

ORDINANCE OF THE TOWN OF COTTAGE GROVE, WISCONSIN
Adopted pursuant to Sec. 25.01 of the Town of Cottage Grove Code

Title: Regulation of Mailbox Installation

Code Section(s) created, amended, or repealed	<u>8.05(2)(g);12.045</u>
Presented to Board by	<u>Town Clerk</u>
Committee Review by	<u>Ordinance Committee</u>
Date(s) Public Hearing(s) held (if required)	<u>July 17, 2006</u>
Date adopted	<u>July 27, 2006</u>
Vote	<u>5-0</u>
Date of posting of adoption of ordinance	<u>July 21, 2006</u>
Date of publication (if required)	<u>July 22, 2006 (12.045 only)</u>

The Town Board of the Town of Cottage Grove does ordain as follows:

1. Section 8.05(2)(g) shall be amended to read as follows:

(g) Replacement or repair of any mailbox, or mailbox support, or both, damaged as a result of being hit by town authorized snow removal equipment, but not as a result of snow coming off of the plow, will be the responsibility of the town provided the mailbox is constructed, installed, and maintained **essentially** in compliance with **TCG 12.045 Regulation of Mailbox Installation. ~~the American Association of State Highway and Transportation Officials (AASHTO) manual, A GUIDE FOR ERECTING MAILBOXES ON HIGHWAYS. The liability limits of the town, shall be determined by the claims adjuster assigned to review the claim, by the insurance carrier who provided the liability coverage to the town on the date the incident occurred.~~** All claims for replacement or repair shall be submitted to the town clerk within 30 days from the date of the incident. ~~, so that an adjuster can be promptly assigned to settle the claim in a timely manner. Standardized reporting forms, which will be used to expedite a claim, are available in the town office and from the highway superintendent.~~

2. Section 12.045 shall be created to read as follows:

12.045 REGULATION OF MAILBOX INSTALLATION

(Regulations are based on Wisconsin Transportation Bulletin No. 14 – Mailbox Safety, available at the Town office or on the Town’s web page.)

(1) SUPPORT

The support should be a wood post, steel pipe, or steel channel installed no more than 24” in the ground and extending to a vertical height such that the bottom of the mailbox is a minimum of 42” but not to exceed a maximum of 48” above the ground surface. The support should be the following dimensions:

- Square wood post: 4” x 4”
- Round wood post: 4-1/2” diameter
- Steel pipe: 2” inside diameter
- Steel channel: 2 lbs/ft.

Dimensions exceeding these are unacceptable and in violation of this ordinance.

The support should not be set in concrete, nor is a base plate acceptable. Anti-twist flanges may be installed on the pipe or channel supports but should not be imbedded more than 10” in the ground.

(2) ATTACHMENT

The box-to-post attachment should be sufficient to prevent the separation of the box from the support post when struck with snow and slush from traffic and snow plows.

(3) MULTIPLE MAILBOXES

No more than two mailboxes should be mounted on one support post. For multiple installations, support posts must be spaced a minimum longitudinal distance apart which is equal to three-quarters of the height of the posts in the installation. Thus, for example, in an installation where posts are four feet above ground, they should be spaced three feet apart.

(4) MAILBOX LOCATION

The front of the mailbox should be aligned with the outside edge of the shoulder, and must not extend of the edge of the traveled way over the edge of a paved shoulder. Installations should avoid blind spots or poor sight distance locations.

(5) PENALTY FOR VIOLATION

All mailboxes within highway or road the right-of-way shall be installed and maintained in compliance with the provisions of this ordinance. Failure of a mailbox to comply with the provisions within this section 12.045 shall constitute a violation of this ordinance. If the Town Highway Superintendent determines that a mailbox is in violation of this ordinance, the Highway Superintendent may remove the mailbox from the right-of-way with or without notice to the property owner. Violations of this ordinance shall result in a fine equal to the cost of removal of the mailbox, which shall be calculated at 150% of the current hourly wage rate for Town public works employee(s) multiplied by the actual time spent by said employee(s) on the mailbox removal.

(6) EFFECTIVE DATE

(a) This section shall take effect upon passage and publication.

Adopted this _____ day of _____, 2006.

Kris Hampton, Town Chair

ATTEST:

Kim Banigan, Town Clerk

Approved as to form this
____ day of _____, 2006.

Constance L. Anderson, Esq.
Cottage Grove Town Attorney
Gregory D. Murray, Esq.
Cottage Grove Assistant Town Attorney