

**MINUTES**  
**SC Board of Landscape Architectural Examiners Board Meeting**  
**Board Meeting – February 5, 2025 at 10 a.m.**  
**Synergy Business Park, Kingstree Building**  
**110 Centerview Drive, Midlands Conference Room**  
**Columbia, SC**

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**Call to Order**

Chairman McLeod called the meeting to order at 10:05 a.m.

**Statement of Public Notice**

Public notice of this meeting was properly posted at the S.C. Board of Landscape Architectural Examiners office, Synergy Business Park, Kingstree Building, and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act. Members of the public who wish to observe may do so at <https://llr.sc.gov/land/videos.aspx>

**Approval of Agenda**

Mr. Rose requested to defer Item 9d – Review and Discussion on STEM Designation to a future meeting.

**MOTION:**      **Mr. Kinney moved** to strike item 9d and approve the agenda of the February 5, 2025, Board meeting.

Ms. Catalano seconded the motion, which passed unanimously

**Introduction of Board Members and Others**

Other Board members participating included: J. Parks McLeod, PLA, Chairman; Edward Kinney, PLA, Vice-Chairman; Laura Dukes, PLA; Andrew Cheatham, PLA; Kenneth Simmons, Jr., PLA; Frank Barron, Public Member; and Jean Catalano, Public Member. A quorum was present.

Staff members participating included: Johnnie Rose, Board Executive; Sherri Moorner, Administrative Coordinator; and Carolyn Sutherland, Esq., Office of Advice Counsel.

Other participants include: Sean Cary (Creel Court Reporting).

**Approval of Minutes**

Mr. McLeod asked a motion on the minutes of the November 6, 2024, meeting.

**MOTION:**      **Mr. Kinney moved** to approve the minutes of the November 6, 2024, meeting, as read.  
Ms. Catalano seconded the motion, which passed unanimously.

**Board Chairman Remarks**

Mr. McLeod stated that the agenda format has been amended to make the meeting more efficient.

## **Staff Reports**

Mr. Rose gave the Executive's Report:

- The 2025 Legislative Session began on January 14, 2025. Mr. Rose will email weekly reports to the Board members for their review. There are currently no bills that will directly relate to landscape architects; however, Mr. Rose would like to pass along this information in the event that something is introduced that may impact the Board. Mrs. Sutherland said she will also review the reports and notify the Board should any proposed legislation affect the Board. Mrs. Sutherland advised Board members not discuss these reports, among themselves, as that could constitute a board meeting outside. Board members should direct questions relating to pending legislation to her.
- The Department has updated the travel reimbursement process for board meetings. Mrs. Moorer will contact each Board member to review their travel statement and obtain a digital signature.
- Board members must file their Statement of Economic Interest no later than 12:00 p.m. on March 30, 2025 to avoid penalties.
- The Landscape Architect Registration Examination (LARE) is being offered March 31 – April 16, 2025. The registration deadline is March 24, 2025.
- License renewals closed at 11:59 p.m. on January 31, 2025. 684 individuals and 192 firms renewed, with 99% being online renewals. The late renewal period runs through March 31, 2025, which allows individuals and firms to renew with a \$20 late renewal fee and attesting that they have met the continuing education requirement. Licenses not renewed by March 31, 2025, will lapse.
- The Board has 793 individual landscape architects and 231 firms actively licensed. Eighteen licenses have been issued since November 1, 2024.
- The next Board meeting will be May 7, 2025.
- The Board had a cash balance of \$263,950.80 as of December 31, 2024.

## **Office of Investigations and Enforcement (OIE) Report**

Mr. Rose stated that there was no report from the Office of Investigations and Enforcement.

## **Investigative Review Conference (IRC) Report**

Mr. Rose stated that there was no Investigative Review Conference report.

## **Office of Disciplinary Counsel (ODC) Report**

Mr. Rose stated that there is one case currently open in the office of Disciplinary Counsel.

