



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, July 18, 2012 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

Commissioners Gilbert, McIntosh, McKitterick, Chairperson Von Feldt, and Vice-Chairperson Zaffaroni

Oral Communications

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

Regular Agenda

1. Referral for Concurrence, Zoning Permit Request for Professional Medical Office Occupancy, 130 Portola Road, Conditional Use Permit X7D-135, Pollock
2. Study Session – Portola Road Corridor Plan Taskforce Report *Item continued, will not be discussed at this time.*

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: June 6, 2012

Adjournment

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

Planning Commission Agenda
July 18, 2012
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PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is posted in compliance with the Government Code of the State of California.

Date: July 13, 2012

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: Tom Vlastic, Town Planner
DATE: July 11, 2012
RE: Referral for Concurrence, Zoning Permit Request for Professional Medical Office Occupancy, 130 Portola Road, Conditional Use Permit X7D-135, Pollock

Request, tentative staff action, & referral to the Planning Commission for concurrence

Pollock Financial Group, owner of the office building at 130 Portola Road, has submitted a zoning permit request for “Concierge Medicine Practice” occupancy of approximately 1,902 sf of the existing office building. The space is shown on the attached floor plan dated 5/17/11 and would be occupied by two local doctors as explained in their attached June 29, 2012 letter. As noted on the zoning permit application, the space is currently occupied by architect offices.

We’ve met with the applicants’ representative Jeff Pollock, and Dr. Emma Morton-Bours and Dr. Kathryn Hallsten. We discussed the proposal and requested confirmation of data as provided in the June 29, 2012 letter. We have concluded that the use would meet local needs, conform to approved CUP provisions and should, as explained in the letter, achieve conformity with the 50% service test in a reasonable period of time.

Based on our review, we have tentatively decided that the permit could be issued. While referral of office occupancy zoning permits to the commission for review are not required by the provisions of the subject CUP, staff did want to share our tentative decision with the planning commission for concurrence.

Evaluation & request for Planning Commission concurrence

Pursuant to the approved CUP and amendments to it, the subject office building can be fully occupied by professional office uses that “serve primarily the town and its spheres of influence” and also by personal offices of town residents. The zoning provisions also state that it must be found based on the evidence provided that the proposed use, if not a personal office, will meet a need in the town and that a majority of the clientele would come from the town and its spheres of influence within the near future, normally no more than two years.

Dr. Emma Morton-Bours lives in Portola Valley and, as noted in the letter, has had a long involvement with the community. Dr. Hallsten has lived in the community previously and has had considerable involvement with community residents.

Given the nature of the proposed medical practice, its level of current service to town area residents, and the fact that we do not now have local physicians immediately available to serve town needs, we believe that it can reasonably be expected that the practice would grow to the 50% service level in the near future. We also note that the proposed floor area is under the 2,000 sf limit for doctor's offices and that the use would not impact town parking standards for the site.

Relative to parking standards, under the approved use permit 38 parking spaces were initially required, but this was when the parcel was zoned for commercial use. At construction, 38 parking spaces were installed and remain, but two additional spaces were held in landscape reserve for further needs. When the property was rezoned to professional office use, the parking requirements dropped to 30 spaces for the 6,000 sf office building. Although there are different parking standards for doctor's offices, with two doctors in 2,000 sf, the required parking would remain at 30 spaces and there would still be an excess of 8 spaces under current town parking standards.

In addition to the above, we find that the nature of the use as explained to us in our meeting and confirmed in the June 29th letter should have limited if any potential for impacts associated with traffic, noise or other physical site or area issues. This is largely a result of the more limited “concierge” nature of the practice.

Based on the forgoing, we conclude that there is minimum risk associated with the use not meeting the 50% test and are prepared to issue the zoning permit. We are seeking planning commission concurrence with our review and conclusion. We understand that the applicant and doctors will be at the July, 18, 2012 commission meeting to answer any questions commissioners may have on the request.

TCV

attach.

cc. Town Council Liaison
Town Manager
Town Attorney
Interim Planning Manager
Applicant

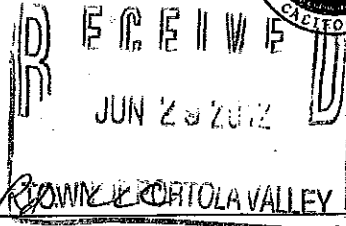
TOWN OF PORTOLA VALLEY

ZONING PERMIT APPLICATION



FEE 310 DEPOSIT 1500

APPLICATION NO. _____



APPLICANT NAME: ~~JAMES M. POLLOCK~~ 130 Portola PORTOLA VALLEY

ADDRESS: 150 Portola Rd.

