

Date: Tuesday, Sept. 20, 2016
Time: 7:20 pm
Place: Westside Firestation

LICENSE COMMITTEE

A. ROLL CALL

B. CORRECTION OF MINUTES

C. BUSINESS

1. TEMPORARY CLASS "B" FERMENTED MALT BEVERAGE LICENSE APPLICATION FOR MONROE LIONS CLUB IN CONJUNCTION WITH FALL NATIONALS TRACTOR PULL

Review and possibly recommend to Council for approval

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

Documents:

[Lions Club beer permit tractor pull.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

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: MONROE LIONS CLUB
Current Regular alcohol beverage license holder? N
Applying for a temporary alcohol beverage license? Y
Address of Applicant: N2244 ASMUS ROAD MONROE, LA
Mailing Address of Applicant: " "
Phone Number of Applicant: 608-481-0694 Greg Ball 897-4508
Requested area is: Permanent Temporary X If temporary, please provide dates of operation: 9/24 - 9/25/16
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: FAIRGROUNDS GRANDSTAND
INFIELD
BAND AREA
MAPS ATTACHED

Dated this 6 day of September, 2016

[Signature]
Signature

[Signature]
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

[Signature]
Building Inspector

Fire Department

[Signature]
City Clerk

Approved by License Committee on _____

Approved by Common Council on _____

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 \$ 10.00 *pc 9/8/16*

Application Date: 9/6/16

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.

~~Temporary~~ 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 9/24/16 and ending 9/25/16 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 MONROE LIONS CLUB

(b) Address N2244 ASMUS ROAD MONROE WI 53566
(Street) Town Village City
CLARNU

(c) Date organized OCT. 1951

(d) If corporation, give date of incorporation _____

(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 GREG BOLL

Vice President KEITH RIESE

Secretary KEITH RIESE

Treasurer GREG BOLL

(g) Name and address of manager or person in charge of affair: _____

N2244 ASMUS 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 FAIRGROUNDS → GRANDSTAND, INFIELD, BAND AREA

(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:
SEE ATTACHED

3. Name of Event

(a) List name of the event Green County Fall NATIONALS

(b) Dates of event 9/24/16

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.

Officer *[Signature]* _____
(Signature/date)

Officer *[Signature]* _____
(Signature/date)

Date Filed with Clerk 9/8/16

Date Granted by Council _____

Monroe Lions Club
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

License No. _____



1. 4th Building + Outside Grass Area; Approx 30,340 sq ft. 6' Chain Link fence exists on surroundings with 3 metal barracks at entrance represented by 4 marks on map
2. Approximate Area - Existing 6' Chain Link fence limiting access. Approx 14,467 sq ft area.

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