



City of Rockaway Beach

Planning Commission Meeting Agenda

Date: Thursday, February 20, 2025
Time: 5:00 P.M.
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

Watch live stream here: <https://corb.us/live-stream>
View meeting later here: <https://corb.us/planning-commission/>

Join here to attend remotely on Zoom:

<https://us06web.zoom.us/j/83750468097?pwd=swd8aDgqUL5Y8lXc7Q9m6hdjJrzfxy.1>

Meeting ID: 837 5046 8097

Passcode: 553145

Dial by your location

253 215 8782 US (Tacoma)

1. **CALL TO ORDER** – Bill Hassell, Planning Commission President
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES**
 - a. January 16, 2025 Meeting Minutes
5. **PRESENTATIONS, GUESTS & ANNOUNCEMENTS** – None Scheduled
6. **STAFF REPORTS**
7. **PUBLIC HEARING** – None Scheduled
8. **CITIZEN INPUT ON NON-AGENDA ITEMS**
9. **OLD BUSINESS**
 - a. Discussion on Exemptions to STR Cap for Accessible Short-Term Rentals
10. **NEW BUSINESS**
 - a. Election of Planning Commission Vice-President
11. **PLANNING COMMISSION COMMENTS & CONCERNS**
12. **ADJOURNMENT**



City of Rockaway Beach

Planning Commission Meeting Minutes

Date: Thursday, January 16, 2025
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

1. CALL TO ORDER

Planning Commission President Hassell called the meeting to order at 5:00 p.m.

Hassell welcomed two newly appointed members to the Planning Commission, Lydia Hess and Jason Maxfield.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

President: Bill Hassell

Commissioners: Sandra Johnson, Nancy Lanyon, Stephanie Winchester, Lydia Hess, Jason Maxfield, and Pat Olson (arrived 5:28 p.m.)

Council Members: Charles McNeilly, Mayor; and Mary McGinnis, Planning Commission Liaison

Staff Present: Luke Shepard, City Manager; Mary Johnson, City Planner; and Melissa Thompson, City Recorder

4. APPROVAL OF MINUTES

Start time: 05:02:29 PM (00:01:24)

a. December 19, 2024 Meeting Minutes

Johnson made a **motion**, seconded by Winchester, to approve the December 19, 2024 Meeting Minutes as presented.

The **motion carried** by the following vote:

Aye: 6 (Johnson, Lanyon, Winchester, Hess, Maxfield, Hassell)

Nay: 0

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

a. Accessible Short-Term Rentals – Lorraine Woodward, Becoming RentABLE

Start time: 05:03:59 PM (00:02:54)

Woodward shared a presentation on Becoming RentABLE and the services they provide to certify short-term rentals (STRs) for accessibility.

Commissioner Olson joined the meeting at 5:28 p.m.

Lanyon commented that the Northwest ADA Center in Washington provided resources.

Maxfield suggested considering a grant program and contemplated adding requirements for properties to list accessibility features. There was some discussion about considering different levels of certification. Woodward encouraged third-party certification. Hassell commented about accessibility projects in the City and gave thanks for the presentation.

b. Accessible Accommodations in Our Community – Dan Haag, Tillamook Coast Visitors Association (TCVA)

Start time: 06:04:01 PM (01:02:55)

Haag spoke regarding the limited inventory of accessible rentals within the County, discussed the difficulties this presents for visitors, and shared information about the economic value in providing accessible accommodations.

In response to an inquiry from Hess, Haag shared that TCVA was making efforts to provide accessibility information and lodging options on their website. McGinnis provided background information regarding the City Council's direction to address the issue. Commissioner Johnson thanked Haag for TCVA's work and for the introduction to Becoming RentABLE.

6. STAFF REPORTS

Start time: 06:15:23 PM (01:14:18)

City Planner Johnson provided the following updates:

- Nedonna Wave application was appealed to the Land Use Board of Appeals (LUBA).
- DLCDD will not provide comments on the FEMA model ordinance. Johnson is working with fellow Oregon floodplain managers to create a version of the model ordinance with clear and objective standards that will meet Oregon land use criteria. Legal review and the standard ordinance adoption process will follow.
- David's Chair installed at St. Mary's by the Sea. Rockaway Beach Volunteers are seeking people to assist.
- Grant application submitted for Salmonberry Trail construction, seeking almost 6 million in funding.

Shepard shared that the City reader board sign will be installed next week, and confirmed the location for Hess.

7. PUBLIC HEARING – None Scheduled

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: 06:18:50 PM (01:17:44)

Jeff Wong commented that he served on Visit Tillamook Coast with Haag and commended his presentation.

Leslie Vipond acknowledged the Commission for inviting Woodward and Haag, and thanked them for their presentations. Vipond shared that 1189 Necarney St., a property on the STR waiting list, was submitted to Becoming RentABLE for accessibility certification.

9. OLD BUSINESS

a. **#VAR 24-3: Consideration of an Application for Variance at 282 South Anchor Street to Decrease the Number of Required Parking Spaces to Construct a New Mixed-Use Building**

Start time: 06:22:19 PM (01:21:14)

Hassell stated the Commission would now return to deliberations and decision for VAR 24-3: Consideration of an Application for Variance at 282 South Anchor Street to Decrease the Number of Required Parking Spaces to Construct a New Mixed-Use Building.

Mayor McNeilly and Councilor McGinnis excused themselves from the meeting to ensure their ability to remain fair and impartial should the matter come before the City Council on appeal.

Hassell stated that the Planning Commission held a Public Hearing on this matter on December 19, 2024, and after the staff report, applicant's presentation, public testimony, Commissioner questions, and applicant rebuttal, the Commission moved to set December 30, 2024 as the date to submit written testimony and upon which the record will be closed for this Variance request. Hassell said the Commission further moved to set deliberations on this Variance to this evening's meeting.

Hassell explained that since the Public Hearing was closed after testimony was heard on December 19th, and the record was closed on December 30th, there will be no public comment or additional information received tonight. During the deliberations phase, no other parties or members of the public may participate, and Commissioners may only ask clarifying questions to staff.

Conflicts of Interest/Bias

Hassell invited Commissioners to declare any bias or conflict of interest. None were declared, and no member of the audience wished to challenge a Commissioner on the basis of bias.

Ex-Parte Contacts

Hassell invited Commissioners to declare any ex-parte contacts. All commissioners declared they had driven or walked by and observed the property.

Deliberation & Decision

Commissioner Johnson stated that it was a tough decision, and good points were raised by the Lions Club regarding their need for accessibility to their facility that had to be taken into consideration. Johnson also took into consideration that the additional on-street parking that would be required as a result of the construction would not interfere specifically with the need for any residents to park near their homes. Johnson noted it was important that additional parking spaces to be created by the applicant would help alleviate parking issues addressed by the Lions Club. Johnson acknowledged concerns raised regarding proximity to the Fire Station, but stated there didn't appear to be any safety issues created by the application plan. Johnson explained she understood that the Lions Club could apply for a loading zone handicapped parking designation in front of their establishment. Johnson stated that the benefit of having additional commercial space that might be available for other small businesses and residents in Rockaway Beach is important, and that the proposed construction provides much needed workforce housing, and therefore warranted a variance.

Lanyon concurred with Johnson.

Lanyon made **motion**, seconded by Olson, that based on the facts and evaluations presented in the City Staff Report, and evidence presented, the Planning Commission approve Variance #24-3 to reduce the required parking for the proposed mixed-use building to 2 off-street parking spaces. Lanyon further moved to direct staff to prepare findings and conclusions consistent with this decision, and authorize the Chair to sign an order to that effect.

Lanyon asked if comments submitted by Public Works had been addressed. City Planner Johnson replied that the application hadn't changed. Commissioner Johnson inquired about conditioning the approval with a parking plan to ensure that safety is addressed, and emergency access lanes are still available. City Planner Johnson acknowledged that the applicant had expressed a desire to work with the City to make other improvements to the public rights of way if necessary, but explained she had discussed that issue with the Fire Chief and Public Works Superintendent, and since all parking is on-street and available to the public, it didn't seem feasible to create a parking plan for land the applicant doesn't own.

Commissioner Johnson commented on the applicant's exhibits that proposed parking locations, and inquired whether certain spaces could be blocked off from the development. Shepard responded that it was difficult to designate anything for a particular development. Shepard supposed that some kind of improvements could be made or paid for by the applicant, but expressed the challenge with determining that now, since the City didn't have any policy or guidelines, and there hadn't been opportunity for public comment on that specific issue.

