

Americans with Disabilities Act (ADA) Transition Plan

City of Selah

March 2023



INTRODUCTION

Transition Plan Need and Purpose

The [Americans with Disabilities Act \(ADA\)](#) is a civil rights law prohibiting discrimination against individuals on the basis of disability. It was enacted on July 26, 1990, and was amended in 2008 with the ADA Amendments Act. The ADA consists of five titles outlining protections in the following areas:

- 1: Employment
- 2: State and local government services
- 3: Public accommodations
- 4: Telecommunications
- 5: Miscellaneous Provisions

Title II of the ADA pertains to programs, activities and services provided by public entities. The City of Selah must comply with this section of the Act, as it specifically applies to public service agencies. Title II of ADA states 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 the ADA ([28 CFR Part 35 Sec. 35.105 and Sec. 35.150](#)), The City of Selah has conducted a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way; and has developed this Transition Plan detailing the methods to be used to ensure compliance with ADA accessibility requirements.

ADA and its Relationship to Other Laws

Title II of the ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Act \(ABA\) 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.

City of Selah ADA Transition Plan

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 the ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, The City of Selah 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 CFR 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 CFR 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 CFR 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 CFR 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 CFR Sec. 35.160\(a\)](#)].
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is typically 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.

Designation of Responsibility

In accordance with [28 CFR 35.107\(a\)](#), The City of Selah has designated the following person to serve as ADA Title II Coordinator, to oversee the City's policies and procedures:

Name: Treesa Morales **Job Title: HR Manager & Public Records Manager**

In accordance with [28 CFR 35.150\(d\)\(3\)](#), The City of Selah has designated the following person to serve as ADA Transition Plan Implementation Coordinator, to monitor the City's progress and manage review and updates of this document:

Name: Rocky Wallace **Job Title: Public Works Director**

Contact information is provided in Appendix E.

Training is an important tool for ensuring compliance with ADA requirements. The ADA Coordinators will identify resources and opportunities for agency employees at various levels to receive ADA-related training appropriate to their job functions.

Self-Evaluation

Overview

Under Title II of the ADA ([28 CFR Sec. 35.105](#)), public entities are required to perform a self-evaluation of their current services, policies and practices with regard to accessibility. The goal of the self-evaluation is to verify that, in managing its programs and facilities, the agency is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The intent of the ADA self-evaluation is to review the agency's entire public program, including all facilities on public property and within public rights-of-way, in order to identify any obstacles or barriers to accessibility that need to be addressed. The general categories of items to be evaluated include:

- Communications, Information & Facility Signage.
- Building Facilities – these include offices, garages and other types of buildings.

City of Selah ADA Transition Plan

- Pedestrian Facilities (Pedestrian Circulation Routes / Pedestrian Access Routes) – these include sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and bus stops (and/or other transit facilities) that are located within the City rights-of-way.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments [[28 CFR Sec. 35.105\(b\)](#)].

Furthermore, a public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested people consulted.
- A description of areas examined and any problems identified; and,
- A description of any modifications made.

Process & Findings

Throughout 2022, The City of Selah completed a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way with regard to accessibility. Detailed inventories and findings from this review are provided in Appendix A, under the headings of Communications (A1), Building Facilities (A2), and Pedestrian Facilities (A3).

An important component of the self-evaluation process is the identification of obstacles or barriers to accessibility, and the corresponding modifications that will be needed to remedy these items. The following sections provide a summary of improvements that have already been made, and obstacles that the City plans to address as part of this Transition Plan.

Communications, Information, & Facility Signage

Title II of ADA includes the following requirements regarding Communications:

General ([28 CFR Sec. 35.160](#))

- A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.
- In determining what type of auxiliary aid and service is necessary, a public entity shall give primary consideration to the requests of the individual with disabilities.

Information and Signage ([28 CFR Sec. 35.163](#))

- A public entity shall ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities.
- A public entity shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.

Other examples of important communication items/devices include [Accessible Pedestrian Signals \(APS\)](#) used at intersections, and signs, pavement markings and other traffic control devices used to provide advance warning and positive guidance in the vicinity of construction, maintenance or utility work areas/zones that impact sidewalks, crosswalks or other pedestrian access routes. The [Pedestrian Checklist and Considerations for Temporary Traffic Control Zones](#) provides an overview of pedestrian-related considerations to enhance safety and accessibility for these types of situations. Appendix A3 of this Transition Plan provides additional information about communication items related to Pedestrian Facilities / Public Rights-of-Way.

In recent years, the City has implemented the following accessibility improvements with regard to communications, information and facility signage:

- New Public Works Building has the international symbol for accessibility on its front door

City of Selah ADA Transition Plan

- Posts on the City of Selah Website and social media pages are reviewed to make sure there is text available for readers, not just images on the flyer or images of words.

The City has conducted a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. The findings from this evaluation are provided in Appendix A1.

Improvement Schedule

Moving Forward, the City of Selah plans to implement improvements for the following items that have been identified as potential obstacles to accessibility.

