



FEMA

# LOCAL OFFICIALS' MEETING

## Dane County - Pennito Creek Physical Map Revision (PMR)

DANE COUNTY, WISCONSIN  
August 29, 2023

**RiskMAP**  
Increasing Resilience Together



# Meeting Agenda

- Introductions
- RiskMAP Overview and Project History
- NFIP & Floodplain Management Overview (FEMA)
- Hazard Mitigation Planning (FEMA)
- Preliminary Products Review
- LOMCs & SOMA
- Next Steps/Map Adoption

# Welcome & Introduction

- Risk MAP Project Team, Wisconsin Department of Natural Resources (WDNR)
  - Ben Sanborn - Project Lead
  - Emily Szajna - Program Coordinator
  - Chad Heimerl - Floodplain Engineer
  - Chris Olds - State Floodplain Engineer
  - Will Disser - Regional Engineer
  - Jesse Papez – IT Supervisor GIS Section
  - Tanya Lourigan - Dam Safety/Floodplain Section Supervisor

# Welcome & Introduction

- Federal Emergency Management Agency (FEMA)
  - Munib Ahmad – Region V Engineer
  - Ken Hinterlong – Region V Engineer
  - Gabriel Jackson – Region V Senior NFIP Specialist
  - Meghan Cuneo – Community Planner

# What is Risk MAP?

FEMA's Risk Mapping, Assessment, and Planning (Risk MAP) program involves collaboration with State, Local, and Tribal entities to deliver quality data that increases public awareness and leads to action that reduces risk to life and property

- Deliver quality data
- Increase public awareness of flood risk
- Encourage local/regional actions that reduce risk



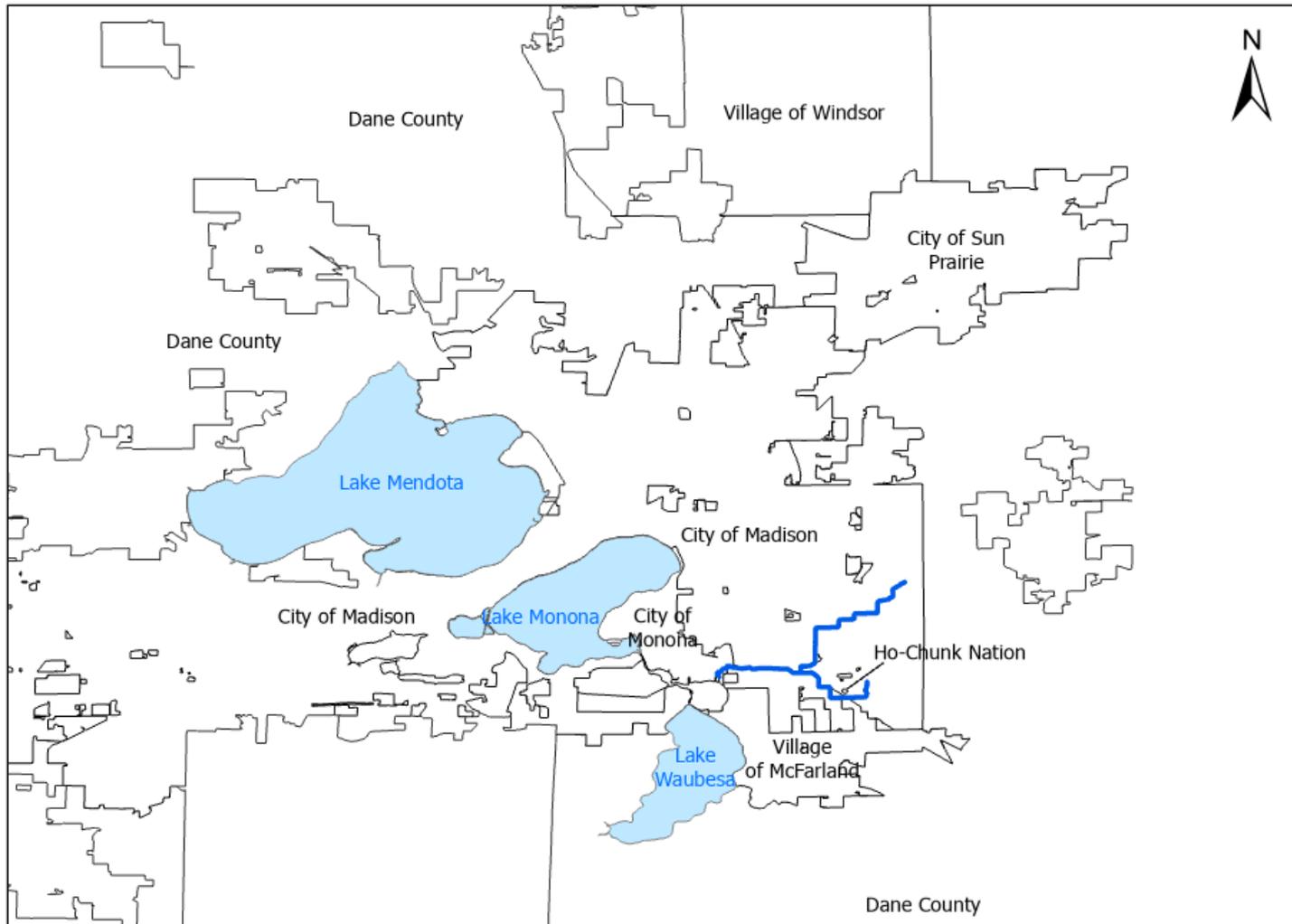
# Risk MAP Project Benefits

- Flood risk products and flood hazard maps that are:
  - Developed by FEMA in collaboration with communities
  - Based on the best available data from the community and latest technologies
  - Conducted by watershed
  - Strengthened by partnerships
- Risk MAP tools and data can be used to:
  - Create or improve your Hazard Mitigation Plans
  - Make informed decisions about development, ordinances, and flood mitigation projects
  - Communicate with citizens about flood risk

