

**MINUTES OF THE REGULAR MEETING OF THE**

**City of Carlsbad  
Disabilities Advisory Board  
Janell Whitlock Memorial Complex**

**Friday, March 4, 2022 at 10:30 a.m.**

**Meeting Held in the Janell Whitlock Memorial Complex  
Council Chambers  
114 S. Halagueno St.**



CITY OF CARLSBAD  
CARLSBAD, NEW MEXICO

**DISABILITIES ADVISORY BOARD**

Friday, March 4, 2022 at 10:30 AM

Janell Whitlock Municipal Complex

114 S. Halagueno Street

GoToMeeting ID: 802-599-469

US Phone: (872) 240-3311 Access Code: 802-599-469

1. Roll call of voting members and determination of quorum
2. Approval of Agenda
3. Approval of Minutes from the Meeting held February 4, 2022
4. Consider a recommendation for needed curb-cuts
  - a. Mesa & Pierce – Southeast Corner
  - b. Fox & Alameda – Southeast Corner
5. Consider recommendation for a pedestrian safety corridor along the bridge at San Jose Blvd. during construction
6. Consider approval for April 1, 2022 for a facility visit to City of Carlsbad Library & Museum
7. Facility Visit to Janell Whitlock Municipal Complex
8. Adjourn

**FOR INFORMATION ONLY**

Agendas and Disability Advisory Board meeting minutes are available on the City web site:

[cityofcarlsbadnm.com](http://cityofcarlsbadnm.com)

or may be viewed in the Office of the City Clerk or at the Carlsbad Public Library during normal and regular business hours

**DISABILITY ADVISORY BOARD MEETING SCHEDULE**

- Regular meeting – Friday, April 1, 2022 at 10:30 a.m.

If you require hearing interpreter, language interpreters or auxiliary aids in order to attend and participate in the above meeting, please contact the City Administrator's office at (575) 887-1191 at least 48 hours prior to the scheduled meeting time.

**MINUTES OF A REGULAR MEETING OF THE CITY OF CARLSBAD DISABILITY  
ADVISORY BOARD  
HELD IN THE JANELL WHITLOCK MUNICIPAL COMPLEX COUNCIL CHAMBERS,  
114 S. HALAGUENO STREET, MARCH 4, 2022 AT 10:30 A.M.**

**VOTING MEMBERS PRESENT:**

Tarrant Blake	Chairperson
Tom Kirby	Board Member
Teresa Allery	Board Member
Jerry Remler	Board Member
Elizabeth Simonton	Board Member
Machell Tackett	Board Member

**VOTING MEMBERS ABSENT:**

Deborah Pinching

**EX-OFFICIO MEMBERS PRESENT:**

Jeff Patterson	Planning Director
Trysha Ortiz	Deputy Planning Director

**OTHERS PRESENT:**

Jennifer Campos	Planning & Zoning Executive Secretary
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Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

0:00:02      Start Recording [10:36:44 AM]

0:00:05      **1.      Roll call of Voting Members and Determination of Quorum**

Roll was called, confirming the presence of a quorum of board members. The following members were present— **Ms. Blake, Ms. Tackett, Ms. Simonton, Ms. Allery, Ms. Remler, Mr. Kirby.** Absent— **Ms. Pinching.**

0:00:32      **2.      Approval of Agenda**

**Mr. Kirby** made a motion to approve the Agenda; **Ms. Simonton** seconded the motion. The vote was as follows: **Yes— Ms. Blake, Ms. Tackett, Ms. Simonton, Ms. Allery, Ms. Remler, Mr. Kirby.** No—None. Absent— **Ms. Pinching.** Abstained—None. The motion carried.

0:00:54      **3.      Approval of Minutes from the regular Meeting held February 4, 2022**

**Ms. Allery** noted a typo under item #1 of the February 4, 2022 Minutes: a quorum of “commission members” should be changed to “board members”; **Ms. Remler** made a motion to approve, **Ms. Tackett** seconded the motion. The vote was as follows: **Yes— Ms. Blake, Ms. Tackett, Ms. Simonton, Ms. Allery, Ms. Remler, Mr. Kirby.** No—None. Absent— **Ms. Pinching.** Abstained—None. The motion carried.

