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SUMMARY REPORT  
CALIFORNIA ARCHITECTS BOARD  
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

November 16, 2000  
San Luis Obispo, California

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

Chair David Tatsumi called the meeting to order at 9:25 a.m. and called the roll.

Committee Members Present

David Tatsumi, Chair  
Linda Gates  
Dennis Otsuji

Committee Members Absent with Excused Absences

Sandra Gonzalez

Guests Present

Walt Bremer, California Polytechnic University, San Luis Obispo (Cal Poly SLO),  
Department Chair  
Terrance Camp, Re-licensure Applicant  
Gary Clay, Cal Poly SLO, Faculty  
Michael Cook, Cal Poly SLO, Student  
Helge Hatland, Cal Poly SLO, Student  
Alice Loh, Cal Poly SLO, Faculty  
Michael Morrow, Cal Poly SLO, Faculty  
Kristen Nugent, Cal Poly SLO, Student  
Josh Peterson, Cal Poly SLO, Student  
Peter Riegelhuth, Cal Poly SLO, Student  
Alexis Slafer, University of California at Los Angeles (UCLA), Landscape  
Architecture  
Extension Certificate Program  
Dale Sutliff, Cal Poly SLO, Faculty  
Jackie Woodbury, Cal Poly SLO, Student  
Richard Zweifel, LATC Education Subcommittee Chair

Staff Present

Stephen P. Sands, Executive Officer  
Don Chang, Legal Counsel  
Mary Anderson, Examination Coordinator

## **B. Chair's Remarks**

David Tatsumi reported on his attendance at a legislative workshop conducted by the Department of Consumer Affairs (DCA) at the State Capitol on November 1, 2000. He indicated that several topics were covered including how bills are introduced and become law, the committee hearing process, and perspectives from legislative staff and lobbyists.

## **C. Review of the August 11, 2000 Summary Report**

- ◆ **Linda Gates moved to approve the August 11, 2000 Landscape Architects Technical Committee Summary Report.**
- ◆ **Dennis Otsuji seconded the motion.**
- ◆ **The motion carried unanimously.**

## **D. Public Comment Session**

Mr. Tatsumi asked the audience to introduce themselves. There were no public comments.

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

Mary Anderson gave an overview of the program's activities. She advised that the Council of Landscape Architectural Registration Boards' (CLARB) annual meeting was held in Richmond, Virginia on September 21 - 23, 2000 and that Mr. Tatsumi, Sandra Gonzalez and Gretchen Kjose attended on behalf of the LATC. Ms. Anderson mentioned that CLARB's projected budget and future strategies were discussed and that several workshops were conducted which presented such topics as using the Internet to streamline the license, application and renewal processes, and government and media relations. She also noted that Ms. Gonzalez participated on a panel discussion of outreach activities by member boards.

She reported that Mr. Tatsumi, Ms. Gonzalez, and Dennis Otsuji attended the American Society of Landscape Architects' (ASLA) annual meeting in St. Louis, Missouri on October 27 - 31, 2000 at which former LATC member Richard Zweifel was awarded a fellowship.

Ms. Anderson indicated that a Budget Change Proposal (BCP) to increase the LATC's expenditure authority for purchasing and administering the licensing examination was submitted to DCA's budget office on August 31, 2000 and was approved by the Department of Finance in the amount of \$7,000 for fiscal year 2001/02.

She announced that there is one vacancy on the LATC (Governor's appointment) and one member, Dennis Otsuji, is in his grace period. Linda Gates inquired as to the status of an appointment to fill the vacancy. Steve Sands indicated there has been no word from the Governor's office as to when this vacancy will be filled.

Ms. Anderson advised that the Fall 2000 newsletter will be mailed in late November to all licensees, candidates, and interested parties. She also reported that recruitment for a facilitator to conduct a market conditions assessment has been delayed until the Department of General Services finalizes its Master Service Agreement with selected vendors. Mr. Sands noted that this will affect the start of the market conditions assessment targeted for January 2001.

Ms. Anderson announced that she was promoted to the LATC's examination coordinator position, filling the vacancy left by Gary Johnson and that Justin Sotelo was hired, effective October 30<sup>th</sup>, to fill the enforcement coordinator vacancy.

Ms. Anderson gave an update on the California Supplemental Examination by indicating that it has been sent to 58 candidates since July 2000, 42 of whom have passed and become eligible for licensure. She reported that 209 candidates participated in the June 2000 Landscape Architects Registration Examination (LARE), with an average overall pass rate for all five sections of 51%. She mentioned that 55 candidates have applied to review failed graphic performance sections of the LARE and that the review sessions will be held in northern and southern California on November 20, 2000. She reported that 165 candidates are scheduled for the December 2000 LARE which will be held on December 4<sup>th</sup> and 5<sup>th</sup>.

Ms. Anderson reminded the Committee that CLARB raised exam fees in October 2000 and that proposed regulations to increase our fees accordingly will be presented to the California Architects Board (CAB) for review and final approval in December 2000.

