



CITY OF ANN ARBOR REDEVELOPMENT LIQUOR LICENSE PRE-APPLICATION QUESTIONNAIRE

Instructions to Applicants: If you are applying for a City of Ann Arbor Development District License, within the Downtown Development Authority Area (see map), this form must be completed prior to filling out the City of Ann Arbor New Liquor License Application Form. The new application form will not be accepted without a completed pre-application questionnaire. **Please include copies of two pieces of personal identification.**

Please indicate, by checking YES or NO, if your establishment meets the following criteria.

1. Is the business to be licensed within the geographic boundaries of the City of Ann Arbor Downtown Development Authority District? ☒ **Yes** ☐ **No** (Please indicate proposed location on the attached map.)

Complete name and address of business to be licensed Recess Cafe, LLC, 208 S. Ashley St. Ann Arbor, MI 48104
Personal Property ID (for existing businesses) _____

2. Applicants for development district licenses, must demonstrate to City of Ann Arbor and the Michigan Liquor Control Commission (MLCC), at the time of investigation, that the amount expended for the rehabilitation or restoration of the building that houses the licensed premises shall be not less than \$75,000 over a period of the preceding five years or a commitment for a capital investment of at least that amount in the building that houses the licensed premises, which must be expended before the issuance of the license. At the time of application, can your business demonstrate this requirement?
☒ **Yes** ☐ **No** (Please attach supporting financial information for verification.)
3. Will the licensed business engage in dining, entertainment or recreation, that is open to the general public, with a seating capacity of not less than 25 persons? ☒ **Yes** ☐ **No** (Please attach current or proposed floor plan that supports seating capacity.)
4. Will the licensed business generate 50% or more of its revenue from food and non-alcoholic drink sales? ☒ **Yes** ☐ **No**
5. What type of on-premise sales are you interested in applying for? Check all that apply. (Checking the boxes does not guarantee award of any or all categories.)
☒ **Beer** ☒ **Wine** ☒ **Spirits (hard liquor)**
6. Please describe (on an attached sheet) how your business will do the following, if issued a license:
- Prevent deterioration in the DDA district and promote economic growth by:
 - creating new employment opportunities
 - adding new tax value through the purchase of new equipment and/or building improvements
 - Represents a desired land use as determined by the City's area master plan and zoning requirements.
 - Contribute to the mix of dining/drinking, entertainment and recreational existing establishments (describe unique characteristics)

12/8/2024

Thressa Nichols

Signature of Applicant

Date

Printed Name

If any of the above questions have been answered NO, the applicant is not eligible to apply for a Development District License as designated under Michigan State Law (Public Act 501 of 2006). Applicants that cannot meet the minimum criteria will not be considered by the City of Ann Arbor. Do NOT fill out an application.

If all of the above questions have been answered YES, the applicant is eligible to apply for a Development District License. The next step in the application process is to fill out the City of Ann Arbor application form. Attach this completed form to the application and submit with \$150 application fee to the Ann Arbor City Clerk, 301 E. Huron St, Ann Arbor, MI 48104. Fax Number – 734-994-8296. Phone No. – 734-794-6140. A \$600 license fee is due upon approval.

To inquire about other licensing opportunities, including transfers of existing Class C licenses, please contact the Michigan Liquor Control Commission directly. All transferred licenses begin at the State level. MLCC On-Premises Licensing Division - 517-322-1400.

Revised 3/26/15



DEVELOPMENT DISTRICT LIQUOR LICENSES FACT SHEET

Public Act 501 of 2006 amended the Michigan Liquor Control Code, effective December 29, 2006, to allow the Liquor Control Commission (MLCC) to issue public on-premises licenses, in addition to the population-based quota licenses allowed under the Code, to businesses engaged in activities related to dining, entertainment, and recreation, and located in city development districts.

