



**CITY OF SANTA BARBARA  
ACCESS ADVISORY COMMITTEE**

[SantaBarbaraCA.gov/AccessAC](http://SantaBarbaraCA.gov/AccessAC)

**MINUTES  
SPECIAL MEETING  
Meeting held via GoTo Webinar  
Date: August 28, 2020  
Time: 9:30 a.m.**



**COMMITTEE MEMBERS:** James Marston – Chairman; Robert Burnham - Vice Chair; Sean Goral; Nick Koonce; Janice Rodriguez; Barbara Silver; Susanne Tejada

**COUNCIL LIAISON:** Meagan Harmon, Santa Barbara City Council Member

**STAFF LIAISONS:** Brian D’Amour, City Engineer/ADA Coordinator  
Sarita King, Administrative Assistant  
Mindy Jackson, Administrative Specialist

**1. CALL TO ORDER**

Chair James Marston called meeting to order at 9:30 am

**2. ROLL CALL/ INTRODUCTIONS**

**Committee Members**

James Marston, Chairman .....	Present
Robert Burnham, Vice Chair .....	Present
Sean Goral .....	Present
Nick Koonce.....	Present
Janice Rodriguez .....	Present
Barbara Silver .....	Present
Susanne Tejada.....	Present

**City Staff**

Brian D’Amour, City Engineer, ADA Coordinator.....	Present
Meagan Harmon, City Council Member .....	Present
Yolanda McGlinchey, Emergency Services Manager..	Present
Sarita King, Administrative Assistant.....	Present
Mindy Jackson, Administrative Specialist.....	Present

**Members of the Public**

Will Rehling, Accessible Santa Barbara .....	Present
Nancy Caponi .....	Present

**3. COMMITTEE MEMBER REPORTS & STAFF ANNOUNCEMENTS**

Mr. Marsten – The City is considering a Bike Share Program. Bikes will be fully docked but they will be on the sidewalk. There are some concerns with them blocking sidewalks and accessibility issues. The committee should follow this topic when it goes to Council.

Mr. Burnham spoke of Mr. D’Amour’s presentation on July 28, 2020 and said that it was complete and informative. There are new staff at the Independent Living Resource Center, and

the Committee might be able to enlist its help in spreading the word to the disabled community regarding this committee and its actions.

Mr. D'Amour wants any action on the revised Resolution to go through him first before approaching Councilmember Harmon, who will bring the draft Resolution to Council for final approval. He will set a meeting with the Ad Hoc Committee (Item No. 8 on agenda) in September.

Mr. Marsten spoke regarding the GoTo Webinar Program. Vince Wong (IT staff) worked with Ms. King and Mr. Burnham about issues using GoTo Webinar. These issues were brought to the attention of Council and Matt Fore, from the City Administrator's Office. There was a meeting between Mr. Wong, Mr. Fore, and Sarah Gorman (City Clerk). A summary of actions were given at this time.

- Language was added to the Council Agenda to include a link to the accessibility features within GoTo Webinar along with a phone number for technical support, including the hyperlink.
- Language in bold text was added to the public comment section of the Agenda and has been added to the Council Agenda to further assist attendees to participate and sign in.
- Microphones will be activated by City staff, and attendees will be called upon and notified to begin speaking.
- For those who need accessibility accommodations, and to use the Raise Hand function and participate in the GoTo Webinar, please contact the City Clerk by email.
- Mr. Wong developed a Raise Hand Tutorial sheet that helps attendees use the "Raise Your Hand" function within GoTo Webinar. A link to this tutorial will be added to the City Council Agenda.
- City staff have been in consistent communication with LogMeIn. The company is on track to begin work in September to add keyboard shortcuts to GoTo Webinar, which currently exist in GoTo Meeting's webpage (<https://support.goto.com/meeting/help/use-keyboard-shortcuts-from-the-desktop-app-windows-only-g2m040026> ).

Motion to make up the Ad Hoc group to work with the City Administrator's Office on changes to the GoTo Webinar platform. The GoTo Webinar Ad-Hoc Committee members are Barbara Silver, Robert Burnham, and Jim Marston.

Approved (Burnham/Tejada, 7:0:0)

Mr. Marsten noted Ms. Silver is working with City staff to get web links and errors fixed. She was told that the City is preparing a Request for Proposal to have a group redo all City webpages.

