



A G E N D A

TECHNICAL ADVISORY COMMITTEE #4 CAPITAL IMPROVEMENT AND INFRASTRUCTURE

**Board of Supervisors Chambers
981 H Street, Suite 100
Crescent City, CA 95531**

OCTOBER 22, 2025 AT 9:00 A.M.

1. Call to order.
2. Public comment period.
3. Review draft Capital Improvement Planning Policy and forward to Board with recommendation for approval.**
4. Receive update on ADA improvement design services request for Rec Gym, Vets Hall, and Manual Arts Building.**
5. Discuss the potential vacation of maintenance activities on certain roads accepted into the County Maintained Road System.

Adjournment

To: Capital Improvements and Infrastructure TAC
From: Randy Hooper, Assistant County Administrative Officer
Date: October 22, 2025
Subject: Capital Improvement Planning Policy

On behalf of an internal team of County staff members, including staff in the Administration Department, Building Maintenance & Parks Director, Community Development (including the Public Works Branch), the Auditor-Controller, and County Counsel, I am pleased to present the attached revised draft Capital Improvement Planning Policy (Chapter 12.10 of the Administrative Manual) for your review and recommendation to the Board for adoption.

Since the draft was first provided for the Aug. 6 TAC meeting, a minor but important change has been incorporated based on statutory requirements identified by the County Engineer. Specifically, the policy now reflects the role of the Planning Commission in reviewing the proposed Capital Improvement Plan for consistency with the County's General Plan, as required under Government Code §§ 65103(c) and 65401. The revised draft adds this review step to the Roles and Responsibilities section and the Annual CIP Development Timeline.

This policy remains consistent with the County's adopted Strategic Plan, Focus Area 2: Infrastructure and Economic Development (IED), and directly advances Action Items IED-1A (Capital Improvement Planning Team Approach) and IED-1B (Comprehensive Capital Improvement Plan). These items call for the formalization of a cross-departmental CIP Team and the development of an updated, organization-wide Capital Improvement Plan covering all County-owned infrastructure, facilities, and parks.

Key provisions of the policy include:

- Establishing a centralized, uniform framework for developing, evaluating, and recommending capital projects for Board consideration.
- Defining project eligibility and prioritization criteria aligned with legal mandates, safety, strategic goals, and external funding readiness.
- Requiring integration of roads, facilities, parks, flood control, water/sewer, and hazard mitigation infrastructure into a unified CIP.
- Creating and maintaining a dedicated Asset Inventory to support lifecycle asset management and long-term capital forecasting.

- Institutionalizing the roles of the CIP Team, CIITAC, and Planning Commission in reviewing, refining, and recommending the annual Capital Improvement Plan to the Board.

Upon adoption of this policy, the CIP Team intends to begin the process of developing a comprehensive, updated Capital Improvement Plan. To support this effort, we propose issuing a Request for Services (RFS) this fiscal year to engage one of the County's on-call engineering consultants to assist with project scoping, cost estimation, and asset inventory development, consistent with available budget and procurement policy.

TITLE 12: CAPITAL IMPROVEMENTS

Chapter 12.10 – Capital Improvement Planning Policy

12.10.010 – Purpose

The purpose of this policy is to establish a centralized, uniform process for the development, approval, and administration of the Board of Supervisors' Capital Improvement Plan (CIP), ensuring alignment with the specific goals of the Board of Supervisors for capital planning, along with the more general goals of financial sustainability, accountability, and transparency in the Board's capital planning.

12.10.020 – Definitions

A. Capital Improvement Project: Projects involving acquisition, construction, improvement, or major repair of County-owned infrastructure or facilities with at least a five-year useful life and exceeding a cost of \$25,000. Projects exceeding \$25,000 shall be included in the CIP.

Generally, projects shall be included in the CIP where they address critical infrastructure needs, align with strategic goals, support external funding opportunities, or require multi-department coordination. "Major repair" shall refer to repair or replacement work that materially extends the useful life of an asset. Final cost threshold verification may be coordinated with the Auditor-Controller to confirm accounting classification and consistency with capital asset thresholds.

B. Capital Improvement Plan (CIP): A multi-year planning document outlining the County's planned investment in infrastructure and major capital projects.

C. Capital Improvement Planning Team (CIP Team): A working group for interdepartmental coordination of the CIP and technical review of projects, as defined in Section 12.10.040(A).

D. Capital Improvement and Infrastructure Technical Advisory Committee (CIITAC): A Board-appointed advisory body established under County Code Chapter 1.50, responsible for reviewing and advising the Board on the CIP.

E. Asset Inventory: A comprehensive listing of County-owned infrastructure and facilities, maintained to support lifecycle planning and project prioritization.

F. County Engineer: Deputy Director of Community Development, Public Works Branch, responsible for engineering for infrastructure planning specific to Engineering & Surveying, Roads, County Service Area, and Flood Control functions under the direction of the Director of the Community Development Department.

G. Facilities Director: The Director of the Building Maintenance and Parks Department, responsible for the capital planning, management, and oversight of county facilities, parks, and recreational infrastructure.

12.10.030 – Policy

A. Strategic Alignment: All CIP activities must align with the County’s Strategic Plan, General Plan, Local Hazard Mitigation Plan, and other relevant planning documents.

B. Centralization of Planning: CIP processes are coordinated by the County Engineer, supported by the CIP Team and CIITAC, requiring all departments to submit capital project proposals through this centralized system.

C. Unified Planning Scope: The CIP shall integrate projects from:

1. County roads, flood control, water/sewer systems
2. County facilities and parks
3. Other County capital projects as appropriate (e.g., certain hazard mitigation plan projects, etc.)

D. Multi-Year Planning Horizon: The CIP will have a five-year horizon, updated annually in sync with budget processes.

E. Integration with Budget Process: CIP inclusion does not guarantee budget approval; each project requires independent financial review and appropriation per the process outlined in Title 10 of this Manual.

F. Project Prioritization Criteria: Projects prioritized by:

1. Regulatory/legal mandates
2. Health/safety urgency
3. Asset preservation/efficiency
4. Strategic alignment
5. External funding leverage
6. Interdepartmental/community impact
7. Community demand as recognized by the Board
8. Readiness for external funding or matching requirements

G. Lifecycle Asset Management/Asset Inventory: The CIP Team shall develop and maintain a dedicated Asset Inventory of critical infrastructure and facilities to support lifecycle cost analysis, deferred maintenance tracking, and long-term capital planning.

