



## TOWN OF EDENTON

### AMERICANS WITH DISABILITIES ACT TRANSITION PLAN

Town of Edenton  
(252) 482-2155  
400 S Broad St  
Edenton, NC 27932

[www.townofedenton.com](http://www.townofedenton.com)

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## A. INTRODUCTION

The Town of Edenton holds the safety and wellbeing of its residents and visitors in the highest priority and as such wants to ensure that the general public has equal opportunity to participate in and have access to all of the Town's facilities, programs, services and activities. The Americans with Disabilities Act (ADA) provides civil rights protection to individuals with qualified disabilities and guarantees equal opportunity and protections in the following areas:

- I. Employment
- II. State and Local Government Services
- III. Public Accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

In order to be in full compliance with ADA policies, the Town of Edenton is taking the following actions:

1. Designate an ADA Coordinator for the Town and have their contact information available and accessible on the Town's website;
2. Provide Public Notice of ADA Requirements and the Town's intent to comply;
3. Create a Grievance Procedure that provides a process for a "prompt and equitable resolution" of any complaints filed;
4. Conduct a Self-Evaluation of all policies, procedures, services and facilities; and
5. Develop a Transition Plan for ADA compliance that includes an inventory of non-compliant facilities and programs as well as a schedule to rectify any instances of non-compliance.

The Town of Edenton recognizes the importance of being an inclusive and accessible community for all its residents and visitors. With this plan of action, the Town intends to improve the accessibility of its programs, facilities and services and become fully compliant with ADA requirements. The Town acknowledges that some of its facilities and programs may not be fully compliant or may be in compliance with prior accessibility requirements. As a part of Edenton's Transition Plan, the Town intends to update older facilities to meet the new ADA requirements in addition to ensuring accessibility for new programs and facilities.

Title II of ADA pertains to the programs, activities and services provided by public entities. The Town of Edenton must comply with this section of the Act, as it specifically applies to public service agencies. Title II of ADA states 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](#))

### 1. Purpose of the Transition Plan

Following the completion of its Self-Evaluation, as required by Title II of ADA ([28 CFR Part 35 Sec. 35.105 and Sec. 35.150](#)), the Town of Edenton used the information gathered to create a Transition Plan that will ensure the accessibility of all Town facilities, services and programs. Starting with the facilities and services with the highest priority, the Town will follow the Plan to

completion and will continue to conduct self-evaluations as ADA policies are updated and new Town programs and facilities are created.

The Town intends to complete all of the required additions and updates discovered in its Self-Evaluation. In addition to the current Transition Plan, the Town has deemed it appropriate and necessary to complete routine Self-Evaluations. With routine evaluations, the Town intends to remain an accessible community and mitigate any potential issues in the future.

## **2. ADA and its Relationship to Other Laws**

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Act \(ABA\) of 1968](#) and [Section 504 of the Rehabilitation Act of 1973](#).

The Architectural Barriers Act of 1968 is a 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.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

## **3. The Americans with Disabilities Act (ADA) Policy**

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive rights and protections to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. The goal of the ADA is to ensure equal opportunity by allowing full participation, independent living, and economic self-sufficiency for people with disabilities. The ADA prohibits all state and local governments and most private businesses from discriminating on the basis of disability.

The Town of Edenton works to ensure that all people with disabilities have access to Town programs, services, activities and facilities. The Town shall therefore follow updated ADA guidance as provided through the Department of Transportation (most recently in 2010) which recommends that communities establish priorities and “begin with facilities and programs used most often and/or by the largest number of people.” DOJ guidance also states that a “State or local government's programs, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities.” Therefore, with the adoption of this Transition Plan, the Town Council adopts the following statement of policies in compliance with Title II requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities [[28 CFR 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 CFR 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 CFR 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 CFR 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 CFR Sec. 35.160\(a\)](#)].
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is typically 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.

#### **4. Designation of Responsibility**

In accordance with [28 CFR 35.107\(a\)](#), the Town of Edenton has designated the following person to serve as ADA Title II Coordinator, to oversee the Town's policies and procedures:

##### **ADA Coordinator**

Billy Bass, Fire Chief

252-482-3115 Ext.329

[billy.bass@edenton.nc.gov](mailto:billy.bass@edenton.nc.gov)

704 North Broad Street, Edenton, NC 27932

In accordance with [28 CFR 35.150\(d\)\(3\)](#), the Town of Edenton has designated the following person to serve as ADA Transition Plan Implementation Coordinator, to monitor the Town's progress and manage review and updates of this document:

##### **ADA Transition Plan Implementation Coordinator**

Anne-Marie Knighton, Town Manager

252-482-2155, Ext.179

[anne-marie.knighton@edenton.nc.gov](mailto:anne-marie.knighton@edenton.nc.gov)

400 S Broad St, Edenton, NC 27932

## **B. SELF-EVALUATION**

### **1. Overview**

Under Title II of the ADA ([28 CFR Sec. 35.105](#)), public entities are required to perform a self-evaluation of their current services, policies and practices with regard to accessibility. The goal of the self-evaluation is to verify that, in managing its programs and facilities, the agency is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The intent of the ADA self-evaluation is to review the agency's entire public program, including all facilities on public property and within public rights-of-way, in order to identify any obstacles or barriers to accessibility that need to be addressed. The general categories of items to be evaluated include:

- Communications, Information & Facility Signage.
- Building Facilities – these include offices, garages and other types of buildings.
- Pedestrian Facilities (Pedestrian Circulation Routes / Pedestrian Access Routes) – these include sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and bus stops (and/or other transit facilities) that are located within the Town of Edenton's rights-of-way.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments [[28 CFR Sec. 35.105\(b\)](#)].

### **2. Process and Findings**

In August and September of 2019, the Town of Edenton completed detailed a self-evaluation of its services, programs, activities and facilities on public property and within public rights-of-way with regard to accessibility. Detailed inventories and findings from this review are provided in Appendix A, under the headings of Communications, Information and Facility Signage (A1), Building Facilities and Related Parking Lots/Facilities (A2) and Pedestrian Facilities/Public Rights-of-Way (A3).

The self-evaluation process included a review of current policies and services, a detailed survey of existing public facilities and their compliance with current ADA policies as well as a detailed survey of Town and State maintained public walk-ways and streets in Edenton. Areas of improvement were identified and recorded across Town services, facilities and programs and will be addressed in the Town's Transition Plan.

### **3. Communications, Information and Facility Signage**

Title II of ADA includes the following requirements regarding Communications.

**General** ([28 CFR Sec. 35.160](#))

- A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.
- In determining what type of auxiliary aid and service is necessary, a public entity shall give primary consideration to the requests of the individual with disabilities.

**Information and Signage ([28 CFR Sec. 35.163](#))**

- A public entity shall ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities.
- A public entity shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.

The Town of Edenton has conducted a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. The findings from this evaluation are provided in Appendix A1.

**Improvement Schedule**

Details for the Town’s improvement schedule for communications, information and facility signage can be found in Appendix B.

**4. Building Facilities and Related Parking Lots / Facilities**

The Town of Edenton is responsible for the following facilities:

- The Fire Station.....704 N Broad St
- Town Hall.....400 S Broad St
- City Council Chambers.....504 S Broad St
- The Police Station.....301 N Oakum St
- Northeastern Regional Airport (Edenton Airport).....113 Airport Dr
- Public Works/Electric Department Buildings.....118 West Hicks St
- Vine Oak Cemetery.....505 N Granville St
- Beaver Hill Cemetery.....420 Dr Martin Luther King Jr Ave
- Elizabeth Van Moore Park.....210 E Water St
- Colonial Park.....510 S Broad St
  - Public Bathrooms
  - Water Activities Rental
- The Edenton Trolley.....510 S Broad St
- Edenton Boat Tours.....510 S Broad St

The Town of Edenton has conducted a detailed accessibility evaluation of each of its building facilities and related parking lots/areas, based on the ADA Checklist for Existing Facilities publication and/or, list other established resources. The findings from this evaluation are provided in Appendix A2. The accessibility barriers/issues identified as currently existing have been ranked in order of priority for improvement.

### **Improvement Schedule**

Details for the Town's improvement schedule for existing building facilities and related parking lots/facilities can be found in Appendix B.

