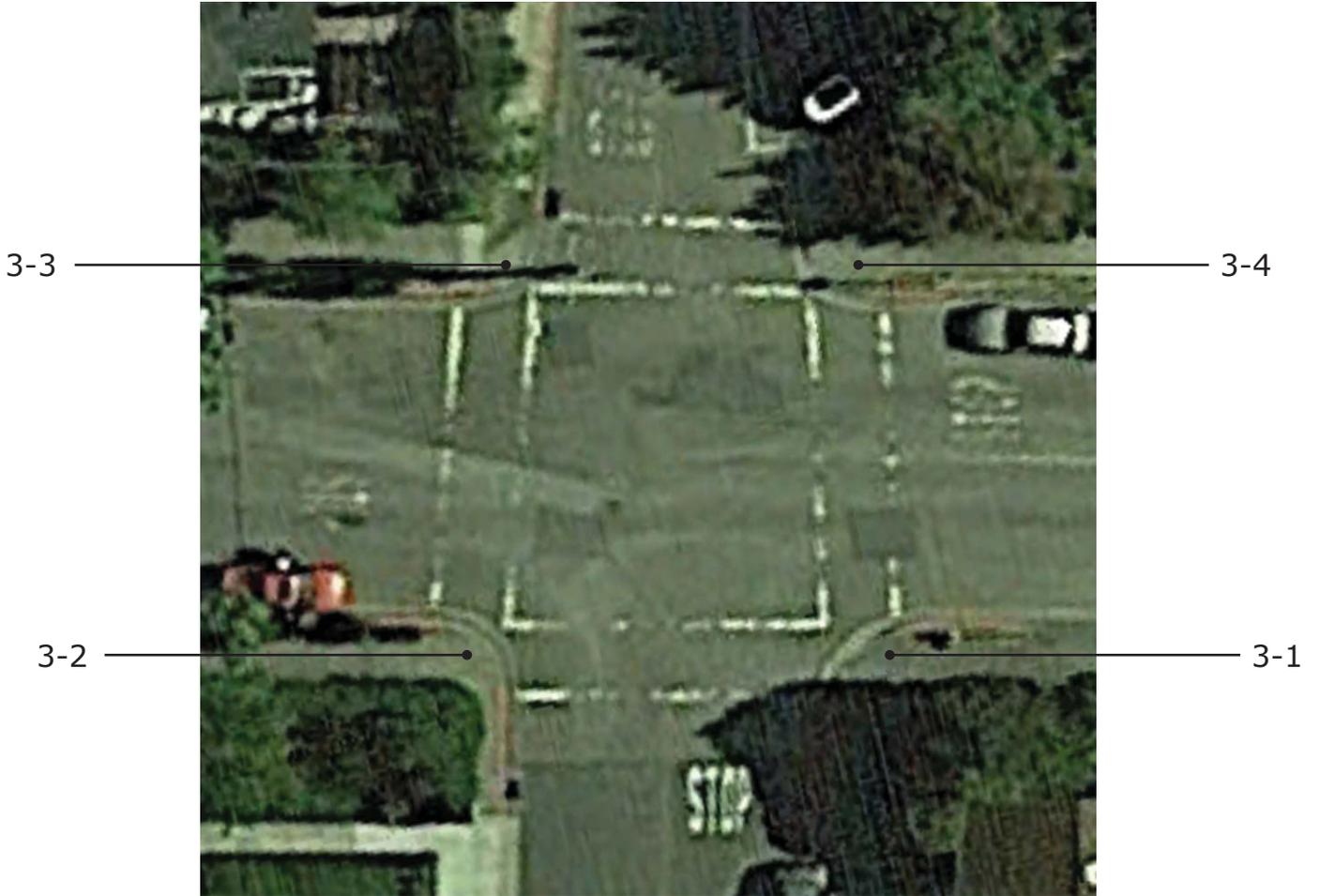
3 - 1 Curb Ramp Category: 1		
Provide or relocate crossing or curb markings		\$2,460
Notes: A curb ramp is not provided at the street intersection where a pedestrian sidewalk crosses a curb.		
CBC: 11B-406.4		
Other: ADA 406.1		
3 - 2 Curb Ramp Category: 1		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: Grooved border is 4" wide (12" min).		
CBC: 11B-406.5.11		
Other: -		
Grind or patch vertical change of grade		\$0
Notes: 1 inch change in level at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 8.1% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide a level landing		\$0
Notes: Level landing at top of curb ramp is 36" x 48" and has a slope up to 4.4% (2% max).		
CBC: 11B-406.3.2, 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Install, replace or modify curb ramp		\$2,460
Notes: Curb ramp is diagonal and does not align with the path of travel. Width of ramp, not including flared sides, is 36" (48" min).		
CBC: 11B-406.3.1, 11B-406.5.2		
Other: -		

Larkspur

Downtown 02: King Street & Locust Avenue

		Category: 1
3 - 3	Curb Ramp	
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: Grooved border is 4" wide (12" min).		
CBC: 11B-406.5.11		
Other: -		
Grind or patch vertical change of grade		\$0
Notes: .5 inch change in level at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 12.5% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide a level landing		\$0
Notes: Level landing at top of curb ramp is 36" x 48" and has a slope up to 2.9% (2% max).		
CBC: 11B-406.3.2, 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 13.4% (8.33% max). Slope of flared side is 17.1% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		

Downtown 03
Ward Street and Locust Avenue



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Larkspur

Downtown 03: Ward Street & Locust Avenue

3 - 1 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Diagonal curb ramp is 42" wide (48" min). Slope of flared side is 12% (10.0% max).		
CBC: 11B-406.2.2, 11B-406.3.1, 11B-406.5.2		
Other: ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		
Grind or patch vertical change of grade		\$250
Notes: 1 inch change in level at gutter/asphalt joint.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Provide a level landing		\$0
Notes: Level landing at top of curb ramp is 42 inches wide and has a slope of 4% (2% max).		
CBC: 11B-406.3.2, 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		

Larkspur

Downtown 03: Ward Street & Locust Avenue

3 - 2 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Diagonal curb ramp is 42" wide (48" min). Slope of the curb ramp is 11.2% (8.33% max). Slope of flared side is 16.7% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2, 11B-406.3.1, 11B-406.5.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		
Provide a level landing		\$0
Notes: Level landing at top of curb ramp is 34 inches deep and has a slope of 6% (2% max).		
CBC: 11B-406.3.2, 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 11% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		

Larkspur

Downtown 03: Ward Street & Locust Avenue

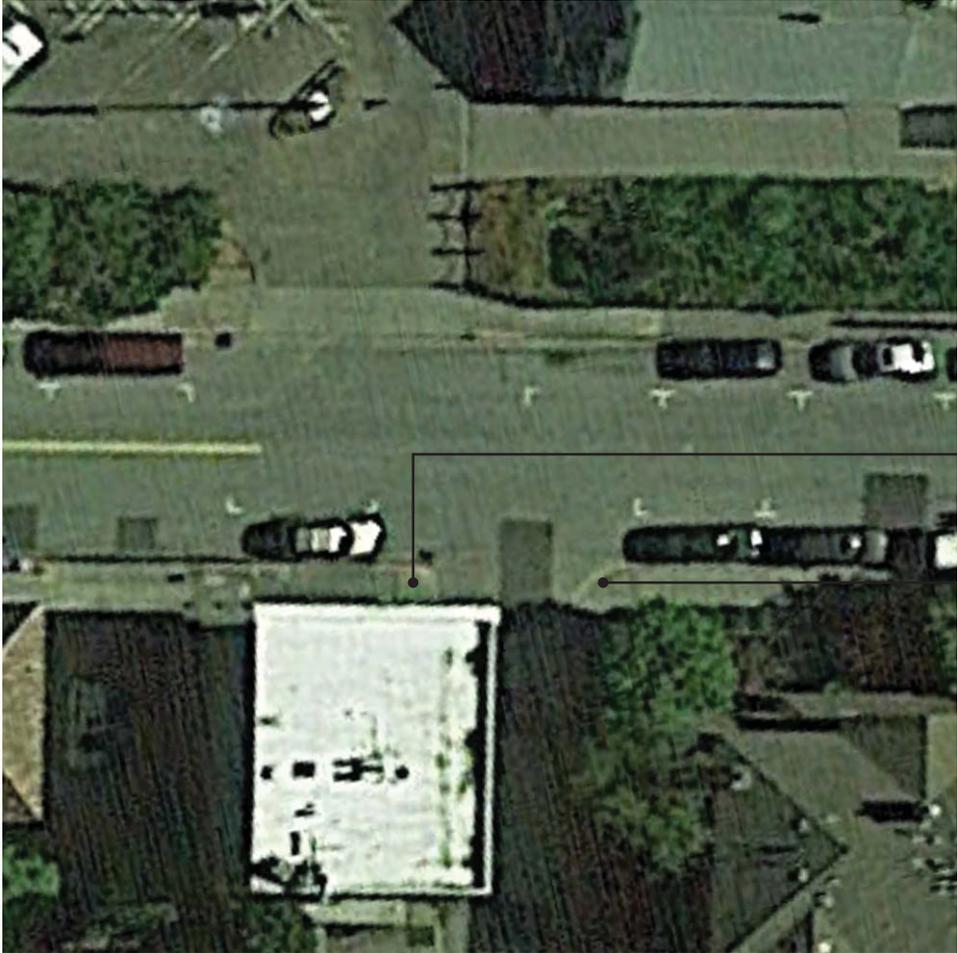
3 - 3 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the diagonal curb ramp is 12.1% (8.33% max). Slope of flared side is 11.5% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2, 11B-406.3.1		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		
Provide a level landing		\$0
Notes: Level landing at top of curb ramp is 30 inches deep and has a slope of 7.4% (2% max).		
CBC: 11B-406.3.2, 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 7.9% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		