There being no further discussion, Hassell performed a roll call vote. The **motion carried** by the following vote:

Aye: 5 (Johnson, Lanyon, Olson, Winchester, Hassell)

Nay: 0

Abstain: 2 (Hess, Maxfield)

10. NEW BUSINESS

a. Consideration to Move June 19th meeting to June 26, 2025

Start time: 06:33:18 PM (01:32:13)

Hassell noted that June 19th was the Juneteenth holiday.

Olson made a **motion**, seconded by Winchester, to reschedule the June 19th regular Planning Commission meeting to June 26th.

The **motion carried** by the following vote:

Aye: 7 (Johnson, Lanyon, Olson, Winchester, Hess, Maxfield, Hassell)

Nay: 0

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: 06:34:17 PM (01:33:12)

Winchester commented that she enjoyed the accessibility presentations. Winchester declared that she owned and managed a few STRs and would abstain from taking action on the matter. She commented that she supported the idea of third-party certification and spoke to the importance of creating a welcoming community for people with all abilities. At the request of Commissioner Johnson, Winchester confirmed that she would share with staff a link to a STR-owner social media group for staff to forward to the Commission.

Lanyon expressed desire to have a work session related to STR accessibility, and shared related ideas. Shepard assured Lanyon that there would be discussion on the matter at the next meeting. Lanyon suggested public message boards be installed at the Wayside and Anchor Street Park. Lanyon advocated for installation of landline pay phones for use in case of emergency. Johnson confirmed for Lanyon that copies of updated ordinances would be provided at next meeting.

Olson commented that the variance application was a tough decision.

Johnson looked forward to having discussion regarding certification for ADA accessible STRs, and making a recommendation for the City Council at the next meeting.

Maxfield thanked the Commission, sharing that he was glad to be a part of it. Maxfield thanked applicant Jeff Wong for his willingness to invest in the community. Maxfield appreciated the Lions Club's concerns, noting that it may point to the need for more deliberate signage for temporary or handicapped parking, so that existing parking could be better utilized.

Hess thanked Commissioners, and shared that it would be interesting to be a part of the Planning Commission.

Hassell commented on the opportunity for Rockaway Beach to take a leadership role in accessibility. Hassell hoped to have plans for tiered levels for accessibility in different categories.

12. ADJOURNMENT

Olson made a **motion**, seconded by Winchester, to adjourn the meeting at 6:41 p.m.

The **motion carried** by the following vote:

Aye: 7 (Johnson, Lanyon, Olson, Winchester, Hess, Maxfield, Hassell)

Nay: 0

MINUTES APPROVED THE
20TH DAY OF FEBRUARY 2025

William Hassell, President

ATTEST

Melissa Thompson, City Recorder

Discussion Agenda: Exemption for STR Cap to Provide for ADA Accessibility

1. Direction from City Council:

McNeilly noted that the Council received public testimony advocating for a STR cap exemption for STRs that are compliant with the Americans with Disabilities Act (ADA) and asked if the Council was interested in having Planning Commission work on that issue now. It was suggested the Planning Commission review what other cities do and what kinds of legal certifications are available for ADA-compliant vacation rental homes. There was consensus to have the Planning Commission start reviewing the issue.

[CC Workshop Minutes 11/13/2024]

2. What is accessibility? Does this mean wheelchair accessible? Accessibility for cognitive impairments? Accessibility for hearing or vision impairments? Something else?

ADA defines accessibility as the means ensuring that people with disabilities have free and full access to the same programs, services, and areas as those without disabilities do, and without discrimination.

3. What standards should be required to be considered accessible?

Included with the meeting packet are ADA Standards for Oregon, criteria used by Becoming Rentable to become certified on their platform, and Northwest ADA Center's guidance for Hotels and Places of Lodging.

4. How should accessibility standards be verified and reviewed? Are there legal implications for this?



ACCESSIBILITY CHECKLIST

OREGON

2010 ADA STANDARDS FOR ACCESSIBLE DESIGN
OREGON STATE BUILDING CODE

JANUARY 2019

Northwest ADA Center

University of Washington
6912 220th St S.W., Suite 105
Mountlake Terrace, WA 98043
Toll Free: (800) 949-4232
TTY/TDD/TT: (800) 949-4232
Videophone: (425) 233-8913
Relay: 7-1-1
Email Address: nwadactr@uw.edu
Web Address: www.nwadacenter.org



Large
Print



ACCESSIBILITY CHECKLIST

PURPOSE AND USE

The Northwest ADA Center is pleased to provide this Accessibility Checklist. This Checklist is designed to be a convenient tool for identifying architectural and communication barriers that may be encountered by people with disabilities in public and private buildings. The Checklist may also assist you in planning for removal of barriers to accessibility. The Checklist may be used to survey an entire facility or specific areas and elements. More definitive information may be obtained from the 2010 Standards for Accessible Design. In some situations, the 1991 Standards for Accessible Design and your state or local building code may provide helpful information. The Accessibility Checklist can also be used as a guide to increase awareness of architectural and communication barriers which prevent full access to buildings and facilities by people with disabilities. **This checklist is NOT a substitute for federal accessibility standards or the appropriate state and local building codes.**

The Checklist is designed so that a
“**YES**” answer indicates “**ACCESSIBLE**.”
“**NO**” answer indicates that the item is present but is a “**NON-ACCESSIBLE**” element or feature in the building or facility.

Dimensions provided in this Checklist are given in units of inches (IN) or feet (FT).

References

2010 ADA Standards for Accessible Design (www.ada.gov)
1991 ADA Standards for Accessible Design (www.ada.gov)
2010 Oregon Structural Specialty Code—Chapter 11 Accessibility
2018 Oregon Transportation Commission Standards for Accessible Parking Places
Oregon Structural Specialty Code, Chapter 11

Safe Harbor - If the elements or features of your facility are in compliance with the 1991 ADA Standards for Accessible Design you do not have to modify those elements to comply with the 2010 Standards (even if the new standards have different requirements for them). This provision is applied on an element-by-element basis and is referred to as the "**safe harbor**." If you choose to alter elements that were in compliance with the 1991 Standards, the safe harbor no longer applies to those elements and you must use the 2010 Standards. The 2010 Standards contain new requirements for elements in existing facilities that were not addressed in the original 1991 Standards. These include recreation facilities such as swimming pools, play areas, exercise machines, miniature golf facilities, and bowling alleys. Because these elements were not included in the 1991 Standards, they are not subject to the safe harbor. Therefore, on or after March 15, 2012, public accommodations (businesses) must remove architectural barriers to elements subject to the new requirements in the 2010 Standards when it is readily achievable to do so. State and local government entities must remove barriers to achieve program accessibility.

Alternate Formats - This Checklist will be provided in alternate formats upon request.

Developed with support of a grant from the
National Institute on Disability and Rehabilitation Research (NIDRR).
Revised December 2018 by Northwest ADA Center.

We encourage duplication and use of this document.

PARKING

People with disabilities should be able to arrive at your business and easily locate & use accessible parking.

1. Accessible Parking

Does your facility provide parking spaces, other than on-street parking spaces?

- Yes**
 No

If yes, continue to the next question. If no, skip to #8 on page 7.

2. Accessible Parking at Medical Facilities

Is your facility a hospital outpatient clinic or facility that specializes in treatment of persons with mobility impairments?

- Yes**
 No

If yes, continue to the next question. If no, skip to #3.

Note: If your facility is a doctor's office or independent clinic, mark no to this question. If your facility is an outpatient physical therapy facility, mark yes to this question.

Does the percentage of accessible parking spaces at your facility meet the minimum requirements per type of medical facility as specified below?

- Yes**
 No

10% for hospital outpatient facilities (not doctor's offices or independent clinics)

20% for facilities specializing in treatment of persons with mobility impairments (e.g. rehabilitation facilities and outpatient physical therapy facilities)



3. Number of Accessible Parking Spaces

Does each parking area have the minimum number of accessible parking spaces specified in the table below?

- Yes**
 No

If no, how many accessible parking spaces are available?

Total Parking Spaces	Minimum # of Accessible Spaces	Minimum # of Van Accessible Spaces	Minimum # of Wheelchair Only Spaces
1-25	1	1	-
26-50	2	1	-
51-75	3	1	-
76-100	4	1	-
101-150	5	-	1
151-200	6	-	1
201-300	7	-	2
301-400	8	-	2
401-500	9	-	2
501-1000	2% of total	-	1 in every 6 accessible spaces or portion thereof
1001 and over	20 +1 for each 100 over 1000	-	1 in every 6 accessible spaces or portion thereof

What is the total number of parking spaces available for the public?

If there are no accessible parking spaces, skip to #8 on page 7.

