

# **City of Minnetonka**

## **Americans with Disabilities Act**

### **Transition Plan for Public Building Facilities**

November 2024



## **TABLE OF CONTENTS**

|   |    |
|---|----|
| Table of Contents .....                               | 2  |
| Introduction.....                                     | 1  |
| Self-Evaluation .....                                 | 3  |
| Policies and Practices.....                           | 3  |
| Improvements and Priorities .....                     | 3  |
| Implementation Schedule.....                          | 4  |
| ADA Coordinator – Public Right-of-Way .....           | 4  |
| Public Outreach.....                                  | 4  |
| Grievance Procedure.....                              | 4  |
| Monitoring .....                                      | 5  |
| Appendix A- ADA Coordinator Contact Information ..... | 6  |
| Appendix B- Priority Areas .....                      | 7  |
| Appendix C- Self-Evaluation Results.....              | 8  |
| Appendix D- Public Outreach.....                      | 9  |
| Appendix E- Agency ADA Standards and Procedures.....  | 10 |
| Appendix F- Grievance Procedure.....                  | 11 |
| Attachment C1 – Facility Inventory.....               | 15 |

## **INTRODUCTION**

### **Transition Plan Purpose and Need**

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous provisions

Title II of ADA protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by state and local government entities. Title II of ADA specifically pertains to the programs, activities and services public entities provide. As a public entity that employs 50 or more persons, the City of Minnetonka must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

As required by Title II of ADA, the City of Minnetonka has conducted a self-evaluation of its facilities throughout the city and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals.

### **ADA and its Relationship to Other Laws**

Title II of ADA is companion legislation to two previous federal statutes and regulations: the Architectural Barriers Acts of 1968 and Section 504 of the Rehabilitation Act of 1973.

The Architectural Barriers Act of 1968 is a federal law that requires facilities designed, built, altered or leased with federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

### **Agency Requirements**

Under Title II, the City of Minnetonka must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities.

- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability.
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result.
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective.
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others.
- Must designate at least one responsible employee to coordinate ADA compliance. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals.
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis.
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

This plan outlines the City of Minnetonka's efforts to comply with these requirements.

## **SELF-EVALUATION**

Under Title II of the Americans with Disabilities Act (ADA), and in compliance with 28 CFR 35.105, the City of Minnetonka is required to perform a self-evaluation of the activities and services provided to identify programs which are insufficiently accessible. This self-evaluation specifically examines the accessibility of the City of Minnetonka’s primary public facilities. The evaluation will include review of facilities for Minnesota Building code and Americans with Disabilities Act standards.

An inventory of the current primary city facilities was conducted between 2023 and 2024 within the City of Minnetonka. This self-evaluation inventory gives the opportunity to evaluate facilities on a case-by-case basis, and create an improvement schedule based upon priority areas. Currently, some areas of facilities are fully compliant with ADA standards; however, non-compliance in other areas is primarily due to the age of the facility and ADA accessibility of building code revisions over the years. In some areas, updates can be difficult due to a technically infeasible location, without significant improvements being considered. The City of Minnetonka completed a self-evaluation at the following city building facilities:

- City Hall
- Community Center
- Fire Station 1
- Fire Station 2
- Fire Station 3
- Fire Station 4
- Fire Station 5
- Glen Lake Recreation Center
- Ice Arena A
- Ice Arena B
- Police Station
- Public Works
- The Marsh
- Williston Center

The self-evaluation results can be found under Appendix C and will be updated as necessary.

As the City of Minnetonka continues to implement its Capital Improvement Program, other public facilities will be evaluated and improved for ADA compliance.

## **POLICIES AND PRACTICES**

The City of Minnetonka is committed to providing accessible services to all citizens, and improving the insufficiencies identified in the self-evaluation. The City of Minnetonka will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with facility priorities. The City of Minnetonka will design or specify that all new or updated pedestrian facilities in the public facilities are ADA compliant as deemed feasible. The maintenance and construction of all pedestrian facilities within the public access route will follow the policies established by Title II of the Americans with Disabilities Act, and the guidelines established by the Minnesota building code, see Appendix E.

All accessibility improvement requests can be submitted to the ADA Coordinator, see Appendix A for contact information.

## **IMPROVEMENTS AND PRIORITIES**

To best utilize public resources, priority areas for public facilities have been identified and evaluated. These priority areas were determined based upon accessibility to city services related to public facilities,

focused on high pedestrian traffic areas. A list of priority areas within the City of Minnetonka and a detailed description of priority area criteria can be found in Appendix B.

## **Types of Improvements**

The following are typical improvements to public facilities that can be made to correct deficiencies in accessibility.

- Entrance and exit modifications
- Restroom improvements
- Accessibility routes
- Signage and wayfinding
- Elevators and lifts
- Seating and waiting areas
- Parking and drop-off zones
- Flooring and surface improvements
- Staff training

The City of Minnetonka has taken inventory of these improvements that would be required and concluded that significant funding would be required to update the identified public facilities to full ADA compliance.

## **IMPLEMENTATION SCHEDULE**

The improvement of public facilities will be completed in the following manner to make progress toward reaching ADA compliance. Scheduled facilities projects, as identified in the City of Minnetonka Capital Improvement Plan (CIP), will upgrade impacted facilities to be ADA compliant within the scope of the project and as other site constraints make improvements feasible. A detailed schedule and budget for the CIP and a listing of specific projects can be found on the city's website at: <https://minnetonkamn.gov>.

## **ADA COORDINATOR – PUBLIC RIGHT-OF-WAY**

The City of Minnetonka has identified an ADA Coordinator-Public Facilities to manage the policies and procedures regarding the Title II Transition Plan for the city. Contact information for the ADA Coordinator-Public Facilities is located in Appendix A.

## **PUBLIC OUTREACH**

The ADA Transition Plan for Public Facilities will be posted on the City of Minnetonka website. A printed hard copy of the draft document is also available for review at City of Minnetonka Public Works Department, 11522 Minnetonka Blvd, Minnetonka, MN 55345.

Further information on the public outreach initiatives can be found within Appendix D.

## **GRIEVANCE PROCEDURE**

To monitor the progress of compliance, the City of Minnetonka has established a grievance procedure to accommodate and resolve comments, concerns or questions from the citizens of Minnetonka. The ADA Grievance Form is available both online and at City Hall, and can be returned to the ADA Coordinator-

Public Facilities. It may be used by anyone wishing to file a complaint, comment, or concern regarding discrimination on the basis of disability. A sample of the ADA Grievance Form can be found in Appendix F.

## **MONITORING**

The City of Minnetonka will update this document and appendices periodically. The public will be informed of any significant changes made to the document or appendices and a public comment period will be implemented with each update.

## **APPENDIX A- ADA COORDINATOR CONTACT INFORMATION**

ADA Coordinator-Public Facilities

Kevin Maas

Public Works Facilities Manager

[kmaas@minnetonkamn.gov](mailto:kmaas@minnetonkamn.gov)

952.988.8412

## APPENDIX B- PRIORITY AREAS

The following have been used to establish the priority levels and are illustrated from lowest level to highest level priority in regards to upgrading existing facilities. All situations would work to meet variable levels based on the improvement project, to at minimum, meet basic accessibility with inclusive participation as the highest priority.

- 1) Basic Accessibility – fundamental needs are met for persons with disabilities
  - Includes improvements necessary to entrance/exit, restrooms, parking, signage, etc.
- 2) Functional Accessibility – access to all parts of facility and allow movement through space with ease.
  - Includes improvements necessary to elevators, wayfinding, rest areas, height adjustments, etc.
- 3) Advanced Accessibility – Beyond functional accessibility to offer features to improve independence and comfort
  - Includes improvements necessary to lighting, auditory, visual, sensory, etc.
- 4) Universal Design – Creating spaces inherently accessible to all people regardless of abilities
  - Designed to include little to no special accommodations for ADA as included in design
- 5) Inclusive Participation – Highest level of accessibility with focus not only on access but ensuring full participation and inclusion of persons with disabilities
  - Includes all services accessible to all users
- 6) Sustainable Accessibility – Planning for future accessibility needs through technology, societal, and evolving inclusivity
  - Includes smart technology and adaptable design

## **APPENDIX C- SELF-EVALUATION RESULTS**

Data collection for the City of Minnetonka self-evaluation occurred in 2023-2024 and was performed by city staff in coordination with an Americans with Disabilities Act (ADA) vendor / consultant. Data for interior accessible elements was documented using available ADA checklists.

At the time of the inventory, the City of Minnetonka was following general ADA design guidance and procedures, which included a commitment to providing access to all users. A compiled list of ADA facility evaluations are located in Attachment C-1 at the conclusion of this document.

Attachment:

1. FACILITY ASSESSMENT REPORTS

## **APPENDIX D- PUBLIC OUTREACH**

The City of Minnetonka recognizes that public participation is an important component in the development of this final document. Input from the community will be gathered and used to help define priority areas for improvements within the jurisdiction of the City of Minnetonka.

As part of the ADA Transition Plan's ongoing development process, the City of Minnetonka will post the plan document on the city's Public Works section of its website, <https://www.minnetonkamn.gov>. Additionally, a printed copy of the plan will be made available at the City of Minnetonka Public Works Department.

## **APPENDIX E- AGENCY ADA STANDARDS AND PROCEDURES**

### **City of Minnetonka - Public Facilities**

#### **Policies**

This planning document will be used as a guide for maintaining ADA standards and procedures for providing compliant public facilities.

#### **Design Standards**

The City of Minnetonka follows Minnesota Building Code along with Americans with Disabilities Act compliance.

#### **Other policies, practices and programs**

Policies, practices, and programs not identified in this document will follow the applicable ADA standards.

## **APPENDIX F- GRIEVANCE PROCEDURE**

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regards to the ADA. This notice is provided in Appendix D. If users of public facilities believe the City of Minnetonka has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with guidelines, the city has developed the following grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances.

The city understands that members of the public may desire to contact staff and discuss ADA issues without filing a formal grievance. Members of the public wishing to contact the ADA Coordinator, listed in Appendix A, are encouraged to do so. Contacting staff to informally discuss ADA issues is welcome and does not limit a person's ability or right to file a formal grievance later.

As per ADA requirements, the city has posted a notice outlining its responsibilities. This notice is located in this appendix.

The city appreciates and welcomes your comments. To provide feedback, please complete a comment form located in the following pages, or contact the ADA Coordinator listed in Appendix A.

To file an ADA complaint or concern, please use one of the following methods:

### **Internet**

Please visit the Public Works section of <https://www.minnetonkamn.gov> to file a grievance online. A copy of the city's ADA Grievance Form is included in this appendix.

### **Telephone**

Contact the ADA Coordinator-Public Facilities listed in Appendix A to submit a verbal grievance. The staff person will use the internet form to electronically submit the grievance on behalf of the person filing it.

### **Paper Submission**

Contact the ADA Coordinator-Public Facilities listed in Appendix A to request a paper copy of the city's Grievance Form, complete the form, and submit it to the ADA Coordinator at the address listed in Appendix A.

## Public Notice

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

**Employment:** The city 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 Americans with Disabilities Act (ADA).

**Effective Communication:** The city will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons 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 impairments.

**Modifications to Policies and Procedures:** The city will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all city 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 or procedures to participate in a city program, service, or activity, should contact the city's ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the city to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The city 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/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 following form is to be used with the Grievance Procedure to accommodate and resolve comments, concerns or questions. Once the form is completed, it should be emailed or mailed to the ADA Coordinator. The complaint will then be reviewed in a timely manner and a response given in regards to the steps being taken to correct the grievance.

## City of Minnetonka ADA Grievance Form

Complainant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Person discriminated against (if other than the complainant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Government, or organization, or institution which you believe has discriminated:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

When did the discrimination occur? \_\_\_\_\_ Date: \_\_\_\_\_

Have efforts been made to resolve this complaint? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: what is the status of the grievance?

Has the complaint been filed with the Department of Justice or any other Federal, State, or local civil rights agency or court? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes:

Agency or Court: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Do you intend to file with another agency or court? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes:

Agency or Court: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Additional space for answers:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Return to:***

***Minnetonka Public Works Facilities Manager***

***Kevin Maas***

***kmaas@minnetonkamn.gov***

***952.988.8412***

**ATTACHMENT C1 - FACILITY INVENTORY**

## Accessibility Review

---

# City Hall City of Minnetonka

Survey By            JQP, MQP  
Survey Date        11/08/2023

---

The Minnetonka City Hall, built in 1971, is home to the administrative offices of the City, including the city clerk and community development (permits and planning). City Hall is connected via interior link to the community center (which includes the council chambers and mayor's office) and police department as well as the fire station. The building is currently used primarily by employees; public use of the building is in the 1<sup>st</sup> floor lobby where service counters are located for the City Clerk, Planning / Permits / Inspections and Utility Billing & Assessing.

An elevator provides an accessible route between levels. The multi-fixture toilet rooms were recently altered and features of accessibility were provided at that time.

