

Elsen, Nikki

From: Elsen, Nikki
Sent: Thursday, August 17, 2023 2:57 PM
To: liz.haywood@pfc.coop
Cc: Craig, Sondra; Smithburg, Alicia
Subject: Alcohol license for 315 5th Ave S
Attachments: Resolution approving CUP - Peoples Food Coop.pdf; Surrender-Voluntary - issued new license class.pdf

The Conditional Use Permit allowing permission for People’s Food Cooperative, Inc. to apply for a Combination “Class B” alcohol license at 315 5th Ave. S. was approved by the Common Council on August 10, 2023. Be advised that applications must be submitted within 60 days (by October 9th) or the permission becomes null and void for the remainder of the license year.

Please read the [Alcohol Beverage Submittal Requirements and Information](#) sheet - **IMPORTANT** information for both pre- and post-application filing.

1. Applicant (People’s Food Cooperative, Inc.) completes the Original [Application for Alcohol Beverage](#). List all officers/agent and answer all questions completely and legibly. Only one officer needs to sign (notary not required).
2. Each officer of the corporation and the agent must complete an [Auxiliary Form](#).
3. Complete [Schedule of Agent](#). There are residency requirements for the agent: must live in the State of Wisconsin for 90 days and within 25 miles of the City limits. The agent will need to complete the Responsible Beverage Server Course or have done so within the last two years and we need a copy of the completion certificate. Here is a link to the approved beverage server courses through Department of Revenue: <https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx>
4. With the application and all other documents, we need the following:
 - Fee: will depend on when you apply – fees are prorated
 - If by the August deadline (August 30) for September Council - \$520.10
 - If by the September deadline (September 27) for October Council - \$470.09

When the license is granted and we are prepared to issue, we will need you to voluntarily surrender the Class A license currently posted at People’s Food Coop. Only one license may be effective at a time for a premise.

Attached is the form we will need signed when you pick up the Combination “Class B” license after it is approved.

To file, you can do so in person during public service hours which are Monday – Thursday 8:00 a.m. to 4:00 p.m. in the lobby of City Hall – City Clerk is window 5.

If you have questions, you can contact the City Clerk’s Office at 608-789-7510 or email licenses@cityoflacrosse.org.

NIKKI M. ELSÉN, WCMC

CITY CLERK

CITY OF LA CROSSE (POPULATION 52,160)
400 LA CROSSE ST, LA CROSSE WI 54601
DIRECT: 608.789.7555 | OFFICE: 608.789.7510

City Clerk's Office hours: 8:00 a.m. to 4:30 p.m., Monday through Friday
Public Service hours 8:00 a.m. to 4:00 p.m. Monday through Thursday in the City Hall Lobby



Elected Officials and Members of Official Committees:

In order to comply with open meeting requirements, please limit any reply to only the sender of this electronic communication.