<i>Communications, Information, & Facility Signage</i>			
Item/Description	Accessibility Concern	Improvement Method	Schedule
Auxiliary Aid for Sign Language Upon Request	The City currently does not provide this accommodation.	Review, plan, and implement a system where this service can be available upon request	Within 2 Years of City adoption of the ADA Transition Plan
Auxiliary Aid for Braille Upon Request	The City currently does not provide this accommodation.	Review, plan, and implement a system where this service can be available upon request	Within 2 Years of City adoption of the ADA Transition Plan
Auxiliary Aid for Reading Tablets Upon Request	The City currently does not provide this accommodation.	Review, plan, and implement a system where this service can be available upon request	Within 2 Years of City adoption of the ADA Transition Plan
Notification & Advertisement of Auxiliary Aid Options	The City currently does not advertise or notify the public that auxiliary aid options are available for City programs	Once the Auxiliary Aid systems are set in place, the city will advertise for all public meetings that those options are available upon request	Immediately after the Auxiliary Aid systems are set in place
The City of Selah Website	The City's website currently does not provide extra accessibility options for hearing / visual impairments	Add accessible aid tools to the website that provide extra options for hearing / visual impairments	Within 2 Years of City adoption of the ADA Transition Plan

City of Selah ADA Transition Plan

<i>Communications, Information, & Facility Signage (continued)</i>			
Item/Description	Accessibility Concern	Improvement Method	Schedule
Signage for Public Works Building	Proper signage at non-public entrances	Remove signage at north side door as it is not a public access door	Within 2 Years of City adoption of the ADA Transition Plan
Signage for City Hall	Proper signage at accessible entrance	Add signage to the front door and wheelchair ramp to signify the wheelchair ramp is the accessible pathway and the front door is an accessible entrance	Within 2 Years of City adoption of the ADA Transition Plan
Signage for Police Department	Proper signage at accessible entrance	Add signage at the front door to signify it is an accessible entrance	Within 2 Years of City adoption of the ADA Transition Plan
Signage for the Civic Center	Proper signage at accessible and in-accessible entrances	Add signage to the front doors to signify they are an accessible entrance. Mark the side doors around the building with signage to direct users to the accessible entrance in the front of the building on the east side.	Within 2 Years of City adoption of the ADA Transition Plan

Building Facilities and Related Parking Lots/Facilities

The City of Selah is responsible for the following buildings:

- City Hall
- Public Works Building
- Fire Station
- Police Station
- Civic Center
- Wastewater Treatment Plant (not open to the public)
- All Wellhouses and Pumphouses (not open to the public)

In recent years, the City has implemented the following accessibility improvements to its building facilities:

- New Public Works building that is compliant with ADA standards
- The Fire Department has already replaced trap covers, vertical grab bars, and adjusted their parking lot signs following their building self-evaluation

The City has conducted a detailed accessibility evaluation of each of its building facilities, and related parking lots/areas, based on the [*ADA Checklist for Existing Facilities*](#) publication and/or, list other established resources. The findings from this evaluation are provided in Appendix A2. The current accessibility barriers/issues identified have been ranked in order of priority for improvement.

Improvement Schedule

Moving forward, the City of Selah plans to improvements for the following items that have been identified as obstacles to accessibility. The Wastewater Treatment Plant and Civic Center require full remodels or new facilities entirely and have been left off this schedule.

<i>Building Facilities and Related Parking Lots/Facilities</i>	
Schedule	Description of Accessibility Improvement Projects / Methods
Year 1 (2023)	Easy Fixes that require little or no budgeting (Restroom ADA Signage, Trap and Supply Covers, Grab Bars)
Year 2 (2024)	High Priority Issues and Parking Lot Striping
Years 3 – 5 (2025 to 2027)	Moderate and Low Priority issues addressing the moderate issues first and all remaining ADA compliance issues called out in the self-evaluation

Pedestrian Facilities / Public Rights-of-Way

As part of the self-evaluation process, The City of Selah has conducted an inventory and evaluation of pedestrian facilities (Both City and State owned) within its public rights-of-way, which consist of the following:

- 26.83 miles of sidewalks
- 476 curb ramps
- 99 crosswalks
- 0.58 miles of bicycle/pedestrian trails
- 9 signalized intersections
- 4 bus stops (and/or other transit facilities)

A detailed evaluation of these facilities with regard to accessibility compliance is provided in Appendix A3 and will be reviewed at least every 5 years.

Previous Practices

Since the adoption of the ADA, the City of Selah has strived to provide accessible pedestrian features as part of the City's capital improvement projects. As additional information was made available regarding the methods of providing accessible pedestrian features, the City updated its procedures to accommodate these methods.

In recent years, the City has implemented the following accessibility improvements to its pedestrian facilities:

- Many capital improvement projects that add or improve sidewalks and curb ramps up to current ADA standards.
- Pedestrian crossing signals added across school walking path crosswalks.

Methodology

The City of Selah will utilize two methods for upgrading pedestrian facilities to current ADA standards. The first and most comprehensive method is through scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. A current listing of these scheduled projects is included in Appendix B.

City of Selah ADA Transition Plan

The second method is through specific sidewalk and ADA accessibility improvement projects that are identified individually. These projects will be identified on a case-by-case basis as determined by City of Selah staff. The City will identify and prioritize projects based on the self-evaluation of pedestrian facilities found in Appendix B.

The City of Selah follows the WSDOT Standard Plans for construction of all street, utility, and pedestrian improvement projects and the MUTCD for all City signage. The WSDOT Standard Plans are considered an acceptable equivalent to PROWAG ADA guidelines.

Policy

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

The City will consider and respond to all accessibility improvement requests. All accessibility improvements that are 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's jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public rights-of-way will continue to follow the policies set forth by the City. When the City plows snow during the winter, the plow drivers try not to plow snow onto sidewalks where possible. While snow removal on the sidewalk is the property owner's responsibility, upon request and in certain cases the City is able to help disabled and elderly residents clear the sidewalk in front of their property. The City also maintains all striping in town which includes the annual renewal of crosswalk markings. The City routinely evaluates new CIP projects that will improve sidewalk and curb ramps, prioritizing locations that need to be updated. Detailed information of upcoming projects is provided in Appendix A3.

