



# WESTMINSTER

## Staff Report

TO: The Mayor and Members of the City Council  
DATE: February 20, 2013  
SUBJECT: Briefing and Post-City Council Briefing Agenda for February 25, 2013  
PREPARED BY: J. Brent McFall, City Manager

*Please Note: Study Sessions and Post City Council briefings are open to the public, and individuals are welcome to attend and observe. However, these briefings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.*

Looking ahead to Monday night's Briefing and Post-City Council meeting briefing, the following schedule has been prepared:

<b>Dinner – <u>Please note earlier time</u></b>	<b>5:30 P.M.</b>
Council Briefing ( <i>The public is welcome to attend.</i> )	6:00 P.M.
Adams County Mayors Commissioners Youth Award (ACMCYA) Reception	6:30 P.M.

POST BRIEFING (*The public is welcome to attend.*)

### PRESENTATIONS

None at this time.

### CITY COUNCIL REPORTS

None at this time.

### EXECUTIVE SESSION

1. Obtain Direction from City Council re a proposed Economic Development Incentive Agreement with Horizon Ag Products pursuant to WMC 1-11-3(C)(4), WMC 1-11-3 (C)(7) and CRS 24-6-402(4)(e) )
2. Obtain Direction from City Council re a proposed Economic Development Incentive Agreement with MSI, LLC pursuant to WMC 1-11-3(C)(4), WMC 1-11-3 (C)(7) and CRS 24-6-402(4)(e)
3. Obtain Direction from City Council re a proposed Economic Development Incentive Agreement with Colorado Casual Furniture pursuant to WMC 1-11-3(C)(4), WMC 1-11-3 (C)(7) and CRS 24-6-402(4)(e)

### INFORMATION ONLY

1. Monthly Residential Development Report
2. Planning Division Activity for 2<sup>nd</sup> Half 2012
3. Noxious Weed Management Program in Open Space 2013
4. 2013 Business Service Activities

Items may come up between now and Monday night. City Council will be apprised of any changes to the post-briefing schedule.

Respectfully submitted,

J. Brent McFall  
City Manager



Information Only Staff Report  
February 25, 2013



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner II

**Summary Statement:**

This report is for City Council information only and requires no action by City Council.

- The following report updates 2013 residential development activity per subdivision (please see attachment) and compares 2012 year-to-date totals with 2013 year-to-date totals.
- The table below shows an overall decrease in new residential construction for 2013 year-to-date totals when compared to 2012 year-to-date totals (0 units in 2013 vs. 8 units in 2012).
- Residential development activity for the month of January 2013 versus January 2012 reflects a decrease in single-family detached (0 units in 2013 versus 8 units in 2012) and no change in single-family attached, multiple-family or senior housing (0 units in both years).
- In January 2013 the new City requirement for all residential housing units to include sprinkler systems became active. Therefore, many builders were rushing to get building permits before the end of 2012. This may be a factor in no permits being issued in January.

**NEW RESIDENTIAL UNITS (2012 AND 2013)**

UNIT TYPE	JANUARY		<u>% CHG.</u>	YEAR-TO-DATE		<u>% CHG.</u>
	2012	2013		2012	2013	
Single-Family Detached	8	0	-	8	0	-
Single-Family Attached	0	0	-	0	0	-
Multiple-Family	0	0	-	0	0	-
Senior Housing	0	0	-	0	0	-
<b>TOTAL</b>	<b>8</b>	<b>0</b>	-	<b>8</b>	<b>0</b>	-

**Background Information:**

In January 2013, there were no Service Commitments issued for new housing units.

The column labeled “# Rem.” on the attached table shows the number of approved units remaining to be built in each subdivision.

