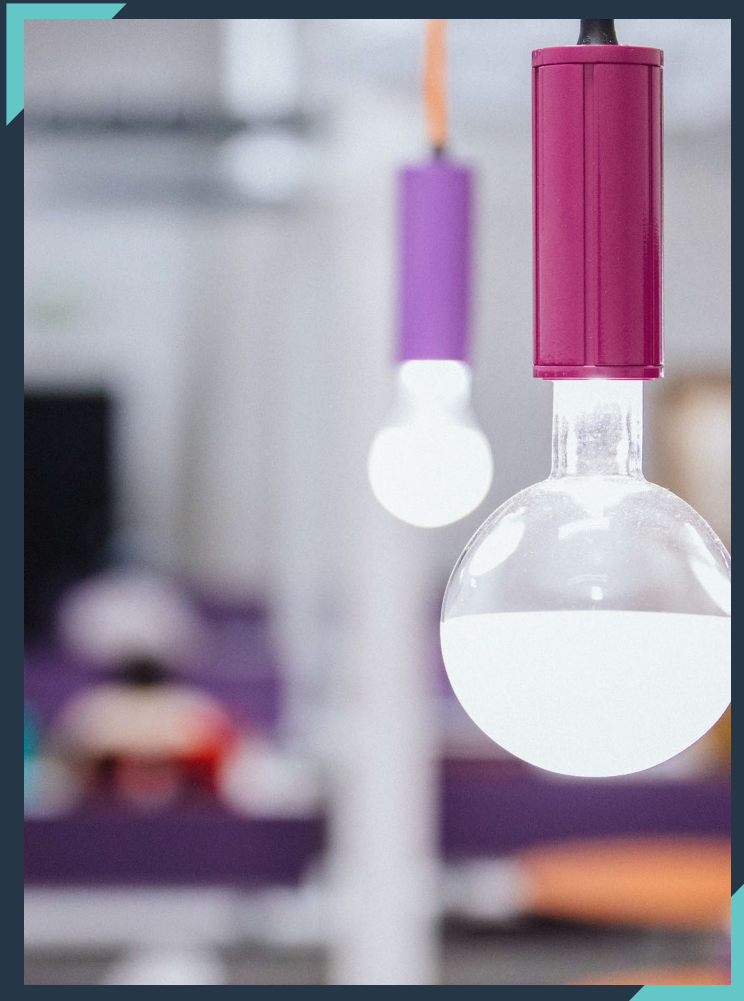


OPENING YOUR BUSINESS IN WESTMINSTER & CITY RESOURCES 101

May 16, 2024

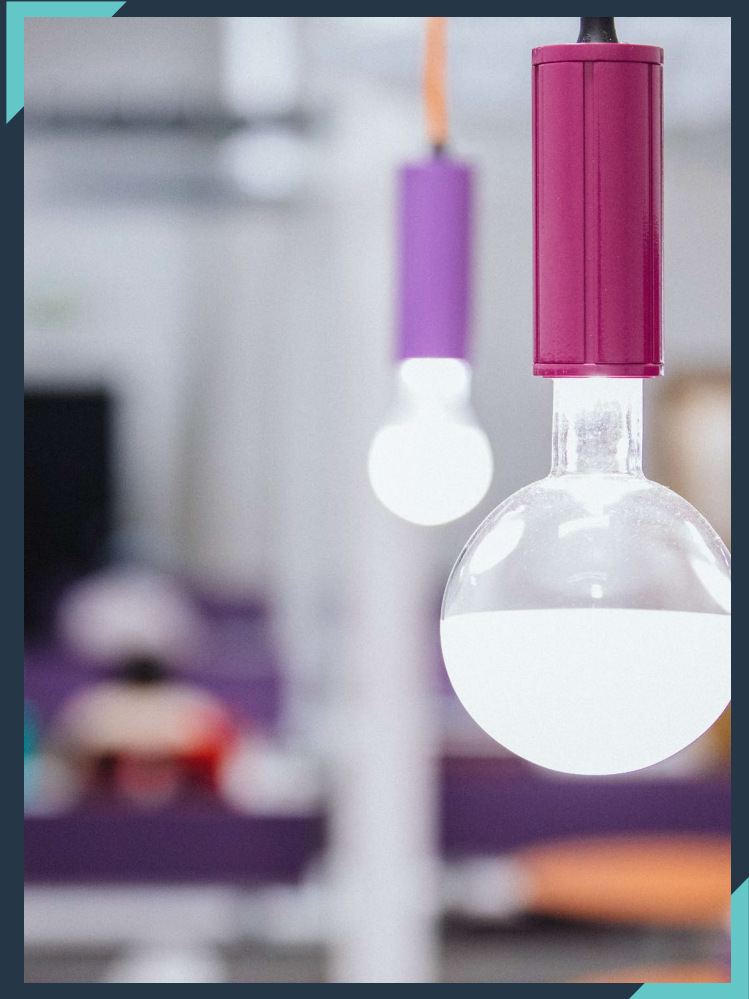


Agenda

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



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



SPECIALTY
LICENSES

Online Resources for Business Owners

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

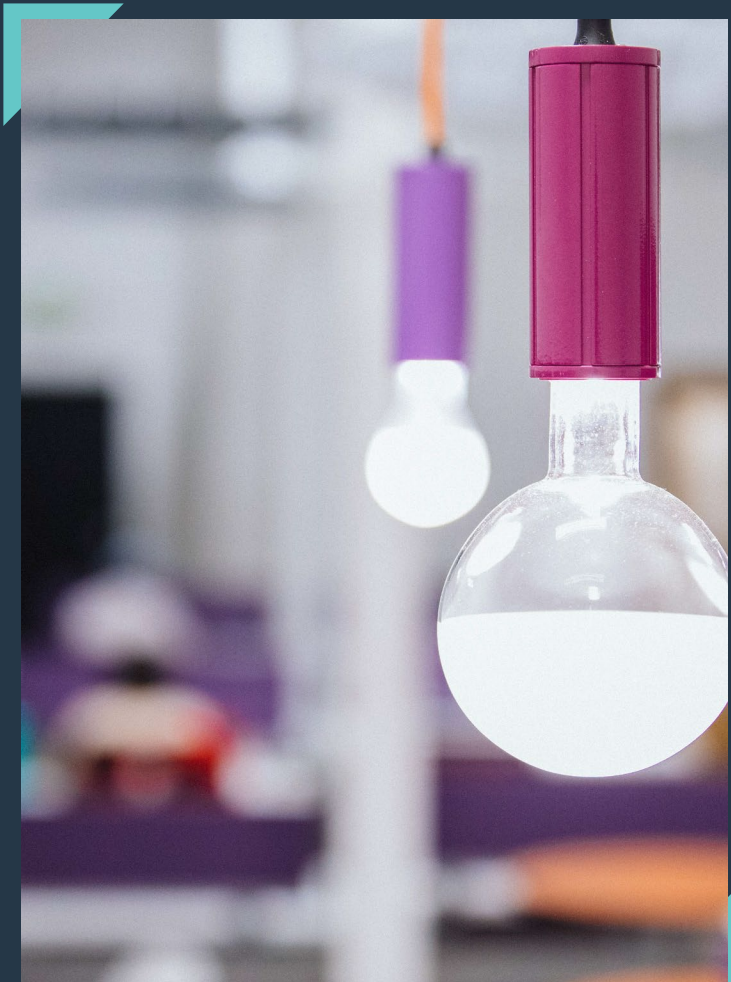
303.658.2161 | Licensing@westminsterco.gov

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

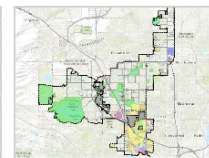
About the Planning Division

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.

