



Wauwatosa, WI

Government Affairs Committee

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Tuesday, July 21, 2026

7:00 PM

Common Council Chambers and Zoom:
<https://servetosa.zoom.us/j/86222394038>,
Meeting ID: 862 2239 4038

Regular 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. Consideration of application for Fireworks User Permit by Padi Kong, Wauwatosa School District, for the property address located at 11400 W. Center Street for Tosa West Homecoming on October 2, 2026 from 9:15 PM - 9:40 PM [26-1069](#)
2. Consideration of application for Fireworks User Permit by Patrick Spielbauer, Spielbauer Fireworks Company, Inc., for the property address located at 1401 N. Swan Boulevard, Outdoor Athletic Complex, for Wisconsin Lutheran College homecoming football game on October 10, 2026 from 6:00 PM - 10:00 PM [26-1241](#)
3. Consideration of application for Special Event Permit - Applicant: Maria Panno, Wauwatosa Village Business Improvement District (BID), Event Name: Tosa Fest, Location: Village of Wauwatosa - State Street, Harwood Avenue, Underwood Avenue, Dates/Time: September 11, 2026 from 5:00 PM - 10:00 PM and September 12, 2026 from 11:00 AM - 10:00 PM [26-0996](#)
4. Consideration of application for temporary extension of licensed premises by JOFMO LLC, d/b/a Lucky Joe's Alchemy and Eatery, 1427 Underwood Avenue, for Tosa Fest on Friday, September 11, 2026, from 5:00 PM - 10:00 PM, and Saturday, September 12, 2026, from 11:00 AM - 10:00 PM [26-1276](#)

-
- | | | |
|-----|--|--------------------------------|
| 5. | Consideration of application for temporary extension of licensed premises by The Village Cheese Shop, 1430 Underwood Avenue, for Tosa Fest on Friday, September 11, 2026, from 5:00 PM - 10:00 PM and Saturday, September 12, 2026, from 11:00 AM - 10:00 PM | <u>26-1242</u> |
| 6. | Consideration of applications for temporary extension of licensed premises by 6930 Bar LLC d/b/a Walter's on North, 6930 W. North Avenue for events on August 1, 2026 from 12:00 PM to 6:00 PM and September 19, 2026 from 2:00 PM to 9:00 PM | <u>26-1193</u> |
| 7. | Consideration of application for new Class "B" Beer and Reserve "Class B" Liquor license by ALM MW, LLC, d/b/a Renaissance Hotel Milwaukee, 2300 N. Mayfair Road, Chantal Bancher - Agent, for the period ending June 30, 2027 | <u>26-1191</u> |
| 8. | Consideration of application for new Class "A" Beer and "Class C" Wine license by Lived-in LLC, d/b/a Lived-in, 6528 W. North Avenue, Carly Hurley - Agent, for the period ending June 30, 2027 | <u>26-1277</u> |
| 9. | Consideration of appeal of denial of Operator's License based on prior criminal record, Nicole Bence, applicant | <u>26-1207</u> |
| 10. | Consideration of amendments to Section 14.28.120 and 14.16.090 of the Wauwatosa Municipal Code related to false alarm fees and fire prevention | <u>26-1248</u> |
| 11. | Consideration of designation of the North NOW as the official City newspaper | <u>26-1192</u> |
| 12. | Review and consideration of amendments to Chapter 7.50 of the Wauwatosa Municipal Code related to special events and the establishment of a provision for Temporary Designated Outdoor Refreshment Areas (TDORA) | <u>26-1065</u> |
| 13. | Discussion and consideration of the Aldermanic vacancy in District 6 pursuant to Section 2.04.020 of the Wauwatosa Municipal Code | <u>26-1206</u> |

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.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 26-1069

Agenda Date: 7/21/2026

Agenda #: 1.

Consideration of application for Fireworks User Permit by Padi Kong, Wauwatosa School District, for the property address located at 11400 W. Center Street for Tosa West Homecoming on October 2, 2026 from 9:15 PM - 9:40 PM

Submitted by:

Deyanira Nevarez, City Clerk

Department:

City Clerk's office

A. Issue

Padi Kong has applied for a Fireworks User Permit for a homecoming on October 2, 2026 from 9:15 PM - 9:40 PM at Wauwatosa West High School football field located at 11400 W. Center Street.

B. Background

The applicant requesting a Fireworks User Permit for a homecoming parade for Wauwatosa West High School. The supplier of the fireworks is Wolverine Fireworks.

C. Department Reviews

Police: Approved

Fire: Approved

D. Requested Action

If acceptable, recommend the Common Council approve the application for a Fireworks User Permit by Padi Kong, Wauwatosa School District, for the property address located at 11400 W. Center Street for Tosa West Homecoming on October 2, 2026 from 9:15 PM - 9:40 PM.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/29/2026

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 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 The Partners Group Ltd 1111 Lake Washington Blvd N. Suite 400 Renton WA 98056	CONTACT NAME: Sally Boyce PHONE (A/C, No, Ext): 425-897-6026 E-MAIL ADDRESS: ssboyce@tpgrp.com	FAX (A/C, No): 425-455-6727
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Palomar Excess and Surplus Insurance Company		16754
INSURER B : Continental Indemnity Company		28258
INSURER C : Allianz Global Corporate & Specialty SE		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 483038290

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC	Y		AESPLMRGL2600021	2/1/2026	2/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			BESCRMNMI01160117125501	2/1/2026	2/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☐ EXCESS LIAB DED ☐ RETENTION \$			25QS1585	2/1/2026	2/1/2027	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				WC STATU-TORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The following are included as Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured per form ECG 20592 0509 attached:
Display Date: 10/2/2026
Display Location: Wauwatosa West HS Grounds-11400 W Center St, Wauwatosa WI 53222
Additional Insured(s): Wauwatosa West High School, City of Wauwatosa

CERTIFICATE HOLDER**CANCELLATION**

Wauwatosa West High School
11400 W. Center St.
Wauwatosa WI 53222

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

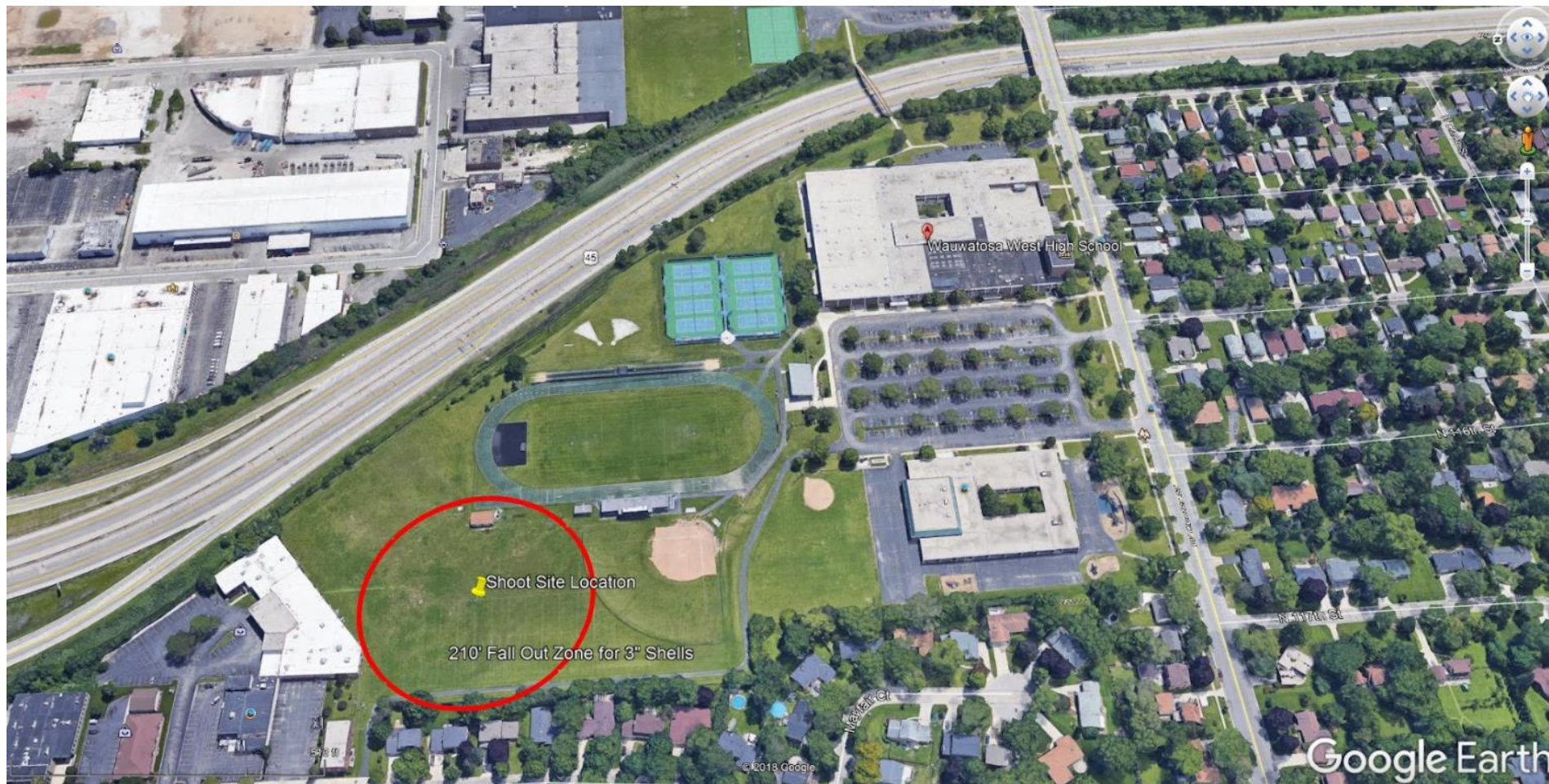
© 1988-2010 ACORD CORPORATION. All rights reserved.



Wauwatosa West High School
10/2/2026

Product List

3-3" Salutes
60-3" Assorted Color Shells 1.3G
60-3" Finale Shells (10/set) 1.3G
16-1.3G/1.4G Low Level Cakes





Staff Report

File #: 26-1241

Agenda Date: 7/21/2026

Agenda #: 2.

Consideration of application for Fireworks User Permit by Patrick Spielbauer, Spielbauer Fireworks Company, Inc., for the property address located at 1401 N. Swan Boulevard, Outdoor Athletic Complex, for Wisconsin Lutheran College homecoming football game on October 10, 2026 from 6:00 PM - 10:00 PM

Submitted by:

Deyanira Nevarez, City Clerk

Department:

City Clerk's office

A. Issue

Patrick Spielbauer has applied for a Fireworks User Permit for Wisconsin Lutheran College homecoming football game on October 10, 2026 from 6:00 PM - 10:00 PM at the Outdoor Athletic Complex at 1401 N. Swan Boulevard.

B. Background

The applicant requesting a Fireworks User Permit for a homecoming football game for Wisconsin Lutheran College. The supplier of the fireworks is Spielbauer Fireworks Company, Inc.

C. Department Reviews

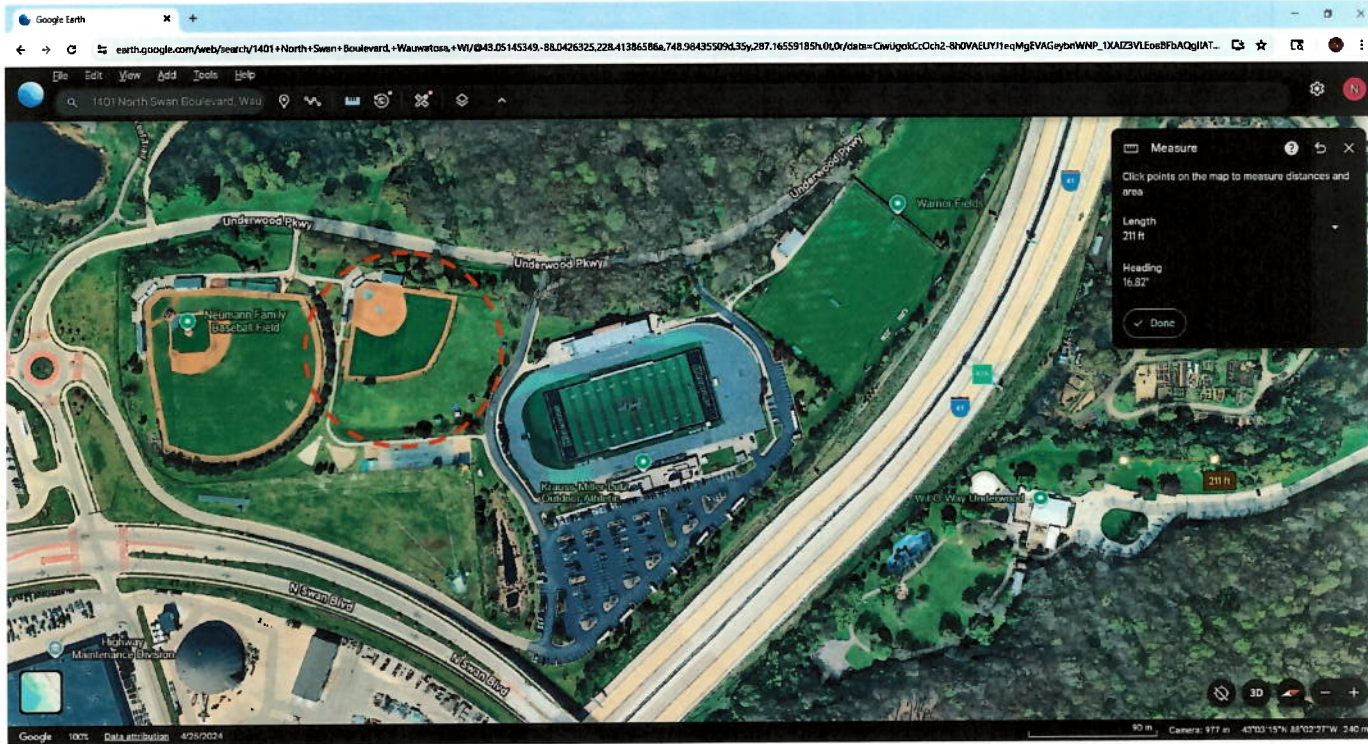
Police: Approve

Fire: Approve

D. Requested Action

If acceptable, recommend the Common Council approve the application for a Fireworks User Permit by Patrick Spielbauer, Spielbauer Fireworks Company, Inc, for the property address located at 1401 N. Swan Boulevard, Outdoor Athletic Complex, for Wisconsin Lutheran College homecoming football game on October 10, 2026 from 6:00 PM - 10:00 PM.

SITE PLAN



Note: Fireworks measuring 3-inches in diameter and requiring a fall out area of 210 feet in all directions from their discharge site to be fired from Krauss-Miller-Lutz Outdoor Athletic Complex (red circle).

 - Designated Fall Out Area

Note: Display to be conducted at 1401 N. Swan Blvd. (Krauss-Miller-Lutz Outdoor Athletic Complex, Wauwatosa, WI) on October 10th, 2026 at approximately 6:00-10:00pm. Fireworks will be shot for the National Anthem, player introductions, upon touchdowns, and for a post-game celebration.



FOR EMERGENCY RESPONSE INFORMATION CALL CHEMTEL
1-800-255-3924 (N.A.) +01 813 248 0585 (INTL.) CHEMTEL CONTRACT NO. MIS0005871

SPIELBAUER FIREWORKS CO., INC.

FEL# 3-WI-009-51-5A-00049

DISTRIBUTOR & EXHIBITORS

WISCONSIN'S OLDEST EXHIBITION FIREWORKS CO.

Office:

1976 Lane Road
Green Bay, WI 54311

FEL#: 3-WI-009-51-5A-00049

Factory & Warehouses:

Bellevue

Racks _____

Mortars _____

Cartons _____

Fireworks For All
Occasions

Sold To Wisconsin Lutheran College

Ship To Attn: Lisa Leffel

Milwaukee WI 53226

Ship Info Display

Packed & Magazined _____

Acquisition Date _____

Display Date 10/10/2026

Terms _____

N.E.M = 110 lbs

Qty	Product Name	Part #	HC	HM	EX #	D/S Cd
	Fireworks - 1.3G UN0335					

Opening

3 inch

3	Red Chrysanthemum - Sunny <i>National Anthem - "Rockets Red Glare"</i>	3S-301	1.3G	X	2013060 517	10-12-25
3	Silver Crackling Palm w/ Crackling Tail - Sunny <i>National Anthem - "Bombs Bursting In Air"</i>	3S-8033T	1.3G	X	2013100 105	4-20-24
5	Green Chrysanthemum - Sunny <i>Player Introduction Shots - to be wicked for rapid fire!</i>	3S-304	1.3G	X	2013060 519	12-8-24
5	White Twinkling Chrysanthemum - Sunny <i>Player Introduction Shots - to be wicked for rapid fire!</i>	3S-314	1.3G	X	2016040 286	12-8-24

Total 16

Additional Special Break Shells

3 inch

72	Assorted Import Special Break Shell - Sunny	3S-VAS103	1.3G	X	2002120 200	10-12-25
----	---	-----------	------	---	----------------	----------

Total 72

Shell Flight

3 inch

6	Silver Crackling Palm w/ Crackling Tail - Sunny <i>Extra Point and Field Goal Shots</i>	3S-8033T	1.3G	X	2013100 105	4-20-24
10	Green Chrysanthemum - Sunny <i>Touchdown Shots - to be wicked in sets of five for rapid fire alternating Green and White!</i>	3S-304	1.3G	X	2013060 519	12-8-24
10	White Twinkling Chrysanthemum - Sunny <i>Touchdown Shots - to be wicked in sets of five for rapid fire alternating Green and White!</i>	3S-314	1.3G	X	2016040 286	12-8-24

Total 26

SPIELBAUER FIREWORKS CO., INC.

Wisconsin Lutheran College

	Qty	Product Name	Part #	HC	HM	EX #	D/S Cd
☐	2	Quickmatch & Labor - Shells Chained For Rapid Fire - Lidu <i>Materials to be used to wick above shells for rapid fire.</i>	L-WICK	1.4G	X	2001040 021	

Midlevel Display

☐	2	2.5 inch 36 Shot Crackling Coconut Tree Box (40 sec.) - Lidu	L-LDD233	1.3G	X	2002040 097	6-1-25
☐	2	100 Shot Vertical Mixed Effect B Box (25 sec.) - Crown Pyro	CP-CP112-100	1.3G	X	2013050 884	10/1/202 4

Grand Finale

☐	2	49 Shot Happy Stars Cake (30 sec.) - Lidu	L-LDC108-49	1.3G	X	2015091 071	6-1-25
☐	2	2.5 inch 36 Shot Color & Glitter w/ Silver Tail Finale Box - Sunny	S-B101	1.3G	X	20121111 60	10-30-25
☐	4	3 inch 10 Shot Brocade Crown Finale - Bulk - Lidu	3L-9031N4	1.3G	X	2002040 090	9-1-23

Firing Equipment

☐	20	E-Match (15') - MJG	MJG-15J	1.4G	X	20130211 07	3-3-26
☐	4	15 min. Fusee (railroad/ highway) - Orion	F15	4.1	X		5-18-18

NEEDS EQUIPMENT

NOTE: SHOOT ANTHEM, PLAYER INTRO'S, AND TOUCHDOWNS & FIELD GOALS/EXTRA POINTS

Note: display to be shot from Krauss-Miller-Lutz Outdoor Athletic Complex located at 1401 N. Swan Blvd., Wauwatosa, WI

Note: Display to be shot in 10 minutes or less!

