



**STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
Board for Architects  
Regular Board Meeting**

The Mission of the Washington State Board for Architects is to safeguard life, health, property and promote public welfare through licensure and regulation of the practice of architecture in Washington.

**DATE:** January 30, 2025  
**TIME:** 10:00 A.M.  
**LOCATION:** VIDEO CONFERENCE-TEAMS  
**JOIN VIA TEAMS APP:** [Click here to join the meeting via the app](#)  
**JOIN VIA WEB:** [Click here to join meeting via the web](#)  
**MEETING ID:** ID: 293 323 372 731  
**PASSCODE:** Fq3Sy7f2  
**CALL IN:** 564-999-2000 (Olympia)  
833-322-1218 (Toll Free)  
**PHONE CONFERENCE ID:** 410 443 566 #  
**PHYSICAL LOCATION** 405 Black Lake Boulevard  
**ADDRESS\*:** Olympia, Washington 98502

*\*This is a virtual meeting and Board members will attend virtually (online), not in-person. The public may attend virtually or in-person. We will provide a meeting room to view a broadcast of the meeting, for those that want to attend in-person. The public can comment through either attendance option. Please contact [DOLBoards@dol.wa.gov](mailto:DOLBoards@dol.wa.gov) with any questions.*

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
  - 4.1. Regular Meeting Minutes from October 24, 2024.**
- 5. Awards/ Recognition**
  - 5.1. Recognition of Board Member Susan Cooley**

Ms. Cooley's term on the Board ended on April 25, 2024. Board members and staff may share words of appreciation for her service and departing thoughts.
  - 5.2. Introduction of new Board Members**

Kathy Russell and Peter Brachvogel were appointed to the Board as of November 18, 2024. This is an opportunity for them to introduce themselves to the Board and the public.
- 6. Old Business**
  - 6.1. Outreach Update**

Board members and staff will provide an update on outreach activities.

## **6.2. Discussion on Demographic Trends**

Board staff will provide an update on demographic trends for the Board's discussion.

## **7. New Business**

### **7.1. National Council of Architectural Registration Boards (NCARB) Regional Summit Travel Update**

Board staff will update the Board on travel for the 2025 Regional Summit scheduled for February 27 through March 1 in Philadelphia, Pennsylvania.

### **7.2. Self-Certifying Permit Reviews**

The Board has requested an item to discuss self-certifying permit reviews in response to public comments made at the October 24, 2024, meeting.

## **8. Complaint Cases for review. \***

**8.1.** 2023-12-2802-00ARC

**8.2.** 2024-05-1131-00ARC

**8.3.** 2024-10-3030-00ARC

## **9. Reports**

### **9.1. Committee/Task Force Reports**

#### **9.1.1. Model Law Committee**

Chair Roberts and Vice Chair Loynd will provide a report on Committee work.

### **9.2. Staff Reports**

#### **9.2.1. Centralized Investigations and Audits Unit Reports**

9.2.1.1. Complaint Status Report

#### **9.2.2. Licensing and Customer Support Services Reports**

9.2.2.1. Licensee Count Report

9.2.2.2. Report regarding fees for "inactive" versus "inactive retired" licensees.

#### **9.2.3. Boards, Commissions and Outreach Reports**

9.2.3.1. Legislative Updates

9.2.3.2. Review of Master Action Item List

## **10. Public Comments**

*The public may address the Board on matters within the Board's jurisdiction, either verbally during the meeting or by submitting written comments in advance. Verbal comments are limited to one three-minute comment. Written comments are limited to no more than 500 words and must be emailed to [DOLBoards@dol.wa.gov](mailto:DOLBoards@dol.wa.gov) no less than two business days prior to the meeting with the subject line "Public Comment: Architect Board". In response to all public comments, the Board is limited to requesting that the matter be added to a future agenda for discussion or directing staff to study the matter further. Inflammatory comments and language will not be permitted.*

## **11. Conclusion**

### **11.1. Announcements**

### **11.2. Requests for future agenda items**

### **11.3. Review of action items and items for next meeting**

## **12. Adjournment**

**Next Board Meeting:  
April 24, 2025  
10:00 AM**