The City Council of Ann Arbor adopted Resolution R-08-024 on February 4, 2008 establishing the Ann Arbor Downtown Development District as a development district for liquor licensing in accordance with the requirements of Public Act 501 of 2006 and the MLCC. The City of Ann Arbor has filed all required documentation for the certification of the development district by the MLCC (certified copy of Resolution R-08-024, the required map reflecting and outlining the designated development district within the boundaries of the City, and an affidavit from the City Assessor, certified by the City Clerk, stating the total amount of investment in real and personal property within the development district during the preceding five years.) and been advised that it has met the monetary threshold for 807 licenses.

To receive a Development District Liquor License an applicant must be approved by the City and the MLCC. An application for a license will not be authorized for investigation until the MLCC has received a City resolution which approves the applicant at a specific location "above all others."

Applicants must complete a City application and file it with the City Clerk with all required supplemental documentation and the City application fee. Application fees are established by resolution of City Council and the application package can be obtained from the City Clerk's office. The City will review the application and make a determination as to whether the applicant is approved "above all others" at the designed premises. The City may make investigations it considers proper in connection with the approval process or as required by City ordinances.

Upon receipt of the documentation from the City, and all necessary MLCC application forms, other required documents and inspection fees, the application will be authorized for investigation by the MLCC. The initial enhanced license fee for development district licenses is \$20,000.

Applicants for development district licenses must demonstrate, at the time of the investigation by the MLCC, that:

- ☐ The amount expended for the rehabilitation or restoration of the building that houses the licensed premises shall be not less than \$75,000 over a period of the preceding five years or a commitment for a capital investment of at least that amount in the building that houses the licensed premises, which must be expended before the issuance of the license.
- ☐ That the licensed business is engaging in dining, entertainment or recreation, that is open to the general public, with a seating capacity of not less than 25 persons.

Individuals considering applying for a development district liquor license should be aware of the following restrictions.

- ☐ A licensee may transfer ownership of the license; however, this type of license may not be transferred to another location.
- ☐ If the licensee goes out of business, the licensee must surrender the license to the MLCC. The City may approve another applicant within the development district to replace the licensee who has surrendered the license to the MLCC.
- ☐ The applicant must state and demonstrate that an attempt to secure an appropriate on-premises escrowed license or quota license which may be available within the city in which the applicant proposes to operate.

This fact sheet has been prepared for informational purposes only. Individuals considering applying for a development district liquor license are advised to contact a lawyer for advice on the application process. General informational inquiries can also be directed to the Michigan Liquor Control Commission.

Effective Date: April 30, 2008

Prepared by: City of Ann Arbor, City Attorney's Office



CITY OF ANN ARBOR
APPLICATION FOR NEW LICENSES

Date: _____

Instructions: This application must be completed and returned with a \$150 application fee for each license before it can be considered. All answers must be typed or printed. Sign the completed form in ink and return to the City Clerk, 301 E. Huron St., Ann Arbor, Michigan 48104. MAKE ALL CHECKS OR MONEY ORDERS PAYABLE TO THE CITY OF ANN ARBOR, MICHIGAN.

| | |
|--|--|
| 1. Applicant identification-all applicants | |
| Name of individual, partnership, corporation or limited liability company who will hold the license: Recess Cafe, LLC | Contact Person Name: Thressa Nichols |
| Business Street Address: 208 S. Ashley St. | Street Address: 208 S. Ashley St. |
| City/State/Zip Code: Ann Arbor, MI 48104 | City/State/Zip Code: Ann Arbor, MI 48104 |
| Township: Ann Arbor | Business Phone No. () Home Phone No. () |

| |
|--|
| 2. Nature of Application – (Check all that apply) |
| <input checked="" type="checkbox"/> Retail Applicants <input type="checkbox"/> Manufacturer or Wholesale Applicants |

| | |
|--|--|
| 3. Retail Applicants – (Please identify all permits being applied for with this license application) | |
| 3a. Check Type of License | 3b. Check Type of Permits |
| <input type="checkbox"/> SDM <input type="checkbox"/> Class C <input type="checkbox"/> A-Hotel <input type="checkbox"/> B-Hotel <input type="checkbox"/> Tavern <input type="checkbox"/> Club <input type="checkbox"/> SDD <input checked="" type="checkbox"/> Redevelopment <input type="checkbox"/> Other: _____ | <input checked="" type="checkbox"/> Sunday Sales <input type="checkbox"/> Add Bar <input type="checkbox"/> Entertainment Sales <input type="checkbox"/> Outdoor Sales <input checked="" type="checkbox"/> Before / After Hours For: Private parties _____ |

