



Local Control Commission Meeting

Monday, March 11, 2024, 8:00 PM, City Hall, Contois Auditorium, 2nd Floor

Please click the link below to join the webinar:

<https://zoom.us/j/99037642421>

Or Telephone: +1 305 224 1968 US

Webinar ID: 990 3764 2421

****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7lNoKug676jIf_iUA ****

1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	March 11, 2024 - Local Control Commission Meeting - Monday, March 11, 2024, 8:00 PM, City Hall, Contois Auditorium, 2nd Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

2. Deliberative Agenda

Subject	2.1. First and Third Class Liquor License Applications (2024-2025): Church Street Tavern, 103 Church Street
Meeting	March 11, 2024 - Local Control Commission Meeting - Monday, March 11, 2024, 8:00 PM, City Hall, Contois Auditorium, 2nd Floor
Category	2. Deliberative Agenda
Department	Clerk/Treasurer's Office

Type	Action
Recommended Action	approve the 2024 - 2025 First and Third Class Liquor License Applications for Church Street Tavern, 103 Church Street contingent upon Fire Marshal approval with all standard conditions
Subject	2.2. Outside Consumption Permit Application (2024-2025): Church Street Tavern, 103 Church Street
Meeting	March 11, 2024 - Local Control Commission Meeting - Monday, March 11, 2024, 8:00 PM, City Hall, Contois Auditorium, 2nd Floor
Category	2. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	approve the 2024 - 2025 Outside Consumption Permit Application for Church Street Tavern, 103 Church Street

3. Adjournment

Subject	3.1. Motion to adjourn
Meeting	March 11, 2024 - Local Control Commission Meeting - Monday, March 11, 2024, 8:00 PM, City Hall, Contois Auditorium, 2nd Floor
Category	3. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn



Home (/DLLLicenseManagment/s/)

Application
DLL - Application - 36242

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

DLL - Application Id

DLL - Application - 36242

Business Entity Name

J & V Tavern LLC

Phone number:

Applicant Email

jennrsin@gmail.com (<mailto:jennrsin@gmail.com>)

Renewal Application

Student Name

Applicant Action Comments

License/Permit Location Description

Town Fee

115

Business Entity Phone

802-658-1309

Training Completion Record

Designated Caterers Details

Days Since Last Modified

-1

Estimated time period for alcohol

Name and address from whom you purchase

Lease Expiration Date

Liquor Liability Insurance Policy Number

CPP0011298

Landlord Email

Renewal Change Indicated

Renewal Change Description

URL for Policies & Procedures ¹

URL for Duties ¹

External Status

Application sent to municipality

Town Clerk/ Municipal Jurisdiction

Burlington

Historical Id

1RST

Application Type ¹

License

Application For

First Class Restaurant/Bar License

Mode of Training

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Quantity of Alcohol required

what purpose this alcohol is used to be

Where is this alcohol to be used

pdch# 557726

2/5/24

Jo

\$160.00



Home (/DLLLicenseManagment/s/)

Application
DLL - Application - 36399

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

✓ Application Information

DLL - Application Id

DLL - Application - 36399

Business Entity Name

J & V Tavern LLC

Phone number:

Applicant Email

jennrsin@gmail.com (<mailto:jennrsin@gmail.com>)

Renewal Application

Student Name

Applicant Action Comments

License/Permit Location Description

Town Fee

0

Business Entity Phone

802-658-1309

Training Completion Record

Designated Caterers Details

Days Since Last Modified

-1

Estimated time period for alcohol

Name and address from whom you purchase

Lease Expiration Date

Liquor Liability Insurance Policy Number

CPP0011298

Landlord Email

Renewal Change Indicated

Renewal Change Description

URL for Policies & Procedures ¹

URL for Duties ¹

External Status

Application sent to municipality

Town Clerk/ Municipal Jurisdiction

Burlington

Historical Id

3RST

Application Type ¹

License

Application For

Third Class Restaurant/Bar License

Mode of Training

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Quantity of Alcohol required

what purpose this alcohol is used to be

Where is this alcohol to be used

CHURCH STREET TAVERN

Burlington, Vermont - (802) 658-1309

FOOD MENU

SOUPS

Homemade Chili

Topped with Monterey Jack cheese.

