

Monmouth County Municipal Open Space Grant Program

2018 Application

Borough of Highlands

Improvements to Snug Harbor Park

September 20, 2018

APPENDICES

APPENDIX A – PROPOSED PROJECT

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- Construction Cost Estimate

APPENDIX B – REFERENCE MAPS

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- Tax Map
- Zone Map
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- Community Facilities Map
- NJDEP GeoWeb Map

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APPENDIX D – PUBLIC HEARING DOCUMENTATION

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- Classified Ad Receipt
- Public Hearing Minutes
- Municipal Resolution

APPENDIX E – SUPPORTING DOCUMENTATION

- Master Plan Excerpt
- Park, Recreation & Open Space Inventory

APPENDIX F – LETTERS OF SUPPORT

- Highlands Borough Recreation Department Letter of Support

**Improvements to Snug Harbor Park
Monmouth County Municipal Open Space Grant Program
Highlands Borough, Monmouth County, New Jersey**

PROJECT NARRATIVE

1) Project Description:

- a) The project involves the renovation of Snug Harbor Park (Block 97, Lot 1), located at the Highlands Borough Community Center along Snug Harbor Avenue between Beach Boulevard and Bay Avenue. The park facilities sit between the community center building and Bay Avenue downtown area and are accessed by a parking lot at the southwest end along Bay Avenue, a driveway from Beach Boulevard to the northwest, and from a pedestrian bridge along Snug Harbor Avenue to the northeast. The existing park consists of a beach area, the community center building, small parking lot, modular skate park, basketball court, tennis court, play structure, bocce court, and shuffleboard court. The community center building is the location of Borough Council Meetings, land use board meetings, and various other committee meetings. The building was renovated after Hurricane Sandy, but the park features are deteriorated and in need of repair or replacement. The scope of this project includes renovation of the existing park elements in order to improve recreation quality and access between the community center, park, and central business district. No improvements to the community center building itself are proposed.
- b) The project will be classified as a development project.
- Proposed project elements include:
 - Reconstruction & realignment of parking lot
 - Access sidewalk
 - Reconstruction of basketball court
 - Reconstruction of tennis court
 - Reconstruction of skate park surface
 - Installation of park benches, picnic tables, and trash receptacles
 - Relocation of utility pole at entrance
 - The concept plan for the project site has been enclosed in Appendix A.
 - The project cost estimate is \$300,000 of which Highlands Borough is seeking financial assistance in the amount of \$150,000. The entire budget is considered eligible reimbursement costs. These eligible reimbursement costs are associated with the raw construction costs for the proposed improvements. A project cost estimate has been enclosed in Appendix A.
 - The community center property is owned by the Borough of Highlands.
 - Not applicable.
- c) The Borough of Highlands is eager to complete the project as soon as funding permits. The administration period during which the project will be bid and awarded is estimated to take 2-3 months. A CAFRA permit from NJDEP will be required and is anticipated to take approximately 6 months. Construction is anticipated to take 4 months. The anticipated schedule is as follows:
- Project Selection – January 1, 2019
 - Execute Grant Agreement – March 1, 2019
 - PA/SI Submission – May 1, 2019

**Improvements to Snug Harbor Park
Monmouth County Municipal Open Space Grant Program
Highlands Borough, Monmouth County, New Jersey**

PROJECT NARRATIVE

- Complete Survey & Design – August 1, 2019
- Obtain Permits – February 1, 2020
- Advertise, Bid & Award Project – April 1, 2020
- Begin Construction – June 1, 2020
- Closeout Project – October 1, 2020

2) Site Conditions and Natural Features:

- a) Snug Harbor Park is a municipal facility serving the 5,000 residents of Highlands Borough as well as the surrounding municipalities. It was originally developed in the 1970s and is located in the northeast section of the Borough at Sandy Hook Bay. It is bounded by Sandy Hook Bay to the north, Snug Harbor Avenue to the east, Bay Avenue to the south, and Central Avenue to the west. Immediately adjacent to the park features and within the property limits at the eastern edge is a 20' wide drainage canal that drains into Sandy Hook Bay. The canal is lined with bulkhead and separated from the park by a chain link fence. The western edge of the park abuts backyards of the residences fronting on Central Avenue. The property consists of approximately 2.25 acres and includes a beach at the north end, community center building in the northern portion, park features in the center, and parking lot at the south end. It is located in a CAFRA zone per NJDEP and is regulated as an AE Zone elevation 11 feet by FEMA. The land is generally fully developed and flat, approximately at elevation 5 feet. No wetlands are mapped on the property, and no additional environmental hazards are known.
- b) The property is located in the R-2.03 single family residential zone and has roadway frontage along Bay Avenue, approximately 250' north of the area of county jurisdiction as Monmouth County Route 8. Bay Avenue in Highlands Borough is a popular downtown area, with streetscape improvements and high walkability. Surrounding land uses are residential to the east and west, and commercial to the south. Opposite the site entrance to the south are Huddy Park and VFW Post #6902. The property currently exists as a public park that will be improved, enhancing the value to the surrounding residential uses. Improvements are compatible and enhance the surrounding land uses by supporting the recreational facilities in this portion of the park. A utility pole at the southern entrance will be relocated and the parking lot realigned in order to provide better circulation and increased parking for the park and community center. The improvements proposed conform to open space & recreation goals of Borough Master Plan. The plan stresses providing varied recreation opportunities in order to serve the needs of a variety of individuals. The park improvements accomplish this by improving several different features that would generally appeal to different age and interest groups. The Plan also states "quality and quantity of recreational opportunities available to a community has a direct effect on the community's general quality of life." This project addresses both quantity and quality for recreation opportunities. The location of this park has the added benefit of being the site of Borough Council meetings, making the improvements

**Improvements to Snug Harbor Park
Monmouth County Municipal Open Space Grant Program
Highlands Borough, Monmouth County, New Jersey**

PROJECT NARRATIVE

and opportunities conspicuous to attendees. In addition, the park is in close proximity to the central business district along Bay Avenue and provides access between this downtown area and the community center building. No natural, cultural, or historic features of the site will be negatively affected by the development.

