



Opening Your Business in Westminster & City Resources

April 26, 2023

Agenda

- Welcome
 - Abby Fitch, City Clerk
 - David German, Development Services Coordinator
 - Jessica Arvanites, Senior Plans Examiner
 - Drew Beckwith, Senior Water Resources Analyst
 - Scott Jacobs, Sales Tax Auditor
 - Stephanie Troller, Business Resiliency Manager
- Q & A

Welcome – Business Resiliency Manager, Stephanie Troller

- Roughly 3,000 businesses in Westminster
- 6 base industries:

Aerospace	Business Support Services
Financial Services	Health & Life Sciences
Hospitality & Entertainment	Technology & Information
- 400 new jobs added in 2021
- Help businesses navigate opening in Westminster



WESTMINSTER

City Clerk's Office

Abby Fitch
City Clerk

City Clerk's Office

Core Services:

- City Elections
- Business Licensing
- Public Records Requests
- Liquor Licensing
- Council Appointments to Boards and Commissions



ELECTIONS



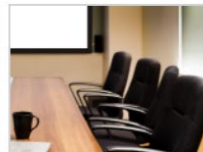
BUSINESS AND
SALES TAX
LICENSES



PUBLIC RECORDS
REQUEST



LIQUOR LICENSES




BOARDS AND
COMMISSIONS




General Business Sales & Use License

- Commercial including retail, office, and industrial locations within Westminster city limits
- Business Registration application form required to register business
- Requires approval from: Planning Division, Building Division, Fire Department, and Sales Tax Division
- Full approval process typically takes approximately 4 weeks
- Annual renewal required, forms to renew will be sent by the Clerk's Office
- No fees required

 WESTMINSTER COLORADO		Business Registration		<small>(303) 658-2162 FAX (303) 706-3924 licensing@cityofwestminster.us www.CityofWestminster.us</small>	
<small>City Clerk 4800 West 92nd Avenue Westminster, CO 80031</small>					
In order to ensure legibility, please fill in fields using PDF reader. Incomplete registrations will be returned.					
1) Legal/True Name of Business (Last, First if Individual). Repeat on Page 2				CITY USE ONLY	
2) Trade Name (DBA) of Business (if any up to 30 characters)				Acct	LT
3) Federal Employer ID				Class	Area
4) Colorado Sales Tax Account					
5) Other Westminster Accounts					
6) Reason for Filing (check only one) <input type="checkbox"/> New Registration (Including registration of new location) <input type="checkbox"/> Update Information for Account: _____ <input type="checkbox"/> Business Purchased or Merged <input type="checkbox"/> Change in Legal Form				7) Legal Form (check only one): <input type="checkbox"/> Individual/Sole Proprietor (81) (Verification of Lawful Presence required) <input type="checkbox"/> Corporation (Including PC) (83) <input type="checkbox"/> Limited Liability Company (LLC) (84) <input type="checkbox"/> Partnership (General or Limited) (82) <input type="checkbox"/> Limited Liability Partnership (LLP or LLLP) (89) <input type="checkbox"/> Non-Profit (85)	
8) Location/Account Type (check only one): <input type="checkbox"/> Commercial (Including retail, office, and industrial locations)					


Home Occupation License

- Business Registration application form required to register business
- Requires approval from: Planning Division, Fire Department, and Sales Tax Division
- Home Occupation Supplemental Registration form required
- Full approval process typically takes approximately 4 weeks
- License does not expire, annual renewal not required
- No fees required

