Memorandum

Date:	November 2, 2026
To:	Buchanan City Commission
From:	Kristen Gundersen, Planning and Community Development Director
Subject:	**Fee Schedule Amendment – Fence and sign appeals**

Background

On October 26, 2026, the City Commission adopted three large amendments to the Unified Development Code/zoning ordinance. Language was added to allow the Zoning Board of Appeals to grant Fence Modifications relying on different review standards and requiring notice to property owners within 300' and no legal notice in the newspaper. In addition, language adopted allows the Planning Commission to grant certain modifications to sign regulations when review standards are met. This process does not require a public hearing, and no notice is provided to property owners within 300'.

Processing such requests requires staff time and like many other fees adopted by the city commission fees have been established to help offset the cost. Staff is recommending the following fees be established:

Fence Modification request before Zoning Board of Appeals

$200

Sign Modification, Mural Installation or Iconic Sign Designation request before Planning Commission

$75 per individual sign

Recommendation

Staff recommend that the City Commission adopt the fee schedule outlined above for inclusion in the City's fee schedule.