



Community Development Committee Charter

The Community Development Committee (CDC) is a standing committee of the Windom Community Council (WCC). This Charter governs the committee's operations and scope of responsibilities. The Charter should be revisited annually, at the first CDC meeting of the calendar year, to address any necessary revisions.

Mission and Scope of Responsibilities:

Mission

Promote and enhance the residential, business and community infrastructure of the Windom neighborhood of Southwest Minneapolis.

The Community Development Committee's scope of responsibilities include:

- Monitor, review, report and recommend Windom Community Council action on all activities, proposals, projects and plans for commercial and residential properties within the boundaries of Windom that may have an impact on the Windom community. Representative examples of CDC responsibilities include:
 - *Business and Residential Development:* Provide a forum for community input to business or residential applications being considered by the City of Minneapolis' Department of Community Planning & Economic Development, Board of Zoning Adjustments, City Council's Business, Inspections, Housing & Zoning (BIHZ) Committee or other relevant governmental bodies. As appropriate, provide a recommendation to the Windom Community Council for potential Board of Directors' action (e.g., official letters of support or opposition).
 - *Community Development:* Provide a forum for community input related to community infrastructure proposals or projects being considered by the City of Minneapolis' Department of Community Planning & Economic Development, Board of Zoning Adjustments or City Council's Business, Inspections, Housing & Zoning (BIHZ) Committee or other relevant governmental bodies. Community infrastructure includes public amenities and services such as roads, parks, public schools and public housing. As appropriate, provide a recommendation to the Windom Community Council for potential Board of Directors' action (e.g., official letters of support or opposition).
 - *Economic Development:* Raise community awareness of existing city, county, or state government programs available to enhance existing businesses or incentivize new business development in Windom; Raise community awareness of and support for Windom-based businesses.
- Monitor, review, report and recommend Windom Community Council action on activities, proposals, projects and plans for property outside of the Windom boundaries that may have an impact on the Windom community.
- Liaison with individuals, officials, organizations and agencies; especially those in city, county and state government that enact legislation, enforce codes and regulations, or review and approve developments that may have an impact on the Windom community.



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Structure and Roles and Responsibilities:

The Community Development Committee is to be led by the Chairperson, who is elected among members of the Windom Community Council Board of Directors at the Annual Officer Elections Meeting for a term of one year. The duties of the Chairperson are to: a) Conduct all meetings of the committee; b) Prepare the agenda for all committee meetings; c) As necessary, form subcommittees and appoint members of such subcommittees. d.) Lead the development of an Annual Committee Work Plan to be approved by the Board each fall.

At their discretion, the Chairperson may select a Vice Chairperson and a Secretary, which collectively constitute the leadership of the Committee. Leadership positions can be held by existing Windom Community Council Board members or other members of the Windom community. The primary duties of the Vice Chairperson are to: a) Serve in the absence of the Chairperson and perform all duties as described above. The primary duties of the Secretary are to: a) Record the minutes of all committee meetings, as necessary; and b) Submit approved minutes to the Windom Community Council.

In addition to Committee leadership, the Community Development Committee should be composed of members of the Windom community and/or representatives from Windom community businesses. The Community Development Committee can consist of up to 10 standing members, including leadership positions. The Chairperson schedules all regular CDC meetings.

Committee's Mode of Operation:

- Hold standing Committee meetings Quarterly, on the first Thursday of the Month from 7:00-8:00pm Central Time.
- Hold ad-hoc or out-of-cycle meetings as required, including for subcommittee activities
- Provide regular public updates on activities during the monthly Windom Community Council meeting and periodically through social media channels, as appropriate.
- A dedicated email address, managed by the Community Development Committee Chairperson, should serve as the primary mechanism for regular Windom neighborhood engagement with the activities of the Community Development Committee.
- The Committee will create minutes or reports of its meetings for Board review including dates, roll call information, and decisions made (if any are authorized).