

Approved:

Effective: December 10, 2001
Office: Systems Planning
Topic No.: 525-030-155-e

Thomas F. Barry, Jr., P.E.
Secretary

ASSIGNMENT OF ACCESS MANAGEMENT CLASSIFICATIONS TO THE STATE HIGHWAY SYSTEM

PURPOSE:

To provide the general direction and reporting requirements to assure consistency in the assignment of Access Management Classifications to the State Highway System. This procedure will not give basic direction already given in the rules and statutes listed in the Authority section below.

AUTHORITY:

Sections 335.18 through 335.188, Florida Statutes -- State Highway System Access Management Act
335.188 Access Management Standards; Access Control Classification System; Criteria

REFERENCES AND RELATED RULES AND PROCEDURES:

Rule Chapter 14-97, Florida Administrative Code (F.A.C.) -- State Highway Access Management Classification System and Standards
14.97.004 Application of Access Management Classification System and Standards
14.97.005 Review and Modification of Classifications

Development of the Florida Intrastate Highway System
Topic Number: 525-030-250
Public Road Jurisdiction and Transfer Process
Topic Number: 525-020-010

SCOPE:

This procedure is directed to access management classification work being done by District Planning Offices, or those delegated these tasks by the District Secretary. Rule Chapter 14-97 F.A.C., State Highway Access Management Classification and

Standards contains the major guidance for how the classification and re-classification of highways is to be carried out. This Procedure has been produced to handle questions related to the access management classification processes internal to the Department. The guidance for the actual determination of roadway classification is found in Rule 14-97.003(2)&(3).

FOR FURTHER INFORMATION:

Contact Mr. Gary Sokolow, (850) 414-4912, Suncom 994-4912, Florida Department of Transportation, Systems Planning Office, 605 Suwannee Street, Mail Station 19, Tallahassee, Florida 32399-0450. Internet E-mail: gary.sokolow@dot.state.fl.us (Internal FDOT E-mail PL931GS). If phone number or contact has changed, call the Organization, Forms and Procedures Office for the appropriate contact (850) 414-4450 or Suncom 994-4450.

PROCEDURE:

NOTE: Throughout this procedure, the term "Central Office" means the section of Central Office Planning in Tallahassee (Systems Planning Office, MS 19) that is responsible for Access Management.

1. GUIDELINES FOR THE CLASSIFICATION PROCESS

Reference *Section 335.188, Florida Statutes*, for criteria:

- (a) If an area is expected to undergo significant commercialization, it is not necessary that the access classification be lowered. It is possible to have a highly commercialized area with very controlled access.
- (b) *Rule 14-97.003(2)(b), F.A.C.*, contains the detailed descriptions of the controlled access facility (at-grade arterials) classifications 2 through 7. Access Classification 1 covers all freeway or limited access roadways.
- (c) Each district will coordinate classification activities of shared State Highways with its adjacent district(s).

2. COORDINATION OF ACCESS MANAGEMENT CLASSIFICATION WITH THE FLORIDA INTRASTATE HIGHWAY SYSTEM (FIHS)

Reference *Section 338.001, F.S.*

The ultimate access standards for FIHS facilities are Classifications 1, 2, or 3 as described in *Administrative Rule Chapter 14-97, F.A.C.* Highways on the FIHS system should be classified at this level, to the greatest extent possible, during the initial classification effort. In developed areas where the standards of these

classes would not be appropriate, the highway should be assigned the most restrictive classification feasible in accordance with the most up-to-date adopted guidance on the Florida Intrastate Highway System.

3. CRITICAL DATA

Documentation of classification analysis:

This can be by means of a checklist, map, overlays, spreadsheets, or other means as determined by the district. The level of documentation may vary depending on the number of issues/controversies associated with the classification. The data required in administrative rule or statute need to be identified, but the district will determine the format of this information.

