

California Architects Board  
Landscape Architects Technical Committee  
May 8, 2026







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

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

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

**The Landscape Architects Technical Committee  
(LATC or Committee) will hold a meeting  
at the meeting location below and via Webex Events  
at 10 a.m., on May 8, 2026, at the following primary  
physical location:**

Department of Consumer Affairs  
The Pearl Room, Room #100  
1747 North Market Blvd.  
Sacramento, CA 95834

**This teleconference meeting is being held pursuant to Government Code section 11123.5(b). The primary physical location is where members of the public may physically attend, observe, hear, and participate in the meeting. At least one staff member of the Committee will be present at the primary physical meeting location during the meeting.**

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

Join Webex Meeting: <https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m21a8e90681a2c55de033e9ee6419cb06>

**If joining using the link above**

**Webinar number: 2486 042 1634**

**Webinar password: LATC58**

**If joining by phone**

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

**Access code: 2486 042 1634**

**Passcode: 528258**

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

## **AGENDA**

**10 a.m. to 5 p.m.**

(or until completion of business)

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

- A. Call to Order – Roll Call – Establishment of a Quorum
- B. Chair’s Procedural Remarks and Committee Member Introductory Comments
- C. Public Comment on Items Not on the Agenda  
*The Committee may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Committee’s next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).*
- D. Update and Discussion on Activities of Collateral Organizations, Committee Chair
- E. Department of Consumer Affairs (DCA) Update and Discussion
- F. Presentation by DCA Budget Office Regarding LATC Budget and Discussion
- G. Review, Discussion, and Possible Action to Approve January 30, 2026, LATC Meeting Minutes

## H. Program Manager's Report

1. Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs Update and Discussion
  2. Review, Discuss, and Possible Action on Strategic Plan Item 4.1: Continue Communication with California Architects Board and LATC as a Way to Continue Increasing Efficiencies
  3. Review, Discuss, and Possible Action on Strategic Plan Item 1.3: Research Ways to Better Prepare Candidates for Professional Licensure
- I. Update and Discussion on California Board of Forestry and Fire Protection, Zone 0 Committee
- J. Update and Discussion on Council of Landscape Architectural Registration Boards (CLARB) Current Events and Committees
- K. Review, Discussion, and Possible Action Regarding Future Committee Meeting Dates
- L. Adjournment

Discussion and 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 with appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

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

**Person:** Heather Davis

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

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

**Telecommunication Relay Service:** Dial 711

**Mailing Address:**

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

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

Due to potential technical difficulties, please consider submitting written comments by April 29, 2026, to [latc@dca.ca.gov](mailto:latc@dca.ca.gov) for consideration.

For further information prior to the meeting, please contact:

**Person:** Heather Davis

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

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

**Mailing Address:**

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Meeting notices and related materials are available online at:

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

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

## Recommended: Join using the meeting link.

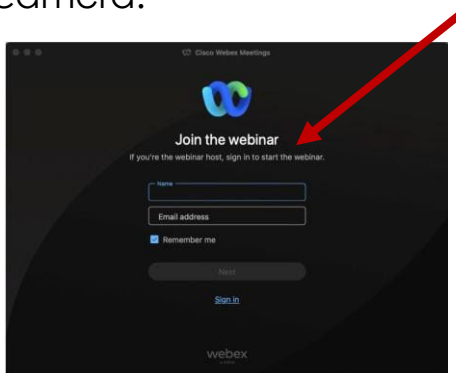
- 1 Click on the meeting link. This can be found in the meeting notice you received and is on the meeting agenda.
- 2 If you already have Webex on your device, click the bottom instruction, "Join from the Webex app."

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

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



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



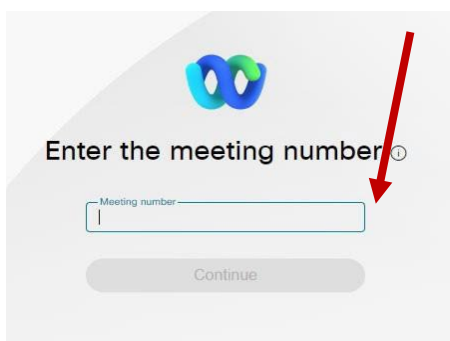
\*Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.

## Alternative 1. Join from Webex.com

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



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



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



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

< Back to List

### Meeting Name

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



Join Event



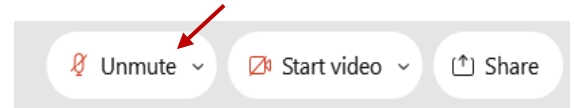
OR

## Alternative 2. Connect via Telephone



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

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



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



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

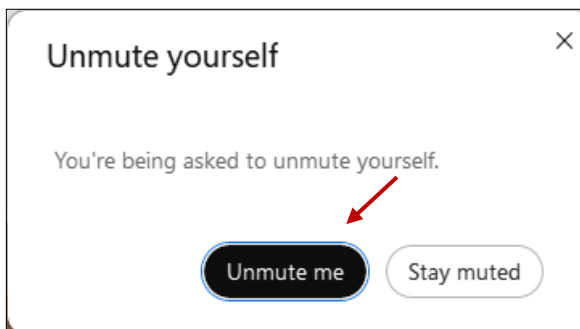
Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator invites them to unmute their microphone.

