

Date: Tuesday, May 17, 2016
Time: 7:15 pm
Place: City Hall

LICENSE COMMITTEE

A. ROLL CALL

B. CORRECTION OF MINUTES

C. BUSINESS

1. APPLICATION FOR POSSESSION OF LIVE CHICKENS - DANIEL AND TRACY RIESE

Review and possibly recommend to Council for approval

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

Documents: [SKMBT_C35160509143400.pdf](#)

2. APPLICATION FOR POSSESSION OF LIVE CHICKENS - WENDI OTT

Review and possibly recommend to Council for approval

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

Documents: [SKMBT_C35160509143300.pdf](#)

3. APPLICATION FOR TEMPORARY "CLASS B" WINE & FERMENTED MALT BEVERAGE LICENSE FROM ARC OF GREEN COUNTY FOR BALLOON FESTIVAL

Review and possibly recommend to Council for approval

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

Documents: [SKMBT_C35160511095500.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
1110 18th Avenue, Monroe, WI 53566
Phone (608) 329-2524 FAX (608) 329-2561

Application for Permit for Possession of Live Chickens

The undersigned most respectfully makes application for a permit under section 9-2-22 of the Monroe City Code to possess live chickens subject to all applicable conditions, regulations, and provisions of all state statutes and city ordinances & resolutions regarding issuance of said permit.

Applicant(s): Daniel and Tracy Riese

Phone number: 608-325-9848

Address: 1403 30th Ave Monroe WI 53566
(Street) (City) (State) (ZIP)

Email address: tkr2969@gmail.com

Number of live chickens to be possessed 6

Permit Address: 1403 30th Ave Monroe WI 53566
(Street) (City) (State) (ZIP)

Owner of property for which permit is requested same as applicants

Phone number: _____

Address: _____
(Street) (City) (State) (ZIP)

Email address: _____

Description of Coop and Run (Including size and proposed construction materials)

2 story horse style repurposing wooden swing set - plywood floor, sides and shingled roof see drawing on back - everything will be painted - using 1/2" hardware cloth for chicken run

Description cont.

See location of proposed coop on back

Some properties may have deed restrictions and/or neighborhood covenants in effect that prohibit the possession of live chickens on the subject property. Have you checked to see if any such restrictions or covenants are in effect at the permit address? Yes No

NOTE: This is a permit application only for the possession of live chickens. No slaughtering is allowed.

Date of Application: 4-20-14

Applicant Signature:

Jracy Rose [Signature]

The following must be submitted with the application:

- Accurately scaled drawing showing the location of the proposed coop and any chicken run, distances to lot lines and distances to nearest adjoining principal structure, together with dimensions of the coop and chicken run
- Satisfactory evidence that the applicant has registered the proposed location with the Wisconsin Department of Agricultural Trade and Consumer Protection pursuant to section 95.51 of the Wisconsin Statutes and section ATCP 17 of the Wisconsin Administrative Code
- Permit fees as follows:
 - \$50.00 - Initial Review Fee
 - \$25.00 - Review Fee for changes to construction or size of coop or run or location on premises
 - \$25.00 - Annual Permit Fee
- Property Owner's Notarized Signature (required only if the applicant is not the owner of the property for which permit is requested)

This section to be completed by the City of Monroe

Date Paid: 4-22-16 Total Amount Paid: 75.00 (Acct# 5/533)

City Clerk checklist

- Complete application
- Scale drawing included
- Fee collected
- Owner's signature and notary signature
- Covenants or restrictions verified by applicant
- Wisconsin Dept. of Ag registration

Building Inspector checklist

- Coop Construction materials acceptable (resistant to rodents, wild birds and predators)
- Coop provides a humane environment (adequate ventilation, sun, shade and protection from adverse weather)
- Coop interior enclosed area of not less than 4 square feet per chicken and a total enclosed area of not more than 24 square feet
- Run does not exceed in size the greater of 40 square feet or 1% of the rear yard area, but in no case more than 100 square feet
- Run to be constructed in workmanlike fashion of wire normally used for the containment of chickens
- One family dwelling
- Rear yard only
- Coop or run is not located within 10 feet of any lot line unless the rear or side lot is contiguous to an alley in which case the coop or run shall not be within 3 feet of the lot line abutting such alley
- No portion of coop or run located within 25 feet of any principal structure on adjacent lot

Approved by City Clerk: CJ Date: 5-4-16

Approved by Building Inspector: RL Date: 5-5-16

Approved by License Committee: _____ Date: _____

Approved by Common Council: _____ Date: _____

_____ Disapproved (reason):

_____ Special Conditions of Approval:

[Welcome](#)

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[Premises](#)

[Summary](#)

Register Premises: Summary

Form: DMS-LP-02w

Congratulations! You've completed the registration process. If you would like to register another Premises click **Register Next Premises**. Otherwise click **Done**. You may want to print this page for your own records.

