

**CONSHOHOCKEN BOROUGH PLANNING COMMISSION**  
**MEETING MINUTES/REPORT TO CONSHOHOCKEN BOROUGH COUNCIL**

**MEETING DATE:** December 8, 2022

**AGENDA ITEM #1 – CONDITIONAL USE APPLICATION**

**APPLICANT:** Omlie, LLC

**PROPERTY:** 922 Fayette Street

**COMMISSION ACTION:** Recommendation for approval of conditional use application as presented.

**MATERIALS REVIEWED:** The Planning Commission reviewed the following materials:

1. conditional use application
2. lease agreement between William Tsoubanos and Omlie, LLC
3. floor plans for 1st, 2nd, and 3rd floors
4. 14 pictures of interior and exterior of building
5. zoning determination of Borough Zoning Officer, dated November 30, 2022

**MEETING SUMMARY:**

The property was previously used as the office for an engineering firm. The applicant proposes to operate its business management consulting firm in the existing building on the property. The property is located in the R-O Residential Office District (the R-O District).

The following members of the Planning Commission were present: Daniel Swartley McArdle, Vice Chair; Dana Macneal; David Swedkowski, and Judy Smith-Kressley. Also present for the Borough were Borough Solicitor, Michael Peters, Esquire, the Executive Assistant to the Borough Manager, Brittany Rogers, and the Borough Zoning Officer, Allison Lee, PE.

Present for the applicant were Sarah Burlew, sole member of Omlie, LLC, Andrew Slom, Esquire, applicant's attorney, and William Tsoubanos, property owner.

Sarah Burlew explained the applicant's business, which is a consulting business specializing in the healthcare industry. Applicant's employees primarily work remotely, and the availability of this office space is viewed by the applicant as a perk for the employees, to have a place to come together to work collaboratively. Generally speaking, applicant would expect the employees to be in the office 1 day per week, from approximately 10:00 AM to 3:00 PM.

Attorney Slom explained that the applicant was proceeding under section 1203.8 for a conditional use to permit a use of similar intensity and scale to other uses permitted by conditional use in the R-O District. Attorney Slom explained that the applicant would comply with the requirements for conditional use, and that there would be no exterior changes to the property, the existing yard and porch were to remain as-is, and there would be no off-street parking added to the front yard area.

Zoning Officer Allison Lee, PE, agreed with the representations made by Attorney Slom with respect to the standards that applied, and further agreed that the use was best characterized as a use of similar intensity and scale to other conditional uses permitted in the R-O District. Ms. Lee asked the applicant to confirm that it would comply with all requirements regarding the placement and screening of the refuse area, and the owner, William Tsoubanos, confirmed that such requirements would be complied with.

Vice Chair Swartley McArdle asked for questions from the Planning Commission.

Member Macneal had no questions, but stated that the use was appropriate for the property.

Member Smith-Kressley had no questions.

Member Swedkowski asked the applicant whether it would be using the entire building. Sarah Burlew confirmed that the applicant was leasing the entire building, with hopes to grow into the building. The applicant does not expect more than 10 people on site at any given time, and does not expect to exceed the existing available off-street parking.

Vice Chair Swartley McArdle called for public comment. There was no public comment.

Vice Chair Swartley McArdle called for a motion, and Member Swedkowski made a motion to recommend approval of the application as presented. Member Smith-Kressley seconded the motion, and the motion was unanimously approved by all Planning Commission members present.

## **AGENDA ITEM #2 – SEWER AUTHORITY GRANT APPLICATION**

**APPLICANT:** Borough of Conshohocken Authority

**COMMISSION ACTION:** Authorization for the Vice Chair of the Planning Commission to execute a letter to the Authority stating that Commission supports the grant application, and finding the application consistent with the Zoning Ordinance, the Subdivision and Land Development Ordinance, and the Borough's Comprehensive Plan.

**MATERIALS REVIEWED:** The Planning Commission reviewed the following materials:

1. Summary of Project, 2022 H2O Grant Application
2. draft letter of support/approval from the Planning Commission to the Authority

### **MEETING SUMMARY:**

Fred Ebert, PE, the engineer for the Borough of Conshohocken Authority was present on behalf of the Authority to explain the grant application to the Planning Commission, and to clarify what was being requested of the Planning Commission.

Mr. Ebert explained the grant guidelines, and how the Authority had chosen this project for the grant. Mr. Ebert explained that the electrical components that are the subject of the grant, including specifically an electrical switch gear, had been identified during a risk assessment performed on the entire facility. The electrical upgrades are within the Authority's 5-year plan for upgrades.

The project is approximately \$2.8 million, and the grant program has a 1/3rd required match.

Vice Chair Swartley McArdle called for questions from the Planning Commission.

Member Smith-Kressley stated that she was on the comprehensive plan task force, and that the proposal was consistent with the comprehensive plan.

Member Swedkowski asked Mr. Ebert whether the electrical components were at risk of failure immediately. Mr. Ebert explained that the electrical components were not at risk of immediate failure, but that the right time to replace the components was before a failure. Mr Ebert also expressed concerns regarding global supply chain issues, which further justify proceeding to remedy the issue sooner rather than later.

Member Smith-Kressley asked Mr. Ebert why the Authority could not use a generator, instead of an electrical switch, and Mr. Ebert explained that the facility simply draws too much electricity to function on a generator. That is why the switch allows the Authority access to two separate power grids.

Vice Chair Swartley McArdle called for public comment. Jerome Swedkowski, 1804 Spera Lane, West Norriton, asked whether the design for the electrical switch gear had been completed, and Mr. Evert explained that the grant would include design costs.

Vice Chair Swartley McArdle called for a motion. Member Smith-Kressley made a motion to authorize the Vice Chair to execute a letter on behalf of the Planning Commission determining that the grant application was consistent with the Borough's Zoning Ordinance, the Borough's Subdivision and Land Development Ordinance, and the Borough's Comprehensive Plan, and further stating the Planning Commission's support for the grant application. Member Swedkowski seconded the motion. The motion was unanimously approved by all Planning Commission members present.