



## Appendix 7: Borough of Kenilworth

This appendix is part of the 2016 Union County Hazard Mitigation Plan (HMP) update, and includes only jurisdiction-specific information about the Borough of Kenilworth, which is one of the twenty (20) municipalities within Union County that is participating in the plan update. Union County led the planning process and outreach for this update. For a detailed description of the planning process and the public outreach efforts for this update, see Section 3 of the 2016 HMP.

### 1. Planning Process and Participation

The County formed a Steering Committee, which was responsible for key decisions during the plan update. This committee sent a letter to the Mayor of each municipality within the County. The Mayors and local officials selected a single individual to represent the town in the broader process. This person was the point of contact for the plan update, but worked with other municipal employees, consultants, volunteers, and other stakeholders throughout the planning process. This collection of participants, considered the local planning committee, is listed below. The committee was responsible for various decisions that informed the development of this appendix, including: prioritizing the natural hazards that can affect the community, reviewing and prioritizing the mitigation actions, and informing community leaders about the status of the County mitigation plan update, including this appendix.

The Borough of Kenilworth Planning Committee evaluated and identified the hazards of concern, completed the request for information (RFI), reviewed the plan documents and vulnerability assessment, identified local stakeholders for outreach, and worked collectively to update the mitigation strategy. In order to complete the update process, the Borough attended the kickoff meeting held by Princeton Hydro in May 2014. To further the plan development, the Planning Committee met with Princeton Hydro to review the plan documents and revise the mitigation strategy in a workshop format on February 23<sup>rd</sup>, 2015. Local ordinances, site plan requirements, emergency procedures and response plans, and stormwater management plans were reviewed for integration into this plan update. As the plan was developed the Planning Committee reviewed all of the drafts and provided input on this individual appendix.

**Table 7-1**  
**Local Planning Committee (Source: Borough of Kenilworth)**

Name	Title	Organization
Robert Schielke	Emergency Management Coordinator	Kenilworth OEM
Lewis Giordino	Fire Chief	Kenilworth Fire Department
Dan Ryan	Superintendent	Department of Public Works
John Zimmerman	Chief	Kenilworth Police Department
Harbor Consultants	Borough Engineer	Consultant
Laura Reinertsen	Clerk	Borough of Kenilworth



## 2. Community Profile

The Borough of Kenilworth has a total area of 2.161 square miles and is located between Routes 22 and 28 in Union County, New Jersey. As of 2010, the population was estimated at 7,914. This is a 3.11 percent increase from the 2000 census, which estimated population at 7,675.<sup>1</sup>

As with many New Jersey communities, Kenilworth began as a farming community. In the late 19<sup>th</sup> century, the New Orange Industrial Association purchased land from Cranford and Union Townships establishing Kenilworth as a Borough in 1907.<sup>2</sup>

Kenilworth operates under a Borough form of government with a Mayor and six Council Members. The Mayor serves a four-year term and each Council member serves a three-year term, staggered with two elections per year.

### 2.1 Land Use and Development

Kenilworth is a community of mixed use development, with 87.93 percent of its 2.15 square miles of land area classified as urban/developed. Over 84.88 percent of the parcels within Kenilworth are classified as residential, based on tax assessment data. Between 2004 and 2012, 102 building permits were issued for residential homes within the Borough. This is 1.24 percent of the total building permits issued for Union County during this time period. Almost all (99.02 percent) of these permits were for 1- and 2-family homes. Kenilworth has a population density of 3680 people per square mile. The 2010 census estimates that 22.7 percent of the housing within the Borough was renter-occupied, lower than the County average of 30.5 percent renter-occupied properties.

**Table 7-2**  
**Land Use/Land Cover Trends (NJDEP GIS, 2007)**

Land Cover Class	2002 (acres)	2007 (acres)	Percent Change	Percent of Total Land <sup>3</sup>
Agriculture	0	0	-	-
Barren Land	1.17		-100.00%	0.00%
Forest	128.56	124.95	-2.81%	9.08%
Urban	1,205.81	1,210.47	0.39%	87.93%
Water	8.00	8.11	1.37%	0.59%
Wetlands	33.15	33.15	0.00%	2.41%