1. This inventory shall remain separate from the Fixed Asset Inventory maintained by the Auditor-Controller for accounting purposes however the Auditor's Inventory may serve as the basis of the CIP Asset Inventory.
2. This inventory shall be maintained by the County Engineer and the Facilities Director.
3. Roads, bridges, sewer systems, and flood control infrastructure shall be the responsibility of the County Engineer.
4. Parks, recreational and grounds facilities, and County buildings and offices shall fall under the responsibility of the Facilities Director.
5. The CIP Team shall use this inventory to identify major replacement cycles, inform project prioritization, and integrate infrastructure needs into CIP development.

H. Emergency Capital Needs: Projects arising from declared emergencies or urgent public health and safety risks may be submitted outside of the normal CIP cycle. These projects may be considered for expedited review and inclusion with Board approval.

I. Intergovernmental Coordination: Projects involving tribal governments, special districts, or other local agencies should be identified early in the planning process. The CIP Team shall support collaboration to maximize grant competitiveness and leverage shared resources.

J. Sustainability and Resilience: Where feasible, projects should incorporate sustainability principles, energy efficiency, or climate resilience strategies in alignment with state and federal funding priorities.

K. Staffing and Capacity Considerations: Recognizing limited staffing and technical capacity, the CIP process shall remain adaptable to the availability of County resources. Departments and the CIP Team are encouraged to scale scope development and reporting expectations accordingly. Where internal capacity is limited, the CIP Team may utilize the County's existing on-call consulting engineers or other professional service contracts to support CIP preparation, consistent with budgetary appropriations and procurement policy.

12.10.040 – Roles and Responsibilities

A. CIP Team Membership:

1. County Administrative Officer (CAO)
2. Director of Community Development
3. County Engineer
4. Facilities Director
5. County Auditor-Controller
6. Additional staff as assigned

Responsibilities:

1. Compile/review annual project proposals
2. Preliminary project evaluation and prioritization
3. Refine project scopes and cost estimates and identification of funding sources
4. Prepare draft CIP for CIITAC review
5. Maintain/update Asset Inventory
6. Engage contracted on-call engineering consultants, as needed and within available appropriations, to assist with technical scoping, cost estimating, lifecycle planning, or other specialized services necessary for CIP development and maintenance, consistent with County procurement and contracting procedures.

The County Engineer leads technical development, scoping, and infrastructure prioritization.

B. CIITAC

1. Reviews CIP drafts
2. Ensures strategic alignment
3. Advises Board on CIP adoption or revisions
4. Facilitates public input on significant projects
5. Update Board on TAC business items after quarterly meetings as specified in Sec. 1.50.010.C of the Del Norte County Administrative Manual

C. Planning Commission

1. The Planning Commission shall annually review the proposed Capital Improvement Plan for consistency with the County's General Plan, pursuant to Government Code §§ 65103(c) and 65401. If consistent with the County's General Plan the Planning Commission shall adopt findings of consistency and these findings shall be forwarded to the County Engineer.
2. If the draft is found not to be consistent with the County's General Plan the Planning Commission Secretary shall provide notification to the County Engineer of what changes are necessary in order for the County Engineer to report back to the CIP Team.
3. In either case, the Planning Commission Secretary shall provide this notification to the County Engineer within five business days of the Planning Commission's consideration of the CIP.

D. County Departments

1. Identify and propose projects (description, justification, urgency, and known funding or implementation factors)
2. Support project review by the CIITAC (e.g., provide information as needed or requested by the TAC)
3. May coordinate implementation and progress reporting

4. Report significant facility changes or condition issues

Note: Departments are responsible primarily for project identification and urgency; detailed estimates and timelines to be developed collaboratively with the CIP Team.

12.10.050 – Adoption and Updates

The CIP will be annually adopted by the Board following: CIP Team preparation, CIITAC recommendation, Planning Commission findings, and CAO submission to the Board of Supervisors.

Updates can be proposed throughout the fiscal year for emerging priorities or funding opportunities, with comprehensive reassessments every five years.

12.10.060 – Transparency and Public Engagement

1. The adopted CIP will be publicly available online.
2. Public engagement, including workshops or forums, shall be coordinated by the CIITAC, with Board involvement as necessary.

12.10.070 – Annual CIP Development Timeline

A. Ongoing Submissions (Annual cutoff October 31): Departments submit projects year-round, finalizing submissions by the last business day in October.

B. November-December: CIP Team initial project review and preliminary project compilation.

C. January: CIP Team presents preliminary project list to CIITAC, including review of ongoing projects.

D. January-February: CIP Team, led by the County Engineer, develops detailed project scopes and budgets.

E. March: Final CIITAC review and recommendation to CAO.

F. April: CAO reviews, finalizes, and submits CIP to the **Planning Commission**.

G. May: **Planning Commission reviews draft CIP and adopts findings of consistency with the County's General Plan.**

H. June: Board review and adoption of CIP with budget.

I. July-August: Begin CIP implementation aligned with the fiscal year budget.

To: Capital Improvements and Infrastructure TAC
From: Randy Hooper, Assistant County Administrative Officer
Date: October 22, 2025
Subject: ADA Improvement Engineering/Planning/Design Services - Update

Administration prepared a memo for TAC review in August of a proposed Request for Services (RFS) to support the planning and design of Americans with Disabilities Act (ADA) improvements at three County facilities:

1. Veterans Memorial Hall
2. Information Technology (“Manual Arts”) Building
3. Recreation Gymnasium

Each of these facilities was recently assessed as part of the County’s 2024–2025 ADA Transition Plan updates prepared by SZS Engineering. The reports identified multiple high-priority accessibility barriers requiring corrective action, including entrances, restrooms, path-of-travel routes, parking, and other features.

Because the August TAC meeting was cancelled, the item was advanced directly to the Board of Supervisors. On September 9, 2025, the Board approved issuance of the RFS under the County’s on-call architectural and engineering contracts.

The Board authorized Administration to:

1. Issue the RFS to consultants under the on-call professional services program.
2. Evaluate consultant responses.
3. Return with a recommended Task Order for award.