3) Recreation/Open Space Program

- a) The specific goal of this project is to improve the existing recreational complex located within Highlands Borough. We feel this clearly meets the goals of the Monmouth County Municipal Open Space Grant Program to "improve land for parks and recreation purposes." The development of and improvement to municipal open space and recreational facilities has been a consistent primary goal of the Highlands Borough Master Plan Conservation and Community Facilities Element through adaptation and reexamination. The renovation of the basketball and tennis courts, as well as the skate park surface, will enhance the use of this facility for recreational purposes and encourage use of the adjacent park, beach, and community center in this heavily trafficked portion of the Borough. The improvements to Snug Harbor have been a long term priority for the Borough of Highlands.
- b) Residents of the Borough are accepted in the many public and private programs and events which are held at the facility. The groups that use the existing park and will significantly benefit from the proposed improvements include, but are not limited to:
- "Kids on the Move" After School Drop-In Recreation Program
 - "Summer Kidfest" Summer Recreation Program
 - Teen Nights sponsored by Municipal Alliance & Recreation Dept.
 - Summer Basketball Camp
 - Miscellaneous special events such as Halloween Costume Contest

Other municipal park, recreation, and open space areas within the Borough include:

- Frank Hall Park
- Gertrude Ederle Park
- Henry Hudson Regional School
- Highlands Elementary School
- Huddy Park
- Marine Place Fishing Area
- Miller Street Beach
- Navesink Park Community Beach
- Snug Harbor Community Center
- South Bay Ave Beach
- Twin Lights National Historic Site
- Veteran's Riverfront Park
- WWI Monument

**Improvements to Snug Harbor Park
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Highlands Borough, Monmouth County, New Jersey**

PROJECT NARRATIVE

An inventory of existing open space has been enclosed in Appendix E. Highlands Borough has recently renovated Veteran's Park and the Community Center Building as part of an ongoing effort to improve recreation facilities. The Borough recognizes the value of this program and its potential to create and improve recreation and open space opportunities for its residents. Highlands has been successful in applying for and obtaining grants through this program in an effort to improve various parks and recreation facilities in the Borough.

- c) Highlands Borough is a small, but densely populated municipality and maintains a limited number of public parks, so each one is valued. Only Snug Harbor Park and Veteran's Park offer public basketball courts, and the tennis court at Snug Harbor Park is the only one available to the public in the Borough. Improving these facilities at Snug Harbor remains a priority for the Borough in order to provide access to these popular recreational activities. This project also provides greater access to the community center via increased parking and improved pedestrian walkways, and aims to increase community involvement and participation. This project was chosen over several other possible projects due to these reasons and in accordance with the Borough Master Plan's stated goals for open space and recreation, specifically, "Provide adequate park, open space, and recreational facilities for all Borough residents". The existing courts are in poor condition, and it is anticipated that proper courts will significantly increase interest and usage. An excerpt from the 2016 Master Plan Reexamination is enclosed in Appendix E affirming the recreation and open space goals.
 - d) Snug Harbor Park is a key component of the recreation system of Highlands Borough as the only place in the northwest of the Borough with a dedicated basketball court and the only location in the Borough with dedicated a tennis court. Please see the attached community facilities map located in Appendix B showing nearby recreation and open space areas.
 - e) This project is consistent with State, County and local plans to increase and improve recreational facilities within the State of New Jersey. An excerpt from the Borough Master Plan affirming the goal of providing and maintaining park and recreation facilities has been enclosed with the Application (Appendix E).
- 4) Supporting Documentation
- a) Please see Appendix B enclosed for a color aerial map, tax map, zoning map, and community facilities map. In addition, a NJDEP GeoWeb map showing natural, man-made, cultural, and historic features is enclosed.
 - b) A certified copy of the public hearing minutes is included along with an affidavit of notice from the Asbury Park Press (Appendix D).
 - c) A certified resolution from the Highlands Borough Council memorializing the Borough's approval of the project is enclosed (Appendix D).
 - d) ~~No existing easements or deed restrictions currently encumber the property.~~
 - e) No funding source other than County and Borough is anticipated.
 - f) Not applicable.

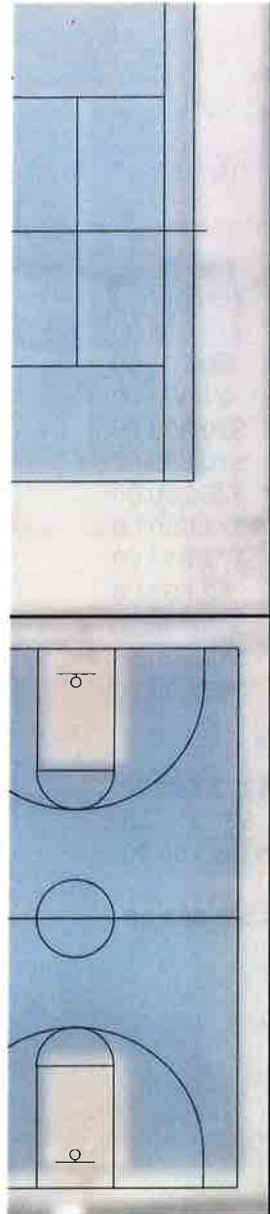
**Improvements to Snug Harbor Park
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PROJECT NARRATIVE

- g) Please see enclosed for color photos of the project site (Appendix C).
- h) The proposed project has the support of the Borough Recreation Department and the public (Appendix F). The existing facilities are located in a heavily trafficked area, but are in need for renovation. The proposed improvements are expected to be a great asset to the Borough and its inhabitants.

