



# Final Report

## Physical and Programmatic Accessibility Assessment

Findings & Recommendations  
for the Inclusion of  
People with Disabilities  
in the Programs, Services,  
Activities and Facilities  
Offered by the Itasca Park District

December 2005



National  
Center on  
Accessibility

*Department of Recreation & Park Administration  
School of Health, Physical Education & Recreation  
Indiana University*

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## Physical and Programmatic Accessibility Assessment Findings & Recommendations for the Inclusion of People with Disabilities in the Programs, Services, Activities and Facilities Offered by the Itasca Park District

December 2005



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## I. Background

A Gold Medal award winner, the Itasca Park District has long been committed to creating a healthy community through the provision of recreational opportunities for individuals and families. The Park District serves a DuPage county community of 9,000 within the Village itself, several hundred crossover residents from neighboring towns and a corporate weekday population over 40,000. According to U.S. Census data (2004), more than 8% of the residents of DuPage County over the age of 5 have reported a long-lasting sensory, physical, mental or self-care disability; reported difficulty going outside the home because of a physical, mental, or emotional condition lasting six months or more; or reported difficulty working at a job or business because of a physical, mental, or emotional condition lasting six months or more.

A member of the Northeast DuPage Special Recreation Association, the Park District has designed recreation programming to include people of all abilities to the fullest extent. Covered under Title II of the Americans with Disabilities Act, the Itasca Park District has accomplished much over the last 15 years and has developed strong ties with the SRA. In 2005 the Itasca Park District Board of Commissioners and Executive Staff identified a full accessibility assessment of facilities, parks and programs as a top priority to gauge where the District was at in terms of ADA compliance. The purpose of the accessibility assessment would be to identify pre-existing areas of compliance with the ADA and areas where corrective actions may be required to ensure and solidify full compliance with the ADA.

The National Center on Accessibility was contracted in June 2005 to conduct the physical and programmatic accessibility assessments for the Itasca Park District, including the facilitation of a long-range transition plan. The National Center on Accessibility has provided training, technical assistance, research and consultation on the inclusion of people with disabilities in parks, recreation and tourism since 1992. A center of Indiana University's Department of Recreation and Park Administration in the School of Health, Physical Education and Recreation, NCA has provided consultation to the U.S. Department of Justice, the U.S. Access Board, the Smithsonian Institution, the National Park Service, U.S. Fish and Wildlife, Illinois Department of Natural Resources, Indianapolis Parks and Recreation, New York Department of Environmental Conservation and several other entities focused on successfully integrating people with disabilities in a wide array of programs, services, parks and facilities.

## II. Purpose

A comprehensive physical accessibility assessment was conducted on the 21 parks, facilities and program use spaces of the Itasca Park District. In addition, a full assessment of all Park District programs and operations was conducted through interviews with key Park District staff. The purpose of the assessments was to provide the Itasca Park District administrative staff with a snapshot of the District's current level of physical and programmatic access for people with disabilities and recommendations for improving accessibility and implementing an approach of universal design to accommodate the widest spectrum of citizens, citizens of all ages and all abilities. Recommendations for improving program access through modification of policies and procedures are included in Part V of this report. Further, the National Center on Accessibility has tailored an electronic information system, of which will be described in Part III. Details of physical barriers to parks and facilities along with recommendations for barrier removal are reported specific to park/facility in Part VI.

### III. How to Use This Report & Recommendations

Through interviews, assessments, and data analysis, recommendations presented in the final report have been divided into the following sections:

#### **Part IV. Key Findings**

This section is a holistic review of major accessibility findings of the Itasca Park District and summarized for the Board of Commissioners and Executive Staff.

#### **Part V. Recommendations for Improving Program Access**

This section concentrates on recommendations based upon the administrative requirements of Title II of the Americans with Disabilities Act, program access, physical access issues with implications for program access, communications, risk management, purchasing, maintenance, employment, and staff training.

Title II of the Americans with Disabilities Act requires that state and local governments give people with disabilities an equal opportunity to participate in and benefit from all of their programs, services, and activities; otherwise known as “program accessibility.” This report summarizes the findings from interviews completed with key park district staff and makes recommendations for improving Park District program access for citizens with disabilities.

Recommendations are categorized as either “required” or “recommended” and defined as:

Required: Corrective action is required in order to meet compliance with Title II of the Americans with Disabilities Act.

Recommended: The action is recommended based on trends and best practices in the field of parks and recreation regarding inclusive services for people with disabilities.

The program assessment, data analysis and recommendations are only three components of what could be considered a self-evaluation. A comprehensive self-evaluation must include corrective actions that prohibit disability-based discrimination and enable the full opportunity for participation and benefit from Park District programs, services and activities. Upon the receipt of this report, it is the responsibility of the Board of Commissioners and Executive Staff to complete the self-evaluation by 1) implementing administrative, policy, procedure and program corrective actions, 2) documenting those actions providing greater inclusion of people with disabilities and 3) making such documents available for public inspection.



## **Part VI. Recommendations for Removal of Physical Barriers to Programs, Services, Activities, Parks and Facilities.**

This section is divided by park/facility. As part of the data analysis of the physical accessibility assessment, the National Center on Accessibility tailored its *Park and Recreation Accessibility Management System® v1.2 (PRMS)* to the constructs of the Itasca Park District and eventual need for a system to assist with transition planning. Within *PRMS®*, NCA staff have identified each physical barrier at a park/facility, cited the corresponding accessibility standard or guidelines, and made recommendations for barrier removal. In some instances, multiple options for barrier removal may exist. As such, it is the responsibility of the Itasca Park District to choose the barrier removal solution(s) most optimal and in sync with the District's values, priorities, and resources and also with input from citizens with disabilities through the transition planning process. Within *PRMS®* only recommendations for physical improvements are presented. In some cases, programmatic solutions may exist and should be considered during the transition planning process.

To provide continuity between the physical accessibility assessment and the transition planning process, fields have been built into *PRMS®* for IPD administrators to complete throughout the planning process including transition plan priority, target date, lead department, lead staff, completion date and description of work completed. Should alternative actions or non-actions be taken, there are fields to document such including explanation of undue burden and steps in lieu of barrier removal. If maintained, these fields will provide supported documentation in the event of citizen inquiry.

*PRMS®* is a dynamic database of information reliant on administrators to update on an ongoing basis. A supplemental support to administrators and planners is the narrative Summary Report with findings and recommendations which has been included with the Detail Report for each park/facility. A series of contact sheets for each park/facility and CD with corresponding photos will assist the visualization of physical barriers.

As was the case with the program assessment, the physical accessibility assessment is but one component of the transition plan required under Title II. Upon receipt of this report, it is the responsibility of the Itasca Park District Board of Commissioners and Executive Staff to initiate the transition planning process and continue its implementation until all structural barriers to programs, services and activities have been removed.

## IV. Key Findings

**Positive attitude of staff.** Much of the challenge of complying with the Americans with Disabilities Act mandates lies within the culture of the organization and the attitudes of the people, frontline staff, volunteers, maintenance and program personnel, administrators and board members, charged with overseeing the day to day operation of the organization. When key personnel are resistant to the ADA, implementation is difficult. When they are receptive, implementation becomes a natural habit just like turning the lights on when entering a room. NCA staff held informal discussions with the executive director and interviewed the superintendent of recreation, program coordinators, maintenance staff, and the liaison from NEDSRA as part of the program accessibility assessment. During these interviews, the positive attitudes, perceptions, and approaches towards the ADA and inclusion of people with disabilities became overwhelmingly evident with each additional hour spent with staff. It is clear that the IPD program staff have a “whatever it takes” approach to ensuring successful inclusion of each individual in the Park District’s programs, activities and facilities. This positive climate will serve to benefit the Park District as future actions are implemented.

**Most policies or procedures exist, they just need to be put in writing.** Informally the policies and procedures are known by staff at the coordinator and administrator levels. However, such is the case in any organization, the communication of policies and procedures may not flow with continuity or “trickle down” to the front line staff most likely to become the first point of contact with customers with disabilities or actual implementation of specific accessibility-related policies or procedures. Formal policies and procedures should be included in the organization’s procedural manual, employee manuals, and staff training. Policies applying to contractors and partners should be included in contracts and partner agreements.

**Physical access with programmatic implications.** Several programs rely on physical spaces for program delivery. The approach to barrier removal and accessibility improvements to physical spaces at parks and facilities will have an impact on programs. Several issues and recommendations related to physical access to recreation environments are addressed in latter sections of this report.

**Involvement of citizens with disabilities.** Other than a relationship with an SRA, which will be discussed in the next section, there is no active involvement of citizens with disabilities serving in advisory roles to the Park District Board of Commissioners or executive staff. Citizens with disabilities should serve in advisory roles, just as do citizens without disabilities. Involvement of citizens with and without disabilities can guide the Park District Board and staff with valuable

input on programming needs, planning, accessibility priorities, and other concerns related to disability and recreation. A link should be established between the Park District and the local center for independent living, in this case the DuPage Center for Independent Living, disability organizations, the special education coordinator for the local school district, hospital and rehabilitation centers in the surrounding area and other disability/advocacy organizations. An advisory committee consisting of people with disabilities, parents of children with disabilities, and members from community disability/advocacy organizations representing a cross-section of the wide range of disability interests should be established to provide guidance to the Park District Board of Commissioners, executive staff and programmers.

**Delineation of ADA responsibilities between IPD and SRA.** The Itasca Park District has a strong partnership with the Northeast DuPage Special Recreation Association whereby the SRA provides support to the Park District in order to meet the recreational programming needs of people with disabilities residing within the community. The SRA conducts its own specialty programming geared towards people with disabilities and also provides inclusion support to participants in IPD programs. The SRA facilitates adaptations, modifications and inclusion support staff as requested on a case by case basis. The SRA also provides staff training on various disability-related topics to the Park District staff. The IPD program coordinators are very cognizant and complimentary of the services and supports available through the SRA. IPD staff cited several occasions in which program participants have directly benefited from participation in programs as a result of the SRA's facilitation efforts. However, in some situations the Park District is too reliant on the SRA to meet its own legal requirements under Title II of the ADA. The delineation between IPD and SRA responsibilities has blurred. For example, where the responsibilities of each organization begin and end is not clear should a request for a sign language interpreter at a board meeting or assistance filling out an employment application come into the Park District. These situations are most likely to arise under the umbrella of "programs" but that are not structured, staffed, and delivered in the traditional sense of "recreation programs" like swim lessons, soccer leagues or art classes. There is a need for the roles and responsibilities of each partner to be clearly defined. Who takes the initial request? How is the request processed? What is the timeframe for response and implementation of the request? Who decides, and by what process, if the request is unreasonable, poses a direct threat, creates a fundamental alteration to the nature of the program or an undue burden?

Based on the current size, organizational structure, staff capacity and District priorities, the SRA provides needed expertise and resources regarding programming supports for people with disabilities. However there is a need for the IPD staff to continually be aware of the District's legal responsibilities and for

a central IPD staff to oversee the ongoing implementation efforts required under Title II. Just as an organization has a central coordinated effort to implement a safety/risk management program, so too should there be a central coordinated effort for an accessibility management program. An accessibility coordinator, trained on Title II and supported through various regional and national resources, could oversee the District's ongoing accessibility improvement projects, facilitate a citizen advisory committee comprised of people with disabilities and advocates, channel information on new standards and legal issues to staff, and serve as the central liaison to the SRA ensuring that all facets of ADA requirements are addressed.

**Making the shift from minimally accessible to universal design.** For the most part, the parks and facilities under the auspices of the Itasca Park District have been designed using either the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and/or the Illinois Accessibility Code (IAC). If the facility was constructed prior to the ADA, the facility is most likely designed and constructed using model building codes which reference ANSI A117.1, the first accessibility standards developed in the United States and dating back to the 1960s. It is critical for the Park District Board of Commissioners, executive staff, designers and planners to recognize that ADAAG and IAC are minimum standards. In essence, these standards are the "least" required in order for a facility or park to be considered "accessible." There is no statement in the federal disability legislation to prohibit an entity from "going above and beyond" the minimum requirements. In fact, "going above and beyond" is actually encouraged so as to meet the needs of a much wider spectrum of people, Itasca citizens of all ages and all abilities.