Requests for accessibility improvements can be submitted to the ADA Title II Coordinator or Transition Plan Implementation Coordinator. Contact information is provided in Appendix E.

Priority Areas

The City of Selah has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. The priority areas as identified in the self-evaluation are as follows:

- Area 1 – Valleyview Avenue from South 1st Street to South 3rd Street
Southern Avenue from South 1st Street to South 3rd Street
South 3rd Street from Southern Avenue to Valleyview Avenue
- Area 2 – The Downtown Central Business District; Identified as the Development Emphasis Area Boundary in the Selah Sub-Area Plan
- Area 3 – All area north and south on 1st Street from Southern Rd to Goodlander Rd

External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of The City of Selah such as WSDOT, Yakima Transit, Selah School District. The City will coordinate with those agencies to assist with identifying and facilitating elimination of accessibility barriers along their routes.

Improvement Schedule

The City of Selah has established the following schedule of goals for improving the accessibility of its pedestrian facilities within the City's jurisdiction:

- Within 5 years (2023 to 2028), 100% of the pedestrian facility features constructed after identified in priority area 1 are to be ADA compliant.
- Within 10 years (2023 to 2033), 80% of all pedestrian facility features within priority area 2 are to be ADA compliant.
- Within 20 years (2023 to 2043), 100% of all pedestrian facility features within priority area 3 are to be ADA compliant
- Within 30 years (2023 to 2053), 80% of all pedestrian facility features within the entire jurisdiction of the City of Selah are to be ADA compliant.

Based on results from the self-evaluation of pedestrian facilities, the City will look at updating major barriers to ADA accessibility. In addition to the City addressing major deficiencies, every year the City has capital improvement projects that look to eliminate barriers to accessibility.

Public Outreach

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

Public outreach for preparation of this document has consisted of the following activities:

- The Public Comment Period was held for two weeks from March 7th, 2023 to March 21st, 2023. The entire ADA Transition Plan and the Self Evaluation were made available for the public to view and provide their comments
- Notice of Public Comment Period was posted in the Yakima Herald on March 5th, 2023
- Notice of Public Comment Period was posted on the Selah Police Department's Facebook Page on March 3rd, 2023
- Starting March 3rd on the front page of the City's website, there was a link to a public comment form, notice of public comment, and a copy of the Transition Plan draft
- The Notice of Public Comment Period was hung up by the front desk at all City owned public facilities as well as the Selah Library. Public Works had comment forms and copies of the ADA Transition Plan at the front desk during the Public Comment Period
- On March 7th, 2023 an open public meeting was held in the Selah Civic Center to kick off the Public Comment Period
- On March 21st, 2023 the Public Comment Period ended with the Open Public Hearing that took place during the Planning Commission Meeting

Appendix C provides a summary of comments received and detailed information regarding the public outreach activities.

Public Notice of ADA Requirements and Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities with regard to ADA compliance. A draft of this public notice is provided in Appendix D.

If users of The City of Selah's facilities and services believe the City has not provided a reasonable accommodation, they have the right to file a grievance. In accordance with [28 CFR Sec. 35.107\(b\)](#), the City has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints or concerns. This grievance procedure is outlined in Appendix D.

Progress Monitoring and Transition Plan Management


This Transition Plan is a living document that will continue to be updated as conditions within the City evolve. The initial schedule is to formally review the complete document (main body and appendices) at least once per year, to identify any need for updates. Updates to the appendices or attachments may be made more frequently as needed. Any substantive updates to the main body of this document will include a public comment period to continue the City's public outreach efforts.

The City of Selah recognizes that ADA compliance is an ongoing responsibility which will require monitoring to identify future accessibility issues that may be encountered. For example, facilities that currently meet ADA requirements could fall out of compliance in the future due to factors such as damage, disrepair, or changes within public rights-of-way that could create new accessibility obstacles. Therefore, the ADA Title II Coordinator and Transition Plan Implementation Coordinator will establish an on-going monitoring/inspection process to ensure that facilities continue to comply with ADA requirements. Agency employees will also be encouraged to report any accessibility concerns or deficiencies that are identified.

Formal Adoption of ADA Transition Plan

This ADA Transition Plan is hereby adopted by the City of Selah, effective March of 2023.

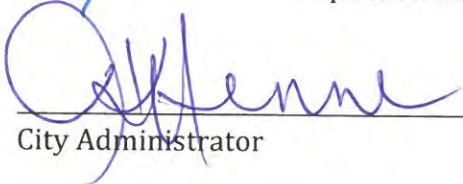
Signed:



ADA Title II Coordinator 04/05/2023
Date



ADA Transition Plan Implementation Coord. 04/10/2023
Date



City Administrator 4-11-23
Date

Appendices

A: Self-Evaluation

A1: Communications, Information, & Facility Signage

A2: Building Facilities & Related Parking Lots/Facilities

A3: Pedestrian Facilities / Public Rights-of-Way

B: Schedule and Budget Information

C: Public Outreach

D: Public Notice of ADA Requirements and Grievance Procedure

E: Contact Information

F: Agency ADA Design Standards and Improvements/Compliance Procedures

G: Glossary of Terms

Appendix A – Self-Evaluation

A public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;
- A description of areas examined and any problems identified; and,
- A description of any modifications made.

Interested Persons Consulted

Rocky Wallace – Public Works Director

Treesa Morales – HR Manager & Public Records Manager

Matthew Taylor – Engineering Technician

Jeff Fortner – Building Inspector

Terry Alapeteri – City Consultant (HLA Engineering & Landscaping Inc.)