## **5. Pedestrian Facilities / Public Rights-of-Way**

### **Previous Practices**

Since the adoption of the ADA, the Town of Edenton has striven to provide accessible pedestrian features as part of the Town's capital improvement projects. As additional information has been made available regarding the methods of providing accessible pedestrian features, the Town has updated its procedures to accommodate these methods.

In recent years, the Town has implemented the following accessibility improvements to its pedestrian facilities:

- Constructed a new Police Department that is fully compliant with ADA standards.
- Provided accessible parking spaces in the downtown area.
- Collaborated with Precision Safe Sidewalks, LLC to make improvements and repairs to Town roads, sidewalks and pedestrian right of ways with the intention of making Edenton a more accessible community.

The aforementioned collaboration with Precision Safe Sidewalks, LLC is ongoing and all repairs/updates needed in regard to pedestrian facilities/public rights-of-ways and their compliance with ADA standards will be completed through this collaboration.

### **Methodology**

The Town of Edenton will utilize two methods for upgrading pedestrian facilities to current ADA standards. The first and most comprehensive method is through 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 through specific sidewalk and ADA accessibility improvement projects that are identified individually. As such projects are identified, they will be added to the ADA Transition Plan and updated.

### **Priority Areas**

The Town of Edenton has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. The priority areas as identified in the self-evaluation are as follows:

- The handicap parking spaces on S Broad St need to be updated and repositioned so they can be more easily accessed by an individual requiring the use of a wheelchair ramp from a car to the sidewalk. As they are currently positioned, there is not sufficient space for an individual in a wheelchair to get from the handicap space to the curb ramp.
- The pedestrian crosswalks or the adjoining spaces on S Broad St need to be repositioned to provide better visibility for pedestrians and drivers and prevent collision.
- The curb ramps joining the sidewalks and pedestrian walkways on S Broad St need to be lowered and/or resurfaced to create smoother transitions between the sidewalks and walkways.
- The signs indicating sped limits on S Broad St need to be raised in order to not be barriers for blind persons using the sidewalk.

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

### **External Agency Coordination**

The Town has coordinated with the North Carolina Department of Transportation (NCDOT) to ensure that both Town and State maintained roads and pedestrian walkways in Edenton are compliant with ADA standards. The Town of Edenton’s Public Works department surveyed all the roads and pedestrian walkways in Edenton to determine what areas were in need of improvement. The Public Works department has been repairing problem areas on Town maintained roads and walkways and has made their services available to help repair and maintain State roads in Edenton with funding from the State.

The Town is currently working with Precision Safe Sidewalks, LLC on pedestrian facilities/public rights-of-way projects identified in Edenton as well as general updates and repairs.

### **Improvement Schedule**

Details for the Town’s improvement schedule for pedestrian facilities/public rights-of-way can be found in Appendix B.

## **6. Public Outreach**

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

Public outreach for preparation of this document has consisted of the following activities:

The Town held a public input session on October 15, 2019 from 4:00 PM to 6:00 PM. The meeting was publicized in the Chowan Herald, on the Town’s Facebook page, on the Town’s Twitter and on the Town’s Instagram in the weeks leading up to the input session. Below are pictures of the outreach the Town conducted in the weeks leading up to the public input session. Further information regarding public outreach can be found in Appendix C.

This document was also made available for public comment. Appendix C provides a summary of comments received and detailed information regarding the public outreach activities.

## **7. Public Notice of ADA Requirements and Grievance Procedure**

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities with regard to ADA compliance. The Town of Edenton's Public Notice is copied below.

TOWN OF EDENTON  
AMERICANS WITH DISABILITIES PUBLIC NOTICE

The Town of Edenton holds its residents' and visitors' quality of life in the highest regard and priority. As such, the Town fully supports the Americans with Disabilities Act (ADA) and is committed to adhering to the policies therein and being a discrimination free community. Discrimination against individuals with a disability is expressly prohibited and as such the Town is committed to providing accessible means of communication and equal opportunity for employment.

For the purposes of this policy, an individual with a disability is defined as any person who:

1. Has a physical or mental impairment that substantially limits one or more major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

The Town is prepared to make reasonable modifications to town activities, services, programs and facilities in order to make them accessible. If it is anticipated that a Town activity, service or program will require modifications in order to be fully accessible, an accommodation request should be submitted to the ADA Coordinator no less than three business days before the event in question. While the Town will do everything in its power to make its programs, services and activities as accessible as possible, the Town is not required under the ADA to take any action that would impose undue financial or administrative burdens on the Town or compromise the intended nature of the event in question.

In order to become ADA compliant in full, the Town intends to immediately take the following actions:

1. Produce a comprehensive self-evaluation of Edenton's current ADA compliance practices and statistics;
2. Facilitate public input on the processes, content, outcomes and goals of the self-evaluation; and
3. Create and adopt an ADA Compliance Transition Plan that will be implemented swiftly and precisely and will address concerns raised from public input and the self-evaluation process.

Edenton 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.

All questions, concerns or grievances should be directed to the Town's ADA Coordinator. Edenton's grievance procedure and grievance report forms can be found on the Town's ADA page. If you would like to make an accommodation request, please contact the ADA Coordinator.

**ADA Coordinator**  
Billy Bass, Fire Chief  
252-482-3115 Ext.329  
[billy.bass@edenton.nc.gov](mailto:billy.bass@edenton.nc.gov)  
704 North Broad Street, Edenton, NC 27932



## **APPENDICES**

### **A. Self-Evaluation**

#### **A1. Communications, Information and Facility Signage**

Prior to the Self-Evaluation and Transition Plan completed in 2019, the Town of Edenton completed a Self-Evaluation report and provided recommendations to Council based on their findings. However, this report was completed in 1990 and while the improvements recommended at the time have long since been completed, no additional evaluations or measures to improve accessibility have been taken since other than improvements made with the constructions of new facilities.

In order to address accessibility issues in regard to the Town's communications, information and signage, the Town has taken the following actions:

- Created ADA Language Awareness educational material.
  - This material will be used internally to help educate current and new Town employees on the importance of being intentional with word choice and ensuring that their words and actions serve, protect and respect persons living with a disability.
- Created and educational brochure for public distribution on the importance of ADA Language Awareness.
- Created and educational brochure for public distribution on the issues facing community members living with a disability.
- Scheduled mandatory training sessions with all Town Departments and employees on how to respectfully work with and for members of the community who have a disability.
- Made recommendations for appropriate signage to be installed at the facilities where there are signage compliance issues.



# ADA Language Awareness

*"If you believe in the power of words, you can bring about physical changes in the universe." -H. Scott Momaday*

Language is a powerful tool. Word choice influences people's perceptions of issues and each other and these perceptions in turn influence how people interact with each other and the world. In short, word choice and perception can alter reality. As Government employees, it is your responsibility to be aware of the impact your words have on others and to be deliberate in ensuring that your word choice is inclusive and supportive.

## Instead of:

- Mentally retarded, retarded
- The disabled
- Wheelchair bound
- Mental, insane, crazy, psycho

## Use:

- Person with a mental disability
- Persons with disabilities
- Uses a wheelchair
- Person with mental illness

It's important to use language that focuses on inclusion and puts the *person* first, rather than their ability. Never use language that implies pity; a person's disability does not define or limit them.

The R-word is no longer a medical term and its use, in *any situation* is derogatory. It implies and enforces the idea that persons living with a disability are lesser and undeserving of respect.

Material created for public distribution:



**The following resources are available for use on the Town of Edenton's website:**

- Grievance Procedure
- Grievance Report Form
- ADA Coordinator Contact Information
- ADA Policy Information
- ADA Transition Plan
- ADA Self-Evaluation

**Visit the sites below to access resources on the ADA and how it impacts you!**

- [www.ada.gov/ada\\_fed\\_resources.htm](http://www.ada.gov/ada_fed_resources.htm)
- [www.eeoc.gov/laws/types/disability.cfm](http://www.eeoc.gov/laws/types/disability.cfm)
- [www.dol.gov/general/topic/disability/ada](http://www.dol.gov/general/topic/disability/ada)
- [www.adaic.org/community/](http://www.adaic.org/community/)
- [www.parentcenterhub.org/ada/](http://www.parentcenterhub.org/ada/)
- [www.adata.org/find-your-region](http://www.adata.org/find-your-region)

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## **Edenton Accessibility**



## **Americans with Disabilities Act (ADA)**

# ADA Language Awareness

*Language is a powerful tool. It has the power to change how we perceive people and how we treat them as a society.*

*It's important to use language that focuses on inclusion and puts the person first, rather than focusing on their disability. Never use language that implies pity; a person's disability does not define or limit them.*

## End the R-word!

The R-word is no longer a medical term and its use, in any situation is derogatory. It implies and enforces the idea that persons living with a disability are lesser than those without and undeserving of respect.



