

# Issues and Alternatives Addresses & Post Office

for Carmel-by-the-Sea

*Must have more open discussions  
and details on any option preference  
BEFORE decisions are made*

# Issues & Angst

- ▶ Press coverage and more and more coverage ← they sure love this topic!
- ▶ Rumors and assumptions
- ▶ Passion and emotion on all sides
- ▶ Variations exist in use of today's directional addresses
- ▶ Safety/Risks - facts and fiction
- ▶ Risks of losing Post Office 93921 - facts and fiction
- ▶ Varied information based on when and the source plus their role and level of authority
- ▶ Protect our 108-year history/legacy (no change) v. future (wants change)
- ▶ Signage requirements - for all or some?
- ▶ Inconvenience (concern) v. Post Office tradition
- ▶ Questioning recent decision-making process (3 min at City Council inadequate)
- ▶ Alternatives are not being explored or discussed - when there are many
- ▶ Missing information, step by step plans, costs (with for whom), timing for changes, needs for property owners to use (or not) new standard addressing - **prior to final decision making** (include if ordinance(s) changes are needed) with any option
- ▶ Ordinance v. Fire Code requirements and required compliance (see Appendix)

# Opinions v. Facts? *(sources, timing, future unpredictable)*

## As per our area Postmaster Aug 6 2024

- ▶ 93922/93923 Vila Nona Marie location cannot handle the needs of 93921
- ▶ If or when our building(s) lease is not renewed - USPS will find another location in town to replace this one. *Note: a new back-office elevator is being installed (reflecting expected ongoing use)*
- ▶ If we implement USPS standard addresses, this will not have impact on our existing PO Box delivery, and will not trigger mail delivery to cluster or gang mailboxes... (this is cost prohibitive)
- ▶ He believes closing of a Post Office location takes an “act of Congress” and as a result long lead time \* (see this [link](#) from 2012 regarding Post office closures)
- ▶ He does not believe our directional addresses can work with USPS Address Management System *(see appendix)*

## As per unknown Sr. USPS Exec - dates(?)

- ▶ The 93922/93923 Vila Nona Marie location was built to handle our 93921 needs and can do so now
- ▶ If the building lease expires - the 93921 Post Office services WILL be moved to the 93922/93923 Vila Nona Marie location
- ▶ USPS strives to standardize regardless of efficiency and economics
- ▶ If/when we implement standard addresses, USPS WILL close our 93921 Post Office - triggering delivery to gang mailboxes

*Which source has authority and provides accuracy?*

# Traditional v Standard Addressing Options

## Keeping Traditional Directional Address Approach - Minor Changes

- 1 Status Quo (use the “No Address” guide for tips on how to adapt)
- 2 Use City standardized Directional Addresses
- 3 Require standardized Directional Addresses on all buildings
- 4 Post Office staff to proactively “match” Directional Address to Box#, then they don’t return directionally addressed items
- 5 Can USPS add City provided- standard Directional Addresses in their Address Management System?

## Going with USPS Standard Addressing - Bigger Changes

- 6 El Granada model - has standard USPS addresses, also in USPS Address Management System, retain PO Box for USPS postal mail/packages. No home USPS delivery, no home mail boxes or no gang mailboxes.  
*Consider can/should we have 24x7 PO Box pickup. (see #4 also applicable to this model)*
- 7 Standard USPS Addresses with Mail Delivery - NOT an option

*Each option will be expanded on in the following slides and Options 1-5 build on the prior options*

1

# Status Quo (recommend use of “No Address” guide)

## Pro

- ▶ 108-year legacy and tradition retained - and many like it!
- ▶ Have resolved any short-term inconveniences and concerns
- ▶ Enhanced sense of privacy
- ▶ Community engagement at Post Office
- ▶ Gets residents routinely walking to Post Office
- ▶ Postal Delivery available for home-bound
- ▶ Emergency Service levels are exceptional

## Con

- ▶ Especially difficult for new residents - to learn “How to”
- ▶ Inconvenient to go to Post Office with limited access and service desk hours
- ▶ Challenges with various deliveries
- ▶ Difficulties with signups online or otherwise (utility, banking, insurance etc.)
- ▶ Questions Safety (police, fire, ambulance) delays

“No Address” guide on  
[www.carmelresidents.org/addresses](http://www.carmelresidents.org/addresses) webpage



## 2

# Use City Standardized Directional Addresses

## Pro

- ▶ City Planning & Building Department has standard “directional addresses” for every building
- ▶ These are required to be posted out-front but only with any major or new building permits
- ▶ Need to publicize and promote their use to ALL business & residential owners
- ▶ Generally, they are accurate on property deed or purchase documents

