

Elsen, Nikki

From: Elsen, Nikki
Sent: Monday, October 16, 2023 2:09 PM
To: paragonsquarellc@gmail.com; eaujuicy@gmail.com
Cc: Craig, Sondra; Smithburg, Alicia
Subject: Alcohol license for 1904 Campbell Rd

Yer Thao and Xavier Yang.

The Request allowing permission for Paragon Square LLC to apply for a Combination “Class B” alcohol license at 1904 Campbell Rd was approved by the Common Council on October 12, 2023. Be advised that applications must be submitted within 60 days (by December 11th) 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 (Paragon Square 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>
4. With the application and all other documents, we need the following:
 - Corporate paperwork – Articles of Incorporation of Paragon Square LLC (photocopy)
 - Wisconsin Seller Permit Number (photocopy)
 - Federal Employer Identification Number (photocopy)
 - Photocopy of Lease with property owner, if applicable
 - Fee: will depend on when you apply – fees are prorated
 - If by the October deadline (October 25) for November Council - \$420.08
 - If by the November deadline (November 29) for December Council - \$370.07
 - Other licenses: If you will be applying for any other license type i.e. indoor cabaret, beer garden, cigarette, etc., you can find those applications on our webpage here: <https://www.cityoflacrosse.org/your-government/departments/city-clerk/licenses-permits>.
The applicable fee will also be due.

*Keep in mind that when the license is granted, the business must be open, active, and selling within 90 days of the date of the Council meeting.

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.