



GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



Meeting Date		Department	
Agenda Item			
Est. Cost			

Background Information

Requested Action	
City Manager and/or Finance Review	
Council Vote/ Action Taken	
Departmental Follow-Up	

<i>City Clerk Use Only</i>	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

1/27/20

Date Received in Office: 1/27/20
 Received by: A. Landes
 Office Amount Received: \$130 ✓
 Approved _____ Denied _____

**APPLICATION FOR A
LICENSE/BUSINESS/EVENT**

Business Name	Gardiner Elks Lodge # 1293
Business Location	148 Cobbossee Ave., Gardiner
Business Mailing Address	same as business location
Owner Name	Tamra Pierce
Mailing Address (if different)	
Phone Number	207-441-4645
Business Number	207-582-6520
Email Address	bpoel293@gmail.com
Type of Business	Charitable / Fraternal Organization
Description of Business (attach paper if necessary)	Charitable organization
Business Hours	Mon - closed Wed - 4-9pm Fri - 4-10pm Tues - 4-9pm Thurs - 4-9pm Sat Noon - 11pm Sun. 12 noon - 5pm

Staff contacts for Licensing

Gardiner City Clerk Kathleen Cutler P: 207-582-2223 F: 207-582-6895 E: kcutler@gardinermaine.com	Code Enforcement Officer Kristopher McNeil P: 207-582-6892 C: 207-620-4853 E: kmcneill@gardinermaine.com
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City Hall Office Hours

Monday, Tuesday, Thursday: 8:00-4:00 Wednesday: 12:00 - 6:00 Friday: 8:00 - 12:00

Please send application and payment (payable to City of Gardiner) to: City Clerk's Office, 6 Church Street, Gardiner, ME

*	See Code Enforcement Officer after talking with the City Clerk
C	This License will need to go before council. Please ask the City Clerk for next meeting date.

Type of License Being Applied for:

(check all that apply)

*	DBA - Doing Business As (One-time Registration) -required	\$10	
* C	Adult Business	\$250	
* C	Automobile Recycling Business (5 year)	\$250	
	Beano/Bingo/Games of Chance/Pinball Machines (Annual)	\$10	✓
* C	Food Truck / Mobile Food Vending Unit (Annual)	\$100	
* C	Food Truck / Mobile Food Vending Unit (3-Day)	\$20	
* C	Junkyard (<100 ft highway) (Annual)	\$200	
* C	Junkyard (>100 ft highway) (Annual)	\$50	
	LIQUOR		
* C	Liquor/Bottle Club (1-50 seats) (Annual)	\$75	
✓ * C	Liquor/Bottle Club (51-100 seats)(Annual)	\$100	✓
* C	Liquor/Bottle Club (101+ seats) (Annual)	\$150	
✓ C	Catering Off-Premises (liquor is served) (per event)	\$10	✓
* C	Outside Consumption Permit (Annual)	\$25	
C	Tavern Keeper (Annual)	\$25	
C	Pawn (Annual)	\$50	
	Sales - special / pop-up / etc. (per event/sale)	\$25	
	Shooting Galleries/Pool Hall/Bowling Alley (Annual)	\$50	
	Solid Waste Collection (plus \$5 per additional truck)	\$25	
	Special Event - Exhibitions & Shows (Minor)	\$50	
C	Special Event - Exhibitions & Shows (Major)	\$100	
C	Entertainment/Special Amusement (Annual)	\$75	
* C	Mass Gathering	\$550	
*	Street Seller (Per Event)	\$20	
*	Street Seller (Annual)	\$50	
*	Street Seller - Farmers Market (Annual)	\$10	
C	Taxi / Vehicles for Hire	\$50	
C	Victualers License to Sell Food (Annual)	\$50	
C	Victualers License to Sell Food - Festival / per event	\$25	
C	Victualers License to Sell Food - Non-profit (Annual)	\$10	✓

Please send application and payment (payable to City of Gardiner) to: City Clerk's Office, 6 Church Street, Gardiner, ME

Office use only:
Received in Clerk's Office by A Landes Date 2/3/26
Approved by:
CM _____ Police _____ Fire _____ PW/B&G _____ CEO _____ ED _____
Please see attached email verification.

