

EXECUTIVE POLICY - 2021-02
CITY OF LAUREL
ALLEYWAY POLICY

I. PURPOSE

To establish a uniform policy regarding alleyways in the City of Laurel; as well as a transparent and concise explanation of City Government functions pertaining to the classifications and maintenance responsibilities for the alleys.

II. OBJECTIVES

Better understand the different types of alleyway ownership in the City of Laurel.

To enhance sense of community involvement and public participation within the City.

To establish a systematic and consistent approach for City’s alleyway maintenance and ownership.

III. DEFINITIONS

Abandonment- Relinquishing local government’s right to use or maintain a public right-of-way. Note: Closed and abandoned right-of-way does not determine ownership of land. Location of the new property lines is determined through a title search and the plat recording process which is the responsibility of the respective property owners.

Alley/Alleyway - A way which affords secondary means of access to abutting property.

Citizens Advisory Committee is an established committee by the Mayor and City Council of Laurel made up of City residents.

City - is the City of Laurel, Maryland Government.

Dedication- The transfer of property interests from private to public ownership for a public purpose. The transfer may be of fee-simple interest or of a less than fee-simple interest, including an easement. Note: dedication does not guarantee the acceptance of the right-of-way by the City or County.

Easements- An interest in land owned by another that entitles its holder to specific limited use or enjoyment.

Naming Alley- is the established City of Laurel Policy on Naming Streets, Alleys, and other City assets.

Owning Department is the City department responsible for operation, maintenance and oversight of the facility, asset, property or building.

Paved Alley- alleys with a gravel surface or blacktop pavement that Public Works may or may not maintain.

**“Attachment A”
Resolution No. 9-21**

Right-Of-Way- The strip of land over which is built, or proposed to be built, a public way. In addition to the roadway, it typically incorporates the curbs, lawn strip, sidewalks, lighting and drainage facilities, and may include special features such as grade separation, landscaped areas, viaducts, and bridges. The presence or absence of these elements within a public right-of-way does not necessarily imply that the City is responsible for construction or maintenance of those elements.

Street- A way that affords primary access to an abutting property.

Unimproved Alley- alleys can be gravel, dirt, or ungraded that Public Works may or may not maintain.

Use- In- Common - This means the right to use for those properties that abut the alley, shared by all properties that touch the alley, not for public use, not for all to use. Use-in-common alleys are **privately maintained by those who abut**, unless there are agreements/documents stating different.

IV. ORDINANCE LINKS REFERENCING CITY ALLEYS

- [Ordinance Number 1679](#)
- [Ordinance Number 1845](#)
- [Ordinance Number 1857](#)
- [Ordinance Number 1916](#)
- [Ordinance Number 1932](#)
- [Ordinance Number 1933](#)

V. ALLEYS INVENTORY AND USE

CITY OF LAUREL DEDICATED ALLEYS

ALLEY #	STREET	PRIVATE OR PUBLIC	PLOW?	CITY USES	PAVED	CLOSEST LOCATION
Alley 1	No Name	Private	NO	NO	NO	Dunkin Donuts Alley
Alley 2	Fetty Alley	Public	YES	YES	YES	
Alley 3	Tolson Alley	Public	YES	YES	YES	
Alley 4	No Name	Private	NO	NO	NO	Copy Center Press
Alley 5	Wellford Alley	Private	NO	NO	NO	
Alley 6	Fahams Alley	Private	NO	NO	NO	
Alley 7	No Name	Private	NO	NO	NO	5th & Laurel
Alley 8	Alley Street	Private	YES	YES	YES From 5th to 6th	
Alley 9	No Name	Private	NO	NO	NO	11th & Patuxent
Alley 10	No Name	Private	NO	NO	NO	10th & 11th
Alley 11	Diner Alley	Public	NO	YES	YES	
Alley 12	No Name	Private	NO	NO	NO	Between Laurel Ave & Dunkin Donuts Alley
Alley 13	Peggy's Way	Private	YES	YES	YES	
Alley 14	No Name	Private	NO	NO	NO	Between Carroll Ave & Dunkin Donuts Alley

