

**FINAL MINUTES**

**TOWN OF CORTE MADERA  
ACCESSIBILITY ADVISORY COMMISSION  
MAY 16, 2011  
CORTE MADERA TOWN HALL COUNCIL CHAMBERS**

Commissioners

Present: Chair Barbara Becker  
Commissioner Robert Czeck  
Commissioner Ted Meyer

Commissioners  
Absent: Thomas Young

Staff Present: Public Works Director Dan Ring

1. Call Meeting to Order

Chair Becker called the meeting to order at 7:06 p.m.

2. Open Forum for Non Agenda Items

There were no comments.

3. Approval of Meeting Minutes of March 21, 2011

M/s, Meyers/Czeck, to approve the meeting minutes of March 21, 2011 as corrected.

Ayes: All Absent: Young

4. Old Business

A. Tamalpais/Redwood/Corte Madera Ave. Overlay Project update

Public Works Engineer Ring presented a staff report. He introduced Ms. Heidi Utterback and Mr. John Wanger from Coastland Civil Engineering. He made a Powerpoint presentation and showed some slides of the work being done. He noted the contractors have done a tremendous amount of work since the project started a week and a half ago. They have three to four crews working simultaneously. The goal is to not only finish the project as soon as possible but also to alleviate problems with pedestrians. He showed a slide of the work done in front of the Corte Madera Café and noted they replaced the ramp and added an island. This serves two purposes- to line up the handicapped ramp with the one on the other side and to get the pedestrians out beyond the limit of where the cars are parked so people can see around the cars before crossing. Commissioner Czeck asked if any parking was lost. Public Works Engineer Ring stated “no” but they do need to add an ADA space in this area. This could result in the loss of one to two spaces. Chair Becker asked staff to run this by the Commission before making a decision.

Commissioner Meyer asked if all the business owners had a chance to look at the improvement plans. Public Works Engineer Ring stated they had the opportunity to talk to staff and the engineers about the project but they were not involved in any of the decisions.

Public Works Engineer Ring pointed out where two handicapped parking spaces were being installed next to the bus stop. They are taking out the old curb and gutter. Chair Becker asked if that was the north or south side of the street. Public Works Engineer Ring stated it was the east side.

Public Works Engineer Ring stated one of the things they ran into was providing temporary access around the site during construction. Mr. Richard Skaff had expressed concern about the detours that were being provided.

Public Works Engineer Ring pointed out several ramps that they could not make accessible and were completely removed. Chair Becker stated that particular corner gets very little use since there was no sidewalk going up Corte Madera Avenue. Public Works Engineer Ring agreed and stated the sidewalk that continues along those 45 degree parking stalls were not compliant in terms of its width. Commissioner Meyer stated if it is not in the path of travel it is not considered a barrier and he wondered if they have to remove those nonconforming improvements.

Mr. Wanger stated the information in the Transition Plan clearly indicated a number of locations that could not be brought into conformance. Justification must be documented explaining why it is not possible to bring a location into conformance.

Public Works Engineer Ring stated all of the concrete work should be done in the next three weeks. The paving would begin in the middle of June.

Commissioner Meyer asked about the maximum grade on the ramps. Public Works Engineer Ring pointed to one ramp and stated the existing slope was nonconforming and they could not do anything about it. The steepest they saw was about 12% to 13%. Most of the cross slopes for the ramps were less than 2%. Commissioner Meyer noted the contractor's temporary controls were great.

Chair Becker briefly discussed Mr. Skaff's involvement in the construction project, and in particular the temporary pathways/controls.

#### B. BRIP (Barrier Removal Implementation Plan) implementation strategy update

Public Works Engineer Ring presented a staff report. He stated the representatives from Coastland Engineering would assist in the preparation of the BRIP. The Transition Plan needs to be condensed and turned into a workable document that could be used to govern improvements made throughout town. Coastland Engineering would be doing the actual production of the plan itself with the assistance of staff. The AAC would serve as the "eyes and ears of the Town".