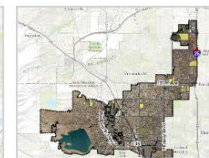
DEVELOPMENT REVIEW RESOURCES



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



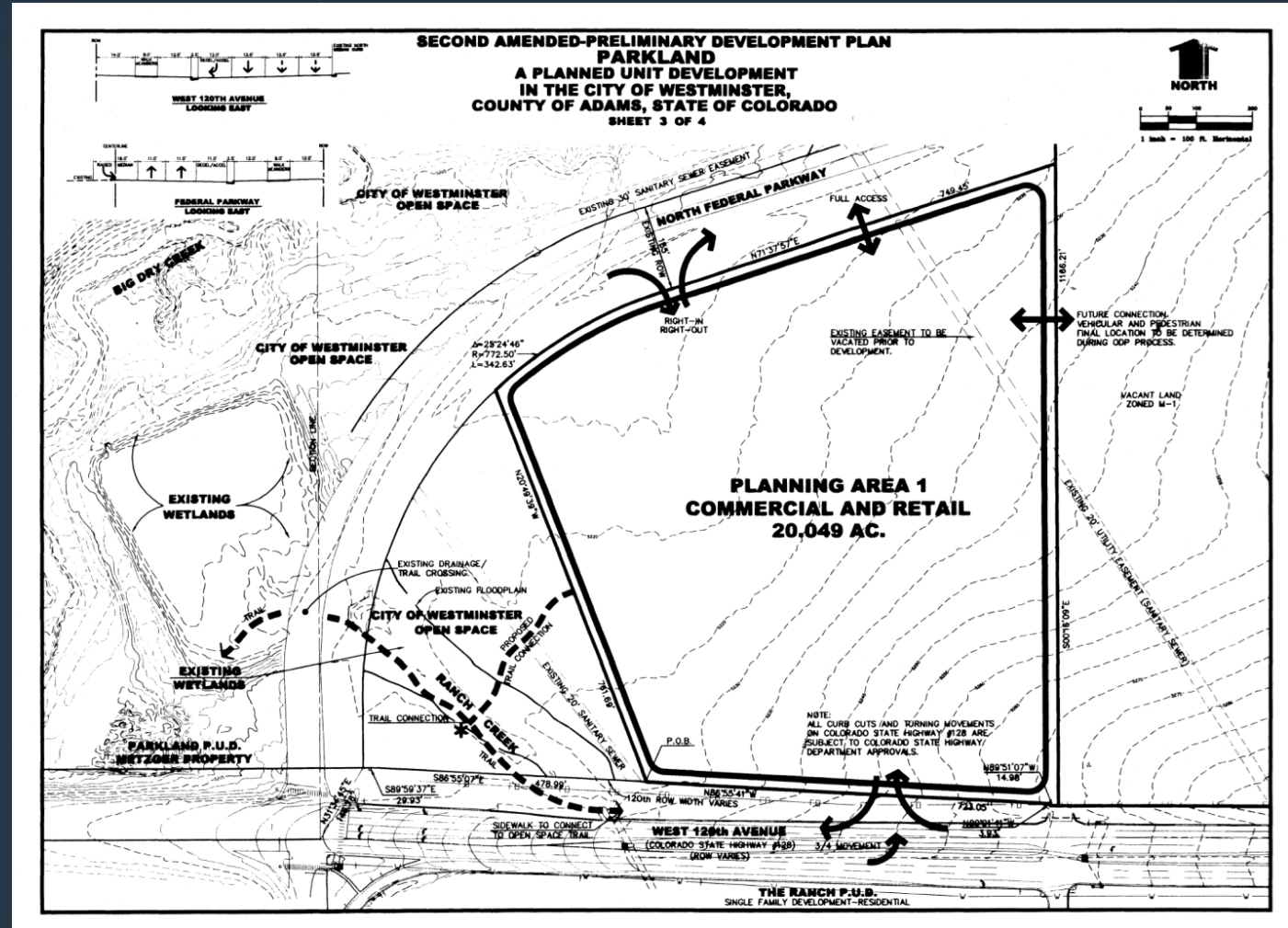
