

AGENDA
SPECIAL COMMON COUNCIL MEETING
CITY OF BERLIN
TUESDAY, JULY 11, 2017, 6:30 PM
CITY HALL COUNCIL CHAMBERS

1. Roll Call.
2. General Public Comments. Registration card required (located at podium in Council Chamber).
3. Bed & Breakfast Conditional Use Permit (CUP) at 165 E. Park Avenue, Owner Darci Senkowski. RECOMMENDATION: Accept the Plan Commission recommendation to approve a Conditional Use Permit to allow the operation of a Bed & Breakfast at 165 E. Park Avenue, Owner Darci Senkowski.
4. Sidewalk Café Permit for 208 Broadway-Baked Cakes by Design LLC. RECOMMENDATION: Approve a Street Privilege Sidewalk Café Permit for Baked Cakes by Design LLC at 208 Broadway.
5. Adjourn.

In adherence to the City of Berlin Public Meeting Participation Policy, public participation will be allowed under each agenda item at the discretion of the presiding officer, with the exception of the Consent Agenda. Attendees must register their intention to participate on either a general comments section or a specific agenda item prior to the meeting by filling out a Registration Card, which can be obtained from the Internet, City Clerk's office or in the City Hall Council Chambers at the podium. Registration Cards should be turned in prior to the meeting to either the presiding officer or City Clerk.

DATE: July 5, 2017

TO: Common Council

FROM: Lindsey Kemnitz

RE: CUP for a bed and breakfast at 165 E. Park Avenue Berlin, WI

BACKGROUND:

In 2016, the property owner was notified by the City that she was operating a bed and breakfast illegally. The City informed the property owner of the conditional use permit process and now the property owner is proceeding with the approval process. The Green Lake County Health and Human Services conducted an inspection and approved the bed and breakfast.

RECOMMENDATION:

To approve the conditional use permit for a bed and breakfast at 165 E. Park Avenue Berlin, WI 54923.

City of Berlin - Street Privilege Permit Checklist

City Page

Name of Event SIDEWALK CAFE

- 18-401 Street Privilege - Temporary construction (Dumpster, bucket truck, sidewalk blocked etc.)
Use of City streets, sidewalks, street parking spaces
Street Privilege - Sidewalk café (table, chairs, service of food etc.)
Street Privilege - Automobiles in terrace (ex. West Side Garage)
- 18-402 Special Vending - Multiple vendors (Sidewalk sales etc.)

- > Date application submitted: 6/5/17
- > COMPLETE APPLICATION Submitted no less than 45 days prior to requested start date for sidewalk café (45 days time period may be waived if the permit request is Recurring)
- > Description of requested activity, sketch of location, or outlined map if needed
- > CERTIFICATE OF LIABILITY INSURANCE (Unless Exempt) In the Amount of \$1,000,000 BODILY, \$500,000 PROPERTY for EACH OCCURRENCE with THE CITY OF BERLIN NAMED AS AN ADDITIONAL INSURER
Expiration date: 6/22/17 *will be coming on new one & Brenda American family.*
- > *new policy 6/23/2018.* SIGNED INDEMNIFICATION AGREEMENT (Required for all permits.)
- > FEE OF TWENTY DOLLARS (\$20.00) Date of payment: 6/5/2017
- > _____

- > *emailed* Reviewed by City Attorney (Fax copy to office of New and Recurring - annual or up to 18 months) *6/6/17*
- > *per phone 6/19/17* Reviewed by Chief of Police (New only, for recurring give FYI copy) *gaved 6/6/17*
- > *016* Reviewed by Street Superintendent (New only, for recurring give FYI copy) *gaved 6/6/17*
GAUETO JODIE 6/6/17
- > Date of Council Meeting for new approvals *7/11/17 COTW.*

NOTES:

CITY OF BERLIN PERMIT APPLICATION

Street Privilege and Special Event Vending

(Provisions of SEC. 18-401 thru SEC.18-402 Municipal Code Apply)

