



**City of St. Peters
Americans with Disabilities Act (ADA)
Transition Plan**

January 2019

Table of Contents

Introduction.....	3
Public Notice of Civil Rights and City Responsibilities.....	4
Public Notice of ADA Transition Plan Review.....	4
ADA Coordinator	4
Accessible Concern Reporting Procedure.....	4
Accessible Grievance Reporting Procedure	5
ADA Standards for Accessible Design.....	5
ADA Self Evaluation	6
ADA Transition Plan	7
Appendix A – Adopted Accessible Specifications and Standards.....	11
Appendix B – ADA Grievance Procedure and Grievance Form.....	12
Appendix C – City of St. Peters Parks and Trails	15

Introduction

The City of St. Peters is committed to providing accessible and inclusive facilities and services to all persons. To that end the City of St. Peters has prepared an Americans with Disabilities Act Transition Plan (ADA Transition Plan), in compliance with the Americans with Disabilities Act (ADA), enacted on July 26, 1990. The ADA is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA Title II Part 35 is the section of the Act that specifically applies to local agencies, and it was most recently amended by a final rule published on September 15, 2010 (2010 Standards).

The City of St. Peters' ADA Transition Plan, in accordance with the ADA, Section 504, provides the following:

- Public notice alerting individuals to their rights under the ADA and Section 504, as well as the City's responsibilities under the law.
- Designates officials and employees of the City of St. Peters as ADA Coordinator(s).
- Procedures for individuals to notify the City of St. Peters of accessible concerns and suggested remedies.
- Grievance policy and procedure that provides swift and equitable resolution of complaints.
- Identify accessibility standards, specifications and design details to be used to ensure current and proposed facilities comply with the most current ADA standards.
- Self-evaluation and inventory of all of City of St. Peters facilities, programs, policies, and activities to evaluate whether access barriers for persons with disabilities exist.
- Transition Plan that addresses the removal of the access barriers identified in its self-evaluation inventory, including anticipated budget and schedule for completion of said improvements.
- Means and methods for monitoring the Transition Plan implementation progress.

Public Notice of Civil Rights and City Responsibilities

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990 and provides civil rights protection to disabled individuals, guaranteeing equal opportunities in public accommodations, employment, transportation, telecommunications, and State and local government services. Congress enacted this law to provide a “clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities”. Title II of the ADA requires all cities that receive federal funding or have more than 50 employees to complete a self-evaluation and corresponding Transition Plan, establish an ADA Coordinator and adopt grievance procedures for discrimination against qualified individuals with disabilities. These and other applicable provisions have been adopted by the City of St. Peters and incorporated in to the City’s standards and practices per Section 225.100 of St. Peters City Code.

Public Notice of ADA Transition Plan Review

As required by (Part 35, 35.106) the City of St. Peters has a web page that includes ADA information about St. Peters facilities. It includes this Transition Plan, procedures for individuals to provide comments and suggestions and file a formal ADA Grievance. To enhance accessibility to City related information, the public may subscribe to e-mail notifications for public hearings, meetings, and other news on the City of St. Peters website, as well as official City of St. Peters social media accounts.

ADA Coordinator

As required by (Part 35 35.107), a public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its ADA responsibilities. This ADA Coordinator shall adopt and publish grievance procedures and provided for resolution of complaints. The ADA Coordinator shall also maintain an ADA Grievance File and copies of formal written grievances and resolution documentation are maintained for a period of (3) years.

The City Administer is the designated ADA Coordinator for the City of St. Peters and is responsible for overseeing compliance with the nondiscrimination laws (Rehabilitation Act, American Barriers Act, and Americans with Disabilities Act) as they relate to individuals with disabilities.

Russell W. Batzel, PE
City Administrator
One St. Peters Center Blvd.
St. Peters, MO 63376
Ph: 636-477-6600, Extension 1202
E-mail: rbatzel@stpetersmo.net

Accessible Concern Reporting Procedure

The City of St. Peters strives to accommodate all users of our facilities and services. All appropriate and reasonable attempts, in compliance with applicable federal, state and local law, will be made to respond to concerns and complaints, at the appropriate staff level, as determined by the City of St. Peters City Administrator. A City representative is ready to meet with individuals to discuss suggestions for improvements and possible solutions to accessibility concerns.

