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*GLOSSARY OF TERMS*

## ACRONYMS

ADU	Accessory Dwelling Unit
ADA	Americans with Disabilities Act
CDOT	Colorado Department of Transportation
CIP	Capital Improvement Program
DRCOG	Denver Regional Council of Governments
EMS	Emergency Medical Service
FAR	Floor Area Ratio
FEMA	Federal Emergency Management Agency
GMA	Growth Management Area
HUD	United States Department of Housing and Urban Development
IGA	Intergovernmental Agreement
LEED	Leadership in Energy and Environmental Design
ODP	Official Development Plan
PDP	Preliminary Development Plan
PUD	Planned Unit Development
RTD	Regional Transportation District
SPD	Specific Plan District
TOD	Transit-Oriented Development
TDM	Transportation Demand Management
TIF	Tax Increment Finance
TMP	Transportation and Mobility Plan
UDC	Unified Development Code
URA	Urban Renewal Area
W.M.C.	Westminster Municipal Code



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## GLOSSARY OF TERMS

*Where not defined here, please consult Westminster Municipal Code for a definition.*

**Accessory Dwelling Units (ADU):** a smaller, independent residential dwelling unit located on the same lot as a stand-alone (i.e., detached) single-family home. ADUs go by many different names throughout the U.S., including accessory apartments, secondary suites, and granny flats. ADUs can be converted portions of existing homes (i.e., internal ADUs), additions to new or existing homes (i.e., attached ADUs), or new stand-alone accessory structures or converted portions of existing stand-alone accessory structures (i.e., detached ADUs).

**Active Living:** A way of life in which physical, social, mental, emotional and spiritual activities are valued and are integrated into daily living (Source: World Health Organization). In planning terms, active living communities are communities that facilitate opportunities for active living.

**Activity Centers:** A general term for established higher density mixed-use or employment centers that integrate a range of uses and activities which complement and support each other. A small grouping of commercial uses is not an activity center.

**Adaptive Management:** A structured, iterative process of robust decision making in the face of uncertainty, with an aim to reducing uncertainty over time via system monitoring.

**Adjacent:** Adjacency occurs when properties abut, or where they are nearby and are separated by a dissimilar type of man-made or geologic feature including but not limited to a roadway or street, right-of-way, or railroad line, or any stream, river, canal, lake, or other body of water. Adjacent may or may not imply contact but always implies absence of anything of the same kind in between.

**Affordable Housing:** shall mean a new proposed residential development consisting of any combination of single-family attached, single-family detached, and multi-family dwelling units, regardless of the age of occupants, provided that 50% or more of the units serve households earning from zero to 80% of the regional Area Median Income (AMI) as defined by the Department of Housing and Urban Development (HUD).

**Airport Influence Area:** An area that recognizes the benefits and potentially adverse impacts that occur within certain distances from public aviation facilities and that provides a policy framework to minimize these impacts as well as protect the safety and efficiency of aircraft operations.

**Amendment:** A formal City Council change or revision to the Comprehensive Plan, including either the Plan's text or its maps.

**Americans with Disabilities Act (ADA):** Federal legislation specifying provisions to be made in the design (or redesign) of buildings, parking, and outdoor areas to remove barriers for persons with disabilities and guaranteeing equal opportunity in public accommodations, transportation and government services.

**Annexation:** The process by which land is added to the city in accordance with the provisions of the Colorado Revised Statutes and code.

**Arterial:** A street classification. Arterials are usually high-volume streets that travel through the community, connecting smaller streets to highways. Arterials include:

- **Major Arterials:** Streets that provide a high degree of mobility and serve corridor movements with longer trip lengths. Access to adjacent properties along major arterials is limited to emphasize mobility of vehicles.
- **Minor Arterials:** Streets that provide for trips of moderate length and offer connectivity to streets of higher function classification. Minor arterials provide intra-community continuity

See also "Collector"

**Auto-Oriented Uses:** Functional activities of two types: 1) those that are auto-related such as gas stations and vehicle service and repair shops; and 2) those which by their design attract primarily customers and employees arriving by automobile such as uses with drive-through lanes.

