



## PLANNING COMMISSION MEETING AGENDA

1. ROLL CALL
2. CONSIDERATION OF PREVIOUS MEETING MINUTES  
Meeting minutes of September 9, 2025, will be included with the Planning Commission packet at the next public hearing.
3. CONSIDERATION OF NEW BUSINESS
  - a. Public Hearing and Recommendation: childcare amendments to the 2040 Comprehensive Plan  
*Prepared by: Andrew Spurgin, Principal Planner*
4. OLD BUSINESS
5. MISCELLANEOUS BUSINESS
6. ADJOURNMENT

### PLEASE NOTE

The following are the procedures used by the Planning Commission for in-person meetings.

For participation guidelines please visit [www.westminsterco.gov/pc](http://www.westminsterco.gov/pc)

1. Staff will present agenda items. The Developer may present after Staff.
2. Those in attendance who favor the proposed development may address the Commission, followed by those who do not favor the proposed development. The Chair may impose time limits on speakers.  
**PLEASE SIGN THE SHEET IN THE FRONT OF THE COUNCIL CHAMBERS WHEN YOU SPEAK.**
3. All questions shall be addressed to the Chair of the Planning Commission. The Chair will call on Staff to address questions at the end of the hearing. Planning Commission reserves the right to question anyone at any time during the Public Hearing.
4. The Commission is charged with the review of Comprehensive Plan Amendments, Rezoning, Preliminary Development Plans, Amended Preliminary Development Plans, Official Development Plans, Amended Official Development Plans, Preliminary Plats and Amended Preliminary Plats that are not approved administratively by the City Manager.
5. There are two different procedures involved in the review of applications for development plan approval and the procedure depends on the type of plan under consideration:
  - a. After review and a public hearing, the Planning Commission may recommend approval of an application, approval subject to specified conditions, or denial of an application. The Planning Commission is **not** the final authority on these applications. The City Council is the final decision maker.
  - b. On applications for Official Development Plans and Amended Official Development Plans, the Planning Commission **does** make the final decision, unless the decision of the Planning Commission is appealed to the City Council within 10 days of the Planning Commission decision by a "party-in-interest," as described in Section 11-5-13(B.1) of the Westminster Municipal Code. If a decision of the Planning Commission is properly appealed to the City Council, the City Council will schedule the item for consideration at one of their upcoming meetings and, after holding a public hearing, make a final decision on the application.

If you need further information regarding this process, or any other matter related to the City's development review process, please contact the City Planning Division at 303-658-2092.

**NOTE:** Persons needing an accommodation, such as an interpreter for another language, or who have an impairment that requires accommodation, must notify the Planning Aide no later than noon on the Thursday prior to the scheduled Planning Commission hearing to allow adequate time to discuss arrangements. Please

call 303-658-2092/TTY711 or State Relay or email [rgarcia@westminsterco.gov](mailto:rgarcia@westminsterco.gov) to make a reasonable accommodation request.



WESTMINSTER

Agenda Memorandum

Agenda Item 3a

Planning Commission Meeting  
September 23, 2025



**Economic Vitality:** Promote and support a resilient economy that attracts and retains a diversity of businesses, workers, and industries, expands living wage jobs, and diversifies the City's tax base.

**SUBJECT:** Public Hearing and Recommendation: child care amendments to the 2040 Comprehensive Plan

**PREPARED BY:** Andrew Spurgin, AICP; Principal Planner

**RECOMMENDED ACTION:**

1. Hold a public hearing.
2. Recommend that City Council approve an ordinance amending the 2040 Comprehensive Plan.

**SUMMARY STATEMENT:**

- The 2040 Comprehensive Plan (the Plan) was adopted on March 27, 2023 and most recently amended through City Council action on September 22, 2025.
- The Plan is “a living document” intended to be reviewed regularly and updated to continue to guide the community’s physical development.
- This package of amendments supports development of child care uses as an optional supportive commercial use in the Plan’s office and employment land use types in support of the 2025 Strategic Plan, which has an operational objective to support expanded access to child care.

**FISCAL IMPACT:**

\$0 in expenditures.

**SOURCE OF FUNDS:**

Not applicable.

**POLICY ISSUE(S):**

Should Planning Commission recommend approval of the child care amendments presented to the 2040 Comprehensive Plan?

