

ORDINANCE NO. 2009-01

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF URBANDALE, IOWA 1999 BY ADDING A CHAPTER PERTAINING TO MAILBOXES

BE IT ORDAINED by the City Council of the City of Urbandale, Iowa:

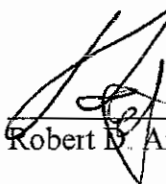
SECTION 1: That Chapter 140, entitled "Mailboxes", as set forth in Exhibit "A", attached hereto, is hereby added to the Code of Ordinances of the City of Urbandale, Iowa 1999.

SECTION 2: All ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are here by repealed.


SECTION 3: If any section, provision, or parts of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this Ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4: This Ordinance shall be in effect after its final passage, approved, and publication as provided by law.

Passed and Approved by the Council of the City of Urbandale, Iowa this 24th day of March, 2009.

  
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Robert D. Andeweg, Mayor

ATTEST:

  
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Debra Mains, City Clerk

Published: April 3, 2009

Exhibit "A"

**CHAPTER 140**

**MAILBOXES**

<b>142.01</b>	<b>Definitions</b>	<b>142.04</b>	<b>Custom-Built Mailbox Requirements</b>
<b>142.02</b>	<b>Visibility and Obstruction</b>	<b>142.05</b>	<b>Cluster-style Mailbox Requirements</b>
<b>142.03</b>	<b>Curbside Mailbox Requirements</b>	<b>142.06</b>	<b>Responsibilities of Property Owner</b>

**142.01 DEFINITIONS.** For use in this chapter, the following terms are defined:

1. "Curbside Mailbox" means a mailbox consisting of a lightweight sheet metal or plastic box meeting the specifications of the United States Postal Service ("USPS") with the inscription plainly legible "U.S. MAIL" and "APPROVED BY THE POSTMASTER GENERAL", 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 or used for the collection of mail and is to be served by a mail carrier from a vehicle.
2. "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" deep. Such a support post shall not be set in concrete unless specifically designed as a breakaway support system as defined in "A Guide for Erecting Mailboxes on Highways" published by the American Association of State Highway and Transportation Officials, May 24, 1984 (AASHTO).
3. "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."
4. "Cluster-style mailbox" means a style whereby mailboxes, meeting the specifications of the United States Postal Service ("USPS") with the inscription plainly legible "U.S. MAIL" and "APPROVED BY THE POSTMASTER GENERAL", are assembled and grouped together on a single area of land so that they are regarded as one unit. Cluster-style mailboxes must be manufactured cluster-style mailboxes approved by both the City and the USPS.
5. "Clear Zone" means an unobstructed flat area adjacent to the traveled portion of a roadway that is used for the recovery of errant vehicles.

**142.02 VISIBILITY AND OBSTRUCTION.** All mailboxes must be erected:

1. Away from the intersection of any street 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.

**142.03 CURBSIDE MAILBOX REQUIREMENTS.** All newly constructed or replaced curbside mailboxes shall comply with the following installation requirements:

1. The bottom of the mailbox shall be 42" from the top of curb. On streets without curbs, the bottom of the mailbox shall be 48" from the street surface, as defined by USPS installation requirements.
2. Lateral placement of the mailbox shall be 6" to 8" from the face of the curb, as defined by USPS installation requirements.
3. The mailbox support post shall be of a "breakaway support" design.
4. The post-to-box attachment shall be of sufficient strength to prevent the box from separating from the post if a vehicle strikes the post.
5. Property owner shall be responsible for the maintenance of the curbside mailbox.

**142.04 CUSTOM-BUILT MAILBOX REQUIREMENTS.** All newly constructed or replaced custom-built mailboxes shall comply with the following installation requirements:

1. The structure supporting the mailbox shall be at least 8" from the back of curb. No part of the custom-built mailbox, except for the mailbox, shall be closer than 8" to the back of the curb. The mailbox shall be installed within the structure at a height of 48" from the street surface and the lateral placement shall not exceed 8" from the back of the curb.
2. The mailbox structure shall not exceed the dimensions of 3 feet in width, 3 feet in depth, 5 feet in height. It shall not be permanently attached to the footing or the concrete pad it is placed upon.
3. Property owner shall be responsible for the maintenance of the custom-built mailbox. If the mailbox is damaged beyond use by the City, a standard curbside mailbox and breakaway post, as defined in this chapter, will be provided by the City or the Property Owner can be reimbursed by the City up to a maximum replacement amount set by council. If the Property owner performs the replacement, reimbursement will not exceed the established cost for a standard curbside mailbox and breakaway post.

