

California Architects Board  
Landscape Architects Technical Committee  
October 21, 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 October 21, 2025**

**The in-person location for this meeting is:**

**Merritt College  
12500 Campus Drive  
Oakland, CA 94619  
Building H – Landscape Horticulture**

### **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) and Discussion of Same
- E. Budget Update from DCA Budget Office and Discussion of Same
- F. Review, Discussion, and Possible Action to Approve July 24, 2025, LATC Meeting Minutes
- G. Merritt College Landscape Horticulture Tour with Molly Sealund, Coordinator, Landscape Horticulture Department and Discussion of Same
- H. Program Manager's Report
  - 1. Update on Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs and Discussion of Same
  - 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
  - 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
- I. Review, Discuss, and Possibly Take Action to Make a Recommendation to Approve UC Los Angeles Extension Certificate Program Site Review Team Recommendation, Martin Armstrong, LATC Committee Member, VT Chair
  - 1. VTR
  - 2. UCLA Extension Certificate Program Response
  - 3. VT Recommendation
- J. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB) Current Events and Committees
  - 1. Annual Meeting Update
- K. Discussion and Possible Action on Election of Officers

L. Legislation Update and Discussion

1. [AB 1341 \(Hoover\)](#) Contractors; Discipline: Building Law Violations

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

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

O. 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 individuals with disabilities. To request a disability-related accommodation or modification in order to participate, please contact:

**Person:** Heather Davis

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

**Email:** [Heather.Davis@dca.ca.gov](mailto: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 October 4, 2025, 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)

**Mailing Address:**

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

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).***

## **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

Susan M. Landry

Martin Armstrong

Jon S. Wreschinsky





Department of Consumer Affairs

Expenditure Projection Report

California Architects Board  
Reporting Structure(s): 11110320 Landscape Architects Committee  
Fiscal Month: 13  
Fiscal Year: 2024 - 2025  
Run Date: 09/24/2025

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	\$349,000	\$258,235	\$277,000	\$26,097	\$256,002	\$0	\$256,002	\$256,002	\$20,998
5100	TEMPORARY POSITIONS	\$6,000	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$3,000	\$900	\$3,000	\$400	\$400	\$0	\$400	\$400	\$2,600
5150	STAFF BENEFITS	\$229,000	\$182,949	\$177,000	\$14,345	\$147,264	\$0	\$147,264	\$147,264	\$29,736
	PERSONAL SERVICES	\$587,000	\$442,084	\$463,000	\$40,843	\$403,666	\$0	\$403,666	\$403,666	\$59,334

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	\$34,000	\$7,768	\$59,000	\$1,379	\$9,199	\$1,309	\$10,509	\$10,509	\$48,491
5302	PRINTING	\$16,000	\$8,732	\$3,000	\$0	-\$533	\$4,731	\$4,198	\$4,198	-\$1,198
5304	COMMUNICATIONS	\$5,000	\$1,204	\$3,000	\$48	\$388	\$0	\$388	\$388	\$2,612
5306	POSTAGE	\$12,000	\$217	\$2,000	\$21	\$1,001	\$0	\$1,001	\$1,001	\$999
5308	INSURANCE	\$0	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53202-204	IN STATE TRAVEL	\$14,000	\$9,407	\$9,000	\$1,424	\$5,573	\$0	\$5,573	\$5,573	\$3,427
53206-208	OUT OF STATE TRAVEL	\$0	\$153	\$0	\$0	\$1,099	\$0	\$1,099	\$1,099	-\$1,099
5322	TRAINING	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
5324	FACILITIES	\$25,000	\$52,300	\$15,000	\$4,791	\$52,323	\$0	\$52,323	\$52,323	-\$37,323
53402-53403	C/P SERVICES (INTERNAL)	\$23,000	\$11,040	\$24,000	\$3,840	\$5,858	\$0	\$5,858	\$5,858	\$18,142
53404-53405	C/P SERVICES (EXTERNAL)	\$271,000	\$102,702	\$272,000	\$8,125	\$37,467	\$5,830	\$43,297	\$43,297	\$228,703
5342	DEPARTMENT PRORATA	\$266,000	\$225,976	\$240,000	\$6,128	\$213,628	\$0	\$213,628	\$213,628	\$26,372
5342	DEPARTMENTAL SERVICES	\$30,000	\$52,945	\$40,000	\$35,242	\$50,409	\$0	\$50,409	\$50,409	-\$10,409
5344	CONSOLIDATED DATA CENTERS	\$1,000	\$6,510	\$6,000	\$1,594	\$1,594	\$0	\$1,594	\$1,594	\$4,406
5346	INFORMATION TECHNOLOGY	\$24,000	\$15,519	\$15,000	\$12,028	\$23,658	\$2,673	\$26,331	\$26,331	-\$11,331
5362-5368	EQUIPMENT	\$0	\$1,136	\$0	\$162	\$1,139	\$0	\$1,139	\$1,139	-\$1,139
54	SPECIAL ITEMS OF EXPENSE	\$0	\$290	\$0	\$0	\$203	\$0	\$203	\$203	-\$203
	OPERATING EXPENSES & EQUIPMENT	\$724,000	\$495,909	\$691,000	\$74,781	\$403,005	\$14,543	\$417,549	\$417,549	\$273,451

OVERALL TOTALS	\$1,311,000	\$937,992	\$1,154,000	\$115,624	\$806,671	\$821,215	\$821,215	\$821,215	\$821,215	\$332,785
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REIMBURSEMENTS	-\$1,000	\$0	-\$1,000						\$0	
OVERALL NET TOTALS	\$1,310,000	\$937,992	\$1,153,000	\$115,624	\$806,671	\$821,215	\$821,215	\$821,215	\$821,215	\$331,785

28.78%



0757 - Landscape Architects Technical Committee Fund  
Analysis of Fund Condition  
(Dollars in Thousands)  
2025 Budget Act

Prepared 10.9.2025

PY based on 2024-25 actual

BEGINNING BALANCE

Prior Year Adjustment  
Adjusted Beginning Balance

REVENUES, TRANSFERS AND OTHER ADJUSTMENTS

Revenues  
4121200 - Delinquent fees  
4127400 - Renewal fees  
4129200 - Other regulatory fees  
4129400 - Other regulatory licenses and permits  
4163000 - Income from surplus money investments  
4171400 - Escheat of unclaimed checks and warrants

Totals, Revenues

TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS

TOTAL RESOURCES

Expenditures:  
1111 Department of Consumer Affairs (State Operations)  
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)

TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS

FUND BALANCE

Reserve for economic uncertainties

Months in Reserve

Actuals 2024-25	CY 2025-26	BY 2026-27	BY +1 2027-28	BY +2 2028-29
\$ 654	\$ 1,151	\$ 1,202	\$ 1,331	\$ 1,283
\$ -9	\$ -	\$ -	\$ -	\$ -
\$ 645	\$ 1,151	\$ 1,202	\$ 1,331	\$ 1,283
\$ 13	\$ 12	\$ 10	\$ 12	\$ 10
\$ 1,169	\$ 1,160	\$ 1,281	\$ 1,160	\$ 1,281
\$ 1	\$ 2	\$ 2	\$ 2	\$ 2
\$ 161	\$ 179	\$ 174	\$ 179	\$ 174
\$ 47	\$ 42	\$ 20	\$ 19	\$ 20
\$ 1	\$ -	\$ -	\$ -	\$ -
\$ 1,392	\$ 1,395	\$ 1,487	\$ 1,372	\$ 1,487
\$ 1,392	\$ 1,395	\$ 1,487	\$ 1,372	\$ 1,487
\$ 2,037	\$ 2,546	\$ 2,689	\$ 2,703	\$ 2,770
\$ 821	\$ 1,255	\$ 1,293	\$ 1,331	\$ 1,371
\$ 65	\$ 89	\$ 65	\$ 89	\$ 65
\$ 886	\$ 1,344	\$ 1,358	\$ 1,420	\$ 1,436
\$ 1,151	\$ 1,202	\$ 1,331	\$ 1,283	\$ 1,334
10.3	10.6	11.2	10.7	11.1

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



Department of Consumer Affairs

Revenue Report

California Architects Board

Reporting Structure(s): 11110320 Landscape Architects Committee

Fiscal Month: 13

Fiscal Year: 2024 - 2025

Run Date: 10/09/2025

Revenue

Fiscal Code	Line Item	Budget	Current Month	YTD
Delinquent Fees		\$10,000	\$800	\$13,000
Other Regulatory Fees		\$2,000	\$0	\$1,187
Other Regulatory License and Permits		\$174,000	\$18,350	\$161,100
Other Revenue		\$32,000	\$13,573	\$48,419
Renewal Fees		\$1,281,000	\$33,800	\$1,168,500
Revenue		\$1,499,000	\$66,523	\$1,392,206



0757 - Landscape Architects Technical Committee Fund  
Analysis of Fund Condition  
(Dollars in Thousands)  
2025 Budget Act

Prepared 10.9.2025

PY based on 2024-25 actual

	Actuals 2024-25	CY 2025-26	BY 2026-27	BY +1 2027-28	BY +2 2028-29
<b>BEGINNING BALANCE</b>	\$ 654	\$ 1,151	\$ 1,202	\$ 1,331	\$ 1,283
Prior Year Adjustment	\$ -9	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 645	\$ 1,151	\$ 1,202	\$ 1,331	\$ 1,283
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>					
Revenues					
4121200 - Delinquent fees	\$ 13	\$ 12	\$ 10	\$ 12	\$ 10
4127400 - Renewal fees	\$ 1,169	\$ 1,160	\$ 1,281	\$ 1,160	\$ 1,281
4129200 - Other regulatory fees	\$ 1	\$ 2	\$ 2	\$ 2	\$ 2
4129400 - Other regulatory licenses and permits	\$ 161	\$ 179	\$ 174	\$ 179	\$ 174
4163000 - Income from surplus money investments	\$ 47	\$ 42	\$ 20	\$ 19	\$ 20
4171400 - Escheat of unclaimed checks and warrants	\$ 1	\$ -	\$ -	\$ -	\$ -
Totals, Revenues	\$ 1,392	\$ 1,395	\$ 1,487	\$ 1,372	\$ 1,487
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 1,392	\$ 1,395	\$ 1,487	\$ 1,372	\$ 1,487
<b>TOTAL RESOURCES</b>	\$ 2,037	\$ 2,546	\$ 2,689	\$ 2,703	\$ 2,770
Expenditures:					
1111 Department of Consumer Affairs (State Operations)	\$ 821	\$ 1,255	\$ 1,293	\$ 1,331	\$ 1,371
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 65	\$ 89	\$ 65	\$ 89	\$ 65
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 886	\$ 1,344	\$ 1,358	\$ 1,420	\$ 1,436
<b>FUND BALANCE</b>					
Reserve for economic uncertainties	\$ 1,151	\$ 1,202	\$ 1,331	\$ 1,283	\$ 1,334
Months in Reserve	10.3	10.6	11.2	10.7	11.1

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





## **AGENDA ITEM F: REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE JULY 24, 2025, LATC MEETING MINUTES**

### **Summary**

The Committee is asked to review and take possible action on the minutes of the July 24, 2025, LATC meeting.

### **Action Requested**

Approval of the July 24, 2025, LATC Meeting Minutes

### **Attachment**

July 24, 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



### MEETING MINUTES

#### CALIFORNIA ARCHITECTS BOARD

The Landscape Architects Technical Committee Meeting  
Department of Consumer Affairs  
July 24, 2025

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

##### Members Present

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

*\*Martin "Marty" Armstrong absent due to being Visiting Team Chair for the University of California, Los Angeles Certificate Program Review happening July 24-25, 2025.*

##### Staff Present

Laura Zuniga, Executive Officer  
Jesse Laxton, Assistant Executive Officer  
Kim McDaniel, LATC Program Manager  
Gloria Padilla-Todd, LATC Enforcement Analyst  
Heather Davis, LATC  
LATC Exam and Licensing Coordinator

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

Luke Fitzgerald, Budget Analyst  
Suzanne Balkis, Budget Manager  
Helen Geoffroy, Legal Affairs Attorney III  
Judie Bucciarelli, Staff Services Manager, Executive Office  
Sarah Irani, Moderator  
Shelly Jones, Staff Services Manager II

##### Guests Present

Andrea Elkin, Council of Landscape Architectural Registration Boards CLARB  
Zach Drugas, CLARB  
Amanda Ritchey  
Gym Ganesh

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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. Three 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)).

There were no comments from the public.

#### **D. Update from the Department of Consumer Affairs (DCA), Board and Bureau Relations, DCA, Judie Bucciarelli, Staff Services Manager**

Judie Bucciarelli provided an update on recent developments impacting DCA. Ms. Bucciarelli shared that Governor Newsom's 2025-26 proposed budget included a plan to split the Business, Consumer Services, and Housing Agency into two new agencies: the California Housing and Homelessness Agency and the Business and Consumer Services Agency. The plan was enacted on July 5, 2025, and will take effect on July 1, 2026. DCA will be part of the new Business and Consumer Services Agency and will engage in workgroups to facilitate the transition. Updates will be shared with board and bureau leadership throughout the year.

Ms. Bucciarelli reported on the hybrid telework transition, stating that an executive order was issued March 3, 2025, that directs all state agencies to increase in-office work to four days per week starting July 1, 2025. However, recent labor agreements delayed this requirement by one year for many DCA employees. DCA continues bi-weekly meetings with leadership to address questions and provide updates.

Ms. Bucciarelli reviewed travel updates, stating as of June 9, 2025, the Department of Finance (DOF) has limited out-of-state travel to essential, and mission critical

activities. Ms. Bucciarelli reminded that members and staff should plan travel responsibly to minimize costs.

Chair Brief thanked Ms. Bucciarelli for her report and inquired about mission-critical travel and whether there were any updates regarding travel approval for the upcoming out-of-state CLARB annual meeting.

Laura Zuniga responded that there have been no further updates and confirmed that the required information has been submitted for consideration. Chair Brief noted that she has communicated this information to CLARB and asked whether attending virtually would be an option if in-person attendance is not approved. Ms. Zuniga responded that she would look into.

Mr. Wreschinsky questioned why funds allocated in the Committee's budget specifically for travel cannot be used, particularly given that the Committee is self-funded. Ms. Zuniga explained that, for consistency and accountability, it is often easier for all boards and bureaus to follow the same travel policy, regardless of their funding structure.

Mr. Wreschinsky emphasized the value of in-person participation at CLARB meetings, stating that the absence of board representatives could be misinterpreted and may negatively affect licensure-related discussions over time.

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

#### **E. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst**

Budget Analyst Luke Fitzgerald reviewed LATC's Expenditure Projection Report, Fund Analysis of Fund Condition, and Revenue Projection Report documents included in the meeting packet. Mr. Fitzgerald informed that the Committee reported a 2023/2024 base budget of 1,153,000 and is projected to spend approximately 872,000, creating a reversion to the Committee's fund of approximately 281,000 (24.41%). Mr. Fitzgerald reported projected revenues are 1,411,000 and the projected ending reserve is 1,122,000 (10.8 months). 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.

Chair Brief requested that the reserve amount from the prior meeting be included in future reports to allow for easier comparison and reference. Mr. Fitzgerald confirmed that this can be accommodated.

