

# TOWN OF **BRISTOL** INDIANA

Americans with Disabilities Act

## **TRANSITION PLAN**





Resolution # 08.04.2022 A

**A RESOLUTION OF THE TOWN OF BRISTOL, INDIANA**

**ADOPTING THE AMERICANS WITH DISABILITIES ACT TRANSITION PLAN**

WHEREAS, the federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, Title II of the ADA requires that municipalities adopt the *ADA Standards for Accessible Design* that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

WHEREAS, Title II of the ADA recommends that municipalities adopt the United States Access Board *Guidelines for Pedestrian Facilities in the Public Right-of-Way* that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

WHEREAS, the United States Department of Justice recently modified the *ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way* in 2010 and 2005, respectively; and

WHEREAS, the Town of Bristol remains committed to the ADA and the elimination of barriers to public facilities, and has adopted and approved certain preliminary resolutions, plans and procedures to being the implementation of an ADA transition plan; and

WHEREAS, there has now been prepared a proposed ADA transition plan for the Town of Bristol with the assistance of Jones Petrie Rafinski Corp, which plan is now presented to the council for approval.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bristol that:

SECTION I

The Town of Bristol hereby adopts and approves the **AMERICANS WITH DISABILITIES ACT TRANSITION PLAN** which is attached hereto and made a part hereof, which plan is intended to move the town toward compliance with the accessibility requirements of the Americans with Disabilities Act of 1990 (as amended) for Town facilities within and outside of the public right-of-way.

SECTION II

The express or implied repeal or amendment by this Resolution of any other Resolution of part of any other Resolution does not affect any right or liabilities accrued, penalties incurred or procedures begun prior to the effective date of this Resolution. Those rights, liabilities, and proceedings are continued, and penalties shall be imposed and enforced under the repealed or amended Resolution as if this Resolution had not been adopted.

SECTION III

No part of this Resolution shall be interpreted to conflict with any local, state or federal laws, and all reasonable efforts should be made to harmonize same. Should any section or part thereof of this Resolution to be declared by a court of competent jurisdiction to be invalid, such decision shall not affect

the validity of the Resolution as a whole, or any other portion thereof other than that portion so declared to be invalid, and for this purpose the provisions of this Resolution are hereby declared to be severable.

SECTION IV

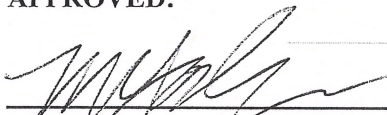
This Resolution shall become effective upon promulgation according to law.

BE IT HEREBY RESOLVED THIS 4<sup>th</sup> DAY OF August, 2022

PASSED by the Town Council of the Town of Bristol, Indiana this 4<sup>th</sup> day of August, 2022.

	YEA	NAY	ABSTAIN	ABSENT
Jeff Beachy				<input checked="" type="checkbox"/>
Cathy Burke	<u>Cathy Burke</u>			
Delbert Schrock	<u>Delbert Schrock</u>			
Whitney Pierle	<u>Whitney Pierle</u>			
Floyd Lynch	<u>Floyd Lynch</u>			

APPROVED:

  
Michael Yoder, Town Manager

ATTESTED:

  
Cathy Antonelli, Clerk-Treasurer

## **PREFACE**

This plan is a living document that shall be updated and modified to reflect the most current status of ADA compliance efforts by the Town of Bristol. Those involved in creating the original document include the following parties:

### **Town Council of the Town of Bristol**

Jeff Beachy, President  
Cathy Burke, Member  
Delbert Schrock, Member  
Whitney Pierle, Member  
Floyd Lynch, Member

### **Town Clerk-Treasurer**

Cathy Antonelli

### **Town Manager**

Mike Yoder  
303 E Vistula St,  
Bristol, IN 46507

### **Prepared by**



**RESERVED FOR AMENDMENTS**



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## **SECTION 1: MISSION STATEMENT**

In 1990, the Federal Government enacted the Americans with Disabilities Act ("ADA"). The Town of Bristol (hereinafter referred to as "the Town"; Indiana recognizes its legal obligation to comply with Title II of the ADA and hereby establishes a Transition Plan ("the Plan") to ensure compliance of this federal law, rules and regulations. Therefore Bristol will identify barriers that exist and determine how and when the barriers are to be removed by providing a means to address complaints of discrimination, by encouraging public input to assess, address and meet access needs, and by establishing periodic reviews of the plan to monitor progress and compliance. The purpose of the Plan is to ensure that the citizens of Bristol are provided full access to town programs, services, and activities in a safe and timely manner. The Town's elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, the quality of life of Bristol residents and effective governance. Title II of the ADA requires that each of the Town services, programs and activities, when viewed in their entirety, be readily accessible and usable by individuals with disabilities.

