



Town of Vienna

Meeting Agenda

Town Council Meeting

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

Monday, July 7, 2025

7:30 PM

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

Invocation: Pastor Tony Prinsen, Emmanuel Lutheran Church

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

1. Roll Call

2. Acceptance of the Minutes:

- A. [25-5165](#) Acceptance of the Regular Council Meeting Minutes of June 2, 2025 and the Work Session Minutes of June 9, 2025.

Attachments: [1. Draft Meeting Minutes 6-2-2025](#)
[2. Draft work Session Minutes - 6-9-2025](#)

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. [25-5162](#)

Attachments: [Proclamation-Park-and-Rec-Month - 2025](#)

- B. [25-5173](#) Proclamation VA250 - American Revolution Commemoration

- 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. [25-5128](#) Intent to adopt a proposed ordinance to amend the Code of the Town of Vienna, Chapter 9, Motor Vehicles and Traffic, Article 1, In General, Section 9-3, Adoption of State Code.

Attachments: [1. Adoptstatelaws2025](#)
 [2. Notice of Intent to Adopt - Chapt 9 - Motor Vehicles](#)

- B. [25-5170](#) Renewal of Maintenance Agreement with Tyler Technologies

Attachments: [1. Tyler Technologies - Maintenance Renewal](#)
 [2. Sourcewell - Tyler Tech Contract](#)
 [3. Sourcewell RFP and Addendums](#)
 [4. Regulatory Requirements for Agenda Items - Regular Procurement Tyler](#)

- C. [25-5171](#) Appropriate Spending for the Town Attorney for FY 2025-26

Attachments: [1. 2026 Legal Service Budget](#)
 [2. Regulatory Requirements for Agenda Items- Regular Procurement Legal](#)

6. Regular Business

A. [25-5140](#)

8:20 p.m. - Request approval to award the Transportation Alternatives Program (TA)-funded Capital Bikeshare Station Installation Contract.

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Date(s) of Prior Council Consideration of this Issue:

- Nov 19, 2018 - Council Meeting: Presentation on The Vienna-Fairfax-GMU Bikeshare Feasibility Study (a study implemented by the City of Fairfax).
- Sept 16, 2019 - Council Meeting: Request and approval of VDOT TA grant application for design and installation funding for Bikeshare Stations in Vienna.
- May 16, 2024 - Board of Architectural Review (BAR): Three of the five proposed stations required BAR review and approval. The BAR approved during its May 16 meeting.
- June 16, 2025 - Town Council Work Session presentation.

EXPLANATION AND SUMMARY:

The Department of Public Works (DPW) requests that the Council authorize the award of a purchase order for the installation of four VDOT TA-funded Capital Bikeshare stations, with an option to add a fifth station, in an amount not to exceed \$231,000 to Lyft Bikes and Scooters, LLC (the manufacturer of Capital Bikeshare stations and bikes). DPW will utilize the City of Alexandria's cooperative procurement contract with Lyft Bikes and Scooters, LLC (Town of Vienna rideable contract).

Project Details:

Four Capital Bikeshare stations will be located within the Town along with an initial 25 bikes (21 classic, 4 electric). The four station locations include:

1. Ayr Hill Avenue, adjacent to the W&OD Trail
2. Vienna Community Center
3. Between the W&OD Trail and Navy Federal Credit Union
4. 444 Maple Ave - Along Maple Ave frontage

Option for an additional docking station with an initial 7 bikes (5 classic, 2 electric):

5. TBD Alternate Site (previously proposed to be at public parking site near Town Hall)

Locations are based on the recommendations from the Vienna-Fairfax-GMU Bikeshare Feasibility Study. Staff finalized the locations based on Town needs, conditions, and right-of-way.

Background:

In 2018 the City of Fairfax completed a feasibility study for adding bikeshare stations to the City of Fairfax, George Mason University, and the Town of Vienna. The findings of the study were presented to Town Council in November of 2018, and the Town proceeded with a grant application. VDOT TA funds to design and purchase the bike stations were granted to the Town, and in September 2026, the Town Council authorized DPW to proceed with the design.