Contact: Lisa Leffel at O(414) 443-8796 or C(920) 640-6236



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/8/2026

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 Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843	CONTACT NAME:		
	PHONE (A/C, No, Ext): 216-658-7100 FAX (A/C, No): 216-658-7101 E-MAIL ADDRESS: info@brittongallagher.com		
INSURED Spielbauer Fireworks Co., Inc. 1976 Lane Road Green Bay WI 54311	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Palomar Excess and Surplus Insurance Company		16754
	INSURER B: Continental Indemnity Company		28258
	INSURER C: HDI Global Specialty SE		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:** 1291261642**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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	Y	Y	AESPLMR-GL-26-00112	4/1/2026	4/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	BESCRMNW1011601_171382_01	4/1/2026	4/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$			25QS1783	4/1/2026	4/1/2027	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 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)
Additional Insured extension of coverage is provided by above referenced liability policies where required by written agreement.
DISPLAY DATE: 10/10/2026 RAIN DATE: Unknown
LOCATION: Wauwatosa, WI
ADDITIONAL INSUREDS: City of Wauwatosa; Wauwatosa Fire Department; and Wisconsin Lutheran College

Certificate Number: 097

CERTIFICATE HOLDER**CANCELLATION**

Wisconsin Lutheran College
Attn: Lisa Leffel
8800 West Bluemound Road
Milwaukee WI 53226
USA

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

© 1988-2015 ACORD CORPORATION. All rights reserved.



Staff Report

File #: 26-0996

Agenda Date: 7/21/2026

Agenda #: 3.

Consideration of application for Special Event Permit - Applicant: Maria Panno, Wauwatosa Village Business Improvement District (BID), Event Name: Tosa Fest, Location: Village of Wauwatosa - State Street, Harwood Avenue, Underwood Avenue, Dates/Time: September 11, 2026 from 5:00 PM - 10:00 PM and September 12, 2026 from 11:00 AM - 10:00 PM

Submitted by:

Deyanira Nevarez, City Clerk

Department:

City Clerk's office

A. Issue

The Wauwatosa Village Business Improvement District (BID) has applied for a special event permit for Tosa Fest on Friday, September 11 and Saturday, September 12, 2026. The event will take place on State Street, Harwood Avenue, and Underwood Avenue in the Wauwatosa Village.

B. Event Details

Tosa Fest is a street festival featuring live music on three stages, food and beverage, marketplace vendors, and creative experiences in Root Common Park and on Underwood Avenue.

C. Department Reviews/Fees

Police: Service fees and detailed plans will be determined closer to the event date. Recommend for approval.

Fire: Service fees and detailed plans will be determined closer to the event date. Recommend for approval.

Public Works: Service fees and detailed plans will be determined closer to the event date. Recommend for approval.

Health: No issues. An inspector will be assigned to the event.

City Attorney: No issues.

D. Recommendation

I recommend the Common Council approve the Special Event Permit - Applicant: Maria Panno, Wauwatosa Village Business Improvement District (BID), Event Name: Tosa Fest, Location: Village of Wauwatosa - State Street, Harwood Avenue, Underwood Avenue, Dates/Time: September 11, 2026 from 5:00 PM - 10:00 PM and September 12, 2026 from 11:00 AM - 10:00 PM.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/19/2026

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 PHILLEO AGENCY INSURANCE INC 12555 W Burleigh Rd Brookfield, WI 53005	CONTACT NAME: Agency PHONE (A/C No. Ext): (262)432-4200 E-MAIL ADDRESS: commercial@philleo.com FAX (A/C, No): (262)432-4201
INSURED Village of Wauwatosa Business Improvement District 7603A W State St Wauwatosa, WI 53213	INSURER(S) AFFORDING COVERAGE INSURER A: Secura INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 22543

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. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY		

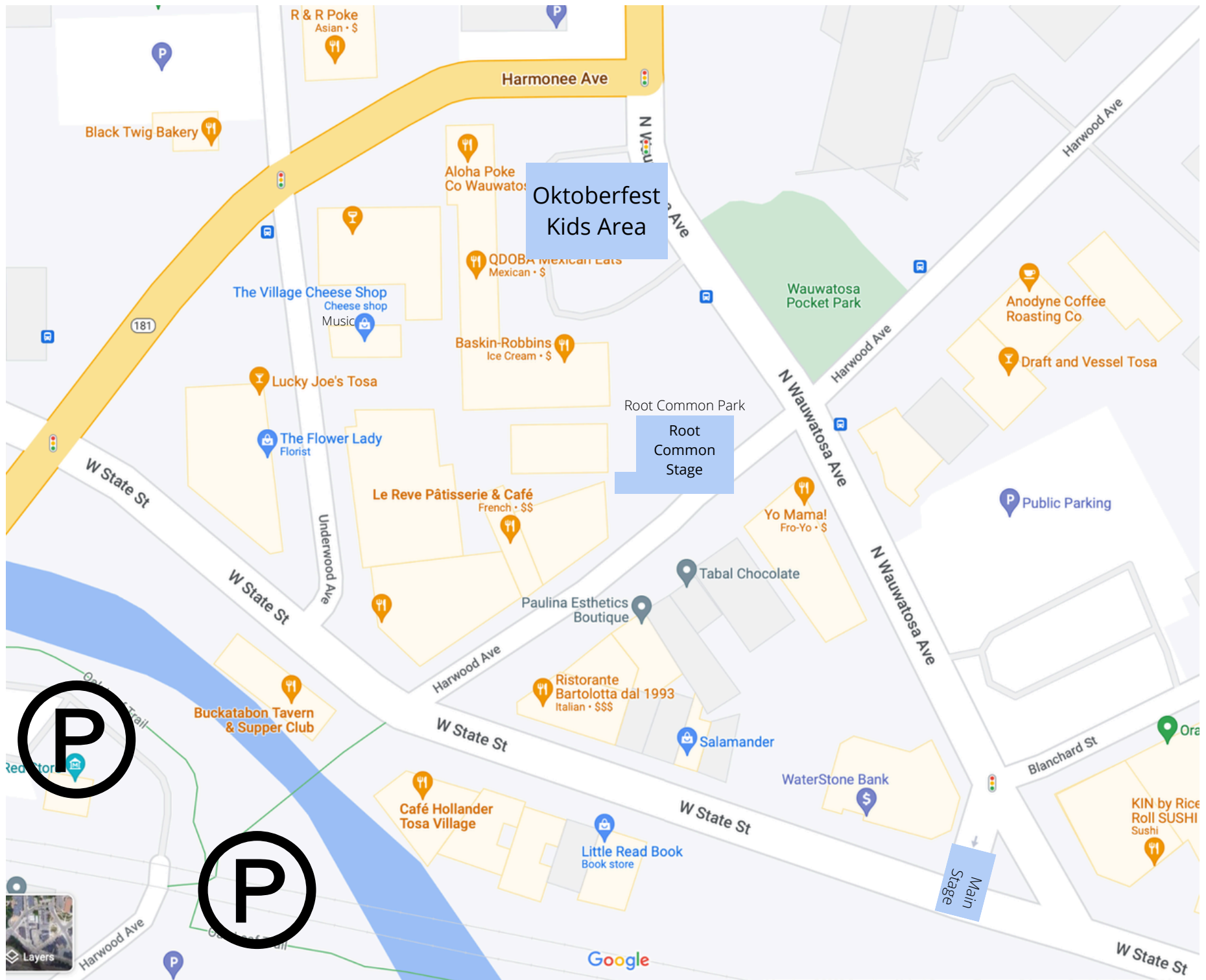
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		CU3332777	11/10/2025	11/10/2026	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			CP3332776	11/10/2025	11/10/2026	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED ☐ RETENTION \$ ☐ CLAIMS-MADE			CU3332777	11/10/2025	11/10/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 Personal & Advertising Injury \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 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)

The City of Wauwatosa and its employees are additional insured in regard to the above named insured.

Event: Tosa Fest: September 11 and 12, 2026

CERTIFICATE HOLDER City of Wauwatosa 7725 W North Ave. 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 
---	--



back in the village

HARMONEE AVE

WAUWATOSA AVE

HARWOOD AVE

STATE ST

UNDERWOOD AVE

KIDS Area

Beer Garden Seating

Village Cheese "Spritz Garden" 52

For tents M56 - M60, 2 blocks, 6" high are required for the tent legs, positioning them slightly above the curb.

Beer Capitol Semi Trailer

Lowlands Food Tent

Beer + West Tent

Beer + East Tent

Beer Garden Seating

Main Stage

Band Stage

TF EX EX

Dumpster

Dumpster

1* 2 3 4 5* 6 7* 8 9 10 11 12* 13* 14 15* 16* 17* 18* 19 20 21 22 23 24

25* 26 27 28 29* 30 31* 32 33 34* 35 36* 37 38* 39 40

41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



TOSA FEST

16



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 26-1276

Agenda Date: 7/21/2026

Agenda #: 4.

Consideration of application for temporary extension of licensed premises by JOFMO LLC, d/b/a Lucky Joe's Alchemy and Eatery, 1427 Underwood Avenue, for Tosa Fest on Friday, September 11, 2026, from 5:00 PM - 10:00 PM, and Saturday, September 12, 2026, from 11:00 AM - 10:00 PM

Submitted by:

Deyanira Nevarez, City Clerk

Department:

City Clerk's Office

A. Issue

JOFMO LLC, d/b/a Lucky Joe's Alchemy and Eatery, 1427 Underwood Avenue, has applied for a temporary extension of licensed premise for Tosa Fest on Friday, September 11 and Saturday, September 12, 2026.

B. Background/Options

The applicant is requested to sell and serve alcohol in the extended premise between 5:00 PM and 10:00 PM on Friday, September 11, and between 11:00 AM and 10:00 PM on Saturday, September 12, 2026. The applicant intends to sell alcohol in a 10'x10' tent on Underwood Avenue. A map of the extended premises is included in the agenda packet for this item.

The application was routed to the Police Department for review. The Police Department reported no concerns with the application and recommends approval.

C. Recommendation

I recommend approval of the application for temporary extension of licensed premises by JOFMO LLC, d/b/a Lucky Joe's Alchemy and Eatery, 1427 Underwood Avenue, for Tosa Fest on Friday, September 11, 2026, from 5:00 PM - 10:00 PM, and Saturday, September 12, 2026, from 11:00 AM - 10:00 PM.



Staff Report

File #: 26-1242

Agenda Date: 7/21/2026

Agenda #: 5.

Consideration of application for temporary extension of licensed premises by The Village Cheese Shop, 1430 Underwood Avenue, for Tosa Fest on Friday, September 11, 2026, from 5:00 PM - 10:00 PM and Saturday, September 12, 2026, from 11:00 AM - 10:00 PM

Submitted by:

Deyanira Nevarez

Department:

City Clerk

A. Issue

The Village Cheese Shop, 1430 Underwood Avenue, has submitted an application for a temporary extension of licensed premise to sell and serve alcohol during Tosa Fest on Friday, September 11 and Saturday, September 12.

B. Background/Options

The request is to serve beverages and food in a tent on the sidewalk outside the Village Cheese Shop during Tosa Fest.

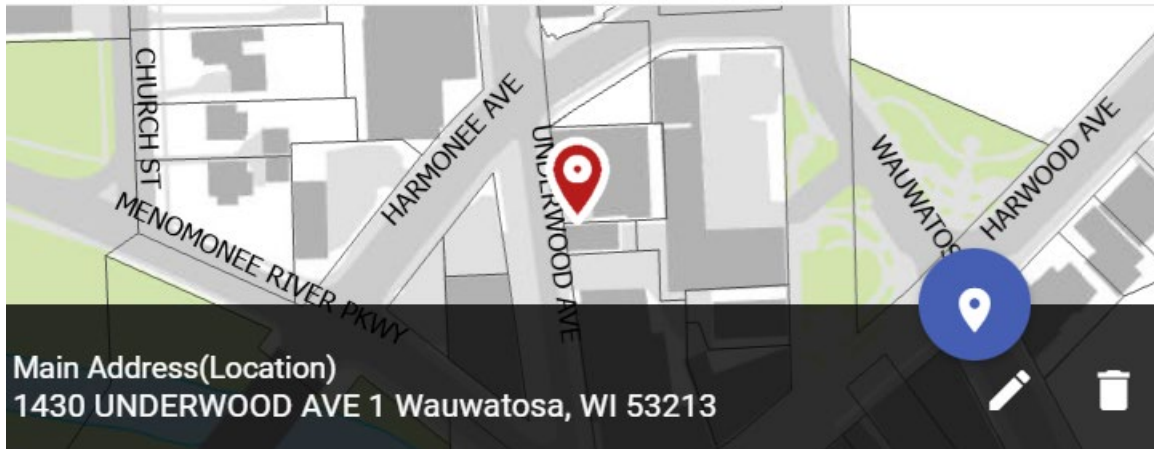
C. Department reviews:

Police: Approve

D. Recommendation

I recommend the Common Council approve the application for temporary extension of licensed premises by The Village Cheese Shop, 1430 Underwood Avenue, for Tosa Fest on Friday, September 11, 2026, from 5:00 PM - 10:00 PM and Saturday, September 12, 2026, from 11:00 AM - 10:00 PM.

Addresses



Applicant *

Sabina Magyar

D/B/A: *

The Village Cheese Shop

Date(s) & Time(s) of events: *

September 11th, 2026 Friday: 5:00 PM – 11:00 PM
September 12th, 2026 Saturday: 11:00 AM – 11:00 PM

For the question below, please describe in detail.

Description of the temporary extended premises *

Will vend beverages and food in a tent, next to my building premises



Staff Report

File #: 26-1193

Agenda Date: 7/21/2026

Agenda #: 6.

Consideration of applications for temporary extension of licensed premises by 6930 Bar LLC d/b/a Walter's on North, 6930 W. North Avenue for events on August 1, 2026 from 12:00 PM to 6:00 PM and September 19, 2026 from 2:00 PM to 9:00 PM

Submitted by:

Deyanira Nevarez, City Clerk

Department:

City Clerk's Office

A. Issue

6930 Bar LLC, d/b/a Walter's on North Ave, has requested an extension of licensed premises on August 1, 2026 12:00 PM to 6:00 PM and September 19, 2026 from 2:00 PM to 9:00 PM.

B. Background/Options

The applicant is requesting temporary extensions of premises for the following outdoor events that will use the full parking lot:

1. On August 1, 2026 the business plans to host a community event with the Cousins Maine Lobster food truck, small vendors, and music.
2. September 19, 2026 - Walters Fest The business will hold its Third Annual Walters Fest with food, music, and vendors from 2:00 p.m. to 9:00 p.m. The extension is requested to permit alcohol service and event activities throughout the parking lot.

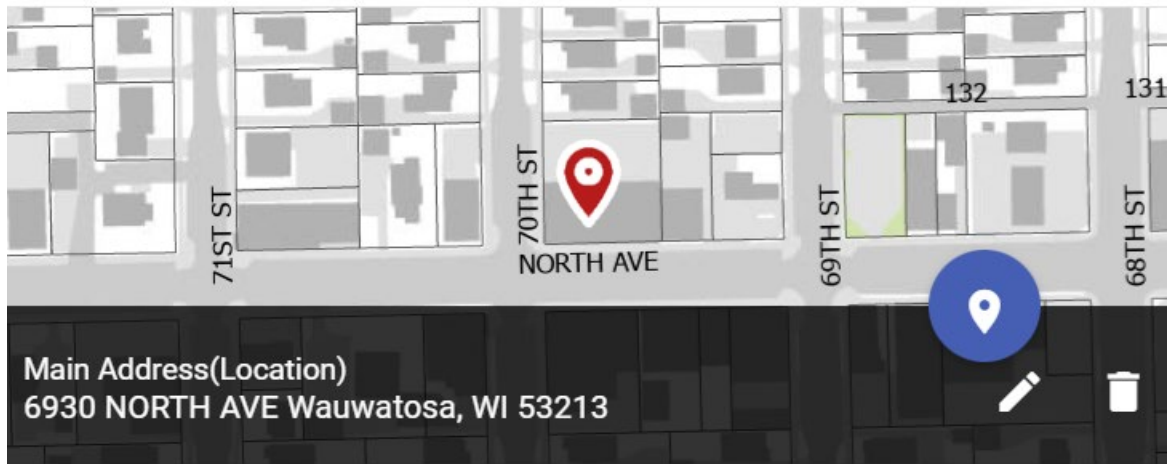
C. Department Review

Police: Approve

D. Recommendation

If acceptable, recommend the Common Council approve the application for temporary extension of licensed premises by 6930 Bar LLC d/b/a Walters' on North, 6930 W. North Avenue, for events on August 1, 2026 from 12:00 PM to 6:00 PM and September 19, 2026 from 2:00 PM to 9:00 PM.

Addresses



Jasmine OBrien

D/B/A: *

6930 Bar LLC

Date(s) & Time(s) of events: *

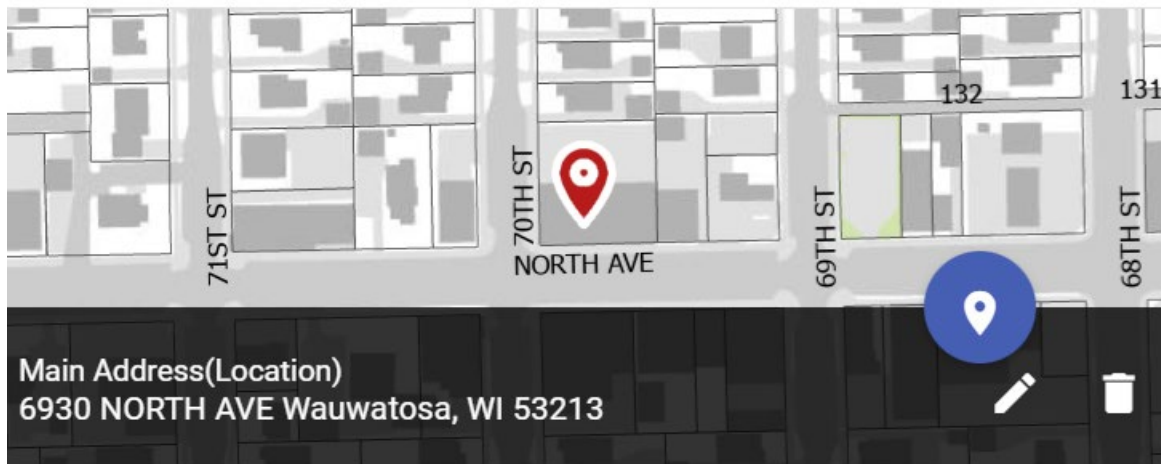
12 PM- 6 PM
Saturday August 1st

For the question below, please describe in detail.

Description of the temporary extended premises *

Parking lot; entire!
Cousins Maine food lobster truck. We also will have some small vendors there like permanent jewelry, trucker hat customization, Dj kareoke, henna tattoos! 12-6 PM

Addresses



Jasmine OBrien

D/B/A: *

6930 Bar LLC

Date(s) & Time(s) of events: *

September 19th
2-9 PM

For the question below, please describe in detail.

Description of the temporary extended premises *

Would like full parking lot to extend booze and allow us to have our 3rd annual walters fest! There will be food, music and maybe some vendors like tattoo artists etc fun things around. This will begin around 2 and end at 8 PM for music but so people can mingle end at 9PM or extension for it.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 26-1191

Agenda Date: 7/21/2026

Agenda #: 7.