STATUS OF DEVELOPMENT PROJECTS

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

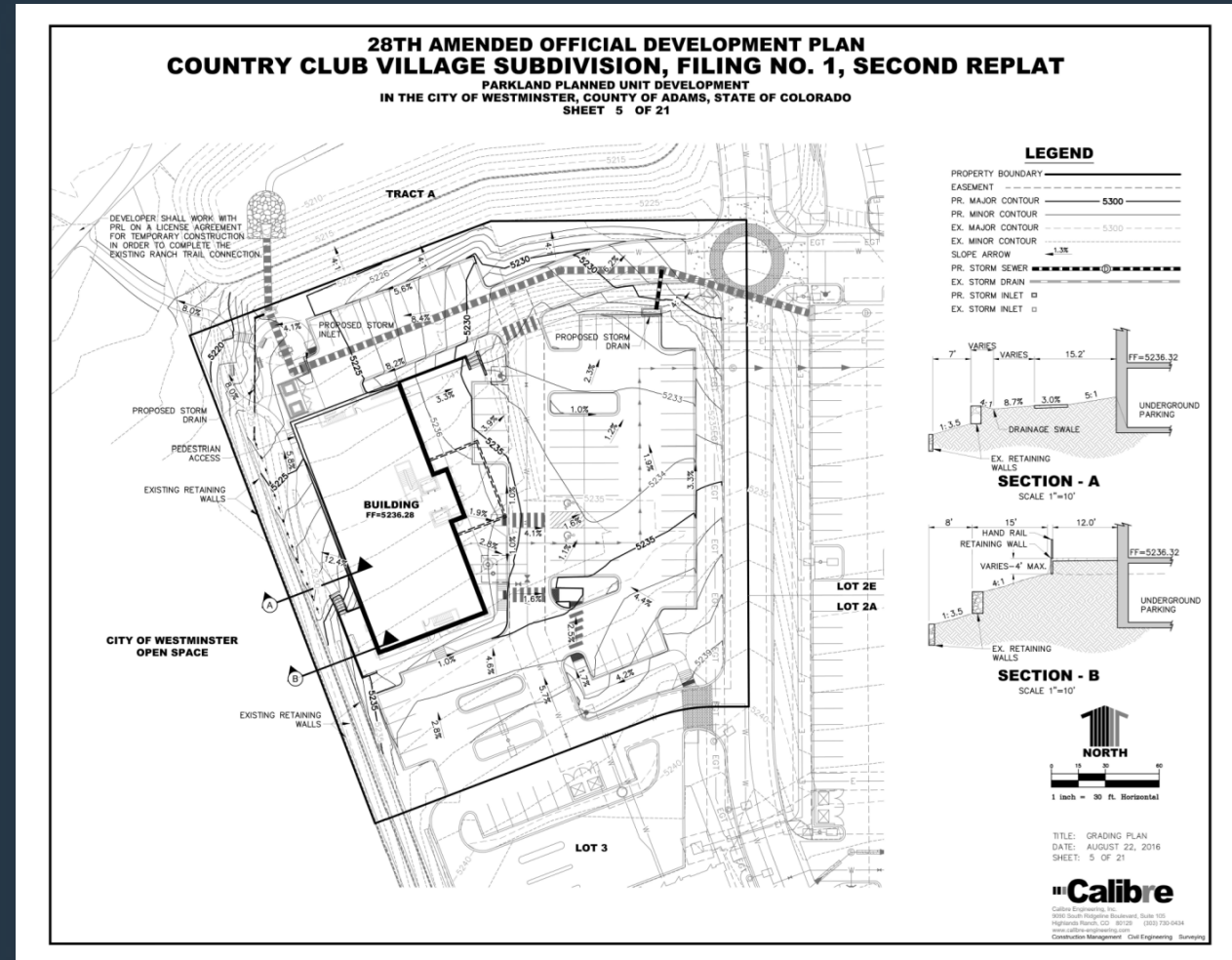
Preliminary Development Plan (PDP)

