Dakota COUNTY

**Dakota County Environmental Resources Department**

**14955 Galaxie Avenue · Apple Valley MN 55124**
**Phone 952.891.7000 · Fax 952.891.7031 · www.dakotacounty.us**

# MEMORANDUM

**DATE:** June 20, 2018

**TO:** Kathy Bodmer, AICP; Planner, City of Apple Valley Community Development

**FROM:** Georg Fischer; Director, Dakota County Environmental Resources

**SUBJECT:** Interim Use Permit Application for a Residential Organics Drop-Off Location

Dakota County is seeking approval of an Interim Use Permit from the City of Apple Valley to allow for a residential organics drop-off location at the Dakota County Western Service Center located at 14955 Galaxie Avenue, Apple Valley, MN.

Pursuant to Chapter 155 of the Apple Valley Code of Ordinances, a residential organics drop-off location is not listed as a permitted, accessory or conditional use within the City's Institutional Zoning District. However, the proposed use meets the Institutional Zoning District's stated purpose by providing a program designed to serve the public.

In accordance with the City of Apple Valley's Land Use/Development Application Form, enclosed please find the following items:

- City of Apple Valley Land Use/Development Application Form and fee in the amount of $622.00
- Application Deposit Agreement and fee in the amount of $692.00
- A complete description of the proposed request, along with ancillary attachments
- Two 11" x 17" and one 8.5" x 11" scale drawings that includes the site plan, landscape plan, and building elevation
- Legal descriptions and parcel identification numbers of all neighboring properties within 350' of the subject property (including subject property)
- Dakota County property tax statements of all neighboring properties within 350' of the subject property (including the subject property)
- Mailing labels for the property owners identified within 350' of the subject property (including the subject property)
- Arial map of all parcels within 350' of the subject property

Also included with this application is a flashdrive containing the site plans and a program Welcome Kit to demonstrate the communications provided to residents participating in the organics drop-off locations at Thompson Park in West St. Paul and the Holland Lake Trailhead in Eagan.

If you have any questions or request additional information, please contact John Exner within my office at 952-891-7112 or john.exner@co.dakota.mn.us. I may be reached at 952-891-7000 or georg.fischer@co.dakota.mn.us.

**City of Apple Valley Interim Use Permit Application**
**Description of Request**

## I. Project Request:

- Dakota County is seeking approval of an Interim Use Permit (IUP) to allow for a residential organics drop-off location at the Dakota County Western Service Center located at 14955 Galaxie Avenue, Apple Valley, MN (Parcel ID: 01-83730-01-010).

## II. Project Description

- Dakota County currently owns and operates two successful residential organics drop-off locations. The first location was built in 2016 at Thompson County Park in West St. Paul; the second location was built in 2017 at the Holland Lake Trailhead inside Lebanon Hills Regional Park in Eagan.
- The Western Service Center has outgrown its existing waste enclosure located on the north side of the building, approximately 226 feet southwest of the Apple Valley City Hall and approximately 316 feet southeast of Henry W. Anderson Mortuary. The current enclosure at Western Service Center does not allow side-by-side placement of dumpsters, rather they are currently stacked within the enclosure *(Attachment 1)*. To accommodate this growth, Dakota County Facilities Management is removing the existing enclosure and replacing it with a new waste enclosure (36'8" x 14') (pending City building permit).
- The new enclosure will be constructed in the same location and will be built in compliance with Apple Valley City Code, Chapter 155.348 (C) requiring the enclosure to be architecturally compatible with the principle building they serve. As noted in the site plan, the new enclosure will be constructed with a brick façade.
- Also noted in the site plan, the new enclosure will have three bays. Each bay will have a six yard dumpster (trash, recycling, organics). A fence will be constructed inside the enclosure between the organics bay and the trash/recycling bays. Only County staff and the service provider will have access to the trash/recycling bays.
- Residential access into the organics portion of the enclosure will be provided via a locked door on the north side of the enclosure. Registered participants receive the access code in the Welcome Kit.
- The service provider (hauler) will have access to the dumpsters on the west side of the enclosure. Each bay will have a 10' opening allowing the service provider to access the container by material type.
- Traffic and Vehicular Access
  - Vehicular access will be provided along the north traffic lane of the Western Service Center parking lot.
  - Participants may access from the east off Galaxie Avenue or from the west off Garrett Avenue.
  - Two dedicated parking stalls near the enclosure will be reserved for participants. A new sidewalk leading to the residential access door will also be constructed. A visual reference is included in *Attachment 2*. A complete site rendering is provided in the site plan.
  - Once parked, participants will walk from the dedicated parking stalls to the residential access door via a painted crosswalk.

