

# VILLAGE OF ROMEOVILLE

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## ADA TRANSITION PLAN

**2020 Version**

**PUBLIC RIGHTS OF WAY AND SIDEWALKS**

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# Introduction

## Transition Plan Need and Purpose

The Village of Romeoville values citizen mobility and accessibility. This transition plan defines the Village's approach to establishing, maintaining and administering mobility and accessibility practices within the jurisdictional authority of the Village of Romeoville rights of way. The document is also applicable to right-of-way locations for which the Village of Romeoville has obtained permit authority from other jurisdictions such as Will County or the State of Illinois. The transition plan has been prepared in conformance to the Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. §794) and Title II of the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12131-12164). The Romeoville Community Development Department administers the transition plan included in this document.

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. Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, the Village of Romeoville 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." ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))

As required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150](#), the Village of Romeoville has conducted a self-evaluation of its facilities within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals. This document serves as a supplement to the Village's Transition Plan covering buildings, services, programs and activities.

## Background and Standards

The Village's accessibility criteria comply with the Americans with Disabilities Act of 1990 (ADA) enforced by the U.S. Department of Justice and the U.S. Department of Transportation. This transition plan is developed based on the information presented in the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG July 26, 2011), ADA Accessibility Guidelines for Buildings and Facilities (ADA Guidelines), the Illinois Accessibility Code (Illinois Capital Development Board), Uniform Federal Accessibility Standards (UFAS), Illinois Department of Transportation, and the Village of Romeoville Ordinances.

In most cases, the Village will be following the IDOT design standards as those are developed, monitored and routinely revised based on the ADA guidelines. However, where the Village Ordinances require criteria which exceed the ADA Guidelines or any other governing guidelines, then the stricter criteria may be required. As the federal guidance and other standards are updated, the Village adopts these latest regulations as the minimum standards for use on the public ways.

References (links are denoted in Appendix G):

- U.S. Department of Justice - 2010 ADA Standards for Accessible Design
- Illinois Department of Transportation – Bureau of Design and Environmental Manual Chapter 58 – Special Design Elements
- IDOT Policies - Bureau of Local Roads and Streets Chapter 41, Section 6 - Requirements for Accessible Public Rights of Way
- Illinois Department of Transportation – Highway Standards
- Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) dated July 26, 2011
- State of Illinois Capital Development Board - Illinois Accessibility Code.
- United States Access Board - Policies & Highway Standards
- Federal Highway Administration - Policies & Highway Standards

## Agency Requirements

Under Title II, the Village of Romeoville 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 ([28 C.F.R. Sec. 35.150](#)).
- 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 ([28 C.F.R. Sec. 35.130 \(a\)](#)).
- 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 ([28 C.F.R. Sec. 35.130\(b\) \(7\)](#)).
- 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 ([28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)).

- 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 [\(29 C.F.R. Sec. 35.160\(a\)\)](#).
- Must designate at least one responsible employee to coordinate ADA compliance [\[28 CFR Sec. 35.107\(a\)\]](#). 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 [\[28 CFR Sec. 35.107\(a\)\]](#).
- 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 [\[28 CFR Sec. 35.106\]](#). The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [\[28 CFR Sec. 104.8\(a\)\]](#).
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [\[28 CFR Sec. 35.107\(b\)\]](#). 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 document has been created to specifically cover accessibility within the public rights of way and does not include information on the Village of Romeoville's programs, practices, or building facilities not related to public rights of way.**

# Self-Evaluation

## Overview

The Village of Romeoville is required, under Title II of the Americans with Disabilities Act (ADA) and 28CFR35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the Village of Romeoville implements these policies. The goal of the self-evaluation is to verify that, in implementing the Village's policies and practices, the Village is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The self-evaluation also examines the condition of the Village's Pedestrian Circulation Route/Pedestrian Access Route) (PCR/PAR) and identifies potential needs for PCR/PAR infrastructure improvements. This will include the sidewalks, curb ramps, bicycle/multi-use trails, traffic control signals and transit facilities that are located within the Village rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

The Village maintains a geographic information system (GIS) to inventory infrastructure. This GIS inventory data is supported by specific project drawings. This information is used to develop network level sidewalk asset management programs to maintain and enhance the sidewalk network. The evaluation methodology utilizes this asset management information, project level field assessments, and focused surveys to compile the information. Evaluations are conducted by trained engineering and technical professionals.

## Summary

There are 162 miles of public sidewalk and 27 miles of multi-use path located in the footprint of Romeoville's municipal boundaries. There are 42 signalized corners under the jurisdiction of the Village of Romeoville, the Illinois Department of Transportation (IDOT) and the Will County Department of Transportation (WCDOT). There are also 49 Pace Bus stops and 1 Park and Ride Pace Stop located with the Village. Within the sidewalk network, various discontinuities or gaps exist.

## Barrier Assessments

Of the 162 miles of public sidewalk, a majority of streets were built as a result of the community growth and development which occurred since the mid 1950's and continues today. From the onset of development, Romeoville was committed to pedestrian facilities. Most all new streets and neighborhoods included five foot wide fronting sidewalks and accessible curb ramps at street corners. As accessibility standards evolved, such as the specific criteria for

tactile surfaces, these and other features were incorporated into the design and implementation of each project. Sidewalk gap sections which exist are comprised largely of areas within roadways not under the jurisdictional authority of the Village.

Being developed as an accessible community, potential accessibility barriers in Romeoville are related to three primary categories:

- Functionally Obsolete – generally accessible, but not 100% compliant with current standards (Example: a sidewalk slope of 2.5% instead of the required max. slope of 2.0%)
- Functionally Substandard – not fully accessible and not substantially compliant with current standards. (Example: no detectable warnings at the end of a curb ramp.)
- Physically Substandard – not fully accessible due to barriers or deteriorated conditions (Example: a 6-inch high barrier curb in a pedestrian crossing.)

Accessibility barriers like sidewalk width, obstructions in the sidewalk clear path, surface material, and running grade are minimal in frequency. Accessibility barriers like non-traversable curb ramps, non-standard detectable warnings, gratings, traffic signal push button access, and landing deficiencies are more prevalent. Appendix A includes a schedule for the ADA compliance inventory.

Detailed assessments have not been completed for signalized intersections. As the annual sidewalk and street maintenance programs progress, detailed assessments of the system are performed and ADA intersection updates are incorporated into the program.

The Village routinely partners with the Township Road Districts, Will County, and the Illinois Department of Transportation to assess conditions and implement improvements as part of projects and programs in those jurisdictions.

The self-evaluation implementation schedule can be found in Appendix A and will be updated periodically.

# Policies and Practices

## Previous Practices

Since the adoption of the ADA, the Village of Romeoville has strived to provide accessible pedestrian features as part of the Village's capital improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, the Village updated their procedures to accommodate these methods. Annual roadway improvement projects which include sidewalk replacement to ensure ADA standards are met have been an ongoing focus for the Village.

