

Idaho Transportation Department State Highway System Adjustment Procedures



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.



**Idaho Transportation Department
Division of Engineering Services
PO Box 7129
Boise, Idaho 83707-1129**

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Introduction

The Idaho Transportation Department (ITD) is responsible for establishing a State Highway System (SHS) that serves statewide economic interests, movement of products and materials, and mobility. When presented with an adjustment (addition, removal or other system action) to the SHS, the Board Subcommittee on State Highway System Adjustments, hereafter known as Board Subcommittee, shall rely upon ITD staff for analysis, and then recommend their decision for action to the Idaho Transportation Board (Board).

ITD recognizes Idaho's SHS is a roadway network intended to connect the states, as well as, provide safe, efficient and reliable transportation. Sometimes the network requires modification to accommodate economic development, reflect population growth/reduction, and adjust for increased/decreased facility usage, etcetera. Modifications to the System – either adding to or deleting from – are addressed in a systematic approach that is fair and balanced for both ITD and local jurisdictions.

Statutory Guidelines

[Idaho Code §40-310\(1\)\(a\)](#) states, *“In determining which highways or section of highways shall be a part of the state highway system, the board shall consider the relative importance of each highway to cities, existing business, industry and enterprises and to the development of cities, natural resources, industry and agriculture and be guided by statistics on existing and projected traffic volumes. The board shall also consider the safety and convenience of highway users, the common welfare of the people of the state, and of the cities within the state and the financial capacity of the state of Idaho to acquire rights-of-way and to construct, reconstruct and maintain state highways...No highway serving or traversing any city shall be abandoned, relocated or replaced by a new highway serving the area in which a city is located without the board first holding a public hearing in that city. The abandonment shall proceed as set forth in section [§40-203, Idaho Code...](#)”*

The statutory guidelines direct four general areas of concern:

- The development of government, industry, commerce and agriculture;
- Safety and convenience of the traveling public;
- Public interest statewide through the public hearing process outlines in Idaho Code §40-203; and
- The state's financial capacity to operate the physical highway facility, including long-term maintenance.

Consideration of each area is included in the System Action Evaluation Criteria listed in the following section.

Furthermore, through the adoption of the [ITD Administrative Policy 5061](#), all adjustment procedures and evaluation criteria provided within this document shall be relied upon for all analysis in determining the highway's operating and network characteristics.

System Action Evaluation Criteria

This section defines the criteria in which an ITD-District Engineer (DE) or delegate shall rely upon to analyze and generate a report that evaluates requested system adjustments.

Several of the evaluation criteria have tables referencing Corridor Tiers; characteristics of these tiers are described below and were adopted for usage in the [IDAPA Access Management policy](#). Delineation of the SHS Corridor Tiers is found in the [Access Management Map](#) on IPLAN.

CORRIDOR TIER TABLE	
TIER	DESCRIPTION
INTERSTATE	Interstate corridors provide the highest level of mobility and speeds over long uninterrupted distances and connect major centers of statewide and national economic importance. Roads in this classification usually include interstates or roads of significant economic benefit to the State.
OTHER FREEWAYS AND EXPRESSWAYS	Other Freeways and Expressways corridors provide the highest level of mobility and speeds over long uninterrupted distances and connect major centers of statewide and national economic importance. Roads in this classification are designated by the Board and are usually roads of significant economic benefit to the State.
STATEWIDE	Statewide corridors provide a high-level of mobility and speeds over long distances. This typology connects metropolitan planning areas and other centers of State economic importance. Roads in this classification usually area limited-access roadways that serve travel in a several way.
REGIONAL	Regional corridors accommodate trips of moderate length with a lower level of travel mobility and moderate access to communities. These routes provide mobility for people and freight through and between communities and major activity centers of the region and are used for longer urban trips. Regional roads carry a high proportion of the total area traffic on less mileage than District routes and connect areas of regional economic importance.

The System Action Evaluation Criteria Table was developed to assist jurisdictions requesting an adjustment of a route on the SHS. During the review process, consideration shall be made based on the traffic volume, productivity, connectivity, population, speed limits, safety and functionality. The following Table and Subsections A through F have been provided in order to guide you through your review.