Total numbers in this column increase as new residential projects (awarded Service Commitments in the new residential competitions), Legacy Ridge projects, build-out developments, etc. receive Official Development Plan (ODP) approval and are added to the list.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment – Residential Development Report

**ACTIVE RESIDENTIAL DEVELOPMENT**

**Single-Family Detached Projects:**

Bradburn (120th & Tennyson)
CedarBridge (111th & Bryant)
Country Club Highlands (120th & Zuni)
Countryside Vista (105th & Simms)
Huntington Trails (144th & Huron)
Hyland Village (96th & Sheridan)
Legacy Ridge West (104th & Leg. Ridge Pky.)
Lexington (140th & Huron)
Tuscany Trails (95th & Westminster Blvd.)
Savory Farm Estates (109th & Federal Blvd.)
Shoenberg Farms (72nd & Sheridan)
Various Infill
Winters Property (111th & Wads. Blvd.)
Winters Property South (110th & Wads. Blvd.)

Dec-12	Jan-13	2012 YTD	2013 YTD	# Rem.*	2012 TOTAL
2	0	1	0	0	34
0	0	0	0	3	0
7	0	1	0	81	15
0	0	0	0	9	0
6	0	2	0	33	30
0	0	0	0	105	0
0	0	0	0	0	3
0	0	0	0	3	0
0	0	1	0	0	21
0	0	0	0	24	0
11	0	3	0	0	39
0	0	0	0	9	1
0	0	0	0	8	0
0	0	0	0	10	0
<b><i>SUBTOTAL</i></b>	<b><i>26</i></b>	<b><i>0</i></b>	<b><i>8</i></b>	<b><i>285</i></b>	<b><i>143</i></b>

**Single-Family Attached Projects:**

Alpine Vista (88th & Lowell)
Cottonwood Village (88th & Federal)
East Bradburn (120th & Lowell)
Eliot Street Duplexes (104th & Eliot)
Hollypark (96th & Federal)
Hyland Village (96th & Sheridan)
Legacy Village (113th & Sheridan)
South Westminster (East Bay)
Shoenberg Farms
Summit Pointe (W. of Zuni at 82nd Pl.)
Sunstream (93rd & Lark Bunting)

0	0	0	0	84	0
0	0	0	0	62	0
0	0	0	0	117	0
0	0	0	0	10	0
0	0	0	0	20	0
0	0	0	0	153	0
0	0	0	0	54	0
0	0	0	0	53	5
0	0	0	0	8	28
0	0	0	0	58	0
0	0	0	0	14	0
<b><i>SUBTOTAL</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>633</i></b>	<b><i>33</i></b>

**Multiple-Family Projects:**

Bradburn (120th & Tennyson)
Hyland Village (96th & Sheridan)
Mountain Vista Village (87th & Yukon)
Orchard Arbour Square
Prospector's Point (87th & Decatur)
South Westminster (East Bay)
South Westminster (Harris Park Sites I-IV)

0	0	0	0	233	0
0	0	0	0	54	0
0	0	0	0	144	0
0	0	0	0	244	0
0	0	0	0	24	0
0	0	0	0	28	0
0	0	0	0	6	0
<b><i>SUBTOTAL</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>733</i></b>	<b><i>0</i></b>

**Senior Housing Projects:**

Crystal Lakes (San Marino)
Legacy Ridge (112th & Federal)

0	0	0	0	7	0
0	0	0	0	91	0
<b><i>SUBTOTAL</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>98</i></b>	<b><i>0</i></b>

**TOTAL (all housing types)**

<b>26</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>1749</b>	<b>176</b>
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\* This column refers to the number of approved units remaining to be built in each subdivision.



WESTMINSTER

## Staff Report



Information Only Staff Report  
February 25, 2013

SUBJECT: Planning Division Activity for Second Half 2012

PREPARED BY: Jana Easley, Principal Planner

### Summary Statement

This report is for City Council information only and requires no action by City Council.

