



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

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## MEMORANDUM

Liquor License Hearing - Monday, October 9<sup>th</sup> at 1:30PM

**TO:** The Hearings Officer  
**FROM:** Natalie Kiel - Business License Specialist  
**DATE:** October 3, 2023

**AGENDA ITEM 4.E: For Possible Action: Discussion and possible action regarding an application to approve a change of liquor manager to Packaged Liquor License (LIQUOR-004895-2020) to Jennifer Lister for The Walgreen Co dba Walgreens #04788 located at 1465 E William St, Carson City, NV 89701.**

**Recommendation: To approve an application to change the liquor manager to Jennifer Lister for the Packaged Liquor License for Walgreen Co dba Walgreens #04788 at 1465 E William St, Carson City, NV 89701 subject to the following conditions of 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 Walgreen Co dba Walgreens #04788 to change the liquor manager to Jennifer Lister on the existing Packaged Liquor License. The business is located at 1465 E William St, Carson City, NV 89701, license number LIQUOR-004895-2020.

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

It was not applicable to have the health department review the application for a change in liquor manager.



# 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 #: LIQUOR-004895-2020  
Liquor License #:

Submission 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 checked="" 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 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 Walgreen Co.			5	Business Opening Date 11/14/98	
6	Business Name (DBA) Walgreen #04788			7	EIN # 36-1924025	
8	Business Address 1465 E WILLIAM ST	City CARSON CITY	State NV	Zip Code 89701		
9	Mailing Address	City	State	Zip Code		
10	Corporate Phone	Business Phone (775) 841-2790	Cellular Phone	Business Fax		
11	E-mail Address licenseadministration@walgreens.com	Business Website				
12	Owner(s), Manager(s), or other Principal(s) attach additional pages if required					
	Last, First, MI	Percent Owned	X	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) Jennifer M Lister	<input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Off-Site	Contact Phone Number 317-4965702			
	Residence Address (Street) 8610 Malibu Dr	City, State, Zip Reno, Nevada 89506				
13	Describe in detail the activity of your business Drug and retail store					
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 checked="" 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 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)		List number of table games (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:  N/A					

<b>Miscellaneous Information</b>	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	Has a Special Use Permit been obtained for this business location
	Will you be installing any outdoor signs	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)	
	Will any commercial vehicles be used for this business (If yes, please describe size, type, and location of storage)	
	Please list the quantities, types, and storage location of any chemicals or hazardous materials that will be used for this business	

<b>Rules and Regulations</b>	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"> <li>• If any changes are made after completing said license application this office must be notified immediately and an updated is required.</li> <li>• 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.</li> <li>• 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.</li> <li>• Any exception to any of the above is considered a violation of the Carson City Municipal Code and is subject to citation.</li> </ul>
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>7/27/2023</u>

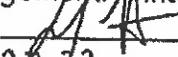
FEE STRUCTURE		FEE	LICENSE TOTAL FEES
Business License Fee			Business License Annual Fee:
Square Footage			Business License Pro-rated Fee:
Number of Employees			Business License Application/Update Fee:
Health Fee			Liquor License Annual Fee:
Number of Rental Units			Liquor License Pro-rated Fee:
Number 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:

## Background Investigation

Please review this document prior to submitting your liquor license application

- Chapter 4.13 - LIQUOR BOARD AND LIQUOR LICENSING AND SALES
  - 4.13.125 Issuance or Denial of License
    - 1. The hearings officer or the board if an application is forwarded pursuant to Section 4.13.035 herein, may grant or deny the application for a liquor license or place conditions on a license to ensure compliance with this chapter and other applicable laws and regulations. Conditions of approval may include, but not be limited to, the payment of delinquent City fees, fines, or taxes prior to the issuance of the license. A denial must be based upon a finding that any applicant for any license, whether made by an individual, partnership, or corporation, is unsuitable for the issuance of a liquor license.
    - 2. The following persons are unsuitable for the issuance of a liquor license:
      - a. A person who has been convicted within the past five years of:
        - (1) A felony or other crime which under the laws of this state would amount to a felony.
        - (2) Any crime of which fraud or intent to defraud was an element whether committed in this state or elsewhere.
        - (3) Larceny in any degree.
        - (4) Buying or receiving stolen property.
        - (5) Unlawful entry of a building.
        - (6) A gross misdemeanor, or equivalent conviction in another state, or unlawful possession, use, or distribution of controlled substances or dangerous drugs.
        - (7) Illegal use of a dangerous weapon.
        - (8) Operating a motor vehicle while under the influence of liquor and/or controlled substances or dangerous drugs.
        - (9) Contributing to the delinquency of a minor.
        - (10) A gross misdemeanor or equivalent conviction in another state, of battery, domestic battery, or similar offense.
      - b. A person who has intentionally falsified information on, or omitted information from, a liquor license application within the past five years.
      - c. A person under the age of 21 years.
      - d. A person who is in arrears in child support payments unless proof of an approved payment plan or similar arrangement is produced and approved to the satisfaction of the hearings officer.
      - e. A person whom the hearings officer or board determines is not a suitable person to receive a liquor license under the provisions of this Chapter, having due consideration for the proper protection of public health, safety, morals, good order, and general welfare of the inhabitants of the City.
      - f. Except any elected Carson City officer or any member of the Carson City Board of Supervisors, a Carson City employee who oversees or enforces the rules and regulations of liquor licenses shall not have any involvement with, interest in, or management of any establishment that possesses a liquor license.
    - 3. If an application for a liquor license is denied, the applicant thereof shall be notified in writing of the reason or reasons therefore.  
(Ord. No. 2017-8 , § 1, 4-20-2017)

Acknowledgement: Printed Name: Jennifer Marie Lister

Signature : 

Date: 7-27-23



## Carson City Business License Division

108 E. Proctor Street  
Carson City, Nevada 89701  
(775) 887-2105 – Hearing Impaired: 711  
buslic@carson.org  
www.carson.org/businesslicense

### ACKNOWLEDGEMENT AND WAIVER OF NOTICE

The undersigned acknowledges having been notified of the time and place of the meeting of the Carson City Liquor and Entertainment Board where the undersigned's application will be reviewed and acted on. The undersigned hereby waives the notice requirements under NRS 241.033 requiring written notice be delivered personally to the applicant at least 5 working days before the meeting or if sent by certified mail, at least 21 working days before the meeting.

All correspondence will be sent to the email address provided on the application. If an email address is not provided, it will be sent by certified mail.

7-27-23

Date

Jennifer Lister

Printed Name of Liquor License Applicant

[Signature]

Signature of Liquor License Applicant



**Carson City Business License Division**  
108 E. Proctor St.  
Carson City, Nevada 89701  
(775) 887-2105

**CARSON CITY LIQUOR LICENSE**

**RULES & REGULATIONS REGARDING LIQUOR LICENSES**

I/we, Jennifer Lister \_\_\_\_\_ (Print applicant A's name) \_\_\_\_\_ (Print applicant B's name)  
\_\_\_\_\_, the undersigned, understand that:  
(Print applicant C's name)

- I/we cannot sell alcohol until the Carson City Liquor Board, consisting of the Board of Supervisors and the Carson City Sheriff, approves my/our liquor license OR there is a temporary management agreement with the present owner of the establishment (who has a valid liquor license) on file with the Carson City Business License Division.
- I/we may not take control of or transfer ownership of said business before my/our liquor license is approved OR a management agreement is on file with the Carson City Business License Division.
- Taking control of or transferring ownership of said business before my/our liquor license is approved could hinder my/our chances of getting a liquor license.
- If any changes are made after completing said liquor license application (i.e., change of business name, location, nature of business, partner or corporate officer change, etc.) the Carson City Business License Division MUST be notified and a new liquor license application MUST be completed BEFORE the change occurs.
- If I am/we are issued a liquor license, the fees for said liquor license MUST be paid on or before the 1<sup>st</sup> day of July. If the annual liquor license fees are not paid by the 1<sup>st</sup> day of July, a 50% penalty charge will be assessed, without exception, and this delinquency becomes grounds for revocation of the liquor license.
- I/we also understand that if my/our liquor license is revoked by the Liquor Board, I/we cannot reapply for a new liquor license for 6 (six) months from the date of the board's action. I/we also understand that after reapplying, I/we MUST have the unanimous approval of all members of the Liquor Board.
- A liquor license is issued to a given owner at a specific location and is non-transferable to a different owner or different location. A new liquor license application must be filed for ANY change.
- The application fee and the investigation fee, paid at the time of application for a liquor license, are non-refundable.

