

COUNTY OF HENRICO
VIRGINIA

INTER-OFFICE MEMORANDUM

To: Planning Office Subject: POD2021-00566: Towne Bank at
Henrico County Police Division, SPSC
From: Community Services Unit Date: January 12, 2022

POD2021-00566
Concept Plan
Zoning: B-3C
Proffers: C-29C-98 / C-14C-07

- ☐ Henrico Police Division recommends approval
☒ Henrico 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.

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

- ☒ Provide new plans with details to address items noted below.
☐ Provide a response addressing the items and/or stating the intent of the applicant.
- Provide a lighting plan with fixtures and light poles, photometrics shown on a site plan and cut sheet for fixtures and poles. See Division 5, Article 5 in the [Zoning Ordinance](#) for lighting regulations.
 - Provide a landscape plan with proposed landscaping. Follow landscaping best practices noted below.

Landscaping Best Practices:

1. Show light pole locations on the landscape plan in an attempt to avoid conflicts.
 2. The location of the light poles in relation to the trees needs to be considered, especially in parking lots and areas along the building's edge. The two should not be located in the same area, as illumination will be reduced as the tree matures.
 3. 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.
 4. 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 four feet from the ground as the tree matures.
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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.
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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 804-501-5370 or mof@henrico.us.

Billy Moffett
CPTED Planner