ADA Transition Plan for

Facilities within the Public Right-of-way

City of New Hope

October 2019

Prepared by Stantec
Introduction

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

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

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

As required by Title II of ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150, City has conducted a self-evaluation of its facilities within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals.

ADA and its Relationship to Other Laws
Title II of ADA is companion legislation to two previous federal statutes and regulations: the Architectural Barriers Acts of 1968 and Section 504 of the Rehabilitation Act of 1973.

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

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

Under Title II, City must meet these general requirements:

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

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

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

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

Summary
As of 2019, the City conducted an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- 397 City street curb ramps
- 569 total curb ramps within City limits (includes County Roads)
- 26 miles of sidewalks
- 22 miles of trails
- 1 traffic control signal maintained by the City
- 283 bus stops

The sidewalks, trails, APS signals and bus stop inspections are not complete and will continue until they are all inspected which is projected to be 2025. A detailed evaluation on how these facilities relate to ADA standards will be updated periodically as the inspections are completed and inventoried. Self-Evaluation results are in Appendix A.

Policies and Practices
Previous Practices
Since the adoption of the ADA, the City has striven to provide accessible pedestrian features as part of the City’s capital improvement projects. As additional information was made available
as to the methods of providing accessible pedestrian features, the City updated their procedures to accommodate these methods.

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

The City of New Hope has established policies, plans and programs that support accessible pedestrian design decisions:

- Pavement Management Program
- Complete Streets Policy
- Trail and Bikeway Comprehensive Plan

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

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

Requests for accessibility improvements can be submitted to the City. Contact information is located in Appendix E.

**Improvement Schedule**

**Priority Areas**

Each year the City Council approves a Pavement Management Plan (PMP) which includes planned Capital Improvements Projects (CIP) for the following 10-years. ADA compliance and improvements are reviewed and proposed if relevant into each of these projects in compliance with City of New Hope's Complete Streets Policy.

**External Agency Coordination**

Many other agencies are responsible for pedestrian facilities within the jurisdiction of the City. The City will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.
**ADA Coordinator**
In accordance with 28 CFR 35.107(a), the City has identified an ADA Title II Coordinator to oversee the City policies and procedures. Contact information for this individual is located in Appendix E.

**Implementation Schedule**

**Methodology**
The City will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is the stand-alone sidewalk and ADA accessibility improvement project. These projects will be incorporated into the Capital Improvement Program (CIP) on a case by case basis as determined by City staff. The City's PMP and CIP are both available on the City of New Hope Website, which includes a detailed schedule and budget for specific improvements, is included in Appendix B.

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

This document was also available for public comment. A summary of comments received and detailed information regarding the public outreach activities are located in Appendix C.

- Summary of the draft ADA Transition Plan presentation to the Citizen Advisory Committee (CAC) – October 8, 2019
- Public Hearing after on-line comment period at an upcoming City Council Meeting – Winter 2020
- Final ADA Transition Plan brought to a regularly scheduled City Council Meeting for adoption – Spring 2020

**Grievance Procedure**
Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regard to the ADA. A draft of this public notice is provided in Appendix D. If users of the City's facilities and services believe the City has not provided reasonable accommodation, they have the right to file a grievance.
In accordance with 28 CFR 35.107(b), the City has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens’ complaints, concerns, comments, and other grievances. This grievance procedure is outlined in Appendix D.

**Monitor the Progress**

This document will continue to be updated as conditions within the City evolves. The appendices in this document will be updated periodically, while the main body of the document will be updated in 3-5 years, with a future update schedule to be developed at that time. With each main body update, a public comment period will be established to continue the public outreach.
Appendices

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

The inventory of the pedestrian facilities including ramps, sidewalks, trails and bus tops within the city public right of way can be found on the city’s website under Policies & Plans. The draft ADA Transition Report will be posted at this location for public comment and an interactive GIS map showing the up-to-date inspection results are at the bottom of the page under the heading ADA Transition Plan:

https://www.newhopemn.gov/city_hall/community_development/policies_plans

Figures showing locations of these facilities are on the following pages. These figures show the pedestrian ramps inspected to date, to be inspected and if the pedestrian ramps pass. In the coming years the remaining pedestrian ramps will be inspected in addition to inspection of trails, sidewalks, bus stop locations for accessibility and adherence to federal design standards.

The Self Evaluation is not complete for all right-of-way attributes at this time. It is expected to be completed by 2025. In the below table summarizes where the self-evaluation has at this time.

