

ORDINANCE NO. 23-09

**AN ORDINANCE OF THE CITY OF RICHMOND, KENTUCKY ADDING A
NEW SECTION TO THE CITY DEVELOPMENT ORDINANCE TO REQUIRE
THE INSTALLATION OF CLUSTER MAILBOXES WITHIN NEW
DEVELOPMENTS IN THE CITY**

WHEREAS, the City of Richmond has heretofore adopted a comprehensive development ordinance which details the design and infrastructure requirements applicable to development within the city; and

WHEREAS, the United States Postal Service (USPS) has now set a mandated requirement that all new developments going forward must have cluster-box unit style mailboxes; and

WHEREAS, the Planning & Zoning Commission adopted these mandated regulations on January 18, 2023 and now going before the Board of Commissioners for final approval

NOW, THEREFORE, BE IT ORDAINED that:

SECTION I

There is hereby created a new section within the City's development ordinance, to appear in Chapter 518 of the ordinance, same to read as follows:

518 Installation of Cluster Mailboxes.

PURPOSE

The purpose of this chapter is to provide standards for cluster box style mailboxes in order to comply with regulations established by the United States Postal Service while ensuring public safety.

DEFINITIONS

Cluster Box Unit (CBU) - A style of mailboxes, meeting the specifications of the United States Postal Service (USPS) with the inscription plainly legible "U.S. MAIL" and "APPROVED BY THE POSTMASTER," are assembled and grouped together on a single area of land so that they are regarded as one unit. CBUs must be manufactured CBUs approved by the USPS.

VISIBILITY; OBSTRUCTION

All CBUs shall not obstruct free and clear vision of motorists and shall not impede sight triangles.

CBUs REQUIRED IN NEW DEVELOPMENTS

All residential and commercial developments shall have CBUs, unless otherwise approved by the Richmond Postmaster and the Administrative Official.

CBU REQUIREMENTS

Location

CBUs serving housing developments situated on any public street or roadway shall be located between the sidewalk and curb or behind the sidewalk with a respective easement. No driveway or street access shall be constructed within ten (10) feet of a CBU and must be a minimum of five (5) feet away from fire hydrants and aboveground utility infrastructure. CBUs shall not be installed within a cul-de-sac and shall not be located within one hundred (100) feet of an intersection.

Single-Family Use Developments

CBUs must be located in one of the following:

1. a designated easement between lots, OR
2. on its own lot designated solely for the CBU and its parking, OR
3. in an easement within the greenspace, OR
4. in a detention area easement outside of the designed 100-year flood elevation.

Multi-Family Use Developments

CBU location must be approved by the Administrative Official.

Commercial Use Developments

CBU location must be approved by the Administrative Official.

Installation and Maintenance

The cost of installation, including but not limited to box units and concrete pad, shall be borne by the developer. The individual or entity responsible for future maintenance of CBUs shall be noted on the plan and shall not be the responsibility of the City of Richmond.

Accessibility

CBUs shall be provided with an accessible route which complies with A-117.1-2009: *Accessible and Usable Buildings and Facilities*.

Parking

Parking shall be provided on the same side of the street and adjacent to all CBUs at a minimum of one (1) space per sixteen (16) boxes, with no less than one (1) space provided.

Construction and Design Requirements

The design and installation of all CBUs must comply with the regulations established herein and must be approved by the Richmond Postmaster and Administrative Official. CBUs must be incorporated on all plans showing the exact location and design and shall not be identified simply by an exhibit, key note, or detail only.

DESIGNS

Notwithstanding the regulations stated herein, the following drawings are pre-approved designs. Any other design will require additional plan review to ensure compliance with this chapter.

SECTION II


The City Clerk shall cause this ordinance to be published in accordance with applicable Kentucky law immediately upon its enactment following second reading.

DATE OF FIRST READING: February 14, 2023
MOTION BY: Commissioner Goble
SECONDED BY: Commissioner Newby

DATE OF SECOND READING: February 28, 2023
MOTION BY: Commissioner Brewer
SECONDED BY: Commissioner Newby

VOTE	YES	NO
Commissioner Brewer	X	
Commissioner Cole	X	
Commissioner Goble	X	
Commissioner Newby	X	
Mayor Blythe	X	


Mayor Blythe

ATTEST:


City Clerk

Approved as to form:

A handwritten signature in blue ink, appearing to read 'Tyler Frazier', written over a horizontal line.

City Attorney, Tyler Frazier