The committee would like to assure that accessible features exist on the new website, and be accessible to screen readers for the blind. Mr. Koonce and Mr. Marsten would like Mr. D'Amour to contact the persons in charge of the RFP for the new website and give them the contact information for the members of the new Ad Hoc committee.

Motion to form an Ad Hoc committee consisting of Mr. Goral, Mr. Koonce, and Mr. Burnham to assist in reviewing the RFP with the City regarding the new website development.

Approved (Koonce/Burnham, 7:0:0)

Mr. Marsten noted there was a business plan proposed called the "COVID-19 Business Plan". City business leaders presented a ten-point plan to Council. Mr. Marsten also noted that five of the points have the potential to negatively affect accessibility and civil rights. Mr. Koontz, Burnham, and Mr. Marsten wrote and spoke to Council about this issue. Mr. Marsten received positive comments from Councilmembers.

Ms. King shared a video that shows what is required by the Building Codes and by ADA when remodeling or repurposing a building.

Mr. Marsten asked that AAC members watch for City Council items that could affect Access and Civil Rights and to ask questions or make comments at Appeals Board meetings.

Mr. D'Amour mentioned the upcoming Committee Member Recruitments. There are two open positions and four committee members, Mr. Goral, Mr. Marsten, Mr. Burnham, and Ms. Tejada, whose terms end on December 31, 2020.

The application deadline is October 9, 2020 followed by interviews through October and November. Appointments would be made at the Council meeting on December 8, 2020. Those who have terms ending in December would need to reapply if they wish to continue on the committee. Mr. D'Amour asked that committee members reach out to people that may wish to join this committee.

#### **4. PUBLIC COMMENT**

Will Rehling from Accessible Santa Barbara applauds those who have worked on improving the virtual meetings and making them accessible to everyone who can benefit from these improvements. He suggested that the City look at what the County is using, which is a telephone option. He also said that the path to travel upgrades to building standards has triggered accessibility improvements. He acknowledged and congratulated Mr. D'Amour's Acting position as Public Works Director.

#### **5. APPROVAL OF MINUTES: FOR ACTION**

Motion to approve February 14, 2020 minutes.  
Approved (Tejada/Koonce, 7:0:0)

#### **6. APPROVAL OF MINUTES: FOR ACTION**

Motion to approve June 19, 2020 minutes.  
Approved (Koonce/Burnham, 6:0:1)

#### **7. ADA COORDINATOR'S REPORT: FOR INFORMATION**

Mr. D'Amour presented the ADA Coordinator's Report and reminded the Committee that this is for information. Mr. D'Amour said that Ms. King has been making improvements to the Access Advisory Committee Website. The Accessible Parking Map is now available online. Mr. Koonce has collected and provided to Ms. King with the data. The map link is at the bottom of the page. Ms. King demonstrated how the map works.

Mr. Marsten asked who would be keeping this updated. Mr. Koonce would like staff to communicate with Downtown Parking as a matter of process to report to the Access Advisory

Committee regularly about the additions, removal, and modifications as they occur. Mr. Koonce offered to monitor the map annually and report back to the Committee.

## **8. SUBCOMMITTEE REPORTS: FOR INFORMATION**

### **Blue Curb Parking Committee**

Mr. Koonce mentioned that he, Mr. Marsten, and Mr. D'Amour met in June to discuss a number of issues including edits to the website, and the addition of an interactive parking map on the City's website. Mr. Koonce would like a follow-up meeting scheduled with Mr. D'Amour, as he would like to suggest other website changes.

### **Valet Parking Committee**

Nothing to report at this time.

### **Sidewalk Committee**

Mr. Burnham said that the next Zoom meeting is Monday, September 28, 2020, 1:00 PM. Mr. Marsten said Mr. Dewey is working on getting parkway mitigation problems solved. He also mentioned a tree ring on the northeast corner of Canon Perdido and Chapala, and Mr. Dewey will look into these. Mr. Koonce mentioned the removal of a fence that was replaced with railroad ties, and he met with Mr. Dewey to space the ties to make the beach area accessible along the east beach volleyball courts parking area.