Mr. Wreschinsky inquired whether the next report will reflect data for fiscal year 2025-2026. Mr. Fitzgerald responded affirmatively.

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

#### **F. Review and Possible Action on May 16, 2025, LATC Meeting Minutes**

Mr. Wreschinsky noted a needed revision to Agenda Item L of the May 16, 2025, meeting minutes. He clarified that the last line of the final paragraph should state that the LAC Committee would vet, propose, and send nominees to the CLARB Board for approval.

**Susan Landry moved to approve the May 16, 2025; Meeting Minutes as amended.**

**Jon Wreschinsky seconded the motion.**

**Members Landry, Wreschinsky, and Chair Brief voted in favor of the motion. The motion passed 3-0.**

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

#### **G. Program Manager's Report**

Ms. McDaniel reported that the UCLA Certificate Program review took place on July 24-25, 2025, and expressed appreciation to committee member Marty Armstrong for serving as the Visiting Team Chair, and to Christine Anderson, William DiBernardo, and Mr. Wreschinsky for their participation in the review.

She also thanked Ms. Landry for volunteering to attend the upcoming CAB meeting on August 21, 2025, at Laney College.

Ms. McDaniel provided an update on the Strategic Plan, noting that work on item 2.1 is in progress. Ms. McDaniel reported that LATC's LinkedIn presence grew from 36 connections on April 1, 2025, to 300 connections as of the meeting date. She also shared that the first edition of the LATC newsletter, *The Green Scene*, is currently in the editorial phase. Ms. McDaniel reported that California Supplemental Examination (CSE) results for the current reporting period have improved compared to previous periods.

Chair Brief thanked Ms. McDaniel and staff for their work in advancing the strategic plan, noting that although it was implemented earlier this year, significant progress

has already been made. Chair Brief expressed appreciation for Ms. McDaniel's efforts. Chair Brief inquired about the format of the upcoming newsletter. Ms. McDaniel stated that the first edition would be available in both print and online formats, with future editions determined by cost-effectiveness.

Ms. Landry asked about the increase in LinkedIn users. Heather Davis explained that LinkedIn makes it easier to identify landscape architects due to its profession-based sorting.

Mr. Wreschinsky asked whether meeting packets are posted on the LATC website once available; Ms. McDaniel confirmed that they are. Mr. Wreschinsky asked if an action plan exists to support the strategic plan and whether it could be shared with committee members. Ms. McDaniel confirmed she would work on putting together something to demonstrate progress on select metrics. Mr. Wreschinsky inquired whether students, during outreach and presentations, have expressed challenges in meeting licensure requirements. Ms. McDaniel noted that she would investigate this and follow up.

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

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

### **H1. CLARB Presentation**

Zach Drugas, CLARB Member Relations and Advocacy Manager, and Andrea Elkin, CLARB Director of Business Systems, provided an informational presentation to the LATC regarding the organization's background, core programs and services, strategic initiatives, member engagement efforts, and proposed updates to its bylaws.

The presentation highlighted CLARB's key programs and services, which include the Landscape Architect Registration Examination (L.A.R.E.), the Council Record, CLARB Certification, model licensure policies and standards, and licensure defense and advocacy efforts. Mr. Drugas explained the L.A.R.E. ensures that licensure candidates possess the necessary knowledge, skills, and abilities for practice, and that the Council Record serves as a verified compilation of a candidate's education, experience, and licensure history, which supports licensure mobility. Mr. Drugas shared that CLARB Certification indicates that an individual meets the Uniform Licensure Standard for landscape architects. Additionally, Mr. Drugas informed CLARB develops model licensure policies and standards to support consistent

regulatory practices and advocates for fair and defensible licensure requirements across jurisdictions.

Ms. Elkin discussed CLARB's current strategic initiatives, noting that one major focus is "Rethinking Regulation", which seeks to improve consistency in licensure requirements, enhance mobility for practitioners, and ensure strong public protection. Ms. Elkin shared that another initiative, "Elevating the Profession Globally", involves forming international partnerships that promote professional standards and facilitate greater mobility for licensed landscape architects worldwide.

Ms. Elkin shared that CLARB continues to promote member engagement through various events and communication channels. Opportunities include new member orientation, topical webinars, special meetings, and participation in the Annual Meeting, which will be held in Lexington, Kentucky later this year.

Ms. Elkin ended with providing an update on CLARB's bylaws review process. She shared that following changes made in 2019, CLARB has been evaluating their effectiveness, developing metrics to assess impact, and gathering feedback from its members. As a result, seven resolutions have been drafted for consideration. Ms. Elkin noted these include proposed modifications to terms of service, refinements to board eligibility criteria, the elimination of the regional structure, updates to the Finance Committee, and other general revisions to the bylaws.

LATC members thanked Mr. Drugas and Ms. Elkin for the comprehensive update. Patricia Trauth inquired about the organizational structure of CLARB staff, noting their geographic distribution across the U.S. Ms. Elkin responded that CLARB operates fully remotely and has not had a physical office since the COVID-19 pandemic, though many staff are based in Virginia, where the organization was previously headquartered.

Ms. Landry asked about California's new licensure pathways that include education and or experience, and whether CLARB recognizes these changes. Ms. Elkin confirmed that if the candidate's experience aligns with the four domains of practice from the latest job task analysis, it would qualify for licensure. Ms. Landry asked for clarification on the four domains of practice. Ms. Elkin listed them as: Planning and Design; Inventory, Analysis, and Project Management; Construction Documentation and Administration; and Grading, Drainage, and Stormwater Management.

Ms. Trauth expressed concerns regarding Resolution #3 and the proposed elimination of the regional structure, emphasizing a desire for increased California representation given that California accounts for 22% of licensees nationwide.



Ms. Elkin explained that the current CLARB board structure is not region-based, with Directors at Large instead of regional representatives. Ms. Elkin encouraged the Committee to support representation by nominating candidates, volunteering, and encouraging others to get involved.

Ms. Trauth asked whether CLARB conducts an independent financial audit annually. Ms. Elkin confirmed that it does.

Mr. Wreschinsky suggested that LATC submit an annual report to CLARB outlining its state-level activities. Ms. McDaniel agreed to investigate the recommendation and follow up.

Ms. McDaniel also inquired about a direct CLARB contact for volunteer opportunities and social media outreach to increase participation from California licensees. Ms. McDaniel further asked for more information on the proportion of California licensees involved in the test-item development. Ms. Elkin responded that she oversees CLARB's volunteer communities and is available for outreach and support. Ms. Elkin noted that CLARB aims for representation across all districts and will follow up with the specific number of California participants in test development.

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

**The Committee took a break for lunch at 12:15 p.m. Roll was taken, and a quorum was established at 1:00 p.m.**

## **H2. Discuss and Take Action on Candidates for 2025 Board of Directors and Leadership Advisory Council**

The committee held a discussion regarding potential actions related to candidates for the 2025 CLARB Board of Directors and Leadership Advisory Council (LAC). Members reviewed the nomination process and explored opportunities for increased California representation.

Mr. Wreschinsky noted that two LAC candidates are primarily architects, though both hold landscape architecture licenses, possibly reflecting CLARB's expanded eligibility to allied professions. Ms. Trauth requested additional information on the current LAC members backgrounds.

Chair Brief explained that under the current structure, LAC members must be licensed landscape architects or Member Board Executives with prior service on a board or involvement with CLARB. Chair Brief noted that if Resolution #2 passes, the requirement for prior CLARB service will be removed, though a majority of members would still need to be licensed landscape architects or Member Board Executives. Chair Brief also clarified that the LAC is responsible for identifying, vetting, and recommending candidates for the Board of Directors and LAC. Chair Brief encouraged members to volunteer with CLARB to support increased California representation.

**Jon Wreschinsky moved to approve advancing Robert Lopez and Tim Bargainer forward as the candidates for voting.**

**Susan Landry seconded the motion.**

**Members Landry, Wreschinsky, Trauth, and Chair Brief voted in favor of the motion. The motion passed 4-0.**

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

**Jon Wreschinsky moved to approve advancing all 7 resolutions.**

**Patricia Trauth seconded the motion.**

**Members Landry, Wreschinsky, Trauth, and Chair Brief voted in favor of the motion. The motion passed 4-0.**

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

After discussions, Chair Brief was nominated to serve as the delegate for the 2025 CLARB Annual Meeting, with Mr. Wreschinsky designated as the alternate.

### **H3. Update and Discuss Committee Meetings**

Mr. Wreschinsky reported that his service on the CLARB Experience Committee has concluded, as the committee's work was completed and adopted by CLARB boards, resulting in its disbandment. Chair Brief shared a similar update regarding her participation on an educational committee, which has also completed its work and is no longer meeting. Chair Brief then asked Ms. Zuniga for updates from the Member Board Executive (MBE) meetings. Ms. Zuniga reported that the MBE meets monthly and is heavily involved in planning the Annual Meeting agenda. Ms. Zuniga noted they are currently seeking new members as terms expire, and

that she will continue to serve on the committee for one more year, acting as chair next year.

#### **H4. Review and Discuss the 2025 CLARB Annual Meeting Agenda**

Ms. Zuniga reviewed the 2025 CLARB Annual Meeting Agenda and asked the committee what type of CLARB related topics they would like to see covered at the October 21, 2025, LATC meeting. Members shared they would like to see more California involvement with the various CLARB committees and volunteer positions. Chair Brief encouraged members interested in volunteering to submit their names to CLARB. Chair Brief thanked Ms. Zuniga for her continued representation, as she is on the Member Board Executives Committee.

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

#### **I. Review and Discuss Strategic Plan Item 1.4: Encourage Associations and Firms to Provide Financial Assistance to Help with the Costs of Exams and Licensure**

Chair Brief shared that she and Ms. McDaniel have agreed to include 1-2 Strategic Plan items on each meeting agenda. In response to Mr. Wreschinsky's request, Ms. McDaniel confirmed she would work on putting together something to demonstrate progress on select metrics. Chair Brief noted that Agenda Item I is directly tied to the Strategic Plan and suggested using social media to encourage firm participation.

During discussion, Mr. Wreschinsky highlighted outreach efforts by the American Society of Landscape Architects and the Landscape Architecture Foundation, especially toward minority communities, and recommended promoting these existing programs through LATC communications. He also referenced a prior LATC presentation on diversity and suggested maintaining connections with relevant organizations. Chair Brief agreed and specifically mentioned the National Association of Minority Landscape Architects. She requested Mr. Wreschinsky compile a list of such organizations and send it to staff; Mr. Wreschinsky agreed and will send it to Ms. McDaniel.

A Committee member suggested reaching out to ASLA to encourage financial support for candidates and inquired about recognizing firms already providing such assistance to incentivize others. Ms. Geoffroy advised that government entities

must treat all firms equally and cannot highlight specific ones. Chair Brief thanked her and confirmed the idea would not move forward.

Chair Brief mentioned she attends CCASLA meetings and could raise the topic there. Ms. Trauth asked if it would be permissible to note where new licensees work when recognizing them on social media. Ms. Geoffroy said it may be allowed if they are all treated equally but would need to review specifics. Ms. Trauth asked Ms. Zuniga if CAB highlights new licensees and what information is shared. Ms. Zuniga said CAB occasionally highlights new licensees. Chair Brief added that she appreciates the recognition and views it as a positive gesture from LATC.

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

**J. Review and Discuss Strategic Plan Item 1.5: Research the Possibility of Establishing Continuing Education (CE) Requirements for Renewal**

*Agenda Item I was deferred and will be moved to the October 21, 2025, meeting for discussion.*

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

**K. Review and Discuss Subject Matter Expert (SME) Recruitment for Test Development**

Ms. McDaniel informed the committee that LATC is in need of Subject Matter Experts (SMEs) for test development, noting that past workshops have been postponed due to low participation and last-minute cancellations. She requested suggestions to improve SME retention and engagement.

Ms. Landry shared her positive experience as a former SME and emphasized the value of involving recent graduates, as they may be more familiar with newer test material.

Ms. Trauth recommended promoting the needs for SMEs on the LATC website. Ms. McDaniel stated that outreach is also done via LISTSERV and social media. Chair Brief suggested involving California ASLA chapters and committed to bringing this up at an upcoming meeting, encouraging chapters to share the need in posts and in their newsletter.

Mr. Wreschinsky asked about the minimum number of SMEs required; Ms. McDaniel stated that at least six are needed per workshop. Mr. Wreschinsky also recommended making recruitment posts more targeted. Chair Brief proposed that each committee member reach out to three landscape architects about SME opportunities. Ms. McDaniel will distribute recruitment details and qualification criteria to the committee. Ms. Trauth also suggested including SME stipend information on the LATC website.

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

## **L. Legislation Update**

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

Ms. Zuniga reported that AB 1341 would authorize the Contractors State License Board (CSLB) to take disciplinary action against certain license types for violations of the Practice Act, which could aid in addressing unlicensed practice. Chair Brief asked if the bill would enhance the ability to discipline individuals not adhering to the Practice Act, Ms. Zuniga confirmed it would. Chair Brief further inquired whether CSLB could enforce, fine, or take action against unlicensed individuals practicing landscape architecture. Ms. Zuniga clarified that CSLB would be able to take enforcement action against those practicing outside their scope, including landscape architects, engineers, and architects.

Chair Brief also asked if LATC would still receive enforcement cases involving unlicensed practice of landscape architecture. Ms. Zuniga confirmed that LATC would continue to receive such cases and could pursue enforcement if the individual is licensed, even if CSLB is also involved.

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

## **M. Review of Future Committee Meeting Dates**

Ms. Landry announced she plans to attend the CAB meeting on August 21, 2025, at Laney College. Chair Brief noted that the Annual CLARB Meeting will take place on September 18-20, 2025, and that the previously scheduled October 17, 2025, LATC meeting has been rescheduled to October 21, 2025, with potential plans to hold it at a college campus. Agenda Item J will be moved to the October 21, 2025, meeting. Mr. Wreschinsky will attend CAB's November 6, 2025, meeting in Sacramento, with the option to participate remotely.

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

## **N. Adjournment**

Meeting adjourned at 2:40 p.m.

