

**NEWBERRY TOWNSHIP
YORK COUNTY, PENNSYLVANIA**

ORDINANCE NO. 443

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF NEWBERRY TOWNSHIP,
YORK COUNTY, PENNSYLVANIA, AMENDING CHAPTER 214, ARTICLE I, § 214-12
OF THE CODE OF ORDINANCES OF NEWBERRY TOWNSHIP, ENTITLED "FIRE
PREVENTION AND PROTECTION," TO REVISE REQUIREMENTS FOR KNOX
BRAND RAPID-ENTRY KEY BOXES; PROVIDE CERTAIN EXEMPTIONS;
AUTHORIZE THE FIRE CHIEF TO APPROVE EXEMPTIONS AND ADDITIONAL
BOXES; PROVIDE FOR APPROVED MODELS, INSTALLATION, CONTENTS,
MAINTENANCE, HAZARDOUS-MATERIAL INFORMATION AND EXISTING
INSTALLATIONS; AND PROVIDE FOR REPEALER, SEVERABILITY,
CODIFICATION AND AN EFFECTIVE DATE.**

WHEREAS, Newberry Township has established regulations concerning fire prevention and emergency responder access within the Township;

WHEREAS, § 214-12 of the Code of Ordinances of Newberry Township currently establishes requirements for key boxes serving certain commercial, industrial, institutional and multifamily properties;

WHEREAS, the Board of Supervisors desires to update those requirements while continuing to require Knox brand rapid-entry equipment compatible with the emergency access system utilized by the Fire Department;

WHEREAS, the Board of Supervisors desires to allow the Township Codes/Zoning Department and Fire Department to maintain a current list of approved Knox brand boxes and technical specifications without requiring amendment of the Code each time an approved model or specification changes; and

WHEREAS, the Board of Supervisors desires to provide reasonable exemptions where a business or property owner resides on the same property, on an adjoining property, or directly across a roadway, and where the Fire Chief determines that a Knox Box is not reasonably necessary for emergency responder access.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Supervisors of Newberry Township, York County, Pennsylvania, as follows:

SECTION 1. Amendment of § 214-12.

Section 214-12 of Chapter 214, Article I, of the Code of Ordinances of Newberry Township is hereby amended in its entirety to read as follows:

§ 214-12. Knox Boxes.

A. Knox Box required.

Except as otherwise provided in this section, an approved Knox brand rapid-entry key box shall be required for:

- (1). All commercial, industrial and institutional structures;
- (2). All common facilities and common-access areas within multifamily residential structures; and
- (3). Any other building or structure for which a rapid-entry key box is required by the Pennsylvania Uniform Construction Code or other applicable law.

Only Knox brand rapid-entry key boxes shall be permitted. The model, size, configuration and type of Knox Box shall be selected from the current list of approved Knox brand boxes maintained by the Township Codes/Zoning Department and/or the Fire Department serving the property.

The Township Codes/Zoning Department, in consultation with the Fire Chief, may revise the list of approved Knox Box models and related technical specifications from time to time without further amendment of this chapter.

B. Exemptions.

(1). Owner-occupied residence exemption. A business or nonresidential property shall be exempt from the Knox Box requirement where the owner of the business or property maintains his or her principal residence:

- (a). On the same parcel as the business or nonresidential use;
- (b). On a parcel sharing a common property line with the parcel containing the business or nonresidential use; or
- (c). On a parcel located directly across a public or private roadway from the parcel containing the business or nonresidential use.

(2). For purposes of Subsection B(1)(c), the residential parcel shall be located substantially opposite the business parcel and shall not be separated from the business property by an intervening parcel other than the roadway or roadway right-of-way.

(3). The owner shall actually reside at the qualifying residence in order to qualify for the exemption.

(4). Fire Chief exemption. The Fire Chief may exempt any business, building, structure or property from the Knox Box requirement where, after considering the use, occupancy, building configuration, emergency access, fire protection systems, location and other relevant conditions, the Fire Chief determines that a Knox Box is not reasonably necessary for emergency responder access.

(5). Any exemption granted by the Fire Chief shall be documented and maintained by the Township Codes/Zoning Department or Fire Department.

(6). Nothing in this subsection shall exempt a building or structure from a Knox Box or other emergency-access requirement specifically imposed by the Pennsylvania Uniform Construction Code or other applicable law.

C. Location and installation.

- (1). The Knox Box shall be installed at or near the primary emergency-response entrance to the building and shall be readily visible and accessible to emergency responders.
- (2). Unless another location or height is approved by the Fire Chief, the Knox Box shall be located on the address side of the building, within approximately 10 feet of the primary entrance, and mounted at a height and location approved by the Township Codes/Zoning Department or Fire Department.
- (3). The property owner or applicant shall contact the Township Codes/Zoning Department or Fire Department prior to installation to confirm the proposed location.
- (4). The Fire Chief may approve an alternate location or mounting height based upon building configuration, emergency responder accessibility, visibility, security, site conditions or other relevant circumstances.
- (5). Knox Boxes may be surface-mounted or recessed as approved for the particular installation.
- (6). A required Knox Box serving new construction shall be properly installed and operational prior to issuance of the certificate of occupancy or other final occupancy approval.

