



A17  
P633

# Premise to Premise

City of Madison Clerk  
210 MLK Jr Blvd, Room 103  
Madison, WI 53703

licensing@cityofmadison.com  
608-266-4601

LICTEL-2018-00677  
48343-71579  
(Number)

(scanned)

(Leg file number)

(Processing step)

(initials)

This application modifies existing alcohol license number: 48343-71579  
(Grandfathered Class B license only)

### Corporate Information

Business Legal Name: Pizza Hut of Southern Wisconsin INC  
Business Address: 434 S Yellowstone Dr

Corporate Contact Name & Position: \_\_\_\_\_

Matt Wachholz, Accounting Mgr

Phone & Email: MWachholz@phsw.net  
608-833-2113

### Licensed Premise Information

Business dba Name: Pizza Hut

Licensed Address: 2649 E Springs Dr.

Business Contact Name & Position: \_\_\_\_\_

Clint Miller, Area Manager

Phone & Email: CMiller@phsw.net  
608-228-3536

### New Premise Information

Address: 5235 High Crossing Blvd., Madison, WI 53718

Physical description of building/land: Stone and metal sided building  
in a strip center.

Is any other business conducted on same premises?  No  Yes: \_\_\_\_\_

Was this location licensed for beer or liquor during the past year?  No  Yes – see below

Name and address of previous licensee: NA

Will the previous licensee surrender its license?  Yes  No NA

State any interest, directly or indirectly, that any brewer, bottler, wholesaler, manufacturer, or rectifier will hold in the premises for which you are applying:

NA

If you do not own the fixtures, state the manner, terms and conditions under which said fixtures are held:

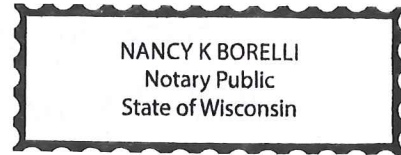
NA

X Richard J. Dilli  
Signature

Subscribed and sworn to before me this  
13th day of June, 2018

Nancy K. Borelli  
Notary Public, Dodge County, Wisconsin

My Commission Expires 6/19/21





# City of Madison Liquor/Beer License Application

On-Premises Consumption:  Class B Beer  Class B Liquor  Class C Wine  
Off-Premises Consumption:  Class A Beer  Class A Liquor  Class A Cider

## Section A – Applicant

1. If needed, a qualified interpreter can be provided at no charge to you. Would you like an interpreter?  
 Yes (language: \_\_\_\_\_)  
 No (If you answer no and you do require an interpreter, the ALRC will refer your application to a subsequent meeting and this may delay your application process)

Si usted requiere o necesita un/a intérprete, nosotros podemos proveer un/a intérprete sin costo alguno. ¿Le gustaría tener un/a intérprete?

- Sí, lenguaje \_\_\_\_\_  
 No. Si usted escoge “no” en la solicitud/aplicación, y usted sí requiere un/a intérprete, el comité remitirá su solicitud para una nueva junta y esto puede atrasar el proceso de su solicitud.

2. This application is for the license period ending June 30, 20 19 .  
3. List the name of your  Sole Proprietor,  Partnership,  Corporation/Nonprofit Organization or  Limited Liability Company exactly as it appears on your State Seller’s Permit.

Pizza Hut of Southern Wisconsin INC

4. Trade Name (doing business as) Pizza Hut

5. Address to be licensed 5325 High Crossing Blvd, Madison, WI 53718

6. Mailing address 434 S Yellowstone Dr ste 101, Madison, WI 53719

7. Anticipated opening date 8/21/18

8. Is the applicant an employee or agent of, or acting of behalf of anyone except the applicant named in question 3?  
 No  Yes (explain) \_\_\_\_\_

9. Does another alcohol beverage licensee or wholesale permittee have interest in this business?  
 No  Yes (explain) \_\_\_\_\_

## Section B—Premises

10. Describe in words the building or buildings where alcohol beverages are to be sold and stored. Include all rooms including living quarters, if used, and any outdoor seating used for the sales, service, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored only on the premises as approved by Common Council and described on license.

Stone and metal building in a strip center, no outside seating, dining room with table seating for 28. Walk-in cooler storage and reach-in soda cooler storage.

11.  Attach a floor plan, no larger than 8 ½ by 14, showing the space described above.
12. Applicants for on-premises consumption: list estimated capacity AB 50
13. Describe existing parking and how parking lot is to be monitored.  
Large parking area in front of strip center  
and beyond.
14. Was this premises licensed for the sale of liquor or beer during the past license year?  
 No    Yes, license issued to \_\_\_\_\_ (name of licensee)
15.  Attach copy of lease.

