

California Architects Board
Landscape Architects Technical Committee
January 31, 2025





NOTICE OF MEETING Landscape Architects Technical Committee

LATC MEMBERS

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

***Action may be
taken on any
item listed on
the agenda.***

**The Landscape Architects Technical Committee
(LATC or Committee) will meet at
at 10 a.m., on January 31, 2025**

NOTE: This teleconference meeting is being held pursuant to Government Code section 11123.5.

The in-person location for this meeting is:

**2420 Del Paso Road, Suite 105, Room 114
Sacramento, CA 95834**

Information to Register/Join Meeting for Members of the Public via Webex: To access the Webex event, attendees will need to click the following link. Instructions to connect to the meeting can be found at the end of this agenda.

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=mdabb1d304c7e85f329de98ba8545b154>

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com

Due to potential technical difficulties, please consider submitting written comments by January 27, 2025, to latc@dca.ca.gov for consideration.

AGENDA

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

Action may be taken on any item listed below.

- 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. Update from the Department of Consumer Affairs (DCA) – Board and Bureau Relations, DCA
- E. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst
- F. Review and Possible Action on November 7, 2024, LATC Meeting Minutes
- G. Discussion and Possible Action Regarding Landscape Architecture and Public Protection and Outreach for Rebuilding Process Post Southern California Fires
- H. Program Manager's Report
 - 1. Update on Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs
- I. Review and Possible Action on Draft 2025-2028 Strategic Plan
- J. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB):
 - 1. Update and Discuss Committee Meetings
- K. Review of Future Committee Meeting Dates
- L. 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)).

The meeting is accessible to the disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a 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.

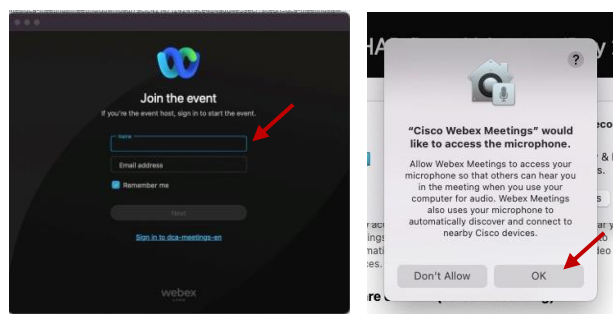
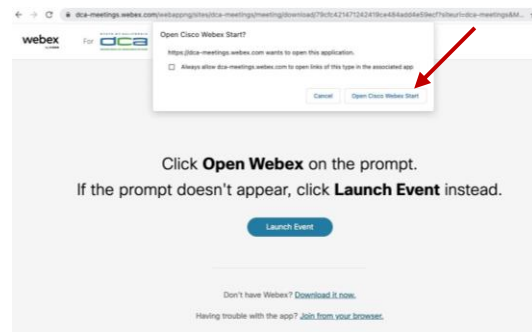
Protection of the public shall be the highest priority for the Committee in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and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

If joining using the meeting link

1 Click on the meeting link. This can be found in the meeting notice you received.

2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.

3 Enter your name and email address*. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.

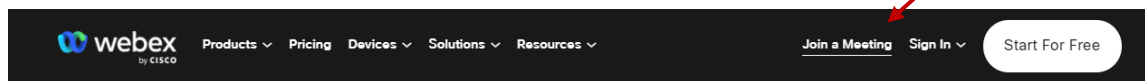


* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

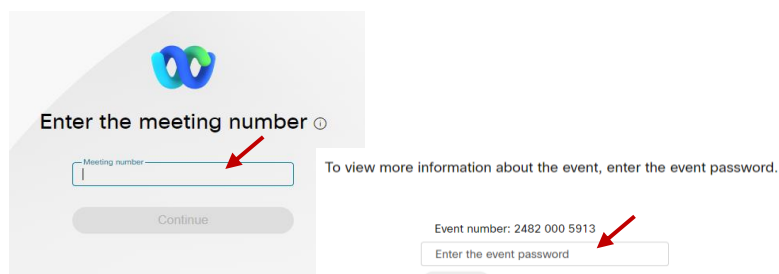
OR

If joining from Webex.com

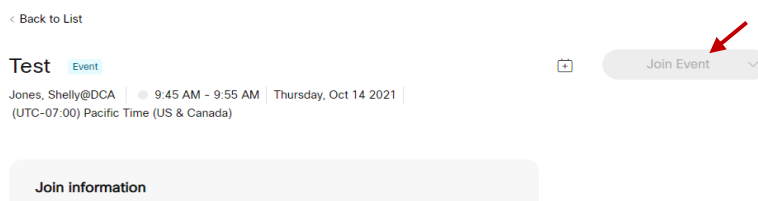
1 Click on "Join a Meeting" at the top of the Webex window.



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.



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



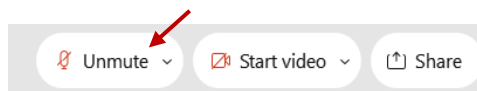
OR

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.

Microphone

Microphone control (mute/unmute button) is located on the command row.

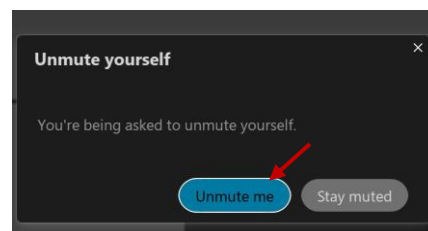


Green microphone = Unmuted: People in the meeting can hear you.



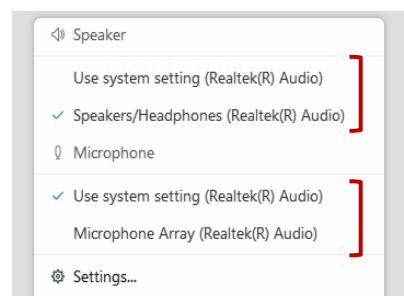
Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".



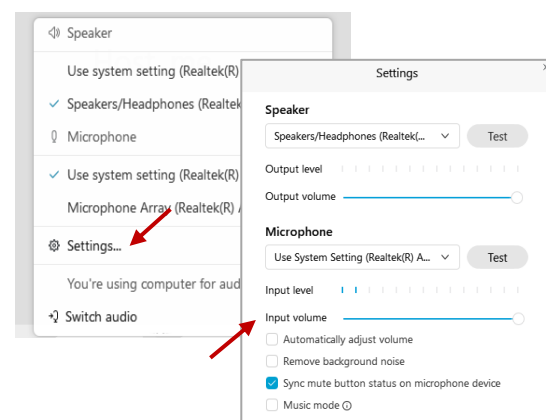
If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
 - Microphone option if participants can't hear you.
 - Speaker option if you can't hear participants.



If your microphone volume is too low or too high

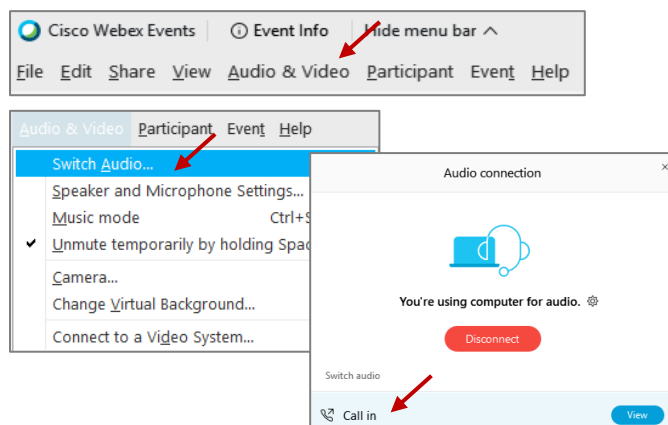
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



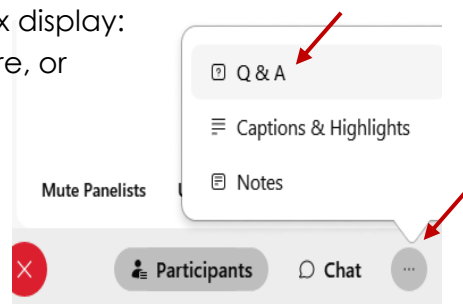
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

NOTE: This feature is not accessible to those joining the meeting via telephone.

Q&A Feature

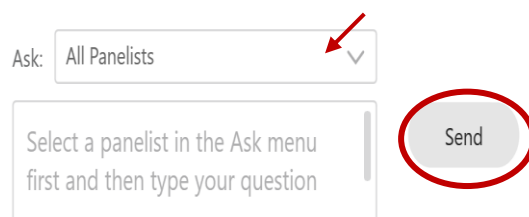
1 Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



2 In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



— OR —

Hand Raise Feature

- 1
- Hovering over your own name.
 - Clicking the hand icon that appears next to your name.
 - Repeat this process to lower your hand.

If connected via telephone:

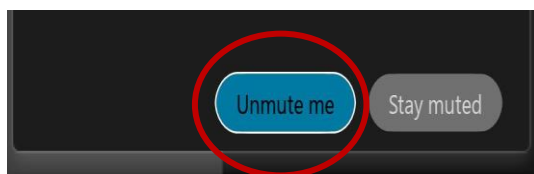
- Utilize the raise hand feature by pressing *3 to raise your hand.
- Repeat this process to lower your hand.

