

California Architects Board  
Landscape Architects Technical Committee  
January 30, 2026







## NOTICE AND AGENDA OF TELECONFERENCE MEETING Landscape Architects Technical Committee

**The following  
Members will  
Appear Virtually:**

Pamela S. Brief, Chair  
Martin Armstrong, Vice Chair  
Susan M. Landry  
Patricia M. Trauth  
Jon S. Wreschinsky

***Action may be  
taken on any***

***item listed on  
the agenda.***

**The Landscape Architects Technical Committee  
(LATC or Committee) will hold a meeting  
at the meeting location below and via Webex Events  
at 10 a.m., on January 30, 2026**

Department of Consumer Affairs  
2420 Del Paso Road, Suite 105  
Front Conference Room  
Sacramento, CA 95834

**This teleconference meeting is being held pursuant to Government Code  
section 11123.5 (b) via teleconference with a physical location**

**Join Webex Meeting: <https://dca-meetings.webex.com/dca-meetings/j.php?MTID=mc888db89017e261d6c287f56dec04546>**

**If joining using the link above**

**Webinar number: 2489 462 8680**

**Webinar password: LATC130**

**If joining by phone**

**+1-415-655-0001 US Toll**

**Access code: 2489 462 8680**

**Passcode: 5282130**

**Additional instructions for participating in the meeting by WebEx are located after the end of the agenda.**

## **AGENDA**

**10 a.m. to 5 p.m.**  
(or until completion of business)

### **DISCUSSION AND ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA.**

- A. Call to Order – Roll Call – Establishment of a Quorum
- B. Chair's Procedural Remarks and Committee Member Introductory Comments
- C. Public Comment on Items Not on the Agenda

*The Committee may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Committee's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).*

- D. Department of Consumer Affairs (DCA) Update and Discussion
- E. DCA Budget Office LATC Budget Update and Discussion
- F. Review, Discussion, and Possible Action to Approve October 21, 2025, LATC Meeting Minutes
- G. Program Manager's Report
  - 1. Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs Update and Discussion
  - 2. Review, Discuss, and Possible Action to Make a Recommendation to the Board Regarding Strategic Plan Item California Supplemental Examination Practice Exam
- H. Update and Discussion on Council of Landscape Architectural Registration Boards (CLARB) Current Events and Committees
- I. Regulations Update and Discussion

1. Consideration and Possible Action for a recommendation to the California Architects Board Modified Proposed Regulatory Language to Amend CCR Title 16, Division 26, Article 1, Section 2611 (Abandonment of Application)

J. Review, Discussion, and Possible Action Regarding Future Committee Meeting Dates

K. Adjournment

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Committee are open to the public.

FOR OBSERVATION ONLY: WEBCAST: The LATC plans to webcast this meeting on the Department of Consumer Affairs' website at <https://thedcapage.blog/webcasts> Using the Webcast link will allow only for observation with closed captioning. Webcast availability cannot, however, be guaranteed due to resource limitations or technical difficulties. The meeting will not be cancelled if Webcast is unavailable. If you wish to participate, please plan to participate via the Webex option listed above.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

A person who would like more information about the meeting or needs a disability-related accommodation or modification to participate in the meeting may ask questions about the meeting or make a disability-related accommodation request by contacting:

**Person:** Heather Davis

**Telephone:** (916) 575-7235

**Email:** Heather.Davis@dca.ca.gov

**Telecommunication Relay Service:** Dial 711

**Mailing Address:**

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

Due to potential technical difficulties, please consider submitting written comments by January 20, 2026, to [latc@dca.ca.gov](mailto:latc@dca.ca.gov) for consideration.

For further information prior to the meeting, please contact:

**Person:** Heather Davis

**Telephone:** (916) 575-7235

**Email:** [Heather.Davis@dca.ca.gov](mailto:Heather.Davis@dca.ca.gov)

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Meeting notices and related materials are available online at:

[https://www.latc.ca.gov/about\\_us/meetings/](https://www.latc.ca.gov/about_us/meetings/) (Government Code section 11125(a)).

***Protection of the public shall be the highest priority for the Committee in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5620.1).***

### Recommended: Join using the meeting link.

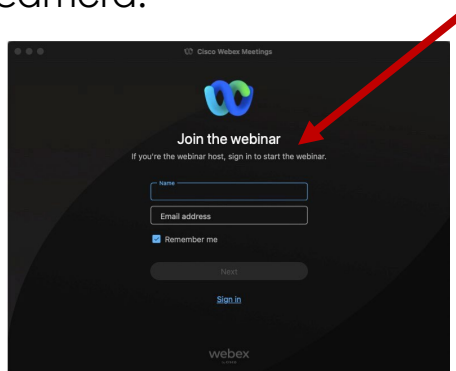
- 1 Click on the meeting link. This can be found in the meeting notice you received and is on the meeting agenda.
- 2 If you already have Webex on your device, click the bottom instruction, "Join from the Webex app."

If you have **not** previously used Webex on your device, your web browser will offer "Download the Webex app." Follow the download link and follow the instructions to install Webex.

**DO NOT** click "Join from this browser," as you will not be able to fully participate during the meeting.



- 3 Enter your name and email address\*. Click "Next." Accept any request for permission to use your microphone and/or camera.



\*Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.

### Alternative 1. Join from Webex.com

- 1 Click on "Join a Meeting" at the top of the Webex window.



- 2 Enter the meeting/event number and click "Continue." Enter the event password and click "OK." This can be found in the meeting notice you received or on the meeting agenda.

A screenshot of the 'Enter the meeting number' form. It features the Webex logo at the top, followed by the text 'Enter the meeting number' with a help icon. Below is a text input field labeled 'Meeting number' and a 'Continue' button. A red arrow points to the input field.

To view more information about the event, enter the event password.

A screenshot of the 'Enter the event password' form. It shows the event number '2482 000 5913' and a text input field labeled 'Enter the event password'. Below the field is an 'OK' button. A red arrow points to the input field.

- 3 The meeting information will be displayed. Click "Join Event."

[< Back to List](#)

#### Meeting Name

Jones, Shelly@DCA | 9:45 AM - 9:55 AM | Thursday, Oct 14 2021  
(UTC-07:00) Pacific Time (US & Canada)



Join Event



OR

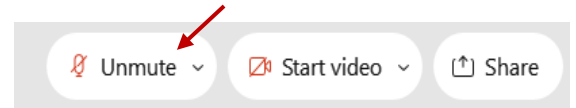
### Alternative 2. Connect via Telephone



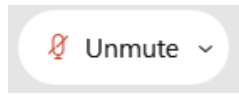
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice or on the agenda.



Microphone control (mute/unmute button) is located at the bottom of your Webex window.



Green microphone = Unmuted: People in the meeting can hear you.



Red microphone = Muted: No one in the meeting can hear you.

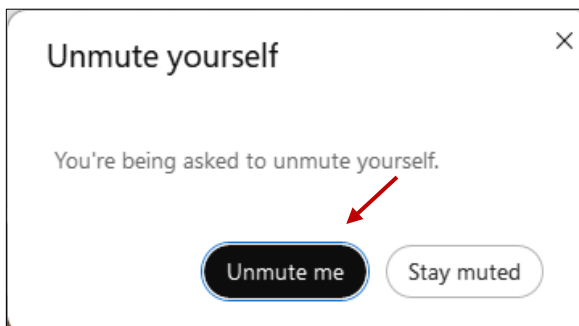
Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator invites them to unmute their microphone.