Consideration of application for new Class "B" Beer and Reserve "Class B" Liquor license by ALM MW, LLC, d/b/a Renaissance Hotel Milwaukee, 2300 N. Mayfair Road, Chantal Bancher - Agent, for the period ending June 30, 2027

Submitted by:

Zach Kessler, Director of Municipal Services

Department:

City Clerk's Office

A. Issue

ALM MW, LLC, d/b/a Renaissance Hotel Milwaukee, has applied for a new Class "B" Beer and Reserve "Class B" Liquor license for the premises located at 2300 N. Mayfair Road for the 2026-2027 licensing period.

B. Background/Options

ALM MW, LLC is taking over ownership and operations of the Renaissance Milwaukee Hotel. This is an ownership change, and not a change in the scope of operations or alcohol service at the hotel.

Background checks were conducted on the Agent, Chantal Bancher, and two corporate officers, and no violations substantially related to licensing activities were found. The agent meets all other qualifications of Wis. Stat. Ch. 125.

C. Department Reviews

Police: No concerns.

Fire: No concerns.

Health: No concerns.

Development: No concerns.

City Attorney: No concerns.

Finance: No outstanding taxes or fees.

D. Recommendation

I recommend the Common Council grant a new Class "B" Beer and Reserve "Class B" Liquor license to ALM MW, LLC, d/b/a Renaissance Hotel Milwaukee, 2300 N. Mayfair Road, Chantal Bancher - Agent, for the period ending June 30, 2027

Form
AB-200Alcohol Beverage License
Application

For Municipal Use Only

Municipality

License Period

Application Type (check one)

☒ Initial (New)☐ Renewal

License(s) Requested: (up to two boxes may be checked)

☐ Class "A" Beer \$ _____ ☒ Class "B" Beer \$ _____☐ "Class A" Liquor \$ _____ ☒ Regular "Class B" Liquor \$ _____☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____☐ "Class C" Liquor (wine only) \$ _____ ☐ Above-Quota "Class B"
Liquor \$ _____

Fees

License Fee(s) \$

Background Check Fee \$

Publication Fee \$

Total Fees \$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

ALM MW, LLC

2. Business Trade Name or DBA

Renaissance Hotel Milwaukee

3. FEIN

42-2719978

4. Wisconsin Seller's Permit Number

5. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☒ Limited Liability Company☐ Corporation☐ Nonprofit Organization6. If the applicant business is an LLC, are the controlling members other LLCs or corporations? ☒ Yes ☐ No
If yes, the members, managers, officers and directors of those business entities must be listed in Part C and provide a Form AB-100.

7. State of Organization

WI

8. Date of Organization

05/05/2026

9. Wisconsin DFI Registration Number

A121920

10. Premises Address

2300 N Mayfair Rd

11. City

Wauwatosa

12. State

WI

13. Zip Code

53226

14. County

Milwaukee

15. Governing Municipality: ☒ City ☐ Town ☐ Village

of: Wauwatosa

16. Aldermanic District

17. Premises Phone

(414) 771-2300

18. Premises Email

arboradmin@arborlodging.com

19. Website

www.marriott.com

20. Premises Description

Initial (New Applicants Only): Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.**Renewal Applicants Only:** I am renewing a license and by checking the box following this statement, I affirm that I have reviewed the last issued license certificate and the premises description remains the same. ☐

Hotel with 12 floors, 196 guest rooms, fitness center, business center, restaurant, bar & lounge, ballroom, convenience store

21. Mailing Address (if different from premises address)

566 W. Lake Street, Suite 320

22. City

Chicago

23. State

IL

24. Zip Code

60661

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or wholesaler? . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

5. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

6. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

Check each box to attest that you have provided the appropriate supplementary information to complete your application. See the instructions for Part C of this application, beginning on page 2, to complete this section.

☒ I have accurately listed and provided contact and personal information for all required persons involved in the applicant business and any business identified in Part A, Question 6 using Form AB-200AA.

☒ I have provided an accurate Form AB-100 for each person listed in Form AB-200AA.

☒ (For corporations, limited liability companies, and nonprofit organizations only) I have provided an accurate Form AB-101 to appoint an agent on behalf of my business.

☒ I understand that my application is not complete until this supplementary paperwork is received by the municipal clerk where I am applying for an alcohol beverage license.

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Patel		First Name Sheenal		M.I. C
Title Principal		Email spatel@arborlodging.com		Phone (917) 566-1038
Signature 			Date 05/29/26	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

This form is required supplemental material to Form AB-200, Alcohol Beverage License Application, for new and renewal applications.

The persons holding the following titles in the applicant business and any businesses referenced in Part A, Question 6, must provide contact and personal information to determine fitness to hold an alcohol beverage license under state law:

- Sole proprietor
- All partners of a partnership
- All officers, directors, and agent of a corporation or nonprofit organization
- All members or managers, and agent of a limited liability company

Contact and personal information for persons named above must be listed in the table below and submitted with this application. Attach additional sheets if necessary.

Each person holding a title named above must submit the most accurate Form AB-100 with this application.

Corporations, nonprofit organizations, and limited liability companies must submit the most accurate Form AB-101 with this application.

2. Business Trade Name or DBA
Renaissance Hotel Milwaukee

3. FEIN	42-2719978
---------	------------

[illegible]

Alcohol Beverage
Individual QuestionnaireDate
05/26/2026

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

ALM MW, LLC

2. Business Trade Name or DBA

RENAISSANCE MILWAUKEE WEST

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization**Part B: Individual Information**

1. Last Name

BAZZONI BONCHER

2. First Name

CHANTAL

3. M.I.

M

4. Relationship to Business (Title)

GENERAL MANAGER

5. Email

6. Phone

(262) 442 8922

7. Home Address

8. City

9. State

10. Zip Code

11. Date of Birth

12. Driver's License/State ID Number

13. Driver's License/State ID State of Issuance

Part C: Address History1. Do you currently live in Wisconsin? ☒ Yes ☐ NoIf yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY)
03/2008

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address	City	State	Zip Code
Previous Address 1			
Previous Address 2			
Previous Address 3			
Previous Address 4			
Previous Address 5			

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
WI	RACINE	WI	MILWAUKEE	ON	CANADA		
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature

Date

05/26/2026

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

ALM MW, LLC

2. Business Trade Name or DBA

Renaissance Hotel Milwaukee

3. Entity Type (check one)

☐ Sole Proprietor
☐ Partnership
☒ Limited Liability Company
☐ Corporation
☐ Nonprofit Organization

Part B: Individual Information

1. Last Name

Patel

2. First Name

Sheenal

3. M.I.

C

4. Relationship to Business (Title)

Principal

5. Email

spatel@arborlodging.com

6. Phone

(917) 566-1038

7. Home Address

8. City

9. State

10. Zip Code

11. Date of Birth

12. Driver's License/State ID Number

13. Driver's License/State ID State of Issuance

Part C: Address History

1. Do you currently live in Wisconsin?

☐ Yes ☒ No

If yes, provide the month and year when you permanently moved to Wisconsin

(MM/YYYY)

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

City

State

Zip Code

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State

County

State

County

State

County

State

County

IL

Cook

IL

Dupage

Continued →

AB-100 (R. 2-26)

- 1 -

Wisconsin Department of Revenue

29

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature

Date



05/29/2026

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
 - all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
 - members and agent of a limited liability company

Your alcohol beverage application is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

ALM MW, LLC

2. Business Trade Name or DBA

Renaissance Hotel Milwaukee

3. Entity Type (check one)

☐ Sole Proprietor
☐ Partnership
☒ Limited Liability Company
☐ Corporation
☐ Nonprofit Organization

Part B: Individual Information

1. Last Name

Bonthala

2. First Name

Vamsikrishna

3. M.I.

P

4. Relationship to Business (Title)

Principal

5. Email

vbonthala@arborlodgin.com

6. Phone

(312) 854-0540

7. Home Address

8. City

9. State

10. Zip Code

11. Date of Birth

12. Driver's License/State ID Number

13. Driver's License/State ID State of Issuance

Part C: Address History

1. Do you currently live in Wisconsin?

☐ Yes ☒ No

If yes, provide the month and year when you permanently moved to Wisconsin

(MM/YYYY)

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1	City	State	Zip Code
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
IL	DuPage	IL	Dupage				
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date

05/29/2026

Alcohol Beverage
Appointment of AgentDate
05/26/2026

Agent Type (check one)

☒ Original (no fee) ☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

ALM MW, LLC

2. Business Trade Name or DBA

RENAISSANCE MILWAUKEE WEST

3. Entity Type (check one)

☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

BAZZONI BONCHER

2. First Name

Chantal

3. M.I.

M

4. Email

CBBONCHER@GMAIL.COM

5. Phone

(262) 442 8922

6. Home Address

7. City

8. State

9. Zip Code

10. Date of Birth

11. Driver's License/State ID Number

12. Driver's License/State ID State of Issuance

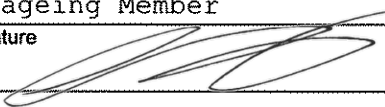
Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☒ Yes ☐ No3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

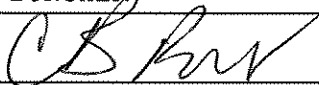
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Patel		First Name Sheenal	M.I. C
Title Manageing Member	Email spatel@arborlodging.com	Phone (917) 566-1038	
Signature 		Date 5/29/2026	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name BAZZONI BONCHER		First Name CHANTAL	M.I. M
Signature 		Date 05/26/26	

Serving Alcohol

is proud to present this certificate to

Chantal Boncher

for successful completion of the online course



Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.

Verify online at
servingalcohol.com

Verification Code
9eTxekuFXh

Date Issued
Feb 23rd, 2026

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: Chantal Boncher

Certification Date: Feb 23rd, 2026

Certificate Code: 9eTxekuFXh

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-327-0235
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

000365

LANCE WILLIAMS
ALM MW LLC
566 W LAKE ST STE 320
CHICAGO IL 60661-1414

Letter ID L1718990768



Wisconsin Business Tax Registration Certificate

Expiration date: June 30, 2028

Legal/real name: ALM MW LLC

- This certificate confirms that you are registered with the Wisconsin Department of Revenue for the tax types shown below.
- This registration certificate is not a seller's permit, and should not be used as proof that you hold a seller's permit.
- You may not transfer this certificate to any other individual or business.

Tax Type	Account Type	Number
Sales & Use Tax	Sales & Use Tax	456-1032582570-02
Local Exposition Tax	Local Exposition Tax	014-1032582570-04
Withholding Tax	Withholding Tax	036-1032582570-05

The following is a list of the business locations that you have registered with the Department of Revenue.

456-1032582570-02
ALM MW LLC
RENAISSANCE MILWAUKEE WEST HOTEL
2300 N MAYFAIR RD STE 100
WAUWATOSA WI 53226-1516



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-224-5761
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

000366

Letter ID L0645248944

LANCE WILLIAMS
ALM MW LLC
566 W LAKE ST STE 320
CHICAGO IL 60661-1414

Wisconsin Department of Revenue Seller's Permit

Legal/real name: ALM MW LLC
Business name: RENAISSANCE MILWAUKEE WEST HOTEL
2300 N MAYFAIR RD
SUITE 100
WAUWATOSA WI 53226-1516

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1032582570-02



State of Wisconsin • DEPARTMENT OF REVENUE

Personal Wallet Copy

Seller's Permit: 456-1032582570-02

Legal/Real Name: ALM MW LLC

Signature _____

We are here to serve you

Wisconsin Department of Revenue
PO Box 8902
Madison, WI 53708-8902

Ph: 608-266-2776

Fax: 608-264-6884

Email: dorbusinessstax@revenue.wi.gov

Web: www.revenue.wi.gov

Main office: 2135 Rimrock Rd., Madison



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-327-0235
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

000364

LANCE WILLIAMS
ALM MW LLC
566 W LAKE ST STE 320
CHICAGO IL 60661-1414

Letter ID L1182119856



June 8, 2026

Wisconsin Business Tax Registration

Thank you for registering with the Wisconsin Department of Revenue. We hope you enjoy a prosperous and rewarding future in your new business. In this letter, we provide you with information and services about your tax filing and payment responsibilities. Please keep this letter as a reference guide.

Included in this packet:

- **Your account information and details**
- **Electronic filing (e-filing) requirements**
- **Business tax resources**, including making changes to your account, tax publications and forms
- **Registration certificate**
 - Review certificate information to make sure it's correct. See enclosed document.
- **Seller's permit**
 - Review permit information to make sure it's correct. See enclosed document.

Account information and details

Tax account type	Tax account number	Effective date	Filing frequency	First return due
Local Exposition Tax	014-1032582570-04	8/1/2026	Quarterly	11/2/2026
Withholding Tax	036-1032582570-05	8/1/2026	Quarterly	11/2/2026
Sales & Use Tax	456-1032582570-02	8/1/2026	Quarterly	11/2/2026

Sales and use tax

• Form ST-12: required quarterly filing

- **Important:** Your tax return is due on the last day of the month following the quarter for which you are filing
 - You must file a quarterly tax return, even if you have no sales and use tax to report during the quarter
 - If you don't file, we will send you an estimate of the tax
 - You must e-file your sales and use tax returns beginning 90 days after receiving this letter
- Note:** If the "first return due date" - listed on the first page of this letter - falls within the 90 days, you must file and pay by that due date. See the "Electronic filing information" section below.

Withholding tax

• Form WT-6: required quarterly filing

- **Important:** You must file your withholding report on or before the last day of the month following the quarter for which you are filing
- If you don't file, we will send you an estimate of the tax

• Form WT-7: required annual filing

- **Important:** The WT-7 is due on January 31 each year.
 - You must file the Annual Reconciliation even if you don't withhold any tax from wages during the year
 - If you don't file, we will send you an estimate of the tax
- You must e-file your withholding tax reports beginning 90 days after receiving this letter
- Note:** If the "first return due" date - listed on the first page of this letter - falls within the 90 days, you must file and pay by that due date. See the "Electronic filing information" section below.

Local exposition tax

- You are registered to collect one or more of the following local exposition tax types:
 - Basic room tax
 - Additional room tax
 - Food and beverage tax
 - Car rental tax
- **Form EX-12: required quarterly filing**
 - **Important:** Your tax return is due on the last day of the month following the end month of the quarter for which you are filing
 - You must file a quarterly tax return, even if you have no local exposition tax to report during the quarter
 - If you don't file, we will send you an estimate of the tax
 - You can file your returns and make your payments electronically. See the "Electronic filing information" section below

Electronic filing (e-filing) information

Many business tax returns and payments must be e-filed. Find the requirements for each tax type in the "Account details and information" section above. We encourage you to use one of the three e-filing options listed below, even if you are not required to e-file. E-filing is secure, accurate and free.

E-filing options:

1. My Tax Account - register at tap.revenue.wi.gov

My Tax Account is our simple, secure, and free online business tax system available 24 hours a day, seven days a week. It allows you to:

- View your account status
- File and amend returns (see below)
- Make payments (see below)
- Update your account information
- View and print notices and correspondence you've received
- Request return filing extensions
- Request payment plans
- Authorize your tax professional to manage your account

File original or amended tax returns and make payments for these tax and fee types:

Plan of Operation: Renaissance Hotel Wauwatosa, Wisconsin

Executive Summary

The proposed business will provide professional hotel management services for a full-service hotel in Wauwatosa. The objective is to maximize occupancy, revenue, guest satisfaction, and profitability through operational excellence, strategic marketing, and strong community partnerships.

Wauwatosa is a highly desirable Milwaukee-area market located approximately four miles west of downtown Milwaukee, with a strong daytime workforce, healthcare institutions, retail destinations, and year-round visitor demand. The city benefits from tourism promotion efforts and partnerships with regional tourism organizations.

A professionally managed hotel can compete by offering:

- Superior guest service
- Modern technology and contactless services
- Competitive pricing and revenue management
- Strong online reputation management
- Partnerships with local businesses and healthcare institutions

Hotel Operations Management

- Front desk operations
- Housekeeping management
- Maintenance oversight
- Food and beverage operations and management
- Security and safety compliance

Security Staffing, Positioning, and Responsibilities

The hotel operates 24 hours per day, seven days per week. Staffing levels vary based on occupancy, anticipated demand, and special events. At a minimum, the hotel maintains:

- A Manager on Duty (MOD) is available on property or by phone 24 hours per day.
- Front desk staff on duty 24 hours per day.

Procedures for Screening and Permitting Patrons to Enter

All registered guests are required to present a valid government-issued photo identification at check-in. Front desk staff are trained to verify identification and confirm reservation details prior to issuing room keys.

Guest counts are monitored through the property management system and daily occupancy reports, ensuring compliance with occupancy limits.

Preventing Patron Intoxication

All employees involved in alcohol service complete approved alcohol server training prior to assuming their duties. Staff are trained to recognize signs of intoxication and are instructed to refuse service when appropriate.

If a guest becomes overly intoxicated, management and security intervene, discontinue alcohol service, and assist the guest in returning safely to their room or arranging alternative transportation if necessary.

Preventing Underage Drinking

The hotel strictly enforces all state and local laws regarding underage drinking. Valid government-issued photo identification is required for alcohol purchases. Staff are trained to verify age and refuse service when identification is invalid, questionable, or absent.

Any suspected use of false identification is reported to management and handled in accordance with company policy and applicable law.

Management Team

- General Manager
- Operations Manager
- Sales & Marketing Manager
- Revenue Manager

Operational Staff

- Front Desk Associates
- Housekeeping Team
- Maintenance Personnel
- Food & Beverage Staff

Training will focus on hospitality excellence, guest engagement, and operational efficiency.

Conclusion

A hotel management business in Wauwatosa can capitalize on the city's growing visitor economy, strong healthcare presence, retail destinations, and proximity to Milwaukee. By focusing on operational excellence, guest satisfaction, revenue optimization, and strategic partnerships, the hotel can achieve sustainable profitability and become a preferred lodging option in the market.

List of Bartenders/Sales Clerks

William Schubert
Marina Hernandez
Emily Jung
Deb Rasinske
Rex Kelly
Elijah Toro
BryanHanson

List of Bartenders/Sales Clerks

William Schubert
Marina Hernandez
Emily Jung
Deb Rasinske
Rex Kelly
Elijah Toro
BryanHanson

List of Wholesalers you will order from

Beer Capital
Beechwood
General Beverage Sales Milwaukee
Capital Hustling
JohnsonBrother's
Breakthru Beverage
Badger De Pere
Winebow, WI

List of Bartenders/Sales Clerks

William Schubert
Marina Hernandez
Emily Jung
Deb Rasinske
Rex Kelly
Elijah Toro
BryanHanson



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 26-1277

Agenda Date: 7/21/2026

Agenda #: 8.

Consideration of application for new Class “A” Beer and “Class C” Wine license by Lived-in LLC, d/b/a Lived-in, 6528 W. North Avenue, Carly Hurley - Agent, for the period ending June 30, 2027

Submitted by:

Zach Kessler, Director of Municipal Services

Department:

Municipal Services - City Clerk’s Office

A. Issue

Lived-in LLC, d/b/a Lived-in, has applied for a new Class “A” Beer and “Class C” Wine license for the 2026-2027 licensing period for the premises located at 6528 W. North Avenue.

B. Background/Options

Lived-in is a community gathering and retail space where customers can find gifts, grocery, and home goods. The business plans to sell packaged beer and wine for off-premise consumption, and wine for on-premise consumption. More information can be found in the application materials included in the agenda packet.

