



State of Rhode Island and Providence Plantations  
DEPARTMENT OF BUSINESS REGULATION (DBR)  
1511 Pontiac Avenue, Bldg. 68-2  
Cranston, Rhode Island 02920

Division of  
Design  
Professionals

BOARD OF EXAMINERS OF  
LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING

DATE: 25 September 2013  
PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room, Cranston, RI

MEMBERS PRESENT Chair Michael Dowhan, Secretary Sara Bradford, and Member John Carter  
MEMBER ABSENT: Vice-Chair Steven Pilz and Member Margaret E. Ryan  
OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive

(1) **CALL TO ORDER** - Chair Dowhan called the meeting to order at 2:10 p.m.

(2) **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)**

Chair Dowhan moved to approve the open meeting minutes of the 28 August 2013 meeting with one change. Secretary Bradford seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford and Member Carter. Vice-Chair Pilz and Member Ryan were absent from this vote.

Due to lack of quorum, the executive meeting minutes of the 28 August 2013 meeting were tabled for vote. Chair Dowhan was not present for the 28 August 2013 executive session meeting.

(3) **APPLICATIONS**

**LA Registration by Reciprocity (Pending RI State Supplemental Exam)**

*Anja Theresa Ryan*

After review of the application, the applicant does not fully satisfy the experience requirement requiring a minimum of one (1) year experience under the direct supervision of a Landscape Architect. The Board is waiting for a response to its August 27, 2013 letter sent requesting further documentation from the applicant.

*Stephen F. Derdarian*

Chair Dowhan moved to continue until official transcripts are received. Member Carter seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford and Member Carter. Vice-Chair Pilz and Member Ryan were absent from this vote.

## **LA Registration by Initial (RI State Supplemental Exam – Already Taken)**

*Pamela Rodgers*

The application approval was continued requesting, from the candidate, documentation of the passing of the RI State Supplemental Exam (RI SSE).

Based on the verification of the passing of the RI SSE received, Chair Dowhan moved to approve *Pamela Rodgers* for initial registration. Secretary Bradford seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford and Member Carter. Vice-Chair Pilz and Member Ryan were absent from this vote.

### **C.O.A.:**

#### **LA COA Applications to be reviewed**

None at this time.

#### **(4) OLD BUSINESS**

##### **1. LAAB request to review proposed changes.**

This was continued. A reminder will be sent to Vice-Chair Pilz to follow-up for further discussion at the next regular meeting.

##### **2. a. General Adovacy Letter to the Cities and Towns**

Attorney Algee drafted a letter to be sent to the City and Town Clerks in all municipalities with the request that they distribute the letter to the respective departments within the City or Town due to the Board's limited resources. The Board made changes to the draft and will send back to Attorney Algee for comment.

##### **b. State Annual Building Officials Meeting – November 15, 2013**

The Rhode Island Building Official's Association (RIBOA) 3rd Annual Expo and Education Fair is scheduled for Friday, November 15, 2013 at New England Tech. Member Carter will contact William J. Nash, Jr., Building Official/Zoning Officer, Town of Warren, for the meeting format.

##### **3. Another State Board requesting Board's rules and regulations language regarding exam candidates qualifying for the L.A.R.E. by meeting CLARB's eligibility requirements**

Exam candidate must meet the Board's requirements.

##### **4. CLARB's requirement for candidates to maintain a Council record in order to have exam results released to the state.**

This matter was continued for discussion as to whether or not the Board should issue a letter to the Council of Landscape Architectural Registration Boards (CLARB) and whether or not this is something that the Board should consider.

(5) **NEW BUSINESS**

**1. Miscellaneous –**

**a. Future Legislation**

Based on the passing of the Omnibus bill, discussion occurred. It was noted that there were more stringent items imposed in Landscape Architect Board statute than the other Boards. The Board will send an inquiry e-mail to the DBR, Division of Regulatory Standards, Compliance and Enforcement, as to whether not the DBR intends to further modify the statute.

The Board will be sent the link to the updated General Assembly website by the Law Revision office as soon as it is available.

**2. Next meeting – 23 October 2013**

(6) **CORRESPONDENCE**

1. RIASLA Chapter News – September – October 2013 – So noted.

(7) **EXECUTIVE SESSION**

Because of the nature of the following items, Chair Dowhan moved to convene into Executive Session at 3:20 p.m. pursuant to Rhode Island General Laws, §42-46-5(a) for sessions or work sessions pertaining to collective bargaining or litigation under §42-46-5(a)(2) for investigative proceedings regarding allegations of civil or criminal misconduct. Member Carter seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford and Member Carter. Vice-Chair Pilz and Member Ryan were absent from this vote.

Chair Dowhan moved to adjourn from Executive Session and to reconvene to an open meeting at 3:39 p.m. pursuant to RIGL §42-46-4 and record the votes taken as follows: closed A, continued B and C. Secretary Bradford seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford and Member Carter. Vice-Chair Pilz and Member Ryan were absent from this vote.

(8) **ADJOURNMENT**

Chair Carter moved to adjourn the meeting at 3:40 p.m. Vice-Chair Bradford seconded. Motion passed; three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Secretary Bradford and Member Carter. Vice-Chair Pilz and Member Ryan were absent from this vote.