

MINUTES

UTAH ARCHITECT AND LANDSCAPE ARCHITECT LICENSING BOARD MEETING

October 8, 2025 – 9:00 A.M.

Electronic Meeting

CONVENED: 9:04 A.M.

ADJOURNED: 10:35 A.M.

Bureau Manager:

Stephen Duncombe

Board Secretary:

Nicole Herrera

Compliance:

Sicily Hill

Outreach:

Karissa Lewis

Board Members Present:

Michael Fazio
Valerie Nagasawa
Courtney Haddick
Scott Peters
Jarod Maw
Keith Christensen
Bret Bullough
Jessica Griffith - Advisor

Board Members Absent:

TOPICS FOR DISCUSSION

ADMINISTRATIVE BUSINESS

Review minutes:

Time: 2:40

DECISIONS AND RECOMMENDATIONS

The minutes dated August 13, 2025, were reviewed. Mr. Bullough made a motion to accept the minutes as written. Ms. Nagasawa seconded the motion. The motion passed unanimously.

ARE/LARE Score Report Review:
Time: 3:20

The board reviewed the ARE and LARE score reports for exams taken since the last meeting. Items noted. No action taken.

Outreach Videos/Flowchart
Time: 17:40

Ms. Lewis was unable to attend the meeting.

Education and Enforcement Fund:
Time: 24:43

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:

AIA Event for Licensure in Utah:
Time: 34:35

Mr. Maw wanted to let the board know that AIA Utah will be presenting an event on December 16, 2025. This event will cover the different pathways to licensure.

CLARB 2025 Annual
Business Meeting Update:
Time: 57:00

Mr. Peters updated the board on the items discussed at the CLARB annual meeting. CLARB is having a lot of discussion on international licensure and mobility. CLARB also discussed the components of uniform standards. No action taken.

Fraudulent/Stolen Stamps:
Time: 44:20

Ms. Haddick wanted to discuss how often Utah gets complaints of fraudulent or stolen stamps. The board will do some research to see what information they find out. This will be put on the agenda for next meeting.

Next Board Meeting:

December 10, 2025

ADJOURN

The meeting adjourned at 10:35 A.M.

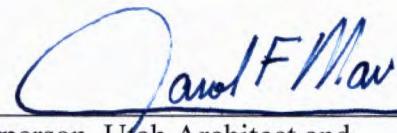
Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.

12.10.25

Date

12/10/2025

Date



Chairperson, Utah Architect and Landscape Architect Licensing Board



Bureau Manager,
Division Professional Licensing.