



# City of Naples

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#2). The Courts have uniformly upheld the Postal Service's position, Mr. Sapp said. He further noted that he could not conceive boxes to be a hazard for vehicular traffic. On the issue of vandalism, Mr. Sapp commented that it was a local law enforcement matter. There are two options for mail delivery in this area, he said, curb side or central delivery. In response to Councilman Graver, Postmaster Sapp advised that the post office can deliver 3 to 4 times faster by utilizing curb side service in lieu of house-to-house delivery.

City Manager Jones reviewed the issues to be discussed: posts more substantial than 4 x 4 to be required and curb side service versus house delivery. He then looked to Council for direction.

Mr. Graver asked if someone went beyond the standards set would the individual then be liable for any accidents resulting from that. Staff pointed out that if a person constructed something in excess of the Code, he/she would be violating it and could then be fined. Mayor Putzell reminded Council that they were considering the public's safety when determining this issue.

Referring to homes with circular drives, Mr. Crawford asked if it were possible to place the box out of the right-of-way and onto the back portion of the driveway. Mr. Sapp explained that it was generally the post office's position not to remove boxes from the street; however, in some cases they do deliver to boxes inside a circular drive.

Councilman Barnett said he did not think this was an issue and, further, did not support the ordinance as it would require between 1,000 to 1,500 mailboxes to be reconstructed for compliance.

Postmaster Sapp noted a yearly program which the Post Office implements called Mailbox Improvement. During this time, forms are sent out to mailers when the boxes are in bad condition and they are requested to correct it or forfeit their mail delivery privileges. Mayor Putzell referred to a specific box on Admiralty Point East which is square and constructed of brick or stone; many citizens have complained that this is a vehicular hazard. Mr. Sapp said that he was not aware of any cases wherein someone has hit these types of structures.

Referring to a similar structure which was struck by a vehicle, Mrs. Anderson-McDonald advised that the driver of the car was at fault and had to pay damages inasmuch as he hit the stationary object. She also said that she did not believe this issue to be a serious consideration of Council. Mr. Richardson concurred.

In response to Mr. Crawford, City Attorney Rynders advised that there has been no history of liability in the past relating to mailbox structures; however, it always makes sense to note what people are constructing in the rights-of-way, he said.

After a brief discussion of what should or should not be allowed, Postmaster Sapp advised that his carriers would, and do, notify homeowners of any

COUNCIL MEMBERS

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structure which is protruding and inhibits postal delivery. It was the consensus of Council to shelve any further discussion on this matter unless a future problem arose.

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ITEM 2

DISCUSSION OF "NO-WAKE" ZONES IN NAPLES BAY. (REQUESTED BY CITY MANAGER)

Councilman Richardson introduced the other representatives of his group, Captain Allen Walburn; Bill Rose; and George Law; all of which had proposals to bring before Council.

Mr. George Law began the presentation by advising that area boat rental locations have agreed to pre-qualify potential boaters (Attachment #3). Each customer is provided with a list of the "Intercoastal Boating Safety Laws" and operator responsibilities which must be read and signed. The boats are provided with special charts which includes all safety laws for the Naples and Marco Island areas and a legend which illustrates the markers and highlights all "Idle Speed - No Wake" areas. There are also permanent decals in the boats again illustrating "Idle Speed - No Wake" and "Resume Normal Operation" signs.

Referring to this program, Mrs. Anderson-McDonald suggested the City address a letter to the County asking for their support and participation.

Mr. Bill Rose of Rose Boatworks, representing Collier County Marine Trade Association, advised that his group has met and have engaged the use of a public relations firm to write a newspaper column about boating safety (Attachment #4). The slogan which the group has implemented is "Safety Pays in Naples Bay". These articles will be published weekly.

Referring to congestion on the Bay, Mr. Rose's group came up with two signs which could be utilized on weekends and holidays: "Caution. Congested Area Next 3 Miles. Watch Your Wake. Police Patrolled." and "Caution. Congested Area. Watch Your Wake. Police Patrolled. Violators Will Be Stopped." The group further suggested that perhaps the Police Department could post orange flags on signs indicating that there is a speed change.

Captain Allen Walburn, representing Naples Fishing Group, advised his group has implemented a program wherein local police can rent (paid for by the Naples Charter Boat Association) an unmarked vessel to patrol the Bay periodically. The group also developed a brochure to advise those persons registering vessels of the laws and a boater watch program. This involves the use of a form (Attachment #5) to be filled out by anyone who sees a boater flagrantly violating navigational laws and reporting that person to the police. The brochure program will begin in November, he said. Tax Assessor will mail the brochure to all 16,000 registered boaters in his May mailing.

COUNCIL MEMBERS

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Captain Sireci and Lieutenant Kee of the Naples Police Department explained that Captain Richards of the Florida Marine Patrol in Tallahassee advised of a sign which must be used to indicate minimum wake (Attachment #6). It is staff's recommendation that such a zone be implemented in the Bay. City Manager Jones said that the group must take proposed signs to the Florida Marine Patrol for approval and input regarding awareness and safety on the waterways.

Regarding the citing of violators in the Bay, staff asked how Council wished to proceed, if it wanted to fine or reprimand violators of the proposed minimum wake area. As of October 1, 1988, the Florida State Statutes require those boaters cited for careless or reckless operation to attend a training course. Councilman Richardson suggested that the program presented this morning be implemented to carry through the season and reevaluated next summer. The group can work the sign situation out with the Florida Marine Patrol, he said.

It was the consensus of Council to direct staff and the presenters to proceed with this program and meet with Florida Marine Patrol representatives to ascertain the signage to be placed in Naples Bay.

Mrs. Anderson-McDonald then presented Council with a report documenting the actual time it takes various size vessels to proceed through Naples Bay at current and proposed speed limitations (A copy of which can be reviewed from the meeting packet in the Office of the City Clerk). Mrs. Nanette Hirschy was instrumental in the compiling of this study, she said. The study was completed for the purpose of obtaining facts for future discussions of no wake zones, Mrs. Anderson-McDonald explained.

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ITEM 4

DISCUSSION OF AMENDMENT TO WATER AND SEWER RATES. (REQUESTED BY CITY MANAGER)

Finance Director Hanley explained that Council amended the water and sewer rates two years ago. Staff has suggested new rates for a two-year period as outlined in the packet (Attachment #7) with very minimal increases. These rates have taken into consideration billing administration, collection of money, etc.

Mayor Putzell pointed out that this involved an enterprise fund which, in effect, carries its own expenses and revenues for operation.

Referring to the water/sewer bond issued in December, 1987, Mr. Hanley explained that the annual debt service for this issue was approximately \$400,000, another contributing factor to the proposed rate increase. Councilman Crawford asked if staff had a breakdown of the general increases for this fund, Mr. Hanley advised that he did not.

Council asked the amount of revenue received from the effluent reuse system to which City Manager

COUNCIL MEMBERS

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Jones advised that the golf courses contract provided for \$25.00 per acre per year to be paid for treated wastewater. While, the revenue collected does not meet operating expenses; it was necessary to find a disposal method of treated wastewater to meet the community and State's concerns. The proposed two-year increase will recover some of these costs, Mr. Jones explained.

It was the consensus of Council to direct staff to proceed with this rate change.

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ITEM 5

DISCUSSION OF CHANGES IN TRAFFIC FLOW AT THE FOUR CORNERS, U.S. 41 AND FIFTH AVENUE SOUTH. (REQUESTED BY COUNCILMAN RICHARDSON)

Councilman Richardson alluded to his memo dated September 16, 1988, (Attachment #8) and explained that the Florida Department of Transportation (FDOT) has been studying the situation on US 41 from Four Corners to State Route 951. Mr. Richardson suggested the City move forward with the FDOT's recommendation to make Fifth Avenue South one way from Ninth Street, South, to Eighth Street, South.

Mayor Putzell noted that the Fifth Avenue Parking Committee was given the assignment of studying traffic flow and parking in this area and has yet to make any recommendations. They should coordinate their efforts with that of the consultant's to come to some sort of consensus, he said. Councilman Graver said his group could discuss the matter at its next meeting, October 21, 1988.

In response to Councilman Graver, Mr. Gronvold advised that both the City and FDOT would be responsible for the project costs; the City for signage and FDOT for street striping. Mayor Putzell said that once this decision is made it should be implemented.

Ms. Carrie Burkhardt, representing the Fifth Avenue South Association, spoke in opposition to this plan and said it would hurt their businesses. She asked that her group be included in any decisions regarding this area and be given the opportunity to review City and FDOT suggestions. Mayor Putzell pointed out that this would be on an experimental basis and if it caused financial hardship, could be changed back.

Referring to the upcoming City-wide traffic study, Councilman Richardson said it would be a useful tool in solving some of the City's traffic problems. Mrs. Anderson-McDonald commented that the consultant should also be charged with looking at the affect any traffic changes would have upon commerce. Mr. Richardson said he believed the scope of work encompassed that.

It was the consensus of Council to direct staff to proceed with the change of traffic flow to one-way from Ninth Street, South to Eighth Street, South, subject, however, to any recommendations which may come from the October 21 Parking Committee meeting.

Attorney Douglas Rankin also spoke in opposition and said that it would be nearly impossible for his clients to conveniently reach their offices if this was implemented. He further suggested the City utilize the right-of-way, which it just purchased, to make Central Avenue a thorough way which would help to alleviate the traffic on US 41.