**Mnetonka City Hall**

**Accessibility Review**

| Location<br>JQP # / Item #                               | Solution / Comments   | Qty | Unit Cost | Total Cost                | Priority       | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|--|---|-----|-----------|---------------------------|----------------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Parking</b>   |   |     |           |                           |                |                          |                       |                          |                |
| 05D3 27802   | Raise the existing accessible parking signs so they are 60"-66" above the surface of the parking space (measured to the bottom of the sign).<br>MN1341 502.7<br><i>The signs are currently at 33" AFF. Photo 1.</i>                       | 3   | \$250     | \$750                     | 2              |                          |                       |                          |                |
| <b>Service Counter- City Clerk</b>                       |   |     |           |                           |                |                          |                       |                          |                |
| 21A 27765  | Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor.<br>ICC ANSI 904.3<br><i>The City Clerk service counter (used for activates including early voting) is currently at 42" AFF (vs. 36" maximum).</i> | 1   | \$1,000   | \$1,000                   | 2              |                          |                       |                          |                |
| <b>Service Counter- Planning / Permits / Inspections</b> |   |     |           |                           |                |                          |                       |                          |                |
| 21A 27774  | Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor.<br>ICC ANSI 904.3<br><i>The Planning / Permits / Inspections service counter is currently at 42" AFF (vs. 36" maximum). Photo 4.</i>              | 1   | \$1,000   | \$1,000                   | 2              |                          |                       |                          |                |
| <b>Service Counter- Utility Billing &amp; Assessing</b>  |   |     |           |                           |                |                          |                       |                          |                |
| 21A 27775  | Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor.<br>ICC ANSI 904.3<br><i>The Utility Billing &amp; Assessing service counter is currently at 42" AFF (vs. 36" maximum).</i>                        | 1   | \$1,000   | \$1,000                   | 2              |                          |                       |                          |                |
|  |   |     |           | <b>Priority # 2 Total</b> | <b>\$3,750</b> |                          |                       |                          |                |

| Location                     | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|------------------------------|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| JQP # / Item #               |  |     |           |                           |          |                          |                       |                          |                |
| <b>Corridor- Lower Level</b> |  |     |           |                           |          |                          |                       |                          |                |
| 41F                          | 27785  | 1   | \$200     | \$200                     | 3        |                          |                       |                          |                |
|                              | Reposition the drinking fountain or add a guard/skirt so as not to create a protruding hazard. The underside of the drinking fountain should be positioned no higher than 27" above the floor or an alcove should be created to direct persons with visual impairments around the drinking fountain.<br>ICC / ANSI 307<br><i>The drinking fountains currently protrude into the circulation route.</i> |     |           |                           |          |                          |                       |                          |                |
| <b>Exterior Route</b>        |  |     |           |                           |          |                          |                       |                          |                |
| 05H                          | 27804  | 1   | \$300     | \$300                     | 3        |                          |                       |                          |                |
|                              | Stripe/mark a crosswalk. (Encouraged)<br><i>Consider striping a cross walk from the accessible parking spaces to the main entry to indicate the intended location of the accessible route.</i>   |     |           |                           |          |                          |                       |                          |                |
| 07D                          | 27800  | 1   | \$7,000   | \$7,000                   | 3        |                          |                       |                          |                |
|                              | Modify curb cut / ramp to provide a maximum 1:12 (8.33%) slope.<br>ICC / ANSI 406.1<br><i>The slope along the gutter line is up to 21.2% for a distance of 3". Photo 2.</i>  |     |           |                           |          |                          |                       |                          |                |
| 08E                          | 27801  | 1   | \$1,000   | \$1,000                   | 3        |                          |                       |                          |                |
|                              | Eliminate openings (gaps) that are greater than 1/2".<br>ICC / ANSI 302.3  |     |           |                           |          |                          |                       |                          |                |
|                              |  |     |           | <i>Location Subtotal:</i> | \$8,300  |                          |                       |                          |                |

**Minnnetonka City Hall**

**Accessibility Review**

| Location<br>JQP # / Item # | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|----------------------------|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Lobby</b>               |  |     |           |                           |          |                          |                       |                          |                |
| 29A                        | 27773 Provide a minimum of one computer lab on an accessible permanent or movable table / counter. The top height of the surface is to be 28"-34" above the floor, with knee clearance a minimum 27" high by 30" wide x 19" deep.<br>ICC / ANSI 902.2<br><i>There are 2 public computer stations provided in the lobby. The computers are currently located at a 36" high counter (vs. 28"-34"). An accessible portion of the counter with knee and toe clearance is available to the east. Photo 5.</i> | 1   | \$0       | \$0                       | 3        |                          |                       |                          |                |
| 41F                        | 27768 Reposition the drinking fountain or add a guard/skirt so as not to create a protruding hazard. The underside of the drinking fountain should be positioned no higher than 27" above the floor or an alcove should be created to direct persons with visual impairments around the drinking fountain.<br>ICC / ANSI 307<br><i>The drinking fountain currently protrudes into the circulation path.</i>  | 1   | \$200     | \$200                     | 3        |                          |                       |                          |                |
|                            |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$200          |
| <b>Main Entry</b>          |  |     |           |                           |          |                          |                       |                          |                |
| 12G4                       | 27799 Relocate automatic door opener control switch (push plate) so it is positioned to provide a 30" x 48" clear floor space positioned for a parallel approach and centered on the switch located beyond the arc of the door swing. MN1341 404.3.5.2<br><i>Photo 3.</i>  | 1   | \$500     | \$500                     | 3        |                          |                       |                          |                |
| <b>Meeting Room- 127</b>   |  |     |           |                           |          |                          |                       |                          |                |
| 14G2                       | 27761 Remove, relocate or replace object so it does not protrude into the circulation path.<br>ICC / ANSI 307.1<br><i>Th wall mounted TV monitor currently protrudes 7 3/4" at a height of 41".</i>  | 1   | \$100     | \$100                     | 3        |                          |                       |                          |                |

**Minnetonka City Hall**

**Accessibility Review**

| Location<br>JQP # / Item #    | Solution / Comments | Qty  | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|-------------------------------|---------------------|--|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Men's Toilet Room- 140</b> |                     |  |           |                           |          |                          |                       |                          |                |
| 22A1                          | 27779               | Install a sign displaying the International Symbol of Accessibility and raised and Braille lettering.<br>MN 1341 1111.2<br><i>The sign in the corridor does not currently include the International Symbol of Accessibility or the pictogram for men (the "men" pictogram is not required); currently signs in the attached community center direct to this toilet room for accessibility.</i>                     |           | 1                         | \$75     | \$75                     | 3                     |                          |                |
| 22P6                          | 27780               | Replace/modify the lavatory with a style that provides a compliant forward approach, including knee clearance 8" deep minimum at 27" high.<br>ICC/ANSI 606.2, 306.3.3<br><i>The apron below the lavatory reduces the depth of the knee clearance to 7" at a height of 27" AFF.</i>   |           | 1                         | \$500    | \$500                    | 3                     |                          |                |
|                               |                     |  |           | <i>Location Subtotal:</i> |          | \$575                    |                       |                          |                |
| <b>Microfiche- 107</b>        |                     |  |           |                           |          |                          |                       |                          |                |
| 29A                           | 27771               | Provide a minimum of one computer lab on an accessible permanent or movable table / counter. The top height of the surface is to be 28"-34" above the floor, with knee clearance a minimum 27" high by 30" wide x 19" deep.<br>ICC / ANSI 902.2<br><i>The desk for the microfiche machine provides 25" high knee clearance (vs. 27" minimum) and the clear floor space is 28" wide (vs. 30" minimum). Photo 6.</i> |           | 1                         | \$200    | \$200                    | 3                     |                          |                |
| <b>Mother's Room- 26</b>      |                     |  |           |                           |          |                          |                       |                          |                |
| 22V                           | 27798               | Install a full-height mirror or provide a mirror where the bottom of the reflective surface is no higher than 40" above the floor (when mounted above a lavatory or counter).<br>MN 1341 603.3<br><i>Currently at 41" AFF.</i>   |           | 1                         | \$300    | \$300                    | 3                     |                          |                |

**Minnnetonka City Hall**

**Accessibility Review**

| Location<br>JQP # / Item #      | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost  |
|---------------------------------|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|-----------------|
| <b>Parking</b>                  |  |     |           |                           |          |                          |                       |                          |                 |
| 05E 27803                       | Provide a permanent, upright sign that indicates "No Parking" centered at the head end of the aisle. MN 1341 502.4.4   | 2   | \$250     | \$500                     | 3        |                          |                       |                          |                 |
| <b>Women's Toilet Room- 13</b>  |  |     |           |                           |          |                          |                       |                          |                 |
| 22T 27788                       | Lower the towel dispenser/dryer so the highest operable part is no higher than 48" (or 34"-46" maximum if located over an obstruction, see table).<br>ANSI 603.6, Table 603.6<br><i>Currently at 50" AFF.</i>  | 1   | \$100     | \$100                     | 3        |                          |                       |                          |                 |
| 22Z 27789                       | Provide a coat hook positioned so the highest operable part is no higher than 48".<br>ICC / ANSI 603.4<br><i>Lower the hook (or add additional hook) in the ambulatory accessible stall.</i>   | 1   | \$50      | \$50                      | 3        |                          |                       |                          |                 |
|                                 |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$150           |
| <b>Women's Toilet Room- 141</b> |  |     |           |                           |          |                          |                       |                          |                 |
| 22A1 27777                      | Install a sign displaying the International Symbol of Accessibility and raised and Braille lettering.<br>MN 1341 1111.2<br><i>JQP, Inc. recommends adding an additional sign at the toilet room entry. A sign is currently provided at the corridor, however there are 2 doors within the vestibule- the women's toilet room and a janitor closet.</i> | 1   | \$75      | \$75                      | 3        |                          |                       |                          |                 |
| 22P6 27778                      | Replace/modify the lavatory with a style that provides a compliant forward approach, including knee clearance 8" deep minimum at 27" high.<br>ICC/ANSI 606.2, 306.3.3<br><i>The apron below the lavatory reduces the depth of the knee clearance to 6" at a height of 27" AFF.</i>   | 1   | \$500     | \$500                     | 3        |                          |                       |                          |                 |
|                                 |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$575           |
|                                 |  |     |           | <b>Priority # 3 Total</b> |          |                          |                       |                          | <b>\$11,600</b> |

**Minnetonka City Hall**

**Accessibility Review**

| Location<br>JQP # / Item # | Solution / Comments   | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|----------------------------|---|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Administration- 125</b> |   |     |           |                           |          |                          |                       |                          |                |
| 14E1 27763                 | Remove / relocate / modify object to provide a minimum clear width of 36".<br>ICC / ANSI 403.5<br><i>The distance between cubicle partitions is reduced to 35" for a distance greater than 24" (vs. 36" minimum). Photo 13.</i>   | 1   | \$500     | \$500                     | 4        |                          |                       |                          |                |
| <b>Bike Storage- 8</b>     |   |     |           |                           |          |                          |                       |                          |                |
| 20C2 27795                 | Rehinge / relocate door or alter permanent obstruction to provide needed maneuvering clearance at the door.<br>ICC / ANSI 404.2.3, Table 404.2.3.2<br><i>Currently provides 11" beyond the latch on the pull side (vs. 12" minimum).</i>  | 1   | \$1,500   | \$1,500                   | 4        |                          |                       |                          |                |
| <b>Break Room- 11</b>      |   |     |           |                           |          |                          |                       |                          |                |
| 27794                      | <i>The tactile and braille sign indicating exit has been installed backwards at this location so the smooth side is facing "out". Photo 12.</i>   | 1   | \$0       | \$0                       | 4        |                          |                       |                          |                |
| 08D1 27793                 | Modify / replace existing surface material to eliminate changes in level greater than 1/2".<br>ANSI 303.2, 303.3 Figure 303.2, 303.3<br><i>There is currently a 1" rise at Door 20.</i>   | 1   | \$1,000   | \$1,000                   | 4        |                          |                       |                          |                |
| 25E 27792                  | Provide accessible table(s) with a forward approach within the dining area.<br>IBC 1108.2.9, ICC/ANSI 902<br><i>The tables are currently bar height (qty 3) or a pedestal style where the pedestal obstructs the clear floor space for toe clearance (qty 8). Photo 11.</i>   | 1   | \$500     | \$500                     | 4        |                          |                       |                          |                |
| 27B2 27791                 | Modify knee clearance to provide compliant height (27" minimum), width (30" minimum) and depth.<br>ICC / ANSI 606.2<br><i>The sink currently provides a forward approach, the toe kick detail reduces the width to 29" (vs. 30" minimum). Because a cooktop or range are not provided at this location, a parallel approach can be provided instead of a forward approach (the refrigerator currently prevents a compliant parallel approach from being provided at this location). Photo 10.</i> | 1   | \$1,000   | \$1,000                   | 4        |                          |                       |                          |                |
|                            |   |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$2,500        |

| Location<br>JQP # / Item #        | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|-----------------------------------|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Building Wide- Doors</b>       |  |     |           |                           |          |                          |                       |                          |                |
| 20P 27764                         | Lower the window in the door (or the sidelite) so the bottom is at 43" maximum.<br>ICC / ANSI 404.2.10<br><i>Doors with windows/vision lites typically have the bottom edge of the glass at 45" (vs. 43" maximum).</i>   | 1   | \$250     | \$250                     | 4        |                          |                       |                          |                |
| <b>Building Wide- Signs</b>       |  |     |           |                           |          |                          |                       |                          |                |
| 40B1 27760                        | Relocate compliant sign to the wall adjacent to latch side of door, 48" minimum to the baseline of the lowest Braille characters and 60" maximum to the baseline of the highest tactile character.<br>ICC/ANSI 703.3.10, 703.3.11, 703.4.5<br><i>At locations with sliding doors the signs are typically mounted on the pocket/hinge side or on the door vs. on the wall adjacent to the latch side.</i>                     | 12  | \$50      | \$600                     | 4        |                          |                       |                          |                |
| <b>Community Development- 146</b> |  |     |           |                           |          |                          |                       |                          |                |
| 20B2 27776                        | Rehinge / relocate door or alter permanent obstruction to provide needed maneuvering clearance at the door.<br>ICC / ANSI 404.2.3, Table 404.2.3.2<br><i>Maneuvering clearance is not currently provided at this entry; a power door operator has been provided. No further action recommended at this time.</i>   | 1   | \$0       | \$0                       | 4        |                          |                       |                          |                |
| 27B2 27781                        | Modify knee clearance to provide compliant height (27" minimum), width (30" minimum) and depth.<br>ICC / ANSI 606.2<br><i>The coffee station sink (adjacent to 153) currently provides a forward approach (a parallel approach is allowed at this location, but can not be provided due to the location of the closet). The width of the forward approach is reduced to 29" (vs. 30" minimum) due to the trim. Photo 14.</i> | 1   | \$1,000   | \$1,000                   | 4        |                          |                       |                          |                |
|                                   |  |     |           | <i>Location Subtotal:</i> | \$1,000  |                          |                       |                          |                |

