

Minutes from Wednesday, February 8, 2012 Commission on
Disability Meeting
Worcester Public Library – Banx Room
4:30PM

Attendance:

Members: Rachel Shannon Brown, Herbert Cremer, Deborah Malone, Charles Hill,

Members of the Public: Jackie Norton, Diane (last name requested not to be identified), Scott Ricker, Mary Labrie

Staff: Dawn E. Clark

The meeting began with welcome from the chairperson and around the room introductions.

Minutes

Although the minutes were sent to the Commission Members, many members did not receive them. Approval of the minutes was tabled until next meeting.

Communications and Reports

- a. Anna-Maria College space –The College has applied for a variance through the AAB. In addition, it will no longer be used as a polling location for the city of Worcester.
- b. Disability Commission Contact List – Volunteered list will be distributed at the next meeting..
- c. Intake Update – Summary sheet presented and discussed. Concerns were voiced regarding inadequate training of intake and customer service workers. There was discussion about the requirements and appropriateness of a federal ADA Inspector/building ADA Inspector. Diane and Dawn will coordinate to do research for the commission regarding this

possible requirement. Later in the meeting another member of the public discussed in more detail about the Federal Inspector Position who would have the power to inspect both public and private properties for both federal and state violations.

- d. David Perry - Dawn Clark will research alternate meeting locations to accommodate Mr. Perry's attendance via conference call.

Old Business and Updates

- a. John Street Church – Rachel Brown (chair) will contact the city counselor for that area regarding this issue.
- b. Temporary Events Accessibility Policy – Motion made and seconded to forward the proposed policy to the city manager's office for consideration and adoption. Motion carried. Jackie Norton may supply a previously approved policy to Dawn to be included in the previously mentioned packet. There was an explanation about the process in the city entities that receive AAB/ADA complaints.
- c. Library Accessibility – Dawn Clark provided updated information regarding the reasoning for the shortest path of travel from the parking lot to the library includes stairs while the accessible path of travel is longer. A motion was made and seconded for the commission to refer the matter to Derek Brindisi, the ADA coordinator. Motion carried.
- d. Bullying Project Update – Mr. Cremer reported problems with the Human Rights Commission. Mr. Cremer was on the agenda for the Human Rights Commission but was not permitted to speak at the February meeting. Rachel Brown will contact the chairperson of the human rights commission discuss this issue further. Mr. Cremer summarized in general bullying reporting issues within the School Department. He summarized his efforts over the past several years
- e. Emergency Management Task Force Update –there was discussion regarding the shelter approval process. The city now has a list of potential accessible shelters to be used in the event of an emergency. There was also a discussion relating to the

voluntary registry and other emergency forms on the city's website. Emergency notification process was also discussed briefly. The report from emergency preparedness subcommittee will be presented at the March meeting.

Member Updates and New Business

- a. Mary Labrie voiced concerns about this commission is only advisory. After discussion, it was agreed this will be discussed more at the next meeting. The staff will do research.
- b. Herb Cremer brought up the term of the chairperson ending in May. Commission members discussed elections to be done in the near future.
- c. Request was made for Red Cab Company to begin sending accessible taxi reports to the commission.

Motion to adjourn. Meeting was adjourned at 6:30 pm.

Respectfully Submitted,
Debbie Malone, Secretary

Disability Case Report
1-11-12 to 2-7-12

Phone	1//17/12	Transportation	Open
Email	1/23/12	Transportation	Open
Email	1/27/12	How to contact Disability Office	Customer service to add information for staff
Phone	1/28/12	Transportation	Open
Email	2/3/12	Accommodation request	Alerted appropriate staff
Phone	2/7/12	Accommodation within Apartment	Suggested AAB complaint

Minutes from Wednesday, January 11, 2012 Commission on
Disability Meeting
Worcester Public Library – Banx Room
4:30PM

Attendance:

Members: Rachel Shannon Brown, Herbert Cremer, Deborah Malone, David Perry, Steve Stolberg,

Members of the Public: Jackie Norton, Apollo Mukasa

Staff: Derek Brindisi, Dawn E. Clark

The meeting began with welcome from the chairperson and around the room introductions.