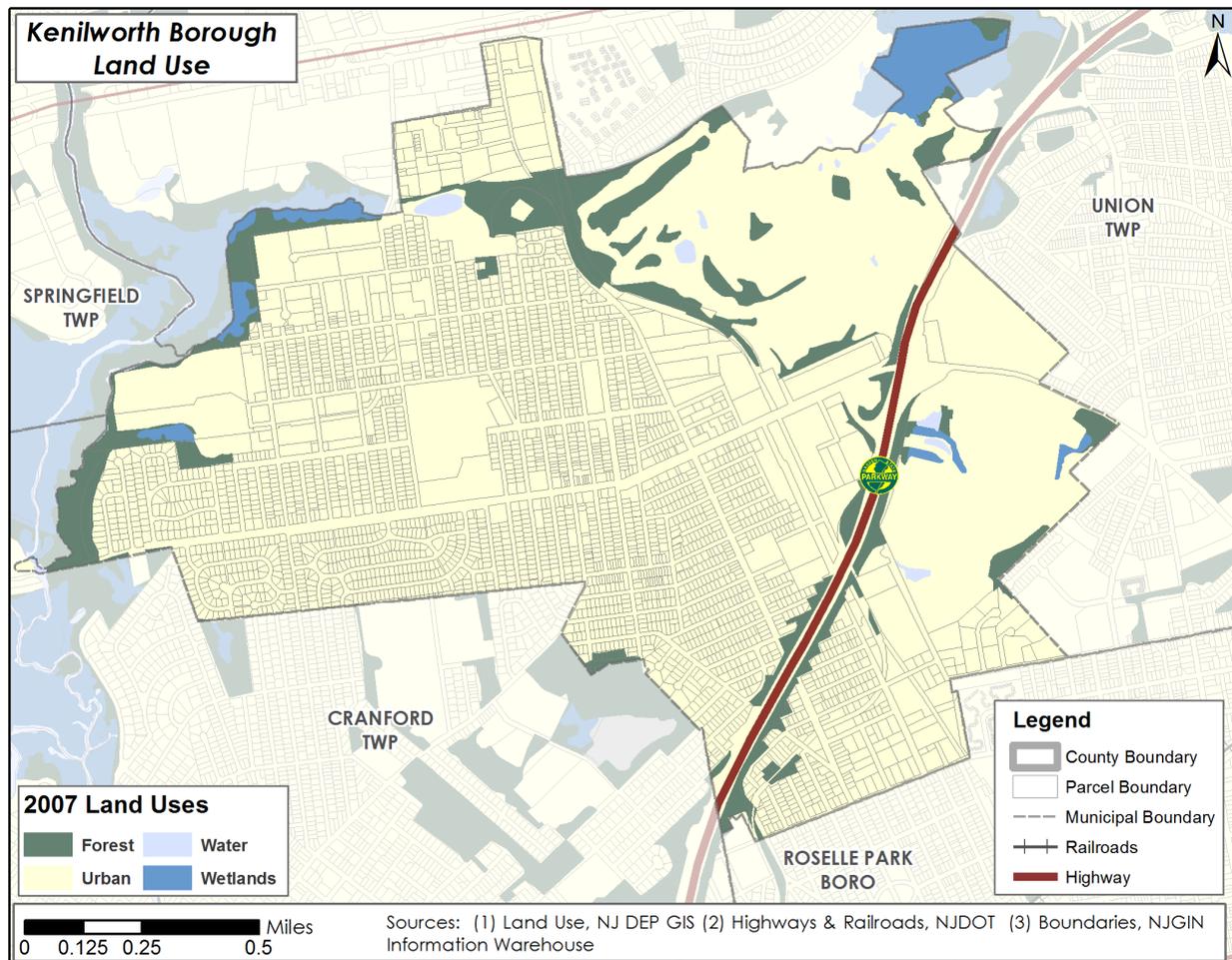
<sup>1</sup> U.S. Dept. of Commerce, Bureau of the Census. American Factfinder, "Kenilworth Borough, NJ". <http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF> Retrieved 10/14/14.

<sup>2</sup> Kenilworth Borough. "History". <http://kenilworthborough.com/page.asp?ID=2813> Retrieved 10/14/14.

<sup>3</sup> Uses the 2007 land cover values



Figure 7-1:  
Land Use/Land Cover Map Borough of Kenilworth





### 3. Hazard Identification and Risk Assessment

This section of the Kenilworth mitigation plan appendix describes the natural hazards and risks that can affect the community. It should be noted that -- in accordance with FEMA requirements -- only the hazards with aspects that are unique to the community are included in detail in this appendix.

#### 3.1 Background and Hazard Rankings

Like all the other jurisdictions in Union County, The Borough of Kenilworth is potentially subject to the effects of all the hazards that are considered in this mitigation plan.

However, the majority of these hazards have minimal impacts on the area, and are discussed in detail in the County part of the mitigation plan. FEMA mitigation planning guidance requires that County mitigation plans include a risk assessment section that “assess[es] each jurisdiction’s risks where there vary from the risks facing the entire planning area” (44CFR 201.6 (c) (2) (iii)). Because the Union County HMP update includes separate appendices for each jurisdiction, this requirement is met in the appendices, while risks that affect the entire County uniformly are discussed in the County part of the HMP.

One of the first steps in developing jurisdictional appendices was for participating municipalities to review and prioritize the hazards that can affect them. This was done based on how often a hazard has occurred, how significant effects have been in the past, the difficulty and cost of recovering from such events. Jurisdictions ranked the list of hazards as either high, medium, low, or no concern.

