



STREET COMMITTEE AGENDA

Tuesday, August 4, 2020 at 6:00 p.m.

Due to public health concerns related to COVID-19, and as authorized by emergency proclamation of the Governor of the State of Iowa, this meeting of the City Council will be conducted electronically, pursuant to Iowa Code Section 21.8, as holding the meeting in person is impossible or impractical. Interested persons may attend or participate in the meeting by the following methods:

1. Join by videoconference: <https://bit.ly/3fsjhF3>

**2. Join by phone: (515) 478-3549
Conference ID: 458 255 968#**

NEW BUSINESS

- a) July 7, 2020 Minutes
- b) HWY 169 – DOT Updates
- c) ADA Compliance Transition Plan Update (Sidewalks)
- d) Food Truck Ordinance / Permit

OTHER BUSINESS

ADJOURNMENT

Street Committee
July 7, 2020 – Meeting Minutes

Due to public health concerns related to COVID-19, and as authorized by emergency proclamation of the Governor of the State of Iowa, the Street Committee meeting was conducted electronically, pursuant to Iowa Code Section 21.8, as holding the meeting in person is impossible or impractical. Christensen called the meeting to order at 6:00 p.m. Members Present: Christensen, Miller, and Selby. Others Present: Council Members McAdon and Ockerman, City Administrator Brown, Public Works Director Overton, Finance Director Sandquist, and McClure rep. Schug.

NEW BUSINESS

a) June 2, 2020 Minutes

Miller moved, seconded by Selby, to approve the minutes. Motion carried unanimously.

b) HWY 169 – DOT Repairs and Updates

Overton stated that the DOT is working on a full-depth patching project of HWY 169 from the stoplight north through town. The DOT is also working on an overlay project of HWY 6 from the east bridge to Waukee.

Schug stated that the City and the DOT have been discussing an updated concept for the HWY 169 Growth & Safety Project, also known as the urbanization of Nile Kinnick Drive South. The DOT has asked for the area to have side friction, which includes medians, trees, trails, and streetlights. As several intersections may have stop lights, the underpass concept was removed. The area near Fareway and the school is also be analyzed.

The committee reviewed the updated draft concept and provided comments. Miller asked about plans south of 302nd Place. Christensen noted that this area could be complicated, as the City limits are not on the west side of the highway.

The committee discussed the project's funding, which is challenging given COVID-19's effect on government finances.

c) ADA Compliance Transition Plan Update (Sidewalks)

Brown stated that Region XII has canvassed the City and is in the process of preparing a draft plan.

d) Food Truck Ordinance / Permit

Brown stated that City Clerk Angela Leopard conducted a comprehensive review of the metro and how various cities handle food trucks. The City of Clive's ordinance appears to address many of the questions the City has faced this year.

Selby asked how private parties would be treated. Brown stated that the goal would be to allow catered events to operate differently than food trucks that sell to the public. Miller asked about specific locations. Brown stated that the ordinance could restrict specific zoning areas if desired.

Christensen shared his concerns about street safety, maintaining a level playing field with other businesses, and reviewing license fees within the metro. The committee discussed using the State DCI form and not needing to see private leases.

OTHER BUSINESS

ADJOURNMENT – 7:13 p.m.

Respectfully submitted: Anthony Brown, City Administrator



CITY OF ADEL ADA TRANSITION PLAN

2020



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I. Introduction and Purpose

Summary of Law

This document, known as the City of Adel ADA Transition Plan, is a result of the mandate by the Federal government to insure that the rights of handicapped individuals in the United States are protected and preserved. Section 504 of the Rehabilitation Act of 1973 states:

No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Congress passed the Americans with Disabilities Act (ADA) in 1990. Title II of the ADA covers programs, activities, and serviced public entities such as municipalities. It also provides protections to individuals with disabilities that are at least equal to those provided by the nondiscrimination provisions of Title V of the Rehabilitation Act. Title II further provides that public entities must identify and evaluate all programs, activities, and services and review all policies, practices, and procedures that govern administration of the entity's programs, activities and services. The key goals are to ensure that all people with disabilities have equal opportunity, economic self-sufficiency, and full participation in lifestyle and living conditions.

Title II of the ADA identifies specific steps that municipal governments must follow to comply with the ADA:

- Prepare a self-evaluation of infrastructure, services and activities that may not be accessible to persons with disabilities;
- Develop a transition plan to provide for the elimination of barriers for disable persons to obtain access to municipal services and infrastructure;
- Designate at least one employee to serve as the ADA Coordinator. This person will be responsible for the ADA compliance program;
- Establish a complaint and grievance procedure for the public to respond to issues and barriers regarding accessibility;
- Provide notice to the public of the municipality's obligations under Title II to prohibit discrimination on the basis of disability.

ADA Transition Plan for Adel

Consistent with the ADA requirements for inventory and self-evaluation, the City of Adel targeted a portion of the overall planning effort to complete a walking inventory of the entire, street-side pedestrian system within the city's existing boundaries. The plan for Adel follows the Federal Highway Administration (FHWA) and Iowa DOT guidance on development for these types of plans. The Adel ADA Transition Plan should consist of the following content:

- Physical barriers,
- Methods to help make the facilities compliant and more accessible,
- A schedule of completing the necessary steps,
- Identification of the official responsible for implementation,
- Incorporation of public input,
- Cost estimates, and
- Status updates.

Source: FHWA

Iowa DOT Guidelines for Municipalities

Iowa DOT serves as a resource for cities across the state on ADA compliance and procedures to help ensure uniform application and understanding. The following guidelines issued by the Iowa DOT help guide the content and format of the Transition Plan and references relevant sections of the Iowa DOT's Design Manual pertaining to ADA compliance.

- **New Construction and Alterations:** New buildings and facilities must comply with the 1992 construction provisions of the ADA Standards for Accessible Design of the Uniform Federal Accessibility Standards (UFAS). Building or facility alterations must also comply with the ADA Standards.
- **Maintenance Activities:** Maintenance of buildings and facilities is required. These places must be able to continually provide access to services, programs, and activities.
- **Maintenance of Pedestrian Facilities:** Maintenance of pedestrian facilities is also required so they are readily accessible and useable by persons with disabilities.

ADA Coordinator

As required by the ADA, public agencies with 50 or more employees must designate at least one responsible employee to coordinate ADA compliance and investigate complaints. The ADA coordinator is responsible for organizing the efforts of the City of Adel to comply with Title II and is also responsible for investigating any claims that the City has violated under Title II. The City of Adel's designated coordinator is:

Anthony Brown
City Administrator
City of Adel
P.O. Box 248
301 S. 10th Street
Adel, IA, 50003

(515) 993-4525 (Office)

(515) 993-4527 (Fax)

abrown@adeliowa.org (E-mail)

www.adeliowa.org (Website)

The city administrator or his designated representative serves as the primary contact for the Americans with Disabilities Act (ADA) policies, practices, and procedures for the City of Adel. Requests for information, questions, complaints, or grievances should initially be directed to him.

A complaint or grievance can be filed with the City of Adel according to the following Grievance Procedure.

Grievance Procedure

This grievance procedure is established to meet the requirements of the 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 City of Adel.

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

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

Anthony Brown
City Administrator
City of Adel
P.O. Box 248
301 S. 10th Street
Adel, IA, 50003

Within 30 calendar days after receipt of the complaint, the City Administrator will meet with the complainant to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting, the City Administrator will respond in writing, and where appropriate, in format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Adel and offer options for substantive resolution of the complaint.

If the response by the City Administrator does not satisfactorily resolve the issue, the complainant may appeal the decision with 30 calendar days after receipt of the response to the Council or designee.

Within 30 calendar days after receipt of the appeal, the Council or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the Council or designee will respond in writing, and where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint. All written ADA complaints or grievances received by the City of Adel shall be retained by the City of Adel for at least three years.

ADA and Adel Context

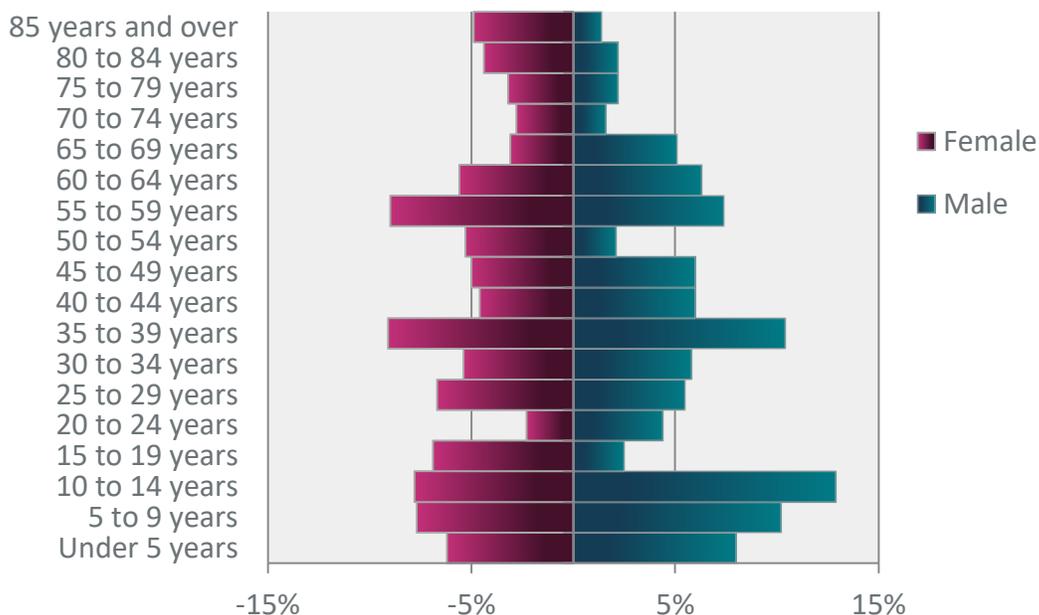
The City of Adel, beyond the federal requirements for an ADA Transition Plan, feels that achieving an accessible system for all residents and visitors helps to strengthen Adel’s vision.

“Adel is home to approximately 4,300 people. We are located in Dallas County Iowa about 13 miles West of the intersection of Interstate 80 and Interstate 35. Adel has been a community since 1847, growing with pride, to be the community it is today. Adel is one of a few towns in Iowa with brick streets paving the downtown area.”

A demographic breakdown of Adel supports this goal to achieve a fully compliant system. The data below identifies some community demographic characteristics stemming from the 2010 Census and the 2018 American Community Survey:

- 9.74% of Adel’s civilian population reported to having a disability.
- 15.6% of the City’s population is over the ages of 65 in 2018, up from 12.7% in 2010. This indicates the population is aging, which means increased consideration for an all ages and abilities system.
- 1.1% of Adel workers (age 16 and older) report having no access to a vehicle. 11.0% report having access to one vehicle, 61.2% have access to two vehicles, and 26.7% have access to 3 or more vehicles.

Figure 1: Population Pyramid for Adel, Iowa (2018 American Community Survey, US Census Bureau)



The population pyramid for Adel’s population, Figure 1, shows a young city in terms of average age, but as noted above, the older population of Adel has increased from 2010 to 2018. Achieving a system that is ADA compliant will help Adel’s aging community. Also with the large youth

population, it is important to ensure they are also able to navigate their community with ease and safety.

II. Methodology

Review of Design Standards and Practices

The first thing in producing a quality ADA Transition Plan is to understand what is being built and how it conforms to the current ADA requirements. This can be done through reviewing the design standards adopted and followed by the City of Adel.