You've created the following Premises:

Premises 1	00MG2Z6
	home backyard
	1403 30TH AVE
	MONROE, WI, 53566-3157

Would you like to create another?



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User: tracykriese [Help](#) [Logout](#)

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Register Premises: Summary

Form: DMS-LP-02w

Congratulations! You've completed the registration process. If you would like to register another Premises click **Register Next Premises**. Otherwise click **Done**. You may want to print this page for your own records.

You've created the following Premises:	
Premises 1	00MG2Z6 home backyard 1403 30TH AVE MONROE, WI, 53566-3157
Would you like to create another?	
<input type="button" value="Register Next Premises"/> <input type="button" value="Print"/> <input type="button" value="Done"/>	

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Carol Stamm

From: Carol Stamm
Sent: Thursday, April 28, 2016 12:40 PM
To: 'tkr2969@gmail.com'
Subject: application for permit for possession of live chickens

Daniel & Tracy,

I just wanted to follow up with you again after leaving a voice message for you.

To complete you application for possession of live chickens, please submit an accurately scaled drawing showing the location of the proposed coop and any chicken run, distances to lot lines and distances to nearest adjoining principal structure, together with dimensions of the coop and the chicken run.

Respectfully,

Carol J. Stamm
City Clerk/Director of General Government
City of Monroe
1110 18th Ave.
Monroe, WI 53566
population - 10,768
phone: (608) 329-2530

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CITY OF MONROE

1110 18th Avenue, Monroe, WI 53566

Phone (608) 329-2524 FAX (608) 329-2561

Application for Permit for Possession of Live Chickens

The undersigned most respectfully makes application for a permit under section 9-2-22 of the Monroe City Code to possess live chickens subject to all applicable conditions, regulations, and provisions of all state statutes and city ordinances & resolutions regarding issuance of said permit.

Applicant(s): Wendi Ott
Phone number: 608-345-8986
Address: 1768 17th St Monroe WI 53566
(Street) (City) (State) (ZIP)
Email address: wendimuller4@yahoo.com

Number of live chickens to be possessed 6
Permit Address: 1768 17th St Monroe WI 53566
(Street) (City) (State) (ZIP)

Owner of property for which permit is requested Bryan + Wendi Ott
Phone number: 608-345-8986
Address: 1768 17th St Monroe WI 53566
(Street) (City) (State) (ZIP)
Email address: wendimuller4@yahoo.com

Description of Coop and Run (Including size and proposed construction materials)

4'x6' coop built with treated lumber for exposed frame. Enclosed lumber is pine 2x4 + 2x2. Exterior is plywood

Description cont.

That will be stained for weatherproofing. Roof is plywood
with a rubber roof membrane

Some properties may have deed restrictions and/or neighborhood covenants in effect that prohibit the possession of live chickens on the subject property. Have you checked to see if any such restrictions or covenants are in effect at the permit address? Yes No

NOTE: This is a permit application only for the possession of live chickens. No slaughtering is allowed.

Date of Application: 5/2/16

Applicant Signature: Wendi Off

The following must be submitted with the application:

- Accurately scaled drawing showing the location of the proposed coop and any chicken run, distances to lot lines and distances to nearest adjoining principal structure, together with dimensions of the coop and chicken run
- Satisfactory evidence that the applicant has registered the proposed location with the Wisconsin Department of Agricultural Trade and Consumer Protection pursuant to section 95.51 of the Wisconsin Statutes and section ATCP 17 of the Wisconsin Administrative Code
- Permit fees as follows:
 - \$50.00 - Initial Review Fee
 - \$25.00 - Review Fee for changes to construction or size of coop or run or location on premises
 - \$25.00 - Annual Permit Fee
- Property Owner's Notarized Signature (required only if the applicant is not the owner of the property for which permit is requested)

