



Dane County Planning & Development Zoning Division

June 25, 2026

TO: Dane County Zoning and Land Regulation Committee

RE: 2026 OA-008 AMENDING CHAPTER 17 OF THE DANE COUNTY CODE OF ORDINANCES,
UPDATING FLOOD INSURANCE STUDY PROVISIONS

This memo requests the Committee's consideration and recommendation of approval of 2026 OA-008, an ordinance amendment updating the Dane County Floodplain Zoning Ordinance to reflect a recently approved Letter of Map Revision (LOMR) by the Federal Emergency Management Agency (FEMA).

Background:

Development projects that will result in modification to the floodway of a floodplain typically require a Conditional Letter of Map Revision (CLOMR) approved by FEMA. Following approval of a CLOMR, the municipality is required to adopt the letter as an official revision to the floodplain zoning ordinance to remain in compliance with the requirements of the National Flood Insurance Program (NFIP).

Following the development project approved by a CLOMR the developer is required to submit an as-built Letter of Map Revision (LOMR) for FEMA approval. Upon FEMA approval, the LOMR replaces the CLOMR and must be adopted by the municipality as an official revision.

County Action:

To comply with NFIP and state law, Dane County must adopt the revised LOMR by September 18, 2026.

Key Changes:

In 2020, Dane County adopted a Conditional Letter of Map Revision as an official revision for a proposed development impacting the Brewery Creek floodplain within the Village of Cross Plains. This development also impacted to the floodplain extending into the Town of Berry. The development was completed and a Letter of Map Revision has since been approved by FEMA to reflect the as-built conditions. The as-built LOMR must be adopted by the County to replace the previous CLOMR.

In addition to the LOMR, we are using this opportunity to removing reference to a CLOMR for a property within the Village of Windsor and no longer under the jurisdiction of Dane County Zoning. We are also clarifying the ordinance to reflect only those Flood Storage District map panels under the jurisdiction of Dane County Zoning.

Recommendation:

Staff recommends the adoption of 2026 OA-008 to ensure the effective and accurate regulation of floodplain development within Dane County based on the latest available flood risk data and the County's ability to remain compliant with the National Flood Insurance Program.

Memo prepared by:

Hans Hilbert

Interim Zoning Administrator

County of Dane

608-266-4993

hilbert.hans@danecounty.gov