## **New Business**

### **1. Review and Recommendations of CLARB's Uniform Standard.**

Mrs. Sutherland prepared a document comparing the requirements of the CLARB Uniform Standard against the requirements for licensure in the SC Code of Laws and SC Code of Regulations. The Board is limited to the confines of the law and regulations in adopting the CLARB Uniform Standard. They can adopt portions of it through the Regulatory Review process. Mr. Kinney stated that adopting the CLARB Uniform Standard, in part or in whole, should have a positive impact on landscape architects and the Board's ability to protect licensure. He would like to review this list and consider if it will result in a better process for licensees. Mr. McLeod stated that this is a valuable standard to determine if it's worth extrapolating pieces of the CLARB Uniform Standard, or if it would have to be an "all or nothing" approach to work.

He suggested that the Board members review the document and plan to have a review session or workshop at the next Board meeting.

Mrs. Dukes stated that there are recommendations in the CLARB Uniform Standard that could be adopted into regulation. That would require a deeper dialogue.

## **2. Review and Recommendations of Initial Application for Landscape Architecture by Examination.**

Mr. Rose stated that it would be more beneficial to modify the current Licensure by Examination than to develop a new application for Method 2 licensure candidates. This change is presented to determine if this modification is sufficient to address the needs of Method 2 applicants. Licensure applications are due for a full review and update which is an administrative change that does not require a Board vote.

Mr. McLeod asked if Board staff would sent the revised application to members as a blind copy for discussion without feedback.

Mr. Kinney asked if the fees are commensurate with work, and Mrs. Catalano asked if applicants can pay using Venmo or Zelle payments. Mr. Rose said the fees are established in the Code of Regulations, Chapter 10-19. The Department does not have the ability to accept payment through mobile applications at this time.

## **3. Review and Recommendations of Auditing Process for Continuing Education Hours for Compliance.**

Mr. Rose said that CE Broker has evolved since the Board initially used it for Continuing Education audits in 2017. He would like to bring a representative to the next meeting to speak about their upgrades and how they can assist the Board with making future audits less cumbersome. He will also provide statistics of other agency Boards who use CE Broker so the Board can determine whether to make it mandatory for audits in the future. The 2025 audit will be deferred until November 2025 to accommodate this presentation and consideration by the Board. He asked the Board members to send him questions about CE Broker that can be addressed at the next meeting.

Mr. Kinney said that the Board audits 10% of individuals who renew their license, and can continue with that percentage for this audit. The Board may move to 100% audits in the future.

## **4. Election of Officers.**

**MOTION:**        **Mr. Simmons moved** that Mr. McLeod continue as Chairman.

Mr. Barron seconded the motion, which did not carry with two votes for and five against.

**Discussion:**    *Mr. McLeod said he did not want the Board to become stagnant, and would like to step down to give another member the opportunity to serve as Chairman.*

**MOTION:**        **Mrs. Dukes moved** that Mr. Kinney serve as Chairman.

Mr. Cheatham seconded the motion, which passed unanimously.

**MOTION:**        **Ms. Catalano moved** that Mr. McLeod serve as Vice-Chairman.

Mr. Simmons seconded the motion, which did not carry with two votes for and five against.

**Discussion:** *Mr. McLeod reiterated his concerns about the Board becoming stagnant. Mr. Cheatham said he is willing to serve as Vice-Chairman.*

**MOTION:** **Mr. Kinney moved** that Mr. Cheatham serve as Vice-Chairman.  
Mr. Simmons seconded the motion, which passed unanimously.

**MOTION:** **Mr. Kinney moved** that all items delegated to the Board Chairman and Vice-Chairman remain the same, with the review of non-standard Method 2 applicants being delegated to the Vice-Chairman position, with the immediate past Chair as the backup in the event of a conflict of interest.  
Ms. Catalano seconded the motion, which passed unanimously.

#### **Agenda Topics for Future Meetings**

Mr. Simmons asked about the Board obligation with their budget. The majority of landscape architect hires are from out-of-state, and most of these individuals leave South Carolina to return home. He asked if it's legally possible for the Board to use funds to provide a scholarship at Clemson University for in-state students in order to help the profession grow.

Mrs. Sutherland suggested there may be grants available for this purpose.

Mr. Rose said he will coordinate with Finance and get an official Legal opinion on this matter.

#### **Public Comments**

There were no public comments.

#### **Adjournment**

**MOTION:** **Mr. Simmons moved** to adjourn.  
Mr. Kinney seconded the motion, which passed unanimously.

There being no further business, the meeting adjourned at 11:02 a.m.