Ms. Anderson indicated that proposed regulations setting a five-year timeframe for becoming licensed after passing the LARE and clarifying the re-licensure process were approved by the CAB at its meeting on September 15, 2000 provided no comments were received during the comment period or at the public hearing. She indicated that no comments were received and noted that the rulemaking file will be sent to DCA's director for approval in late November 2000.

Ms. Anderson informed the Committee that its proposed regulation to update the disciplinary guidelines was withdrawn on October 18, 2000 after the Office of Administrative Law (OAL) advised that it must be amended to explain the necessity for each of the proposed penalties. Ms. Anderson noted that this is the first time OAL has required any board within DCA to establish necessity for its disciplinary guidelines. Don Chang explained that several years ago all state agencies that use disciplinary guidelines were required to adopt the guidelines in regulation. Agencies that complied with this mandate within one year were not subject to the normal rulemaking requirements establishing necessity. Since the LATC is now making substantial changes to its disciplinary guidelines, necessity must be established. Ms. Anderson advised that the amendments will be made and the regulations resubmitted to OAL in December 2000.

**F. Report on the Council of Landscape Architectural Registration Boards' Annual Meeting and Report on the American Society of Landscape Architects' Annual Meeting**

Mr. Tatsumi reported on the issues discussed at the CLARB annual meeting in Richmond, Virginia on September 21 – 23, 2000. He indicated that exam fees would be increasing for the next several years to cover rising costs. He also reported that CLARB has proposed a joint venture, creating a website that will provide continuing education courses for various professions. The purpose of this venture is to raise revenue so that exam costs will not continue to escalate. He stated that CLARB was asked as to how the project would be staffed and funded and whether it would be self-supporting. He advised that CLARB assured the members the venture would be self-sustaining and that a business plan would be presented outlining the entire project. Mr. Tatsumi announced that the CLARB regional meetings will be held on March 3 – 4, 2001 in Denver, Colorado.

Mr. Tatsumi congratulated Mr. Zweifel on being inducted as a Fellow with ASLA at its annual meeting in St. Louis, Missouri.

**G. Discussion of Approved Extension Certificate Programs**

Mr. Tatsumi introduced the Self-Evaluation Report (SER) format and referred to the comments submitted by Alexis Slafer, director of the UCLA Extension Certificate Program. After discussion, Mr. Zweifel, chair of the LATC Education Subcommittee, was asked to forward the suggested edits to Ms. Kjose so that the SER can be finalized and presented to the LATC at its January meeting. The subcommittee was also instructed to develop details for the “site visit” portion of the review process and finalize the recommended minimum number of course credits that must be included in each program for presentation to the LATC in January.

The LATC questioned whether regulatory changes will be required based on revisions to the evaluation process and asked staff to prepare a timeline, a summary of any proposed amendments, and to initiate the process.

## **H. Discussion of the LATC's Policy on Advertising Violations**

The Committee discussed California Code of Regulations section 2671 that requires landscape architects to include their license number in all forms of advertisements. Mr. Chang stated that since there is a statutory requirement that landscape architects provide clients with a written contract containing their name, license number, and a statement that landscape architects are regulated by the state of California, this regulatory requirement is not necessary.

- ◆ **Linda Gates moved to repeal the provision requiring landscape architects to include their license number in all forms of advertisements.**
- ◆ **Dennis Otsuji seconded the motion.**
- ◆ **The motion carried unanimously.**

## **I. Review of the Action Plan and the Communications Plan**

The Committee discussed several of the target dates set forth in the Action Plan and determined that they should be extended to allow the new staff time to become familiar with all of the issues. Timelines and strategies will be developed at the next LATC meeting.

Ms. Gates commented that it is essential to keep the California Supplemental Examination and all LATC publications current and relevant and suggested that a process be developed to make sure this occurs. She also suggested that the monthly ASLA telephone conferences participated in by Mr. Otsuji become a regular agenda item.

Mr. Tatsumi asked whether the Committee would be receptive to the idea of developing chat sessions as a mechanism for enhancing communications with LATC stakeholders. Mr. Chang advised that each session would have to incorporate several disclaimers because the information provided in one session might not be accurate or pertinent to another session or circumstance. The Committee agreed to give further thought to this idea for the next LATC meeting.

## **J. Review of Requests for Re-Licensure**

Terrance Camp, applicant for re-licensure, presented his reasons for requesting re-licensure without examination. Mr. Tatsumi stated that the Committee had had insufficient time to review the materials submitted by the applicants and advised that he and Mr. Otsuji would review the documentation individually and make their recommendations to the full LATC at its meeting in January 2001.

**K. Announcement of Future Meetings**

The Committee announced that the next LATC meeting is set for January 26 – 27, 2001 in Berkeley. Ms. Gates suggested that the first day of the meeting be held on the University of California, Berkeley campus. April 26, 2001 was set as the tentative date for the following meeting in Sacramento.

**L. Adjournment**

The meeting adjourned at 12:00 p.m.