



Planning & Zoning Commission - Regular Meeting

Monday, October 20, 2025 at 7:00 pm

Attendees: Chairman Mike Brown, Tom Tabor (VC), Donna Bermingham (SEC), Mike Henson (DA), Dusty Bloodmoon, Racheal Smith, Brandon Tanis, Brenda McKinney

Agenda (tentative)

Notice is hereby given that the Planning & Zoning Commission of the City of Seligman, Missouri, will conduct a Regular meeting beginning at 7:00 P.M. on October 20th, 2025, at City Hall, 29144 Main Street, Seligman, MO 65745.

****Discussion will be held to agenda items only****

- 1. Call to Order: Chairman Brown**
- 2. Approve the meeting minutes of September 15th , 2025**

Attachments:

- **September 15,2025 Planning and Zoning meeting minutes - DRAFT** (September_15_J_2025_Planning_and_Zoning_meeting.pdf)

3. RV Park – (Ron Corn Park)

- Conditions or regulations required (to include but not limited to facilities, lot sizes, equipment, amenities, lighting, solid waste location, vehicles, parking)
- Discussion / Review / Feedback

Attachments:

- **Provided Information** (RVpark.pdf)

4. Permit required before foundation work

- ☐ Code Change is live
- ☐ City Attorney corrected section language to include:
- ☐ Permanent foundation definition update 405.120
- ☐ Foundation inspections before and after the pour 405.570 (B)
- ☐ Violation language 405.570 (C)

Attachments:

- **Building Permit Code** (Building_Permit_Code.pdf)

5. Tiny Home Article (MML)

- ☐ Turning a blighted trailer park into a tiny home subdivision
- ☐ Discussion / Review / Feedback

Attachments:

- **Turning A Blighted Trailer Park Into A Tiny Home Sub** (Turning_A_Blighted_Traile
r_Park_Into_A_Tiny_Home_Sub.pdf)

6. Building Permit Application - Emergency Contact

- ☐ Add emergency contact information to the application
- ☐ Add emergency contact information to the permit on site
- ☐ Discussion / Review / Feedback

Attachments:

- **BUILDING PERMIT** (BUILDING_PERMIT.pdf)
- **BUILDING PERMIT APPLICATION** (BUILDING_PERMIT_APPLICATION.pdf)

7. Survey requirement

- ☐ Add language to the permit section of City code requiring a survey to be provided at time of application.
- ☐ Discussion / Review / Feedback

8. Skirting Requirements

- ☐ Require certain types of skirting for manufactured homes.
- ☐ Discussion / Review / Feedback

9. Permit Board (central location)

Required when more than one structure is built, or a project / subdivision.

- ☐ Require if more than one residence is built / subdivision
- ☐ Discussion / Review / Feedback

10. Audience: (3 minutes permitted)

11. Next Meeting Agenda Items:

12. Adjournment

*News Media may obtain copies of this notice by contacting the city clerk at Seligman City Hall,
29144 Main St., Seligman, MO 65745, 417-662-3600 phone, 417-662-3718 fax*

Posted October 16th , 2025 at City Hall 4:30pm
by **BWN**

9/15/25 Meeting Minutes – Draft

Call To Order: 7:02

Present: Avers, Brown, McKinney, Bloodmoon, Smith, Bermingham, and Tabor arrived few minutes late

Absent: Tanis, Henson

Minutes approval: Minutes reviewed, Motion to approve. Mckinney, Second Bloodmoon

All Yay Nay None

RV park motion to extend to Oct. 2025 meeting because Corn was not present by Bloodmoon, Seconded by McKinney All Yay Nay None

Permit foundation discussion to be rescheduled for Oct. 2025 meeting due to needing City Attorney recommendation

Billboard Discussion: Motion to approve the original specification that Industrial Development Group submitted to be 35 feet tall, sign to be 16 feet wide with 8 feet tall screen by Bloodmoon, Seconded by McKinney All Yay Nay None

Tiny home Article: Suggested to change the discussion from tiny home to just residential verbiage and to discuss in more detail at Oct. 2025 meeting

Audience: None

Next month Items:

Permit foundation discussion

RV park discussion

Tiny home discussion

Adjourn: Motion to adjourn at 7:56 Motion Tabor Seconded by McKinney All Yay Nay None

Butler Holler Campground

7 SPOTS +/-

1. Only one RV per site, ~~or two tents~~. A maximum of 6 persons are allowed to stay in one campsite.

2. Campsite occupancy is only allowed for maximum of 90 days within one calendar year.

3. 10 years old or newer RV/Camper is required to stay in campground.