SYSTEM ACTION EVALUATION CRITERIA TABLE	
CRITERIA	CONSIDERATION
EMPLOYMENT	Does the roadway support one or more major regional or state employers?
ECONOMY	Does the roadway support existing or proposed commercial, industrial, recreational, or agricultural activities and can these activities demonstrate that they significantly contribute to Idaho's Gross State Product?
STATEWIDE CONNECTIVITY	Does the roadway provide the only connection between population centers? If not, does the roadway provide the shortest connection between the population centers?
MOBILITY	Does the roadway have a prevailing speed of 55 miles per hour (MPH) outside of towns or cities?
SAFETY	Does the roadway have existing geometrics to safely handle the traffic volume and a right-of-way that is available for public use and is wide enough to meet minimum safety standards?
FORECASTED FUNCTIONALITY	Has the roadway been analyzed within a Corridor, Long-Range or Comprehensive Land Use Plan and demonstrates enhanced functionality or increased capacity?

- A. *Employment.*** A region's employment base is closely tied to the quality of the transportation system. Good, dependable transportation infrastructure provides opportunities to increase the size of accessible labor markets for businesses; in addition to enabling businesses to receive inputs to production facilities and to transport finished goods to market in an efficient manner.

Consideration is given to major employers and business size. Analysis includes information regarding average daily traffic (ADT) volumes.

CORRIDOR TIER	ADT THRESHOLDS
Interstate	5000 and over
Freeway/Expressway and Statewide	3000 to 5000
Regional	1000 to 3000

- B. *Economy.*** If the route supports existing or proposed commercial, industrial, recreational, or agricultural activities, the route may be in the State's interest to be included in the SHS. An efficient transportation system allows companies to lower transportation costs, which lowers production costs and enhances productivity and profits.

Consideration is given to the route's commercial, industrial, recreational, or agricultural significance; including how said related activities contribute to Idaho's Gross State Product. Routes identified as existing or proposed within the Idaho Freight Network are given high priority. Analysis includes information regarding commercial average daily traffic (CADT) volumes.

CORRIDOR TIER	CADT THRESHOLDS
Interstate	2000 and over
Freeway/Expressway and Statewide	500 to 2000
Regional	200 to 500

- C. *Statewide Connectivity.*** High priority is given to highways supporting through-traffic between cities and others providing access to population centers isolated by geographic conditions. If route in question is in parallel to another route, does it provide the shortest connection between population centers? In some cases, two parallel state highways may be desirable or even indispensable. However, closely spaced, parallel, rural highways serving the same trip generators should typically be avoided.

Consideration is given to size of population centers being connected by the route.

CITY POPULATION	SUGGESTED PRIORITY RATING
100 to 1,000	Low
1,000 to 5,000	Medium
5,000 to 25,000	High
Over 25,000	Very High

Consideration is given to determining the percentage of through-traffic to local traffic on a route. Through-traffic percentage is calculated by dividing the lowest ADT by the highest ADT.

THROUGH-TRAFFIC RATIO (%)	SUGGESTED PRIORITY RATING
0 - 12	Low
12-24	Medium
24-36	High
36-48	Very High

Proximity of closely spaced parallel roadways serving the same trip generators is considered. There are instances in which significant geographical barriers present valid reasons for closely spaced parallel routes. Average distance to parallel State routes is calculated by measuring the distance at the beginning plus the distance at the end and dividing by two.

AVE. DISTANCE TO PARALLEL STATE ROUTES (MILES)	SUGGESTED PRIORITY RATING
20 +	Very High
15-20	High
10-15	Medium
0-10	Low

- D. Mobility.** Mobility is the ability to move in one's environment with ease and without restriction to protect and facilitate regional- and interstate-travel. The challenge lies in balancing local development needs; which provide jobs and boost business in a local area, while providing infrastructure needed to support the development and the economy of the state as a whole.

Consideration is given to whether the roadway has a prevailing speed of 55 miles per hour (mph) outside of towns or cities.

CORRIDOR TIER	SPEED LIMIT (MPH)
Interstate	65 and over
Freeway/Expressway and Statewide	55 to 64
Regional	36 to 54

- E. Safety.** The objective of a SHS is to provide safe, efficient and economical travel. Elements of a roadway's geometrics must be considered to ensure that highway facilities can safely accommodate current and projected traffic volumes.

Consideration is given to whether the roadway's existing geometrics can safely handle current traffic volumes. Determination as to if there is right-of-way available for public use and is it wide enough to meet minimum safety standards. Consideration is also given to current crash statistics, forecasted traffic volumes, and the potential investment required improving corridor safety if needed.