Visit [www.spreadtheword.global](http://www.spreadtheword.global) to see how you can spread the word to end the word!

### Instead of:

- Mentally retarded, retarded
- The disabled
- Wheelchair bound
- Mental, insane, psycho

*"If you believe in the power of words, you can bring about physical changes in the universe." -H. Scott Momaday*

### Use:

- Person with a mental disability
- Persons with disabilities
- Uses a wheelchair
- Person with mental illness

## A2. Building Facilities and Related Parking Lots / Facilities

### ACCESSIBILITY ASSESSMENT AND INVENTORY

#### CONTENTS:

1. Police Station
2. Public Works Department
3. Electric/Purchasing Department\*
4. Fire Station
5. City Council Chambers
6. Northeastern Regional Airport
7. Town Hall

*\*The Electric and Purchasing Departments are bundled together for convenience as they share a building and parking.\**

*\*Not all facilities listed in this inventory and self-evaluation will be included in the Town's Transition Plan as they are not all used by the public.\**

#### Police Station:

The Edenton Police Station was built in 2017 and is fully compliant with current ADA standards. Areas that are compliant include the parking lot, building entrances, men's and women's bathrooms, the lobby area, the office areas, the water fountains, the conference room and the interrogation room.

#### Public Works Department:

- **Parking:** There is currently no accessible parking available at the Public Works Department. However, there isn't really an area for public parking in general. The only parking available is in a gravel lot and is primarily used to store equipment and town vehicles. Due to all of the heavy equipment handled there and high amount of traffic from employees, the Department does not encourage public visitation for safety reasons.
- **Front Entrance:** There are two accessible entrances to the public works department as indicated in the pictures. One entrance leads directly in to the main office from the front parking area (about two spaces) up a short ramp and the other is accessible when the garage doors to the building are open. The ramp to the front door does not fully meet ADA standards. The width and slope of the ramp are compliant with ADA Standards. The ramp is 88" long and rises 4". The width of the ramp is 36". However, the door lip is 1.5" high and needs to be lowered to 1/4" or 3/4" with a beveled lip. The doors themselves measure 36" wide with the door handles 32" from the floor. The door handle is a knob

that requires grasping and twisting to operate. The door handle needs to be raised at least 2" from the floor in order to be compliant and alternative door handles need to be installed.

- **Office Space:** The front office space could be rearranged to be more accessible. As it is currently organized, a wheelchair would be unable to pass between the desk and the filing cabinets with a width of only 30." The Department Head's office is accessible.
- **Bathroom:** The bathroom does not meet ADA standards. The following changes need to be made to make it accessible:
  - The mirror is currently 48" above the floor; it needs to be lowered to 40" or less.
  - The hand towel dispenser is currently 58" above the floor; it needs to be lowered to 48" or less.
  - The grab bar is currently 26" above the floor; it needs to be raised to at least 33" and no more than 36".
  - A compliant grab bar needs to be installed along the rear wall.
  - The bathroom itself needs to be larger to accommodate a wheelchair.
  - The sink needs to be replaced with a sink that has open space beneath it so that it can be accessible to wheelchairs.

#### Electric/Purchasing Department:

- **Parking:** There is a small, paved parking area that could be made accessible, however, it would need to be painted and identified as accessible parking in compliance with ADA standards.
- **Front Entrance (Electric Department):** The main entrance to the Electric Department is not accessible at all. In order to be compliant, it will need to be completely redone including the installation of a ramp, widening the doors and removing the telephone booth appearing structure that leads to the main entrance.
- **Front Entrance (Purchasing Department):** The main entrance to the Purchasing Department is compliant with ADA standards. It is a large garage door with an even, non-slippery surface leading from the parking area.
- **Office Area (Electric Department):** The office area for the electric department will be compliant with ADA standards once the entrance has been updated.
- **Office Area (Purchasing Department):** The main office area for the purchasing department has one entrance that can only be reached by ascending a short flight of stairs. In order to be compliant, the office needs to install a ramp or relocate to an area that could more easily be made compliant.
- **Bathroom (Electric Department):** The bathroom for the Electric Department is not accessible at all. It would need to be completely redone to meet current standards. However, the Electric Department has access to the Purchasing Department's

bathroom, so a complete renovation would not be necessary as long as the Purchasing Department's bathroom remains accessible.

- **Bathroom (Purchasing Department):** Only a few small modifications need to be made to make the Purchasing Department's bathroom accessible:
  - An accessibility sign needs to be added on the latch side of the door that is no less than 48" from the floor and no less than 60" from the floor.
  - The door threshold currently measures 1.5." it needs to be reduced to either ¼" if it is a vertical threshold and no more than ½" high with the top ¼" beveled.
  - The door handle needs to be replaced with a hand that does not require tight grasping, pinching or twisting of the wrist.
  - The mirror above the sink needs to be lowered from 42" above the floor to 40" above the floor.
  - The towel dispenser is currently located 62" above the floor; it needs to be lowered to a maximum height of 48" above the floor.

#### Fire Station:

- If needed, the Fire Station is equipped with an accessible entrance through the garage area. However, public access to the building is extremely limited and due to that limited access, there is not public parking readily available.
- There is not an accessible bathroom.

#### City Council Chambers:

The main city council chambers area (room where Town Council is held) is accessible and up to current ADA standards.

- **Parking:** The handicap sign in the parking lot needs to be raised from 50" to the minimum standard of 60".
- **Entrance:** A handicap accessible sign needs to be added to the front entrance.
  - The front entrance door threshold needs to be lowered to either ¼" vertical or ½" high with the top ¼" beveled.
  - Door closer needs to be adjusted to allow for at least 5 seconds of time.
  - Door handle needs to be replaced with an ADA compliant handle.
- **Bathrooms:** The men and women's bathrooms need to either be severely altered in order to meet ADA Compliance standards or a new bathroom needs to be built entirely.
  - Both bathrooms need handicap accessible signs.
  - There needs to be at least 60" of turning space available for a wheelchair. The bathrooms only measure 53 in width.
  - The mirrors need to be lowered to a maximum of 40" above the floor.
  - The piping under the sinks needs to be covered.

- The handrails by the toilet need to be repositioned in order to be ADA compliant.

Northeastern Regional Airport:

- **Parking:** The current parking lot has 56 regular parking spaces and two handicap spaces. Current standards dictate that parking lots with 51 to 75 parking spaces must have at least three handicap accessible spaces available.
  - Standing signs need to be added to both of the handicap accessible parking spaces, including one that indicates van accessibility.
- **Front/Back Entrances:** Both the front and back entrances to the airport are accessible but in need of a few small updates to meet current standards.
  - A curb ramp needs to be installed between the parking area and the sidewalk to the front entrance. There is currently a smoothed lip (about two inches tall) in place to cross the curb, but it does not meet current ADA standards for accessibility.
  - Handrails need to be installed on both sides of the ramp leading up to the front and back entrances.
  - A handicap accessible sign needs to be added to the front and back entrances.
  - The front and back doors need to have their weight adjusted so no more than five pounds of force is required to open them.
  - The front and back doors need to be adjusted so that they easily open to a full 90 degrees.
  - The door handles on the front and back doors need to be raised to a minimum of 34" and a maximum of 48".
- The doorways leading to the conference room need to be widened to at least 32" wide.
- **Women's Bathroom:**
  - At the time of the inspection, the toilet paper dispenser was broken and lying on top of the grab bar to the left of the toilet. The dispenser needs to be repaired and repositioned to be in compliance.
  - A compliant door handle needs to be placed on the inside of the handicap stall door so that it can be easily opened from the inside.
- **Men's Bathroom:**
  - A compliant door handle needs to be placed on the inside of the handicap stall door so that it can be easily opened from the inside.
  - The chest that has been placed next to the sink in the bathroom needs to be repositioned to allow for more space around the sink.

