



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Arturo Vela, Interim City Manager

**PREPARED BY:** Mary Yaryan, Associate Planner  
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**MEETING DATE:** December 9, 2025

**SUBJECT:** Consider Introduction and First Reading of Ordinance No. 1614 Repealing and Replacing Chapter 12.32 (House Numbering System), and Adoption of Resolution No. 2025-165 Approving the Citywide Addressing Policy.

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### **RECOMMENDATION:**

1. Waive full reading, direct the City Clerk to read the ordinance by title only, and introduce Ordinance No. 1614
2. Adopt Resolution No. 2025-165 approving the City of Banning Addressing Policy

### **BACKGROUND:**

Chapter 12.32 of the Banning Municipal Code was adopted several years ago and reflects an outdated manual, map-based addressing approach centered on Ramsey Street and San Gorgonio Avenue. This system predates modern GIS technology, current emergency service standards, digital permitting processes, and the City's utility billing systems. An update to the Municipal Code is necessary to clearly define the City's addressing administration, posting requirements, and assignment standards.

Staff prepared an updated Chapter 12.32 to modernize the City's addressing and house numbering system. The proposed ordinance replaces the outdated language and establishes current requirements related to administrative authority, address posting, assignment rules, visibility standards, and maintenance of the City's Master Address Database.

Separately, the Community Development Department has prepared a Citywide Addressing Policy. The Policy is an administrative document that provides the technical standards and detailed procedures used by staff during address assignment and verification. These include numbering increments, multi-unit addressing, accessory addressing, visibility standards, and street naming conventions. The Policy is not part of the Municipal Code and is adopted independently through the attached resolution.

Although both actions relate to addressing, each stands alone and is independently considered under

this single public hearing.

**ENVIRONMENTAL DETERMINATION:**

Both actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (“common sense exemption”) because they can be seen with certainty to have no potential to cause a significant environmental impact.

**JUSTIFICATION:**

Updating the City’s addressing framework enhances public safety, operational efficiency, and consistency across internal departments and external agencies. Adoption of the ordinance and the policy will:

- Establish a clear, modernized, and uniform addressing framework
- Improve dispatch accuracy and emergency response
- Support GIS, permitting, and utility billing systems
- Ensure consistent address posting and visibility for first responders
- Clarify administrative responsibility for address assignment and corrections
- Provide the City Council authority to adopt address-related fees
- Create standardized practices for multi-unit, accessory, and complex development addressing

The Addressing Policy provides the necessary administrative detail for staff and ensures consistent implementation across all departments and development types.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with these actions.

**ALTERNATIVES:**

1. Approve both actions as recommended.
2. Approve only the ordinance or only the resolution.
3. Provide direction to staff for modifications.
4. Decline both actions and retain the existing addressing process and policy.

**BUDGETED?:**

No

**CONTRACT/AGREEMENT:**

No

**ATTACHMENTS:**

1. [Resolution\\_2025-165\\_Addressing\\_Policy.docx](#)
2. [Ordinance 1614\\_12.32\\_Final.docx](#)
3. [Exhibit A Repealing BMC 12.32 .pdf](#)
4. [Exhibit B New BMC 12.32.pdf](#)
5. [Exhibit C Addressing Policy F4.pdf](#)
6. [Addressing Policy 2020 F3.pdf](#)

7. Ordinance 1614\_Affidavit of Publication.pdf