

**WILLAMALANE  
AMERICANS WITH DISABILITIES ACT  
TRANSITION PLAN**

**Adopted June 21, 2006**



**WILLAMALANE PARK AND RECREATION DISTRICT  
200 SOUTH MILL STREET  
SPRINGFIELD OR 97477  
[www.willamalane.org](http://www.willamalane.org)**



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- A. District ADA Policy and Procedures
- B. Park and Facility Accessibility Evaluation Worksheets
- C. Accessibility Guideline References



# **Willamalane ADA Transition Plan**

## **INTRODUCTION**

### **Purpose**

On January 26, 1992 a federal law, the Americans with Disabilities Act (ADA), went into effect. This law prohibits discrimination against individuals with disabilities by both public and private agencies with regard to accessibility of services, programs, activities, and facilities. What this means is that all individuals with disabilities of any kind must be able to have access to the same services, programs, activities and facilities at Willamalane that individuals without disabilities have.

The ADA is a complex act that identifies steps to be taken to enable an agency such as Willamalane to be recognized as being in compliance with the intent of the act. The Willamalane ADA Transition Plan is in response to the Title II requirement of the ADA that all governments with more than 50 employees develop a transition plan that identifies all physical improvements that the entity must make to remove barriers to participation. This document, along with all supplementary information, specific details, and time lines must be made available to the public. The ADA also requires that interested persons, including individuals with disabilities, have the opportunity to comment on the Transition Plan prior to its adoption.

### **What is a Transition Plan?**

As stated above, the purpose of the Transition Plan is to identify physical improvements or projects needed to remove barriers to participation in programs, activities and services, and to identify a schedule for the completion of the needed projects.

The Transition Plan includes an inventory of physical barriers and needed changes for each of Willamalane's parks and major facilities. The inventory includes a description of each barrier removal required, the estimated cost of each barrier removal, and a schedule for completion of barrier removal projects.

### **Relationship to Other Plans and Studies**

Willamalane recently completed a long-range plan for the District's parks, facilities, and services, the *Park and Recreation Comprehensive Plan* (Comp. Plan) and, consequently, is at an opportune time to incorporate its efforts towards ADA compliance with other ongoing planning and development efforts. This update of the ADA Transition Plan directly implements Comp. Plan Implementation Action number F18--"Update the District's ADA transition plan for existing parks and facilities." The Transition Plan's project schedule is designed to be incorporated into the District's annual update of its five-year Capital Improvements Program (CIP). Specific projects will be funded primarily through the District's annual budget process, using the Transition Plan and CIP as a guide for decision making.

## **TRANSITION PLAN DEVELOPMENT**

### **Inventory/Needs Assessment**

Willamalane established an ADA Compliance Committee (ADA Committee) that was representative of all areas of the District's operations. Chaired by the District's Landscape Architect, the committee was made up of staff from various departments and divisions throughout the District.

The committee first reviewed and discussed the requirements of the Americans with Disabilities Act to obtain as much information as it could about the ADA and the development of a Transition Plan. A site inspection form was developed and the District's Landscape Architect invited Darrel Ackerman from the Oregon Disabilities Commission to accompany him on his initial site inspection to verify the survey techniques. The District's remaining park sites were surveyed using the same inspection form. Once the barriers were identified and solutions for their removal were determined, a detailed cost analysis was developed for each item.

In addition to the individual park site analysis completed by Willamalane staff, the District commissioned Robertson-Sherwood Architects (RSA) to complete a Transition Plan analysis for the District's five major facilities (buildings). (Two of those facilities—the Memorial Building and the Administration Center—were subsequently removed from the inventory due to pending sale or lease.) The facilities analysis by RSA included proposals and cost estimates to complete the removal of all barriers. When all the information had been collected it was combined and organized so that the ADA committee could review all the barriers that had been identified within the District and begin the process of prioritizing removal of those barriers.

### **Prioritization Process**

In any project of this magnitude, it is necessary not only to evaluate but also to prioritize those items that will receive the most attention, in both time and dollars. Once the needs for barrier removal have been determined, the appropriate actions developed, and a rough estimate of the costs developed, it is necessary to fit the actions into a timeline for completion. To assist in determining the priorities for barrier removal, the ADA Committee divided the District into quadrants, identified the park sites in each quadrant, and inventoried existing barriers to access. Park Services staff were asked to identify the highest priority park for barrier removal in each quadrant. The managers of each of the major facilities then were asked to classify the identified barriers within their facilities as high, medium, or low priorities.

