



# LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Arnold Schwarzenegger  
GOVERNOR

## SUMMARY REPORT

### CALIFORNIA ARCHITECTS BOARD LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

January 19, 2006  
Berkeley, CA

#### LATC Members Present

Stephanie Landregan, Chair  
Christine Anderson  
Linda Gates  
Dennis Otsuji

#### Staff Present

Doug McCauley, Executive Officer, California Architects Board (Board)  
Mary Ann Aguayo, Program Manager, Landscape Architects Technical Committee (LATC)  
Mary Anderson, Exam Coordinator  
Terri Villareal, Enforcement Coordinator  
Patricia Fay, Licensing Coordinator  
Don Chang, Legal Counsel

#### Guests Present

Laurie Callaway, Association of Professional Landscape Designers  
Alexis Joan Slafer, University of California Los Angeles (UCLA) Extension  
Heather Klindeline, University of California Berkeley Extension  
Richard Zweifel, Education Subcommittee Chair

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

LATC Chair Stephanie Landregan called the meeting to order and called roll. All LATC members were present and thus a quorum was established.

Ms. Landregan welcomed Mary Ann Aguayo, the new LATC Program Manager, Alexis Joan Slafer, UCLA Extension and Richard Zweifel, Chair of the Education Subcommittee.

Ms. Landregan suggested due to the length of the agenda, public comment should occur when the item warranting discussion comes up on the agenda. The LATC agreed.

#### **B. Approve the August 12, 2005 LATC Meeting Summary Report**

Ms. Landregan noted a correction to Item G, page 6 changing “Another items considered..” to “Other items considered..” Additionally, Ms. Landregan wanted to confirm whether she had volunteered to

review and edit the letter outlined in Item H. (Note: It was found Ms. Landregan did volunteer to review and edit the letter.)

- **Dennis Otsuji moved to approve Item A-L of the August 12, 2005 LATC Meeting Summary Report with the suggested grammatical change.**
- **Christine Anderson seconded the motion.**
- **The motion carried unanimously.**
- **Christine Anderson moved to approve Item M-P of the August 12, 2005 LATC Meeting Summary Report.**
- **Linda Gates seconded the motion.**
- **The motion carried (3-0-1), Dennis Otsuji abstained.**

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

Ms. Aguayo introduced herself to the LATC and gave some background information on her professional career.

Ms. Aguayo stated that she contacted the LATC for sexual harassment prevention training, which was not required but "highly desirable" for the LATC members to attend. Ms. Aguayo acknowledged that Ms. Landregan submitted her certificate of completion and asked the other members to contact her if they were interested in registering for a training course.

Doug McCauley briefed the LATC on the new office location and other details of the office move.

Ms. Landregan noted that she and Christine Anderson continue to express interest in updating the LATC consumer guides. Ms. Landregan also inquired about the status of the study of the California Supplemental Exam (CSE). Ms. Aguayo stated the Council of Landscape Architect Registration Boards (CLARB) has responded and the LATC is in the process of setting up an interagency agreement within the Department of Consumer Affairs to begin working on the occupational analysis.

### **D. Council of Landscape Architectural Registration Boards (CLARB)**

#### **1. Summary of CLARB Region V Online Meeting**

Ms. Landregan provided a summary of the online Region V CLARB meeting held on August 25, 2005. She stated there was about 50 percent participation at the meeting with British Columbia, California, Oregon and Washington represented. Ms. Landregan went on to say the online group spoke as a region in order to get the agenda together for the subsequent CLARB Annual General Meeting in Los Angeles. Also, an additional Region V online meeting is tentatively scheduled for February 9, 2006. Ms. Gates volunteered to present the California update at the next Region V meeting.

