

Completing the Nomination Form for a Hawaii Scenic Byway

PURPOSE OF THE NOMINATION FORM

The very first step in the designation process is to seek approval of a nomination for a *Hawaii Scenic Byway* from the Hawaii Department of Transportation (HDOT).

Nomination of a *Hawaii Scenic Byway* represents a commitment by a qualified *Scenic Byway Sponsor* to prepare the application for designation of a *Hawaii Scenic Byway* should the nomination be accepted.

After studying the program documentation, a potential local *Scenic Byway Sponsor* should arrange to meet with the *State Scenic Byways Coordinator* to discuss the potential of the proposed byway for nomination and, if the potential exists, the procedure for nominating the byway.

The nomination consists of a completed nomination form and attachments submitted by an authorized representative of a proposed *Scenic Byway Sponsor* to the *State Scenic Byways Coordinator* that:

- States the purpose for the nomination.
- Names, describes and maps the entire route;
- Identifies whether the byway is ready for travelers;
- Proposes the Scenic Byway Sponsor;
- Includes Letters of Support from the roadway manager(s); and
- Documents a public meeting on the nomination.

STATEMENT OF PURPOSE

The *Scenic Byway Sponsor* must briefly describe its priorities to be accomplished for the road and its corridor through the *Hawaii Scenic Byways Program*.

For example, the statement may say that improving safety for pedestrians and bicyclists using the byway, or engaging the community in promoting local history and traditions for residents and visitors, are priority concerns that the Hawaii Scenic Byways Program may help to address.

NAME, DESCRIBE AND MAP THE ENTIRE ROUTE

The nomination must define the extent of the road or roads to comprise the Hawaii Scenic Byway:

- Provide a schematic map of the byway (generally a minimum of 5 miles).
- Can travelers easily follow the route, even if gaps exist?
- Why do gaps or intrusions exist? Are they minimal? Do they diminish the traveler's experience?

Any public access roadway, route, or thoroughfare, regardless of ownership or combination of ownerships, that accommodates passenger vehicles within standards of safety reasonable for their context is eligible for consideration as a scenic byway provided that it has clearly identifiable "intrinsic qualities" and provides visual or physical access to these features, as well as meets other eligibility criteria established by the *Hawaii Scenic Byways Program*.

While *Hawaii's Scenic Byways Program* is oriented toward public roads, it is not limited to State highways and allows for routings involving roads under different jurisdictions. However, the corridor must be readily accessible to the public and have scenic byway intrinsic qualities of greater than local significance. For this reason, byways should be a continuous route of generally more than five miles in length with defined entrance and exit points. Local collector streets should not be included in a scenic byway under Hawaii's program.

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HSBP-05



For the nomination application, the map may be hand drawn, or a legible “marked up” published map, if a professionally prepared map cannot be provided. Any schematic map of the byway must clearly show the name(s) of the road(s), their route number(s) and jurisdiction(s)–County or HDOT– and locations of:

- each end point,
- gaps (if any),
- communities, settlements, and ahupua‘a boundaries,
- public lands,
- critical directional signage,
- existing route designations (such as designated Historic Corridor),
- existing interpretive panels or information,
- public visitor centers and other visitor amenities, and
- points of interest

Gaps in the byway must be described. Reasons for these gaps must be described, whether these gaps are minimal, and whether these gaps diminish the traveler’s experience.

The overall quality of a byway is a more important factor than the minimum length. A shorter road with a strong image is preferred to a longer road with isolated scenic views interrupted by intrusions, or with lead-ins that are excessively long in proportion to the quality of the scenic segment, factors that result in a weaker overall image for the byway.

Road conditions along the byway must be described, including:

- number of lanes;
- speed limits;
- parking areas and pullouts (including existing scenic overlooks);
- general pavement and shoulder conditions;
- any restrictions on vehicles, buses, bicycles, etc.;
- factors that contribute to or detract from traffic safety for passenger vehicles, buses, goods movement, motorcycles, bicycles, and pedestrians;

- times (of day, of year) that have the most crowds or traffic;
- whether travelers can easily follow the route, even if gaps exist.

As many scenic areas throughout Hawaii are in “out of the way” places with limited public access, yet are cherished locally, counties and state agencies should incorporate appropriate byway management measures for these areas of local interest in their own master/comprehensive plans, development ordinances, and capital budgets even if the area is not eligible for nomination as a scenic byway. Technical assistance will be available by contacting the *State Scenic Byways Coordinator* to help the *Scenic Byway Sponsor* or local community protect scenic resources not otherwise eligible for nomination under *Hawaii’s Scenic Byways Program*.

Discuss the “intrinsic qualities” that qualify the route as a scenic byway:

Scenic byways are roads that provide us with access to extraordinary qualities that by themselves, or in combination, identify the route as a very special experience.