Cup	5	Bowl	7
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French Onion Soup

With melted swiss & provolone cheese.

Cup	5	Bowl	7
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SALADS

Salads

Add Chicken or Shrimp to any salad

Chicken	6	Shrimp	7
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House Salad

Fresh Cut Greens Topped with Assorted Vegetables
and Your Choice of Dressing.

10

Caesar Salad

Crisp Romaine Hearts Tossed with Parmesan Cheese
& Caesar Dressing.

12

Dressings

Balsamic Vinaigrette, Ranch, Blue Cheese, Italian,
Russian, Oil & Vinegar, Raspberry Vinaigrette

APPETIZERS

Chicken Tenders

Breaded Chicken Tenders, Served with Sweet & Sour
Sauce.

11

Buffalo Chicken Tenders

Breaded Chicken Tenders Coated with a Buffalo-Style
Sauce. Served with Blue Cheese.

13

Tavern Nachos

Tortilla Chips topped with Homemade Salsa,
Monterey Jack Cheese, Fresh Jalapenos, Onions,
Tomatoes and Black Olives. Served with Sour Cream
Upon Request.

11

Nacho Add On's

Add any of the below to your Tavern Nachos

Chicken	6	Chili	4	Pulled Pork	5
Guacamole		3			

Chicken Wings

Choice of: Hot, Barbeque, Honey Habenero, Teriyaki
Sauce or Double Dipped. Served with Blue Cheese and
Celery.

6 Wings	9	12 Wings	16
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Mozzarella Sticks

Five Mozzarella Sticks Served with Marinara Sauce.

9

Roasted Garlic Mushrooms

Half Basket of Deep Fried Garlic Mushrooms, Served
with Ranch Dressing.

8

Chili Cheese Fries

The Tavern's signature french fries topped with our
delicious, homemade chili.

11

Share A Side

FF's-House/Waffle/Tots	6	Sweet FF's	8
Onion Rings	8		

SANDWICHES

All sandwiches served with choice of chips, coleslaw or
vegetable of the day.

Tavern Burger

Our Classic Burger Grilled to Your Liking with a Choice of Cheddar, Swiss, Provolone, Blue Cheese. Served on a White Roll with Lettuce, Tomato, and Sliced Onion.

15	Add Bacon	2	Add Jalapenos	1	Add Chili
----	-----------	---	---------------	---	-----------

2

Tavern Cheese Steak

Shaved Steak Sauteed with Onions and Peppers, Served in a Baguette with Provolone Cheese.

15

Chicken Teriyaki

Marinated Chicken Breast, topped with Bacon and melted Swiss Cheese. Served on a White Roll with Lettuce, Tomato and Onion

15

Chicken Caesar Wrap

Sliced, Marinated Chicken Breast Tossed with Caesar Salad, Wrapped in a Warm Tortilla.

15

Chicken Teriyaki Philly

Sliced marinated breast of chicken grilled with onions and peppers, served in a baguette with tarragon mayonnaise and melted provolone cheese.

15

Fiery Chicken Wrap

Four spicy chicken strips with lettuce, tomato, monterrey jack cheese and ranch dressing wrapped in a flour tortilla.

15

California Chicken Wrap

Four spicy chicken strips with guacamole, lettuce & monterrey jack cheese wrapped in a flour tortilla.

15

Tavern Turkey Bacon Wrap

Turkey Breast, Bacon, Cheddar, Lettuce and Tomato in
a Flour Tortilla with our Maple Mayo

15

Pulled Pork Sandwich

Hickory flavored BBQ Pulled Pork served on Toasted
Baguette with Melted Provolone Cheese

15

Grilled Reuben

Corned beef on grilled rye bread, sauerkraut, melted
Swiss cheese and house-made Russian dressing.

15

Veggie Burger

Grilled Garden Burger Topped with Cheddar Cheese,
Served on a White Roll with Lettuce, Tomato, and
Sliced Onion.

