



Policy R-37 Mailbox No Parking Signs: Authorization for Property Owners

Background Public Works receives routine requests for No Parking signs in front of mailboxes to discourage drivers from blocking mailboxes when mail is being delivered. The City of Kirkland passed an ordinance in 2016 that addresses this issue, but many drivers do not know of the ordinance or ignore it. The ordinance is incorporated into the Kirkland Municipals Code as Section 12.45.280 and states:

Except when necessary to avoid conflict with other traffic, or in compliance with law or the directions of a police officer or official traffic control device, or momentarily to pick up or discharge a passenger or passengers, no person shall park a vehicle, whether occupied or not, within seven feet and six inches on either side of a public or private curbside mailbox between the hours of eight a.m. and five p.m. (Ord. 4510 § 5, 2016)

Before the ordinance, the City authorized some residents to paint curbs red in front of mailboxes, which designated No Parking Anytime zones to help make sure mail could be delivered. The new parking code restriction, KMC 12.45.280, allows parking between 5 pm and 8 am. To help ensure parking supply is not unnecessarily restricted, red curb is no longer appropriate.

The number of No Parking in front of mailbox sign requests has grown over the years and the City does not have the resources to fabricate, install and maintain these signs.

To address the growing demand for No Parking in front of mailbox signs, the City developed a program authorizing residents to fabricate and install City-specified signs on their mailboxes. This authorization program would be managed and tracked the Neighborhood Traffic Control Coordinator or the City's Traffic Engineer. Authorization location and address shall be recorded in the City's GIS.

Attached is a form letter that authorizes residents to fabricate and install City-specified signs on their mailboxes. The City-specifications for the signs are shown in Attachment 1 of the letter.

August 2, 2019



Date

Address

Subject: Mailbox No Parking Sign Authorization, Address

This letter authorizes you to install a City-specified No Parking sign at your mailbox. This sign authorization is in accordance with attached policy R-37, subject to conditions listed in this authorization. Please retain this letter as proof of the City's authorization. If you move sometime in the future, please leave this letter with the new occupants. This authorization is not transferable to another address.

Conditions of Authorization:

1. The sign must replicate the sign shown in Attachment 1 consistent with No Parking signs with time restrictions as specified in *Manual of Uniform Traffic Control*. Any other sign is illegal and subject to removal or code enforcement action. Fast Sign, 13279 NE 20th St., Bellevue, WA 98005, 425-746-4151, <https://www.fastsigns.com/106-bellevue-wa>, can fabricate the sign for you.
2. Signs should be mounted on the mailbox stand in a way that does not interfere with mail delivery, block parking, reduce the width of sidewalks, are not at a height that interferes with walking or cycling, do not impede visibility of oncoming traffic, pedestrians or cyclists, do not create any other interference or hazard and must face the street or direction of traffic.
3. The City of Kirkland will not maintain this sign. Maintenance of the sign is solely your responsibility.
4. This authorization does not expire unless the City of Kirkland revokes it. The City reserves the right to revoke the authorization at any time.
5. The City does not warrant that drivers will comply with the sign, but it is official and as enforceable as if the City installed the sign. For enforcement, please contact the police at non-emergency 911 number (425) 577-5656 or police@kirklandwa.gov.

Please let me know if you have any questions. Please also let me know when you have the sign installed, and I will field check and sign off. If you have any questions regarding this authorization, please contact me at (425) 587-[phone number](#) or [email address](#).

Sincerely,
PUBLIC WORKS DEPARTMENT

["NAME"](#)

Neighborhood Traffic Control Coordinator



Attachment 1 – City of Kirkland Mailbox No Parking Sign

