



Gwinnett County Tree Advisory Committee Meeting Agenda Monday, January 8, 2024, at 6:00pm

**One Justice Square
446 West Crogan Street, 1st floor, Conference Room 106
Lawrenceville, GA 30046**

AGENDA

1. Call to Order
2. Determination of a Quorum (5 Members)
3. Announcements
4. Adoption of the Agenda
5. Approval of the Minutes
 - a. October 2, 2023
6. Old Business
7. New Business
 - a. Election of Officers
 - b. Front Yard Tree Program
 - c. Rowen: project description and plan submittal and review status
 - d. RFP status
8. Other Business
 - a. Staff Report
9. Adjournment

cc: TAC Internal Staff



Tree Advisory Committee

(January 2, 2024)

Membership Group One	
<p><u>Citizen – District 2 Member</u> Hilda Estrella de Lev estrella.hilda@gmail.com Term Expires 12-31-2025</p>	<p><u>Registered Forester Member</u> Vacant</p>
<p><u>Citizen – District 4 Member</u> Thomas J. DeAngelo 404.704.2995 tdean32@aol.com Term Expires 12-31-2025</p>	<p><u>Gwinnett Clean & Beautiful Member</u> Patrick Kien 770.331.2907 (Mobile) patrick.kien@cox.com Term Expires 12-31-2025</p>
<p><u>Citizen – At Large Member</u> Hilary Wilson 770.309.8523 hilarysgarden@gmail.com Term Expires 12-31-2023</p>	
Membership Group Two	
<p><u>Citizen – District 1 Member</u> Patrick Carey 770-315-3063 patrick@keystonelandsurveying.com Term Expires 12-31-2024</p>	<p><u>Registered Landscape Architect Member</u> Steve Sappington 740SS@PPI.US Term Expires 12-31-2024</p>
<p><u>Citizen – District 3 Member</u> Olayinka Aiyere 313.802.1250 globalweathermi@gmail.com Term Expires 12-31-2024</p>	<p><u>Development Advisory Committee Member</u> Derrick Williams 404.396.0911 770Williams@gmail.com Term Expires 12-31-2024</p>



Tree Advisory Committee (TAC) Meeting Schedule 2024

Meeting Date
January 8, 2024
March 4, 2024
May 6, 2024
July 1, 2024
September 9, 2024
November 4, 2024

TAC meetings are held every two months on the first Monday of the month at 6:00 p.m. They are held in Conference Room "106", on the 1st floor of the Gwinnett County One Justice Square (OJS) located at 446 West Crogan Street, Lawrenceville, GA 30046

**Tree Advisory Committee Minutes
Monday, October 2, 2023 – 6:00 pm**

Gwinnett Justice and Administration Center
Conference Room B
75 Langley Drive, Lawrenceville, GA 30046

Present: Chris Barneycastle, Hilary Wilson, Patrick Carey, Patrick Kien, Steve Sappington, Thomas J. DeAngelo

Absent: Derrick Williams, Olayinka Aiyere

A. Call To Order

6:07pm

B. Determination of a quorum

A quorum was present.

C. Announcements

New member Thomas J. DeAngelo was introduced.

D. Adoption of the Agenda

{Motion to Approve: Steve Sappington; Second: Patrick Kien; Approved; Vote: 6-0: Chris Barneycastle-Yes; Hilary Wilson-Yes; Patrick Carey-Yes; Patrick Kien-Yes; Steve Sappington-Yes; Thomas J. DeAngelo-Yes}

E. Approval of the Minutes – July 10, 2023

{Motion to Approve: Steve Sappington; Second: Chris Barneycastle; Approved; Vote: 6-0: Chris Barneycastle-Yes; Hilary Wilson-Yes; Patrick Carey-Yes; Patrick Kien-Yes; Steve Sappington-Yes; Thomas J. DeAngelo-Yes}

F. Old Business

a. Revised Tree Ordinance Rewrite Request for Proposal (RFP)

Staff to provide final version of RFP to TAC members before November 1, 2023.