 WESTMINSTER COLORADO	Home Occupation Supplemental Registration <i>City Clerk</i> 4800 West 92nd Avenue Westminster, CO 80031	(303) 658-2162 FAX (303) 706-3924 licensing@cityofwestminster.us www.CityofWestminster.us						
	Home occupations must complete this supplemental registration in addition to the Business Registration form.							
<div>Legal/True Name of Business (from line 1 of Business Registration)</div>		<table border="1"><tr><td>CITY USE ONLY</td></tr><tr><td>Acct</td></tr><tr><td> </td></tr></table>	CITY USE ONLY	Acct				
CITY USE ONLY								
Acct								
<p>Occupations operated from a dwelling unit within any zoning district, including the residential areas of a PUD zone, are subject to additional limitations pursuant to § 11-4-10 of the <i>Westminster Municipal Code</i>. Such home occupations must clearly be incidental and secondary to the use of the dwelling for dwelling purposes and cannot change the character of the dwelling or the neighborhood by excessive noise, lights, traffic, or other disturbances. It is unlawful to operate a home occupation without first obtaining a license. Home occupations conducted without a license, or otherwise in violation of the Code, shall be deemed a public nuisance and may be abated pursuant to Title VIII, Chapter 4 of the Code.</p> <p>Answer the following questions "Yes" or "No" by checking the appropriate box. Affirmative answers to any of the following questions disqualify a proposed home occupation. Further, after carefully reading line 8, initial on the line to the left.</p>								
<table border="1"><thead><tr><th>Yes</th><th>No</th><th></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>1) Will the use involve any activity that will not be contained within the principal dwelling unit, other than limited water safety instruction as permitted by the Code?</td></tr></tbody></table>			Yes	No		<input type="checkbox"/>	<input type="checkbox"/>	1) Will the use involve any activity that will not be contained within the principal dwelling unit, other than limited water safety instruction as permitted by the Code?
Yes	No							
<input type="checkbox"/>	<input type="checkbox"/>	1) Will the use involve any activity that will not be contained within the principal dwelling unit, other than limited water safety instruction as permitted by the Code?						

Sales & Use Tax License

- Out of city location, catalogue, or internet sales account
- Business Registration application form required to register business
- Requires approval from: Sales Tax Division
- Full approval process typically takes approximately 7 business days
- License does not expire, annual renewal not required
- No fees required

 WESTMINSTER COLORADO		Business Registration City Clerk 4800 West 92nd Avenue Westminster, CO 80031		(303) 658-2162 FAX (303) 706-3924 licensing@cityofwestminster.us www.CityofWestminster.us	
In order to ensure legibility, please fill in fields using PDF reader. Incomplete registrations will be returned.					
1) Legal/True Name of Business (Last, First if Individual). Repeat on Page 2				CITY USE ONLY	
2) Trade Name (DBA) of Business (if any up to 30 characters)				Acct	LT
3) Federal Employer ID				Class	Area
4) Colorado Sales Tax Account					
5) Other Westminster Accounts					
PART A - Registrant Information	6) Reason for Filing (check only one)			7) Legal Form (check only one):	
	<input type="checkbox"/> New Registration (Including registration of new location)			<input type="checkbox"/> Individual/Sole Proprietor (81) (Verification of Lawful Presence required)	
	<input type="checkbox"/> Update Information for Account: _____			<input type="checkbox"/> Corporation (Including PC) (83)	
	<input type="checkbox"/> Business Purchased or Merged			<input type="checkbox"/> Limited Liability Company (LLC) (84)	
<input type="checkbox"/> Change in Legal Form				<input type="checkbox"/> Partnership (General or Limited) (82)	
8) Location/Account Type (check only one):				<input type="checkbox"/> Limited Liability Partnership (LLP or LLLP) (89)	
<input type="checkbox"/> Commercial (Including retail, office, and industrial locations)				<input type="checkbox"/> Non-Profit (85)	

Liquor Licensing

- In addition to obtaining a General Business/Sales and Use Tax License, businesses that will be selling/serving liquor are also required to obtain the appropriate Liquor License
- There are several different types of Liquor Licenses with associated fees
- Begin the liquor licensing process by contacting the City Clerk's office
- State and City approval are required to obtain a liquor license
- Expire annually, renewal required



Specialty Licenses

- Certain types of businesses require a specialty license and have associated fees to operate in Westminster
- Solid Waste/Recycling License (trash haulers operating within the city)
- Security Guard Business License (not individual guards)
- Pet Shop License
- Amusement Machine License
- Expire annually, require renewal