Individuals may notify the City of St. Peters of suggested accessible improvements and needs as follows:

City of St. Peters' Citizen Actions Center (CAC)

All individuals may report non-emergency City related issues to the Citizen Action Center (CAC) in person Monday-Friday, 8:30 a.m.-5 p.m. You can also reach CAC by calling ext. 1225 at either 636.477.6600 or 636.278.2244 seven days a week, 24 hours a day. A representative will answer during normal business hours and you can leave your concern via voice mail after hours for us to register on the next business day. You may also submit your concern online via [e-Resident](#).

Accessible Concern Grievance Reporting Procedure

All individuals have the right to file a formal grievance if they believe the City of St. Peters has not provided a reasonable accommodation or response to their concerns. The grievance procedure is located in Appendix B of this report and the City of St. Peters' website at www.stpetersmo.net contains details. Under the grievance procedure, a formal grievance may be filed with the City Clerk within one hundred and eighty (180) calendar days of the alleged occurrence. The City Clerk may be contacted as follows:

Patty Smith
City Clerk
One St. Peters Centre Blvd.
St. Peters, MO 63376
Ph: 636-477-6600, Ext. 1235
E-mail: psmith@stpetersmo.net

ADA Standards for Accessible Design (ADA Standards)

The City of St. Peters strives to accommodate all users of our facilities and services. For the purposes of providing accessible facilities and services, the City of St. Peters will utilize the ADA standards and specifications shown in Appendix A of this document.

ADA Self Evaluation

As required by Title II (Part 35, Section 35.105) the City of St. Peters conducts a self-evaluation of its facilities and maintains an ADA Transition Plan listing accessible facilities located within City of St. Peters owned property, right-of-way or permanent easement. This plan also lists the status of accessible facilities and provides a prioritization and strategic plan for improving and maintaining these facilities. The City of St. Peters maintains ADA accessibility for all City owned properties, parks and right of way containing buildings, parking lots, sidewalks and curb ramps.

Accessible self-evaluation inspections within right-of-way and permanent easements owned by the City of St. Peters are performed by the City of St. Peters Street Department in conjunction with annual street and sidewalk conditions inspections performed as part of the City of St. Peters Pavement Management Program.

Accessible self-evaluation inspections with City of St. Peters Parks are performed by the City of St. Peters Parks Department in conjunction with scheduled park facility and trail inspections.

Accessible self-evaluation inspections of City of St. Peters facilities are performed by the City of St. Peters Engineering Department, with assistance from the City of St. Peters Building Maintenance Department.

In addition to self-evaluation inspections performed by City of St. Peters staff, interested persons may provide comments and suggestions regarding the City of St. Peters ADA Self-Evaluation process. This information will be considered when prioritizing and schedule accessible improvements. All interested individuals may submit ADA Transition Plan comments and suggestions to the City of St. Peters Citizen Action Center (CAC) in person Monday-Friday, 8:30 a.m.-5 p.m., or by calling ext. 1225 at either 636.477.6600 or 636.278.2244 seven days a week, 24 hours a day. A CAC representative will answer during normal business hours. During non-business hours, individuals can leave comments and suggestions via voice mail after hours for CAC staff to register on the next business day. Individuals may also submit comments and suggestions regarding the City' ADA Transition plan by filing and resident concern online via e-Resident.

ADA Transition Plan

As required by Subpart D of ADA Title II, Part 35, (Part 35, 35.150) the City of St. Peters maintains an ADA Transition Plan for facilities located on City of St. Peters owned property, right of way and permanent easements. This The ADA Transition Plan is updated annually and available for public inspection at St. Peters City Hall, located at One St. Peters Center Blvd, St. Peters, MO 63376 and is published on the City of St. Peters website at www.stpetersmo.net.

