

ORDINANCE #: 838-2017

AN ORDINANCE OF THE CITY OF DRY RIDGE, GRANT COUNTY, KENTUCKY, ADOPTING PUBLIC SAFETY EMERGENCY ACCESS SYSTEM.

WHEREAS, the City of Dry Ridge does not have an existing ordinance relating to the required use of a Public Safety Emergency Access System; and

WHEREAS, the City wishes to require Public Safety Emergency Access System as defined in this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF DRY RIDGE, KENTUCKY, AS FOLLOWS:

Section One Definitions

As used herein, the following words and phrases have the meanings indicated:

- A.** PSEAS: Public Safety Emergency Access System
- B.** City: City of Dry Ridge
- C.** Knox Hardware: Products that are available from the Knox Box ® Company.
- D.** Key Box: Knox Box products that hold keys, access cards and/or codes.
- E.** Electronic Switch: A switch that is compatible with Knox Hardware, which is used to control access to electronic gates, doors, etc.
- F.** Padlock: Any padlock that is compatible with the Knox Hardware system.
- G.** Commercial Property: Any building or property in the city used or designated for commercial, industrial or multi-family purpose except as follows:
 - 1.** Multi-family residential complexes which do not have locked doors or gates which protect a common corridor or other means of providing access to the living units.
- H.** Owner: Person on record with the Grant County Property Valuation Administration as the owner of the property.
- I.** Tenant: Person having a possessory or proprietary interest in the property.
- J.** New Commercial building: A commercial building or multi-family residential complex issued a certificate of occupancy after September 18th, 2017.
- K.** Existing Commercial building: A commercial building or multi-family residential complex issued a certificate of occupancy before September 18th, 2017.
- L.** Remodeled Commercial Building: A commercial structure being remodeled pursuant to a building permit issued after September 18th, 2017.
- M.** Fence Permit: A new fence permit that is issued for gates that are electronically controlled after September 18th, 2017.

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- N.** Multi-family: A residential structure with three (3) or more living units which access to the building, common areas, mechanical room, and/or electrical rooms within the building are denied through locked doors.
- O.** Multi-Unit Commercial building: A structure with three (3) or more separate units that are contained within one building.

Section Two Required Installation

A. Required Key Box installation:

- 1. New Commercial structures
- 2. New Multi-family structures
- 3. Existing Properties: When requirements are met in Section One (1), L of this ordinance.

B. Required Electronic Switch installation:

- 1. Any property that has a fence permit issued for electronically gated vehicle access shall be equipped with an Electronic Switch to allow immediate emergency access through the gate.

C. Required Padlock:

- 1. Any property that has gated vehicle access or gates that are manually opened and closed. Only required if such gate is locked.
- 2. The Padlock will be in addition to and locked thought the shackle of a lock that the owner uses to secure the property.
- 3. The City is not responsible if lock or chain is cut/damaged due to improper locking.

Section Three Quantity

A. Key Box:

- 1. Generally one (1) Key Box is appropriate for a structure or complex where multiple small buildings of a commercial property are in close proximity. (See Section 4,1,a for further definition).
- 2. Multiple pieces of Knox Hardware shall be necessary for larger complexes that have multiple entrances. Where factors suggest multiple pieces of Knox Hardware are required or alternate locations are appropriate, the Planning and

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Zoning Administrator and/or the Fire Chief or designee will specify those locations.

B. Electronic Switch:

1. The quantity of Electronic Switches will be based on the number of gates to the property and size of secured location. Number will be determined by the Planning and Zoning Administrator and/or the Fire Chief or designee.

C. Padlock:

1. The quantity of Padlocks will be based on the number of similar such locks that are used at the property. The number will be determined by the Planning and Zoning Administrator and/or the Fire Chief or designee.

Section Four Placement and Installation

A. Key Box:

1. Placement: Shall be placed within 6 foot (72 inches) of main entrance on address side of building.
 - a. If placement is at a multi-unit commercial building a single Key Box can be placed in such a manner that it will allow access to units within 20 foot (240 inches) of the Key Box.
2. Installation: Shall be installed at a height of 48 inches to 72 inches above the finished grade and in a manner that shall always be visible and accessible.

B. Electronic Switch:

1. Placement: Shall be placed within 10 foot (120 inches) of what it controls.
2. Installation: Shall be installed at a height of 48 inches to 72 inches above the finished grade and in a manner that shall always be visible and accessible.

C. Padlock:

1. Placement: On any locked gate that may need to be accessed by emergency personnel.
2. Installation: Shall be locked shackle to shackle with existing lock of property owner.

Section Five Contents

A. Key Box:

1. Each Key Box on property shall contain a properly labelled key or keys which will allow access to any part of the property that may need to be accessed during an emergency.

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Section 6 Required Maintenance

- A. City Staff shall once a year visit each property with this equipment to assure that all is in working order.
- B. The owner/operator of a structure which this ordinance requires installation of items described shall permanently maintain the items as long as the structure and/or use meets the criteria set forth.
- C. Maintenance shall include, but not limited to, replacement of contents in a Key Box anytime locks are changed or re-keyed, and/or access codes are changed.
- D. To fulfil a maintenance request the Planning and Zoning Administrator will need to be contacted to schedule a time.

Section 7 Optional Applicability

- A. Owners or occupants of residential dwellings and townhouse units may utilize the PSEAS upon consultation and with approval of the Planning and Zoning Administrator and/or Fire Chief or designee.
- B. If an Owner or occupant uses Knox Hardware they shall be required to fulfill the required maintenance set forth in Section 6, with the exception of Section 6, B.

Section 8 Compliance

- A. Existing occupied structures at the adoption of this ordinance are not required but highly encouraged to install Knox Hardware.

Section 9 Enforcement

- A. It shall be the duty of the Planning and Zoning Administrator, and/or Fire Chief or designee to enforce the provisions of this Ordinance.
- B. It shall be the duty of the enforcement staff upon finding a violation of this ordinance to send the owner/occupant a letter stating the violation, the time frame to remedy and penalties if not done so within time given.
- C. In the alternate a written notification may be given to the owner/occupants of the property.

Section 10 Penalties

- A. Any violation of this Ordinance shall be punishable by a civil fine of not less than fifty dollars (\$50.00) per violation, plus cost of legal fees.
- B. Each day or part thereof shall constitute a separate violation of this Ordinance.

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C. Date of violation will start when found and continue until the violation has been remedied.

First Reading: September 5, 2017

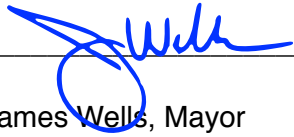
Second Reading: September 18, 2017

PASSED, ORDAINED, APPROVED AND ORDERED AND PUBLISHED ON THIS THE **19th**
DAY of **SEPTEMBER, 2017**

Attest


A blue ink signature of Amy Kenner, consisting of a large, stylized 'A' followed by a horizontal line.

Amy Kenner, Clerk


A blue ink signature of James Wells, consisting of a stylized 'J' and 'W' followed by a horizontal line.

James Wells, Mayor