Adel has adopted the Statewide Urban Design Standards Manual (SUDAS) as its design guide for infrastructure in the public right-of-way. SUDAS has instructions on various construction projects including sidewalks, curb ramps, and shared use paths. In the section, *Division 7 – Streets and Related Work, Section 7030 – Sidewalks, Shared Use Paths, and Driveways*¹, design instructions regarding the diagrams and construction were regarded as sufficient in terms of ADA compliance.

The Iowa DOT includes design standards regarding the construction of sidewalks and other related projects. The Iowa DOT's Design Manual², details the construction requirements of sidewalks, bicycle facilities, and shared use pathways. These instructions and diagrams are also suitable to help provide contractors and designers with ADA compliant guidance.

Data Collection

Inventory data was collected in the following areas:

- Sidewalk Curb Ramps,
- Sidewalks and Trails,
- Signalized Intersections, and
- Civic and School Parking Lots.

For each of the sidewalk curb ramps, information was noted on location, material, and whether or not it is ADA compliant or not. For sidewalks and trails, information was noted on road crossings and obstructions. The signalized intersections were checked for their crossing signals and the civic and school parking lots were evaluated based on handicap accessibility. Below are some examples comparing ADA compliant curb ramps versus not compliant curb ramps.

¹ Statewide Urban Design and Standards Manual (SUDAS), Division 7, Section 7030.
<https://iowasudas.org/manuals/specifications-manual/#sect7030>

² Iowa DOT Design Manual. <https://iowadot.gov/design/design-manual>

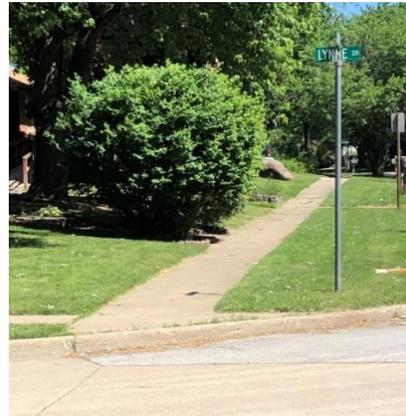
Compliant:

Curb Ramp with a Truncated Dome



Not Compliant:

Curb Drop Off with No Ramp



III. Summary of Field Work Findings

Sidewalk Curb Ramps

Throughout the course of a few weeks, the City of Adel’s sidewalks and trails were walked and evaluated on ADA standards. A total of 734 curb ramp areas were evaluated. 54 percent of the total curb ramp areas were ramps with truncated domes. This is the ideal curb ramp situation, however, 35 percent of the curb ramp areas were ramps without truncated domes. Though not always required, truncated domes are highly suggested and encouraged at ramps. The real problem lies with the curb ramp areas that have no ramp at all and just drop off at the curb. 11 percent of the total curb ramp areas consisted of these types of issues. Table 1 below shows the data collected from Adel.

Table 1: Sidewalk Curb Ramp Data

Sidewalk Curb Ramp Data		
Curb Ramp Type	Number	Percent
# of Ramps w/ Truncated Domes	393	54%
# of Ramps w/out Truncated Domes	259	35%
# of Areas w/ No Ramp	82	11%
# of Total Curb Ramp Areas	734	--

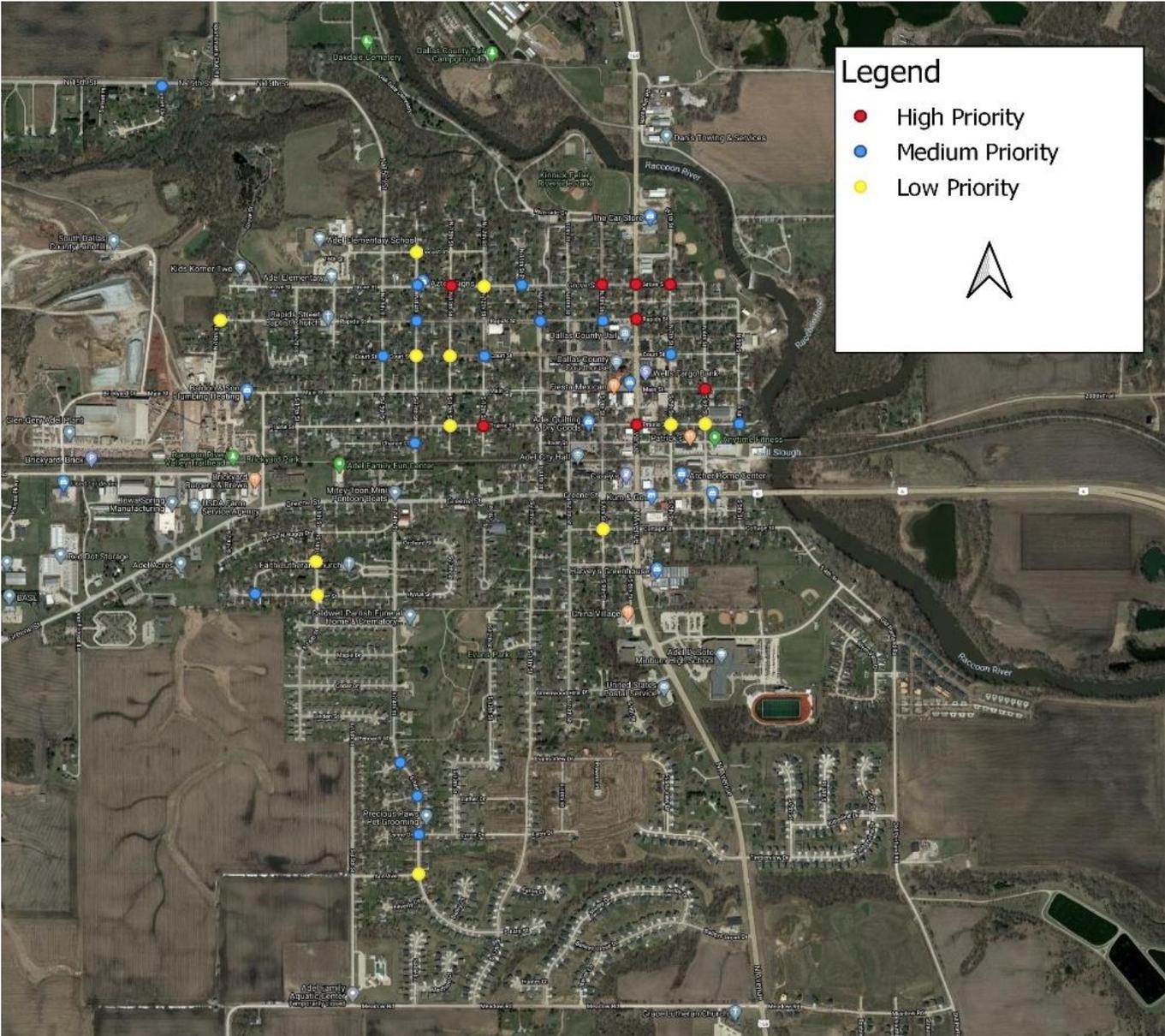
Looking at the information above is helpful, but it is also vital that information regarding the location of problem areas is recorded. Table 2 shows which areas are not ADA compliant and are ranked by priority level. The priority levels were determined by the number of corners not compliant at the marked intersection. Map 1 shows the data that is presented in Table 2.

Areas that are not ADA compliant:

Table 2: Corners Without Ramps

Intersections Without Ramps (number of corners that need ramps)		
High Priority	Medium Priority	Low Priority
<ul style="list-style-type: none"> • Main Street and N/S 6th Street: 7 • Prairie Street and S 12th Street: 5 • Prairie Street and Nile Kinnick Drive: 4 • Grove Street and N 7th Street: 4 • Grove Street and Nile Kinnick Drive: 4 • Grove Street and N 9th Street: 4 • Grove Street and N 13th Street: 4 • Rapids Street and Nile Kinnick Drive: 4 	<ul style="list-style-type: none"> • Court Street and N 12th Street: 3 • Grove Street and N 14th Street: 3 • Rapids Street and N 14th Street: 3 • S 14th Street and Lynne Drive: 3 • S 14th Street and Janet Circle: 3 • Court Street and N 7th Street: 2 • Court Street and N 15th Street: 2 • Prairie Street and S 5th Street: 2 • Grove Street and N 11th Place: 2 • Rapids Street and N 9th Street: 2 • Rapids Street and N 11th Street: 2 • Sunset Circle and N 15th Street: 2 • S 14th Street and Sandra Circle: 2 • S 14th Street and Chance Court: 2 • Pleasant Street and Hyvue Street: 2 	<ul style="list-style-type: none"> • Court Street and N 13th Street: 1 • Court Street and N 14th Street: 1 • Prairie Street and S 6th Street: 1 • Prairie Street and S 7th Street: 1 • Prairie Street and S 13th Street: 1 • Grove Street and N 12th Street: 1 • Locust Street and N 14th Street: 1 • Rapids Street and N 19th Street: 1 • Cottage Street and S 9th Street: 1 • S 14th Street and Ann Avenue: 1 • Pleasant Street and S 16th Street: 1 • S 16th Street and Hyvue Street: 1

Map 1: Priority Map for Intersections without Ramps

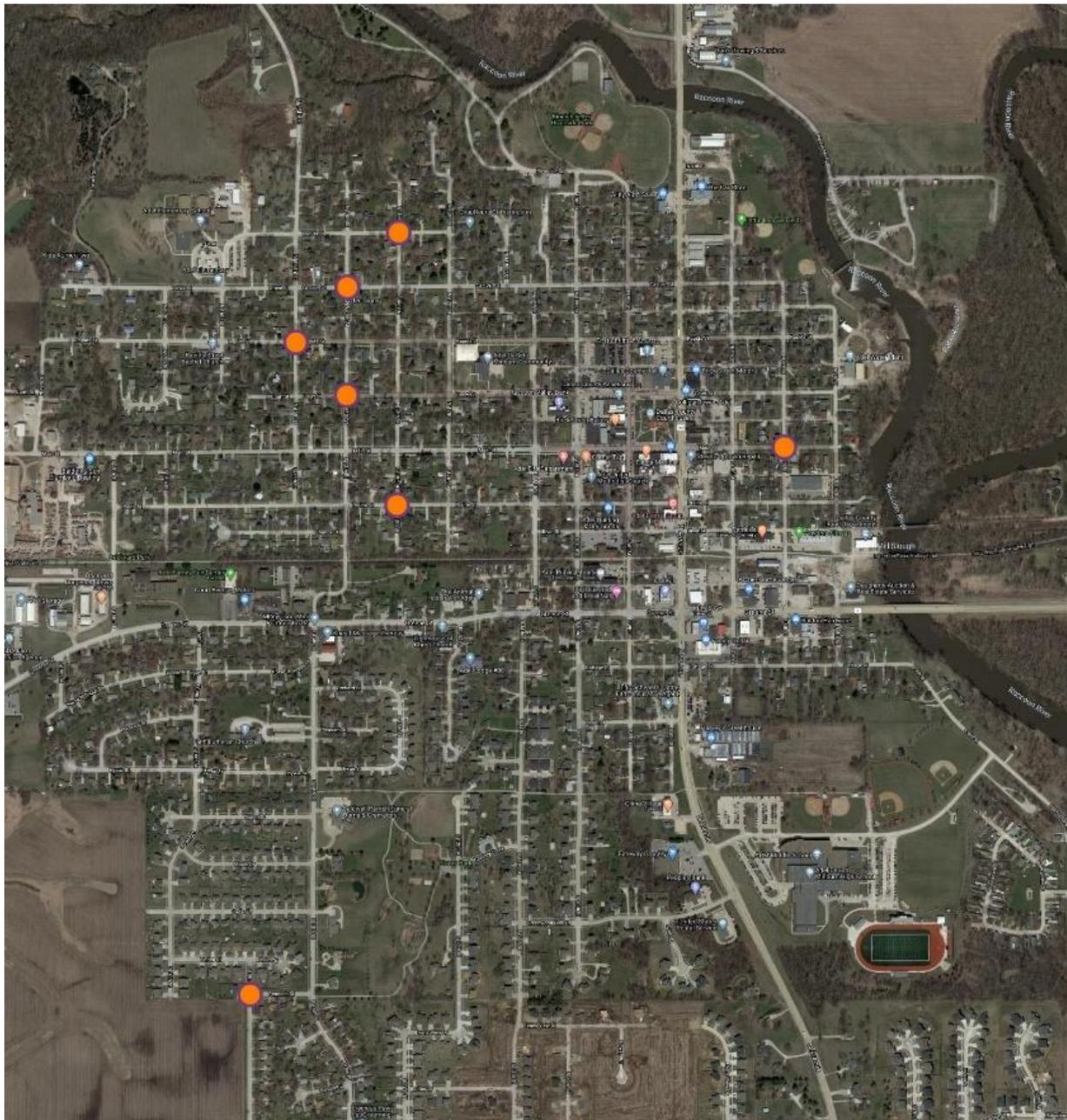


Another important citation is obstructions. Any form of obstruction that decreases the ramps accessibility needs to be fixed. Obstructions can include a break in the ramp, large cracks, and even tree or bush obstructions. Listed below are the areas where obstructions were noted at ramps.

