

# 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. (WE OWN THE PROPERTY)
- ✓ 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

8-4-20

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



Date

8-4-20

Signature may be typed if completing electronically

# Application

## ESTABLISHMENT AND OWNER INFORMATION

Business Name LA CROSSE'S FINEST LLC DBA DUBLIN SQUARE IRISH PUB & EATERY  
Business Address 103 3RD STREET N, LA CROSSE, WI 54601  
Name of Business Owner (LLC, Corp, etc) BBL REAL ESTATE HOLDINGS, LLC (SAME OWNERSHIP AS DUBLIN SQUARE)  
Phone Number 608-579-2509 Email mattdoshcka@yahoo.com  
Name of Property Owner (if different than above) SAME  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Does this business currently hold a City of La Crosse liquor license? YES

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 (MAIN ST. SIDE ONLY)

Please describe the proposed outdoor seating area details below.

Number of tables in proposed outdoor seating area: 8

Number of seats in proposed outdoor seating area: 32-40

Existing inside seating capacity: 81 INSIDE, 72 OUTSIDE

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

Number of bathroom fixtures: 2

Number of onsite, off-street parking spaces for your business currently: 4 (WILL ONLY BE

## PERMIT FEES

There are no fees for this application.

USING THE 2 ON  
MAIN ST. IN FRONT  
OF OUR CURRENT  
OUTDOOR PATIO )

## 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 [Signature] Date 8-4-20

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 right-of-way (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

8-4-20

Signature may be typed if completing electronically

**EXHIBIT A**

**DURHMAN PROPERTIES, LLC  
TO  
BBL REAL ESTATE HOLDINGS, LLC**

Part of Lots 6 and 7 in Block 19 of the Plat of the Town (now City) of La Crosse, La Crosse County, Wisconsin, described as follows: Commencing at the Southeast corner of said Lot 6, said point being on the Westerly line of North 3rd Street and on the Northerly line of Main Street; thence North 27 degrees 01 minutes 45 seconds East 14.00 feet along said Westerly line; thence North 62 degrees 58 minutes 15 seconds West 10.28 feet to the point of beginning of this description; Thence continuing North 62 degrees 58 minutes 15 seconds West 63.42 feet; thence North 27 degrees 01 minutes 45 seconds East 37.33 feet along the centerline of a common wall; thence South 62 degrees 58 minutes 15 seconds East 5.75 feet along the centerline of a common wall; thence North 27 degrees 01 minutes 45 seconds East 26.17 feet along the centerline of a common wall; thence South 62 degrees 58 minutes 15 seconds East 5.67 feet; thence South 27 degrees 01 minutes 45 seconds West 26.17 feet along the centerline of a common wall; thence South 62 degrees 58 minutes 15 seconds East 52.00 feet along the centerline of a common wall; thence South 27 degrees 01 minutes 45 seconds West 37.33 feet parallel to said Westerly line of North 3rd Street to the point of beginning of this description.

TOGETHER WITH an easement for access to maintain, operate and repair condensers as more fully described in an instrument recorded in the Office of the Register of Deeds for La Crosse County, Wisconsin on December 31, 1985 in Volume 749 of Records, page 860 as Document No. 970920; AND TOGETHER WITH an easement for storage of refuse and garbage more fully described in the instrument referred to above; AND TOGETHER WITH easements for access to Main and Third Streets, and for a back exit and for loading and unloading as also more fully described in the instrument referred to above; AND TOGETHER WITH Party Wall Rights created by an agreement recorded in said Register's Office on December 31, 1985 in Volume 749 of Records, page 844 as Document No. 970917; AND TOGETHER WITH Party Wall Rights created by an agreement recorded in said Register's Office on December 31, 1985 in Volume 749 of Records, page 850 as Document No. 970918.

State Bar of Wisconsin Form 1 - 2003

**WARRANTY DEED**

Document Number

Document Name

**THIS DEED, made between Durhman Properties, LLC, a Wisconsin limited liability company,**

**\_\_\_\_\_ ("Grantor," whether one or more),  
and BBL Real Estate Holdings, LLC, a Wisconsin  
limited liability company,**

**\_\_\_\_\_ ("Grantee," whether one or more).**

Grantor, for a valuable consideration, conveys to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in La Crosse County, State of Wisconsin ("Property") (if more space is needed, please attach addendum):

See Attached Exhibit A

RECORDED ON  
04/02/2020 03:03PM  
REC FEE: \$30.00  
TRANSFER FEE: \$1,395.00  
EXEMPT #:  
PAGES: 2

\*\* The above recording information verifies that this document has been electronically recorded and returned to the submitter.\*\*

Recording Area

Name and Return Address

Attorney Gerard O'Flaherty  
O'Flaherty, Heim, Birnbaum,  
Kirchner & Curtis, Ltd.  
201 Main Street, Suite 1000  
La Crosse, WI 54601

17-20013-060

Parcel Identification Number (PIN)

This is not homestead property.  
(is) (is not)

Grantor warrants that the title to the Property is good, indefeasible in fee simple and free and clear of encumbrances except: highways, easements, rights of way, use restrictions, zoning ordinances and other restrictions of record.

