

## Application Submittal Checklist

**Each application will need the following in order to be considered a complete application and be processed and reviewed:**

- 1) A completed and signed application. (EACH PAGE MUST BE SIGNED AND DATED)
- 2) If the applicant is not the owner of the building/property they must attach acknowledgment from the building/property owner that they are aware of this application being submitted to the City.
- 3) A detailed site plan (drawn by hand or drawn electronically) illustrating the following:
  - a. The location and dimensions of the proposed outdoor seating area in relationship to the building
  - b. The location of property lines and the outdoor seating area.
  - c. Parking lot and driveway locations as well as impact on parking spaces.
  - d. The number of tables/seats and the distances between them.
  - e. Location of fencing. Include description of type and materials.
- 4) Proof of insurance. (The applicant for a permit to encroach on the public right-of-way shall procure and maintain for the duration of the permit a minimum liability and contractual liability policy in the amount of \$100,000.00 each person, \$300,000.00 each accident for bodily injury and \$100,000.00 for property damage. A certificate of such insurance shall be filed with the City Attorney as part of the application. The insurance shall name the City, its officials, employees and agents as additional insureds. The Board of Public Works may require greater insurance protection on a case-by-case basis.)
- 5) Photos, attachments, and/or renderings or any other information that will help the City better understand, review and process your application.
- 6) (OPTIONAL) manufacturer's brochures showing types of tables and seating are helpful and recommended.

**IMPORTANT PROGRAM INFORMATION:**(Refer to the Program Guidelines for more information)

- 1) The applicant acknowledges that this is a **temporary approval** for outdoor seating and that it will expire/sunset on November 13, 2020, unless approved by the Common Council to extend the program.
- 2) The applicant acknowledges that **non-compliance** with the required standards, rules, requirements of the program and other existing City Ordinances **will result in immediate revocation of your Outdoor Café Permit.**
- 3) The applicant acknowledges that they have inspected the Right-of-Way at issue and determined it to be suitable for their needs and accept it "as is" and waive any claims against the City.
- 4) La Crosse Outdoor Café areas may be required to be fenced under this program. Please refer to the program guidelines. Fence or barrier height shall be a minimum of at least 32" in height.
- 5) Access to the La Crosse Outdoor Café area should, where possible, be made from the main entrance of the building (rather than accessible directly from outside).

Signature



Date

8-26-2020

Signature may be typed if completing electronically

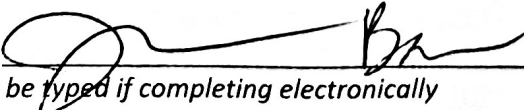
**IMPORTANT PROGRAM INFORMATION CONTINUED:**(Refer to the Program Guidelines for more information)

- 6) La Crosse Outdoor Café outdoor seating areas should have an emergency exit that meets applicable fire codes.
- 7) Per Section 2-292 of the Municipal Code those businesses wanting to participate in this program will not permitted to do so if any money or debt is owed to the City.
- 8) Under no circumstances is this program intended to promote gatherings or social spaces. It is intended to allow food & beverage patrons to be seated in accordance with physical distancing requirements to increase capacity. Tables shall be separated by at least 6' and should be set for groups no larger than six.
- 9) In no way can the overall capacity (inside + outside) exceed the establishment's overall permitted occupancy. No vertical drinking is allowed.
- 10) No vertical drinking or standing will be allowed in any version or part of this program, non-compliance will result in immediate revocation of your Outdoor Café Permit.
- 11) The applicant has inspected the ROW at issue and determined it to be suitable for their needs and accept it "as is" and waive any claims against the City.
- 12) The Planning & Development Department or the Board of Public Works may suspend or revoke any permit issued hereunder and order the removal of any encroachment placed in the right-of-way upon ten days' notice. The permit holder shall have a reasonable time, not to exceed five days, in which to file a written request with the City Planning and Development Department to be heard in said manner, and show cause why the proposed actions should not be taken. However, an encroachment may be removed without prior notice or opportunity to be heard where it constitutes an immediate danger in the public health, safety or welfare, where it is not in conformance with representations made in the application, where the certificate of insurance has expired or where placed within any right-of-way without a permit or contrary to the provisions of the permit or this article. In such cases, an opportunity for a post-removal hearing shall be provided.
- 13) Applicant will be required to remove any snow from their approved outdoor dining area.
- 14) Hours of Operation for the Outdoor Café is only permitted between the hours of 7am-11pm.
- 15) Propane tanks are not allowed to be stored within the building or within 10ft of an entrance door to the Building. Must be installed per Fire Code.

