

## Elsen, Nikki

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**From:** Elsen, Nikki  
**Sent:** Wednesday, July 20, 2022 2:58 PM  
**To:** 'Scott Weaver'  
**Cc:** Craig, Sondra  
**Subject:** CUP approved for Combination "Class B" alcohol application - People's Food Coop

This communication is to notify you that the Conditional Use Permit allowing permission for People's Food Cooperative, Inc. to apply for a Combination "Class B" alcohol license at 315 5<sup>th</sup> Ave. S. was approved by the Common Council on July 14, 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 (People's Food Cooperative, Inc.) completes the Original [Application for Alcohol Beverage](#). List all officers/directors/agent and answer all questions completely and legibly. Only one officer needs to sign (notary not required).
2. Each officers or the corporation and the agent (and any directors) 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>. NOTE: If the agent is the same as the Class A licenses, course is not necessary.
4. With the application and all other documents, we need the fee: \$320 (\$300 alcohol license \$20 publication). We will soon be out of regular licenses and the additional \$10,000 may be required if we only have reserve licenses available.

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

- Wednesday, July 27 for a license in August (August 12, 2022 through June 30, 2023)
- Wednesday, August 31 for a license in September (September 16 through June 30, 2023).

When you are ready 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 Clerk's Office at 608-789-7510 or [licenses@cityoflacrosse.org](mailto:licenses@cityoflacrosse.org).

### NIKKI M ELSSEN, WCMC

CITY CLERK

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**Upcoming 2022 Elections**

August 9 – Partisan Primary Election

November 8 – General Election

For more information, visit [myvote.wi.gov](http://myvote.wi.gov) or contact the City Clerk's Office.

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.*