**142.05 CLUSTER-STYLE MAILBOX REQUIREMENTS.** All newly constructed or replaced cluster-style mailboxes shall comply with the following installation requirements:

1. Cluster-style mailboxes serving housing developments situated on any public street or roadway shall be located between the sidewalk and curb, outside of a three-foot (3') clear zone.
2. Cluster-style mailboxes shall not be installed anywhere within a cul-de-sac or a circular offset cul-de-sac bulb.
3. Cluster-style boxes shall be located on property lines on the "No Parking" side of the street.
4. Cluster-style mailboxes shall have a 4' concrete access from the public street and the public sidewalk. The location of the cluster-style mailbox is to be approved by the City Engineer and the USPS.

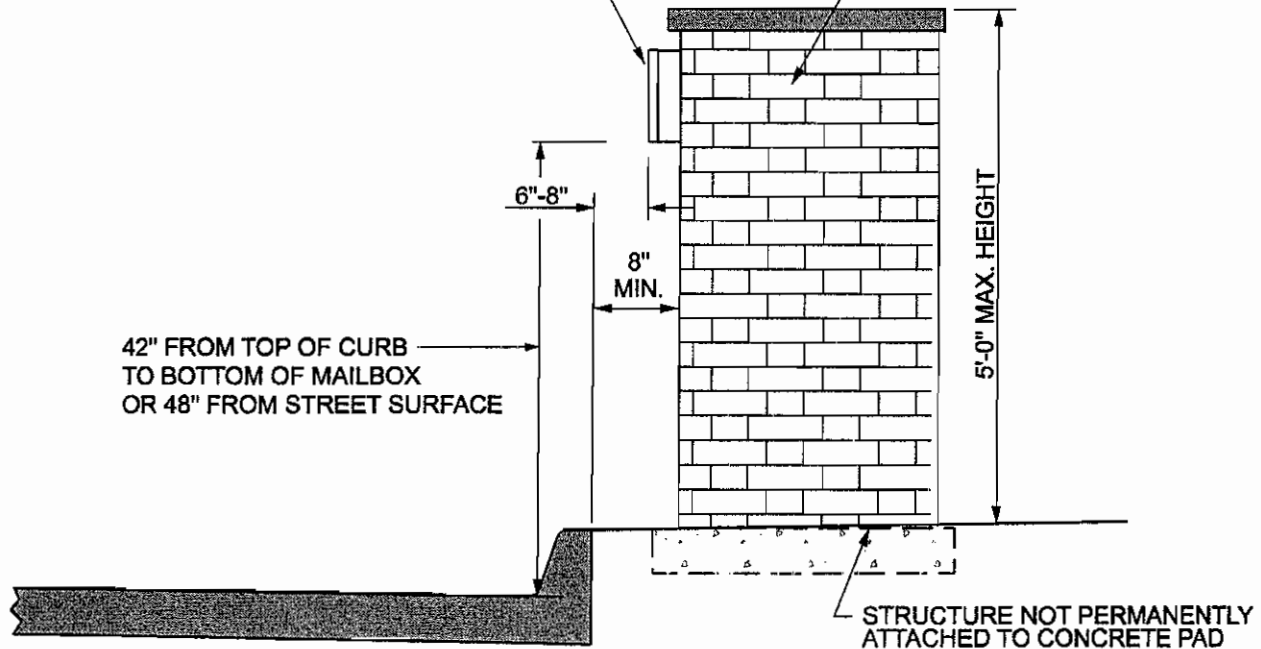
5. The cost of installation, including but not limited to box units and concrete pad, shall be borne by the developer, and subsequent maintenance shall be carried out by the USPS.
6. No driveway or street access shall be constructed within 5 feet of a cluster-style mailbox.

**142.06 General Requirements.** Any type of mailbox located in the City right-of-way is subject to damage or destruction at any time, as a result of traffic or the City snow removal or maintenance of its utilities located in the right-of-way. City maintenance may include snow removal, pavement repairs or street cleaning. The City shall not assume any liability for damaged mailboxes of any type constructed within the right-of-way. If a curbside or cluster-style mailbox located in the City right-of-way is damaged during such activities, the City or the utility that damaged the mailbox shall replace said mailbox with a mailbox of the same design, if it has been approved for installation by the USPS with the proper markings inscribed "U.S. MAIL" and APPROVED BY THE POSTMASTER GENERAL" and if it is still available for purchase and complies with the standards for newly constructed mailboxes outlined in this chapter. The City shall only purchase supplies to repair the curbside mailbox up to the reimbursable limit as set by the City Council. Other mailboxes damaged will be replaced with a standard breakaway post and standard curbside mailbox. The property Owner may choose to be reimbursed in full or have the City reinstall a new mailbox meeting stated requirements. If the property owner chooses to purchase an approved mailbox and be reimbursed, the City will install the mailbox at the property Owner's request. Any reimbursement shall not exceed the maximum set by the City Council. The maximum amount shall be set in the "City of Urbandale Snow and Ice Control Operations Manual" and shall apply to damage from all activities and not limited to snow and ice control.