- (a) Core data and actions that should be considered when reviewing EXISTING CONDITIONS include:
1. signal locations or signals per mile (or proposed signal locations)
 2. medians (restrictive/non-restrictive)
 3. median openings (location or spacings)
 4. driveway density indication; the following guidelines are suggested (some variation will be accepted based on local conditions):
 - a. 0 - 25 connections per mile (both sides) = light
 - b. 26 - 40 connections per mile (both sides) = medium
 - c. 41 + connections per mile (both sides) = high
 5. existing service roads, public street crossings and/or alternative access (none, poor, fair, good)
 6. development density indicator, percentage land developed (intensity); the following guidelines are suggested (some variation will be accepted based on local conditions):
 - a. Generally undeveloped (0+ - 30%)
 - b. Generally developing (31% - 70%)
 - c. Generally developed (71% +)
 7. existing land use and land subdivisions
 8. existing functional classification
 9. existing traffic volumes (and vehicle classifications of trucks and buses where available)
 10. Florida Intrastate Highway System (FIHS) designation
 11. number of through lanes and speed limit
 12. coordination with the Department's Safety Office to determine high

- accident locations/segments.
13. drainage – determine whether urban (curb/gutter) or rural (swaled) section and if there are any major drainage problems in the area that could affect classification.

(b) Core data for reviewing FUTURE CONDITIONS include:

1. Planned capacity improvements - use Department (PD&E as well as Work Program), MPO, and/or transportation elements of the local government comprehensive plans, as appropriate.
2. Future land use - use the local government comprehensive plans and development regulations.
3. The feasibility of restrictive medians in the future (if they do not already exist).
4. Florida Intrastate Highway System (FIHS) designation.

(c) Other data required by **Section 335.188(3)(c), Florida Statutes**.

4. GENERAL GUIDANCE FOR RECLASSIFICATION

(Reference **Rule 14-97.005, F.A.C.**)

- (a) Written requests from those outside the Department may be reviewed any time (**Rule 14-97.005(2), F.A.C.**). If an area is expected to undergo significant commercialization, it is not necessary that the access classification be lowered. It is possible to have a highly commercialized area with very controlled access.
- (b) If the Department decides not to reclassify in response to a formal process request, it will send a letter to the requestor and all appropriate parties explaining the decision. Then the process stops. (**Rule 14-97.005(a), F.A.C.**)
- (c) The Department may decide to reclassify a highway segment any time it is justified by factors in **Rule 14-97.004(3)(b), F.A.C.**
- (d) Once the decision by the Department has been made to reclassify a roadway, the Department should use the following procedure (**Rule 14-97.005(1), F.A.C.**):
 1. Send the proposed changes in writing, to the appropriate local governments and MPOs.
 2. Discuss the proposed changes and analyze with the appropriate

local governments and MPOs as required.

3. Give notice of the proposed changes to all the property owners OR occupants abutting the highway recommended for reclassification.
 - * This notification may be done through a thorough canvassing of an area with the notice going to all occupants.
 - * Sometimes it might be more appropriate to notify the property owner. You may "mix" owners and occupants along a corridor as long as all property is covered.
4. Publish notice of an opportunity for a public workshop or hearing on the intended reclassification in a newspaper of general circulation (usually the area's most common daily newspaper) and the Florida Administrative Weekly. The Department will require a public workshop where the proposal will have a major impact on the community.
5. Consider public comments and coordinate its actions with all associated local governments and MPOs.
6. Notify, in writing, all appropriate local governments and MPOs of the final decision.

5. CLASSIFICATION PROCESS DUE TO TRANSFERS OF ROADWAYS TO THE STATE HIGHWAY SYSTEM AND ROAD IMPROVEMENTS.

- (a) **Transfers of Roadways to the State Highway System.** When a roadway is transferred to the State Highway System, in accordance with *Public Road Jurisdiction and Transfer Process, Topic No.: 525-020-010*, it has Interim Access Management Classification as defined in *Rule 14-97.004(1), F.A.C.* Within a reasonable amount of time, the Department will formally classify the roadway. The access management classification public notification may be handled as combined with the notification process necessary for the roadway transfer. Information on the access management classification added to public notice, public meetings, and agendas will serve as the complete requirements for public notice.
- (b) **Reclassification due to proposed roadway improvement.** All of the notification requirements may be handled by adding the access management reclassification proposal to the public notice and public

hearing requirements of the Transportation Improvement Process.