- This report provides the City Council with a summary of administratively approved projects processed between July and December 2012, since not all projects approved by the City require a public hearing and Planning Commission or City Council review.
- The Westminster Municipal Code subsections 11-5-9(B) and 11-5-10(B) require that a report be provided to the City Council that describes administratively approved Preliminary and Official Development Plans (PDPs and ODPs).
- Staff also reports some of this information as specific projects are approved throughout the year in the City's Weekly Edition. However, this report summarizes the development projects approved during July through December, 2012.

### **Background Information**

In addition to the municipal code requirements to report on administratively approved Preliminary Development Plans and Official Development Plans, the Planning Division tracks activity levels in various areas and for performance measures. A list of the projects that were administratively approved is outlined in the attached table.

Highlights of the second half 2012 Planning Division activities are summarized below:

- A total of 54 Official Development Plan amendments and waivers and Preliminary Development Plan amendments were approved administratively in the second half of 2012. This is a 15% increase over the first half of 2012 (54 v. 47).
- In the second half of 2012, staff held 119 informational meetings with customers interested in developing projects within the City. This is the same amount as during the first half of 2012.
- The number of customer inquiries between July and December 2012 was 5,655. This includes 643 walk-ins and 5,012 phone and e-mail requests. This is a 31% increase over the first half of 2012 (5,655 v. 4,311).
- For the second half of 2012, 202 business licenses were processed, which is a 14% increase over the first half of the year activity (202 v. 177).

The work the Planning Division performs supports all five of the City Council's goals of Financially Sustainable City Government Providing Exceptional Services; Safe and Secure Community; Strong, Balanced Local Economy; Vibrant Neighborhoods in One Livable Community; and Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall  
City Manager

#### **Attachments**

A - Second Half 2012 Administratively Approved Projects List

Subdivision	Location/ Address	Project Type	Description	DATE APPROVED
Northview Shopping Center	5130 W. 92nd Avenue	Commercial	Relocate Arby's sign	7/2/2012
Bradburn Filing 1, 5th Replat	11800 Newton Street	Residential	New home	7/11/2012
4991 W. 80th Avenue	4991 W. 80th Avenue	Commercial	Los Arcos Mexican Restaurant - Add a kitchen	7/12/2012
Bradburn Filing 4	3900 W. 116th Way	Residential	Minor variance to setback for house	7/16/2012
Bivins	9101 Harlan Street	Telecommunications	Replace five antennas and increase screen wall area	7/18/2012
Church Ranch Home Place Filing 7	7180 W. 103rd Street	Commercial	US Bank - Canopy addition	7/19/2012
Westminster Gateway	10392 Reed Street	Commercial	Modify signage	7/19/2012
Highlands at Westbury	113th Avenue & Navajo Circle	Residential	Change paint schemes	7/23/2012
Wadsworth Estates	"Outlot A" Open Space/Park area adjacent to private lot at 7690 W. 94th Place	Residential	Add picnic structure	7/25/2012
Bradburn Filing 1	4392 W. 117th Way	Residential	Modify house elevations	7/26/2012
Harlan Commercial Center	Northwest corner of 88th Avenue & Harlan Street	Commercial	Solairre Shops - Site and landscape changes	7/30/2012
East Bay Senior Housing	6740 Meade Circle	Residential	Establish new phasing lines	8/1/2012
Northpoint Center Filing 1, 1st Replat	6252 W. 104th Avenue	Commercial	Butterfly Pavilion - New storage room addition	8/6/2012
Brentcross Shops	7701-7743 W. 92nd Avenue	Telecommunications	New telecommunications equipment	8/6/2012
Quail Crossing Filing 1, 2nd Replat	1206 W. 133rd Way	Residential	Residential Group Home for North Metro Community Services, Inc.	8/8/2012
Westglenn Filing 2, 2nd Replat	7225 W. 88th Avenue	Commercial	Brookhill - New sign for Buy Buy Baby / Bed, Bath & Beyond	8/8/2012
North Mitsubishi	2929 W. 104th Avenue	Commercial	GO Fiat façade improvements	8/13/2012
Westmoor Technology Park 1st Replat	10385 Westmoor Drive	Telecommunications	New telecommunications equipment	8/15/2012
Orchard Park Place Filing 1	400 W. 144th Avenue	Commercial	Centura Hospital & Medical Office Building - Sign program	8/16/2012
The Ranch Filing 9	11705 Decatur Street & 16 others	Residential	Ironwood at the Ranch - Roofing material change from wood to asphalt	8/21/2012
Orchard Park Placd F01 - B01	400 W. 144th Ave	Commercial	St Anthony North Medical Pavilion - Elevation changes	8/27/2012
Country Club Highlands Filings 1-3	120th Avenue & Federal Pkwy.	Residential	House elevation changes	8/28/2012
Park Centre Filing 5	960 W. 124th Avenue	Commercial	Park Centre - Add drive-up ramp at bay door	8/29/2012
Lucent Technologies	1200 W. 120th Avenue & 1300 W. 120th Avenue	Commercial	Lucent / Avaya - Subdivide into two lots	9/17/2012
Environs Filing 2	3323 W. 96th Circle	Residential	Environs - New door	9/18/2012
Park Centre Filing 1, 2nd Replat	12195 Mariposa Street	Commercial	Park Centre - Triad Tool to add a new use from PDP	9/20/2012
Hyland Greens East Filing 3	3770 W. 101st Avenue	Residential	Hyland Greens East - New generator	9/20/2012
Kings Mill Commercial 1st Replat	9002-9196 W. 88th Circle	Residential & Commercial	Kings Mill - Deck replacements	9/23/2012
Westmoor Technology Park 5th Replat	10368 Westmoor Drive	Commercial	Westmoor - Trimble façade changes	9/24/2012
Park Place Filing 1	9546 & 9540 Gray Street	Residential	Tuscany Trails - Change models on lots	9/25/2012
Mandalay Town Center Filing 2, 4th Replat	10450 Town Center Drive, Unit 400	Commercial	Michaels - Minor façade changes	10/10/2012
Legacy Ridge Filing 4, 1st Replat	Multiple locations	Residential	Landscape revisions; replacement of trees	10/12/2012