Mayor Putzell invited all interested parties to attend the Fifth Avenue South Parking Committee's meeting on October 21, 1988, at 8:00 a.m. as it would be discussing this matter further.

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ITEM 6

DISCUSSION OF GORDON RIVER CROSSING.  
(REQUESTED BY COUNCILMAN RICHARDSON)

Councilman Richardson explained that for many years the City has been discussing the possibility of constructing a bridge over the Gordon River; however, during that time no action has been taken to implement such a project. City Engineer Gronvold and George Archibald from the County have come up with a plan for another crossing connecting to Seventh Avenue North. The cost is not as prohibitive as was thought, approximately \$5-million.

In response to Mr. Richardson, City Engineer Gronvold advised that preliminary reports concerning construction, cost of land, etc. must be completed before such a project can be deemed feasible.

Mrs. Anderson-McDonald suggested that property north of the current Hollywood Knights facility be purchased and used for this crossing. It would meet with less homeowner opposition, she said. Mr. Gronvold, however, pointed out that the currently proposed area was the least environmentally sensitive.

Councilman Crawford said he did not believe this bridge necessary if the main purpose was for evacuation as the City Civil Emergency Group was more concerned about evacuation congestion in the County. Further, he noted that MPO Consultant Studies indicated that such a crossing would be minimally effective at reducing congestion. He, in turn, was concerned that such an additional route into the City could possibly even exacerbate the existing condition by bringing additional traffic into the City. Finally, he suggested the area could be made into a passive park area.

It was the consensus of Council, excepting Mr. Crawford, that staff begin taking the necessary preliminary steps to begin construction of this project.

City Manager Jones explained that it would be appropriate for staff to bring forward a budget for this item, results from a meeting with property owners, estimate of costs, etc. to Council at its November 2, 1988, regular meeting.

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Referring to the traffic study, Mr. Gronvold advised that it would take approximately six months from the appointment of a consultant for that study to be completed. Council suggested that this proposed bridge over the Gordon River be studied first.

A member of the audience asked that property owners on Seventh Avenue North be advised of anything further relating to this proposed east/west corridor over the Gordon River.

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ITEM 3

DISCUSSION OF POSSIBLE ITEMS TO BE BROUGHT BEFORE THE LOCAL LEGISLATIVE DELEGATION PUBLIC HEARING ON NOVEMBER 30.

This item was deferred until the end of the meeting.

City Manager Jones explained that November 20 was the deadline for items to be placed on that agenda. Staff has been working on several items for this hearing such as clarifying the position of cities and fire districts following annexation regarding service and taxing liability and water/sewer district issues.

Councilman Richardson advised that Amendment 4 which will be on the November ballot involves the Florida Department of Transportation's (FDOT) bond to bring forward the purchase of rights-of-way and bridges. He suggested the City pass a resolution supporting those purchases.

It was the consensus of Council to direct staff to prepare a resolution supporting Amendment 4.

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ADJOURN: 11:44 a.m.

EDWIN J. PUTZELL, JR., Mayor

JANET CASON  
CITY CLERK

Jodie M. O'Driscoll  
JODIE M. O'DRISCOLL  
DEPUTY CLERK

These minutes of the Naples City Council were approved on November 2, 1988



Attachment #1

SUPPLEMENTAL ATTENDANCE LIST

Egon Hill	Dana Bayless	M/M Glen Yeakey
Capt. Allen Walburn	George Kremer	Herb Anderson
Tom Biggs	Roger Barry	W. W. Haardt
Arthur Zelenak	Bill Rose	George Law
Jane Justice	Tom Sapp	Joe Guthrie
John Carey	Lodge McKee	Bob Galloway
Nanette Hirschy	Alan Korest	Ed Verdesca
Capt. Fredric White	Dan Spina	Gilbert Weil
Lee Layne	Dave Hirschy	

Other interested citizens and visitors.

NEWS MEDIA

Susan McKinsey, Palmer TV-10	Keith Havins, Palmer TV-10
Stephen DiPietro, Palmer TV-10	Lori Darvas, Naples Daily News
Troy Miller, Palmer TV-10	Mike McClanahan, Palmer TV-10

*POSITION RESPONSE*  
DELIVERY - CURB vs. DOOR

Postal Service delivery regulations were changed in 1978 to eliminate door delivery as an option for residential delivery. Currently, door delivery can only be extended to an address located between two existing door delivery points and for hardship cases where a customer living alone, cannot physically obtain mail from a receptacle located any distance from the home. Current delivery options include curbside or centralized delivery provided by motorized carrier.

AND/OR

Federal law clearly requires the postal system to operate economically and efficiently, and delivering mail is becoming increasingly expensive as it is highly labor intensive. In fact, since delivery is such a large element of cost for the Postal Service, there is a long history of policy changes designed to affect cost containment in the delivery area. In recent years, the pressure of rising costs have forced the Postal Service to all but exclude new door deliveries.

AND/OR

The decision denying the provision of door delivery service to your door is consistent with and required by pertinent postal regulations. The Postal Service has consistently applied these regulations in like manner in circumstances similar to those in your neighborhood. Courts have uniformly upheld Postal Service regulations and determinations in this area.

AND/OR

We regret that circumstances preclude a more favorable response. However, to extend door delivery to your residence is not in keeping with the intent of our policy.

Blank sheet  
Janet Case

*POSITION RESPONSE*  
DELIVERY - CURB vs. DOOR

Postal Service delivery regulations were changed in 1978 to eliminate door delivery as an option for residential delivery. Currently, door delivery can only be extended to an address located between two existing door delivery points and for hardship cases where a customer living alone, cannot physically obtain mail from a receptacle located any distance from the home. Current delivery options include curbside or centralized delivery provided by motorized carrier.

AND/OR

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AND/OR

We regret that circumstances preclude a more favorable response. However, to extend door delivery to your residence is not in keeping with the intent of our policy.

UNITED STATES POSTAL SERVICE

Government Relations Department

Washington, D.C. 20266-3506

Attachment #2 Page 1



April 14, 1986

Honorable Connie Mack  
Member of Congress  
106 The Federal Building  
Fort Myers, Florida 33901-2929

Dear Congressman Mack:

This is in response to your letter of April 2, on behalf of Mr. and Mrs. Charles Matthes of Naples, regarding mail delivery to residents of Naples Land Yacht Harbor.

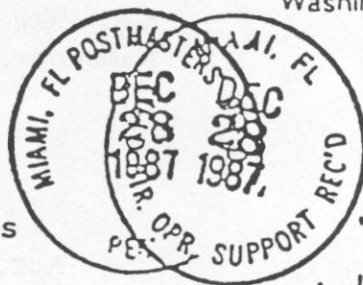
More than two million new deliveries are added each year. To meet this demand while retaining an effective control over costs, we attempt to establish the form of delivery which strikes the best balance of service and economy. We realize that some areas are receiving a type of delivery service for which they would not qualify under present postal policy. This service was established previously and it is our policy not to withdraw such service once it has been properly established.

Postal officials at the Naples Post Office advise that residents who are currently receiving door delivery, which was established in 1979, will continue to receive this type of delivery service. However, new residents in the mobile home park will have either centralized delivery or curblin delivery as outlined in the Domestic Mail Manual, Section 155.225. As information, I have enclosed a copy of these regulations. Door delivery is no longer an available delivery option, except in individual cases of hardship.

A meeting with the residents will soon be held to discuss the type of delivery service new residents wish to receive. If your constituents have any further questions regarding this matter, they may contact Ron Joesten, Supervisor of Delivery and Collection, at (813) 262-4984. He will be pleased to answer any questions regarding this matter.

Washington, DC 20260

DATE: December 22, 1987



OR REF: DS520:NCloher:nc:7222

SUBJECT: Pennsylvania Supreme Court Decision  
Re: Mailboxes on Public Right of Ways

Field Division General Managers/Postmasters

*[Handwritten signature and scribbles]*

Attached for your information is a copy of a recent memo describing a Pennsylvania Supreme Court's decision regarding the placement of mail receptacles on public right of ways. This decision sustains a lower court ruling that rural mailboxes constitute a public use, and may be maintained within a public right of way without the owner's consent.

Our right to prescribe specific locations for the placement of roadside mailboxes, even when the desired placement is on a neighbor's property, has been preserved by this order. This decision is significant to rural managers responsible for authorizing an extension of service or when changing a carrier's line of travel for economic or safety reasons.

Questions regarding this decision may be directed to Norman Cloher at PEN 268-3015.

*[Handwritten signature of Andrew S. Walker]*  
 Andrew S. Walker  
 Assistant Postmaster General  
 Delivery Services Department

Attachment

cc: Regional Directors  
Operations Support

GENERAL MANAGER MIAMI DIVISION	
DATE:	
	<i>[Handwritten: Mercy]</i>
	<i>[Handwritten: Hankin]</i>
	<i>[Handwritten: Fute]</i>
	<i>[Handwritten: David]</i>
	<i>[Handwritten: Cory]</i>
	<i>[Handwritten: Jordan]</i>
	<i>[Handwritten: Thanks]</i>

UNITED STATES POSTAL SERVICE

Washington, DC 20260

December 10, 1987

GC430:SMires:sfm:20260-1143

IR  
SUBJECT: Miller v. Nichols, 526 A.2d 794 (Super.Ct.Pa. 1987), app. denied,  
A.D. 1987-147 (Penn., November 24, 1987)

Andrew S. Walker  
Assistant Postmaster General  
Delivery Services Department

This is to notify you that on November 24, 1987, the Supreme Court of Pennsylvania entered its Order denying appellants' Petition for Allowance of Appeal in the above captioned case. This action effectively sustains the decision of the Superior Court of Pennsylvania, Harrisburg Division, that rural mailboxes which are authorized depositories for U.S. Mail are a part of the postal system, constitute a public use, and may be maintained within a public right of way without the consent of the owner of the underlying property. We anticipate that this decision, together with Black v. City of Berea, 32 N.E.2d 1 (Ohio 1941), which discovered the Constitutional right of a postal customer to erect a roadside mailbox, will help to put a damper on the local controversies sparked by our enforcement of DMM §156.54.

