

MINUTES

**UTAH ARCHITECT AND LANDSCAPE ARCHITECT
LICENSING BOARD MEETING**

December 10, 2025 – 9:00 A.M.

Electronic Meeting

CONVENED: 9:10 A.M.

ADJOURNED: 10:27 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

Jarod Maw

Keith Christensen

Jessica Griffith - Advisor

Board Members Absent:

Scott Peters

Bret Bullough

Guests:

Ashley Iordanov

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

ADMINISTRATIVE BUSINESS

Review minutes:

Time: 2:40

The minutes dated October 8, 2025, were reviewed. Mr. Christensen made a motion to accept the minutes as written. Ms. Nagasawa seconded the motion. The motion passed unanimously.

ARE/LARE Score Report Review:
Time: 3:25

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

Outreach Videos/Flowchart
Time: 23:30

Ms. Lewis spoke with the board regarding the 1-page information sheet about when you need a licensed architect/landscape architect. She is still waiting for the information. Ms. Haddick will get Ms. Lewis the information.

Education and Enforcement Fund:
Time: 27:55

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: 7:30

Ms. Haddick wanted to remind the board that AIA Utah will be presenting an event on December 16, 2025, at 12:00 pm. This event will cover the different pathways to licensure.

University of Utah
Funding Requests:
Time: 29:00

Ms. Iordanov is presenting the board with 2 funding requests. The first request is for \$2920.00 for March 27, 2026. The board reviewed the funding application. Ms. Iordanov answered the board's questions. Mr. Fazio made a motion to approve the funding request in the amount of \$2920.00. Ms. Nagasawa seconded the motion. The motion passed unanimously. The second request is for \$5000.00 on February 19, 2026. The board reviewed the funding application. Ms. Iordanov answered the board's questions. Ms. Haddick made a motion to approve the funding request in the amount

of \$5000.00. Ms. Nagasawa seconded the motion. The motion passed unanimously.

CLARB 2026 Annual
Business Meeting Delegate:
Time: 1:12:35

The CLARB annual meeting is scheduled for August 27-29 in Albert, Canada. Mr. Christensen is available to attend the meeting. Mr. Fazio made a motion for Keith Christensen to attend the CLARB annual meeting. Ms. Nagasawa seconded the motion. The motion passed unanimously.

NCARB 2026 Annual
Business Meeting Delegates:
Time: 17:10

The NCARB annual meeting is scheduled for March 20-21, 2026, in Oklahoma City, Oklahoma. Ms. Haddick made a motion to send Micheal Fazio, Valerie Nagasawa, Courtney Haddick and Bret Bullough to the NCARB annual meeting. Mr. Fazio seconded the motion. The motion passed unanimously.

Fraudulent/Stolen Stamps:
Time: 1:05:23

Ms. Haddick wanted to discuss fraudulent or stolen stamps. Mr. Duncombe provided a handout listing common steps to prevent fraudulent, altered, or stolen stamps. The board reviewed the handout. This may be information that should be on DOLP's website. They would like to discuss the information at the next meeting.

Department of Education Redefinition of
Professional Degrees:
Time: 46:09

Mr. Maw wanted the board to be aware of the One Big Beautiful Bill (OBBB) The Department of education has proposed a new definition of "professional degree" The board discussed the proposal. No action taken.

Next Board Meeting:

February 11, 2026

ADJOURN

The meeting adjourned at 10:27 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.

02/11/2026

Date



Chairperson, Utah Architect and
Landscape Architect Licensing Board

02/12/2026

Date



Bureau Manager,
Division Professional Licensing.