

FINAL MINUTES

**TOWN OF CORTE MADERA
ACCESSIBILITY ADVISORY COMMISSION
AUGUST 15, 2011
CORTE MADERA TOWN HALL COUNCIL CHAMBERS**

Commissioners Chair Barbara Becker
Present: Robert Czeck
 Ted Meyer
 Thomas Young

Staff Present: Public Works Representative Dan Ring

1. Call Meeting to Order

Chair Becker called the meeting to order at 7:14 p.m.

2. Open Forum for Non Agenda Items

There were no comments.

3. Approval of Meeting Minutes
a. May 16, 2011

M/s, Czeck/Meyer to approve the AAC minutes of May 16, 2011 as submitted.
Ayes: All

4. Old Business
A. Tamalpais/Redwood/Corte Madera Ave. Overlay Project update

Public Works Representative Ring presented a brief staff report. The project was complete but there is one outstanding item- an ADA stall in front of the Corte Madera Café. They are having trouble getting the grades to work- it needs to be 2% in all directions. The cross slope in the street is presenting problems but there are several options. Chair Becker had questions about several of the options and noted the first spot at Serra Street was right in front of the spa. She would want the stall as far north as possible. Public Works Representative Ring stated this item would be added on as one of the remaining Exhibit "A" items that they are still working on. He stated the project looks good- the streets were paved, all the ADA improvements were done, and the street opened in time for the 4th of July Parade. There were a few punch-list items to complete. The project did go over the estimated cost due to some additional sidewalk repairs and other unanticipated repairs. Staff was trying to tie in some Exhibit "A" items into the project but some of the items required more research and information. Chair Becker asked if these items were part of the original bid. Public Works Representative Ring stated "no".

Commissioner Meyer had questions about the punch list items. Public Works Representative Ring stated one of the items was a railing that needed to be installed on a stairway leading down to the curb on Serra Avenue. Chair Becker asked if they fixed the urn in front of the spa. Public Works Representative Ring stated "yes". They also changed the concrete design and there were a couple of issues regarding trees and tree wells. Commissioner Meyer asked if the plaintiff was involved with or reviewed the punch list items. Public Works Representative Ring stated "not yet" but he assumed there would be some sort of walk through.

Commissioner Meyer asked if an “as built” survey was done of the ADA improvements. Public Works Representative Ring stated the inspectors used smart levels at various locations and intersections and recorded the slopes. He did not think that surveyors were brought to the site.

Chair Becker asked where complaints should be filed. Public Works Representative Ring stated there was a specific procedure that the plaintiff would need to use that was included in the Consent Decree. Anyone else would report any complaints to the Public Works Department. Chair Becker asked if the AAC would be involved with any complaints. Public Works Representative Ring stated “probably not” since they were not a technical body.

B. BRIP (Barrier Removal Implementation Plan) progress update

Public Works Representative Ring presented a brief staff report. The first projects included in the BRIP were the Exhibit “A” items which might already be done by the time the BRIP is implemented. Next would be Exhibit “B” items and everything else in the Town. There were about 10 items listed in Exhibit “A” that were not done as a part of the Tamalpais/Redwood/Corte Madera Ave. overlay project. Coastland Civil Engineering is developing 8.5” X 11” design exhibits for those locations. Some of the items include replacing ADA push buttons, replacing benches that are out of compliance, etc. Some of the items do not require a great deal of construction effort. Details will be drawn up and staff will get several bids from contractors. These items are not part of the Tamalpais project or part of the BRIP- they are somewhere in between the two and can be thought of as steps along the way. He stated the AAC should think of Exhibit “A” as things that were supposed to be done prior to the BRIP. The BRIP will identify everything else that will be done and will include priorities, timeframes, etc.

Ms. Heidi Utterback, representing Coastland Civil Engineering, distributed a status report. The right-hand column titled “Status” explains what remains to be done. Public Works Representative Ring stated there were one or two that were difficult. Chair Becker asked about the project numbers. Public Works Representative Ring stated they correspond with Exhibit “A”. Ms. Utterback stated she added the “Status” column.