With the information on the top four park sites and of the three major facilities, the ADA Committee then identified and ranked the highest priority projects within the District. The remaining projects within each of the park quadrants also were ranked by the committee, with the intent to distribute access throughout the District.



## **Funding**

The Willamalane Management Team directed the ADA Committee to develop a project schedule that could be funded at approximately \$30,000 per year. The ADA Committee then was able to take the list of prioritized projects, with the associated cost estimates, and develop a five-year schedule that included all of the facility projects and park sites that had received a high priority ranking. In addition, 11 park sites requiring minimal improvements for access (dubbed “Small Budget Projects”) were identified and scheduled for funding within the first 2 fiscal years.

It should be noted that each year the projects identified within the Transition Plan will need to be incorporated into the District’s proposed capital improvements budget, and subsequently submitted for review by the Board and Budget Committee. The number of projects funded each year will be dependent on available funding. The Transition Plan is a working document and guide for the District. It is dynamic and subject to change and annual re-evaluation. New projects will be added and old projects may rise to the top or be eliminated because they have been completed using other methods or funding sources such as grants, park and facility renovation projects, or volunteer efforts. Generally, all new construction and major renovation projects completed by the District will be designed to comply with the most current ADA requirements.

## **Public Involvement**

In compliance with Section 35.150 of the Americans with Disabilities Act, Willamalane staff developed a Public Service Announcement (PSA) which was published in the Springfield News and The Register-Guard that notified the public that the draft ADA Transition Plan was available for public comment and could be viewed on line at Willamalane’s Web site, or could be picked up at five of Willamalane’s facilities. In addition, staff personally contacted John McGovern of the US Access Board, Darrel Ackerman of the Oregon Disabilities Commission, Ken Kraska of the Oregon Commission for the Blind, and members of the Lane Independent Living Alliance and asked them to review and comment on the document.

## **CONCLUSIONS**

### **Fiscal Year Timeline**

In order to implement the ADA Transition Plan, a five-year fiscal-year-specific capital improvement plan was developed for Willamalane’s high priority projects. This included an outline of the ADA barrier, the actions to be taken, the estimated cost of each of the actions, and the relative priority of those actions at a specific park or facility in relationship to all the projects within the District. The high priority projects and parks within each quadrant were identified and a five-year schedule was created to complete those projects, assuming an annual budget of approximately \$30,000. All the remaining projects were prioritized and a final list of all ADA renovation projects currently identified was generated. It is recognized that the Transition Plan is a dynamic and living document and that priorities may shift depending on a variety of factors such as, newly introduced projects, grant opportunities to complete specific projects, and community service projects that complete barrier removals. Annual review and analysis will be required by the ADA committee and the proposed projects will compete for funding with other capital improvement projects.

## **Facility Master Plans**

All of Willamalane's parks and facilities, and various open spaces and support facilities must comply with the ADA accessibility requirements. For some of the newer sites or the less complex developed sites, the specific ADA actions needing to be taken are few in number and will be completed by Park Services staff using existing funding sources. Yet, for a great number of the District's sites, the ADA needs are more involved. This is especially true with the older parks and facilities. Many of Willamalane's sites were developed 20 to 30 years ago and are in need of attention. Some of the sites were developed over 40 years ago and are nearing the end of their life cycle. ADA needs simply add another aspect to the District's existing rehabilitation needs. As the ADA needs are merged with the District's rehabilitation plans, and before the District begins much, if any, of the more involved ADA actions at any given site (such as replacing play equipment or making areas accessible), an updated master plan should be generated for that site. Some advance planning (such as determining recreation opportunities to be provided at a particular park or facility, identifying specific site-related functional or technical requirements, and providing for a design aesthetic) is a reasonable and prudent step to take.

