



Board of County Commissioners

Agenda Item

Meeting Date: February 8, 2018

Attachments:

Department: Administration

Staff: Dan Schebler

Item: US Postal Service Cluster Mailbox Coordination

ACTION NEEDED

Discussion of Board policy that would require developer verification of coordination with US Postal Service for all subdivision developments submitted for Board approval and include codifying language in next round of Land Development Code changes to address cluster mailboxes.

SUMMARY/BACKGROUND

USPS Coordination policy to include:

NEW SUBDIVISIONS NOT ALREADY CONSTRUCTED:

If located in the right of way, there needs to be a pull over lane that will accommodate the delivery truck and a citizen getting their mail. The geometry of this area should accommodate HCA standards including ramps, clear area, and such, but we don't necessarily need to see all the striping and signage. The mailboxes need to be set on a concrete pad that will eliminate the need for mowing beneath or around them. If not in the right of way, there should be a little parking lot and concrete pad for the mailboxes. This area would be labelled as common area and be the responsibility of the HOA.

EXISTING SUBDIVISIONS CONSTRUCTED BUT NOT PLATTED:

If located in the right of way, the cluster boxes should not be located near any intersection. The best place to put these will be in a cul-de-sac, knuckle-sack, or snake-belly if available. If there is room at the retention pond parcel, they can go there too. The geometry of this area should accommodate HCA standards including ramps, clear area, and such, but we don't necessarily need to see all of the striping and signage. The mailboxes need to be set on a concrete pad that will eliminate the need for mowing beneath or around them. The key points are that they not be located near an intersection and not block the roadway. SRC will not be maintaining the mailboxes themselves so there will be a requirement for an HOA for each subdivision.

RECOMMENDATION

Approval of cluster mailbox policy.

FISCAL IMPACTS

N/A

LEGAL NOTE

Reviewed by legal department.

NEXT STEPS

Implement cluster mailbox policy for all phases of review.