**Minnetonka City Hall**

**Accessibility Review**

| Location<br>JQP # / Item #            | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---------------------------------------|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Garage</b>                         |  |     |           |                           |          |                          |                       |                          |                |
| 20D 27796                             | Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever.<br>ICC / ANSI 404.2.6  | 1   | \$325     | \$325                     | 4        |                          |                       |                          |                |
| <b>IT Department- 9</b>               |  |     |           |                           |          |                          |                       |                          |                |
| 14G2 27784                            | Remove, relocate or replace object so it does not protrude into the circulation path.<br>ICC / ANSI 307.1<br><i>The wall mounted TV/Security monitors protrude 6" at a height of 56". Photo 9.</i>                                       | 1   | \$100     | \$100                     | 4        |                          |                       |                          |                |
| 20A 27783                             | Widen door opening to provide a minimum 32" clear opening.<br>ICC / ANSI 404.2.2<br><i>The sliding door currently provides a 31" clear opening. Photo 9.</i>   | 1   | \$1,500   | \$1,500                   | 4        |                          |                       |                          |                |
| 20M1 27782                            | Remove the door stop from the push side of the door in order to provide a smooth surface at the bottom (within 10" of the floor) of the door that extends the full width of the door. ICC / ANSI 404.2.9<br><i>At the corridor door.</i> | 1   | \$25      | \$25                      | 4        |                          |                       |                          |                |
|                                       |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$1,625        |
| <b>Janitor- 106</b>                   |  |     |           |                           |          |                          |                       |                          |                |
| 20D 27769                             | Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever.<br>ICC / ANSI 404.2.6  | 1   | \$325     | \$325                     | 4        |                          |                       |                          |                |
| 40B 27770                             | Provide compliant raised and Braille permanent room identification signage.<br>MN 1341 1111.2  | 1   | \$45      | \$45                      | 4        |                          |                       |                          |                |
|                                       |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$370          |
| <b>Link to Police Department- 109</b> |  |     |           |                           |          |                          |                       |                          |                |
| 20M 27772                             | Provide a smooth surface at the bottom (within 10" of the floor) of the door that extends the full width of the door. ICC / ANSI 404.2.9   | 1   | \$100     | \$100                     | 4        |                          |                       |                          |                |

**Minnnetonka City Hall**

**Accessibility Review**

| Location<br>JQP # / Item # | Solution / Comments   | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|----------------------------|---|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Mechanical- 20</b>      |   |     |           |                           |          |                          |                       |                          |                |
| 20D 27797                  | Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever.<br>ICC / ANSI 404.2.6   | 1   | \$325     | \$325                     | 4        |                          |                       |                          |                |
| <b>Meeting Room- 127</b>   |   |     |           |                           |          |                          |                       |                          |                |
| 14F 27762                  | Lower object(s) so the highest operable part is no higher than 48" AFF.<br>ICC / ANSI 308<br><i>The AV controls are currently at 61" AFF. This may be intended as an employee only element and can utilize the general exception in IBC 1103.2.2.</i>   | 1   | \$100     | \$100                     | 4        |                          |                       |                          |                |
| <b>Stairs</b>              |   |     |           |                           |          |                          |                       |                          |                |
| 16G 27766                  | Provide appropriate extensions at the handrails. Ensure the extension is a design that does not protrude into the circulation route.<br>ICC / ANSI 505.10, 307<br><i>The egress stairs do not currently provide extensions at the landings. Note: stairs are not part of an accessible route and accessible means of egress (which would require compliant handrails at stairs) does not apply to alteration projects (IBC 1009.1 Exception 3).</i> | 3   | \$350     | \$1,050                   | 4        |                          |                       |                          |                |
| 40J 27767                  | At exit stairway, post signs with raised and braille characters within the stairwell at the door leading back to the corridor indicating the floor level. (Ensure the height of the tactile character indicating the floor level does not exceed 2" ICC/ANSI 703.3.5.)<br>ICC / ANSI 504.9  | 3   | \$50      | \$150                     | 4        |                          |                       |                          |                |
|                            |   |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$1,200        |

| Location<br>JQP # / Item #     | Solution / Comments   | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost  |
|--------------------------------|---|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|-----------------|
| <b>Women's Toilet Room- 13</b> |   |     |           |                           |          |                          |                       |                          |                 |
| 22-20B2 27786                  | Rehinge / relocate door or alter permanent obstruction to provide needed maneuvering clearance at the door.<br>ICC / ANSI 404.2.3, Table 404.2.3.2<br><i>Maneuvering clearance is not currently provided on the pull side of the door; a power door operator has been provided at this location. No further action recommended at this time.</i>  | 1   | \$0       | \$0                       | 4        |                          |                       |                          |                 |
| 22J1 27790                     | Reconfigure stalls to provide a minimum 48" approach to the toilet stall door. If toilet stall approach is from the latch side of the stall door, clearance between the door side of the stall and any obstruction may be reduced to a minimum of 42".<br>ICC / ANSI 604.9.3<br><i>The approach to the accessible compartment is reduced to 41" (vs. 42" minimum) due to the towel dispenser. Replace the towel dispenser with an alternate style that does not project as far into the circulation route. Photo 8.</i> | 1   | \$200     | \$200                     | 4        |                          |                       |                          |                 |
| 22J4 27787                     | Modify the partitions so the stall door is diagonal from the water closet.<br>MN1341 Table 604.9.3.1<br><i>The compartment door is currently directly opposite the toilet (vs. diagonal).</i>   | 1   | \$1,000   | \$1,000                   | 4        |                          |                       |                          |                 |
|                                |   |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$1,200         |
|                                |   |     |           | <b>Priority # 4 Total</b> |          |                          |                       |                          | <b>\$11,595</b> |

Action Plan - (location/priority)



**Photo 1:** Accessible parking spaces have been designated near the main entry. *This is a good example of accessibility.* Additional recommendations include raising the signs to 60"-66" (measured to the bottom of the sign above the parking surface); currently at 33".



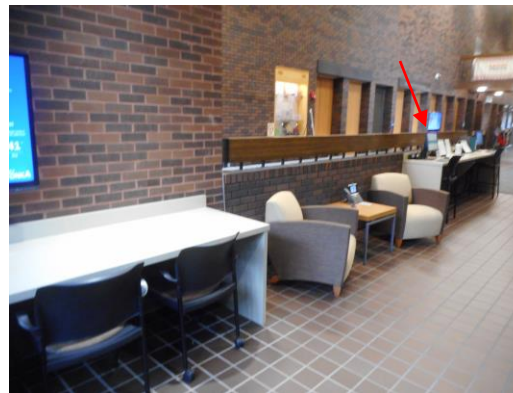
**Photo 2:** A flush curb is provided along the full width of the sidewalk leading to the entry. *This is a good example of accessibility.* Currently there is an abrupt rise and short (~3") steep section along the gutter (>21% vs. 8.33% maximum).



**Photo 3:** A power door opener is provided at the main entry. *This is a good example of accessibility.* Currently the arc of the door swing overlaps the clear ground space at the control button.



**Photo 4:** Service counters for City Clerk, Planning / Permits / Inspections and Utility Billing & Assessing are currently at 42" AFF (vs. 36" maximum).



**Photo 5:** There are 2 public computers located in the lobby; currently both computers are located on a high counter at 36" AFF (vs. 28"-34" for a work surface). An accessible section of work surface/counter is located within the same lobby area, but there are no computers at that location.



**Photo 6:** A microfiche machine is located in the lobby. The table holding the microfiche currently provides 25" high knee clearance that is only 28" wide (vs. 27" high minimum and 30" wide minimum).



**Photo 7:** The multi-fixture toilet rooms on both levels have been remodeled and features of accessibility were incorporated. *This is a good example of accessibility.*



**Photo 8:** In the lower-level women's toilet room the towel dispenser/waste receptacle unit reduces the width of the maneuvering clearance on the pull side of the accessible compartment door.



**Photo 9:** The sliding door to the IT and security office provides a 31" clear opening (vs. 32" minimum) due to the electronic door lock mounted on the top. The TV monitors within the space protrude 6" into the circulation route (vs. 4" maximum).



**Photo 10:** A sink with a forward approach is provided in the employee break room (a parallel approach is not possible due to the depth of the adjacent refrigerator). *This is a good example of accessibility.*  
The width of the clear floor space is only 29" (vs. 30" minimum) due to the toe kick detail.



**Photo 11:** The tables within the break room are tall/bar height tables or low tables with a pedestal style base that obstructs toe clearance. There are not currently accessible dining tables within the break room.



**Photo 12:** The sign stating "Exit" from within the break room is installed backwards, with the tactile and braille characters facing the in to the wall (as well as the "T" being upside down).



**Photo 13:** The distance between the cubicle partitions within the Administration office is 35" (vs. 36" minimum).



**Photo 14:** At the coffee station with the Community Development department a sink with a forward approach is provided (a parallel approach is not possible due to the adjacent wall). *This is a good example of accessibility.* The width of the clear floor space is only 29" (vs. 30" minimum) due to the trim detail on the brick wall.

Exterior Route:  
 Modify the gutter along the curb ramp  
 Patch and fill openings between sections of concrete  
 Stripe a crosswalk from parking to entry

Parking:  
 Raise the signs designating accessible parking  
 Add signs indicating "No Parking" at aisles

Eliminate protruding hazard at TV monitor

Lower the service counter

Relocate power door opener control button

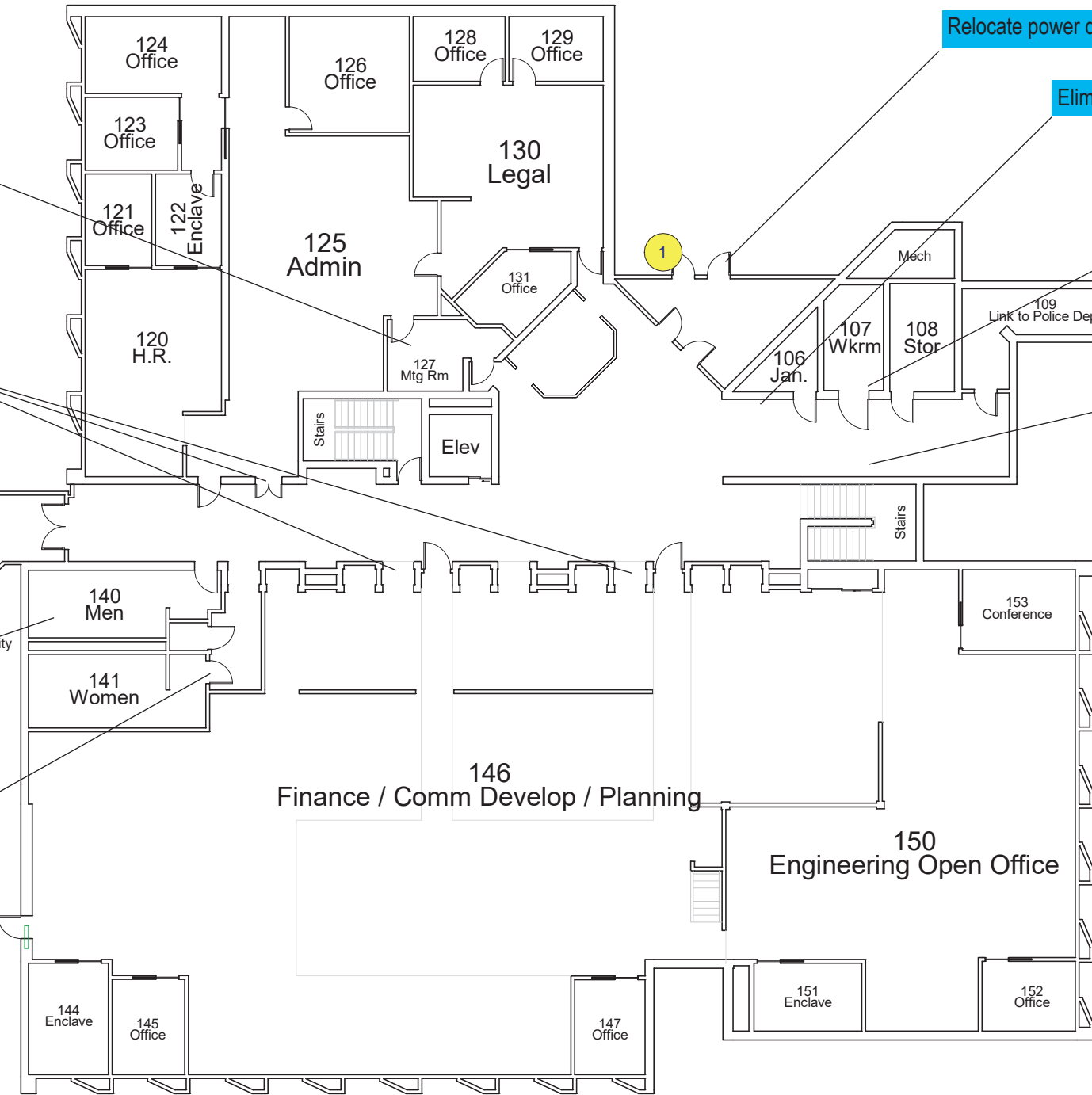
Eliminate protruding hazard at drinking fountain

Provide an accessible counter for the microfiche

Relocate computer to an accessible location

Replace the sign  
 Modify the apron at the lavatory

Add a sign with raised and braille characters  
 Modify the apron at the lavatory



