Town Square Special Event Meeting

AGENDA
Wednesday, January 15, 2020
Meeting Room A – 8:30 am

1. Identify Issue

2. Review of Special Events requiring road closures (Attachment 2)

3. Draft Recommendation on policy changes (Attachment 3)
   To think about:
   A. What to do when events straddle two months?
   B. Should consecutive events be allowed?

4. Other Special Event Issues
   A. Porta Potties
   B. Pick up after event
   C. Requirement for Advertising placement
   D. Notification and Approvals

5. Discuss next steps

List of events that require road closure in Downtown Northville in 2019:

- Friday night concert (13)
- Flower Sale (2)
- Orin's Block Party (already closed for Flower Sale)
- Memorial Day Parade (1)
- Party in the 'Ville (1)
- Arts and Acts (3)
- Independence Day Parade (1)
- Buy Michigan Now (3)
- OLV Victory Run (1)
- Streets of Treats (1)
- Spectrum Fest (1)
- Northville Wine & Food Festival (1)
- Heritage Festival (3)
- Skeletons are Alive! (1)
- Holiday Lighted Parade (1)
- Homecoming Parade (1)

Total : 34 days of road closures to accommodate special events Downtown.

Special Event Committee Notes

Reasons for Special Events
- Economic enhancement
- Community building
- Promotion of downtown

Criteria for Street Closures
- No more than 2 full day (6hr) events with street closures per month or
- Only one multi full day (6hr) event with street closures per month

Criteria for Venue
- Number of people
- Square footage required
- 21-day advance notice, realistically needs to be longer
- Utility needs

Priority of Event Organizers
- City sponsored
- City co-sponsored
- Non-profit
- For profit

Special Event Venues
- Town Square
- Ford Field
- Mill Race Village
- Open Space behind City Hall
- Old Church Square

Revisit Ford Field rental agreement with Mill Race Village

Update and clarity all fees associated with events

Communication of event details merchants prior to events

Evaluation of events through survey or other forms of communication