The RFS has since been formally released and posted on the County’s website. Consultant responses are due October 31, 2025. The RFS requires consultants to:

1. Verify barrier conditions identified in the Transition Plans.
2. Develop design concepts and phased improvement strategies.
3. Prepare construction-ready plans, specifications, and estimates (PS&E) in compliance with ADA and California Building Code standards.
4. Coordinate with the Building Maintenance Department to separate items that may be feasibly completed in-house from those requiring formal bidding.

Deliverables will include a Design Development Summary Report, full PS&E package, cost estimates, phasing strategies, and participation in coordination meetings.

Next Steps

1. **Proposal Review:** Consultant responses close on October 31, 2025. Staff will evaluate submissions immediately thereafter.
2. **Task Order Authorization:** In accordance with the direction provided by the Board of Supervisors on September 9, 2025, Administration will return to the Board with a recommended consultant and Task Order following evaluation of submitted proposals.
3. **Implementation:** Upon Board authorization, the consultant will begin design work, with phased improvements expected to advance toward bid-ready documents in 2026.

At this stage, TAC input is requested on:

1. Any additional considerations for consultant evaluation criteria (e.g., local experience, ADA specialty expertise).
2. Prioritization of ADA improvements for early implementation.
3. Recommendations regarding phasing, including items suitable for in-house completion.



County of Del Norte Board of Supervisors

Board Report

AGENDA DATE: September 9, 2025
TO: Del Norte County Board of Supervisors
FROM: Randy Hooper, Assistant County Administrative Officer
Administration
SUBJECT: Request for Engineering/Planning/Design Services - ADA Improvements
(Vets Hall, Recreation Gym, Manual Arts Buildings)

RECOMMENDATION FOR BOARD ACTION:

1) Approve issuance of a Request for Services (RFS) under the County's on-call architectural and engineering contracts to obtain professional services for ADA improvements at the Veterans Memorial Hall, the Manual Arts (IT) Building, and the Recreation Gymnasium, and 2) authorize Administration to return to the Board with a recommended consultant and Task Order following evaluation of submitted proposals, as requested by the Assistant CAO.**

DISCUSSION/SUMMARY:

The County's ADA Transition Plans, updated in 2024 and 2025 by SZS Engineering, identified multiple high-priority physical accessibility barriers across the County's facilities. Three facilities of specific note are the Veterans Memorial Hall, the Manual Arts (IT) Building, and the Recreation Gymnasium. These facilities were assessed in detail, with corrective actions required to address noncompliant entrances, restrooms, interior and exterior routes, and parking. Veterans Memorial Hall and the Manual Arts Building were evaluated in July 2025, while the Recreation Gymnasium was evaluated in November 2024. In each case, the assessments documented deficiencies that require remediation to bring the facilities into compliance with federal and state accessibility standards.

To implement the recommended improvements, staff proposes issuing a Request for Services (RFS) to consultants currently authorized under the County's on-call professional services program. The selected consultant will be responsible for verifying the barrier conditions identified in the Transition Plans, developing design concepts and phased improvement strategies, and preparing construction-ready plans, specifications, and estimates (PS&E) that conform to ADA and California Building Code requirements. As part of this effort, the consultant will also coordinate with the County's Building Maintenance Department to identify items that may be completed in-house, thereby separating those tasks from the formal construction bid package and optimizing use of County resources. Deliverables will include cost estimates, phasing strategies, and participation in coordination meetings with County staff.

The RFS will be issued only to firms under the existing on-call agreements. Responses will be required to include confirmation of interest, a proposed approach to completing the work, a detailed fee schedule, and a project timeline. Following evaluation of responses, Administration will return to the Board with a recommendation for issuance of a Task Order to the selected consultant.

ALTERNATIVES:

1. Proceed with RFS (Staff Recommendation): Advances ADA compliance and prepares construction-ready documents.
2. Defer Action: Would delay compliance activities and risk potential exposure to ADA enforcement.

FINANCING:

Services would be charged to approved professional services budget lines.

OTHER AGENCY INVOLVEMENT:

N/A

STRATEGIC PLAN ALIGNMENT:

This Board of Supervisors' adopted Strategic Plan contains the following Focus Areas and Goals.

- Focus Area 1: County Staffing and Capacity (CSC)
- Focus Area 2: Infrastructure and Economic Development (IED)
- Focus Area 3: Law, Justice, and Homelessness (LJH)
- Focus Area 4: General Governance and Budget (GGB)

This item addresses the following Goals:

- IED-1: Maintain or Improve County Facilities and Infrastructure
- GGB-1: Maintain Core Service Levels
- GGB-2: Practice Fiscal Responsibility

ATTACHMENTS:

1. Draft RFS - ADA Design Services Engineering

APPROVALS:

Neal Lopez, County Administrative Officer
Kylie Goughnour , Deputy Clerk of the Board

REQUEST FOR SERVICES

MM DD, 2025

Planning and Design for ADA Improvements Veterans Memorial Hall, Manual Arts Building, and Recreation Gymnasium County of Del Norte

Project Background

Del Norte County is seeking professional architectural and engineering services to support the planning and design of Americans with Disabilities Act (ADA) improvements at three County facilities: the Veterans Memorial Hall, the Information Technology (aka “Manual Arts”) Building, and the Recreation Gymnasium. These buildings were recently assessed as part of the County’s ADA Transition Plan updates, completed by SZS Engineering in July 2025 (Veterans Hall and Manual Arts Building) and November 2024 (Gymnasium). Across these facilities, multiple high-priority physical barriers to accessibility were identified that now require design and remediation.

The County anticipates this work will result in construction-ready plans, specifications, and bid documents for prioritized accessibility improvements. Where feasible, improvements that may be completed by the County’s in-house Building Maintenance team will be separated into a distinct scope to allow internal execution. The selected consultant will be required to collaborate with the Maintenance Director to evaluate capacity and confirm work items appropriate for County completion.

This RFS is issued under the County’s existing on-call professional services contracts. Responses are requested only from consultants currently authorized under those on-call agreements.

Parcels

APN’s: 118-XXX-XXX (Veterans Memorial Hall)
118-XXX-XXX (Manual Arts Building)
118-XXX-XXX (Gymnasium)

Services Requested

The Consultant shall provide comprehensive planning, design, and coordination services in support of ADA Transition Plan implementation for the above-referenced facilities.