## **2. Summary of CLARB 2005 Annual Meeting**

Ms. Gates provided a summary of the CLARB 2005 Annual Meeting held on September 9 and 10, 2005 and explained two issues. First, acknowledgment that the exam may, at some point, need updating. Secondly, the process by which people become officers and the insular nature of membership. Ms. Anderson also commented on the lack of communication overall within CLARB and the desire to open dialogue and have a better flow of information between CLARB and member states pertaining to ongoing issues.

## **3. Review CLARB 2006 Spring Meeting Schedule of Events and Select a California Delegate**

Ms. Landregan noted the CLARB 2006 Spring Meeting is February 24-25, 2006 in St. Louis. The LATC discussed who should attend this meeting and to look into whether it is financially possible to send the administrator.

- **Linda Gates moved to elect Ms. Landregan to attend the CLARB 2006 Spring Meeting.**
- **Stephanie Landregan seconded the motion.**
- **The motion carried unanimously.**

Ms. Landregan asked for the status of LATC member terms to be included on the next agenda. The LATC also discussed the issue of continuing education and writing a position paper on the subject. Ms. Gates thought one was already written and it needs to be located and shared at the next LATC meeting.

Ms. Landregan volunteered to be secretary at the next regional conference call and encouraged all LATC members to be involved in the call. Ms. Gates offered to be the spokesperson at the regional conference call.

Mr. Zweifel briefed the LATC on the most recent grading session of the Landscape Architect Registration Examination (LARE), he noted pass rates are up and the number of registrations is down. Mr. Zweifel also commented the CLARB staff sensed a lot of confusion on the part of the candidates on getting started in the process of licensure.

## **E. Review and Give Preliminary Approval of Proposal to Amend California Code of Regulations, Title 16, Division 26, Section 2649, Fees**

Ms. Aguayo briefed the LATC on the agenda item, which included research on LATC costs associated with one administration and review session of the LARE (Sections C & E) as well as the proposed language of the regulation change. Mr. McCauley commented that the Sunset Review Committee recommended fees that are equivalent to exam costs without subsidizing. Don Chang recommended the fee increase item should be decided as soon as possible because of the 7-12 months to get the regulation updated. Mr. Chang added the LATC's decision could be amended in the future based upon input from the profession and moved forward at the next LATC meeting. Ms Landregan agreed further discussion would be needed before the fee increase goes to the Board so there is a substantive reason for the LATC decision.

Mr. Zweifel commented on the potential barrier to the profession in the case of a fee increase. He also noted that professional input from the California Council of the American Society of Landscape Architects (CCASLA) does not represent only licensed landscape architects.

- **Stephanie Landregan moved to give preliminary approval of proposal to amend California Code of Regulations, Title 16, Division 26, Section 2649, Fees to include CLARB increases and to research other member state fees in order to ascertain typical fees and identify the subsidy from prior California exams.**
- **Linda Gates seconded the motion.**
- **The motion carried unanimously.**

Upon motion of the item, Mr. Otsuji also requested staff to research historical data on the renewal fee. Ms. Anderson directed staff to prepare an item that discusses the rationale of the fee increase. The LATC agreed to review the staff report prior to sending out the regulatory package.

**F. Review and Approve Proposals to Amend Business and Professions Code Sections (BPC) 5615, “Landscape Architect” – Practice of Landscape Architecture, and 5640, Unlicensed Person Engaging in Practice – Sanctions**

Mr. McCauley presented the agenda item; the regulation changes have been proposed to be consistent with the protections similarly included in the Architects Practice Act. Mr. McCauley went on to explain these changes had previously been pursued in a “clean up” bill, but were deemed substantive and removed from the bill.

- **Linda Gates moved to amend BPC 5615, “Landscape Architect” – Practice of Landscape Architecture, and 5640, Unlicensed Person Engaging in Practice – Sanctions.**
- **Christine Anderson seconded the motion.**
- **The motion carried unanimously.**

**G. Review and Approve Language to Amend BPC 5678.5, Board Receipt of Report on Insurer’s Settlement or Arbitration Award, and 5679.5, Report to Board on Settlement or Arbitration Award; Compliance with Section by Counsel**

Mr. McCauley presented the agenda item; the BPC changes have been proposed to be consistent with the protections similarly specified for engineers and architects in the BPC.

