

COUNTY OF HENRICO
VIRGINIA

INTER-OFFICE MEMORANDUM

To: Planning Office Subject: POD2022 - 00305: Insurance Auto
Henrico County Police Division, Auctions – Portugee Road
From: Community Services Unit Date: July 1, 2022

POD2022-0000305

Zoning: M-2 & M-3

PUP2022-00007

- ☐ 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.

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.

1. Provide the hours of operation in writing to the Police Division. If the business will be open to the public between 12am midnight and 6:00 am a Crime Prevention Through Environmental Design (CPTED) Plan will be required. See Division 5 of the [Zoning Ordinance](#) for the CPTED Plan process.
 - a. HPD expects trespassing and theft, especially of catalytic converters, to be the two largest crimes the business will experience. HPD will ask for the following information if a CPTED Plan is required:
 - i. Security cameras at primary entrances and throughout the development
 - ii. To capture meaningful camera footage, lighting will be needed throughout the development.
 - iii. Access control measures for all vehicular gates and exterior doors for the buildings.
 - iv. More information on the fencing than what was provided. See below. Security level fencing would be requested.
 - v. Security level lighting for the site. Full cut off lighting as required by the Zoning Ordinance and regulated by PUP condition #3. Site lighting would be needed for security cameras to capture meaningful footage.
 - vi. Security alarms for buildings.
 - vii. Trespassing Enforcement Authorization – which allows Henrico Police to remove, ban and charge trespassers on the owner's behalf. An application will be provided to Henrico Police on an annual basis. The application can be found here: <https://henrico.us/services/trespassing-enforcement-authorization/>
 - viii. Additional items may be requested as more information is provided.

2. Fencing: provide specifications for the conditioned board-on-board fencing. Residential grade, wooden board-on-board fencing is not security level fencing. It is easily climbed and easy to cut through and does not contain tamper resistant hardware. Wood fencing deteriorates quickly and may not provide adequate security of your inventory, staff, and customers. Will there be barbed wire on the top of the wooden fence? Provide all specifications.
 - a. Will all fence posts be installed with concrete in the ground? Please specify.
 - b. PG. C-308 – provide heights of fence and heights of barbed wire separately. Will the chain link fence be six foot tall with two feet of barbed wire for a total of eight feet?
 - c. PG. C-308 – provide specifications for the proposed wood fencing.
 - d. Will the chain link fencing be black vinyl coated? Note on plans.
 - e. Will the posts be located on the inside or outside of the fence?
 - f. Will the chain link fence have tamper resistant hardware? Please be very specific with notes on the plans and provide all specs.
 - g. How large will the openings of the chain link fencing be? Please specify on the plans. Security level chain link fencing has openings 1” or smaller.
 - h. Place the fence layer on the landscape plans.
 - i. Provide specifications of the swinging gates (internal and for cell tower access).
3. Lighting:

PUP condition #3 states: *“Lighting shall be limited to the amount necessary for safety and security.”*

 - a. PG. ES-1 provides wall pack lighting only for the three proposed buildings. What about the remainder of the site?
 - b. Division 5 of the Zoning Ordinance requires 3–6-foot candles for parking areas and pedestrian pathways. Provide photometrics for these areas.
 - c. Will lighting be provided for the remainder of the site? If you are providing security cameras and not providing adequate lighting for the remainder of the site, please explain the intent?

****Additional comments may be provided as more information is received. ****

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.

Billy Moffett
CPTED Planner