

OFFICE OF
Town of New Glarus

MINUTES
TOWN OF NEW GLARUS
Sub-Committee of Plan Commission Meeting
Monday October 6, 2014

ATTENDING: John Ott, Robert Elkins, Keith Seward and Susan McCallum, Deputy Clerk

ALSO ATTENDING: Dennis Neilson

ABSENT: No one

1. Call Meeting to Order: John Ott called the meeting to order at 1:10pm.

2. Review Proof of Posting: Deputy Clerk Susan McCallum attested to proper posting.

3. Discuss and consider mail box ordinance: S. McCallum distributed reference material regarding plowing issues, USPS placement guidelines, sample ordinance from Woodbury, MN, snow removal guideline and current town policy for same. J. Ott also asked the local post office about regulations for installing a mail box and was told box needs to be 42" from ground and same side of road as neighbors.

K. Seward asked do we want an ordinance for mailbox placement. J. Ott asked how else could we enforce correct placement. He also brought up the concept ordinance vs. policy as an ordinance takes longer to adopt. B. Elkins was in favor of an ordinance. K. Seward stated as an ordinance it could be inserted into Ordinance 110 as a guide for future developments. Discussion also included whether replacement of new or destroyed box should comply with ordinance.

Discussion continued as to the placement in regard to edge of road, as rural roads don't have consistent edge depths and/or obstructions for placement such as ditches and embankments. B. Elkins felt that if we set this in ordinance and a resident needs to be closer, the town would not pay for replacement. D. Nielsen said he is also concerned about which side of driveway as currently in subdivisions the boxes are on both sides of road and both sides of driveways. They need to be on the down side, or past per traffic flow, of the driveway to prevent snow plowing potential damage. J. Ott suggested the ordinance state that they need to be placed on the right side of the driveway, as you exit, and 5-6' down. Additional discussion included placement in reference to safety of carrier stopping on hill. J. Ott stated that driveways are currently located with site lines so placement near them should meet the safety criteria.

They reviewed the differences in placement for subdivisions that have cul-de-sacs, where the carrier travels both sides of the road, as opposed to through roads. If all boxes are placed on same side of road, some property owners would have quite a few. J. Ott wondered how many boxes together would be appropriate. D. Nielsen said at least 2 or close together to help with snow plowing. No decision was made to include this in the ordinance. K. Seward suggested during review of a development that guidelines be put in the developer's agreement, such as determining with the post office the locations on the roads. J. Ott agreed.

There was consensus for the following ordinance language;
Mailbox Placement-

1. The United States Postal Service, USPS, will determine which side of the street mailboxes will be located. USPS guidelines for height and distance from a curb apply.
2. Any part of the mailbox, including mounting pole, must a minimum of 24" from road pavement. If location is less than 24", the Town will not repair or replace if damaged by snow plow.
3. Mailboxes need to be located on the right side, as you exit, of a driveway. This applies if placement of mailboxes on the road is on property owner's driveway side.
4. The Town will only reimburse for damage or destruction of mailboxes caused by the Town that comply with this mailbox placement ordinance.

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5. All mailboxes being installed after the adoption of this ordinance must comply with its' requirements.

4. Schedule next meeting: It was decided that S. McCallum will put together a draft ordinance based on today's discussion and send out to members present for additions and corrections. Once the input is received the ordinance will be revised and sent to the next Plan Commission meeting for input/approval.

5. Adjourn: J.Ott moved to adjourn at 1:57 pm, 2nd by K. Seward. Motion carried.