Descriptions of areas examined and problems identified are listed in the following sections: A1, A2, and A3.

A1 - Communications, Information, & Facility Signage

The City has conducted a detailed evaluation of its communications, information, and facility signage with regard to the ADA Title II requirements. The results are listed as follows.

Inventory & Findings

The City of Selah has identified and outlined necessary steps to take to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communication with others:

Communications

The City of Selah currently does not provide auxiliary aids such as reading tablets or braille upon request to program participants with disabilities. The Selah School District has offered ASL student program assistant should any sign language requests be asked of the city, but this has never been implemented or documented. The City of Selah does have the ability to provide large print text on documents upon request.

The City of Selah will need to implement a system to provide auxiliary aids such as sign language interpreters, reading tablets, braille, and large print text upon request to program participants with disabilities. Once these systems are in place, the city will advertise/notify the public and other interested parties that, upon request, these auxiliary aids can be provided.

Information

The City of Selah's website currently does not provide extra accessibility options for individuals with hearing or visual impairments.

The City of Selah will need to update the website to provide options for individuals with hearing or visual impairments.

Facility Signage

The City of Selah is responsible for five public buildings:

1. City Hall
2. Civic Center
3. Public Works
4. Fire Station
5. Police Station

The International Symbol of Accessibility is required to be posted for the ADA Accessible entrance way to each building. Currently, only the Fire Station and Public Works buildings have this signage. This will need to be added to the Police Station, City Hall, and Civic Center.

Maintenance Activities and Additional Items

Snow Removal & Ice Control

Once there is a large snowfall, the City of Selah's Public Works department sends out trucks for plowing the roads and for ice control. This clears off crosswalks for access. Removing snow from the front of a resident's property is the responsibility of the resident. Upon request and in certain cases, the City's work force is able to aid elderly and disabled residents in clearing the front of their property of snow.

Sidewalk Repair Policy

The City of Selah schedules out Capital Improvement Projects yearly and adds them to the City's transportation improvement plan. The condition of existing pedestrian facilities is one of the larger factors that goes into deciding where capital improvement projects will be located. When a sudden occurrence such as a heaved/sinking sidewalk or a badly broken sidewalk panel arises, the City starts planning to replace the panels back to city standard and is able to achieve this in a timely manner.

Crosswalk Markings

Every year, typically before Selah's Community Days event, the City of Selah's Public Works department refreshes the road paint markings around the City. This includes refreshing the crosswalks so that pedestrians always have clear indicators on where to cross the street.

Temporary Traffic Control Zones

On occasion, the City is responsible for maintenance or utility work areas that impact sidewalks, crosswalks, and other pedestrian access routes. When a pedestrian access route is inaccessible due to maintenance or utility work, signage is placed to let pedestrians know that the route is currently not available to traverse. The use of high visibility gear on our utility crew, plus the use of flashing lights on top of city's trucks also indicates to a pedestrian that a route may not be traversable if signs are not available.

Appendix B – Schedule and Budget Information

Overview

Based on the accessibility obstacles/issues identified through the self-evaluation process, and the need to implement improvements in order to comply with ADA accessibility standards, the City of Selah has prepared the following schedule and budget estimates.

Accessibility Category	Projected Costs for Accessibility Improvements/Projects						Estimated Sub-Totals
	Year 1 (2023)	Year 2 (2024)	Yrs. 3 - 5 (2025 - 2028)	Yrs. 6 - 10 (2029 - 2033)	Yrs. 11 to 20 (2034 - 2043)	Yrs. 21-30 (2044- 2053)	
Communications ¹	\$1,000	\$1,000	-	-	-	-	\$2,000
Building Facilities ²	\$10,000	\$10,000	\$60,000	-	-	-	\$80,000
Pedestrian Facilities - Priority Area 1 ³	\$2,048,096	\$0	\$0	-	-	-	\$2,048,096
Pedestrian Facilities - Priority Area 2 ⁴	\$0	\$0	\$0	\$1,490,400	-	-	\$1,490,400
Pedestrian Facilities - Priority Area 3 ⁵	\$0	\$0	\$0	\$0	\$1,073,280	-	\$1,073,280
Pedestrian Facilities - Entire Jurisdiction ⁶	\$1,156,570	\$770,000	\$8,191,720	\$2,100,800	\$4,201,600	\$4,201,600	\$20,622,270

Estimated
Total Cost: **\$25,316,046**

¹ Plan to complete all accessibility improvements needed for Communications, Information & Facility Signage by the end of Year 2.

² Plan to complete all accessibility improvements needed for Building Facilities by the end of Year 5.

³ Plan to have 100% of Pedestrian Facility features in Priority Area 1 to be ADA compliant by the end of Year 5. (Estimated Price is taken from project cost estimate)

⁴ Plan to have 80% of all Pedestrian Facility features within Priority Area 2 to be ADA compliant by the end of Year 10. Continue with additional improvements after Year 10 as feasible.

⁵ Plan to have 100% of all Pedestrian Facility features within Priority Area 3 to be ADA Compliant by the end of Year 20.

⁶ Plan to have 80% of all pedestrian facility features within the entire jurisdiction of The City of Selah be ADA compliant by the end of Year 30.

(Pedestrian Facility Cost Estimates are based off of upcoming STIP projects and cost of materials in 2023 dollars for estimated sidewalk SQY, curb ramps, and push buttons)

Discussion & Improvement Project Information

As indicated in the table on the previous page, the Estimated Total Cost associated with providing ADA accessibility within the categories of Communications, Building Facilities and Pedestrian Facilities is \$25,316,046. This amount represents a significant investment that The City of Selah is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to accommodate this cost within the City’s budget for accessibility improvements.