OWNER'S CERTIFICATION (if required)

I certify that I am the owner of the property located at _____ and I
hereby approve the use of this property for the possession of live chickens in accordance with Monroe
City Code Section 9-2-22

Owner Signature: _____

State of Wisconsin

County of Green

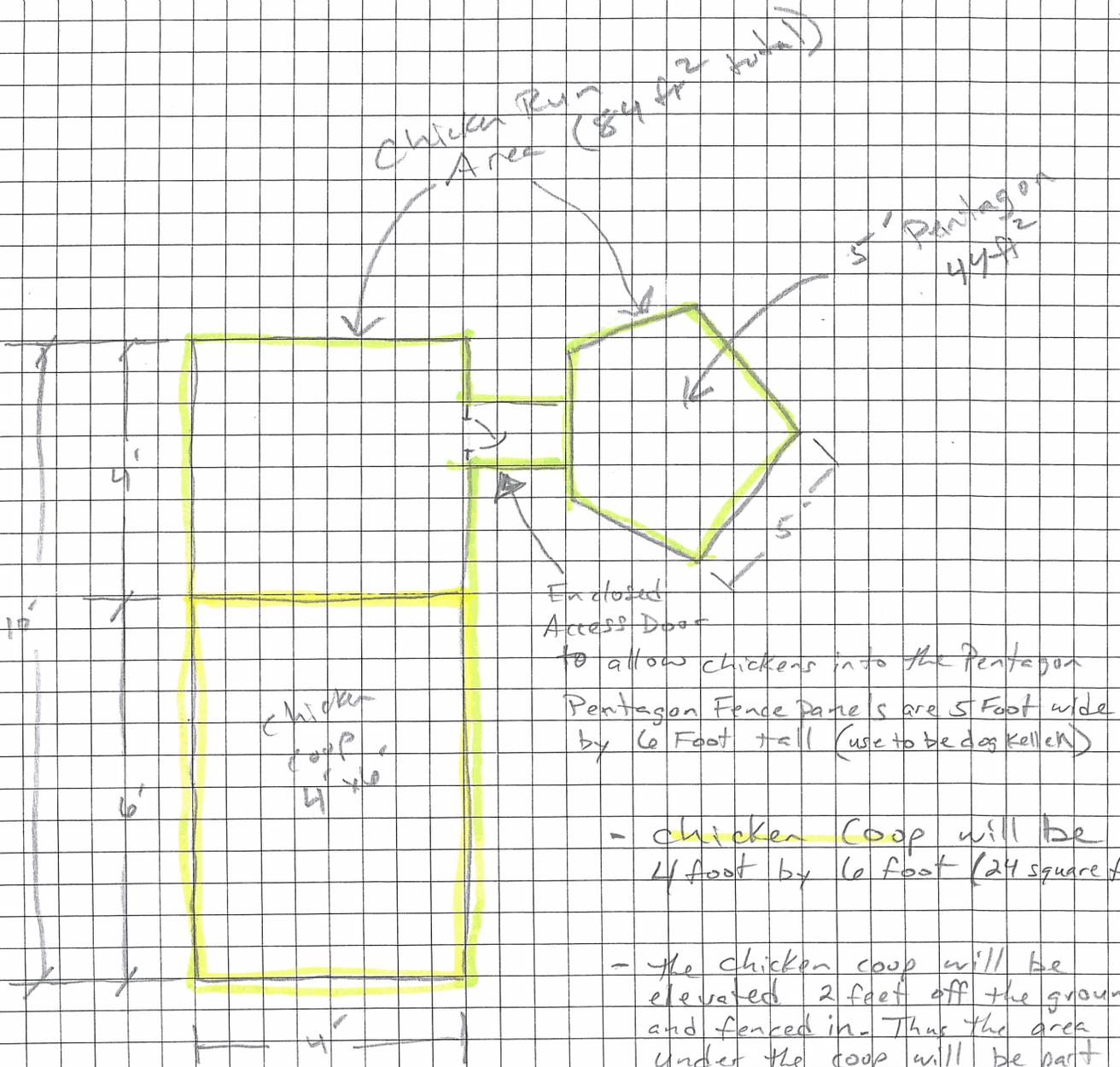
This instrument was signed before me on _____
by _____