*Stanley F. Mires*

Stanley F. Mires  
Assistant General Counsel  
Rate Application Division  
Law Department

cc: Mr. Call ✓  
Mr. Dunbar  
Ms. Denny  
Mr. Edmiston  
General Counsel  
Deputy General Counsel  
Associate General Counsels  
Regional Counsels

154.92

DOMESTIC MAIL MANUAL

**154.92 Existing Plant-Load Operations.** A plant load operation authorized prior to May 18, 1986, must be reviewed by June 1, 1987, for compliance with 154 and a decision made whether such operation should continue to be authorized. If a plant-load operation is reviewed and the operation is not in compliance with 154, the mailer must be notified by letter (sent certified, return receipt requested) that there are 60 days in which to comply. The plant-load operation will thereafter be reviewed for compliance and a decision made whether to approve or deny the plant-load operation. If the application is denied, the mailer may appeal that decision in accordance with the procedures set forth in 154.27. DMM 154.54 does not apply to those plant-load operations that have not yet been reviewed to determine compliance with 154.

## 155 City Delivery

### 155.1 Requirements for Delivery Service

**155.11 Establishment.** In this part, "establishment" refers to the initiation of city delivery service in a community which currently does not receive it. In establishing city delivery service, a combination of delivery methods will be considered to provide adequate service to all residential and business sections of a community. All establishments of delivery service must have final approval of the Regional Postmaster General or the designee. Establishment of delivery service will be considered when the following essential requirements are met:

a. Within the area to be served there is a population of 2,500 or more or 750 possible deliveries. (The postal population may vary greatly from the general census population because of different boundary interpretations and designations.)

b. Fifty percent of the building lots in the area to be served are improved with houses or business places. Where a house or building and its yard or ground cover more than one lot, all lots so covered are considered to be improved.

c. The streets are paved or otherwise improved to permit the travel of post office vehicles at all times, without damage or delay.

d. Streets are named and house numbers are assigned by the appropriate municipal authorities in a manner which precludes duplicate mailing addresses.

e. The street signs are in place and the house numbers are displayed.

f. The rights-of-way, turnouts, and areas adjacent to the roads and streets are sufficiently improved so that the installation and servicing of boxes will not be hazardous to the public or postal employees.

g. Satisfactory walks exist for the carrier where required.

h. Approved mail receptacles or doorslots are installed at designated locations.

**155.12 Extensions.** In this part, the word "extension" refers to the initiation of city delivery service in any areas which are not included in the boundaries of present delivery service, but which are part of a community for which city delivery service has already been established. The delivery service requirements for extensions are the same as those listed in 155.11 for establishments, except that:

a. 155.11a does not apply to extensions; and

b. The applicability of 155.11b may be waived if:

(1) There is a reasonable expectation that the requirements of 155.11b will be met within 12 months; and

(2) Clusterboxes of neighborhood box units will be used for delivery.

**155.13 Existing Establishments and Extensions Not Affected.** Nothing in this part shall be interpreted to require any changes in any city delivery service which was initiated under prior city delivery regulations.

### 155.2 Delivery Policy—Establishment and Extensions

**155.21 General.** Establishment or extension of city delivery service will be considered for those areas which meet the criteria in 155.11 and 155.12. Normally, this will be by motorized carrier to curbside boxes or to central delivery points or receptacles, supplemented as given below.

**155.22 Business Areas.** The type and design of buildings will govern the method of delivery service to be implemented. The delivery options are:

a. Central delivery service for business office buildings, which may include:

(1) Call windows;

(2) Post office boxes; or

(3) Mechanical conveyors.

Note: Available only for highrise, multiple-tenant buildings, and only if certain conditions are met. For details, consult your postmaster.

b. Single points, receptacles, or doorslots provided by business management.

### 155.23 Residential Housing (Except Apartment Houses and Mobile or Trailer Homes)

**155.231 General.** For all residential areas, except apartment houses and mobile or trailer homes, the delivery options are either curbside, sidewalk, or central delivery, under the regulations given below.

**155.232 Curbside Delivery.** Delivery may be provided to boxes located at the curb so they can be safely and conveniently served by the carrier from his vehicle.



**155.233 Sidewalk Delivery.**

a. If the sidewalk abuts the curb or if other unusual conditions exist (e.g., excessive street parking) which make it difficult or impractical to install or serve boxes at the curblin, those customers may be permitted to install all their boxes at the edge of the sidewalk nearest the residence, where they can all be served by the carrier from the sidewalk.

b. If the average lot frontage is 75 feet or less, the boxes are not required to be grouped together; but, if the average lot frontage is more than 75 feet, the boxes must be installed in groups of at least two.

c. If the average lot frontage is 50 feet or less, customers may locate their mailboxes at the edge of the sidewalk nearest the residence rather than at the curb, regardless of whether the sidewalk abuts the curb or other unusual conditions exist. All the boxes must be located so that the carrier can serve them from the sidewalk.

**155.234 Central Delivery.** Central delivery may be provided at one or more central locations within a residential housing development, community, or area. The requirements for such delivery are:

a. The local postal managers must approve the mailbox sites and equipment;

b. There must be a minimum of two mailboxes erected at one site (there is no maximum limit); and

c. The customers will not be required to travel an unreasonable distance to obtain their mail.

**155.235 Central Delivery Addresses.** Central delivery mail receptacles (including neighborhood box units/clusterboxes, delivery centers, and postal centers) must be identified by the same addresses as the dwellings for which they serve as mail receptacles. These identical addresses should be placed inside the boxes so as to be visible only to the carrier as he serves the receptacle or the customer. Mailer associations or customer groups may use another alphanumeric identification system for security or privacy purposes which will not be part of the mailing address.

**155.24 Apartment Houses.** (See 155.6 for delivery options.)

**155.25 Mobile or Trailer Homes.** The delivery options for mobile or trailer home developments depend upon whether the development is permanent or transient.

**155.251 Permanent developments** consist of managed mobile home parks or residential mobile home subdivisions where the lots are permanently assigned, the streets are maintained for public use, and the conditions are similar to those of a normal residential subdivision. For permanent developments, the delivery options are either curbside, sidewalk, or central delivery, under the regulations given below:

a. **Curbside Delivery.** Delivery service may be provided to boxes which are located at the curb so that they can be safely and conveniently served by the carrier from the vehicle.

**b. Sidewalk Delivery**

(1) If the sidewalk abuts the curb or other unusual conditions exist (e.g., excessive street parking) which make it difficult or impractical to install or serve boxes at the curblin, those customers may install all of their boxes at the edge of the sidewalk nearest the residence where they can all be served by the carrier from the sidewalk.

(2) In such conditions, if the average lot frontage is 75 feet or less, the sidewalk boxes are not required to be grouped together; but, if the average lot frontage is more than 75 feet, the sidewalk boxes must be installed in groups of at least two.

(3) If the average lot frontage is 50 feet or less, the customers may be permitted to locate all of their mailboxes at the edge of the sidewalk nearest the residence, rather than at the curb, regardless of whether the sidewalk abuts the curb or other unusual conditions exist. All of the boxes must be located so the carrier can serve them from the sidewalk.

**c. Central Delivery**

(1) Delivery service may be provided to a single point or receptacle designated by the management of the development for the receipt of mail for distribution by its employees.

(2) Delivery service may be provided to one or more central points for the direct receipt of mail by postal customers within the area.

(3) The requirements for such central delivery are:

(a) The local postal managers must approve the mailbox and equipment;

(b) There must be a minimum of two mailboxes erected at one site (there is no maximum limit); and

(c) The customers are not required to travel an unreasonable distance to obtain their mail.

**155.252 Transient developments** are recreational vehicle parks and trailer courts where the lots are temporarily rented and considered transient, even though some families may live in them for an extended period of time. For these developments, the only option is delivery to a single point or receptacle designated by the trailer park management and approved by local postal managers for the receipt of mail for distribution by the trailer park's employees.

**Note:** This method is one of the service options for permanent developments.

**155.26 Exceptions**

**155.261 Fill-In.** New homes built within a block of existing homes will receive the same type of service as the older ones. When new housing replaces more than one block in a city delivery area, delivery methods will comply with extension procedures.

**155.262 Hardship Cases.**

a. Changes in the type of delivery authorized for an area will be considered where service by existing methods would impose an extreme physical hardship on an individual customer. Any request for a change in delivery methods must be submitted in writing. Approval of these requests should be based upon humanitarian and not economic criteria. Each request for a change in delivery service should be evaluated on the basis of the customer's needs; a request should not be denied solely because of increased operational costs or because a family member or other party may be available to receive mail for the customer.

b. If the local postmaster determines to deny a request, the request must be sent to the Management Sectional Center (MSC) for review. If the MSC concurs with the denial, the case must be forwarded to the Field Divisional office where the final decision will be made by the Field Division General Manager/Postmaster.

c. If a customer no longer requires a variation in the type of delivery service, mail service will be restored to the mode of delivery currently in effect in the area.