Table 7-3 shows Kenilworth’s hazard rankings. The level of discussion and detail about specific hazards in this section are based on these rankings. Hazards that are ranked high include the most detail, and to the extent possible include probabilistic assessments of risk, i.e. likely future damages in the community based on the likelihood of occurrence. Hazards that are ranked medium have less detail and may in some cases refer to the main part of the county mitigation plan; they usually do not have probabilistic risk assessments, although potential future losses

**Table 7-3**  
**Borough of Kenilworth Hazard**  
**Identification and Prioritization**

Hazard	Priority
Flood	H
Hazmat release – fixed site	M
Drought	L
Erosion	L
Extreme Temperature – Cold	L
Extreme Temperature – Heat	L
Hail	L
Hazmat release – transportation	L
High Wind – Tornado	L
Ice Storm	L
Severe Storm – Lightning	L
Severe Storm – Winter Weather	L
Wildfire	L
Dam Failure	N
Earthquake / Geological	N
Storm Surge	N
High Wind – Straight-line Winds	N
Landslide (non-seismic)	N

*\*Only the hazards ranked high and medium are analyzed in this appendix*



are discussed based on best available data.

Hazards ranked low and none are not addressed in this jurisdictional appendix because they are discussed in the County part of the HMP, and there are no significant differences in risk between the County and the municipality.

## 3.2 Flood Hazard

### 3.2.1 Type, Location and Extent

The most significant source of flooding in Kenilworth Borough is overbank flooding from the Rahway River, which runs along the western border of the jurisdiction. As depicted in Figure 7-2 below, most of the FEMA Special Flood Hazard Area (also known as the 100-year floodplain) in Kenilworth is related to the Rahway River to the west. Most of the floodplain is found north of Boulevard (Route 509), in the areas around Dorset Drive, Epping Drive, Pembroke Drive, Sherwood Road and Brasser Lane. Flooding here is usually related to intense rainfall from upstream storms, most significantly nor'easters or tropical cyclones. The jurisdiction has one other significant area of floodplain – this is found in southeastern part of the Borough, west of the Garden State Parkway and Michigan Avenue.

One of the best resources for determining flood risk in a jurisdiction is Flood Insurance Rate Maps (FIRMs), which are produced by FEMA. The FIRM is the official map of a community on which FEMA has delineated both the special flood hazard areas (1% annual chance of flooding) and the risk premium zones applicable to the jurisdiction. The effective FIRM date for Union County is September 20th, 2006 and is shown in Figure 7-2. The Preliminary FIRM was released for Union County on January 30<sup>th</sup>, 2015. The Borough of Kenilworth was not studied as part of this plan update and has no changes from the Effective FIRM.

Current FEMA guidance uses the term extent as analogous to potential severity. The extent of the flood hazard in Kenilworth Borough is relatively minor. The areas discussed above have experienced fairly shallow and low-velocity flooding at various times in the past, and in this case this is the best indicator of extent in the future. In the western. The most flood-prone areas of the jurisdiction can expect to experience flooding of a foot or two maximum (occasionally), with more frequent rain events causing a few inches of inundation at low spots, and those adjacent to culverts and stream channels. The current engineering design standard for the jurisdiction is a 25-year event (i.e. one with a 4% annual chance of occurring), so events more significant than that have the potential to inundate specific areas.

