



City Council License Committee Meeting - Wednesday, October 18, 2023, 5:45 PM, Queen City Room, 3rd Floor, City Hall or via ZOOM

Please click the link below to join the webinar:

<https://zoom.us/j/98392955032>

Or Telephone: +1 309 205 3325 US

Webinar ID: 983 9295 5032

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	October 18, 2023 - City Council License Committee Meeting - Wednesday, October 18, 2023, 5:45 PM, Queen City Room, 3rd Floor, City Hall or via ZOOM
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda

2. Public Comments

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	October 18, 2023 - City Council License Committee Meeting - Wednesday, October 18, 2023, 5:45 PM, Queen City Room, 3rd Floor, City Hall or via ZOOM
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
Subject	3.2. Communication: BPD, re: Saturday, September 30, 2023, Youth-Centered Community Event, 12 pm - 5:00 pm, North Willard Street
Meeting	October 18, 2023 - City Council License Committee Meeting - Wednesday, October 18, 2023, 5:45 PM, Queen City Room, 3rd Floor, City Hall or via ZOOM
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
Subject	3.3. Communication: BPD, re: Saturday, September 30, 2023, Block Party, 3 pm - 10 pm, Henry Street
Meeting	October 18, 2023 - City Council License Committee Meeting - Wednesday, October 18, 2023, 5:45 PM, Queen City Room, 3rd Floor, City Hall or via ZOOM
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
Subject	3.4. Communication: BPD, re: Sunday, October 29, 2023, Halloween Bike Ride, 1 pm - 3 pm, begins at City Hall Park
Meeting	October 18, 2023 - City Council License Committee Meeting - Wednesday, October 18, 2023, 5:45 PM, Queen City Room, 3rd Floor, City Hall or via ZOOM
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

4. Deliberative Agenda

Subject	4.1. Special Event Outdoor Entertainment Permit Application (one day only): Switchback, October 28, 2023, 1 pm - 6 pm, lawn on brewery property, Halloween Party
Meeting	October 18, 2023 - City Council License Committee Meeting - Wednesday, October 18, 2023, 5:45 PM, Queen City Room, 3rd Floor, City Hall or via ZOOM
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, October 28, 2023, 1 pm - 6 pm, lawn on brewery property, Halloween Party

Subject	4.2. Special Event Outdoor Entertainment Permit Application (November 18 - December 23, Fridays, Saturdays & Sundays): Burlington City Arts, BTV Winter Market, City Hall Park
Meeting	October 18, 2023 - City Council License Committee Meeting - Wednesday, October 18, 2023, 5:45 PM, Queen City Room, 3rd Floor, City Hall or via ZOOM
Category	4. Deliberative Agenda
Department	City Arts
Type	Action
Recommended Action	approve the special event outdoor entertainment permit application (November 18 - December 23, Fridays, Saturdays & Sundays) for Burlington City Arts, BTV Winter Market, City Hall Park

Subject	4.3. Special Event Outdoor Entertainment Permit Application (11:00 am (12/31) to 12:30 am (1/1): Burlington City Arts, Highlight 2023, various locations within the City
Meeting	October 18, 2023 - City Council License Committee Meeting - Wednesday, October 18, 2023, 5:45 PM, Queen City Room, 3rd Floor, City Hall or via ZOOM
Category	4. Deliberative Agenda
Department	City Arts
Type	Action
Recommended Action	approve the special event outdoor entertainment permit application for Burlington City Arts, 11:00 am (12/31) to 12:30 am (1/1), Highlight 2023, various locations within the City

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	October 18, 2023 - City Council License Committee Meeting - Wednesday, October 18, 2023, 5:45 PM, Queen City Room, 3rd Floor, City Hall or via ZOOM
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn



PERMIT

Pursuant to City Ordinance 27-6

DATE: Saturday, September 30, 2023

TIME: 12:00PM -5:00PM

LOCATION: North Willard Street, closed from Archibald Street to Riverside Avenue.

EVENT: Youth-Centered Community Event

ORGANIZATION/COORDINATOR: VT RACIAL JUSTICE ALLIANCE/Wynston Longmore 802-734-8789

PERMIT ISSUED BY POLICE DEPARTMENT: DATE: 9/8/2023

SIGNATURE OF DEPARTMENT REPRESENTATIVE: Michael Phelan #331
Lieutenant

ADDITIONAL INFORMATION:

- Appropriate barricades will be in place at either end of the street to redirect traffic and that are readily removable for emergency vehicles. Burlington Police Department does not provide barricades.
- Neighbors will be notified of the block party.
- Must obtain a waiver form signed by at least 3/4 of the block residents who thereby waive their right of normal access to the street for the period of the block party.
- No alcohol will be dispensed or consumed on public property.
- No live bands.
- Amplified sound to be controlled so as to not carry beyond the property lines of houses adjacent to the block where the party is being held.
- Participants will comply with all local, State, and Federal laws.
- Shall be responsible for cleanup after the event.