Emerging as a user-centered approach to design, Universal Design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. The intent of universal design is to simplify life for everyone by making products, communications, and the built environment more usable by as many people as possible at little or no extra cost. Universal design benefits people of all ages and abilities (Center for Universal Design, 1997).

For Universal Design to be effectively utilized, it must be embraced in the initial planning phases. To a certain extent, the practical application of Universal Design requires a paradigm shift from traditional concepts of minimum accessibility standards to purposeful choices throughout the design process where every decision is based on meeting the needs of the greatest spectrum of users. If successfully implemented, it can create and further facilitate inclusion in the environment. Based on the receptive and open culture of the organization, the time is right to introduce the principles of Universal Design to Park District personnel, from administrators to program and maintenance staff.

Considering the prevalence of the “whatever it takes” attitude among program staff, the concepts behind Universal Design where environments and programs are designed to meet the widest spectrum of users, are likely to be positively embraced and implemented to ultimately benefit the citizens and visitors to the Village of Itasca.

**Action planning and planning for action.** Based on the presentation of this report, recommendations for improving program access and recommendations for removing structural barriers, there is a wealth of information that the Park District Commissioners and executive staff will need to process and eventually take action on. Compliance with the ADA and designing for inclusion of people with disabilities is not the sole responsibility of one staff member, the executive director, board president, program coordinator, ADA compliance officer or therapeutic recreation specialist. Inclusion of people with disabilities must exist as a value within the organization in order for it to be successfully and effectively planned and implemented. In order to support the inclusion of people with disabilities, each staff, volunteer, administrator and board member must understand their individual responsibility in relation to their individual and collective roles within the Park District. Part V of this report will describe issues related to accessibility and inclusion of people with disabilities in Park District programs, activities, services and facilities. NCA has suggested further actions, either required or recommended. Upon the receipt and acceptance of this report, the Itasca Park District Board of Commissioners and executive staff have created a window of opportunity to push the efforts toward the inclusion of people with disabilities to a higher level. At a minimum, the National Center on Accessibility recommends the next steps toward action planning:

1. Plan for action;
2. Identify a lead staff person to oversee the coordination of the District's accessibility compliance program and support services for people with disabilities;
3. Establish an Accessibility Team with staff representing various programs and areas of responsibility including programming, safety/risk management, maintenance, purchasing, and human resources;
4. Involve citizens with diverse backgrounds, interests and expertise;
5. Provide training on the accessibility standards/guidelines and principles of Universal Design to the Accessibility Team and citizens that will be involved in the transition planning process;
6. Set action planning in motion through the development of a transition plan; and
7. Continue meeting quarterly or at a minimum semi-annually to plan for accessibility improvements until all are complete.

The National Center on Accessibility has provided training, technical assistance, and research to park and recreation professionals since 1992. As such, NCA will continue to serve a resource to the Itasca Park District through the provision of technical assistance on short-subject-specific inquiry, consultation on more in-depth issues through the transition planning process and other services as needed by the Park District.

## V. Recommendations for Improving Program Access

This report summarizes the findings from interviews completed with key park district staff and makes recommendations for improving Park District access for citizens with disabilities.

Recommendations are categorized as either “required” or “recommended” and defined as:

**Required:** Corrective action is required in order to meet compliance with Title II of the Americans with Disabilities Act.

**Recommended:** The action is recommended based on trends and best practices in the field of parks and recreation regarding inclusive services for people with disabilities.

### 1. Title II Administrative Requirements

The Itasca Park District has made efforts to meet the administrative requirements of Title II. However, a more formalized approach should be taken to make sure administrative policies are clearly communicated to all citizens and staff.

#### 1.1 Designation of Responsible Employee to Oversee ADA Compliance

**Required:** Designate a responsible employee to oversee the IPD’s ADA compliance program (28 CFR §35.107(a)). The responsibilities for this individual should include coordination of the District’s ADA compliance program, oversight of the District’s administrative requirements, and receipt and investigation of grievances. This individual should be in a position of decision making authority and be accessible to the public in order to receive and address all ADA-related complaints. The name of the responsible employee designated to oversee the District’s ADA compliance program should be publicized in District internal and external communications including the address, telephone and TTY for citizen contact.

It is not clear who at the IPD has been designated as the employee responsible for overseeing the District’s ADA compliance program and receiving ADA complaints under Title II. The staff assumption is that the designated official is also the Executive Director. If this is the case, there isn’t a need to designate a

compliance officer, but simply to communicate who it is to all IPD staff and the public.

## 1.2 Notice

The Itasca Park District informs the public that its programs are prepared to make reasonable modifications. IPD has a statement of its intent to comply with the ADA. The “ADA Statement” can be found under general information within the main program brochure and on the agency’s web site under the general information and special services links.

*“The Itasca Park District will not discriminate against any eligible participant on the basis of a disabling condition. We invite any participant with a special need to contact our staff upon registration so that a smooth inclusion may occur. In addition to the programs listed on this page, our district provides additional services for people with disabilities through Northeast DuPage Special Recreation Association.”*

Another statement, “Accessibility for People with Special Needs” accompanies the ADA statement.

*“The Itasca Park District welcomes the opportunity to assist guest with disabilities to enjoy ALL of our facilities, programs and services. Any individual with a special need should contact our staff upon registration so that we can make the necessary accommodations. In addition, the Park District provides other specialized services through NEDSRA. See pg. 33 or call (630) 620-4500 for further information.”*

The Northeast DuPage Special Recreation Association (NEDSRA) contact telephone number is the only one listed under either statement. No such statements are included in public service announcements or notices of public meetings.

Required: Ongoing, the District should make available information to applicants, participants, beneficiaries, and other interested persons, of the provisions and applicability of Title II to its programs, services and activities (28 CFR §35.106).

Recommended: Essentially both the “ADA Statement” and the “Accessibility for People with Special Needs” statement say the same thing. The statements could be combined to become one overarching welcoming statement for people with disabilities printed in the main IPD program guide and other



communication materials while meeting the notice requirements of Title II. Including examples of requests will give citizens and prospective participants a better understanding of the accommodations, modifications and auxiliary services available to them through IPD. Contact information such as telephone and TTY numbers should reference back to the Park District and designated official.

Example:

*Visitors with disabilities are WELCOME at all programs, activities, facilities and parks of the Itasca Park District. The Itasca Park District Board of Commissioners and Executive Staff are committed to the full inclusion of all of our citizens and visitors with disabilities. If you have questions, comments or concerns about the IPD accessibility management program, please contact Ann Smith, ADA Coordinator, at (555) 555-5556.*

*We also provide a wide range of accommodations to facilitate participation in Park District programs and activities such as sign language interpreters, Braille, large print, adapted equipment and inclusion facilitators. If you, a family member or friend has a disability-related need and would like to participate in a Park District program, activity, park or facility, please contact John Smith, Inclusion Coordinator, at (555) 555-5555.*

Recommended: It is at the discretion of the head of the agency as to where the notice to the public appears. However, such communication vehicles could include: newspaper legal notices or advertisements, public service announcements, postings at facilities and/or programs, program guidebooks and brochures, announcements, applications, RFP's, contracts, through the District's web site and other marketing materials.

Recommended: All notices for public meetings should include the District's ADA statement and contact information for the designated employee responsible for the compliance program.

Recommended: A statement communicating the agency's intent to comply with the ADA should be included in all independent program brochures (i.e. Itasca Fitness Center program brochure, etc). The language should indicate compliance with the ADA by providing reasonable accommodations for people with disabilities that will enable their enjoyment of programs and facilities. In addition, guidance on the process to request an accommodation with contact information should be included.

Recommended: To further facilitate communication of the District's intent to comply with the ADA with citizens and Park District employees, a written, formal process for responding to requests for modifications and/or accommodations should be published. This process should detail where requests for modifications and/or accommodations should be directed, timelines (if applicable), who will make contact with the citizen, how the request will be assessed and what type of actions may be taken. Internally, this information should be included in employee manuals for full-time, part-time and seasonal staff. Externally, this information could be included in the program guidebook, website and a brochure specific to services for people with disabilities.

### **1.3 Grievance Procedure**

The Itasca Park District has adopted a procedure for the receipt and handling of complaints or grievances which allege noncompliance with the ADA. However, the procedure has not been put into writing.

Required: Clearly outline and publish the procedure for the receipt and handling of complaints or grievances alleging noncompliance with the ADA and communicate the procedure internally for employees, board members, volunteers and contractors and externally for citizens (28 CFR §35.107(b)).

Recommended: It is at the discretion of the agency as to whether an existing grievance procedure is used to meet this requirement or if a separate procedure is developed specific to complaints or grievances alleging noncompliance with the ADA. At a minimum, the grievance procedure should include 1) detail of the process for submitting a grievance, 2) a review, 3) an appeal process, 4) reasonable timelines for the review and resolution of the grievance and 5) a record management system where all documents regarding the complaint, follow-up, and corrective actions, if applicable, are detailed.

Recommended: Include the grievance procedure in an IPD policy/procedures manual.

### **1.4 Self-Evaluation**

While the National Center on Accessibility has conducted both physical and programmatic accessibility assessments, this report is but one piece of a self-evaluation. It is the responsibility of the Itasca Park District to complete and maintain a document describing the corrective actions the District has taken to come into compliance with Title II of the ADA.

Required: Modify the identified policies, practices, activities and services to ensure equal opportunity for people with disabilities to participate and benefit from District programs, services and activities (28 CFR §35.105(a)).

Required: Provide an opportunity for interested individuals and organizations to participate in the self-evaluation process by submitting comments (28 CFR §35.105(b)).

Required: Maintain information regarding the self evaluation on file and make it available for public inspection for three years. The information on file should include 1) a list of the interested persons consulted, 2) a description of the areas examined and any problems identified, and 3) a description of any modifications made (28 CFR §35.105(c)).

Recommended: Continue to maintain and update both the self-evaluation and transition plan (described in the next section), making them available for public inspection at any given time.

### **1.5 Transition Plan (§35.150(d))**

The National Center on Accessibility has conducted physical accessibility assessments of the 21 parks, facilities, and cooperatively used program spaces of the Itasca Park District. Through this assessment conducted in September 2005, a series of physical barriers that either currently pose or have the potential for posing barriers to programs, goods, services and employment have been identified. From this point, it is the responsibility of the Itasca Park District to prioritize barrier removal through the development of a long range plan, or transition plan. A transition plan is necessary when structural changes are required to achieve program access. The purpose of the transition plan is to detail the structural changes to be made, the timeline, and priority.

Required: The Itasca Park District should develop a transition plan that a) identifies physical barriers to facilities that limits accessibility to programs or activities; b) describes and details the methods that will be used to make the facilities accessible; c) specifies the schedule for taking the steps necessary to achieve compliance and, if the time period of the transition period is longer than one year, identify steps that will be taken during each year of the transition period; and d) indicate the official responsible for implementation of the plan (28 CFR §35.150(d)).

Required: Individuals with disabilities and disability/advocacy organizations should be provided with an opportunity to participate in the development of the plan and/or by submitting comments (28 CFR §35.150(d)).

Required: Upon review of the physical accessibility assessment data, several or limited options to provide program access within existing facilities may be presented. Some options may be considered fundamental alterations to the nature of the program or undue financial or administrative burdens. Before such decisions are made, consideration should be given to the available resources, funding and operation of the service, program or activity. A decision that the action would result in a fundamental alteration or undue burden must be made by the head of the agency or designee and be accompanied by a written justification with rationale for reaching the decision (28 CFR §35.150(a)(3)). Alternate actions will still be required to ensure individuals with disabilities can receive the benefits of the program or services.

Required: A copy of the transition plan should be made available for public inspection (28 CFR §35.150(d)).

## **2. Program Access**

The Itasca Park District offers numerous recreational programs, both structured (dance lessons) and non-structured (fitness center, park and playground use), staffed (Kids Klub) and non-staffed (skate park). Under the Title II “program access” standard, the Park District is required to operate each program, service and activity so that the program, service or activity, when viewed in its entirety it is readily accessible to and usable by individuals with disabilities (28 CFR §35.150(a)).