<i>Scheduled Street and Utility Improvement Projects*</i>		
Based off of the 2023-2028 STIP		
Project / Location	Estimated Budget	Schedule
Valleyview Avenue/South Third Street/Southern Ave/South First St	\$2,048,096	Construction - 2023
Home Ave & Third Street Sidewalk Improvements	\$703,710	Engineering – 2023 Construction - 2023
Fremont Ave Resurfacing (11 th – 16 th)	\$452,860	Engineering – 2023 Construction - 2023
East Goodlander/Lancaster Road Traffic Signal	\$770,000	Engineering – 2023 Construction – 2024
Southern Avenue Improvements	\$667,200	Engineering – 2025 Construction - 2026
South Third Street Improvements	\$2,205,400	Engineering – 2026 Construction - 2027
East Naches Avenue Improvements	\$2,243,500	Engineering – 2027 Construction - 2028
Valleyview Avenue & South Fifth Street Improvements	\$3,075,620	Engineering – 2027 Construction - 2028

*All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards.

Appendix C – Public Outreach

Overview

Public outreach for preparation of this document has consisted of the following activities:

- The Public Comment Period was held for two weeks from March 7th, 2023 to March 21st, 2023. The entire ADA Transition Plan and the Self Evaluation were made available for the public to view and provide their comments
- Notice of Public Comment Period was posted in the Yakima Herald on March 5th, 2023
- Notice of Public Comment Period was posted on the Selah Police Department's Facebook Page on March 3rd, 2023
- Starting March 3rd on the front page of the City's website, there was a link to a public comment form, notice of public comment, and a copy of the Transition Plan draft
- The Notice of Public Comment Period was hung up by the front desk at all City owned public facilities as well as the Selah Library. Public Works had comment forms and copies of the ADA Transition Plan at the front desk during the Public Comment Period
- On March 7th, 2023 an open public meeting was held in the Selah Civic Center to kick off the Public Comment Period
- On March 21st, 2023 the Public Comment Period ended with the Open Public Hearing that took place during the Planning Commission Meeting

No comments from the public were received during the public comment period. The plan was brought before the City Council and the Planning Commission for their review prior to adoption through City Council.

Public Outreach Documentation

The following documents and images show the record of the Public Outreach process:

Notice of Public Comment Period



CITY OF SELAH

Public Works Department
222 S. Rushmore Road
Selah, WA 98942

P: 509-698-7365
F: 509-698-7372

City of Selah
Notice of Public Comment Period for the City of Selah ADA Transition Plan

Project Description: Over the past year, the City of Selah has been developing an Americans with Disabilities Act (ADA) Transition Plan. The ADA Transition Plan is a living document which serves the purpose of assessing the City of Selah’s public infrastructure to plan and prioritize the removal and replacement of barriers to accessibility, along with other procedures such as ADA grievance procedures that the city will implement. The Americans with Disabilities Act is a civil rights law that prohibits the discrimination of individuals on the basis of disability. A large section of the ADA Transition Plan is a self evaluation of all City of Selah Communications, Information, Facility Signage, Building Facilities and Related Parking Lots, and all Pedestrian Facilities. By developing and adopting an ADA Transition Plan, the City of Selah is committing to updating its infrastructure to be ADA compliant.

Request for Public Comment: Agencies, tribes, and the public are encouraged to review and comment on the current ADA Transition Plan Draft that is available on the City of Selah Website (<https://selahwa.gov/>) or pick up a copy at Selah Public Works (222 S Rushmore Rd). There will be a 14-day public comment period beginning March 7th, 2023 and ending March 21st, 2023. You may submit your comments in any of the following ways: Submitting a comment online on the City’s website where the ADA plan can be found, mailing in your comment to the City of Selah Public Works Department, filling out a comment form that will be available at the Public Works Department front desk, or attending either one of the open public meetings/hearings for the ADA Transition Plan. The public meeting will be held at the Selah Civic Center (216 S 1st Street, Selah) on March 7th from 6:00 pm to 7:30 pm. The public hearing will be held during the City of Selah’s planning commission meeting at Selah City Hall (115 W Naches Ave, Selah) on March 21st starting at 5:30 pm.

For any questions, contact Matthew Taylor at Selah Public Works at (509)-698-7365.

Thank you,

X 
Matthew Taylor
Engineering Technician



City of Selah ADA Transition Plan

Yakima Herald Order Confirmation (1)

Yakima Herald-Republic
 PO Box 9868
 Yakima, WA 98909



City Of Selah
 Matthew Taylor
 115 W Naches Avenue
 Selah, WA 98942
 USA

Order Confirmation	
Order #:	50968
Order Ref #:	
Date:	3/2/2023
Advertiser #:	23209
Advertiser Name:	City Of Selah
Agency #:	
Agency Name:	
Account Manager:	Simon Sizer ssizer@yakimaherald.com

\$ 134.75

Ad No.	Date	Description	Position	Format
302290	3/5/2023	City of Selah Notice of Public Comment Period for the City of Selah ADA Transition Plan Project Description: Over the past yea	Yakima Herald Republic Broadsheet - CL-Legals	1.67 x 9.61 in x 1.0000 col.
302291	3/5/2023	City of Selah Notice of Public Comment Period for the City of Selah ADA Transition Plan Project Description: Over the past yea	Yakima Herald Republic - CL-Legals	CL Online 1.67 x 9.61 in x 1.0000 col.