- There is sufficient room, 55 feet, from the Western Service Center loading dock to the residential access door.

- Site Maintenance
  - Day to day site maintenance is provided by County staff. Duties include:
    a) Restocking certified compostable bags *(Attachment 3)*
    b) Remove snow and ice from the enclosure area and parking stalls
    c) Make operational repairs as necessary
    d) Ensure site cleanliness
  - Weekly collection service is provided by the County's contracted hauler
    a) The organics will be collected two times each week, on Tuesday and Friday.
    b) Dakota County will ensure that our contracted service provider collects the organics prior to 7:00 a.m.
    c) Along with trash and recycling, organics collection service is already provided at Western Service Center for County employees.
- Site Selection
  - To ensure convenient access for the greatest number of residents, county staff conducted an analysis of six locations to identify additional strategically-located drop-off locations.
  - Through this research it was determined that Western Service Center has the highest population density within a two-mile radius (14,666 single-family homes and multi-family units). Surveys of current program participants indicate that the majority of participants live within two miles of a drop-site.
  - In conjunction with the planned building project noted above, County staff has identified this location as a suitable space to provide a third residential organics drop-off location.
  - This recommended location meets requirements for internal site management, including staff oversight and safe access for pedestrians, employees, and County service providers (i.e.; hauler, delivery vehicles).
  - Based on usage rates of the other two drop-off locations, it is anticipated that over-time approximately 1,400 residents will use the Western Service Center site.
  - The site and use is considered an interim option until local haulers begin providing residential curbside collection of organics.

## III. Program Details

- Proposed opening: Upon approval of IUP, Dakota County would take the following steps:
  - Construct the enclosure and incorporate two dedicated parking stalls
  - Distribute recruitment mailer to all households within two miles of Western Service Center
  - Distribute Welcome Kits to all interested participants
  - Provide training to interested participants and host an open-house to kick-off the opening
  - It is anticipated that the site would be open to registered participants in November or December of this year
  - Proposed hours of operation
    a) Daily 5:00 a.m. – 10:00 p.m.
  - Proposed dumpster capacity and service frequency:
    a) One six yard dumpster serviced two times per week on Tuesday and Friday
  - Estimated users and collected volumes:

a) Based on current participation at the existing organics drop-site and the estimated population (42,490) and housing units (14,666) within two miles of Western Service Center, we are estimating that up to 1,400 households will register for the program over time *(Attachment 4)*.
b) Based on current volumes at the existing organics drop-site, we are estimating that up to ten cubic yards of organics will be collected weekly (1,650lbs/week or 43 tons per year)

- Commercial Compost Facility
  a) All collected organics are delivered to The Mulch Store, a commercial compost facility located near Rosemount. The Mulch Store, owned and operated by Specialized Environmental Technology, is licensed by Dakota County and permitted by the Minnesota Pollution Control Agency to accept organics.

- Recruitment and Registration
  - Two months prior to opening a site, a recruitment mailer is directly mailed to all single-family homes and multi-family units within two miles from the site *(Attachment 5)*.
  - Interested residents may return the postage-paid card from the recruitment mailer or email/call the County to receive a Welcome Kit for the program.
  - Upon registration a "Welcome Kit" is mailed to the interested household. This kit includes the following:
    a) Informational brochure highlighting the program (what's accepted and what's not accepted, directions to the site, tips for collecting organics)
    b) Two certified compostable bags (free bags are also provided at the site for all participants)
    c) Visible label for a home collection container
    d) An access code to enter the locked enclosure area
    e) Contact phone number, dedicated email address, and website information for questions about the program
- Participant Education
  - Prior to opening a site, County staff provides multiple training sessions for registered participants and/or interested participants. These sessions are held in the evening and on Saturdays *(Attachment 6)*.
  - An open house is also held at the site location. This allows participants to enter their provided access code, observe parking options, and ask questions about organics with County staff and volunteers who have completed the Dakota County Master Recycler/Composter course *(Attachment 7)*.
  - A "Welcome Kit" is provided to new participants upon registering for the program. This kit contains an informational brochure, container label, two certified compostable bags, and the access code to enter the enclosure. A complete "Welcome Kit" is enclosed with this application.
  - Ongoing education and information is provided on the County's website with a dedicated page for the program.
  - The County maintains site specific email Listserv to quickly and efficiently distribute program announcements.