F. Forecasted Functionality. Recognizing anticipated future usage of a roadway and its surrounding area offers the opportunity to design a strategy that makes the best possible use of available resources. Comprehensive Land Use, Corridor and/or Long-Range Transportation plans are means for local jurisdictions to identify policies to guide future development within the associated or impacted areas. Such plans are their primary tools available to ensure future decision-making that reflects and implements a community's vision.

Consideration is given to any Corridor, Long-Range Transportation, Comprehensive Land Use plans or any such related plans specifically documenting future development or functionality of a specific or proposed route.

Urban Loops and Spurs.

Urban business routes supplement the basic state network and are extensions of that network into urban areas. These connecting facilities provide continuity of the statewide network and serve the cities as required by statute. Evaluation of urban loops and spurs will be based upon the employment, economy, safety and forecasted functionality.

Procedures

[Board Policy 4061](#) states, *"all requests for adjustment (addition, removal, or other system action) to the SHS are referred to the Board Subcommittee for consideration before ITD staff undertakes any actions or studies."* The Board Subcommittee is comprised of members as specified in such policy referenced above and shall comply with stated evaluation criteria and action provided in [Administrative Policy 5061](#).

The ITD-Division of Engineering Services (DES), specifically the Planning Services section, maintains record of all requests, studies and results for any adjustment proposals for the SHS.

1. Request for Adjustment to the State Highway System. All requests must be accompanied with the following information for consideration:

- SHS Adjustment Change Request Form (see Appendix A);
- A vicinity map showing the roadway being considered for adjustment;
- A Letter of Intent outlining the reason for request; and
- Supplemental documentation describing, in detail, the responses to the evaluation criteria.

a. Local Request:

If the request is initiated from local jurisdictions, they shall direct all requests to adjust route from the SHS by way of the SHS Adjustment Request Form (Request Form) to the appropriate DE in which the roadway is located. The DE shall work with ITD staff to review the proposed adjustment and application for completion.

The DE or delegate will contact the local jurisdiction to set up a Criteria Review. During the said meeting, the DE and the local jurisdiction will discuss the system action evaluation criteria at

length. This is the time the local jurisdiction to better explain why the adjustment is being sought. If public meetings are necessary, the DE shall coordinate with all involved parties.

Once all discussions have concluded, the DE will request from the Chief Engineer to contact the Executive Assistant to the Board to set up a meeting to present the proposed adjustment(s) and outcome of discussions to the Board Subcommittee for their preliminary review.

b. *ITD District Request:*

Should the request come from the District, the appropriate DE or delegate may contact ITD-DES Planning Services to assist in gathering data to complete the Request Form.

The DE or delegate contacts the local jurisdiction in which the roadway resides in to discuss the proposal and to set up a Criteria Review Meeting. During the said meeting, the DE and the local jurisdiction will discuss the System Action Evaluation Criteria at length. It is at this time the local jurisdiction may review the proposed change request to better understand why the adjustment is being sought. If public meetings are necessary, the DE shall coordinate with all involved parties.

Once the Criteria Review Meeting has been held, the DE will request from the Chief Engineer to contact the Executive Assistant to the Board to set up a meeting to present the proposed adjustment(s) and outcome of discussions to the Board Subcommittee for their preliminary review.

c. *Idaho Transportation Board Request:*

Although it is rare, the Board may direct the Board Subcommittee to consider an adjustment of a roadway on the SHS. If this is requested, the Board Subcommittee shall direct ITD-DES Planning Services to work with the District staff and local jurisdiction(s) to adjust a route within the area(s) the roadway resides. ITD-DES Planning Services will complete the Request Form on behalf of the Board.

ITD-DES Planning Services will set up a Criteria Review Meeting with the appropriate DE and local jurisdiction(s) to discuss the proposed adjustment request. This is the time for the DE and the local jurisdiction(s) to review data and information to better understand way the adjustment is being sought. If public meetings are necessary, Planning Services shall coordinate with all involved parties.

As soon as the Criteria Review Meeting has been held, Planning Services will request from the Chief Engineer to contact the Executive Assistant to the Board to set up a meeting to present the proposed adjustment(s) and outcome of discussions to the Board Subcommittee for their preliminary review.

2. Board Subcommittee Process:

a. *Preliminary Review:*

During the Board Subcommittee meeting, the Chief Engineer or delegate is given the opportunity to present the request, along with any associated reports created by way of the Criteria Review Meeting and any additional material submitted with the Request Form.

The Board Subcommittee is given an opportunity to ask questions and to consider the request.

Upon Board Subcommittee concurrence to move forward with the proposed adjustment(s), the DE or delegate conducts an analysis of the highway's operating and network characteristics, through the System Action Evaluation Criteria process within this document.