Summary	
Total Net Amount	\$ 134.75
Taxes	\$ 0.00
Total Amount	\$ 134.75

Remittance Address:

Yakima Herald-Republic
 PO Box 9868
 Yakima, WA 98909
 Tel: (206) 464-2550

Yakima Herald Order Confirmation (2)

Yakima Herald-Republic
PO Box 9668
Yakima, WA 98909



Classified Category: Legals|Public Notices

**City of Selah
Notice of Public Comment
Period for the City of Selah
ADA Transition Plan**

Project Description: Over the past year, the City of Selah has been developing an Americans with Disabilities Act (ADA) Transition Plan. The ADA Transition Plan is a living document which serves the purpose of assessing the City of Selah's public infrastructure to plan and prioritize the removal and replacement of barriers to accessibility, along with other procedures such as ADA grievance procedures that the city will implement. The Americans with Disabilities Act is a civil rights law that prohibits the discrimination of individuals on the basis of disability. A large section of the ADA Transition Plan is a self evaluation of all City of Selah Communications, Information, Facility Signage, Building Facilities and Related Parking Lots, and all Pedestrian Facilities. By developing and adopting an ADA Transition Plan, the City of Selah is committing to updating its infrastructure to be ADA compliant. **Request for Public Comment:** Agencies, tribes, and the public are encouraged to review and comment on the current ADA Transition Plan Draft that is available on the City of Selah Website (<https://selahwa.gov/>) or pick up a copy at Selah Public Works (222 S Rushmore Rd). There will be a 14-day public comment period beginning March 7th, 2023 and ending March 21st, 2023. You may submit your comments in any of the following ways: Submitting a comment online on the City's website where the ADA plan can be found, mailing in your comment to the City of Selah Public Works Department, filling out a comment form that will be available at the Public Works Department front desk, or attending either one of the open public meetings/hearings for the ADA Transition Plan. The public meeting will be held at the Selah Civic Center (216 S 1st Street, Selah) on March 7th from 6:00 pm to 7:30 pm. The public hearing will be held during the City of Selah's planning commission meeting at Selah City Hall (115 W Naches Ave, Selah) on March 21st starting at 5:30 pm.

(50966) March 5, 2023

Yakima Herald Affidavit of Publication (1)



AFFIDAVIT OF PUBLICATION

Matthew Taylor
City Of Selah
115 W Naches Avenue
Selah WA 98942

STATE OF WASHINGTON, COUNTIES OF YAKIMA

The undersigned, on oath states that he/she is an authorized representative of Yakima Herald-Republic, Inc., publisher of Yakima Herald-Republic and El Sol de Yakima, of general circulation published daily in Yakima County, State of Washington. Yakima Herald-Republic and El Sol de Yakima have been approved as legal newspapers by orders of the Superior Court of Yakima County.

The notice, in the exact form annexed, was published in the regular and entire issue of said paper or papers and distributed to its subscribers during all of the said period.

03/05/2023

Agent JACKIE CHAPMAN Signature Jackie Chapman

Subscribed and sworn to before me on March 7, 2023
Lisa M. Dripps

(Notary Signature) Notary Public in and for the State of Washington, residing at Yakima

Publication Cost: \$134.75
Order No: 50966
Customer No: 23209
PO #:



Yakima Herald Affidavit of Publication (2)

**City of Selah
Notice of Public Comment
Period for the City of Selah
ADA Transition Plan**

Project Description: Over the past year, the City of Selah has been developing an Americans with Disabilities Act (ADA) Transition Plan. The ADA Transition Plan is a living document which serves the purpose of assessing the City of Selah's public infrastructure to plan and prioritize the removal and replacement of barriers to accessibility, along with other procedures such as ADA grievance procedures that the city will implement. The Americans with Disabilities Act is a civil rights law that prohibits the discrimination of individuals on the basis of disability. A large section of the ADA Transition Plan is a self evaluation of all City of Selah Communications, Information, Facility Signage, Building Facilities and Related Parking Lots, and all Pedestrian Facilities. By developing and adopting an ADA Transition Plan, the City of Selah is committing to updating its infrastructure to be ADA compliant. **Request for Public Comment:** Agencies, tribes, and the public are encouraged to review and comment on the current ADA Transition Plan Draft that is available on the City of Selah Website (<https://selahwa.gov/>) or pick up a copy at Selah Public Works (222 S Rushmore Rd). There will be a 14-day public comment period beginning March 7th, 2023 and ending March 21st, 2023. You may submit your comments in any of the following ways: Submitting a comment online on the City's website where the ADA plan can be found, mailing in your comment to the City of Selah Public Works Department, filling out a comment form that will be available at the Public Works Department front desk, or attending either one of the open public meetings/hearings for the ADA Transition Plan. The public meeting will be held at the Selah Civic Center (216 S 1st Street, Selah) on March 7th from 6:00 pm to 7:30 pm. The public hearing will be held during the City of Selah's planning commission meeting at Selah City Hall (115 W Naches Ave, Selah) on March 21st starting at 5:30 pm.

(50966) March 5, 2023

Publication Cost: \$134.75
Order No: 50966
Customer No: 23209
PO #:

Selah Police Department Facebook Post



Selah Police Department

March 3 at 3:56 PM · 🌐

The City of Selah, notice of public comment period for the City of Selah ADA Transition Plan.



