

CHAPTER 19.64

DONATION COLLECTION BOXES

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19.64.010 PURPOSE AND INTENT

The purpose of regulating charitable Donation Collection Boxes is to ensure public safety, avoid public nuisance, and promote compatibility of the use with surrounding uses and properties.

19.64.020 DEFINITION

Donation Collection Box. As used herein, shall mean a small detached structure placed on private property used for the deposit of donated household goods such as clothing and shoes, small appliances, toys, etc., intended for collection by the charity or other nonprofit organization with ownership of the box.

19.64.030 DEVELOPMENT CRITERIA

Charitable Donation Collection Boxes are permitted on developed sites in all commercial and industrial zones subject to the following:

1. A Minor Site Plan Review (MSPR) application shall be submitted and approved administratively (by Planning staff) prior to placement of any Donation Collection Box.
2. A maximum of one (1) Donation Collection Box may be placed on any one developed commercial or industrial lot. Development must have previously been approved by the City.
3. Donation Collection Boxes shall be spaced apart from one another by a minimum distance of 300 feet.
4. Permits for Donation Collection Boxes shall be issued to non-profit organizations only. A copy of the organization's 501(c) shall be submitted with the MSPR application.

5. No Donation Collection Box shall be placed within the public right of way, landscaped areas, required parking spaces, or on vacant land.

19.64.040 PROHIBITED LOCATIONS

1. All Residential Zones
2. 4th Street Gateway of the Downtown Specific Plan and West 4th Street
3. Downtown Promenade, including D Street, of the Downtown Specific Plan
4. Civic Center of the Downtown Specific Plan
5. Public Zones, including schools, parks, and public places
6. Land Use Districts allowing Mixed Use
7. Business Park Zones
8. Vacant land

19.64.050 APPROVAL PROCESS

Donation Collection Boxes shall not be placed in any location within the City without site plan review and approval by the Planning Division, based on the following requirements:

1. Application: Applicant shall complete the Minor Site Plan Review (MSRP) application.
2. Authorization: If the property owner is not the applicant, the owner's written authorization on the City form is required and shall be notarized.
3. Exhibits: Provide three (3) copies of the exhibits described below:
 - a. Elevation drawings or photographs of the proposed Donation Collection Box are required. Drawings and Donation Collection Box specifications shall be fully dimensioned.
 - b. Site plan shall depict location of all structures, parking areas, trash enclosures, landscaping, and pedestrian walkways, including disabled access. Buildings and parking stalls shall be dimensioned, and the site plan shall be drawn to scale. Include all boundaries and property features including but not limited to, north arrow, vicinity map, scale, public utility poles and boxes, guy wires, signs, fire hydrants and fire lanes.
4. Grant Deed for property
5. Copy of the organization's 501(c) for proof of non-profit status.
6. The Planning Division will issue one (1) numbered permit per approved Donation Collection Box, to be permanently affixed in a conspicuous location on the front of the box.

19.64.060 DEVELOPMENT STANDARDS

1. Donation Collection Boxes shall not exceed the dimensions of six (6) feet wide by six (6) feet deep (36 square feet), and eight (8) feet in height.
2. Donation Collection Boxes must be placed within the buildable area of the lot.
3. Donation Collection Boxes shall have paved access.
4. Donation Collection Boxes shall be located no closer than ten (10) feet from existing buildings or structures, interior property lines, and property lines adjacent to public streets.
5. Donation Collection Boxes shall be located a minimum of 100 feet away from residential property, or property zoned for residential development.
6. Donation Collection Boxes shall be maintained in good condition with no graffiti or excessive signage. Graffiti shall be removed promptly and within forty-eight (48) hours.
7. All donations must be fully contained within a Donation Collection Box. Donations not fully contained in a Donation Collection Box are considered a public nuisance and subject to removal by the City at the property and/or box owner's expense. Donation Collection Boxes shall state on their exterior: "No donation items shall be left outside this box."
8. Donation Collection Boxes shall contain contact information consisting of at minimum, the name of the nonprofit organization and a valid phone number.
9. Nonprofit organizations shall obtain a no-cost business license with the City of Perris.
10. Donation Collection Boxes shall be placed on gravel or rock, asphaltic or concrete surfaces only.
11. Donation Collection Boxes shall display the permit issued by the Planning Division in a conspicuous location on the box at all times. Permits are not transferable.

19.64.070 NONCONFORMING USES AND ABATEMENT PROCESS

1. **Public Nuisance.** All Donation Collection Boxes shall be brought into compliance. Any nonconforming Donation Collection Box within the City shall constitute a public nuisance.
2. **Survey.** Beginning thirty days from enactment of the ordinance, a survey of existing Donation Collection Boxes in the City will commence. Owners or operators of nonconforming boxes, and the property owner granting permission for the box to be placed on their property, will be notified in writing that the subject Donation Collection Box is in violation of this ordinance and shall be removed or brought into compliance immediately.
3. **Notification.** Notice of the City's intent to remove and impound nonconforming Donation Collection Box, stating the date after which the Donation Collection Box will be removed, shall be mailed to the owner and property owner, by certified mail, return receipt requested, at least ten

days before the date of removal. Notice shall also be affixed in a conspicuous place on the nonconforming Donation Collection Box at least ten days before the date of removal. The notice shall set forth the applicable provision(s) of this Chapter.

4. **Relocation.** Donation Collection Boxes proposed to be relocated to a new location shall be subject to all development criteria and permit requirements listed herein.

19.64.080 EXTENSION AND APPEAL PROCESS

1. **Filing Request for Extension.** A written request may be made to the City for an extension of the abatement process on such forms as are provided by the Development Services Department. The applicant shall state sufficient facts in said application to show cause why an extension is necessary for the Donation Collection Box. The Development Services Department will respond with either approval or denial of the request for extension within ten days.
2. **Appeals.** An appeal of the Development Services Department decision to abate nonconforming Donation Collection Boxes or denial of an extension shall be filed with the city clerk within ten (10) days from the date of mailing or posting of the required notice. The Planning Commission/ Board of Zoning Adjustment shall hear and rule on any appeal within thirty (30) calendar days thereafter. The decision by the Planning Commission/Board of Zoning Adjustment thereupon shall be final and conclusive. The City Clerk shall notify the appellant in writing no later than three (3) days prior to the scheduled hearing of the time, date and place of the hearing by mailing such notice to the appellant at the address stated in his or her written appeal.