All RV's must be self contained, toilet + shower.

4. Absolutely no dumping of household trash, waste water, gray water, rubbish, or any other waste material or liquid. All waste must be disposed of properly within trash receptacles and/or waste dump station.

5. All pets must be physically restrained in pens, cages, or on a 6-foot leash at all times. All pet waste must be removed and disposed of by pet owners.

6. All campers or visitors to campground must be respectful of others.

7. All persons must abide by quiet times from 10 pm to 6 am.

8. Leave site as good or even better than you found it.

SECTION 405.570: BUILDING PERMIT

A. Prior to the erection of a new structure; the expansion of an existing structure; any external alteration affecting structural integrity, load-bearing elements, or the building envelope; or any permanent foundation work, an application for a building permit shall be prepared on forms provided and shall be submitted to the Zoning Administrator accompanied by a plot plan in duplicate, drawn to shape and location of the building to be erected, required setbacks, points of ingress and egress, driveways, circulation aisles, parking lots, individual parking spaces, service areas, and other information as may be necessary to provide for the enforcement of this Chapter.

It shall be unlawful for any person to commence the erection of a new structure; the expansion of an existing structure; any external alteration affecting structural integrity, load-bearing elements, or the building envelope; or any permanent foundation work, prior to approval of a building permit application by the Zoning Administrator.

1. Every application for a building permit shall be subject to a filing fee of Seventy Five dollars (\$75.00), filing fees shall not be accepted until all the requested documentation required under this Chapter has been submitted.
2. A record of the application, plans, and permits shall be valid for a period of one hundred eighty (180) days, in accordance with the permit.
3. Expiration of the permit, thirty (30) days prior to the expiration of the permit, the Zoning Administrator shall mail a notice of expiration and extension request form to the applicant.
4. Extension of the building permit shall be requested in writing prior to permit expiration, if a written extension request is sent to the Zoning Administrator showing that circumstances beyond the control of the permittee have prevented work from progressing, only one (1) extension, not to exceed ninety (90) days, may be granted provided no changes have been made or will be made in the original plans. No filing fee is required.
5. Permits shall expire after two hundred and seventy (270) days, no extensions shall be granted.
6. Permit application is complete once the structure is enclosed and protected from the elements with exterior fixtures and exterior finish complete.

B. Where a building permit is issued for foundation or concrete work prior to the erection of a structure, the City shall conduct inspections at the following stages:

1. After formwork and rebar are in place but prior to the concrete pour; and
2. After completion of the concrete pour but before backfilling or concealment.

No further construction shall proceed until all required inspections have been completed and approved.

- C. Any structure or structural component, including but not limited to posts, columns, framing members, foundation systems, or concrete slabs, which has been erected, installed, or poured pursuant to a permit and remains unincorporated into a completed structure for more than six (6) months from the date of installation or pour shall be deemed a public nuisance. The Zoning Administrator shall provide written notice of violation and afford the permit holder thirty (30) days to remedy or remove the condition before any enforcement or abatement action is taken, unless an extension is granted for good cause.

Turning A Blighted Trailer Park Into A Tiny Home Subdivision

Housing has been a complex issue for most communities in recent years. Demand has outpaced supply, especially in rural communities such as Kirksville, Missouri. Traditionally, city governments have not served as home developers. But with no clear solutions emerging, the City decided it was time to try something outside the box.

Several years of brainstorming, analyzing and planning culminated in a bold effort: the city of Kirksville oversaw the dramatic transformation of a dilapidated trailer park into a brand-new subdivision of “tiny” homes.