To be eligible for nomination as a scenic byway, the byway must have at least one of six “intrinsic qualities” as defined by the Federal Highway Administration (FHWA), which administers the National Scenic Byways Program. These qualities are the “scenic, historic, recreational, cultural, archeological, or natural features that are considered representative, unique, irreplaceable, or distinctly characteristic of an area.” The characteristics associated with the intrinsic qualities are those that are distinct and most representative of the area, and the significance of the features contributing to these qualities should be recognized throughout the region.

- At least one quality must be of statewide or national significance and sought for preservation, enhancement and promotion.
- Descriptions, photographs, interpretive brochures and other supporting material must be provided that document one or more of these intrinsic qualities along the route of the byway.



Describe a “theme” for the byway:

The experience of the National Scenic Byway Program over 20 years has demonstrated that the most successful byways have well-defined themes, and tell a story.

- What are the “stories” revealed by traveling the byway? Some byways can have multiple stories, such as natural history, culture, and interactions of both.
- Give a name for the byway that tells the most important story.
- Provide a video (“mp4” digital format preferred) showing the travel experience in both directions along the nominated byway.

The purpose of the video is to document the existing conditions of the byway from the perspective of the driver or front seat passenger, and is not intended for interpretive or entertainment uses. The video should be taken from a camera mounted on the dashboard unless sun glare is excessive, in which case it should be mounted on the window frame or clamped in a manner that reduces vibration. The camera should be aimed approximately 15 degrees to the right of the centerline, essentially to the side of the road 50 feet ahead, such that the full road and the driver’s view of the corridor to the right of the roadway is visible. The video need not be edited, though titles identifying mile posts, intersections, significant features are encouraged. Sound tracks (narration, music) are acceptable but not necessary, and should not detract from the content of the video.

Name the byway based on the theme:

- The road name may, but need not be, included in the byway name.
- A name describing the theme and location of the byway is more important for marketing.

IS THE BYWAY READY FOR TRAVELERS?

The ability of the byway to accommodate travelers is a very important consideration.

- Describe how one can get to the byway by way of transportation hubs (airports, highway interchanges, etc.) and from cities, towns and other settlements. Describe “gateways” or preferred entry points to the byway.

- Describe traveler services such as food, fuel, auto repair and lodging facilities.
- Identify the locations of visitor and welcome centers, universal access accommodations, gaps in traveler amenities and language accommodations (where people speak a particular language that might be sought by visitors).
- Describe directional signage and other signs that help visitors access and navigate the byway, and find their way back to major routes and access points.
- Identify other available tools and techniques for wayfinding along the byway such as signs, brochures, Google Maps, Google Earth, and GPS systems.
- Describe side trips, and how visitors will find their way back to the byway from a side trip.

PROPOSE THE SCENIC BYWAY SPONSOR

The *Scenic Byway Sponsor* is the local government entity, non-governmental (non-profit) organization, business, or institution that prepares the application for byway designation.

The *Scenic Byway Sponsor* is the organizer, convener and facilitator of the designation process for a byway. It maintains the lead responsibility for preparing the nomination for the scenic byway and, in subsequent steps, organizes and maintains a *Local Byway Committee* for the byway, presents the application for designation as a *Hawaii Scenic Byway* to the *State Scenic Byways Advisory Committee*, and coordinates the development and implementation of the *Corridor Management Plan (CMP)* for the byway.

The *Scenic Byway Sponsor* need not be an agency or organization having legal ownership or jurisdiction over any portion of the byway. The primary qualification for a *Scenic Byway Sponsor* is the ability to organize and maintain a *Local Byway Committee* that will prepare and formally submit the documents necessary for designation as a *Hawaii Scenic Byway*. Therefore, the local *Scenic Byway Sponsor* may be a local governmental entity, or a non-profit organization, business, or institution. The long-term stability of the *Scenic Byway Sponsor* is an important consideration. Due to the demands on the *Scenic Byway Sponsor*, unaffiliated individuals will not be accepted as a



Scenic Byway Sponsor except where the capacity to manage the roles of a *Scenic Byway Sponsor* has been demonstrated or where no other qualified *Scenic Byway Sponsor* is available.

A potential *Scenic Byway Sponsor* may advance one or more scenic byways for nomination.

To show that the *Scenic Byway Sponsor* is authorized to submit the nomination, the nomination must include as an attachment either:

- An authorizing resolution from the governing body if the *Scenic Byway Sponsor* is a local government agency; or
- A certified copy of a written authorization from the leadership for other organizations.

The nomination form also must identify a lead contact for the *Scenic Byway Sponsor* that signs the nomination form.

OBTAIN LETTERS OF SUPPORT FROM THE ROADWAY MANAGER

A letter of support for the nomination must be attached to the nomination form from an authorized representative of each agency with jurisdiction over the roadway(s).