# Project History

- **Community initiated 316 PMR**
- **LOMR (18-05-1649P) approved June 20, 2018**
- **Funded late 2020**
- **Map production**
- **Preliminary Map Release:** July 11, 2023
- Download here: <https://www.fema.gov/preliminaryfloodhazarddata>  
or here: [FEMA Flood Map Service Center | Welcome!](#)
- **Local Officials Meeting/Public Open House – August 29, 2023**

# Revised Studies in the PMR



## Revised Studies

### Legend

- Lakes
- Revised Detailed Studies
- Municipal Boundaries

# The National Flood Insurance Program (NFIP)

- Created by the National Flood Insurance Act of 1968
- Participation is **voluntary**
  - Adopt and enforce regulations
  - Eligible for flood insurance
- **Benefits** of participation:
  - Flood insurance
  - Grants and loans
  - Disaster assistance
  - Federally-backed mortgages



# NFIP Goals

- Reduce the loss of life and property caused by flooding
- Reduce rising disaster relief costs caused by flooding
- Maintain the natural and beneficial functions of the floodplains
- Minimize business interruptions and other economic disruptions



## Highway 14 - Village of Black Earth

# Accomplishing NFIP Goals

- Publish maps - identify risk
- Educate the public on their own risk
- Provide federally-backed flood insurance coverage
- Encourage development away from the flooding risks and minimize the damage potential to flooding through floodplain management



# Basic NFIP Regulations

- Ensure that all proposed **development** is reasonable safe from flooding
- Ensure that the **lowest floor** of any **new** or **substantially damaged** or **improved structure** within the SFHA is elevated to or above the base flood elevation.
- Ensure that **development** within the Floodway does not increase flood heights.



Madison  
2018



Rock  
County  
2018

# Flood Insurance vs. Disaster Assistance

## Flood Insurance

A policyholder is in control.  
Flood insurance claims are paid even if a disaster is not declared by the President.

There is no payback requirement.

Flood insurance policies are continuous, and are not non-renewed or canceled for repeat losses.

More than 20% of NFIP claims come from outside of mapped Special Flood Hazard Areas.

## Disaster Assistance

Most forms of federal disaster assistance require a presidential declaration.

The most common form of federal disaster assistance is a loan, which must be paid back with interest.

The duration of a Small Business Administration disaster home loan could extend to 30 years



# Flood Insurance 101

- Homeowners insurance does not cover flooding
- Almost everyone in a participating community of the NFIP can buy flood insurance
- Available to homeowners, business owners, renters, condo unit owners, and condo associations
- Sold through private insurance companies and agents, or directly through the NFIP
- Claims are paid regardless of disaster declaration
- No payback requirement



# Insurable by the NFIP

- Walled and roofed structures principally above ground
- Manufactured homes or travel trailers, if anchored to a permanent foundation
- Contents of structure (available to owners and renters)
- Building in the course of construction

# Not Insurable by the NFIP

- Buildings completely over water
- Unanchored manufactured homes
- Motorized vehicles
- Gas and liquid storage tanks outside buildings
- Buildings principally below ground
- Machinery and equipment in the open
- Swimming pools, hot tubs, etc.

# NFIP Limits of Coverage

## How much flood insurance coverage is available?

Flood coverage limits for a standard flood policy are:

Coverage Type	Coverage Limit
One to four-family structure	\$250,000
One to four-family home contents	\$100,000
Other residential structures	\$500,000
Other residential contents	\$100,000
Business structure	\$500,000
Business contents	\$500,000
Renter contents	\$100,000

# National Flood Insurance Program (NFIP) Participating/Non-Participating Communities

**What kind of assistance or support would you benefit from related to the NFIP?**

CID	Community	Policies in Force	Insurance in Force	Total Paid Losses	Total Paid Amount
550077	Dane County	125	\$32,501,000	109	\$3,030,242
550630	Ho-Chunk Nation*	0	0	0	0
550083	City of Madison	299	\$91,694,000	58	\$141,399
550086	Village of McFarland	12	\$3,622,000	2	\$19,222
550088	City of Monona	34	\$10,879,000	24	\$228,204
550573	City of Sun Prairie	20	\$6,370,000	4	\$2,964
550634	Village of Windsor	0	0	0	0

\*Not in the NFIP

# Mandatory Purchase Requirement

## Flood Disaster Prevention Act of 1973

- Flood insurance purchase is required to make, increase, extend or renew any loan secured by structure in SFHA
- Flood insurance required for term of loan

## Flood Insurance Reform Act of 1994

- Established penalties for lender non-compliance
- Requires lenders to review revised FIRMs
- Requires notification and mandatory purchase if revised FIRM shows structure in SFHA
- If escrow account is established, requires escrow for flood insurance

