



Action Requested/Required:

- Vote/Action Requested
 - Discussion or Presentation Only
 - Public Hearing
- Report Date: _____
Hearing Date: _____
Voting Date: _____

Department: Community Development **Presenter(s) & Title:** Bethany Watson
City Engineer

Agenda Item Title:

Discussion and Possible Action on ADA Transition Plan Update

Summary:

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 provides that no person in the United States shall, on the grounds of disability, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. In order to be in compliance with these Acts, an ADA Transition Plan should be updated annually and must be submitted to the Georgia Department of Transportation. Staff has attended the required ADA Training class.

Budget Implications:

Budgeted? Yes No N/A

Total Cost of Project: Check if Estimated

Fund Source: General Fund Water & Sewer Sales Tax Other:

Staff Recommendations:

Staff recommends approval of ADA Transition Plan Update

Reviews:

Has this been reviewed by Management and Legal Counsel, if required? Yes No

Attachments:

ADA Transition Plan

American with Disabilities Act
(ADA)
Transition Plan
2024 Update



Adopted April 2024

(This Page Intentionally Left Black)

City of Canton ADA Transition Plan

Table of Contents

Introduction.....	5
Purpose.....	6
Statement of Accessibility.....	6
ADA Transition Plan History.....	6
Self-Evaluation.....	6
City Infrastructure Parks and Facilities.....	7
Right of Way Facilities and Prioritization Standards.....	8
Programmatic Barriers.....	9
Correction Plan.....	10
Deficiency Log.....	11
Action Log.....	12
Nondiscrimination Statement.....	13
ADA Grievance Policy and Procedures.....	13
Exhibit A (Self-Evaluation of Public Facilities).....	16
Exhibit B (Grievance Complaint Form).....	17

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Canton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

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

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

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

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies and procedures to participate in a program, service, or activity of the City, should contact the City Engineer Bethany Watson at 770.704.1500 as soon as possible but no later than 48 hours before the scheduled event.

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

Complaints that a program, service, or activity of the city is not accessible to persons with disabilities should be directed to City Engineer Bethany Watson at 770.704.1500.

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

The City's ADA Coordinator is City Engineer Bethany Watson at 770.704.1500.

Introduction

Title II of the “Americans with Disabilities Accessibility Act” (ADA) is the title that applies to public entities like state and city governments. The Americans with Disabilities Act of 1990 is divided into a number of titles. Title II requires nondiscrimination on the basis of disability, in state and local government services. These “public entities” – including departments, agencies, or other instrumentalities – are required to comply with the ADA.

Title II of the ADA therefore requires that all Programs, Services and Activities (PSA’S) of public entities, including those considered “instrumentalities” of the government, assure that individuals with disabilities have access to all of their:

- Programs
- Services
- Activities

Program accessibility means that, when viewed in its entirety, each program is readily accessible to, and useable by, individuals with disabilities. Program accessibility is necessary not only for individuals with needs related to mobility disabilities, but also to individuals with needs related to speech, cognitive, vision and hearing disabilities.

Title II, Article 8, requires public entities to take several steps designed to achieve compliance with such ADA measures. This includes the mandate for creation and implementation of a ADA Transition Plan. According to the federal regulations, the plan shall, at a minimum, include:

- A list of the physical barriers and their locations in a public entity’s facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities
- A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible
- The schedule for taking the necessary steps to achieve compliance with Title II
- The name/position of the ADA Coordinator responsible for the plan’s implementation

The ADA Transition Plan is to be updated annually until all barriers to accessibility are removed.

City facilities, programs, services, policies, practices, and procedures will continue to be surveyed on an on-going basis, and the ADA Transition Plan may be revised to account for changes to City activities. This plan will be posted to the City’s website for review and consideration by the general public. In addition, notice will be provided of its existence in any official and unofficial City publications.

Purpose

The purpose of the Plan is to ensure that the citizens of Canton are provided full access to the City's programs, services, and activities in as timely a fashion as is reasonably possible. The City's elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, the quality of life Canton residents seek to enjoy and to effective governance. This Plan has been prepared and will be updated annually after careful study of the City's programs, services, and activities.

Statement of Accessibility

The City of Canton shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. The City of Canton will not place surcharges on individuals with disabilities to cover the cost involved in make programs accessible.

ADA Transition Plan History

The City of Canton ADA transition plan was originally completed in 2012 and the transition plan has since been updated continuously as needed. The work previously completed as a result of self-inspection within this transition plan can be seen below in the Action Log.

Since 2012, the City has also made additions and deletions of public facilities. All additions and deletions will added/removed from the Self-Evaluation portion of this report.