## IV. Organics

- What are residential organics?
  - Residential organics includes all food wastes generated from a home (fruits, vegetables, meats, bones, cheese, pasta, rice, bread, cereal, baked goods, etc). It also includes non-

recyclable paper and food-soiled paper (paper towels, napkins, tissues, egg cartons, paper towel/toilet paper rolls, and certified compostable service ware). Organics also includes other miscellaneous items (hair, fur, houseplant trimmings, pet feed, coffee grounds).

- Why recycle organics?
  - According to the Minnesota Pollution Control Agency's 2013 Statewide Waste Characterization Report, over one-third of what is being thrown in the trash are organics materials. Those materials can be separated for composting and recycled into compost instead of being thrown away. Compost is a soil amendment than benefits all soil types and greatly improves moisture retention, soil structure, and binds nutrients in the root zone for healthier plants. It can be used in landscaping, erosion control, seeding, and road construction projects.
  - In 2014, the Minnesota Legislature changed the recycling goal for metropolitan counties established in Minn. Stat. § 115A.551. The previous goal of 50% was adjusted to a new recycling goal of 75%. The new recycling goal of 75% is to be achieved by December 31, 2030, and is a combined goal for organics materials and traditional recycling (paper, plastic, metal, glass).

## V. Current Dakota County Organics Drop-Off Locations

- Thompson County Park, West St. Paul *(Attachment 8)*
  - Opened: October 2016
  - Current Participants (as of June 13, 2018): 988 households (7 households from Apple Valley)
  - Dumpster Capacity inside enclosure: Two 4 yard dumpsters
  - Collection Amount: Approximately 5 cubic yards of organics are collected weekly (estimated weight is 825lbs/week or 22 tons per year)
  - Service Frequency: One time per week on Tuesday
  - Hours of operation: Daily 5:00 a.m. – 10:00 p.m.
  - Residential access code: 1234
  - Surrounding area: The residential organics drop-site is located in a parking lot that is shared with Dakota Lodge. This is an active parking lot with daily programming and frequent park users. The organics enclosure sits next to the County's waste and recycling enclosure used to service park containers and Dakota Lodge containers. There have been no reports of illegal dumping in or near either enclosure.

- Holland Lake Trailhead at Lebanon Hills Regional Park, Eagan *(Attachment 9)*
  - Opened: November 2017
  - Current Participants (as of June 13, 2018): 952 households (93 households from Apple Valley)
  - Dumpster Capacity inside enclosure: Three 2 yard dumpsters
  - Collection Amount: Approximately 8 cubic yards of organics are collected weekly (estimated weight is 1,320lbs/week or 35 tons per year)
  - Service Frequency: Two times per week on Tuesday and Friday
  - Hours of operation: Daily 5:00 a.m. – 10:00 p.m.
  - Residential access code: 1234
  - Surrounding Area: The residential organics drop-site is located in a parking lot near the Holland Lake shelter. There are no other dumpsters or enclosures in this area. We have

received one report of the illegal dumping of yard waste at this site, which was quickly removed by County staff.

## VI. Regional Organics Drop-Off Locations

- Residential organics drop-off locations are located in five of the seven metropolitan counties.
- Several examples include:
  - An unlocked residential drop-site is located in the Macalester-Groveland neighborhood of St. Paul between Grand Avenue and Summit Avenue *(Attachment 10)*.
  - The City of Minneapolis manages eight drop-off sites within their Parks system. These sites are not located within enclosures; rather locked curbside carts are used by participants *(Attachment 11)*.
  - The City of Lino Lakes (Anoka County) provides two residential organics drop-sites within their Parks. Both of these sites use unlocked curbside carts and are not located inside an enclosed area (*Attachment 12*).
  - The City of Ham Lake and the City of Columbus (Anoka County) both provide organics collection carts at their respective City Halls. Neither locations are within an enclosed area, nor are the collection carts locked at either facility.