### Attendees/Members of the Public

#### Joined via Meeting Link

The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.



#### Joined via Telephone (Call-in User)



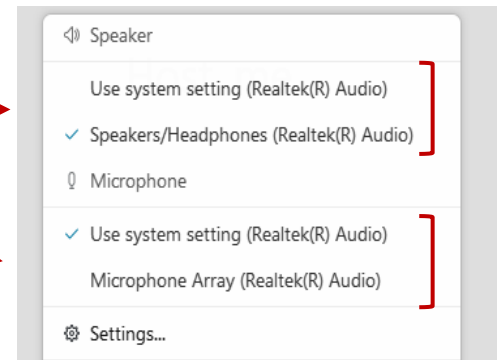
1. When you are asked to unmute yourself, press \*6.
2. When you are finished speaking, press \*6 to mute yourself again.

## If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button at the bottom of the Webex window.



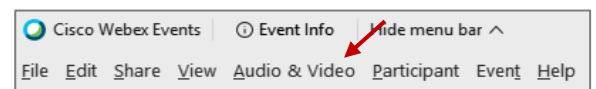
- 2 From the drop-down menu, select different:
  - Speaker options if you can't hear participants.
  - Microphone options if participants can't hear you.



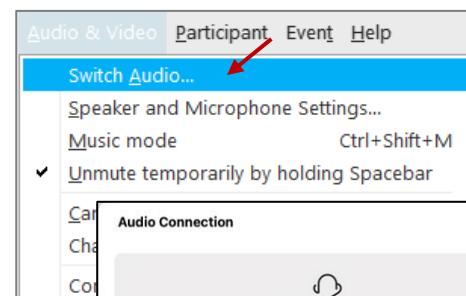
## Continue to Experience Issues?

If you are connected by computer or tablet and you have audio issues, you can link your phone to your Webex session. Your phone will then become your microphone and speaker source.

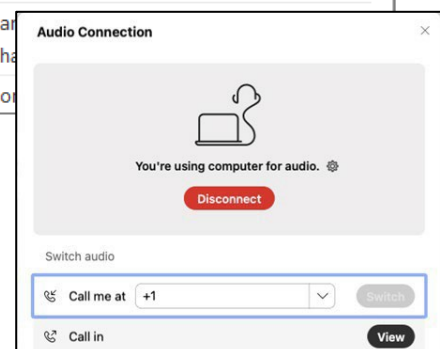
- 1 Click on "Audio & Video" from the menu bar.



- 2 Select "Switch Audio" from the drop-down menu.



- 3 Hover your mouse over the "Call In" option and click "View" to show the phone number to call and the meeting login information. You can still un-mute from your computer window.



## Hand Raise Feature

### Joined via Meeting Link

- Locate the hand icon at the bottom of the Webex window.
- Click the hand icon to raise your hand.
- Repeat this process to lower your hand.



### Joined via Telephone (Call-in User)



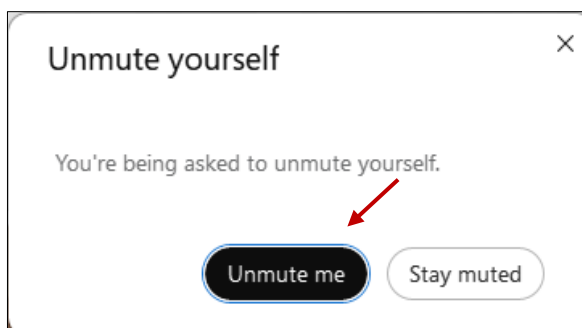
Press \*3 to raise or lower your hand.

## Unmuting

### Joined via Meeting Link

The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.

