

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1097**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
ADOPTING CORDOVA MUNICIPAL CODE CHAPTER 13.06 GOVERNING THE  
CREATION OF PUBLIC AND PRIVATE ROAD NAMES AND ADDRESSES AND THE  
DISPLAY OF SUCH NAMES AND ADDRESSES IN THE CITY OF CORDOVA,  
ALASKA**

**WHEREAS**, it is in the best interests of the City of Cordova, Alaska (“City”) to establish and maintain a system for the assignment, naming and identification of roads and numerical addresses within the City of Cordova; and

**WHEREAS**, the establishment of an assignment, naming and identification system of roads within the City will improve the efficiency of locating a property by use of a street name and address in the event of an emergency; and

**WHEREAS**, requirements for the display and maintenance of house addresses within the City will also greatly improve the efficiency of locating a property by use of a street name and address in the event of an emergency,

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Cordova, that:

Section 1. Cordova Municipal Code Chapter 13.06 is adopted to read as follows:

**TITLE 13 – STREETS, SIDEWALKS AND PUBLIC PLACES  
CHAPTER 6 ROAD, NAMING, SIGNING AND ADDRESSING**

Sections:

13.06.010	Purpose
13.06.015	Definitions
13.06.020	Road names required
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13.06.040	Road naming
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13.06.070	Public hearing
13.06.080	Street name suffixes
13.06.090	Private road sign requirements
13.06.100	Addressing requirements
13.06.110	Display of addresses

13.06.010 Purpose

The purpose of this chapter is to establish and maintain a system for the assignment, naming and identification of roads and numerical addresses for the City of Cordova which will improve the efficiency of locating a property and provide for public safety.

#### 13.06.015 Definitions

Whenever the following words or terms are used in this chapter, they shall have the meaning ascribed to them in this section, unless the content makes such meaning repugnant thereto.

- A. "Driveway" means any road which provides, will provide, or is proposed to provide direct access to only one lot from any other road which provides access to more than one lot.
- B. "Duplicate" shall mean that the road in question either has the identical name, has a name which because of its pronunciation or spelling is deceptively similar to another name, or has an identical name followed by a different designating suffix, i.e., Willow Street and Willow Road.
- C. "Private Road" means private easements or travel ways not dedicated to the public and located on private property.
- D. "Public Street" means a dedicated right-of-way or a public prescriptive easement as determined by a final court action.
- E. "Reasonable" shall mean that the choice of name for the road in question, to the extent possible, should be consistent with the historical, cultural, geographical, or natural significance of the area. Roads within a neighborhood are encouraged to use a consistent theme in their names.

#### 13.06.020 Road names required

Official road names shall be established in accordance with the following:

- A. Every road existing, proposed, or constructed which provides, will provide, or is proposed to provide access to two or more lots in the City of Cordova shall be identified with a unique road name so as to clearly identify and distinguish such road from every other road in the City of Cordova.
- B. Naming of private streets shall be in accordance with this section and shall be named in accordance with the procedures of section 13.06.040.
- C. Naming a private road does not constitute a legal dedication of the street for public right-of-way or maintenance purposes.
- D. Driveways shall not be required to be identified by a separate road name, but shall be required to comply with other signage and addressing requirements of this chapter.
- E. No Road shall have a duplicate name.

- F. A different suffix (street, avenue, etc.) does not constitute a different name.
- G. Road names shall not exceed 18 letters and/or spaces.
- H. All road names shall be reasonable as defined in this chapter.
- I. The City Planning Department shall have the final authority to approve and assign road names for roads within the City.
- J. No building permit shall be issued for any construction on property in the City unless the road accessing such property has been assigned a name pursuant to this chapter.

#### 13.06.030 Master list and map

The Planning Department and the Public Safety Department shall maintain a master list and map of all roads within the City which identifies each road by its unique name or designation and its location. Once a road name or other designation is approved and assigned, that name shall not be used for any other road in the City, unless otherwise provided for in this code.

#### 13.06.040 Road naming

- A. The Planning Department upon a finding that an existing road name conflicts with or duplicates another existing road name thereby causing confusion as to the exact location of either road or the road has not been assigned a name, shall officially rename the road(s) using the procedures set forth in 13.06.040(B) and 13.06.040(C).
- B. The Planning Department shall send written notice to the record owners of any land accessed by any road identified in Section 13.06.040(A). Such notice shall contain, at a minimum, the following:
  1. A description or identification of the road(s) and property in question;
  2. A statement that the name of the road accessing the property duplicates the name of another in the City or that the road has not been assigned a name;
  3. A statement or copy of the criteria to be used for naming or renaming roads;
  4. A determination by the Planning Department and Public Safety Department that one or more of such roads must be named or renamed, identifying which road or roads are required to be named or renamed; and
  5. A notice of the time in which the record owners of land assessed by such road or roads identified for naming or renaming shall respond by petition for naming or renaming the identified road(s).
- C. Within 30 days of the mailing of the notice required under section 13.06.040(B), the record owners of land accessed by any road required to be named or renamed may submit to the Planning Department a Petition for Naming or Renaming Roads containing the following:

1. Proposal of a name or new name for the road or roads required to be named or renamed.
2. Signatures of the record owners of a minimum of 51% of all land accessed by such road or roads.
3. If such owners of land cannot agree on one name, the Petition may contain a list of no more than three alternative names for any one road.

