
VILLAGE OF LAFAYETTE
Americans with Disabilities Act Transition Plan:
Pedestrian Facilities in the Public Rights-of-Way

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Lafayette, OH 45854
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January 2019



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INTRODUCTION

The purpose of this Plan is to ensure that the Village of Lafayette creates reasonable, accessible paths of travel in the public rights-of-way for everyone, including people with disabilities. The Village of Lafayette is embarking on a significant and long-term commitment to improve the accessibility of those pedestrian facilities located within public rights-of-ways. Recognizing gaps and barriers exist, the Transition Plan works to identify physical barriers and prioritize those improvements that should be made throughout the Village of Lafayette. This Transition Plan describes existing conditions and promotes policies and programs to enhance the overall pedestrian accessibility.



LEGAL REQUIREMENTS

The federal legislation known as the Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications.

Title II specifically applies to “public entities” (state and local governments) and the programs, services, and activities they deliver. Title II, Article 8, requires public entities to take several steps designed to achieve compliance. Federal mandates require the Transition Plan shall, at a minimum include:

1. A list of the physical barriers in a public entity’s facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities.
2. A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible.
3. The schedule for taking the necessary steps to achieve compliance with Title II.
4. The name of the official responsible for the Plan’s implementation.

Transition Plans provide a method for public entities to schedule and implement ADA required improvements to existing streets and sidewalks. Before a Transition Plan can be developed, however, an inventory of the

current public road rights-of-way including curb ramps and sidewalks must first be developed.

OBSTACLES TO THE PUBLIC RIGHTS-OF-WAY

People have differing abilities: A variety of users need to access the sidewalk system. Their abilities vary in agility, balance, cognition, coordination, endurance, flexibility, hearing, problem solving, strength, vision, and pace. Pedestrians have varying needs, therefore, changing a design to enhance access for one group can create additional barriers for other individuals. The goal should be to make all sidewalks accessible to the largest possible number of universal design.

To improve the pedestrian paths within the public road rights-of-way, the Village of Lafayette worked with the Ohio Department of Transportation (ODOT) and Regional Planning Commission. The Village of Lafayette, ODOT and the Regional Planning Commission have worked to identify available programmatic federal and state funding to help underwrite the construction of sidewalks. The Planning Commission also worked with the Village to identify barriers within the public rights-of-way including curbs, sidewalks, pedestrian crossings, and parking lots. Village officials were ultimately able to address a prioritized list of improvements based on an inventory of existing land use activities, and publicly owned buildings. Field surveys/inspections and the use of GIS mapping were employed prior to the public planning to expedite informed decision making. Of critical importance were the public rights-of-way serving government offices, downtown core areas, parks, public and quasi-public buildings and residential areas. Such data constitutes the foundation of the Transition Plan.

As a result of the inventory and the public planning process, the Village of Lafayette has identified and assessed obstacles in the public rights-of-way. The Village adopted a proactive approach to removing barriers in the public, predicated upon public comment/complaints, and ensuring that all future construction/repair within the road rights-of-way, regardless of funding source, will in a build-out scenario, ensure compliance with ADA design standards within Village rights-of-way.

General Policies:

Roadway Intersections

The Village of Lafayette will work in good faith to have curb ramps or blended intersections constructed or upgraded to achieve ADA compliance within all capital improvement projects at roadway intersections. There may

be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those intersection corners will remain in the Transition Plan. As future projects or opportunities arise, those roadway intersection corners shall be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each intersection corner shall be made as compliant as possible in accordance with the purpose of the ADA Transition Plan.

Deficient Sidewalks

The Village of Lafayette will work in good faith to have sidewalks constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those segments will remain in the Transition Plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each sidewalk or trail shall be made as compliant as possible in accordance with the purpose of the ADA Transition Plan.

BARRIER REMOVAL PRIORITIES

The Village of Lafayette based barrier removal priorities on three (3) factors: use, location, and relative accessibility within the public road rights-of-way. The Village identified Plan priorities as follows:

1. Rights-of-way serving government and public facilities
2. Rights-of-way serving commercial services and employment centers
3. Rights-of-way serving other land uses

Accessibility Condition

The Village worked to identify the relative accessibility of the public rights-of-way during the inventory phase, survey phase and public comment period.

Priority Ranking

In order to determine the overall priority of specific improvements to enhance accessibility within the public rights-of-way, the following matrix was used.