The Consultant will conduct on-site reviews of the Veterans Memorial Hall, Manual Arts Building, and Gymnasium, including verification of existing barrier conditions identified in the respective ADA Transition Plan reports. Site access, exterior routes, and interior building features relevant to proposed accessibility improvements shall be reviewed and verified.

Design concepts will be developed to address the high-priority ADA improvements identified in each facility’s Transition Plan report. The Consultant will prepare phased improvement plans where practical, distinguishing work that may be bundled for formal construction bidding, completed by County maintenance staff, or deferred. Coordination with the County’s Building Maintenance Director is required to identify items that can be handled in-house.

Construction-ready plans and specifications will be developed to support public bidding of ADA-related work. All documents must comply with applicable ADA and California Building Code requirements. An engineer’s estimate shall accompany the bid package.

Deliverables will include a Design Development Summary Report that outlines verified deficiencies, proposed solutions, and a recommended phasing and cost strategy. The Consultant will provide a full PS&E (Plans, Specifications, and Estimate) package suitable for public bidding, as well as a clearly delineated list of work

appropriate for in-house completion. Participation in up to three coordination meetings with County staff will be required.

Instructions to Consultants

Del Norte County is requesting a proposal to perform the services described above pursuant to the terms and conditions of your existing on-call contract with the County.

Responses should include confirmation of interest in providing the requested services, a brief summary of your proposed approach to completing the work, a not-to-exceed fee proposal with a breakdown of tasks and assumptions, and a proposed project schedule showing major milestones and deliverables.

Responses shall be submitted electronically to:

Randy Hooper
Assistant County Administrative Officer
Email: randy.hooper@co.del-norte.ca.us

Deadline for Response: MM DD, 2025

Questions may be directed to Mr. Hooper at the email address listed above.

Attachments

1. ADA Transition Plan Update – Information Technology, July 2, 2025
2. ADA Transition Plan Update – Veterans Memorial Hall, July 2, 2025
3. ADA Transition Plan Update – Gymnasium, November 21, 2024

County of Del Norte

Americans with Disabilities Act (ADA) Transition Plan Update Information Technology

July 2, 2025

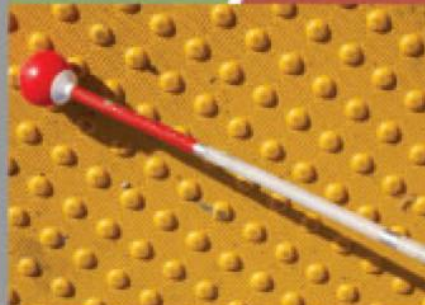


Table of Contents

INTRODUCTION	2
FIELD INVESTIGATION	2
Facility Entrances.....	2
FINDINGS.....	3
Departments and Programs, Services, and Activities.....	3
Exterior	3
Interior Spaces.....	3
BARRIER RECORDS	5
COST ESTIMATES	67
REFERENCE DRAWINGS.....	68

INTRODUCTION

This ADA Transition Plan report is intended to not only identify barriers to access, but to provide solutions. This report provides information on physical barriers to access and the accompanying overall Self-evaluation and ADA Transition Plan document will allow coordination of programs, services and activities (programs) provided by the City to ensure that when these programs are viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

Additional information pertaining to this Access Compliance Assessment Report (ACAR), the applicable standards, field assessments, format definitions, cost estimating, Barrier Severity Ratings, and Barrier Removal Priorities are contained in the City's ADA Self-evaluation and Transition Plan.

The field investigation began on May 21, 2025.

Information Technology is a facility that appears to have been built before the enforcement of the Americans with Disabilities Act and barriers to access were identified.

FIELD INVESTIGATION

Images of each physical element identified in this report were captured as digital photos while manual measurements were taken to establish as-built conditions to facilitate the process of cost estimating. Digital photographs are provided within the report for each barrier to access to facilitate the review of the data collected. We have found that technical data can be difficult to interpret without a visual component; the photos provide a clear connection between the technical data and each barrier to access.

Information Technology is provided with a path of travel from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve¹ required by the California Building Code (CBC) and the 2010 ADA Standard for Accessible Design. Details on barriers identified in that route are provided in the following barrier data records and within the ADA Transition Plan for the pedestrian facilities provided as a separate report.

Facility Entrances

The building is located within a group of county buildings located at the corner of 9th Street and I Street in Crescent City, CA. No pedestrian route is provided from the sidewalk along

¹ 2010 ADA Standards for Accessible Design, Section 206.2.1 Site Arrival Points

either roadway. Several county buildings share an off-street parking lot in which no accessible parking stalls are provided.

FINDINGS

Departments and Programs, Services, and Activities

- IT Department

Exterior

The building in which this facility is housed is shared with another county department. Multiple buildings housing county facilities are located on this parcel. An off-street parking lot is shared by the group of buildings.

Pedestrians are not provided with an accessible route from the sidewalk to either of two entrance doors to this facility (see photo).



Interior Spaces

The southwest entrance door to this facility is located inside a covered entry portal. The door is located in a recess which reduces accessible maneuvering clearance on both sides of the door. The door landing on the interior side of the entrance has a severe slope and leads to a small lobby space that leads directly to a stairway where a sign indicates to visitors that the second floor is intended only for staff use. The visual sign posted on a doorway to the left of the stairway contains an arrow pointing to the vestibule in which the entrance door to the IT department is located.

The northwest entrance door was located in the parking lot directly behind a parking strip with cross-hatched parking pavement. Staff indicated that the building maintenance and parks department is housed in this part of the building shared with the IT department. The entrance door lacked required signs but the door landing slope was a low severity barrier in comparison to the door landing at the IT department.

The entrance door to this facility is located in a small vestibule and the door frame was installed adjacent to the wall separating the stairway from the IT department space. Maneuvering clearance required at the entrance door is not provided. An automatic door opening device could be installed to compensate for the lack of maneuvering clearance at this entrance door. Inside the IT department, a single service desk is provided, and it lacks a low section for people who are of short stature or those who use wheelchairs.