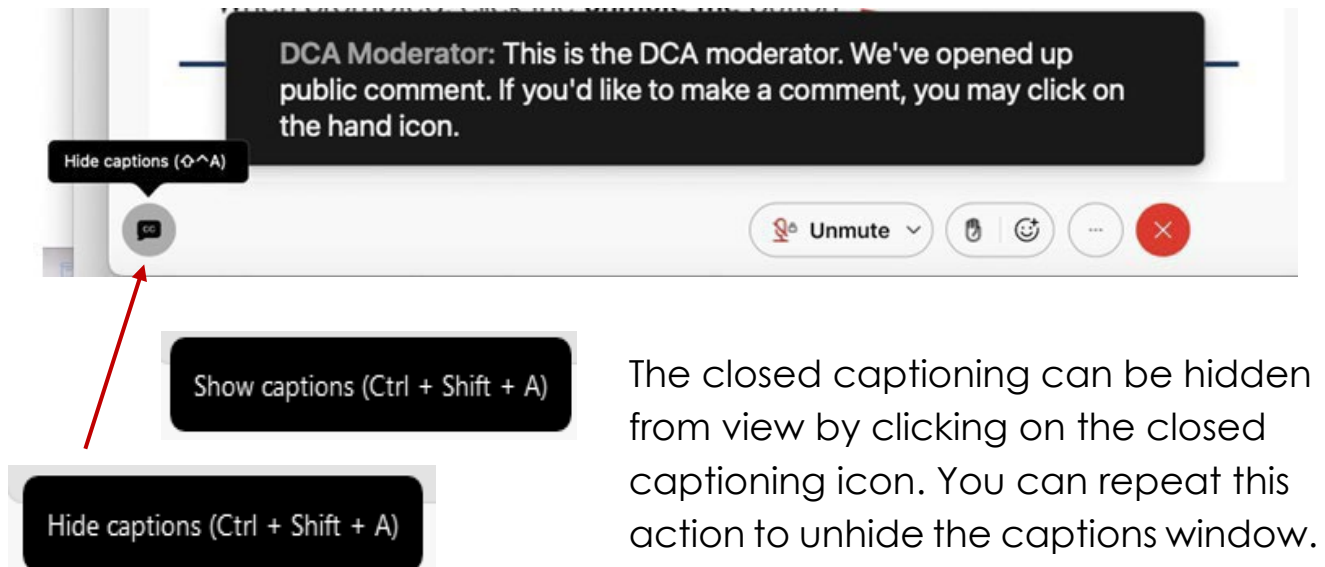


### Joined via Telephone (Call-in User/Audio Only)

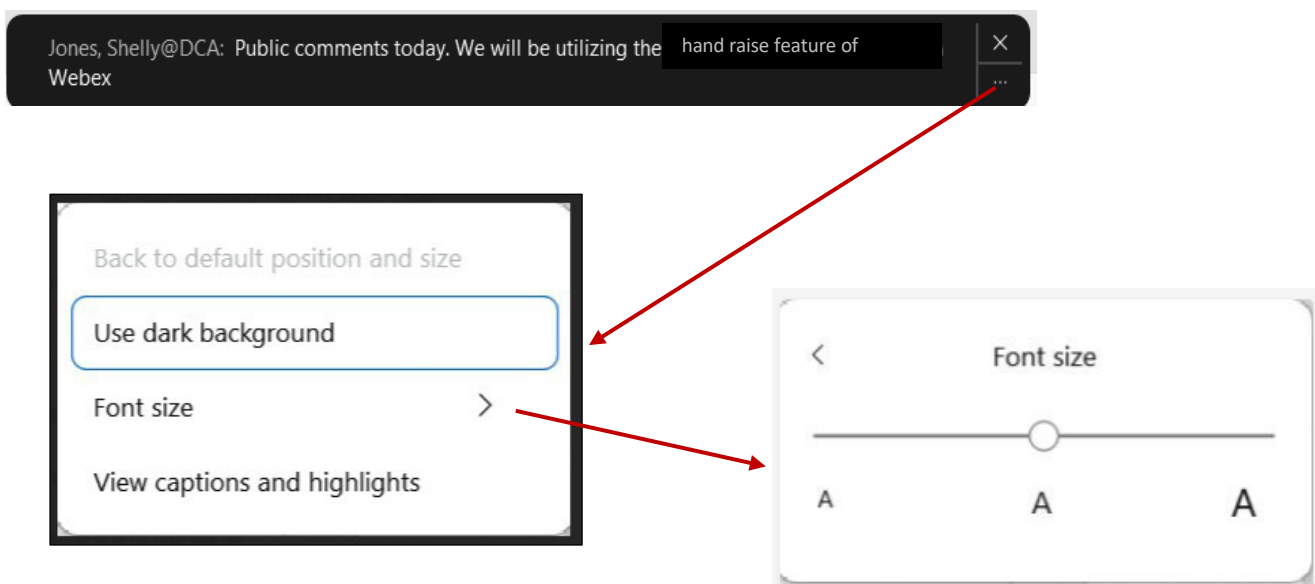


1. When you are asked to unmute yourself, press \*6.
2. When you are finished speaking, press \*6 to mute yourself again.

Webex provides real-time closed captioning displayed in a dialog box in your Webex window. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.



## **AGENDA ITEM A: CALL TO ORDER - ROLL CALL - ESTABLISHMENT OF A QUORUM**

Roll is called by the LATC Vice Chair or, in their absence, by an LATC member designated by the LATC Chair.

### **LATC Member Roster**

Pamela S. Brief, Chair

Martin Armstrong, Vice Chair

Susan M. Landry

Patricia M. Trauth

Jon S. Wreschinsky



Department of Consumer Affairs

Expenditure Projection Report

California Architects Board

Reporting Structure(s): 11110320 Landscape Architects Committee

Fiscal Month: 5

Fiscal Year: 2025 - 2026

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$277,000	\$256,002	\$283,000	\$24,895	\$122,929	\$0	\$122,929	\$298,774	-\$15,774
5100	TEMPORARY POSITIONS	\$6,000	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$3,000	\$400	\$3,000	\$500	\$1,000	\$0	\$1,000	\$2,500	\$500
5150	STAFF BENEFITS	\$177,000	\$147,264	\$187,000	\$14,691	\$75,253	\$0	\$75,253	\$182,900	\$4,100
	PERSONAL SERVICES	\$463,000	\$403,666	\$479,000	\$40,086	\$199,182	\$0	\$199,182	\$484,175	-\$5,175

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$59,000	\$10,509	\$53,000	\$6,745	\$7,599	\$1,200	\$8,799	\$12,353	\$40,647
5302	PRINTING	\$3,000	\$4,198	\$3,000	\$0	\$0	\$2,842	\$2,842	\$2,842	\$158
5304	COMMUNICATIONS	\$3,000	\$388	\$3,000	\$120	\$192	\$0	\$192	\$593	\$2,407
5306	POSTAGE	\$2,000	\$1,001	\$2,000	\$0	\$144	\$0	\$144	\$1,364	\$636
53202-204	IN STATE TRAVEL	\$9,000	\$5,573	\$9,000	\$347	\$485	\$0	\$485	\$6,000	\$3,000
53206-208	OUT OF STATE TRAVEL	\$0	\$1,099	\$0	\$0	\$0	\$0	\$0	\$1,028	-\$1,028
5322	TRAINING	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
5324	FACILITIES	\$15,000	\$52,323	\$15,000	\$4,782	\$21,893	\$30,284	\$52,177	\$53,652	-\$38,652
53402-53403	C/P SERVICES (INTERNAL)	\$24,000	\$5,858	\$21,000	\$1,368	\$17,150	\$0	\$17,150	\$23,377	-\$2,377
53404-53405	C/P SERVICES (EXTERNAL)	\$272,000	\$43,297	\$250,000	\$475	\$7,792	\$19,508	\$27,299	\$37,111	\$212,889
5342	DEPARTMENT PRORATA	\$240,000	\$213,628	\$243,000	\$0	\$123,500	\$0	\$123,500	\$243,000	\$0
5342	DEPARTMENTAL SERVICES	\$40,000	\$50,409	\$40,000	\$29	\$31	\$0	\$31	\$56,879	-\$16,879
5344	CONSOLIDATED DATA CENTERS	\$6,000	\$1,594	\$6,000	\$0	\$0	\$0	\$0	\$1,673	\$4,327
5346	INFORMATION TECHNOLOGY	\$15,000	\$26,331	\$12,000	\$300	\$300	\$5,442	\$5,742	\$5,742	\$6,258
5362-5368	EQUIPMENT	\$0	\$1,139	\$6,000	\$7,391	\$7,405	\$34,805	\$42,210	\$42,210	-\$36,210
54	SPECIAL ITEMS OF EXPENSE	\$0	\$203	\$0	\$0	\$0	\$0	\$0	\$203	-\$203
	OPERATING EXPENSES & EQUIPMENT	\$691,000	\$417,549	\$666,000	\$21,558	\$186,489	\$94,080	\$280,569	\$488,025	\$177,975

OVERALL TOTALS	\$1,154,000	\$821,215	\$1,145,000	\$61,644	\$385,671	\$94,080	\$479,751	\$972,200	\$172,800
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REIMBURSEMENTS	-\$1,000	\$0	-\$1,000					\$0	
OVERALL NET TOTALS	\$1,153,000	\$821,215	\$1,144,000	\$61,644	\$385,671	\$94,080	\$479,751	\$972,200	\$171,800

15.02%





Department of Consumer Affairs

Revenue Projection Report

Reporting Structure(s): 11110320 Landscape Architects Committee

Fiscal Month:

Fiscal Year: 2025 - 2026

Revenue

Fiscal Code	Line Item	Budget	July	August	September	October	November	Year to Date	Projection To Year End
	Delinquent Fees	\$13,000	\$1,600	\$1,400	\$1,400	\$1,600	\$1,000	\$7,000	\$14,010
	Other Regulatory Fees	\$3,000	\$0	\$0	\$0	\$0	\$0	\$1,187	\$537
	Other Regulatory License and Permits	\$171,000	\$13,050	\$6,800	\$18,300	\$19,150	\$15,800	\$73,100	\$133,090
	Other Revenue	\$42,000	\$25	\$0	\$0	\$14,277	\$673	\$14,975	\$43,016
	Renewal Fees	\$1,176,000	\$97,300	\$103,600	\$167,400	\$189,700	\$84,000	\$642,000	\$1,019,432
	Revenue	\$1,405,000	\$111,975	\$111,800	\$187,100	\$224,727	\$101,473	\$737,075	\$1,209,549



