

## Northville DDA Economic Development Committee

Monday, August 20, 2018 – 8:00 am

City Council Chambers – City Hall

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### Meeting Agenda

1. July Meeting Notes (Attachment 1)
2. Downtown Project Updates (Attachment 2)
  - A. Main Street School Update
  - B. Foundary Flask
  - C. Creative Many
  - D. DDA Boundary Expansion
3. Northville Downs PUD Eligibility Application (Attachment 3)
  - A. Discussion on how it meets the DDA's Strategic Plan
4. Town Square Use Policy (Attachment 4)
5. Next Meeting – September 17, 2018
6. Meeting Adjourned

## Northville DDA – Economic Development Committee

**MEETING MINUTES**

July 16, 2018

Prior to the meeting: Brief discussion about the Commissions/Boards training session held by the City on June 7. All sub-committees must follow Open Meetings Act and be prepared for Freedom of Information Act requests. Lori will make sure all sub-committee meetings receive proper public notice. Robert volunteered to take/prepare minutes.

**Meeting Called to Order:** At 8:06am

**Meeting Attendance:** Lori Ward, Jeff Hamilton, Robert Miller, Aaron Cozart, Chuck Murdock, Michelle Aniol, Carol Maise, Greg Presley

**Master Plan and Sub Area Plan Updates**

- City Council to review 7 Mile overlay.
- Do we need more commercial outside of Downtown?
- Does retail study help?
- How do we track actual trade area?
- Not retail necessarily, but some kind of commercial.
- Long term vision is needed for commercial needs along 7 Mile with potential for track development.
- Discussion about Plymouth ordinance of 25% lot coverage compared to Northville's 30%.
  - FAR reducing large homes on small lots; more greenspace.

**Creative Many Update**

- Strategic Plan recommended to work with Creative Many
- Director is leaving
- Subcommittee to find art organization for city or create one
  - Create a scope of work
- Involvement from art community

**Downtown Project Updates**

- Charging stations are working.
- Parking deck assessment:
  - Maintenance schedule
  - 30 year in maintaining property
  - \$600k for repairs at (2) decks
  - Discuss at August board meeting
- Track property update.

**Main Street School RFP Update**

- Discussed status of RFP
- Proposals include single family houses, apartments, park space

**DDA Boundary Expansion**

- Create subcommittee to discuss

Meeting Adjourned: 9.30am

Next Meeting: August 20, 2018

Submitted: Robert E Miller



## July Project Update

### North 320, 320 Center Street

All utilities have been installed for the building of 16 luxury townhomes. The building is slated to be ready in spring/summer 2019. Phase I faces Center Street while Phase II overlooks the creek. Homes range from 1,885 to 2,816 square feet, with four different floor plans. Prices start in the low \$600,000s. Some feature private rooftop terraces, with views of downtown and Ford Field. DW Development, owned by former Lions defensive end Dewayne White, and Tekton Development are behind the project. NextHome All Pro Realty is handling sales.

### Cady Street Developments

The Planning Commission has approved plans for two condominium projects: the Corner House at Griswold and Cady, and the Cady Project, at Center and Cady, which also plans to have first-floor commercial. Both projects have completed City approvals but start dates for the project are uncertain.

### Northville Downs

A pre-application meeting between the City and the development team involved with the redevelopment of the Northville Downs site was held on Monday, July 23<sup>rd</sup> to discuss plans for the 48 acre site and other parcels included in the option agreement. The development team took comments from city officials and planned to address the concerns in a modified application for PUD eligibility. The Planning Commission will consider the application at its September 2<sup>nd</sup> meeting.

### Foundary Flask Site

In conversations with the City, Singh Development has indicated that they are still committed to moving forward with the Foundary Flask Project. To date, no plans have been submitted for the project.

### Creative Many

The Director of Creative Many, Jennifer Goulet, will be leaving the organization at the end of summer. She has indicated that she is interested in assembling a team to put together a proposal to create an Arts and Industries Plan for City of Northville. Jennifer would lead the team, which would have representatives from various Arts and Planning related firms. The DDA would receive the proposal in early fall.

### Main Street School Project

The Northville Board of Education held a public session on August 7<sup>th</sup> to review the development submissions that did not require saving the Main Street School building. Three projects were discussed. At the end for the discussion, two projects remain. The Mike Miller/Greg Morad proposal calls for 4 housing units and a new park and the Cambridge Homes (Gudibono) proposal calls for 5 home sites.

