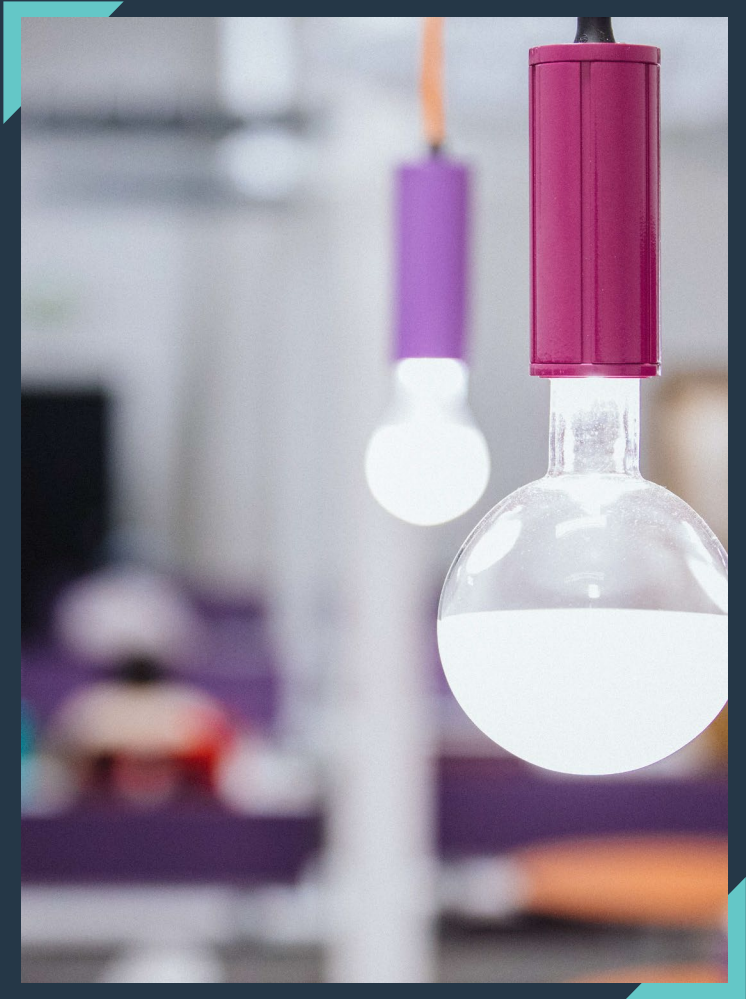


# OPENING YOUR BUSINESS IN WESTMINSTER & CITY RESOURCES 101

May 16, 2024

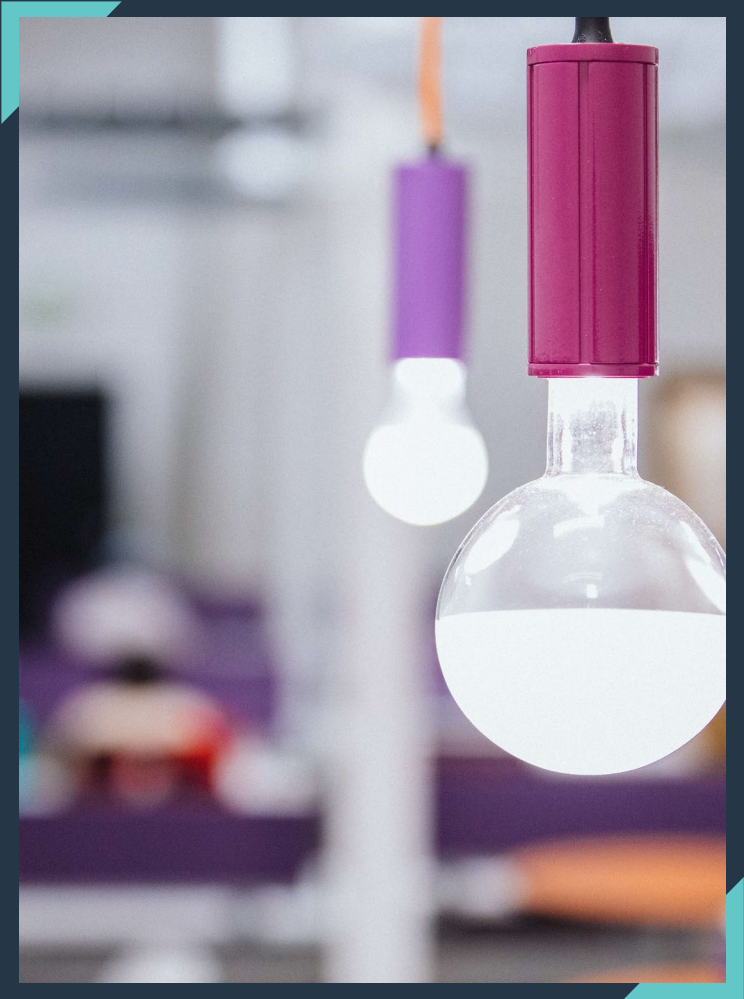


# Agenda

## Welcome

- City Clerk's Office
- Dave German, Development Services Coordinator
- Jessica Arvanites, Senior Plans Examiner
- Nolan Losier, Sales Tax Auditor
- Public Works & Utilities
- Stephanie Troller, Economic Development Manager
- Jamie Chavez, Westminster Chamber
- Q&A

