



**Department of Planning**  
175 Arsenal Street  
Watertown, NY 13601

Michael J. Bourcy  
Director of Planning

(315) 785-3144  
(315) 785-5092 (Fax)

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## **MEMO**

To: County Planning Board Applicants and Referring Municipalities  
From: Jefferson County Planning Department  
Subject: December County Planning Board meeting Cancelled  
Date: December 20, 2023

We received your referral, however, the December 26, 2023 County Planning Board meeting has been cancelled.

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.