



Florida Department of Transportation

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ROADWAY DESIGN BULLETIN 24-02

FHWA Approved:

DATE: June 7, 2024

TO: District Directors of Transportation Operations, District Directors of Transportation Development, District Design Engineers, District Construction Engineers, District Pavement Design Engineers, District Consultant Project Management Engineers, District Structures Design Engineers, District Maintenance Engineers, District Roadway Design Engineers, District Traffic Operations Engineers, District Program Management Engineers, District Drainage Engineers, District Materials Engineers, District Safety Engineers, District Safety Administrators, Kyle Purvis, James Knight, Mark Brock, Chon Wong, Kellie Smith, Ken Jeffries, Bharathi Gundarao, John Easterling, Eric Gordin

FROM: Derwood Sheppard, P.E., State Roadway Design Engineer

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SUBJECT: **2024 FDOT Design Manual (FDM) Revised FDM 126 and FDM 103 Lane Repurposing and Associated Forms**

This bulletin updates the *2024 FDOT Design Manual (FDM)* criteria for Lane Repurposing Projects and the associated FDM Forms 126A, 126B, and 126C. The changes include the following:

1. Roadways on the Strategic Intermodal System (SIS) are not eligible for lane repurposing.
2. Lane repurposing projects on a state road must be identified in advance of RRR projects.
3. A traffic analysis per the Traffic Analysis Handbook, an analysis of traffic impacts due to diversion to parallel routes, and a Safety Analysis must be conducted as part of the lane repurposing analysis.
4. Temporary/pilot lane repurposing projects must follow same processes as permanent projects.
5. Projects that have been previously approved and are being withdrawn must complete a new form, FDM Form 126-D

REQUIREMENTS

1. Replace *FDM 126* with **Attachment A**
2. Delete *FDM 103* Forms 126A, 126B, and 126C and replace with revised forms in **Attachment B. Insert new form, FDM Form 126D.**

IMPLEMENTATION

The requirements of this bulletin are effective immediately.

CONTACTS

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DCS/ddc

ATTACHMENT A
Revised FDM 126

126 Lane Repurposing Projects

Modification for Non-Conventional Projects:

Delete **FDM 126**.

126.1 General

Lane repurposing projects (a.k.a., “road diets”, “lane elimination”, or “lane reduction”) are intended to reduce the number of travel lanes to achieve systemic improvements. Generally, the purpose of these projects is to reconfigure the existing cross section to enhance other uses and travel modes. Lane repurposing projects typically contribute to the economic development, livability, and vitality of a community. The recovered travelled way can be used to accommodate other uses such as separated bicycle lanes, buffered bicycle lanes, improving existing sidewalks, adding sidewalks, landscaping, on-street parking, bulb-outs, traffic calming, transit, and pedestrian refuge islands marked with crosswalks. Guidance on the development and review processes for repurposing lanes on the State Highway System (SHS) is provided in the Department’s [FDOT Lane Repurposing Guidebook](#). Strategic Intermodal System (SIS) roadways are not eligible for lane repurposing.

A local government entity (e.g., municipality, county) or the Department can submit a request for the repurposing of travel lanes on the SHS. A private entity may only submit a request through a local government entity. Proposed lane repurposing projects may be part of a larger community vision. With sufficient advanced planning and analysis, lane repurposing projects are often delivered in conjunction with Resurfacing, Restoration and Rehabilitation (RRR) projects. Identify and analyze lane repurposing projects in advance of RRR projects through a planning exercise such as a district area wide multimodal mobility plan, community vision plan, or downtown redevelopment plan. Obtain approval for the lane repurposing project from the Chief Engineer prior to incorporating into a RRR project.

If the project has a PD&E phase, the requirements of this chapter are followed during the PD&E study prior to the selection of a preferred alternative. See **Part 1, Chapter 2** of the [PD&E Manual](#) for additional information.

