

**ADMINISTRATIVE
PROCEDURE**

**SUBJECT: LICENSE PROCESSING:
NEW LIQUOR LICENSE
APPLICATIONS**

1.0 POLICY:

The procedure herein established shall pertain to the issuance of the first license and shall not apply to renewals unless there have been or will be substantial changes which shall be reported to the Council.

2.0 ORGANIZATIONS AFFECTED:

City Clerk, Inspections, Police

3.0 PROCEDURE:

3.1 Application

3.1.1 Applications shall be obtained from the City Clerk.

3.1.2 Upon payment of the processing fee to the Finance Department as evidenced by receipt, the City Clerk shall contact each of the departments required to conduct an inspection and to report on same.

3.2 Protective Inspections

3.2.1 The following protective inspections shall be required:

1. Sanitary and health inspection (Winona County)
2. Building and plumbing inspection

3.2.2 Inspection reports shall be in writing and returned to the City Clerk. The report shall be precise and shall consist of a finding that either the Code is met or it is not.

3.2.2.1 If it is not, then the report shall specify what action is required to bring the deficiency to Code.

DEPARTMENT: CITY CLERK	SUPERSEDES: 01/05/2004	PREPARED BY: MHM	APPROVED BY: EBS	DATE: 1/5/04 REVIEWED: 05/16/2006
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CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 110-1	REVISED: 1	PAGE <u>2</u> OF <u>2</u>
	SUBJECT: LICENSE PROCESSING: NEW LIQUOR LICENSE APPLICATIONS		

3.2.2.2 Attached to the report shall be the inspection sheets.

3.3 Police Investigation

3.3.1 The Police Chief shall cause an inspection and investigation to be made by the Police Department which shall include:

3.3.1.1 An investigation into the background of the applicant and officers of the business.

3.3.1.2 A determination of ownership of the building if it relates to the operation of the business (such as participating in the operation, or share in the gains of the business).

3.3.2 The police report shall include any recommendation the department may deem important.

3.4 Zoning and Parking Report

3.4.1 The Planning Division of the Department of Community Development shall submit a report concerning zoning ordinance compliance.

3.4.2 The Planning Division together with the Police Department shall inspect the site and make a determination whether any problems relative to parking may result and shall make a written report thereon.

3.5 Submission to City Council

3.5.1 The City Clerk shall present the application to the City Council only after the following have been confirmed:

- a. Inspections and background investigations are complete;
- b. Ownership or lease of premises to be licensed;
- c. Real estate taxes for preceding year have been paid in full;

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CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 110-1	REVISED: 1	PAGE <u>3</u> OF <u>2</u>
	SUBJECT: LICENSE PROCESSING: NEW LIQUOR LICENSE APPLICATIONS		

d. Appropriate insurance certificates have been filed with the City.

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