Larkspur

Downtown 03: Ward Street & Locust Avenue

3 - 4 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Cross slope of the curb ramp is 5.7% (2.0% max).		
CBC: 11B-406, 11B-406.3.1		
Other: ADA 405.3, ADA 406.1		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		
Grind or patch vertical change of grade		\$0
Notes: 1.5 inch change in level at gutter/asphalt joint.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Provide a level landing		\$0
Notes: Level landing at top of curb ramp is 24 inches deep with vegetation and has a slope of 6.8% (2% max).		
CBC: 11B-406.3.2, 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 10.6% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		

Downtown 04
East Ward Street and Rice Lane



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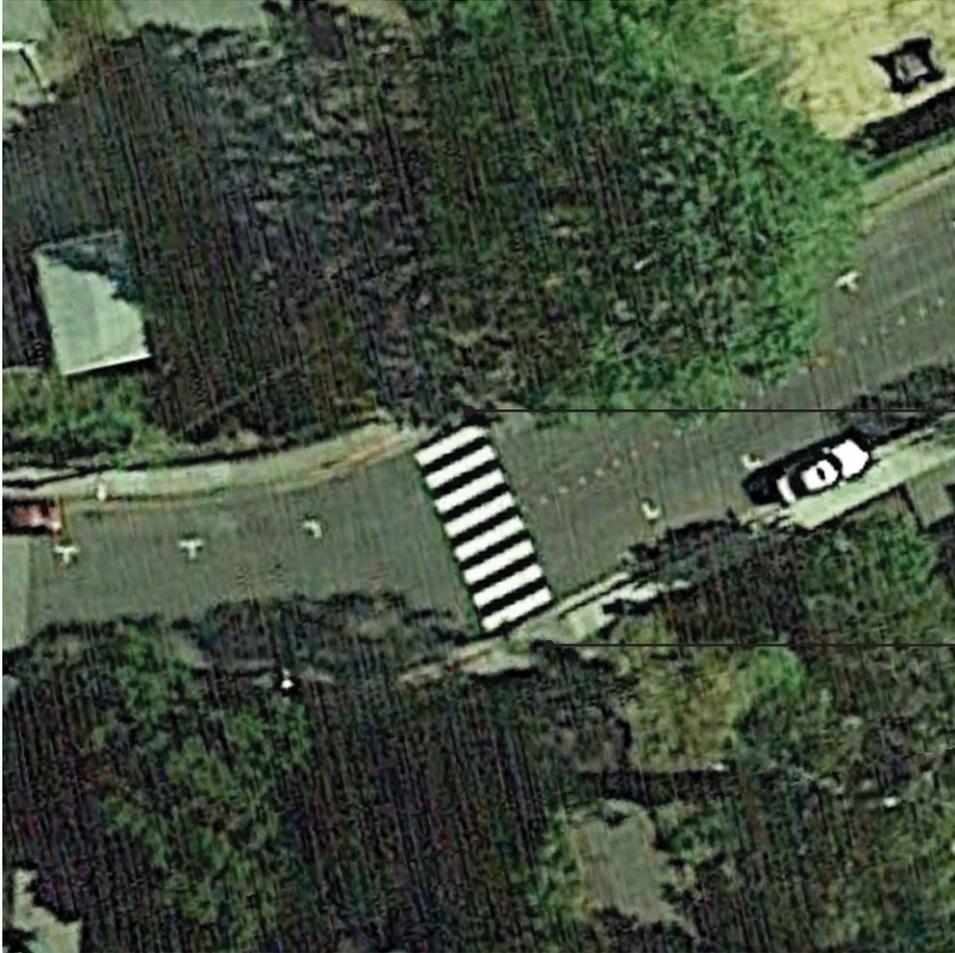
Larkspur

Downtown 04: East Ward Street & Rice Lane

3 - 1	Curb Ramp	Category: 1
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 8.9% (8.33% max).		
CBC: 11B-405.2, 11B-406		
Other: ADA 405.2, ADA 406.1		
3 - 2	Curb Ramp	Category: 1
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the diagonal curb ramp is 9.8% (8.33% max). Slopes of flared sides are 11.8% and 14% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2, 11B-406.3.1		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		

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Downtown 05
East Ward Street and Larkspur Bike Path



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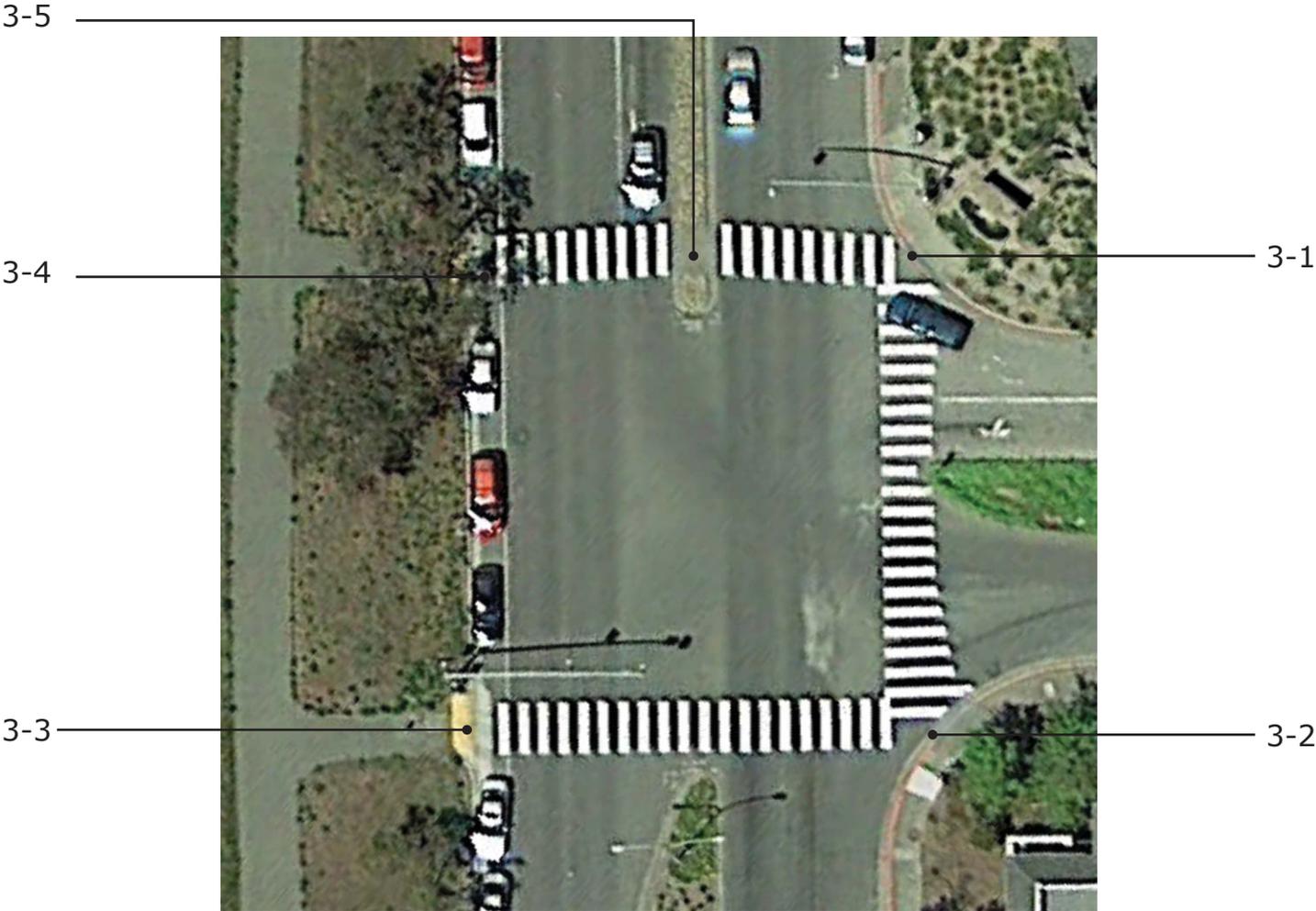
Larkspur

Downtown 05: East Ward Street & Larkspur Path

3 - 1 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 12.9% with 20% running slope at concrete patch (8.33% max). Slopes of flared sides are 24.4% and 22% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: Detectable warnings are not provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		
Grind or patch vertical change of grade		\$0
Notes: Curb ramp has 1" change in level at bottom of run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
3 - 2 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 11.9% with 20% running slope at concrete patch (8.33% max). Slopes of flared sides are 21.7% and 22% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: Detectable warnings are not provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		
Grind or patch vertical change of grade		\$0
Notes: Curb ramp has 1" change in level at bottom of run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		