**155.27 Local Ordinances.** If a customer chooses not to erect a curbside box because of a local, city, county, or state ordinance prohibiting the installation of mailboxes at the curb, the delivery options in establishments and extensions are:

**155.271** Central delivery service may be provided at one or more central point in a residential housing development, community, or area, if:

a. The local postal managers approve the mailbox sites and equipment;

b. There is a minimum of two mailboxes erected at each mailbox site (there is no maximum limit); and

c. The customers are not required to travel an unreasonable distance to obtain their mail.

**155.272** Post office box or general delivery service may be provided at the nearest postal facility where carrier delivery emanates.

**155.3 Requests for Delivery Service.** Requests or petitions to establish, change, or extend delivery service must be made to the local postmaster. No formal petition is required. Postmasters will forward requests or petitions to establish service to the postal official designated by the regional office, with a statement indicating whether the requirements in 155.1 are met.

**155.4 Mail Receptacles****155.41 Obligation of Customer**

a. Customers of the carrier delivery service must provide authorized receptacles or doorslots, except for mail receptacles specifically authorized by the Postal Service to be owned and maintained by the Postal Service. Business houses are not required to provide mail receptacles or doorslots, if they are open and someone is on hand to receive the mail when the carrier calls. Where an office building is equipped with an

elevator, carriers will deliver to individual offices, provided they are open when the carrier arrives. If they will not be open, mail receptacles or door slots must be provided.

b. The purchase, installation, maintenance, and replacement of mail-receptacle equipment, used by customers to receive delivery of mail, are not the responsibility of the Postal Service, except that the Postal Service may specifically authorize neighborhood delivery and collection boxes and parcel lockers to be purchased, installed, maintained, or replaced by the Postal Service.

**155.42 Keys to Customer's Private Mail Receptacle.**

City delivery carriers are prohibited from accepting keys for locks on private mail receptacles, buildings, or offices, except as provided in A-1-3 of Publication 17, *Apartment House Mail Receptacles Regulations and Manufacturing Standards*. If city delivery customers place locks on their receptacles, the receptacles must have slots large enough to accommodate their normal daily mail volume so that delivery may be made by the carrier without using a key.

**155.43 Doorslot Specifications.** The clear rectangular opening in the outside slot plate must be at least 1-1/2 inches wide and 7 inches long. The slot must have a flap, hinged at the top, if placed horizontally, and hinged on the side away from the hinge side of the door if placed vertically. When an inside hood is used to provide greater privacy, the hooded portion must not be below the bottom line of the slot in the outside plate if placed horizontally, or beyond the side line of the slot in the outside plate nearest the hinge edge of the door if placed vertically. The hood at its greatest projection must not be less than 2-1/16 inches beyond the inside face of the door. Doorslots must be placed not less than 30 inches above the finished floor line.

**155.5 Out-of-Bounds Customers.** Customers outside city delivery limits may be given delivery service, if they erect boxes on the carrier's regular line of travel. Special delivery, parcel post, insured, certified, COD, and registered mail will be delivered to the residences of out-of-bounds customers, if the residences are not more than three blocks from the carrier's line of travel and passable walks have been constructed or the street is not impassable; otherwise, a notice will be left in the box requesting that the customer call for the mail. If an ordinary parcel is involved and it can be placed in the box, delivery will be made in that manner.

**155.6 Apartment House Receptacles**

**155.61 General.** Delivery of mail to individual boxes in a residential building containing apartments or units occupied by different addressees, regardless of whether the building is considered an apartment house, a family hotel, residential units, or business units in a residential area, and regardless of whether the apartments or units are owned or rented, will be contingent upon:

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Janet Casar

**155.262 Hardship Cases.**

a. Changes in the type of delivery authorized for an area will be considered where service by existing methods would impose an extreme physical hardship on an individual customer. Any request for a change in delivery methods must be submitted in writing. Approval of these requests should be based upon humanitarian and not economic criteria. Each request for a change in delivery service should be evaluated on the basis of the customer's needs; a request should not be denied solely because of increased operational costs or because a family member or other party may be available to receive mail for the customer.

b. If the local postmaster determines to deny a request, the request must be sent to the Management Sectional Center (MSC) for review. If the MSC concurs with the denial, the case must be forwarded to the Field Divisional office where the final decision will be made by the Field Division General Manager/Postmaster.

c. If a customer no longer requires a variation in the type of delivery service, mail service will be restored to the mode of delivery currently in effect in the area.

**155.27 Local Ordinances.** If a customer chooses not to erect a curbside box because of a local, city, county, or state ordinance prohibiting the installation of mailboxes at the curb, the delivery options in establishments and extensions are:

**155.271** Central delivery service may be provided at one or more central point in a residential housing development, community, or area, if:

a. The local postal managers approve the mailbox sites and equipment;

b. There is a minimum of two mailboxes erected at each mailbox site (there is no maximum limit); and

c. The customers are not required to travel an unreasonable distance to obtain their mail.

**155.272** Post office box or general delivery service may be provided at the nearest postal facility where carrier delivery emanates.

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**155.6 Apartment House Receptacles**

**155.61 General.** Delivery of mail to individual boxes in a residential building containing apartments or units occupied by different addressees, regardless of whether the building is considered an apartment house, a family hotel, residential units, or business units in a residential area, and regardless of whether the apartments or units are owned or rented, will be contingent upon:

a. The building containing three or more units and having:

(1) A common building entrance such as a door, passageway, stairs, etc.; or

(2) A common street address (some portion of the address is shared) that is approved by appropriate local or municipal authorities.

b. The installation and maintenance of mail receptacles approved by the Postal Service;

c. The provision of one box for each apartment, including that of any resident manager or janitor, unless the management has arranged for mail to be delivered at the office or desk for distribution by its employees; and

d. The grouping of the boxes for the building at a single point readily accessible to the carrier.

Note: The tenant's correct mailing address shall be the address of the entrance at which the mail receptacles are located, and should include the apartment number or designated mailbox number.

#### 155.62 Exceptions

a. *Apartment House Complexes.* If, however, more than one such building in an apartment house complex has the same approved common street number, delivery of mail to individual boxes shall be contingent upon the grouping of all the boxes for the common street number at a single point readily accessible to the carrier, even though the boxes serve residents in more than one building.

b. *Two or More Entrances.* If, however, such a building has more than one entrance, delivery of mail to mail receptacles grouped at more than one entrance shall be contingent upon (1) each entrance to which delivery is made serving three or more apartments or flats and (2) the assignment, by appropriate local or municipal authorities, of a different street number to each such entrance.

#### 155.63 Mail Receptacles

*155.631 Mail Receptacle Responsibility.* The purchase, installation, maintenance, and replacement of mail receptacles, boxes, or parcel lockers, are not the responsibility of the Postal Service, except for neighborhood delivery and collection boxes and parcel lockers specifically authorized by the Postal Service to be owned and maintained by the Postal Service.

*155.632 Improved Mail Receptacles.* Owners and managers of apartment houses, family hotels, flats, or complexes described above, which are equipped with obsolete apartment house mail receptacles, are urged to install up-to-date receptacles approved by the Postal Service to ensure more adequate protection of the mail. When such buildings are substantially renovated, or remodeled to provide additional apartments, or a material change is made in the location of boxes, obsolete receptacles shall be replaced by currently approved receptacles.

#### 155.64 Installation, Specifications, and Approval.

The conditions requiring installation of receptacles, specifications for construction, installation procedures, and approval procedures for manufacturers are covered in Publication 17, *Apartment House Mail Receptacles, Regulations and Manufacturing Standards.*

### 156 Rural Service

#### 156.1 Rural Stations and Branches

*156.11 Establishment.* Rural stations and branches are established and maintained in communities where a considerable number of people would be seriously inconvenienced if required to transact postal business with rural or highway contract carriers only, and where it is determined to be inadvisable to establish an independent post office.

#### 156.12 Functions

*156.121* Personnel at rural stations and branches accept, dispatch, receive, and deliver mail (including registered, insured, COD, and certified mail), issue money orders, and sell stamps and stamped paper.

*156.122* Nonpersonnel rural units are self-service units which furnish essential mail services, such as the collection and delivery of ordinary mail and sale of stamps. Services such as the sale of money orders and the acceptance and delivery of certified, insured, registered, and COD mail are provided customers of nonpersonnel rural units by rural carriers at the time they service their units. Carriers are required to remain at the unit a minimum of 15 minutes each day their routes are scheduled to operate, to afford customers the services not otherwise available from the unit.

*156.13 Hours.* Rural stations and branches are open during the ordinary business hours of each weekday, except national holidays.

*156.14 Treatment of Mail.* Mail addressed to a rural station or branch will be kept there to be called for, unless the addressee is a customer of a rural route starting from the rural station or of an adjoining route; in which case, the mail will be delivered to the customer's box by the carrier. Mail addressed to a nonpersonnel rural unit will be placed in the addressee's post office box at the unit.

