

FRANKFORT SQUARE PARK DISTRICT

ADA TRANSITION PLAN

2014-15



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FRANKFORT SQUARE PARK DISTRICT SUMMARY

The following comments are a summary of the Frankfort Square Park District's accessibility survey. The survey was begun in the summer of 2014. Each park district facility and building (not including the maintenance building) were reviewed for their compliance with the Americans with Disabilities Act (ADAAG), Illinois Accessibility Codes (IAC), and the proposed Playground, Outdoor Developed and Recreation Standards. In addition, all elements were evaluated using Equivalent Facilitation standards (ADAAG 2.2) and Dimensional Tolerances (ADAAG 3.2).

Staff will be providing a review of the park district's policy and procedures.

The Transition Plan and policy and procedure review are working documents that should be continually reviewed, updated as changes are made. Under Title II of the ADA, the regulations prohibit public entities such as a park district from discriminating against or excluding a person from programs, services or activities on the basis of disability.

The Frankfort Square Park District is responsible to meet the obligations of Title II of the ADA. A staff person should be designated as the ADA Coordinator. Currently, this is Jim Randall. This person is responsible to receive, review, and respond to questions and concerns expressed by a person with a disability related to access of the parks and programs. In addition, this person would be responsible to implement removal of access barriers recognized in the Transition Plan.

It should be noted that in existing facilities, a park district is permitted to reassign a program from an inaccessible location to an accessible location (28 C.F.R. §35.150(a);(b)(1)). Any facility built during the time the ADA was enforced is obligated to follow new construction standards and should be accessible. Also, the ADA requires that at a minimum one accessible route be provided (ADAAG 4.1.2) for all facilities. However, each park and facility has been reviewed for their accessibility including multiple entrances, features, elements, facilities etc. This is so that as the various areas are updated and changes are made, the access issues that exist can be corrected at that time.

At the end of the summary is an excerpt of the ADA 2010 Part 35.150 Regulations for Existing Facilities.

Because of the location of certain schools, parks, their programs, facilities, unique features, etc. the following are parks recommended to have a higher priority for removal of accessibility barriers. Additionally, it is our belief that not all parks be made accessible through the transition plan. The basis of 1 of 3 sites is cited frequently throughout the report. We recommend concentrating on starting with the main community parks, as long as they are equitable and fairly spaced, both geographically and in types of amenities.

These suggested sites include:

1. ISLAND PRAIRIE PARK / COMMUNITY CENTER / NATURE CENTER
2. LIGHTHOUSE POINTE PARK
3. HUNTER PRAIRIE PARK
4. UNION CREEK PARK
5. WHITE OAK PARK
6. CRYSTAL LAKE PARK
7. BROOKSIDE NATURE AREA
8. ARBOR PARK

REQUIRED REGULATIONS

The Frankfort Square Park District is required to comply with Title II of the Americans with Disabilities Act of 1990. In 2010, these requirements were revised. Further revisions will occur, and the Park District must remain diligent in its compliance efforts and monitoring.

The following evaluations are based on these adopted and enforceable accessibility standards called the 2010 ADA Standards for Accessible Design "2010 Standards" or "Standards". The 2010 Standards set minimum requirements – both scoping and technical – for newly designed and constructed or altered State and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities.

Adoption of the 2010 Standards also establishes a revised reference point for Title II entities that choose to make structural changes to existing facilities to meet their program accessibility requirements; and it establishes a similar reference for Title III entities undertaking readily achievable barrier removal.

The DOJ (Department of Justice) provides this document with the official 2010 Standards in one publication. The document includes:

- The 2010 Standards for State and local governments, which consist of the Title II regulations at 28 CFR 35.151 and the 2004 ADAAG at 36 CFR part 1191, appendices B and D;
- The 2010 Standards for public accommodations and commercial facilities, which consist of the Title III regulations at 28 CFR part 36, subpart D, and the 2004 ADAAG at 36 CFR part 1191, appendices B and D.

In the few places where requirements between the regulation and the 2004 ADAAG differ, the requirements of 28 CFR 35.151 or 28 CFR part 36, subpart D, prevail.