Minutes: Mr. Cremer pointed out several grammatical errors to the November minutes. Mr. Cremer raised questions and concerns and asked to be given credit for them.

Staff mentioned that there will be attachments to the minutes. Anything that is distributed to commission members at a meeting must be attached to the minutes.

A motion was made by David Perry and seconded by Steve Stolberg to approve the November minutes as amended. One abstention; Motion carried.

Announcement by the Chair: City of Worcester is moving forward with hiring the position of Human Rights and Disabilities Director. This will be a part-time position. The chairs of the Human Rights Commission and the Commission on Disability have been invited to participate in the second round of interviews for this position. These interviews have been conducted. The recommendations will go to the City Manager for final selection.

Communications and Reports

- a. Intake Update – Summary sheet presented. A question was raised about non-disability related concerns. Staff refers people to appropriate departments and agencies. Mr. Cremer requested a copy of research about advocates and lawyers recently completed be sent to him. Mr. Brindisi will forward this information to him.
- b. John Street Church – Staff described a summary of the history of the complaint regarding the sidewalk in front of John Street Church. Mr. Brindisi summarized the city's procedure for street and sidewalk repairs. Jackie Norton provided more of a history. Commissioner Perry will inspect the location before the next meeting.
- c. Commission Training on Open Meeting law and the responsibilities of boards and commissions – The chair reminded the commission members of the responsibility to complete the appropriate online conflict of interest training and to submit the appropriate forms regarding the training to the office.
- d. Disability Commission Contact List – discussion ensued. Voluntary sign-up sheet distributed amongst members.
- e. Elections Commission/Anna Maria College Location – Derek Brindisi provided a summary of the history of the ramp situation at 88 Prescott Street. Discussion ensued. Motion made and seconded for the commission to write a letter in support of a variance for Anna Maria College polling location; motion carried
- f. Handicapped Parking fine Increase – A report summarizing the HP parking tickets and revenues for years 2009, 2010 and 2011 was reviewed. It was decided not to pursue the increase in fines at this time. Mr. Cremer summarized the fact that there are two problems with regard to handicapped parking. One problem is that people are illegally using expired or other people's

placards. The second is that people park in HP parking spots without HP placards or plates. He also discussed the difference between local and state fines. Debbie Malone will write a letter to the police department, explaining the importance of tickets for HP parking violations, what it does for the community, and to encourage the continue and increase enforcement of the HP parking laws.

- g. Bullying Project Update – Mr. Cremer described the Worcester Mediation Center and the work being done in Worcester Public Schools as presented at the Human Rights Commission. He also described the benefit of students being bullied having a mentor or a buddy as an ally. A little was discussed about bullying of people with disabilities and the elderly. Ms. Norton provided more details. The chair mentioned that there may be future opportunities for the Commission on Disability to be involved in the bullying project particularly regarding education of bullying of people with disabilities.
- h. Service Animal/Companion Animal Ordinance – Discussion occurred regarding the proposed letter to this City Manager recommending amendment of the free dog licensing ordinance to include all types of service dogs, including companion dogs. The chairperson will research the fair housing definition of companion animals. Motion made and seconded to submit the ordinance edited with the updated companion animal language. The motion carried.
- i. Emergency Management Task Force Update – Members of the Task Force visited three potential shelter sites at Worcester schools on December 28th. The findings were discussed. The Task force is planning to issues a report in the next month or two.
- j. WRTA Functional Assessment Letter – The Chairperson read the contents of the proposed letter to the WRTA supporting the use of functional assessments in the para-transit application process. Some discussion ensued. The Commission agreed that the letter should be sent to WRTA/PBSI.

