

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

<b>Council Meeting Date:</b> 01/27/2020		<b>Item:</b> Initiate Sidewalks projects from Robinson Trust	
<b>Department:</b> Public Works		<b>Date Initiated:</b> 1/9/2020	
<b>Item Description (check box):</b> Land Use Case (Rezoning, Modification of Requirements, Subdivision, etc.) <input type="checkbox"/> Memorandum of Understanding <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Procurement (Contract Award, Purchase Agreement, etc.) <input type="checkbox"/> Other X Describe: Council needs to approve the initiate of sidewalk projects			
<b>Requirements</b>	<b>Yes/No</b>	<b>Applicable Code Section(s)</b>	<b>Applicable Date(s), etc.</b>
Notice of Adoption	No		
Council Approval	Yes	N/A	Needed Jan 27 <sup>th</sup> 2020
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	Letters sent on January 3 <sup>rd</sup> , 2020
Written Notice to Fairfax County	No		
<u><b>For Town Manager/*Staff Use</b></u>  In order to begin work on any projects, the Council must first give staff direction to do so.			