

**Date: Wednesday, Feb. 22, 2017**  
**Time: 7:15 pm**  
**Place: Westside Fire Station**

## **LICENSE COMMITTEE**

A. ROLL CALL

B. CORRECTION OF MINUTES

C. BUSINESS

1. APPLICATION FOR TEMPORARY AMENDMENT TO LICENSED PREMISES FOR SUISSE HAUS INC. TO ADD AN OUTDOOR BEER GARDEN IN CONJUNCTION WITH THE PUB CRAWL TO BE HELD ON MARCH 11, 2017

*(Review and possibly recommend to Council for approval)*

Individual Requesting Item	City Clerk/DOGG
Expected Length of Discussion	5 min.

Documents:

*[Suisse Haus temp extension.pdf](#)*

D. BUSINESS BY MEMBERS

E. ADJOURNMENT

***This Committee may take any action it considers appropriate related to any item on this agenda.***

Request from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

**Members: Chairperson Richard Thoman, Michael Boyce, Chris Beer, Alt. Tom Miller**

CITY OF MONROE APPLICATION FOR OUTDOOR BEER GARDEN

*David*  
*10*

To the License Committee and the Common Council of the City of Monroe:

I/we hereby submit application for approval of an outdoor beer garden in conjunction with a temporary alcohol beverage license or as an extension of the licensed premises of a current regular alcohol beverage license holder as follows, and hereby agree to abide by the attached regulations and standards and to comply with all federal, state, and local laws, resolutions, and ordinances governing beer gardens and alcoholic beverages:

Name of Applicant: Suisse Ham Inc  
Current Regular alcohol beverage license holder? yes #14  
Applying for a temporary alcohol beverage license? X  
Address of Applicant: 1602 12th St Monroe  
Mailing Address of Applicant: 1602 12th St Monroe  
Phone Number of Applicant: 608 325 3220  
Requested area is: Permanent      Temporary X If temporary, please provide dates of operation: March 11 2017  
Beer garden area is to be located on Private Property X Public Property      or Combination Public/Private     

Address and detailed description of premises to be licensed for beer garden - Include dimensions and describe fencing, entrances, exits, and other details:

fence parking lot for beer garden for Pub Crawl with emergency exits  
rental parking lot east of building located at 1602 12th Street approx 100' x 70' in size

Dated this 6 day of Feb., 2017

Rudolf Schuler  
Signature

Bernd A. Schindler  
Signature

*\*\*Two signatures of officers required if an organization, corporation, or LLC\*\**

**Note: Attach a detailed diagram of the proposed beer garden area that specifically describes the dimensions and the relationship to any other licensed area. (required)**

\*\*\*\*\*

Approval: FAK - CS  
Police Department

[Signature]  
Fire Department

[Signature]  
Building Inspector

[Signature]  
City Clerk

Approved by License Committee on \_\_\_\_\_  
Approved by Common Council on \_\_\_\_\_

# **Guidelines and Requirements for Outdoor Beer Gardens**

An outdoor beer garden is defined as an open air, roofed or unroofed area, where beer and/or other alcoholic beverages are served or consumed, whether permanent or temporary, and whether on private or public property

Application is made to the City Clerk and then also reviewed by the Police, Fire, and Building Inspection Departments. The application is then referred to the License Committee for review taking into consideration recommendations made by City staff. The License Committee will then refer and make recommendations to the Common Council for final approval of the application.

## **Guidelines and Requirements – All:**

1. Must attach a detailed diagram of the proposed beer garden area that specifically describes the dimensions and the relationship to any other licensed area.
2. Area must comply with all state and local building and fire codes regarding such things as exits, exit lights and capacity and is subject to inspection by the Fire Inspector.
3. All emergency exits shall have a gate(s) which swing to egress and must swing free and clear of any public sidewalk, unless the special event beer garden or license extension area is temporary and has acceptable, non-gated open exits that have personnel stationed at each. Gates must include approved latch hardware, which shall be mounted only on the inside.
4. Beer garden location must comply with any regulations regarding vision clearance and sight triangles so as not to be a traffic hazard.
5. Beer garden area must be enclosed with no less than 3 feet high chain link, wood, concrete, plastic, rope or wrought iron fencing, or other approved material which forms a barrier that will isolate the alcohol area from non-alcohol areas.
6. Must have adequately displayed signage warning that alcoholic beverages shall not be passed over the area's barrier or be removed from the licensed area.
7. Must have access plan for fire and other emergency services which must be approved by the Fire Chief.
8. License holder is responsible to know the occupancy and capacity limits for the

area and must exhibit a plan with an approved system or device to monitor this.

9. License holder is also responsible to show a plan of responsible service that will prevent service to intoxicated persons as prohibited by Wisconsin Stats 125.07(2).

10. All entry points must be monitored by an adult employee or security personnel. If fire and building code regulations require entry points to be more than (4) feet in width, they must be monitored by at least 2 adult employees or security personnel.

11. Licensed operators must be present at all times to oversee the entire beer garden area. These licensed operators can be stationed inside main bar area of existing premises only if entire beer garden area can at all times be viewed and monitored from this inside area.

12. Other reasonable standards may be required by city officials based on specific situations.

13. Other permits may be required such as dance licenses, amplified sound permits, background music permits, or special event permits. You must submit application for these licenses and permits along with the beer garden application.

#### **Additional Guidelines and Requirements if using Public Property:**

1. Must give notice to adjoining property owners located on each side of proposed beer garden and those directly across the street from beer garden location and provide city with proof of notice.

2. Must include a certificate of insurance for \$1,000,000 general liability naming the City of Monroe as additional insured

3. Storm sewer inlets must covered with a permeable material to prevent trash and other materials from falling into the inlet, but allowing for potential precipitation to enter.

4. Must submit fee of \$25.00 per day for use of public property

5. Beer garden area must be no wider than one side (street frontage) of an existing licensed premises if being issued as a temporary extension to a current holder of a regular alcohol beverage license. "L" shaped configurations are discouraged and most likely not approved.

#### **Additional Guidelines and Requirements if Permanent Beer Garden**

1. Can only be issued to a current holder of a regular alcohol beverage license

2. Beer garden must be contiguous to currently licensed premises

3. No public property may be utilized unless applying in conjunction with a

sidewalk café permit allowed only in the downtown area.

**Additional Guidelines and Requirements if issued in conjunction with a Temporary Class "B"/"Class B" alcohol beverage retailer's license for picnics or gatherings**

1. Must submit application for Temporary Class "B"/"Class B' Retailer's license and follow additional guidelines and restrictions (*See Exhibit A*)
2. Must pay fee of \$10.00 per license per event

**Additional Guidelines and Requirements if issued to the current holder of a regular alcohol beverage license**

1. Must be direct access into existing premises from beer garden area

Suisse  
Hous.

12th Street

Building

Beer  
Garden

Emergency  
Gate

Entrance

Entrance

Entrance

Acad 10  
op 11-15-20  
Kochburg

Emo

6 Gate

