Wauwatosa, WI

Government Affairs Committee

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Tuesday, May 16, 2023 **7:15 PM** **Council Chambers and Zoom: https://servetosa.zoom.us/j/82923188685, Meeting ID: 829 2318 8685**

Special Meeting

HYBRID MEETING INFORMATION

Members of the public may observe and participate in the meeting in-person or via Zoom at the link above. To access the Zoom meeting via phone, call 1-312-626-6799 and enter the Meeting ID.

CALL TO ORDER

ROLL CALL

GOVERNMENT AFFAIRS COMMITTEE ITEMS

1. Application for Special Event Permit and temporary extension of licensed premises - Applicant: Sara Laev, Ray's Growler Gallery; Event Name: Toppling the Ray-borhood; Location: 8930 W North Avenue; Date/Time: June 4, 2023, 12-6 PM, including consideration of waiver of Subsection 7.50.040 A. of the Wauwatosa Municipal Code waiving the 45-day requirement for submittal of application **23-1262**

ADJOURNMENT

NOTICE TO PERSONS WITH A DISABILITY
Persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (414) 479-8917 or send an email to tclerk@wauwatosa.net, with as much advance notice as possible.

CITY OF WAUWATOSA
7725 West North Avenue
Wauwatosa, WI 53213
(414) 479-8917
www.wauwatosa.net

Received by
MAY 09 2023
City Clerk's Office

SPECIAL EVENT PERMIT APPLICATION
Fee: $150

PERMIT TO HOST A STREET FESTIVAL, RUN/WALK, PROTEST, OR PARADE

Organization Information

Name of the Organization: Ray's Growler Gallery
Address: 8930 W. North Ave Suite G **City, ST Zip:** Wauwatosa, WI 53226
Phone: 414-258-9821 **Are you a 501(c)3 organization?** ◯ Yes ⊗ No
Event Contact Person: Sara Laev
Phone: [redacted] **Email:** [redacted]
Home Address: [redacted] **City, ST Zip:** [redacted]

Event Information

Name of Event: Toppling the Ray-borhood
Date(s) of Event: June 4th 2023
Location of Event: Ray's parking lot
Event set up time: 8:00 am **Event tear down time:** 6:00pm
Event Start Time: 12:00pm **Event End Time:** 6:00pm
Website of Event: Rayswine.com/events

Will your event take place in a residential neighborhood? ◯ Yes ⊗ No

You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.

*If you are using a City Park, you must reserve the park through the Parks Office prior to getting your special event permit approved by the Common Council. Call 414-471-8420 or email DPW@wauwatosa.net.

Generally describe your event and its purpose:
Second annual Toppling the Ray-borhood beer fest with music and food vendors

Estimated Number of Participants: 2,000 Spectators: _____ Vendors: 4

Other Information

Run/Walk Routes and Fees: If event is a walk/run, choose a route. This includes police costs, barricades and up to 12 refuse or recycling containers to be placed at start/finish lines and may be moved for the event. Please note that route fees are the base price of the event and may include other fees, such as extra or special barriers for safety, extra work fees for involved city departments, extra permits or application fees, or other special circumstances.

◯ Route #1 ◯ Route #2 ◯ Route #3 ◯ Route #4 ◯ Route #5
◯ Route #6 ◯ Route #7 ◯ Route #8 ◯ Route #9 ◯ Route #10

Will there be any alcohol served/sold at the event? If yes, liquor and bartender licenses are necessary under separate application. ⊗ Yes ◯ No

