



CITY OF SACRAMENTO

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CITY PLANNING DEPARTMENT
927 TENTH STREET SACRAMENTO, CA 95814
SUITE 300 TELEPHONE (916) 449-5604

MARTY VAN DUYN
PLANNING DIRECTOR

February 25, 1982

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: 1. Environmental Determination;
2. Amendment of the City Subdivision Ordinance by adding Section 40.319-1 to the Sacramento City Code to allow centralized postal service facilities in residential subdivisions (M-632)

SUMMARY:

The proposed ordinance amendment would allow for the placement of centralized mail delivery services in new residential subdivisions. The staff and Planning Commission recommend approval of the ordinance amendment.

BACKGROUND INFORMATION:

The U.S. Postal Service is no longer providing door to door mail service in new residential subdivisions. At the present time, property owners are required to locate individual mail boxes near the sidewalk so that delivery can be easily accomplished by a vehicle.

In order to improve efficiency, the Postal Service is proposing to group lockable mail boxes in convenient locations throughout residential subdivisions. The proposed ordinance would allow the City the authority to require necessary easements to locate these facilities. The reservation of easements would be accomplished through the tentative map process. The County of Sacramento currently conditions tentative maps to provide for the centralized mail service.

VOTE OF PLANNING COMMISSION

On January 28, 1982, the Planning Commission by a vote of eight ayes, one absent recommended approval of the ordinance amendment.

APPROVED
BY THE CITY COUNCIL

MAR 9 1982

OFFICE OF THE
CITY CLERK

City Council

-2-

February 25, 1982

RECOMMENDATION:

The staff and Planning Commission recommend approval of the attached ordinance amendment.

Respectfully submitted,


Marty Van Duyn
Planning Director

FOR CITY COUNCIL INFORMATION
WALTER J. SLIPE
CITY MANAGER

MVD:HY:cp
Attachments
M-632

March 9, 1982
All Districts

ORDINANCE NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

March 9, 1982

AN ORDINANCE ADDING SECTION 40.319-1 TO THE
SACRAMENTO CITY CODE, RELATING TO CENTRALIZED
POSTAL SERVICE FACILITIES IN SUBDIVISIONS
(M-632)

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1

Section 40.319-1 is hereby added to the Sacramento City Code to
read as follows:

Sec. 40.319-1 Easements for Centralized Mail Services

Where determined by the Council to be necessary to promote the
public health, safety and welfare, easements for centralized postal
service facilities shall be provided in residential subdivisions.

DATE ENACTED:

DATE EFFECTIVE:

MAYOR

ATTEST:

CITY CLERK

M-632

City Planning Commission
Sacramento, California

Members in Session:

- Subject: 1. Negative Declaration
2. Amendment of the City Subdivision Ordinance by adding Section 40.319-1 to the Sacramento City Code to allow centralized postal service facilities in residential subdivisions (M-632)

SUMMARY: The United States Postal Service has requested that easements be placed on the final subdivision maps to allow for the placement of centralized mail delivery services in residential subdivisions. The Subdivision Review Committee considered this request on November 12, 1981 and did not envision any technical difficulties in complying with this request.

BACKGROUND INFORMATION: The United States Postal Service is no longer required to deliver mail door to door in new residential subdivisions. In order to efficiently deliver mail, the Postal Service is proposing to group lockable mail boxes in convenient locations throughout residential subdivisions. The proposed amendment would allow the City the authority to require necessary easements to allow the placement and servicing of these facilities. The County of Sacramento currently conditions maps in a similar way and has indicated that no problems have arisen with this approach. A representative of the Postal Service will be available to answer questions at the Planning Commission meeting. Attached are some examples and an explanation of what the Postal Service is attempting to accomplish with centralized postal services.

ENVIRONMENTAL DETERMINATION: The Environmental Coordinator has reviewed the proposed ordinance amendment and has posted a negative declaration.