Unmuting Your Microphone



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.

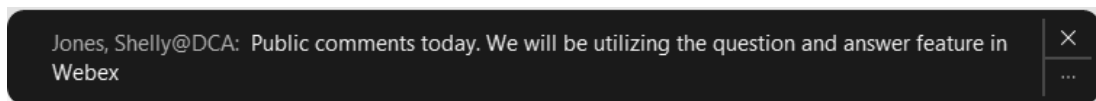


— OR —

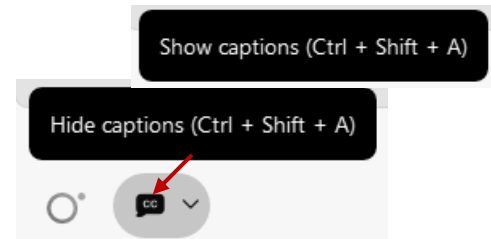
If connected via telephone:

- Press *3 to unmute your microphone.

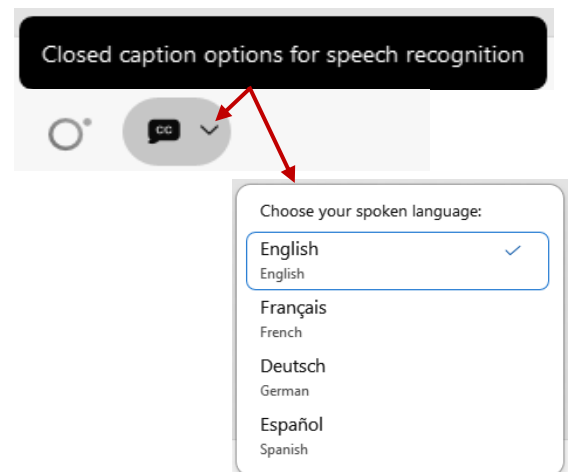
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



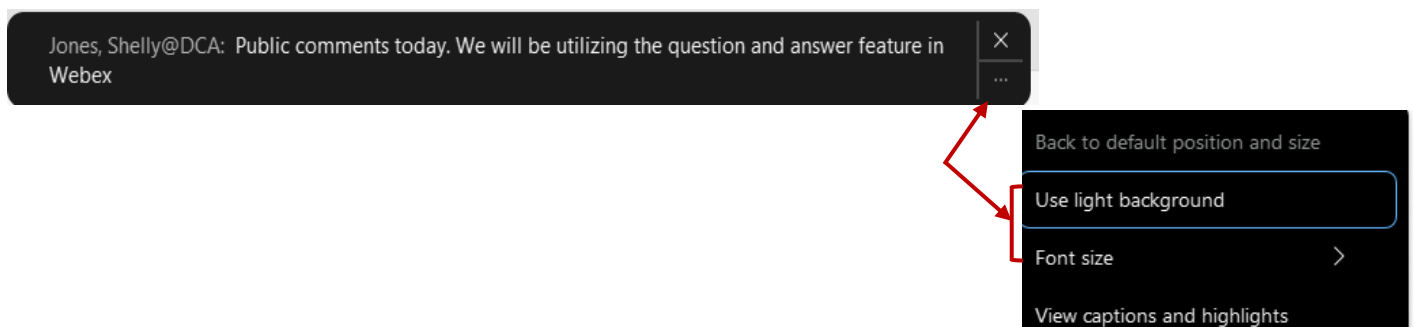
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.



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

Patricia M. Trauth, Vice Chair

Martin Armstrong

Susan Landry

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: 2024 - 2025

Run Date: 12/23/2024

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget
5100	PERMANENT POSITIONS	\$349,000	\$258,235	\$326,000
5100	TEMPORARY POSITIONS	\$6,000	\$0	\$6,000
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$3,000	\$900	\$3,000
5150	STAFF BENEFITS	\$229,000	\$182,949	\$222,000
	PERSONAL SERVICES	\$587,000	\$442,084	\$557,000

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget
5301	GENERAL EXPENSE	\$34,000	\$7,768	\$69,000
5302	PRINTING	\$16,000	\$8,732	\$6,000
5304	COMMUNICATIONS	\$5,000	\$1,204	\$5,000
5306	POSTAGE	\$12,000	\$217	\$4,000
5308	INSURANCE	\$0	\$10	\$0
53202-204	IN STATE TRAVEL	\$14,000	\$9,407	\$14,000
53206-208	OUT OF STATE TRAVEL	\$0	\$153	\$0
5322	TRAINING	\$3,000	\$0	\$3,000
5324	FACILITIES	\$25,000	\$52,300	\$15,000
53402-53403	C/P SERVICES (INTERNAL)	\$23,000	\$11,040	\$24,000
53404-53405	C/P SERVICES (EXTERNAL)	\$271,000	\$102,702	\$272,000
5342	DEPARTMENT PRORATA	\$266,000	\$225,976	\$247,000
5342	DEPARTMENTAL SERVICES	\$30,000	\$52,945	\$40,000
5344	CONSOLIDATED DATA CENTERS	\$1,000	\$6,510	\$6,000
5346	INFORMATION TECHNOLOGY	\$24,000	\$15,519	\$15,000
5362-5368	EQUIPMENT	\$0	\$1,136	\$0
54	SPECIAL ITEMS OF EXPENSE	\$0	\$290	\$0
	OPERATING EXPENSES & EQUIPMENT	\$724,000	\$495,909	\$720,000

OVERALL TOTALS	\$1,311,000	\$937,992	\$1,277,000
----------------	-------------	-----------	-------------

REIMBURSEMENTS	-\$1,000	\$0	-\$1,000
OVERALL NET TOTALS	\$1,310,000	\$937,992	\$1,276,000

Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
\$20,883	\$90,860	\$0	\$90,860	\$269,891	\$56,109
\$0	\$0	\$0	\$0	\$0	\$6,000
\$0	\$0	\$0	\$0	\$900	\$2,100
\$11,424	\$53,120	\$0	\$53,120	\$157,788	\$64,212
\$32,307	\$143,980	\$0	\$143,980	\$428,579	\$128,421

Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
\$6,745	\$6,745	\$1,309	\$8,054	\$10,572	\$58,428
\$0	\$0	\$0	\$0	\$4,553	\$1,447
\$4	\$45	\$0	\$45	\$1,384	\$3,616
\$69	\$69	\$0	\$69	\$500	\$3,500
\$0	\$0	\$0	\$0	\$10	-\$10
\$0	\$0	\$0	\$0	\$12,000	\$2,000
\$0	\$0	\$0	\$0	\$4,024	-\$4,024
\$0	\$0	\$0	\$0	\$3,000	\$0
\$4,659	\$21,488	\$29,512	\$51,000	\$53,545	-\$38,545
\$0	\$1,421	\$0	\$1,421	\$3,511	\$20,489
\$5,217	\$13,975	\$19,001	\$32,976	\$58,405	\$213,595
\$0	\$124,500	\$0	\$124,500	\$247,000	\$0
\$4	\$6,148	\$0	\$6,148	\$50,481	-\$10,481
\$0	\$0	\$0	\$0	\$5,253	\$747
\$0	\$0	\$21,475	\$21,476	\$21,476	-\$6,476
\$601	\$601	\$0	\$601	\$1,076	-\$1,076
\$0	\$0	\$0	\$0	\$350	-\$350
\$17,299	\$174,994	\$71,297	\$246,291	\$477,141	\$242,859

\$49,606	\$318,974	\$71,297	\$390,271	\$905,721	\$371,279
----------	-----------	----------	-----------	-----------	-----------

				\$0	
\$49,606	\$318,974	\$71,297	\$390,271	\$905,721	\$370,279

29.07%

Department of Consumer Affairs

Revenue Projection Report

Reporting Structure(s): 11110320 Landscape Architects Committee

Fiscal Month: 5

Fiscal Year: 2024 - 2025

Run Date: 12/23/2024

Revenue

Fiscal Code	Line Item	Budget	July	August	September
	Delinquent Fees	\$10,000	\$800	\$1,200	\$800
	Other Regulatory Fees	\$2,000	\$0	\$750	\$0
	Other Regulatory License and Permits	\$174,000	\$15,500	\$8,550	\$15,200
	Other Revenue	\$10,000	\$0	\$25	\$0
	Renewal Fees	\$1,281,000	\$129,600	\$129,900	\$160,700
	Revenue	\$1,477,000	\$145,900	\$140,425	\$176,700

October	November	Year to Date	Projection To Year End
\$1,000	\$1,200	\$5,000	\$10,000
\$0	\$0	\$750	\$1,800
\$17,350	\$10,150	\$66,750	\$175,100
\$10,947	\$67	\$11,039	\$25,876
\$91,900	\$87,450	\$599,550	\$1,281,250
\$121,197	\$98,867	\$683,089	\$1,494,026

0757 - Landscape Architects Technical Committee Fund
Analysis of Fund Condition
(Dollars in Thousands)
2025-26 Governor's Budget With FM 5 Projections