VDOT recently approved the final plans and contract documents along with providing final TA funds authorization for the Town of Vienna to purchase/install the stations and bikes. Operation and maintenance of the bikes and stations will be funded and managed by the Fairfax County Department of Transportation.

Next Steps:

If approved by Council, DPW will issue a purchase order to Lyft Bikes and Scooters, LLC, to purchase and install bikeshare stations and bikes.

Expected Completion Time Frame:

The stations and bikes are expected to take approximately six months to manufacture and deliver.

Strategic Plan Initiative: *Vienna is a safe community and an efficiently mobile community*

Departmental Recommendation: Recommend approval.

Finance Recommendation:

Purchasing Recommendation: Recommend approval.

Town Attorney Recommendation: The Town Council may approve the proposed Bikeshare project and authorize the expenditure of funds utilizing the City of Alexandria's contract (a competitively bid cooperative procurement contract) in its discretion.

Town Manager's Recommendation: I recommend the Town Council approve an a purchase order to Lyft Bikes and Scooters, LLC, as presented.

Cost and Financing: \$231,000

Account Number: 300-000-0000-39420-48803

Project Number: 423BKSH005-CONSTRUCT -Facilities-

Decision Needed by This date: July 7, 2025

Prior Funding Approval:

N/A - the design effort did not meet the cost threshold for Council approval.

PROPOSED/SUGGESTED MOTION

Attachments:

- [1. Fairfax GMU Vienna - Bikeshare feasibility Study - July 15, 2019](#)
- [2. UPC 118555 Vienna Bike Share Cost Estimate - June 11, 2025](#)
- [3. UPC 118555 Town of Vienna Bikeshare Contract Agreement - July 07, 2025](#)
- [4. UPC 118555 Bikeshare Stations Design - September 16, 2024](#)
- [5. City of Alexandria Contract No. 3069 - Lyft Bikes and Scooters LLC 24-12-17 - May](#)
- [7. Regulatory Requirements for 25-5140 Agenda Items Rev - June 06, 2025](#)

- B. [25-5164](#) 8:30 p.m.- Approval of the Parks & Recreation Master Plan: Our Plan to Play

Attachments:

- [1. Town of Vienna Parks and Recreation Master Plan 0626](#)
- [2. Regulatory Requirements for Agenda Items - Park Rec Master Plan](#)
- [3. Staff Presentation](#)

- C. [25-5167](#) Request for Approval of Proposed Update to Approved Master Sign Plan for 111 Church St., NW

Attachments:

- [01 - Staff Report - 111 Church Street NW Master Sign Plan Revision](#)
- [02 - Application and Authorization Form](#)
- [03 - Existing Master Sign Plan](#)
- [04 - Proposed Master Sign Plan](#)
- [05 - Proposed Master Sign Plan Regulations](#)
- [06 - 111 Church Street NW Signs to Be Approved](#)
- [07 - Existing and Revised Charnoff Simpson Signage Plan](#)
- [08 - Existing Le Bistro Application and Signage Plan](#)
- [09 - Proposed Salon and Company Application and Signage Plan](#)
- [10 - Proposed Enclave Coworking Application and Signage Plan](#)
- [11 - Relevant Code Sections](#)
- [12 - 111 Church St NW - Regulatory Requirements for Agenda Item](#)
- [13 - Presentation to Town Council](#)

- D. [25-5169](#) Request for approval of proposed site plan for drive-through ATMs at 1007 Electric Ave., SE, for Navy Federal Credit Union.

Attachments:

- [01 - TC Staff Report -1007 Electric Ave SE - NFCU - ATM Site Plan](#)
- [02 - NFCU - ATMs - Application & Authorization Form](#)
- [03 - NFCU - ATMs - Relocation Site Plan](#)
- [04 - NFCU - BZA Approved Variance Order - 1007 Electric Ave SE](#)
- [05 - NFCU - ATMs - BAR Approved Renderings & Site Photos](#)
- [06 - Relevant Code Sections](#)
- [07 - PC Chair Memo to TC - NFCU ATMs](#)
- [08 - Regulatory Requirements for Agenda Item](#)
- [09 - TC Staff Presentation](#)

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.