Accessible Facilities Located in Public Right-Of-Way and Permanent Easements

The City of St. Peters owns and operates approximately 228 centerline miles of public roadways located within public right-of-way or permanent easements. Along these roadways, and within said right-of-way and permanent easements, the City of St. Peters operates and maintains 79 traffic signals, approximately 440,700 lineal feet (83.5 miles) of sidewalks and 745 accessible ramps. It is the policy of the City of St. Peters to ensure that its roadway, traffic signal and sidewalk systems are accessible and properly maintained. To this end, the City of St. Peters Transportation and Development Services (TDS) Group administers the City's Pavement Management Program and Traffic Management Program to provide well-maintained, ADA compliant and high quality roadways, traffic signal and sidewalks systems at the lowest reasonable cost.

Consistent with the City's Pavement Management Program, which includes a sidewalk maintenance and infill program, and Traffic Management programs, these roadway, traffic signal, sidewalk and accessible ramp facilities are inspected annually. These inspections collect data regarding facility condition and operation, as well as potential barriers to accessibility due to noncompliance with current, adopted accessible standards or changes in facility condition. In addition, resident and non-resident comments and concerns collected by the City of St. Peters' CAC are compiled and reviewed.

This information, inspection data and individual comments and concerns, are then used by the TDS Group to identify and prioritize roadway, traffic signal, sidewalk and accessible improvement projects for incorporation in to the City's Five Year Capital Improvement Plan and annual maintenance and capital improvement budgets.

In compliance with current ADA standards and requirements, accessible improvements to roadway, traffic signal and sidewalk improvements located within City of St. Peters owned right-of-way and permanent easements will be performed within annual budgets allocated for said improvements as follows:

1. To address individual requests, comments or suggestions to remove a barrier to accessibility that poses an immediate life safety issue.
2. In conjunction with scheduled asphalt pavement resurfacing maintenance projects, with priority given to projects located within roadway type and adjacent land use identified in Table 1.
3. In conjunction with concrete pavement replacement maintenance projects that involve replacement of greater than 50% of the pavement surface within the project limits, or replacement of concrete pavement directly adjacent to an accessible ramp.
4. In conjunction with any roadway, traffic signal or sidewalk capital improvement project, with priority given to projects located within roadway type and adjacent land use identified in Table 1.

Table 1: Land Use and Roadway Priority Definitions

Land Use Priority Level 1	Land Use Priority Level 2
<p>Public/Quasi-Public Land Uses</p> <p><i>Churches/Cemeteries</i></p> <ul style="list-style-type: none"> Churches Cemeteries Funeral Homes Church Campgrounds <p><i>Government (Priority 1 Regardless of the level of Government)</i></p> <ul style="list-style-type: none"> City Hall Police Department/Sherriff's Facilities Fire Department City/County Garage Public Library Ambulance Service Post Office Chamber of Commerce Economic Development Agencies City/County Human Services Department of Motor Vehicles Public Transportation Hubs (Airports, Bus Stops, Train Stations) <p><i>Medical</i></p> <ul style="list-style-type: none"> Hospitals Health Clinics Rehabilitation Centers Nursing Homes <p><i>Education</i></p> <ul style="list-style-type: none"> Elementary School Middle Schools High Schools Special Education Coop Administrative Offices Colleges/Universities <p><i>Utilities</i></p> <ul style="list-style-type: none"> Cell Towers Electrical Substations Solid Waste/Garbage City Water City Sewer Pumping Stations <p><i>Parks and Recreation</i></p> <ul style="list-style-type: none"> Parks Golf Courses Campgrounds Lakes Trails <p><i>Other</i></p> <ul style="list-style-type: none"> Fraternal Organizations American Legion Eagles Club Masonic Temple Lion's Club Other Organizations Museums Zoos 	<p>Commercial Land Uses</p> <p><i>Professional Offices</i></p> <ul style="list-style-type: none"> Banks Realtors Insurance offices Radio Stations Professional Services (such as Engineering, Architectural, Law firms) <p><i>Retail/Services</i></p> <ul style="list-style-type: none"> Retail Stores (Clothing, Electronics, Hardware, Groceries, etc) Gas Stations Entertainment (Restaurants, Movie Theaters, Night Clubs, etc.) Personal Services (Hair Salon, Tanning Salon, etc) Daycare Facilities <p>Multiple-Family Residential Land Uses</p> <ul style="list-style-type: none"> Duplexes Apartments Multi-Plexes Condominiums
	Land Use Priority Level 3
	<p>Single Family Residential Land Uses</p> <ul style="list-style-type: none"> Single-Family House Manufactured Homes Modular Homes <p>Industrial Land Uses</p> <ul style="list-style-type: none"> Manufacturer Welding Shops Fuel Processing Junk Yard Landfill <p>Agricultural Land Uses</p> <p>Other Land Uses Not Found in Priority 1 or 2</p>
	Priority Level 1 Roadways
	<ul style="list-style-type: none"> Interstates Other Divided Highways Other Freeways or Expressways Other Principle Arterials INDOT Minor Arterials INDOT Major Collectors
	Priority Level 2 Roadways
	<ul style="list-style-type: none"> INDOT Minor Collectors
	Priority Level 3 Roadways
	<ul style="list-style-type: none"> Other 2 Lane County Roads Local Streets

