

COUNTY OF HENRICO  
VIRGINIA

INTER-OFFICE MEMORANDUM

To: Planning Office Subject: POD2023-00422: Springhill Suites at  
Henrico County Police Division, Richmond Airport  
From: Community Services Unit Date: October 13, 2023

POD2023-00422

Zoning Classification: B-3

Rezoning Case(s):

PUP(s):

Principle Plan Type (check one):

<input checked="" type="checkbox"/>	POD	<input type="checkbox"/>	Site Plan (Minor)	<input type="checkbox"/>	Site Plan w notice	<input type="checkbox"/>	TUP
<input type="checkbox"/>	Landscape Plan	<input type="checkbox"/>	Lighting Plan	<input type="checkbox"/>	POD Revision	<input type="checkbox"/>	CUP
<input type="checkbox"/>	Master Plan						

Secondary Plan Type (click one):

<input checked="" type="checkbox"/>	Landscape Plan	<input checked="" type="checkbox"/>	Lighting Plan
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**\*Lighting plans are required with each site plan or POD submission.**

**Henrico Police Division's Recommendation:**

- ☐ 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.
- ☐ A lighting security plan is required. See Section III
- ☐ A fencing security plan is required. See Section III

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

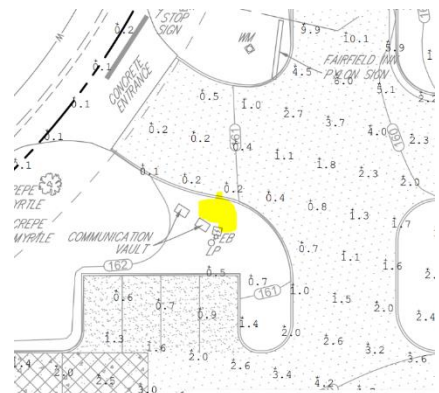
- ☒ Provide new plans/information with details to address items noted below.
- ☒ Provide a response addressing the items and/or stating the intent of the applicant.

**SECTION II.**

**Site Specific Comments:**

A CPTED Plan is required. I have attached the following:

1. A sample CPTED Plan
2. A blank CPTED Plan checklist.
3. Consider adding a light fixture near the highlighted area Shown to the right.



**Landscape Plan Best Practices:**

<input checked="" type="checkbox"/>	Show light pole locations on the landscape plan to avoid conflicts. 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. Provide conflict locations:
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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 4 feet from the ground as the tree matures.
<input type="checkbox"/>	If a buffer is required along (name of streets), consideration should be given to maximizing visibility to and from the site. This can be accomplished in several ways – grouping of shrubs, naturally low growing shrubs or planting shrubs with good lines of sight between them. The goal is to provide as much visibility to and from the site as possible.

**Lighting Plan Comments:**

Does all lighting meeting the following code requirements shown in Table 5503A?

Yes ☒ / No ☐

Does the application show 1.0 foot-candles along the entire building edge and at the primary entrances?

Yes ☒ / No ☐

<b>Table 5503A: Average Illuminance (Minimum and Maximum)</b>		
<b>Site Feature</b>	<b>Minimum (foot candles)</b>	<b>Maximum (foot candles)</b>
Pedestrian pathway for R-5A, townhouse, and detached condominium projects <sup>[1]</sup>	0.5	2
Pedestrian pathway for multifamily and nonresidential development	1	3
Surface parking lot, other than other than 24-hour nonresidential uses <sup>[1]</sup>	1	3
Surface parking lot for 24-hour nonresidential uses <sup>[1]</sup>	3	6
Parking deck or garage	3	6
Exterior service window or ATM	3	6
Exterior stair or elevator	3	6
<sup>[1]</sup> including cluster mailboxes, bicycle parking, service areas, loading bays, and recycling and refuse collection areas, whether or not attached to a parking lot		

Are the following comments noted on the lighting plan?

<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<ol style="list-style-type: none"> <li>1. All proposed lights will be full cut-off providing light downward only.</li> <li>2. All proposed lights will be dark sky compliant.</li> <li>3. All proposed lights will have zero-degree tilt.</li> </ol>
<input checked="" type="checkbox"/>	<p>The lamps throughout the site should be the same. The emphasis is to have the same color of light (white or orange/yellow) throughout which will provide good color rendition, help with visibility, and reduce contrasts. Color rendition refers to how objects of various colors appear under a particular lamp. Metal halide, LED, or compact fluorescent lamps (white light) are preferred.</p>
<input checked="" type="checkbox"/>	<p>All light fixtures need to be full cut-off. See Figure 5503: Full Cut-off Fixtures below:</p> <div data-bbox="518 690 1148 1022" data-label="Image"> <p style="text-align: center;">Figure 5503: Full Cut-off Fixtures</p> </div>
<input checked="" type="checkbox"/>	<p>Lighting is one of the most economical and effective forms of crime prevention available. For lighting to be effective it must be uniformly distributed so that dark areas and areas of sharp contrast are not created. The Illuminating Engineer Society of North America defines uniformity as “the evenness of the distribution of light on the surface(s)”...which “aids security perception, while reducing the necessity for eye adjustment...” IESNA G-1-03, 5.4.</p>
<input checked="" type="checkbox"/>	<p>Routine maintenance of the lights is recommended.</p> <ol style="list-style-type: none"> <li>a) A schedule should be established to review lights to determine if any need replacing.</li> <li>b) Globes should be cleaned periodically to ensure full illumination from the light.</li> <li>c) A program should be established to relamp the complex, also known as <i>group relamping</i>. This method reduces cost by minimizing site visits for the purpose of relamping, and it ensures that the lamps being replaced are consistent with all surrounding lamps.</li> <li>d) A program should be established for the trimming and maintenance of tree canopies and other plant materials at or around the light poles so that illumination is not reduced.</li> </ol>

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](mailto:mof@henrico.us).

Billy Moffett  
CPTED Planner