APPENDIX A
PROPOSED PROJECT

Concept Plan
Construction Cost Estimate



PR. CONCRETE WALK



CHEERFUL PLACE

R AVE



**BOROUGH OF HIGHLANDS
IMPROVEMENTS TO SNUG HARBOR
PRELIMINARY CONSTRUCTION COST ESTIMATE - OVERALL
DATE: September 12, 2018**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Clearing Site, Mobilization, Demobilization	1	LS	\$25,000.00	\$25,000.00
2	Excavation, Unclassified	310	CY	\$20.00	\$6,200.00
3	Dense Graded Aggregate Base Course, 6" Thick	180	CY	\$25.00	\$4,000.00
4	Hot Mix Asphalt 19M64 Base Course, 4" Thick	225	TN	\$90.00	\$20,250.00
5	Hot Mix Asphalt 9.5M64 Surface Course, 2" Thick	115	TN	\$90.00	\$10,350.00
6	Concrete Sidewalk, 4" Thick	420	SY	\$60.00	\$25,200.00
7	Basketball Court Reconstruction w/ 10' fence	1	UN	\$77,000.00	\$77,000.00
8	Tennis Court Reconstruction w/ 10' fence	1	UN	\$77,000.00	\$77,000.00
9	Traffic Striping	1	UN	\$2,500.00	\$2,500.00
10	Relocate Utility Pole	1	LS	\$10,000.00	\$10,000.00
11	Landscaping	1	LS	\$10,000.00	\$10,000.00
12	Restoration	1	LS	\$5,000.00	\$5,000.00

SUBTOTAL: \$272,500.00
10% CONSTRUCTION CONTINGENCY: \$27,250.00
TOTAL: \$299,750.00

SAY: \$300,000.00

APPENDIX B
REFERENCE MAPS

Aerial Map
Tax Map
Zone Map
FEMA FIRM Map
Community Facilities Map
NJDEP GeoWeb Map





SHEET 18 - SHEET 19

SHEET 15 - SHEET 16

17

17

ALL INFORMATION THAT APPEARS ON THIS TAX MAP SHEET IS GUARANTEED TO BE ACCURATE AS OF THE DATE INDICATED THEREON.

REVISIONS

NO.	DATE	DESCRIPTION
1	10/1/88	ADDED LOT 10 ON BEACH AVENUE
2	10/1/88	ADDED LOT 11 ON BEACH AVENUE
3	10/1/88	ADDED LOT 12 ON BEACH AVENUE
4	10/1/88	ADDED LOT 13 ON BEACH AVENUE
5	10/1/88	ADDED LOT 14 ON BEACH AVENUE
6	10/1/88	ADDED LOT 15 ON BEACH AVENUE
7	10/1/88	ADDED LOT 16 ON BEACH AVENUE
8	10/1/88	ADDED LOT 17 ON BEACH AVENUE
9	10/1/88	ADDED LOT 18 ON BEACH AVENUE
10	10/1/88	ADDED LOT 19 ON BEACH AVENUE
11	10/1/88	ADDED LOT 20 ON BEACH AVENUE
12	10/1/88	ADDED LOT 21 ON BEACH AVENUE
13	10/1/88	ADDED LOT 22 ON BEACH AVENUE
14	10/1/88	ADDED LOT 23 ON BEACH AVENUE
15	10/1/88	ADDED LOT 24 ON BEACH AVENUE
16	10/1/88	ADDED LOT 25 ON BEACH AVENUE
17	10/1/88	ADDED LOT 26 ON BEACH AVENUE
18	10/1/88	ADDED LOT 27 ON BEACH AVENUE
19	10/1/88	ADDED LOT 28 ON BEACH AVENUE
20	10/1/88	ADDED LOT 29 ON BEACH AVENUE
21	10/1/88	ADDED LOT 30 ON BEACH AVENUE
22	10/1/88	ADDED LOT 31 ON BEACH AVENUE
23	10/1/88	ADDED LOT 32 ON BEACH AVENUE
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85	10/1/88	ADDED LOT 94 ON BEACH AVENUE
86	10/1/88	ADDED LOT 95 ON BEACH AVENUE
87	10/1/88	ADDED LOT 96 ON BEACH AVENUE
88	10/1/88	ADDED LOT 97 ON BEACH AVENUE
89	10/1/88	ADDED LOT 98 ON BEACH AVENUE
90	10/1/88	ADDED LOT 99 ON BEACH AVENUE
91	10/1/88	ADDED LOT 100 ON BEACH AVENUE

TAX MAP

MONMOUTH COUNTY, N.J.

DATE: 05-1-1988

Scale: 1" = 100'