## Attendees/Members of the Public

### Joined via Meeting Link

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

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



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



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

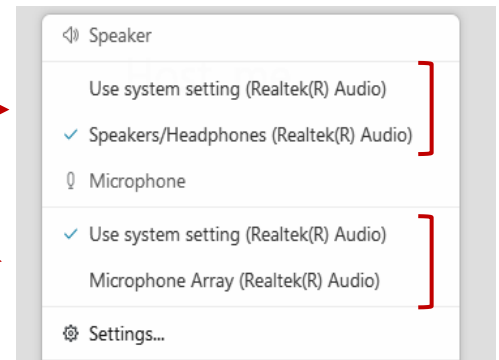
## If you cannot hear or be heard

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



2 From the drop-down menu, select different:

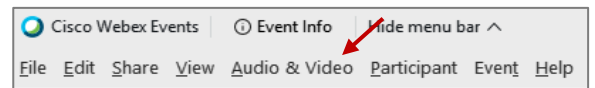
- Speaker options if you can't hear participants.
- Microphone options if participants can't hear you.



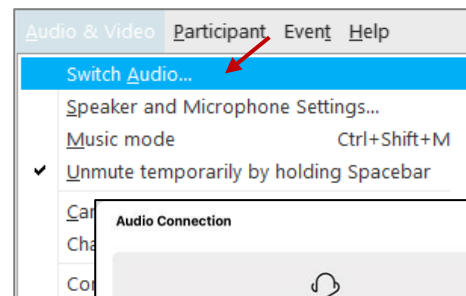
## Continue to Experience Issues?

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

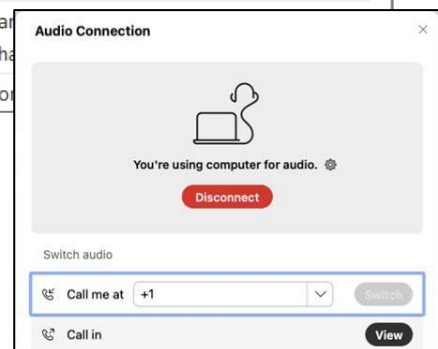
1 Click on "Audio & Video" from the menu bar.



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



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



## Hand Raise Feature

### Joined via Meeting Link

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



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



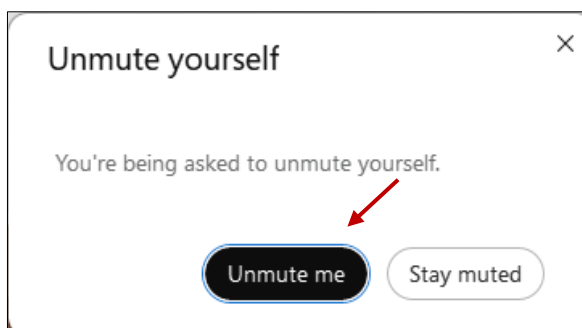
Press \*3 to raise or lower your hand.