## Policy

The Village of Romeoville's goal is to continue to provide accessible pedestrian design features as part of the Village's capital improvement projects. The Village has established ADA design standards and procedures as listed in Appendix E. These standards and procedures will be kept up to date with nationwide and local best management practices.

The Village will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The Village will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the Village's jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public right of way will continue to follow the policies set forth by the Village and as noted in the Code of Ordinances, as well as PROWAG.

Requests for accessibility improvements can be submitted to the ADA Coordinator. Contact information is located in Appendix D.

# Improvement Schedule

## Priority Areas

Priority of work locations will be guided using the following criteria. Corrective/Improvement work will then be scheduled for accomplishment within the scope of the program methods. The Public Works Department will manage the prioritization and program development efforts.

The following factors will be considered in the establishment of priorities:

- Citizen request/complaint
- Adjacent to public locations such as train stations, schools, and government centers
- Locations with high pedestrian volumes
- Severity of barrier – focus on curb barriers, signals, & detectable warnings
- Opportunity for coordination with other repair work
- Construction feasibility and required permitting

## Specific Corrective/Improvement Work Objectives

Work locations will be field assessed and evaluated to provide the data necessary to schedule and implement the corrective/improvement work. The Public Works Department will manage the deployment of the performance objectives.

The following performance objectives will be used to guide the corrective/improvement work:

- Broken or substandard conditions warranting repair – Physically substandard
- Access to pedestrian push button - Functionally substandard
- Lack of accessible ramp at a warranted location – Physically substandard
- Lack of detectable warning at a warranted location – Functionally substandard
- Extreme slope – Functionally substandard
- Accessibility during construction

## External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of the Village of Romeoville. The Village will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.

## Schedule

The Village of Romeoville has set the following schedule goals for improving the accessibility of its pedestrian facilities within the Village's jurisdiction:

- After 5 years, 90% of accessibility features that were constructed prior to January 26, 1991, would be ADA compliant.
- After 10 years, 80% of accessibility features within the priority areas identified by Village staff would be ADA compliant.

- After 20 years, 80% of accessibility features within the jurisdiction of the Village would be ADA compliant.

## ADA Coordinator

In accordance with 28 CFR 35.107(a), the Village of Romeoville has identified an ADA Title II Coordinator to oversee the Village's policies and procedures. Contact information for this individual is located in Appendix D.

## Implementation Schedule

### Methodology

The Village of Romeoville will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is the stand alone sidewalk and ADA accessibility improvement project. These projects will be incorporated into the Capital Improvement Program (CIP) on a case by case basis as determined by the Village of Romeoville staff.

## Public Outreach

The Village of Romeoville recognizes that public participation is an important component in the development of this document. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of the Village of Romeoville.

Public outreach for the creation of this document consisted of the following activities:

An ADA Open House Public Meeting that was held on October 9<sup>th</sup>, 2019 from 5:00 PM to 7:00 PM in the Romeoville Village Hall Board Room (copy of the slideshow presentation, sign in, and invite are included in Appendix B).

Village of Romeoville Accessibility website pages with information/links to the Public Meeting, an ADA Public Survey, current versions of the Transition Plans, and the Village's Grievance Procedure/complaint process information.

This document was available for public comment. A summary of comments received and detailed information regarding the public outreach activities are located in Appendix B.

## **Grievance Procedure**

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regards to the ADA. A draft of this public notice is provided in Appendix C. If users of the Village of Romeoville facilities and services believe the Village has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with 28 CFR 35.107(b), the Village has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in Appendix C.

## **Monitor the Progress**

This document will continue to be updated as conditions within the Village evolve. The appendices in this document will be updated periodically, while the main body of the document will be updated within 3-5 years with a future update schedule to be developed at that time. With each main body update, a public comment period will be established to continue the public outreach.

## **Appendices**

- A. Self-Evaluation Implementation Schedule**
- B. Public Outreach**
- C. Grievance Procedure**
- D. Contact Information**
- E. Agency ADA Design Standards and Procedures**
- F. Glossary of Terms**
- G. ADA Resource References**

## Appendix A – Self-Evaluation Implementation Schedule

Summer 2019 – Fall 2019

- Create and field test/evaluate GIS/Cartograph based inventory system of all sidewalk ramps.

Summer 2019 – Fall 2025

- Survey all Romeoville sidewalk ramps

Winter 2025 – Fall 2026

- Rank and prioritize all non-compliant sidewalk ramps.
- Include highest priority ramps in the Village's current sidewalk replacement program

Spring 2026 – Fall 2026

- Survey all Romeoville traffic control signals for ADA compliance

Fall 2026 – Spring 2027

- Rank and prioritize all traffic signals for compliance.

Sidewalk ramp reconstruction efforts will be tracked in the GIS based sidewalk inventory system to maintain a current list of non-compliant sidewalk ramps and track the number of sidewalk ramp reconstructions that the Village has completed as part of its ADA Transition Plan efforts.

## Appendix B – Public Outreach

Public Meeting/Open House held October 9<sup>th</sup>, 2019, the following attachments are included:

- Meeting Notice
- Invite List
- PowerPoint Slideshow presentation
- Comments Received
- Sign In Sheet

The Village of Romeoville's ADA website is located at:

<http://www.romeoville.org/1050/Accessibility-ADA> and includes all pertinent Village ADA documentation and information including a Public Survey.



Romeoville, IL

The Village of Romeoville will hold a Public Meeting on October 9, 2019 at 5:00 p.m. to review the Village's progress on the ADA Self-evaluation process to update the ADA Transition Plan. The meeting will be held on Wednesday, October 9, 2019 from 5-7 p.m. in the Village Hall Board Room, 1050 W. Romeo Road, Romeoville. The Village staff will be available to discuss the project, receive input, and answer questions.

**MAYOR**

John Noak

**CLERK**

Dr. Bernice E. Holloway

**TRUSTEES**

Linda S. Palmiter

Jose (Joe) Chavez

Brian A. Clancy Sr.

Dave Richards

Ken Griffin

Lourdes Aguirre

**VILLAGE MANAGER**

Steve Gulden

The Village retained the services of Dewberry Architects and Robinson Engineering to conduct a Village-wide ADA/Accessibility evaluation of public-rights-of-way, facilities, programs and services. In addition, the Romeoville Recreation Department Transition Plan was prepared by Accessibility Consultation and Training Services, Inc. The Village is seeking feedback about accessibility from members of the community, elected and appointed officials, business owners/operators and other interested parties.

Public participation is solicited without regard to race, color, religion, sex, age, national origin, disability, or family status. Anyone requiring special accommodations pursuant to the Americans with Disabilities Act of 1990 or persons that require translation services (free of charge) for the meeting should contact the Village ADA Specialist, Josh Potter at (815) 886-5024, or by email to [jpotter@romeoville.org](mailto:jpotter@romeoville.org). Because providing a reasonable accommodation may require outside assistance, the Village asks that any request be made with as much notice as possible, preferably five (5) business days prior to the event, but no later than two (2) business days prior to the event.