### **2.1 Registration**

Under the current registration process, the Park District relies on the participant to indicate at the time of registration or before the program that he/she requires an accommodation, adaptation or auxiliary aid in order to successfully participate in the program. The only placement soliciting this information is via the “ADA Statement” and “Accessibility for People with Special Needs” statement located in the last few pages of the guidebook and on the IPD web site. This process leaves open the opportunity for people needing an accommodation or auxiliary aid to slip through the system and be negatively impacted at the initial start up of the program. Still others who may need an accommodation or aid may not participate in a program if they do not understand or recognize the disability-related accommodation, aid or service that they may be eligible to receive. While the ADA prohibits inquiries such as “do you have a disability?” Program related inquiries such as “do you require

an accommodation, alternate format, equipment or other?" are permissible in order to facilitate the implementation of an accommodation, modification, auxiliary aid or service.

Recommended: Add an accommodation question to the general Park District registration form seeking information specific to any accommodations that may be necessary for successful participation in programs and services.

Example:

*To plan for your full enjoyment in the program, please indicate if you require any of the following accommodations. If an accommodation is selected, a program staff will contact you prior to the start of the program to discuss your needs in more detail and plan for an enjoyable first day.*

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| A sign language interpreter?                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Wheelchair accessible transportation to and from the program site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| An assistive listening device?                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Written materials available in alternative formats?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please indicate your preference:

- Braille
- Large Print
- Audio Cassette
- Computer Disk

Other? Please describe:

Recommended: A written, formal process for responding to requests for modifications and/or accommodations should be published. This process should detail where requests for modifications and/or accommodations should be directed upon receipt at registration, timelines (if applicable), who will make contact with the citizen/participant, how the request will be assessed and what type of actions may be taken.

Recommended: Once an accommodation has been implemented for a participant in a program, initiate a system to follow up with the participant to continually monitor and evaluate the effectiveness of the accommodation. Is the accommodation working? Is the accommodation effective? Is the participant able to participate in and enjoy the benefits of the program? Are there any considerations that need to be taken into account for future program participants?

## 2.2 Eligibility Requirements

Most programs offered within the Park District are general skill level, where participants are divided by skill on the first day of the program and programming is thus adapted to skill level. However, most of the programs do

not clearly indicate or offset prerequisites in promotional materials such as the program guidebook. Thus, there is cause for concern that some prerequisites may unintentionally screen out participants with disabilities. For example, the pre-school age gymnastic classes require that participants are toilet trained before the first day of the program. This eligibility criteria may screen out participants, who, because of a disability, are not toilet trained.

**Required:** Eligibility criteria for programs should not screen out or tend to screen out persons with disabilities, unless it can show that such requirements are necessary for the provision of the service, program, or activity (28 CFR §35.130(b)(8)).

**Recommended:** Should a program require certain eligibility criteria for participation, the specific requirements of eligibility should be included in the program information brochure or guidebook. A “prerequisite” field should be added (if applicable) to accompany the common program fields such as day, time, location, etc.

**Recommended:** All program leaders should evaluate any applicable “prerequisites” prior to marketing each new program season and review with the ADA Coordinator, Recreation Superintendent, or Accessibility Team to ensure the prerequisites are consistent with business/program necessity and do not screen out persons with disabilities.

**Recommended:** In instances where “toilet trained” has been identified as a prerequisite eligibility criteria for participation, the prerequisite should be evaluated with the program leader, Recreation Superintendent and liaisons from NEDSRA and PDRMA to determine if 1) it is necessary for the provision of the program or activity, 2) if it is consistent with NEDSRA and PDRMA policies and 3) if an accommodation or modification could be put into place to allow for participation by individuals who may not be “toilet trained” but meet all other criteria for eligibility.

## **2.3 Marketing Programs**

While the ADA/Accessibility statements in the program guidebook provide some sense of welcoming to prospective program participants, attracting people with disabilities to recreational opportunities requires a much more concerted marketing effort. While the old adage states “Build it and they will come...” they must first know about it in order to get here. Moreover, people with disabilities can experience a variety of environmental and social barriers that make the effort to seek out recreational opportunities a low priority. Common barriers include physical access to the environment, transportation, education, employment and social constraints. Lastly, it should be noted that many people

know what their ability or impairment may be, but do not identify or label themselves as persons with disabilities. Thus it is likely that many people who may meet the ADA definition of disability, do not identify with this specific population or even know what support may be available.

Recommended: Include a welcoming statement in the program guidebook and other program brochures encouraging participation among people with disabilities (see example in Part 1.2 Notice).

Recommended: Develop a brochure specifically targeted to people with disabilities highlighting the physical and programmatic accessibility features within the Park District, programs, services and the process by which to request an accommodation if necessary. This brochure could also highlight various capital projects where accessibility improvements are made to parks and facilities.

Recommended: In separate program brochures, like that for the Fitness Center, include a brief statement on the accessible features of the program or facility. In this instance a sentence or two could be added to the Fitness Center brochure describing the accessibility of various pieces of fitness equipment.

Recommended: Add a map of the Itasca Park District parks and facilities to the seasonal program guidebook and Park District web site. Also include a list or matrix of the various accessible features of each park and facility.

## **2.4 Trips and Excursions**

A significant number of Park District programs include day-trips and excursions. In many instances, the destination is first selected and then only evaluated for accessibility in the event a participant with a disability registers for the program.

Recommended: All destinations, including points of interest, transportation and support facilities like restaurants and overnight accommodations should be assessed for physical and programmatic access by IPD program coordinators and/or accessibility coordinator prior to the final trip selection.

Recommended: Adopt a checklist for program coordinators to use to assess the proposed destination for physical and programmatic accessibility.

Recommended: The trip and/or excursion, when viewed in its entirety should be readily accessible to and usable by individuals with disabilities. In the event that some amenities are not accessible, the Park District program staff should be prepared to assess and identify alternatives so that any participant with a

disability will still be able to participate in and enjoy the benefit of the program experience.

## **2.5 Museum Programming**

The Itasca Historical Depot Museum is open to the public with exhibits and artifacts on display. Interpretive programs are coordinated for schools and special groups. (See *Section 4. Communications* for further recommendations.)

Required: Program staff should be prepared to provide a sign language interpreter, audio description and other auxiliary aids or services in order to exchange communication that is as effective for people with disabilities as it is for people without disabilities (28 CFR §35.160(a)).

## **3. Physical Access Issues with Implications for Program Access**

The “program access” standard under Title II of the ADA requires that a public entity operate its services, activities, and programs so that when viewed in their entirety, they are readily accessible to and usable by people with disabilities. This does not necessarily mean that an entity must make all of its existing facilities accessible (28 CFR §35.150(a)(1)). Alterations to existing facilities and/or structural changes may be one method by which services, activities and programs can be made accessible. The means by which services, activities and programs are made accessible should give priority to the methods that would provide such services, activities and programs in the most integrated setting appropriate (28 CFR §35.150(b)).

Upon completion of a physical accessibility assessment of the 21 parks, facilities and program spaces utilized by the Itasca Park District, there are reoccurring issues with implications for program access that administrative staff will need to address during the transition planning process. Some of the physical access issues with implications for program access are identified as follows. For information specific to a park or facility, see the individual Summary and Detail Reports for each park/facility in Part VI.

### **3.1 Access Routes to Program Spaces**

Many facilities have exterior and interior doors that require more than 5 lbs opening force to enter. The Americans with Disabilities Act Accessibility Guidelines (ADAAG) specifies that interior doors be operable with no more than 5 lbs force (ADAAG 4.13). However, the opening force requirement for exterior



doors has been reserved under ADAAG. In some instances technical guidance suggests an opening force for exterior doors from 8 to 15 lbs. This causes a dilemma for public entities, as they are still required to provide an accessible route to program spaces. Thus, the question becomes how to do this when the standard for exterior doors is reserved?

Recommended: All doors to program spaces have been assessed and noted as to compliance or non-compliance with the minimum ADAAG requirements through the physical accessibility assessment. During the transition planning process, the Park District administrators are advised to prioritize routes with doors and evaluate the methods to make a minimum of one route accessible to each program space. Options could include adjustment of tension on door closers, replacement of heavy doors with lighter units, installation of automatic door opening systems, or assigning staff to maintain doors as open if it does not pose a conflict with fire/safety codes. Employing universal design in the solution will create greater access for a much larger number of people. For example, installation of an automatic door opening system at the main entrance to the Itasca Recreation & Fitness Center would benefit not only people with disabilities requiring an accessible route, but also the parents using strollers or infant carriers to bring their children into the facility.

### **3.2 Portable Toilets**

Portable toilets are located throughout the Park District, mostly in parks with soccer fields and ball diamonds. A total of seven portable toilets were identified in September 2005 during the physical accessibility assessment. Of those units, none were accessible having the required clear floor space for approach and entry into the unit for a person using an assistive device such as a wheelchair. Many of the units were situated in parks along the street or parking lot for easy access for the maintenance vehicles. Rarely were the units located on an accessible route for use by people with disabilities.

Recommended: Where portable toilets are provided, it is recommended that a minimum of one accessible unit, that meets the ADAAG technical requirements for a toilet stall, be provided and located on an accessible route.

### **3.3 Playground Surfaces**

The Park District uses a loose-fill wood material as the safety surfacing and accessible route for playgrounds, available through a local vendor. In many instances the loose-fill surfacing has not been replenished to a depth that would ensure impact attenuation from a fall. Moreover, the loose-fill playground surface material creates an undulating top surface with several changes in level resulting in an uneven walking surface. Based on the material characteristics of

the loose fill surfacing, the material has a high variability rate where at any given time it may or may not meet the ASTM standard for wheelchair accessibility.

**Required:** Several locations require replenishment to maintain accessibility and impact attenuation (ADA/ABA 240, ASTM F1292, ASTM F1951).

**Recommended:** Adopt a playground management system whereby each playground is inspected and maintained for safety and accessibility, according to recommendations set forth by the National Playground Safety Institute. Inspections and maintenance should be conducted seasonally, monthly and weekly dependent upon the frequency of use, time of year, weather conditions and type of equipment and surfacing.

**Recommended:** Prior to the purchase of surface material, require the vendor to provide certificates/documentation asserting the surface material meets the test criteria for ASTM F1292 *Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment* and ASTM F1951 *Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment*. If the product is an engineered wood fiber, certificates/documentation should also verify compliance with ASTM F2075 *Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment*.

**Recommended:** Upon purchase and initial installation of playground surface material, conduct field tests for compliance with ASTM F1292 and ASTM F1951. Include language in purchasing contracts clearly stating the Park District's performance expectations for playground surfaces.

**Recommended:** At the beginning of each season, conduct field tests for compliance with ASTM F1292 and ASTM F1951.

**Recommended:** If the Park District administrators determine that loose fill surfacing will continue to be used as the primary surfacing, a maintenance schedule where the surface and equipment can be inspected, repaired and replenished to ensure safety and accessibility should be developed. Inspections should be conducted with greater frequency during increases in daily, weekly or monthly usage.

### **3.4 Entry into Swimming Pools**

At Water Park, the only means of entry into the main pool is via ladder or removable steps. The U.S. Access Board has recommended the use of a swimming pool lift as a primary means of entrance in its revision of ADAAG, however, the recommendation has not yet been adopted by the U.S.

Department of Justice. Therefore the use of a swimming pool lift is considered a best practice and not yet an enforceable standard under the ADA.

Recommended: Install a swimming pool lift for the main pool that is readily available during all hours of operation when the pool is open for the public.

At the Eaglewood Resort pool, the only means of entry into the main pool is via ladder or removable steps. The only means into the spa is by steps. Staff indicated that the resort owns a swimming pool lift, however a visitor would need to contact the resort in advance so that the building engineer could install it.

Recommended: Install a swimming pool lift that is readily accessible and usable by people with disabilities who may require it for pool access and without inconveniencing resort visitors by waiting for staff to install it.

### **3.5 Accessible Routes to Playing Fields**

The Itasca Park District maintains soccer and baseball fields throughout the Village for use by youth and adult sport programs. However, none of the playing fields have accessible routes from the parking areas to the field of play, team seating areas or spectator viewing areas. The primary routes used by players, coaches and spectators are through the grassy fields. On any given day, a grass field may or may not be accessible. Obstacles, roots, ruts, changes in level, along with the firmness and stability of the ground surface based on the moisture content and precipitation will affect the daily accessibility condition of routes to playing fields.

