

 <p>ST. CHARLES SINCE 1834</p>	<b>PLAN COMMISSION AGENDA ITEM EXECUTIVE SUMMARY</b>			
	<b>Project Title/ Address:</b>	General Amendment – Donation Boxes (City of St. Charles)		
	<b>City Staff:</b>	Matthew O'Rourke, Planner		
<b>Please check appropriate box (x)</b>				
	<b>PUBLIC HEARING 5/8/12</b>	<b>X</b>	<b>MEETING</b>	
<b>APPLICATIONS UNDER CONSIDERATION:</b>				
General Amendment – Donation Boxes				
<b>ATTACHMENTS AND SUPPORTING DOCUMENTS</b>				
General Amendment Application		Community Comparison Sheet		
Staff Memo				
<b>EXECUTIVE SUMMARY:</b>				
<p>Staff has been made aware that the number of charitable and for-profit donation boxes located on private property is increasing within the City. In some instances, there have been reports of donated items and other refuse stacking up next to these boxes.</p> <p>The Zoning Ordinance does not contain any standards that address donation boxes. Staff has prepared an amendment to the Zoning Ordinance to address these concerns and create standards to regulate these donation boxes.</p>				
<b>RECOMMENDATION / SUGGESTED ACTION</b> <i>(briefly explain):</i>				
Conduct the public hearing, provide feedback to Staff, and close if all testimony has been taken.				

Community Development  
Planning Division

Phone: (630) 377-4443

Fax: (630) 377-4062



ST. CHARLES  
SINCE 1834

**STAFF REPORT**

**TO:** Chairman Todd Wallace  
and Plan Commission

**FROM:** Matthew O'Rourke, AICP, Planner

**RE:** General Amendment to Tile 17 (Zoning Ordinance) Donation Boxes

**DATE:** May 4, 2012

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**I. GENERAL INFORMATION**

**Project Name:** General Amendment - Donation Boxes

**Applicant:** City of St. Charles, Planning Division

**Purpose:** Ordinance amendments to create standards for Donation Drop-Off Boxes located on private property.

**II. BACKGROUND**

Staff has been made aware that the number of charitable and for-profit donation boxes located on private property is increasing within the City. In some instances, there have been reports of donated items and other refuse stacking up next to these boxes. The Zoning Ordinance does not contain any standards that address these boxes. Staff has prepared an amendment to the Zoning Ordinance to address these concerns and create standards to regulate these donation boxes.

**III. ANALYSIS**

Staff performed a visual "windshield" survey to find where these boxes are located within the City limits and the condition of these boxes. Staff identified donation boxes on a variety of properties throughout the City.

The majority of observed boxes were located on commercial properties. There are boxes located within residential and downtown Zoning Districts as well. The boxes vary by size and placement. Many of these boxes are located within existing off-street parking spaces and close to public streets. Based on the number and location of certain boxes on private property Staff determined that regulations for location and signage are appropriate to include in the Zoning Ordinance.

Staff examined the Zoning Ordinances of other Illinois communities to identify common practices for regulating these boxes. Staff also examined the current policies of City's adjoining and near St. Charles. See **Community Comparison Attachment** for detailed information.

#### IV. PROPOSED AMENDMENT

Based on this analysis, Staff is proposing an amendment to **Chapter 22 General Provisions** of the Zoning Ordinance to create minimum standards that regulate the placement, size, and condition of donation boxes. An amendment to **Chapter 30 Definitions** is also being proposed to define donation boxes.

The proposed amendments are as follows:

##### A. 17.22.020.I DONATION BOXES

Donation Boxes shall be permitted in the BL, BC, BR, PL, and OR Zoning Districts in accordance with the following:

1. Written permission of the property owner must be obtained before placing the box on any property.
2. There shall be no more than one (1) box located on a zoning lot.
3. There shall be no more than three (3) boxes located in a Shopping Center.
4. Boxes shall not be located in the front or exterior side yard parking or building setback of any property.
5. Boxes shall be located within the required Sight Triangle in accordance with Section 17.22.010.F.
6. Boxes shall not be located within in any off-street parking stall.
7. Boxes shall not be placed as to impede pedestrian or vehicular traffic ways.
8. Boxes shall be located on a hard permanent surface.
9. Boxes shall be located so that they are inconspicuous from the public right-of-way.
10. Signage lettering on the box cannot exceed 5” in height.
11. The name, address, email, and phone number of the box’s operator must be posted on the box.
12. Pick up times for removal of the donated contents must be posted and visible on the front of the box.