0:02:23      **4.      Consider a recommendation for needed curb-cuts**

- a.   Mesa & Pierce – Southeast Corner**
- b.   Fox & Alameda – Southeast Corner**

**Ms. Blake** brings a discussion to the table about curb cuts. **Mr. Kirby** states the curb cuts on the Church side of the street are non-existent. **Ms. Ortiz** clarifies they are discussing item b first, the Fox & Alameda Southeast corner. **Mr. Patterson** notes there are no curb cuts on the crosswalk; one would have to go around. **Mr. Kirby** is discussing the northwest corner, noting a ramp to exit onto Alameda St. is not there. **Ms. Blake** notes that the southeast corner needs to be fixed; and the northwest sides also need to be fixed. **Mr. Patterson** states the Mesa & Pierce corner has no exits, one would have to go into the Ross parking lot. He clarifies that the highway is state property. **Ms. Blake** notes the utility pole is in a bad location. And the surrounding lava rock falls onto the sidewalk. **Mr. Patterson** says they could put together a letter to Xcel to request that the pole be moved. **Ms. Blake** asks if it is possible for the owner of the property to put up a barrier to prevent the lava rocks from falling onto the sidewalk. **Mr. Patterson** says they could have code enforcement go by and let the owner know.

0:09:38      **5. Consider recommendation for a pedestrian safety corridor along the bridge at San Jose Blvd. during construction**

**Ms. Blake** would like to discuss the need for a pedestrian safety corridor along the bridge at San Jose Blvd. in the lower water crossing area during construction. **Mr. Kirby** notes that the guardrail is gone; and has been for some time. They have cinderblocks that prevent cars from going over. There is a sign that says the sidewalk is closed; people in wheelchairs then would be pushed into the road. **Ms. Ortiz** states that the damage to the guard rail and walkway is from the summer flood event. **Ms. Allery** asks if pedestrians could use the other side of the street. **Ms. Ortiz** states they cannot because both sides are damaged. **Mr. Patterson** states he will get with the project team to check on the progress on the low water crossing repair; and then notes that there is also work to be done on the Callaway Drive low water crossing as well. **Mr. Kirby** says he is worried about people going to La Tienda in a wheelchair. **Mr. Patterson** notes the only other way is the Canal St. bridge and there is no good way to get there.

0:13:08      **6. Discussion of difference between ADA requirements and Disability Friendly designations**

**Ms. Blake** states they will plan for another facility tour on April 1 to visit the Library and Museum. **Ms. Blake** says they can spread out the visits and do one tour a month; the downtown visits being easier than outlying buildings. **Mr. Kirby** makes a motion to approve the tour of the Library and Museum on April 1; **Ms. Remler** seconds the motion. The vote was as follows: Yes— **Ms. Blake, Ms. Tackett, Ms. Simonton, Ms. Allery, Ms. Remler, Mr. Kirby**. No—None. Absent— **Ms. Pinching**. Abstained—None. The motion carried.

0:15:10      **7. Facility Visit to Janell Whitlock Municipal Complex**

**Ms. Blake** states the group will now tour the Janell Whitlock Municipal Complex to make note of accessibility issues and other suggestions.

0:15:19      Stop Recording [10:52:03 AM]

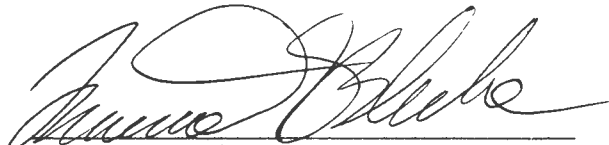
The group made the following observations and recommendations:

1. Recommend auditory Loop system for council chambers
2. Recommend lavalier microphones for councilors and board members
3. Recommend live stream for all board meetings and City Council meetings
4. Recommend labeling lobby door for automatic door.
5. Recommend new sticker for automatic door for Municipal Court
6. Recommend moving trashcan on front porch to provide easier access to automatic door
7. Recommend automatic doors for licensing and permits office and cemetery office
8. Recommend moving file cabinet in cemetery office away from the door so that people in wheelchairs and scooters do not have to enter doorway at an angle



9. Recommend signage in licensing and permits and cemetery office advising handicap exit signs and directions for front lobby or back door
10. Recommend moving trashcan in men's room directly outside of Council chambers
11. Recommend moving towel holder as it is at Eye level around a corner in men's bathroom directly outside of Council chambers
12. Recommend adjusting tension setting on all doors to no more than 5 pounds and specifically in the men's and women's bathrooms outside of council chambers
13. Recommend adding a call bell or emergency bell for all bathrooms
14. Recommend handicap spot at Janell Whitlock Municipal Complex a parallel space with room for rear entry inside entry, potentially changing the one along Halagueno St. to a parallel space
15. Recommend correcting driveway and sidewalk on southwest corner of municipal complex as it is a tip issue for wheelchairs and scooters.
16. Recommend adding ramp on back side of municipal complex for emergency exit
17. Recommend correcting the rear emergency exit from Municipal Court as there is no way to exit the ramp.
18. Recommend website update to make it known that personnel can come out to meet someone if they are unable to access the office

**8. Adjourn**

  
Chairman

4-1-22  
Date