The stairway is partially obstructed by a mechanical lift that staff explained is used to transport boxes. A handrail is provided only on one side of the stairway and additional barriers to access were identified. On the second-floor landing, a change in floor level was identified that pedestrians will experience just after climbing the stairway. Doors to permanent rooms and spaces within the circulation route on the ground floor and the second floor were not identified with required signs. Doors were also identified with door knobs, which is not accessible to people with hand impairments who cannot simultaneously grasp and turn hardware.

The toilet room provided on the second floor is located down a narrow corridor and lacks identification signs and door maneuvering clearance. The mirror, lavatory and dispensers were not accessible, although the toilet was provided with grab bars.

The second entry to this building where the Building Maintenance and Parks department is located was identified with similar barriers to access, including a lack of required identification and tactile signs, non-accessible door hardware and stairways with barriers to access that are problematic for all users, including the groups of people with disabilities that can use stairways. At present, no accessible lift or elevator is provided to reach any of the rooms on the second floor.

Please review the barrier data records on the following pages for detailed information on all barriers identified in the facility.

COST ESTIMATES

COST SUMMARY REPORT

Cost Estimate Total: \$394,485.00

Cost Estimate - Priority 1:	\$333,275.00	% of Total Cost Estimate:	84.48%
Cost Estimate - Priority 2:	\$20,145.00	% of Total Cost Estimate:	5.11%
Cost Estimate - Priority 3:	\$14,040.00	% of Total Cost Estimate:	3.56%
Cost Estimate - Priority 4:	\$27,025.00	% of Total Cost Estimate:	6.85%

County of Del Norte

Americans with Disabilities Act (ADA) Transition Plan Update Veterans Memorial Hall

July 2, 2025

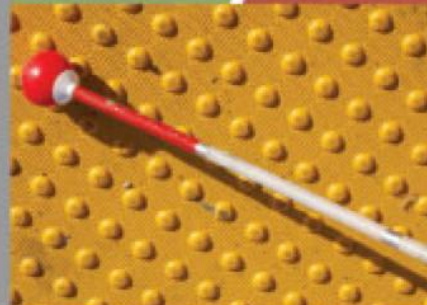


Table of Contents

INTRODUCTION	2
FIELD INVESTIGATION	2
Facility Entrances.....	2
FINDINGS.....	3
Departments and Programs, Services, and Activities.....	3
Exterior	3
First Floor.....	5
Second Floor	8
BARRIER RECORDS	9
COST ESTIMATES	206
REFERENCE DRAWINGS.....	207

INTRODUCTION

This ADA Transition Plan report is intended to not only identify barriers to access, but to provide solutions. This report provides information on physical barriers to access and the accompanying overall Self-evaluation and ADA Transition Plan document will allow coordination of programs, services and activities (programs) provided by the City to ensure that when these programs are viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

Additional information pertaining to this Access Compliance Assessment Report (ACAR), the applicable standards, field assessments, format definitions, cost estimating, Barrier Severity Ratings, and Barrier Removal Priorities are contained in the City's ADA Self-evaluation and Transition Plan.

The field investigation began on May 20, 2025.

Veterans Memorial Hall is a facility that was built before the enforcement of the Americans with Disabilities Act and barriers to access were identified.

FIELD INVESTIGATION

Images of each physical element identified in this report were captured as digital photos while manual measurements were taken to establish as-built conditions to facilitate the process of cost estimating. Digital photographs are provided within the report for each barrier to access to facilitate the review of the data collected. We have found that technical data can be difficult to interpret without a visual component; the photos provide a clear connection between the technical data and each barrier to access.

Veterans Memorial Hall is provided with a path of travel from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve¹ required by the California Building Code (CBC) and the 2010 ADA Standard for Accessible Design. Details on barriers identified in that route are provided in the following barrier data records and within the ADA Transition Plan for the pedestrian facilities provided as a separate report.

Facility Entrances

The building is located on the corner of H and 8th Street in Crescent City, California. The main entrance is located along the roadway with what appear to be the original stairs, and a metal ramp which was added more recently. A shared off-street parking lot is located between the Veterans Memorial Hall and the county facility located at 882 H St. Pedestrian walkways

¹ 2010 ADA Standards for Accessible Design, Section 206.2.1 Site Arrival Points

connect from the sidewalk and the parking area to a pedestrian ramp that provides access to the main entrance at the front of the building. Three entrance doorways are provided in the covered landing at the main entrance. The central entrance double doors are provided with an automatic door opening device identified by an International Symbol of Accessibility (ISA). Two doors on the northwest side of the building lead directly to the parking lot that can be utilized by those renting the dining hall or main hall spaces as a shorter route to the kitchen. Both doors provide access from the parking level to the building entry level by way of ramps that are not considered to be accessible. Neither of these entrances are considered to be main public entrances, and both are locked unless opened by renters of the space or when the interior spaces adjoining the doors are in use. These doors also serve as emergency exits. Exterior doors that are not used as accessible entrances lack directional signs indicating the location of and route to the accessible entrances to the building.

FINDINGS

Departments and Programs, Services, and Activities

- Veterans Services
- Veterans of Foreign Wars
- Veterans of Foreign War Auxiliary
- Veterans Canteen
- Main Hall for Events

Exterior

This facility has an off-street parking lot with a parking stall identified as accessible adjoining the sidewalk. This parking stall appears to have been constructed recently using a concrete surface. While low severity barriers were identified, the barrier that affects significantly usability is the location of the access aisle. This is a violation that affects both people who use wheelchairs and those with vision disabilities. A parking lot this small is required to provide only one accessible stall, but that stall must be van accessible. A van accessible stall is required to provide an access aisle positioned on the passenger's side of the van because vehicles that are wheelchair accessible are usually equipped with a ramp that deploys from the passenger's side of the vehicle. The aisle functions as both a landing spot for the ramp and maneuvering clearance for the person using a wheelchair.

A van accessible stall is required to be at least 17-feet wide by 18-feet long overall, with an access aisle at least 5-feet wide on the passenger's side, but the vehicle space and access aisle can also be marked as 9-feet (vehicle space) and an 8-feet (access aisle). Key is to provide at least enough maneuvering clearance adjacent to a parked vehicle for a 4-foot ramp and a wheelchair which is generally 4-feet long (min. 8-feet). This requirement is long-standing.

