



**TO: Edward Hatch, Supervisor and the
Town Board of the Town of Willsboro**

**CC: Beverly Moran, Town Clerk
Ashley Walker, Deputy Town Clerk**

FROM: Ann Ruzow Holland, Ph.D. Community Planning Advisor

RE: Monthly Status Report on the Willsboro Local Planning Program

Date: August 29, 2012

We are rapidly concluding the Comprehensive Plan adoption process. The paperwork was transmitted today to the Town Board to complete the last part of the SEQRA process and adoption of the comprehensive plan.

The 10-day waiting period for the FGEIS will end September 1, 2012. The Findings Statement, Findings Statement Adoption Resolution, and the Plan Adoption Resolution were vetted by attorney Dan Ruzow and NYSDOS Andy Labruzzo and they have been “cleared for Town Board action.” We are all hopeful that the Town Board will review and adopt the two resolutions at the September 12 Town Board meeting. Final distribution and filing of these papers and the plan after the Town Board meeting will be the final step in the adoption process.

This will be my last report to the Town Board regarding the comprehensive plan preparation and adoption process. I appreciate the opportunity you have given me to serve my Town in a professional capacity.

All documents are available on the Town Comprehensive Plan website for your review and information.