Member Updates and New Business

- a. The chairperson recommended we invite the new City Mayor and city counselors to future commission meetings. The Chairperson will invite the City Counselors. Staff will coordinate the invitation to the Mayor.
- b. The chairperson requested each commission member read the proposed accessibility policy included in the packet and be prepared to discuss it at the next commission meeting.

Motion to adjourn Meeting was adjourned at 6:00pm.

Respectfully Submitted,
Debbie Malone, Secretary

To: City Manager Michael V. O'Brien

From: Commission on Disability

Subject: Consider amending Ordinance to include all service dogs for a free license

Date: January 9, 2012

This request comes to you in an effort to be in compliance with the American with Disabilities Act (ADA), the Fair Housing Amendments Act of 1988 and related laws, and from a request from a resident for a free dog license for a "companion" dog (in this case likely meeting the definition of a service dog). The City Clerk was not able to grant a free dog license under the dog ordinance as it is currently written.

The Worcester Ordinances for the Licensing and Control of Dogs Chapter 8 § 10 Dog Licenses section h currently reads:

"(h) No fee shall be charged for a license for a dog specially trained to lead or serve a blind person; provided, that the Massachusetts commission for the blind certifies that such dog is so trained and is actually in the service of a blind person. No fee shall be charged for a license for a dog professionally trained in the hearing dog business to serve a deaf or audibly impaired person; provided, that the director of the office of deafness certifies that such dog is so trained and is actually in the service of a deaf or audibly impaired person. For purposes of this section an "audibly impaired person" shall be any individual unable to hear air conduction thresholds at an average of forty decibels. Any license issued to a blind, deaf or audibly impaired person shall bear a special designation indicating that such dog is a 'registered service dog.'"

This ordinance limits the members of the community who have disabilities with dogs needed for assistance to: "Any license issued to a blind, deaf or audibly impaired person shall bear a special designation indicating that such dog is a 'registered service dog.'" This definition needs broadening.

Under the ADA, a "service animal" is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability,

including a physical, sensory, psychiatric, intellectual, or other mental disability. Under the new Department of Justice regulations, “other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition.” 28 C.F.R. § 36.104 and 28 C.F.R. § 35.104. This definition does not affect or limit the broader definition of “assistance animal” or “companion animal” under the Fair Housing Amendments Act of 1988, among other laws.

Also, it should be noted that an entity cannot require documentation (e.g. proof of certification, training, or licensure) that the animal is a service animal. 28 C.F.R. §36.302(c)(6); 28 C.F.R. §35.136(f). “A public entity shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. A public entity may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. A public entity shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, a public entity may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).”

Apart from “service animals,” developments under the Fair Housing Amendments Act of 1988, among other laws, have led to the concept of “companion animals,” which are those animals that provide people with disabilities with emotional support. Companion animals are permitted for people with disabilities, even if a landlord’s policy otherwise prohibits pets. Companion animals are not considered pets; instead, as explained by the Bazelon Center for Mental Health Law, companion animals are “considered to be more like assistive aids such as wheelchairs.”¹

In light of changes to the regulations enacted under the Americans with Disabilities Act, and in consideration of the use of companion animals under Fair Housing laws, the Commission respectfully requests that you consider including all service and companion dogs in the ordinance that permits

¹ For more information, please visit <http://www.bazelon.org/LinkClick.aspx?fileticket=mHq8GV0F14c%3D&tabid=2>, which addresses one’s right to emotional support animals in “no pet” housing. (Last checked January 26, 2012).

free dog licenses in the City of Worcester.²

Thank you.

² The number of service dogs under the ADA definition in the City of Worcester is unknown and is difficult and may not be possible to determine.