## **SECTION 2: NON-DISCRIMINATION NOTICE**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The Town does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** The Town will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Town programs, facilities, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The Town will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, facilities, services, and activities. For example, individuals with service animals are welcome in offices of the Town, even where animals are otherwise prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town should contact the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a program, service, or activity of the Town is not accessible to persons with disabilities should be directed to the ADA Coordinator.

The Town will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



### **SECTION 3: DESIGNATION OF ADA COORDINATOR**

Pursuant to Resolution # 7-7-2022 (a) adopted on the SEVENTH DAY OF JULY, 2022 (date), by the Town, the position of ADA Coordinator for the Town was created. The following individual was appointed to serve in such capacity:

<b>Designated Title</b>	<b>Name Title</b>	<b>Phone Number</b>
ADA Coordinator	Mike Yoder, Bristol Town Manager	(574) 848 – 7007 Ext. 1

Mike Yoder holds such position concurrently with his appointment as the Town Manager and is responsible for overseeing compliance. See Appendix A for adopted resolution. Should the ADA Coordinator for the Town become a different designated person, an appropriate resolution will be made and this section updated with the next amendment to the Plan.

## **SECTION 4: GRIEVANCE PROCEDURE**

The grievance procedure in place for the Town of Bristol with regards to ADA complaints and resolutions is provided in Appendix B. Also included is a sample grievance form that may be used to document a grievance regarding a violation and record the steps taken to address the grievance.

## **SECTION 5: PUBLIC INVOLVEMENT OPPORTUNITIES**

The general public is encouraged to participate in identifying needs or barriers to accessibility. This may be done by contacting the ADA Coordinator.

**Town Manager  
303 E Vistula St.,  
Bristol, IN 45607  
(574) - 848 – 7007 Ext. 1**

After the Americans with Disabilities Act Transition Plan has been adopted it will be available in Town Hall as well as the Town's website <https://bristolindiana.org/>. Opportunity for the public to learn and comment on how the Town of Bristol is working to meet the federal ADA requirements can be provided during any Town Council Meeting at Privilege of the Floor. Every two years, the Town will also include an official agenda item at a Town Council Meeting, to ensure the public and Town Officials will be updated and understand more about the ongoing progress for removing barriers and making the Town's services and facilities accessible for all residents.



## **SECTION 6: PUBLIC RIGHT-OF-WAY FACILITIES**

**Sidewalks & Curb Ramps:** All Sidewalks and curb ramps constructed within the Town's public right-of-way as part of a capital infrastructure project or planned private development, which will subsequently be accepted by the Town, shall be constructed in accordance with the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) regulations and standards. These standards may be supplemented by the Indiana Department of Transportation design standards and specifications, as long as all PROWAG requirements supersede. Pursuant to Resolution # 08.04.2022 adopted on the FOURTH DAY OF AUGUST, 2022 (date), by the Town, formally adopted all current standards, guidelines, and best practices of PROWAG along with future updates and modifications. See Appendix A for said resolution. Current links at the time of publication of this document to each of the aforementioned sources are provided below:

### **PROWAG:**

<https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way>

### **INDOT:**

<https://www.in.gov/dot/div/contracts/standards/drawings/sep18/sep.htm>

In an effort to remove barriers to streets and sidewalks, the Town has inventoried all non-compliant curb ramps and sidewalks within the Town Corporate Limits. The inventory procedure is intended to identify a comprehensive list of all curb ramps and sidewalks in the Town Corporate Limits that are not ADA compliant. This is composed of an effort to comprehensively inventory infrastructure that is present and then to identify those items in the system which are not compliant with ADA requirements. Facilities located along State Highways within the State's right-of-way, including those facilities within Town Corporate Limits, shall be under the authority of the State and are not included in this inventory.

The Town has developed its inventory of the existing system in two steps:

### **Step 1: Aerial Maps**

Aerial maps were used to map locations within the Town that included sidewalks and/or curb ramps. A preliminary review and evaluation of facilities were done via desk map review and site walk/drive through to identify facilities which are readily apparent to be non-complaint. Facilities which appeared to be potentially compliant were evaluated further as outlined in Step 2.

### **Step 2: Field Evaluation and Inventory**

Once the system of sidewalks and curb ramps had been mapped and identified, a field investigation of each was completed to confirm preliminary review findings. Ramp data collection sheets were used to evaluate and record field conditions of those curb ramps that visually appeared to be compliant. Refer to Appendix C for data collection sheet template.

