

**Office of the City Clerk**

**Tara McMenamin**

City Clerk

**Sam Williams**

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

October 06, 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, October 15, 2025.

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

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