

From: [Susan McKinney](#)
To: [Verbick, Jim](#)
Subject: Re: Alcohol License Granted - MCKO LLC
Date: Friday, May 3, 2024 6:33:02 PM

Hi Jim,

I'd like to ask for an extension to be able to pick up my liquor license for 118 State St. - Lic LICLIB-2023-00664 - as I just closed on the purchase of the building one month ago, and still have ahead, building permits, renovation and then fire and building inspections. Could I please extend the period of time to pick up the license for a couple of months - say 4 to 6 months please?

Let me know if you wish me to provide further information.

Thank you!
Susan McKinney
Cielo - 118 State St.
608 217-1031

On Tue, Mar 12, 2024 at 3:44 PM Susan McKinney <susanmckinney123@gmail.com> wrote:

Thank you!

On Tue, Mar 12, 2024 at 2:25 PM Verbick, Jim <JVerbick@cityofmadison.com> wrote:

Good afternoon,

It will be LICLIB-2023-00664.

Sincerely,

Jim Verbick, WCMC

(pronouns: he/him/his)

Deputy Clerk

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

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

"We exist to assist"

From: Susan McKinney <susanmckinney123@gmail.com>
Sent: Tuesday, March 12, 2024 12:29 PM
To: Verbick, Jim <JVerbick@cityofmadison.com>
Subject: Re: Alcohol License Granted - MCKO LLC

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

Hi Jim,

Sue from Sotto and Cielo, 118 State Street here. I haven't picked up my liquor license yet, but intend to, because I am waiting to close on the purchase of the building at 118 State St and then get the inspections noted in your email.

Presently I am seeking insurance for the building and business and an insurer is asking for the liquor license number. Is there a license number assigned to 118 State Street or is the answer that I don't have a number yet?

Thank you!
Susan McKinney

On Fri, Nov 17, 2023 at 3:33 PM Verbick, Jim <JVerbick@cityofmadison.com> wrote:

Good afternoon,

Congratulations! The Common Council granted your liquor/beer license application at the 11/7/2023 meeting. 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 or binspection@cityofmadison.com.
- **Fire Inspection** —It is your responsibility to schedule this inspection by

calling the Fire Department at (608) 266-4420 or fireprevention@cityofmadison.com.

- You will need to call **Zoning** at (608) 266-4551 or zoning@cityofmadison.com 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.*

On your application, you affirmed on question 33 to agree with the Statement of Intent (as part of Madison General Ordinance 38.05(3)(a)12) to complete all the above steps and be issued your license within 180 days of the Common Council granting your license. If you do not complete these steps and have your license issued within 180 days of granting, the license shall be considered surrendered. Per the ordinance, if construction activities will delay your inspections, you may petition the Common Council for an extension of this deadline. You should submit your request and proof of these delays to the clerk's office at least a month in advance of the deadline. Your request will go before the ALRC, followed by the Common Council's final action.

Please also reference this brochure for more information:

<https://www.cityofmadison.com/clerk/documents/licensing/AdditionalAppBrochure.pdf>.

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

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