



**BURLINGTON CITY COUNCIL - LICENSE COMMITTEE**  
**BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR**  
**MINUTES OF MEETING**  
**April 23, 2025**

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## **1. Agenda**

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### **1. Agenda**

Start time: 4:07 pm

Present: Chair Broderick, Councilors Schachter and Traverse (appeared at 4:30 pm)

Others present: Emmett Wood and Phil Edgerley both on line; Lori Olberg and Keaton Knowles both in person

#### **Subject**

#### **1.1. Motion to amend/adopt agenda**

Meeting

April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

1. Agenda

Department

Council and Board

Type

Action  
Procedural

Recommended Action

Motion to amend/adopt agenda as follows: add to the consent agenda item 3.5. Indoor and Outdoor Entertainment Permit Renewals (2025-2026): see attached list

#### **1.1. Motion to amend/adopt agenda**

Motion made by Councilor Schachter, seconded by Chair Broderick, to adopt the agenda as amended as follows: add to the consent agenda item 3.5. Indoor and Outdoor Entertainment Permit Renewals (2025-2026): see attached list. Motion passed unanimously.

## **2. Public Forum**

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### **2. Public Forum**

Chair Broderick opened the Public Forum at 4:08 pm and closed the Public Forum at 4:08 pm.

#### **Subject**

#### **2.1. Verbal Comments**

Meeting

April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

2. Public Forum

Department

Council and Board

Type Action  
Procedural

Recommended Action open Public Forum  
close Public Forum

2.1. Verbal Comments  
No one spoke.

### 3. Consent Agenda

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#### 3. Consent Agenda

Motion made by Councilor Schachter, seconded by Chair Broderick, to adopt the consent agenda as amended taking the actions indicated. Motion passed unanimously.

**Subject 3.1. Motion to adopt the consent agenda (as amended) and take the actions indicated**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Council and Board

Type Action (Consent)  
Procedural

Recommended Action Motion to adopt the consent agenda (as amended) and take the actions indicated  
3.1. Motion to adopt the consent agenda (as amended) and take the actions indicated

**Subject 3.2. UVM Commencement Permit - Friday, May 16 - Sunday, May 18, 2025 - BPD**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Police Department

Type Action (Consent)  
Communication  
Information

Recommended Action waive the reading, accept the communication and place it on file  
3.2. UVM Commencement Permit - Friday, May 16 - Sunday, May 18, 2025 - BPD

**Subject 3.3. Lake Champlain Dragon Boat Festival Permit - Saturday, August 2, 2025 and Sunday, August 3, 2025 - BPD**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Police Department

Type Action (Consent)  
Communication  
Information

Recommended Action waive the reading, accept the communication and place it on file

3.3. Lake Champlain Dragon Boat Festival Permit - Saturday, August 2, 2025 and Sunday, August 3, 2025 - BPD

**Subject 3.4. Tobacco and Tobacco Substitute Endorsement Renewals (2025-2026): see attached list**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)

Recommended Action approve the 2025-2026 Tobacco and Tobacco Substitute Endorsement Renewals as listed

3.4. Tobacco and Tobacco Substitute Endorsement Renewals (2025-2026): see attached list

**Subject 3.5. Indoor and Outdoor Entertainment Permit Renewals (2025-2026): see attached list**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)

Recommended Action approve the 2025-2026 Indoor and Outdoor Entertainment Permit Renewals as listed with all standard conditions

3.5. Indoor and Outdoor Entertainment Permit Renewals (2025-2026): see attached list

## **4. Deliberative Agenda**

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### **4. Deliberative Agenda**

**Subject 4.1. Indoor Entertainment Permit Application (2025-2026): Arts Riot, 400 Pine Street**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve the 2025-2026 Indoor Entertainment Permit Application for Arts Riot, 400 Pine Street with all standard conditions

4.1. Indoor Entertainment Permit Application (2025-2026): Arts Riot, 400 Pine Street

Name change to The District.

Craig Wilkinson was in attendance.

Motion made by Councilor Schachter, seconded by Chair Broderick, to approve the 2025-2026 Indoor Entertainment Permit Application for The District, 400 Pine Street, with all standard conditions. Motion passed unanimously.

**Subject 4.2. Outdoor Entertainment Permit Application (2025-2026): Arts Riot, 400 Pine Street**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve the 2025-2026 Outdoor Entertainment Permit Application for Arts Riot, 400 Pine Street with all standard conditions

4.2. Outdoor Entertainment Permit Application (2025-2026): Arts Riot, 400 Pine Street

Name change to The District.

Craig Wilkinson was in attendance.

Motion made by Councilor Schachter, seconded by Chair Broderick, to approve the 2025-2026 Outdoor Entertainment Permit Application for The District, 400 Pine Street, with all standard conditions. Motion passed unanimously.