City Council Approval (If necessary)

City Council hereby finds that:

1. The proposed License is consistent with the goal of promoting the use of City owned property for recreational, entertainment or charitable events; and
2. That the proposed License can be conducted in the location proposed without endangering the public safety or disturbing the peace and order of the City of Gardiner; subject to the attached list of conditions:

Dated this _____ day of _____, 20_____.

Municipal Officer of the City of Gardiner

Alyssa Landes

From: Dawn Thistle
Sent: Tuesday, February 3, 2026 2:58 PM
To: Alyssa Landes; departmentheads
Subject: RE: Gardiner Elk's Lodge applications

Good with the library.

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Tuesday, February 3, 2026 2:11 PM
To: departmentheads <departmentheads@gardinermaine.com>
Subject: Gardiner Elk's Lodge applications

Attached you will find the Gardiner Elk's Lodge 1293 application for Victualers, Liquor, Game of Chance, and Catering off- premises renewals.

Thank you!



Alyssa Landes

Deputy City Clerk ~Public Works Admin
6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: Rick Sieberg
Sent: Wednesday, February 4, 2026 7:21 AM
To: Alyssa Landes; departmentheads
Subject: RE: Gardiner Elk's Lodge applications

Alyssa,

No problems for the FD.

Rick Sieberg
Fire Chief | City of Gardiner
6 Church Street
Gardiner, ME 04345
C: 207-620-0217
p: 207-582-4535
e: rick.sieberg@gardinermaine.com

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Tuesday, February 3, 2026 2:11 PM
To: departmentheads <departmentheads@gardinermaine.com>
Subject: Gardiner Elk's Lodge applications

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Thank you!



Alyssa Landes
Deputy City Clerk ~Public Works Admin
6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com



Application Copy

File Number: 129538

Job Type: Renewal Application

LICENSE #

CCP-12-101883

APPLICATION DATE RECEIVED

2026-02-02

LICENSE TYPE

On-Premises: Beer, Wine & Spirits

LICENSEE

B.P.O.E. ELKS, GARDINER
LODGE #1293

AGENT NAME

EFFECTIVE DATE

2025-04-18

EXPIRES

2026-04-17

STATUS

Active

PREMISES NAME

ELKS#1293 GARDINER LODGE

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

Club with catering privileges

PREMISES NAME

ELKS#1293 GARDINER LODGE

OPERATOR

B.P.O.E. ELKS, GARDINER
LODGE #1293

PHYSICAL ADDRESS

148 COBBOSSEE AVE GARDINER ME 04345-9050

MAILING ADDRESS

148 COBBOSSEE AVE GARDINER ME 04345-9050

CONTACT NAME ELKS#1293 GARDINER LODGE	PREFERRED CONTACT METHOD Email
CONTACT PHONE (207) 582-6520	ALTERNATE PHONE
FAX	EMAIL BPOE1293@GMAIL.COM

QUESTIONS

On-Premises: Beer, Wine & Spirit

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

Yes
Charter # 19220016ND

2. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

No

3. Is the applicant/licensee an individual, partnership, or association? (Not a corporation or LLC)

No

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Is your license for a club with a membership?

Yes
(document uploaded)

6. Is your license application for Vessel Corporation?

No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

Yes

(document uploaded)

8. Do you have a license from the Office of the State Fire Marshal? Contact (207) 626-3870 to determine whether licensure is necessary.

Yes

7526

9. Will any law enforcement officer directly benefit financially from this license, if issued?

No

10 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

No

11 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

12 What is the full name and date of birth of the person managing this premises?

Tamra L Pierce

03/27/1959

13 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

14 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

17 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?