Dated MARCH 27, 2020  
Durhman Properties, LLC

Rita Durhman (SEAL) \_\_\_\_\_ (SEAL)  
\* Rita Durhman, Managing Member \*

\_\_\_\_\_  
\* \_\_\_\_\_ (SEAL) \_\_\_\_\_ (SEAL)

**AUTHENTICATION**

Signature(s) Rita Durhman, as Managing  
Member of Durhman Properties, LLC  
authenticated on MARCH 27, 2020

Gerard O'Flaherty  
\* Gerard O'Flaherty

TITLE: MEMBER STATE BAR OF WISCONSIN  
(If not, \_\_\_\_\_  
authorized by Wis. Stat. § 706.06)

THIS INSTRUMENT DRAFTED BY:

Attorney Gerard O'Flaherty  
201 MAIN ST., STE. 1000 LA CROSSE WI

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.  
WARRANTY DEED STATE BAR OF WISCONSIN FORM No. 1-2003

\*Type name below signatures.

PROPOSED  
BIKE RACK / BARRIER  
6 IN TOTAL

DIMENSIONS:  
42" HIGH  
8' LONG





SPOT #2

SPOT #1

LOADING ZONE  
15 MIN.  
FOR PICKUP & DELIVERY ONLY

DUBLIN SQUARE

902-UCG

MAZDA

DAHL



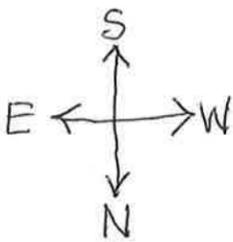
**THE CROW**  
BEER • BOURBON • BURGERS

**THE CROW**  
BEER • BOURBON • BURGERS



CAUTION  
WET FLOOR  
NO PARKING  
NO STOPPING





MAIN STREET

NW CORNER OF THIRD & MAIN  
LIGHT POSTS

Clear Corner Walkway

CURB ↑  
↑ THIRD STREET ↑

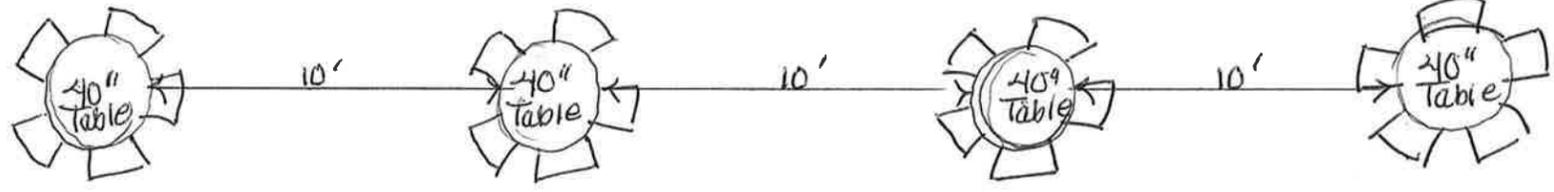
ADDITIONAL OPTION

Fence for outdoor Dining

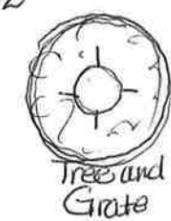
5- 8' x 5' Fence Barriers

Barrier or Fence

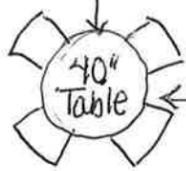
Barrier or Fence



Garbage Can



Tree and Grate



40" Table

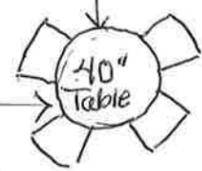
Lamp Post  
Brick Boulevard



Decorative Brick Inset

20'±

Entry



40" Table



Tree and Grate



40" Table

EDGE OF PROPERTY

Fence for Outdoor Dining  
Interior Patio

Fence for outdoor dining  
Interior Patio

DUBLIN SQUARE  
103 3rd STREET N.

All Tables 4-5 Seats  
Approx. 40" Round Tables

Sidewalk Cafe- Width of Building on Main Street and corner of 3rd and Main.  
Street Cafe- 2 parking spaces on Main Street.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/06/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  <b>Meritrust Insurance</b> <b>1523 Rose St Suite #1</b> <b>La Crosse, WI 54603</b>	<b>CONTACT NAME:</b> Keaton Collas <b>PHONE (A/C No. Ext):</b> (608)784-2587 <b>E-MAIL ADDRESS:</b> kcollas@meritrustins.com	<b>FAX (A/C No.):</b> (608)519-3867
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  <b>La Crosse Finest LLC</b> <b>DBA Dublin Square</b> <b>103 N. 3rd St</b> <b>La Crosse, WI 54601</b>	<b>INSURER A :</b> <b>Society Insurance</b>	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

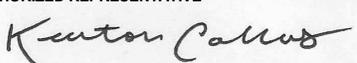
**COVERAGES**      **CERTIFICATE NUMBER:** [REDACTED]      **REVISION NUMBER:** 3

THIS IS TO CERTIFY THAT THE 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		[REDACTED]	03/29/2020	03/29/2021	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input checked="" type="checkbox"/> CLAIMS-MADE DED    RETENTION \$	Y		[REDACTED]	03/29/2020	03/29/2021	EACH OCCURRENCE \$ <b>1,000,000</b> AGGREGATE \$ <b>1,000,000</b>
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	[REDACTED]	03/29/2020	03/29/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>100,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
A	<b>Liquor Liability</b>	Y		[REDACTED]	03/29/2020	03/29/2021	<b>1,000,000</b> <b>Each Cause/Agg</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

<b>City of La Crosse</b> <b>400 La Crosse Street</b> <b>La Crosse, WI 54601</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  (KCC)

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