The requirements located in Sections 1011 through 1019 apply only to facilities constructed or altered by federal agencies or by non-federal entities on federal land on behalf of federal agencies pursuant to a concession contract, partnership agreement, or similar arrangement. See F201.4. The requirements in 1011 and 1019 allow for limitations and other constraints posed by the existing outdoor environment. **However, as these are published guidelines, this document also references them as a viable requirement for recreation agencies.**

The Department has assembled into a separate publication the revised regulation guidance that applies to the Standards. The Department included guidance in its revised ADA regulations published on September 15, 2010. This guidance provides detailed information about the Department's adoption of the 2010 Standards including changes to the Standards, the reasoning behind those changes, and responses to public comments received on these topics. The document, Guidance on the 2010 ADA Standards for Accessible Design, can be downloaded from www.ADA.gov.

For More Information

For information about the ADA, including the revised 2010 ADA regulations, please visit the Department's website www.ADA.gov; or, for answers to specific questions, call the toll-free ADA Information Line at 800-514-0301 (Voice) or 800-514-0383 (TTY).

GENERAL RECOMMENDATIONS – PARKS AND FACILITIES

Per the Technical Assistance Division of the U.S. Department of Justice, the following priorities exist:

1. The **first priority** is enabling individuals with disabilities to enter the facility. This priority on “getting through the door” recognizes that providing physical access to a facility from public sidewalks, public transportation, or parking is generally preferable to any alternative arrangements in terms of both business efficiency and the dignity of individuals with disabilities. Translated to a recreation facility, this also includes entrances to all public buildings, playgrounds, athletic facilities, and park facilities.
2. The **second priority** is providing access to those areas where goods and services are made available to the public. For example, in a hardware store these areas would include the front desk and the retail display areas of the store. Translated to a recreation facility, this would mean the front service counters, classrooms, and concession stands.
3. The **third priority** is providing access to restrooms (if restrooms are provided for use by customers or clients).
4. The **fourth priority** is removing any remaining barriers, for example, lowering telephones.

Changes in Level and Gaps

The routes and sidewalks that make up the District’s network of accessible routes are in fair condition. Wear and tear, settling, weather, and other factors combine to cause changes in level and gaps along portions of those accessible routes, making that portion noncompliant and a barrier to many customers with physical and sensory disabilities.

1. Removing changes in level and gaps has a significant universal design benefit too, as more people with all types of conditions can more easily use District routes...staff pushing carts of supplies, parents with kids in strollers, and people using an assistive device such as a wheelchair, Segway, or walker.
2. Eliminate changes in levels as soon as possible on accessible routes and at building entry’s.. Using the rationale that the most severe changes in level are the greatest barriers to access, make changes in level of greater than .75” the highest priority. Make changes in level of between .5” and .75” the second priority. Make beveling of changes in level of .25” to .5” the third priority.
3. Add change in level of more than .25”, and gap checks of greater than .5”, to park maintenance safety checklists in 2015 if not sooner. This will help identify and correct these problems before they expand. Make pre-measured shims and distribute to employees for their use and ease of measurement. In the alternative, consider a resurfacing of segments of asphalt route which have deteriorated.
4. Adopt a policy about the use of other Electronic Personal Assistive Mobility Devices (EPAMDs) in District facilities and at District sites (Golf Course), and promote that policy to the general public. Every day, more people with limited physical mobility start to use a Segway or similar machines.

Obstructed Accessible Routes

Employees may see an accessible route as an empty 36” wide space in which a potted plant or garbage can is a perfect fit. However, that blocks or obstructs the accessible route.

Provide training to park maintenance, recreation, and administration staffs regarding maintenance of accessible routes in parks and in recreation facilities.

Accessible Parking

The District maintains approximately 413 standard parking spaces at facilities, and 18 more that are designated as accessible stalls. Illinois requirements here are more stringent than federal requirements. In correcting or refreshing its accessible stalls, the District should address all of them at once to eliminate inconsistencies and come into compliance.

