

TOWN OF VIENNA, VIRGINIA  
OFFICE OF THE TOWN MANAGER  
**REGULATORY REQUIREMENTS  
FOR COUNCIL ACTIONS**

**Council Meeting Date: 07/06/2026**

**Item: 26-5640 - Change Order to Add Design of the 2nd Floor and Basement to RFP 24-19, 1st Floor Town Hall Renovation - Architectural Drawings for Construction**

**Department: Public Works**

**Date Initiated: 6/2/2026**

**Item Description (check box):**

Land Use Case (Rezoning, Modification of Requirements, Subdivision, etc.)

Memorandum of Understanding

Ordinance

Resolution

Procurement (Contract Award, Purchase Agreement, etc.)

Other Describe:

Requirements	Yes/No	Applicable Code Section(s)	Applicable Date(s), etc.
Notice of Adoption	No		
Council Approval	Yes	Sec 6-74	
Public Hearing - Town Council	No		
Public Hearing - Planning Commission	No		
Newspaper Legal Ad	No		
Procurement Waiver*	No		
Sign Posted	No		
Written Notice to Property Owner(s) of Subject Site	No		
Written Notice to Property Owners/ Agents/Occupants of Abutting Properties and those Immediately across the Street from Subject Site	Yes	N/A	
Written Notice to Fairfax County	No		

*For Town Manager/\*Staff Use*