**Basement:** That portion of a structure between the floor and ceiling which is wholly or partly below grade and having more than one-half of its height below grade

**Bicycle Facilities:** Improvements and provisions to accommodate or encourage bicycling including bike parking infrastructure and bike lanes.

**Buildout:** The point at which a community’s land has been fully developed exclusive of land preserved for parks, open space, rights of way, and other public property..

**Buildable Area:** The remaining area of land after the area for roads, detention ponds, parking lots, easements, dedications (i.e., schools, open space) is deducted.

**Business services:** Activities that assist business but which do not deliver a physical commodity. Examples include accounting, consulting, graphic design, insurance, legal, marketing, printing, technical support, and translation services.

**Capital Improvement Programs (CIP):** A mechanism within government for identifying, financing, scheduling and constructing significant public improvements.

**Chronic Homelessness:** A chronically homeless individual or family has a head of household who has been living outdoors, in a shelter or area not intended for human habitation for at least a year or on at least four separate occasions in the last three years. To be chronically homeless, the person must also have a diagnosable substance abuse disorder, serious mental health illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or a chronic physical illness or disability.

**City Council:** A seven member elected body including the Mayor, who represent the citizens of Westminster. City Council is the final approval authority for many types of development and land use related matters.

**Collector:** a street that carries traffic from minor streets to the arterial street system, including the principal entrance streets of residential developments and the primary circulating streets within such developments. Collectors provide a balance between access and mobility and retain continuity through neighborhoods.

**Community:** Within this document, “community” or “Westminster community” refers to all people, businesses, organizations, etc. within the City of Westminster limits or those who are directly affected by the affairs of the City of Westminster.

**Community Hospital:** A hospital that is accessible to the general public and provides general and specific medical care which is short-term and which also focuses on preventing illnesses and not only treating them.

**Complete Streets:** Complete Streets are streets designed and operated to enable safe use and support mobility for all ages and abilities, regardless of whether they are travelling as drivers, pedestrians, bicyclists, or transit riders. The concept of Complete Streets encompasses many approaches to planning, designing, and operating roadways and rights of way with all users in mind to make the transportation network safer and more efficient.

**Comprehensive Plan:** A citywide long-range plan intended to guide the growth and development of a community that includes analysis, recommendations and proposals for such topics as the community’s population, economy, land use, housing, transportation and community facilities.



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**Commuter Rail:** A rail system that carries passengers within urban areas, or between urban areas and their suburbs, but differs from light rail transit in that the passenger cars are heavier, the average trip lengths are longer, and the operations can be carried out over tracks that are part of the railroad system. In Westminster, the B Line is an example of commuter rail.

**Density:** The ratio of residential units on an acre of land. Thus, a permitted density of eight (8) dwelling units per acre for a property that has an area of two (2) acres would allow up to 16 dwelling units.

**Denver Regional Council of Government (DRCOG):** A nonprofit organization of 52 cities and nine counties around the Denver region. DRCOG functions as the Metropolitan Planning Organization for the Denver region, among other planning responsibilities.

**Design Guidelines:** Written statements, explanatory material, graphic renderings and/or photographs intended to inform property owners and the public of specific examples of techniques and materials appropriate to achieve identified design goals and objectives.

**Design Standards:** Written requirements adopted by the city that set forth criteria, the design of particular areas, buildings or elements related to the physical development of the city.

**Development:** Any man-made change in improved and unimproved real estate outside of public rights-of-way, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials.

**DRCOG 2040 Metro Vision Plan:** The Metro Vision Plan is the Denver region's plan for future growth and development that integrates growth, development, transportation, and water quality management.

**Dwelling Unit:** A single residential unit providing complete independent living facilities for one or more persons, including permanent provisions for sleeping, eating, cooking, and sanitation.

**Dwelling Units per Acre (DU/AC):** A unit of measurement commonly used to determine the density of a residential development.

**Employment Uses:** Land uses intended to support the six industry clusters that make up Westminster's Industry Base as described in Chapter 6, Economic Resilience. As a place of employment such uses are dominated by professional offices, research and development facilities, laboratories and on a more limited basis manufacturing, fabrication and production facilities. Warehousing and distribution are space intensive and therefore should be very limited within areas designated for employment land uses.