# CITY CLERK'S OFFICE



# City Clerk's Office

## Core Services:

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



ELECTIONS



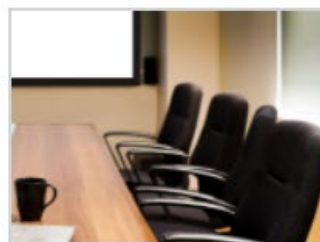
BUSINESS AND  
SALES TAX  
LICENSES



PUBLIC RECORDS  
REQUEST



LIQUOR LICENSES



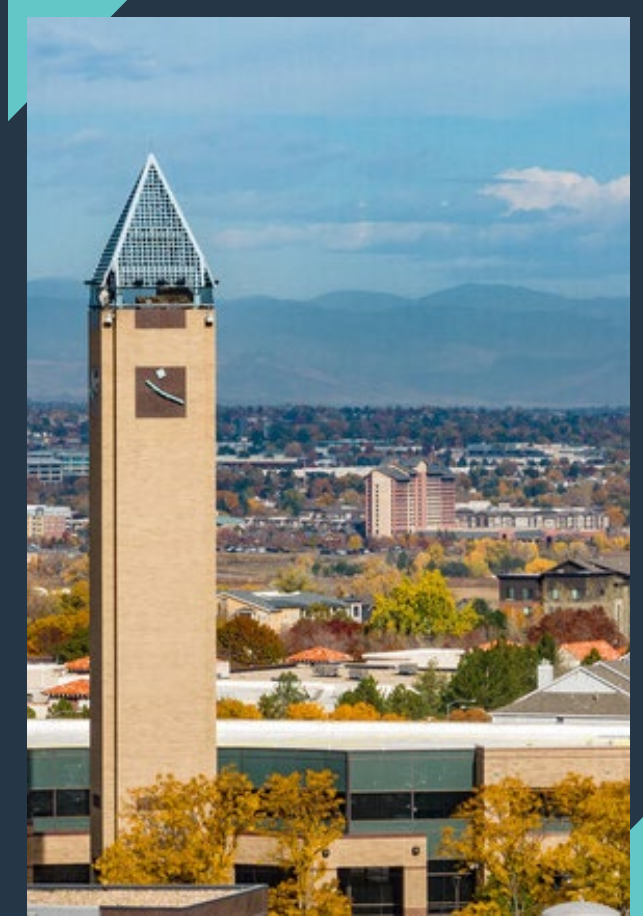
BOARDS AND  
COMMISSIONS





# Business Sales & Use License

- Commercial within Westminster
  - Retail
  - Office
  - Industrial locations
- Business Registration application required to register business: <http://etaxwestminster.gentaxcpc.net>
- Requires approval from
  - Planning Division
  - Building Division
  - Fire Department
  - Sales Tax Division
- Full approval process typically takes 4-6 weeks
- Annual renewal required
  - Reminder sent 60 days prior to expiration via email
  - Post card sent 30 days prior to expiration if not renewed
- No fees required



# Home Occupation License

- Business Registration application required via the portal to register business
- Additional zoning requirements per [WMC 11-4-10 – Home Occupations](#)
- Requires approval from
  - Planning Division
  - Fire Department
  - Sales Tax Division
- Fully approval process typically takes 3-4 weeks
- License does not expire, annual renewal not required
- No fees required

# Sales & Use Tax License

- Business Registration application required via the portal to register business
- Requires approval from Sales Tax Division only
- Fully approval process typically takes 2-3 weeks
- License does not expire, annual renewal not required
- No fees required

# Liquor License

- 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
  - Several types of Liquor Licenses
  - Fees vary depending on type
- Begin the liquor licensing process:
  - Visit <https://www.westminsterco.gov/Government/Departments/CityClerk/LiquorLicenses>
- 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 on 12/31, require renewal



# Online Resources for Business Owners

[www.westminsterco.gov/Government/Departments/CityClerk/BusinessSalesTaxLicenses](http://www.westminsterco.gov/Government/Departments/CityClerk/BusinessSalesTaxLicenses)

- Link to Online Portal
- Specialty License Information and Applications
- Liquor License Information

## City Clerk's Office Contact Information

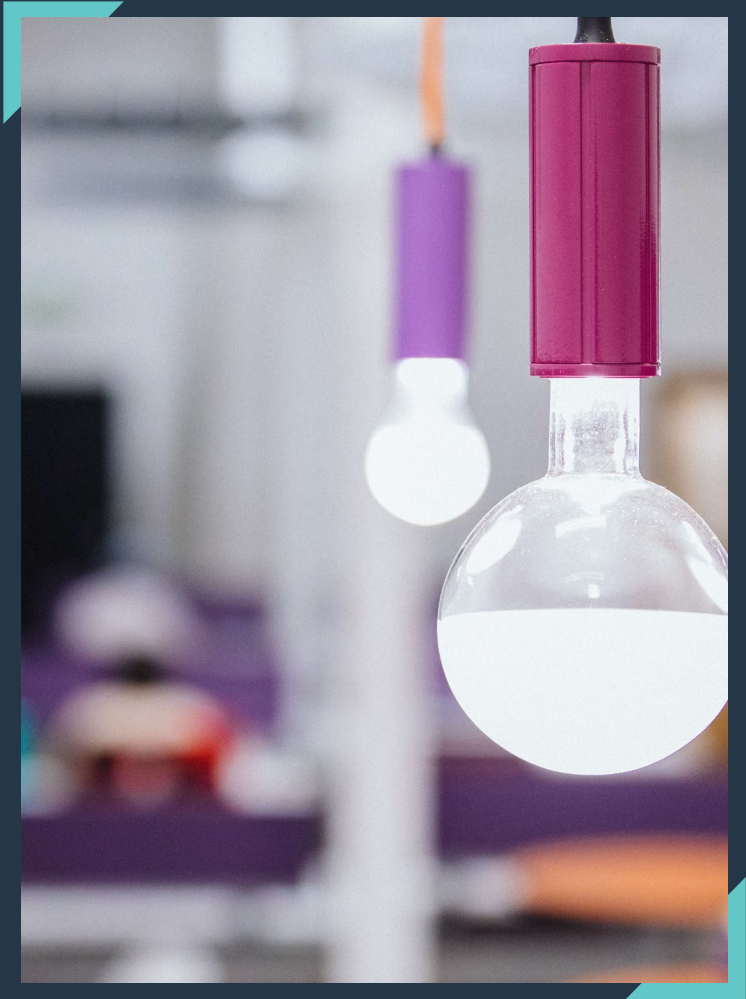
303.658.2161 | [Licensing@westminsterco.gov](mailto:Licensing@westminsterco.gov)