RECOMMENDATION: The staff recommends that the Commission approve the proposed amendment by:

1. Ratifying the negative declaration; and
2. Recommending that the City Council adopt the attached ordinance.

Respectfully submitted,


Howard Yee, *by: [unclear]*
Principal Planner

HY:sg

ORDINANCE NO. 82-019

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

AN ORDINANCE ADDING SECTION 40.319-1 TO THE
SACRAMENTO CITY CODE, RELATING TO CENTRALIZED
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DATE ENACTED:

DATE EFFECTIVE:

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

MAR 9 1982

OFFICE OF THE
CITY CLERK

M-632

January 14, 1982
January 28, 1982

Item No. 41
11



blending postal services into the design of the community...

A feature of the equipment used for mail delivery in residential areas is its adaptability to the aesthetics and design of the neighborhood or community. The builder purchases the basic lockbox modules, then installs them in a custom-designed framework or shelter. Very often, the shelter incorporates the same design as the buildings in the community.

The type of equipment used is determined largely by the number of customers to be served and the general characteristics of the neighborhood. Three general types are used:

the neighborhood delivery & collection box

A modernistic pedestal mounted unit containing locked boxes for the delivery of mail and receptacles for collection of outgoing mail. This type of equipment is normally used in areas of townhouses and detached single family dwellings and installed at convenient locations throughout the community.

the delivery center

A shelter-type unit composed of boxes in clusters mounted in the wall. The delivery center has mail collection facilities with the capability of adding parcel post compartments. This type of installation is suitable for townhouses, semi-detached homes and apartment complexes.

the postal center

A unit comprised of clusters of lockbox modules. The Postal Center has mail collection facilities, a stamp vending machine, and may include parcel post compartments. This unit is most suited for apartment clusters and all densely populated areas.

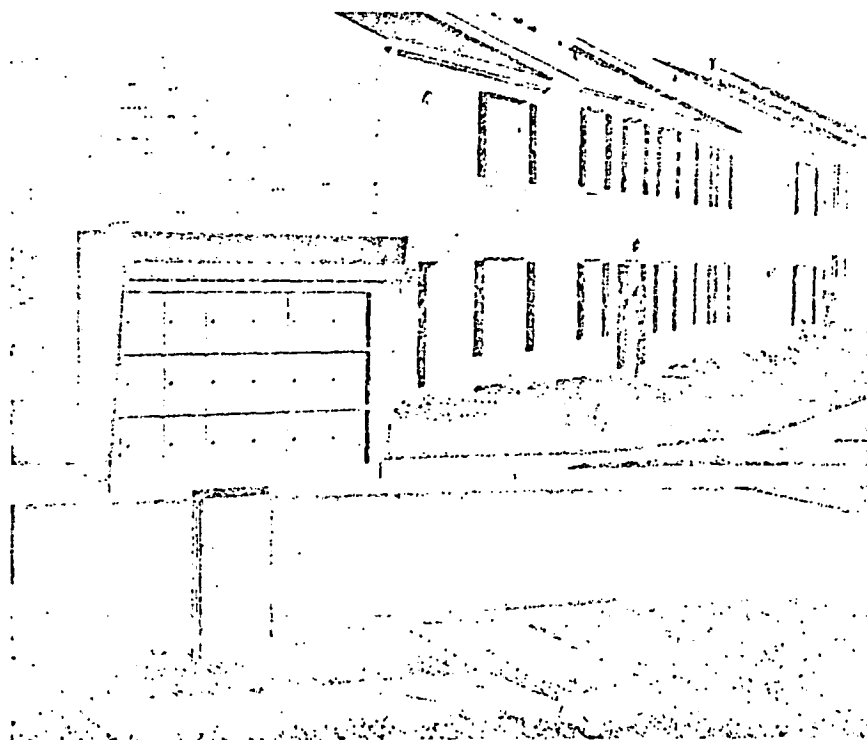
Some examples of residential installations are illustrated on these pages.

neighborhood delivery and collection boxes

The Neighborhood Delivery and Collection Box usually serves a limited number of single family homes or townhouses. It can be installed either as a free-standing unit or supported by an attractive framework to blend in with the surrounding neighborhood. The illustrations shown here are just a small sample of the many ways in which neighborhood delivery and collection boxes can be installed.