Accessible Facilities Located in Public Parks and Trails

The City of St. Peters owns and operates 25 public parks covering approximately 1,283 acres of land (See Appendix C for list). These parks offering a wide variety of outdoor amenities, including two veterans memorial sites, pavilions and picnic shelters, comfort stations, various types athletic fields, two outdoor pools, an archery range, BMX bicycle track, fishing ponds, an 18-hole golf course and RV campsites. Located within and connecting a majority of these parks is approximately 24 miles of asphalt bike and pedestrian trails. Portions of these trail systems are connected to or part of the Great Rivers Greenway regional trail system.

It is the policy of the City of St. Peters to ensure that its park facilities and trail systems are accessible and properly maintained. To this end, the City of St. Peters Parks and Golf Services (PGS) Group administers is responsible for the operation and maintenance of these park facilities and trail systems to provide well-maintained, ADA compliant and high quality park facilities and trails as the lowest reasonable cost.

Consistent with the City's policy to provide quality and accessible park facilities and trail systems, these park and trail systems are inspected annually. These inspections collect data regarding facility condition and operation, as well as potential barriers to accessibility due to noncompliance with current, adopted accessible standards or changes in facility condition. In addition, resident and non-resident comments and concerns collected by the City of St. Peters' CAC are compiled and reviewed.

This information, inspection data and individual comments and concerns, are then used by the PGS Group to identify and prioritize facility and trail accessible improvement projects for incorporation in to the City's Five Year Capital Improvement Plan and annual maintenance and capital improvement budgets.

In compliance with current ADA standards and requirements, accessible improvements to City of St. Peters owned and operated park and trail systems will be performed within annual budgets allocated for said improvements as follows:

1. To address individual requests, comments or suggestions to remove a barrier to accessibility that poses an immediate life safety issue.
2. In conjunction with scheduled asphalt pavement resurfacing maintenance projects, with priority given to projects.
3. In conjunction with concrete pavement replacement maintenance projects that involve replacement of greater than 50% of the pavement surface within the project limits, or replacement of concrete pavement directly adjacent to an accessible ramp.
4. In conjunction with any roadway, traffic signal or sidewalk capital improvement project.

Accessible Facilities Located Within Public Buildings and Related Support Facilities

The City of St. Peters owns and operates eleven (11) primary buildings and related facilities that incorporate over 550,000 square feet of building area. These buildings and support facilities house and support all City operations and services. It is the policy of the City of St. Peters to ensure that its public buildings and support facilities are

accessible and maintained in good condition. To this end, the City of St. Peters Transportation and Development Services (TDS) Group administers and is responsible for implementation of a comprehensive facilities maintenance plan, with support from Health and Environmental Service Group (HES), Parks and Golf Services Group (PGS) and Recreation and Cultural Services Group (RCS) who perform the operation and maintenance of these buildings and related support facilities, to provide well-maintained, ADA compliant and high quality building facilities at the lowest reasonable cost. A list of all City buildings and related support facilities are listed below:

Facility	Location
City Hall and Cultural Arts Center	1 St. Peters Centre Blvd
Rec-Plex & Rec-Plex South	5200 Mexico Road
The Cove at St. Peters Centre	5270 Mexico Road
Police Justice Center	1020 Grand Teton Drive
Mayor Tom Brown Senior Center	108 McMenamy Road
Water Plant	Ecology Drive
Earth Centre	115 Ecology Drive
Central Materials and Processing Facility (CMPF)	131 Ecology Drive
HES Operations Building	135 Ecology Drive
Public Works Building	100 Boone Hills Drive
Water's Edge Banquet Center and Golf Club	200 Salt Lick Road