Commissioner Czeck asked if the intersection of Lakeside and Monona was identified as an area for curb cuts. Public Works Representative Ring stated this item might have been identified in Exhibit “B”. Mr. Mark Obergfell, representing Coastland Civil Engineering, agreed. Public Works Representative Ring stated there were a few items specifically identified by location within Exhibit “B”. The items in Exhibit “B” do not have to be done within a specific deadline. Scheduling of these items should be a part of the BRIP process. Commissioner Czeck stated those curb cuts were supposed to have been done when the Monona Avenue paving was done.

Mr. Obergfell reported they have been focusing on the category “Streets, sidewalks, and bus stops” from the 2002 Transition Plan. The plan split out Town responsibility items vs. third party responsibility items and they assumed there was some type of coding in the database. This was not the case so they had to make that determination. Some were very easy such as a crosswalk or curb cut at a corner (Town responsibility) but others were up in the air. Staff was very helpful in assisting with some of the unusual items. The priority #4 items were the very difficult ones that were probably listed as technically infeasible due to site conditions, etc. He distributed a spreadsheet and stated the four columns to the right were added to the database. The first column is titled “Responsibility” (Town vs. third-party); the second column is titled “Pie code” which indicates the priorities; the third column is titled “Exhibit A or B”; and the fourth column is titled “Status” which would track what has been done. He displayed a map of the Town that has been divided up into grids indicating all the locations of the BRIP items. The map currently shows only “Town responsible” items and not “third-party” items. The items in yellow have been completed. The red pies at locations were identified in the 2002 plan as a Priority #1 item. He noted many of the items were identified as Priority #1 and there were very few Priority #2 or Priority #3 items. He suggested they discuss this at an upcoming meeting. Priority #2 items were indicated in blue and Priority #3 items were green. There could be multiple items in any location.

Public Works Representative Ring stated the GIS system was the best way to update information and keep it current. In addition, it ties into the Marin Map system.

Chair Becker stated the AAC had discussed in the past the fact that certain hubs within the Town were the most frequently used and they should prioritize those paths of travel items. These hubs could include the two largest parks in Town (Town Park and San Clemente Park), Neal Cummins School, and the two major shopping centers. They started with San Clemente Park, because of the EAH project, and got a good start on providing access to Paradise Foods, the Village Shopping Center, etc. She noted a former Commissioner who lives in Madera Gardens has difficulty getting to the Town Center shopping center because Lakeside is so out of compliance. She reiterated that the most commonly used paths of travel should be the priority. Public Works Representative Ring agreed and stated the reports prepared by Coastland form the basis for the next steps. Commissioner Meyer stated the AAC had also discussed how to get the most “bang for the buck” by integrating the Pavement Management Plan with the BRIP. Public Works Representative Ring stated the maps displayed by Mr. Obergfell could have several overlays including information in the Pavement Management Plan. Commissioner Meyer asked if they have identified the “hardship” items. Mr. Obergfell stated that Mr. Frank Sturch, CASp, is in the process of identifying the infeasible items and could include them as a Priority #3 or #4 item. Commissioner Meyer stated he liked the “pie code” legend and asked if they should include the infeasible items in it. Public Works Representative Ring asked if the thought was to leave Priority #1, #2 and #3 and just shuffle the items around. Commissioner Meyer stated they had discussed how to apply an “importance factor” to the geographic locations. Ms. Utterback stated they would like the AAC to affirm the priorities at some point. Commissioner Young stated the cost of projects could also affect the prioritization of items. Commissioner Meyer asked about the original intent of naming an item as Priority #1 in the Transition Plan. Chair Becker stated she thought it was based on the hazard factor. Mr. Obergfell stated the majority of the Priority #1 items are curb ramps, with a few sidewalks included. Commissioner Young asked if the number of people affected was taken into account in the prioritization. Commissioner Meyer stated that criteria would be included in the “importance factor”. Chair Becker stated that the Coastland staff certainly could change the priorities and report back to the AAC. Public Works Representative Ring asked about the procedure that would be used after the majority of the sites were identified, mapped out, and agreed upon. He asked if they should go page-by-page, neighborhood-by-neighborhood, etc. He is not sure how they would break it all down into “doable chunks”. Chair Becker stated she would like to see Coastland come to the AAC with an overlay on one of the large maps. Commissioner Meyer asked Mr. Obergfell and Ms. Utterback about the next steps. Mr. Obergfell stated the areas suggested by Chair Becker (parks, shopping centers) were good ones on which to focus. Commissioner Meyer stated the best approach might be to downgrade some of the Priority #1 items as Coastland sees fit and let the AAC move some of the “hot buttons” up. Public Works Representative Ring suggested that the AAC fine-tune the Priority #1 curb ramps. Commissioner Czeck asked how many of these items would actually be fixed. Public Works Representative Ring stated the goal was to repair all of the items. Chair Becker asked if the Town could ask property owners to pay for the sidewalk repairs associated with the repair of a curb ramp. Public Works Representative Ring stated sidewalks were technically a private property issue, but practically it might not make sense. Chair Becker stated the cost of the repair could be included on the property tax bill. Public Works Representative Ring stated there was no mechanism to do this. Commissioner Czeck asked if, from a construction point of view, it was easier to do areas by type or by clusters. Public Works Representative Ring stated it was easier to do projects according to geographic areas regardless of the type of repair. Any project over \$25,000 has to go out to bid. Commissioner Meyer suggested the Town link the third party items to a particular property through the Resale Inspection process or the permitting process. Public Works Representative Ring stated some municipalities have tried to do this and have gotten a lot of backlash from realtors. However, it might be easier with commercial properties.