This stall can be remediated by restriping with an access aisle on the passenger's side, but the head of the access aisle must end in a curb so that pedestrians do not travel into the valley gutter, drain and tree stump present at the head of the passenger's side of the parking stall. People with disabilities can park in this stall, exit on the passenger's side if they use a wheelchair and exit by way of a deployable ramp, but another issue exists.

This parking stall is part of the parking lot. In June 2021, a new section of California Building Code became enforceable that governs parking lots that are adjacent to the circulation path (sidewalk, walkway etc.) Since then, physical separation has been required between the parking lot and sidewalk, other than along the driveway. Altering this stall to comply now will require one of two changes depending on when it was constructed. Since caution tape appears to still be in use near the caution cones, the construction date may have been recent. This provision was instituted to increase safety for those with vision disabilities. CBC 11B-250 governs circulation paths:

11B-250.1 General. Circulation paths contiguous to vehicular traffic shall be physically separated from vehicular traffic. Vehicular traffic includes travel through parking facilities, into and out of parking spaces, into and out of electric vehicle charging spaces, and along roadways, driveways and drive aisles. Physical separation shall be provided with circulation paths raised 4 inches (102 mm) minimum above the area where vehicular traffic occurs.

With a flush transition between the sidewalk and an access aisle along the sidewalk, the blind or those with low vision also have no information to help steer away from the parking lot, which can be unsafe. With the present design, either a vertical curb is required if the stall was constructed since June 2021 or detectable warnings must be installed as a form of physical separation at the flush transition between the sidewalk and access aisle. This is required whether the access aisle or the vehicle space is adjacent to the circulation route (sidewalk).



The segment of sidewalk between the parking lot and building entrance, and the plaza in front of the stairway appear to be in original condition with trip hazards and non-compliant cross slopes. The metal ramp installed at the stairway was identified with running slopes of over 11% where 8.3% is the maximum allowable slope under the ADA or CBC (see photo). It may be possible to reconfigure or lengthen the ramp by adding additional sections and constructing a new concrete landing in the grass planter closer to the corner to reduce the slope. The stairway leading to the entrance has only one handrail and it is too low for safe use by adults and lacks extension that help users to steady themselves while traveling up and down. Marking stairway treads, the surface we walk on, is a requirement under the ADA and CBC because it reduces trip and fall accidents for all users.

The most dangerous time for a person with a disability to use stairs is when they descend. If each tread nosing is marked with a contrasting color, it is less likely that pedestrians will trip and fall. The width and location where the contrasting color is placed is regulated closely under the CBC. In this location, the risers are painted white, which may be confusing to people with low vision or neurological disorders, or similar (see photo). While it is not prohibited, it is not recommended especially when contrasting color on treads is also provided, as required. The stairs treads were identified with damage and lack contrasting color, which is an important visual aid for all users, including those with vision disabilities.



First Floor

The main entrance to the facility leads into the lobby space that connects to the main hall, kitchen and dining room, the VFW Auxiliary Meeting Room, and a corridor that connects to the Veterans Services Offices, library, and canteen. In the main hall, a stage is provided with two stairways but no vertical access for wheelchair users. There is only one water fountain provided in the facility, and it appears to be original to the facility (see photo). The water fountain provided does not have adequate knee clearance, nor is it located in an alcove. No high fountain was provided for individuals with bending or stooping injuries.



This floor provides spaces for a lobby, large activity hall, office space for the veterans of foreign wars auxiliary and veterans services, men and women's multi-accommodation toilet rooms, a single user toilet room, a library, kitchen, lunchroom and canteen.

A common barrier identified throughout the building is a lack of identification signs at permanent rooms and spaces. Door hardware was also commonly identified as a doorknob, which is not accessible to people with hand impairments who cannot simultaneously grasp and turn hardware. The clear width between the door frames in the building, including the toilet rooms, was not at least 32" wide which is the minimum width needed for wheelchair to pass.

The accessible restrooms are located in the corridor that connects the main hall, VFW Auxiliary, and the dining room. The corridor leading to the toilet rooms is 42-3/4" wide and lacks clear width for corridors serving an occupancy greater than 10, which also reduces

access at entrance doors to the toilet rooms. The multi-accommodation toilet rooms appeared to have been altered since the enforcement date of the ADA, yet while the finishes, fixtures and stall compartment appeared to have been replaced, entrance doors and vestibule doors, accessories, dispensers, mirrors, urinals and toilets were not accessible. In the women's toilet room, two narrow stalls were constructed with side grab bars (see photo), but the stalls are not wide enough to allow a wheelchair to enter, and the stalls are not long enough to allow a wheelchair to enter and close the door.



The dining hall was identified with similar barriers although an emergency exit located on the two outer sides of the hall lead to exit ramps each had a small top landing and extreme abrupt change or uneven asphalt surface at the bottom of each ramp that may cause a wheelchair to overturn even when traveling downward. The most significant barrier is this; the top landing at each of the two exit ramps is too small to allow a wheelchair to exit the dining hall and turn 90 degrees to travel down the ramp. The exit door at the top of the ramp must have enough space in the top landing to allow the door to swing outward and still fit a wheelchair before closing, which requires at least 42" of landing space past the outer edge of the door. See the CBC 11B-405 governing ramps, which contains more stringent requirements than the ADA for doors adjoining ramps:

11B-405.7.5 Doorways. Where doorways are located adjacent to a ramp landing, maneuvering clearances required by Sections 11B-404.2.4 and 11B-404.3.2 shall be permitted to overlap the required landing area. Doors, when fully open, shall not reduce the required ramp landing width by more than 3 inches (76 mm). *Doors, in any position, shall not reduce the minimum dimension of the ramp landing to less than 42 inches (1067 mm).*

The ramps also lack a wheelguide, compliant running slope, handrails and, as described above, a flush transition from the ramp to the bottom landing. Additionally, the ramp leads directly into a valley gutter and the facility's parking lot.

The dining room has a food service counter that lacks a lower portion of the counter at max 34" high. Staff said that the large, white rectangular tables in the dining room have been used for buffet-style service, which could serve a similar purpose to the food service counter. The kitchen. The closest exit to the dining room and kitchen is through an exit ramp connected to the dining room, which is described above. The dining hall also was identified with no accessible food serving areas. Tables stored in the closets within the dining hall contained tables that lack compliant knee clearance for people who use wheelchairs. The scoping requirement states that at least 5% of each kind of dining table must be wheelchair accessible. Facilities like this one are often rented to the general public for private events such as weddings, retirement celebration or similar.