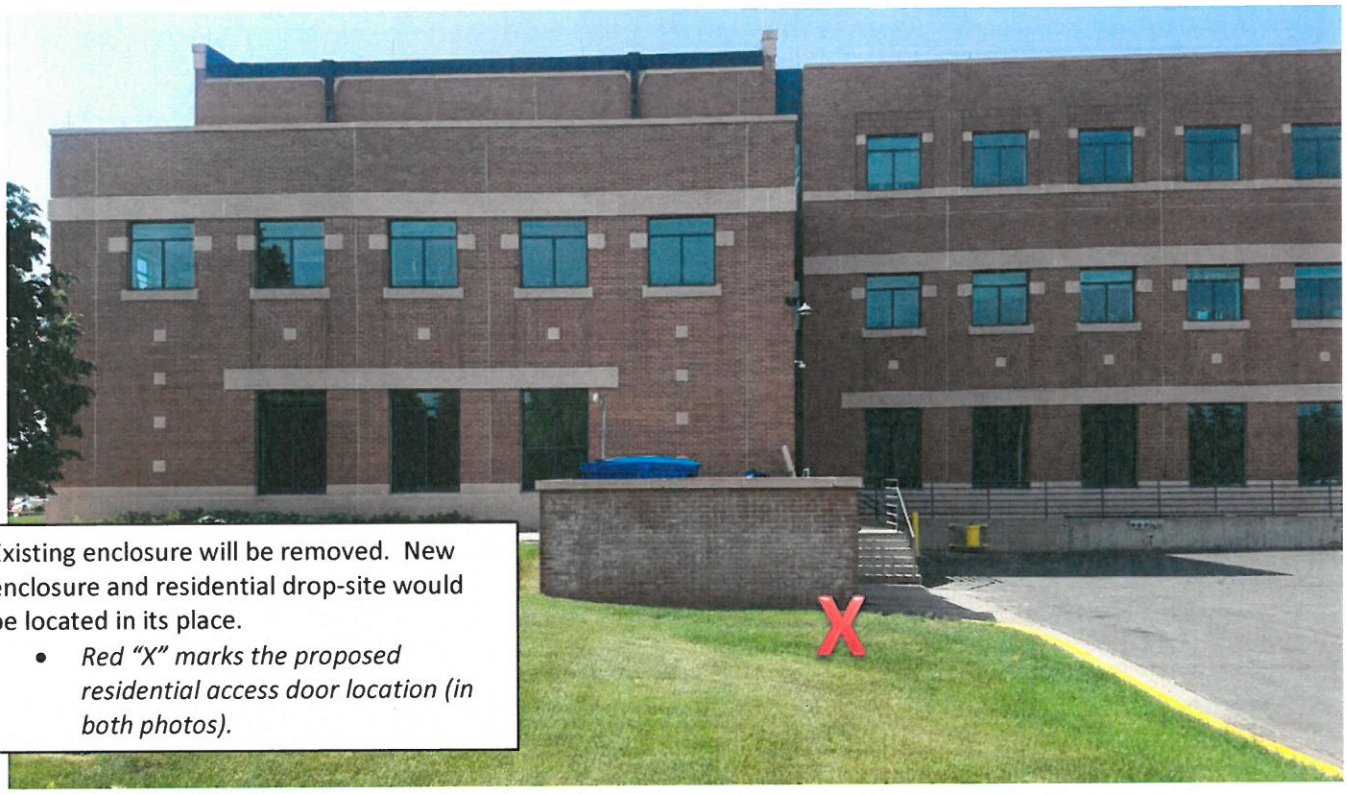
**Attachment 1**

- Current waste enclosure at Western Service Center
- Current arrangement does not allow for side-by-side placement of the dumpsters





**Attachment 2**




Existing enclosure will be removed. New enclosure and residential drop-site would be located in its place.

- *Red "X" marks the proposed residential access door location (in both photos).*




Parking lot island will be removed and two dedicated parking stalls for drop-site participants will be added.

