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**Office of the  
City Attorney  
Racine, Wisconsin**



**Scott R. Letteney**  
City Attorney

**Stacey Salvo**  
Paralegal

**Karen J. Wirtz**  
Paralegal

**Maricela Mora**  
Administrative Assistant

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September 10, 2024

Honors Racine, LLC.  
Donna Elise Paschen, Agent  
1330 Washington Avenue  
Racine, Wisconsin 53403

Donna Elise Paschen  
3513 Washington Avenue  
Racine, Wisconsin 53403

RE: Operating without a license

Dear Mrs. Paschen,

I sent you an email on August 13<sup>th</sup> and left you a voicemail on August 15<sup>th</sup> informing you that you are not currently licensed to operate Honors Racine at 1330 Washington Avenue. The former license for Mr. Kools was conditionally surrendered upon the approval for a new license for Honors Racine, LLC, which occurred on July 16, 2024. However, as of today's date, you have not been issued an alcohol beverage license by the City Clerk to operate Honors Racine.

As I understand it, you failed your last inspection with the Building Department and are still in the process of obtaining an occupancy permit to operate as Honors Racine. The Building Department must approve your occupancy permit before your alcohol beverage license may be issued. Until you have been issued an alcohol beverage license by the City of Racine and have the license in hand, you may not operate Honors Racine or sell alcoholic beverages. Doing so constitutes both a statutory and ordinance violation for which you may be prosecuted.

Despite the voicemail and email mentioned above, the Public Safety and Licensing Committee has received information that you are still operating as Honors Racine. On September 10, 2024, the Committee issued a formal expression of concern against you under section 6-27 of the Ordinance. You are thereby required to appear before the Committee on September 25, 2024, at 5:00 p.m., in City Hall Room 207. Failure to appear at that time may constitute cause for suspension and/or revocation.

s/Nhu H. Arn  
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Cc: City Clerk, RPD

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