# FEMA Hazard Mitigation Planning



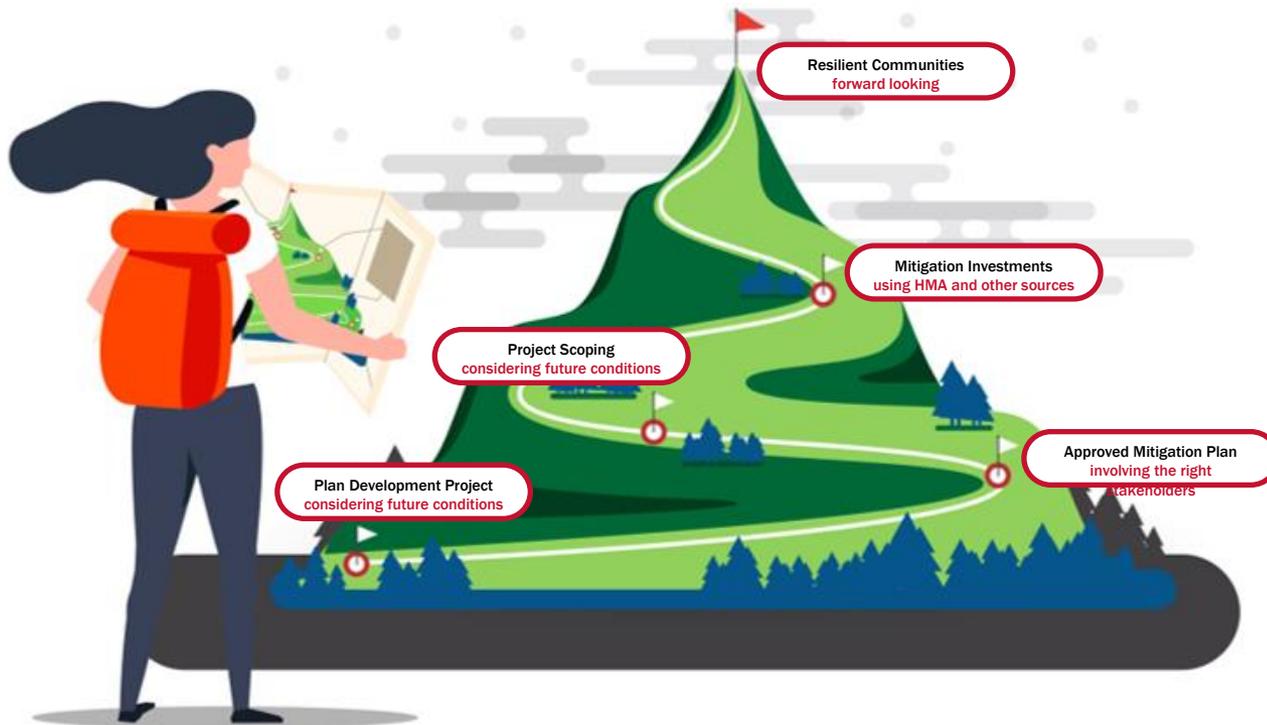
FEMA

Presenters

Meghan Cuneo, FEMA Region 5

# Why We're Here

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# Defining Mitigation

**Hazard mitigation** is any sustained action taken to reduce or eliminate the long-term risk to **human life** and **property** from hazards (44 CFR 201.2).

Hazard mitigation planning is the effort to identify a community's risks and vulnerabilities associated with hazards and to develop and implement strategies to reduce or eliminate risk.

A Hazard Mitigation Plan is the living document used to strengthen and protect people and property.



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## Hazard Mitigation and Mitigation Planning

**Any sustained action taken to reduce long-term risk to people and property from hazards and their effects**

### **Benefits of Mitigation Planning:**

- Increases public awareness and understanding of risk areas and vulnerabilities by engaging the whole community
- Provides eligibility for certain FEMA programs
- Builds partnerships with diverse stakeholders
- Identifies potential risk reduction measures
- Improves communication and sharing of risk data and related products at all levels of government and with the public



# 2023 Local Planning Policy

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Requirements	<b>A</b>	Planning Process
	<b>B</b>	Risk Assessment
	<b>C</b>	Mitigation Strategy
	<b>D</b>	Plan Maintenance
	<b>E</b>	Plan Update
	<b>F</b>	Plan Adoption
	<b>G</b>	High Hazard Potential Dams
	<b>H</b>	Additional State Requirements

[Local Planning Guidance](#)

[State Planning Guidance](#)

[Tribal Planning Guidance](#)



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# When is a Hazard Mitigation Plan Required?

FEMA Assistance Program	Required for a State/Tribal Applicant?	Required for a Tribal/Local Sub-Applicant?
<a href="#">Individual Assistance (IA)</a>	No	No
<a href="#">Public Assistance (PA)</a> Categories C through G (e.g., repairs to damaged infrastructure, publicly owned buildings)	Yes	No
<a href="#">Fire Mitigation Assistance Grants (FMAG)</a>	Yes	No
<a href="#">Hazard Mitigation Grant Program (HMGP)</a> planning grant	Yes+	No
<a href="#">Hazard Mitigation Grant Program (HMGP)</a> project grant	Yes+	Yes++
<a href="#">Building Resilient Infrastructure and Communities (BRIC)</a> planning grant	No	No
<a href="#">Building Resilient Infrastructure and Communities (BRIC)</a> project grant	Yes*	Yes**

FEMA Assistance Program	Required for a State/Tribal Applicant?	Required for a Tribal/Local Sub-Applicant?
<a href="#">Flood Mitigation Assistance (FMA)</a> planning grant	Yes*	No
<a href="#">Flood Mitigation Assistance (FMA)</a> project grant	Yes*	Yes**

FEMA Assistance Program	Required for a Applicant?	Required for a Sub-Applicant?
<a href="#">Rehabilitation of High Hazard Potential Dam (HHPD) Grant Program</a>	Yes <sup>#</sup>	Yes <sup>#</sup>

\* At the time of the Presidential major disaster declaration and at the time of obligation of HMGP grant funds.

\*\* At the time of obligation of HMGP grant funds for mitigation projects.

