

COUNTY OF HENRICO
VIRGINIA

INTER-OFFICE MEMORANDUM

To: Planning Office Subject: Woodman Road Self Storage –
Henrico County Police Division, POD2021-00561
From: Community Services Unit Date: January 28, 2022

POD2021 - 00561

<Plan of Development>

Zoning: M-1C / C-1C

Proffers: REZ2018-00036

- 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.
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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.

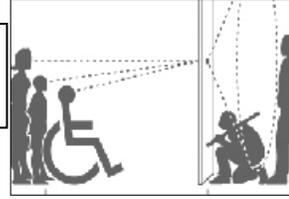
- The proffers note the operating hours of 6am – 10pm. Please confirm that all access to the entire site will be limited to these hours.
- Why are there so many parking spaces? Will vehicles be stored? If so, they should be protected by fencing. Catalytic converter thefts will occur at this location without adequate protection. Consider providing fencing around the entire perimeter.
- Will the main gate slide against the building closest to the office? Or, will it pivot? There is a gap in the fencing shown on the plans at this entrance. Please explain.
- No comments on the lighting.

Building Security Best Practices:

1. Provide access control (physical security) on all exterior doors.
2. All exterior entrances into the facility should be equipped with automatic door closers. The doors should also be equipped 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.



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



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. 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.
 9. 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.
 10. Convex mirrors should be installed to allow employees to monitor blind spots and unmonitored areas located inside the building.
 11. Install a video surveillance system (VSS) for the interior and exterior of the site.
 12. Install full to partial glass doors at locations where surveillance is needed. For service doors, install a reinforced vision panel, one-way window or wide angle peephole to promote visibility and safety for employees.
 13. For those doors and windows with limited to no visibility from the street, consider adding security film to help ‘harden the target’. Cover glass doors and windows within 40” of door locking mechanisms with a security film to prevent penetration. A 6 - 8 millimeter thick film is suggested. Resource options: www.llumar.com and www.vista-films.com. See web sites for a local installer.
 14. Locate a doorbell outside this rear door for companies to use when making scheduled deliveries.
 15. Exterior doors should be of a solid-core design or steel construction with hinges on the interior of the door (in residential applications and where permitted by codes) and a keyed lock with a strike bolt into a solid frame. Frames should be fastened to the wall studs by using long screws to insure the door’s stability. Strike plates should also be firmly fastened to the frame to avoid being ripped out. (From National Fire Protection Association, *NFPA 730 Guide for Premises Security 2006 Edition*. 7.3.5)
 16. When an exterior door is considered as an emergency egress point, from NFPA 730, 7.2.18. Install a delayed egress locking system using a push bar, automatic door closers, a magnetic lock and a door alarm that will activate if the door is opened. The delayed egress locking system also requires that a sign be posted on the door instructing the occupant to push on the bar for 30 seconds until the door opens. Do not install hardware on the outside of this door.
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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