

Space Allocation Guidelines

For Refuse and Recyclables Collection and Loading Areas

Ventura County Integrated Waste Management Division ♦ 805/658-4321

Purpose of the IWMD Space Allocation Guidelines

Space Allocation Guidelines define the amount of space required for the collection and loading of refuse and recyclables in development projects in Ventura County, per Public Resources Code (PRC) 42900-42901. These guidelines recommend aesthetic, gated enclosures for trash and recycling bins, recycling plans, and appropriate signage. In addition to meeting the requirements of PRC 42900-42901, the

Space Allocation Guidelines eliminate barriers to commercial and residential recycling in the County of Ventura, and help the County achieve and maintain the 50% waste reduction goal mandated by Assembly Bill 939, the Integrated Solid Waste Management Act of 1989 (PRC 40050-40063.) These guidelines are also intended to reduce litter and provide information to commercial generators that will assist them in designing and implementing cost-effective recycling

Space Allocation Requirements for Refuse and Recyclables Collection and Loading Areas

Land Use	Size/Scale	Minimum Required Space for Bins *
Multi-Unit Residential (where 5 or more units share one bin)	First 20 units	Space for one 3 cy refuse bin & one 3 cy recyclables bin
	Each additional 20 units	Space for one 3 cy refuse bin & one 3 cy recyclables bin
Office and General Commercial	First 20,000 sf	Space for one 3 cy refuse bin & one 3 cy recyclables bin
	Each additional 20,000 sf	Space for one additional 3 cy bin for refuse or recyclables or substitute: Space for 40 cy bins, to replace the 3 cy bins for refuse and/or recyclables
Retail	First 8,000 sf	Space for one 3 cy refuse bin & one 3 cy recyclables bin
	Each additional 8,000 sf.	Space for one additional 3 cy refuse bin & one additional 3 cy recyclables bin or substitute: Space for one 3 cy bin for refuse or recyclables & one 40 cy bin for refuse or recyclables
Industrial	First 20,000 sf	Space for one 3 cy refuse bin & one 3 cy recyclables bin
	Each additional 10,000 sf	Space for one additional 3 cy bin (refuse or recyclables) or substitute: Space for one 3 cy bin for refuse or recyclables & one 40 cy bin for refuse or recyclables
Institutional		Sufficient space to site bins for the separate collection of refuse, recyclables, and greenwaste. Trash enclosure size is determined by a building's USE, rather than land use. (PRC 42901-C.)

cy = cubic yard sf = square feet

* Where space for one 3 cy bin is specified, a 2 or 1.5 cy bin will also fit and can be used where appropriate. Where space for a 40 cy bin is specified, a 10, 20 or 25 cy bin will also fit and can be used where appropriate.

Note: The recommended minimum space allocation in single residences (not covered by this ordinance) is 109" x 37" or sufficient space (in another configuration) for three side-by-side 60 gallon containers.

Bin Size *	Measurements	Space Requirements
3 cubic yard bin	72" x 41.5" (40" tall in front, 49" tall in back)	<ul style="list-style-type: none"> For one bin, allow 84" x 53.5". For two bins, allow 107" x 84" or 168" x 53.5" depending on bin alignment
40 cubic yard bin	264" x 96" (87" tall)	<ul style="list-style-type: none"> For one bin, allow 288" x 120."

Space Allocation Requirements for Recycling and Refuse Collection and Loading (cont.)

1. When mixed commercial and residential land uses are allowed on one site, commercial space allocation criteria shall apply to the commercial portions of the site, and residential criteria shall apply to the residential portions. When residential and commercial uses are combined in the same structure, residential space allocation requirements shall be applied.
2. Refuse and recycling enclosures may not be located in any required parking, landscape, or setback area. The Planning Director or the Planning Director’s designee may make exceptions to parking, landscape, or setback requirements when there are no other feasible placement alternatives.
3. Refuse and recycling enclosures may not be located in alleyways or other publicly owned rights-of-way where they may disrupt traffic circulation patterns.
4. Where required by law, each refuse/recycling area shall be designed in a manner that complies with the equal access requirements of Title 24 and the Americans with Disabilities Act (ADA).
5. Truck Access: If space is being allocated for a 20 or 40 cy bin (288” x 120”), vertical clearance of 30 feet is required for a collection vehicle. Collection methods for other types of bins (e.g. front end loader for three cy bins) require 25 feet of vertical clearance.

Space Allocation Recommendation

For On-Site Recycling of Yard Clippings (Composting and Mulching)

1. All development projects with landscaped area in excess of one fifth of an acre (8,712 sf) should set aside an unplanted, unpaved area of at least 96 sf to enable on-site composting projects to be initiated.
2. During the period in which no composting is taking place in this space allocated for composting, an easily removable groundcover may be planted in this space.

