



ADA Transition Plan

for Port owned Public Facilities

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Introduction

Thank you for your interest in the accessibility of the Port of Longview. This document is our ADA Transition Plan. It captures the current status of accessibility for our public access facilities. It includes information about access for building facilities, parks, trails, and shared use paths. It is a living document and will continue to be updated over time.

Importance of plan

This Americans with Disabilities Act (ADA) Transition Plan documents the Port of Longview's plans and policies to provide equal access to all using the public facilities. The plan reviews key topics that influence the accessibility of our community. It looks at the Port's process for adopting this plan and how the plan will be implemented. It also includes a review of federal and state laws that provide guidance for making communities accessible to all, and especially those with disabilities.

Process for plan adoption

Port of Longview is developing an ADA Transition Plan. The plan and project list will continually be available for public review and comment. The Port also welcomes ongoing feedback about this plan, and will make updates to it from time to time.

Plan implementation

This ADA Transition Plan is being implemented after approval by Commissioners through the public hearing process. Implementation includes:

1. Implementing projects identified in the 2023 ADA Assessment of Port Facilities created by Collins
2. Architectural Group dated May 12th, 2023.
3. Ensuring that all new construction projects are reviewed through the lens of ADA requirements.
4. Continued documentation of accessible routes through asset inventory assessments.
5. Continued review of opportunities for closing accessible network gaps.
6. Continued updating of the Port's ADA Transition Plan content.
7. Removal of accessibility barriers through accessibility improvement projects for the benefit of all users. The Port will follow City of Longview standard plans concerning implementation of ADA upgrades associated with maintenance and improvement projects.
8. Prioritization of projects (Appendix 3) and construct improvements according to budget availability.

The Americans with Disabilities Act Guidance

"The Americans with Disabilities Act (ADA) was passed July 26, 1990 as Public Law 101-336 (42 U.S.C. Sec. 12101 *et seq.*) and became effective on January 26, 1992. The ADA is landmark federal legislation that opens up services and employment opportunities to the 43 million Americans with disabilities. The law was written to strike a balance between the reasonable accommodation of citizens' needs and the capacity of private and public entities to respond. It is not an affirmative action law but is intended to eliminate illegal discrimination and level the playing field for people with disabilities."

-- Municipal Research and Services Center (MRSC) website.

The ADA is a civil rights law that requires all state and local governments to provide equal access to programs and services for all community members. The ADA is a landmark civil rights law that prohibits discrimination against individuals with disabilities in access to jobs, public accommodations, government services, and programs, public transportation, and telecommunications. The ADA treats access as a civil right.

As described by the ADA, the Port strives to make our public facilities as accessible as possible.

In order to accomplish this, the following guidance is looked to when a project is under design:

Public Right of Way Accessibility Guidelines (PROWAG)

The US Access Board was founded in 1973 to ensure access to federally funded facilities. Over time, they have become a leading source of information on accessible design. In response to ADA laws, the US Access Board developed the PROWAG. PROWAG are guidelines for access to infrastructure located within the public right of way. As described by the Federal Highway Administration, the PROWAG is considered “recommended best practices”. The PROWAG guidelines are federal guidance and can be found here:

<https://www.access-board.gov/prowag/>

Washington State Department of Transportation (WSDOT) Standards

WSDOT has standard specifications and plans, as well as a “Field Guide for Accessible Public Rights of Way” which reflect the PROWAG. The WSDOT Field Guide for Accessible Rights of Way can be found here:

https://wsdot.wa.gov/Publications/Manuals/fulltext/m0000/ADA_Field_Guide.pdf

City of Longview Standards

The City of Longview’s Engineering Design Standards also reflect the guidance of the PROWAG. The Engineering Design Standards can be found here:

<https://www.mylongview.com/427/Special-Provisions-Standard-Drawings>

ADA Coordinator

The ADA Coordinator is the Port of Longview’s Human Resources Manager.

Roles and responsibilities

The ADA Coordinator is familiar with the ADA Grievance Procedure (Appendix 2) and is summarized below. The ADA Coordinator receives any grievances regarding ADA concerns, and distributes those concerns to the appropriate Port department for investigation. The ADA Coordinator then develops a response to the parties submitting the grievance. The ADA Coordinator also serves as the point of contact for the person submitting the grievance, and for distributing City responses to the complainant. Furthermore, the ADA Coordinator maintains a filing system for documenting and recording any ADA grievances.