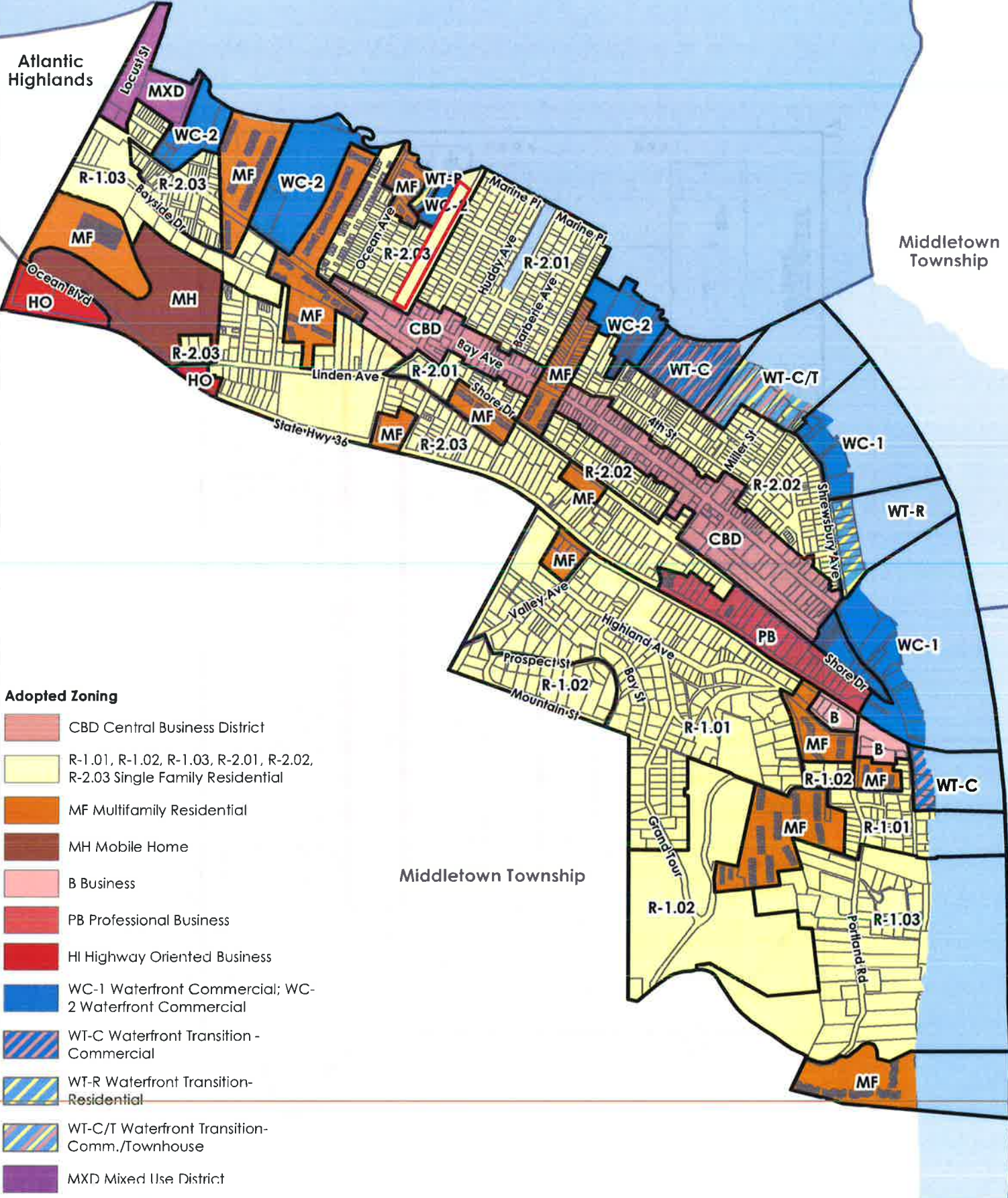
Prepared by: [Name]

FOR THE YEAR END 1988

SHEET 15 - SHEET 18

Atlantic Highlands

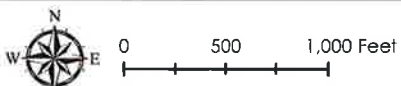
Middletown Township



Adopted Zoning

-  CBD Central Business District
-  R-1.01, R-1.02, R-1.03, R-2.01, R-2.02, R-2.03 Single Family Residential
-  MF Multifamily Residential
-  MH Mobile Home
-  B Business
-  PB Professional Business
-  HI Highway Oriented Business
-  WC-1 Waterfront Commercial; WC-2 Waterfront Commercial
-  WT-C Waterfront Transition - Commercial
-  WT-R Waterfront Transition-Residential
-  WT-C/T Waterfront Transition-Comm./Townhouse
-  MXD Mixed Use District

