



Department of  
**Information Technology Services, and  
Planning and Zoning**

# **Address Renumbering Text Amendment**

City Council Legislative Meeting  
Introduction and First Reading

April 14, 2026



# AGENDA

- ▶ Background: Addressing and renumbering
- ▶ Issue: Fractional addresses and renumbering
- ▶ Solution: Processes for residents to request renumbering, and to appeal decisions
- ▶ Recommendation
- ▶ Proposed Text Amendment



# Address Renumbering: Context

- ▶ The City generally manages approx. 200 address changes per year
- ▶ Address assignment as initiated through new development, land use changes, infill housing or resident request
- ▶ Resident requests make up 5-10 cases per year and are generally accommodated without issue



# General Addressing: Guidance

- ▶ Address dictated by the entrance location relative to closest street
- ▶ Due to City density the use of alphas (or historically, fractions) is necessary to avoid disruptions that would be caused by extensive readdressing if only whole numbers were used
- ▶ State and regional public safety standards are given priority consideration and the state reviews the address twice per year to ensure these standards are correct



# Address Renumbering Request: Guidance

- ▶ **Owner-Initiated Request, No Public Safety Concerns:**
  - ▶ A small number of appropriate addresses may exist
  - ▶ Requests for these changes are generally accommodated
  - ▶ If no alternative exists the request is denied
  
- ▶ **Owner or City-Initiated Request, Public Safety Concerns:**
  - ▶ Such as: duplicate address, addressed to wrong street
  - ▶ City initiates renumbering for the minimum number of properties to ensure all can be unambiguously identified and accessed

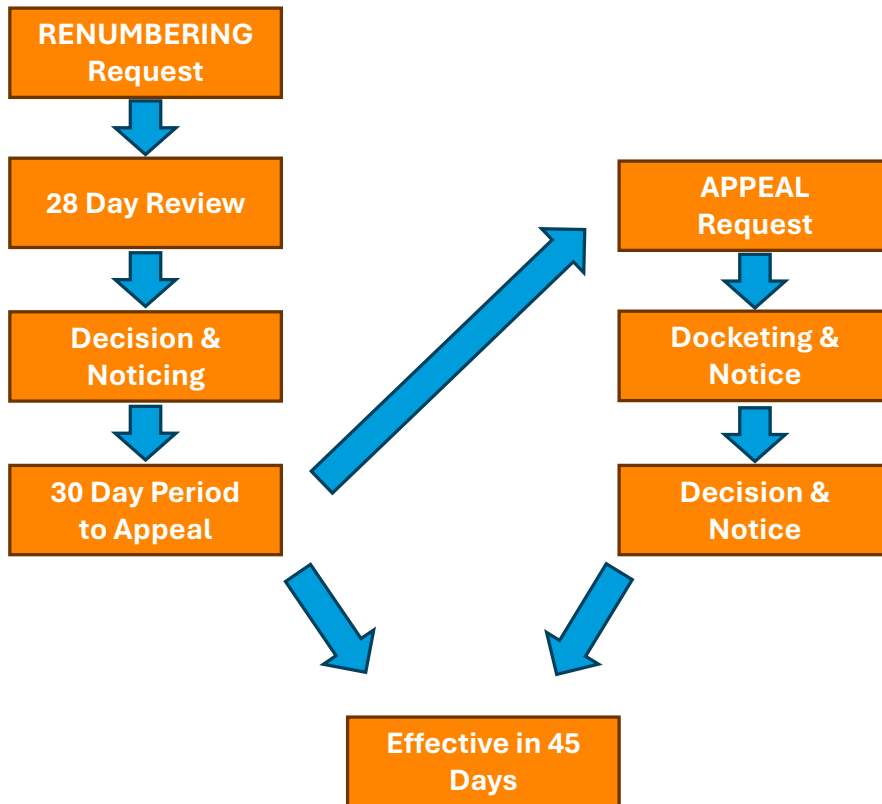


# Address Renumbering: Issue

- ▶ Members of Council per memo of November 25, 2025, directed staff to consider amending City Code to allow:
  - ▶ a mechanism for residents to request renumbering, and
  - ▶ a process for any impacted property to appeal renumbering decisions to Council
- ▶ Resident has requested readdressing due to problems cause by their fractional address (such as “3600 1/2”)
- ▶ Resident reports mis-deliveries and other hardships that are unable to be rectified
- ▶ Adjacent property owner does not support renumbering
- ▶ Reassigning numbers in the next sequence is not possible without renumbering of all properties on the block



# Code Change: Process for Renumbering and Appeals



- ▶ Codifies that changes can be requested by the City Manager through ITS, or a property owner
- ▶ Establishes an appeal process for properties affected by a renumbering action by the City



# Recommendation

- ▶ That City Council pass on first reading and set for public hearing on April 14, 2026,
- ▶ Second reading, public hearing, and final passage on April 18, 2026,
- ▶ An ordinance to establish a property renumbering process.



# Text to Be Amended 1/2

## Sec. 5-2-94 – Renumbering.

- (a) The city manager or designee is authorized to make property or building number changes to avoid or eliminate confusion, to correct errors in the assignment of numbers, or for other health, safety, and welfare reasons.
  
- (b) Renumbering may be initiated by the city manager or designee or requested by a property owner.
  - (i) A request by a property owner must (1) be submitted in writing to the city manager or designee, (2) include the reason for and materials to support the request, and (3) include a proposed readdressing plan for the property and other properties as applicable.
  
  - (ii) The city manager or designee will notify all affected properties in writing of the decision related to a property or building renumbering. Any change will be effective 45 days after the appeal period ends, if no appeal is filed.



## Text to Be Amended 2/2

### (c) Appeal.

(i) Any person affected by a renumbering may file an appeal with the city clerk within 30 days of the date of the written notification of the proposed change. The appeal shall be in writing and include the reason for and materials to support the appeal.

(ii) Upon receipt of a valid appeal, the city clerk shall schedule a public hearing before the city council. The city council will review the appeal and affirm, not affirm, or modify the decision of the city manager or designee and the appellant and affected properties will be notified of the decision in writing. Any change will be effective 45 days after the date of the written notification.