

Elsen, Nikki

From: Elsen, Nikki
Sent: Friday, July 12, 2024 11:19 AM
To: sughracorporation@gmail.com
Cc: Smithburg, Alicia; Craig, Sondra
Subject: CUP approved - Process to apply for a Combination "Class B" Alcohol license

Hello Asif.

First, I apologize I confused your item last night. I was thinking you were on step two but it was the Conditional Use Permit on the agenda last night.

This communication is to notify you that the Conditional Use Permit of Sughra Group LLC allowing permission to apply for a Combination "Class B" Beer & Liquor License for 212 Main Street was approved by the Common Council on July 11, 2024.

You now have 60 days to make application (by September 9, 2024). The instructions to do so follow:

Step 2: Submit applications/Council approval (upon approval, must be open, stocked and serving within 90 days).

Complete the Original [Application for Alcohol Beverage](#) (AB-200). In Part C, list all members of Sughra Group LLC and agent and answer all questions completely and legibly.

Each member/agent must complete an [Individual Questionnaire](#) (AB-100).

Complete [Appointment of Agent](#) (AB-101). This form is signed by member of the LLC and 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>

With the application and all other documents, we need the following:

- Articles of Incorporation for Sughra Group LLC
- 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.

As of today, we have available Combination Class B licenses. The annual fee is \$600 plus a \$20 publication fee.

If by the time you apply, we are out of available licenses, we have reserve licenses available for an additional one-time fee of \$10,000.

Additionally, once licensed, alcohol beverages must be purchased from an authorized distributor or wholesaler. You cannot buy alcohol from another retailer i.e., grocery or convenience store or membership warehouse. You must keep the invoices on premise and open for inspection for two years from date of invoice. No alcohol may be on the premise until you have a retail license in hand.

Please contact the City Clerk's Office with questions - 608-789-7510 or licensees@cityoflacrosse.org.

Thank you.

NIKKI M. ELSEN, WCMC

City Clerk

City Clerk's Office
City of La Crosse
400 La Crosse Street
La Crosse WI 54601

City Clerk's Office hours:

8:00 a.m. to 4:30 p.m., Monday through Thursday

8:00 a.m. to 2:00 p.m., Fridays (summer hours May - July)

Public Service (walk-in) 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.