



108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2105
Hearing Impaired: 711

MEMORANDUM

Liquor License Hearing - Friday, June 30, 2023, 1:30pm

TO: The Hearings Officer
FROM: Natalie Kiel, Business License Specialist
DATE: June 26, 2023

AGENDA ITEM 4.C: For Possible Action: Discussion and possible action regarding an application to add Liquor Catering to existing liquor license (LIQUOR-004849-2020) with James Colgan IV as the liquor manager for Highball LLC dba Westside Pourhouse / Pourhouse located at 110 W Telegraph Street, Carson City, NV 89703.

Recommendation: To approve an application to add Liquor Catering to the existing Liquor License with James Colgan IV as the liquor manager for Highball LLC dba Westside Pourhouse / Pourhouse at 110 W Telegraph St, Carson City, NV 89703 subject to the following approval:

1. The applicant must sign a sworn affidavit consistent with Carson City Municipal Code (CCMC) 4.13.060 regarding a server training course.
2. The holder of the liquor license must maintain on the premises, evidence of employee server training certification for all employees that serve or sell alcohol.
3. The Liquor Catering License scope includes privately catered events, service for public events will still require a Special Event Temporary Liquor permit where appropriate.

Per Carson City Municipal Code (CCMC) 4.13, all liquor license requests are to be reviewed by the Hearings Officer. The Hearings Officer may grant or deny the application for a liquor license or place conditions on a license to ensure compliance with the Municipal Code.

The subject request is for Highball LLC dba Westside Pourhouse / Pourhouse to have a Catering Liquor License with James Colgan IV as the liquor manager.

Per CCMC 4.13.070, the application for an additional class of liquor license is exempt from a background investigation by the Carson City Sheriff's Office as an investigation has already been completed for the applicant's current Tavern/Bar liquor license.

The health department has reviewed the application and Carson City Health and Human Services is recommending approval. Comments provided by the health department in the attached memo have been incorporated as conditions of approval where appropriate.



CARSON CITY LICENSE APPLICATION

Business License #: **BL-004897-2020**

Please type or print in black ink; Incomplete or illegible applications will not be accepted. Applications must bear an original signature

Liquor License #: **LTIQ002-004898-2020**

Submittal Date:

| | | | | | | |
|----|---------------------------------------|---|---|--|--|-------------------------------------|
| 1 | <input type="checkbox"/> New Business | <input type="checkbox"/> Change of Location/Mailing | <input type="checkbox"/> Change of Name | <input type="checkbox"/> Change of Corporate Officer | <input type="checkbox"/> Other | |
| 2 | Type of License(s) | <input type="checkbox"/> Business | <input type="checkbox"/> Short-Term | <input type="checkbox"/> Gaming | <input type="checkbox"/> Liquor | |
| 3 | Type of Entity | <input checked="" type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Non-Profit |
| 4 | Entity Name | Highball, LLC | | | 5 Business Opening Date | |
| 6 | Business Name (DBA) | Westside Pourhouse | | | 7 EIN # | |
| 8 | Business Address | City | State | Zip Code | | |
| 9 | Mailing Address | City | State | Zip Code | | |
| 10 | Corporate Phone | Business Phone | Cellular Phone | Business Fax | | |
| 11 | E-mail Address | Business Website | | | | |

12 Owner(s), Manager(s), or other Principal(s) attach additional pages if required

| | | |
|--------------------------------|---|----------------------|
| Last, First, MI | Percent Owned | Title |
| Colgan, James R | 50% | Owner/Manager |
| Residence Address (Street) | City, State, Zip | Residence Telephone |
| 110 W. Telegraph St | CC, NV 89703 | 775-885-1888 |
| Last, First, MI | Percent Owned | Title |
| Kim, Shaheena | 50% | Owner/Manager |
| Residence Address (Street) | City, State, Zip | Residence Telephone |
| 110 W. Telegraph | CC, NV 89703 | 775-885-1888 |
| Last, First, MI | Percent Owned | Title |
| | | |
| Residence Address (Street) | City, State, Zip | Residence Telephone |
| | | |
| Liquor Manager (if applicable) | <input type="checkbox"/> On-Site <input type="checkbox"/> Off-Site | Contact Phone Number |
| Residence Address (Street) | City, State, Zip | |

13 Describe in detail the activity of your business

Adding Catering to Liquor License

14 Type of Liquor License Applying for (If applicable)

| | | | | | |
|--|---|---|--|---|--|
| <input type="checkbox"/> Tavern/Bar | <input type="checkbox"/> Dining Room w/Beer and Wine Only | <input type="checkbox"/> Packaged Liquor | <input type="checkbox"/> Dining Room w/Hard Liquor | <input type="checkbox"/> Combo (On-Premise & Pkg) | <input type="checkbox"/> General Wholesale |
| <input checked="" type="checkbox"/> Catering | <input type="checkbox"/> Additional Wet Bars | 15 Will there be an Interim Management Agreement? | | | |

16 List number of slot machines (If applicable)

| | | | |
|----------------------------------|------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> 1 cent | <input type="checkbox"/> Multi | <input type="checkbox"/> Craps | <input type="checkbox"/> Baccarat |
| <input type="checkbox"/> 5 cent | <input type="checkbox"/> Poker | <input type="checkbox"/> Roulette | <input type="checkbox"/> Race Book |
| <input type="checkbox"/> 25 cent | <input type="checkbox"/> Mega Buck | <input type="checkbox"/> Twenty-One | <input type="checkbox"/> Sports Book |
| <input type="checkbox"/> 1.00 | | <input type="checkbox"/> Keno | <input type="checkbox"/> Poker |