14

Tavern Grilled Cheese

White bread with American Cheese

Sandwich Add On's

FF's/Waffle	FF's/Tots	3	Onion Rings/Sweet
Potato FF's	3	Small House Salad	4

DELI SANDWICHES

Deli Sandwiches

Choice of Wheat, White, Baguette, or White Roll.

Served with Lettuce, Tomato, Sliced Onion,
Mayonnaise, & a Side of Chips.

Roast Turkey	10	BLT	10	Tuna Salad/Tuna
		Melt	10/11	

Tavern Hot Dog Deal

One or two hot dogs served with chips and pickles.

One Hot Dog	6	Two Hot Dogs	8
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SELECT ANOTHER MENU...

FOOD MENU

KIDS MENU

BEERS ON TAP

ADDRESS

Church Street Tavern

103 Church Street

Burlington, Vermont 05401

(802) 658-1309

HOURS OF OPERATION

Monday 11:30am - 9pm

Tuesday 11:30am - 9pm

Wednesday 11:30am - 9pm

Thursday CLOSED

Friday 11:30am - 10pm

Saturday 11:30am - 10pm

Sunday 11:30am - 9pm

CONNECT

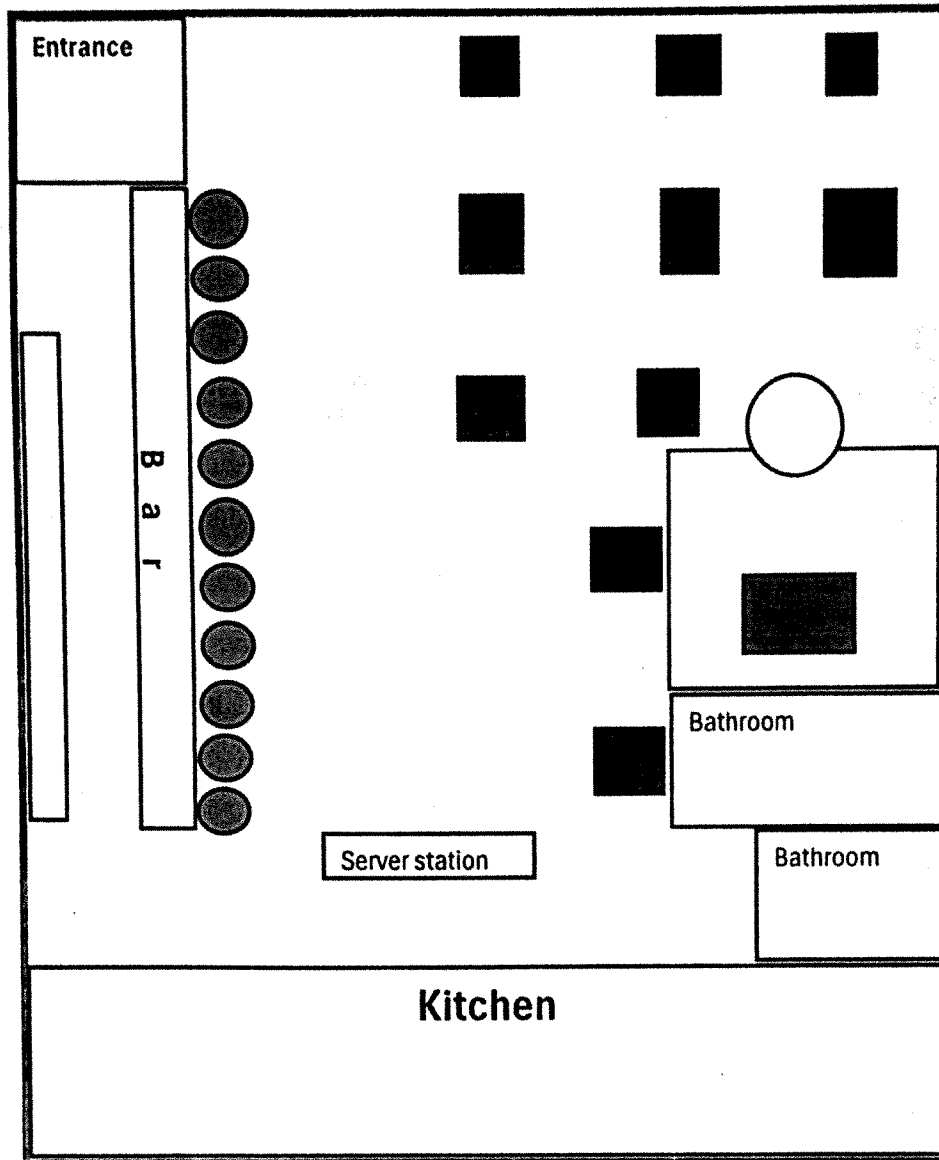


© 2024 Church Street Tavern. All rights reserved. | [Site map](#)
Websites for Restaurants by [Flavor Plate](#)

BACK TO TOP 

Church St

First floor seating diagram



 High top seating 4-6

 Barstool seating

 ADA Seating



Certificate ID# 00094040

TRAINING CERTIFICATE

Student Name: **Jennifer Sinclair**

Course Name: **First Class (On Premise)**

Date Completed: **January 31, 2023**

Expiration Date: **January 31, 2025**

Training Method: **DLC Online Training**

Score: **95** Transferable?: **YES**

By signing below, I am confirming the above training completion information is true and accurate.

Student Signature

Date Signed

Vermont Department of Liquor and Lottery 1311 US Route 302, Suite 100, Barre, VT 05641 liquorcontrol.vermont.gov
(802) 828-2339 (p) (802) 828-1031 (f) DLL.DLCEduTeam@vermont.gov

A handwritten signature in black ink, appearing to read "Jennifer Sinclair".



CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Victoria Cole

FOR COMPLETING

1st Class Server Training Program 2024 (Final Exam)

COMPLETION DATE

January 3, 2024

SCORE