Ramps with obstructions:

Map 2 shows the areas where there are ramps, but they have some sort of obstruction that prevents optimal accessibility. Below the map are the list of areas marked by the orange dots.

Map 2: Ramps with Obstructions



- Penoach Street and S 15th Street: Repair one ramp break



- Court Street and N 14th Street: Repair break



- Main Street and N 6th Street: Repair break
- Grove Street and N 14th Street: Repair break
- Locust Street and N 13th Street: Repair break
- Prairie Street and S 13th Street: Repair break



- Rapids Street and N 15th: Repair cracks and break



Sidewalks and Trails

Raccoon River Valley Trail



Poor Sidewalk Conditions on Van Fossen



Priority Repairs

- 9th Street and Raccoon River Valley Trail: stairs on each side of the trail; there is no way to get from one side to another on the sidewalk without using stairs



- Raccoon River Valley Trail: Dip before bridge to City Hall



- Evans Park Trail: A few large cracks along the trail (near the park)
- Greenwood Hills Drive and S 9th Street: Sidewalk ends; no way to cross the street to opposite sidewalk



- Van Fossen Lane: Fix cracks and breakage
- Hyvue Street and S 16th Street: Lip on one cement block



- Greene Street (between S 11th and S 10th Street): Bush obstruction



Signalized Intersections

Greene Street and Nile Kinnick Drive Intersection



There is one signalized intersection in Adel with stop lights. This intersection is on the corner of Greene Street and Nile Kinnick Drive. Out of the eight signals, one was not functional. The signal that does not work is located on the southwest side. The button and

sign that do not work is the one signaling crossing from south to north. The faulty signal and direction is marked on the following image. This signal should be repaired as soon as possible to ensure the safety of those crossing this intersection.

Evans Park Trail Crossing Nile Kinnick Drive

The trail starting as Evans Park eventually crosses Nile Kinnick Drive to access ADM Middle and High School. This crossing is marked by a pedestrian crossing signs on both side with buttons that activate warning flashes. Both of these signals are in working condition.

Civic and School Parking Lots

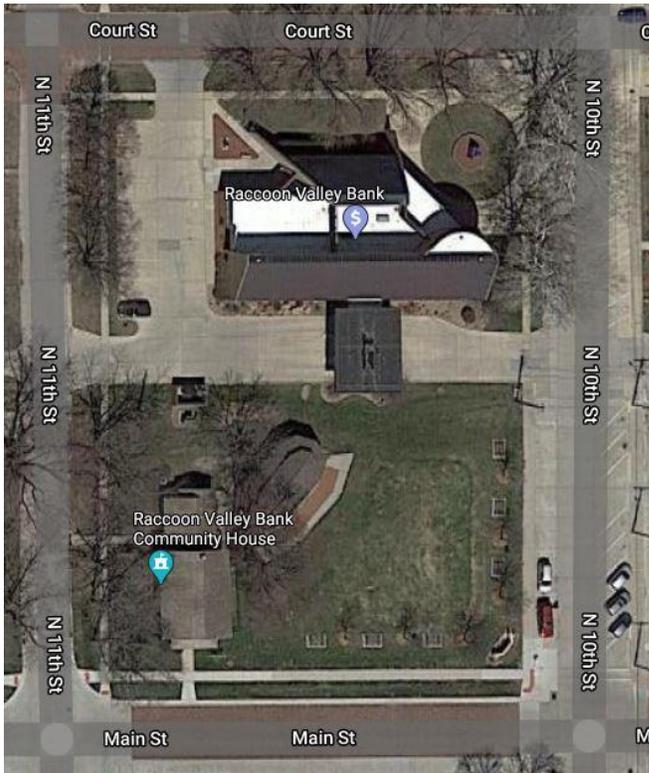
Civic

1. Raccoon Valley Bank Community House/ Community Stage and Pavilion
2. Adel Public Library
3. Adel Historical Museum
4. Adel Family Aquatic Center and Adel Dog Park
5. Raccoon River Valley Trailhead
6. Evans Park
7. Kinnick-Feller Riverside Park/ Little League Ballfields

Schools

8. Adel Elementary
9. ADM Middle School and ADM High School

1. Raccoon Valley Bank Community House/Community Stage and Pavilion



1016 Main Street

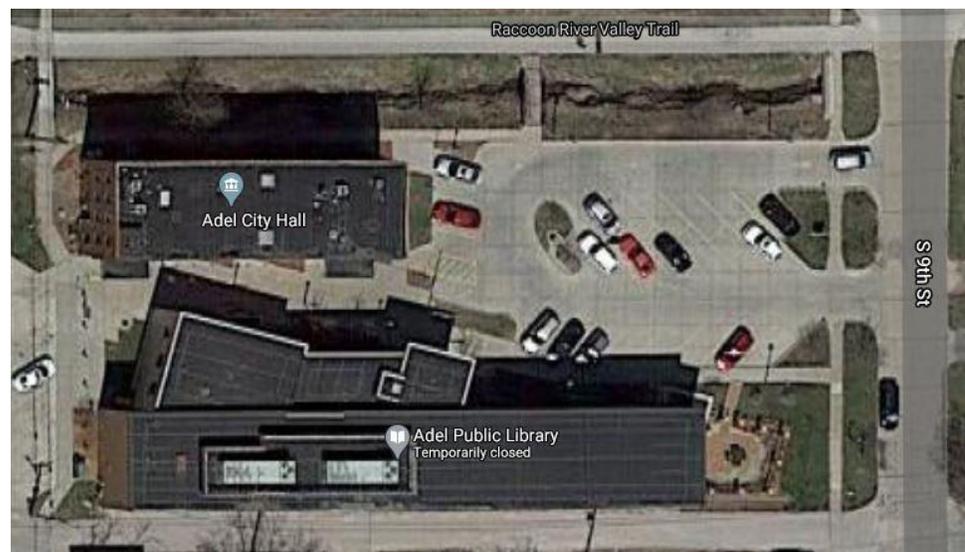
Inventory: This parking area consists mainly of street parking, but there is the option of the Raccoon River Valley Bank parking. Right outside of the Community House entrance are two marked handicapped stalls on the street. There is also a ramp that leads up to the sidewalk from the street.

Improvements: Though parking is quite limited in this area, it is suitable for its purpose of serving the Community House/Stage and Pavilion. No improvements are pressing at this time.

2. Adel Public Library

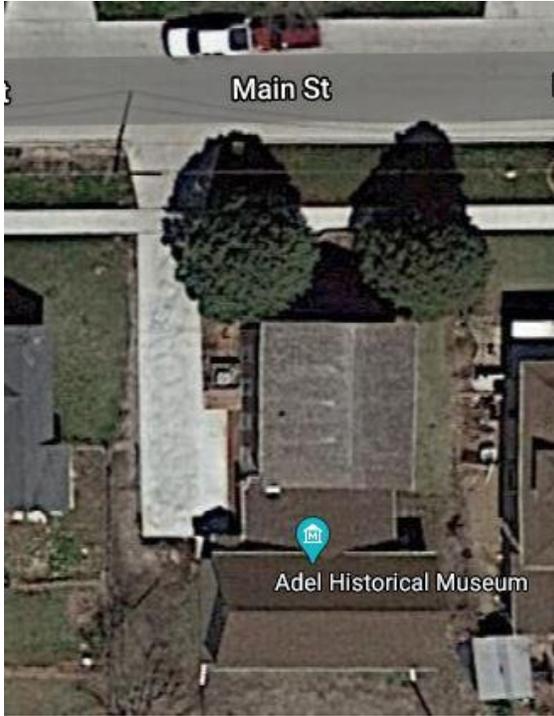
303 S 10th Street

Inventory: The Adel Public Library parking lot which also serves as the Adel City Hall parking lot, consists of 25 stalls, 2 of which are handicap. All stalls are marked by



Painted lines and the handicapped stalls are marked by signs as well. There is sufficient access to the sidewalk from these stalls in the form of a paved ramp. Overall, this is a good parking lot that serves its purpose well.

Improvements: This parking lot serves the facility well and there are no impending improvements that need to be made at this time.



3. Adel Historical Museum

1129 Main Street

Inventory: This civic building only has street parking available and no handicap marked spots.

Improvements: Depending on the number and demographic of visitors to the museum, a handicapped spot could be marked on the street parking.

4. Adel Family Aquatic Center and Adel Dog Park

1800 S 15th Street

Inventory: The Adel Family Aquatic Center parking lot also serves the Adel Dog Park. This lot has a total of 58 stalls, 3 of them being handicapped. The parking lot is paved and stalls are marked by painted lines, with the handicapped stalls also being marked by signs. Overall, this is a very new and updated parking lot that serves the facility well.

Improvements: The one downside to this parking lot is that all of the handicapped stalls are located on one side of the parking lot. On the side near the dog park entrance, there are no stalls available for handicap peoples. There is also a lack of sufficient accessibility to the dog park entrance from the parking lot. A possible improvement would be to add one or more handicapped stalls on the dog park side of the lot and pave a path to the dog park entrance.



5. Raccoon River Valley Trailhead

Inventory: This lot is small and serves as a car park area for users of the Raccoon River Valley Trail. It is an unpaved, gravel lot that fits 25 cars. These stalls are marked by cement blocks instead of painted lines. There is one available handicap stall in the parking lot marked by signage, but there is no handicap accessible path to get onto the trail.

