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| CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE | NUMBER: 100-2 | REVISED: 2 | PAGE <u>1</u> OF <u>1</u> |
| | SUBJECT: WINONA CITY CODE SECTIONS: RESPONSIBILITY ASSIGNMENTS | | |

1.0 POLICY

The City Code responsibility assignments detailed herein shall provide for better coordination and effectiveness in administering regulatory provisions of the City Code.

2.0 ORGANIZATIONS AFFECTED

All Departments/Divisions

3.0 PROCEDURE

3.1 City Code responsibility assignments are hereby established as detailed in Appendix A.

4.0 APPENDIX

A. Listing of Winona City Code Sections and Responsibility Assignments

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| DEPARTMENT: CITY CLERK | SUPERSEDES: 5/11/2006 | PREPARED BY: MHM | DATE APPROVED: 1/5/04 | REVISED: 2/4/2011 |
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APPENDIX A
 Listing of
 Winona City Code Sections
 and Responsibility Assignments

Code Section

| | | |
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| Chapter 23 | Civil Defense | Civil Defense Director |
| Chapter 24 | Merit Personnel System | City Manager's Office |
| 25.01 | Deposit on streets | Police |
| 25.02 | Cleaning sidewalks and alleys | Street Superintendent |
| 25.03 | Fires in streets | Fire Chief |
| 25.04 | Vehicles spilling materials | Street Superintendent - Police |
| 25.05 | Barbed wire fences | City Planner |
| 25.06 | Building numbering | Inspections |
| 25.07 | Obstruction of city personnel | City Attorney |
| 25.08 | Injuring improvement in street, etc. | Police |
| 25.09 | Blockaded streets | City Manager - City Engineer |
| 25.09.01 | Blockading Cal Fremling Parkway | City Manager |
| 25.10 | Constructing private driveways | City Engineer |
| 25.11 | Opening in sidewalks | City Engineer |
| 25.12 | Rainwater over sidewalks | City Engineer |
| 25.13 | Snow on sidewalks and streets | Inspections |
| 25.14 | Construction of sidewalks, curb and gutter | |
| | A. Plans and specifications | City Engineer |
| | B. Contractor's license | City Engineer |
| | C. Bond of licensee | City Engineer |
| | D. Permit | City Engineer |
| | E. Storage of equipment and materials; guards and lights; restoration of streets | City Engineer (coordinate with Police) |
| | F. Tampering with lights or barricades | Police |
| | G. Construction by property owner or occupant | City Engineer |
| 25.15 | Obstructing use of streets or sidewalks | Police |
| 25.16 | Goods or merchandise, on sidewalks | Police |
| 25.17 | Erection of buildings on or over streets | City Engineer - Inspections |
| 25.18 | Building materials in streets | City Engineer - Inspections - Police |
| 25.19 | Persons obstructing sidewalks | Police |
| 25.20 | Excavations in paved streets | |
| | A. Permit required | City Engineer |
| | B. Application for permit | City Engineer |
| | C. Issuance of Permit | City Engineer |
| | D. Permit posted on location | City Engineer - Police |
| | E. Bond | City Engineer |
| | F. Guarding the excavations | City Engineer - Police |
| | G. Footbridges at sidewalks | City Engineer |
| | H. Removal of paving; width | City Engineer |
| | I. Bracing of trenches | City Engineer |
| | J. Refilling and restoring pavement | City Engineer |
| | K. Responsibility for settling of excavation | City Engineer |
| | L. Records of permits | City Engineer |
| 25.21 | Signs over streets | City Engineer - Inspections |
| 25.22 | Trees in streets | City Forester |
| 25.23 | Trees overhanging streets | City Forester |
| 25.24 | Removal of trees in certain areas | City Forester |
| 25.25 | Grass borders in streets | Street Superintendent |
| 25.26 | Vacation of streets and public grounds | City Engineer - City Clerk - City Manager |