**Enclaves:** Unincorporated areas entirely surrounded by property within the municipal boundaries of the city, as further defined in the Colorado Revised Statutes.

**Experiential Retail:** a type of retail marketing whereby customers coming into a physical retail space are offered experiences beyond the traditional ones (such as in a clothing store: browsing merchandise, advice from live human salespeople, dressing rooms and cashiers). Amenities provided may include art (often interactive art), live music, virtual reality, cafés and lounges, and large video display walls.

**FasTracks:** A voter-approved plan by the Regional Transportation District (RTD) for expanded rail and bus transit throughout the Denver region.

**First and Last Mile Options/Connections:** How a transit user travels to/from transit stops and stations. Travel to/from a transit stop or station is just as important as the transit trip. If transit riders are unable to access a stop or station due to poor infrastructure quality or a missing connection, transit becomes ineffective.

**Flex Space:** Short for flexible space, is space that is typically leased in a commercial or industrial building that offers a multi-purpose work space, typically with separate manufacturing, warehouse and office areas. Flex space provides the opportunity for a tenant to customize the space to meet their particular business needs.

**Floor Area Ratio (FAR):** The ratio of floor area permitted on a zoned lot to the size of the lot. Thus, a permitted floor area ratio of 0.5 on a lot that has an area of 10,000 square feet would allow a building whose total floor area equals 5,000 square feet.

**Floodplain:** The channel and relatively flat area adjoining the channel of a natural stream or river that has been or may be covered by water during times of flood.

**Front Range:** Refers to the populated region of Colorado and Wyoming just east of the Rocky Mountains and extending from Cheyenne, Wyoming south to Pueblo, Colorado. This urban corridor benefits from the weather-moderating effect of the Front Range Mountains, which helps mitigate the impacts of storm events.

**Gateway:** A point along a roadway at which a traveler gains a sense of having entered the city or a particular part of the city. This impression can be imparted through such things as signs, monuments, landscaping, a change in development character, or a natural feature such as a creek.

**General Fund:** The primary fund used by a government entity. This fund is used to record all resource inflows and outflows that are not associated with special purpose funds. The activities paid for through the general fund constitute the core administrative and operational tasks of the government entity. Since the bulk of all resources flow through the General Fund, it is most critical to maintain control over the expenditures from it.

**Goal:** A statement about an end toward which efforts are directed, and that provides the community with direction. A goal is a desired ideal and a value to be sought.

**Green Infrastructure:** The interconnected system of parks, open space, trails, waterways and other natural areas that connect the city to its natural environment and which provides environmental functions. Low impact development (LID), also commonly referred to as “green stormwater infrastructure” is an approach to surface water runoff management that protects, restores, or mimics the natural water cycle.

**Gross Acre:** An acre inclusive of areas for streets, open lands or other uses.

**Growth Management Area (GMA):** An area where urban-level services are planned to be provided within the next twenty years, and which a municipality intends to annex within twenty years. Within these areas, the county agrees to approve only urban-level development according to the city’s adopted plan.

**Homeowner and Neighborhood Associations:** Home owners associations (HOAs) ordinarily have dues and enforceable covenants, whereas, a neighborhood association may or may not have dues and generally cannot not enforce covenants.

**Incubator:** A facility used by startup companies that provides affordable workspace, shared equipment, training and mentors, and access to financing, to help these new businesses grow.

**Indicator:** Indicators are quantitative information about what has often been considered a qualitative subject: the wellbeing of communities. They can be measured and compared over time to find trends that tell communities where they have been and where they are likely headed.

**Infill Development:** Development of vacant, bypassed parcels of land in otherwise built-up areas.



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**Infrastructure:** Facilities and services need to sustain any type of development. Infrastructure includes but is not limited to streets, drainage, water, wastewater, transportation, power, telecommunications and fire and police facilities.

**Intergovernmental Agreement (IGA):** A cooperative agreement between two or more governmental jurisdictions.

**Land Use:** The manner in which land is used.

**Land Use Diagram:** A plan that geographically depicts future land use types. The land use diagram is a guide in preparing zoning documents for individual properties and to coordinate planning for infrastructure and service delivery.