Questions on this process may be directed to the Planning and Development Department

Tim Acklin, AICP  
[acklint@cityoflacrosse.org](mailto:acklint@cityoflacrosse.org)  
608-789-7391

Jack Zabrowski  
[zabrowskij@cityoflacrosse.org](mailto:zabrowskij@cityoflacrosse.org)  
608-789-8676

Signature  Date 8-24-2020  
*Signature may be typed if completing electronically*

# City of La Crosse Outdoor Café Restaurant Recovery Program

## Permit Application & Instructions

The City of La Crosse has created the following Outdoor Cafe program to temporarily allow restaurants, taverns, and tasting rooms to expand their business footprint onto adjacent: public rights-of-way or privately-owned parking facilities or outdoor space if approved by the City of La Crosse. For eligible restaurants, taverns, and tasting rooms this may also include expanded alcohol license premises. All additional fees will be waived for this program.

All administrative approvals are strictly temporary and expire on **November 13, 2020**. This program may be extended beyond this date upon approval by the Common Council. This program is subject to all local, State and Federal Health Orders, laws and guidelines.

### Application Review Process

The Planning and Development Department will be administering the application process for this program. Depending on the type of Outdoor Café that is being applied for, or if a Liquor License Expansion is also being requested, additional approvals may be needed by the Board of Public Works, the City Clerk's Department, and/or the Common Council.

Completed Applications and the required attachments may be submitted to the Planning and Development Department via electronically to:

Jack Zabrowski  
[zabrowskij@cityoflacrosse.org](mailto:zabrowskij@cityoflacrosse.org)

or

Tim Acklin, AICP  
[acklint@cityoflacrosse.org](mailto:acklint@cityoflacrosse.org)

Completed Applications and the required attachments may also be mailed or drop off to the Planning and Development Department at 400 La Crosse St, La Crosse, WI 54601. If City Hall is closed to the public applications may be dropped off in the metal drop box located on the north side of City Hall.

**IT IS HIGHLY RECOMMENDED THAT APPLICATIONS ARE SUBMITTED ELECTRONICALLY. THIS WILL ENSURE A QUICKER PROCESS OF REVIEW.**

If your application requires review by the Board of Public Works for a Street Privilege Permit, applications must be submitted to the Planning & Development Department no later than 5pm on Wednesday to ensure review and action on your application by the following Monday meeting of the Board of Public Works.

Existing Liquor License Expansion requests will be reviewed by the City Clerk's Department. If review is required by the Board of Public Works Department, and the application is approved, applications will then be forwarded to the Clerk's Department for review. Provisional approval may be granted until final action is taken by the Common Council at their next meeting.

Signature

*Signature may be typed if completing electronically*

Date

8-26-2020

# Application

## ESTABLISHMENT AND OWNER INFORMATION

Business Name Meringue Bakery & Cafe

Business Address 313 Main Street

Name of Business Owner (LLC, Corp, etc) Jim Barney

Phone Number 608-514-2683 Email meringue.lacrosse@gmail.com

Name of Property Owner (if different than above) Ryan Johnson

Phone Number 1608-317-5353 Email ryan5533@hotmail.com

Does this business currently hold a City of La Crosse liquor license? NO

If yes, answer questions below. If no, skip to CHOOSE TYPE OF OUTDOOR CAFÉ.

If YES answered above, will you be requesting an expansion of premises to the current Liquor License?  
(Requires provisional approval by the City Clerk and approval by the Common Council)

YES  NO (If NO skip to CHOOSE TYPE OF OUTDOOR CAFÉ)

Please specify how you want to expand your current Liquor License.

- Into adjacent Right-of-Way (public sidewalk, on-street parking spaces, street, public plazas)
- Into existing business or adjacent off-street parking lot or open space.