Middletown Township



Zoning Map

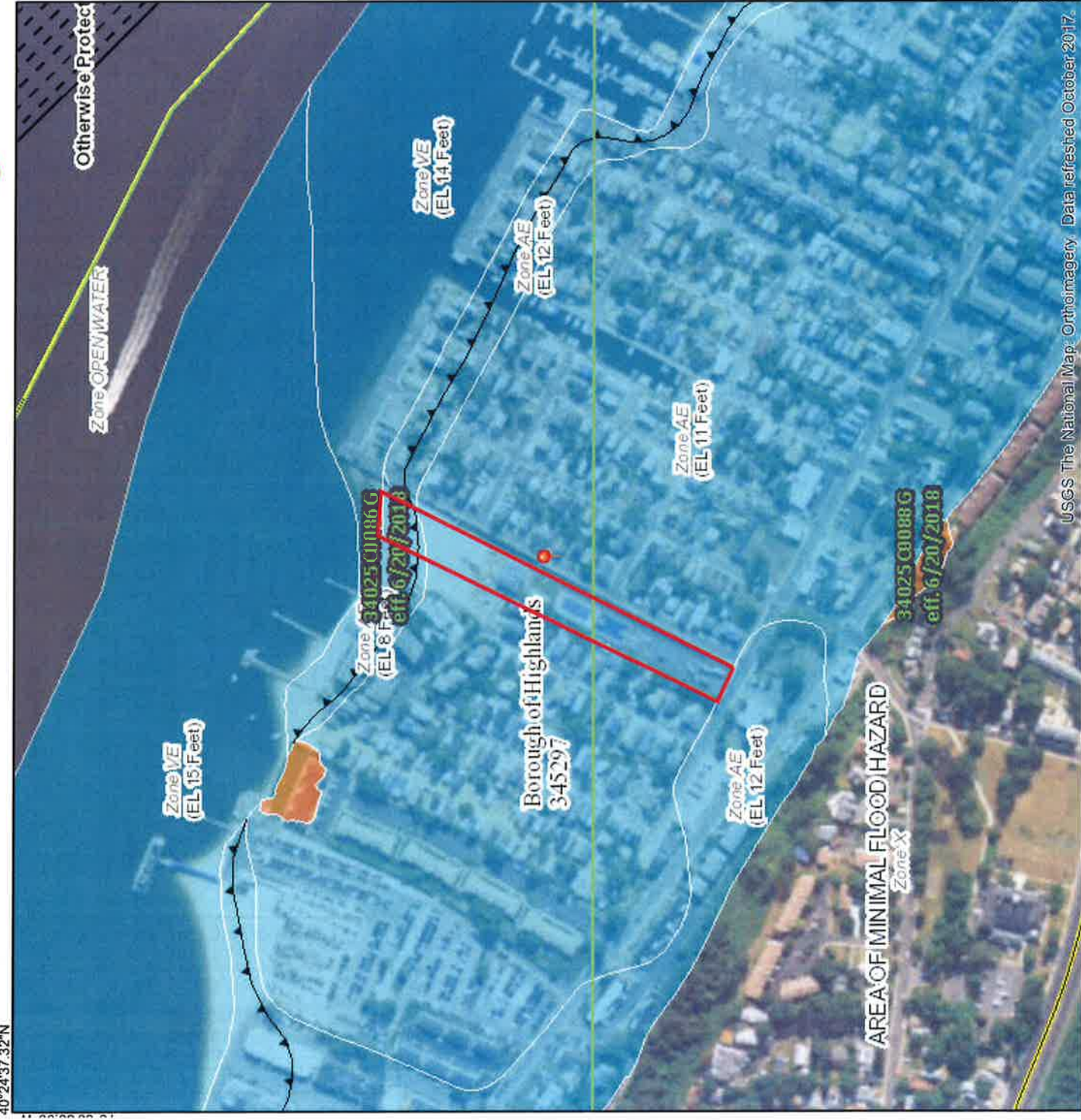
Highlands Borough, New Jersey

Source: NJOGIS, NJGIN, NJDEP, NJDOT

National Flood Hazard Layer FIRMette



40°24'37.32"N



USGS The National Map: Orthoimagery. Data refreshed October 2017.



40°24'9.92"N

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE)
Zone A, V, A99
- With BFE or Depth
Zone AE, AO, AH, VE, AR
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

- 0.2% Annual Chance Flood Hazard, Area of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile
- Future Conditions 1% Annual Chance Flood Hazard
- Area with Reduced Flood Risk due to Levee. See Notes.
- Area with Flood Risk due to Levee

OTHER AREAS

- Area of Minimal Flood Hazard
- Effective LOMRs
- Area of Undetermined Flood Hazard

GENERAL STRUCTURES

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES

- Cross Sections with 1% Annual Chance Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS

- Digital Data Available
- No Digital Data Available
- Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

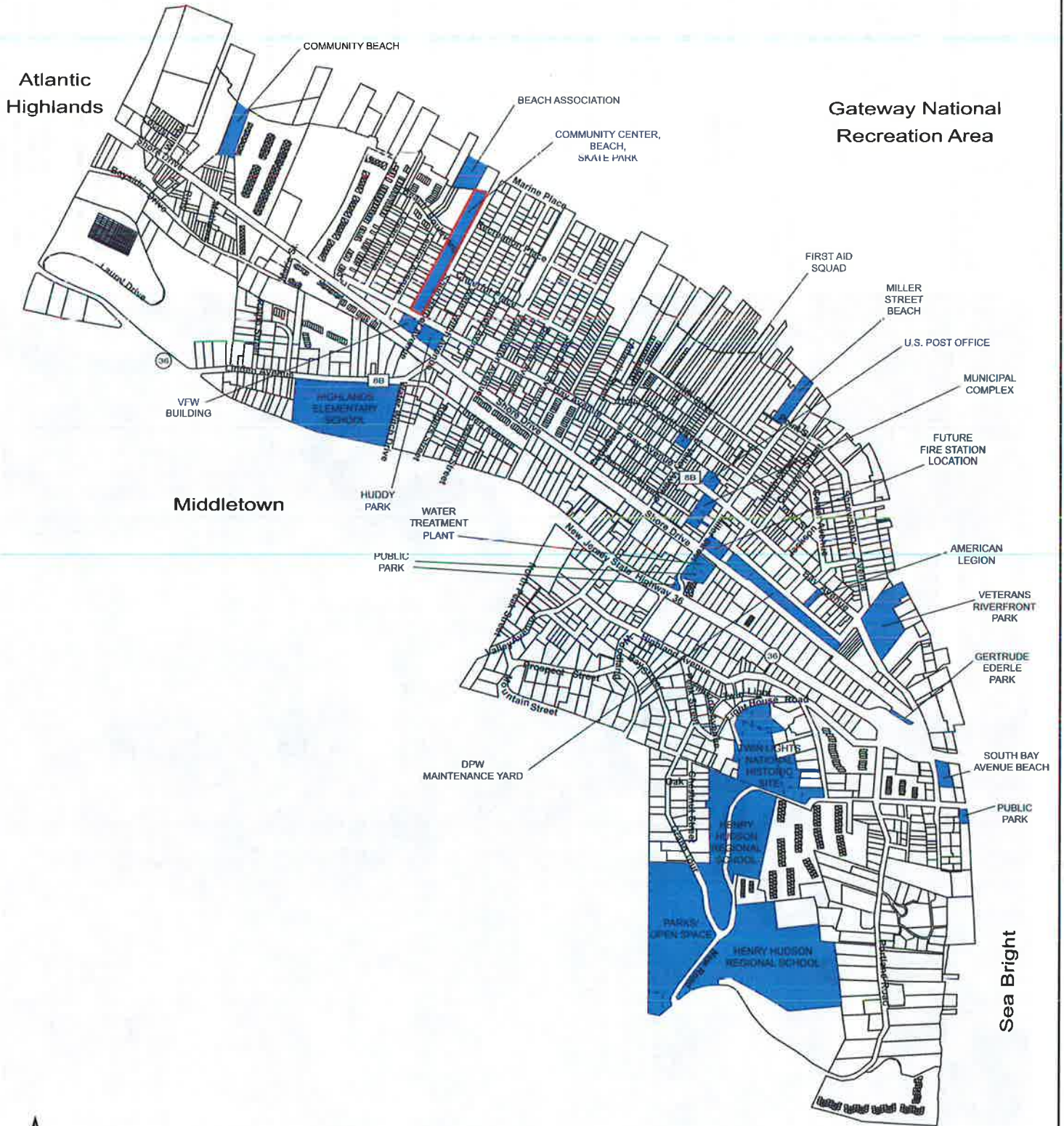
This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 8/30/2018 at 3:32:24 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

73°59'17.63"W

**FIGURE CF-1
COMMUNITY FACILITIES MAP**



KEY	
	Community Facilities

COMMUNITY FACILITIES MAP	
Highlands Borough, Monmouth County, New Jersey	
Figure CF-1	
	