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE: [Signature]

DATE: 9/25/23

PHONE: 802 734 8579

ADDRESS: 372 North Winooski Ave, Burlington, VT 05401

Copies to:

- Operations Deputy Chief
- Roll Call Copy
- Posted Uniformed Services
- City Council
- City Attorney
- City Clerk
- Park's Department
- DPW
- Fire Department

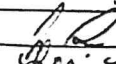
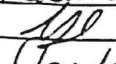


POLICE DEPARTMENT
CITY OF BURLINGTON

BURLINGTON POLICE DEPARTMENT - Waiver Form

I understand that by signing this document I waive my household's rights to normal access to Willard Street on the following date: 9/30/23 from 12 AM/PM until 5 AM/PM for the purpose of a Block Party.

For this permit to be approved, ¾ of the residents on the above mentioned street must waive their right to normal access.
This will be filed with a permit request at the Burlington Police Department.
If you have any questions, please call Sarah Trieb with BPD at (802) 540-2246.

Total # of Residences on Street 		
Signature	Address	Phone Number
	35 North Winski Ave	802-330-1822
Eric Mason	348 North Winski Ave	802-324-6647
Stephen Zucker	364 N. Winski	802-335-5170
Hector Monin	362 N. Winski Ave	
	360 N. Winski Ave	802-310-2175
[unclear]	159 Hyde St	802-990-9036
[unclear]	147 Hyde St	205 765 5339





28 SEP 21 08:11:02

PERMIT

Pursuant to City Ordinance 27-5

DATE OF EVENT: Saturday, September 30, 2023

TIME: 3:00PM-10:00PM

LOCATION: Henry Street between N. Prospect & Weston Streets

EVENT: Block Party

COORDINATOR: Bryan Davis (802) 338-2485

PERMIT ISSUED BY **POLICE** DEPARTMENT ON: September 21, 2023

ADDITIONAL INFORMATION:

- Appropriate barricades will be in place at either end of the street to redirect traffic and that are readily removable for emergency vehicles.
- Must obtain a waiver form signed by at least 3/4 of the block residents who thereby waive their right of normal access to the street for the period of the block party.
- No alcohol will be dispensed or consumed on public property.
- No live bands.
- Amplified sound to be controlled so as to not carry beyond the property lines of houses adjacent to the block where the party is being held.
- There shall be no more invited guests than the number of block residents in attendance.
- Participants will comply with all local, State, and Federal laws.
- Shall be responsible for cleanup after the event.

SIGNATURE OF DEPARTMENT REPRESENTATIVE: Michael P. Henry #321
Lieutenant Mike Henry

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE Bryan Davis DATE 9/21/2023 PHONE 802-338-2485

ADDRESS 75 Henry St

Copies to:

- Operations Deputy Chief
- Posted Uniformed Services
- City Council
- City Attorney
- City Clerk
- Park's Department
- DPW
- Fire Department



PERMIT

Pursuant to City Ordinance 27-6

DATE of EVENT: Sunday, October 29, 2023

TIME: 1:00-3:00PM

LOCATION: Begins at City Hall Park – see attached map.

- * South on St Paul Street
- * West on Marble Ave
- * South on Caroline St
- * East on Locust Ave
- * Around roundabout, exiting North on South Union St
- * Remain on South/North Union St
- * West on North St
- * NE on Intervale Ave
- * West on Willow into Roosevelt Park

'23 OCT 11 AM 11:24

EVENT: Halloween Bike Ride

COORDINATOR: KJ Doyle

ADDRESS/CONTACT INFO: kjanedoyle@burlingtonvt.gov / 802-829-6533

PERMIT ISSUED BY **POLICE** DEPARTMENT. DATE 9/28/2023

ADDITIONAL INFORMATION/CONDITIONS:

- o Participants riding on the roadway may not ride more than two abreast except on paths or parts of roadways set aside for the exclusive use of bicycles. Those riding two abreast shall not impede the normal and reasonable movement of traffic and shall ride within a single lane.
- o Group will not block, obstruct, or interfere with pedestrian or vehicle traffic.
- o Group will not inhibit or obstruct traffic entering or exiting nearby businesses.
- o Announcement is to be made to the entire group in advance of movement detailing the route and traffic plan.
- o Participants will comply with all local, State, and Federal laws.
- o Any litter will be removed at the end of the event.
- o All appropriate authorities/affected parties as outlined on checklist provided will be notified of the event.
- o Escort officers are required for this event: (2) Two Burlington Police Department extra-duty officers are required for lead and tail cruisers/motorcycles.
- o Organizers will clearly mark the route.