0757 - Landscape Architects Technical Committee Fund  
Analysis of Fund Condition  
(Dollars in Thousands)  
2026-27 Governor's Budget W-FM 5 Projections

Prepared 1.10.2026

	Actuals 2024-25	CY 2025-26	BY 2026-27	BY +1 2027-28
<b>BEGINNING BALANCE</b>				
Prior Year Adjustment	\$ 654	\$ 1,151	\$ 1,300	\$ 1,423
Adjusted Beginning Balance	\$ -9	\$ -	\$ -	\$ -
	\$ 645	\$ 1,151	\$ 1,300	\$ 1,423
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>				
Revenues				
4121200 - Delinquent fees	\$ 13	\$ 14	\$ 13	\$ 13
4127400 - Renewal fees	\$ 1,169	\$ 1,019	\$ 1,188	\$ 1,176
4129200 - Other regulatory fees	\$ 1	\$ 1	\$ 3	\$ 3
4129400 - Other regulatory licenses and permits	\$ 161	\$ 133	\$ 175	\$ 171
4163000 - Income from surplus money investments	\$ 47	\$ 43	\$ 42	\$ 22
4171400 - Escheat of unclaimed checks and warrants	\$ 1	\$ -	\$ -	\$ -
Totals, Revenues	\$ 1,392	\$ 1,210	\$ 1,421	\$ 1,385
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 1,392	\$ 1,210	\$ 1,421	\$ 1,385
<b>TOTAL RESOURCES</b>	\$ 2,037	\$ 2,361	\$ 2,721	\$ 2,808
Expenditures:				
1111 Department of Consumer Affairs (State Operations)	\$ 821	\$ 972	\$ 1,190	\$ 1,226
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 65	\$ 89	\$ 108	\$ 108
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 886	\$ 1,061	\$ 1,298	\$ 1,334
<b>FUND BALANCE</b>				
Reserve for economic uncertainties	\$ 1,151	\$ 1,300	\$ 1,423	\$ 1,474
Months in Reserve	13.0	12.0	12.8	12.9

- NOTES:**
- 1. Assumes workload and revenue projections are realized in BY+1 and ongoing.
  - 2. Expenditure growth projected at 3% beginning BY.
  - 3. Previous months in reserve balance as of 10.2025: 10.6.



## **AGENDA ITEM F: REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE OCTOBER 21, 2025, LATC MEETING MINUTES**

### **Summary**

The Committee is asked to review and take possible action on the minutes of the October 21, 2025, LATC meeting.

### **Action Requested**

Approval of the October 21, 2025, LATC Meeting Minutes

### **Attachment**

October 21, 2025, LATC Meeting Minutes (Draft)



DEPARTMENT OF CONSUMER AFFAIRS • BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY

CALIFORNIA ARCHITECTS BOARD

## Landscape Architects Technical Committee

*Public Protection through Examination, Licensure, and Regulation*



### **DRAFT** **MEETING MINUTES**

CALIFORNIA ARCHITECTS BOARD  
The Landscape Architects Technical Committee Meeting  
Department of Consumer Affairs  
October 21, 2025

#### Landscape Architect Technical Committee (LATC/Committee)

##### Members Present

Pamela S. Brief, Chair  
Patricia M. Trauth, Vice Chair  
Martin "Marty" Armstrong  
Susan M. Landry  
Jon Wreschinsky

##### Staff Present

Laura Zuniga, Executive Officer  
Jesse Laxton, Assistant Executive Officer  
Kim McDaniel, LATC Program Manager  
Tim Rodda, Regulations Manager  
Gloria Padilla-Todd, LATC Enforcement Analyst  
Heather Davis, LATC Special Projects Analyst  
Bethany Butori, LATC Exam and Licensing Coordinator

#### Department of Consumer Affairs (DCA) Staff Present

Helen Geoffroy, Legal Affairs Attorney III  
Alex Cristescu, TV Specialist

##### Guests Present

Michelle Sullivan, UC Los Angeles Extension Program  
Kimberly Velazco, UC Los Angeles Extension Program  
Chris Grampp, Merritt College  
Molly Sealund, Merritt College  
Tian Feng, California Architects Board (CAB) Member and LATC Liaison

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#### **A. Call to Order/Roll Call/ Establishment of a Quorum**

LATC Chair Pamela Brief called the meeting to order at 10:01 a.m. and called roll. Five members of LATC were present, thus a quorum was established.

#### **B. Chair's Procedural Remarks and Committee Member Introductory Comments**

Chair Brief explained that all motions and seconds will be repeated for the record and votes on all motions will be taken by roll call.

#### **C. Public Comment on Items Not on the Agenda**

Chair Brief invited members of the public to address LATC.

The Committee may not discuss or act on any item raised during the public comment section, except to decide whether to refer the item to the Committee's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7 (a)).

**PUBLIC COMMENT:** Chris Grampp, Co-Chair of the Landscape Horticulture and Landscape Departments, welcomed the Committee to Merritt College and expressed gratitude for LATC's support of community college landscape architecture programs. Mr. Grampp reported that Merritt College's program places students directly into the workforce and, since launching in 2012, has helped more than 100 graduates secure employment and obtain licensure. Mr. Grampp shared that the program serves many career-changing students, particularly women, and has become a strong pathway for those seeking a fulfilling second career. Mr. Grampp explained that program outreach includes engagement with firms and public events, and highlighted Merritt College's open-access "Landscape Design Forum", which features topics relevant to landscape architecture, including fire-safe design and professional practice. Chair Brief thanked Mr. Grampp.

#### **D. Update from the Department of Consumer Affairs (DCA) and Discussion of the Same**

Kim McDaniel LATC Program Manager, reported the following on behalf of DCA Board and Bureau Relations: two new DCA executive appointments: Lucia Saldivar

as Deputy Director of Board and Bureau Relations (appointed October 20, 2025) and Shelly Jones as Assistant Deputy Director (appointed September 25, 2025).

Ms. McDaniel noted that the Department's Annual Report, one of its largest projects, was published late in summer 2025. The report compiles year-round data and accomplishments for the Legislature, and committee members are encouraged to review it.

Finally, Ms. McDaniel highlighted October as Cyber Security Month, reminding members of ongoing risks such as phishing and ransomware and urging them to "think before they click" and report any suspicious activity to the Executive Officer.

Jon Wreschinsky inquired about updates on the previously discussed DCA split into two entities. Ms. McDaniel reported that recent staffing changes have impacted progress, but an update is expected at the next meeting. Mr. Wreschinsky also raised concerns about potential financial impacts on the Board related to the split.

**PUBLIC COMMENT:** There were no comments from the public.

#### **E. Budget Update from DCA Budget Office and Discussion of the Same**

On behalf of the Budget Office, Ms. McDaniel presented an overview of the Committee's Expenditure Projections and Fund Condition Statement documents

Chair Brief noted that the reserve balance has shifted from 10.8 to 10.6 months and requested more information on this fluctuation. The reason for some of the cost increases are unclear and the Committee would like further information.

