



PLANNING COMMISSION

AGENDA REPORT

VIII.2

MEETING DATE: NOVEMBER 8, 2010

ITEM NUMBER:

SUBJECT: STANDARD CONDITIONS OF APPROVAL FOR RECYCLING AND COLLECTION FACILITIES FOR BEVERAGE CONTAINERS

DATE: OCTOBER 25, 2010

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DESCRIPTION

Based on Planning Commission's request at their October 11, 2010 meeting, staff has developed standard conditions of approval for proposed new recycling and collection facilities for beverage containers operating in the City of Costa Mesa.

RECOMMENDATION

Adopt standard conditions of approval by minute order.

PATRICK BAUER
Associate Engineer

ERNESTO MUNOZ
City Engineer

CLAIRE FLYNN, AICP
Planning Administrator

KIMBERLY BRANDT, AICP
Development Services Director

ANALYSIS

The main objectives for development of standard conditions of approval for bulk recycling and collection facilities and reverse vending facilities for beverage containers include:

- Better regulation of the operational aspects of recycling facilities on a day-to-day basis.
- Emphasis on new technologies to address day-to-day operations, aesthetics & cleanliness, noise, and volume limitations.
- Restrictions on operating hours and total volume of recyclables collected.
- Requirement that the location/site area of the recycling facility be clearly delineated and not changed without prior City approval.

These facilities require approval of a minor conditional use permit.

It should be noted that standard conditions provide guidance in regulating these facilities. However, additional conditions may be proposed on a case-by-case basis that would be customized for the specific use.

With regard to conditions of approval related to water quality, these conditions will ensure recycling centers operating within the City of Costa Mesa remain in compliance with Costa Mesa Municipal Code, Ordinance No. 97-20. Additionally, these conditions will ensure the City's compliance with California Regional Water Quality Control Board, Santa Ana Region, Order No. R8-2009-0030 NPDES Permit.

California Redemption Value (CRV) material collection centers have the potential of generating general trash and debris along with discharges of liquids high in biochemical oxygen demand (BOD) and chemical oxygen demand (COD). Liquids such as soda, beer, juice and other beverages packaged in CRV cans and bottles may contain residual material when customers bring their material to a local neighborhood collection center.

During the transferring and weighing process these liquids have the potential to discharge to the ground, evaporate and build up residual material at the location. If the residual material is not cleaned up immediately, or on a regular basis, there is the potential of a discharge to the storm drain system. Annual inspections are performed at the locations utilizing a standard form that is attached to this report. The following recommended conditions will help ensure these potential discharges are mitigated.

STANDARD CONDITIONS OF APPROVAL

The following conditions of approval apply to both bulk recycling and collection facilities and reverse vending machine facilities for beverage containers, unless otherwise indicated. Any or all of these conditions may be modified by the final review authority as appropriate, in conjunction with review of a specific application.

Day-to-Day Operations

1. For bulk recycling and collection facilities, the facility shall be limited to one "microsite" recycling trailer with a covered vestibule area in which collection/drop-off/gathering of recyclables shall occur. No customer activity involving the exchange/collection of recyclables shall occur outside the vestibule. Customers may line-up outside the vestibule.
2. The use shall be limited to the type of operation described in this staff report. i.e., a recycling and collection center for aluminum cans, plastic and glass bottles in a single microsite recycling structure. Any change in the operational characteristics including, but not limited to, hours or days of operation or an additional trailer, etc., shall require City approval of an amendment to the conditional use permit.
3. All compacting, flattening, grinding, crushing, and/or glass breaking activities shall occur within the trailer or vestibule in compliance with all applicable health and safety laws.
4. In conjunction with the conditional use permit approval, the business operator shall submit detailed, dimensioned plans showing the location and boundary limits of the microsite recycling trailer and vestibule on the property, the customer waiting area, and truck pick-up and drop-off area of the trailer. Any change in the approved area of business operations shall require City approval of an amendment to the conditional use permit.
5. For bulk recycling and collection facilities, removal of the recyclables from the microsite facility shall occur a maximum of three times a week. For reverse vending recycling facilities, regular maintenance and removal of items to prevent overloading or back-up shall occur throughout the business day as needed. Trucks removing the recyclables from the site shall not be staged or parked on the property when not engaged in this activity.
6. For bulk recycling and collection facilities, the hours of operation shall be limited to 10:00 a.m. to 5:00 p.m., seven days a week. For reverse vending recycling facilities, the hours of operation shall coincide with the supermarket or convenience store.
7. The business shall be conducted, at all times, in a manner that will allow the quiet enjoyment of the surrounding neighborhood. The business owner shall institute whatever security and operational measures are necessary to comply with this requirement.