## **Incorporating the ADA Into the District's Annual Maintenance and Repair Activity**

Not to be overlooked is the potential impact the ADA actions may have on the District's current maintenance and repair activity. As some of the specific ADA actions may be accomplished with in-house resources rather than a contracted-out process, sufficient advance analysis should occur to thoroughly identify the resources that would be required to successfully follow a path of utilizing District operations. Considerations should include labor (including identification of skill area, number of personnel, duration of activity, and number of hours), materials (including materials to be purchased as well as bulk inventoried materials to be drawn from), and equipment (including tools or equipment needing to be purchased or rented, quantity of equipment to be used, duration of use, as well as maintenance, repair, and replacement triggered by usage). The total cost of providing the in-house action should be identified, particularly the cost of providing additional, overtime, or replacement labor, the cost of purchased materials and inventory replacement; and the cost of any job-specific purchased equipment, or additional equipment maintenance, repair, or replacement generated by the in-house activity. The impact upon existing operations should be identified. Resources directed towards the ADA actions which would normally be available for routine preventative maintenance or allowed for normal repair or replacement activity should be identified and consciously made available through other means. Lastly, this in-house maintenance and repair impact should be similarly incorporated into the budget process.

## **Periodic Review and Update**

The Transition Plan addresses specific needs regarding compliance with the ADA. It includes a specific action plan, identifying actions to be taken during the next five years. In order to remain valid and current from one year to the next, the Plan shall be reviewed annually by the ADA Committee. The annual review will provide an opportunity to make minor adjustments as needed to reflect changes in construction costs, accessibility guidelines, the District's financial situation, and other factors. It is not the intent of this plan that the annual updates need to be comprehensive, nor that they will reflect significant shifts in priorities, or be formally adopted as amendments to the Transition Plan. Changes arising from the annual review of the Transition

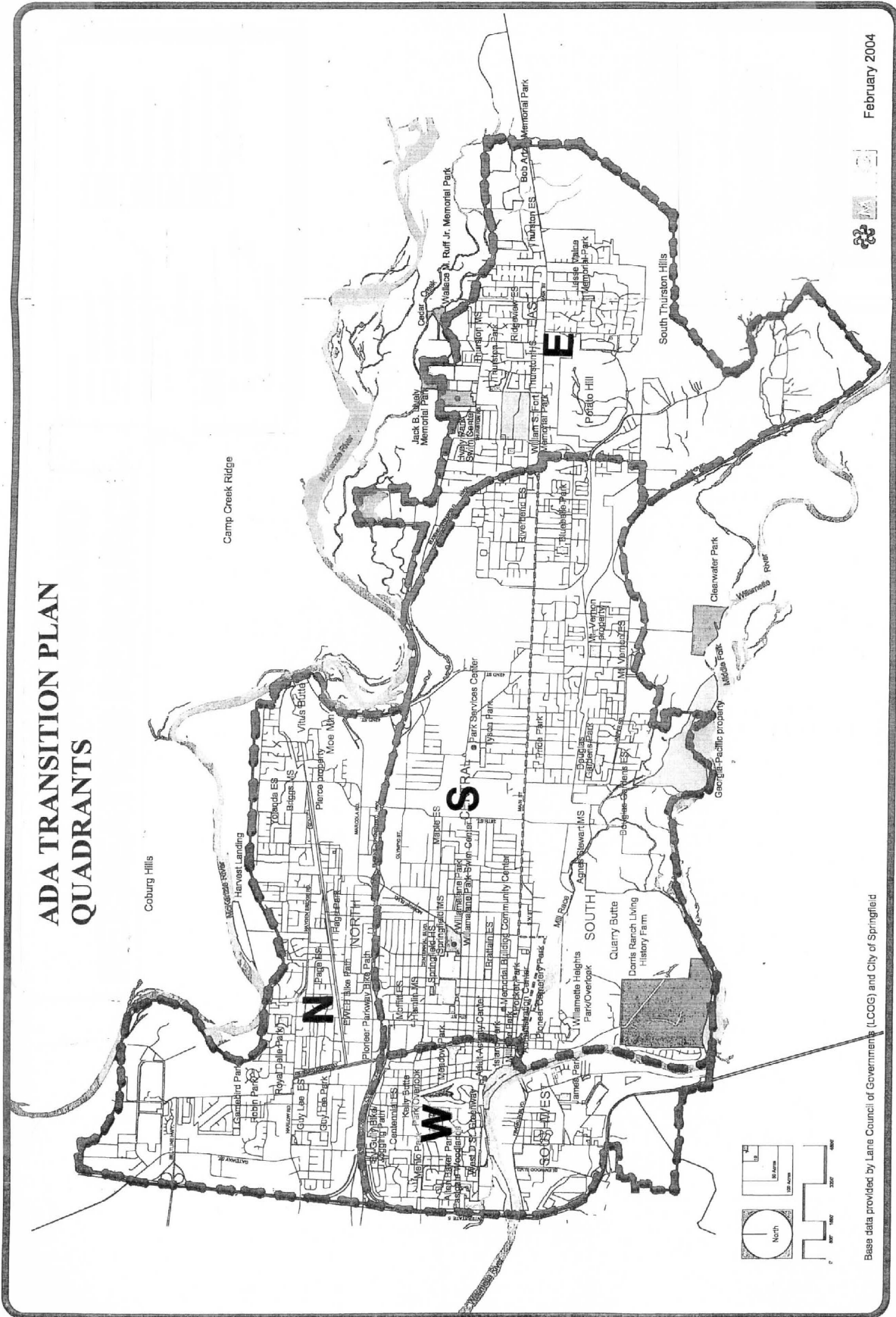
Plan will be documented in each year's update and adoption of the District's five-year CIP and fiscal year capital improvements budget.