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| 25.27 | Repair and maintenance of sidewalks | City Engineer |
| Chapter 25A | Levee Plaza Repealed | |
| Chapter 26 | Water Service | Public Works and Finance |
| Chapter 27 | Sewer and sewer service | |
| 27.02 | Supervision by City Engineer | City Engineer has control of all sewers and drains and their connection (Note: Accordingly, City Engineer is responsible for matters such as 27.14 leaky or unused sewers and 27.15 privy vaults.) |
| 28.01 | Repealed | |
| 28.02 | Municipal Boat Harbor regulations | Park Rec Director |
| 28.03 | Boats on Lake Winona | Park Rec - Police |
| 28.04 | Repealed | |
| 28.05 | Camping | Director of Public Works - Police |
| 28.06 | Lake Park pedestrian and bike path | Police |
| 28.07 | Prairie Island Park and Campground | Director of Public Works - Police |
| 28.08 | Regulations governing certain use of certain public buildings | Park Rec Director - Police |
| 28.09 | Definition of Levee Park | |
| 28.10 | Operations of Concessions in Levee Park | City Clerk- Police |
| 28.11 | Glass Beverage Containers Prohibited | Police |
| 28.12 | Keggers Prohibited | City Clerk – Police |
| 28.13 | Airport Industrial Park Lake | Police |
| 28.14 | Garvin Heights Overlook Park- Curfew | Police |
| Chapter 28A | River Water Area and Other Water Areas | Inspections –City Manager |
| Chapter 28B | Use of Public Levee | Director of Public Works – Police |
| Chapter 31 | Health- Repealed | |
| 32.01 | Nuisances | |
| | (b) Specific public nuisances | |
| | 1. Garbage, manure, refuse, toxic hazardous waste | Inspections - Animal Control |
| | 2. Diseased animal running at large | Animal Control |
| | 3. Pond or pool of foul water | Inspections |
| | 4. Carcass of animal not buried or destroyed within 24 hours after death | Animal Control |
| | 5. Privy vault in violation of 27.15 | City Engineer |
| | 6. Refuse container of toxic and hazardous waste container not securely covered | Inspections [residential] |
| | 7. Dust, etc., from roadway, driveway, parking area | Inspections |
| | 8. Zoning violation | Planning |
| | 9. Snow or ice on sidewalks | Inspections |
| | 10. Obstruction preventing clear view of all traffic approaching intersection | City Engineer |
| | 11. Wires, limbs of trees, etc., over public sidewalk, alley or street | City Engineer - City Forester |
| | 12. Discarded material on property in open | Inspections |
| | 13. Well hole or similar excavation left uncovered | Street Superintendent |
| | 14. Obstruction of free flow of water drain, gutter or ditch | City Engineer |
| | 15. Explosives kept without license | Police - Fire |
| | 16. House of prostitution or gambling establishment | Police |
| | 17. Bootleg booze | Police |
| | 18. Cottonwood tree | City Forester |
| | 19. Habitually barking dog | Animal Control - Police |

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| | 20. Animal nuisances | Animal Control |
| | 21. Rats and vermin | Animal Control - Inspections |
| | 22. Unsuitable dwelling | Inspections |
| | 23. Secure vacant dwelling | Inspections |
| | 24. Junk vehicles - stored in open | Inspections |
| 32.02 | Abatement of nuisances | City Attorney |
| 32.03 | Weeds | Inspections |
| Chapter 33 | Housing – Repealed | Inspections |
| Chapter 33A | Housing: Rental Property | Inspections |
| Chapter 34 | Food & Food Establishments- Repealed | |
| Chapter 35 | Garbage and refuse | Inspections |
| Chapter 36 | Dogs and other animals | Animal Control - Police |
| Chapter 37 | Shade tree disease | City Forester |
| Chapter 38 | Environmental Review Program | City Planner |
| Chapter 39 | Noise pollution | Police - Inspections |
| Chapter 41 | City Planning | City Planner |
| Chapter 42 | Subdivision regulations | City Planner |
| Chapter 43 | Zoning | |
| 43.02 | Compliance with chapter | City Planner- Inspections |
| 43.03 | Purpose and scope of chapter | City Planner- Inspections |
| 43.04 | Requirements of chapter deemed minimums | City Planner |
| 43.05 | Districts, enumerated | City Planner |
| 43.06 | District zoning map adopted and established | City Planner |
| 43.07 | District boundaries | City Planner |
| 43.08 | Additional permitted uses | City Planner - Inspections |
| 43.09 | Additional prohibited uses | City Planner - Inspections |
| 43.10 | Conversion of dwellings | City Planner - Inspections |
| 43.11 | Use of rear dwellings for residential purposes | City Planner - Inspections |
| 43.12 | Yard requirements in district boundary line in less restricted district | City Planner - Inspections |
| 43.13 | Street frontage | City Planner - Inspections |
| 43.14 | Courts | City Planner - Inspections |
| 43.15 | Required area or space to be reduced | City Planner - Inspections |
| 43.16 | Off street parking and loading | City Planner - Inspections |
| 43.17 | Garage doors | Inspections |
| 43.18 | Essential services | City Planner - Inspections |
| 43.19 | Unsafe buildings | Inspections |
| 43.20 | Erection of dwellings on lots of record | Inspections |
| 43.21 | Height modifications | Inspections |
| 43.22 | Lot area requirements | City Planner - Inspections |
| 43.23 | Effect of regulations on building permits enacted prior to effective date of regulations | Inspections |
| 43.24 | Zoning administration | Inspections |
| 43.25 | Zoning certificate | Inspections |
| 43.26 | Penalties | Inspections |
| 43.27 | Injunction against illegal uses | Inspections |
| 43.28 | Architectural review | Inspections |
| 43.29 | Architectural Review Board | Inspections |
| 43.30 | Performance standards procedure | Inspections |
| 43.31 | Amendments | City Planner |
| 43.32 | Nonconforming uses and buildings | City Planner - Inspections |
| 43.33 | Performance standards | City Planner - Inspections - Fire Department |
| 43.34 | Off street loading space | City Planner - Inspections |
| 43.35 | Off street parking space | City Planner - Inspections |
| 43.36 | Number of off street parking spaces required | City Planner - Inspections |
| 43.37 | Development and maintenance of parking areas | City Planner - Inspections |
| 43.38 | Modifications | Inspections |
| 43.39 | Central business district | Inspections |
| 43.40 | Trailer parks and motels | City Planner - Inspections |

