

"Great minds  
discuss ideas."

-Eleanor Roosevelt



WESTMINSTER  
COLORADO

# City Resources 101

March 18, 2021



# Agenda

- Welcome
- Economic Development
- Community Development
  - Planning Division
  - Building Division
- Public Works & Utilities
- Q & A



# Welcome – Deputy City Manager, Jody Andrews

WestyRISE efforts to support businesses:

- \$3 million awarded to 474 businesses through three rounds of WestyRISE grants
- \$297,575 awarded to 22 businesses through the Small Business Stabilization Grant
- 30,000 face coverings distributed to 164 businesses
- 6,000 Care Calls made to all registered businesses
- 800 e-blasts





WESTMINSTER

Economic Development Department

Stephanie Troller, CEcD  
Business Development Manager



# Economic Development Department

## Mission

The Department of Economic Development fosters a dynamic and diverse economy, and cultivates a wide array of economic opportunities by:

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

### *Fun Fact:*

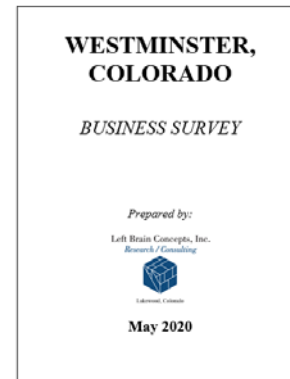
*In 2019 Westminster was named the Large Community of the Year by the Economic Development Council of Colorado*



# Westminster Business Statistics

- 400 new jobs added
- 5 new primary business recruitments and expansions
- 12 small business scholarships awarded
- \$50,000 annual average awarded in capital improvement grants
- 276 responses to City's second Business Survey
- 6 base industries

*\* 2020 data*





# How We Support Businesses

- Capital Improvement Grants
- Face-Lift Grants
- Small Business Scholarships

\*\*\*Coming Soon\*\*\*  
SAGE





# How We Support Business (continued)

- Site Selection
- Technical Assistance
- Advocacy
- Workforce Resource Information
- Training
- Sustainability



<https://www.westminstereconomicdevelopment.org/sustainability>



# How We Support Businesses (continued)

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



# Economic Development Contacts

## Business Development Manager

Stephanie Troller

[stroller@cityofwestminster.us](mailto:stroller@cityofwestminster.us)

303.658.2318

## Business Resource Management Analyst

Shelby Wood

[swood@cityofwestminster.us](mailto:swood@cityofwestminster.us)

303.658.2168

## Economic Development Officer

Chris Gray

[cagray@cityofwestminster.us](mailto:cagray@cityofwestminster.us)

303.658.2112





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Community Development Department

John McConnell, AICP  
Principal Planner

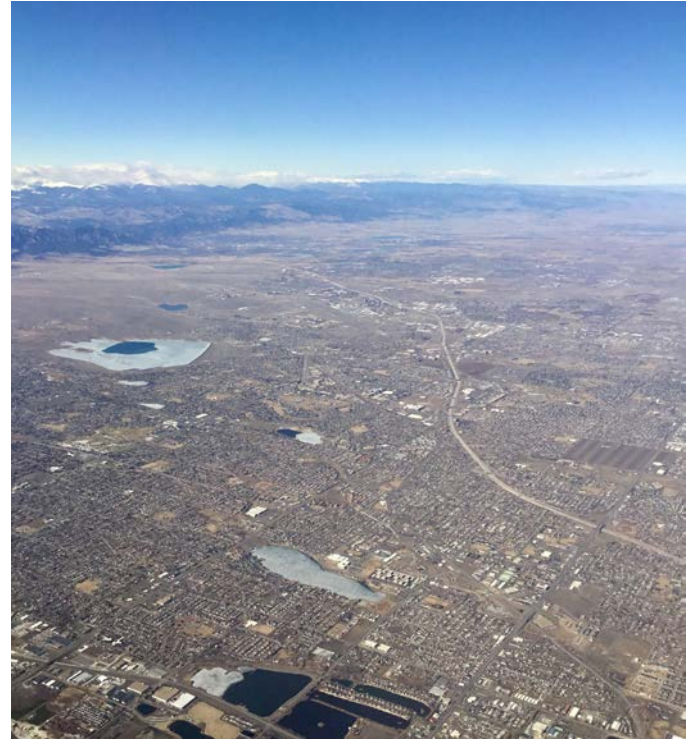


# Community Development - Planning Division

Division in the Department of  
Community Development

Focus:

- Long-range Planning
- Urban Design
- Current Planning





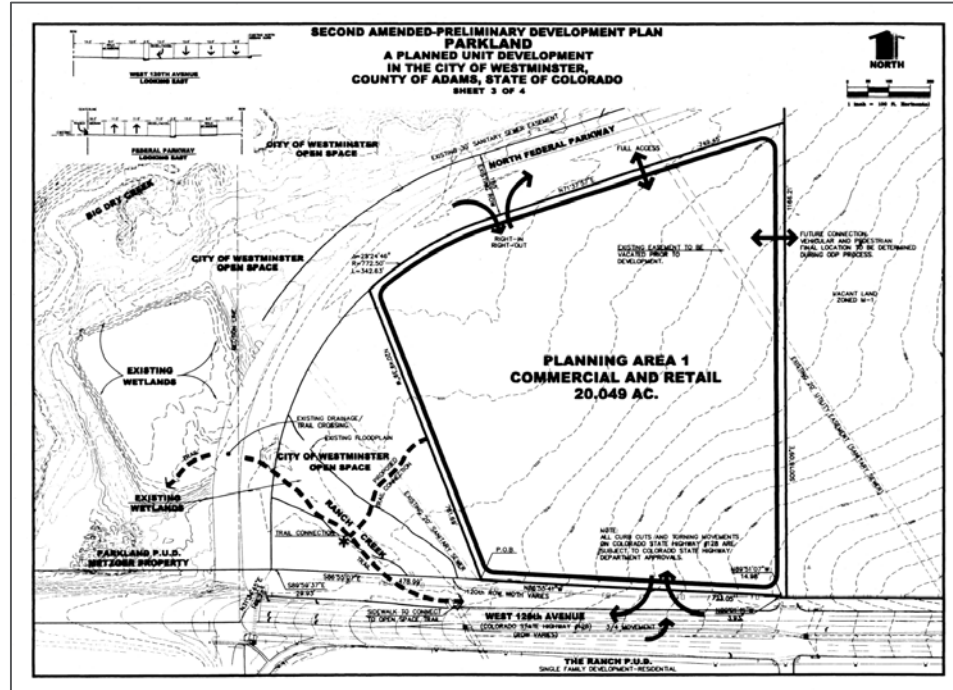
# Community Development - Planning Division

- 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)

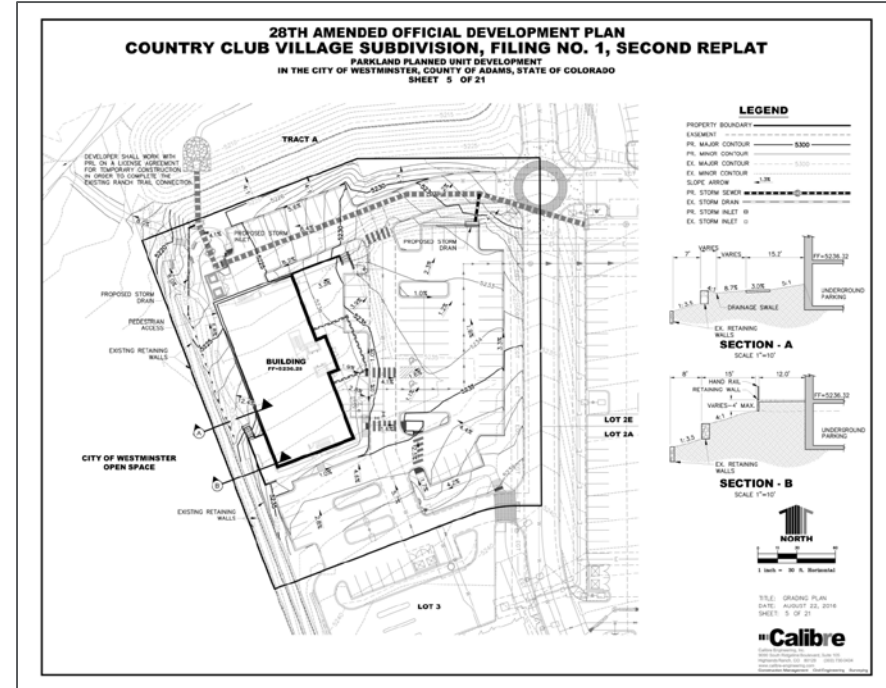
- Large-scale framework for development
- Typically 2 – 4 pages
- Permitted uses; development standards: height, bulk, setbacks; lot arrangement; access points; etc.