## **AGENDA ITEM H: 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, 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) Requirement for Renewal
3. Review and 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

### **Attachment**

Program Manager's Report

### **Action Requested**

None







## MEMORANDUM

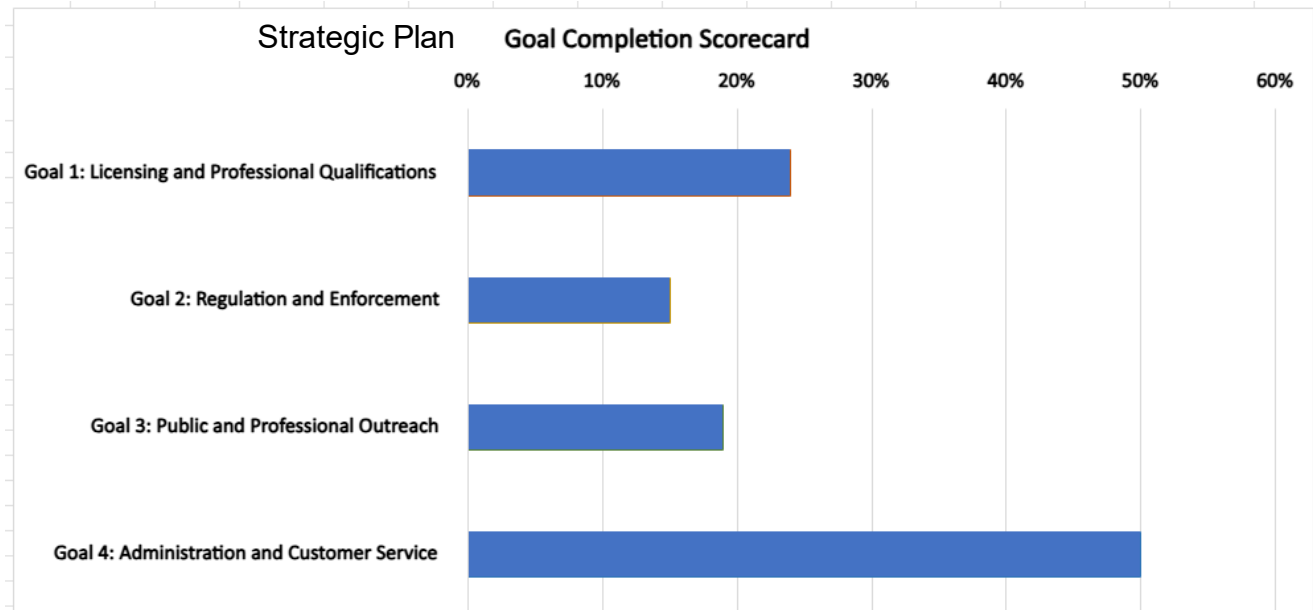
<b>DATE</b>	October 21, 2025
<b>TO</b>	Landscape Architects Technical Committee (LATC) Members
<b>FROM</b>	Kim McDaniel, Program Manager
<b>SUBJECT</b>	<b>Program Manager Report</b>

The following information is provided as an overview of Committee activities and projects as of September 30, 2025. The Committee met virtually on July 24, 2025.

**Administrative/Management**

**California Architects Board** The Board held a meeting on August 21, 2025, in Oakland at Laney College. The next Board meeting is scheduled for November 6, 2025.

**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 first quarter goals. Updates on various aspects of the Strategic Plan follow:



\*Note: Strategic Plan Goals are through 2028. Some goals will not start until 2026-2027

### **Enforcement Collaboration on Public Outreach**

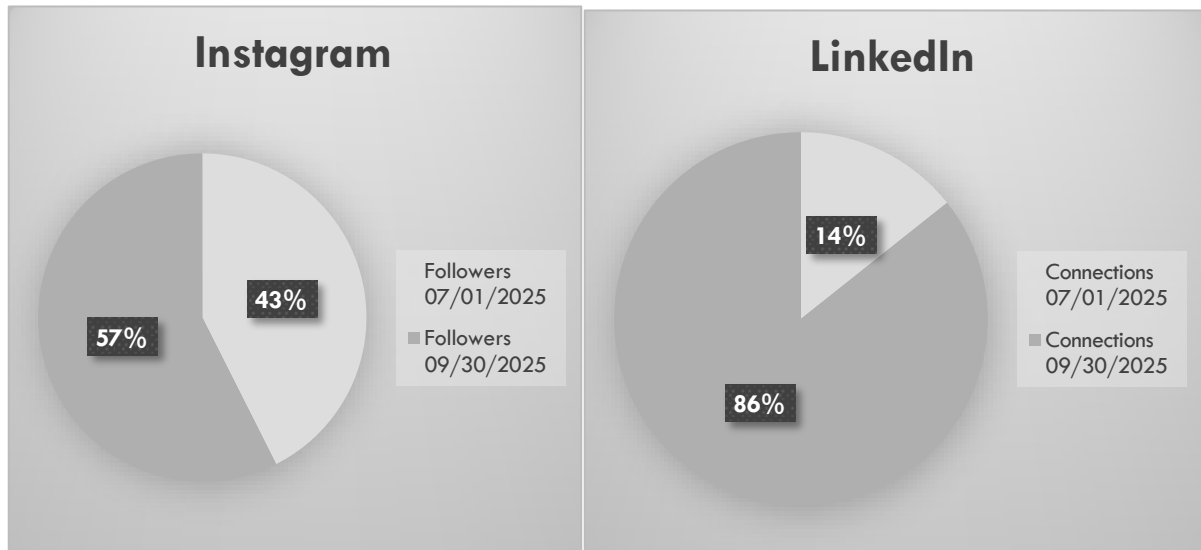
Enforcement developed and published a social media post aimed at educating the public on permitted practices for personal property owners engaging in landscape architecture projects in California. This outreach effort, as outlined in the Strategic Plan, was designed to clarify the scope of work that may legally be performed by unlicensed individuals, ensuring personal property owners understand when the involvement of a licensed landscape architect is required. The post was shared on LinkedIn and Instagram to maximize visibility and support public compliance with state regulations.

**Outreach** On September 11, 2025, LATC conducted an online licensing presentation for Southwestern College, engaging a total of 17 participants, 16 students and 1 professor. The session provided an overview of the landscape architecture licensing process, including key requirements and pathways to licensure, with a focus on helping students better understand how to navigate their professional journey. The presentation supported LATC's ongoing commitment to outreach and education, particularly in reaching future professionals early in their career paths. Looking ahead, LATC is scheduled to conduct in-person outreach at UC Davis, where staff will be presenting to three classrooms on November 18, 2025.

**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. As part of these ongoing efforts, a new section has been added to highlight the need for subject matter experts (SMEs). This section provides details about the opportunity to serve as a paid volunteer and is highlighted on the main LATC webpage. The addition aims to increase visibility of this important role and encourage greater participation from a range of qualified professionals.

**Social Media** From July through September 2025, LATC's social media presence continues to grow steadily, with strong gains in both follower count and engagement across platforms. On Instagram, follower growth from July through September 2025 has been notable, increasing from 298 in July to 402 by the end of September, an overall increase of 34.9%. July experienced modest growth of 3.69%, with limited engagement. August marked a turning point, with an 8.41% increase in followers and significantly higher engagement, 45 likes, 1 comment, and 4 shares, resulting in the highest engagement rate of the quarter at 16.18%. September sustained this momentum with a 20% growth in followers and a 12.54% engagement rate, reflecting strong content performance and audience retention.

LinkedIn also saw substantial growth over the quarter, beginning with 170 connections in July and reaching 1,018 by the end of September, an increase of nearly 500%. LATC's LinkedIn network includes licensed landscape architects, design professionals and firms, academic institutions, professional associations, regulatory agencies, and prospective licensure candidates. The platform continues to be a key tool for professional outreach, helping LATC broaden its reach and strengthen engagement within the landscape architecture community.



**Newsletter** The Green Scene newsletter has successfully completed its final round of edits and is now in the final stages of production with the Office of Publications, Design, and Editing. The first edition is scheduled for print and online release in mid-October. This marks a significant milestone in LATC's efforts to enhance communication and engagement with stakeholders. The Green Scene will continue to be published on a regular basis, providing timely and relevant content throughout the year.

**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 (July 1- September 30, 2025)**

Candidate Type	Passed	Rate	Failed	Rate	Total
First-time	26	74%	9	26%	35
Repeat	3	30%	7	70%	10
Total	29	64%	16	36%	45

**Table B. Previous 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** Of the total of 29 candidates who took the CSE between July 1 through September 30, 2025, the pass rate for first time test-takers was higher (74%) than for the entire population (64%). This trend is an improvement from 2024 when the rates were 70% and 67%, respectively (Table B).

**Landscape Architect Registration Examination (LARE)** A LARE administration was held July 28 through August 13, 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 C:

**Table C. 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

#### Landscape Architects Complaints and Enforcement Actions

Category	Current Quarter	Prior Quarter	FY 25–26
<b>Complaints</b>			
Received	11	7	11
Opened (Reopened)	11	7	11
Closed	11	6	11
Average Days to Close	22	48	22
Pending	7	4	7
<b>Citations</b>			
Issued	0	0	0
Final	0	0	0
Pending Attorney General	0	1	1
Final	0	0	0

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

**Citations 0**

**Administrative Actions 0**


## **Green Schoolyard**

Currently, the Division of the State Architect (DSA) does not have a specific regulation or policy that directly addresses signature authority for green schoolyard projects. Instead, DSA defers to Interpretation of Regulations (IR) A-19, which outlines the parameters for professionals signing and stamping plans beyond their traditional scope. According to Section 2.4.2 of IR A-19, if a project is limited to landscape work and does not impact any buildings, a licensed landscape architect may serve as design professional in general responsible charge. LATC acknowledges that Path of Travel Improvements (POTI) may still be triggered in such projects, particularly if building elements like restrooms require accessibility upgrades, in which case, a licensed architect must be involved for those specific building-related modifications. However, if existing facilities already meet accessibility requirements, a landscape architect may document compliance and proceed without additional architectural oversight.

## **Follow-Up on Items from Previous Meeting**

Following the previous meeting, staff completed several key follow-up tasks.

1. Strategic Plan Tracker added to Program Manager Report (see pages 1-2)
2. Annual Report layout created for reporting California specific issues to CLARB (see page 7 for template)
3. CSE Research was conducted to identify which sections of the CSE test takers most commonly struggle with, providing valuable insight for future outreach and support efforts (see findings below on pages). —
4. Subject Matter Expert (SME) test development recruitment has been strengthened by updating the main page of the LATC website to include a highlighted “Get Paid to Volunteer as an Expert” button added, taking potential SMEs to Examination Development Workshop Recruitment information (see example of button from website below). SME recruitment talking points were also created and sent to the Committee members to utilize as a recruiting tool.



Get Paid to Volunteer as an Expert

**Jurisdiction:**

California

**Board Composition**

Landscape Architects:

Non-Landscape Architects:

Other Licensed Professionals:

**Licensing Statistics**

In State Registrants:

Out of State Registrants:

**Brief Overview of Current Issues****Current Legislation Related to Architecture****Miscellaneous****Board Members Terming out in 2025:**



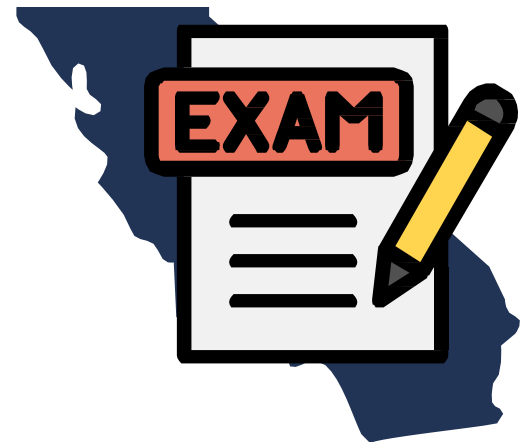
DEPARTMENT OF CONSUMER AFFAIRS

CALIFORNIA ARCHITECTS BOARD

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE

*Public Protection through Examination, Licensure, and Regulation*

# CSE by Content Area 2024



## DATA AND DATA COLLECTION

### Background

The California Supplemental Exam (CSE) is a multiple-choice examination of subject areas that are unique to the California practice of landscape architecture required for licensure in California. The exam is taken after completion of the national exam, the Landscape Architect Registration Examination (LARE). The CSE has four sections: (1) Construction Documentation and Performance, (2) Design Process, (3) Program Development, and (4) Scope of Practice.

The test data for this report was extracted from the Professional Service Industries (PSI), the entity that administers the CSE. PSI provides multiple reports including a "Program Summary by Content Area", which was used for this analysis. This report summarizes test-taker performance in the aggregate by test section and test-taker status (first time testing or repeat test taker). Test results for January 1, 2024–December 31, 2024, are included in this analysis. The CSE is updated by the Department of Consumer Affairs Office of Professional Exam Services (OPES) annually after test-development activities including psychometric analysis.

## CSE FINDINGS

- Test-takers struggled the most in the "Program Development" exam area, with 17.7% scoring 50% or below (27 of the 153 individuals who took the test).
- The "Scope of Project" exam area is the second lowest in terms of performance, with 5% of test-takers scoring 50% or below.
- 149 test-takers (97%) scored 51% or higher on the "Design Process" portion of the exam.
- 152 test-takers (99%) scored 51% or above on the "Construction Documentation and Contract Performance".
- Overall, 51% of test-takers scored 76-100% on both the "Design Process" and "Program Development" sections of the exam.
- Repeat test-takers passed the CSE at a lower rate, 55%, compared to first-time test-takers, 70%.

\*While test-takers struggled the most on the "Program Development" section, this topic is only worth 5% of the total test; a candidate could miss 100% of these items and still pass the exam.



Percentage of Items Answered Correctly and Test-Taker Status													
Performance	0%-25%			26%-50%			51%-75%			76%-100%			
Test-Taker Status	First-time	Repeat	Total %	First-time	Repeat	Total %	First-time	Repeat	Total %	First-time	Repeat	Total %	
CSE Exam Section													
Construction Documentation and Contract Performance (15%)	0	0	0%	1	0	1%	67	26	61%	47	12	38%	
Design Process (60%)	0	0	0%	2	2	3%	49	22	46%	64	14	51%	
Program Development (5%)	3	0	2%	16	8	16%	32	16	31%	64	14	51%	
Scope of Project (20%)	0	0	0%	4	2	4%	60	29	58%	51	7	38%	

**Table 1. CSE Performance by Test-Taker Status January 1, 2024-December 31, 2024**

**Table 2. CSE Performance by Test-Taker Status (January 1- December 31, 2024)**

Candidate Type	# Passed	Rate	# Failed	Rate	Total	Percent
First-time	81	70%	34	30%	115	75%
Repeat	21	55%	17	45%	38	25%
Total	102	67%	51	33%	153	100%



## **AGENDA ITEM H.2: REVIEW AND DISCUSS STRATEGIC PLAN ITEM 1.5: RESEARCH THE POSSIBILITY OF ESTABLISHING CONTINUING EDUCATION (CE) REQUIREMENTS**

### **Summary**

Review and discuss Strategic Plan Item 1.5, which is to research the possibility of establishing continuing education (CE) requirements for licensure renewal.

### **Background**

Continuing education is education and/or training taken after initial licensure to assist licensees with staying current in their knowledge. Continuing education ensures that licensees maintain up-to-date knowledge, adapt to changes in practice, and remain informed about legal and ethical obligations. Strategic Plan Item 1.5 proposes to research the feasibility, benefits, challenges, and potential models for implementing CE requirements for landscape architects.

### **Action Requested**

The Committee is requested to review and discuss the status and next steps.



## **AGENDA ITEM H.3: REVIEW AND DISCUSS STRATEGIC PLAN ITEM 3.1: INCREASE OUTREACH TO SCHOOLS AND PROFESSIONAL ASSOCIATIONS TO IMPROVE COMMUNICATION**

### **Summary**

Review and discuss Strategic Plan Item 3.1: Increase outreach to schools and professional associations to improve communications.

### **Background**

Strategic Plan Item 3.1 focuses on strengthening engagement with educational institutions and professional organizations to enhance awareness, foster partnerships, and promote communication about career pathways, industry standards, and opportunities within the field. Initial efforts have included identifying target schools and associations and developing outreach materials.

This work aims to build sustainable relationships with key stakeholders and encourage greater participation from future professionals. As part of the ongoing implementation, the committee is asked to review current progress, assess gaps or challenges, and propose actionable next steps to broaden the impact of this outreach effort.

