



Opening Your Business in Westminster & City Resources

May 11, 2022

Agenda

- Welcome
 - Abby Fitch, City Clerk
 - John McConnell, Planning Manager
 - 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



Business Registration

City Clerk
4800 West 92nd Avenue
Westminster, CO 80031

(303) 658-2162
FAX (303) 706-3924
licensing@cityofwestminster.us
www.CityofWestminster.us


WESTMINSTER
COLORADO

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	
			Acct	LT
2) Trade Name (DBA) of Business (if any up to 30 characters)				
			Class	Area
3) Federal Employer ID	4) Colorado Sales Tax Account	5) Other Westminster Accounts		
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)	

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
C O L O R A D O

Home Occupation Supplemental Registration
City Clerk
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.

Legal/True Name of Business (from line 1 of Business Registration)	CITY USE ONLY
	Acct


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 *Westminster Municipal Code*. 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.

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.

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



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.

PART A - Registrant Information	1) Legal/True Name of Business (Last, First if Individual). Repeat on Page 2			CITY USE ONLY	
				Acct	LT
	2) Trade Name (DBA) of Business (if any up to 30 characters)			Class	Area
	3) Federal Employer ID	4) Colorado Sales Tax Account	5) Other Westminster Accounts		
	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"/> Update Information for Account: _____ <input type="checkbox"/> Business Purchased or Merged <input type="checkbox"/> Change in Legal Form			<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)	
	8) Location/Account Type (check only one):			<input type="checkbox"/> Limited Liability Partnership (LLP or LLLP) (89) <input type="checkbox"/> Non-Profit (85)	
	<input type="checkbox"/> Commercial (Including retail, office, and industrial locations)				

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

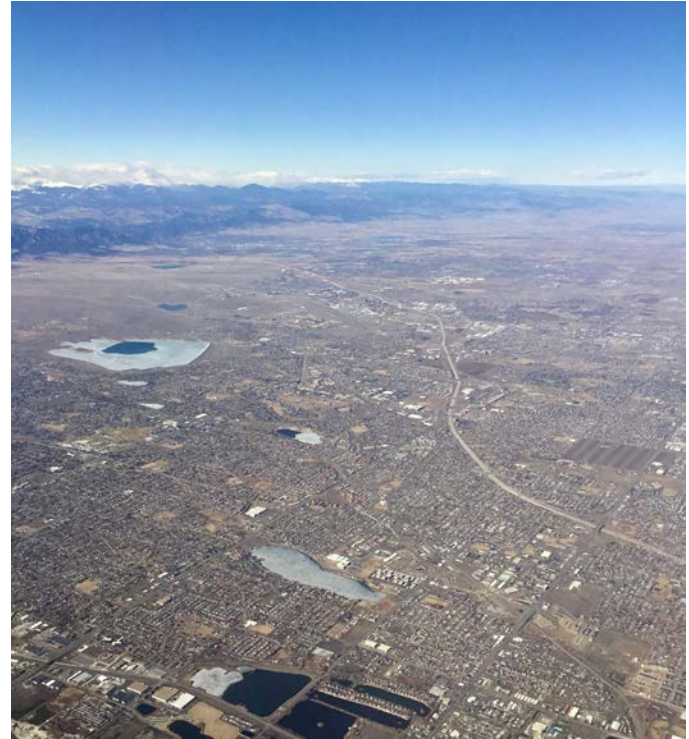
John McConnell, AICP
Interim Planning Manager

Community Development - Planning Division

Division in the Department of
Community Development

Focus:

- Long-range Planning
- Urban Design
- Current Planning

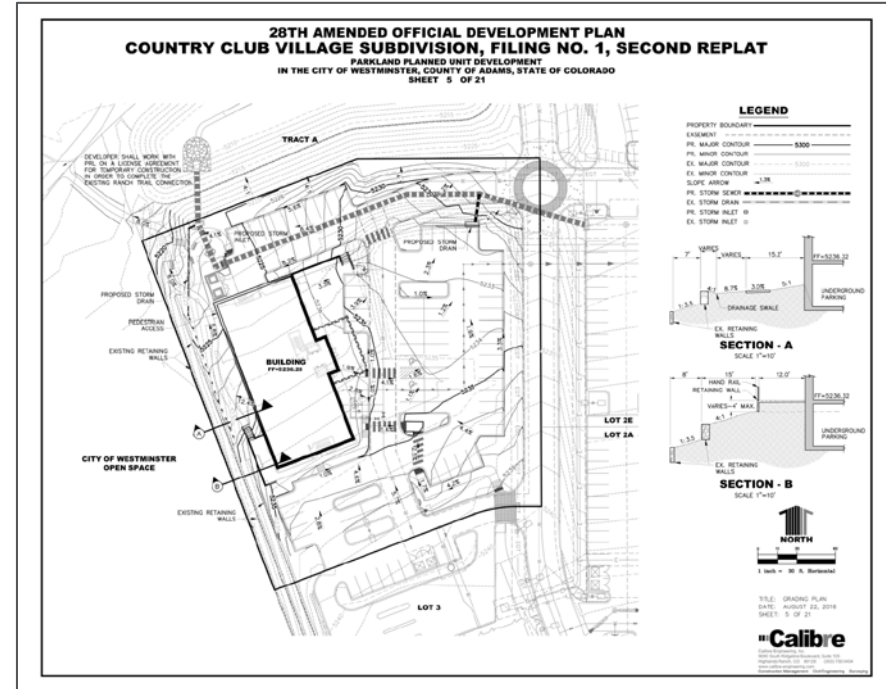


Community Development - Planning Division

- 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

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.























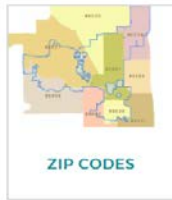
How We Support Businesses

- 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

 <p>ANNEXATIONS</p>	 <p>CITY FACILITIES</p>	 <p>CITY HALL ART WALK</p>	 <p>COMPREHENSIVE PLAN</p>	 <p>CONE ZONE</p>
 <p>CURRENT DEVELOPMENTS</p>	 <p>FIRE STATIONS</p>	 <p>HISTORICAL SITES</p>	 <p>METROPOLITAN DISTRICTS</p>	 <p>OPEN SPACES</p>
 <p>PARKS</p>	 <p>PUBLIC ART</p>	 <p>RECREATION FACILITIES</p>	 <p>SIDEWALK SNOW REMOVAL</p>	 <p>SNOW & ICE CONTROL</p>
 <p>SOLAR SYSTEM PERMITS</p>	 <p>STREET CUT FEES</p>	 <p>SURVEY MONUMENTS</p>	 <p>TRAILS</p>	 <p>TREE INVENTORY</p>



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 categories: Residents, Parks & Recreation, Libraries, Business, Public Safety, and Government. Below this is a secondary menu with links for 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: Home » 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 is a link for more information and policy guidance. A section titled 'Development Review Process Step By Step' features four image-based steps: Step 1 Pre-application Meeting (a group of people in a meeting), Step 2 Project Submittal (a person at a computer), Step 3 Development Review (blueprints), and Step 4 Construction (a construction worker). At the bottom, there is a 'Development Review Resources' section with a list of links: Fees, Plan Set Submittal Requirements, Engineering Standards and Specifications, and Review schedule. Finally, there is an 'eTRAKIT Tools' section with a link to '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:

John McConnell, AICP; Interim Planning Manager

• 303.658.2474 / 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; Senior Planner

Josh Vaughn; Associate Planner

Jennifer Baden; Associate 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

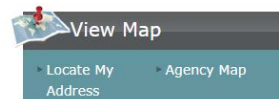
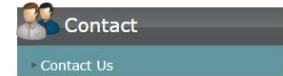
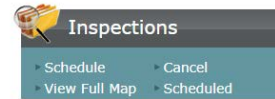
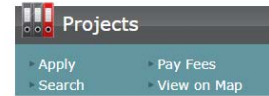
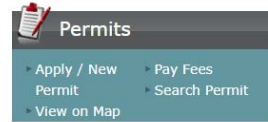


Community Development - Building

- 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

SMALL BUSINESS CAPITAL PROJECT GRANT

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

APPLICATION DEADLINE:

WESTMINSTER BUSINESS FACE-LIFT GRANT

The Westminster Business Face-lift Grant provides reimbursement for commercial building façade and landscaping improvements in specified revitalization areas.

SMALL BUSINESS SCHOLARSHIP GRANT

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



The SAGE Sustainable Business Accelerator Grant

This program provides one-time, project related, financial assistance on a reimbursement basis, of sustainability upgrades and services, that facilitate cost reductions and support resource conservation and environmentally friendly business operations.

Examples include:

- * Energy efficiency upgrades such as HVAC systems
- * Water conservation efforts such as high-efficiency toilet and irrigation audits
- * Waste reduction initiatives such as recycling services

APPLICATION DEADLINE
JULY 1, 2022



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 Westminster institutions.



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