

City of Juneau

Sidewalk Café Booklet



INTRODUCTION

WHAT ARE SIDEWALK CAFÉ'S?

Sidewalk Cafes is an expansion of an establishment serving beverages, alcohol beverages, or food to create an outdoor facility on part of the public property that immediately adjoins the licensed premises for the purpose of consuming food or beverages by the patrons of the establishment.



WHO CAN ESTABLISH A SIDEWALK CAFÉ?

- Restaurants
- Taverns
- Coffee Shops
- Other applicants considered on a case-by-case basis

APPLICATION

APPLICATION AND APPROVAL PROCESS

An application for a sidewalk café and extension of premise can be picked up at the Clerks office.

The completed application must have attached a copy of a site plan which depicts the dimensions of the proposed sidewalk café, size and number of tables, chairs, planters, umbrellas, trees, location of doorways, benches, bike racks, trash receptacle, or other sidewalk obstructions either existing or proposed within the area between the building and the curb. If alcoholic beverages are to be served at the sidewalk café, an extension of premise application must be filed at the same time.

Once the completed application is received, the applications will be scheduled to go in front of the Public Safety Committee and then Plan Commission for compliance. If an extension of premise is being applied this will also be scheduled on the Common Council for final approval.



CONDITIONS

CONDITIONS – A sidewalk café license does not grant the licensee exclusive use of the public right of way and is subject to the following terms and conditions.

- All public improvements, including but not limited to, trees, light poles, traffic signs, manholes, or public initiated maintenance shall take place.
- The permit holder shall maintain a minimum of a five-foot wide unencumbered, open and accessible portion of the sidewalk for pedestrian traffic safety at all times. No alcohol or food may be consumed within the designated sidewalk area.
- License issued may not be valid for any day that a permitted special event would close the street and/or sidewalk to normal use of traffic.
- No obstruction shall be permanently attached to the land or any structure.
- A sidewalk café permit can only be utilized between April 1 and October 1. The operator of the café shall remove moveable sidewalk café improvements while the business is closed unless permission is granted to do otherwise by the City.
- Each license holder shall be responsible for policing the area of the sidewalk café to ensure that alcoholic beverages are not removed from the sidewalk café. All debris and unused food in the sidewalk café area shall be removed by the license holder before the close of business each day. All spills, food litter, or any other item on the sidewalk that is associated with the service or consumption of food and beverages shall be cleaned or removed as soon as practicably possible to minimize slip or fall hazards on the public sidewalk that is located inside the sidewalk café, as well as the public sidewalk adjacent to the sidewalk café.

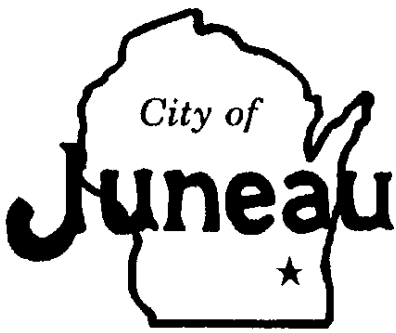
RESTRICTIONS

RESTRICTIONS -

- No food, and no fermented malt or other alcoholic beverages may be served in a sidewalk café without obtaining a sidewalk café license and without having any applicable liquor licensed premises enlarged to include the sidewalk café area.
(Extension of Premise)
- The public sidewalk utilized for this purpose shall be abutting the licensed premise and shall not encroach on the sidewalk abutting a neighboring property.
- The entire outdoor area utilized for the sidewalk café shall be visible from the restaurant establishment.
- The sidewalk café may be open from 6:00 a.m. to 10:00 p.m.
- Food and drink shall only be consumed by patrons seated at a table. Food service shall be required to be available at all times when the sidewalk café is open.
- A licensee shall be responsible for ensuring compliance with City of Juneau Chapter 5.08 related to Intoxicating Liquors and Fermented Malt Beverages.
- No person shall obtain a sidewalk café license unless the applicant procures the policies of insurance from an insurance company licensed to do business in the State of Wisconsin in the amounts and coverages set forth in the sidewalk café application.