Self Evaluation

City Infrastructure

Parks and Administrative Facilities

The City owns a very limited number of properties, and accordingly does not have many options on locations from which it can offer programs, activities, and services without incurring significant financial cost. Below is a list of the City's facilities:

1. City Hall, 110 Academy Street
2. Public Safety Building, 151 Elizabeth Street
3. Canton Theatre, 171 East Main Street
4. Public Works Facility, 2525 Ridge Road
5. Boling Park, 1098 Marietta Highway
6. Brown Park, 251 East Marietta Street
7. Burge Park, Crisler Street
8. Cannon Park, 130 East Main Street

9. Etowah River Park, 600 Brown Industrial Parkway
10. Harmon Park, Harmon Circle
11. Heritage Park, 508 Riverstone Parkway
12. Hickory Log Creek Reservoir, Fate Conn Road at Bluffs Parkway
13. McCanless Park
14. Paw Park
15. Downtown Parking Deck, Archer/S. Church Street

A self-evaluation/assessment of each of the City's physical facilities will be conducted in conjunction with the execution of the Plan. Deficiencies in the City of Canton's physical features of facilities that diminish the ability of disabled persons to benefit from the City's programs, services, and activities will be identified. A correction plan or other course of action will be noted for each deficiency, along with a schedule for completion of the correction. It should be noted that City Hall, the Public Safety Building, and the Canton Theatre are all historic buildings. Alternations to a qualified historic building or facility must comply with 2010 ADA Standards for Accessible Design unless it is determined in accordance with procedures described in Section 35.150 (a) that compliance with certain requirements would threaten or destroy the historic significance of the building or facility. Any building permits for alterations to qualified historic buildings are required to meet 2010 ADA Standards for Accessible Design requirements unless the requirements "would threaten or destroy" the historic significance of the building. Alternative methods of compliance would then be provided.

A. Baseline Conditions

Each of the City's facilities will be reviewed in light of several "baseline" conditions, including:

- a. Access to parking and entry into the facilities themselves;
- b. Access to a clear and distinct path of travel;
- c. Access to programs and services themselves;
- d. Access to public areas and restrooms; and
- e. Access to related amenities.

B. Criteria for Determining Existence of Impediment

Criteria will be established to determine whether corrective action needs to be taken at a particular facility. The criterion includes, but is not limited to:

- a. *The nature of unique programs and services.* Some facilities and sites are the only location that a particular program or service may be provided;
- b. *Current state of accessibility.* The current condition of each facility in terms of barriers already removed, or planned to be removed, will be identified by City administration;
- c. *Cost.* The cost of alternatives to physical barrier removal versus the cost of an alternative corrective action plan; and Public use.
- d. *The population served by a particular program or service and whether the public can obtain service from an alternative City location.*

C. Facility Priorities

The City of Canton has established an accessibility priority rating for facilities using public usage criteria. Usage rates were determined by general observation, events, and recorded usage with input from staff. Priorities by level of community usage of individual facilities are:

Priority 1	Priority 2	Priority 3	Priority 4
City Hall	Canton Theatre	Public Works Facility	Burge Park
Public Safety Building	Brown Park	Boling Park	McCanless Park
Downtown Parking Deck	Cannon Park	Harmon Park	Paw Park
	Etowah River Park	Heritage Park	
		Hickory Log Creek Reservoir	

D. Properties for Barrier Removal Within Facilities

City staff has identified priorities for barrier removal within each facility. Barriers are being assigned levels of priority using the following criteria:

1. Priority One: The highest priority was placed on those barrier removal items that provide accessibility at the main entrance of a facility or improve a path of travel to the portion of the facility where program activities take place.
2. Priority Two: A second level priority was placed on those barrier removal items that improve or enhance access to program use areas.
3. Priority Three: A third level priority was placed on those barrier removal items that improve access to amenities serving program areas.
4. Priority Four: A fourth level of priority identified areas or features not required to be modified for accessibility because that are no public programs located in this space, or because there are similar features located nearby that reasonably provide programmatic access.

Facility deficiencies will be rated on a priority level dependent upon the priority level of the facility and barrier removal. For example if Etowah River Park has access issues to the basketball court, the priority rating would be a 2.3.

Right of Way Facilities and Prioritization Standards

To promote efficiency and accessibility, some cities construct curb ramps at every point where a sidewalk intersects a curb; however, under Title II of the ADA, a city is not necessarily required to do so. Traffic safety considerations may make construction of ramps at some locations undesirable. Alternative routes to building that make use of existing curb ramps may be acceptable under the concept program accessibility in the limited circumstances where individuals with disabilities need only travel a marginally longer route. In addition, the undue financial or administrative burden limitation available in Title II of the ADA may limit the number of curb ramps that the City may be required to provide. The City will prioritize pedestrian ROW projects in the following order:

1. State and local government offices and facilities
2. Important transportation corridors, including pathways leading to schools
3. Places of public accommodation such as commercial and business zones
4. Facilities containing employers
5. Other areas such as residential neighborhoods and underdeveloped regions of the City.

The City of Canton is responsible for sidewalks within rights-of-way owned and maintained by the City of Canton. With few exceptions, these sidewalks are generally of concrete construction and at a width of 48” or greater and can be divided into four generic areas:

1. Sidewalks servicing the Historic Downtown area.
2. Sidewalks servicing routes along State and Federal Highways.
3. Sidewalks servicing the residential areas of Canton (built before 1992).
4. Sidewalks servicing residential subdivisions of Canton (1992 or newer).

Repair of Existing Sidewalk and Pedestrian Facilities

The City of Canton Public Works Department prioritizes sidewalk repair and replacement based on complaints received from the public as well as the usage rate of a sidewalk as a route to public facilities.