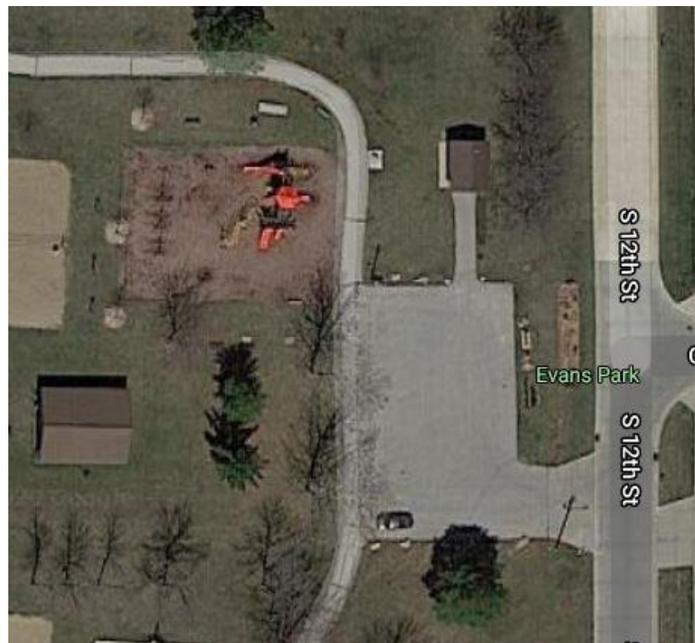
Improvements: The improvement to this parking lot that needs to take priority is providing a handicap accessible way to access the trail from the parking lot. From the map image below you can see the lack of accessibility to the trail besides cutting through grass.



6. Evans Park

Inventory: This lot serves Evans Park and contains 10 parking stalls. This paved lot does not have a designated handicap stall, but the trail at the park is handicap accessible from the parking lot. Each stall is marked by a cement block instead of painted lines.

Improvements: The most important improvement to make would be designating at least one stall as handicapped.



7. Kinnick-Feller Riverside Park/ Little League Ballfields

Inventory: This is a small parking lot that does not have any markers for stalls, however, there are two signs that designate two handicapped stalls. This lot is made of red gravel, and to access the trail, there is a red gravel path from the parking lot to the trail.

Improvements: One improvement that could be made would be paving the parking lot and the access area to the trail. This would improve the overall conditions and handicapped accessibility of the parking lot.



8. Adel Elementary

1608 Grove Street

Inventory: This parking lot has two sections one with 50 stalls and the other with 39 stalls. The large section does not have any handicapped stalls available, but it is the lot furthest away from the main entrance. The smaller lot has 4 handicapped stalls marked by signs. This entire lot is paved and stalls are marked by painted lines. There is also a gravel lot located behind the school where the school buses and school vehicles are parked. Another thing to note is that there are three truncated domes leading to the school near Locust Street. There are also truncated domes on the ramps leading up to the main entrance near the

handicapped stalls.

Improvements: Overall, this is a newer and updated parking lot that serves the school and students well. There are no high priority improvements that need to be made at this time.

9. ADM Middle School and ADM High School

801 Nile Kinnick Drive S

Inventory: This is by far the largest of the parking lots evaluated. There are several different parking areas within the extent of this parking lot. The lot located in the northwest corner of the map below has a total of 224 stalls but no handicapped stalls. The lot located just below it on the map, near the entrance for the high school, has 117 stalls and six of them are handicapped. Near the middle school entrance between the two large parking lots west of the school there is a small parking area with nine stalls and two handicapped spots. East of that small lot is another smaller parking area with 10 stalls, one of which is handicapped. South of the school there is a parking lot for school vehicles and faculty and staff. Near the sports complexes, there is a lot that is split in half, one side is paved, the other is gravel. The paved lot has 67 stalls, the gravel lot does not have designated stall markers, but there are eight handicapped stalls located right outside of the football stadium entrance. These stalls are paved and marked by signs.



Improvements: Overall, there seems to be a sufficient amount of handicapped stalls within the vicinity of the schools. One improvement that could be made, is to pave the gravel lot on the east side of the school. This improvement, however, is not high priority.

IV. Public Input Survey Results

One of the requirements for an ADA transition plan is proof of public input. The City of Adel decided to fulfill this requirement through a short survey sent out to the community. This survey created online, was sent out virtually to community members to figure out what their main concerns and priorities are in regards to sidewalks and curb ramps.

This survey consisted of seven questions aimed at helping understand what the public's view on accessibility in the city is like. A total of 50 people responded to the survey. Below breaks down the responses for each question.

Question 1: I am or related to an individual that has functional needs or disabilities affecting...

24 people responded to this question, the 26 that are not or not related to an individual that has function needs affecting walking, hearing, vision, or moving. The most people are related to someone with functional needs or disabilities affecting their walking and moving. This shows the importance of providing accessible curb ramps and paths in the community. Table 3 shows the data collected from the survey.

Table 3. Question 1

	# of Responses
Walking	21
Hearing	1
Vision	5
Moving	10

Question 2: Do you use a regular or electric wheelchair?

Eight percent of those that responded to the survey said they always use a regular or electric wheelchair, and two percent said they sometimes use a wheelchair. 90 percent do not use a wheelchair. It is important that the City of Adel serves the population in Adel that utilize wheelchairs on a regular basis. Ensuring the accessibility and safety of people with disabilities, will also benefit the entire community as a whole. Table 4 below shows the number of responses for each answer.

Table 4. Question 2

	# of Responses
Yes, always	4
Sometimes	1
No	45

Question 3: What is your mode of transportation throughout Adel?

The majority of people that responded use a car as their main mode of transportation. The next largest mode of transportation is walking, and one other responded with a wheelchair. For those walking and in wheelchairs, it is important that their pathways are accessible and free from obstacles. Table 5 shows the data collected for this question.

Table 5. Question 3

	# of Responses
Car	37
Bike	3
Walk	8
Other	2

Question 4: What areas do you think the city needs to improve?

Out of the 50 that responded eight said that no areas need improvement. 72 percent of respondents selected that the city needs to improve the accessibility of pedestrian pathways, sidewalks, or curb ramps, 30 percent selected that improvements should be made in regards to street and crosswalk signals, and 20 percent want improvements to accessible signage and wayfinding assistance. The suggestions box allowed for more specific answers, which will help the city understand where they need to make the most improvements. Table 6 shows the number of responses for each option.

Table 6. Question 4

	# of Responses
Accessible pedestrian pathways, sidewalks, or curb ramps	36
Accessible signage and wayfinding assistance	10
Street and crosswalk signals	15
None	8

Suggestions: This question included a suggestions box, where ten people responded with comment on what they thought the city needed improvements on. Some of the responses are stated below.

“Making the light at the school a STOP (red) instead of a Yield (yellow).”

“Paving Meadow Road with an ADA sidewalk.”

“So many of the sidewalks in the “Older” part of town is in poor shape. Cement is broken, very uneven or missing altogether.”

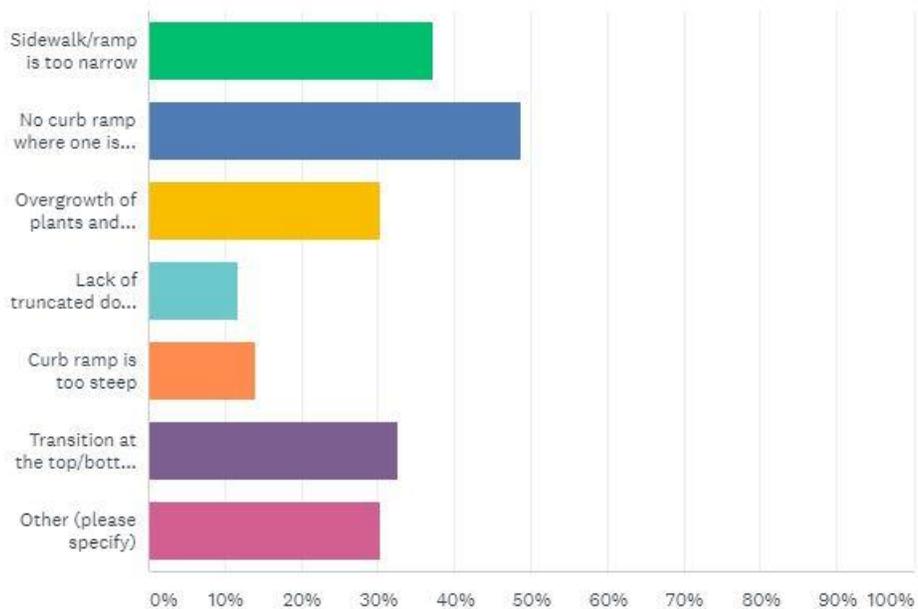
Question 5: What makes it most difficult for you to navigate a sidewalk and curb ramps?

Seven people skipped this question, inferring that they do not have any difficulty navigating a sidewalk or curb ramps in Adel. The most frequent difficulty, however, was “no curb ramp where one is needed”. Below (Table 7 and Figure 2) are the table and chart showing the distribution of the responses.

Table 7. Question 5

	# of Responses
Sidewalk/ramp is too narrow	16
Lack of truncated domes at curb ramps	5
No curb ramp where one is necessary	21
Curb ramp is too steep	6
Overgrowth of plants and trees	13
Transition at the top/bottom of curb ramp is not smooth	14
Other	13

Figure 2. Navigation Difficulty



In the other section, several answers were focused on the lack of sidewalks, the care of the sidewalks, and the broken and unevenness of the sidewalks. These responses, overall, show that there are many improvements that should be taken into consideration.

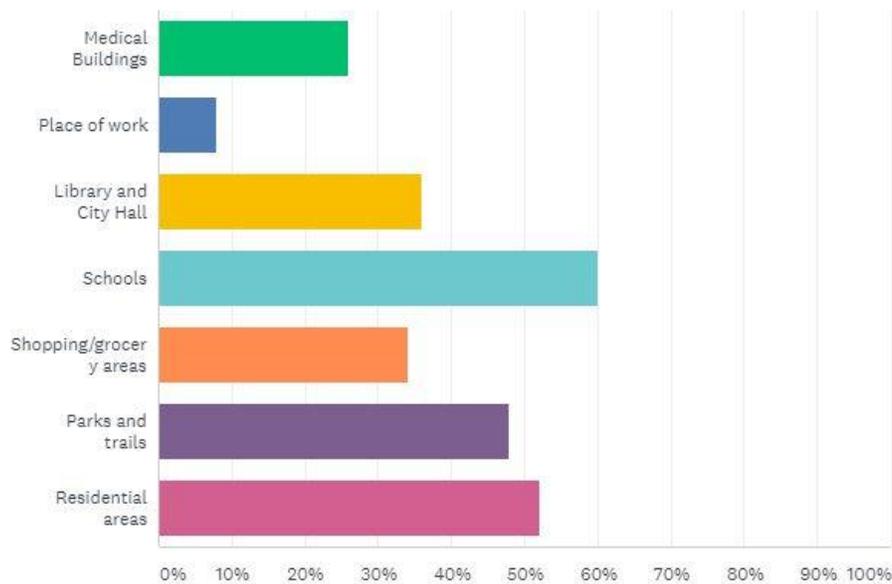
Question 6: Which of these areas below should take priority when fixed for increased accessibility?

According to the respondents, the highest priority area for fixed and increased accessibility are the Adel Public Schools. In general, most priority areas include schools due to the number of people that attend and for the safety of the students. Table 8 shows the data collected from the survey and below is the distribution chart (Figure 3) for the responses of priority areas.

Table 8. Question 6

	# of Responses
Medical Buildings	13
Shopping/grocery areas	17
Place of work	4
Parks and trails	24
Library and City Hall	18
Residential areas	26
Schools	30

Figure 3. Priority Areas



Question 7: Additional Comments

The last question on the survey was for additional comments. 17 people provided additional comments regarding ADA accessibility in Adel. Some of these comments touched on the following:

- Uneven sidewalks,
- The need for wider sidewalks, some are too narrow,

Paving Meadow Road,
How poor sidewalk conditions can affect everyone in the community,
Adding a path behind east side of high school, and
That every sidewalk should have a ramp from the street.

