



City of Carmel-by-the-Sea

Update on Street Addresses

City Council
November 7, 2023



Background

October 4, 2022

City Council received a presentation from staff

- Preliminary Research
- Historical Context
- Past consideration of street addresses in Carmel-by-the-Sea
- “White Paper”

Direction to Staff

- City Council directed staff to continue research
- Street addresses and mail delivery as two separate issues
- Staff should focus on critical element



Future & Transparency

Goal of Clear Communication

Staff cannot definitively advise that the downtown Post Office will *never* close or change locations, or that mail delivery beyond the established PO Box system will *never* happen in the City

Staff Can Provide Fact-Based Analysis & Recommendation

- USPS Postal Operations Manual, Issue 9 (POM)
- USPS National Delivery Planning Standards
- Carmel-by-the-Sea Municipal Code and General Plan



Two Separate Issues

Street Addresses

- Implementation of a street addressing system
- Assigns street numbers to residences and buildings
- Identifying information for address management systems (GPS, verification systems)

Mail Delivery

- Mail delivered directly to residences and businesses
- Mail delivery outside of the PO Box delivery system



Critical Element

Critical Element

Whether implementing a street address system would compel at-home mail delivery service



Key Questions

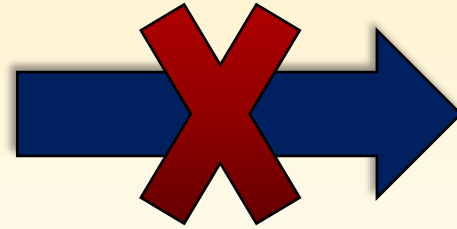
- Will implementing street addresses force at-home mail delivery in Carmel-by-the-Sea?
- Will street addresses force the closure of the downtown Post Office?



Research & Analysis

Street Addresses

Implementing a street address system requires a collaborative process between the City and the USPS Growth Manager or designee



At-Home Mail Delivery

Will not necessarily automatically trigger at-home/door-to-door mail delivery.



Postal Operations Manual (POM)



Postal Operations Manual

Issue 9

July 2002

The Postal Service's Transformation Plan serves as a blueprint to the activities we are pursuing to enable us to carry out our long-standing mission of providing affordable, universal service to the people of America. Many of the subjects covered in the *Postal Operations Manual* are also the subject of strategies discussed in the Transformation Plan. It is more important than ever that each of us be aware of the latest policies, regulations, and procedures that affect postal operations so that we can effectively implement the elements of the Transformation Plan. This latest revision of the *Postal Operations Manual* will help you do that.

- A. **Purpose.** The *Postal Operations Manual* (POM) sets forth the policies, regulations, and procedures of the Postal Service governing retail, philatelic, collection, mail processing, transportation, delivery, and vehicle operations.
- B. **Explanation.** Issue 9 is a complete revision. It replaces Issue 8 and contains all of the revisions to the manual published in the *Postal Bulletin* from July 30, 1998, through July 11, 02. In addition, new language has been added where appropriate. Recycle Issue 8.
- C. **Summary of Changes and Change Bars.** The Summary of Changes contains a description of the changes made to the manual since Issue 8. A change bar (a vertical line in the margin) signals that the adjacent text has been revised.
- D. **Forms Index.** In the Forms Index, each form mentioned in the manual is cross-referenced to each section that contains a reference to that form. By using the Forms Index, if you know the title or number of a form, you will be able to find each section of the manual that contains a reference to that form.
- E. **Distribution.** This revision is being distributed to all Postal Service facilities. If you need additional copies, please use the following procedures:
 - **Touch Tone Order Entry (TTOE):** Call 800-332-0317, choose option 1, then option 2.
 - You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).
 - **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or by F3Fill), and send it as an attachment to the e-mail address *MDC Customer Service* or to mcustome@email.usps.gov.
 - **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:
SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY CRIMSBY DR
TOPEKA KS 66624-9702

USPS Postal Operations Manual (POM)

- Covers the USPS' Postal Operations
 - Policies
 - Regulations
 - Procedures
- “serves as a blueprint” for postal operations and processes
- Updated online by USPS as changes are made effective

Staff Analysis

- Chapter 63 & Chapter 64
 - Sections 631.1-643.1



POM, Chapter 64

64 City Delivery Service

641 Establishment of City Delivery Service

See [63](#) for authorized modes of delivery.

641.1 Definition

In this section, *establishment* refers to the initiation of city delivery service in a community through a Post Office that does not currently provide it.

641.2 Requirements

In establishing city delivery service, a combination of delivery methods is considered to provide regular and effective service to all residential and business sections of a community. All establishments of delivery service must have final approval of the district manager, Customer Service and Sales, or designee. Establishment of city delivery service is considered when the following essential requirements are met:

- a. Within the area to be served there is a population of 2,500 or more or 750 possible deliveries. (The postal customer population may vary greatly from the general census population because of different boundary interpretations and designations.)
- b. At least 10 percent of the building lots in the area to be served are improved with houses or business places. Where a house or building and its yard or ground cover more than one lot, all lots so covered are considered improved. The streets are paved or otherwise improved to permit the travel of Postal Service vehicles at all times, without damage or delay.
- c. Streets are named and house numbers are assigned by the municipal authorities in accordance with Management Instruction DM-940-89-3, *Addressing Conventions*.
- d. Street signs are in place and house numbers are displayed.
- e. Rights-of-way, turnouts, and areas next to roads and streets are sufficiently improved so that the installation, servicing, and accessing of boxes are not hazardous to the public or Postal Service employees.
- f. Satisfactory walkways exist for the carrier where required.
- g. Approved mail receptacles or door slots are installed at designated locations, as directed by the Postal Service.