#### 156.2 Delivery Routes

*156.21 Establishment.* A petition signed by the heads of families desiring establishment of a rural route should be submitted to the postmaster of the post office from which delivery service is desired, or to the Postal Service. Form 4027, *Petition for Change in Rural Delivery*, may be obtained from the postmaster for this purpose. The general rule is that a newly established route should serve an average of at least one family per mile. Unusual conditions such as volume and type of mail will be considered. On routes of less than 10 miles,

**.211 General.** Establishment or extension of city delivery service will be considered for those areas that meet the criteria in 611.11 and 611.12. Normally, this will be by motorized carrier to curbside boxes or to central delivery points or receptacles, supplemented as given below.

**.212 Business Areas.** The type and design of buildings will govern the method of delivery service to be implemented. The delivery options are:

a. Central delivery service for business office buildings which may include:

- (1) Call windows;
- (2) Lock boxes; or
- (3) Mechanical conveyors.

*NOTE:* Available only for high-rise, multiple-tenant buildings, and only if certain conditions are met.

b. Single points, receptacles, or door slots provided by business management.

**.213 Residential Housing (Except Apartment Houses and Mobile or Trailer Homes)**

a. *General.* For all residential areas, except apartment houses and mobile or trailer homes, the delivery options are either curbside, sidewalk or central delivery, under the regulations given below.

b. *Curbside Delivery.* Delivery may be provided to boxes located at the curb so they can be safely and conveniently served by the carrier from his vehicle.

c. *Sidewalk Delivery.*

(1) If the sidewalk abuts the curb or if other unusual conditions exist (e.g., excessive street parking) which make it difficult or impractical to install or serve boxes at the curbside, these customers may be permitted to install all of their boxes at the edge of the sidewalk nearest the residence, where they can all be served by the carrier from the sidewalk.

(2) If the average lot frontage is 75 feet or less, the boxes are not required to be grouped together, but if the average lot frontage is more than 75 feet, the boxes must be installed in groups of at least two.

(3) If the average lot frontage is 50 feet or less, customers may locate their mailboxes at the edge of the sidewalk nearest the residence rather than at the curb, regardless of whether the sidewalk abuts the curb or other unusual conditions exist. All the boxes must be located so that the carrier can serve them from the sidewalk.

d. *Central Delivery.* Central delivery may be provided at one or more central points within a residential housing development, community, or area. The requirements for such delivery are:

(1) The local postal managers must approve the mailbox sites and equipment:

(2) There must be a minimum of two mailboxes erected at one site (there is no maximum limit), and

(3) The customers will not be required to travel an unreasonable distance to obtain their mail.

**.214 Apartment Houses.** See 613.83 for delivery options.

**.215 Mobile or Trailer Homes.** The delivery options for mobile or trailer home developments depend upon whether the development is permanent or transient:

a. *Permanent developments* consist of managed mobile home parks or residential mobile home subdivisions where: (1) the lots are permanently assigned, (2) the streets are maintained for public use, and (3) the conditions are similar to those of a normal residential subdivision. For permanent developments, the delivery options are either curbside, sidewalk or central delivery under the regulations given in sections 611.213b, c and d.

b. *Transient developments* are recreational vehicle parks and trailer courts where the lots are temporarily rented and considered transient, even though some families may live in them for an extended period of time. For these developments, the only option is delivery to a single point or receptacle designated by the trailer park management and approved by local postal managers for the receipt of mail for distribution by the trailer park's employees.

*Note:* This method is one of the service options for permanent developments.

## .22 Exceptions

**.221 Fill-In.** New homes built within a block of existing homes will receive the same type of service as the older homes. When new housing replaces more than one block in a city delivery area, delivery methods will comply with extension procedures (611.122).

**.222 Hardship Cases.** Door delivery will be considered for an individual customer where service through central, curbside, sidewalk, lockbox, or general delivery would place an extreme hardship on the customer.

**.223 Local Ordinances.** If a customer chooses not to erect a curbside box because of a local, city, county, or state ordinance prohibiting the installation of mailboxes at the curb, the delivery options in establishment and extensions are:

a. Central delivery service may be provided at one or more central points in a residential housing development, community or area, if:

(1) The local postal managers approve the mailbox sites and equipment.

(2) There is a minimum of two mailboxes erected at each mailbox site (there is no maximum limit).

(3) The customers are not required to travel an unreasonable distance to obtain their mail.

b. Lockbox or general delivery service may be provided at the nearest postal facility where carrier delivery emanates.

## 611.3 Conversions

**.31 General.** When considering conversion of rural to other delivery services:

a. Keep in mind that the special services provided by rural carriers will no longer be available to that portion of the public transferred.

b. Additional costs may be incurred through establishment of finance units, as well as relay, collection, parcel post and special delivery service.

c. Determine whether equal or better service can be provided at lower cost by establishment, extension,

## EXTENSIONS OF CITY DELIVERY SERVICE

This is to remind City Delivery Postmasters that 155.2 of the DOMESTIC MAIL MANUAL (DMM), provides that extension of city delivery service to residential deliveries will normally be by motorized carrier to curblines, boxes or to central delivery points or receptacles. Sidewalk delivery may be provided if the sidewalk abuts the curb or if other unusual conditions exist which make it difficult or impractical to install or serve boxes at the curblines. Door delivery is to be considered only as "fill in" service for new homes built within that portion of a block where door delivery is now provided or in cases of hardship.

A request for door delivery because of alleged hardship is approved or disapproved based solely on the merits of the individual request. A hardship does not necessarily exist because a single member of a household cannot readily travel to and from a curblines, sidewalk, or centrally located delivery point. Where a hardship request for door delivery is approved, it is provided contingent upon its withdrawal when the customer moves or conditions change at that residence. The

service must be withdrawn immediately when it is determined that it is no longer needed.

Except for extensions due to ingrowth, Form 697, *Extension of City Delivery Service*, must be completed and approved by the appropriate authorities before any proposed extension of city delivery service is provided (see 142.22 of Handbook M-39, *Management of Delivery Service*). In addition, we suggest that the local postmaster complete and file Form 697, for an ingrowth extension, as well.

When 50 percent of the building lots in an area considered for an extension of city delivery service are improved with houses or business places and the other requirements of DMM 155.12 are met, the customers are eligible for mail delivery service. Past practice in applying the 50 percent improvement requirement has been to consider the requirement satisfied when it was anticipated that the area involved would meet the 50 percent improvement requirement within six months or within a reasonable amount of time. In the future, without relying on anticipated im-

provements, management should consider only that area which immediately meets the requirement. In addition, the term "area" does not refer to an entire block or any specific amount of territory. The word *area* is defined as any territory where it is proposed to extend city delivery service.

In determining the 50 percent improvement requirement, the lots are counted from the last stop of present delivery to and including the last stop to which delivery is being considered in the proposed new territory. Building lots on both sides of the street are considered. If one side of the street or part of a block is a park, cemetery, school, institution or an unimproved public area, consider only that portion of the street or road where houses and/or privately owned lots are located. Although delivery service may be provided to part of a block or subdivision, improvement of the remainder of the block or subdivision does not automatically qualify that area for delivery service: the newly improved area must independently meet the requirements of DMM 155.2.—*Delivery Services Dept., 12-13-79.*

## MAILBOX IMPROVEMENT WEEK

Each year the Postal Service designates a week during May to encourage customers on rural, city motorized, and contract delivery routes to examine and, where necessary, improve the appearance of their mailboxes. Mailbox Improvement Week, May 16-21, calls attention to the need for providing mail receptacles that are:

1. Designed to protect the mail from weather;
2. Neat in appearance;
3. Conveniently located; and
4. Safe to use.

Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and to streets in suburban areas.

Mailboxes that meet these four important requirements contribute to a more efficient delivery operation and improved service to the entire route. The Postal Service approves two styles of boxes: (1) traditional design in three standard sizes (see Exhibit A below) and (2) contemporary design (see Exhibit B below).

EXHIBIT A

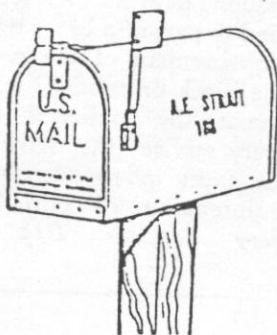
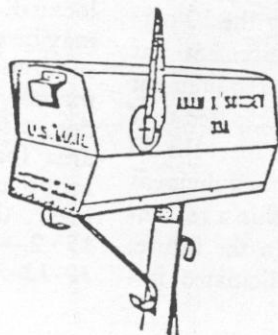


EXHIBIT B



**Notice 209.** Notice 209, *USPS Notice to Rural Route Customer*, is available by submitting Form 7380, *Supply Center Requisition*, to the supply centers. Postmasters should send the notice to all rural route customers the week before Mailbox Improvement Week to alert them to the event.

**Rural Routes.** Customers should use only approved traditional or contemporary mailboxes for new installations or to replace an unsuitable receptacle. However, customers may use custom-built rural mailboxes if the postmaster gives prior approval and the box conforms generally to the same requirements as approved manufactured boxes, relative to the flag, size, strength, and quality of construction. A list of approved manufacturers of traditional rural or suburban-type boxes appears in *DOMESTIC MAIL MANUAL (DMM) 156.515*.

When customers have assigned box numbers, the numbers must appear on the side of single boxes or on the door of grouped boxes, visible to

the approaching carrier. The Postal Service should encourage rural route customers to group boxes whenever practical, especially at or near crossroads, service turnouts, or other places with a considerable number of boxes.

