



## Agenda Memorandum

Agenda Item – 11.C.

City Council Meeting  
March 17, 2025



### **Strategic Priority 1: Access to Opportunity**

Advance access to opportunity and prosperity for all in Westminster through diverse housing choices, increased mobility options, safe and walkable neighborhoods, and strong social networks.



### **Strategic Priority 2: Community Empowerment and Engagement**

Enhance the sense of community and connection in Westminster through engaging methods of communication and dialogue that improve accessibility, increase understanding, and encourage participation in civic and City life.



### **Strategic Priority 4: 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:** First Reading of Councillor's Bill No. 4 Adding WMC 5-2-6 Re: Evidence of a State and/or Federal Licensure when Obtaining a City Business License

**Prepared By:** Kate Behan, Assistant City Clerk  
Abby Fitch, City Clerk

### **Recommended City Council Action:**

Pass Councillor's Bill No. 4 on first reading adding Section 5-2-6 to the Westminster Municipal Code Regarding Evidence of a State and/or Federal Licensure when Obtaining a City Business License.

### **Summary Statement:**

- This ordinance would codify a procedure of requiring evidence of a federal and/or state licensure when obtaining a City Business License, in the cases where those licenses are needed.
- This procedure, already current practice, formalizes compliance and streamlines approvals while ensuring the legal operation of all businesses within the city.

**Fiscal Impact:**

\$0 in expenditures

**Source of Funds:**

Not applicable

**Policy Issue(s):**

Does City Council want to pass Councillor's Bill No. 4 requiring evidence of a State and/or Federal Licensure when Obtaining a City Business License?

**Alternative(s):**

City Council could choose not to pass this ordinance. This is not recommended because this procedure ensures that businesses are running legally and fairly in the City of Westminster.

**Background Information:**

The City licenses businesses to ensure they operate legally and safely. The requirements for obtaining a license are outlined in the Westminster Municipal Code, Title V, and the process varies based on the type of business. Some businesses within city limits also require state and/or federal licenses. While it has been standard practice to request copies of these licenses when applicable, this has remained an informal procedure until now.

The proposed addition to this section formalizes the practice, requiring applicants to submit their state and/or federal licenses as part of the City's business licensing process. This ensures compliance with all applicable regulations, promotes legal business operations, and streamlines approvals by reducing the need for Staff to verify licenses through external databases or follow up with applicants.

Requiring evidence of a federal or state license meets the strategic priority for Access to Opportunity, Community Empowerment and Engagement, and Economic Vitality by ensuring fair and safe business licensing practices.

Respectfully submitted,



Jody L. Andrews  
City Manager

**Attachments:**

Councillor's Bill No. 4 Re: Evidence of a State and/or Federal Licensure when Obtaining a City Business License