



## Legislation Text

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**File #:** 14-0300, **Version:** 1

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### **TITLE:**

Zip Code Boundary Review Process Overview

**PURPOSE:** The purpose of this item is to provide the Board of Aldermen an overview of the Zip Code Boundary review process and receive feedback on potential next steps.

**DEPARTMENT:** Manager's Office

**CONTACT INFORMATION:** Julie Eckenrode- 919-918-7308

### **INFORMATION:**

#### **Zip Code Boundary Review Process- Quick Facts**

- Zip code assignments are closely linked to mail volume, delivery area size, geographic location, but not necessarily to municipal or perceived community boundaries.
- Zip code boundary review WILL be considered in order to provide municipal identity, especially in undeveloped areas and every reasonable effort will be made to accommodate them.
- A community group may request an adjustment to a zip code boundary. It should be consistent with the actual municipal boundary and identity of the affected area.
- Documented endorsement by the local government is strongly recommended.
- Responsibilities of municipalities in the process:
  - Submit SPECIFIC changes requested, with any rationale or justification, in writing to the District Manager.
  - If request is denied, have the right to appeal within 45 days.
- A final determination should be made within 60 days of the request.
- SURVEY IS REQUIRED AND IS THE 2<sup>ND</sup> STEP OF THE REVIEW PROCESS.
- Prior to the survey, town may opt to hold a public hearing in order to explain rationale to affected customers. A postal representative should be present to answer questions.
- Survey must be approved by a simple majority.

- Policy Attachment A: Questions to consider
- Policy Attachment D: Sample survey

**Notes from Conversation with District Manager**

- Petition to USPS can come from Mayor, include a map to show EXACT ADDRESSES affected including a list of addresses to be changed.
- Consider if the request would cause mail routes to overlap from different offices (if it does, request will not be approved.)

Survey is a required component and will be sent to residents, simple yes or no answer. 50% + 1 must agree for the change to happen.

**FISCAL & STAFF IMPACT:** Administrative costs of survey bore by USPS. Staff would be required to complete follow-up research as directed.

**RECOMMENDATION:** It is recommended that the Board of Aldermen review possible affected areas and provide direction to Town staff on next steps.