TELEPHONE: Work: 650-529-0500 Home: 650-851-8729

Fax: 650-529-2131 Email: jpollock@pollockfinancial.com

OWNER NAME: JAMES M. POLLOCK

MAILING ADDRESS: 150 Portola

TELEPHONE: 650-529-0500 Fax: 650-529-2131

Email: jpollock@pollockfinancial.com

DESCRIPTION OF PROPERTY: STREET ADDRESS: 130 Portola Rd.

APN: 079-072-110 ZONING DISTRICT: _____

PROPOSED USE: Concierge Medicine Practice

PRESENT USE: Architect

I, the undersigned, do hereby certify that the facts and information contained in this application are accurate and complete to the best of my knowledge. I declare under penalty of perjury that the foregoing is true and correct. Executed at Portola Valley, California on 6-29-12 (date)

(signature of owner or agent)

KATHRYN J. HALLSTEN, M.D.
drhallsten@interactivewellness.com

MICHAEL B. JACOBS, M.D.
drjacobs@interactivewellness.com



INTERACTIVE
WELLNESS

EMMA MORTON-BOURS, M.D.
drmortonbours@interactivewellness.com

SCOTT H. WOOD, M.D.
drwood@interactivewellness.com

INTERNAL MEDICINE

June 29, 2012

Tom Vlasik
Spangle Associates
770 Menlo Ave., Suite 200
Menlo Park, CA 94025-4736

Re: Dr. Emma Morton-Bours and Dr. Kathryn Hallsten - Prospective Tenant Proposal - 130 Portola Road.

Dear Tom,

This letter is in response to your request for additional information describing our practice's existing business structure and patient development expectations going forward.

Our practice is a concierge medicine practice that provides personalized medical services to enrolled patients. Most recently, it has been located in Menlo Park. Our medical practice will consist of Dr. Emma Morton-Bours and Dr. Kathryn Hallsten, individually owned. Dr. Kathryn Hallsten currently resides in Palo Alto and Dr. Emma Morton-Bours has lived in Portola Valley for approximately 8 years. Besides

Dr. Emma Morton-Bours is a member of Alpine Hills Tennis Club and has three children at Windmill and Ormondale schools, where her husband also coaches soccer. Having gone to Ormondale herself while growing up, Emma continues to volunteer at the school. Emma's mother has practiced and lived in PV for approx. 20 years.

Although Dr. Hallsten lives in Palo Alto, much of her personal life revolves around the Portola Valley area. Having lived in PV on Willowbrook in the 90's, Kathy hopes to be moving back in the near future now that her kids have grown.

Our business model is structured such that we do not need to see lots of patients in a day, keeping traffic flow reasonable. Kathy has approximately 20 visits per week while Emma sees 2-3 patients per day for 3 days a week. Parking at 130 Portola Rd. is more than adequate to meet our expected patient load.

As to your specific question - what is a reasonable expectation for over 50 percent our patients being sourced from a Portola Valley client base in a two-year timeframe - I believe that with being actually located in Portola Valley the 50 percent target is

obtainable. Dr. Morton-Bours estimates her patient base as currently consisting of 20% from Portola Valley, while Dr. Hallsten's is around 30%. We already have an active referral business with Dr. Lisa Green of Pacific Therx at 150 Portola Rd. as well as being active in the community, so we expect that some of our Menlo Park patients will fall off and more PV patients will join our practice, due to our excellent service and prime Portola Valley location. We have many patients who are community leaders in Portola Valley.

After meeting with you, Jeff and Lincoln, we am convinced that our practice would be of benefit to the Town of Portola Valley for many years to come. Should you need any additional information from us to complete the Portola Valley approval process, please give one of us a call so that we can provide Portola Valley with the information they require to make an informed decision.

Thank you for your consideration.