Recommended: Through the transition planning process each field will have to be evaluated for its use and the feasibility to install accessible routes from the parking or point of entry to playing fields, team seating areas and spectator viewing areas. The feasibility of various systems from permanent surfacing to temporary surfacing systems to playing fields, team seating areas and spectator viewing areas should also be reviewed. Temporary surfacing systems could be installed at the beginning of each season and moved if necessary to accommodate the need to re-stripe or change direction of soccer fields, etc.

### **3.6 Benches, Picnic Tables, Trash Receptacles, Grills**

Benches, picnic tables, grills and trash receptacles are located throughout the outdoor facilities and parks of the Itasca Park District. Few of these amenities are accessible.

Technically, only those features that are fixed are covered under ADAAG as recognized and enforceable under the ADA by the U.S. Department of Justice. Technical specifications for outdoor benches, picnic tables and grills are also provided as the most current available information in the ADA/ABA Accessibility Guidelines and the Final Report Recommendations for Accessibility Guidelines: Outdoor Developed Areas, both issued by the U.S. Access Board, but neither yet adopted under the ADA by the U.S. Department of Justice. As the Park District is covered under Title II, the provision of benches, picnic tables and grills can be interpreted as program opportunities and therefore should be accessible. In these circumstances, the technical provisions could be applied to non-fixed features.

Recommended: Use ADAAG, the ADA/ABA Accessibility Guidelines or the Final Report Recommendations for Accessibility Guidelines: Outdoor Developed Areas for the provision of non-fixed features such as picnic tables, benches, grills and trash receptacles.

Recommended: Locate and maintain trash receptacles within reach ranges on accessible routes.

Recommended: Add or replace non-accessible picnic tables, grills and benches with accessible units so that a minimum of 50% are accessible and located on accessible routes.

### **3.7 Plan Review and Onsite Review**

During the physical accessibility assessment, several instances of new construction, alterations or additions were identified as completed after the effective date of the ADA. In a significant number of cases, non-compliance with the standards was discovered. In these instances, the majority of barriers identified were instances where the technical specification was off by one or a couple inches, more than industry tolerances, but perhaps still usable. This needs to be a cause for concern for Park District administrators that have budgeted capital improvement at facilities such as the Softball Complex, the Itasca Recreation and Fitness Center and future projects. In new construction, it is critical that the technical specifications for accessible features be applied as required in the accessibility standard. Failure to directly apply the accessibility standard will result in extra costs for materials and labor to correct barriers to each feature.

Recommended: Implement a design review process by which all construction projects are reviewed to ensure the plan meets the minimum accessibility standards.

Recommended: Implement a construction project management process by which all construction and change orders made on site are reviewed and approved by a supervisor with knowledge of accessibility standards.

## **4. Communications**

Under Title II of the ADA a public entity is required to take such steps as may be necessary to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others (28 CFR §35.160).

### **4.1 Publications & Alternate Formats**

The accessibility of Itasca Park District's publications and web site were evaluated. No publications were found to be available in alternative formats thus creating a programmatic barrier to information for individuals with visual impairments.

Required: Provide information in alternate formats upon request and give primary consideration to the choice expressed by the individual (28 CFR §35.160(b)(2)).

Recommended: Establish a process and timeline for generating publications in alternate formats.

Recommended: Notify the public of the process to make such requests for alternate formats through multiple communication vehicles such as the program guide book, brochures and Park District web site.

Recommended: Maintain a list of resources and/or vendors that are available to translate documents and other information into alternate formats such as large print, Braille, audio recording, CD or other electronic file format.

Recommended: Adopt a practice by which popular materials such as the seasonal program guide book, brochures and other publications are routinely developed in alternate formats like large print, Braille, audio recordings, CD or other electronic file formats.

Recommended: Information readily available for the taking (i.e. seasonal brochures) should be available in alternative format (i.e. large print, Braille, audio tape/CD) for immediate distribution.

## 4.2 Auxiliary Aids & Services

Requests for sign language interpreters are forwarded and scheduled through the SRA. There is no cut-off timeframe or marketed deadline for the public to request an auxiliary aid or service for a program or event such as a board meeting. The Park District does not own or utilize either an assistive listening system or a TTY.

Required: Upon request or scheduling of an auxiliary aid or service, primary consideration should be given to the aid or service requested by the individual, unless the entity can show that another equally effective means is available or the request would result in either a fundamental alteration to the nature of the program, service or activity or an undue administrative or financial burden (28 CFR §35.160 (b)(2)).

Recommended: Acquire at least one portable assistive listening system.

Recommended: Notify the public that an assistive listening system is available for use in public meetings, board meetings, presentations and for use in any of the programs. The purchase of a second or third system may be necessary if there is demand.

Required: Where a public entity communicates by telephone with applicants and beneficiaries, TTY's or equally effective telecommunication systems shall be used to communicate with individuals with impaired hearing or speech (28 CFR §35.161).

Recommended: Acquire a minimum of one TTY to be used at the customer service/reception desk of the Park District where calls from the public are received.

Recommended: Train staff on the use of the TTY and market the availability of TTY in brochures and through signage the public pay phone in the Recreation and Fitness Center.

Recommended: Maintain a list of service providers for such auxiliary aids and services including sign language interpreters, real-time reporters, audio describers and captioners.

Recommend: Any video/DVD used for either public programs or staff training should be captioned and readily available.

Recommended: Any programs that are interpretive by nature, such as the interpretive tour at the Itasca Depot Museum, should be planned and readily adaptable to provide audio description to effectively communicate the visual information for people who may have sight impairments.

#### **4.3 Web Site**

The Park District utilizes a web site to communicate information on programs, activities, services, parks and facilities to the public. The Park District site is a sub-site of Itasca.com maintained by the Village.

Since the ADA was issued before the emergence of the World Wide Web as a mass communications vehicle, the regulations are not specific to means by a web site should be made accessible. According to the U.S. Department of Justice (2003):

*The Americans with Disabilities Act (ADA) and, if the government entities receive Federal funding, the Rehabilitation Act of 1973, generally require that State and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities... An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available. For example, job announcements and application forms, if posted on an accessible website, would be available to people with disabilities 24 hours a day, 7 days a week.*

Assessment of the Itasca Park District web site ([www.itasca.com/parkdistrict](http://www.itasca.com/parkdistrict)) was conducted based on the web accessibility guidelines in Section 508 of the Rehabilitation Act (amended 1998) and the voluntary W3C Web Content Accessibility Guidelines 1.0 (May 1999). Based on the review of the source code and usability testing, there is significant coding error to consider the web site accessible when viewed in its entirety.

Recommended: It would be feasible for a web developer to add the required HTML code to make the web site accessible. However, it would most likely take less time to develop a new web site which references and applies the W3C web accessibility guidelines from the very beginning stages of development. A new

design which embraces the principles of universal design and a user-centered approach is more likely to be effectively viewed and accessed by a much greater number of people.

In addition, the following findings and recommendations are made:

Refrain from the use of the "font tag" in HTML documents. Instead, format text using external style sheets.

Refrain from the use of frames, they are not accessible to most screen readers.

The JavaScript on the site is not accessible. Provide an alternative experience for all functionality using scripting languages.

Remove flash intro. It is not accessible and there is no quick fix in which to make it accessible. The movie reloads itself and confuses the screen reader by repeating its presence on the page every couple of seconds.

Disregard use of header tags like "h1" and "h2" to adjust fonts. Use these tags to denote structural sections and mark headings. Instead use relative sizes like "large" and define these in the style sheets.

Use proper HTML elements instead of deprecated elements, this includes using attributes like <strong> not <b>, etc. A full listing of these depreciated tags and replacement tags can be found at [www.w3c.org](http://www.w3c.org).

Always use the "alt" attribute to provide a brief description of the image.

Leave the "alt" attribute empty (alt="") for the images on your site that do not convey information to the user, such as a space-holder or decoration.

For images that necessitate a more in-depth description, use the "longdesc" attribute to provide a hyperlink to an HTML page containing the longer description.

Since the "longdesc" attribute has limited support, provide a uniquely identified description hyperlink, or D-link, immediately following the <img> tag that links to the same location as the "longdesc" attribute.

Do not use images for links. Instead use layers for the same effect. Layer text on top of images so that screen readers can read the text. Even the most descriptive alt tags for images are confusing when images are also links.



Provide contrast in the images and ensure the colors are safe for users with color blindness.

None of the links use proper access keys. Assign a shortcut for each link, a tutorial for doing this can be found at: [www.rnib.org.uk/xpedio/groups/public/documents/PublicWebsite/public\\_accesskeys.hcsp](http://www.rnib.org.uk/xpedio/groups/public/documents/PublicWebsite/public_accesskeys.hcsp)

At the current time, the name of all links begin with "Park\_district" so that default access key for every link is "p." This may not be compatible with most screen readers.

Every link has the following metadata associated with it: "Mouse over graphic image". This reads before every link before the destination of the link, which was found to be very frustrating to users tested. Reverse the order of this information.

Recommended: Based on the rapid growth of technology and web design, most web page designs only have a life expectancy of five years. Should the web site be redesigned, the designer or contractor should have experience with the W3C Web Content Accessibility Guidelines, emerging guidelines, and usability testing among people with disabilities who utilize adaptive equipment for surfing the web.

## 5. Risk Management

During the process of conducting the accessibility assessments, the Park District was also conducting a safety audit and review of its risk management practices. According to the U.S. Department of Justice, Title II regulation:

"A "direct threat" is a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. In *School Board of Nassau County v. Arline*, 480 U.S. 273 (1987), the Supreme Court recognized that there is a need to balance the interests of people with disabilities against legitimate concerns for public safety. Although persons with disabilities are generally entitled to the protection of this part, a person who poses a significant risk to others will not be "qualified," if reasonable modifications to the public entity's policies, practices, or procedures will not eliminate that risk."

There may or may not be instances in Park District programs, services and activities that where participation by individuals with disabilities may cause concern for safety and general well-being. In these instances, the Park District personnel should be prepared to make informed decisions on participation and risks.

Recommended: Develop a review team either through the Accessibility Team or with involvement of a Risk Management Team, to receive, review and determine to allow or prohibit, if prohibition becomes necessary, a participant to partake in the program when a safety concern or issue of direct threat of injury involves a person with a disability.

Recommended: Should the decision be made to prohibit participation based on direct threat, the decision and rationale should be documented and maintained on file.

In a post-9/11 world, there are hundreds of instances now that public entities must prepare for in order to protect its citizenry, while maintaining peace and order. Over the last four years, state and local entities have developed new plans and evaluated existing emergency preparedness plans to ensure they are effective can be implemented at a moment's notice.

Required: At a minimum, if emergency warning systems are provided, then they shall include both audible alarms and visual alarms (ADAAG 4.1.2(14), ADAAG 4.28).

Recommended: If emergency preparedness plans exist, are evaluated or revised either Park District-wide, Village-wide, on a park-by-park or facility-by-facility basis, they should address and include people with disabilities.

Recommended: Emergency preparedness plans should address the notification, evacuation, sheltering, and return of people with disabilities and people without disabilities. Plans should consider the guidance issued by the U.S. Department of Justice, the Department of Homeland Security, and the National Recreation and Park Association.

Recommended: Information identifying areas of rescue assistance and the procedure for evacuation should be addressed ongoing through staff training and with the public by posting information in a variety of formats.

Recommended: The acquisition and ready storage of equipment such as an evacuation chair for multi-story buildings may be necessary to facilitate the evacuation of people with mobility impairments.

## 6. Purchasing

The Park District enters into several purchasing contracts annually for the provision of equipment, supplies and services.

Required: Notify each contractor of its responsibilities for providing services in a nondiscriminatory manner through public notices, RFP's/RFQ's, bids, contracts and other binding agreements. Include a statement attesting to the agency's intent to comply with the ADA and the agency's expectations of contractors, vendors, suppliers and all others with whom the Park District conducts business.