## Unmuting

### Joined via Meeting Link

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

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

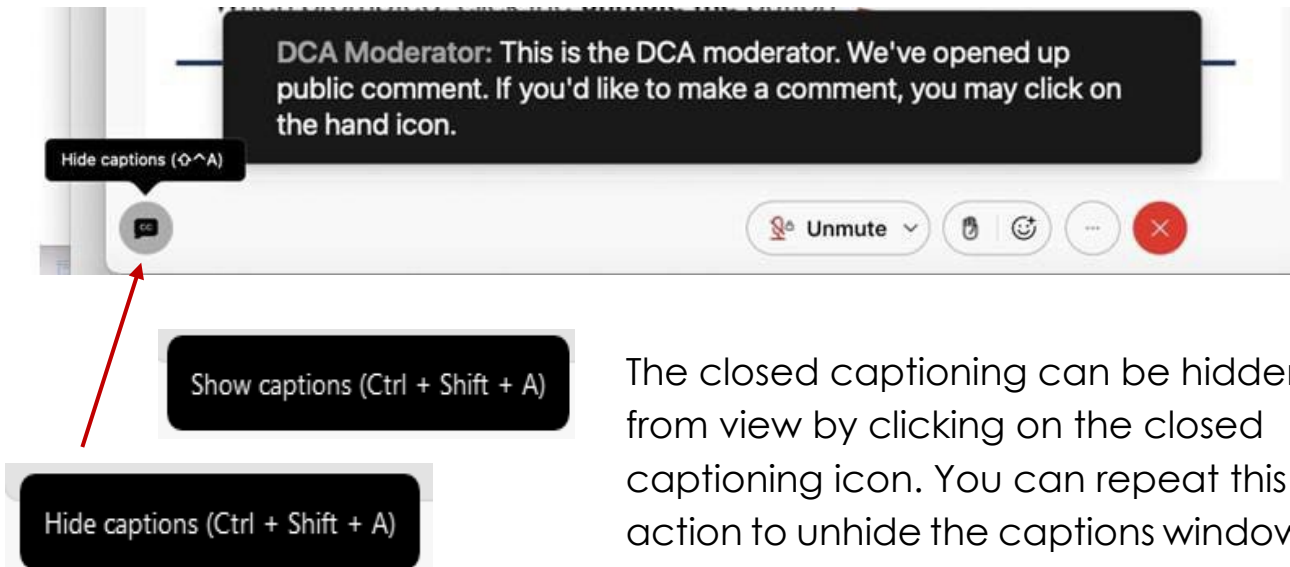


### Joined via Telephone (Call-in User/Audio Only)

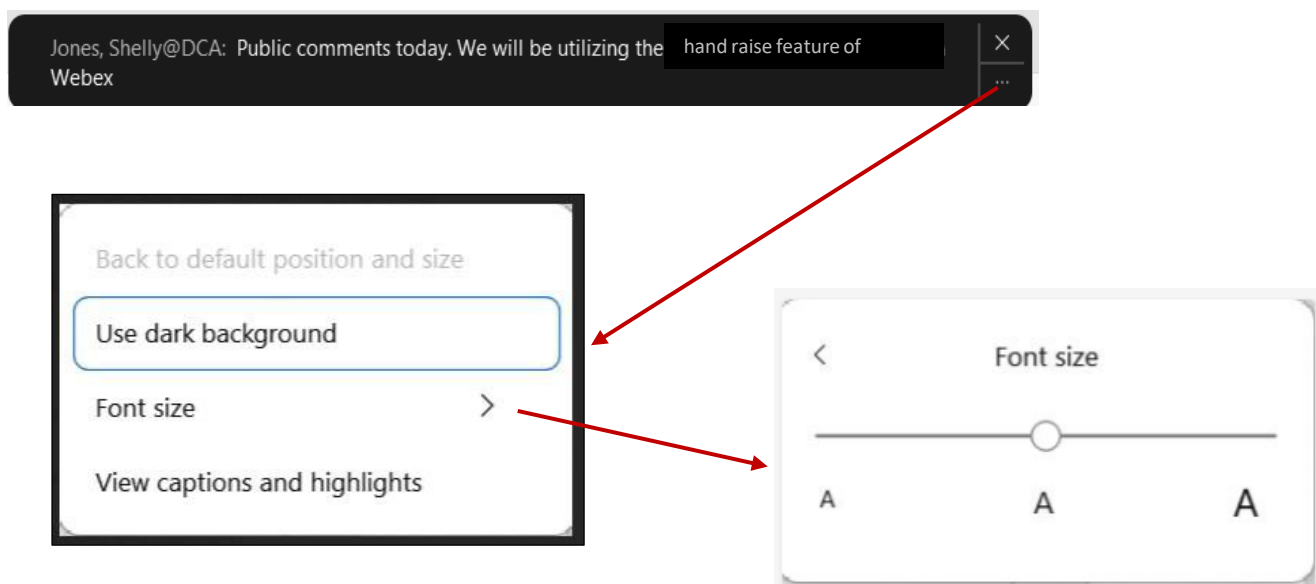


1. When you are asked to unmute yourself, press \*6.
2. When you are finished speaking, press \*6 to mute yourself again.

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



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



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

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

### **LATC Member Roster**

Pamela S. Brief, Chair

Martin Armstrong, Vice Chair

Susan M. Landry

Patricia M. Trauth

Jon S. Wreschinsky



## **AGENDA ITEM F: DCA BUDGET OFFICE LATC BUDGET UPDATE AND DISCUSSION**

### **Summary**

DCA Budget staff will present an update on the Committee's current fiscal status.