## CHOOSE TYPE OF OUTDOOR CAFÉ (see program guide for definitions)

- Street Café (Requires Board of Public Works Approval of a Street Privilege Permit)
- Sidewalk Café (Requires Board of Public Works Approval of a Street Privilege Permit)
- Urban City Plaza (Requires Board of Public Works Approval of a Street Privilege Permit)
- Café Zone (Requires Board of Public Works Approval of a Street Privilege Permit)
- Outdoor Dining on Adjacent Private Parking Lot or Outdoor Space

## SITE/PROJECT DESCRIPTION

Please describe the proposed outdoor seating area details below.

Number of tables in proposed outdoor seating area: 4

Number of seats in proposed outdoor seating area: 8

Existing inside seating capacity: none at the moment

Your existing building capacity will apply across ALL seating areas through the use of this permit.

Number of bathroom fixtures: 1


Number of onsite, off-street parking spaces for your business currently: street parking only - 0

## PERMIT FEES

There are no fees for this application.

## APPLICANT SIGNATURE

I hereby make an application for an Outdoor Café Permit as detailed above. I agree to abide by the requirements of all City ordinances and State laws. I understand that the approval of a La Crosse Outdoor Café Restaurant Recovery Area Permit is conditional and that the permit can be revoked or suspended at any time. I agree to apply for any and all building permits that may be needed in the construction of this La Crosse Outdoor Café Restaurant Recovery Area.

Signature  Date 8/26/2020

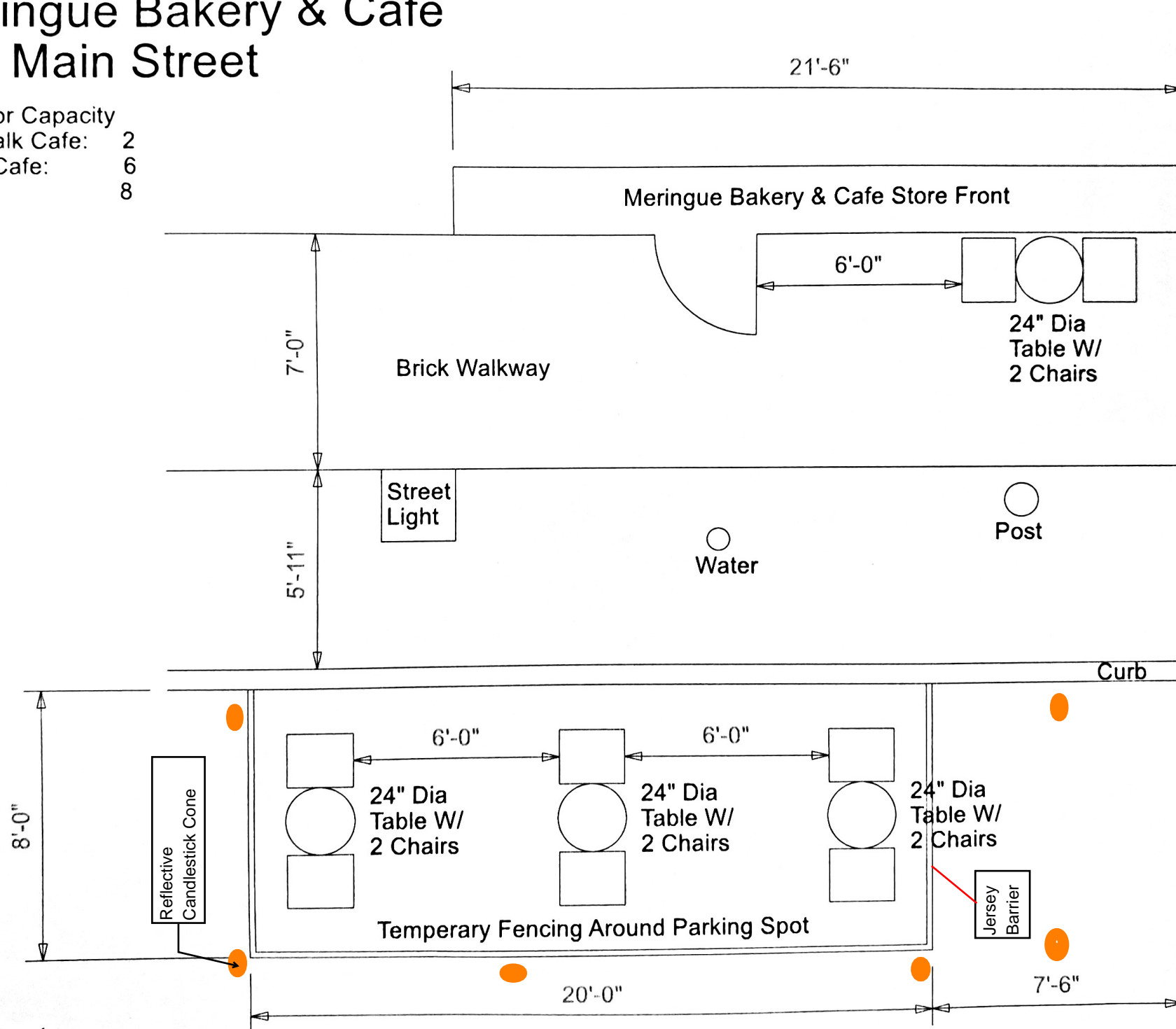
Signature may be typed if completing electronically



