



**City of
McMinnville**

**Kent Taylor Civic Hall
200 NE Second Street
McMinnville, OR 97128**

**City Council Work Session Agenda
Wednesday, July 22, 2026
6:00 p.m. – Work Session**

Welcome! The public is strongly encouraged to participate remotely but there is seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself.

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1. CALL TO ORDER
2. WORK SESSION – AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN UPDATE
3. ADJOURNMENT



COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: July 22, 2026
TO: Adam Garvin, City Manager
SUBMITTED BY: Heather Richards, Community Development Director
WRITTEN BY: Jody Christensen and Matthew Bernards
SUBJECT: Work Session – ADA Transition Plan Update

Report in Brief:

This is a work session to provide a status update on the ADA Self-Evaluation and Transition Plan project currently underway and to seek guidance on a proposed project prioritization model.

Background:

The requirement to develop a formal ADA transition plan applies to state and local government bodies, or public entities, covered under Title II of the federal Americans with Disabilities Act (ADA). The mandate for a written plan is triggered when a public entity employs 50 or more people. This includes government operations like municipal offices, courts, state-run universities, and public transportation systems.

An ADA transition plan is the City's formal document that serves as a roadmap for evaluating and removing structural barriers to facilities, programs, and services. An ADA transition plan is a formal document that outlines how a public organization will make its facilities accessible. It serves as a roadmap for identifying and removing physical barriers that prevent people with disabilities from using public programs and services. The plan includes a schedule for implementing changes, establishing a clear strategy to achieve full accessibility.

Per the Federal ADA laws, the City of McMinnville should have an ADA Transition Plan that identifies all barriers for access to public facilities (buildings, parks, programs, and public right-of-way) and an implementation plan on how those barriers will be removed. The ADA Transition Plan addresses equity issues and barriers to participation that many in our community face. Currently approximately 19.3% of McMinnville residents identify as disabled (2023 ACS, US Census).

The Federal ADA Act is a comprehensive civil rights law for persons with disabilities in both employment and the provision of goods and services. The ADA states that its purpose is to provide a "clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities." Congress emphasized that the ADA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities.

The Rehabilitation Act of 1973, requires that all organizations receiving federal funds make their programs available without discrimination toward people with disabilities. The Act, which has become known as the "civil rights act" of persons with disabilities, states that: 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. (Section 504)

Subsequent to the enactment of the Rehabilitation Act, Congress passed the Americans with Disabilities Act on July 26, 1990. The Americans with Disabilities Act (ADA) requires cities to establish an ADA program to provide equal access for all residents to the cities' programs and amenities.

This program needs to be comprised of several different components:

1. Start Implementation
2. Appoint an ADA Coordinator
3. Provide Public Notice
4. Adopt a Grievance Procedure
5. Conduct a Self-Evaluation
6. Develop a Transition Plan
7. Create an Action Plan

On March 13, 2018, the City Council approved Ordinance No. 5048, adopting a City of McMinnville Notice of Nondiscrimination and Grievance Procedure and appointing an ADA Coordinator, accomplishing Steps 1–4 above. Ordinance No. 5048 appointed the Planning Director or his/her designee as the ADA Coordinator. Heather Richards, who was the Planning Director at the time and is now the Community Development Director, served as the ADA Coordinator in two other communities and appointed Robert Reygers, Building Inspector II, as the designee serving as the ADA Coordinator for the City of McMinnville. Robert Reygers is a certified ADA Coordinator, having successfully studied and tested as an ADA Coordinator prior to his employment with the City of McMinnville.

However, the City did not have the resources in 2018 to prepare an ADA Transition Plan, which would encompass steps 5 – 7 above. (See [ADA Accessibility | McMinnville Oregon](#) for the Notice of Nondiscrimination and Grievance Procedure. In 2021, the McMinnville City Council voted to set aside American Rescue Plan Act (ARPA) funds to

complete the ADA Transition Plan. (Resolution No. 2021-54, reaffirmed by Resolution Nos. 2023-19 and 2025-08.)

On August 26, 2025, the City Council approved Resolution No. 2025-34 authorizing the Interim City Manager to execute a Personal Services Agreement with Sally Swanson Architects for the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan (SETP) Project for a not-to-exceed amount of \$300,000. The project kicked off on September 24, 2025. This project is expected to conclude in December 2026. Later in the year, the City Council will have a work session to review the final draft. The final plan will need to be considered for adoption by resolution.