Prepared 1.16.2025

	Actuals 2023-24	CY 2024-25	BY 2025-26	BY +1 2026-27	BY +2 2027-28
BEGINNING BALANCE					
Prior Year Adjustment	\$ 653	\$ 654	\$ 1,171	\$ 1,187	\$ 1,318
Adjusted Beginning Balance	\$ -5	\$ -	\$ -	\$ -	\$ -
	\$ 648	\$ 654	\$ 1,171	\$ 1,187	\$ 1,318
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 12	\$ 10	\$ 12	\$ 10	\$ 12
4127400 - Renewal fees	\$ 865	\$ 1,281	\$ 1,160	\$ 1,281	\$ 1,160
4129200 - Other regulatory fees	\$ 5	\$ 2	\$ 2	\$ 2	\$ 2
4129400 - Other regulatory licenses and permits	\$ 128	\$ 175	\$ 179	\$ 174	\$ 179
4163000 - Income from surplus money investments	\$ 31	\$ 25	\$ 10	\$ 19	\$ 19
4171400 - Escheat of unclaimed checks and warrants	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
Totals, Revenues	\$ 1,042	\$ 1,494	\$ 1,364	\$ 1,487	\$ 1,373
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 1,042	\$ 1,494	\$ 1,364	\$ 1,487	\$ 1,373
TOTAL RESOURCES	\$ 1,690	\$ 2,148	\$ 2,535	\$ 2,674	\$ 2,691
Expenditures:					
1111 Department of Consumer Affairs (State Operations)	\$ 938	\$ 906	\$ 1,253	\$ 1,291	\$ 1,329
9892 Supplemental Pension Payments (State Operations)	\$ 15	\$ 6	\$ 6	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 83	\$ 65	\$ 89	\$ 65	\$ 65
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 1,036	\$ 977	\$ 1,348	\$ 1,356	\$ 1,394
FUND BALANCE					
Reserve for economic uncertainties	\$ 654	\$ 1,171	\$ 1,187	\$ 1,318	\$ 1,297
Months in Reserve	8.0	10.4	10.5	11.3	11.2

- NOTES:**
1. Assumes workload and revenue projections are realized in BY+1 and ongoing.
 2. Expenditure growth projected at 3% beginning BY+1.

AGENDA ITEM F: REVIEW AND POSSIBLE ACTION ON NOVEMBER 7, 2024, LATC MEETING MINUTES

Summary

The Committee is asked to review and take possible action on the minutes of the November 7, 2024, LATC meeting.

Action Requested

Approval of the November 7, 2024, LATC Meeting Minutes

Attachment

November 7, 2024, LATC Meeting Minutes (Draft)



MEETING MINUTES

CALIFORNIA ARCHITECTS BOARD The Landscape Architects Technical Committee Meeting

November 7, 2024
Department of Consumer Affairs
HQ 2 Hearing Room (Room #186)
1747 North Market Blvd.
Sacramento, CA 95834

Landscape Architects 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, Program Manager
Timothy Rodda, Regulations Manager
Shree Jones, Licensing and Examination Coordinator
Gloria Padilla-Todd, Enforcement Analyst

Department of Consumer Affairs (DCA) Staff Present

Karen Muñoz, Budget Manager
Korinna Moreno, CIC Manager
Luke Fitzgerald, Budget Analyst
Sam Singh, Legal Affairs Attorney III
Helen Geoffroy, Legal Affairs Attorney III

Guests Present

Jason Ikerd, California Council of American Society of
Landscape Architects (CCASLA)

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

LATC Chair Pamela Brief called the meeting to order at 10:47a.m. and Vice Chair, Patricia Trauth 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 introduced and welcomed three new staff: Shree Jones, Gloria Padilla-Todd, and Bethany Butori.

Member Jon Wreschinsky expressed he was glad to be here in-person and was looking forward to the strategic planning session tomorrow.

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 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)).

PUBLIC COMMENT: There were no comments from the public.

D. Review and Possible Action on June 7, 2024, LATC Meeting Minutes

Chair Brief shared that Tracy Morgan-Hollingsworth, CCASLA Executive Director, who was a meeting attendee as noted on the June 7, 2024, meeting minutes, unexpectedly passed away. Chair Brief shared that Ms. Morgan-Hollingsworth's impact was felt nationally; expressed her condolences.

Susan M. Landry moved to approve the June 7, 2024; Meeting Minutes as presented.

Patricia M. Trauth seconded the motion.

PUBLIC COMMENT: There were no comments from the public.

E. Update on the Department of Consumer Affairs (DCA), Bureau and Board Relations

Korrina Moreno, with DCA Bureau and Board Relations, welcomed new Committee member Martin "Marty" Armstrong. Ms. Moreno provided a Diversity, Equity, and Inclusion (DEI) Update, noting that the Steering committee met last month and provided information on training opportunities. Ms. Moreno shared DCA updated Implicit Bias training to focus on Board and Committee members. The training is self-paced and launching in early 2025. Ms. Moreno noted that DCA offers more than 20 DEI courses

and training that can be found online in DCA's Learning Management System. Ms. Moreno shared information on the upcoming Military Licensing Webinar that DCA is hosting Nov 21, 2024, in which licensing resources will be made available to members of the military and their spouses or domestic partners. Ms. Moreno shared Cal HR recently released an updated travel policy to align with federal policy effective October 2024. Ms. Moreno provided updates on DCA's year-end campaigns: The 3rd Annual Turkey Drive and the "Our Promise" campaign.

Ms. Moreno answered questions posed by members of the Committee. Chair Brief asked for DCA to resend new travel policy.

Mr. Wreschinsky asked if members still restricted to fly with Southwest Airlines, suggesting another airline could be cheaper. He also asked for timeframe turkey donations are open and process to donate (turkeys can be donated on November 13 from 8am-10am at DCA headquarters) – coordinate with Executive Officer).

Mr. Wreschinsky asked if the Committee has an area to address regarding DEI, are there resources available to assist? Ms. Morena responded yes, the DEI Committee is very resourceful, in addition to assisting with SOLID training plans and solutions.

Chair Brief shared that tomorrow there is a section of the strategic plan directly relating to DEI.

No public comment.

F. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst

Budget Analyst Luke Fitzgerald reviewed LATC's Expenditure Projection Reports, Fund Analysis of Fund Condition Statement, and Revenue Projection Report included in the meeting material as handouts. Mr. Fitzgerald informed the Committee that the current year beginning base budget was 1.28 million and the Committee is projected to spend \$923,000, therefor creating a \$359,000 reversion, or almost 28%.

Mr. Fitzgerald shared that the Committee Revenue Projections Report includes receipts collected through September 2024. Mr. Fitzgerald spoke next on the Committee's Fund Analysis of Fund Condition Statement, sharing that the statement shows the Committee's actuals for 2023/2024 began with a balance of \$650,000. He stated that the Committee collected 1.04 million in revenues, with \$128,000 from initial license fees, \$865,000 from license renewals, and \$49,000 collected from the issuance of citations, fines, delinquent fees, and other revenue. The Committee expended 1.038 million, which includes \$1,060,000 in direct draws to the fund for Statewide Pro Rata and pension payments. The Committee ended 2023/2024 with \$654,000 in reserve balance, which equates to about 7.9 months. For the current year, the Committee projects revenues of 1.488 million, with \$173,000 projected from initial license fees, just over 1.28 million from renewal fees, and \$34,000 from the issuance of citations, fines, delinquent fees, and other revenue. The Committee's 2024/2025 expenditures, based on the Governor's budget with Fiscal Month 3 projections, is just under one million, between authorized expenditures and direct draws to the fund, leaving the Committee with a fund balance under 1.15 million, or 9.4 months in reserve.

The Budget Office will continue to monitor the Committee's revenue and expenditures and report back to the Committee with expenditure projections as fiscal months are closed in the current year. Mr. Fitzgerald explained that the Committee's Analysis of Fund Condition Statement is a snapshot in time, and one of the main factors driving expenditure increases in the future years is a result of personal service adjustments, which include general salary increases, employee compensation, and retirement rate adjustments. Mr. Fitzgerald shared that the Budget Office includes a conservative, ongoing, 3% increase to expenditures on the Analysis of Fund Condition Statement to account for these ongoing incremental adjustments. Mr. Fitzgerald concluded with letting the Committee know that any future legislation or unanticipated events can result in the Committee's need for additional resources, which could create cost pressure on the fund, and that the Budget Office will continue to monitor the Committee's Fund Condition and keep communication open with Executive Staff.

Mr. Fitzgerald and Karen Muñoz, Budget Officer, answered questions posed by the Committee. Chair Brief asked about the number of months the Committee is allowed to have in reserve. Ms. Muñoz shared that this number is typically 3-6 but they are looking into an increase of 6-12 months given unanticipated costs seen over the last few years. She shared that for smaller Boards and Committees any small change can have a big impact and that for LATC, they'd like to keep their reserve at 6-12 months. A member inquired about the level of the reserve necessary to trigger a decrease in fees and Ms. Muñoz indicated that this could occur when the reserves are at 24 months and could be a temporary or permanent solution depending on program needs at the time.

PUBLIC COMMENT: There were no comments from the public.

G. Legislation Update

G.1. SB 1452 (Ashby) Architecture and Landscape Architecture

i. Committee Structure Discussion

Laura Zuniga provided an update on SB 1452 which extends the program date for 4-years through January 1, 2029, for both LATC and CAB, with a few minor statutory changes.