### **Action Requested**

The Committee is requested to review and discuss the status and next steps.



## **AGENDA ITEM I: REVIEW, DISCUSS, AND POSSIBLY TAKE ACTION TO MAKE A RECOMMENDATION TO APPROVE UC LOS ANGELES EXTENSION CERTIFICATE PROGRAM SITE REVIEW RECOMMENDATION**

### **Summary**

In early 2025, the LATC sent the Self-Evaluation Report (SER) to the UCLA Extension Certificate Program to complete. The SER was returned on April 29, 2025. LATC staff reviewed the SER and forwarded it to the visiting team members prior to the site review. The site review was conducted on July 24-25, 2025. The site review team members are: Martin “Marty” Armstrong, Chair, Christine Anderson, and William DiBernardo and LATC thanks them for their service.

The UCLA Visiting Team Report (VTR) was forwarded to the Extension Certificate Program for response. The program was asked to respond to any Standard that was assessed as “met with recommendation”. The response to the VTR has been received and has been reviewed by LATC staff who will conduct appropriate follow up and report back to the Committee as needed. The site review team recommended approval for the program. Martin “Marty” Armstrong, Visiting Team Chair, will present the results of the site review and answer any questions.

### **Action Requested**

The Committee is requested to approve the Visiting Team Recommendation to extend accreditation through December 31, 2030.

### **Attachments**

1. VTR
2. UCLA Extension Certificate Program Response
3. VT Recommendation





# **LATC Visiting Team Report**

**July 24-25, 2025**

**Landscape Architecture Extension Certificate Program  
University of California, Los Angeles Extension  
10995 Le Conte Avenue  
Los Angeles, CA 90024**

## **Visiting Team Members**

Martin “Marty” Armstrong

Christine Anderson

William DiBernardo

## Schedule for Site Review Visit



### 2025 LATC Site Visit Agenda

Thursday, July 24

*Review committee check-in at UCLA Guest House*

12:45pm – 1:30pm Welcome, program orientation, and facility tour

1:30pm – 2:30pm Student Presentations (committee to review [digital student show](#) ahead of site visit)

2:30pm - 2:45 pm Break

2:45pm – 4:00pm Interviews with students (virtual) 4:00pm - 4:15pm Break

4:15pm - 5:15pm Interview with program instructors 5:15pm – 6:00pm Interview with alumni and practitioners 6:00pm - 7:30pm Welcome Reception & Light Dinner

Friday, July 25

*Breakfast at UCLA Guest House (at committee's leisure)*

8:30am - 9:15am Meeting with Eric Bullard, Dean of UCLA Extension and Leah Vriesman, Associate Dean of Academic and Faculty Affairs

9:15am -9:30am Break

9:30am - 11:00am Program curriculum and pedagogy review with instructors and guidance committee members 11:00am - 1:00pm Review committee - working lunch

1:00pm – 1:45pm Committee meets with program administration and guidance committee chair for final questions, provide initial feedback, and share next steps.

*1:45pm Committee Team departs.*

# **PART I: OVERALL ANALYSIS**

## **Introduction**

The following report constitutes the findings and recommendations of the Landscape Architects Technical Committee (LATC) University of California Extension Program Review Committee (EPRC) team as determined during a site visit to the UCLA Extension Landscape Architecture Program on July 24-25, 2025.

The Visiting Team consisted of:

Martin “Marty” Armstrong, LATC Committee Member, Private Practitioner, Past Board President of the San Diego Chapter of American Society of Landscape Architect (ASLA)  
Christine Anderson, ASLA, Private Practitioner, Previous President Council of Landscape Architectural Registration Boards (CLARB)  
William DiBernardo, Private Practitioner

The UCLA Extension Program in Landscape Architecture resides within the Department of the Arts, a department within the larger University of California, Los Angeles Extension. The Landscape Architecture Program shares the Department with the Architecture and Interior Design Program, Horticulture and Gardening Program, Visual Arts Program and Writer’s Program.

The UCLA Extension Landscape Architecture Program continues to be a dynamic and evolving professional certificate program, designed to meet the needs of a diverse student population. The program is actively promoted through a variety of channels, including professional networks, alumni engagement, and community outreach, to attract students and raise awareness of the program’s value to the broader public. Emphasizing interdisciplinary learning and real-world application, the program has implemented several enhancements in recent years to ensure its continued relevance to contemporary landscape architecture practice.

These improvements include the integration of advanced digital tools such as AutoCAD, SketchUp, Photoshop, and InDesign, as well as the incorporation of sustainable design principles, stormwater management strategies, and climate-adapted planting design. The curriculum has been further enriched through field-based learning, guest lectures from practicing professionals, and collaborative studio projects that simulate real-world design challenges. Students benefit from a strong emphasis on ecological literacy, cultural context, and community engagement, which are woven throughout the coursework.

The program offers post-baccalaureate curriculum that mirrors academic and professional standards of a first professional degree. Students complete a comprehensive sequence of courses totaling over 133 quarter units, including core design studios, technical courses, and electives. Upon successful completion, students earn a Professional Certificate in Landscape Architecture, which, when combined with a qualifying degree and supervised internship experience, meets the educational requirements for licensure in California.

Enrollment trends have fluctuated in recent years, reflecting broader economic and demographic shifts. However, class sizes remain conducive to personalized instruction, with studio courses typically maintaining a student-to-faculty ratio of 10:1 or better. The program continues to prioritize small class sizes and individualized feedback, particularly in advanced studios and capstone projects.

As a self-supporting program within UCLA Extension, the Landscape Architecture Program operates with financial independence while leveraging shared institutional resources such as classroom space, digital platforms, and administrative support. This model ensures both fiscal sustainability and academic integrity.

The program remains committed to fostering a learning environment that is inclusive, innovative, and aligned with the evolving demands of the profession. Through its comprehensive curriculum, dedicated faculty, and engaged student body, the UCLA Extension Landscape Architecture Program prepares graduates to become thoughtful, skilled, and responsible practitioners in the field.

All evidence presented in the 2025 Self-Evaluation Report and interviews with program stakeholders suggest that the UCLA Extension Landscape Architecture Certificate Program has met the LATC Standards and successfully addressed all three recommendations from the previous review. These included strengthening the hybrid instructional model, improving student retention, and supporting diversity among student's faculty. The program's implementation of a low-residency hybrid format, improved retention tracking, and establishment of a NAMLA student chapter demonstrates clear progress. Further discussion of these recommendations and the program's responses can be found throughout this report.

## **REVIEW OF EACH RECOMMENDATION AND SUGGESTION IDENTIFIED BY THE PREVIOUS REVIEW IN 2020**

The 2020 review resulted in three formal recommendations and four suggestions for improvement. The UCLA Extension Landscape Architecture Certificate Program has addressed each of these as follows:

### **Recommendations**

#### **1. Strengthen the Hybrid Model**

*Recommendation:* Continue to strengthen the hybrid instructional model.

*Response:* The program launched a low-residency hybrid model in 2022, combining synchronous online instruction with required in-person weekend residencies. This model has expanded access across California and maintained the rigor of studio-based learning.

#### **2. Increase Student Retention**

*Recommendation:* Improve student retention.

*Program Response:* The program implemented improved tracking of student progress and retention. As of 2025, second-year retention has increased to nearly 70%. Portfolio reviews and instructor coordination meetings support student success and progression.

#### **3. Support Diversity of Students and Instructors**

*Recommendation:* Continue to support the diversity of the student body and instructional staff.

*Program Response:* The program continues to attract a diverse student population, many of whom hold advanced degrees and bring varied professional experience. In 2025, the program established a student chapter of the National Association of Minority Landscape Architects (NAMLA), further supporting underrepresented groups. The instructional team reflects a broad range of professional backgrounds and consistently exceeds LATC requirements for licensure and academic qualifications.

### **Suggestions for Improvement**

#### **1. Development of a Written Evaluation Plan**

*Suggestion:* Establish a formal written plan for evaluating the total program, including admissions, retention, and graduate outcomes.

*Program Response:* While a comprehensive written evaluation plan was under development, its completion was delayed due to the retirement of the Academic Director and the transition to new leadership. Despite this, the program has implemented multiple evaluation mechanisms, including quarterly instructor meetings, student course evaluations, portfolio reviews, and retention tracking. The program has acknowledged the need for a formalized plan and is actively working to align administrative responsibilities to complete it.

#### **2. Strengthening of the Hybrid Instructional Model**

*Suggestion:* Continue refining the hybrid model to ensure academic rigor and accessibility.

*Program Response:* In 2022, the program launched a low-residency hybrid model that combines synchronous online instruction with required in-person weekend residencies. This format has expanded access to students across California and preserved the integrity of studio-based learning. The hybrid model has been well received and has contributed to improved student engagement and retention.

### **3. Improvement of Student Retention and Progress**

*Suggestion:* Enhance support systems to reduce attrition and improve on-time completion.

*Program Response:* The program has implemented structured advising, cohort tracking, and formal portfolio reviews to monitor student progress. As of 2025, second-year retention has improved to nearly 70%. Students who fall off sequence are provided with individualized advising and support to facilitate re-entry and program completion.

### **4. Expansion of Diversity and Inclusion Efforts**

*Suggestion:* Continue to support diversity among students and faculty.

*Program Response:* The program has demonstrated a strong commitment to diversity and inclusion. In 2025, a student chapter of the National Association of Minority Landscape Architects (NAMLA) was established. The faculty remains diverse in both professional background and demographics, and the program continues to attract students from a wide range of academic and professional fields.

## **CONFIRMATION THAT MINIMUM REQUIREMENTS FOR APPROVAL ARE SATISFIED**

**A regulatory proposal to amend California Code of Regulations (CCR) Section 2620.5, Requirements for an Approved Extension Certificate Program, is currently pending approval. The proposed regulatory language states the following:**

“An extension certificate program shall meet the following requirements:

- (a) The educational program shall be established in an educational institution which has a four-year educational curriculum, and either is approved by the Western Association of Schools and Colleges or is an institution of public higher education as defined by Section 66010 of the Education Code.

**Yes**

UCLA Extension, established in 1917, is part of the University of California system. All courses are approved by the University of California, Los Angeles, although the Extension is financially self-supporting.

The University of California, Los Angeles (UCLA), is accredited by WASC Senior College and University Commission (WSCUS), the regional accrediting agency serving higher education institutions in California, Hawaii, and the Pacific Region.

UCLA Extension is reviewed and accredited by the Western Association of Schools and Colleges through UCLA.

- (b) There shall be a written statement of the program's philosophy and objectives which serves as a basis for curriculum structure. Such statement shall take into consideration the broad perspective of values, missions and goals of the profession of landscape architecture. The program objectives shall provide for relationships and linkages with other disciplines and public and private landscape architectural practices. The program objectives shall be reinforced by course inclusion, emphasis and sequence in a manner which promotes achievement of program objectives. The program's literature shall fully and accurately describe the program's philosophy and objectives.

**Yes**

- (c) The program shall have a written plan for evaluation of the total program, including admission and selection procedures, attrition and retention of students, and performance of graduates in meeting community needs.

**Yes (See Suggestion 2, Page 26)**

- (d) The program shall be administered as a discrete program in landscape architecture within the institution with which it is affiliated.

**Yes**

The Landscape Architecture Program has been a part of UCLA Extension since the Program's inception in 1976-77, housed within the Department of the Arts. It is operated as a discrete program within Extension, with its own Program Director and Program Manager and budget.

- (e) There shall be an organizational chart which identifies the relationships, lines of authority and channels of communication within the program and between the program and other administrative segments of the institution with which it is affiliated.

**Yes**

- (f) The program shall have sufficient authority and resources to achieve its educational objectives.

**Yes**

- (g) The program administrator shall be a California licensed landscape architect.

**Yes**

Stephanie V. Landregan, MsPM, FASLA, LEED B, D+C, is the program director for the Landscape Architecture Program and the Horticulture & Gardening Program at UCLA Extension. As program director, she manages over all adjunct landscape architecture instructors, reviews and writes curriculum, and manages the budget for the programs. Stephanie has taught at UCLA Extension's Landscape Architecture Program over the last 30 years and served as program director since 2008.

She is a licensed landscape architect in the state of California (CA #4093).

- (h) The program administrator shall have the primary responsibility for developing policies and procedures, planning, organizing, implementing and evaluating all aspects of the program. The faculty shall be adequate in type and number to develop and implement the program approved by the Board.

**Yes**

- (i) The program curriculum shall provide instruction in the following areas related to landscape architecture including public health, safety, and welfare:
  - (1) History, theory and criticism
  - (2) Natural and cultural systems including principles of sustainability
  - (3) Public Policy and regulation
  - (4) Design, planning and management at various scales and applications including but not limited to pedestrian and vehicular circulation, grading drainage and storm water management
  - (5) Site design and Implementation: materials, methods, technologies, application



- (6) Construction documentation and administration
- (7) Written, verbal and visual communication
- (8) Professional practice
- (9) Professional values and ethics
- (10) Plants and ecosystems
- (11) Computer applications and other advanced technology

**Yes**

The program curriculum was last approved in 2022 and has not changed.

- (j) The program shall consist of at least 90 quarter units or 60 semester units.

**Yes**

The program consists of 111 quarter units, 105 core course quarter units and 6 elective course quarter units.

- (k) The program shall maintain a current syllabus for each required course which includes the course objectives, learning outcomes, content, and the methods of evaluating student performance.

**Yes**

- (l) The program clearly identifies where the public health, safety, and welfare issues are addressed.

**Yes**

- (m) The curriculum shall be offered in a timeframe which reflects the proper course sequence. Students shall be required to adhere to that sequence, and courses shall be offered in a consistent and timely manner in order that students can observe those requirements.

**Yes**

- (n) A program shall meet the following requirements for its instructional personnel:
  - (1) At least one half of the program's instructional personnel shall hold a professional degree or certificate from an approved extension certificate program in landscape architecture.
  - (2) At least one half of the program's instructional personnel shall be licensed by the Board as landscape architects.
  - (3) The program administrator shall be at least .5 time-base.**
  - (4) The program administrative support shall be 1.0 full-time equivalence.**

**Need program administrator (See Recommendation 1, Page 26)**

- (o) The program shall submit an annual report in writing based on the date of the most recent Board approval. The report shall include:

- (1) Verification of continued compliance with minimum requirements;
- (2) Any significant changes such as curriculum, personnel, administration, fiscal support, and physical facilities that have occurred since the last report;
- (3) Current enrollment and demographics; and
- (4) Progress toward complying with the recommendations, if any, from the last approval.

**Yes**

- (p) The program title and degree description shall incorporate the term “Landscape Architecture.”

**Yes**

The Board may choose to further evaluate changes to any of the reported items or to a program.

The Board will either grant or deny an application. When specific minor deficiencies are identified during evaluation of an application, but the institution is substantially in compliance with the requirements of the Code and this Division, a provisional approval to operate may be granted for a period not to exceed 24 months, to permit the institution time to correct those deficiencies identified. A provisional approval to operate shall expire at the end of its stated period and the application shall be deemed denied, unless the deficiencies are corrected prior to its expiration and an approval to operate has been granted before that date or the provisional approval to operate has been extended for a period not to exceed 24 months if the Board is satisfied that the program has made a good faith effort and has the ability to correct the deficiencies.

