

From: [Palmer, Kelly](#)
To: [Verbick, Jim](#)
Subject: RE: Deadline for Alcohol License Issuance Approaching - Hy-Vee Inc
Date: Wednesday, September 15, 2021 12:36:54 PM

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

Jim,

Construction delays.

Thank you for your help.

Let me know if you need anything else.

Thanks,
Kelly

From: Verbick, Jim [mailto:JVerbick@cityofmadison.com]
Sent: Wednesday, September 15, 2021 12:10 PM
To: Palmer, Kelly <KPalmer@hy-vee.com>
Subject: RE: Deadline for Alcohol License Issuance Approaching - Hy-Vee Inc

Good afternoon,

Sure. Can you explain the reason for a request, such as construction delays, or whatever the situation is? Once I have that, I will put the request on the ALRC agenda, including the explanation.

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 | Follow us on Twitter [@MadisonWIClerk](#)

"We exist to assist"

From: Palmer, Kelly <KPalmer@hy-vee.com>
Sent: Wednesday, September 15, 2021 11:30 AM

To: Verbick, Jim <JVerbick@cityofmadison.com>

Subject: RE: Deadline for Alcohol License Issuance Approaching - Hy-Vee Inc

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

Jim,

Could we please request an extension?

Thank you,
Kelly

From: Verbick, Jim [<mailto:JVerbick@cityofmadison.com>]

Sent: Tuesday, September 14, 2021 1:28 PM

To: Palmer, Kelly <KPalmer@hy-vee.com>

Subject: Deadline for Alcohol License Issuance Approaching - Hy-Vee Inc

EXTERNAL MESSAGE Use caution when opening attachments, clicking links, or responding to requests for information.

Good afternoon,

As you know, on 3/2/2021, the Common Council granted an alcohol license to you for 7475 Mineral Point Rd for Hy-Vee Inc. 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 should have been issued by 9/2/2021, but we will allow a deadline of 10/5/2021 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.

�. **Health Inspection** —It is your responsibility to schedule this inspection by calling the Health Department at (608) 242-6515.

�. **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. *Checks should be made payable to City Treasurer.*

If your license is not issued by 10/5/2021, 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 Council must grant your extension prior to the deadline. In order to get on the Alcohol License Review Committee agenda, your request and any relevant documentation for request must be received at least a week before the meeting, on 9/22/2021. 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
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