

CHAPTER 30 DROP-OFF BINS

3-30-1: DEFINITIONS

For the purposes of this chapter, the following words and phrases have the meanings respectively ascribed to them by this section:

DROP-OFF BIN:	A receptacle used to accept and temporarily store donations of clothing, shoes, textiles, books and other personal property; provided, however, trailers with personnel to accept donations are not drop-off bins.
LICENSEE:	A holder of a Drop-off Bin License issued by the City of Warrenville.
PERSON:	Any individual, association, partnership, trust, firm, entity, corporation, or limited liability company.
SITE HOST:	The owner or lawful occupant of the property on which a drop-off bin is located.

3-30-2: DROP-OFF BIN LICENSE REQUIRED

- A. License Required. No person may erect, place, maintain or operate a Drop-Off Bin outside of any building in the City without first obtaining a license issued by the City.
- B. Fee. The fee for the drop-off bin license is set forth in the annual fee ordinance. All applicable license fees and any other required fees must be paid before the City will issue the license.
- C. Term. The license expires on December 31 of the calendar year for which it is issued unless sooner revoked as provided in this chapter. Licenses must be renewed annually.
- D. Non-Transferable. A license is a purely personal privilege, and may not constitute or be deemed to be property. The license is not transferable, separate or divisible, and the authority conferred by the license is conferred only on the named licensee. Drop-off bins owned or operated by an entity for the benefit of another entity require both entities to apply for and disclose their relationship on the license application.

3-30-3: APPLICATION FOR DROP-OFF BIN LICENSE

- A. Eligibility. Only the following persons are eligible to apply for and obtain a drop-off bin license: (1) a public charity exempt from taxes under Section 501(c)(3) of the United States Internal Revenue Code and in good standing with the State of Illinois, and (2) a business in good standing with the State of Illinois.
- B. Requirements. The application for a Drop-Off Bin License shall require the following information from the applicant:
 - C. The name of the applicant and the beneficiary of the dropped-off personal property. For example, for a drop-off bin that will be owned or operated by one entity for the benefit of another entity, the application must list both entities' names and a description of their relationship.

- D. Evidence of eligibility as follows: if the applicant claims to be a qualified nonprofit entity, (1) a copy of the determination letter issued by the Internal Revenue Service stating that the applicant is a public charity exempt under Internal Revenue Code Section 501(c)(3), and (2) a certificate of good standing issued by the Office of the Secretary of State of Illinois. If the applicant is a business, a certificate of good standing issued by the Office of the Secretary of State of Illinois. A certificate of good standing must not be older than 3 months at the time of application for a license.
- E. Name, address, email, and telephone number of contact person of the applicant.
- F. If the Site-Host is not the applicant, written consent from the Site Host to place the Drop-Off Bin on the property, including name, address and telephone number of the Site Host.
- G. A drawing depicting the proposed location of the Drop-Off Bin on the Site Host property, depicting the entire Site-Host property, drawn to scale, with setback dimension(s) from the Drop-Off Bin to the nearest property line(s) labeled.
- H. A detail exhibit showing the appearance of each Drop-Off Bin proposed including dimensions, height, material, color, and details of all messaging and images on each face of the Drop-Off Bin. Individual, unmanned Drop-Off Bins may not exceed six and one-half feet (6.5') in height
- I. A description of the applicant and any other entity involved in operating the Drop-Off Bin.
- J. A maintenance plan for regular inspection, emptying, and cleaning of the Drop-Off Bin.
- K. A certificate of insurance demonstrating that the Licensee has general liability insurance coverage of at least \$1million covering licensee's Drop-off Bins within the City .

3-30-4: OPERATIONAL STANDARDS

- A. Drop-Off Bins must be constructed out of metal or other durable material and fitted with a secure door, slot, or other opening suitable for receiving the intended personal property items.
- B. No more than one Drop-Off Bin may be placed on a Zoning Lot at any time.
- C. Drop-off Bins must be unmanned.
- D. Drop-Off Bins may not exceed 6.5 feet in height or 20 square feet in volume.
- E. Drop-off Bins must be clearly labeled with the information required pursuant to Section 3-30-5 of this Code.
- F. Drop-Off Bins must be maintained in good condition, free from graffiti and advertising, with no structural damage, holes, or visible rust. Regular maintenance must include fresh paint, readable signage, and general upkeep. Licensee must remove graffiti within 72 hours after notice from the City. If a Drop-Off Bin becomes damaged or vandalized, Licensee must repair, replace, or remove the Drop-Off Bin within five days after notice of such condition.
- G. Drop-Off Bins must be emptied and serviced regularly. When served, all items, whether inside the Drop-Off Bin or surrounding the Drop-Off-Bin, must be removed and properly disposed. The area around the Drop-Off Bin must be kept free from overflow collections, junk, debris, or other accumulation of items. Licensee must empty and service the Drop-Off Bin within 24 hours after notice from the City that the Drop-Off Bin is overflowing.