## Town Hall:

- **Parking:**
  - The sign indicating handicap parking needs to be raised from 18" to 60" above the ground.
  - The parking space is not currently van accessible, nor are any of the parking spaces on S Broad St.
  - The parking space currently measure 11.5 ft. wide and needs to be widened to include an accessible aisle that is at least 5 ft. wide. Without these improvements, the handicap space is not accessible to a person using a wheelchair.
  - The curb ramp does not allow for a gradual enough incline to support the needs of a wheelchair.
- **Entrance:**
  - The handrail to the accessible entrance needs to be altered to include a lower barrier to prevent passage of a 4" diameter sphere.
  - The handrail needs to be extended 12 inches at the bottom of the accessible ramp.
  - The accessible entrance needs appropriate signage indicating accessibility. This sign also needs to be placed at the front entrance to Town Hall.
  - The door threshold currently measures 1.5" and needs to be lowered to 1/4".
- **Men's Bathroom:**
  - There is no sign indicating handicap accessibility.
  - The mirror needs to be lowered from 45" to a maximum height of 40" to be compliant.
  - The coat hook needs to be lowered from 66" to a maximum height of 48" to be compliant.
  - The sink needs to be lowered from 35" to 34" above the floor.
  - The pipes below the sink need to be insulated or otherwise properly configured to protect against contact.
  - The paper-towel dispenser needs to be lowered from 51" to a maximum of 48" above the floor.
  - A grab bar needs to be installed behind the toilet.
  - The grab bar that is currently installed on the side wall needs to be extended from 52" to a minimum of 54".
  - The flush control needs to be on the outward facing side of the toilet.

\*The improvements listed above are mirrored for the women’s bathroom with the exception of the flush control needing to be placed on the outward facing side of the toilet and the shelves that are currently placed in the corner of the bathroom need to be removed.\*

- **Miscellaneous:** There is currently an obstruction attached to the floor that appears to be a door stop for the vault. Due to its location, this doorstop could be a hazard for a person using a wheelchair and could impede them from passing through the hallway.

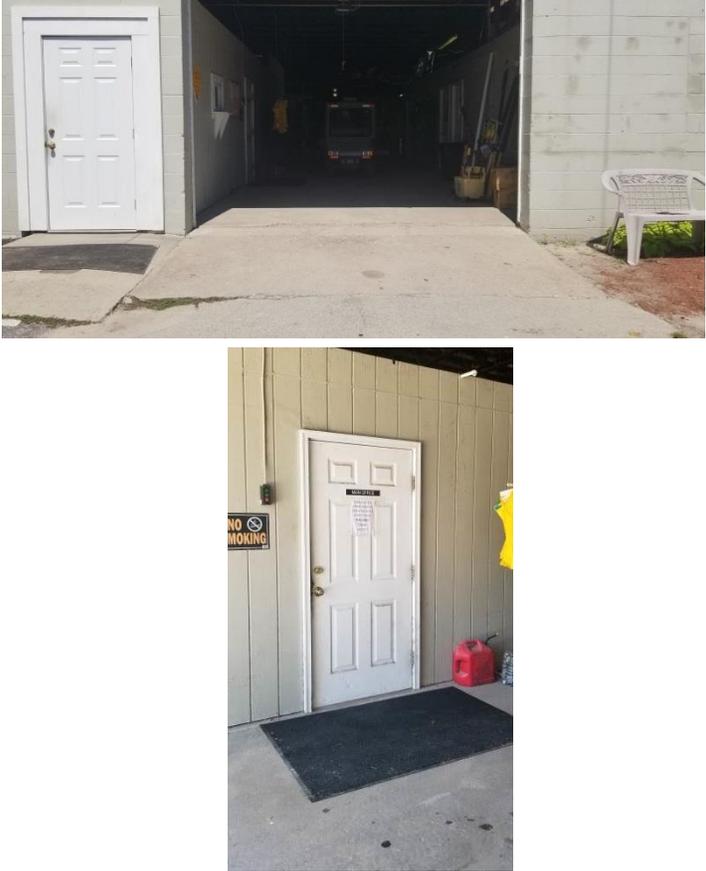
**PHOTO DOCUMENTATION:**

Police Station

<p>Parking Lot</p>	
<p>Approaching Front Entrance</p>	

<p>Ramp to Front Entrance</p>	
<p>Front Entrance</p>	
<p>Bathroom Entrance</p>	
<p>Bathroom Interior</p>	

Public Works Department

<p>Front Entrance</p>	
<p>Main Office</p>	

<p>Bathroom</p>	
-----------------	--

Electric/Purchasing Department

<p>Main Entrance</p>	
<p>Alternative/Working Entrance</p>	

<p>Parking</p>	
<p>Electric Department Bathroom</p>	

Purchasing Department  
Bathroom



<p>Purchasing Department Main Office</p>	
<p>Parking Lot</p>	

Fire Station

<p>Alternative/Accessible Entrance</p>	
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City Council Chambers

Parking Lot/Accessible Parking Spaces



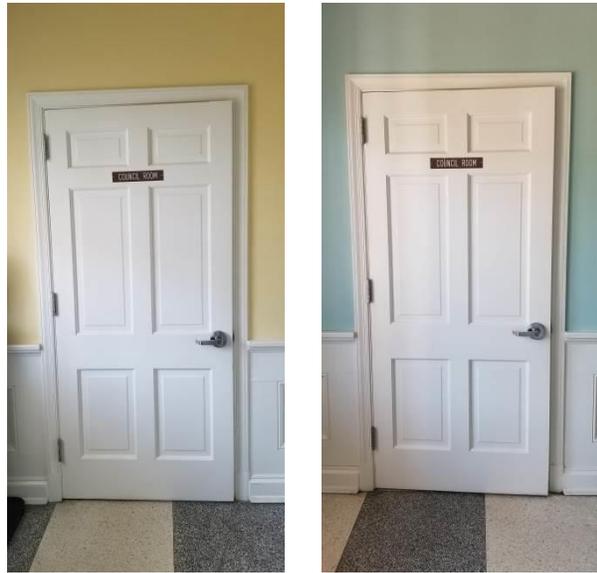
Accessible Entrance



Bathrooms



City Council Doors



Northeastern Regional Airport

Accessible Parking Lot



Accessible Front Entrance



Public Use Areas



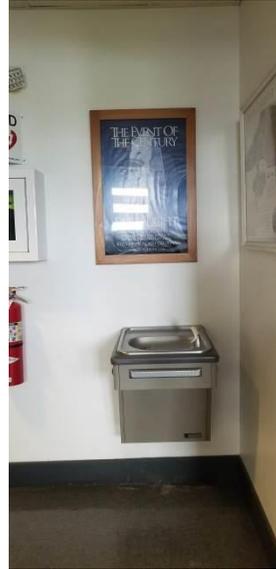
Main Office



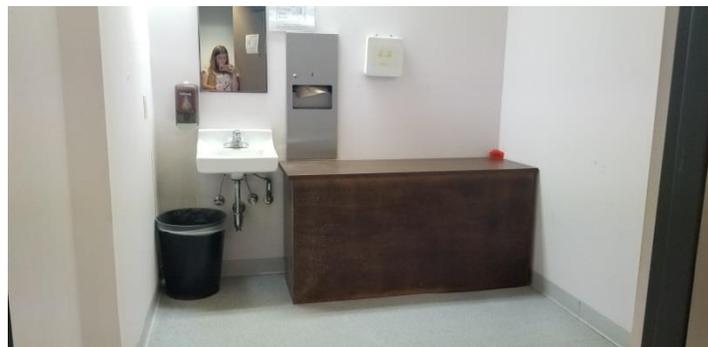
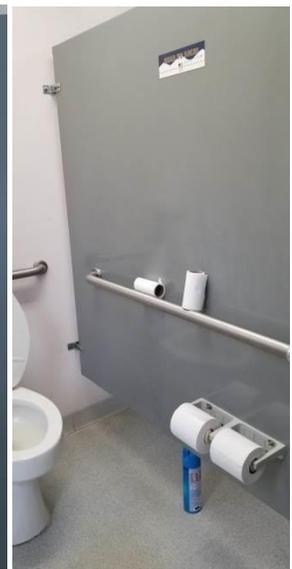
Accessible Back Entrance



Water Fountain



Men's Bathroom



Women's Bathroom



Town Hall

Parking



Accessible Entrance



Men's Bathroom



Women's Bathroom





### **A3. Pedestrian Facilities / Public Rights-of-Way**

As improvements are made to existing infrastructure, the Town also makes improvements to existing pedestrian facilities and public-rights-of way or completes these improvements as a part of larger projects. The following areas have been identified through the Town’s collaboration with Precision Safe Sidewalks, LLC and in conjunction with NCDOT planned projects.

