



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Melissa Thurman, Town Clerk

DATE: March 22, 2023

RE: Open Space Committee Charter Amendment

RECOMMENDATION

The Open Space Committee recommends that the Town Council approve an amendment to their charter updating their charter with numerous edits in all sections.

FISCAL IMPACT

There is no fiscal impact associated with the proposed charter amendment.

ATTACHMENT

1. Proposed Open Space Committee Charter, with Redline Amendment

This item was continued from the meeting of March 8, 2023

**OPEN SPACE
COMMITTEE CHARTER**
4-23-08 Original

OBJECTIVES

1. Support preservation of the Town's rural environment by advising the town Council on all open space matters including analyzing mechanisms for financing and acquiring open space in the Town's locality, developing communications to foster public awareness, education, and financial support for land conservation, and serving as a liaison with local and regional open space organizations whose activities are relevant to the Town's land conservation goals.
2. Coordinate with and assist other Town committees, regional agencies, and organizations on matters related to conservation, land use, recreation, and environmental issues.
3. Develop community awareness of open space opportunities and provide a yearly source of open space funding through community events sponsored by open space events subcommittee.

DUTIES AND FUNCTIONS

1. Advise the Town Council on open space acquisition, open space maintenance, and related matters.
2. Provide analysis to the Town Council of mechanisms for the funding and acquisition of open space, and assist the Town in the evaluation of financing options when specific parcels or easements have been identified for acquisition.
3. Monitor local properties, and communicate with local and regional conservation agencies and organizations whose activities are relevant to the Town's open space goals.
4. Develop communications materials to foster public awareness, education, and financial support for land conservation within the Town.
5. Make recommendations to the Town Council on public financing issues for open space acquisitions, and funding for the Town's Open Space Fund.
6. Participate in the review of the General Plan, the Open Space Element, and land use ordinances relevant to open space preservation.
7. Provide a yearly source of funding for the Open Space Fund by sponsoring community fund raising events sponsored by the Open Space Events Subcommittee of the Open Space Committee.

RESPONSIBLE TO

Town Council

COORDINATION AND LIAISON

Town Planner
Town Attorney
Finance Committee
Conservation Committee
Local and Regional Open Space Agencies and Organizations
Parks and Recreation Committee

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 Open Space Events Subcommittee shall consist of 10 members appointed by the Mayor with the concurrence of the Town Council. The Subcommittee members serve one year terms.

MEETINGS

Meetings of the Open Space Committee and the Open Space Events Subcommittee may be held separately and as needed. Meetings will be noticed, public meetings presided over by a chairperson elected by the members of the Committee (or Subcommittee), and the proceedings shall be recorded by a secretary selected by the members. One member of the Subcommittee shall be selected to serve as liaison to the Open Space Committee.

OPEN SPACE COMMITTEE
COMMITTEE CHARTER
January / February 2023 Suggested Edits

OBJECTIVES

1. Advise the Town Council on open space matters. Support, protect, and connect the community with the Town's open space and rural environment. Support preservation of the Town's rural environment by advising the town Council on all open space matters including analyzing mechanisms for financing and acquiring open space in the Town's locality, developing communications to foster public awareness, education, and financial support for land conservation, and serving as a liaison with local and regional open space organizations whose activities are relevant to the Town's land conservation goals.
2. Coordinate with and assist other Town committees, regional agencies, and organizations on matters related to conservation, land use, recreation, and environmental issues.
3. Develop community awareness of open space opportunities and provide a yearly source of open space funding through community events sponsored by open space events subcommittee.

DUTIES AND FUNCTIONS

1. Advise the Town Council on land acquisitions, conservation easements, and the enhancement and maintenance of open space.
2. Provide financial oversight for the Open Space Fund and identify sources to sustain and grow our capacity for nimble acquisition and long-term protection of open space.
3. Foster mutual awareness, education, and financial support for land conservation, wildlife corridors, and conservation easements in Portola Valley.
- 1.4. Collaborate with other Town committees and local and regional agencies, organizations, and land owners on issues common to the Town's open space conservation and land use goals. Advise the Town Council on open space acquisition, open space maintenance, and related matters.
2. Provide analysis to the Town Council of mechanisms for the funding and acquisition of open space, and assist the Town in the evaluation of financing options when specific parcels or easements have been identified for acquisition.
3. Monitor local properties, and communicate with local and regional conservation agencies and organizations whose activities are relevant to the Town's open space goals.
4. Develop communications materials to foster public awareness, education, and financial support for land conservation within the Town.

- ~~5. Make recommendations to the Town Council on public financing issues for open space acquisitions, and funding for the Town's Open Space Fund.~~
- ~~6.5. Participate in the r~~Participate in the review of eview of the General Plan and advise the Town Council on implementing policies and goals of the General Plan, the Open Space Element, and land use ordinances that protect and reflect the values of open space to our community. relevant to open space preservation.
- ~~7. Provide a yearly source of funding for the Open Space Fund by sponsoring community fund raising events sponsored by the Open Space Events Subcommittee of the Open Space Committee.~~

RESPONSIBLE TO

Town Council

COORDINATION AND LIAISON

Town Public Works

Town Planner

Town Attorney

Town Manager

~~Finance Committee~~

Conservation Committee

Parks and Recreation Committee

Trails and Paths Committee

Finance Committee

Local and Regional Open Space Agencies and Organizations

~~Parks and Recreation Committee~~

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MEETINGS

Meetings of the Open Space Committee ~~and the Open Space Events Subcommittee may be held separately and as needed. will be scheduled regularly, initially every other month. Meetings may be cancelled or additional meetings may be added as needed. Committee M~~meetings (not including

~~subcommittee meetings~~) will be noticed, public, ~~meetings and~~ presided over by a chairperson elected by the members of the Committee ~~(or Subcommittee)~~, and the proceedings shall be recorded by a secretary selected by the members. ~~One member of the Subcommittee shall be selected to serve as liaison to the Open Space Committee.~~

Adopted by the Town Council ~~April 23, 2008~~[to be updated].

OPEN SPACE COMMITTEE CHARTER

January / February 2023 Suggested Edits Accepted

OBJECTIVES

Advise the Town Council on open space matters. Support, protect, and connect the community with the Town's open space and rural environment.

DUTIES AND FUNCTIONS

1. Advise the Town Council on land acquisitions, conservation easements, and the enhancement and maintenance of open space.
2. Provide financial oversight for the Open Space Fund and identify sources to sustain and grow our capacity for nimble acquisition and long-term protection of open space.
3. Foster mutual awareness, education, and financial support for land conservation, wildlife corridors, and conservation easements in Portola Valley.
4. Collaborate with other Town committees and local and regional agencies, organizations, and land owners on issues common to the Town's open space conservation and land use goals.
5. Participate in the review of the General Plan and advise the Town Council on implementing policies and goals of the General Plan, the Open Space Element, and land use ordinances that protect and reflect the values of open space to our community.

RESPONSIBLE TO

Town Council

COORDINATION AND LIAISON

Town Public Works
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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].