Example:

*The Itasca Park District is an EEO employer. All bidders, contractors, and parties entered into binding agreements shall strive to comply with the Park District's EEO compliance expectations ensuring equal employment opportunities for all persons without regard to age, race, religion, creed, color, sex, national origin, ancestry or disability.*

Recommended: Identify specifications for each product that the Park District considers for purchase to ensure that the product will meet accessibility guidelines. Include the specifications in the bidding and purchasing informational packets/announcements.

Recommended: Develop a procedure and written policy to ensure the purchase of equipment and fixtures by program and maintenance staff is accessible to people with disabilities.

## 7. Maintenance

Once accessible equipment and features are purchased and installed, if they are not maintained as accessible they become unusable to the people that require such equipment and features for participation in programs, services and activities. Title II of the ADA requires a public entity to maintain in operable working conditions those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities (28 CFR §35.133).

Recommended: Develop standard operating procedures and perform preventative and routine maintenance checks on adaptive equipment to ensure effective operation.

Recommended: Equip the Accessibility Team and all maintenance staff with copies of accessibility guidelines (ADAAG, IAC, ADA/ABA, ODA).

Recommended: Develop a program to ensure maintenance of accessible routes to programs areas, facilities, parks and amenities serving such areas (i.e. restrooms, portable toilets, drinking fountains, trash receptacles, picnic tables, etc). Procedures should also be put in place for the maintenance of vegetation and snow removal that may impact the usability of accessible routes.

## **8. Employment**

At the time of the assessment, the Itasca Park District employed 12 full-time staff and combined 130 part-time/seasonal staff. Based on the nature of the programs and services, the number part-time/seasonal staff fluctuates throughout the year. Based on the nature of the position, part-time and seasonal staff are recruited and hired by program coordinators and the recreation superintendent. Offers for full-time employment are reviewed and approved by the executive director. While the payroll process is coordinating through accounting personal, the Park District does not have a director or department head overseeing human resources. This places added responsibilities on the executive staff and program coordinators to be aware of ever-changing employment laws.

### **8.1 Application & Recruitment**

The employment application for the Park District contains the question “Are you physically or otherwise unable to perform the duties of the job for which you are applying?” A “voluntary survey” requesting data related to sex, origin, disability used for Affirmative Action tracking is distributed with the employment application.

Required: Immediately remove the question “Are you physically or otherwise unable to perform the duties of the job for which you are applying?” as it may elicit disability-related information as it may limit, segregate, or classify a job applicant or employee in a way that adversely affects his or her employment opportunities or status on the basis of disability, which is considered unlawful for a covered entity (28 CFR § 1630.5).

Recommended: Separate the “voluntary survey” from the employment application. If the information is necessary to collect, mail it under separate cover to the applicant with a postage paid return envelope.

Recommended: Ensure that all job announcements include a statement as such indicating the Park District is an equal opportunity employer.

## **8.2 Interview**

Recommended: Communicate information to job applicants that accommodations for the interview process are available on request and indicate name and phone/tty of contact.

Recommended: Ask each applicant standard interview questions to ensure that they relate specifically to job functions and do not elicit information regarding disability.

## **8.3 Accommodations**

The Park District has recently adopted a new employee manual, which includes sections specific to the ADA policy and the procedure for requesting an accommodation. However, it is not clear if staff are aware and informed of the policy and procedure.

Recommended: Continue to maintain all job descriptions detailing the essential and marginal functions.

Recommended: Continually communicate the procedure for requesting a reasonable accommodation to supervisors and staff.

Recommended: Develop a procedure for handling requests for reasonable accommodations on the job.

Required: Maintain a secured filing location for disability/accommodation related information which is separate from employee personnel and medical records (28 CFR §1630.14).

Recommended: Add “ADA Policy” to the “New Employee Orientation Checklist” so that each new employee is informed and signs off when being informed of the ADA Policy.

Recommended: Conduct ADA Title I – Employment training for all employees and supervisors.

## 9. Staff Training

Seasonal staff training is provided for Park District employees on various topics. However, through interviews with key staff, there is concern that not all full-time staff are aware of the District's ADA compliance responsibilities and the role they each play on a daily basis.

Recommended: Conduct training for park staff with management and administration responsibilities covering Title II of the ADA and accessibility requirements for recreation facilities and parks.

Recommended: Obligate new employees to review and discuss compliance requirements of the ADA for which the new employee has responsibility.

Recommended: Provided annual training for all employees with employment/supervisory responsibilities covering Title I of the ADA.

Recommended: Provided full-time and seasonal front line park staff with training on disability awareness and methods to accommodate park visitors with disabilities.

Recommended: Tour parks with customer service staff to show accessibility features. This will enable customer service staff to provide accessibility information to the public.

Recommended: Develop an ongoing calendar of training topics including disability awareness, ADA compliance and Universal Design.

Recommended: When training materials are provided, be prepared to provide information in alternate formats.

## **Raymond Benson Park Accessibility Assessment Summary Report**

Assessment date: September 10, 2005

### General description

Raymond Benson Park is a multi-use park located in the southeast quadrant of the Itasca Park District. The park amenities include a playground, tennis courts, basketball court, picnic shelter, soccer field, baseball diamond and community garden plots.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- Only one accessible parking space is provided for the 28 standard parking spaces.
- The loose-fill playground surface is undulating with several changes in level making an uneven walking surface. Several locations require replenishment to maintain accessibility and impact attenuation. Based on the material characteristics of the loose fill surfacing, the material has a high variability rate where at any given time it may or may not meet the ASTM standard for wheelchair accessibility.
- The two gated entries to the tennis courts have steps of either 4" or 7" elevation, while the adjacent concrete walkway has significant heaving damage creating an uneven walking surface.
- Of the five available non-fixed picnic tables, none are accessible.
- The hand pump drinking fountain requires an excess of 5 lbs of force for operation.
- The provided portable toilet is not accessible, nor is it located on an accessible route.
- There is no accessible route to the soccer field, ball diamond or garden plots.

### Recommendations

- Add another accessible parking space and designate one space as van accessible. Stripe clear aisle on parking lot surface adjacent to walkway to picnic shelter to prevent parked car from obstructing access route to shelter.

- Replenish and maintain accessible playground surface and point of entry into play surfacing.
- Design and install accessible route into tennis courts.
- Add or replace non-accessible picnic tables with accessible units so that a minimum of 50% are accessible.
- Replace hand pump drinking fountain with hi-low unit.
- Where one or more portable toilets are provided, a minimum of one unit should be accessible and comply with the ADAAG technical specifications for toilet stalls and be located on an accessible route.
- Provide accessible route from parking lot to playing fields and garden plots.



## **Raymond Benson Primary School Accessibility Assessment Summary Report**

Assessment date: September 13, 2005

### General description

The Itasca Park District uses space within the Raymond Benson Primary School for recreational programming. Thus, the main entrance, classrooms 13 & 14, gym and adjacent restrooms were assessed.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- The series of double doors at the main entrance require 16-25 lbs operating force to open. This raises a potential programmatic barrier.
- The technical specifications for the toilets in the boys and girls restrooms use a combination of adult and children's dimensions. The Access Board does not recommend blending dimensions for the different users, but instead having one set of fixtures for adults and another for children where children are the primary users of the particular environment.
- Several interior doors throughout the use areas have door knobs and/or require more than 5 lbs force to open.
- While restrooms and classrooms are identified with signage, most signage identifying permanent rooms and spaces is not mounted adjacent to the latch side of the door and does not have raised letters and Braille. Pictograms are also required on signage for restrooms.
- The only means of accessing the stage in the gym is via steps.
- Operating mechanisms such as thermostats, light switches and emergency pulls in the classrooms used for programming are mounted too high and could pose either a programmatic or employee barrier.
- There is a playground behind the school that borders Washington Park. One composite structure does not have access via transfer system or ramp to the elevated components. Another requires at least one additional ground level component. The surfacing for the composite structures consists of wood chips, while the swing bays are surfaced with pea gravel. There are no accessible routes into the playground boundaries. The loose-fill playground surface is undulating with several changes in level making an uneven walking surface. Several locations require replenishment to maintain accessibility and impact attenuation. Based on the material characteristics of the loose fill surfacing, the

material has a high variability rate where at any given time it may or may not meet the ASTM standard for wheelchair accessibility. The age of the playground equipment and condition of the surfacing should trigger a safety audit whereby the playground is scheduled for replacement.

### Recommendations

- The use of the series of double doors at the main entrance should be evaluated for the installation of an automatic door opener.
- When the boys and girls restrooms are renovated, the age of the users should be considered and dimensions applied based on the specific anthropometrics of the primary users.
- The opening force of interior doors should be adjusted to 5 lbs max and door knobs should be replaced with lever or loop handles compliant with ADAAG 4.13.
- Install signage with raised letters, Braille to identify permanent rooms and spaces. Signage for restrooms should also include pictograms.
- Evaluate the program use of the stage and the need for a vertical lift.
- For operating mechanisms, modification may need to be made as an accommodation. If fixtures are repaired or replaced, lower mounting height to 48" max.
- Conduct a safety audit of the older playground structure and schedule for replacement. When the playground is replaced, install accessible routes through the site and to the play equipment.

## **James E. Clayson Park Accessibility Assessment Summary Report**

Assessment date: September 10, 2005

### General description

James E. Clayson Park is located in the northeast quadrant of the Itasca Park District. The park is bordered by Walters, Maple and Walnut Avenues. The park amenities include a new playground, a picnic shelter and an existing older play structure.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- The only available parking is on-street. The running slope from the southwest corner to the picnic shelter is more than 6%.
- The loose-fill playground surface is undulating with several changes in level making an uneven walking surface. Several locations require replenishment to maintain accessibility and impact attenuation. Based on the material characteristics of the loose fill surfacing, the material has a high variability rate where at any given time it may or may not meet the ASTM standard for wheelchair accessibility. The concrete ramp into the new playground has a 2" drop off when the surface is not maintained.
- There is no ramp, transfer system or steps to the elevated structures on the older playground. The only means of access are via climbing components.
- Of the six fixed benches provided, several have seat heights too high at 21", lack armrests, and a level clear floor space adjacent for shoulder to shoulder seating.
- Two non-fixed picnic tables are located at the picnic shelter, however neither is accessible.

### Recommendations

- Consider the routes from the southeast and northeast corners as the primary accessible routes from the on-street parking to the playground and picnic shelter. Signage may need to be installed to convey this information.
- Replenish and maintain accessible playground surface and point of entry into play surfacing.

- Conduct a safety audit of the older playground structure and schedule for replacement. When the playground is replaced, install accessible routes through the site and to the play equipment.
- Add or replace benches with a minimum 50% accessible units with seat heights 17-19", armrests and clear floor space adjacent for shoulder to shoulder seating.
- Add or replace non-accessible picnic tables with accessible units so that a minimum of 50% are accessible.

## **Country Club Park Accessibility Assessment Summary Report**

Assessment date: September 10, 2005

### General description

Country Club Park is a neighborhood park located in the northeast quadrant of the Itasca Park District. The park amenities include a playground, basketball court, and sports field. The sports field is located within a water detention area.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- The only available parking is on-street.
- An asphalt path winds through the park and playground. Where it transitions from the walkway to the play surface there is a significant drop off compounded by the settling of the loose-fill playground surface. The loose-fill playground surface is undulating with several changes in level making an uneven walking surface. Surface material replenishment is needed for accessibility and impact attenuation.
- Of the available non-fixed picnic tables, none are accessible.
- There is no accessible route to the sports playing field.

### Recommendations

- Extend park paths to transition to curb cuts mid-block and consider the designation of one accessible on street parking space adjacent to mid-block curb cuts so visitors parking on street do not have to back track to curb cut at intersection.
- Bevel edges of asphalt path into play surface, replenish with accessible playground surfacing and maintain for smooth transition and level walking surface.
- Add or replace non-accessible picnic tables and benches with accessible units so that a minimum of 50% are accessible and located on accessible routes.
- Extend accessible route to basketball court.
- Provide accessible route from street approach to playing field.