Under [Idaho Code §40-310](#), a public hearing is required for proposed actions that abandon, relocate or replace an existing route on the SHS serving or traversing a city, or the area in which a city is located. The ITD Public Involvement Coordinator coordinates with all involved parties providing news releases and any additional assistance needed and required under [§40-203, Idaho Code](#).

At the hearing, the local jurisdiction(s) shall declare their intention to accept, abandon or vacate any highway or public rights-of-way through a resolution (Appendix B: Resolution Example). The decision whether or not to accept, abandon or vacate the highway or public rights-of-way shall be written and shall be supported by findings of fact, conclusions of law. The local officials shall cause any order or resolution to be recorded in the county records and the official map of the highway system to be amended as affected by the abandonment and vacation upon the approval of the ITD Official Minute.

It is at this time, an agreement between parties is initiated; typically, a Road Closure & Maintenance Agreement for routes being REMOVED from the SHS, and a Cooperative Agreement when being ADDED. The DE or delegate must also consider all feasible options, including monetary appropriations and maintenance assistance such as snowplowing, striping, and discussing the date of the adjustment to assure minimal revenue and budget impact. It is within these agreements where all issues from the public hearing testimony (if a hearing is required) are addressed; including reference to the maintenance reimbursement options and the outline the process for conveyance of the right-of-way.

The appropriate agreement is obtained by email request to ITD-DES Contracting Services Section Grants/Contract Program Specialist, Holly McClure at Holly.McClure@itd.idaho.gov. Along with the draft agreement(s), the DE will provide a colored exhibit showing details of the road section being adjusted. The exhibit must be clear and include mileposts for the subject road. Color designations are as follows:

- Roads being removed from the system should be shown in RED
- Roads being added to the system should be shown in either GREEN or BLUE

Once analysis and draft agreements are complete, the Chief Engineer or delegate, requests from the Executive Assistant to the Board, to set up another meeting before the Board Subcommittee for their recommendation review.

b. Recommendation Review:

It is at this time, the Board Subcommittee members may ask for more information, or additional data and analysis to help make their recommendation; as well as, request any changes to draft agreement(s).

However, if no further information is requested, the Board Subcommittee will then develop their recommendation to the Board; as well as, direct the DE or delegate to submit draft

agreement(s) to the Grants/Contract Program Specialist to carry out the necessary steps to produce the final draft agreement(s) being placed before the Board.

3. Board Process:

At the next regularly scheduled Board meeting, the DE shall present the request, with a simplified report and associated agreements, and allow the Board Subcommittee members to state their recommendation. The Board can either accept or reject the presented request.

If the Board accepts the adjustment, a final draft of the agreement(s) will then be submitted to the ITD-DES Planning Services for additional review and comment. Based on those comments, additional revisions may be necessary. The final agreement is submitted to ITD's Legal Section for review and final approval. *(Note: Should there be multiple local jurisdictions, multiple signed agreements may be necessary.)*

One original document is prepared by the Grants/Contracts Program Specialist and sent to the DE, who is then responsible for obtaining signatures from the local jurisdiction(s) accepting the relinquishment or additional section of state highway. After the DE has signed, the agreement is returned.

The final approval signature is then obtained from the Chief Engineer and an agreement number is assigned by the Grants/Contract Program Specialist; with a copy distributed to Planning Services section. The original document is returned to the DE, with instructions to keep a copy for their files and send original to the local jurisdiction(s).

Upon the completion of the Local's Resolution and Agreement(s), the DE shall prepare the Official Minute and ITD Resolution for all adjustment determinations with the assistance of ITD-DES Planning Services, and coordinated through the Legal Section for review.

The Official Minute shall provide: (Appendix C: Official Minute Example)

- The reason for action;
- Funding Source;
- Describe the changes to the SHS; and
- Establish an effective date.

With Legal Section's approval, the Official Minute, with notary page signed by District Engineer, along with a Resolution, will be placed before the Board for final signature. The Executive Assistant to the Board files the originals in the exhibit book and approval/disapproval is noted in the minutes of the Board meeting. The ITD-DES Planning Services transmits a certified letter to the affected district, local jurisdiction, city officials (when involved), the Port of Entry section in headquarters, and any affected transportation agency acknowledging Board approval with a copy of the Official Minute and appropriate accompanied documents. The ITD-DES Planning Services section will also make appropriate changes to the official State Highway System Map.

