

Liquor License Commission Meeting Minutes

Day, Date and Time: Tuesday, April 29, 2025 at 6pm
Place of Meeting: City Hall Auditorium, 62 Friend St.

1. Call to Order – The meeting was called to order by Derek at 6:01
2. Roll Call – Present were, Derek Balaam and John Kirton of the Liquor License Commission.
Also present was Victoria Feger, staff liaison. Absent: Russ Saboo
3. Minutes for Approval – Motion by Derek to accept meeting minutes from January 28, 2025
John seconded the motion. *The motion passed unanimously.*
4. Public Comment – there were no members of the public present for comment
5. Review and Decision on Applications for Outdoor Dining –

Outdoor Dining Application ODP-25-1 was received from Brewery Silvaticus for an outdoor dining set-up which utilizes 608 sqft of combined public/private on-street space and will require jersey barriers. The application for dining was approved by the Technical Review Committee and has received a letter of approval from the mayor. The set-up looks to be the same as last year and there were no questions for the establishment from the commission.

- Derek motioned to approve Brewery Silvaticus' request for the extension of the licensed area to include the outdoor dining under the establishment's liquor license for the duration of the outdoor dining season May 1 – November 1, 2025.
- John seconded the motion
- *The motion passed unanimously*

Outdoor Dining Application ODP-25-2 was received from Market Square Bakehouse for an outdoor dining set-up which utilizes 340 sqft of combined public off-street space and will use corrals to divide the space. The application for dining was approved by the Technical Review Committee and has received a letter of approval from the mayor. The set-up looks to be the same as last year and there were no questions for the establishment from the commission.

- Derek motioned to approve Market Square Bakehouse's request for the extension of the licensed area to include the outdoor dining under the establishment's liquor license for the duration of the outdoor dining season May 1 – November 1, 2025.
- John seconded the motion
- *The motion passed unanimously*

Outdoor Dining Application ODP-25-3 was received from Barking Dog for an outdoor dining set-up which utilizes 120 sqft of combined public/private off-street space and will use barriers to divide the space. The application for dining was approved by the Technical Review Committee and has not yet received a letter of approval from the mayor. The set-up looks to be the same as last year and there were no questions for the establishment from the commission.

- Derek motioned to *conditionally* approve Barking Dog’s request for the extension of the licensed area to include the outdoor dining under the establishment’s liquor license for the duration of the outdoor dining season May 1 – November 1, 2025. *The condition to be met is the receipt of the Barking Dog’s letter of approval from the mayor for the outdoor dining application.*
- John seconded the motion
- *The motion passed unanimously*

6. Adjournment and setting of next meeting –

The Liquor License Commission’s next meeting has been set for Tuesday, June 3 at 6pm, in the City Hall Auditorium.

Derek motioned to adjourn the meeting at 6:27 pm; John seconded the motion to adjourn. *The motion passed unanimously.*

Respectfully submitted,
Victoria Feger, Executive Assistant to the Mayor
Created on: 04/29/2025
Approved on: 06/09/2025