In areas where snow removal is a problem, the Postal Service suggests using a semiarch or extended arm-type support (see Exhibit C below), which allows snowplows to sweep near or under boxes without damaging supports and provides easy access to the boxes by carriers and customers.

If the post office authorizes the use of street names and house numbers, the box should display that number on the side or on the door if the box is in a group. If the box is on a street other than the one on which the customer resides, the street name and house number must be on the box. In all instances, placing the owner's name on the box is optional.

Generally, customers should install boxes with the bottom of the box at a vertical height of between 3½ to 4 feet from the road surface. However, because of varying road and curb conditions and other factors, the USPS recommends that customers contact the postmaster or carrier before erecting or replacing their mailboxes and supports.

**City Motorized Routes.** On city motorized routes with curblane delivery, the USPS recommends that customers have the approved traditional rural-type box or an approved suburban box of contemporary design.

Boxes designed primarily for use by customers receiving door delivery are difficult to serve efficiently from a vehicle, and the USPS does not encourage their use as curblane receptacles (see Exhibit D below). However, any box that gives protection to the mail and allows safe, convenient delivery from the city delivery carrier's vehicle is acceptable. Customers should install boxes with the bottom of the box at a vertical height of between 3½ to 4 feet from the road surface. Where boxes are not directly in front of the customer's residence, the box must display the house number.

EXHIBIT C

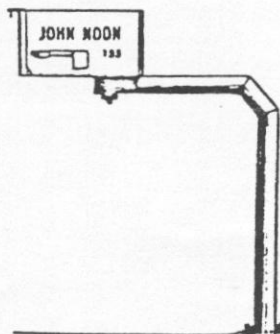
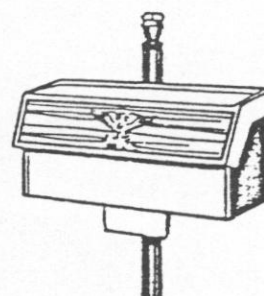


EXHIBIT D





# Your Mailbox Needs Attention

\_\_\_\_\_  
(Date)



WHICH ONE  
LOOKS LIKE  
YOUR MAIL  
BOX?

Postal regulations require customers to provide and erect at their own expense rural mail boxes which meet official standards. A recent inspection disclosed the following faults.

1. Your box is not an approved box	10. The signal flag needs attention
2. The door needs attention	11. Your box is too near the road
3. Box must be located so carrier can serve it without leaving vehicle	12. Your box is too far from the road
4. Your box is not waterproof	13. Your box should face the road
5. Your box should be raised _____ inches	14. Your box should be securely fastened to its support
6. Your box should be lowered _____ inches	15. Your box should be made level, and the post firmly planted
7. Your box should be located on the right hand side of the road in the carrier's direction of travel	16. A new post for your box should be provided
8. The approach to your box should be filled and properly graded & kept unobstructed at all times	17. The box number must be printed in numerals not less than one inch high on the side of the box visible to the carriers as they approach it or on the box door if the boxes are grouped
9. The approach to your box should be kept clear of snow, vehicles, and other obstacles.	18. Your box should be painted to prevent rusting

19. Other Faults

Please help your carrier provide you with better service by correcting these faults by \_\_\_\_\_

After this date, delivery service will be suspended until the faults are corrected. Your cooperation in the interest of improved postal service is appreciated.

If you have any questions please see your carrier or contact me.

\_\_\_\_\_  
(Postmaster)

### INSTRUCTIONS

Whenever possible, boxes must be located so that carrier's vehicle is off pavement when serving them.

Box number must be painted on box in numerals not less than one inch high.

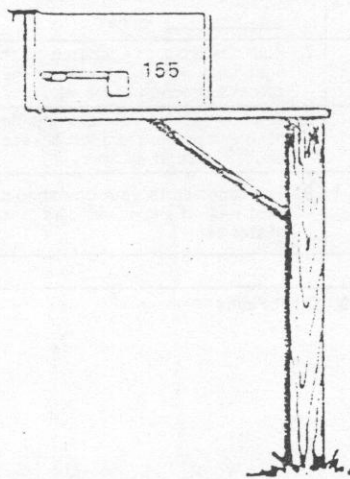
Post must be neat and of adequate strength and size.

Approach to box should be a hard level surface (gravel, cinders, stone).

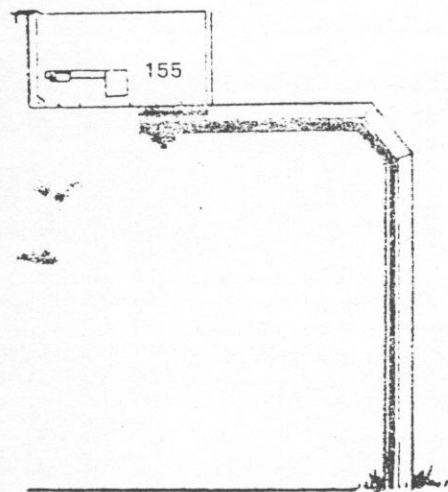
Boxes must be placed to conform with state laws and highway regulations.



Suggested installation of a single box.



Suggested installation where snow removal is a problem.



Extend box beyond end of post. Attach board holding box to post with screws or doublehead nails, permitting easy removal if necessary to adjust box height.

**Contract Delivery Routes.** Contract delivery route customers must use an approved traditional rural-type or contemporary design box as new or replacement boxes.

**General Requirements.** The placement of mailboxes on both rural and contract routes must be safe and convenient for carriers. The boxes must be on the right-hand side of the road in the carriers' travel directions so they can deliver mail without leaving their conveyances. This rule especially applies where traffic conditions make it dangerous for the carrier to drive to the left in order to reach the boxes, or where doing so would violate traffic laws and regulations (apartment house or other multiple dwellings can be exempted from this rule as described in DMM 156.312).

On new rural routes, all boxes must be on the right-hand side of the road in the direction of the route line of travel. Box placement must conform with state laws and highway regulations. Rural carriers are subject to the same traffic laws and regulations as other motorists. Customers must remove obstructions, including vehicles, trash cans, and snow, that impede efficient delivery. Except when a box is temporarily blocked, carriers must have access to the box without leaving the vehicle unless authorized to dismount.

**Mailbox Supports.** Supports for mailboxes should be of adequate strength and size to support the box properly. However, customers should avoid using massive mailbox supports that, when struck, could damage vehicles and cause serious injury to vehicle occupants. Heavy metal post, concrete posts, and miscellaneous items of farm equipment such as milk cans filled with concrete, are examples of potentially dangerous supports. The ideal support is an assembly that bends or falls away from a striking vehicle. DMM sections 156.531, 156.54, 157.32c, and 157.4 specify postal regulations regarding construction and placement of mailboxes and supports on rural and highway contract routes.

The Federal Highway Administration (FHWA) has determined that mailbox supports no larger than 4 inches by 4 inches or a 4½-inch diameter wood post or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, should safely breakaway if struck by a vehicle. The mailbox must also be securely attached to its post to prevent separation when struck. Exhibits E and F on page 10 are detailed examples of suggested mailbox mountings and supports from the FHWA. Boxes and supports should also be painted and free from rust.

**NDCBUs and All-Weather Parcel Lockers.** During Mailbox Improvement Week, postmasters/managers or their designees should also review Neighborhood Delivery and Collection Box Units (NDCBUs) and All-Weather Parcel Lockers in their delivery area to identify any hazards or irregularities. Exhibit G on page 11 is a suggested format for use in

conducting the review. Results of the review should be recorded.

Supervisors or their employees must complete Form 1624, *Delivery and Collection Equipment Work Request*, for any equipment that poses a safety hazard to postal customers or employees. Use Form 7380, *Supply Center Requisition*, to request Form 1624 from the supply centers.

**Equipment Followup Review Procedure.** Employees should use the NDCBU and parcel locker equipment checklist and followup review procedure when examining the condition of NDCBU and parcel locker equipment. They should:

1. Record the results of the inspection on the checklist.
2. List the unit location, type, and manufacturer in the left-hand column (omit manufacturer if all items in order).
3. Assign each checklist item one of the following ratings:
  - a. OK—Equipment does not need attention for this item.
  - b. X—Equipment needs attention for this item.
  - c. NA—Item does not apply for this particular piece of equipment.
4. Submit completed Form 1624 to maintenance for each unit rated.

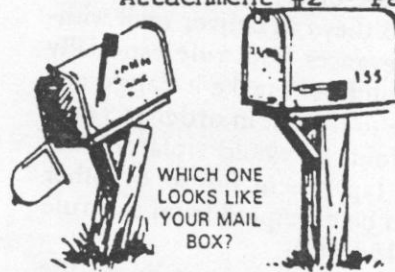
#### Followup Review Procedure

1. Equipment should be straight, vertical, and firmly mounted. Attempt to shake the unit; it should not move. If equipment is not firmly mounted, note whether it is the connection at ground level that is loose or the pedestal to customer compartments connection that needs attention.
2. Check visible welds. Make note of cracked, broken, or rusted welds.
3. Observe whether the carrier access door is locked and secure. Open it and observe that it is not bowed or warped and that the door and locking bar operate smoothly. With carrier access door(s) open, notice if restraining devices prevent the door from blowing closed. These devices, which may have to be set manually, should be serviceable.
4. Ensure that the Arrow lock operates smoothly and that the mounting screws are tight. The device that protects the Arrow lock from customer tampering must also be serviceable.
5. Ensure that all customer access doors are closed and locked and that there is no visible damage or signs of forced entry.
6. Is the exterior surface of the unit free from rust and graffiti?
7. Does the unit appear defective or damaged in any other way? Does it reflect a proper postal image?
8. Does the unit and/or any protecting structure appear watertight and in good repair? Are there any noticeable watermarks inside the unit or any wet mail?

