



---

SUMMARY REPORT

CALIFORNIA ARCHITECTS BOARD  
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

May 7, 2004  
Sacramento, California

Committee Members Present

Linda Gates, Chair  
Christine Anderson  
Stephanie Landregan  
Anna Mendiola  
Dennis Otsuji

Staff Present

Doug McCauley, California Architects Board (CAB) Executive Officer  
Vickie Mayer, CAB Assistant Executive Officer  
Mona Maggio, Landscape Architects Technical Committee (LATC) Program Manager  
Mary Anderson, Examination Coordinator  
Patricia Fay, Licensing Coordinator  
Justin Sotelo, Enforcement/Special Projects Analyst  
Terri Villareal, Enforcement Coordinator  
Don Chang, Legal Counsel

Guests Present

Nick DeLorenzo, California Council of the America Society of Landscape Architects (CCASLA)  
President  
Dave Mitchell, CCASLA  
Mike Oliveria  
David Strickland, CCASLA  
Diane Plescia, Department of Consumer Affairs (DCA) Assistant Deputy Director, Board  
Relations  
Charlene Zettel, DCA Director  
Richard Zwiefel, LATC Education Subcommittee Chair

**A. Call to Order – Roll Call – Establishment of a Quorum**

Chair Linda Gates called the meeting to order at 10:15 a.m. and Mona Maggio, LATC Program Manager, called the roll. Three members of the LATC present constitute a quorum. There being five present, a quorum was established.

**B. Chair's Remarks**

Ms. Gates presented a recap of the 2004 Council of Landscape Architectural Registration Boards (CLARB) Spring Regional Meeting that included comments on the new CLARB outreach video

“Designing a Successful Career in Landscape Architecture.” The CD provides students of landscape architecture with information and resources to assist them in planning the transition from student to practice and hopefully to licensure. CLARB will provide each landscape architect graduate with a copy of the CD. CLARB also provided each member jurisdiction with a copy of the CD. This year’s Meeting also featured “open committee sessions” where attendees were encouraged to attend and participate in discussions on important areas including governance, communication, standards and continuing education. This structure proved to be very effective, bringing input for the core committees to consider and act upon. Ms. Gates highlighted the meeting between the California representatives (Ms. Gates, Ms. Maggio and Stephanie Landregan) and CLARB representatives, Clarence “Buck” Chaffee, Dickson DeMarche and Sandra Gonzalez. This meeting afforded an opportunity for California representatives to share concerns about the implementation of the computer-administered LARE, misinterpretations and how to improve the lines of communications between CLARB administration, CLARB Board of Directors and member jurisdictions.

Christine Anderson reported that on May 6, 2004 she and Mary Anderson gave a licensure presentation before the CCASLA Student Chapter at the University of California, Davis. Six landscape architectural students attended the presentation in comparison to last year’s presentation before 30 students. The presentation covered examination eligibility requirements; examination administration; availability of resource materials and the importance of licensure.

Doug McCauley provided an update on the California Performance Review (CPR), explaining the CRR is a comprehensive examination of what government does and how it is done. Billy Hamilton, Deputy Comptroller of Public Accounts for the State of Texas, and Chon Gutierrez, Interim Director of the Department of Motor Vehicles serve as Co-Executive Directors of the 260+CPR team. The charge of the CPR is to make recommendations to Governor Schwarzenegger to transform state government by identifying cost savings, streamlining processes and possibly merging departments and boards so they provide the best services to the public in the most efficient way. The CRP report is due to Governor Schwarzenegger by June 30, 2004. Mr. McCauley added that as further information is made available he would notify both the CAB and LATC members.

**C. Public Comment Session**

**D. Approve the December 12, 2003, January 23, 2004, and February 17, 2004 LATC Summary Reports**

- ◆ **Stephanie Landregan moved to approve the December 12, 2003 LATC Summary Report.**
- ◆ **Christine Anderson seconded the motion.**
- ◆ **The motion carried unanimously.**

- ◆ **Christine Anderson moved to approve the January 23, 2003 LATC Summary Report.**
- ◆ **Stephanie Landregan seconded the motion.**
- ◆ **The motion carried 4 – 0 - 1. Dennis Otsuji abstained, as he did not attend the January meeting.**
  
- ◆ **Anna Mendiola moved to approve the February 17, 2004 LATC Summary Report.**
- ◆ **Dennis Otsuji seconded the motion.**

**The motion carried unanimously.**

**E. Election of Officers**

Ms. Gates was nominated to serve as LATC Chair and Stephanie Landregan was nominated to serve as LATC Vice-Chair.