### **Attachments**

F.1: Expenditure Projection Report

F.2: LATC Budget Line-Item Reference Table: Fiscal Codes and Expense Categories

F.3: Analysis Fund Condition Statement

F.4: Revenue Projection Report

Department of Consumer Affairs

Expenditure Projection Report

California Architects Board

Reporting Structure(s): 11110320 Landscape Architects Committee

Fiscal Month: 8

Fiscal Year: 2025 - 2026

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$277,000	\$256,002	\$283,000	\$25,238	\$198,200	\$0	\$198,200	\$298,933	-\$15,933
5100	TEMPORARY POSITIONS	\$6,000	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$3,000	\$400	\$3,000	\$500	\$2,000	\$0	\$2,000	\$3,100	-\$100
5150	STAFF BENEFITS	\$177,000	\$147,264	\$187,000	\$15,332	\$121,833	\$0	\$121,833	\$183,753	\$3,247
	<b>PERSONAL SERVICES</b>	<b>\$463,000</b>	<b>\$403,666</b>	<b>\$479,000</b>	<b>\$41,070</b>	<b>\$322,033</b>	<b>\$0</b>	<b>\$322,033</b>	<b>\$485,787</b>	<b>-\$6,787</b>

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$59,000	\$10,509	\$53,000	\$0	\$7,599	\$1,200	\$8,799	\$12,353	\$40,647
5302	PRINTING	\$3,000	\$4,198	\$3,000	\$0	\$0	\$5,046	\$5,046	\$5,046	-\$2,046
5304	COMMUNICATIONS	\$3,000	\$388	\$3,000	\$62	\$602	\$0	\$602	\$879	\$2,121
5306	POSTAGE	\$2,000	\$1,001	\$2,000	\$0	\$177	\$0	\$177	\$909	\$1,091
53202-204	IN STATE TRAVEL	\$9,000	\$5,573	\$9,000	\$803	\$3,061	\$0	\$3,061	\$6,000	\$3,000
53206-208	OUT OF STATE TRAVEL	\$0	\$1,099	\$0	\$0	\$0	\$0	\$0	\$1,028	-\$1,028
5322	TRAINING	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
5324	FACILITIES	\$15,000	\$52,323	\$15,000	\$4,446	\$35,398	\$17,451	\$52,849	\$53,652	-\$38,652
53402-53403	C/P SERVICES (INTERNAL)	\$24,000	\$5,858	\$21,000	\$114	\$17,321	\$0	\$17,321	\$27,142	-\$6,142
53404-53405	C/P SERVICES (EXTERNAL)	\$272,000	\$43,297	\$250,000	\$1,818	\$16,588	\$12,298	\$28,886	\$33,882	\$216,118
5342	DEPARTMENT PRORATA	\$240,000	\$213,628	\$243,000	\$0	\$185,250	\$0	\$185,250	\$243,000	\$0
5342	DEPARTMENTAL SERVICES	\$40,000	\$50,409	\$40,000	\$1	\$20,057	\$0	\$20,057	\$56,997	-\$16,997
5344	CONSOLIDATED DATA CENTERS	\$6,000	\$1,594	\$6,000	\$0	\$0	\$0	\$0	\$1,673	\$4,327
5346	INFORMATION TECHNOLOGY	\$15,000	\$26,331	\$12,000	\$0	\$1,126	\$4,836	\$5,962	\$5,962	\$6,038
5362-5368	EQUIPMENT	\$0	\$1,139	\$6,000	\$0	\$42,208	\$0	\$42,208	\$42,208	-\$36,208
54	SPECIAL ITEMS OF EXPENSE	\$0	\$203	\$0	\$3,826	\$3,826	\$0	\$3,826	\$7,654	-\$7,654
	<b>OPERATING EXPENSES &amp; EQUIPMENT</b>	<b>\$691,000</b>	<b>\$417,549</b>	<b>\$666,000</b>	<b>\$11,069</b>	<b>\$333,213</b>	<b>\$40,831</b>	<b>\$374,043</b>	<b>\$498,384</b>	<b>\$167,616</b>

<b>OVERALL TOTALS</b>	<b>\$1,154,000</b>	<b>\$821,215</b>	<b>\$1,145,000</b>	<b>\$52,139</b>	<b>\$655,246</b>	<b>\$40,831</b>	<b>\$696,077</b>	<b>\$984,170</b>	<b>\$160,830</b>
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REIMBURSMENTS	-\$1,000	\$0	-\$1,000					\$0	
<b>OVERALL NET TOTALS</b>	<b>\$1,153,000</b>	<b>\$821,215</b>	<b>\$1,144,000</b>	<b>\$52,139</b>	<b>\$655,246</b>	<b>\$40,831</b>	<b>\$696,077</b>	<b>\$984,170</b>	<b>\$159,830</b>

13.97%

## LATC Budget Line-Item Reference Table

Fiscal Codes and Expense Categories

### PERSONAL SERVICES

Fiscal Code	Line Item
<b>5100 PERMANENT POSITIONS</b>	
510000000	Earnings - Perm Civil Svc Empl

Fiscal Code	Line Item
<b>5100 TEMPORARY POSITIONS</b>	
5100150004	Temp Help (907)

Fiscal Code	Line Item
<b>5105-5108 PER DIEM, OVERTIME, &amp; LUMP SUM</b>	
5105100001	Bd/Commission Mbrs (901, 920)
5105100002	Committee Mbrs 904,911,931,961