A Committee member referenced the Expenditure Projection Report and noted discrepancies under Prior Year Fiscal Month 13 pointing out that facilities costs increased from \$25,000 to \$52,000, despite a budget of only \$15,000. Similarly, Departmental Services rose from \$30,000 to \$52,000, with a budget near \$40,000. The member asked the Budget Office for clarification on what caused these significant increases.

Mr. Wreschinsky referencing the Fund Condition Statement noted that revenue from surplus money investments appears steady in the low to mid-forties for the prior and current years but shows a significant decline starting next year. He asked whether the state is anticipating changes that are not reflected in the report. Mr. Wreschinsky also observed a pattern for the category, Statewide General Administrative Expenditures, observing a pattern alternating between 65 and 89 each year, and questioned whether this reflects a biennial state action or allocation. Mr. Wreschinsky noted that the Expenditure Projection Report lists two-line items,



Department Pro Rata and Departmental Services, under the same fiscal code, and requested clarification on the difference between them. He also pointed out that Departmental Services appears underfunded. Additionally, under line item 5346 (Information Technology), there is a budget deficit. Mr. Wreschinsky asked for details on this expenditure, noting that LATC provides certain services to CAB and inquired whether those costs are reflected in this report.

Laura Zuniga responded that she does not believe this is listed on the expenditure report, noting the amount LATC contributes towards CAB currently \$25,000.

Mr. Wreschinsky asked about the 28.78% figure shown in the lower corner of the page, questioning whether it represents the surplus.

Ms. McDaniel confirmed she has noted all questions and will follow up with fiscal.

**PUBLIC COMMENT:** There were no comments from the public.

**F. Review, Discussion, and Possible Action to Approve July 24, 2025, LATC Meeting Minutes**

Chair Brief and Patricia Trauth discussed Ms. Trauth's absence from votes during the July 24, 2025, meeting, which was due to technical issues. It was confirmed that no revisions to the meeting minutes are necessary.

**Susan M. Landry moved to approve the July 24, 2025, Meeting Minutes (no amendment needed).**

**Patricia M. Trauth seconded the motion.**

**Members Landry, Wreschinsky, and Chair Brief voted in favor of the motion. Member Armstrong abstained due to being at the UCLA Certificate Program Review during the prior meeting. Member Wreschinsky abstained from the vote due to not being able to locate his copy of the meeting minutes with his notes for comments. The motion passed 3-0.**

**PUBLIC COMMENT:** There were no comments from the public.

## **G. Merritt College Landscape Horticulture Tour with Molly Sealund, Coordinator, Landscape Horticulture Department and Discussion of the Same**

Molly Sealund and Chris Grampp of Merritt College provided the Committee and staff a tour of Merritt College's Landscape Horticulture Department. The tour offered Committee members an opportunity to observe the college's facilities.

Ms. Sealund highlighted the college's commitment to hands-on learning, sustainability, and community-based design. The tour included visits to instructional gardens, greenhouses, and outdoor learning spaces, showcasing how students apply classroom knowledge to real-world projects.

Committee members expressed appreciation for the opportunity to engage directly with educators and noted the value in such tours in understanding the educational pipeline for future landscape architects. The Committee thanked Ms. Sealund for coordinating the visit and acknowledged Merritt College's contributions to the profession.

**PUBLIC COMMENT:** There were no comments from the public.

## **H. Program Manager Report**

### **1. Update on Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs and Discussion of the Same**

Ms. McDaniel reported that staff work continues to align with the Strategic Plan and noted that the Program Manager Report now includes a goal-completion metric requested by a committee member. She highlighted Enforcement Officer Gloria Padilla-Todd's collaboration on social media outreach aimed at increasing consumer awareness and reducing complaints. She thanked outreach staff Heather Davis and Bethany Butori for presenting to 120 UC Pomona students and noted upcoming presentations at UCLA and UC Davis.

Ms. McDaniel stated that there were no regulatory proposals planned for 2025, with only cleanup amendments anticipated for 2026. She reviewed CSE and LARE exam data included in the meeting materials and noted the Chair's concerns with the Division of The State Architect (DSA) regarding Green School Yards

The Committee discussed conflicts between DSA's requirement for an architect's stamp and the Practice Act, which allows landscape architects to stamp drawings in

certain cases. Chair Brief noted that Path of Travel elements often trigger DSA's insistence on architect involvement. Mr. Wreschinsky explained that the requirement comes from the Education Code and would need legislative change.

Ms. McDaniel invited feedback on the CLARB draft report template included in the Program Manager Report and discussion ensued

Ms. Landry noted her appreciation for the chart on page 41 of the packet and inquired about changes in pass/fail rates since the profession was opened to other professions (e.g., contractors, landscape architects). Members engaged in a discussion regarding the CSE.

Mr. Wreschinsky commended Ms. McDaniel and staff for the comprehensive Program Manager Report. Mr. Wreschinsky inquired about social media metrics, specifically whether there is a way to distinguish between followers who are members of the public, licensees, or other groups, noting that understanding this distinction would help assess the effectiveness of outreach efforts to the public versus those already engaged, such as licensees. Heather Davis reported that Instagram primarily attracts students, including American Society of Landscape Architects (ASLA) chapters and universities, while LinkedIn has a broader audience of licensees, students, instructors, and firms.

Mr. Armstrong commented that the data table is informative and may not require further analysis of the CSE. Mr. Armstrong noted that most candidates he knows who have failed the CSE are from out of state and emphasized that national candidates should focus on California-specific content, which is strongly emphasized in California educational institutions. Chair Brief emphasized the importance of reminding CLARB that California is a major licensing body and noted that LATC had at times been excluded from discussions. Chair Brief expressed support for the report format and commended Ms. McDaniel and staff for their thorough work.

Ms. Trauth inquired about the recent increase in LinkedIn connections. Ms. Davis explained that the growth is due to targeted engagement with professionals, students, professors met through outreach, and firms. Ms. Davis noted that LinkedIn is more effective for connecting with professionals, while Instagram is better for reaching students, particularly through ASLA chapters.

Ms. Landry asked which types of enforcement cases are most common and Ms. McDaniel responded that unlicensed activity is the most frequent.

Ms. McDaniel presented certificates of recognition to Mr. Armstrong for his participation in the UCLA accreditation review and to Chair Brief for her service as the Chair during 2025.

**PUBLIC COMMENT:** There were no comments from the public.

**The Committee took a break for lunch at 12:28 p.m. Roll was taken, and a quorum was established at 1:00 p.m.**

## **2. Review, Discuss, and Possibly Take Action to Make a Recommendation to the Board Regarding Strategic Plan Item 1.5: Research the Possibility of Establishing Continuing Education (CE) Requirements for Renewal**

Chair Brief initiated a discussion on establishing continuing education requirements. Ms. Landry expressed support, highlighting the need for ongoing education in areas such as the Americans with Disabilities Act (ADA) Standards for Accessible Design, compliance, irrigation, and fire management. Ms. Trauth noted that LATC has previously discussed continuing education and identified cost as a concern.

Ms. Zuniga explained that LATC would need to justify the need for continuing education, with the Committee recommending it to the Board, which would then seek legislative authority. Ms. Zuniga added that the legislature would require a clear explanation of the problem continuing education aims to address and reiterated that cost to licensees is a significant consideration. Mr. Wreschinsky emphasized that any continuing education requirements would need to be directly tied to health, safety, and welfare.