Additionally, the Official Minute is also the basis for title transfer of the real property to the proper owners. If financial payment is agreed to, the Chief Engineer or delegate shall ensure that the paperwork is completed and payment is made to the appropriate party.

Appendix A:

Idaho State Highway System Adjustment Request Form



IDAHO STATE HIGHWAY SYSTEM ADJUSTMENT REQUEST FORM

PLEASE INDICATE: ☐ Local Agency Request ☐ ITD District Request ☐ Subcommittee/Board Request

This form has been developed for use in all requests for modification to Idaho's State Highway System. One form must be completed and submitted for each change.

AGENCY CONTACT INFORMATION	
Agency Name:	Application Date:
Contact Person and E-mail Address:	Telephone Number:
Agency Address:	
Is this State Highway System modification request/change completely within or partially within one Jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No – If no, indicate the primary jurisdiction that you will be working with to submit your request.	
District:	
Highway District:	
County:	
City:	

ROUTE DESCRIPTION	
Local Name of Route:	Route ID:
Route Description:	
Termini of Route (Milepost (MP) – if available) From MP: To MP:	Length (miles):
Existing Federal Functional Classification, if applicable (choose only one): <input type="checkbox"/> Interstate <input type="checkbox"/> Other Freeway and Other Expressway <input type="checkbox"/> Other Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Road	



IDAHO STATE HIGHWAY SYSTEM ADJUSTMENT REQUEST FORM

RATING CRITERIA			
<p>Please respond to each question with a yes or no response. If available, attached supporting documentation to validate the responses.</p> <p>Upon concurrence to further pursue the request by the Board Subcommittee for System Additions and Deletions, the ITD-DES Planning Services Section will generate a formal report to assist in the evaluation of below criteria.</p>			
CRITERIA	CONSIDERATION	Yes	No
Employment	<p>Does the roadway support one or more major regional or state employers?</p> <p><i>*Input on major employers and business size shall be evaluated along with information about the type and volume of traffic using the route.</i></p>		
Economy	<p>Does the roadway support existing or proposed commercial, industrial, recreational, or agricultural activities and can these activities demonstrate that they significantly contribute to Idaho's Gross State Product.</p> <p><i>*Input on the commercial, industrial, recreational, or agricultural significance shall be evaluated along with information about the type and volume of traffic using the route.</i></p>		
Statewide Connectivity	<p>Does the roadway provide the only connection between population centers? If no, does the roadway provide the shortest connection between the population centers?</p> <p><i>*Consideration on existing and/or forecasted incorporated town or city population shall be evaluated along with proximity of closely spaced parallel roadways serving the same trip generators.</i></p>		
Mobility	<p>Does the roadway have a prevailing speed of 55 miles per hour (MPH) outside of towns or cities?</p> <p><i>*If no, input on the investment required to bring the road up to a speed of 55 mph shall be evaluated.</i></p>		
Safety	<p>Does the roadway have existing geometrics to safely handle the traffic volume and a right-of-way that is available for public use and is wide enough to meet minimum safety standards?</p> <p><i>*Input on the roadway geometry and crash statistics shall be evaluated along with existing and/or forecasted traffic volumes.</i></p>		

IDAHO CHANGE REQUEST SUBMITTAL CHECKLIST *(include with this request form)*:

- ☐ Change Request Form
- ☐ Vicinity Map showing the roadway being considered for addition or deletion
- ☐ A Letter of Intent outlining why the road should be added to or deleted from the state highway system
- ☐ Supplemental documentation validating rating criteria and all draft agreements, terms, negotiations or conditions between ITD and Local jurisdiction(s)

Submit all of the above to the Idaho Transportation Department District in your area. If you have questions or need additional information, please email Maranda.Obray@itd.idaho.gov.

Idaho State Highway System Adjustment Request Form
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Appendix B:
Resolution Example

No: 15-17
Date: February 11, 2015

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AGREEMENTS BETWEEN IDAHO TRANSPORTATION DEPARTMENT AND CITY OF SANDPOINT FOR CONVERSION OF FIFTH AVENUE TO TWO-WAY OPERATION BETWEEN CEDAR STREET AND PINE STREET AND THE STATE'S RELINQUISHMENT AND TRANSFER OF OWNERSHIP OF FIRST AVENUE, CEDAR STREET, PINE STREET, AND SUPERIOR STREET TO THE CITY

WHEREAS: The State of Idaho is programming and funding the design and construction of a revised US-2 reconfiguration between Pine Street and Cedar Street in Sandpoint, including the conversion of Fifth Avenue to a two-way roadway;

WHEREAS: With the reconfiguration of Fifth Avenue, the portions of Cedar Street, First Avenue, Pine Street and Superior Street currently in the state highway system will no longer be needed by the State and will become surplus real property that the State will transfer to the City, pursuant to Idaho Code § 58-335A;

WHEREAS: The parties mutually agree that it is in the public interest for the State of Idaho to realign US-2 and to relinquish jurisdiction and transfer ownership of the referenced surplus roadways to the City; and

WHEREAS: The City encourages the Idaho Transportation Department to reconstruct Fifth Avenue between Cedar Street and Pine Street to City standards.