Fiscal Code	Line Item
<b>5150 STAFF BENEFITS</b>	
5150120000	Admin Fee - Health Benefits
5150150000	Dental Insurance
5150250000	Employee Assistance PGM Fee
5150350000	Health Insurance
5150400000	Life Insurance
5150450000	Medicare Taxation
5150500000	OASDI
5150600000	Retirement - General
5150750000	Vision Care
5150800000	Workers' Compensation
5150800004	SCIF Allocation Cost
5150820000	Other Post-Employment Benefits
5150900000	Staff Benefits - Other

### PERSONAL SERVICES

### OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item
<b>5301 GENERAL EXPENSE</b>	
5301100002	Admin OH-Other State Agencies
5301150000	Conferences
5301200000	Dues and Memberships
5301350000	Freight and Drayage
5301400000	Goods - Other
5301450000	Library Pur excl UC/CSUC/Oth E
5301700000	Office Supplies - Misc

5301900000	Subscriptions
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Fiscal Code	Line Item
<b>5302 PRINTING</b>	
5302700000	Pamphlets, Leaflets, Brochures
5302900000	Printing - Other

Fiscal Code	Line Item
<b>5304 COMMUNICATIONS</b>	
5304220000	Central Communication - CALNET
5304700000	Telephone Services
5304800000	Communications - Other

Fiscal Code	Line Item
<b>5306 POSTAGE</b>	
5306500000	Postage - Post Office Box Rent
5306600003	DCA Postage Allo
5306700000	Postage - Other

Fiscal Code	Line Item
<b>53202-204 IN STATE TRAVEL</b>	
5320220000	Travel-In State-Per Diem Lodgi
5320230000	Travel-In State-Per Diem Meals
5320240000	Travel-In State-Per Diem Other
5320260000	Travel-In St-Trav Agcy Mgt Fee
5320400000	Travel-In State-Commercial Air
5320410000	Travel-In State - Rail & Bus
5320420002	Uber-Transportation Network Co
5320440000	Travel - In State -Private Car
5320490000	Travel - In State - Other

Fiscal Code	Line Item
<b>53206-208 OUT OF STATE TRAVEL</b>	
5320620000	Travel - OST-Per Diem - Meals
5320810002	O/S Uber-Transportation
5320830000	Travel - OST - Private Car

Fiscal Code	Line Item
<b>5322 TRAINING</b>	
5322400000	Training - Tuition & Registrat

Fiscal Code	Line Item
<b>5324 FACILITIES</b>	
5324250000	Facilities Planning -Gen Svcs
5324450000	Rent -Bldgs&Grounds(Non State)

Fiscal Code	Line Item
<b>53402-53403 C/P SERVICES (INTERNAL)</b>	
5340310000	Legal - Attorney General
5340320000	Office of Adminis Hearings
5340330000	Consult & Prof Svcs-Interdept

Fiscal Code	Line Item
<b>53404-53405 C/P SERVICES (EXTERNAL)</b>	
5340420000	Administrative
5340420001	Expert Examiners- Exam Process
5340420002	Expert Examiners-Exam Develmnt
5340490000	Information Technology
5340540000	Legal - Witness Fees
5340550000	Reim Exp -Nontaxable (Non Emp)
5340580000	Consult & Prof Svcs Extern Oth

Fiscal Code	Line Item
<b>5342 DEPARTMENT PRORATA</b>	
5342500050	Division of Investigation DOI
5342500055	Consumer Client Servs Div CCSD

Fiscal Code	Line Item
<b>5342 DEPARTMENTAL SERVICES</b>	
5342200000	EDP Services
5342500001	OPES Interagency Contracts
5342500090	Interagency Services
5342600000	Departmental Services - Other

Fiscal Code	Line Item
<b>5344 CONSOLIDATED DATA CENTERS</b>	
5344000000	Consolidated Data Centers

Fiscal Code	Line Item
<b>5346 INFORMATION TECHNOLOGY</b>	
5346320000	IT Services - Hardware Maint
5346340000	IT Services - Software Maint
5346390000	IT Svcs-Oth(Security/Archival)

5346800000	E-Waste Recycl & Disposal Fees
5346900000	Information Technology - Other

Fiscal Code	Line Item
<b>5362-5368 EQUIPMENT</b>	
5362240000	Computers & Computer Equipment
5362510000	Software - Amortizable
5368025000	Computers & Computer Equipment
5368115000	Office Equipment
5368930000	Software

Fiscal Code	Line Item
<b>54 SPECIAL ITEMS OF EXPENSE</b>	
5490000000	Other Special Items of Expense