90%



LIQUOR LICENSE

NEW APPLICANT QUESTIONNAIRE

D/B/A (Business Name) Church Street Tavern

Contact person Jennifer Sinclair Contact Phone 603-321-2722

1. Have you ever had a liquor license before? If yes, please explain.

Yes Current Splash@theBoathouse
previous Barkaters Restaurant
Clover House

2. Please describe your experience serving or selling alcohol?

I have been working in the restaurant
industry for 20 years

3. Are you familiar with the laws relating to the sale of alcohol in Vermont? Have you completed the training required by DLC? Have your employees? If not, what is your plan for training?

Yes. Yes. Yes all employees have
online DLC training

4. Have you had an opportunity to meet with an inspector from the Department of Liquor Control?

No

5. How many employees will you have?

10-15

6. What is/will the square footage of the public space and what is/will be your occupancy load??

80 people occupancy
3,000 sq ft. public space

7. What kind of precautions will you take to prevent underage sales?

to follow and enforce liquor
laws

Please note that your application will not go before the License Subcommittee until this application has been satisfactorily completed and returned to the Clerk's Office



May 1, 2024 ---- April 30, 2025

CITY OF BURLINGTON
Liquor License Supplemental Questionnaire

☒ New ☐ Renewal

PART I--ORGANIZATION

1. Corporation/Sole Proprietor name J E V Tavern LLC
2. D/B/A (Business Name) Church Street Tavern 3. Bus. Phone 802-658-1309
4. Business Address 103 Church St
5. Contact person Jenn Sinclair 6. Contact Phone 603-321-2722
7. Email Address: jennarsin@gmail.com

PART II--OPERATION

1. Regular Hours of Operation:

Sunday 11-10 Wednesday 11-10 Saturday 11-10
Monday 11-10 Thursday 11-10
Tuesday 11-10 Friday 11-10

2. Occupancy Load 80 3. # of Restrooms 2 4. # of Egresses _____
5. Date of last Fire/Safety Check Sep 2023

PART III--MANAGER OF RECORD

Please provide the following information on the manager of record.