Overall, the evaluation discovered several locations of concern in regard to ADA compliance. A common deficiency observed included a lack of ADA compliant ramps. Other deficiencies observed in the field include sidewalk width, vertical differentials among sidewalk panels, discontinuities, obstructions, and excessive cross slopes. See Table 1 below for a more comprehensive list of the types of deficiencies commonly found to exist.

**Table 1: Common ADA Deficiencies**

<b>ISSUE</b>	<b>POSSIBLE BARRIERS</b>
Sidewalks and Pathways Clear Widths	Narrow, Below Guidelines
Sidewalks and Pathways Clear and Slope	Steepness, Irregularity, Variability, Warping
Landing Along Sidewalks and Pathways	Less than 4 feet by 4 feet
Sidewalk and Pathways Grade	Steepness, Angle Points
Materials and Finishes	Deterioration of Surfaces, Deterioration of Markings, Appropriateness of material (ex. Cobblestones)
Gratings	Grating Type, Grate Opening Orientation
Discontinuities	Missing Sections, Gaps, Drops, Steps
Obstructions	Signs, Mailboxes, Fire Hydrants, Benches, Telephones, Traffic Signal poles, Traffic Signal Controller Boxes, Newspaper Boxes, Drainage Structures, Tree Grates, Pole Mounted Objects, Standing Water, Snow or Ice
Traffic Signal Systems	Lack of Provision for the Visually Impaired such as APS, Inadequate Time Allowed, Inoperable Buttons, Inaccessible Buttons
Curb Ramps	Missing, Does Not Fall Within Marked Crosswalk, Does Not Conform to Guidelines
Curb Ramp Flares	Missing Where Required, Too Steep

## **SECTION 7: PUBLIC BUILDINGS AND FACILITIES**

Buildings & Public Facilities: ADA accessible interiors of Town owned buildings and facilities were reviewed based on the 2010 ADA Standards for Accessible Design, by the Department of Justice, dated September 15, 2010. We reviewed only the areas open to the public. The document is a civil law, not the building code. The building code does not provide many of the exceptions, which may result in requesting a variance and/or having to fully comply with the requirements set forth in the building code. The building code and the 2010 ADA Standards for Accessible Design by the Department of Justice are very similar however, there are differences.

The 2010 ADA Standards for Accessible Design, by the Department of Justice, sets minimum requirements, both scoping and technical, for newly designed and constructed or altered State and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities. Access the Department of Justice website here: <https://www.ada.gov/>

For information about the ADA, including the revised 2010 ADA regulations, please visit the Department's website, or, for answers to specific questions, call the toll-free ADA Information Line at 800.514.0301.

The assessment is primarily for the publicly accessible portion of the buildings. The publicly accessible portions would include public meeting rooms (council chambers), navigation from parking lot to front door, public restrooms, service counters, etc. The building inspection did not include private offices, street department garages, employee areas of fire stations, etc. There would also be no reason for assessing areas on elevated floors if there are no ADA accesses to the elevated floor such as an elevator.

This ADA Transition Plan is a living document with revisions and amendments as reviewed and approved by the Bristol Town Council and ADA Coordinator. As of July 20, 2022, Section 7 does not include a Public Building and Facilities Inventory or a Public Building and Facilities inspection. The inventory and inspection of Public Buildings and Facilities will be reviewed and approved by the Bristol Town Council and ADA Coordinator as revisions and amendments to the ADA Transition Plan.

An ADA evaluation was completed on the following public facilities using the guidelines referenced above as referenced in Appendix D: Buildings and Facilities Assessments.



## **SECTION 8: FUNDING & SCHEDULING**

The Town will propose to allot adequate funding to repair, modify, or reconstruct the sidewalks, ramps, buildings, and facilities. The Town will strive to allot a minimum amount of funding annually as approved by the Town of Bristol Town Council to repair, modify or reconstruct sidewalk and ramps to meet current ADA standards. The most cost effective means of making the improvements will be in conjunction with other capital improvement public works projects such as road improvements or utility projects. These efforts, in conjunction with external grant programs such as State of Indiana Community Crossings Matching Grant Funds, CEDIT, Cumulative Capital Improvement, Cumulative Capital Development, Local Roads and Streets, and any federal FAST Act funding programs shall be used to continually address ADA deficiencies. It is proposed to implement a 5-10 year plan to start addressing non-ADA compliant facilities which are of the highest priority and serve to access government facilities and other important public destinations. However, this plan remains flexible as to allow facilities with lower ratings in other locations to be brought into compliance as priorities are reassessed and modified. The purpose for this flexibility is to allow the plan to adapt to the current needs of the community.