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Larkspur Landing Circle 01
Sir Francis Drake Boulevard and Larkspur Landing Circle



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Larkspur

Larkspur Landing 01: Sir Francis Drake Blvd

3 - 1 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 9.1% (8.33% max). Cross slope of the curb ramp is 4.1% (2.0% max). Slope of flared side is 20% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 405.3, ADA 406.1, ADA 406.3		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 5.7% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		

Larkspur

Larkspur Landing 01: Sir Francis Drake Blvd

		Category: 1
3 - 2	Curb Ramp	
Install, replace or modify curb ramp		\$2,460
Notes: Slopes of flared sides are 13.8% and 13.2% (10.0% max).		
CBC: 11B-406.2.2		
Other: ADA 406.3		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 8.6% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Grind or patch vertical change of grade		\$0
Notes: Deteriorated asphalt edge at gutter joint.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
3 - 3	Curb Ramp	Category: 1
Provide surface texture		\$1,000
Notes: No grooved border provided. Slope is 6.1% so ramp does not qualify as a blended transition (5% max).		
CBC: 11B-406.5.11		
Other: -		

Larkspur

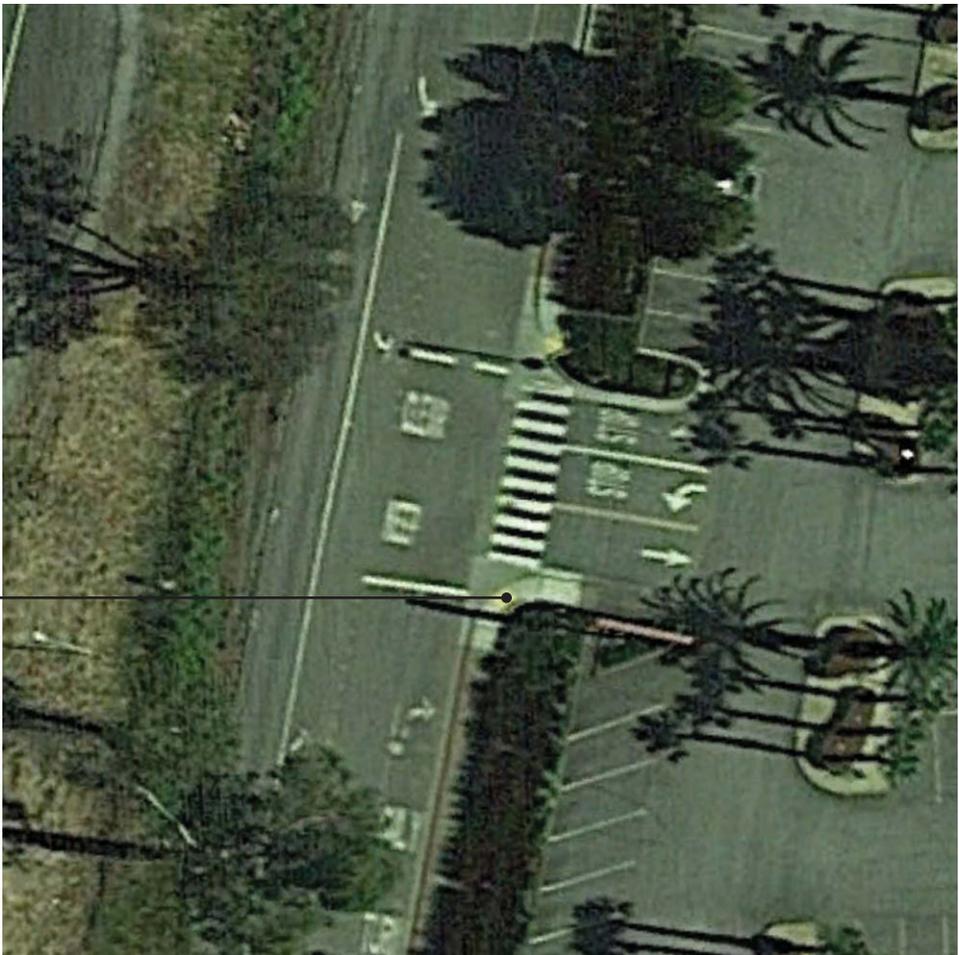
Larkspur Landing 01: Sir Francis Drake Blvd

3 - 4 Curb Ramp			Category: 1
Provide surface texture			\$1,000
Notes: No grooved border provided. Slope is 5.7% so ramp does not qualify as a blended transition (5% max).			
CBC: 11B-406.5.11			
Other: -			
Install, replace or modify curb ramp			\$2,460
Notes: Slope of the curb ramp at utility cover is up to 15.2% (8.33% max).			
CBC: 11B-405.2, 11B-406			
Other: ADA 405.2, ADA 406.1			
3 - 5 Curb Ramp			Category: 1
Grind or patch vertical change of grade			\$500
Notes: Two .75 inch changes in level at curbs on at grade pedestrian crossing through traffic island.			
CBC: 11B-303.2.3, 11B-405.4			
Other: ADA 405.4			
Provide detectable warnings			\$1,000
Notes: No detectable warnings provided.			
CBC: 11B-406.5.12			
Other: -			

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Old Redwood Highway 01
Old Redwood Highway and Cost Plus Plaza

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Larkspur

Old Redwood Highway 01: Cost Plus Plaza

3 - 1	Curb Ramp	Category: 1
Provide a level landing		\$160
Notes: Level landing at bottom of parallel curb ramp is 2.7% (2% max).		
CBC: 11B-406.3.2		
Other: -		

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Old Redwood Highway 02
Old Redwood Highway and Industrial Way



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Larkspur

Old Redwood Highway 02: Industrial Way

		Category: 1
3 - 1	Curb Ramp	
Provide a level landing		\$0
Notes: The level landing of the parallel ramp is 13% (2% max). Level landing at top of ramp has 3.2% cross slope (2% max).		
CBC: 11B-406.3.2, 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 21% (8.33% max).		
CBC: 11B-405.2, 11B-406		
Other: ADA 405.2, ADA 406.1		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 10.5% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
3 - 2	Curb Ramp	Category: 1
Provide a level landing		\$0
Notes: Level landing at top of ramp has 7.3% cross slope (2% max).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 10% (8.33% max).		
CBC: 11B-405.2, 11B-406		
Other: ADA 405.2, ADA 406.1		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 8.7% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		

Larkspur

Old Redwood Highway 02: Industrial Way

		Category: 1
3 - 3	Curb Ramp	
Provide a level landing		\$0
Notes: Level landing at top of ramp has 3.3% cross slope (2% max).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 8.4% (8.33% max).		
CBC: 11B-405.2, 11B-406		
Other: ADA 405.2, ADA 406.1		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 5.3% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Grind or patch vertical change of grade		\$0
Notes: .5 inch change in level at bottom of curb ramp.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
3 - 4	Curb Ramp	Category: 1
Provide detectable warnings		\$1,000
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
3 - 5	Curb Ramp	Category: 1
Provide detectable warnings		\$1,000
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a firm and stable surface		\$250
Notes: Standing water observed at bottom of curb ramp near crossing button.		
CBC: 11B-302.1		
Other: ADA 302.1		