- *Painted crosswalk (in yellow) to be added.*

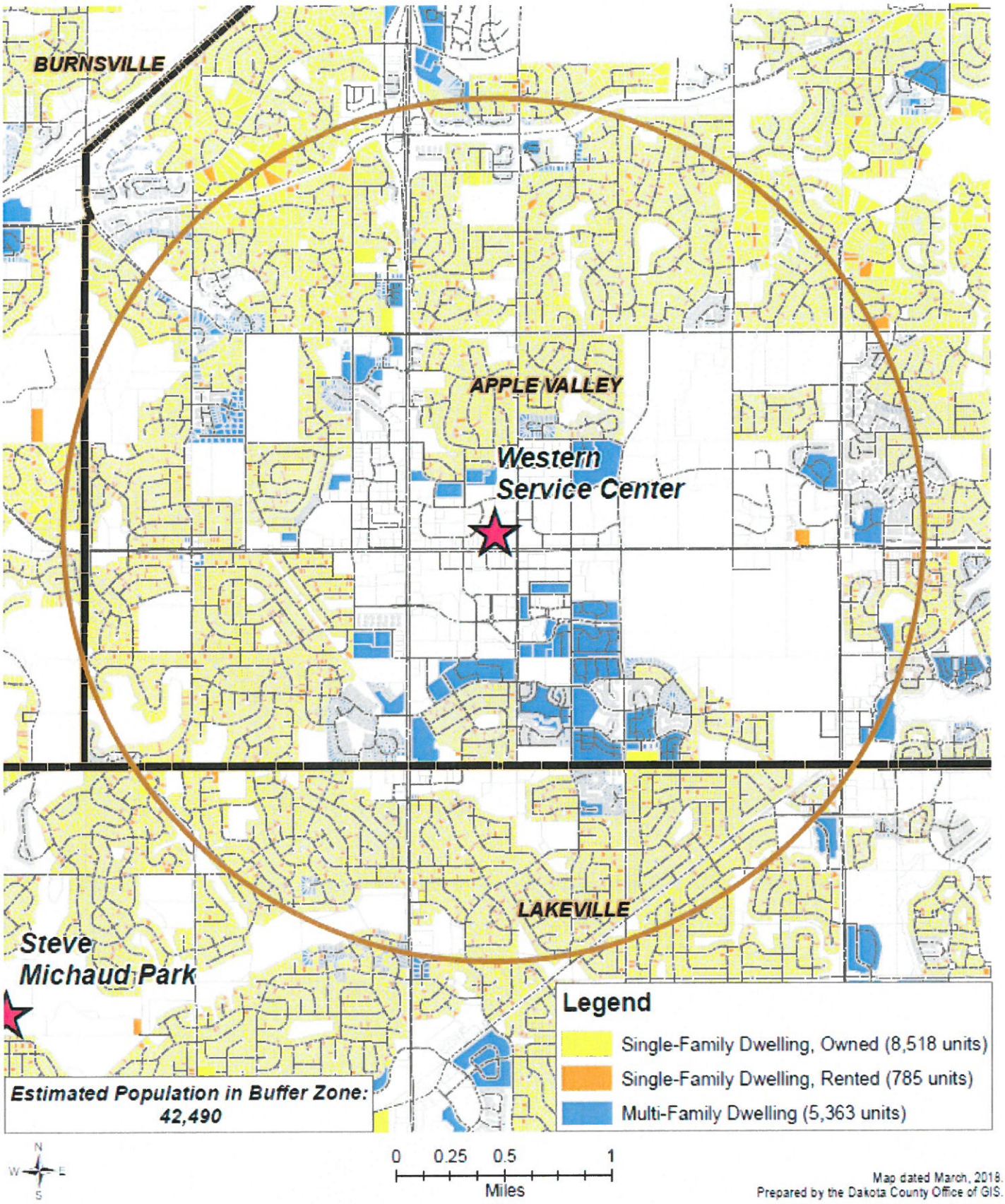
**Attachment 3**

- Certified compostable bags are provided to participants inside the enclosure



**Attachment 4**

- Population and housing type within two miles of the Dakota County Western Service Center



**Attachment 5**

- Program Recruitment Mailer

**A special invitation to**

# ORGANICS RECYCLING




Dear Dakota County Resident,

We are excited to announce a free residential organics recycling drop-off location coming to your neighborhood. Beginning **November 3, 2017**, you will have the opportunity to bring your organics, including food scraps and non-recyclable paper like paper towels and napkins, to **Lebanon Hills Regional Park in Eagan** for collection and composting.