“The condition of the trailer park or our housing issues didn’t just happen; it occurred over time, and we knew this



Aerial view of the clearing of an old trailer park and a new tiny home subdivision being constructed.

project wasn’t going to be easy, but if we were able to make it work, it would be well worth the investment,” said City Manager Mari Macomber.

Over the last few years, the city of Kirksville took a comprehensive look at residential housing. This included conducting a Housing Needs Assessment in 2022 that found that the rate of new

housing development lagged behind the rate of people moving into the community. While housing demand exists at all price points, there is a notable shortage of lower-priced options. The study also identified substantial blight in multiple areas. On paper, some of those units seemed to fit the price range for low- to moderate-income buyers, but they needed so

much rehabilitation that they effectively became unaffordable. Many of the most blighted areas were trailer parks.

City staff began exploring ways to tackle these overlapping issues. Their research sparked conversations with local partners to identify shared goals. One idea emerged early: Could the City acquire a blighted trailer park and partner with a local organization to build new homes on the site?

The Construction Trades program at the Kirksville Area Technical Center has a long history of building homes in Kirksville while serving as a hands-on learning opportunity for students. The program includes both high school-aged and adult students, giving them valuable construction experience. The program had already developed homes on all the remaining buildable land owned by the school district.

The school district needed new sites for construction, and the City needed a developer. It was a perfect match.

One of the original goals was to expand housing diversity. The “tiny homes” concept emerged to create something new and more affordable. The school district embraced the idea, seeing it as an opportunity for students to gain experience in all aspects of construction.



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Left: Caption Staff with the City of Kirksville's Public Works Department level and prepare the ground for construction at Dogwood Subdivision. Middle: Members of the Kirksville Area Technical Center's Construction Trades Program begin construction on the homes.

"This opportunity for the students is priceless," said Jesse Wolf, director of the Kirksville Area Technical Center. "When building one large home, there are tasks that students miss out on or lose interest in because of the volume of work. With this project, we have four houses that allow the groups to compete, get experience in all facets of building a home, and receive quick gratification from a job well done."

City staff then identified the most suitable location. They evaluated several blighted trailer parks and contacted

property owners to assess their interest in selling. The Dogwood Trailer Court at 909 W. Gardner St. stood out. Nearby new home construction made it an ideal spot, and improving this site would uplift the whole neighborhood. Since the park had only a few residents, the project would cause minimal displacement. The City reached an agreement with the owner, relocated a few trailers, and demolished the rest.

To fund the estimated \$1 million project, the City applied for grants. The Missouri Department of Economic

Development awarded \$396,240 through its Community Revitalization Grant Program. The balance of the funds came from the City's transportation, capital and utility funds.

After the land was transferred in the summer of 2024, public works staff prepared the site for development.

The school district committed to constructing four tiny homes, each between 700 and 800 square feet. These homes include two bedrooms, one bathroom, a living room, and a kitchen



**American Water recognized on
Newsweek's 2025 List of America's
Most Responsible Companies for
five years in a row.**





Construction equipment in place to begin work on Tiny Home Subdivision.

LOCATIONS TO SERVE YOU, WHERE YOU ARE.

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*The choice of a lawyer is an important decision
and should not be based solely on advertisements.*



100% Owner's Representative
dedicated to serving the City's best
interests every step of the way.

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COMPLETED THROUGHOUT THE REGION**

Needs Assessments

Pre-Construction Services

Pre-Referendum Services

Construction Services

CONTACT US:

Craig Schluter
314-713-6205
craig@navigatebuildingsolutions.com



– modest in size but comparable to homes built in the 1950s. They include low-maintenance yards with room for add-ons, such as a shed.

The school district poured the four foundations that summer and began construction in September 2024. Vince McQueen, the Construction Trades instructor since 2009, led the effort – his final project before retiring at the end of the school year. His classes, with 32 students split between morning and afternoon sessions, began by framing the homes and continued through each phase of construction.