**0757 - Landscape Architects Technical Committee Fund**  
**Analysis of Fund Condition**  
**(Dollars in Thousands)**

Prepared 4.14.2026

2026-27 Governor's Budget With FM 8 Projections

	Actuals 2024-25	CY 2025-26	BY 2026-27	BY +1 2027-28
<b>BEGINNING BALANCE</b>				
Prior Year Adjustment	\$ 654	\$ 1,151	\$ 1,353	\$ 1,476
Adjusted Beginning Balance	\$ -9	\$ -	\$ -	\$ -
	\$ 645	\$ 1,151	\$ 1,353	\$ 1,476
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>				
Revenues				
4121200 - Delinquent fees	\$ 13	\$ 14	\$ 13	\$ 13
4127400 - Renewal fees	\$ 1,169	\$ 1,067	\$ 1,188	\$ 1,176
4129200 - Other regulatory fees	\$ 1	\$ 1	\$ 3	\$ 3
4129400 - Other regulatory licenses and permits	\$ 161	\$ 148	\$ 175	\$ 171
4163000 - Income from surplus money investments	\$ 47	\$ 45	\$ 42	\$ 23
4171400 - Escheat of unclaimed checks and warrants	\$ 1	\$ -	\$ -	\$ -
Totals, Revenues	\$ 1,392	\$ 1,275	\$ 1,421	\$ 1,386
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 1,392	\$ 1,275	\$ 1,421	\$ 1,386
<b>TOTAL RESOURCES</b>	\$ 2,037	\$ 2,426	\$ 2,774	\$ 2,862
Expenditures:				
1111 Department of Consumer Affairs (State Operations)	\$ 821	\$ 984	\$ 1,190	\$ 1,226
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 65	\$ 89	\$ 108	\$ 108
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 886	\$ 1,073	\$ 1,298	\$ 1,334
<b>FUND BALANCE</b>				
Reserve for economic uncertainties	\$ 1,151	\$ 1,353	\$ 1,476	\$ 1,528
Months in Reserve	12.9	12.5	13.3	13.4

**NOTES:**

- Assumes workload and revenue projections are realized in BY+1 and ongoing.
- Expenditure growth projected at 3% beginning BY+1.
- Previous Months in Reserve balance as of 1.2026: 12.0  
2024-25: 12.9  
2023-24: 8.9  
2022-23: 7.6  
2021-22: 9.8  
2020-21: 13.9  
2019-20: 18.0

**Department of Consumer Affairs**

**Revenue Projection Report**

Reporting Structure(s): 11110320 Landscape Architects Committee

Fiscal Month: 8

Fiscal Year: 2025 - 2026

**Revenue**

Fiscal Code	Line Item	Budget	July	August	September	October	November	December	January	February	Year to Date	Projection To Year End
	Delinquent Fees	\$13,000	\$1,600	\$1,400	\$1,400	\$1,600	\$1,000	\$1,400	\$1,000	\$1,200	\$10,600	\$14,243
	Other Regulatory Fees	\$3,000	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,000	\$1,000
	Other Regulatory License and Permits	\$171,000	\$13,050	\$6,800	\$18,300	\$19,150	\$15,800	\$12,350	\$18,400	\$14,550	\$118,400	\$147,963
	Other Revenue	\$42,000	\$25	\$0	\$0	\$14,277	\$673	\$0	\$15,608	\$25	\$30,608	\$44,625
	Renewal Fees	\$1,176,000	\$97,300	\$103,600	\$167,400	\$189,700	\$84,000	\$65,750	\$74,900	\$96,600	\$879,250	\$1,067,020
	<b>Revenue</b>	<b>\$1,405,000</b>	<b>\$111,975</b>	<b>\$111,800</b>	<b>\$187,100</b>	<b>\$224,727</b>	<b>\$101,473</b>	<b>\$80,500</b>	<b>\$109,908</b>	<b>\$112,375</b>	<b>\$1,039,858</b>	<b>\$1,274,851</b>

## **AGENDA ITEM G: REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE JANUARY 30, 2026, LATC MEETING MINUTES**

### **Summary**

The Committee is asked to review and take possible action on the minutes of the January 30, 2026, LATC meeting.

### **Action Requested**

Approval of January 30, 2026, LATC Meeting Minutes

### **Attachment**

January 30, 2026, LATC Meeting Minutes (Draft)



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

CALIFORNIA ARCHITECTS BOARD

# Landscape Architects Technical Committee

*Public Protection through Examination, Licensure, and Regulation*



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

CALIFORNIA ARCHITECTS BOARD  
The Landscape Architects Technical Committee Meeting  
Department of Consumer Affairs  
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 and asked to see the fund reserves historically.

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. 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. It was clarified that the only change being made is to extend the abandonment period of a the CSE application from three to five years to align with the LATC Records Retention Schedule.

