



# MEMO

**MEMO DATE:** June 17, 2021  
**TO:** Cottage Grove Village Board  
**FROM:** Ordinance Review Committee  
**RE:** Discuss and Consider Updates to Chapter 130-26(E)

The Ordinance Review Committee prepared the following update to Chapter 130-26(E) regarding Emergency services repository unit under Building Construction and Fire Protection. The update will more clearly specify the requirements for emergency services key repository units on buildings that serve the public. This will improve consistency and standardize the process which benefits property owners and the Fire Department. The Joint Fire Department Committee and the Fire Chief also provided input for the update. The attached resolution would set the manufacturer approved for use within the Village.

On Wednesday, June 16<sup>th</sup>, the Ordinance Review Committee voted to recommend these changes 5-0-0.

The current and proposed ordinances are below and resolution attached.

## Current Ordinance

E. Emergency services repository unit required.

[Added 8-5-2002 by Ord. No. 05-2002; amended 9-6-2005 by Ord. No. 10-2005]

- (1) The owner or person in control of the following types of buildings shall install and maintain an approved emergency services repository unit:
  - (a) Any apartment building or other rental building containing four or more residential living units and in which access to a building or to common areas or mechanical or electrical rooms within the building is denied through locked doors.
  - (b) Any nonresidential building where a fire detection or suppression system is monitored by an alarm company or has an external audible alarm.
  - (c) Any facility that is required to have available hazardous chemical inventory forms under the Superfund Amendments and Reauthorization Act (SARA Title III).
  
- (2) Installation requirements.
  - (a) Upon notification the property owner has five months from the date of the date of notice to install the unit. Failure to do so will result in penalties as described in Chapter 1, General Provisions, § 1-19, of the Municipal Code.
  - (b) The repository unit must be located at a height of not less than four feet and not more than six feet above final grade.



- (c) The repository unit must be located at the recognized public entrance, on the exterior of the structure.
- (3) Repository contents.
  - (a) Keys.
    - (1) Current keys for the following shall be placed in the repository:
      - (a) Main entrance door.
      - (b) Alarm room and control panel.
      - (c) Mechanical rooms and sprinkler control rooms.
      - (d) Electrical rooms.
      - (e) Special key to rest pull station alarms or other fire protection devices.
      - (f) Elevator keys, if required.
      - (g) All other rooms as specified during plan review process.
    - (2) The keys shall be labeled so as to be easily identified in the field.
  - (4) Right of appeal. Any property owner may appeal the request for a Knox box before the Joint Fire Department Committee.

**Proposed Ordinance**

E. Emergency services repository unit required.

[Added 8-5-2002 by Ord. No. 05-2002; amended 9-6-2005 by Ord. No. 10-2005]

- (1) For purposes of this ordinance, “emergency services repository unit” or “repository unit” means a container for housing keys for access to a building or fenced area by emergency response personnel, of a type and manufacturer approved by resolution of the Village Board in consultation with the Village’s emergency response services.
- (2) The owner or person in control of the following types of buildings shall install and maintain an emergency services repository unit:
  - (a) Any apartment building or other building containing four or more residential living units and in which access to a building or to common areas or mechanical or electrical rooms within the building is by doors that are capable of being locked.
  - (b) Any nonresidential building with an alarm or fire detection or suppression system that is monitored by a third party or that has an audible alarm that can be heard from outside of the building.
  - (c) Any facility at which hazardous materials of a type or quantity that create a particular need for rapid emergency response times, as determined by the Fire Chief or the Fire Chief’s designee, are to be stored or used .
  - (d) Governmental buildings, schools, nursing care/assisted living centers, and daycare facilities.
  - (e) All buildings with a footprint of over twenty-five thousand (25,000) square feet.
  - (f) Any building equipped with a standpipe.



(3) Installation requirements.

(a) Upon notification by the Fire Chief or the Fire Chief's designee, the property owner has five months from the date of the notice to install a repository unit.

**Penalties for violation of this requirement are provided in Chapter 1, General Provisions, § 1-19, of the Municipal Code.**

(b) The repository unit shall be located at a height of not less than four feet and not more than six feet above grade, or as approved by the Fire Chief or the Fire Chief's designee.

(c) The repository unit shall be located at the recognized public entrance, on the exterior of the structure. If there are more than one recognized public entrance, then a repository unit shall be located at each such entrance. If the building is surrounded by a locked fence or gate the location of the repository unit shall be installed in a location approved by the Fire Chief or the Fire Chief's designee.

(d) The property owner shall provide the Fire Chief with a direct contact phone number for the property owner or a designated property manager at the time of installation of the repository unit, and shall update that contact information immediately if it changes.

(4) Repository contents. Keys shall be placed in every repository unit that are capable of opening or controlling all of the following:

(a) The main entrance door at the location of the repository unit.

(b) The room that contains the alarm controls. Instructions for disarming the alarm system must be posted on or near the alarm controls with a zone map, if appropriate.

(c) Mechanical rooms and sprinkler control rooms.

(d) Rooms that contain electrical panels or controls.

(e) Resting pull station alarms or other fire protection devices.

(f) Elevator keys, if required for emergency use and control of an elevator on the property.

(g) All other rooms as specified during plan review process or during a fire inspection.

(5) Every key shall be labeled to correspond to a number placed on the door or system to be controlled by the key. Such numbers shall be a minimum of eight inches tall, made of reflective material, and for a color that contrasts with the color of the door. The building owner shall provide a floor plan of the building with locations of doors and control systems if required by the Fire Chief.

(6) Right of appeal. Any property owner required to install a repository unit or otherwise take action under this ordinance may appeal that determination before the Joint Fire Department Committee. The Joint Fire Department Committee shall have discretion to waive the requirements of this ordinance, after consultation with the Fire Chief, and subject to any conditions it determines to be necessary for such waiver.