A background check was conducted on Carly Hurley, the owner and agent, and no violations substantially related to licensing activity were found.

C. Department Reviews

Police: No concerns.

Fire: No concerns.

Health: No concerns.

Development: No concerns.

Attorney: No concerns.

Finance: No outstanding taxes or fees.

D. Recommendation

I recommend the Common Council grant a new Class “A” Beer and “Class C” Wine license to Lived-in LLC, d/b/a Lived-in, for the period ending June 30, 2027, for the premises located at 6528 W. North Avenue, with Carly Hurley as the appointed agent.

Form
AB-200

Alcohol Beverage License
Application

For Municipal Use Only
Municipality
License Period

Application Type (check one)

☒ Initial (New) ☐ Renewal

License(s) Requested: (up to two boxes may be checked)

☒ Class "A" Beer \$ _____ ☐ Class "B" Beer \$ _____
☒ "Class A" Liquor \$ _____ ☐ Regular "Class B" Liquor \$ _____
☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
☐ "Class C" Liquor (wine only) \$ _____ ☐ Above-Quota "Class B"
Liquor \$ _____

Fees

License Fee(s)	\$
Background Check Fee	\$
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) Lived-in, LLC		
2. Business Trade Name or DBA Lived-in		
3. FEIN 42-1996081	4. Wisconsin Seller's Permit Number 456-1032488980-02	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization		
6. If the applicant business is an LLC, are the controlling members other LLCs or corporations? ☐ Yes ☒ No If yes, the members, managers, officers and directors of those business entities must be listed in Part C and provide a Form AB-100.		
7. State of Organization WI	8. Date of Organization 04/17/2026	9. Wisconsin DFI Registration Number L088663
10. Premises Address 6528 W North Ave		
11. City Wauwatosa	12. State WI	13. Zip Code 53213
14. County Milwaukee	15. Governing Municipality: ☒ City ☐ Town ☐ Village of: Wauwatosa	16. Aldermanic District 5
17. Premises Phone 6302171378	18. Premises Email carly.rubach@gmail.com	19. Website
20. Premises Description Initial (New Applicants Only): Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Renewal Applicants Only: I am renewing a license and by checking the box following this statement, I affirm that I have reviewed the last issued license certificate and the premises description remains the same. ☐ Lived-in has 2 sides to the commercial space. Alcohol will be sold and consumed (if approved) on both sides of the commercial area. In the back of the commercial space there are 2 storage rooms where we will store alcohol and invoices		
21. Mailing Address (if different from premises address) same as premises		
22. City	23. State	24. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or wholesaler? . . ☐ Yes ☒ No

If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

5. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

6. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

Check each box to attest that you have provided the appropriate supplementary information to complete your application. See the instructions for Part C of this application, beginning on page 2, to complete this section.

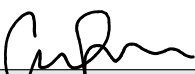
- ☒ I have accurately listed and provided contact and personal information for all required persons involved in the applicant business and any business identified in Part A, Question 6 using Form AB-200AA.
- ☒ I have provided an accurate Form AB-100 for each person listed in Form AB-200AA.
- ☒ (For corporations, limited liability companies, and nonprofit organizations only) I have provided an accurate Form AB-101 to appoint an agent on behalf of my business.
- ☒ I understand that my application is not complete until this supplementary paperwork is received by the municipal clerk where I am applying for an alcohol beverage license.

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Hurley		First Name Carly		M.I. R
Title Owner		Email carly.rubach@gmail.com		Phone
Signature 			Date 7/12/2026	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Instructions

This form is required supplemental material to Form AB-200, Alcohol Beverage License Application, for new and renewal applications.

The persons holding the following titles in the applicant business and any businesses referenced in Part A, Question 6, must provide contact and personal information to determine fitness to hold an alcohol beverage license under state law:

- Sole proprietor
- All partners of a partnership
- All officers, directors, and agent of a corporation or nonprofit organization
- All members or managers, and agent of a limited liability company

Contact and personal information for persons named above must be listed in the table below and submitted with this application. Attach additional sheets if necessary.

Each person holding a title named above must submit the most accurate Form AB-100 with this application.

Corporations, nonprofit organizations, and limited liability companies must submit the most accurate Form AB-101 with this application.

1. Legal Business Name (individual name if sole proprietorship)
Lived-in, LLC

2. Business Trade Name or DBA
Lived-in

3. FEIN	42-1996081
---------	------------

*Status Definitions

New: All entries on a new application or any person added to a renewal application for the first time.

Remove: This person no longer has a relationship to the applicant business.

Update: There are changes to this person's personal or contact information, or their relationship to the applicant business.

No Change: There are no changes to this person's personal or contact information, or their relationship to the applicant business.

Listing of Persons Involved in Applicant Business

[illegible]

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Lived-in, LLC

2. Business Trade Name or DBA

Lived-in

3. Entity Type (check one)

☐ Sole Proprietor
☐ Partnership
☒ Limited Liability Company
☐ Corporation
☐ Nonprofit Organization

Part B: Individual Information

1. Last Name

Hurley

2. First Name

Carly

3. M.I.

R

4. Relationship to Business (Title)

Owner

5. Email

carly.rubach@gmail.com

6. Phone

6302171378

7. Home Address

8. City

9. State

10. Zip Code

11. Date of Birth

12. Driver's License/State ID Number

13. Driver's License/State ID State of Issuance

Part C: Address History

1. Do you currently live in Wisconsin?

☒ Yes ☐ No

If yes, provide the month and year when you permanently moved to Wisconsin

(MM/YYYY)

01/2009

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

City

State

Zip Code

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State

County

State

County

State

County

State

County

WI

Milwaukee

MO

Boone

State

County

State

County

State

County

State

County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 07/12/2026
---	--------------------

Form
AB-101Alcohol Beverage
Appointment of AgentDate
07/12/2026

Agent Type (check one)

- ☒
- Original (no fee)
- ☐
- Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Lived-in, LLC

2. Business Trade Name or DBA

Lived-in

3. Entity Type (check one)

- ☒
- Limited Liability Company
- ☐
- Corporation
- ☐
- Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒
- Municipal Retail License
- ☐
- State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Hurley

2. First Name

Carly

3. M.I.

R

4. Email

carly.rubach@gmail.com

5. Phone

6302171378

6. Home Address

7. City

8. State

9. Zip Code

10. Date of Birth

11. Driver's License/State ID Number

12. Driver's License/State ID State of Issuance

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Hurley		First Name Carly	M.I. R
Title Owner	Email carly.rubach@gmail.com	Phone 6302171378	
Signature 		Date 07/12/2026	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Hurley		First Name Carly	M.I. R
Signature 		Date 07/12/2026	



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-224-5761
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

000161

Letter ID L1153784752

LIVED-IN LLC
8117 RICHMOND CT
WAUWATOSA WI 53213-1615

Wisconsin Department of Revenue Seller's Permit

Legal/real name: LIVED-IN LLC
Business name: LIVED-IN
6528 W North Ave
Wauwatosa WI 53213

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type

Sales & Use Tax

Account Type

Seller's Permit

Account Number

456-1032488980-02

Congratulations!

You have successfully completed the ServSafe Alcohol® Responsible Alcohol Service Training and Certificate Program. This is your official ServSafe Alcohol Certification Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Senior Vice President, National Restaurant Association Solutions



ID # 29095064
CARD # 29418744

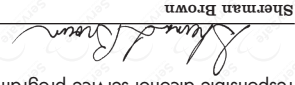
ServSafe Alcohol® CERTIFICATE



CARLY HURLEY
NAME
7/12/2026
DATE OF EXAMINATION

Card expires two years from the date of examination. Local laws apply.
Complies with WI State Stats. s.125.04(5)(a)5 & s.125.17(6) & s.134.66

©2015 National Restaurant Association Educational Foundation (NRAEF). All rights reserved. ServSafe® and the ServSafe logo are trademarks of the NRAEF. National Restaurant Association® and the arc design are trademarks of the National Restaurant Association.
14102901 v.1402

Senior Vice President, National Restaurant Association Solutions

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

NOTE: You can access your score and certification information anytime at ServSafe.com with the class number provided on this form.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at ServiceCenter@restaurant.org or 800.765.2122, ext. 6703.

In Alaska you must laminate your card for it to be valid.



233 S. Wacker Drive,
Suite 3600
Chicago, IL 60604-6383
1.800.SERVSAFE
312.715.1010 In the Chicago area
ServSafe.com

©2015 National Restaurant Association Educational Foundation (NRAEF). All rights reserved. ServSafe® and the ServSafe logo are trademarks of the NRAEF. National Restaurant Association® and the arc design are trademarks of the National Restaurant Association.
14102901 v.1402





Staff Report

File #: 26-1207

Agenda Date: 7/21/2026

Agenda #: 9.

Consideration of appeal of denial of Operator's License based on prior criminal record, Nicole Bence, applicant

Submitted by:

Deyanira Nevarez

Department:

City Clerk

A. Background/Rationale

Sec. 6.08.100 of the Wauwatosa Municipal Code provides that the City Clerk may directly issue Operator's licenses, provided that the criminal background check shows that the licensee has not violated the law substantially relating to the sale or use of alcohol, illegal substances or violations of other laws having a bearing on the applicant's fitness to sell and serve alcohol within the city.

On May 29, 2026, the Clerk's Office received an application from Nicole Bence. A background check was conducted, and several convictions substantially related to licensing activities appeared on the report.

The Wauwatosa Municipal Code and State Statutes provide that the local governing body (in this case, the Government Affairs Committee) be the ultimate decision-makers in these instances.

B. Key Issues for Consideration

The Clerk's Office initially denied this application based on multiple convictions that substantially relate to alcohol-licensing activity, consistent with Wis. Stat. § 125.04(5)(a)1 and § 125.04(5)(b). Under Wis. Stat. § 111.335(4)(c)1.b., if the applicant provides competent evidence to find the individual rehabilitated, the city may not refuse to issue the license on the basis of those convictions. The applicant is being offered the opportunity to appear before the Committee to provide competent evidence of rehabilitation, pursuant to Wis. Stat. § 111.335(4)(c)1.b.

C. Requested Action

The Committee will hear from the applicant, who will provide competent evidence of rehabilitation.

The Committee will then rule on the evidence and either:

1. Sustain the City Clerk's decision to deny the application, or
2. Find that the applicant provided sufficient evidence of rehabilitation, and direct the City Clerk to issue the license.



June 15th, 2026

To Whom It May Concern:

I am the recovery support coordinator (RSC) working with Nicole Bence now for a while. Nicole is a dedicated and motivated individual and has made great strides in turning her life around. She attends all scheduled appointments, accomplishes the goals she sets, and is a role model in her community. I have no doubt she would be able to handle this responsibility with great care.

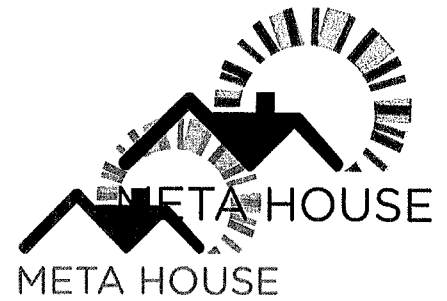
If you have any questions or concerns that you want to discuss with me, I would be happy to do so.

Thank you,

Jordan Hoelscher

(414) 690-6239

jhoelscher@sironarecovery.org



June 12, 2026

To Whom it May Concern:

This letter is intended to verify Nicole Bence's participation in Outpatient treatment at Meta House. Meta House is Substance Use Disorder treatment agency. Ms. Bence was admitted to treatment on 02/05/2026 and continues to attend treatment groups and individual therapy sessions. Ms. Bence has been an active participant in her treatment and continues to attend consistently overall. Ms. Bence also participates in random urinalysis drug screens to support her recovery goals. For more detailed information on dates of attendance, UA results or other information related to treatment, you can contact Medical Records at 414-977- 5899.

Sincerely,

Leila Mitchell, Therapist Intern, SAC-IT

535 N. 39th St Milwaukee, WI 53208
(414) 962-1200 | metahouse.org

Meta House ends the generational cycle of addiction by healing
women and strengthening families

Certificate of Completion

This certificate is presented to

Nicole Bence

In recognition of outstanding accomplishments and contributions

Serrall Lynfield BA-SAC



1/2/26

Date of Completion



CITY OF WAUWATOSA
MEMO

To: **Government Affairs Committee**

From: **Barbara Kadrich, Fire Chief**

Date: **July 21, 2026**

Subject: **Request to Change the Ordinances for False Alarm Fees and Amendments to the Fire Prevention Code**

A. Issue

During a review of our ordinances we discovered that two of them; 14.28.120 Installation, Service, And Monitoring Fee for Fire Alarm Receiving Devices, And or Life Safety Equipment and 14.16.090 Amendments to Fire Prevention Code needed updated language to accurately reflect the department and our fee schedule.

B. Background/Options

Our fee for false alarms on the fee schedule has been updated however the code it refers to for enforcement; 14.28.120 Installation, Service, And Monitoring Fee for Fire Alarm Receiving Devices, has an old fee listed that differs from our fee listed on the fee schedule. We request to update the ordinance in the following way to accurately reflect our current fee and have it written in a way that if the fee schedule changes again in the future that our ordinance would not conflict with the new fee.

Proposed Ordinance:

14.28.120 Installation, Service, And Monitoring Fee for Fire Alarm Receiving Devices, And or Life Safety Equipment

- A. Any person, firm or corporation having a fire alarm, smoke detector or other type of alarm, and which alarm calls for a response from the fire department, shall be charged a fee for false alarms in accordance with the fees schedule adopted by the Common Council. If the possessor of the alarm can show to the satisfaction of the chief of the fire department that the false alarm was not the result of negligence or improper maintenance, such fee may be waived.

Additionally, we would like to make a change to 14.16.090 Amendments to Fire Prevention Code to include more gender-inclusive language when referring to the Chief position to accurately reflect our current or any future Chiefs that we may have. We propose changing "...in his..." to "...in his/her...".

Proposed Ordinance:

14.16.090 Amendments to Fire Prevention Code

The fire chief of the Wauwatosa Fire Department or the chief fire inspector shall also recommend amendments to the fire prevention code or ordinance which, in his/**her** judgment, shall be desirable.

C. Strategic Plan (Area of Focus)

Public Safety

D. Fiscal Impact

None

E. Recommendation

Recommending that the Common Council ratify the proposed changes to the listed ordinances so they are accurate and match our fee schedule and current staffing within our department.

Ordinance Change Attachment:

14.28.120 Installation, Service, And Monitoring Fee For Fire Alarm Receiving Devices, And Or Life Safety Equipment

A. Any person, firm or corporation having a fire alarm, smoke detector or other type of alarm, and which alarm calls for a response from the fire department, shall be charged a fee ~~of twenty dollars for the first false alarm responded to by the fire department within such calendar year and one hundred dollars for each false alarm so responded to thereafter within such calendar year~~ for false alarms in accordance with the fees schedule adopted by the Common Council. If the possessor of the alarm can show to the satisfaction of the chief of the fire department that the false alarm was not the result of negligence or improper maintenance, such fee may be waived.

(Change the set amount to the amount listed in the current fee schedule. This allows for fees and changes to be in one location – easy to modify and change over the years.)

14.16.090 Amendments To Fire Prevention Code

The fire chief of the Wauwatosa Fire Department or the chief fire inspector shall also recommend amendments to the fire prevention code or ordinance which, in his/her judgment, shall be desirable.

(add her)



Staff Report

File #: 26-1192

Agenda Date: 7/21/2026

Agenda #: 11.

Consideration of designation of the North NOW as the official City newspaper

Submitted by:

Zach Kessler, Director of Municipal Services

Department:

Municipal Services

A. Issue

Wisconsin Statute 985.06 requires the City to designate an official newspaper for publication of council proceedings and legal notices. The statute requires the City to solicit bids from eligible newspapers and award the designation to the newspaper submitting the lowest effective bid.

B. Background/Options

On June 3, 2026, the City published a notice soliciting bids from eligible newspapers for designation as the City's official newspaper for the ensuing year. The bid submission period closed on June 30, 2026.

The City Clerk's Office received one bid, submitted by the Milwaukee Journal Sentinel/North NOW.

The North NOW is a weekly regional newspaper published every Wednesday that serves northern metro-Milwaukee communities, including Wauwatosa. The City currently utilizes the North NOW for required legal notices and other official publications. Notices published in the North NOW can also be viewed online at this website: <https://www.jsonline.com/public-notices>.

The North NOW meets the eligibility requirements of Wisconsin Statute § 985.03.

C. Fiscal Impact

No substantial fiscal impacts. Publication rates are established annually by the Wisconsin Department of Administration for all newspaper publications.

D. Recommendation

I recommend designating the North NOW as the City's official newspaper for publication of legal notices and other required publications for the ensuing year.

NOTICE OF BIDS

CITY OF WAUWATOSA OFFICIAL NEWSPAPER

NOTICE IS HEREBY GIVEN, that the City of Wauwatosa will receive proposals for the publication in English of (a) the Council proceedings and (b) the City legal notices for the ensuing year. All bids shall be in writing, shall be accompanied by a performance bond in the sum of \$1,000 with good and sufficient sureties as determined by the City Clerk and shall be filed with the City Clerk of the City of Wauwatosa, 7725 W. North Ave, by 12:00 Noon on Tuesday, June 30, 2026. Only newspapers which have been regularly and continuously published in the City of Wauwatosa at least once a week for the two years preceding the date of this notice and which are eligible to publish legal notices under Section 985.03 (1) of the Wisconsin State Statutes, shall be received.

Dated this 3rd day of June, 2026.

Deyanira Nevarez
City Clerk

To be published: June 3, 2026



June 9, 2026

CITY OF WAUWATOSA
OFFICIAL NEWSPAPER BID
ATTN: DEYANIRA NEVAREZ, CITY CLERK
7725 W. NORTH AVENUE,
WAUWATOSA, WI 53213

Invitation for Bid – 2026

The information below is the state certified information for the NORTH NOW newspaper for legal advertising.

A. Common Council proceedings:

Name of Type: Unify Sans Classified
Type size: 6

Indicate Line Rates:	1 st Insertion	Subsequent Insertion	Column Width (pica)
1 column	\$1.00	\$.79	.7977

B. Legal Notices:

Name of Type: Unify Sans Classified
Type size: 6

Indicate Line Rates:	1 st Insertion	Subsequent Insertion	Column Width (pica)
1 column	\$1.00	\$.79	.7977

Display Rates, per column inch:

1st Insertion: \$6.90

Subsequent Insertion: \$5.60

Paid Newspaper Subscriptions to be circulated in this geographic area: 12, 668

Affidavit Cost: \$1.00

Affidavits shall be mailed within 10 days of publication.