- response to questions

Meeting adjourned prior to discussing.

b. Meeting frequency during Tree Ordinance rewrite period

{Motion to Approve meeting every two months beginning January 8, 2024: Pat Carey; Second: Steve Sappington; Approved; Vote 6-0: Chris Barneycastle-Yes; Hilary Wilson-Yes; Patrick Carey-Yes; Steve Sappington-Yes; Patrick Kien-Yes; Thomas J. DeAngelo-Yes}

G. New Business

a. Rowen: project description and plan submittal and review status

Staff introduced project. Tree canopy discussion followed.

H. Other Business

a. Staff Report

Meeting adjourned prior to discussing.

I. Adjournment

7:00pm

{Motion to Approve: Steve Sappington; Second: Pat Kien; Approved; Vote: 6-0:
Chris Barneycastle-Yes; Hilary Wilson-Yes; Patrick Carey-Yes; Steve Sappington-Yes;
Patrick Kien-Yes; Thomas J. DeAngelo-Yes}

Gwinnett County Tree Advisory Committee Meeting Notes

October 2, 2023, at 6 pm

Committee Members Present: Hilary Wilson, Patrick Kien, Chris Barneycastle, Patrick Carey, Steve Sappington, and Thomas DeAngelo

Committee Members Absent: Olayinka Aiyere and Derrick Williams

Staff Present: Rinda Grooms, Deputy Development Division Director, Sharon Cook, Development Plan Review Manager, and Patricia Huguenard, Development Project Manager.

Announcements

- Hilary Wilson, Chairperson, asked Thomas DeAngelo to introduce himself and tell us a little about his background. Orientation was held for Thomas DeAngelo prior to the meeting.
- Chris Barneycastle submitted his resignation from the Tree Advisory Committee (TAC) to Department staff after serving on the Committee as the Registered Forester for 14 years.
- The Committee commented that someone should contact the member who has not yet been to a meeting since being appointed to the Committee almost a year ago. Chris Barneycastle suggested staff consult the bylaws and follow according to plan.

Patricia consulted the bylaws and Section 13 states the chairman shall contact the member.

SECTION 13. ABSENCES.

It is the responsibility of each member to inform the chairman when and for what reason a member will be absent from a meeting. In the event that a member is absent from more than 50% of meetings held in a calendar year, the chairman shall contact said member to determine whether the committee should seek a permanent replacement by informing the Board of Commissioners of the situation.

Old Business

- Patricia Huguenard presented the third draft of Request for Proposal (RFP) for the Tree Ordinance Rewrite and indicated that the changes made in the third draft are highlighted in yellow. This is a document prepared for consultants that bid on the proposed amendment to Chapters 600 through 640 and the Appendix Section 4.0 of the Unified Development Ordinance. The first draft of the RFP was presented at the April 3rd meeting and sent again to members on May 9th for comment. A second draft was presented at the July 10th meeting.
 - Hilary Wilson first pointed out not all the changes were highlighted in yellow. *Tree Canopy Assessment for 20 points* was added to the Scoring Criteria Chart on page nine. Patricia stated that *Discovery: Phase 1, 2, and 3* was added to the *Fee Proposal Chart* on page 10.

- Patricia Huguenard stated Chapter 640 was relocated to the Warranty, Maintenance and Performance Surety Section of the UDO. Discussion ensued regarding the adoption of the UDO amendment on 9/26/2023 (see first solid bullet point below).
- Hilary Wilson raised a concern about warranty periods. Suggested they be longer than a year and asked if Chapter 640 will be revised. Another concern was if the Warranty Section was moved will that Section too, have the potential to be revised if needed? Yes, if it is shown, the warranty period should be lengthened for plantings, that text will be revised regardless of where it is located in the UDO.
- Steve Sappington asked when the RFP is due, and Patricia Huguenard replied November 1, 2023.

Patricia to send the final version of the RFP to the TAC members when ready.