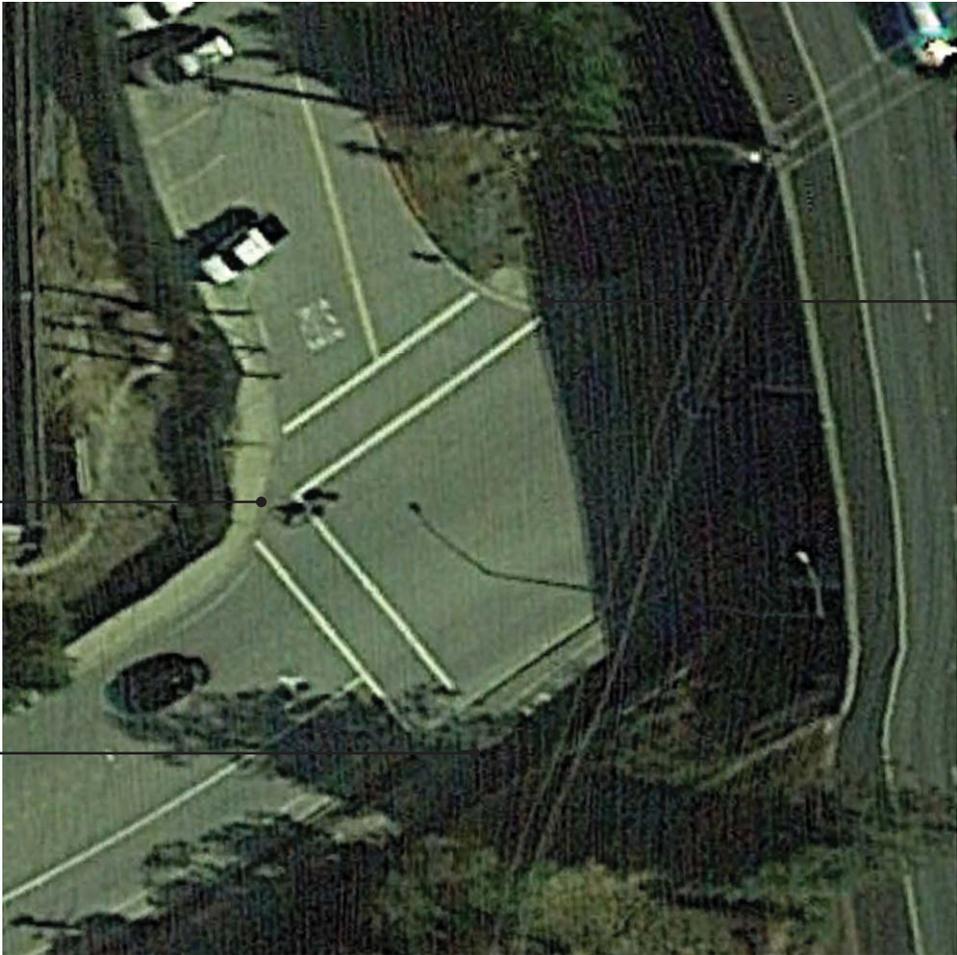
Larkspur

Old Redwood Highway 02: Industrial Way

3 - 6		Curb Ramp	Category: 1
Provide a level landing			\$0
Notes: The level landing of the parallel ramp is 12.4% (2% max).			
CBC: 11B-406.3.2			
Other: -			
Install, replace or modify curb ramp			\$2,460
Notes: Slopes of the curb ramp are 16.2% and 14% (8.33% max).			
CBC: 11B-405.2, 11B-406			
Other: ADA 405.2, ADA 406.1			
Provide a level landing			\$2,500
Notes: Counter slope at the base of the curb ramp is 5.7% (5.0% max).			
CBC: 11B-406.5.8			
Other: ADA 406.2			
Provide detectable warnings			\$0
Notes: No detectable warnings provided.			
CBC: 11B-406.5.12			
Other: -			
Provide surface texture			\$0
Notes: No grooved border provided.			
CBC: 11B-406.5.11			
Other: -			
Grind or patch vertical change of grade			\$0
Notes: .5 inch change in level at bottom of curb ramp. .75 inch change in level at gutter/asphalt joint.			
CBC: 11B-303.2.3, 11B-405.4			
Other: ADA 405.4			

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Old Redwood Highway 03
Wornum Drive and Nellan Avenue



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Larkspur

Old Redwood Highway 03: Wornum Drive & Nellan Ave

3 - 1	Curb Ramp	Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the parallel curb ramp is 8.8% (8.33% max). Cross slope of the parallel curb ramp landing is up to 2.8% (2.0% max).		
CBC: 11B-405.2, 11B-406		
Other: ADA 405.2, ADA 405.3, ADA 406.1		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 8.5% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
3 - 2	Curb Ramp	Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the parallel curb ramp is 13.5% (8.33% max). Cross slope of the parallel curb ramp landing is up to 2.6% (2.0% max).		
CBC: 11B-405.2, 11B-406		
Other: ADA 405.2, ADA 405.3, ADA 406.1		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$160
Notes: Level landing at top of curb ramp has slope up to 2.8% (2% max).		
CBC: 11B-406.3.2		
Other: -		
Grind or patch vertical change of grade		\$0
Notes: .5 inch change in level at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		

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Old Redwood Highway 03: Wornum Drive & Nellan Ave

3 - 3 Curb Ramp		Category: 1
Provide detectable warnings		\$1,000
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 6.1% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Reduce or eliminate opening		\$250
Notes: Horizontal gap across walk up to .75" wide at asphalt/concrete joint on three sides of ramp, 27 lf.		
CBC: 11B-302.3		
Other: ADA 302.3		

Redwood High School 01
Doherty Drive and Lucky Drive



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Larkspur

Redwood High 01: Doherty Drive & Lucky Drive

3 - 1	Curb Ramp	Category: 1
Provide or relocate crossing or curb markings		\$2,460
Notes: A curb ramp is not provided at the corner of a street intersection where a pedestrian sidewalk crosses a curb.		
CBC: 11B-406.4		
Other: ADA 406.1		
3 - 2	Curb Ramp	Category: 1
Provide detectable warnings		\$1,000
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 9.7% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide a level landing		\$160
Notes: 2.7% cross slope in turning space at bottom of curb ramp.		
CBC: 11B-406.3.2		
Other: -		
3 - 3	Curb Ramp	Category: 1
Provide or relocate crossing or curb markings		\$2,460
Notes: A curb ramp is not provided at the corner of a street intersection where a pedestrian sidewalk crosses a curb.		
CBC: 11B-406.4		
Other: ADA 406.1		
3 - 4	Curb Ramp	Category: 1
Provide or relocate crossing or curb markings		\$2,460
Notes: A curb ramp is not provided at the corner of a street intersection where a pedestrian sidewalk crosses a curb.		
CBC: 11B-406.4		
Other: ADA 406.1		
3 - 5	Curb Ramp	Category: 1
Provide or relocate crossing or curb markings		\$2,460
Notes: A curb ramp is not provided at the corner of a street intersection where a pedestrian sidewalk crosses a curb.		
CBC: 11B-406.4		
Other: ADA 406.1		

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Redwood High School 02
Doherty Drive and Riviera Circle



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Redwood High 02: Doherty Drive & Riviera Circle

3 - 1	Curb Ramp	Category: 1
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is up to 10.6% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
3 - 2	Curb Ramp	Category: 1
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is up to 6.7% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		

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Sir Francis Drake 01
Sir Francis Drake Boulevard and Barry Way



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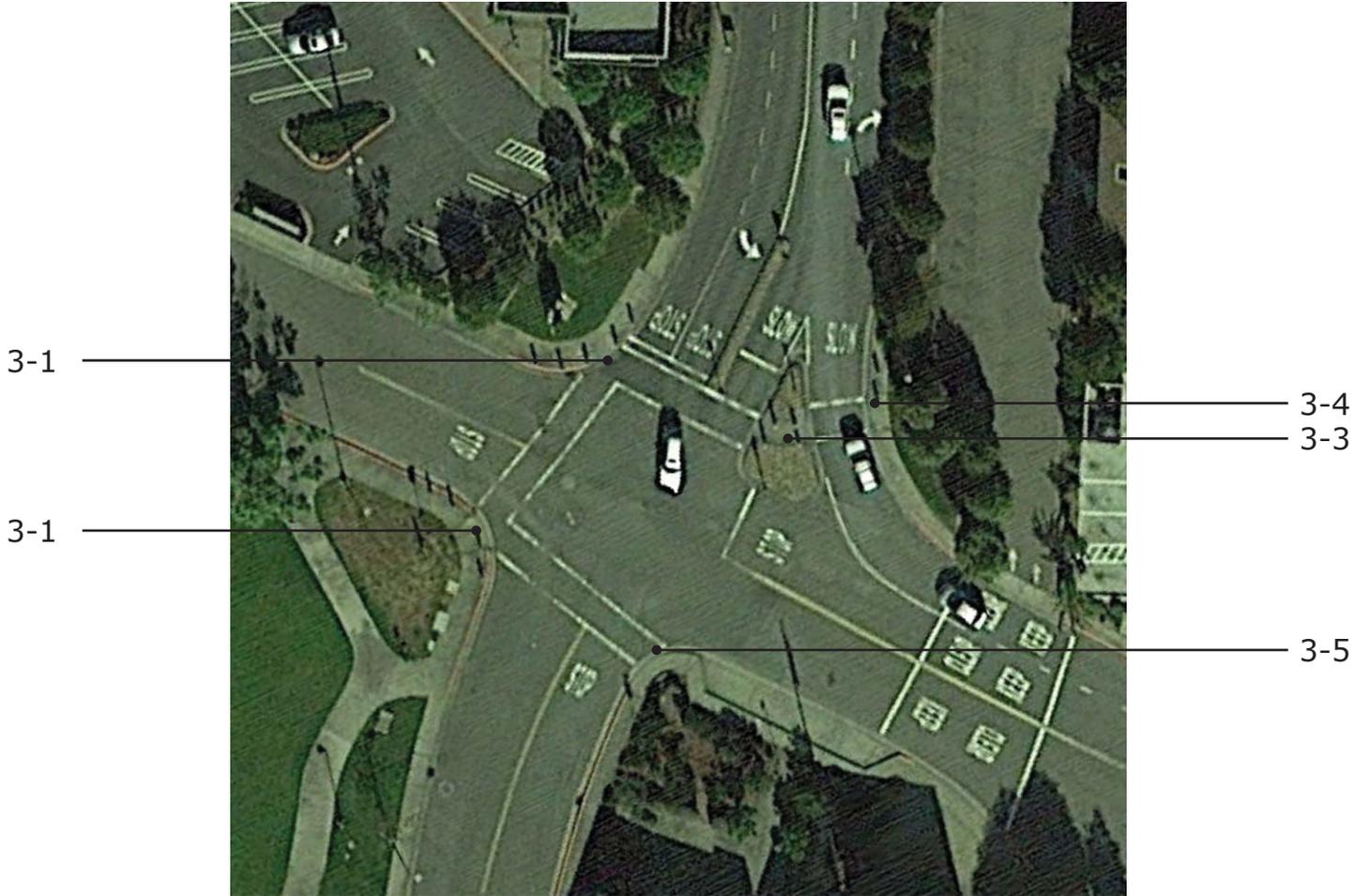
Larkspur

