

Traffic Engineering Appeal Process

The following procedure is hereby established for requesting a formal traffic engineering appeal as outlined in EDSM VI.1.1.7 with the LADOTD Appeal Board

1. The applicant shall notify the District Traffic Operations Engineer (DTOE) and/or District Administrator of his/her intent to file a formal appeal.
2. The applicant will then be instructed to submit a written request for a review by the Appeal Board. The request shall be submitted to the Traffic Engineering Management Section administrator via email to Ryan.Hoyt@la.gov with the subject Appeal Request and through postal mail at the following address:

Louisiana Department of Transportation
Attn: Ryan Hoyt, PE
Statewide Traffic Engineering Management Administrator
1201 Capital Access Rd.
Baton Rouge LA, 70802

3. The request should note the reason for the appeal and include all relevant information supporting the applicant's appeal. This includes all correspondence between the applicant and the district, relevant historical information concerning the request, and any other documents that the applicant wishes to include supporting their claim. The request should be submitted 30 days prior to the next scheduled Appeal Board meeting in order to ensure that the appeal is placed on the meeting agenda. This does not guarantee that the appeal request will be heard since the number of appeals and the order in which appeal requests are submitted establishes the monthly review board agenda.
4. The District office shall also prepare a letter to submit to the Traffic Engineering Management section administrator. The letter should provide the districts position on the appeal request and shall also include all relevant information pertaining to the appeal.
5. The HQ Traffic Engineering Management section shall prepare a package consisting of the submittals presented by the District and Applicant and a brief summary of the reason for the appeal request. A position paper will be also be prepared by the Traffic Engineering Management section and included with this appeal package. The position paper will detail any rules, policies, and/or any other pertinent information related to the appeal in order to assist the Board in making a decision. At their discretion, the HQ Traffic Engineering

Management section may request additional information from either party deemed necessary to complete the appeal package.

6. Based on the Appeal, the HQ Traffic Engineering Management section will assign a subject matter expert to provide technical guidance to the Appeal Board at the monthly meeting.
7. As outlined in the EDSM, the appeal hearing will be scheduled for 45 minutes. The appealing party may attend but is not required to attend the appeal board meeting. If the appealing party chooses to attend the meeting in person, they will be allowed 30 minutes to present their case. The Appeal Board will then have 15 minutes to ask questions before the appeal hearing is adjourned. The letter provided by the District office will outline the district's position on appeal and is therefore not required to have representation in attendance at the appeal board meeting.
8. A representative from the HQ Traffic Engineering section will take the meeting minutes of Appeal Board for each appeal that is heard at the meeting.
9. Following the monthly Appeal Board meeting, the HQ Traffic Engineering Section representative shall prepare a written letter outlining the results of the appeal hearing and send a copy to both the applicant and District Administrator. In some cases, the review board may request additional information or recommend an alternative solution.

For further information concerning the LADOTD Traffic Engineering Appeal Process, please contact Jody Colvin or Ryan Hoyt at 225-242-4632.