643 Requests for Delivery Service

643.1 General

Requests or petitions to establish, change, or extend city delivery service must be made to the local postmaster. No formal petition is required. Postmasters forward requests or petitions to establish service to the district designee with a statement reporting whether the requirements in [641.2](#) have been met.

City Delivery Service & Request for Service

- A combination of methods is considered to provide regular and effective service to all residential and business sections of a community
- ***Requirements for Delivery Service include:***
 - 641.2 (c) Streets are named and house numbers are assigned by the municipal authorities
 - 641.2 (d) Street signs are in place and house numbers are displayed
 - 641.2 (e) Rights-of-way, turnouts, and areas next to roads and streets are sufficiently improved so that the installation, servicing, and accessing of boxes are not hazardous to the public or Postal Service employees
- Carmel-by-the-Sea may have to request to establish delivery services, since there is no standard addressing system currently in place
 - Process with local Growth Manager



If New Request for Service is Needed...

USPS National Delivery Planning Standards, Handbook PO-632

- Preferred Method = Centralized Delivery
- Purpose is to connect clients with local USPS delivery planning individuals known as Growth Managers for “new delivery planning”
- Growth Manager “will work closely” with staff to determine the best approach to providing mail delivery service to customers (mode of delivery)
- Important to contact Growth Manager early on in the addressing planning process
 - Notifying early on is important so that USPS can determine the appropriate mode of delivery while considering input from these parties
 - Growth Manager can collaborate with staff to prepare the most efficient, effective plan to provide mail delivery for service customers



POM, Chapter 63

63 Modes of Delivery, Mail Receptacles, and Keys

631 Modes of Delivery

631.1 General

The Postal Service-approved modes of delivery available for all existing delivery points, including newly established and extensions of delivery points, are in [631.24](#). Centralized delivery is the preferred mode of delivery for all new residential and commercial developments. Curbside, sidewalk delivery, and door modes are generally not available for new delivery points, with very rare exceptions, as determined by the Postal Service in its sole discretion, on a case-by-case basis. The characteristics of the area to be served and the methods deemed necessary to provide adequate service by the Postal Service are described in greater detail throughout this section.

POM Issue 9, July 2002
Updated With Revisions Through April 30, 2022

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631.2

Postal Operations Manual

631.2 Centralized Delivery (Preferred Mode)

Centralized delivery service is the preferred mode of delivery and may be provided to call windows, horizontal locked mail receptacles, cluster box units (CBUs), wall-mounted receptacles, or mechanical conveyors (mechanical conveyors are only for high-rise and multiple-tenant buildings, and only if certain conditions are met; consult your postmaster for details).

- a. *Delivery requirements:* CBUs and USPS STD 4C (wall-mounted) equipment may be approved for use at one or more centralized delivery points in a residential housing community or business location. The local postal manager or District designees must approve the mailbox sites and type of equipment. Boxes must be safely located so that customers are not required to travel an unreasonable distance to obtain their mail and to provide sufficient access to mailbox locations. Normally, it is appropriate for the receptacle to be within one block of the residence.
- b. *Centralized delivery addresses:* Centralized delivery mail receptacles (including USPS STD 4C equipment and CBUs, delivery centers, and postal centers) must be identified by the same addresses as the dwellings for which they serve as mail receptacles. The respective, conforming addresses should be displayed inside the boxes and visible only to the carrier and customer when accessing that receptacle. USPS does not assign addresses; however, the sequential ordering of any centralized delivery equipment is subject to USPS approval for operational efficiency and to accommodate special circumstances or requests for hardship delivery. For security or privacy, mailer associations or customer groups may use another alphanumeric identification system on the outside of receptacles that is not part of, or used in, the mailing address.

Modes of Delivery, Mail Receptacles, Keys

- Centralized Delivery = Preferred Mode of Delivery
- Curbside, sidewalk delivery, and door modes not available as new delivery points (“very rare exceptions”)

New Delivery or Extended Delivery Points

- Will not receive mail delivery service until mail receptacles are installed and the units and locations are approved by local postal management
- Specific consideration given to ensure safety, efficiency of delivery, convenience, reasonable and safe access



Local Ordinances

Consideration for Local Ordinances, Section 631.53

631.53 Local Ordinances

If a customer chooses not to erect a curbside box because of a local, city, county, or state ordinance prohibiting the installation of mailboxes at the curb, the delivery options in establishments and extensions are as follows:

- a. *Centralized Delivery Service.* See [631.2](#).
- b. *Post Office Box or General Delivery Service.* Post Office Box or general delivery service may be provided at the nearest postal facility where carrier delivery emanates, or where may be otherwise available to a customer.

Carmel Municipal Code

MC 12.08 - Encroachments

MC 12.40 - Newsrack Placement

The City's General Plan

Respecting the past as a continuing legacy that challenges each citizen to preserve the City's character in spite of on-going change



Fire Code and Building Code

2022 California Fire Code

505.1 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 not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm)

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
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- Each character shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm)



City of Carmel-by-the-Sea

Conclusions About the Process

- The process is not prescriptive, it's a collaborative process
- Proactive, intentional, steps would need to be taken in order to establish "door-to-door"/at-home delivery
- Contact to Growth Manager for informational purposes only, has shown effective and timely response



Direction

Red Light, Green Light

1. Move forward with street addresses system exploration and implementation by initiating and engaging in the established process with the local USPS Growth Manager
2. Conclude its research and maintain the status quo of not having a standard street address system in the City



Questions

Staff will provide answers to questions covered throughout current research



City of Carmel-by-the-Sea

End of Presentation