D. Additional Knox Boxes.

The Fire Chief may require one or more additional Knox Boxes when reasonably necessary for emergency access due to:

- (1). Building size or configuration;
- (2). Distance between entrances;
- (3). Multiple occupancies or fire areas;
- (4). Restricted or secured portions of the property;
- (5). Fire apparatus access;
- (6). The location of fire alarm, sprinkler, fire department connection, utility, mechanical or other emergency systems;
- (7). Secured gates, courtyards or similar access restrictions; or
- (8). Other conditions affecting emergency responder access.

A building exceeding 100 feet in length or width may be considered by the Fire Chief in determining whether an additional Knox Box is necessary, but building dimensions alone shall not automatically require a supplemental Knox Box.

E. Required contents.

Each Knox Box shall contain, as applicable to the property:

- (1). Keys necessary to gain access to the building and areas reasonably necessary for emergency response;
- (2). Master keys;
- (3). Keys for interior and exterior doors;
- (4). Keys for gates and other secured access points;
- (5). Access cards, key fobs or other credentials necessary to access secured areas;
- (6). Access codes or instructions necessary for emergency responder access;
- (7). Keys or access credentials for mechanical rooms, electrical rooms, sprinkler rooms, fire alarm equipment, elevators, utility areas and similar emergency-response areas;
- (8). Current emergency contact information for the owner, property manager or other responsible individual; and
- (9). Such other access information as may reasonably be required by the Fire Chief.

Keys, access cards, fobs, access codes and similar building-access credentials shall remain secured within the Knox Box and shall not be required to be separately maintained by the Township unless otherwise required by law.

F. Maintenance and updating.

- (1). The property owner shall be responsible for maintaining each required Knox Box in a functional, accessible and secure condition.
- (2). The property owner shall ensure that all keys, access cards, fobs, codes, contact information and other contents remain accurate and current.
- (3). Whenever locks, access-control systems, gates, keys, cards, fobs or access codes are changed, the property owner shall promptly arrange for the contents of the Knox Box to be updated.
- (4). The Township Codes/Zoning Department or Fire Department may periodically verify that a required Knox Box and its contents remain current and functional.
- (5). The property owner shall cooperate with the Township and Fire Department when access to the Knox Box is reasonably necessary to update, inspect or verify its contents.

G. Hazardous-material information.

Any facility that handles, uses or stores hazardous materials and is required by federal or state law to maintain Safety Data Sheets, hazardous chemical inventory information, emergency response plans or similar documentation shall maintain such emergency information in a manner approved by the Fire Chief.

Where determined necessary by the Fire Chief because of the nature or quantity of hazardous materials maintained at the facility, the property owner shall install an approved Knox brand document cabinet or other approved Knox emergency-information storage device.

Such cabinet or device may be required to contain applicable current information concerning:

- (1). Hazardous materials located at the facility;
- (2). Safety Data Sheets or other required hazardous-material information;
- (3). Emergency response and evacuation plans;
- (4). Facility or site plans;
- (5). Emergency contact information; and
- (6). Keys, access cards, codes or other credentials necessary for emergency access when appropriate.

H. Knox fire department connection devices.

The Fire Chief may require approved Knox brand fire department connection plugs, caps or similar security devices where vandalism, tampering, debris, unauthorized access or other conditions may adversely affect private hydrants, sprinkler connections, standpipe connections or other fire protection equipment.

I. Existing Knox Boxes.

- (1). A Knox Box lawfully installed prior to the effective date of this section may remain in its existing location and configuration provided that:
 - (a). It remains functional;
 - (b). It remains compatible with the Fire Department's Knox access system;
 - (c). Its contents remain current; and
 - (d). The Fire Chief has not determined that its location creates a material impediment to emergency access.
- (2). When an existing Knox Box is replaced or relocated, the replacement installation shall comply with the requirements and approved specifications in effect at the time of replacement or relocation.
- (3). An existing functional Knox Box shall not be required to be replaced solely because its particular model is no longer included on the Township's current list of approved Knox Box models.

J. Administrative standards.

The Township Codes/Zoning Department, in consultation with the Fire Chief, may establish and periodically revise administrative and technical standards concerning:

- (1). Approved Knox Box models and sizes;
- (2). Lock-core and emergency-access compatibility;
- (3). Mounting methods;
- (4). Installation locations and heights;
- (5). Required contents;

- (6). Knox document cabinets;
- (7). Knox fire department connection plugs and caps; and
- (8). Other technical requirements reasonably necessary to ensure emergency responder access.

Such administrative standards shall be consistent with this section and shall not expand the classes of properties required to install a Knox Box beyond those established herein.

SECTION 2. Repealer.

All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 3. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 4. Codification.

The provisions of this Ordinance are intended to be incorporated into and made part of the Code of Ordinances of Newberry Township. Section numbers, subsection designations, headings, and other non-substantive formatting may be modified as necessary to accomplish codification.

SECTION 5. Effective Date.

This Ordinance shall become effective five (5) days after enactment as provided by law.

ENACTED AND ORDAINED this ____ day of _____, 2026.

ATTEST:

BOARD OF SUPERVISORS OF
NEWBERRY TOWNSHIP

Aaron Schwartz, Secretary

Mario Eckert, Chairman