Units in Chaska, MN, blend into the overall design of the community



Residents of Lake Braddock, Burke, VA, are served by neighborhood delivery and collection boxes—lockboxes mounted in a group at the curb.

Only a Postal Service carrier can unlock the service side of a box unit to place mail in the lockboxes. Each family is provided with a key to their box in the unit.



let's work together...early! for improved postal service

planning for central mail delivery

Centralization is a key word in planning and designing, whether it be shopping plazas, community centers, school buildings, utility closets, etc. It is also now the key to providing mail collection and delivery to the people who live and work in the buildings and communities which you design and build.

Economic considerations have all but made it impossible to provide mail delivery to each office, apartment, and home, especially in new buildings and communities. As a result, several new methods have been developed. They feature simultaneous delivery of mail to many mail receptacles at a time by one carrier, security for mail through locked mail receptacles, and the opportunity for early pickup of mail by customers. These methods, and the equipment used, stress flexibility and modularity and can be adapted to meet the needs of any new building or community.

Our postal experts are available and eager to discuss your new projects - especially in the planning stage. Their ideas will interest and possibly surprise you. Plus, by incorporating some of their ideas into your plans, you can realize several benefits yourself. These include:

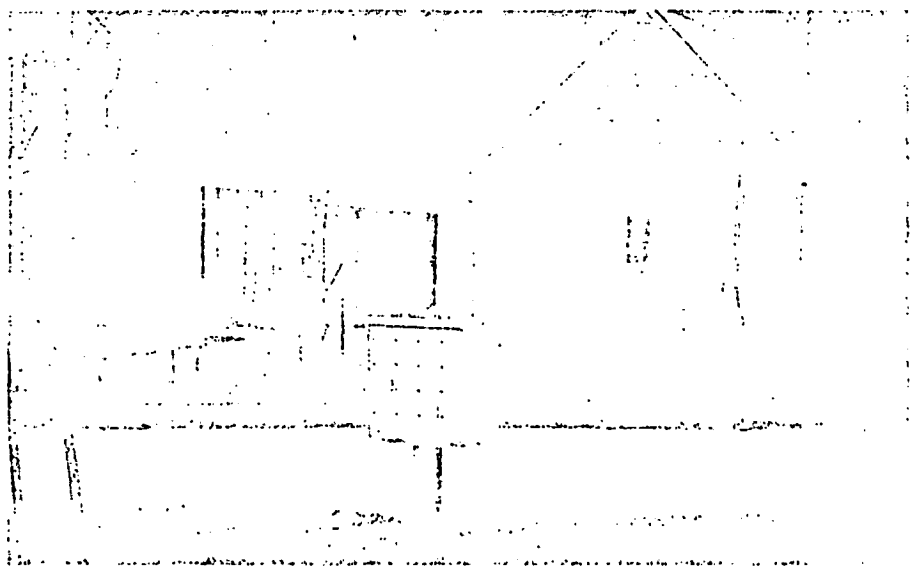
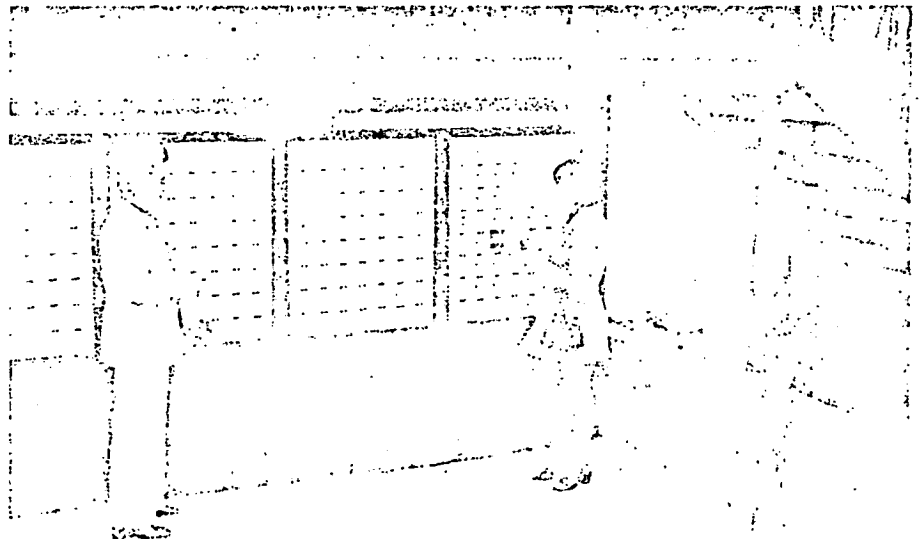
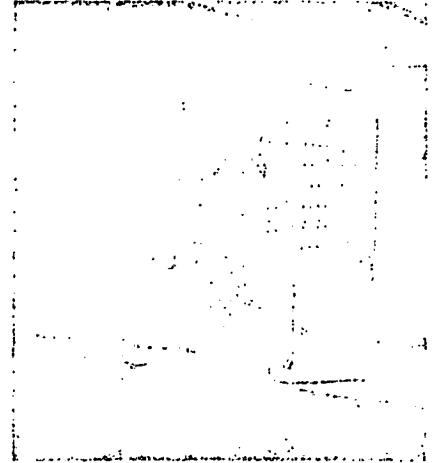
- * Mail collection and delivery facilities compatible with the aesthetic design of your project.
- * An additional selling point - modern postal facilities.