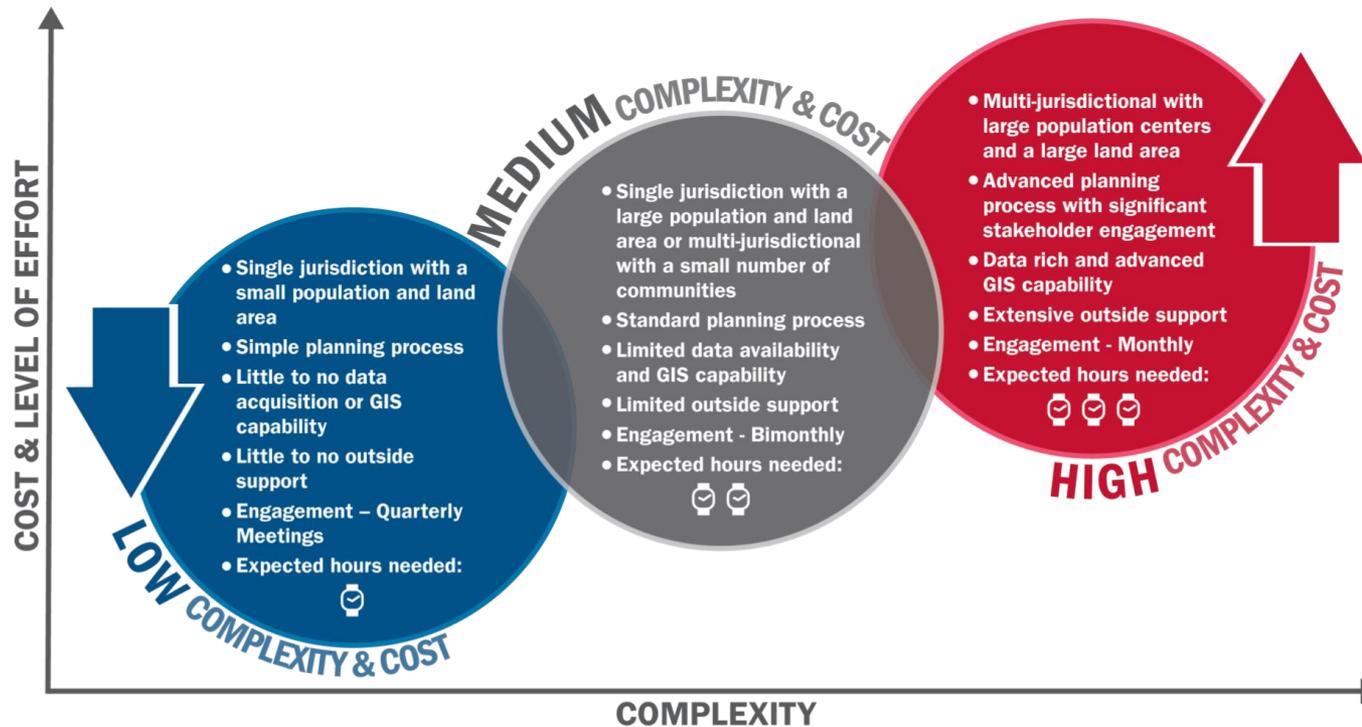
\* By the application deadline and at the time of obligation of the BRIC or FMA award.

\*\* By the application deadline and at the time of obligation of BRIC or FMA grant funds for mitigation projects.

<sup>#</sup> Mitigation plans must include all dam risk in accordance with the requirements set forth in the [Rehabilitation of High Hazard Potential Dams Grant Program Guidance](#). Dams owned by nonprofit organizations must be located in a jurisdiction with a FEMA-approved local or tribal mitigation plan that includes all dam risks in order to receive funds.



# Complexity of HMPs

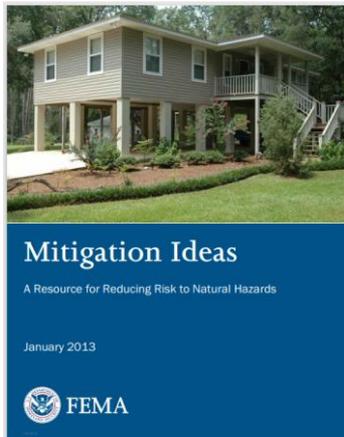


Factors: Planning Area - Planning Process - Available Data and Risk Assessment



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# Where to find Mitigation Ideas?



## Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards (2013)



## Hazard Mitigation Assistance Mitigation Action Portfolio (fema.gov)



# Mitigation Planning Resources

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- [Considerations for Local Mitigation Planning Grant Subapplications \(fema.gov\)](#)
- Hazard Mitigation Planning: <https://www.fema.gov/hazard-mitigation-planning>
- ISO Mitigation - Building Codes: <https://www.isomitigation.com/bcegs/>
- [FEMA Resources for Climate Resilience](#): Each section of FEMA Resources for Climate Resilience provides a brief description of the program, service, or grant, an overview of who can apply, examples of the FEMA programs in action, and helpful tools and resources for learning more about the program, service, or grant.



## Points of Contact

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**Meghan Cuneo**  
HM Planning Program Specialist  
FEMA Region 5  
[Meghan.Cuneo@fema.dhs.gov](mailto:Meghan.Cuneo@fema.dhs.gov)



**THANK YOU!**



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# Preliminary Products

- FIRMs, FIS, and Database

## FLOOD INSURANCE STUDY

FEDERAL EMERGENCY MANAGEMENT AGENCY

VOLUME 1 OF 4



**DANE COUNTY,  
WISCONSIN  
AND INCORPORATED AREAS**

COMMUNITY NAME	NUMBER	COMMUNITY NAME	NUMBER
BELLEVILLE, VILLAGE OF	550159	MAPLE BLUFF, VILLAGE OF	550618
BLACK EARTH, VILLAGE OF	550079	MARSHALL, VILLAGE OF	550084
BLUE MOUNDS, VILLAGE OF *	550620	MAZOMANIE, VILLAGE OF	550085
BROOKLYN, VILLAGE OF *	550621	MCFARLAND, VILLAGE OF	550086
CAMBRIDGE, VILLAGE OF	550080	MIDDLETON, CITY OF	550087
COTTAGE GROVE, VILLAGE OF	550617	MONONA, CITY OF	550088
CROSS PLAINS, VILLAGE OF	550081	MOUNT HOREB, VILLAGE OF	550624
DANE COUNTY, UNINCORPORATED AREAS	550077	OREGON, VILLAGE OF	550089
DANE, VILLAGE OF *	550622	ROCKDALE, VILLAGE OF	550090
DEERFIELD, VILLAGE OF	550623	SHOREWOOD HILLS, VILLAGE OF	550556
DEFOREST, VILLAGE OF	550082	STOUGHTON, CITY OF	550091
EDGERTON, CITY OF	550365	SUN PRAIRIE, CITY OF	550573
FITCHBURG, CITY OF	550610	VERONA, CITY OF	550092
MADISON, CITY OF	550083	WAUNAKEE, VILLAGE OF	550093
		WINDSOR, VILLAGE OF	550634