Consistent with the City's policy to provide quality and accessible public buildings and related support facilities, these building and support facilities are inspected annually. These inspections collect data regarding facility condition and operation, as well as potential barriers to accessibility due to noncompliance with current, adopted accessible standards or changes in facility condition. In addition, resident and non-resident comments and concerns collected by the City of St. Peters' CAC are compiled and reviewed.

This information, inspection data and individual comments and concerns, are then used by the TDS Group to identify and prioritize building and related facility accessible improvement projects for incorporation in to the City's Five Year Capital Improvement Plan and annual maintenance and capital improvement budgets.

In compliance with current ADA standards and requirements, accessible improvements to City of St. Peters owned buildings and related support facilities will be performed within annual budgets allocated for said improvements as follows:

1. To address individual requests, comments or suggestions to remove a barrier to accessibility that poses an immediate life safety issue.
2. In conjunction with scheduled asphalt pavement resurfacing maintenance projects.
3. In conjunction with any concrete pavement replacement maintenance project that involve replacement of greater than 50% of the pavement surface within the project limits, or replacement of concrete pavement directly adjacent to an accessible ramp.
4. In conjunction with any building or related support facility capital improvement project.

Appendix A

Adopted Accessible Specifications and Standards

1. Accessible Facilities Located in Public Right-Of-Way and Permanent Easements

For the purposes of designing constructing and maintaining roadway, traffic signal, sidewalk and other accessible facilities located on public right-of-way and permanent easement, the City of St. Peters applies the best practices identified in the Federal Highway Administration's (FHWA) Public Right of Way Accessibility Guidelines (PROWAG). Said PROWAG best practices are incorporated in to the following design and construction standards, which will be utilized in the following order of precedence:

- a. Most current edition of the *City of St. Peters Design Criteria and Standard Specifications for Street Construction*.
- b. Most current edition of the *St. Louis County Standard Specifications for Highway Construction*.
- c. Most current edition of the *Missouri Standard Specifications for Highway Construction*.

2. Accessible Facilities Located in Public Parks

For the purposes of designing, constructing and maintaining accessible trails and related facilities located within parks, the City of St. Peters applies the best practices identified in the Federal Highway Administration's (FHWA) Public Right of Way Accessibility Guidelines (PROWAG). Said PROWAG best practices are incorporated in to the following design and construction standards, which will be utilized in the following order of precedence:

- Most current edition of the *City of St. Peters Design Criteria and Standard Specifications for Street Construction*.
- Most current edition of the *St. Louis County Standard Specifications for Highway Construction*.

Accessible Facilities Located Within Public Buildings and Related Support Facilities

For the purposes of designing, constructing and maintaining accessible public buildings and related public support facilities, the City of St. Peters applies the best practices identified in the *American National Standards (ANSI) A117.1*. Said best practices are consistent with the *2010 Standards for Accessible Design* prepared by the United States Department of Justice, and are incorporated in to the following design and construction standards, which have been adopted by the City of St. Peters:

- 2015 International Code Council (ICC) International Building Code (IBC).

Appendix B

ADA Grievance Procedure and Grievance Form

The procedure to file a complaint or grievance under the Americans with Disabilities Act is as follows:

1. The City will attempt to resolve complaints by using informal resolution procedures at the appropriate staff level. A staff representative and/or the ADA Coordinator will meet with the grievant to discuss possible solutions to concerns.
2. Should informal complaint resolution attempts fail, a formal written grievance may be filed by the grievant at the Office of the City Clerk, using an ADA Grievance form. A formal written grievance must be filed within (180) calendar days of an alleged violation, and must contain the following:
 - The name, mailing address, telephone number, and e-mail address of the person filing the grievance.
 - The name, mailing address, telephone number, and e-mail address of the person alleging ADA violation, if other than the person filing the grievance.
 - A description, date and location of the alleged violation and the remedy or relief which is requested.
 - Information regarding whether a complaint has been filed with the Department of Justice or other federal or state civil rights agency or court.
3. The ADA Coordinator will return a written response to a formal written grievance by certified mail within (14) calendar days of the grievance filing date. The written response will include any proposed resolutions and notice of the complainant's right to appeal. If the grievance does not concern a City of St. Peters facility, it will be forwarded to the appropriate agency and the complainant will be notified.
4. If the grievant is not satisfied with the written response from the ADA Coordinator, the grievant may request an appeal. Such request must be in writing and filed with the Office of the City Clerk within (14) calendar days of certified mailing date on the ADA Coordinator written response.