Dates of Publication: Every Wednesday

Vendor: NORTH NOW

Print Name & Title: Tara Hamm, Public Notice Director

Date: June 9, 2026

Address: 330 E Kilbourn, Ste 500, Milwaukee, WI 53203

Telephone: 414-224-2121

Fax: 877-943-0443

Email: MJS-Legal@gannett.com

AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

MILWAUKEE JOURNAL SENTINEL/NORTH
NOW
P.O. Box 23430
Green Bay, WI 54305

SURETY:

(Name, legal status and principal place
of business)

ATLANTIC SPECIALTY INSURANCE COMPANY
605 Highway 169 North
Plymouth, MN 55441

OWNER:

(Name, legal status and address)

CITY OF WAUWATOSA

7725 W. North Avenue, Wauwatosa, WI 53213

BOND AMOUNT: One Thousand and 00/100
(\$ 1,000.00)

PROJECT:

(Name, location or address, and Project number, if any)

Bid to be the Official Newspaper for a) Council proceedings and b) City Legal Notices. Project Number, if any:

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

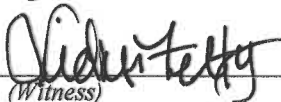
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

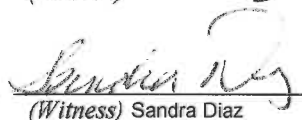
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

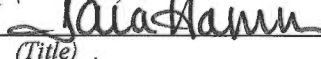
Signed and sealed this 5th day of June, 2026


(Witness)


(Witness) Sandra Diaz

MILWAUKEE JOURNAL SENTINEL/NORTH NOW

(Principal)


(Title)

(Seal)

ATLANTIC SPECIALTY INSURANCE COMPANY

(Surety)


(Title) Debra A. Deming, Attorney in Fact

(Seal)



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Aklima Noorhassan, Anne Potter, Debra A. Deming, Frances Rodriguez, Francesca Kazmierczak, Jennifer Jakaitis, Peter Healy, Sandra Diaz, Susan A. Welsh, Valorie Spates, Vilma Gonzalez**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.

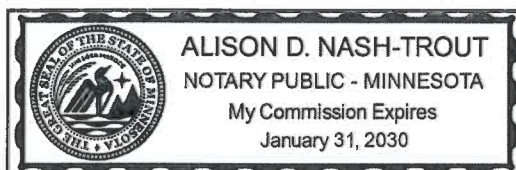


STATE OF MINNESOTA
HENNEPIN COUNTY

By

Sarah A. Kolar, Vice President and General Counsel

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 5th day of June, 2026.



Kara L.B. Barrow, Secretary

This Power of Attorney expires
January 31, 2030



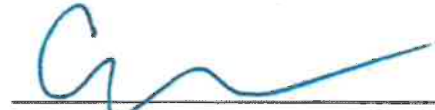
Atlantic Specialty Insurance Company
Period Ended 12/31/2025

Dollars displayed in thousands

Admitted Assets		Liabilities and Surplus	
Investments:		Liabilities	
Bonds	\$ 2,885,455	Loss Reserves	\$ 1,403,740
Preferred Stocks	-	Loss Adjustment Expense Reserves	330,086
Common Stocks	934,259	Total Loss & LAE Reserves	1,733,826
Mortgage Loans	-	Unearned Premium Reserve	866,171
Real Estate	-	Total Reinsurance Liabilities	51,082
Contract Loans	-	Commissions, Other Expenses, and Taxes due	83,683
Derivatives	-	Derivatives	-
Cash, Cash Equivalents & Short Term Investments	1,000,755	Payable to Parent, Subs or Affiliates	-
Other Investments	29,147	All Other Liabilities	1,357,715
Total Cash & Investments	4,849,616	Total Liabilities	4,092,377
Premiums and Considerations Due	361,651	Capital and Surplus	
Reinsurance Recoverable	34,446	Common Capital Stock	9,001
Receivable from Parent, Subsidiary or Affiliates	15,668	Preferred Capital Stock	-
All Other Admitted Assets	93,238	Surplus Notes	-
Total Admitted Assets	5,354,619	Unassigned Surplus	682,458
		Other Including Gross Contributed	570,784
		Capital & Surplus	1,262,242
		Total Liabilities and C&S	5,354,619

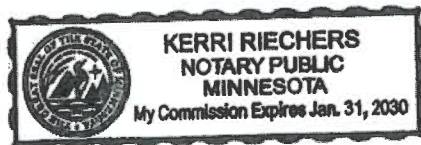
State of Minnesota
County of Hennepin

I, Sarah A. Kolar, Secretary of Atlantic Specialty Insurance Company do hereby certify that the foregoing statement is a correct exhibit of the assets and liabilities of the said Company, on the 31st day of December, 2025, according to the best of my information, knowledge and belief.


Secretary

Subscribed and sworn to, before me, a Notary Public of the State of Minnesota on this 5th day of March, 2026.


Notary Public





Staff Report

File #: 26-1065

Agenda Date: 7/21/2026

Agenda #: 12.

Review and consideration of amendments to Chapter 7.50 of the Wauwatosa Municipal Code related to special events and the establishment of a provision for Temporary Designated Outdoor Refreshment Areas (TDORA)

Submitted by:

Melissa Weiss, Deputy City Administrator
Zach Kessler, Director of Municipal Services
Shane Wrucke, Police Captain
Jennifer Tate, City Attorney

Department:

Administration, Municipal Services, Police, and City Attorney

A. Issue

Special events provide opportunities for residents, businesses, and visitors to gather and celebrate. These events contribute to community identity, economic activity, tourism, and quality of life.

As the number and complexity of special events in Wauwatosa have increased, so too have the demands placed on City staff, public safety resources, residents, businesses, and neighborhoods. In recent years, the City has experienced challenges related to the impacts of recurring events in the same neighborhood, increased demands on public safety personnel, and inconsistencies in communication with affected residents and businesses.

To address these concerns, staff have reviewed Chapter 7.50 of the Wauwatosa Municipal Code and are recommending amendments intended to strengthen the special event review process, improve predictability for event organizers and City staff, better balance community impacts with event benefits, and provide additional tools for managing City resources.

Staff are also proposing the establishment of a Temporary Designated Outdoor Refreshment Area (TDORA) provision for special events. A memo from the City's Tourism division is included as an attachment.

B. Background/Options

Included in the agenda packet is a red-lined version of Chapter 7.50, outlining the proposed changes.

Proposed amendments to Chapter 7.50 include:

- Application review considerations and limitations on run/walk and event frequency in the same neighborhood.
- Consideration of cumulative staffing and operational demands placed on public safety and other City employees.

- Extension of the minimum application submission deadline to 90 days before the event and establishment of a requirement that permit decisions be issued no later than 30 days before the event.
- Removal of the ability of an applicant to request that extraordinary service fees be waived.
- Clarification on the required notice that must be given to neighboring residents, property owners, and businesses before an event.
- Consideration of prior failures to notify affected residents, property owners, or businesses, and the occurrence of multiple run/walk events within the same neighborhood during a calendar quarter.
- The codification of an event blackout date process to protect public safety and City resources.
- Allowing event organizers to pay extraordinary service fees within 30 days after the event.

When taken together, these amendments provide clearer expectations for event organizers, strengthen the City's ability to manage cumulative neighborhood and operational impacts, improve communication with affected residents and businesses, and provide greater predictability in the application review process. The proposed TDORA provisions also create additional opportunities to support tourism and economic development.

C. Strategic Plan (Area of Focus)

Priority Area One: Economic Development

Priority Area Two: Public Safety

Priority Area Five: Quality of Life

D. Fiscal Impact

TDORA application and sticker fees will be created and charged for special events requesting approval of a TDORA. No changes are proposed to special event application or extraordinary service fees.

E. Recommendation

Staff recommend the Common Council approve the proposed amendments to Chapter 7.50 of the Wauwatosa Municipal Code.

CHAPTER 7.50 SPECIAL EVENTS

Editor's note(s)—Ord. No. O-17-15, Pt. I, adopted June 20, 2017, repealed ch. 7.50 and enacted a new ch. 7.50 as set out herein. Former ch. 7.50 pertained to parades and special events and derived from Ord. No. O-12-09, adopted March 20, 2012; and Ord. No. O-15-23, adopted October 20, 2015.

7.50.010 Purpose

The city of Wauwatosa recognizes that special events organized by individuals, private organizations, and non-profits serve an important role in enhancing the city's quality of life and can provide benefits to the community as a whole. In an effort to treat all persons and groups uniformly, to facilitate the successful staging of these special events, and to be mindful of the efficient use of available facilities and resources, the city will commit staff time and facilities to review applications to hold special events and assist the organizers as needed to ensure that special events have an overall positive effect upon the community and its resources.

The city will review special event applications for the purpose of assisting the event organizer in complying with various applicable public safety requirements, as well as be involved during the special event as needed to protect the safety and welfare of the public, and resources owned by the public.

During the city's review and oversight in this process, the city will address traffic and parking issues, health and safety issues related to the participants and the public, effects upon neighboring properties, fire potential, explosions, disorder and other dangers to persons or property, preservation of peace and order, sanitation, and the overall safeguarding of the public health. The city will also consider the potential diversion of public health, safety, and emergency services from their regular and necessary duties, and the additional costs of providing public services necessary to protect the public health, safety, and welfare associated with special events. [The city will also consider the frequency that run/walks reoccur in specific neighborhoods and will limit approvals based on resident and neighborhood impact.](#)

7.50.020 Definitions

"Special event" means a temporary gathering of people on public or private property and involving at least one of the circumstances listed below. The city administrator, or his designee, shall have the exclusive authority to determine whether or not an event meets the definition of "special event."

1. Will involve the closing and exclusive use of a public street, alley, or public right of way;
2. Over 250 people at any one time attending the event on private property, except those situations where a constitutional right is being expressed—marches and public assemblies;
3. City ordinances and rules require public safety support by city employees;
4. Will require extraordinary services by any city department;
5. Hours of the event extend beyond those otherwise adopted in city ordinances; or
6. Alcohol, beverages, food, and/or merchandise will be offered for purchase.

"City property" includes all municipal buildings, streets and other rights of way, parking lots owned, leased or controlled by the city of Wauwatosa.

"Extraordinary services" mean reasonable and necessary services provided by the city which specifically result from the special event. Extraordinary services result in measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. Extraordinary services will normally be those services requiring city employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event. Examples of extraordinary services may include police protection, traffic control, fire monitoring, dedicated paramedic service, parks services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of city services, and the proper administration of this chapter and policy. The city will make reasonable efforts to adjust the schedules of employees to minimize the requirement for overtime pay or other costs for extraordinary services where sufficient advanced notice of the event is provided. [The city will not approve events that result in an undue burden on the wellbeing of public safety or other city employees due to limiting off-time or requiring overly long work days multiple days or weeks in a row.](#)

"Block party" means a temporary event that closes one block of a street and does not close an intersection.

7.50.030 Permit Required

1. No person or entity acting as an event organizer shall set up for, hold, or conduct a special event, within the municipal boundaries of the city of Wauwatosa without first obtaining a special event permit. The city administrator, or his designee, shall have the exclusive authority to determine whether or not a permit is required for any particular event. The city's review of any permit application and/or its subsequent issuance of a permit shall not be construed as acceptance by the city or its representatives of any liability or responsibility for any injury or damage relating to the special event. Special event permits are temporary in nature, and do not vest any permanent rights.
2. A special event permit is required except for the following situations:
 1. Events wholly contained on public or private property:
 1. Specifically designed or suited for the special event; and
 2. Which have an appropriate physical area for fire protection purposes, as well as appropriate sanitation facilities and street and/or highway access; and,
 3. Which result in no greater use of public facilities and services than on normal non-event days. The provision of legal parking spaces is not included in the determination of whether or not an event is "wholly contained" on public or private property.
 2. Funeral processions.

3. Students going to and from classes or participating in educational activities under the immediate direction and supervision of the proper school authorities of schools located within the city of Wauwatosa.
4. Religious activities or ceremonies of any religious congregation located within the city of Wauwatosa, providing such conduct is under the immediate direction and supervision of the proper authorities of the religious congregation.
5. Events organized solely by the city, e.g., Independence Day Parade. In these instances, notices shall be given to all affected departments so that they may determine their level of sponsorship. Events in which the city participates as one of the organizers are not exempt from the requirement of obtaining permits.
6. Recurring events which enter into a separate and specific agreement, which is approved by the common council, to hold the event pursuant to the terms of the individual agreement. The council is authorized to modify the terms or requirements of this chapter within such an agreement, provided the modifications meet the spirit if not the letter of this chapter.
7. Events in Hart Park Stadium.
8. Events on property otherwise exempt from city of Wauwatosa permitting requirements, such as events wholly contained on property owned by the State of Wisconsin, Milwaukee County, etc.

7.50.040 Permit Requirements

1. Completed written applications for a special event permit along with the application fee shall be filed with the city clerk. Applications shall be on the form approved by the city and signed by the person or authorized representative(s) of the entity organizing the special event. ~~The application may be filed as early as desired by the applicant, but shall be filed no more than one year before, and no less than forty five days prior to the event. Applications for special event permits shall be reviewed and upon shall be processed in the order of their receipt. Applications may be filed no earlier than one year prior to the event date and shall be submitted no later than 90 days prior to the event date.~~

The City shall approve, approve with conditions, or deny a complete application no later than 30 days prior to the event date.
2. Special events must comply with all applicable city ordinances and requirements, including but not limited to traffic rules, park rules, state health laws, fire codes, building codes, zoning, food service, merchant, and liquor licensing requirements. Special event organizers shall use all reasonable efforts to ensure compliance of participants/attendees with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and other licensing requirements, unless otherwise waived herein.

3. The applicant shall identify a designated individual who can be contacted at any time by any person regarding the event, including city representatives such as the police, fire, health, parks, public works, or city attorney's departments to provide information or answer questions, or to whom city representatives may refer questions and comments from the public.
4. The following city departments will be provided with copies of the special event permit application for their review and comment: Police, fire, health, public works, parks, and city attorney's. Additional city officials may need to review the application as may be warranted by the specific circumstances of the event. City departments shall notify the city administrator, or his designee, that they recommend the approval or denial of the special event permit as requested, approval of the permit is contingent upon changes or modifications of the original request, or take no position on the application. At the time each city department comments upon an application, they shall also provide their best estimate of the cost of extraordinary services which may be necessary for the event.
5. The approval of any special event permit application shall always be conditioned upon the approval of all other necessary permits, licenses, and inspections by city departments, in addition to common council approval if the following conditions apply:
 1. Special event requires a temporary extension of licensed premise (liquor license);
 2. Special event closes access to multiple streets and intersections over a four hour time period;
 - ~~3.—Special event organizer requests extraordinary service fees be waived;~~
 - ~~4.3.~~ Special event organizers request being open beyond the defined hours of operations between 8:00 a.m. and 12:00 a.m.; and
6. Special event permits shall not be transferred or assigned without approval of the common council. Special event permits are automatically revoked at the time of transfer or assignment without prior approval of the council.

7.50.050 Regulations

Special event permit applications shall address the following issues and attach additional supporting material, if necessary. A summary of required information follows, and more specific requirements can be obtained from city departments when planning the event and seeking city approval.

1. **Duration and Hours of Operation.** The special event application shall specify the specific days upon which the event shall occur or, in the case of seasonal or recurring events, the days within the season or period within the calendar year upon which the event will occur. No special event shall be open except between the hours of 8:00 a.m. and 12:00 a.m., unless such other hours of operation are specifically approved by the council. The permit application shall also specify the hours during which pre-event set up and post-event takedown operations will occur, and no such pre-event and post-event activities may be conducted other than as specified.

2. Maximum Attendance. A special event permit application shall specify the maximum daily peak number of people reasonably expected to attend.
3. Parking. A special event permit application shall include a plan ~~identifying areas~~that identifies areas that may be reasonably expected to be utilized by event participants for off-street and on-street parking. The applicant shall take all reasonable precautions to minimize adverse effects on the neighborhoods that will be directly affected by parking and traffic related to the event. The police department shall post temporary parking-related regulations on public streets for special event only if it is determined to be necessary by the police chief for public safety.
4. Sanitary Facilities and Potable Water. All sanitary facilities and potable water facilities shall be provided for as required in the applicable codes.
5. Illumination. If the special event is to continue during hours of darkness, it shall comply with all applicable codes related to illumination.
6. Security. The special event applicant shall work with the Wauwatosa Police Department to ensure that appropriate security and safety is provided for the event. The police department may be required, at its discretion, to be directly involved in the special event, with the costs of any extraordinary services to be borne by the special event applicant.
7. Fire Dept. Protection. All fire protection applicable to the special event activities on the premises, shall be provided by the applicant as required by the municipal Fire Prevention Code and the Wisconsin Administrative Code, including alarms, extinguishing devices, fire lanes, and fire escapes.
8. Compliance with Other Code Provisions. No special event shall be held unless all necessary municipal permits, licenses, and approvals applicable to the activities to be held during the special event have been issued.
9. Refuse Removal. The special event organizer shall be responsible for taking all reasonable efforts to pick up litter, refuse and recycling during the event, and for removing all litter, refuse and recycling created during the event within twenty-four hours after the conclusion of the event. The event organizer is responsible not only for the event grounds, but will also take all reasonable measures for the removal of litter, refuse and recycling attributable to the event from the surrounding neighborhoods and properties. Refuse and recycling containers are available for rent from the city.
- ~~10.~~ Notification. The special event organizer is required by the city to provide ~~reasonable~~ advance direct notice to property owners, residents and/or businesses. The special event organizer shall include date, time, and location/route to all properties that border the location of the planned event and any other areas designated by the police department at least ten business days in advance of the special event.

The alderpersons of the district in which the special event is scheduled to occur shall be provided a copy of such notification prior to its delivery to property owners, residents and/or businesses as described above.

~~11.10.~~ Barricades. Barricades may be required for street closures or pursuant to a security plan. Event organizers are responsible for acquiring necessary barricades and ensuring barricades are deployed in accordance with public safety instruction. Barricades will be available for rent from the city or through approved third party vendors. All barricades used for the special event shall meet the standards as set forth in the Manual on Uniform Traffic Control Devices (MUTCD), unless they are manned barricades.

7.50.060 Application Review

1. Applications for special event permits shall be processed in the order of their receipt. Persons or groups holding an approved special event may reserve dates for the event to be held the following year provided they submit to the city clerk notification of their intent to hold the event, the date(s) on which the event is expected to be held, and the application fee within sixty days after the end of the special event. This notice and fee will reserve the dates identified until the formal application is submitted, or the notice of intent is withdrawn, and will have priority over any other applications received. Dates will not be reserved if an application also includes a request to waive the application fee. Unless the city receives a notification of intent to hold an event as described above, the use of city property and allocation of city resources shall be based upon the applications as they are received without regard to events that may have been held in previous years. Recurring events with separate agreements approved by the council will have priority over the above reservations for the reservation of dates and the allocation of city services. A reservation of dates as described herein does not guarantee an approval of the special event application.
2. Upon receiving an application for a ~~special events~~special event permit, the city administrator, or his designee, may schedule a meeting or meetings involving the applicant, any of the affected city departments, the public, and/or other interested persons or officials. Meetings will be scheduled at the discretion of the city administrator, or his designee based upon the circumstances of the special event. The purpose of the meeting will be to discuss the special event and its potential impacts, the city services requested, and the city services which may be required. Such a meeting will be held as soon as practical after the application has been submitted.
3. As soon as practical after the special event permit application is submitted, the city administrator, or his designee, shall provide a recommendation to the common council regarding the special event permit application if the event meets the conditions under permit requirements, section A, sub-point 5. Potential recommendations may include: (1) the permit be issued as requested and without conditions; (2) the permit be denied; or, (3) the permit be approved subject to certain conditions deemed reasonable and necessary. The city administrator, or his designee, may also recommend to the council that the costs for extraordinary services anticipated by the city to be necessary should be recouped from the event organizer(s) or that the costs for extraordinary services provided should be waived. The common council shall approve or deny special event permit applications, place conditions upon any and require that some or all of the costs incurred by the city for providing extraordinary services be reimbursed or that such costs will be waived.

