



WESTMINSTER

COLORADO

CITY COUNCIL MEETING

MARCH 17, 2025 at 7:00 PM

- C 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



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



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

BY AUTHORITY

ORDINANCE NO. **4280**

COUNCILLOR'S BILL NO. **4**

SERIES OF 2025

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE ADDING SECTION 5-2-6 TO THE WESTMINSTER MUNICIPAL CODE
REGARDING EVIDENCE OF APPLICABLE STATE AND/OR FEDERAL LICENSURE

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 5-2-6 W.M.C., is hereby ADDED to read as follows:

5-2-6. – Evidence of Applicable State and/or Federal Licensure.

In instances where a business license application is for an occupation or business that separately requires valid state and/or federal licensure, evidence of such licensure shall be provided to the city at the time that the business license application is submitted. Failure to provide this evidence may be grounds for denying a business license application.

Section 2. This ordinance shall take effect upon its passage after second reading. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED
PUBLISHED this 17th day of March 2025.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED
this 31st day of March, 2025.

ATTEST:

City Clerk

Mayor

APPROVED AS TO LEGAL FORM:

City Attorney's Office

BY AUTHORITY

ORDINANCE NO. **4280**

COUNCILLOR'S BILL NO. **4**

SERIES OF 2025

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE ADDING SECTION 5-2-6 TO THE WESTMINSTER MUNICIPAL CODE
REGARDING EVIDENCE OF APPLICABLE STATE AND/OR FEDERAL LICENSURE

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 5-2-6 W.M.C., is hereby ADDED to read as follows:

5-2-6. – Evidence of Applicable State and/or Federal Licensure.

In instances where a business license application is for an occupation or business that separately requires valid state and/or federal licensure, evidence of such licensure shall be provided to the city at the time that the business license application is submitted. Failure to provide this evidence may be grounds for denying a business license application.

Section 2. This ordinance shall take effect upon its passage after second reading. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED
PUBLISHED this 17th day of March 2025.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED
this 31st day of March, 2025.

ATTEST:

City Clerk

Mayor

APPROVED AS TO LEGAL FORM:

City Attorney's Office