

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ Waiver of First Requested
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: 9/24/07 (COW) (B of T) **Date:** October 4, 2007

TITLE: Mailbox Policy

SUBMITTED BY: Wesley B. Anderson, Director of Public Works



BACKGROUND/POLICY IMPLICATIONS:

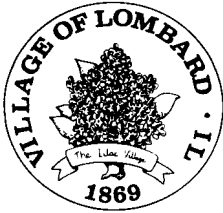
See Attached

FISCAL IMPACT/FUNDING SOURCE:

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X W. T. Lichter Date 9/25/07

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



To: William T. Lichter, Village Manager

From: Wesley B. Anderson, Director of Public Works

A handwritten signature in black ink, appearing to read "Wesley B. Anderson", is written over the "From:" line.

Date: September 13, 2007

Subject: Proposed Policy Regarding Street Side Mailbox Replacement Impacted by Snow Removal Operations

The Village does not currently have a formal policy for replacing mailboxes that are damaged or destroyed during snow removal operations. Presently, Public Works installs a temporary mailbox and/or post when either is damaged or knocked down during snow removal operations. At the end of winter Public Works installs permanent replacements.

Public Works damaged or destroyed 100 mailboxes this past winter. Investigations have determined that many of the mailboxes that were damaged or destroyed were improperly installed (not installed in accordance with Village Code and Postal Regulations). Many of the mailboxes are too close to the curb or hang over the curb. This positions the box in an area where the plow can hit the box or the mass of snow from the plow breaks the post or the mailbox.

Village Ordinance No. 5146 directed all residents to bring all non-conforming mailboxes into compliance by Nov 15, 2002. Public Works cannot find any records that Department staff surveyed the Village for non-conforming addresses after the established Code.

An increasing number of residents are installing ornate mailboxes, increasing the difficulty of obtaining replacements that meet resident approval. Additionally, installing the new permanent mailboxes requires many man-days to purchase, assemble and install the new mailboxes during the busy period when the Department is transitioning from winter to spring.

Public Works proposes that the Village establish a policy that reimburses residents with properly installed mailboxes for the cost of materials associated with replacing a basic mailbox.

When notified by a resident, Public Works will install a temporary mailbox within 24 hours after the end of the storm. The Village will reimburse residents with properly installed mailboxes for the cost of materials for a like-kind replacement mailbox. If a resident contracts the installation they will also be reimbursed for labor. Residents whose mailbox does not meet Post Office and Village installation standards will not be reimbursed. Public Works will collect the temporary mailbox once the resident has installed their permanent box.

July 20, 2007

Subject: Proposed Policy on Street Side Mailbox Replacement Impacted by Snow Removal Operations

To assist residents, this year Public Works staff will inspect all residential mailboxes located within the Village right-of-way. Residents whose mailboxes are improperly installed will be notified. The Village ordinances reflect the current Post Office requirements for mailboxes.