Aesthetics and Cleanliness

8. The business owner shall submit dimensioned plans for the vestibule to the Planning Division for review and approval; it shall be designed to complement its surroundings.
9. The microsite trailer shall be neutral in color and shall not contain any signs, advertising, or graphics. It shall be maintained so that it is free of dents, peeling and scratched paint, and a deteriorated appearance.
10. Permits shall be obtained for all signs according to the provisions of the Costa Mesa Sign Ordinance, subject to approval by the Planning Division. Signs shall be limited to the microsite recycling vestibule and shall be non-illuminated. Painted signs shall be prohibited.
11. The business operator shall adequately patrol the area over which he/she has control in an effort to prevent the loitering of persons about the premises during business hours.
12. The business operator shall secure the premises with appropriate security lighting and employee scrutiny of adjacent areas under which he/she has control, to prevent trash, graffiti and littering.
13. The business operator shall maintain free of litter and graffiti all areas of the premises under his/her has control.
14. For bulk recycling and collection facilities, the recycling trailer shall be properly maintained and shall be housed within the microsite recycling vestibule except when being removed from the property. One covered, exterior 36-gallon trash receptacle is allowed during business hours only. It shall be maintained so that it does not overflow, and it shall be placed inside the vestibule or trailer when the facility is closed.

Volume Limitation

15. The total amount of recycled materials received and processed at the recycling facility shall not exceed 300,000 pounds per year **AND** 25,000 pounds per month. The business operator shall submit quarterly/annual reports to the Planning Division indicating the total amount collected. Any additional collection beyond this limit is expressly prohibited.

Noise

16. The trailer, vestibule, and collection bins will be designed and equipped with state-of-the-art sound attenuation measures to minimize noise levels associated with its operations (i.e. sorting containers, loading/unloading recyclables, crushing glass, etc.) These measures may include interior/exterior noise baffling of containers, bins, vestibule, and recycling trailer. Prior to commencement of the recycling and collection operations, the business operator shall submit an

acoustical report to the Planning Division documenting that the noise attenuation measures have achieved reductions in noise levels perceptible to the human ear compared to unattenuated conditions.

17. No crushing or breaking of glass to increase capacity shall be allowed at the collection facility.

Water Quality

18. Business operator shall design area to prevent runoff of spilled liquids. Avoid placing loading/unloading areas near storm drains or within 30 feet of a slope or surface drain leading off the property.
19. Business operator shall clean loading, unloading and storage areas regularly to remove potential sources of pollutants. All cleaning water shall be captured and disposed into a sanitary sewer.
20. Operation shall be placed on property in such a way that there is no run-on from adjacent buildings, properties, downspouts or other drainage facilities.
21. New employees shall be trained on discharge prohibitions and wastewater discharge requirements prior to start of employment and annually thereafter. Written record of training must be available upon request.
22. Business operator shall provide facilities and containers with no perforations/mesh/holes that allow customers to place any residual liquids from CRV containers prior to placing in transferring and weighing area.
23. Business operator shall regularly inspect equipment used on site to ensure there are no leaks from vehicles or compaction equipment. Any vehicles or equipment leaking fluids shall be repaired or removed from the location immediately upon noticing the leak.
24. Regular sweeping of the work area shall be conducted to continuously remove solid trash and debris from the transferring, collection and weighing area. No caps, labels, bottles, tabs, containers, bags, boxes or other general trash and debris shall be allowed in the area at the end of each operating day.
25. If the final review authority allows the temporary outside storage or collected recyclable materials, the materials shall not be stored outside longer than the business operating hours. Processed material at bulk facilities must be covered at all times if stored outside.
26. Location shall provide control, capture and discharge control through an effective combination of primary and secondary containment methods. Containment methods can include berms, trench drains, sewer connections and secondary containment devices. Site design integrating Low Impact Development (LID) methods or structural Best Management Practices (BMPs) treating site design

surface water flows may be considered in lieu of primary containment through the Water Quality Management Plan design process.

ALTERNATIVES:

Revise the draft standard conditions of approval as appropriate.

CONCLUSION:

If adopted, the standard conditions of approval would provide guidance to regulating water quality control measures at recycling facilities in Costa Mesa. Additionally, the standard conditions will regulate other operational aspects of recycling facilities to ensure their compatibility with the surrounding neighborhood.

Attachment 1 – City of Costa Mesa Commercial and Industrial Inspection Form

cc: Sr. Deputy City Attorney
Public Services Director
City Engineer
Transportation Svs. Manager
Fire Protection Analyst
Staff (4)
File

File: 110810StandardCondRecycling	Date: 101710	Time: 10:15 a.m.
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City of Costa Mesa Industrial / Commercial Facility Inspection Form

Date: _____ Time: _____ Inspector: _____ Inspection Contact: _____
 Reason For Inspection Initial Routine Follow-up Quarterly

I. SITE AND GENERAL INFORMATION

Facility Name: _____ Contact Name: _____
 Site Address: _____ Phone Number: _____
 SIC Code: _____
 Describe primary business activity: _____
 Facility Type: _____ General Industrial Stormwater Permit? If Yes, _____
 Does facility have a valid Business License? If Yes, Business License No: _____ No/Expired