**Leadership in Energy and Environmental Design (LEED):** A voluntary, consensus-based national standard for developing high-performance, sustainable buildings.

**Live Entertainment:** A use that includes any or all of the following activities, either principal or accessory: performance by musicians, dancers, stand-up comedians or other performance artists; karaoke; live bands or musical acts; the amplification of recorded music/entertainment by disc jockeys; or the use of a cover charge for admission.

**Live/Work:** a residential dwelling unit in which a residence is combined with an office, studio or other commercial use. As compared to a home office, a live/work unit is open to customers with a public entrance to a street.

**Master Plan:** (see Comprehensive Plan)

**Master Planned Development:** a development typically over 10 acres in size coordinated within one development plan through Planned Unit Development or Specific Plan District.

**Medical Facilities:** Uses concerned with the diagnosis, treatment, and care of human beings. These include hospitals; dental services; physician offices or clinics; counseling; short term rehabilitation or skilled nursing facilities with stays of 100 days or less; laboratories; behavioral health and substance abuse facilities. Warehousing of medical products and long term residential care facilities are not medical facilities.

**Microbrewery:** A limited production brewery open to the general public with tasting rooms or tap rooms typically producing specialty beers and primarily serving its products locally.

**Missing Middle (Housing):** A range of house-scale buildings with multiple units—compatible in scale and form with detached single-family homes—located in a walkable neighborhood. These building types, such as duplexes, fourplexes, cottage courts, and courtyard buildings, provide diverse housing options and support locally-serving retail and transit options. Referred to as “Missing” because these housing formats have typically been prohibited in many places by zoning ordinances since the mid-twentieth century and “Middle” because they sit in the middle of a spectrum between detached single-family homes and larger apartment buildings, in terms of form and scale, as well as number of units and often, affordability.

**Mixed-Use:** A development type in which various uses, such as office, retail, and residential, are combined to encourage efficiency of development and synergies between uses..

**Multi-Family:** A classification of housing where five or more separate housing units for residential inhabitants are contained within one building. Units can be arranged side-by-side units or stacked on top of each other. A common form is an apartment or condominium building.

**Multimodal Transportation Network:** A multimodal transportation network includes all the ways people move around their community: walking, biking, using a wheelchair, riding the bus or train, driving, or carpooling. It also includes new transportation modes like electric scooters and ride-hailing, as well as future technologies. It is important that modes of transportation within the network are well-connected, accessible, and interact safely. The network not only includes infrastructure and vehicles, but is also supported by education, safety, and maintenance programs.

**Municipal Code:** See Westminster Municipal Code.

**Neighborhood Unit:** A concept generated through the process, as a response to the preference for access from residential areas to amenities, services and transportation. Generally, 40 to 250 acres in size and may extend beyond a particular subdivision or development boundary to incorporate uses and activities to fulfill daily needs of residents, typically within a quarter-mile or 5-minute walk. While primarily composed of lower density housing, neighborhood units may feature mixed-use areas along the edges or at key access points where transportation facilities support higher densities or commercial uses. An interconnected street pattern minimizes distances for pedestrians, cyclists, seniors, and children to access amenities and services in the neighborhood. Access to parks, open spaces, and other areas to gather and play are key attributes, typically with a focal point located near the center of the Neighborhood Unit.

**Neighborhoods:** Geographic sub-areas within the city that contain and derive at least some of their identity from residential land uses, but which also encompass and incorporate a variety of other land uses and facilities. The extent of a neighborhood is variable and may be defined by tradition, period of building and development, subdivision patterns, or formally adopted boundaries.

**Node:** A center of activity or development, often located at a major intersection or transit station.

**Open Space:** Public lands acquired or preserved in the public interest to provide for the conservation and protection of natural resources, physical and aesthetic enjoyment of the out-of-doors and protection of prominent geographical, geological, and cultural features and resources. Vacant private property is not considered open space.

**Opportunity Zones:** A tool enabled as part of the 2017 tax reform package (Tax Cuts and Jobs Act), which is designed to encourage private capital investment in targeted areas of a community.