Public Works Representative Ring asked about the next steps. Mr. Obergfell stated they need to get some of their questions answered by staff. He noted Exhibit “B” includes a lot of private and commercial driveway cross slopes. Public Works Representative Ring stated the Consent Decree excludes residential driveways but he was not sure about commercial driveways. Mr. Obergfell asked if these items in Exhibit “B” were the responsibility of the Town even though they were on private property. Public Works Representative Ring stated he would check the Consent Decree. Commissioner Meyer stated the Consent Decree was different than the Transition Plan. Public Works Representative Ring pointed out that Exhibit

“B” was part of the Consent Decree. Mr. Obergfell stated he thought the Exhibit “B” driveway issues were all commercial. He stated there were many items listed along the Highway 101/Paradise Drive interchange that would be the responsibility of CalTrans. Chair Becker stated the blacktop drops off at the southwest corner making it very difficult for someone in a wheelchair. She suggested they send a letter to CalTrans requesting they install a railing. Public Works Representative Ring stated CalTrans would be repaving Highway 101 from Sausalito to Larkspur and this item would be out of the scope of that project. Chair Becker stated it would continue to sink since it is on bay mud. Public Works Representative Ring stated CalTrans does plan to excavate in that area, add some geofoam and lightweight fill, and then reconstruct the approach. This project might happen next summer. They will also take care of a couple of the ADA ramps in that area. He would try to get a hold of the preliminary plans to submit to the AAC.

Mr. Obergfell asked the Commission for some feedback in terms of whether or not they are going in the right direction, etc. He stated he would like to get through all the CASp review items (Priority #4’s and the hardships) prior to the next meeting. Chair Becker stated she would like to see overlays (curb ramps, cross slopes, etc.). She would like to prioritize the parks, the schools, the shopping centers, and the flat areas in Town. These areas have the highest usage. Public Works Representative Ring stated they could use the maps from the General Plan- land use, parks, bike paths, etc.

Commissioner Meyer stated he would like Coastland to take a stab at re-prioritizing the Priority #1’s and submit those to the Commission. Public Works Representative Ring asked if the priority would fall in an area with no curb ramp vs. one that is non-compliant vs. one that has a new curb ramp that has issues. Commissioner Meyer stated it would depend on its location and the areas of importance. Public Works Representative Ring suggested they focus on one area at a time. Mr. Obergfell agreed. One of the items in Exhibit “B” is a curb ramp on Chapman Avenue in the hills. He was not sure why that item was singled out in Exhibit “B” when no other items in that area were noted. Commissioner Meyer asked if the Exhibit “B” items are automatically a Priority #1. Public Works Representative Ring stated the priorities are up to the Commission and he felt the Town Attorney would encourage the Commission to take a fresh look. He noted there were priorities of importance plus priorities of when the improvements could get done. Commissioner Meyer stated they have one layer already- the curb ramps and public improvements and he would like the AAC to prioritize those items at the next meeting. They can then look at the Pavement Management Plan as an overlay. Public Works Representative Ring agreed with that approach. Chair Becker stated they should set up some criteria at the next meeting to determine whether or not they want to take a pathway at a time and go from start to finish, etc. They also need to look at the political side of these decisions.

