



# Change of Premises

Fee: \$25.00

City of Madison Clerk

210 MLK Jr Blvd, Room 103  
Madison, WI 53703

[licensing@cityofmadison.com](mailto:licensing@cityofmadison.com)  
608-266-4601

Class A: ☐ Beer, ☐ Liquor, ☐ Cider

Class B: ☒ Beer, ☒ Liquor,

☐ Class C Wine

(Agenda Item Number)

(Legistar file number)

LICPC14-2025-00385

(License number)

2

(Alder District #)

403

(Police Sector)

Office Use Only

## Licensed Premises Information

This application modifies existing alcohol license number: 69637-74215

Business dba Name: CHURCH KEY

Licensed Address: 626 UNIVERSITY AVE

Liquor/Beer Agent Name: ARMANDO ACOSTA

90 % Alcohol, 10 % Food, \_\_\_\_\_ % Other

Alder, District #: 8

Police Sector: CENTRAL

## Corporate Information

Business Legal Name (as on WI State Sellers Permit): CHURCH KEY / FOODMARKET / THE VINEYARD LLC

Business Mailing Address: 402 W GORHAM ST MADISON, WI 53703

Business Contact Name, Position: ARMANDO ACOSTA

Business Phone: 608-259-0444

Business Email: CHURCHKEYBAR@GMAIL.COM

Current Capacity (indoor): 190

Current Capacity (outdoor): \_\_\_\_\_

Proposed Capacity (indoor): 190

Proposed Capacity (outdoor): \_\_\_\_\_

If your capacity is increasing, contact Building Inspection: (608) 266-4551, [inspection@cityofmadison.com](mailto:inspection@cityofmadison.com)

Change is: ☒ Permanent

☐ Temporary (from \_\_\_\_\_ until \_\_\_\_\_)  
Date Date

Is this change related to a Roadway Café Expansion License/Roadway Permit: ☐ Yes or ☒ No

Description of Changes (include approximate measurements, and fencing, if necessary):

See attached floorplans and letter detailing proposed changes

☒ Detailed Floor Plans included (required)

Jorge Lee  
Authorized Signature

4/18/2025  
Date

☐ Orange sign and business card issued

☐ "License Renewals & Changes" brochure with next steps issued

Office Use Only

City of Madison Alcohol License Review Committee  
215 MLKJ Blvd., Room 103  
Madison, WI 53703

RE: Church Key Remodel – Change of Premise Application

Dear Committee Members,

The Church Key bar, located at 626 University Ave., is seeking to remodel their existing space in order to provide a more open floor plan that will be less congested for patrons, additional bathroom facilities, and create an overall different aesthetic for patrons. The majority of the proposed renovations will be done on the first level, with some demolition and remodeling in an older, currently unused, kitchen space on the second floor that will serve as a new office space and could be used in the future to provide bathroom facilities on the second floor at a later date.

The changes to the premises would result in a safer environment for both patrons and staff members by addressing existing bottleneck areas and other areas of concern that have created issues in the past. **No changes to the current capacity are being sought at this time.**