# Your Mailbox Needs Attention

Attachment #2 - Page 13

\_\_\_\_\_  
(Date)



Postal regulations require customers to provide and erect at their own expense rural mail boxes which meet official standards. A recent inspection disclosed the following faults.

1. Your box is not an approved box	10. The signal flag needs attention
2. The door needs attention	11. Your box is too near the road
3. Box must be located so carrier can serve it without leaving vehicle	12. Your box is too far from the road
4. Your box is not waterproof	13. Your box should face the road
5. Your box should be raised _____ inches	14. Your box should be securely fastened to its support
6. Your box should be lowered _____ inches	15. Your box should be made level, and the post firmly planted
7. Your box should be located on the right-hand side of the road in the carrier's direction of travel	16. A new post for your box should be provided
8. The approach to your box should be filled and properly graded & kept unobstructed at all times	17. The box number must be printed in numerals not less than one inch high on the side of the box visible to the carriers as they approach it or on the box door if the boxes are grouped
9. The approach to your box should be kept clear of snow, vehicles, and other obstacles.	18. Your box should be painted to prevent rusting

19. Other Faults

Please help your carrier provide you with better service by correcting these faults by \_\_\_\_\_

After this date, delivery service will be suspended until the faults are corrected. Your cooperation in the interest of improved postal service is appreciated.

If you have any questions please see your carrier or contact me.

\_\_\_\_\_  
(Postmaster)

## INSTRUCTIONS

Whenever possible, boxes must be located so that carrier's vehicle is off pavement when serving them.

Box number must be painted on box in numerals not less than one inch high.

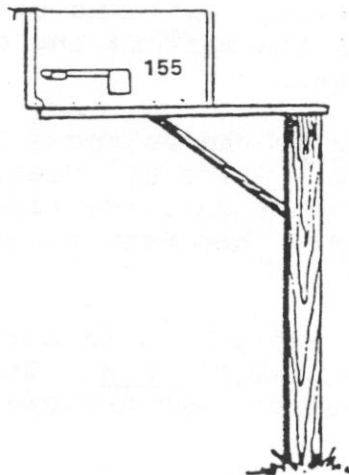
Post must be neat and of adequate strength and size.

Approach to box should be a hard level surface (gravel, cinders, stone).

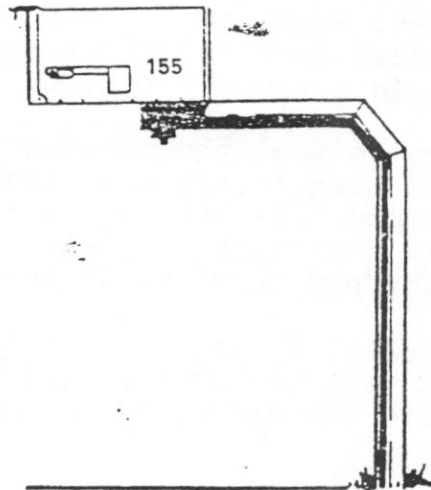
Boxes must be placed to conform with state laws and highway regulations.



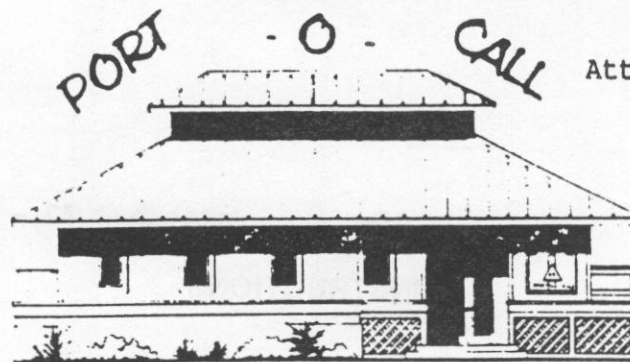
Suggested installation  
of a single box.



Suggested installation where snow removal  
is a problem.



Extend box beyond end of post. Attach board holding box to post with screws or doublehead nails, permitting easy removal if necessary to adjust box height.



MARINA OF NAPLES

PRE - RENTAL RULES AND OPERATION INSTRUCTION

1. When a customer comes into our Marina to rent a boat we first go through the "INTERCOASTAL BOATING SAFETY LAWS". The customer is given a document outlining the Intercoastal Boating Safety Laws and Operator Responsibilities which they must read and sign. This document the customer signs tells us they have read and understood these rules.

We spend as much time as it takes until we feel they understand their responsibilities.

2. We have a special chart for both novice and experienced boaters. This chart includes all Naples and Marco Island area safety laws, a legend explains how to read channel markers, illustrates the markers and highlights all Idle Speed - No Wake areas.
3. When we feel the customer fully understands- we then take them to the boat and show where all Coast Guard Equipment is stored. We discuss what the tide is for that particular day and should they want to beach the boat, how to do so properly.


Finally, we start the motor and put it in forward gear and tell them "this is idle speed". SLOW. Before they leave any and all other questions are answered.

NOTE: We also have permanent decals in each boat again illustrating Idle Speed - No Wake and Resume Normal Operation signs. Below that are the Safety and Operation Laws. These decals are in plain view in front of the driver.



## NAPLES, MARCO AREA SAFETY LAWS

**LAW ENFORCEMENT** — Florida Marine Patrol, Naples Police Boats and the Sheriff Dept. enforce these laws in our area.

**SPEED** —  Idle Speed-Violation of "Idle Speed" "No Wake" areas are subject to a fine in excess of \$140.00 and arrest.

**SKIING-BOW RIDING-GULF OPERATIONS** — Prohibited.

**GUNWALES** — Riding on Gunwales is prohibited.

**SWIMMING** — 1 Person in boat for every swimmer in the water.

**CAVITATION** — (Over Revving) The sound the engine makes if the prop is out of the water due to sharp turns on rough water. "DO NOT OVERREV THE ENGINE".

**INTOXICANTS** — It is unlawful to operate a boat while under the influence of drugs or an intoxicant.

**OVERLOADING** — Overloading of boats is prohibited. The capacity of each rental boat may be found on either a rental contract or price brochure.

**REFUSE** — It is unlawful to throw in the water any cans, bottles, debris or refuse. "KEEP THE WATERWAYS CLEAN!"

**TIME LIMITS** — Boat rental commences when I leave the pier alone after receiving driving instructions. There is a "Late Charge" for returning the boat later than 5 p.m. (Hourly Rate + \$20.00).

**RESPONSIBILITY** — Any damage done to the boat, motor or equipment as a result of beaching, running aground, reckless operation, negligence, equipment loss or violation of these rules is your financial responsibility. It is also your responsibility to check the boat and all equipment before I leave the pier, including the prop!

**ACCIDENT** — Any accidents or injury shall be reported immediately to Port-O-Call Marina. Include boat # if calling marina or relaying message.

**If the boat does not operate correctly, return immediately to Port-O-Call Marina. If unable to return, please call 774-0479 for assistance. (If this happens in a remote area — you may have to hail a passing boater and have them notify Port-O-Call). Please include nature of problem and your boat #.**

**PORT-O-CALL MARINA**  
**Intercoastal Boating Safety Laws**  
**and Operator Responsibilities**

Date \_\_\_\_\_

**RATES AS FOLLOWS** — HOUR \_\_\_\_\_ 4 HOURS \_\_\_\_\_ DAY\* \_\_\_\_\_ *Plus Gas & Tax*

\*LATE CHARGE (After 5 P.M.) HOURLY RATE +\$20.00

**DEPOSIT** — \$150.00

**AGE** — Renter must be 21 and have a valid driver's license. Tickets not accepted for registration.

**LAW ENFORCEMENT** — Florida Marine Patrol, Naples Police, Sheriff & Coast Guard enforce boating laws in our waters.

**SPEED** — Idle Speed: Violators of Idle Speed/No Wake areas, are subject to fines in excess of \$100.00 and/or arrest.

**SKIING** — No water skiing or Gulf operation.

**SWIMMING** — 1 person in the boat for every swimmer in the water.

**GUNWALES** — riding on gunwales (sides) or bow of the boat is prohibited.

**CAVITATION (Over Revving)** — The sound the engine makes if the prop is out of the water due to sharp turns or rough water. **DO NOT OVER—REV THE ENGINE.**

**INTOXICANTS** — It is unlawful to operate a boat while under the influence of drugs or an intoxicant.

**OVERLOADING** — Overloading of boats is prohibited.

**REFUSE** — It is **unlawful** to throw in the water, any can, bottles, debris, or refuse.  
**KEEP THE WATERS CLEAN!**

**TIME LIMITS** — Boat rental commences when I leave the pier alone after receiving driving instructions. There is a late charge for returning the boat later than **5 p.m.** (Hourly Rate +\$20.00)

**RESPONSIBILITY** — Any damage done to the boat, motor, or equipment as a result of beaching, running aground, reckless operation, negligence, equipment loss, or violation of these rules is my financial responsibility. It is also my responsibility to check the boat and all equipment before I leave the pier, **INCLUDING THE PROP.**

**ACCIDENT** — Any accident or injury shall be reported immediately to Port-O-Call Marina.

**MECHANICAL PROBLEM** — If this boat does not operate correctly, return immediately to Port-O-Call. If unable to return, please call 774-0479 for assistance. (If this occurs in the intercoastal waterway, you may have to hail a passing boater, and have them notify Port-O-Call Marina. Also please mention boat #.)