*I/We have read and fully understand the above and have received a copy thereof.*

Jennifer Lister  
Applicant A's signature

\_\_\_\_\_  
Applicant B's signature

\_\_\_\_\_  
Applicant C's signature

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Date



**Carson City Business License Division**  
 108 E. Proctor St.  
 Carson City, Nevada 89701  
 (775) 887-2105

**CARSON CITY LIQUOR LICENSE**

**APPLICANT'S AUTHORITY TO RELEASE INFORMATION**

Having made application for a Carson City Liquor License, I wish Carson City to be informed as to my personal history and finances to help in determining my suitability for a liquor license.

For this specific purpose I hereby authorize the release and full disclosure of any and all information that you may have concerning me, including information of a confidential or privileged nature. Such information is to be released to any duly authorized agent of Carson City, upon presentation of this waiver or a photocopy of this waiver, whether in person or by mail, fax, or other method of conveyance.

This waiver is valid for a period of eighteen (18) months from the date of my signature. A photocopy of this waiver is to be considered as valid as an original, even though it does not contain an original of my signature.

Examples of types of information I am requesting that you provide include, but are not limited to:

Arrests, detentions, field contacts, field interview cards, officer's records, jail/custody booking records, traffic citations, traffic accident information, district attorney's records, court records and reports, probation and parole reports and records, laboratory reports and results, any other criminal justice records, reports or information source, employment history, including: dates of employment, rate of pay, job title, dependability, honesty, attitude towards the job, attitude towards fellow employees, and reasons for leaving; education history and records and any other such information you may have concerning my criminal justice history, employment history, medical history and educational history, or any personal knowledge you may have concerning my qualifications and suitability.

I hereby release you as the custodian of such records, and any law enforcement agency, criminal justice agency, school, college, university, or other educational institution, military organization, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment, including all officers, agents, employees, related personnel, both individually and collectively, from any and all liability for damage of whatever kind which may at any time result to me, my heirs, family, or associates, because of compliance with this authorization and request to release information or any attempt to comply with it.

Full Name (Print): Jennifer Marie Lister

Address (Print): 8610 Malibu Dr Reno, NV 89506

Telephone: (W) (775) 841-2790 (H) (317) 496-5702

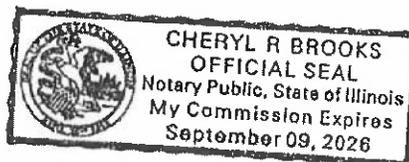
Signature: *JM* Date: 7-27-23

State of Illinois

County of Lake

This instrument was acknowledged before me on July 27 2023 by Jennifer Marie Lister

*Cheyl R Brooks*  
 Signature of Notarial Officer



# CARSON CITY LIQUOR LICENSE

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## CHILD SUPPORT STATEMENT

Per Carson City Municipal Code 4.13.125 2(d), a person who is in arrears in child support payments may not be suitable for a liquor license. Please check the appropriate box below and complete the remainder of the form.

Failure to mark one of the three and completion of the form may result in denial of the application.

- I am not subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order;
- or
- I am subject to a court order for the support of one or more children and am not in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Applicant Name (please print) Jennifer Lister

Signature of Applicant 

Date 7-27-23



Ken Furlong  
Sheriff

911 E. Musser St.  
Carson City, NV 89701

775-887-2500  
Fax: 775-887-2026

RECEIVED

SEP 05 2023

CARSON CITY  
BUSINESS LICENSES

To: Business License Division  
From: Carson City Sheriff's Office  
Re: Liquor Manager Application  
Walgreens #04788  
Lister, Jennifer Marie

The Sheriff's Office has conducted a background investigation on the above applicant as the liquor manager for Walgreens.

- Background of premises: Walgreens is located at 1465 E. William St. and is an established business, owned and operated by the Walgreens Company. Calls for service to this location are minimal and are typically for larceny or fraud.
- Financial arrangements: There is no change in ownership or financial arrangements associated with this application. Ms. Lister is applying as the new liquor manager for the location.
- Method of operation: Walgreens serves as a pharmacy and retail store, is open daily and employs approximately 15 persons. The store sells packaged liquor and packaged foods, and a variety of health and home products. Ms. Lister is the store manager and indicated she works full time at this location.
- Results of backgrounds: The background for Jennifer Lister did not find any disqualifying information based on CCMC 4.13.125.

By: Elizabeth Martin Date August 28, 2023  
Elizabeth Martin  
Administrative Assistant  
Investigations Division

Recommend Approval

Do Not Recommend Approval

Ken Furlong  
Ken Furlong  
Sheriff

Date 8/28/23