# THE DOWNS

DOWNTOWN  NORTHVILLE

## Development Team

<b>Developer:</b>	<b>Hunter Pasteur Northville, LLC</b> Farmington Hills, MI
<b>Development Consultant:</b>	<b>Franklin Construction Company</b> Birmingham, MI
<b>Civil Engineer:</b>	<b>Seiber Keast Engineering, LLC</b> Northville, MI
<b>Land Planner:</b>	<b>Allen Design LLC</b> Northville, MI
<b>Landscape Architect:</b>	<b>Grissim Metz Andriese Associates</b> Northville, MI
<b>Wetland and Environmental Consultant:</b>	<b>King &amp; MacGregor Environmental, Inc.</b> Canton, MI
<b>Geo-technical and Environmental Consultant:</b>	<b>McDowell and Associates</b> Ferndale, MI
<b>Traffic Consultant:</b>	<b>Fleis Vanderbrink</b> Farmington Hills, MI
<b>Legal:</b>	<b>Finkel, Whitefield, Selik</b> Farmington Hills, MI
<b>Surveyor:</b>	<b>Alpine Engineering, Inc.</b> Novi, MI

# THE DOWNS

DOWNTOWN  NORTHVILLE

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## Summary of PUD Eligibility and Public Benefits

The Downs is a planned, high quality, mixed-use development proposed for the 48.12 acre parcel which is currently the site of the Northville Downs race track situated on Seven Mile and Center Street extending to Cady Street to the North. Hunter Pasteur Homes, the developer, has assembled an experienced team of development professionals to develop The Downs, including many Northville based consulting firms experienced with the ordinances, master plan, culture and history of the City of Northville.

The Downs has been designed to meet the requirements of the City's master plan and will feature mixed-use product types including quality apartments, townhomes, single family residences, commercial uses as well as a host of amenities to meet the needs of both The Downs community as well as City residents at large.

The Downs has been designed as a PUD development in order to cluster the housing units to create useable common area spaces which will be built as first-class parks donated to the City for public use.

### 1. Public benefits of The Downs include the following:

- a) The creation of a seven (7) acre, first class public park. The park will feature a paved walking/biking trail, pond with a fountain, benches and an extensive landscape area. The park will be built at the cost of the developer and upon completion, the park will be deeded to the City of Northville at no cost for the use and enjoyment of all City residents and guests. The annual maintenance costs of the park area will continue to be borne by the master homeowners' association with no expense to be incurred by the City.
- b) The proposed design provides an area of land located at the northern portion of the park for the relocation of the farmer's market in a prime area. This will incorporate the Farmers' Market in closer proximity to the downtown area.
- c) The proposed design will feature improvements to the river area including creation of berms, relocation of an exposed sanitary sewer pipe perpendicularly crossing the river and impeding its flow, and other storm water improvements. Such improvements allow for the reclassification of the floodplain area which should aid in lowering of home insurance costs for homeowners to the east of the site, currently located in a classified flood plain zone. This should increase the marketability and value of those homes.
- d) Elimination of all outdated building structures, outdoor storage uses and general unsightly conditions of the current Northville Downs track operation.



- e) Improvements to the traffic signalization controls to help reduce current traffic congestion issues.
- f) Creation of "Gateway" signage and an entrance feature at the northeast corner of Seven Mile Road and Center Street, welcoming residents and visitors to the City of Northville.

2. Long Term Protection and preservation of natural resources include the following:

- a) Protection of the Johnson Drain. The proposed development will feature storm water retention ponds and bio-swale improvements which will filter storm water runoff into the Rouge River. Current conditions allow the runoff to enter these important water areas unfiltered across the 48.12 acre site from the current race track operations, parking lot, maintenance facilities, etc.

3. The proposed type and density of use does not result in an unreasonable increase in the need for or burden upon public services, facilities, roads and utilities. In fact, the development has been designed to reduce many of the City's needs in several ways, including but not limited to:

- a) replacement of potentially hazardous sanitary sewer pipe currently located in the river;
- b) creation of 92 parking spaces available to the public in close proximity to the downtown shopping area;
- c) improvements to the traffic signalization and traffic control devices;
- d) elimination of current race track use which imposes a lot of needs of City services;
- e) creation and dedication of public park spaces which will be maintained by non-public funds;
- f) Creation of over \$5,440,000 in annual taxes for taxing jurisdictions, as compared to only \$423,000 in tax generation of which only \$106,000 is generated to the City of Northville. Of the \$5,440,000 projected generation of taxes, the majority of these taxes go directly to the City of Northville, DDA and Northville School District:

City Operating - \$798,961  
DDA Tax Levy - \$85,336  
DDA Tax Capture - \$1,228,430  
Northville Schools - \$1,334,424

4. The proposed planned unit development ("PUD") will be harmonious with public health, safety and the welfare of the City based on the criteria outlined above. The developer and its team have worked diligently to create a plan designed to meet the City's Master Plan, incorporating all of the elements important to City residents including public spaces, increased commercial development and the continuation of the City's street grid pattern.

