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 Heath 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 ZabrowskiorTim Acklin, AICPzabrowskij@cityoflacrosse.orgacklint@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 ben neumann	Date
8/19/20	
Signature may be typed if completing electronically	

Application Submittal Checklist

<u>Each application will need the following in order to be considered a complete application and be processed and reviewed:</u>

- 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.
- 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. (Certificate of Liability and Endorsement Page) (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.

<u>IMPORTANT PROGRAM INFORMATION</u>:(Refer to the Program Guidelines for more information)

- 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 _	ben neumann	Date
8/19/2	0	

Signature may be typed if completing electronically

<u>IMPORTANT PROGRAM INFORMATION CONTINUED</u>:(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		Jack Zabrowski	
acklint@cityoflacrosse.org		zabrowskij@cityof	lacrosse.org
608-789-7391		608-789-8676	
⊠ Signature	_ben neumann		Date
8/19/20			
Signature may be typed if com	npletina electronically		

Application

ESTABLISHMENT AND OWNER INFORMATION

Business Name	sloopys alma r	nater		
llc				
	163 copeland ave, la	crosse, wi		
54603	Owner (LLC, Corp, etc)	han Nauman	n sloopys alma mato	
		ben Neuman	n, sioopys aima mate	ı
Phone Number	608-385-3439	Fmail		
	r767@gmail.com			
	Owner (if different than above			
		.,		
Phone Number	608-386-1298	Email		
	ehrs@yahoo.com		<u></u>	
Does this business	currently hold a City of La Cro	sse liquor license?	?yes	
If yes, answer que	stions below. If no, skip to CHC	OSE TYPE OF OUT	DOOR CAFÉ.	
(Requires provisio Yes ☐ YES Please specify how ☐ Into adjacent R	oove, will you be requesting an nal approval by the City Clerk a NO (If NO skip v you want to expand your curr ight-of-Way (public sidewalk, of g business or adjacent off-stree	and approval by the properties of the properties	ne Common Council) E OF OUTDOOR CAFÉ) e. spaces, street, public	
CHOOSE TYPE OF Street Café (Re Sidewalk Café (Urban City Plaz Café Zone (Req	OUTDOOR CAFÉ (see program quires Board of Public Works A Requires Board of Public Work a (Requires Board of Public Wo uires Board of Public Works Ap	guide for definiti approval of a Stree as Approval of a St orks Approval of a oproval of a Street	ons) et Privilege Permit) reet Privilege Permit) Street Privilege Perm Privilege Permit)	
	ning on Adjacent Private Parkir	ng Lot or Outdoor	Space	
SITE/PROJECT DES	SCRIPTION			
Please describe th	e proposed outdoor seating ar	ea details below.		
Number of tables	in proposed outdoor seating a	rea: 3		
Number of seats in	n proposed outdoor seating ar	ea:	18	
Existing inside sea	ting capacity:	54		
Your existing build	ling capacity will apply across A	ALL seating areas i	through the use of th	is permit.
Number of bathro	om fixtures:	22		
Number of onsite,	off-street parking spaces for y	our business curre	ently:	18

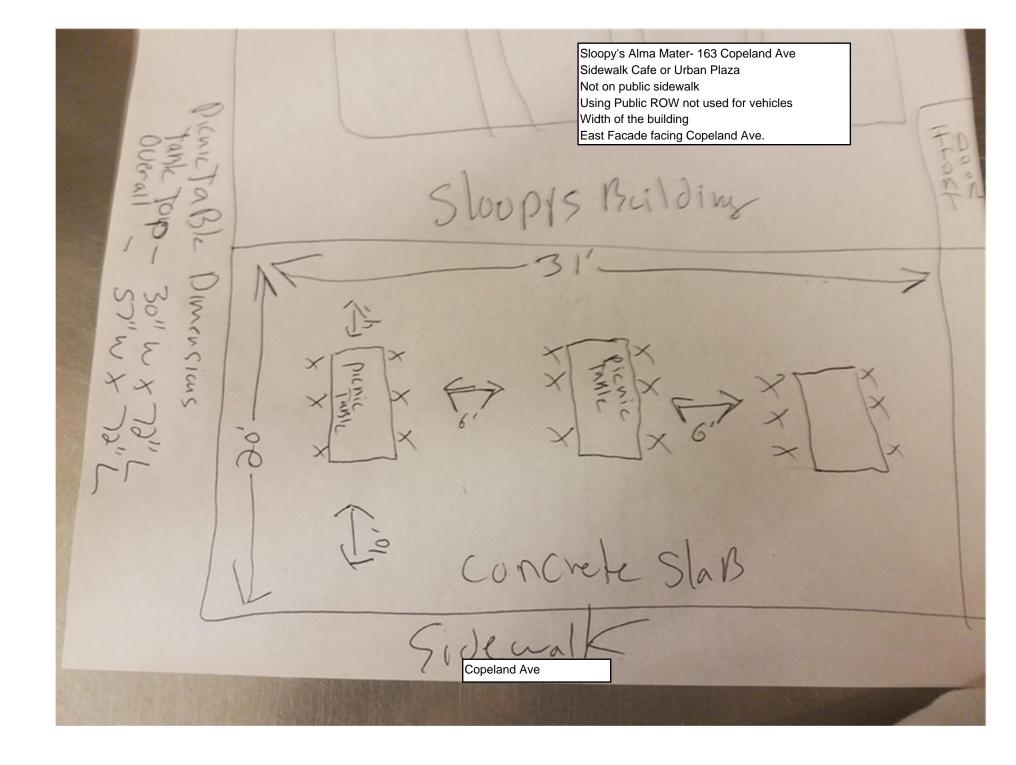
PERMIT FEES

There are no fees for this application.

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

the





OP ID: AJ



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/17/2020

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.

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this certificate does not confer rights to the certificate holder PRODUCER 608-783-5206							CONTACT Amy Jandt								
		surance Agency Main Street	/ Inc.					PHONE (A/C, No, Ext): 608-783-5206 FAX (A/C, No): 608-783-5209							
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