



# City of Madison

City of Madison  
Madison, WI 53703  
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## Master

**File Number: 63802**

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<b>File Name:</b> Cluster Mailbox Units	<b>Final Action:</b>	

**Title:** Amending Secs. 16.23(2), 16.23(7)(b) and creating Secs. 16.23(7)(a)22, 16.23(8)(h), 16.23(9)(c)8 and 16.23(9)(f) of the Madison General Ordinances to Create Design and Installation Requirements for Cluster Mail Box Units.

**Notes:** 6459clustermailbox

**Code Sections:**

**CC Agenda Date:** 02/02/2021

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**Sponsors:** Patrick W. Heck, Lindsay Lemmer and Marsha A. Rummel

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**Entered by:** jphelps@cityofmadison.com

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### Approval History

Version	Date	Approver	Action
1		Michael Haas	
1		Ryan Pennington	

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	01/19/2021	Referred for Introduction				

**Notes:** Plan Commission, Board of Public Works

### Text of Legislative File 63802

**Fiscal Note**

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**Title**

Amending Secs. 16.23(2), 16.23(7)(b) and creating Secs. 16.23(7)(a)22, 16.23(8)(h), 16.23(9)

(c)8 and 16.23(9)(f) of the Madison General Ordinances to Create Design and Installation Requirements for Cluster Mail Box Units.

**Body**

DRAFTER'S ANALYSIS: This ordinance creates subdivision design standards that would require the inclusion of cluster box units in subdivisions and their installation. Cluster box units are communal mailboxes for multiple properties that include locked mailboxes and often include parcel lockers. The United States Postal Service now requires this method of mail delivery to save fuel and reduce carbon emissions from operations because carriers can deliver mail to multiple customers during a single stop with less truck idle time, leading to greener neighborhoods. This ordinance will ensure that new developments will plan for and incorporate these units when the subdivision is planned by requiring easements or dedicated outlots, along with creating private maintenance conditions. Requiring the up-front planning for these units and installation of these units will ensure that City residents do not lose mail service and that public lands and resources aren't used for these private improvements.

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The Common Council of the City of Madison do hereby ordain as follows:

1. Subsection (2) entitled "Definitions" of Section 16.23 entitled "Land Subdivision Regulations" of the Madison General Ordinances is amended by creating therein the following:

"Cluster Box Unit. A freestanding mailbox, as approved by the United States Postal Service (USPS), for communal use containing individually locked mailboxes and parcel compartments, along with any associated equipment and infrastructure necessary and / or required to site the mailbox. The associated equipment includes, but is not limited to, concrete pad(s), lighting equipment, landscaping and unenclosed roof shelter protecting the mailbox from precipitation."

2. Paragraph 22 of Subdivision (a) entitled "Preliminary Plat" of Subsection (7) entitled "Plats, CDPs And Land Divisions (Certified Surveys) Data" of Section 16.23 entitled "Land Subdivision Regulations" of the Madison General Ordinances is created as follows:

"22. Private easements, or alternatively private outlots, for Cluster Box Units as required under Subsection (8)(h) below."

3. Subdivision (b) entitled "Final Plat" of Subsection (7) entitled "Plats, CDPs And Land Divisions (Certified Surveys) Data" of Section 16.23 entitled "Land Subdivision Regulations" of the Madison General Ordinances is amended as follows:

"(b) Final Plat. The final plat of the subdivision shall comply with the requirements of Wis. Stat. ch. 236, which is hereby adopted by reference. The plat shall be accompanied by a written application for approval on forms furnished by the Plan Commission.