Susan Landry asked about email addresses, if this is for current licensees or just new people, to which Ms. Zuniga provided clarification, stating that it is required for new applicants taking the test, but if currently licensed it is not a requirement. Mr. Wreschinsky asked if there is a timeline to get the changes made in SB 1452, to which Ms. Zuniga answered that they take effect January 1, 2025.

Ms. Trauth asked if LATC fees are tracked separately from architect's fees, to which Ms. Zuniga clarified they are in separate funds.

PUBLIC COMMENT: There were no comments from the public.

G.2. Review and Possible Approval of Proposed Statutory Changes to the Landscape Architect Practices Act

Ms. Zuniga shared this proposal revision is to clean up the language in the Landscape Architects Practice Act and provided background on the item.

Mr. Wreschinsky asked about continuing education and the process. Ms. Zuniga explained statutory authority is necessary to make any changes.

Chair. Brief expressed the desire to have more time to review the proposed changes. Ms. Geoffroy provided clarification that members may provide comments on the legislation individually to Ms. Zuniga, but not as a group.

Ms. Trauth had an inquiry about licensure expiration after five years. Ms. Geoffroy clarified that after five years of the license being expired it cannot be reinstated. Mr. Wreschinsky asked clarifying questions on expired versus suspended license. Ms. Geoffroy informed that suspensions are typically for a short period of time, with the chances of probation and/or the license being reinstated, while cancelled is for one of the following reasons: discipline or failure to renew, which is considered delinquent until re-established, or if not re-established within five years, the license will be cancelled.



Public Comment

Jason Ikerd, on behalf of CCASLA, asked questions regarding the proposed revisions of 5622(b).

Ms. Geoffroy responded that most of these changes are made to comply with Business and Professions Code Section 5620, where the legislature designed the relationship between the Committee and the Board.

Lunch Break 12:00pm-12:30pm

Roll called after lunch and all members returned, establishing a quorum.

H. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB):

H.1.i. Meeting Update

Chair Brief shared information on CLARB's Annual Meeting, this year's theme being "Opportunity into Action", which included key points focusing on Defending Licensure in Deregulation Era, Enlisting Champions, Understanding Uniform Standards, Multiple Routes, and Navigating Legal Landscape. CLARB is providing practice exams to alleviate unknowns of the exam and providing provisional feedback beginning in August 2024 (candidates will get feedback, showing if they provisionally passed. If they did not pass, it will provide information on areas needing more focus to pass). With this change, examinees will now know whether they passed and if not, knowing what areas they need to study and therefore can retest sooner. A survey was sent out asking candidates to share LARE study methods, education, and skills to help CLARB and future examinees know how to prepare for taking the exam. The research survey study period will occur from August 2024-August 2025, with CLARB hoping to publish findings by late 2025. CLARB is offering many webinar trainings that are free to members and council record holders, (see CLARB website for calendar with trainings). Chair Brief noted that CLARB will be undergoing changes with their database, email, website, and brand in 2025. Chair Brief informed that Laura Zuniga is a volunteer for the Member Board

Executive (MBE) Committee, where she volunteers to provide member executive board input to organization goals and strategies. Members asked questions about the exam and discussion ensued.

PUBLIC COMMENT: There were no comments from the public.

H.1.ii. Presentation

Ms. Zuniga shared the Board Executive Insights: Enhancing Landscape Architectural Licensure presentation.

Mr. Wreschinsky shared that he is surprised that candidates for licensure are older than he anticipated after reviewing the age distribution chart in the presentation. Ms. Trauth shared that the model law that CLARB is encouraging has 8 years combined education and experience requirements, although over 30 states require 6 years, and encourages keeping the 6-year education and experience requirements.

Members asked questions, discussion ensued.

PUBLIC COMMENT: There were no comments from the public.

H.1.iii. Joint Practice Committee/Design Alliances

Mr. Wreschinsky shared about his work on the Experience Evaluation Committee, who is looking at model law, specifically the experience component, and how to align with education and examination. Mr. Wreschinsky stated the key issues the Committee are looking at include how to standardize experience, how experience is measured (such as establishing criteria for direct supervision), ways to provide information to supervisors and employees to establish clear roles and guidelines, and how to establish criteria for international applicants to ensure education is equivalent.

Members asked questions, discussion ensued.

PUBLIC COMMENT: There were no comments from the public.

1. Update and Discuss Committee Meetings- No additional updates.

I. Election of 2025 Committee Officers

- **Susan Landy moved to elect Pamela S. Brief as 2025 LATC Chair.**

Jon Wreschinsky seconded the motion.

PUBLIC COMMENT: There were no comments from the public.

- **Pamela S. Brief moved to elect Patricia M. Trauth as 2025 LATC Vice Chair.**

Jon Wreschinsky seconded the motion.

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

PUBLIC COMMENT: There were no comments from the public.

J. Executive Officer's Report – Update on Board's Administration / Management, Examination, Licensing, and Enforcement Programs

Ms. Zuniga provided an overview of the Executive Officer Report in the meeting materials, which included updates on LATC's business modernization project, personnel changes, examination statistics, and enforcement activity.

Ms. Zuniga shared that the California Architects Board Professional Qualifications Committee will meet this month and focus on Artificial Intelligence.

A member asked about what the outreach presentations include. Ms. Zuniga shared that the outreach presentations review the licensure process and the licensure requirements. Ms. Landry shared her experience of her outreach presentation at Cal Poly Pomona.

PUBLIC COMMENT: There were no comments from the public.

K. Review of Future Committee Meeting Dates

Chair Brief led discussion about 2025 meeting dates. Ms. Zuniga and Ms. McDaniel will coordinate with CAB's dates and follow up meeting dates to members.

PUBLIC COMMENT: There were no comments from the public.

L. Recess

Meeting to adjourned for recess at 1:48 p.m. Strategic Planning session scheduled for the following day, Friday, November 8, 2024.

AGENDA ITEM G: REVIEW AND POSSIBLE ACTION REGARDING LANDSCAPE ARCHITECTURE, PUBLIC PROTECTION, AND OUTREACH FOR REBUILDING PROCESS POST SOUTHERN CALIFORNIA FIRES

Summary

The recent wildfires in Southern California provide the Committee an opportunity to help protect the public, the Committee's highest priority. As individuals, families, and municipalities consider options, the Committee can provide information for the public addressing how to hire and/or when is it necessary to hire a licensed landscape architect. Helping the public understand resources keeps the public safe.

Action Requested

The Committee is asked to have a discussion to brainstorm ways to provide information to the public focusing on safety.

Attachment

1. Consumers Guide to Hiring a Landscape Architect

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
CALIFORNIA ARCHITECTS BOARD



CONSUMER'S
GUIDE TO HIRING A
**LANDSCAPE
ARCHITECT**







TABLE OF CONTENTS

INTRODUCTION	3
THE PRACTICE OF LANDSCAPE ARCHITECTURE	4
LANDSCAPE ARCHITECTURE ISSUES IN CALIFORNIA	5
SHOULD I HIRE A LANDSCAPE ARCHITECT FOR MY PROJECT?	6
FINDING AND SELECTING A LANDSCAPE ARCHITECT	8
BASIC PROJECT CRITERIA	9
MAKING THE FINAL DECISION	12
THE CONTRACT FOR DESIGN SERVICES	13
MANDATORY ITEMS FOR THE WRITTEN CONTRACT	14
ADDITIONAL RECOMMENDED ITEMS IN THE WRITTEN CONTRACT	14
KEEPING RECORDS	16
FINANCIAL ISSUES	17
CONSTRUCTION HINTS	17
WHAT TO DO IF A PROBLEM OCCURS WITH YOUR PROJECT	18
PRE-CONSTRUCTION MECHANICS' LIENS	18
MECHANICS' LIENS	19
WHAT CONSTITUTES A COMPLAINT?	19
HOW TO FILE A COMPLAINT	20
HOW WILL LATC RESPOND?	20
LATC CONTACT INFORMATION	21





INTRODUCTION

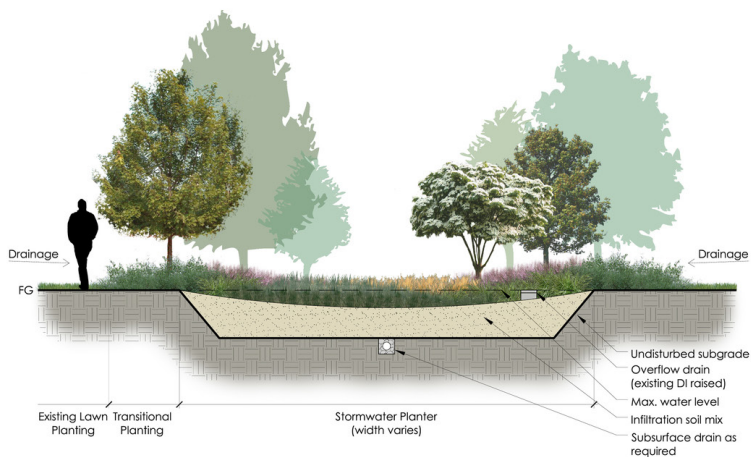
Are you thinking about hiring a landscape architect? Consumers and businesses often wish to construct or modify landscapes for the purpose of preservation, development, and enhancement. The best approach is to hire a landscape architect to plan, design, and observe the construction of these projects. Working with a landscape architect helps ensure that your project is designed properly.