Sincerely,

Emma Morton-Bours, MD

Dr. Emma Morton-Bours

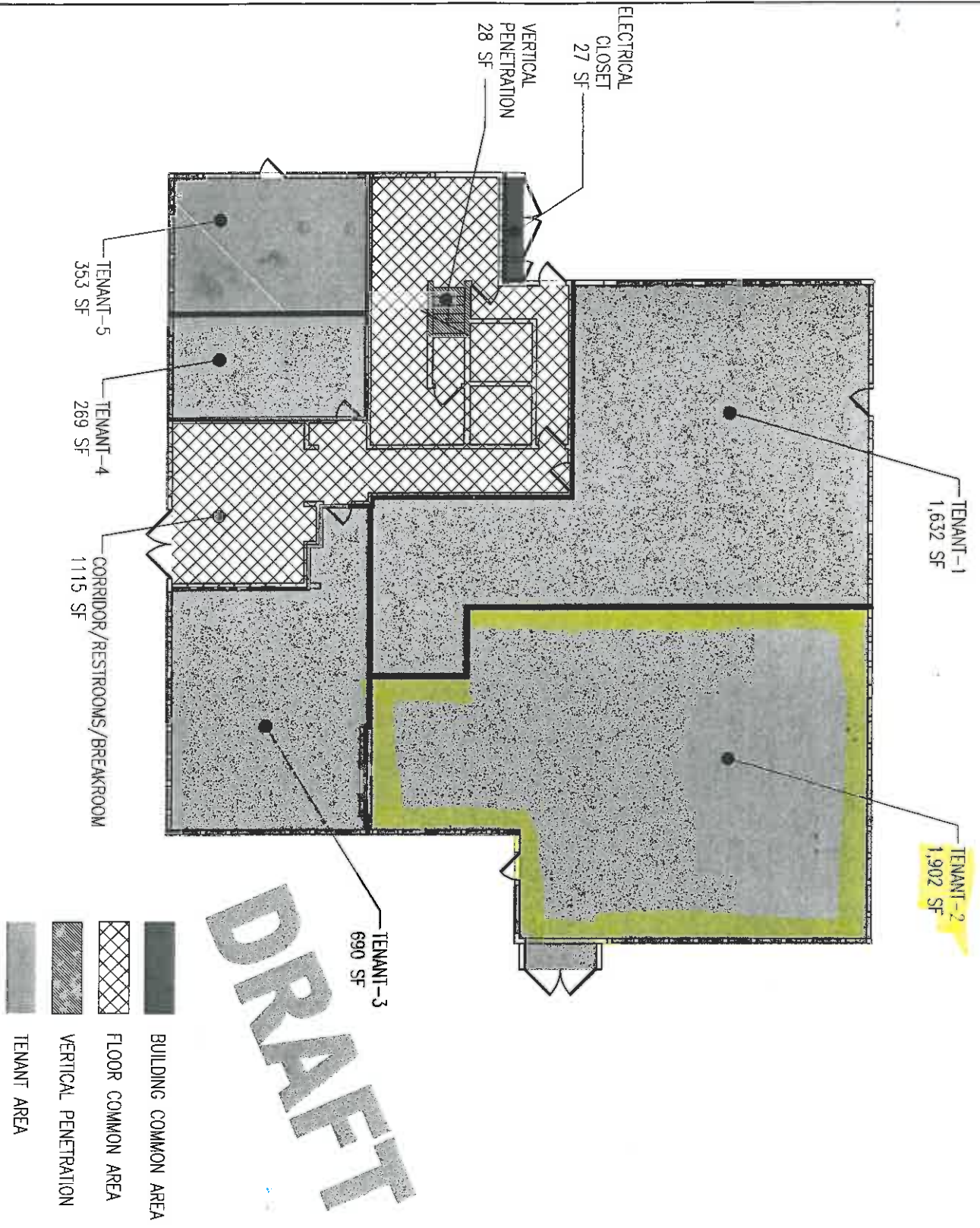
Kathryn J Hallsten MD

Dr. Kathryn Hallsten

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Redwood City, Ca. 94063
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BOMA - GROSS MEASURED AREA
1ST LEVEL (WITHOUT TENANT-2 MEZZANINE)
POLLOCK FINANCIAL GROUP
130 PORTOLA ROAD

PROJECT NO.: 9863.001	REF. SHEET: DRAFT
REVIEWED BY: SE	SK-A002
DRAWN BY: AH	
SHEET NO.: 05/17/13	REFERENCE: Calculations
ISSUE DATE: 05/17/13	



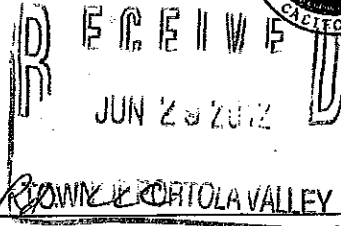
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