PRIORITY OF CAPITAL IMPROVEMENTS NEEDED			
Land Use Type	Locations Serving Government Facilities	Commercial Services & Employment Centers	Other Land Uses
		1	2

The priority of improvements is based on identifying which of the public rights-of-ways serve a particular area/site within the Village, and the accessibility of the rights-of-way with respect to barriers. Appendix A identifies a prioritized list of projects by obstacle, location and 2019 estimated costs.

Public Comment/Complaint Process

The public comment/complaint process is fundamental and an integral part of the Transition Plan. Public complaints or requests help drive the prioritization of improvements. To file a complaint or a request regarding accessibility of a sidewalk or curb ramp, interested parties are urged to contact the ADA Coordinator in writing and describe the issue in detail, including the location. The ADA Coordinator will inspect and document the need for further possible action. The ADA Coordinator will record the formal response and reply to the complainant/requestor. All complaints or requests will be kept on file and will include the response. Appendix B contains the Village of Lafayette Public Comment/Complaint Form for Pedestrian Facilities in the Public Rights-of-Way.

New Construction & Alterations

In order to ensure the correct design of curb ramps, sidewalks, and crosswalks in new construction and alterations within the public rights-of-way, the Village of Lafayette will follow the Ohio Department of Transportation (ODOT) design specifications (see Appendix C). Moreover, whenever there is an alteration, intersection, roadway improvement project or new construction project, any affected curb ramp, sidewalk, and/or crosswalks within the affected area will be rebuilt to such ADA design guidelines. In order to improve accessibility the Village may choose to integrate PROWAG design standards into certain projects where feasible and reasonable. The Village will require minimum 5' sidewalk widths whenever federal MPO/ODOT/DOT monies are used in financing such improvements.

SCHEDULE

As opportunity allows, the Village of Lafayette will make efforts to improve the ADA Accessibility of pedestrian facilities in the public rights-of-way. At this time, the Village of Lafayette has budgeted **\$10,000** annually for sidewalk improvements. There is a **20-year plan** for streets to be scheduled for ADA compliance to include: Napoleon Road, Main Street, Church Street, High Street, Kentucky Street, Schick Street, Spring Street, Washington Street, Wood Street, Sugar Street, Jefferson Street, and Park Ave, Woodlawn Ave. Note that this schedule is flexible, as changes may occur such as additional funding, storms, improvements due to power and electric companies, etc. There will be times when it is technically infeasible to provide technical compliance: for examples, if clear space at the top of the ramp is obstructed by a building, or the slope the approach is so extreme as to prevent a reasonable slope for a ramp in both directions. The inventory process may not account for such situations and could show a high-priority rating when all feasible actions have been taken.

Additionally, given a program as broad and comprehensive as the Village's pedestrian network, the Village will follow the concept of "program access" under Title II of the ADA. Program access does not necessarily require an entity to make every approach of each of its existing facilities accessible to and usable by individuals with disabilities, as long as the program as whole is accessible. Under this concept, the Village may choose not to install a sidewalk at some locations (or to install them as a lower priority later), as long as a reasonable path of travel is available even without a compliant sidewalk.

RESPONSIBLE INDIVIDUAL

The official responsible for the implementation of the Village of Lafayette's ADA Transition Plan for the pedestrian facilities in the public rights-of-way is:

Ms. Laura Bassitt
Fiscal Officer & ADA Coordinator
Phone Number: 419-649-8801
Email Address: Villageoflafayette@yahoo.com

PUBLIC INPUT

The Village of Lafayette provided opportunities for individuals to comment on this Transition Plan, which included:

- DRAFT and FINAL Document (Transition Plan) made available at Village Hall.
- Public Meetings held the first Thursday following the first Monday of every month at 7:30pm.
- Open house and presentation at a public meeting scheduled for **March 7, 2019**.

The Village of Lafayette posted information in public entities within the Village to notify residents of public meetings held on December 6th and December 17th in 2018. The general public was encouraged to attend either of the special sessions to provide input for the ADA Transition Plan. (See Appendix E) The legal notice announced the availability of the Draft ADA Transition Plan at the Village Hall with easy public access. Hardcopies of the finalized plan have been made available at the Village Hall. The Village also made the ADA Transition Plan available at the Lafayette Public Library and Fire Department during normal business hours. Public comments were accepted for no less than 30 days and continue to be accepted today. The form for public comments/concerns is attached as Appendix B.