	Please list the number of City of Wauwatosa licensed bartenders that will be on site: 14
Other Information (Cont'd)	Will you be selling/serving food? If yes, you will need to contact the City of Wauwatosa Health Department for proper permits — (X) Yes ( ) No
	Will merchandise be sold at the event? If yes, please ensure that all vendors have their Wisconsin Seller's Permit available upon inspection. — (X) Yes ( ) No
	Will your event need electricity? If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. — ( ) Yes (X) No
	Will you be setting up any lighting? If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. — ( ) Yes (X) No
	Will your event require any fencing? If yes, please provide plans for the fencing location and the gates. — ( ) Yes (X) No
	Does the event involve fireworks? If yes, you will need to obtain a fireworks permit under separate application. — ( ) Yes (X) No
	Does the event involve amplified music? — (X) Yes ( ) No If yes, will the amplified music be a: ( ) Band (X) DJ ( ) Other _____ Hours of Amplified Music: 12-6
	Please list the number of security staff you will be providing for the event: 0
	Will you require street and/or intersection closures? If yes, the Police Department will determine the number of barricades, and the Department of Public Works will provide the costs and schedule of delivery and pickup. — (X) Yes ( ) No If yes, please list the streets and/or intersections to be closed. 89th St. between North Ave & alley after Steinkellners 90th St. between North Ave & first residential alley
	Will you be erecting any tents, canopies or other temporary structure(s)? If yes, you will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. — (X) Yes ( ) No
	Will you be providing portable restrooms and wash stations? — (X) Yes ( ) No If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? 8 ~~stool~~ toilets, 1 wash station, waste taken by company
	Will you provide parking for participants? — ( ) Yes (X) No If yes, where will parking be available? Street parking

Other Information (Cont'd)	Will you provide a dumpster/clean-up services? ⊗ Yes ○ No If yes, please describe your clean-up and refuse collection plan. Waste management dumpsters & picked up by them
	What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)? none Have you reviewed and do you have a copy of the City of Wauwatosa Special Events Manual as well as the City Special Events Ordinance? ⊗ Yes ○ No
Insurance Requirements	TBD ***Certificate of Insurance is required upon submittal of the application.**
Signature and Certification	⊗ I hereby certify that the above information is true and correct to the best of my knowledge. I understand that failure to provide truthful, complete or correct information may lead to denial of this license. Signature: Sara Lu Date: 4/18/23

FOR OFFICE USE ONLY

TBD

Applicant's Checklist:

Application is incomplete without the completed and signed application, $150 application fee, COI, a map/sketch of the event and a parking plan. Incomplete applications will not be accepted or processed.

- ○ Completed and signed application
- ○ Fee – cash, check or credit card accepted. Please make check payable to the City of Wauwatosa. A small convenience fee applies to credit card payments.
- ○ Site plan sketch (parades/races should include start/end points).
- ○ Parking plan that accommodates the number of estimated vehicles, please note how many vehicles.
- ○ Certificate of Insurance (must have a minimum liability of $1 million per occurrence and name the City of Wauwatosa and its employees as an additional insured).
- ○ If the tents will be 400 sq. ft. or more, you have to file a separate Tent Permit through Fire Department
- ○ If you plan fireworks, you have to file a separate Fireworks Permit through the Fire Department
- ○ Plan to notify affected residents/businesses.

RAYSGRO-01 LKOECKENBERG

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/24/2023

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. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Lori Koeckenberg	
Robertson Ryan - Mequon 12308 North Corporate Parkway, Suite 600 Mequon, WI 53092	PHONE (A/C, No, Ext): (262) 478-3252 252	FAX (A/C, No): (262) 478-3260
	E-MAIL ADDRESS: lkoeckenberg@robertsonryan.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : WEST BEND MUTUAL INSURANCE COMPANY	15350
INSURED	INSURER B :	
Ray's Growler Gallery LLC 8930 W North Avenue, Suite G Wauwatosa, WI 53226	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X		2132831	9/2/2022	9/2/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is Additional Insured.

