



Town of Vienna

Charles A. Robinson Jr. Town
Hall
127 Center Street South
Vienna VA, 22180

Meeting Agenda Town Council Meeting

Monday, March 24, 2025

7:30 PM

Charles Robinson Jr. Town Hall, 127 Center St.
South

Invocation: Councilmember Ray Brill

Pledge of Allegiance to the Flag of the United States of America

1. Roll Call

2. Acceptance of the Minutes:

3. Receipt of petitions and communications from the Public that are not on the Agenda. (Limited to 3 minutes per issue and no formal action can be taken this evening)

4. Reports/Presentations

- A. [25-4966](#) Arbor Day Proclamation
 - A. Report and Inquiries of Council Members
 - B. Report of the Town Manager
 - C. Report of the Mayor
 - D. Proposals for Additional Items to the Agenda
 - E. Closed Session Report

5. Consent Agenda

- A. [25-4967](#) Request to Set a Public Hearing for April 7, 2025, regarding the FY2025-26 Operating Budget
 - Attachments:* [1. Reg Require Set Pub Hearing Budget](#)
- B. [25-4968](#) Request to Set a Public Hearing for April 7, 2025 regarding the FY2025-26 Water and Sewer Rates
 - Attachments:* [1. Reg Require Set Pub Hearing WS Rates](#)

- C. [25-4969](#) Request to Set a Public Hearing for April 28, 2025 regarding the FY2025-26 Real Estate Tax Rate

Attachments: [1. Reg Require Set Pub Hearing Tax Rate](#)

6. Regular Business

- A. [25-4888](#) Request approval of a Memorandum of Understanding (MOU) between the Town of Vienna and Vienna Business Association for 2025 Oktoberfest.

Attachments: [1. Regulatory Requirements for Agenda Items- Oktoberfest MOU 2025](#)
[2. VBA - 2025 Oktoberfest MOU Final](#)

- B. [25-4889](#) Request approval of Memorandum of Understanding (MOU) between Town of Vienna and Rotary Club of Vienna for 2025 Viva! Vienna! Festival and Brewfest

Attachments: [1. Regulatory Requirements for Agenda Items- Viva Vienna MOU 2025](#)
[2025 VIVA VIENNA MOU Final](#)

- C. [25-4953](#) Approval Request for the Sale of Certain Land Rights on Town of Vienna Property, Necessary for the Construction of Fairfax County Project WW-000032-007, Accotink Gravity Sewer Improvements.

Attachments: [1. Easement Plat Survey - March 21, 2024](#)
[2. Vienna Project Location Map - March 24, 2025](#)
[3. Sewer Easement Appraisal - March 14, 2024](#)
[4. Offer Letter - February 04, 2025](#)
[5. - Deed of Easement and W-9 - March 21, 2024](#)
[6. Regulatory Requirements for 25-4953 Agenda Items Rev - February 27, 2025](#)

D. [25-4957](#)

Approval Request to Award Design Contract for the Locust Street Trail Improvements (Shared-Use Path) Project.

..Body

DATE(S) OF PRIOR COUNCIL CONSIDERATION OF THIS ISSUE:

Oct. 2, 2023 - Council approved the request to utilize VDOT Transportation Alternative funds for design and construction of Locust Street Trail Improvements. This request/approval was required by VDOT for the funding application.

EXPLANATION AND SUMMARY:

The Department of Public Works (DPW) is seeking Town Council approval to award a professional services and design contract to Rinker Design Associates, LLC (RDA), in the amount of \$447,356 for the Locust Street Trail Improvements (Shared-Use Path) Project.

The proposed project involves upgrading the existing sidewalk and non-standard asphalt trail from the Locust and Center Street, SW, intersection to the W&OD Trail. The upgrades include widening the sidewalk and asphalt trail to meet Shared-Use Path (SUP) standards along with drainage improvements.

The design and construction of this project is funded by VDOT/FHWA Transportation Alternatives funds with the local match requirement being funded utilizing the Town's NVTA 30 funds.

Project Details:

The existing trail is the combination of a sidewalk (5 feet wide - next to the school parking lot) and a non-standard asphalt trail (6 feet wide) that connects Locust and Center streets with the W&OD Trail. The existing conditions create a standing water situation with any typical rain event and the area becomes unusable for pedestrians and some cyclists. The proposed project will widen the trail (10-foot SUP), and the existing sidewalk section, and address the drainage challenges in the project area. The proposed improvements also include a wider crossing (utilizing a culvert) across the creek near the W&OD Trail end of the project (to accommodate the proposed wider path).

The contract (Attachment 1) includes the following items:

- Preliminary and final design - full construction plans
- Right-of-Way services (required for federal/state funded projects)
- Coordination with Fairfax County Schools and NOVA Parks
- Addressing the full VDOT process requirements
- Environmental and Hydraulics design/review
- Public engagement/meeting
- Construction cost estimates

- Bid assistance

This improvement was a recommendation from the Maple Avenue Multimodal Study that concluded in 2020.

See Attachment 2 for the conceptual design that was developed during the funding application process.

Approval is recommended to be made in the amount of \$447,356 to:

Rinker Design Associates (RDA)

11100 Endeavor Court, Suite 200

Manassas VA, 20109

Next Steps: If approved, award the contract and begin the design phase.

Expected Completion Time Frame: Estimated design completion is in 2026, followed by construction in 2027.