The Board shall review the program at least every six years for approval.

The Board may rescind an approval during the six-year approval period based on the information received in the program’s annual report after providing the school with a written statement of the deficiencies and providing the school with an opportunity to respond to the charges. If an approval is rescinded, the Board may subsequently grant provisional approval in accordance with the guidelines of this section to allow the program to correct deficiencies.”

A program approved by LATC shall:

- a. Continuously comply with LATC approval standards;
- b. Pay the biennial sustaining and other fees as required; and
- c. File complete annual reports.

## **PART II: ASSESSMENT OF EACH STANDARD**

### **STANDARD 1: PROGRAM MISSION AND OBJECTIVES**

The program shall have a clearly defined mission supported by goals and objectives appropriate to the profession of landscape architecture and shall demonstrate progress towards their attainment.

Assessment:

\_\_\_\_\_Met      X  Met with Recommendation/Suggestion \_\_\_\_\_Not Met

**INTENT:** Using a clear concise mission statement, each landscape architecture program should define its core values and fundamental purpose for faculty, students, prospective students, and the institution. The mission statement summarizes why the program exists and the needs that it seeks to fulfill. It also provides a benchmark for assessing how well the program is meeting the stated objectives.

**A. PROGRAM MISSION.** The mission statement expresses the underlying purposes and values of the program.

Assessment 1: Does the program have a clearly stated mission reflecting the purpose and values of the program and does it relate to the institution's mission statement?

**Team comments: YES**

Assessment 2: Does the mission statement take into consideration the broad perspective of values, missions and goals of the profession of landscape architecture?

**Team comments: YES**

Assessment 3: Does the program's literature fully and accurately describe the program's philosophy and objectives?

**Team comments: YES**

Assessment 4: Does the program title and degree description incorporate the term "Landscape Architecture?"

**Team comments: YES**

**B. EDUCATIONAL GOALS.** Clearly defined and formally stated academic goals reflect the mission and demonstrate that attainment of the goals will fulfill the program mission.

Assessment 1: Does the program have an effective procedure to determine progress in meeting its goals and is it used regularly?

**Team comments: YES, however with the departure of the Academic Director, a succession plan was not in place. (See Suggestions 1-2, Page 12-13)**

Assessment 2: Does the program have a written plan for evaluation of the total program, including admission and selection procedures, attrition and retention of students, and performance of graduates in meeting community needs?

**Team comments: No, a written plan is NOT in place, although a plan was said to have been being developed. Things were not aligned properly for the Academic Director's**

**retirement and a replacement. (See Suggestions 1-2, Page 12-13)**

**C. EDUCATIONAL OBJECTIVES.** The educational objectives specifically describe how each of the academic goals will be achieved.

Assessment: Does the program have clearly defined and achievable educational objectives that describe how the goals will be met?

**Team Comments: YES**

**D. LONG-RANGE PLANNING PROCESS.** The program is engaged in a long-range planning process.

Assessment 1: Does the long-range plan describe how the program mission and objectives will be met and document the review and evaluation process?

**Team Comments: YES**

Assessment 2: Is the long-range plan reviewed and revised periodically and does it present realistic and attainable methods for advancing the academic mission?

**Team Comments: YES**

Assessment 3: Does the SER respond to recommendations and suggestions from the previous accreditation review, and does it report on efforts to rectify identified weaknesses?

**Team Comments: YES**

**E. PROGRAM DISCLOSURE.** Program literature and promotional media accurately describe the program's mission, objectives, educational experiences and accreditation status.

Assessment: Is the program information accurate?

**Team Comments: YES**

**F. OTHER RELEVANT ASSESSMENTS.** Are there other relevant assessments? If yes, explain.

**Team Comments: NO**

**Recommendations affecting accreditation:** There are no recommendations for this Standard affecting accreditation.

**Suggestions for Improvement:**

1. UCLA Extension should develop and implement both a formal written evaluation plan for the Landscape Architecture Certificate Program and a succession plan for key leadership roles. Additionally, the recent departure of the Academic Director occurred without a succession plan in place, resulting in disruption to continuity and strategic planning. Establishing these foundational plans will strengthen institutional resilience, ensure compliance with LATC standards, and support the program's long-term stability and effectiveness.

2. UCLA Extension should develop a long-range Strategic Plan. A comprehensive long-term plan should be developed to guide the program's future. This plan should address faculty recruitment and development, alumni engagement, cultural competence, community partnerships, and strategies for expanding access and equity. The plan should also include mechanisms for continuous improvement and alignment with LATC standards.

## **STANDARD II: PROGRAM AUTONOMY, GOVERNANCE & ADMINISTRATION**

The program shall have the authority and resources to achieve its mission, goals and objectives.

Assessment:

\_\_\_\_\_Met      X  Met With Recommendation/Suggestion    \_\_\_\_\_Not Met

**INTENT:** Landscape architecture should be recognized as a discrete professional program with sufficient financial and institutional support and authority to enable achievement of the stated program mission, goals and objectives.

**A. PROGRAM ADMINISTRATION.** Landscape architecture is administered as an identifiable/discrete program.

Assessment 1: Is the program seen as a discrete and identifiable program within the institution?

**Team Comments: YES**

Assessment 2: Does the program administrator hold a faculty appointment in landscape architecture?

**Team Comments: YES**

Assessment 3: Does the program administrator exercise the leadership and management functions of the program? Does he/she have the primary responsibilities for developing policies and procedures, planning, organizing, implementing and evaluating all aspects of the program?

**Team Comments: YES**

Assessment 4: Is the educational program established in an educational institution which has a four-year educational curriculum, and either is approved by the Western Association of Schools and College or is an institution of public higher education as defined by Section 66010 of the Education Code?

**Team Comments: YES**

Assessment 5: Does the program meet the following requirements for its instructional personnel:

- (1) At least one half of the program's instructional personnel shall hold a professional degree or certificate from an approved extension certificate program in landscape architecture.
- (2) At least one half of the program's instructional personnel shall be licensed by the Board as landscape architects.
- (3) The program administrator shall be at least .5 time-base.
- (4) The program administrative support shall be 1.0 full-time equivalence.

**Team Comments:**    **(3) No, program administrator is only .3-.4 FTE.**  
                              **(4) It is NOT 1.0 FTE**

**(See Suggestion 3, Page 16)**

Assessment 6: Is the program administrator a California licensed landscape architect?

**Team Comments: YES**

Assessment 7: Has an organizational chart been provided that clearly identifies the relationships, lines of authority and channels of communication within the program and with the institution that supports it?

**Team Comments: YES**

**B. INSTITUTIONAL SUPPORT. The institution provides sufficient resources to enable the program to achieve its mission and goals and support individual faculty development and advancement.**

Assessment 1: Are student/faculty ratios in studios typically not greater than 15-18:1?

**Team Comments: YES**

Assessment 2: Is funding available to assist faculty and other instructional personnel with continued professional development including attendance at conferences, computers and appropriate software, other types of equipment, and technical support?

**Team Comments: YES**

Assessment 3: Does the institution provide student support, i.e., scholarships, work-study, internships, etc?

**Team Comments: No**

Assessment 4: Are adequate support personnel available to accomplish program mission and goals?

**Team Comments: YES**

**C. COMMITMENT TO DIVERSITY. The program demonstrates commitment to diversity through its recruitment and retention of faculty, staff, and students.**

Assessment: How does the program demonstrate its commitment to diversity in the recruitment and retention of students, faculty and staff?

**Team Comments: The hybrid model addresses the commitment to student diversity, but it does not reflect in staff and faculty. (See Suggestion 3, Page 16)**

**D. FACULTY PARTICIPATION. The faculty participates in program governance and administration.**

Assessment 1: Does the faculty make recommendations on the allocation of resources, and do they have the responsibility to develop, implement, evaluate, and modify the program's curriculum and operating practices?

**Team Comments: No, the direct connection between instructional staff and Dean is not direct.**

Assessment 2: Does the faculty participate, in accordance with institutional guidelines, in developing criteria and procedures for annual evaluation of faculty?

**Team Comments: YES**

Assessment 3: Does the program or institution adequately communicate and mentor faculty regarding policies, expectations and procedures for annual evaluations?

**Team Comments: Would benefit from additional mentoring**

**E. FACULTY NUMBER.** The faculty shall be of a sufficient size to accomplish the program's goals and objectives, to teach the curriculum, to support students through advising and other functions, to engage in research, creative activity and scholarship and to be actively involved in professional endeavors such as presenting at conferences.

Assessment 1: Are the number of faculty adequate to achieve the program's mission and goals and individual faculty development?

**Team Comments: YES**

Assessment 2: Is at least 50% of the academic faculty licensed as a landscape architect?

**Team Comments: YES**

Assessment 3: Does the strategic plan or long-range plan include action item(s) for addressing the adequacy of the number of faculty?

**Team Comments: No**

**F. OTHER RELEVANT ASSESSMENTS.** Are there other relevant assessments? If yes, explain.

**Team Comments: NO**

**Recommendation affecting accreditation:** There are no recommendations affecting accreditation.

**Suggestions for Improvement:**

3. UCLA Extension should take immediate steps to ensure compliance with the time-base requirements outlined in the proposed regulatory standards, specifically that the Program Administrator serves at minimum 0.5 time-base and that the administrative support is maintained at 1.0 full-time equivalence. Additionally, while the current hybrid model demonstrates a strong commitment to student diversity and geographic reach, this commitment is not yet reflected in the composition or distribution of faculty and staff. The program currently has in-person requirements, requiring student travel. To better align with its statewide outreach goals and support equitable access, it is recommended that UCLA Extension explore the establishment of satellite instructional hubs or partnerships throughout California. This would diversify staffing, reduce travel burdens for students, and enhance the program's ability to serve a broader and more inclusive population.



### **STANDARD 3: PROFESSIONAL CURRICULUM**

The certificate curriculum shall include the core knowledge skills and applications of landscape architecture.

Assessment:

  X   Met               Met With Recommendation               Not Met

**INTENT:** The purpose of the curriculum is to achieve the learning goals stated in the mission and objectives. Curriculum objectives should relate to the program's mission and specific learning objectives. The program's curriculum should encompass coursework and other opportunities intended to develop students' knowledge, skills, and abilities in landscape architecture.

**A. MISSION AND OBJECTIVES.** The program's curriculum addresses its mission, goals, and objectives.

Assessment: Does the program identify the knowledge, skills, abilities and values it expects students to possess at graduation?

**Team Comments: YES**

**B. PROFESSIONAL CURRICULUM.** The program curriculum includes coverage of:

History, theory and criticism

Natural and cultural systems including principles of sustainability

Public Policy and regulation

Design, planning and management at various scales and applications including but not limited to pedestrian and vehicular circulation, grading drainage and storm water management

Site design and Implementation: materials, methods, technologies, application

Construction documentation and administration

Written, verbal and visual communication

Professional practice

Professional values and ethics

Plants and ecosystems

Computer applications and other advanced technology

Assessment 1: Does the curriculum address the designated subject matter in a sequence that supports its goals and objectives?

**Team Comments: YES**

Assessment 2: Do student work and other accomplishments demonstrate that the curriculum is providing students with the appropriate content to enter the profession?

**Team Comments: YES**

Assessment 3: Do curriculum and program opportunities enable students to pursue academic interests consistent with institutional requirements and entry into

the profession?

**Team Comments: YES**

Assessment 4: Does the curriculum provide opportunities for student engagement in interdisciplinary professions?

**Team Comments: No**

Assessment 5: Does the curriculum include a “capstone” or terminal project?

**Team Comments: YES**

Assessment 6: Does the program consist of at least 90 quarter units or 60 semester units?

**Team Comments: YES**

**C. SYLLABI. Syllabi are maintained for all required courses.**

Assessment 1: Do syllabi include educational objectives, learning outcomes, course content, and the criteria and methods that will be used to evaluate student performance?

**Team Comments: YES**

Assessment 2: Do syllabi identify the various levels of accomplishment students shall achieve to successfully complete the course and advance in the curriculum?

**Team Comments: YES**

**D. CURRICULUM EVALUATION. At the course and curriculum levels, the program evaluates how effectively the curriculum is helping students achieve the program’s learning objectives in a timely way.**

Assessment 1: Does the program demonstrate and document ways of:

- a. Assessing students’ achievement of course and program objectives in the length of time to graduation stated by the program?
- b. Reviewing and improving the effectiveness of instructional methods in curriculum delivery?
- c. Maintaining currency with evolving technologies, methodologies, theories and values of the profession?

**Team Comments: YES**

Assessment 2: Do students participate in evaluation of the program, courses and curriculum?

**Team Comments: YES**

**E. AUGMENTATION OF FORMAL EDUCATIONAL EXPERIENCE. The program provides opportunities for students to participate in internships, off campus studies, research assistantships, or practicum experiences.**

Assessment 1: Does the program provide any of these opportunities?

**Team Comments: YES**

Assessment 2: How does the program identify the objectives and evaluate the

effectiveness of these opportunities?

**Team Comments: No**

Assessment 3: Do students report on these experiences to their peers? If so, how?

**Team Comments: YES**

## **F. COURSEWORK AND AREAS OF INTEREST.**

Assessment 1: What percentage of current students are currently enrolled in the program with a bachelor's degree or higher? Please provide a breakdown of degree levels admitted.

**Team Comments: 100%**

Assessment 2: How does the program provide opportunities for students to pursue independent projects, focused electives, optional studios, coursework outside landscape architecture, collaboration with related professions, etc.?

**Team Comments: YES**

Assessment 3: How does student work incorporate academic experiences reflecting a variety of pursuits beyond the basic curriculum?

**Team Comments: Incorporation of practitioners as instructors**

**I. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.**

**Team Comments: No**

**Recommendations Affecting Accreditation:** There are no recommendations for this Standard affecting accreditation.

**Suggestions for Improvement:** There are no suggestions for improvement for this Standard affecting accreditation.

## **STANDARD IV: STUDENT AND PROGRAM OUTCOMES.**

**The program shall prepare students to pursue careers in landscape architecture.**

**Assessment:**

\_\_\_\_\_Met      X  Met With Recommendation/Suggestion    \_\_\_\_\_Not Met

**INTENT:** Students should be prepared – through educational programs, advising, and other academic and professional opportunities – to pursue a career in landscape architecture upon graduation. Students should have demonstrated knowledge and skills in creative problem solving, critical thinking, communications, design, and organization to allow them to enter the profession of landscape architecture.

**A. STUDENT LEARNING OUTCOMES. Upon completion of the program, students are qualified to pursue a career in landscape architecture.**

Assessment 1: Does student work demonstrate the competency required for entry-level positions in the profession of landscape architecture?

**Team Comments: YES**

Assessment 2: Do students demonstrate their achievement of the program's learning

objectives, including critical and creative thinking and their ability to understand, apply and communicate the subject matter of the professional curriculum as evidenced through project definition, problem identification, information collection, analysis, synthesis, conceptualization and implementation?

**Team Comments: YES**

Assessment 3: Can the students demonstrate an understanding of the health, safety and welfare issues affecting the coursework studied? Can these issues be applied to the real world?

**Team Comments: YES, YES**

**B. STUDENT ADVISING. The program provides students with effective advising and mentoring throughout their educational careers.**

Assessment 1: Are students effectively advised and mentored regarding academic development?