126.2 Requirements

Lane repurposing projects must:

- Comply with AASHTO and Department design criteria,
- Include a safety analysis,
- Include network-wide traffic analysis with diversion (see [FDOT Traffic Analysis Handbook](#)),
- Be consistent with 334.61 F.S. Traffic Lane Repurposing.

A Design Exception or Design Variation is required when an existing or proposed design element does not comply with the governing criteria. See **FDM 122** for information on Design Exceptions and Design Variations. Lane repurposing projects in the vicinity of interchanges require additional analysis and coordination with FHWA, per the [FDOT Interchange Access Request User's Guide](#).

Lane repurposing projects should be consistent with the relevant Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and Transit Development Plan (TDP).

The analysis of a lane repurposing project must also consider the following:

- Utilities
- Access management
- Businesses
- Traffic operations
- Safety
- Pedestrian and bicyclist activities
- Transit and freight routes
- Environmental impacts
- Evacuation routes
- Emergency responders
- Functional classification
- Context classification
- Landscaping (shade or architectural)
- Speed (target, design and posted)
- Impacts due to traffic diversion to parallel routes

Four-lane undivided roadways with AADT \leq 20,000 are typically good candidates for a lane repurposing (e.g., converting to a two-lane, two-way road with a center-left-turn-

lane). However, projects are evaluated for lane repurposing feasibility on a case-by-case basis.

If exclusive bus lanes/business access & transit (BAT) lanes are proposed in the lane repurposing project, coordinate with Office of Modal Development/Public Transit and local transit agency.

Conduct public involvement activities in accordance with the *Public Involvement Handbook*.

126.2.1 Federal-Aid Projects

Follow the National Environmental Policy Act (NEPA) for lane repurposing projects that use federal funding.

126.2.2 Roadway Functional Reclassification

A lane repurposing project can potentially change the functional classification of a roadway, which could affect planning, funding eligibility, traffic analyses, project prioritization, and state and federal reporting requirements.

A request for a change in functional classification requires review and approval by the Department and FHWA. Approval is typically requested during the preliminary review process. More information is provided in the Department's [Urban Boundary and Functional Classification Handbook](#).

A proposed change in functional classification of a roadway on the National Highway System (NHS) requires coordination between the Department, local officials, and FHWA.

126.3 Application Process

The application process consists of three main steps: coordination between Applicant and the District, a preliminary review and approval by District, and the final review and approval by Central Office (CO). **FDM 103** includes the **Forms 126-A, B, and C** that are utilized during this process. **Form 126-A** is used as guidance for project meetings, reports and methodology, **Form 126-B** establishes the initial notification to CO Systems Implementation Office (SIO) and **Form 126-C** confirms the final review and approval from CO. Temporary/demonstration/pilot lane repurposing projects must follow the same process as permanent projects.

126.3.1 Project Initiation

- (1) The applicant submits the lane repurposing request to the District Lane Repurposing Coordinator.
- (2) The applicant submits required information in the Initial Meeting and Methodology Checklist (**Form 126-A**) to the district prior to the initial meeting.
- (3) The District Lane Repurposing Coordinator schedules the initial meeting to discuss the proposed lane repurposing project with the District Review Team, which includes the following district offices:
 - (a) Planning
 - (b) Environmental Management
 - (c) Modal Development
 - (d) Design
 - (e) Safety
 - (f) Traffic Operations

The Central Office Lane Repurposing Coordinator should also be included.

- (4) The applicant attends this initial meeting to discuss the process and requirements of the lane repurposing request.
- (5) The District Lane Repurposing Coordinator submits the initial notification to Central Office Systems Implementation Office (SIO). This will include:
 - (a) Initial Meeting and Methodology Checklist (**Form 126-A**)
 - (b) Meeting Minutes
 - (c) Initial Notice to Central Office (**Form 126-B**), with concurrence from the District Planning and Environmental Administrator, District Design Engineer and District Traffic Operations Engineer.