Grievance procedure

In summary the steps are:

1. A written complaint is received by the Port about ADA related issue.
2. Port and complainant meet and the issue is investigated by ADA Coordinator or designee within 15 calendar days.
3. A written decision is provided by the ADA Coordinator to complainant about how the Port will address the concern.
4. If the Port’s decision is not satisfactory to complainant, then they may appeal to the Chief Executive Officer. Th appeal to the Chief Executive Officer shall be the final administrative appeal process provided by the Port.

Accessibility components

In preparation for the ADA Transition Plan, the Port hired Collins Architectural Group (Appendix 4) to self-evaluate Port owned and leased facilities for accessibility. The scope of work in the evaluation is listed

below.

Assess Priority I and II facilities' compliance with the 2010 ADA Standards for Accessible Design and the Washington State Building Code.

Priority I facilities are Port-operated, public facing, specifically the White House administration building and Willow Grove Park.

Priority II facilities are leased, outside the MARSEC secure area (i.e. the office portions of Terminal Receiving, Old Port Administration Building, Brown Strauss, Skyline Steel, and US Cellular).

The assessment included review of the following for compliance:

- Accessible parking (including electric vehicle spaces?), an accessible route to the main entrance, and the main entrance itself.
- Common areas: Doorways, reception and counters, tables, seating area, computer kiosks, kitchen area or breakroom, protruding elements, drinking fountain, accessible routes, meeting rooms, etc.
- Restrooms: Accessible stalls, e.g. doors, signage, counter, sink, mirror, plumbing, toilets, flush control, dispensers, changing tables, path of travel, clearance, and other operable parts [e.g., door hardware, pull lever]
- Elements within a space: Door weight, clearance, turning space, cabinets, operable parts (e.g., door hardware, pull lever), etc.
- Other: Directional information, signages, etc.
- Park only: Shelters and restrooms, including accessible route, tables, chairs, and the path of travel
- Park only: Park / playground area
- Park only: Boat basin / boat launch area

At the conclusion of the assessment a detailed report was issued including a summary of the findings and a detailed list of prioritized solutions.

Identification of accessible routes

This ADA Transition Plan focuses on creating a plan to bring all public access points in compliance with ADA guidelines. The project list (Appendix 3) from this assessment includes all proposed improvements to be completed in the 20-year Capital Improvement Plan. This list will be updated as needed through public and staff input and as compliance standards change. The CIP will be referenced during each budget cycle to ensure progress is being made and tracked.

Long-term goal

The Port's goal is to provide ADA accessible routes for all users of the public access facilities. There are two funding sources for these improvements; grants and general expense fund. The annual budget will fund for implementation of the Capital Improvement Plan (CIP) as budget allows. The CIP is attached in (Appendix 3) to this plan and will be updated periodically to remove completed projects, modify priorities, and add new projects. The average budget amount for each year is listed to target a sustainable funding allocation to complete the project list in 20 years.

Schedules

The intent is for the Port of Longview's ADA Transition Plan to be a living document. All project schedules will be budget dependent and will be implemented as soon as economically feasible. The project order is

generally organized by cost (lowest to highest). It is expected that this priority order will change.

Budget

The average annual budget for the 20-year CIP is projected to be \$70,000 per year. The plan breaks down projects to average the costs over time and limit the impact to the budget year to year.

Monitoring Progress

Engineering staff will meet annually to review the budget and recommend projects from the CIP list for construction the following year. The CIP will be revised to identify completed projects and show the progress made over time on project implementation.

Next Steps

The Port of Longview's ADA Transition Plan is a living document. While this initial iteration of the plan focuses on the CIP, the Port is working on administrative aspects of the plan to ensure the public has full ability to add input to the direction and priorities of this plan. The Port utilized the ADA Best Practices Tool Kit for State and Local Governments to develop this plan and provide a template for a fully compliant plan. Action Items list (Appendix 5) has been included to show the current status of the Port's plan. This list and transition plan will be revised as checklist provisions are completed.

Conclusion

Improving accessibility of Port owned public facilities will be a continued effort in the years ahead. The intent is to ensure all citizens, including those with disabilities, have equal access via Port property to the services offered at Port facilities and as well as opportunities to enjoy Willow Grove Park. The Port prioritizes serving the needs of the public and is eager to implement projects to ensure all facilities are accessible by all members of the public.