4. To the extent permitted by law, the city administrator, or his designee/common council may deny an application for a permit if the applicant has on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously permitted, has held prior special events without proper permitting or licensing, or has violated the terms of a prior permit issued to or on behalf of the applicant. Additionally, a prior experience of the applicant in holding any event, or in holding the special event which is the subject of the application, will be considered and may impact the issuance of special event permits. A permit may be denied, or conditions placed thereon, based upon considerations of the health, safety, and welfare of the community, and of the anticipated costs of holding such event. Additionally, the city administrator, or his designee/common council may base their decision on one or more of the following grounds:
 1. The application is not fully completed and/or fails to include necessary attachments;
 2. The applicant asserts that they cannot or will not pay the cost for extraordinary services and the city administrator, or his designee/council determines that such costs should not be waived;
 3. The application for permit contains a material falsehood or misrepresentation;
 4. The applicant is not legally competent to sign a contract, or to be held responsible for its actions;
 5. The applicant has, on prior occasions, been required to pay for extraordinary expenses or damages to city property and has not paid in full for such expenses or damages;
 - 5-6. The applicant has, on prior occasions, failed to notify individuals as required in section 7.50.050.(10).
 7. A special event permit application for the same time and place, route or utilizing extraordinary city resources, has previously been received, and a permit for such previous application has been or will be granted which will authorize uses or activities which does not reasonably permit the multiple occupancy of city facilities or would result in a utilization of city resources which would adversely affect the health, safety, and welfare of the community;
 - 6-8. A run/walk has occurred in the same neighborhood in the ~~that~~ quarter.
 - 7-9. The special event use or activities intended by the applicant would conflict with previously planned events and programs which have been organized by others either through the use of city facilities or the unavailability of sufficient city resources for the proposed event;
 - 8-10. _____ The intended special event use or activity would present a grave or unreasonable danger to the health or safety of the persons expected to participate in the event, the neighborhood in which the event will occur, the community as a whole, or city property and resources required to be involved with the proposed event;

9.11. The number of persons expected to participate in the special event would result in a concentration of persons, vehicles, or things which cannot be supported at the requested time or location due to a lack of sufficient open area, streets, offsite parking, or traffic controls;

10.12. Activities reasonably expected to occur at the intended special event are prohibited by law.

5. Amendment or Revisions of Applications. Any amendment or revision of any permit application shall, for purposes of determining the priority of the application, relate back to the original filing thereof unless the original filing is unreasonably incomplete or lacking sufficient information to allow for an adequate review of the proposed event.
6. Mapped Routes. Use of identified routes for special events such as parades and run/walks must be submitted with the permit application. Routes for use are provided by the city in the interests of the health, safety, and welfare of the community. Any deviation from the approved route without approval of the city will constitute a violation of the permit conditions and of these requirements. Additionally, unapproved changes may result in the denial of future special event permit applications.

7.50.070 Fees And Reimbursement Schedule

A non-refundable administrative fee is required for all special event permit applications. Permit shall not be issued unless the fee is paid. The permit application fees identified herein are separate from other specific fees or licenses required, and separate from any requirement to reimburse the city for the actual cost of any extraordinary services required for the permitted event, or for damage or destruction resulting from the event.

1. Special event permit application fee is defined in the consolidated fee schedule.
 1. All other required charges and/or fees, including but not limited to concessions permit, temporary liquor license extensions, tent permit, stadium rental, equipment rental, etc., must be paid in addition to the permit application fee. During the application review process staff will identify additional permits/licenses and outline them for the applicant.
 2. Applicants for block party type special events shall be exempt from the application fee.

~~2. Extraordinary Services Charges. Each year city staff shall develop a list of estimated standard fees and charges which will be used to determine the amount of charges attributed to extraordinary services provided to special events by the city.~~

3.2. Extraordinary Services Reimbursement.

1. ~~For those special events in which costs for extraordinary services are not waived by the common council:~~ Event organizers shall be liable for and shall pay to the city the actual cost of all extraordinary services. If the special event has more than one person or entity organizer, then each of the organizers are liable to the city for the total amount due, regardless of how the multiple organizers may separately agree to divide these

expenses. If the city is a co-organizer of a special event, the cost of the extraordinary services the city is responsible for will be based upon the level of city involvement, and that amount shall be deducted from the total cost for the extraordinary services provided by the city. The costs for extraordinary services charged to event organizers shall not exceed the actual costs of providing these services. These costs shall be paid to the city ~~prior to the event date and to receive a permit~~ within 30 days after the event.

2. Prior to any approval of a special event permit, the police, fire, health and public works departments, along with all other departments potentially affected by the proposed special event, shall review the application and report to the city administrator or their designee, their respective findings as to an estimate of the costs reasonably expected to be incurred by the city for providing extraordinary services at or for the special event. The application shall be required to provide enough detail to allow the city departments and to determine the level of extraordinary services required and their associated costs for the special event. The estimates provided by city departments shall provide enough detail to allow the event organizer to reasonably understand the extraordinary services that are expected to be necessary.

- ~~3. If the special event permit goes to the common council due to a request by the applicant to waive the extraordinary services fees, and after reviewing the findings of the city departments, they may recommend that conditions be placed upon the special event permit, if approved. Alternatively, the city administrator, or his designee may recommend that payment or reimbursement of some or all of the costs for extraordinary services to be provided be waived.~~

7.50.080 Considerations For Reviewing Application Fees And/Or Extraordinary Service Fees

1. The common council will review applications if there is a request for an extension of a licensed premise (liquor license), to close access to multiple streets and intersections, waiver for extraordinary service fees, and operations beyond the defined hours.
2. City staff will review and approve/deny all other applications that fall short of the four identified criteria above.
3. The council/city staff should at a minimum consider the following criteria for making these determinations, as well as other criteria which may be relevant on a case by case basis. As each special event is different, the council/city staff may place different weight on different criteria in each circumstance and therefore the following list does not set any priorities for any particular event.
 1. The special event's benefit to the quality of life to the city as a whole;
 2. The special event's financial benefit to the city as a whole;
 3. The special event is of interest to a smaller segment of the city's population which the city seeks to encourage;

4. The tradition of the event in the city;
5. The cultural and/or historical significance of the special event;
6. Whether or not the special event provides services or functions that are traditionally organized or sponsored by other cities or governments;
7. Whether or not the special event organizers are making good faith efforts to minimize adverse effects on the health, safety, and welfare of the community and as a result minimizing the need for city employee involvement;
8. The effect of the special events on the neighborhood(s) surrounding the site of the event;
9. The financial burden the special event places on the city's taxpayers as a whole.
10. The impact of the special event on public safety resources.
- ~~9. Black-out Event blackout~~ dates will be publicized annually to preserve community wellbeing and safety around events that require substantial City resources

7.50.090 Glass Containers Prohibited

No person shall carry, possess, or drink any liquid beverage in a glass container while at a special event that received a temporary liquor license. This applies during the time a special event permit is in force, except any authorized vendor required by law to maintain the product in original glass containers prior to service in a non-glass beverage container.

7.50.100 Indemnification And Hold Harmless

Organizers of special events shall be required to sign an agreement in a form acceptable to the city in which they agree to the city of Wauwatosa, and its departments, and hold the city and its departments, employees, and agents, harmless from any liability to any person resulting from any damage or injury to property or any person which occurs in connection with the permitted event proximately caused by the any actions or inactions of the event's organizer, their officers, employees, or agents, or any person under their control insofar as permitted by law.

7.50.110 Insurance

All special event organizers shall procure at their expense, a policy of insurance subject to the following minimum requirements for special events:

1. Comprehensive general liability insurance, insuring the special event and naming the city as an additional insured, shall be required as a permit condition. Unless a different amount is specified, coverage shall be in amounts not less than the following:

1. Bodily injury (each occurrence)	\$1,000,000.00
2. Bodily injury (aggregate)	\$1,000,000.00
3. Property damage (each occurrence)	\$500,000.00
4. Property damage (aggregate)	\$1,000,000.00

2. The insurance required by the city of Wauwatosa is primary coverage for incidents which may occur on city property or to city employees during the event, and any insurance or self-insurance maintained by the city of Wauwatosa, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
3. The certificate of insurance shall be satisfactory proof of insurance of said policies and shall be filed at the city attorney's office for the city of Wauwatosa a minimum of five days prior to the scheduled event.
4. A copy of the certificate of insurance may be accepted by facsimile transmission or an email attachment with the original to be received no later than three days prior to the event. The event shall not be allowed to proceed without submission of insurance documentation. The city's act of receiving and retaining proof of insurance information without comment shall not be considered acceptance, waiver, or modification of any term or requirement herein, or any applicable law.

7.50.120 Event Cancellation Or Suspension

The city administrator, or his designee, may cancel or suspend a special event regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place. Any special event permit applicant aggrieved by a decision of the city staff with respect to cancellation/suspension of an application, imposition of conditions or determination of the extraordinary fees may, upon written request to the city clerk, have the decision reviewed by the government affairs committee of the common council prior to an event's scheduled date. Such review and determination of the committee shall constitute final action.

7.50.130 Penalties

1. In addition to other potential fines, penalties, and/or charges as described in the Wauwatosa Municipal Code, the violation of the terms of the special event permit shall be punishable by forfeiture of not less than \$500.00 and not more than \$1,000.00. Each day of violation shall be considered a separate offense. In addition, the city may enforce this section by way of

immediately revoking the permit, seeking injunctive relief, and all other remedies available at law and in equity.

2. The penalties set forth herein shall also apply to all persons, organizations, and entities that organize events which are required to obtain a special event permit but fail or refuse to do so. If any person violates any provision of this chapter, the city shall have the authority to institute the appropriate legal action or proceedings to ensure compliance and to thereby prohibit such person from violating these conditions.
3. The failure to obtain a special event permit before holding or conducting a special event, or the failure to abide by special event permit requirements, will constitute a violation of this section and may result in the termination of the event, denial of future permit applications, and/or issuance of a city ordinance citation.

7.50.140 Severability

If any provision of this chapter or application thereof to any person or circumstances be held invalid, the remainder of this chapter and the application of such provision to other persons or circumstances shall not be affected. The city of Wauwatosa reserves the right to amend or repeal this chapter at any time upon proper notice; and all rights, privileges and immunities conferred by this chapter or by acts done pursuant hereto shall exist subject to such power.

CHAPTER 7.50 SPECIAL EVENTS

Editor's note(s)—Ord. No. O-17-15, Pt. I, adopted June 20, 2017, repealed ch. 7.50 and enacted a new ch. 7.50 as set out herein. Former ch. 7.50 pertained to parades and special events and derived from Ord. No. O-12-09, adopted March 20, 2012; and Ord. No. O-15-23, adopted October 20, 2015.

7.50.010 Purpose

The city of Wauwatosa recognizes that special events organized by individuals, private organizations, and non-profits serve an important role in enhancing the city's quality of life and can provide benefits to the community as a whole. In an effort to treat all persons and groups uniformly, to facilitate the successful staging of these special events, and to be mindful of the efficient use of available facilities and resources, the city will commit staff time and facilities to review applications to hold special events and assist the organizers as needed to ensure that special events have an overall positive effect upon the community and its resources.

The city will review special event applications for the purpose of assisting the event organizer in complying with various applicable public safety requirements, as well as be involved during the special event as needed to protect the safety and welfare of the public, and resources owned by the public.

During the city's review and oversight in this process, the city will address traffic and parking issues, health and safety issues related to the participants and the public, effects upon neighboring properties, fire potential, explosions, disorder and other dangers to persons or property, preservation of peace and order, sanitation, and the overall safeguarding of the public health. The city will also consider the potential diversion of public health, safety, and emergency services from their regular and necessary duties, and the additional costs of providing public services necessary to protect the public health, safety, and welfare associated with special events. The city will also consider the frequency that run/walks reoccur in specific neighborhoods and will limit approvals based on resident and neighborhood impact.

7.50.020 Definitions

"Special event" means a temporary gathering of people on public or private property and involving at least one of the circumstances listed below. The city administrator, or his designee, shall have the exclusive authority to determine whether or not an event meets the definition of "special event."

1. Will involve the closing and exclusive use of a public street, alley, or public right of way;
2. Over 250 people at any one time attending the event on private property, except those situations where a constitutional right is being expressed—marches and public assemblies;
3. City ordinances and rules require public safety support by city employees;
4. Will require extraordinary services by any city department;
5. Hours of the event extend beyond those otherwise adopted in city ordinances; or
6. Alcohol, beverages, food, and/or merchandise will be offered for purchase.

"City property" includes all municipal buildings, streets and other rights of way, parking lots owned, leased or controlled by the city of Wauwatosa.

"Extraordinary services" mean reasonable and necessary services provided by the city which specifically result from the special event. Extraordinary services result in measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. Extraordinary services will normally be those services requiring city employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event. Examples of extraordinary services may include police protection, traffic control, fire monitoring, dedicated paramedic service, parks services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of city services, and the proper administration of this chapter and policy. The city will make reasonable efforts to adjust the schedules of employees to minimize the requirement for overtime pay or other costs for extraordinary services where sufficient advanced notice of the event is provided. The city will not approve events that result in an undue burden on the wellbeing of public safety or other city employees due to limiting off-time or requiring overly long work days multiple days or weeks in a row.

"Block party" means a temporary event that closes one block of a street and does not close an intersection.

7.50.030 Permit Required

1. No person or entity acting as an event organizer shall set up for, hold, or conduct a special event, within the municipal boundaries of the city of Wauwatosa without first obtaining a special event permit. The city administrator, or his designee, shall have the exclusive authority to determine whether or not a permit is required for any particular event. The city's review of any permit application and/or its subsequent issuance of a permit shall not be construed as acceptance by the city or its representatives of any liability or responsibility for any injury or damage relating to the special event. Special event permits are temporary in nature, and do not vest any permanent rights.
2. A special event permit is required except for the following situations:
 1. Events wholly contained on public or private property:
 1. Specifically designed or suited for the special event; and
 2. Which have an appropriate physical area for fire protection purposes, as well as appropriate sanitation facilities and street and/or highway access; and,
 3. Which result in no greater use of public facilities and services than on normal non-event days. The provision of legal parking spaces is not included in the determination of whether or not an event is "wholly contained" on public or private property.
 2. Funeral processions.

3. Students going to and from classes or participating in educational activities under the immediate direction and supervision of the proper school authorities of schools located within the city of Wauwatosa.
4. Religious activities or ceremonies of any religious congregation located within the city of Wauwatosa, providing such conduct is under the immediate direction and supervision of the proper authorities of the religious congregation.
5. Events organized solely by the city, e.g., Independence Day Parade. In these instances, notices shall be given to all affected departments so that they may determine their level of sponsorship. Events in which the city participates as one of the organizers are not exempt from the requirement of obtaining permits.
6. Recurring events which enter into a separate and specific agreement, which is approved by the common council, to hold the event pursuant to the terms of the individual agreement. The council is authorized to modify the terms or requirements of this chapter within such an agreement, provided the modifications meet the spirit if not the letter of this chapter.
7. Events in Hart Park Stadium.
8. Events on property otherwise exempt from city of Wauwatosa permitting requirements, such as events wholly contained on property owned by the State of Wisconsin, Milwaukee County, etc.

7.50.040 Permit Requirements

1. Completed written applications for a special event permit along with the application fee shall be filed with the city clerk. Applications shall be on the form approved by the city and signed by the person or authorized representative(s) of the entity organizing the special event. Applications may be filed no earlier than one year prior to the event date and shall be submitted no later than 90 days prior to the event date.

The City shall approve, approve with conditions, or deny a complete application no later than 30 days prior to the event date.

2. Special events must comply with all applicable city ordinances and requirements, including but not limited to traffic rules, park rules, state health laws, fire codes, building codes, zoning, food service, merchant, and liquor licensing requirements. Special event organizers shall use all reasonable efforts to ensure compliance of participants/attendees with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and other licensing requirements, unless otherwise waived herein.
3. The applicant shall identify a designated individual who can be contacted at any time by any person regarding the event, including city representatives such as the police, fire, health, parks, public works, or city attorney departments to provide information or answer questions, or to whom city representatives may refer questions and comments from the public.

4. The following city departments will be provided with copies of the special event permit application for their review and comment: Police, fire, health, public works, parks, and city attorney. Additional city officials may need to review the application as may be warranted by the specific circumstances of the event. City departments shall notify the city administrator, or his designee, that they recommend the approval or denial of the special event permit as requested, approval of the permit is contingent upon changes or modifications of the original request, or take no position on the application. At the time each city department comments upon an application, they shall also provide their best estimate of the cost of extraordinary services which may be necessary for the event.
5. The approval of any special event permit application shall always be conditioned upon the approval of all other necessary permits, licenses, and inspections by city departments, in addition to common council approval if the following conditions apply:
 1. Special event requires a temporary extension of licensed premise (liquor license);
 2. Special event closes access to multiple streets and intersections over a four hour time period;
 3. Special event organizers request being open beyond the defined hours of operations between 8:00 a.m. and 12:00 a.m.; and
6. Special event permits shall not be transferred or assigned without approval of the common council. Special event permits are automatically revoked at the time of transfer or assignment without prior approval of the council.

7.50.050 Regulations

Special event permit applications shall address the following issues and attach additional supporting material, if necessary. A summary of required information follows, and more specific requirements can be obtained from city departments when planning the event and seeking city approval.

1. **Duration and Hours of Operation.** The special event application shall specify the specific days upon which the event shall occur or, in the case of seasonal or recurring events, the days within the season or period within the calendar year upon which the event will occur. No special event shall be open except between the hours of 8:00 a.m. and 12:00 a.m., unless such other hours of operation are specifically approved by the council. The permit application shall also specify the hours during which pre-event set up and post-event takedown operations will occur, and no such pre-event and post-event activities may be conducted other than as specified.
2. **Maximum Attendance.** A special event permit application shall specify the maximum daily peak number of people reasonably expected to attend.
3. **Parking.** A special event permit application shall include a plan that identifies areas that may be reasonably expected to be utilized by event participants for off-street and on-street parking. The applicant shall take all reasonable precautions to minimize adverse effects on the neighborhoods that will be directly affected by parking and traffic related to the event. The

police department shall post temporary parking-related regulations on public streets for special event only if it is determined to be necessary by the police chief for public safety.

4. Sanitary Facilities and Potable Water. All sanitary facilities and potable water facilities shall be provided for as required in the applicable codes.
5. Illumination. If the special event is to continue during hours of darkness, it shall comply with all applicable codes related to illumination.
6. Security. The special event applicant shall work with the Wauwatosa Police Department to ensure that appropriate security and safety is provided for the event. The police department may be required, at its discretion, to be directly involved in the special event, with the costs of any extraordinary services to be borne by the special event applicant.
7. Fire Dept. Protection. All fire protection applicable to the special event activities on the premises, shall be provided by the applicant as required by the municipal Fire Prevention Code and the Wisconsin Administrative Code, including alarms, extinguishing devices, fire lanes, and fire escapes.
8. Compliance with Other Code Provisions. No special event shall be held unless all necessary municipal permits, licenses, and approvals applicable to the activities to be held during the special event have been issued.
9. Refuse Removal. The special event organizer shall be responsible for taking all reasonable efforts to pick up litter, refuse and recycling during the event, and for removing all litter, refuse and recycling created during the event within twenty-four hours after the conclusion of the event. The event organizer is responsible not only for the event grounds, but will also take all reasonable measures for the removal of litter, refuse and recycling attributable to the event from the surrounding neighborhoods and properties. Refuse and recycling containers are available for rent from the city.
10. Notification. The special event organizer is required by the city to provide advance direct notice to property owners, residents and/or businesses. The special event organizer shall include date, time, and location/route to all properties that border the location of the planned event and any other areas designated by the police department at least ten business days in advance of the special event.

