

## MEMORANDUM

TO: Mayor and City Council

FROM: Ron Bradsby, City Engineer

SUBJECT: FIRST VOTE OF AN ORDINANCE AMENDING CHAPTER 12.16 OF THE COTTAGE GROVE MUNICIPAL CODE, ADOPTING A NEW SECTION 12.16.045 ALLEY NAMING

DATE: August 4, 2021

### Background

In 2020, the Council was asked to name a public alley due to the splitting of one large lot into two buildable lots and one of the new lots was going to take access off a public alley. To properly address the new lot according to code, a name for the alley was required. Council voted and passed on the action of naming the alley, South 5<sup>th</sup> Alley as well as direct staff to come up with guidelines for Council consideration for naming alleys in the future.

Recently, the City has received a request from Darby Valley at 35 South 6<sup>th</sup> Street, to name the alley between Main Street and Washington Avenue because he created addition retail/office space in his building by constructing a partition wall. The access to this space is off the public alley. Mr. Valley and I have had a couple of conversations about addressing this new space and through those discussion, it was determined that addressing off the alley would provide the best solution.

Mr. Valley suggested Band Alley and Diagon Alley. Band Alley would represent where the marching band ended on in the movie Animal House and Diagon Alley represents the market place in the Harry Potter series. Mr. Valley prefers Diagon Alley.

Staff used the street naming section, Chapter 12.16.040 as a basis to develop guidelines to name alleys.


Now, Council should consider the attached ordinance and if acceptable hold the first vote.

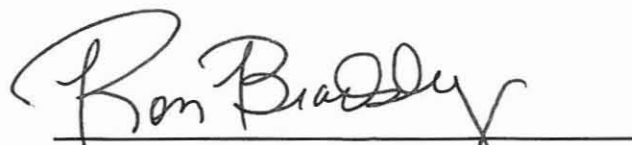
### Recommendation

Staff's recommendation is to consider the attached ordinance for first vote and place the ordinance on the next agenda for its second vote and subsequent adoption since it has not been available for more than one week prior to the meeting.

### Cost

No costs are related to this recommendation.

  
Richard Meyers, City Manager

  
Ron Bradsby, City Engineer

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING TITLE 12.16 STREET NAMING  
AND BUILDING NUMBERING

WHEREAS, the City of Cottage Grove is the governing body of public spaces, which includes streets and alleys within the city limits; and

WHEREAS, the City of Cottage Grove is experiencing infill development in which the new development accesses unnamed public right of way; and

WHEREAS, the infill development needs to be provided with a unique address according to the Municipal Code for emergency services, billing services and deliveries; and

WHEREAS, the City of Cottage Grove deems it appropriate to change the Chapter 12.16 title and add a section for naming public alleys.

THE CITY OF COTTAGE GROVE ORDAINS AS FOLLOWS:

Section 1. Renamed. That Chapter 12.16 be renamed: Chapter 12.16 Street and Alley Naming and Building Number.

Section 2. That Chapter 12.16 be amended by adding the following section.

**12.16.045 Alley names.**

A. To name an alley running north-south, the order shall begin at the north-south base line (the Coast Fork of the Willamette River) and progress as follows:

1. Alleys west of the Coast Fork of the Willamette River shall be named by the name of the first public street to the east of the alley. For instance, an alley between N. River Road and G Street would be named N. River Alley, and an alley between S. M Street and S. N Street would be named S. M Alley, etc. If the alley has the base line directly to the east instead of a public street, the alley closest to the east-west base line (Main Street) shall be named N. Coast Fork Alley West if north of Main Street and S. Coast Fork Alley West if south of Main Street.

2. Alleys east of the Coast Fork of the Willamette River shall be named by the name of the first public street including the base line to the west of the alley. For instance, an alley between N. 5th Street and N. 6th Street would be named N. 5th Alley, and an alley between S. 6th Street and S. 7th Street would be named S. 6th Alley, etc. If the alley has the base line directly to the west instead of a public street, the alley closest to the east-west base line (Main Street) shall be named N. Coast Fork Alley East if north of Main Street and S. Coast Fork Alley East if south of Main Street.

B. To name an alley running east-west, the order shall begin at the east-west base line (Main Street) and progress as follows:

1. Alleys north of Main Street shall be named by the name of the first public street to the south of the alley. For instance, an alley between Whiteaker Avenue and Gibbs Avenue would be named Whiteaker Alley, and an alley between Ash Avenue and Birch Avenue would be named Ash Alley, etc. If the alley has the base line directly to the south, the alley closest to the north-south base line (the Coast Fork of the Willamette River) shall be named N. Main Alley West if west of the Coast Fork of the Willamette River, and N. Main Alley East if east of the Coast Fork of the Willamette River.

2. Alleys south of Main Street shall be named by the name of the first public street to the north of the alley. For instance, an alley between Washington Avenue and Adams Avenue would be named Washington Alley, and an alley between Anthony Avenue and Bryant Avenue would be named Anthony Alley, etc. If the alley has the base line directly to the north, the alley closest to the north-south base line (the Coast Fork of the Willamette River) shall be named S. Main Alley West if west of the Coast Fork of the Willamette River, and S. Main Alley East if east of the Coast Fork of the Willamette River.

C. In the case of nonconforming alleys, including additional alleys bordered by the Coast Fork of the Willamette River but not collinear with any Coast Fork Alley, and additional alleys bordered by Main Street but not collinear with any Main Alley, the city engineer shall, at his or her discretion, name the alley in accordance with these criteria or such other name as is approved by the City Council.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS \_\_\_\_\_  
DAY OF AUGUST, 2021.

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Jeffrey D. Gowing, Mayor  
Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Richard Meyers, City Manager  
Dated: \_\_\_\_\_