Subdivision	Location/ Address	Project Type	Description	DATE APPROVED
The Orchard at Westminster Filing 1, 4th Replat	14521 Orchard Parkway, Suite 200	Commercial	Old Navy & Ulta at the Orchard - Change design of planters	10/15/2012
Standley Shores Shopping Center Filing 1, 1st Replat	9979 Wadsworth Pkwy.	Commercial	Standley Shores Shopping Center - New façade	10/16/2012
Bradburn Filing 4	4000 W. 116th Way	Residential	New home	10/16/2012
Northpark Plaza Filing 8	10367 Federal Blvd.	Commercial	First Bank - Canopy modification	10/23/2012
AMPS MTSO	7195 Newton Street	Telecommunications	Seven new antennas on tower	10/25/2012
Summit Square Shopping Center 1st Replat	8404 Federal Blvd.	Commercial	Safeway - Fuel tank removal extension of time	11/1/2012
Bradburn Filing 4	4024 W. 116th Way	Residential	New home	11/5/2012
Bradburn Filing 4	4050 W. 116th Way	Residential	New home	11/5/2012
Bradburn Filing 1, 6th Replat	11940 Bradburn Blvd, #300	Commercial	Exchange Tavern - New awnings	11/8/2012
Silo North Filing 1	9041 Yarrow Street	Residential & Commercial	Covenant Retirement Community - Changes to patio doors	11/14/2012
Gil Bean Business Park	7960 Sheridan Blvd.	Commercial	Dairy Queen - Façade improvements	11/20/2012
Sheridan Green Commercial Center 1st Replat	11148 Benton Street	Commercial	New trash and generator enclosure	12/4/2012
Legacy Ridge West Filing 2	10653 Osceola Drive	Residential	House modifications	12/5/2012
Quail Crossing Filing 1	Southwest corner of 136th Avenue & Huron Street	Residential	Quail Crossing - Change perimeter fence from wood to vinyl	12/10/2012
The Orchard at Westminster 4th Replat	14697 Delaware Street, #195	Commercial	Orchard Towne Center - minor exterior modifications	12/10/2012
Bradburn Filing 4	3976 W. 116th Way	Residential	Minor changes to house	12/10/2012
LaConte	7236 Federal Blvd.	Commercial	LaConte Shopping Center - New monument sign	12/19/2012
Original Town Limits	3420 W. 80th Avenue	Residential	Demolition and construction of new single family house	12/19/2012
Westglenn, Filing 2, 2nd Replat	7595 W. 88th Avenue	Commercial	Brookhill Shopping Center - New landscaping	12/20/2012
Legacy Ridge West Filing 2	Southeast corner of Legacy Ridge Pkwy. & Perry Drive	Residential	Legacy Ridge West - Add solar light to monument sign	12/20/2012
Mandalay Town Center Filing 2, 4th Replat	10464 Town Center Drive	Commercial	Walnut Creek - Monument sign, temporary addition of one extra sign panel	12/26/2012