| | | |
|---|--|--|
| 4. New Manufacturer or Wholesale Applicants | | |
| <input type="checkbox"/> Wine Maker <input type="checkbox"/> Small Wine Maker <input type="checkbox"/> Wine Maker Tasting Room <input type="checkbox"/> Micro Brewer <input type="checkbox"/> Small Distiller | <input type="checkbox"/> Manufacturer of Spirits <input type="checkbox"/> Industrial Manufacturer <input type="checkbox"/> Warehouse <input type="checkbox"/> Brewpub | <input type="checkbox"/> Outstate Seller of Mixed Spirit Drinks <input type="checkbox"/> Outstate Seller of Wine <input type="checkbox"/> Outstate Seller of Beer <input type="checkbox"/> Other: _____ |

| |
|---------------------------------------|
| 5. Proposed Licensed Address: |
| 208 S. Ashley St, Ann Arbor, MI 48104 |

| |
|--|
| 6. Briefly describe the business, for example – Drug Store, Restaurant, Party Store, Wholesaler, Wine Maker, etc. |
| Cafe, community and event space |

7. This proposed licensed business will be owned by: (check one)

☐ Me as the individual owner ☐ The named corporation ☒ The named liability company

The following partners (indicate limited partners with an "L" before their name)

Partnership Information: (attach additional sheet if necessary)

| Name of Partners | Home Address | Telephone Number |
|------------------|--------------------------------|------------------|
| Thressa Nichols | ██████████ Ann Arbor, MI 48103 | ██████████ |
| | | |
| | | |

* All partners may be required to complete and submit additional information as part of the application review process, by completing this application applicant agrees to comply with any such requests.

8. Personal Information – Individual Applicants and Partnership Members Only

Date of Birth 07/13/1992 (required to confirm applicant is over 21 years of age)

If you are not a US Citizen – Are you a registered alien? ☐ Yes ☐ No Or, do you have a Visa? ☐ Yes ☐ No

Full name of spouse: Zachary Hodgkin

Have you ever legally changed your name? ☐ Yes ☒ No If Yes, from _____ to _____

Have you been known by other names? ☐ Yes ☒ No List Names: _____

Have you ever been convicted of a criminal offense, including alcohol related infractions (exclude traffic citations)?

☐ Yes ☒ No If Yes, please list charge, date of conviction, location and disposition below.

(Use additional sheet if necessary.)

| CHARGE | DATE | PLACE | DESCRIPTION |
|--------|------|-------|-------------|
| | | | |
| | | | |

List your former occupations for the past 3 years:

| DATE (to/from) | OCCUPATION | EMPLOYER NAME AND ADDRESS |
|------------------------|--------------------------------------|------------------------------|
| <u>02/23 - Present</u> | <u>Vice President of Operations</u> | <u>Snappt, Inc.</u> |
| | <u>Head of People Operations</u> | <u>Genomenon</u> |
| | <u>Director of People Operations</u> | <u>Groundspeed Analytics</u> |

I or my spouse previously held or now hold interest in the following licenses for sale of alcoholic beverages as sole licensee, partner or corporation:

| NAME OF LICENSE | TYPE OF LICENSE | LOCATION | DATE |
|-----------------|-----------------|----------|------|
| | | | |
| | | | |

Do you or your spouse hold any law enforcement powers including powers of arrest? ☐ Yes ☒ No

9. Limited Partnership Applicants Only – is the limited partnership authorized to do business under the laws of Michigan?

☐ Yes

☐ No

Date authorized: _____

10. Corporate & Limited Liability Company Applicants Only -

Attach copy filed or proposed Articles of Incorporation, last annual report/statement filed & attach copy of stock options.

Corporate/LLC Name:

Recess Cafe, LLC

Incorporation/Organization date:

March 29 2024

Incorporated/Organized in what State?