Formal adoption of the ADA Transition Plan is currently scheduled to take place on **March 7, 2019**. Thereafter, the Transition Plan will be available at the Village Hall and by written formal request to the ADA Coordinator.

APPENDIX A: PUBLIC RIGHTS-OF-WAY INVENTORY

The sidewalk network in the Village of Lafayette is intermittent and in some cases, dilapidated and in need of significant improvement to reach ADA compliance. The existing sidewalk segments have been largely neglected save a handful of properties. The outskirts of the Village are void of sidewalks making it difficult for pedestrians with ambulatory disabilities to access critical facilities owned and operated by government bodies and quasi-public services.

Ensuring all residents access to civic life is a primary objective of the ADA. Currently, pedestrians with mobility impairments have difficulty accessing the Village hall, fire department, parks and centralized mailbox facility. By Federal law, government facilities must be accessible. To support pedestrian access, sidewalk installation is required.

The parks in the Village are areas of interest that possess their own challenges. The ball diamonds north of town are out of the Village limits, but the property is owned by Lafayette and subject to ADA compliance legislation. Traversing Little Hog Creek will require an additional stand alone bridge to secure accessibility as cost efficiently as possible.

The Jackson Township Park is out of the corporation limits. The Village does not own the relevant public road rights-of-way to integrate the park into the proposed sidewalk network. The park has been included in the ADA Transition Plan due to its proximity to the Village and discussion around annexation.

The Village landscape presents a few obstacles to installing a compliant sidewalk network. Much of the existing sidewalk will need removed before corrective construction can occur. There are also numerous trees within the public rights-of-way that will need to be felled prior to sidewalk installation. The elevation changes throughout the Village will also need to be addressed to maintain the proper slope for ADA compliance.

The following Table highlights the proposed improvements needed to bring the Village into Federal compliance. The projects have been prioritized based on their likelihood to serve the most residents at critical locations in the Village. The improvement table is not intended to be a static list. It should progress over time as capital improvements are made and the needs of the Village evolve.

TABLE OF PROPOSED IMPROVEMENTS				
Location	Deficiency	Improvement	Cost Estimate	Priority Tier
High (Jefferson - Sugar)	Sidewalk is not accessible.	Install sidewalks on both sides of High.	\$63,000	1
High (Sugar - Main)	Sidewalk is not accessible.	Install sidewalks on both sides of High.	\$29,800	1
Main (High - Church)	Sidewalk is not accessible.	Install sidewalks on both sides of Main.	\$43,800	1
Main (Church - Washington)	Sidewalk is not accessible.	Install sidewalks on both sides of Main.	\$29,800	1
Washington (Main - Wood)	Sidewalk is not accessible.	Install sidewalks on both sides of Washington.	\$29,800	1
Sugar loop	No pedestrian access to critical facilities.	Install sidewalk to service library, fire department and mail box facility on inside of Sugar & Main.	\$70,000	1
Jefferson (High-Church)	Sidewalk is not accessible.	Install sidewalk on one side of road.	\$22,000	2
Jefferson (Church - Washington)	Sidewalk is not accessible.	Install sidewalk on one side of road.	\$15,000	2
Washington (Jefferson - Park)	Sidewalk is not accessible.	Install sidewalk on one side of road.	\$20,500	2
Park (Washington - Kentucky)	Jackson Twp park is not accessible.	Install sidewalk on one side of Park St.	\$11,500	2
High & Main	NE corner does not have detectable warning device.	Install detectable warning device in existing sidewalk.	\$800	2
Washington & Sugar	NE & SE corner does not have detectable warning device.	Install detectable warning device in existing sidewalk.	\$800	2
Park (Kentucky - western terminus)	Jackson Twp park is not accessible.	Install sidewalk on one side of Park St.	\$20,500	3
Jackson Twp Park	Parking lot is not accessible.	Asphalt surface parking lot. Current area: 7,000 ft ²	\$21,000	3
Schick	No pedestrian access to park.	Sidewalk (including bridge) to service ball diamonds.	\$285,000	3
Ball Diamonds	Parking lot is not accessible.	Asphalt surface parking lot. Current area: 19,000 ft ²	\$57,000	3
Napoleon (N. Corp - Washington)	Sidewalk is not accessible.	Remove sidewalk in poor condition.	\$1,500	3
Church (Main - Sugar)	Sidewalk is not accessible.	Remove sidewalk in poor condition.	\$5,700	3
Church (Sugar - Jefferson)	Sidewalk is not accessible.	Remove sidewalk in poor condition.	\$11,800	3
Washington (Park - S. Corp)	Sidewalk is not accessible.	Remove sidewalk in poor condition.	\$7,700	3
Wood (Washington - Church)	Sidewalk is not accessible.	Remove sidewalk in poor condition.	\$800	3
Sugar (Church - High)	Sidewalk is not accessible.	Remove sidewalk in poor condition.	\$4,100	3