**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.



## **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. Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs Update and Discussion
2. Review, Discuss, and Possible Action to Make a Recommendation to the Board Regarding Strategic Plan Item 4.1: Continue Communication with California Architects Board and LATC as a Way to Continue Increasing Efficiencies
3. Review, Discuss, and Possible Action on Strategic Plan Item 1.3: Research Ways to Better Prepare Candidates for Professional Licensure

### **Attachment**

Program Manager's Report

### **Action Requested**

None



# MEMORANDUM

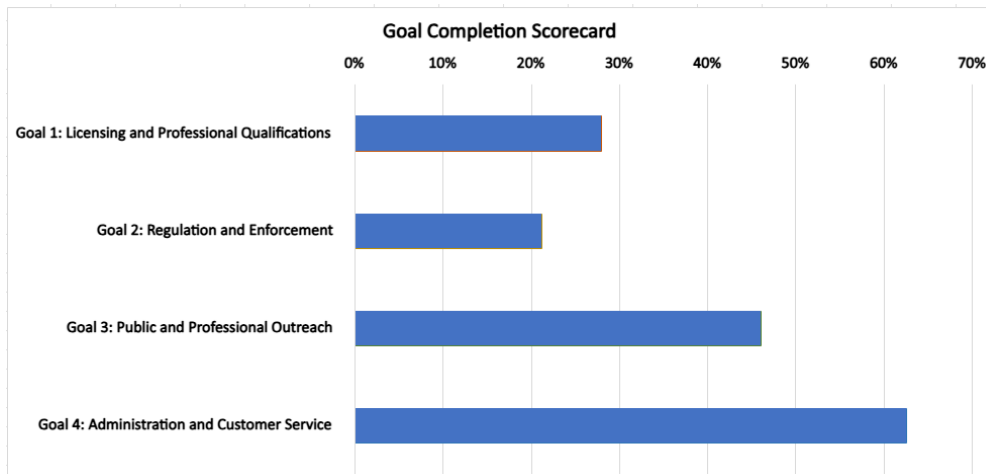
<b>DATE</b>	May 8, 2026
<b>TO</b>	Landscape Architects Technical Committee (LATC) Members
<b>FROM</b>	Kim McDaniel, Program Manager
<b>SUBJECT</b>	<b>Program Manager Report</b>

The following information is provided as an overview of Committee activities and projects as of March 31, 2025. The Committee met via teleconference on January 30, 2026, on Webex.

## Administrative/Management

**California Architects Board** The Board held a meeting on February 26, 2026, which Chair Pamela Brief attended. The next Board meeting is scheduled for May 21, 2026, Member Patricia Truth is set to attend on behalf of the Committee.

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

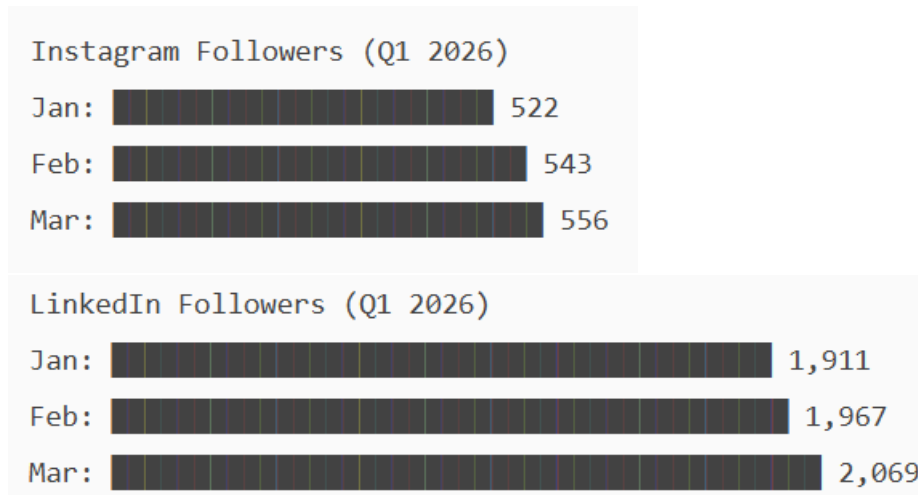


\*Note: Strategic Plan Goals are through 2028.

**Outreach** LATC has an online presentation scheduled for students at UC Berkeley on April 16, 2026. This presentation will provide an overview of the LATC, the various pathways to licensure, and available resources for students. The presentation is also intended to strengthen academic outreach efforts and support increased student engagement with LATC.

**Website Updates** To support strategic plan efforts, staff conducted a review of other state licensing board websites. This review focused on identifying best practices, user-friendly design elements, and features that could enhance clarity and accessibility on LATC's website. In addition, staff added the updated California Supplemental Exam Candidate Handbook and most recent enforcement actions to the website.

**Social Media** From January through April 2026, LATC's social media presence continued to grow steadily, with strong gains in follower count across platforms. LATC's Instagram presence continued to grow steadily, with follower totals increasing from 522 in January to 543 in February and 556 in March. LATC's LinkedIn engagement continued to increase during the first quarter of 2026. LATC's LinkedIn followers grew from 1,911 in January to 1,967 in February, reaching 2,069 followers by the end of March. This upward trend reflects ongoing efforts to expand LATC's digital outreach, and increase visibility among students, candidates, licensees, and other stakeholders. The continued month-over-month growth also supports the Committee's strategic plan objectives related to enhancing communication and strengthening public engagement through social media platforms.



