



City of Carmel-by-the-Sea

POST OFFICE BOX CC
CARMEL-BY-THE-SEA, CA 93921
(831) 620-2000

Karen Ferlito
City of Carmel-by-the-Sea, City Council Member
PO Box CC
Carmel-by-the-Sea, CA 93921

February 5, 2024

Marsha McFayden, Customer Relations Manager
Denise Moreno, AMS Manager California 3
United States Postal Service
28201 Franklin Parkway
Santa Clarita, CA 91383-9606

Dear Marsha McFayden and Denise Moreno:

I write to you as a City Council member for the City of Carmel-by-the-Sea to inquire about the process of developing and implementing a street address system. Since its incorporation in October 31, 1916, the City has operated without a formal street address system in place. Street names and cross-streets are posted at intersections, no numbers or "numerical addresses" are assigned to houses and buildings in the City. The roughly 3,220 residents in our one-square community use a centralized mail delivery system in place by picking up our mail at the local post office, a beloved and effective system that the City has no intention of changing. The residents and business owners of this community have been able to navigate their day-to-day with this centralized mail delivery system and without house/building numbers but with changing times and increased requirements for physical address verification and the California Fire Code requirements of visible address identifications, the City Council recognizes the need to make the exploration of street addresses a priority for this community.

The City Council has made exploration of the process of implementing a formal address system, assigning house/building numbers throughout the community, a priority item and we have directed City staff to research and report on what the process entails. At our direction, City staff has contacted both of you for preliminary information and to open the line of communication for a collaborative and effective process to better inform our staff, City Council, and residents on street address implementation. Staff has researched USPS policies and procedures, how address management systems have been utilized in new developments, and city addressing guidelines and have communicated how responsive and helpful you both have been in this preliminary exploration process.

As we move forward in the exploration process, I would like to express that the City and its residents appreciate and favor the centralized delivery system to the local post office and exploration of a street address system for the City is aimed only to assigning house/building numbers for the purposes of personal address verification (having an address that will register in financial, governments, etc. databases) and findability in GPS location systems. To this end, as staff has communicated how helpful and supportive you have been in our unique endeavor, in order to better inform the City Council and staff, I have worked with staff to formulate baseline questions to USPS to determine how we can proceed in this process while considering the values and preferences of the City of and its residents.



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I appreciate any insight and USPS postal code citations to the process you can provide to the questions below, along with any educational resources and formal USPS processes for City staff and I to examine and incorporate into exploration of street address system implementation for the City of Carmel-by-the-Sea.

- Will the local Post Office be required to close and/or will the City's mail delivery system change?
- Is USPS the deciding authority for street address system incorporation into street address management systems that are used for government address verification purposes?
- If Carmel-by-the-Sea develops and implements a street address system approved by the USPS, will USPS be the authority that relays that new address system for GPS findability, address verification databases, and address databases most widely used for legal "physical addresses"?

I truly appreciate you both taking the time to review this inquiry and the resources you have already proven to be to our City staff. I recognize that this is a unique undertaking for our City and there may be more questions and hopefully collaborative efforts between City staff and the USPS in order to provide a comprehensive explanation of this process to the residents of our community in the spirit of cooperative, informative, and good governance.

Sincerely,

Karen Ferlito
City of Carmel-by-the-Sea City Council Member



February 21, 2024

Karen Ferlito
PO Box CC
Carmel by the Sea, CA 93921

Dear Karen Ferlito,

I am writing to you as the Address Management System Manager for California 3, in response to the questions you recently raised concerning the implementation of street addressing by USPS for the City of Carmel-by-the-Sea. I am pleased to inform you that I have analyzed your queries and prepared responses to address them.

Please be assured that my team and I have conducted a thorough review of the matter, and our findings are as follows:

- Will the local Post Office be required to close and /or will the City's mail delivery system change?
-Local Post Office will not close; mail delivery system will remain as is.
- Is USPS the deciding authority for street address system incorporation into street address management systems that are used for government address verification purpose.
-Yes, USPS is the authority for street address systems. Other entities and mailers use our mailing products to determine valid addresses.
- If Carmel-by-the-Sea develops and implements a street address system approved by the USPS, will USPS be the authority that relays that new address system for GPS findability, address verification databases, and address databases, and address databases most widely used for legal "physical addresses"?
-USPS does not relay the new address for GPS findability as we do not have any products with that data linked. We are the authority for address verification.

The USPS offers address verification through Address Information System (AIS) products. Before an address can be certified as deliverable (CASS™ certified), it must first be standardized. Address correction software fixes spelling errors, corrects abbreviations, and standardizes capitalization so each address in a mailer/government list complies with the USPS® official format. The USPS definition of a standardized address is "one that is fully spelled out, abbreviated using the

Postal Service™ standard abbreviations . . . or as shown in the current Postal Service ZIP+4 file."

The Postal Service is committed to excellence in everything we do. Using all the correct elements in addressing, especially the **STE/APT/UNIT** number will help us continue to provide the outstanding service that is relied on each day.

I hope that these responses address your concerns satisfactorily.

Sincerely,

A handwritten signature in black ink that reads "D. Moreno". The signature is written in a cursive style with a large, looped initial "D".

Denise Moreno
Address Management System Manager
California 3