Mr. Armstrong inquired about CAB's process for continuing education. Ms. Zuniga shared that the American Institute of Architects advocated for Zero Net Carbon continuing education requirements. Tian Feng noted his observation that continuing education is commonly required by licensure boards nationwide, with only a few jurisdictions not requiring it for architects. Mr. Feng noted uncertainty about whether the same applies to landscape architects. Ms. Zuniga shared that LATC has conducted research on continuing education in the past and can provide that information to the Committee. Mr. Wreschinsky noted that licensees in multiple jurisdictions may be subject to different continuing education requirements. Mr. Armstrong suggested raising the issue with CLARB at the national level.

**PUBLIC COMMENT:** There were no comments from the public.

### **3. Review, Discuss, and Possibly Take Action to Make a Recommendation to the Board Regarding Strategic Plan Item 3.1: Increase Outreach to Schools and Professional Associations to Improve Communication**

Ms. McDaniel reported an increase in social media outreach and shared that LATC is developing a formal outreach plan. Ms. McDaniel noted that a letter was sent to Deans of Landscape Architectural Accreditation Board accredited landscape architecture programs, with plans to send a letter each semester. Ms. McDaniel also mentioned ongoing engagement with community colleges.

**PUBLIC COMMENT:** There were no comments from the public.

### **I. Review, Discuss, and Possibly Take Action to Make a Recommendation to Approve UC Los Angeles Extension Certificate Program Site Review Team Recommendation**

Mr. Armstrong presented the findings from the UCLA Extension Certificate Program accreditation review, as outlined in the meeting packet. Mr. Armstrong introduced Kimberly Velasco, Portfolio Director of Design Arts, and Michelle Sullivan, Chair of the Guidance Committee for the Landscape Architecture Program. Mr. Armstrong reviewed the seven standards evaluated during the site visit and summarized the Visiting Team's recommendations and suggestions for improvement:

1. UCLA Extension Certificate Program should develop and implement both a formal written Evaluation Plan for the Landscape Architecture Certification Program and a Succession Plan for key leadership roles.
2. UCLA Extension Certificate Program should develop a long-term Strategic Plan.
3. UCLA Extension Certificate Program should take immediate steps to ensure compliance with the time-based requirements outlined in the proposed regulatory standards, specifically that the Program Administrator serves a minimum half-time base and that the administrative support is maintained at a 1.0 full time equivalent.
4. UCLA Extension Certificate Program should ensure that all program policies, procedures, and evaluation processes are formally documented in written form.

The Committee reviewed and discussed the UCLA Extension Certificate Program Visiting Team Report, with Mr. Armstrong answering questions. Members discussed the report's format and agreed that amendments may be made in the future. Ms. McDaniel explained the site visit process, noting that the Program submitted materials in advance for the Visiting Team's review. Based on the Team's findings and the Program's response, the recommendation is to grant approval with the condition of hiring a program administrator.

**PUBLIC COMMENT:** Michelle Sullivan introduced herself as Chair of the Guidance Committee and noted that the UCLA Extension Landscape Architecture Program is entering its 48<sup>th</sup> year, having started in 1977. Ms. Sullivan shared that she has served on the Guidance Committee for ten years, including the last five as Chair. Ms. Sullivan noted the Program's continued growth in alignment with evolving industry trends and emphasized its role in providing educational opportunities in landscape architecture to individuals who might not have otherwise had access. Ms. Sullivan also highlighted that instructors are active practitioners who bring current professional trends into the classroom. Ms. Sullivan noted that most students complete the program and are employed by graduation. She also shared that since COVID-19, the program has remained primarily online, allowing it to reach students across the U.S. Ms. Sullivan noted that the program is currently in a period of transition following the recent retirement of Stephanie Landregan, the former Director of the Landscape Architecture Program.

Kimberly Velasco expressed gratitude to the Committee and shared her appreciation for being part of the accreditation. Ms. Velasco introduced herself as the new Portfolio Director overseeing the landscape architecture program. Ms. Velasco thanked the Visiting Team for their thoughtful review and recommendations and highlighted her pride in the program's strong reputation for academic rigor, design innovation, and community impact. Ms. Velasco also noted the continued high level of student engagement across studio work, community projects, and professional networking. She provided an update on the hiring process for the program Director and offered to answer any questions from the Committee. Ms. Velasco informed the Committee that a candidate for the Director position has been identified and interviewed. Ms. Velasco shared that while the recommendation calls for 0.5 FTE, the university can only approve 0.45 FTE. Ms. Velasco noted strong support from Dean Eric Bullard, who recognizes the value of the program, which recently graduated its 47<sup>th</sup> cohort. Ms. Velasco shared that Chancellor Julio Frank introduced a new campus-wide vision called "UCLA One", aimed at unifying the main and extension campuses. Ms. Velasco noted efforts to build partnerships with the main campus, including shared instructors and faculty.

Ms. Velasco added that she and the administrative staff are working on long-term documented plans and intend to present a living document at the next accreditation period.

Ms. Trauth requested that irrigation be documented under the curriculum section.

Mr. Armstrong thanked Ms. Velasco and Ms. Sullivan for their thorough responses.

**Ms. Landry made a motion to approve the Visiting Team Recommendation to extend accreditation through December 30, 2030, which was seconded by Ms. Trauth.**

**Mr. Wreschinsky agreed to accept the motion with the condition that the program provides periodic updates on the recommendation and suggestions.**

**Ms. Landry modified her motion to include that the UCLA Extension Program will provide an annual update until the requirement is met of hiring a new Director for the Landscape Architecture Program. Ms. Trauth amended her second.**

**The Committee took a break at 1:55 p.m. Roll was taken, and a quorum was established at 2:01 p.m.**

**The motion was approved unanimously by Members Trauth, Armstrong, Wreschinsky, and Landry. The motion passed 4-0.**

## **J. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB) Current Events and Committees**

### **1. Annual Meeting Update**

Ms. Zuniga reported that one person was approved to attend the CLARB Annual Meeting in Lexington, Kentucky, and that elections were held prior to the event. Ms. Zuniga shared that legislative trends were discussed and informed the Committee that she is now serving as Chair of the Council of Landscape Architectural Registration Boards Member Board Executive Committee.

**PUBLIC COMMENT:** There were no comments from the public.

## **K. Discussion and Possible Action on Election of Officers**

**Susan M. Landry moved to elect Pamela S. Brief as 2026 LATC Chair and Martin Armstrong as Vice Chair.**

**Patricia M. Trauth seconded the motion.**

**Members Landry, Wreschinsky, Trauth, Armstrong, and Chair Brief voted in favor of the motion. The motion passed 5-0.**

**PUBLIC COMMENT:** There were no comments from the public.

## **L. Legislation Update and Discussion**

### **1. AB 1341 (Hoover) Contractors; Discipline: Building Law Violations**

Chair Brief reported that AB 1341 (Hoover) was previously discussed at the last meeting and that there have been no new developments.