Appendix C contains a figure defining each region as well as an inventory database of the identified deficiencies and estimated costs. Estimated costs used are based on typical unit prices for sidewalk and curb ramps based on federally funded projects. Bid histories as well as INDOT standard bid tabs were consulted to derive budgetary unit costs for both linear sidewalk and curb ramps. There may be segments that have salvageable sections or deficiencies that are minor in nature which would decrease the estimated cost of improvement. A replacement factor was applied to the quality rating of the sidewalk segment or ramp to account for the fact that the better the current condition is determined to be, the less extensive the repairs and/or replacement will be. The costs are only for the purpose of budgetary estimating and the Town will need to complete a more thorough evaluation of the costs when they are preparing to make improvements.

## **SECTION 9: REVIEW & EVALUATION**

Every two years the Town of Bristol Town Council shall meet with the ADA Coordinator to review the Town's efforts put forth the previous two years to comply with the ADA and the implementation of the Transition Plan and determine what updates should be made to the Plan. This shall include any adjustment to the number of sidewalks and ramps that remain non-compliant, any changes to funding sources and changes to the schedule, if needed. The Town Council and ADA Coordinator shall review the prioritization of repairs, modifications, or replacement of sidewalks and curb ramps for the upcoming years. The review and evaluation cycle will continue until all sidewalks and ramps are ADA compliant and the deficiencies within the Plan are addressed.

## **APPENDIX A: ADA ADOPTION RESOLUTIONS**

Resolution # 7-7-2022 (a)

**A RESOLUTION OF THE TOWN OF BRISTOL, INDIANA**  
**ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA)**  
**COORDINATOR AND PROCEDURES**

WHEREAS, the federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, in compliance with Title II of the ADA the Town of Bristol (the "Town") shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA and publish notice regarding the ADA requirements and accommodation; and

WHEREAS, in compliance with Title II of the ADA the Town shall name an ADA Coordinator.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bristol that:

SECTION I

**Mike Yoder** is hereby designated as the ADA Coordinator for the Town.

SECTION II

The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the **"Town of Bristol Notice Under the Americans with Disabilities Act"**.

SECTION III

The Town of Bristol **"ADA Grievance Procedure under the Americans with Disabilities Act"**, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the Town of Bristol.

SECTION IV

In compliance with Federal and State laws as set forth above, the Town Council resolves to post the required information regarding the ADA Coordinator, **"Notice under the Americans with Disabilities Act"**, and the **"Town of Bristol Grievance Procedure under the Americans with Disabilities Act"** on the Town website and at such other locations as may be determined from time to time.

SECTION V

The express or implied repeal or amendment by this Resolution of any other Resolution or part of any other Resolution does not affect any rights or liabilities accrued, penalties incurred or procedures begun prior to the effective date of this Resolution. Those rights, liabilities, and proceedings are continued, and penalties shall be imposed and enforced under the repealed or amended Resolution as if this Resolution had not been adopted .



SECTION VI




No part of this Resolution shall be interpreted to conflict with any local, state or federal laws, and all reasonable efforts should be made to harmonize same. Should any section or part thereof of this Resolution be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity, and for this purpose the provisions of this Resolution are hereby declared to be severable.

SECTION VII

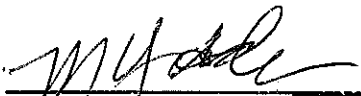
This Resolution shall become effective upon promulgation according to law.

BE IT HEREBY RESOLVED THIS SEVENTH DAY OF JULY , 2022


**PASSED by the Town Council of the Town of Bristol, Indiana this 7th day of  
July , 2022.**

	YEA	NAY	ABSTAIN	ABSENT
Jeff Beachy				X
Cathy Burke				
Delbert Schrock				
Whitney Pierle				X
Floyd Lynch				

**APPROVED:**

  
Mike Yoder, Town Manager

**ATTESTED:**

  
Cathy Antonelli, Clerk-Treasurer

Resolution # 08.04.2022

**A RESOLUTION OF THE TOWN OF BRISTOL, INDIANA**

**ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) –  
ACCESSIBILITY GUIDELINES FOR STANDARDS FOR ACCESSIBLE DESIGN AND  
GUIDELINES FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY**

WHEREAS, the federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, Title II of the ADA requires that municipalities adopt the Americans with Disabilities Standards for Accessible Design that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