If you need additional space for any answers, attach additional sheets as necessary

18-401 Street Privilege
(Temporary Construction)

18-401 Street Privilege
(Sidewalk Café)

18-402 Special Event Vending*
(Multiple Vendors 18-402(a)(3) (c)(2))

Applicant's Name: Baked Cakes by Design LLC Date of Application: June 6, 2017

Applicant's Telephone Number: 920-290-5833 Applicant's DOB/Organized: June 1, 2016

Applicant's Address: 208 Broadway Apt A Berlin WI 54923

Purpose of Application Request: Side walk cafe - 1 table
2 chairs

If applicant is an organization, provide the name(s), title(s) or position(s), address(es), and telephone number(s) of authorizing official(s) (for corporations, all officers and directors, for LLC's, all members and managers, for partnerships, all partners, for trusts, all trustees):

Name, Title, and Address

Telephone Number

Kristina K Boeck - member 920-290-5833
174 S. Swatting St.
Berlin WI 54923

If applicant is an organization (corporation, LLC, partnership, trust, etc), provide the name(s), title(s) or position(s), address(es), and telephone number(s) of person(s) responsible for this request:

Name, Title, and Address

Telephone Number

Kristina K Boeck - member 920-290-5833
174 S. Swatting St
Berlin WI 54923

Details of Activity or Event: (For extended details, use the back of this form and include sketch(es) or drawing(s) of the proposed obstruction, sidewalk café, or event).

What: 1 table 2 chairs

When: wed 11-6 Duration: 3 months

Where: 208 Broadway Apt A Berlin WI

*Note: Applicants for special event vending permit must be an organization representing at least 25 businesspersons, all of whom operate either a retail, service, manufacturing, or wholesale business within the city.

If applying for a special event vending permit, the permit will apply to: (check one)

All businesses operating within the city Only specified businesses represented by the applicant

If the only specified businesses option is selected, attach a separate list or list on the back of this form the businesses participating in the event including name, address, and telephone number of each business.

Applicant or Applicant's Agent's Signature: Kristina Boeck

Name of Person Signing (please print): Kristina Boeck

Title of person signing (if applicant is organization): member

For Office Use Only:

Included with Application: 20.00 Fee Indemnification Form Liability Insurance

Reviewed by: OK City Attorney OK per phone call Chief of Police [Signature] Street Superintendent

Common Council Approval: Yes No NA (Recurring or Temporary Construction)

Recommendation: Conditions for Approval or Reasons for Denial:

on the side of the building by the baked entrance

Extended Details:

We would like to set up
1 small table & 2 chairs.
Dunning our open times
Wed 11-6
Thurs & Fri 9-6
Sat 8-2
Special holidays & events

List of Businesses:

Name	Address	Telephone Number
Baked cakes by Design LLC	208 Broadway	920-290- 5833



City of Berlin

P.O. Box 272 108 North Capron Street

Berlin, WI 54923

920-361-5400 Phone 920-361-5454 Fax

Indemnification, Defense, and Hold Harmless Agreement

The undersigned, as an applicant for a permit from the City of Berlin, hereby agrees to indemnify, defend, and hold harmless the City of Berlin and its employees and agents against all claims, liabilities, loss, damages, or expenses against or incurred by the City of Berlin on account of any injury to or death of any person, or any damage to property, caused by or resulting from the activities for which the permit was granted.

Specifically this Agreement applies to:

Side walk cafe

(Description of Event)

On: July - Sept

(Date(s) of Event)

By: Kristina Boock

(Name of Applicant)

On Behalf Of:

Member of Baked Cakes by design

(Name of Organization and Title if applicable)

LLC

If signing on behalf of an organization, you must have authority from the organization to sign an agreement like this. By signing this agreement, you are warranting to the City of Berlin that you have such authority.