4800 W 92nd Ave  
Westminster, CO, 80031

# COMMUNITY SERVICES PLANNING DIVISION

David German, AICP

Development Services Coordinator



# Community Services – Planning Division

Division in the Department of Community Services

## Focus:

- Current Planning
- Long-Range Planning
- Urban Design

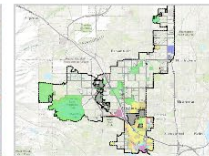
### About the Planning Division

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

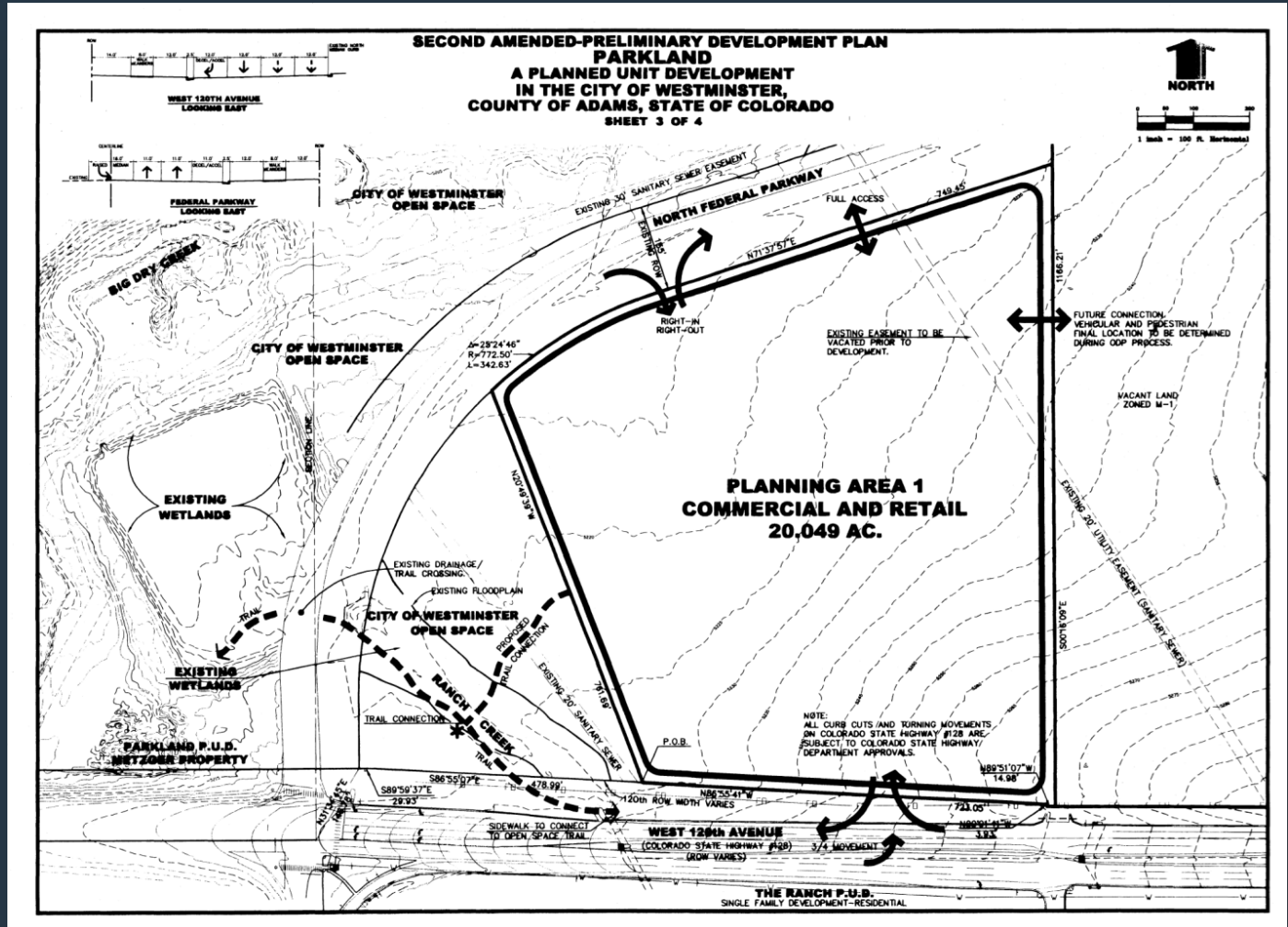
# Community Services – Planning Division

- Development Review Project Management
  - Preliminary Development Plans (PDP)
  - Official Development Plans (ODP)
- Comprehensive Plan Amendments
- Rezoning
- Annexation
- Variance
- Conditional Use Permit
- Special Use Permit  
*(aka Use by Special Permit)*
- Review of Building Permits
- Telecom Permits
- Assist in Long-Range Planning Initiatives
- Code Amendments



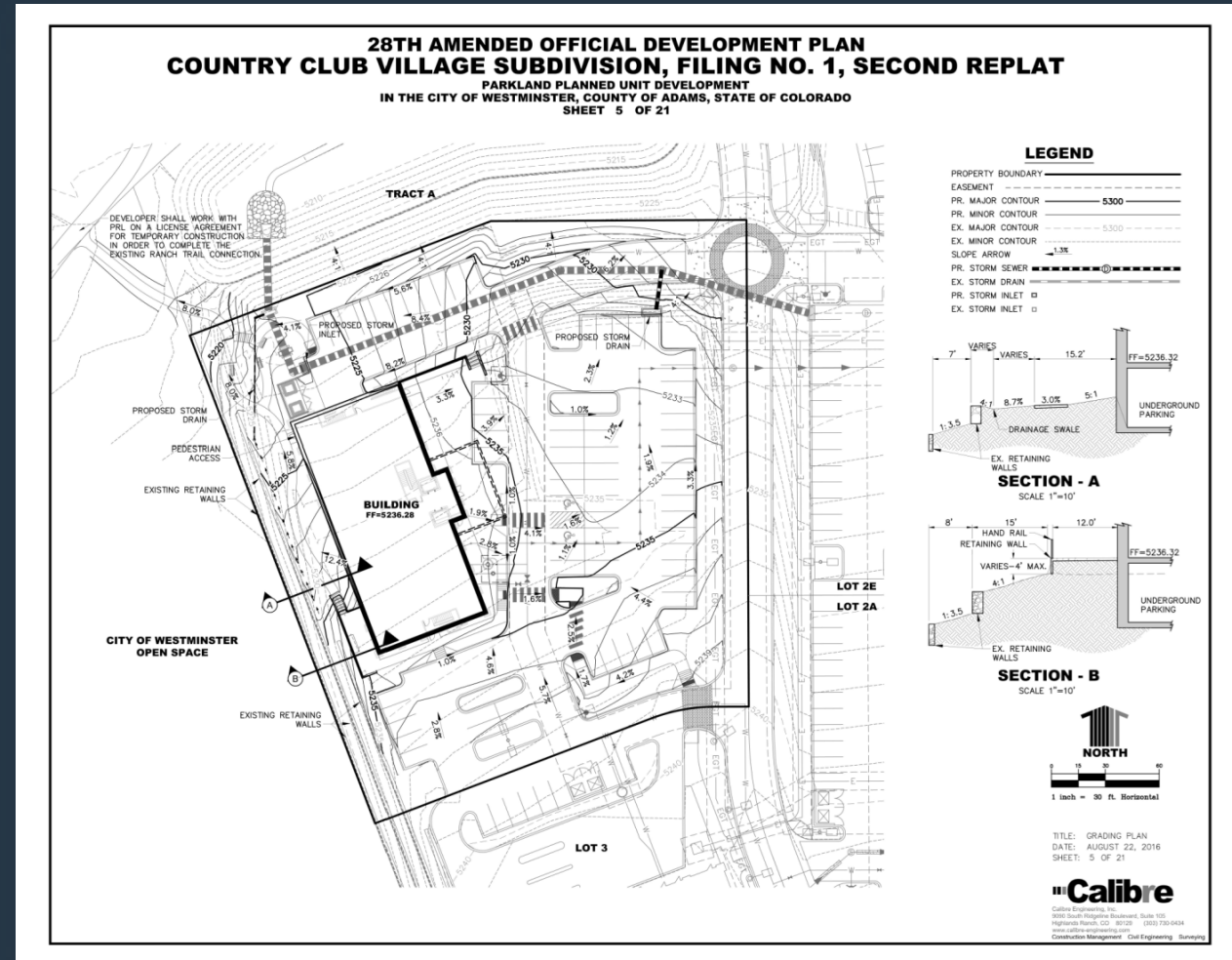
# Preliminary Development Plan (PDP)