CITY OF SELAH

Public Works Department
222 S. Rushmore Road
Selah, WA 98942

P: 509-698-7365

F: 509-698-7372

City of Selah

Notice of Public Comment Period for the City of Selah ADA Transition Plan

Project Description: Over the past year, the City of Selah has been developing an Americans with Disabilities Act (ADA) Transition Plan. The ADA Transition Plan is a living document which serves the purpose of assessing the City of Selah's public infrastructure to plan and prioritize the removal and replacement of barriers to accessibility, along with other procedures such as ADA grievance procedures that the city will implement. The Americans with Disabilities Act is a civil rights law that prohibits the discrimination of individuals on the basis of disability. A large section of the ADA Transition Plan is a self evaluation of all City of Selah Communications, Information, Facility Signage, Building Facilities and Related Parking Lots, and all Pedestrian Facilities. By developing and adopting an ADA Transition Plan, the City of Selah is committing to updating its infrastructure to be ADA compliant.

Request for Public Comment: Agencies, tribes, and the public are encouraged to review and comment on the current ADA Transition Plan Draft that is available on the City of Selah Website (<https://selahwa.gov/>) or pick up a copy at Selah Public Works (222 S Rushmore Rd). There will be a 14-day public comment period beginning March 7th, 2023 and ending March 21st, 2023. You may submit your comments in any of the following ways: Submitting a comment online on the City's website where the ADA plan can be found, mailing in your comment to the City of Selah Public Works Department, filling out a comment form that will be available at the Public Works Department front desk, or attending either one of the open public meetings/hearings for the ADA Transition Plan. The public meeting will be held at the Selah Civic Center (216 S 1st Street, Selah) on March 7th from 6:00 pm to 7:30 pm. The public hearing will be held during the City of Selah's planning commission meeting at Selah City Hall (115 W Naches Ave, Selah) on March 21st starting at 5:30 pm.

For any questions, contact Matthew Taylor at Selah Public Works at (509)-698-7365.

Thank you,

X A handwritten signature in black ink, appearing to read "Matthew Taylor".

Matthew Taylor
Engineering Technician

City of Selah Website Front Page and ADA Transition Plan Comment Period Link

News

ADA Transition Plan Public Comment Period

Published: Friday, March 3, 2023

[Public Comment Form](#)

The City of Selah has completed its initial draft of the ADA Transition Plan and Self-Evaluation. The City is holding a public comment period from March 7th through March 21st for people to submit and feedback or comments on the initial draft.

Please [click here to submit your comment](#) or join us for one of the two public meetings. The first will be held March 7th at the Selah Civic Center

ADA Transition Plan Public Comment Period

Posted on March 3, 2023 (March 3, 2023) by tmorales

[Public Comment Form](#)

The City of Selah has completed its initial draft of the ADA Transition Plan and Self-Evaluation. The City is holding a public comment period from March 7th through March 21st for people to submit and feedback or comments on the initial draft.

Please [click here to submit your comment](#) or join us for one of the two public meetings. The first will be held March 7th at the Selah Civic Center (216 S 1st St) at 5:30 pm – 7:00 pm. The second will be held during the Planning Commission meeting on March 21st at 5:30 pm at Selah City Hall (115 W Naches Ave). You can also pick up a physical copy and submit comments at the Selah Public Works office (222 S Rushmore Road).

[ADA Transition Plan](#)

Please contact Matthew Taylor if you have any questions regarding the ADA Transition Plan

[◀ Curious about Construction?](#)

City of Selah Website Public Comment Form

Public Comment Form

Public Comment Form

A form to be used when the City is seeking public comment or public input

Please List What Topic You Are Commenting on *(Required)*

Name

First

Last

Email

Phone

Address

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Country

Please provide your comment here

How would you like your comment addressed?

- I would like a phone call from the staff member associated with this subject
- I will attend the council meeting to present my public comment
- No action needed
- Other

Submit

City of Selah ADA Transition Plan

Selah Civic Center Public Meeting Sign-In Sheet



City of Selah
 115 W Naches Ave
 Selah, WA 98942

PROJECT: ADA TRANSITION PLAN
 EVENT: CIVIC CENTER – PUBLIC COMMENT
 DATE: MARCH 7TH, 2023

PAGE 1 OF 2

Public agencies often monitor attendance to ensure equal opportunity. We appreciate your providing information on gender, race and/or disability. This information is optional, and will only be used to monitor attendance at public meetings and for affirmative action purposes, as specified by law (CFR 42.21.9).

Name (Please print or write clearly)	Affiliation (if applicable)	Email	Phone	Please check the appropriate boxes		
				<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> American Indian/Alaskan Native
				<input type="checkbox"/> Disabled		<input type="checkbox"/> Asian/Pacific Islander
						<input type="checkbox"/> Black <input type="checkbox"/> Hispanic
						<input type="checkbox"/> White <input type="checkbox"/> Other
				<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> American Indian/Alaskan Native
				<input type="checkbox"/> Disabled		<input type="checkbox"/> Asian/Pacific Islander
						<input type="checkbox"/> Black <input type="checkbox"/> Hispanic
						<input type="checkbox"/> White <input type="checkbox"/> Other
				<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> American Indian/Alaskan Native
				<input type="checkbox"/> Disabled		<input type="checkbox"/> Asian/Pacific Islander
						<input type="checkbox"/> Black <input type="checkbox"/> Hispanic
						<input type="checkbox"/> White <input type="checkbox"/> Other
				<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> American Indian/Alaskan Native
				<input type="checkbox"/> Disabled		<input type="checkbox"/> Asian/Pacific Islander
						<input type="checkbox"/> Black <input type="checkbox"/> Hispanic
						<input type="checkbox"/> White <input type="checkbox"/> Other
				<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> American Indian/Alaskan Native
				<input type="checkbox"/> Disabled		<input type="checkbox"/> Asian/Pacific Islander
						<input type="checkbox"/> Black <input type="checkbox"/> Hispanic
						<input type="checkbox"/> White <input type="checkbox"/> Other
				<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> American Indian/Alaskan Native
				<input type="checkbox"/> Disabled		<input type="checkbox"/> Asian/Pacific Islander
						<input type="checkbox"/> Black <input type="checkbox"/> Hispanic
						<input type="checkbox"/> White <input type="checkbox"/> Other

