



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

MEMORANDUM

Liquor License Hearing - Wednesday, August 2, 2023, 1:30pm

TO: The Hearings Officer
FROM: Natalie Kiel, Business License Specialist
DATE: July 24, 2023

AGENDA ITEM 4.C: For Possible Action: Discussion and possible action regarding an application to approve a change of liquor manager to Combo Liquor License (LIQUOR-006113-2021) to Sandra Nagel for Retail Court Hotel, LLC dba Staybridge Suites Carson City located at 972 Retail Ct, Carson City, NV 89706.

Recommendation: To approve an application to change the liquor manager to Sandra Nagel for the Combo Liquor License for Retail Court Hotel, LLC dba Staybridge Suites Carson City at 972 Retail Ct, Carson City, NV 89706 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.

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 Retail Court Hotel, LLC dba Staybridge Suites Carson City to change the liquor manager to Sandra Nagel on the existing Combo Liquor License. The business is located at 972 Retail Ct, Carson City, NV 89706, license number LIQUOR-006113-2021.

The Sheriff's Office did a background investigation and did not find any disqualifying information based on CCMC 4.13.125.

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

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

Business License #: **BL-006029-2021**

Liquor License #: **Liquor-006113-2021**

Submittal Date:

1 New Business Change of Location/Mailing Change of Name Change of Corporate Officer Other

2 Type of License(s) Business Short-Term Gaming Liquor

3 Type of Entity Sole Proprietor Corporation Partnership Limited Liability Company Non-Profit

4 Entity Name: **Retail Court Hotel, LLC** 5 Business Opening Date: **05/10/2021**

6 Business Name (DBA): **Staybridge Suites** 7 EIN #: **83-2292040**

8 Business Address: **972 Retail Court** City: **Carson City** State: **Nevada** Zip Code: **89706**

9 Mailing Address: City: State: Zip Code:

10 Corporate Phone: Business Phone: **775-350-7339** Cellular Phone: **775-685-4984** Business Fax:

11 E-mail Address: **sandran@maccall.com** Business Website:

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

Last, First, MI Percent Owned Title

Residence Address (Street) City, State, Zip Residence Telephone

Last, First, MI Percent Owned Title

Residence Address (Street) City, State, Zip Residence Telephone

Last, First, MI Percent Owned Title

Residence Address (Street) City, State, Zip Residence Telephone

Liquor Manager (if applicable): **Sandra Nagel** On-Site Off-Site Contact Phone Number: **775-685-4984**

Residence Address (Street): **3230 Imperial Way #95** City, State, Zip: **Carson City, Nevada 89706**

13 Describe in detail the activity of your business

Lodging with 24 hr pantry, hot breakfast in the mornings, social in the evenings with appetizers and beer and wine (Mon, Tues, Wed)

Type of Liquor License Applying for (if applicable)

14 Tavern/Bar Dining Room w/Beer and Wine Only Packaged Liquor Dining Room w/Hard Liquor Combo (On-Premise & Pkg) General Wholesale

Catering Additional Wet Bars Will there be an Interim Management Agreement? 15

16 List number of slot machines (if applicable) List number of table games (if applicable)

1 cent Multi Craps Baccarat
 5 cent Poker Roulette Race Book
 25 cent Mega Buck Twenty-One Sports Book
 1.00 Keno Poker

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

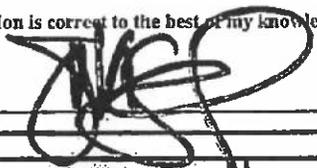
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CARSON CITY BUSINESS LICENSES

** Change Liquor Manager*

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 Yes	Has a Special Use Permit been obtained for this business location No
	Will you be installing any outdoor signs Yes	Are there any existing signs of the property No
	Will there be any outside storage (If yes, please explain items being stored and how being screened) No	
	Will any commercial vehicles be used for this business (If yes, please describe size, type, and location of storage) No	
	Please list the quantities, types, and storage location of any chemicals or hazardous materials that will be used for this business Housekeeping detergent/bleach, pool chemicals	

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: <u>05/30/2023</u>

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: Liquor Board Hearing Officer

From: Carson City Health and Human Services (CCHHS) Date: 6/8/2023

Re: Liquor License – LIQUOR-006113-2021 , BLR-

Type of Liquor License Approval:

- Pre-Packaged Liquor
- Hard Liquor/Mixed Drinks
- Beer and Wine ONLY
- Combo - Packaged Liquor and On-Premise

The Carson City Health and Human Services Environmental Health Division has created this liquor memorandum for Staybridge Suites located at 972 Retail Court Carson City NV 89706

Facility acknowledges and adheres to NAC 446 requirements and no issues are pending at this time.

Approval

Do Not Recommend Approval

REHS Environmental Health Specialist

Date: _____

Maria Menjivar

Maria Menjivar
Environmental Health Manager
Carson City Health and Human Services
Department

Date: 06/08/2023

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) 887-2248

Public Health
Preparedness
(775) 887-2190
Fax: (775) 887-2248

Chronic Disease
Prevention & Health
Promotion
(775) 887-2190
Fax: (775) 887-2248

Disease Control &
Prevention
(775) 887-2190
Fax: (775) 887-2248

Human Services
(775) 887-2190
Fax: (775) 887-2539



Ken Furlong
Sheriff

911 E. Musser St.
Carson City, NV 89701

775-887-2500
Hearing Impaired: 711
Fax: 775-887-2026

To: Liquor Board
From: Carson City Sheriff's Office
Re: Liquor License Application
Staybridge Suites
Nagel, Sandra Ann

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CARSON CITY
BUSINESS LICENSES
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The Sheriff's Office has conducted a background investigation on the above applicant as the liquor manager and has found the following:

- **Background of premises:** Staybridge Suites is located at 972 Retail Court situated behind the Dell Taco restaurant on College Parkway. The Hotel has been open since March of 2021 and has had minimal calls for service. This application is for a change in liquor manager.
- **Financial arrangements:** There are no new financial investments as Staybridge Suites is corporately owned by Retail Court Hotel LLC, based out of Salt Lake City,
- **Method of operation:** Staybridge Suites Hotel offers lodging, a 24hour pantry, gift shop and hot breakfast meal. The Hotel hosts a social event that occurs three days a week in the reception area offering beer and wine. The hotel employs 18-24 persons and is managed by Sandra Nagel who is the new and onsite General Manager.
- **Results of background:** The background for Sandra Nagel consisting of DMV records, law enforcement agency checks, Nevada criminal history, credit report and fingerprint results did not find any disqualifying information as listed in CCMC 4.13.125.

By: Elizabeth Martin
Elizabeth Martin
Administrative Assistant
Investigations Division

Date June 27, 2023

Recommend Approval

Do Not Recommend Approval

Ken Furlong
Ken Furlong
Sheriff

Date 7/3/23