#### 13.06.050 Notice and determination

- A. Upon receipt of a Petition as provided in 13.06.040(C) the Planning Department shall approve and assign any name proposed in such petition if it is found that such name is reasonable and does not duplicate the name of any other road within the City of Cordova.
- B. In the case that no petition has been received within 30 days of the mailing of the notice required in 13.06.040, or if it has been determined that the name proposed in the petition is a duplicate, a reasonable name shall be selected and assigned pursuant to the guidelines contained in section 13.06.020.
- C. Once a road name is approved and assigned pursuant to this section the Planning Department and the Public Safety Department shall make a notation of such name or changed name on the master list and map of all roads in the City.

#### 13.06.060 Renaming of roads

- A. A petition to rename a road submitted to the Planning Department shall contain:
  1. A description or identification of the road(s) and property in question;
  2. A statement describing why the name of the road should be changed;
  3. A statement that the new name does not duplicate any current road name in the city;  
and
  4. A document which shall be signed by the record owners supporting the proposed name change.
- B. Within 30 days of the receipt of the petition as required in section 13.06.040(A):
  1. The Planning Department shall determine whether the proposed name of the road duplicates any other road in the City;
  2. The Planning Department shall schedule a public hearing pursuant to 13.06.070.

#### 13.06.070 Public hearing

A. The Planning Commission shall hold a public hearing upon each properly submitted petition. Such hearing shall be held not less than ten days nor later than thirty days following the date of receipt of such petition and the applicant shall be notified of the date of such hearing. Notice shall be sent by regular mail to property owners fronting the street to be renamed, as shown on city tax rolls. Notice shall include:

1. Current road name
2. Proposed new name
3. Map showing the road location

#### 13.06.080 Street name suffixes

A suffix designation shall be added to all new, renamed, or unnamed streets as follows:

1. Avenue: A wide, principal thoroughfare leading from a main road.
2. Boulevard: A wide street, often divided by a median.
3. Circle: A road that circles back to its beginning point or to the same road from which it starts.
4. Court: A cul-de-sac or dead end road.
5. Drive: A winding road.
6. Highway: A designated state or federal route.
7. Lane: A narrow road; an uninterrupted street ending in a cul-de-sac or dead end.
8. Loop: See Circle.
9. Parkway: A special scenic route or park drive.
10. Path: A cul-de-sac or dead end road. Usually a road where automobile transportation is secondary to other forms of transportation, i.e. bicycles or foot travel.
11. Place: A short, usually narrow street; see Court.
12. Road: A street or road for low volume traffic, local access road, primitive roads and country roads.
13. Street: Any public road; also see Avenues.
14. Trail: See Path.

15. Way: See Court.

13.06.090 Private road sign requirements

- A. Purchase, installation and maintenance of road identification signs for private roads shall be the responsibility of the record owner(s) of property adjacent to and accessed by such road.
- B. Road identification signs for private roads in the City shall have a brown base with white letters.
- C. These signs shall be reflective and the letters or number shall be five inches in height.
- D. Signage may not be placed in a public right-of-way.

13.06.100 Addressing requirements

- A. Address numbers shall be required on all buildings, whether commercial or residential, within the City. Address numbers shall be assigned by the City of Cordova Planning Department:
  - 1. At the time of creation of lots pursuant to any City development approval process
  - 2. Prior to a building permit being issued
  - 3. At such times as it comes to the attention of the Planning Department that a lot requires an address number or it is required to be renumbered.
- B. Renumbering of Addresses shall be required whenever:
  - 1. Addresses are not sequential
  - 2. Addresses need to be changed or realigned after a road name is assigned or reassigned
  - 3. Lots were created without assignment of road names or addresses
  - 4. The Planning Department determines that renumbering is necessary.

13.06.110 Display of addresses

- A. All residences and businesses shall display address numbers or characters which identify the property address and are plainly visible and legible from the street or road fronting the property. It shall be the responsibility of the record owner of a structure(s) to maintain address signage pursuant to this chapter.

1. Numbers shall be displayed clearly from the road at all times. Consideration should be made in regard to visibility, to seasonal changes, landscaping, daylight and evening light.
2. For buildings which are not visible from the street or are located more than fifty feet from the shoulder or curb of the street, address characters shall be affixed to a free-standing sign or post located adjacent to the road in which the property is addressed.
3. The sign or post shall be located twenty five feet or less from the shoulder or curb of the road at the point of access. The post shall be a minimum of five feet in height from the ground and not to exceed seven feet in height.
4. Numbers may be placed vertically and read from top to bottom if a post is used, or the numbers may be placed horizontally on a sign affixed to the post.
5. All address characters shall be of a color and/or material that contrasts with the background or shall be reflective.
6. All characters and number shall be at least four inches in height.
7. Addresses shall be posted during construction of a new building pursuant of this code.

Section 2. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, and published in the Cordova Times, a newspaper of general circulation in the City, within ten (10) days after its passage.

1<sup>st</sup> reading: September 5, 2012

2<sup>nd</sup> reading and public hearing: September 19, 2012

**PASSED AND APPROVED THIS 19<sup>th</sup> DAY OF SEPTEMBER 2012.**



  
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David Reggiani, Vice Mayor

ATTEST:

  
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Susan Bourgeois, City Clerk