



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Michelle Fischer, City Administrator

Council Meeting Date: September 21, 2021

Agenda Item Wording: Discuss and consider approval of a License Agreement between the City of Dripping Springs and Vicky Lewis for a Cluster Mail Box Unit at 511 Mercer Street (City Hall Parking Lot) for use by Mercer Street Businesses.

Agenda Item Requestor: Vicky Lewis

Summary/Background: Vicky Lewis, owner of Mazama, and several other businesses on Mercer Street do not have US Postal Service mail boxes. Often times they do not receive deliveries because the sender uses their physical address and not their PO Box, resulting in the shipment being returned. Many businesses on Mercer Street are unable to get a mail box on site because there isn't a place to install one that meets the US Postal Service requirements. Having one cluster box versus several individual boxes is preferred by the US Postal Service and will be more aesthetically pleasing.

The businesses propose purchasing a cluster mail box unit and request that it be installed at City Hall. The businesses that are currently contributing to the purchase of the mail box and will have a mail receptacle in it are: Acofon; Barber Shop; Mazama Coffee; Juniper Tree; Curated Cottage; Panache; Erickson & Associates; and Styles By Pricila. Additional businesses are expected to participate.

City Administrator Michelle Fischer has met with Sherry Watson, Dripping Springs Post Master on site at City Hall. She approved the installation of a cluster mail box unit with the following conditions: the unit is certified by the US Postal Service; it is installed according to the US Postal Service Specifications (which she provided); the concrete slab for the unit also accommodates the mail receptacle at the east end of the City Hall parking lot; and the cluster mail box unit location is approximately where the mail receptacle is currently on the east end of the parking lot.

City staff has reviewed the proposed location and installation specifications and have no objections/concerns.

The city would have its own mail receptacle in the cluster mail box unit. This would be helpful to the city since the city often does not receive mail and shipments because they are addressed to the city's physical address.

Vicky Lewis has agreed to be the Licensee and to coordinate the purchase of the cluster mail box. She will provide the cluster mail box unit and requests that the city install it.

City Maintenance Director Craig Rice has reviewed the installation specifications and said that city staff can do the installation work or the city can contract it out. He received an estimate from a contractor to do the work for approximately \$3,000. City Attorney Laura Mueller has reviewed the License Agreement and advises that they city may do/pay for the installation.

The License Agreement allows Vicky Lewis to own, operate, and maintain the cluster mail box. It requires that she have insurance that covers the mailbox (amount of coverage to require is being discussed).

The term of the Agreement continues as long as Licensee or its assignee maintains the Mailbox within the License Area or until the Licensor (city) needs the License Area for a use that is incompatible with the mailbox. The Licensor shall give the Licensee 60 days written notice prior to termination of the Agreement and shall coordinate with Licensee for a new site if needed.

**Commission
Recommendations:**

The Historic Preservation Commission gave preliminary approval of the proposed cluster mail box unit, which requires a Certificate of Appropriateness. The applicant will submit a certificate of appropriateness application to the Commission for formal approval.

**Recommended
Council Actions:**

Approve the License Agreement.

Attachments:

License Agreement.

Next Steps/Schedule:

Notify applicant; assist in processing Certificate of Appropriateness application.