##### B. 17.30.030 GENERAL DEFINITIONS

**Donation Boxes.** Any enclosed container located on private or public property specifically for the purposes of collecting donated clothing, books, electronics, or other similar items. Cargo Containers, trash dumpsters, or trash receptacles shall not be considered Donation Boxes.

#### V. QUESTIONS FOR THE PLAN COMMISSION

- Should Donation Boxes be allowed in the Downtown Zoning Districts?
- Should Donation Boxes be allowed in at places of worship, residential districts?
- Should Donation Boxes be limited in size?

#### VI. RECOMMENDATION

Conduct the public hearing, provide feedback to Staff, and close if all testimony has been taken.

**Community Comparison Attachment**

*Communities That Permit Donation Boxes*

City	Permit Required	Limited Specific Zoning Districts	Size Limits	Allowed in Parking Spaces	Front and Exterior Side Yard Restrictions	Cannot Disrupt Vehicular or Pedestrian Traffic Flow	Letter Size Limits	List Owner On Box	Limit on Number of Boxes on a Lot	Placed to be Inconspicuous From Public View	Written Permission of Property Owner Required
<b>Wheaton</b>	No	Yes	Yes 7' tall 25 square feet area	No	Yes	Yes	No	No	Yes Limit 3 on lots larger than 1 acre	No	Yes
<b>Naperville</b>	Yes	Yes	Yes 6.5' tall 4' by 4' wide	No	Yes	Yes	Yes	Yes	Yes 1 per lot or shopping center	Yes	Yes
<b>Cicero</b>	Yes	Yes	Yes 6.5' tall	No	Yes	Yes	Yes	Yes	Yes 1 per lot	Yes	Yes
<b>Byron</b>	Yes	No	No	Yes	Yes	Yes	No	No	Yes 1 per lot	No	Yes
<b>New Lennox</b>	Yes	Yes	No	No	Yes	Yes	No	Yes	Yes 3 per lot	No	Yes

*Communities Adjoining and Near St. Charles*

- **Geneva** – Currently Under Consideration.
- **Schaumburg** – Donation boxes are not permitted.
- **Batavia** – No Restrictions Listed
- **South Elgin** – No Restrictions Listed
- **West Chicago** - No Restrictions Listed

**CITY OF ST. CHARLES**  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984

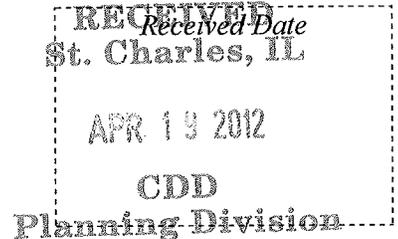


COMMUNITY DEVELOPMENT/PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

**GENERAL AMENDMENT APPLICATION (ZONING ORDINANCE)**

CITYVIEW PROJECT NO: 2012-PR-005  
CITYVIEW APPLICATION NO: 2012-AP-010  
PROJECT NAME: G.A. - Donation Drop-off Boxes



*Instructions:*

*To request an amendment to the text of the St. Charles Zoning Ordinance, complete this application and submit it with all required attachments to the Planning Office.*

*We will review submittals for completeness and for compliance with applicable requirements prior to establishing a meeting or public hearing date for an application.*

*The information you provide must be complete and accurate. If you have a question please call the Planning Office and we will be happy to assist you.*

<b>1. Applicant Information:</b>	Name <b>City of St. Charles</b>	Phone 630-377-4443
	Address 2 E. Main Street St. Charles IL, 60147	Fax 630-762-6924
		Email morourke@stcharlesil.gov

<b>2. Billing:</b> <i>To whom should costs for this application be billed?</i>	Name <b>City of St. Charles</b>	Phone 630-377-4443
	Address 2 E. Main Street St. Charles IL, 60147	Fax 630-762-6924
		Email morourke@stcharlesil.gov

**Attachment Checklist**

Application Fee (make checks payable to the City of St. Charles)



**Zoning Ordinance Amendment – Donation Drop-Off Boxes**

**Chapter 17.22 “General Provisions”** pertaining to the creation of regulations for Donation Drop-Off Boxes

**Chapter 17.30 “Definitions”** pertaining to the creation of regulations for Donation Drop-Off Boxes