



## MEMO

**DATE:** September 27, 2022

**TO:** Architects, Landscape Architects, Builders and Contractors

**FROM:** Kiawah Island and Cassique Architectural Review Boards

**RE:** ARB Meeting Format Changes and Submittal Checklist Changes

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### Kiawah Island ARB Meetings

- Please note that effective October 1, 2022, the Kiawah Island Architectural Review Board will begin implementing the following changes to the ARB meetings.
- Conceptual Presentations (optional – strongly encouraged)
  - The Board will hear 15-minute presentations as part of Conceptual Submittals at the beginning of each ARB meeting by the Owner’s design team. These presentations will be conducted virtually to allow for Owner attendance. If applicants elect to present their proposals, both the Architect and Landscape Architect shall attend and participate in the presentation, with emphasis on the site analysis & development, building placement & massing, and design inspiration & direction.
  - Review comments will be shared via letters following the Board’s deliberation after the presentations.
- Preliminary and Final Submittals
  - No appointments for Preliminary and Final Submittals
- Appeal Applications and Variance Requests
  - Appeal Applications and Variance Requests not related to new homes will be due by Noon on the Wednesday prior to the scheduled ARB meeting. Application and request forms will be made available on the ARB’s website and should be accompanied with supporting documentation (drawings, pictures, correspondence, etc.) for all submittals.
  - Appointments times will be given on a first-submitted-first-scheduled basis. Submittals received after the agenda has filled will roll over to the next available meeting date and time in the order they were received.
- Meeting dates remain the same, the first and third Wednesdays of each month.

### Submittal Checklist Changes

- Submittal Checklists changes will go into effect for submittals after October 1, 2022. See the ARB website (<https://arb.kiawahisland.com/kiawah-arb-forms/>) for updated submittal checklists.