**ALTERNATIVE(S):**

Planning Commission could choose to not recommend the child care amendments. Staff do not recommend this option because this proposal is intended to facilitate a strategic operational objective of the City Council.

**BACKGROUND INFORMATION:**

The 2040 Comprehensive Plan (the Plan) was adopted on March 27, 2023 organized around four Plan Cornerstones: Thriving City, Healthy Places, Great Neighborhoods, and Managed Growth. The Plan responds to challenges facing the community, identifies solutions, and provides guidance on planning-related decisions.

The Managed Growth cornerstone further emphasizes a desire for employment development within Westminster. City Staff frequently hears concerns from residents, businesses, and elected officials about the need for more child care services within Westminster and how the lack of access to child care inhibits workforce participation, and in turn business development.

Chapter 1 of the Plan, titled Introduction and Vision, states *“The Plan is intended to be a living document that City Staff, elected officials, and community partners use to drive the City towards its vision.”* Chapter 9 of the Plan, titled Plan Administration, states *“City Council and [the] Planning Commission may review, identify, and adopt amendments to the Comprehensive Plan throughout its planning horizon so that current issues continue to be addressed and to ensure that the Plan provides a realistic guide for the community’s future growth.”* Section 11-3-2 (A) of the Westminster Municipal Code (W.M.C.) establishes procedures for City-initiated amendments to the Comprehensive Plan, to include a referral to the Planning Commission for public hearing prior to consideration by City Council in a public hearing.

The 2025 Strategic Plan, as most recently reported to City Council on September 8, 2025, includes an operation initiative to expand access, improve quality, and reduce the cost of childcare in Westminster for both residents and employers (Attachment 1). While the Parks, Recreation, and Libraries Department is the only City department directly engaged with providing child care services, the Community Services Department manages land use planning, development permitting, and

business retention and development and therefore is bringing forward this proposal to support other actions underway by City Staff supportive of child care development in Westminster.

The Plan, as adopted in 2023, anticipates child care in Westminster will be developed in commercial and mixed-use land use character types as well as in home-based settings in residential land use character types. The allowance for child care in residential homes builds upon a 2021 amendment to municipal code that removed the limit on the number of children that can be supervised in home-based child care settings.

Though state laws and national trends increasingly anticipate and encourage home-based child care facilities, City staff recognizes a need and desire for commercial child care businesses to ensure quality learning environments for children of working parents. With the surplus of underutilized commercial properties in Westminster, one easy solution is to direct child care businesses to commercial and mixed-use areas however it is understood that further employment development has a symbiotic relationship with provision of child care. It is difficult for businesses to attract and retain employees without access to child care and, likewise, there would not be a need for child care if there were not employment opportunities for parents.

Text amendments are proposed for the Plan to support additional locations for child care uses. Employment development in Westminster is primarily found within the following land use types: Neighborhood Office, Employment-Flex, and Employment-Office Institutional Campus. Each of these has an allowance for what the Plan calls "Support Commercial" uses including eating establishments, pharmacies, and business services that support the primary office and employment uses within a larger development. These three land uses constitute approximately 7% of the City's land area and therefore preservation of these is critical for future employment development (Attachment 2). This amendment would add child care to the allowed Support Commercial uses in these three land use types.

The proposed text amendment also clarifies the placement of such supportive uses increasing the allowed size from the current 10 to 15% of the gross floor area (GFA) in the two employment land use types to a proposed 30% of ground floor GFA, while retaining the overall 15,000 square foot cap on support commercial uses. This is based on the operational conditions present in such buildings where child care providers have approached Staff regarding the potential to locate within an employment building. The size limitations further ensure most of such buildings are preserved for employment development as called for in the Managed Growth Plan Cornerstone, while providing new opportunities for dedicated child care facilities.

Retrofitting office and business parks with the outdoor recreation areas required by the State of Colorado to license child care uses may also create challenges since most sites were not set up for that type of outdoor activity. Site changes may involve removing parking or altering circulation patterns. Existing sites not set up for food service may require new infrastructure such as a grease interceptor, which is more likely to already be in place in commercial settings due to restaurants and other businesses involved in food preparation.