Future Sidewalk and Pedestrian Facilities

Future sidewalk construction is regulated through the Planning and Zoning Department. City Ordinances govern the use, placement, design and construction of sidewalks in public rights-of-ways. Sidewalks are required along each side of any street within or adjacent to a subdivision or development. All sidewalks and curb ramps are reviewed during plan review for zoning, engineering and ADA compliance.

Sidewalks and Curb Ramps

The evaluation of pedestrian facilities indicates the following needs related to curb ramps meeting the ADA requirements:

1. Sidewalks in the Historic Downtown are provide access to the highest concentration of entities and facilities covered by the Act. These sidewalks are the oldest in the city and the least likely to have curb ramps or ramps that comply with ADA construction standards. The Act requires priority be given to installing or replacing curb ramps on pedestrian facilities covering these areas.
2. Sidewalks servicing routes along State and Federal Highways are largely compliant, however any areas of non-compliance shall be given priority due to the presence of commercial facilities and places of worship.
3. Sidewalks servicing the residential areas built prior to 1992 may lack ADA compliance. Because of the lack of density for places of government, business or worship, these existing sidewalks are given less priority, however total compliance is the goal.
4. Sidewalks servicing the residential areas built after 1992 had sidewalk and curb ramp requirements in the design process. Total ADA compliance may or may not exist depending on year of construction, repairs and maintenance, etc. Because of the lack of density for places of government, business or worship, these existing sidewalks are given less priority, however total compliance is the goal.

Curb Ramp Replacement/Modification Plan

The City of Canton Public Works Department prioritizes curb ramp replacement/modification/repair based on complaints received from the public as well as the usage rate, usability and safety in order to determine the path of travel to public facilities.

*****Self-Evaluation of City Facilities can be found in Appendix A***

Programmatic Barriers

The City recognizes not all barriers to the City's programs, services and activities are physical in nature. Other administrative barriers exist that must be overcome to provide complete government services to those who are disabled.

Communications

The City's Plan incorporates steps to ensure that communications with people with disabilities are as effective as communications with others. Effective communication means that whatever is written or spoken must be as clear and understandable to people with disabilities as it is for people who do not have disabilities.

The City's 9-1-1 and emergency communications services provide direct and equal access to persons with disabilities. The City of Canton provides direct access to TTY (TeleTYpewriter) calls. This means that emergency telephone services can receive calls directly from TTY's and computer modem users without relying on state relay services or third parties. The City of Canton's emergency operators are trained to use the TTY not only when they recognize the tones of a TTY at the other end of the line, but also when they receive a "silent call".

911 service is provided by Cherokee County.

There are also other types of communications that the City handles, including website communications, communications relating to City administration and open public meetings, and other communications regarding the City's programs, services and activities.

Correction Plan

The City is taking the actions referenced below and will continue to look for and timely remedy barriers to access in an effort to ensure that the disabled citizens of Canton are given access to the City's programs, services and activities.

To confirm follow-up on corrective actions required under the Plan, the City will institute the following:

1. Deficiency Log – will identify items that are not ADA compliant and will include anticipated completion dates.
2. Action Log – will document continuing actions to correct deficiencies, identify new deficiencies, and document efforts at compliance with the ADA.

The ADA Deficiency Log and Action Log will be updated on an annual basis.

Deficiency Log

City Infrastructure				
Parks and Facilities	Deficiency	Priority Level	Cost	Notes
City Hall				
Public Safety Building	Municipal court counter not accessible.	1.2	\$50	Municipal court counter not accessible. A portion of the counter should be 36" high and 36" long for transactions. It is at 49 ½" in height. Municipal court personnel assist disabled persons inside court room through a door that has a keypad. Signage Provide signage.
Canton Theatre	No Accessible Parking Spaces Provided	2.1		Public street in the near vicinity is too steep for handicap parking. An accessible space could be provided within 100 ft of the building however the accessible route would not meet 5% slope. Changes to the exterior of the building would "threaten or destroy" the historic significance of the building.
	Tactile Signage for Restrooms	2.3	\$100	Bathrooms are missing tactile signage, with pictograms or symbols. Braille needed. Add signs.
Public Works Facility	Entrance not accessible due to threshold height and landing.	3.1	\$2000	The threshold is too high and landing is not level. Ramp to threshold is needed to make entrance accessible
	No Access Aisle or Van Accessible Space	3.1	\$300	Add Access Aisle – Space is available
Boling Park	**	**	**	
Brown Park	**	**	**	
Burge Park	**	**	**	
Cannon Park	**	**	**	
Etowah River Park	**	**	**	
Harmon Park	**	**	**	
Heritage Park	**	**	**	
HL Creek Reservoir	**	**	**	
McCanless Park	**	**	**	
Paw Park	**	**	**	
DT Parking Deck	No Deficiencies			

****Currently undergoing a Parks and Rec Master Plan which will be addressing ADA issues in these facilities. Deficiency Log will be updated in 2025 to include items found in the Master Plan.**