<table>
<thead>
<tr>
<th>Pedestrian Facility</th>
<th>Total</th>
<th>Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Pedestrian Curb Ramps Inspected Spring/Summer 2019</td>
<td>397</td>
<td>123 (31%)</td>
</tr>
<tr>
<td>County Road Pedestrian Curb Ramps within New Hope</td>
<td>172</td>
<td>TBD</td>
</tr>
<tr>
<td>Bus Stops</td>
<td>283</td>
<td>TBD</td>
</tr>
<tr>
<td>Sidewalk</td>
<td>26 Miles</td>
<td>TBD</td>
</tr>
<tr>
<td>Trail</td>
<td>22 Miles</td>
<td>TBD</td>
</tr>
<tr>
<td>Traffic Signaled Intersections</td>
<td>16 Intersections</td>
<td>City Owned Passed</td>
</tr>
<tr>
<td></td>
<td>1 City Owned</td>
<td>TBD – County Signal Intersections</td>
</tr>
<tr>
<td></td>
<td>15 County Owned</td>
<td></td>
</tr>
</tbody>
</table>
Figures 1 – 4 Inspections to Date, Passing, Priority and Bus Stop Locations
Inspections to Date

New Hope, Minnesota  Date: October 2019
Passing Pedestrian Ramp (123)

Failing Pedestrian Ramp (274)

Sidewalk

Trail

Sources: Esri, HERE, Garmin, Intermap, increment E Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong). (c) OpenStreetMap contributors, and the GIS User Community

Passing Pedestrian Ramps

New Hope, Minnesota

Date: October 2019

Figure 2
**Priority Pedestrian Ramps**

**New Hope, Minnesota**

**Date:** October 2019

**Figure 3**

- **Passing Pedestrian Ramp**: (123)
- **Low Priority Pedestrian Ramp**: (65)
- **Priority Pedestrian Ramp**: (209)

Sources: Esri, HERE, Garmin, Intermap, increment, E-Corp, GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community.
Bus Stop Locations

New Hope, Minnesota

Date: October 2019

Figure 4
Appendix B – Schedule/Budget Information

Cost Information

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

A. Intersection corner ADA improvement retrofit: +/- $4,000 per corner
   - Of the 397 inspected curb ramps, 274 curb ramps need improvements
     - 274 X $4,000 = $1,096,000
     - 173 curb ramps still require inspection

B. Intersection corner ADA improvement as part of adjacent capital project: +/- $1,500 per corner
   - Of the 397 inspected curb ramps, 274 curb ramps need improvements
     - 274 X $1,500 = $411,000
     - 173 curb ramps still require inspection

C. Traffic control signal corner ADA improvement retrofit: +/- $10,000
   - Est. 15 County Owned Signals require some work on each corner, 60 corners
     - 60 X $10,000 = $600,000

D. Traffic control signal APS upgrade as part of full traffic control signal installation: +/- $10,000
   - Est. 15 County Owned Signals require APS
     - 15 X $10,000 = $150,000

E. Sidewalk / Trail ADA improvement retrofit: +/- $5.00 per SF
   - TBD in coming years of self-evaluation
   - If 10% of all sidewalks and trails require retrofit improvements: +/- 5 miles of improvements (264,000 Feet)
     - Average Sidewalk is 5’ wide: 264,000 FT X 5 FT Wide = 1,320,000 SF
     - Estimated Retrofit cost for 10% of City Sidewalks and trails:
       - 1,320,000 SF X $5/SF = $6,600,000

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

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

H. Bus Stop ADA improvement as part of adjacent capital project: +/- $250 per stop
Entire Jurisdiction

Based on the results of the self-evaluation, the estimate costs associated with providing ADA accessibility within the entire jurisdiction is at this time for pedestrian ramps $1,096,000 when completed outside of a CIP project. For cost reasons and as set-forth in the report, the city of New Hope will primarily improve pedestrian curb ramps as part of the adjacent CIP Project which lowers the overall cost to approximately $411,000 for all the failing pedestrian ramps identified in the 2019 field investigation. In the coming years other pedestrian facilities will be self-evaluated and the overall investment required will continue to rise as most of the City was built in the 1960’s prior to the ADA Federal Requirements being adopted. The eventual total amount signifies a significant investment that city of New Hope is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to absorb the cost into the city of New Hope budget for improvements to the public right of way.
Appendix C – Public Outreach

The Draft ADA Transition Plan was presented to New Hope Citizen's Advisory Commission (CAC) held at 7:00 pm, on October 8, 2019 at New Hope City Hall.

The draft Document will be placed on the City's website from October 30, 2019 to December 30, 2019 for review and comment. Any comments during this time are to be e-mailed to the ADA Coordinator and will be reviewed and included in this section. The website is: https://www.newhopemn.gov/city_hall/community_development/policies_plans

A Public Hearing will be held in Winter 2020 at a regularly scheduled City Council Meeting. The Public Notices will be issued in the papers and on the City website.

The adoption of the ADA Transition Plan will occur at a regularly scheduled City Council meeting in Spring 2020. Once adopted, the final plan will be posted on the City website.
Appendix D – Grievance Procedure

As part of the ADA requirements the City/County has posted the following notice outlining its ADA requirements:

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

Employment: The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

Effective Communication: The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the office of the ADA Coordinator, as soon as possible but no later than 48 hours before the scheduled event.