Sir Francis Drake 01: Barry Way

3 - 1	Curb Ramp	Category: 1
Provide detectable warnings		\$1,000
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 10% (8.33% max). Slope of flared side is 10.9% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Grind or patch vertical change of grade		\$250
Notes: 2 inch change in level at asphalt/gutter joint.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 6.8% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide a level landing		\$160
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
3 - 2	Curb Ramp	Category: 1
Provide a level landing		\$160
Notes: Level landing at top of ramp has a 2.7% cross slope (2% max).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
3 - 3	Curb Ramp	Category: 1
Install, replace or modify curb ramp		\$4,000
Notes: Detectable warnings are not separated by 24 inches of non-detectable warning surface.		
CBC: 11B-406.7		
Other: -		

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Sir Francis Drake 02
Barry Way and Drakes Landing Road



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Sir Francis Drake 02: Barry Way & Drakes Landing

3 - 1 Curb Ramp		Category: 1
Provide detectable warnings		\$0
Notes: No detectable warning provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 9.6% (8.33% max). Slope of flared side is 23% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 5.6% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Grind or patch vertical change of grade		\$0
Notes: .5 inch change in level at bottom of curb ramp. Deteriorated asphalt 6 inches deep at gutter joint in bottom level landing.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		

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Sir Francis Drake 02: Barry Way & Drakes Landing

3 - 2 Curb Ramp		Category: 1
Provide detectable warnings		\$1,000
Notes: No detectable warning provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$160
Notes: Level landing at top of curb ramp has 3.9% slope (2% max) and is 32" deep (48" by 48" min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Grind or patch vertical change of grade		\$250
Notes: .5 inch change in level at bottom of curb ramp.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Provide surface texture		\$1,000
Notes: Grooved border is 9" wide and provided on two sides of ramp (12" min).		
CBC: 11B-406.5.11		
Other: -		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 7% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		

Larkspur

Sir Francis Drake 02: Barry Way & Drakes Landing

3 - 3	Curb Ramp	Category: 1
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$0
Notes: A shared level landing is not provided at the top of the ramps (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Install, replace or modify curb ramp		\$2,460
Notes: Slopes of the curb ramps are 17% and 9.7% (8.33% max).		
CBC: 11B-405.2, 11B-406		
Other: ADA 405.2, ADA 406.1		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 7% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		

Larkspur

Sir Francis Drake 02: Barry Way & Drakes Landing

3 - 4 Curb Ramp		Category: 1
Provide detectable warnings		\$0
Notes: No detectable warning provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 9% (8.33% max). Slope of flared side is 11.3% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Grind or patch vertical change of grade		\$0
Notes: .5 inch change in level at bottom of curb ramp.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Reduce or eliminate opening		\$0
Notes: .75 inch horizontal gap at grooved border joint.		
CBC: 11B-302.3		
Other: ADA 302.3		

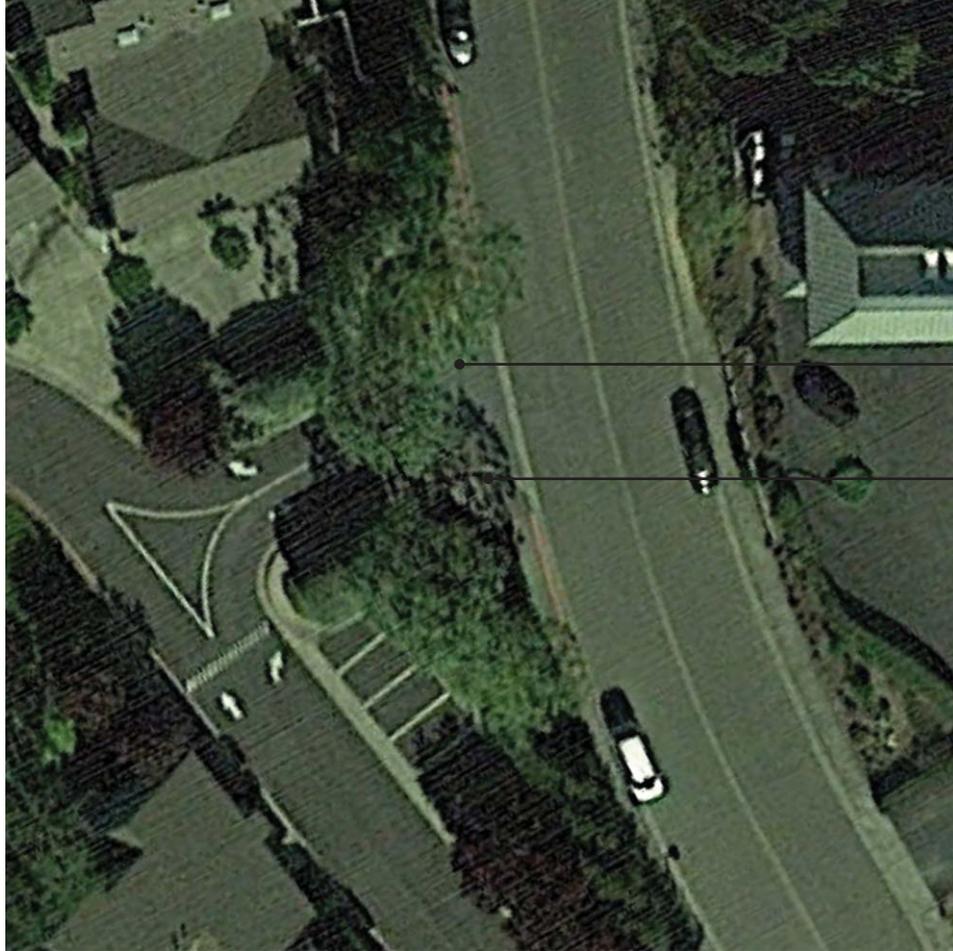
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Sir Francis Drake 02: Barry Way & Drakes Landing

3 - 5		Curb Ramp	Category: 1
Provide detectable warnings			\$1,000
Notes: No detectable warning provided.			
CBC: 11B-406.5.12			
Other: -			
Provide a level landing			\$160
Notes: Level landings at top of curb ramp have 4.5% and 3.5% cross slopes (2% max). Turning space at bottom of parallel curb ramp has a slope of 3.1% (2% max).			
CBC: 11B-406.3.2, 11B-406.5.3			
Other: ADA 406.4, ADA 406.7			
Provide a level landing			\$2,500
Notes: Counter slope at the base of the curb ramp is 8.7% (5.0% max).			
CBC: 11B-406.5.8			
Other: ADA 406.2			
Reduce or eliminate opening			\$250
Notes: 1 inch horizontal gap at top of curb ramp.			
CBC: 11B-302.3			
Other: ADA 302.3			

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Sir Francis Drake 03
Drakes Landing Road and Drakes View Circle



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Sir Francis Drake 03: Drakes Landing & Drakes View

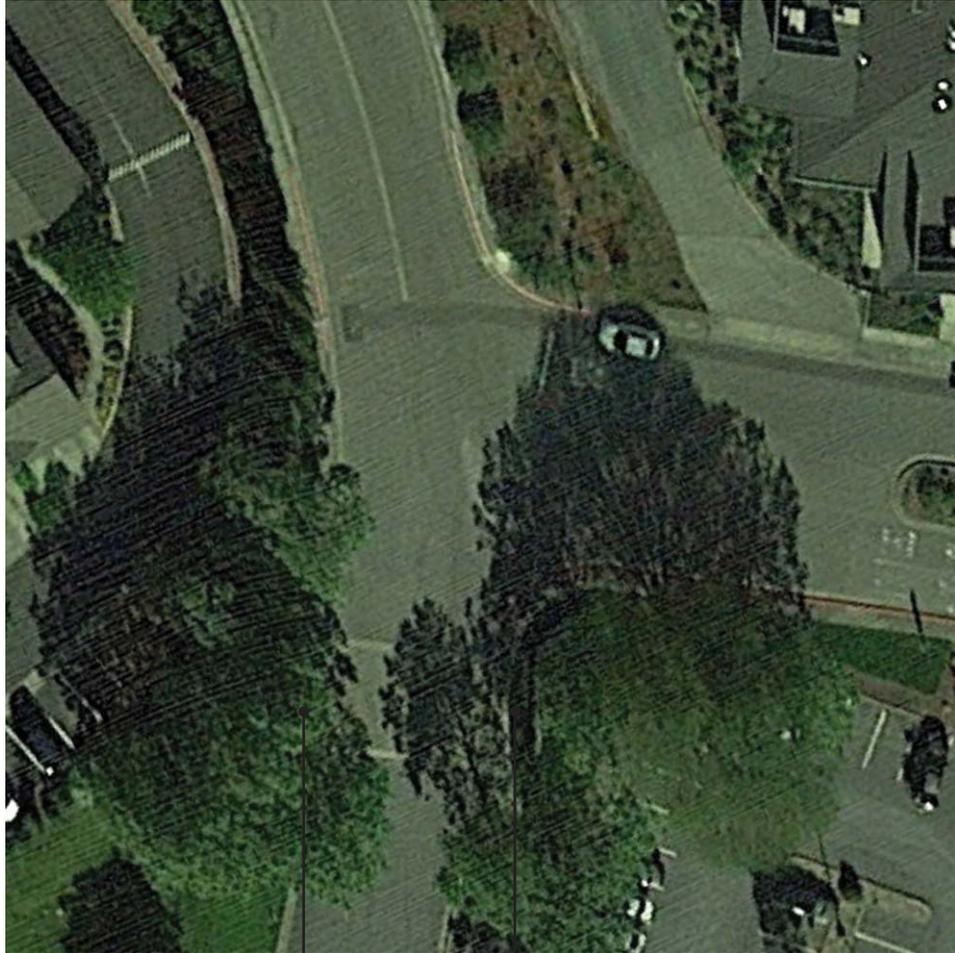
3 - 1 Curb Ramp		Category: 1
Grind or patch vertical change of grade		\$750
Notes: .75 inch change in level between gutter and stamped concrete. 6 inch by 24 inch deteriorate curb with a 2 inch drop. .5" change in level at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Provide detectable warnings		\$1,000
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$1,000
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		
Provide a level landing		\$160
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		

