

*CITY OF WILMINGTON*  
*INTERDEPARTMENTAL MEMORANDUM*

**DATE:** August 31, 2018  
**TO:** Technical Review Committee members  
**FROM:** Ron Satterfield, TRC Chairman  
**RE:** **TRC Meeting: September 13, 2018**

The enclosed items are forwarded for your information and review with the request that comments be made at a staff meeting scheduled for **Thursday, September 13, 2018** in the 4th floor Technology conference room located at 305 Chestnut Street.

**8:30 a.m. UNCW Administrative Annex Building (2018079):** This is a *FIRST REVIEW* for a proposed office building located at 622 MacMillan Avenue and is currently zoned RB. The applicant is Richard Coffman, with LJB Inc. ([rcoffman@LJBinc.com](mailto:rcoffman@LJBinc.com)) 910-594-6738 and Galen Jamison ([jamisong@uncw.edu](mailto:jamisong@uncw.edu)). The planner assigned is Eryn Futral ([eryn.futral@wilmingtonnc.gov](mailto:eryn.futral@wilmingtonnc.gov)) 910-341-4695.

<http://protrak.wilmingtonnc.gov/Plans/List.aspx?ProjectId=10909>