Organics recycling is an easy way to make a difference in your community. Every week, the average household generates nearly nine pounds of organic materials. By using an organics drop-off location you can help keep this reusable resource out of our landfills. Lebanon Hills is the second drop-off location in Dakota County. Since opening in 2016, nearly 850 Dakota County households diverted more than 2,000 pounds of organics each week using the drop-off site in Thompson County Park in West St. Paul.

Organic material collected through this program will be brought to a local commercial compost facility where the material is turned into compost, a **nutrient-rich soil additive**. Compost improves soil quality, reduces erosion and decreases the need for chemical fertilizers.

**Sign up today!** The first two hundred participants will receive a free countertop collection bucket.

Simply fill out the postage-paid card and mail it back to Dakota County. You may also call **952-891-7557** or email **organics@co.dakota.mn.us**. All participants will receive free compostable bags to use at home and will be sent an access code to enter the drop-off location.

The enclosed organics recycling brochure explains more about the program or visit **www.dakotacounty.us** and search *organics recycling*.

I encourage you to participate in this program to help reduce waste and improve our environment.

Sincerely,

Georg T. Fischer, Director
Dakota County Environmental Resources

(fold and tear along perforation)

# ORGANICS RECYCLING

☐ Yes, I want to participate in the organics recycling program.
Please send an access code to my e-mail address and compostable bags to my mailing address below.

☐ No, I do not wish to participate at this time, but would like to keep up with the latest environmental news (please fill out name and e-mail below)

NAME _____ DAYTIME PHONE _____

ADDRESS _____ EMAIL _____

CITY _____ STATE _____ ZIP _____

Dakota COUNTY

**Attachment 6**

- Resident training session conducted prior to the opening of the Holland Lake Drop-Off Site



**Attachment 7**

- Dakota County Master Recyclers/Composters volunteer during the Holland Lake Site open house



**Attachment 8**

- Residential Organics Drop-Off Site in Thompson County Park, West St. Paul






**Attachment 9**

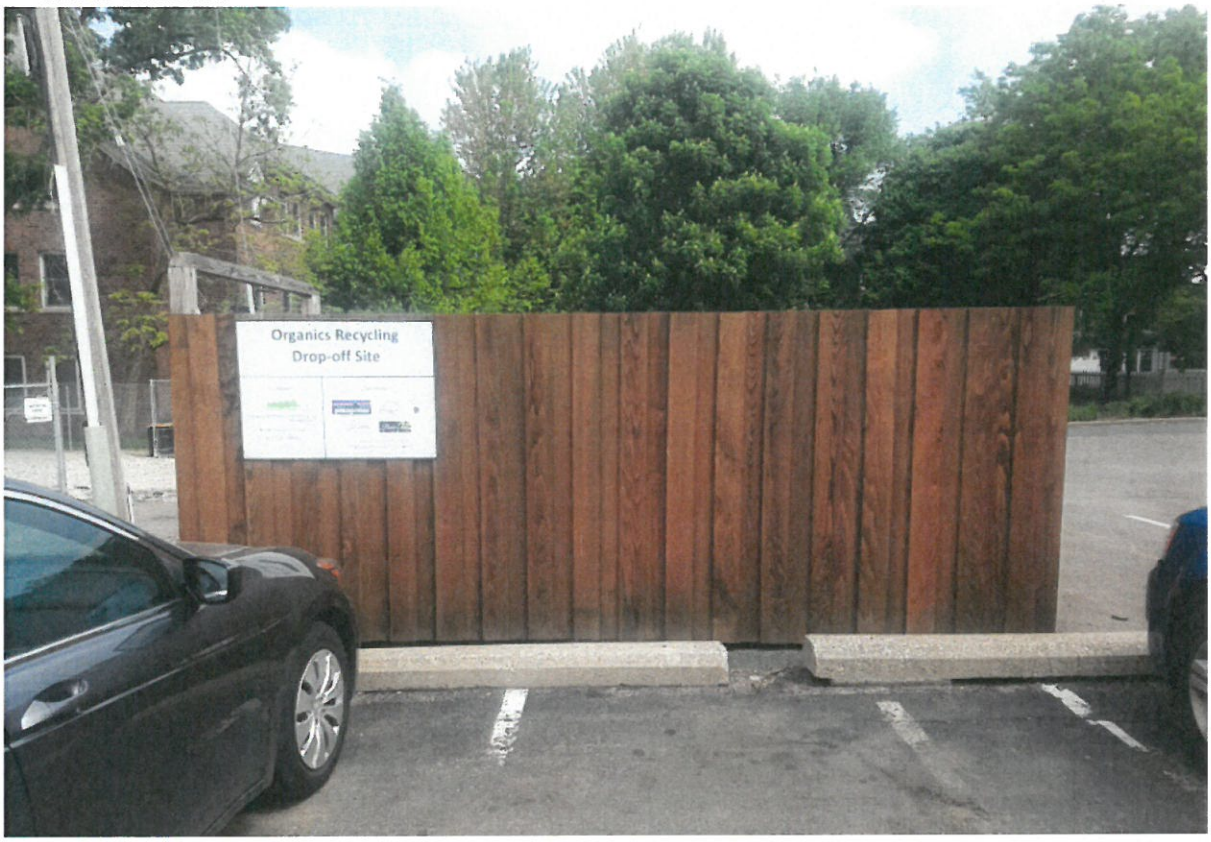
- Residential Organics Drop-Off Site at the Holland Lake Trailhead in Lebanon Hills Regional Park, Eagan





