

## Town of Hayward Licensing Requirements Ordinance

### Ordinance #5-2007

The Town of Hayward, Sawyer County ordains as follows:

1. **Delinquency:** As a condition of obtaining, renewing, or keeping a license, all local taxes, assessments, special charges, or other fees including but not limited to municipal forfeitures, shall be paid on a current basis. Any fees unpaid within a time limit set by the Town Board or a court, as the case may be, place the licensee in a state of delinquency and subject to disciplinary action by the town board, including reprimand, suspension for a time period (up to 90 days), or revocation.
2. **Revocation:** Any license revoked shall not be reinstated within the 12 months following the date of revocation. There shall be no refund of any license fee paid to the party whose license is revoked.
3. **Procedure:** Upon complaint by any person, or at Town Board direction, and following Town Board review and approval, written notice shall be given to the licensee of the complaint basis, and the date and time the Town Board will hear the matter. For nonalcohol licenses service may be of first class mail to the licensee, or personal service, at the Town Chairperson's discretion. For alcohol licenses, Wisconsin State Statutes 125.12 or its successor, require a personal service of the hearing notice and complaint, and a hearing within 3-10 days thereafter. A record of service shall be kept by the Town Clerk.
4. **Hearing:** Evidence and testimony at the hearing shall be done in open session. Pursuant to statute 19.85(1)a, the Town Board may go into closed session to deliberate with regard to its decision, where this has been listed on the hearing notice. The Town Clerk shall see that the hearing notice is posted or published, in format acceptable to the Town Chairperson or his designated representative.
5. **Penalty:** In lieu of a hearing, the Town Board may accept license surrender, and then determine the time period before another application for the same type of license will be accepted from the former licensee for review. In the event that complaint allegation(s) are proved at the hearing, the Town Board shall decide which penalty for violation is appropriate.
6. **Severability:** In the event any portion of this ordinance is or becomes invalid or illegal, the remaining portions shall remain in full force and effect.
7. **Effect:** This ordinance shall take effect following passage, and posting in three public places by The Town Clerk or Deputy Town Clerk.

Ordinance adopted on May 8, 2007

*The Original Ordinance is on file at the Town of Hayward.*