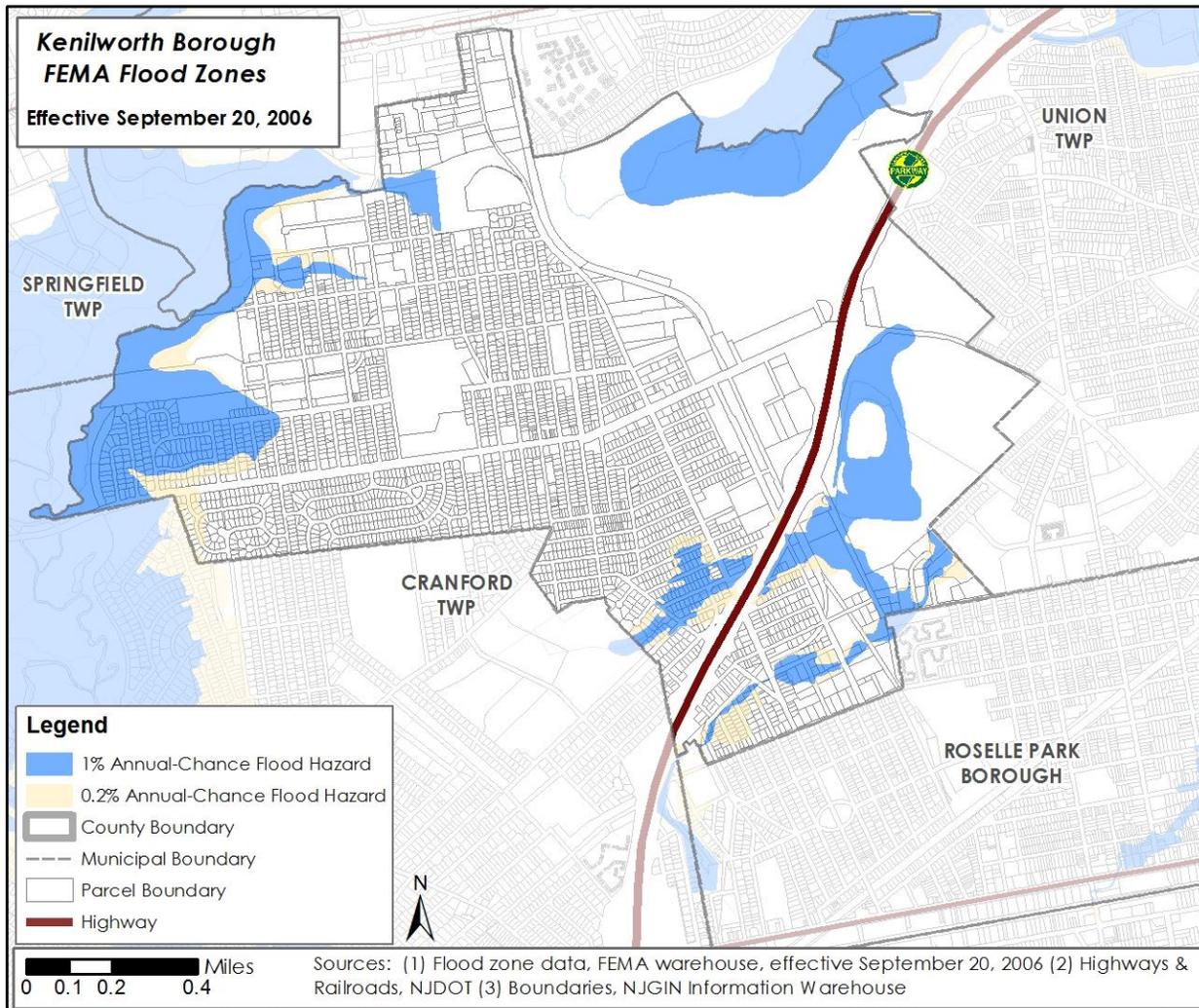
**Table 7-4: Flood-prone Properties**

Flood hazard area	Number of Parcels with 60% of area in zone
100-year (1%) floodplain	258
500-year (0.2%) floodplain	116



Table 7-4 shows the number of parcels in Kenilworth Borough with at least 60% of their area in the 100-year (1% annual) and 500-year (0.2% annual) floodplain. Although these figures offer some insight into the flood hazard in this jurisdiction, they are not particularly reliable as a risk indicator because in many cases structures and infrastructure (where the risk-producing impacts occur) are not located in the specific areas that are in the floodplain.

Figure 7-2: Effective FIRM,  
Kenilworth Borough





**Table 7-5  
NFIP Policies and Claims**

<b>Number of Parcels:</b>	
Kenilworth:	3052
Union County:	199,489
<b>Number of Policies In-Force:</b>	
Kenilworth:	176
Union County:	6,055
<b>Number of Claims:</b>	
Kenilworth:	151
Union County:	5,560
<b>Total Paid Claims</b>	
Kenilworth:	\$1,677,016
Union County:	\$96,782,279
<b>Repetitive Loss Properties:</b>	
Kenilworth:	11
Union County:	729
<b>Total Building</b>	
Kenilworth:	\$135,866
Union County:	\$16,597,500
<b>Total Contents</b>	
Kenilworth:	\$6,942
Union County:	\$3,787,671
<b>Number of Claims</b>	
Kenilworth:	26
Union County:	2,061
<b>Average Claim</b>	
Kenilworth:	\$5,493
Union County:	\$9,891

### 3.2.2 Previous Occurrences and the Probability of Future Floods

Minor flooding occurs in Kenilworth Borough at least annually, although the severity of these frequent events is minimal. As discussed in the main (County) section of the mitigation plan, more significant events like tropical cyclones and nor'easters occur every few years (section citation to main plan), and can result in significant flooding.

Notwithstanding the potential effects of climate change on weather patterns, the Borough can probably expect to experience some level of flooding every year or two, with more significant events happening every five to ten years on average. The main (County) part of this HMP discusses past occurrences in detail, and that history and statistics are generally the same as for Kenilworth.

### 3.2.3 Flood Impacts and Vulnerability to Flooding

As discussed elsewhere, flood impacts in Kenilworth Borough are relatively minor based on various metrics such as NFIP claims, FEMA PA Program Project Worksheets, and the known history of flooding. There is no significant history of flood damage to critical facilities or populations in the jurisdiction. Most of the flood vulnerability in this community is related to overbank flooding from the Rahway, in the western subdivisions noted above. Although the community has had 151 NFIP claims since 1983, there are no repetitive loss properties in this area. Hurricane Irene (August 2011) was responsible for the majority of claims in this location. The same is true of the other area in Kenilworth where there is a concentration of flood insurance claims – west of the Garden State Parkway and Michigan Avenue. There are more repetitive loss properties in this area, but most of the claims (predominately on Summit and Richfield Avenues) are also related to flooding from Hurricane Irene.



### 3.2.4 National Flood Insurance Program and Repetitive Loss Properties

To provide a sense of the flood risk in a community it is also beneficial to summarize the policies in force and claims statistics from the National Flood Insurance Program (NFIP). The U.S. Congress established the NFIP with the passage of the National Flood Insurance Act of 1968. The NFIP is a Federal program enabling property owners in participating communities to purchase insurance as a protection against flood losses in exchange for State and community floodplain management regulations that reduce future flood damages. Participation in the NFIP is based on an agreement between communities and the Federal Government. If a community adopts and enforces a floodplain management ordinance to reduce future flood risk to new construction in floodplains, the federal government will make flood insurance available within the community as a financial protection against flood losses. Kenilworth has been a member of the NFIP since 1983.