**Section C—Corporate Information**

This section applies to corporations, nonprofit organizations, and Limited Liability Companies only. Sole proprietorships and partnerships, skip to Section D.

16. Name of liquor license agent Jason C Wroblewski
17. City, state in which agent resides Sun Prairie, WI
18. How long has the agent continuously resided in the State of Wisconsin? 30 years
19.  Appointment of agent form and background check form are attached.
20. Has the liquor license agent completed the responsible beverage server training course?  
 No, but will complete prior to ALRC meeting    Yes, date completed 2013
21. State and date of registration of corporation, nonprofit organization, or LLC.  
Wisconsin, 10/5/1967

22. In the table below list the directors of your corporation or the members of your LLC.

Attach background check forms for each director/member.

Title	Name	City and State of Residence
Chairman	Richard J Divelbiss	Madison, WI
Vice President	Gayla L Divelbiss	Madison, WI

23. Registered agent for your corporation or LLC. This is your agent for service of process, notice or demand required or permitted by law to be served on the corporation. This is not necessarily the same as your liquor agent.

Jams A Williams

24. Is applicant a subsidiary of any other corporation or LLC?  
 No  Yes (explain) \_\_\_\_\_
25. Does the corporation, any officer, any director, any stockholder, liquor agent, LLC, any member, or any manager hold any interest in any other alcohol beverage license or permit in Wisconsin?  
 No  Yes (explain) Rockford Pizza, LLC, Pizza Hut of Rock County INC,  
Pizza Hut of Madison, INC

**Section D—Business Plan**

26. What type of establishment is contemplated?  
 Tavern  Nightclub  Restaurant  Liquor Store  Grocery Store  
 Convenience Store without gas pumps  Convenience Store with gas pumps  
 Other \_\_\_\_\_
27. Business description Fast casual concept offering dine in,  
carry out, and delivery of individual meal options.  
Customers order at the counter, orders are brought  
to the table, soft beverages are self serve. Includes
28. Hours of operation Sunday-Thurs. 10 a.m. - 11 p.m. Fri-Sat <sup>pick up window,</sup> 10 a.m. - midnight
29. Describe your management experience Clint has been @ pizza hut 18 years,  
manager for 8 years; Jason <sup>wroblewski</sup> has been here 14 years, manager  
for 9 years; Dillon is manager for 5 mn; Jason Orvold 2 mn.
30. List names of managers below, along with city and state of residence.  
Clint Miller, Sun Prairie, WI Dillon Land, Waunakee, WI  
Jason Wroblewski, Sun Prairie, WI Jason Orvold, Fort Atkinson,  
WI
31. Describe staffing levels and staff duties at the proposed establishment ± 20 employees,  
including cooks, delivery drivers, managers, and  
customer service representatives
32. Describe your employee training via the national e-learning  
platform utilized by Pizza Hut. Additional  
management training on site as well as classroom.

33. Utilizing your market research, describe your target market.

Males and Females ages 18-34 and families.

34. Describe how you plan to advertise and promote your business. What products will you be advertising?

National and local media avenues including print, TV, Radio, and local store marketing.

Pizza, pasta, wings, sides, beverages, desserts.

35. Are you operating under a lease or franchise agreement?  No  Yes

36. Private organizations (clubs): Do your membership policies contain any requirement of "invidious" (likely to give offense) discrimination in regard to race, creed, color, or national origin?  
 No  Yes

### Section E—Consumption on Premises

This section applies to Class B and Class C applicants only. Class A license applicants (consumption off premises) may skip to Section F.

37. Do you plan to have live entertainment?  No  Yes—what kind? \_\_\_\_\_

38. What age range do you hope to attract to your establishment? 18-34

39. What type of food will you be serving, if any? Pizza, pasta, wings, sides, desserts.  
 Breakfast  Brunch  Lunch  Dinner

40. Submit a sample menu if applicable. What will be included on your operational menu?  
 Appetizers  Salads  Soups  Sandwiches  Entrees  Desserts  
 Pizza  Full Dinners

41. During what hours of operation do you plan to serve food? All

42. What hours, if any, will food service not be available? NA

43. Indicate any other product/service offered. alcoholic + non alcoholic beverages

44. Will your establishment have a kitchen manager?  No  Yes

45. Will you have a kitchen support staff?  No  Yes

46. How many wait staff do you anticipate will be employed at your establishment? 20

During what hours do you anticipate they will be on duty? 6:00 a.m. - 1:00 a.m.

47. Do you plan to have hosts or hostesses seating customers?  No  Yes

48. Do your plans call for a full-service bar?  No  Yes  
 If yes, how many barstools do you anticipate having at your bar? \_\_\_\_\_  
 How many bartenders do you anticipate having work at one time on a busy night? \_\_\_\_\_
49. Will there be a kitchen facility separate from the bar?  No  Yes NO BAR
50. Will there be a separate and specific area for eating only?  
 No  Yes, capacity of that area 28
51. What type of cooking equipment will you have?  
 Stove  Oven  Fryers  Grill  Microwave
52. Will you have a walk-in cooler and/or freezer dedicated solely to the storage of food products?  
 No  Yes
53. What percentage of payroll do you anticipate devoting to food operation salaries? 99%
54. If your business plan includes an advertising budget:  
 What percentage of your advertising budget do you anticipate will be related to food? 100%  
 What percentage of your advertising budget do you anticipate will be drink related? 0
55. Are you currently, or do you plan to become, a member of the Madison—Dane County Tavern League or the Tavern League of Wisconsin?  No  Yes
56. Are you currently, or do you plan to become, a member of the Wisconsin Restaurant Association or the National Restaurant Association?  No  Yes
57. All restaurants and taverns serving alcohol must substantiate their gross receipts for food and alcohol beverage sales broken down by percentage. New establishments estimate percentages:  
.36 % Alcohol 99.64 % Food \_\_\_\_\_ % Other
58. Do you have written records to document the percentages shown?  No  Yes  
 You may be required to submit documentation verifying the percentages you've indicated.

### Section F—Required Contacts and Filings

59. I understand that liquor/beer license renewal applications are due April 15 of every year, regardless of when license was initially granted.  No  Yes
60. I understand that I am required to host an information session at least one week before the ALRC meeting.  No  Yes
61. I agree to contact the Alderperson for this location to discuss my application and to invite the Alderperson to my information session.  No  Yes
62. I agree to contact the Police Department District Captain for this location prior to the ALRC meeting.  No  Yes
63. I agree to contact the Deputy Clerk prior to the ALRC meeting.  No  Yes
64. I agree to contact the neighborhood association representative prior to the ALRC meeting.  No  Yes
65. I intend to operate under the alcohol license within 90 days of the Common Council granting this license. The license shall be considered surrendered if not issued within 90 days of being granted.  No  Yes

66. I understand we must file a Special Occupational Tax return (TTB form 5630.5) before beginning business. [phone 1-800-937-8864]  No  Yes
67. I understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in section 2, above. [phone 608-266-2776]  No  Yes
68. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  
 No  Yes

**Section G—Information for Clerk's Office**

69. State Seller's Permit 456-0000141775-03

70. Federal Employer Identification Number 39-1133143

71. Who may we contact between 8 a.m. and 4:30 p.m. regarding this license?

Contact person Matthew Wachholz

E-mail address mwachholz@phsw.net

Phone 608 833 2113 Preferred language English

72. Corporate attorney, if applicable: Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Read carefully before signing in front of a notary:** Under penalty provided by law, the applicant states that the above information has been truthfully completed to the best of the knowledge of the signer. Signer agrees to operate the business according to law, and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. Lack of access to any portion of licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Subscribed and Sworn to before me:

this 13th day of June, 20 18

Nancy K Borelli  
 (Clerk/Notary Public)



My commission expires 6/19/18

Clerk's Office checklist for complete applications		
<input type="checkbox"/> Orange sign <input type="checkbox"/> WI Seller's Permit Certificate (matching articles of incorporation) <input type="checkbox"/> FEIN <input type="checkbox"/> Notarized application <input type="checkbox"/> Written description of premises	<input type="checkbox"/> Background investigation form(s) <input type="checkbox"/> Form for surrender of previous license <input type="checkbox"/> *Articles of Incorporation <input type="checkbox"/> *Notarized Appointment of Agent * Corporation/LLC only	<input type="checkbox"/> Floor Plans <input type="checkbox"/> Lease <input type="checkbox"/> Sample Menu <input type="checkbox"/> Business Plan
Date complete application filed with Clerk's Office _____		
Date of ALRC meeting _____ Date license granted by Common Council _____		
Date provisional issued _____ Date license issued _____ License number _____		