

Lund, Thomas

From: dustin@ossmadison.com
Sent: Tuesday, June 17, 2014 10:07 PM
To: Firchow, Kevin; Tucker, Matthew; 'Tyler Soukup'
Cc: Woulf, Mark; Donahue, Kelly; Bach, Richard; Resnick, Scott; Verveer, Mike; Strassburg, Scott; Chris Soukup; josh@ossmadison.com; Sullivan, William; Ruckriegel, Ed; Gloede, Carl; licensing; Anderson, Patrick
Subject: RE: OSS outdoor seating area
Attachments: Revised Outdoor Patio Plan.docx

Attached is the revised Letter of Intent for an O.S.S. outdoor patio. Revisions are those discussed at our meeting on June 13 including:

- our adjusted capacity for game days
- carding and serving of alcoholic beverages procedures
- food ordering options
- storage of outdoor tables and bicycle racks
- more detailed descriptions of the responsibilities of Positions 1 through 5
- the possible necessity of Position 6
- pre-loading procedure
- inclement weather and emergency evacuation procedures

A revised copy of the patio plans will be provided as soon as our architect completes it. The revised copy:

- includes two more trash cans located in the northern corners of the patio and the location of Position 6
- omits both examples of "as per fire dept. request"

----- Original Message -----

Subject: RE: OSS outdoor seating area
From: <dustin@ossmadison.com>
Date: Fri, June 06, 2014 1:47 pm
To: "Firchow, Kevin" <KFirchow@cityofmadison.com>, "Tucker, Matthew" <MTucker@cityofmadison.com>, "Tyler Soukup" <tylerjsoukup@yahoo.com>
Cc: "Woulf, Mark" <MWoulf@cityofmadison.com>, "Donahue, Kelly" <KDonahue@cityofmadison.com>, "Bach, Richard" <RBach@cityofmadison.com>, "Resnick, Scott" <district8@cityofmadison.com>, "Verveer, Mike" <district4@cityofmadison.com>, "Strassburg, Scott" <SStrassburg@cityofmadison.com>, "Chris Soukup" <chrissoukup@yahoo.com>, "josh@ossmadison.com" <josh@ossmadison.com>, "Sullivan, William" <WSullivan@cityofmadison.com>, "Ruckriegel, Ed" <ERuckriegel@cityofmadison.com>, "Gloede, Carl" <CGloede@cityofmadison.com>, "licensing" <licensing@cityofmadison.com>, "Anderson, Patrick" <PAnderson@cityofmadison.com>

Attached is an updated plan for the outdoor patio area.

Thanks,
Dustin

----- Original Message -----

Subject: RE: OSS outdoor seating area
From: "Firchow, Kevin" <KFirchow@cityofmadison.com>
Date: Fri, June 06, 2014 1:26 pm
To: "Tucker, Matthew" <MTucker@cityofmadison.com>, 'Tyler Soukup' <tylerjsoukup@yahoo.com>
Cc: "Woulf, Mark" <MWoulf@cityofmadison.com>, "Donahue, Kelly"

June 17, 2014

Revised Letter of Intent for O.S.S.

The following is a revised conditional use application for an outdoor patio/seating area and parking reduction for O.S.S. located at 912 Regent Street.

Parking Stalls Reduction: We are relying primarily on walk-in traffic and as there is no available location to install parking spaces we would appreciate a parking reduction allowance. We are installing more than the required number of bicycle stalls (14) in an attempt to help alleviate some of this concern.

Existing Conditions: The area is currently covered in pea gravel with some exterior fencing and one old grape vine on the existing fence. The vine provides a modest amount of grapes for the neighboring Italian Workmen's Club to include in the making of their own wine. We are hoping to keep the vine for their sake but it will have to be pruned substantially.

Project Team/Schedule: Rodney Helt, AIA drew the patio plans and Tyler Soukup (owner of O.S.S.) will be contracting landscapers to complete the project. We have not selected a landscaper yet but will look to start the project as soon as it has been approved. Capped lights will be installed so that they will not spill light into other areas and we will not be installing speakers so as not to disturb the neighboring buildings.

Building Square Footage/ Dwelling Units: The building is 3,752 square feet total with 1,120 in the basement, 1,512 in the restaurant area and 1,120 in one upstairs apartment occupied by two O.S.S. managers.

Estimated Cost/Jobs Created: We estimate that this project will cost around \$20,000 and will create 2-3 full-time jobs during construction and operation (seasonally).