## **Eaglewood Resort Accessibility Assessment Summary Report**

Assessment date: September 13, 2005

### General description

The Itasca Park District has a cooperative agreement with Eaglewood Resort by which members of the Itasca Recreation and Fitness Center can use the pool at the resort. In addition, NEDSRA uses the bowling alley for programming. As such, the parking, bowling alley, pool and locker rooms were assessed for this project.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- A significant number of the doors located on the accessible routes to program spaces are not accessible as they require more than 5 lbs force to open.
- The route to the player seating area and lanes in the bowling area are inaccessible with a 6 ¼" step down into the area.
- The only means of entry into the main pool is via ladder or removable steps. The only means into the spa is by steps. Staff indicated that the resort owns a swimming pool lift, however a visitor would need to contact the resort in advance so that the building engineer could install it.
- The designated accessible shower stalls in the locker rooms do not have grab bars or a shower spray unit and hose. Fixtures such as dryers and hooks are mounted too high.

### Recommendations

- Evaluate the interior and exterior doors located on the accessible routes to program spaces used by the Itasca Park District and NEDSRA for the need to either adjust door closing tension mechanisms or to install automatic door opening systems.
- Install ramp access to a minimum of one entry point into the bowling and seating areas so that a minimum of 5%, but not less than one lane is accessible. Install accessible table and seating area for the accessible lane(s).

- Install a swimming pool lift that is readily accessible and usable by people with disabilities who may require it for pool access and without inconveniencing resort visitors by waiting for staff to install it.
- Install grab bars and shower spray units with hoses for the accessible shower stalls in each locker room

## **Franzen Park Accessibility Assessment Summary Report**

Assessment date: September 10, 2005

### General description

Franzen Park is located on the north and south sides of Franzen Elementary School off Catalpa St. For the purposes of this summary report, the outdoor recreation areas are included in the section for Franzen Park, while the indoor features to the school are included in the section for Franzen Elementary School. The park amenities include a playground, tennis courts and sports field. The Itasca Park District Maintenance Facility is located north of the soccer field. See the Maintenance Facility Summary Report for key findings and recommendations specific to that structure.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- The only available parking is on the street. Intersections with curb ramps to sidewalks lack detectable warnings.
- There is a ½" change in level between the asphalt path and tennis court surface at the gated entry.
- While the playground has ramp access to the elevated play components, the access routes surrounding the play area are in excess of 8%. The age of the play equipment raises safety concerns.
- The loose-fill playground surface is undulating with several changes in level making an uneven walking surface. Several locations require replenishment to maintain accessibility and impact attenuation. Based on the material characteristics of the loose fill surfacing, the material has a high variability rate where at any given time it may or may not meet the ASTM standard for wheelchair accessibility.
- There is no accessible route to the ball diamond or soccer field, to the playing field itself, to the team seating areas or fan viewing areas.
- The provided portable toilet is not accessible, nor is it located on an accessible route.
- The non-fixed picnic table provided at the soccer field is not accessible, nor is it located on an accessible route.
- The drinking fountain at the soccer field requires more than 5 lbs of force for operation.



## Recommendations

- Conduct a safety audit of the playground and schedule for replacement. When the playground is replaced, install accessible routes through the site and to the play equipment.
- Fill or bevel edge at tennis court gate entrance.
- Add or replace non-accessible picnic tables and benches with accessible units so that a minimum of 50% are accessible and located on accessible routes. When provided, locate non-fixed bleachers on an accessible route.
- Benches at team seating areas at either the ball field or soccer field should include a backrest, at least one armrest, seat height 17-19" and clear floor space adjacent to the bench for shoulder to shoulder seating.
- Where one or more portable toilets are provided, a minimum of one unit should be accessible and comply with the ADAAG technical specifications for toilet stalls and be located on an accessible route.

## **Elmer H. Franzen Intermediate School Accessibility Assessment Summary Report**

Assessment date: September 13, 2005

### General description

The Itasca Park District uses space within Franzen Intermediate School for recreational programming. Thus, the main entrance, gym and adjacent restrooms were assessed.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- There is an accessible parking space on street that has a cross slope for the space and access aisle up to 6%.
- The doors in a series at the main entrance require 15 lbs opening force. The recessed handle hardware on the exterior doors could be interpreted as inaccessible.
- The park district program use is restricted to the gym area and the two single user restrooms adjacent to the gym. Neither of the single user restrooms have clear width at the doors or clear floor space in the rooms to provide an accessible space.
- The only means of accessing the stage in the gym is via steps.

### Recommendations

- Repave accessible parking space and access aisle with cross slope not to exceed 2% in all directions.
- Consider installation of an automatic door opening system for the main entrance.
- Evaluate the technical feasibility to make one of the two single user restrooms accessible. However note that it is likely that once evaluated by an architect or building specialist that both restrooms will be considered technically infeasible to make accessible. An alternative would be to modify current policy to permit use of the main school restrooms.
- Evaluate the program use of the stage and the need for a vertical lift.

## **Hamilton Partners Accessibility Assessment Summary Report**

Assessment date: September 12, 2005

### General description

The Hamilton Business Park provides open space for the Itasca Park District to use for soccer programs.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- The only available parking is on-street or in parking lots serving the business complex. There are no curb cuts to access the block with designated soccer fields.
- There is no accessible route to the playing fields, team seating areas or spectator viewing areas.
- The provided portable toilet is not accessible, nor is it located on an accessible route.

### Recommendations

- Evaluate the need to designate cross-walks and install a curb cut to playing field.
- Install accessible route to playing fields, team seating, and spectator viewing areas.
- Move trash receptacles to accessible routes.
- Where one or more portable toilets are provided, a minimum of one unit should be accessible and comply with the ADAAG technical specifications for toilet stalls and be located on an accessible route.

## **Itasca Depot Museum Accessibility Assessment Summary Report**

Assessment date: September 12, 2005

### General description

The Itasca Depot Museum is a historic treasure within the village, located across from the museum off Irving Park Road. The main room of the Depot Museum is arranged with interpretive displays and artifacts dating back to the depot's construction in 1873. The museum is open to the public and provides interpretive programming for school groups. Special events are also scheduled in coordination with the Spring Brook Nature Center and other village festivities.

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### Key findings

- The parking lots adjacent to the museum also serve the Water Park, Nature Center and Library. There is no designated accessible parking space at the southeast lot located on the shortest accessible route of travel to the accessible entrance of the museum.
- The concrete walkway from the parking lot to the front of the museum is a relatively new installation. Unfortunately, several sections of the walkway have running slope exceeding 5% for an accessible route, thus triggering requirements for ramps, including landings, handrails and edge protection. In the section directly in front of the train tracks, the walkway exceeds the 8% slope maximum allowance for a ramp. The adjacent railing is only provided on one side and does not have a gripping surface.
- The screen door and entry door at the museum entrance both have knobs that require tight pinching, twisting and grasping.
- The non-fixed picnic table is not accessible. The non-fixed trash receptacle is not located on an accessible route within reach range.
- The single user restroom is not accessible and does not have the required clear floor space or turning space.

### Recommendations

- Add an accessible parking space to the southeast lot so that it is adjacent to the shortest accessible route of travel to the museum entrance.
- If the concrete walkway is to stay as a ramp, landings, edge protection and handrails on both sides must be installed to meet the minimum

requirements of an accessible ramp with slope of 5+% to 8% maximum. If handrails and edge protection are considered inconsistent with the historic nature and aesthetics of the museum, the slope of the concrete walkway should be corrected so that it does not exceed 5%, the maximum slope allowable for an accessible route.

- Replace the door hardware with accessible, lever units.
- Add or replace the non-accessible picnic table with accessible units so that a minimum of 50% are accessible. Move the trash receptacle to an accessible route.
- Modification to the single user restroom may be required to accommodate an employee or program. Evaluate the technical feasibility to renovate the restroom to the required space allowances and fixture requirements.

## **Itasca Community Library Accessibility Assessment Summary Report**

Assessment date: September 12, 2005

### General description

The Itasca Community Library is located off Irving Park directly in front of Water Park and west of the Itasca Depot Museum. The library meeting rooms in the front of the building are used for various Park District programs. Thus in addition to the accessibility assessment of the meeting rooms, the amenities serving the meeting rooms were also assessed including the parking spaces, entry, drinking fountain, public pay phone and restrooms.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- There is a 4-5% running slope in the access aisle for the accessible parking spaces to the front entry.
- The interior doors to the west meeting room and restrooms require in excess of 5 lbs force to open.
- The sink and counter area in the west meeting room is 36 ½", whereas the max height recommended for sinks and kitchen work surfaces is 34".
- The coat rack in the west meeting room creates a 12" protruding object into the path of travel.
- Grab bars in the restrooms are mounted too high at 37".
- Several amenities in the restrooms such as soap dispensers, mirrors and changing stations are mounted too high for use from a wheelchair seated position.
- The urinal in the men's restroom does not provide a deep enough clear space for a forward approach.
- The clear knee space for the drinking fountain in the lobby is too low at 26" instead of the required 27".

### Recommendations

- Correct accessible parking spaces and access aisle so that cross slope does not exceed 2% in all directions.
- Adjust door tension on interior doors or consider automatic door openers for interior doors so the opening force does not exceed 5 lbs.

- When the sink and/or cabinetry in the west meeting is replaced, lower counter and sink to 34" in compliance with ADA/ABA 212.
- Retrofit coat rack or provide fixture under coat track so that it is cane detectable.
- Lower grab bars to 33-36" above the finished floor.
- Lower soap dispensers, mirrors, changing stations and other amenities serving restrooms to reach ranges under 48" max.
- Evaluate feasibility to provide clear floor space to approach urinal in men's restroom.
- When the drinking fountain is repaired or replaced, mount unit for 27" clear knee space and compliance with ADAAG 4.15.

## **Maintenance Facility Accessibility Assessment Summary Report**

Assessment date: September 13, 2005

### General description

The Itasca Park District Maintenance Facility is located north of the soccer field at Franzen Park.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- Five parking spaces are provided at the Maintenance Shop, however there is not a space designated accessible.
- The toilet/shower room in the maintenance shop does not have the adequate clear floor space to accommodate approaches and turning space at the toilet, sink and shower stall. The shower stall has a 5" step into the stall and does not meet the space requirement.
- Several operating mechanisms throughout the maintenance facility are mounted too high outside of the reach range.
- The entrances to the office and employee break room have changes in level up to 1".

### Recommendations

- Designate an accessible parking space at the maintenance shop.
- Evaluate the need for a shower stall in the employee washroom at the maintenance shop. Consider either removal of the shower stall and/or renovation of the toilet room to provide the required clear floor space, turning space and accessible fixtures.
- Operating mechanisms currently mounted too high could pose a programmatic or employee barrier and should be prepared to be lowered in the event an accommodation needs to be made or if the facility or fixture is retrofitted.
- Changes in level on accessible routes could pose programmatic or employee barriers and should be retrofitted in the event an accommodation is needed or if alterations are made to the facility that would trigger path of travel requirements.



## **Peacock Jr High School Accessibility Assessment Summary Report**

Assessment date: September 13, 2005

### General description

The Itasca Park District uses space within the Peacock Jr High School for recreational programming. Thus, the main entrance, gym and adjacent restrooms were assessed.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- Two of the three accessible parking spaces in the front of the building share an access aisle, which is not permissible under the Illinois Accessibility Code. The spaces have not been striped according to the required dimensions and none of the spaces have a sign designating van accessible parking.
- The doors to the main entrance and gym require 10-17 lbs of force to open.
- The drinking fountain serving the gym area has clear floor space for approach obstructed by a vending machine.

### Recommendations

- Restripe the accessible spaces so that each have an access aisle as required by the Illinois Accessibility Code. Stripe a minimum of one space as van accessible and install corresponding signage.
- Consider installation of an automatic door opening system for the main entrance.
- Move the vending machine to prevent obstruction of clear floor space at the drinking fountain.

## **F.E. Peacock Park Accessibility Assessment Summary Report**

Assessment date: September 11, 2005

### General description

F.E. Peacock Park is located behind the Peacock Jr. High School, between North St and Bryn Mawr Ave, Elm St and Arlington Heights Rd. The park amenities include two ball diamonds, a soccer field and a skate park.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- Parking is either available at the Peacock Jr High School or on the street at Bryn Mawr Ave. The sidewalk runs from the intersection at Bryn Mawr and Elm to the park boundary and then ends. There is no cross walk or curb cut approaching the park from Linden St.
- There are no accessible routes to the playing fields for the ball diamonds and soccer field, team seating areas, or fan viewing areas.
- The provided portable toilet is not accessible, nor is it located on an accessible route.
- There is no accessible route to the non-fixed bleachers for viewing at the skate park.
- There is vegetation growing overhead along the sidewalk on the west boundary of the park.