## Con

- ▶ Few know their correct City standard “directional address”
- ▶ Variations exist today often tie to which nearest corner is used to anchor the count/# of their home
- ▶ What folks use for deliveries or otherwise - may or may not match the City Standard on file
- ▶ Renters may or may not have access to verifiable documents to confirm their residence location



## Zoning Maps

- City of Carmel-by-the-Sea Block and Lot Zoning Map, [Block and Lot Zoning Map](#).
- City of Carmel-by-the-Sea Assessor Parcel Zoning Map, [APN Map](#)
- City of Carmel-by-the-Sea [GIS Mapping](#)

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## Require Standardized Directional Addresses on all Buildings

### Pro

- ▶ Significant benefit to any/all deliveries and overall “findability”
- ▶ Posting Addresses are a requirement in our City Municipal Code and Fire Code
- ▶ Will increase speed and accuracy for all aspects

### Con

- ▶ May trigger updates to existing signage - if it does not match the official City Standard Directional Addressing (e.g. many only have home names or business names and no location or directional information)
- ▶ Many residents do not want to put signs out-front

**Possible Ask:** City Staff to coordinate sign vendor options and ideally also a discount if used within    deadline (suggest by end of 12/31/2025) - providing for a few look/feel options to select.



4

## 93921 Post office to “match” City official Directional Addresses with PO Box #'s

### Pros - If implemented by USPS Staff and standard processes

- ▶ **Reminders:** Always use the 9-digit zip code for all (mail or package) addressing (e.g. 93021-#### <- these last digits have your PO Box #) for easy clear access for Post Office staff. Especially when the PO Box # is shown on item labeling today - our Post Office does process correctly for our pickup.
- ▶ If OK'd - Items with Directional Addresses received by the Post Office - would NOT be “returned to sender” - and would be provided as PO Box # addressed items.

### Cons

- ▶ Various online systems or shipping labels do not support or include the full 9-digit zip code
- ▶ This “matching” must be approved as standard process by our Postmaster. Our local Postmaster does not believe there are resources for this. (However, this IS the process in some Post Offices (see #6))



## 5a Can USPS add City's Standard Directional Addresses in USPS Address Management System?

- ▶ Our local Postmaster does not believe our Directional Addresses can be supported by the AMS
- ▶ See requirements on slide with topic **5b**.
- ▶ Although our Directional Addresses don't align specifically to their requested format - there are many "Standard USPS Addresses" - that do not follow their *preferred format* - and they ARE in the USPS systems and AMS
- ▶ Provide a broad set of examples from the City Planning Department issued Directional Addresses to the AMS Manager for testing to see if their automation accepts our Directional Addresses
- ▶ Notes on this option:
  - ▶ Of course, any automation requires a **distinct address** to any others to better assure correct locations/delivery
  - ▶ One challenge in the AMS is the ask for even #'s on one side of a street and odd #'s on the opposing side. Our Directional Addresses would not comply - but are and would be unique using the NSEW designations (see next slide item circled in red)

# USPS Address Management System Requirements (AMS)

## Definitions

For the purposes of these instructions, the following are definitions:

### F. City-Style Addressing

The address convention using the building number and street name format, (i.e., 456 CENTER ST ).

### I. Building

A building is a house, residence, dwelling, store, business or other structure used for a residential, commercial or public purpose which fronts upon or has access to a street.

### J. Lot

A lot is designated parcel, tract, or area of land which either is now or will be used, developed, or built upon as a unit.

### K. Primary Address Number

The primary address number is the numeric or alphanumeric component of an address that precedes the street name.

### L. Secondary Address Number

The secondary address number is the numeric or alphanumeric component of an address which describes an apartment, room, suite, or other secondary addressing unit, that is part of the location of the primary address.

## VIII. Addressing Guidelines

### A. City-Style Addressing

1. The logical/grammatical order of address elements is: street number, pre-directional, primary street name, suffix, post-directional, and secondary number, if any (e.g., 100 W MAIN ST SE APT 201).
2. Official street numbers should proceed from a logical point of origin and should be in proper numerical sequence in relation to other lots with frontage on the same street.
3. Assign odd numbers to properties on one side of the street and even numbers to properties on the other side of the street. Numbers should provide sufficient flexibility to accommodate the maximum density permitted by zoning regulations.
4. Each street should have one correct name. Avoid the use of directionals or suffixes to distinguish separate, noncontinuous streets (e.g., PALM CT, PALM AVE, PALM ST, N PALM CT).

*Note: throughout - the use of the words that recommend such as “avoid” and not absolute words such as “must”*

5. Avoid the assignment of a primary street name which is also used as an AMS suffix or directional (e.g., COURT ST, or SOUTHEAST

6. Use individually addressed primary numbers whenever possible for multi-unit structures (e.g., 101 MAIN ST, 103 MAIN ST, 105 MAIN ST, rather than 101 MAIN ST APT A, 101 MAIN ST APT B, 101 MAIN ST APT C).