These comments will be used to help prioritize what issues are most important according to public input and then help formulate an action plan to fix the issues.

V. Conclusion

Documenting Progress and Updating the Plan

The Adel ADA Transition plan sets the basis for evaluating its sidewalks, curb ramps, and civic and school parking lots. This document should be periodically reviewed for compliance and validity. Adel has many areas of new development where new sidewalks and curb ramps will be placed, and these areas should be documented in this plan as they occur. Making sure the plan is up to date will help when determining which projects have been completed and which have not. A progress report is an essential way to track projects and scheduling a timeline. This report can also include an estimated budget on specific projects.

The City of Adel is dedicated to providing its citizens with accessible pathways that all of its community can use. Looking forward, Adel will take data collected for this plan to help devise project list of areas that need to be updated in order to meet ADA measures.

Appendix

1. Curb and Ramp Data

Raccoon River Valley Trail			
Area	Description	Compliant?	Material
Crossing at Brickyard Dr Closed	Could not evaluate due to construction	--	--
Bridge on west side of S 18th St	-	Yes	Asphalt/Concrete
S 18th St Crossing	-	Yes	Asphalt/Concrete
Bridge near 18th St	-	Yes	Asphalt/Concrete
S 14th St Crossing	-	No	Asphalt/Concrete
S11 St Crossing	-	Yes	Asphalt/Concrete
S 10th St Crossing	-	Yes	Asphalt/Concrete
Bridge between S 10th and S 9th	Crack and slight dip; leads to city hall	No	Asphalt/Concrete
Area between S 10th and S 9th	-	Yes	Asphalt/Concrete
S 9th St Crossing	-	Yes	Asphalt/Concrete
HWY 169 Crossing	One crack in the road	Yes	Asphalt/Concrete
Bike rack and kiosk area off of 169	Lip on the wood ramp; large cracks in pavement (see pics)	No	Wood/Asphalt/Concrete
S 7th St Crossing	Crack before crossing	Yes	Asphalt/Concrete
S 6th St Crossing	Very large cracks in the middle of road	Yes	Asphalt/Concrete
Trail over river closed	Could not evaluate due to construction	--	--
Court Street			
Area	Description	Compliant?	Material
Court and N 5th	Truncated domes (2)	Yes	Concrete
Court and N 6th	Truncated domes (4), Ramps w/o TD (4)	Yes	Concrete
Court and N 7th	Truncated domes (3), Ramps w/o TD (3), Curb drops (2)	No	Concrete
Court and Nile Kinnick	Truncated domes (8)	Yes	Brick/Concrete

Court and N 9th	Truncated domes (6)	Yes	Brick/Concrete
Court and N 10th	Ramps w/o TD (7)	Yes	Concrete
Court and N 11th	Ramps w/o TD (7)	Yes	Concrete
Court and N 12th	Ramps w/o TD (5), Curb drops (3)	No	Concrete
Court and N 13th	Truncated domes (2), Ramps w/o TD (4), Curb drops (1)	No	Concrete
Court and N 14th	Truncated domes (1), Ramps w/o TD (5) *one broken and need repaired, Curb drops (1)	No	Concrete
Court and N 15th	Ramps w/o TD (4) *one needs repaired, Curb drops (2)	No	Concrete
Prairie Street			
Area	Description	Compliant?	Material
Prairie and S 5th	Ramps w/o TD (2), Curb drops (2)	No	Concrete
Prairie and S 6th	Truncated domes (3), Ramps w/o TD (2), Curb drops (1)	No	Concrete
Prairie and S 7th	Truncated domes (3), Ramps w/o TD (3) *could be improved, Curb drops (1)	No	Concrete
Prairie and Nile Kinncik	Ramps w/o TD (3), Curb drops (4)	No	Concrete
Prairie and S 9th	Truncated domes (8)	Yes	Brick/Concrete
Prairie and S10th	Ramps w/o TD (5)	Yes	Concrete
Prairie and S 11th	Truncated domes (8)	Yes	Concrete
Prairie and S 12th	Ramps w/o TD (3), Curb drops (5)	No	Concrete
Prairie and S 13th	Ramps w/o TD (4), Curb drops (1) *needs repaired	No	Concrete
Prairie and S 14th	Truncated domes (8)	Yes	Concrete
Prairie and S 15th	Ramps w/o TD (2) *needs repaired	Yes	Concrete
Prairie and S 18th	Ramps w/o TD (2)	Yes	Concrete
Main Street			
Area	Description	Compliant?	Material
Main and N/S 5th	Ramps w/o TD (4) *could be improved	Yes	Concrete
Main and N/S 6th	Ramps w/o TD (1) *need repaired, Curb drops (7)	No	Concrete
Main and N/S 7th	Ramps w/o TD (8)	Yes	Concrete
Main and Nile Kinnick	Truncated domes (8)	Yes	Brick/Concrete
Main and N/S 9th	Truncated domes (6)	Yes	Brick/Concrete
Main and N/S 10th	Truncated domes (7)	Yes	Concrete
Main and N/S 11th	Truncated domes (8)	Yes	Concrete
Main and N/S 12th	Truncated domes (8)	Yes	Concrete

Main and N/S 13th	Truncated domes (8)	Yes	Concrete
Main and N/S 14th	Truncated domes (8)	Yes	Concrete
Main and N/S 15th	Truncated domes (8)	Yes	Concrete
Main and S 18th	Ramps w/o TD (2)	Yes	Concrete
Grove Street/(N5th and N6th)			
Area	Description	Compl iant?	Material
Grove and N 6th	Ramps w/o TD (1)	Yes	Concrete
Grove and N 7th	Ramps w/o TD (3), Curb drops (4)	No	Concrete
Grove and Nile Kinnick	Ramps w/o TD (4), Curb drops (4)	No	Concrete
Grove and N 9th	Truncated domes (1), Ramps w/o TD (3), Curb drops (4)	No	Concrete
Grove and N 10th	Truncated domes (8)	Yes	Concrete
Grove and N 11th Pl	Curb drops (2)	No	Concrete
Grove and N 11th St	Truncated domes (2), Ramps w/o TD (1)	Yes	Concrete
Grove and N 12th	Truncated domes (3), Ramps w/o TD (4), Curb drops (1)	No	Concrete
Grove and N 13th	Ramps w/o TD (1), Curb drops (4)	No	Concrete
Grove and N 14th	Ramps w/o TD (4) *need repaired, Curb drops (3)	No	Concrete
Grove and N 15th	Truncated domes (1), Ramps w/o TD (7)	Yes	Concrete
Grove and N 16th	Truncated domes (4), Ramps w/o TD (2)	Yes	Concrete
Grove and N 17th	Ramps w/o TD (4)	Yes	Concrete
N 5th and N6th corner	Ramps w/o TD(2)	Yes	Concrete
Locust Street			
Area	Description	Compl iant?	Material
Locust and N 12th	Truncated domes (3)	Yes	Concrete
Locust and N 13th	Ramps w/o TD (6) *could be improved	Yes	Concrete
Locust and N 14th	Ramps w/o TD (7), Curb drops (1)	No	Concrete
Locust and N 15th	Truncated domes (8)	Yes	Concrete
Locust and N 16th	Truncated domes (2)	Yes	Concrete
Rapids Street			
Area	Description	Compl iant?	Material
Rapids and N 5th	Truncated domes (2) - located off corner on Rapids	Yes	Concrete
Rapids and N 6th	Truncated domes (8)	Yes	Concrete
Rapids and N 7th	Truncated domes (4), Ramps w/o TD (4)	Yes	Concrete

Rapids and Nile Kinnick	Ramps w/o TD (4), Curb drops (4)	No	Concrete
Rapids and N 9th	Ramps w/o TD (6), Curb drops (2)	No	Concrete
Rapids and N 10th	Truncated domes (8)	Yes	Concrete
Rapids and N 11th	Ramps w/o TD (6), Curb drops (2)	No	Concrete
Rapids and N 12th	Ramps w/o TD (8) *could be improved	Yes	Concrete
Rapids and N 13th	Ramps w/o TD (6) *could be improved	Yes	Concrete
Rapids and N 14th	Truncated domes (3), Ramps w/o TD (2), Curb drops (3)	No	Concrete
Rapids and N 15th	Truncated domes (3), Ramps w/o TD (5) *need repaired	Yes	Concrete
Rapids and N 16th	Truncated domes (3), Ramps w/o TD (2)	Yes	Concrete
Rapids and N 17th	Truncated domes (4), Ramps w/o TD (2) *make ramps less steep	Yes	Concrete
Rapids and N 19th	Truncated domes (1), Curb drops (1)	No	Concrete
Riverside Drive			
Area	Description	Compliant?	Material
Riverside and N 9th	Truncated domes (2)	Yes	Concrete
Riverside and N 10th	Truncated domes (2)	Yes	Concrete
Kinnick-Feller Riverside Park Trail			
Area	Description	Compliant?	Material
Area near HWY 169	Large crack, but otherwise good	Yes	Asphalt/Concrete
Greene Street			
Area	Description	Compliant?	Material
Greene and S 5th	Ramps w/o TD (3)	Yes	Concrete
Greene and S 6th	Ramps w/o TD (4)	Yes	Concrete
Greene and S 7th	Ramps w/o TD (4)	Yes	Concrete
Greene and Nile Kinnick	Truncated domes (3), Ramps w/o TD (1)	Yes	Concrete
Greene and S 9th	Truncated domes (1), Ramps w/o TD (3)	Yes	Concrete
Greene and S 10th	Ramps w/o TD (5)	Yes	Concrete
Greene and S 11th	Truncated domes (3), Ramps w/o TD (2) *ramps are very steep (repair?)	Yes	Concrete
Greene and S 12th	Truncated domes (2)	Yes	Concrete
Greene and S 14th	Truncated domes (3), Ramps w/o TD (6)	Yes	Concrete
Greene and S 16th	Ramps w/o TD (2)	Yes	Concrete

Greene and S 18th	No Crossings	--	--
Greene and S 19th	Truncated domes (2)	Yes	Concrete
Greene and Van Fossen	Ramps w/o TD (2) *cracks on East sidewalk	Yes	Concrete
Sunset Circle			
Area	Description	Compliant?	Material
N 15th and Sunset Circle	Curb drops (2)	No	Concrete

Cottage Street			
Area	Description	Compliant?	Material
Cottage and S 5th	Ramps w/o TD (3)	Yes	Concrete
Cottage and S 6th	Truncated domes (2)	Yes	Concrete
Cottage and S 7th	Truncated domes (4)	Yes	Concrete
Cottage and Nile Kinnick	Truncated domes (4)	Yes	Concrete
Cottage and S 9th	Ramps w/o TD (5), Curb drops (1)	No	Concrete
Cottage and S 10th	Ramps w/o TD (3)	Yes	Concrete

Horse & Buggy Drive			
Area	Description	Compliant?	Material
Horse & Buggy and S 19th	Ramps w/o TD (2)	Yes	Concrete
Horse and Buggy and S 16th	Ramps w/o TD (4)	Yes	Concrete
Horse and Buggy and S 14th	Truncated domes (2)	Yes	Concrete

Bryan Street			
Area	Description	Compliant?	Material
Bryan and Nile Kinnick	Truncated domes (1), Ramps w/o TD (1)	Yes	Concrete
Bryan and S 8th	Truncated domes (3)	Yes	Concrete
Bryan and S 9th	Truncated domes (4), Ramps w/o TD (2) *steep	Yes	Concrete
Bryan and S 10th	Ramps w/o TD (2)	Yes	Concrete

