

**From:** [Melissa Cruz](#)  
**To:** [Verbick, Jim](#)  
**Subject:** Re: Alcohol License Issuance Deadline Approaching - Rotunda Cafe LLC  
**Date:** Monday, March 16, 2026 2:13:49 PM

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Hi Jim,

We would like to submit a request for an extension for our liquor license at Rotunda Cafe.

Thank you,

Melissa

On Fri, Mar 13, 2026 at 11:09 AM Verbick, Jim <[JVerbick@cityofmadison.com](mailto:JVerbick@cityofmadison.com)> wrote:

Good morning,

As you know, on 4/15/2025, the Common Council granted an alcohol license to you for 1965 Atwood Ave for Rotunda Café LLC, and an extension was granted on 10/7/2025. 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 4/7/2026 or it will face cancelation. The following items must be completed and/or submitted to the City Clerk's Office before we can issue your license:

- **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 4/7/2026, 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 Monday, 3/16/2026. This extension would go before the Alcohol License Review Committee for a recommendation to the Common Council's March meeting. If you have any questions, do not hesitate to ask.

Sincerely,

**Jim Verbick, Deputy Clerk**

City of Madison City Clerk's Office

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210 Martin Luther King Jr. Blvd. 53703  
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FAX: (608) 266-4666

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

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