TRIBAL NATION	NUMBER
HO-CHUNK NATION OF WISCONSIN	550630

\*No Special Flood Hazard Areas Identified

REVISED: TBD

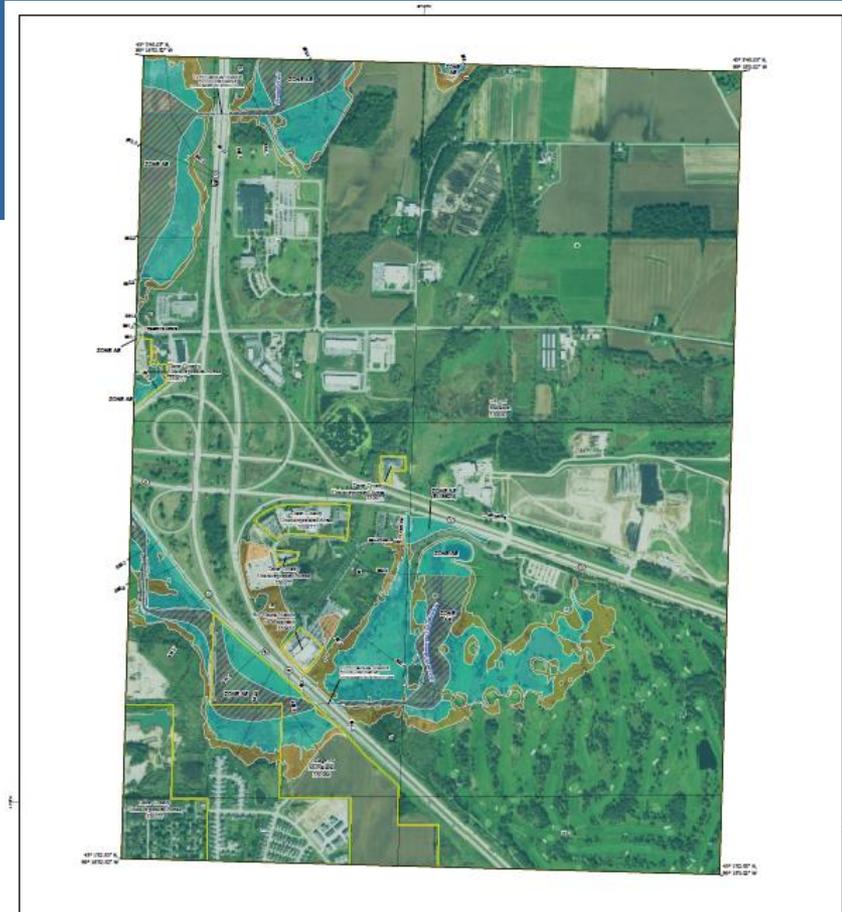
PRELIMINARY JULY 11, 2023

FLOOD INSURANCE STUDY NUMBER  
55025CV001E

Version Number 2.6.4.0



**FEMA**



**FLOOD HAZARD INFORMATION**

NOTES TO USERS

SCALE

PANEL LOCATOR

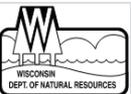
**FEMA** NATIONAL FLOOD INSURANCE PROGRAM

DANE COUNTY WISCONSIN AND INCORPORATED AREAS

COMMUNITY NUMBER PANEL NUMBER

MAP SOURCE: NATIONAL FLOOD INSURANCE PROGRAM

DATE: 07/11/2023



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**RiskMAP**

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# Preliminary SOMA

- A Summary of Map Actions (SOMA) documents previous Letters of Map Change (LOMC) actions that will be superseded, incorporated, or revalidated when the revised FIRM panels become effective:

- Letters of Map Amendment (LOMAs)
- Letter of Map Revision based on fill (LOMR-F)
- Letters of Map Revision (LOMRs)

SOMA-1

## PRELIMINARY SUMMARY OF MAP ACTIONS

Community: DANE COUNTY

Community No: 550077

To assist your community in maintaining the Flood Insurance Rate Map (FIRM), we have summarized below the effect of the enclosed revised FIRM panel(s) on previously issued Letter of Map Change (LOMC) actions (i.e., Letters of Map Revision (LOMRs), Letter of Map Revision based on Fill (LOMR-Fs), and Letters of Map Amendment (LOMAs)).

### 1. LOMCs Incorporated

The modifications effected by the LOMCs listed below have been reflected on the Preliminary copies of the revised FIRM panels. In addition, these LOMCs will remain in effect until the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Original Panel	Current Panel
			NO CASES RECORDED		

### 2. LOMCs Not Incorporated

The modifications effected by the LOMCs listed below are either not located on revised FIRM panels, or have not been reflected on the Preliminary copies of the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lot(s) or structure(s) involved were outside the Special Flood Hazard Area, as shown on the FIRM. These LOMCs will be revalidated free of charge 1 day after the revised FIRM becomes effective through a single revalidation letter that reaffirms the validity of the previous LOMCs.