PARKING

4. Space Location

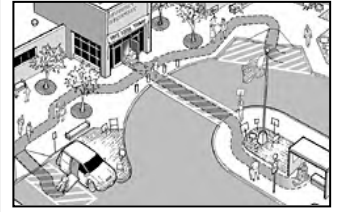
Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances?

Note: An accessible route is free of stairs, steep inclines, sharp changes in surface level, and has a surface which is stable, smooth and slip resistant. Where parking serves more than one accessible entrance, accessible parking spaces shall be dispersed and located on the shortest accessible route to the accessible entrances.

Are the accessible parking spaces located on a level area?

Note: Ground surfaces of parking spaces and access aisles should not exceed 1:48 (approximately 2% slope) in any direction.

- Yes
- No



- Yes
- No

5. Accessible Parking Spaces

Is each accessible parking space identified with the standard sign displaying the international symbol of access shown in the figure to the right?

Does each accessible parking sign conform to all of the following specifications?

- Yes
- No
- Yes
- No



Border Radius = 1.5 IN
 Border Thickness 0.375 IN
 Border Inset = 0.375 IN

Sign Background: White, Retroreflective sheeting
 Sign Legend: Green, Retroreflective sheeting
 Sign Symbol: White on Blue, Retroreflective sheeting

PARKING

Is each sign mounted on a post at a minimum height of 7 FT measured from the bottom of the sign to the ground surface?

- Yes
- No

Note: For signs mounted on buildings or piers, a minimum of 5 FT between bottom of sign and ground surface is required.

Is each accessible parking space a minimum of 9 FT wide?

- Yes
- No

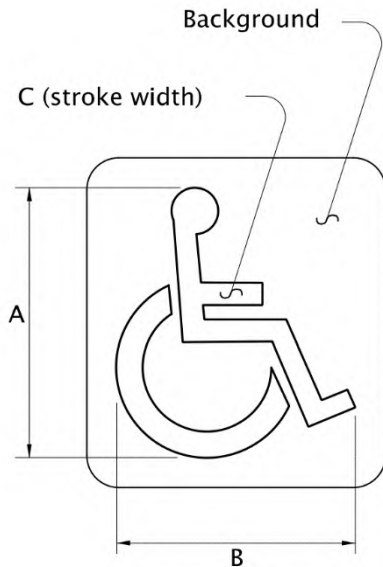
Are all pavement markings white and retroreflective?

- Yes
- No

Does each accessible parking space have a pavement marking stencil that conforms to the following specifications?

- Yes
- No

Note: Facilities on a state highway right-of-way should use the standard measurements listed below. Facilities not on a state highway right-of-way should use the minimum measurements listed below.



Pavement Marking Background: Optional: Blue, Retroreflective
 Pavement Marking Stencil: White, Retroreflective

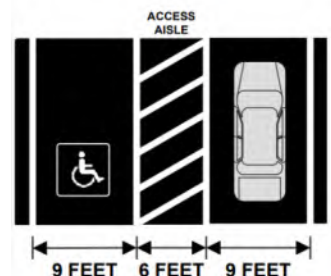
A: 28 IN minimum, 41 IN standard
 B: 24 IN minimum, 36 IN standard
 C: 3 IN minimum, 4 IN standard

Does each accessible parking space have a marked access aisle that is at least 6 FT wide?

- Yes
- No

Is each marked access aisle on the passenger side of the parking space or between two accessible parking spaces that share it as shown in the figure to the right?

- Yes
- No



PARKING

Does each marked access aisle have a white or yellow, retroreflective "No Parking" pavement marking legend that conforms to the following specifications?

- Yes
- No



Is there the "Access Aisle No Parking" sign installed for each access aisle where the "No Parking" pavement marking stencil may not be visible regularly due to snow or sand?

- Yes
- No

Does each Access Aisle No Parking sign conform to the following specifications?

- Yes
- No



APPROACH AND ENTRANCE (Exterior Routes)

People with disabilities should be able to arrive at the site, approach the building, and enter the building as freely as everyone else. At least one accessible route should be safe and accessible for everyone.

1. Ground and Floor Surfaces

Are ground, floor and walking surfaces along accessible routes stable, firm, smooth and slip-resistant?

- Yes
- No



Note: An “accessible route” may consist of doorways, ramps, curb ramps, elevators, platform lifts and other walking surfaces with a slope no steeper than 5% (1:20).

2. Changes in Surface Level

Are all ground and floor surfaces along accessible routes free of abrupt changes in surface level? Surface level changes cannot exceed 1/4 IN in height.

- Yes
- No



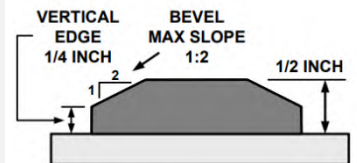
Where vertical changes in surface level are between 1/4 and 1/2 IN in height, is the level change beveled (slope 1:2 or less)?

- Yes
- No

Note: Changes in surface level that exceed 1/2 IN shall be ramped.

Are accessible ramps provided for changes in surface level which exceed 1/2 IN in height?

- Yes
- No



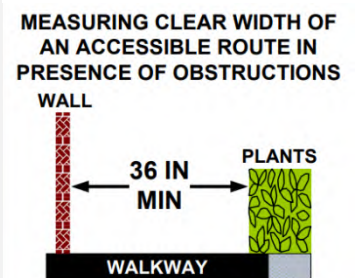
3. Clear Widths and Slopes for Walking Surfaces

Is there at least one accessible route from the accessible parking areas, passenger loading zones and other site entry points (bus stops) to the accessible building entrance(s)?

- Yes
- No

Do all walkways along accessible routes have a minimum clear, unobstructed width of at least 36 IN?

- Yes
- No



Do longer routes have an occasional 5 x 5 FT area located at reasonable intervals not exceeding 200 FT which can be used for turning and passing?

- Yes
- No

Do all walkways along accessible routes have cross slopes that are 1:48 or less?

- Yes
- No



Note: When the running slope along the direction of travel on walking surface is greater than 1:20 (5%) the route is considered a “ramp”. See Items 4-8 on the next two pages.

APPROACH AND ENTRANCE (Exterior Routes)

4. Exterior Ramps

Is there a ramp located in the exterior of your building?

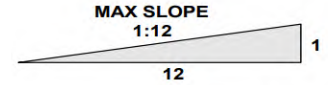
- Yes
 No

If yes, continue to the next question. If no, skip to #9.

5. Ramp Slope and Clear Width

Is the maximum running slope of all ramps 1:12 (8.3%)?

- Yes
 No

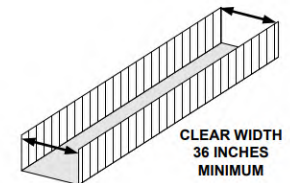


Are cross slopes of all ramp surfaces 1:48 or less?

- Yes
 No

Do ramps have a clear unobstructed width of at least 36 IN?

- Yes
 No



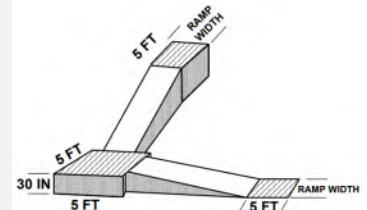
6. Landings

Do ramps have a 5 FT long level landing at the top and bottom of each run?

- Yes
 No

Do ramps have a 5 FT x 5 FT minimum turning space at level landings where the ramp changes direction?

- Yes
 No

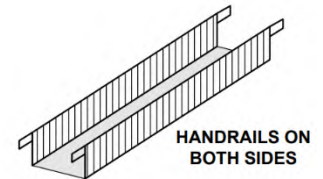


Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 IN.

7. Ramp Handrails

If the ramp rises more than 6 IN vertically, does it have handrails on both sides?

- Yes
 No



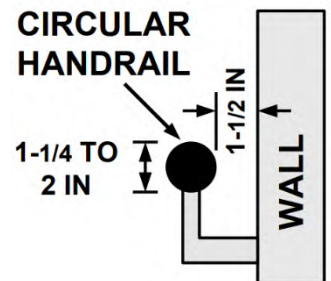
Are handrails mounted so that their top surface is between 34 and 38 IN above the ramp surface?

- Yes
 No



Do handrails continue to extend horizontally at least 12 IN at the top and bottom landings of the ramp and do these extensions return to the wall, floor or post?

- Yes
 No



If the handrail is mounted on a wall surface, is the gap between the handrail and the wall surface a minimum of 1-1/2 IN?

- Yes
 No

APPROACH AND ENTRANCE (Exterior Routes)

If the handrail gripping surface is circular in shape, is the diameter 1-1/4 IN minimum to 2 IN maximum?

