



City Council Meeting Agenda

Our Vision: A well-planned lakeside community of quality neighborhoods, distinctive amenities, diverse employment, and cultural charm. Rowlett: THE place to live, work and play.

Tuesday, January 20, 2026

6:00 PM

Municipal Building – 4000 Main

Pursuant to Texas Government Code Section 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this Agenda.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

Process for Public Input: If you are not able to attend in person, you may complete the [Public Input Form](#) on the City's website by 3:30 p.m. the day of the meeting. All forms will be forwarded to the City Council prior to the start of the meeting.

For in-person comments, request to speak forms/instructions are available inside the door of the City Council Chambers.

- 1. Call to Order**
- 2. Executive Session**
- 3. Reconvene Into Open Session and Take Any Necessary or Appropriate Action on Closed/Executive Session Matters**
- 4. Citizens' Input**

At this time, comments will be taken from the audience on any topic. No action can be taken by the Council during Citizens' Input.

5. Work Session

- 5.A.** Discuss and receive a presentation regarding a proposed ordinance regulating donation bins.

6. Adjournment

Deborah Sorensen

Deborah Sorensen, TRMC, MMC, City Secretary

I certify that the above notice of meeting was posted on the bulletin boards located inside and outside the doors of the Municipal Center, 4000 Main Street, Rowlett, Texas, as well as on the [City's website](#) on January 13, 2026, by 5:30 p.m.

City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, contact the City Secretary at 972-412-6109 or write 4000 Main St., Rowlett, Texas, 75088, at least 48 hours in advance of meeting.

City of Rowlett ~ 4000 Main Street, Rowlett TX 75088 ~ www.rowlett.com

Meeting Date: 1/20/2026

Agenda Item: 5.A.

Title

Discuss and receive a presentation regarding a proposed ordinance regulating donation bins.

Staff Representative

Munal Mauldadad, Managing Director

Executive Summary

While Rowlett's current Code of Ordinances does not specifically govern donation bins, nearby North Texas cities have implemented various regulatory models to address concerns regarding the enforcement of donation bins to prevent and mitigate illegal dumping and potential blight. However, over the past few years, because these facilities have not been regulated, they have become a source of concern as they have resulted in visual clutter and potential blight. The purpose of this item is to discuss and present a proposed ordinance, that, if approved, would result in regulations for donation bins.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 Strengthen Neighborhood Livability	3.1 Value existing neighborhoods. 3.2 Sustain a community that is appealing to people at all stages of life. 3.3 Invest in enjoyable places of lasting value and distinctive character. 3.4 Support efficient development patterns and communicate clear policy guidance. 3.5 Ensure that the Comprehensive Plan is observed and followed.

Background Information

While donation bins are typically intended to support charitable causes by collecting clothing and household items, they have led to enforcement challenges as it relates to being properly maintained, often becoming sites for donations that are overflowing and illegal dumping. In some cases, multiple bins from various organizations are clustered on a single property, creating visual clutter and causing neighborhood blight. Currently, the City's Code of Ordinances does not govern the enforcement of donation bins.

Discussion

The Code of Ordinances would have to be amended to regulate and enforce these

facilities. Specifically, Chapter 10 “Businesses,” by adding a new Article XIII titled Donation Bins. The proposed draft ordinance is being brought forward for City Council discussion and direction. The purpose of the ordinance will be to address ongoing concerns, mitigate illegal dumping, and ensure these bins do not cause a nuisance. The proposed ordinance is intended to capture the following elements/regulations.

1. Definitions:

“Donation bin” means any bin, container, building, trailer, or other receptacle equal to or larger than forty-five (45) cubic feet that is intended for use as a collection point for donated clothing, household materials, or other items of personal property. The term “donation bin” includes unattended donation bins as well as those that are attended.

“Unattended donation bin” or “UDB” means any donation bin where no individual human is located in, on, at, or within ten (10’) feet from the donation box to receive the clothing, household materials, or other items of personal property from those who delivery those items to the donation box.

2. Applicability:

The requirements shall apply to all donation bins regardless of bins being placed prior to the effective date of these regulations and not be granted legal non-conforming status. However, there will be a 30-day outreach program to educate users and the community regarding this ordinance.

3. Permitting:

Prior to installing a donation bin, permits and decals will be required. These will be issued on an annual basis. Donation facilities will only be permitted on non-residentially zoned property within a parking lot, not violating any setbacks, access easements or compromising the minimum required parking spaces. Additionally, donation bins shall not be permitted within 200 feet from a residential zoning district, or a residential use.