- 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 a few or dozens of pages depending on scale of project / site
- Site plan, grading, landscaping, lighting, architecture, specific permitted uses, etc.



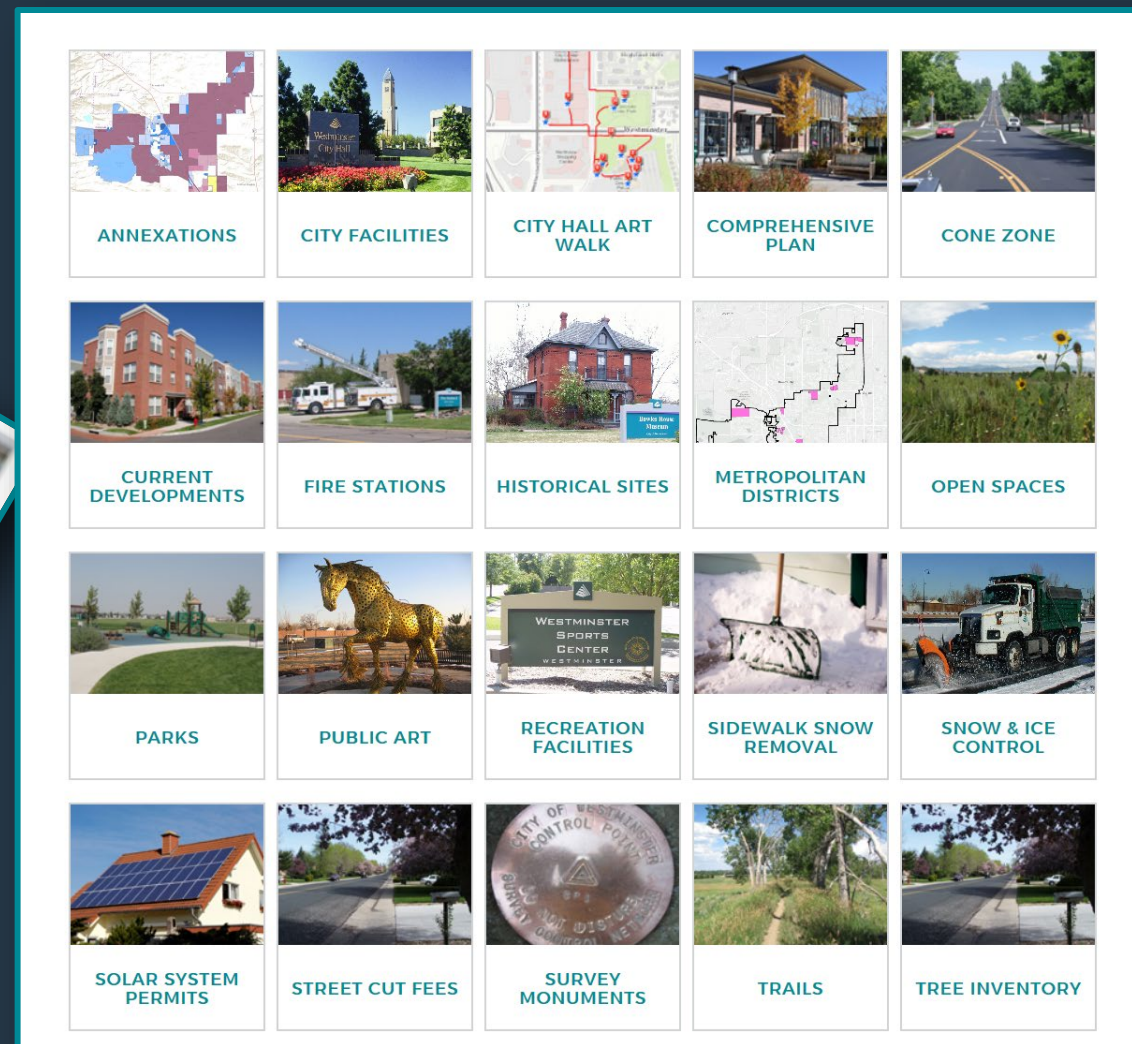
# How We Support Businesses

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



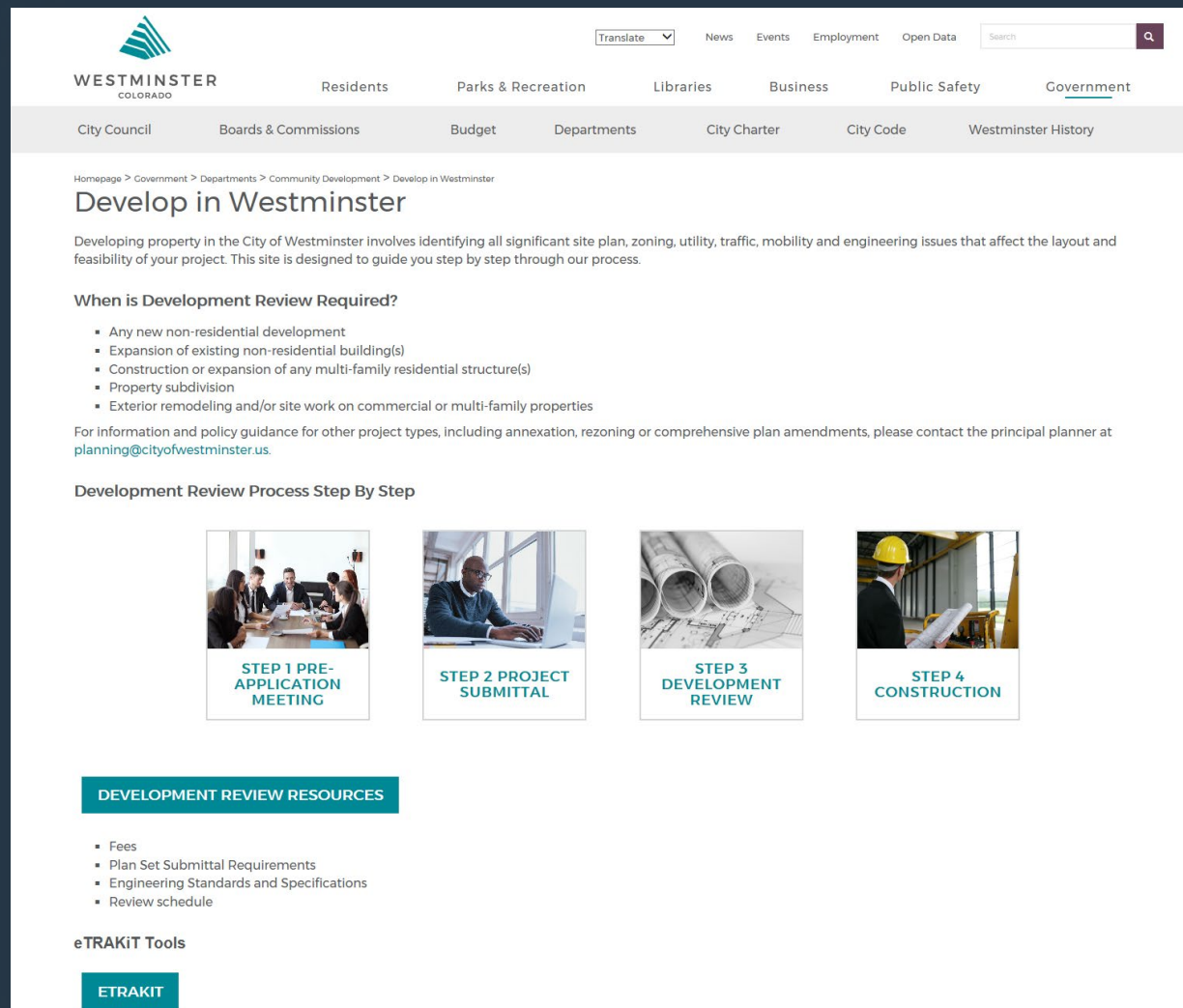
# Online Resources

- Maps



# Online Resources

- Develop in Westminster



The screenshot shows the Westminster Colorado website's 'Develop in Westminster' page. The header includes the Westminster logo, a 'Translate' dropdown, and links for News, Events, Employment, Open Data, and a