**Subject 4.3. Special Event Outdoor Entertainment Permit Application (one day only): Switchback, lawn on brewery property at 160 Flynn Avenue, May 3, 2025, 12 pm - 9 pm, Green Up Vermont**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve the one day only special event outdoor entertainment permit application for Switchback, lawn on brewery property at 160 Flynn Avenue, May 3, 2025, 12 pm - 9 pm, Green Up Vermont

4.3. Special Event Outdoor Entertainment Permit Application (one day only): Switchback, lawn on brewery property at 160 Flynn Avenue, May 3, 2025, 12 pm - 9 pm, Green Up Vermont

Abbe Carroll was in attendance.

Motion made by Councilor Schachter, seconded by Chair Broderick, to approve the one day only special event outdoor entertainment permit application for Switchback, lawn on brewery property at 160 Flynn Avenue, May 3, 2025, 12 pm - 9 pm, Green Up Vermont. Motion passed unanimously.

**Subject 4.4. Special Event Outdoor Entertainment Permit Application (every Friday from May 16 - August 29, 2025): South End Get Down, 377 Pine Street, 5 pm - 11 pm**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve the special event outdoor entertainment permit application (every Friday from May 16 - August 29, 2025), South End Get Down, 377 Pine Street, 5 pm - 11 pm

4.4. Special Event Outdoor Entertainment Permit Application (every Friday from May 16 - August 29, 2025): South End Get Down, 377 Pine Street, 5 pm - 11 pm

Motion made by Councilor Schachter, seconded by Chair Broderick, to approve the special event outdoor entertainment permit application (every Friday from May 16 - August 29, 2025), South End Get Down, 377 Pine Street, 5 pm - 11 pm. Motion passed unanimously.

**Subject 4.5. Special Event Indoor and Outdoor Entertainment Permit Application (one day only): Plex Art Event, various locations and organizations, May 24, 2025**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve the one day only special event indoor and outdoor entertainment permit application for Plex Art Event, various locations and organizations, May 24, 2025

4.5. Special Event Indoor and Outdoor Entertainment Permit Application (one day only): Plex Art Event, various locations and organizations, May 24, 2025

Josephine Bunnell was in attendance.

Motion made by Councilor Schachter, seconded by Council President Traverse, to approve the one day only special event indoor and outdoor entertainment permit application for Plex Art Event, various locations and organizations, May 24, 2025.

Motion passed unanimously.

**Subject** **4.6. Special Event Outdoor Entertainment Permit Application (one day only): South End Get Down, 98 North Avenue, Saturday, June 21, 2025, 5 pm - 10 pm**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve the one day only special event outdoor entertainment permit application for South End Get Down, 98 North Avenue, Saturday, June 21, 2025, 5 pm - 10 pm

4.6. Special Event Outdoor Entertainment Permit Application (one day only): South End Get Down, 98 North Avenue, Saturday, June 21, 2025, 5 pm - 10 pm  
Motion made by Councilor Schachter, seconded by Council President Traverse, to approve the one day only special event outdoor entertainment permit application for South End Get Down, 98 North Avenue, Saturday, June 21, 2025, 5 pm - 10 pm. Motion passed unanimously.

**Subject** **4.7. Special Event Outdoor Entertainment Permit Application (one day only): Rock and Roll Playhouse, 160 Flynn Avenue, various organizations, August 23, 2025, 12 pm - 10 pm**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve the one day only special event outdoor entertainment permit application for Rock and Roll Playhouse, 160 Flynn Avenue, various organizations, August 23, 2025, 12 pm - 10 pm

4.7. Special Event Outdoor Entertainment Permit Application (one day only): Rock and Roll Playhouse, 160 Flynn Avenue, various organizations, August 23, 2025, 12 pm - 10 pm  
Name change Reggae Fest.  
Josh Markle, Shane O'Connell and Abbe Carroll were in attendance.  
Motion made by Councilor Schachter, seconded by Chair Broderick, to approve the one day only special event outdoor entertainment permit application for Reggae Fest at Switchback, 160 Flynn Avenue, various organizations, August 23, 2025, 12 pm - 10 pm. Motion passed unanimously.

**Subject** **4.8. Special Event Outdoor Entertainment Permit Application (two days only): The Pinery, Art Hop Event, September 5 - 6, 2025, 377 Pine Street**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve the two day only special event outdoor entertainment permit application for The Pinery, Art Hop Event, 377 Pine Street, September 5 - 6, 2025

4.8. Special Event Outdoor Entertainment Permit Application (two days only): The Pinery, Art Hop Event, September 5 - 6, 2025, 377 Pine Street

Motion made by Councilor Schachter, seconded by Chair Broderick, to approve the two day only special event outdoor entertainment permit application for The Pinery, Art Hop Event,. 377 Pine Street, September 5 - 6, 2025. Motion passed unanimously.

**Subject 4.9. Special Event Outdoor Entertainment Permit Application (three days only): Oktoberfest, 377 Pine Street, September 18 - 20, 2025**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve the three day only special event outdoor entertainment permit application for Oktoberfest, 377 Pine Street, September 18 - 20, 2025

4.9. Special Event Outdoor Entertainment Permit Application (three days only): Oktoberfest, 377 Pine Street, September 18 - 20, 2025

Two days only: September 18th: setup; September 19th - 20th: actual event: 6 pm - 10 pm, 5 pm - 9 pm, respectively.