If you're unable to attend and would like to provide comments, please contact the Village's ADA Specialist, or submit comments on the Village's website. Information about the ADA Transition Plan process may be obtained from the Village's ADA Specialist and from the Village website at [romeoville.org/accessibility](http://romeoville.org/accessibility).

Contact:

Josh Potter, Community Development Director

Americans with Disabilities Act Coordinator

Village of Romeoville

1050 West Romeo Road, Romeoville, IL 60446

Phone: 815-886-7200

[jpotter@romeoville.org](mailto:jpotter@romeoville.org)

**FW: ADA**

Josh Potter <jpotter@Romeoville.org>

Wed 2/26/2020 11:43 AM

**To:** Joel Drabicki <JDrabicki@reltd.com>

Joel,

Here is a list of agencies we sent the open house notice to:

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**Josh Potter, AICP**

Director

Department of Community Development

Village of Romeoville

1050 West Romeo Road

Romeoville, Illinois 60446

Phone: 815.886.5024

[jpotter@romeoville.org](mailto:jpotter@romeoville.org)

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**From:** Dawn Caldwell

**Sent:** Tuesday, September 24, 2019 4:22 PM

**To:** Marian Gibson <[mgibson@Romeoville.org](mailto:mgibson@Romeoville.org)>

**Cc:** Josh Potter <[jpotter@Romeoville.org](mailto:jpotter@Romeoville.org)>

**Subject:** ADA

The notice was sent to

- Will County Senior Service Center
- Pace
- Will Grundy Center for Independent Living
- Cornerstone
- Golden Agers
- SRA

Dawn M. Caldwell  
Assistant Village Manager  
1050 W. Romeo Road  
Romeoville, Illinois 60446  
Tel. 815/886-0279  
[dcaldwell@romeoville.org](mailto:dcaldwell@romeoville.org)  
[www.romeoville.org](http://www.romeoville.org)

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# ADA TRANSITION PLAN AND SELF EVALUATION

PRESENTED BY THE VILLAGE OF ROMEOVILLE



# WHAT IS ADA?

Introduction – The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people who have disabilities. With the advent of the Act, designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination. The Act applies to all facilities, including facilities built before and after 1990.



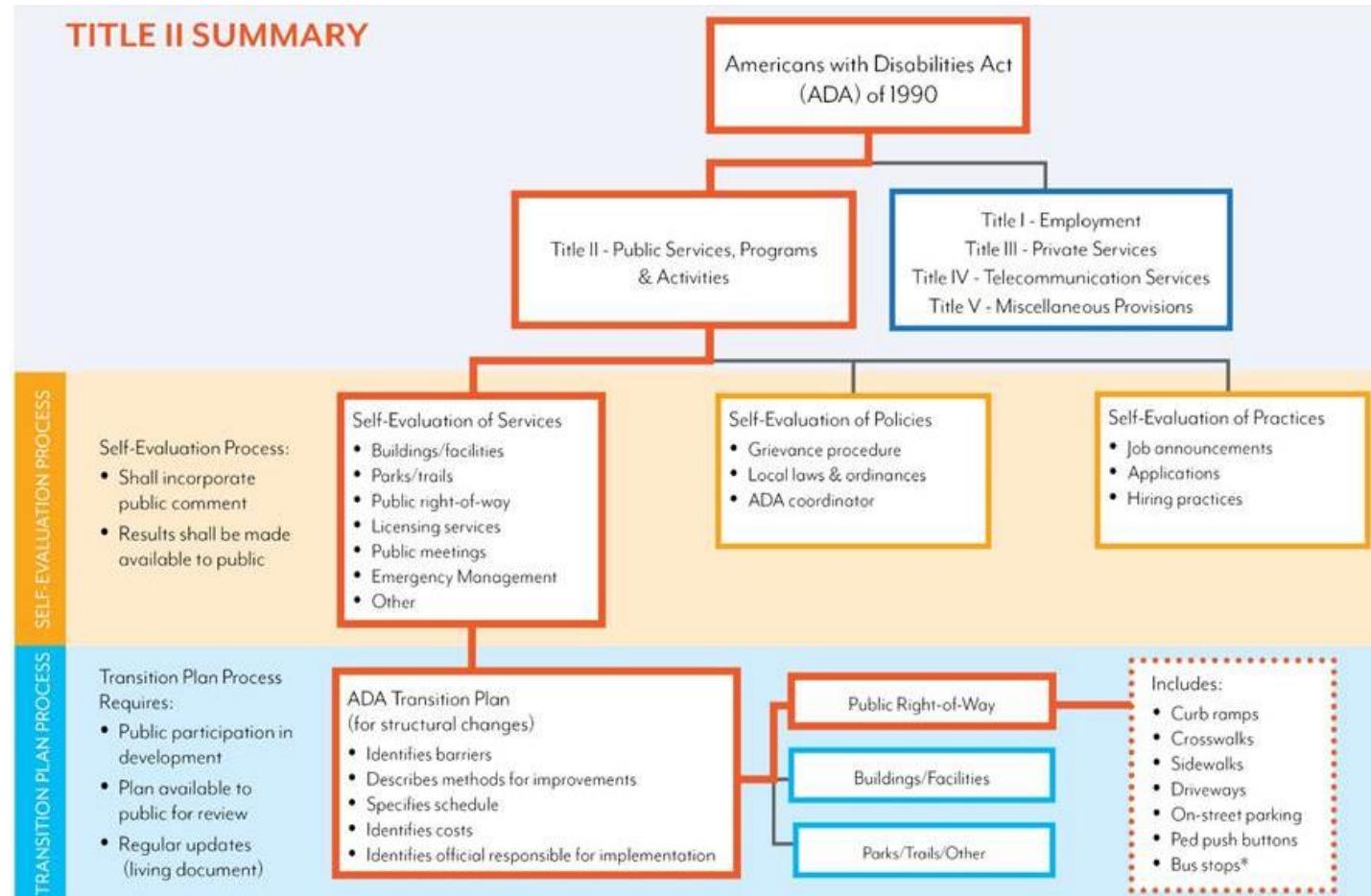
# ROMEoville's RESPONSIBILITIES

- People with disabilities must have an equal opportunity to participate in and benefit from state and local governments' programs, services, and activities. Under the ADA the Village of Romeoville 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

# ROMEoville's Responsibilities

- General requirements continued:
  - 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 conduct a Self-Evaluation and Transition Plan**
  - **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
  - **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.