Many office buildings, apartment buildings, and communities in all parts of the country already are being served by centralized facilities. Details and illustrations are provided on the following pages. If you have questions or want additional information, please call your local Postmaster or Customer Service Representative. They will be happy to assist you.

in residential areas

Residential areas offer particular challenges in the design and location of central mail facilities. They should be centrally located for the families which they serve so that customers do not have to travel too far. For security, the facility should be visible from homes or apartments and should be lighted at night. The facilities should also be near a street or parking lot so that Postal Service carriers have access to them from their vehicles.

The accompanying photos illustrate how architects and builders have approached these challenges in unique, creative ways.





design requirements

neighborhood delivery & collection boxes

A modernistic pedestal-mounted unit containing 14 to 18 lockboxes for the delivery of mail and collection receptacles for outgoing mail.

delivery center

A free-standing shelter-type unit which contains clusters of lockboxes mounted in a wall. A delivery center usually contains from 30 to 300 boxes and also has mail collection facilities. Parcel post compartments can be included if desired.

postal center

A free-standing covered or enclosed unit containing clusters of lockbox modules. The number of boxes can range upwards of 300. The center has a collection facility, a stamp-vending machine, and the capability for adding parcel post compartments.

lockboxes

A central mailroom equipped with rear-loading lockboxes serviced by an on-site USPS carrier. The mailroom should run the length of the bank of boxes and should have at least three feet of unobstructed work space from the rear of the boxes to the wall. Parcel lockers can be installed below the lockboxes or in any other suitable location. In general, allow one square foot of mailroom for every 1,000 square feet of apartment or office space. The central mailroom should also be adjacent to an off-street loading dock. Recommended for buildings with up to 200,000 square feet of leasable space.

