



Department of Planning and Community Development
 34 Coddington Street, 3rd Floor Quincy, Massachusetts 02169
 Tel. (617) 376-1362 FAX (617) 376-1097
 TTY/TDD (617) 376-1375



JAMES J. FATSEAS
 Planning Director

THOMAS P. KOCH
 Mayor

MEMORANDUM

TO: Nicole Crispo, City Clerk

FROM: Susan Laracy-Karim, Assistant Planner

CC: William Keener, Esq. (original hardcopy & via email)
 Paul Adamson, Applicant (via email)
 James J. Fatseas, Planning Director (via email)
 Rob Stevens, Project Planner (via email)
 Ian Cain, Ward 3 City Councillor (via email)
 Project File

DATE: October 20, 2016

RE: **151 Hancock Street, Quincy, MA**
PLANNING BOARD CASE No. 2016-13
SITE PLAN/ SPECIAL PERMIT

Due to unexpected personal reasons, Planning Board member Sean Callaghan was unable to attend the regularly scheduled meeting on October 19, 2016. Additionally, Planning Board member Coleman Barry previously informed the Planning Department that he would be out of state on a business trip and unable to attend the meeting. As such, the number of attending Planning Board members did not satisfy Massachusetts State Quorum Requirements to open a public hearing for any project requiring Special Permit/Site Plan Review. The Planning Board voted to open the Special Permit/Site Plan Review public hearing for the 151 Hancock Street Project (Planning Board Case 2016-13) on Wednesday, November 9, 2016. Please let me know if you need any additional information.

2016 OCT 20 PM 3:13
 CITY CLERKS OFFICE
 QUINCY, MASS 02169