



September 10, 2013

Property Owner
[Insert Property Address]
Vienna, VA 22180

**Re: Town Council consideration of a sidewalk design contract award for
John Marshall Drive NW between Lawyers Road and Center Street**

Dear x:

At their September 23, 2013, meeting at 8 PM in the Town Hall council chamber, the Vienna Town Council will consider authorizing a survey and design contract for a project to build a new concrete sidewalk on John Marshall Drive NW. The proposed project is an important connection from northwest neighborhoods to the center of Vienna and was recommended by both the Transportation Safety Committee and a Town Council-appointed citizen Sidewalk Task Force. Public sidewalks benefit all Vienna residents by providing safe walking routes to schools, connecting neighborhoods so short trips can be completed without traveling by car and providing a safe and convenient way to get outdoors and exercise.

You are welcome to attend the meeting and participate in the discussion regarding this project. A copy of the Public Works Department's report recommending the projects will be available a few days before the meeting on the Town Council web site located at: <http://viennapublic.novusagenda.com> . 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 design, the next step will be a field survey and preparing design plans. **As the plans are being prepared, owners of properties affected by the work will be contacted to discuss any impacts and receive a copy of the sidewalk plan.** You will receive a notice before the Town Council meeting where construction contract award is considered. Should you have any questions please contact me directly by phone at (703) 255-6386 or by email at djohnson@viennava.gov .

Sincerely,

Dennis Johnson, PE
Public Works Director