- 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.

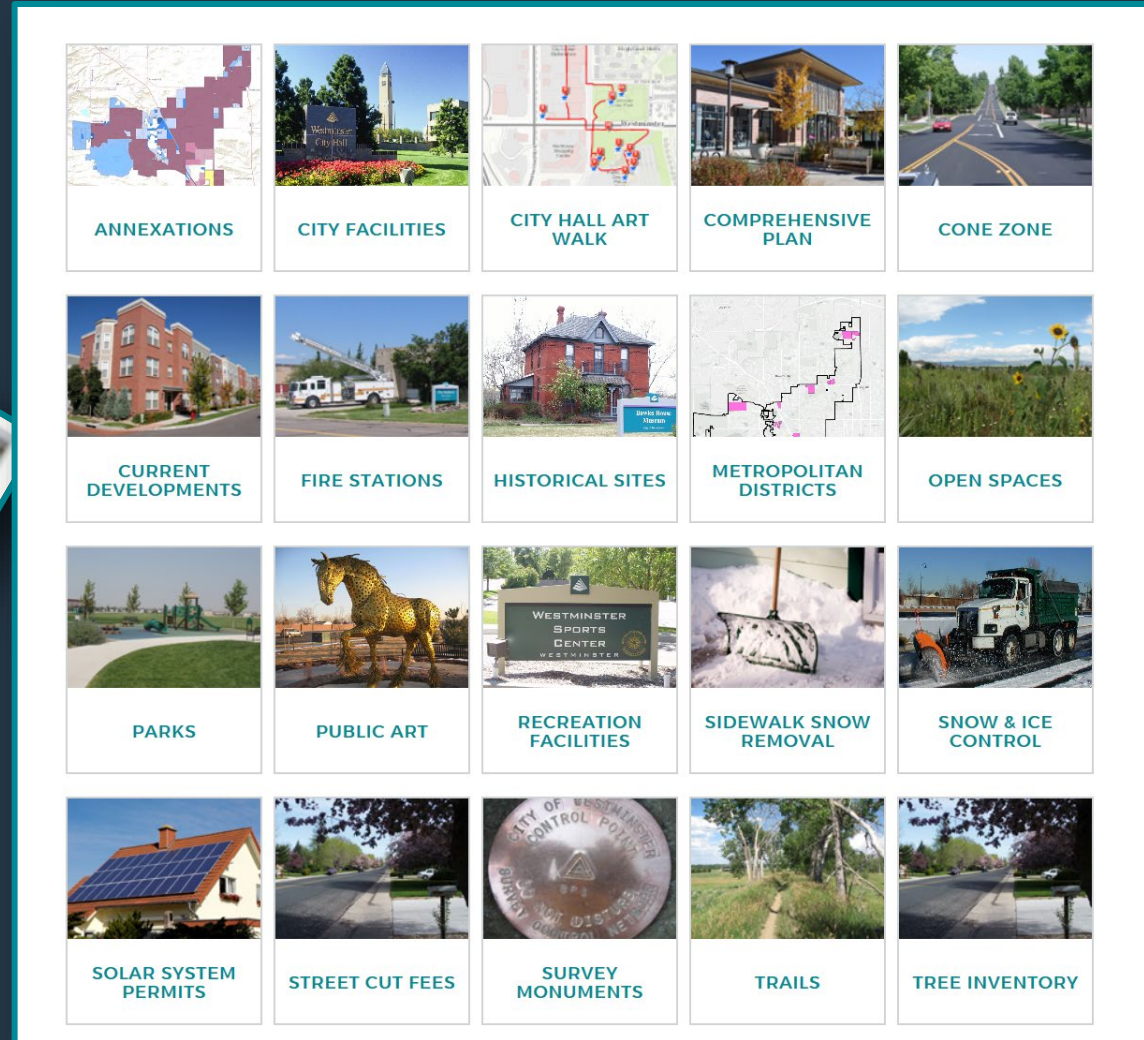


How We Support Businesses

- 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

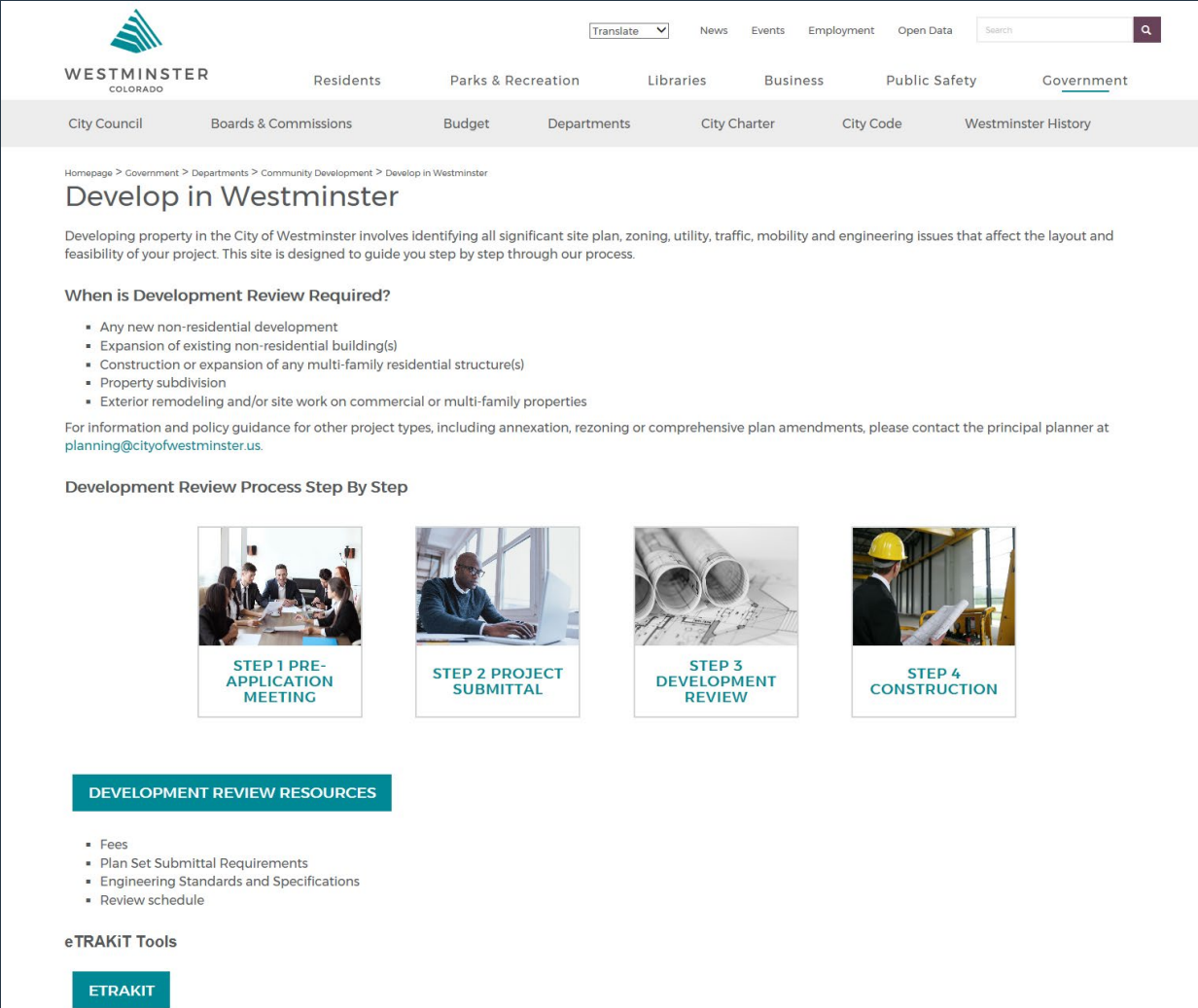
Online Resources

- Maps



Online Resources

- Develop in Westminster



The screenshot shows the Westminster Colorado website's 'Develop in Westminster' page. At the top, there is a navigation bar with the Westminster logo, a 'Translate' dropdown, and links for News, Events, Employment, Open Data, and a search bar. Below this is a secondary navigation bar with links for Residents, Parks & Recreation, Libraries, Business, Public Safety, and Government. A third navigation bar includes City Council, Boards & Commissions, Budget, Departments, City Charter, City Code, and Westminster History.

The main content area features a breadcrumb trail: [Homepage](#) > [Government](#) > [Departments](#) > [Community Development](#) > [Develop in Westminster](#). The title is 'Develop in Westminster'. The introductory text states: '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.'

The section 'When is Development Review Required?' lists the following items:

- 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

Below this, a note says: '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.'