**APPENDIX B:
PUBLIC COMMENT/CONCERN
FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHTS-OF-WAY**

In an attempt to comply with the American with Disabilities Act, Mayor Ron Moots and Laura Bassitt, Coordinator of the Village of Lafayette ADA Transition Plan, are soliciting public comments and concerns regarding the ADA Transition Plan and pedestrian facilities within the public rights-of-way. Residents are encouraged to participate in the identification of obstacles and the ongoing improvement of public rights-of-ways within the Village of Lafayette.

Laura Bassitt can be reached for comment by telephone at 419-649-8801 or email at villageoflafayette@yahoo.com. Grievance procedures will require the filing of this form available at the Lafayette Village Hall, 225 E. Sugar Street, Lafayette, Ohio 45854.

PUBLIC COMMENT/CONCERN & RESPONSE FORM
(Please provide specific locations and or pictures of obstacles)

Date of Comments: _____

Name of Person: _____

Comments: _____

Response: _____

APPENDIX C: THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) DESIGN SPECIFICATIONS

7-20-2018 REVISION DATE	David L. Holstein STATE OF OHIO DEPARTMENT OF TRANSPORTATION ADMINISTRATION	D. Fisher ENGINEER	OFFICE OF ROADWAY ENGINEERING	STANDARD DRAWING CONSULTATION BOARD NEW CURB RAMPS (with Detectable Warnings)	SCS NUMBER BP-7.1	1 / 5
THIS DRAWING REPLACES BP-7.1 DATED 7-18-14.						
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>PERPENDICULAR CURB RAMPS</p> <p>Construct each curb ramp using Type A1 details on Sheet 2.</p> <p>Use curb ramps with flared sides at locations with wide sidewalks.</p> </div> <div style="width: 48%;"> <p>PARALLEL CURB RAMPS</p> <p>Place on streets having wide turning radius and where sidewalks are narrow.</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>PERPENDICULAR CURB RAMPS</p> <p>Construct each curb ramp using Type A1 details on Sheet 2.</p> <p>Use curb ramps with returned curbs where buffer is wide enough to accommodate ramp slope.</p> </div> <div style="width: 48%;"> <p>COMBINATION CURB RAMPS</p> <p>Construct each curb ramp using Type D1 details on Sheet 2.</p> <p>Curb ramp placement where sidewalks are turning radius and sufficient sidewalk width.</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>PERPENDICULAR CURB RAMPS</p> <p>Construct each curb ramp using Type A1 details on Sheet 2.</p> <p>Use curb ramps with returned curbs where buffer is wide enough to accommodate ramp slope.</p> </div> <div style="width: 48%;"> <p>COMBINATION CURB RAMPS</p> <p>Construct each curb ramp using Type D1 details on Sheet 2.</p> <p>Curb ramp placement where sidewalks are turning radius and sufficient sidewalk width.</p> </div> </div> <div style="display: flex; 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<p>NOTES</p> <p>GENERAL: This drawing shows curb ramp types details and placement examples for curb ramp construction, including the installation of detectable warnings.</p> <p>Curb ramp types are shown on Sheet 2 and include Perpendicular, Parallel, and Combined types as specified to be constructed in the locations shown on the project plans.</p> <p>Curb ramps added to an existing intersection or walk should be individually detailed on the drawings and shown on the drawings. The contractor may adjust the placement of curb ramps if existing field conditions warrant with the approval of the Engineer.</p> <p>PAYMENT: Measure and pay for the ramp area within the shaded limits of this drawing as Item 509 Curb Ramp, Square Foot. This includes the cost of any curb or curb and gutter, forming, and finishing required within the shaded area.</p> <p>Work to be used the shaded ramp/finish area is paid for as curb (600) and walk (600). Removal of existing curb, walk (or existing curb ramps) are paid under Item 202.</p> <p>For all existing crossing locations where only detectable warnings are required in order to achieve ADA compliance, measure and pay for the strip of detectable warnings as Item 509 Detectable Warning, Square Foot. The work to cost the tiles in place will also include the cost of existing pavement (Item 202) to the nearest joint, or if no joint exists, a minimum of 4 feet.</p>						
<p>ACCEPTABLE CONSTRUCTION PLACEMENT</p> <p>DIAGONAL RAMP (Type D)</p> <p>Use this design only for existing walks, and when site constraints prohibit other designs. The diagonal Type D ramp may be constructed as either a perpendicular, where curb radii are less than 20'-0", or a diagonal using</p> <p>Acceptable design for curb ramps with wide sidewalks. Use this design only for existing walks, and when site constraints prohibit other designs. The diagonal Type D ramp may be constructed as either a perpendicular, where curb radii are less than 20'-0", or a diagonal using</p> <p>Acceptable design for curb ramps with wide sidewalks. Use this design only for existing walks, and when site constraints prohibit other designs. The diagonal Type D ramp may be constructed as either a perpendicular, where curb radii are less than 20'-0", or a diagonal using</p> <p>Construct each curb ramp using Type D1 details on Sheet 2.</p> <p>Acceptable design on corners with wide sidewalks. Use this design only for existing walks, and when site constraints prohibit other designs. The diagonal Type D ramp may be constructed as either a perpendicular, where curb radii are less than 20'-0", or a diagonal using</p>						