# WESTMINSTER

## Staff Report

Information Only Staff Report  
February 25, 2013



SUBJECT: Noxious Weed Management Program in Open Space 2013

PREPARED BY: Rod Larsen, Open Space Supervisor

### Summary Statement

This report is for City Council information only and requires no action by City Council.

The City of Westminster Open Space staff has developed an Integrated Pest Management Plan aimed at providing quality and effective noxious weed management. The following activities are planned for the Open Space Noxious Weed Management Program for 2013:

- **Mapping** - Open Space has secured a Metro State University student to complete an internship during the months of January through April with his project goal of GIS mapping of noxious weeds within the City of Westminster Open Space sites.
- **Mowing** - Open Space mowing activities will start up in April and continue through October and will be completed by both in-house tractor mowers and an in-house mowing crew.
- **Hand Cutting** - Volunteer events will once again be scheduled in July/August that will be aimed at hand cutting and removing Common Teasel seed heads.
- **Spraying** (\$20,000) – With approximately 3,000 acres of open space to manage for noxious weeds, staff will use a combination of outside contractors and in-house crews to spray open space sites.
- **Insect Release** (\$3,000) - Staff will purchase specific insects that have proven to be effective in controlling specific noxious weed species.
- **Goat Grazing** (\$10,000) - Staff is attempting to partner with local municipalities to bring in goats to graze open space sites for noxious weed control.
- **Russian-olive Removal** - Volunteers will be used to remove Russian-olives from City of Westminster open space sites in riparian areas.

Open Space Noxious Weed Control Program - 2013												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Mapping												
Mowing												
Hand Cutting												
Spraying												
Insect Release												
Goat Grazing												
Russian-olive Removal												

**Background Information**

Noxious weeds are non-native invasive plants that displace desirable vegetation and degrade natural and agricultural lands. They threaten our drinking water supply, agricultural crops, pasture lands and native habitats. These plants have been transported accidentally from places as far away as Europe, Asia or Africa. Noxious weeds have an advantage in their new environment because the insects, diseases, and animals that would normally control them are not found here. The weeds are able to adapt to our varied climatic and environmental conditions.

With almost 3,000 acres of open space within the City of Westminster, the control of these noxious weeds is of vital importance. Left unchecked, noxious weeds have the potential to destroy the open space areas that the City of Westminster has preserved. Staff has taken an active role in the management of noxious weeds within the open space. An integrated management approach has been taken that involves prevention, mechanical, chemical, cultural, and biological practices. However, with limited manpower, staff will be looking at outside contractors to fulfill much of the management that is needed. The added manpower that a contractor has will make a dramatic impact on noxious weed control.