After completion, the school district will sell the homes. Since the crux of this project was the creation of affordable homes for purchase, covenants will be created to ensure they are owner-occupied and not converted into rental units. Interest from the public has been strong, both in the project and in purchasing the homes.

Additional utility work will begin soon, along with neighborhood beautification efforts, including the planting of street trees and the installation of sidewalks. The subdivision was named “Dogwood Subdivision” in honor of the original trailer park name and Missouri’s state tree that will be planted throughout the area. It is a new beginning for land that urgently needed revitalization.

As for what comes next, future development in the subdivision remains open. The City plans to continue building more homes and is seeking interested partners to help make this happen.

Overall, this has been a transformative project for the community. It serves as a strong example of how local entities, such as city governments and school districts, can collaborate to create meaningful change. It also highlights the valuable role state support can play in helping small Missouri communities and how fresh ideas can pave the way to real solutions. 🌱

Austin Miller is the communications director for the city of Kirksville, 201 S. Franklin St., Kirksville, MO 63501. He can be contacted at: (Phone) (660) 627-1225 (Fax) (660) 665-0940 or kirksville.gov.

BUILDING PERMIT

Permit # _____ Expires # _____

Extended Permit # _____ Expires # _____

Location: _____
(address or parcel #)

Property Owner: _____

Approval Date

Inspector

THIS CARD MUST BE CONSPICUOUSLY DISPLAYED AND PROTECTED ON THE JOB SITE
WHENEVER WORK IS BEING DONE.

The permit shall be valid for a period of one hundred eighty (180) days unless substantial construction has begun, in accordance with the permit.

LAYOUT INSPECTION

(DATE & INSPECTOR)

PRE-POUR INSPECTION

(DATE & INSPECTOR)

POST-POUR INSPECTION

(DATE & INSPECTOR)

FINAL INSPECTION

(DATE & INSPECTOR)

City of Seligman
29144 Main Street
Seligman, MO 65745

P:417-662-3600

F:833-277-7002

www.SeligmanMO.gov



CITY OF SELIGMAN

BUILDING PERMIT APPLICATION

Fee \$75.00

Please provide all the requested items on page 3 prior to submission, application fees are non-refundable.

Street: _____ Parcel: _____

Zoning District: _____

Owner Name: _____ **Address:** _____

City: _____ State: _____ Zip: _____

Phone: _____ Cost of Construction: _____

Contractor: _____ **Address:** _____

City: _____ State: _____ Zip: _____

Phone: _____

TYPE OF CONSTRUCTION: New ___ Addition ___ Alteration ___ Other ___

Residential ___ Commercial ___ Porch (enclosed) ___ Mobile Home set up ___ Room addition ___

Garage ___ Permanent Pool ___ Shed ___ Roof * ___

Other _____

*(Changes to existing roof requires a permit, re-shingling existing roof does not require permit)

This permit is valid for a period of 180 days from date of approval. Only one 90 day extension may be granted upon request.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant

Date



CITY OF SELIGMAN

9/9/25

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CITY OF SELIGMAN

9/9/24

SECTION 405.570: BUILDING PERMIT (*continued*)

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Before completing the application, provide the following:

- ☐ What is the current zoning of the parcel in question? See Zoning Maps
- ☐ Lot pin location (required to verify setbacks)
- ☐ Site Plan showing the building in relation to property (can be hand drawn).
- ☐ Floor Plan (showing square footage dimensions)
- ☐ Roof pitch (if applicable).
- ☐ Foundation details (slab, block, concrete, skirting).
- ☐ Flag the area (we have flags to use).
- ☐ Contact Missouri 811 for utilities.
- ☐ Parcel Number of the structure (found on tax documents)
- ☐ 911 Address assigned to the residence (if applicable)

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SITE PLAN



CITY OF SELIGMAN

Michael Avers, Mayor

BUILDING PERMIT APPLICATION (Pg 2)

Fee \$75.00 Method: _____ Receipt: _____

Site Plan: __ Floor Plan: __ Pitch: __ Pins: __

Details:

Building Inspector: _____

Layout Inspection or Review: _____

Details:

Complies: ____ Y ____ N

Approval of Permit: _____ (If no, please explain below.)