NOW THEREFORE, BE IT RESOLVED THAT: The Mayor is hereby authorized, on behalf of the City, to enter into the Road Relinquishment and Transfer of Ownership Agreement and the Cooperative Agreement with the Idaho Transportation Department, copies of which are attached hereto and made a part hereof as if fully incorporated herein.


Carrie Logan, Mayor

ATTEST:


Maree Peck, City Clerk

City Council Members:

			YES	NO	ABSTAIN	ABSENT
1.	Eddy	Second	X			
2.	Rognstad	Motion	X			
3.	Aitken					X
4.	Williamson		X			
5.	Camp			X		
6.	Fragoso		X			

Appendix C:
Official Minute Example

OFFICIAL MINUTES

WHEREAS, the city of Sandpoint is willing to assume jurisdiction for portions of Cedar Street, First Avenue, Pine Street and Superior Street in Sandpoint in exchange for programming, design and construction of US-2/5th Avenue to a two-way roadway;

WHEREAS, with the reconfiguration of Fifth Avenue, the portions of Cedar Street, First Avenue, Pine Street and Superior Street currently in the state highway system will no longer be needed by the State and will become surplus real property that the State will transfer to the Sandpoint, pursuant to Idaho Code § 58-335A;

WHEREAS, the parties mutually agree that it is in the public interest for the state of Idaho to realign US-2 and to relinquish jurisdiction and transfer ownership of the referenced surplus roadways to Sandpoint;


WHEREAS, the City of Sandpoint and District One have negotiated the Road Relinquishment and Transfer of Ownership Agreement, and the Cooperative Agreement; and

WHEREAS, during the February 23, 2015 meeting, the Board's Subcommittee on Adjustments to the State Highway System voted to recommend to this Board, the approval of the District's request to reconfigure US-2/5th Ave. and relinquish jurisdiction of Cedar Street, First Ave, Pine Street and Superior Street to the city of Sandpoint.

THEREFORE BE IT RESOLVED, the Board accepts the Subcommittee's recommendation and approves the Director to sign the agreements referenced above.

BE IT FURTHER RESOLVED, that the Board shall schedule the reconfiguration of US-2/5th Ave. in the Idaho Transportation Investment Program and once the reconfiguration is accomplished ITD shall relinquish jurisdiction of those portions of roadways described above, by transferring the roadways to the city of Sandpoint by means of quit claim deed, thereby removing the roadways from the State Highway System.

APPROVED:


 Chief Engineer

 3-12-2015
 Date

IDAHO TRANSPORTATION BOARD:


 Chairman

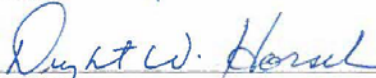

 Vice Chairman

RECOMMENDED BY:"


 District Engineer

 3.17.15
 Date


 Member


 Member


 Member

Member

Member

STATE OF IDAHO)
) ss
COUNTY OF ADA)

On this 25th day of March, 2015 before me the undersigned, a Notary Public in and for said State, personally appeared Jerry Whitehead, R. James Coleman, Janice Vassar, Julie DeLorenzo, Jim Kempton, Dwight Horsch, and Lee Gagner, known to me to be the Chairman, Vice Chairman, and Members, respectively, of the Idaho Transportation Board of the State of Idaho, which Idaho Transportation Board executed the within instrument, and acknowledged to me that the said Idaho Transportation Board of the State of Idaho executed the same for the State of Idaho.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



Sue S. Higgins
Notary Public for Idaho
Residing in Boise, Idaho
Commission Expires 8-28-2015

This image shows a full page of blank, lined paper. It features approximately 28 horizontal blue lines spaced evenly across the page, typical of standard notebook paper. The lines are thin and light blue, set against a plain white background. There are no margins, text, or other markings on the page.



**Idaho Transportation Department
Systems Adjustment
Standard Operating Procedures**

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March 2018
