



January 13, 2025

MEMO

TO: Mayor & City Council Members

FROM: Councilman Mark Cipiti
(Prepared by: Tony Graff, Interim City Administrator)

SUBJECT: City Code Chapter 12.36: MAILBOXES

Councilman Mark Cipiti requested to discuss the City Code, Chapter 12.36: Mailboxes. This code has four (4) Sections: Placement; Settlement; Temporary Mailbox; Notifications. The Code was approved on 8/2/2021. The main purpose for the code is to define the regulations for the placement of curbside mailboxes from the back of curb/end of street pavement and height.

The foundation for the regulations for the placement is per the United States Postal Service Standards (USPS). If the property owner meets the standards and the City damages the mailbox (snowplowing) the settlement is defined within the Code. Furthermore, the Code addresses a Temporary Mailbox placed by the City and Notification to the DPW of the damages.

Settlement outlines a reimbursement claim process up to \$100 per single mailbox.

Attached is a letter addressed to the residents if a mailbox does not comply with the USPS standards which includes a diagram.