Action Log

Action Items	Location	Date Completed/To be Completed	Notes
Self-Evaluation	City Hall (151 Elizabeth St)	2012	
Self-Evaluation	Canton Theatre	2012	
Self-Evaluation	Public Works Building	2012	
Route of Travel	Public Works Building	2013 – ongoing	Trim of bushes to maintain clear path of travel.
Parking and Drop Off Areas	Public Safety Building	2015	Access Aisle Added
Parking and Drop Off Areas	Public Safety Building	2015	Height of accessible parking space signs lowered.
Self-Evaluation	City Hall (110 Academy St)	2024	
Self-Evaluation	Canton Theatre	2023	
Self-Evaluation	Public Safety (Old City Hall)	2023	
Self-Evaluation	Public Works Building	2023	
To Be Completed			
Self-Evaluation	Boling Park	FY24	Underway
Self-Evaluation	Brown Park	FY24	Underway
Self-Evaluation	Burge Park	FY24	Underway
Self-Evaluation	Cannon Park	FY24	Underway
Self-Evaluation	Etowah River Park	FY24	Underway
Self-Evaluation	Harmon Park	FY24	Underway
Self-Evaluation	Heritage Park	FY24	Underway
Self-Evaluation	HL Creek Reservoir	FY24	Underway
Self-Evaluation	McCanless Park	FY24	Underway
Self-Evaluation	Paw Park	FY24	Underway
ROW Facilities Audit	City-wide	FY25	Conduct Audit of all City ROW Facilities
Route of Travel	Public Works Building	FY25	The threshold is too high and landing is not level. Ramp to threshold is needed to make entrance accessible
Route of Travel	Public Works Building	FY25	Add Access Aisle – Space is available
Seats, Tables, Counters	Public Safety	FY25	Municipal court counter not accessible. A portion of the counter should be 36” high and 36” long for transactions. It is at 49 ½” in height. Municipal court personnel assist disabled persons inside court room through a door that has a keypad. Signage Provide signage.
Doorways and Passages	Canton Theatre	FY25	Bathrooms are missing tactile signage, with pictograms or symbols. Braille needed. Add signs.

Nondiscrimination Statement

In compliance with the requirements of the American with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008, now made part of the United States Code, the City of Canton, Georgia will not discriminate against qualified individuals on the basis of disability in the areas of employment, local government services, and telecommunications. Subtitle A of Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all the state and local governments.

In order to ensure compliance with the ADA and address any shortfalls, the City of Canton has adopted a grievance procedure for any individual who feels discriminated against due to their disability. The City has also designated an employee to serve as ADA Coordinator who will be responsible for oversight of the grievance process.

28. C.F.R. Section 35.170 provides that any individual who believes that he or she, or a specific class of individuals, has been subjected to discrimination on the basis of disability by any public entity may, by him or herself, or an authorized representative, file a complaint under this part within 180 days of the date of the alleged discrimination. Filing the complaint with any Federal agency will satisfy the requirement for timely filing.

Grievance Policy and Procedure

The City of Canton grievance policy and procedure for disabled individuals was adopted pursuant to the Americans with Disabilities Act, 42 U.S.C. 12101, et seq.

Policy

In compliance with the Americans with Disability Act (ADA), 42 U.S.C. 12101, et seq., 1990, and 28 C.F.R. 35.107(B), the City of Canton desires to establish a policy for providing disabled individuals a local grievance procedure for resolution of complaints lodged under the Act. It is the City's stated intention that this policy is intended to assist disabled individuals by providing access to programs, services, and facilities of the City of Canton government.

Administration

The City has designated employees with certain responsibilities as follows:

1. ADA Coordinator: The City Manager shall designate an employee to serve as ADA Coordinator until a successor is appointed. It shall be the duty and responsibility of this employee to maintain all files and records of the City of Canton relating to records, grievances, and audits for the prescribed period pursuant to the ADA. In addition, the Coordinator shall be responsible for insuring that the provisions of this Grievance Policy are implemented and conducted fairly under the terms of the ADA and 28 C.F.R. 35.107(B), as these may be amended from time to time. The Coordinator's name shall be posted on the notices as required by the Act.
2. ADA Department Representative: Each City Department shall designate an employee within the Department to serve as ADA Department Representative whose duties and responsibilities shall

include being the Departmental individual charged with providing responses and coordination of information and processing of grievances.

3. ADA Committee Pane: The City Manager is hereby authorized to select, in coordination with the ADA Coordinator, a panel of not fewer than 2 employees to hear appeals or grievances filed pursuant to this policy should the matter not be resolved by the Department Representative. It shall be the duty of the Panel to render timely decisions and to utilize its best efforts to resolve any disputes presented by the grievance regarding matters under the ADA and 28 C.F.R. 35.107(B), as these may be amended from time to time.

Procedure

Any person with a disability, or any parent or guardian who represents a minor person with a disability, who believes that they have been the subject of disability related discrimination on the basis of denial of access to facilities, programs, or services may file a grievance.

Any individual desiring to file a grievance shall complete the ADA grievance form which is adopted as attached as Exhibit B. The completed form should be submitted to the ADA Coordinator, City Engineer Bethany Watson, 110 Academy Street, Canton, Georgia 30114, within sixty (60) days after the grievant becomes aware of the alleged violation or questioned activity; the form will be forwarded to the Department ADA Representative as soon as possible.

A verbal complaint may be filed by calling ADA Coordinator, City Engineer Bethany Watson at 770.704.1500.