Mr. Wanger presented a Powerpoint presentation. He stated they spent quite a bit of time going over the Transition Plan. The plan does set some priorities but it needs to transition from how it currently exists to a more usable document which includes projects that would be done each year, the funding source, etc. He briefly discussed a Capital Improvement Program which delineates projects that would be done in the next five-years. They are suggesting the creation of a BRIP Capital Improvement Program that could consist of a ten to twenty year horizon. Coastland Engineering would be the "horsepower" behind the program but the AAC would "massage" the program periodically. The Pavement Management Program evaluates the condition of all the streets in town and he suggested they "marry" those two plans. The funding source could be expanded to include sidewalks along with streets. They have the Transition Plan in the form of an electronic database, including the spreadsheets, and would like to obtain the Town's base mapping in this same format. They want to verify that the AAC agrees with the order of priorities in the plan. The plan ranks sidewalk issues as a one, two, three, or four- one is a top priority. They want to take the Town base map and color code it with dots and a graphic that would indicate the problem areas. This type of visual prioritization would be helpful in their discussions. He noted they want to try to resolve issues in the areas that are most used by the public. The other thing that is important in the document is the fact that much of the sidewalk/driveway repair was the responsibility of the homeowner. The Town has neither the control nor the funding to deal with this issue. There are several projects listed in the plan that have a zero dollar amount attached to them because the issues at this particular location are described as "unresolvable". The process of elimination (homeowner's responsibility, "unresolvable", etc.) would boil it down to the remaining projects. He noted funding was certainly a big issue and would also help them to pick and choose the top projects on an annual basis. They want to start matching projects with the revenue stream that they can predictably call on a yearly basis. He briefly discussed special funding sources, such

as the Safe Routes to Schools, Community Development Block Grants, etc. which could supplement the Gas Tax Revenue by \$150,000 to \$250,000 per year. Obtaining these additional revenue sources would allow them to move projects up the priority list on the project data sheet. Public Works Engineer Ring stated this methodology sounds similar to what the AAC was trying to do with the Transition Plan many years ago. He noted it was helpful to tie some of the ADA projects to paving projects as a way to increase the chances for obtaining other funding. Mr. Wanger stated there was less discretionary funding out there and it was much more competitive than before with the larger cities pulling in the majority of the funding. Public Works Engineer Ring stated much of this funding is easier to get if the agency has a project that is ready to go. The BRIP would allow them to do various designs ahead of time and this would be helpful. They can tailor the design to the criteria set forth in the funding source since many of them have certain restrictions.

Commissioner Czeck asked if the fact that many of these projects were driven by a lawsuit had any impact on grant applications. Public Works Engineer Ring stated "probably not". Mr. Wanger stated it probably would not even be mentioned in the application. Safe Routes to Schools and CalTrans grants might want to know if there have been any accidents in the project location. Chair Becker asked if the AAC could get financial information from the Town. Public Works Engineer Ring stated "yes" and noted the BRIP has a dedicated funding source of about \$60,000 per year plus the possibility of some money from Measure A. He noted the Tamalpais/Redwood/Corte Madera Avenue Overlay Project was funded through about five different sources, each of which could have different restrictions.

Chair Becker stated the AAC had previously looked at shopping centers, parks, and schools, as the locations that should have a higher priority. She asked if it would be helpful to identify these locations on a Town map. Mr. Wanger stated "yes" and noted this would be very easy to do. Chair Becker stated she would be happy to assist in this task.

Commissioner Meyer stated the Transition Plan does rank the locations but does not have an associated importance factor. It would be good to keep the priorities as is since it identifies the severity of the non-compliance. They should focus on the areas of public importance for right now.

Commissioner Meyer asked about the software that would be used to integrate the database and the Town map. Public Works Engineer Ring stated the data was currently in the Microsoft Access Database format and an Excel spreadsheet. They will be able to integrate this data into the GIS system and Marin Map through Excel. Mr. Wanger stated they use Access and Excel extensively. Public Works Engineer Ring stated the intent is to turn the information into a usable, ongoing tool.

Commissioner Meyer stated the AAC has felt that there have been missed opportunities as construction has occurred. Mr. Wanger stated once they decide on the priorities and plot them on the base map then it can be posted in the Planning and Building Department.

Commissioner Czeck asked when the BRIP must be completed. Public Works Engineer Ring stated they have until June 30, 2012 to complete it. Staff is asking Coastland to help them with this part of the project and the remaining items in Exhibit A. The focus should be on developing the BRIP rather than designing any more ADA improvements. Mr. Wanger agreed and stated they can come back to the AAC in a month or two with a list of priorities, maps, etc. It is critical that they get the "biggest bang for their buck".