**Attachment 10**

- Residential Organics Drop-Off Location in Macalester-Groveland neighborhood of St. Paul
- Site managed by the Macalester-Groveland Community Council
- Site is unlocked



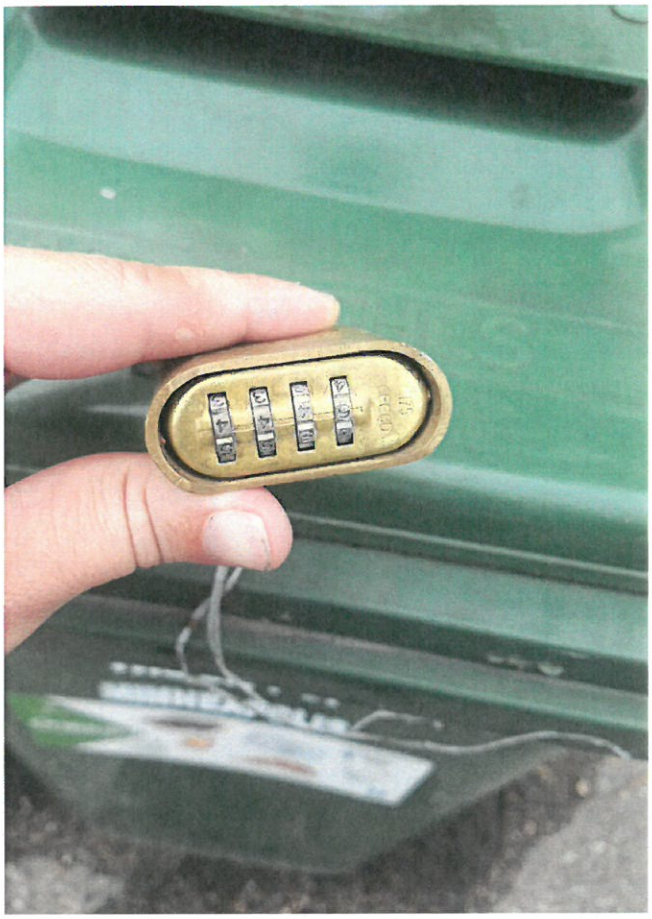



**Attachment 11**

- City of Minneapolis Residential Organics Drop-Off Site – Pearl Park Location
- Participants receive an access code to remove the paddle-lock





**Attachment 12**

- City of Lino Lakes Residential Organics Drop-Off Site – Birch and Marshan Parks
- These carts do not have locked lids and are not located within an enclosed area






# Dakota County Western Service Center, 14955 Galaxie Avenue, Apple Valley, MN (Parcel ID: 01-83730-01-010)




June 19, 2018

1:2,400

0 155 310 620 ft

0 45 90 180 m

Property Information

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search,appraisal, survey, or for zoning verification.