WHEREAS, Title II of the ADA recommends that municipalities adopt the Americans with Disabilities Guidelines for Pedestrian Facilities in the Public Right-of-Way that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

WHEREAS, the United States Department of Justice recently modified the ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way in 2010 and 2005, respectively; and

WHEREAS, the Town of Bristol remains committed to the ADA and the elimination of barriers to public facilities through the application ADA Transition Plan process.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bristol that:

SECTION I

The Town of Bristol hereby adopts all current standards, guidelines, and best practices issued by the Architectural and Transportation Barriers Compliance Board of the U.S. Department of Justice, along with future updates and modifications, for compliance with the accessibility requirements of the Americans with Disabilities Act of 1990 (as amended), the town facilities within and outside of the public right-of-way. As of the adoption of this resolution, the current standards are the "Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way" (dated July 26, 2011) and the "2010 ADA Standards for Accessible Design" (dated September 15, 2010). These standards will be utilized in the self-evaluation process pursuant to 28CFR35-105 and the transition plan under 28CFR35-150.

SECTION II

The express or implied repeal or amendment by this Resolution of any other Resolution or part of any other Resolution does not affect any rights or liabilities accrued, penalties incurred or procedures begun prior to the effective date of this Resolution. Those rights, liabilities, and proceedings are continued, and penalties shall be imposed and enforced under the repealed or amended Resolution as if this Resolution had not been adopted.

SECTION III

No part of this Resolution shall be interpreted to conflict with any local, state or federal laws, and all reasonable efforts should be made to harmonize same. Should any section or part thereof of this Resolution be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Resolution as a whole, or any other portion thereof other than that portion so declared to be invalid, and for this purpose the provisions of this Resolution are hereby declared to be severable.

SECTION VII

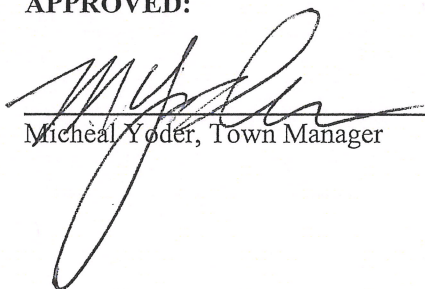
This Resolution shall become effective upon promulgation according to law.

BE IT HEREBY RESOLVED THIS 4<sup>th</sup> DAY OF August, 2022

PASSED by the Town Council of the Town of Bristol, Indiana this 4<sup>th</sup> day of August, 2022.

	YEA	NAY	ABSTAIN	ABSENT
Jeff Beachy	<u>—</u>			<u>✓</u>
Cathy Burke	<u>Cathy Burke</u>			
Delbert Schrock	<u>Delbert Schrock</u>			
Whitney Pierle	<u>Whitney Pierle</u>			
Floyd Lynch	<u>Floyd Lynch</u>			

APPROVED:

  
Micheal Yoder, Town Manager

ATTESTED:

  
Cathy Antonelli, Clerk-Treasurer

## **APPENDIX B: ADA GRIEVANCE FORM**



**~ TOWN OF BRISTOL ~**  
**GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **Town of Bristol**. The Town's Personnel Policy governs employment-related complaints of disability discrimination.

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

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

**Mike Yoder**  
**ADA Coordinator, Town Manager**  
**303 E Vistula St, Bristol, IN 46507**

Within fifteen (15) calendar days after receipt of the complaint, **Mike Yoder**, or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen (15) days of the meeting, **Mike Yoder** or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **Town of Bristol** and offer options for substantive resolution of the complaint.

If the response by **Mike Yoder** or designee does not satisfactorily resolve the issue, the complainant and/or his/her/its designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the **Town Council of Town of Bristol**.

Within thirty (30) calendar days after receipt of the appeal, the **Town Council of Town of Bristol** will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the **Town Council of Town of Bristol** will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by **Mike Yoder** or his designee, appeals to the **Town Council of Town of Bristol**, and responses from these two offices will be retained by the **Town of Bristol** for at least three years.

**~ TOWN OF BRISTOL ~**  
**NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the **Town of Bristol** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The **Town of Bristol** does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communications:** **Town of Bristol** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the **Town of Bristol's** programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** **Town of Bristol** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Town of Bristol offices, even where animals are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the **Town of Bristol**, should contact the office of **Mike Yoder, Town Manager, 303 E Vistula St., Bristol, IN 46507 (574) 848 - 7007 ext. 1**.