The letter of support establishes that the agency is aware of, and does not object to, the nomination.

- It provides an opportunity for the agency to be involved in the process.
- It does not commit the agency to any actions or commitment of resources.

For State highways and other roads under the direct jurisdiction of the HDOT, the letter of support should be from the HDOT District Engineer with jurisdiction over the roadway(s).

CONVENE A PUBLIC MEETING TO DISCUSS THE NOMINATION

Before submitting the nomination application, the *Local Byway Sponsor* must host at least one open public meeting in the area of the byway to present the proposed nomination to the community, and to seek input and public support for the nomination.

The *Local Byway Sponsor* is to provide a minimum of two weeks written notice (email is acceptable) of any such meeting to the *State Scenic Byways Coordinator*. An announcement of the meeting will be placed on the *Hawaii Scenic Byways Program* web site and social media. If possible, a

representative of the *Hawaii Scenic Byways Program* will attend the meeting as a resource.

The *Scenic Byway Sponsor* is to provide local public notice of the meeting at least ten days in advance of the meeting through local newspapers of record, web sites, bulletin boards, and other means. As it is recognized that the nomination application may not be complete at the time of the meeting(s), it is sufficient for this phase for the concepts of the nomination application (identified above) to be presented at the meeting for open discussion.

The Scenic Byway Sponsor must submit the following documentation for the public meeting(s) as part of the nomination application:

- Copies of all meeting notices, their location, and date of placement;
- Copies of meeting attendance or sign-in sheets;
- Copies of meeting agenda;
- Copies of handouts, presentations, and any written statements submitted at the meeting(s);
- Summary of the meeting(s) including summaries of public comments.

SUBMIT THE FORM

When the nomination form is completed, submit a minimum of one printed copy of all materials and one digital copy of all materials (PDF format preferred) and media on CD or DVD to the *State Scenic Byways Coordinator* at HDOT together with the following supporting documents and materials, meeting the requirements described above:

- A Statement of Purpose for the nomination.
- A narrative report or memorandum describing the proposed route, theme, and the intrinsic qualities that make the route scenic.
- A schematic map identifying the proposed route for the scenic byway and the location of key features.
- A video of the driving experience of the byway *from both directions*.
- Photographs, interpretive brochures and other supporting material.
- Documentation demonstrating that the *Scenic Byway Sponsor* is qualified to lead the designation process and a *Local Byway Committee*.



- Documentation of the Scenic Byway Sponsor's authorization to submit the nomination (for a municipality or a county, an authorizing resolution(s) from the Scenic Byway Sponsor's governing body; for other organizations, a certified copy of a written authorization).
- A letter of support from each agency with jurisdiction for the roadway(s) included in the byway nomination.
- Documentation of the public meeting(s) convened to discuss the nomination.

The nomination form and checklist is attached to this document. A digital version of this form and checklist is also available.

NEXT STEPS

On receipt of the nomination, the *State Scenic Byways Coordinator* will evaluate the completeness of the nomination package using the Hawaii Scenic Byways Nomination Application Checklist or similar form, and will contact the *Scenic Byway Sponsor* within 60 days of receipt.

While the Local Byway Sponsor should refer to this checklist to help ensure that the nomination application is complete, the *State Scenic Byways Coordinator* has the sole discretion to accept or reject a nomination. After the nomination is determined to be complete, the *Scenic Byway Sponsor* and the *State Scenic Byways Program Advisory Committee* will be directly notified of the *State Scenic Byway Coordinator's* action on the nomination.

The *State Scenic Byways Coordinator* may reject a nomination that:

- is improperly prepared or incomplete;
- is not advanced by a qualified *Scenic Byway Sponsor*;
- does not advance the objectives of the *Hawaii Scenic Byways Program*; or
- is for a byway that does not meet the eligibility criteria of the *Hawaii Scenic Byways Program*.

In such cases, the nomination will be returned to the *Scenic Byway Sponsor* with the reasons for the rejection specified. A rejected nomination remains eligible to receive limited technical assistance from the *State Scenic Byways Coordinator*.

If the nomination is approved by the *State Scenic Byways Coordinator*, the *Scenic Byway Sponsor* should meet with the *State Scenic Byways Coordinator* within 30 days to begin the process to:

- Schedule a Designation Application Workshop conducted by HDOT and its representatives and hosted by the *Scenic Byway Sponsor*;
- Form a *Local Byway Committee*; and
- Prepare an application for designation as a *Hawaii Scenic Byway*.

The nomination approval process and Local Byway Committee approach provides State and local officials and key stakeholders an opportunity to closely collaborate to achieve the objectives for the Hawaii Scenic Byways Program.

February 2012