The Landscape Architects Technical Committee (LATC) examines, licenses, and regulates more than 3,700 landscape architects in California. Its mission is to protect the public.

LATC has produced this *Consumer's Guide to Hiring a Landscape Architect* to help consumers understand the sometimes complex and technical nature of landscape architectural services. It provides information on:

- What types of projects call for a landscape architect.
- How to find and select a landscape architect.
- What the written contract between you and your landscape architect should contain.
- How to manage budgeting and construction of your project.

By following the suggestions contained in this guide and carefully planning and thoroughly discussing your project beforehand with your landscape architect, you will help ensure a successful project.



THE PRACTICE OF LANDSCAPE ARCHITECTURE

California law defines the practice of landscape architecture as professional services for the purpose of landscape preservation, development, and enhancement such as consultation, investigation, reconnaissance, research, planning, design, preparation of drawings, construction documents and specifications, and responsible construction observation. Any person who uses the title of landscape architect or advertises to provide landscape architectural services in California must be licensed as a landscape architect by LATC.

Obtaining a landscape architect's license requires an individual to demonstrate competence by passing a national examination, a California Supplemental Examination (CSE), as well as providing evidence of at least six years of training and/or educational experience. Applicants are tested for competence in the following areas:

- Investigation, selection, and allocation of land and water resources for appropriate uses.
- Feasibility studies.
- Formulation of graphic and written criteria to govern the planning and design of land construction programs.
- Preparation review and analysis of master plans for land use and development.

- Production of overall site plans, landscape grading and landscape drainage plans, irrigation plans, planting plans, and construction details; specifications; cost estimates and reports for land development.
- Collaboration in the design of roads, bridges, and structures with respect to the functional and aesthetic requirements of the areas on which they are to be placed; negotiation and arrangement for execution of land area projects.
- Field observation and inspection of land area construction, restoration, and maintenance.

LANDSCAPE ARCHITECTURE ISSUES IN CALIFORNIA

While designing aesthetic and functional landscapes is second nature to landscape architects, they also play a crucial role in environmental issues in California—including fire safety, erosion control, and drought tolerance.

Our state is prone to periods of drought, yet the public demands areas of thriving vegetation. Landscape architects utilize water conservation ordinances such as the California Model Water Efficient Landscape Ordinance (MWELO) to ensure that new and renovated landscapes meet current water-saving mandates. Landscape architects use technical skills related to site detailing, landform, plant material selection, and irrigation to develop beautiful and safe environments throughout the state.

Urban growth into the natural habitats of California has led to the destruction of property and loss of life due in part to the prevalence of wildfires. California experiences more than 10,000 wildland fires per year. These fires assist the natural landscapes in revitalizing and recycling aging plant material. Landscape architects develop vegetation management zones and minimum safety distances to assist in fire safety for property owners. California's expansive natural environments have created scenarios where large-scale grading is also required. Landscape architects are educated and tested on grading, drainage, and slope stabilization.

SHOULD I HIRE A LANDSCAPE ARCHITECT FOR MY PROJECT?

For a successful project, it is generally recommended that you hire a landscape architect; however, not every project requires a landscape architect's services. California law provides that persons who are not licensed as landscape architects may provide some landscape design and related services such as preparation of:

- Plans, drawings, and specifications for the selection, placement, or use of plants for single-family dwellings.
- Drawings for the conceptual design and placement of tangible objects and landscape features.
- Any plans, drawings, or specifications for any property owned by that person.

Additionally, when determining whether you need a licensed landscape architect, architect, or civil/structural engineer, consider whether existing state laws pertaining to public health, safety, welfare issues, and/or local environmental and geographical conditions (such as snow loads, winds, earthquake activity, tidal action, flood hazard zones, or soil conditions) might need to be considered.

The table on the following page provides information on the qualifications of the different landscape professionals in California.

Professional Qualifications and Requirements of Landscape Architects, Landscape Contractors, Architects, Civil Engineers, Irrigation Consultants, Nursery Professionals, and Unlicensed Practitioners*

	POSTSECONDARY EDUCATION	EXPERIENCE	NATIONAL EXAMINATION	STATE EXAMINATION
Landscape Architect	Four-year professional degree in landscape architecture or equivalent education and/or experience**	Two years***	Landscape Architect Registration Examination	California Supplemental Examination–Landscape Architect
Landscape Contractor (C-27 License)	Not required	Four years	None	Contractors State License Board (CSLB) Exam CSLB License Exam–Landscape Contractor
Architect	Five-year professional degree in architecture or equivalent education and/or experience	Eight years (can be supplemented by education)	Architect Registration Examination	California Supplemental Examination–Architect
Civil Engineer	Three years engineering education or equivalent education and/or experience	Three years engineering experience or equivalent experience and/or education	Fundamentals of Engineering	California Civil Exams in Seismic Principles and on Engineering Surveying
Irrigation Consultant	Three years of irrigation-related experience or education in an irrigation-related field	Three years actively engaged as independent irrigation consultant, technician, or water resource manager	General Landscape/ Turf Exam #1 & 2, Landscape/ Turf Specialty Irrigation Exam	None
Nursery Professional	Not required	18 months full-time at a California nursery	None	California Certified Nursery Pro Examination
Unlicensed Practitioner	None	None	None	None

*Information regarding the exempt area of practice can be found in the Landscape Architects Practice Act, Business and Professions Code section 5641 et seq., and in LATC's Permitted Practices in California chart available online at https://latc.ca.gov/docs/misc/permitted_practices_in_california.pdf.

**Information regarding education and experience requirements can be found in the Landscape Architects Practice Act, California Code of Regulations section 2620 (Education and Training Credits), available online at <https://latc.ca.gov/act/>.

***One year required to be under the direct supervision of a licensed practitioner.



FINDING AND SELECTING A LANDSCAPE ARCHITECT

Start by obtaining the names of several landscape architects from more than one source. You can ask for recommendations from people you know or check online for California landscape architects, landscape architectural firms, and professional associations. You can also receive more information about the practice of landscape architecture and referrals from professional associations, such as the American Society of Landscape Architects (ASLA) and its local chapters. More information about ASLA is available online at [asla.org](https://www.asla.org).

Landscape architects often specialize in areas such as master planning, environment planning, site planning, residential design, public facilitation and mediation, historic preservation, and visual analysis. You may find it to your advantage to contact several landscape architects to inquire about the types of projects they have experience with and what services they provide.

After receiving referrals and recommendations from various sources, you will need to determine which landscape architect will be able to provide the type of services you need at a cost that is within your budget. The following information will assist you with this process.

BASIC PROJECT CRITERIA

Prior to selecting a landscape architect, you should define basic criteria for your project and prepare to share this information with the landscape architects you are considering. The basic criteria for your project should include, but not necessarily be limited to:

- Desired size, appearance, and functional requirements of your project.
- Services you expect the landscape architect to perform.
- Proposed total budget including fees, permits, construction costs, and contingencies.
- How the project will be financed and, if known, by whom.
- Important milestone dates such as anticipated starting and completion dates of your project.

Request for Information/Qualifications

To make sure you hire a qualified landscape architect for your project, you should request that the landscape architect provide information about their qualifications and experience. After reviewing this information, you may want to interview a number of landscape architects to determine their understanding of your project and your compatibility. During the selection process, you may want to ask some or all of the following questions:

General Information

- How long have you been in business?
- How many persons are employed by your firm, and do you have the available staff to take on my project?
- Do you have a valid California landscape architect's license? If so, what is your license number? Licensee names and license numbers can be verified online at <https://search.dca.ca.gov>.
- How have you kept current in your practice?
- Do you intend to use consultants for this project? If so, who do you propose to use? What are their qualifications? What has been your experience with them? Are they insured?

- What percentage of your practice involves the type of work required for my project?
- Do you carry insurance? If so, what type(s)? How long have you carried each type and what are the policy limits?

Experience

- Have you recently completed similar types of work required for my project?
- What were your most recent project(s)?
- May I see examples of your previous projects that are similar to my project (sketches, photos, plans)?
- May I have the names, addresses, and phone numbers of the clients for these previous similar projects for references on your work?
- What was the actual construction cost versus budgeted cost for these projects?

Services

- What services did you provide for these clients during the design, bidding, and construction phases?
- What services do you propose to provide for my project during each of these phases?
- Which services are “basic” and which are “extra or additional” services?
- Who will provide these services, you or your employees? If your employees will be providing the services, will you be directly supervising them?
- What services will not be provided? What services will be provided by others?
- What does construction observation services entail? How often will you be on site?
- What is your role during site visits and during construction?
- At the conclusion of the project, will I receive a copy of all plans for my records? Who retains ownership of the plans once the project is completed?

Fees

- How will your fees for my project be determined and what services do the fees cover?
- Will you provide opinions of probable construction costs for my project?
- If consultants (civil, structural, mechanical, electrical, geotechnical, testing and inspection, architecture, etc.) are necessary, are their fees included in your “basic” services fee or are they separate services?
- What additional costs (e.g., permit and other governmental fees) or services (e.g., time spent obtaining necessary permits and other approvals) do you anticipate for my project?
- How do you establish your fees for additional services and reimbursable expenses?
- Would there be a charge for redesign if it is necessary to meet the construction budget?
- Would there be additional charges for changes required by the building department or other government agency?
- How are additional charges computed for design changes requested by me or requested by a contractor?
- Will you provide a list of the hourly service fees?

