

*CITY OF WILMINGTON*  
*INTERDEPARTMENTAL MEMORANDUM*

**DATE:** December 1, 2017  
**TO:** Technical Review Committee members  
**FROM:** Ron Satterfield, TRC Chairman  
**RE: TRC Meeting: December 14, 2017**

The enclosed items are forwarded for your information and review with the request that comments be made at a staff meeting scheduled for **Thursday, December 14, 2017** in the 4th floor Technology conference room located at 305 Chestnut Street.

**8:30 a.m. Hourglass Studios (2017092):** This is a *FIRST REVIEW* for a proposed professional office and music studio located at 613 Surry Street. The property is currently zoned UMX. The applicant is Frank Braxton, PE ([fbraxton@cldeng.com](mailto:fbraxton@cldeng.com)) 910.520-3347. The planner assigned is Jeff Walton ([Jeff.Walton@wilmingtonnc.gov](mailto:Jeff.Walton@wilmingtonnc.gov)) 910.341-3260

<http://protrak.wilmingtonnc.gov/Plans/List.aspx?ProjectId=10818>