

PLANNING COMMISSION MEETING, TOWN OF PORTOLA VALLEY, JULY 18, 2012, SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Von Feldt called the Planning Commission regular meeting to order at 7:30 p.m. Ms. Borck called the roll:

Present: Commissioners Denise Gilbert and Arthur McIntosh; Chair Alexandra Von Feldt

Absent: Commissioner Nate McKitterick; Vice Chair Leah Zaffaroni

Staff Present: Tom Vlastic, Town Planner  
Carol Borck, Planning Technician  
Steve Padovan, Interim Planning Manager  
John Richards, Town Council Liaison

ORAL COMMUNICATIONS

Mr. Vlastic introduced Mr. Padovan, the Town's new Interim Planning Manager, and said that he'd received a call from former Planning Manager Leslie Lambert, who sent her regards, indicated that July 20, 2012, would be her formal day of retirement, and said she's working hard on her therapy.

REGULAR AGENDA

(1) Referral for Concurrence: Zoning permit request for Professional Medical Office Occupancy, 130 Portola Road, Conditional Use Permit (CUP) X7D-135, Pollock

M4. Vlastic referred to the staff report of July 11, 2012, which sets for the request for occupancy of almost 2,000 square feet of floor area in the existing office building at 130 Portola Road. It thus conforms to the building's conditional use permit (CUP), which provides for a maximum floor area for a medical practice to 2,000 square feet. It also meets parking provisions of the CUP and zoning ordinance standards, Mr. Vlastic said.

A key discussion point involves service to the community, and in that context, he said that Town staff met with the potential occupants and the property owner. Mr. Vlastic indicated that Vice Chair Zaffaroni (absent) would not have been able to participate in the discussion because one of the potential occupants is her physician.

Commissioner Gilbert, inquiring about the ultimate shift of the patient population to include more Town residents asked whether that would depend on turnover, if the Concierge Medicine Practice currently has a full patient load, or whether the doctors are taking new patients. The physicians, Dr. Emma Morton-Bours and Dr. Kathryn Hallsten said that some people might decide against coming to Portola Valley, and regular patients already include some Portola Valley residents. They said that the practice's "more intense way of doctoring" limits capacity to some extent, but room remains for some new patients.

Chair Von Feldt, noting that the names of four physicians appear on the letterhead, asked whether only Drs. Morton-Bours and Hallsten are moving to Portola Valley. They said yes. She also asked the percentage of patients already living in Portola Valley. Dr. Morton-Bours estimated that her patient base includes 20% from Portola Valley, while Dr. Hallsten's is about 30%. Mr. Vlastic confirmed that the benchmark for reaching the 50% level is two years, and that progress toward that goal is checked when the CUP comes up for review. Drs. Morton-Bours and Hallsten are confident they will be able to reach the goal of serving at least 50% local residents. Representing the applicant, building owner Pollock Financial Group, Jeff Pollock said there's a natural synergy with the businesses at 130 and 150 Portola Road.

In response to further questioning from Chair Von Feldt, Mr. Vlastic said it hasn't been necessary for the Town to deal with the few applicants who've been unable to meet the 50% threshold, because those who were in that position moved their operations elsewhere before the Town had to move to take any action.

Commissioners expressed concurrence with staff about issuing the requested occupancy zoning permit.

(2) Study Session: Portola Road Corridor Plan Task Force Report [*postponed*]

Mr. Vlastic indicated that this item was postponed primarily because the Trails and Paths Committee needed more time to address various points and ensure that the Task Force report fully reflected its position. He said that another Task Force meeting also is likely, and in the meantime, asked Commissioners to send any relevant comments to staff.

#### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

Mr. Vlastic said the Priory submitted an amended set of documents today and there's been no time yet to review them. Among next steps will be a joint site meeting involving the ASCC and the Planning Commission, with the focus likely on the mound, grading and turf.

#### APPROVAL OF MINUTES

Commissioner Gilbert moved to approve the June 6, 2012 minutes of the Planning Commission meeting, as amended. Seconded by Chair Von Feldt, the motion carried 2-0-1 (McIntosh abstained).

ADJOURNMENT [8:21 p.m.]

---

Alexandra Von Feldt, Chair

---

Tom Vlastic, Town Planner