Yes

No

If the shape is non-circular, is the perimeter dimension (distance around the gripping surface) 4 IN minimum to 6-1/4 IN maximum?

Yes

No

8. Edge Protection on Ramps

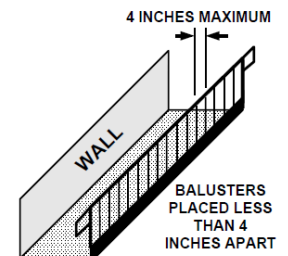
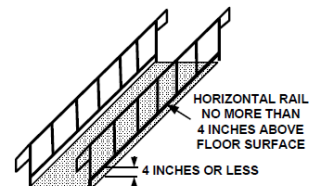
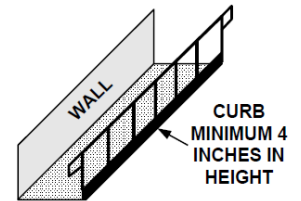
Do ramps and landings have edge protection by extending the floor surface of a ramp or landing at least 12 IN beyond the railing or by providing a curb or barrier edge that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of a ramp or landing?

Yes

No

Note: Examples are:

1. curbs at least 4 IN high
2. horizontal rails placed no more than 4 IN from the floor or wall
3. vertical railing extended to ramp surface spaced 4 IN apart or closer



APPROACH AND ENTRANCE (Exterior Routes)

9. Doorway Width and Maneuvering Clearance

Do accessible entrances have a minimum clear opening (free of protrusions and obstructions) of 32 IN?

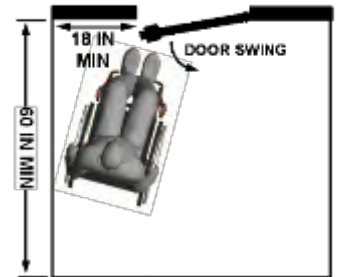
- Yes
- No



Do the push or pull sides of doors have adequate clearance from the side and front of the doorway to allow customer to reach the handle and maneuver around and through the door opening? See section 404.2.4 of the 2010 ADA Standards for the full requirements.

- Yes
- No

MANEUVERING CLEARANCE AT DOOR
FRONT APPROACH TO PULL FACE OF DOOR



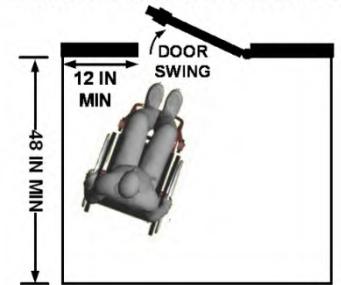
Note: If the person using a wheelchair can approach the door from the front, a minimum side distance of 18 IN and a minimum perpendicular distance of 60 IN will suffice if the door swings toward the customer.

Note: A minimum of 12 IN side distance and a minimum perpendicular distance of 48 IN is required for a door that swings away from the customer and has a latch and closer.

Note: Automatic or power assisted doors that remain open in the power-off position do not require these types of maneuvering clearances adjacent to the doors.

Note: Where doorways are located adjacent to a ramp landing, maneuvering clearances are permitted to overlap the required ramp landing area.

MANEUVERING CLEARANCE AT DOOR
FRONT APPROACH TO PUSH FACE OF DOOR WITH A CLOSER AND LATCH

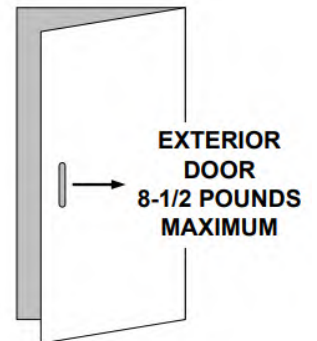


10. Exterior Door Opening Forces

Is the force required to open doors at accessible exterior entrances no more than 8-1/2 pounds?

- Yes
- No

Note: Exterior door opening forces are not addressed in the ADA Standards. Maximum opening force for an exterior door may be addressed in state building codes. For example, in Washington the maximum force is 10 pounds; in Oregon 8.5 pounds is the maximum exterior door opening force.

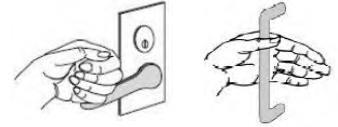


APPROACH AND ENTRANCE (Exterior Routes)

11. Door Hardware

Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate?

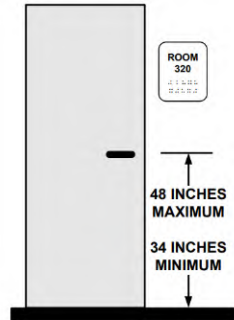
- Yes
- No



Note: Lever and loop handles serve this purpose well.

Are door handles mounted no higher than 48 IN and no lower than 34 IN from the floor surface?

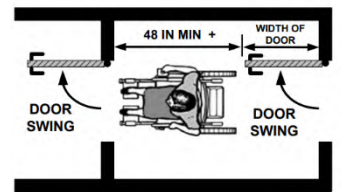
- Yes
- No



12. Doors in Series

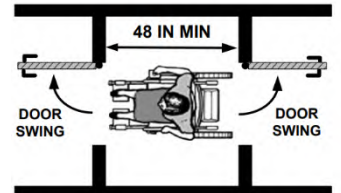
If two doors in a series (vestibule) swing in the same direction, is the distance between the doors at least 48 IN plus the width of the in-swinging door?

- Yes
- No



If two doors in series (vestibule) swing out from the space between the doors, is the distance between the doors at least 48 IN?

- Yes
- No



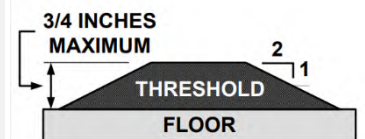
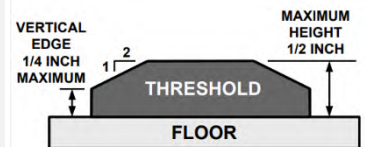
13. Thresholds at Doorways

Are the heights of thresholds at doorways 1/2 IN or less?

- Yes
- No

Note: Raised thresholds and level changes at doorways with a height between 1/4 IN and 1/2 IN should be beveled with a maximum slope of 1:2 as shown in the top figure.

Note: Existing or altered thresholds may be 3/4 IN high maximum if their edges are beveled with a slope not steeper than 1:2.

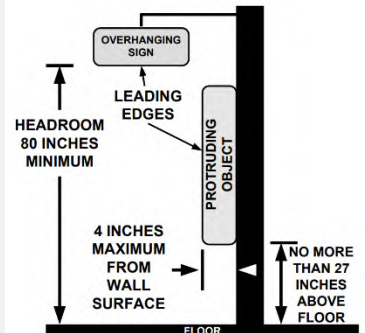


14. Protruding Objects

Do protruding and hanging objects with a leading edge more than 27 IN above the floor, protrude no more than 4 IN into any passage way provided for pedestrian travel?

- Yes
- No

Note: Examples of protruding objects include signs, telephones, water fountains, planters, lamps, and fire extinguisher enclosures.



APPROACH AND ENTRANCE (Exterior Routes)

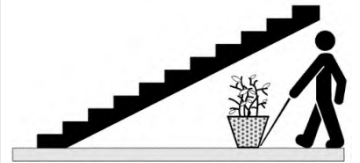
Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 IN?

- Yes
- No

15. Suspended Stairs and Other Overhead Hazards

Are all suspended (open) stairs and other overhead hazards provided with sufficient warning devices, for example, guard rails, planters, etc., to alert people who have a visual disability?

- Yes
- No



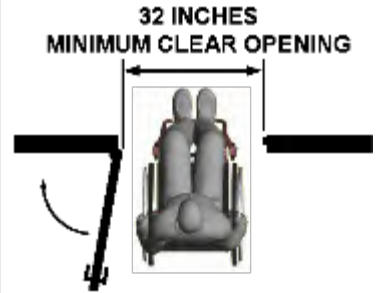
ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

1. Doorways

Do the interior doors in public spaces have at least a 32 IN clear, unobstructed opening?

- Yes
 No

Note: With double doors, at least one door must have a minimum clear opening of 32 IN.



2. Maneuvering Clearance

Do the pull and push sides of doors have adequate maneuvering clearances in front of and to the sides of doorways so that a person using a wheelchair can position themselves to easily and safely open the door?

- Yes
 No

Note: See Accessible Approach and Entrance (Exterior Routes) on page 9 for more information.



