

1 Introduced April 9, 2024, by Councilman
2 Tamborella, seconded by Councilwoman
3 Haggerty, (by request of Administration)

4 **Item No. 24-04-3518**

5
6 **ORDINANCE NO. 4189**

7
8 An ordinance amending the Code of Ordinances of the City of Slidell, Appendix A
9 Zoning, Part 9. Definitions, and Part 10. Modifications and Exceptions, Sec. 10.4
10 Accessory buildings and uses, to promote the health, safety, and welfare of the
11 public by providing minimum performance standards that support the operation of
12 unattended donation/collection boxes (UDCBs) and to limit potential negative
13 impacts of same to nearby properties and public spaces, and to take other action in
14 connection therewith.
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16
17 WHEREAS, the City of Slidell has a need to expand the definitions in the Municipal
18 Code to coincide with current commercial and philanthropic activities which may utilize the
19 operation of unattended donation/collection boxes (UDCBs); and,
20

21 WHEREAS, the City of Slidell has a responsibility to ensure regulations provide for
22 the health, safety, and welfare of residents and visitors by establishing standards and a
23 permitting process for UDCBs for clothing or other salvageable personal property within
24 the city; and,
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26
27 WHEREAS, the flood hazard areas of the city are subject to periodic inundation
28 which can result in loss of life and property, health and safety hazards, disruption of
29 commerce and governmental services, and extraordinary public expenditures for flood
30 protection and relief, all of which adversely affect the public health, safety and general
31 welfare; and,
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34 WHEREAS, the City has a responsibility to ensure that UDCBs do not pose a
35 hazard to pedestrian and vehicular traffic; and,
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5 WHEREAS, the City has a responsibility to ensure that donated or deposited
6 materials are not allowed to accumulate outside of the UDCBs where it can be scattered
7 by adverse weather conditions, animal contacts, and human activities; and,
8

9 WHEREAS, the City has a responsibility to establish criteria for UDCBs that avoid
10 attracting vermin, causing unsightliness or visual blight, creating public health hazards, and
11 leading to other negative impacts on the integrity of the City's landscape; and,
12

13 WHEREAS, the City of Slidell has existing regulations addressing the placement,
14 size, and type of accessory uses which may be allowed on a developed parcel with a
15 primary building.
16

17 NOW, THEREFORE, BE IT ORDAINED by the City of Slidell City Council that it
18 hereby amends the Code of Ordinances of the City of Slidell, Appendix A Zoning, Part 9.
19 Definitions, and Part 10. Modifications and Exceptions, Sec. 10.4 Accessory buildings and
20 uses, and Appendix F, to promote the health, safety, and welfare of the public by providing
21 minimum performance standards that support the operation of unattended
22 donation/collection boxes (UDCBs) and to limit potential negative impacts to nearby
23 properties and public spaces, in accordance with the following:
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29 **Appendix A – ZONING**

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32 **Part 9. – Definitions**

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34 *Accessory building and use:* Subordinate building or a portion of the main building, the use
35 of which is incidental to that of the primary use, the main building or land, and is not
36 used for a place of habitation or a living room, kitchen, dining room, sitting room,
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5 bedroom, or library. An accessory use is incidental to the main or primary use of the
6 premises. A swimming pool is an accessory use.

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9 *Agent:* A person who is authorized by the parcel owner to act on his/her/its behalf.

10 * * *

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12 *Book Box:* Also known as a Little Free Library, typically a customized wooden box of books
13 installed by a property owner or with the property owner's permission on a post,
14 which provides for free book exchange on site and shall not involve transport off-site
15 for processing or redistribution, or both.

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19 *Building Official:* The Chief Building Official and her/his successor in title and her/his
20 designees.

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23 *Donated/collected material:* Any salvageable personal property, such as clothing and
24 books and household items that is collected for periodic transport off-site for
25 processing or redistribution or both.

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29 *Food Pantry:* Similar to a Book Box, typically a customized wooden box of non-perishable
30 food items installed by a property owner or with the property owner's permission on
31 a post, which provides for free non-perishable food item exchange on site and shall
32 not involve transport off-site for processing or redistribution, or both.

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5 *Mini-warehouse or mini-storage:* A building or group of buildings containing individual
6 storage units rented or leased to individuals for the storage of merchandise,
7 commodities or private property.
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9 * * *

10 *Principal building:* A building that is occupied by a principal use.

