

**Office of the City Clerk**

**Tara McMenamin**

City Clerk

Amber Pfeiffer

Asst. Clerk/Treasurer



**City of Racine, Wisconsin**

City Hall  
730 Washington Ave. Room 103  
Racine, Wisconsin 53403  
(262) 636-9171  
Fax: (262) 636-9298  
Email: [clerks@cityofracine.org](mailto:clerks@cityofracine.org)

CERTIFIED MAIL

May 15, 2025

Honors Racine LLC  
Donna Paschen  
1330 Washington Ave  
Racine, WI 53403

Donna Elise Paschen  
3513 Washington Ave  
Racine, WI 53405

Dear Ms. Paschen:

Please be informed that the Public Safety and Licensing Committee will meet at 5:00 P.M. in City Hall, Room 207, on Wednesday, May 28<sup>th</sup>, 2025.

It is requested that you appear at this meeting to discuss your possible non-renewal of the "Class B" license, which is held at 1330 Washington Ave, due to the absence of an active Wisconsin Seller's Permit Number.

Please be informed that the **AGENTS APPEARANCE IS MANDATORY** and failure to appear may result in a suspension or revocation of your license.

If you have any questions, please call our office at 636-9171.

Sincerely,

Noemi Zavala  
Customer Service Specialist II  
City of Racine