5. The proposed PUD shall not result in an unreasonable negative environmental impact or loss of a historical structure on the subject site or surrounding land. In fact, the proposed development

will eliminate the unsightly buildings, outdoor storage, overhead power lines and neglected parking lots associated with the current use of the property.

6. The proposed PUD will result in a significant positive economic impact in several areas:

- a) It will add high-quality housing units, increasing the value of the surrounding property values;
- b) It will add a stronger residential base in short walking distance to the downtown commercial area, significantly increasing the use and support of the downtown merchants, restaurants and other commercial establishments;
- c) It will reduce the flood plain classification area benefiting other residential homeowners;
- d) It will significantly increase tax revenue to the City of Northville, public school district, Wayne County and DDA;
- e) It will provide a wide mix of housing types to service the needs of existing and future Northville residents in an urban city environment;

7. The proposed PUD is being proposed by a single ownership entity and the ultimate development will be governed by a development agreement between the City and the ownership incorporating strict design and construction criteria pursuant to approved plans. Furthermore, the ongoing use and maintenance of the development will be governed by master deeds and bylaws borne by the residents of the development. All approvals, plans, legal terms and conditions will ultimately need approval by City officials, its various consultants, engineers and attorneys.

8. The proposed PUD is consistent with the goals and policies of the City of Northville Master Plan.

9. The proposed uses are consistent and complimentary to the adjoining zoning districts and great care has gone into the design, which is of benefit to the adjacent uses and natural features of the surrounding properties.

10. The proposed PUD is not proposing to circumvent the zoning standards and has been designed with those standards in mind, consistent with the master plan.

11. In addition to multiple meetings with the City's planning staff and consultants, the developer will meet with neighborhood groups throughout the Site Plan Approval process for additional input.

*-- Proof of ownership has previously been provided to the City with the pre-application package submission.*



**The Downs**  
**PUD Eligibility Submittal**  
*Proposed Development Breakdown*

<b>Product Type:</b>	<b>Proposed Quantity:</b>	<b>Approx. SQFT.</b>	<b>Total SQFT.</b>	<b>Approximate Height (Stories)</b>	<b>Target Price Range</b>	<b>Comment:</b>
Townhomes	222	1,580 - 2,335	350,760	2.5	\$350K - \$500K	
Single Family Homes	49	2,300 - 3,100	112,700	2	\$600K - \$900K	
High-End Apartments	306	605 - 1,518	300,249	4 to 5	\$1,500 - \$2,750 / Month	Average Apartment is 947 SQFT
Commercial Space 1	1	10,000	10,000	1		Proposed for First Floor of Apartment Building on Cady
Commercial Space 2	1	8,700	8,700	1		Proposed for First Floor of Apartment Building on Cady
Open Park Space	1			N/A		Proposed to be 5.5 acres
Decorative Pond / Retention Basin	1			N/A		Proposed to be 2.3 acres
			<b>782,409</b>			



August 9, 2018

Mr. Randy Wertheimer  
Hunter Pasteur Northville, LLC  
32300 Northwestern Hwy, Suite 230  
Farmington Hills, MI 48334

Dear Mr. Wertheimer,

As requested we have prepared the following Real Property Tax Revenue Analysis based on the information provided. The Downs is a proposed mixed-use development located adjacent to Downtown Northville. McKenna was asked to estimate the amount of real property tax that would be generated by The Downs for each taxing jurisdiction including the City of Northville and Northville School District. In addition, because the project is partially located within the Northville Downtown Development District (DDA District), we have also calculated the estimated tax incremental revenue to be generated within the DDA.

#### THE DOWNS

The Downs is a proposed mixed-use development on approximately 48 acres that will include: 222 townhomes, 49 single family homes, 306 apartments, and 14,000 square feet of commercial space. The estimated value of the townhomes is \$400,000 per unit, \$600,000 per unit for the single-family homes, and it is anticipated that the apartments will rent for an average of \$2.25 per square foot. We expect the commercial space to lease for \$25 per square foot.

**TABLE #1: Proposed Developments**

Proposed Developments	Price
222 Townhomes	\$400,000
49 single family homes	\$600,000
306 Apartment Units (Averaging 947 sq. ft.)	\$2.25 sq. ft.
Commercial Space 14,000 sq. ft.	\$25.00 sq. ft.

The subject site contains 28 parcels, 9 of which are located in the Downtown Development Authority of Northville. The current SEV value for these 28 parcels is \$6,994,524. The tax rates that apply to the development site are found in Table 2 to the right. Currently, \$423,870 of property taxes is generated for all taxing jurisdictions while \$106,987 of this amount is for the City of Northville itself, with \$650 for the City of Northville DDA.