search bar. A navigation menu lists various city services, with 'Government' selected. The breadcrumb trail reads: 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](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



# Planning Division Contact Information:

David German, AICP, Development Services Coordinator  
303.658.2479 | [dgerman@westminsterco.gov](mailto:dgerman@westminsterco.gov)

Jennifer Baden, Associate Planner  
303.658.2097 | [jbaden@westminsterco.gov](mailto:jbaden@westminsterco.gov)

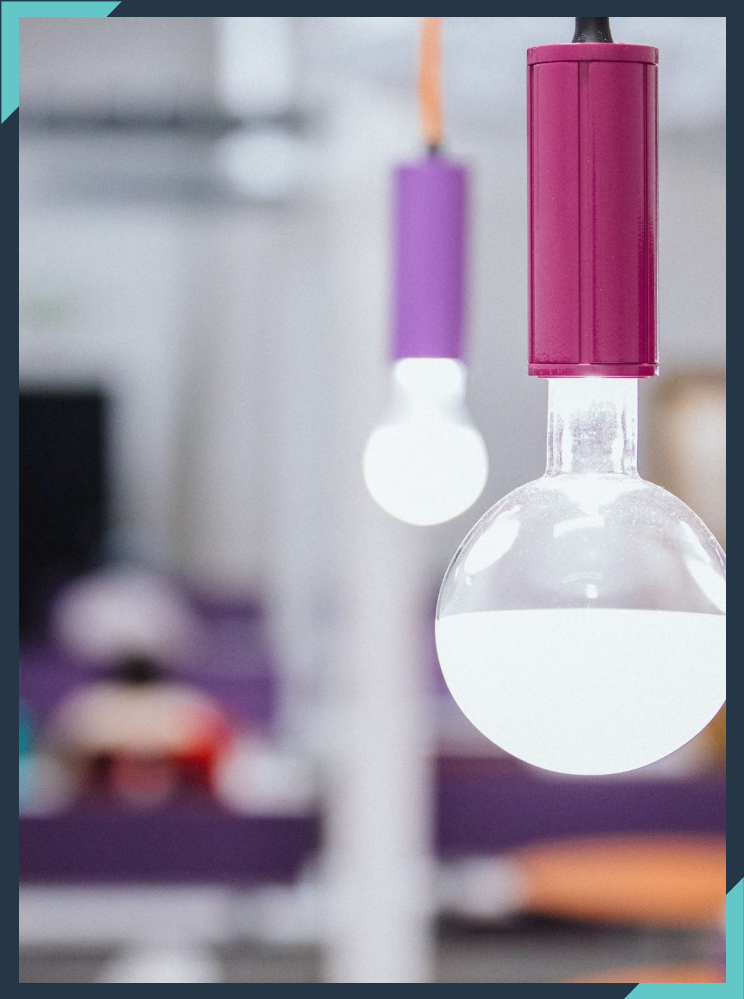
Josh Vaughn, Associate Planner  
303.658.2101 | [jvaughn@westminsterco.gov](mailto:jvaughn@westminsterco.gov)

