

1 **MINUTES**

2
3 **Board of Landscape Architecture**

4
5 **Florida Hotel and Conference Center**
6 **1500 Sand Lake road**
7 **Orlando, FL 32809**

8
9 **General Business Meeting**
10 **January 25, 2008**

11
12 **Call To Order**

13
14 Ms. Walter called the meeting to order at 9:00 a.m.

15
16 **MEMBERS PRESENT**

17
18 Collene Walter, Chair
19 Elizabeth Gillick, Vice Chair
20 Elizabeth Marshall-Beasley
21 Paul Davis

22
23 **MEMBERS ABSENT**

24
25 None

26
27 **OTHERS PRESENT**

28
29 Diane Guillemette, Board counsel
30 Jessica Leigh, Prosecuting Attorney
31 Juanita Chastain, Executive Director
32 Linda Tinsley, Government Analyst
33 Secretary Holly Benson
34 Chuck Drago, Deputy Secretary
35 Christine Foster

36
37 **APPROVAL OF MEETING MINUTES**

38
39 **August 31, 2007 Minutes**

40
41 Mr. Davis advised the board that he felt the minutes were very comprehensive
42 and he asked how necessary that was and he asked if the minutes could
43 summarize the motion and the content of the motion and abbreviate them
44 somewhat.

46 Ms. Gillick advised the board that she liked as much detail as possible. She
47 stated that those not in attendance could get a lot of information on the meeting.
48

49 Ms. Marshall-Beasley stated that she appreciated the detail especially with some
50 of the issues the board has had in the past year. She stated that a lot of the
51 issues have had gray areas and inference and she knows how difficult it is to do.
52 Ms. Marshall-Beasley stated she takes Mr. Davis's comments well but she would
53 appreciate a continuance of the detailed minutes.
54

55 Ms. Gillick stated that the board had asked for more detail years ago.
56

57 Ms. Walter stated that she agreed especially with some of the discussions they
58 have had with the Board of Engineers and others it is good to be consistent.
59

60 Ms. Walter advised the board that on page seven (7) line two eighty eight (288)
61 Mr. Davis meant the preparation of conceptual drawings not the beginning.
62

63 Mr. Davis stated that that was correct.
64

65 Ms. Walter stated that on line two ninety (290) Mr. Davis commented that
66 conceptual drawings are not required by a landscape architect and Ms. Walter
67 stated that to be prepared by a landscape architect should be added. Ms. Walter
68 stated that on page nine (9) line three ninety one (391) that had disappeared
69 from the board's website should be added to the end of the sentence. She
70 commented that there use to be a link and it was reestablished and she
71 appreciated that.
72

73 **MOTION:** Ms. Gillick made a motion to approve the minutes as amended.
74

75 **SECOND:** Ms. Marshall-Beasley seconded the motion and the motion passed
76 unanimously.
77

78 **October 26, 2007 Minutes** 79

80 Ms. Walter advised the board that she had received an e-mail from Jeff Castor
81 who was in attendance at the October 26 meeting. She stated that Mr. Castor
82 asked if the board would consider a clarification on page eight (8) line three forty
83 eight (348). She stated that she recognized Mr. Castor who usually attends the
84 meetings on behalf of the Florida Chapter ASLA. She stated that he is no longer
85 the government affairs person so Mr. Castor asked if the minutes could reflect
86 that he spoke on his own behalf.
87

88 **MOTION:** Ms. Marshall-Beasley made a motion to approve the minutes as
89 amended.
90

91 **SECOND:** Ms. Gillick seconded the motion and the motion passed
92 unanimously.

93

94 **September 25, 2007 Minutes**

95

96 Ms. Walter advised the board that on page two (2) line sixty one (61) reads Ms.
97 Marshall-Beasley recommend no for a through d. She stated it should read she
98 did not recommend approval. Ms. Walter stated that on page four (4) line one
99 seventy six (176) the word optional should be added to the motion.

100

101 **MOTION:** Mr. Davis made a motion to approve the minutes as amended.