NOTES CONTINUED

The running slope of the curb ramp shall be a 1:21 maximum or flatter. In existing sidewalks, where the maximum ramp slope is not feasible due to utility poles or vaults, right-of-way limits it may be reduced as follows:

- a) 1:24 for a max. rise of 5'.
- b) 1:21 over a max. run of 2'-0" for historic areas where a flatter slope is not feasible.
- c) To prevent closing the grade inactively, the transition from existing sidewalk to the shaded curb ramp area is not required to exceed 16 feet in length.

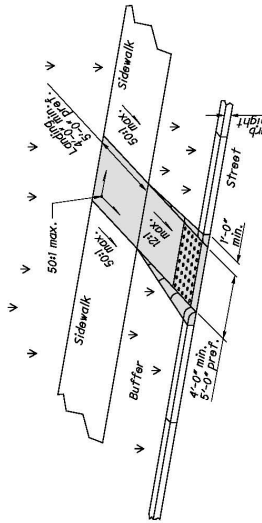
The bottom edge of the ramp shall change planes perpendicular to the landing. The edge of the curb shall be flush with the edge of the adjacent pavement and gutter and surface slopes that meet grade breaks shall also be flush, and running slope.

DETECTABLE WARNINGS: Install detectable warnings on each curb ramp with approved materials, as shown on Sheet 3. Install these proprietary products as per manufacturer's written instructions.

DRAINAGE: Contractor is to ensure the base of each constructed curb ramp allows for proper drainage, without exceeding allowable cross slope or ramp gutter, and 2) gutter and ramp, are not allowed.

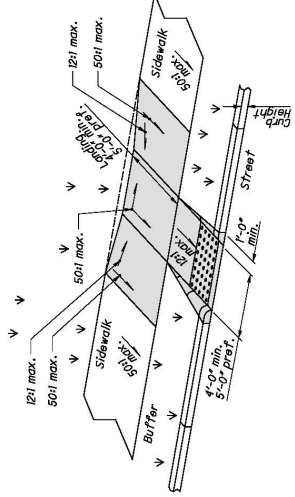
SURFACE TEXTURE: Texture concrete surfaces by coarse brooming transverse to the ramp slopes to be rougher than the adjacent walk.

JOINTS: Provide expansion joints in the curb ramp as extensions of walk joints and consistent with Item 803.03 requirements for a new concrete walk. Provide a 1/2" x 1/2" x 1/2" expansion joint filler around the edge of ramps built in curb cutouts. Concrete expansion joints shall be placed between the ramp edges and slope changes, and do not necessarily indicate joint lines.