1. Create a parking stall standard.
2. Parking stalls must be a minimum of 8' wide. An adjacent access aisle must also be a minimum of 8' wide. An acceptable alternative design is an 11' stall with an adjacent 5' access aisle. However, since Van Accessible stalls must be 8 feet and 8 feet, it makes sense to standardize all accessible stalls at the 8 foot requirement. In Illinois, accessible stalls cannot share an access aisle, so the minimum stall width is always 16 feet.
3. The access aisle must be diagonally striped with high quality yellow paint.
4. Signs must be mounted on posts not farther than 5' back from the head of the stall.
5. The collection of signs must include the US Department of Transportation R7-8 standard sign (the blue icon in a wheelchair). Below that must be the 'fine' sign.
6. The statewide fine is \$250. Unless the agency having jurisdiction has adopted a higher fine by ordinance, the sign must note the \$250 fine.
7. Federal settlement agreements in Illinois require a third sign, on at least one accessible stall per lot that says VAN ACCESSIBLE.
8. Finally, the bottom edge of the lowest sign is a minimum of 48" above the finished grade. We recommend 60" so it cannot be obstructed by a parked auto.
9. We suggest that the signpost be located at the head of the accessible stall and that the curb cut and detectable warning run the distance of the access aisle. Note: The detectable warning is no longer required in parking lots, and is only required in areas that direct pedestrians directly into a hazardous vehicular way, such as a road or alley. That said, the detectable warning may be good where a building entrance discharges directly into a traffic aisle crossing to get to remote parking bays. It is always best to discuss this requirement with your local building department and the State of Illinois
10. The access aisles should connect to an accessible route. Even though slope requirements are less stringent than a parking stall, it is practically impossible to construct both together and we recommend both the stalls and access aisles maintain the 2% maximum requirement. The maximum running slope for the accessible route is 5%, and to account for heaving and settling, we recommend 4% maximum.
11. The Illinois Accessibility Code limits the slope to not more than 2% in any direction. This is a challenging requirement that can take considerable effort to meet. The maximum cross slope is 2%. Do be certain to use compliant detectable warnings, which now come in a standard with a colored background and raised truncated domes.
12. The loading zone must have an access aisle adjacent and parallel to the vehicle pull-up space. The loading zone access aisle must be a minimum of 5' wide and 20' long.

The District should implement a plan to correct or refresh every accessible stall at every District facility. Kiwanis ballfields, the Community Park, Hunter Prairie, and Union Creek East are all in great need of sealcoating and striping. Although striped correctly, the Golf Course will require additional considerations because of the severity of the pavement slopes.

Running and Cross Slope – Accessible Routes

We often witnessed running slopes on paths and intended routes to playgrounds that are steeper than permitted. At some sites this was a minimal issue, but at other sites it was a significant problem. This condition may occur when elevations were incorrectly set, concrete settles, play surfacing settles and compacts, or when transitions between new and old pavements are off by fractions of an inch. Cross slope is equally important, as it serves drainage as well as access purposes.

It is recommended that the District adopt a policy in new construction and alterations so that the ramp slope shall not exceed 1:13, or 7.7%, as opposed to 1:12, or 8.33%. This allows room for error in the field. It also makes ramps easier to use for everyone, not just people with disabilities. Adopt a policy that in new construction or alterations the cross slope shall be an integral part of the project and shall not exceed 2% or 1:50.

- Not all pathways must meet the guidelines, as long as there is one path that is readily seen or signed as accessible.
- Many of the bike trails are constructed in detention / natural areas and cannot be changed because of engineering requirements. These trails can remain as-is.

Detectable Warnings

The US Access Board suspended the detectable warning requirement in the late 90's, for a period of several years. It was restored in 2002. And although it is still included in the 2010 Standards, the use of the warnings is changed significantly.

It is typical to see noncompliant detectable warnings in various locations. The detectable warnings at curbs that are not compliant are often a cross-cut of concrete, or a grid laid on wet concrete to create a diamond-shaped indentation. Over time these should be replaced. Warnings at street corners are the responsibility of municipal or county governments, unless dictated back to the Park District. The district should work with the jurisdictions to replace and / or install those warnings (and curb ramps) that may impact park users.

As with parking, develop a standard for detectable warnings. Confirm the standard with local communities, Will County and the Illinois Access Office. Detectable warnings are only required where the accessible route crosses the Public right of way (hazardous vehicular areas) such as a road or alley. Detectable warnings are not required in a parking lot. However, one could consider installation of the detectable warnings a best practice in certain locations. In 2011, the federal Access Board announced it was undertaking revisions and new Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way. As proposed, the guidelines require detectable warnings at:

- curb ramps and blended transitions at street crossings

- cut-through pedestrian refuge islands (excluding those less than six feet wide)
- pedestrian at-grade rail crossings
- edges of boarding platforms not protected by screens or guards
- Boarding and alighting areas of sidewalk or street level rail vehicle stops not protect by screens or guards on the side facing rail vehicles.
- The guidelines will require detectable warning surfaces to be at least two feet deep in the direction of pedestrian travel.

Door Opening Force Requirements

In District buildings and facilities, there are approximately 30 doors. Many have closer mechanisms. Some of these need adjustment to bring the pounds of force (lbf) necessary into compliance (5 lbf for interior doors and 8.5 lbf for exterior doors).

Evaluate and determine the age of door closers, and add door closer maintenance checks to safety checklists for employees and for closers with 10 years of service or less, aggressively maintain them for effectiveness.

Adjust doors as needed. Purchase and install new door closers for all remaining interior doors (with closers 20 years old or more) as soon as possible.

Signage

District signs can serve several valuable purposes. First, signs assist wayfinding in buildings, such as at the Indian Boundary Park and Nature Center. Second, signs identify important permanent elements of facilities, such as restrooms. Third, signs facilitate access by people with vision and physical limitations. Aside from fairly consistent use of the District logo and older park name signs, we did not note a signage standard.

The Access Board requires different treatment for 2 types of signs. Signs for permanent spaces, such as a bathroom, must be in both Grade 2 Braille and raised lettering.

For directional or informational signage though, only raised lettering is required. Be certain to incorporate these approaches into signs in buildings and sites operated by the District.

Develop a sign standard that describes where and in what facilities signs will be used. The standard could include size of sign, mounting height, mounting location, size of characters, space between characters, contrast between characters, and background, icons or symbols used in the signs, District information in the signs (name of facility; Phone number; Main office number), and more. It is often easiest to employ a signage company to assist with these details.

Indoor signs need to be implemented in the Community Center, Golf Course, all outdoor washrooms, and in the Champion Creek Recreation Building.

Bathrooms

Bathrooms are an essential part of a visit to a Frankfort Square Park District facility. Making these facilities accessible is tremendously important.

1. Develop a bathroom standard. Confirm it with Will County and the Illinois Access office. Be sure to include temporary facilities such as portable toilets in the standard. The standard should address the toilet; grab bars, items in the stall such as toilet paper and hooks, the stall, operating mechanisms, mirrors, sinks, hand towels, hand dryers, and more.
2. Include bathroom renovations in facilities in the District's Capital Acquisition and Replacement Plan.
3. Consider additional use of automatic flush controls. Many facilities already incorporate these devices, including the public washrooms at the Nature Center and community Center. These have environmental benefits and are also a great way to eliminate some accessibility problems.
4. In the interim, implement non-structural modifications recommended in each section of this report, such as lowering mirrors or installation of full length mirrors, remounted grab bars, changing the height of toilets and urinals, installing compliant stall hardware, and so forth. These less costly changes on a site-by-site basis will serve your customers well until resources are available to renovate restrooms on a comprehensive scale.
5. If provided at a site, make one portable toilet accessible. This includes a portable toilet placed at a picnic shelter or adjacent to sports fields. **These washrooms must be accessible and must be served by an accessible route.** The District has quite a few sites with portable toilets, and none of them are accessible units, or are located on accessible routes.
6. For the washrooms located in the classrooms at the Community Center, there are a arrange of standards that may be applied depending on the designated users. Some features, such as the flush handle being on the interior side of the fixture, are not negotiable. Following is a chart illustrating the different suggestions. See the chart below.

Advisory 604.9 Water Closets and Toilet Compartments for Children's Use. The requirements in 604.9 are to be followed where the exception for children's water closets in 604.1 is used. The following table provides additional guidance in applying the specifications for water closets for children according to the age group served and reflects the differences in the size, stature, and reach ranges of children ages 3 through 12. The specifications chosen should correspond to the age of the primary user group. The specifications of one age group should be applied consistently in the installation of a water closet and related elements.

Advisory Specifications for Water Closets Serving Children Ages 3 through 12

	Ages 3 and 4	Ages 5 through 8	Ages 9 through 12
Water Closet Centerline	12 inches (305 mm)	12 to 15 inches (305 to 380 mm)	15 to 18 inches (380 to 455 mm)
Toilet Seat Height	11 to 12 inches (280 to 305 mm)	12 to 15 inches (305 to 380 mm)	15 to 17 inches (380 to 430 mm)
Grab Bar Height	18 to 20 inches (455 to 510 mm)	20 to 25 inches (510 to 635 mm)	25 to 27 inches (635 to 685 mm)
Dispenser Height	14 inches (355 mm)	14 to 17 inches (355 to 430 mm)	17 to 19 inches (430 to 485 mm)

Alarms

In existing facilities where an aural or audible fire alarm system is provided, a visual alarm is not required unless the building was constructed after January 26, 1992 or has been upgraded since that same date.