No

18 At which address are your business records located?

148 Cobbossee Avenue, Gardiner, ME 04345

19 What will be your business hours? Please indicate each day's open and close times.

Monday - closed

Tuesday - 4 PM-8PM

Wednesday - 4 PM-8PM

Thursday - 4 PM-8PM

Friday - 4 PM-10 PM

Saturday - 12 PM-10 PM

Sunday - 12 PM-5PM

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Gardiner Regional Middle School

21 Is your application for a Hotel or Bed & Breakfast?

No

22 What is the gross food income for the licensure period that will end on the expiration date?

\$22,280

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

\$69,885

24 Do you have a food menu?

Yes

(document uploaded)

25 How many seats do you have? Include indoor and outdoor seating.

100

26 How many bathrooms do you have available to the public?

4

27 Do you currently have any advertising or sponsorship agreements with a wholesale licensee or certificate of approval holder (including agreements for signage, naming rights, event sponsorships or branded areas)?

No

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Food Menu	menu.jpg	
Maine Health or Agriculture	serving license.jpg	

License

Premises Floor Plan lodge layout.jpg

Club Questionnaire questionnaire.jpg

Supplemental Ownership Form form 1.jpg

Supplemental Ownership Form form 2.jpg

APPLICANT

B.P.O.E. ELKS, GARDINER
LODGE #1293

DECLARATION

- I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

**MAINE DEPT OF
PUBLIC SAFETY**

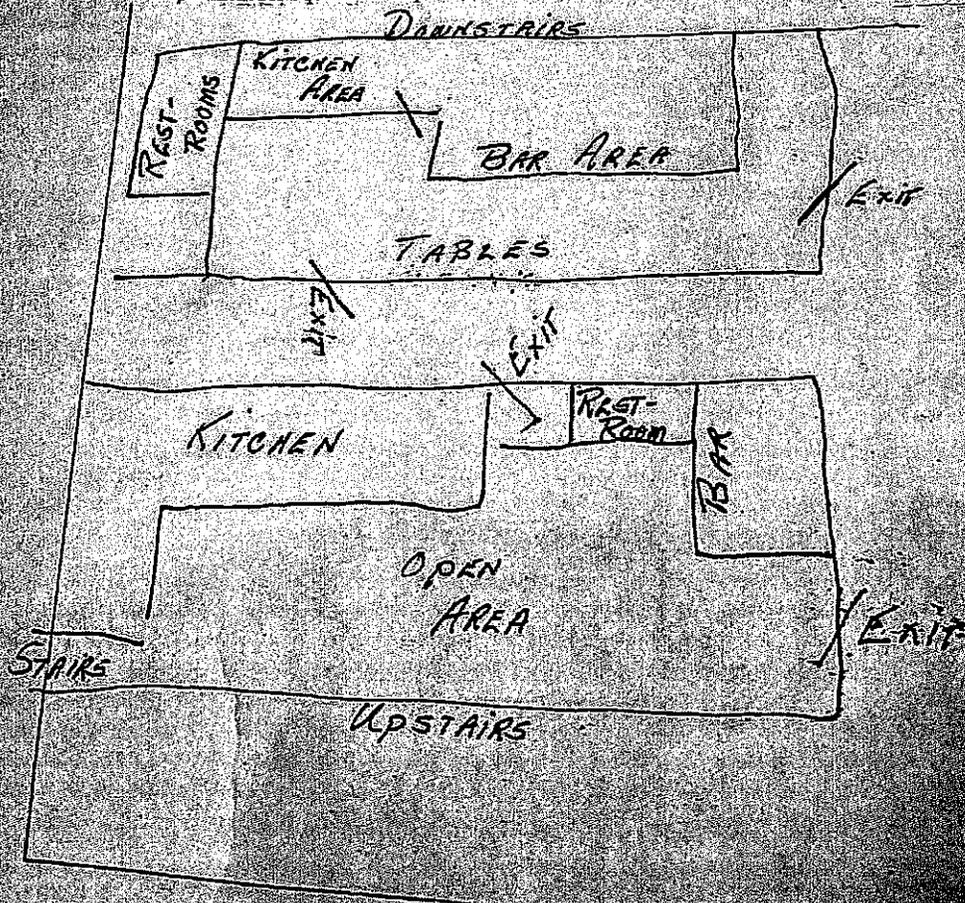
STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424



**SUPPLEMENTAL APPLICATION FORM
ON-PREMISE DIAGRAM**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Liquor Licensing & Inspection Division is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Department for liquor consumption.