call windows

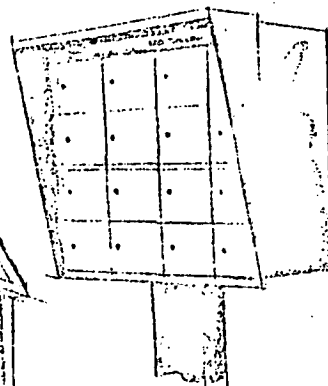
A central mailroom from which mail is provided from a window during specified hours by a USPS carrier. The room should be at least 100 square feet in size; in general allow 1.5 square feet of mailroom for every 1,000 square feet of office space. The mailroom should be adjacent to an off-street loading dock. Recommended for office buildings with more than 100,000 square feet of leasable space.

mechanical systems

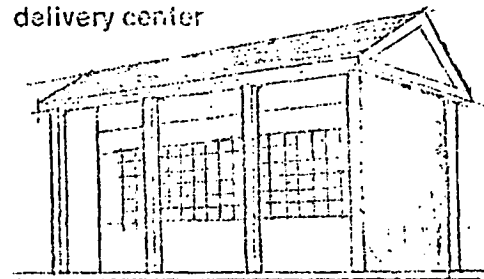
A conveyor system which provides simultaneous delivery of mail from a central mailroom to all floors. It also handles outgoing mail automatically from service mailrooms on each floor. The central mailroom should be at least 400 square feet in size; in general, allow two square feet of mailroom for each 1,000 square feet of leasable space. The central mailroom should be adjacent to an off-street loading dock. The service mailrooms should be at least 50 square feet in size. Recommended for office buildings with more than 200,000 square feet of leasable space, especially those with major tenants occupying one or more floors.

typical installation layouts

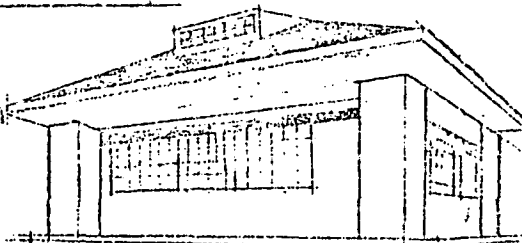
neighborhood delivery and collection box



delivery center

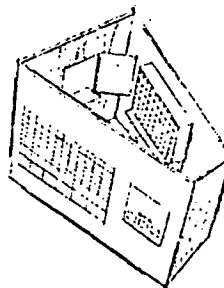
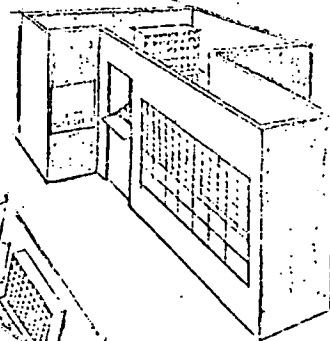
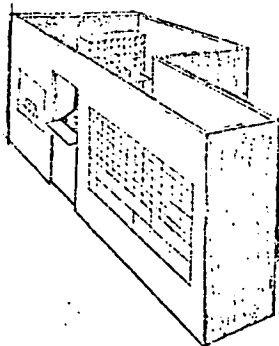


postal center



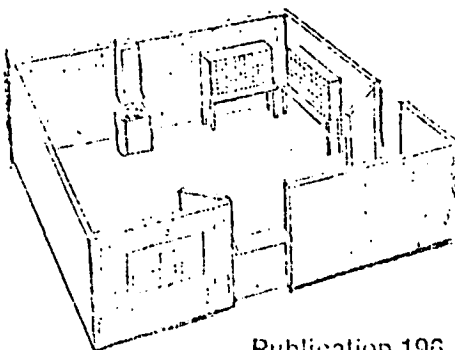
lockboxes

Typical central mailrooms with lockbox installations in office buildings of 140,000 square feet.



call windows

Typical central mailroom with a call window installation in an office building of 140,000 square feet.



who to contact

The Customer Representative or Postmaster in your local post office is the person to contact to bring a postal consultant in on your plans. He's as near as the telephone and interested in helping you. Call him wherever you begin a new plan or design.

Publication 196, JANUARY 1977