A more comprehensive update of the Transition Plan should be conducted every five years or so. The five-year updates should include opportunity for public review and comment, and should be reviewed and adopted by the Board of Directors.

### **Self Evaluation**

A subcommittee of the District's ADA Committee has begun the process of conducting an ADA Self Evaluation, which is a review of the agency's programs, services and facilities to determine where programmatic or operational barriers exist and how they can be overcome. The Self Evaluation will include a review of the programs and services that impact persons with physical, visual, and hearing limitations. Examples of needs that may be identified through this process include: specialized communication/listening devices, technical assistance; transportation; interpreters; and the availability of printed matter in Braille, large type, or on tape. Completing the Self Evaluation will require a substantial amount of inventory, research, analysis, and documentation. It is anticipated that this project will be completed in approximately one year, at which time the Self Evaluation document will be forwarded to the Board of Directors for review and approval.

# ADA TRANSITION PLAN QUADRANTS



February 2004



Base data provided by Lane Council of Governments (LOG) and City of Springfield

**Willamalane Parks and Recreation District  
ADA Transition Plan  
Sites List**

Major Facilities

1. Willamalane Adult Activity Center
2. Willamalane Parks Swim Center
3. Lively Park Swim Center

Parks

1. Administration Center (To be sold)
2. Bluebelle Park
3. Bob Artz Park
4. By-Gully
5. Clearwater Landing
6. Dorris Ranch
7. Douglas Gardens Park
8. Eastgate Woodlands
9. Fort Park
10. Gamebird Park
11. Guy Lee Park
12. Harvest Lane
13. Island Park
14. James Park
15. Jessie Maine Park
16. Kelly Butte Park
17. Meadow Park
18. Menlo Park
19. Millrace Park
20. Park Services Center
21. Page Park
22. Pocket Park
23. Pride Park
24. Robin Park
25. Royal Delle Park
26. Ruff Park
27. Thurston Park
28. Tyson Park
29. West 'D' Street Greenway
30. Willamalane Park
31. Willamette Heights Park
32. Volunteer Park

## PARK INDEX BY QUADRANT

### NORTH

1. Gamebird Park
2. Robin Park
3. Royal Delle Park
4. Guy Lee Park
5. Page Park
6. Harvest Landing

### WEST (Includes Comp. Plan Southwest Planning Sub-Area)

1. Kelly Butte
2. Menlo Park
3. Eastgate Woodlands
4. West D Street
5. Meadow Park
6. Adult Activity Center
7. Island Park
8. Millrace Park
9. Administration Center
10. James Park
11. By-Gully Bike Path

### SOUTH-(Includes Comp. Plan Central Planning Sub-Area)

1. Willamalane Park
2. Willamalane Park Swim Center
3. Willamalane Teen Center
4. Memorial Building
5. Pocket Park
6. Willamette Heights Park
7. Dorris Ranch
8. Douglas Gardens Park
9. Pride Park
10. Tyson Park
11. Park Services Center
12. Volunteer Park
13. Bluebelle Park
14. Clearwater Boat Landing
15. 32<sup>nd</sup> Street Sports Park