1"=1000'	October 2004

SNUG HARBOR PARK

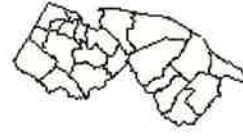
Highlands Borough, Monmouth County, NJ



LEGEND

- Applications/NJGW_Base_Layers
- Roads NJ (Centerlines) (1:4,999 to 1:999 scale)
- Countries
- MidAtlantic States Boundary
- Applications/NJGW_Planning_Areas
- CAPRA
- Applications/NJGW_Land Wetlands (2012)
- Applications/NJGW_Water Water Bodies

OVERVIEW MAP



APPENDIX C
PROJECT PHOTOGRAPHS

FIGURE 1

Basketball court surface

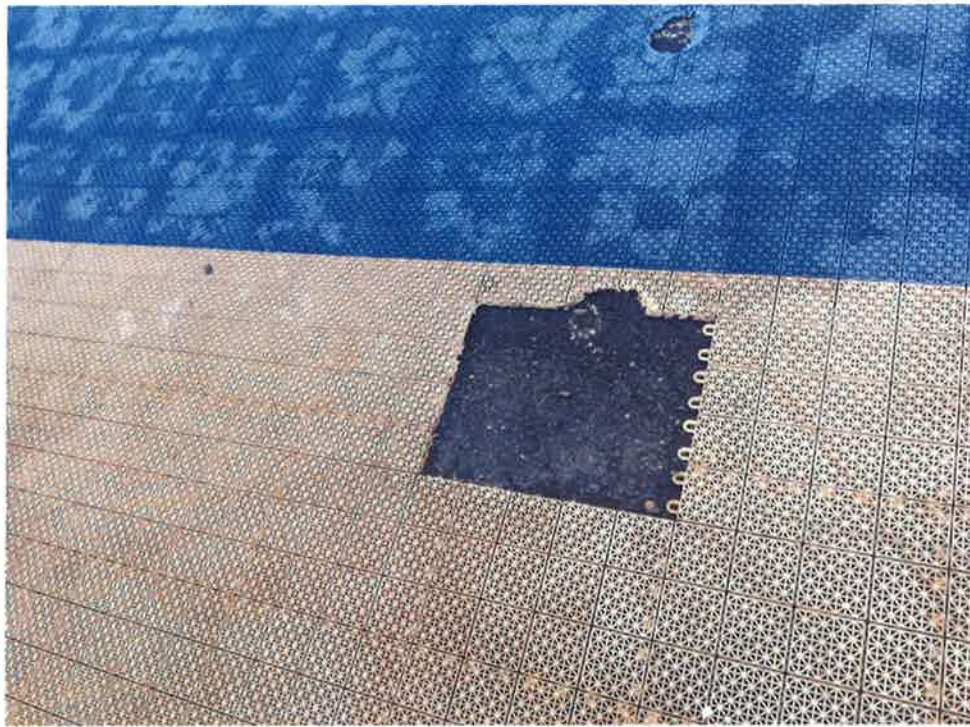


FIGURE 2

HMA path & basketball court
(NE corner looking SW)



PHOTOGRAPHS & DESCRIPTIONS
Monmouth County Open Space Program Grant Application
FY2018

LOCATION: Snug Harbor Park
MUNICIPALITY: Borough of Highlands
COUNTY: Monmouth County



CONSULTING AND MUNICIPAL ENGINEERS

3141 BORDENTOWN AVENUE, PARLIN, NEW JERSEY 08859 — 1460 ROUTE 9 SOUTH, HOWELL, NEW JERSEY 07731

FIGURE 3

Play structure



FIGURE 4

Basketball court



***PHOTOGRAPHS & DESCRIPTIONS
Monmouth County Open Space Program Grant Application
FY2018***



CONSULTING AND MUNICIPAL ENGINEERS

3541 BORDENTOWN AVENUE, PARLIN, NEW JERSEY 08859 — 1460 ROUTE 9 SOUTH, HOWELL, NEW JERSEY 07731

LOCATION: Snug Harbor Park
MUNICIPALITY: Borough of Highlands
COUNTY: Monmouth County

FIGURE 5

Basketball court – skate park
buffer
(Looking East)



FIGURE 6

Western edge of basketball
court



PHOTOGRAPHS & DESCRIPTIONS
Monmouth County Open Space Program Grant Application
FY2018

LOCATION: Snug Harbor Park
MUNICIPALITY: Borough of Highlands
COUNTY: Monmouth County



