



APPLICATION FOR BOARDS AND COMMISSIONS

Date Received

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

I would like to be considered for appointment to the following citizen board(s) or commission(s).  
If selecting more than one, indicate order of preference with "1" being first choice.  
~ see reverse for more information on duties and qualifications ~

- \_\_\_\_\_ Village Council (meets monthly on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 7:00 pm)
  - \_\_\_\_\_ Planning Commission (meets monthly on the 1<sup>st</sup> Tuesday at 7:00 pm)
  - \_\_\_\_\_ Zoning Board of Appeals (meets as needed)
  - \_\_\_\_\_ Thornapple Area Parks and Recreation Commission (TAPRC) (meets quarterly per schedule)
  - \_\_\_\_\_ Local Development Finance Authority (LDFA) (meets quarterly per schedule)
  - \_\_\_\_\_ Housing Commission (meets monthly on the 3<sup>rd</sup> Tuesday at 7:00 pm)
  - \_\_\_\_\_ Downtown Development Authority (meets monthly on the 1<sup>st</sup> Tuesday at 5:30 pm)
- Business Address if in DDA district \_\_\_\_\_

Could you regularly attend scheduled meetings? \_\_\_\_\_  
 Are you able to attend meetings between 8:00 am and 5:00 pm? \_\_\_\_\_  
 Are you able to attend meetings in the evening? \_\_\_\_\_

Are you over 21 years of age? \_\_\_ Yes \_\_\_ No    Are you are registered voter? \_\_\_ Yes \_\_\_ No  
 Are you a resident of the Village of Middleville? \_\_\_ Yes \_\_\_ No    If yes, how long? \_\_\_\_\_

Why would you like to serve in this capacity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Educational Qualifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place of Employment \_\_\_\_\_ Type of work performed \_\_\_\_\_

Other experience which would make you an effective member of the board/commission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community activities, other boards you are part of, that would benefit the board/commission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed form (front and back) to: 100 East Main St, PO Box 69, Middleville, MI 49333

## GENERAL EXPECTATIONS

If appointed, members are expected to make every effort to be an active member of the board, committee, or commission by 1) attending meetings on a regular basis, 2) reviewing meeting materials prior to the meeting, 3) representing the interests of the community as a whole, 4) learning and utilizing key tools such as plans, policies, and input from public engagement.

## VILLAGE COUNCIL

The members of the Village Council consider and act on special events, ordinances, infrastructure projects, set tax millage rates, approve expenditures and the annual budget, set policy for the Village of Middleville, and make appointments to Boards and Commissions. The Council operates under the Michigan General Law Village Act of 1895. A member of the Village Council should become familiar with these laws. Attendance at training and conferences is encouraged and paid for by the Village. A member of Village Council must reside in the Village of Middleville limits.

Please indicate if you have experience in:

infrastructure;  finance;  tax;  business management;  conflict management

## PLANNING COMMISSION

The members of the Planning Commission review meeting packets prior to each meeting, consider and act on zoning ordinance text amendments, special land uses, site plans, and requests to change property zoning. The Commission operates under the Michigan Planning and Zoning Enabling Acts. A member of the Planning Commission must become familiar with these laws. Annual attendance at a training seminar is required and paid for by the Village. A Planning Commission member must reside within the Village of Middleville limits.

Please indicate if you have experience in:

architecture/landscape architecture;  building construction;  civil engineering;  land use planning;  real estate development

## ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) members review meeting packets from the Village Zoning Administrator prior to each meeting, consider and act on variance and appeal applications, and interpret zoning ordinance text. ZBA operates under the Zoning Enabling Act. A member of the ZBA must become familiar with these laws. Attendance at a training seminar can be paid for by the Village. A Zoning Board of Appeals member must reside within the Village of Middleville limits.

Please indicate if you have experience in:

architecture;  building construction/engineering;  land use planning;  real estate/development/law;  zoning

## THORNAPPLE AREA PARKS AND RECREATION

The members of the Thornapple Area Parks and Recreation Commission (TAPRC) review maintenance and improvement plans for parks and recreational facilities, and guide the completion the 5-year Recreation Plan. The Village representative to the TAPRC must reside in the Village of Middleville limits.

Please indicate if you have experience in:

park / facility maintenance;  park / facility improvement plans;  recreation planning

## LOCAL DEVELOPMENT FINANCE AUTHORITY

The members of the Local Development Finance Authority (LDFA) review expenditures relative to infrastructure and other improvements, review yearly budget, and provide on the LDFA Plan.

Please indicate if you have experience in:

infrastructure;  finance

## HOUSING COMMISSION

The members of the Housing Commission review meeting packets prior to each meeting, consider and act on finances, building and grounds maintenance, staff, activities, and policies, all while adhering to HUD guidelines to ensure the longevity of Lincoln Meadow Apartments. Further in-depth training is available. A Housing Commission member must reside within the Village of Middleville limits.

Please indicate if you have experience in:

residential real estate;  building construction;  housing development/law;  property appraisal/assessing;  
 property management/leasing;  policymaking

## DOWNTOWN DEVELOPMENT AUTHORITY

The members of the Downtown Development Authority (DDA) review meeting packets prior to each meeting, consider and act on plans to enhance the downtown district, promote economic growth, and foster new opportunities for development. The DDA Board operates under the [Michigan Recodified Tax Increment Financing Act 57 of 2018](#). A member of the DDA Board must become familiar with these laws.

Training opportunities will be made available and paid for by the DDA. A DDA Board Member must have an interest in property in the Downtown Development District (resident or business owner/manager/employee of a business in the District). A map of the district is available at <https://www.middlevilledda.org/wp-content/uploads/2021/09/Middleville-DDA.pdf>

Please indicate if you have experience in:

new business development;  business recruitment and retention;  marketing and promotion;  real estate development;  
 banking/finance

Revised 10/28/2025

Shared/Forms & Permits/Forms/Application for Boards and Commissions updated 2025