Greenwood Hills Drive			
Area	Description	Compliant?	Material

Greenwood Hills and Nile Kinnick	No crossing	--	--
Greenwood Hills and S 9th	Truncated domes (2)	Yes	Concrete
Greenwood Hills and S 10th	Ramps w/o TD (4)	Yes	Concrete
Greenwood Hills and S 11th	Ramps w/o TD (4)	Yes	Concrete
Ridgeline Drive			
Area	Description	Compliant?	Material
Ridgeline and Old Portland	Sidewalk ends (no more development)	--	--
Ridgeline and Timberview/S 5th	Truncated domes (8)	Yes	Concrete
Ridgeline and S 6th	Truncated domes (4)	Yes	Concrete
Ridgeline and S 7th	Truncated domes (4)	Yes	Concrete
Timberview Drive			
Area	Description	Compliant?	Material
Timberview and S 7th	Truncated domes (4)	Yes	Concrete
Timberview and Nile Kinnick	No crossings	--	--
Timberview and Evans View	Truncated domes (4)	Yes	Concrete
Timberview and Lynne	Truncated domes (4)	Yes	Concrete
Meadow Road			
Area	Description	Compliant?	Material
Meadow and Old Portland	Truncated domes (2)	Yes	Concrete
Meadow and Strauss	Truncated domes (4)	Yes	Concrete
Meadow and Southbridge	Truncated domes (8)	Yes	Concrete
Meadow and Roebling	Truncated domes (8)	Yes	Concrete
Meadow and Nile Kinnick	No crossing (newer development)	--	--
Meadow and Jaycee	Truncated domes (2), turns into gravel	Yes	Concrete
Meadow and Shelby	Truncated domes (1), other sidewalk ends at development	Yes	Concrete
Meadow and S 11th	Truncated domes (1), other sidewalk ends at development	Yes	Concrete

Meadow and Sadie	Sidewalk ends at development	--	--
Meadow and S 15th	Near aquatic center, no sidewalk	--	--
302nd Place			
Area	Description	Compliant?	Material
302nd and Old Portland	No crossing	--	--
302nd and Strauss	Truncated domes (4)	Yes	Concrete
302nd and Southbridge	Truncated domes (6)	Yes	Concrete
302nd and Roebling	Truncated domes (4)	Yes	Concrete
Bailey's Grove Drive/Shelby Drive			
Area	Description	Compliant?	Material
Bailey's Grove and Nile Kinnick	No crossing	--	--
Bailey's Grove near Little Tiger Learning Center	Truncated domes (1)	Yes	Concrete
Bailey's Grove Park	Sidewalk surrounds park	Yes	Concrete
Bailey's Grove and Shelby (East)	Truncated domes (5)	Yes	Concrete
Bailey's Grove and Shelby (West)	Truncated domes (4)	Yes	Concrete
Bailey's Grove and Jaycee	Truncated domes (3)	Yes	Concrete
Shelby and Hunter	Truncated domes (3)	Yes	Concrete
Evans View Drive			
Area	Description	Compliant?	Material
Evans View and Powers	Truncated domes (3)	Yes	Concrete
Evans View and S 10th	Truncated domes (4)	Yes	Concrete
Evans View and S 11th	Truncated domes (2)	Yes	Concrete
Evans View and S 12th	Sidewalk ends	--	--
Evans View and S 13th	Transitions from Evans View to S 13th	--	--
Cassidy Curve			
Area	Description	Compliant?	Material
Cassidy and S 11th	Ramps w/o TD (2)	Yes	Concrete

Cassidy and S 12th	Ramps w/o TD (2)	Yes	Concrete
Luther Drive/S 13th Street			
Area	Description	Compliant?	Material
Luther and S 11th	Truncated domes (4)	Yes	Concrete
Luther and S 13th	Truncated domes (4)	Yes	Concrete
S 13th Near mailbox area	Truncated domes (1)	Yes	Concrete
Lynne Drive			
Area	Description	Compliant?	Material
Lynne and S 10th	Truncated domes (3)	Yes	Concrete
Lynne and S 11th	Truncated domes (6)	Yes	Concrete
Lynne and S 13th	Truncated domes (4)	Yes	Concrete
Lynne and S 14th	Truncated domes (1), Curb drops (3)	No	Concrete
S 14th Street			
Area	Description	Compliant?	Material
S 14th and S 11th	Truncated domes (8)	Yes	Concrete
S 14th and Bailey	Truncated domes (3)	Yes	Concrete
S 14th and Beverly	Truncated domes (1), Ramps w/o TD (1)	Yes	Concrete
S 14th and Ann	Ramps w/o TD (1), Curb drops (1)	No	Concrete
S 14th and Sandra	Curb drops (2)	No	Concrete
S 14th and Janet	Ramps w/o TD (1), Curb drops (3)	No	Concrete
S 14th and Penoch	Truncated domes (2)	Yes	Concrete
S 14th and Cedar	Truncated domes (2)	Yes	Concrete
S 14th and Maple	Truncated domes (2)	Yes	Concrete
S 14th and Aspen	Truncated domes (2)	Yes	Concrete
S 14th and Hyvue	Truncated domes (4)	Yes	Concrete
S 14th and Pleasant	Ramps w/o TD (2)	Yes	Concrete
S 14th and Orchard	Truncated domes (2)	Yes	Concrete
S 14th and Chance	Curb drops (2)	No	Concrete
S 11th Street			
Area	Description	Compliant?	Material
S 11th and Sundance	Ramps w/o TD (2)	Yes	Concrete
S 11th and Aaron	Truncated domes (3)	Yes	Concrete

S 11th near tree cove (after Lynne)	Truncated domes (2)	Yes	Concrete
Sadie Lane			
Area	Description	Compliant?	Material
Sadie Lane and Madison	Truncated domes (3)	Yes	Concrete
S 15th Street			
Area	Description	Compliant?	Material
S 15th and Linden	Truncated domes (2)	Yes	Concrete
S 15th and Penoch	Truncated domes (3), Ramps w/o TD (2)	Yes	Concrete
S 15th and Ann	Truncated domes (1), Ramps w/o TD (3)	Yes	Concrete
S 16th Street/Pleasant Street			
Area	Description	Compliant?	Material
S 16th and Pleasant	Curb drops (1)	No	Concrete
Pleasant and Hyvue	Curb drops (2)	No	Concrete
S 16th and Hyvue	Ramps w/o TD (3), Curb drops (1)	No	Concrete
S 16th and Aspen	Ramps w/o TD (4) *need repaired	Yes	Concrete
S 16th and Maple	Ramps w/o TD (2)	Yes	Concrete
S 16th and Cedar	Truncated domes (4)	Yes	Concrete
S 16th and Linden	Truncated domes (2)	Yes	Concrete
Evans Park Trail			
Area	Description	Compliant?	Material
Bridge near playground	Cracks	Yes	Asphalt/Concrete
Fork on north side	Crack	Yes	Asphalt/Concrete
Ford on south side	About 5 reasonable cracks	Yes	Asphalt/Concrete
S 11th crossing	Ramps w/o TD (2)	Yes	Asphalt/Concrete
S 10th crossing	Truncated domes (2)	Yes	Asphalt/Concrete
Sumpter Pharmacy	Truncated domes (1), Ramps w/o TD (1)	Yes	Asphalt/Concrete
Nile Kinnick crossing	Truncated domes (1), other side gravel (cross warning button works on west side, still need to check east!)	Yes?	Asphalt/Concrete/Gravel

Back side of playground	Crack	Yes	Asphalt/Concrete
Gravel path by hole 9	lip up back to asphalt/concrete	Yes?	Asphalt/Concrete/Gravel
Path near hole 5	Large crack	Yes	Asphalt/Concrete
S 14th crossing	Truncated domes (2)	Yes	Asphalt/Concrete

2. Public Input Survey Data

Adel ADA Transition Plan Public Input Survey

Q1. I am or are related to an individual that has functional needs or disabilities affecting: (Select all that apply)

Answer Choices	Responses	
Walking	87.50%	21
Hearing	4.17%	1
Vision	20.83%	5
Moving	41.67%	10
	Answered	24
	Skipped	26

Q2. Do you use a regular or electric wheelchair?

Answer Choices	Responses	
Yes, always	8.00%	4
Sometimes	2.00%	1
No	90.00%	45
	Answered	50
	Skipped	0

Q3. What is your main mode of transportation throughout Adel?

Answer Choices	Responses	
Car	74.00%	37
Bike	6.00%	3
Walk	16.00%	8
Other (please specify)	4.00%	2
	Answered	50
	Skipped	0

Other Responses:

- What difference does it make?
- wheelchair

Q4. What areas do you think the city needs to improve? (Select all that apply)

Answer Choices	Responses	
Accessible pedestrian pathways, sidewalks, or curb ramps	72.00%	36
Accessible signage and wayfinding assistance	20.00%	10
Street and crosswalk signals	30.00%	15
None	16.00%	8
Suggestions:		10
	Answered	50
	Skipped	0

Suggestions Responses:

- Repair uneven sidewalks
- Sidewalk and trails connecting new neighborhoods to town.
- So many of the sidewalks in the “Older” part of town is in poor shape. Cement is broken, very uneven or missing altogether.
- There needs to be curb ramps. Also need a sidewalk to get to the pool from Meadow Rd.
- Making the light at the school a STOP (red) instead of a Yield (yellow).
- We need more sidewalks
- Many cross walkers are tall curbs. Sidewalks sometimes just end and you have to cross over to get to another sidewalk.
- Fix old brick roads. Rapids especially.
- Paving Meadow Road with an ADA sidewalk.
- Sidewalk where non exist and sidewalk repairs.

Q5. Which of the listed below make it most difficult for you to navigate a sidewalk and curb ramps? (Select your top 3 choices)

Answer Choices	Responses	
Sidewalk/ramp is too narrow	37.21%	16
No curb ramp where one is needed	48.84%	21
Overgrowth of plants and trees	30.23%	13
Lack of truncated domes at curb ramps	11.63%	5
Curb ramp is too steep	13.95%	6
Transition at the top/bottom of curb ramp is not smooth	32.56%	14
Other (please specify)	30.23%	13
	Answered	43
	Skipped	7

Other Responses:

- The bumps on the ADA ramps. The unevenness of them has caused me to nearly trip numerous times. You have to be careful as they themselves are very unsafe. I have a weak ankle so standing on them can be difficult let alone walking across them.
- Uneven sidewalks
- NA
- No sidewalk at all.
- People not maintaining their portion of the sidewalk so it is in disrepair with transitions, mud, puddles, etc.
- No sidewalk from the east side of high school to Cottage Street
- Sidewalks no put back in from the waterline work. Still a chunk missing on South 9th street
- Lack of sidewalks everywhere

- Sidewalks not taken care of
- Fences too close to sidewalk are an inconvenience
- Broken, uneven, heaving sidewalks
- There isn't one on Meador Road, it cuts that neighborhood off from the rest of town
- Trippers

Q6. Which of these areas below should take priority when fixed for increased accessibility? (Select your top 3 choices)

Answer Choices	Responses	
Medical Buildings	26.00%	13
Place of work	8.00%	4
Library and City Hall	36.00%	18
Schools	60.00%	30
Shopping/grocery areas	34.00%	17
Parks and trails	48.00%	24
Residential areas	52.00%	26
	Answered	50
	Skipped	0

Q7. Please provide any additional comments regarding mobility and accessibility.

