

COUNTY OF HENRICO  
VIRGINIA

INTER-OFFICE MEMORANDUM

To: Planning Office Subject: POD2023-00121: Bank of America – Willow Lawn  
Henrico County Police Division,  
From: Community Services Unit Date: March 31, 2023

POD2023-00121

Zoning: M-1

- ☐ 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.

- The floorplan identifies there will be a 24-hour vestibule. If the design will allow for 24-hour access into the building by the general public, a CPTED Plan is required. Please call me to discuss.
- Consider adding a light pole near the trash enclosure. The photometrics drop sharply in this area.
- Provide specifications, mounting height and all required information for all luminaires.

**Architectural Plans:**

- Staff is concerned about allowing the general public into the building after operating hours without staff.

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](mailto:mof@henrico.us).

Billy Moffett  
CPTED Planner