# ADA SUMMARY



# ADA COORDINATOR

Josh Potter  
Director Department of Community Development  
Village of Romeoville  
1050 West Romeo Road  
Romeoville, Illinois 60446  
Phone: 815.886.5024  
[jpotter@romeoville.org](mailto:jpotter@romeoville.org)

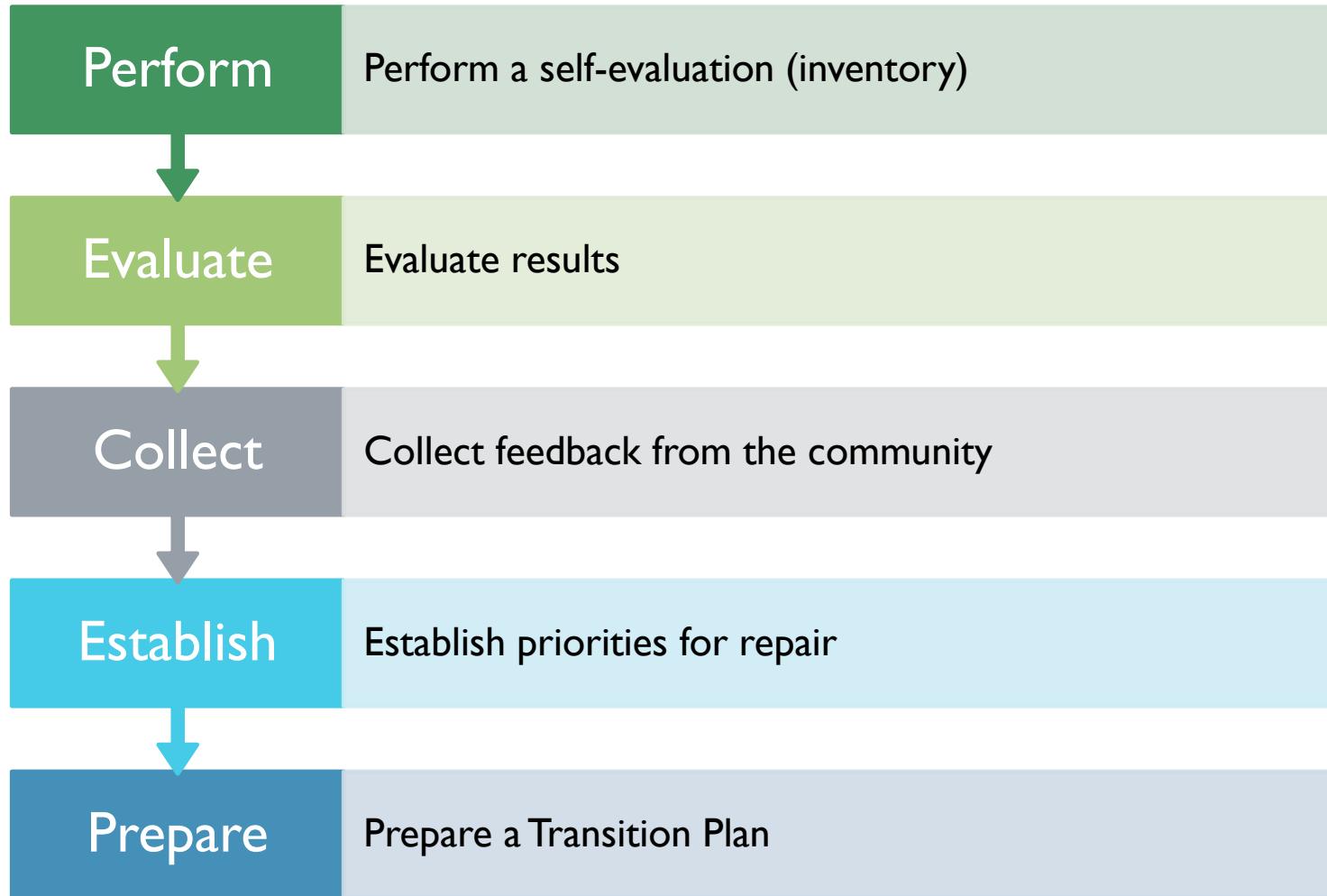
# WHAT IS SELF-EVALUATION AND A TRANSITION PLAN?

- **Self-Evaluation** is a review of Village policies, programs, services, facilities, parks, communications and pedestrian access (sidewalks, curb ramps, bus stops, traffic signals) to identify barriers that people with disabilities may encounter in order to remove them. The ADA calls this review process a “Self-Evaluation.”
- The **Transition Plan** is an action plan that includes detailed reports about barriers and barrier removal options as well as an estimate of time and cost to remove identified barriers to city programs and services. These reports guide planning for barrier removal based on prioritization depending on immediate necessity, degree of complexity and overall cost. This information is used to create a schedule to systematically remove barriers to ensure equality among city programs. The ADA calls this plan to remove, change or fix anything that makes it harder for people with disabilities, an “ADA Transition Plan.”
- **At a minimum**
  - Identify physical obstacles that limit accessibility
  - Describe in detail the methods used to make accessible
  - Specify a schedule to achieve compliance
  - Indicate the official responsible for implementation

# SELF-EVALUATION OF WHAT?

- Buildings and other facilities
- In the public right-of-way (streets):
  - Sidewalks
  - Curb ramps
  - Pedestrian crossings
  - Pedestrian signals
  - Shared use trails
  - Parking lots
  - Bus stops
  - On-street parking

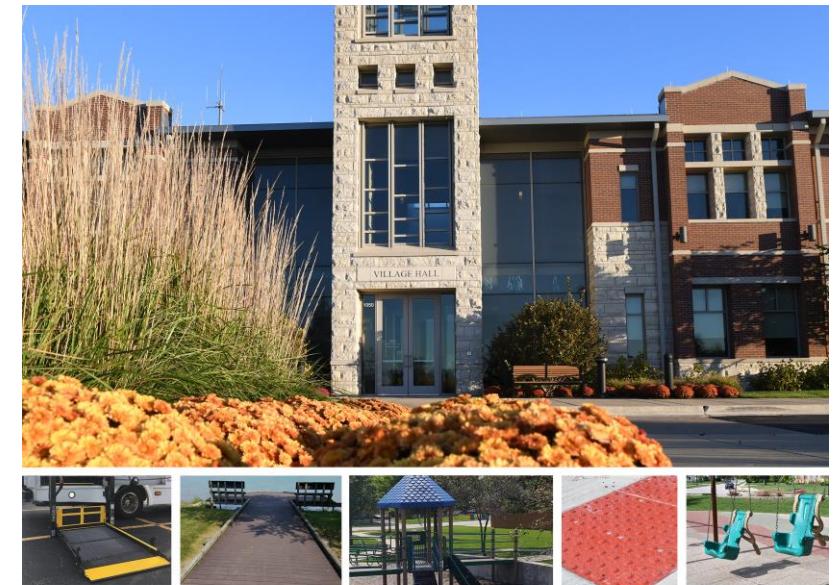




**WHAT IS THE  
PROCESS?**

# ROMEovILLE'S STATUS

- The Village of Romeoville has completed this evaluation. Each of the draft plans include a scope of deficiencies and prioritization of projects. In some instances the deficiencies are minor and can be completed quickly. Other deficiencies will need to be budgeted in future years.
  - Public Buildings – Dewberry completed the ADA Buildings Transition Plan 2019
  - Recreational Facilities - Evaluated by Accessibility Consultation and Training Services, Inc.
  - Public Rights of Way and Sidewalks are being evaluated by Robinson Engineering