Streets identified as needing improvements in pedestrian areas are listed below and have been or will be updated by the end of 2020.

Street Name	Number of Hazards Identified
Oakum St	55
Broad St	127
Granville St	89
Queen St	83
Phillips St	18
Church St	46
W Eden St	6
W King St	5
Water St	8
Blount St	5
Moseley St	31
Woods Ave	6
McMullan St	1
Elliott St	11

In addition to the streets listed above that are maintained by the Town of Edenton, several NCDOT maintained roads have been identified by NCDOT as needing improvement. These improvements are set to be completed by 2021. The following information was taken from the NCDOT Highway Resurfacing Project for Chowan County.

PROJECT NO	COUNTY	MAP NO	ROUTE	DESCRIPTION
2018CPT.01.16.20212.1	Chowan	1	SR1232 (CANNONS FERRY RD)	SR1231 TO GATES CO. LINE
2018CPT.01.16.20212.1	Chowan	2	SR1315 (GREENHALL RD)	SR1303 TO SR1316
2018CPT.01.16.20212.1	Chowan	3	SR1317 (BRAYHALL RD)	NC32 TO NC32
2018CPT.01.16.20212.1	Chowan	4	SR1304 (MEADOW RD)	NC32 TO SR1334
2018CPT.01.16.20212.1	Chowan	5	SR1334 (SIGN PINE RD)	SR1305 TO NC32
2018CPT.01.16.20212.1	Chowan	6	SR1225 (NIXON RD)	SR1222 TO SR1224
2018CPT.01.16.20212.1	Chowan	7	SR1214 (GUM POND)	SR1215 TO SR1217
2018CPT.01.16.20212.1	Chowan	8	SR1215 (WHITES LANDING RD)	SR1216 TO DEADEND
2018CPT.01.16.20212.1	Chowan	9	SR1316 (COFIELD RD)	SR1315 TO NC32

In collaborating with Precision Safe Sidewalks, LLC and the NCDOT and through proper maintenance and upkeep, the Town of Edenton intends to ensure that all of its pedestrian facilities and public rights-of-way are ADA compliant.

## B. Schedule and Budget Information

### Priority One

Department	Location	Access Issue	Solution	Person Responsible	Target Date of Completion	Estimated Cost	Comments
City Council Chambers	Parking	Sign indicating accessible parking is too low	Raise sign indicating accessible parking by at least 10 inches	ADA Transition Plan Implementation Coordinator	2020	\$ 100.00	
City Council Chambers	Front Entrance	No sign indicating accessible entrance	Install sign indicating accessible entrance	ADA Transition Plan Implementation Coordinator	2020	\$ 15.00	
City Council Chambers	Front Entrance	Non-compliant threshold	Lower threshold	ADA Transition Plan Implementation Coordinator	2020	\$ 500.00	*High Priority*
City Council Chambers	Front Entrance	Door closes is too quickly	Door closer needs to be adjusted to be at least 5 seconds	ADA Transition Plan Implementation Coordinator	2020	\$ 300.00	
City Council Chambers	Front Entrance	Non-compliant door handle	Install door handle that does not require excessive grasping and twisting	ADA Transition Plan Implementation Coordinator	2020	\$ 300.00	
City Council Chambers	Front Entrance	Non-compliant handrails	Install handrail with curb barrier	ADA Transition Plan Implementation Coordinator	2020	\$ 5,000.00	The ramp could also be made wider to meet ADA standards
<b>Total Estimated Cost:</b>						\$ 6,215.00	
Northeastern Regional Airport	Parking	Non-compliant number of accessible parking spaces	Add one more accessible parking space	Department Head	2022	\$ 5,000.00	

Northeastern Regional Airport	Parking	No appropriate signage indicating accessible parking	Add appropriate signage indicating accessible parking	Department Head	2022	\$ 45.00	\$15 (x3)
Northeastern Regional Airport	Front Entrance	Current curb ramp not ADA compliant	Regrade curb ramp to create a smoother surface and more gradual incline	Department Head	2022	\$ 2,000.00	
Northeastern Regional Airport	Front/Back Entrance	No handrails on accessible ramps	Install ADA compliant handrails	Department Head	2022	\$ 16,000.00	\$8000 (x2)
Northeastern Regional Airport	Front/Back Entrance	No appropriate signage indicating accessible entrance	Install appropriate signage indicating accessible entrance	Department Head	2022	\$ 30.00	\$15 (x2)
Northeastern Regional Airport	Front/Back Entrance	Door requires more than 5 pounds of force to open	Install doors requiring less force to open	Department Head	2022	TBD	
Northeastern Regional Airport	Front/Back Entrance	Doors do not open to a full 90 degrees	Adjust doors so that they can be fully opened	Department Head	2022	TBD	
Northeastern Regional Airport	Front/Back Entrance	Non-compliant door handle height	Raise door handle to meet ADA standards	Department Head	2022	TBD	
Northeastern Regional Airport	Front/Back Entrance	Space between double doors is too small	Redesign front entrance to ensure there is adequate space in between double doors to allow room for wheelchair access	Department Head	2022	TBD	The front and back entrances needs to be redesigned to be ADA compliant. The cost estimation needs to be completed by a contractor.
<b>Total Estimated Cost:</b>						\$ 23,075.00	
Town Hall	Parking	Sign indicating accessible parking is too low to the ground	Raise sign to at least 60 inches above the ground	Department Head	2020	\$ 150.00	

Town Hall	Parking	There are no van-accessible parking spaces	Redesign accessible space to include an accessible aisle at least 5 feet wide and mark it with the appropriate signage	Department Head	2020	\$ 5,000.00	*High Priority*
Town Hall	Parking	Curb ramp is not compliant	Regrade curb ramp to create a smoother surface and more gradual incline	Department Head	2020	\$ 2,000.00	
Town Hall	Front Entrance	Non-compliant handrail	Install handrail with curb barrier	Department Head	2020	\$ 5,000.00	
Town Hall	Front Entrance	Non-compliant handrail	Extend handrail by 12 inches at the bottom of the ramp	Department Head	2020	Cost included in item above	
Town Hall	Front Entrance	No appropriate signage indicating accessible entrance	Install appropriate signage indicating accessible entrance	Department Head	2020	\$ 15.00	
Town Hall	Front Entrance	Non-compliant door threshold	Lower door threshold to meet ADA standards	Department Head	2020	\$ 500.00	*High Priority*
<b>Total Estimated Cost:</b>						\$ 12,665.00	
<b>Cumulative Total Estimated Cost:</b>						<b>\$ 41,955.00</b>	

**Priority Two**

<b>Department</b>	<b>Location</b>	<b>Access Issue</b>	<b>Solution</b>	<b>Person Responsible</b>	<b>Target Date of Completion</b>	<b>Estimated Cost</b>	<b>Comments</b>
Northeastern Regional Airport	Route to Conference Room	Doorway on the route to the conference room is only 30 inches wide	Widen doorway to a minimum of 32 inches	Department Head	2022	\$ 2,000.00	
Town Hall	Route to bathroom	Hazaradous doorstep attached to floor	Remove door stop	Department Head	2022	\$ 100.00	
<b>Cumulative Total Estimated Cost:</b>						<b>\$ 2,100.00</b>	