Key

- Priority 1
- Priority 2
- Priority 3

2023

City Hall- 1st Floor  
 City of Minnetonka, MN

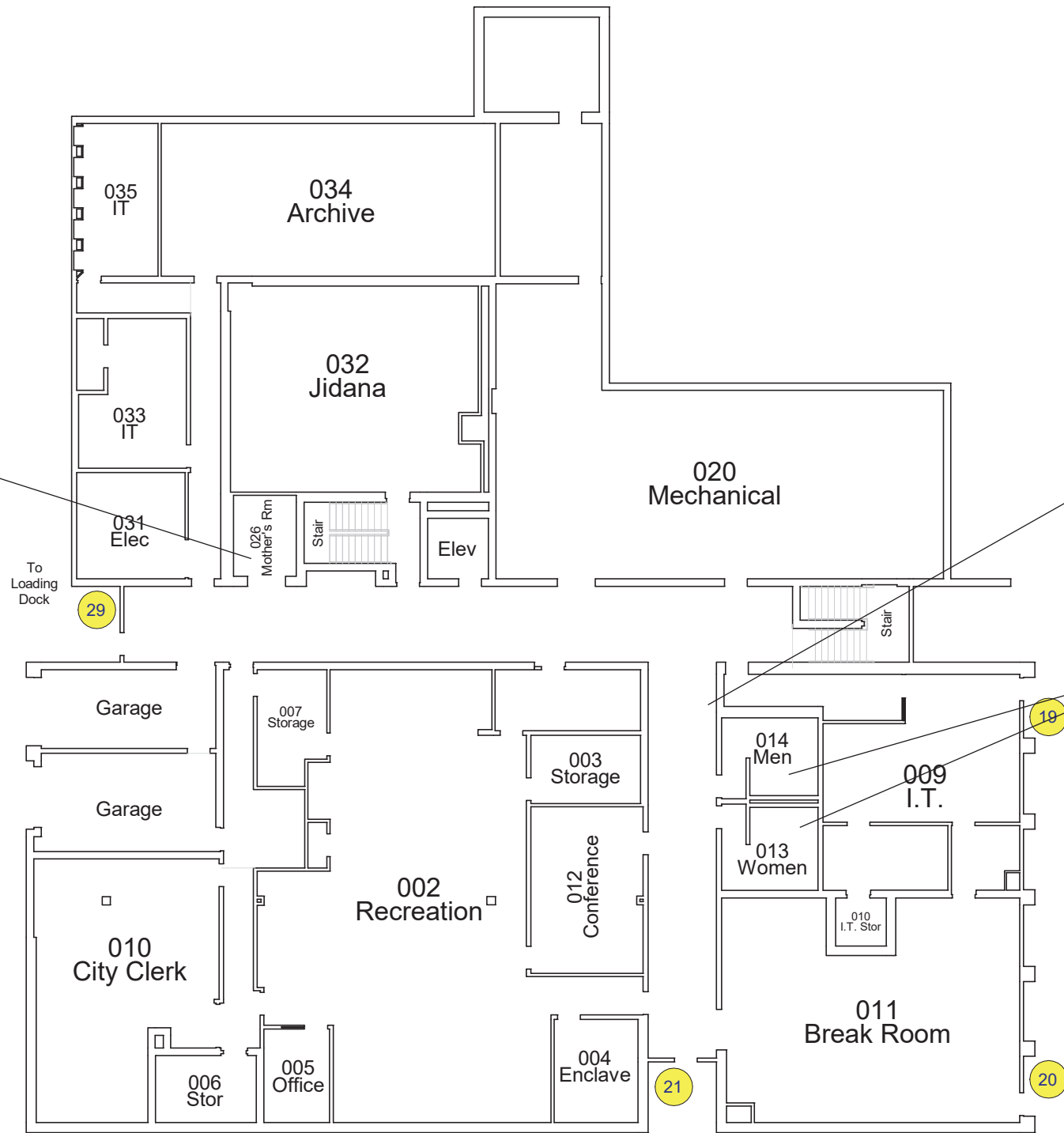
julee quarve-peterson, inc.  
 6345 vincent ave s  
 minneapolis, mn 55423  
 jqp\_inc@yahoo.com



City Hall- Lower Level

City of Minnetonka, MN

julee quarve-peterson, inc.  
6345 vincent ave s  
minneapolis, mn 55423  
jqp\_inc@yahoo.com



Lower the mirror (or add full height)

Eliminate protruding hazard at drinking fountain

Lower the towel dispenser  
Add a low coat hook

Key

- Priority 1
- Priority 2
- Priority 3

## Accessibility Review

---

# Community Center City of Minnetonka

Survey By            JQP, MQP  
Survey Date        11/08/2023

---

The Minnetonka Community Center, built in 1987, serves as a community gathering space, a senior citizen center as well as home to the mayor's office and council chambers. The Community Center is connected via interior link to City Hall as well as the police department and fire station. In addition to the council chambers there is also a large banquet facility with a commercial kitchen and multiple meeting rooms.

An elevator provides an accessible route between the 2 levels; the link to City Hall is located on 2<sup>nd</sup> floor (connects the 1<sup>st</sup> floor of City Hall). The multi-fixture toilet rooms currently provide limited features of ambulatory accessibility (they are not currently wheelchair accessible); a single-user toilet room on 1<sup>st</sup> floor provides many features of accessibility but additional modifications are still needed.

**Minnnetonka Community Center**

**Accessibility Review**

| Location                               | Solution / Comments | Qty  | Unit Cost | Total Cost | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|--|---------------------|--|-----------|------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| JQP # / Item #                         |                     |  |           |            |          |                          |                       |                          |                |
| <b>Accessible Parking- facing east</b> |                     |  |           |            |          |                          |                       |                          |                |
| 05D2                                   | 27902               | Provide a permanent, upright sign that complies with MN Statutes 169.346, including information about fines. MN 1341 502.7<br><i>Currently 2 of the spaces to the north are missing signs. Photo 1.</i>  | 2         | \$250      | \$500    | 2                        |                       |                          |                |
| <b>Banquet Room- A130</b>              |                     |  |           |            |          |                          |                       |                          |                |
| 26A                                    | 27862               | Provide a permanent assistive listening system with signs indicating availability. IBC 1108.2.7<br><i>There were no signs indicating the availability of an assistive listening system for this space. Verify if a system is currently provided; at such time it becomes available post signs regarding availability and procedures for acquiring receivers.</i> | 1         | \$3,000    | \$3,000  | 2                        |                       |                          |                |
| <b>Council Chambers- 228</b>           |                     |  |           |            |          |                          |                       |                          |                |
| 26A                                    | 27909               | Provide a permanent assistive listening system with signs indicating availability. IBC 1108.2.7<br><i>Photo 8.</i>   | 1         | \$3,000    | \$3,000  | 2                        |                       |                          |                |
| <b>Men's Toilet Room- 110</b>          |                     |  |           |            |          |                          |                       |                          |                |
| 22A2                                   | 27887               | Install directional signage to the nearest accessible toilet room. MN 1341 1111.2, 1111.3  | 1         | \$75       | \$75     | 2                        |                       |                          |                |
| <b>Men's Toilet Room- 202</b>          |                     |  |           |            |          |                          |                       |                          |                |
| 22A2                                   | 27843               | Install directional signage to the nearest accessible toilet room. MN 1341 1111.2, 1111.3  | 1         | \$75       | \$75     | 2                        |                       |                          |                |

**Minnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #        | Solution / Comments   | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|-----------------------------------|---|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Toilet Room- 118 (Kitchen)</b> |   |     |           |                           |          |                          |                       |                          |                |
| 22A3 27864                        | Remove the sign displaying the International Symbol of Accessibility as this toilet room is NOT accessible, or is not fully accessible. Install directional signage identifying the location of the nearest accessible toilet room.<br>MN 1341 1110.2   | 1   | \$75      | \$75                      | 2        |                          |                       |                          |                |
| <b>Toilet Room- 141</b>           |   |     |           |                           |          |                          |                       |                          |                |
| 22A1 27852                        | Install a sign displaying the International Symbol of Accessibility and raised and Braille lettering.<br>MN 1341 1111.2<br><i>This location provides many features of accessibility and is the most accessible toilet room location within the community center. Photo 13.</i>  | 1   | \$75      | \$75                      | 2        |                          |                       |                          |                |
| 22C2 (MN) 27854                   | Relocate the lavatory to provide a minimum 60" clearance between the water closet and nearest obstruction.<br>ANSI 604.3.1<br><i>The lavatory currently reduces the clearance for the toilet to 48" (vs. 60" minimum). The room is large enough to relocate the lavatory towards the door opening without obstructing the maneuvering clearance at the entry door. (Note: at the time of construction the lavatory was allowed within the toilet clearance.) Photo 13.</i>  | 1   | \$5,000   | \$5,000                   | 2        |                          |                       |                          |                |
| 22K6 (MN) 27853                   | Remove the existing grab bar configuration and replace with a compliant grab bar configuration.<br>MN 1341 604.5.1 ANSI 604.5.2<br><i>There is currently a continuous bar from the wall behind the toilet to the side wall adjacent to the toilet. The side wall grab bar does not currently extend to a point 54" from the rear wall and there is not a vertical grab bar. It will be necessary to remove the existing grab bars in order to install a compliant horizontal grab bar on the side wall. Photo 13.</i> | 1   | \$500     | \$500                     | 2        |                          |                       |                          |                |
| 22M1 27856                        | Relocate the water closet so it is centered 16"-18" from the side wall or partition.<br>ICC / ANSI 604.2<br><i>Currently at 20 3/4". Photo 13.</i>  | 1   | \$1,500   | \$1,500                   | 2        |                          |                       |                          |                |
| 22Z 27857                         | Provide a coat hook positioned so the highest operable part is no higher than 48".<br>ICC / ANSI 603.4<br><i>Currently at 60" AFF.</i>  | 1   | \$50      | \$50                      | 2        |                          |                       |                          |                |
|                                   |   |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$7,125        |

**Minnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #      | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority        | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---------------------------------|--|-----|-----------|---------------------------|-----------------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Women's Toilet Room- 107</b> |  |     |           |                           |                 |                          |                       |                          |                |
| 22A2 27876                      | Install directional signage to the nearest accessible toilet room.<br>MN 1341 1111.2, 1111.3 | 1   | \$75      | \$75                      | 2               |                          |                       |                          |                |
| <b>Women's Toilet Room- 203</b> |  |     |           |                           |                 |                          |                       |                          |                |
| 22A2 27845                      | Install directional signage to the nearest accessible toilet room.<br>MN 1341 1111.2, 1111.3 | 1   | \$75      | \$75                      | 2               |                          |                       |                          |                |
|                                 |  |     |           | <b>Priority # 2 Total</b> | <b>\$14,000</b> |                          |                       |                          |                |

**Minnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #             | Solution / Comments   | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|--|---|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Accessible Parking- facing east</b> |   |     |           |                           |          |                          |                       |                          |                |
| 05D 27903                              | Relocate the sign identifying each designated accessible parking stall, so centered at the head end of the parking space and mounted 60"-66" above the surface of the parking space (measured to the bottom of the sign).<br>MN1341 502.7<br><i>Currently the 3 signs designating accessible parking to the north are not centered on the parking space they serve. Photo 1.</i>            | 2   | \$250     | \$500                     | 3        |                          |                       |                          |                |
| 05D3 27904                             | Raise the existing accessible parking signs so they are 60"-66" above the surface of the parking space (measured to the bottom of the sign).<br>MN1341 502.7<br><i>The 4 signs to the south are currently at 43" AFF.</i>   | 4   | \$250     | \$1,000                   | 3        |                          |                       |                          |                |
| 05D5 27905                             | Add the phrase "van accessible" to the existing sign.<br>MN1341 502.7   | 1   | \$100     | \$100                     | 3        |                          |                       |                          |                |
|  |   |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$1,600        |
| <b>Accessible Parking- facing west</b> |   |     |           |                           |          |                          |                       |                          |                |
| 05B 27901                              | Relocate accessible parking spaces closer to the accessible entry so they are located on the shortest accessible route.<br>IBC 1106.6<br><i>The 2 accessible parking spaces facing west are not currently on the shortest accessible route; there are closer parking spaces available (the aisle at this location aligns with the stairs from the row of parking to the west). Photo 2.</i> | 2   | \$500     | \$1,000                   | 3        |                          |                       |                          |                |
| 05E3 27900                             | Relocate the sign indicating "No Parking", so centered at the head end of the aisle and mounted 60"-66" above the surface of the parking space (measured to the bottom of the sign).<br>MN1341 502.4.4<br><i>The sign is not currently centered on the aisle.</i>   | 1   | \$250     | \$250                     | 3        |                          |                       |                          |                |
|  |   |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$1,250        |

**Minnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item # | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|----------------------------|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Burwell Room- 138</b>   |  |     |           |                           |          |                          |                       |                          |                |
| 21A 27860                  | Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor.<br>ICC ANSI 904.3<br><i>The service counter is currently at 42" AFF. It is unclear if this counter is still used for service.</i>  | 1   | \$1,000   | \$1,000                   | 3        |                          |                       |                          |                |
| <b>Corridor- 103</b>       |  |     |           |                           |          |                          |                       |                          |                |
| 14G3 27851                 | Eliminate protruding hazard at the AED by installing end panels or other object to direct a person with visual impairments around the potential hazard.<br>ICC / ANSI 307.1<br><i>The AED adjacent to the elevator currently protrudes 7" at a height of 45".</i>  | 1   | \$200     | \$200                     | 3        |                          |                       |                          |                |
| 41F 27874                  | Reposition the drinking fountain or add a guard/skirt so as not to create a protruding hazard. The underside of the drinking fountain should be positioned no higher than 27" above the floor or an alcove should be created to direct persons with visual impairments around the drinking fountain.<br>ICC / ANSI 307 | 1   | \$200     | \$200                     | 3        |                          |                       |                          |                |
|                            |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$400          |
| <b>Corridor- 207</b>       |  |     |           |                           |          |                          |                       |                          |                |
| 20B0 27836                 | Install an automatic door opener to address non-compliant maneuvering clearance at the door.<br>ICC / ANSI 404.2.3, Table 404.2.3.1<br><i>Currently provides 9" beyond the latch on the pull side of the door (vs. 18" minimum).</i>   | 1   | \$2,500   | \$2,500                   | 3        |                          |                       |                          |                |
| <b>Corridor- 212</b>       |  |     |           |                           |          |                          |                       |                          |                |
| 41F 27846                  | Reposition the drinking fountain or add a guard/skirt so as not to create a protruding hazard. The underside of the drinking fountain should be positioned no higher than 27" above the floor or an alcove should be created to direct persons with visual impairments around the drinking fountain.<br>ICC / ANSI 307 | 1   | \$200     | \$200                     | 3        |                          |                       |                          |                |

