

Elsen, Nikki

From: Elsen, Nikki
Sent: Monday, June 14, 2021 12:44 PM
To: 'naflott@gmail.com'; 'matt@jaybuckley.com'
Cc: Sargent, Katherine
Subject: South Lanes Pizza LLC - license to sell/serve alcohol
Attachments: Resolution - South Lanes Pizza LLC.pdf

On June 10, 2021, the Common Council adopted the attached Resolution approving the request of South Lanes Pizza LLC to apply for a Combination "Class B" Beer & Liquor License at 1501 Losey Blvd. S. Per the Resolution, application must be made within 60 days from June 10th (date permission was granted).

Below are links to the documents that must be submitted.

1. Applicant completes the Original [Application for Alcohol Beverage](#). List all member/agent of South Lanes Pizza LLC and answer all questions. 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>
4. If you intend to have a beer garden, here is the link to the webpage for relevant information and to download the application: <https://www.cityoflacrosse.org/your-government/departments/city-clerk/licenses-permits/beer-garden>
5. If you intend to have indoor or outdoor music, here is the link to the webpage for relevant information and to download the respective application: <https://www.cityoflacrosse.org/your-government/departments/city-clerk/licenses-permits/cabaret-license>
6. With the application for alcohol beverage and other supporting documents, we need the following from Applicant:
 - a. Corporate paperwork – Articles of Incorporation (photocopy)
 - b. Wisconsin Seller Permit Number (photocopy)
 - c. Federal Employer Identification Number (photocopy)
 - d. Fee: \$80 (\$60 for the alcohol license and \$20 for publication) – this can be paid by check payable to City Treasurer. (Note: The fees were reduced for 2021; typical fees are \$620 for this license type.)
If you are adding a beer garden or cabaret, those fees are also due at the time of application.

Deadlines:

June 23 deadline for July 8 approval, license effective July 9

July 28 deadline for August 12 approval, license effective August 13

**Once license applications are granted, you have 90 days to activate the license which means open for business, stocked and selling/serving.

City Hall has in-person public hours Monday through Thursday 8a – 2p. Outside of the public hours, you can either mail the above to the City Clerk at the address below or you can utilize the green drop box located on the north side of City Hall.

Please contact me or license clerk Katy Sargent (sargentk@cityoflacrosse.org) if you have any questions.

Nikki M. Elsen, WCMC

City Clerk

City of La Crosse (Population 52,282)

400 La Crosse Street, La Crosse WI 54601

608-789-7555 phone

elsenn@cityoflacrosse.org

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.