

Approved:

Effective: February 15, 1999
Office: Environmental Management
Topic No.: 650-050-005-b

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

FLORIDA SCENIC HIGHWAY PROGRAM

1-1 PURPOSE

This procedure establishes the *Florida Scenic Highways Program (FSHP) Manual* as the administrative process by which public roads on the State Highway System, for the Florida Program and all public roads, for the National Scenic Byways Program (NSBP) are to be nominated for eligibility and designation in the State of Florida. The procedure 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 NSBP. Use of the *FSHP Manual* should simplify decision making regarding designation of the corridor.

The FSHP Manual is the standard used by the Department in determining a corridor's eligibility and designation to the Florida Scenic Highways Program.

The *FSHP Manual* 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.

1-2 AUTHORITY

Section 334.044(2), Florida Statutes
Section 335.093, Florida Statutes
Rule 14-12.021 F.A.C., Florida Scenic Highway Program
National Scenic Byways Program Interim Policy, May 18, 1995
National Scenic Byways Program Application

1-3 SCOPE

This procedure is applicable to Department Central and District Offices responsible for implementing the Florida Scenic Highway Program and the National Scenic Byways Program. The Federal Highway Administration (FHWA), those agencies comprising the Scenic Highway Advisory Committee (SHAC), local general purpose governments and citizens advocating a public road for designation as a Florida Scenic Highway are subject to compliance with applicable portions of this procedure, **Rule 14-12.021**, and the **Florida Scenic Highways Program Manual**.

1-4 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 Highway 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 procedure establishes the process by which the **FSHP Manual** will be revised. The Department's Central Environmental Management Office (CEMO) shall have total responsibility for the development and revision of the FSHP Manual.

1-5 INCORPORATION BY REFERENCE

The **FSHP Manual** is hereby incorporated by this procedure and made a part of the Standard Operating System of the Department. Portions of the manual may also be incorporated by reference into **Rule 14-12.021, F.A.C.**

1-6 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 CEMO. 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, which is defined in this section of the Procedure, 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 14-12.021, F.A.C.**, and the NSBP regulations, if applicable. The SHAC may meet on a semiannual basis or as needed.

For Scenic Highway Eligibility and Designation, the SHAC will serve as an Application Review Committee. The SHAC will be chaired by the State Scenic Highways Coordinator from CEMO. For application purposes, the SHAC will be comprised of one representative from CEMO and one representative from each of the following agencies: FHWA, the Florida Game and Freshwater Fish Commission, the Florida Departments of Community Affairs, State, Environmental Protection, Agriculture and Consumer Services and FLAUSA 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 interests 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.

The Manager of CEMO will forward all SHAC recommendations to the Secretary of the Department for consideration and decision making. The decision on eligibility and designation will be made by the Secretary of the Florida Department of Transportation for the Florida Scenic Highways Program. Upon designation, the Statistics Office (MS27), Surveying and Mapping Office (MS5L), and private map vendors (see **Appendix A**) will be notified for mapping purposes.

For the National Scenic Byways Program, the Secretary of the Florida Department of Transportation will make the decision on each eligibility 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.

1-7 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 CEMO.

All revisions to the manual must be coordinated with the Office of the General Counsel and the Organization and Procedures Office prior to release. The Office of the General

Counsel will review for conformance with the Administrative Procedures Act. The Organization 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 CEMO.

1-7.1 POLICY AND PROCEDURES COMMITTEE

The CEMO 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 (i.e., Design, 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 Game and Freshwater Fish Commission, the Florida Departments of Community Affairs, State, Environmental Protection, Agriculture and Consumer Services and FLAUSA Visit Florida.

The CEMO will revise the ***FSHP Manual*** consistent with the recommendations of the Policy and Procedures Review Committee. If CEMO 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 for Transportation Policy by the Manager of CEMO and, if required, referred to the Executive Committee for decision making. The ***FSHP Manual*** will be revised according to the Executive Committee's decision.

This revisions process 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 CEMO. 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 to ***FSHP Manual*** holders.

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.

1-8 DISTRIBUTION

The CEMO will provide a copy of the **FSHP Manual** to FHWA, District Scenic Highways Coordinators, all SHAC members and all functioning Corridor Advocacy Groups known to CEMO. Copies of the **FSHP Manual** will also be provided by CEMO to the Maps and Publication Office for distribution to the general public at a set price.

The CEMO will also keep a Mailing List of Registered **FSHP Manual** Holders. Registered **FSHP Manual** Holders are those persons, groups or agencies involved in the FSHP and assigned a FSHP Manual by CEMO or who have purchased a FSHP Manual and returned the registration form in the front of the FSHP Manual to insure receipt of periodic revisions to the FSHP Manual. Whenever CEMO revises the FSHP Manual, the FHWA, SHAC members, DSHCs, all functioning Corridor Advocacy Groups and other registered **FSHP Manual** Holders listed on the Mailing List of Registered FSHP Manual Holders will automatically receive from CEMO a copy of all 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, usually on an annual basis.

Copies of the **FSHP Manual** should be obtained by contacting the Maps and Publications Office in the Haydon Burns Building in Tallahassee at (850) 414-4050 or SUNCOM 994-4050.

1-9 TRAINING

A training program for Department personnel, general purpose local governments and citizens has been developed to support this program.

1-10 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 14-12.021, F.A.C.**

650-050-01, Letter of Intent
650-050-02, Eligibility Application

650-050-03, Field Inventory Form
650-050-04, Corridor Impressions Survey Form
650-050-05, Designation Application

APPENDIX A

Notified Private Map Vendors

Mr. James D. Moyer
Vice President and General Manager
American/Tracker Map Publishers
12027 S.W. 117th Court
Miami, Florida 33186

Telephone: (305) 255-4485

Mr. Craig Lawrence
National Custom Account Executive
Universal Maps
7428 N.W. 49th Place
Lauderhill, Florida 33319

Telephone: (954) 748-2488
Or 1-800-726-6277, ext. 490

Mr. Frank Dolph, III
Dolph Map Co., Inc.
430 North Federal Highway
Ft. Lauderdale, Florida 33301

Telephone: (305) 763-4732

Rand McNally
200 Fentress Blvd.
Daytona Beach, Florida 32114

Telephone: (904) 258-1270
Or 1-800-444-1072