Specifically, the following is proposed.

- a. The real property owner provides written authorization, with the signature notarized, allowing placement of the donation bin on the property along with the required donation bin fee as set in the City’s Master Fee Schedule.
- b. The permit holder agrees to be responsible for collecting the contents of the donation bin on a schedule that prevents overflow and littering and in no event less frequently than once weekly.
- c. Only one donation bin may be permitted for placement on any one platted lot of record. In the case of a shopping center or office development that consists of multiple platted lots, the administrator shall treat the shopping center or office development as if it is only one contiguous lot.

4. Impoundment:

Any donation bin that does not have a valid permit and decal or any permitted donation bin that has received more than two notices of violation from the City in the past 12 months shall be subject to impoundment by the City.

Any donation bin impounded by the City will be released to the owner upon payment of all actual costs incurred by the City for the impoundment and daily storage fees according to the Master Fee Schedule. If a donation bin is impounded for longer than 10 calendar days, it shall be considered abandoned property subject to disposal or sale at the City's sole discretion.

5. Permit Revocation and Appeal Process:

The Director shall deny or revoke a donation bin permit if they determine that the permit holder has violated any provision of this article as it may from time to time be amended.

The applicant may appeal the decision to deny or revoke by filing written notice with the City Manager within 5 calendar days after receipt of notice. The City Manager or their designee shall mail, or cause to be personally delivered, written notice of the time and place of the appeal hearing to the person appealing. The City Manager or their designee shall conduct an appeal hearing and shall render a decision based on a preponderance of the evidence presented at the hearing. The decision of the City Manager or his/her designee shall be final.

As part of the permit process, a permit application for will be required to be populated by the applicant. The fees associated with the application and decal are proposed to be part of the annual permit fee.

The table below is a fee comparison with surrounding municipalities. The City's proposed fees are also provided for further discussion.

Table 1: Fee Comparison

Municipality	Annual Permit Fee	Impound Fee	Storage Fee
City of Garland	\$140 + SUP	\$22.85/day	\$22.85/day
City of Lewisville	None	None	None
City of Murphy	\$50	\$500/violation	Not Available
City of Plano	None	None	None
City of Richardson	\$500	\$22.85/day	\$22.85/day
City of Sachse	\$250.00	\$200.00	\$30/day
City of Wylie	\$100.00/bin	NA	NA
City of Rowlett (Proposed)	\$300/bin	\$200/day	\$30/day

Financial/Budget Implications

If there is Council consensus to proceed with this ordinance, the fee schedule would have to be amended to include the fees associated with enforcing donation bins.

Recommended Action

The governing body may take the following actions:

- Approve
- Approved with conditions
- Deny

Attachments

1. Attachment One - Draft Donation Bin Permit Application
2. Attachment Two - Draft Ord Donation Bins

Exhibit A: Draft Donation Bim Permit Application



Donation Collection Box Permit

Community Development Department
Planning and Urban Design Division
5702 Rowlett Road, Rowlett, Texas 75089
(972) 463-3927

All Donation Collection Box Permits and associated plans must be submitted completely and accurately in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes depending on the magnitude of changes or corrections needed.

All *Donation Collection Box* Permits shall be accompanied by the following materials:

- ☐ A completed checklist (included below).
- ☐ A plat or site plan of the property clearly identifying the location and dimensions of the donation box, surrounding easements, parking spaces, and proposed vehicular movement around the donation box
- ☐ A signed and notarized agreement between the property owner(s) and the applicant(s) giving consent for the operation of the donation box. *Note: if multiple owners or applicants exist, all individuals must sign.*

PROPERTY INFORMATION			
Address:		City: <i>Rowlett</i>	State: <i>Texas</i> Zip:
Building Square Footage:		County: Rockwall ☐ Dallas ☐	
Current use of the property:			
PROPERTY OWNER INFORMATION			
Name:		Company:	
Address:		Phone:	
City:		Fax:	
State:	Zip:	Email:	
DONATION BOX OWNER INFORMATION			
Name:		Company:	
Address:		Phone:	
City:		Fax:	
State:	Zip:	Email:	
DONATION BOX SPECIFICATIONS			
Dimensions:		Parking spots occupied:	
Hours of Collection:		Date of Collections:	
Items to be collected:			