## **Regulatory Proposals**

**CCR Section 2611 (Abandonment of Application).** The proposed change will extend the abandonment period of a California Supplemental Exam Application from three years to five years.

At its February 26, 2026, meeting, the Board reviewed and approved the updated language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed.

*Status: Preparing rulemaking documents; package will be submitted to OAL for notice upon completion.*

## **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 (January- March 31, 2026)**

<b>Candidate Type</b>	<b>Passed</b>	<b>Rate</b>	<b>Failed</b>	<b>Rate</b>	<b>Total</b>
First-time	19	65%	3	11%	22
Repeat	6	21%	1	3%	7
Total	25	86%	4	14%	29

**Table B. Previous Calendar Year - CSE Performance by Candidate Type (January 1- December 31, 2025)**

<b>Candidate Type</b>	<b>Passed</b>	<b>Rate</b>	<b>Failed</b>	<b>Rate</b>	<b>Total</b>
First-time	70	75%	26	25%	105
Repeat	24	69%	11	31%	35
Total	103	74%	37	26%	140

**CSE Highlights** During the current quarter (January-March 31, 2026), the total pass rate of first-time and repeat candidates was 86%. A total of 19 first-time candidates passed, and 6 candidates repeating the CSE passed during the first quarter. A total of 3 first-time candidates failed the CSE in addition to one repeat candidate that failed.

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

The pass rates for LARE sections taken by California candidates from December 1 through December 17, 2026, administration is depicted in the following Table C:

**Table C. California LARE Pass Rates (December 2025)**

LARE Section	Pass	Rate	Fail	Rate	Total Examinees
Inventory, Analysis, & Project Management	38	50%	38	50%	76
Planning & Design	37	61%	24	39%	61
Construction Documentation & Administration	43	70%	18	30%	61
Grading, Drainage, & Stormwater Management	31	53%	27	47%	58

**Table D. California and National Performance Comparison**

LARE Section	CA Pass	Natl. Pass	▲ %
Inventory, Analysis, and Project Management	50%	65%	15%
Planning and Design	61%	66%	5%
Construction Documentation and Administration	70%	82%	12%
Grading, Drainage, and Stormwater Management	53%	54%	1%

## LATC ENFORCEMENT PROGRAM

### Enforcement Actions

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

Category	Current Quarter Jan – Mar 2026	Prior Quarter Oct – Dec 2025	FY 25–26
<b>Complaints</b>			
Received	9	2	28
Opened (Reopened)	9	2	28
Closed	10	1	22
Average Days to Close	47	77	49
Pending	5	6	5
<b>Citations</b>			
Issued	2	0	2
Final	2	0	2
Pending Attorney General	0	1	1
Final	0	0	0

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

#### **Cristin Franklin**

Lafayette – The Board issued a one-count citation against Respondent for violating Business and Professions Code section 5640 (Unlicensed Person Engaging in the Practice of Landscape Architecture). Respondent provided landscape architecture services for a project for four years before hiring a licensed landscape architect for her firm. The Board found this to be a Class A violation, fined Respondent \$1,000, and issued an order of abatement requiring Respondent to cease and desist from engaging in unlicensed practice. Respondent paid the fine, satisfying the citation. The citation became final on March 19, 2026.

#### **Corey Brooks (LA 6115)**

Lafayette – The Board issued a one-count citation against Respondent (Landscape Architect

license number 6115), for violating Business and Professions Code section 5642 (Partnership, Corporation-Unlicensed Person) and California Code of Regulations, Title 16, section 2671 (Public Presentments and Advertising Requirements). Respondent stamped construction documents for a project without his name, license number, or stamp appearing on the contract related to the construction documents. The Board found this to be a Class C violation, imposed a \$1,000 fine, and issued an order of abatement for Respondent to cease and desist from violating Business and Professions Code section 5642 and California Code of Regulations, Title 16, section 2671. Respondent paid the fine, satisfying the citation. The citation became final on March 19, 2026.

### **Administrative Actions 0**



## **AGENDA ITEM I: UPDATE AND DISCUSSION ON CALIFORNIA BOARD OF FORESTRY AND FIRE PROTECTION, ZONE ZERO COMMITTEE**

### **Summary**

Update and discussion on California Board of Forestry and Fire Protection, Zone Zero Committee.

### **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 requirements for potted plants, tree maintenance standards near structures, restrictions on fences, gates, and outbuildings within Zone Zero. This regulation has implications for landscape architectural practice.

### **Action Requested**

No action is requested.



**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.



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

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

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