With provision of an outdoor play area as a State regulatory requirement, staff proposes compatibility provisions within the Employment-Flex land use type. This is the one land use type that allows industrial uses and therefore Staff proposes to prohibit the addition of child care uses where industrial uses are permitted due to safety and health concerns resulting from noises, exposure to hazardous materials, conflicts with freight traffic, and other functions of industrial land uses.

The proposed text amendments to allow expansion of child care into office and employment areas are shown in Attachment 3 in markup form on the existing Plan document. These text amendments do not change the land use map for any property within Westminster. City Council will continue to review requests for change or add land use as established by Westminster Municipal Code.

Notice of public hearings scheduled before the Planning Commission was published and posted at least ten days prior to such hearing. Notice of public hearing was published in the *Westminster Window* by the required deadline.

**STRATEGIC PLAN PRIORITIES:**

The City's Strategic Plan priority of Economic Vitality is met by providing access to child care within office and employment land uses, which will support needs of both the local workforce.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "John McConnell".

John McConnell, AICP

Planning Manager

**ATTACHMENTS:**

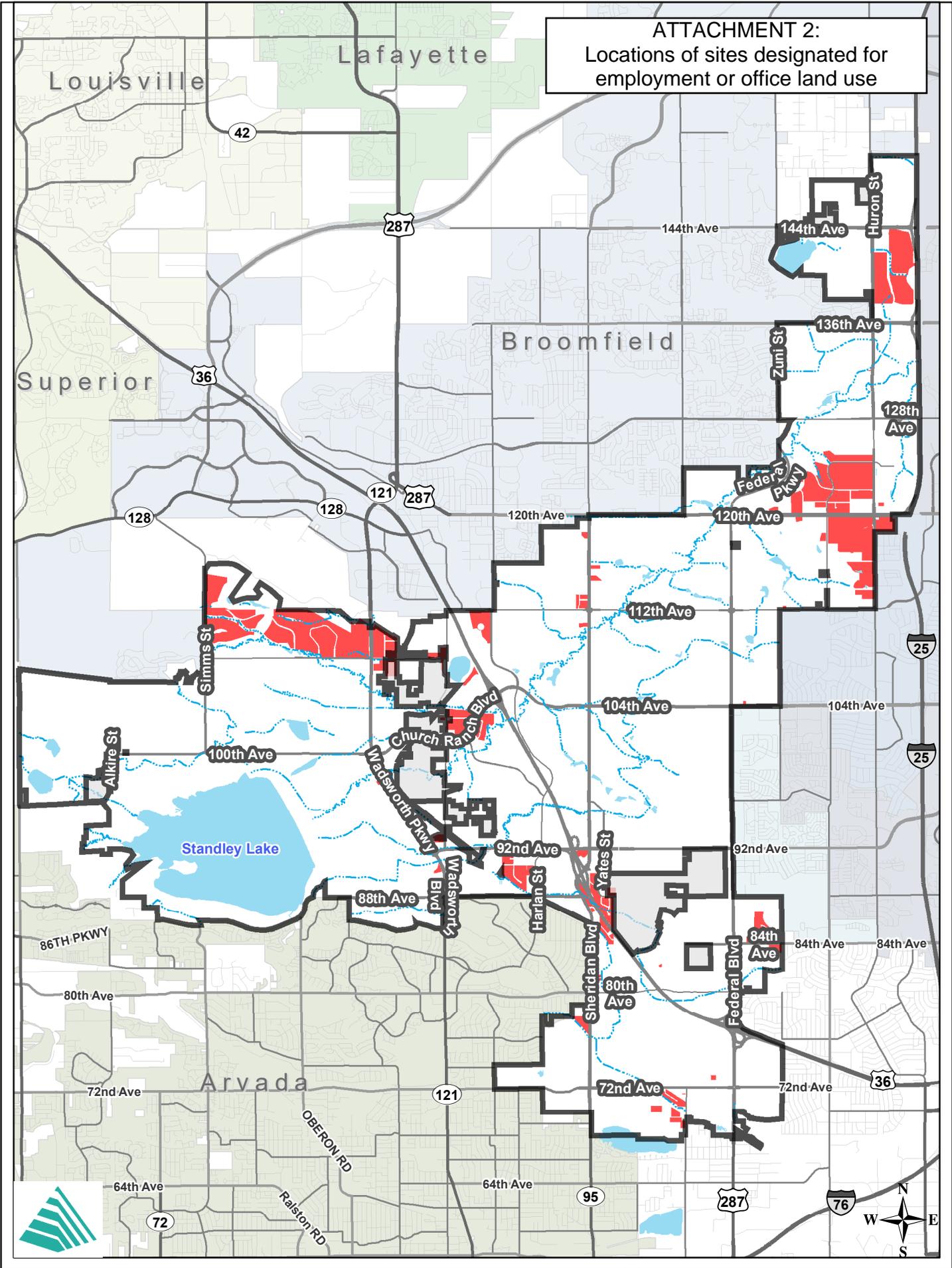
Attachment 1: 2025 Strategic Plan

Attachment 2: Map of Office & Employment Designated Sites

Attachment 3: Child Care Amendments

- 4.1.2.3. Develop an incentive program for construction and demolition waste diversion.
- 4.1.2.4. Support City utility bill savings through identifying and completing energy efficiency, renewable energy, and energy resilience opportunities at City facilities and operations.
- 4.1.3. Lead Affordable Housing/workforce housing initiatives such as but not limited to the Housing LIFT program and Emergency and Essential Home Repair Program. (Community Services)
  - 4.1.3.1. Identify new state resources to support affordable housing and its related infrastructure.
  - 4.1.3.2. Complete expedited review process for Affordable Housing developments as required by Proposition 123.
- 4.1.4. Support regional grid stability, as appropriate. (Community Services/Public Works & Utilities)
- 4.1.5. Collaborate with regional and neighboring communities to align affordable housing policies and standards. (Community Services/Public Works & Utilities)
- 4.1.6. Host real estate professionals and brokers for tour opportunities. (Community Services)
- 4.1.7. Support the development and build out of Downtown Westminster including the office and retail sectors to support job creation in the city. (Community Services)