#### 2A. LOMCs on Revised Panels

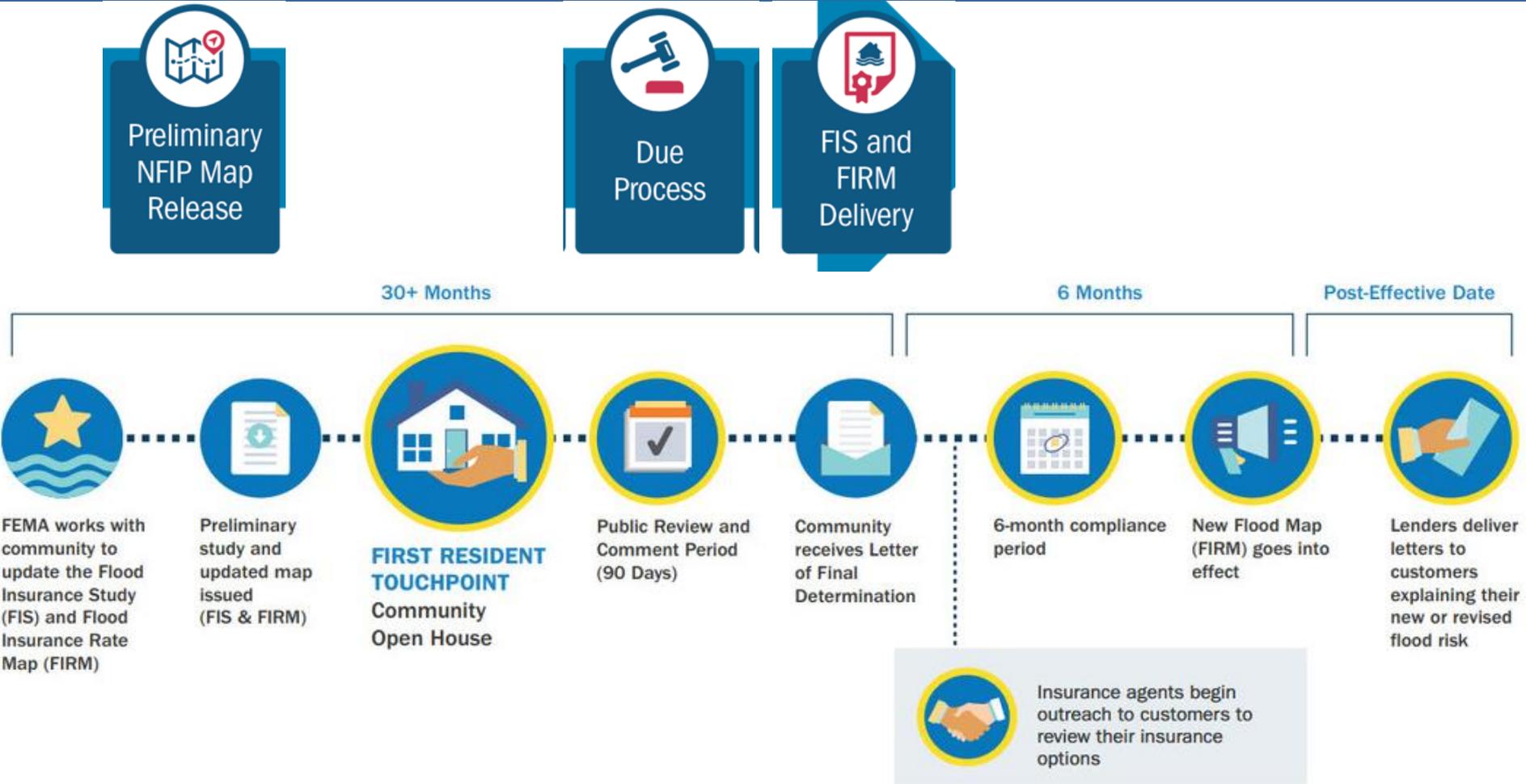
LOMC	Case No.	Date Issued	Project Identifier	Original Panel	Current Panel
LOMA	04-05-1883A	01/28/2004	CAMP LEONARD 2, LOT 11; 2917 CAMP LEONARD ROAD	55025C0443F	55025C0443J
LOMA	09-05-0151A	11/20/2008	2891 BIBLE CAMP ROAD -- OUTLOT 10, ASSESSOR'S PLAT NO. 2	55025C0443F	55025C0443J
LOMA	10-05-4213A	05/28/2010	Lot 9, Block Block 5, Replat of Interlake Subdivision - 718 Interlake Drive	55025C0437G	55025C0437H
LOMA	11-05-8470A	10/11/2011	4088 COUNTY HIGHWAY AB	55025C0434G 55025C0453G	55025C0434J 55025C0453H
LOMR-FW	14-05-8641A	08/28/2014	LOT 1, CERTIFIED SURVEY MAP NO. 12779 -- COUNTY HIGHWAY AB	55025C0434G	55025C0434J
LOMA	18-05-2437A	04/09/2018	2047 Camp Leonard Road	55025C0443H	55025C0443J

# Letter of Map Change (LOMC)

Page 1 of 2		Date: December 20, 2011	Case No.: 12-05-0808A	LOMA				
 <b>Federal Emergency Management Agency</b> Washington, D.C. 20472								
<b>LETTER OF MAP AMENDMENT DETERMINATION DOCUMENT (REMOVAL)</b>								
<b>COMMUNITY AND MAP PANEL INFORMATION</b>			<b>LEGAL PROPERTY DESCRIPTION</b>					
<b>COMMUNITY</b>	CITY OF MADISON, DANE COUNTY, WISCONSIN		Lot 51, Nesbitt Valley, as described in the Warranty Deed, recorded as Document No. 3805857, in the Office of the Register of Deeds, Dane County, Wisconsin					
	COMMUNITY NO.: 550083							
<b>AFFECTED MAP PANEL</b>	NUMBER: 55025C0413G							
	DATE: 1/2/2009							
FLOODING SOURCE: BADGER MILL CREEK			APPROXIMATE LATITUDE & LONGITUDE OF PROPERTY: 43.002, -89.497 SOURCE OF LAT & LONG: STREETS & TRIPS 2009 DATUM: WGS 84					
<b>DETERMINATION</b>								
LOT	BLOCK/ SECTION	SUBDIVISION	STREET	OUTCOME WHAT IS REMOVED FROM THE SFHA	FLOOD ZONE	1% ANNUAL CHANCE FLOOD ELEVATION (NAVD 88)	LOWEST ADJACENT GRADE ELEVATION (NAVD 88)	LOWEST LOT ELEVATION (NAVD 88)
51	--	Nesbitt Valley	4102/4104 Dolphin Drive	Structure (Residence)	X (shaded)	--	908.0 feet	--
<b>Special Flood Hazard Area (SFHA)</b> - The SFHA is an area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood).								
<b>ADDITIONAL CONSIDERATIONS</b> (Please refer to the appropriate section on Attachment 1 for the additional considerations listed below.) PORTIONS REMAIN IN THE SFHA STUDY UNDERWAY STATE LOCAL CONSIDERATIONS								
This document provides the Federal Emergency Management Agency's determination regarding a request for a Letter of Map Amendment for the property described above. Using the information submitted and the effective National Flood Insurance Program (NFIP) map, we have determined that the structure(s) on the property(ies) is/are not located in the SFHA, an area inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). This document amends the effective NFIP map to remove the subject property from the SFHA located on the effective NFIP map; therefore, the Federal mandatory flood insurance requirement does not apply. However, the lender has the option to continue the flood insurance requirement to protect its financial risk on the loan. A Preferred Risk Policy (PRP) is available for buildings located outside the SFHA. Information about the PRP and how one can apply is enclosed.								
This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 6730 Santa Barbara Court, Elkridge, MD 21075.								
 Luis Rodriguez, P.E., Chief Engineering Management Branch Federal Insurance and Mitigation Administration								

- Letter of Map Amendment (LOMA)
  - A letter from FEMA stating that an existing structure or parcel of land that has not been elevated by fill would not be inundated by the 1-percent-annual-chance flood.
  