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Sir Francis Drake 03: Drakes Landing & Drakes View

3 - 2 Curb Ramp		Category: 1
Grind or patch vertical change of grade		\$0
Notes: 1" change in level at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: Grooved border is provided on two sides of curb ramp and is not of sufficient depth to be perceptible.		
CBC: 11B-406.5.11		
Other: -		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 12.9% (8.33% max).		
CBC: 11B-405.2, 11B-406		
Other: ADA 405.2, ADA 406.1		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 9.9% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		

Sir Francis Drake 04
Drakes Landing Road and Del Monte



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Larkspur

Sir Francis Drake 04: Drakes Landing & Del Monte

3 - 1 Curb Ramp		Category: 1
Provide surface texture		\$0
Notes: Grooved border is 8 inches wide (12" min).		
CBC: 11B-406.5.11		
Other: -		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 11.5% (8.33% max). Slope of flared side is 32% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 8.5% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		

Larkspur

Sir Francis Drake 04: Drakes Landing & Del Monte

3 - 2 Curb Ramp		Category: 1
Provide surface texture		\$0
Notes: Grooved border is 8 inches wide (12" min).		
CBC: 11B-406.5.11		
Other: -		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 9.2% (8.33% max). Slopes of flared sides are 25% and 32% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 6.3% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		

Sir Francis Drake 05
Sir Francis Drake Boulevard and Del Monte



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Larkspur

Sir Francis Drake 05: Del Monte

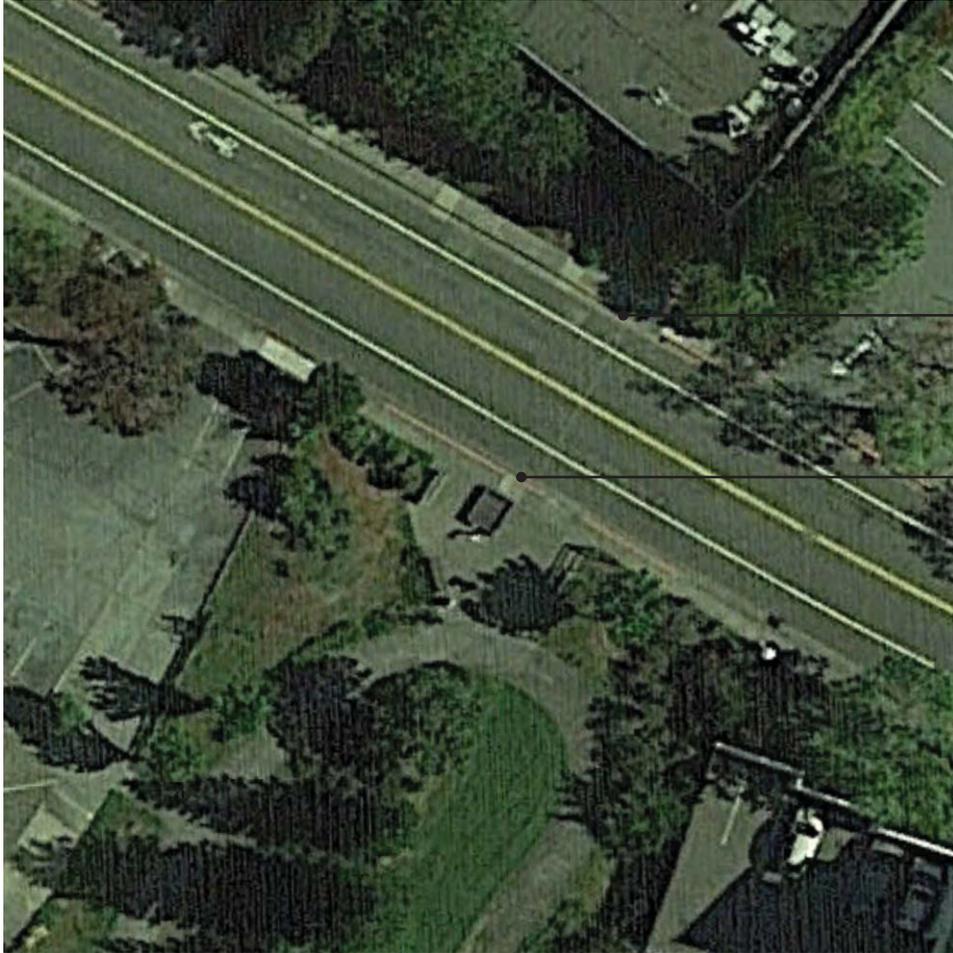
3 - 1 Curb Ramp		Category: 1
Provide surface texture		\$0
Notes: Grooved border is 4" wide on two sides (12" min).		
CBC: 11B-406.5.11		
Other: -		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 13.8% (8.33% max). Slopes of flared sides are 39% and 42% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 7.7% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$160
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		

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Sir Francis Drake 05: Del Monte

		Category: 1
3 - 2	Curb Ramp	
Install, replace or modify curb ramp		\$4,920
Notes: Slopes of the curb ramps at traffic island are 11.3% and 9.6% (8.33% max).		
CBC: 11B-405.2, 11B-406		
Other: ADA 405.2, ADA 406.1		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Grind or patch vertical change of grade		\$250
Notes: .75" change is level at asphalt/gutter joint in bottom level landing of curb ramp.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 8% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
3 - 3	Curb Ramp	Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 9.9% (8.33% max).		
CBC: 11B-405.2, 11B-406		
Other: ADA 405.2, ADA 406.1		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 11.2% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		

South Eliseo 01
South Eliseo Drive at Hamilton Park



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Larkspur

South Eliseo 01: Hamilton Park

3 - 1 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 18.1% (8.33% max). Slopes of flared sides are 16.8% and 20.7% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warning provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 11% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		

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South Eliseo 01: Hamilton Park

3 - 2 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 9.9% (8.33% max). Slopes of flared sides are 21.4% and 16.7% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warning provided.		
CBC: 11B-406.5.12		
Other: -		
Provide surface texture		\$0
Notes: No grooved border provided.		
CBC: 11B-406.5.11		
Other: -		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 11% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		

South Eliseo 02
South Eliseo Drive and Corte Real



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Larkspur

South Eliseo 02: Corte Real

3 - 1 Curb Ramp		Category: 1
Provide surface texture		\$0
Notes: Grooved border provided is 6 inches wide (12 inches min.)		
CBC: 11B-406.5.11		
Other: -		
Grind or patch vertical change of grade		\$0
Notes: 1 inch beveled change in level at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 12.2% (8.33% max). Slopes of flared sides are 12.1% and 11.1% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 7.2% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		

Larkspur

South Eliseo 02: Corte Real

3 - 2 Curb Ramp		Category: 1
Provide surface texture		\$0
Notes: Grooved border provided is 6 inches wide (12 inches min.)		
CBC: 11B-406.5.11		
Other: -		
Grind or patch vertical change of grade		\$0
Notes: 1 inch beveled change in level at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 12.4% (8.33% max). Slopes of flared sides are 12% and 10.8% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 9.7% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		