Operational Details: This will be broken into two sections: one for Normal Operations and one for Football Saturdays.

Normal Operations: We will continue as we are currently operating. The gates (which will be equipped with single-action locks) to the seating area will be unlocked and open during our current business hours, 11 a.m. to 11 p.m. Customers will come to the inside counter to order and will be given their drinks and an order number if they order food. The food will be delivered by an O.S.S. staff member to a table of the customer's choosing when the order is ready. A valid ID is required for each beer (pitchers are not available) to ensure no minors are served. The servers will be equipped with their own change purses in order to provide approved customers with any additional beers while they remain seated outdoors, upon request. There will be a camera on the outdoor area so that we can monitor all activity from indoors. Occupancy will be controlled by the

manager on duty who will be able to tell from the number of seats occupied both inside and out. There will be 54 seats inside (current number) and 50 seats outside (if approved). Minors will be allowed into the patio during Normal Operations.

Football Saturdays: During football games we will have 4-5 people controlling the entrances and exits. They will have radios so that they can communicate with each other when people are entering or exiting the building. For the purposes of this letter I will refer to these employees as *Positions 1* through 5. During Football Saturdays we plan to have a total occupancy of 207; 137 people outside and 70 inside. Allowing only 70 occupants inside will ensure that the restaurant will not become over-crowded by customers coming inside from the patio to use the bathrooms. We will not know how many staff members are necessary for operations until we have experienced a few games. Service during football games will also change. We will reduce our menu to fewer items and customers will have two options to order food. They can either come inside and order at the counter (just as during Normal Operations) or order while exiting from the 3' x 6' table located in the alley just south of the 6' gate. The table will be placed parallel to the west wall of the building and an O.S.S. employee will be stationed either the north or south end of the table as not to obstruct the emergency exit through the alley. The bicycle parking will not be available during Football Saturdays. All tables in the patio will also be removed. The racks and tables will be stored either in the basement of the restaurant or on the roof above. Although the roof is flat and has a barrier around the entire perimeter, the racks will be secured into place to avoid any potential accidents. There will be three trash receptacles available along the north side of the building and another two in each northern corner of the patio. No glass will be allowed in the patio during Football Saturdays.

Football Saturdays will require at least 4-5 O.S.S. employees to be outdoors at all times. They will all be equipped with radios and those responsible for monitoring occupancy limits (*Positions 1* and 2) will have digital counters to ensure that their totals are correct at any given time. All O.S.S. employees will wear distinctive O.S.S. shirts of a florescent color so that they are easily distinguishable from the customers.

Position 1 will be on the sidewalk along the east side of the building leading into the restaurant and patio. This person will keep the count for the occupancy of the whole property and will be responsible for carding and/or stamping anyone who enters. Minors will be marked with large X's on their hands and will not be allowed into the patio. *Position 1* will also manage all pre-loading by directing the customers to form a line going east down the sidewalk. This will ensure that potential customers do not block the western alley in the event of an emergency.

Position 2 will be at the entry door to the building (same entrance as Normal Operations). He will be responsible for the occupancy count inside the restaurant.

Position 3 will be at the exit door in the southeast corner of the building. He will be responsible for letting *Position 1* and *2* know when someone leaves the building. They will also be making sure no one enters through this door. The door has no exterior handle and cannot be opened unless an individual exits from the interior.

Position 4 will be one person (possibly another if we learn from the first few games that it is necessary) at the northwest corner of the building where the 6' gate is. This person may also be selling brats and beer while preventing people from entering or exiting through the alley. Another O.S.S. employee (*Position 5*) may be required to aid in these tasks. If there is another employee at this station, they will be positioned at either the north or south end of the 3' x 6' table in the alley as not to obstruct the emergency exit. The alley will be available for emergency exiting if necessary.

Position 5 is responsible for ensuring that no one enters through the alley from the sidewalk. They may also aid *Position 4* in selling beer and brats at the 3' x 6' table.

Position 6 will only be necessary if *Positions 4* and *5* are unable to execute the selling of brats and beer. They will be stationed at either the north or south end of the 3' x 6' table. At this time we are expecting to need only *Positions 1* through *5*.

We assume that customers will be adequately dressed for inclement weather including rain, snow, and cold temperatures. In the event of a life-threatening emergency, customers will be notified of any impending risks with time sufficient enough to evacuate the area and seek shelter. The area inside the restaurant will provide protection for the customers within our occupancy limit.