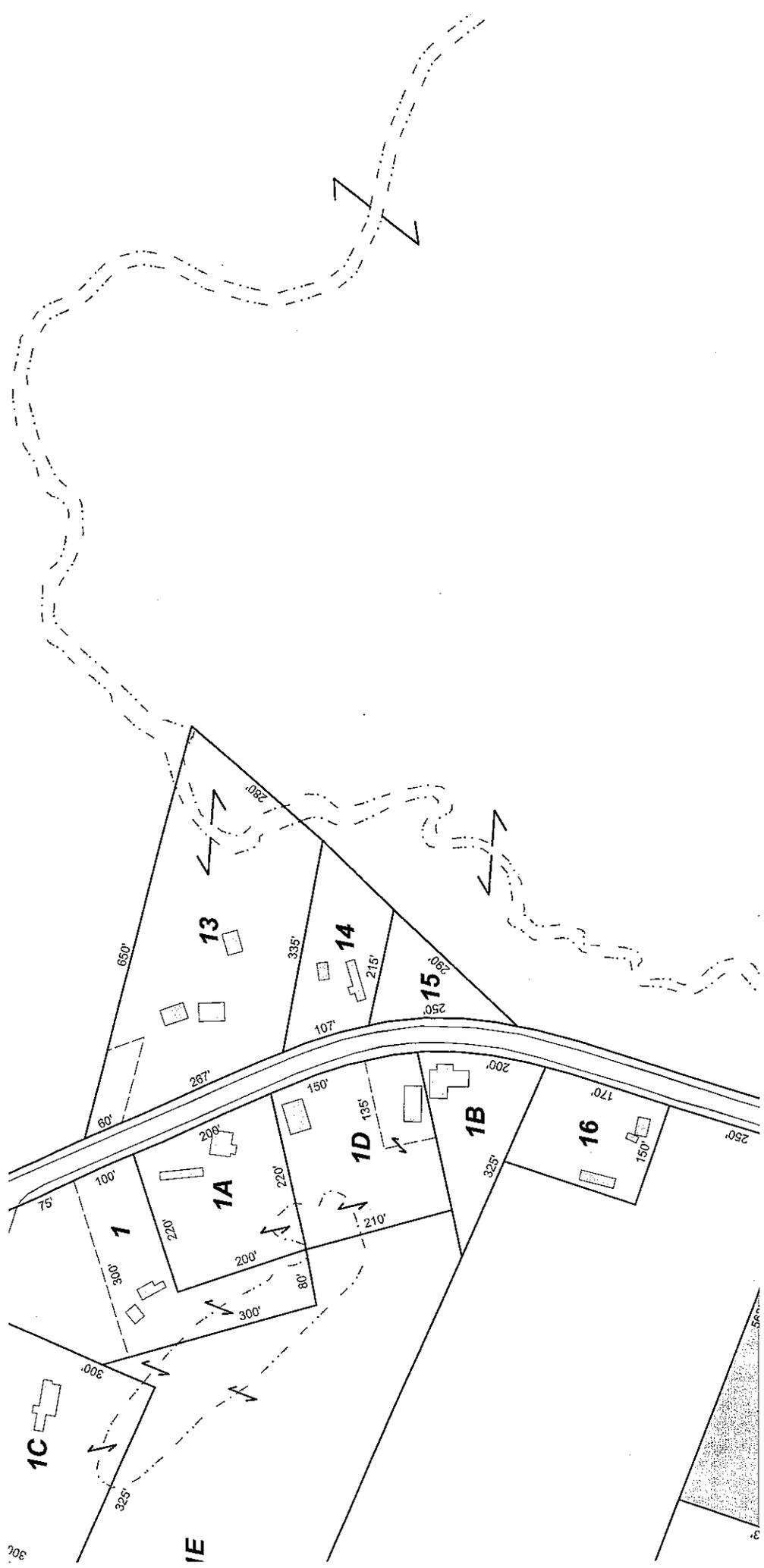
THE GRAND LODGE OF THE STATE OF CALIFORNIA
EST. 1847

MEETING PLACE: 1234 5th St., Sacramento, CA

MEMBERSHIP: \$10.00
DUES: \$5.00
CONTACT: 555-1234



ATTENTION: LODGE POST #
1234 5th St., Sacramento, CA
GARDNER, J. K. 555-1234



Alyssa Landes

From: Kristopher McNeill
Sent: Monday, February 9, 2026 11:32 AM
To: Alyssa Landes
Subject: RE: Gardiner Elk's Lodge applications

No issues Alyssa

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Monday, February 9, 2026 8:04 AM
To: Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: FW: Gardiner Elk's Lodge applications

Can I get a response from you please?