Notary Signature _____

My commission expires on _____

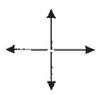
(seal)

FOOTPRINT DIAGRAM



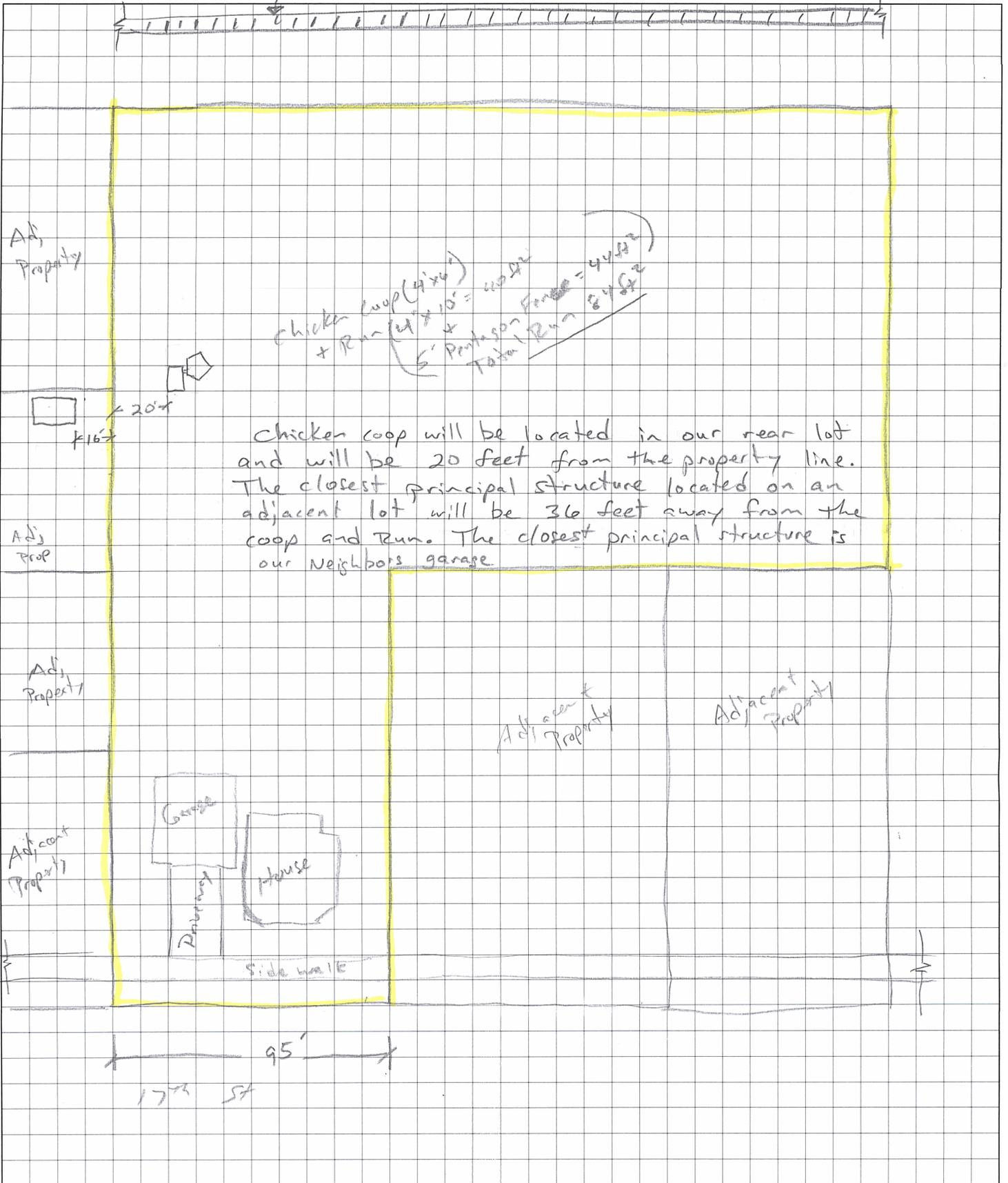
- chicken coop will be 4 foot by 6 foot (24 square feet)
- the chicken coop will be elevated 2 feet off the ground and fenced in. Thus the area under the coop will be part of the chicken run.
- The chicken Run will consist of two portions: (84 square feet total)
 - 1) 4 Foot by 10 foot area (40 sqft)
 - 2) 5 Foot pentagon Fence (44 sqft)