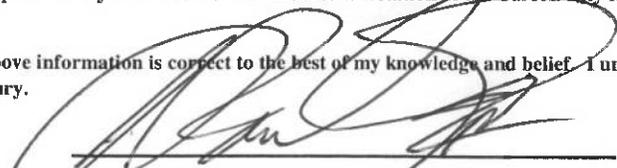
17 If this application is for a change of business name, location, or ownership, list the previous name, address, and owner below:

RECEIVED

MAY 31 2023

CARSON CITY BUSINESS LICENSES

| | | |
|----------------------------------|---|---|
| Miscellaneous Information | Please answer this section if your business is <i>located</i> in Carson City. If you are unsure of your answer or are installing signage, contact the Planning Division at (775) 887-2180 | |
| | Is your business location zoned for this type of business <i>YES</i> | Has a Special Use Permit been obtained for this business location |
| | Will you be installing any outdoor signs <i>NO</i> | Are there any existing signs of the property |
| | Will there be any outside storage (If yes, please explain items being stored and how being screened) <i>NO</i> | |
| | Will any commercial vehicles be used for this business (If yes, please describe size, type, and location of storage) <i>NO</i> | |
| | Please list the quantities, types, and storage location of any chemicals or hazardous materials that will be used for this business <i>Beer</i> | |

| | |
|------------------------------|--|
| Rules and Regulations | I, the undersigned understand that I cannot operate my business until my license is actually issued by this office indicating approval by all necessary city departments |
| | <ul style="list-style-type: none"> • If any changes are made after completing said license application this office must be notified immediately and an updated is required. • A business license, liquor license, and/or gaming license are issued to a given owner at a SPECIFIC LOCATION and are NON-TRANSFERRABLE to a different owner or different location. • Non-payment of annual and quarterly business license, liquor license, and/or gaming license fees by the due date will result in applied penalties and is grounds for the revocation of the license. • Any exception to any of the above is considered a violation of the Carson City Municipal Code and is subject to citation. |
| | I hereby certify that the above information is correct to the best of my knowledge and belief. I understand that failure to complete this form truthfully is an act of perjury. |
| | Applicant's Signature  Date <i>5/31/23</i> |

| FEE STRUCTURE | | FEE | LICENSE TOTAL FEES |
|----------------------------------|------|--------|--|
| Business License Fee: | | | Business License Annual Fee: |
| Square Footage | | | Business License Pro-rated Fee: |
| Number of Employees | | | Business License Application/Update Fee: |
| Health Fee | | | Liquor License Annual Fee: |
| Number of Rental Units | | | Liquor License Pro-rated Fee: |
| Number of Coin Operated Machines | | | Liquor License Application Fee: |
| Number of Slot Machines | | | Liquor License Investigation Fee: |
| TOTAL FEES DUE: | | | Gaming License Quarterly Fee: |
| Payment Type | | | Gaming License Application Fee: |
| Received By | Date | | Fictitious Name Fee: |
| Date Applicant Fingerprinted | By | File # | Health Pre-Inspection Fee: |



CARSON CITY, NEVADA
CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

Memorandum

To: Carson City Liquor and Entertainment Board
From: Carson City Health and Human Services (CCHHS)
Date: June 22, 2022
Re: Liquor License- LIQUOR-004898-2020

On June 22, 2023, a review of the liquor catering information submitted for HIGHBALL LLC • WESTSIDE POURHOUSE/POURHOUSE (110 W TELEGRAPH ST CARSON CITY, NV 89703) was performed.

Our approval is based on the following conditions being met:

- Alcohol must come from an approved source.
- All alcohol and/or food product must be stored at Westside/Pourhouse
- Westside Pourhouse/Pourhouse will be utilized for storage, obtaining clean water, greywater disposal, cleaning, and food/drink preparation.
- This approval is in relation to the current Catering Permit held by Westside Pourhouse/Pourhouse and as such allows the business to operate in the capacity of a caterer which services private events only as per noted in the Carson City Municipal Code under Liquor Board requirements.
- Service for public events does not qualify under the approved catering permit and must be approved according to Temporary Event regulations.

Please contact CCHHS with any questions or concerns.

Phone: 775-887-2190 or EH@carson.org

Maria Menjivar
Environmental Health Manager
Environmental Health Division
mmenjivar@carson.org
PH: (775) 283-7900

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JUN 23 2023

**CARSON CITY
BUSINESS LICENSES**

Carson City Health & Human Services

900 East Long Street • Carson City, Nevada 89706 • (775) 887-2190 • Hearing Impaired-Use 711

| | | | | |
|--|---|---|---|--|
| Clinical Services (775) 887-2195 Fax: (775) 887-2192 | Public Health Preparedness (775) 887-2190 Fax: (775) 887-2248 | Human Services (775) 887-2110 Fax: (775) 887-2539 | Disease Control & Prevention (775) 887-2190 Fax: (775) 887-2248 | Chronic Disease Prevention & Health Promotion (775) 887-2190 Fax: (775) 887-2248 |
|--|---|---|---|--|