SIGNATURE OF DEPARTMENT REPRESENTATIVE: Michael Henry #321
Lieutenant Mike Henry

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE Kg Boyle DATE 10/5/2023 PHONE 802-829-6553
ADDRESS 645 Pine St Suite 2 Burlington VT 05401

START
 City Hall Park
 1:30 Spoke Cards, Helmet
 Decorating
 1:50 Announcements
 2:00 Ride Departs

INTERSECTION CONTROL

- Primary
- Secondary

END
 Roosevelt Park
 Approx 3:15
**FOOD, COSTUME PRIZES,
 BIKE PORTRAITS!**

2022 BURLINGTON HALLOWEEN RIDE ROUTE MAP

Producer



**BURLINGTON
 PARKS
 RECREATION
 WATERFRONT**



Fee \$25.00

May 1, 2023 --- April 30, 2024

**CITY OF BURLINGTON
SPECIAL EVENT
ENTERTAINMENT PERMIT APPLICATION**

☐ Indoor

☐ Outdoor

**PART I
ORGANIZATION**

All information in this section is required

1. Corporation/Sole Proprietor name The Switchback Beerworks, Inc.
2. D/B/A (Business Name) Switchback Brewing Co.
3. Bus. Phone (802) 651-4114
4. Business Address 160 Flynn Ave, Burlington, VT 05401
5. Mailing Address PO Box 4210, Burlington, VT 05406
6. Contact person Amy Lieblein
7. Contact Phone (802) 651-4114
8. Email contact address amy@switchbackvt.com

\$25.00 9/27/23
pdchv# 1108

**PART II
OPERATION**

1. Do you currently have a Liquor License? Yes or No
2. Do you currently have an Entertainment Permit/Special Event Permit? Yes or No
3. Proposed Date(s) for this Special Event October 28, 2023
4. Proposed Hours for this Special Event 1:00 - 6:00 PM
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way
Lawn on brewery property. See attached figure.

Tap Room has indoor and outdoor entertainment permit.

For this Proposed location please answer the following questions:

- a) Occupancy Load 500 b) # of Restrooms 3 c) # of Egresses 2
- d) Date of last Fire/Safety Check 4/20/2023 e) Dancing by Patrons? Yes or No
- f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No
- Switchback staff acting as security.

(Continued on back)

PART III

DESCRIPTION OF ENTERTAINMENT

Please give DETAILED description of the type of entertainment for which you are applying:

Description Family-friendly Halloween party at Sutherland
presented by Vermont Construction Co. 2 bands on
stage with sound provided by DarkStar productions.
Local vendors, outdoor bar, photo booth, family
friendly activities. Part of event benefit Green Mountain
Habitat for Humanity and Humane Society of Chitt. County
Goal = 500 tickets sold

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 9/19/2023

SIGNATURE OF APPLICANT Amy Lieblein

PRINT NAME: Amy Lieblein

RELATIONSHIP TO BUSINESS Employee (event manager)