Online Resources for Business Owners

www.cityofwestminster.us/Government/Departments/CityClerk/BusinessSalesTaxLicenses

- Business Registration Forms
- Specialty License Information and Applications
- Liquor License Information



BUSINESS
REGISTRATION
FORM



HOME
OCCUPATION
SUPPLEMENTAL
REGISTRATION



SPECIALTY
LICENSES



LIQUOR LICENSES

City Clerk's Office Contact Information:

Business Licensing

licensing@cityofwestminster.us

City Clerk's Office

CityClerk@cityofwestminster.us

303.658.2161

4800 W. 92nd Ave.

Westminster, CO 80031



WESTMINSTER

Community Development Department

David German, AICP
Development Services
Coordinator

Community Development - Planning Division

Division in the Department of Community Development

Focus:

- Current Planning
- Long-range Planning
- Urban Design

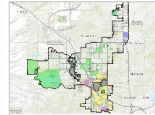
About the Planning Division

The Planning Division is primarily responsible for the coordination and approval process for all proposed land development, and is involved in a number of special projects and long-term land use, urban design and planning activities. The division also performs inspections and enforces development plans and processes to general zoning requests.

DEVELOPMENT REVIEW RESOURCES



APPLY FOR A
PERMIT OR
PROJECT



ZONING



CURRENT
DEVELOPMENT
MAP



DEVELOP IN
WESTMINSTER



LONG RANGE
PLANNING AND
URBAN DESIGN



COMPREHENSIVE
PLAN UPDATE



SIGN CODE



CODE FORWARD



HARRIS PARK
PLAN



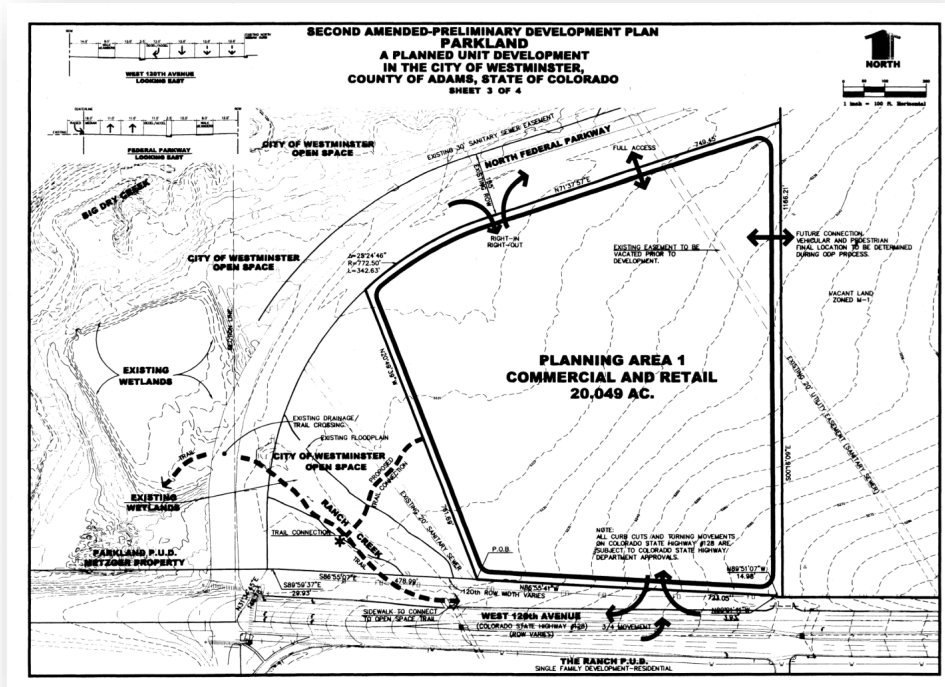
STATUS OF
DEVELOPMENT
PROJECTS

Community Development - Planning Division

- Development Review Project Management
 - Preliminary Development Plans (PDP)
 - Official Development Plans (ODP)
- Comprehensive Plan Amendments
- Rezoning
- Annexation
- Variance
- Conditional Use
- Special Use
- Permits
- Assist in Long-range Planning Initiatives

