



Administrative Directive

Title: Public Input for Public Infrastructure Projects Undertaken in the City		Index Number: AD 3.14
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1.0 **Purpose and Need**

Public infrastructure projects undertaken in the City have the potential to impact nearby properties, businesses and individuals with disabilities in our community. The collection of public input provides an open and transparent process to aid in the creation of a shared community vision prior to the construction of these projects and to ensure the City is meeting the needs of its citizens including individuals with disabilities. This directive establishes the minimum requirements for providing opportunities for public input.

2.0 **Definition**

Public Infrastructure Project - Any project listed in the City of Virginia Beach Capital Improvement Program or other construction project undertaken by a city agency. It also includes any infrastructure project undertaken in the City by another governmental entity in which City funds are used or which require the agreement or approval of the City.

3.0 **Administrative Directive**

The City of Virginia Beach is committed to obtaining public input from all citizens on the development and maintenance of policies, programs, and facilities, including the collection of public input on public infrastructure projects.

1. Departments shall hold at least one public hearing, public meeting, or similar public forum open to all interested members of the public prior to the beginning of construction of any public infrastructure project as defined above. Exceptions to this may be made by the responsible department director for the following scenarios:
 - A. Emergency projects.
 - B. Projects consisting of maintenance of, renovations of, or repairs to, existing infrastructure not involving the substantial expansion of facilities.
 - C. Minor projects not substantially affecting nearby properties or access to such properties.
 - D. Projects in which potentially affected members of the public have been notified of the City's or other governmental entity's willingness to hold a public hearing, meeting, or similar forum, but no member of the public has expressed a desire to participate therein.
2. Methods and tools used to collect public input may include, but are not limited to:
 - A. Public Hearings
 - B. In-Person or Virtual Public Meetings
 - C. Paper and/or electronic comment forms

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3. When a public infrastructure project has a sidewalk or curb ramp component, Departments shall coordinate with the ADA Coordinator to specifically invite representatives of the disability community which may include, the Mayor's Committee for Persons with Disabilities, the Endependence Center, any other disability advocacy groups and/or individuals with disabilities in Virginia Beach to attend public hearings to provide input for consideration. The public meetings shall have specific agenda items to discuss ADA accessibility related to the public infrastructure project.
4. All Public meetings shall be held in locations which are accessible to individuals with disabilities.
5. Departments shall provide reasonable modifications to individuals with disabilities as requested for equal participation at all public meetings in accordance with the [Administrative Directive 1.11, Non-Discrimination on the Basis of Disability](#) and [1.24, Americans with Disabilities Interpretive Services for Individuals who are Deaf or Hard of Hearing](#).
6. Methods and tools used to achieve broad and continuous public awareness and participation may include, but are not limited to:
 - A. Presentations to City Council
 - B. Project website updates and opportunities for citizens to submit input
 - C. Presentations to stakeholders, boards, commissions and committees
 - D. Press releases and articles
 - E. Brochures and posters
 - F. Social media posts
 - G. Public meeting bulletin board and city calendar
7. Departments shall ensure all documents and content on websites, social media posts, applications, and presentations meet the ADA Website Accessibility Guidelines 2.1 Level AA in accordance with the [Web Content Accessibility AD 2.17](#).

4.0 Procedure to Accomplish Administrative Directive

1. Public Input must be sought in time to allow appropriate suggestions to be incorporated into a public infrastructure project prior to construction.
2. If there is a civic league or recognized community group in the area of the public infrastructure project, they shall be offered an opportunity to provide input to the project.
3. Every effort shall be made to contact property owners immediately adjacent to a public infrastructure project to advise them of the project prior to construction.
4. At a minimum, the following entities must be notified of plans to hold a public hearing or public meeting: City Council, City Manager, and Public Information Officer.
5. Any public hearing, public meeting, or similar public forum may involve several City departments or other governmental entities and more than one public infrastructure project if the projects are related.
6. If a public hearing or public meeting is held it must be advertised in the newspaper at least one week prior to the hearing. Newspaper print circulation numbers must be included in proposed communication plans for staff awareness.

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7. Variable message boards shall be used, where feasible and appropriate, if a public infrastructure project may impact the traveling public.

5.0 Responsibility and Authority


1. Department directors or their designee shall be responsible for following and enforcing this directive and for assisting each other to obtain public input on public infrastructure projects.
2. The following departments are responsible for carrying out this directive for public infrastructure projects undertaken by the following governmental agencies:
 - A. Department of Economic Development
 1. Virginia Beach Development Authority (VBDA)
 - B. Department of Planning & Community Development
 1. Tidewater Regional Transit
 - C. Department of Public Utilities
 1. City of Norfolk/Public Utilities
 2. Hampton Roads Sanitation District (HRSD)
 - D. Department of Public Works
 1. Army Corps of Engineers (USACE)
 2. Southeastern Public Services Authority (SPSA)
 3. Virginia Department of Transportation (VDOT)

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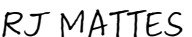
Approved as to Content: 
Amanda Jarratt (Jun 16, 2025 16:14 EDT)
 Director (Acting), Department of Economic Development Jun 16, 2025
 Date

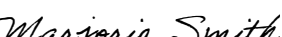
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