

From: [Ann Marie Neff](#)
To: [Tedrick Timmons](#)
Cc: [Rebecca Grill](#); [Janel Lemanske](#); [Nicholas Cerwin](#)
Subject: RE: West Allis Wine License application and occupancy
Date: Thursday, February 11, 2021 2:28:00 PM
Attachments: [Scanned-image02-11-2021-183354.pdf](#)

Yes, Thank you.

Pending a review by the City Attorney Office and the License & Health Committee, the application appears to be in order.

We accept cash, check or money order only for payments.

When we receive payment either in person or in the night drop box located on the parking lot side of City Hall, to the east of the glass doors, 7525 W. Greenfield Ave., we are required to hold the application for 15 days before the License & Health Committee and Council can act on it.

Here would be the time line for submittal to council introduction:

<u>If we receive payment by</u>	<u>It may go to Council</u>
February 15, 2021, 5:00 p.m.	March 2, 2021
March 1, 2021	March 16, 2021
March 22, 2021	April 7, 2021

You will receive an email regarding a virtual appearance with the License & Health Committee to explain discuss your experience, application and business plan.

Be sure to apply for the Occupancy Permit

Business Occupancy Permits link <https://www.westalliswi.gov/133/Business-Occupancy-Permit>

Before you may begin selling alcohol, wine or beer, you must have an approved Occupancy Permit and an alcohol license must be issued and posted,

You are required to have completed inspections from

Fire (414-302-8901),

Health (414-302-8600) (Health is also where you would apply for the food permit) and

Building Inspections (414-302-8400) (electrical and or plumbing inspections) and acquired an

Occupancy Permit from Building Inspections.

Ann Marie Neff

Administrative Support Specialist | Clerk's Office

City of West Allis

7525 W. Greenfield Ave. | West Allis, WI 53214

Office: 414-302-8202 | Dept: 414-302-8220

thatswhywestallis.com

From: Tedrick Timmons [mailto:tedricktimmons@thecandleco.com]

Sent: Thursday, February 11, 2021 2:10 PM

To: Ann Marie Neff

Subject: Re: West Allis Wine License application and occupancy

Here are the updates as you have requested. Please let me know if these corrections are appropriate.

Thanks,
Tedrick Timmons

On Feb 11, 2021, at 12:10 PM, Ann Marie Neff <ANeff@westalliswi.gov> wrote:

Correction on the license fee to \$300. See below.
My apologies.

Ann Marie Neff
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City of West Allis
7525 W. Greenfield Ave. | West Allis, WI 53214
Office: 414-302-8202 | Dept: 414-302-8220
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From: Ann Marie Neff
Sent: Thursday, February 11, 2021 11:01 AM
To: Tedrick Timmons
Cc: Rebecca Grill
Subject: RE: West Allis Wine License application and occupancy

Tedrick,

Thank you for your application and paperwork.
Just a couple things I noticed as I reviewed it.

And the fees due are:

\$15 Publication

\$15 Record Check Fee

\$300 License Fee (remember this license expires June 30, 2021. You will receive a renewal notice in April)

\$330 Total Due

On your auxiliary Questionnaire it asks for your last 2 employers. You left that blank.

Please complete.

On the Appointment of Agent form

“to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/ organization/limited liability company having or applying for, a beer and/or liquor license for any other location in Wisconsin?”

the yes or no box needs to be checked
a signature of an officer or member needs to sign to appoint you agent.
Even if it is just you, we require your signature there

I noticed you checked The Candle Company is an LLC and the Articles of Incorporation paperwork reflect that name.
However, your Wisconsin Department of Revenue Seller's Permit does not say LLC. Is this just an oversight on the paperwork?
Please update your application in all places to reflect The Candle Company, LLC

The doing business name will be The Candle Company?
What part does (The Vibe Candle Bar) play for the name of the business or the entity?

Ann Marie Neff
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From: Tedrick Timmons [mailto:tedricktimmons@thecandleco.com]
Sent: Thursday, February 11, 2021 10:30 AM
To: Ann Marie Neff
Cc: Tedrick Timmons
Subject: Re: West Allis Wine License application and occupancy

Here is the completed application for the wine license for The Candle Company.

Thanks,
Tedrick Timmons

On Jan 14, 2021, at 4:51 PM, Ann Marie Neff <ANeff@westalliswi.gov> wrote:

Mr. Timmons:
Attached is the application packet (which was previous sent on October 30, 2020) to apply for your alcohol license for the premises at 8100 W. National Ave. Your business plan has a bit confused as to whether you are selling candle with wine for off premise consumption or if you are serving wine for on premise consumption during your classes and for entertainment and recreational purposes.
A Class A Liquor allows samples (free) and bottle purchases for off premise consumption.
A Class B Tavern allows for sales of wine for on premise consumption.

These are 2 different types of licenses. You are only allowed one license per address.

We are required by law to hold an application for 15 days before council can act on the application. Keep that in mind for your timeline.

Please let us know if you have any further questions.

Ann

Attached you will find the packet for a New alcohol license application. You had stated you were interested in packaging wine with candles. You would be applying for a Combination Class A Liquor License. This is the only type of license that would allow you to sell wine for off premise consumption and allow you to do wine sampling. The fee is prorated depending on the month you submit the application. (see the chart on the first page). You may call or email me for clarification if needed.

There is a publication fee (\$15)

A record check fee (\$15) is charged for each person listed on the application that lives in the state of WI.

Page 2-3 Is the state application

Page 4 Each member including the agent needs to have an auxiliary form filled out and signed.

Page 5 The agent also needs to complete the Schedule for appointment of agent and a member of the organization needs to sign it.

Page 6 We require a detailed floor plan per the instruction sheet

Page 7-8 The plan of Operation form needs to be submitted with the application

Page 9-10 Public Entertainment form not needed for a Class A license

We accept cash, check or money order for payment when the application is submitted. (license fee, record check fees, and publication fee).

Minimum payment at the time of applying would be \$200 plus, publication, plus record check fees.

We hold an application for fifteen (15) days before it is introduced to the License & Health Committee for recommendation to the Council for the final vote.

Before you may begin selling alcohol, wine or beer, a license must be issued and posted, you are required to have completed inspections from Fire (414-302-8901),

Health (414-302-8600) (Health is also where you would apply for the food permit) and

Building Inspections (414-302-8400) (electrical and or plumbing inspections) and acquired an Occupancy Permit from Building Inspections.

Business Occupancy Permits link

<https://www.westalliswi.gov/133/Business-Occupancy-Permit>

Please feel free to reach out if you have any further questions or concerns.

Ann Marie Neff

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City of West Allis operations continue during COVID-19. City offices are open to the public with limited hours. City Hall public hours are 11:30 a.m. - 4:30 p.m., Monday - Friday. Access to the building will only be available through the south entrance. Visitors to the building will be greeted at our new customer service center and, if needed, escorted to their destination within the building. Many City services can be accessed online at www.westalliswi.gov/mycityhall or by appointment with specific departments.

The City of West Allis is subject to Wisconsin Statutes related to public records. Unless otherwise exempted from the public records law, senders and receivers of City of West Allis e-mail should presume that e-mail is subject to release upon request, and is subject to state records retention requirements. See City of West Allis full e-mail disclaimer at <http://www.westalliswi.gov/emaildisclaimer>

<New License application packet.pdf>

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