



# Franklin County Communique to the Planning Board

## REQUEST FOR UDO AMENDMENTS 15-UDO-01

### STAFF ANALYSIS

#### 15-UDO-01

#### Staff Discussion

Pursuant to United States Post Office (USPS) policy, all new subdivisions and new phases of existing subdivisions are required to provide Cluster Mailbox Units (CBU) for regular mail service delivery. Staff has researched several ordinances from other local municipalities (including Wake County, Rolesville, Knightdale, etc.) and has prepared this text amendment to address this issue. While Franklin County has not received any requests from local USPS branches, other municipalities in the area have.

#### Section 2-2 Basic Definition of Terms

- (67) *Cluster Mailbox Units (CBU)*. A structure or shelter housing multiple mailbox units to serve each residential dwelling of the development for the expressed purpose of regular mail delivery provided by the United States Post Office (USPS).

#### Section 29-9: Other Requirements

- (E) *Cluster Mailbox Units (CBU)*. Pursuant to USPS policy, all new subdivisions and new phases of existing subdivisions are required to provide CBU's for regular mail service delivery. OR The local post manager will work with builders and developers to determine the best mode for mail delivery for the area, prior to extending or establishing delivery service. If central mail delivery service is the option chosen by the postal manager in the form of Cluster Box Units (CBU), then the arrangement and location of the CBU(s) shall be in accordance with the County's Standard Specifications and Details Manual.
- (1) *Location*: CBU's must be located on a lot or area dedicated for open space or public access easement obtained by the developer. CBU's may not be placed in the Right of Way (ROW) of any road. The location of the CBU within the subdivision shall be determined by the Planning Director or designee, local Post Master, and developer or builder.
- (2) *Parking/Access*: In addition to any requirements for parking specified in Article 16. *Off-Street Parking and Loading Requirements*, or any accessibility guidelines pertaining to the Americans with Disabilities Act (ADA), the following ratio table must be met:

Number of Mailboxes	Number of Spaces Provided
50 or less	2
51-80	3*
80-110	4*
111 or more	4* plus 1 per each additional 25 mailboxes

\*At least one parking space must be handicap accessible.

The parking area shall allow for adequate turnaround for vehicles entering and exiting.

- (3) *Maintenance*: CBU's are to be maintained by the Homeowners Association (HOA) or managing entity. The developer shall be responsible for confirming the logistics of regular mail delivery to CBU's with the USPS. As such, CBU design shall be subject to final approval by the USPS.
- (4) *Landscaping/Screening*: CBU's must meet the requirements set forth in Article 14, Section 13: *Tree/Landscape Plan*.
- (5) *Signs*: Shall be permitted on CBUs for the sole purpose of official mail delivery to a subdivision. Signs must meet standards set forth in Article 17, Section 14.I: *Occupant/Street Number Signs*.
- (6) *Lighting*: Adequate lighting shall be provided by the HOA or managing entity. Lighting shall be such that it is not directed onto any adjacent properties or right-of-ways.

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**PLANNING STAFF RECOMMENDATION TO THE PLANNING BOARD**

Recommend approval of the requested UDO amendments as noted above