

COUNTY OF HENRICO  
VIRGINIA

INTER-OFFICE MEMORANDUM

To:	Planning Office Henrico County Police Division	Subject:	POD2021-00465 Woodspring Suites Extended Stay Hotel at 4615 Williamsburg Road
From:	Community Services Unit	Date:	November 22, 2021

**POD2021-00465**

*Site Plan with Notice*

*Zoning: B-3/M-1*

- Will the hotel be open to the general public between 12 (midnight) - 6am? Or, will the entrances be controlled by access control measures?
- No comments on the site lighting plan.
- No comments on the landscaping plan.
- See building security best practices noted below as you proceed.

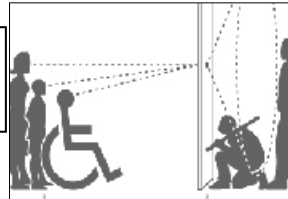
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**Building Security Best Practices:**

1. Provide access control (physical security) on all exterior doors.
2. Equip the exterior entrances with automatic door closers and with self-locking devices that will engage immediately when the door has been closed.
3. The windows should not be tinted, especially at the entrance to the stores, to allow for surveillance opportunities both from within and from outside the building.
4. Install full to partial glass doors at locations where surveillance is needed. For service doors, install a reinforced vision panel, one-way window, wide-angle, or security peephole to promote visibility and safety for employees. (See Photo D) A security peephole offers a wider angle view and the employee can stand at least five feet away from the door to observe the exterior.
5. Utilize non-removable hinge pins or piano hinge/continuous hinge on all exterior doors.
6. The following measures should be in place to increase the security for side, rear or storage doors:
  - a) Metal or solid core
  - b) Metal frames
  - c) Deadbolt locks- egress point: one that employs a thumb turn on the inside of the door
  - d) Reinforced strike plates
7. Advertisements and/or displays should not be located in and around the windows. If advertisements must be used, keep them small in size and locating them along the top of the windows. This will work towards increasing surveillance opportunities from within and from outside.
8. Install a security peephole or one-way window on the rear door. (See Photo D) A security peephole offers a wider angle view and the employee can stand at least five feet away from the door to observe the exterior.



Photo D. Example of a security peephole and a detail of the views it can provide.



9. Locate a doorbell outside this rear door for companies to use when making scheduled deliveries.
10. The following signage should be at all entrance doors:
  - a) Crime prevention messages such as “Time delay safe”, “Clerk cannot open safe”, etc., should be displayed in a conspicuous location.
  - b) Height tape should be applied to door frames at all exits used for the public to assist with identification of a suspect.
11. A safe room should be developed. A safe room requires a solid core door fitted with a peephole, deadbolt lock, and a telephone located inside the room. Conduct all banking procedures and the opening and closing of register drawers while secured inside the safe room. This room may also provide your employees a safe haven during a crisis situation.
12. Convex mirrors should be installed to allow employees to monitor blind spots and unmonitored areas located inside the building.
13. Install a video surveillance system (VSS) for the interior and exterior of the site.

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The Henrico Police Division supports and implements Crime Prevention Through Environmental Design (CPTED), which is the theory that the proper design and effective use of the built environment can lead to a reduction in the incidence and fear of crime and an improvement in the quality of life.

The following characteristics need to be in place at this site.

1. **Natural Surveillance.** Provide natural surveillance throughout the site, especially to parking areas, buildings, building entrances, walkways, etc. Natural surveillance is the placement of physical features, activities and people in such a way as to maximize visibility.
2. **Natural Access Control.** Provide natural access control throughout the site. Natural access control is the physical guidance of people coming and going from a space by the judicious placement of entrances, exits, fencing, landscaping and lighting. The goal is to guide people where you want them to go and how you want them to get there.
3. **Territorial reinforcement.** Territorial reinforcement is the use of physical attributes that express ownership, such as fences, pavement treatments, art, signage and landscaping. The goal is to promote ownership and pride in where you live and work.
4. **Maintenance.** Allows for the continued use of space for its intended purpose. It also serves as an additional expression of ownership.

While our requirements for the endorsement of the plan does 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 804-501-5370 or [mof@henrico.us](mailto:mof@henrico.us).

Billy Moffett  
CPTED Planner