



**Department of Planning**  
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**MEMO**

To: County Planning Board Applicants and Referring Municipalities  
From: Jefferson County Planning Department  
Subject: October County Planning Board meeting Cancelled  
Date: October 21, 2022

We received your referral, however, the October 25, 2022 County Planning Board meeting has been cancelled due to an insufficient number of members able to attend and establish a quorum for the scheduled meeting date and time.

Pursuant to General Municipal Law, Section 239m the County Planning Board has thirty days to respond to a referral. Failure of the CPB to respond within the thirty day time period means that the local board is free to make its final decision.

Staff will be forwarding its advisory comments to the local board to assist in its review of the project.