Michigan

Michigan Authorization date:

March 29 2024

Name, Address, Phone Number of Resident Agent:

ZENBUSINESS INC.
221 WEST LAKE LANSING ROAD, STE. 200
EAST LANSING, MI 48823

(Check one of each) ☒ Profit or ☐ Nonprofit Corporation

☐ Public or ☒ Private Corporation

Date last annual report/statement filed with Michigan Corporation and Securities:

| Corporate Officers | Name | Address | Phone Number |
|--------------------|-----------------|------------|--------------|
| President | Thressa Nichols | ██████████ | ██████████ |
| Vice-President | _____ | _____ | _____ |
| Secretary | _____ | _____ | _____ |
| Treasurer | _____ | _____ | _____ |

11. Corporations and Limited Liability Companies – List all persons, companies and other entities that hold or will hold stock interest or membership in applicant entity.

| Name | Address | Phone Number | %Interest |
|--------------------|--------------------------------|--------------|-----------|
| 1. Thressa Nichols | ██████████ Ann Arbor, MI 48103 | ██████████ | 100% |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ |

12. Denial of Application/Revocation of License

(A) Have you, prior to this application, made application(s) for a similar or other license on premises other than described in this application?

☐ Yes ☒ No

If yes, please list date, place and disposition of such application(s).

(B) Have you, prior to this application, been disqualified to receive approval for a license under the laws of the State of Michigan?

☐ Yes ☒ No

If yes, please explain.

(C) Have you ever held a liquor license which has been revoked or not renewed?

☐ Yes ☒ No

If yes, please state reason.

13. Financial Details – All applicants

(A) Source of funds used to establish business, or which will be used to purchase this business, list name, address and amount of all money lenders.

| Name | Address | Amount |
|-----------------|---------------------------------|--------------|
| Thressa Nichols | [REDACTED], Ann Arbor, MI 48103 | \$ \$185,000 |
| | | \$ |
| | | \$ |

(B) Attorney or representative

| | | |
|---------------|--|----------------|
| Daniel Cramer | 339 East Liberty, Suite 200, Ann Arbor, Michigan 48104 | (734) 668-2200 |
| Name | Address | Phone Number |

14. Premises (Answer either A, B, or C.) Applicant shall attach a building and grounds layout diagram (8-1/2 x 11) showing the entire structure, premises, and grounds, and in particular the specific areas where the license is to be utilized. Plans shall demonstrate adequate off-street parking, lighting, refuse disposal facilities, and where appropriate, adequate plans for screening and notice control.

(A) New Construction

Do you need to build a facility at the residence that will hold the license? ☐ Yes ☐ No

If yes, do you have building permits? ☐ Yes ☐ No

If no, when do you plan to get them? _____

If yes, when do you expect construction will begin? _____

If yes, when do you expect construction to be completed? _____

If yes, what is the estimated cost of construction of the facility? \$ _____

When is your anticipated occupancy date/open for business date? _____

Would you build the facility at this location if you do not get a license? ☐ Yes ☐ No

(B) Existing Facility-No Renovation

Is the facility currently occupied? ☐ Yes ☐ No

If yes, do you intend to be licensed under the existing business at this location? ☐ Yes ☐ No

If yes, do you intend to be licensed under the same management? ☐ Yes ☐ No

How long has the existing business be at the location? _____

Are you currently associated with the business operation on site? ☐ Yes ☐ No

If yes, in what capacity are you associated? _____

If no, will you be purchasing the premises? _____

(C) Existing Facility-Renovation

Do you plan to renovate an existing facility? ☒ Yes ☐ No

If yes, what is the estimated cost of the renovation? \$ _____

If yes, when do you expect construction will begin? March 2025

If yes, when do you expect the construction to be completed? May 2025

When is your anticipated occupancy date/open for business date? May 2025

Is the facility currently occupied? ☒ Yes ☐ No

If yes, are you currently associated with the business operation on site? ☐ Yes ☒ No

If yes, in what capacity are you associated? _____

Will it be necessary to temporarily close the facility for renovation? ☒ Yes ☐ No