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

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.
Sample Grievance Procedure (Source www.ada.gov):

City of New Hope Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of New Hope. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Attn: Megan Hedstrom, ADA Coordinator
City of New Hope Engineering Dept.
5500 International Parkway
New Hope, MN 55428

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

If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the City Manager or their designee.

Within 15 calendar days after receipt of the appeal, the City Manager or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or their designee, appeals to the City Manager or their designee, and responses from these two offices will be retained by the City of New Hope for at least three years.
Those wishing to file a formal written grievance with the City of New Hope may do so by one of the following methods:

**Internet**

Visit the City of New Hope website under Policy & Plans (https://www.newhopemn.gov/city_hall/community_development/policies_plans) and scroll to the ADA Transition Plan section at the bottom of the webpage. Click the link to the ADA Grievance Form. Fill in the form online and click “submit.” A copy of The ADA Grievance Form is included in this Appendix.

**Telephone**

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

**Paper Submittal**

Contact the pertinent City staff person listed in the Contact Information section of Appendix E to request a paper copy of the county’s grievance form, complete the form, and submit it to the the Public Work's Engineering Department. A staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

The ADA Grievance Form will ask for the following information:

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

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

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

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

The City will acknowledge receipt of the grievance to the complainant within 10 working days of its submittal. City will also provide to the complainant within 10 working days of its submittal; 1) a response or resolution to the grievance or; 2) information on when the complainant can expect a response or resolution to the grievance.
If the grievance filed does not concern a City of New Hope facility, the City will work with the complainant to contact the agency that has jurisdiction.

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

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

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

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

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

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

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

City of New Hope ADA Grievance Form

ADA Grievance Form Complainant:

Name: ______________________________________________________________________
Address: _____________________________________________________________________
City, State and Zip Code: _______________________________________________________
Telephone: Home: __________________________ Cell: ________________________________
Email: ______________________________________________________________________

Person discriminated against (if other than the complainant):
Name: ______________________________________________________________________
Address: _____________________________________________________________________
City, State, and Zip Code: _______________________________________________________
Telephone: Home: __________________________ Cell: ________________________________
Email: ______________________________________________________________________

Government, or organization, or institution which you believe has discriminated:
Name: ______________________________________________________________________
Address: _____________________________________________________________________
City: _______________________________________________________________________
City, State and Zip Code: _______________________________________________________ 
Telephone Number: ______________________________________________________________________
When did the discrimination occur? _________________________ Date: _________________
Have efforts been made to resolve this complaint? Yes _____ No______
If yes: what is the status of the grievance?

Has the complaint been filed with the Department of Justice or any other Federal, State, or 
local civil rights agency or court? Yes _____ No______

If yes:

Agency or Court: ______________________________________________________________________
Contact Person: ______________________________________________________________________
Address: _________________________________________________________________________
City, State, and Zip Code: ______________________________________________________________________
Telephone Number: _____________________________________________________________________
Date Filed: _________________________________________________________________________
Do you intend to file with another agency or court? Yes _____ No______


If yes:

Agency or Court: _____________________________________________________________
Address: ___________________________________________________________________
City, State and Zip Code: ______________________________________________________
Telephone Number: __________________________________________________________
Additional space for ADA Issue/Incident description and (if available) photographs:

Complainant Signature: ________________________________________________________
Date: __________________________________________________________________________

Return to:
ADA Coordinator, New Hope Engineering Department
New Hope Public Works
Address: 5500 International Parkway, New Hope, MN 55428
Phone: 763-592-6777
E-mail: Mhedstrom@newhopemn.gov
Appendix E – Contact Information

The ADA Coordinator may be contacted by calling the Public Works at 763-592-6777 and ask for Engineering. All written correspondence shall be sent to the following address:

Attn: Megan Hedstrom, ADA Coordinator
New Hope Public Works
5500 International Parkway
New Hope, MN 55428

Or e-mail at: Mhedstrom@newhopemn.gov
Appendix F – Agency ADA Design Standards and Procedures

Design Procedures

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

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

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

Bus Stops
Bus stops will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each bus stop location shall be made as compliant as possible in accordance with the judgment of City staff.
Other Transit Facilities
Additional transit facilities are present within the limits of the City. Those facilities fall under the jurisdiction of Metro Transit. The City of New Hope will work with Metro Transit to ensure that those facilities meet all appropriate accessibility standards.

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

Design Standards
The City of New Hope has PROWAG, as adopted by the Minnesota Department of Transportation (MnDOT), as its design standard. A copy of this document is available on-line at: https://www.dot.state.mn.us/ada/pdf/PROWAG.pdf
Appendix G – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

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

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

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

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

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

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

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

APS: See Accessible Pedestrian Signal.

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

Capital Improvement Program (CIP): The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county’s transportation system.
Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

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

FHWA: See Federal Highway Administration

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

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

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

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

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

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

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

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