The **Town of Bristol** will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

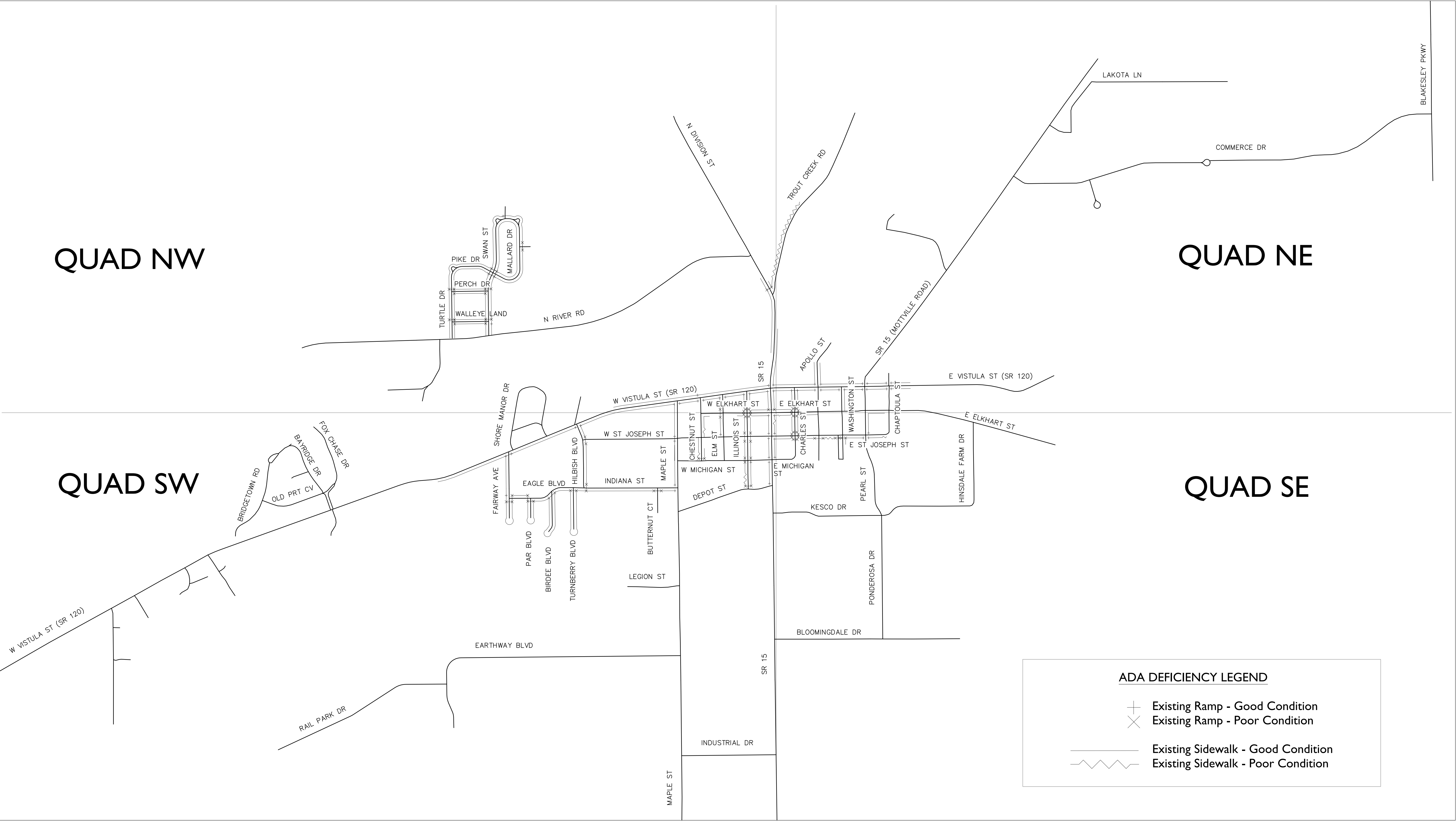
## ADA GRIEVANCE PROCEDURE – TOWN OF BRISTOL

