

**BOROUGH OF ESSEX FELLS  
PLANNING BOARD**

**MINUTES OF THE MEETING OF OCTOBER 9, 2025**

The meeting was called to order at 7:03 p.m. Chairmen Burchell read the Open Public Meeting statement:

In compliance with Chapter 231 of the Public Laws of 1975, notice of the meeting was given by way of notice to The Progress, and Star Ledger on January 10, 2025 and posted in the Municipal Building, and filed with the Clerk of the municipality.

Those present were Chairman Bob Burchell, Mayor Ed Davis, Vice Chairman Jody James, Secretary Peter McMullen, Margaret O'Connor, Francine Paserchia, Debra Tedesco (joined @ 7:17), and Planning Board Attorney Michael Sullivan.

**Approval of Minutes:**

Vice Chairman Jody James made a motion to approve the minutes of the Planning Board Meeting of January 9, 2025. Secretary Peter McMullen seconded the motion. The minutes were approved 6 – 0 (all board members voting were present at the January 9, 2025 meeting).

**Approval of Resolutions:**

None

**Hearings:**

Chairman Burchell read the following description:

Borough of Essex Fells  
Informal Review  
Department of Public Works (DPW)  
and Police Storage Building  
307 Runnymede Road  
Block 13, Lot 8.01

Michael Sullivan introduced Borough Engineer, J. Michael Petry P.E., of Petry Engineering, LLC 155 Passaic Avenue Fairfield, NJ. Mr. Petry made a presentation using easels that included:

- 1) Site Plan for the Department of Public Works Yard Maintenance Garage & Police Garage for the Borough of Essex Fells dated September 2025.
- 2) Architectural Plans for the Department of Public Works Yard Improvement Maintenance Garage for the Borough of Essex Fells.
- 3) Architectural Plans for the Department of Public Works Yard Improvement Police Garage.

The proposal is to construct two (2) storage buildings:

- 1) The Department of Public Works Yard Maintenance Garage is 50'D x 80'L x 27'H. It has a pitched roof; four (4) doors (two on North side); electric, gas, and water utilities; and building mounted exterior lights. The high overhead doors will allow vehicle drive through.
- 2) The Department of Public Works Yard Maintenance Police Garage dimension is 26' x 46' with a flat roof. The structure will be serviced by four (4) 12' doors on the front and building mounted exterior lights. There will be gas and electric.

Mr. Petry indicated that each building will have a stone base and stucco facade at the behest of the borough council (in keeping with the other buildings in town). He noted that each structure is set back from the road, behind the existing Department of Public Works building. Therefore there is little impact on the surrounding area homes.

Vice Chairman James asked about the exterior of the buildings. Mr. Petry replied that they will have standard steel roofs. Mayor Davis reiterated that while there will be stucco there will not be wood inserts for trim. Ms. James asked what the expected completion dates are for the buildings. Mr. Petry responded April 2026 for the Police Garage and September 2026 for the Yard Maintenance Garage.

Chairman Burchell inquired if there is asphalt in the yard area where the buildings are to be constructed. Mr. Petry responded yes. Mr. Burchell asked if there are man-doors. Mr. Petry responded that there are two (2) man-doors for the Yard Maintenance Garage and one (1) for the Yard Police Garage. Mr. Burchell asked if the stone being used would match fieldstone used on other borough buildings. Mr. Petry responded yes, they will attempt to match the stone. Mr. Burchell asked if the structures will have any windows. Mr. Petry said no. Mr. Burchell asked if there will be gutters and leaders on the buildings. Mr. Petry said yes. Mr. Burchell asked if there is fencing included in the plan. Mr. Petry said no. Mr. Burchell asked how close the neighbor is to the construction area. Mr. Petry responded 27 feet (15' required by code). Mr. Burchell asked if there are plans to plant some trees near the single-family home at 27 Oak Lane to buffer the buildings. Mayor Davis responded that we want to be good neighbors and will consider planting evergreens, provided there is space to do so.

Mr. Davis asked about the reason for four (4) doors on the Yard Maintenance Garage. Mr. Petry responded that this feature is necessary for vehicle drive through and because there is a diesel gas pump. Mr. Davis thanked Police Chief Darren Volker for his assistance with designing the Police Garage.

Vice Chairman James made a motion to approve the construction plans for the Department of Public Works Yard Maintenance Garage and Police Garage. The proposed two buildings to be constructed on borough land behind the Department of Public Works building. The Board determined that the project was not inconsistent with the Master Plan. The Board suggested the Council consider planting evergreens to provide additional buffer for the adjacent single-

family home on 27 Oak Lane. Margaret O'Connor seconded the motion. The motion was approved 7 – 0.

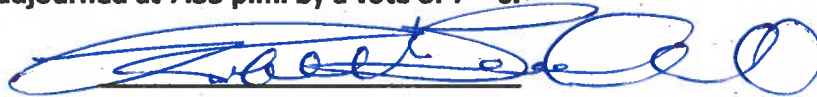
Such other matters as may come before the Board

Vice Chairman James inquired about the status of the Planning Board approved Minor Subdivision concerning 7 and 2 Norcroft Road, Block 1, Lots 3.07 and 3.17. The Board approved a resolution on October 10, 2024 that extended the date for the subdivision to be perfected by July 19, 2025. Mr. Sullivan noted that no work has commenced on the property and that the owner would have to apply to the Planning Board for another extension.

Public

Chairman Burchell asked if there were any questions from the public. There were none.

Mayor Ed Davis made a motion to adjourn the meeting that was seconded by Vice Chairman James. The meeting was adjourned at 7:35 p.m. by a vote of 7 – 0.



Robert W. Burchell, Chairman  
Planning Board  
Date: November 13, 2025