

# Open Space Committee Charter

## **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.

## **DUTIES AND FUNCTIONS**

1. Advise the Town Council on open space acquisition, 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 implanting 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  
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 on 3/22/2023