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| 43.41 | Parking of trailers | City Planner - Inspections |
| 43.42 | Trailer parks | City Planner - Inspections |
| 43.43 | Display signs and outdoor advertising | Inspections |
| 43.44 | Service stations, public garages and parking areas | City Planner - Inspections |
| 43.45 | Dwelling groups | City Planner - Inspections |
| 43.46 | Purpose | City Planner |
| 43.47 | Integrated neighborhood and community shopping centers | City Planner |
| 43.48 | Extraction of minerals | City Planner - Inspections |
| 43.49 | Traffic visibility across corner lots | City Planner - Inspections |
| 43.50 | Parking of trucks | Police |
| 43.51 | Transitional uses | City Planner - Inspections |
| 43.52 | Accessory buildings | City Planner - Inspections |
| 43.53 | Yard modifications and projections | City Planner - Inspections |
| 43.54 | Private swimming pools | City Planner - Inspections |
| 43.54.1 | Bed and Breakfast and Tourist Homes | City Planner |
| 43.54.2 | Microwave Receiving Dish | City Planner |
| 43.54.3 | Vending Machines | City Planner |
| 43.54.4 | Home Occupations | City Planner |
| 43.55 | R-S Residential suburban district | City Planner - Inspections |
| 43.56 | R-1 One-family residence district | City Planner – Inspections |
| 43.56.1 | R-1.5 One to Four Family Medium Density Residential | City Planner |
| 43.57 | R-2 One to four-family residence district | City Planner - Inspections |
| 43.58 | R-3 Multi-family residence district | City Planner – Inspections |
| 43.58.1 | Residential Mobile Home Park District | City Planner |
| 43.58.2 | Rural Residential (R-R) District | city Planner |
| 43.59 | B-1 Neighborhood business district | City Planner - Inspections |
| 43.60 | B-2 Central business district | City Planner - Inspections |
| 43.61 | B-3 General business district | City Planner - Inspections |
| 43.62 | M-1 Light manufacturing and warehouse district | City Planner - Inspections |
| 43.63 | M-2 General manufacturing district | City Planner - Inspections |
| 43.64 | Airport industrial park district | City Planner - Inspections |
| 43.65 | Conservancy district | City Planner – Inspections |
| 43.65.1 | Agricultural (AG) district | City Planner |
| 43.66 | Flood hazard overlay districts | City Planner - Inspections - City Engineer |
| 43.67 | F-1 Flood hazard district | City Planner - Inspections - City Engineer |
| 43.68 | F-2 Flood hazard district | City Planner - Inspections - City Engineer |
| 43.69 | F-3 Flood hazard district | City Planner - Inspections - City Engineer |
| 43.70 | Special exceptions and variances in | City Planner - Inspections - City Engineer |
| 43.71 | Nonconforming uses | City Planner - Inspections - City Engineer |
| 43.72 | Certificate of zoning compliance | City Planner - Inspections - City Engineer |
| 43.73 | Boundary amendments | City Planner - Inspections - City Engineer |
| 43.74 | Annexations | City Planner - Inspections - City Engineer |
| 43.75 | Violations | City Planner - Inspections - City Engineer |
| 43.76 | Penalties for Violations | City Planner |
| 43.77 | Findings and Purpose | City Planner |
| 43.78 | Definitions | City Planner |
| 43.79 | Adult Use Establishments- Permitted | City Planner |
| 43.80 | Nonconforming Uses | City Planner |
| Chapter 44 | Building Code | Inspections |
| Chapter 45 | Electrical Code- Repealed | |
| Chapter 46 | Fire Prevention | Fire Department |
| Chapter 47 | Gas Burning Equipment | Inspections |
| Chapter 51 | Licenses and Permits; and Service Charges Of City | |
| 51.03 | Suspension or Revocation of License by | City Attorney- City Clerk |

