



TOWN OF BRIDGTON VICTUALERS LICENSING ORDINANCE

Enacted 11/08/2011(as the Town of Bridgton “Victualers Licensing Ordinance”)
Revised 11/03/2020 (as the Town of Bridgton “Victualers and Marijuana Establishments Licensing Ordinance”);
Repealed and Replaced (as the “Town of Bridgton Victualers Licensing Ordinance”) November 2, 2021.

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I. PURPOSE AND AUTHORITY

This Victualers Licensing Ordinance (the “Ordinance”) is enacted pursuant to 30-A M.R.S. § 3001. The purpose of this Ordinance is to ensure that establishments serving food or drink prepare their food and drink in a safe and sanitary environment and to set forth procedures and standards for the issuance of municipal licenses for such establishments in order to protect the public health, safety and welfare.

II. LICENSE REQUIRED

A. Victualer’s License. Except as provided in Section II.A.1, below, any establishment that serves food or drink prepared for consumption by the public within the corporate boundaries of the Town of Bridgton shall be required to annually apply for and possess a Victualer’s License. A Victualer’s License shall be specific to the premises and entity which is requesting the license. For example, a facility which is owned or operated at more than one location, or in the same location and is operated by different parties or personnel or which are physically separated, shall require separate licenses. However, no separate license shall be required for an establishment which only serves food or drink prepared by a licensed establishment or by a licensed catering firm.

1. Exemptions. The following establishments are exempt from applying for and possessing a Victualer’s License:
 - a. A Public or Private School, Public Service Organization, Private Club, Church Organization, Fire Department, or any other non-profit organization selling food or drink on an infrequent basis to solely raise money for a charitable cause.
 - b. Grocery stores, except those selling food items prepared on the premises
 - c. Establishments selling food and drink only through vending machines.

This local exemption does not relieve an establishment of state requirements or other applicable ordinances, laws, and regulations. The Municipal Officers shall have the authority to decide if an establishment is exempt.

III. LICENSING AUTHORITY

The Municipal Officers shall have the authority to approve or disapprove all applications and renewal applications for Victualer’s Licenses.

IV. APPLICATIONS; REVIEW PROCEDURES

The following review procedures apply to initial license applications, as well as renewal license applications. In reviewing a license application, the Municipal Officers may consider the requirements

under this Ordinance and other applicable ordinances, laws, and regulations and, for license renewals, the Licensee's record of compliance with the same.

- A. Applicant: The license applicant shall be the owner of the establishment. If the owner is a business entity or a nonprofit corporation, the applicant shall be every officer, director, member, manager, and general partner (collectively, "Members"). If the business entity or nonprofit corporation has more than three Members, the applicant shall be the Member duly authorized to file the application on behalf of the business entity or nonprofit corporation. If the applicant is not the person primarily responsible for the actual operation of the establishment, then the person(s) primarily responsible for the actual operation of the establishment shall be co-applicant(s) together with the applicant. The applicants and co-applicants are collectively referred to as "Applicant" in this Ordinance.
- B. Applications and Fees: An Applicant for a Victualer's License shall file with the Town Clerk a license application on a form prescribed by the Town Clerk, together with the following:
1. A nonrefundable license application fee as provided in the Town of Bridgton Fee Schedule.
 2. Evidence of all state and other municipal approvals required to operate the establishment including, as applicable, a copy of the Applicant's state license application and supporting documentation, as submitted to the state licensing authority. If an application for such approval is pending as of the date a license application is filed with the Town, the Applicant must submit a copy of the state licensing application.
 3. A statement identifying the Applicant and the Applicant's ownership interests in the establishment, if any.
 4. A release allowing the Municipal Officers to obtain, in their sole discretion, local, state, and/or federal criminal records and other background information related to the Applicant as provided in Section V.A.3, below. Failure to submit requested releases for a background check may be used by the Municipal Officers as grounds for denial of a license. The cost of any such background check shall be borne by the Applicant and shall be in addition to the application fee.
 5. A description and plan of the establishment for which a license is being sought.
- C. Initial Screening: The Town Clerk shall initially review the license application to ensure that it is complete. If the Town Clerk determines that an application is incomplete, the Town Clerk shall notify the Applicant of the additional information required to process the application. If such additional information is not submitted within 30 days of the Town Clerk's request, the Town Clerk may return the application as incomplete and the application shall be deemed denied. If the Town Clerk determines that the application is complete, the Town Clerk shall forward the application to the Town's Police Chief, Fire Chief, and Code Enforcement Officer for review and comment.
- D. License Renewals: Renewal license applications must be submitted to the Town Clerk in accordance with subsections B and C, above. The Municipal Officers shall annually review all renewal applications based on the review criteria set forth in Section V.A, below, and to determine the Applicant's previous conformance with this Ordinance and any other applicable ordinances, laws, and rules. The Municipal Officers shall (1) approve the renewal request; (2) table the renewal request, setting a date for the Applicant to come before the Municipal Officers to answer questions affecting consideration of the renewal request; or (3) for reason(s) noted, disapprove the request.