102

103 **SECOND:** Ms. Gillick seconded the motion and the motion passed
104 unanimously.

105

106 Ms. Walter welcomed Secretary Benson to the meeting.

107

108 Secretary Benson thanked the board for their service, for setting such high
109 standards for their profession and for setting a high standard of service for the
110 citizens of Florida. Secretary Benson advised the board that the Department had
111 made a lot of improvements but there were still some challenges. She stated
112 that this past year the call center had gotten the call times down to about one and
113 one half minutes and the e-mail response time is down from forty days (40) to
114 forty eight (48) hours. Secretary Benson advised the board that the Department
115 had invested in document imaging technology. She stated that this would make
116 a difference in how the paper work at the Department is handled. Secretary
117 Benson stated that once the document imaging system is up and running the call
118 center can let the customer know after four days of receipt where their paper
119 work is in the process. She stated that a lot of customer service improvements
120 had been done in the Department in the past year. Secretary Benson stated that
121 the Department had refocused on their mission which is license efficiently and
122 regulate fairly. Secretary Benson advised the board that many applicants are
123 people that are getting licensed for the first time. She stated that many of the
124 forms are not always clear. She stated that forty six (46) percent of the forms are
125 not filled out correctly. Secretary Benson stated that the Department decided to
126 make the form as clear as they possibly could. She stated that Ms. Chastain
127 volunteered the Board of Landscape Architecture application to be the first form
128 to be streamlined. Secretary Benson advised the board that they would like the
129 board to review the form before they post the form on the web to receive
130 feedback. She stated that Ms. Chastain would schedule a conference call as
131 soon as possible for the board to review the form. Secretary Benson asked the
132 board if they had any questions.

133

134 Ms. Gillick stated that she found Secretary Benson's comments very refreshing.

135

136 Ms. Walter stated that out of a seven (7) member board there are only four (4)
137 members and two (2) of the members are on the probable cause panel. She
138 stated that there is a case pending and there is not a quorum to hear the case.
139 Ms. Walter stated that this leaves the board in limbo as well as the licensee
140 waiting for his case to be heard.

141
142 Secretary Benson stated that she would report their concerns.

143
144 Ms. Walter stated that on behalf of the board the board had the best board staff
145 and the board feels very fortunate.

146
147 Ms. Marshall-Beasley advised Secretary Benson that her coming to the meeting
148 was very meaningful and her enthusiasm was refreshing and her sincerity was
149 shining through. She stated that she does not get as many complaints about the
150 call center as she used to and she felt Secretary Benson was making a
151 difference.

152
153 Secretary Benson thanked the board for their service and all they do.

154

155 **APPLICATION REVIEW**

156

157 **Christine Marie Foster – Six Year Candidate**

158

159 Ms. Foster was present at the meeting.

160

161 Ms. Chastain advised the board that Ms. Foster was before the board as a six
162 year applicant. She stated that Ms. Foster had a four (4) year degree and two (2)
163 years of professional experience. She stated that Ms. Foster had a degree from
164 Auburn University in environmental design. Ms. Chastain advised the board that
165 Rule 61G10-11.004 (1)(b), Florida Administrative Code, stated that an additional
166 two (2) years of credit will be given for college work in an accredited school of
167 landscape architecture, civil engineering, architecture and other professional
168 discipline of a similar nature. She stated that 481.309 (2), Florida Statutes,
169 examinations, states, presents evidence of not less than six years of actual
170 practical experience in landscape architectural work of a grade and character
171 satisfactory to the board. Each year of education completed in a recognized
172 school shall be considered to be equivalent to one year of experience with a
173 maximum credit of four (4) years. Ms. Chastain advised the board that the
174 application is before the board to determine if the education and experience is
175 enough to qualify Ms. Foster as a six year candidate.

176

177 Ms. Walter advised the board that she had reviewed the plans and she had some
178 additional questions.

179

180 Ms. Marshall-Beasley asked Ms. Foster what had made her decide to transfer
181 from environmental to landscape architecture.