The kitchen is often an important part of this kind of rental, and an accessible kitchen is a requirement when used the space is used by or rented to the public. The kitchen lacks a work surface with a compliant surface height and knee clearance. At least 50% of the cabinets are accessible, but the upper cabinets are the only cabinets containing dishware. The only sink provided in the kitchen is a non-accessible commercial sink; no accessible hand wash basin is provided. There is no alternate sink provided for handwashing. The kitchen has an adjoining single user restroom that was not assessed, as it lacks the dimensions for an accessible restroom and can only be accessed through a stairway which is not accessible.

A functional wheelchair lift labeled as an elevator was installed to provide vertical access between the first and second floors. The lift is enclosed within a door that does not operate automatically with the actuation of a control button at the lobby. The elevator door is not identified with an International Symbol of Accessibility or tactile information. The elevator controls are located inside the elevator car. The entrance to the elevator car requires a key to open. A second, different key is required to operate the lift when the user is inside the car. When a person utilizes the lift, they will require assistance on each floor to unlock and open the door. No audible signals are provided to indicate to people with vision disabilities that the elevator is approaching or is traveling in either direction. Elevators and lifts are required to function under unassisted operation. During hours of use, the elevator must be left open for unassisted use.

The VFW Auxiliary Room is used as a meeting space for VFW Auxiliary members once a month. The group was formerly known as VFW Women's Auxiliary but has since been renamed as the VFW Auxiliary when membership was extended to family members. The VFW Auxiliary resembles a judicial space in which elected officials sit on an elevated dais at the front of the room and members are dispersed around the room. The furniture in the room should be rearranged to provide accessible maneuvering clearance in the room. The president's desk is the only desk in the room, and it was not identified as accessible.

There are two Veterans Services Offices in the facility. The main office can be found off of the main lobby space and is most frequently used for services. The secondary office is located within the library and is used when a person needs to use the phone to make private calls. Due to the size of the space and the furniture in use, the secondary office lacks clear floor space for a wheelchair user.

The library provides resource pamphlets and books that are out of reach for wheelchair users. Additionally, the surface heights of the tables within the space are accessible.

The canteen is accessed through the library and is only open to members of the public that have served in the armed forces. Two additional doorways connect the canteen to the main hall. One of the doors is located behind the bar and has been barricaded to block access to the main hall. The other is a set of double doors locked from the interior of the main hall during normal day to day use but can be unlocked for events that take place in the main hall.

None of the table seating was identified as accessible due to pedestal bases that block wheelchair use or inadequate knee clearance. None of the booth seating was identified as accessible, as the tables also had pedestal bases that block wheelchair use. No portion of the lunch counter was accessible. Additionally, the accessible route to the bar is reduced to less than the min. of 36" wide between the bar and lunch counter, which would only be further reduced when occupied by patrons. The bar lacks a portion accessible to wheelchair users or short people that would allow them to order. The closest toilet room to the canteen is near the entrance to the library, but this toilet room is not identified as accessible. The existing toilet room dimensions may accommodate wheelchair access, if future alterations are made. The only accessible restrooms provided in the facility are located through the main hall.

Second Floor

Two identical stairways in the main lobby were assessed and barriers to access were identified. Doors at the top of the stairways that block access to the second floor that remain locked. Currently, members can access the second floor is during the VFW's monthly meetings, during which staff unlock the doors that block the stairways. It was explained that the doors remain open while members are present.

The second floor is currently out of use, aside from the monthly meetings of the DFW members in the DFW Chamber. Other spaces upstairs are either empty or being used for storage. The space that was formerly the balcony above the main hall has been boarded off and is now used for storage. There is no accessible restroom located on the second floor and corridors and doors within the circulation route were identified with the same barriers described in the first-floor common areas.

A VFW Meeting Room is located on this floor which is used for weekly meetings. Multiple podiums are provided in the meeting room, yet none of them are adjustable or provide both a surface level and knee/toe clearance for someone who uses a wheelchair. The dais can only be reached by stairs.

Please review the barrier data records on the following pages for detailed information on all barriers identified in the facility.

COST ESTIMATES

COST SUMMARY REPORT

Cost Estimate Total: \$481,150.00

Cost Estimate - Priority 1:	\$131,800.00	% of Total Cost Estimate:	27.39%
Cost Estimate - Priority 2:	\$74,605.00	% of Total Cost Estimate:	15.51%
Cost Estimate - Priority 3:	\$92,070.00	% of Total Cost Estimate:	19.14%
Cost Estimate - Priority 4:	\$182,675.00	% of Total Cost Estimate:	37.97%

County of Del Norte

Americans with Disabilities Act (ADA) Transition Plan Update Gymnasium

November 21, 2024

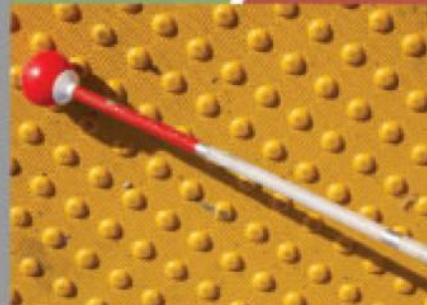


Table of Contents

INTRODUCTION	2
FIELD INVESTIGATION	2
Facility Entrances.....	2
FINDINGS.....	3
Departments and Programs, Services, and Activities.....	3
Exterior Spaces	3
First Floor.....	4
Second Floor	4
BARRIER RECORDS	6
COST ESTIMATES	107
REFERENCE DRAWINGS.....	108

INTRODUCTION

This ADA Transition Plan report is intended to not only identify barriers to access, but to provide solutions. This report provides information on physical barriers to access and the accompanying overall Self-evaluation and ADA Transition Plan document will allow coordination of programs, services and activities (programs) provided by the City to ensure that when these programs are viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

Additional information pertaining to this Access Compliance Assessment Report (ACAR), the applicable standards, field assessments, format definitions, cost estimating, Barrier Severity Ratings, and Barrier Removal Priorities are contained in the City's ADA Self-evaluation and Transition Plan.

The field investigation began on November 18, 2024.

The Gymnasium appears to be a historic facility that appears to have been built before the enforcement of the Americans with Disabilities Act and barriers to access were identified.