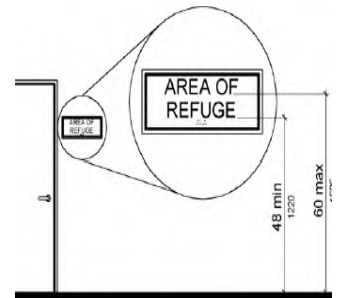
3. Signs for Permanent Rooms and Spaces

Is every permanent room or space (such as restrooms, offices or meeting rooms, etc.) designated with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?

- Yes
 No

Are tactile signs mounted so the bottom edges of the highest tactile characters are 60 IN maximum and the lowest tactile characters are 48 IN minimum from the floor surface?

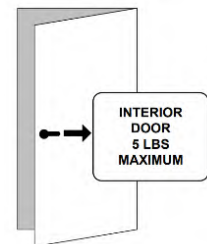
- Yes
 No



4. Opening Force for Interior Doors

Can interior doors be opened with 5 pounds or less force?

- Yes
 No

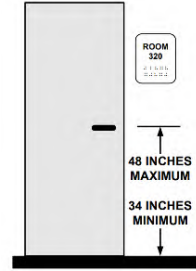


ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

5. Door Handle Height

Are door handles mounted no higher than 48 IN and no lower than 34 IN measured from the floor surface?

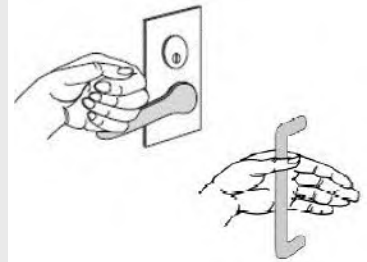
- Yes
 No



6. Door Hardware

Do all latch doors along an accessible route have a handle that does not require tight grasping, pinching, or twisting to operate?

- Yes
 No



If there is no latch, do the doors have pulls, loops or push plates?

- Yes
 No

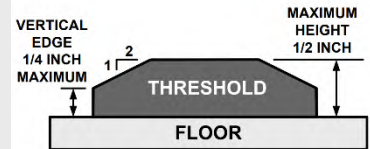
7. Thresholds at Doorways

Are the heights of thresholds at doorways 1/2 IN or less?

- Yes
 No

Note: Raised thresholds and level changes at doorways with a height between 1/4 IN and 1/2 IN should be beveled with a maximum slope of 1:2.

Note: Existing or altered thresholds may be 3/4 IN high maximum if their edges are beveled with a slope not steeper than 1:2.



8. Clear Width of Accessible Routes and Reach Distances

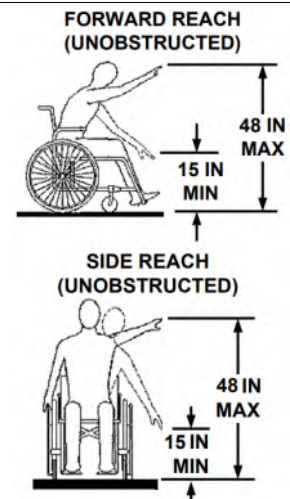
Do all interior accessible routes have a minimum clear, unobstructed width of 36 IN?

- Yes
 No

Are all objects meant for public use within reach?

- Yes
 No

Note: For both forward and side reach, the maximum “high” reach height is 48 IN and the minimum “low” distance from the floor surface is 15 IN.



ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

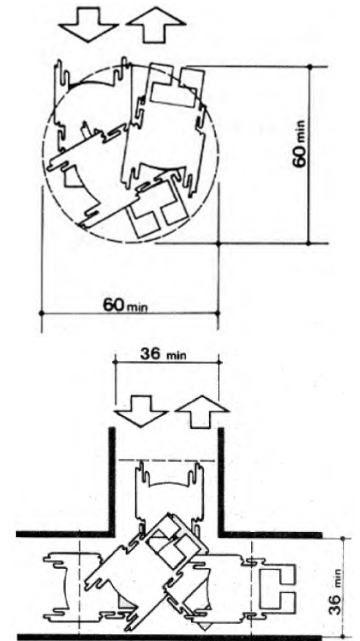
9. Turning Space

Is adequate space available where turning spaces are needed or required for a wheelchair or other mobility device?

Note: A turning space may be a:

1. Circular space having a minimum diameter of 5 FT (60 IN) or
2. T-shaped space which provides a 60 IN square minimum with arms and base having 36 IN of minimum width.

- Yes
 No



10. Tables and Work Surfaces

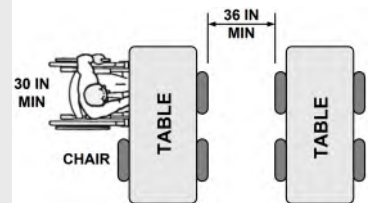
Are there tables or work surfaces in your building?

- Yes
 No

If yes, continue to next question. If no, skip to #11.

Is there a 36 IN aisle clearance between tables for wheelchair access?

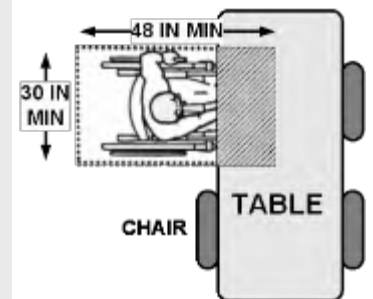
- Yes
 No



Do seating spaces at tables or work surfaces allow for a forward approach and provide a clear floor space of 30 x 48 IN?

- Yes
 No

MINIMUM CLEAR FLOOR SPACE SEATING AND TABLES



Are accessible tables and accompanying seating spaces distributed throughout the room or space?

- Yes
 No

Note: People should be able to choose the locations and types of tables, seating, and other furnishings.

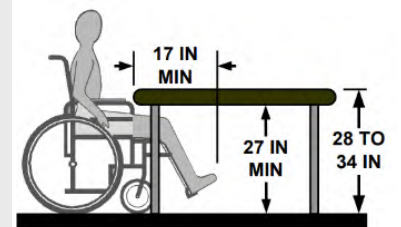
Do the spaces under tables or work surfaces provide clear space for knees and toes?

- Yes
 No

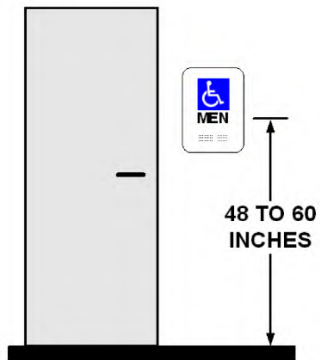

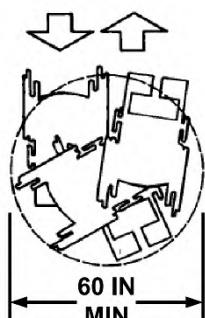
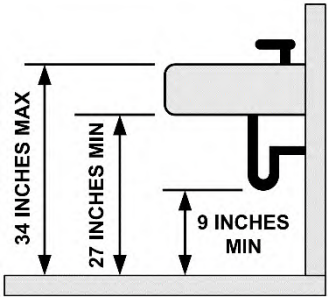
Note: 27 IN minimum height under table for knee clearance; 9 IN minimum in height where toe clearance is required; and the clearance for toes shall extend 17 IN minimum under the table

Are top surfaces of the tables and work surfaces 28 IN minimum to 34 IN in maximum height above the floor?

- Yes
 No



TOILETS

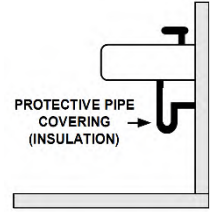
<p>1. Restrooms</p> <p>Does your facility offer restrooms for public use?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, continue to next question. If no, skip to page 29.</p>
<p>2. Restroom Identification</p> <p>Are all accessible toilet rooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the highest tactile characters are 60 IN maximum and the lowest tactile characters are 48 IN minimum from the floor surface?</p> <p>Note: All toilet rooms must be designated with accessible signage and inaccessible toilet rooms must have directional signage indicating the location of the nearest accessible toilet room.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>3. Restroom Entrances</p> <p>Do the doorways of accessible toilet rooms have a minimum clear width (unobstructed opening) of 32 IN and maneuvering clearance perpendicular and parallel to the doorway which conforms to the requirements of Item #9, Door Width and Maneuvering Clearance, under Approach and Entrance?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>4. Turning Space</p> <p>Is there adequate turning space for a wheelchair or other mobility devices inside the toilet room?</p> <p>Note: A turning space may be circular (60 IN minimum diameter) or a "T turning space". See Item #9 above.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>5. Lavatory Counter Heights and Knee/Toe Clearances</p> <p>Is there at least one lavatory that provides a counter surface or rim of the lavatory which is no higher than 34 IN above the floor surface?</p> <p>Is the knee clearance space under the lavatory at least 27 IN from the bottom of lavatory apron to the floor surface and 8 IN minimum from the front edge of the apron?</p> <p>Are water supply, drain pipes and other objects installed under the lavatory so that there is at least 9 IN of toe clearance as measured from the floor surface?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	

TOILETS

6. Protective Pipe Covering

Is insulation or other protective covering used on exposed hot water and drain pipes under the lavatories and sinks?