- ◆ **Dennis Otsuji moved to approve the slate of officers.**
- ◆ **Christine Anderson seconded the motion.**
- ◆ **The motion carried unanimously.**

This marks Ms. Gates' third term as Chair and Ms. Landregan's second term as Vice-Chair.

## **F. Program Manager's Report**

### **G. Review and Approve 2004 Strategic Plan**

The Landscape Architects Technical Committee (LATC) met on January 23, 2004 in Berkeley, California to update its Strategic Plan for 2004. Daniel Iacofano of Moore Iacofano Goltsman, Inc., facilitated the session.

Prior to the session, Mr. Iacofano met with staff on December 18, 2003 to define the objectives, issues and structure for the session. Mr. Iacofano also conducted 12 telephone interviews with the LATC members and key stakeholders to help shape the framework and agenda for the planning session.

During the planning session, the LATC reviewed the progress and accomplishments of the 2003 Strategic Plan, reviewed and updated its mission statement, the environmental scan, the constituencies and needs and updated the action plan.

Mr. Iacofano updated the plan and provided it to staff in March. The plan was reviewed and approved by the LATC on May 7, 2004.

The Board is asked to review and approve the LATC's 2004 Strategic Plan.

- ◆ **Stephanie Landregan moved to approve the 2004 Strategic Plan with edits.**
- ◆ **Anna Mendiola seconded the motion.**
- ◆ **The motion carried unanimously.**

### **H. Discuss and Select Participants for CLARB's 2004-2005 LARE Task Analysis**

Ms. Maggio reported that the 2004 Strategic Plan directs the LATC to nominate two California representatives to serve on the Council of Landscape Architectural Registrations Boards' (CLARB) task analysis committee. CLARB extended the opportunity for the LATC to conduct its task analysis for the California Supplemental Examination in partnerships with CLARB's task analysis. Once the results of the task analysis are available the LATC will contract with the Department of Consumer Affairs' Office of Examination Resources (OER) to conduct focus groups which will compare the current LARE and the results of the 2004/05 task analysis with the California Supplemental Examination (CSE). The findings of the focus groups will determine the areas of practice unique to California that are not covered on the LARE to update the CSE. Ms. Maggio reminded the LATC that the current CSE was developed in 2000 and has not been updated.

Anna Mendiola offered to serve on the CLARB committee. Ms. Gates stated Rick Ciradella; Sunset Review Task Force Member volunteered to represent California on the CLARB Task Analysis Committee.

## **I. Update and Possibly Take Action on the Council of Landscape Architectural Registration Boards' (CLARB) Changes in the Administration of the Landscape Architect Registration Examination (LARE)**

In December 2003 CLARB announced that beginning in August 2004, the multiple-choice sections of the LARE, Section A – Legal and Administrative Aspects of Practice; Section B – Analytical Aspects of Practice; and Section D – Structural and Materials and Methods of Construction, would be administered via a computer-based methodology. The graphic performance sections, Section C – Planning and Site Design, and Section E – Grading, Drainage and Stormwater Management, will continue to be administered in its current paper and pencil format.

Although CLARB will allow candidates to sit for the examination directly after graduation, after discussion at the December 12 meeting, the LATC determined that it would maintain its responsibility to evaluate candidates and qualify them for the examination under California law.

Following the directive of the LATC, Mona Maggio notified CLARB of the LATC's decision to maintain its responsibility to evaluate candidates and qualify them for the examination under California law.

