



## BOARD AND COMMISSION APPLICATION

As a resident of the Village of Oxford, you are part of a tight-knit community, and you are encouraged to be a part of the decision-making processes! The Village maintains a variety of opportunities to serve in the areas that matter most to you. The Village is always looking for people who are interested in serving, so if you are interested, please reach out to the Village administration for additional information. You will be requested to complete a Board & Commission Application and submit that form to the Village offices at 22 W. Burdick, Oxford, MI 48371. All elected and appointed officials must not be in debt to the Village at the beginning of their term, and shall be removed from their position should they become indebted to the Village for an extended period of time at any point during their tenure.

If you have any questions or concerns, please contact the Village offices at (248)-628-2543, or via e-mail at [clerk@thevillageofoxford.org](mailto:clerk@thevillageofoxford.org).

### **Village Council (VC)**

The Village Council elects one member to serve as the Village President, and one member to serve as the Village President Pro Tem. The Village President shall be recognized as the executive head of the Village and shall preside over Council meetings. The President has an equal voice and vote in the proceedings of the Council, and has no veto power. The President Pro Tem is responsible for performing the duties of the President, when the Village President is temporarily unable to perform the duties of his/her office, and in case of vacancy in the office of President, until such vacancy is filled by the Council. The President Pro Tem also presides over the meetings of the Council at the call of the President.

In order to be eligible for election to the Village Council, a candidate must be at least 21 years of age, as well as a registered voter, and have been a resident of the Village for at least six (6) months immediately prior to the date of election. The Oxford Village Council meets on the 2nd Tuesday of each month. Meetings begin at 6:30 p.m., and are held in the Council Chambers at Oxford Village Hall (22 W. Burdick).

Those interested in running for a council seat should contact the Village offices to obtain the Affidavit of Identity and a non-partisan nominating petition.

### **Planning Commission (PC)**

The Oxford Planning Commission is charged with recommending to the Village council the boundaries of the various zoning districts and zoning ordinances to be enforced therein, as any proposed amendments to the zoning ordinances. The Planning Commission also collects data and keeps itself informed as to the best practices generally in effect in the matter of municipal planning and zoning to the end that it may be qualified to act on measures affecting the present and future movement of traffic, the segregation of residential and business districts and the convenience and safety of persons and property in any way dependent on city planning and zoning. Members of the Planning Commission are expected to perform due diligence regarding all applications, which includes making site visits and inspecting properties to understand how the decisions made will effect individual property as well as neighboring properties.

Such commission is created in accordance with the provisions of Act No. 285 of the Public Acts of Michigan of 1931 (MCL 125.31 et seq.), as amended, and shall have all the duties and powers, and shall perform all of the functions, provided by such Act as amended.

The village planning commission consists of seven (7) members, with at least one member but no more than two members of the Oxford Village Council selected by the council as ex officio members, of the six other persons who shall be residents with

the exception of one who may be a nonresident and appointed by the president, subject to the approval by a majority vote of the members elect of the council, based on the recommendation from the planning commission. A voting appointed member shall not be an employee of the village, or hold another municipal office, except that one of the appointed members shall be an ex officio member of the zoning board of appeals and up to two of the appointed members may be a member of the Oxford Downtown Development Authority. The terms of ex officio members shall correspond to their respective official tenures.

The term of each appointed member shall be three (3) years or until their successor takes office, except that the respective terms of the two of the members first appointed shall be for one year and two for two years. The Oxford Planning Commission meets twice monthly, on the first and third Tuesdays of the month. Meetings are held at 7:00 p.m. in the Council Chambers at Oxford Village Hall (22 W. Burdick).

#### **Zoning Board of Appeals (ZBA)**

The Oxford Zoning Board of Appeals hears appeals, evaluates requests for interpretations and approves or denies dimensional and use variances for properties within the Village. Variances are deviations from the zoning ordinance, which are in place to regulate the use of land within the Village. Board members are appointed by the Village Council, and serve terms of three (3) years, or until their successor takes office. Board members are also compensated for their time to preside over cases. Members of the Zoning Board of Appeals are expected to perform due diligence regarding all zoning board of appeals applications, which includes making site visits and inspecting properties to understand how the variance, if granted, will affect the property as well as neighboring properties.