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12 *Principal use:* A use that fulfills a primary function of an establishment, institution,
13 household, or other entity.

14
15 *Property owner:* The owner of a lot or parcel. An entity that only owns a building and not
16 the lot that the building is situated on is the "building owner" not the "property
17 owner" for the purpose of this Code.
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19 * * *

20 *Unattended donation/collection boxes or UDCB:* Unstaffed drop-off boxes, containers,
21 receptacles, or similar facilities that accept textiles, shoes, books and/or other
22 salvageable personal property items that may be used by the operator for
23 distribution, resale, or recycling. Having one or more staff on location for less than
24 eight hours per each 24-hour period is considered unstaffed.
25
26

27 *UDCB operator or operator:* A person or entity who utilizes or maintains an UDCB to solicit
28 donations/collections of salvageable personal property. If an UDCB is operated to
29 solicit, in whole or in part, for a third party with whom the operator has an
30 agreement to solicit, both the owner/operator of the box and the third party on
31 whose behalf items are being solicited shall be considered an operator of the
32 UDCB.
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36 *UDCB permit:* The City of Slidell's annual permit required to place, operate, maintain, or
37 allow an UDCB within the city limits.
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5 *Unpermitted UDCB:* An UDCB established either without an UDCB permit or with an
6 invalid UDCB permit, such as an UDCB permit that was issued in error or on the
7 basis of incorrect or incomplete information supplied, or in violation of any law,
8 ordinance, rule, or regulation.
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10 * * *

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12 **Part 10. – Modification and Exceptions**

13 * * *

14
15 **Section 10.4. - Accessory buildings and uses.**

16 * * *

17 **10.404**

18 *Unattended donation/collection boxes.*

19
20 (a) Purpose. The purpose of these regulations is to promote the health, safety,
21 and/or welfare of the public by providing minimum blight-related performance
22 standards for the operation of unattended donation/collection boxes (UDCBs)
23 and to limit potential negative impacts to nearby properties and public
24 spaces.
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26
27 (b) Permit required for UDCBs.

28
29 (1) It is unlawful to place, operate, maintain, or allow an UDCB on any
30 real property unless the operator first obtains an annual UDCB permit
31 from the city.
32

33 (2) A separate UDCB permit is required for each UDCB.

34 (3) The UDCB permit applicant must be the UDCB operator and the
35 permit cannot be transferred, conveyed, or otherwise assigned to
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5 another location, person, or entity without first submitting an updated
6 UDCB permit application, and payment of applicable fee(s).

7
8 (4) The Planning Director is hereby granted the authority to review and
9 perform all decision-making regarding the issuance of UDCB permits
10 under this section, along with any other authority granted the Planning
11 Direction under this section, and Code Enforcement officials are
12 hereby authorized to perform investigative actions regarding UDCB
13 operations on behalf of the city.
14
15

16 (c) Permit application requirements. The UDCB permit application must be made
17 and executed on a form provided by the Department of Planning. All
18 applications and fees shall be filed with the Department of Planning and must
19 include:
20

- 21
22 (1) A non-refundable application fee as listed in Appendix F of this Code;
23 (2) An authorization from the parcel owner, or an authorized agent, to
24 allow placement of the UDCB;
25
26 (3) An agreement that the parcel owner, any authorizing lessee, and the
27 UDCB operator will abide by all the processes and requirements
28 described in this section and will be solidarily liable for all violations
29 and compliance obligations hereunder;
30
31 (4) Evidence of a valid occupational license by the UDCB operator from
32 the City of Slidell and proof of registration to do business in Louisiana
33 with the Louisiana Secretary of State;
34
35 (5) The name, office physical address, email, website (if available) and
36 telephone number of the UDCB operator, any authorizing lessee, and
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5 parcel owner, including 24-hour contact information for the operator.
6 Contact information provided may be relied upon and used by the city
7 for service of notices and citations;
8