CERTIFICATE HOLDER

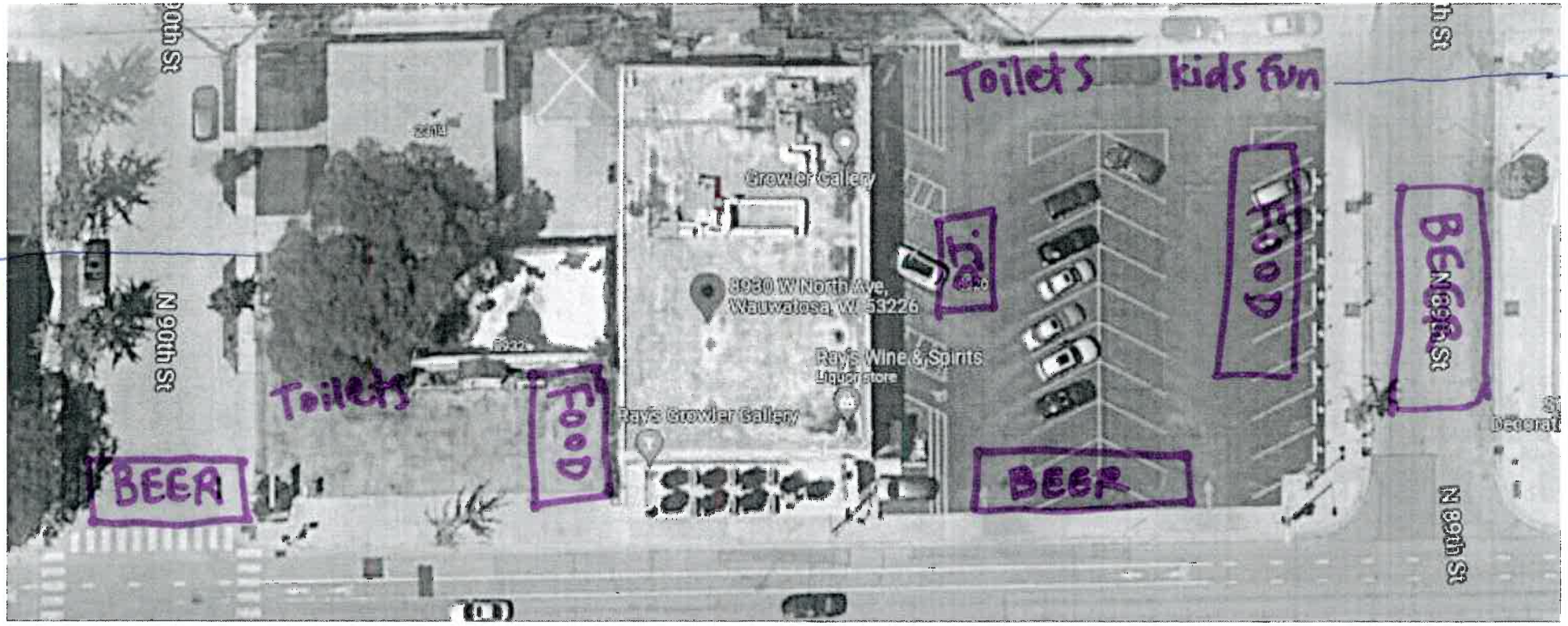
City of Wauwatosa & Its Employees
7725 W North Avenue
Wauwatosa, WI 53213

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Walter Funk


Toilets
kids fun
Growler Gallery
8930 W North Ave,
Wauwatosa, WI 53226
Ray's Wine & Spirits
Liquor store
Ray's Growler Gallery
Toilets
BEER
FOOD
BEER
FOOD
BEER
N 90th St
N 89th St

CITY OF WAUWATOSA
7725 WEST NORTH AVENUE
WAUWATOSA, WI 53213
Telephone: (414) 479-8917
Fax: (414) 479-8989
www.wauwatosa.net

City Clerk's Office

Received by
MAY 09 2023
City Clerk's Office

LIQUOR LICENSE EXTENSION APPLICATION

Date 4/18/2023

Applicant: Sara Laev Phone Number: [redacted]

Email Address: [redacted] WI Driver's License # [redacted]

D/B/A: Ray's Growler Gallery

Business Address: 8930 W. North Ave Suite G

Date(s) and time(s) of event: June 4th, 2023 12-6pm

Description / explanation of proposed extension area: Second annual toppling the Ray-borhood beer fest with a DJ and food vendors

01-311-4100-000
FEE: $ 75.00 For period of each event

Fee Paid on: 5/9/23

Approval: _____

Sara Laev
Applicant Signature

1/2020