If yes, how long will the facility be closed? _____

Are you going to renovate the facility if you do not get a license? ☒ Yes ☐ No

15. Employment – (All applicants must complete either A or B section)**(A) Existing Business**

How large is the current staff? (i.e. 1 full-time bartender)

| Number | Full | or | Part-time | Position |
|--------|--------------------------|----|--------------------------|----------|
| _____ | <input type="checkbox"/> | | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | | <input type="checkbox"/> | _____ |

Will you be retaining current staffing levels, expanding current staffing levels, or decreasing current staffing levels if you receive the license? Explain. _____

(B) New Business

How large of a staff do you plan to have? (i.e. 1 full-time bartender)

| Number | Full | or | Part-time | Position |
|----------|-------------------------------------|----|-------------------------------------|--------------------------------|
| <u>1</u> | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <u>Operations Manager</u> |
| <u>6</u> | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | <u>Cafe Associates/Barista</u> |
| _____ | <input type="checkbox"/> | | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | | <input type="checkbox"/> | _____ |

16. Operating Statement – Attach a general operation statement outlining the proposed manner in which the business for which the license being proposed will be operated, including a schedule of the hours of operation, food services, crowd control, and use of facilities.

17. Personal Statement – (App applicants must complete this requirement)

Please describe how this business will enhance the City of Ann Arbor community. What special considerations should we take into account in evaluating your application? PLEASE LIMIT YOUR ANSWER TO 200 WORDS OR LESS. Please attach a separate sheet of paper if necessary.

Ann Arbor is incredibly family friendly as a community, but our downtown is in need of more businesses that cater to the families that make up our community. Recess offers a third space for working families. A place in the heart of downtown where parents are able to get additional work done on a snow day, somewhere they can meet up with friends without having to find childcare. Ann Arbor is experiencing incredible growth, but our populations between 25 and 55 are shrinking year over year. These are people who are buying their first homes and starting families that are invested in our schools and in building a future in our community. Recess makes Ann Arbor more attractive to this population and gives the families already here a place to go when they want to enjoy downtown with their kids.

I have read all of the above answers and they are true. I agree to provide all requested information and to fully cooperate with all City Service Areas requesting any and all additional information provided in this application or any attachment thereto. Any changes that occur after the date of this application, applicant will notify the City Clerk, in writing, within 14-days of such change. I understand that the falsification of the information on this form or any false statements made during investigations may constitute grounds for denial of a license.

I warrant that I am not disqualified to receive a liquor license under the ordinances of the City of Ann Arbor or the laws of the State of Michigan. If granted a liquor license I will not violate any federal or state laws or any ordinance of the City of Ann Arbor in the conduct of business.

Attested to:

12/8/2024

Date of Application

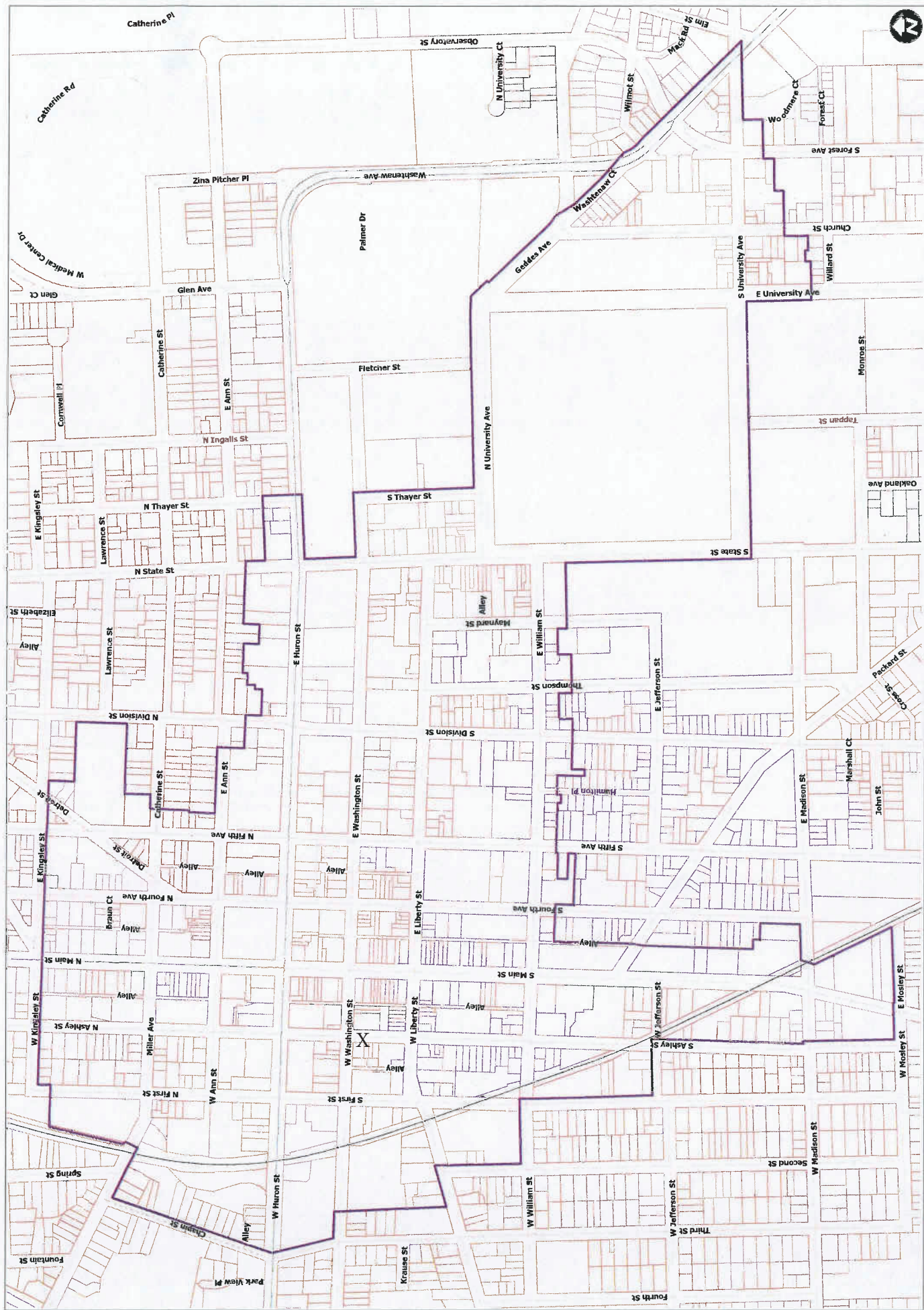


Signature of Applicant
(if applicant is a corporation, include title
of signor)

THRESSA NICHOLS

Name of person completing this
form if not the applicant

DDA Boundary



Copyright 2008 City of Ann Arbor, Michigan

Maps available online:
<http://glasweb.evsishtenaw.org/webiste/mapwasthenaw/>



Map Legend
 Railroads
 DDA
 Parcels

Recess Cafe, LLC. is a family-friendly, community-oriented cafe that operates from **9:00 AM to 7:00 PM** daily, offering a warm and welcoming space for individuals, families, and small groups to enjoy locally sourced food and beverages. Our cafe offers local pastries, bread boards, house-made snacks, artisanal coffee, light drinks, and a carefully curated selection of locally sourced beers and wines. We aim to provide a comfortable environment that fosters social interaction, creativity, and community engagement.

In addition to our regular offerings, we provide our facilities for **small gatherings** and **community workshops**, encouraging a sense of connection and belonging. Our team is dedicated to maintaining a relaxed atmosphere where guests can enjoy their time whether they're here for a quiet moment, a family outing, or an interactive community event.

General Cafe Operations:

Operating Hours:

- **Monday to Sunday: 8:00 AM to 7:00 PM**

Menu Offerings:

- **Locally Sourced Pastries:** Freshly baked daily, featuring a rotating selection of sweet and savory pastries made with local, high-quality ingredients.
- **Bread Boards:** A variety of artisanal breads served with local spreads, cheeses, and cured meats for a shareable, social experience.
- **House-Made Snacks:** A range of light bites, such as granola bars, muffins, and seasonal snacks prepared on-site.
- **Coffee and Light Drinks:** Specialty coffee brewed from locally roasted beans, along with refreshing non-alcoholic beverages such as teas, fresh juices, and flavored waters.
- **Locally Sourced Beers and Wine:** A carefully selected list of local craft beers and wines, offered to guests in a relaxed, responsible setting.

