

**From:** [Shaina Papach](#)  
**To:** [Verbick, Jim](#)  
**Subject:** Re: Alcohol License Issuance Deadline Approaching - BB1 LLC  
**Date:** Monday, November 13, 2023 10:42:07 AM  
**Attachments:** [image001.png](#)  
[2020\\_0319\\_HHLogomark\\_House.png](#)

---

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hello Jim,

Just a bunch of little things that have delayed construction- each things took a few days longer than intended, which added up. And if we opened when it was technically ready, just before Christmas it would be extremely difficult to staff, not that that would interfere with occupancy, but just FYI.

Thanks Jim!

**SHAINA ROBBINS PAPACH**  
CREATIVE DIRECTOR & CO-OWNER  
THE HARVEY HOUSE

C. 608-213-3782  
644 W. WASHINGTON AVE  
MADISON, WIS 53703  
[THEHARVEYHOUSE.COM](http://THEHARVEYHOUSE.COM)



On Thu, Nov 9, 2023 at 7:59 AM Verbick, Jim <[JVerbick@cityofmadison.com](mailto:JVerbick@cityofmadison.com)> wrote:

Good morning,

Can you articulate the reasons for the delay? AS this is the first request, it will go on the consent agenda, but it's helpful for the committee to understand the reasoning.

Sincerely,

**Jim Verbick, WCMC**

*(pronouns: he/him/his)*

## Deputy Clerk

City of Madison City Clerk's Office

City-County Building-Room 103,  
210 Martin Luther King Jr. Blvd. 53703  
TEL: (608) 266-4601 | FAX: (608) 266-4666

[jverbick@cityofmadison.com](mailto:jverbick@cityofmadison.com) | Follow us on Twitter [@MadisonWIClerk](https://twitter.com/MadisonWIClerk)

*"We exist to assist"*

---

**From:** Shaina Papach <[shaina@theharveyhouse.com](mailto:shaina@theharveyhouse.com)>  
**Sent:** Wednesday, November 8, 2023 4:30 PM  
**To:** Verbick, Jim <[JVerbick@cityofmadison.com](mailto:JVerbick@cityofmadison.com)>  
**Subject:** Re: Alcohol License Issuance Deadline Approaching - BB1 LLC

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Thanks so much Jim!

We are a little delayed, and while I think we will be able to get things closed by 12/6, to be safe we better request an extension. Do you need anything more than this email in order to get the extension?

Thanks again,

Shaina

**SHAINA ROBBINS PAPACH**

CREATIVE DIRECTOR & CO-OWNER

THE HARVEY HOUSE

C. 608-213-3782

644 W. WASHINGTON AVE

MADISON, WIS 53703

[THEHARVEYHOUSE.COM](http://THEHARVEYHOUSE.COM)



On Wed, Nov 8, 2023 at 4:26 PM Verbick, Jim <[JVerbick@cityofmadison.com](mailto:JVerbick@cityofmadison.com)> wrote:

Good afternoon,

As you know, on 6/6/2023, the Common Council granted an alcohol license to you for 1134 Regent St for BB1 LLC. Per Madison General Ordinance 38.05, a license must be issued 180 days after the Common Council has granted it or it shall be considered surrendered. This license must be issued by 12/6/2023 or it will face cancellation. The following items must be completed and/or submitted to the City Clerk's Office before we can issue your license:

- **Building Inspection**—It is your responsibility to schedule this inspection by calling Building Inspection at (608) 266-4551.
- **Fire Inspection** —It is your responsibility to schedule this inspection by calling the Fire Department at (608) 266-4484.
- **Licensing Fees** must be submitted to the City Clerk's Office. The liquor license fees will be prorated for the remainder of the licensing year, and "Class B" Combination Liquor and Beer licenses issued may incur a **\$10,000 reserve fee**. Checks should be made payable to City Treasurer.

If your license is not issued by 12/6/2023, it will be considered cancelled and you must reapply for an alcohol license if you still wish to pursue one. You may also request an extension of this deadline from the Common Council. The last opportunity to request an extension of this deadline will be to submit a request for an extension by noon on Wednesday, 11/15/2023. This extension would go before the Alcohol License Review Committee on 11/22/2023 for a recommendation to the Common Council's December meeting. If you have any questions, do not hesitate to ask.

Sincerely,

**Jim Verbick, Deputy Clerk**

City of Madison City Clerk's Office

City-County Building-Room 103,  
210 Martin Luther King Jr. Blvd. 53703  
TEL: (608) 266-4601  
FAX: (608) 266-4666

[jverbick@cityofmadison.com](mailto:jverbick@cityofmadison.com)

Follow us on Twitter [@MadisonWIClerk](https://twitter.com/MadisonWIClerk)

*"We exist to assist"*