LAP Community of Practice (LAPCop) Meeting Minutes

October 8, 2026

2:00 pm to 3:00 pm EST

Via Microsoft TEAMS

Welcome – Chandra Robinson

- Chandra will be taking over the coordination for the LAP CoP meetings moving forward.

New Topics:

- Project Planning Manual – Emily Rhodes

  Meeting Notes: Emily gave a great overview of the Project Planning Manual, including a presentation explaining how great a resource it is. The manual gives a consistent, statewide framework for developing planning studies, reducing duplication of effort, and preparing projects to move smoothly into PD&E. The presentation has been attached below. The project planning manual can be found here: Planning Manual

  If you have any questions, you can reach out to the FDOT's Planning Office and speak with Jennifer Carver, with the Office of Policy Planning, or Josh Jester with the Systems Implementation Office.

- SCOP-M Awards Announced

  Meeting Notes: FDOT has officially announced the Fiscal Year 2028 SCOP-M funding awards. The recipients were selected from more than 84 submitted applications Statewide, so we want to congratulate them all. Selected projects will be funded in the 2028 State Fiscal Year (SFY).

  The District's Local Programs staff will be reaching out to the awarded Agencies with more information. If you Agency was not selected in this cycle, we encourage you to continue engaging with your District office for other potential funding options.

District Local Programs contact information can be found here: Staff Directory

Ongoing Discussions:

- Debra Snyder's right of way (R/W) question is pending CO response:
  - Resurfacing in Leesburg (St Route 44), 1496 or 1497, 5ft pass paved R/W is for FDOT to maintain, everything else is on the local agency?

  Meeting Notes: Debra wanted to confirm her understanding that 5ft pass the paved R/W is for FDOT to maintain, and everything else is on the LA to maintain. After researching the project and Florida Administrative Code 14-96 (which Debra provided), CO agrees with Debra's understanding. FAC 14-96 states that in Rural Sections, department maintenance shall extend to five feet from the edge of the pavement or to the limits of the paved shoulders. The remainder of any paved or unpaved connection area on the R/W shall be maintained by the owner of the authorized agent.

  Based on our research, this rule is not exclusive for all connections. So, if you have another connection in mind, like urban sections or drainage, please refer to FAC 14-96 for that specific information.

- Organizations/Groups/Committees for agencies below the county level. Would like to know if these exist so I can reach out to them to become a LAPCoP member.

  Meeting Notes: We are still gathering information on Agency organizations, groups, and committees below the county level. If you know of any groups that might be interested in participating in LAP CoP, please share their contact information with us in Central Office so we can reach out to them about membership.

Questions from the Members:

- Ramon D. Gavarrete: Inquired if the questions submitted by Chad William's will be discussed at the FACERS meeting in December 2026.

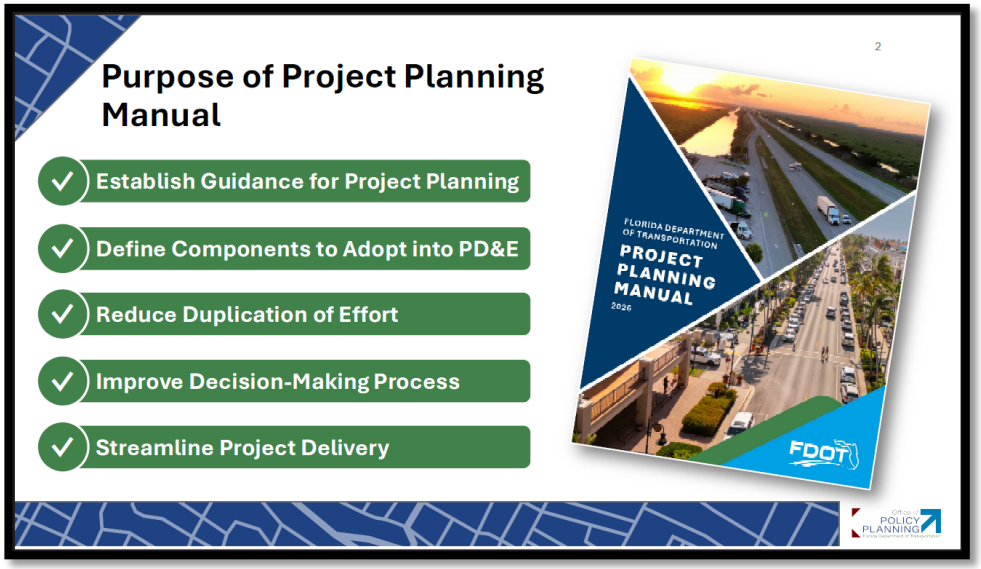
  Meeting Notes: Chad William's agenda items on Procurement & Professional Services Compliance, Environmental & R/W Issues, Construction & Materials Monitoring, Funding/Invoicing/System Training, and Multi-Modal Safety Initiatives and Design Standards will be addressed by Samantha Samford at the next FACERS meeting scheduled for December 2-3, 2026.

Next Meeting Date

- January 14, 2027: Discuss due to FACERS in being from December 2-3, 2026

  Meeting Notes: A poll was taken via Teams, and majority ruled that we will be having our LAP CoP meeting on January 14th, 2027.


FDOT Project Planning Manual
Emily Rhodes, Senior Statewide Planning Coordinator
FDOT Office of Policy Planning
LAP Community of Practice
October 8, 2026
Office of POLICY PLANNING
Florida Department of Transportation


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Purpose of Project Planning Manual
Establish Guidance for Project Planning
Define Components to Adopt into PD&E
Reduce Duplication of Effort
Improve Decision-Making Process
Streamline Project Delivery
FLORIDA DEPARTMENT OF TRANSPORTATION
PROJECT PLANNING MANUAL
2026
FDOT

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Components of the Manual

Chapter 1:	Introduction
Chapter 2:	Project Planning Process
Chapter 3:	Defining the Problem
Chapter 4:	Developing and Evaluating Potential Improvements
Chapter 5:	Project Planning Study Documentation



SW 212 Drainage Improvement – District 6



Leon County: Natural Bridge Road – District 3

Relevance for LAP Agencies

- Standardizes planning study process
- Helps ensure LAP federal-aid compliance
- Aligns early planning with PEL/NEPA
- Cuts rework entering PD&E
- Supports compliant, fundable planning products


Office of POLICY PLANNING
Florida Department of Transportation
Thank You!
Jennifer Z. Carver, AICP, Community Planning Administrator
FDOT Office of Policy Planning
Joshua Jester, PE, Systems Management Administrator
FDOT Systems Implementation Office
To view the Project Planning Manual, scan the QR code above or visit
https://www.fdot.gov/planning/policy/planning-manual