Larkspur

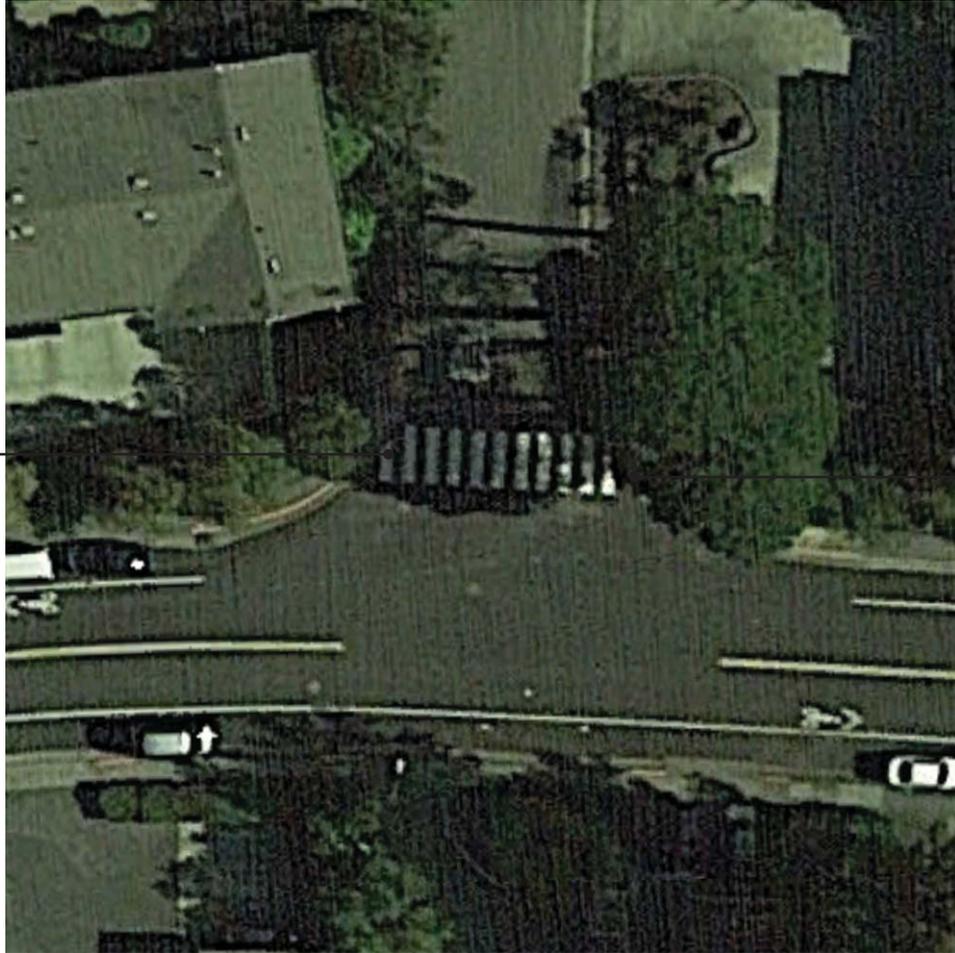
South Eliseo 02: Corte Real

3 - 3		Curb Ramp	Category: 1
Grind or patch vertical change of grade			\$0
Notes: .5 inch beveled change in level at bottom of curb ramp run.			
CBC: 11B-303.2.3, 11B-405.4			
Other: ADA 405.4			
Install, replace or modify curb ramp			\$2,460
Notes: Slope of the curb ramp is 13.3% (8.33% max). Slope of flared side is 15% (10.0% max).			
CBC: 11B-405.2, 11B-406, 11B-406.2.2			
Other: ADA 405.2, ADA 406.1, ADA 406.3			
Provide detectable warnings			\$0
Notes: No detectable warnings provided.			
CBC: 11B-406.5.12			
Other: -			
Provide a level landing			\$2,500
Notes: Counter slope at the base of the curb ramp is 8.6% (5.0% max).			
CBC: 11B-406.5.8			
Other: ADA 406.2			
Provide a level landing			\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).			
CBC: 11B-406.5.3			
Other: ADA 406.4, ADA 406.7			

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South Eliseo 03
South Eliseo Drive and Via Bellardo

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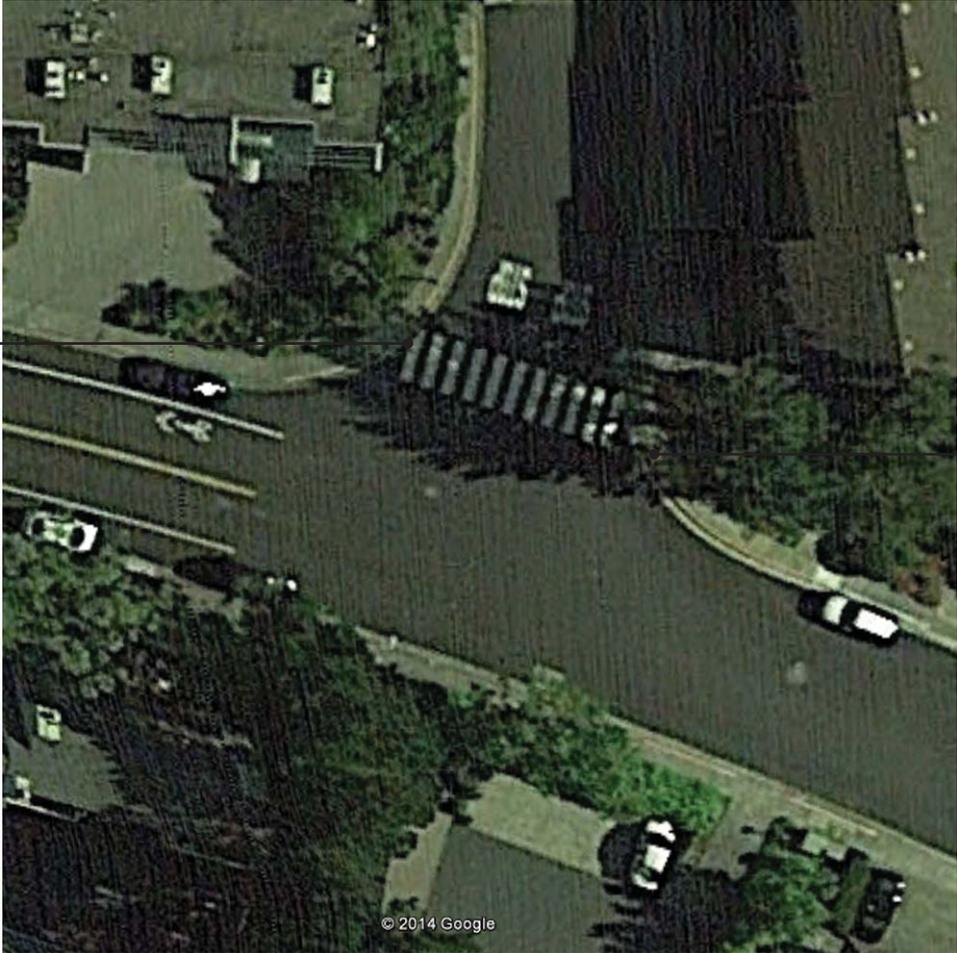
South Eliseo 03: Via Belardo

3 - 1 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 13.1 (8.33% max). Slopes of flared sides are 11.8% and 15% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 6.7% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Grind or patch vertical change of grade		\$0
Notes: .5 inch change in level at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		
3 - 2 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 9.5 (8.33% max). Cross slope of the curb ramp is 9.5% (2.0% max). Slope of flared side is 17.7% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 405.3, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 11.3% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Grind or patch vertical change of grade		\$0
Notes: .5 inch change in level at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		

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South Eliseo 04
South Eliseo Drive and Upper Via Casitas

3-1 ————— 3-2



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Larkspur

South Eliseo 04: Upper Via Casitas

3 - 1 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 15.7% (8.33% max). Cross slope of the curb ramp is 11.1% (2.0% max). Slope of flared side is 33% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 405.3, ADA 406.1, ADA 406.3		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 7.5% (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Grind or patch vertical change of grade		\$0
Notes: .5 inch change in level is located at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		

Larkspur

South Eliseo 04: Upper Via Casitas

3 - 2 Curb Ramp		Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 12.4% (8.33% max). Cross slope of the curb ramp is 6.7% (2.0% max). Slope of flared side is 18.5% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 405.3, ADA 406.1, ADA 406.3		
Provide a level landing		\$2,500
Notes: Counter slope at the base of the curb ramp is 12.3% at asphalt/gutter joint (5.0% max).		
CBC: 11B-406.5.8		
Other: ADA 406.2		
Provide detectable warnings		\$0
Notes: No detectable warnings provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Grind or patch vertical change of grade		\$0
Notes: .5 inch change in level is located at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		

South Eliseo 05
South Eliseo Drive and Lower Via Casitas



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Larkspur

South Eliseo 05: Lower Via Casitas

3 - 1	Curb Ramp	Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 12.8% (8.33% max). Cross slope of the curb ramp is 12.5% (2.0% max). Slope of flared side is 26% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 405.3, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warning provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
3 - 2	Curb Ramp	Category: 1
Install, replace or modify curb ramp		\$2,460
Notes: Slope of the curb ramp is 13.1% (8.33% max). Cross slope of the curb ramp is 6.3% (2.0% max). Slope of flared side is 25.6% (10.0% max).		
CBC: 11B-405.2, 11B-406, 11B-406.2.2		
Other: ADA 405.2, ADA 405.3, ADA 406.1, ADA 406.3		
Provide detectable warnings		\$0
Notes: No detectable warning provided.		
CBC: 11B-406.5.12		
Other: -		
Provide a level landing		\$0
Notes: A level landing is not provided at the top of the ramp (4' by 4' min).		
CBC: 11B-406.5.3		
Other: ADA 406.4, ADA 406.7		
Grind or patch vertical change of grade		\$0
Notes: .75 inch change in level at bottom of curb ramp run.		
CBC: 11B-303.2.3, 11B-405.4		
Other: ADA 405.4		

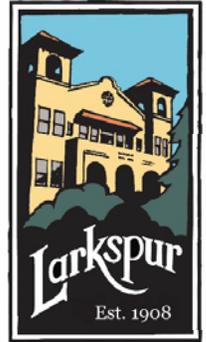
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Appendix D: Public Meeting Materials

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City of Larkspur

ADA Self-Evaluation and Transition Plan



6/3/2015



City of Larkspur



The Americans with Disabilities Act (ADA)