Worcester Commission on Disability
City Hall
455 Main Street
Worcester, MA 01608

January 18, 2012

Massachusetts Architectural Access Board
One Ashburton Place, Room 1310
Boston, MA 02108

Re: Variance Request for 88 Prescott Street, Worcester

To Whom It May Concern:

I am writing on behalf of the Worcester Commission on Disability to address the property located at 88 Prescott Street, Worcester, Massachusetts, 01605. It is our understanding that Anna Maria College has submitted, or intends to submit, a variance request regarding the ramp that is located on that property. After considerable discussion and consideration, our Commission has decided to support the variance request.

Thank you for your consideration of the variance request. Please do not hesitate to contact us should our assistance be of use or should you require any additional information from our Commission.

Very truly yours,

Rachel Shannon Brown

Chair

Worcester Commission on Disability



December 13, 2011

Mr. David J. Rushford
City Clerk
City of Worcester
455 Main Street
Worcester, Massachusetts 01608

Dear Mr. Rushford:

Anna Maria College is presently under a lease agreement with Coghlin Electrical Contractors, Inc. to occupy the building located at 88 Prescott Street, Worcester, MA. In 2010, the City of Worcester approached Anna Maria College to explore the potential of utilizing this facility as a polling location (Ward 3, Precinct 2) for federal, state, and municipal elections. The College consistently strives to expand its community interaction and was pleased to work in collaboration with the Election Commission to provide this important municipal service. Significant structural upgrades and operational adjustments were implemented by Anna Maria College to ensure a welcoming, safe, and convenient voting location was provided.

It has come to my attention that a concern, raised by the City's Disabilities Commission, deems this location no longer an acceptable polling facility. This correspondence serves to inform you and the Election Commission that as of this date, 88 Prescott Street will no longer be available to be utilized as a voting site.

I appreciate your willingness and efforts for Anna Maria College to have participated in the City's election process and offer any assistance necessary to seamlessly and cohesively relocate the polling operation. Please contact my office if I may be of assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack P. Calareso". The signature is fluid and cursive, written over the printed name and title.

Jack P. Calareso, Ph.D.
President

CC:

Ms. Susan Mailman, President, Coghlin Electrical Contractors Inc.
Mr. Michael V. O'Brien, Worcester City Manager
Worcester Election Commission
Worcester Disabilities Commission



Worcester Commission on Disability
City Hall
455 Main Street
Worcester, MA 01608

Dear Editor:

Many people face difficulty in the winter months when property owners fail to remove snow and ice from their sidewalks. That buildup of snow and ice can prevent individuals from accessing sidewalks, crosswalks, curb cuts, and other means of travel is distressing.

The Commission on Disability wants to remind Worcester residents that, under City Ordinance, owners or occupants of property with sidewalks need to remove snow and ice from sidewalks within ten hours after snow ceases to fall. If snow and ice is not cleared appropriately, complaints can be made to the City's Department of Public Works and Parks at 508-929-1300. The Department will refer such complaints to the Police Department, which can issue a \$75.00 ticket for failure to remove snow from a public sidewalk, per day.

Thank you for doing your part to keeping Worcester accessible for all during the long winter months ahead.

Very truly yours,

David Perry
Vice-Chair
Worcester Commission on
Disabilities

Office on Disabilities – Dawn E. Clark – 508- 799-8483



Worcester Commission on Disability
City Hall
455 Main Street
Worcester, MA 01608

January 24, 2012

Wendy Steinhilber
WRTA/PBSI
317 Main Street
Worcester, MA 01608

Dear Ms. Steinhilber,

The Worcester Commission on Disability is encouraged by the fact that WRTA/PBSI is planning to conduct functional assessments for people with disabilities who apply for para-transit services when appropriate. Our understanding is that the plan is to wait until the new WRTA Hub is completed.

We write to urge WRTA/PBSI to strongly consider conducting these assessments immediately. As you are aware, the professional medical verification form does not always identify the reality of the person's ability to use the bus. This may result in a denial of para-transit service, causing stress for the person. Requesting and appearing at an appeal can also be difficult, if a decision to appeal is made at all. We look forward to WRTA/PBSI putting functional assessments into practice swiftly.