**PUBLIC COMMENT:** There were no comments from the public.

## **M. Review and Discuss Zone Zero Defensible Space Regulation, LATC Chair, Pamela Brief**

Chair Brief reported that the Board of Forestry released an updated draft regulation and encouraged members to review it. Chair Brief clarified Zone Zero requirements, outlined the proposed three-year phased standards, and noted local discretion and possible exemptions. Chair Brief summarized four vegetation options under consideration, ranging from limited potted plants to broader vegetation with restrictions.

Members raised concerns about fencing requirements, irrigation, and impacts on homeowners. Chair Brief addressed questions about tree removal and highlighted broader health, safety, and environmental considerations. The Committee agreed to submit written comments, and Chair Brief will prepare a letter and speaking points for the upcoming Board of Forestry meeting.

**PUBLIC COMMENT:** There were no comments from the public.



#### **N. Review, Discussion, and Possible Action Regarding Future Committee Meeting Dates**

Chair Brief led discussion about 2026 meeting dates. Meeting dates were established for LATC, with the following dates confirmed: January 30, 2026, May 8, 2026, and August 7, 2026.

**PUBLIC COMMENT:** There were no comments from the public.

#### **O. Adjournment**

Meeting adjourned at 3:00 p.m.



## **AGENDA ITEM G: PROGRAM MANAGER'S REPORT**

### **Summary**

Program Manager will provide an update on the Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs. Updates on the Strategic Plan and social media efforts will be included.

1. Update on Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs
2. Review, and Discuss Strategic Plan Item California Supplemental Examination Practice Exam

### **Attachment**

Program Manager's Report

### **Action Requested**

None



## MEMORANDUM

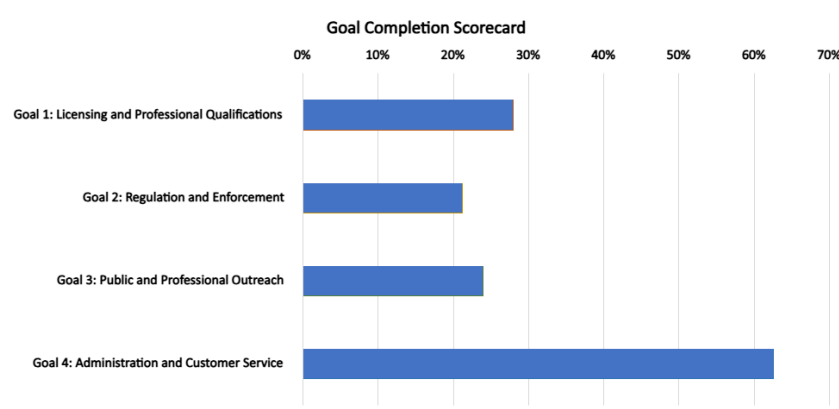
DATE	January 30, 2026
TO	Landscape Architects Technical Committee (LATC) Members
FROM	Kim McDaniel, Program Manager
SUBJECT	Program Manager Report

The following information is provided as an overview of Committee activities and projects as of December 31, 2025. The Committee met in person on October 21, 2025, at Merritt College in Oakland, CA.

### Administrative/Management

**California Architects Board** The Board held a meeting on November 6, 2025. The next Board meeting is scheduled for February 26, 2026.

**Strategic Plan** The Strategic Plan for 2025-2028 was approved by the Board at its meeting on February 20, 2025, following review and discussion by the LATC on January 31, 2025. The LATC continues to work diligently to implement the plan and is on track for meeting goals. Updates on various aspects of the Strategic Plan follow:

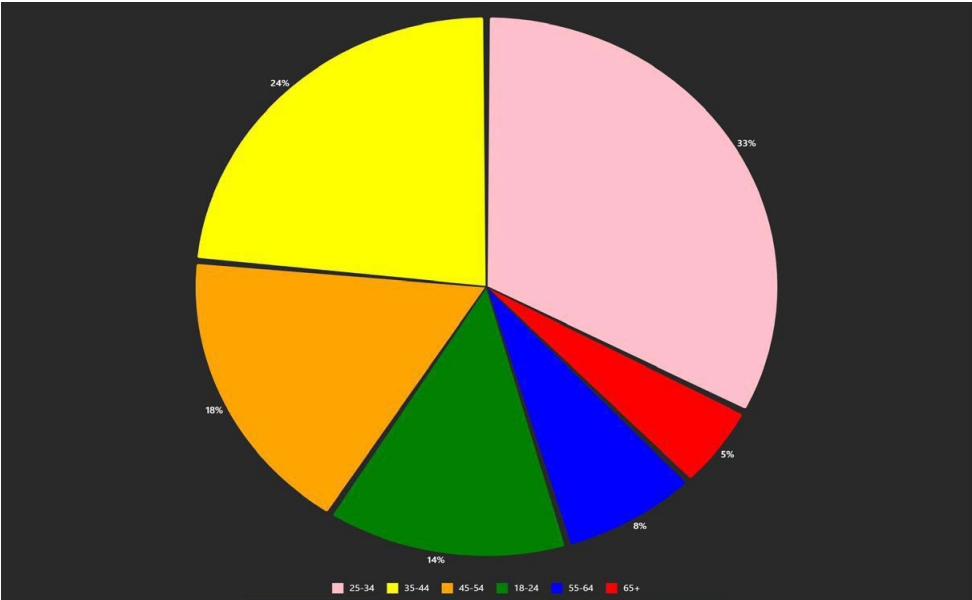


\*Note: Strategic Plan Goals are through 2028.

**Outreach** On November 18, 2025, LATC delivered in-person licensing presentations at UC Davis, engaging three classes of landscape architecture students, early in their degree program and those nearing graduation. The sessions provided an overview of the licensure process, including key requirements and pathways to becoming licensed, aimed at helping students navigate their professional journey. This effort reflects LATC’s ongoing commitment to outreach and education, ensuring future professionals are informed early in their careers. Looking ahead, LATC plans to expand outreach to additional colleges offering landscape architecture programs.

**Website Updates** Staff have been actively updating the LATC website to ensure the accuracy and relevance of all posted information, with a focus on maintaining clear and up-to-date content for stakeholders and the public. Website updates for 2026 LARE exam testing dates and the LATC Committee meeting dates have been added to the website for reference.

**Social Media** From October through December 2025, LATC’s social media presence continues to grow steadily, with strong gains in follower count across platforms. LATC’s Instagram presence continued to grow steadily in the last quarter of 2025. Starting with 437 followers in October (+8.7%), the account increased to 500 followers in November (+14.4%) and reached 515 followers by December (+3%). Overall, this represents a 28% increase in followers over three months, reflecting the success of LATC’s efforts to expand engagement and strengthen its online presence. LATC’s Instagram audience spans a wide range of age groups, with the largest group being ages 25-34 (33%), followed by 35-44 (23.6%). Younger users make up 13.5% (18-24), while middle age to older demographics accounts for 29.9% combined: 45-54 (17.5%), 55-64 (7.5%), and 65+ (4.9%). This distribution indicates a strong presence among early to mid-career professionals, while also engaging a notable portion of established practitioners.



**Chart A: LATC’s Instagram Followers by Age Group**

LATC's LinkedIn network grew significantly during the last quarter of 2025 (see Chart B and Table A). Starting with 1,018 connections at the end of September, the account reached 1,235 in October (+21.3%), 1,517 in November (+22.8%), and 1,877 by December (+23.7%). Overall, this represents an impressive 84% increase in connections over three months, highlighting the success of LATC's efforts to expand professional engagement and visibility.