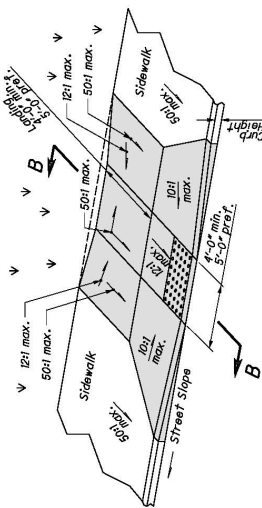


Type A1 (Perpendicular with flared sides)

PERPENDICULAR CURB RAMP DETAILS

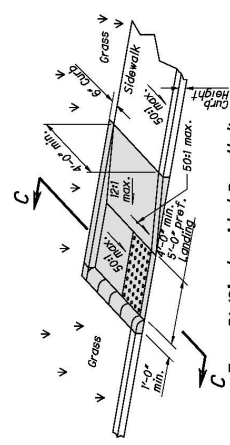


Type A2 (Perpendicular with returned curb)



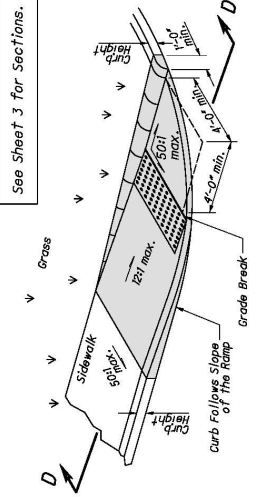
Type B1 (Single sided Parallel)

COMBINED CURB RAMP DETAILS



Type B2 (Double sided Parallel)