The 'Development Review Process Step By Step' section contains four cards:

- STEP 1 PRE-APPLICATION MEETING**: Image of a meeting.
- STEP 2 PROJECT SUBMITTAL**: Image of a person at a computer.
- STEP 3 DEVELOPMENT REVIEW**: Image of architectural plans.
- STEP 4 CONSTRUCTION**: Image of a construction worker.

The 'DEVELOPMENT REVIEW RESOURCES' section lists:

- Fees
- Plan Set Submittal Requirements
- Engineering Standards and Specifications
- Review schedule

The 'eTRAKIT Tools' section features a button labeled 'ETRAKIT'.

Online Resources

- Plan & Code Updates



Planning Division Contact Information:

David German, AICP, Development Services Coordinator
303.658.2479 | dgerman@westminsterco.gov

Jennifer Baden, Associate Planner
303.658.2097 | jbaden@westminsterco.gov

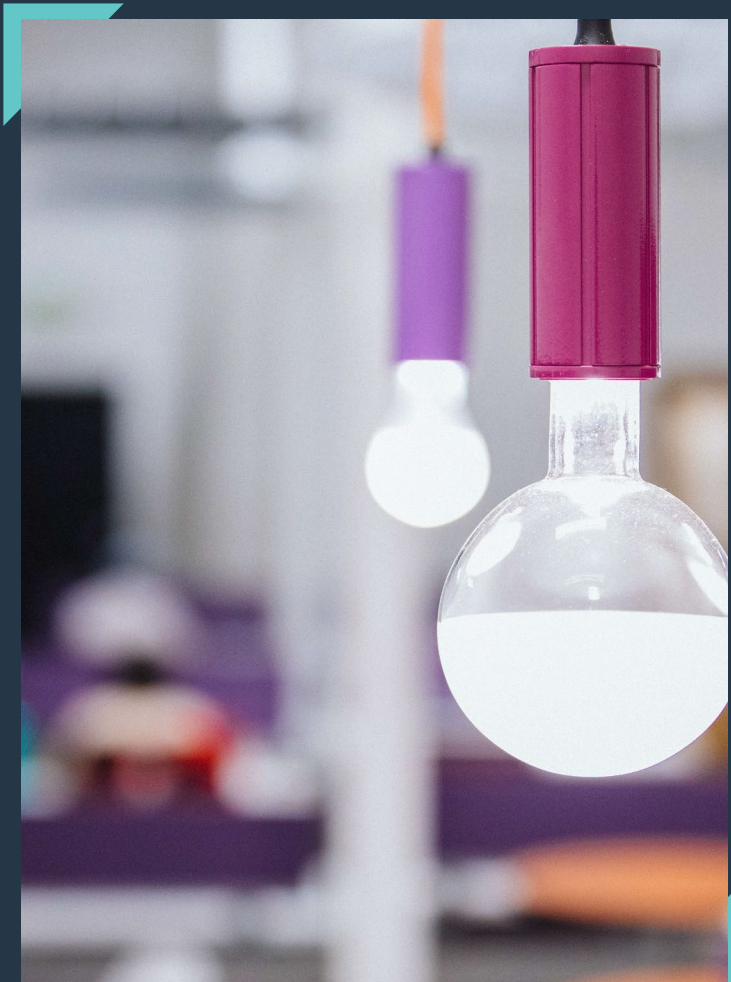
Josh Vaughn, Associate Planner
303.658.2101 | jvaughn@westminsterco.gov

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.

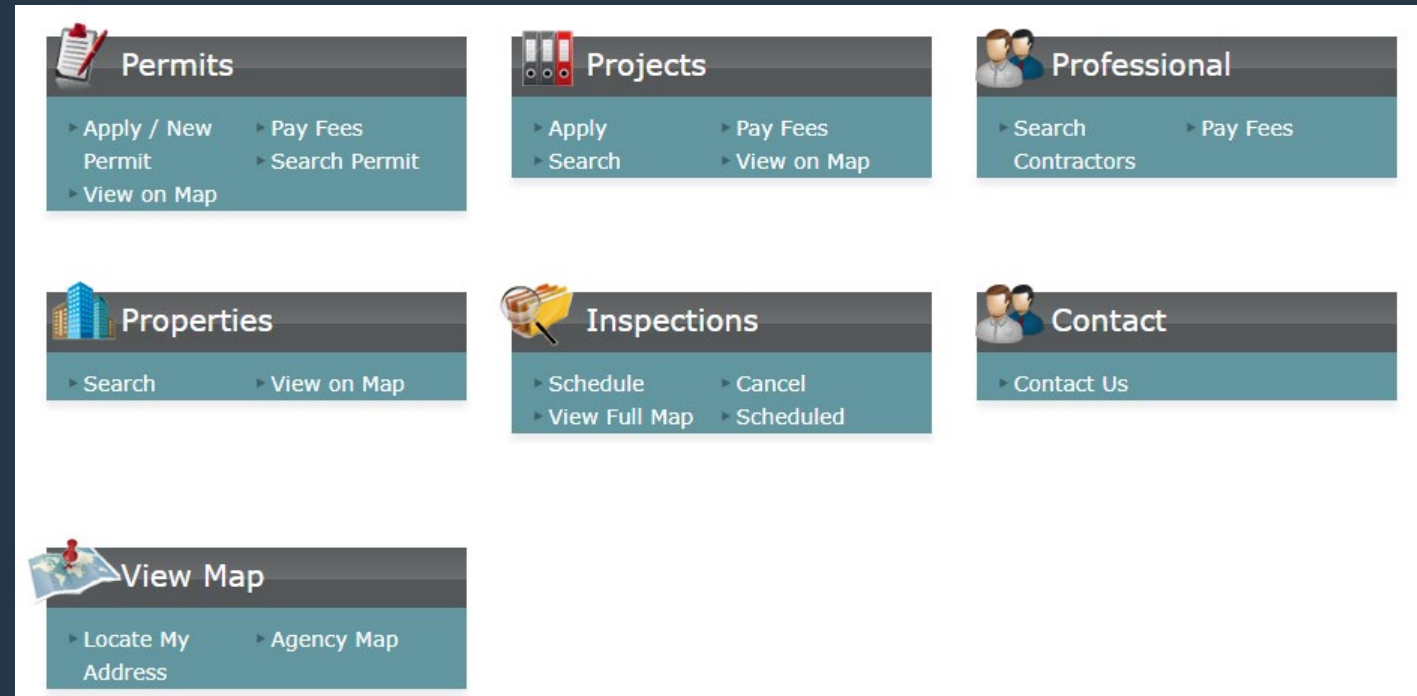
What does not need a permit?