Thank you for your consideration in this matter.

Sincerely,

Steve Stolberg
Commission on Disability Member



Worcester Commission on Disability
City Hall
455 Main Street
Worcester, MA 01608

February 8, 2012

Robert Moylan, Commissioner of Public Works
20 East Worcester Street
Worcester, MA 01604

Dear Mr. Moylan,

We appreciate the tough job your department has in keeping the city's citizens safe. It is difficult to do all that has to be done with a limited staff. However, we would like to call your attention to a matter that needs some attention.

HP parking spots are limited at best. When people park in these spots illegally, it prevents a legitimate user from doing business in the city. We are asking for your support in enforcing HP parking laws. Please remind the officers to carefully patrol the HP parking places in their designated areas, issuing tickets to violators. The officers should be aware of the HP parking spaces in their patrol areas. We will gladly point out known problem places if needed. This includes on street parking and parking lots, especially municipal ones.

Full inclusion of people with disabilities in the Worcester Community is a benefit to all. Please set a priority of ticketing HP parking violators throughout Worcester.

Thank you for providing all citizens equal access to all parts of our city.

Sincerely,

Deborah Malone
Worcester Commission On Disability
Secretary

print or converted to audio, and solutions that allow people with mobility disabilities to participate in all activities and presentations. The expense for accommodations is to be covered by the hosting organization. The following accommodation notice must be included on all print material for the event including programs, flyers, and websites:

"For an ADA accommodation, contact (insert contact persons name) at (insert phone#)."
Initial all boxed numbered sections

13. I will include this required accommodation notice on all print material for the event including programs, flyers, and websites. The contact person for a reasonable accommodation is _____ and the phone # is _____

Accessible Routes & Barriers

Your event may impose barriers that limit where a person with a Disability can travel. There are 3 main categories to consider regarding barriers: (1) Public pedestrian right-of-ways around and through your event. These are mainly public routes along streets and public routes leading to the Accessible entrances of public facilities during hours open to the public. (2) An Accessible route from the parking and loading/unloading zones to the event entrance/s. (3) Accessible routes within the event. Potential barriers in any of these 3 categories may include tables, tents, stages, power cords, decorations, or a variety of other equipment. You will need to focus mainly on sidewalks. However, you may also need to consider crosswalks, parking areas, and streets.

When your event imposes barriers of any size on sidewalks, routes from one sidewalk to another, or routes from sidewalks to public buildings, you will need to take action to mitigate those barriers. Barriers include elevation changes of more than W' vertical or W' beveled. Each barrier must either be overcome through temporary ramps or alternate paths of travel called "Accessible routes" and shall be designated with signs (ramps and signs are often rented). When ramps are used over power cords or hoses, the existing route can become Accessible. Other barriers may require the designation of Accessible routes. If an architectural barrier can be overcome (technologically) then the event organizer/s must do so. When an existing path of travel is blocked by an architectural barrier, and a technological solution cannot be reached, the alternate path of travel (the Accessible route) can be a nearby sidewalk that will ultimately lead to the same location as the general public route (blocked route).

Accessible routes have the following requirements:

- The surface shall not have elevation changes greater than W' vertical or W' beveled
- Required widths: public pedestrian right-of-ways shall be at least 48" wide; Accessible routes within the event shall be a minimum 36" in width
- Required height clearance: Accessible routes shall not have any protrusions up to a height of 80"

- The route must be designated with signs using the international symbol (wheelchair) for Accessibility, including directional arrows, at a minimum height of 60"

To identify barriers, walk all sidewalks in and near your event. Determine if any area of the event will create an obstruction along a sidewalk, which was not there before the temporary event was set up. Are paths from sidewalks to the Accessible entrance/s of public facilities blocked by any barriers? If yes, the barrier/s shall either be overcome by temporary ramps when technologically feasible, or you must designate one or more Accessible routes with appropriate signs.