VILLAGE OF ROMEovILLE  
AMERICANS WITH DISABILITIES ACT  
self-evaluation and transition plan

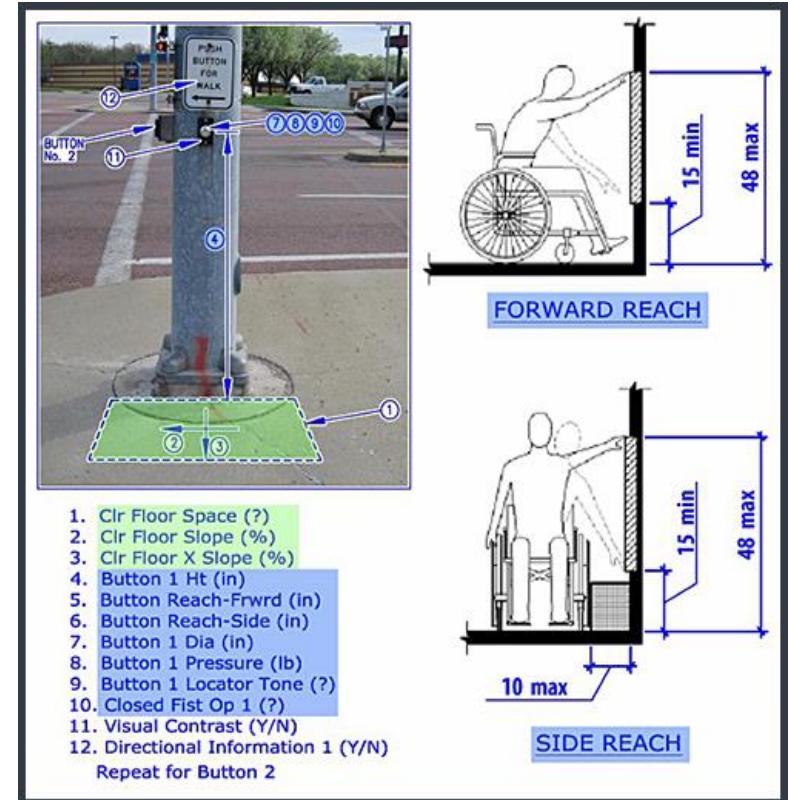
# PARKS & AMENITIES

- The Village of Romeoville believes that all citizens should have access to enjoy recreational areas. As part of the self-evaluation process, barriers that may keep people from fully enjoying our dozens of public parks are being identified.



# INFRASTRUCTURE

- Curbs, Ramps, Pedestrian Crosswalk and Traffic Signals
  - The ADA has standards for pedestrian crosswalk pushbuttons at signalized intersections. The pushbutton location should be unobstructed and adjacent to a level surface with an accessible wheelchair route from the pushbutton location to the curb ramp. Many elements are evaluated including the height of the button and the ability for a person to reach the button.
  - Curb ramps are an essential engineering design that makes mobility from a sidewalk surface to a crosswalk possible. At each location, field technicians note the ramp's running slope, cross slope, glazed sides, landing area slope, detectable warning systems, and the transition from ramp to pavement.
  - Bus stops require space for a wheelchair and an accessible route and boarding area to the bus. Elements under self-evaluation include access to the transit stop, landing and boarding areas, clear floor space adjacent to seating, and signage. The assessment also includes the presence of shade, not an ADA requirement, due to summer heat concerns raised by residents



# CREATING AN ACTION PLAN

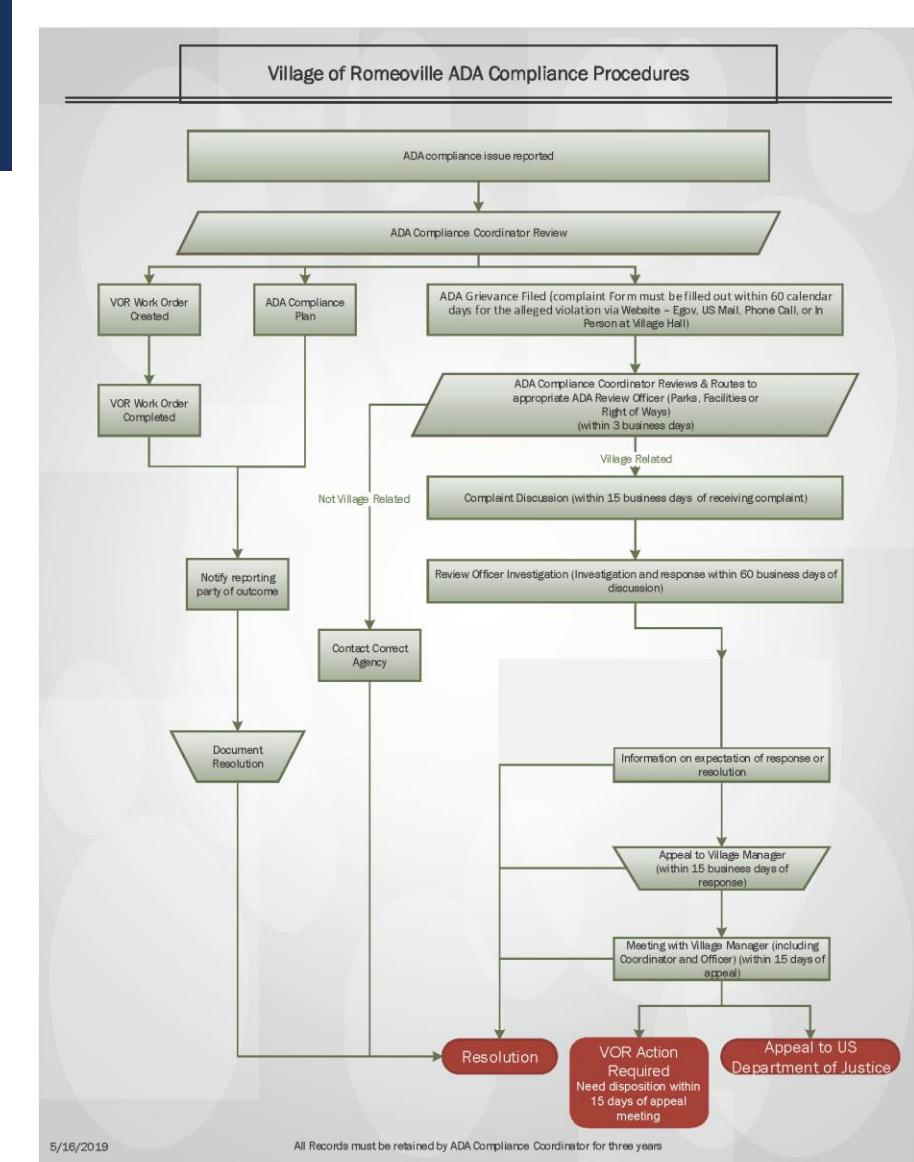
- The Village of Romeoville continues to work on its ADA transition plan to make the community more accessible for people of all abilities. Public input is important to the success of the plan. The Village is seeking public input at the public meeting held October 9th and the online survey.
- The Self-Evaluation reports provide the barriers and barrier removal options. These reports guide Romeoville's planning for barrier removal based on priorities using various methods. Not all barriers must be removed to provide accessibility. The highest priority is to remove barriers that limit access to Village programs or present safety concerns.