126.3.2 District Preliminary Review

The District Preliminary Review is as follows:

- (1) The applicant will submit a draft concept report containing a proposed typical section to the District Lane Repurposing Coordinator for review.
- (2) The District Lane Repurposing Coordinator will coordinate the review of the project and concept report with the District Review Team.

After District reviewer's acceptance, a Final Concept Report must be signed at the District level and submitted along with **Form 126-C** to CO for review. The District Lane Repurposing Coordinator will work closely with CO staff during this review phase.

126.3.3 Central Office Final Review and Approval

The Final Review and Approval process is as follows:

- (1) The District Lane Repurposing Coordinator submits the Final Review and Approval Notice to Central Office Systems Implementation Office (**Form 126-C**), signed by the District Planning and Environmental Administrator, the District Design Engineer, and the District Traffic Operations Engineer, along with the Final Concept Report.
- (2) The Systems Implementation Office coordinates the review of the lane repurposing request with the different offices in Central Office (e.g., Design, Traffic Engineering and Operations) and obtains concurrence from the Chief Planner.
- (3) The Systems Implementation Office submits the lane repurposing request for obtaining the final approval or denial to the Chief Engineer. The Chief Engineer has the final authority to approve, deny or object (with comments) to the lane repurposing request.
- (4) The Systems Implementation Office submits notification to the District Lane Repurposing Coordinator of the Chief Engineer's decision.
 - (a) Approved: application process is complete.
 - (b) Denied: includes an explanation for the denial.
 - (c) Objection with comments: the applicant may resubmit the lane repurposing proposal to the District, once the comments have been addressed. The resubmittal must include an updated concept report and signed **Form 126-C**.
- (5) Use **Form 126-D** to withdraw projects that have been previously approved.

ATTACHMENT B

**Revised FDM 103 Forms 126A, 126B, 126C, and
new Form 126D**

Initial Meeting And Methodology Checklist

The Applicant should prepare the following list of items to discuss at the initial meeting. The District Review Team may require the Applicant to address these items in the Concept Report.

Project Information

- Project Location, Limits, and Length
- Project Purpose
- Conceptual plan (including transitions to and from the lane repurposing section)
- Existing and long-range future AADT
- Environmental and utilities impacts
- Consistency of the proposed project with the applicable Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Transit Development Plan (TDP), comprehensive plan, master plans, visions, and Complete Streets initiatives
- Status of the roadway as an Evacuation Route, and freight route
- Status of the roadway as a major transit corridor per the LRTP or TDP
- Proposed use(s) for the right-of-way after lanes are eliminated (e.g., widened sidewalks, bicycle lanes, landscaping, on-street parking, transit lanes)
- Impact on bicycle/pedestrian infrastructure and connectivity
- Impact on parking
- Impact on transit routes, stop locations (including appropriateness of turn radii and lane widths), include total number of stops and routes in the area.
- Existing right-of-way width and any proposed changes to the right-of-way width
- Anticipated changes in jurisdictional responsibility for ownership or maintenance of the roadway
- Existing and anticipated changes in functional classification
- Existing and anticipated changes to access management classification
- Jurisdiction(s) in which the Project is Located
- Proposed Change in Lane Configuration
- Project Schedule
- Existing and anticipated context classification
- Public Involvement, agency outreach and endorsement
- Existing design and posted speeds
- Existing and future typical section
- Target speed with anticipated changes in posted speed limits and design speeds
- Need for design variations or design exceptions
- Plan for obtaining input and review from businesses, residents, and other stakeholders
- Plan for receiving endorsement from elected officials
- Funding source and cost estimates
- Size of impact area-parallel and cross streets
- Potential implementation strategy and partner commitments
- Impact on School crossing locations and midblock crossing
- Need to add, remove, or modify traffic signals
- Existing or proposed roundabouts
- Near and long-range multimodal level of service (LOS,) network traffic analysis, and queuing analysis for intersections and segments in the impact area under build and no-build scenario
- If the project is transit related, transit analysis including increased ridership
- Quantitative Safety Analysis
- Mitigation to address the significant adverse impact on state roads and regional transportation system
- Crash data summary and analysis for the segments and intersections within the project limits
- Case-specific special considerations to be determined (e.g., railroad crossing improvements)

Lane Repurposing Initial Notice To Central Office

To: _____ From: _____ Date: _____
Systems Management Administrator *District Lane Repurposing Coordinator*

The intent of this notice is to inform Central Office that District _____ has received a request for lane repurposing on the State Highway System.

