



CITY OF RICHMOND

DEPARTMENT OF  
PLANNING AND DEVELOPMENT REVIEW  
URBAN DESIGN COMMITTEE

December 14, 2015

Deanna Lewis  
Heirloom Restorations, LLC

**RE: Cellar Door Encroachment into the public right-of-way adjacent to 2525 O Street;  
UDC No. 2015-33**

Dear Ms. Lewis,

At its December 10, 2015 meeting, the City's Urban Design Committee (UDC) voted to recommend approval of your application for a cellar door encroachment into the public right-of-way adjacent to 2525 O Street, with the following conditions:

- To follow the Applicant's design and provide three bollards on the 26<sup>th</sup> Street side of the cellar door.
- The bollards should be slender, decorative, and painted black, with black painted chain between the bollards.
- If additional bollards, or bollards in different locations, are required by the Department of Public Works, the item should return to the UDC for review.

The encroachment process is administered through the Department of Public Works, which has requested that the UDC provide design advice on certain types of encroachments. The UDC does not have the authority to approve encroachments, but rather provides advice to the Department of Public Works. Please contact Marvin Anderson (646-5404) or Jane Amory (646-7109) with any questions regarding the permit process.

It has been my pleasure to work with you on this project. Please do not hesitate to contact me at (646-6348) should you have any questions regarding the UDC review process.

Sincerely,

A handwritten signature in blue ink, appearing to read "JEASTMAN".

Jeff Eastman  
Senior Planner  
Secretary to the Urban Design Committee

Cc: Marvin Anderson, DPW Surveys Division