

Town of Sumner

Policy 2018-0312

Installation of Mailboxes on Town Roads

State of Wisconsin

Town of Sumner

Jefferson County

Title and Purpose:

This Policy, #2018-0312 *Installation of Mailboxes on Town Roads* is enacted to: provide safe travel for the public and United States Postal Service (USPS) carriers, protection of mailboxes and their contents from damage during road maintenance processes, and to support adherence to USPS and Wisconsin Department of Transportation (WIDOT) regulations related to mailbox installations.

Authority:

The Town Board of the Town of Sumner has the general authority under s.60.22 and s. 82.03 Wis. Stats, and the specific authority to enact this Policy related to right-of-way encroachments under s. 86.04 Wis. Stats. and as may be amended or repealed and recreated by State of Wisconsin legislative action.

Adoption of Policy:

The Town Board of the Town of Sumner, Jefferson County, Wisconsin on a roll-call vote with a quorum present and voting, and proper notice having been given, do adopt this Policy as follows:

Mailbox Installations:

Mailbox installations on Town Roads in the Town of Sumner shall conform to the standards and specifications set forth in *Wisconsin Transportation Bulletin No. 14* that are derived from the WIDOT *Manual on Uniform Traffic Control Devices*, and by reference to AASHTO (American Association of State Highway and Transportation Officials), *Guide for Erecting Mailboxes on Highways*. The Wisconsin Department of Transportation issued Wisconsin Department Bulletin No. 14 to inform State residents of accepted guidelines for mailbox installations that are safe for the traveling public and in conformance with USPS regulations.

To encourage compliance and provide ease of understanding this policy, a summary of the regulations is included in this Policy and includes excerpts from Bulletin No. 14 as Attachment A.

These five items addressed in Bulletin No. 14 are those that are most significant and made a part of this Town of Sumner Policy on mailbox installations in Town road right-of-ways.

1. **HEIGHT:** The proper installed height of a mailbox prevents the box, when a support is struck, from entering a passenger cabin of an automobile.
 - a. The height shall be between 42" to 48" at the bottom of the box.
 - b. Use strong bolts and plates attaching the box to the support post.

2. **SUPPORTS:** The post supporting the mailbox shall be of a design that it breaks away or bends when struck.
 - a. Use pipe-one and half inches or less.
 - b. Use a wood post 4" square or 4" diameter maximum.
 - c. Metal channel posts shall not weigh more than 2 pounds per foot.
 - d. Imbed supports for wood posts no more than 24" into the ground and do not embed them in concrete.
 - e. Do not use anchor plates or anti-twist flanges unless they are imbedded no more than 10" into the ground and attached with 2 3/8" nominal size muffler clamps.
3. **ORNAMENTAL SUPPORTS:** This type of installation can be highly hazardous. Mailbox supports such as masonry structures, old farm equipment, machinery parts, concrete filled receptacles, and others that are non-conforming are not allowed. These are also considered obstructions within a Town road right-of way under other Town ordinances.
4. **MULTIPLE MAILBOX INSTALLATIONS:** Installation of multiple mailboxes on a single plank or support increases the safety hazard when struck.
 - a. Mount no more than two mailboxes on a single support.
 - b. Specific installation instructions can be accessed in Bulletin No. 14 for multiple mailbox installations.
 - c. The USPS may also need to approve multiple installations.
5. **SITING:** Locating the mailbox and its support should be done given consideration to road conditions.
 - a. The mailbox front should align vertically with the outside edge of the shoulder.
 - b. The support should be located a minimum of 24" from the center-line of the mailbox.
 - c. Cantilevered mailbox supports should be 48" from the front of the mailbox with any support arms to the back side of the support.
 - d. It is recommended that the mailbox should be located on the right side of the road in the direction of carrier travel and at the far side of the driveway.
 - e. Traffic and road conditions shall be considered. Intersections, blind curves, and vegetation are examples. When a guardrail exists, the support shall be located behind the guardrail. Bulletin No. 14 more fully explains these considerations, including guidelines related to traffic count on the road.

Application of Policy:

1. This policy applies to all mailbox installations on any Town road.
2. The Town Board, at its discretion or upon complaint, may request or require the removal of a mailbox installation that does not conform to this Policy, guidelines in Bulletin No. 14, or when an installation presents an unnecessary risk of death, injury, and/or serious vehicular damage to the traveling public.

Damage to Mailboxes:

When a resident requests reimbursement for a mailbox damaged by Town maintenance personnel or a contractor, it will be made in the amount of Twenty-Five Dollars (\$25.00) in accordance with terms 1., 2., and 3. of this Section.. Payment will made for mailboxes only; not the supports or other components of an installation. Payment will only be made when:

1. The mailbox is not salvageable.
2. The mailbox installation conforms to this policy.
3. The installation is struck by maintenance equipment, and the damage was not caused by the force of the snow being cleared.

Effective Date:

This Policy shall take effect after passage and adoption by the Town Board and posting as required under s. 60.80, Wis. Stats.

Adopted this 12th day of March, 2018.

_____ John Dohner, Jr., Chairman

_____ Randall Burdick, Supervisor I

_____ Rosemary Olson, Supervisor II

Attest: _____ Glendan Rewoldt, Clerk

Ayes: _____ Noes: _____ Absent: _____ Abstain: _____

Posted: _____