1. Where the plat is located within or adjacent to a section or quarter section the corners of which have been relocated and monumented by the City of Madison, the plat shall be tied directly to one of such corners. The exact length and bearing of such tie shall be determined by field measurement and the material and Wisconsin State Plane coordinates of the monument marking the relocated section or quarter section corner to which the plat is tied shall be indicated on the plat. On replats of plats recorded after 1950, the Plan Commission may upon request waive this requirement if in its judgment it appears unnecessary or would cause extraordinary

hardship or expense. The note on the plat shall also define which section or quarter section line is used for referencing the bearing. ~~The plat shall be accompanied by a written application for approval on forms furnished by the Plan Commission.~~

2. The plat shall also be accompanied by plans and profiles in accordance with paragraph (7)(a)19. of this ordinance if they have not been previously submitted.
3. The plat shall include on its face a tabulation of the lot area to the nearest square foot for each lot included in the final plat and all lots on which secondary dwelling units may be constructed shall be identified.
4. The plat shall include private easements, or alternatively private outlots, for Cluster Box Units as required under Subsection (8)(h) below.

4. Subdivision (h) of Subsection (8) entitled "Design Standards" of Section 16.23 entitled "Land Subdivision Regulations" of the Madison General Ordinances is created as follows:

"(h) Cluster Box Units. Adequate private easements or, alternatively, privately owned outlots shall be provided to accommodate the Cluster Mail Boxes (CBUs) required by the United States Postal Service (USPS) for the delivery of mail. Cluster Box Unit easements or outlots shall meet the following requirements:

1. The locations of the CBUs shall be coordinated with the USPS Growth Coordinator (or other designee) and both City Engineering and Traffic Engineering.
2. The CBUs shall generally be located within one block, or within a reasonable distance as determined by the Plan Commission, under advisement of the City Engineer, of each residence served by a particular CBU. Additional criteria, pursuant to policies adopted from time to time by the Board of Public Works or under the direction of the USPS, shall be used to determine the final locations of the CBUs.
3. If the locations of the CBUs cannot be finalized prior to the recording of the final plat, as determined by the City Engineer, the final placement of the CBUs in the development shall be determined with each phase of the development.
4. CBUs serving new lots or outlots or serving any existing parcels, lots or outlots shall not be permitted on or within any publicly owned or dedicated lands within the City, or lands to be dedicated to the City.

5. Paragraph 8 entitled "Cluster Box Units" of Subdivision (c) entitled "Contract for Public Improvements for Subdivisions" of Subsection (9) entitled "Required Improvements for Subdivisions" of Section 16.23 entitled "Land Subdivision Regulations" of the Madison General Ordinances is created as follows:

"8. Cluster Box Units. The subdivider shall be required to install cluster box units to serve the subdivision. Installation shall be in accordance with the current specifications as adopted by the City of Madison Board of Public Works and in compliance with United States Postal Service requirements. This requirement shall be included in the contracts entered into under this subdivision when a contract with the subdivider is required."

6. Subdivision (f) entitled "Cluster Box Units" of Subsection (9) entitled "Required Improvements for Subdivisions" of Section 16.23 entitled "Land Subdivision Regulations" of the Madison General Ordinances is created as follows:

"(f) Cluster Box Units. For cluster box units (CBUs) required under Subsection (8)(h) above, the subdivider shall provide the City Engineering proof of the following:

1. The CBU easement or outlot shall be subject to express terms providing for the private maintenance and installation of the CBU, or be subject to a separately recorded CBU Owners Agreement. The easement, outlot, or Owners Agreement shall set forth the terms and conditions for the private installation, maintenance, repair and ownership of the CBUs. This documentation shall be reviewed by the City Engineer for conformance with the adopted Board of Public Works policies as adopted from time to time.
2. The CBU documents required under paragraph 1 shall be recorded prior to the construction of the public improvements serving any lot or outlot in the subdivision or phase thereof. This requirement shall be included in the contracts entered into under subdivision (c). In the instance of land divisions that do not require a contract with the subdivider, the required approved CBU documents shall be recorded simultaneously with the final approved land division.
3. Proof of a signed mode of delivery agreement, or other similar USPS document from the USPS, shall be provided to City Engineering prior to recording any CBU easement or Owner's Agreement."