OFFICE USE ONLY

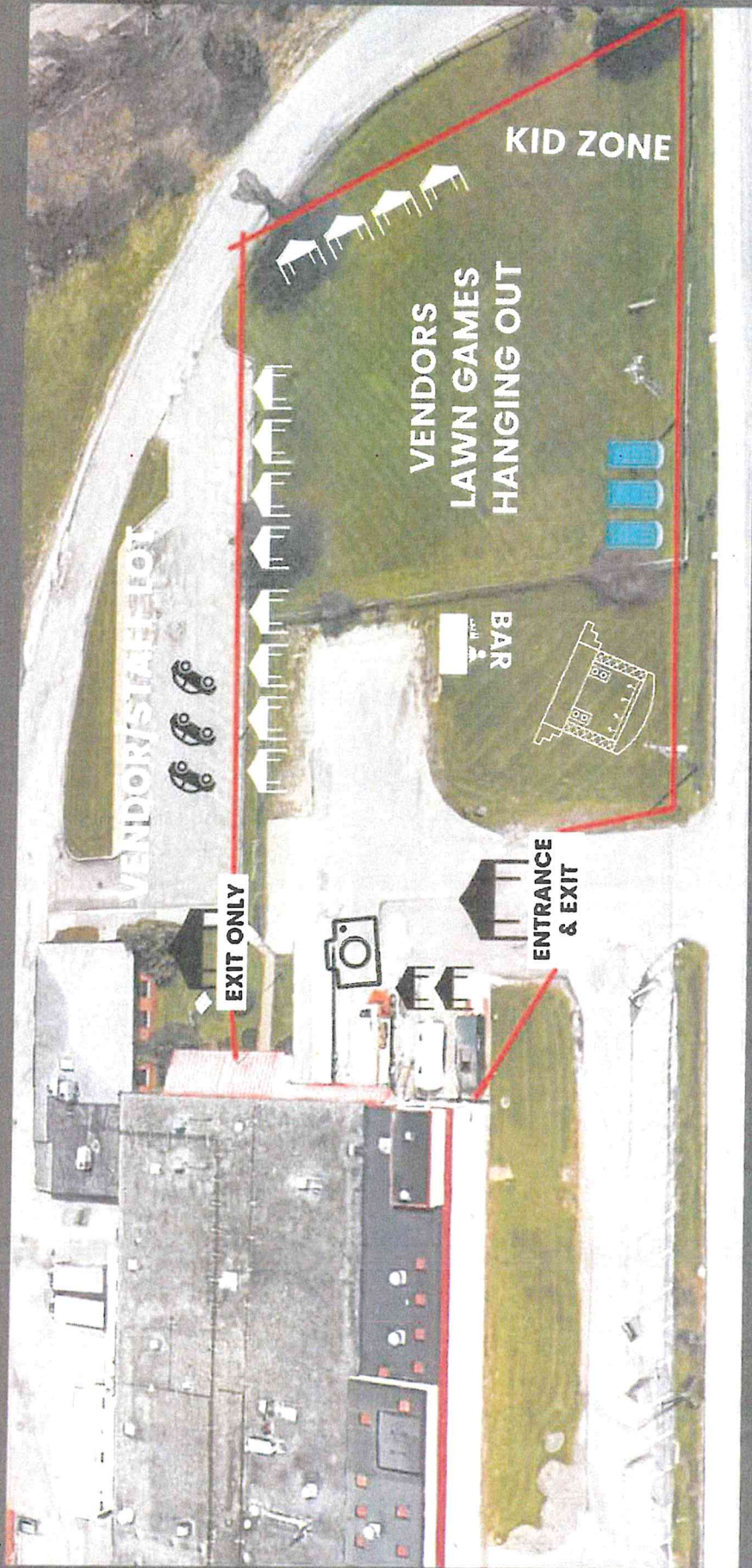
Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____

At their meeting of _____, the Burlington City Council License Committee recommended
 Approval _____ Denial _____

At their meeting of _____, the Burlington City Council _____ this SPECIAL
 entertainment permit application.

HALLOWEEN BLOCK PARTY

*FINAL LAYOUT SUBJECT TO CHANGE





Fee \$25.00

May 1, 2023 ---- April 30, 2024

**CITY OF BURLINGTON
SPECIAL EVENT
ENTERTAINMENT PERMIT APPLICATION**

☐ Indoor

☒ Outdoor

**PART I
ORGANIZATION**

All information in this section is required

1. Corporation/Sole Proprietor name__Burlington City Arts & Burlington Workforce Development
2. D/B/A (Business Name)_____ 3. Bus. Phone __802-846-2523_____
4. Business Address__135 Church St, Burlington, VT 05401_____
5. Mailing Address ____135 Church St, Burlington, VT 05401_____
6. Contact person __Zach Williamson_____ 7. Contact Phone __802-846-2523
8. Email contact address __zwilamson@burlingtoncityarts.org_____

**PART II
OPERATION**

1. Do you currently have a Liquor License? Yes or **No**
2. Do you currently have an Entertainment Permit/Special Event Permit? Yes or **No**
3. Proposed Date(s) for this Special Event: November 18-December 23, Fridays, Saturdays & Sundays
4. Proposed Hours for this Special Event: Fridays 2-6pm, Saturdays 12-6pm, Sundays 12-4pm
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way
City Hall Park

For this Proposed location please answer the following questions:

- a) Occupancy Load: 1,000 at a time b) # of Restrooms 3 c) # of Egresses 5
- d) Date of last Fire/Safety Check _____ e) Dancing by Patrons? Yes or **No**
- f) Amplified Music? **Yes** or No g) Will additional staff and/or security be required? **Yes** or No

(Continued on back)

PART III DESCRIPTION OF ENTERTAINMENT

Please give DETAILED description of the type of entertainment for which you are applying:

Description

BCA and BWD's Love Burlington are pleased to partner again to present the **BTV Winter Market**. This outdoor market is made up of 20 heated and electrified vendor sheds, arranged in City Hall Park with lighting, garland and warming stations.