182 Ms. Foster stated that Auburn's landscape architecture degree was a five (5)
183 year masters. She stated that she decided to get her bachelors degree and this
184 is what the bachelor's degree in landscape architecture is at Auburn.

185
186 Ms. Chastain advised the board that Ms. Foster would need another year of
187 experience to obtain a license.

188
189 Ms. Foster stated that she had six (6) months of the additional year at this time.

190
191 The board reviewed Ms. Foster's plans.

192
193 Ms. Marshall-Beasley stated that the board had seen a lot of six year candidates
194 and comparing the level of detail in the packets of the other six year candidates
195 found that detail was a bit lacking in Ms. Foster's packet. She stated that she
196 wondered if Ms. Foster was getting the depth of experience where she was
197 working that would service her well. Ms. Marshall-Beasley stated that she was
198 hesitant to say yes and put Ms. Foster in an exam process that based on this
199 packet is going to be difficult. She stated that Ms. Foster may pass on the first
200 try but she had some hesitations. She stated that maybe Ms. Foster could
201 submit additional plans.

202
203 Ms. Gillick asked Ms. Foster to describe the make up of the firm where she
204 works.

205
206 Ms. Foster stated that there was one (1) Landscape Architect and one person at
207 her level, four (4) engineers and a number of engineer interns in the Tallahassee
208 office. Ms. Foster stated that in the Panama City office there are five (5)
209 engineers and two (2) landscape architects and one (1) landscape architect
210 ready to take the exam. She stated that the company had one architecture
211 branch in Daphne, Alabama.

212
213 Ms. Gillick stated that she was somewhat frustrated by the lack of detail as
214 presented in Ms. Foster's plans. She stated that Ms. Foster does meet the
215 criteria to sit for the exam. She stated that she did not want her to think that her
216 level of detail is typical.

217
218 Mr. Davis stated that he would not characterize it as a lack of detail in Ms.
219 Foster's plans. He stated that it had to do with the breadth of the profession of
220 landscape architecture and the understanding of what that is in relationship
221 between society and development. He stated that what Ms. Foster had
222 presented was very good in representative of the type of employment that she
223 had experienced. He stated that there were some good basic core things there.
224 He stated that in the broad scope of understanding the environment in
225 relationship to society there is a lot that is not being addressed in the content of
226 Ms. Foster's current employment. Mr. Davis stated that he sees landscape

227 architecture as a profession encompassing a broader scope of interests than
228 what Ms. Foster had experienced so far.
229 Ms. Walter stated that the rule specifically states what practical experience had
230 to be submitted. Ms. Walter stated that the board needed to see a master plan
231 and Ms. Walter stated that there was not a master plan. Ms. Walter advised Ms.
232 Foster that they needed a comprehensive site plan. Ms. Walter stated that her
233 construction, grading, irrigation and details are a better quality than what the
234 board had seen. Ms. Walter stated that Ms. Foster needed to submit planting
235 plans showing ground covers, shrubs and trees which is a requirement. Ms.
236 Walter stated that she did not have enough information to make a determination
237 based on the provisions in the rule.

238
239 Ms. Guillemette advised the board that if Ms. Foster had additional documents
240 she wanted to present to the board she could ask for a continuance and waive
241 the deamer clause or she could withdraw her application.

242
243 Ms. Foster advised the board that she would ask for the board to continue her
244 application and she would waive the deamer requirement.

245
246 **MOTION:** Mr. Davis made a motion to continue the application up to one (1)
247 year to be set on agenda with submission of documents.

248
249 **SECOND:** Ms. Marshall-Beasley seconded the motion and the motion passed
250 unanimously.

251
252 **REQUEST TO RE-SCHEDULE CLARB EXAM**

253
254 **Brandon R. Cappellari**

255
256 Ms. Walter advised the board that Mr. Cappellari is asking to re-schedule his
257 exam due to an illness in the family. Ms. Walter stated the board had accepted
258 medical reasons in the past for re-scheduling and the board had asked for back
259 up documentation.

260
261 Mr. Davis stated that the board had that policy in the past that documentation be
262 submitted.

263
264 After discussion by the board the following motion was made.

