


Approved:

Effective: June 1, 2020
Review: December 19, 2019
Office: Systems Implementation Office
Topic No.: 525-030-155- f

DocuSigned by:

7114473052D3466...
Department of Transportation

ASSIGNMENT OF ACCESS MANAGEMENT CLASSIFICATIONS TO THE STATE HIGHWAY SYSTEM

AUTHORITY:

Section 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

REFERENCES:

- Sections 335.18 through 335.188, F.S., State Highway System Access Management Act
- Rule 14-97, Florida Administrative Code (FAC), State Highway System Access Control Classification System and Access Management Standards
- Department Procedure Strategic Intermodal System (SIS) Highway Component Standards and Criteria, Topic No. 525-030-260
- Department Procedure General Interest Roadway Data (GIRD), **Topic No. 525-020-310**
- Department Procedure Median Opening and Access Management, **Topic No. 625-010-021**
- Florida Department of Transportation (FDOT) Design Manual, **Topic No. 625-000-002**
- Access Management Guidebook, 2019, FDOT, Systems Implementation Office (SIO)

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.

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 14-97 F.A.C.**, State Highway System Access Control Classification System and Access Management Standards contains the major guidance for how the classification and re-classification of highways is to be carried out. This Procedure provides guidance on the Department's access management classification processes.

PROCEDURE:

1 GUIDELINES FOR THE CLASSIFICATION PROCESS

Reference Section 335.188, F.S., for criteria:

- (A.) If an area is expected to undergo significant development, it is not necessary that the access classification be lowered. It is possible to have a developed area with high controlled access.
- (B.) **Rule 14-97.003(2), F.A.C.**, contains a detailed description of the seven access control classifications.
- (C.) Each district will coordinate classification activities of shared State Highways with its adjacent district(s).

2 ACCESS MANAGEMENT CLASSIFICATION IN THE STRATEGIC INTERMODAL SYSTEM (SIS)

- 2.1 In developed areas where the standards of access management classifications would not be applicable, assign the most appropriate standard found in FDOT's Procedure **Topic No. 525-030-260**, based on FDOT's Policy on Complete Streets and Context Classifications as defined in the FDOT Design Manual.

3 CRITICAL DATA

- 3.1 Checklists, maps, overlays, spreadsheets, or other means as determined by the district can be used to document the classification analysis. The level of documentation may vary depending on the impacts associated with the classification. The data required in administrative rule or statute needs to be identified, but the district will determine the format of this information.

3.2 The following core data and actions should be considered when reviewing existing and future conditions:

(A.) Existing Conditions

- (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):

Connections per mile (both sides)	Density
0 - 25	Light
26 - 40	Medium
41 +	High

- (5) Existing service roads, public street crossings and/or alternative access
- (6) Development density indicator, percentage land developed (intensity); the following guidelines are suggested (some variation will be accepted based on local conditions):

Percentage Land Developed (Intensity)	Density Indicator
0 - 30	Generally Undeveloped
31 - 70	Generally Developing
71+	Generally Developed

- (7) Complete Streets and Context Classifications contained in FDOT's Procedure Topic No. 525-030-260
- (8) Existing land use and land subdivisions
- (9) Existing functional classification
- (10) Existing traffic volumes (and vehicle classifications of trucks and buses where available)
- (11) Strategic Intermodal System Highway Component as defined in Procedure **Topic No. 525-030-260**
- (12) Number of through lanes and speed limit
- (13) Coordination with the Department's Safety Office to determine high accident locations/segments.
- (14) Drainage – determine whether there is a curbed shoulder (curb/gutter) or flush shoulder and if there are any major drainage problems in the area that could affect classification.

(B.) Future Conditions

- (1) Planned capacity improvements - 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 - local government comprehensive plans and development regulations.
- (3) The feasibility of restrictive medians in the future (if they do not already exist).
- (4) Strategic Intermodal System Highway Component as defined in Procedure **Topic No. 525-030-260**.

(C.) Other data required by **Section 335.188(3)(c), F.S.**

4 GENERAL GUIDANCE FOR RECLASSIFICATION

4.1 Written requests for access management reclassification can be submitted to the Department for review at any time. If an area is expected to undergo significant development, it is not necessary that the access classification be lowered. It is possible to have a developed area with high controlled access.

4.2 If the Department denies the reclassification in response to a formal process request, the Department will send a letter to the requestor and all appropriate parties explaining the decision.

4.3 Once the decision by the Department has been made to reclassify a roadway, the Department should use the following procedure and the standards in **Rule 14-97.005(1), F.A.C.**:

- (A.) Reclassification due to proposed roadway improvement. All the notification requirements may be handled by adding the access management reclassification proposal to the public notice and public meeting requirements of the Transportation Improvement Process.
- (B.) Send the proposed changes in writing, to the appropriate local governments and MPOs, and publish the intent to reclassify in a local newspaper.
- (C.) The Department will hold a public meeting in the affected county, if requested, to obtain comments.
- (D.) Consider public comments and coordinate its actions with all associated local governments and MPOs.
- (E.) 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.

- 5.1 Transfers of Roadways to the State Highway System.** When a roadway is transferred to the State Highway System (SHS), in accordance with ***Public Road Jurisdiction and Numbering, Topic No. 525-020-010***, an Interim Access Management Classification is applied as per ***Rule 14-97.004(1), F.A.C.*** The Department will formally assign an access control classification to the roadway. Public notification is required and may be handled in combination with the notification process necessary for the roadway transfer. The Department will provide notice in a local newspaper of the proposed access control classification and will coordinate with the affected government entities. The Department will hold a public meeting if requested.

6 ROADWAY CHARACTERISTICS INVENTORY (RCI)

- 6.1** 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 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

- 6.2** The District Planning Office or the office designated by the District Secretary will enter the re-classification data in RCI within 15 days.
- 6.3** The District Planning Office or the office designated by the District Secretary will send the District Driveway Connection Application staff (usually in Permit/Maintenance Office) the most up-to-date information on the classifications within five (5) business days of the final decision.

7 QUALITY ASSURANCE REVIEWS

- 7.1** The Central Office staff shall perform, on an annual basis, quality assurance reviews of the classification/reclassification process.

TRAINING

There is no formal training scheduled for this procedure. Systems Implementation Office will provide training on classification activities upon request and as needed.

FORMS

There are no forms required by this procedure.