- 9 (6) Photograph(s) of the proposed location;
- 10 (7) A site plan containing:
- 11 i. Location and dimensions of all parcel boundaries;
 - 12 ii. Proposed UDCB location;
 - 13 iii. Identification of the primary structure to which the UDCB is
 - 14 accessory;
 - 15 iv. Location of applicable front and side yard required setbacks per
 - 16 zoning district regulations;
 - 17 v. Location of all buildings;
 - 18 vi. Distance between the proposed UDCB, setbacks, parcel lines,
 - 19 and buildings; and
 - 20 vii. Location and dimension of all existing and proposed driveways,
 - 21 garages, carports, parking spaces, maneuvering aisles,
 - 22 pavement, and striping/markings;
 - 23
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 - 29 (8) Elevations showing the appearance, materials, and dimensions of all
 - 30 sides and top of the UDCB, including the information required in this
 - 31 section to be placed on the UDCB and notice sign;
 - 32
 - 33 (9) A description and/or diagram of the proposed locking mechanism of
 - 34 the UDCB;
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5 (10) A maintenance plan (including graffiti removal, pick-up schedule, and
6 litter and trash removal on and around the UDCB) that is sufficient to
7 prevent/eliminate trash and debris in the vicinity of the UDCB;
8

9 (11) A severe weather acknowledgement that it shall be the responsibility
10 of the owner of the property upon which the UDCB is located and the
11 UDCB operator to remove or sufficiently secure the UDCB in the event
12 of any of the following National Weather Service Advisories, Watches,
13 and Warnings for St Tammany Parish: Wind Advisory, Severe
14 Thunderstorm Watch, High Wind Watch, Tornado Watch, High Wind
15 Warning, Severe Thunderstorm Warning, Tornado Warning, Tropical
16 Storm Warning, Hurricane Watch, and Hurricane Warning; and
17

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20 (12) Proposed UDCBs must otherwise meet the requirements of this
21 section.
22

23 (d) Location and density.

24 (1) Every UDCB must be located at least 1,000 feet away from any other
25 UDCB, measured in radial distance.
26

27 (2) Only one UDCB is allowed per parcel.
28

29 (3) The total number of active UDCB permits within the city for each fiscal
30 year, from July 1 through June 30, shall be capped at the number
31 coinciding with the total number of square land miles within the city
32 (whole numbers only) or 15, whichever number is greater. Of this
33 number, and no operator shall have more than seven active UDCB
34 permits.
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- 5 (4) UDCBs are only permitted on parcels zoned within the C-2, C-4, C-6,
6 and M-2 districts. Only one UDCB per operator is permitted to be
7 placed within each of the city's seven major commercial corridors: Old
8 Spanish Trail, Pontchartrain Drive, Gause Boulevard, Gause
9 Boulevard West, Gause Boulevard East, Robert Boulevard, and
10 Northshore Boulevard/Airport Road.
- 11
- 12
- 13 (5) Each UDCB is only permitted on a lot that also contains a principal
14 building that contains at least one operating business or other ongoing
15 activity. No UDCB shall be located on an unimproved parcel or lot.
- 16
- 17 (6) UDCBs may not be placed within the following locations:
- 18
- 19 i. Within 100 feet from a residentially zoned district;
 - 20 ii. Within 300 feet of a historic district, public park, or school
21 playground boundary;
 - 22 iii. Within the public right-of-way;
 - 23 iv. Within 50 feet of any street or public thoroughfare;
 - 24 v. Within the required front and side yard setback, or ten feet from
25 any property line, whichever is further;
 - 26 vi. Any required site features, parking spaces, site and/or parking
27 lot landscaping areas; or
 - 28 vii. Within 300 feet of any place that stores or sells fuel or other
29 flammable liquids or gases.
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- 31
- 32 (7) UDCBs cannot block or impede access to:
- 33 i. Required parking or driveways;
 - 34 ii. Sight triangles;
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- 5 iii. Pedestrian routes;
- 6 iv. Emergency vehicle routes;
- 7 v. Building ingress and egress;
- 8 vi. Required handicapped accessibility routes;
- 9 vii. Required easements; or
- 10 viii. Trash enclosure areas or access to trash bins/trash enclosures.

11

12

13 (8) UDCBs cannot impede the functioning of exhaust, ventilation, or fire
14 extinguishing systems.

15

16 (9) No more than one UDCB will be permitted per parcel. Should an
17 increased volume of items be delivered to the site, operators must
18 make accommodations to the collection schedule and frequency to
19 avoid an overfilled UDCB.

20

21

22 (10) The donation/collection area must be visible from the principal
23 building.