CONSULTING AND MUNICIPAL ENGINEERS

3361 BORDENTOWN AVENUE, PARLIN, NEW JERSEY 08859 — 1460 ROUTE 9 SOUTH, POWELL, NEW JERSEY 07751

FIGURE 7

Graffiti at basketball court

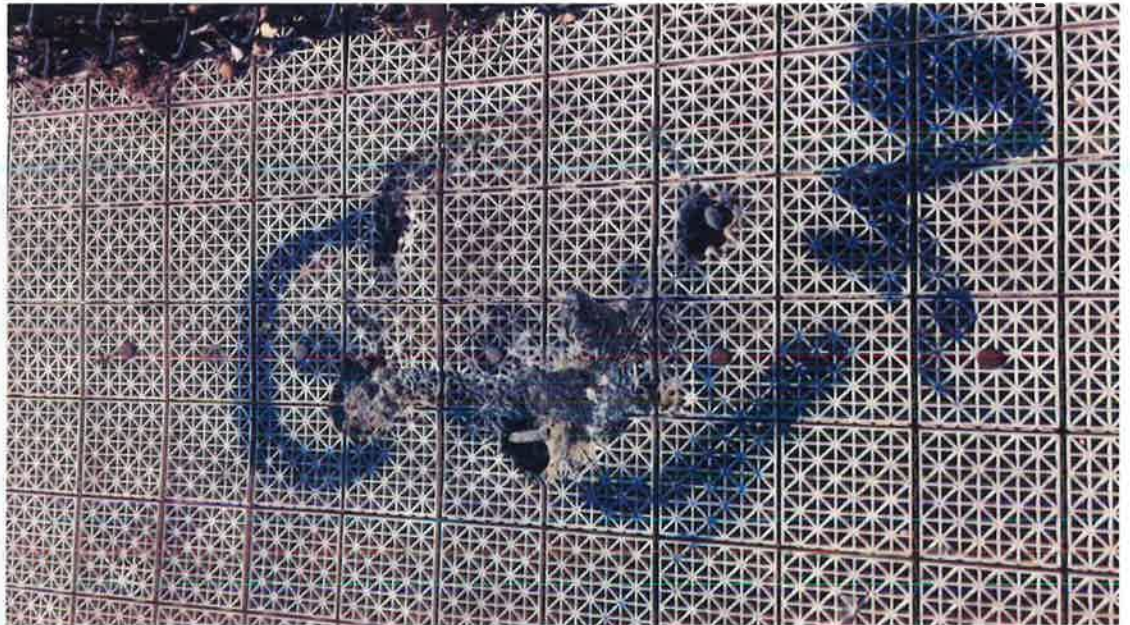


FIGURE 8

Damage to basketball court



PHOTOGRAPHS & DESCRIPTIONS
Monmouth County Open Space Program Grant Application
FY2018

LOCATION: Snug Harbor Park
MUNICIPALITY: Borough of Highlands
COUNTY: Monmouth County



CONSULTING AND MUNICIPAL ENGINEERS

3141 BORDENTOWN AVENUE, PARLIN, NEW JERSEY 08859 — 1460 ROUTE 9 SOUTH, HOWELL, NEW JERSEY 07731

FIGURE 9

Damage to tennis court



FIGURE 10

Damage to tennis court



PHOTOGRAPHS & DESCRIPTIONS

***Monmouth County Open Space Program Grant Application
FY2018***



CONSULTING AND MUNICIPAL ENGINEERS

311 BORDENTOWN AVENUE, PARLIN, NEW JERSEY 08859 --- 140 ROUTE 9 SOUTH, DOWELL, NEW JERSEY 07731

LOCATION: Snug Harbor Park
MUNICIPALITY: Borough of Highlands
COUNTY: Monmouth County

APPENDIX D
PUBLIC HEARING DOCUMENTATION

Affidavit of Publication
Classified Ad Receipt
Public Hearing Minutes
Municipal Resolution

AFFIDAVIT OF PUBLICATION

Publisher's Fee \$19.25 Affidavit \$35.00

State of New Jersey } SS.
Monmouth/Ocean Counties

Personally appeared *Diana L. Greene*

Of the **Asbury Park Press**, a newspaper printed in Freehold, New Jersey and published in Neptune, in said County and State, and of general circulation in said county, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

08/24/18 A.D 2018

Melanie C. Altz
Notary Public of New Jersey
Ad Number: 0003117086

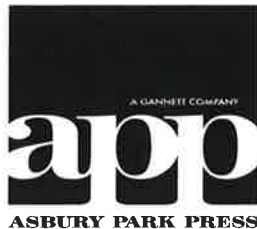


MONMOUTH COUNTY

NOTICE is hereby given that a Public Hearing will be held for the purpose of receiving comments on an application to the County of Monmouth for Open Space Trust Funds under the Monmouth County Municipal Open Space Grant Program. The Public Hearing will be held on Wednesday, September 5, 2018 at the Highlands Borough Community Center located at 22 Snug Harbor Avenue, Highlands, NJ 07732 during a public meeting beginning at 8:00 p.m. at which time all persons who may be interested therein will be given opportunity to be heard. Written comments may also be submitted to the Municipal Clerk prior to the hearing date and time.

Grant Application Contents: The project is referred to as Improvements to Snug Harbor Park. The Borough of Highlands desires to obtain County Open Space Trust Funds to fund the renovations of the park (Block 97, Lot 1) at Snug Harbor Avenue and Bay Avenue to be utilized by the public.
(\$19.25)

0003117086-01



Classified Ad Receipt
(For Info Only - NOT A BILL)

Customer: BOROUGH OF HIGHLANDS

Address: 42 SHORE DR
HIGHLANDS NJ 07732
USA

Ad No.: 0003117086

Pymt Method: Invoice

Net Amt: \$54.25

Run Times: 1

No. of Affidavits: 1

Run Dates: 08/24/18

Text of Ad:

MONMOUTH COUNTY

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(\$19.25)

0003117086-01

September 5, 2018 – 8:00 PM
Borough of Highlands
Community Center
22 Snug Harbor Avenue
Highlands, NJ 07732

Public Hearing held at Borough Council Meeting for FY 2018 Monmouth County Municipal Open Space Grant Program Application

Borough Clerk Bonnie Brookes opening the public hearing for the Monmouth County Open Space application. Drew Pavlick (CME Associates) introduced the grant program and discussed the project selection process. The proposed project was described as improving the public park at Snug Harbor including resurfacing the parking lot, basketball court, and tennis court, and possibly adding a splash park and cast-in-place skate park.

Mayor O'Neil stated the addition of a splash park and cast-in-place skate park would likely be outside the Borough's budget.

Open Up to Public for Questions

A resident stated Veteran's Park is in need of repair and a splash park at Snug Harbor would not be good use of funding. Councilman Braswell stated there are plans in place to address Veteran's Park. Councilwoman D'Arrigo requested that CME attend a meeting of the Open Space Committee to further discuss the project and grant program.

Hearing Concluded

Councilwoman Ryan introduced Resolution R18-180 Authorizing Participation in the Monmouth County Open Space Grant Program for 2018 Grant Funding for the Renovation of Snug Harbor Park, seconded by Councilman Braswell. Resolution was passed.