14. The event will obstruct the public right-of-way with barriers at the following locations because it is not technologically feasible to prevent such barrier (include locations within the event, or along the common path of travel to the event, from the public parking area/s and, where power cords, tables, tents, stages, etc, will cross sidewalks or routes from one sidewalk to another; indicate "none" when barriers will not exist):

The event organizer will provide signage designating the alternate path of travel at each barrier and/or overcome the barrier (power cords, etc) with ramps.

Accessibility of Event Features

All of the features of the event shall be Accessible. Within the event, can a person who uses a wheelchair or any other mobility assistive device, Access all of the features and activities within the event, including Accessible portable toilets, stages, information booths, sales counters, games, and all other activities? If not, the event may be discriminating towards Individuals with Disabilities. An organizer of a temporary event must acknowledge that a grass surface is not considered an Accessible surface given the inconsistency and irregular surface. Always orient event features and activities along and/or within 36" of a paved or firm surface that will provide an Accessible route i.e. sidewalks, bituminous surfaces etc.

15. I have reviewed the event site after set up & the event plan and find all event features including toilets, stages, booths, counters, and activities to be Accessible. All activities and public interaction or common routes will be oriented near Accessible surface areas.

- The route must be designated with signs using the international symbol (wheelchair) for Accessibility, including directional arrows, at a minimum height of 60”

To identify barriers, walk all sidewalks in and near your event. Determine if any area of the event will create an obstruction along a sidewalk, which was not there before the temporary event was set up. Are paths from sidewalks to the Accessible entrance/s of public facilities blocked by any barriers? If yes, the barrier/s shall either be overcome by temporary ramps when technologically feasible, or you must designate one or more Accessible routes with appropriate signs.

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15. I have reviewed the event site after set up & the event plan and find all event features including toilets, stages, booths, counters, and activities to be Accessible. All activities and public interaction or common routes will be oriented near Accessible surface areas.

Sales or Service Counters

If sales or service counters are used for the event, counters with a maximum height of 36” from the ground shall be provided, including rented tables and contracted/invited vendors service counters. If vendors have trailers with tall built-in service counters, they shall provide an alternative Accessible sales/service counter/space next to the in-Accessible service counter that is not above 36”.

<p>16. <u>Check one:</u> (a) <input type="checkbox"/> Sales or service counters <u>will</u> be used. Counters with a maximum height of 36” will be provided. (b) <input type="checkbox"/> Sales or service counters <u>will not</u> be used</p>

Seating

If seating is provided, Accessible seating and companion seating are required. Accessible seating is a seating arraignment where an Individual with a Disability can be integrated within the audience. The Accessible seating shall have an area for wheelchairs but shall be designed as to provide an Accessible area for other types of mobility assistive devices. Companion seating are regular seating located next to the Accessible seating and are reserved for the companions of Individuals with Disabilities. Accessible seating shall provide an un-obstructed view of the event that is equal to or better than the other viewing seating. Accessible seating shall not be far to one side, or at the very back of the public seating area. Grass is not considered an Accessible area. Accessible seating shall be identified using the international symbol (wheelchair) for Accessibility and be located at a height of 60” from the ground or finished floor.

<p>17. <u>Check one:</u> (a) <input type="checkbox"/> Seating <u>will</u> be provided. Accessible seating shall provide an un-obstructed view of the event that is equal to or better than the other viewing seating, will be along a hard surface Accessible route and will be identified with the universal symbol (wheelchair) for Access. (b) <input type="checkbox"/> Seating will not be provided.</p>
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Portable restrooms

If portable restrooms are provided, they are required to be Accessible and along a hard-packed smooth surface and positioned on a surface that does not exceed 2% cross slope in any direction. The total number of Accessible portable restrooms shall be 5% at each location of units, but not less than one at each location or cluster of units and shall be identified with the universal symbol (wheelchair) for Accessibility.