If an alarm in an existing facility is audible only, it need not be modified to include a visual alarm unless it is replaced or upgraded. From our reconnaissance, it appears the Community Center, Nature Center, and golf course are equipped with both systems. The washrooms, however, are also required to have these systems since there is the possibility that a disabled person could be in the room alone. The District needs to develop a plan for the installation of aural and visual alarms in the washrooms as soon as possible.

All new construction must include aural and visual alarms as soon as possible.

Brochures

The park matrix in the District brochures is an important tool for Park District residents and should now be used to communicate about accessibility provisions. Revise it to incorporate where, for example, the accessible picnic areas are, or where the accessible playgrounds are. Make sure terminology is understandable, or use icons to indicate accessibility. For instance, the term 'Elevated Garden' can have several meanings. This is important to demonstrating to the public where the District has provided accessible facilities throughout the district

Also consider notes about will be made accessible in the future.. As discussed, not every site must have access and environmental barriers removed.

Website

The Title II regulation requires that all types of public communication used by the District be available to people with disabilities. Many people with vision impairments use websites every day with the aid of technical equipment.

The District should evaluate its website and make necessary changes so that the website can be read by that type of equipment, and make changes so that the information on the site is accessible to people with disabilities. This also includes updating the parks and facilities map. Ensure quantities and names of facilities are up to date.

Playgrounds

The minimum required of the District by Title II of the ADA is that the "program" of playgrounds be accessible to residents. This is measured by the "program access test" described in section 35.150 of the Title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing playgrounds should be made accessible. Again, a good practice is to treat this as a planning exercise and aim for 1 of 3 playgrounds being made accessible.

Our evaluation included 28 different playgrounds for children of various ages. Only 2 were fully accessible, and several more could be made accessible with minor corrections. The biggest problem we witnessed is the

accessible route to the playground – either the slope is incorrect, the transitions are too steep or abrupt, and /or the wood fiber play surfacing is not maintained in a smooth condition.

Make corrections cited in these reports so the playgrounds at the site below remain accessible:

1. LIGHTHOUSE POINTE PARK
2. UNION CREEK PARK
3. ARBOR PARK

Make Corrections cited in these reports so the playgrounds at the sites below become accessible:

1. CRYSTAL LAKE PARK
2. ISLAND PRAIRIE PARK / COMMUNITY CENTER / NATURE CENTER
3. HUNTER PRAIRIE PARK
4. WHITE OAK PARK

Leave all other playgrounds alone, and when future alterations or renovations occur at those sites, make them accessible.

Advertise the accessible playgrounds in the District website and publications.

Baseball Fields

The minimum required of the District by Title II of the ADA is that the “program” of baseball be accessible to residents. This is measured by the “program access test” found in section 35.150 of the Title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing baseball fields should be accessible. We recommend that a minimum of one field of every three be accessible. There are 8 sites with 27 total ball fields, 8 of which are lit. Of these, 2 fields are accessible at Summit Jr. High. 5 lighted fields are at Lincolnway North High School and are out of the scope of this plan. While this doesn’t meet the one of three, we feel that it is adequate and recommend no new access.

Make corrections cited in these reports so baseball fields at the sites below become or are maintained as accessible (these sites are owned by the Park District):

1. Union Creek
2. Summit Jr. High
3. Kiwanis Park
4. Champions Park

Leave as is the fields at the remaining sites:

1. Indian Trail School Park (possible include access to 1 field)
2. Hunter Prairie
3. Frankfort Square School Park

Advertise the accessible baseball fields in the District website and publications.

Basketball Courts

The minimum required of the District by Title II of the ADA is that the “program” of basketball be accessible to residents. This is measured by the “program access test” described in section 35.150 of the Title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing basketball courts should be accessible. Because of the nature of basketball surfaces - a hard court - access is easier to create. The District has 4 sites with 5 courts. Of those, 1 of the 3 is accessible, and one can be made accessible with route modification.

Make the corrections needed to maintain accessible basketball courts as specified in the reports for the site below:

1. Indian Boundary School / Park – we recommend consideration of an adjustable height goal, and creation of a painted court surface
2. Since there are only 3 goals in the entire district, the Park District should consider creation of 1 accessible facility central to the district, perhaps at Island Prairie or Union Creek community parks.
3. Hunter Prairie – we recommend converting, or placing basketball goals on one tennis court and removing them from the parking lot. This would eliminate the danger of the post near the sidewalk.

Advertise the accessible basketball courts in the District website and publications.