Time

- Can you meet my proposed schedule?
- What happens in the event that the project does not meet the proposed schedule?
- Is overtime for your employees covered in your set fee amount or would that be an additional fee?

Disputes

- How would we handle any dispute that may arise between us?

MAKING THE FINAL DECISION

It is wise to check the references that each landscape architect gives you and ask the following questions:

- Did the landscape architect adhere to required schedules and budgets?
- Were you pleased with the landscape architect's services and your working relationship with him or her?
- Did the landscape architect listen to your concerns and attempt to resolve them?
- Would you hire the landscape architect again?
- What problems surfaced during the project? How were they handled? Were they resolved to your satisfaction?
- Did the landscape architect have a productive relationship with the landscape contractor and others involved in the construction of your project?

If possible, visit the projects the landscape architects have used as examples of their services.

Although LATC does not maintain a referral service and cannot recommend landscape architects, it can advise if a landscape architect is currently licensed and whether LATC has taken any enforcement and/or disciplinary action against that landscape architect. You can contact LATC by phone at (916) 575-7230 or search the lists of current licensees and enforcement actions online at <https://search.dca.ca.gov>.



THE CONTRACT FOR DESIGN SERVICES

California law requires that any landscape architect who agrees to provide landscape architectural services to a client must have a written contract. The contract must be signed by the landscape architect and client prior to commencing services, unless the client knowingly states in writing that the services can be started before the contract is signed, or the client states in writing, after being informed about the statutory provision, that he or she does not require a written contract. Although there are these few exceptions to the requirement for a written contract, LATC recommends that you always insist upon a written contract with the landscape architect to document the terms and conditions that will govern your relationship. Many landscape architects prepare their own contracts or have them prepared by an attorney; others use standard form agreements published by ASLA.

Whatever contract is used for professional services, it is a legal document that binds you and the landscape architect to certain obligations for the life of the project and, in some cases, beyond project completion. It should include the specific services that you and the landscape architect have agreed upon and the conditions under which these services are to be rendered. Otherwise, issues could arise that may be both expensive and time-consuming to resolve.

Review the contract carefully. It is your responsibility, along with the landscape architect's, to understand the provisions included within it and to follow them. You have the right to question and negotiate changes in the terms of the contract before signing it, even if it is a printed standard form. Because it is a binding legal document, you may wish to have your legal counsel review the contract before you sign it. You should retain an original copy of the signed contract. In addition, you should not make agreements with other parties regarding your project without first notifying the landscape architect.

MANDATORY ITEMS FOR THE WRITTEN CONTRACT

Business and Professions Code section 5616 (Landscape Architecture Contract—Contents, Notice Requirements) requires that a written contract for landscape architectural services contain, at a minimum, the following items:

1. A description of services to be provided by the landscape architect to the client.
2. A description of any basis of compensation applicable to the contract, including the total price that is required to complete the contract and method of payment agreed upon by both parties (e.g., hourly rate, flat fee, percentage of construction cost).
3. A notice that reads: “Landscape architects are licensed by the state of California.”
4. The name, address, and license number of the landscape architect and the name and address of the client.
5. A description of the procedure that the landscape architect and the client will use to accommodate additional services.
6. A description of the procedure to be used by either party to terminate the contract.

ADDITIONAL RECOMMENDED ITEMS IN THE WRITTEN CONTRACT

Beyond those items required by law for landscape architects, LATC recommends that a contract for landscape architectural services be as clear and complete as possible in defining the goals and the expectations of both parties for the project. Since this venture is a collaboration of client and landscape architect, the contract should clearly define the client’s responsibilities as well as those of the landscape architect.

Basic client responsibilities generally include providing the following:

- Project information and decisions in a relevant and timely manner.
- Property-related information including legal descriptions, boundary and topographic surveys showing existing conditions, soils testing and reports, unless otherwise defined or authorized in the agreement.

- Description of desired project requirements, especially related to size, uses, and appearance.
- Definition of critical project milestones such as funding cycles, third-party approvals, and anticipated or required completion/occupancy dates.

A basic contract could be expanded to include some or all of the following:

- The address of the project and, if applicable, the project's title.
- A narrative description of the project, including any unique or special requirements.
- The project schedule with critical time frames for events such as funding cycles, third-party approvals, completion of design services, start and completion of construction, etc.
- An estimated construction budget and a description of what it includes.
- A provision for fee and construction budget cost escalation or contingencies for changes in the project scope during design and construction phases or for delays to schedules.
- An understanding of when the client's approval must be given in order for the landscape architect to proceed to the next phase.
- An itemized listing and description of the landscape architect's basic services and the proposed fee.
- A definition of additional services and procedures for authorization and compensation.
- A definition of reimbursable expenses and the procedures for authorization and compensation.
- A definition of the procedure for documenting all changes in project scope, cost, and schedule.
- A listing of the project consultants, if known, that may be needed (i.e., engineering, geotechnical, architect, etc.) and the procedure for hiring and compensating them.
- A schedule of when fee payments are due and in what amounts.
- A definition of the amount of any required retainer fee and how and when it will be applied to the total fee for services.
- How final payment is computed if the contract is terminated.
- A clarification of who is responsible for keeping project account records and when they may be reviewed.

- Whether construction observation services are included and a description of the intent and scope of these services, and whether they are part of basic or additional services.
- Whether assistance with bidding and/or establishing a contract between a contractor and owner will be provided, and if it is part of basic or additional services.
- A clarification of who owns, can use or reuse the project documents, including electronic files, upon completion of the project or if the landscape architecture contract is terminated.
- A procedure for handling disputes between the parties should the need arise (for example, arbitration, mediation, or civil action). Be aware a landscape architect has a right to file a mechanics' lien in the event the agreed-upon fees are not paid (see page 19).

KEEPING RECORDS

It is important to keep the written contract and a written record of all verbal communication with the landscape architect related to the project. Do not assume the landscape architect will interpret everything you discuss with him or her the same way you do. When you have a meeting or discussion with the landscape architect about your project, write the landscape architect a memo or email confirming your understanding of that meeting or discussion. These memos can help to prevent misunderstandings from occurring and may prove invaluable should a problem or dispute occur. Include the date and time of your conversation in the memo or email, as well as the date you write it.

You may also want to maintain written documentation about the progress of the project. Photographs or videos taken at regular intervals with the date taken notated can be very useful in establishing a historical record of the project.

Keep detailed financial records by ensuring the landscape architect provides detailed invoices. Also keep records of the date and amount of each payment you make. Require the landscape architect to obtain your written approval at designated phases and before additional costs are incurred.

Make sure that you receive a copy of all documents you sign, and keep a copy of all documents you give to the landscape architect.

FINANCIAL ISSUES

Before you sign the written contract, clearly establish the total amount of money (including contingency funds) you are willing to pay for the design and construction of your project, the frequency of progress payments you will make to the landscape architect, and the amounts and schedule for these payments. Make sure this fee schedule is recorded accurately in the written contract, and that you make each payment to the landscape architect as called for in the contract. If you have obtained a loan for your project, ensure that it covers both the cost of the landscape architect's services and the construction cost.

Payment schedules should reflect the services to be provided on your project. Be wary of excessive advances or retainer fees to begin services. Make the final payment when the services are complete in accordance with the contract and you are satisfied with the services the landscape architect has provided you.

Careful planning and discussion with the landscape architect regarding services and payments, along with accurate record keeping, will develop open communication and lead to a successful working relationship.

CONSTRUCTION HINTS

Unless you are experienced in construction, you might consider hiring a licensed contractor. The Contractors State License Board can be contacted at (800) 321-2752 or **cslb.ca.gov** to verify a contractor's license and access consumer information.

A building permit does not guarantee that the plans the landscape architect gives you are sufficient for construction. Discuss the plans with the landscape architect and contractor to ensure they are suitable for bidding and construction purposes.



WHAT TO DO IF A PROBLEM OCCURS WITH YOUR PROJECT

You have a right to receive competent and professional service from the landscape architect you have hired. However, even if you have read and followed this guide and have done everything possible to prevent problems, you may still encounter difficulties.

In the event a problem should arise, you should first discuss the problem thoroughly and calmly with the landscape architect. If you believe the landscape architect is violating your written contract, review the contract and other relevant documentation with the landscape architect. If your contract has a dispute resolution procedure, you should comply with it or take civil action as appropriate. You may also file a complaint with LATC.

PRE-CONSTRUCTION MECHANICS' LIENS

Design professionals have a right to record a mechanics' lien before construction begins. A pre-construction mechanics' lien is a remedy available only to architects, landscape architects, professional engineers, and land surveyors who provide services during the planning phase of a private work project under a written agreement with the owner. The lien is on the property for which the project is planned and may not be recorded until a building permit or other governmental approval associated with the project has been obtained in connection with the services rendered by the design professional. Pre-construction mechanics' liens may be converted to regular mechanics' liens within 30 days of commencement of the work of improvement.