- Letter of Map Revision (LOMR)
  - A letter from FEMA officially revising the effective FIRM to show changes to floodplains, floodways, or flood elevations.

# Next Steps



# Due Process Phase

Proposed Flood Hazard Determination  
published in Federal Register

Community CEO notified via certified letter of upcoming  
newspaper notice and Appeal Start

Proposed Flood Hazard Determination  
published in local newspaper

90-day appeal/comment period opens

Resolve appeal/comments

# 90-Day Appeal Period

- Community (or individuals via their community) may appeal areas:
  - Areas showing new or revised BFEs
  - Areas where there is a change in the Special Flood Hazard Areas (SFHA)
  - Areas showing new or revised SFHA (increase or decrease)
  - Areas showing new or revised regulatory Floodway boundaries (increase or decrease)

# Requirements for Appeal

- Data believed to be better than those used in original analysis
  - Documentation for source of new data
  - Proof that new topo data meets FEMA accuracy standards
- Explanation of the error or misapplication of methodology
- Revised hydrologic and/or hydraulic analysis
- Revised flood profiles, floodway data tables and Summary of Discharges table
- Revised floodplain and floodway mapping

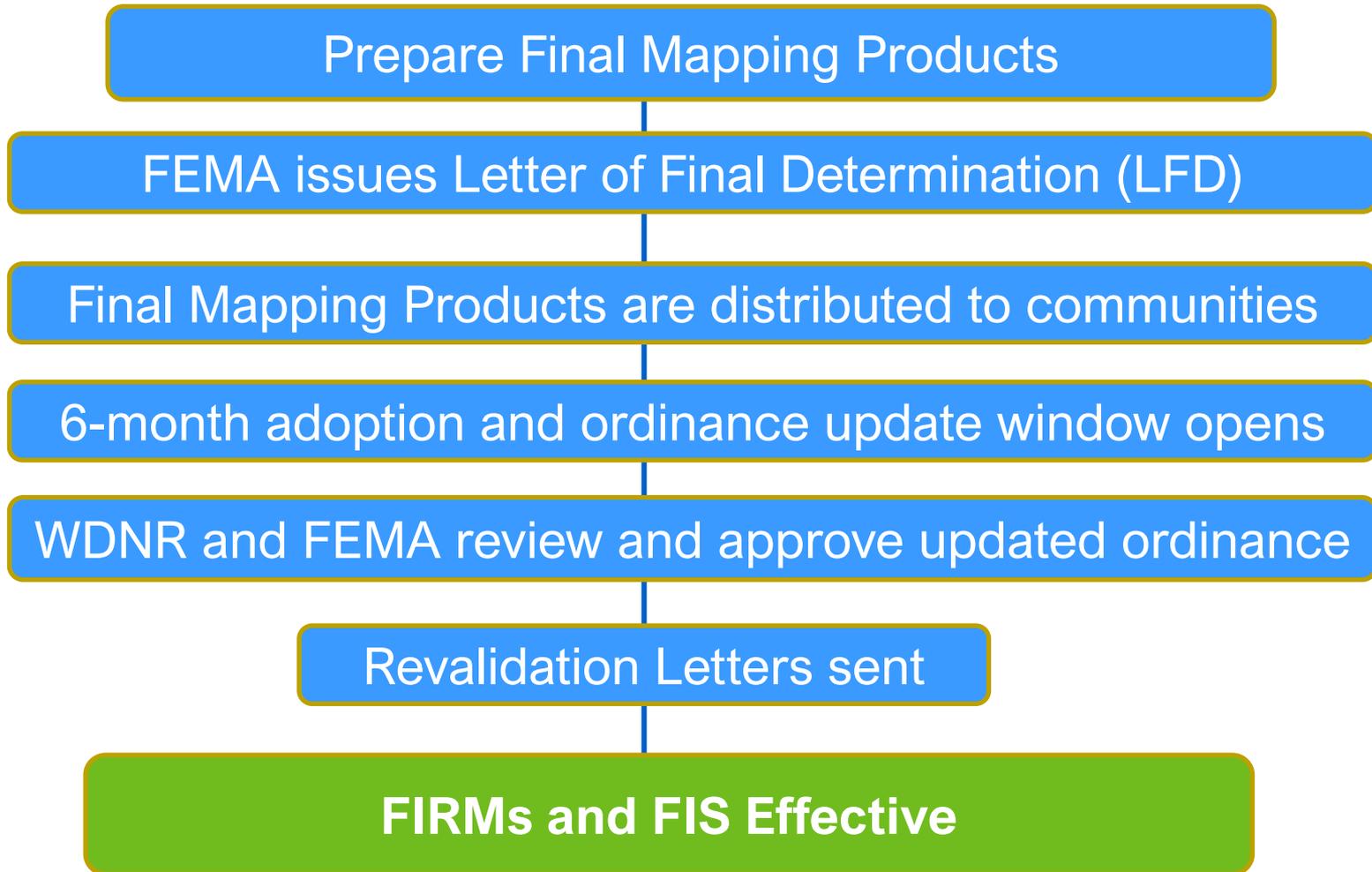
# Comments

- All other challenges to the maps are considered comments.
  - Corporate limit revisions;
  - Road name errors and revisions;
  - Base map errors;
  - Requests that changes effected by a LOMA, LOMR, or LOMR-F be incorporated; and
  - Other possible omissions or potential improvements to the mapping.

