

Elsen, Nikki

From: Elsen, Nikki
Sent: Wednesday, June 15, 2022 8:31 AM
To: 'maria@eatapothik.com'
Cc: Craig, Sondra; Sargent, Katherine
Subject: CUP Approved for Alcohol Application - 411 3rd St S

Good morning Maria.

This communication is to notify you that the Conditional Use Permit allowing permission for Grounded Café LLC to apply for a Combination “Class B” alcohol license at 411 3rd St. S. was approved by the Common Council on June 9, 2022.

Be advised that applications must be submitted within 60 days 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 (Grounded Café LLC) completes the Original [Application for Alcohol Beverage](#). List all members/agent and answer all questions completely and legibly. Only one member needs to sign (notary not required).
2. Each member of the LLC 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>. ****Maria, if you are going to be agent on this license, you do not need to take the course since you have been agent on other licenses within the last two years.***
4. **With the application and all other documents, we need the following:**
 - a. Corporate paperwork – Articles of Incorporation of Grounded Café LLC (photocopy)*
 - b. Wisconsin Seller Permit Number (photocopy)*
 - c. Federal Employer Identification Number (photocopy)*
 - d. Fee: \$320 (\$300 alcohol license \$20 publication)

*It doesn't look like we received copies of these documents with your previous application so we will need them with your new submittal.

There are two deadlines in the next 60 day required filing period.

- Wednesday, June 29 for a license in July (through July 15, 2022 – June 30, 2023)
- Wednesday, July 27 for a license in August (through August 12, 2022 – June 30, 2023)

Once the Combination “Class B” license is granted, you have 90 days to be open, fully stocked and operating.

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 me at the phone or email below or Katye Sargent at sargentk@cityoflacrosse.org or calling 608-789-7553.

NIKKI M ELSÉN, WCMC

CITY CLERK

CITY OF LA CROSSE (POPULATION 50,869)

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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