



March 28, 2014

XX
XXX
VIENNA, VA 22180

Re: Cottage Street SW Sidewalk Project, Design Contract Award

Dear Property Owner:

At their December 17, 2012 meeting Town Council endorsed the Vienna Elementary School Travel Plan and authorized an application for a VDOT Safe Routes to School grant. Council was recently notified of grant approval and at their March 3, 2014, meeting at 8 PM in the Town Hall council chamber, Council will consider authorizing a survey and design contract for a new sidewalk on the west (even numbered) side of Cottage Street SW from Locust Street to Moore Avenue.

You are welcome to attend the Council meeting and participate in the discussion regarding this project. A copy of the Public Works Department's report recommending the project will be available on Friday before the meeting after 2 PM on the Town Council web site located at: <https://vienna-va.legistar.com/Calendar.aspx>.

All work will be within the public right-of-way and there will be no cost to property owners for these improvements. If Town Council authorizes the survey and design contract, the next step will be field surveying and preparation of a sidewalk plan layout. We will contact each owner to review how the construction will affect their property, any required temporary construction easements, and restoration details.

When the project moves to the construction phase, you will receive notice of Town Council consideration of the construction contract award. A notice will also be sent to adjacent property owners before work begins. Should you have any questions, my contact information is 703-255-6386 or email at djohnson@viennava.gov

Sincerely,

Dennis Johnson, PE
Public Works Director