### **Regulation Proposals**

For the year of 2025, there were no new regulatory proposals. Looking forward staff anticipate several regulatory proposals in 2026.

## **LATC EXAMINATION PROGRAM**

**California Supplemental Examination (CSE)** Performance data for the CSE during the current quarter (Table A) and calendar year (Table B) are displayed in the following tables.

**Table A. Current Quarter - CSE Performance by Candidate Type  
(October 1- December 31, 2025)**

<b>Candidate Type</b>	<b>Passed</b>	<b>Rate</b>	<b>Failed</b>	<b>Rate</b>	<b>Total</b>
First-time	28	90%	3	10%	31
Repeat	11	92%	1	8%	12
Total	39	91%	4	9%	43

**Table B. Previous Calendar Year - CSE Performance by Candidate Type  
(January 1- December 31, 2024)**

<b>Candidate Type</b>	<b>Passed</b>	<b>Rate</b>	<b>Failed</b>	<b>Rate</b>	<b>Total</b>
First-time	81	70%	34	30%	115
Repeat	21	55%	17	45%	38
Total	102	67%	51	33%	153

### **Table C. CSE Retake and Margin of Failing**

*January 1, 2024 – December 31, 2024 (153 Candidates)*

Points Failed By	Number of Retake Candidates	Percentage
1 Point	5	29%
2 Points	1	6%
3 Points	3	18%
4 Points	2	12%
5 Points	1	6%
6+ Points	5	29%
<b>TOTAL</b>	<b>17</b>	<b>100%</b>

**CSE Highlights** Of the total of 43 candidates who took the CSE between October 1 through December 31, 2025, the pass rate for first time test-takers and repeat test-takers was higher (90% and 92%) than for 2024 when the rates were 70% and 55%, respectively (Table B).

**Landscape Architect Registration Examination (LARE)** A LARE administration was held December 1 through December 17, 2025. Examination results for all LARE administrations are released by CLARB within six weeks of the last day of administration.

The pass rates for LARE sections taken by California candidates during July 28 through August 13, 2025, administration is depicted in the following Table D:

**Table D. California LARE Pass Rates (July 28 – August 13, 2025)**

Section	CA Applicants	Passed	Rate	Failed	Rate
Inventory, Analysis, & Project Management	70	44	64%	26	36%
Planning & Design	63	42	67%	21	33%
Construction Documentation & Administration	45	35	74%	10	26%
Grading, Drainage, & Stormwater Management	55	25	47%	30	53%

## LATC ENFORCEMENT PROGRAM

### Enforcement Actions

**Table E. Landscape Architects Complaints and Enforcement Actions**

Category	Current Quarter Oct Dec 2025	Prior Quarter Jul Sep 2025	FY 25 26
<b>Complaints</b>			
Received	2	11	13
Opened (Reopened)	2	11	13
Closed	1	11	12
Average Days to Close	77	22	50
Pending	6	7	6
<b>Citations</b>			
Issued	0	0	0
Final	0	0	0
Pending Attorney General	0	0	0
Final	1	0	0

**Landscape Architects Enforcement Action Summaries approved by DCA**

**Legal: Citations 0**

**Administrative Actions 0**



## **AGENDA ITEM H: UPDATE AND DISCUSS COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS (CLARB) CURRENT EVENTS AND COMMITTEES**

### **Summary**

Update and Discussion of National Council of Landscape Architectural Registration Boards (CLARB) Current Events and Committees



**AGENDA ITEM I.1: CONSIDERATION AND POSSIBLE ACTION FOR  
A RECOMMENDATION TO THE CALIFORNIA  
ARCHITECTS BOARD MODIFIED PROPOSED  
REGULATORY LANGUAGE TO AMEND CCR TITLE 16,  
DIVISION 26, ARTICLE 1, SECTION 2611  
(ABANDONMENT OF APPLICATION)**

**Summary**

California Code of Regulations (CCR) 2611 Abandonment of Application

This proposal updates Section 2611 to increase the timeframe for the abandonment of a California Supplemental Exam (CSE) application from three years to five years.

**Action Requested**

Approve the proposed regulatory text for Section 2611, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for hearing if requested.

**Attachments**

1. 16 CCR Section 2611 Modified Text

DEPARTMENT OF CONSUMER AFFAIRS  
**CALIFORNIA ARCHITECTS BOARD**  
**LANDSCAPE ARCHITECTS TECHNICAL**  
**COMMITTEE PROPOSED REGULATORY**  
**LANGUAGE Abandonment of Application**

<b>Legend:</b>	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by <del>strikeout</del> .
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**Amend section 2611 of Division 26 of Title 16 of the California Code of Regulations to read as follows:**

**§ 2611. Abandonment of Application**

(a) An applicant whose license application is incomplete, or for which additional information is requested, shall be deemed to have abandoned their application if they have not submitted all required documents, data, information, and license fees, and complied with applicable criminal history record check requirements, pursuant to Section 144 of the Code by the date that is one year after the date of their notification that their application is incomplete or requesting additional information.

(b)(1) An applicant whose eligibility application for the Landscape Architect Registration Examination (LARE) or the California Supplemental Examination (CSE) is incomplete shall be deemed to have abandoned their application if they have not submitted all required documents, data, information, and required fees by the date that is one year after the date of their incomplete application notification.

(2) An applicant whose eligibility application for the LARE or the CSE has been accepted shall be deemed to have abandoned their application if:

(A) For the LARE, they have not taken a section of the examination within five years from the date their eligibility letter was issued, or five years have passed since the last date on which the applicant took a section of the examination, whichever is later.

(B) For the CSE, they have not taken the examination within ~~three~~five years from the date their eligibility letter was issued, or five years have passed since the last date on which the applicant took the examination, whichever is later.

(c) Any application submitted after the abandonment of a former application shall be treated as a new application and shall include all required information and accompanying materials that would be submitted by a first-time applicant, regardless of whether the information or materials were previously included in their former application. An abandoned application shall be retained in the candidate file, as defined in Section 2611.5, until the candidate file is purged pursuant to that section.

Note: Authority cited: Section 5630, Business and Professions Code. Reference:  
Sections 144, 5650, 5653 and 5675, Business and Professions Code.



## **AGENDA ITEM J: REVIEW DISCUSSION, AND POSSIBLE ACTION REGARDING FUTURE COMMITTEE MEETING DATES**

A schedule of planned meetings and events for 2026 are provided to the Committee. These months are selected to provide ample time to meet before CAB meets given the Board approves LATC items.

<b>Date</b>	<b>Event</b>	<b>Location</b>
February 26, 2026	CAB Meeting	TBD
May 8, 2026	LATC Meeting	TBD
May 21, 2026	CAB Meeting	TBD
August 7, 2026	LATC Meeting	TBD
August 20, 2026	CAB Meeting	TBD
August 27-29, 2026	CLARB Annual Meeting	Calgary, Canada
September 16-18, 2026	ASLA 2026 Conference on Landscape Architecture	Los Angeles, CA
November 12, 2026	CAB Meeting	TBD