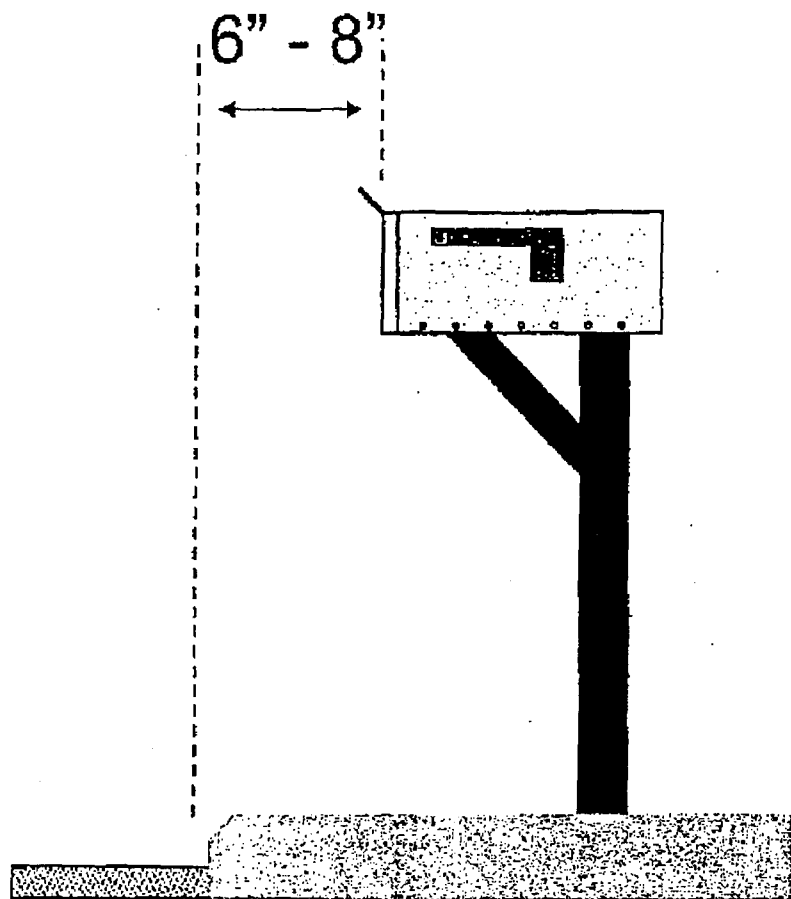
The Public Works Committee has reviewed and concurs with the policy and recommends that this proposed policy be presented to the Board of Trustees for their approval at the October 4, 2007 meeting.

Attachments:

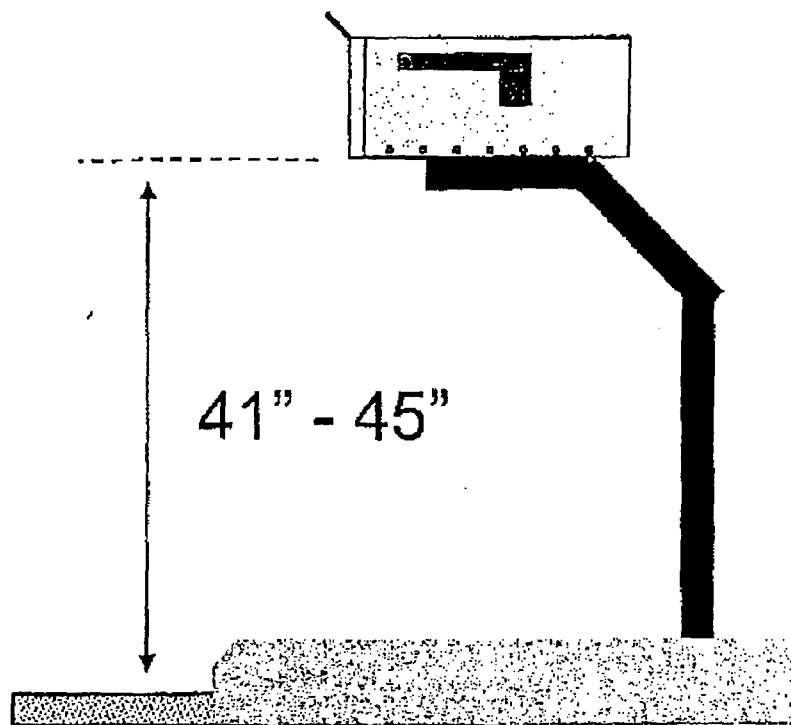
Draft Policy

Post Office Diagram

Mailbox Location (POM 632)



Mailboxes are set back 6 to 8 inches from the front face of the curb or road edge to the mailbox door.



Generally, mailboxes are installed at a height of 41 to 45 inches from the road surface to the bottom of the mailbox.

Note Check with your local municipality/county for mailbox requirements which may differ from above. Customers should contact the postmaster or carrier before erecting or replacing their mailbox.**