FEMA NFIP statistics indicate that as of February 2014, federal flood insurance policies were in-force on 176 properties in the Borough of Kenilworth. This represents a dollar value of property and contents coverage totaling \$26,312,300. Between 1978 and 2014, there have been a total of 151 NFIP insurance claims in Kenilworth Borough with a total claims value of \$1,677,016. Table 7-5 compares the number of policies in-force and paid claims in the jurisdiction. The Table shows that Kenilworth comprises 2.9% of the NFIP policies in-force in Union County.

Kenilworth Borough is not presently a member of the Community Rating System (CRS), a voluntary program for communities participating in the NFIP. The CRS is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. For CRS participating communities, flood insurance premium rates are discounted in increments of 5% based on creditable activities. CRS communities are ranked between 1 and 10, with Class 1 communities receiving a 45% premium discount.

It should be noted that NFIP claims are not a direct or completely accurate proxy for flood risk in a community. The data does not include flood damages to structures that had no flood insurance. Also, in some cases, structures or contents may have been underinsured. The NFIP claims data also does not include any damages to public facilities, which may be insured via other means (such as self-insurance or non-FEMA policies); such damages may also be addressed through other federal programs such as FEMA's Public Assistance Program.

FEMA requires a discussion of NFIP Repetitive Loss and Severe Repetitive flood loss statistics in hazard mitigation plans. The NFIP defines repetitive loss properties as those with two or more claims of more than \$1,000 each during any rolling ten-year period.

The flood risk assessment method is based on analysis of NFIP data on repetitive flood loss properties. The NFIP defines repetitive loss (RL) properties as those that have received at least two NFIP insurance payments of more than \$1,000 each in any rolling ten-year period. As of February 2014, Union County had 707 such properties based on a query of the FEMA BureauNet NFIP interface. Of this total, 11



properties were located within Kenilworth; this comprises 1.6% of the County total. Table 7-5 provides a comparison of the residential repetitive loss claims for Union County and Kenilworth. The tables below include the number of repetitive loss properties, building and contents damages, the total number of claims, and the average claim amounts. The total of claims on them is relatively small, as shown in Table 7-5.

The RL claims can be broken down by focusing on specific areas in the jurisdiction where flood losses are concentrated. Table 7-6 provides a summary of the two streets with the most cumulative repetitive loss flood insurance claims in Kenilworth. The table includes the building, contents, and total claims data for the properties. Address data about individual sites is omitted for reasons of confidentiality.

**Table 7-6: Flood-prone Properties**

Street Name	Building	Contents	Total	# Claims	Average
Union Avenue	\$34,825	\$324	\$35,149	9	\$3,905
Faitoute Street	\$26,908	\$1,911	\$28,819	5	\$12,233

### 3.2.5 Flood Risk to Repetitive Loss Properties in Kenilworth

Residential flood risk is calculated by a simple methodology that uses the FEMA default present-value coefficients from the benefit-cost analysis software modules. To perform this calculation, the flood insurance claims data were reviewed to determine an approximate period over which the claims occurred. This method should be used only for very general estimates of flood risk because the NFIP data represents only part of the flood losses in any jurisdiction. This is because there are always properties that are uninsured or under-insured. Most of the flood claims in the most recent query occurred between 1999 and 2011, a period of 13 years.

As shown in Table 7-7, there have been 26 flood insurance claims in the 13-year period, for an average number of claims per year of about two. Based on a 100-year horizon and a present value coefficient of 14.27 (the coefficient for 100 years using the mandatory OMB discount rate of 7.0 percent), the projected flood risk to these properties is \$156,759. It must be understood that individuals can obtain and cancel flood insurance policies, and the flood hazard depends on many variables, including the weather, so this projection is simply an estimate of potential damages. Nevertheless, it offers a useful metric that can be used in assessing the potential cost effectiveness of mitigation actions, although in this case, site-specific loss estimates are fairly small, meaning that the amount of grant funds that could be expended on projects will probably be limited.

### 3.2.6 Flood Risk to Severe Repetitive Loss Properties in Kenilworth

The definition of Severe Repetitive Flood Loss is included in the County portion of this mitigation plan. As of February 2014, Kenilworth had no NFIP severe repetitive flood loss properties.