265
266 **MOTION:** Ms. Gillick made a motion to approve contingent upon submission
267 of further medical documentation to be approved by the Executive
268 Director.

269
270 **SECOND:** Mr. Davis seconded the motion and the motion passed
271 unanimously.

272

273 **Marcus Carnegie**

274

275 Ms. Walter advised the board that Mr. Carnegie had asked to re-schedule the
276 exam due to the death of his wife's grandmother.

277

278 Ms. Gillick stated that her priority would be to be at the funeral and I would pay
279 double to take the exam. She asked if the board is on solid legal ground to make
280 the decision to approve or deny these requests.

281

282 Ms. Guillemette stated that she was looking for the authority for the board to do
283 this. She stated that it was by grace of the board that the board had been
284 granting these in the past. She stated that the applicant needs the board's
285 approval to take the test but CLARB or the Department administers the exam
286 and it is their call.

287

288 Ms. Chastain advised the board that these requests are only for the sections of
289 the test that the Department administers.

290

291 Ms. Guillemette stated that the department is basically recognizing the board's
292 position on these requests to carry over the fees.

293

294 Ms. Chastain stated that this is the way it has always been done that the board
295 makes the decision.

296

297 Ms. Chastain stated that she would check to see what constitutes immediate
298 family with the state and report to the board at the conference call.

299

300 Mr. Davis stated that the board could use those guidelines in the future.

301

302 **MOTION:** Ms. Gillick made a motion to table Mr. Carnegie's request until the
303 next conference call.

304

305 **SECOND:** Ms. Marshall-Beasley seconded the motion and the motion passed
306 unanimously.

307

308 **Jeong Yoon Park**

309

310 Ms. Walter advised the board that Ms. Park was asking to re-schedule her exam
311 due to travel she had to do for her job.

312

313 **MOTION:** Ms. Marshall-Beasley made a motion to deny.

314

315 **SECOND:** Ms. Gillick seconded the motion and the motion passed
316 unanimously.

317

318

319 **Tara Titone**

320

321 Ms. Walter advised the board that Ms. Titone was asking to re-schedule her
322 exam due to travel she had to do for her job.

323

324 **MOTION:** Ms. Gillick made a motion to deny.

325

326 **SECOND:** Ms. Marshall-Beasley seconded the motion and the motion passed
327 unanimously.

328

329 **Christine McLachlan**

330

331 Ms. Walter advised the board that Ms. McLachlan had asked to re-schedule her
332 exam due to complications with her newborn son.

333

334 After discussion by the board the following motion was made.

335

336 **MOTION:** Ms. Gillick made a motion to approve Ms. McLachlan's request
337 contingent upon submission of proper medical documentation to
338 the Executive Director.

339

340 **SECOND:** Mr. Davis seconded the motion and the motion passed
341 unanimously.

342

343 **REQUEST TO REVIEW COURSEWORK FOR CE CREDIT**

344

345 **Robert Marini**

346

347 Ms. Walter advised the board that Mr. Marini had submitted coursework to be
348 approved by the board and credited to his continuing education requirements to
349 renew his license. Ms. Walter stated that the completion of courses in landscape
350 architecture subjects at accredited universities and colleges can count towards
351 continuing education. She stated that two (2) continuing education credit hours
352 are granted for one college hour of credit.

353

354 Ms. Chastain advised the board that Mr. Marini is short twelve (12) optional hours
355 to renew his license.

356

357 Ms. Marshall-Beasley stated that she only saw a potential to grant five (5) hours
358 related to landscape architecture.

359

360 Ms. Walter asked if the board could even consider the request because he did
361 not submit it ninety (90) days before the end of the renewal cycle.

362

363 Ms. Guillemette stated that he is still considered delinquent until he makes up the
364 twelve (12) hours.

365 Ms. Chastain advised the board that if a licensee pays his renewal fee on time he
366 does not pay a delinquent fee but if he had not met his continuing education
367 requirement the system will not renew the license and the license shows
368 delinquent on the system. She stated that any continuing education he takes
369 now will be credited to the last cycle to make up the shortfall and will not be
370 credited to the new cycle.