Thereafter, the Department's ADA Representative shall review and investigate the grievant's complaint and meet with the grievant within fifteen (15) days whenever possible. Within fifteen (15) days of the meeting the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the City and offer options for substantive resolution of the complaint.

Resolution at the Department level is encouraged. However, if no resolution can be reached, then it shall be the responsibility of the Department's ADA Representative to schedule an informal grievance hearing before the ADA Committee Panel not later than thirty (30) days following the meeting between the Department's ADA Representative and the grievant. At the hearing the Department's ADA Representative and the grievant shall be given the opportunity to submit pertinent information to the Panel. Additionally, the Panel may receive relevant information from any interested person. These rules contemplate an information hearing process to provide optimum opportunity to resolve any and all issues presented for discussion.

Thereafter, the Panel shall submit a written determination of the validity of the complaint and the description of the resolution, if any, to the ADA Coordinator within fifteen (15) working days following the hearing by the Panel with a copy forwarded to the grievant, where appropriate, in a format accessible to the grievant. The determination of the ADA Committee Panel shall be deemed the final determination.

The right of an individual to a prompt and equitable resolution of the complaint filed shall not be impaired by the individual's pursuit of other remedies such as the filing of an ADA complaint with a

responsible Federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

In addition to or in lieu of filing a complaint with the City of Canton's ADA Coordinator, any individual may submit a written complaint within one hundred and eighty (180) days of the alleged violation to the U.S. Department of Justice, Civil Rights Division, Coordination and Review Section, P.O. Box 66118, Washington D.C., 20035-6118. A complaint may also be submitted to the U.S. Department of Health and Human Services, 200 Independence Avenue, S.W., Washington, D.C., 20201.

Filing a complaint with the City of Canton does not affect the one hundred and eighty (180) day deadline for filing a complaint with a Federal agency.

All written complaints received by the ADA Coordinator or designee, appeals to the or his designee, and any responses from these two offices will be retained by the ADA Coordinator for at least three (3) years.

Exhibit A

Exhibit B

Physical Barrier Facility Survey

Facility	City Hall	Public Safety Building	Canton Theatre	Public Works
Facility Contact Person	Bethany Watson		Kristen Norton Green	Kelly Pendley
Phone Number	770-704-1521			
Email Address	Bethany.watson@cantonga.gov		Kristen.Green@cantonga.gov	Kelly.Pendley@cantonga.gov
Worksheet Completed By				
Date				

PRIORITY 1	ACCESSIBLE APPROACH/ENTRANCE									
Route of Travel	City Hall		Public Safety Building		Canton Theatre		Public Works			
Technical Requirements	Comments									
Is there a route of travel that does not require the use of stairs?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Is the route of travel stable, firm and slip resistant?	X		X		X		X		X	
Is the route at least 36 inches wide?	X		X		X		X		X	
Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane? In order to be detected using a cane, an object must be within 27 inches off the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.	X		X		X		X			X
Ramps										
Technical Requirements	Comments									
Do all ramps longer than 6 feet have railings on both sides?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Are railings sturdy, and between 34 and 38 inches high?	N/A	N/A	X		N/A	N/A	N/A	N/A	N/A	N/A
Is the width between railing or curbs at least 36 inches?	N/A	N/A	X		N/A	N/A	N/A	N/A	N/A	N/A
Are ramps non-slip?	N/A	N/A	X		N/A	N/A	N/A	N/A	N/A	N/A
Is there a 5 foot-long landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?	N/A	N/A	X		N/A	N/A	N/A	N/A	N/A	N/A
Does the ramp rise no more than 30 inches between landings?	N/A	N/A		X	N/A	N/A	N/A	N/A	N/A	N/A
Parking and Drop-Off Areas	City Hall		Public Safety Building		Canton Theatre		Public Works			
Technical Requirements	Comments									
Are the minimum number of accessible parking spaces provided, based on the total number of available parking spaces (see table below)?	X		X				X		X	
<u>Total Spaces</u>	<u>Required Minimum Number of Accessible Spaces</u>									
1 to 25	1									
26 to 50	2									
51 to 75	3									
76 to 100	4									
101 to 150	5									
151 to 200	6									
201 to 300	7									
301 to 400	8									
401 to 500	9									
501 to 1,000	2% of total									
1,001+	20% plus 1 for each 100 over 1,000									
	Canton Theatre: No accessible parking spaces provided. Suggestion: Provide drop off area for loading and unloading zone. 60" wide, 20' long with curb ramp 36" wide. Should be located on the shortest route of travel from parking to the entrance.									

