



**To:** Douglas Downtown Development Authority (DDA)

**Date:** October 22, 2025

**Subject:** Rescheduling of November DDA Meeting

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The regularly scheduled Douglas Downtown Development Authority meeting for Wednesday, November 26, 2025, falls immediately before the Thanksgiving holiday. In addition, City operations will be relocating to the new facility at 415 Wiley Road during the week of November 17th, and City Hall on Center Street will no longer be used as an operating facility after that time.

To ensure adequate time for staff to prepare and post the meeting agenda and materials, as well as to accommodate the City's transition to the new facility, it is recommended that the November DDA meeting be rescheduled to **Monday, November 24, 2025, at 10:00 a.m.**

The meeting will take place at the new City Hall and Douglas Police Department facility located at 415 Wiley Road, Douglas, Michigan.