**Team Comments: YES, needs to be written formalized (See Suggestion 4, Page 21)**

Assessment 2: Are students effectively advised and mentored regarding career development?

**Team Comments: YES, would benefit from a more direct approach**

Assessment 3: Are students aware of professional opportunities, licensure, professional development, advanced educational opportunities and continuing education requirements associated with professional practice?

**Team Comments: YES**

Assessment 4: How satisfied are students with academic experiences and their preparation for the landscape architecture profession?

**Team Comments: YES**

**C. PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES. Students are encouraged and have the opportunity to participate in professional activities and institutional and community service.**

Assessment 1: Do students participate in institutional/college organizations, community initiatives, or other activities?

**Team Comments: YES**

Assessment 2: Do students participate in events such as LaBash, ASLA Annual Meetings, local ASLA chapter events and the activities of other professional societies or special interest groups?

**Team Comments: YES**

**D. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.**

**Team Comments: No**

**Recommendations affecting accreditation:** There are no recommendations for this Standard affecting accreditation.

**Suggestions for Improvement: 4.** UCLA Extension should ensure that all program policies, procedures, and evaluation processes are formally documented in written form. While many practices are currently implemented effectively, the absence of formal written plans limits transparency, continuity, and accountability, particularly during periods of leadership transition. Establishing and maintaining comprehensive written documentation will support consistent program administration, facilitate regulatory compliance, and strengthen institutional memory.

## **STANDARD VI: FACULTY**

**The qualifications, academic position, and professional activities of faculty and instructional personnel shall promote and enhance the academic mission and objectives of the program.**

**Assessment:**

    X     Met               Met With Recommendation               Not Met

**INTENT:** The program should have qualified experienced faculty and other instructional personnel to instill the knowledge, skills, and abilities that students will need to pursue a career in landscape architecture. Faculty workloads, compensation, and overall support received for career development contribute to the success of the program.

**A. CREDENTIALS.** The qualifications of the faculty, instructional personnel, and teaching assistants are appropriate to their roles.

Assessment 1: Does the faculty have a balance of professional practice and academic experience appropriate to the program mission?

**Team Comments: YES**

Assessment 2: Are faculty assignments appropriate to the course content and program mission?

**Team Comments: YES**

Assessment 3: Are adjunct and/or part-time faculty integrated into the program's administration and curriculum evaluation/development in a coordinated and organized manner?

**Team Comments: YES**

Assessment 4: Are qualifications appropriate to responsibilities of the program as defined by the institution?

**Team Comments: YES**

**B. FACULTY DEVELOPMENT.** The faculty is continuously engaged in activities leading to their professional growth and advancement, the advancement of the profession, and the effectiveness of the program.

Assessment 1: Are faculty activities such as scholarly inquiry, professional practice and service to the profession, university and community documented and disseminated through appropriate media such as journals, professional magazines, community, college and university media?

**Team Comments: YES, need a continuation of current levels**

Assessment 2: Are the development and teaching effectiveness of faculty and instructional personnel systematically evaluated, and are the results used for individual and program improvement?

**Team Comments: YES**

Assessment 3: Do faculty seek and make effective use of available funding for conference attendance, equipment and technical support, etc?

**Team Comments: YES**

Assessment 4: Are the activities of faculty reviewed and recognized by faculty peers?

**Team Comments: YES**

Assessment 5: Do faculty participate in university and professional service, student advising and other activities that enhance the effectiveness of the program?

**Team Comments: YES**

**C. FACULTY RETENTION. Faculty hold academic status, have workloads, receive salaries, mentoring and support that promote productivity and retention.**

Assessment 1: Are faculty salaries, academic and professional recognition evaluated to promote faculty retention and productivity?

**Team Comments: YES**

Assessment 2: What is the rate of faculty turnover?

**Team Comments: Unknown**

**D. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.**

**Team Comments: NO**

**Recommendations Affecting Accreditation:** There are no recommendations for this Standard affecting accreditation.

**Suggestions for Improvement:** There are no suggestions for improvement for this Standard affecting accreditation.

## **STANDARD VI: OUTREACH TO THE INSTITUTION, COMMUNITIES, ALUMNI, AND PRACTITIONERS**

The program shall have a record or plan of achievement for interacting with the professional community, its alumni, the institution, community, and the public at large.

**Assessment:**

  X   Met           Met With Recommendation           Not Met

**INTENT:** The program should establish an effective relationship with the institution, communities, alumni, practitioners and the public at large in order to provide a source of service learning opportunities for students, scholarly development for faculty, and professional guidance and financial support. Documentation and dissemination of successful outreach efforts should enhance the image of the program and educate its constituencies regarding the program and the profession of landscape architecture.

**A. INTERACTION WITH THE PROFESSION, INSTITUTION, AND PUBLIC.**  
The program represents and advocates for the profession by interacting with the professional community, the institution, community and the public at large.

Assessment 1: Are service-learning activities incorporated into the curriculum?

**Team Comments: YES**

Assessment 2: Are service activities documented on a regular basis?

**Team Comments: YES**

**B. ALUMNI AND PRACTITIONERS. The program recognizes alumni and practitioners as a resource.**

Assessment 1: Does the program maintain a current registry of alumni that includes information pertaining to current employment, professional activity, licensure, and significant professional accomplishments?

**Team Comments: YES**

Assessment 2: Does the program engage the alumni and practitioners in activities such as a formal advisory board, student career advising, potential employment, curriculum review and development, fund raising, continuing education etc.?

**Team Comments: YES, encouraged to do more**

**C. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.**

**Team Comments: YES**

**Recommendations Affecting Accreditation:** There are no recommendations for this Standard affecting accreditation.

**Suggestions for Improvement:** There are no suggestions for improvement for this Standard.

**STANDARD VII: FACILITIES, EQUIPMENT, AND TECHNOLOGY**

**Faculty, students and staff shall have access to facilities, equipment, library and other technologies necessary for achieving the program's mission and objectives.**

**Assessment:**

    X    Met              Met With Recommendation              Not Met

**INTENT: The program should occupy space in designated, code-compliant facilities that support the achievement of program mission and objectives. Students, faculty, and staff should have the required tools and facilities to enable achievement of the program mission and objectives.**

**A. FACILITIES. There are designated, code-compliant, adequately maintained spaces that serve the professional requirements of the faculty, students and staff.**

Assessment 1: Are faculty, staff and administration provided with appropriate office space?

**Team Comments: YES**



Assessment 2: Are students assigned permanent studio workstations adequate to meet the program needs?

**Team Comments: YES**

Assessment 3: Are facilities adequately maintained and are they in compliance with ADA, life-safety and applicable building codes? (Acceptable documentation includes reasonable accommodation reports from the university ADA compliance office and/or facilities or risk management office.)

**Team Comments: YES**

**B. INFORMATION SYSTEMS AND TECHNICAL EQUIPMENT. Information systems and technical equipment needed to achieve the program's mission and objectives are available to students, faculty and other instructional and administrative personnel.**

Assessment 1: Does the program have sufficient access to computer equipment and software?

**Team Comments: YES**

Assessment 2: Is the frequency of hardware and software maintenance, updating and replacement sufficient?

**Team Comments: YES**

Assessment 3: Are the hours of use sufficient to serve faculty and students?

**Team Comments: YES**

**C. LIBRARY RESOURCES. Library collections and other resources are sufficient to support the program's mission and educational objectives.**

Assessment 1: Are collections adequate to support the program?

**Team Comments: YES**

Assessment 2: Do courses integrate library and other resources?

**Team Comments: YES**

Assessment 3: Are the library hours of operation convenient and adequate to serve the needs of faculty and students?

**Team Comments: YES**

**D. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.**

**Team Comments: No**

**Recommendations Affecting Accreditation:** There are no recommendations for this Standard affecting accreditation.

**Suggestions for Improvement:** There are no suggestions for improvement for this Standard.

## **PART III: SUMMARY OF RECOMMENDATIONS AND SUGGESTIONS**

### **A. Required Recommendations**

#### **1. Appoint a Program Administrator Immediately**

UCLA Extension should prioritize the appointment of a qualified Program Administrator to ensure leadership continuity and regulatory compliance. As part of this process, the institution should formalize and distribute the critical functions previously managed solely by the former Academic Director. This will help institutionalize the program operations and reduce reliance on any single individual.

### **B. Suggestions for Improvements**

1. UCLA Extension should develop and implement both a formal written evaluation plan for the Landscape Architecture Certificate Program and a succession plan for key leadership roles. Additionally, the recent departure of the Academic Director occurred without a succession plan in place, resulting in disruption to continuity and strategic planning. Establishing these foundational plans will strengthen institutional resilience, ensure compliance with LATC standards, and support the program's long-term stability and effectiveness.
2. UCLA Extension should develop a long-range Strategic Plan. A comprehensive long-term plan should be developed to guide the program's future. This plan should address faculty recruitment and development, alumni engagement, cultural competence, community partnerships, and strategies for expanding access and equity. The plan should also include mechanisms for continuous improvement and alignment with LATC standards.
3. UCLA Extension should take immediate steps to ensure compliance with the time-base requirements outlined in the proposed regulatory standards, specifically that the Program Administrator serves at minimum 0.5 time-base and that the administrative support is maintained at 1.0 full-time equivalence. Additionally, while the current hybrid model demonstrates a strong commitment to student diversity and geographic reach, this commitment is not yet reflected in the composition or distribution of faculty and staff. The program currently has in-person requirements, requiring student travel. To better align with its statewide outreach goals and support equitable access, it is recommended that UCLA Extension explore the establishment of satellite instructional hubs or partnerships throughout California. This would diversify staffing, reduce travel burdens for students, and enhance the program's ability to serve a broader and more inclusive population.
4. UCLA Extension should ensure that all program policies, procedures, and evaluation processes are formally documented in written form. While many practices are currently implemented effectively, the absence of formal written plans limits transparency, continuity, and accountability, particularly during periods of leadership transition. Establishing and maintaining comprehensive

written documentation will support consistent program administration, facilitate regulatory compliance, and strengthen institutional memory.



October 9, 2025

Dr. Kimberly McDaniel  
LATC Program Manager  
California Architects Board  
Landscape Architects Technical Committee  
2420 Del Paso Road, Suite 105  
Sacramento, CA 95834

RE: UCLA Extension Landscape Architecture Certificate Program Approval Renewal

Dear Dr. McDaniel:

Once again thank you for this opportunity to present and share our program, students, and our goals to continue to provide this 3-year landscape architecture certificate as a path to licensure.

We have submitted the Self Evaluation Report (SER) for review by the Landscape Architects Technical Committee (LATC) and the LATC Site Review team have completed their review and provided their Report.

As we move toward the LATC Meeting on October 21, 2025, where the committee will consider all the findings and come to a recommendation that will be forwarded to the California Architectural Board (CAB) on November 6<sup>th</sup> for their review and vote. We respectfully request an approval and a 6-year continuation of the UCLA Extension Landscape Architecture Certificate Program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Velazco', with a long horizontal stroke extending to the right.

Kimberly Velazco  
Portfolio Director  
Design Arts

Attachments (digital): Response to the LATC Visiting Team Report, July 24-25, 2025



# **UCLA Extension Landscape Architecture Certificate Program Approval Renewal**

## **UCLA Extension – Landscape Architecture Program Response to LATC Visiting Team Report.**

### **PART III**

#### **Summary of Recommendations and Suggestions**

##### **A. Recommendations Affecting Approval**

###### **1. Appointing a Program Administrator Immediately**

UCLA Extension should prioritize the appointment of a qualified Program Administrator to ensure leadership continuity and regulatory compliance. As part of this process, the institution should formalize and distribute the critical functions previously managed solely by the former Academic Director. This will help institutionalize the program operations and reduce reliance on any single individual.

##### **UCLA Extension Response:**

UCLA Extension hiring of a qualified Program Administrator is underway. As UCLA Extension leadership works toward the final hiring and onboarding of this individual, the program is being led and managed by the Portfolio Director of Design Arts - Kimberly Velazco and team. The Portfolio Director has oversight of the Design Art programs which include the Landscape Architecture program. The Landscape Architecture program continues to be a separate program within the Design Arts portfolio, and this umbrella of leadership and team has added resources to support the program distributing critical functions and management responsibilities.

A formalization process has begun to assist with institutionalizing the program operations and will continue to be finalized when the new Program Administrator has been onboarded.

##### **B. Suggestions for Improvements**

1. UCLA Extension should develop and implement both a formal written evaluation plan for the Landscape Architecture Certificate Program and a succession plan for key leadership roles. Additionally, the recent departure of the Academic Director occurred without a succession plan in place, resulting in disruption to continuity and strategic planning. Establishing these foundational plans will strengthen institutional resilience, ensure compliance with LATC standards, and support the program's long-term stability and effectiveness.

**UCLA Extension Response:**

The UCLA Extension Landscape Architecture Program recognizes that a robust and well-structured evaluation process is critical to sustaining academic excellence, aligning with LATC standards, and adapting to a rapidly evolving professional landscape.

**Strengthening Program Evaluation and Continuous Improvement**

Historically, program evaluation has been conducted through a combination of informal faculty meetings, student feedback, and periodic curriculum reviews. While this approach has yielded valuable insights, it has lacked the structure and continuity needed to fully support long-term strategic planning. In response to LATC's recommendation, the program is formalizing these practices into a written evaluation plan that will ensure systematic assessment, transparent reporting, and strategic follow-through.

The new plan will be built around a five-year program review cycle, with annual check-ins to monitor progress on key indicators such as student outcomes, curriculum relevance, instructor engagement, and workforce alignment. Data collection will be expanded to include regular student and alumni surveys, instructor evaluations, and enrollment trend analyses. This information will be synthesized into an Annual Program Evaluation Report, which will inform strategic planning discussions and provide a clear record of the program's performance over time.

An important element of this plan is the activation of the Guidance Committee as a strategic partner in evaluation. The Committee will play a more formalized role in reviewing findings, identifying emerging industry needs, and advising on curricular adjustments. In addition, a biennial curriculum review committee, comprised of instructors, practitioners, and administrators, will ensure that course content remains relevant, sequenced effectively, and aligned with both LATC requirements and current professional practice.

This evaluation framework is not conceived as a static document but as a **living tool** - one that will evolve in response to student needs, industry trends, and institutional priorities. By embedding evaluation into the program's annual planning rhythm, UCLA Extension is laying the groundwork for more intentional, data-informed decision-making that will strengthen the program's academic quality and resilience.

**Building Leadership Continuity Through Succession Planning**

The goals, objectives and action plan within the updated long-range strategic plan for the program will include the development and implementation of a formal succession plan for key leadership roles.

The recent departure of the Academic Director underscored the need for a



more deliberate approach to leadership transitions. While UCLA Extension has strong administrative infrastructure, the absence of a formal succession plan led to a period of uncertainty that temporarily disrupted strategic momentum.

In response, the program is developing a Succession Plan for Key Leadership Roles to ensure continuity, stability, and a smooth transfer of institutional knowledge. The plan begins by identifying critical leadership positions within the program – specifically, the Program Administrator and Program Manager – and outlining clear procedures for both planned and unplanned transitions. For each of these roles, the plan designates interim leadership protocols to provide immediate coverage in the event of unexpected vacancies. For planned transitions, it introduces a structured timeline for recruitment, onboarding, and handover.