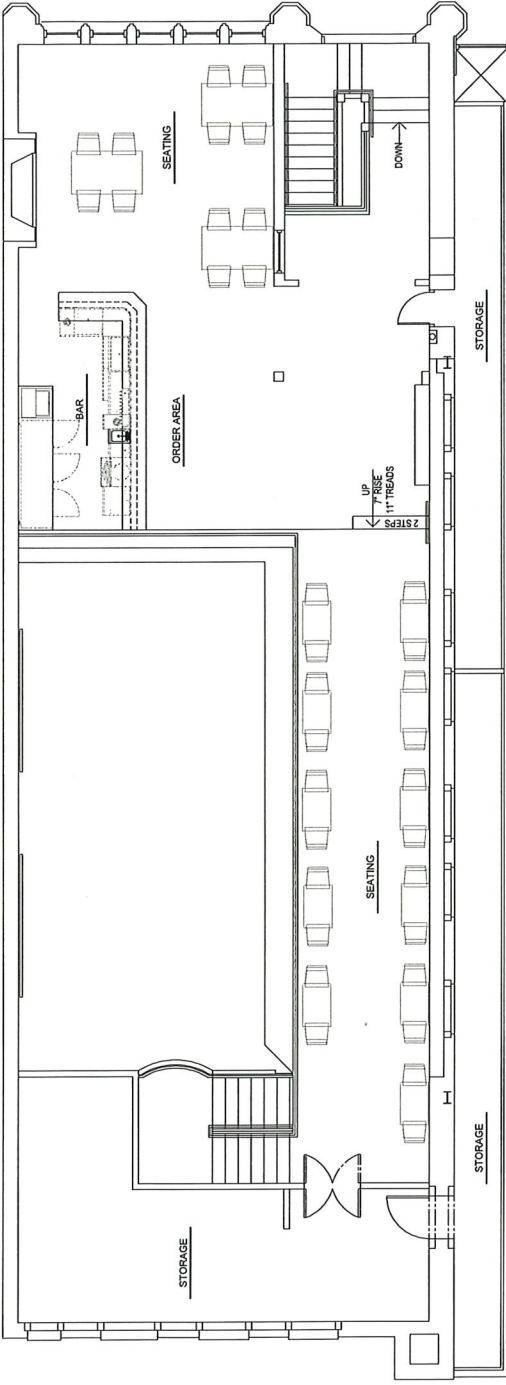
The existing bar that currently spans most of the length of the first level would be reduced by several feet and turned 90 degrees towards the wall behind the existing bar. An existing retail/office space that will be removed and will be open floor space for patrons entering and exiting the bar. A portion of the stairs leading to the second floor will be relocated to provide a straight run of stairs to the second floor while also opening up the floor space it currently partially bisects. These changes require the removal of some existing walk-in cooler space which is currently under-utilized.

Lastly, the existing wall that separates the two bathrooms on the first level would be moved into the men's bathroom space to provide an additional stall in the women's bathroom and a relocation of the sinks in the men's restroom will allow for the placement of one additional urinal. This provides no net increase in bathroom utilities, but does equalize the utilities available in men's and women's restroom.

All of these changes seek to better serve our patrons by creating a safer, less congested environment, while also making much needed repairs and updates to our existing space.

