TOWN OF MIDDLEBURG
VACANCIES –
TOWN COMMITTEES

The Middleburg Town Council is accepting applications/letters of interest/resumes from individuals who wish to be considered for service on the following committees:

Middleburg Planning Commission. The Planning Commission prepares and recommends to the Town Council a comprehensive plan for the growth, development and redevelopment of the Town; amendments to the zoning and subdivision regulations; and policies, ordinances and administrative procedures for achieving plans in a coordinated and efficient manner. The Planning Commission also makes recommendations concerning proposed special use permits, zoning map and text amendment applications. Members must be residents of the Town of Middleburg. Appointments are for four-year terms. Training is available for members of the Planning Commission through the Virginia Certified Planning Commissioners Program at no cost to the members. The Town Council encourages new members to take advantage of this training opportunity. The Planning Commission meets on the fourth Monday of each month in a work session beginning at 6:30 p.m. (as needed) and in regular session beginning at 7:00 p.m.

Historic District Review Committee (HDRC). The HDRC administers the provisions of the Historic Overlay District and assists the Town Council in its efforts to preserve and protect the historical, architectural and archaeological resources in the town. Members should have a demonstrated interest, competence or knowledge of historic preservation within the town. Appointments are for three-year terms. The HDRC meets at 5:30 p.m. on the first Thursday of each month in regular meetings; and, in work session on an as-needed basis.

Board of Zoning Appeals (BZA). The BZA hears and decides appeals from any determination or interpretation of the Zoning Administrator; applications for variances; and, applications for interpretation of the zoning map, including disputed district boundaries. Members must be residents of the Town of Middleburg. Appointment is for a five-year period, expiring December 31, 2031. Appointments are ultimately made by the Judges of the Loudoun County Circuit Court. The BZA meets on an as-needed basis.

Middleburg Sustainability Committee (MSC). The Middleburg Sustainability Committee is responsible for advising the Town Council on environmental issues. They are responsible for developing recommendations for environmental action plans. Their goal is to increase community awareness about environmental issues, such as the value of recycling, the importance of preserving water quality and the methods for conserving energy. The Committee meets on the first Wednesday of each month at 6:00 p.m.; and, in work session on an as-needed basis. Terms are for a three-year period.

Economic Development Advisory Committee (EDAC). EDAC is responsible for making recommendations to the Town Council on tourism/economic development activities including but not limited to business development; retention and assistance; branding and marketing; downtown infill and recruitment; promotion of multiple commercial and social uses of the downtown for visitors and residents; and infrastructure necessary to support public events and the business community. Members serve three-year terms. EDAC generally meets on a monthly basis on the fourth Monday of the month at 9:00 a.m.; and, in work session on an as-needed basis.

Middleburg Strategic Finance Committee (MSFC). The MSFC is responsible for reviewing and making recommendations to the Town Council for changes to the Town's financial policies, as advisable; recommending long-range financial policies regarding the investment of the Town's reserve funds; recommending tax and revenue policies based on a review of the Town's tax structures and larger economic trends and factors in a long-term planning sense; and, making recommendations as needed on debt restructuring or the Town's borrowing policy based on a review of the annual budget, debt structures, financial borrowing capacity and long-term capital and financial needs. Applicants should have a strong financial services or banking background, preferably with some experience related to local government finances. MSFC members serve three-year terms. The MSFC meets a minimum of once a quarter, with the meeting dates and times to be established by the Committee.

Middleburg Arts & Community Events Committee (MACEC). MACEC is responsible for coordinating the community cultural and art events sponsored by the Town of Middleburg, excluding Christmas in Middleburg. MACEC is responsible for staffing the events; for the formulation of the appropriate rules for the events; for organizing any entertainment associated with the events; and, for advertising, promoting and marketing the events. MACEC is also responsible for reviewing and making recommendations to the Town Council on funding requests related to tourism and cultural activities and for coordinating the marketing of events with the Town's brand implementation team. Members are encouraged to have an interest in arts and/or cultural activities; however, members are also needed whose strong suits are administrative related. Terms are for a three-year period. MACEC meets at 5:30 p.m. on the third Wednesday of each month; and, in work session on an as-needed basis.

Anyone interested in serving on any of these committees is asked to apply online at https://middleburgva.gov/242/Board-Vacancies or send a letter of interest/resume, to include any relevant qualifications, no later than November 20, 2026 to the following:

Mayor and Members of Town Council
Town of Middleburg
P. O. Box 187
10 W. Marshall Street
Middleburg, Virginia 20118
Attn: Committee Vacancies

Applications and letters of interest may be included in a public agenda packet. Applicants who do not wish for their contact information to be made public should indicate this in their letter of interest/application.

11/02 & 11/09/26