**Paired Home:** Two homes that share a wall and have opposite side entries. The structure is designed to look like one single larger home. Unlike a front to front duplex, the paired home helps provide more privacy for the homeowners. Unlike a duplex each unit in a paired home has its own lot with associated responsibilities.

**Patio Home:** A single-story home attached to a row of other homes. While townhouses and are typically at least two stories high, patio homes are one-story, though a basement may be included.

**Pedestrian-Oriented:** Form of development that makes the street environment inviting for pedestrians; for commercial areas may be characterized by special sidewalk pavement, zero front and side yard setbacks, buildings of varied architectural styles, street-facing window displays, an absence of front yard parking, benches and other amenities; for residential areas may be characterized by sidewalks, parkways, front porches, low fences, lighting and other amenities.

**Personal Services:** Establishments providing services related to individual needs such as hair salons, laundries, massage studios, and travel agencies.

**Placemaking:** A multi-faceted approach to the planning, design and management of shared spaces. Placemaking capitalizes on the assets of a particular location and its potential, with the intention of creating shared spaces that promote health, happiness, and well-being.



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**Planned Unit Development (PUD):** A zoning classification to accommodate master planned development that typically include a mix of uses and/or building types or unconventional uses or designs.

**Planning Commission:** A board created to conduct public hearings and provide recommendations to City Council on the following: review of the city's Comprehensive Plan, proposed development plans, review of proposed annexations, zoning and rezoning requests, and zoning regulations related to development controls. The commission has final approval authority on official development plans and recommends action to City Council regarding annexations, rezonings, Comprehensive Plan amendments, preliminary development plans and zoning regulation amendments.

**Policy:** A specific statement of principle that articulates a course of action that guides decision making to meet a goal.

**Professional Offices:** Professional or government offices including accounting, auditing and bookkeeping services; advertising; architectural, engineering, and surveying services; attorneys; data processing and computer services; educational, scientific, and research organizations; employment, secretarial, and word processing services; insurance agencies; government offices including agency and administrative facilities; physicians, dentists, counseling services; public relations and consulting services; photography and commercial art studios; writers and artists offices outside the home. Does not include offices that are incidental and accessory to another business or sales activity that is the principal use.

**Program:** An action, activity, or strategy carried out in response to an adopted policy to achieve a specific goal or objective. Programs establish the "who," "how" and "where" of goals and objectives.

**Public Realm:** The public and private, primarily outdoor areas of the city, with high levels of open public access, including street rights-of-way extending from building face to building face, plazas, publicly accessible parking lots, and public parks.

**Quality of Life:** The personal perception of the physical, economic, and emotional well-being that exists in the community.

**Redevelop:** To improve and re-use existing buildings; to demolish existing buildings (often in poor condition) and create new ones; or to increase the overall floor area existing on a property, irrespective of whether a change occurs in land use.

**Registered Homeowner Association:** A homeowner's association or neighborhood association that has registered with the City of Westminster Community Development Department to receive notification of city programs, services and development projects.

**Resiliency:** The capacity for the city, and its residents and businesses to prepare for disruptions, to recover from shocks and stresses, and to adapt and grow from a disruptive experience.

**Revitalization:** Restoring new life or vigor to an economically depressed area, sometimes through public improvements that spark private investment.

**Riparian:** Refers to living or located on the bank of a natural watercourse such as a creek or lake.

**Senior Housing:** A facility for housing residents more than 100 days consisting of three or more dwelling units or congregated care, the occupancy of which is age-restricted. Senior Housing may consist of attached or detached dwellings and may include services to support the individual needs of residents on-site but which remains a primarily residential facility.

**Setback:** An area on a lot establishing a yard between the property lines and the structures and uses on the lot.

**Single-Family:** A development consisting of a lot or lots containing only one dwelling unit and which may take the form of detached or attached, small lot, or manufactured home. In some cases, a single-family use may include an accessory dwelling unit.

**Special Districts:** Districts authorized by the city and created under Colorado Revised Statutes or City Code for the purposes of financing and/or maintaining public improvements for particular areas of the city. Special districts include but are not necessarily limited to metropolitan districts, business improvement districts (BIDs), and general improvement districts (GIDs), special improvement districts (SIDs), and city special assessment districts.