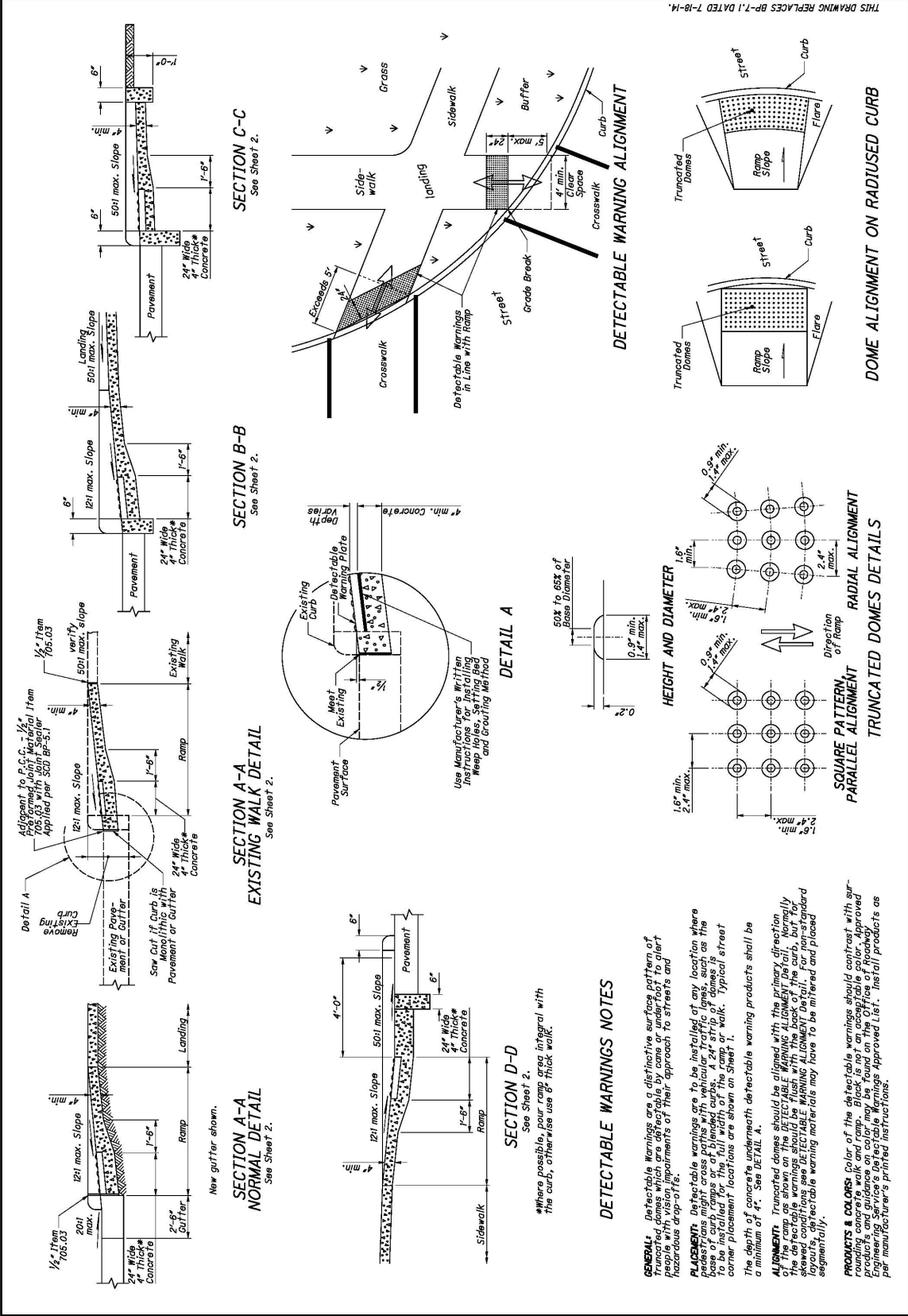
PARALLEL CURB RAMP DETAILS



Type B3 (Single sided Parallel)

See Sheet 3 for Sections.

THIS DRAWING REPLACES BP-7.1 DATED 7-18-14.



**APPENDIX D:
VILLAGE OF LAFAYETTE POLICY STATEMENT GOVERNING
THE AMERICANS WITH DISABILITIES ACT TRANSITION PLAN
& PEDESTRIAN FACILITIES IN THE PUBLIC RIGHTS-OF-WAY**

Introduction:

The purpose of this Plan is to ensure that the Village of Lafayette creates reasonable accessible paths of travel in the public rights-of-way for everyone, including people with disabilities. The Village of Lafayette is making a significant and long-term commitment to improving the accessibility of pedestrian facilities. The Transition Plan will identify physical barriers and prioritize improvements that should be made throughout the Village of Lafayette. This Transition Plan will describe the existing policies and programs to enhance the overall pedestrian accessibility.

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- A list of physical barriers in a public entity’s facilities that limit 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 of the official responsible for the plan’s implementation.

The Village is in an ongoing process of identifying and assessing obstacles in the public rights-of-way through the use of an Inventory Tool. Barrier removal priorities based on location land use and accessibility conditions are integrated within the inventory process. It is very important that the

public be aware that their involvement in this Plan is a valuable component to Village efforts toward establishing a workable plan of compliance.

Public Complaint:

Public complaints, suggestions and comments are an integral part of the Transition Plan. Public comments may often drive the prioritization of improvements. To file a comment, concern or request, please mail the Village of Lafayette at 225 E. Sugar St, Lafayette, Ohio 45854 or by telephone at 419-649-8801, by email at villageoflafayette@yahoo.com .

Public Input:

Public Comment & Response Forms are available at the Village Hall. The Village of Lafayette welcomes your participation and unique outlook as to how the Village can meet ADA requirements. Public involvement in the Village ADA Transition Plan is a valuable component to the Village in compiling workable plan of compliance. We continue to solicit your additions to the ADA Transition Plan.

Summation:

An inventory of the Village of Lafayette streets is included with this Transition Plan. The inventory reflects a prioritized list of projects necessary to complete ADA requirements. An annual appropriation to bring sidewalks into ADA compliance will work to eliminate barriers and complete the requirements. The Village will annually reassess priorities to better serve the mobility limited and work to ensure reasonable access and ADA compliance within the community.

Ron Moots, Mayor

**APPENDIX E:
PUBLIC NOTICE**

Please take notice that the Village of Lafayette is in the process of compiling an Americans with Disabilities Act (ADA) Transition Plan. The Village of Lafayette invites the public to become involved in this process through written comments or attendance at Village Council meetings, held the first Thursday after the first Monday of each month at 7:30 PM at the Village Hall, located at 225 E. Sugar Street, Lafayette, Ohio 45854.

The Mayor has appointed Fiscal Officer, Laura Bassitt, as Coordinator of the Village of Lafayette ADA Transition Plan for pedestrian facilities in the public rights-of-way. To file a complaint, request, or offer suggestions regarding accessibility of a sidewalk or curb ramp please contact the ADA Coordinator who will inspect and document the concern and possible action. The Coordinator will subsequently respond to the complainant/requestor within 30 days. Ms. Bassitt can be reached at the by telephone at 419-649-8801, by email at villageoflafayette@yahoo.com.