Tennis Courts

The minimum required of the District by Title II of the ADA is that the “program” of tennis be accessible to residents. This is measured by the “program access test” described in section 35.150 of the Title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing tennis courts should be accessible. Because of the nature of tennis surfaces, a hard court, access is easier. The District has 5 sites with 16 courts, including the high school. Of those, all are accessible, or can be made so without much difficulty. The two lighted courts at Champions should be a priority.

Make the corrections needed to maintain accessible tennis courts as specified in the reports for the sites below:

1. Champions
2. Lincoln Way North High School (not Park District)
3. Hunter Prairie
4. Community – these courts are slated to be converted to accessible garden plots. Ensure proper access and accessible routes.

Advertise the accessible tennis courts in the District website and publications.

Volleyball Courts

The minimum required of the District by Title II of the ADA is that the “program” of volleyball be accessible to residents. This is measured by the “program access test” described in section 35.150 of the Title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing volleyball courts should be accessible. We recommend one of three be made accessible. The District has 1 site with 1 court – Union Creek Park behind Walker School.

1. Union Creek West. We recommend access be created to the volleyball court. This does not mean the sand be changed to an accessible surface as it would change the nature of the program.

Advertise the accessible volleyball court in the District website and publications.

Athletic Fields (Football / Soccer)

The minimum required of the District by Title II of the ADA is that the “program” of athletic fields be accessible to residents. This is measured by the “program access test” found in section 35.150 of the Title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing athletic fields should be accessible. We recommend that a minimum of one field of every three be accessible. There are 8 sites with a total of 18 athletic fields and none are accessible. 5 of these fields are located at Lincolnway North High School.

Make the corrections cited in the reports so that the athletic fields at the site below become accessible:

1. Champions - 1
2. Union Creek – 3

Leave the fields at 88th Avenue Soccer Park alone as they are not on Park District property.

Advertise the accessible athletic fields in the District website and publications.

Picnic Shelters/Picnic Areas

The minimum required of the District by Title II of the ADA is that the “program” of picnic shelters be accessible to residents. This is measured by the “program access test” described in section 35.150 of the Title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing picnic shelters should be accessible. Of the 11 sites with existing picnic shelters/picnic areas, 5 are accessible. 8 more can be made accessible with the addition of accessible tables.

Maintain the accessible picnic shelters/areas at the sites named below:

(SITES)

Purchase an accessible table(s) for all shelters that are, or are made accessible in the future.

Leave as is the picnic areas at the sites below:

(SITES)

Advertise the accessible picnic/shelter areas in the District website and publications.

Other Significant areas

1. Buildings (common problems)
 - a. Door swings
 - b. Toilet rooms - ensure proper grab bars and heights are adhered to in future renovations. Ensure threshold transitions are maintained.
 - c. Front counter of the Community Center needs accessible height area
 - d. Knee and open space clearances around facilities need to comply with required dimensions
2. Individual or Singular Amenities
 - a. Kayak Launch – The launch does not allow transfer for a disabled person. Additional transfer equipment, rails, or re-design are necessary, as well as ensuring the accessible route is adequate.
 - b. Ice Rink – An area for viewing should be constructed. The nature of ice making and design prohibits construction of a smooth transition to the ice. However, some sort of accommodation such as using an assistant could be made. The maintenance doors offer the best point of access, as the player’s boxes and other access points have raised curbs and narrow walkways that are too difficult to change.
 - c. Fishing Piers – all piers should be checked and updated for accessibility – handrail heights, lengths, and smooth accessible routes. Handrails should be free of splinters, protrusions, or exposed nails. Fishing is a popular pastime for disabled and older park users.
 - d. Community Gardens – At Brookside Bayou, accessibility for gardens on specially designed tables is heavily used, and the District plans to expand such gardens further south in Community Park. These gardens should be highlighted as accessible in the brochure.
 - e. Band Shell – maintain and improve access to the performance stage, and create an accessible route and sitting area in the audience area. The pathway to the east is a route, and should not be used for this purpose.