Motion made by Councilor Schachter, seconded by Chair Broderick, to approve the two day only special event outdoor entertainment permit application for Oktoberfest, 377 Pine Street, September 19 - 20, 2025. Motion passed unanimously.

**Subject 4.10. Special Event Outdoor Entertainment Permit Application (one day only): PoutineFest USA, 377 Pine Street, September 28, 2025, 11:30 am - 4:30 pm**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve the one day only special event outdoor entertainment permit application for PoutineFest USA, 377 Pine Street, September 28, 2025, 11:30 am - 4:30 pm

4.10. Special Event Outdoor Entertainment Permit Application (one day only): PoutineFest USA, 377 Pine Street, September 28, 2025, 11:30 am - 4:30 pm

Motion made by Councilor Schachter, seconded by Chair Broderick, to approve the one day only special event outdoor entertainment permit application for PoutineFest USA, 377 Pine Street, September 28, 2025, 11:30

am - 4:30 pm. Motion passed unanimously.

**Subject**                    **4.11. 177 Church Street - Encumbrance Application - Parklet for Outdoor Seating - DPW**

Meeting                    April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category                    4. Deliberative Agenda

Department                Public Works Department

Type                        Action

Recommended Action    to approve and recommend that the City Council approve the Encumbrance Application for Nomads VT, LLC, for the installation and use of an outdoor seating parklet at 177 Church Street and authorize the Mayor to execute a License Agreement—approved by the City Attorney’s Office—on behalf of the City of Burlington for a term commencing on the date of execution and terminating on October 15, 2025

**4.11. 177 Church Street - Encumbrance Application - Parklet for Outdoor Seating - DPW**

Caleb Manna was in attendance.

Motion made by Councilor Schachter, seconded by Council President Traverse, to approve the encumbrance application for 177 Church Street. Motion passed unanimously.

**Subject**                    **4.12. 174 South Winooski Avenue - Encumbrance Permit Request - DPW**

Meeting                    April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category                    4. Deliberative Agenda

Department                Public Works Department

Type                        Action

Recommended Action    to approve and recommend that the City Council approve the Encumbrance Application for the sidewalk on the east side of South Winooski Street, and to further recommend that the City Council authorize the Mayor to enter into a license agreement with the Applicant for use of the portion of the right-of-way outlined in the Application, subject to review by the City Attorney’s Office

**4.12. 174 South Winooski Avenue - Encumbrance Permit Request - DPW**

Caleb Manna was in attendance.

Motion made by Councilor Schachter, seconded by Council President Traverse, to approve the encumbrance application for 174 South Winooski Avenue. Motion passed unanimously.

**Subject**                    **4.13. 111 St. Paul Street - Encumbrance Application - Parklet for Outdoor Seating - DPW**

Meeting                    April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category                    4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action to approve and recommend that the City Council approve the Encumbrance Application for Devil takes a Holiday, LLC, for the installation and use of an outdoor seating parklet at 111 St. Paul Street and authorize the Mayor to execute a License Agreement—approved by the City Attorney’s Office—on behalf of the City of Burlington for a term commencing on the date of execution and terminating on October 15, 2025

4.13. 111 St. Paul Street - Encumbrance Application - Parklet for Outdoor Seating - DPW

Caleb Manna and Taylor Watts were in attendance.

Motion made by Councilor Schachter, seconded by Council President Traverse, to approve the encumbrance application for 111 St. Paul Street. Motion passed unanimously.

**Subject 4.14. 266 College Street - Permanent License Agreement for Building Amenities - DPW**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action to approve and recommend that the City Council approve the Encumbrance Application for Greencastle Group LLC, requesting use of the City right-of-way for permanent building amenities, and authorize the Mayor and Director of Public Works to take such further actions, and to execute such further instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby

4.14. 266 College Street - Permanent License Agreement for Building Amenities - DPW

Caleb Manna and Bruce Baker were in attendance.

Motion made by Councilor Schachter, seconded by Council President Traverse, to approve the permanent license agreement for 266 College Street. Motion passed unanimously.

**Subject 4.15. 260, 266 College Street & 89 South Union Street - Easement Clarification Agreement - DPW**

Meeting April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action to approve and recommend that the City Council approve the Easement Agreement between The College Street Parties and the City, and authorize the Mayor and Director of Public Works to take such further actions, and to execute such further

instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby

4.15. 260, 266 College Street & 89 South Union Street - Easement Clarification Agreement - DPW

Caleb Manna and Bruce Baker were in attendance.

Motion made by Councilor Schachter, seconded by Council President Traverse, to approve the easement clarification agreement for 260, 266 College Street and 89 South Union Street. Motion passed unanimously,.

## 5. Adjournment

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### 5. Adjournment

**Subject**

**5.1. Motion to adjourn**

Meeting

April 23, 2025 - City Council License Committee Meeting - Wednesday, April 23, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

5. Adjournment

Department

Council and Board

Type

Action  
Procedural

Recommended Action

Motion to adjourn

5.1. Motion to adjourn

Chair Broderick adjourned the meeting at 5:00 pm.