



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

January 30, 2026

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

##### Members Present

Pamela S. Brief, Chair

Martin "Marty" Armstrong, Vice Chair

Patricia M. Trauth

Susan M. Landry

Jon Wreschinsky

##### Staff Present

Laura Zuniga, Executive Officer

Jesse Laxton, Assistant Executive Officer

Tim Rodda, Regulations Manager

Kim McDaniel, LATC Program Manager

Gloria Padilla-Todd, LATC Enforcement Analyst

Heather Davis, LATC Special Projects Analyst

Bethany Butori, LATC Exam and Licensing Coordinator

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

Helen Geoffroy, Legal Affairs Attorney III

Sam Singh, Legal Affairs Attorney III

Ann Fisher, DCA Moderator

Judie Bucciarelli, Supervisor I, Executive Office

Luke Fitzgerald, Budget Analyst

Suzanne Balkis, Budgets Manager

Brian Knox, Testing Analyst

#### Guests Present

Amber Tippet

Elizabeth Dunn

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

LATC Chair Pamela Brief called the meeting to order at 10:06 a.m. and Vice Chair Martin Armstrong called roll. Four members of LATC were present, thus a quorum was established.

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

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

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

Chair Brief invited members of the public to address LATC.

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

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

**D. Department of Consumer Affairs (DCA) Update and Discussion**

Member Jon Wreschinsky joined the meeting at 10:16 a.m. due to technical difficulties. Vice Chair Martin Armstrong called roll. Five members of LATC were present, thus a quorum was established.

Judie Bucciarelli provided updates on behalf of Board and Bureau Relations. Ms. Bucciarelli shared updates including the DCA organization split into two agencies, and new leadership executive appointments of both Lucia Saldivar, Deputy Director of Board and Bureau Relations (appointed October 20, 2025), and Shelly Jones, Assistant Deputy Director (appointed September 25, 2025). Ms. Bucciarelli shared that renewal fee postponements from the Palisades fires are resuming as of January 2026. Ms. Bucciarelli reminded the Committee of travel restrictions on out-of-state travel and to complete Form 700 Statement of Economic Interest. Ms. Bucciarelli concluded by reminding members to complete the Board Member Orientation Training within one year of appointment and re-appointment.

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

## **E. DCA Budget Office LATC Budget Update and Discussion**

Budget Analyst Luke Fitzgerald summarized the Committee's expenditure projections and fund condition statement included in the meeting materials. The Committee engaged in an in-depth review of expenditure projections, reserve levels, and the fund condition. Members sought clarity on what is included in specific line-items, particularly personnel costs, pro-rata charges, facilities, postage, and equipment.

A significant portion of the discussion focused on months in reserve, the impact and future impact of the 2024 fee increase, the structure of pro-rata costs, and the basis for expenditure projections.

Chair Brief noted that the increase in licensing fees is having a direct impact on the number of licensees, which is declining, and expressed concern about the implications for the health, safety, and welfare of Californians. Members expressed interest in reviewing historical fund data, understanding the drivers behind expenditure increases, and evaluating whether adjustments to fees or spending may be warranted. Chair Brief concluded by thanking Mr. Fitzgerald and Ms. Balkis.

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

## **F. Review, Discussion, and Possible Action to Approve October 21, 2025, LATC Meeting Minutes**

**Jon Wreschinsky moved to approve the October 21, 2025, Meeting Minutes as amended.**

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

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

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

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

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

Kim McDaniel thanked staff for their hard work and efforts. Ms. McDaniel provided updates regarding Strategic Plan progress, outreach, website, and social media updates, examination and licensing updates, and enforcement updates. Ms. McDaniel reported on recent outreach presentations, including three in-person presentations conducted at UC Davis. Ms. McDaniel answered questions posed by the members of the Committee. Chair Brief thanked staff for their work and progression on the 2025-2028 Strategic Plan.

Mr. Wreschinsky recommended reaching out to colleges in California that offer associate degrees in landscape architecture.

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

## **2. Review, Discuss, and Possible Action to Make a Recommendation to the Board Regarding Strategic Plan Item California Supplemental Examination Practice Exam**

Ms. McDaniel provided updates to the Committee regarding the California Supplemental Examination (CSE) and the possibility of a practice exam. Ms. McDaniel shared that there is not a possibility of creating a practice exam, and instead there will be an updated California Supplemental Exam Candidate Handbook to include four sample practice questions. Ms. McDaniel answered questions posed by members of the Committee.

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

## **H. Update and Discussion on Council of Landscape Architectural Registration Boards (CLARB) Current Events and Committees**

Laura Zuniga provided updates on CLARB and answered questions posed by members of the Committee. Ms. Zuniga shared that she is serving on the CLARB Member Board Executive Committee as the Chair.

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

The Committee took a ten-minute break at 12:04 p.m. and returned at 12:14 p.m. Roll call was taken with five members present, thus a quorum was established.

## **I. Regulations Update and Discussion**

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

Heather Davis summarized the proposed amendments to 16 CCR 2611 (Abandonment of Application). Ms. McDaniel answered questions posed by members of the Committee. Chair Brief clarified that the only change being made is to extend the abandonment period of a California Supplemental Examination application from three to five years to align with the LATC Records Retention Schedule. Ms. McDaniel confirmed yes.

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

**If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the Board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested, then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 2611 as noticed.**

**Susan Landry seconded the motion.**

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

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

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

The Committee discussed future meeting dates for the Committee and the Board.

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

#### **K. Adjournment**

Meeting adjourned at 12:34 p.m.