REVIEW OF FRANKFORT SQUARE PARK DISTRICT POLICIES, PROGRAMS AND SERVICES

(To be completed with staff input)

1. The review of policy and procedures is being conducted in accordance with the Americans with Disabilities Act (ADA). The ADA requires all public entities to review their policies and procedures to determine if any discriminate against a person with a disability participating in their programming. Integration and inclusion of people with disabilities within a program is a fundamental principle of the ADA (28 C.F.R. §35.130(a)).
2. A public entity such as a park district cannot offer an opportunity that is not equal to or not as effective as what is provided to others. In addition, no eligibility criteria for participation in a program can be used to screen out people with disabilities either directly or indirectly unless the criterion is necessary for the program's activity. The intent is to provide equal access to all programs offered by the park district (28 C.F.R. §35.130(b)(1)(i)-(iv),(vii)).
3. Park districts can make reasonable modifications to policies and procedures to avoid discrimination to a person with a disability. A modification is not required if it would fundamentally change the nature of the program or activity. In addition, it would not be required to be changed if it would cause a direct threat to that person or other participants. (28 C.F.R. §35.104, 28 C.F.R. §35.130(b)(7), 28 C.F.R. §35.150(a)(3) and 28 C.F.R. §36.208).
4. No surcharges can be charged by the public entity to cover the cost of effective communication, program modifications or access features and they may not impose any additional requirements or burdens on people with disabilities that they do not require of all participants in the program (28 C.F.R. §35.130(f)).
5. All programs must be offered in as integrated setting as possible. Separate programs and activities are permitted only when this design ensures equal opportunity for a person with a disability. When a separate program is offered, qualified individuals with a disability cannot be excluded from participating in regular programs if they choose to do so (28 C.F.R. §35.130(b)(2);(d)).
6. When the park district contracts with another organization to provide programs and services to the entity's constituents, the park district must ensure that, the contractor provides services and activities in a nondiscriminatory manner that are consistent with the requirements of Title II of the ADA (28 C.F.R. §35.151(Preamble)).
7. In relationship to contractors, the park district cannot discriminate against a company that employs a person with a disability. The acceptance or non-acceptance of a company must be determined by their qualifications only (28 C.F.R. §35.130(b)(5)).
8. Jim Randall, Director, has been designated as the ADA Coordinator. This person is responsible to continue the barrier removal process by determining an approximate date for removal and recording when changes have been made. In addition, they are available to answer questions or concerns by the public related to accessibility issues. Their contact information should be provided on the website and printed materials such as your brochure.

Communication

1. Review all websites using a program that reviews their level of accessibility. See products at a site such as Web Accessibility Initiative from the World Wide Web Consortium.
2. Provide materials in alternate formats. If the materials such as a registration form are not provided on the website, provide large print versions for a person with limited sight to fill out.
3. Provide qualified sign language interpreters at all public meetings. Gather a list of sign language interpreters for programs as needed.
4. Assistive listening devices should be available for any public meetings or programs. A portable unit would be usable in various locations and situations.
5. Provide Braille versions of information.
6. Provide general information of programs on a disk for a person to access at home.
7. Purchase a TTY system at your main phone. Include the TTY number in all your publications.
8. Provide pad of paper at all public locations if communication by writing is the only means at the moment.

Brochure and Registration

1. Provide in all brochures you efforts to comply with the Americans with Disabilities Act (ADA). Include information to encourage their comments and suggestions.
2. Provide include within your registration form a space asking if a person needs a reasonable accommodation to participate in a program.
3. Provide additional space for them to comment on their accommodation or number to call to receive additional information.
4. Provide contact information for the person responsible as the ADA Coordinator (Jim Randall) for the park district.

Parks and Facilities

1. Locate all loose items away from all clear floor spaces. Provide trashcans, picnic tables, benches, etc. along accessible routes. Some items may also need additional improvement features such as a concrete pad underneath them or to a side to create access.
2. Train janitorial staff to place all loose items in restrooms such as garbage cans away from the clear floor space requirements of sinks, hand dryers, paper towel dispensers, soap dispensers, etc.
3. Provide a regular schedule to trim all trees and bushes from protruding into an accessible route.
4. Provide a minimum of once a week regarding of engineered wood fiber in playgrounds and other locations to keep the surface accessible and transitions full and smooth.
5. Provide a service dog policy to allow qualified dogs to attend programs with their owners. Evaluate all locations and programs to determine if a service animal may not be appropriate.

6. Have all construction contracts noted to meet all code requirements of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the Illinois Accessibility Code (IAC).
7. Note in all construction documents that the cross slope of accessible routes not exceed 2%, nor exceed 5% longitudinally.

Staff Training and Development

1. Provide in all staff manuals information on appropriate and inappropriate language to use for a person with a disability.
2. Provide disability awareness trainings for staff.
3. Transportation
 - a. If the park district provides transportation, then an accessible vehicle must be available as a request is made.
 - b. If renting transportation, determine that the company has available accessible vehicles if necessary when requested by a participant.
 - c. Option: Providing a policy to rent only accessible vehicle ensures that accessibility is provided.

