TOWN OF VIENNA, VIRGINIA
OFFICE OF THE TOWN MANAGER

REGULATORY REQUIREMENTS FOR COUNCIL ACTIONS

Council Meeting Date: 12/9/19

Item: Request to set public hearing to amend the Comprehensive Plan related to Town-owned property at 440 Beulah Road, NE

Department: Department of Planning and Zoning

Date Initiated: 11/20/19

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: Comprehensive Plan Amendment

Requirements	Yes	No	Applicable Code Section(s)	Applicable Date(s), etc.
Notice of Adoption	○	●		
Council Approval	●	○	15.2-2229, 2232	
Public Hearing Notice - Website	●	○	2.2-3707	3 days
Public Hearing – Town Council	●	○	15.2-2229, 2204	2/3/20
Public Hearing – Planning Commission	●	○	15.2-2229, 2204	1/8/20
Newspaper Legal Ad	●	○	15.2-2204	once a week, 2 weeks prior
Procurement Waiver*	○	●		
Sign Posted	○	●		
Written Notice to Property Owner(s) of Subject Site	○	●		
Written Notice to Property Owners/Agents/Occupants of Abutting Properties and those Immediately across the Street from Subject Site	○	●		
Written Notice to Fairfax County	●	○	15.2-2204	10 days prior

For Town Manager/*Staff Use