



DEPARTMENT OF
**LEGAL AND
ADMINISTRATIVE
SERVICES**

OFFICE OF THE CITY CLERK

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March 26, 2026

**Dong Po Restaurant
719 W. College Ave
Appleton, WI 54914**

Attention: Jian Chen

Dear Alcohol License Holder,

You were previously sent a letter requesting your presence before the Safety & Licensing Committee on April 22, 2026. That meeting has been moved to April 29, 2026. We apologize for any confusion.

The purpose of this letter is to inform you of the status of the demerit points against your alcohol license for the premises known as Dong Po Restaurant, located at 719 W. College Avenue, in the City of Appleton. Furthermore, you are hereby required to attend the Safety and Licensing Committee on **Wednesday, April 29 at 5:30 p.m.** in the Council Chambers, 6th floor of City Hall, to inform the Committee about your efforts to rectify the issues that caused the imposition of any demerit points.

Your establishment recently had a violation for Dispense Alcohol to Minor on January 17, 2026 which resulted in convictions on March 18, 2026. Dispense Alcohol to Minor carries an assessment of 80 demerit points. At this time, the license for this establishment has a total of 80 demerit points assessed against it within the last 24 months.

Please be advised that if any establishment holding an alcohol license accumulates 150-199 demerit points within a 24-month period, the license is subject to suspension for not less than 10 days nor more than 90 days. If any alcohol licensee accumulates 200 or more demerit points within a 36-month period, the license is subject to revocation. A copy of the ordinance was provided to you at the time you received your license.

The City of Appleton Police Department offers free training to help ensure your establishment is operating in a manner that is safe and legal. If you are interested in taking advantage of this free training, please contact Lt. Benjamin Goodin at the Appleton Police Department.

If you have any questions related to this matter, please contact me at 920-832-6443.

Respectfully,

Amy Molitor, City Clerk