Manager of Record Jennifer Sinclair

Home Address 207 Edgewood dr

Phone nu _____ Social Security Nun _____

Driver's License # _____ Date _____ of Bir _____

WITHIN THE PAST SEVEN YEARS HAS THE MANAGER BEEN CONVICTED OF A FELONY OR A VIOLATION OF STATE OR FEDERAL NARCOTICS LA' _____

ANY PENDING CHARGE _____



LOCAL CONTROL COMMISSION

Standard Liquor License Conditions: 2024-2025 License Year

The Local Control Commission hereby establishes the following standard conditions to be placed on all liquor licenses for the 2024-2025 Permit Year. By signing below, the Licensee agrees that it shall comply with all of the standard conditions in addition to any special conditions added to its specific liquor license.

Standard Liquor License Conditions

Class A Conditions--All Liquor Licenses

1. Licensee agrees that it shall comply with all City and State conditions, laws, ordinances and regulations and that the failure to do so may result in the City Council suspending or revoking the permit for violation of this condition.
2. Licensee agrees that it shall comply with all local, state, and federal orders, directives, regulations, guidance, and advisories relating to a public health emergency, and that the failure to do so may result in the City Council suspending or revoking the permit for violation of this condition.
3. Licensee agrees that it will ensure that lighting in its establishment is illuminated such that inspectors, law enforcement officers, the licensee and its agents shall be able to read the identification cards of persons throughout the interior of the establishment.
4. Licensee agrees that it will ensure that patrons waiting to enter their establishments leave the sidewalk adjacent to the establishment open for pedestrians to pass.
5. Licensee agrees that it will maintain the public right-of-way adjacent to its premises clear of all refuse and debris (i.e. paper, glass, **cigarette butts**, etc) and understands that failure to do so may result in the Local Control Commission imposing a suspension for repeated violations of this condition.
6. Licensees acknowledges and agrees that discounting practices are prohibited that encourage overconsumption of alcohol (i.e. happy hours, two for ones, all you can drink for a set price, free alcohol or selling at less than cost).
7. All **first class** licensees agree and understand that they must be in full compliance with an annual fire safety inspection of their establishments. This inspection shall be conducted no more than 120 days prior to the beginning of the new licensing year.
8. Licensee agrees that all its advertising will be consistent with any license or permit issued.
9. All licensees shall complete a Liquor License Supplemental Questionnaire and any changes in management or contact information shall be reported to the City Clerk's office in writing within 30 days of such change.

10. All First Class Licensee's agree that they must keep a copy of the establishment's floor plan on file in the Clerk/Treasurer's Office. Any changes to the floor plans must be filed with the Clerk/Treasurer's Office within 14 days.

Class B Conditions--All Cabaret Licenses

1. Cabaret licensees, by April 1, 2008, must provide proof to the Burlington Police Department that 50% of their existing staff (excluding kitchen and janitorial), at the time proof is presented, has successfully completed a City of Burlington-specific training seminar dealing with issues of liquor control related to Burlington.
 - a.) Employees must complete the training every two *license* years (i.e. if training is taken during the 2015-2016 license year it is good for that license year and the 2016-2017 license year)
 - b.) It shall be the responsibility of Licensee to keep a record of employees who have attended and the dates attended.
2. Licensee agrees to adopt and implement the City of Burlington's Crowd Control and Problem Patron Protocol or **submit at the time of obtaining license** a substantially equivalent protocol to be approved by the City Attorney's Office in consultation with the Police Department.
3. Licensee agrees that a reasonable amount of substantial food must be available at all times that the licensed premise is serving alcohol to patrons. Examples of substantial food are of pizza, hot dogs, sandwiches, wings, green salads, pasta salads, etc. Serving salsa, chips, peanuts and the like is not sufficient to meet this requirement. A copy of the Local Control Commission Food Policy must be signed by the Licensee as an acknowledgement that it understands this condition.

Class C Conditions--All Restaurant Licenses

1. Food works to reduce intoxication by slowing the rate at which alcohol is absorbed into the bloodstream. Licensee agrees that it shall provide substantial food choices to patrons at anytime that alcohol is being served. A copy of the Local Control Commission Food Policy must be signed by the Licensee as an acknowledgement that it understands this condition.

Licensee agrees and acknowledges that the conditions described herein will be attached to its Liquor License for the 2024-2025 Permit Year in addition to any special conditions also attached to said license.

