



City of Carmel-By-The-Sea

Street Address Program

Adoption of Resolution 2026-37

Implementing an Address Identification System

CITY COUNCIL MEETING

June 2, 2026



City of Carmel-By-The-Sea

- Prior to October 7, 2025:** There were multiple meetings of the City Council which included discussion of the subject of address identification
- October 7, 2025:** The City Council adopted Resolution 2025-087 (Attachment 3) directing staff to begin developing a comprehensive Street Address Program and an Ordinance amending the Carmel-By-The-Sea Municipal Code Section 15.55.100
- December 2, 2025:** There was an item on the City Council agenda for a first reading of Ordinance No. 2025-006 titled: An Ordinance Amending City of Carmel-by-the-Sea Municipal Code Section 15.55.100 for Street Identification Pursuant to the California Building Standards Code (“Ordinance”). The Staff Report for the December 2, 2025 City Council meeting
- January 13, 2026:** The City Council adopted the Ordinance. Section 5 of the Ordinance provides as follows in regard to the effective date of the Ordinance: “SECTION 5. Effective Date. This Ordinance shall take effect 30 days after its adoption by the City Council of the City of Carmel-by-the-Sea or upon the adoption of a Resolution by the City Council confirming that the City has implemented an address identification system which is consistent with the requirements of the California Building Standards Code whichever is later.”



Street Address Program

- ❖ The City has completed all actions necessary to develop a Street Address Program and implement an address identification system consistent with the requirements of the California Building Standards Code and California Fire Code

- ❖ The objective of the project was to create a consistent, logical, and safety-oriented house numbering system that:
 - Improves emergency response and public safety
 - Enhances navigation and wayfinding for residents, visitors, and service providers
 - Integrates with the City's Planning Department processes and GIS systems
 - Provides a citywide address numbering framework based on clear principles
 - Assigns consistent and logical property numbers along all named streets



Street Address Program Development

Research and Collaboration

- Best Practices and Guidance from the American Planning Association (APA)
- Reviewed systems used in neighboring jurisdictions
- Utilized the California Building Code and California Fire Code as guiding pillars for compliance
- Staff worked with The Address Workgroup, to evaluate and refine the process for developing an address system that would be unique and effective
- The development process prioritized public safety



Tailoring the New Address System for Carmel-By-The-Sea

The system was methodically developed with consideration of

- the City's existing layout of streets
- standard blocks
- non-standard blocks
- diagonal streets
- irregular lots

The system was reviewed by

- Carmel Police Department
- Carmel Fire Department
- USPS representatives
- County of Monterey staff



Key Phases of Address System Development

1. Coordinated effort with multiple departments and agencies to ensure operational functionality and regulatory compliance