# Planning Division Contact Information Cont.:

- John McConnell, AICP, Planning Manager 303.658.2474
- Andrew Spurgin, AICP, Principal Planner (Long Range) 303.658.2127
- Stephanie Ashmann, AICP, Senior Planner 303.658.2104
- Carson Byerhof, Planner 303.658.2090
- Amy Johnson, AICP; Senior Planner 303.658.2089
- Jacob Kasza, Senior Planner 303.658.2123
- Nathan Lawrence, Senior Planner 303.658.2099

# COMMUNITY SERVICES BUILDING DIVISION

Jessica Arvanites, Senior Plans  
Examiner



# Community Services – Building Division

Purpose of Building and Fire Code is Health and Safety

Nationally adopted building and fire codes:

- 2021 International Building Code
- 2021 International Fire Code
- 2023 National Electrical Code
- 2021 International Mechanical Code
- 2021 International Plumbing Code
- ICC A117.1-2017 Accessibility Code





# Community Services – Building Division

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.

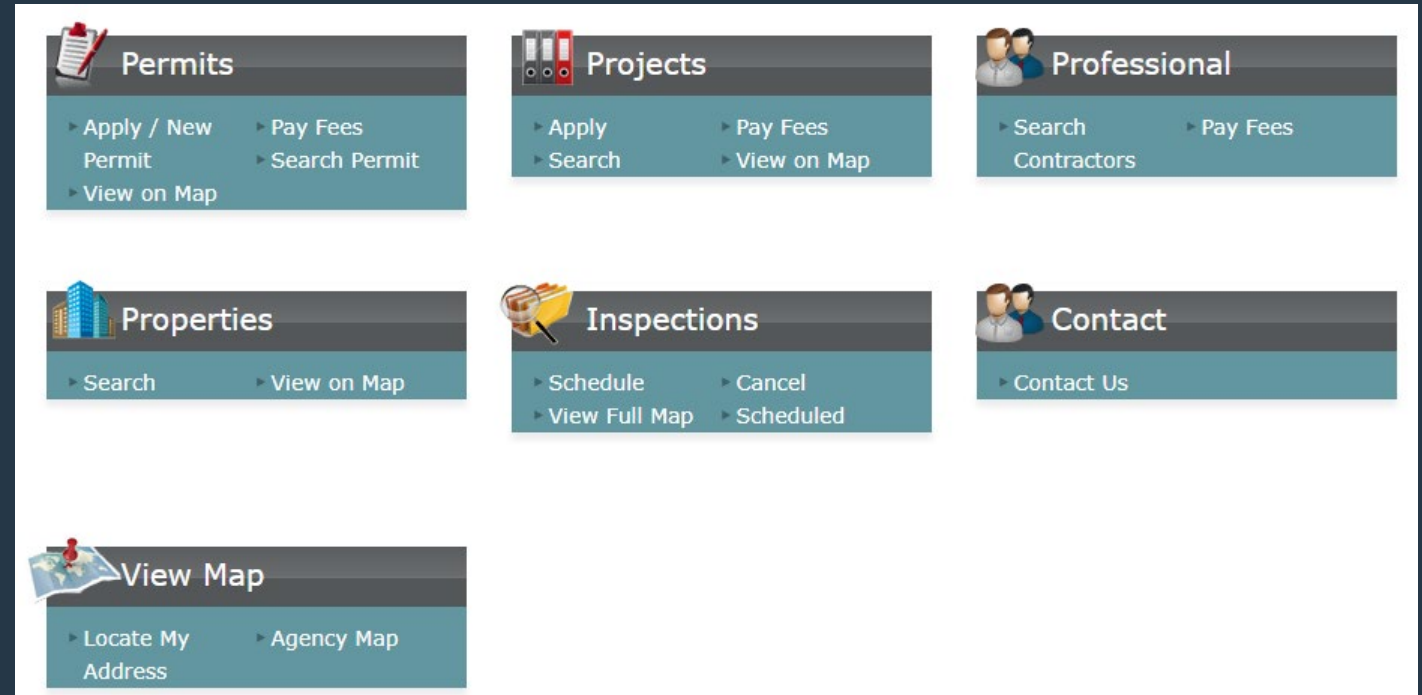
What does not need a permit?

- 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 Services – Building Division

## Permitting Process (Electronic Process – ETRAKIT)

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



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

# Community Services – Building Division

## Tenant Finishes

- Including 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 a property

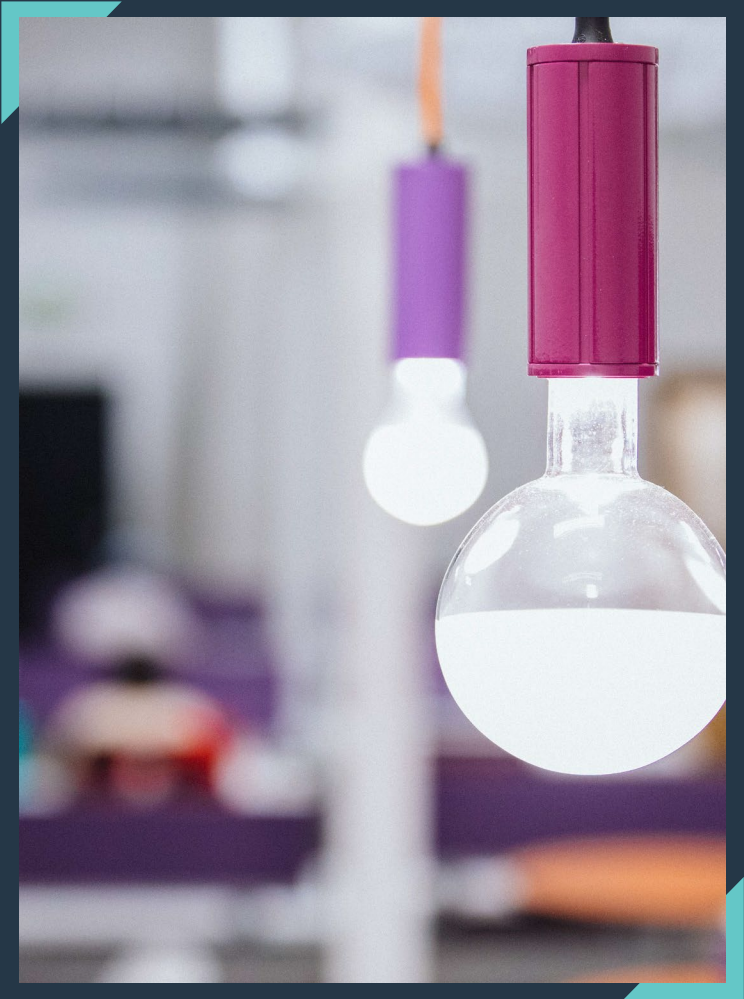
# Building Division Contact Information:

Lynn Tennant, Building Permit Supervisor  
303.658.2085 | [ltennant@westminsterco.gov](mailto:ltennant@westminsterco.gov)

Jessica Arvanites, Senior Plans Examiner  
303.658.2455 | [jarvanit@westminsterco.gov](mailto:jarvanit@westminsterco.gov)

# FINANCE DEPARTMENT SALES TAX DIVISION

Nolan Losier, Sales Tax Auditor





# Finance – 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 – 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 – 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 Division Contact Information:

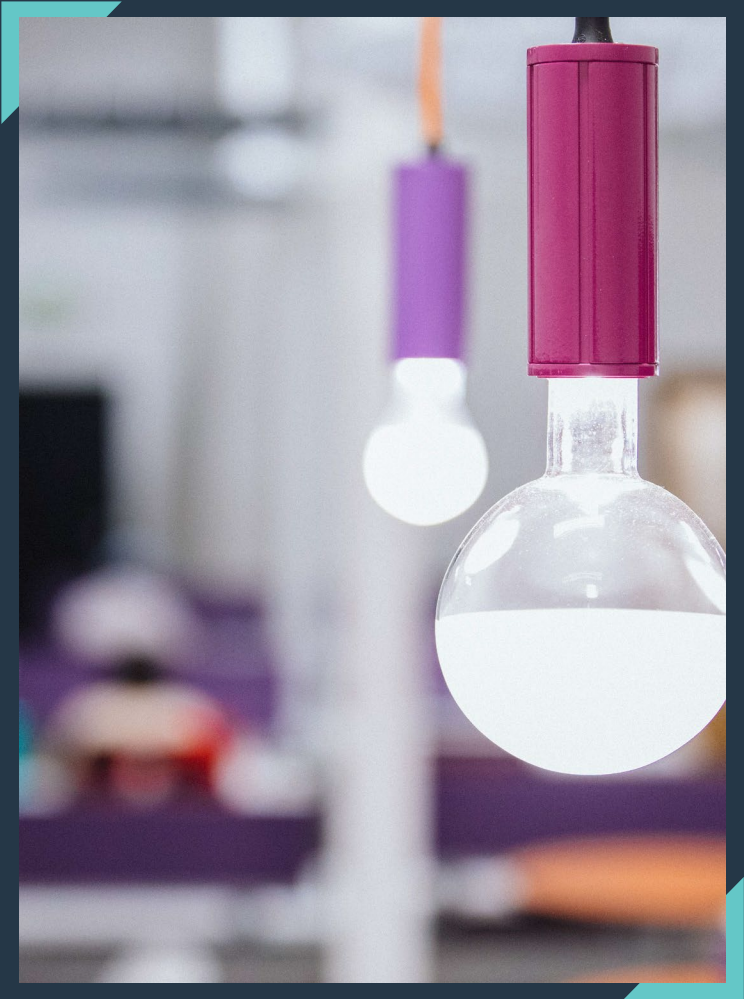
Sales Tax Division

303.658.2065 | [salestax@westminsterco.gov](mailto:salestax@westminsterco.gov)

Nolan Losier

303.658.2067 | [Nlosier@westminsterco.gov](mailto:Nlosier@westminsterco.gov)

# PUBLIC WORKS & UTILITIES



# Public Works & Utilities

- Operate and maintain city's water, sewer, storm, and road systems – clean, safe, reliable
- Building Permit review to ensure new business water use can “fit” in existing tap (both size & water volume)
- Grease trap (FOGG) required for food service – coffee too!
- If it doesn't “fit” → tap fees for higher-water-using business types (i.e., restaurant) and/or construction project for larger tap in water main
- Would require building ownership involvement, maybe cost-sharing





# Public Works & Utilities Contact Information:

Water Taps

Drew Beckwith

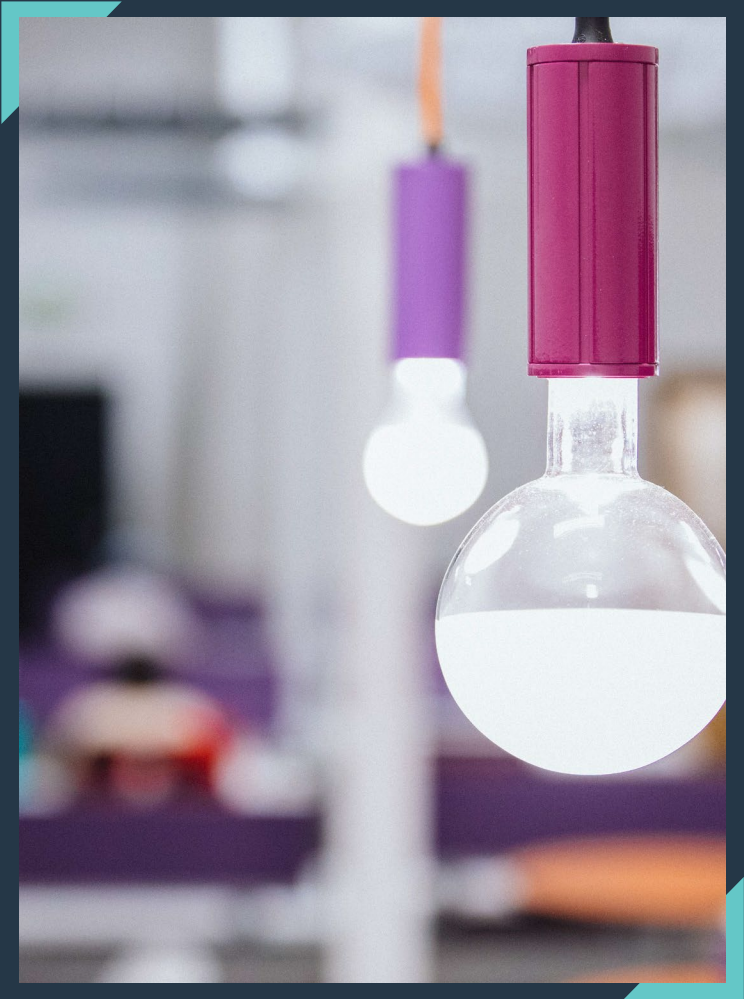
303.658.2386 | [dbeckwith@westminsterco.gov](mailto:dbeckwith@westminsterco.gov)