Staff implemented changes to the examination applications and processes for First Time Candidates and Re-Examination Candidates. First Time Candidates must apply directly to the LATC using the new Eligibility/Examination Application For First Time Candidates. Once the application has been received along with the applicable fee and documentation, staff will evaluate the information and determine eligibility. If eligible, an Eligibility Notice is sent to the new candidate with a synopsis of the LARE, directions on how to proceed with the multiple-choice sections, information about the graphic sections and a schedule of upcoming examination dates. If not eligible, candidates are sent a denial letter indicating why they do not qualify. Re-examination candidates are considered previously approved by California for purposes of registering for the multiple-choice sections on-line with CLARB.

On February 17, 2004 the LATC's Web site was updated with the newly implemented changes, procedures and forms for California candidates. The Web site advises California candidates of the changes to the LARE and the eligibility requirements.

The following notice is posted on CLARB's Web site "*All candidates are advised to check the laws in the state or province in which they wish to become initially licensed to be certain that they meet any requirements that the jurisdiction may have beyond those required by CLARB. CLARB is aware of special requirements in the following jurisdictions: California, Maryland, Tennessee, South Carolina, Texas, Rhode Island, Virginia, Georgia, Hawaii, Idaho, Nevada, Massachusetts and Wisconsin.*"

On January 12, 2004 the LATC received a Letter of Understanding (LOU) drafted by CLARB based on the discussion with Ms. Maggio regarding the LATC's decision to maintain responsibility to evaluate California candidates. The purpose of the LOU is to further define the terms of the current contract with CLARB. At the January 23, 2004 meeting, the LATC reviewed the LOU and made recommendations of suggested edits. The edits were made and the LOU was reviewed and signed by Executive Officer Doug McCauley on March 24, 2004. The LOU was then sent to CLARB for their review and signature. On April 2, 2004 the LATC received the signed LOU from CLARB without any additional changes.

The final filing date for the June administration of LARE sections C and E was April 1, 2004 and the final filing date for the August 2004 multiple-choice administration of the C/LARE sections A, B and D is June 1, 2004. The LATC will continue to accept Eligibility/Examination

Applications year round, however final filing dates are set to be admitted to specific examination administrations. Two hundred twenty-three candidates have applied for the June 2004 examination and eligibility for the August 2004 administration. Sixty-five of those are new candidates applying for sections C and/or E and six of the 65 applied for eligibility only.

**J. Discuss and Give Preliminary Approval of Proposed Regulations to Amend Title 16, Division 26, California Code of Regulations (CCR) Section 2649, Fees**

Business and Professions Code section 5681 (b) authorizes the Board to charge fees for sections of the licensing examination that do not exceed the actual cost of purchasing and administering those sections. The examination fee schedules are fixed by regulation under Title 16, Division 26, CCR section 2649.

On October 2, 2002, the Council of Landscape Architectural Registration Boards (CLARB) notified the LATC that there would be an increase in the cost to purchase individual sections of the Landscape Architect Registration Examination (LARE). The increase affected Sections C and E, beginning with the December 2002 examination, and Sections A, B, and D, beginning with the June 2003 examination. Accordingly, the LATC approved a regulatory proposal to amend examination fees under CCR section 2649 on March 27, 2003 which initiated the regulatory review process. In addition, the proposal reflected the increased cost/fee for the Section C Red Line Review.

During the review process, the regulatory package was placed on hold due to Executive Order S-2-03, issued by Governor Schwarzenegger on November 13, 2003. The Executive Order directed agencies to cease the processing of regulatory proposals pursuant to the Administrative Procedure Act for a period of up to 180 days and required the reassessment of the business impact of all regulatory packages. During this period, CLARB changed the process and method of administration for Sections A, B, and D of the LARE and the examination fee structure. After agencies were given the opportunity to pursue their regulatory proposals, it was determined by staff that, given the changes, the original regulatory package should be returned and that a new regulatory package would be required. The original regulatory package was returned to the LATC's office on March 22, 2004.

As there appears to be no other immediate examination administration changes and/or changes in the examination fee structure, staff is recommending a new regulatory proposal.

This new proposal would: 1) delete out-dated examination fees; 2) add new examination fees for Sections C and E of the LARE, effective July 1, 2004 and July 1, 2005; 3) amend the standard and red line review fees; and 4) amend the original license fee, as the LATC bases the fee on the applicant's month and year of birth and the month in which the applicant submits an application for licensure.

