



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

DATE: January 30, 2025
TIME: 10:00 A.M.
LOCATION: Video Conference via Microsoft Teams

BOARD MEMBERS: **Sian Roberts**, Chair
Erica Loynd, Vice Chair
Paul Wu, Secretary
Scott Harm, Board Member
Katherine Russell, Board Member
Peter Brachvogel, Board Member

STAFF MEMBERS: **Sydney Muhle**, Program Specialist
Alyssa Woods, Program Specialist
Elizabeth Lagerberg, Assistant Attorney General

1. Call to Order

Board Chair Sian Roberts called the meeting to order at **10:00 a.m.**

2. Roll Call

Program Specialist Alyssa Woods conducted roll call. All board members were present.

3. Approval of Agenda

Board Member Scott Harm made a **MOTION** to approve the order of the agenda as presented. Secretary Paul Wu **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

4. Approval of Minutes

4.1. Regular Meeting Minutes from October 24, 2024.

Board Vice Chair Erica Loynd made a **MOTION** to approve the minutes as presented. Board Member Harm **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

5. Awards/ Recognition

5.1. Recognition of Board Member Susan Cooley

Ms. Cooley's term on the Board ended on April 25, 2024. Staff presented a plaque to Ms. Cooley in recognition of her service. Board members and staff shared words of appreciation for her service to the Board. Ms. Cooley expressed gratitude for the opportunity to serve.

5.2. Introduction of new Board Members

Katherine Russell and Peter Brachvogel were appointed to the Board effective November 18, 2024. The new members introduced themselves and were welcomed by Board members and staff. Chair Roberts encouraged the new members to engage with the National Council of Architectural Registration Boards (NCARB) and participate in committee work. Board members also introduced themselves to the new members.

6. Old Business

6.1. Outreach Update

Chair Roberts gave an update on outreach activities including joint efforts with NCARB and various educational institutions, in particular a lunch event at University of Washington (UW). Vice Chair Loynd was approached by a professor at UW and asked to speak to a class. She stated that the event was well received and successful in bringing licensure awareness to students. Washington State University (WSU) may also be interested in the same opportunities for guest speakers.

6.2. Discussion on Demographic Trends

Program Specialist Sydney Muhle provided an update on demographic trends for the Board's discussion.

Chair Roberts commented that there may be concern surrounding licensees entering the field. The Board continued to discuss the importance of outreach opportunities to encourage and stress the importance of licensure. The Board would like to keep monitoring these trends annually with a focus on increasing the program licensee base.

Chair Roberts suggested a committee be formed to focus on outreach activities with various educational institutions. An Outreach Committee was formed with Vice Chair Loynd, Secretary Wu, and Board Member Russell serving as committee members.

7. New Business

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

Ms. Muhle shared an update on travel for the 2025 Regional Summit scheduled for February 27 through March 1 in Philadelphia, Pennsylvania. She shared that the Governor implemented a budgetary freeze that affects travel authorizations and asked that the Board send one member to represent them in addition to Chair Roberts and Board Member Harm, who would be attending for other commitments. Board Member Brachvogel was selected to attend the summit to represent the Board. Ms. Muhle also shared that Board members may attend the summit as individuals without reimbursement of expenses.

7.2. Self-Certifying Permit Reviews

The Board discussed self-certifying permit reviews in response to public comments made at the October 24, 2024, meeting. The Board discussed permit review options based on the complexity and square footage of a project, with a focus on public safety. After further discussion the Board determined this topic was outside the scope of their authority. Ms. Muhle commented that House Bill (HB) 1353 has been introduced to the State Legislature and would allow cities to accept self-certifying permit reviews with regards to Accessory Dwelling Units (ADUs).

8. Complaint Cases or review*

8.1. 2023-12-2802-00ARC

Board Member Wu read the Case Manager Report to the Board as the case manager.

Board Member Brachvogel made a **MOTION** to approve the recommendation to close with no further action. Vice Chair Loynd **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with one **ABSTENTION** by Board Member Wu as he made the recommendation.

