



Town of Winthrop

Licensing Renewal and Catering Permit Policy

To formalize the Town of Winthrop's processing of applications for license renewals, the Town Council hereby adopts the following standard practices:

- 1) **Town Manager review:** Authority to approve license renewal applications for the following is hereby delegated to the Town Manager:

- Liquor
- Cannabis

Additionally, authority to approve catering permit applications is granted to the Town Manager, in accordance with these established guidelines.

- 2) **Police Chief consultation:** The Town Manager shall consult with the Police Chief or his/her designee in reviewing the above-referenced applications.
- 3) **Approval/denial:** Should the Town Manager and/or Police Chief determine an application should be denied, consideration will be deferred to the Town Council.
- 4) **Public hearings:** Should the Town Manager and/or Police Chief defer consideration of an application to the Town Council, the Council may, but shall not be required to, conduct a public hearing. Notice of any public hearing shall be posted and advertised a minimum of seven days prior to the hearing.

ADOPTED BY TOWN COUNCIL 2/5/2024