Carmel-By-The-Sea Staff

- Police Department
- Fire Department
- Planning & Building
- Public Works



Outside Agencies

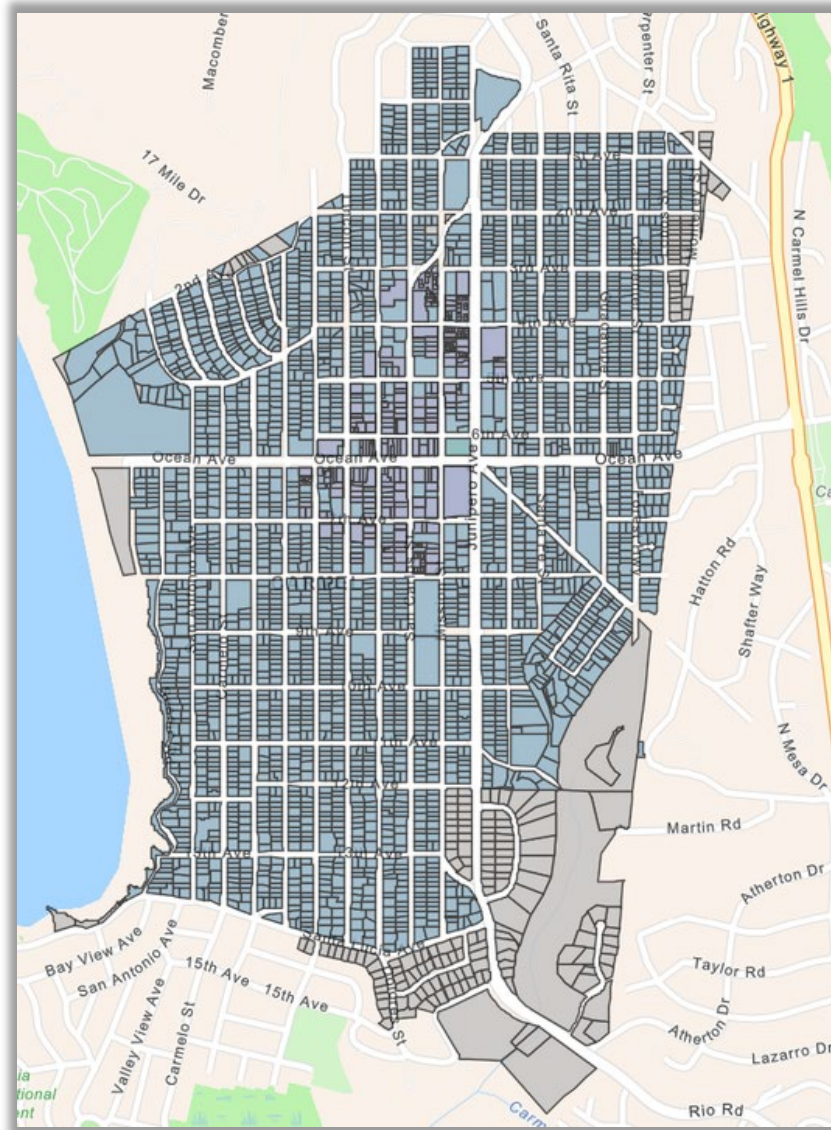
- County of Monterey
- USPS Address Management Systems
CA District Manager
- Neighboring jurisdictions
- Major utility service providers





Key Phases of Address System Development

2. Created an address inventory and GIS map identifying the Assessor's Parcel Number (APN) and newly assigned address number for every parcel in the City



3. Conducted field surveys to document multi-unit buildings and create the City's first database identifying multi-unit buildings and occupied spaces





Key Phases of Address System Development

4. Developed a process for reviewing, correcting, and modifying assigned address numbers

CITY OF CARMEL-BY-THE-SEA
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Questions? Email: AskStreetAddresses@ci.carmel.ca.us

Request for Review of Preliminary Address Assignment

Parcel Information
Current Descriptive Address _____
Assessor's Parcel Number(s) _____
Building Type Residential Commercial Multi-Use Multi-Family Dwelling Unit

Reason for Address Review Request

Property Owner Information
Property Owner(s) _____ Phone(s) _____
Mailing Address(es) _____
Property Owner Signature (Required) _____ Date _____

Applicant/Representative/Agent Information (if different from above)
Name of Contact _____
Mailing Address _____
Email Address _____
Signature of Contact/Representative/Agent _____ Date _____

City Use Only
Date Received _____ Review Completed _____
Address Changed/Corrected? Yes No
If Yes, address was changed due to:
 Number assigned on incorrect street (public safety/main entry)
 Number did not align with address system sequencing
 Other _____

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5. Conducted field visits in response to requests submitted by property owners seeking review of preliminary address assignments



Elements of Street Address Program Completed

City staff has completed all actions necessary to develop and implement the Street Address Program

The completed address system will become active once the County of Monterey and USPS complete the integration process.



Timing Expectations

- ❖ City staff submitted final addressing data to the County of Monterey's Assessor's Office, GIS/IT Department, and Department of Emergency Communications on May 8, 2026
- ❖ Newly assigned addresses will not be considered "live" or usable until after all addressing data is fully integrated into the County and the USPS Address Management System
- ❖ **Timing:**
 - The County of Monterey estimated a timeline of 2 weeks - 2 months
 - USPS estimates 1 week after the County's notification of all address data approval
 - Major utility providers and GPS systems will integrate data *after* County and USPS integration



Proposed Resolution

Staff recommends that the City Council
take the final administrative step in
adopting Resolution 2026-037