18. Check one:

(a) Portable restrooms will be provided. The total number of portable restrooms will be _____. The number of locations for portable restrooms will be _____. The number of Accessible portable restrooms provided will be _____. And all portable restrooms will be located along a smooth or hard packed Accessible route/surface.

(b) _____ Portable restrooms will not be provided.

Parking

If parking is provided for an event, Accessible parking shall also be provided. Accessible parking shall provide "Van Accessible" spaces of 1:8 total Accessible parking spaces. All Accessible parking shall include an Access aisle next to the 8' Accessible space. A "Van Accessible" space shall have an 8' wide Access aisle. Temporary signs shall be used, if permanent signs are not in place. If public parking is not provided for an event, an Accessible passenger loading/unloading zone shall be provided. See additional info in attachment for parking requirements

19. Check one:

(a) Parking will be provided for this event. The total number of public parking spaces will be _____. The number of Accessible spaces with Access aisle will be _____. The total number of "Van Accessible" spaces will be _____.

(b) Public parking will not be provided for this event. An Accessible passenger loading/unloading zone will be located at _____ and will be identified using the international symbol (wheelchair) for Accessibility.

If public parking for a temporary event or a facility is displaced for an event including during set-up and take-down, arrangements shall be made with the cities building officials to displace the parking to a location that is as close to the public event/facility as possible, but no further than 3 spaces away from the Accessible entrance.

20. Accessible public parking is located at _____ will be displaced for this event from _____ (date/time) to _____ (date/time). I have made arrangements with the following Worcester Building Official to displace the parking:

Accessibility of City Buildings During Regular Business Hours

City buildings shall remain Accessible during regular business hours. Take care during your event and particularly during set-up and take-down to maintain an Accessible path of travel during those business hours. The Accessible entrance to the building must not be blocked by fencing, tents, trucks or cars, garbage bins, cords, or anything that prevents an Individual with a Disability from gaining Access to an open public area. There must be at least one Accessible route from the street to the Accessible entrance. The use of directional signage with the international symbol (wheelchair) shall be put in place.

21. Accessible routes and entrances to city buildings will be maintained as Accessible during business hours and all other hours that a city building is open to the public, and throughout the duration of the event including set-up and take-down periods.

22. Event Organizer Signature	Date	..
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Submit (1) this application and (2) an event layout plan with aU features and elements (eg, parking, portable restrooms, ramps, seating, Accessible paths of travel etc.) to the city' ADA Coordinator in the Mayors office using one of the three methods on page one.

<u>For Office Use:</u> ADA Approval sign-off	Date
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Findings & Resolved Access barriers

AAB section 23-Accessible temporary parking

23.1 GENERAL

Any person who has lawful control of improved or enclosed private property used as off-street parking for businesses, auditoriums, sporting or recreational *facilities*, cultural centers, or general *public use* where the public has the right of access as invitees or licensees, shall cause such parking areas, including temporary parking areas to comply with 521 CMR. For parking related to residential and *transient lodging facilities*, See 521 CMR 8.00: TRANSIENT LODGING FACILITIES and 521 CMR 10.3, Parking Spaces.

23.2.1

Total Parking in Lot Required Minimum Number of Accessible Spaces

15-25	1
26-50	2
51-75	3
76- 100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1,000	2% of total
1,001 and over	20 plus 1 for each 100 over 1000

23.3.1 *Accessible* parking spaces serving a particular *building*, facility or temporary event shall be located on the shortest *accessible route* of travel from adjacent parking to an *accessible entrance*.

Exception: Where *accessible spaces* cannot be located within 200 feet (200' = 61m) of an *accessible entrance*, an *accessible* passenger drop-off area shall be provided within 100 feet (100' = 30m) of an *accessible entrance*.

23.4.3 Slope: Parking spaces shall be *level* with surface slopes not exceeding 1:50 (2%) in all directions.

Exception: When *temporary accessible parking* is located within a field or otherwise unpaved area, when such *site* has not been improved in accordance with 521 CMR, the spaces shall be located on the least sloping area of the parking lot.