- Yes
 No



7. Lavatory and Sink Clear Floor Space

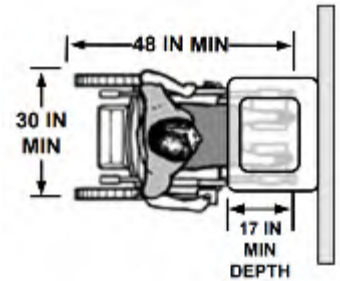
Is there a minimum clear floor space (30 x 48 IN) provided in front of lavatories and sinks to allow for forward approach?

- Yes
 No

Does the depth of toe clearance provided at lavatories and sinks extend at least 17 IN underneath the element?

- Yes
 No

Note: Knee clearance shall extend a maximum of 25 IN (of the required minimum of 48 IN of clear floor space) under the lavatory or sink.



8. Faucet Controls

At accessible lavatories and sinks, are the faucets controlled by a hand lever, push button, or electronic control that is easily operated with one hand and not requiring more than 5 LB of force or tight grasping, pinching, or twisting?

- Yes
 No

If the faucet control is hand-operating and metering, does it remain open for a minimum of ten seconds?

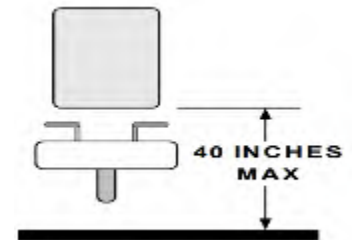
- Yes
 No



9. Lavatory and Countertop Mirrors

Where mirrors are provided above lavatories or countertops, is at least one mirror mounted so that the bottom edge of the reflective surface is no more than 40 IN above the floor surface?

- Yes
 No



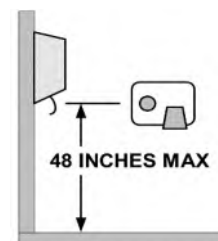
If no, what are the heights?

M: _____ W: _____

10. Dispensers in Restroom

Are the soap and towel dispensers, and other accessories, mounted at a height no greater than 48 IN to the highest control or operable part?

- Yes
 No



TOILETS

11. Toilet Seat Height and Distance from Toilet to Wall

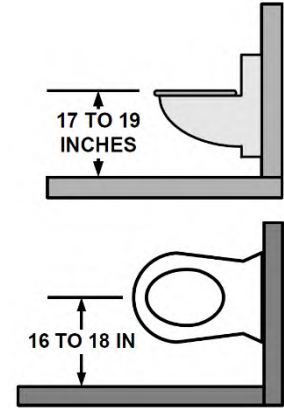
Is the top of the toilet seat 17 IN minimum to 19 IN maximum measured from the surface of the floor?

- Yes
 No

Is the centerline of the toilet (water closet) 16 IN minimum to 18 IN maximum from the side wall or partition?

- Yes
 No

Note: For ambulatory accessible toilet stalls, the centerline of the toilet (water closet) is 17 IN minimum to 19 IN maximum). See #16 below.



12. Grab Bars

Are two grab bars provided that include a 42 IN minimum length bar on the side wall and a 36 IN minimum length bar on the back wall (behind the toilet)?

- Yes
 No

Are grab bars mounted at a height of 33 IN minimum to 36 IN maximum from the floor surface to the top of the gripping surface?

- Yes
 No

Is the space between the walls and grab bars 1-1/2 IN?

- Yes
 No

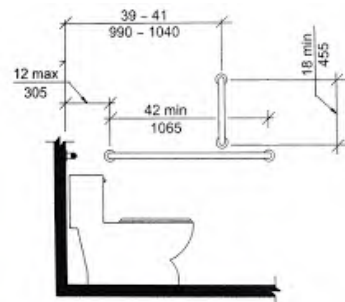
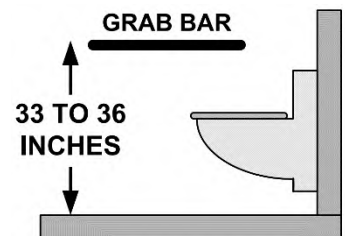
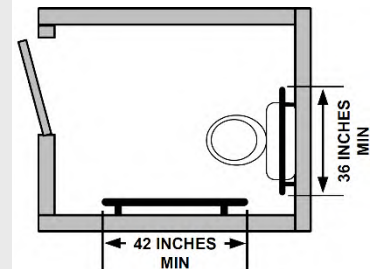
Is there a vertical grab bar with a minimum length of 18 IN, positioned on the side wall 39 – 41 IN from the back of the toilet and 39 – 41 IN from the floor surface to the bottom of the grab bar, as shown in the picture to the right?

- Yes
 No

Is each grab bar mounted securely to the wall or partition?

- Yes
 No

Note: Grab bars must be able to support a minimum of 250 pounds.

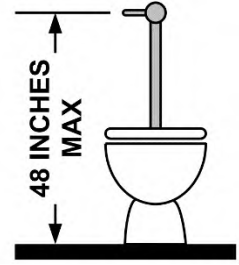


TOILETS

13. Flush Controls

Are hand-operated flush controls located on the open side of the toilet and mounted no higher than 48 IN above the floor?

- Yes
- No



If no, what are the heights?

M: _____ W: _____

Are flush controls operable with one hand, not requiring tight grasping, or not more than 5 LB of force?

- Yes
- No

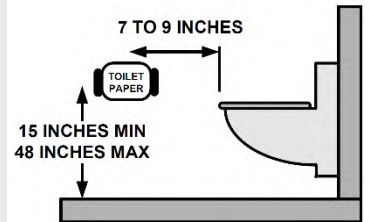
14. Dispensers in Toilet Stall

If provided, are seat cover dispensers located no higher than 48 IN above the floor surface?

- Yes
- No

Do toilet paper dispensers provide a continuous flow of paper and are they installed at least 15 IN above the floor surface and at a distance between 7 and 9 IN from the front edge of the toilet to the center of the dispenser?

- Yes
- No



If located above the grab bar, is the dispenser mounted to provide at least 12 IN minimum of space?

- Yes
- No

If located below the grab bar, is the dispenser mounted to provide at least 1-1/2 IN of space?

- Yes
- No

15. Stalls

Are there stalls in the public restrooms of your facility?

- Yes
- No

If yes, continue to the next question. If no, skip to #16.

TOILETS

Is there at least one wheelchair accessible stall that conforms to the following measurements?

- Minimum width of 60 IN
- Minimum depth of 56 IN for stalls with wall-mounted toilets
- Minimum depth of 59 IN for stalls for floor-mounted toilets

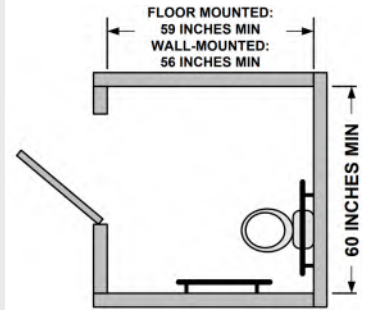
Do the accessible stall doors have a clear width of 32 IN and sufficient maneuvering clearance in front of and to the side of the latch?

Note: If the approach is to the latch side of the compartment door, clearance between the door side of the compartment and any obstruction shall be 42 IN minimum. See the figure in #16 below).

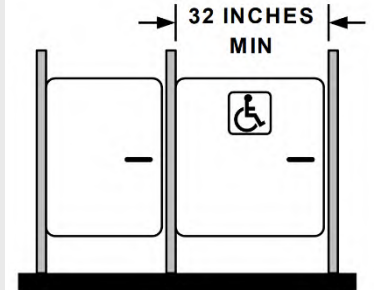
Does the stall door swing outward?

Note: For wheelchair accessible toilet stalls at the end of a row, the door may swing inward as long as sufficient maneuvering space is provided inside the stall.

- Yes
- No



- Yes
- No



- Yes
- No

16. Ambulatory Accessible Stall

Are there 6 or more stalls in the public restroom or a combination of urinals and stalls totaling 6 or more?

- Yes
- No

If yes, continue to the next question. If no, skip to #17.

Is there at least one ambulatory accessible stall that is 35 to 37 IN wide and 60 IN deep?