The Oxford Zoning Board of Appeals meets on an as-needed basis, with meetings scheduled for the first Monday of each month at 7:00 p.m. in the Council Chambers at Oxford Village Hall(22 W. Burdick).

#### **Downtown Development Authority (DDA)**

The Oxford Downtown Development Authority is designed to be a catalyst in the development of the Village's downtown district. To that end, the Oxford DDA is dedicated to the promotion, development, and historic preservation of downtown Oxford.

The DDA works on a variety of projects, both large and small, to promulgate the development of the downtown district and support the businesses and stakeholders within the area. Some projects include large infrastructure projects including constructing parking downtown, as well as installing transformative streetscapes, and community place-making and business-supporting investments.

The Oxford DDA maintains a 9-member board of directors that are responsible for the oversight of the organization and its mission, as well as 4 sub-committees that are designed to address the individual areas of focus for the Oxford DDA. These sub-committees include Economic Restructuring, Promotion, Design, and Organization. Members of the Oxford DDA Board are expected to participate on sub-committees as well. DDA Board members serve 4-year terms.

The Oxford DDA meets every third Monday of the month at 6:00 p.m. in the Council Chambers at Oxford Village Hall (22 W. Burdick)

#### **Beautification Commission (BC)**

The Oxford Beautification Commission conceives, formulates, promulgates, and develops plans for the beautification of Oxford. Commissioners are appointed by the Oxford Village Council and serve three (3) year terms.

The Oxford Beautification Commission meets on an as-needed basis, with meetings scheduled for the third Monday of each month at 8:30 a.m. in the Community Room at Oxford Village Hall (22 W. Burdick).



22 W. Burdick Street – PO Box 94, Oxford, Michigan 48371  
Phone 248/628-2543 – Fax 248/628-9760

## BOARD AND COMMISSION APPLICATION

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*Applicant's Name*

Thank you for considering volunteering your time and efforts to serve your community! To assist the Council in making the best match between boards and members, we would appreciate having you complete this brief application telling us a little more about yourself and your interests. It is important to note that you must be a registered voter to serve on a board.

The current meeting schedules and functions of our boards are shown below. Please indicate the boards you are interested in serving on. If you have a preference number, your choices with "1" being the board you would like most to be appointed to.

[ ] Planning Commission. Meetings: first and third Tuesday of the month, 7:00 p.m. The Planning Commission reviews plans, studies and makes recommendations to Council on planning and zoning matters.

[ ] Oxford Downtown Development Authority (DDA). Meetings: third Monday of the month, 6:00 p.m. The DDA promotes economic development in the Village including business attraction, retention, and expansion utilizing such means as permissible under Michigan State Law such as Tax Increment Financing. There are also four communities serving under the Main Street designation:

Those committees are:

- [ ] Economic Restructuring
- [ ] Promotion
- [ ] Design
- [ ] Organization

[ ] Zoning Board of Appeals. Meetings: first Monday of the month, 7:00 p.m. as needed. Consider appeals to zoning regulations.

[ ] Oxford Beautification. Meetings: third Monday of the month, 8:30 a.m. as needed, Oxford Village Community Room. Promotes landscaping and flowering through an awards program and other activities.

[ ] Village Council. Meetings: second Tuesday of the month, 6:30 p.m.

How long have you lived in the Village of Oxford?

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Please give a brief summary of your educational and work background as well as any previous civic or service club involvement.

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Why do you want to serve and what do you feel you have to offer the board(s), or boards for which you have indicated an interest?

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When completed please return this form to:

**Village of Oxford  
Village President  
22 W. Burdick Street  
P.O. Box 94  
Oxford, Michigan 48371**

The information you have supplied will be provided to the specific board(s) and to the Village Council. Please understand that completion of this application does not guarantee an appointment. Should you have any questions, please feel free to contact the Village Clerk or Manager at 248-628-2543. Thanks again for your interest in serving the Village of Oxford.

Applicant Name (printed): \_\_\_\_\_

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

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Home Work Mobile

Evening Telephone: \_\_\_\_\_ Home Work Mobile

Email Address: \_\_\_\_\_