



Office of the  
Clerk  
106 Jones Street  
PO Box 477  
Watertown, WI 53094-0477  
(920) 262-4006

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June 16, 2025

Dawn A Patzer

Dear Ms. Patzer:

The City of Watertown retains broad discretionary authority in denying, recommending denial, or granting or recommending granting of license applications based on the City of Watertown's Licensing Guidelines as adopted by the Licensing Board. The City's Police Department used these guidelines when reviewing your application to make recommendation that you should not be issued a Beverage Operator License based on the following:

**CATEGORY V.** *(Applicants who have pending matter for any related charge as of the date of application, are not eligible for a license or a renewal of a license, if a conviction of the offense would place the applicant in any other category. The applicant may re-apply when the underlying matter is concluded.)*

If you wish to appear at the Licensing Board meeting on July 9, 2025, at 4:15 p.m., the meeting will be held in person at City Hall, 106 Jones St. Watertown WI 53094 in room 2044 and virtually at: <https://us06web.zoom.us/join> Meeting ID: 917 858 0897 Passcode: 53094 One tap mobile +16469313860  
<https://us06web.zoom.us/j/9178580897?pwd=eUOpCUyviV65zIPMYImMdPU1LVLx5I.1>

Your license application may be discussed in a closed session part of the meeting during which you will have an opportunity to state the reason you feel your application should be approved. The licensing board will then return to open session and take a vote. After the Licensing Board has made their decision, it will then be brought to the City Council for their approval or denial at the following regularly scheduled City Council meeting (3<sup>rd</sup> Tuesday of the month, 7pm, Watertown City Hall Council Chambers).

If you have any questions, please feel free to contact me. The appeal process is outlined in the Wisconsin State Statute Chapter 125.12(2) (d).

Sincerely,

Megan Dunneisen, City Clerk  
[cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov)