

MINUTES

UTAH ARCHITECT AND LANDSCAPE ARCHITECT LICENSING BOARD MEETING

June 11, 2025 – 1:00 P.M.

Electronic Meeting

CONVENED: 1:03 P.M.

ADJOURNED: 2:37 P.M.

Bureau Manager:
Board Secretary:
Outreach:

Stephen Duncombe
Nicole Herrera
Karissa Lewis

Board Members Present:

Michael Fazio
Valerie Nagasawa
Courtney Haddick
Scott Peters
Jarod Maw
Keith Christensen

Board Members Absent:

Bret Bullough

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

ADMINISTRATIVE BUSINESS

Review minutes:
Time: 3:13

The minutes dated April 9, 2025 were reviewed. Ms. Nagasawa made a motioned to accept the minutes. Mr. Peters seconded the motion. The motion passed unanimously.

ARE/CLARB Score Report Review:
Time: 3:45

The board reviewed the ARE and LARE score reports for exams taken since the last meeting. The board would like to see some additional information. They will email Ms. Herrera with their requests. No action taken.

Education and Enforcement Fund:
Time:

Mr. Duncombe provided the Board with the balance of the fund and the current number of licensees. The Board discussed the fund's rules, limits and usages. No action taken.

DISCUSSION ITEMS:

Outreach Videos/Flowchart
Time: 24:53

Ms. Lewis updated the board. Talked about using the E & E fund, having some literature and promotional products produced. As well as a flow chart for pathways to licensure. The board will email Ms. Lewis with information. No action taken.

Rules and Statute:
Time: 58:50

Mr. Peters wanted to review what the process for changing rules. The board discussed the process.

Retired Status:
Time: 32:20

Ms. Haddick wanted to discuss the option of being able to place your Architect license on retired status. This would need to be addressed through a statutory proposal.

NCARB Resolutions:
Time: 1:12:31

Ms. Haddick discussed with the board the many resolutions and candidates that will be voted on at the NCARB ABM. No action taken.

Architect Licensing
Advisor Replacement:
Time: 1:25:55

Mr. Duncombe reminded the board that the Architect Licensing Advisor position is available.

Next Board Meeting:

August 13, 2025

ADJOURN

The meeting adjourned at 2:37 P.M.

Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.

08.13.25

Date

08/13/2025

Date



Chairperson, Utah Architect and
Landscape Architect Licensing Board

Stephen Duncombe

Bureau Manager,
Division Professional Licensing.