

EXHIBIT 3
MEMORANDUM ON REVIEW OF CITY DOCUMENTS FOR ADA INCLUSION



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330 North Main, Suite 201
St. Charles, MO 63301
636.493.6277

MEMORANDUM

Date: 2/9/2018
Time: 10:00 AM

Project #: 17047

To: Anne Lamitola, Director of Public Works, City of Ladue
From: Travis Helmkamp
Subject: Review of City Documents for ADA inclusion

Ms. Lamitola,

The following documents were reviewed as part of the ADA Transition Plan being prepared for the City of Ladue by Oates Associates, Inc. The documents were reviewed for ADA inclusion and this memorandum will serve as a summary of our findings in addition to recommendations to the various City documents. The documents reviewed and all other permits and applications offered by the City of Ladue should be available in alternative formats (e.g. large print and Braille) at the request of citizens. The following documents were reviewed for ADA inclusion:

- 1.) Notice Under the Americans with Disabilities Act
- 2.) ADA Grievance Form
- 3.) City of Ladue Website
- 4.) City of Ladue Comprehensive Plan
- 5.) Code of Ordinances
- 6.) Building Application – Fence
- 7.) Building Application – New Home or Addition
- 8.) Demolition Permit
- 9.) Excavation / Right-of-Way Permit
- 10.) Retaining Wall Permit
- 11.) Sign Permit
- 12.) Special Use Permit
- 13.) Standby Generator Permit
- 14.) Swimming Pool Permit

The following recommendations are not meant to represent proposed verbiage for insertion into any City documents but rather represent portions of existing City ordinances or other various City documents where additional language pertaining to accessibility may be desired.

Notice Under the Americans with Disabilities Act

The City of Ladue should adopt the attached Notice Under the Americans with Disabilities Act and place the notice at all locations with public information is displayed. Additionally, the notice should be placed on the City's website.

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ADA Grievance Form

The City of Ladue should adopt the attached ADA Grievance Form.

City of Ladue Website

The City of Ladue website appears generally ADA compliant. The website includes a description on using this site as well as the accessibility design guidelines used in the design of the website. The City of Ladue should speak with their website provider on an annual basis to ensure that the website meets all current applicable ADA standards.

Comprehensive Plan

No suggested changes.

Code of Ordinances City of Ladue, MO

The following changes are suggested to the Code of Ordinances:

Section 2-64. – Duties Generally. – A statement should be added to the duties of the City Clerk that the clerk will be responsible for maintaining and keeping records associated with disability complaints and that all records shall be maintained for a minimum of three years.

Section 90.7 – Approval of driveways, etc. required. – A statement should be added that all driveways, etc. constructed through public sidewalks shall meet the applicable standards of the Public Rights-of-Way Accessibility Guidelines (PROWAG).

Section 90.36. – Notice to repair. – A statement should be added that any improvements to sidewalks or driveways with sidewalk adjacent shall meet the applicable standards of the Public Rights-of-Way Accessibility Guidelines (PROWAG).

Section 90-69. – Duty to repair, restore streets, sidewalk, etc. – A statement should be added that any improvements to sidewalks or driveways with sidewalk adjacent shall meet the applicable standards of the Public Rights-of-Way Accessibility Guidelines (PROWAG).

Section 90-136. – Safety protection and restoration. – A statement should be added that any improvements to sidewalks or driveways with sidewalk adjacent shall meet the applicable standards of the Public Rights-of-Way Accessibility Guidelines (PROWAG).

Section 90-283. – Public right-of-way use regulation. (d) Work in the ROW. (5) Property repair and alterations. – A statement should be added that any and all repair or replacement shall be completed according to all applicable federal, state or local standards.

Section 90-283. – Public right-of-way use regulation. (d) Work in the ROW. (8) Restoring and maintaining the rights-of-way. B. 3. – A statement should be added stating that the construction

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of driveways with public sidewalk adjacent shall meet the applicable standards of the Public Rights-of-Way Accessibility Guidelines (PROWAG).

Building Application - Fence

The following changes are suggested to the Building Application – Fence in the opening paragraph of the City of Ladue Application for Building Permit:

The application for building permit is also available in alternative format (e.g. large print, Braille) by request.

Building Application – New Residence/Addition/Remodel

The following changes are suggested to the Building Application – New Residence/Addition/Remodel in the opening paragraph of the City of Ladue Application for Building Permit:

The application for building permit is also available in alternative format (e.g. large print, Braille) by request.

Demolition Permit

No suggested changes.

Excavation/Right-of-Way Permit

No suggested changes.

Retaining Wall Permit

The following changes are suggested to the Retaining Wall Permit in the opening paragraph of the City of Ladue Application for Building Permit:

The application for building permit is also available in alternative format (e.g. large print, Braille) by request.

Sign Permit

No suggested changes.

Special Use Permit

The following changes are suggested to the Special Use Permit in the opening paragraph of the City of Ladue Application for Special Use Permit:

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The application form is also available in alternative format (e.g. large print, Braille) by request.

Standby Generator Permit

The following changes are suggested to the Standby Generator Permit in the opening paragraph of the City of Ladue Application for Building Permit:

The application for building permit is also available in alternative format (e.g. large print, Braille) by request.

Swimming Pool Permit

The following changes are suggested to the Swimming Pool Permit in the opening paragraph of the City of Ladue Application for Building Permit:

The application for building permit is also available in alternative format (e.g. large print, Braille) by request.