



January 12, 2012

Mr. Dean Perkins, Architect  
ADA Coordinator  
Florida Department of Transportation  
605 Suwannee Street, MS-40  
Tallahassee, FL 32399-0450

RE: Seminole County ADA Transition Plan

Dear Mr. Perkins:

Seminole County Engineering Division, Public Works Department, is pleased to inform you that we are kicking off our ADA Transition Plan. We are following **THE NATIONAL ACADEMIES, National Academy of Sciences, National Cooperative Highway Research Program, NCHRP PROJECT NUMBER 20-7 (232), ADA Transition Plans: A Guide to Best Management Practices**. The first four steps are being implemented so we can begin with the transition plan.

Step 1

Seminole County Engineering Division has designated David W. Martin, P.E., Principal Engineer, as the ADA Coordinator. His contact information is as follows:

200 W. County Home Road  
Sanford, Florida 32773  
Phone: 407-665-5610  
Fax: 407-665-5600  
E-mail: [dmartin02@seminolecountyfl.gov](mailto:dmartin02@seminolecountyfl.gov)

The benefits of having an ADA Coordinator are:

- It makes it easier for members of the public to identify someone to help them with questions and concerns about disability discrimination,
- It provides a single source of information so questions by the Department staff and from outside the Department can be answered quickly and consistently, and
- It provides an individual who can focus on and who can be instrumental in moving compliance plans forward.

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Step 2

The Division shall start providing public notice about the rights of the public under the ADA and the responsibility of the Engineering Division under the ADA. The first public notice of information will be via the Public Works Department Web Site. The notice on the website lends itself to both the requirement for wide notice and the requirement for continuing notice as we progress through the transition plan.

Step 3

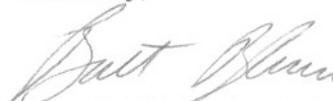
The Division is working on the required adoption and publishing of procedures for resolving grievances arising under Title II of the ADA. The procedures are intended to set out a system for resolving complaints of disability access issues in a prompt and fair manner. We are creating a grievance form that can be accessed through our website and e-mailed to our ADA Coordinator. Written complaints will be directed to the Engineering's ADA Coordinator's office for review and response in a timely manner. We will follow the procedures established by the Department of Justice, "Grievance Procedure under the Americans with Disabilities Act".

Step 4

The County shall adopt the accessibility guidelines established by the Federal Highway Administration and FDOT ADA standards, specifications, and design details. The County's adoption of the accessibility guidelines and ADA standards, specifications, and design details are incorporated by reference into the County's Engineering Manual which the Seminole County Board of County Commissioners (BCC) should be adopting this year. In rare instances Seminole County may need to develop modified ADA design details to meet local conditions. Those modified details will be sent to FDOT for review and approval prior to adoption by the County into the Engineering Manual.

If you have any questions, comments or suggestions, please feel free to contact me at 407-665-5651 or David Martin at 407-665-5610.

Sincerely,



Brett W. Blackadar, P.E.  
Acting County Engineer

BWB/dr

c: David W. Martin, P.E., Principal Engineer