# GRIEVANCE FORM

COMPLAINANT INFORMATION:							
Name:							
Address:							
Daytime Phone:		Email:					
LOCATION INFORMATION:							
Address (If Known):							
Location Description:							
NATURE OF GRIEVANCE:							
Check All That Apply:							
<input type="checkbox"/>	Sidewalk / Ramp	<input type="checkbox"/>	Crosswalk / APS	<input type="checkbox"/>	Building Access	<input type="checkbox"/>	Programming
<input type="checkbox"/>	Other (Please Specify):						
Describe the Grievance / Complaint / Concern / Problem / Incident (Attach Additional Forms If Applicable):							
Date of Grievance / Complaint / Concern / Problem / Incident (If Applicable):							
FOR LOCAL / ADA COORDINATOR USE ONLY							
Town Representative Preparing the Form if not by Complainant and Date Complaint Rec'd:							
Date Rec'd by Dept. Head (If Appl.):				Date Rec'd by ADA Coord.:			
Date Rec'd by ADA Coord.:				Date of Initial Contact:			
Date of Initial Contact:				Date of Meeting or Site Visit:			
Date Assigned to Dept. Head:				Date Returned from Dept.:			
Date ADA Coord.'s Decision Mailed:				Date Appeal Rec'd by Council:			
Date First on Town Council Agenda:				Date Town Council Decision:			
Date Council Decision Mailed:							

**APPENDIX C: ADA REGION INVENTORY MAPS & INVENTORY DATABASE FOR  
PUBLIC RIGHT-OF-WAY FACILITIES**

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# TOWN OF BRISTOL

## AMERICANS WITH DISABILITIES ACT TRANSITION PLAN

### 2021 CONCRETE CURB RAMP AND SIDEWALK AUDIT

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JONES  
PETRIE  
RAFINSKI



0 300 600 Feet

Elkhart, IN  
p: 574.293.7762

South Bend, IN  
p: 574.232.4388

Fort Wayne, IN  
p: 260.422.2522

ADA Transition Plan - Inventory of "Barriers" and Deficiencies" Found in Public Right-of-Way

Town of Bristol

Date of Last Revision:7/18/2022

Date of Inventory:12/17/2021

Grouping:

NW Quad

NE Quad

SW Quad

SE Quad

The quadrants are bounded by dividing the Town Corporate Limits with horizontal axis defined as centerline of St. Joseph Street and vertical axis defined as centerline of Division Street.

	Cost to Replace/Reconstruct	Multiplier
Sidewalk (LFT)	\$35.00	1.00
Curb Ramp (EACH)	\$2,000.00	1.00

Cost of Improvements	
Ramps Only	\$186,000.00
Sidewalks Only	\$68,250.00
Total	\$254,250.00

NW Quad

Index Map

Region

Street Name	From	To	Insufficient Sidewalk (LFT)	Estimate Cost For Walk Improvements		Curb Ramps (EACH)	Estimated Cost for Ramp Improvement		Total Estimated Cost	Deficiency		Priority Ranking
(West-East Routes)												
Walleye Land	Turtle Dr	Swan St	0	\$-		4	\$8,000.00		\$8,000.00			
Perch Dr	Turtle Dr	Swan St	0	\$-		4	\$8,000.00		\$8,000.00			
Pike Dr	Turtle Dr	Swan St	0	\$-		2	\$4,000.00		\$4,000.00			
Shore Manor Ct	Shore Manor Dr (W)	Shore Manor Dr (E)	0	\$-		0	\$-		\$-			
W Vistula St (SR 120)	Shore Manor Dr (W)	S Division St	0	\$-		0	\$-		\$-			
W Elkhart St	Chestnut St	S Division St	0	\$-		6	\$12,000.00		\$12,000.00			
(North-South Routes)				\$-			\$-		\$-			
Turtle Dr	N River Rd	Pike Dr	0	\$-		4	\$8,000.00		\$8,000.00			
Swan St	N River Rd	Mallard Dr	0	\$-		8	\$16,000.00		\$16,000.00			
Mallard Dr	Pike Dr	Swan St	0	\$-		4	\$8,000.00		\$8,000.00			
Shore Manor Dr	W Vistula St (SR 120)	W Vistula St (SR 120)	0	\$-		0	\$-		\$-			
Hilbish Blvd	W St. Joseph St	W Vistula St (SR 120)	0	\$-		2	\$4,000.00		\$4,000.00			
Maple St	W St. Joseph St	W Vistula St (SR 120)	0	\$-		0	\$-		\$-			
Chestnut St	W St. Joseph St	W Vistula St (SR 120)	100	\$3,500.00		0	\$-		\$3,500.00			
Elm St	W St. Joseph St	W Vistula St (SR 120)	0	\$-		0	\$-		\$-			
Illinois St	W St. Joseph St	W Vistula St (SR 120)	0	\$-		4	\$8,000.00		\$8,000.00			
N Division St	E Vistula Rd	N River Rd	0	\$-		2	\$4,000.00		\$4,000.00			
S Division St	W St. Joseph St	W Vistula St (SR 120)	0	\$-		2	\$4,000.00		\$4,000.00			
Totals			100	\$3,500.00		42	\$84,000.00		\$87,500.00			