# Meringue Bakery & Cafe

## 313 Main Street

Outdoor Capacity  
 Sidewalk Cafe: 2  
 Stree Cafe: 6  
 Total: 8



Alleyway

Main Street  
 Request to move  
 15 Minute Pickup/Delivery Sign







Garden & Outdoor ▾

Hello, Brian  
Account & Lists ▾

Returns  
& Orders Prime ▾

0  
Cart

Deliver to Meringue  
Stoddard 54658

Brian's Amazon.com

Prime Video

Whole Foods

Pantry

Buy Again

Gift Cards

Shop All for School

Amazon Home

Shop by Room

Discover

Shop by Style

Home Décor

Furniture

Kitchen & Dining

Bed & Bath

Garden & Outdoor

Home Improvement

240

Patio, Lawn & Garden › Patio Furniture & Accessories › Patio Furniture Sets › Bistro Sets

Sponsored



## Grand patio Premium Steel Patio Bistro Set, Folding Outdoor Patio Furniture Sets, 3 Piece Patio Set of Foldable Patio Table and Chairs, Peacock Blue

Visit the Grand patio Store

873 ratings

Amazon's Choice for "cafe chairs"

Price: \$109.99

& FREE Returns

Your cost could be \$99.99. Eligible customers get a \$10 bonus when reloading \$100.

Available at a lower price from other sellers, potentially without free Prime shipping.

Color: Peacock Blue

Roll over image to zoom in



\$109.99	1 option from \$109.99
\$109.99	\$109.99
\$109.99	1 option from \$109.99
1 option from \$109.99	\$109.99

- Powder coated steel frame structure, rust-resistant. Perfect for outdoors, even coastal living. Space saving, easy to carry and storage.
- Premium Edition: Stylish design, wide and thick bars on the seat panel and back make it comfortable and strong. Plastic pieces on the each foot, keep your floor from scratching. Notice: You can contact Grand patio for replacement if these plastic foot pieces are missing.
- Heavy-duty construction yet light weight chairs can hold up to 300 lbs respectively.
- No assembly required, easy to set up and fold. Maintenance free, simply clean with wet cloth.
- Size of Table: 23.6"(DIA) X 28"(H). Chair: 19.7"(D) X 16.5"(W) X 32"(H).

Compare with similar items

New & Used (3) from \$101.19

FREE Shipping

Report incorrect product information.

### Similar item to consider



HONGLAND Frog Outdoor Side Table Accent Round Painted Glass Desk for Garden, Patio, Dining Room 14 Inches  
\$45.99

\$109.99

& FREE Returns

FREE delivery: **Tuesday, Sep 1**  
Order within 19 hrs and 27 mins  
Details

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Sold by Grand Patio and Fulfilled by Amazon.

Add gift options

Deliver to Meringue - Stoddard  
54658

Add to List

Add to Wedding Registry

New & Used (3) from

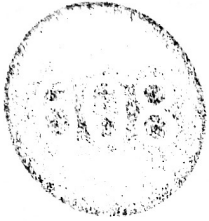
\$101.19

FREE Shipping

Share

Have one to sell?