Name of Licensee/ Establishment

Signature- Duly Authorized



Home (/DLLLicenseManagment/s/)

Application

DLL - Application - 36672

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

▼ Application Information

Primary Phone No

Primary Contact Person

DLL - Application Id

Internal Status

DLL - Application - 36672

Application sent to municipality

Business Entity Name

External Status

J & V Tavern LLC

Application sent to municipality

Business Entity Phone

Historical Id

802-658-1309

OCP1

Foundational License

Application Type ⓘ

Permit

Renewal Application

Application Category

OCP

Student Name

Application For

Outside Consumption Limited Permit

Town User Approval/Rejection Comments

Mode of Training

Contact Engagement

Applicant Email

jennrsin@gmail.com (<mailto:jennrsin@gmail.com>)

Designated Caterers Details

Applicant Name:

Training Completion Record

Training Completion Date

Indoor Or Outdoor

Applicant Action Comments

Days Since Last Modified

License/Permit Location Description

-1

Estimated time period for alcohol

Quantity of Alcohol required

Name and address from whom you purchase

what purpose this alcohol is used to be

Liquor Liability Insurance Policy Number

Where is this alcohol to be used

Renewal Change Indicated

Renewal Change Description

URL for Policies & Procedures ⓘ

URL for Duties ⓘ

▼ Event Details

Start date of event

4/1/2024 11:00 AM

Physical Location Street 1

103 Church St

Physical Location Street 2/Unit/Suite

Town Clerk/ Municipal Jurisdiction

Burlington

Physical Location City/Town

Burlington

Do you Lease the Premises

Lease Expiration Date

Outside Side Consumption Start time

Physical Location Zip

05401

Location

[LN-029644 \(/DLLLicenseManagment/s/detail/a0A8z000004F9MoEAK\)](#)

Outside Side Consumption Days Requested

Sunday - Saturday

Describe the type of event/ OCP Area

Outdoor patio on church st, approx. 600sf. with rope railing.

Days or specific bingo date(s)

Created By

[Jennifer Sinclair \(/DLLLicenseManagment/s/profile/0058z000000qjSxAAI\)](#) ,
2/1/2024 9:25 PM

End date of event

11/1/2024 10:00 PM

Physical Location Name ⓘ

Church Street Tavern

Physical Location State

Vermont

Outside Side Consumption End time

Outside Side Consumption Hours Requested

11:00am to 11:00pm

Landlord Name

grandview farms

Landlord Email

Business Location

Approximate Number of Persons Expected:

Last Modified By

[Violette Maring \(/DLLLicenseManagment/s/profile/005t000000Af8ukAAB\)](#) ,
2/6/2024 10:32 AM

Post Question Poll

Share an update...

Share



Search this feed...





May 1, 2024 ---- April 30, 2025

CITY OF BURLINGTON
Annual Outside Consumption Renewal Form

☒ New ☐ Renewal

PART I--ORGANIZATION

All information is required

1. Corporation/Sole Proprietor name J.E.V Tavern LLC
2. D/B/A (Business Name) Church Street Tavern Bus. Phone 802-658-1309
4. Business Address 103 Church Street
5. Contact person Jennifer Sinclair 6. Contact Phone 609-321-1722
7. Email Address jennrsin@gmail.com

PART II--OPERATION

1. Requested period of operation:

Months: 5/24 to 10/24

2. Requested times of operation:

Sunday	<u>11-9</u>	Wednesday	<u>11-9</u>	Saturday	<u>11-9</u>
Monday	<u>11-9</u>	Thursday	<u>11-9</u>		
Tuesday	<u>11-9</u>	Friday	<u>11-9</u>		

PART III--DESCRIPTION

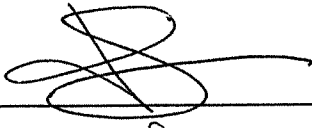
1. Proposed Dimensions What the City maps out
2. Is it a patio, deck, alleyway etc. patio
3. Is it on City property? yes If yes, do you have a current license agreement? yes

Please provide a detailed description of the area and its planned use on the back of this form.