Commissioner Czeck asked if the database would also serve as the project checklist. Mr. Wanger stated it could. Public Works Engineer Ring stated the BRIP would identify projects and also helps in the design and establishing appropriate criteria. Chair Becker stated the checklist would be helpful because the Department of Justice would be checking in with the Town every six months. Public Works Engineer Ring stated the settlement requires an annual "audit" of what was done and what they plan to do next year.

Commissioner Meyer stated the Pavement Management Plan should be integrated with the points on the Town map. Public Works Engineer Ring stated the Town got a grant from the Metropolitan Transportation Commission (MTC) to update their Pavement Management Plan. Staff met with the representatives from

MTC several weeks ago. The plan should be updated by April, 2012. He noted the Town of Corte Madera has a fairly high Pavement Condition Index (PCI) for the Bay Area.

## 5. New Business

### A. Discussion of Code Enforcement Procedures

Chair Becker stated there was a tree removal on Lakeside Drive and they got rid of the stump but did not flatten out the sidewalk. It is out of compliance. There are some trees along Mohawk, right near the entrance to Neil Cummins School, that have very low branches that stick out into the street. She felt there should be at least a six-foot clearance. Public Works Engineer Ring stated staff sends a notice to the homeowner when a citizen points out a concern about something that needs to be taken care of in the public right-of-way. A second notice is sent if the homeowner does not respond to the first notice. There are no fines that can be imposed and the Town could not do the work and bill the homeowner. He noted that 90% of the time the problem gets resolved. Commissioner Meyer asked about the purview of the Fire Department. Public Works Engineer Ring stated the Fire or Police Departments have more power than the Public Works Department when it is a health and safety issue. There have been discussions about amending the Municipal Code to allow the Public Works Department to do the work if the homeowner refuses. Staff relies on the good will of citizens.

Commissioner Meyer stated they should come up with some verbiage in the BRIP about how to notify homeowner's about how their property is in violation of the BRIP. They need to figure out a way to put people on notice. Public Works Engineer Ring stated that would be a good way to inform people about homeowner's responsibilities with respect to the public right-of-way. Chair Becker stated that was a very good idea.

Chair Becker stated she would like to keep this item on future agendas.

## 6. Commissioner Reports

Commissioner Meyer reported there were a lot of discussions about possible renovations to the Neal Cummins and San Clemente School sites and he was concerned that the AAC has not weighed in on some of the site locations and made the school board aware of some of the accessibility concerns. Public Works Engineer Ring stated nothing has been presented to the Town. Chair Becker stated she would like to know whether or not the AAC has jurisdiction. Public Works Engineer Ring stated probably not since the project would be run through the State Architect's Department. Chair Becker stated she would get in touch with the Superintendent of the Larkspur School District. Commissioner Meyer stated the State Architect's Office would be looking at circulation routes and reconfiguring the circulation coming off of the public right-of-way. Chair Becker stated the district is in the process of doing a phone survey regarding a future bond measure. She asked if they should ask for a joint meeting with the school board. Public Works Engineer Ring stated he would speak to the Town Manager.

Chair Becker briefly discussed her involvement in the community garden project with the Parks and Recreation Commission. She noted the group has not come back to the AAC for further review. Public Works Engineer Ring stated he told the representatives of the garden group that he would have Coastland Engineering do a cursory review of the criteria that they were using to generate their site plan to determine whether or not it met the spirit of the law. There are no ADA guidelines for community gardens. The AAC might want to review and discuss the criteria. Chair Becker stated the AAC needs to look at engineered drawings since they need to look at slopes, etc.

Public Works Engineer Ring discussed a Website called "Parking Mobility" that allows an individual to use an I phone to take a photo of someone parked in an ADA parking space without the benefit of a placard. The photograph is submitted to the Website and the Police Department could then go out and ticket the vehicle. Commissioner Czeck asked if this was in "real time". Public Works Engineer Ring stated "yes". The Twin Cities Police Department would need to be a part of the Website. Chair Becker stated they should run this by Twin Cities Police Chief Cusimano.

7. Future Agenda Items

Chair Becker stated the following items would be on a future agenda: 1) Tamalpais/Redwood/Corte Madera Avenue Overlay Project update; 2) BRIP (Barrier Removal Implementation Plan) implementation strategy update; 3) Discussion of Code Enforcement Procedures.

8. Adjournment

The meeting was adjourned at 10:00 p.m.