# ESTABLISHING PRIORITIES

- **Public Outreach** - Throughout the Self-Evaluation process, a series of public information sessions to ensure members of the community, especially those with disabilities, have an opportunity to be involved in decision making.
- **Geographic Distribution** The distribution of key facilities is considered to ensure maximum access to amenities.
- **Program Availability** The number of programs available at a location and those unique to a location, such as a recreation program, indicate its importance to the community.
- **Activity Factors** Activity scores include the likelihood of usage based on transit stops, commercial and business zones, transportation corridors such as pathways leading to schools, housing locations with a known concentration of persons with disabilities and elders and other factors.
- **Severity of Barriers** Rankings of “High, Medium, or Low” scores of ADA non-compliance, safety issues and usability concerns are established addressing barriers such as excessive sidewalk cross-slope, lack of curb ramps, insufficient space for boarding at bus stops and other items.

# GRIEVANCE PROCEDURE

- Title II of the Americans with Disabilities Act (ADA) requires that public entities adopt and publish grievance procedures. This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Village of Romeoville. The Village of Romeoville Employee Handbook governs employment-related complaints of disability discrimination



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# QUESTIONS?



**FW: Emailing: ADA-Public-Meeting-Notice**

Josh Potter <jpotter@Romeoville.org>

Wed 2/26/2020 11:44 AM

To: Joel Drabicki <JDrabicki@reltd.com>

1 attachments (550 KB)

ADA-Public-Meeting-Notice.pdf;

Joel,

Below is one response we received.

The notice we sent out is attached.

--

**Josh Potter, AICP**

Director

Department of Community Development

Village of Romeoville

1050 West Romeo Road

Romeoville, Illinois 60446

Phone: 815.886.5024

[jpotter@romeoville.org](mailto:jpotter@romeoville.org)

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**From:** Josh Potter

**Sent:** Wednesday, October 9, 2019 11:11 AM

**To:** Dawn Caldwell <[DCaldwell@Romeoville.org](mailto:DCaldwell@Romeoville.org)>; Marian Gibson <[mgibson@Romeoville.org](mailto:mgibson@Romeoville.org)>; Steve Gulden <[sgulden@Romeoville.org](mailto:sgulden@Romeoville.org)>

**Subject:** FW: Emailing: ADA-Public-Meeting-Notice

Fyi. Pace can't make the open house tonight, but they have sent a few comments below.

--

**Josh Potter, AICP**

Director

Department of Community Development

Village of Romeoville

1050 West Romeo Road

Romeoville, Illinois 60446

Phone: 815.886.5024

[jpotter@romeoville.org](mailto:jpotter@romeoville.org)

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**From:** Elizabeth Gonzalez [<mailto:Elizabeth.Gonzalez@Pacebus.com>]

**Sent:** Wednesday, October 9, 2019 10:43 AM

**To:** Josh Potter <[jpotter@Romeoville.org](mailto:jpotter@Romeoville.org)>

**Subject:** FW: Emailing: ADA-Public-Meeting-Notice

Josh

I am not able to make this meeting tonight but wanted to give you some feedback. Of course you already know this, but just to remind you... ADA is very important to Pace. We are challenged with infrastructure when passengers get on/off the buses, mainly sidewalk accessibility. I know that Romeoville has been working on this and we very much appreciate it.

Thanks.

Beth Gonzalez  
Community Relations Representative  
Pace Suburban Bus  
550 W. Algonquin Road  
Arlington Heights, IL 60005  
847-571-4269  
[www.pacebus.com](http://www.pacebus.com)  
[www.pacerideshare.com](http://www.pacerideshare.com)  
[Elizabeth.gonzalez@pacebus.com](mailto:Elizabeth.gonzalez@pacebus.com)

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**From:** Dawn Caldwell <[DCaldwell@Romeoville.org](mailto:DCaldwell@Romeoville.org)>

**Sent:** Tuesday, September 24, 2019 4:06 PM

**To:** Dawn Caldwell <[DCaldwell@Romeoville.org](mailto:DCaldwell@Romeoville.org)>

**Subject:** Emailing: ADA-Public-Meeting-Notice

## ADA PUBLIC MEETING

October 9, 2019

5:00 P.M.



# Public Information and Survey

## PUBLIC MEETING - OCTOBER 9, 2019

The Village of Romeoville is conducting an ADA Act Self-Evaluation and Transition Plan to determine steps to ensure inclusion and access for people with disabilities. A public meeting will be held Oct. 9, 2019 from 5:00 - 7:00 p.m.. The Meeting will be held at the Village Hall 1050 W. Romeo Road, Romeoville. [Click here](#) for a copy of the public meeting notice.

## PUBLIC SURVEY

The Village of Romeoville is conducting an Americans with Disabilities Act Self-Evaluation and Transition Plan to determine steps to ensure inclusion and access for people with disabilities. A public meeting will be held October 9, 2019 to review the Village's progress on the ADA Self-evaluation process to update the ADA Transition Plan. If you are unable to attend the meeting, and would still like to provide feedback, please complete the following survey by [clicking here](#). This survey should take less than 10 minutes to complete.



## Form Center

By [signing in or creating an account](#), some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

### ADA Transition Plan Public Survey

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# VILLAGE OF ROMEOVILLE

## ADA TRANSITION PLAN PUBLIC SURVEY

The Village of Romeoville is conducting an Americans with Disabilities Act Self-Evaluation and Transition Plan to determine steps to ensure inclusion and access for people with disabilities.

Your feedback will help the Village develop an ADA Transition Plan that will guide the planning and implementation of future program and facility modifications.

Note: In this context, “accessibility” means “your access to Village properties, services, programs in existing buildings and for equitable participation in Village programs, services and activities.

---

### Street Accessibility

What areas do you think the Village needs improvements? (Select all that apply)

- Accessible pedestrian pathways, sidewalks or curb ramps
- Street and crosswalk signals
- Accessible signage and wayfinding assistance
- None

### What suggestions do you have?

**Facilities, Bus Stops, Parking Accessibility:**

What areas do you think need improvements? (Select all that apply)

 [Enable Google Translate](#)

- Access at parks/common areas, including play areas, restrooms, trails
- Accessible parking near city facilities where services are provided
- Bus stop access
- On-street accessible parking downtown and at neighborhood parks

**What suggestions do you have?****Programs and Services**

What areas do you think need improvements? (Select all that apply)

- Inclusion programs and services offered by the Village
- Accessible amenities at Village facilities: doors, bathrooms, service counters
- Recreation, wellness, fitness programs and facilities
- Accessible housing and home modification support

**What suggestions do you have?****Community Services and Facilities**

What type of classes or resources might you find helpful? (Select all that apply)

<input type="checkbox"/> Safety and security	<input type="checkbox"/> Caregiver and peer support
<input type="checkbox"/> Education and training	<input type="checkbox"/> Digital accessibility (website)
<input type="checkbox"/> Employment services	

**What suggestions do you have?****Physical Access Improvements**

Which should be the highest priority to improve physical access in the Village of Romeoville? (Please rank: 1-7 with 1 as the most important.)