II. ACTIVITIES / BMP ASSESSMENT

Photos Yes No Number of Photos: _____

Activities - Check each activity present at the site.	BMP			Implementation Effectiveness			
	Yes	No	N/A	4 Very Poor	3	2	1 Excellent
<input type="checkbox"/> Vehicle or Equipment Fueling 1. Is fueling area designed to prevent run-on of stormwater and the runoff of spills? 2. Are employees trained in proper fueling, cleanup, and spill response procedures? 3. Are absorbent materials readily available for small spills? 4. Is fueling area inspected regularly for spills and/or leaks?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> Vehicle or Equipment Washing/Steam Cleaning 1. Is designated wash area used? 2. Is wash area equipped with clarifier and connected to sanitary sewer? 3. Is designated wash area designed with complete containment? 4. Is clarifier or oil/water separator maintained regularly? Is maintenance documented?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> Vehicle or Equipment Maintenance and Repair 1. Is maintenance performed in designated area? 2. Is equipment kept clean, no build-up of oil and grease? 3. Are drip pans and containers used in areas where drips or leaks may occur? 4. Are used oil and oil filters, antifreeze, batteries, fluids, etc. recycled?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> Outdoor Loading/Unloading of Materials 1. Are delivery vehicles parked so spills and leaks can be contained? 2. Is the loading/unloading dock covered to reduce exposure of materials to rain? 3. Is loading/unloading area designed to prevent stormwater run-on? 4. Are forklift operators properly trained to use heavy equipment? 5. Are storm drain inlets blocked during transfer of materials?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> Outdoor Storage of Materials/Products/Equipment 1. Are covers used to protect all items stored outside? (Check covering type used) <input type="checkbox"/> Plastic <input type="checkbox"/> Roof <input type="checkbox"/> Canopy <input type="checkbox"/> Other 2. Are materials/products on pallets or other structures that keep them off the ground? 3. Are hazardous materials stored in properly designed containment areas? 4. Are spill containment pallets used? 5. Are berms, curbs, or other structures in place to minimize pollutants from entering the stormwater streams?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> Waste Handling and Disposal 1. Are materials recycled whenever possible? 2. Are dust and particulates properly managed (indoors and outdoors)? 3. Are wastes segregated and separated? 4. Is storage area designed to prevent stormwater runoff? 5. Are waste dumpsters covered?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> Building and Grounds Maintenance 1. Are pesticides and fertilizers used and stored properly? 2. Are areas swept regularly? 3. Is washdown by hosing prohibited? 4. Are wash water, sweeping, and sediments disposed properly? 5. Are materials used in repair and minor remodeling (paints, etc.) stored properly? 6. Are paved surfaces adequately maintained (no crumbling asphalt or concrete)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> Erodible Surface Areas 1. Are areas of exposed/disturbed soil properly managed? 2. Do any landscaped areas require re-vegetation?	<input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> Employee Stormwater Management Training 1. Do employees receive general training for managing runoff from site? 2. Do employees receive training for preventing pollution and controlling runoff from site (BMP implementation)? 3. Are training records and educational materials available for review?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

- 4 No BMPS Used and stormwater pollution likely.
 3 Some BMPS used but not effective
 2 Some BMPs used and moderately effective
 1 All necessary BMPs used and very effective

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City of Costa Mesa Industrial / Commercial Facility Inspection Form

II. ACTIVITIES / BMP ASSESSMENT:

III. Prioritization Verification

- Outdoor Activity - Percent of activities outdoors and uncovered: <25% 25 - 50% 50 - 75% >75%
- Discharge Potential - (BMP Assessment) Fully Implemented Partially implemented None Unknown
- Non-Stormwater Discharges: None observed / no evidence of / no sources noted Sources observed, but BMPs in place
 Sources observed, no BMPs in place, but no discharge Observed discharges / evidence of discharges / no BMPs
- Facility Size - Approx. impervious area: <5,000 sq. ft. 5,000 - 100,000 sq. ft. >100,000 sq. ft.
- Material Used - Material(s) kept indoors or properly covered outdoors: All Most Some Few/None
- Waste Generated None Generated Wastes properly disposed and managed Wastes not disposed and/or managed properly

IV. Violation(s) of City Ordinance 8-31 to 8-34

- No violations noted during inspection/investigation Illegal discharge(s) of pollutants Illegal connection
 Other
- Any spill/discharge that poses immediate significant threat to receiving waters or requires hazardous materials response? Yes No
- If this is a follow-up inspection, was compliance obtained? N/A Yes No

V. Corrective Actions

- Corrective Actions None Correct deficiencies noted above in time frame indicated Facility BMP Information Provided
- Follow-up Inspection Required? Yes Inspection to be performed after: No

For questions concerning this program, please contact Patrick Bauer at 714.754.5633.