Recommendations for Refuse and Recyclables Enclosures

1. Location: Recycling bins should be located in the same enclosure as rubbish bins whenever possible. If, because of space limitations, property configuration, or other considerations, the bins must be in separate locations, the recycling bins should be located so that they can be as easily accessed as the rubbish bins.
2. Materials, Construction, and Design:
 - A. Concrete Apron: To prevent development of holes in asphalt due to bin impact, each enclosure should be built on a concrete slab with a thickness of six inches. Additionally, a minimum four foot wide, six inch thick concrete apron should be constructed in front of each refuse/recycling enclosure for walkways.
 - B. Curbing: To prevent accidental damage to the wall of the structure, a concrete curbing should set the structure’s wall six inches back from the bin.
 - C. Opening of the Enclosure: In cases where space for 2 three cy bins is required (107” x 84” or 168” x 53.5”), the opening of any bin enclosure should be at least 84 inches (the size of a three cy bin). This recommendation applies to the amount of space exposed when the gate is fully opened.
 - D. Walls: Walls of the enclosures should be six feet high. If bagged materials will be deposited from outside the enclosure, signs may be necessary to ensure proper use of trash or recycling bins.
 - E. Labeling: A LARGE recycling logo (three chasing arrows) should be placed on the exterior of each enclosure where recycling containers are located. Additionally, a permanent placard with an environmental message (such as “Recycling saves resources, reduces pollution, and saves landfill space. Thank you for recycling.”) should be placed on the exterior of all recycling enclosures.
 - F. Aesthetic Considerations:
 - ♦ The bin enclosures should be designed to be architecturally compatible with nearby structures and with the existing topography and natural vegetation.
 - ♦ The perimeter of the recycling enclosure should be planted with landscaping, such as a combination of shrubs and/or evergreen vines (note Ventura County Design Criteria and Specifications for Landscape Plans).
 - ♦ The bin enclosures should have minimal visual impact

Recommendations for Refuse and Recyclables Enclosures (cont.)

- by, whenever practical, being located in such a manner as to not be visible from the street. Also, whenever possible, the gate of the enclosure should not open toward the street.
 - G. Gates: Each refuse/recycling enclosure should have gates and should be designed with cane bolts to secure the gates when in the open position.
 - H. Recycled Materials: Builders are encouraged to use recycled materials to build enclosures.
3. Access to Bins:
- A. Slope: The area directly in front of any rubbish or recycling bins should be less than a 2% slope to ensure that bins can be easily rolled in and out of the enclosure.
 - B. Proximity: Each recycling and rubbish enclosure within a multi-unit residential development should be no greater than 250 feet from the nearest point of each unit.
 - C. Convenience: Each recycling and rubbish enclosure should be designed to allow convenient access (i.e. through a pedestrian opening) by tenants without having to open the main enclosure gates.

Recommended Recycling Program and Refuse Collection

1. Interior Systems: Developers are encouraged to include recycling space or systems within each office or individual residence, such as roll-out drawers for recycling containers below sinks (recommended space allocation is three cubic feet). Recycling chutes, if they are used, should be fire-proof, cleanable, and secure.
2. Interior Access: In multi-story buildings, developers are encouraged to provide space for recycling bins and rubbish disposal on each floor, in addition to a main collection area accessible for pickup of rubbish and recyclables.
3. Education: In multi-unit developments, at the time a lease or rental agreement is signed, the manager or homeowner's association representative, or other appropriate agent of the owner or owners of each residence that is subject to the ordinance referenced by these guidelines, should inform all new tenants of the availability of recycling, the location of the recycling collection site(s), and the materials that may be recycled.
4. Recycling Plan: To ensure successful recycling, the owner of the development, or the owner's representative, should outline a Recycling Plan including identification of the following:
 - A. materials to be recycled;
 - B. method of transport from interior work stations or residences to final collection areas;
 - C. collection frequency of recycling service provider;
 - D. method for informing tenants/occupants about the recycling program; and
 - E. contact person (or Recycling Coordinator) for the project.

Exemptions

1. The County recognizes the existence of hardships based upon the unique features inherent in each development project that may interfere with the goal of siting required recycling and rubbish collection areas. Therefore, projects that do not meet the minimum requirement of these guidelines may nevertheless be approved, provided the Planning Director or the Planning Director's designee is satisfied that minimum amounts of rubbish collection are ensured (sufficient to meet standards for public health and safety) and that minimum amounts of space are allocated for recycling (sufficient to ensure that collection programs are possible for materials generated on site in sufficient quantity to merit a collection program).
2. The Planning Director or the Planning Director's designee may also approve projects not meeting the minimum requirements of these guidelines in cases where a use of the proposed development will not generate enough rubbish and recyclables to necessitate the amount of space required.