The alderpersons of the district in which the special event is scheduled to occur shall be provided a copy of such notification prior to its delivery to property owners, residents and/or businesses as described above. Barricades. Barricades may be required for street closures or pursuant to a security plan. Event organizers are responsible for acquiring necessary barricades and ensuring barricades are deployed in accordance with public safety instruction. All barricades used for the special event shall meet the standards as set forth in the Manual on Uniform Traffic Control Devices (MUTCD), unless they are manned barricades.

[7.50.060 Application Review](#)

1. Applications for special event permits shall be processed in the order of their receipt. Persons or groups holding an approved special event may reserve dates for the event to be held the following year provided they submit to the city clerk notification of their intent to hold the event, the date(s) on which the event is expected to be held, and the application fee within sixty days after the end of the special event. This notice and fee will reserve the dates identified until the formal application is submitted, or the notice of intent is withdrawn, and will have priority over any other applications received. Dates will not be reserved if an application also includes a request to waive the application fee. Unless the city receives a notification of intent to hold an event as described above, the use of city property and allocation of city resources shall be based upon the applications as they are received without regard to events that may have been held in previous years. Recurring events with separate agreements approved by the council will have priority over the above reservations for the reservation of dates and the allocation of city services. A reservation of dates as described herein does not guarantee an approval of the special event application.
2. Upon receiving an application for a special event permit, the city administrator, or his designee, may schedule a meeting or meetings involving the applicant, any of the affected city departments, the public, and/or other interested persons or officials. Meetings will be scheduled at the discretion of the city administrator, or his designee based upon the circumstances of the special event. The purpose of the meeting will be to discuss the special event and its potential impacts, the city services requested, and the city services which may be required. Such a meeting will be held as soon as practical after the application has been submitted.
3. The city administrator, or his designee, shall provide a recommendation to the common council regarding the special event permit application if the event meets the conditions under permit requirements, section A, sub-point 5. Potential recommendations may include: (1) the permit be issued as requested and without conditions; (2) the permit be denied; or, (3) the permit be approved subject to certain conditions deemed reasonable and necessary. The city administrator, or his designee, may also recommend to the council that the costs for extraordinary services anticipated by the city to be necessary should be recouped from the event organizer(s) or that the costs for extraordinary services provided should be waived. The common council shall approve or deny special event permit applications, place conditions upon any and require that some or all of the costs incurred by the city for providing extraordinary services be reimbursed or that such costs will be waived.
4. To the extent permitted by law, the city administrator, or his designee/common council may deny an application for a permit if the applicant has on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously permitted, has held prior special events without proper permitting or licensing, or has violated the terms of a prior permit issued to or on behalf of the applicant. Additionally, a prior experience of the applicant in holding any event, or in holding the special event which is the subject of the application, will be considered and may impact the issuance of special event permits. A permit may be denied, or conditions placed thereon, based upon considerations of the health, safety, and welfare of the community, and of the anticipated costs of holding such event. Additionally,

the city administrator, or his designee/common council may base their decision on one or more of the following grounds:

1. The application is not fully completed and/or fails to include necessary attachments;
 2. The applicant asserts that they cannot or will not pay the cost for extraordinary services and the city administrator, or his designee/council determines that such costs should not be waived;
 3. The application for permit contains a material falsehood or misrepresentation;
 4. The applicant is not legally competent to sign a contract, or to be held responsible for its actions;
 5. The applicant has, on prior occasions, been required to pay for extraordinary expenses or damages to city property and has not paid in full for such expenses or damages;
 6. The applicant has, on prior occasions, failed to notify individuals as required in section 7.50.050.(10).
 7. A special event permit application for the same time and place, route or utilizing extraordinary city resources, has previously been received, and a permit for such previous application has been or will be granted which will authorize uses or activities which does not reasonably permit the multiple occupancy of city facilities or would result in a utilization of city resources which would adversely affect the health, safety, and welfare of the community;
 8. A run/walk has occurred in the same neighborhood in the quarter.
 9. The special event use or activities intended by the applicant would conflict with previously planned events and programs which have been organized by others either through the use of city facilities or the unavailability of sufficient city resources for the proposed event;
 10. The intended special event use or activity would present a grave or unreasonable danger to the health or safety of the persons expected to participate in the event, the neighborhood in which the event will occur, the community as a whole, or city property and resources required to be involved with the proposed event;
 11. The number of persons expected to participate in the special event would result in a concentration of persons, vehicles, or things which cannot be supported at the requested time or location due to a lack of sufficient open area, streets, offsite parking, or traffic controls;
 12. Activities reasonably expected to occur at the intended special event are prohibited by law.
5. Amendment or Revisions of Applications. Any amendment or revision of any permit application shall, for purposes of determining the priority of the application, relate back to the original filing

thereof unless the original filing is unreasonably incomplete or lacking sufficient information to allow for an adequate review of the proposed event.

6. Mapped Routes. Use of identified routes for special events such as parades and run/walks must be submitted with the permit application. Routes for use are provided by the city in the interests of the health, safety, and welfare of the community. Any deviation from the approved route without approval of the city will constitute a violation of the permit conditions and of these requirements. Additionally, unapproved changes may result in the denial of future special event permit applications.

7.50.070 Fees And Reimbursement Schedule

A non-refundable administrative fee is required for all special event permit applications. Permit shall not be issued unless the fee is paid. The permit application fees identified herein are separate from other specific fees or licenses required, and separate from any requirement to reimburse the city for the actual cost of any extraordinary services required for the permitted event, or for damage or destruction resulting from the event.

1. Special event permit application fee is defined in the consolidated fee schedule.
 1. All other required charges and/or fees, including but not limited to concessions permit, temporary liquor license extensions, tent permit, stadium rental, equipment rental, etc., must be paid in addition to the permit application fee. During the application review process staff will identify additional permits/licenses and outline them for the applicant.
 2. Applicants for block party type special events shall be exempt from the application fee.
2. Extraordinary Services Reimbursement.
 1. Event organizers shall be liable for and shall pay to the city the actual cost of all extraordinary services. If the special event has more than one person or entity organizer, then each of the organizers are liable to the city for the total amount due, regardless of how the multiple organizers may separately agree to divide these expenses. If the city is a co-organizer of a special event, the cost of the extraordinary services the city is responsible for will be based upon the level of city involvement, and that amount shall be deducted from the total cost for the extraordinary services provided by the city. The costs for extraordinary services charged to event organizers shall not exceed the actual costs of providing these services. These costs shall be paid to the city within 30 days after the event.
 2. Prior to any approval of a special event permit, the police, fire, health and public works departments, along with all other departments potentially affected by the proposed special event, shall review the application and report to the city administrator or their designee, their respective findings as to an estimate of the costs reasonably expected to be incurred by the city for providing extraordinary services at or for the special event. The application shall be required to provide enough detail to allow the city departments and to determine the level of extraordinary services required and their associated costs

for the special event. The estimates provided by city departments shall provide enough detail to allow the event organizer to reasonably understand the extraordinary services that are expected to be necessary.

7.50.080 Considerations For Reviewing Application Fees And/Or Extraordinary Service Fees

1. The common council will review applications if there is a request for an extension of a licensed premise (liquor license), to close access to multiple streets and intersections, waiver for extraordinary service fees, and operations beyond the defined hours.
2. City staff will review and approve/deny all other applications that fall short of the four identified criteria above.
3. The council/city staff should at a minimum consider the following criteria for making these determinations, as well as other criteria which may be relevant on a case by case basis. As each special event is different, the council/city staff may place different weight on different criteria in each circumstance and therefore the following list does not set any priorities for any particular event.
 1. The special event's benefit to the quality of life to the city as a whole;
 2. The special event's financial benefit to the city as a whole;
 3. The special event is of interest to a smaller segment of the city's population which the city seeks to encourage;
 4. The tradition of the event in the city;
 5. The cultural and/or historical significance of the special event;
 6. Whether or not the special event provides services or functions that are traditionally organized or sponsored by other cities or governments;
 7. Whether or not the special event organizers are making good faith efforts to minimize adverse effects on the health, safety, and welfare of the community and as a result minimizing the need for city employee involvement;
 8. The effect of the special events on the neighborhood(s) surrounding the site of the event;
 9. The financial burden the special event places on the city's taxpayers as a whole.
 10. The impact of the special event on public safety resources.

Event blackout dates will be publicized annually to preserve community wellbeing and safety around events that require substantial City resources

7.50.090 Glass Containers Prohibited

No person shall carry, possess, or drink any liquid beverage in a glass container while at a special event that received a temporary liquor license. This applies during the time a special event permit is in force, except any authorized vendor required by law to maintain the product in original glass containers prior to service in a non-glass beverage container.

7.50.100 Indemnification And Hold Harmless

Organizers of special events shall be required to sign an agreement in a form acceptable to the city in which they agree to the city of Wauwatosa, and its departments, and hold the city and its departments, employees, and agents, harmless from any liability to any person resulting from any damage or injury to property or any person which occurs in connection with the permitted event proximately caused by the any actions or inactions of the event's organizer, their officers, employees, or agents, or any person under their control insofar as permitted by law.

7.50.110 Insurance

All special event organizers shall procure at their expense, a policy of insurance subject to the following minimum requirements for special events:

1. Comprehensive general liability insurance, insuring the special event and naming the city as an additional insured, shall be required as a permit condition. Unless a different amount is specified, coverage shall be in amounts not less than the following:

1. Bodily injury (each occurrence)	\$1,000,000.00
2. Bodily injury (aggregate)	\$1,000,000.00
3. Property damage (each occurrence)	\$500,000.00
4. Property damage (aggregate)	\$1,000,000.00

2. The insurance required by the city of Wauwatosa is primary coverage for incidents which may occur on city property or to city employees during the event, and any insurance or self-insurance maintained by the city of Wauwatosa, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
3. The certificate of insurance shall be satisfactory proof of insurance of said policies and shall be filed at the city attorney's office for the city of Wauwatosa a minimum of five days prior to the scheduled event.
4. A copy of the certificate of insurance may be accepted by facsimile transmission or an email attachment with the original to be received no later than three days prior to the event. The

event shall not be allowed to proceed without submission of insurance documentation. The city's act of receiving and retaining proof of insurance information without comment shall not be considered acceptance, waiver, or modification of any term or requirement herein, or any applicable law.

7.50.120 Event Cancellation Or Suspension

The city administrator, or his designee, may cancel or suspend a special event regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place. Any special event permit applicant aggrieved by a decision of the city staff with respect to cancellation/suspension of an application, imposition of conditions or determination of the extraordinary fees may, upon written request to the city clerk, have the decision reviewed by the government affairs committee of the common council prior to an event's scheduled date. Such review and determination of the committee shall constitute final action.

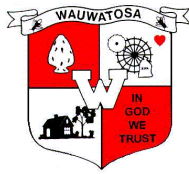
7.50.130 Penalties

1. In addition to other potential fines, penalties, and/or charges as described in the Wauwatosa Municipal Code, the violation of the terms of the special event permit shall be punishable by forfeiture of not less than \$500.00 and not more than \$1,000.00. Each day of violation shall be considered a separate offense. In addition, the city may enforce this section by way of immediately revoking the permit, seeking injunctive relief, and all other remedies available at law and in equity.
2. The penalties set forth herein shall also apply to all persons, organizations, and entities that organize events which are required to obtain a special event permit but fail or refuse to do so. If any person violates any provision of this chapter, the city shall have the authority to institute the appropriate legal action or proceedings to ensure compliance and to thereby prohibit such person from violating these conditions.
3. The failure to obtain a special event permit before holding or conducting a special event, or the failure to abide by special event permit requirements, will constitute a violation of this section and may result in the termination of the event, denial of future permit applications, and/or issuance of a city ordinance citation.

7.50.140 Severability

If any provision of this chapter or application thereof to any person or circumstances be held invalid, the remainder of this chapter and the application of such provision to other persons or circumstances shall not be affected. The city of Wauwatosa reserves the right to amend or repeal this chapter at any time

upon proper notice; and all rights, privileges and immunities conferred by this chapter or by acts done pursuant hereto shall exist subject to such power.



TOURISM MEMO

To: Government Affairs Committee

From: Beth Gleesing – Tourism Specialist

Meeting Date: July 21, 2026

Subject: Creation of Temporary Designated Outdoor Refreshment Areas

A. Issue

Wauwatosa Tourism is requesting changes to 7.50 Special Events, adding a new item: authorization for a Temporary Designated Outdoor Refreshment Area (TDORA).

B. Background/Options

Special events are an important part of Wauwatosa's community identity and tourism strategy. These events attract residents and visitors, support local businesses, and create vibrant gathering spaces throughout the city. Food and beverage sales—including alcoholic beverages—are often an important component of these events and contribute to their overall success.

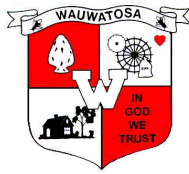
Under Wisconsin law, the possession and consumption of open alcoholic beverages in public spaces is generally prohibited unless specifically authorized. Adoption of the proposed Temporary Designated Outdoor Refreshment Area (TDORA) ordinance would provide the City with a legal framework to allow outdoor consumption of alcoholic beverages during approved special events within designated areas.

In addition to providing this authority, the establishment of TDORAs has the potential to:

- Spur new events and activities that attract visitors and generate economic impact.
- Encourage greater participation by local restaurants, bars, and other businesses.
- Create a more walkable and connected event experience by allowing visitors to explore Wauwatosa districts while enjoying approved beverages.
- Showcase Wauwatosa's unique business districts and public spaces through coordinated community events.
- Enhance the overall visitor experience and support tourism and economic development initiatives.

More than a dozen Wisconsin municipalities have implemented Designated Outdoor Refreshment Areas in various forms, including temporary, seasonal, and year-round programs. These communities have used DORAs to support downtown vitality, increase visitor engagement, and provide additional opportunities for local businesses while maintaining appropriate public safety measures through clearly defined rules and event-specific management.

At this time, staff are proposing TDORAs in three designated areas:



TOURISM MEMO

- The Village: State Street between Harmonee Avenue and Wauwatosa Avenue; Underwood Avenue between Harmonee Avenue and State Street; and Harwood Avenue between State Street and 7479 Harwood Avenue
- East Tosa: North Avenue from 76th Street to 60th Street
- Midtown: North Avenue from Swan Road to 80th Street

Maps of all three TDORA boundaries are included in the agenda packet.

C. Strategic Plan (Area of Focus)

Priority Area One: Economic Development

Priority Area Five: Quality of Life

D. Fiscal Impact

As outlined, the creation of the TDORA will be in conjunction with a special event and carry its own application fee of \$100 to cover staff time. Additionally, special event organizers will pay for the TDORA markers (stickers) required for participation that indicate a beverage was purchased from a participating establishment. Stickers will be available for purchase in the following increments:

5,000 stickers: \$700

1,000 stickers: \$140

500 stickers: \$70

100 stickers: \$15

The financial impact of the TDORA will be experienced by special event organizers and participating establishments through compliant, successful events.

E. Recommendation

Staff recommend approval of amendments to Chapter 7.50 of the Municipal Code to allow for the creation of Temporary Designated Outdoor Refreshment Areas. Staff also recommend the adoption of a TDORA application fee and TDORA sticker fees.

PROPOSED ORDINANCE CHANGES TO 7.50 SPECIAL EVENTS

The Common Council of the City of Wauwatosa do ordain as follows:

Part I.

Section 7.50.020 of the Wauwatosa Municipal Code is hereby amended by adding the following definitions:

Sec. 7.50.020 Definitions

"Approved Container" means an unbreakable, transparent or semi-transparent container bearing an Official TDORA Marker indicating the beverage was purchased from a Participating Establishment, or, for beverages in original packaging, a plastic or aluminum container. Glass containers shall not be opened or consumed within a TDORA.

"Approved Zone" means any of the following areas designated as eligible for a TDORA under Section 7.50.150:

- (a) "Village" means the area along: (i) State Street between Harmonee Avenue and Wauwatosa Avenue; (ii) Underwood Avenue between Harmonee Avenue and State Street; and (iii) Harwood Avenue between State Street and 7479 Harwood Avenue.
- (b) "Midtown" means North Avenue from Swan Road to 80th Street.
- (c) "East Tosa" means North Avenue from 76th Street to 60th Street.

"Official TDORA Marker" means a sticker, cup, or other identifying marker issued by the Wauwatosa Tourism Commission to designate an Approved Container within a TDORA. No beverage container bearing a sticker, cup, or other identifying marker not issued by the Wauwatosa Tourism Commission shall be deemed an Approved Container.

"Participating Establishment" means a licensed retail alcohol establishment with a Class "B" Beer, "Class B" Liquor, and/or "Class C" wine license or a qualified entity that has been issued a temporary Class "B" beer or "Class C" wine picnic license, located within a TDORA's boundaries that has been approved by the City to sell alcoholic beverages in Approved Containers for carry-out consumption within the TDORA.

"Temporary Designated Outdoor Refreshment Area" or "TDORA" means a temporary area within an Approved Zone within which the carrying and consumption of open containers of alcoholic beverages on public streets, sidewalks, and other public rights-of-way is permitted as specifically authorized by resolution of the Common Council pursuant to Section 7.50.150.

Part II.

Section 7.50.040(E) of the Wauwatosa Municipal Code is hereby amended by adding a new item (5) to read as follows:

Sec. 7.50.040(E) Permit Requirements

(5) Special event organizer requests authorization of a Temporary Designated Outdoor Refreshment Area (TDORA) pursuant to Section 7.50.150.

Part III

Chapter 7.50 of the Wauwatosa Municipal Code is hereby amended by adding a new Section 7.50.150 to read as follows:

Sec. 7.50.150 Temporary Designated Outdoor Refreshment Area

- A. Purpose and Authority. The purpose of this section is to authorize the Common Council to create, by resolution, a Temporary Designated Outdoor Refreshment Area ("TDORA") within the boundaries of an approved zone. A TDORA permits the carrying and consumption of open containers of alcoholic beverages in public spaces within the designated boundaries during approved events, subject to the conditions set forth herein and in any authorizing resolution.
- B. Authorization by Resolution. The Common Council may, by resolution, authorize the creation of a TDORA within all or a portion of an approved zone. Each such resolution shall specify:
 - (1) The geographic boundaries of the TDORA, which shall not extend beyond the limits of the applicable approved zone as defined in this section;
 - (2) The date(s) and hours during which the TDORA shall be in effect;
 - (3) The names and addresses of all Participating Establishments authorized to sell alcoholic beverages in Approved Containers for carry-out consumption within the TDORA; and
 - (4) Any additional conditions, restrictions, or requirements applicable to the specific event or activation.
- C. General Conditions. Any TDORA authorized under this section shall be subject to the following conditions:
 - (a) The carrying and consumption of alcoholic beverages shall be limited to public sidewalks, boardwalks, plazas, and other public rights-of-way within the TDORA boundaries that are not open to vehicular traffic, including crosswalks and pedestrian crossing areas while persons are lawfully crossing.
 - (b) The carrying and consumption of alcoholic beverages shall not be permitted in parking lots, parking structures, or premises held out to the public for use of motor vehicles, nor on any private property without the express permission of the property owner or occupant.
 - (c) All alcoholic beverages sold for removal from a licensed premise for consumption within the TDORA shall be served in Approved Containers. Beverages sold or possessed in glass containers shall not be opened or consumed within the TDORA.