**TABLE #2: Individual Tax Rates**

Wayne County, Northville School District, and State Tax Rates	
County	6.6380
State Education Tax	6.0000
Community College	1.7662
R.E.S.A.- Operating	0.0965
R.E.S.A.- Spec Ed	3.3678
R.E.S.A.- Enhancement	2.0000
Wayne County Zoological Authority	0.1000
Parks	0.2459
Huron Clinton Metropark Authority	0.2140
Wayne Public Safety	0.9381
DIA	0.2000
School- Operating	18.0000
School- Sinking Fund	0.9642
School- Debt	3.6400
District Library- Operating	1.1337
Northville Tax Rates	
City Operating	13.5188
Street Improvement	1.6841
DDA	1.8158

#### FINANCIAL IMPACT

The projected real property tax revenue generated by the Downs was calculated by multiplying the applicable 2018 tax rates by the estimated SEV (50% of the project value). Based on this methodology the proposed project will generate \$5,441,144.15 annually to all taxing jurisdictions (Table 3).

#### HEADQUARTERS

235 East Main Street  
Suite 105  
Northville, Michigan 48167

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✉ 248.596.0930  
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TABLE# 3: Calculations				
Development Program	2018 SEV	Estimated Annual Tax Revenue 2018		
		City of Northville	Northville DDA	All Taxing Jurisdictions
<b>Current Development</b>	<b>\$6,994,524</b>	<b>\$106,987</b>	<b>\$9,362</b>	<b>\$423,870</b>
222 townhomes \$400,000 each (Own)	\$44,400,000	\$675,009	\$0.00	\$1,887,324
49 single family homes \$600,000 each (Own)	\$14,700,000	\$223,483	\$0.00	\$624,857
306 apartments averaging 947 sq. ft. @ \$2.25 sq. ft.	\$46,024,200	\$0.00	\$1,203,017	\$2,868,371
Commercial Space 14,000 sq. ft. @ \$25.00 sq. ft.	\$972,222	\$0.00	\$25,413	\$60,591
<b>TOTAL</b>	<b>\$106,096,422</b>	<b>\$898,491</b>	<b>\$1,228,430</b>	<b>\$5,441,144.15</b>

Table 4 includes the estimated tax revenue for each taxing jurisdiction based on the fact that the incremental revenue generated by the apartments and commercial space will be captured by the DDA for the City and a number of other taxing jurisdictions.

TABLE #4: Individual Tax Generation						
Wayne County, Northville School District, and State tax rates		Townhomes	Single Family Homes	Apartments	Commercial Space	Total Tax Revenue
State Education Tax	6.0000	\$264,000.00	\$91,800.00	\$276,145.20	\$5,833.33	\$637,778.53
R.E.S.A.- Operating	0.0965	\$4,246.00	\$1,476.45	\$4,441.34	\$93.82	\$10,257.61
R.E.S.A.- Spec Ed	3.3678	\$148,183.20	\$51,527.34	\$155,000.30	\$3,274.25	\$357,985.09
R.E.S.A.- Enhancement	2.0000	\$88,000.00	\$30,600.00	\$92,048.40	\$1,944.44	\$212,592.84
Wayne County Zoological Authority	0.1000	\$4,400.00	\$1,530.00	\$4,602.42	\$97.22	\$10,629.64
DIA	0.2000	\$8,800.00	\$3,060.00	\$9,204.84	\$194.44	\$21,259.28
School- Operating	18.0000	\$0.00	\$0.00	\$828,435.60	\$17,500.00	\$845,935.60
School- Debt	3.6400	\$160,160.00	\$55,692.00	\$167,528.09	\$3,538.89	\$386,918.98
School- Sinking Fund	0.9642	\$42,424.80	\$14,752.26	\$44,376.53	\$937.42	\$102,491.01
DDA Tax Levy	1.8158	\$0.00	\$0.00	\$83,570.74	\$1,765.36	\$85,336.10
County	6.6380	\$292,072.00	\$101,561.40	\$0.00	\$0.00	\$393,633.40
Community College	1.7662	\$77,712.80	\$27,022.86	\$0.00	\$0.00	\$104,735.66
Wayne County Parks	0.2459	\$10,819.60	\$3,762.27	\$0.00	\$0.00	\$14,581.87
Huron Clinton Metropark Authority	0.2140	\$9,416.00	\$3,274.20	\$0.00	\$0.00	\$12,690.20
Wayne Public Safety	0.9381	\$41,276.40	\$14,352.93	\$0.00	\$0.00	\$55,629.33
District Library- Operating	1.1337	\$49,882.80	\$17,345.61	\$0.00	\$0.00	\$67,228.41
City Operating	13.5188	\$594,827.20	\$206,837.64	\$0.00	\$0.00	\$801,664.84
Street Improvement	1.6841	\$74,100.40	\$25,766.73	\$0.00	\$0.00	\$99,867.13
DDA Tax Capture	26.1388	\$0.00	\$0.00	\$1,203,017.36	\$25,412.72	\$1,228,430.08
<b>TOTAL</b>		<b>\$1,870,321.20</b>	<b>\$650,361.69</b>	<b>\$2,868,370.82</b>	<b>\$60,591.90</b>	<b>\$5,441,144.15</b>

Taxing Jurisdictions Capture by DDA



In summary, The Downs is expected to generate \$5,441,144.15 in total annual real property tax revenue.