Mandates the elimination of discrimination against individuals with disabilities and ensures equal opportunity for persons with disabilities

Title I: Employment

Title II: Public Transportation and State and Local Government Services

Title III: Places of Public Accommodations

Title IV: Telecommunications

Title V: Miscellaneous

Equality in Access

The primary responsibility of public agencies with regard to ADA is to provide equal access to:

PROGRAMS, SERVICES, & ACTIVITIES



ADA Self Evaluation and Transition Plan

- The **Self-Evaluation** is the City's assessment of its current policies, practices, and procedures and subsequent recommendations to correct these policies and practices so they are consistent with Title II requirements
- The **Transition Plan** identifies physical barriers in the City's facilities and outlines methods to ensure that all programs, activities and services are fully accessible to individuals with disabilities
- Designate a responsible person to oversee ongoing Title II compliance

Self Evaluation

1. Policy Review of City Municipal Code
2. Determine current level of access to programs & activities by meeting with City staff and administering program accessibility questionnaire to various City departments
3. Develop draft Self-Evaluation Report as basis for implementation of specific accessibility improvements

Title II Compliance (By Category)

Accessible/Adaptive Equipment

Provide Devices/items that allow persons with disabilities to improve their ability To function Independently

Customer Service

Accommodate the needs of the disabled community when providing customer service

Notice Requirements

Inform the public of the rights and protections provided by the ADA for access to public programs, services, and activities

Printed Information

Provide information in alternative formats such as Braille, large-print, audiotape, etc...

Title II Compliance (By Category), Cont.

Televised & Audiovisual Public Information

Ensure that disseminating public information through various media platforms is accessible to persons with disabilities

City/Dept. Website

Provide online info. In accessible formats.
Provide public outreach and information on accessibility features

Public Telephones & Communication Devices

Provide means of communication with persons with hearing/speech Impairment through TTY equipment

Training & Staffing

Provide training to staff regarding interaction and communication with persons with disabilities

Title II Compliance (By Category), Cont.

Program Eligibility & Admission

Ensure that public is able to access all programs, services, and activities, regardless Of disability

Public Meetings

Ensure that public meetings are held in accessible locations and necessary aids are available for persons with disabilities to fully participate in meetings

Transportation Services

If provided, ensure that transportation services are fully accessible to persons with disabilities. Provide prior info. on availability of accessible services and how arrangements can be made

Tours and Trips

Evaluate the destination of the tour/trip and provide accessible accommodations to people with disabilities

Title II Compliance (By Category), Cont.

Use of Consultants For Delivering Program Services

Ensure consultants maintain obligation to keep City programs accessible. Monitor programs and accessibility to ensure continued accessibility.

Emergency Evacuation Procedures

Develop guidelines for evacuation of persons with disabilities in various emergency situations

Facilities

Provide info. about facility accessibility online and in publications. Track all ADA requests relating to accessibility issues and address proactively

Special Events On Public Properties

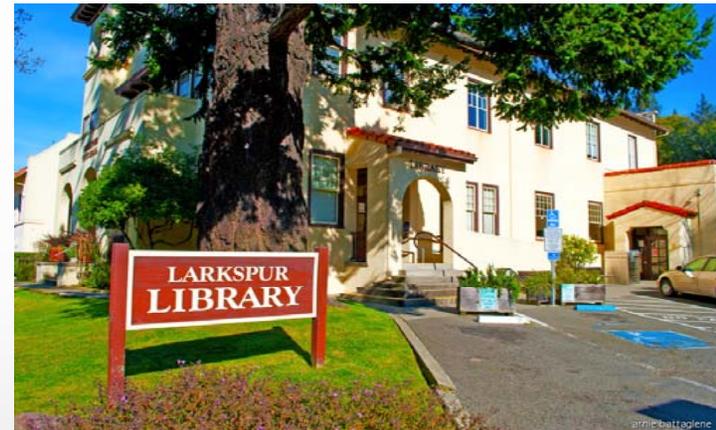
Provide private organizations who sponsor events in City facilities about applicable ADA requirements.

Transition Plan

"The City must transition inaccessible facilities into environments that are accessible to and functional for persons with disabilities"

Transition Plan is Divided
in Two Parts:

1. Facilities (buildings, parks, and their related grounds)
2. Public pedestrian rights-of-way (curb ramps at high use intersections)



Facilities – Prioritizing Facilities & Programs

1. All facilities where City provides programs, activities, and services were reviewed and ranked based on:
 - Level of public use
 - Program uniqueness
 - Geographic distribution
 - Citizen Rights
 - Citizen Responsibilities
 - Social need
 - Identified Complaints
2. Access to programs, activities and services were prioritized based on the above criteria

Facilities – Categorization of Barriers

Hierarchy of access improvements within a facility:

1. Building entrances and primary paths of travel
2. Barriers that impede access to program use areas
3. Amenities
4. Areas/features not required to be modified for accessibility
5. Historic features/elements to be preserved



Facilities – Transition Plan

Plan must include:

1. Identification of barriers to program access
2. Identification of specific barrier removal action
3. Planning level cost estimates for improvements
4. Identification of a barrier removal schedule
5. Identification of responsibility for ensuring barrier removal



Pedestrian Rights-of-Way (PROW)

The ADA does not mandate installation of sidewalks, but requires curb ramps at intersections where existing sidewalks are provided on both sides of the road

1. City update to Bike/Ped Master Plan
2. City completed study of curb ramps at high-use intersections
3. Prioritization of PROW



Prioritization of PROW

1. Government offices/facilities
2. Bus stops/transportation facilities
3. Places of public accommodation
4. Facilities containing employers
5. Other areas like residential or underdeveloped regions

Other criteria include, but are not limited to...

Hazardous conditions, distance from public facilities, level of pedestrian traffic, distance to facility serving disabled clients

Self-Evaluation and Transition Plan

Plan will help City ensure accessible services to the public by:

1. Increasing city awareness on providing accessible programs, services, and activities to the public
2. Identify list of barriers to address when upgrading existing facilities and PROW
3. Provide the City with a timeline for barrier removal at existing facilities and a maintenance plan for accessible public facilities

Thank You



6/3/2015

City of Larkspur

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Appendix E: Grievance Form

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City of Larkspur

400 Magnolia Avenue, Larkspur, California 94939
Telephone: (415) 927-5110 Fax: (415) 927-5022
Website: www.cityoflarkspur.org

APRIL 1, 2014

ACCESSIBILITY / DISABILITY GRIEVANCE PROCEDURE

1. **PURPOSE:**

The purpose of this policy is to adopt a public grievance procedure for resolution of complaints alleging any action, which discrimination on the basis of disability in any employment action by the City or in any service, program or activity made available by the City. The objectives of this policy are:

- a. To comply with the Americans with Disabilities Act (ADA) of 1990;
- b. To assure that complaints of discriminatory acts are promptly and properly acknowledged and resolved; and
- c. To establish uniform procedures for handling complaints throughout the entire City organization.

2. **POLICY:**

Any disabled person who believes that a City service, program or activity discriminates against him or her or any disabled employee or applicant for employment who believes that the City discriminates because of his or her disability may report the discriminatory act by using the procedures contained in this policy.

3. **PROCEDURES:**

To register a grievance under this policy, an individual shall obtain and complete an Accessibility/Disability grievance form. Once completed, the form may be mailed, faxed, emailed or hand delivered to:

City Manager and/or Director of Public Works
City of Larkspur
400 Magnolia Avenue
Larkspur, CA 94939
FAX: 415-927-5022

Upon receipt of a properly completed grievance form, the City Manager and /or Public Works Director will perform a preliminary investigation.

If the complaint can be resolved to the complainant's satisfaction during this state, the resolution will be noted in writing and filed with the grievance.

If the grievance remains unresolved, it will be submitted to the City Council for resolution. The City Council shall endeavor to make a recommendation on the grievance to the City Manager no later than 45 days after the complaint is received. The City Manager shall endeavor to make a final decision on the grievance no later than 15 days after receipt of the recommendation. Notice of this decision will be transmitted to the complainant within five (5) days after the City Council/City Manager resolution.

A written record of the action taken on each request or complaint shall be maintained in the City's administrative files and/or with the City's personnel records.

The complainant's right to a prompt and equitable resolution of the complaint will not be affected by the complainant's pursuit of other remedies, such as the filing of a complaint with the Department of Justice or other appropriate federal agency, or the filing of a suit in state or federal court.

The Accessibility/Disability Grievance Procedure form is available on the City's website at www.cityoflarkspur.org

Daniel R. Schwarz
City Manager

CITY OF LARKSPUR

400 Magnolia Avenue
Larkspur, CA 94939
415-927-5110
www.cityoflarkspur.org

GRIEVANCE FORM

For Complaints Relating to Accessibility/Discrimination
on the Basis of a Disability

Name of Grievant:

Mailing Address:

Work Phone: _____ Home Phone: _____

Date: _____ E Mail Address: _____

Nature of Grievance: (Please include the name of the person, facility or program responsible for the alleged discriminatory act; day and time of any incident; the specific City Department involved; the type of disability discriminated against and manner of discrimination; the names and phone numbers, if possible, of any witnesses.)

Please describe the accommodation you think appropriate to this discriminatory act.