Applicants for renewal shall submit a completed application with fees annually to the Town Clerk at least 30 days prior to the expiration date of the license.

V. ISSUANCE OR DENIAL OF A LICENSE; INSPECTIONS

A. Review Criteria: The Municipal Officers shall license persons of good moral character to establish or operate an establishment in accordance with the requirements set forth in this Ordinance and all other applicable ordinances, laws, and regulations. In determining whether to issue a license or deny a license application, the Municipal Officers shall consider:

1. Whether the Applicant has failed any part of a state inspection or local health inspection.
2. Whether the Applicant has failed to provide sufficient evidence of compliance with applicable ordinances, laws, and regulations.
3. Whether the Applicant is of good moral character. In determining good moral character, the Municipal Officers shall consider all evidence presented and may, in addition and in their sole discretion, check the Applicant's local, state, and/or federal criminal record, if any.
4. Whether the Applicant has failed to pay an outstanding fine, penalty, or tax owed to the Town of Bridgton.
5. Whether the Applicant has provided false or misleading information in connection with the license application.

In reviewing any license application pursuant to this Ordinance, the Municipal Officers may solicit review comments concerning the above-identified considerations from any public officers, departments, or boards of the Town.

B. Conditions of Approval: Establishments must operate in accordance with all material representations made in the license application. The Municipal Officers may attach to any license issued pursuant to this Ordinance additional conditions and requirements that are reasonably designed to promote the health, safety, or welfare of the public.

C. License Term: A license is valid immediately upon being granted by the Municipal Officers and expires one year from the date the license was granted. A Licensee who fails to obtain a renewal license before license expiration must cease operations until a renewal license is granted.

D. Inspections:

1. Initial License Inspection: An Applicant requesting a license for the first time must have the establishment inspected by the Code Enforcement Officer, Police Chief, and Fire Chief prior to any action being taken on the license application by the Municipal Officers. Any alterations or changes to an establishment during the course of the Municipal Officers' review will require additional inspections.
2. Compliance Inspections: The Code Enforcement Officer, Police Chief, and Fire Chief shall have the authority to enter, with or without notice, a Licensee's premises to make any inspection reasonably necessary to determine compliance with the requirements of this Ordinance.

VI. SUSPENSION OR REVOCATION OF LICENSE; DETERMINATION OF VIOLATIONS

If after investigation, notice, and hearing, the Municipal Officers find that a Licensee is unfit to hold a license granted under this Ordinance, the Municipal Officers may suspend or revoke the license. The suspension or revocation of a license issued by the state licensing authority, the failure of a Licensee to acquire and maintain all necessary local and state approvals, or the violation by a Licensee of any applicable ordinances, laws, and regulations (including without limitation life safety code requirements) shall be *prima facie* evidence that the Licensee is unfit to hold a license. The Municipal Officers may suspend a license for any period of time that it considers proper. The Municipal Officers may also determine that an establishment which has not obtained a license is required to obtain a license, or that a licensed establishment has violated conditions and restrictions applicable to its license. Prior to ordering the suspension or revocation of a license or determining a license violation, the Municipal Officers shall provide the Licensee, at least three days prior to the hearing date, notice of the time and place of the hearing at which the license suspension, revocation, or violation will be considered. At the hearing, the Licensee shall be given an opportunity to hear the evidence in support of the charges against the Licensee and to be heard in the Licensee's own defense.

VII. ASSIGNMENT OR TRANSFER

No license issued under this Ordinance may be assigned or transferred to another entity. Any change in ownership of a licensed establishment shall require a new license. Licenses are limited to the premises for which they are issued and are not transferrable to another location. A Licensee seeking to operate in a new location must first acquire a license for that location.

VIII. APPEALS

An appeal from any final decision of the Municipal Officers made pursuant to this Ordinance shall be taken by any party to the Superior Court in accordance with the provisions of Rule 80B of the Maine Rules of Civil Procedure.

IX. PENALTY

Any act made unlawful by this Ordinance and any violation of this Ordinance shall be a civil violation subject to a penalty in accordance with 30-A M.R.S. § 4452. Each day that such unlawful act or violation continues shall be considered a separate offense. The Municipal Officers or their designee shall enforce the provisions of this Ordinance.

X. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.