Additionally, a Leadership Transition Manual will be developed to document key procedures, contacts, LATC requirements, and ongoing strategic initiatives, ensuring that essential information is preserved and easily accessible during any leadership change.

The Guidance Committee will play a central role in the leadership transition process, particularly in advising on the selection and onboarding of new directors to maintain alignment with the program’s vision and professional standards. Oversight from the Dean’s Office will further ensure that leadership transitions are managed in accordance with institutional policies and that the program remains well supported throughout.

UCLA Extension leadership are committed, focused and actively in the process of hiring the Program Administrator for the Landscape Architecture program. Though there has been a shift in leadership, under the direction of the Portfolio Director of Design Arts – Kimberly Velazco, the disruption to the program has been minimal, meeting all the existing obligations for program, including continued education, enrollment, final capstone presentations, student and instructor evaluations, and continuous operation.

2. UCLA Extension should develop a long-range Strategic Plan. A comprehensive long-term plan should be developed to guide the program’s future. This plan should address faculty recruitment and development, alumni engagement, cultural competence, community partnerships, and strategies for expanding access and equity. The plan should also include mechanisms for continuous improvement and alignment with LATC standards.

**UCLA Extension Response:**

UCLA Extension recognizes that a well-defined and dynamic Strategic Plan is essential to sustaining program excellence, ensuring LATC alignment, and supporting the long-term growth of the Landscape Architecture Program. We are including our Strategic Plan (from 2021) and plan to update it with instructors, guidance committee, student representatives and UCLA Extension upper leadership this Fall 2025 and Winter 2026.

**Commitment to Strategic, Long-Term Planning**

In response to LATC's recommendation, UCLA Extension is initiating the development of a five-year Strategic Plan (2026–2031) that will serve as a roadmap for program development, equity initiatives, and continuous improvement. The plan will be designed as a living document, reviewed annually and revised as needed to reflect evolving goals, LATC standards, and stakeholder input.

The Strategic Plan will be structured to include important considerations that directly respond to LATC's priorities:

1. **Instructor Recruitment and Development**
2. **Alumni Engagement**
3. **Cultural Competence and Equity**
4. **Community Partnerships and Statewide Outreach**
5. **Continuous Improvement and LATC Alignment**
6. **Student Engagement**
7. **Technology/AI Trends**

Each consideration will include strategic objectives, measurable outcomes, and implementation strategies to ensure meaningful progress over the next five years.

Additionally, the planning process includes assessing where the program is today with projection into the future. Being clear on the program goals and defining clear objectives. The planning effort to address instructor recruitment and development, alumni engagement, cultural competence, community partnerships, and strategies for expanding access and equity. The effort will include forecasted trends within the Landscape Architecture profession to ensure the program curriculum and education are aligned with industry direction. The plan will also focus on ensuring the program will include mechanisms for continuous evaluation, improvement and alignment with LATC standards.

The success of the hybrid model will be further evaluated and refined with a focus on the reachability for more access and equity to the program and the landscape architecture profession, including UCLA Extension's overall strategic goals and objectives. This work reflects our shared commitment –

to students, instructors, and the profession – to sustain a program that is academically rigorous, strategically resilient, and deeply connected to the landscape architecture community.

### **Strategic Outlook**

The development of a long-range Strategic Plan represents a significant milestone for the UCLA Extension Landscape Architecture Program. By articulating a shared vision and actionable priorities, the plan will provide a clear roadmap. This initiative not only responds to LATC's recommendation but also positions the program to proactively shape its future – expanding its statewide impact, strengthening its academic foundation, and ensuring equitable access to landscape architecture education for the next generation of practitioners.

3. UCLA Extension should take immediate steps to ensure compliance with the time-base requirements outlined in the proposed regulatory standards, specifically that the Program Administrator serves at minimum 0.5 time-base and that the administrative support is maintained at 1.0 full-time equivalence.

Additionally, while the current hybrid model demonstrates a strong commitment to student diversity and geographic reach, this commitment is not yet reflected in the composition or distribution of instructors and staff.

The program currently has in-person requirements, requiring student travel. To better align with its statewide outreach goals and support equitable access, it is recommended that UCLA Extension explore the establishment of satellite instructional hubs or partnerships throughout California. This would diversify staffing, reduce travel burdens for students, and enhance the program's ability to serve a broader and more inclusive population.

### **UCLA Extension Response:**

UCLA Extension is actively in the process of hiring the Program Administrator for the Landscape Architecture program. Currently, the University of California is undergoing a climate of change within People Operations hiring system wide. As a result, UCLA Extension can ensure that the Program Administrator serves 0.45 FTE time-base. The Program Administrative support will continue at a 1.0 FTE.

These changes are currently in the implementation phase, with full compliance expected by Winter 2026.

The program's hybrid instructional model has successfully expanded its reach, attracting students from a wide geographic and demographic range. However, the program recognizes LATC's observation that this commitment is not yet fully reflected in the composition or distribution of faculty and staff.

To address this, the program is implementing an instructor and staff diversification strategy focused on three areas:

**1. Geographic Representation**

UCLA Extension will proactively recruit instructors from multiple regions of California. This will broaden the professional perspectives represented in the curriculum and increase accessibility for students outside the Los Angeles area.

**2. Instructor Diversity**

Recruitment processes will be reviewed to ensure they reach more diverse candidate pools. The program will collaborate with UCLA's Office of Inclusive Excellence and California ASLA chapters to disseminate opportunities widely and to attract instructors from underrepresented backgrounds and geographic regions.

**3. Professional Development and Retention**

New instructors will receive orientation and pedagogical support to ensure effective hybrid and in-person teaching. Ongoing professional development will foster community among instructors and strengthen their long-term engagement with the program.

Through these initiatives, UCLA Extension aims to ensure that instructors and staff reflect the statewide and diverse student body, enriching the educational experience and aligning with LATC's access and inclusion goals. The program shares LATC's vision of improving geographic accessibility and reducing travel burdens for students while maintaining academic rigor. To that end, UCLA Extension will consult with leadership for additional evaluation to launch a three prong strategic plan that would encompass (1) needs assessment, (2) partnership exploration and (3) pilot implementation. This includes, but is not limited to:

- Analyzing student geographic data to identify high-demand regions.
- Conduct surveys with current and prospective students to determine travel patterns and interest in regional hubs.
- Engage instructors and Guidance Committee members in identifying potential partner institutions.
- Initiate discussions with CSU campuses, community colleges, municipalities, and ASLA local chapters in key regions to explore facility sharing and instructional partnerships.
- Prioritize collaborations that leverage existing infrastructure and support shared programming.
- Launch 1–2 pilot satellite hubs.
- Offer hybrid courses combining remote instruction with in-person studios or field experiences facilitated by regional instructors.

- Collect outcome data to inform future expansion and long-term strategy.

This phased approach enables UCLA Extension to strategically extend its statewide presence while ensuring quality, regulatory compliance, and fiscal responsibility.

4. UCLA Extension should ensure that all program policies, procedures, and evaluation processes are formally documented in written form. While many practices are currently implemented effectively, the absence of formal written plans limits transparency, continuity, and accountability, particularly during periods of leadership transition. Establishing and maintaining comprehensive written documentation will support consistent program administration, facilitate regulatory compliance, and strengthen institutional memory.

#### **UCLA Extension Response:**

The development of the updated Long-Range Plan action items, to include that all program policies, procedures, and evaluation processes to be documented in written form.

#### **Commitment to Formal Documentation and Institutional Continuity**

UCLA Extension fully recognizes the importance of formalized policies, procedures, and evaluation processes in ensuring program quality, regulatory compliance, and operational stability. While many program practices are currently executed effectively, they have historically relied on institutional knowledge and informal communication, which creates vulnerabilities during leadership transitions or periods of rapid change.

In response to LATC's recommendation, the Landscape Architecture Program is implementing a comprehensive documentation initiative aimed at systematically recording and maintaining all program policies, procedures, and evaluation practices in a clear, accessible, and regularly updated format. This initiative will ensure transparency, continuity, and accountability, while also strengthening alignment with LATC standards.

The comprehensive documentation will cover the following areas:

#### **1. Governance and Leadership**

- Program mission, vision, and goals
- Organizational structure and reporting lines
- Roles and responsibilities of key positions (Program Administrator, Program Manager, instructors and staff)
- Succession planning procedures

## **2. Academic Policies and Procedures**

- Curriculum development and review processes
- Course approval and revision workflows
- Instructor recruitment, onboarding, evaluation, and development policies
- Student admissions, enrollment, grading, academic integrity, and appeals procedures
- Procedures for curriculum alignment with LATC standards

## **3. Program Evaluation and Continuous Improvement**

- Annual program evaluation plan and data collection tools
- Curriculum review schedule and methods
- Student, alumni, and employer survey instruments and reporting procedures
- Processes for integrating evaluation findings into strategic planning

## **4. Regulatory Compliance**

- LATC reporting timelines and responsibilities
- Accreditation self-study preparation processes
- Records management protocols for regulatory audits and reviews

## **5. Administrative Operations**

- Budget development and financial management procedures
- Communication protocols (internal and external)
- Event planning and student support processes
- Technology use and data security practices

By formalizing its policies, procedures, and evaluation processes, UCLA Extension's Landscape Architecture Program is taking a proactive step toward stronger institutional resilience and regulatory compliance. This initiative will:

- Enhance transparency by making information accessible to all stakeholders.
- Strengthen continuity during leadership transitions by preserving institutional knowledge.
- Increase accountability through clear roles, timelines, and review cycles.
- Support ongoing LATC compliance by aligning documented policies with regulatory standards.

Ultimately, this comprehensive documentation strategy will create a stable, well-governed foundation that supports the program's growth, strategic initiatives, and commitment to excellence in landscape architecture education.



# Landscape Architects Technical Committee



October 21, 2025

Kimberly Velazco, Portfolio Director  
Michelle Sullivan, Guidance Committee Chair  
University of California, Los Angeles (UCLA) Extension Certificate Program  
Landscape Architecture  
1145 Gayley Avenue  
Los Angeles, CA 90024-3439

Dear Ms. Velazco and Ms. Sullivan:

Congratulations! The UCLA Extension Certificate Program (Program) approval is extended through December 31, 2030.

Thank you for the submittal of the Program Self-Evaluation Report (SER) for the 2021-2025 academic years. The Landscape Architects Technical Committee (LATC) appointed a subcommittee to review the SER and provide a recommendation to the LATC on the continued approval of the Program. Attached is the Extension Certificate Program Review Visiting Team Report and Recommendation and Suggestions for Improvement, dated October 1, 2025. The Report summarizes the background and purpose for the current approval, indicates regulatory requirements are met, memorializes the follow up questions and responses from the previous SER, and includes one Recommendation and Suggestions for Program consideration.

At its meeting on October 21, 2025, the LATC is recommended to approve the Program, to the California Architects Board (Board), for five years through December 31, 2030. The Board is anticipated to vote to approve the Program for five years, at its meeting on November 6, 2025.

LATC staff will follow-up to ensure compliance is maintained in the Extension Certificate Program. As part of this continued compliance, the Program must appoint a qualified Program Director within six months from date of this letter. Please contact our office if you have any questions regarding the proposed changes.

Sincerely,

Kim McDaniel  
Program Manager





## **AGENDA ITEM J: 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

1. Annual Meeting Update



## **AGENDA ITEM K: DISCUSSION AND POSSIBLE ACTION ON ELECTION OF OFFICERS**

### **Summary**

In accordance with the Committee's operating procedures, members of the Landscape Architects Technical Committee (LATC) will nominate and elect officers to serve as Chair and Vice Chair for the 2026 year. The elected officers will be responsible for leading meetings, coordinating with staff and stakeholders, and representing LATC in official capacities. This item provides the Committee an opportunity to discuss leadership roles, nominate candidates, and conduct elections for both positions.

### **Action Requested**

The Committee will discuss potential candidates and take action to elect a Chair and Vice Chair to serve for the 2026 calendar year.



## **AGENDA ITEM L: LEGISLATION UPDATE AND DISCUSSION**

### **Summary**

AB 1341 amends Business and Professions Code §7110 to clarify that “building laws of the state”, a basis for disciplinary action under the Contractors’ State License Law, explicitly includes prohibitions against the unlicensed practice of architecture, landscape architecture, engineering, geology, and land surveying. A willful or deliberate violation of these professional practice prohibitions would now also constitute cause for disciplinary proceedings against a licensed contractor.

### **Background**

AB 1341 was introduced by Assemblymember Josh Hoover on February 21, 2025, to clarify and strengthen the disciplinary authority of the Contractors State Licensing Board (CLSB). Under existing law, CSLB may take disciplinary action against licensed contractors who willfully violate California building laws. However, the term “building laws of the state” does not explicitly include the statutory provisions that prohibit the unlicensed practice of professions such as architecture, engineering, land surveying, geology, and related disciplines. AB 1341 seeks to close this gap by affirming that violations involving unlicensed professional practice fall within the scope of enforceable building law violations under CLSB’s authority.

The bill was amended in the Assembly on March 24, April 23, and May 7, 2025, before passing unanimously (70-0) on the Assembly floor on May 15, 2025. In the Senate, AB 1341 was heard in the Business, Professions and Economic Development Committee on June 30, 2025, where it was amended and passed (9-0) and re-referred to the Senate Appropriations Committee. It was read a second time and amended on July 2, 2025, and subsequently referred to the Appropriations Committee’s suspense file on August 25, 2025, where it remains pending.

### **Action Requested**

None.



## **AGENDA ITEM M: REVIEW AND DISCUSS ZONE ZERO DEFENSIBLE SPACE REGULATION, LATC CHAIR, PAMELA BRIEF**

### **Summary**

Review and discuss the draft regulation for Defensible Space Zone Zero, as proposed by the Board of Forestry and Fire Protection.

### **Background**

The Board of Forestry and Fire Protection has released proposed regulatory language for Zone Zero, the area within five feet of a building or structure, as part of its defensible space requirements under Public Resources Code Section 4291. The proposed regulation introduces stricter standards for vegetation, materials, and structural elements in this zone to reduce ignition risk from embers and improve structure survivability during wildfires.

Key provisions include prohibition of combustible landscaping materials and items within Zone Zero, specific spacing and container requirement for potted plants, tree maintenance standards near structures, restrictions on fences, gates, and outbuildings within Zone Zero, implementation timelines for new and existing structures, and allowance for alternative compliance methods in Local Responsibility Areas (LRA) based on local conditions. This regulation may have implications for landscape architectural practice.

### **Action Requested**

The Committee is requested to review and discuss the draft regulation and determine next steps.

### **Attachment**

- 1) Defensible Space Zone Zero Regulation Draft
- 2) LATC Defensible Space Zone Zero Comments on Regulatory Proposal





Below is draft rule text that the Zone 0 Regulation Advisory Committee will discuss at a public workshop on Thursday September 18, 2025. The Board invites comments on all provisions of the draft rule text.

**Board of Forestry and Fire Protection**

**Defensible Space Zone 0**

**Title 14 of the California Code of Regulations**

**Division 1.5, Chapter 7,**

**Subchapter 3 Article 3**

**§ 1299.01. Purpose.**

The intent of this regulation is to provide guidance for implementation of Public Resources Code Section 4291 to improve safety for fire fighters defending a home as well as increase the survivability of a “Building or Structure” as defined, ~~that exists in grass, brush, and forest covered lands~~ within the designated State Responsibility Area (SRA) of California.