The project consultants, Sally Swanson Architects, are a team of certified professionals including an American Institute of Architects (AIA) certified Architect, Geographic Information System (GIS) and Database Specialist; Certified Facilitates Specialist who is certified as a Building, Electrical, Mechanical, & Plumbing Inspector, and Plans Examiner; Quality Assurance and Quality Control Specialist; and ADA Policy Specialist. Following ADA requirements, a project team has been working with the City to define standards, conduct an evaluation identifying deficiencies limiting accessibility, and will prioritize projects with a schedule and rough cost estimate to achieve compliance.

Engagement Strategy & Methods:

Engagement for the ADA Self-Evaluation and Transition Plan centered around creating opportunities for connection. Our plan focused on individuals with disabilities, as well as family members, caregivers, and advocates, to create engagement activities that would help us learn more about the lived experiences of our community.

The Project Advisory Committee (PAC) includes Mayor Morris and four community members. To recruit for the PAC, staff included information about the project in the City's e-newsletter and on the City's website, and dropped print flyers at Yamhill County Behavioral Health, Yamhill County Veterans Services, and Yamhill County Public Health, as well as made direct outreach to several community-based organizations including Essential Services Oregon, MV Advancements, and Lutheran Community Services.

The ADA Self-Evaluation Survey was created using an ArcGIS program - Survey123, and was open from February 2nd to March 6th. The survey was intentionally kept simple and centered around one main question: **"Tell us how McMinnville's public spaces, facilities, programs, services, and parks support or limit your ability to participate fully and independently in our community."** A full-page mailer describing the ADA project and survey was sent to all residents within City limits between February 6th and 9th.

The public had several options for sending in their feedback including:

- The digital survey tool
- Option for mailed-in / written responses

- Option to speak with someone over the phone who would record a response for you
- Option to come into the Community Development Center to speak with a project representative in-person.

Print materials were also provided to all PAC members to distribute.

Through our digital outreach (social media and e-newsletter), community members were encouraged to visit the online survey. The survey tool itself included features that allowed the user to share specific locations on a map using a “drop pin” tool, a voice memo option to record an audio response, and/or an option to provide photographs to supplement mapped responses. The survey was created and tested in-house with the help of the PAC members and included a Spanish version and contrast colors for the visually disabled. The City received 136 responses in English and 0 responses in Spanish.

In-person outreach included two offsite events: one at the Senior Center during their weekly Coffee Hour on February 25, and the other – an open house style Community Social in partnership with Essential Services Oregon on February 26. The Community Social had ~50 participants and was attended by members of the PAC who assisted with recording survey responses in the digital tool.

In addition to these activities, print materials were provided during the City-hosted Greeters event on February 20 and kept in all City facilities during the length of the survey period.

Discussion:

Staff are seeking comments on additional barrier removal prioritization concepts. The concepts are intended to give additional decision considerations to use when determining how to prioritize barrier removal.

Proposed Prioritization:

SSA Ranking for Facilities and Parks -

(Note: the City will use the number vs. word description).

- **Barrier Priority: High (1):** Should be completed immediately. (Includes Findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat)
- **Barrier Priority: Important (2):** Should be completed as soon as possible. (Includes Findings that would remove barriers to the greatest number of people to your goods and services.)

- **Barrier Priority: Moderate (3):** Should be completed as soon as possible, but there may be other items that will provide greater access to persons with disabilities. (Includes Findings that have a high financial impact on the entity in relations to the degree of access provided.)
- **Barrier Priority: Low (4):** Should be completed as soon as possible due to being a technical violation, but may not result in providing greater access to person with disabilities. (Includes Findings that are technically violations but provide a moderate to low increase in accessibility compared to the financial impact on the entity.)

Proposed CITY Additional Criteria

- **Criteria A:** Removing barriers that impede accessibility at the main entrance of a facility, or improving a path of travel to the portion of the facility where program activities take place. Examples:
 - o Connection to the public rights-of-way
 - o Parking and passenger loading
 - o Entrance walks
 - o Entrance ramps
 - o Entrance stairs
 - o Entrance doors
- **Criteria B:** Removing barriers that impede access to program use areas. Examples:
 - o Transaction counters
 - o Recreation environments/features
 - o Public offices
 - o Public restrooms
- **Criteria C:** Removing barriers that impede access to amenities serving program areas. Examples:
 - o Drinking fountains
 - o Public telephones
 - o Site furnishings
 - o Vending machines
- **Criteria D:** This criterion addresses features that are not required to be modified for accessibility because no public programs are in this area, or there are nearby duplicate accessible features.