Strategic Plan Initiative: *Efficiently Mobile Community*

Departmental Recommendation: Recommend approval.

Finance Recommendation: Recommend approval.

Purchasing Recommendation: Recommend approval.

Town Attorney Recommendation: The Town has a contract for professional services with Rinker Design Associates, and the Town Council may approve the proposed professional services and design contract and expenditure of funds in its discretion.

Town Manager's Recommendation: I recommend the Town Council approve the professional services and design contract for the Locust Street Trail Improvements Project, as presented.

Cost and Financing: \$447,356

Project Account VDTLOCSTRL-DESIGN-ENGINEER - (Locust St SW Trail Widening)

GL Account: 300-VDT-1041-39445-48801 -

Prior Funding Approval: N/A

Decision Needed by This date: March 24, 2025

PROPOSED/SUGGESTED MOTION

Attachments:

- [1. RDA - Locust SUP_Scope and Fee - February 28, 2025](#)
- [2. Locust St Trail \(SUP\) Conceptual Desgin - September 20, 2023](#)
- [3. Regulatory Requirements for 25-4957 Agenda Items Rev - March 04, 2025](#)

- E. [25-4959](#) Request approval of the Transportation Safety Commission's motion to create a Sidewalk Shoveling Awareness Campaign, focusing on the positive aspects of sidewalk shoveling.

..Body

DATE(S) OF PRIOR COUNCIL CONSIDERATION OF THIS ISSUE:

EXPLANATION AND SUMMARY:

The Department of Public Works (DPW) requests approval of the Transportation Safety Commission's (TSC) motion to create a sidewalk shoveling awareness campaign, focusing on the positive aspects of sidewalk shoveling.

In accordance with Section 5A of the "Town of Vienna Guide to Improving Street Safety," the Town Council will consider all TSC motions and recommendations at a regularly scheduled Town Council meeting. If a motion is passed by TSC, then DPW will present the motion to the Town Council.

At the Jan. 28, 2025, TSC meeting, the members of the commission discussed community feedback regarding snow removal and consideration of a snow shoveling ordinance for businesses and residences.

Several residents asked that the TSC consider recommending to the Town Council the implementation of a snow removal ordinance, including fines, for Town of Vienna residents and businesses. Other residents requested that measures be put in place to strongly encourage businesses, residents and, specifically, home builders to clear sidewalks.

After discussion, the members of the TSC believed that it would be best to begin with an awareness campaign that would clearly outline expectations for residents and businesses as well as provide support for those that are not able to clear their sidewalks on a timely basis. The TSC agreed that an ordinance could be considered a later time if the awareness campaign was not effective.

Commissioner Penna made a motion that the TSC supports the creation of a sidewalk shoveling awareness campaign, focusing on the positive aspects of sidewalk shoveling.

Commissioner Thomas seconded the motion.

Motion carried unanimously, 7 - 0.

Next Steps: TSC will develop the details and plan for the awareness campaign.

Expected Completion Time Frame: During the spring/summer (2025) the TSC will develop the details and plan for the awareness campaign. Starting in late fall and early winter (2025), the TSC will implement the awareness campaign. The campaign will run through the winter of 2025/2026.

Strategic Plan Initiative: *Efficiently Mobile Community*

Departmental Recommendation: Recommend approval.

Finance Recommendation:

Purchasing Recommendation:

Town Attorney Recommendation: The Town Council may approve the proposed sidewalk shoveling awareness campaign in its discretion.

If Town Code amendments are subsequently recommended, the Town Attorney would request that a work session/closed executive session be scheduled to discuss legal options available in Virginia.

Town Manager's Recommendation: I recommend the Town Council approve the Town's Transportation Safety Commission motion, as presented.

Cost and Financing: N/A

Project Account: N/A

GL Account: N/A

Prior Funding Approval: N/A

Decision Needed by This date: March 24, 2025

PROPOSED/SUGGESTED MOTION

Attachments:

[1. TSC Meeting Minutes - January 28, 2025](#)

[2. Regulatory Requirements for 25-4959 - Agenda Items Rev - March 04, 2025](#)

- F.** [25-4961](#) Request for Approval of a Site Plan for Meadow Lane Park, on Lot 0384 08C, Located At 400 Courthouse Road, SW, In The PR Parks and Recreation Zoning District.

Attachments: [01 - Staff Report - 400 Courthouse Rd SW - Meadow Lane Park](#)
 [02 - 400 Courthouse Rd SW - Meadow Lane Park - Site Plan](#)
 [03 - 400 Courthouse Rd SW - Meadow Lane Park - Bathroom Rendering](#)
 [04 - Relevant Code Sections](#)
 [05 - PC Chair Memo to TC - Meadow Lane Park Site Plan](#)
 [06 - Regulatory Requirements for Agenda Item](#)
 [07 - Staff Presentation](#)

- G.** [25-4970](#) Approve Changes and Direct The Town Clerk Advertise a Notice of Intent to Adopt Zoning Changes, Location of Swimming Pools & Hot Tubs

Attachments: [01 - Proposed Edits - FINAL - Article 4A - Section 18-407](#)
 [02 - Regulatory Requirements Form](#)

- H.** [25-4992](#) Resolution of the Town of Vienna, Virginia Town Council Approving Support Of Protecting The Natural Environment Along The W&OD Trail

Attachments: [1. Resolution in Support of Protecting the Natural Environment along the WOD Trail w](#)

7. Meeting Adjournment

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.