



April 18, 2008

Steven Allen and Ann Reddick
145 Houze Way
Roswell, Georgia 30076

RE: Complete & Compliant Historic Preservation Commission Application
HPC 08-22

Dear Mr. Allen and Ms. Reddick:

Staff has reviewed your submittal for a Certificate of Appropriateness application. Staff has deemed your application complete and compliant, and has placed the item on the Historic Preservation Commission agenda for May 14, 2008.

A staff report and recommendation will be drafted in the coming weeks, and a copy will be forwarded to you via facsimile approximately one week before the meeting.

You or your representative's presence is required at the Commission meeting for your item to be considered. The Commission meeting will be held at City Hall, in the Council Chambers, beginning at 7:30 p.m. Should you or your representative not be present at the Board meeting, your item will not be heard.

Please note that all plans may be revised and resubmitted, but in no event shall revised plans be accepted or considered less than ten (10) business days prior to the Historic Preservation Commission meeting.

Should you have any questions, please contact me at 770-641-3780.

Sincerely,

Cherith Marshall
Planner II