ALLEY #	STREET	PRIVATE OR PUBLIC	PLOW?	CITY USES	PAVED	CLOSEST LOCATION
Alley 15	No Name	Private	NO	YES	NO	Park Hill Road Alley
Alley 16	Heath Alley	Public	NO	NO	YES	
Alley 17	Abandoned	Private	NO	NO	NO	
Alley 18	No Name	Private	NO	YES	NO	518 Main Street
Alley 19	Abandoned	Private	NO	NO	NO	
Alley 20	No Name	Private	NO	NO	NO	Between A & B Street
Alley 21	McCormick Alley	Private	NO	NO	NO	
Alley 22	No Name	Private	NO	YES	NO	By Compton & 4th Street
Alley 23	Wolens Alley	Public	NO	NO	YES	
Alley 24	Millers Alley	Public	NO	NO	YES	
Alley 25	Fire Engine Alley	Public	NO	NO	YES	

VI. ALLEY POLICY

A. This policy hereby establishes the guidelines, criteria, and process for determining ownership of and maintenance of alleys in the City of Laurel. The City currently has 25 dedicated alleys, of which eight (8) are used daily by the City of Laurel, mainly the Department of Public Works. The City has been using these alleys for years, not knowing the ownership. This policy will address all alleys, with the understanding that the City will only be responsible for repair and maintenance for the eight (8) alleys used daily by the City. Other alleys may be repaired but will have to meet all requirements as stated in this policy.

1. Establishing Ownership

- Staff shall review the City alley historical file.
- City Engineering firm to provide alley survey of subject area.
- If needed, perform title search on alley and all properties that abut alley.
- Advise all property owners of the findings of review, and alley ownership.

2. Criteria For Repair and Maintenance of City Owned Alleys

- Determine Ownership of Alley, follow “Establishing Ownership” guidelines above in Section VI., Number 1..
- Did the City use the alley – **Yes, continue, No, go to Article VI, Number 3** for criteria.
- If the alley is City owned or *use-in-common*, the City may consider to bring the alley up to City Code and Standards.
- The City will only bring the alley up to standards with the understanding from the community that storm water management requirements shall be met and followed.
- The City will not provide refuse, recycling or composting services from alleys except as determined by the Director of Public Works or designee.
- The City will not provide snow removal on alley’s unless directed by the Director of Public Works or designee to do so.

**“Attachment A”
Resolution No. 9-21**

- Once alley standards are met, the City will maintain routine maintenance on the alley, as well as any parking requirements and enforcement.
- The Mayor and City Council will plan and fund the entire alley project once the request meets the requirements and criteria, and at least $\frac{3}{4}$ of the abutting property owners agree.

3. Criteria For Repair and Maintenance of NON-City Owned Alleys

Upon receipt of a request from an abutting property owner to repair a non-City owned alley, the City shall:

- Determine Ownership of Alley, follow “Establishing Ownership” guidelines above in Section VI., Number 1.,
- Notify all abutting property owners of the request received.
- Host community meeting(s) to discuss the process and possible cost to property owners.
- At least $\frac{3}{4}$ of the abutting property owners must agree before any further action may be taken.
- **If $\frac{3}{4}$ of the abutting property owners agree, continue following criteria below.** If the agreement of the required $\frac{3}{4}$ of the property owners cannot be achieved, the **process STOPS.**
- Engineering firm reviews alley in question, to provide survey of alley and surrounding properties. Cost associated with the engineering shall be split between the City and the property owner(s) prior to the engineering starting.
- Department of Public Works and Engineering firm meet to discuss best possible solution for alley.
- Alley may be gravel, impervious asphalt, or other materials as directed by the Director of Public Works.
- Funding may be in the CIP for alley improvements or the abutting property owners may be assessed to bear the cost of repair/maintenance.

VII. CURRENT ALLEY USE BY CITY

1. In Section VI – Alley Inventory and Use section of this policy, the alley chart shows the alleys used currently by the City of Laurel. This chart, showing eight (8) alleys that will be considered the City’s priority list adopted by the City Council for possible repair and maintenance.
2. Once the priority list of alleys has been purged, other alleys in the City may be looked at for possible ownership determination, repair and maintenance.

VIII. EXEMPTION

1. This policy does not apply to the naming of alleys in the City of Laurel. See Executive Policy 2021-01 for Alley Naming. Parts of this policy may be waived by a Resolution adopted by a super majority of the City Council.