

COUNTY OF HENRICO  
VIRGINIA

INTER-OFFICE MEMORANDUM

To: Planning Office Subject: POD2021 – 00112 & 114: Dollar  
Henrico County Police Division, General at 4151 Darbytown Rd  
From: Community Services Unit Date: June 17, 2021

**POD2021-00112 & 114**

Landscape and Lighting Plan Review

Zoning: B-3

- ☐ Henrico County Police Division recommends approval.  
☒ Henrico County Police Division recommends approval if the requirements in Section I are addressed.  
☐ Henrico Police cannot complete our review at this time as additional information is needed.

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**SECTION I. Address the following items in order for Henrico Police to endorse this plan:**

- ☒ Provide new plans/information with details to address items noted below.  
☐ Provide a response addressing the items and/or stating the intent of the applicant.

**Landscape Plan:**

1. Dwarf Burford Holly shall be trimmed and kept below 3 feet tall.
2. All shrubs and trees should be trimmed to allow for maximum visibility to and from the site and from within the site. Shrubs should have a natural growth habit of no more than 2 ½ to 3 feet, or should be maintained at this height, especially when located along an entrance, walkway or in a parking area.
3. Trees located around the buildings, walkways and parking areas should have a natural growth habit that is a tree-form, non-pyramidal shaped tree. If this cannot be done, the canopy of the trees should be maintained at least 4 feet from the ground as the tree matures.

**Lighting Plan:**

1. The minimum maintained light level should be no lower than 1.0 foot-candles throughout the parking areas, walkways, building entrance and building edge.
  - Consider installing wall scone lights to the rear of the building that would not provide more than 0.5 foot candles at the property line. The transitional buffer landscaping in addition to the existing vegetation should block any light onto the adjacent properties. Plus, the nearest home to the east is 380 feet way.
2. Lighting is one of the most economical and effective forms of crime prevention available. For lighting to be effective it must be uniformly distributed so that dark areas and areas of sharp contrast are not created. The Illuminating Engineer Society of North America defines uniformity as

“the evenness of the distribution of light on the surface(s)”...which “aids security perception, while reducing the necessity for eye adjustment...” IESNA G-1-03, 5.4.

3. In creating uniform lighting, consider:
    - a) type of fixture
    - b) the height of poles
    - c) the direction of the light
    - d) spacing of fixtures
  4. Routine maintenance of the lights is recommended.
    - a) A schedule should be established to review lights to determine if any need replacing.
    - b) Globes should be cleaned periodically to ensure full illumination from the light.
    - c) A program should be established to relamp the complex, also known as *group relamping*. This method reduces cost by minimizing site visits for the purpose of relamping, and it ensures that the lamps being replaced are consistent with all surrounding lamps.
    - d) A program should be established for the trimming and maintenance of tree canopies and other plant materials at or around the light poles so that illumination is not reduced.
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While our requirements for the endorsement of the plan do not guarantee a crime-free environment, it is our experience that the application of the concepts of Crime Prevention Through Environmental Design (CPTED) will reduce the opportunity for crime to occur and will enhance the quality of life. Should you have any questions or comments, please contact me at [mof@henrico.us](mailto:mof@henrico.us).

Billy Moffett  
CPTED Planner