NE Quad

Index Map  
Region

Street Name	From	To	Sidewalk (LFT)	Estimate Cost For Walk Improvements		Curb Ramps (EACH)	Estimated Cost for Ramp Improvement		Total Estimated Cost	Deficiency		Priority Ranking
(West-East Routes)												
E St. Joseph St	S Division St	Chaptoula St.	400	\$ 14,000.00		4	\$ 8,000.00		\$ 22,000.00			
E Elkhart St	S Division St	Chaptoula St.	50	\$ 1,750.00		4	\$ 8,000.00		\$ 9,750.00			
E Vistula St (SR 120)	S Division St	Chaptoula St.	0	\$ -		0	\$ -		\$ -			
(North-South Routes)				\$ -			\$ -		\$ -			
Charles St	E St. Joseph St	E Vistula St (SR 120)	0	\$ -		8	\$ 16,000.00		\$ 16,000.00			
Apollo St	E St. Joseph St	End	0	\$ -		2	\$ 4,000.00		\$ 4,000.00			
Washington St	E St. Joseph St	E Vistula St (SR 120)	0	\$ -		4	\$ 8,000.00		\$ 8,000.00			
Pearl St	E St. Joseph St	E Vistula St (SR 120)	0	\$ -		0	\$ -		\$ -			
Chaptoula St	E St. Joseph St	End	0	\$ -		0	\$ -		\$ -			
Trout Creek Rd	N Division St	End	1000	\$ 35,000.00		0	\$ -		\$ 35,000.00			
				\$ -			\$ -		\$ -			
		Totals	1450	\$ 50,750.00		22	\$ 44,000.00		\$ 94,750.00			

SW Quad

Index Map  
Region

Street Name	From	To	Sidewalk (LFT)	Estimate Cost For Walk Improvements		Curb Ramps (EACH)	Estimated Cost for Ramp Improvement		Total Estimated Cost	Deficiency		Priority Ranking
(West-East Routes)												
Eagle Blvd	Fairway Ave	Hilbish Blvd	0	\$ -		4	\$ 8,000.00		\$ 8,000.00			
Indiana St	Hilbish Blvd	Maple St	0	\$ -		2	\$ 4,000.00		\$ 4,000.00			
W Michigan St	Maple St	S Division St	0	\$ -		3	\$ 6,000.00		\$ 6,000.00			
W St Joseph St	Hilbish Blvd	S Division St	0	\$ -		2	\$ 4,000.00		\$ 4,000.00			
(North-South Routes)				\$ -			\$ -					
Fairway Ave	End	W Vistula St (SR 120)	0	\$ -		2	\$ 4,000.00		\$ 4,000.00			
Butternut Ct	End	Indiana St	0	\$ -		2	\$ 4,000.00		\$ 4,000.00			
Par Blvd	End	Eagle Blvd	0	\$ -		2	\$ 4,000.00		\$ 4,000.00			
Birdie Blvd	End	Eagle Blvd	0	\$ -		2	\$ 4,000.00		\$ 4,000.00			
Turnberry Blvd	End	Eagle Blvd	0	\$ -		2	\$ 4,000.00		\$ 4,000.00			
Hilbish Blvd	Eagle Blvd	W St. Joseph St	0	\$ -			\$ -		\$ -			
Maple St	Indiana St	W St. Joseph St	0	\$ -			\$ -		\$ -			
Chestnut St	W Michigan St	W St. Joseph St	100	\$ 3,500.00		2	\$ 4,000.00		\$ 7,500.00			
Illinois St	Depot St	W St. Joseph St	300	\$ 10,500.00		2	\$ 4,000.00		\$ 14,500.00			
S Division St (SR 15)	Depot St	W St. Joseph St		\$ -			\$ -		\$ -			
		Totals	400	\$ 14,000.00		25	\$ 50,000.00		\$ 64,000.00			



SE Quad

Index Map  
Region

Street Name	From	To	Sidewalk (LFT)	Estimate Cost For Walk Improvements		Curb Ramps (EACH)			Estimated Cost for Ramp Improvement		Total Estimated Cost	Deficiency		Priority Ranking
(West-East Routes)														
Washington St.	E. St. Joseph St. (W)	E St. Joseph St. (E)	0	\$ -			4		\$ 8,000.00		\$ 8,000.00			
		Totals	0	\$ -		0	4	0	\$ 8,000.00		\$ 8,000.00			

## **APPENDIX D: BUILDINGS AND FACILITIES ASSESSMENTS**