### **Blue Curb Committee**

Mr. Koonce noted that he had a meeting with Mr. D'Amour and Mr. Dewey, regarding the Blue Curb map. A follow-up meeting needs to be scheduled.

### **Annual Report and Access Advisory Committee Resolution Ad Hoc committee.**

Mr. Burnham asked if a date could be set for the final draft of the Resolution, and Mr. D'Amour will speak with Ms. King.

Mr. Koonce stated with appreciation for the effort of the committee. Mr. Koonce was critical of staff response to accessibility concerns and lack of enforcement efforts, in relation to the COVID-19 outdoor dining and parklet ordinances. Mr. D'Amour understands the frustration stated. Mr. D'Amour shared that staff initially considered not requiring to be accessible if other outdoor dining was available. The City pivoted, and made the decision that all parklets should be accessible.

## **9. BREAK**

## **10. EMERGENCY OPERATIONS PLAN AND LOCAL HAZARD MITIGATION PLAN: FOR INFORMATION**

Ms. Yolanda McGlinchey, Emergency Services Manager for the City, informed the Committee that the City is updating the Emergency Operations Plan. This is due in 2021, and in January the City will be scheduling stakeholder meetings, which includes the Access Advisory Committee. Due to COVID-19 restrictions, social distancing policies must be in place. Volunteers are needed to assist with this, and Ms. McGlinchey asked for members of the AAC to be on the Stakeholders Committee and provide input on how the City responds and alerts the public during an emergency.

The Local Hazard Mitigation Plan is also in the process of being updated and the Federal government is requiring a major update which is due September 2022. This plan identifies nuances to the entire community, not just homes and businesses. There are several community groups (for profit, non-profit, business, etc.) that are involved with these processes.

Mr. Marsten suggested that two people volunteer – one blind and one wheelchair user. Mr. Goral and Mr. Burnham both volunteered. The timeline for the Local Hazard Mitigation Plan was described as every quarter, and the Stakeholders will meet once in the spring and fall. For the Emergency Operations Plan, the Stakeholders group will meet once.

Public Comment:

- a) Will Rehling Accessible Santa Barbara asked about emergency power shut offs in the City.

#### **11. UPDATES TO ACCESS ADVISORY COMMITTEE RESOURCES PAGE: FOR INFORMATION**

Mr. D'Amour showed changes to the Access Advisory Committee Resources webpages, which includes adding and updating documents listed on the page, including the 2008 and 2013 Resolutions, links to meeting archives, minutes, and agenda, and audio/videos of the meetings.

Mr. Koonce asked if Ms. King can update the Downtown Parking page; she will connect with Mr. D'Amour and will look into these requests.

Mr. Marsten asked if the minutes can be posted within two weeks.

#### **12. STATE STREET CLOSURE AND PARKLETS: FOR INFORMATION**

Mr. D'Amour reminded the committee that the Emergency Ordinance was extended from September 8, 2020 to December 8, 2020, and may be extended again to March 8, 2021, if the Statewide Emergency Declaration is still in effect. This will mean additional parklets being added and personal services being expanded into the public right-of-way. City staff will continue to make sure there is ADA compliance. The best way to alert City staff of non-compliance with ADA is to send Mr. D'Amour an email. Mr. Marsten noted that there are still limited accessible tables available. Ms. Tejada noted that she is working with Victor Garza on the guidelines for accessibility. Mr. Marsten noted there should be enforcement with the guidelines, as there are places on State Street that are not accessible. Mr. Burnham noted that the challenges with enforcement go beyond parklets and asked how this can be overcome. Mr. D'Amour stated that the extension of the Emergency Order will require looking at a variety of issues arising from parklets, including accessibility, and the City will have to take a look at all of these issues.

#### **13. ADJOURNMENT**

Meeting adjourned at 12:20 p.m.

**DATE OF NEXT MEETING: Friday, November 6, 2020, at 9:30 a.m. Location to be determined.**

**AGENDAS, MINUTES & REPORTS:** Copies of documents relating to agenda items are available for review in the City Administrator's Office at City Hall, and agendas and reports are posted online at the web address at the top of this agenda. Please note that online Staff Reports may not include some exhibits. Materials related to an item on this agenda submitted to the Access Advisory Committee

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