Permit # Issued: _____ Permit Expires: _____ (180 days)

Permit Posted Date: _____

(continued on next page)



CITY OF SELIGMAN

Michael Avers, Mayor

BUILDING PERMIT APPLICATION - FOLLOW-UP REPORT

Pre-Pour Foundation Inspection date: _____

Details: _____

Post-Pour Foundation Inspection date: _____

Details: _____

Extension request date: _____ (*request must be in writing*)

Details: _____

Extension Approved: Y___ N___ Date: _____

Extended Permit Expires: _____ (*post new notice*)

Final Inspection date: _____

Details: _____

Project Complete Date: _____



Planning & Zoning Commission - Regular Meeting

Minutes

Monday, October 20, 2025 at 7:00 pm

Attendees: Chairman Mike Brown, Tom Tabor (VC), Donna Bermingham (SEC), Dusty Bloodmoon, Racheal Smith, Brandon Tanis, Brenda McKinney Absent: Mike Henson (DA)

Agenda (tentative)

Notice is hereby given that the Planning & Zoning Commission of the City of Seligman, Missouri, will conduct a Regular meeting beginning at 7:00 P.M. on October 20th, 2025, at City Hall, 29144 Main Street, Seligman, MO 65745.

****Discussion will be held to agenda items only****

- 1. Call to Order: Chairman Brown**
- 2. Approve the meeting minutes of September 15th , 2025**

Minutes:

Minutes reviewed, Motion to approve. Brown, Second McKinney, Aye All Nay None, Absent Henson

- 3. RV Park – (Ron Corn Park)**

Minutes:

RV park motion to postpone indefinitely because Corn was not present. Bloodmoon, Seconded by Tabor, Aye All Nay None, Absent Henson

- 4. Permit required before foundation work**

Minutes:

Permit foundation language by City Attorney, Motion to approve. Bloodmoon, Second Tabor, Aye All Nay None, Absent Henson

- 5. Tiny Home Article (MML)**

Minutes:

Tiny home Article, Motion to postpone further discussion until the November 17th meeting. Bloodmoon, Second Tanis, Aye All Nay None, Absent Henson

- 6. Building Permit Application - Emergency Contact**

Minutes:

Emergency Contact, Motion to approve requiring emergency contact information on the building permit applications. Smith, Second Tabor, Aye All Nay None, Absent Henson

7. Survey requirement**Minutes:**

Require Survey, Motion to approve language to require a survey on new building permit applications. Bloodmoon, Second McKinney, Aye All Nay None, Absent Henson
Propose addition: A survey of the boundaries of the lot on which the improvement is proposed to be located, or have on file with the City one (1) copy of a certified and recorded plat.

8. Skirting Requirements**Minutes:**

Block skirting, Motion to approve requiring all new manufactured homes to have block skirting. Bloodmoon, Second Tanis, Aye All Nay None, Absent Henson
Proposed addition: Skirting. All double-wide modular and manufactured housing units shall be skirted with concrete masonry blocks. All skirting shall be located on a poured cement footing of a minimum of four (4) inches in depth and ten (10) inches in width and said skirting shall completely enclose the under portion of any manufactured housing unit. All single-wides shall be skirted with block and masonry, metal or vinyl.

9. Permit Board (central location)

Required when more than one structure is built, or a project / subdivision.

Minutes:

Permit Board, Motion to approve requiring a permit board when more than one structure is being built. Bloodmoon, Second Tanis, Aye All Nay None, Absent Henson

10. Audience: (3 minutes permitted)**Minutes:**

None

11. Next Meeting Agenda Items:**Minutes:**

Chairman Brown suggested the commission give leniency during bad weather for those members that can't make the meeting, to be discussed at the next meeting.

12. Adjournment**Minutes:**

Motion to adjourn at 7:44. Motion McKinney, Second Tabor, Aye All Nay None, Absent Henson