Maintenance

The District uses a conscientious staff to maintain its facilities and sites. However, over time, every facility and site yields to wear and tear. The following recommendations describe ways in which attention to maintenance can specifically address some access deficits.

1. Provide training to maintenance staff regarding the features of an accessible route and how to ensure that it remains unobstructed and that park amenities (such as garbage cans or signs) are placed adjacent to the accessible route.
2. Provide training to recreation staff regarding the features of an accessible route and how to ensure that it remains unobstructed.
3. Purchase new tools. The district should have enough battery-powered levels and tools to measure pounds of force for doors to equip some staff for occasional spot-checks.

Employee Work Areas

The District employs many well-qualified and skilled people on a full time basis, making parks and recreation services available to Frankfort Square Park District residents. It also employs many more on a part-time or seasonal basis.

The District may already have employees with disabilities and in the future, will have more employees with disabilities, in all categories...full time, seasonal, and regular part time.

It is important to address access to work areas, and both the Title II regulation and the work of the Access Board do so. In section 203.9 of the 2004 consolidated accessibility guidelines, the treatment of employee areas is made clear.

Generally, a person with a disability should be able to approach, enter, and exit the work area. This is addressed by requirements for accessible routes and accessible means of egress. Other factors are door width and threshold changes in level.

Excluded from this exception are several types of common spaces in employee areas. Spaces such as the ones below must meet the access guidelines as they are excluded from the definition of employee-only areas:

- corridors
- toilet rooms
- kitchenettes for employee dining use
- break rooms

In short, the key issues are the accessible route, changes in level, doors and entries, and maneuvering space once within the work area. This approach is effective so long as when the District hires an employee with disabilities, or a current employee acquires a disability, it will remove architectural barriers in work areas or make other accommodations.

Address accessibility in the District personnel policies, and note that, upon request by an employee, the District will make reasonable accommodations, which may include the removal of architectural barriers in work spaces.

Require new construction, and alterations or additions that include employee work areas to be designed and constructed so they are compliant with the 2010 Standards of Accessible Design and the Illinois Accessibility Code.

PART 35 NONDISCRIMINATION ON THE BASIS OF DISABILITY

in State and Local Government Services

(as amended by the final rule published on September 15, 2010)

35.150 Existing facilities

- (a) *General.* A public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. This paragraph does not—
 - (1) Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;
 - (2) Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or
 - (3) Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. In those circumstances where personnel of the public entity believe that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, a public entity has the burden of proving that compliance with §35.150(a) of this part would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of a public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, a public entity shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the public entity.
- (b) *Methods.*
 - (1) *General.* A public entity may comply with the requirements of this section through such means as redesign or acquisition of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities. A public entity is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with this section. A public entity, in making alterations to existing buildings, shall meet the accessibility requirements of § 35.151. In choosing among available methods for meeting the requirements of this section, a public entity shall give priority to those methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate.

- (2) Safe Harbor – (Grandfathering)
 - (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.
 - (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.
- (3) *Historic preservation programs*. In meeting the requirements of § 35.150(a) in historic preservation programs, a public entity shall give priority to methods that provide physical access to individuals with disabilities. In cases where a physical alteration to an historic property is not

required because of paragraph (a)(2) or (a)(3) of this section, alternative methods of achieving program accessibility include—

- (i) Using audio-visual materials and devices to depict those portions of an historic property that cannot otherwise be made accessible;
 - (ii) Assigning persons to guide individuals with handicaps into or through portions of historic properties that cannot otherwise be made accessible; or
 - (iii) Adopting other innovative methods.
- (c) *Time period for compliance.* Where structural changes in facilities are undertaken to comply with the obligations established under this section, such changes shall be made within three years of January 26, 1992, but in any event as expeditiously as possible.
 - (d) *Transition plan.*
 - (1) In the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop, within six months of January 26, 1992, a transition plan setting forth the steps necessary to complete such changes. A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.
 - (2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.
 - (3) The plan shall, at a minimum—
 - (i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
 - (ii) Describe in detail the methods that will be used to make the facilities accessible;
 - (iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and
 - (iv) Indicate the official responsible for implementation of the plan.
 - (4) If a public entity has already complied with the transition plan requirement of a Federal agency regulation implementing section 504 of the Rehabilitation Act of 1973, then the

requirements of this paragraph (d) shall apply only to those policies and practices that were not included in the previous transition plan.

