

# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Harry Freitas

**SUBJECT: UNATTENDED DONATION  
BOXES**

**DATE:** August 25, 2015

Approved



Date

8/25/15

## INFORMATION

This memorandum is to provide the City Council with background and an update on the enforcement of unattended donation boxes.

The City's Zoning Ordinance (Title 20) specifies that the placement of Small Collection Facilities, more commonly referred to as an unattended donation box, may be permitted on private property through an Administrative Permit. Locations are limited to the CO-Commercial Office, CP-Commercial Pedestrian, CN-Commercial Neighborhood, CG-Commercial General, LI-Light Industrial, and/or HI-Heavy Industrial zoning districts and in the PD (Planned Development) zoning district unless specifically not allowed by the pertaining Planned Development Zoning. The Zoning Ordinance establishes specific criteria for the placement and operation of Small Collection Facilities.

In June 2013, the City Council voted to limit the number of Small Collection Facilities to no more than eighteen at any given time in the City. The term of the permit and permit renewals was set at one year. As the number of approved Administrative Permits drops below the established cap of 18, additional Administrative Permits could be approved up to the cap.

The permits for the 18 previously approved Small Collection Facilities expired. Currently, there are two approved permits for facilities on file with the Planning Division. Code Enforcement is tasked with addressing the unpermitted facilities. Due to staffing vacancies, Code Enforcement is currently using a complaint based model to respond to the unpermitted donation boxes. When a violation is confirmed, a notice is sent to the Property Owner to either obtain the proper permit or remove the donation box. Additional staff has recently been brought on board. Once training has been completed, it is expected that Code Enforcement will have an Inspector who can proactively address this issue along with other solid waste and illegal dumping issues on a City-wide basis by the end of the year.

/s/

HARRY FREITAS, DIRECTOR

Planning, Building and Code Enforcement