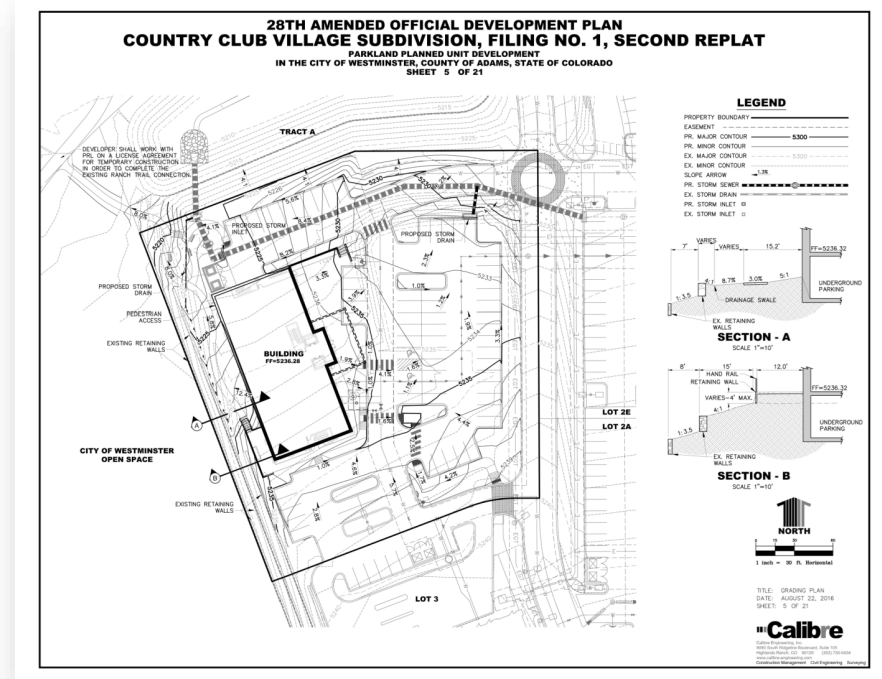
Preliminary Development Plan (PDP)

- Large-scale framework for development
- Typically 2 – 4 pages
- Permitted uses; development standards: height, bulk, setbacks; lot arrangement; access points; etc.



Official Development Plan (ODP)

- Site-specific plan for development of one or more properties within a PDP
- Can be dozens of pages depending on scale of project/site
- Site plan; grading; landscaping; lighting; architecture; specific permitted uses, etc.