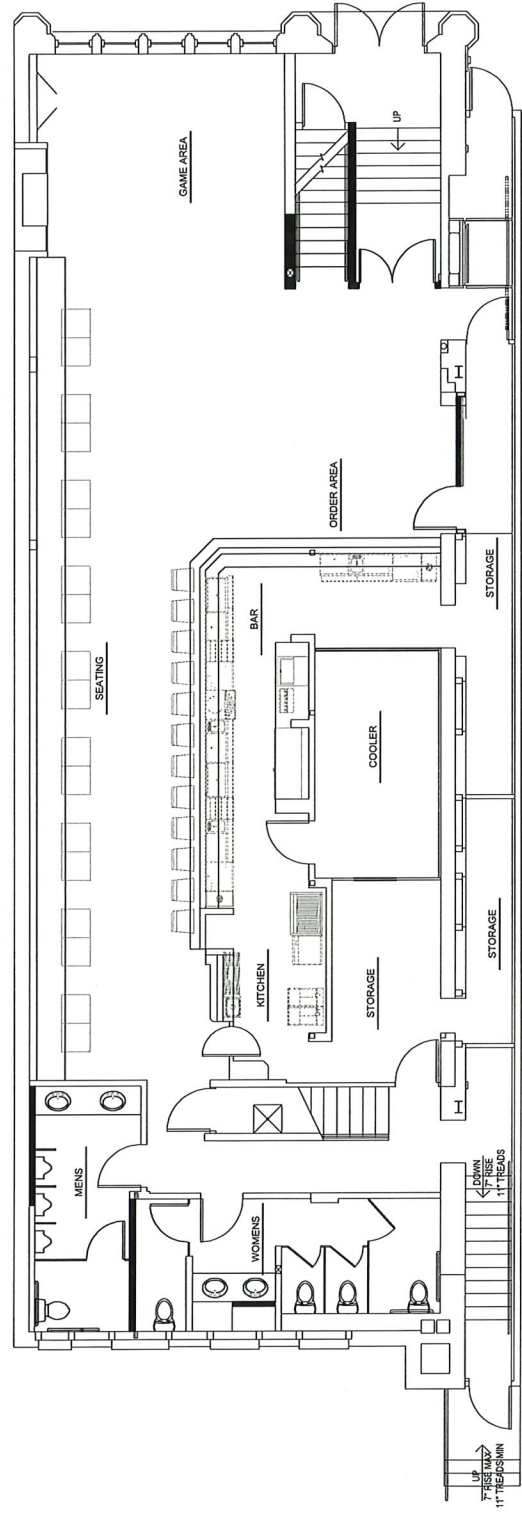
Sincerely,

Armando Acosta  
General Manager  
Church Key  
626 University Ave  
Madison, WI 53715



2ND FLOOR PLAN  
1/4" = 1'-0"

PROPOSED NEW FLOOR PLAN



1ST FLOOR PLAN  
1/4" = 1'-0"

626 UNIVERSITY AVE  
4.18.25

FLOOR PLAN  
1/4" = 1'-0"

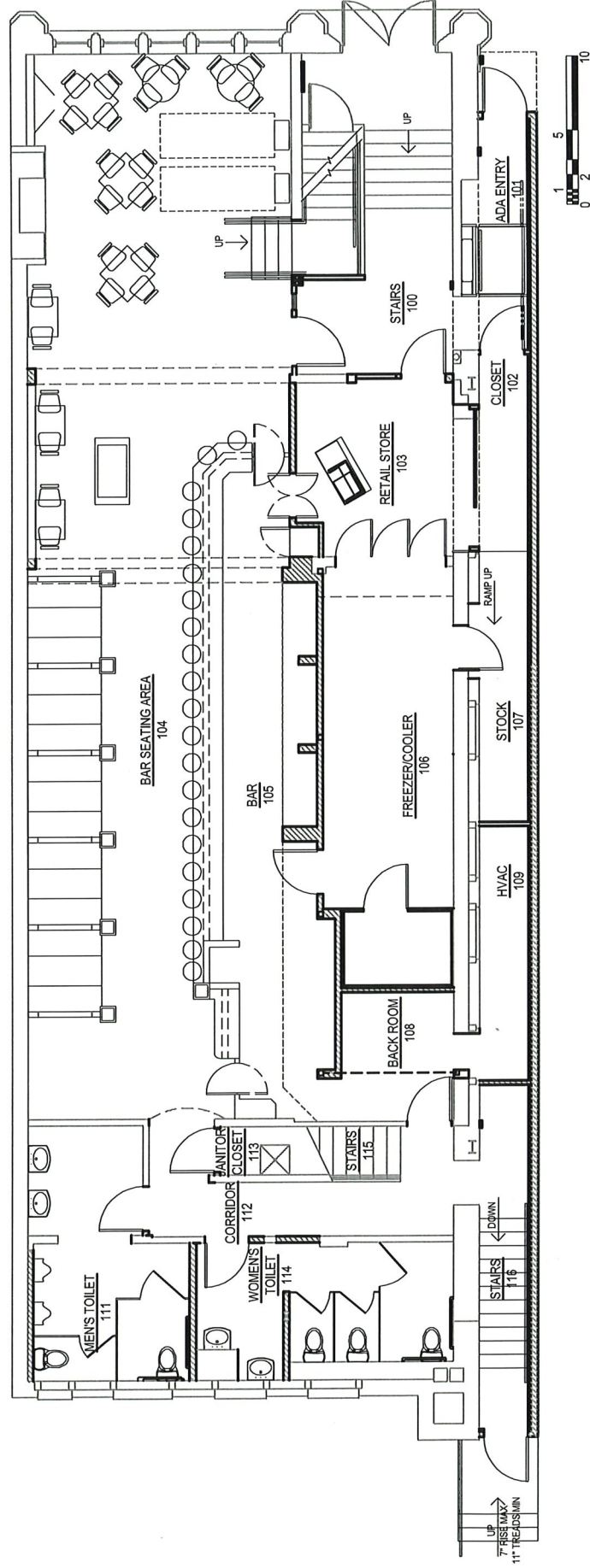


# CHURCH KEY

626 UNIVERSITY AVE

MADISON, WI

## OLD FLOOR PLANS



⊕  
FIRST FLOOR PLAN  
3/32" = 1'-0"