371

372 Ms. Guillemette advised the board that the rule requires an official transcript and
373 he would have to submit that as well as a course description of the landscape
374 related courses.

375

376 After discussion by the board the following motion was made.

377

378 **MOTION:** Mr. Davis made a motion to deny the courses completed before the
379 end of the renewal cycle and approve two (2) hours contingent
380 upon submission of additional documents.

381

382 **SECOND:** Ms. Marshall-Beasley seconded the motion and the motion passed
383 unanimously.

384

385 **REVIEW OF CONTINUING EDUCATION APPLICATIONS**

386

387 Ms. Marshall-Beasley advised the board that she had some questions about the
388 courses submitted by Paver Systems.

389

390 Mr. Davis stated that he thought the courses were good.

391

392 Ms. Walter advised the board that the smart thing that Paver Systems has done
393 is they will come into a firm during the lunch hour and give the course.

394

395 Mr. Davis stated that the principles they show can be transferred to other similar
396 products in the industry. He stated that Paver Systems came to the board with
397 the paver system presentation and the board sent them back to the drawing
398 board to make it more generic.

399

400 Ms. Marshall-Beasley advised the board that she wanted to ask the board for
401 guidance.

402

403 **MOTION:** Ms. Marshall-Beasley made a motion to approve the following
404 courses submitted by Paver Systems.

405

406 **SECOND:** Mr. Davis seconded the motion and the motion passed
407 unanimously.

408

409 **Paver Systems**

410

411 ***Maintaining & Management of Interlocking Concrete Pavers – 1 hour***
412 ***Pattern Language Interlocking Concrete – 1 hour***
413 ***Pavements Construction Specifications & Details for Interlocking Concrete***
414 ***Pavers – 1 hour***
415 ***Permeable Interlocking Concrete Pavement – 1 hour***

416
417 Ms. Marshall-Beasley advised the board that she had a question about the
418 course from Allen M. Weiss Georgia Energy Code. She stated that that the
419 course was specifically for Georgia.

420
421 Ms. Walter advised the board that she thought the course health care lighting
422 was strictly interior.

423
424 Ms. Walter stated that Allen Weiss might be encouraged to submit the light and
425 life safety course as an advanced building code course.

426
427 Ms. Chastain stated that she would contact the Bureau of Education and Testing.

428
429 **MOTION:** Ms. Marshall- Beasley made a motion to approve the following
430 Allen Weiss courses and the provider application and deny Georgia
431 Energy Code and Health Care Lighting courses.

432
433 **SECOND:** Mr. Davis seconded the motion and the motion passed
434 unanimately.

435
436 **Allen M. Weiss**

437
438 ***Innovations in Solid State Lighting – 1 hour***
439 ***Light Lamp and Ballasts – 1 hour***
440 ***Sustainable Lighting – 1 hour***
441 ***Light and Life Safety – 1.5 hours***
442 ***Landscape Lighting – 1 hour***
443 ***Architectural Lighting Control – 1 hour***
444 ***Real World and How the Commercial Lighting – 1 hour***

445
446 Ms. Marshall-Beasley advised the board that they would go to the top of the list
447 of continuing education applications on the agenda.

448
449 **MOTION:** Ms. Marshall-Beasley made a motion to approve the following
450 continuing education course applications submitted by the Florida
451 Department of Transportation.

452
453 **SECOND:** Mr. Davis seconded the motion and the motion passed
454 unanimately.

455
456

457 **Florida Department of Transportation**
458 **Provider Application**
459
460 ***Highway Landscape Projects – 8 hours***

461
462

463 **MOTION:** Ms. Marshall-Beasley made a motion to approve the following
464 courses submitted by the Department of Community Affairs.

465

466 **SECOND:** Mr. Davis seconded the motion and the motion passed
467 unanimately.

468

469 **Department of Community Affairs**

470

471 ***Advanced Module Florida Accessibility Code for Building***
472 ***Construction – 2 hours***

473

474 **MOTION:** Ms. Marshall Beasley made a motion to approve Samnik &
475 Associates as a provider.