**City of St. Peters ADA
Grievance Form**

Instructions:

1. Please fill out both pages of this form, print clearly in black or blue ink.
2. Sign the form at the bottom of the second page.

Complainant Name: _____

Street Address: _____

City, State, Zip Code _____

Phone Numbers: Home () ___-____ Cell: () ___-_____

E-mail: _____

Person or persons affected by the violation allegation, if different from

Complainant: Full Name: _____

Mailing Address: _____

Phone Number: () _____-_____

E-mail: _____

Location of Alleged Violation: _____

Date of Alleged Violation: _____

Description of Alleged Violation: _____

Complainant Name: _____

Remedy or Relief which is requested:

Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?

No _____ Yes _____

If yes: Agency or Court:

Contact Person:

Address:

City, State, and Zip Code:

Telephone Number:

Date Filed:

Complainant Signature: _____ Date: _____

Submit electronically or print and mail to:

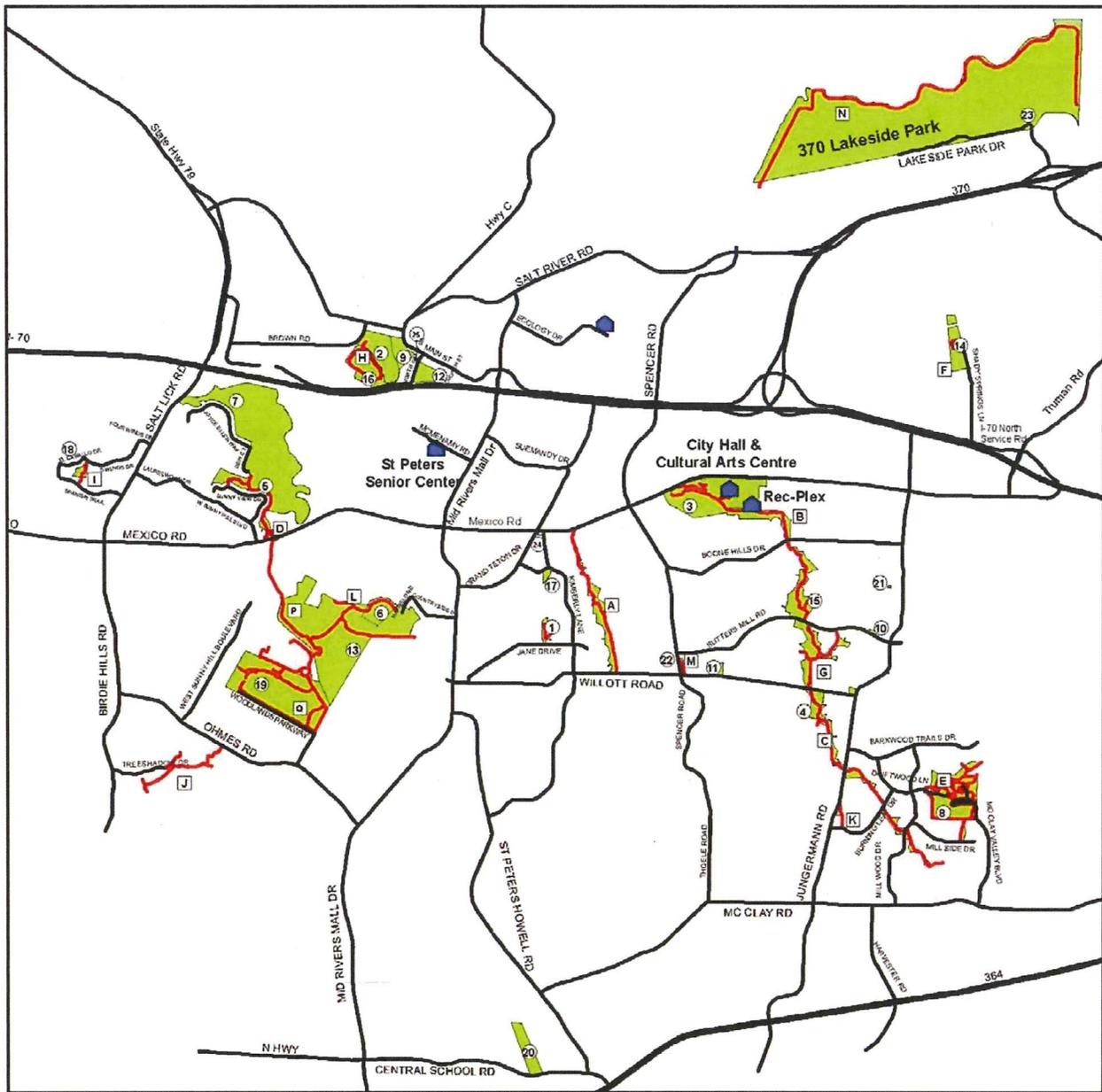
City of St. Peters
Patty Smith
City Clerk
One St. Peters Centre Blvd.
St. Peters, MO 63376
E-mail: psmith@stpetersmo.net