### Recommendations

- Evaluate need to extend sidewalk on Bryn Mawr the width of the park boundary and evaluate need for cross walk and curb cut from Linden St across Bryn Mawr.
- Provide accessible routes to the playing fields, team seating areas and fan viewing areas for the soccer field and ball diamonds.
- Where one or more portable toilets are provided, a minimum of one unit should be accessible and comply with the ADAAG technical specifications for toilet stalls and be located on an accessible route.
- Provide an accessible route to the bleachers for viewing at the skate park with adjacent clear floor space for shoulder to shoulder seating.
- Maintain vegetation along west boundary sidewalk so as to provide a minimum of 80" clear head room.

## **Ray Franzen Bird Sanctuary Accessibility Assessment Summary Report**

Assessment date: September 11, 2005

### General description

The Ray Franzen Bird Sanctuary is reported to be a 19-acre parcel of land located adjacent to the Softball Complex off Rohlwing Road.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- There is no designated signage or entrance for the bird sanctuary, however it is believed that the parking is shared with the Softball Complex.
- A designated entrance into the bird sanctuary itself or corresponding trailhead could not be located at the time of the assessment.
- If trails are available at the site, they could not be located or have been overgrown by brush.

### Recommendations

- Evaluate the program use for this facility. If program use at this facility is identified as a priority, designate facility parking and entrance with corresponding signage.
- If access is determined through the parking lot of the Softball Complex and route behind the ball diamonds, the continuation of an accessible route should be installed to a designated trailhead.
- If trails are to be provided, they should be maintained to ADAAG 4.3 and ODA 16.2.
- If trails and viewing areas are to be used at this site, publications such as a facility brochure and map should be used to give visitors objective information on the locations and conditions of the trails and viewing areas.

## **Itasca Recreation & Fitness Center Accessibility Assessment Summary Report**

Assessment date: September 12, 2005

### General description

The Itasca Recreation & Fitness Center is located in the heart of the Village of Itasca, just off Irving Park Road. The multi-use facility includes a fitness center with aerobic and strength training equipment, gymnasium, gymnastics area, day care center, multiple rooms for birthday parties, meetings and recreational programming, a lounge for teens and seniors, dance studio, and administrative offices for the Itasca Park District. The facility underwent a renovation in the early 2000's with the addition of the front section of the building which now houses the fitness center and administrative offices.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- The double doors in a series at the main entrance require more than 12 lbs force to open. This entrance is heavily used by visitors of various ages and abilities. A high volume of mothers with strollers and infant carriers use this entry to drop children off in the Kids Klub and pre-school programs. This entrance is also frequently used by seniors from various programs.
- The single user restrooms on the first floor and the multi-user restrooms on the second floor are not accessible. Various interpretations of the ADA regulations may suggest that at a minimum the second floor restrooms should have been retrofitted to be made accessible or additional single user restrooms should have been added to the second floor as part of the "path of travel" requirement when the building underwent renovation.
- The building signage identifying permanent rooms and spaces does not consistently meet the ADAAG requirements for signage with raised letters, Braille and pictograms where necessary. Where not all restrooms are accessible, there is no signage with directions to the accessible rooms and/or spaces.
- The first floors and second floors have multiple exits that can be used as a means of emergency egress. However, not all exits have accessible routes or they only provide an area of rescue assistance.
- Several single user restrooms in program spaces have been designed with smaller dimensions to accommodate children as the primary users. However, in many instances, the individual rooms use a combination of

dimensions for both children and adults applied to various fixtures, i.e. the restroom for the Kaleidoscope Room has a toilet height of 11" (child dimension) and grab bars at 36" (adult dimension).

- Multiple drinking fountains at high and low heights, with and without knee clearance for forward wheelchair approach, are located throughout the first and second floors.
- Program spaces throughout the building have non-fixed equipment or non-fixed furniture and other furnishings that could be moved to impede the accessible routes through the program spaces.
- Kitchenettes used by the public and employees may have sinks and/or counters that are too high.
- The roll-in showers in both locker rooms have a drain trough in the back of the stall with a 1-2 ½ inch change in level where a wheelchair caster could become stuck or a person could lose their footing. The flip down seat in at least one shower stall is not easily operable and there is a large gap between the seat and the wall.

### Recommendations

- Based on the heavy use of the main entrance, installation of an automatic door opening system should be considered.
- An emergency preparedness plan for the building should be developed and implemented whereby clear signage, complying with ADAAG 4.3.11.5 and ADAAG 4.30, identifying areas of rescue assistance and direction to such areas are posted throughout the building.
- Evaluate the technical feasibility of renovating the single user restrooms on the first and second floor. Short term, install signage indicating direction of accessible restrooms on first floor.
- Lower fixtures in the Kids Klub single user restroom complying with children's dimensions. Make alterations to single user restroom for Kaleidoscope Room consistently applying dimension requirements for age of primary users.
- Where drinking fountains are provided, a minimum of 50% per floor are required to be usable from a seated position. Evaluate the number of fountains and working condition per floor to schedule for replacement. Interim programmatic solution suggests installation of cup dispensers at units that are not accessible from a seated position. Long-term, consider replacement of inaccessible units with hi-low combination units.
- An accessible route, a minimum of 36" wide with requisite turning space and complying with ADAAG 4.3 should be maintained through all program spaces. For example exercise equipment in the fitness center should provide clear width for approach, passing space, and use of equipment without the need of assistance to move a furnishing out of the way in order to use the equipment.

- Access to kitchenette counters, sinks and work counters may need to be modified to provide access for employee and public use.
- Evaluate feasibility to install a grate over the trough at the back of the roll-in shower stalls in both locker rooms. Replace flip down shower seats. Modify installation height for grab bars and gap between wall and grab bar. Retrofit shower controls with lever. Locate fixtures like dispensers within reach range when seated at the shower seat.

## **Schiller Park Accessibility Assessment Summary Report**

Assessment date: September 10, 2005

### General description

Schiller Park is a neighborhood park located on the east side of the Itasca Park District, off Schiller St. and Prospect Ave. The park amenities include a playground and sports field. The sports field is located within a water detention area.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- The only available parking is on-street. The nearest available curb cuts to the sidewalk are at the far intersections of Emerson and Broker Avenues.
- The provided portable toilet is not accessible, nor is it located on an accessible route.
- Of the available non-fixed picnic tables, none are accessible, trash receptacles are not located on accessible routes.
- There is a 2-3" gap between the concrete walkway and the timber containment barriers for the playground surfacing.
- The concrete ramp into the playground surfacing has a 10% slope and 5" drop off. The loose-fill playground surface is undulating with several changes in level making an uneven walking surface. Surface material replenishment and maintenance is needed for accessibility and impact attenuation.
- There are not enough ground level play components to compliment the existing elevated play components.
- There is a 12" drop off along the concrete walkway to the playing field, while portions of the walkway exceed 5% slope triggering requirements for a ramp such as handrails and landings.

### Recommendations

- Add or replace non-accessible picnic tables and benches with accessible units so that a minimum of 50% are accessible and located on accessible routes.
- Move trash receptacles to accessible routes.

- Where one or more portable toilets are provided, a minimum of one unit should be accessible and comply with the ADAAG technical specifications for toilet stalls and be located on an accessible route.
- Correct slope on concrete ramp into playground surfacing and install beveled edges to prevent trip or tip hazard.
- Install a minimum of three additional ground level play components of at least two different types to compliment the 12 elevated play components.
- Replenish and maintain accessible playground surface and point of entry into play surfacing.
- Either install handrails and edge protection for concrete walkway to playing field or replace walkway with corrected slope not to exceed 5%.
- When curb ramp at Broker Ave intersection is replaced, install with detectable warnings.



## **Softball Complex Accessibility Assessment Summary Report**

Assessment date: September 11 & 13, 2005

### General description

The Softball Complex is located in the southwest quadrant of the Village of Itasca off Rohlwing Road. The complex consist of a small parking lot with 50 spaces, two ball diamonds and a concessions building which also houses restrooms and a small office/storage room.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- Since the Softball Complex itself is a newer facility completed after the effective date of the ADA, the majority of barriers identified in the accessibility assessment were instances where the technical specification was off by one or a couple inches, but perhaps still usable. This needs to be a cause for concern for this facility and future projects. In new construction, it is critical that the technical specifications for accessible features be applied as required in the accessibility standard. Failure to directly apply the accessibility standard will result in extra costs for materials and labor to correct barriers to each feature.

For example, a minimum of one van accessible parking space is required. While two accessible parking spaces are provided, neither is striped with the adequate 96" clear access aisle required for a van accessible space. Thus, the parking lot will need to be re-striped to accommodate a minimum of one standard accessible parking space and one van accessible parking space. Both spaces require signage to be installed at the front of the parking space.

Another example, both toilets in the men's and women's restrooms are installed at 19 ½ inches above the finished floor. The accessibility standard calls for the toilet to be installed with the seat height at 17-19 inches. Technically, while it is off by "only" a ½ inch, the height still exceeds the maximum mounting height and could be interpreted by an enforcement agency as inaccessible and thereby requiring modification.

- There are several non-fixed features such as a picnic table, bleachers and trash receptacles where placement on or off an accessible route will affect their accessibility and usability.
- The one provided non-fixed picnic table is not accessible, nor is it placed on an accessible route.
- A public address system is used, however, by the assessment it is unclear as to whether announcements such as approaching severe weather are made.

### Recommendations

- Implement a design review process by which all construction projects are reviewed to ensure the plan meets the minimum accessibility standards.
- Implement a construction project management process by which all construction and change orders made on site are reviewed and approved by a supervisor with knowledge of accessibility standards.
- Maintain non-fixed features such as picnic tables, bleachers and trash receptacles on accessible routes with corresponding clear floor space for approach and use.
- Add or replace non-accessible picnic tables with accessible units so that a minimum of 50% are accessible.
- If announcements of safety issues, such as approaching severe weather are made by the public address system aurally, the same information should be communicated visually for people who may have hearing impairments.

## **Sports Fields at St Luke Lutheran Church Accessibility Assessment Summary Report**

Assessment date: September 11, 2005

### General description

A soccer field and baseball field are located to the south of St Luke Lutheran Church off Rust St and George. Parking is available at the lot serving the church off Rust St or on-street at George.

Based on the Itasca Park District's primary purpose and cooperative use at the sports field, the playground directly adjacent to the church was not assessed. However, it is recommended that since it is close to the sports fields and may be used by player family members during practice and games that a safety and accessibility assessment be conducted on the playground.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- There are no accessible routes to the soccer field, baseball field, team seating areas, or spectator areas.
- A portable toilet is provided, however it is not accessible, nor is it located on an accessible route.

### Recommendations

- Provide access routes from parking to soccer and baseball fields, team seating areas and spectator areas.
- Locate non-fixed bleachers on accessible route with adjacent clear floor space for shoulder to shoulder seating.
- Where one or more portable toilets are provided, a minimum of one unit should be accessible and comply with the ADAAG technical specifications for toilet stalls and be located on an accessible route.

## **Garden Plots at St Matthew Lutheran Church Accessibility Assessment Summary Report**

Assessment date: September 10, 2005

### General description

Garden plots are located adjacent to St Matthew Lutheran Church off Catalpa Street.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- The only available parking is on-street or at the parking lots serving the Maintenance Facility or Church.
- There is no curb cut to the sidewalk leading to the garden plots.
- There is no access route to and through the garden plots. The dirt route between the garden plots is less than 31" wide.

### Recommendations

- Evaluate need to provide on-street parking for proximity and availability if church parking lot is in use. Need for designated crosswalk and curb cut should also be evaluated.
- Install an accessible route from the parking to at least one garden plot and the nearest water pump.

## **Sports Field at St Peter Church Accessibility Assessment Summary Report**

Assessment date: September 11, 2005

### General description

A baseball field is located behind St Peter's Church and School between North St and Bryn Mawr Ave. Parking is available at the lot serving the church.