Streets: 303.658.2501

Water / Sewer Operations: 303.658.2500 (24/7)

# COMMUNITY SERVICES ECONOMIC DEVELOPMENT

Stephanie Troller, CEcD, Economic  
Development Manager



# Community Services - Economic Development

- Roughly 3,700 businesses in Westminster
- 6 base industries:

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

# Community Services – Economic Development

## 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



# Community Services – Economic Development

## How We Support Businesses (cont...)

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





# Community Services – Economic Development

## How We Support Businesses (cont...)

### Communications

- Newsletters
- Eblasts
- Website – [www.westminstereconomicdevelopment.org](http://www.westminstereconomicdevelopment.org)



### Partners

- Small Business Development Center
- Westminster Chamber of Commerce

# Community Services – Economic Development

## Westminster Business Statistics:

- 175 new businesses started in 2023
- 68 Legacy Businesses recognized in 2023
- 7 City virtual business trainings held
- 3 Small Business Development Center virtual business trainings held
- \$102,000 annual average awarded in capital improvement grants
- \$5,000 annual average awarded in small business training scholarships
- 455 business walks in 2023

# Community Services – Economic Development

## How We Support Businesses

### Small Business Grants & Scholarships

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

#### Small Business Scholarship

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The Small Business Scholarship program provides reimbursement for a wide range of business training to Westminster's entrepreneurs and small businesses.

#### Small Business Capital Project Grant

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The Small Business Capital Projects grant provides project related, financial assistance on a reimbursement basis, to encourage the growth and retention of existing businesses.

#### Job Training Incentive Grant

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The Job Training Incentive Grant program provides financial assistance on a reimbursement basis, to encourage the hiring and training of a local workforce. Additional funds are available for hiring recent graduates from local institutions.

# Economic Development Contact Information:

Stephanie Troller, CEcD, Economic Development Manager  
303.658.2318 | [stroller@westminsterco.gov](mailto:stroller@westminsterco.gov)

Shelby Wood, CEcD, Senior Business Resource Management Analyst  
303.658.2168 | [swood@westminsterco.gov](mailto:swood@westminsterco.gov)

Stephanie Otte, Business Navigator  
303.658.2757 | [sotte@westminsterco.gov](mailto:sotte@westminsterco.gov)

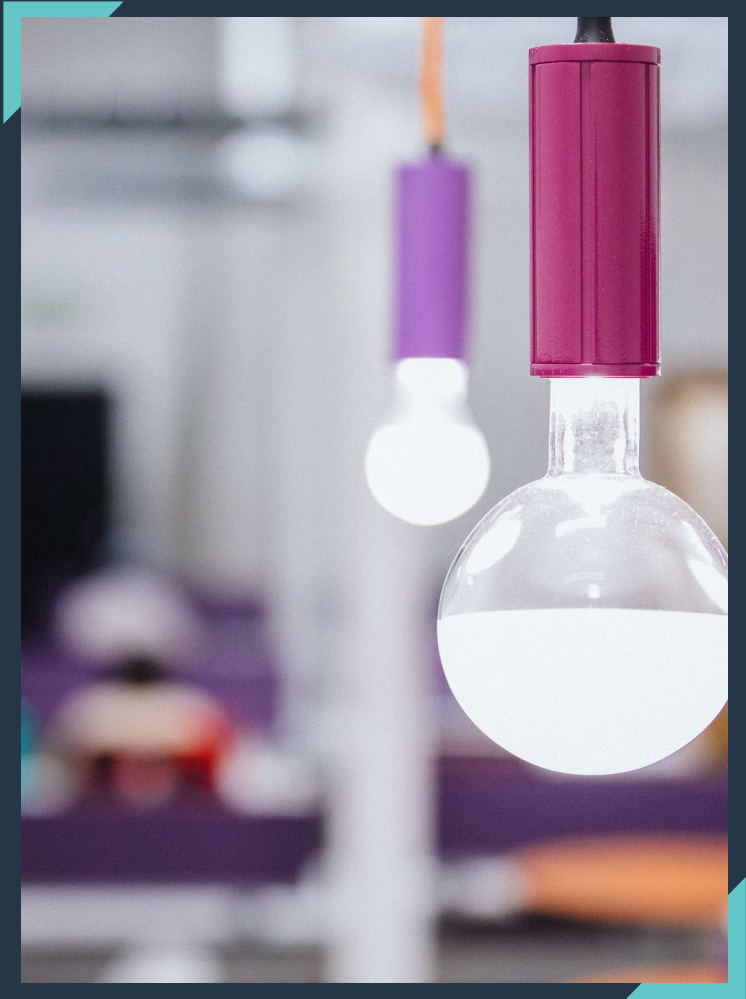
Matt Brandon, Economic Development Officer  
303.658.2112 | [mbrandon@westminsterco.gov](mailto:mbrandon@westminsterco.gov)

# WESTMINSTER CHAMBER OF COMMERCE

Jamie Chavez, President

[Jamie@westminsterchamber.biz](mailto:Jamie@westminsterchamber.biz)

[www.westminsterchamber.biz](http://www.westminsterchamber.biz)





# Questions – Open Discussion