

City of Madera ADA Advisory Council  
City Hall Council Chambers, 205 W. 4<sup>th</sup> Street  
Madera, CA 93637

**REGULAR MEETING AGENDA**

August 21, 2018, 3:30 p.m.

The meeting room is accessible to physically disabled persons. Requests for accommodation (assistive listening devices, interpreters, or language translators, etc.) should be made at least seventy-two (72) hours before the meeting to Diana Rosas at (559) 661-5401 or [drosas@cityofmadera.com](mailto:drosas@cityofmadera.com).

Any writing related to an agenda item for the open session of this meeting distributed to the ADA Advisory Council less than 72 hours before this meeting is available for inspection at the City of Madera Human Resources Department, 205 West 4<sup>th</sup> Street, Madera, California 93637 during normal business hours.

Roll Call

DJ Becker-Chair  
Emmanuel Gomez-Vice Chair  
Cynthia Ortegon  
Tim Riche  
Muhammad Latif  
Dennis Smith  
Dana DeFranco

PUBLIC COMMENT:

The first fifteen minutes of the meeting are reserved for Members of the public to address the Council on items which are within the subject matter jurisdiction of the Council. Speakers shall be limited to three minutes. Speakers will be asked to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Chairperson has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Council is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Council does not respond to public comment at this time.

Business Matters

1. Approval of Minutes – Meeting of June 19, 2018
2. Presentation from Madera Housing Authority on Senior and Disabled Housing Unit Projects – Linda Shaw, Executive Director

3. Discussion on booth ideas and participation in the 2018 Madera District Fair, Including Scheduling for Booth Work-Wendy Silva
4. Presentation Recognizing Cynthia Ortegon's tenure on the ADA Advisory Council – DJ Becker and Dennis Smith
5. Oral reports by Staff and Advisory Board Members

Adjournment

Next Regular Meeting of the Madera ADA Advisory Council will be Tuesday, September 21, 2018 at 3:30 p.m. in the City Hall Council Chambers.

I, Diana Rosas, HR Technician II for the City of Madera, declare under penalty of perjury that I posted the above Madera ADA Advisory Council Agenda for the Regular Meeting of August 21, 2018, near the front entrances of City Hall no later than 5:00 p.m. on August 17, 2018.

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Diana Rosas, HR Technician II                      Date

ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

City of Madera ADA Advisory Council  
City Council Chambers, 205 W. 4<sup>th</sup> Street  
Madera, CA 93637

**REGULAR MEETING MINUTES**

June 19, 2018, 3:30 p.m.

A regular meeting of the Madera ADA Advisory Council was scheduled for 3:30 p.m. on Tuesday, June 19, 2018, in the City Council Chambers.

**ROLL CALL:**

**PRESENT:**

DJ Becker, Chair  
Dennis Smith  
Tim Riche  
Emmanuel Gomez  
Cynthia Ortegon  
Muhammad Latif

**Staff**

Wendy Silva  
Diana Rosas  
Steve Woodworth

**ABSENT:**

Dana DeFranco

**OTHERS PRESENT:** City Council Member Gallegos

Chairperson DJ Becker called the meeting to order at 3:35 p.m.

Public Comment: None.

Business Matters

1. Approval of Minutes – May 15, 2018. Council Member Smith moved to approve the minutes; motion seconded by Council Member Riche. Motion passed unanimously.
2. Discussion of ADA Requirements for Businesses and the Building Department's Role/Services – Chief Building Official, Steve Woodworth – provided a handout and stated that in the California Building code the City is governed by Chapters 10 through Chapters 11 (a) and (b) which is the section reflected on the handout. He also stated that the City uses the 2017 CalDAG illustrated version to conduct plan checks. The handout presented the standard practices and plan review checklist used for commercial and residential checks. Steve stated that the only difference between commercial and residential is that California Building Code only addresses commercial. The handout was open for discussion as far as how the City conducts business and accessibility for disabled Americans. A question was asked regarding