# Appeal and Comment Submission



# Final Delivery and Adoption



# Letter of Final Determination

- Sent to CEO of Community
- Establishes effective date of FIS and FIRM
- Formal notification to community of need to update floodplain management regulations by the effective date
- Followed by two additional reminder letters

# Adoption by Community

- Every community may have a different process to adopt ordinances or modify existing ordinances
- May require public notice and comment period
- May require a sub-committee approval prior to full board adoption
- May require two or more readings at board meetings prior to formal adoption

# Ordinance Adoption

## Wisconsin Model Floodplain Ordinance

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

MODEL FLOODPLAIN ORDINANCE

FOR

WISCONSIN COMMUNITIES

Effective March 10, 2022

A cooperative effort  
of  
Wisconsin Department of Natural Resource  
and  
Federal Emergency Management Agency

Blue highlights are instructional for the ordinance writer and can be deleted once the item is completed  
Yellow highlights are places where the ordinance needs to be filled in with community specific information  
Grey highlights are ordinance additions for communities that choose to implement Act 175  
Red highlights are ordinance additions for communities that have existing Cranberry Farms (FA-C) (when applicable)  
Green highlights are ordinance additions for communities that have adopted a Flood Storage District (when applicable)  
Pink highlights are ordinance additions for communities that have adopted a Coastal Floodplain District (CFD) (Great Lakes when applicable)

Please replace this page with, "Floodplain Ordinance for (Name of your Community) Effective: Insert date ordinance was adopted by the community."

[dnr.wisconsin.gov](http://dnr.wisconsin.gov)  
Search "Model Ordinance"

## Adoption Step by Step Guide

### Adopting an Ordinance: A Step-By-Step Guide

#### Adopting an Ordinance

1. Proposal to Governing Body
2. Notice of Public Hearing
  - Two consecutive weeks at least a week before hearing.
3. Public Hearing
4. Decision by Governing Body
5. Ordinance Publication
6. Prepare for DNR Approval:
  - Affidavit of Publication of Notice
  - Certified Copy of Final Ordinance Text
  - Affidavit of Publication of Enacted Ordinance
7. Approval by DNR
  - This is the last step, but to speed the approval process up, submit the draft proposal to DNR before starting the ordinance adoption process.

#### 1. Ordinance/Amendment Proposal

Generally, ordinance proposals are drafted by the zoning administrator, planning and zoning staff, corporation counsel or a regional planning commission at the request of the local governing body.

Notice of public hearing (a Class 2 notice under ch. 985, Stats.) must appear in a newspaper on two consecutive weeks, the last publication at least seven days prior to the hearing date.

S	M	T	W	Th	F	Sa
				NI		
4				NI	1	2
3	4	5	6	H		

#### 2. Notice of Public Hearing

Communities must provide notice of the public hearing to be conducted on the proposed ordinance/ amendment. Publication of the notice of public hearing must meet the Class 2 legal requirements (under Ch. 985, Stats.) in order for the zoning ordinance or amendment to be valid. Posting notice of public hearing is permitted in lieu of publication only if the municipality is not required to have an official newspaper.

#### 3. Public Hearing

In cities and villages, the hearing may be held before the designated planning and zoning committee or before the municipal governing body. In counties, hearings on proposed zoning ordinances or amendments are held by the county zoning committee before consideration of an ordinance or amendment by the county board.

#### 4. Decision of the Governing Body

In cities, two thirds of the members of the municipal governing body constitute a quorum except in cities with less than five aldermen, where a majority constitutes a quorum. In villages, a majority of the members constitute a quorum. In counties, a majority of the supervisors constitute a quorum and must be present for a legal vote on proposed zoning ordinances or amendments.

#### 5. Publication of Adopted Ordinance Text

An adopted zoning ordinance or amendment must be published once in the municipality's official newspaper as a Class I Notice Posting. Posting is an option

if the municipality is not required to have an official newspaper published in the municipality that meets the requirements.

#### 6. Ordinance/Amendment Approval

For the DNR to approve an adopted ordinance, the community must submit the following documentation:

- An affidavit of publication from the newspaper and a copy of the published notice. This verifies that the notice of public hearing was published or posted correctly. If the notice was posted, a notarized affidavit by the local official (i.e. clerk) stating that the notice of public hearing was posted in three public places (with date and location) is sufficient proof.
- A certified copy of the adopted ordinance passed by the governing body. A notarized statement by the local official (i.e. clerk) affixed to the ordinance stating that the ordinance is a true and correct copy of what was adopted by the municipality.
- An affidavit of publication from the newspaper and a copy of the notice of the enacted ordinance. If the enacted ordinance (or where to view enacted ordinance) was posted, a notarized affidavit by the local official (i.e. clerk) stating that it was posted in three public places (with date and location) is sufficient proof.

#### 7. Wisconsin Department of Natural Resources

The DNR reviews ordinances for compliance with the minimum state standards. Both the ordinance and adoption procedures are reviewed. When it is determined that all the requirements are met, a formal approval letter is sent to the adopting community.

Floodplain zoning ordinances and amendments do not become effective until approved by the DNR; thus formal approvals are issued each time the ordinance is amended. DNR approvals are required by FEMA for a community to maintain their flood insurance.

To minimize the time and expense associated with ordinance revisions, communities should submit a draft of the proposed language to [DNRFLOODPLAIN@wi.gov](mailto:DNRFLOODPLAIN@wi.gov). Once the DNR has reviewed the draft and the community has made any needed revisions, please follow the complete adoption process outlined in this guide. If you have questions regarding floodplain ordinance adoption, please contact DNR Floodplain staff at [DNRFLOODPLAIN@wi.gov](mailto:DNRFLOODPLAIN@wi.gov) or 608-220-5633.

January 2019



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Increasing Resilience Together

# Websites & Questions

- FEMA Map Changes Viewer
  - <https://msc.fema.gov/fmcv>
- DNR Floodplain Management and Mapping website
  - <https://dnr.wisconsin.gov/topic/FloodPlains>
- Individual Questions
  - Maps
  - Floodplain Management
  - Insurance
  - Map Adoption