MECHANICS' LIENS

Once construction commences, a landscape architect may have the right to record a mechanics' lien against your property for any unpaid fees. A mechanics' lien is a remedy available to certain persons who bestow labor, services, materials, etc. to a private project. The law governing mechanics' liens is very complex. In the event of a dispute with your landscape architect that results in the recording of a mechanics' lien, you may wish to consult legal counsel.

WHAT CONSTITUTES A COMPLAINT?

LATC investigates alleged violations of the provisions of the Landscape Architects Practice Act (Act). LATC has the authority to receive and investigate complaints against landscape architect licensees and discipline violators accordingly. Do not hesitate to call or write LATC about any questions or concerns you may have. LATC may take action against landscape architects for:

- Fraud or misrepresentation in obtaining a license.
- Impersonation or use of an assumed or corporate name.
- Aiding or abetting unlawful practice.
- Signing another individual's plans or permitting the misuse of their name.
- Fraud or deceit in the practice of landscape architecture.
- Negligence or willful misconduct.
- Failure to accurately represent qualifications.
- Gross incompetence.

Disciplinary and enforcement actions may include license revocation, license suspension, license probation, citations, civil injunctions, and/or referral to local district attorneys for criminal prosecution.

LATC may also investigate complaints about unlicensed individuals attempting to provide landscape architectural services.

HOW TO FILE A COMPLAINT

You may contact LATC at the address listed in this booklet. If you contact LATC via phone, you will be sent a complaint form with instructions for filing a complaint against a landscape architect or unlicensed person. Further complaint information and forms are available on LATC's website at **latc.ca.gov**, where you can submit a complaint online or download and mail the complaint to LATC. Complete the form and return it to LATC along with any evidence to support your complaint. If you submit a letter, fully describe your complaint. Submit copies of all documentation that you believe will substantiate your complaint. Keep the originals of these documents, as well as a copy of your complaint letter. Include your name, address, and phone number so that LATC may contact you if more information is required.

You may submit a complaint anonymously. However, anonymity may add some difficulty or may prevent LATC from fully investigating your complaint and/or prosecuting the case.

HOW WILL LATC RESPOND?

You are encouraged to notify LATC as early as possible so that its staff can effectively investigate the issue.

After LATC receives your complaint, you will be formally notified of its receipt and that LATC has begun the review process. If necessary, you will be asked to provide additional information. If LATC believes the complaint has merit, it will begin the investigation by evaluating the professional and/or technical aspects of your complaint. A letter will be sent to the landscape architect or unlicensed individual approximately 10 days after receipt of your complaint requesting a response to the allegations.

LATC may only take action where there is a violation of the Act. If your complaint concerns something outside LATC's jurisdiction, you will be notified if another state or local agency might be able to assist you. If you are seeking recovery of money for alleged damages, you should consider other avenues of redress (i.e., arbitration, small claims court, civil, or criminal action) because LATC does not have the authority to recover monetary damages for you. The Department of Consumer Affairs has several publications available at **dca.ca.gov** concerning small claims court.

LATC gives the highest priority to complaints involving a person's life, health, safety, or welfare.



LATC CONTACT INFORMATION

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105
Sacramento, CA 95834
(916) 575-7230

latc@dca.ca.gov

www.latc.ca.gov

twitter.com/ca_latc

[linkedin.com/company/landscape-architects-technical-committee](https://www.linkedin.com/company/landscape-architects-technical-committee)

[instagram.com/ca_latc](https://www.instagram.com/ca_latc)



CALIFORNIA DEPARTMENT OF
CONSUMER
AFFAIRS



Landscape Architects Technical Committee
CALIFORNIA ARCHITECTS BOARD

Public Protection Through Examination, Licensure, and Regulation

(916) 575-7230

www.latc.ca.gov



AGENDA ITEM H: PROGRAM MANAGER'S REPORT – UPDATE ON LATC'S ADMINISTRATIVE/MANAGEMENT, EXAMINATION, LICENSING, AND ENFORCEMENT PROGRAMS

Summary

Program Manager will provide Committee with an update on the Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs.

Attachment

Program Manager's Report dated January 31, 2025



MEMORANDUM

DATE	January 31, 2025
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, 2024.

Administrative/Management

Business Modernization The California Architects Board (CAB/Board) and Landscape Architects Technical Committee (LATC/Committee) are in the process of transitioning to a new licensing and enforcement platform. Working under the guidance of the Department of Consumer Affairs (DCA), the first phase of the new system came online in May 2023. The second phase of business modernization and implementation of the Connect system was completed in November 2024. The project has entered Maintenance and Operations, and the LATC will continue to work with DCA staff on further functionality.

California Architects Board The Board held a meeting on December 5-6, 2024. During this meeting, CAB developed a draft of its 2025-2028 Strategic Plan. The next Board meeting is scheduled for February 20, 2025 in San Diego at Mesa Community College.

Committee DCAs Strategic Organization, Leadership & Individual Development (SOLID) facilitated a strategic planning session on November 8, 2024, to identify objectives for LATC's next strategic plan (2025-2028). It is anticipated the draft strategic plan will be reviewed, discussed, and approved by the LATC on January 31, 2025, during its next meeting, and by the Board on February 20, 2025. Staff will work with SOLID to develop an action plan for each objective.

Outreach Presentations were held for students enrolled in a professional practice course at Cal Poly Pomona and UC Berkeley. The presentations included an overview of LATC's mandate, Landscape Architects Practice Act, importance of licensure, examination process, and updates to the various education and training pathways to

licensure. Tiera Madre, a landscape design organization requested a presentation to understand the limitations in their scope of work and staff conducted a presentation.

Personnel Of three vacant staff positions, all were filled in the last months of 2024. Gloria Padilla-Todd is the new Enforcement Analyst; Shree Jones, the new Licensing and Exam Coordinator; and Heather Davis, is the new Associate Governmental Program Analyst. Consequently, staff have completed numerous hours of training to get up-to-speed in their respective areas of responsibility. A list of those trainings follows:

Date	Title of Training	Staff
10/02/2024	Expert Consultant Contract Training	Gloria
10/03/2024	Sexual Harassment Prevention Policy	Shree
10/04/2024	Workplace Violence Prevention Requirements	Shree
10/16/2024	Make up session to complete SET training	Gloria
12/12/2024	Investigative Report Writing	Gloria
12/16/2024	Information Security Awareness Training	Shree
12/23/2024	Workplace Violence Prevention Requirements	Heather
12/23/2024	Sexual Harassment Prevention Policy	Heather
12/23/2024	Non-Discrimination Policy & Complaint Procedures	Heather
12/23/2024	Sexual Harassment Prevention Training	Heather
12/30/2024	Expert Consultant Requestor Contracts Training	Heather
12/31/2024	Run.Hide.Fight-Surviving an Active Shooter Situation	Heather

Social Media LATC recently established an account with Bluesky. As part of the new strategic plan under development, LATC will work on developing a social media engagement plan to increase activity across all platforms which will include establishing a Facebook page.

Platform	Posts Oct. – Dec.	Followers 12/31/24
Bluesky	0	2
Instagram	2	125
LinkedIn	0	33
X	2	287

Legislation Updates Senate Bill 1452 (Ashby) – Architecture and Landscape Architecture, signed into law September 22, 2024, extends the sunset date for the California Architects Board (CAB or board) and the Landscape Architects Technical Committee (LATC) to January 1, 2029, and enacts technical changes, statutory improvements, and policy reforms in response to issues raised during the CAB and the LATC's sunset review oversight process.

Major Provisions

- 1) Requires architect and landscape architect applicants and licensees who have a valid email address, as defined, to report that email address to the CAB, as specified, and to notify the CAB within 30 days of any change to their email address.

- 2) Increases various architect application and licensing fees to their statutory maximum and authorize the CAB to adopt regulations to set fees at a higher amount, up to new specified maximums.
- 3) Creates a fee for architect license certification, not to exceed \$40.
- 4) Requires licenses issued or renewed by the CAB to expire two years from the last day of the month in which the license was issued or two years from the date on which the renewed license was last expired.
- 5) Delete the requirement that the CAB send license expiration notices via registered mail.
- 6) Authorizes the CAB to extend a candidate's application or examination process beyond the five-year period when a state of emergency is proclaimed by the Governor, as specified.
- 7) Requires the CAB to post on its website each licensee's current mailing address and the name and address of the entity or entities through which they provide architectural services. Prohibits disclosure of a licensee's email address, unless required by court order.
- 8) Authorizes the holder of an expired landscape architecture license to apply for and obtain a new license if they pay all of the fees and meet all of the requirements for obtaining an original license.

Regulation Proposals Currently there are no regulatory proposals planned for calendar year 2025.

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, 2024)

Candidate Type	Passed	Rate	Failed	Rate	Total
First-time	23	70%	10	30%	33
Repeat	8	53%	7	47%	15
Total	31	65%	17	35%	48

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

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

CSE Highlights A total of 48 candidates who took the CSE between October 1 – December 31, 2024, the pass rate for “first-time” test-takers was higher (70%) than for entire population (65%). The trend is also reflected in the entire year (2024) test data depicted in Table B.

Landscape Architect Registration Examination (LARE)

Table C below depicts performance by each section of the LARE for California test-takers.