the term wet stamp. Steve stated, with commercial projects all plans should be approved by an architect or structural engineer. The wet stamp is a stamp that is signed making the plan official. Council Member Becker asked if it applied to new construction or modifications? Steve confirmed that it always applies to new construction, remodels, and additions. It all depends on the square footage and if the accessibility is already in place. He stated parking should be number one and ensuring there are proper parking spaces. Also, that there's a travel path from the parking area into the building. Once you're inside the commercial building, the focus is the path and width of the travel distance to the affected area. Another focus are the restrooms and water fountains, which depend on the cost of improvements. It was asked to Steve if there's a reassurance process that everything stays in place after the completion of a building? Like doors or door swings? Steve answered by saying they don't conduct annual inspections unless they get a call or someone has a complaint. In some jurisdictions, the Fire Department conducts annual inspections. Steve also stated that the City always verifies the architects' plans as far as accessibility to avoid any liability. It is recommended that individuals get a Certified Access Specialist to do an assessment for them. This will help with any serial litigant agents from suing individuals for accessibility issues. There are new legislations that protect commercial property and they may have consistent nonconforming issues. Council Member Becker stated they frequently get asked about residential situations like elderly individuals needing a ramp. She wanted to know if there is way to suggest or educate the builders on width of doors; perhaps providing the builders with stickers that convey the information. Steve stated that when it comes to residential he does not have much say. The code only applies to commercial. It would be a decision Council would need to approve. It was then stated that all the new Granville Homes are ADA accessible. Steve said it's a personal choice if the builders decides to enlarge their hallways and doors. Council Member Becker asked if there was a way to promote the wheelchair width to some doors in the residence? It was then asked if it was an issue they would have to take to the State? Wendy stated, it depended on what the individual was looking for, Council Member Becker was talking about educating builders. Wendy then asked Steve if most builders and architects are aware of the concept of universal design? Steve replied absolutely. Wendy then stated, that builders and architects have a choice as to whether or not to include those aspects when creating plans. They would still have to follow the federal standards to meet the accessibility guidelines. Steve agreed with Wendy. He stated it eventually depends on the funds they have for the project. Council then stated that they can try to educate, encourage, and honor those builders and architects for promoting accessibility. Council Member Becker asked if that was a possibility. She suggested the City provide a page handout conveying information or a certification for recognition. Wendy clarified that when builders come to the City Building Counter, they already have their plans completed, so while we could provide information it is really after-the-fact at that point. They would need to get the handout prior to being

at the point when they are submitting their plans. Steve followed by stating that some jurisdictions do not consider any changes since residential is not addressed in the code. Wendy recommended the Council could educate the general public about universal design during their fair booth outreach – if customers are asking for it maybe the builders will be more likely to consider it. It was then asked about restrictions regarding renovations? Steve informed the Council that there are minor frame permits. His department would then inspect the property and ensure everything is installed according to the plan. Since residential is not regulated, the remodeling process is up to the individual's discretion. He stated by the time he examines the plans they are in the plan check process. For commercial, he ensures door widths have the correct measurements, the path of travel is well defined, restrooms are installed, and that parking is completed. A question was asked about residential renovation and how they deal with additional attachments. Steve stated he works with Code Enforcement to correct certain situations. He provided an example of individuals' converting their garages into a living space. A car port would be the number one requirement. He stated all remodeling needs to be barrier free construction. For example, having the proper width's, heights, slopes, and ADA compatible. There should be at least one path of travel following the ADA guidelines. He provided examples of a compliant restroom. Restrooms should provide a holder for paper towels, the base of the sink should have a clear space for wheelchair accessibility, toilets should be 18 inches to center off the wall, and toilet paper dispensers should be between 9-12 inches from the nose of the toilet. Steve stated that there are restrooms that were built prior to the laws changing. These are protected. If there is one ADA compliant stall then the standard is met. It was then asked about drinking fountains. Steve stated there should be equal accommodations for different heights. Steve recommended referencing the CalDag book for California ADA standards. Steve informed the Council that information about ramps is also in the book and he would gladly walk them through the CalDag book if they wanted to sit down with him. It was then asked about converting an office building into an office space and the restroom requirements. Steve explained that when the occupancy increases in any building that triggers changes to restrooms and exiting. The involvement of the Planning, Code Enforcement, Fire, Public Works and Engineering is needed to sign off any site requirements. It all varies from case to case. It was then asked if there was a regulation for the standard pull on a door. Steve stated they should be 5 pounds and are monitored by a gauge. He explained that the older door models use hydraulic controls to close the doors.

3. Presentation of DJ Becker Recognizing Cynthia Ortegon's tenure on the ADA Advisory Council – DJ Becker – Postponed to next meeting due to plaque not being ready.
4. Oral reports by Staff and Advisory Board Members- Council Member Riche asked if there was a progress report regarding the Post Office. Wendy stated she would be

issuing an invitation to schedule a follow-up. Council Member Becker stated she is in the process of getting a 74-year-old disabled man into public housing or waitlisted. However, she has not had not been successful and stated the City needs more senior housing units. She was notified by the Housing Authority that there is no availability and there is a 6-12-month waitlist. Wendy suggested to bring Ms. Shaw for a follow-up. Council Member Gallegos then approached the Advisory Council and stated she is now the new chair for the Housing Authority. She is working with Michael Zavala, a consultant, to get 2 downtown properties transitioned into affordable housing for seniors. The items will be discussed in a future agenda. Council Member Latif asked about the public input on the City Administrator recruitment. Wendy provided an update and stated that the consultant was given feedback from the public. The feedback was used to put together the brochure for the recruitment. A copy of all responses to the surveys and from the community input meeting can be found on the City's website.

Meeting adjourned at 4:20 p.m.

Respectfully Submitted,

Accepted,

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Diana Rosas  
Human Resources Technician II

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DJ Becker, Chair

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

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