




TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Melissa Thurman, Town Clerk 

DATE: January 25, 2023

RE: Open Space Acquisition Advisory Committee Charter Amendment

RECOMMENDATION

The Open Space Acquisition Advisory Committee recommends that the Town Council approve an amendment to their charter to reflect a new committee name and a regular meeting date and time.

BACKGROUND

On November 17, 2022, the Chair of the Open Space Acquisition Advisory Committee (OSAAC), Terry Lee, sent an email to Town Clerk Melissa Thurman requesting a number of changes to the OSAAC:

- Changing the committee to a regular committee and not an ad-hoc committee
- Creating a regular meeting schedule of the first Thursday of every other month, beginning in February 2023, at 7:00 p.m.
- Update committee name to be consistent with the scope of the committee charter. The new name would be "Open Space Committee"

FISCAL IMPACT

There is no fiscal impact associated with the proposed charter.

ATTACHMENT

1. Proposed Open Space Acquisition Advisory Committee Charter

OPEN SPACE COMMITTEE CHARTER

OBJECTIVES

Support preservation of the Town's rural environment by advising the Town Council on all open space matters.

DUTIES AND FUNCTIONS

1. Advise on acquisitions, easements, financing, and maintenance of open space.
2. Foster public awareness, education, and financial support for land conservation.
3. Liaise with other Town committees and local and regional open space organizations.
4. Monitor the General Plan, the Open Space Element, and land use ordinances relevant to open space preservation.

RESPONSIBLE TO

Town Council

COORDINATION AND LIAISON

Town Public Works
Town Planner
Town Attorney
Town Manager
Conservation Committee
Parks and Recreation Committee
Trails and Paths Committee
Finance Committee
Local and Regional Open Space Agencies and Organizations

MEMBERSHIP

The Committee shall consist of a maximum of 7 regular voting members appointed by the Mayor with Council concurrence, and advisory members as determined appropriate by the Council appointed by the Mayor with Council concurrence. The members serve one-year terms.

The Committee may form subcommittees from time to time to explore or address issues for further consideration by the Committee. Subcommittee members serve one-year terms.

MEETINGS

Meetings of the Open Space Committee will be scheduled regularly, initially every other month. Meetings may be cancelled or additional meetings may be added as needed. Committee meetings (not including subcommittee meetings) will be noticed, public, and presided over by a chairperson elected by the members of the Committee, and the proceedings shall be recorded by a secretary selected by the members.

Adopted by the Town Council [to be updated].