## Boating Courtesy

You can show basic courtesy to your fellow boaters by following the "rule of the road."

Keep in mind that operating your boat on Naples Bay is very like operating your car on the parking lot of a large shopping center — without brakes.

Keep to the right, just like driving a car.

Big is right. A larger boat, regardless of the rules, has the right of way. This is one instance, too, where the power boat has the right of way over a sailing boat.

Other considerations are that a boat having the right of way must maintain her course and speed until the danger of a collision is past.

A power boat must yield the right of way to a sailing boat.

Maintain a safe speed.

Safe boating pays on Naples Bay.

## Harbor pollution

*(One of a series of articles promoting safe boating on Naples Bay.)*

*The Refuse Act of 1899 prohibits the throwing, discharging or depositing of trash, garbage, oil and other liquid pollutants into the water of Naples Bay.*

*Federal regulations require that vessels 26 feet in length and over must post a placard at least five inches by eight inches, made of durable material, fixed in a conspicuous place, stating the following:*

### *Discharge of oil pollution*

*The Federal Water Pollution Control Act prohibits the discharge of oil or oily waste into or upon the Bay if such discharge causes a film or sheen upon the water, or causes sludge or emulsion beneath the surface of the water. Violators are subject to a penalty of \$5,000.*

*Federal regulations also require that you may not operate your boat unless it has a fixed or portable means to discharge oily bilge slops to a reception facility.*

*Remember, safe boating pays on Naples Bay.*

SAFE BOATING ALERT

This form is your opportunity to report unsafe boating operations or unlawful marine violations committed in your presence. Fill out this form and mail to:

CITY OF NAPLES POLICE DEPARTMENT  
355 GOODLETTE ROAD NO.  
NAPLES, FLORIDA 33940

Type of violation or unsafe act: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of unsafe act or violation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Time and date occurred: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vessel Registration Number: \_\_\_\_\_

Name of Vessel: \_\_\_\_\_

Make: \_\_\_\_\_ Type: \_\_\_\_\_

Color: \_\_\_\_\_

Any Other Distinguishing Marks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Complainant Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

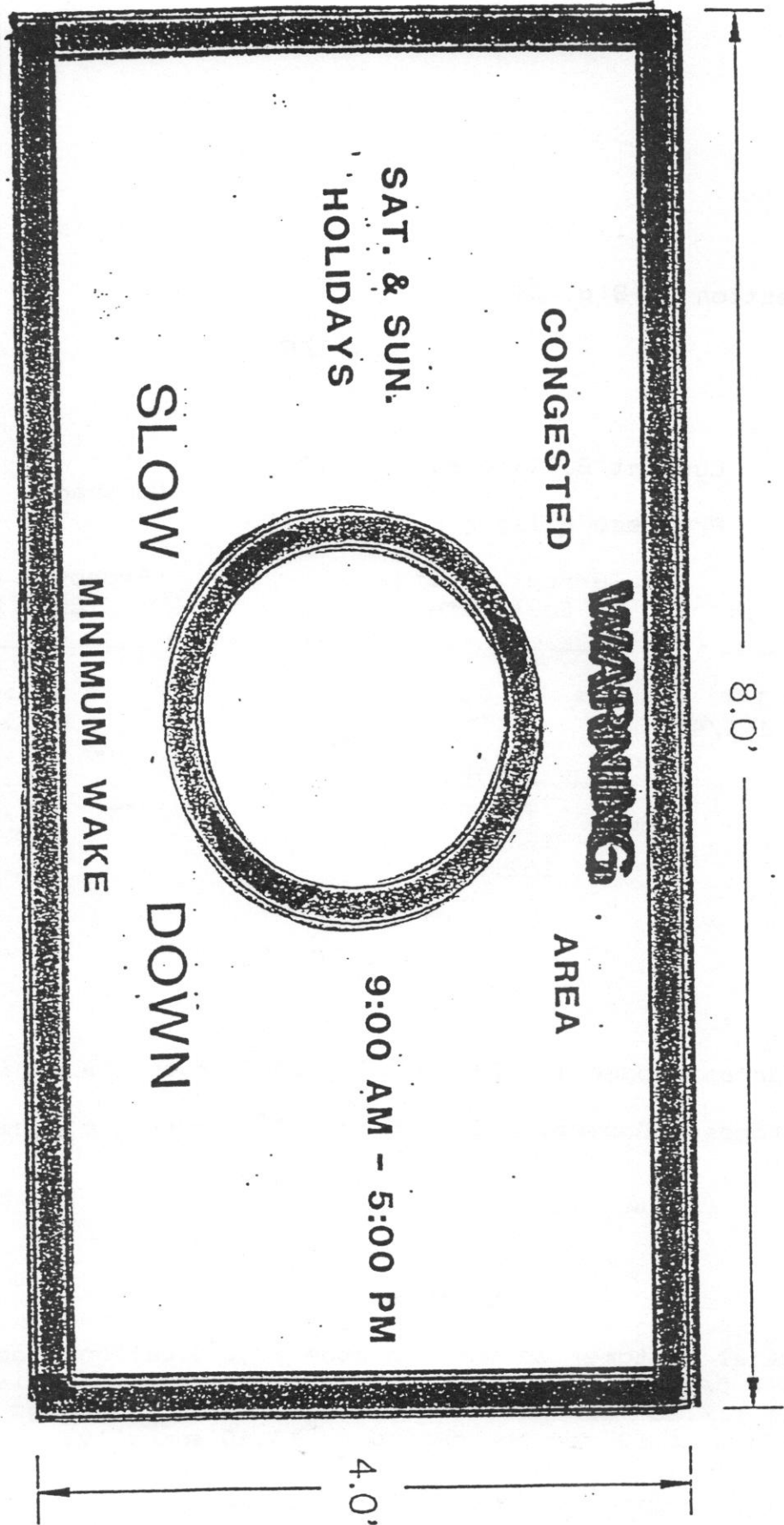
Address: \_\_\_\_\_

Telephone Home: \_\_\_\_\_

Work: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



BORDER AND CIRCLE - INTERNATIONAL ORANGE  
 "WARNING" - RED  
 ALL OTHER TEXT - BLACK

SCALE: 1" = 1'

## Section 26-8(b)(3)

## WATER

Current Billing Rate \$1.53

No Change

Proposed Billing Rate \$1.53

Meter Size	Current Capital Cost Rate	Proposed Capital Cost Rate
5/8 & 3/4	\$ 3.05	\$ 3.05
1 & 1 1/4	12.20	12.20
1 1/2	30.50	30.50
2	45.75	45.75
3	91.50	91.50
4	122.00	122.00
6	152.00	152.00

No Change

Current Commodity Cost \$.84/1,000 over the minimum

Proposed Commodity Cost \$.88/1,000 over the minimum

## EXAMPLE:

Our typical customer is one who uses 20,000 gallons each two months and has a 5/8" or 3/4" meter. Current Charges for this consumption would be \$17.18 for the two month period. This charge would increase to \$17.78 or \$.60 for the period or \$3.60 annually.

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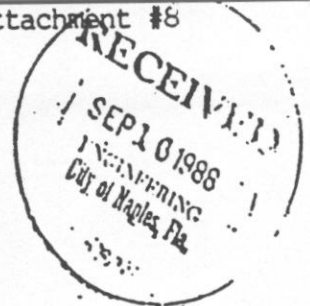
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*City of Naples*



--- MEMO ---

TO: FRANKLIN C. JONES, CITY MANAGER

FROM: LYLE S. RICHARDSON, COUNCILMAN

DATE: SEPTEMBER 16, 1988

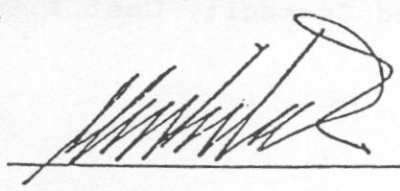
SUBJECT: FOUR CORNERS IMPROVEMENTS

The Federal Highway Administration and the Florida Department of Transportation (FDOT) have had a consultant working on the environmental concerns and right-of-way needs of US 41 from Four Corners out to Haldeman Creek. The draft copy of the report is currently being reviewed by the Federal Highway Administration and probably will be approved this fall. With final approval of the report, the FDOT will be able to begin to allocate monies for rights-of-way, engineering, and other things needed to improve that section of US 41.

Attached is a section of the report that is the recommendation of the consultant to improve the intersection at Four Corners. I have discussed this with you and Jerry, and I think we, in general, agreed that these are all things that the City could do within the next 60 days at very little expense. We must get approval from FDOT to do it, but I would think they would be pleased if we were to move ahead with the improvement of this intersection.

In discussing it, it appears that we could make the right turn as you go west and turn north on the Trail a continuous turn like we have at Goodlette.

We have all been concerned about the backup of traffic from Ninth Street to Tenth Street and sometimes all the way to Goodlette Road. I would certainly think we should take advantage of this information and get the work done as soon as possible. If the MPO can help you in any way to accomplish this, we will certainly be glad to act promptly.



Attachment

xc: Mayor  
City Council  
Jerry Gronvold

LSR:md