**Sidewalks****Parking****Curb Ramps****Parks****Bus Stops****Traffic Signals****Trails**



## Communication

What are the most effective ways to publicize information on the upcoming events, announcements, projects, or general information about the ADA Transition Plan? (Select all that apply)

- Social Media
- Press Release
- Email Notifications
- Emails to disability groups
- Romeoville ADA web page
- Brochures
- Public Meetings
- Other

## Training

Do you think there are areas where ADA and disability sensitivity training are needed?

- Yes
- No

---

## Tell Us About You

**I am related to an individual that has functional needs or disabilities affecting: (Mark all that apply)**

- Walking
- Hearing
- Vision
- Moving
- Breathing
- Working
- Thinking

**I am a Romeoville resident:**

- Yes
- No

**What zip code do you live in?**

**My Age:**

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

**I am a Veteran:**

- Yes
- No

**I would like to be contacted by a Village of Romeoville staff member.**

- Yes
- No

**If yes, please provide phone number and address:**

Receive an email copy of this form.

**Email address**

This field is not part of the form submission.

## Appendix C – Grievance Procedure

As part of the ADA requirements the Village has posted the following notice outlining its ADA requirements:

### Public Notice

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

**Employment:** The Village 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 Village 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 Village'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 Village will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all Village programs, services, and activities. For example, individuals with service animals are welcomed in Village 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 Village program, service, or activity, should contact the Village ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

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

The Village 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.

# Grievance Procedures/Submit a Complaint

The Village of Romeoville is committed to treating all people with respect and dignity and ensuring that people with disabilities are able to take part in, and benefit from, public programs, services, and activities offered by the Village. The Village continues to modify its facilities, programs, policies, and practices, as necessary, to ensure such access is provided. If you have a question or concern regarding ADA, please email ADA Coordinator Josh Potter at [jpott@romeoville.org](mailto:jpott@romeoville.org). If you want to file a formal complaint or grievance, the following are the procedures:

## **GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT**

Title II of the Americans with Disabilities Act (ADA) requires that public entities adopt and publish grievance procedures. This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Village of Romeoville. The Village of Romeoville Employee Handbook governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

For more information, contact Josh Potter at [jpott@romeoville.org](mailto:jpott@romeoville.org)

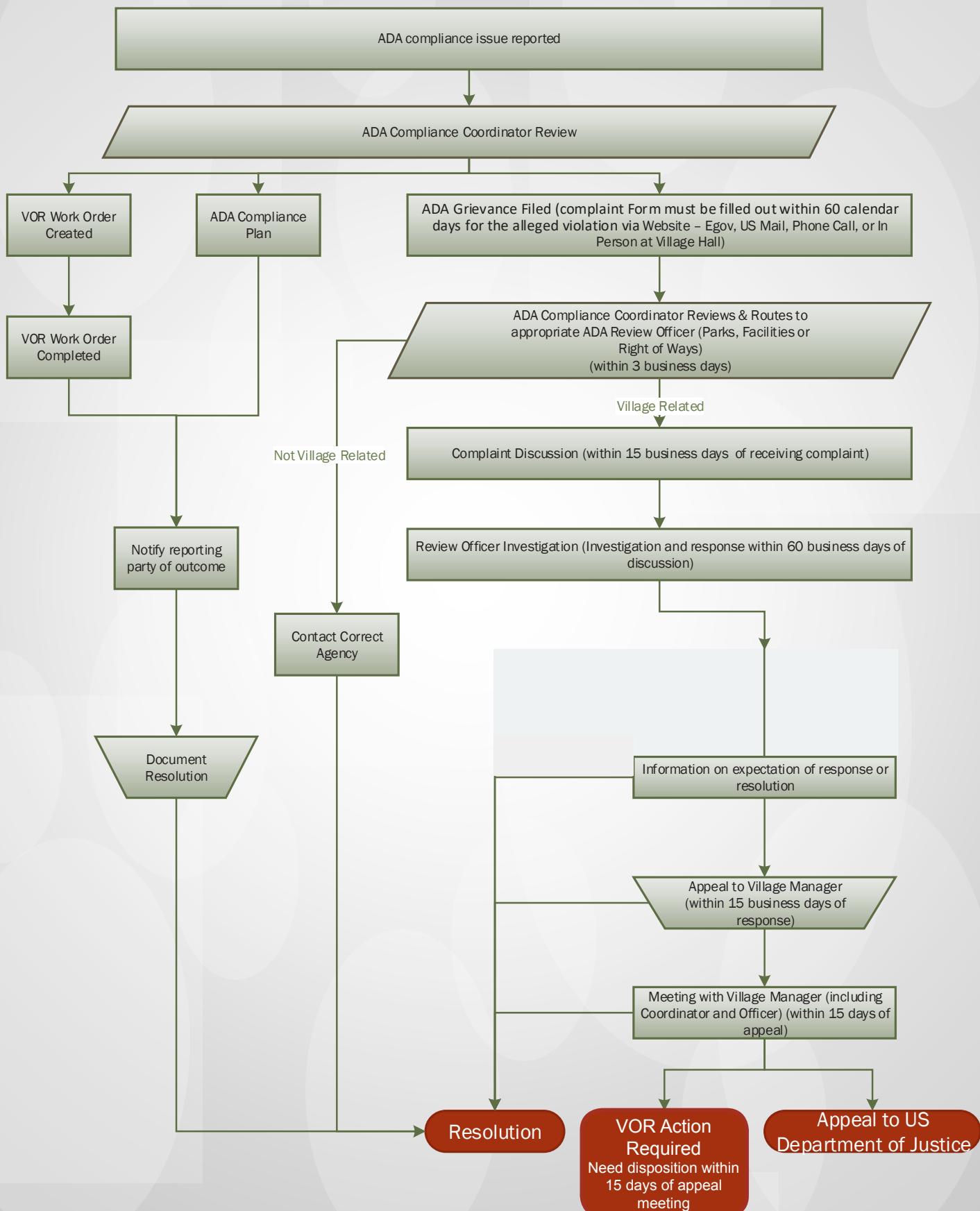
## **GRIEVANCE PROCEDURE**

- The ADA Coordinator or his designee will conduct an investigation of the complaint to determine the validity of the alleged violation, with resolution to the valid complaint and formulation of a response within 60 business days of the meeting.
- The complainant and/or his/her designee should submit the grievance as soon as possible, but no later than sixty (60) calendar days after the alleged occurrence. Submit grievance to the Village of Romeoville's ADA Coordinator [through this link](#), or US Mail, phone call or in person.
- The complaint should be in writing and contain the following information about the alleged discrimination: full name, address, phone number of the complainant; location of the occurrence, date, and description of the alleged discrimination. Additionally, we will need the name of the Department involved and any employee and/or witness who may have been involved in the occurrence. Upon request, alternative means of filing

complaints, such as personal interviews or a tape recording of the complaint, will be made for person with disabilities.