**Priority Three**

<b>Department</b>	<b>Location</b>	<b>Access Issue</b>	<b>Solution</b>	<b>Person Responsible</b>	<b>Target Date of Completion</b>	<b>Estimated Cost</b>	<b>Comments</b>
City Council Chambers	Bathroom	No signage indicating accessible bathroom	Install sign indicating accessibility	ADA Coordinator	2023	\$ 150.00	
City Council Chambers	Bathroom	Bathroom not wide enough to allow for space for wheelchair to properly maneuver	Widen bathroom by at least 7 inches	ADA Coordinator	2023	TBD	Cost estimation needs to be completed by a contractor. Bathroom in need of redesign.
City Council Chambers	Bathroom	Mirror is too high	Lower mirror to a maximum height of 40 inches	ADA Coordinator	2023	\$ 100.00	
City Council Chambers	Bathroom	Piping under the sink is exposed	Cover piping	ADA Coordinator	2023	\$ 600.00	
City Council Chambers	Bathroom	Grab bar along back wall is not long enough	Install ADA compliant grab bar	ADA Coordinator	2023	\$ 100.00	
City Council Chambers	Bathroom	Handle to flush toilet not located on the open side of the toilet	Install toilet with flush handle facing the open side of the toilet	ADA Coordinator	2023	\$ 300.00	
City Council Chambers	Bathroom	Furnishing along bathroom walls taking up floor space	Remove furnishing (table, unused mounted hand towel receptacle, relocate trash can)	ADA Coordinator	2023	\$ -	
<b>Total Estimated Cost:</b>						\$ 1,250.00	
Northeastern Regional Airport	Bathroom	No signage indicating accessible bathroom	Install sign indicating accessibility	Department Head	2024	\$ 300.00	\$150 (x2)

Northeastern Regional Airport	Bathroom	No handle on inside of accessible stall	Install door handle on the inside of accessible stall	Department Head	2024	\$ 1,000.00	\$500 (x2)
Northeastern Regional Airport	Women's Bathroom	Broken toilet paper dispenser resting on grab bar	Repair toilet paper dispenser	Department Head	2024	\$ -	
Northeastern Regional Airport	Men's Bathroom	Chest positioned near sink blocking access	Reposition chest to create clear pathway to the sink	Department Head	2024	\$ -	
Northeastern Regional Airport	Bathroom	Piping under the sink is exposed	Insulate piping	Department Head	2024	\$ 600.00	
<b>Total Estimated Cost:</b>						\$ 1,900.00	
Town Hall	Bathroom	No appropriate signage indicating accessible bathroom	Install sign indicating accessible bathroom	Department Head	2023	\$ 150.00	
Town Hall	Bathroom	Mirror is too high	Lower mirror to a maximum height of 40 inches	Department Head	2023	\$ 100.00	
Town Hall	Bathroom	Coat hook is too high	Lower coat hook to a maximum height of 48 inches	Department Head	2023	\$ -	
Town Hall	Bathroom	Piping under the sink is exposed	Insulate piping	Department Head	2023	\$ 600.00	
Town Hall	Bathroom	Paper towel dispenser too high	Lower paper towel dispenser to a maximum height of 48 inches	Department Head	2023	\$ 100.00	
Town Hall	Bathroom	No grab bar along rear wall	Install grab bar along rear wall	Department Head	2023	\$ 100.00	
Town Hall	Bathroom	Grab bar alongside wall is too short	Install ADA compliant grab bar	Department Head	2023	\$ 100.00	

Town Hall	Men's Bathroom	Flush control located on the side of the toilet closest to the wall	Install toilet with flush handle facing the open side of the toilet	Department Head	2023	\$ 300.00	
<b>Total Estimated Cost:</b>						\$ 1,450.00	
<b>Cumulative Total Estimated Cost:</b>						\$ 4,600.00	

### Project Breakdown by Fiscal Year

Fiscal Year 2020		
Project	Description	Estimated Cost
Sign indicating accessible parking at City Council	Town will raise sign indicating accessible parking by at least 10 inches	\$ 100.00
Sign indicating accessible entrance at City Council	Town will install sign indicating accessible entrance	\$ 15.00
Non-compliant threshold at City Council	Town will lower threshold	\$ 500.00
Door closer at City Council	Town will adjust door closer to last longer	\$ 300.00
Non-compliant door handle at City Council	Town will install compliant door handle	\$ 300.00
Non-compliant handrails at City Council	Town will install handrail with curb guard	\$ 5,000.00
Sign indicating accessible parking at Town Hall	Town will raise sign to at least 60 inches above the ground	\$ 150.00
Van-accessible parking spaces at Town Hall	Town will redesign accessible space to include an accessible aisle at least 5 feet wide and mark it with the appropriate signage	\$ 5,000.00
Curb ramp at Town Hall	Town will regrade curb ramp	\$ 2,000.00
Non-compliant handrail Town Hall	Town will install handrail with curb barrier	\$ 5,000.00
Non-compliant handrail at Town Hall	Town will extend handrail by 12 inches at the bottom of the ramp	Cost included in item above
Signage indicating accessible entrance at Town Hall	Town will install appropriate signage indicating accessible entrance	\$ 15.00
Door threshold at Town Hall	Town will lower door threshold to meet ADA standards	\$ 500.00
<b>Total Estimated Cost:</b>		<b>\$ 18,910.00</b>

<b>Fiscal Year 2021</b>		
<b>Project</b>	<b>Description</b>	<b>Estimated Cost</b>
Accessible parking spaces at the Northeastern Airport	Town will add one more accessible parking space	\$ 5,000.00
Signage for accessible parking at Northeastern Airport	Town will add appropriate signage indicating accessible parking	\$ 45.00
Non-compliant curb ramp at Northeastern Airport	Town will Regrade curb ramp	\$ 2,000.00
Handrails on accessible ramps at Northeastern Airport	Town will install ADA compliant handrails	\$ 16,000.00
Signage indicating accessible entrance at the Northeastern Airport	Town will install appropriate signage indicating accessible entrance	\$ 30.00
Front/back door weight at the Northeastern Airport	Town will install doors requiring less force to open	TBD
Doors do not open to a full 90 degrees at the Northeastern Airport	Adjust doors so that they can be fully opened	TBD
Door handle height at the Northeastern Airport	Raise door handle to meet ADA standards	TBD
Inadequate space between double doors in the front/back entrance to the Northeastern Airport	Redesign front entrance to ensure there is adequate space in between double doors to allow room for wheelchair access	TBD
Route to Northeastern Airport conference room not accessible	Town will widen doorway to a minimum of 32 inches	\$ 2,000.00
Hazardous doorstop in Town Hall	Town will remove door stop	\$ 100.00
<b>Total Estimated Cost:</b>		<b>\$ 25,145.00</b>

<b>Fiscal Year 2022</b>		
<b>Project</b>	<b>Description</b>	<b>Estimated Cost</b>
Signage for accessible bathroom at City Council	Town will install sign indicating accessibility	\$ 150.00
Bathroom width at City Council	Town will widen bathroom by at least 7 inches	TBD
Mirror is too high in bathroom at City Council	Town will lower mirror to a maximum height of 40 inches	\$ 100.00
Piping under the sink is exposed at City Council	Town will insulate piping	\$ 600.00
Grab bar along back wall at City Council	Town will install ADA compliant grab bar	\$ 100.00
Handle to flush toilet at City Council	Town will install toilet with flush handle facing the open side of the toilet	\$ 300.00
Furnishing along bathroom walls at City Council	Town will remove furnishing (table, unused mounted hand towel receptacle, relocate trash can)	\$ -
No signage for accessible bathroom at Town Hall	Town will install sign indicating accessible bathroom	\$ 150.00
Mirror is too high in bathroom at Town Hall	Town will lower mirror to a maximum height of 40 inches	\$ 100.00
Coat hook is too high in bathroom at Town Hall	Town will lower coat hook to a maximum height of 48 inches	\$ -
Piping under the sink is exposed in Town Hall	Town will insulate piping	\$ 600.00
Paper towel dispenser too high in Town Hall	Town will lower paper tower dispenser to a maximum height of 48 inches	\$ 100.00
No grab bar along rear wall Town Hall bathroom	Town will install grab bar along rear wall	\$ 100.00
Grab bar along side-wall in Town Hall bathroom	Town will install ADA compliant grab bar	\$ 100.00
Flush control location in Town Hall	Town will install toilet with flush handle facing the open side of the toilet	\$ 300.00
Signage for accessible bathroom at the Northeastern Airport	Town will install sign indicating accessibility	\$ 300.00
Door handle for accessible bathroom stall at the Northeastern Airport	Town will install door handle on the inside of accessible stall	\$ 1,000.00
Toilet paper dispenser at the Northeastern Airport	Town will repair toilet paper dispenser	\$ 0.00
Chest obstructing sink access at the Northeastern Airport	Town will reposition chest to create clear pathway to the sink	\$ 0.00
Piping under the sink is exposed at the Northeastern Airport	Town will insulate piping	\$ 600.00
<b>Total Estimated Cost:</b>		<b>\$ 4,600.00</b>