| Location                                 | Solution / Comments | Qty  | Unit Cost | Total Cost | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|--|---------------------|--|-----------|------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| JQP # / Item #                           |                     |  |           |            |          |                          |                       |                          |                |
| <b>Drinking Fountains- 1st Floor</b>     |                     |  |           |            |          |                          |                       |                          |                |
| 41K.1                                    | 27875               | Add a drinking fountain for standing persons with a spout at 38"-43" in order to maintain a 50/50 ratio. IBC 1109.5.2<br><i>There is currently 1 drinking fountain on 1st floor.</i>   | 1         | \$1,500    | \$1,500  | 3                        |                       |                          |                |
| <b>Drinking Fountains- 2nd Floor</b>     |                     |  |           |            |          |                          |                       |                          |                |
| 41K                                      | 27847               | Add a drinking fountain with a spout at 36" maximum and providing a forward approach in order to maintain a 50/50 ratio. IBC 1109.5.2<br><i>There is currently 1 drinking fountain on 2nd floor.</i>   | 1         | \$1,500    | \$1,500  | 3                        |                       |                          |                |
| <b>EV Charging Stations</b>              |                     |  |           |            |          |                          |                       |                          |                |
| 05I                                      | 27907               | Relocate the electric vehicle charging station so the operable parts are located on an accessible route from parking and the highest operable part is no higher than 48". IBC 1109.13<br><i>There are currently 4 spaces along the west perimeter of the site used for EV charging. There is not currently an accessible route to the charging stations. Photo 17.</i> | 1         | \$1,500    | \$1,500  | 3                        |                       |                          |                |
| <b>Exterior Route- From Williston Rd</b> |                     |  |           |            |          |                          |                       |                          |                |
| 08C                                      | 27897               | Modify walkway to provide a maximum 1:48 (2%) cross-slope. ANSI 403.3<br><i>The route from Williston Rd on the west side of the site to the main entry routinely has cross slope that exceeds 2%.</i>  | 1         | \$10,000   | \$10,000 | 3                        |                       |                          |                |

| Location<br>JQP # / Item #                | Solution / Comments  | Qty | Unit Cost | Total Cost | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---|--|-----|-----------|------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Exterior Routes- From Williston Rd</b> |  |     |           |            |          |                          |                       |                          |                |
| 07G 27896                                 | <p>Patch or grind down the lip at the base of the curb cut / ramp so there is no abrupt rise greater than 1/2".<br/>ICC / ANSI 303</p> <p><i>There are a series of curb ramps along the accessible route from Williston Rd on the west side of the site to the main entry (along the drive lane). The curb ramps are typically in rough shape, particularly along the gutter line and where the concrete curb meets the asphalt. Photos 3 &amp; 4.</i></p> | 8   | \$800     | \$6,400    | 3        |                          |                       |                          |                |
| <b>Glen Lake Room- 149</b>                |  |     |           |            |          |                          |                       |                          |                |
| 28C 27866                                 | <p>Provide tables/work surface with a forward approach (including knee and toe clearance).<br/>ADA 226.1, 902; IBC 1109.11</p> <p><i>The tables in this space currently provide 25 1/4" high knee clearance (vs. 27" minimum).</i></p>   | 1   | \$500     | \$500      | 3        |                          |                       |                          |                |
| <b>Gray's Bay Room- 209</b>               |  |     |           |            |          |                          |                       |                          |                |
| 20B0 27849                                | <p>Install an automatic door opener to address non-compliant maneuvering clearance at the door.<br/>ICC / ANSI 404.2.3, Table 404.2.3.1</p> <p><i>Currently provides 5" beyond the latch on the pull side (vs. 18" minimum).</i></p>   | 1   | \$2,500   | \$2,500    | 3        |                          |                       |                          |                |
| <b>Kitchen- 210</b>                       |  |     |           |            |          |                          |                       |                          |                |
| 25J9 27848                                | <p>Create an accessible kitchen, including: roll under work surface, roll under sink, range with front or side controls, and compliant clearances.<br/>ANSI 804</p> <p><i>There is a full kitchen (including a range) on 2nd floor; currently no features of accessibility are provided. Photo 12.</i></p>   | 1   | \$10,000  | \$10,000   | 3        |                          |                       |                          |                |

**Minnnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item # | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|----------------------------|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Main Entry</b>          |  |     |           |                           |          |                          |                       |                          |                |
| 12G3 27899                 | Relocate automatic door opener control switch (push plate) so it is mounted between 30" minimum to the bottom of the button and 36" maximum to the top of the switch. MN1341 404.3.5.2<br><i>The bottom of the control button is currently at 34" AFF, the top is at 39 1/2" AFF. Photo 5.</i> | 1   | \$500     | \$500                     | 3        |                          |                       |                          |                |
| 12G4 27898                 | Relocate automatic door opener control switch (push plate) so it is positioned to provide a 30" x 48" clear floor space positioned for a parallel approach and centered on the switch located beyond the arc of the door swing. MN1341 404.3.5.2<br><i>Photo 5.</i>                            | 1   | \$500     | \$500                     | 3        |                          |                       |                          |                |
|                            |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | <i>\$1,000</i> |

**Minnnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #    | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|-------------------------------|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Men's Toilet Room- 110</b> |  |     |           |                           |          |                          |                       |                          |                |
| 22E3 27888                    | Create a fully compliant 60" minimum wide toilet stall by combining two existing stalls and removing one toilet. Ensure that the new stall provides 48" minimum in front of the toilet, side and rear grab bars, toilet paper dispenser located below the horizontal grab bar, a low coat hook, easily operable stall locking hardware and staple style pulls on both sides of the stall door.<br>MN 1341 604.3.1<br><i>Confirm with other applicable building codes that removal of a fixture is allowed.</i> | 1   | \$2,500   | \$2,500                   | 3        |                          |                       |                          |                |
| 22F3 (MN) 27892               | In the ambulatory accessible toilet stall (36" wide), reposition the toilet paper dispenser so the operable parts are located within an area 24" -42" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN1341 604.7<br><i>Currently located above the grab bar.</i>   | 1   | \$50      | \$50                      | 3        |                          |                       |                          |                |
| 22F5 27890                    | At the ambulatory accessible toilet stall (36" wide), provide self closing hinges on the stall door.<br>ICC/ANSI 604.10.3  | 1   | \$100     | \$100                     | 3        |                          |                       |                          |                |
| 22F6 (MN) 27889               | In the ambulatory accessible toilet stall (36" wide), install compliant grab bars on both side walls of the ambulatory accessible toilet stall.<br>ANSI 604.10.4<br><i>Currently "L" grab bars provided.</i>   | 1   | \$400     | \$400                     | 3        |                          |                       |                          |                |
| 22H2 27891                    | Add a staple style pull where missing so pulls are provided on both sides of the accessible stall door near the latch. ANSI 604.9.3<br><i>In the ambulatory accessible stall.</i>  | 1   | \$50      | \$50                      | 3        |                          |                       |                          |                |
| 22Q 27893                     | Insulate or otherwise protect exposed pipes at lavatory.<br>ICC / ANSI 606.6   | 1   | \$100     | \$100                     | 3        |                          |                       |                          |                |
| 22V 27894                     | Install a full-height mirror or provide a mirror where the bottom of the reflective surface is no higher than 40" above the floor (when mounted above a lavatory or counter).<br>MN 1341 603.3<br><i>Currently at 41 1/4" AFF.</i>   | 1   | \$300     | \$300                     | 3        |                          |                       |                          |                |
|                               |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$3,500        |

| Location<br>JQP # / Item #                | Solution / Comments   | Qty | Unit Cost | Total Cost | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---|---|-----|-----------|------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Men's Toilet Room- 156 (2nd Floor)</b> |   |     |           |            |          |                          |                       |                          |                |
| 22A2                                      | 27806<br>Install directional signage to the nearest accessible toilet room.<br>MN 1341 1111.2, 1111.3<br><br><i>A sign has been posted in the hallway with the International Symbol of Accessibility and an arrow. Providing additional details would be helpful, including: indicating the toilet rooms are in City Hall (along with the arrow) and indicating the availability of the single user toilet room on 1st floor. Photo 15.</i>   | 1   | \$75      | \$75       | 3        |                          |                       |                          |                |
| 22E3                                      | 27808<br>Create a fully compliant 60" minimum wide toilet stall by combining two existing stalls and removing one toilet. Ensure that the new stall provides 48" minimum in front of the toilet, side and rear grab bars, toilet paper dispenser located below the horizontal grab bar, a low coat hook, easily operable stall locking hardware and staple style pulls on both sides of the stall door.<br>MN 1341 604.3.1<br><br><i>Confirm with other applicable building codes that removal of a fixture is allowed. Photo 16.</i> | 1   | \$2,500   | \$2,500    | 3        |                          |                       |                          |                |
| 22F3 (MN)                                 | 27814<br>In the ambulatory accessible toilet stall (36" wide), reposition the toilet paper dispenser so the operable parts are located within an area 24" -42" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN1341 604.7<br><br><i>Currently located too close to the grab bar.</i>  | 1   | \$50      | \$50       | 3        |                          |                       |                          |                |
| 22F5                                      | 27810<br>At the ambulatory accessible toilet stall (36" wide), provide self closing hinges on the stall door.<br>ICC/ANSI 604.10.3  | 1   | \$100     | \$100      | 3        |                          |                       |                          |                |
| 22F6 (MN)                                 | 27809<br>In the ambulatory accessible toilet stall (36" wide), install compliant grab bars on both side walls of the ambulatory accessible toilet stall.<br>ANSI 604.10.4<br><br><i>Currently "L" grab bars provided. Photo 16.</i>   | 1   | \$400     | \$400      | 3        |                          |                       |                          |                |
| 22H2                                      | 27811<br>Add a staple style pull where missing so pulls are provided on both sides of the accessible stall door near the latch. ANSI 604.9.3<br><br><i>In the ambulatory accessible stall.</i>  | 1   | \$50      | \$50       | 3        |                          |                       |                          |                |
| 22J                                       | 27812<br>Provide stall door locking hardware that does not require grasping, pinching or twisting to operate.<br>ICC ANSI 309.4<br><br><i>In the ambulatory accessible stall.</i>   | 1   | \$100     | \$100      | 3        |                          |                       |                          |                |
| 22Q                                       | 27816<br>Insulate or otherwise protect exposed pipes at lavatory.<br>ICC / ANSI 606.6   | 1   | \$100     | \$100      | 3        |                          |                       |                          |                |

**Minnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #                | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Men's Toilet Room- 156 (2nd Floor)</b> |  |     |           |                           |          |                          |                       |                          |                |
| 22V 27817                                 | Install a full-height mirror or provide a mirror where the bottom of the reflective surface is no higher than 40" above the floor (when mounted above a lavatory or counter).<br>MN 1341 603.3<br><i>Currently at 41 1/4" AFF.</i> | 1   | \$300     | \$300                     | 3        |                          |                       |                          |                |
| 22Z 27813                                 | Provide a coat hook positioned so the highest operable part is no higher than 48".<br>ICC / ANSI 603.4<br><i>In the ambulatory accessible stall.</i>   | 1   | \$50      | \$50                      | 3        |                          |                       |                          |                |
|   |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$3,725        |
| <b>Minnehaha Room- 236</b>                |  |     |           |                           |          |                          |                       |                          |                |
| 14F 27832                                 | Lower object(s) so the highest operable part is no higher than 48" AFF.<br>ICC / ANSI 308<br><i>The AV controls are currently at 59 3/4" AFF.</i>  | 1   | \$100     | \$100                     | 3        |                          |                       |                          |                |
| <b>Minnetonka Mills Room- 155</b>         |  |     |           |                           |          |                          |                       |                          |                |
| 27B 27868                                 | Modify / replace sink and / or counter so rim is no higher than 34".<br>ICC / ANSI 606.3<br><i>The sink is currently at 36 1/4" AFF; it does not currently provide a forward approach with knee and toe clearance. Photo 10.</i>   | 1   | \$1,000   | \$1,000                   | 3        |                          |                       |                          |                |

**Minnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #       | Solution / Comments   | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|----------------------------------|---|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Passage- 151</b>              |   |     |           |                           |          |                          |                       |                          |                |
| 14F5 27869                       | Provide a coat hook / coat rack (or portion of) mounted no higher than 48" above the floor.<br>ADA 225.2<br><i>Photo 11.</i>  | 1   | \$50      | \$50                      | 3        |                          |                       |                          |                |
| 25A.1 27871                      | Relocate self service food item(s) so at least 50 percent of each type are within the specified accessible reach range.<br>IBC 1109.12.4<br><i>The cups are currently at 54" AFF. Photo 11.</i>                 | 1   | \$0       | \$0                       | 3        |                          |                       |                          |                |
| 25C 27872                        | Modify the self-service shelves and dispensing devices for dishes, condiments, food and beverages to be within reach ranges.<br>ANSI 904.5<br><i>The hot water dispenser is currently at 58" AFF. Photo 11.</i> | 1   | \$500     | \$500                     | 3        |                          |                       |                          |                |
| 25J8 27870                       | Lower towels to be positioned within accessible reach ranges.<br>ICC ANSI 308<br><i>The towel dispenser is currently at 61 1/2" AFF. Photo 11.</i>  | 1   | \$50      | \$50                      | 3        |                          |                       |                          |                |
|                                  |   |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$600          |
| <b>Purgatory Creek Room- 231</b> |   |     |           |                           |          |                          |                       |                          |                |
| 14F5 27831                       | Provide a coat hook / coat rack (or portion of) mounted no higher than 48" above the floor.<br>ADA 225.2  | 1   | \$50      | \$50                      | 3        |                          |                       |                          |                |
| <b>St. Albans Room- 152</b>      |   |     |           |                           |          |                          |                       |                          |                |
| 40B 27867                        | Provide compliant raised and Braille permanent room identification signage.<br>MN 1341 1111.2<br><i>The sign with raised and braille characters is currently missing (an overhead flag sign is provided).</i>   | 1   | \$45      | \$45                      | 3        |                          |                       |                          |                |

**Minnnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item # | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|----------------------------|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Toilet Room- 141</b>    |  |     |           |                           |          |                          |                       |                          |                |
| 22M 27855                  | Provide a water closet with a seat height 17"-19" above the floor.<br>ANSI 604.4<br><i>Currently at 19 1/2" AFF. (This is a wall hung fixture.) Photo 13.</i>  | 1   | \$750     | \$750                     | 3        |                          |                       |                          |                |
| 22Z1 27858                 | Lower the existing changing table so the latching mechanism is 48" maximum above the floor.<br>MN1341 603.5<br><i>Currently at 55" AFF.</i>  | 1   | \$100     | \$100                     | 3        |                          |                       |                          |                |
| 22Z5 27859                 | Modify / replace product dispenser control with a style that does not require grasping, pinching or twisting to operate.<br>ICC / ANSI 309.4<br><i>The hygiene product dispenser currently has controls that require twisting in order to operate.</i> | 1   | \$75      | \$75                      | 3        |                          |                       |                          |                |
|                            |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$925          |
| <b>Vending- 142</b>        |  |     |           |                           |          |                          |                       |                          |                |
| 45B 27895                  | When renegotiating with product vendors, request vending machines with controls located no higher than 48" above the floor.<br>ADA 228.1, 308<br><i>The food vending machine has controls as high as 52 1/2" AFF.</i>                                  | 1   | \$0       | \$0                       | 3        |                          |                       |                          |                |

**Minnnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #      | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---------------------------------|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Women's Toilet Room- 107</b> |  |     |           |                           |          |                          |                       |                          |                |
| 22E3 27877                      | Create a fully compliant 60" minimum wide toilet stall by combining two existing stalls and removing one toilet. Ensure that the new stall provides 48" minimum in front of the toilet, side and rear grab bars, toilet paper dispenser located below the horizontal grab bar, a low coat hook, easily operable stall locking hardware and staple style pulls on both sides of the stall door.<br>MN 1341 604.3.1<br><i>Confirm with other applicable building codes that removal of a fixture is allowed.</i> | 1   | \$2,500   | \$2,500                   | 3        |                          |                       |                          |                |
| 22F3 (MN) 27883                 | In the ambulatory accessible toilet stall (36" wide), reposition the toilet paper dispenser so the operable parts are located within an area 24" -42" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN1341 604.7<br><i>Currently located above the grab bar.</i>   | 1   | \$50      | \$50                      | 3        |                          |                       |                          |                |
| 22F5 27879                      | At the ambulatory accessible toilet stall (36" wide), provide self closing hinges on the stall door.<br>ICC/ANSI 604.10.3  | 1   | \$100     | \$100                     | 3        |                          |                       |                          |                |
| 22F6 (MN) 27878                 | In the ambulatory accessible toilet stall (36" wide), install compliant grab bars on both side walls of the ambulatory accessible toilet stall.<br>ANSI 604.10.4<br><i>Currently "L" grab bars provided.</i>   | 1   | \$400     | \$400                     | 3        |                          |                       |                          |                |
| 22J 27881                       | Provide stall door locking hardware that does not require grasping, pinching or twisting to operate.<br>ICC ANSI 309.4<br><i>In the ambulatory accessible stall.</i>   | 1   | \$100     | \$100                     | 3        |                          |                       |                          |                |
| 22Q 27885                       | Insulate or otherwise protect exposed pipes at lavatory.<br>ICC / ANSI 606.6   | 1   | \$100     | \$100                     | 3        |                          |                       |                          |                |
| 22V 27886                       | Install a full-height mirror or provide a mirror where the bottom of the reflective surface is no higher than 40" above the floor (when mounted above a lavatory or counter).<br>MN 1341 603.3<br><i>Currently at 41 1/4" AFF.</i>   | 1   | \$300     | \$300                     | 3        |                          |                       |                          |                |
|                                 |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$3,550        |

| Location<br>JQP # / Item #                  | Solution / Comments | Qty  | Unit Cost | Total Cost | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---|---------------------|--|-----------|------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Women's Toilet Room- 157 (2nd Floor)</b> |                     |  |           |            |          |                          |                       |                          |                |
| 22A2  | 27819               | Install directional signage to the nearest accessible toilet room.<br>MN 1341 1111.2, 1111.3<br><br><i>A sign has been posted in the hallway with the International Symbol of Accessibility and an arrow. Providing additional details would be helpful, including: indicating the toilet rooms are in City Hall (along with the arrow) and indicating the availability of the single user toilet room on 1st floor.</i>   |           | 1          | \$75     | \$75                     | 3                     |                          |                |
| 22E3  | 27821               | Create a fully compliant 60" minimum wide toilet stall by combining two existing stalls and removing one toilet. Ensure that the new stall provides 48" minimum in front of the toilet, side and rear grab bars, toilet paper dispenser located below the horizontal grab bar, a low coat hook, easily operable stall locking hardware and staple style pulls on both sides of the stall door.<br>MN 1341 604.3.1<br><br><i>Confirm with other applicable building codes that removal of a fixture is allowed.</i> |           | 1          | \$2,500  | \$2,500                  | 3                     |                          |                |
| 22F3 (MN)                                   | 27827               | In the ambulatory accessible toilet stall (36" wide), reposition the toilet paper dispenser so the operable parts are located within an area 24" -42" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN1341 604.7<br><br><i>Currently located too close to the grab bar.</i>  |           | 1          | \$50     | \$50                     | 3                     |                          |                |
| 22F5  | 27823               | At the ambulatory accessible toilet stall (36" wide), provide self closing hinges on the stall door.<br>ICC/ANSI 604.10.3  |           | 1          | \$100    | \$100                    | 3                     |                          |                |
| 22F6 (MN)                                   | 27822               | In the ambulatory accessible toilet stall (36" wide), install compliant grab bars on both side walls of the ambulatory accessible toilet stall.<br>ANSI 604.10.4<br><br><i>Currently "L" grab bars provided.</i>   |           | 1          | \$400    | \$400                    | 3                     |                          |                |
| 22H2  | 27824               | Add a staple style pull where missing so pulls are provided on both sides of the accessible stall door near the latch. ANSI 604.9.3<br><br><i>In the ambulatory accessible stall.</i>  |           | 1          | \$50     | \$50                     | 3                     |                          |                |
| 22J   | 27825               | Provide stall door locking hardware that does not require grasping, pinching or twisting to operate.<br>ICC ANSI 309.4<br><br><i>In the ambulatory accessible stall.</i>   |           | 1          | \$100    | \$100                    | 3                     |                          |                |
| 22Q   | 27829               | Insulate or otherwise protect exposed pipes at lavatory.<br>ICC / ANSI 606.6   |           | 1          | \$100    | \$100                    | 3                     |                          |                |

**Minnetonka Community Center**

**Accessibility Review**

| Location                                    | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority        | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---|--|-----|-----------|---------------------------|-----------------|--------------------------|-----------------------|--------------------------|----------------|
| JQP # / Item #                              |  |     |           |                           |                 |                          |                       |                          |                |
| <b>Women's Toilet Room- 157 (2nd Floor)</b> |  |     |           |                           |                 |                          |                       |                          |                |
| 22V   | 27830  | 1   | \$300     | \$300                     | 3               |                          |                       |                          |                |
|   | Install a full-height mirror or provide a mirror where the bottom of the reflective surface is no higher than 40" above the floor (when mounted above a lavatory or counter).<br>MN 1341 603.3<br><i>Currently at 41 1/4" AFF.</i> |     |           |                           |                 |                          |                       |                          |                |
| 22Z   | 27826  | 1   | \$50      | \$50                      | 3               |                          |                       |                          |                |
|   | Provide a coat hook positioned so the highest operable part is no higher than 48".<br>ICC / ANSI 603.4<br><i>In the ambulatory accessible stall.</i>   |     |           |                           |                 |                          |                       |                          |                |
|   |  |     |           | <i>Location Subtotal:</i> | \$3,725         |                          |                       |                          |                |
|   |  |     |           | <b>Priority # 3 Total</b> | <b>\$59,070</b> |                          |                       |                          |                |

**Minnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #             | Solution / Comments  | Qty | Unit Cost | Total Cost | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|--|--|-----|-----------|------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Accessible Parking- facing east</b> |  |     |           |            |          |                          |                       |                          |                |
| 05E 27906                              | Provide a permanent, upright sign that indicates "No Parking" centered at the head end of the aisle. MN 1341 502.4.4<br><i>At the 2 aisles to the north the words "no parking" are painted on the surface of the aisle instead of posted on a sign; posting a sign at this location would not obstruct the accessible route.</i> | 2   | \$250     | \$500      | 4        |                          |                       |                          |                |
| <b>Corridor- 103</b>                   |  |     |           |            |          |                          |                       |                          |                |
| 14F5 27861                             | Provide a coat hook / coat rack (or portion of) mounted no higher than 48" above the floor. ADA 225.2<br><i>The coat closets outside the banquet room currently only have high hanging rods. (Accessible coat storage is available near the main entry.)</i>   | 1   | \$50      | \$50       | 4        |                          |                       |                          |                |
| <b>Corridor- 207</b>                   |  |     |           |            |          |                          |                       |                          |                |
| 20M1 27835                             | Remove the door stop from the push side of the door in order to provide a smooth surface at the bottom (within 10" of the floor) of the door that extends the full width of the door. ICC / ANSI 404.2.9   | 1   | \$25      | \$25       | 4        |                          |                       |                          |                |
| <b>Council Chambers- 206 Vestibule</b> |  |     |           |            |          |                          |                       |                          |                |
| 20B0 27841                             | Install an automatic door opener to address non-compliant maneuvering clearance at the door. ICC / ANSI 404.2.3, Table 404.2.3.1<br><i>The route from the Mayor's office to the back entry to the dais does not currently provide maneuvering clearance at the doors to the catwalk/bridge. Photo 9.</i>                         | 2   | \$2,500   | \$5,000    | 4        |                          |                       |                          |                |

**Minnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #  | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Council Chambers- 228</b>  |  |     |           |                           |          |                          |                       |                          |                |
| 14F5  | 27840 Provide a coat hook / coat rack (or portion of) mounted no higher than 48" above the floor. ADA 225.2<br><i>Currently at 67" AFF near the council member entry.</i>  | 1   | \$50      | \$50                      | 4        |                          |                       |                          |                |
| 15G   | 27838 Provide appropriate extensions at the handrails. ICC / ANSI 505.10   | 4   | \$350     | \$1,400                   | 4        |                          |                       |                          |                |
| 15J   | 27837 Widen ramp to provide a minimum clear width of 36". (The handrails can not reduce the clear width.) ICC / ANSI 405.5<br><i>Currently provides 35 1/4" clearance between handrails.</i>                               | 40  | \$40      | \$1,600                   | 4        |                          |                       |                          |                |
| 28C   | 27839 Provide tables/work surface with a forward approach (including knee and toe clearance). ADA 226.1, 902; IBC 1109.11<br><i>The desk on the dais currently provides 25 1/2" high knee clearance (vs. 27" minimum).</i> | 1   | \$500     | \$500                     | 4        |                          |                       |                          |                |
|   |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$3,550        |
| <b>EV Charging Stations</b>   |  |     |           |                           |          |                          |                       |                          |                |
|   | 27908  | 1   |           |                           | 4        |                          |                       |                          |                |
| <i>There is not currently an aisle associated with either of the EV charging stations; providing an aisle is recommended based on anticipated code changes that will specifically address EV charging as well as guidance from the US Access Board. Photo 17.</i> |  |     |           |                           |          |                          |                       |                          |                |
|   |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          |                |
| <b>Janitor- 106</b>   |  |     |           |                           |          |                          |                       |                          |                |
| 20D   | 27873 Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6   | 1   | \$325     | \$325                     | 4        |                          |                       |                          |                |

**Minnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #                | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---|--|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Kitchen / Back of House- 126</b>       |  |     |           |                           |          |                          |                       |                          |                |
| 20D 27863                                 | Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever.<br>ICC / ANSI 404.2.6<br><i>Doors within this area typically have knob style hardware.</i>   | 10  | \$325     | \$3,250                   | 4        |                          |                       |                          |                |
| <b>Mechanical- 232</b>                    |  |     |           |                           |          |                          |                       |                          |                |
| 20D 27850                                 | Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever.<br>ICC / ANSI 404.2.6  | 1   | \$325     | \$325                     | 4        |                          |                       |                          |                |
| <b>Men's Toilet Room- 156 (2nd Floor)</b> |  |     |           |                           |          |                          |                       |                          |                |
| 22-20C2 27807                             | Rehinge / relocate door or alter permanent obstruction to provide needed maneuvering clearance at the door.<br>ICC / ANSI 404.2.3, Table 404.2.3.2<br><i>Maneuvering clearance is not currently provided at the entry door; a power door operator has been provided. No further action recommended at this time.</i> | 1   | \$0       | \$0                       | 4        |                          |                       |                          |                |
| 22Y 27815                                 | Lower urinal so the lip is no higher than 17" above the floor.<br>ICC / ANSI 605.2<br><i>Currently at 18" AFF.</i>   | 1   | \$650     | \$650                     | 4        |                          |                       |                          |                |
|   |  |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$650          |
| <b>Men's Toilet Room- 202</b>             |  |     |           |                           |          |                          |                       |                          |                |
| 22 27842                                  | Enlarge and upgrade the toilet room to be fully accessible.<br>IBC 1109.2<br><i>It may be possible to combine the men's and women's toilet rooms to create an accessible toilet room at this location.</i>   | 1   | \$30,000  | \$30,000                  | 4        |                          |                       |                          |                |

**Minnnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #                  | Solution / Comments   | Qty | Unit Cost | Total Cost                | Priority | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---|---|-----|-----------|---------------------------|----------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Office- 219</b>                          |   |     |           |                           |          |                          |                       |                          |                |
| 20M1 27805                                  | Remove the door stop from the push side of the door in order to provide a smooth surface at the bottom (within 10" of the floor) of the door that extends the full width of the door. ICC / ANSI 404.2.9  | 1   | \$25      | \$25                      | 4        |                          |                       |                          |                |
| <b>Stairs</b>                               |   |     |           |                           |          |                          |                       |                          |                |
| 16G 27833                                   | Provide appropriate extensions at the handrails. Ensure the extension is a design that does not protrude into the circulation route.<br>ICC / ANSI 505.10, 307<br><i>The egress stairs do not currently provide compliant extensions at the landings. Note: stairs are not part of an accessible route and accessible means of egress (which would require compliant handrails at stairs) does not apply to alteration projects (IBC 1009.1 Exception 3).</i> | 3   | \$350     | \$1,050                   | 4        |                          |                       |                          |                |
| 40J 27834                                   | At exit stairway, post signs with raised and braille characters within the stairwell at the door leading back to the corridor indicating the floor level. (Ensure the height of the tactile character indicating the floor level does not exceed 2" ICC/ANSI 703.3.5.)<br>ICC / ANSI 504.9  | 3   | \$50      | \$150                     | 4        |                          |                       |                          |                |
|   |   |     |           | <i>Location Subtotal:</i> |          |                          |                       |                          | \$1,200        |
| <b>Toilet Room- 118 (Kitchen)</b>           |   |     |           |                           |          |                          |                       |                          |                |
| 22 27865                                    | Enlarge and upgrade the toilet room to be fully accessible.<br>IBC 1109.2<br><i>There are currently no features of accessibility provided at this location.</i>   | 1   | \$30,000  | \$30,000                  | 4        |                          |                       |                          |                |
| <b>Women's Toilet Room- 157 (2nd Floor)</b> |   |     |           |                           |          |                          |                       |                          |                |
| 22-20C2 27820                               | Rehinge / relocate door or alter permanent obstruction to provide needed maneuvering clearance at the door.<br>ICC / ANSI 404.2.3, Table 404.2.3.2<br><i>Maneuvering clearance is not currently provided at the entry door; a power door operator has been provided. No further action recommended at this time.</i>  | 1   | \$0       | \$0                       | 4        |                          |                       |                          |                |

**Minnetonka Community Center**

**Accessibility Review**

| Location<br>JQP # / Item #      | Solution / Comments  | Qty | Unit Cost | Total Cost                | Priority         | Estimated<br>Compl. Date | Person<br>Responsible | Actual<br>Compl.<br>Date | Actual<br>Cost |
|---------------------------------|--|-----|-----------|---------------------------|------------------|--------------------------|-----------------------|--------------------------|----------------|
| <b>Women's Toilet Room- 203</b> |  |     |           |                           |                  |                          |                       |                          |                |
| 22                              | 27844 Enlarge and upgrade the toilet room to be fully accessible.<br>IBC 1109.2<br><i>It may be possible to combine the men's and women's toilet rooms to create an accessible toilet room at this location. Photo 16.</i> | 1   | \$30,000  | \$30,000                  | 4                |                          |                       |                          |                |
|                                 |  |     |           | <b>Priority # 4 Total</b> | <b>\$104,900</b> |                          |                       |                          |                |

*Action Plan - (location/priority)*



**Photo 1:** Accessible parking spaces have been designated near the main entry. *This is a good example of accessibility.* Currently 2 of the spaces are missing signs designating the accessible parking and 3 of the signs are not centered on the parking space.



