



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Presentation of the Addition of “Mailbox Section” to Parkway Ordinance

Presenter: James Bernahl

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 01.28.13
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$0	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

Executive Summary:

On October 1, 2012 the City Council approved the proposed “Parkway Section” Ordinance (2012-M-47) which amended various sections in Title 12 of the City Code. The creation of this new section in the City Code would allow for additions to or consolidation to the existing code for other specific parkway items as this section is developed in the future. Some of the areas for future consideration were specific to private sidewalks, mailboxes, sprinkler systems, hardscape items, illuminated items, etc.

Staff is proposing that the next section to be addressed relates specifically to parkway “mailboxes”. Attached with this agenda item is a copy of the proposed ordinance modifications which was developed by staff and the City’s legal counsel. This presentation will provide an overview of the new section.

Attachments: *(please list)*

Proposed “Mailbox Section” for Parkway Ordinance

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve an Ordinance approving the addition of “Mailbox Section” to city code.

For office use only:

Agenda Item Number: 5.f

City of St. Charles, Illinois
Ordinance No. _____

An Ordinance Amending Title 12, “Streets, Sidewalks, Public Places and Special Events”, Chapter 12.04, “General Provisions”, Section 12.04.218, “Mailbox Installation and Placement”, and Chapter 12.10, “Parkways”, of the St. Charles Municipal Code

BE IT ORDAINED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois as follows:

Section 1. That Title 12, “Streets, Sidewalks, Public Places and Special Events”, Chapter 12.04, “General Provisions” of the St. Charles Municipal Code be and is hereby amended by deleting Section 12.04.218, “Mailbox Installation and Placement” and the Exhibit referred to therein, and by substituting the following therefor:

“RESERVED”

Section 2. That Title 12, “Streets, Sidewalks, Public Places and Special Events”, Chapter 10, “Parkways” of the St. Charles Municipal Code be and is hereby amended by adding thereto a new Section 12.10.030, “Mailboxes”, as follows:

“12.10.030 Mailboxes.

- A. Mailboxes shall be installed at a minimum height of 42" above grade and a maximum of 48" above grade. The face of the box shall be a minimum of 12" and a maximum of 18" from the back of the curb or edge of the pavement as the case may be. Mailbox installation procedures shall follow the standards identified by the United States Postal Services (www.usps.com).
- B. Definitions. For purposes of this Section, the following definitions shall apply:
 - 1. “Standard mailbox” means a 4-inch by 4-inch wooden post, meeting the standards for height and set-back as prescribed by the United States Postal Service, with a plastic or aluminum containment box affixed to the top of post.
 - 2. “Specialty mailbox” means a mailbox that is constructed of a rigid or alternative material such as masonry, brick, block, decorative steel, or other non-standard composite.
- C. Installation of a specialty mailbox shall require a right-of-way permit from the City prior to installation, pursuant to the following procedures and conditions:
 - 1. An application for such permit shall be pursuant to the City’s standard application form.
 - 2. The maximum base size of a specialty mailbox shall not exceed 3’ x 3’.
 - 3. The maximum height of a specialty mailbox shall not exceed 5.5’.
 - 4. The location of the specialty mailbox shall be approved by the City as part of the permit approval process.

5. The City shall require that a “covenant running with the land” outlining owner’s responsibilities and liabilities, in the City’s standard form, be recorded with the appropriate County Recorder’s Office.

6. Issuance of a permit by the City shall not be construed to mean that the proposed specialty mailbox meets the standards of, or has been approved by, the United States Postal Service. Any relocation or replacement of a specialty mailbox required by the United States Postal Service shall be at the owner’s sole expense.

D. The owner of the lot or parcel adjacent to the parkway shall be responsible for all costs associated with maintaining, replacing or relocating the mailbox located thereon; provided, however, that any mailbox, whether standard or specialty, that is damaged due to City actions such as snow plowing or construction activities, or that needs to be relocated due to the change of the roadway width by the City, shall be replaced and installed by the City with a standard mailbox. At the option of the owner of the lot or parcel, in lieu of such replacement and installation, the City shall pay to the owner a sum of money equal to the cost of materials of a standard mailbox. In such case, it shall be the owner’s responsibility to install and, if necessary, relocate a replacement mailbox.”

Section 3. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

Section 4. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication as provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois this ____ day of _____, 2013.

PASSED by the City Council of the City of St. Charles, Illinois the ____ day of _____, 2013.

APPROVED by the Mayor of the City of St. Charles, Illinois this ____ day of _____, 2013.

Mayor Donald P. DeWitte

ATTEST:

City Clerk

Ordinance No. _____

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COUNCIL VOTE:

Ayes:

Nays:

Abstain:

Absent:

APPROVED AS TO FORM:

City Attorney

DATE: _____