23.4.4 Surface: Spaces shall have a uniform, paved or hard packed smooth surface.

Exception: Temporary accessible parking spaces shall have, at minimum, a hard packed, smooth surface with a minimum amount of pooling or draining water.

23.4.5 Delineation: *Accessible spaces* shall be marked by high contrast painted lines or other high contrast delineation.

Exception: Temporary accessible parking spaces shall be easily identifiable, such as lined with field markings, paint or field tape. Traffic cones or barrels may be used to identify

parking spaces where field markings, paint, or field tape cannot be used given the surface condition.

23.4.6 *Access aisles*: All *accessible spaces* shall have *access aisles* that comply with the following:

a. Parking *access aisles* shall be part of an *accessible route* to the *building* or *facility entrance* and shall comply with 521 CMR 20.00: ACCESSIBLE ROUTE.

Exception: For temporary accessible parking, directional signage along the entire accessible route, using the international symbol of accessibility and an arrow, shall be used to direct people to the closest accessible entrance.

b. *Access aisles* adjacent to *accessible spaces* shall be five feet (5' = 1524mm) wide minimum, except adjacent to van *accessible spaces* the *access aisle* shall be a minimum of eight feet (8' = 2438mm) wide.

Exception: When temporary accessible parking is located within a field or otherwise unpaved site, when such area has not been improved in accordance with 521 CMR, the spaces shall be located on the least sloping area of the parking lot in conjunction with the temporary accessible parking spaces.

23.5 SIDEWALKS

Where *sidewalks* are provided at *accessible parking spaces*, a *curb cut* shall be installed at the *access aisle* of each *accessible space* or pair of *spaces*.

Exception: Where walkways and sidewalks are provided at temporary accessible parking spaces, there shall be a firm, stable path of travel, not less than 36 inches wide, from the temporary accessible parking spaces to said walkway or sidewalk. There shall be no abrupt changes in level greater than 1/2 inch. If there is a change of level greater than 1/2 inch, then vertical access shall be provided either via temporary curb ramps or via a temporary ramp.

23.00: PARKING AND PASSENGER LOADING ZONES

Exception: Signs for temporary accessible parking spaces located within a field or otherwise unpaved area shall be located at the head of each space if there are no attendants directing people to park, or signs indicating a general area designated for accessible vehicles if parking attendants are directing people to park.

23.6.1 A sign shall be located at the head of each space and no more than ten feet (10' = 3048mm) away, and at *accessible* passenger loading zones and may also include wording identifying its use.

23.6.2 The sign shall show the international symbol of *accessibility*.

23.6.3 Van *accessible spaces* shall include the words: "Van-Accessible".

23.6.4 Such signs shall be permanently located at a height of not less than five feet (5' = 1524mm), nor more than eight feet (8' = 2438) to the top of the sign.

Exception: Signage for *temporary accessible parking* spaces may be permanently attached to a pole within a bucket.

23.7 PASSENGER LOADING ZONE

If passenger loading zones are provided, at least one of them shall comply with the following:

23.7.1 Wherever a passenger loading zone or parking area is provided, an *accessible route* to an *accessible entrance* is required.

Untitled

NOTICE: PORTABLE TOILETS

Please be aware that providing portable toilet(s) to members of the public at any building or facility - including but not limited to courts, rinks, playgrounds, fairgrounds, beaches, piers, docks, parks, picnic areas, campsites, amusement facilities, and so on - triggers the requirement for accessible portable toilet(s) per 521 CMR section 30.1.2:

30.1.2 Portable Toilets: For single user portable toilets clustered at a single location, at least 5% but not less than one accessible toilet unit shall be installed at each cluster. Accessible units shall be identified by the International Symbol of Accessibility.

The requirement is applicable to portable toilets provided at permanent buildings and facilities as well as at venues that are temporary in nature, e.g. fairs, roving carnivals, and holiday events.