

# *Protocol*

Updates to Functional Classification System  
Recommended by RTAC February 25, 2009

## *Purpose:*

To provide guidance on updating the functional classification systems managed by COMPASS staff. Member agencies need the ability to update the functional classification of roadways within their jurisdictions on an annual basis.

## *Overview:*

COMPASS staff works with member agencies to determine the functional classification of roadways. There are three categories of functional classification:

- Regional Long-Range Transportation Plan – Official
  - Includes only arterials and interstate systems
  - 20+ year horizon
  - Major update on a four-year cycle with the Plan update
- Regional Long-Range Transportation Plan – Planning
  - Includes collectors, arterials, and interstate
  - 20+ year horizon
  - Major update on a four-year cycle with the Plan update
- Federal
  - Includes collectors, arterials, and interstate
  - 10-year horizon
  - Road must be classified in order to obtain federal aid funding
  - Major update on a five-year cycle

Agency staff may use many different criteria to determine the functional classification of a roadway. Overall, the classification should explain *how* the road is expected to function within either the 10-year or 20-year time frame. Some documents used to help determine functional classification include:

- Highway Functional Classification – Concepts, Criteria and Procedures, published by the Federal Highway Administration in 1989
- Rural Functional Classification
- Transportation Land Use Implementation Plan (TLIP), ACHD, (date)

All of these are or will be posted on the COMPASS website.  
(<http://www.compassidaho.org/prodserv/func-guidebook.htm>)

## *Protocol:*

Changes to the functional classification system, especially the collector system may be provided to COMPASS staff throughout the year. The draft update will be presented to the Regional Technical Advisory Committee (RTAC) in September of each year. RTAC will recommend approval in October of each year. The COMPASS Board will be requested to approve the changes in November of each year.

Timeline:

- September 1 – all changes are due to COMPASS staff
- End of September – COMPASS staff presents changes to RTAC
- October 1 – public involvement for changes to the functional classifications system
- End of October – RTAC recommends approval to the COMPASS Board
- Mid-November – COMPASS Board approves changes to functional classification system

Other changes may be considered by RTAC on a case-by-case basis.

Format:

- When a member agency desires a change to the functional classification map, the member agency will submit written communication (letter or email) outlining the changes.
  - COMPASS staff will accept requests throughout the year and will compile the changes for review by RTAC members at the September committee meeting.
  - In May 2009, COMPASS staff developed an email reporting system for changes.
- COMPASS staff will also review the maps and suggest changes on roadways that seem inconsistent.
  - COMPASS staff will provide suggested changes to member agencies via a telephone call or email.
  - COMPASS staff is available to discuss the functional classification system upon request.