### **C. Public Outreach**

The Town of Edenton held a public input session on October 15<sup>th</sup>, 2019 to present materials created for the purpose of making Edenton an ADA compliant and accessible community. These materials included copies of Edenton's Public Notice of ADA Policy (both in English and Spanish), Edenton's Grievance Procedure and a draft of Edenton's Self-Evaluation and Transition Plan. The input session was publicized via Twitter, Facebook, Instagram and the local newspaper (Chowan Herald). Two community members were present for the input session and they voiced the following concerns in regards to Edenton's accessibility:

- The parking spaces reserved for persons with disabilities located on S Broad St are not van accessible to someone who uses a wheelchair. Due to the location of the curb ramps and the width of the parking spaces, it is impossible for someone using a wheelchair to exit their van via a ramp and then have enough space to turn and approach the curb ramp. Therefore, even though S Broad St has parking spaces reserved for persons with disabilities, they are not accessible for persons using wheelchairs. They suggested that the parking spaces be made wider, the position of the curb ramp be moved or the parking spaces be converted into parallel spaces so that a van ramp could extend directly onto the sidewalk.
- Many of the curb ramps and sidewalks in Edenton are difficult to maneuver with a wheelchair due to uneven brick surfaces and not gradual enough inclines with curb ramps.

The Town's efforts to publicize the Public Input Session on its ADA Transition Plan can be found below.

 **Town of Edenton, NC** ...  
 October 2 at 4:00 PM · 🌐



8

Like Comment Share

 **Town of Edenton, NC** ...  
 October 1 at 9:00 AM · 🌐

The Town of Edenton is committed to ensuring equal access to all of its facilities, services, programs and events and making sure we are compliant with the policies of the Americans with Disabilities Act (ADA). As such, we have added a Public Notice to our website affirming our intent of full ADA compliance, established a Grievance Procedure to address instances of non-compliance and are in the process of completing our Self-Evaluation Process and creating a Transition Plan to become fully ADA compliant. To see the work we have completed so far, please visit our website and click on the Americans with Disabilities Act tab on the left hand side of the page.

15

Like Comment Share

 Write a comment...    



Town of Edenton, NC @TownofEdenton · Oct 2




**Join us in reviewing the Town's Transition Plan to become fully ADA compliant.**  
*The public review session will be held on*  
**October 15th**  
*from*  
**4:00 PM to 6:00 PM**  
*at the Edenton Police Station*

**HISTORIC Edenton**

The session will be an opportunity for Edenton residents to review our Transition Plan to be fully compliant with the Americans with Disabilities Act (ADA) and provide input as to how Town facilities, programs and services can be made more accessible to the community.

Comment icons and 1 heart



Town of Edenton, NC @TownofEdenton · Oct 1

To see the work we have completed towards becoming ADA compliant, visit our website and click on the Americans with Disabilities Act tab.

Comment icons and 1 heart

B6 THE CHOWAN HERALD, WEDNESDAY, OCTOBER 2, 2019

# BUSINESS

## Town committed to ADA access

**STAFF REPORTS**

The Town of Edenton is committed to ensuring equal access to all of its facilities, services, programs and events and making sure it is compliant with the policies of the Americans with Disabilities Act (ADA).

The North Carolina Department of Transportation (NCDOT) provides funding and support to the Town of Edenton. In order to continue receiving funding from the NCDOT, the town must adhere to NCDOT program requirements for eligibility.

A part of these eligibility requirements all municipalities with 50 or more government employees must complete a self-evaluation, create a transition plan to address issues of non-compliance, appoint and ADA coordinator, establish a grievance procedure, have a public notice affirming commitment to ADA standards and of course make sure that all Town facilities, programs and services are accessible.

These steps being taken by the Town toward ADA compliance will greatly benefit the Edenton community. The town's new Fellow, Saoirse Scott, is managing the town's ADA Compliance review process. "I am excited to be a part of a project that will have a positive impact on the Town and make it possible for more people to experience all that Edenton has to offer," Scott said.

Scott said the town has been working diligently over the last two months to complete a detailed survey of Town facilities, services and programs to identify areas of improvement as a part of its Self-Evaluation Process.

"The results from our Self-Evaluation Process are being used to create a Transition Plan for the Town that outlines the areas it has identified as needing improvement and provide an action plan for how it intends to mitigate those issues," she said.

These documents and others related to the Town's compliance efforts are posted on the Town's web site at <https://www.townofedenton.com>.

In an effort to make the Transition Plan as inclusive and efficient as possible, the Town will host a public input session from 4-6 p.m. Thursday, Oct. 15, at the Edenton Police Station, 301 N. Oakum St. The session will be an opportunity for Edenton residents to review the work that has been completed so far and provide input as to how the Town can best meet the needs of the community in terms of accessibility.

Questions regarding the meeting or the work the Town has completed in its effort to become ADA compliant can be directed to Saoirse Scott at Town Hall (252-482-2155, ext 185) or via email [saoirse.scott@edenton.nc.gov](mailto:saoirse.scott@edenton.nc.gov).

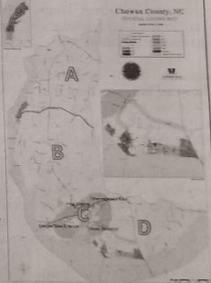
**Chowan County Board of Adjustment**  
 There are currently two vacancies which are "alternate" seats. This Board is NOT assigned by districts at this time.

**Nursing Home Advisory Committee - Contact Board Clerk Susanne Stallings for eligibility information.** Seeking to fill 3 positions for the Chowan County Community Advisory Committee - Major Responsibility: To uphold the intent of the NC Resident Bill of Rights. Applicant must reside in Chowan County and cannot live in, work at, or have a financial interest in the long-term care facilities that he/she will serve. You may also not have an immediate family member working/ residing in the facilities that you serve. To serve, you must be 18, live in the county and be willing to give your time. The estimate of time (8-24 hours per quarter) spent performing required duties includes attendance at meetings, conducting both official and friendly visits to the facilities, and other activities to benefit long term care residents.

**Trillium Health Resources, Regional Advisory Board - Contact Board Clerk Susanne Stallings for eligibility information**

**Albemarle Regional Health Services (ARHS) Edenton Board of Adjustment E7J Seat (must reside in the E7J)**

Applications are available at the Chowan County Managers Office or online. Or for more information, contact Susanne Stallings, County Clerk (252) 482-8431 x 1 or email [susanne.stallings@chowan.nc.gov](mailto:susanne.stallings@chowan.nc.gov)



## **D. Public Notice of ADA Requirements and Grievance Procedure**

The Town of Edenton's adopted Grievance Procedure is copied below.

### **TOWN OF EDENTON GRIEVANCE PROCEDURE**

This Grievance Procedure has been established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). Any individual looking to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or facilities of the Town may review the procedure and submit a grievance report form.

The complaint should be in writing and may be submitted using the Town's Grievance Form. This form can be found under the ADA tab on the Town's website. 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. All received complaints will be kept confidential.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**ADA Coordinator**

Billy Bass, Fire Chief

252-482-3115 Ext.329

[billy.bass@edenton.nc.gov](mailto:billy.bass@edenton.nc.gov)

704 North Broad Street, Edenton, NC 27932

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the grievant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the grievant, such as large print, Braille or audio tape. The response will explain the position of the Town and, when appropriate, offer options for substantive resolution of the complaint.

If the response by the Town's ADA Coordinator does not satisfactorily resolve the issue, the grievant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the City Manager.