- 4.1.8. Support the newly created Downtown Business Association. (Community Services)
- 4.1.9. Develop a guide for workforce engagement opportunities for businesses. (Community Services)
- 4.1.10. Research a comprehensive municipal strategy to expand access, improve quality, and reduce the cost of childcare in Westminster for both residents and employers. Examples may include: 1) identifying barriers families face in securing care, 2) assessing provider challenges related to staffing, wages, and facilities, and 3) exploring City opportunities through zoning, dedications of unused real property, partnerships, and more access at City sites. (Community Services)
- 4.2. Encourage broadband service and digital access through engagement with telecommunications providers to close gaps for the underserved in service and coverage throughout the City.
  - 4.2.1. Broker relationships with private broadband and Internet service providers in hopes of creating a more competitive marketplace to make adequate Internet access more available and affordable to the community. (Information Technology)
- 4.3. Enhance multi-use zoning and business-friendly policies to encourage more business location, investment, and job creation in the City.
  - 4.3.1. Continue to educate potential developers and property owners about the importance of integration of the Comprehensive Plan and Water Plan to guide and inform planning, development, redevelopment, and investment in the City. (Community Services/Public Works and Utilities)

**ATTACHMENT 2:**  
Locations of sites designated for  
employment or office land use





### NEIGHBORHOOD OFFICE

This character type accommodates offices for medical, legal, banking, insurance, and similar professional office uses. This designation is intended to be compatible with abutting residential and other sensitive uses. A limited amount of retail uses integrated into the office building is permitted as a portion of the project gross floor area, or GFA.

*Examples: Sheridan Park, Westpark Center*



Add child care to list of Support Commercial uses

**Table 3-11. Neighborhood Office Development Standards**

Land Use	
Primary Uses	Professional Offices; Medical Facilities
Secondary Uses <sup>1</sup>	Support Commercial (eating establishments; pharmacies, personal and business services, office supply)
Development Characteristics	
Form and Guidelines	Buildings 1 to 3 story however certain primary uses may be allowed greater height; Maximum 15% of GFA support commercial uses or 10,000 square feet, whichever is less; Employee and customer amenity spaces
Floor Area Ratio	Maximum 0.35 FAR

<sup>1</sup> May be allowed through the city's development review process when developed in conjunction with, and accessory to, office buildings.