476

477 **SECOND:** Mr. Davis seconded the motion and the motion passed
478 unanimately.

479

480 **MOTION:** Ms. Marshall-Beasley made a motion to approve Boral Bricks as a
481 provider.

482

483 **SECOND:** Ms. Gillick seconded the motion and the motion passed
484 unanimately.

485

486 **MOTION:** Ms. Marshall-Beasley made a motion to approve the following
487 course submitted by the School of Environmental Design.

488

489 **SECOND:** Mr. Davis seconded the motion and the motion passed
490 unanimately.

491

492 **School of Environmental Design – University of Georgia**

493

494 ***Porous Pavement – 6.75 hours***

495

496 **RATIFICATION LIST**

497

498 Ms. Walter reviewed the ratification list with the board.

499

500 **MOTION:** Mr. Davis made a motion to approve the ratification list as
501 presented.

502

503 **SECOND:** Ms. Gillick seconded the motion and the motion passed
504 unanimously.

505

506 **Certificate of Authorization**

507

508 Paradise by Design, Perkins and Will Architects, Inc.

509

510 **Exam**

511

512 John Benjamin Hutchens

513

514 **REPORTS**

515

516 **Chair's Report – Collene Walter**

517

518 Ms. Walter advised the board that Marvin Sanders, a prominent landscape
519 architect in the Ft. Lauderdale area passed away last week-end.

520

521 Ms. Walter advised the board that Jeff Castor had been nominated as an ASLA
522 fellow. Ms. Walter asked if the board would consider writing a letter in support of
523 his consideration.

524

525 Mr. Davis asked if that was appropriate. He stated that Mr. Castor had been very
526 supportive in the past.

527

528 Ms. Guillemette stated that there was nothing prohibiting it. She stated that it
529 may be better if the board members wrote letters as individuals.

530

531 **Executive Director's Report – Juanita Chastain**

532

533 Ms. Chastain advised the board that the financial report was in their agenda
534 materials. She stated that the board was fiscally sound and doing very well. Ms.
535 Chastain advised the board that the total licensees that renewed not deficient in
536 continuing education was one thousand eighty five (1085) and the total that
537 renewed but deficient in continuing education was sixty nine (69) and forty six
538 (46) who did not renew at all.

539

540 Ms. Marshall-Beasley stated that Georgia pays for first time licensees to take the
541 laws and rules exam.

542

543 Ms. Chastain stated that she would research and get back to the board.

544

545 Ms. Gillick stated that she wanted to compliment Ms. Chastain on her level of the
546 financial reports. She stated that she makes it very easy to understand.

547

548 Ms. Marshall-Beasley asked Ms. Chastain if she could find out what the Florida
549 laws and rules pass fail stats were.

550

551 Ms. Chastain stated that she would have them for the conference call.

552

553 Ms. Chastain advised the board that the licensees can now subscribe to receive
554 the newsletter by e-mail.

555

556 **Board Counsel's Report – Diane Guillemette**

557

558 Ms. Guillemette advised the board that the rules report was on page number six
559 forty three (643) on the agenda. She stated that that Rule 61G10-12.001, F.A.C.
560 was making its way through the process and should be adopted very shortly.
561 She stated that Rule 61G10-13.003, F.A.C. and 61G10-13.007, F.A.C. was
562 adopted 1/07/08. Ms. Guillemette advised the board that Rule 61G10-15.005,
563 F.A.C. and Rule 61G10-18.001, F.A.C. were effective November 1, 2007.

564

565 **Prosecuting Attorney's Report – Jessica Leigh**

566

567 Ms. Leigh advised the board that there was one case set for probable cause, one
568 case sent for expert review, one set for board presentation and one awaiting
569 Final Order.

570

571 Ms. Chastain asked the board to set up a telephone conference call.

572

573 After discussion the board scheduled a conference call for February 22, 2008 at
574 10:00 a.m.

575

576 The meeting adjourned at 12:15p.m.

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