**Table 7-7: Projected 100-year Flood,  
Based on Past Flood Insurance Claims**

<b>Data</b>	<b>Value</b>
Period in years	13
Number of claims	26
Average claims per year	2.00
Total value of claims	\$142,808
Average value of claims per year	\$10,985
<b>Projected risk, 100-year horizon</b>	<b>\$156,759</b>

*(Source: FEMA NFIP query February, 2014)*

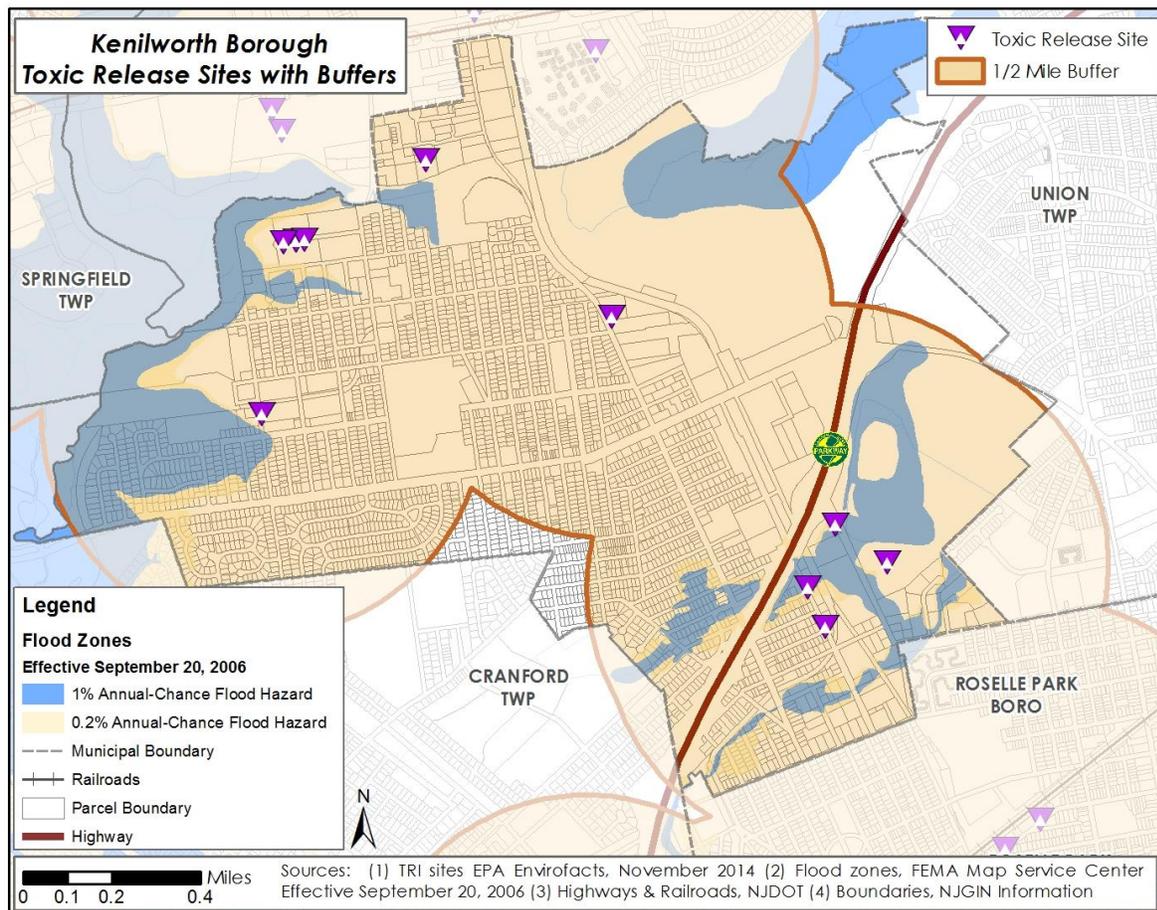


### 3.3 Hazardous Materials Releases

The main section of this hazard mitigation plan includes more details about the hazardous materials hazards in the County as a whole, although by their nature such events are non-probabilistic, which makes it impossible to accurately calculate risk.

Additionally, this mitigation plan is a public document, and as such does not include any descriptions specific enough that they could be used for malicious purposes. From the Figure 7-4 it is clear that Borough has several facilities that are permitted to handle or generate toxic materials, some of which are in proximity to floodprone areas. The Borough works with the State and private entities to minimize the potential impacts of an event on the community. More details on this effort are included in the Emergency Operations Plan, which is not public or subject to OPRA.

Figure 7-4  
Map of Toxic Release Sites with 1/2 mile buffers





### 3.7 Critical Facilities

The Borough of Kenilworth has no critical facilities in the Special Flood Hazard Area and they have no record of flood damage in any of these facilities. Several of these facilities have experienced power outages in previous storm events and were unable to perform the necessary community function. The Borough is pursuing generator projects to ensure power duplicity and the capability to shelter residents as needed, or provide warming/cooling stations, as appropriate. A detailed list of all facilities is available in the Borough's Emergency Operations Plan.

Building	Address
Mun. Bldg.	567 Boulevard
Police H.Q.	567 Boulevard
Harding Sch.	426 Boulevard
Developmental Learning Center	426 Boulevard
Pub. Lib.	548 Boulevard
P.O. 07033	641 Boulevard
D. Brearly M.S. & H.S.	401 Monroe Ave.
St. Theresa Sch.	540 Washington Ave.
Fire Sta.	491 Washington Ave.
OEM	N. 14 <sup>th</sup> Street
First Aid	2 Cross Street
Recreation Center (Shelter)	575 Boulevard
Senior Center	526 Boulevard



## 4. Borough of Kenilworth Mitigation Strategy

This section contains goals, objectives, and action items for the Borough of Kenilworth, as part of the Union County Plan Update. The goals are similar to the goals outlined in the County plan, but the objectives are adjusted for the jurisdiction. The definitions for these terms can be found in Section 5 of the Union County Plan Update.