Based on the Itasca Park District's primary purpose and cooperative use at the sports field, the playground directly adjacent to the church was not assessed. However, it is recommended that since it is close to the sports fields and may be used by player family members during practice and games that a safety and accessibility assessment be conducted on the playground.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- The parking lot at the church is the primary parking lot serving the baseball field, however, the accessible parking spaces are located on the shortest routes to the entrances to the church and a distance from the sports field.
- There are no accessible routes to the baseball field, team seating areas, or spectator areas.
- A portable toilet is provided, however it is not accessible, nor is it located on an accessible route.

### Recommendations

- Evaluate the need to designate one additional accessible parking space adjacent to an access route serving the sports field.
- Provide access routes from parking to the sports field, team seating areas and spectator areas.
- Where one or more portable toilets are provided, a minimum of one unit should be accessible and comply with the ADAAG technical specifications for toilet stalls and be located on an accessible route.

## Washington Park Accessibility Assessment Summary Report

Assessment date: September 11, 2005

### General description

Washington Park is located adjacent to the Itasca Recreation and Fitness Center off Irving Park Road. The park amenities include a playground four ball diamonds and a soccer field. The older playground and basketball court behind the school are included in the report for Benson School.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- The playground has been newly installed, however there is no accessible route into the playground surfacing from the concrete sidewalk. There is a 2-3" change in level from the concrete to the playground surfacing. The loose-fill playground surface is undulating with several changes in level making an uneven walking surface. Several locations require replenishment to maintain accessibility and impact attenuation. Based on the material characteristics of the loose fill surfacing, the material has a high variability rate where at any given time it may or may not meet the ASTM standard for wheelchair accessibility.
- There are two fixed benches at the playground that do not have arm rests or the required clear floor space for shoulder to shoulder seating.
- There are two non-fixed picnic tables that are not accessible.
- The fixed trash receptacle at the playground could be considered out of reach range from the accessible route.
- There is no accessible route to the soccer field, batting cage, ball diamonds, team seating, and spectator viewing areas.
- There is a raised concrete pad at the southeast ball diamond that could be used for spectator viewing, however there is a 6-10" drop off from the front and sides of the pad.

### Recommendations

- Install point of entry into playground. Replenish and maintain accessible playground surface and point of entry into play surfacing.
- Add or replace benches and picnic tables so that a minimum of 50% of each are accessible.

- Move the trash receptacle within reach on the accessible route.
- Provide an accessible route to the soccer field, batting cage, ball diamonds, team seating and spectator viewing areas.
- Install edge protection on the concrete pad at the southeast ball diamond.

## **Water Park Accessibility Assessment Summary Report**

Assessment date: September 12, 2005

### General description

Water Park is one of the Itasca Park District premiere facilities. Located off Irving Park Road, behind the library, the Water Park aquatic facility features a competitive 25-meter pool, zero-depth entry wading pool and aquatic playground, water slide, sand play area, concession, and picnic areas.

*The following is a summary of the key findings and recommendations from the National Center on Accessibility based on the accessibility assessment conducted on the above referenced date. It should be noted that this is a snap shot of the conditions for that time. Any alterations affecting access to the park or facility after the assessment date are not reflected in this report. For more complete details on all barriers identified at the time of the assessment and recommendations for this park, refer to the detailed accessibility condition assessment report.*

### Key findings

- The main building or bath house is raised above the elevation of the parking lot and feature swimming pool, requiring visitors to go up a flight of five steps to pay an admission fee and use the locker rooms. Once passing through the main building, visitors descend another set of steps to reach the pool deck. A wooden ramp has been added to the front entrance and a concrete ramp has been added to the rear of the building for access to the pool. Neither ramps meet the ADAAG technical specifications for handrails, the concrete ramp has a slope exceeding 8% and assessed at 10% in segments. Several exterior doors require 10-15 lbs opening force, posing potential programmatic and employee barriers.
- The locker rooms for the bath house have been retrofitted to include accessible toilet stalls. However the toilet stall in the women's locker room does not have the required clear floor space. Neither locker room has an accessible shower. Many of the features within each locker room, such as mirrors, hooks, towel dispensers are "inches off" the required technical specification.
- An addition to the main bath house building includes a family/single user restroom with shower stall. Unfortunately, this is another instance where the features are "inches off" the technical specification such as the toilet seat mounted too high and the shower controls out of reach from the folding seat in the roll-in shower.
- The only means of entry into the main pool is via ladder, removable steps, or jumping in.
- There is a raised shaded area with two points of entry, one entrance being a ramp with a 35% slope and 6" step at the bottom on to the pool deck. The second point of entry has a 1 ½" change in level.



- Several sections of the pool deck have cross slopes at 5-6%.
- Gates between pools and at the main entrance require tight pinch and grasp, and in some instances two hands to open the gate.
- Of the 11 non-fixed picnic tables provided, only one is accessible.

### Recommendations

- Install swimming pool lift for main pool.
- Install handrails for ramps at the bath house. Evaluate the lifecycle of the building and develop a long range plan for full renovation to include accessible locker rooms and an accessible family/single user restroom.
- In the family/single user restroom, evaluate the option of moving shower controls to back wall within reach of seat, or move seat to back wall within reach of shower controls. Add shower spray unit.
- Smooth transition at back entry to raised shaded area. Add signage at wood ramp indicating direction of accessible route to shaded area.
- Park district staff has indicated the long range plan is to renovate the existing main pool and surrounding deck area. Upon renovation work to pool deck, correct cross-slope to provide accessible route around and throughout pool area.
- Replace operating mechanisms on gates with accessible controls.
- Add or replace non-accessible picnic tables with accessible units so that a minimum of 50% are accessible.

Part VII  
Appendix

**APPENDIX A**

**Product Listing for Project Forecasting**

*The National Center on Accessibility does not sell, promote or endorse any products. For your convenience, we have compiled this information to be used as a resource. Products listed may or may not meet accessibility standards or recommendations. It is important to check design specifications of products. The National Center on Accessibility assumes no responsibility or liability related to the products, services and vendors listed. The listing of a product does not guarantee its accessibility, usability or appropriateness to specific facility applications. Buyers must be sure to compare products of their interest with the applicable accessibility guidelines.*

<b>Product Description</b>	<b>Est. Cost</b>	<b>Est. Shipping</b>	<b>Est. Total Cost</b>	<b>Notes</b>
<b>Benches</b>				
6' Bench	\$539	\$139	\$678	
15' Team Player Bench	\$438	\$122	\$560	

Vendors:

Belson Outdoors  
 111 North River Road  
 North Aurora, IL, 60542-0207  
 800-323-5664  
[www.belson.com](http://www.belson.com)

R.J. Thomas Manufacturing Company  
 5648 Hwy 59 South  
 Cherokee, IA, 51012-0946  
 800-762-5002  
[www.pilotrock.com](http://www.pilotrock.com)

Fusion Coatings, Inc.  
 1101 East 8th St  
 PO Box 143  
 Winona, MN, 55987  
 800-367-9638  
[www.fusioncoatings.com](http://www.fusioncoatings.com)

Hammer's Plastic Recycling  
 10252 Hwy 65  
 Iowa Falls, IA, 50126  
 800-338-1438  
[www.hammersplastic.com](http://www.hammersplastic.com)

Kay Park Recreation Corporation  
 1301 Pine Street  
 Janesville, IA, 50647

800-553-2476  
 www.kaypark.com

Ken Coat Inc.  
 210 Kane Ave  
 Leitchfield, KY, 42754  
 888-536-2628  
 www.kencoat.com

Quick Crete Products Corp.  
 731 Parkridge Ave  
 Norco, CA, 92860  
 951-737-6240  
 www.quickcrete.com

Wausau Tile  
 PO Box 1520 9001 Business Highway 51  
 Wausau, WI, 54401  
 800-388-8728  
[www.wausautile.com](http://www.wausautile.com)

**Picnic Tables**

Picnic Tables	\$723	\$157	\$880
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Picnic table top –  
 lumbar

Vendors:

Belson Outdoors  
 111 North River Road  
 North Aurora, IL, 60542-0207  
 800-323-5664  
[www.belson.com](http://www.belson.com)

The Park Catalog  
 3350 NW Boca Raton Blvd., Suite B2  
 Boca Raton, FL, 33431  
 561-260-7878  
[www.theparkcatalog.com](http://www.theparkcatalog.com)

Quick Crete Products Corp. – concrete  
 731 Parkridge Ave  
 Norco, CA, 92860  
 951-737-6240  
 www.quickcrete.com

Outdoor Creations INC. – concrete  
 P.O. Box 50  
 Round Mountain, CA, 96048  
 530-337-6774

R.J. Thomas Manufacturing Company  
 5648 Hwy 59 South

Cherokee, IA, 51012-0946  
 800-762-5002  
[www.pilotrock.com](http://www.pilotrock.com)

**Water Fountains**

Wall-mounted and pedestal hi/lo – outdoor	\$2,100	\$324	\$2,412
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Vendors:

Belson Outdoors  
 111 North River Road  
 North Aurora, IL, 60542-0207  
 800-323-5664  
[www.belson.com](http://www.belson.com)

Murdock  
 2488 River Road  
 Cincinnati, OH, 45204  
 800-45-DRINK  
[www.murdockfountains.com](http://www.murdockfountains.com)

<b>Pool lifts</b>	\$4,055	\$250	\$4,305
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Vendors:

Lincoln Equipment, Inc.  
 2051 Commerce Avenue  
 Concord, CA, 94520  
 800-223-5450  
[www.lincolnaquatics.com](http://www.lincolnaquatics.com)

Aquatic Access, Inc.  
 417 Dorsey Way  
 Louisville, KY, 40223  
 800-325-5438  
[www.aquaticaccess.com](http://www.aquaticaccess.com)

RehaMed International, LLC.  
 14008 SW 140th Street  
 Miami, FL, 33186  
 800-577-4424  
[www.poollifts.com](http://www.poollifts.com)

Recreonics  
 4200 Schmitt Avenue  
 Louisville, KY, 40213  
 800-428-3254  
[www.recreonics.com](http://www.recreonics.com)

Aqua Creek Products  
 3015 W. Railroad St., Suite 8  
 Missoula, MT, 59808  
 888-687-3552  
[www.aquacreek.com](http://www.aquacreek.com)

SureHands Lift and Care Systems  
 982 Route One  
 Pine Island, NY, 10969  
 800-724-5305  
 www.surehands.com

Spectrum Aquatics  
 7100 Spectrum Lane  
 Missoula, MT, 59808  
 800-776-5309  
[www.spectrumaquatics.com](http://www.spectrumaquatics.com)

**Detectable warning surfaces**

\$30 per sq ft	~\$10 to install per sq ft	\$40 sq ft installed	2 x 4 = \$320
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Vendors:

Vanguard ADA Systems of America  
 20628 Broadway Ave  
 Snohomish, WA 98296  
 800-290-5700  
 www.vanguardonline.com

Armor-Tile Tactile Systems  
 Engineered Plastics INC.  
 300 International Dr Suite 100  
 Williamsville, NY 14221  
 800-682-2525  
 www.armor-tile.com

ADA Solutions  
 P.O. Box 3  
 North Billerica, MA 01862  
 800-372-0519  
 www.adatale.com

Detectable Warning Systems  
 6435 Joshua Tree Ave.  
 Orange, CA 92867  
 714-974-3566  
 www.detectable-warning.com

**Tampon/napkin dispenser**

\$264

Vendors:

Performance Systems, LLC  
 800-747-5096  
 www.psjanitorial.com

Clean Corp.  
 800-323-2443

Bobrick Washroom Equipment, Inc.  
 100 Bobrick Drive  
 Jackson, Tennessee 38301  
 731-424-7000  
 www.bobrick.com

**Portable restrooms  
 for Illinois**

\$99 standard	\$35	\$151.25
\$155 accessible	one time	\$116.25
	delivery	
	fee	\$207.25
		\$172.25

Total includes  
 monthly charges:  
 \$8.00 disposal fee,  
 \$9.25 winterization  
 fee (Nov.1-April 1)

\* billed every 28  
 days  
 \* serviced once a  
 week  
 \* discount for 2  
 (\$11.00 cheaper),  
 next discount is for  
 4-9

Vendor:

Service Sanitation, Inc.  
 800-909-JOHN  
 www.servicesanitation.com

## APPENDIX B

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