

INTRODUCTION

I.1 PURPOSE

This Introduction establishes the **Florida Scenic Highways Program (FSHP) Manual** as the administrative process by which public roads are to be nominated for eligibility and designation in the State of Florida. This Introduction also establishes the process for revising the FSHP Manual.

By using the FSHP Manual, Corridor Advocacy Groups (CAG) will be able to produce a more thorough set of applications, for both eligibility and designation, which will fully meet the requirements of the FSHP and, if applicable, the National Scenic Byways Program (NSBP). Use of the FSHP Manual should simplify decision-making regarding designation of the corridor.

The FSHP Manual is the standard used by the Florida Department of Transportation (FDOT) in determining a corridor's eligibility and designation to the Florida Scenic Highways Program. The FSHP Manual, in conjunction with the Federal Highway Administration (FHWA) and America's Byways Resource Center (ABRC) guidance material, is the standard used by the Department for determining a corridor's eligibility for nomination to the National Scenic Byways Program. If a corridor is determined eligible by the State of Florida, the FSHP Manual will be the standard used by the Department to determine the acceptability of a Corridor Management Plan (CMP). It is the responsibility of FHWA to determine if a corridor meets all CMP requirements for designation at the national level.

I.2 AUTHORITY

Section 334.044(2), Florida Statutes

Section 335.093, Florida Statutes

Rule 14.15.016 F.A.C., Florida Scenic Highways Program

National Scenic Byways Program Interim Policy, May 18, 1995

National Scenic Byways Program Application, as applicable

Section 1047, Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)

Transportation Efficiency Act for the 21st Century (TEA-21)

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

I.3 SCOPE

This Manual is applicable to Department Offices responsible for implementing the Florida Scenic Highways Program and the National Scenic Byways Program. The Federal Highway Administration (FHWA), those agencies comprising the Scenic Highways Advisory Committee (SHAC), local governments and citizens advocating a public road for designation as a Florida Scenic Highway are subject to compliance with this Manual and Rule 14.15.016.

I.4 BACKGROUND

The FSHP Manual describes the step-by-step process for public road eligibility and designation in compliance with State law and federal policy. It also aids citizens, local governments, state and federal agencies and District Scenic Highways Coordinators (DSHC) in understanding the legislative intent of the FSHP and the NSBP. The FSHP Manual describes in detail Corridor Advocacy Group formation and responsibilities, various assessment methods, universal and resource-specific criteria, documentation requirements as part of eligibility and designation applications, community involvement, intergovernmental coordination, public/private partnering, corridor management plan development/implementation and local government comprehensive plan relationships. The FSHP Manual also identifies potential funding sources and other programs that could benefit implementation of the corridor management plan.

This Introductory Chapter establishes the process by which the FSHP Manual will be revised. The Department's Environmental Management Office (EMO) in Tallahassee shall have total responsibility for the development and revision of the FSHP Manual and Rule 14.15.016, F.A.C.

I.5 INCORPORATION BY REFERENCE

The FSHP Manual is hereby incorporated by this Introduction and made a part of the Standard Operating System of the Department. The manual is incorporated by reference into Rule 14.15.016, F.A.C.

I.6 FLORIDA SCENIC HIGHWAYS PROGRAM PROCESS

The District Scenic Highways Coordinators will work closely with local citizens, governments and advocacy groups, as needed, to assist them in meeting all of the procedural requirements and administrative processes outlined in the FSHP Manual. All eligibility and designation applications for the FSHP or NSBP will be submitted by the District Scenic Highways Coordinators to the State Scenic Highways Coordinator in EMO. The State Scenic Highways Coordinator will provide all applications to the Scenic Highways Advisory Committee (SHAC) for full consideration regarding eligibility and designation.

The SHAC will act as an advisory committee to the Department and serve to determine whether or not the candidate corridors have met all requirements specified in the FSHP Manual, Rule 14.15.016, F.A.C., and the NSBP regulations, if applicable. The SHAC may meet on a semiannual basis or as needed. Public notice of SHAC meetings will be advertised at least 15 calendar days prior to each meeting.

For Scenic Highway ***Eligibility and Designation Applications*** and ***National Scenic Byways Applications***, the SHAC will serve as an Application Review Committee. The SHAC will be chaired by the State Scenic Highways Coordinator from EMO. For application purposes, the SHAC will be comprised of one representative from EMO and one representative from each of the following agencies: Florida Division FHWA; the Florida Fish and Wildlife Conservation Commission; the Florida Department of Community Affairs, Florida Department of State, Florida Department of Environmental Protection, Florida Department of Agriculture and Consumer Services; and Visit Florida. In addition, each District Scenic Highways Coordinator with an application under consideration by the SHAC will be a voting member. All SHAC members, as defined above, will have one vote. Any District Scenic Highways Coordinator that does not have an application under consideration and other parties and interested citizens may attend SHAC meetings in a non-voting and advisory capacity. The majority vote of the SHAC will serve to recommend an application to the Secretary of the Florida Department of Transportation. In those situations where a SHAC member cannot be present they may vote by proxy through e-mail or letter or send an alternate to the meeting to vote in their stead. A panel of voting members must be present in person, by proxy or by teleconference for a meeting to be held.

The Manager of the EMO will forward all SHAC recommendations to the Secretary of the Department for consideration and decision making. The final decision on eligibility and designation will be made by the Secretary of the FDOT for the Florida Scenic Highways Program. Upon designation, the Transportation Statistics Office, Surveying and Mapping Office, District 2 Sign Shop, the State Outdoor Advertising Administrator, and private map vendors (see ***Introduction Table 1 on page I-6***) will be notified by FSHP Staff for mapping purposes. For the National Scenic Byways Program, the Secretary of the FDOT will make the decision on each nomination. The decision for designation of a nominated corridor to the National Scenic Byways Program will be made by the Secretary of the U.S. Department of Transportation. This nomination/designation process is outlined in ***Chapter 9 – National Program***.

