

From: [Brian Reynolds](#)
To: [Verbick, Jim](#)
Subject: Re: Alcohol License Issuance Deadline Approaching - Capitol Club LLC
Date: Monday, June 15, 2026 4:16:48 PM

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Hi Jim, thanks for your email on Friday afternoon, and I am just seeing this now. We are hopeful to pass inspections by 7/13, but if it is possible, we would like to request an extension to be safe. I know we are past the noon request, but thought I would reach out regardless.

When you have a moment, could you suggest a time for us to speak on the phone? There are quite a few things that I would want to talk to you about regarding both my current Madison locations. I know that you are busy, so I would hope that the call will not last more than five or six minutes.

Thanks for your time, and I hope you're doing fantastic.

Thanks so much,
Brian Reynolds
773-419-6980

On Fri, Jun 12, 2026 at 2:25 PM Verbick, Jim <JVerbick@cityofmadison.com> wrote:

Good afternoon,

As you know, on 1/13/2026, the Common Council granted an alcohol license to you for [107 State St](#) for Capitol Club 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 7/13/2026 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.
- You will need to call **Zoning** at (608) 266-4551 to discuss the zoning regulations that would affect your establishment.

- **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 1/13/2026, 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, 6/15/2026. This extension would go before the Alcohol License Review Committee for a recommendation to the Common Council's July meeting. If you have any questions, do not hesitate to ask.

Sincerely,

Jim Verbick, WCMC

(pronouns: he/him/his)

Licensing Lead

City of Madison City Clerk's Office

City-County Building-Room 105,
[210 Martin Luther King Jr. Blvd. 53703](#)
TEL: (608) 266-4601 | FAX: (608) 266-4666

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