Parking and Drop-Off Areas (Continued)		City Hall		Public Safety Building		Canton Theatre		Public Works	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Are the accessible spaces the ones closest to an accessible entrance?	Public Works: Entrance not accessible. Threshold too high. No level landing. Another entrance available but not close to parking.	X		X			X		X
Are the accessible parking spaces at least 12 feet wide with a 5 feet wide access aisle?	Public Works: Should be 132" wide van accessible. No access aisle. Can be reduced to 96" if 96" access aisle provided.	X		X		N/A	N/A		X
For van-accessible spaces, is there a vertical clearance of at least 98 inches for vehicle route to the parking space, the parking space, the access aisle and along the vehicle route to the exit? Is one in every eight accessible parking spaces (but not less than one designated "van" accessible)?		X		X		N/A	N/A	N/A	N/A
Are all accessible parking spaces, including access aisle, relatively level (1:50 or 2%) in all directions?		X		X		N/A	N/A	X	
Does each accessible parking space have a sign with a symbol of accessibility that is visible when a vehicle is parked in the space?	Public Safety Building: Height of signs need lowering. Car should be 60" to bottom of sign. Van should be 84" to bottom of sign. Now height for car and van 84" to bottom.	X		X		N/A	N/A	X	
If there is a curb between the access aisle and the accessible route to the building, is there a curb ramp that meets the following requirements: a.) Is the ramp surface at least 36" wide excluding flared side? b.) Is the slope (up or down the ramp) no more than 1:12?		X		X		N/A	N/A	N/A	N/A
Are all spaces located on an accessible route no less than 44 inches wide so that users will not be compelled to walk or wheel behind parked vehicles?		X		X		N/A	N/A	N/A	N/A
Entrance		City Hall		Public Safety Building		Canton Theatre		Public Works	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?		X		X		N/A	N/A	N/A	N/A
Can the alternate accessible entrance be used independently?	All buildings only have one accessible route. Canton Theatre, Public Safety Building, and Public Works only have one public entrance.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?		X		X		X		X	
Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?		X		X		X		X	
Is the threshold edge ¼ inch high or less, or if beveled edge, no more than ¾ inch high?		X		X		X			X
If provided, are carpeting or mats a maximum of ½ inch high?		X		N/A	N/A	X		N/A	N/A
Are edges securely installed to minimize tripping hazards?		X		X		X		N/A	N/A
Is the door handle no higher than 48 in and operable with a closed fist?		X		X		X		X	
Can doors be opened without too much force? (exterior maximum of 8.5 lbf; maximum 5 lbf for interior doors)		X		X		X		X	
If the door has a closer, does it take at least 3 seconds to close?		X		X		X		X	
PRIORITY 2		ACCESS TO PROGRAMS AND SERVICES							
Horizontal Circulation		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Does the accessible entrance provide direct access to the main floor, lobby or elevator?		X		X		X		N/A	N/A
Are public spaces on an accessible route of travel?		X		X		X		N/A	N/A

Horizontal Circulation (continued)		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Is the accessible route to all public spaces at least 36 inches wide?		X		X		X		N/A	N/A
Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?		X		X		X		N/A	N/A
Doors		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Do doors into public spaces have at least a 32 inch clear opening?		X		X		X		N/A	N/A
On the pull side of the door, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?		X		X		X		N/A	N/A
Can door handles open without too much force? (5 lbf maximum for interior doors)		X		X		X		N/A	N/A
Are handles 48 inches high or less and operable with a closed fist?		X		X		X		N/A	N/A
Are all threshold edges ¼ inch high or less, or if beveled edge, nor more than ¾ inch high?		X		X		X		N/A	N/A
Rooms and Spaces		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Do the doors have at least 32 inches clear opening?		X		X		X		N/A	N/A
Are all the aisles and pathways to materials and services at least 36 inches wide?		X		X		X		N/A	N/A
Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?		X		X		X		N/A	N/A
Is carpeting low-pile, tightly woven, and securely attached along the edges?		X		X		X		N/A	N/A
In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?		X		X		X		N/A	N/A
Emergency Egress		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
If emergency systems are provided, do they have both flashing lights and audible signals?		X		X		X		N/A	N/A
Signage for Services		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
If provided, do signs and room numbers designating permanent rooms and spaces where services are provided comply with the following signage requirements? - Signs mounted with centerline 60 inches from the floor - Mounted on wall adjacent to latch side of door or as close as possible - Raise characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, restrooms, exits) - Braille text of the same information - If pictogram is used, it must be accompanied by raised characters and Braille		X		X		N/A	N/A	N/A	N/A

Directional and Informational Signs		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?		X		X		N/A	N/A	N/A	N/A
Do directional and informational signs comply with legibility requirements?		X		X		N/A	N/A	N/A	N/A
Controls		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Are the controls that are available for use by the public located at an accessible height? Reach ranges: The maximum height for a side reach is 54 inches; for forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.		X		X		N/A	N/A	N/A	N/A
Are they operable with a closed fist?		X		X		N/A	N/A	N/A	N/A
Seats, Tables and Counters		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Are the aisles between fixed seating at least 36 inches wide?	Public Safety Building: Fixed seating in Court Room Canton Theatre: Main aisle between seating area	N/A	N/A	X		X		N/A	N/A
Are the tops of tables or counters between 28 and 34 inches high?	Public Safety Building: Municipal court counter not accessible. A portion of the counter should be 36" high and 36" long for transactions. It is at 49 ½" in height. Municipal court personnel assist disabled persons inside court room through a door that has a keypad. Need to provide signage.	X			X	N/A	N/A	N/A	N/A
Are knee spaces at accessible tables at least 27" high, 30" wide and 19" deep?		X		X		N/A	N/A	N/A	N/A
Vertical Circulation		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Are there ramps, lifts or elevators to all public levels?	Public Safety Building: Elevators only. 1 st floor has ramp. Canton Theater: Lift to main seating area only.	X		X		X		N/A	N/A
On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?		X		X		X		N/A	N/A
Stairs		City Hall		Public Safety Building		Canton Theatre		Public Works*	
The following questions apply to stairs connecting levels not services by an elevator, ramp or lift.									
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Do treads have a non-slip surface?		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Do stairs have continuous rails on both sides, with extension beyond the top and bottom stairs?		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Elevators		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Are there both visible and verbal or audible door opening/closing and floor indicators? (One tone = up, two tone = down)		X		X		N/A	N/A	N/A	N/A
Are the call buttons in the hallway at 42 inches or below?		X		X		N/A	N/A	N/A	N/A

