



STATE HIGHWAY SYSTEM ADJUSTMENTS

Purpose

The purpose of this policy is to implement Board Policy 4061 authorizing the Director to set forth the procedure to make adjustments to the State Highway System that serves statewide economic interests, movement of products and materials, and statewide mobility.

Legal Authority

- Idaho Code 40-120(5) - Definition of State Highway System.
- Idaho Code 40-203(B) - The Department may abandon or assume control of a highway with the consent of the local highway jurisdiction.
- Idaho Code 40-310(1) - The Board shall determine which highways in the state, or sections of highways, shall be designated and accepted as a part of the State Highway System.
- Idaho Code 40-310(3) - The Board has authority to abandon any highway and remove it from the State Highway System.

Adjustment to the State Highway System

Whenever a local highway jurisdiction proposes a change to the State Highway System (addition/removal/relocation/etc.), the appropriate District Engineer or a delegate refers the request to the Board Subcommittee on State Highway System Adjustments. Upon Board Subcommittee concurrence, the appropriate District Engineer or delegate conducts an analysis of the highway's operating and network characteristics using criteria adopted by the Idaho Transportation Board. The Idaho Transportation Department State Highway System Adjustments Procedures (hereafter known as SA Procedures) document contains the approved criteria.

System Action Evaluation

The appropriate District Engineer or delegate prepares a report that evaluates the requested adjustments based on the criteria contained within the SA Procedures document and submits to the Chief Engineer.

The Chief Engineer or delegate reviews the adjustment analysis and presents the findings to the Board Subcommittee. The Board Subcommittee on State Highway System Adjustments analyzes the evaluation report, the Additions and Deletions Change Request form and the merits of the routes proposed for system adjustment to determine routes that are appropriate for further consideration. The Division of Engineering Services maintains a record of all requests, studies and results for any adjustment proposals for the State Highway System and complies with the procedures provided within the SA Procedures document.

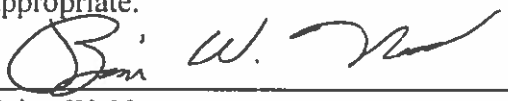
State Highway System Adjustment Process

Upon Board Subcommittee recommendation of a State Highway System addition, removal, or other adjustment, take the following actions:

1. The District Engineer or delegate contacts the appropriate local jurisdiction(s) to further investigate the proposed system action. If the local jurisdiction is interested, conducts negotiations to reach an agreement on the action. The District Engineer considers all feasible options, including monetary appropriations and maintenance assistance such as snowplowing, striping, and discussing the date of the system action to assure minimal revenue and budget impact.
2. The appropriate District Engineer conveys the results of the negotiation meeting to the Board Subcommittee, the Director, and the Chief Engineer.
3. A public hearing is required for proposed actions that abandon, relocate or replace an existing route on the State Highway System serving or traversing a city, or the area in which a city is located. The ITD Public Involvement Coordinator coordinates a public hearing with the involved parties, provides news releases and other assistance. A public hearing is conducted as is appropriate for the system action.
4. The appropriate District Engineer prepares the draft agreements and sends to the Division of Engineering Services and Legal for review. At the direction of the Board, the District Engineer presents a Highway System Agreement to the affected local highway jurisdiction for signature. The agreement addresses all issues from the public hearing testimony (if a hearing was required), include reference to the maintenance reimbursement option selected by the local highway jurisdiction (if applicable), and outline the process for conveyance of the right-of-way. All negotiations, terms and conditions will be concluded promptly and not exceed a 2-year timeframe, unless otherwise approved by the Board.
5. Once an acceptable agreement has been made, the Official Minute is presented to the Idaho Transportation Board for a system action determination.
6. If financial payment is agreed to, the Chief Engineer shall ensure that the paperwork is completed and payment made to the local highway jurisdiction.

Official Minute

The appropriate District Engineer or delegate prepares the Official Minute in concurrence with the Board Subcommittee for all system action determinations that are presented to the Idaho Transportation Board. The Official Minute provides the reason for action, describes the changes to the State Highway System, and establishes an effective date. The Official Minute is also the basis for title transfer of the real property to the proper owners. The Executive Assistant to the Board files the original Official Minute in the exhibit book and approval/disapproval is noted in the minutes of the Idaho Transportation Board meeting. The Division of Engineering Services sends copies of the approved Official Minute to the affected district, local highway jurisdiction, city officials (when involved), the Port of Entry section in headquarters, and others as appropriate.



Brian W. Ness
Director

Date 6/29/2015