- Within 15 business days after receipt of the complaint, the ADA Coordinator or his designee will meet with the complainant to discuss the complaint and the possible resolutions.
- Within 60 business days of the meeting, the ADA Coordinator or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Village of Romeoville and offer options for substantive resolution of the complaint or provide information on when the complainant can expect a response or resolution to the grievance.
- If the response by the ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 business days after receipt of the response to the Village Manager or his designee.
- Within 15 business days after receipt of the appeal, the Village Manager or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 business days after the meeting, the Village Manager or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- All written complaints received by the ADA Coordinator or his designee, appeals to the Village Manager or his designee, and responses from these two offices will be retained by the Village of Romeoville for at least three years.

## Village of Romeoville ADA Compliance Procedures





Main Menu

## Welcome to the Village of Romeoville, IL, Action Line

Today is Tuesday, March 3, 2020.

### Americans with Disabilities (ADA) Act Complaint Form

[Click here to Login](#) | [Click here to Register](#)

**Purpose.** The Village of Romeoville is committed to ensuring that no person is denied access to its services, programs, or activities on the basis of their disabilities, as provided by the Americans with Disabilities Act. The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, or if you would like to make a verbal complaint, please contact Josh Potter at 815-886-5024.

**\* *Information is required.***

#### Contact Information

First Name:

Last Name:

Email:

Daytime Phone: (        )        -

Address:

City:

State:

ZIP:

#### Person Preparing Complaint (If different from Complainant)

#### Date of Incident

Please describe the alleged discriminatory incident or location. Provide as much as detail as possible.

0 of 4000 characters

Have you filed a complaint with any other federal, state or local agencies? If yes list the agency/agencies and contact information below

Yes  No

If you have filed a complaint with another agency for this incident please provide information the agency name, contact name and number

0 of 4000 characters

#### CAPTCHA

I'm not a robot  
reCAPTCHA  
Privacy - Terms



Check here to have email confirmation of this submission.

**SUBMIT FORM**

**\* Information is required.**

**Notes:**

If you send us a message, you will receive a Tracking Number allowing you to follow-up with your request, at your convenience.

[Village Home](#) | [E-Gov Home](#) | [Action Line](#) | [Community Calendar](#) | [Online Documents](#) | [Business Listings](#)

[Login](#) | [Register](#) | [Privacy Policy](#)

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## Appendix D – Contact Information

### **ADA Title II Coordinator**

Name: Josh Potter

Address: 1050 West Romeo Road, Romeoville, IL 60446

Phone: 815-886-7200

E-mail: [jpotter@romeoville.org](mailto:jpotter@romeoville.org)

## Appendix E – Agency ADA Design Standards and Procedures

### Design Procedures

#### Intersection Corners

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless, if full compliance can be achieved or not, each intersection corner shall be made as compliant to the maximum extent practicable and in accordance with the judgment of Village staff and IDOT Bureau of Design BDE 3101 form.

#### Sidewalks / Trails

Sidewalks and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of Village staff.

#### Traffic Control Signals

Traffic control signals will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of Village staff.

#### Bus Stops

Bus stops will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future

work. Regardless, if full compliance can be achieved or not, each bus stop location shall be made as compliant as possible in accordance with the judgment of Village staff.

### **Other Transit Facilities**

Additional transit facilities are present within the limits of the Village of Romeoville. Those facilities fall under the jurisdiction of Metra and Pace. The Village of Romeoville will work with Metra and Pace to ensure that those facilities meet all appropriate accessibility standards.

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

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

### **Design Standards**

The Village of Romeoville has Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), as adopted by the Illinois Department of Transportation (IDOT), as its design standard. A link to this document is included in Appendix H.

## Appendix F – Glossary of Terms

**ABA:** See Architectural Barriers Act.

**ADA:** See Americans with Disabilities Act.

**ADA Transition Plan:** plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

**ADAAG:** See Americans with Disabilities Act Accessibility Guidelines.

**Accessible:** A facility that provides access to people with disabilities using the design requirements of the ADA.

**Accessible Pedestrian Signal (APS):** A device that communicates information about the WALK phase in audible and vibrotactile formats.

**Alteration:** A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

**Americans with Disabilities Act (ADA):** The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

**Americans with Disabilities Act Accessibility Guidelines (ADAAG):** contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

**APS:** See Accessible Pedestrian Signal.

**Architectural Barriers Act (ABA):** 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.

**Capital Improvement Program (CIP):** The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county's transportation system.

**Detectable Warning:** A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

**DOJ:** See United States Department of Justice

**Federal Highway Administration (FHWA):** A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

**FHWA:** See Federal Highway Administration

**Pedestrian Access Route (PAR):** A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

**Pedestrian Circulation Route (PCR):** A prepared exterior or interior way of passage provided for pedestrian travel.

**PROWAG:** An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

**Right of Way:** A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

**Section 504:** The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

**Uniform Accessibility Standards (UFAS):** Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

**United States Access Board:** An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.

**United States Department of Justice (DOJ):** The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.

## Appendix G – ADA Resource References

- U.S. Department of Justice - 2010 ADA Standards for Accessible Design  
[http://www.ada.gov/2010ADASTandards\\_index.htm](http://www.ada.gov/2010ADASTandards_index.htm)
- Illinois Department of Transportation – Bureau of Design and Environmental Manual Chapter 58 – Special Design Elements  
<http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Split/Design-And-Environment/BDE-Manual/Chapter%2058%20Special%20Design%20Elements.pdf>
- IDOT Policies  
Bureau of Local Roads and Streets Chapter 41, Section 6 - Requirements for Accessible Public Rights of Way  
<https://idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Split/Local-Roads-and-Streets/Chapter%2041.pdf>
- PROWAG Guidelines  
Public Rights of Way Accessibility Guidelines (PROWAG) is posted at  
<https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/proposed-rights-of-way-guidelines>
- Illinois Department of Transportation – Highway Standards  
<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultants-Resources/Resources/highway-standards-and-district-specific-standards>
- State of Illinois Capital Development Board - Illinois Accessibility Code  
<https://www2.illinois.gov/cdb/business/codes/Pages/IllinoisAccessibilityCode.aspx>
- Illinois Attorney general's Office - [www.illinoiastateattorneygeneral.gov](http://www.illinoiastateattorneygeneral.gov)
- United States Access Board - [www.access-board.gov/](http://www.access-board.gov/)
- Federal Highway Administration - [www.fhwa.dot.gov](http://www.fhwa.dot.gov)
- Great Lakes ADA Center - <http://www.adagreatlakes.org/>