NOTES:



Rail Road Tracks

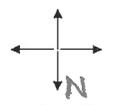
FOOTPRINT DIAGRAM

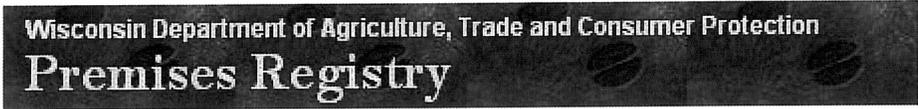


Chicken Coop (4' x 10')
 + Run (4' x 15') = 40 sq ft
 + Fencing (4' x 12') = 48 sq ft
 Total Run = 88 sq ft

Chicken coop will be located in our rear lot
 and will be 20 feet from the property line.
 The closest principal structure located on an
 adjacent lot will be 36 feet away from the
 coop and Run. The closest principal structure is
 our Neighbors garage.

NOTES: 1768 - 17th St Property





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Register Premises: Summary

Form: DMS-LP-02w

Congratulations! You've completed the registration process. If you would like to register another Premises click **Register Next Premises**. Otherwise click **Done**. You may want to print this page for your own records.

You've created the following Premises:	
	00MM5TW
Premises 1	Residential Home
	1768 17TH ST
	MONROE,WI,53566-2631
Would you like to create another?	
<input type="button" value="Register Next Premises"/> <input type="button" value="Print"/> <input type="button" value="Done"/>	

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Rev. 4-3-16

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: April 7, 2016

Town Village City of MONROE

County of GREEN

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning June 17, 2016 and ending June 18, 2016 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization
 - Fair Association

(a) Name Arc of Green County

(b) Address W1156 Stateline Rd, Juda, WI
(Street) Town Village City

(c) Date organized _____

(d) If corporation, give date of incorporation ? 40-50 years ago

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

- (f) Names and addresses of all officers:
- President Nick Faessler W1156 Stateline Rd, Juda, WI 53550
 - Vice President Traii King 2303 18th Ave, Monroe, WI 53566
 - Secretary Lori Stietz W1988 Hwy 59, Albany, WI 53502
 - Treasurer Brenda Miller 1405 Parkview Dr. Monroe, WI 53566

(g) Name and address of manager or person in charge of affair:
MICHAEL JERGE W4379 SCHRADE RD MONROE WI 53566

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 2600 10th St Monroe, WI

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Green County Fair Grounds

3. Name of Event

(a) List name of the event Monroe Balloon Festival

(b) Dates of event June 17-18, 2016

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Arc of Green County
(Name of Organization)

Officer Nikolaus Faessler
(Signature/date)

Officer _____
(Signature/date)

Officer Brenda Miller
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 4.7.2016

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

CITY OF MONROE APPLICATION FOR OUTDOOR BEER GARDEN

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: Arc of Green County
Current Regular alcohol beverage license holder?
Applying for a temporary alcohol beverage license? X
Address of Applicant: W1156 Stateline Rd Juda, WI 53550
Mailing Address of Applicant: same
Phone Number of Applicant: 608-214-3852
Requested area is: Permanent Temporary X If temporary, please provide dates of operation: June 17-18 2016
Beer garden area is to be located on Private Property Public Property or Combination Public/Private Green County Fairground
Address and detailed description of premises to be licensed for beer garden - Include dimensions and describe fencing, entrances, exits, and other details: see attachment

Dated this 7 day of April, 2016

Nikolaus Faessler
Signature

Traic King
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:

Police Department
Pean Finkbe
Building Inspector

Fire Department
Carl Jtkam
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

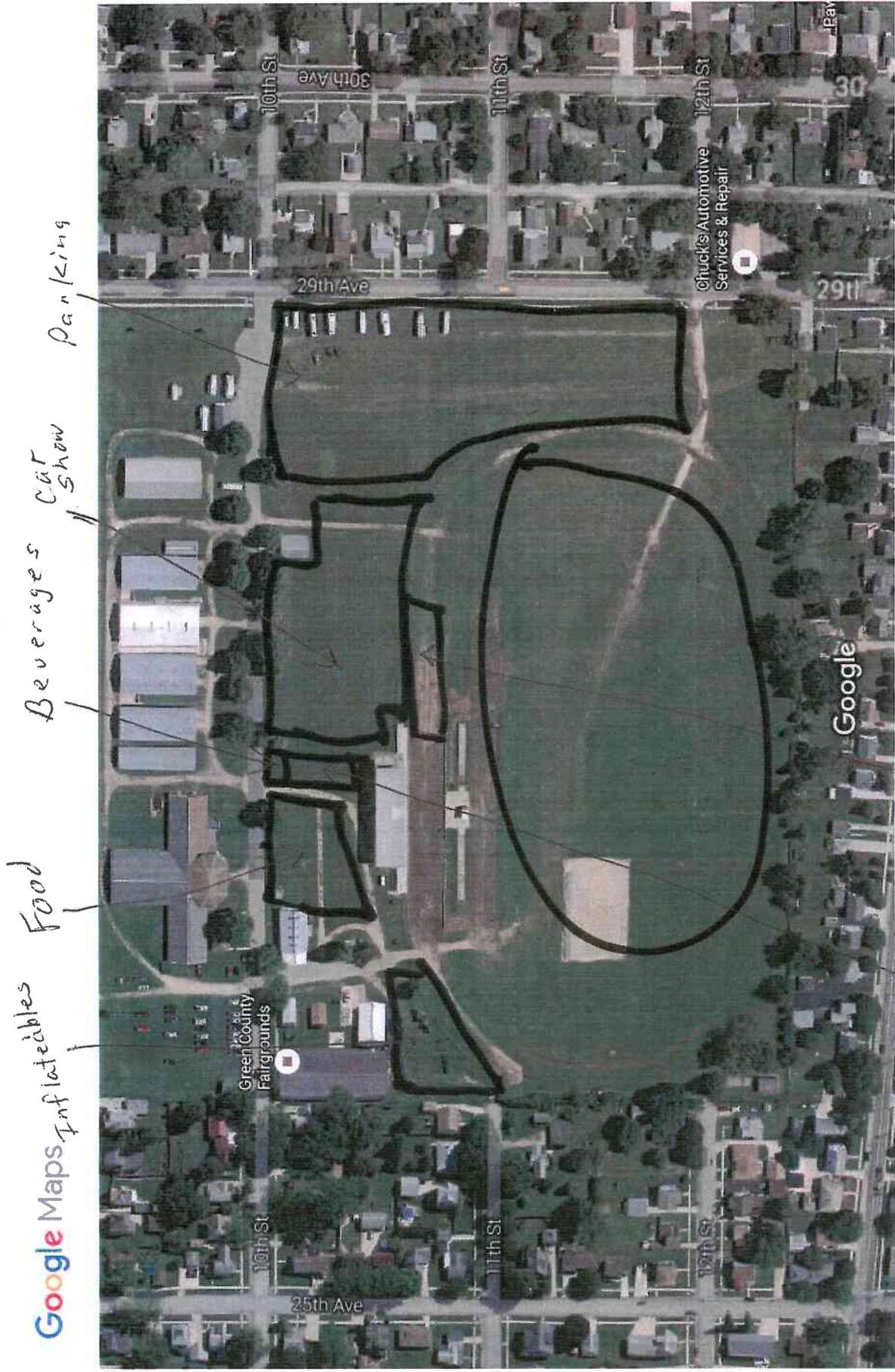
Additional Guidelines and Requirements if issued to the current holder of a regular alcohol beverage license

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

Attachment

The entire fairgrounds are licensed for beer and wine. Entrances and exits are on 10th Street. The Emergency exit will be on 12th Street.

The Bands' tent is 40 by 60 feet and will sit north of the east end of the grandstand. Alcohol will be sold on the north end of the band tent. None will be sold during the dairy day event. A fence will be placed along the car show area, separating the car show from the beverage sales and band tent.



Imagery ©2016 Google, Map data ©2016 Google 200 ft

Per conversation with Nick Faessler on April 21, 2016

Request to license entire fairgrounds

ARC requests that minors be allowed in the premises.

People will be stationed at the gates

People will need to show id and then will be issued wristbands.