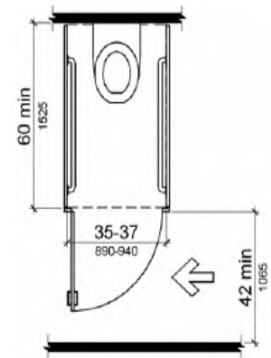
- Yes
- No

Are two grab bars provided that are 42 IN long and mounted at 33 to 36 IN above the floor?

- Yes
- No

Is the space between the wall surface and each grab bar 1-1/2 IN?

- Yes
- No



17. Urinals

Does your facility provide more than 1 urinal in the restroom?

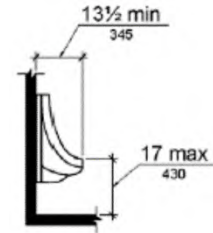
- Yes
- No

If yes, continue to the next question. If no, skip to #18.

TOILETS

Is there at least one mounted so the rim is no more than 17 IN above the floor and the back of the fixture is a minimum of 13-1/2 IN from the face of the rim?

- Yes
- No



18. Single-Occupant or Family Toilet Rooms

Does your facility provide a single-occupant or family restroom?

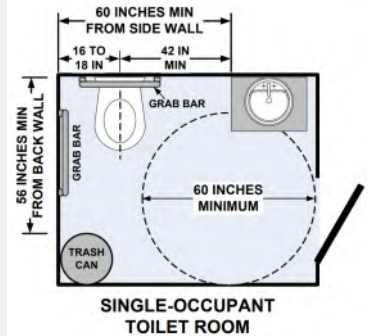
- Yes
- No

If yes, continue to the next question. If no, skip to page 29.

Around the toilet, is there at least 60 IN of space from the side wall or at least 56 IN of space from the back wall to allow for side transfer from a wheelchair?

- Yes
- No

Note: Space provided for side transfer cannot overlap the toilet. Clearance around toilet must be 60 IN minimum measured perpendicularly from the side wall and 56 IN minimum measured perpendicularly from the rear wall. Turning space can overlap fix and door swing clearances.



How does the ADA affect short-term vacation rentals?

Understanding how the Americans with Disabilities Act (ADA) applies to short-term rental properties in the United States.

"The ADA only applies to properties that meet specific criteria."

When most people hear the acronym "ADA" they immediately think of ramps and curb cuts. However, the *Americans with Disabilities Act (ADA)* is much broader. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including public accommodations. Short-term rentals are considered public accommodations under the ADA; however, this does not necessarily mean that your property is required to meet ADA accessibility standards.



Information by:
Becoming rentABLE
ADA National Network

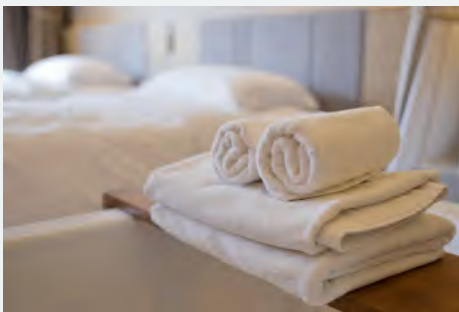


How does the ADA affect short-term rentals?

As a short-term rental owner considering accessibility, you might want to know if the ADA applies to your rental or not. The ADA only *applies* to short-term rentals that meet all the following criteria:

1. Offers guest rooms (or units) for sleeping for stays that are primarily short-term in nature (generally 30 days or less).
2. Provides guest rooms under conditions and with amenities similar to a hotel, motel, or inn, such as:
 - On- or off-site management and reservations service
 - Rooms available on a walk-up or call-in basis
 - Availability of housekeeping or linen service
 - Acceptance of reservations for a guest room type without guaranteeing a particular unit or room until check-in, and without a prior lease or security deposit.

Exception: If the proprietor resides in the short-term rental and has no more than five separate rooms/units for rent in the facility – each with their own rental agreement.



What are the ADA requirements for short-term rentals that ARE covered by the ADA (properties that meet ALL of the requirements above)?

Short-term rentals that meet all of the requirements are covered by the ADA and must be accessible to people with disabilities. To get into the specifics you will want to review the ADA which will discuss the required accessible features, such as:

Accessible entrances and exits:

The ADA mandates that at least 60 percent of all commercial building entrances be accessible to the disabled. Access should be provided at the structure's primary entrance for greater convenience. Regardless of the door type, the clear width of the opening must be 32" minimum and 48" maximum. This is measured from the face of the door, opened at a 90-degree angle, to the stop of the frame. Keep in mind that standard door hardware typically extends 4" off the door. This hardware cannot protrude the clear width opening within the required 90-degree angle. In these instances, the door must open to a minimum of 105 degrees to accommodate the hardware. If an opening is more than 24" deep, it will require a minimum clear width of 36".

Accessible paths of travel

- 1.** A "path of travel" includes a continuous, unobstructed way of pedestrian passage by means of which the altered area may be approached, entered, and exited, and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility, and other parts of the facility.
- 2.** An accessible path of travel may consist of walks and sidewalks, curb ramps and other interior or exterior pedestrian ramps; clear floor paths through lobbies, corridors, rooms, and other improved areas; parking access aisles; elevators and lifts; or a combination of these elements.



3. For the purposes of the term "**path of travel**" also includes the restrooms and drinking fountains serving the altered area.

The ADA does not address the following:

- Which public and common use areas are affected.
- The definition of what an "Accessible guest rooms" is.
- What features are in an accessible bathroom.
- The definition of what accessible amenities are.

The **ADA does not require** short-term rental owners to make their rentals accessible if doing so would fundamentally alter the nature of the rental or pose a direct threat to the health or safety of others. Again, these specifics are covered in the ADA.





My STR is NOT subject to the ADA. What can I do to make my STR more accessible to guests with disabilities?

While many STRs are not required to comply with the ADA regulations, there are still actions you can take to make your property more accessible and useable to guests with disabilities:

List the accessibility features of your property in your listing. This will help guests with disabilities to choose a property that meets their needs. Be as descriptive as possible.

Make sure that your property has accessible parking spaces and entrances. While the inside of your rental may have some great accessibility features, guests with disabilities need to be able to enter the rental from their vehicle.

An accessible parking space should:

- Be at least 96 inches wide
- Have an access aisle at least 60 inches wide
- Have no more than a 1.48 (2.08%) slope in all directions
- Have a surface that is firm, stable, and slip-resistant

Provide accessible rooms and common areas to the extent possible. This includes having accessible doorways, hallways, bathrooms, and kitchens. Some of these items can be addressed easily by removing thresholds and doors or adding grab bars in the bathroom. ? Can we give BR specs here?



Allow service animals. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Emotional support animals are not covered as a part of the ADA.

Provide accessible signage and information. This includes having braille and large print signs, as well as audio and video information.

Modify your policies and procedures to accommodate guests with disabilities. For example, you may consider providing early check-in or late check-out for guests who need extra time to get settled in or out of their room.

Last, but certainly not least, visit [BecomingRentABLE.com](https://www.BecomingRentABLE.com) for more information. Becoming rentABLE is the leading expert in accessible short-term rentals and is available to provide certifications for your short-term rentals.

By making your short-term rental more accessible to guests with disabilities, you can ensure that all renters will enjoy their stay at your property. Accessibility is not a burden; it is a way to make it easier for guests with disabilities to enjoy your short-term rental property. Accessibility pays dividends and makes good business sense.