24

25 (e) Physical attributes. UDCBs shall:

26 (1) Be fabricated of durable and waterproof materials;

27 (2) Be placed on ground that is paved with impermeable material;

28 (3) Have a collection opening that has a tamper-resistant locking
29 mechanism;

30 (4) Not cover more than 25 square feet in floor area and a maximum of 84
31 inches in height;

32 (5) Not be electrically or hydraulically powered or otherwise mechanized;

33 (6) Not be a fixture of the site or considered an improvement to real
34 property; and

4
5 (7) Have the following information conspicuously displayed on a minimum
6 of two (2) sides with all lettering in at least two-inch (2") type clearly
7 visible on the UDCB:
8

- 9 i. The name, telephone number, email address, and, if available,
10 the Internet Web address of the UDCB operator(s);
11
12 ii. The type of material that may be deposited;
13
14 iii. A clear notice stating that all material must be deposited within
15 the UDCB and that placement of items outside the bin is illegal;
16 and
17
18 iv. A city approved identification system that identifies the box as
19 being properly permitted by the city.

20 (f) Requirements for the approval of an UDCB permit. The Planning Director or
21 his/her designee shall issue an UDCB permit when all of the following
22 conditions are true:
23

- 24 (1) The applicant has submitted a complete and accurate application
25 accompanied by the applicable fee;
26
27 (2) There are no open citations, unpaid fines, or unresolved violations
28 related to any UDCB managed by the proposed operator;
29
30 (3) All existing UDCBs that are managed by the proposed operator and
31 are not eligible for a permit have been removed;
32
33 (4) Any verified litter, trash, or debris on the subject property has been
34 abated and any case of a complaint to the city regarding litter, trash,
35 or debris on the subject property have been addressed;
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5 (5) The operator does not have a history of nuisance violations for
6 UDCBs that were not timely abated by the operator consistent with
7 subsection k(1). For the purpose of this subsection, a history of
8 nuisance violations for UDCBs that were not timely abated means
9 three verified property maintenance violations in the previous 12
10 months that were not timely abated by the operator consistent with
11 subsection k(1); and

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13
14 (6) The proposal otherwise meets all the requirements of this section.

15
16 (g) Time limit for final decision. The Planning Director or his/her designee shall
17 either approve or deny the UDCB permit within 30 days of receipt of the
18 complete application and payment of the fee. The failure of the Department
19 of Planning to act within this timeframe will constitute approval of the UDCB
20 permit.
21

22
23 (h) Appeal and petition processes. Any appeal of a decision of the Planning
24 Direction under this section must be made to the Board of Adjustment as per
25 Appendix A, Part 7. Such appeal must be filed within 10 calendar days after
26 the date of the decision.
27

28
29 (i) UDCB permit expiration.

30 (1) Each UDCB permit will expire and become null and void at 11:59 p.m.
31 on June 30.
32

33 (2) An UDCB operator may apply for a new permit for each of its UDCBs
34 for the fiscal year starting July 1 by submitting an application to the
35 Department of Planning prior to the expiration of its active UDCB
36 permit(s), but not earlier than June 1.
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5 (j) Maintenance.

- 6 (1) No litter, trash, or debris can be within 20 feet of the UDCB including,
7 but not limited to, donation/collection overflow, stacked debris or
8 donations, and other dumped material.
9
10 (2) UDCBs must be maintained and in good working order. Items to be
11 repaired, removed, and/or abated include, but are not limited to graffiti,
12 removed or damaged signs and notifications, peeling paint, rust, and
13 broken collection operating mechanisms.
14
15 (3) No major repairs or overhaul work on such collection bin, or any other
16 work performed thereon which would constitute a nuisance under
17 existing ordinances, shall be made or performed on the site;
18
19 (4) UDCBs must be serviced not less than weekly. Servicing includes the
20 removal of donated/collected material and removal of graffiti, trash,
21 litter, or other dumped debris (for which the operator has not yet
22 received a notice of violation).
23
24 (5) The UDCB operator must maintain an active email address and a 24-
25 hour telephone service with recording capability for the public to report
26 issues.
27
28 (6) UDCBs cannot be used for the collection of solid waste and/or any
29 hazardous materials.
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31 (7) UDCBs cannot be used for camping, living, or other residential
32 activities.
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5 (k) Compliance process.

6 (1) Whenever the Building Official determines that an UDCB with a valid
7 permit does not conform to any requirement in this section, he or she
8 shall promptly notify the parcel owner and the UDCB operator through
9 electronic mail or telephone of the violation. The violation must be
10 abated by the operator and proof of such submitted to the city within
11 24 hours after sending of such notification.

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13
14 (2) If an unpermitted UDCB is not within a permissible geographic area
15 according to Section 10.404(d), then both the UDCB and any graffiti,
16 trash, debris, or dumped materials within 20 feet of the UDCB must be
17 removed within 24 hours after the parcel owner or operator is notified
18 of the violation.