We would be happy to discuss our findings in more detail.

Sincerely,

**McKENNA**

John R. Jackson, AICP  
President





VIEW LOOKING SOUTHWEST FROM CADY STREET

NORTHVILLE DOWNS  
NORTHVILLE, MICHIGAN

08.11.2018

Watermark  
RESIDENTIAL

STUDIO M  
ARCHITECTURE & PLANNING





VIEW LOOKING NORTHEAST FROM BEAL STREET

STUDIO M  
ARCHITECTURE & PLANNING

Watermark  
RESIDENTIAL

08.11.2018

NORTHVILLE DOWNS  
NORTHVILLE, MICHIGAN

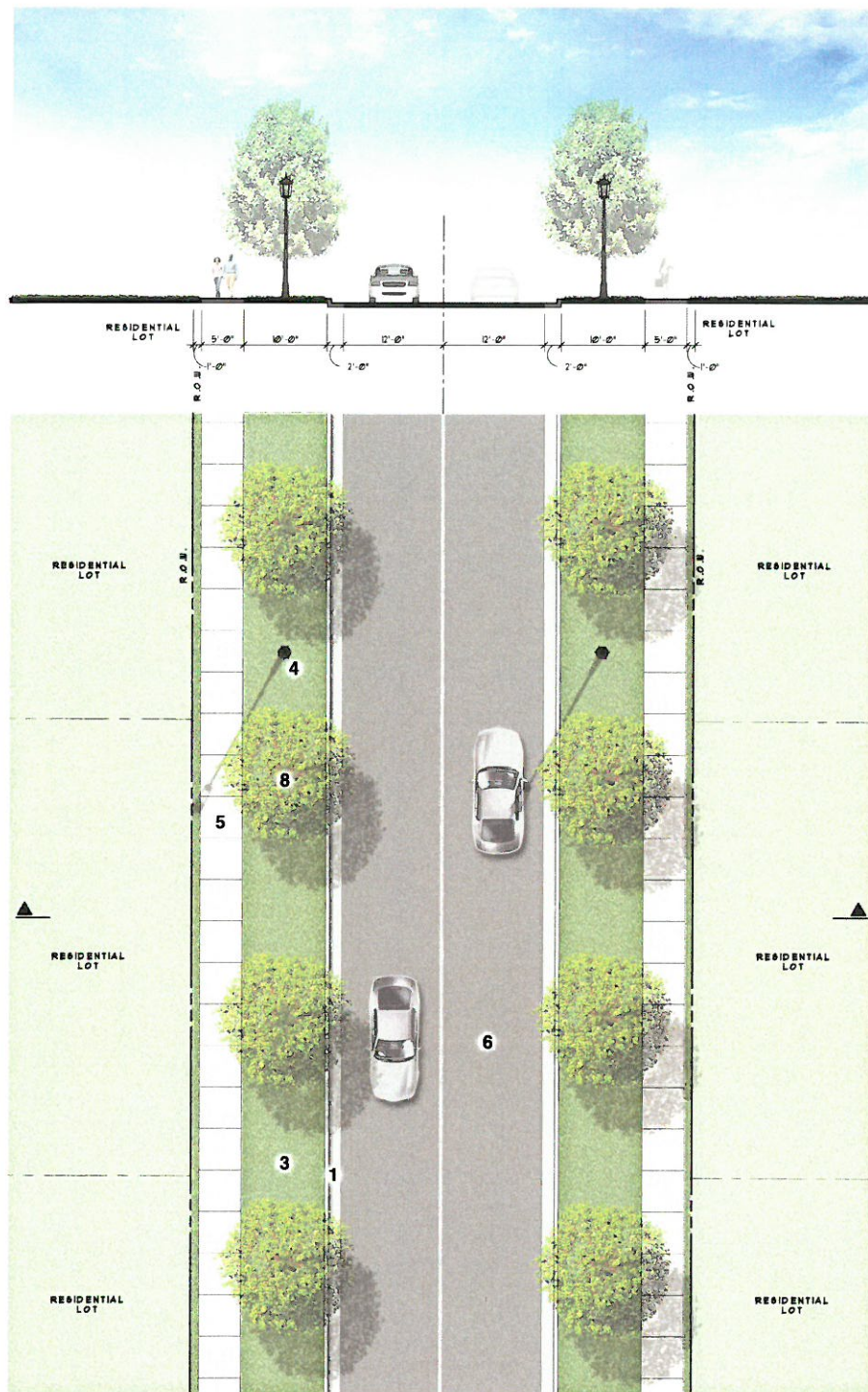




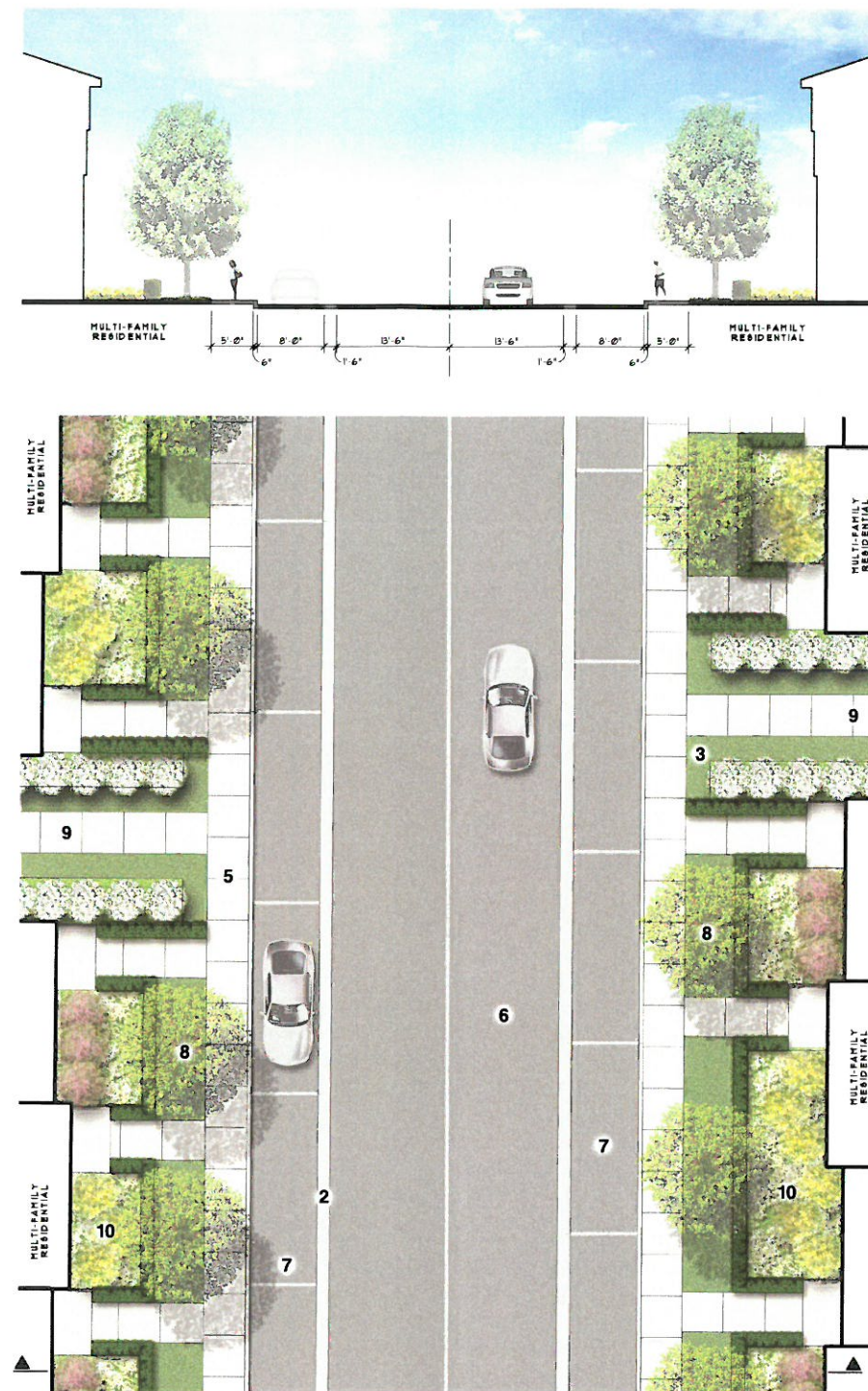
## Note Key

1. Northwest Pedestrian Connector
2. Existing Pedestrian Connection to Downtown
3. Substation
4. Mid-Block Pedestrian Connectors
5. Townhome Unit Landscape
6. Landscape Enhancement at Parking Lots
7. Seven Mile / Center Street Gateway
8. Existing Wooded Area and Stream
9. Pocket Parks
10. North South Pedestrian Link
11. Seven Mile / River Street Gateway (River Park Entrance)
12. Earth Berms (Excavated Soil from Detention Ponds)
13. Bio Swales
14. River Park Pedestrian Spine with Lighting and Benches
15. Sunflowers
16. Meadow Planting
17. Pond Edge Planting
18. Retention Pond
19. Forebay
20. Pedestrian Connection to Neighborhood
21. River Park Gateway Icon Including Cherry Tree Alley
22. Pedestrian Connection to Hines Trailhead

