



Rancho Santa Fe Association

Board of Directors Meeting

Staff Report

Date: January 8, 2026

Submitted By: Joel Levanetz, Building Commissioner

Item: 6d. Art Jury Operating Instructions - for Adoption

Recommendation

Adopt the proposed Art Jury Operating Instructions document.

Background/Analysis

The Art Jury Operating Instructions document was prepared by a subcommittee of the Board. It has been reviewed by staff, the Art Jury, and legal counsel. It is an internal procedural document intended to clarify roles, responsibilities, and operating practices for the Art Jury and Association staff, and to ensure consistent application of the Governing Documents.

Member Input

None.

Fiscal Impact

None.

Attachments

Attachment 1 – Operating Instructions for Art Jury Members



Rancho Santa Fe Association

Board of Directors

OPERATING INSTRUCTIONS TO ART JURY MEMBERS

It is the intention of the RSF Board that the approval of building projects be as efficient, consistent and as streamlined as possible. To add more specific instructions to the 2021 Roles and Responsibilities document, we are providing these operating instructions to the Art Jury members, and to the Building Department staff.

1. Staff members are the gatekeepers on all applications, projects, fines, etc. They review the applications for completeness and for compliance with RSF Governing Documents (Primarily the Protective Covenant and Regulatory Code), the Residential Design Guidelines, and California laws (primarily the Davis Stirling Act).
2. The staff is responsible for all site visits and will include Art Jury members only when deemed necessary, i.e. related to a specific application or issue. In most cases, mediators should view sites.
3. The staff communicates any issues directly to the applicant and attempts to provide guidance towards a satisfactory resolution. The goal is for fast responses and quick resolutions.
4. The staff will promptly report any unresolved issue to the Art Jury with an action recommendation. The Art Jury will vote on each action, which will constitute a formal ruling of the Art Jury, after which the applicant can move forward. If an Art Juror is absent when a ruling is voted on, that does not constitute a basis for revisiting and/or changing the ruling at a future meeting. Wording will be changed in the ruling letter to be clearer to the applicant.
5. The staff will periodically report to the Association Board on the efficiency of the approval process, and whether these instructions are being observed and practiced.
6. The Art Jury will focus solely on the application, any unresolved issues, and the recommendation(s) of staff.
7. The Art Jury members must exercise their authority within the scope of their authority under relevant statutes, covenants and restrictions, upon reasonable investigation, in good faith, and in a manner in the best interests of the Association and its members. In addition to avoiding actual bias, Art

Jurors must avoid the appearance of bias during the review process. The goal is for fast turnaround and unbiased decisions.

8. Any decision of the Art Jury requires a majority vote.
9. Members of the Art Jury must be free of conflicts of interest with applicants, RSF Board members, contractors, architects, etc. Any conflict of interest must be disclosed, and the conflicted Art Juror should recuse themselves as appropriate.
10. To provide the best service to applicants, and to avoid potentially sizable legal liability against the Association or individual Art Jury members, the Association Board expects that all Art Jury members adhere to these operating instructions. Failure to follow these operating instructions may lead to remedial actions by the Board, up to proceedings for removal of that member by the Board for malfeasance in performing duties as prescribed.
11. Confidentiality document signed, possibly every year and at end of term.

The Art Jury and the Building Department staff are major assets to our community. Following these instructions should lead to a more effective process, resulting in significant enhancement in the reputation and attractiveness of our community. We need to instill and support a stronger measure of staff judgement and legal. This would begin at orientation and supported throughout the tenure.