

**Vernon County Zoning Committee Minutes
County Boardroom, 3rd Floor Courthouse**

October 9, 2018

Committee Members in attendance: Eric J. Evenstad - Chairman and Roger Call. Olerud and Larson arrived during the meeting.

Evenstad called the meeting to order at 8:52 a.m. Burkhamer affirmed that the meeting was properly noticed.

Discussion was had regarding the method of notifying committee members due to challenges with technology and use of the county e-mail system.

There was no public comment.

Evenstad called for review and approval of last month's minutes. Call moved to approve the minutes as mailed, second by Evenstad with all in favor. Larson abstained as he was not at the prior meeting.

Burkhamer presented the Work-Income-Expense report for September noting there were 21 work days and 13 days were spent in the field with 16 site visits. Fourteen sanitary permit were issued and eight soil evaluations were filed. Three new land use (floodplain) permit applications were submitted. Revenue for the month totaled \$10,552.00 resulting in revenue being 95% of expenses and 96% year to date.

Burkhamer presented a voucher in the amount of \$1,375.17 including US Cellular, WI DSPS, and payment to EO Johnson for copier maintenance, Kwik Trip and Vernon Communications. Larson moved to approve the voucher, 2nd by Call with all in favor.

In the Administrators Report Burkhamer reported that there were only 49 responses to the standard substantial damage letter mailed to owners of all structures in the floodplain. The damage database obtained through emergency management (EOC) contained 166 reports of flood damage in the unincorporated areas and 57 with home damage. While this information reflects reported damage in the floodplain, there was a high incidence of damage to structures that are NOT located in the floodplain. There are at least five properties that did not submit a response to the zoning department that reported significant damages on the EOC report. This will require extensive follow up. Burkhamer said she does acknowledge the confusion caused by the numerous inspections that go hand in hand with a disaster and the various entities collecting damage data and will be reviewing the department communications to assure the clear need for floodplain properties to report directly to the Zoning Department.

Burkhamer reported that the floodplain issue with Barry Donovan property had now advanced to Mr. Donovan applying for a Letter of Map Amendment from FEMA. The form was sent to the zoning department for an entry into the community acknowledgement section. Burkhamer said the county information reflected that the presence of fill was inconclusive as the initial construction did not include an elevation certificate to verify pre-construction elevations.

Regarding the FEMA audit, Burkhamer has identified that sixteen of the cases are for bridges. Burkhamer has had the opportunity to report on current flood cases verifying the age of structures that validates they exist as non-conforming structures placed prior to the existence of ordinances. Burkhamer noted that the identification of legal non-conforming uses satisfies the audit, but damage claims and improvements to floodplain properties are addressed as a separate issue. Properties identified through the process that have been improved without a Land Use Permit need to be addressed and brought into compliance.

Regular "daily activity" in the department has fifteen land use permits in progress with three new applicants for activities not due to the flood disaster.

Serena Inman, personnel director, joined the meeting at 9:25. Discussion followed on the progress of zoning administrator applications. It was decided that applications would be reviewed by the committee on October 30 at 8:30 and interviews could be scheduled to follow the regular November committee meeting. Olerud moved to adjourn the meeting, second by Larson with all in favor.

Minutes recorded by Susan Burkhamer