## EMPLOYMENT - FLEX

This character type provides and protects land for flexible employment uses including offices, research and development facilities, and supportive uses. In general, office uses predominate this category. Light industrial uses (including warehouses, distribution, and wholesalers) may be allowed when located away from residential areas and adequately buffered from sensitive land uses, as shown in Map 3-2, or Flex/Light Industrial designated locations in the prior Comprehensive Plan. Manufacturing and assembly space is permitted when inclusive of storefront/showroom space for offices, sales or customer service. Uses that create objectionable levels of noise, vibration, odor, glare or hazards are not permitted. Outdoor storage must be screened from view. Hotel uses that support employment uses may be permitted through a master planned development. Support commercial uses integrated into employment buildings are permitted up to ~~10%~~ of GFA. The city may impose stricter design standards for more intense uses.



Examples: Church Ranch Corporate Center, Park Centre, Westmoor



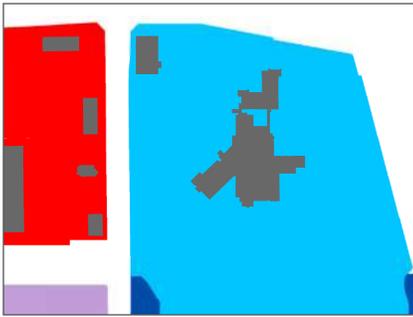
amend to 30% of ground floor GFA; add "Child care may not be permitted on sites where industrial uses exist or are planned."

Table 3-12. Employment - Flex Development Standards

Land Use	
Primary Uses	Professional Offices; Research and Development Labs; Flex Office; Incubator Space
Secondary Uses	Manufacturing; Warehousing; Fabrication; Repair Shops; Wholesale Distributors; Production; Medical Facilities; Hotels; Support Commercial (eating establishments, pharmacies, business services, office supply)
Development Characteristics	
Form and Guidelines	Buildings 1 to 4 stories but may be allowed higher in Focus or Transition Areas or where adjacent to expressways; Employee and customer amenity spaces; Loading, service or storage areas screened from view; Architectural detailing for elevations within public view; Maximum <del>10%</del> of GFA for support commercial or 15,000 square feet, whichever is less
Floor Area Ratio	Maximum 1.0 FAR (primary uses) Maximum 0.5 FAR (standalone secondary uses)

Amend to 30% of ground floor GFA

Add child care to Support Commercial uses



### EMPLOYMENT - OFFICE/INSTITUTIONAL CAMPUS

This character type identifies areas where destination employment and institutional uses are appropriate. These areas are located along major transportation corridors with high visibility and accessibility. Employment uses are emphasized, including high-rise or campus-like office developments, medical centers, and supportive research and development uses. Accessory or small-scale supporting retail or personal/business service uses integrated into office buildings are permitted up to 10% of GFA. Hotel uses that support employment uses may be permitted through a master planned development. Strategically located assisted living may be permitted through a master planned development where a full-service community hospital is established, subject to resource and infrastructure availability, and such residential uses may be limited in consideration of the composition of the employment area and sensitivity of adjacent uses. The desired type of development is multistory buildings served by a mix of structured and surface parking.

Amend to 30% of ground floor GFA

Examples: Circle Point, St. Anthony North

**Table 3-13. Employment - Office/Institutional Campus Development Standards**

Land Use	
Primary Uses	Professional Offices; Research and Development Labs; Hospitals; Medical Facilities
Secondary Uses	Hotel; Manufacturing <sup>1</sup> ; Warehouse <sup>1</sup> ; Production <sup>1</sup> ; Support Commercial (eating establishments, pharmacies, business services, office supply); Rehabilitation Facilities; Hospice; Long-Term Nursing/Care Facilities (up to 18.0 DU/AC)
Development Characteristics	
Form and Guidelines	Buildings 2 to 6 stories but may be allowed higher in Focus Areas or adjacent to expressways; Maximum 10% of GFA for support commercial or 15,000 square feet whichever is less; Buildings arranged to create a walkable environment; Limited surface parking; Employee and customer amenity spaces; Loading, service or storage areas screened from view
Floor Area Ratio	Minimum 0.3 FAR Maximum 2.0 FAR

Add child care to support commercial

Amend to 30% of ground floor GFA

<sup>1</sup> Max 10% of GFA for manufacturing, warehouse, and/or production uses unless otherwise authorized by City Council