Sell on Amazon



# Properties

August 20, 2020

City of La Crosse -

I am writing to you as the owner of the building located at 313 Main St in La Crosse.

This letter is to confirm that we are aware and in support of the Outdoor Café Application being submitted by Jen Barney of Meringue.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan R. Johnson". The signature is stylized and includes a large flourish at the end.

Ryan R. Johnson  
608 Properties LLC  
319 Main St Ste 404  
La Crosse, WI 54601

Work Hard & Be Kind



# CERTIFICATE OF LIABILITY INSURANCE

American Family Insurance Company   
 American Family Mutual Insurance Company, S.I. if selection box is not checked.  
 6000 American Pky Madison, Wisconsin 53783-0001

Insured's Name and Address  
 Meringue, LLC  
 313 Main St  
 La Crosse, WI 54601

Agent's Name, Address and Phone Number (Agt./Dist.)  
 Kristine M Shawley  
 525 MCHUGH RD  
 HOLMEN, WI 54636  
 (608) 526-2885 (002/014)

**This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.  
 This certificate does not amend, extend or alter the coverage afforded by the policies listed below.**

COVERAGES				
This is to certify that policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.				
TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE		LIMITS OF LIABILITY
		EFFECTIVE (Mo, Day, Yr)	EXPIRATION (Mo, Day, Yr)	
Homeowners/ Mobilehomeowners Liability				Bodily Injury and Property Damage Each Occurrence \$ ,000
Boatowners Liability				Bodily Injury and Property Damage Each Occurrence \$ ,000
Personal Umbrella Liability				Bodily Injury and Property Damage Each Occurrence \$ ,000
Farm/Ranch Liability				Farm Liability & Personal Liability Each Occurrence \$ ,000
				Farm Employer's Liability Each Occurrence \$ ,000
Workers Compensation and Employers Liability †				Statutory *****
				Each Accident \$ ,000
				Disease - Each Employee \$ ,000
				Disease - Policy Limit \$ ,000
General Liability <input checked="" type="checkbox"/> Commercial General Liability (occurrence) <input type="checkbox"/> <input type="checkbox"/>	[REDACTED]	12/01/2019	12/01/2020	General Aggregate \$ 4,000,000
				Products - Completed Operations Aggregate \$ 4,000,000
				Personal and Advertising Injury \$ 2,000,000
				Each Occurrence \$ 2,000,000
				Damage to Premises Rented to You \$ 100,000
				Medical Expense (Any One Person) \$ 5,000
				Businessowners Liability
Liquor Liability				Common Cause Limit \$ ,000 Aggregate Limit \$ ,000
Automobile Liability <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Auto <input checked="" type="checkbox"/> Nonowned Autos <input type="checkbox"/>				Bodily Injury - Each Person \$ 60,000
				Bodily Injury - Each Accident \$ 60,000
				Property Damage \$ 60,000
				Bodily Injury and Property Damage Combined \$ ,000
Excess Liability <input type="checkbox"/> Commercial Blanket Excess <input type="checkbox"/>				Each Occurrence/Aggregate \$ ,000

**Other (Miscellaneous Coverages)**

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS  
 Retail Location: 313 Main St, La Crosse, WI 54601

†The individual or partners  Have shown as insured elected to be covered under this policy.  Have not  
 ††Products-Completed Operations aggregate is equal to each occurrence limit and is included in policy aggregate.

CERTIFICATE HOLDER'S NAME AND ADDRESS	CANCELLATION
City of La Crosse (City of La Crosse: officials, employees & agents) 400 LaCrosse Street LaCrosse, WI 54601	<input type="checkbox"/> Should any of the above described policies be cancelled before the expiration date thereof, the company will endeavor to mail *(        days) written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. *10 days unless different number of days shown. <input checked="" type="checkbox"/> This certifies coverage on the date of issue only. The above described policies are subject to cancellation in conformity with their terms and by the laws of the state of issue.
DATE ISSUED 08/12/2020	AUTHORIZED REPRESENTATIVE Kristine Shawley