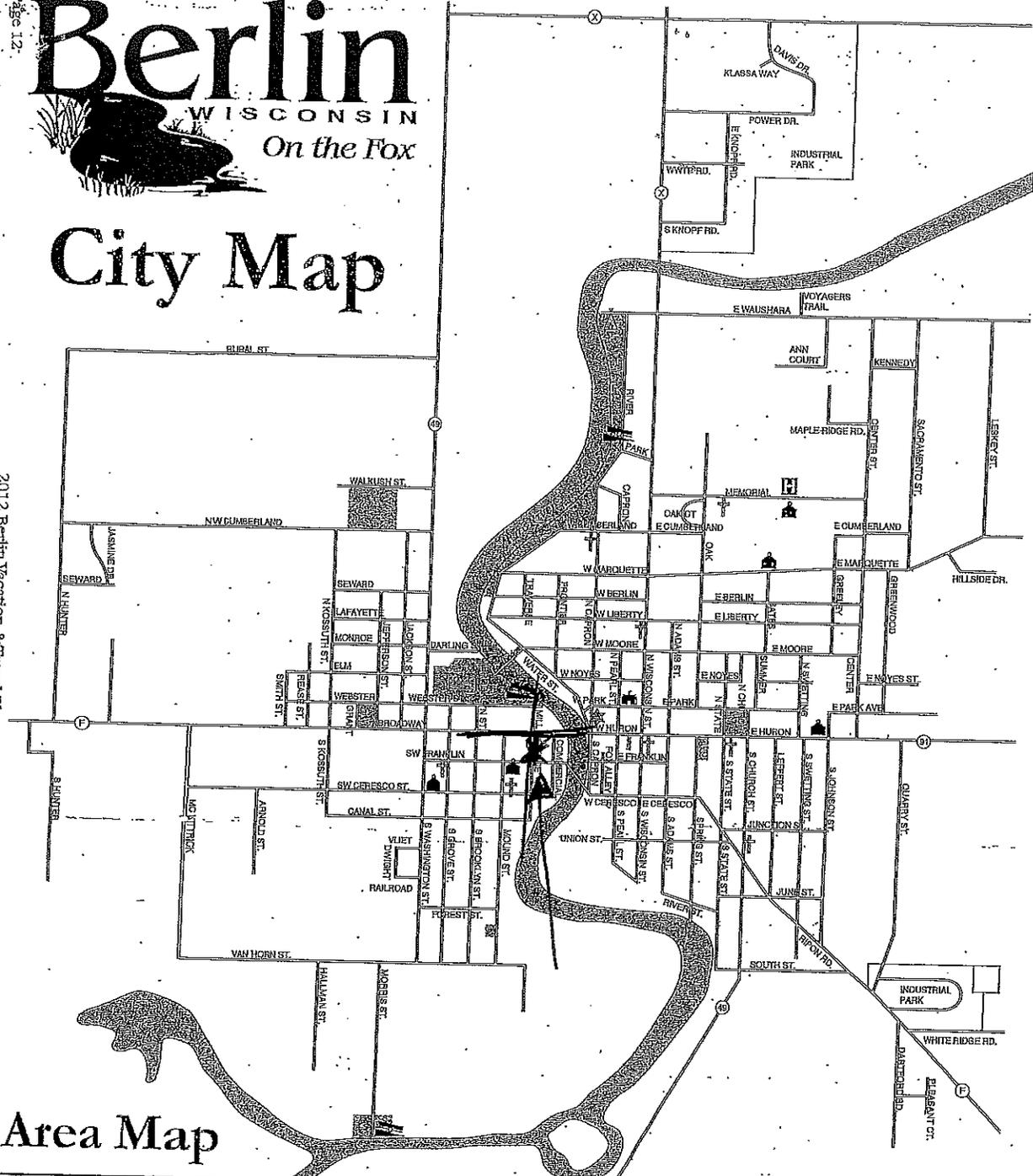
Berlin

WISCONSIN
On the Fox

City Map

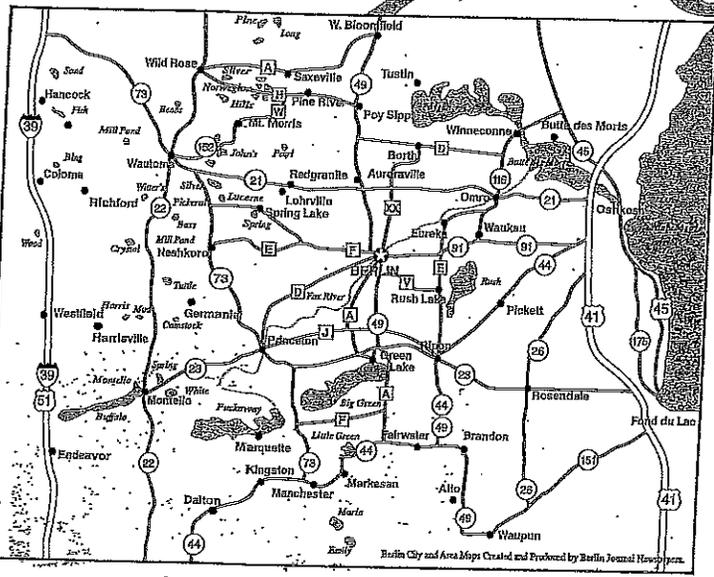
2012 Berlin Vacation & Travel Planner

2012 Berlin Vacation & Travel Planner



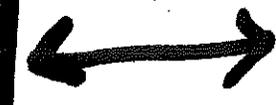
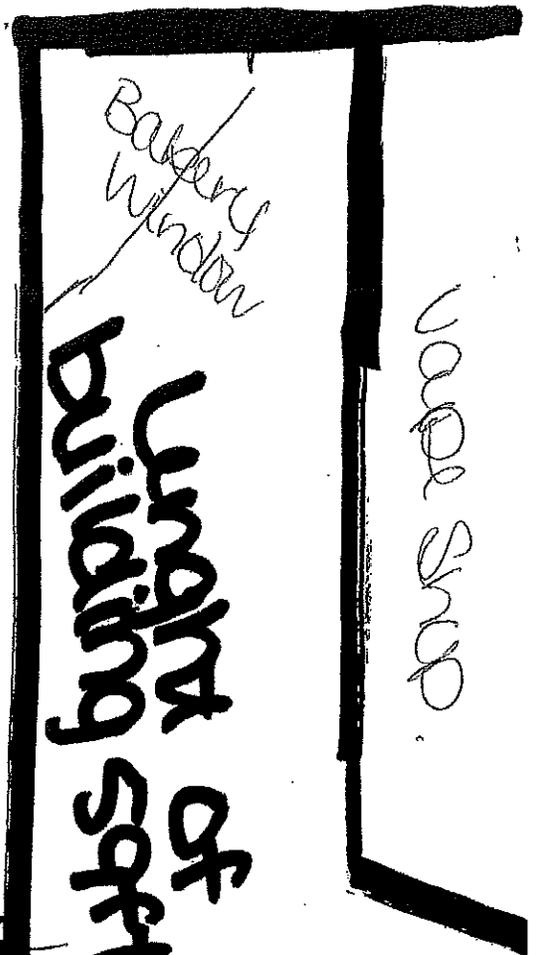
*our entrance
is on Pierce St*

Area Map



MAP KEY			