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-180

RESOLUTION AUTHORIZING PARTICIPATION IN THE MONMOUTH COUNTY MUNICIPAL OPEN SPACE GRANT PROGRAM FOR 2018 GRANT FUNDING FOR THE RENOVATION OF THE SNUG HARBOR PARK

WHEREAS, the Monmouth County Board of Chosen Freeholders has approved an Open Space Trust Fund and established a Municipal Open Space Program to provide Program Grant funds in connection with municipal acquisition of lands for County park, recreation, conservation and farmland preservation purposes, as well as for County recreation and conservation development and maintenance purposes; and

WHEREAS, the Governing Body of the Borough of Highlands desires to obtain County Open Space Trust Funds in the amount of \$150,000.00 to fund The Improvements to Snug Harbor Park along Snug Harbor Drive, Block 97, lot 1; and

WHEREAS, the total cost of the project including all matching funds is \$300,000.00; and

WHEREAS, the Borough of Highlands is the owner of and controls the project site.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF HIGHLANDS THAT:

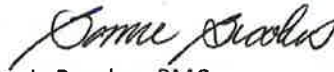
1. Kim Gonzales, the Borough Administrator, or her successor is authorized to (a) make an application to the County of Monmouth for Open Space Trust Funds, (b) provide additional application information and furnish such documents as may be required for the Municipal Open Space Grants Program and (c) act as the municipal contact person and correspondent of the above named municipality; and
2. The Borough of Highlands is committed to this project and will provide the balance of funding necessary to complete the project as described in the grant application in the form of non-county matching funds as required in the Policy and Procedures Manual for the Program; and
3. If the County of Monmouth determines that the application is complete and in conformance with the Monmouth County Municipal Open Space Program and the Policy and Procedures Manual for the Municipal Grants Program adopted thereto, the municipality is willing to use the approved Open Space Trust Funds in accordance with such policies and procedures, and applicable federal, state, and local government rules, regulations and statutes thereto; and

4. Kim Gonzales, Borough Administrator, or his/her successor is hereby authorized to sign and execute any required documents, agreements, and amendments thereto with the County of Monmouth for the approved Open Space Trust Funds; and
5. This resolution shall take effect immediately.

Motion to Approve Resolution 18-180:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL		X	X			
BROULLON			X			
D'ARRIGO					X	
RYAN	X		X			
O'NEIL			X			

I, Bonnie Brookes, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held September 5, 2018. WITNESS my hand this 6th day of September 2018.



Bonnie Brookes, RMC
Municipal Clerk

APPENDIX E
SUPPORTING DOCUMENTATION

Master Plan Excerpt
Park, Recreation & Open Space Inventory



2016 Master Plan Reexamination Report and Master Plan Amendments

Borough of Highlands
Monmouth County, New Jersey

10. Maintain facilities that are in current use and renovate or reuse obsolete facilities for other uses.
11. Cooperate with surrounding communities, County, and State organizations to make the best use of available public facilities.

Open Space and Recreation

1. Provide adequate park, open space, and recreational facilities for all Borough residents.
2. Cooperate with public and quasi-public institutions to utilize and maintain their undeveloped land for open space or recreation.
3. Consider enhancing regulations to assure that quality open space is provided and maintained as redevelopment occurs.
4. Provide through block pedestrian paths to parking and recreation facilities.

Community Identity

1. Develop and effectively communicate a strong and appealing identity for the Borough.
2. Creative attractive, memorable "gateways" into the Borough.
3. Develop and implement streetscape projects for major public thoroughfares.
4. Preserve and protect historic and major natural features in the Borough.
5. Enhance and maintain the appearance of community facilities and Borough owned properties.
6. Recognize excellent building and landscape design aesthetics with awards.
7. Encourage higher quality architectural and landscape design through the use of design standards.
8. Encourage neighborhoods to improve their aesthetic appeal and identity.
9. Publish information regarding Borough regulations, issues, and agendas on the Borough Web site.
10. Obtain NFIP compliance and apply for CRS certification.

Cultural

1. To encourage sensitive design in the conversion and re-use of the buildings and their environment and to mitigate the effect of adjoining developments.
2. Expand recreational and cultural facilities and services.

Park, Recreation & Open Space Inventory

Block	Lot	Facility Name	Acreage
	40	17.01 Frank Hall Park	0.29
	38	9 Gertrude Ederle Park	0.06
14, 17, 18	1, 1.01, 1, 1	Henry Hudson Regional School	16.14
	116	1 Highlands Elementary School	6.55
	95	1 Huddy Park	0.46
N/A	N/A	Marine Place Fishing Area	N/A
	56	10 Miller Street Beach	0.42
	101	3 Navesink Park Community Beach	0.92
	97	1 Snug Harbor Community Center	2.25
	8	2 South Bay Ave Beach	0.51
	19	18 Twin Lights National Historic Site	2.66
	39	1, 1.01, 2, 3, Veteran's Riverfront Park	2.87
		3.01, 4, 4.01, 5, 5.01, 6, 7	
N/A	N/A	WWI Monument	N/A

APPENDIX F
LETTERS OF SUPPORT

Highlands Borough Recreation Department Letter of Support



Robert D. Wilson
Memorial Community Center
22 Snug Harbor Ave.
Highlands, NJ 07732

Highlands Recreation Department
Telephone: 732-872-1959
Fax: 732-872-0670
jstrehl@highlandsborough.org

September 18, 2018

Monmouth County Park System
Acquisition & Design Office
805 Newman Springs Road
Lincroft, NJ 07738

Attn: Paul Gleitz – Program Director

**Re: *Monmouth County Municipal Open Space Grant Program
Improvements to Snug Harbor Park
Block 97, Lot 1 along Snug Harbor Ave, Highlands Borough***

Dear Mr. Gleitz:

I am writing to you on behalf of Highlands Borough in support of their application for the Monmouth County Municipal Open Space Grant to assist with funding the renovation of Snug Harbor Park to accommodate the public while utilizing the Highlands Borough Community Center. The park and community center are located along Snug Harbor Avenue between Bay Avenue and Beach Boulevard in Highlands Borough consisting of approximately 2.25 acres. The Community Center is visited by thousands of individuals every year and contains a wide variety of facilities to accommodate all types of activities.

It is the Borough's continued intent to facilitate open space, and recreation and in doing so to provide the supporting accommodations so that it is an enjoyable experience for the public. As the Borough's Recreation Program Coordinator, I support the Borough's application and hope a favorable decision is reached after consideration.

Thank you for this opportunity to support the Borough in their endeavors to promote open space and recreation.

Very truly yours,

Jennifer Strehl
Recreation Program Coordinator