### EAST

1. Jessie Maine Park
2. Fort Park
3. Lively Park Swim Center
4. Thurston Park
5. Ruff Park
6. Bob Artz Park

**WPRD ADA Transition Plan**  
**High Priority Projects**  
**(Ranked by Willamalane ADA Committee on March 2, 2006)**  
**(\$164,223)**

1. WAAC- Modify East Restrooms-\$25,740
2. WPSC- Main Entrance and Vestibule Doors- \$8,924
3. WPSC- Improve Access to Building- \$14,002
4. WPSC- Improve Access to Pool From Family Change Area-\$4,462
5. LPSC- Improve Access to Building-\$4,118
6. WAAC- Modify West Restrooms- \$9,438
7. Thurston Park Improvements- \$20,680
8. LPSC- Modify Exit Doors in Pool Area-\$1,716
9. WAAC- West Entrance Door- \$4,462
10. Menlo Park Improvements-\$8,200
11. WAAC- Replace Stage Lift- \$22,035
12. LPSC- Improve Access in Men's and Women's Restrooms-\$1,158
13. Tyson Park Improvements- \$13,525
14. WAAC- Modify Wood Shop Door- \$515
15. Gamebird Park Improvements- \$14,180
16. LPSC- Install Grab Bars on Spa- \$429
17. LPSC- Improve Access in Men's Locker Room- \$1,672
18. LPSC- Improve Access in Women's Locker Room- \$3,303
19. LPSC- Improve Access in Family Change Area- \$3,004
20. WPSC- Improve Access to Locker Rooms from Lobby- \$858
21. WPSC- Improve Access to Family Change Area From Lobby- \$944
22. LPSC- Lower Concession Stand Counter- \$858

**WPRD ADA Transition Plan  
Priority Projects--First Five Years**

**YEAR ONE- \$30,202**

- **WAAC-** Modify East Restrooms-\$25,740
- **WPSC-** Improve Access to Pool From Family Change Area-\$4,462

**YEAR TWO- \$31,506**

- **WPSC-** Main Entrance and Vestibule Doors- \$8,924
- **WPSC-** Improve Access to Building \$14,002
- **LPSC-** Improve Access to Building-\$4,118
- **WAAC-** West Entrance Door-\$4,462

**YEAR THREE- \$31,834**

- **WAAC-** Modify West Restrooms- \$9,438
- **Thurston Park** Improvements- \$20,680
- **LPSC-** Modify Exit Doors in Pool Area-\$1,716

**YEAR FOUR- \$31,393**

- **Menlo Park** Improvements-\$8,200
- **WAAC-** Replace Stage Lift- \$22,035
- **LPSC-** Improve Access in Men's and Women's Restrooms-\$1,158

**YEAR FIVE- \$39,288**

- **Tyson Park** Improvements- \$13,525
- **WAAC-** Modify Wood Shop Door- \$515
- **Gamebird Park** Improvements- \$14,180
- **LPSC-** Install Grab Bars on Spa- \$429
- **LPSC-** Improve Access in Men's Locker Room- \$1,672
- **LPSC-** Improve Access in Women's Locker Room- \$3,303
- **LPSC-** Improve Access in Family Change Area- \$3,004
- **WPSC-** Improve Access to Locker Rooms from Lobby- \$858
- **WPSC-** Improve Access to Family Change Area From Lobby- \$944
- **LPSC-** Lower Concession Stand Counter- \$858



