



February 4, 2010

Doug Welsh  
Malon D. Mimms Company, LLC  
85-A Mill Street  
Roswell, GA 30075

**RE: Complete Major Design Review Application – Big Lots (DRB 10-05)**

Dear Applicant(s),

Staff has reviewed your submittal for a Major Design Plan application. Staff has deemed your application complete and compliant, and has placed the item on the Design Review Board agenda for **March 2, 2010**.

A staff report and recommendation has been drafted, and a copy will be forwarded to you via facsimile approximately one week before the Design Review Board meeting.

You or your representative's presence is required at the Board meeting for your item to be considered. The Board meeting will be held at City Hall, in the Council Chambers, beginning at 6:30 p.m. Should you or your representative not be present at the Board meeting, your item will not be heard.

Should you have any questions, please contact me at 770-641-3829.

Sincerely,

City of Roswell

Kevin Turner  
Planner II

Cc: DRB File, Reading File