19
20
21 (3) If an unpermitted UDCB is within a permissible geographic area
22 according to Section 10.404(d), then any graffiti, trash, debris, or
23 dumped materials within 20 feet of the site must be removed and the
24 parcel owner or UDCB operator shall either: 1) apply for all UDCB
25 permits required by this section by the next city business day from the
26 notice of violation; or 2) remove the UDCB within 24 hours from the
27 notice of violation.

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29
30 (4) The operation or maintenance of an unpermitted UDCB may be
31 abated or summarily abated by the city in any manner authorized by
32 this Code or otherwise by law for the abatement of nuisances. All
33 costs incurred by the city in connection with any action to abate a
34 UDCB nuisance will be borne by the property owner.
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- 5 (l) Revocation of permits, removal of a UDCB and liability.
- 6 (1) The Planning Director or their designee has the authority to revoke
7 any UDCB permit issued hereunder if the permit holder fails to comply
8 with the provisions of this section, this Code, or other law.
9
- 10 (2) The Planning Director shall provide a written notification to the permit
11 holder stating the specific grounds for revocation.
12
- 13 (3) Upon revocation, the UDCB must be removed from the property within
14 10 calendar days and, if not removed within this time period, the city
15 may remove, store, and dispose of the UDCB at the permit holder's
16 sole cost and expense.
17
- 18 (4) Upon revocation, the operator under the revoked permit will be
19 prohibited from applying for a UDCB permit for a period of one year.
20
- 21 (5) The property owner or owner's agent or authorized lessee has the
22 right to rescind consent for an UDCB to be placed on their property.
23
- 24 (m) Penalties.
- 25
- 26 (1) Any violation of any provision of this section that is not abated by the
27 operator consistent with subsection k(1) is a public nuisance subject to
28 city abatement pursuant to this Code or as otherwise permitted by law.
29
- 30 (2) Each day that a violation of a requirement of this section is not abated
31 by the operator consistent with subsection k(1) constitutes a new and
32 separate offense.
33
- 34 (3) Once this ordinance is adopted and the initial compliance period has
35 completed, whoever violates the provisions of this section will be fined
36 five hundred dollars (\$500.00) per day for each violation.
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5 (4) If a UDCB operator is found to violate the requirements of this section,
6 the UDCB operator may have all business licenses revoked by the city
7 in addition to the above-stated penalties during any period of
8 ineligibility for a UDCB permit.
9

10 (n) Exceptions.

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12 (1) Book boxes and food pantries are excepted from any permit
13 requirement when placed on private property by the owner or with the
14 owner's permission and meet the following requirements:
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- 16 i. The base of the storage box must be no greater than 18 inches
17 by 18 inches.
18
19 ii. There is no fee for the exchange.
20
21 iii. The storage box is secured to a post with concrete footing or to
22 the vertical wall of an existing structure.

23 (2) This exception shall not apply to any free exchange containers,
24 equipment, or appliances which require electricity for operation.
25

26 (o) Severability. Should any provision of this section be deemed illegal or
27 otherwise unenforceable by a court of competent jurisdiction, only that
28 specific provision shall not be enforced, and all other sections and provisions
29 shall remain in full force and effect.
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5 **Appendix F. Fees**

6 **Part 1. Development Fee Schedule.**

7 **Section 1.1 – Building Permit Application Fees**
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10 **1.1.1 Development Permit Fees.**



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* * *	
13 UDCB (Unattended 14 <i>Donation/</i> 15 <i>Collection Box)</i>	\$500.00 per unit (annual; subject to proration by months; any partial month being considered a whole month)

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17 * * *
18
19 NOW, THEREFORE, BE IT FURTHER ORDAINED by the City of Slidell City
20 Council that any UDCB existing as of the effective date of this ordinance will have 30 days
21 to be properly permitted under the provisions of this ordinance.
22 This ordinance shall be effective upon adoption.
23

24 **ADOPTED** this 27th day of August, 2024.

25
26 
27 Megan Haggerty
28 President of the Council
29 Councilwoman, District C
30 
31 Greg Cromer
32 Mayor
33

34 
35 Thomas P. Reeves
36 Council Administrator
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38
39

DELIVERED 8/29/24
3:45 pm to the Mayor
RECEIVED 9/5/24
2:00 pm from the Mayor