**K. Discuss and Approve Guidelines for Re-licensure**

The 2004 Strategic Plan directs the LATC to clarify the re-licensure process and procedures. At its December 12, 2003 meeting, the LATC gave preliminary approval of proposals to amend Title 16, Division 26, California Code of Regulations (CCR) section 2624, License Renewal Three Years After Expiration, adopt CCR section 2624.1, Expired License – Five Years After Expiration, and amend Business and Professions Code (BPC) section 5651, Examination of Applicants.

At its January 23, 2004 meeting, the LATC discussed revisions to the Re-licensure Application and Guidelines and the Re-licensure Request Consideration Form. As directed by the LATC, staff will present its proposed revisions to both documents. The proposed revisions to the Application and Guidelines clarify work samples and other required documentation that re-licensure applicants should submit for waiver consideration under BPC section 5680.2. The proposed revisions to the Form will assist staff in drafting the Committee's decision after review of a re-licensure applicant.

At today's meeting, the Committee will be presented with staff's proposed revisions and changes.

**L. Identify and Select Potential Members for the Educational Sub committee and Clarify the LATC's Charges in Relation to Its Review of Statutes and Regulations Governing the Eligibility Requirements for Licensure in California**

The 2004 Strategic Plan directs the LATC to identify examination eligibility issues and propose solutions.

In its 1996 Review and Evaluation of the Board of Landscape Architects (BLA), the Joint Legislative Sunset Review Committee (JLSRC) expressed concerns regarding proposed (now effective) changes to California Code of Regulations (CCR) section 2620, Education and Training Credits - Operative on January 1, 1997. Some of the specific concerns were that the BLA previously granted examination eligibility credit for educational degrees in subject areas other than landscape architecture and for completing a portion of a landscape architecture program.

At its meeting on December 12, 2002, the LATC reviewed the current examination eligibility requirements (operative on January 1, 1997) and determined that they should be evaluated on a continual basis and that the issue be revisited through strategic planning. It was also recommended that the current requirements be compared to those of other licensing jurisdictions and like design boards.

Educational Sub Committee Chair Richard Zweifel and selected members will be charged with evaluating the LATC's current examination eligibility requirements and, if necessary, recommending potential requirement changes to the LATC. Additional issues to consider will be CLARB's current examination eligibility requirements, recent changes in the administration of the Landscape Architect Registration Examination (LARE), and various issues unique to licensure and practice in California.

With the assistance of staff, the Sub Committee will also be charged with reviewing the remaining statutes and regulations governing the licensing examination and recommending potential amendments to ensure consistency with the recent changes in the administration of the LARE.

**M. Discuss and Select Participants to Attend Technical Expert Training**

The 2004 strategic plan directs staff to conduct technical expert training and develop procedures for case review. In recent months staff has seen an increase in complex enforcement cases that require the review of a technical expert. Currently, the LATC has two technical experts that it sends cases to for technical expert opinion and a formal written report. Technical experts may also serve as expert witnesses at administrative hearings. Staff occasionally seeks advice from the California Architects Board's (Board) two contracted architect consultants for expert opinion and technical advice. Because of the current budget deficit the LATC is unable to secure a contract for a landscape architect consultant. Because the LATC Members make

recommendations on enforcement actions, Legal Counsel Don Chang recommended that the LATC not use Committee members as technical experts.

The LATC's goal is to have available three technical experts in northern California and three in southern California with varied specialized experience. Staff hopes to conduct the technical expert training in August 2004. Staff will work with Deputy Attorney General (DAG) Marci Fay in organizing and conducting the training. Ms. Fay has conducted technical expert training in the past for the Department of Consumer Affairs. She will provide training materials and staff will develop a power point presentation as well as handouts. The Board's enforcement staff and consultants will also attend and provide training. The training will take place at the LATC's office in Sacramento.

**N. Announcement of Future Meetings**

**O. Adjournment**

- ◆ **Stephanie Landregan moved to adjourn the meeting at 3:00 p.m.**
- ◆ **Christine Anderson seconded the motion.**
- ◆ **The motion carried unanimously.**