



**VIRTUAL/TELECONFERENCE
LANDSCAPE ARCHITECT SECTION
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
October 1, 2026**

The following agenda describes the issues that the Section plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Section.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of March 26, 2025 (4-6)

C. Reminders: Conflicts of Interest, Scheduling Concerns

D. Introductions, Announcements and Recognition

E. Administrative Matters – Discussion and Consideration

- 1) Department, Staff, and Board Updates
- 2) Board Member – Term Expiration Dates
 - a. Arneson, Ken – 7/1/2018
 - b. Kelly, Shawn T. – 7/1/2027
 - c. Sina, Christopher M. – 7/1/2029
 - d. Styczinski, Rosheen M. – 7/1/2013

F. Legislative and Policy Matters – Discussion and Consideration

G. Administrative Rule Matters – Discussion and Consideration (7-8)

- 1) Pending and Possible Rulemaking Items

H. Council of Landscape Architectural Registration Boards (9)

- 1) Travel Report: CLARB Annual Meeting, August 26-29, 2026, Calgary, Alberta, Canada – Styczinski

I. Discussion and Consideration of Items Added After Preparation of Agenda

- 1) Introductions, Announcements and Recognition
- 2) Nominations, Elections, and Appointments
- 3) Administrative Matters
- 4) Election of Officers

- 5) Appointment of Liaisons and Alternates
- 6) Delegation of Authorities
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Practice Matters
- 10) Legislative and Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

J. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

K. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations

- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

L. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

M. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

N. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: TBD 2027

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED
WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
LANDSCAPE ARCHITECT SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS,
AND REGISTERED INTERIOR DESIGNERS
MEETING MINUTES
MARCH 26, 2026**

PRESENT: Ken Arneson, Christopher Sina, Rosheen Styczinski

ABSENT: Shawn Kelly

STAFF: Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jake Pelegrin, Administrative Rules Coordinator; Ashley Sarnosky, Board Administration Specialist; and other Department staff

CALL TO ORDER

Rosheen Styczinski, Chairperson, called the meeting to order at 9:01 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: Christopher Sina moved, seconded by Ken Arneson, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF SEPTEMBER 9, 2025

MOTION: Christopher Sina moved, seconded by Rosheen Styczinski, to approve the Minutes of March 11, 2025, as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Slate of Officers

NOMINATION: Rosheen Styczinski nominated the 2025 slate of officers to continue in 2026. All officers accepted their nominations.

Will Johnson, Executive Director, called for nominations three (3) times.

The Slate of Officers was elected by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Rosheen Styczinski
Vice Chairperson	Ken Arneson

Secretary	Christopher Sina
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Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Christopher Sina <i>Alternate: Shawn Kelly</i>
Education and Examination Liaison(s)	Shawn Kelly <i>Alternate: Christopher Sina</i>
Monitoring Liaison(s)	Kenneth Arneson <i>Alternate: Rosheen Styczinski</i>
Professional Assistance Procedure (PAP) Liaison(s)	Kenneth Arneson <i>Alternate: Rosheen Styczinski</i>
Legislative Liaison(s)	Rosheen Styczinski <i>Alternate: Christopher Sina</i>
Travel Authorization Liaison(s)	Rosheen Styczinski <i>Alternate: Christopher Sina</i>
A-E Rules Committee Designee (Professional Member)	Christopher Sina
Screening Panel	Rosheen Styczinski <i>Alternate: Christopher Sina</i>

Delegation of Authorities

Pre-Screening Delegation of Authority When Credential Holder Has Failed to Respond to Allegations in Intake Complaint

MOTION: Rosheen Styczinski moved, seconded by Ken Arneson, to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases where the credential holder has failed to respond to allegations contained in the complaint when requested by intake (case will be opened on failure to respond and the merits of the complaint). Motion carried unanimously.

Pre-Screening Delegation of Authority for Opening Cases Based on Discipline in Another State

MOTION: Christopher Sina moved, seconded by Rosheen Styczinski, to delegate pre-screening decision making authority to the DSPS screening attorney

for opening cases based on discipline in another state. Motion carried unanimously.

Delegation to Chief Legal Counsel Due to Loss of Quorum

MOTION: Rosheen Styczinski moved, seconded by Christopher Sina, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two meetings. Motion carried unanimously.

Review and Approval of 2025 Delegations including new modifications

MOTION: Rosheen Styczinski moved, seconded by Ken Arneson, to reaffirm all delegation motions made in 2025, as reflected in the March 26, 2026 agenda materials, which were not otherwise modified or amended during the March 26, 2026 meeting. Motion carried unanimously.

ADJOURNMENT

MOTION: Ken Arneson moved, seconded by Christopher Sina, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:34 a.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jake Pelegrin Administrative Rules Coordinator		2) Date when request submitted: 9/21/26 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting											
3) Name of Board, Committee, Council, Sections: Landscape Architects Section													
4) Meeting Date: 10/1/26	5) Attachments: ☒ Yes ☐ No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Pending or possible rulemaking items											
7) Place Item in: ☒ Open Session ☐ Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> ☐ Yes ☒ No	9) Name of Case Advisor(s), if required: N/A											
10) Describe the issue and action that should be addressed: Attachments: -AE Rules Chart													
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> 11) <i>Jake Pelegrin</i> </td> <td style="width: 40%; border: none; text-align: right;"> Authorization 9/21/26 </td> </tr> <tr> <td style="border: none;"> Signature of person making this request </td> <td style="border: none; text-align: right;"> Date </td> </tr> <tr> <td style="border: none;"> Supervisor (if required) </td> <td style="border: none; text-align: right;"> Date </td> </tr> <tr> <td colspan="2" style="border: none;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </td> </tr> <tr> <td colspan="2" style="border: none;"> Date </td> </tr> </table>				11) <i>Jake Pelegrin</i>	Authorization 9/21/26	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
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Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.													

Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter	Relating clause/ Summary	Current Stage	Next Step
25-082	029-25	11/5/2027	A-E 2, 3, 4, 5, 8, and 14	Certificates of Authorization. Clarifying and adding detail to the statutory requirements for certificates of authorization.	Rule effective July 1 st , 2026.	Rule effective July 1 st , 2026.
	078-25	5/24/2028	A-E 6	Examination Requirements. Considering updating Land Surveyor examination requirements with the new PLSS exam.	Rule drafting.	Section and rules committee approves the preliminary rule draft.
	029-26	11/11/2028	A-E 3 and 12	Architects Continuing Education. Considering adding required subject matter to architects' continuing education.	Rule drafting.	Section and rules committee approves the preliminary rule draft.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Will Johnson, Executive Director		2) Date When Request Submitted: 09/24/2026 Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others													
3) Name of Board, Committee, Council, Sections: Landscape Architect Section															
4) Meeting Date: 10/01/2026	5) Attachments: ☐ Yes ☒ No	6) How should the item be titled on the agenda page? Council of Landscape Architectural Registration Boards Travel Report: CLARB Annual Meeting, August 26-29, 2026, Calgary, Alberta, Canada – Styczinski													
7) Place Item in: ☒ Open Session ☐ Closed Session ☐ Both		8) Is an appearance before the Board being scheduled? ☐ Yes (Fill out Board Appearance Request) ☒ No	9) Name of Case Advisor(s), if required:												
10) Describe the issue and action that should be addressed:															
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