May 1, 2024 ---- April 30, 2025

Annual outside Consumption Renewal Form –Page 2

Detailed description 11 patio tables and Chairs w/ umbrellas
in the designated area. with a chain like fence

Signature of Applicant 
Print Signature Jennifer Sinclair

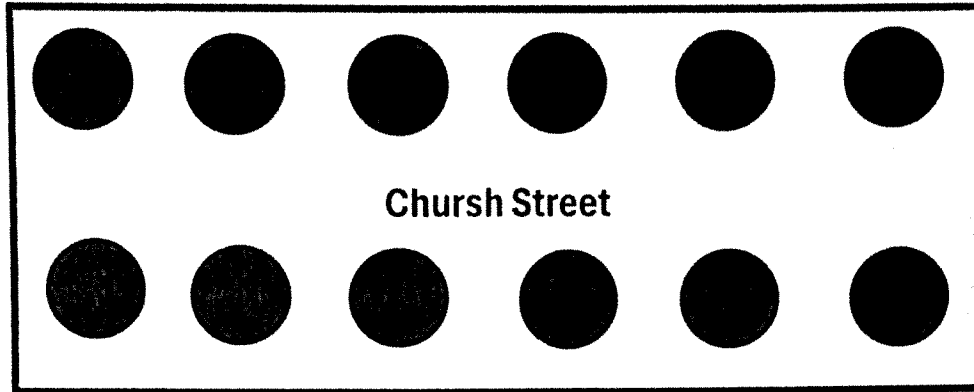
Date: 2/5/24

APPROVED BY LOCAL CONTROL COMMISSION _____

SENT TO DEPARTMENT OF LIQUOR CONTROL _____

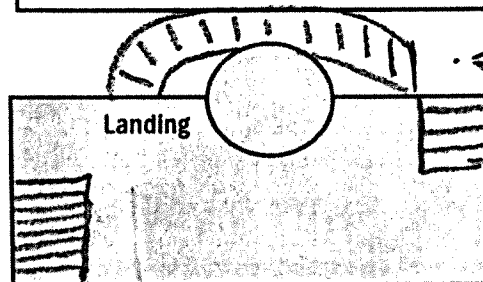
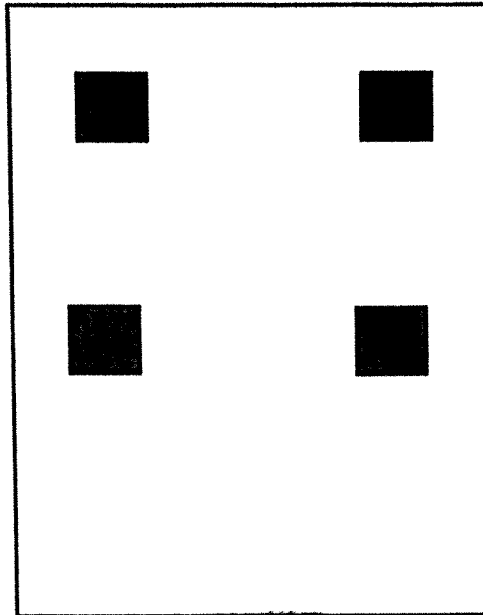
FINAL APPROVAL BY DEPARTMENT OF LOCAL CONTROL _____

Church St Patio

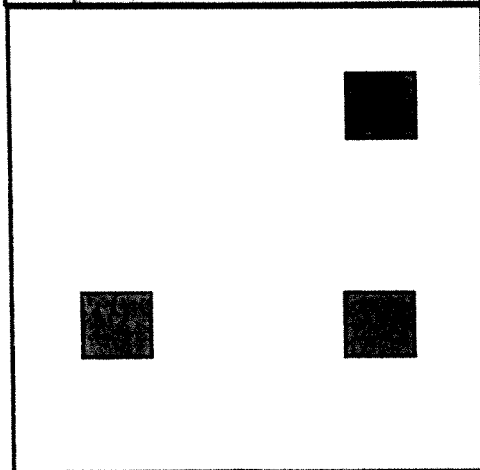


4 top low tables

Church St
Second Floor East



Stair's



Second Floor West
Back alleyway