I.7 REVISIONS TO THE FSHP MANUAL

Periodic changes in the federal or state programs require flexibility to update the FSHP Manual quickly to remain current with program mandates. All revisions to the FSHP Manual will be issued by the EMO.

All revisions to the manual must be coordinated with the FDOT Office of the General Counsel and the FDOT Organizations, Forms and Procedures Office prior to release. The FDOT Office of the General Counsel will review for conformance with the Administrative

Procedures Act. The FDOT Organizations, Forms and Procedures Office will review for conformance with the Standard Operating System Process.

Revisions will consist of modifications to remain current with changing regulations, laws, procedures, and program demands. All revised pages will be dated and numbered so that updating will not be difficult. A list of all updates may be obtained by contacting the State Scenic Highways Coordinator within the EMO.

I.7.1 Policy And Procedures Committee

The EMO shall be responsible for policy and procedure development, technical assistance, and training to the Districts and others, as needed, to insure implementation of the Florida Scenic Highways Program and National Scenic Byways Program in a uniform manner.

The State and District Scenic Highways Coordinators and FHWA will serve as the Policy and Procedures Review Committee for updating the FSHP Manual. The Policy and Procedures Review Committee shall meet on an as needed basis to address program issues. The State Scenic Highways Coordinator will coordinate all Manual revisions with other Department functional areas as needed (i.e., Design, Traffic Operations, Public Information, Drainage, Right-of-Way, General Counsel, Safety, Organization and Procedures, etc). Coordination will also occur with appropriate interested parties and the following state agencies: the Florida Fish and Wildlife Conservation Commission; the Florida Department of Community Affairs, Florida Department of State, Florida Department of Environmental Protection, Florida Department of Agriculture and Consumer Services; and Visit Florida.

The EMO will revise the FSHP Manual consistent with the recommendations of the Policy and Procedures Review Committee. If the EMO takes exception to the Policy and Procedures Review Committee recommendation for a revision or if the revision requires a higher level of decision making authority, the recommended revision will be discussed with the Assistant Secretary of Intermodal Systems Development by the Manager of the EMO and, if required, referred to the Executive Committee for decision making. The FSHP Manual will be revised according to the Executive Committee's decision.

The revisions process outlined in this Introduction is in accordance with **Procedure No. 025-020-002, Standard Operating System**, for any major or substantive revisions or additions (i.e., policy or program changes) to the FSHP Manual as determined by the EMO. Approval of revisions by the Executive Committee will be through the established process outlined in the Standard Operating System. The CEMO will prepare all revisions recommended by the Policy and Procedures Review Committee for final publication and distribution of the FSHP Manual.

Revisions due to change of standards and policies set in state or federal laws, rules, or regulations, which provide no latitude in method of implementation will not be subject to a majority vote by the Policy and Procedures Review Committee, because they must be complied with to meet the legal or agency requirements or standards.

I.8 DISTRIBUTION

The EMO will provide a copy of the FSHP Manual to FHWA, District Scenic Highways Coordinators (DSHC), all SHAC members and all functioning Corridor Advocacy Groups known to the EMO. A copy for general public availability will be placed in Adobe Reader format on the FSHP Web Site located at: <http://www.dot.state.fl.us/emo/ScenicHWY/>

Whenever the EMO revises the FSHP Manual, the FHWA, SHAC members, DSHCs, all functioning Corridor Advocacy Groups will automatically receive notification from the EMO of revisions to the FSHP Manual.

It will be the responsibility of each FSHP Manual Holder to maintain their individual Manual and insure that it is kept current.

Revisions to the Manual will occur, as required.

I.9 TRAINING

Training courses for Department personnel, local governments and citizens have been developed to support this program.

I.10 FORMS

The following forms are available from the Department's Forms Library. Revisions to these forms are subject to review and approval by the Office of the General Counsel for conformance to the ***Administrative Procedures Act and Rule 14.15.016, F.A.C.***

650-050-01, Letter of Intent
650-050-02, Eligibility Application
650-050-05, Designation Application
650-050-04, Corridor Impressions Survey
650-050-03, Field Inventory

TABLE 1

Notified Private Map Vendors

Universal Maps 2000 Brunswick Lane DeLand, FL 32724 Phone: (800) 210-6277 Fax: (386) 873-3011	Rand McNally P.O Box 7600 Chicago, IL 60680 Attn: Consumer Affairs Phone: (800) 777-MAPS
Dolph Map Co., Inc. 430 North Federal Highway Ft. Lauderdale, Florida 33301 Phone: (954) 763-4732	NAVTEQ Global Corporate Headquarters/North America 222 Merchandise Mart, Suite 900 Chicago, IL 60654 Phone: (312) 894-7000

Welcome to the Florida Scenic Highways Program! This program is designed to showcase outstanding cultural, historical, archeological, recreational, natural and scenic resources along Florida's public highways. Existing legislation allows the designation of any public roadways as Florida Scenic Highways. The following chapter provides an overview of the Program's intent and mission, a brief history of scenic highways development at the national and state levels, a general description of those intrinsic resources to be protected and a discussion of designation benefits. Also included is a general overview of the Program process and guidance on how to use this **Manual**. The final section and subsequent chapters contains a summary of key points.