



Mid-Region Metropolitan Planning Organization (MRMPO) Long Range Systems Maps Update Policies and Procedures – Long Range Roadway System (LRRS) Map

Local entities, agencies, and members of the public may request a change to an existing, future, or proposed roadway designation at any time. MRMPO staff will make updates to the map to reflect any approved changes once per year in December. Exceptions to this schedule may be granted at the discretion of MRMPO staff.

- 1) Requested changes to existing facilities:
 - a) Requested changes to the LRRS for an existing facility by the jurisdiction in which the facility is located will be implemented without any other approvals.
 - b) Requested changes for an existing facility by another entity (including MRMPO) or the public will require approval of the jurisdiction where the facility is located (MRMPO will provide the member of the public with contact information for a staff member at the jurisdiction. It will be up to the member of the public to obtain the jurisdiction's written approval.). This can include new (or previously not-included) facilities which may be added by the GIS Team as they're discovered in the course of other work (e.g., while using a new orthophotography delivery).
 - c) MRMPO staff may make minor edits to existing facilities as appropriate (e.g., changes to symbology, legend titles, minor alignment fixes, etc.).
 - d) Requested changes to existing facilities do not require Congestion Management Process Committee (CMP) approval.

- 2) Requested changes to a future roadway designation:
 - a) Requested changes to the LRRS for a future roadway designation by the jurisdiction in which the route is located will be reviewed by the CMP and MRMPO staff. Owners of a facility should coordinate a requested change with the jurisdiction where the facility is located.
 - b) If another entity wants to update or change a future roadway designation that is not under their jurisdiction, the entity must first discuss with the local entity where the project is located and work together to make a request. *A request will not be implemented without the approval of the municipality or agency.*
 - c) MRMPO staff will accept requests to the future network from the public. These requests must be reviewed and approved by the appropriate agency staff in order for the change to be reflected on the LRRS. (MRMPO will provide the member of the

- public with contact information for a staff member at the jurisdiction. It will be up to the member of the public to obtain the jurisdiction’s written approval.).
- d) MRMPO staff may make minor edits to future facilities as appropriate (e.g., changes to symbology, legend titles, minor alignment fixes, etc.) without the approval of the CMP Committee. The jurisdiction where the facility is located shall be notified.
- 3) Once a request to change a future roadway designation is received and approved by the appropriate municipality or agency, the request is reviewed by the CMP Committee and MPO staff.
 - 4) The request for future roadway designation will be evaluated based on the following:
 - a) Roadway characteristics as identified by MRMPOⁱ;
 - i) Regional Principal Arterial (prioritizes long range travel by motor vehicle, transit, and/or freight. Note that freight movements are not limited exclusively to these facilities).
 - ii) Community Principal Arterial (design ensures a balance among modes when travelling across the region)
 - iii) Minor Arterials (connects to principal arterials at slower speeds and prioritizes bicyclists and pedestrians)
 - iv) Major Collector (connects to arterials and moves through neighborhoods at slow speeds and volumes, prioritizes pedestrians and bicyclists)
 - v) Minor Collector (connects to minor arterials and major collectors at very slow speeds and volumes, prioritizes pedestrians and bicyclists)
 - b) Local jurisdiction expectations of the future roadway function, including any identifying modal information from comprehensive planning efforts.
 - c) Proximity and connections of the roadway to other roadways within the major roads system.
 - 5) Consensus agreement on the approval of the change for future designations will be finalized by the CMP Committee. If consensus cannot be reached, the request will be submitted to MRMPO’s Transportation Coordinating Committee (TCC).

Approvals Table for Future Roadway Designation	
<i>If change is requested by:</i>	<i>Approvals Needed From:</i>
MRMPO Staff	Jurisdiction, CMP
General Public	Jurisdiction, CMP
Jurisdiction in which the facility is located	CMP
Another member agency or jurisdiction, including the “owner” of the roadway	Jurisdiction, CMP

CMP=Congestion Management Process

6) MRMPO will accept requests for changes to the LRRS maps on an on-going basis per the instructions in the Mid-Region Metropolitan Planning Organization (MRMPO) Long Range Systems Map Update Policies and Procedures documents. Calls should be made for any needed updates to the LRBS, LRTS, and LRRS once per year, ideally in November or December. Desired locations should be denoted in the following ways, listed in the order of preference:

1. GIS data of the facilities for inclusion
 - a. Shapefile, feature class, KML/KMZ, and all other GIS formats are acceptable
2. Digital map depicting the completed facility
 - a. PDF, image file, or online map
3. Annotated map describing location and extent
 - a. Such as a Google Maps screenshot with additional information
4. Written description including, in as much detail as possible:
 - a. To/from extents
 - b. Side of street (if applicable)
 - c. Type of facility
5. If an agency cannot provide any of the above, the GIS Team will work with them to produce an accurate representation of the facility for inclusion in the LRRS.

7) Changes that are accepted and/or approved should be made in a timely manner afterwards to the online interactive maps located on the MTP LRTS page here: <https://www.mrcog-nm.gov/544/Long-Range-System-Maps>.

If substantial changes are made to the online interactive map, the accompanying static (PDF) map should also be updated as well. *The online interactive maps serve as the most current long range system maps.*

ⁱ There is an important distinction between LRRS and current functional classification. Current functional classification is based on how the roadway currently functions. In addition, current functional classification determines current eligibility for federal funding. In contrast, the LRRS roadway type builds upon and moves beyond functional classification by considering the character of the roadway and the role it plays in the regional system. The classifications used in the LRRS were developed with the needs of all users in mind and the types of trips the roadway serves.