

Santa Fe Corridor Advisory Board Charter Agreement

Background and Purpose

- I. The Santa Fe Corridor Advisory Board was established to achieve strategic alignment and ensure communication, cooperation, coordination, and effective resource utilization amongst the La Alma Lincoln Park Registered Neighborhood Association (LPNA), the Arts District on Santa Fe (ARTS), the Santa Fe Business Improvement District (BID), collectively called LPNA/ARTS/BID, as well as associated and unassociated residents and businesses within the Santa Fe Corridor¹.
- II. There is significant value and benefit in aligning the priorities and supporting the synergy these three organizations can bring to the Santa Fe Corridor when they are working together in representing the voices of their community. Without an Advisory Board of this nature, it becomes too easy for each entity to function within their silo and fail to take advantage of their combined strengths.
- III. LPNA, ARTS and the BID each function as independent organizations. The Advisory Board's strength is in its ability to speak on behalf of the collective community, and there is an expectation that guidance from the Advisory Board will be given priority in the considerations and agendas of each organization. While the Advisory Board does not have direct authority over any of these organizations, the active representation from each group on the Advisory Board is expected to ensure the goals of communication, cooperation and coordination are met.
- IV. The purpose of the Santa Fe Corridor Advisory Board is to:
 - a. Meet regularly to align the interests and priorities of LPNA, ARTS and the BID for the benefit of the Santa Fe Corridor.
 - b. Represent the diverse voices of the community, including residents, local businesses, cultural institutions, nonprofit organizations, and artists; and to establish and maintain a Community Benefits Agreement (CBA) that prioritizes equitable development and sustained community growth.
 - c. To encourage communication amongst the LPNA/ARTS/BID as well as the larger community, both in sharing information and in collecting helpful feedback, ideas, and suggestions.
 - d. To encourage cooperation on individual projects, and to ensure coordination on shared projects.
 - e. To the extent possible, make certain the limited resources of the Santa Fe Corridor are used in the most effective manner, and for the benefit of those living and working within the corridor and the LPNA/ARTS/BID.
 - f. Oversee the implementation and periodic revision of the CBA.

¹ For our purposes we are defining the Santa Fe Corridor as businesses who face Santa Fe, as well as those within approximately one block off Santa Fe from 6th Avenue up to 14th Avenue.

- g. Promote and protect the cultural, economic, and social vitality of the Santa Fe Corridor through LPNA/ARTS/BID coordination and cooperation.
- h. To conduct a survey every three years, beginning in 2026, evaluating the effectiveness of the Advisory Board and the LPNA/ARTS/BID in working together to achieve their goals.

Membership

- I. The Advisory Board shall be composed of a minimum of the following categories.
 - a. Two representatives from La Alma Lincoln Park RNO.
 - b. Two representatives from the Santa Fe BID.
 - c. Two representatives from the Arts District on Santa Fe.
 - d. Four individuals who own, conduct business or live within the Santa Fe Corridor and are not on the board of either the Arts District on Santa Fe, Santa Fe BID or LPNA.
 - e. Representation from City Council District Three.
- II. The Advisory Board shall elect a chairperson and secretary, both will serve for one year. The chairperson will be responsible for meeting management and for bringing transparency and accountability to the Advisory Board. The secretary will be responsible for creating summaries, listing action items, and scheduling the meetings. The chairperson and secretary may be elected for two consecutive terms and may not be from the board of the same organization.
- III. Members shall serve for a period of two years and may be elected for successive terms, but no more than two consecutive terms. The selection process shall be done in such a way as to stagger the membership.
- IV. A vacancy occurring in the LPNA, BID or ARTS' representation shall be filled by a recommendation from that entity and with consultation and approval of the District Three Councilperson. A vacancy occurring in the businessperson or resident position shall be filled by recommendation of the Advisory Board and with consultation and approval of the District Three Councilperson.
- V. The Advisory Board's membership is committed to making a good-faith effort to represent the diversity of the Santa Fe Corridor community. We believe that diverse perspectives lead to better solutions and are dedicated to ensuring all voices are heard and respected.

Meetings

- I. The Advisory Board shall meet a minimum of four times a year, with the first meeting occurring no later than March 1st.
 - II. Provide an agenda to be emailed to the board members at least three days in advance of each meeting, a summary following each meeting, along with a to-do list, a timeline, and who is responsible for completing the task.
 - III. Operate under the general expectations of respect and civility. Specifically,
 - a. Listen to understand, even if you may not agree.
 - b. Speak one at a time, refrain from interrupting others.
 - c. Wait to be recognized before speaking.
 - d. Share the oxygen, ensure that all members who wish to have an opportunity to speak are afforded a chance to do so.
 - e. Maintain a respectful stance toward all participants.
 - f. Share information openly, promptly, and respectfully.
 - g. Remain flexible and open-minded and actively participate.
 - IV. Decisions will be made by consensus, but not necessarily unanimously.
- This is an open meeting in which community members are welcome to attend and share their input. While participation is encouraged, voting will be limited to the Community organizations (ADSF, Santa Fe BID & LPNA and elected community members.

Powers and Duties

- I. At each board meeting, the representatives of LPNA/ARTS/BID will share relevant information from their board and membership, plans and projects impacting each other and the community, and any other relevant updates and information.
- II. Board members will be responsible for disseminating useful and relevant information to their constituents in a timely manner.
- III. Consider and discuss ways to effectively use their shared resources, how to support each other, and to work together to have the greatest positive impact within the Santa Fe Corridor.
- IV. Consider, discuss and present to appropriate organizations any recommended policy changes in present operations, practices and procedures amongst LPNA/ARTS/BID which will improve communication, collaboration and cooperation for the Santa Fe Corridor.
- V. Where possible work collaboratively on funding which will assist the Santa Fe Corridor and the community.
- VI. Conduct a survey every three years, beginning in 2026 to solicit input and feedback on successes, areas for improvement, and vision for the corridor. The results of this survey will be shared with the City Council District Three Office and with the community.
- VII. Subcommittees may be created by the Board for specific purposes and needs.

- VIII. The Board will report their activities and progress to the community through a simple, semi-annual summary of what they have accomplished, their priorities and plans for the next six months, and actively seek input. This report will be linked to and available on the Council's website, along with the LPNA, ARTS and the BID's websites.
- IX. Changes to this Charter document can be affected by the agreement of 2/3 of Advisory Board members. Proposals to change the Charter should be communicated to Board members at least one month before an Advisory Board meeting. At the meeting, the Charter document may be changed, effective immediately, by the positive vote of at least 2/3 of the Advisory Board members present, both in-person and remotely.

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