7. Avoid sound-alike street names (e.g., BEACH and BEECH, MAIN and MAINE, FLOWER and FLOUR).

8. Avoid street names longer than 15 characters (including the postal abbreviated suffix). Abbreviations of such names may produce inadvertent duplicates.

9. Avoid primary street numbers longer than six characters.

10. Avoid special characters in street names (e.g., hyphens, apostrophes, periods, decimals).

11. Avoid fractional addresses (e.g., 101 1/2 MAIN ST).

12. Avoid non-specific addresses, such as a corner location address (e.g., PICO and 33RD). Always choose a specific address (e.g., 123 PICO BLVD).

13. Avoid alphanumeric primary or secondary address numbers (e.g., E101 MAIN ST or 234 CENTER ST APT 101C).

14. Avoid hyphenated primary or secondary address numbers (e.g., 41-656 BELL ST).

15. Avoid the use of significant leading zeros in primary and secondary numbers (e.g., 0145 MAIN ST or 234 CENTER ST APT 012).

16. Maintain addressing continuity throughout the municipality.

17. Maintain addressing continuity from municipality to municipality wherever possible.

# 6 El Granada - Standard Address without mail delivery but with PO Box Services

## Pro/Model

- ▶ Per Postmaster this is the most cost-effective approach to mail delivery
- ▶ Buildings all have standard addresses, and the required building signs showing #'s. Online systems and maps result in verifying location and support home delivery of non-USPS shipped items to the home or business (e.g. refrigerated items, Amazon, UPS, opening bank/insurance accounts, furniture and other home-based products and services)
- ▶ At Post Office the PO Box #'s are matched to physical standard addressing. This assures if the # standard address is used on USPS routed item on the envelop or label, they mark with PO Box and process for pickup as usual.
- ▶ Post Office lobby for all USPS routed packages/mail and is open 24x7 for pickup (packages if placed in lockers).
- ▶ Small PO Boxes remain free to property owners with annual proof of property ownership.

## Con

- ▶ This removes the 108-year tradition of our Village
- ▶ Our Postmaster indicated, but need to confirm, that another Post Office recently implemented this model and shippers including Amazon, UPS and FedEx “dump off” their items for USPS handling - if during “open hours of service desk” even with physical standard addressing
- ▶ Property owners who prefer no address compliant signage must comply
- ▶ Press coverage of this distinctive Village characteristic would go by the wayside (if we care)



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## Standard USPS Addresses with Mail Delivery NOT an option

Confirmed by both the El Granada and the Carmel Postmasters - insist on the PO Box model. Changing Mail Delivery to cluster or gang mailboxes is cost prohibitive.

### Downsides

- ▶ Property owners who prefer no address compliant signage must comply
- ▶ PO Boxes would now be a cost
- ▶ Cluster or Gang mailboxes do not serve “home bound” customers
  - ▶ Possibly arrange messenger or alternate services
- ▶ Cluster or Gang mailboxes - create neighborhood clutter (costs and rollout unknown)

# Appendix

1. Fire Code/City Code
2. Address Sign Examples



# City Code v Fire Code Comparisons

## Current City Building Code 505.1 - Addresses ([link here](#))

- ▶ 16. Section 505.1 is amended to read as follows: 505.1 Address identification. Buildings and parcels shall be identified by a description of Parcel location relative to the nearest cross-street intersection as determined by the Community Planning and Building Department.
- ▶ For multi-tenant buildings, unit identifiers shall be provided as follows:
  - ▶ 1. Multi-family dwelling units (apartments, condominiums) - shall be designated using alphabetic characters (i.e. A, B, C...). When the building contains multiple floors, the floor number shall precede the alphabetic unit designator (i.e. 1-A, 2-B, etc.)
  - ▶ 2. Non-residential, multi-tenant buildings - individual tenant spaces shall be assigned numeric identification (i.e. 1, 2, 3, etc.) When the building contains multiple floors, the floor number shall precede the numeric unit designator and shall be separated by the number "0" (i.e. first floor units: 10x; second floor units: 20x).
  - ▶ 3. Mixed Use buildings - Residential units shall be designated as described in 1 above. Nonresidential units shall be designated as described in 2.

## 2022 California Building Code [F] 502.1 Address Identification

- ▶ New and existing buildings shall be provided with approved address identification
- ▶ The address identification shall be legible and placed in a position that is visible from the street or road fronting the property
- ▶ Address numbers shall be Arabic numbers or alphabetical letters
- ▶ Each character shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm)

Our Directional  
Addresses ARE  
alpha-numeric.

# Examples Residential Signage