Mr. Obergfell stated they have not gone through the other volumes of the study that cover buildings, parks, parking lots, and trails. Public Works Representative Ring noted those were excluded from the BRIP. Chair Becker stated they have their hands full with just the BRIP. Public Works Representative Ring agreed. Chair Becker reiterated that she is looking more at the paths of travel to get to those locations. Public Works Representative Ring suggested they create a map of these paths of travel. Chair Becker stated that was a good idea. They could start with Neal Cummins School, Town Park, and the two shopping centers. Public Works Representative Ring stated it sounded like the priority was not so much what the items is but where the item is located. The Priority #1 items seem to be on the major paths of travel to the major infrastructure locations. Chair Becker noted there were paths of travel to schools outside of Corte Madera (Hall Middle School, Redwood High School) that should be addressed.

Public Works Representative Ring stated they should begin to discuss the agreed upon “networks” or paths of travel and prioritizing the items along those networks. Mr. Obergfell stated he would continue to review the Priority #4 and CASp items. Public Works Representative Ring asked if there would be any need to go around and see if there were any items missed in the Transition Plan. Mr. Obergfell stated he did not see anything in the Consent Decree that obligated them to do so.

4. New Business

A. Code Enforcement: 43 Lakeside, 62 Mohawk

Public Works Representative Ring presented a brief staff report. He noted staff sent a letter to both property owners. Chair Becker stated the problem at 62 Mohawk had to do with the branches of street trees that are scraping cars. Public Works Representative Ring stated it could take a while to get people to trim their trees. Chair Becker stated the trees were small and the property owners could do the trimming themselves. Public Works Representative Ring stated staff could send another letter but there was no mechanism for the Town to do the work and get reimbursed. Commissioner Czeck stated perhaps the Corte Madera Beautification Committee could provide some assistance. Chair Becker asked Public Works Representative Ring to review the Blight Ordinance to see if the provisions of the ordinance covered these items.

B. Bus stop at Town Hall

Public Works Representative Ring presented a brief staff report.

Chair Becker stated she would like to continue this item to give the Commission an opportunity to read all the reports. She briefly discussed some options that had been previously discussed. She was not sure a stop was needed at that location since she was of the opinion that it would not be used. Public Works Representative Ring stated the issue was the lack of space to install a landing that is needed where one enters and exits the bus. The Town would need to take some private property on one side and changing the front of Town Hall. He noted this item was not on either Exhibit "A" or Exhibit "B". Chair Becker stated that was because the Commission came up with this item. Commissioner Meyer asked if they could drop this item off the BRIP and wait until the public brings it up. Public Works Representative Ring stated he was not sure. Commissioner Meyer stated the Commission has enough on its plate. Chair Becker reiterated her feeling that no one would use this bus stop.

C. ADA parking spaces at Town Hall

Public Works Representative Ring presented a brief staff report.

Chair Becker stated the parking space was removed since it was not ADA compliant. She asked Public Works Representative Ring to call former Planning Director Bob Pendoley since he would have the necessary background information. Chair Becker stated there were two questions: 1) Does the space have to be van accessible?; 2) What are the requirements (what can they do to make the space compliant)? Commissioner Meyer asked if this was a BRIP item. Chair Becker stated "no".

6. Commissioner Reports

Public Works Representative Ring distributed some information about the proposed Community Garden and stated they were seeking a new location. Chair Becker stated one piece of information that was lacking was the width of the paths. She noted the space in front of the "tool shed" was not ADA compliant.

Commissioner Young reported on a problem with a sidewalk in Mariner Cove.

Chair Becker reported that information about the AAC would be included in the Town Newsletter and the minutes and agendas would be published. This would give them better visibility in the community. Information regarding the meeting date was recently changed on the Website to reflect the recent change from the second to the third Monday.

Commissioner Czeck stated the landscaping on the islands on Madera Boulevard was wonderful but he asked if there would be funding for the one that is south of Monona Avenue. Public Works Representative Ring stated the homeowners associations maintained some of the islands but the majority of them were taken care of by the Town. He will ask the Public Works Department.

7. Future Agenda Items

Chair Becker stated the following items would be on a future agenda: 1) BRIP Progress Update, 2) Recruitment for the Vacancy on the Commission.

8. Adjournment

The meeting was adjourned at 9:55 p.m.