PROJECT INFORMATION

State Road and Project Location: _____
Roadway ID: _____ Project Limits (MP): from _____ to _____
Roadway ID: _____ Project Limits (MP): from _____ to _____
Context Classification: _____ Access Management Classification: _____
Applicant: _____
Project Description: _____

Proposed Change in Cross Section: From _____ lanes to _____ lanes

NHS

ACTIONS AND OUTCOMES TO DATE

District staff participated in a meeting with _____ on _____ to formally commence the lane repurposing review process. At that meeting, District staff provided an overview of the lane repurposing review process and the Applicant shared initial information about the lane repurposing project. The District determined the specific review process and analysis methodology for the lane repurposing request, including a network-level traffic analysis per the FDOT Traffic Analysis Handbook.

NEXT STEPS

The Applicant will submit a Draft Concept Report (containing a proposed typical section) as the lane repurposing review process proceeds. If the District reviewers find the Draft Concept Report acceptable, the Applicant submits a formal Application Package (including the Final Concept Report) to the District. If the Application Package is complete and acceptable, the lane repurposing request will be approved at the District level. The Final Application Package along with signed Form-C will be sent to Central Office for final approval.

Concurrences:

District Planning and Environmental Administrator

Date: _____

District Design Engineer

Date: _____

District Traffic Operations Engineer

Date: _____

Lane Repurposing Final Review And Approval Notice To Central Office

The intent of this notice is to inform Central Office that District _____ has completed the review for the following lane repurposing project on the State Highway System.

PROJECT INFORMATION

State Road and Project Location: _____

Roadway ID: _____ Project Limits (MP): From _____ to _____

Roadway ID: _____ Project Limits (MP): From _____ to _____

Context Classification: _____ Access Management Classification: _____

Existing Posted Speed: _____ Proposed Posted Speed: _____

Design Speed: _____ Target Speed: _____

Transit facilities (stops and routes): Yes No

Applicant: _____

Project Description: _____

Proposed Change in Cross Section: From _____ lanes to _____ lanes

NHS

Attachments: Concept Report Plan views Typical sections Traffic Analyses

District Concurrences:

District Planning and Environmental Administrator

Date: _____

District Design Engineer

Date: _____

District Traffic Operations Engineer

Date: _____

Central Office Concurrence:

Chief Planner

Date: _____

Final Approval:

Chief Engineer

Date: _____

Lane Repurposing Withdrawal Notice To Central Office

The intent of this notice is to inform Central Office that District _____ has withdrawn the following lane repurposing project on the State Highway System.

PROJECT INFORMATION

State Road and Project Location: _____

Roadway ID: _____ Project Limits (MP): From _____ to _____

Roadway ID: _____ Project Limits (MP): From _____ to _____

Context Classification: _____ Access Management Classification: _____

Existing Posted Speed: _____ Proposed Posted Speed: _____

Design Speed: _____ Target Speed: _____

Transit facilities (stops and routes): Yes No

Applicant: _____

Reason for Withdrawal of Project: _____

Proposed Change in Cross Section: From _____ lanes to _____ lanes

NHS

Attachments: Concept Report Plan views Typical sections

District Concurrences:

District Planning and Environmental Administrator

Date: _____

District Design Engineer

Date: _____

District Traffic Operations Engineer

Date: _____

Central Office Concurrence:

Chief Planner

Date: _____

Final Approval:

Chief Engineer

Date: _____