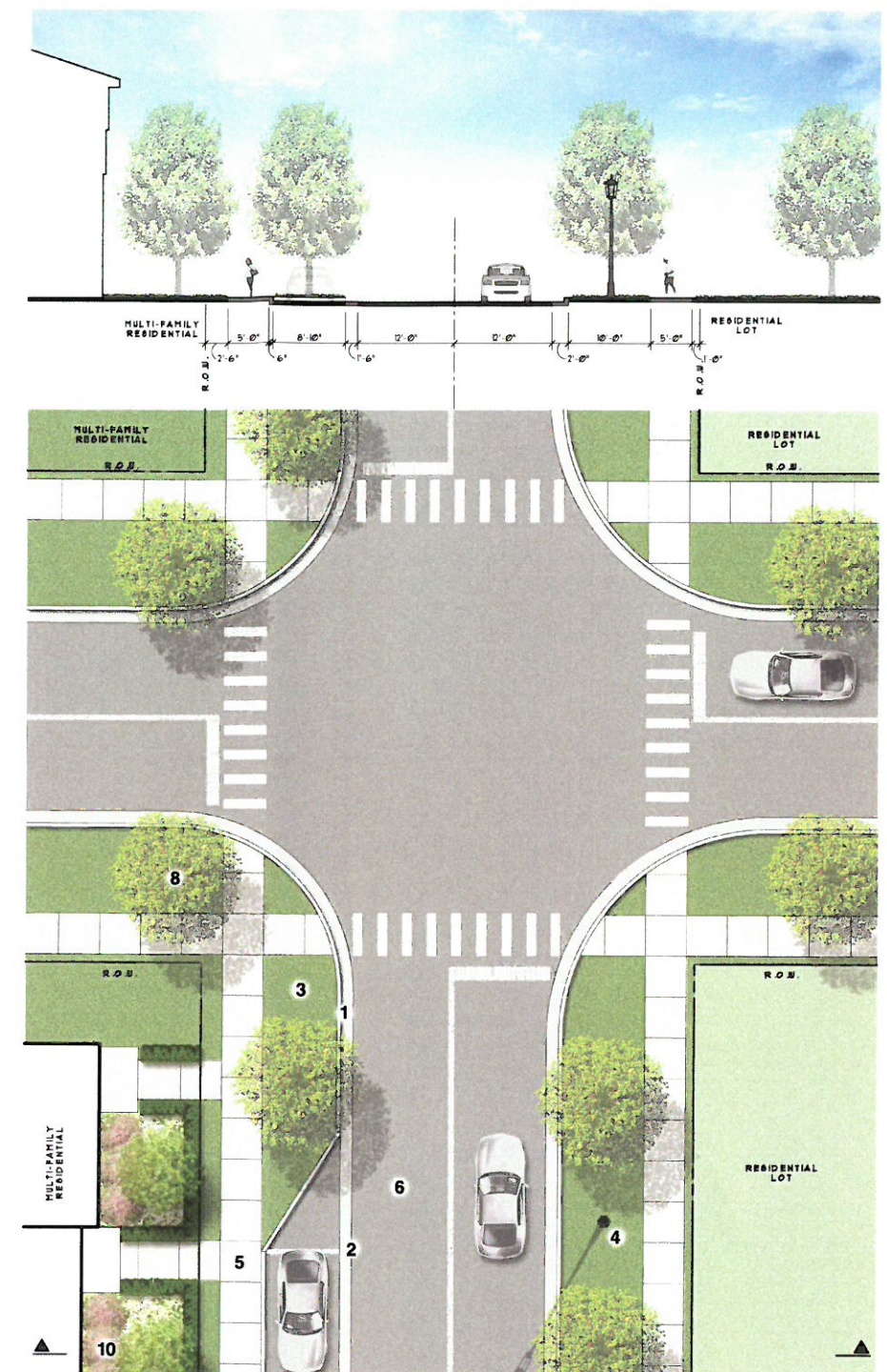




**A** Typical Single Family Residential Street



**B** Typical Townhome Residential Street

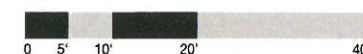


**C** Typical Street Intersection and Pedestrian Crossing



**Note Key**

- |                             |                                       |  |
|-----------------------------|---------------------------------------|--|
| 1. Concrete curb and gutter | 5. Concrete sidewalks                 | 9. Pedestrian connector                      |
| 2. Concrete ribbon curb     | 6. Asphalt paving                     | 10. Townhome typical landscape (street side) |
| 3. Irrigated lawn           | 7. On street parking                  |  |
| 4. Pedestrian pole lighting | 8. Shade trees (street trees) typical |  |









## **NORTHVILLE TOWN SQUARE RENTAL GUIDELINES**

The Northville Town Square is managed by the Northville Downtown Development Authority (DDA) and is made available for use in accordance with the guidelines established by the Northville Downtown Development Authority (DDA) Board of Directors and by Northville City Council.