Alyssa Landes

Deputy City Clerk ~Public Works Admin
6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com

From: Alyssa Landes
Sent: Tuesday, February 3, 2026 2:11 PM
To: departmentheads <departmentheads@gardinermaine.com>
Subject: Gardiner Elk's Lodge applications

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Thank you!



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Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: Todd Pilsbury
Sent: Tuesday, February 3, 2026 2:19 PM
To: Alyssa Landes
Subject: RE: Gardiner Elk's Lodge applications

All set with PD.

Chief Todd H. Pilsbury

City of Gardiner Police Department
(207)582-3211 (office)
(207)215-5430 (cell)

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Tuesday, February 3, 2026 2:11 PM
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6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: Denise Brown
Sent: Tuesday, February 3, 2026 2:16 PM
To: Alyssa Landes; departmentheads
Subject: RE: Gardiner Elk's Lodge applications

No issue with ICM.

Denise M. Brown
Interim City Manager
& Finance/HR Director | City of Gardiner
6 Church Street
Gardiner, ME 04345
207-582-4200
dbrown@gardinermaine.com
www.gardinermaine.gov

From: Alyssa Landes <ALandes@gardinermaine.com>
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Thank you!



Alyssa Landes
Deputy City Clerk ~Public Works Admin
6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: John Cameron
Sent: Tuesday, February 3, 2026 2:13 PM
To: Alyssa Landes
Cc: departmentheads
Subject: Re: Gardiner Elk's Lodge applications

Good with pw
Sent from my iPhone

On Feb 3, 2026, at 2:10 PM, Alyssa Landes <ALandes@gardinermaine.com> wrote:

Attached you will find the Gardiner Elk's Lodge 1293 application for Victualers, Liquor, Game of Chance, and Catering off- premises renewals.

Thank you!

<image001.png>

Alyssa Landes

Deputy City Clerk ~Public Works Admin

6 Church Street

Gardiner, ME 04345

alandes@gardinermaine.com

<Gardiner Elks's Lodge Application 2026.pdf>

Alyssa Landes

From: Melissa Lindley
Sent: Tuesday, February 3, 2026 2:42 PM
To: Alyssa Landes; departmentheads
Subject: RE: Gardiner Elk's Lodge applications

No issues for economic development.

Melissa Lindley

Economic Development Director
City of Gardiner
6 Church Street, Gardiner, ME 04345
office/cell: 207-582-6888
mlindley@gardinermaine.com
www.gardinermaine.gov

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Tuesday, February 3, 2026 2:11 PM
To: departmentheads <departmentheads@gardinermaine.com>
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Alyssa Landes

Deputy City Clerk ~Public Works Admin
6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: Stephen Aievoli
Sent: Tuesday, February 3, 2026 2:22 PM
To: Denise Brown; Alyssa Landes; departmentheads
Subject: Re: Gardiner Elk's Lodge applications

No issue for WW

Steve Aievoli
Wastewater Superintendent
City of Gardiner
540 River Avenue
Gardiner, Maine 04345
207-582-1351 ext. 1

From: Denise Brown <DBrown@gardinermaine.com>
Sent: Tuesday, February 3, 2026 2:16 PM
To: Alyssa Landes <ALandes@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>
Subject: RE: Gardiner Elk's Lodge applications

No issue with ICM.

Denise M. Brown
Interim City Manager
& Finance/HR Director | City of Gardiner
6 Church Street
Gardiner, ME 04345
207-582-4200
dbrown@gardinermaine.com
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From: Alyssa Landes <ALandes@gardinermaine.com>
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Alyssa Landes