Within 15 calendar days after receipt of the appeal, the City Manager will meet with the grievant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager will respond with the Town's final position on the issue. The response will be in writing and, if necessary, an alternative format that is accessible to the grievant.

All written complaints received by the ADA Coordinator, appeals to the City Manager, and responses from these two offices will be retained by the town of Edenton for at least three years.

A copy of the Town of Edenton's ADA Public Notice Statement translated into Spanish is copied below.

## CIUDAD DE EDENTON

### ANUNCIO DEL ACTO DE AMERICANOS CON DISCAPACIDAD

La prioridad de la ciudad de Edenton es la calidad de la vida de sus residentes y de los visitantes. Por eso, la Ciudad apoya en totalidad la acción de Americanos con discapacidades (Americans with Disabilities Act (ADA en inglés) y está comprometida a seguir las reglas del acto para ser una comunidad sin discriminación a causa de habilidad. La ciudad de Edenton prohíbe explícitamente la discriminación contra personas con discapacidades. Entonces, la Ciudad está comprometida a proveer métodos de comunicación accesible y oportunidades del empleo sin discriminación de habilidad.

Para los propósitos de esta política, una persona con una discapacidad se define como una persona que:

1. Tiene una discapacidad física o mental que limita sustancialmente uno o más de uno actividades mayores de la vida;
2. Tiene una historia de la discapacidad; o
3. Está considerada como una persona con una discapacidad.

La Ciudad está preparada a completar modificaciones razonables de eventos, programas, servicios y facilidades para facilitar la accesibilidad para todos. Si es determinado que alguna actividad, servicio o programa requerirá modificaciones para ser completamente accesible, puede preguntar al Coordinador de ADA para proveer acomodaciones por lo menos tres días antes del evento. La ciudad de Edenton va a hacer todo en su poder para asegurar la accesibilidad de los eventos, servicios y programas para todos. Sin embargo, el ADA no requiere que la Ciudad sigue alguna acción que impondría cargas financieras o administrativas en el gobierno local o poner en peligro la intención y función inicial del evento.

Para convertir en una ciudad en conformidad con todas de las regulaciones del ADA, la Ciudad va a seguir las próximas acciones inmediatamente:

1. Producir una autoevaluación exhaustiva de las prácticas y estadísticas de Edenton;
2. Facilitar comunicación entre el público y el gobierno para discutir el contenido, el proceso, las metas y los resultados de la autoevaluación; y
3. Crear, adoptar e implementar con rapidez y precisión un plan de transición por la Ciudad que resolverá las preocupaciones del público y los problemas identificados en la autoevaluación.

Edenton no va a cargar una persona con una discapacidad, la familia de una persona con una discapacidad o algunas organizaciones de personas con discapacidades para contribuir al costo total de las modificaciones necesarias y razonables.

Todas de las preguntas, preocupaciones o quejas las dirigirían al Coordinador de ADA. El proceso de quejas, informas de quejas y las peticiones de acomodación pueden ser encontradas en el ADA sección del website de Edenton.

#### **ADA Coordinador**

Billy Bass, Jefe de Fuego

252-482-3115 Ext.329

[billy.bass@edenton.nc.gov](mailto:billy.bass@edenton.nc.gov)

704 North Broad Street, Edenton, NC 27932

## **E. Contact Information**

The ADA Coordinator for the Town of Edenton is Fire Chief Billy Bass. His contact information is copied below.

### **ADA Coordinator**

Billy Bass, Fire Chief

252-482-3115 Ext.329

[billy.bass@edenton.nc.gov](mailto:billy.bass@edenton.nc.gov)

704 North Broad Street, Edenton, NC 27932

The ADA Transition Plan Implementation Coordinator for the Town of Edenton is Town Manager Anne-Marie Knighton. Her contact information is copied below.

### **ADA Transition Plan Implementation Coordinator**

Anne-Marie Knighton, Town Manager

252-482-2155, Ext.179

[anne-marie.knighton@edenton.nc.gov](mailto:anne-marie.knighton@edenton.nc.gov)

400 S Broad St, Edenton, NC 27932

## **F. Agency ADA Design Standards and Improvement/Compliance Procedures**

[Federal Highway Administration \(FHWA\) - Civil Rights - ADA/Section 504](#)

[Americans with Disabilities Act Accessibility Guidelines \(ADAAG\)](#)

[Public Rights-of-Way \(PROWAG\) Notice of Proposed Rule Making, July 26, 2011](#)

[Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way \(PROWAG\)](#)

[2010 ADA Standards for Accessible Design](#)

[ADA Checklist for Existing Facilities](#)

[ADA Best Practices Tool Kit for State and Local Governments](#)

[ADA Update: A Primer for State and Local Governments](#)

[Ohio Manual of Uniform Traffic Control Devices](#)

[Americans with Disabilities Act of 1990, as Amended \(2008\)](#)

[Title 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services](#)

### **Improvement/Compliance Procedures**

The challenge of dealing with physical or site constraints in alteration projects has been recognized by the authors of ADA accessibility standards for years. The Civil Rights Division of the U.S. Department of Justice has recognized that there could be instances where it might be technically infeasible to construct an alteration in full and strict compliance with ADA accessibility standards, because of physical or site constraints. In such circumstances, state and local agencies must provide accessibility to the maximum extent feasible. Before reaching a conclusion about technical infeasibility, state and local agencies need to consider the extent to which physical or site constraints could be addressed by alternative designs. The burden of proving technical infeasibility rests with the agency/owner that is responsible for the facility, element or feature.

### **Intersection Corners**

The Town of Edenton will work in good faith to have curb ramps or blended transitions constructed or upgraded to achieve ADA 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 a project. If so, 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 of whether full compliance can be achieved in all cases, each intersection corner shall be made as compliant as possible in accordance with the judgment of Town staff.

### **Sidewalks/Trails**

The Town of Edenton will work in good faith to have sidewalks and bicycle/pedestrian trails constructed or upgraded to achieve ADA 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 a project. If so, 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 of whether full compliance can be achieved in all cases, each sidewalk or trail shall be made as compliant as possible in accordance with the judgment of Town staff.

### **Traffic Control Signals**

The Town of Edenton will work in good faith to have traffic control signals constructed or upgraded to achieve ADA 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 a project. If so, 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 of whether full compliance can be achieved in all cases, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of Town staff.

### **Bus Stops**

The Town of Edenton will work in good faith to have bus stops constructed or upgraded to achieve ADA 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 a project. If so, 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 of whether full compliance can be achieved in all cases, each bus stop location shall be made as compliant as possible in accordance with the judgment of Town staff.

### **Other Policies, Practices and Programs**

The Town's other policies, practices and programs not identified in this document will follow the applicable ADA standards.

## G. Glossary of Terms

**ADAAG** – Americans with Disabilities Act Accessibility Guidelines. The 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.

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

**Americans with Disabilities Act (ADA)** – Signed into law on July 26, 1990, the ADA is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal.

**Disability** – A physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

**DOJ** – Department of Justice. Federal agency that has the authority to enforce all provisions of the Americans with Disabilities Act (ADA), but focuses primarily on ADA Title II (public services by State and local government) and ADA Title III (public accommodations).

**DOT** – Department of Transportation. Federal agency which, in cooperation with the U.S. Access Board, develops standards for transportation vehicles, including over-the-road buses, under the Americans with Disabilities Act (ADA).

**Equal Opportunity** – An opportunity for people with disabilities to participate and benefit from programs and services that are equal to and as effective as the opportunity provided to others.

**NCDOT** – North Carolina Department of Transportation.

**Public Accommodations** – Private entities that own, operate, lease, or lease to places of public accommodation. Places of public accommodation include places such as restaurants, hotels, theaters, convention centers, retail stores, shopping centers, dry cleaners, laundromats, pharmacies, doctors' offices, hospitals, museums, libraries, parks, zoos, amusement parks, private schools, day care centers, health spas, and bowling alleys.

**PROWAG** – Guidelines for Accessible Public Rights-of-Way. The PROWAG address 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.

**Qualified Individual with a Disability** – A person with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

**Reasonable Accommodation** – A modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity.

**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.

**The Town** – Refers to the Town of Edenton.