

CITY OF KEEGO HARBOR

ORDINANCE NO. 447

AN ORDINANCE TO AMEND THE CITY OF KEEGO HARBOR CODE, CHAPTER 19, TO ADD DIVISION 5 MAILBOXES, TO READ AS FOLLOWS:

THE CITY OF KEEGO HARBOR ORDAINS:

**Section 1.01**

**Sec. 19-284. Purpose**

The purpose of this policy is to establish requirements for the installation of mailboxes along street rights-of-way that provide for efficient snow removal, right-of-way maintenance, enhanced traffic safety and to establish standards for reimbursing property owners for damage done to mailboxes by City equipment.

**Sec. 19-285. Requirements for the Installation of Mailboxes.**

- (1) All curbside mailboxes installed must comply with the following installation requirements:
  - a. The bottom of the mailbox shall be between 41 inches and 45 inches from the top of the pavement as defined by United States Postal Service (USPS) installation requirements.
  - b. The front face of the mailbox shall be set back 6-8 inches from the face of the curb or on streets with no curb, the edge of the pavement, as defined by USPS installation requirements.
  - c. The mailbox support post construction shall meet the following standards:
    - i. The mailbox support structure may be constructed of masonry or concrete material manufactured for that purpose.
    - ii. Mailbox support structures shall comply with AASHTO's Roadside Design Guide, Section 4.6.5 Mailbox Supports, and Federal Highway Administration (FHWA) Standards.
    - iii. Mailbox support structures shall:
      1. If wood, be no greater than either 4 inches by 4 inches if the structure is square or 4 inches in diameter if the structure is round;
      2. If metal, have strength no greater than a 2 inch diameter standard strength steel pipe; and

3. Not be imbedded more than 24 inches into the ground nor set in concrete.
  4. Premanufactured plastic and decorative mailbox support structures are allowed provided all locational requirements have been met and approved by United States Postal Service.
- (2) Mailboxes not conforming to the requirements of this policy that were located within the street right-of-way before the effective date of this ordinance are permitted for a period not exceeding six (6) months after the date of adoption of this Ordinance subject to the following conditions:
- a. No alteration or addition to a non-conforming mailbox is permitted except in conformity with this ordinance.
  - b. If any non-conforming mailbox is damaged or destroyed by any means, or if a non-conforming mailbox is removed due to street or utility construction or similar work, repair or reconstruction will be permitted only in conformity with this ordinance.
  - c. No mailbox will be allowed to exist within the City's rights-of-way if it interferes with the traveling public or the function, maintenance or operation of the City's street system.

**Sec. 19-286. Mailbox Damage Reimbursement.**

- (1) The City will reimburse for damaged mailboxes along City streets only when it has been determined that:
  - a. The damage was caused by actual physical contact with City equipment;
  - b. The mailbox is of standard design and placed in conformance with this policy; and
  - c. The mailbox and post were in good condition.
- (2) The City will not reimburse for mailboxes damaged along City streets when the City has determined that:
  - a. The mailbox was not of a standard design or not placed in conformance with this ordinance even though it might have been damaged by City equipment;
  - b. The mailbox and post were not in good condition; or
  - c. The weight of the plowed snow resulted in damage to the mailbox and/or support structure.

(3) The City will reimburse for qualified damaged mailboxes upon receipt of a paid invoice up to \$30 to cover the cost of materials for the repair and replacement of the mailbox. The City of Keego Harbor will not install mailbox posts or mailboxes.

**Section 2.01 Savings Clause.**

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect, are saved and may be consummated according to the law in force when they were commenced.

**Section 3.01 Severability Clause.**

The provisions of this Ordinance are hereby declared to be severable and if any part is declared invalid for any reason by a court of competent jurisdiction it shall not affect the remainder of the Ordinance which shall continue in full force and effect.

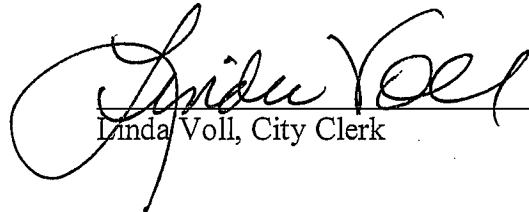
**Section 4.01 Penalty.**

Any person(s) who violates this ordinance shall be responsible for a Municipal Civil Infraction as defined in Section 1-7 of the City of Keego Harbor Code.

**Section 5.01 Effective Date.**

This ordinance is hereby ordered to take effect ten (10) days from and after approval and publication in a newspaper, general circulation by the City Clerk.

Made and passed by the City Council of the City of Keego Harbor this 18 day of April, 2013.

  
Linda Voll, City Clerk

**MOTION TO ADOPT ORDINANCE**

Motion by Council Member Fletcher and seconded by Council Member Kalman that the foregoing Ordinance be adopted.

YEAS: 4      NAYS: 0      ABSENT: 1 (Rubin)

ORDINANCE DECLARED ADOPTED.

**CERTIFICATE OF CLERK**

I, LINDA VOLL, being the duly appointed Clerk of the City of Keego Harbor, do hereby certify that the above Ordinance No. 447 is a true copy of the Ordinance adopted by the City Council of the City of Keego Harbor, Oakland County, Michigan, at a regular meeting thereof held on April 18, 2013.