Table C. California LARE Examinee Performance by Section:
October 1 – December 31, 2024

LARE Section	Pass	Rate	Fail	Rate	Total Examinees
Inventory, Analysis, and Project Management	54	66%	28	34	82
Planning and Design	42	58%	31	42	73
Construction Documentation and Administration	38	75%	13	25	51
Grading, Drainage, and Stormwater Management	21	47%	24	53	45

LATC ENFORCEMENT PROGRAM

Enforcement Actions Table D provides a snapshot of LATC's enforcement program by FY 24-25 quarter.

Table D. Landscape Architects Complaints and Enforcement Actions

Category	Current Quarter Oct. – Dec. 2024	Prior Quarter Jul. – Sep. 2024	FY 24–25
Complaints			
Received*	8	7	15
Opened (Reopened)	6	3	9
Closed	1	2	3
Average Days to Close	25	157 **	61
Pending	5	7	12
Citations			
Issued	2	1	3
Final	0	2	2
Discipline			
Pending Attorney General	0	0	0
Final	0	0	0

* Received includes 2 non-jurisdictional

** Staff vacancies impacted this metric

AGENDA ITEM I: REVIEW AND POSSIBLE ACTION ON DRAFT 2025-2028 STRATEGIC PLAN

Summary

On November 8, 2024, the Landscape Architects Technical Committee (LATC) participated in a session to update its Strategic Plan for four years (2025-2028). The session was facilitated by the Department of Consumer Affairs' SOLID team. The LATC developed objectives for four goal areas: Licensing and Professional Qualifications, Regulation and Enforcement, Public and Professional Outreach, Administration and Customer Service, and Organizational Effectiveness.

SOLID updated the Strategic Plan based on the LATC's session.

Action Requested

At today's meeting, the Committee is asked to review and approve the draft 2025-2028 Strategic Plan.

Attachment

LATC Strategic Plan 2052-2028 (Draft)



Landscape Architects Technical Committee

2025-2028 Strategic Plan

Adopted: [Month Day, Year]

Prepared by:

SOLID Planning Solutions

Department of Consumer Affairs

Table of Contents

Committee Members 3

About the Landscape Architects Technical Committee (LATC) 4

Message from the Committee Chair 5

LATC Mission, Vision, and Values 6

Goal 1: Licensing and Professional Qualifications 7

Goal 2: Regulation and Enforcement..... 8

Goal 3: Public and Professional Outreach 9

Goal 4: Administration and Customer Service..... 10

Strategic Planning Process..... 11

Committee Members

Pamela S. Brief, Committee Chair

Patricia M. Trauth, Committee Vice Chair

Martin “Marty” Armstrong, Landscape Architect Member

Susan M. Landry, Landscape Architect Member

Jon S. Wreschinsky, Landscape Architect Member

Gavin Newsom, Governor

Tomiquia Moss, Secretary, Business, Consumer Services and Housing Agency

Kimberly Kirchmeyer, Director, Department of Consumer Affairs

Kimberly McDaniel, Program Manager, Landscape Architects Technical Committee

About the Landscape Architects Technical Committee (LATC)

The Board of Landscape Architects (BLA) was created by the California Legislature in 1953 to protect the health, safety, and welfare of the public by establishing standards for licensure and enforcing the laws and regulations that govern the practice of landscape architecture in California. In 1997, the Landscape Architects Technical Committee (LATC) was formed under the California Architects Board (Board) to replace BLA. Legislation establishing LATC was passed by the Legislature and signed into law effective January 1, 1998. The five-member Committee consists of three gubernatorial appointees, one Senate Rules Committee appointee, and one Assembly Speaker appointee. Members are appointed for a term of four years.

Landscape architects offer an essential array of talent and expertise to develop and implement solutions for the built and natural environment. Based on environmental, physical, social, and economic considerations, landscape architects produce overall guidelines, reports, master plans, conceptual plans, construction contract documents, and construction oversight for landscape projects that create a balance between the needs and wants of people and the limitations of the environment. The decisions and performance of landscape architects affect the health, safety, and welfare of the client, as well as the public and environment. Therefore, it is essential that landscape architects meet minimum standards of competency.

LATC is responsible for the examination and licensure concerning landscape architects. The LATC currently licenses more than 3,600 of the over 16,600 licensed landscape architects in the United States. California has both a practice act, which precludes unlicensed individuals from practicing landscape architecture, and a title act, which restricts the use of the title "landscape architect" to those who have been licensed by the LATC.

Message from the Committee Chair

[Most committee chairs use this space to express enthusiasm for the new strategic plan. Let us know if you would like some examples.]

DRAFT

LATC Mission, Vision, and Values

Mission

LATC licenses and regulates the practice of landscape architecture to educate and protect the public and their health, safety, and welfare while safeguarding the environment.

Vision

Champion for consumer protection, and a safe, healthy, and equitable environment for all.

Values

- Communication
- Consumer Protection
- Diversity, Equity, and Inclusion
- Education
- Innovation
- Integrity
- Leadership
- Transparency

Goal 1: Licensing and Professional Qualifications

Ensure the professional qualifications of those practicing landscape architecture by setting and maintaining requirements for education, experience, and examinations.

- 1.1 Explore ways to reduce barriers to licensure and increase the number of licensees to protect the public.
- 1.2 Improve communication by clarifying licensure requirements.
- 1.3 Research ways to better prepare candidates for the California Supplemental Exam (CSE).
- 1.4 Encourage associations and firms to provide financial assistance options for applicants to help with the costs of exams and licensure.
- 1.5 Research the possibility of establishing continuing education (CE) requirements for renewal.

Goal 2: Regulation and Enforcement

Protect consumers through communication, regulation, and enforcement of laws, codes, and standards of the practice of landscape architecture.

- 2.1 Increase awareness of enforcement by improving the LATC website to increase accessibility and transparency.
- 2.2 Clarify best practices for hiring licensed landscape architects to educate consumers.
- 2.3 Collaborate with associations and local building and planning departments to address the unlicensed practice of landscape architecture.
- 2.4 Explore how artificial intelligence (AI) may impact the profession and licensure.

Goal 3: Public and Professional Outreach

Increase public and professional awareness of LATC's mission, vision, values, and services.

- 3.1 Increase outreach to schools and professional associations to improve communication.
- 3.2 Partner with other agencies to strengthen LATC's outreach approach.
- 3.3 Conduct outreach to cities and counties stating the importance of requiring the State of California Licensed Landscape Architect seal.
- 3.4 Promote landscape architecture's science, technology, engineering, and mathematics (S.T.E.M.) designation to increase awareness of its importance.
- 3.5 Expand the use of social media to increase followers and receive input on what licensees and consumers want to know.

Goal 4: Administration and Customer Service

Provide accessible, efficient, and responsive quality customer services to consumers and licensees.

- 4.1 Continue communication between the California Architects Board (CAB) and LATC as a way to continue increasing efficiencies.
- 4.2 Improve communication regarding LATC's fee structure to increase transparency and understanding.
- 4.3 Expand LATC's involvement with the Council of Landscape Architecture Registration Boards to strengthen the voice of California at the national level.
- 4.4 Initiate Sunset Report preparation.

Strategic Planning Process

To understand the environment in which LATC operates as well as identify factors that could impact LATC's success in carrying out its regulatory duties, the Department of Consumer Affairs' SOLID Planning Unit (SOLID) conducted an environmental scan of LATC's internal and external environments by collecting information through the following methods:

- SOLID conducted interviews with leadership and staff during the months of August and September 2024.
- SOLID conducted interviews with committee members during the months of August and September 2024.
- SOLID conducted an online survey for external stakeholders during the months of August and September 2024.

The most significant themes and trends identified from the environmental scan were discussed by committee members, LATC leadership and staff, and one member of the public during a strategic planning session facilitated by SOLID on November 8, 2024. This information guided LATC in the development of its strategic objectives outlined in this 2025-2028 strategic plan.

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Sacramento, CA 95834-9673

Phone: (916) 575-7230

<https://www.latc.ca.gov/>

Strategic plan adopted on [type date here].

This strategic plan is based on stakeholder information and discussions facilitated by SOLID for the Landscape Architects Technical Committee on November 8, 2024. Subsequent amendments may have been made after the adoption of this plan.



Prepared by:
SOLID Planning Solutions

1747 N. Market Blvd., Ste. 270
Sacramento, CA 95834

DRAFT

AGENDA ITEM J: UPDATE AND DISUCSS COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS (CLARB)

Summary

Update and Discussion of National Council of Landscape Architectural Registration Boards (CLARB):

1. Update and Discuss Committee Meetings

AGENDA ITEM K: REVIEW OF FUTURE COMMITTEE MEETING DATES

A schedule of planned meetings and events for 2025 are provided to the Committee. The Board should schedule meetings dates for July/August and October. These months are selected to provide ample time to meet before CAB meets given the Board approves LATC items.

Date	Event	Location
February 20, 2025	Board Meeting	San Diego Mesa College
May 16, 2025	LATC Meeting	TBD
June 5, 2025	Board Meeting	TBD
July/August	LATC Meeting	TBD
August 21, 2025	Board Meeting	TBD
October	LATC Meeting	TBD
November 6, 2025	Board meeting	TBD