### 4.1 Goals

- Goal 1: Improve **LOCAL KNOWLEDGE** about the potential impacts of hazards, and the identification of specific measures that can be taken to reduce their impacts
- Goal 2: Improve **DATA COLLECTION, USE, AND SHARING** to reduce the impacts of hazards
- Goal 3: Improve **CAPABILITIES, COORDINATION, AND OPPORTUNITIES** to plan and implement risk reduction projects, programs, and activities
- Goal 4: Pursue a range of **MITIGATION OPPORTUNITIES**, including addressing NFIP repetitive and severe repetitive loss properties, and reducing risk to public properties and infrastructure

### 4.2 Objectives

- Objective 1.A: Increase risk awareness among officials and citizens.
- Objective 1.B: Maintain and improve jurisdiction-level awareness regarding funding opportunities for mitigation, including that provided by FEMA and other federal and State agencies.
- Objective 2.A: Improve the availability and accuracy of risk- and mitigation-related data at the local level, as the basis for planning and development of risk-reduction activities.
- Objective 2.B: Ensure that government officials and local practitioners have accurate and current information about best practices for hazard mitigation planning, project identification, and implementation.
- Objective 2.C: Develop and maintain detailed data about critical facilities, as the basis for risk assessment and development of mitigation options.
- Objective 3.A: Continue support of hazard mitigation planning, project identification, and implementation at the municipal level.
- Objective 3.B: Continue close coordination with the County in a range of risk-related areas, such as FEMA programs, mitigation planning, development of hazard mitigation projects, etc.
- Objective 3.C: Increase property owner participation in the National Flood Insurance Program.
- Objective 3.D: Implement activities to improve the community's CRS rating.
- Objective 3.E: Work towards increasing the integration of mitigation principles and activities in a range of local regulations, plans, ordinances and activities.
- Objective 3.F: Maintain and improve coordination with surrounding communities with regard to understanding and reducing risks.
- Objective 4.A: Facilitate development and timely submittal of project applications meeting state and federal guidelines for funding (1) for RL and SRL properties and (2) for hardening/retrofitting infrastructure that is at the highest risk.
- Objective 4.B: Maintain and enhance local planning and regulatory standards related to future development and investments.



## 4.3 Mitigation Strategy

### 4.3.1 New Mitigation Actions

The table below lists prioritized mitigation projects and actions identified by the Borough of Kenilworth. This is the Borough's first Mitigation Plan. Therefore, all the actions in the strategy are new.

Mitigation Action, Program, or Project	Hazard	Priority	Implementation Mechanism	Responsible Party	Target Start Date	Project Duration	Estimated Cost
Generator for 3 critical facilities	All	High	Grants	OEM	2015	1-3 years	\$96,000 - \$650,000
The Borough supports the elevation of the first floor for buildings in floodprone areas	Flood	High	Grants	Code Enforcement	2016	2-5 years	Varies



## 4.4 Capability Assessment

As part of this plan update each town self-assessed their existing planning and regulatory tools, communication and emergency response capabilities, staff and personnel, and their capabilities to leverage municipal funds to achieve hazard mitigation planning objectives. This capability assessment should be updated as part of the ongoing maintenance process.

### 4.4.1 Planning and Regulatory

Tool	Borough Has (y/n)
Zoning Ordinance	Y
Subdivision Ordinance	Y
Flood Damage Prevention Ordinance (per NFIP)	Y
Special Purpose Ordinances (e.g. wetlands, critical or sensitive areas)	Y
Stormwater Management Plan/Ordinance	Y
Comprehensive Plan / Master Plan	Y
Capital Improvements Plan	N
Site Plan Review Requirements	Y
Habitat Conservation Plan	N
Economic Development Plan	N
Local EOP	Y
Continuity of Operations Plan	N
Post Disaster Recovery Plan or Ordinance	N
Wildfire Protection Plan	N/A
Real Estate Disclosure req.	N
Other (e.g. steep slope ordinance, local waterfront revitalization plan)	N
Freeboard	N
Cumulative Substantial Damages	N
Shoreline Management Plan	N/A

### 4.4.2 Communication and Emergency Response

	Does the Borough have this (y/n)
Outdoor warning system	Y
Nixle	N
Auto-Dialer/Reverse 911/Emailer	Y
Social Media	Y
Website Updates	Y
Other Emergency Communications	Y
Mutual Aid Agreements	Y
Emergency Operations Center	Y
Evacuation Vehicles	Y
Swift-water rescue	N
Shallow water boats	N



### 4.4.3 Staff/Personnel

	Does this Borough have this expertise on staff?
Staff with expertise or training in benefit/cost analysis	Y
Grant Writer(s)	N
Emergency Manager	EM Coordinator
Professionals trained in conducting damage assessments	Y
Scientist familiar with natural hazards in the municipality.	N
Personnel skilled or trained in "GIS" applications	N
Surveyor(s)	N
NFIP Floodplain Administrator	Y
Planner(s) or Engineer(s) with knowledge of land development and land management practices	Y
Engineer(s) or Professional(s) trained in construction practices related to buildings and/or infrastructure	Y