	Schools		Hospital
	Churches		Aquatic Center
	Library		Boat Landings
	City Hall/ Police Station		Parks
	Campground		

Broadway



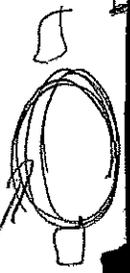
side walk

8'12 ft

Continent Door

Bakery Door

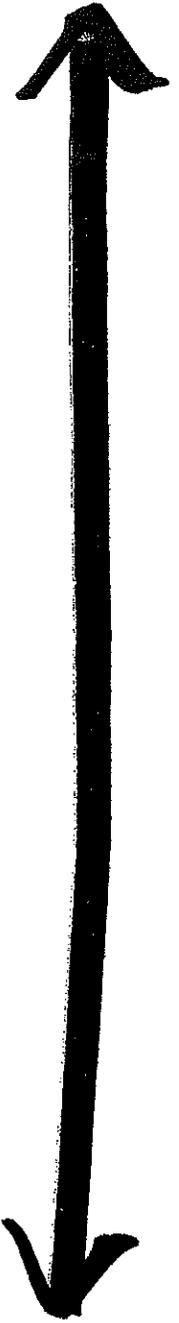
Property
Proposed
Design



1 of 2 chairs
on Door

1 square
of 2 chairs
on Door

Pierce St.