8.2. 2024-05-1131-00ARC

Board Member Harm read the Case Manager Report to the Board as the case manager.

Board Member Brachvogel made a **MOTION** to approve the recommendation to close with no further action by the Board and to forward the complaint to the engineer's board. Secretary Wu **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with one **ABSTENTION** by Board Member Harm as he made the recommendation.

8.3. 2024-10-3030-00ARC

Board Member Wu read the Case Manager Report to the Board as the case manager. The Board discussed the facts of the case.

Board Member Brachvogel made a **MOTION** to approve the recommendation to close with no further action. Board Member Harm **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0 with one **ABSTENTION** by Board Member Wu as he made the recommendation.

9. Reports

9.1. Committee/Task Force Reports

9.1.1. Model Law Committee Report

Chair Roberts met with the American Institute of Architects (AIA) Washington Council concerning the proposed interior design title act and what impact it may have on the model law review. Chair Roberts suggested that a better definition of the “practice of architecture” be added to further delineate from the “practice of engineering.” She will continue to look at other states’ definitions for comparison. Vice Chair Loynd will continue to research Continuing Education Units (CEU).

9.2. Staff Reports

9.2.1. Centralized Investigations and Audits Unit Reports

9.2.1.1. Complaint Status Report

Ms. Muhle reviewed the Complaint Status Report with the Board.

9.2.2. Licensing and Customer Support Services Reports

9.2.2.1. Licensee Count Report

Ms. Muhle reviewed the Licensee Count Report with the Board.

9.2.2.2. Report regarding fees for “inactive” versus “inactive retired” licensees.

Ms. Muhle reviewed information clarifying the “inactive” versus “inactive retired” licensee data.

9.2.3. Boards, Commissions and Outreach Reports

9.2.3.1. Legislative Updates

Ms. Muhle presented updates concerning the proposal to regulate interior design. The proposal is currently on hold.

Ms. Muhle gave an update concerning the bill to change the budget classification for the Architect program to the Business and Professions account. The legislation has been presented at both the House of Representatives and the Senate and has been moved forward with one amendment from the Senate.

Ms. Muhle also informed the Board about the Professional Licensing Review Act that requires the Department to review ten percent of all division programs per year, for ten years. She discussed proposed legislation that would impact this annual review.

9.2.3.2. Review of Master Action Item List

Ms. Muhle provided status updates on the action items to date.

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 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.

There were no written comments submitted.

Tammie Sueirro, the Executive Director of AIA Washington Council, shared that she met with the Coalition of Interior Design. She stated that the meetings are going in a good direction. She further encouraged the Board to continue research regarding adding the interior design profession to this board. She said that there will be opportunities to speak with other states that have a combined board in the future, and she will keep the Board informed on the proposal's progress.

11. Conclusion

11.1. Announcements

There were no announcements.

11.2. Requests for future agenda items

There were no requests for future agenda items.

11.3. Review of action items and items for next meeting:

Ms. Muhle reviewed action items from this meeting with the Board:

- Staff will monitor demographic trends annually.
- Ms. Woods will assist the Outreach Committee in scheduling meetings.
- Ms. Muhle will share the Professional Licensing Review Act report with the Board, along with the links to the bills discussed during the legislative update.
- Ms. Woods will coordinate the Regional Summit travel and registration for Board Member Brachvogel.

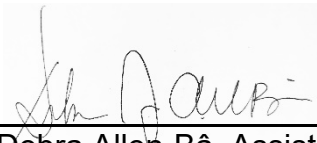
12. Adjournment

Chair Roberts adjourned the meeting at **11:56 a.m.**

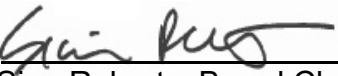
Next Board Meeting:

April 24, 2025

10:00 AM

Submitted by: 
Debra Allen-Bâ, Assistant Administrator

4/24/2025
Date

Approved by: 
Sian Roberts, Board Chair

4/24/2025
Date