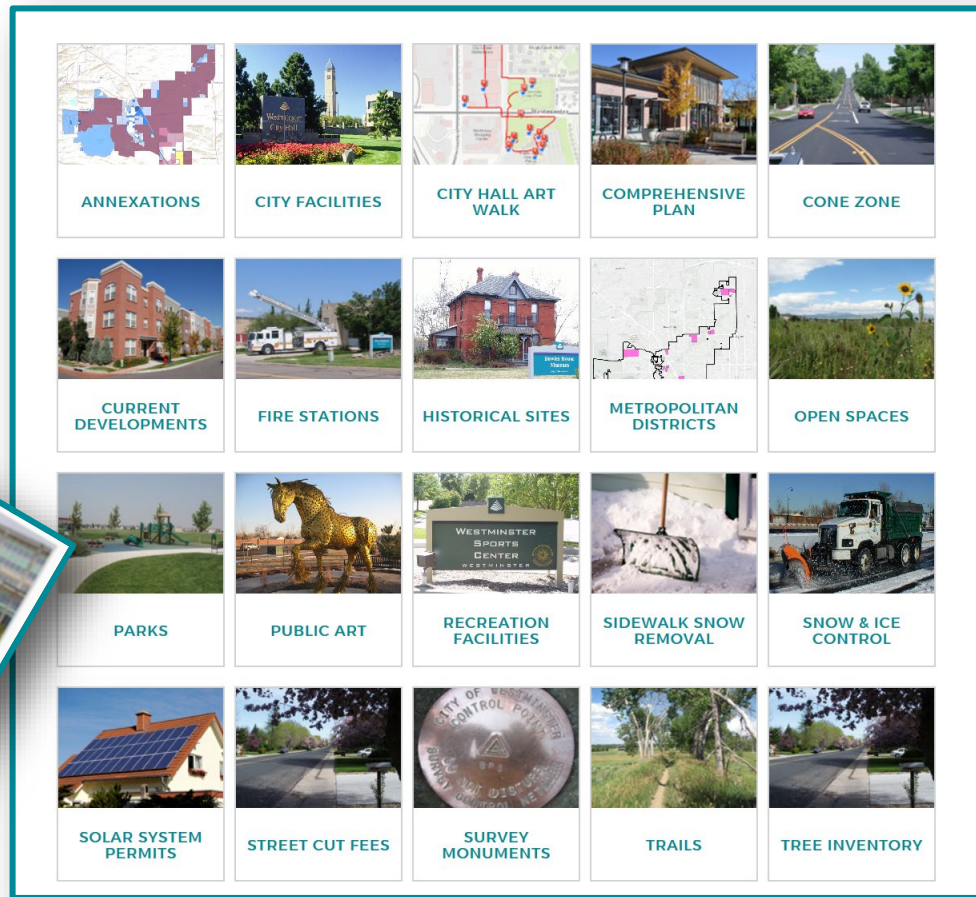


How We Support Businesses

- Business License Review
- Tenant Finish Permit Review
- Sign Permit Review
- Zoning Verification Letters
- Special Event/Temporary Use Permit Review
- Minor ODP Amendments
- General Information

Online Resources

- Maps



Online Resources

- Develop in Westminster

The screenshot shows the City of Westminster website. At the top is the Westminster Colorado logo and a navigation menu with links: Residents, Parks & Recreation, Libraries, Business, Public Safety, and Government (which is highlighted). Below this is a secondary menu with links: City Council, Boards & Commissions, Budget, Departments, City Charter, City Code, and Westminster History. The main content area is titled 'Develop in Westminster' and includes a breadcrumb trail: Homepage > Government > Departments > Community Development > Develop in Westminster. The text explains that developing property involves identifying site plan, zoning, utility, traffic, mobility, and engineering issues. A section titled 'When is Development Review Required?' lists five bullet points: Any new non-residential development, Expansion of existing non-residential building(s), Construction or expansion of any multi-family residential structure(s), Property subdivision, and Exterior remodeling and/or site work on commercial or multi-family properties. Below this, it provides contact information for the principal planner at planning@cityofwestminster.us. A section titled 'Development Review Process Step By Step' features four cards: 'STEP 1 PRE-APPLICATION MEETING' (with an image of a meeting), 'STEP 2 PROJECT SUBMITTAL' (with an image of a person at a computer), 'STEP 3 DEVELOPMENT REVIEW' (with an image of blueprints), and 'STEP 4 CONSTRUCTION' (with an image of a construction worker). A 'DEVELOPMENT REVIEW RESOURCES' section lists three bullet points: Fees, Plan Set Submittal Requirements, and Engineering Standards and Specifications, followed by a 'Review schedule' link. At the bottom, there is an 'eTRAKiT Tools' section with a button labeled 'ETRAKIT'.

WESTMINSTER
COLORADO

Residents Parks & Recreation Libraries Business Public Safety **Government**

City Council Boards & Commissions Budget Departments City Charter City Code Westminster History

Homepage > Government > Departments > Community Development > Develop in Westminster

Develop in Westminster


Developing property in the City of Westminster involves identifying all significant site plan, zoning, utility, traffic, mobility and engineering issues that affect the layout and feasibility of your project. This site is designed to guide you step by step through our process.

When is Development Review Required?


- Any new non-residential development
- Expansion of existing non-residential building(s)
- Construction or expansion of any multi-family residential structure(s)
- Property subdivision
- Exterior remodeling and/or site work on commercial or multi-family properties

For information and policy guidance for other project types, including annexation, rezoning or comprehensive plan amendments, please contact the principal planner at planning@cityofwestminster.us.