Note: Authority cited: Sections 4290 and 4291, Public Resources Code. Reference: Section 4291, Public Resources Code.

**§ 1299.02. Definitions.**

The following definitions apply to this article:

**(a) Attached: Directly connected or affixed to a Building or Structure.**

**(b) Building or Structure.** Anything constructed that is designed or intended for support, enclosure, shelter, or protection of persons, animals, or property, having a permanent

1 roof that is supported by walls or posts that connect to, or rest on the ground. A Building  
2 or Structure, for the purpose of an ember-resistant zone, includes an attached deck.

3 (c) Combustible: Vegetative, wood, or petroleum-based materials that are likely to ignite  
4 and transmit flames.

5 (ad) Defensible space. The buffer that landowners are required to create on their  
6 property between a “Building or Structure” and the plants, brush and trees or other  
7 items surrounding the “Building or Structure” that could ignite in the event of a fire.

8 (e) Existing Building or Structure. An Existing Building or Structure is a Building or  
9 Structure other than a New Building or Structure.

10 (f) New Building or Structure. A New Building or Structure is a Building or Structure that  
11 did not exist prior to the effective date of the regulation that added this subsection.

12 (g) Outbuilding. Buildings or Structures that are less than one hundred-twenty (120)  
13 square feet in size and not used for human habitation. For purposes of this Section, an  
14 “Outbuilding” is not a “Building or Structure” as defined in subsection (b) above.

15  
16 Note: Authority cited: Sections 4290 and 4291, Public Resources Code. Reference:  
17 Section 4291, Public Resources Code; and Sections 18908 and 18917, Health and  
18 Safety Code.

19  
20 § 1299.03. Requirements.

21 Defensible space is required to be maintained at all times, ~~whenever flammable~~  
22 ~~vegetative conditions exist.~~

23 (a) One hundred feet (100 ft.) of defensible space clearance shall be maintained in two  
24 three distinct “Zones” as follows: Zone 0 is the area within five feet (5 ft.) around each  
25 Building or Structure or to the property line, whichever comes first. “Zone 1” extends

1 from five (5ft.) to thirty feet (30 ft.) out from each “Building or Structure,” or to the  
2 property line, whichever comes first; “Zone 2” extends from thirty feet (30 ft.) to one  
3 hundred feet (100 ft.) from each “Building or Structure,” but not beyond the property line.  
4 The vegetation treatment requirements for Zone 0 are more restrictive than for Zone 1;  
5 the requirements for Zone 1 are more restrictive than for Zone 2; as provided in this  
6 section (a) and (b) below. The Department of Forestry and Fire Protection's “Property  
7 Inspection Guide, 2000 version, April 2000,” provides additional guidance on vegetation  
8 treatment within Zone 1 and Zone 2, but is not mandatory and is not intended as a  
9 substitute for these regulations.

10 (b) Zone 0 Requirements:

11 (1) No landscaping materials that are likely to be ignited by embers are permitted  
12 within Zone 0. This includes, but is not limited to grass, ornamental or native  
13 plants, shrubs, fallen leaves and tree needles, weeds, and combustible mulches  
14 including bark and woodchips.

15 (A) Exception: Plants in pots are allowable if they are in areas that are not  
16 directly beneath, above, or in front of a window, glass door, or vent; are  
17 kept in an unaffixed, not combustible pot or container that is no larger than  
18 five (5) gallon capacity; and set apart by one and a half (1.5) times the  
19 height of the plant or twelve inches (12”), whichever is greater, from the  
20 structure and each other. These plants shall be no greater than 18 inches  
21 in height. Dead or dying material on the plants shall be removed.

22 (2) Trees within Zone 0 shall be maintained so that there are no dead or dying  
23 branches. All live tree branches shall be maintained five feet (5') above the  
24 adjacent Building or Structure’s roof, ten feet (10') away from chimneys and

1 stovepipe outlets, and five feet (5') away from the sides of any Building or  
2 Structure.

3 (B) Exception: this subdivision does not apply to single specimens of trees  
4 ~~or other vegetation~~ that are well-pruned and maintained so as to  
5 effectively manage fuels and fuel ladders, as provided in Public Resources  
6 Code Section 4291.

7  
8 (3) No ~~Combustible~~ items that are likely to be ignited by embers are permitted  
9 within Zone 0, ~~including but not limited to combustible boards, timbers, firewood,~~  
10 ~~Combustible petroleum-based products, window boxes, and trellises.~~ The roof  
11 and rain gutters of a Building or Structure shall be kept clear of leaves and  
12 needles. The area under decks, balconies, and stairs shall be kept free from  
13 vegetative material and combustible items.

14 (4) Combustible gates shall not be directly adjacent to or attached to a Building  
15 or Structure.

16 (5) Fences that are directly attached to a Building or Structure shall have a five  
17 foot (5 ft) non-combustible span at the point of attachment. After the effective  
18 date of this regulation, no new ~~sections of~~ Combustible fences are permitted  
19 within five feet (5 ft) of a Building or Structure including an attached deck.

20 (6) Outbuildings are not permitted in Zone 0.

21 (7) The requirements for Zone 0 shall take effect for New Buildings or Structures  
22 upon the date that the guidance document, as described in PRC § 4291(e), is  
23 updated and for existing Buildings or Structures three years thereafter. Upon  
24 updating the guidance document, the Board shall post it on its website.

1 (8) For existing structures, the Department may allow work in stages to support  
2 implementation of Zone 0 and address the costs of compliance.

3 (9) For the purposes of compliance with Zone 0 requirements, the addition of an  
4 Accessory Dwelling Unit as defined in Gov Code section 66313 on a neighboring  
5 property within five feet of the property line shall not result in a landowner being  
6 deemed out of compliance.]

7  
8 (a~~c~~) Zone 1 Requirements:

9 (1) Remove all dead or dying grass, plants, shrubs, trees, branches, leaves,  
10 weeds, and pine needles from the Zone whether such vegetation occurs in yard  
11 areas around the "Building or Structure," ~~on the roof or rain gutters of the~~  
12 ~~"Building or Structure,"~~ or any other location within the Zone.

13 ~~(2) Remove dead tree or shrub branches that overhang roofs, below or adjacent~~  
14 ~~to windows, or which are adjacent to wall surfaces, and keep all branches a~~  
15 ~~minimum of ten feet (10 ft.) away from chimney and stovepipe outlets.~~

16 ~~(3) Relocate exposed firewood piles~~ into Zone 2 or outside of the defensible  
17 space for a Building or Structure ~~outside of Zone 1~~ unless they are completely  
18 enclosed in a fire-resistant material.

19 ~~(4) Remove flammable vegetation and items that could catch fire which are~~  
20 ~~adjacent to or under combustible decks, balconies and stairs.~~

21 (b~~d~~) Zone 2 Requirements:

22 (1) In this zone, create horizontal and vertical spacing among shrubs and trees  
23 using the "Fuel Separation" method, the "Continuous Tree Canopy" method, or a  
24 combination of both to achieve defensible space clearance requirements. Further  
25 guidance regarding these methods is contained in the State Board of Forestry

1 and Fire Protection's, "General Guidelines for Creating Defensible Space,  
2 February 8, 2006," incorporated herein by reference, and the "Property  
3 Inspection Guide" referenced elsewhere in this regulation.

4 (2) In both the Fuel Separation and Continuous Tree Canopy methods the  
5 following standards apply:

6 (A) Dead and dying woody surface fuels and aerial fuels shall be removed.

7 Loose surface litter, normally consisting of fallen leaves or needles, twigs,  
8 bark, cones, and small branches, shall be permitted to a maximum depth  
9 of three inches (3 in.).

10 (B) Cut annual grasses and forbs down to a maximum height of four  
11 inches (4 in.).

12 (C) All exposed wood piles must have a minimum of ten feet (10 ft.) of  
13 clearance, down to bare mineral soil, in all directions.

14 (~~ee~~) For both Zones 1 and 2:

15 (1) "Outbuildings" and Liquid Propane Gas (LPG) storage tanks shall have the  
16 following minimum clearance: ten feet (10 ft.) of clearance to bare mineral soil  
17 and no flammable vegetation for an additional ten feet (10 ft.) around their  
18 exterior.

19 (2) Protect water quality. Do not clear vegetation to bare mineral soil and avoid  
20 the use of heavy equipment in and around streams and seasonal  
21 drainages. Vegetation removal can cause soil erosion, especially on steep  
22 slopes. Keep soil disturbance to a minimum on steep slopes.

Note: Authority cited: Sections 4290 and 4291, Public Resources Code. Reference:  
Section 4291, Public Resources Code; and Sections 18908 and 18917, Health and  
Safety Code.

#### **§ 1299.05. Alternative Methods.**

The provisions of these regulations are not intended to exclude alternative methods not  
specifically prescribed by these regulations. A fire expert designated by the Director  
may approve alternative practices which provide for the same practical effects as those  
stated in these regulations within the SRA.

Within the LRA, the authority having jurisdiction may choose to develop alternative  
practices for Zone 0 compliance that take into account local variations such as lot sizes,  
structure density, Chapter 7A and / or Wildland Urban Interface Code building materials,  
local fire hazards, geography, and plant ecology and maintenance, as well as  
compliance with local ordinances. The alternative practices shall be supported with a  
finding by the authority having jurisdiction that the alternative practices provide for  
substantially similar practical effects as those stated in these regulations.]

~~Within the LRA the authority having jurisdiction may choose to develop alternative  
practices for Zone 0 compliance that take into account local variation, including  
differences in geography, geology, ecology, city and county ordinances, and  
architecture.~~

Note: Authority cited: Sections 4290 and 4291, Public Resources Code. Reference:  
Sections 4291 and 4291.3, Public Resources Code.





July 9, 2025

VIA EMAIL ([PublicComments@bof.ca.gov](mailto:PublicComments@bof.ca.gov))

Zone Zero Regulatory Advisory Committee  
Dan Stapleton, Assistant Executive Officer  
California Board of Forestry and Fire Protection  
Natural Resources Building  
715 P Street  
Sacramento, CA 95814

**Re: Defensible Space Zone 0**

Dear Committee Members:

The Landscape Architects Technical Committee (LATC) is pleased to have the opportunity to comment on the regulatory proposal to Defensible Space Zone Zero. LATC is the state entity responsible for protecting 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. LATC is concerned that the draft rule text proposed will cause health, safety and welfare issues (e.g., higher temperatures and more Red Flag days, more pollution, and more wind-driven fires) for the residents in the State of California.

Our expertise and recent review of scientific literature on post-fire studies proves that vegetation cooled the fire brand and protected homes. What we have learned is that well-maintained gardens which have dead wood removed, tree branches and fallen leaves removed from roofs, branches 10 feet from chimneys, and proper irrigation practices in place so plant material is healthy, have a great chance of surviving even when neighboring houses are destroyed.

With the above in mind, we ask you to amend §1299.03(b) (1) by removing “grass, ornamental or native plants, shrubs” and work with experts and stakeholders with scientific perspective such as license landscape architects to create a comprehensive list of acceptable plant materials that could be included in either the regulation and/or a guidance document. Our proposed revisions follow with the requested text to be removed in red strikethrough:

(b) Zone 0 Requirements:

(1) No landscaping materials that are likely to be ignited by embers are permitted within Zone 0. This includes, but is not limited to ~~grass, ornamental or native plants, shrubs~~, branches, fallen leaves and tree needles, weeds, and combustible mulches including bark and woodchips.

We know that removing large amounts of plant material from our state that provides natural cooling, will increase temperatures resulting in more Red Flag days and more wind-driven fires. In addition, many cannot afford air conditioning and rely on plant material to help cool their homes. With temperatures increasing we worry more deaths could result from the proposed regulatory text. Plant material also helps to reduce air pollution. Massive plant material reductions, which would occur under the proposed Zone 0 regulation, would increase pollution levels in our state and are not warranted (this has been brought to your attention already in the workshops) to protect structures.

We request you to eliminate the extensive parameters for trees in the Zone 0 proposed regulatory text and work with the LATC to develop reasonable text that does not eliminate all vegetation in Zone 0 (which is not warranted) to support and protect the safety and health of California's residents while also supporting structures. Our proposed revisions follow deleting §1299.03(b) (2)(A-B) in red strikethrough:

~~(2) Trees within Zone 0 are permitted if: No trees are permitted in Zone 0.~~

~~(A) Exception: for Buildings or Structures with fewer than three stories or for Buildings or Structures with any number of stories that have balconies or decks: If the bole of a tree is present within Zone 0, a tree is permitted if it is taller than the adjacent Building or Structure's roof ridgeline and does not have any dead and dying branches. All live tree branches shall be kept ten feet (10') above the adjacent Building or Structure's roof ridgeline, ten feet (10') away from chimneys and stovepipe outlets, and five feet (5') away from the sides of any Building or Structure.~~

~~(B) Exception: for Buildings or Structures with three or more stories and without balconies or decks a tree is permitted if the bole of a tree is present within Zone 0, if it does not have any dead and dying branches; and all live tree branches shall be kept ten feet (10') above the adjacent Building or Structure's roof, ten feet (10') away from chimneys and stovepipe outlets, and five feet (5') away from the sides of any Building or Structure.~~

As mentioned, we request that you work with scientific stakeholders and experts including the LATC to develop regulations that allow for existing trees to remain so that they are healthy. The current draft text does not even allow a typical evergreen tree (non-pine) to remain despite what has been noted at past working group sessions. Those educated in arboricultural practices together with post-fire scientists could work with you to develop regulations. This would allow trees to exist while creating fire safety, shade, and cooling and maintain the biodiversity hot spot called the California Floristic Province which covers most of the state of California, a portion of southern Oregon and small part of Baja California.

We understand this is a complex issue and much has been asked of you to complete in a short amount of time. LATC is aware of the regulations process and for that reason we ask you to start small and improve the regulation over time using the regulatory amendment process – it is easier to add text later than to remove once it has been justified as part of the initial regulation. And please, for the safety of Californians, regulate most high fire objects now, such as mulch, dead plants, wood piles, miscellaneous combustible materials in Zone 0. Let's work together to further regulate highly combustible plant material, and dangerous planting practices now and in the future. This will give you the time to put forth a commendable add on regulation for the safety of all Californians and be a leader for other states.

Thank you again for the opportunity to comment. Should you have questions, please feel free to contact Program Manager Kim McDaniel at [Kimberly.mcdaniel@dca.ca.gov](mailto:Kimberly.mcdaniel@dca.ca.gov) or (916) 575-7231.

Sincerely,

A handwritten signature in black ink, appearing to read 'PB' followed by a long horizontal stroke.

PAMELA BREIF

Landscape Architects Technical Committee, Chair



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

A schedule of planned meetings and events for 2025 are provided to the Committee.  
Tentative 2026 meeting dates for the California Architects Board (CAB): 2/26, 5/21, 8/20, and 11/12. LATC s should be scheduled before CAB's to ensure adequate time for items requiring CAB review and approval.

Date	Event	Location
November 6, 2025	California Architect Board Meeting	Department of Consumer Affairs – Evergreen Office Hearing Room 1150 2005 Evergreen Street Sacramento CA, 95815