**Photo 2:** There are 2 parking spaces designated that face west; the aisle aligns with stairs from the upper portion of the parking area. These spaces are not located on the shortest accessible route to the main entry.



**Photo 3:** Curb ramps are provided in order to create an exterior pedestrian route from Williston Rd. to the main entry. The existing curb ramps are in rough condition and have up to 30% slope along the gutter at some locations.



**Photo 4:** The rough condition of the curb ramps includes crumbling concrete and an abrupt transition where the concrete gutter meets the asphalt drive lane.



**Photo 5:** A power door operator is provided at the main entry. *This is a good example of accessibility.* The arc of the door swing currently overlaps the clear ground space for the control button and the control button is currently mounted approximately 4" too high (it is mounted on a concrete base, different than City Hall).



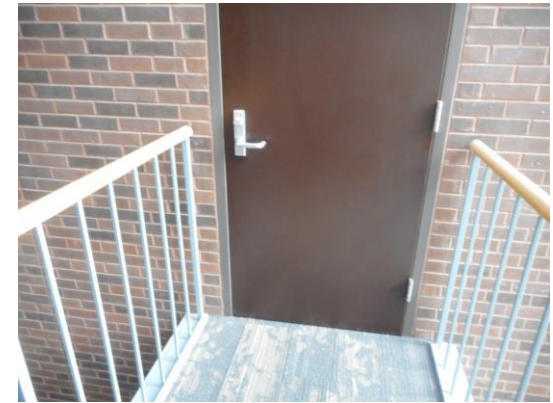
**Photo 6:** The coat closet area near the main entry includes an accessible hanging section. *This is a good example of accessibility.*



**Photo 7:** The banquet room allows for multiple seating and dining configurations. The tables are a style that allows for a forward approach with knee and toe clearance. *This is a good example of accessibility.*



**Photo 8:** The council chambers have movable seating that was arranged to integrate wheelchair seating positions. *This is a good example of accessibility.*  
Confirm the availability of an assistive listening system for this space.



**Photo 9:** There is a catwalk/bridge from the Mayor's office to the member entry to the council chambers. There is not currently maneuvering clearance at the doors on the catwalk/bridge.



**Photo 10:** The sink in the Minnetonka Mills room is currently at 36 1/4" (vs. 34" maximum) and does not allow for a forward approach with knee and toe clearance.



**Photo 11:** A coffee station is provided in passage 151 (outside Minnetonka Mills). Currently most elements are above the maximum reach of 48" AFF, including: coat rack, towel dispenser (at 61 1/2"), cup dispenser (at 54") and hot water dispenser (at 58").



**Photo 12:** A full kitchen (including a range) is currently provided on 2<sup>nd</sup> floor. There are currently no features of accessibility provided within the kitchen. Note- if the range were eliminated there would be fewer accessibility requirements for the kitchenette such as no accessible work surface requirement and a parallel approach would be allowed at the sink.



**Photo 13:** A single-user toilet room is provided on 1<sup>st</sup> floor adjacent to the elevator. This room provides many features of accessibility, but does not fully comply with current requirements at this time. Additional modifications include replacing the grab bars and relocating the lavatory to outside the toilet clearance.



**Photo 14:** The multi-fixture toilet rooms currently provide minimal features of ambulatory accessibility. Providing a wheelchair accessible compartment in these rooms would require the elimination of fixtures, which may not be possible due to other code requirements.



**Photo 15:** Near the 2<sup>nd</sup> floor toilet rooms signs directing to accessible toilet rooms have been posted. The signs are directing to the toilet rooms located in City Hall. Additional details could be included to provide users more information about the location of the toilet rooms as well as directing to the 1<sup>st</sup> floor single-user toilet room.



**Photo 16:** There are additional single-user toilet rooms located near the Mayor's office and in the kitchen area. These single-user toilet rooms currently provide no features of accessibility and are too small to provide compliant clearances at fixtures.



**Photo 17:** There are currently 4 EV charging spaces located along the west perimeter of the parking lot (2 different style charging stations). There is not currently an accessible route to the charging station and none of the spaces currently has an adjacent aisle.



Community Center - 2nd Floor  
City of Minnetonka, MN

julee quarve-peterson, inc.  
6345 vincent ave s  
minneapolis, mn 55423  
jqp\_inc@yahoo.com



Add additional directional signs  
Create a 5' wide wheelchair accessible toilet compartment  
Provide additional upgrades in ambulatory compartment:  
Replace grab bars  
Adjust stall door to self close  
Add pull to stall door  
Replace locking hardware on stall door  
Add a low coat hook  
Relocate toilet paper dispenser  
Insulate pipes at sink  
Add a full height mirror (or lower existing)

Lower the AV controls

Provide an assistive listening system

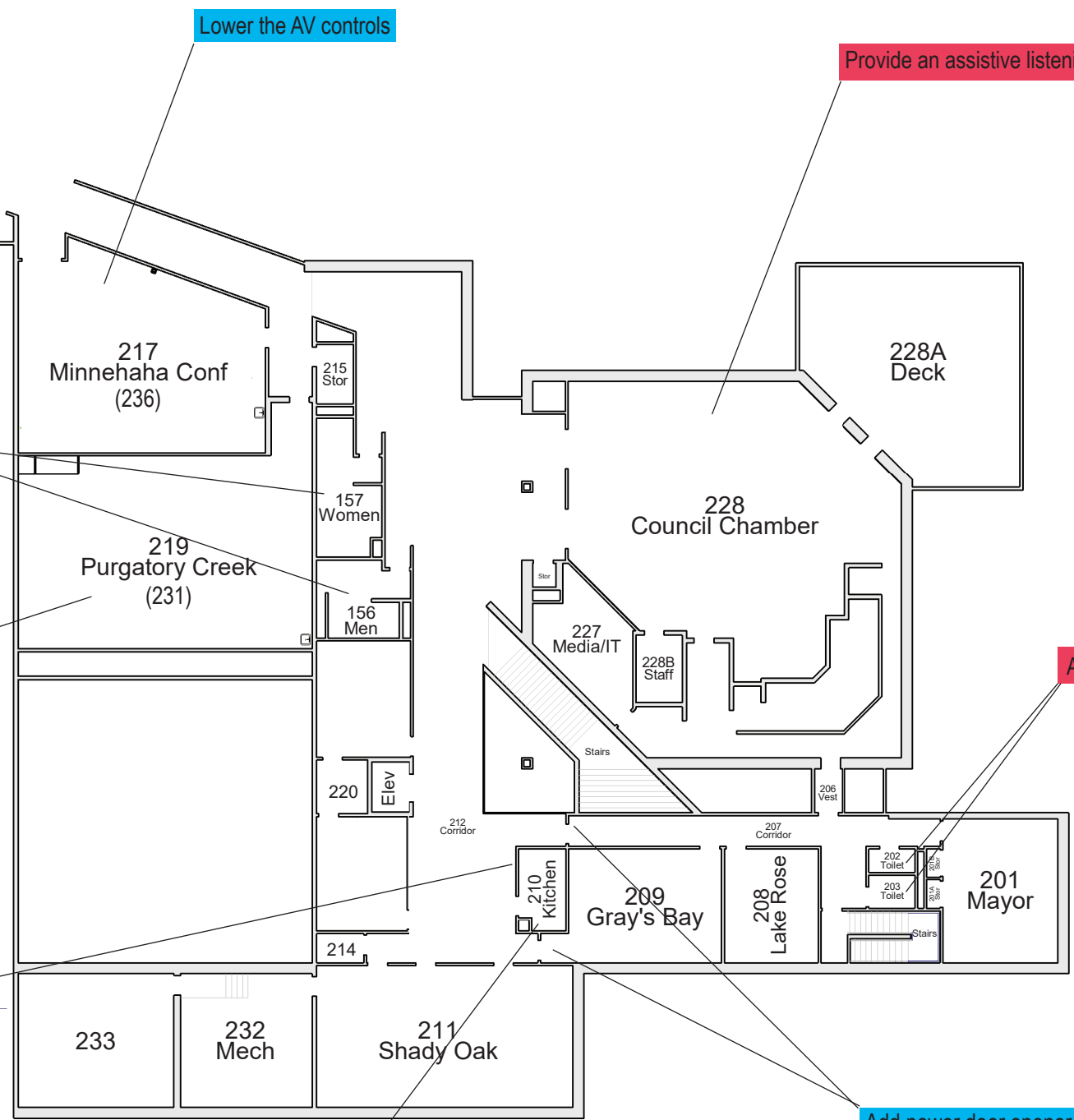
Add low coat hook/rack

Add sign directing to accessible toilet room

Eliminate protruding hazard at drinking fountain  
Provide an accessible drinking fountain with a forward approach (in addition to existing DF)

Add power door opener due to lack of maneuvering clearance

Create an accessible kitchen



Key

- Priority 1
- Priority 2
- Priority 3








# THE MARSH HANDICAP ACCESSIBILITY DEFICIENCY ASSESSMENT







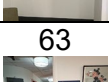

2024









CITY OF MINNETONKA





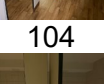


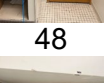
8/29/2024

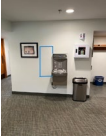


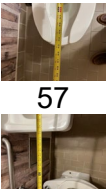














| FLOOR       | ROOM/AREA DESCRIPTION        | MAC SECTION     | COMMENTS   | PHOTO #  |
|-------------|------------------------------|-----------------|--|--|
| Parking Lot | Handicap Parking (west)      | 502.7           | Parking signs shall be 60"- 66" above parking surface to the bottom of the sign                  | 1<br>   |
| Parking Lot | Access Isles                 | 502.4.4         | Access Isles adjacent to accessible parking spaces require "NO PARKING" signs                    | 1<br>   |
| Parking Lot | Handicap Parking (east)      | 1104.1<br>402.2 | Slope of west end of sidewalk from accessible parking is steeper than 1:20                       | 9<br>   |
| Entrance #2 | Accessible Building Approach | 403.5.4         | Accessible route width is less than 48" from the east  | 8<br>   |
| Entrance #2 | Exterior Entrance Stairs     | 505.10.3        | Handrail extensions are required on all handrails  | 5<br>  |
| Entrance #2 | Exterior Entrance Stair      | 505.2           | An additional handrail is needed on the west side flight of stairs                               | 6<br> |
| Exterior    | All Accessible Entrances     | 404.3.5.2       | Exterior Accessible Door Operating Switches must be located between 30"-36" to the top of switch | 7<br> |

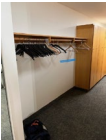

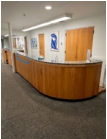




|             |                                    |                    |  |   |
|-------------|------------------------------------|--------------------|--|---|
| Entrance #2 | Accessible route from west parking | 1111.6             | Provide directional signage to the nearest accessible entrance   | 1<br>    |
| 1           | Main Counter                       | 904.3<br>1109.12.3 | There is no accessible portion of the counter. It must step down to 36" max AFF for a length of 36"              | 11<br>   |
| 1           | Patio doors to deck                | 303                | Thresholds exceed 1/2"   | 20<br>   |
| 1           | Patio doors to deck                | 404.2.2            | Net clear opening must be 32" clear minimum  | 19<br>   |
| 1           | Boutique                           |                    | May be used for retail or B occupancy group uses as is   |   |
| 1           | Spa Suites Lobby                   | 904.3<br>1109.12.3 | There is no accessible portion of the counter. It must step down to 36" max AFF for a length of 36"              | 12<br>   |
| 1           | Spa Suites Lobby                   | 308<br>803.5       | If provided a portion of the shelf shall be 40"-48" AFF, and coat rack must be at accessible height max. 48" AFF | 13<br>   |
| 1           | Spa Suites Lobby door to hallway   | 404.2.3            | Doesn't have 18" clearance on latch side of door   | 63<br> |
| 1           | Spa Suites Women's Rest Room       | 604                | There is no wheelchair accessible toilet compartment   | 60<br> |