Staff considers noxious weed control its top priority. Like most other municipalities along the Front Range with open space programs, noxious weed control is our biggest challenge. It is a management task that is constant and growing. Staff will continue to look at all resources available to achieve the eradication and control that the State of Colorado requires. These resources may include the use of goats and/or specific insects, partnering with other agencies in noxious weed control projects, and utilizing special interest groups that are looking for community projects.

All funding needed for this program is budgeted in the POST operating accounts.

This program supports the City’s Strategic Plan goal of “Beautiful and Environmentally Sensitive City.”

Respectfully submitted,

J. Brent McFall  
City Manager



# WESTMINSTER

## Staff Report

Information Only Staff Report  
February 25, 2013



SUBJECT: 2013 Business Services Activities  
PREPARED BY: Ryan Johnson, Economic Development Specialist

### Summary Statement

This report is for City Council information only and requires no action by City Council.

- This report is an overview of the Business Services activities planned for 2013.
- This is a follow-up to dialogue that the City Council and staff had on August 27, 2012 regarding exploring some new activities and ideas for the Economic Development Office.

### Background Information

The City has a full program for existing businesses as noted on the attached “Business Services Program” sheet. To compliment these services, the city also has typically provided additional activities aimed at reaching out to and in some cases recognizing businesses for their contributions to the community or their achievements.

In August of 2012, city staff proposed to City Council the consideration of different activities that would be better suited at reaching a broader cross-section of the existing business community. For 2013, the new activities that are planned include:

- Business Legacy Awards – This new quarterly event will recognize businesses at a City Council meeting and present awards to business owners. This set of events replaces the awards presented during the Business Appreciation Event. Businesses will be recognized for 25, 30, 35 etc. years of being in business. This awards presentation will also include a reception for the businesses being recognized prior to the City Council meeting as well as articles in the local paper. The first Business Legacy Award presentation will be to the 25 year celebrants on Monday, March 25, 2013.
- Westminster Tech Connects – This quarterly networking event is aimed at reaching out to Westminster’s technology oriented businesses, one the City’s key industry sectors. These events are geared towards hearing from the attendees about what they have going on, and services that might help in their business efforts. It will also encourage communication and business development. A trial event was held in December 2012. The next event will be in March at the Hyland Hills Club House.
- Procurement Focus Groups – This activity is in response to requests by many businesses to derive more business from the City of Westminster and other government entities as well as how to more effectively secure business contracts with larger businesses. Focus Groups will be

held first to better understand procurement concerns and actual services needed. Programming will then be developed as a result of the feedback received.

- Business Outreach Program – The Economic Development Office has partnered with the Fire Department for a new aspect of the Business Visitation Program. The Fire Department as part of their ongoing inspection program will be visiting with retail and service businesses that would not be normally visited during formal Retention Visits. In addition, to the Fire Department visits, City Council and Management Team members will continue retention visits with Primary Employers.

Other activities supported by the Economic Development Office that have direct benefit to Westminster businesses include:

- Adams County Connects: This event provides relevant business resources and services to our primary employers.
- Colorado Companies to Watch: This program recognizes Colorado based businesses for their achievements as well as growth and expansion.
- Jefferson County Industry Awards: This event recognizes Jefferson County businesses for significant achievements made over the previous year.
- Metro North Chamber of Commerce: The Chamber provides access to services and resources for businesses in the north metro area.
- North Metro Small Business Development Center: This is the place to go for business planning and advice. They are located inside Front Range Community College.

The Economic Development Office is committed to providing meaningful service to and gaining insight and feedback from all of the City's business community. The ultimate goal is to retain and help our businesses thrive in Westminster.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments: Business Services Sheet

## BUSINESS SERVICES PROGRAM

The City of Westminster is committed to serving the needs of all Westminster businesses.  
The following services and resources are available to help your business.