Ms. Landregan volunteered to give background history and clarify to CCASLA that this is a “clean up” of the BPC language. Ms. Landregan added that she would like Ms. Anderson to be on the CCASLA call because she was on the BPC Task Force. Ms. Anderson agreed to the request.

- **Linda Gates moved to approve language to amend BPC 5678.5, Board Receipt of Report on Insurer’s Settlement or Arbitration Award, and 5679.5, Report to Board on Settlement or Arbitration Award; Compliance with Section by Counsel.**
- **Dennis Otsuji seconded the motion.**
- **The motion carried unanimously.**

## **H. Review and Consider Possible Amendments to BPC Section 5616, Landscape Architecture Contract – Contents, Notice Requirements**

Mr. McCauley presented the agenda item; the BPC changes have been proposed to be consistent with the protections similarly provided for engineers and architects in the BPC.

- **Dennis Otsuji moved to approve amendments to BPC Section 5616, Landscape Architecture Contract – Contents, Notice Requirements.**
- **Christine Anderson seconded the motion.**
- **The motion carried unanimously.**

Ms. Anderson questioned whether this item would come back to the LATC once the official changes to the BPC recommendation have been done. Mr. McCauley clarified that in this case, the item will be changed per LATC recommendation and brought back before the LATC once the changes have been rectified.

## **I. Review and Approve the Education Subcommittee’s Final Recommendations Regarding California’s Eligibility Requirements for Examination and Other Related Items**

Mr. Zweifel, Chair of the Education Subcommittee, presented and elaborated on the 12 recommendations made by the Subcommittee:

1. Accept Accredited Professional Architecture and Civil Engineering Degrees
2. Grant Credit for Partial Completion of an Accredited Landscape Architecture Degree
3. Allow Early Eligibility for Examination with an Accredited Degree in Landscape Architecture
4. Implement a Candidate Education/Experience Tracking System and Reciprocity Candidate Tracking System
5. Revise Certificate of Applicant’s Experience and Qualifications Form
6. Create Candidate/Educator/Employer Brochure
7. Retain Six-Year Education/Experience Requirement
8. No Changes Re: Credit for Associate Degrees in Landscape Architecture
9. Retain Current Reciprocity Requirements
10. Rolling Time Clock for Examination Candidates
11. Eligibility for Examination with Experience Only
12. Credit for Teaching and/or Research

- **Dennis Otsuji moved to approve the Education Subcommittee’s final recommendations regarding California’s eligibility requirements for examination and other related items for recommendation numbers 1-6, 8-10 and 12 as well as continue the discussion of recommendation numbers 7 and 11 at a future meeting.**
- **Christine Anderson seconded the motion.**
- **The motion carried unanimously.**

The LATC requested staff provide information on when the experience only eligibility for examination was discontinued. Additionally, staff will compile the major points of the discussion of items 7 and 11, provide a synopsis of the other discussion items and send discussion to the Education Subcommittee for

review and comment. Comments will be incorporated and the revised document will be sent to the CCASLA along with an invitation to a future meeting.

#### **J. Review and Approve LATC Member Position Description and Orientation Program**

Ms. Aguayo briefed the LATC on the item and passed around an example binder of the orientation package.

Ms. Anderson suggested a Sunset Review orientation to be included in the orientation package. Ms. Landregan asked for the Sunset Review overview and a summary of Roberts Rules of Order to be included in the package.

- **Stephanie Landregan moved to approve LATC Member Position Description and Orientation Program.**
- **Linda Gates seconded the motion.**
- **The motion carried unanimously.**

#### **K. Review and Approve LATC Volunteer Recognition Program**

Ms. Aguayo briefed the LATC on the item.

