



Requesting an Appointment with the Art Jury

If you wish to attend a meeting to discuss your project directly with the Art Jury, please fill out an “*Art Jury Appointment Request*” form at the front counter. A copy of this form is attached. Applicants for workshops, subdivisions and boundary adjustments do not need to fill out an appointment request form.

Unfortunately, due to the volume of applications that are typically submitted for each meeting (20 – 50 items), not everyone who requests an appointment or submits for a workshop can be accommodated – the Art Jury usually receives more requests for appointments than time allows. The Art Jury has established a policy for allotting the limited time slots based on a priority system, see the attached *Art Jury Policy #1*. Five, one-hour appointments are allocated per meeting.

There are rarely appointments available for projects that are not appeals, subdivisions or workshops; however, even if the meeting schedule doesn’t allow for an appointment with the Art Jury, the Art Jury will still review the project and send you their comments. If you have any questions regarding the letter you may call the assigned staff person. If you have not yet met with staff, you are encouraged to do so to discuss your project.

If you request an appointment with the Art Jury, and there is an appointment available on the agenda, Association staff will notify you of the time you are to attend. This notification occurs on the Friday preceding the Art Jury meeting, after the Art Jury has set the meeting agenda. Only those people who will be meeting with the Art Jury are notified.

If you do not want your project reviewed by the Art Jury unless you are present at the meeting, indicate this on the *Art Jury Appointment Request* form. If an appointment cannot be arranged for the current meeting, your request will be placed at the top of the list for the next meeting. However, this does not guarantee a direct meeting with the Art Jury because the next meeting could have appeals, subdivisions and other applications that would occupy the time slots.

Applicants are strongly encouraged to attend the Art Jury appointments. Having the applicant present for discussions with the Art Jury can save time in the review process.

ATTACHMENTS:

Art Jury Appointment Request Form

Art Jury Policy #1

02/2014

ART JURY POLICY FOR MEETING APPOINTMENTS

- Because of practical time constraints and the number of projects under review, the Art Jury has established the following policy for giving priority to time appointments ("time certainties"):
 1. Appeals are to be given first priority on the Art Jury's agenda;
 2. Subdivisions and boundary adjustments are given second priority;
 3. Site Concept Workshops are given third priority;
 4. Any other requests to present project information before the Art Jury are given fourth priority.
- Appointments are scheduled first on the above priority system, then on a first-come first-served basis. If the appointment agenda is full, applications will still be reviewed, but a personal appointment cannot be provided with the Art Jury.
- Requests for meeting appointments must be made in writing. This request can be also initiated on a form which is available at the Association counter or by fax.
- Appointments are finalized by the Art Jury prior to the meeting and will be confirmed by staff the Friday before the meeting.

1/11/2014

ART JURY APPOINTMENT REQUEST

To request a direct meeting with the Art Jury

Date _____

Dear Art Jury:

We request an appointment with the Art Jury at your _____
meeting for the _____ project.
Date of Meeting
Name of Property Owner

If the Art Jury does not have enough open time slots to meet with me:

✓ *Check one of the following*

Please review my project and send me comments in a letter.

Please do not review the project without me, schedule my review for the next Art Jury meeting. I understand that this does not guarantee that I can be heard at the next meeting because appeals, and subdivisions have priority and there may be other reasons for limited time slot availability.

Notes/Comments:

Applicants are strongly encouraged to attend the Art Jury appointments. Having the applicant present for discussions with the Art Jury can save time in the review process.

Thank you,

Signature of Requester

Phone Number of Requester

Print Name