### SMALL BUSINESS CAPITAL PROJECT GRANT:

The program provides financial assistance to encourage the growth of existing businesses in Westminster with 50 or fewer employees. The program is designed to compensate 10% (up to \$5,000) for one-time project related costs.

### SMALL BUSINESS SCHOLARSHIP GRANT:

The program reimburses 50% of the cost of tuition, fees, and required materials, up to \$500 per business, per calendar year, after successful completion of courses. Applicants must be Westminster business owners/employers with 50 employees or less, and courses must be related to their field of business.

### WESTMINSTER GREEN GUIDE:

This guide is intended to assist you in your efforts to be more environmentally sustainable. To view the *Green Guide*, visit the Environmental Services page at <http://www.ci.westminster.co.us/Environment/WasteRecycling/RecyclingGuide.aspx>

### REAL ESTATE:

Economic Development staff can provide you with up-to-date information about availability in commercial land and buildings, as well as average lease rates and CAM charge information.

### BUSINESS DIRECTORY:

The online listing of all licensed businesses in Westminster is available thru the City web site. It is a great place to find businesses nearby to purchase goods and services and provides an opportunity to list your business website to gain exposure. Visit the site at <https://www.ci.westminster.co.us/busdir/default.asp>

### SHOP WESTMINSTER

The Shop Westminster program encourages Westminster residents and businesses to shop locally to benefit the community and businesses in the City. Citizens and businesses are encouraged to look for the *Shop Westminster* decal where they shop as part of the "buy local" campaign. To get a Shop Westminster decal or stickers, contact Economic Development at 303-658-2108.

### BUSINESS QUESTIONS:

Want to know what is being built on a specific corner? Need to know who to call about State regulations? Want to know about City sign regulations or have other questions? The Economic Development staff is a great point of contact for a variety of business related issues. Call, e-mail, or drop by anytime.

### DOING BUSINESS WITH THE CITY

Westminster believes in open, fair competition and strives to ensure that all vendors in the City have equal opportunity to compete for City business. Licensed businesses in the City can be placed on the Bid List by contacting the Purchasing Office or clicking on "Bids & Purchasing" on the City website.

## COLLEGE HILL LIBRARY:

Located next to Front Range Community College, the library has a myriad of products and services available to businesses, from the obvious to the unexpected. Web access to library services and resources is <http://www.ci.westminster.co.us/Libraries.aspx>

- Business Source Elite provides full text for over 2170 businesses journals covering management, economics, finance and international business.
- Regional Business News is a full text newswire database covering world wide business news.
- Reference USA contains detailed information on over 12 million businesses.
- Thousands of books on business-related topics including accounting, management, creating a business plan, entrepreneurial resources, and computer handbooks.
- Free series of business classes for small business owners
- Free study rooms for 6 or fewer people to meet
- Meeting rooms for rent that seat anywhere from 7 to 80 people.
- Personal computers and professional quality printers

## NORTH METRO SMALL BUSINESS DEVELOPMENT CENTER

The North Metro Small Business Development Center offers information & counseling related to business plans, leadership skills, sales strategies, web page creation, marketing, staff management, technology, and everything else you need to know to run your business.

## RECREATION FACILITIES:

As a Westminster business your employees are eligible for discounted admissions to the City's recreation facilities. In addition, meeting rooms are available to accommodate groups up to 300 people.

## POLICE & FIRE DEPARTMENTS

In addition to keeping the City safe, police & fire personnel provide training in the areas of fire extinguisher utilization, first aid/CPR, emergency planning, fire alarm drills, security surveys, robbery prevention, and many more. Most of these trainings are free of charge.

## **CONTACT US**

Contact Economic Development if you have questions or would like more information about any of the programs listed above. We can put you in contact with the right person / program.

[ecodevo@cityofwestminster.us](mailto:ecodevo@cityofwestminster.us)  
303-658-2108

Updated February 2013