Cognitive Accessible Certification

Cognitive Filters

Sensory-

Glider, swing or rocking chair
Noise machine
Bath tub
Muted color scheme

Lighting-

Black out curtains
Dimmer switches
Night lights
Non-fluorescent lighting

Safety-

Secondary locks on exterior doors
Chemicals stored in locked area
Door alarm or security system
Safety covers on electrical outlets
TVs anchored to the wall
Fenced yard with exterior lock on gate
Window pin locks
Life jackets provided (if near water or pool)

Odor-Free Environment-

Odor or fragrance free cleaners
Odor free air fresheners
Odor free laundry detergent
Odor free candles

To qualify for a cognitive certification, your property needs to have the following features:

- **Sensory** - 2 of 4
- **Lighting** - 2 of 4
- **Safety** - 3 of 8
- **Odor-Free Environment** - 4 of 4

Mobility Accessible Certification

Mobility Filters

Bathroom:

Bath Tub Grab Bars
Elevated/Lift Toilet
Handheld Shower Head
Lowered/Tilted Mirror
Roll-In Shower
Shower Bench
Shower Chair
Shower Grab Bars
Step-In Shower
Toilet Grab Bars
Walk-In Bathtub
Wheel Under Sink

Bedroom:

Adjustable Bed
First Floor Primary
Hoyer Lift

Doors:

Exterior Door 32-35"
Exterior Door 36"
Exterior Door above 36"
Exterior Door Zero Threshold
Interior Door 32"
Interior Door 36"
Interior Door Less Than 30"
Interior Lever Handles
Keyless Entry

Exterior:

1 Entry Step
2+ Entry Steps
Accessible Parking Spot
Clear Path to Front Door
Hard Surface Driveway
Platform Lift
Pool
Pool Hoyer Lift
Ramp
Zero Steps at Entry

Interior:

Elevator
Hard Surface Flooring
Lift Chair
Lowered Light Switches
Raised Outlets
Stair Lift

Kitchen:

Raised Dishwasher
Wheel Under Counter/Table
Wheel Under Kitchen Sink
Wheel Under Stove
Wheelchair Access Microwave
Wheelchair Access Oven

Other:

Pet Friendly

To qualify for a mobility certification, your property needs to have the following features:

- Entrance door 32" or wider
- Interior doors 28" or wider
- Hard surface driveway OR hard surface pad renters can park next to and exit directly onto
- Hard surface walkway to entrance door
- Zero or One step at entrance (if more steps, must have a portable ramp)
- Ability to get to the primary living area, full bathroom and bedroom without steps (if not, there needs to be a stair lift or elevator)

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES AT HOTELS AND PLACES OF LODGING

The Americans with Disabilities Act (ADA) established requirements for transient places of lodging, like hotels, motels, inns, and other facilities that offer sleeping rooms for short-term stays (generally 30 days or less) and meet certain conditions. For the purposes of this fact sheet, all such facilities will be referred to as hotels.

This fact sheet is not applicable to residential, judicial, or correctional facilities, or any facility that contains five or less rooms for rent where the proprietor actually resides. Time shares, dormitories, and town homes may be subject to the requirements presented in this fact sheet as well as the Fair Housing Amendments Act requirements, which are described on the [US Department of Housing and Urban Development website](#).

The following list of ADA requirements for hotels combines elements of the 1991 ADA standards, the 2010 ADA Standards for Accessible Design, and the ADA 2010 Revised Requirements: Accessible Pools- Accessible Means of Entry and Exit (which took effect on January 31, 2013).*

Reservations

- Hotels are required to have accessible guest rooms (i.e. rooms with mobility features for people with physical disabilities and communication features for people who have a hearing disability). The minimum number of accessible guest rooms that a hotel must have is based on the total number of guest rooms that the hotel provides. (See tables below.)
- Guests with disabilities must be provided a range of options equivalent to the options available to other guests, so accessible guest rooms must be dispersed among the different classes of guest rooms available in the hotel, including bed size, non-smoking, smoking, views, costs, etc.
- Persons with disabilities must be able to reserve accessible guest rooms during the same hours and in the same method as other guests.
- Hotels must identify and describe accessible features of the hotel and guest rooms in enough detail that a person with a disability can independently assess whether the facility will meet their needs.
- Accessible guest rooms must be held back until all other rooms of that type have been reserved.
- Reserved accessible rooms must be removed from the reservation system to eliminate double booking.
- Specific rooms reserved by individuals with disabilities must be guaranteed and held, regardless of whether rooms are held for others.
- Customer service staff must be trained to respond to specific inquiries about the features of the facility including accessible routes to/through the facility, details about the configuration of the accessible guest rooms and bathrooms, accessibility of common spaces, and availability of adapted equipment or features, such as bath benches, visual alarms, and alert devices

Accessible guest rooms and restrooms

- The following tables specify the number of required accessible rooms and features based on the total number of guest rooms:

Total number of guest rooms provided	Minimum number of required rooms without roll-in showers	Minimum number of required rooms with roll-in showers	Total number of required rooms
1 to 25	1	0	1
26 to 50	2	0	2
51 to 75	3	1	4
76 to 100	4	1	5
101 to 150	5	2	7
151 to 200	6	2	8
201 to 300	7	3	10
301 to 400	8	4	12
401 to 500	9	4	13
501 to 1000	2 percent of total	1 percent of total	3 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000	10, plus 1 for each 100, or fraction thereof over 1000	30, plus 2 for each 100, or fraction thereof, over 1000

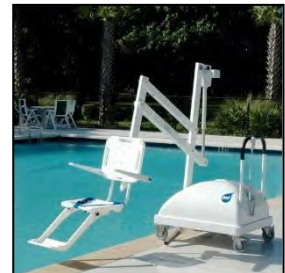
Total number of guest rooms provided	Minimum number of required guest rooms with communication features for people with a hearing disability
2 to 25	2
26 to 50	4
51 to 75	7
76 to 100	9
101 to 150	12
151 to 200	14
201 to 300	17
301 to 400	20
401 to 500	22
501 to 1000	5 percent of total
1001 and over	50, plus 3 for each 100 over 1000

- Recommended bed height is 20-23 inches from floor to top of mattress
- Height of toilet seat from floor must be 17-19 inches
- Sinks cannot overlap the adequate clear floor space next to the toilet
- Roll-in showers must have shower seats and controls positioned within reach of a provided seat

- Portable shower seats must have seat backs, adequate structural strength, and non-slip caps on seat legs
- Provide multiple outlets and cords
- Provide telephone interface jacks that are compatible with both digital and analog signal use. For headset or external amplification system compatibility, a standard subminiature jack installed in the telephone will provide the most flexibility
- Provide visible notification devices to alert the guest of incoming telephone calls and a door knock or bell

Amenities

- Swimming pools require lifts or sloped entry. If it is not readily achievable to install a fixed lift, a business may use other means to achieve compliance, such as using a non-fixed lift.
- Saunas and steam rooms require accessible doors, turning space, and benches
- Playgrounds require accessible routes and playground equipment
- Accessible single user toilet rooms require more space for transfers
- Exercise machines must be on an accessible route surrounded by clear floor space
- Assembly areas require dispersion of accessible seating with lines of sight over standing spectators
- Washers and dryers, kitchens, and vending machines must be accessible
- Service dogs must be allowed into all areas of the hotel, without charges or conditions



Signage and Emergency Warning Systems

- In hallways and elevators, post signs in braille and raised characters that meet guidelines of section 703 of the [2010 ADA Standards for Accessible Design](#)[†]
- Where emergency warning systems are located, install both audible and visual alerts with alerts not to exceed 110db. Visible notification appliances must conform to the characteristics set forth by National Fire Alarm Code ([Section 7.5 of the 2002 edition](#) or [Section 4-4 of the 1999 edition](#)). If wall-mounted, these appliances must be mounted so that the entire lens is between 2.0m and 2.4m above the finished floor. If the alarm's sound pattern is of the T-3 variety, then a bed-shaker alert system can also be used in conjunction with the hard-wired alarm.

Hospitality Tips

To make your guests' stay more accessible:

- Place hangers, iron, and extra pillows and blankets on the lowered closet bar, shelf, or counter in accessible rooms
- Mark shower amenities with tape or a rubber band so that guests have a tactile way to differentiate between the shampoo, conditioner, or lotion



- Lower hand held shower nozzle to bottom of sliding bar so it is within reach
- Arrange furniture so it does not block access to power outlets, temperature controls, or curtain handles
- Offer room service menu, hotel directory and TV channel guide in accessible formats
- Ask guests who are blind or have low vision if they would like a tour and orientation of lobby and guest room
- Keep the lowered check-in counter clear and available for use. Do not use for brochures, computer, etc.
- Train staff to know the location of adapted equipment and how to operate the devices



* The 2010 ADA Standards for Accessible Design went into effect on March 15, 2012. Covered entities that should have complied with the 1991 Standards during any previous construction or alteration, but had not done so by March 15, 2012, must comply with the 2010 Standards. Elements in existing facilities that comply with the 1991 Standards as of March 15, 2012, are protected by a “**safe harbor**.” These elements will not need to be changed until they are altered. Public accommodations that have existing elements that are covered for the first time under the 2010 Standards (like pools) must make those elements accessible, to an extent that is readily achievable.

† Raised character and braille elevator controls are usually required to be installed in existing facilities because they involve little difficulty or expense and are generally considered to be readily achievable.

About Our Organization

Northwest ADA Center provides technical assistance, information, and training regarding the Americans with Disabilities Act. Information is provided from the regional office in Washington State and state anchors in Alaska, Idaho, and Oregon. Specialists are available to answer specific questions pertaining to all titles of the ADA and accessibility of the built environment. Training staff offer presentations to businesses, organizations, schools, people with disabilities, and the general public.



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