3-30-5: LOCATION RESTRICTIONS

- A. Drop-Off Bins may not impede vehicular or pedestrian traffic flow.
- B. Drop-Off Bins must be located on private property and must comply with accessory structure set back standards set forth in the City Zoning Ordinance for the Site-Host property.
- C. Drop-Off Bins shall not be placed in a required accessible parking space or in a location that reduces the number of parking spaces below the minimum number required by the Zoning Ordinance.
- D. Drop-Off Bins shall not be placed within the sight triangle of any intersection or access point.
- E. Drop-Off Bins shall not impact required landscaping approved by the City of Warrenville.
- F. Drop-Off Bins shall not be located on property located in a residential zoning district or used for a residential use.
- G. Drop-Off Bins shall not be located within 1000 feet of another Drop-Off Bin

3-30-6: INFORMATION AND LABEL REQUIREMENTS

The front of every Drop-off Bin shall conspicuously display the following:

- A. The name, address, telephone number and the Internet Web address of the Owner and Operator the Bin;
- B. A statement, in at least two-inch typeface, that either reads, or “This collection bin is owned and operated by a nonprofit organization” or “This collection bin is owned and operated by a for-profit organization”;
- C. If the Drop-Off Bin is owned by a non-profit organization, the front of the collection bin shall also conspicuously display a statement describing the charitable causes that will benefit from the donations or a QR code to access such information;
- D. If the Drop-Off Bin is owned by a for-profit company, the front of the collection bin shall conspicuously display a statement that reads “[name of company] is a for-profit company, deposits are not tax deductible”;

3-30-7: REPORTING OF COLLECTED GOODS

The Licensee must report the total number of tons of goods diverted from the municipal waste stream in the City. Such reporting should be done annually by letter or e-mail.

3-30-8: ISSUANCE, DENIAL, SUSPENSION, RENEWAL, AND REVOCATION OF DROP-OFF BIN LICENSE

All Drop-Off Bin Licenses are subject to the provisions set forth in section [3-10-12](#), "Revocation or Suspension of Licenses", of this Code.

- A. The City Administrator, or their designee, may deny, suspend, revoke, or refuse to issue or renew, a Drop-Off Bin License for any of the following reasons, in addition to the reasons set forth in Section 3-10-10 of this Code:
 - 1. The applicant or licensee is or has been found in violation of this chapter;

2. The applicant or licensee is overdue on payment to the City of fees, fines, or penalties assessed against the licensee or imposed upon the licensee in relation to the location and operation of a Drop-Off Bin;

3. The applicant or licensee provides false, misleading or fraudulent statements of fact in the license application or in any document required by the City in conjunction with the license application; or

4. The applicant fails to provide information required by the City in conjunction with the license application.

B. In the event that the application is denied, revoked, suspended, or a renewal is refused in accordance with this Section, the City Administrator, or their designee, shall, within a reasonable timeframe, notify the applicant or licensee in writing of the reasons for the denial, revocation, suspension, or refusal to renew. If the reason is not cured within 10 days after the date on which the City Administrator issued the notice, the application or license, as applicable, shall be null and void.

C. No person whose license has been revoked may apply for a license for a period of one year following the date of such revocation at any location in the City of Warrentville.

D. The renewal of a license shall follow the same provisions required for the issuance of a license under this chapter.

E. Except as otherwise provided by this section, the provisions of Article 3, Chapter 10 of this Code shall govern the issuance, renewal, denial, suspension or revocation of Drop-Off Bin licenses.

F. The owner or operator of the Drop-Off Bin must remove the Drop-Off Bin from the Site Host property with 10 days after notice that the license for that bin has been revoked or not renewed.

3-30-9: PENALTY

A. In addition to any other penalties or remedies authorized by law, any Licensee that violates any provision of this Chapter shall be subject to a penalty for each violation.

B. If a Licensee is found to have violated the one or more provisions of this Chapter, on more than three separate occasions in a single calendar year, the Licensee shall, in addition to any other penalties set forth in this Section or otherwise available to the City, be deemed ineligible to obtain a Drop-Off Bin license for a period of five years.

C. The City may remove and discard of Drop-Off Bins and any personal property contained within or piled around the bin upon 30 days' advance notice to the owner or operator when:

(1) the license for the bin has expired, been revoked, or refused to be renewed and the owner or operator has not removed the bin in accordance with this Chapter;

(2) the Drop-Off Bin has found to be operated or maintained in violation of this Chapter and the owner or operator has not corrected the violation within 30 days after notice of such violation; or

(3) the Drop-Off Bin was installed without a license issued by the City.

AMENDMENT TO ANNUAL FEE ORDINANCE:

Annual License Fee (one year) per Drop-Off Bin: \$50.00