Development Review Process Step By Step




STEP 1 PRE-APPLICATION MEETING



STEP 2 PROJECT SUBMITTAL



STEP 3 DEVELOPMENT REVIEW



STEP 4 CONSTRUCTION

DEVELOPMENT REVIEW RESOURCES


- Fees
- Plan Set Submittal Requirements
- Engineering Standards and Specifications
- [Review schedule](#)

eTRAKiT Tools

ETRAKIT







Online Resources

- Plan & Code Updates



WESTMINSTER*FORWARD*
one community. one vision. one future.

Westminster Forward is a coordination of long-term plans/projects to create the framework for the future of Westminster. This initiative includes the following:

 COMPREHENSIVE PLAN FOR LAND USE & DEVELOPMENT	 PARKS, RECREATION & LIBRARIES PLAN	 TRANSPORTATION & MOBILITY PLAN
 SUSTAINABILITY PLAN	 WATER SUPPLY PLAN	 CODE FORWARD

Planning Division Contact Information:

David German, AICP, Development Services Coordinator

- 303.658.2479 / dgerman@cityofwestminster.us

Jennifer Baden, Associate Planner

- 303.658.2097 / jbaden@cityofwestminster.us

Josh Vaughn, Associate Planner

- 303.658.2101 / jvaughn@cityofwestminster.us

Planning Division Contact Information Cont...:

- John McConnell, AICP; Interim Planning Manager
303.658.2474 / jmcconne@cityofwestminster.us
- Andrew Spurgin; Principal Planner - Long Range Planning
- Stephanie Ashmann; Senior Planner
- Amy Johnson, AICP; Senior Planner
- Nathan Lawrence; Senior Planner
- Jacob Kasza; Senior Planner
- Sean McCartney; Program Designer/Planner



WESTMINSTER

Community Development Department

Jessica Arvanites
Senior Plans Examiner

Community Development - Building

- Purpose of Building and Fire Code is Health and Safety
- Nationally adopted building and fire codes:
 - International Building Code
 - International Fire Code
 - National Electrical Code
 - International Mechanical Code
 - International Plumbing Code



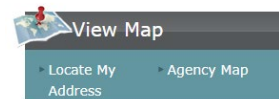
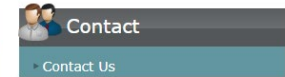
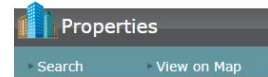
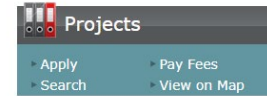
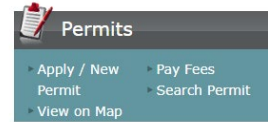
Community Development - Building

- What needs a building permit?
 - New or relocated walls, bearing and non-bearing
 - All electrical, plumbing and mechanical work, except the replacement of fixtures or devices.
 - Change in the type of occupancy i.e. Changing from retail sales to office space or an office space to a restaurant.
- What does not need a permit?
 - Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work
 - Non-fixed and movable fixtures, cases, racks and counters.
 - Window replacement of same size and location.

Community Development - Building

- Permitting Process (Electronic Process - ETRAKIT)

- Submittal
- Plan Review
- Permit Issuance
- Construction Inspection
- Occupancy Approval



- <https://develop.cityofwestminster.us/etrakit/>

Community Development - Building

- Tenant Finishes
 - Included a review of things like:
 - Zoning
 - Building Code Compliance
 - Fire Code Compliance
 - Health Department (if required)
 - Business License approval
- Please check with the City prior to signing a lease or buying property



Building Division Contact Information:

Dave Horras, Building Official

- 303.658.2077 / dhorras@cityofwestminster.us

Lynn Tennant, Building Permit Supervisor

- 303.658.2085 / ltennant@cityofwestminster.us

Jessica Arvanites, Senior Plans Examiner

- 303.658.2455 / jarvanit@cityofwestminster.us

Mike Jones, Building Inspection Supervisor

- 303.658.2080 / mjones@cityofwestminster.us



WESTMINSTER

Public Works & Utilities

Drew Beckwith
Senior Water Resources Analyst

Public Works and Utilities



- Operate and maintain city's water, sewer, and road systems – clean, safe, reliable.
- Building Permit review to ensure new business water use can “fit” in existing tap (size & water volume).
- Grease trap (FOGG) required for food service.
- Potential tap fees for higher-water-using business types (e.g., restaurant).
- Required building ownership involvement, maybe cost-sharing?

