

TOWN OF LIBERTY GROVE
ORDINANCE 5-22
MAILBOX POLICY

The Town of Liberty Grove does hereby adopt the following standards and regulations for the placement of mailboxes in the road right of way of all Town roads. All previous ordinances regarding mailbox policies, including but not limited to 8-01 are hereby repealed.

Section I. Safety

- A. No mailbox or newspaper delivery box (hereinafter referred to as a “mailbox”) will be allowed to exist along a Town road right of way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the Town road system. A mailbox installation that does not conform to the provisions of this policy is an unauthorized encroachment, and the owner will be requested to remove the mailbox.
- B. The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as the standards established by the Town of Liberty Grove. The Town of Liberty Grove standard for construction and installation of mailboxes is hereby adopted as per the attached sheet.

Section II. Standards for Materials and Placement of Mailboxes

- A. Supports: the following standards for mailbox supports will ensure that they break away on impact:
 - 1. Steel pipes must be 1½ inch inside diameter or less.
 - 2. Square wood supports must be 4 inches by 4 inches or less. Round wood posts should not be larger than 4 inches in diameter.
 - 3. Imbed mailbox supports no more than 24 inches into the ground. If imbedded in concrete, the concrete must be below the grade of the shoulder.
- B. Placement of any material around the mailbox post is prohibited per Town Ordinance 4-19.

Section III. Installations.

- A. The bottom of all mailboxes must be a minimum of 41 inches and a maximum of 45 inches above the asphalt pavement. Under no circumstances shall the roadside face of the mailbox project onto the usable shoulder or onto the traveled way of a Town road.
- B. Multiple mailboxes shall be supported by 2 posts at least 32 inches apart.
- C. The face of the mailbox shall be at least 36 inches from the edge of the pavement.
- D. The face of the mailbox is to be at least 12 inches behind the edge of the shoulder of gravel roads.
- E. Where there are guardrails, mailboxes should be installed behind the guardrails.
- F. In the event no shoulder exists due to a tree line or other obstacle, the face of the mailbox must be flush or behind the tree line or obstacle and must be readily visible and accessible.

Section IV. Reflectors.

Pursuant to State Statute 346.41 (3), only blue reflectors can be attached to mailbox posts.

Section V. Diggers Hotline.

Prior to any digging, residents must first call Diggers Hotline to locate underground utilities at phone numbers 1-800-242-8511 or 811.

Section VI. Policy.

Residents who follow these standards should reduce damage to their mailbox caused by flying snow and slush coming off the snowplow. The Town of Liberty Grove is not liable for damage done to any mailbox that is placed in the Town road right of way.

Section VII. Implementation.

This ordinance shall take effect upon adoption and publication according to law.

Adopted at a regular meeting of the Town Board of the Town of Liberty Grove, Door County, Wisconsin on this 4th day of May, 2022.

John Lowry, Town Chair

I, Anastasia P. Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, Wisconsin, hereby certify that the above is a true and correct copy of an ordinance adopted at a properly noticed, regular meeting, held on the 4th day of May 2022 by the Town Board of the Town of Liberty Grove, Door County, Wisconsin.

Dated this 4th day of May 2022.

Anastasia Bell, Clerk/Treasurer