

## Appendix G: ADA Compliance by Resolution Process for Municipalities

- Sample Resolution Request Letter
- Sample Resolution Approval Letter



# Sample Resolution Request Letter

**Civil Rights Division**  
200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204  
[www.odot.org](http://www.odot.org)

**Date:** June 03, 2015

**To:** Keith D. Wilkinson  
General Services Admin Manager  
City of Oklahoma City

Paula Falkenstein  
ADA Coordinator  
City of Oklahoma City

**From:** Trinia Mullins  
ADA/504/508 Coordinator  
Office: 405-521-4140  
[TMullins@odot.org](mailto:TMullins@odot.org)

T.J. Dill, P.E.  
El Reno Resident Engineer  
Office: 405-350-2331  
[TDill@odot.org](mailto:TDill@odot.org)

**Subject:** STP-255A(308)3P  
SH-66 from 2.93 miles east of the Canadian county line, extend east 2.22 miles, both directions of travel, Asphalt Resurfacing (UTBWC)

Dear Mr. Wilkinson:

The Oklahoma Department of Transportation (ODOT) is doing an alteration project within the City of Oklahoma City. I have been working with T.J. Dill and we need a resolution from the City to complete the project. There are certain aspects of the project that we feel we cannot bring into ADA compliance without going beyond our scope of the project. In these cases, ODOT requires the municipality to provide ODOT with a resolution committing their ADA responsibilities. This resolution shall include a description of the scope that you have committed to, as well as a schedule to start and complete this scope. The resolution shall also be included within your City's ADA Transition Plan. This will allow the resurfacing project to proceed as scheduled and will not result in a delay in the project. In addition, lack of participation may jeopardize future federal or state participation in capital improvement projects located within the public rights-of-way.

Please see below for the project issues:

- North Tulsa Avenue, North St. Clair Avenue and North Portland Avenue:  
These areas have no existing pedestrian walkways with a prepared pedestrian surface for pedestrian use or Accessible Pedestrian Signals (APS). However, there is a crosswalk, which will not be put back after the overlay, as we do not want to invite pedestrian activity where it is not safe.
- Meridian Avenue:  
This area has minimal pedestrian walkways with prepared pedestrian surfaces for pedestrian use. Also, there are existing APS in all four corners, as well as the medians with crosswalks. ODOT will re-stripe existing crosswalks. The main issue for this intersection is drainage.

Thank you very much for your proactive approach in dealing with these issues. I look forward to receiving your

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OKLAHOMA DEPARTMENT OF TRANSPORTATION

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resolution. Please don't hesitate to contact myself or T.J. for any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Trinia Mullins".

Trinia K. Mullins  
Civil Rights Division  
ADA/504/508 Coordinator

CC: Casey Shell, Chief Engineer  
Mike Patterson, Director  
Tim Gatz, Deputy Director

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## Sample Resolution Approval Letter

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**Date:** June 03, 2015

**To:** **Keith D. Wilkinson**  
General Services Admin Manager  
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**Paula Falkenstein**  
ADA Coordinator  
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**From:** **Trinia Mullins**  
ADA/504/508 Coordinator  
Office: 405-521-4140  
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**T.J. Dill, P.E.**  
El Reno Resident Engineer  
Office: 405-350-2331  
[TDill@odot.org](mailto:TDill@odot.org)

**Subject:** **STP-255A(308)3P**  
**SH-66 from 2.93 miles east of the Canadian county line, extend east 2.22 miles, both directions of travel, Asphalt Resurfacing (UTBWC)**

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Dear Mr. Wilkinson:

The Oklahoma Department of Transportation (ODOT) has received your proposed resolution for the above mentioned project. This resolution has been reviewed and ODOT feels the proposed schedule will satisfy the needed commitment to the Americans with Disabilities Act (ADA) and the Federal Highway Administration (FHWA). Upon receipt of the approved resolution from the City of Oklahoma City, the project will proceed as scheduled and will not result in any further delay. Keep in mind that this resolution must be included in your ADA Transition Plan to address any ADA issues that your community may have.

Thank you very much for your proactive approach in dealing with these issues. Please don't hesitate to contact myself or T.J. for any questions or concerns.

Sincerely,

Trinia K. Mullins  
Civil Rights Division  
ADA/504/508 Coordinator

CC: Casey Shell, Chief Engineer

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