AN ORDINANCE OF THE CITY OF ROWLETT, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 10 “BUSINESSES,” BY ADDING A NEW ARTICLE XIII “DONATION BINS” TO DEFINE DONATION BINS, ESTABLISH PERMIT AND APPLICATIONS REQUIREMENTS, PROVIDE FOR LOCATION RESTRICTIONS, CREATE A REVOCATION AND APPEAL PROCESS, AND PROVIDE FOR REQUIREMENTS FOR MAINTENANCE OF DONATION BINS; PROVIDING FOR A REPEALING CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Rowlett recognized the benefits of charitable donations and the convenience provided by donation bins; and

WHEREAS, donation bins located on public or private property can lead to debris, nuisance conditions, and public safety concerns; and

WHEREAS, the City Council finds it necessary to establish reasonable regulations governing the installation, maintenance, and operation of donation bins to protect the health, safety and welfare of the citizens of Rowlett, as authorized by the City’s home-rule powers and applicable state law;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, THAT:

SECTION 1. The City of Rowlett Code of Ordinances is amended by reserving sections 10-487 through 10-489 under Article XII “Vapor Stores” and by amending Chapter 10 “Businesses,” by adding a new Article XIII “Donation Bins,” to read as follows:

“CHAPTER 10 - BUSINESSES

...

Article XIII – Donation Bins

Sec. 10-490 – Definitions.

“Director” means the Director Community Development for the City of Rowlett or his/her designee.

“Donation bin” means any bin, container, building, trailer, or other receptacle equal to or larger than forty-five (45) cubic feet that is intended for use as a collection point for donated clothing, household materials, or other items of personal property. The term “donation bin” includes unattended donation bins as well as those that are attended.

“Person” means an individual, sole proprietorship, corporation, association,

nonprofit corporation, partnership, joint venture, a limited liability company, estate, trust, public or private organization, or any other legal entity.

“Unattended donation bin” or *“UDB”* means any donation bin where no individual human is located in, on, at, or within ten (10’) feet from the donation box to receive the clothing, household materials, or other items of personal property from those who delivery those items to the donation box.

Sec. 10-491 – Applicability.

The requirements of this Article shall apply to all donation bins regardless of whether said bins were placed prior to the effective date of these regulations. No previously placed donation bins shall be granted any legally non-conforming rights under this article or any other article of this Code of Ordinances. Only warning citations may be issued for the first thirty (30) days following the effective date of this article so that an educational effort by the City may be conducted to inform the public about the importance and requirements of this article.

Sec. 10-492 – Permit and Decal Required.

A. It shall be unlawful for any person to place or maintain, or allow to be placed or maintained, any donation bin within the city limits without having first secured and affixed to the donation bin a permit and decal in compliance with the provisions of this Article. Obtaining the permit shall be a condition precedent to placing or maintaining the donation bin.

B. It shall be unlawful for any person that owns, leases, is in control of, or is entitled to possession of real property within the jurisdiction of the city to authorize or allow any donation bin to be placed on or remain on such real property without a valid permit decal in compliance with the provisions of this Article.

Sec. 10-493 – Permit and Decal Prerequisites and Application Process.

A. Annual Permit and Decal Prerequisites

An annual permit and decal to allow a donation bin to be placed, used, and/or maintained on designated public or private real property within the city shall be issued by the City only after inspection and verification that all the following conditions are satisfied:

- (1) The real property owner provides written authorization, with the signature notarized, allowing placement of the donation bin on the property along with the required donation bin fee as set in the City’s Master Fee Schedule.
- (2) The permit holder agrees to be responsible for collecting the contents of the donation bin on a schedule that prevent overflow and littering and in no event less frequently than once weekly.

- (3) No more than one (1) donation bin may be permitted for placement on any one platted lot. In the case of a shopping center or office development that consists of multiple platted lots, the administrator shall treat the shopping center or office development as if it is only one contiguous lot.
- (4) The base area of a donation bin shall not exceed twenty-five (25) square feet in size.
- (5) Each donation bin shall clearly indicate in writing on the side of each bin that all donations must fit into and be placed within the donation bin.
- (6) The permit holder placing or maintaining the donation bin shall display current contact information including street address and phone number on the donation bin. Said information must be readable and clearly visible to the public.
- (7) Each donation bin shall be constructed from a sturdy, weather-resistant material.
- (8) Each donation bin shall be painted one solid color. No fluorescent colors shall be used for the donation bin or associated signage.

