

Elsen, Nikki

From: Elsen, Nikki
Sent: Thursday, August 17, 2023 2:45 PM
To: mjcurtis323@gmail.com
Cc: Craig, Sondra; Smithburg, Alicia
Subject: Alcohol license for 411 3rd St S
Attachments: Resolution approving CUP - Capella Catering LLC.pdf

The Conditional Use Permit allowing permission for Capella Catering LLC to apply for a Combination “Class B” alcohol license at 411 3rd St S was approved by the Common Council on August 10, 2023. Be advised that applications must be submitted within 60 days (by October 9th) 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.

When the paperwork below is filed, we will need a [Surrender of License](#) from Grounded Coffee LLC signed by Maria Norberg as current licensee. The surrender will be effective on the Council date the Capella application is approved. This is necessary because two licenses cannot be effective at the same time for the same premise. When the Capella license is approved, the Grounded License will be void. Without the surrender, we cannot accept Capella paperwork.

1. Applicant (Capella Catering 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 Capella Catering LLC (photocopy)
 - Wisconsin Seller Permit Number (photocopy)
 - Federal Employer Identification Number (photocopy)
 - Photocopy of Lease with property owner, if applicable
 - Surrender signed by Maria Norberg/Grounded Coffee LLC
 - Fee: will depend on when you apply – fees are prorated
 - If by the August deadline (August 30) for September Council - \$520.10
 - If by the September deadline (September 27) for October Council - \$470.09

*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. ELSEN, 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.