**Specific Plan District (SPD):** A zoning district, with a corresponding Specific Plan, for establishing a more fluid and accessible form of classifying and regulating land uses and development within Focus Areas.

**Stormwater:** Surface runoff and drainage, induced by precipitation events, and conveyed, treated and managed in pipes, channels, creeks, ponds and other public and private facilities.

**Strategies:** Plans of action intended to support a specific policy.

**Streetscape:** Pedestrian and landscape improvements in the right-of-way, generally occurring between the curb and the right-of-way line. Streetscape generally includes sidewalks, street trees, pedestrian lighting, fencing, furnishings, and landscaped areas, including medians and irrigation.

**Sustainability and Sustainable Development:** Strategic initiatives and policies that provide both short and long-term solutions to benefit the people, environment, and economic welfare of our community.

**Tax Increment Financing (TIF):** A funding mechanism authorized at the state level and administered by local governments. The local government designates an area it wants to target for redevelopment as a tax increment district. State law defines the criteria for creating a TIF district.

**Townhome:** A building that has two or more dwelling units erected in a row as a single building (either as a single building on its own lot, or with each dwelling separated by a lot line), and with each unit separated from the adjoining unit(s) by a fire wall along the dividing lot line. All dwelling units in a townhome are attached.

**Transit-Oriented Development (TOD):** Form of development that maximizes investment in transit infrastructure by concentrating the most intense types of development around transit stations and along transit lines; development in such areas is designed to make transit use as convenient as possible.

**Transportation Demand Management (TDM):** Strategies, policies, and programs that help people use the transportation system more efficiently, while reducing traffic congestion, vehicle emissions, fuel consumption and increasing safety.

**Unified Development Code (UDC):** A Title of Westminster Municipal Code establishing standards and procedures for new development.

**Universal Design:** Universal Design is the implementation and design of built environments meant to be usable by all people and of all abilities, to the greatest extent possible, without the need for adaptation.

**Urban Renewal Areas (URA):** Urban renewal is a state-authorized, redevelopment and finance program designed to help communities improve and redevelop areas that are physically deteriorated, suffering economic stagnation, unsafe or poorly planned.

**Vision:** A shared dream of the future characterized by long-term idealistic thinking. Provides the foundation for the development of the goals, policies and programs. A vision is not binding and may not be achievable in the lifetime of this Comprehensive Plan.



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**Viewshed:** The geographical area that is visible from a location. It includes all surrounding points that are in line-of-sight with that location and excludes points that are beyond the horizon or obstructed by terrain and other features (e.g., buildings, trees). Conversely, it can also refer to area from which an object can be seen.

**Walkable Neighborhood:** An area designed and constructed to provide and encourage a comfortable, easy and efficient pedestrian movement. Features of a walkable neighborhood may include: sidewalks separated from the street by a planted buffer; continuous sidewalks; safe and well-marked street crossings; short blocks and/or mid-block pedestrian connections; street trees and pleasant streetscapes; windows oriented to the street; lighting; and connections between destinations (parks; shops; gathering places; schools; places of worship) within walking distance.

**Westminster Municipal Code (W.M.C.):** A compendium of codes and ordinances that governs the City of Westminster adopted through the city's home rule authority.

**Workforce Housing:** Refers to housing affordable to households earning between 60 and 120% of the area median income (AMI). Workforce housing targets middle-income workers which includes professions such as police officers, firefighters, teachers, health care and retail clerks. Households who need workforce housing may not always qualify for housing subsidized by the Low-Income Housing Tax Credit (LIHTC) program or the Housing Choice Vouchers program (formerly known as Section 8), which are two major programs in place for addressing affordable housing needs.

**Zoning:** regulations pertaining to building size, bulk, density and the way land is used.

**Zoning Map:** Map that depicts the division of the city into districts or "zones" in which different uses are allowed and different building and lot size restrictions apply. The zoning map is regulatory in nature and applies to currently permitted uses; it should not be confused with the Land Use Diagram, which guides formation of future zoning.

**Zoning Ordinance:** A set of land use regulations adopted by the City Council to create districts that permit certain land uses and prohibit others. Land uses in each district are regulated according to type, density, height, and the coverage of buildings.

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