- 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

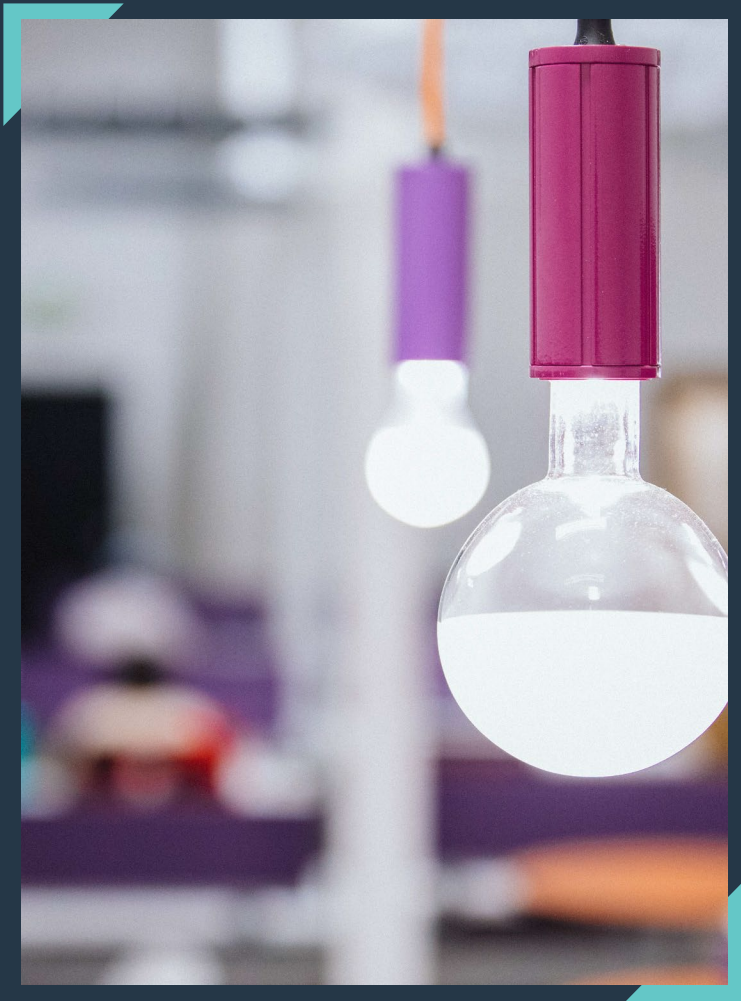
Building Division Contact Information:

Lynn Tennant, Building Permit Supervisor
303.658.2085 | ltennant@westminsterco.gov

Jessica Arvanites, Senior Plans Examiner
303.658.2455 | 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:

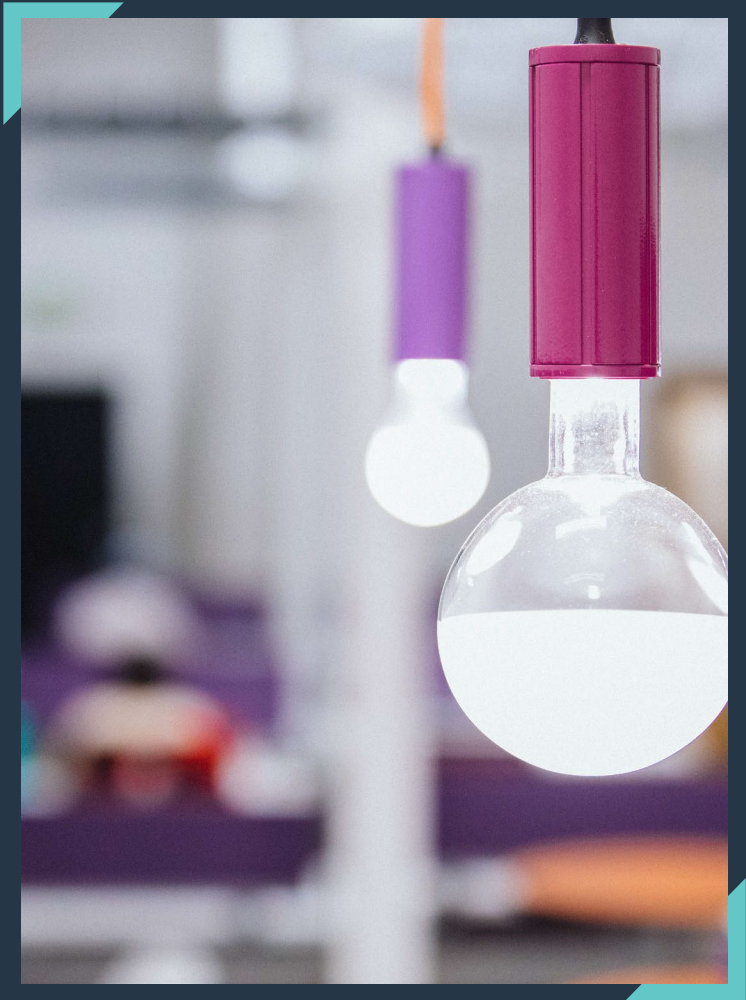
Sales Tax Division

303.658.2065 | salestax@westminsterco.gov

Nolan Losier

303.658.2067 | 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

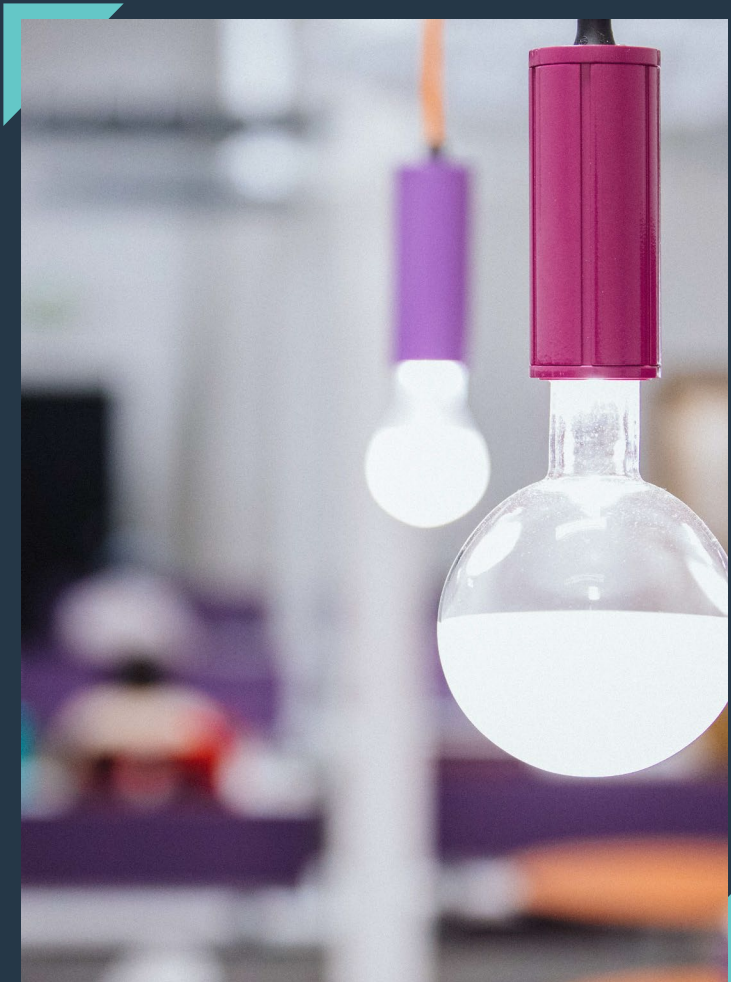
303.658.2386 | dbeckwith@westminsterco.gov

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

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

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

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

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

Shelby Wood, CEcD, Senior Business Resource Management Analyst
303.658.2168 | swood@westminsterco.gov

Stephanie Otte, Business Navigator
303.658.2757 | sotte@westminsterco.gov

Matt Brandon, Economic Development Officer
303.658.2112 | mbrandon@westminsterco.gov

WESTMINSTER CHAMBER OF COMMERCE

Jamie Chavez, President

Jamie@westminsterchamber.biz

www.westminsterchamber.biz



Questions – Open Discussion