### 4.4.4 Fiscal Capabilities

Fiscal Mechanism	Does the Borough have this capability?
Community development Block Grants (CDBG)	Y
Capital Improvements Project Funding	Y
Authority to Levy Taxes for specific purposes	N
User fees for water, sewer, gas or electric service	Y
Impact Fees for homebuyers or developers of new development/homes	N
Incur debt through general obligation bonds	Y
Incur debt through special tax bonds	Y
Incur debt through private activity bonds	N
Withhold public expenditures in hazard-prone areas mitigation grant programs	Y



## 5. Plan Maintenance and Adoption

### 5.1 Plan Maintenance

The Borough of Kenilworth will review this Appendix of the County's hazard mitigation plan appendix each year and give the County's HMP Coordinator an annual progress report. The Emergency Management Coordinator is responsible for convening the LPC, initiating the plan review, and submitting the annual progress report. The LPC may use worksheets #1 and #3 in the FEMA 386-4 guidance document, to facilitate the review and progress report. FEMA guidance worksheets are provided in Appendix G. Local progress reports shall be provided to the County HMP Coordinator at least two weeks prior to the annual plan review meeting.

Additionally, the LPC will convene and review the plan when major hazard events impact the jurisdiction, potentially yielding opportunities for mitigation grant funding, or when new information suggests that plan elements do not accurately reflect the community's risk or its mitigation priorities.

If necessary, the Emergency Management Coordinator will convene a meeting of the LPC to review and approve all changes. The Borough retains the discretion to implement minor changes to the document without formal procedures involving the Borough Council subject to local policies and regulations.

In addition to the annual progress report, the Borough of Kenilworth will provide Union County with a copy of the written notice of any changes to the jurisdictional appendix at the time such changes are implemented.

The LPC shall document, as needed and appropriate:

- Hazard events and losses in Kenilworth and the effects that mitigation actions have had on impacts and losses,
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding for projects,
- Any obstacles or impediments to the implementation of actions,
- Additional mitigation actions believed to be appropriate and feasible,
- Any changes to local capabilities,
- Efforts to integrate the information included in this plan into other local planning mechanisms including, but not limited to, the comprehensive plan, capital improvement planning, budgeting, zoning amendments, and variance approvals,
- All public and stakeholder input and comment on the Plan that has been received by the Borough.
- Copies of any grant applications filed on behalf of the Borough



### 5.1.2 Continued Public Input

The Borough of Kenilworth is committed to incorporating public input into its ongoing hazard mitigation planning. The public will have an opportunity to comment on the Plan prior to any changes and during the 5-year plan update. The annual progress reports will be posted on the County mitigation website in addition to the adopted Plan.

All public comments and input on the plan will be recorded and addressed, as appropriate. Opportunity to comment on the plan will be provided directly through the County's website. Public comments can also be submitted in writing to the County's HMP Coordinator. All public comments shall be addressed to: Union County Office of Emergency Management c/o All Hazards Pre-disaster Mitigation Plan Coordinator 300 North Ave East, Westfield, NJ 07090.

The Borough of Kenilworth's LPC shall ensure that:

- Copies of the latest approved Plan are available for review at Town Hall along with instructions to facilitate public input and comment on the Plan.
- Public notices are made as appropriate to inform the public of the availability of the Plan, particularly during Plan update cycles.
- For minor changes to this appendix, the Borough of Kenilworth will post a notice on the Borough's website and invite the public to review and comment.
- For major changes involving Town Council approval, the Town will use its standard public notice procedures inviting the public to review the document and provide feedback.

## 5.2 Plan Integration

The Hazard Mitigation Plan is a critical tool to help identify vulnerabilities and develop specific projects to reduce studied risk within the jurisdiction. However, it is not the only tool that may help minimize the impact of future hazard events on the people, infrastructure, and economy in the community. Using the data included in this Plan update to inform future updates of its Comprehensive Plan, Capital Improvement Planning and annual budget, stormwater management, zoning and code updates, and variance and subdivision applications will improve the resiliency of the community and reduce future risk to persons and property. All efforts to integrate the plan into other local mechanisms can be reported to the Plan Coordinator at each annual update.

### 5.2 Plan Adoption

On [insert date] Union County submitted the initial draft of the 2015 Plan Update to NJOEM for review and comment. After addressing NJOEM comments in the document, the HMP was resubmitted for final consideration and approval by NJOEM and FEMA. FEMA approved the plan on [insert date], and the Plan update was forwarded to the Union County Board of Chosen Freeholders for adoption, which occurred on [insert date].



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The Town Council approved the plan on [insert date]. The Borough's resolution for adoption and the County's adoption resolution are provided as Appendix E of the 2015 HMP update. Following adoption, the plan update was resubmitted to FEMA for final approval, which occurred on [insert date]. The FEMA approval letter is included as Appendix D.