Elevators (continued)		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Do the controls inside the cab have raised and Braille lettering?		X		X		N/A	N/A	N/A	N/A
Is there a sign on both door jambs at every floor identifying the floor in raised and Braille letters?		X		X		N/A	N/A	N/A	N/A
If an emergency intercom is provided, is it usable without voice communications?		X		X		N/A	N/A	N/A	N/A
Is the emergency intercom identified by Braille and raised letters?		X		X		N/A	N/A	N/A	N/A
Lift		City Hall		Public Safety Building		Canton Theatre		Public Works*	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Can the lift be used without assistance? If not, is a call button provided?	Public Safety Building: Lift for court room only Canton Theatre: Lift to seating area provided	X		X		X		N/A	N/A
Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls to use the lift?		X		X		X		N/A	N/A
Are controls between 15 and 48 inches high? (Up to 54" if a side approach is possible)		X		X		X		N/A	N/A
PRIORITY 3	USABILITY OF RESTROOMS								
Getting to the Restrooms		City Hall		Public Safety Building		Canton Theatre		Public Works	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
If the restrooms are available to the public, is at least one restroom (either one for each sex or unisex) fully accessible?	Public Safety Building: One for each sex. Public Works: No public restrooms	X		X		X		N/A	N/A
Are there signs at inaccessible restrooms that give directions to accessible ones?	Public Safety Building: All bathrooms are accessible with exception of Library Conference Room area.	X		X		X		N/A	N/A
Doorways and Passages		City Hall		Public Safety Building		Canton Theatre		Public Works	
Technical Requirements	Comments	Yes	No	Yes	No	Yes	No	Yes	No
Is there tactile signage identifying restrooms? Mounting signs on the wall, on the latch side of the door, complying with the requirements for permanent signage.	Public Safety Building: With exception of 3 rd floor, signs mounted on the door. Canton Theatre: Only signs for women's and men's. No handicap signage provided.	X		X			X	N/A	N/A
Are pictograms or symbols used to identify restrooms, and if used, are raised characters and Braille included below them?	Public Safety Building: With exception of 3 rd floor and 2 nd floor Library Conference Room. No raised characters or Braille.	X		X			X	N/A	N/A
Is the doorway at least 32 inches clear?		X		X		X		N/A	N/A
Are doors equipped with accessible handles (operable with a closed fist) 48 inches high or less?		X		X		X		N/A	N/A
Can doors be opened easily (5 lbf maximum force)?		X		X		X		N/A	N/A
Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?	Public Safety Building: Stairwells on West & East 1 st floor obstructs entrance to bathrooms. Not public	X		X		X		N/A	N/A
Is there a 36 inch wide path to all fixtures?		X		X		X		N/A	N/A

Kitchens and Break Rooms		City Hall		Public Safety Building		Canton Theatre		Public Works	
		Yes	No	Yes	No	Yes	No	Yes	No
Is a 36 inch minimum path of travel maintained?	Public Safety Building: Break room needs addressing to meet accessibility requirements. Note: Furnishings (table and chairs) and coat stand need adjusting to maintain 36" in clear space.	X		X		N/A	N/A	N/A	N/A
Does the room have a stove? If yes, is the sink accessible?		X		X		N/A	N/A	N/A	N/A
Does the sink area meet the minimum clear floor space approach and reach requirements?	Public Safety Building: Drain pipe protrudes into opening. Pipe not protected. Should have 17-19" under sink.	X		X		N/A	N/A	N/A	N/A
If vending machines are provided, do they meet the clear floor space and reach requirements?	Public Safety Building: Snack machine money slot at 58". Should be at 48". Need moving forward approach/side approach clearance.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
If provided, does at least one table/booth meet accessibility requirements?		X		X		N/A	N/A	N/A	N/A

Please fill out this form and return to:

City of Canton
Bethany Watson
City Engineer/ADA Coordinator
110 Academy Street
Canton, GA 30114
770.704.1500
Bethany.watson@cantonga.gov

Title II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Discrimination Complaint Form

Name of Complainant: _____

Address: _____

Telephone and/or email: _____

Person discriminated against if other than complainant: _____

Address: _____

Telephone and/or email: _____

Provide names of the Department, facility, program or employee that you believe has discriminated:

Provide date or dates of alleged discrimination: _____

Describe the acts of alleged discrimination with detail: _____

Have you made any previous efforts to resolve this matter? If so, what resolution was proposed?