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| 51.04 | City Council; Hearing Suspension by City Manager | City Manager |
| 52.01 | Repealed | |
| 52.02 | Repealed by State Law | |
| 52.03 | Charitable solicitations permit | City Clerk - Police |
| 52.04 | Circuses, shows, carnivals | City Clerk - Police |
| 52.05 | Repealed | |
| 52.06 | Fortunetelling, phrenology | City Clerk - Police |
| 52.07 | Repealed | |
| 52.08 | Garage sales | Planning - Police |
| 52.09 | Going out of business sales | City Clerk |
| 52.10 | Handbill distribution | Police - Inspections |
| 52.11 | Junk dealers and pawnbrokers | City Clerk - Police |
| 52.12 | Mechanical amusement devices | City Clerk |
| 52.14 | Taxicabs and buses | City Clerk |
| 52.15 | Repealed | |
| 52.16 | Regulation of the Practice of Massage | Repealed |
| 52.17 | Regulation of Various Commercial Adult- Orientated Services | Police- City Manager |
| Chapter 54 | Motor vehicle dealers | City Clerk - Inspections |
| 54.03 | License applications | City Clerk |
| 54.04 | Posting of license | Police |
| 54.05 | Maintenance of car lots | Inspections |
| 54.06 | Use of turfed areas | Inspections |
| 54.07 | Use of streets, closed building | Police |
| Chapter 55 | Liquor | City Clerk - Police |
| Chapter 56 | Cable Television Franchise | City Clerk |
| Chapter 61 | Traffic | Police - City Engineer - Parking Control |
| Chapter 62 | Offenses against public peace, safety and morals | |
| 62.03 | Curfew | Police |
| 62.04 | Firearms and fireworks | Police |
| 62.05 | Repealed | |
| 62.06 | Grain storage processing | Inspections |
| 62.07 | Hospital quiet zones | Police |
| 62.08 | Repealed | |
| 62.09 | Lake Winona, placing property in | Police |
| 62.10 | Loitering | Police |
| 62.11 | Urinating in Public | Police |
| 62.12 | Nude appearance | Police |
| 62.13 | Obscene language | Police |
| 62.14 | Riots, disorderly assemblages | Police |
| 62.16 | Spitting in public | Police |
| 62.17 | Toxic glue | Police |
| 62.18 | Throwing stones and discharging air guns | Police |
| 62.19 | Trespass | Police |
| 62.20 | Repealed | |
| 62.21 | Repealed | |
| 62.22 | Window peeping | Police |
| 62.23 | Police dogs | Police |
| 62.24 | Prostitution | Police |
| 62.25 | Skateboards in Business District | Police |
| 62.26 | Smoking in Public Places | Police |
| 62.27 | Trespass - Aquatic Center | Police |
| 62.28 | Windom Park Fountain - Wading | Police |
| 62.29 | Skateboards, Rollerblades and Bicycles Prohibited in Veterans Park | Police |
| 62.30 | False Burglary and Safety Alarms | Police |

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| 62.31 | False Information to a Police Officer | Police |
| 62.32 | Possession of Identification Card of Another | Police |
| Chapter 63 | Excavation or land disturbing activity | City Engineer |
| Chapter 64 | Taxation | Finance Director |
| Chapter 65 | Repealed | |
| Chapter 66 | Right-of-Way Management | City Engineer |
| Chapter 67 | Municipal Storm Sewer System | Public Works |

PLEASE NOTE:

1. Complaints concerning private water systems shall be referred to the Winona County Sanitarian.
2. Air and water pollution control complaints shall be referred to the Minnesota Pollution Control Agency at 1-800-657-3864.
3. Food handling license inquiries shall be referred to the Winona County Environmental Health Department at 457-6405.