SIGNATURE BLOCK	
<i>[Signature]</i>	
MAYOR, CITY OF URBANDALE	
<i>[Signature]</i>	
POSTAL MANAGER, 50323	
<i>[Signature]</i>	
POSTAL MANAGER, 50322	

1" HOUSE NUMBERS TO BE ON FRONT OF MAILBOX OR CAST STONE INCORPORATED INTO STRUCTURE

3'-0" MAX. WIDTH,  
3'-0" MAX. DEPTH



**GENERAL NOTE:**

ANY TYPE OF MAILBOX LOCATED IN THE CITY RIGHT-OF-WAY IS SUBJECT TO DAMAGE OR DESTRUCTION AT ANY TIME, AS A RESULT OF TRAFFIC OR THE CITY SNOW REMOVAL OR MAINTENANCE OF ITS UTILITIES LOCATED IN THE RIGHT-OF-WAY. CITY MAINTENANCE MAY INCLUDE SNOW REMOVAL, PAVEMENT REPAIRS OR STREET CLEANING. THE CITY SHALL NOT ASSUME ANY LIABILITY FOR DAMAGED MAILBOXES OF ANY TYPE CONSTRUCTED WITHIN THE RIGHT-OF-WAY.



DEPARTMENT OF ENGINEERING  
3600 86TH STREET  
(515)278-3950  
FAX (515)278-3927

MAILBOX ORDINANCE NO. 2009-01  
142.04

REVISED:

DWG NO

SIGNATURE BLOCK

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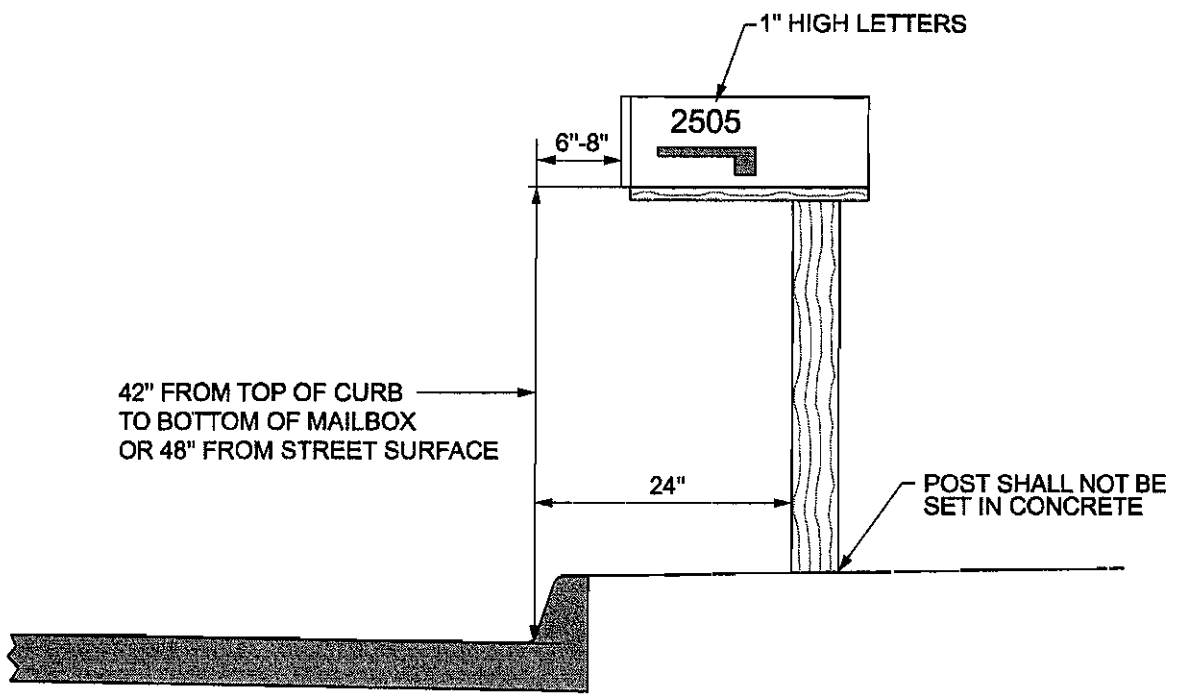
MAYOR, CITY OF URBAN DALE  
*[Signature]*

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POSTAL MANAGER, 50323  
*[Signature]*

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POSTAL MANAGER, 50322  
*[Signature]*



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 142.03

REVISED:

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DWG. NO.