Through an open call to artists, we received 108 vendor applications and are pleased to present a rotating line up of over 81 vendors.

This market is a great opportunity for artists and small businesses. We staff the market and provide holiday music. We also plan to present a DJ on Fridays from 4 to 6pm. We provide a loading zone on College Street by reserving 4 parking spaces.

We have hired Chocolate Thunder Security to provide site supervision during set up, throughout the operating hours of the market, and during load out.

American Flatbread will be providing bar services on select market weekends and will seek an offsite catering license through the DLC.

The market is presented by Vermont Construction Company with support from Homeport.

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 10/12/23

SIGNATURE OF APPLICANT *Zach Williamson*

PRINT NAME: Zach Williamson

RELATIONSHIP TO BUSINESS Festival and Event Director

OFFICE USE ONLY

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____

At their meeting of _____, the Burlington City Council License Committee recommended
Approval _____ Denial _____

At their meeting of _____, the Burlington City Council _____ this SPECIAL
entertainment permit application.



Fee \$25.00

May 1, 2023 ---- April 30, 2024

**CITY OF BURLINGTON
SPECIAL EVENT
ENTERTAINMENT PERMIT APPLICATION**

☐ Indoor

☒ Outdoor

**PART I
ORGANIZATION**

All information in this section is required

1. Corporation/Sole Proprietor name__Burlington City Arts__
2. D/B/A (Business Name)_____ 3. Bus. Phone __802-846-2523_____
4. Business Address__135 Church St, Burlington, VT 05401_____
5. Mailing Address ____135 Church St, Burlington, VT 05401_____
6. Contact person __Zach Williamson_____ 7. Contact Phone __802-846-2523_____
8. Email contact address __zwilliamson@burlingtoncityarts.org_____

**PART II
OPERATION**

1. Do you currently have a Liquor License? Yes or **No**
2. Do you currently have an Entertainment Permit/Special Event Permit? Yes or **No**
3. Proposed Date(s) for this Special Event: December 31, 2023
4. Proposed Hours for this Special Event: 11am (12/31) to 12:30am (1/1)
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way

Waterfront Park, ECHO Center, Contois Auditorium, BCA Center, Unitarian Church, VT Comedy Club, Skinny Pancake and Foam Brewery.

For this Proposed location please answer the following questions:

- a) Occupancy Load: Varies across venues b) # of Restrooms Min 2 per venue c) # of Egresses_per fire code at each venue.____
- d) Date of last Fire/Safety Check _____ e) Dancing by Patrons? **Yes** or No
- f) Amplified Music? **Yes** or No g) Will additional staff and/or security be required? **Yes** or No

(Continued on back)

PART III DESCRIPTION OF ENTERTAINMENT

Please give DETAILED description of the type of entertainment for which you are applying:

Description: **Highlight 2023** is Burlington's community New Year's Eve celebration. We are fortunate to work with many private establishments and city teams to bring a VT-based celebration to the greater Burlington area on New Year's Eve. Featuring the community driven Bright Ideas Project, over half of our programming is brought to the celebration from the artists, chefs, and idea creators whose ideas we fund and help to realize on New Year's Eve.

By and large, it is a big night for VT-based artists big and small. Through Highlight, BCA funds them, provide logistical and event support and give them a stage to perform on during a big night in Burlington.

Tickets are via a universal button, which is available from November 1-December 1 for \$12 and for \$15 in December. We also hand out buttons to anyone who wants one. The event takes place at both indoor and outdoor locations. Our initial programming will be announced on November 1 and our complete programming roll out is on November 30.

Our plans include temporary bar service in the following venues. We are working on securing bar services and they will all get DLC permits and submit COIs to the city. Venues with temporary bars include Waterfront Park, the ECHO Center, Contois Auditorium and the BCA Center.

BCA will coordinate with nearby businesses per usual. Chocolate Thunder to provide security. Police and Fire to remain informed.

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 10/12/23

SIGNATURE OF APPLICANT *Zach Williamson*

PRINT NAME: Zach Williamson

OFFICE USE ONLY

RELATIONSHIP TO BUSINESS Festival and Event Director

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____

At their meeting of _____, the Burlington City Council License Committee recommended
Approval _____ Denial _____

At their meeting of _____, the Burlington City Council _____ this SPECIAL
entertainment permit application.