# 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 Permits
- Minor ODP Amendments
- General Information



# Online Resources

- Maps



ANNEXATIONS



CITY FACILITIES



CITY HALL ART WALK



COMPREHENSIVE PLAN



CONE ZONE



CURRENT DEVELOPMENTS



FIRE STATIONS



HISTORICAL SITES



METROPOLITAN DISTRICTS



OPEN SPACES



PARKS



PUBLIC ART



RECREATION FACILITIES



SIDEWALK SNOW REMOVAL



SNOW & ICE CONTROL



VACANT AVAILABLE LAND



ZIP CODES



ZONING



SOLAR SYSTEM PERMITS



STREET CUT FEES



SURVEY MONUMENTS



TRAILS



TREE INVENTORY



# Online Resources

- Develop in Westminster

The screenshot shows the City of Westminster website. At the top is the Westminster Colorado logo and a navigation bar with links: Residents, Parks & Recreation, Libraries, Business, Public Safety, and Government (which is highlighted). Below this is a secondary navigation bar 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. It lists when a Development Review is required: for new non-residential development, expansion of existing non-residential buildings, construction or expansion of multi-family residential structures, property subdivision, and exterior remodeling or site work on commercial or multi-family properties. It provides contact information for the principal planner at [planning@cityofwestminster.us](mailto: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 site). Below this is a 'DEVELOPMENT REVIEW RESOURCES' section with links to Fees, Plan Set Submittal Requirements, Engineering Standards and Specifications, and Review schedule. At the bottom is an 'eTRAKiT Tools' section with a link to ETRAKIT.

**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](mailto: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

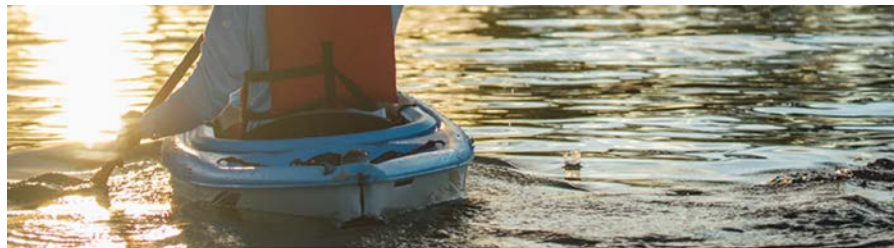
**eTRAKiT Tools**

**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 Workgroup Contacts

John McConnell, AICP; Principal Planner

- 303.658.2474                      [jmcconne@cityofwestminster.us](mailto:jmcconne@cityofwestminster.us)

Stephanie Ashmann; Senior Planner

Patrick Caldwell, AICP; Senior Planner

Dave German, AICP; Senior Planner

Amy Johnson, AICP; Senior Planner

Nathan Lawrence; Senior Planner

Jacob Kasza; Planner

Josh Vaughn; Associate Planner





WESTMINSTER

Community Development Department

Dave Horras  
Chief Building Official



# 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

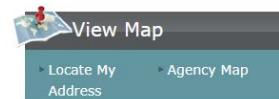
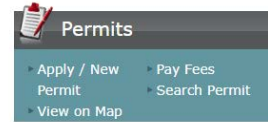
- What needs a building permit?
  - New or relocated walls, bearing and non-bearing
  - All electrical, plumbing and mechanical work, except the replacement of fixtures or devices.
  - Change in the type of occupancy i.e. Changing from retail sales to office space or an office space to a restaurant.
- 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





# Community Development - Building

- Contact Information
  - Dave Horras, Building Official
    - 303-658-2077 / [dhorras@cityofwestminster.us](mailto:dhorras@cityofwestminster.us)
  - Lynn Tennant, Plan Review Supervisor
    - 303-658-2085 / [ltennant@cityofwestminster.us](mailto:ltennant@cityofwestminster.us)
  - Jessica Arvanites, Senior Plans Examiner
    - 303-658-2455 / [jarvanit@cityofwestminster.us](mailto:jarvanit@cityofwestminster.us)
  - Mike Jones, Building Inspector Supervisor
    - 303-658-2080 / [mjones@cityofwestminster.us](mailto:mjones@cityofwestminster.us)





WESTMINSTER

Public Works & Utilities

Andrew Bliss  
Communications & Outreach Coordinator



# Public Works and Utilities



- Responsible for operating and maintaining the city's water, wastewater, and road systems.
- Much of the city's infrastructure was built in the 1970s and 1980s during a period of growth.
- A major focus for the city is to repair and replace this aging infrastructure to maintain the high quality service you expect.



# Maintaining Westminster's Streets

Streets estimated value: \$600 million

- 2,430 streets
- 1,135 lane miles
- 762 miles of curb and gutter
- 18,226 street signs
- 132 miles of lane lines
- 18,251 pavement markings





# Delivering safe, reliable high-quality water services



- 24/7 operations
- \$4 billion water and wastewater system
- 900 miles of underground pipe
- 4 treatment facilities
- 29 pump/lift stations
- Water supply planning and conservation



## Contact information:

Streets: 303-658-2501

Water / Sewer: 303-658-2500 (24/7)

Andrew Bliss

303-658-2451

[abliss@cityofwestminster.us](mailto:abliss@cityofwestminster.us)





## Questions – Open discussion