Answered 17
Skipped 33

Additional Comments:

- Need wider sidewalk and ada accessibility
- Uneven sidewalks
- ADA is the law, follow it.
- Ensure wheelchair accessible van handicapped parking spots available and ensure people aren't parking in handicapped spots illegally
- Public areas and Business should be ADA compliant. A residential area that does not have walks does not need to have them added as they would be grandfathered in unless it is on a designated a high density area walkway. In those situations I would assume there could be some assistance from the city to offset the cost to add a sidewalk where one was not needed before.
- None
- We need to pave meadow and put in a sidewalk so kids can safely get to the pool on foot or bikes
- It's hard for me to step up and down off curbs
- Many sidewalks throughout town are not ADA accessible and need major repairs to help residents and people access sidewalks safely
- Make developers do the trails right from the beginning in newer neighborhoods so that things don't need torn up later and city is not always left with the bill

- Na
- There is no sidewalk one other side of the road from the east side of the high school and trailer park to Cottage Street. If it's not important enough for students to walk on a safe place other than the street, there has been lots of new growth in this area and more traffic, bikes and walkers-all sharing the street.
- Our city still does not have sidewalks everywhere and every sidewalk should have a ramp from the street
- Make sidewalks wider, or have sidewalks upkeep enforced
- CHANCE COURT at 14th has no accessible sidewalk at all. We have to walk in the street until we reach a sidewalk that is accessible.
- Don't just focus on disabled, abled individuals also have issues with broken and missing sidewalks
- Meadow road needs paved and sidewalk added. There is no way to get to the pool or new Elementary without walking on a gravel road. It's an absolute mess and extremely dangerous to see kids on bikes and walking with cars going 40 mph past.

Ordinance No. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ADEL, BY AMENDING CHAPTER 122 – PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS FOR THE PURPOSE OF ADDING REGULATIONS REGARDING MOBILE FOOD UNITS

NOW, THEREFORE, be it Ordained by the City Council of the City of Adel, Iowa, that:

SECTION 1. Chapter 122 of the Code of Ordinances is hereby repealed and replaced as follows:

CHAPTER 122 – PEDDLERS, SOLICITORS, TRANSIENT MERCHANTS AND MOBILE FOOD UNITS

122.01 PURPOSE.

The purpose of this chapter is to protect residents of the City against fraud, unfair competition and intrusion into the privacy of their homes by licensing and regulating peddlers, solicitors, transient merchants and mobile food units.

122.02 DEFINITIONS.

For use in this chapter the following terms are defined:

1. “Catered Event” means any event where a business or entity has requested the mobile food unit to provide food for a targeted audience and where the food is served to the customers within a building, structure, or facility and not directly from the mobile food unit, or where the business or entity requesting the service is paying for the food in a single lump sum payment rather than individual patrons paying for their food themselves.

2. “Catering Business” means a business, social or home catering service providing food and incidental services for a social affair, event, or for a private dwelling, which does not engage in the sale of food or beverage to individually paying patrons.

3. “Mobile Food Unit” means any type of annually licensed food establishment that is a readily movable vehicle (on wheels), that is self-propelled (driven), or can be pulled or pushed to a location and used for the vending of food or beverage items to the public.

4. “Mobile Food Unit Classification” means the type of mobile food unit based upon the type of menu items being served and preparation and storage requirements for the defined menu items based upon the Iowa department of inspections and appeals mobile food unit guide.

5. “Mobile Food Vendor” means a person engaged in the business of selling food or beverages from a mobile food unit.

6. “Peddler” means any person carrying goods, merchandise or offering services who sells or offers for sale such goods, merchandise, or services from house to house or upon the public streets including any person who takes orders house to house for goods, merchandise or services for later delivery.

7. “Peddling” means the selling or offering for sale services, goods or merchandise which are carried by a person from house to house or upon the public streets including the taking of orders house to house for goods, merchandise, or services for later delivery.

8. “Person” means natural persons, corporations, firms, and organizations of any description, whether acting in person or through agents, employees, or other persons.

9. “Pushcart” means a nonself-propelled mobile food unit that is pushed or pulled by the mobile food vendor to a location and serves a limited offering of food or beverage items.

10. “Solicitor” means any person who solicits or attempts to solicit from house to house or upon the public street any contribution or donation or any order for goods, services, subscriptions or merchandise to be delivered at a future date.

11. “Special Event Permit” shall mean a permit issued by the city of Adel which authorizes the temporary use or occupation of public property in connection with the holding of a special event.

Commented [KS1]: I added this definition since the Clive ordinance contained some exceptions related to mobile food units operating as part of a special event. We can eliminate these exceptions if the city would like.

12. “State Licensing Level Classification” means the four (4) classification levels for mobile food vendors that have been established by the Iowa Department of Inspections and Appeals and that will be referenced as a part of this chapter. There are more requirements for each of the levels but in general the levels are as follows:

A. Class I: Nonrefrigerated vending units that serve only intact, nonpotentially hazardous commercially prepackaged food and beverages. Examples include chips, crackers, cookies, soda, and sweets in manufacturer's packaging.

B. Class II: Refrigerated or hot vending units that serve potentially and nonpotentially hazardous commercially prepackaged foods from an approved source. Examples include packaged sandwiches, ice cream bars, individually wrapped and cooked hot dogs. No cooking is allowed as part of a class II unit.

C. Class III: Units that serve potentially and nonpotentially hazardous packaged food and unpackaged foods with limited assembly. These units are limited to precooked foods from an approved source that may be reheated on the unit. Examples include pushcart operations, packaged salads, hot dogs, shaved ice.

D. Class IV: Units that serve potentially and nonpotentially hazardous foods that are prepared, cooked, cooled or reheated and assembled on the unit. Examples include self-contained mobile food units, food trucks and any units that are capable of preparing and producing food items from precooked and/or raw products (meat, fish, poultry, plant foods and dairy products) to finished product for consumption.

13. “Transient merchant” means any person who engages in a temporary or itinerant merchandising business and in the course of such business hires, leases or occupies any building or structure whatsoever, or who operates out of a vehicle which is parked anywhere within the City limits. Temporary association with a local merchant, dealer, trader or auctioneer, or conduct of such transient business in connection with, as a part of, or in the name of any local merchant, dealer, trader or auctioneer does not exempt any person from being considered a transient merchant.

122.03 LICENSE REQUIRED.

Any person engaging in peddling, soliciting, or in the business of a transient merchant, or as a mobile food vendor in the City without first obtaining a license as herein provided is in violation of this chapter.

122.04 APPLICATION FOR LICENSE.

An application in writing shall be filed in person with the City Clerk for a license required under this chapter. The applicant shall provide the following information:

1. Applicant's name, email address, if any, and local phone number or cell phone number;
2. Permanent and local address, business address, business email address and phone number, if any;
3. Physical description and a government-issued photo identification card;
4. Applicant's employer, if any, and the employer's address, email address and phone number;
5. The nature of the applicant's business;
6. The last three places of such business;
7. The length of time sought to be covered by the license;
8. Applicant's Federal identification number and the Federal identification number for any business applicant is peddling under as an agent, employee or otherwise;
9. An Iowa sales tax permit number or a letter from the Iowa Department of Revenue confirming a sales tax permit is not required;
10. A Department of Criminal Investigation criminal history report/record for applicant from the state of applicant's residence for the previous five years to include pending charges; such report or record must be dated no more than 30 days prior to the application;
11. Whether applicant has been listed on any sex offender registry within the last five years;
12. Whether applicant has had a peddler's, solicitor's, transient merchant's, or mobile food unit license suspended, revoked or denied by this or any other city in the last five years and the reasons therefor;

13. The dates of any previous peddlers' licenses issued by the City Clerk.

122.05 ISSUANCE OF LICENSE; FEES.

The City Clerk, upon review of the license application with the police department and any other appropriate department or agency, shall determine whether a license will be issued to the applicant. A waiting period of not less than three business days from the date of the application shall be in effect to provide sufficient time for the City Clerk's fact gathering process to be completed in a reasonable period. Mobile food unit license applications must be submitted not less than ten (10) calendar days prior to the proposed start date of the mobile food unit activities. In making his/her decision, the Clerk shall consider the following factors:

1. The information in the application is found to be correct;
2. All information required has been provided and the application is complete;
3. The required bond is paid;
4. Applicant does not have a transient merchant, solicitor, peddler, or mobile food unit license under suspension or revocation under this chapter.

Upon the City Clerk deciding the factors have been satisfied by the applicant, a license shall be issued upon payment of the bond and the non-refundable fee in advance as set in the schedule of fees adopted by the City Council by resolution annually. Any licensee who surrenders their license prior to the date of expiration shall not be entitled to a refund of any portion of the fee.

122.06 BOND REQUIRED.

1. Transient Merchant. Before a license under this chapter is issued to a transient merchant, an applicant shall provide to the Clerk evidence that the applicant has filed a bond with the Secretary of State in accordance with Chapter 9C of the Code of Iowa.

2. Peddlers. No peddler's license shall be issued until the applicant has delivered to the City Clerk a cash bond for no less than \$200.00 per license or \$1,000.00 for an employer employing a group of five or more license applicants.

A. The bond shall be held to indemnify and pay the City any penalties or costs incurred in the enforcement of any of the sections of this chapter and indemnify or reimburse any purchaser of services, goods, wares, merchandise or stock for any judgment which may be obtained by a purchaser for damages in any action commenced within three months from the date of purchase, due to misrepresentations as to the kind, quality or value of such services, goods, wares, merchandise or stock, whether the misrepresentations were made by the owner or by his or her servants, agents or employees, either at the time of making the sale or through any advertisement

of any character, printed or circulated, with reference to such stock of goods, wares, merchandise, services or any part thereof.

B. The balance of the bond shall be released by the City Clerk and returned to the applicant or employer upon request by the applicant or employer at any time more than four months after expiration of the peddler's license for which the cash bond was provided, unless the City Clerk has received notice of pending action in the State or federal courts seeking a judgment upon a claim eligible for payment from the bond. Except as otherwise provided by court order, the City Clerk shall not release any bond during the pendency of any such action.

122.07 DISPLAY OF LICENSE.

Each solicitor or peddler shall keep such license in possession at all times while doing business in the City and shall, upon the request of prospective customers, exhibit the license as evidence of compliance with all requirements of this chapter. Each transient merchant shall display publicly such merchant's license in the merchant's place of business. The operator of the mobile food unit shall display their city license in full view of the public in or on the unit.

122.08 LICENSE NOT TRANSFERABLE.

Licenses issued under the provisions of this chapter are not transferable in any situation and are to be applicable only to the person filing the application.

122.09 TIME RESTRICTION.

All peddler's and solicitor's licenses shall provide that said licenses are in force and effect only between the hours of 8:00 a.m. and 7:00 p.m.

122.10 REGULATIONS SPECIFIC TO MOBILE FOOD UNITS

1. Mobile Food Unit Licensing: It shall be unlawful for any person to engage in the sale of food or beverages to the public from a temporary or mobile facility within the corporate limits of the city of Adel without first obtaining a mobile food unit license from the city, in addition to any other state, federal, or county permits, certifications and licenses.

A. Each mobile food unit shall be licensed separately. No license transfer is allowed.

B. Although certain activities may be exempt from the licensing requirements of this chapter, any food service to the public in the city of Adel is expected to comply with all other local, county and state requirements for health inspections, licensing, safety and fire code requirements.

