

CHAPTER 142

MAILBOXES

142.01 Purpose

142.02 Definitions

142.03 Visibility; Obstruction

142.04 Curbside Mailbox Requirements

142.05 Cluster Box Unit Requirements

142.06 Responsibilities of the Property Owner

142.07 Responsibilities of the City and/or Utility

142.01 PURPOSE. The City's right-of-way is held by the City primarily for the purpose of pedestrian and vehicular passage and for the City's provision of essential public safety services, including police, fire and emergency medical response services, and public health services including sanitary sewer, water and storm drainage. The purpose of this chapter is to provide standards for mailboxes in order to maintain the safety and visual character of the City's right-of-way.

142.02 DEFINITIONS.

1. "Breakaway support" means a supporting post which shall be no larger than a 4" x 4" wood post or a metal post with a strength no greater than a 2" diameter schedule 40 steel pipe and which is buried no more than 24 inches deep. Such support post shall not be set in concrete unless specifically designed as a breakaway support system as defined by the American Association of State Highway and Transportation Officials, May 24, 1994 (ASHTO).
2. "Cluster box units (CBU)" means a style whereby mailboxes are assembled together in a manufactured unit by an approved USPS supplier.
3. "Curbside mailbox" means a mailbox consisting of a lightweight sheet metal or plastic box meeting the specifications of the United States Postal Service (USPS), which is erected at the edge of a roadway or curbside of a street and is mounted on a breakaway support post, and is intended to be used for the collection of mail and is to be served by a carrier from a vehicle.
4. "Custom-built mailbox" means a mailbox erected at the edge of a roadway or curbside of a street constructed using materials that do not meet the definition of a "curbside mailbox" and "breakaway support."

142.03 VISIBILITY; OBSTRUCTION. All mailboxes and cluster box units must be erected:

1. Away from the intersection of two or more streets, and in no case closer than 100 feet measured from the centerline of the intersection, in order to prevent obstruction of free and clear vision; and
2. Away from any location where, by reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic control device.

142.04 CURBSIDE MAILBOX REQUIREMENTS. All curbside mailboxes installed after the adoption of the ordinance codified in this chapter must comply with the following installation requirements:

1. The bottom of the mailbox shall be 44" to 46" from the top of the pavement as defined by USPS installation requirements.
2. Lateral placement of the mailbox shall be no more than 6" from the face of the curb or edge of pavement on streets without curbs, as defined by USPS installation requirements.
3. The mailbox support post shall be of a "breakaway support" as defined by ASHTO.
4. The property owner shall be responsible for the maintenance of the curbside mailbox.

142.05 CLUSTER BOX UNIT REQUIREMENTS. All cluster box units installed after the adoption of the ordinance codified in this chapter must comply with the following installation requirements:

1. The cluster box unit shall be located on a concrete pad located between the sidewalk and the curb and the cluster box unit shall be setback a minimum of three feet from the curb..
2. The location of any cluster box unit shall be approved by the City and the USPS. For cluster box units in new subdivisions, the location of the cluster box units shall be shown on the preliminary plat.
3. A sidewalk shall be constructed perpendicular to the curb adjacent to the cluster box unit providing a pedestrian connection from the cluster box unit to the curb. Said sidewalk shall be constructed to meet the City sidewalk standards and specifications.
4. Cluster box units shall not be located anywhere within the bulb of a cul-de-sac or more than 600 feet from the property line of those residents served by the cluster box units, the 600 feet may be exceeded where it is impossible or impractical to place cluster box units to meet this requirement.
5. Cluster box units shall not be located to conflict with any public utilities, including but not limited to manholes, fire hydrants and intakes.
6. No driveway or street access shall be constructed within 5 feet of the cluster box units.
7. Cluster box units shall be located at property lines on the same side of the street that will be designated as a no parking zone.
8. The cost of installation, including but not limited to box units, the concrete pad and the connecting sidewalk, shall be borne by the property owner, developer or USPS. Subsequent maintenance of the box units and concrete pad shall be the responsibility of the USPS. Subsequent maintenance of the connecting sidewalk shall be the responsibility of the property owner adjacent to the sidewalk.
9. Where cluster box units are being used within a new subdivision plat, the concrete pad and connecting sidewalk shall be constructed prior to the City's acceptance of the public improvements.

142.06 RESPONSIBILITIES OF THE PROPERTY OWNER. The owner of any mailbox located in the public right-of-way after the adoption of the ordinance codified in this chapter shall be deemed to have agreed to the terms of this section as a condition of the

owner's continued use of the right-of-way. If a custom-built mailbox in place at the time of adoption of the ordinance codified in this chapter is damaged beyond repair, the replacement mailbox must be in compliance with this chapter. Any property owner who places any structure or item of any kind in the right-of-way, including a mailbox, shall hold the City harmless from any liability relating to the construction and maintenance of the structure in the right-of-way or because of any defect therein of said structure.

142.07 RESPONSIBILITIES OF THE CITY AND/OR UTILITY. Any type of mailbox located in the City right-of-way is subject to damage or destruction, at any time, as the result of the City or a person with a utility easement entering upon the City right-of-way to construct, repair or maintain facilities located in the City right-of-way, such as snow removal, pavement repair or street cleaning. If a curbside, cluster box unit or custom-built mailbox located in the City right-of-way is damaged during such activities, the City or the utility that damaged the mailbox may replace such mailbox with a standard curbside mailbox or cluster box unit that complies with Sections 142.04 and 142.05 of this chapter or, in the discretion of the City or utility, pay a fee to the property owner for the repair of the mailbox, in an amount not to exceed the amount to purchase a "curbside mailbox" with a "breakaway support" as defined in this chapter.

[The next page is 801]