- (d) Only alcoholic beverages purchased from a Participating Establishment within the TDORA shall be permitted to be carried within the TDORA. No carry-ins from outside the TDORA shall be permitted.
 - (e) This section shall not permit the possession or consumption of any intoxicating liquor or fermented malt beverages in violation of state statutes or other municipal codes, including but not limited to the possession or consumption of alcoholic beverages on a licensed premises that were not purchased at that premises, possession or consumption by underage persons, or any other violation.
 - (f) TDORA boundaries shall be clearly marked by the event organizer in accordance with any direction provided by City staff or law enforcement.
 - (g) The City shall retain the right to suspend or terminate any authorized TDORA at any time when, in the judgment of the Police Chief, Mayor, or City Administrator, such action is necessary in the interest of public safety or to address issues of non-compliance, disorderly conduct, or similar concerns.
- D. Compliance with Other Laws. This section shall not be construed to waive compliance with any applicable state statute, including Wis. Stat. ch. 125, or any other provision of the Wauwatosa Municipal Code, except as specifically permitted herein. Common Council approval of any activating resolution is contingent upon the event organizer obtaining all necessary permits, licenses, and approvals.
- E. Fees. Any fees associated with a TDORA event or activation shall be as established by the Common Council in the applicable fee schedule.
- F. Extension of Premises. Approval of a Participating Establishment's Premises Description as part of a TDORA resolution under subsection (B) shall constitute authorization for that establishment to sell alcoholic beverages for carry-out consumption within the area depicted in the Premises Description for the duration of the TDORA, and shall satisfy any requirement under this Code or Wis. Stat. ch. 125 that the establishment obtain a separate extension of premises for that purpose. A Participating Establishment whose Premises Description has been approved for a given Approved Zone need not submit a new extension-of-premises application for subsequent TDORAs within the same Approved Zone, provided the Premises Description remains unchanged and is identified in the applicable resolution; any change in the area depicted requires submission of a revised Premises Description for approval under subsection (B).

Part IV.

This ordinance shall take effect on and after its date of publication.

Temporary Designated Outdoor Refreshment Area (TDORA) Frequently Asked Questions (FAQs)

What is a Temporary Designated Outdoor Refreshment Area (TDORA)?

A Temporary Designated Outdoor Refreshment Area (TDORA) is a designated area where people may purchase an alcoholic beverage from an approved participating business and enjoy it outdoors during an approved special event.

TDORAs are temporary and are only in effect during the dates and times approved by the Common Council.

Why is Wauwatosa creating a TDORA?

TDORAs support special events by allowing visitors to enjoy alcoholic beverages while walking within designated event areas. They also help:

- Support local businesses
- Encourage visitors to explore commercial districts
- Create a more vibrant event experience
- Promote tourism and economic development

Does this create a permanent social district?

No. The ordinance does **not** establish a permanent outdoor drinking area.

Instead, it gives the Common Council the authority to approve a TDORA for specific events through a separate resolution. Each event must be approved individually.

Where can TDORAs be located?

The ordinance authorizes TDORAs only within three approved commercial areas:

- The Village of Wauwatosa
- Midtown
- East Tosa

Maps defining the borders of each district are available for reference.

Who approves a TDORA?

The Common Council approves each TDORA by resolution.

Each approval identifies:

- Event dates
- Event hours
- TDORA boundaries
- Participating businesses
- Any additional event requirements

414-479-3548

DISCOVERWAUWATOSA.COM

Who can sell alcoholic beverages for consumption within a TDORA?

Only approved Participating Establishments may sell alcoholic beverages for carry-out consumption within a TDORA.

Participating businesses must:

- Hold the appropriate alcohol license.
- Be located within the TDORA.
- Be approved by the City for that specific event.

How do businesses participate in a TDORA?

Establishments wanting to participate in a TDORA during a specified special event are required to pay an application fee of \$100. Special event organizers will pay for the TDORA markers (stickers) required for participation and provide the markers to the establishment.

Can customers bring their own alcohol into the TDORA?

No. Only alcoholic beverages purchased from an approved Participating Establishment within the TDORA may be carried and consumed inside the designated area.

Outside alcohol is not permitted.

Can beverages be served in glass containers?

No. Alcoholic beverages intended for consumption within the TDORA must be served in approved containers. Glass containers may not be opened or consumed within the TDORA.

What is an approved container?

An approved container is:

- An unbreakable, transparent or semi-transparent container displaying the City's official TDORA marker, or
- An original aluminum or plastic beverage container, where permitted.

Where may alcoholic beverages be consumed?

Alcoholic beverages may only be consumed within the approved TDORA boundaries.

Generally, this includes:

- Public sidewalks
- Plazas
- Boardwalks
- Closed public streets
- Pedestrian crossing areas while crossing the street

Alcohol may not be consumed:

- In parking lots
- In parking structures
- In areas open to vehicle traffic
- On private property without the owner's permission

Can customers leave the TDORA with their drink?

No. Alcoholic beverages must remain within the designated TDORA boundaries.

Will TDORA boundaries be clearly marked?

Yes. The event organizer is responsible for clearly marking the TDORA boundaries, so visitors know where beverages may be carried and consumed.

Are all businesses required to participate?

No. Participation is voluntary.

Only establishments that choose to participate and receive City approval will be authorized to sell alcoholic beverages for consumption within the TDORA.

Does a TDORA change Wisconsin alcohol laws?

No. All Wisconsin alcohol beverage laws remain in effect.

For example:

- Underage drinking remains prohibited.
- Serving intoxicated persons remains prohibited.
- Businesses must continue to comply with all licensing requirements.

The TDORA simply creates a limited exception allowing open alcoholic beverages in designated public areas during approved events.

Can the City cancel a TDORA?

Yes. The City may suspend or terminate a TDORA if necessary to protect public safety or address issues such as non-compliance or disorderly conduct.

Will every special event include a TDORA?

No. The Common Council will decide whether to approve a TDORA for each event. Not every event will include one.

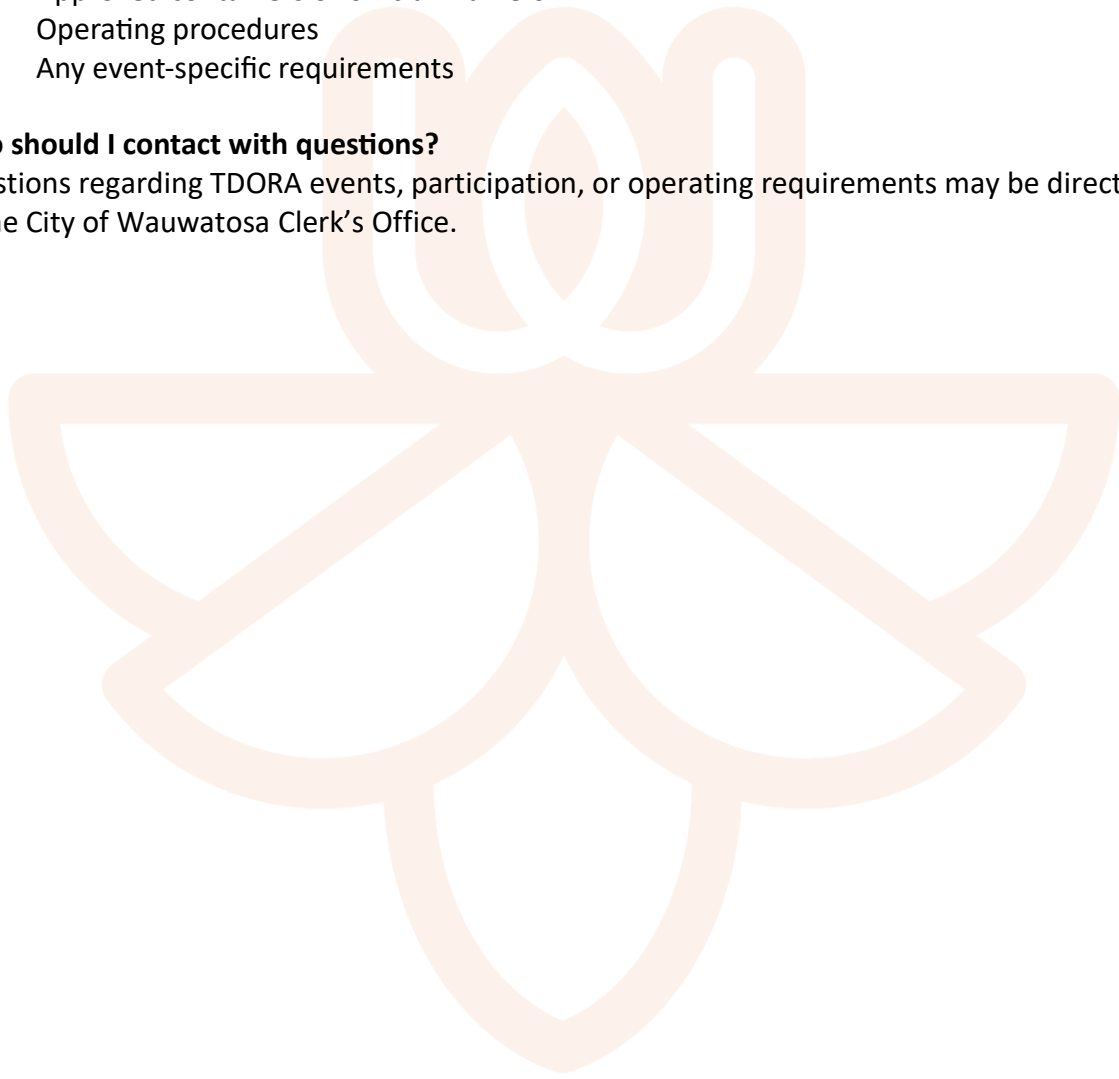
How will businesses know if they are participating?

Prior to each approved event, participating businesses will receive information from the special event organizer regarding:

- Event dates and hours
- TDORA boundaries
- Approved containers or official markers
- Operating procedures
- Any event-specific requirements

Who should I contact with questions?

Questions regarding TDORA events, participation, or operating requirements may be directed to the City of Wauwatosa Clerk's Office.







Staff Report

File #: 26-1206

Agenda Date: 7/21/2026

Agenda #: 13.

Discussion and consideration of the Aldermanic vacancy in District 6 pursuant to Section 2.04.020 of the Wauwatosa Municipal Code

Submitted by:

Zach Kessler, Director of Municipal Services
Deyanira Nevarez, City Clerk

Department:

Municipal Services - City Clerk's Office

A. Issue

At the April 2026 election, Sean Lowe was elected to the office of Alderperson for the City's sixth aldermanic district. Mr. Lowe subsequently resigned from that position on April 30, 2026, thereby creating a vacancy in the sixth aldermanic district.

Section 2.04.020 of the Wauwatosa Municipal Code defines and governs aldermanic vacancies and establishes the process for determining whether they are filled by election or by Council appointment. At the time the vacancy occurred, Section 2.04.020 had not yet been updated to reflect the City's transition to a twelve-member Common Council consisting of one alderperson per district, which became effective on April 21, 2026.

In June 2026, the Common Council adopted amendments to Section 2.04.020 to align the ordinance with the City's new council structure and to clarify the procedures governing aldermanic vacancies.

B. Background/Options

Subsection 2.04.020(D) of the Municipal Code requires that any aldermanic vacancy first be referred to the Government Affairs Committee for review and recommendation. The Committee must consider whether the vacancy should be filled by:

1. Leaving the seat vacant until the next regularly scheduled election;
2. Ordering a special election; or
3. Filling the vacancy by Council appointment.

In conducting its review, the Committee must consider the factors set forth in Subsection 2.04.020(E), including whether:

1. The unexpired term is twelve (12) months or fewer from the date of vacancy;
2. No qualifying election date exists within a reasonable period such that the district would otherwise remain unrepresented for more than one year;

3. The cost and administrative burden of a stand-alone special election would be disproportionate to the length of the unexpired term; or
4. Other extraordinary circumstances exist.

Following the Committee's review, the Common Council must vote on a resolution at its next regular meeting to:

1. Hold the vacancy open until the next regularly scheduled election pursuant to Wis. Stat. § 17.23(1)(am);
2. Order a special election pursuant to Wis. Stat. § 8.50; or
3. Fill the vacancy by appointment pursuant to Section 2.04.020(F).

The Council does have the ability to make an interim appointment to fill the vacancy while awaiting a special election.

A copy of Section 2.04.020 of the Wauwatosa Municipal Code is included in the agenda packet for reference.

C. Recommendation

I recommend the Government Affairs Committee discuss the available options for filling the District 6 aldermanic vacancy and provide a recommendation to the full Common Council.

2.04.020 Vacation Of The Office Of Alderperson; Selection Of Replacement

The Common Council finds that:

1. The authority to determine how an aldermanic vacancy is filled rests solely with the Common Council as the elected legislative body of the City, pursuant to Wis. Stat. § 17.23(1)(am).
2. City staff shall support the Common Council in carrying out that determination promptly and efficiently

- A.
1. An alderperson's office shall be deemed vacant upon the occurrence of any one of the following events:
 - a. The alderperson's resignation;
 - b. A change in the alderperson's residency from the aldermanic district in which they were elected to another aldermanic district within Wauwatosa;
 - c. A change in the alderperson's residency from Wauwatosa to a place outside Wauwatosa; or
 - d. The alderperson's death; or
 - e. As otherwise determined by applicable law.
 2. An alderperson shall file with the City Clerk a written declaration of prospective vacancy to announce their intention to vacate their aldermanic position, on a date certain, by resignation or expected change in residency. The purpose of declaring a prospective vacancy is to allow the Common Council to fill the vacancy without leaving an aldermanic district unrepresented for a period of time. Once an alderperson has filed a written declaration of prospective vacancy, that declaration shall be binding and they may not withdraw it.
 3. When an alderperson's residency changes in a manner that triggers a vacancy under Section A(1)(b) or A(1)(c), the alderperson shall notify the City Clerk of their new address in writing no later than five (5) business days following the effective date of the change in residency.
 4. If an officer of the City receives actual notice, in their official capacity, that an alderperson's residency has changed in a manner that triggers a vacancy under Section A(1)(b) or A(1)(c), and no written notification from the alderperson has been received by the City Clerk, such officer shall promptly notify the City Clerk
Vacation of Office.
 5. Upon receipt of notice under Section A(2-4), the City Clerk shall promptly inform the Common Council.
 6. When an alderperson changes their residency to a place outside Wauwatosa or their district, the alderperson shall have no authority to serve as an alderperson in any capacity.
 7. For purposes of this section, "residency" shall be defined in the same manner as are qualifications for voting in local elections under the Wisconsin Statutes.

- B. It is the policy of the City of Wauwatosa that vacancies in aldermanic offices shall be filled by election of the voters of the affected aldermanic district whenever that can be accomplished within a reasonable timeframe. Council appointment is a secondary measure to be used only when an election is impracticable or where the district would otherwise be left unrepresented for

a period of more than one year. Nothing in this Subsection limits the council's authority under Wis. Stat. § 17.23(1)(am)."

C. No later than the next regular council meeting following the Government Affairs Committee meeting under Section (D), the Common Council shall vote on a resolution:

1. Holding the vacancy open until the next regularly scheduled election consistent with Wis. Stat. § 17.23(1)(am);
2. Ordering a special election under Wis. Stat. § 8.50 to fill the vacancy at the earliest qualifying election date;
3. Filling the vacancy by appointment under Subsection (F).

D. Before the Common Council votes on any resolution under Subsection (C), the matter shall be referred to the Government Affairs Committee for review and recommendation.

1. Upon the creation of a vacancy, or upon an alderperson's filing of a written declaration of prospective vacancy under Subsection (A)(2), the City Clerk shall promptly notify the Government Affairs Committee.
2. No later than the next regular meeting of the Government Affairs Committee following such notification, the Committee shall convene to consider whether the vacancy should be filled by election under Subsection (C)(1) or (C)(2), or by council appointment under Subsection (C)(3). The Committee's review shall include consideration of the factors set forth in Subsection (E).
3. The Government Affairs Committee shall adopt a written recommendation identifying its preferred course of action and the reasons therefor, and shall transmit that recommendation to the full Common Council.
4. The Common Council shall not vote on a resolution under Subsection (C) until it has received the Committee's written recommendation, or until thirty (30) days have elapsed from the date of vacancy notification, whichever occurs first. Nothing in this Subsection prevents the Council from departing from the Committee's recommendation.

E. If the Council determines it necessary to appoint someone under Subsection (C), the Council may proceed to fill the vacancy by appointment under Subsection (F). The minutes of the meeting shall record each council member's vote. Appropriate grounds include one or more of the following:

1. The unexpired term is twelve (12) months or fewer from the date of vacancy;
2. No qualifying election date exists within a reasonable period such that the district would be unrepresented for more than a year;
3. The cost and administrative burden of a stand-alone special election would be disproportionate to the length of the unexpired term; or
4. Other extraordinary circumstances.

F. Committee to Nominate Replacements

1. When an aldermanic vacancy occurs, or when an alderperson has declared a prospective vacancy, and the Common Council has determined, pursuant to Subsection (C) that a council appointment is appropriate (either as an interim appointment pending a special election, or as a full appointment in lieu of a special election), an aldermanic nomination committee of five current council members shall be formed to assess the

qualifications of applicants and to recommend one of the applicants to the full Common Council to fill the vacancy.

2. Four members of the aldermanic nomination committee shall be selected by the City Clerk drawing lots. If the chosen alderperson from such district chooses not to serve on the committee, or is otherwise unable to serve, a replacement alderperson will be selected by lot.
3. The mayor shall appoint the fifth member of the aldermanic nomination committee from among the common council members who are not chosen to serve on the committee in accordance with paragraph (2).
4. The mayor shall appoint the chair of the aldermanic nomination committee from among the five common council members who were chosen in accordance with paragraphs (B) (2) and (B)(3) above."

G. Selection of Replacements by Common Council

1. The process for filling by council appointment, where authorized under Subsection (C), an aldermanic vacancy shall be as follows:
 - a. The city clerk shall announce the vacancy in the manner customarily used for official city announcements. Wauwatosa residents interested in the vacancy shall have two weeks from the date of the announcement to submit an application to the aldermanic nomination committee.
 - b. No later than two weeks after the close of the application deadline, the aldermanic nomination committee shall meet and conduct interviews of the applicants. The committee may select an applicant to recommend to the full Common Council at that meeting, or at a subsequent meeting to be held within seven days of the first meeting.
2. Those interviews of the aldermanic applicants shall be videotaped and broadcast made publicly available through the online platform customarily used by the City for broadcasting meetings of the Common Council and Common Council committees.
3. To allow for public comment and appropriate consideration by alderpersons who are not members of the aldermanic nomination committee, the Common Council shall not vote to fill any aldermanic vacancy unless at least seven days have elapsed since the aldermanic nomination committee has selected an applicant to recommend to the common council.
4. The Common Council shall make its determination to either fill the vacancy by committee appointment or refer the vacancy to an election, or special election within sixty (60) days of the date of vacancy notification.
5. After the time period specified in Subsection (G)(1) above has ended, the Common Council shall select one of the applicants for the aldermanic vacancy by a majority vote. It is not bound to follow the aldermanic nomination committee's recommendation."

(Ord. O-85-31 § 1, 1985)

HISTORY

Amended by Ord. O-15-25 pt. I on 11/3/2015

Amended by Ord. O-19-25 pt. VI on 10/15/2019

Amended by Ord. O-26-15 on 6/23/2026

