

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

DEPARTMENT: CITY CLERK	SUPERSEDES: 5/11/2006	PREPARED BY: MHM	DATE APPROVED: 1/5/04	REVISED: 2/4/2011 REVIEWED: 4/1/2013
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APPENDIX A
 Listing of
 Winona City Code Sections
 and Responsibility Assignments

Code Section

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

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

	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

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

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

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.