

ORDINANCE NO. 2017-06

AN ORDINANCE TO CREATE SECTION 5.06 OF THE
TOWN OF DELAFIELD MUNICIPAL CODE,
REQUIRING THE INSTALLATION OF A KEY LOCK BOX
ON CERTAIN PROPERTIES WITHIN THE TOWN
FOR FIRE PROTECTION PURPOSES

WHEREAS, Town of Delafield Fire Chief has recommended that the Town of Delafield Municipal Code be amended to require the installation of a key lock box on commercial and institutional property in the Town of Delafield; and

WHEREAS, the Town of Delafield Town Board hereby intends to accept the recommendation of the Town Fire Chief and adopt certain requirements for structures to install a key lock box as recommended.

NOW, THEREFORE, the Town Board of the Town of Delafield, Waukesha County, Wisconsin, DOES HEREBY ORDAIN as follows:

SECTION 1: Chapter 5 of the Town of Delafield Municipal Code entitled "Fire Protection," Section 5.06 entitled "Requirement for Structures to Install a Key Lock Box," is hereby created as follows:

5.06 REQUIREMENT FOR STRUCTURES TO INSTALL A KEY LOCK BOX

(1) DECLARATION OF PURPOSE

- (a) The Town of Delafield Board of Supervisors hereby determines that the health, safety, and welfare of the citizens is promoted and safeguarded by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Town of Delafield Fire Department to gain access to the structure when the same is not occupied or when the occupants are unable to grant ingress to the Fire Department.
- (b) The key lock box system will reduce the need for forced entry into structures and should avoid costly and time-consuming efforts in gaining access to locked structures during an emergency.
- (c) This ordinance shall provide for effective fire protection by providing a method for rapid response entry into and throughout locked buildings in emergency situations where time may be of the essence.

(2) KEY LOCK BOX SYSTEM

- (a) The following structures shall be equipped with a key lock box at or near the main entrance or such other location as required by the Fire Chief commencing no later than the time specified in Subsection (b) and (c) below, and continuing for all times thereafter.
1. Commercial and Industrial Structures
 2. Multi-family-residential structures with three or more units that have restricted access through locked doors but have a common corridor for access to the living units
 3. Schools, whether public or private
 4. Government structures, churches and nursing care facilities
- (b) All new construction of structures listed above, and remodeling of structures listed above that are required to have a building permit issued, shall have a key lock box installed and operational, based on the discretion of the Fire Chief, prior to the issuance of an occupancy permit.
- (c) All existing structures listed above which undergo a change in use, occupancy or ownership shall have a key lock box installed and operational.
- (d) The type of key lock boxes to be implemented within the Town of Delafield shall be subject to the prior approval of the Fire Chief.
- (e) All installations are subject to the approval of the Fire Chief.

(3) INSTALLATION

- (a) All lock boxes shall be installed within five (5) feet from the lock side of the main entry door on the address side of the building.
- (b) All lock boxes shall be flush or surface mounted between five (5) and six (6) feet from the ground to the center of the entry if possible.
- (c) In the event that the key lock box cannot be installed at the aforesaid location and/or height, the Town of Delafield Fire Chief may designate in writing a different location and installation specifications.
- (d) All applicable realty and/or property with an electronic security gate shall have the lock box installed outside of the gate or provide an electronic opener for the gate which can be activated by the fire department master key.
- (e) Any changes in the installation after the initial approval are subject to the prior approval of the Fire Chief.

(4) MAINTENANCE

The operator of the building shall immediately notify the Fire Chief and provide new keys when a lock box key is changed or rekeyed. They shall also ensure the box is properly maintained and accessible to the fire department.

(5) CONTENTS OF LOCK BOX

The building owner or occupant shall be responsible for purchasing/installing an approved lock box and providing the following keys:

- (a) Keys to locked points of ingress or egress, whether on the interior or exterior of such buildings
- (b) Keys to all locked mechanical rooms
- (c) Keys to all locked electrical rooms
- (d) Keys to elevator and their control rooms
- (e) Keys to the Fire Alarm panels
- (f) Keys (special) to re-set pull stations or other Fire Protective devices
- (g) Keys to any other areas as requested by the Fire Chief

(6) EXCEPTIONS TO REQUIREMENT TO INSTALL A KEY LOCK BOX SYSTEM

The following structures are encouraged to, but are exempt from the mandate to install a key lock box system:

- (a) Single family structures and multi-family structures with no more than two units
- (b) Structures that have 24 hour, 365-day on-site security personnel, or have other personnel on site.
- (c) Businesses that are open and staffed 24 hours, 365 days per year (which may include but are not limited to, Nursing Homes, Hospitals, Police Stations. etc...)
- (d) Rental storage facilities where there are locks on the separate storage pods, however, locked entry security gates require a lock box.

SECTION 2 SEVERABILITY.

The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinance whose terms are in

conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE.

This ordinance shall be effective upon publication or posting as provided by law.


Dated this 23rd day of May, 2017.

TOWN OF DELAFIELD



Lawrence G. Krause, Town Chair

ATTEST:



Mary Elsner, Town Clerk

This ordinance posted or published _____.

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