B. Annual Permit and Decal Application Process.

- (1) Applicants for permits and decals under this chapter shall file a written, sworn application with the City along with the required donation box application fee as set in the City's Master Fee Schedule. The application shall include the written, notarized authorization of the property owner allowing the donation bin on the property.
- (2) A separate permit and application shall be required for each donation bin regardless of ownership. Permits issued under the provisions of this article shall be valid only at the address stated on the permit.
- (3) An annual permit fee for each donation bin, as established in the City's Master Fee Schedule, shall be required. All permits shall expire on December 31 of each calendar year regardless of the date of issuance; provided, however, that the fee for each permit shall be prorated for each month for which the permit is issued.
- (4) Any person denied a permit shall have the right to appeal such action.

Sec. 10-494 - Location restrictions.

- A. Donation bins shall only be permitted to be placed on real property on which a parking lot is maintained by a business that is in operation on that lot. Only one donation bin will be allowed on a shared parking lot. The donation bin shall not be located in a required building setback, buffer yard, access easement, drainage easement, floodplain, driveway, utility easement, or fire lane.
- B. The placement of the donation bin shall not impede traffic nor visually impair any motor vehicle operation within a parking lot, driveway, or street.
- C. At least one stacking or parking space shall be required for use of persons accessing the donation bin.
- D. A donation bin may not block, use, or occupy any of the number of parking spaces required by the primary use structure(s).
- E. No donation bin shall be permitted to be placed or remain placed within two hundred (200) feet from a residential zoning district, or a residential use. The distance shall be measured from the donation bin to the lot line of the residential use or residentially zoned property.

Sec. 10-495 - Impoundment of donation bins.

Any donation bin located within the city that does not have a current, valid permit and decal or any permitted donation bin that has received more than two notices of violation from the City in the past twelve (12) months shall be subject to impoundment by the City. Any donation bin impounded by the City will be released to the owner upon payment of all actual costs incurred by the City for the impoundment and daily storage fees according to the Master Fee Schedule. If a donation bin is impounded for longer than ten (10) calendar days, it shall be considered abandoned property subject to disposal or sale at the City's sole discretion.

Sec. 10-496 – Donation bin maintenance.

- (1) The permit holder and the property owner shall be held jointly and severally liable and responsible for the maintenance, upkeep, and servicing of the donation bin and clean up and removal of any donations left on the property outside of the donation bin. Any maintenance, service, or cleanup associated with a donation bin shall be completed within forty-eight (48) hours of notification by the city.
- (2) The City shall have the authority to abate any property in violation of this chapter that is deemed a public nuisance under any other provisions of this

code.

- (3) The visual and structural integrity of the donation bin must be maintained continuously.
- (4) The donation bin shall only be used for the solicitation and collection of clothing and household materials. All donation materials must fit into and be placed inside the donation bin. The collection or storage of any materials outside the container is strictly prohibited.
- (5) The donation bin shall be continuously maintained in compliance with all requirements imposed by Article, as it may from time to time be amended.

Sec. 10-497 - Revocation of permit.

The Director shall deny or revoke a donation bin permit if the s/he determines that the permit holder has:

- (1) Given false or inaccurate information on the application for a donation bin permit or in a hearing concerning the donation bin permit; or
- (2) Violated any provision of this article as it may from time to time be amended.

Sect. 10-498 - Appeal from denial or revocation of permit.

If the Director denies or revokes a donation bin permit, the City shall give notice by personal service or by certified mail, return receipt requested, to the applicant or permit holder at the address provided on the application. The applicant or permit holder may appeal the decision to deny or revoke by filing written notice with the City Manager within five (5) calendar days after receipt of notice. The City Manager or his/her designee shall mail, or cause to be personally delivered, written notice of the time and place of the appeal hearing to the person appealing. The notice shall be mailed to the address specified in the notice of appeal form or, if no mailing address is specified, to the address provided on the application. The City Manager or his/her designee shall conduct an appeal hearing and shall render a decision based on a preponderance of the evidence presented at the hearing. The decision of the City Manager or his/her designee shall be final.

Sec. 10-499 – Enforcement

In addition to any other remedies available at law or in equity which may be available to the City, any person, firm, or corporation violating any provisions or terms of this Article as it may from time to time be amended shall be subject to the same penalty as provided for in the Code of Ordinances, as amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense, and each and every day such violation shall continue shall be deemed to constitute a separate offense.”

SECTION 2. All provisions of the Ordinances of the City of Rowlett, Texas, in conflict with the provisions of this Ordinance be and the same are hereby, repealed, and that all other provisions of the Ordinances of the City of Rowlett not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 3. Should any sentence, paragraph, subdivision, clause, phrase, or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid.

SECTION 4. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Ordinances of the City of Rowlett, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 5. This Ordinance shall take effect immediately from and after its passage.
4924-7724-1989, v. 2