City of Selah ADA Transition Plan

Planning Commission Public Hearing Sign-In Sheet



City of Selah
 115 W Naches Ave
 Selah, WA 98942

PROJECT: ADA TRANSITION PLAN
 EVENT: PLANNING COMMISSION HEARING
 DATE: MARCH 21ST, 2023

PAGE 1 OF 2

Public agencies often monitor attendance to ensure equal opportunity. We appreciate your providing information on gender, race and/or disability. This information is optional, and will only be used to monitor attendance at public meetings and for affirmative action purposes, as specified by law (CFR 42.21.9).

Name (Please print or write clearly)	Affiliation (if applicable)	Email	Phone	Please check the appropriate boxes
				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Disabled <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other
				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Disabled <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other
				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Disabled <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other
				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Disabled <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other
				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Disabled <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other
				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Disabled <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other
				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Disabled <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other
				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Disabled <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other
				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Disabled <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other
				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Disabled <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other

Appendix D – Public Notice of ADA Requirements and Grievance Procedure

As required by the Americans with Disabilities Act, the City has posted the following notice outlining its responsibilities with regard to ADA compliance.

Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, The City of Selah will not discriminate against qualified individuals on the basis of disability in City 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: Generally, the City will, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City programs, services and activities, including qualified sign language interpreters, documents in braille, and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

Modifications to Policies and Procedures: The City will make all reasonable modifications to policies and procedures 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. Contact information for the ADA Coordinator is provided in Appendix E.

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

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

Grievance Procedure

City of Selah 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 Selah. 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 recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or their designee as soon as possible, but **no later than 60 calendar days** after the alleged violation to the ADA Title II Coordinator, whose contact information is provided in Appendix E.

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or their 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 their 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 Selah 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 their designee may appeal the **decision within 15 calendar days after receipt of the response** to the City Administrator or their designee.

Within 15 calendar days after receipt of the appeal, the City Administrator or their designee will meet with the complainant to discuss the complaint and possible resolutions. **Within 15 calendar days after the meeting**, the City Administrator 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 Administrator or their designee, and responses from these two offices will be retained by The City of Selah for at least three years.

Appendix F – Agency ADA Design Standards and Improvement / Compliance Procedures

ADA Resources and Design Standards

[City of Selah Design and Construction Standards and Specifications for Public Works Improvements](#)

[Washington State Department of Transportation \(WSDOT\) Standard Plans](#)

[Federal Highway Administration \(FHWA\) - Civil Rights - ADA/Section 504](#)

[Americans with Disabilities Act Accessibility Guidelines \(ADAAG\)](#)

[Public Rights-of-Way \(PROWAG\) Notice of Proposed Rule Making, July 26, 2011](#)

[Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way \(PROWAG\)](#)

[2010 ADA Standards for Accessible Design](#)

[ADA Checklist for Existing Facilities](#)

[ADA Best Practices Tool Kit for State and Local Governments](#)

[ADA Update: A Primer for State and Local Governments](#)

[Manual of Uniform Traffic Control Devices](#)

[Americans with Disabilities Act of 1990, as Amended \(2008\)](#)

[Title 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services](#)

Improvement/Compliance Procedures

The challenge of dealing with physical or site constraints in alteration projects has been recognized by the authors of ADA accessibility standards for years. The Civil Rights Division of the U.S. Department of Justice has recognized that there could be instances where it might be technically infeasible to construct an alteration in full and strict compliance with ADA accessibility standards, because of physical or site constraints. In such circumstances, state and local agencies must provide accessibility to the maximum extent feasible. Before reaching a conclusion about technical infeasibility, state and local agencies need to consider the extent to which physical or site constraints could be addressed by alternative designs. The burden of proving technical infeasibility rests with the agency/owner that is responsible for the facility, element or feature.

Intersection Corners

The City will work in good faith to have curb ramps or blended transitions constructed or upgraded to achieve ADA 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 a project. If so, those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each intersection corner shall be made as compliant as possible in accordance with the judgment of City staff.

Sidewalks / Trails

The City will work in good faith to have sidewalks and bicycle/pedestrian trails constructed or upgraded to achieve ADA 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 a project. If so, those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each sidewalk or trail shall be made as compliant as possible in accordance with the judgment of City staff.

Traffic Control Signals

The City will work in good faith to have traffic control signals constructed or upgraded to achieve ADA 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 a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of City staff.

Bus Stops

The City will work in good faith to have bus stops constructed or upgraded to achieve ADA 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 a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, 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 of Selah. Those facilities fall under the jurisdiction of Yakima Transit. The City of Selah will work with Yakima Transit to address compliance with the applicable accessibility standards.

Other Policies, Practices, and Programs

The City's other policies, practices, and programs not identified in this document will follow the applicable ADA standards.

Appendix G – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements, and aims to ensure that 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): 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 a public agency typically includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the agency's transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice.

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

FHWA: See Federal Highway Administration.

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

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

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

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

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

Uniform Federal 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: Federal executive department responsible for enforcement of the law and administration of justice (also referred to as the Justice Department or DOJ).