C. The following shall be exempt from this requirement:

i. Catering businesses.

ii. Grilling and food preparation activities of brick and mortar establishments on the establishment's premises for immediate consumption by patrons or employees.

iii. Concession stands associated with sports or recreational venues that have been approved as part of a site plan or permitted conditional use permit for the venue.

2. Mobile Food Unit Licensing Application:

A. **Timely Submittal:** Unless otherwise provided herein, applications must be submitted not less than ten (10) calendar days prior to the proposed start date of the mobile food unit activities. The city reserves the right to reject any applications that have not been timely submitted to the city.

B. **Applicant's Responsibility:** Receiving approval of a mobile food unit license from the city shall not preclude, supersede, circumvent, or waive the applicant's responsibility to obtain any additional permits, licenses, and approvals for other applicable local, state, and federal regulations.

C. **Application Contents:** In addition to those items required in Section 122.04 herein, the Application for a Mobile Food Unit License shall include:

- i. State health inspection certificate with the classification level of the state license.
- ii. Description of the kitchen facilities, cooking facilities, preparation area, safety features (such as, but not limited to, suppression system) of the mobile food unit.
- iii. Clear photographs of the mobile food unit.
- iv. Make, model and year of vehicle to be used and the license plate number.
- v. Overall size of the vehicle; length and width.

D. **Applications Deemed Withdrawn:** Any application received shall be deemed withdrawn if it has been held in abeyance, awaiting the submittal of additional requested information from the applicant, and if the applicant has not communicated in writing with the city and made reasonable progress within thirty (30) days from the last written notification from the city to the applicant. The application fee is nonrefundable. Any application deemed withdrawn shall require submission of a new application and fees to begin a new review and approval process.

E. **Modification Of License After Issuance:** Should the mobile food vendor change the food or beverage being offered during the term of an issued license that would change the designation of the mobile food unit to a higher state licensing level classification, a new application and fire inspection shall be required.

3. **Mobile Food Units On Public Property:** No mobile food unit may be operated on public property except as part of an approved event under a special event permit issued by the city of Adel or as authorized by the director of parks and recreation, within a city park or greenway. Requests for authorization to vend within a city park or greenway (not as part of a city permitted special event) may be submitted no less than five (5) days and no more than fifteen (15) days prior to the requested day of vending.

4. **Unattended Mobile Food Unit:** No mobile food unit shall be left unattended or stored on any site overnight, unless that property is under the ownership or control of (by way of a lease or other contractual agreement) the operator of the unit and is being done so in compliance with all other city code requirements or the mobile food unit is a participant in a multiple (contiguous) day, city permitted, special event. Any mobile food unit found unattended shall be considered in

Commented [KS2]: Does the city want to require this for all licensees, or just mobile food units?

Commented [AL3]: Update once areas have been determined

violation of these regulations and subject to license revocation, municipal infraction, towing, or any other action legally allowed.

5. Music And Sound Making Devices: The use of music or sound making devices as a part of a mobile food unit shall be prohibited, unless expressly allowed as part of an approved special event.

6. Mobile Food Unit Performance Standards: Persons conducting business from a mobile food unit must do so in compliance with the following standards:

A. The mobile food vendor must obtain expressed written consent of the property owner or lessee to use the property on which they propose to operate. The written consent must be kept in the unit at all times that the unit is on the property. Written consent does not excuse or permit the violation of any other imposable regulations.

B. Mobile food units shall only be allowed on nonresidential properties, except in the case of an approved residential block party or private catered event, so long as it is in compliance with all other city code requirements related to residential property.

C. Mobile food units that are within three hundred feet (300') of a residential use or residentially zoned property, shall be limited to hours of operation between seven o'clock (7:00) A.M. and ten thirty o'clock (10:30) P.M.

D. A mobile food unit operating on nonresidential property as part of a city permitted special event may only do so during the granted time period for the event.

E. Mobile food units must maintain a minimum separation between units of fifteen feet (15').

F. Mobile food unit operation in a nonresidential parking lot is allowed if doing so does not diminish the usable number of parking spots within the lot to below the minimum threshold needed as established by the city site plan for the property. It is the joint responsibility of the property owner or lessee and mobile food unit owner to ensure that this provision is not violated. Exceptions to this rule may be applied for by way of a city approved temporary site plan amendment.

G. Mobile food units shall serve patrons which are on foot only; no drive-up service to the unit itself shall be provided or allowed.

H. The mobile food unit must be located on a paved or gravel surface, unless approved as part of a special event permit or through a temporary site plan amendment.

I. No mobile food unit may operate within one hundred feet (100') of a permanent restaurant or business offering food or beverage services unless they receive expressed written consent of the restaurant or business owner or unless the city has approved a special event permit for the area.

J. All mobile food units shall maintain a minimum separation from buildings, five feet (5') for state IA class I and II units and fifteen feet (15') for state IA class III and IV units, as measured to the closest building element including awnings or canopies, tents or membrane structures. Location of the food unit shall not impede pedestrians entering or exiting a building.

K. The window or area where a patron orders and receives their purchase shall be located so as to not require a patron to stand, or create a line that may cause pedestrians to be in the public

Commented [KS4]: Does the city approve block parties?

Commented [AL5]: Update once areas have been determined.

Commented [KS6]: What about mobile food units that are operating in other locations? Any time restrictions?

Commented [AL7]: Update once hours of operation have been decided upon.

Do we want to allow residential and nonresidential???

I feel we could simplify this section with just the hours of operation. I do not think it needs to match the hours of the business on the property, nor have the stipulation about hours on the property and departing for a minimum number of hours.

Commented [KS8]: Does the city plan to approve temporary site plan amendments?

Commented [AL9]: ??? City vs Private Parking Lots

Commented [KS10]: Does the city want to allow for temporary site plan amendments?

right of way, vehicle travel lane, including parking lot drive aisles, or similar situation that may create a potential safety hazard. Adequate safe space for patrons waiting for their order must be available on the property where the mobile food unit is located.

L. With the exception of pushcarts as allowed herein, no mobile food unit shall be placed on a public or private sidewalk. Pushcarts may locate on or adjacent to a private sidewalk or public sidewalk only as part of an approved special event permit. However, a minimum forty eight inch (48") open walkway must be maintained for passing pedestrians. The placement of the pushcart shall be in such a manner so as to minimize encroachment into the forty eight inch (48") walkway by patrons waiting in line for service from the pushcart.

M. Signs are limited to those that are attached to the exterior of the mobile unit and must be mounted flat against the unit and not project more than six inches (6") from the exterior of the unit. No freestanding signs, banners, flags, or similar items are allowed. Off premises signs directing patrons to the mobile food unit are prohibited.

N. During business hours, the mobile food vendor shall provide a trash receptacle for use by customers.

O. The mobile food vendor shall keep the area around the mobile food unit clear of litter and debris at all times.

P. All mobile food units shall be located in such a manner as to not create a safety hazard, such as blocking emergency access to buildings and the site, obstructing access to fire hydrants, impeding entering and exiting from a building, creating a visual impediment for the motoring public at drive entrances, intersections, pedestrian crossings, or similar movement and access.

7. Property Owner/Lessee Responsibility: By allowing the mobile food unit on their property, the property owner or lessee jointly and severally with the vendor are responsible for compliance with this chapter and to ensure the safety of pedestrians and access of emergency vehicles to and around the site. Failure to do so could result in the property owner or lessee being party to any enforcement actions or penalties allowed by law.

122.11 SUSPENSION, REVOCATION OR DENIAL OF LICENSE.

Any license issued pursuant to this chapter shall be either summarily suspended or revoked by the City Clerk for violation of this chapter, conducting business in an otherwise unlawful manner, misrepresentation of facts in the application, failing to meet the factors set forth in this chapter including Section 122.05, and/or conducting business in such a manner as to endanger the public welfare, safety, order or morals.

122.12 NOTICE.

A summary suspension, revocation or denial shall be promptly communicated to the applicant or the applicant's representative by phone at the phone number provided in the application. Written notice shall also be mailed by U.S. mail to the applicant at the business address identified in the application informing the applicant of the suspension, revocation or denial, the reasons therefor, and the applicant's right to appeal to a hearing before the City Council. The only issue on the

appeal to the Council shall be whether the suspension, revocation or denial is supported by a preponderance of the evidence.

122.13 HEARING; APPEAL.

Upon receipt of the applicant's suspension, revocation or denial of license, the applicant or applicant's representative may request in writing a hearing before the Council within 30 days of receiving notice of the suspension, revocation or denial. The Council shall convene a hearing at its next regularly scheduled meeting following receipt of applicant's request for a hearing.

122.14 RECORD AND DETERMINATION.

The Clerk shall make and record findings of fact and conclusions of law at the hearing and shall carry out the decision of the Council.

122.15 EFFECT OF REVOCATION.

Revocation of any license shall bar the licensee from being eligible for any license under this chapter for a period of one year from the date of the revocation.

122.16 LICENSE EXEMPTIONS.

The following are excluded from the application of this chapter.

1. Persons making door-to-door sales for the purpose of a community improvement of benefit approved by the City Council on behalf of non-profit, tax-exempt corporations.
2. Club Members. Members of local civic and service clubs, including, Boy Scout, Girl Scout, 4-H Clubs, Future Farmers of America and similar organizations.
3. Students. Students representing the Adel-DeSoto-Minburn School District conducting projects sponsored by organizations recognized by the school.
4. Route Sales. Route delivery persons who deliver and sell goods, services, or merchandise to established customers and who only incidentally solicit additional business.
5. Resale or Institutional Use. Persons customarily calling on businesses or institutions for the purpose of selling products for resale or institutional use.

122.17 CHARITABLE AND NONPROFIT ORGANIZATIONS.

Authorized representatives of charitable or nonprofit organizations operating under the provisions of Chapter 504 of the Code of Iowa desiring to solicit money or to distribute literature are exempt from the operation of Sections 122.04 and 122.05. All such organizations are required to submit in writing to the Clerk the name and purpose of the cause for which such activities are sought, names and addresses of the officers and directors of the organization, the period during which such activities are to be carried on, and whether any commissions, fees or wages are to be charged by the solicitor and the amount thereof. If the Clerk finds that the organization is a bona fide charity or nonprofit organization the Clerk shall issue, free of charge, a license containing the above information to the applicant. In the event the Clerk denies the exemption, the authorized representatives of the organization may appeal the decision to the Council, as provided in this chapter.

122.18 PROHIBITED ACTS.

No solicitor or peddler shall conduct any soliciting or peddling in the following manner:

1. With any person situated in a motor vehicle upon any public street, alley, driveway access, or public way;
2. Upon any part of the public right-of-way along a parade route on the day of any permitted parade;
3. Within 1,000 feet of the perimeter of a street closure, or inside such perimeter, for an event where a street use permit/special event permit has been issued unless written permission is obtained for the permit holder;
4. Conduct soliciting or peddling between the hours of 7:00 p.m. and 8:00 a.m.;
5. Conduct business or attempt to conduct business upon any property on which has a posted notice prohibiting soliciting or peddling;
6. Harass, intimidate, coerce or threaten any individual to induce a sale;
7. Falsely or fraudulently misrepresent the quality, character or quantity of any article, item or commodity offered for sale or sell any unwholesome or tainted food or foodstuffs.

SECTION 2. Effective Date. This ordinance shall be effective from and after the publication of this ordinance, as required by law.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance be held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion hereof.

SECTION 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

First Reading Passed: _____
Second Reading Passed: _____
Third Reading Passed: _____

Passed and adopted this _____ day of _____, 2020.

James F. Peters, Mayor

ATTEST:

Angela Leopard, City Clerk

DRAFT