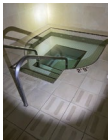


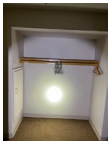


|   |                                       |                             |  |   |
|---|---------------------------------------|-----------------------------|--|---|
| 1 | Spa Suites Women's Locker/Shower Room | 608.3<br>609                | Shower needs vertical grab bar and towel hooks   | 61<br><br>62<br>  |
| 1 | Spa Men's Toilet Room                 | 604.5                       | Toilet compartment needs an 18" vertical grab bar and relocation of horizontal bars.           | 16<br><br>17<br><br>18<br> |
| 1 | Spa Suites Men's Shower/Locker Room   | 608.3.2.1<br>612.3<br>803.2 | Shower needs vertical grab bar, changing room does not have 60" clear circle maneuvering space | 14<br><br>15<br>  |
| 1 | Spa Suites Kitchenette                | 606.3                       | Sink is 36" AFF (34" max permitted)  | 59<br>   |



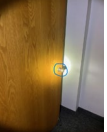


|   |                              |                          |  |  |
|---|------------------------------|--------------------------|--|--|
| 1 | East Studios                 | 404.2.6                  | Lever handles required in hallway for all doors with knob hardware                 | 23<br>  |
| 1 | East Studio Men's Restroom   | 604.1<br>604.9           | There is no wheelchair accessible toilet compartment                               | 45<br><br>46<br>   |
| 1 | East Studio Women's Restroom | 604.1<br>604.9<br>604.10 | There is no wheelchair accessible toilet compartment or Ambulatory stall provided. | 103<br><br>104<br> |
| 1 | Day Care                     | 404.2.3                  | Exit doors need 18" clear on latch side of door                                    | 47<br><br>48<br>  |
| 1 | Day Care                     | 606.3                    | Sink too high (34" max AFF)  | 59<br>  |

|   |                   |                     |   |  |
|---|-------------------|---------------------|---|--|
| 1 | East Studio Lobby | 1109.5.1            | High/Low Drinking Fountain required   | 25<br>        |
| 1 | East Studio Lobby | 308<br>803.5        | If provided, a portion of the shelf shall be 40"-48" AFF, and coat rack & hooks must be at accessible height max. 48" AFF | 76<br>        |
| 1 | Restaurant        | 904.3<br>1109.12.3  | There is no accessible portion of the counter. It must step down to 36" max AFF for a length of 36"                       | 24<br>        |
| 1 | Kitchen Restroom  | 604.9               | Non-compliant. Room is too small to get proper clearances   | 56<br>57<br>  |
| 1 | Dining Room       | 308<br>803.5        | Coat hooks too high. Minimum 5% must be at 48" max AFF  | 49<br>50<br> |
| 1 | Rec Office Area   | 603<br>604.9<br>608 | Unisex Restroom Non-Compliant   | 52<br>      |

|    |                    |                       |   |   |
|----|--------------------|-----------------------|---|---|
|    |                    |                       |   | 53<br>   |
| 1  | Wet Treatment Room |                       | Shower and tub not Accessible   |   |
| 2  | Restrooms          | 603<br>604.9<br>608   | 2 <sup>nd</sup> floor restrooms are not ADA compliant.                          | 65<br><br>67<br>  |
| 2  | Drinking Fountain  | 1109.5.1<br>602.4     | High/Low Drinking Fountain is not at the correct height                         | 68<br><br>69<br><br>70<br> |
| LL | Therapy Pool       | 505.4                 | Handrails for accessible ramp in the pool are non-compliant                     | 74<br>  |
| LL | Lap Pool           | 608                   | Shower Room showers are non-compliant   | 75<br>   |
| LL | Men's Sauna        | 303<br>612.3<br>304.3 | Threshold exceeds 1/2" and doesn't provide a 60" clear circle maneuvering space | 72<br>   |
| LL | Men's Locker Room  | 604.9                 | There is no wheelchair side transfer stall provided                             | 73<br>   |

|    |                     |                    |  |  |
|----|---------------------|--------------------|--|--|
| LL | Men's Locker Room   | 308<br>803.5       | A portion of the coat racks must be at accessible height (max. 48" AFF)  | 34<br>  |
| LL | Men's Locker Room   | 608                | One shower must be accessible. This one could be done with some modifications  | 39<br>  |
| LL | Service Counter     | 904.3<br>1109.12.3 | There is no accessible portion of the counter. It must step down to 36" max AFF for a length of 36"                            | 71<br>  |
| LL | Women's Locker Room | 608                | All of the showers are handicap friendly. One could be compliant with some minor updates. Vertical grab bars and lowered hooks | 81<br><br>82<br><br>83<br><br>84<br> |

|    |                     |                |  |   |
|----|---------------------|----------------|--|---|
| LL | Women's Sauna       | 612.3<br>304.3 | Threshold exceeds 1/2" and doesn't provide a 60" clear circle maneuvering space                                  | 87<br>   |
| LL | Women's Hot Tub     | 703.1.2        | Not Accessible. Provide directional signage to the accessible hot tub  | 88<br>   |
| LL | Women's Locker Room | 306            | A portion of the Make-up counter must provide knee clearance for wheelchair (min. 27" AFF)                       | 90<br>   |
| LL | Women's Locker Room | 308<br>803.5   | If provided a portion of the shelf shall be 40"-48" AFF, and coat rack must be at accessible height max. 48" AFF | 91<br><br>92<br> |
| LL | Women's Locker Room | 308            | One hair dryer required to be max 48" AFF  | 93<br>   |
| LL | Women's Locker Room | 306            | There is no roll under vanity, but there is one that meets side approach requirements                            | 95<br>   |

|     |                                 |                          |   |  |
|-----|---------------------------------|--------------------------|---|--|
| LL  | Women's Locker Room             | 604.1<br>604.9<br>604.10 | There is no wheelchair accessible toilet compartment or Ambulatory stall provided.  | 89<br><br>97<br> |
| LL  | Women's Locker Room             | 404.2.6                  | Door hardware not handicap accessible. A-2 assembly use requires panic hardware   | 96<br><br>99<br> |
| LL  | Therapy Pool                    | 505.4                    | Handrails for accessible ramp in the pool are too high. Top of handrails shall be 34"-38" measured vertically from ramp surface | 74<br>  |
| ALL | Entire facility were applicable | 1111.6<br>703.1.2        | Tactile directional signage indicating location of accessible elements is required at non-accessible elements                   |  |

## Executive Summary

The City of Minnetonka, MN worked with the accessibility consulting firm Julee Quarve-Peterson, Inc. (JQP, Inc.) to prepare an accessibility report and transition plan.

The report was created after conducting site visits to the following facilities in fall 2024:

- Fire Station 2- Joy Lane 1801 Hopkins Crossroad
  - Fire Station 3- Rowland 5700 Rowland Road
  - Fire Station 4- Exc. Blvd 17125 Excelsior Blvd
  - Fire Station 5- Carlson 15155 Wayzata Blvd
  - Glen Lake Recreation Center 14350 Excelsior Blvd
  - Ice Arena 3401 Williston Road
  - Public Works 11522 Minnetonka Blvd
  - Williston Fitness Center 14509 Minnetonka Drive
- \* In 2023 JQP, Inc. prepared reports for City Hall and the Community Center*

The following documents were used as the basis for recommendations:

- Americans with Disabilities Act, Title II
- Americans with Disabilities Act 2010 Standards for Accessible Design
- Section 504 of the 1973 Rehabilitation Act
- Minnesota Building Code, Chapter 1341 (Accessibility)- 2020

The purpose of the report is to assess the current level of accessibility and identify opportunities for improvement in order to support the programs and services offered by the city. The recommendations in this report have been prioritized on a 1-4 scale, with the highest priority (1) being given to areas heavily used by members of the public. The organization of the report includes the components of a transition plan (as required by the ADA for municipalities). *For a full description of the priority definitions and report format, see Introduction.*

## Findings Highlights

The majority of city facilities included in this year's survey were constructed prior to the passage of the ADA, so features of accessibility were not incorporated at the time of construction.

Although the sites were constructed prior to accessibility laws and design standards, there is evidence throughout the city of alterations occurring over the years to address accessibility.

- Identifying and designating accessible parking spaces
- Creating designated wheelchair viewing spaces at the Ice Arena
- Providing family locker rooms at Williston Fitness Center
- Remodeling within toilet rooms to provide wheelchair and ambulatory accessible toilet compartments

Many of the modifications/alterations have improved accessibility, although not all fully comply with the current design standards. Details such as mounting heights and position of accessories in toilet rooms are a reoccurring issue identified in the report (grab bars are installed but not necessarily the correct configuration or mounted at the correct height or toilet paper dispensers mounted in a location that obstructs use of the grab bars).

In addition to providing physical access to sites and facilities, this report addresses other disabilities such as visual (providing signs with raised and Braille characters and directional signs with contrast) and hearing (providing assistive listening systems in assembly areas).

## Recommendations




The following issues were identified and have been assigned a high priority for corrective action due to the high level of public use or are reoccurring issues:

- Improvements to exterior accessible routes to address slope and cross slope
- Improvements to accessible parking, including location, striping and signage
- Providing signs with raised and braille characters
- Replacing and relocating accessories within public toilet rooms
- Addressing the lack of an accessible route between ice rinks

## Visual Summary

The red - yellow - green chart is a visual representation of the current level of facilities accessibility for each facility.

The key for colors used to describe the level of accessibility at each site is as follows:

- Green  The element is fully accessible or useable by persons with disabilities. Additional modifications *may* be necessary.
- Yellow  Minimum modifications are necessary to make the element accessible. Modifications can typically be completed by staff or are of minimal expense.
- Red  The element is inaccessible or requires services of an architect or engineer and identification of funding.

|                   | Overall | Parking | Exterior Route | Entry | Interior Route | Access Between Levels | Toilet Rooms | Drinking Fountains | Signs | Door Hardware | Service / Concession Counter | Locker / Shower Rooms | Spectator Seating |   |
|-------------------|---------|---------|----------------|-------|----------------|-----------------------|--------------|--------------------|-------|---------------|------------------------------|-----------------------|-------------------|---|
| Fire Station 2    | ▲       | ■       | ▲              | ▲     | ▲              | ■                     | ●            | ▲                  | ■     | ■             |                              | ▲                     |                   |   |
| Fire Station 3    | ▲       | ▲       | ▲              | ▲     | ▲              | ■                     | ▲            |                    | ■     | ■             |                              | ■                     |                   |   |
| Fire Station 4    | ▲       | ▲       | ▲              | ▲     | ▲              | ■                     | ▲            | ■                  | ■     | ■             |                              | ■                     |                   |   |
| Fire Station 5    | ▲       | ▲       | ▲              | ▲     | ▲              | ■                     | ▲            | ▲                  | ■     | ■             |                              | ■                     |                   |   |
| Glen Lake Rec     | ▲       | ▲       | ▲              | ▲     | ▲              |                       | ▲            | ▲                  | ■     | ●             |                              |                       |                   |   |
| Ice               | ▲       | ▲       | ▲              | ●     | ●              | ■                     | ▲            | ▲                  | ■     | ▲             | ●                            | ▲                     | ■                 | ▲ |
| Public Works      | ●       | ▲       | ▲              | ●     | ●              |                       | ●            | ●                  | ●     | ●             | ●                            | ●                     |                   |   |
| Williston Fitness | ▲       | ●       | ▲              | ●     | ▲              | ●                     | ●            | ▲                  | ■     | ●             | ●                            | ●                     |                   |   |

## **Facility Summaries**

### *Fire Station 2*

Fire Station 2 is not staffed and has no public use. The single-level building has been remodeled to include accessible toilet and shower rooms. There is not currently an accessible parking space and there is not a public entry (building entry is through the apparatus garage).

### *Fire Stations 3, 4 and 5*

Fire Stations 3, 4 and 5 have similar original floor plans. The 2-story buildings do not provide an accessible route to the upper level. The upper level includes a lounge, kitchen, toilet/shower rooms and sleeping accommodations. The main level includes a training room, offices, communications and a single-user toilet room. The single-user toilet room includes some features of accessibilities, but additional modifications such as replacing the grab bars and relocating accessories are recommended. An accessible parking space has been designated at each station although they do not fully comply with size and sign requirements. There are noncompliant slopes and cross slopes along the pedestrian route from parking to the main entry and within the maneuvering clearance at the main entry.

### *Glen Lake Recreation Center*

Glen Lake Recreation Center is a former fire station. The single-level building is used as a police substation and includes a community meeting area (in the former apparatus garage). Remodeling created accessible single-user toilet rooms. The corridor through the building is too narrow to allow compliant maneuvering clearance in to the toilet rooms or offices.

High priority recommendations at this facility include restriping the accessible parking spaces and aisle and patching and repairing the deteriorating accessible route.

### *Ice Arena*

The Ice Area includes 2 sheets of ice in separate facilities, linked by a tunnel with 19 stairs. The rinks can functional independently with their own entries, public toilet rooms and spectator seating; currently locker rooms in Rink B are used by high school teams that compete on Rink A. Public toilet rooms include features of accessibility and single-user accessible toilet rooms are provided in both rinks. An additional set of accessible toilet rooms serving park users can be accessed from the exterior on the north side of Rink B.

Modifications have been made to the spectator seating at both rinks to include wheelchair viewing positions; at Rink A that includes a platform lift to provide integrated wheelchair viewing positions. Currently neither rink provides wheelchair spaces within the team/player seating areas.

Accessible parking spaces have been designated near the entries to both rinks. At Rink A the parking is a compliant size; at Rink B the aisle is too narrow.

### *Public Works*

The public works is a single-level structure that incorporates many features of accessibility, including accessible toilet and shower facilities. The building is primarily an employee-only facility although there is limited public visitation to the lobby. Currently the security buzzer for the public to gain access to the building is mounted too high. Accessible parking spaces are provided near the main entry.

### *Williston Fitness Center*

Williston Fitness Center is a multi-level structure which has had multiple additions over the years. The high public-use building includes swimming pool, splash pad, weight room, cardio room, child care center, indoor play equipment, basketball court, batting cages and tennis courts. Men's and women's locker rooms along with a family locker room (with private toilet / shower rooms) serve all building users and have been remodeled to include accessible features.

An elevator and multiple ramp systems provide an accessible route to public areas of the building. The accessible route to the main entry is not visible or obvious when approaching the 14 exterior stairs leading to the main entry; adding exterior directional signs is recommended to improve wayfinding and minimize back-tracking for users unable to negotiate stairs.