Appendix C

City of St. Peters Public Parks and Trail Locations

Park Facility	Location
370 Lakeside Park	1000 Lakeside Park Drive
Brookmount Park	34 Jane Drive
Brown Road Park	100 Brown Road
City Centre Park	One St. Peters Centre Blvd
Community Park	4611 Central School Road
Covenant Park	2199 Willott Road
Dardenne Park	175 Dew Court
Glenn Travis Park	10 Mayfield Drive
St. Peters Gold Club	200 Salt Lick Road
Grand Teton Park	2 Kimberly Lane
Jack Gettemeyer Park	Along trail between Rabbit Run Park and Woodlands Sports Park
Laurel Park	181 Driftwood Lane
Lone Wolf Park	2 Main Street
Nob Hill Park	50 Sutters Mill Road
Oak Creek Park	1600 Willott Road
Old Towne Park	1 Park Street
Orchard Hills Pocket Park	1 Plum Tree Drive
Rabbit Run Park	10 Mayfield Drive
Shady Springs Park	3888 Shady Springs Lane
Spencer Creek Park	200 Sutters Mill Road
Spence Road Pocket Park	937 Spencer Road
Sport Center Park	7 North Service Road
Tot Lot Park	259 Bellemeade Drive
Trailwoods Park	55 Southwinds Park
Woodlands Sports Park	1 Woodlands Parkway

Please see the next page for a map showing the locations of the City of St. Peters public trails.



MAP LEGEND

PARKS				TRAILS	
1	Brookmount Park	13	Rabbit Run Park	A	Brookmount Trail
2	Brown Road Park	14	Shady Springs Park	B	City Centre Trail
3	City Centre Park	15	Spencer Creek Park	C	Country Creek Trail
4	Covenant Park	16	Sports Center Park	D	Dardenne Trail
5	Dardenne Park	17	Tot Lot Park	E	Laurel Trail
6	Glen Travis Park	18	Trailwoods Park	F	Shady Springs Trail
7	Golf & Recreation Center	19	Woodlands Sports Park	G	Spencer Creek Trail
8	Laurel Park	20	Community Park	H	Sports Center Trail
9	Lone Wolff Park	21	Orchard Hills Pocket Park	I	Trailwoods Trail
10	Nob Hill Pool	22	Spencer Road Pocket Park	J	Country Crossing Trail
11	Oak Creek Park	23	Lakeside Park	K	Horstmeier Trail
12	Old Town Park	24	Grand Teton Pocket Park	L	Glen Travis Trail
		25	Old Town Log Cabin	M	Spencer Road Trail
				N	Dardenne Greenway @ Lakeside Park
				P	Dardenne Greenway @ Rabbit Run Park
				Q	Woodlands Trail