### **CONDITIONS OF USE:**

**ALCOHOLIC BEVERAGES:** Alcohol is not permitted within Town Square without an approved special liquor license issued through Northville City Hall. A State liquor license is required if alcohol is sold (cash bar) or if there is an admission charge to the activity.

**SMOKING:** There is no smoking allowed in Town Square at any time.

**CHAPERONE:** All groups must provide at least one (1) responsible adult chaperone for every 15 minors in attendance.

### **WHO NEEDS TO SUBMIT A TOWN SQUARE RENTAL AGREEMENT?**

Anyone may utilize Town Square for daily activities or small gatherings at no charge and without the need for a reservation. An example would be an acoustic guitar player, or book club gathering. However if a user wishes to have guaranteed exclusive use of Town Square and/or the stage/pavilion, the user must have a completed rental agreement approved and on file with the DDA and must have paid all applicable fees and provided the DDA with the required certificate of insurance and hold harmless agreement. An example would be a special fitness class, office party, or wedding. Public pedestrian access from Mary Alexander Court to Main Street must remain in place.

### **APPLICANTS MUST AGREE TO THE FOLLOWING:**

Orderly Behavior

Financial responsibility for any damages due to renter's use of the premises.

Responsiveness to directives of department personnel.

That the activity is lawful and conforms to the regulations of State and Federal laws, community of Northville, and the Northville Downtown Development Authority.

Tables and chairs located in Town Square are to be used on a first-come, first-serve basis and shall not be reserved for future use. Tables and chairs may be moved briefly but in any event shall be moved back to their normal positions as soon as possible.

Between late May and early October, Town Square may have a platform stage erected under the shelter. The stage area can be rented for private functions that do not unreasonably disrupt or interfere with the general public's use.

Due to the presence of underground heating coils, no heavy equipment or vehicles are permitted on the brick pavers and no stakes may be used to stabilize an erected tent or temporary structure.

Outside equipment such as grills, tents, tables, chairs, etc. are not permitted without prior approval from the DDA or an approved special event application from the City of Northville.

All events in Town Square must end by 11:00 p.m.

The DDA assumes no responsibility, financial or otherwise, for accidents, injuries, or losses sustained by individuals while using the facilities.

Renters selling food must comply with current Wayne County Health Department regulations.

#### **INSURANCE WILL BE REQUIRED FOR THE FOLLOWING RENTALS:**

Events open to the public- Weekend shows or special events rented by any person or any group will require a special comprehensive general liability policy in the amount of one million dollars (\$1,000,000), combined single limit, with the Northville Downtown Development Authority and the City of Northville named "Additional Insured: from set-up to take down."

Private Events: Weddings, showers, parties, etc., rented by any person or group will require proof of property liability coverage under the renter's "homeowners" or "renter's insurance" policy.

Rentals for the purpose of providing instruction to the public - Individual(s) or group(s) renting Town Square for the purpose of providing instruction to the public, must provide a certificate of insurance for general liability in the amount of one million dollars (\$1,000,000), with DDA and the City of Northville named "Additional Insured: from set-up to take-down."

A cash bar or if tickets are sold to an event serving alcohol: a State Liquor License is required and a separate Liquor Liability Policy is required in the amount of one million dollars (\$1,000,000), combined single limit, with DDA and the City of Northville named "Additional Insured: from set-up to take-down."

#### **PAYMENT AND REFUNDS:**

All renters must pay \$100 for a full day rental, or \$50 for a half day rental. Balance of rent is due thirty (30) days prior to event.

**REFUND POLICY:** If the renter cancels in excess of 45 days before the scheduled event, then Northville Downtown Development Authority will retain 50% of those funds already paid. Refunds requested received less than 45 days before the scheduled event will not be returned. There will be no exceptions.

\*\* I have read the information and conditions of the Town Square Rental Guidelines, am familiar with the contents and agree to abide by the guidelines. I will not hold the Downtown Development Authority responsible for any injury or illness sustained while participating in activities at the Town Square and/or any affiliated locations. I fully understand that medical insurance is the responsibility of the participants. I, the undersigned, have the authority to sign this agreement for the named individual organization. Failure to abide by rental guidelines will result in termination of contract.

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Signature of Renter

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Date