

Ordinance - Mailbox Placement and Installation

Ordinance Number 2019-02

The Town of New Hope is concerned about the proper installation and placement of mailboxes that encroach upon roadways in the Town of New Hope.

BE IT ORDAINED, that the Town of New Hope Board does create this ordinance to read:

Mailbox Installation.

1. Purpose. This ordinance is intended to establish standards for the safe installation of mailboxes within the right-of-way adjacent to roadways in the Town of New Hope. The term "mailbox" means any device used to receive mail, newspapers, packages, or similar items and the term includes any structure used to support the mailbox.
2. Authorization. A person may install and maintain a mailbox within the right-of-way adjacent to or near the person's residence provided that the mailbox complies with all requirements established by the United States Postal Service and all requirements established by this ordinance.
3. Requirements.
 - a. Location. A mailbox must be placed on the right side of the roadway, except in the case of one-way traffic; at the far side of the driveway; and a minimum of 60 feet from any intersecting road in the direction of the delivery route.
 - b. Setback. The mailbox must be set back a sufficient distance so that no portion of the mailbox extends over the traveled portion of the roadway or the outside edge of the shoulder.
 - c. Height. The bottom of the mailbox receptacle must be a minimum of 42 inches to a maximum of 48 inches from the roadway surface.
 - d. Material. A mailbox must be constructed of light sheet metal, plastic, or a similar material. The mailbox must be firmly attached to any support in order to minimize the possibility of it separating from the structure if struck by a vehicle.
 - e. Number and Separation. No more than two mailboxes may be mounted on a single support post. A lightweight newspaper box mounted below a mailbox will not be counted toward this limit. Support posts must be separated by a distance that is equal to three-quarters of the height of the support posts.
 - f. Support Structure. A mailbox support structure must be designed to break off or move out of the way if struck by a vehicle. No support may extend more than 24 inches into the ground; be placed in concrete; or fitted with an anchor plate. A metal support may have an anti-twist device if the device does not extend more than 10 inches below the ground surface. The maximum material specifications for a support post are:
 - i. A square wood post must not be larger than four inches by four inches nominal.

- ii. A round wood post must not be larger than four inches in diameter.
 - iii. A metal pipe must have an inside diameter of 1 ½ inches or less.
 - iv. A metal channel must weigh less than two pounds per foot.
 - v. Variance. The Town Board is authorized to grant a variance on a case-by-case basis to any requirement specified in section 3 provided that the variance is authorized in writing and does not compromise public safety.
4. Enforcement. This ordinance may be enforced under provisions of Wis. Stats. Section 86.04 pertaining to highway encroachments.
 5. Repairs/Replacement. In the event a mailbox is damaged during snow removal activities, the Town of New Hope will at its discretion repair or replace a properly placed mailbox if and only if it was actually hit by Town of New Hope authorized equipment. If the snow coming off the plow or wing does the damage, there will be no repair or replacement by the Town of New Hope. The Town Board member that reviews the damaged mailbox will make the sole determination as to whether the damage was caused by the Town of New Hope authorized equipment or by the snow. Their decision is final. Any replacement done by the Town of New Hope will be with a standard metal mailbox. No other allowance will be made for the more decorative, costly mailboxes. No other reimbursement will be made, and

BE IT FURTHER ORDAINED, that this ordinance shall be in full effect upon publication in accordance with State Statutes, and

BE IT FINALLY ORDAINED, that the Town of New Hope Clerk be directed to post a copy of this ordinance on the Town of New Hope's website and place the original on file.

Dated this 14th day of August, 2019.

By the Town Board of the Town of New Hope, Portage County:

APPROVED: -s- Todd Knepfel, Chairman
 -s- Timm Raddatz, Supervisor
 -s- Daniel Zaborowski, Supervisor

ATTEST: -s- Kari Yenter, Clerk

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