**ADA TRANSITION PLAN  
PRIORITY LIST 3-3-06 (\$472,396)**

1. WAAC- Modify East Restrooms-\$25,740
2. WPSC- Main Entrance and Vestibule Doors- \$8,924
3. WPSC- Improve Access to Building- \$14,002
4. WPSC- Improve Access to Pool From Family Change Area-\$4,462
5. LPSC- Improve Access to Building-\$4,118
6. WAAC- Modify West Restrooms- \$9,438
7. Thurston Park Improvements- \$20,680
8. LPSC- Modify Exit Doors in Pool Area-\$1,716
9. WAAC- West Entrance Door- \$4,462
10. Menlo Park Improvements-\$8,200
11. WAAC- Replace Stage Lift- \$22,035
12. LPSC- Improve Access in Men's and Women's Restrooms-\$1,158
13. Tyson Park Improvements- \$13,525
14. WAAC- Modify Wood Shop Door- \$515
15. Gamebird Park Improvements- \$14,180
16. LPSC- Install Grab Bars on Spa- \$429
17. LPSC- Improve Access in Men's Locker Room- \$1,672
18. LPSC- Improve Access in Women's Locker Room- \$3,303
19. LPSC- Improve Access in Family Change Area- \$3,004
20. WPSC- Improve Access to Locker Rooms from Lobby- \$858
21. WPSC- Improve Access to Family Change Area From Lobby- \$944
22. LPSC- Lower Concession Stand Counter- \$858
23. Dorris Ranch-\$40,235
24. WAAC- (medium priority projects) \$10,880
25. LPSC- (medium priority projects) \$4,512
26. WPSC- (medium priority projects) \$11,342
27. Island Park- \$23,570
28. Bob Artz Park- \$7,803
29. Bluebelle Park- \$8,945
30. Willamalane Park- \$32,445
31. Douglas Gardens Park- \$9,025
32. Jessie Maine Park- \$28,770
33. Royal Delle Park- \$12,220
34. Pride Park- \$15,825
35. Fort Park- \$16,165
36. Eastgate Woodlands- \$7,540
37. Millrace Park- \$9,010
38. Sports Park- \$14,750
39. WAAC-(low priority projects) \$30,443
40. LPSC-(low priority projects) \$17,435
41. WPSC-(low priority projects) \$7,258

This list does not include 11 small budget projects that will be completed by Park Services staff with a separate budget of \$14,655. It also does not include the Willamalane Memorial Building which soon will be leased to the Springfield Public Schools or the Willamalane Administration Center which currently is for sale.

## ADA Small Budget Projects (\$14,655)

- 1. Meadow Park- \$810**
    - Install accessible trash can lids
    - Install concrete pad and relocate park rules sign
    - Clean and fill multiple cracks in sidewalks and tennis courts
  - 2. Page Park- \$1,855**
    - Designate Van accessible parking space
    - Install 5'x30' sidewalk to connect accessible parking space with path to tennis courts
    - Install accessible trash can lid
    - Modify fixed picnic table top to allow wheelchair access
  - 3. Guy Lee Park- \$1,215**
    - Install accessible lids on trash cans
    - Construct accessible 5'x5' clear space at drinking fountain
    - Modify fixed picnic tables at bathroom and tennis courts to allow wheelchair access
  - 4. James Park- \$3,060**
    - Raise bleachers to provide first row seats at 17"
    - Grade parking area to provide 2% slope, define accessible space , and add van accessible sign
    - Install 5'x45' sidewalk to connect parking space with bleachers
    - Install concrete ramps at entrance to field
    - Install concrete pads for park rules sign and trash can, add accessible trash can lid
  - 5. Clearwater Boat Landing- \$1,005**
    - Designate a van accessible parking space and add sign
    - Install 5'x5' concrete pad for park rules sign and trash can, add accessible trash can lid
    - Modify picnic tables to allow wheelchair access
  - 6. Ruff Park- \$3,745**
    - Install curb cut with detectable warning at Jacob Lane entrance
    - Install 5'x5' concrete pad for park rules sign and trash can. Install accessible trash can lid
    - Replace trail surface with Fibar
    - Replace portable toilet with accessible portable toilet
  - 7. Kelly Butte Park- \$430**
    - Designate and stripe a van accessible parking space and add sign
    - Stripe accessible route from parking space to overlook
    - Move trash can to an accessible location, replace lid with accessible trash can lid
  - 8. West "D" Street- \$270**
    - Construct 5'x5' concrete pad for trash can, add accessible lid
  - 9. Robin Park- \$270**
    - Replace trash can lid with accessible lid
    - Install 5'x5' concrete pad for park rules sign
  - 10. Volunteer Park-\$1,620**
    - Replace trash can lids with accessible lids
    - Install curb cut with detectable warning
  - 11. Teen Center- \$375**
    - Designate and sign accessible parking space
    - Install 5'x5' landing at entrance
- Install new hardware on entrance door