CERTIFICATE OF LIABILITY INSURANCE

American Family Insurance Company
 American Family Mutual Insurance Company, S.I. if selection box is not checked.
 6000 American Pky Madison, Wisconsin 53783-0001

Insured's Name and Address
 Baked Cakes By Design LLC
 208 Broadway Apt A
 Berlin, WI 54923

Agent's Name, Address and Phone Number (Agt./Dist.)
 Lynda K Parman
 W832 State Road 91 Ste 1a
 Berlin, WI 54923
 (920) 361-4848 (108/015)

This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.
 This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

COVERAGES								
This is to certify that 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.								
TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE		LIMITS OF LIABILITY				
		EFFECTIVE (Mo, Day, Yr)	EXPIRATION (Mo, Day, Yr)					
Homeowners/ Mobilehomeowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000				
Boatowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000				
Personal Umbrella Liability				Bodily Injury and Property Damage Each Occurrence \$,000				
Farm/Ranch Liability				Farm Liability & Personal Liability Each Occurrence \$,000				
				Farm Employer's Liability Each Occurrence \$,000				
Workers Compensation and Employers Liability †				Statutory				
				Each Accident \$,000				
				Disease - Each Employee \$,000				
				Disease - Policy Limit \$,000				
General Liability <input type="checkbox"/> Commercial General Liability (occurrence) <input type="checkbox"/> <input type="checkbox"/>				General Aggregate \$,000				
				Products - Completed Operations Aggregate \$,000				
				Personal and Advertising Injury \$,000				
				Each Occurrence \$,000				
				Damage to Premises Rented to You \$,000				
				Medical Expense (Any One Person) \$,000				
				Businessowners Liability	48-XW3041-01	06/23/2017	06/23/2018	Each Occurrence†† \$ 2,000,000 Aggregate†† \$ 2,000,000
				Liquor Liability				Common Cause Limit \$,000
Aggregate Limit \$,000								
Automobile Liability <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Auto <input type="checkbox"/> Nonowned Autos <input type="checkbox"/>				Bodily Injury - Each Person \$,000				
				Bodily Injury - Each Accident \$,000				
				Property Damage \$,000				
				Bodily Injury and Property Damage Combined \$,000				
Excess Liability <input type="checkbox"/> Commercial Blanket Excess <input type="checkbox"/>				Each Occurrence/Aggregate \$,000				

Other (Miscellaneous Coverages)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS
 Bakery-Retail including seating

†The individual or partners Have shown as insured elected to be covered under this policy. Have not
 ††Products-Completed Operations aggregate is equal to each occurrence limit and is included in policy aggregate.

CERTIFICATE HOLDER'S NAME AND ADDRESS	CANCELLATION		
City of Berlin 108 N Capron St PO Box 272 Berlin WI 54923	<input checked="" type="checkbox"/> Should any of the above described policies be cancelled before the expiration date thereof, the company will endeavor to mail *(days) written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. *10 days unless different number of days shown. <input type="checkbox"/> This certifies coverage on the date of issue only. The above described policies are subject to cancellation in conformity with their terms and by the laws of the state of issue.		
	<table border="1"> <tr> <td>DATE ISSUED 06/26/2017</td> <td>AUTHORIZED REPRESENTATIVE Brenda Baxter</td> </tr> </table>	DATE ISSUED 06/26/2017	AUTHORIZED REPRESENTATIVE Brenda Baxter
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