- (c) These public meetings or notices may be handled individual corridors, or they may be grouped to handle multiple corridors.

6. ROADWAY CHARACTERISTICS INVENTORY (RCI)

- (a) Once a classification or reclassification is final, the District Planning Office, or those delegated this task, will enter the Access Management Classification (ACMANCLS) into the Roadway Characteristics Inventory (RCI). The codes are 00 through 07 and 99.

- 00 = Where class would not be applicable
- 01 = Class 1
- 02 = Class 2
- 03 = Class 3
- 04 = Class 4
- 05 = Class 5
- 06 = Class 6
- 07 = Class 7
- 99 = Special Corridor Access Management Plan

- (b) The District Planning Office, or the office designated by the District Secretary, will take no longer than 15 days on re-classifications to enter the data.
- (c) The District Planning Office, or the office designated by the District Secretary, should send the District Connection Application staff (usually in Maintenance) the most up-to-date information on the classifications within five (5) working days of the final agency action.

7. QUALITY ASSURANCE REVIEWS

The Central Office staff shall perform, on an annual basis, quality assurance reviews of the classification/ reclassification process. The reviews may be made at individual districts, or may be made at the Central Office based on the files and information provided by the districts.

8. CENTRAL OFFICE TRAINING AND ASSISTANCE TO DISTRICTS

Central Office will provide training and a forum for discussion and concerns on classification activities upon request. If training is requested, Central Office will respond to this need by providing the training (either in person or by teleconference) within twenty-one (21) days.

9. CENTRAL OFFICE COORDINATION

- (a) The Central Office staff will coordinate its activities with the Department of Community Affairs and other statewide agencies (public and private) on classification activities. Central Office will report to the districts all relevant contacts on these classification issues.
- (b) The Central Office staff will coordinate with the districts to ensure consistency and assist in the resolution of conflicts which may arise during classification and re-classification.

10. CENTRAL OFFICE RESPONSIVENESS

Questions regarding these procedures and the Access Management Classification Process will be answered in a clear and quick manner. As a guideline, the following are acceptable response times:

- (a) Telephone, spoken or brief E-Mail questions requiring spoken or brief E-Mail clarification: 1-3 days.
- (b) Written questions requiring written clarification: 1 week.
- (c) Written questions requiring written responses where legal or financial experts are concerned: 1-2 weeks.

11. TRAINING

There is no formal training scheduled for this procedure. The Systems Planning Office will provide training upon request.

12. FORMS

There are no forms required by this procedure.

EXHIBIT

SAMPLE ADVERTISEMENT

The FLORIDA DEPARTMENT OF TRANSPORTATION announces an Access Management Classification public hearing to which all interested persons are invited:

DATE: April __, 200__

TIME: 7:00 PM

PLACE: Haydon Burns Building Auditorium
605 Suwannee Street
Tallahassee, Florida 32399-0450

(WITH A LITTLE MODIFICATION, MULTIPLE HEARING LOCATIONS COULD BE LISTED WITHIN THE SAME NOTICE. THERE MAY BE A DISTRICT PLAN WHICH WOULD REQUIRE MULTIPLE HEARINGS AT DIFFERENT MAJOR METROPOLITAN AREAS.)

PURPOSE/AGENDA: This Access Management Classification public hearing is being conducted pursuant to the provisions of Chapter 14-97, Florida Administrative Code. The public hearing is being conducted exclusively to give all interested parties an opportunity to comment on the proposed access management classifications for State Roads in _____ County, Urbanized Area, or Other Location _____.

A list of the proposed access management classifications may be obtained from:

District Official _____.

FDOT Address _____.

Telephone _____.