Public Works and Utilities Contact Information:

Water Taps

Drew Beckwith

- 303.658.2386 / dbeckwith@cityofwestminster.us

Streets: 303.658.2501

Water / Sewer Operations: 303.658.2500 (24 / 7)



WESTMINSTER

Finance Department

Scott Jacobs
Sales Tax Auditor

Finance Department – Sales Tax Division

All Westminster businesses must file a sales and use tax return:

- Monthly – more than \$500 in sales tax annually.
or
- Quarterly – between \$150 - \$500 in sales tax annually
or
- Annually – under \$150 in sales tax annually, **even if zero!**

Finance Department – Sales Tax Division

Sales Tax – 3.85%

- Collected on tangible items sold in the City. The tax is remitted directly to the City.
- Paid on any items purchased for your business.

Use Tax – 3.85%

Your business pays this to the City
IF it was not collected on items
purchased for your business
or . . .

The vendor did not collect
enough sales tax on the item.
**Watch for this on invoices you
receive.**

Finance Department – Sales Tax Division

Initial Use Tax Return

- Filed only once – due the second month of doing business.
- Looks for use tax owed from the setup of your business - 6 month look back.
- Future use tax is remitted on the sales tax return.

Sales Tax Contact Information:

Sales Tax Division

Salestax@cityofwestminster.us

303.658.2065

Scott Jacobs

303.658.2317 Direct Line



WESTMINSTER

Economic Development Department

Stephanie Troller, CEcD
Economic Resiliency Manager

Economic Development Department

Mission

The Department of Economic Development supports the City's Mission to provide core services and foster economic resiliency to give our community the opportunity to thrive.

- Creating a supportive business environment
- Implementing strategic plan objectives
- Focusing on prosperity and sustainability
- Promoting progressive and inclusive public policy

Fun Fact:

In 2019 Westminster was named the Large Community of the Year by the Economic Development Council of Colorado



Westminster Business Statistics

- 400 new jobs added in 2021
- 6 new primary business recruitments and expansions in 2021
- 11 virtual business trainings held
- \$50,000 annual average awarded in capital improvement grants
- \$4,400 annual average awarded in small business training scholarships
- 267 responses to City's 2022 Business Survey
- 240 business walks year to date in 2022

How We Support Businesses

Small Business Grants & Scholarships

- Capital Improvement Grant
- Face-Lift Grant
- Small Business Scholarships
- SAGE Sustainability Grant
- Job Training Incentive Grant



How We Support Businesses

Business Trainings

- City 101 Trainings
Programs & resources available through the City of Westminster
- Business Growth Trainings
Topics & issues important to business growth



How We Support Businesses (continued)

- Site Selection
- Technical Assistance
- Advocacy
- Workforce Resource Information
- Email Outreach & Biz Walks
- Sustainability



<https://www.westminstereconomicdevelopment.org/existing-businesses/sustainability-resources/>

How We Support Businesses (continued)

- Communications
 - Newsletter
 - Eblasts
 - Twitter (@WestminsterBiz)
 - Website – www.westminstereconomicdevelopment.org
- Partners
 - Small Business Development Center (SBDC)
 - Westminster Chamber of Commerce



Economic Development Contact Information:

Stephanie Troller, Economic Resiliency Manager

- 303.658.2318 / stroller@cityofwestminster.us

Shelby Wood, Senior Business Resource Management Analyst

- 303.658.2168 / swood@cityofwestminster.us

Chris Gray, Economic Development Officer

- 303.658.2112 / cagray@cityofwestminster.us

Questions – Open discussion