FIELD INVESTIGATION

Images of each physical element identified in this report were captured as digital photos while manual measurements were taken to establish as-built conditions to facilitate the process of cost estimating. Digital photographs are provided within the report for each barrier to access to facilitate the review of the data collected. We have found that technical data can be difficult to interpret without a visual component; the photos provide a clear connection between the technical data and each barrier to access.

The Gymnasium is provided with a path of travel from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve¹ required by the California Building Code (CBC) and the 2010 ADA Standard for Accessible Design. Details on barriers identified in that route are provided in the following barrier data records and within the ADA Transition Plan for the pedestrian facilities provided as a separate report.

Facility Entrances

The Gymnasium is located at 1005 H Street, Crescent City north of the County's Flynn Administration Center. A shared parking lot is located between the Gymnasium and the main entrance to the County's Administration Center. Pedestrian walkways connect from the sidewalk and the parking area to a pedestrian ramp that provides access to the main entrance

¹ 2010 ADA Standards for Accessible Design, Section 206.2.1 Site Arrival Points

at the front of the building. Two additional entrances are provided on the North side of the facility adjacent to Pyke Field, which provides access to the Men and Women's restrooms and showers. Exterior doors that are not used as accessible entrances lack directional signs indicating the location of and route to the accessible entrances to the building.

FINDINGS

Departments and Programs, Services, and Activities

- Recreation Department
- Men's Open Gym Basketball
- Women's Open Gym Basketball
- Middle School Open Gym Basketball
- Volleyball Leagues
- Basketball Leagues
- Baseball/Softball Leagues
- Summer Kids Camp
- Golf Simulator and Indoor Putting Green
- Rental Space for Misc. Activities/Sports/Etc.

Exterior Spaces

A parking lot is provided to the south of the facility which is also shared with the County's Flynn Administration Center. This shared parking lot contains a total of 4 parking spaces identified as accessible, which are located on the southwest side of the lot closest to the Flynn Administration Center's main entrance which is the building adjacent to the Gymnasium. No accessible parking is provided on the shortest possible route to the Gymnasium which would be within the parking adjacent to the building. Reliance on this shared parking forces those who use the parking identified as accessible to cross the vehicular traffic lane to arrive at the Gymnasium entrance. Parking should be dispersed in this shared lot to provide at least one van accessible stall on the shortest possible route to the Gymnasium.

This report does not contain barriers on the 4 parking spaces identified as accessible. Reporting on those parking stalls is included in the Transition Plan report for the Flynn Administration Center.

Pedestrian walkways are provided to the west of the facility which connect to the existing sidewalk along H Street and the parking stalls directly adjacent to the building. The main entrance to the facility can be reached by way of a steep ramp, which was identified with multiple barriers to access, or a stairway. The walkway leading around the west and north side of the facility connects to one of the fields at Pyke Field and also provides a connection to two additional entrances to the facility which could be utilized to serve the Gymnasium restroom facilities.

First Floor

The main entrance to the facility was not identified as accessible and lacked the required signage for people with disabilities that is required to identify an entrance as accessible when all entrances are not accessible. The main entrance provides access to a lobby space and the main floor of the Gymnasium. A newer low drinking fountain and bottle filling station was provided in the lobby but the unit was not mounted with the proper knee clearance, and no high fountain was provided for individuals with bending or stooping injuries. This fountain fixture could be moved to provide a compliant lower fountain. A large service counter was also provided but lacked a lower portion of the counter at max. 34" high.

Toilet rooms, the gym and assembly areas are not located on the same level. Within the lobby space, a stairway was provided as the only interior access point to the women's restroom. A similar stairway was also provided within the Gym space which connects to the men's restroom on the opposite side of the building. At present, no accessible route exists to the restrooms for people with mobility disabilities who utilize wheelchairs or other power assist devices. The only way to reach the restroom spaces would be to exit the facility and travel to the north side of the building where two exterior entrances provide access to the lower-level restroom facilities. However, these entrances did not appear to be in use at the time of the inspection, and the use of these entrances would force a person to travel around the outside of the building to reach the restrooms. These restrooms must be connected to the entrance and assembly areas by an accessible route which could involve altering the existing stairways to provide an inclined platform lift that functions within the stairway, installing a vertical lift within the entry lobby or near the stairways, or by constructing a ramp with landings and handrails, if space is available.

Each multi-accommodation toilet room was identified with barriers to access such as non-compliant lavatories, accessible toilet stalls, floor slopes, etc. The men's and women's restrooms were also provided with non-accessible showers and dressing rooms. At the time of the inspection, the men's shower room was currently under construction, but it was unclear if either shower space was intended to be constructed with both a gang shower for typical users and an accessible roll-in shower or alternate roll-shower which is required for any public showering space in a facility of this type. These shower spaces were locked at the time of the inspection and separated from the main space by a metal gate. If these spaces are to be available for public use, they will need to be accessible.

Second Floor

Stairways throughout the facility were identified with non-consistent riser heights and non-compliant handrails, and the treads were not provided with contrasting color stripes at the top and bottom of each flight. Guardrails were also not provided at stairways or along the viewing area balcony within the gym space.

Within the gym space, an elevated viewing area provided with bleacher seating was the only seating area. No accessible route or vertical access was provided to this space and none of the three (3) types of accessible seating, which include wheelchair seats with companion seats, transfer seats, or semi-ambulant seats were identified in the assembly seating area. Each of these three types of seats are required to be provided in assembly seating regardless of the number of seats provided. On the opposite side of the facility was a large, open activity room that also could only be accessed by way of a stairway. Each of these locations are required to have vertical access or equivalent facilitation must be provided so that visitors can participate in programs, services and activities provided in this facility.

Please review the barrier data records on the following pages for detailed information on all barriers identified in the facility.

COST ESTIMATES

COST SUMMARY REPORT

Cost Estimate Total: \$515,310.00

Cost Estimate - Priority 1:	\$57,160.00	% of Total Cost Estimate:	11.09%
Cost Estimate - Priority 2:	\$22,440.00	% of Total Cost Estimate:	4.35%
Cost Estimate - Priority 3:	\$34,340.00	% of Total Cost Estimate:	6.66%
Cost Estimate - Priority 4:	\$401,370.00	% of Total Cost Estimate:	77.89%