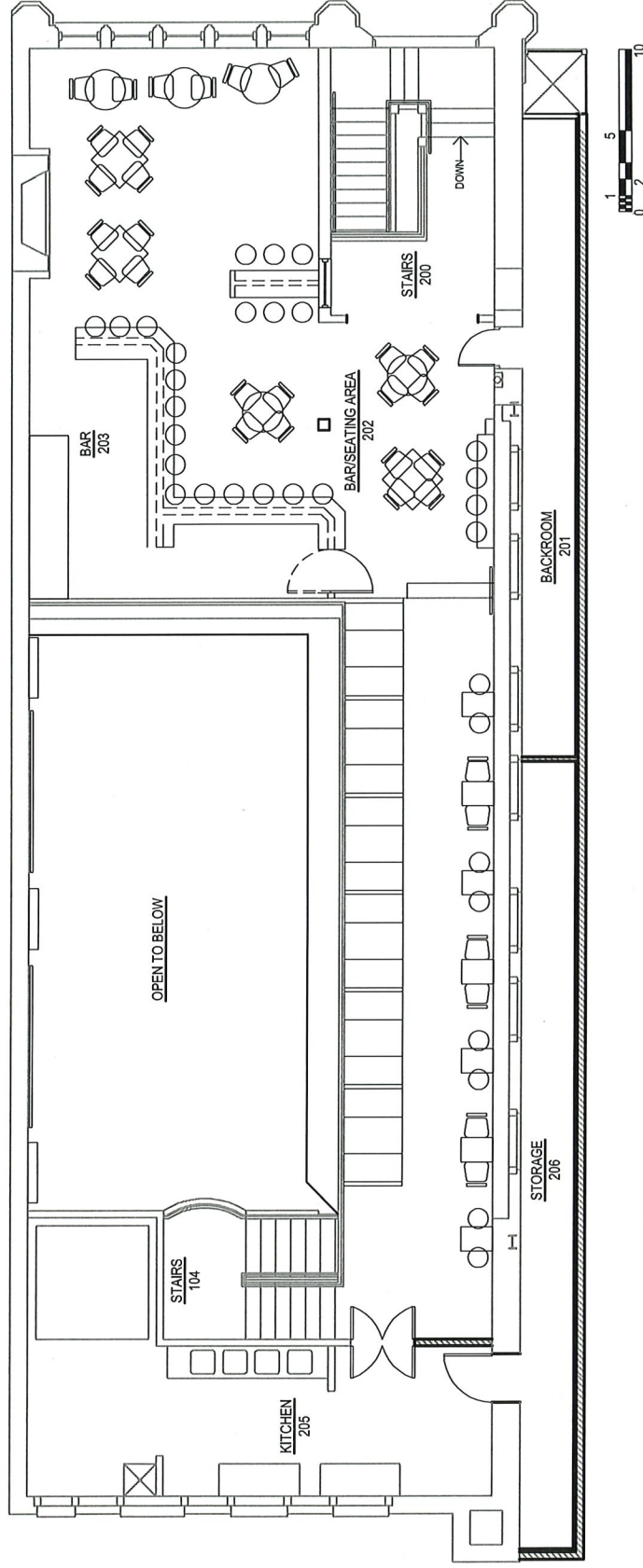
SQUARE FOOTAGE  
FIRST FLOOR = 3,200 SF

# CHURCH KEY

626 UNIVERSITY AVE

MADISON, WI

## OLD FLOOR PLANS



SECOND FLOOR PLAN  
3/32" = 1'-0"

SQUARE FOOTAGE  
SECOND FLOOR = 2,485 SF