Signature

Date

Received by ADA Coordinator on: _____

Please fill out this form and return to:

City of Canton
Bethany Watson
City Engineer/ADA Coordinator
110 Academy Street
Canton, GA 30114
770.704.1500
Bethany.watson@cantonga.gov

Title II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Employee Discrimination Complaint Form

Name of Complainant: _____

Address: _____

Telephone and/or email: _____

Provide names of the Department, facility, program or employee that you believe has discriminated:

Provide date or dates of alleged discrimination: _____

Describe the acts of alleged discrimination with detail: _____

Have you made any previous efforts to resolve this matter? If so, what resolution was proposed?

Signature

Date

Received by ADA Coordinator on: _____

ADA Grievance Review and Comment

ADA Representative

Date received: _____ By: _____

Date Interview conducted with Complainant: _____

Investigative process and findings: _____

Action Taken: _____

Department Head Signature: _____

Second Level – ADA Review Panel

Date received: _____ Members of Review Panel: _____

Date hearing conducted: _____ Comments: _____

Action taken and date: _____

Received by ADA Coordinator on: _____



Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

December 1, 2023

US MAIL

A handwritten signature in blue ink, appearing to read 'Bethany', is written diagonally across the right side of the page.

Dear Mayor Bill Grant:

RE: Americans with Disabilities Act Requirements

AUTHORITY:

The Americans with Disabilities Act of 1990 provides that no person in the United States shall, on the grounds of disability, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 28 CFR 35). Section 504 of the Rehabilitation Act of 1973 further declares that no individual with a disability in the United States, as defined in section 705 (20), solely by reason of his or her disability, be excluded from the participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.

In order for your city or municipality to be in compliance with the Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, you or your designee must confirm knowledge of, agree to, and submit a plan for compliance with the ADA regulation described below. An ADA Transition Plan should be updated annually. All municipalities receiving federal aid are responsible under 42 USC 126 to submit an updated transition plan to the Georgia Department of Transportation.

***If your city or municipality receives ANY federal funds for ANY reason you must comply.**

ADA Training is required once every three (3) years from the date last attended. Local government officials needing training please visit the Georgia Department of Transportation website "Learning Management System" (LMS) tab for updated information on current training times, dates and to enroll at <http://www.dot.ga.gov/PS/Training>. If you are not

registered and need assistance you may email the training center inbox address at trainingcenter@dot.ga.gov.

JURISDICTION:

The Commissioner of the Georgia Department of Transportation has ultimate responsibility for the oversight and enforcement of the Department's Transition Plan however, pursuant to 28 Code of Federal Regulation, Part 35 and 49 Code of Federal Regulation, Part 27, the GDOT Commissioner can delegate said responsibility for the overall development and implementation of the ADA Program to the Department's Director of the Equal Employment Opportunity (EEO) Office.

Your municipality's ADA Transition Plan must be submitted to the Georgia Department of Transportation (GDOT) EEO Office at **600 W. Peachtree Street, N.W. 7th Floor, Atlanta, GA 30308**. The Plan should be directed to the attention of Kristie Walker, EEO Specialist/ADA Coordinator. **Failure to submit the required ADA documents within (30) thirty calendar days of receipt of this letter will delay delivery of any funds from the Georgia Department of Transportation.**

Thank you for your cooperation. If you need assistance drafting an ADA Transition Plan, consult the plan checklist. If further assistance is necessary, please contact me at 404-631-1272 or via email at kwalker@dot.ga.gov.

Sincerely,

Kristie Walker

Kristie Walker

Attachment



Transition Plan Checklist 2023

Thank you for taking the time to conduct thorough and detailed self-evaluation and Transition Plans. There are two checklists to which I would ask that you refer. The first of which is too extensive to be duplicated and therefore can be found by clicking the link below:

<https://www.ada.gov/racheck.pdf>

The second is in the chart below:

<input type="checkbox"/>	Yes	Brief Introduction that includes some town history, population, region, mayor, and other interesting facts.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Written policies and procedures that govern how your entity constructs, alters, maintains and repairs highways, roads, streets, sidewalks, pedestrian crossings and curb ramps.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Your city's long range plan for the construction, alteration, and/or repair of highways, roads, streets, sidewalks, pedestrian crossings, and curb ramps.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Written procedures your municipality uses to evaluate requests for installation of, or modification to curb ramps.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Written policies and procedures your entity uses to ensure that the accessibility of curb ramps at pedestrian crossings is maintained.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Survey the pedestrian crossings on the highways, streets and roads maintained by your entity. Do they meet the requirements since the policy change implemented in January 1992?
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Seek input from persons with various disabilities when determining the accessibility of your city.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Chart those sidewalks, crossings and ramps that do not meet the requirements set forth by the federal government on January 26, 1992, indicating the location, type of barrier, barrier resolution, anticipated date of resolution and estimated cost.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Your city's procedure to ensure that requests from the public are prioritized in your overall plan
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Please include the ADA Coordinator and creator(s) of your document along with their contact information.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Your city's complaint procedure for employees and local residents.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Your city's assurance that the ADA Coordinator has been or plans to attend ADA training.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	Accomplishment list: a list of ADA resolutions made by your city with the last two years
<input type="checkbox"/>	No	