Our team will focus on providing **exceptional customer service** while maintaining an inviting atmosphere. We prioritize quality ingredients and sustainable practices, using eco-friendly packaging and minimizing food waste whenever possible.

Use of Facilities for Small Gatherings and Workshops:

Small Gatherings:

- Recess Cafe is available for **private small gatherings** (up to 30 guests), including birthday parties, book clubs, and family celebrations. We provide a dedicated space for events with customized menu options to suit the occasion.
- Bookings for gatherings are available during normal hours of operations.
- For larger events, we offer personalized planning and coordination services to assist with the setup, menu, and service. We may also accommodate events that fall outside of our traditional hours of operation on special occasions.

Community Workshops:

- We are committed to fostering a creative and educational environment for the community by hosting **community workshops** and events. These could include art classes, tastings led by local experts, mindfulness sessions, or educational talks.
- Workshops are scheduled in advance and are promoted through our website and social media platforms. We provide comfortable seating and necessary materials for these sessions and ensure that the space is conducive to both learning and social interaction.
- All workshops are designed to be **inclusive and family-friendly**, with content suitable for all ages and backgrounds.

Availability and Booking:

- To support the smooth operation of the cafe, we require **advanced booking** for private events and workshops. Guests can reserve space by contacting us via phone or email, and we ask that reservations be made at least **one week in advance** to ensure availability.
- All events and gatherings are subject to a **facility fee**, which varies depending on the nature of the event, number of guests, and any additional services requested (e.g., catering, audio-visual equipment, etc.).

Crowd Control and Customer Safety:

At Recess Cafe, we are committed to creating a safe and welcoming environment for all our guests. This is especially important when hosting small gatherings or community workshops, where the cafe may be busier than usual.

Crowd Control Measures:

- **Seating Capacity:** We maintain a **seating capacity limit** in accordance with local fire codes and safety regulations. For events or workshops, we will provide clear guidelines on seating arrangements and any additional safety protocols.
- **Staffing Levels:** We ensure that we have an adequate number of **staff on hand** during busier periods, particularly for events, to maintain a smooth flow of service and manage larger groups effectively. This includes both front-of-house staff and kitchen support.

- **Event and Workshop Coordination:** For private events and community workshops, we work closely with the organizer to establish clear schedules and expectations, allowing for smooth transitions and minimal disruption to the regular cafe operations. During such events, we ensure that additional staff is available to oversee the crowd and ensure that the space is used safely and responsibly.
- **Monitoring Noise Levels:** We are mindful of noise levels during both regular operations and special events. We ask that customers and event organizers be respectful of the cafe's environment, especially for families with young children or those seeking a quiet place to work or relax.
- **Alcohol Service:** Our alcohol service is limited to our carefully curated list of **locally sourced beers and wines**, and we adhere strictly to all local alcohol regulations. We ensure that all alcohol is served responsibly, and that guests who appear intoxicated are not served further alcohol. We provide **non-alcoholic options** for those who prefer them or are attending events where children may be present.

Safety and Emergency Procedures:

- All staff are trained in **emergency procedures**, including fire safety, first aid, and evacuation protocols.
- Clear **exit signs** and **emergency lighting** are visible throughout the facility to ensure guests can easily find their way out in case of an emergency.

Conclusion:

At Recess Cafe, our goal is to create a community-centric, family-friendly cafe that offers delicious food, excellent beverages, and a space where people can connect and grow. Whether you're here for a morning coffee, a light lunch, or a special community event, we strive to create an atmosphere of comfort, quality, and warmth.

We remain committed to providing a safe, enjoyable environment for our guests and ensure that our operations, including small gatherings, workshops, and general cafe services, are conducted efficiently, responsibly, and in full compliance with all relevant local laws.