Ms. Gates suggested the award name could be changed in the future if necessary. Per staff suggestion, the LATC should discuss the criteria for the award. Ms. Landregan agreed and asked for the Board's criteria to be presented.

- **Christine Anderson moved to approve and name the volunteer recognition awards program the Landscape Architect Volunteer Recognition Award Program and consider changing the name in the future.**
- **Stephanie Landregan seconded the motion.**
- **The motion carried unanimously.**

At the January 20, 2006 meeting, Mr. McCauley briefed the LATC on the Board's criteria for its recognition award. The LATC suggested minor edits to the Board's criteria.

- **Linda Gates moved to approve the criteria for the award of the Landscape Architect Volunteer Recognition Award Program based on the Board's criteria with minor edits.**
- **Dennis Otsuji seconded the motion.**
- **The motion carried (3-0), Christine Anderson was absent.**

#### **L. Review and Approve Final Reporting Format for the University of California Extension Certificate Programs**

Ms. Aguayo briefed the LATC on the item and the attachment to the item. Alexis Joan Slafer and Heather Klindeline (guests) introduced themselves to the LATC.

Ms. Anderson recommended an introductory paragraph to be added to the Memorandum that will be included with the entire Self Evaluation Report (SER) packet. The LATC discussed extending the evaluation visit to three days and scheduling the site visit while classes are in session.

The LATC, staff and guests reviewed the SER, Visiting Team Guidelines and Visiting Team Checklist; numerous recommendations and revisions were made throughout.

- **Linda Gates moved to approve final reporting format, as amended, for the University of California Extension Certificate Programs.**
- **Dennis Otsuji seconded the motion.**
- **The motion carried unanimously.**

Mr. Otsuji inquired about a volunteer list of interested parties for the SER. Ms. Landregan asked that the list be added as an item on the next agenda.

#### **M. Update on California Task Analysis**

Ms. Aguayo briefed the LATC on the item. She stated CLARB information has been received and staff is working on an arrangement with the Office of Examination Resources to carry out the Task Analysis.

#### **N. Enforcement Update**

Terri Villareal briefed the LATC on current enforcement issues.

Ms. Landregan inquired about the source of complaints. Ms. Villareal clarified that approximately 20 of the 34 cases are unlicensed activity complaints both between the public and other landscape architects.

#### **Future Meetings/Adjournment (Item taken from January 20, 2006 agenda)**

Future meetings will be tentatively held:

May 5, 2006

August 4, 2006

November 3, 2006

The meeting adjourned at 5:00 p.m.

Strategic Planning Session  
January 20, 2006  
Berkeley, CA

LATC Members Present

Stephanie Landregan, Chair  
Christine Anderson (departed at 11:00 a.m.)  
Linda Gates  
Dennis Otsuji

Staff Present

Doug McCauley, Executive Officer, California Architects Board (Board)  
Mary Ann Aguayo, Program Manager, Landscape Architects Technical Committee (LATC)  
Mary Anderson, Exam Coordinator  
Terri Villareal, Enforcement Coordinator  
Patricia Fay, Licensing Coordinator  
Don Chang, Legal Counsel

Guests Present

Daniel Iacofano, Moore Iacofano Goltsman, Inc.

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

All LATC members were present.

**P. Strategic Planning Session**

The LATC held its annual strategic planning session, facilitated by Daniel Iacofano of Moore Iacofano Goltsman, Inc.

Mr. Iacofano facilitated the discussion for drafting the 2006 Strategic Plan. The LATC provided comments, clarification and suggested edits to Mr. Iacofano and staff. Staff will incorporate the edits into the Strategic Plan to be presented at the next LATC meeting. Upon approval by LATC, the 2006 Strategic Plan will be presented to the Board for approval.

**Q. Review of Tentative Schedule and Select Future LATC Meeting Dates**

This item was discussed at the end of the January 19, 2006 meeting.

The meeting adjourned at 2:00 p.m.