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For Office Use Only

License No.	_____
Date Issued	_____
Date Paid	_____
Receipt #	_____

TEMPORARY PRIVILEGE IN PUBLIC RIGHT OF WAY SIDEWALK CAFÉ LICENSE APPLICATION

Fee \$15.00

Effective July 1 to June 30

Business may expand their premises to create an outdoor seating area on part of the public right of way that immediately adjoins the premises for that purpose of consuming food or beverages prepared at the full-service restaurant, coffee shop or tavern adjacent thereto, subject to the following conditions.

The below named Property Owner and Occupant hereby apply for permission to place a sidewalk café at the below mentioned property within the city right of way immediately in front of and contiguous to the property owned and/or occupied by the applicant.

PROPERTY OWNER OR OCCUPANT: _____

Address: _____

Trade Name: _____

Address (if different than above): _____

Telephone Number: _____

I CERTIFY THAT I HAVE FULL RIGHT AND AUTHORITY TO SIGN AS/FOR THE PROPERTY OWNER OR OCCUPANT.

Signature: _____

(continued on next page)

The application will be reviewed by the Public Safety Committee and Plan Commission. It is recommended that applicant attend the Plan Commission meeting to answer any questions, the commissioners may have to ensure quick approval of application. If a extension of premise is being applied for, this application will need to be approved by the City Council

A copy of a site plan which depicts the dimensions of the proposed sidewalk café, size and number of tables, chairs, planters, umbrellas, trees, location of doorways, benches, bike racks, trash receptacle, or other sidewalk obstructions either existing or proposed within the area between the building and the curb.

No person shall obtain a sidewalk café license unless the applicant procures the policies of insurance from an insurance company licensed to do business in the State of Wisconsin in the amounts and coverages set forth below covering the sidewalk café area:

General Liability – The applicant shall procure a commercial general liability policy with the following minimum standard limits:

Bodily Injury/Property Damage, per occurrence	\$1,000,000
General Aggregate Limit	\$1,000,000
Products/Completed Operations	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Medical Expense Limit – Any One Person	\$5,000

Workers Comp – The license shall provide a workers’ compensation policy with the limits prescribed by Wisconsin State Statute

Certificate of Insurance – The licensee shall provide the City with a certificate of insurance coverage required. The certificate shall name the City as a certificate holder and shall provide that the policies of insurance shall not be canceled or altered without thirty (30) days prior written notice to the City.

For Official Use Only:

Certificate of Insurance Received: _____	
Date of Public Safety: _____	Date of Plan Commission: _____
Date of Common Council (extension of premise) : _____	
Clerk Signature: _____	Date: _____

CITY OF JUNEAU

405 Jewel Street
PO Box 163
Juneau, WI 53039
920-386-4800

veasterly@cityofjuneau.net

EXTENSION OF PREMISE APPLICATION

APPLICATION DATE: _____

****APPLICATIONS MUST BE SUBMITTED BY THE 15TH OF THE MONTH TO THE CITY CERK AT CITY HALL.**

APPLICATION WILL BE REVIEWED FOR APPROVAL BY THE CITY OF JUNEAU COMMON COUNCIL ON THE SECOND TUESDAY OF THE MONTH FOLLOWING THE DATE OF APPLICATION.

BUSINESS INFORMATION

Business Name: _____

Contact: _____

Address: _____

Phone Number: _____

EVENT INFORMATION

Name of Event: _____

Date(s): must be consecutive

Start Time: _____

End Time: _____

Estimated event attendance: _____

Are you requesting a street closure? _____ Yes _____ No

Description: _____

To: _____

From: _____

The are must be located in an area contiguous to the current licensed premise.

____ Sidewalk at the _____ of the premise

____ Parking lot at the _____ of the premise

____ Street at the _____ of the premise

____ Yard at the _____ of the premise

____ Other: _____

Will there be live music/entertainment? _____ YES _____ NO If Yes: Start Time: _____ End Time: _____

Signature: _____

Date: _____

City Use Only:

Application Approved: _____

Date

David Beal, Police Chief