- Patricia Huguenard mentioned the UDO amendment went to the Planning Commission in April, and August and Title 2 and 3 was tabled at both meetings. The Amendment went to the Board of Commissioners in September and was adopted on September 26, 2023. Revisions listed below reflect some but not all the changes.
 - It was discussed that Chapters 600, 610, 620, 630, and 640 did not change significantly with one exception. Calculations for buffer and supplemented buffer plantings recommended by the Tree Advisory Committee are now included.
 - Reorganization of the overall document. Examples include but are not limited to: (Buffers Between Dissimilar Districts Chart moved from Title 3 to Title 2; Appendix 4 moved to Appendix 3; Transportation Chapter 900 moved to Chapter 360.)
 - Addition of new zoning districts (Title 2),
 - Revised Open Space Conservation zoning district requirements (Title 2),
 - Revised Accessory Structure material requirements (Title 2),
 - Addition of square feet calculations to use when assessing how many trees and shrubs are to be planted in a buffer. Different formulas are used based on what type of buffer exists such as one with no vegetation, partially vegetated, to a heavily wooded buffer. (Title 3)
 - Revised and added text in Chapters 610, 620 and 630 to require the use of of the Prohibited Plant Species List and the Gwinnett County Shrub List (Title 3),
 - Addition of the Prohibited Plant Species List (Appendix 3),
 - Addition of the Gwinnett County Shrub List (Appendix 3)
- Hilary Wilson created tree canopy assessments by using Gwinnett County shape files provided to her by staff and the Forestry Service software I-tree. She requested staff display the tree canopy assessment at the meeting on screen. It was agreed that due to IT Security reasons,

rather than using a flash drive the pdf could be sent via email to Patricia Huguenard after the meeting and she can distribute to the TAC members via email.

Patricia sent the information on Hilary Wilson's behalf to the TAC members on Wednesday 10/4/2023. One pdf showed the current tree canopy of only unincorporated Gwinnett County and another pdf showed the cities and unincorporated Gwinnett County combined.

- Hilary Wilson stated there has been an overall decline in tree canopy from 53% in 2019 down to 43% in 2023. Discussion took place regarding the County purchasing software that measures canopy versus hiring a consultant who already has the software and is trained in measuring canopy to do the studies.
 - Hilary Wilson suggested that if the County purchased tree canopy measurement software, staff could measure the tree canopy at any time consistently. She stated the i-Tree software put out by the Forestry Service is free and it only took her an hour to conduct a canopy measurement of unincorporated Gwinnett County using the shape files provided to her by Department staff.
 - Patrick Kien added that many companies will not sell their software and if any is available, purchasing software is a huge commitment for the County to maintain the software, purchase the latest versions, and train staff.
 - Chris Barneycastle added he thought using a company that specializes in tree canopy assessments, has the software, and that is all they do would be a better choice than the County purchasing and maintaining software and training staff who are unfamiliar with it to use the software.
- Meeting frequency was discussed by the Committee. The RFP calls for the TAC to meet every other month during the Tree Ordinance Rewrite period and it was agreed to meet every other month starting in January 2024. Pat Carey motioned and Steve Sappington seconded with all members in favor.
 - January's meeting was discussed. The first Monday in January is a holiday. The Committee agreed to meet on January 8th at 6:00pm.

New Business

- The meeting adjourned prior to discussing New Business.

Other Business

- The meeting adjourned prior to reviewing the staff report contained in the agenda packet.

Meeting adjourned at 7:00pm.

Note: These meeting notes do not represent official meeting minutes of the TAC. They are for internal record keeping purposes only.

Front Yard Tree Program

What is it?

This would be a public service where the homeowner applies to have a tree planted in their front yard at no cost to them except for a minor application fee.

The tree would first be considered for the front yard if it could accommodate a tree. Otherwise, the back yard is an option. The health and future vigor of the tree is the priority.

Application is accepted and reviewed, and a local provider installs the tree, provides maintenance, one pest control application, one fertilizer treatment and one pruning for one year.

For example, in the City of Chamblee, "Trees Atlanta" provides the service after the application is reviewed.

Statistics.

Gwinnett County: 437 square miles, pop. 983,656

City of Brookhaven: 11.6 square miles, pop. 54,902

City of Chamblee: 7.7 square miles, pop. 29,010

City of Decatur: 4.4 square miles, pop. 23,953

Dekalb County: 267.6 square miles, pop. 786,129

City of Doraville: 4.9 square miles, pop. 11,489

City of Dunwoody: 13.0 square miles, pop. 49,649

City of Sandy Springs: 37.7 square miles, pop. 105,223

Tree Stewardship Programs in Georgia.

"Trees Atlanta", *Forest Stewardship Training Program*: 4 classes on Saturdays in October

"UGA", *Coastal Stewards Program*

"Georgia Forestry Commission", *Georgia's Forest Stewardship Program*

GWINNETT COUNTY
BOARD OF COMMISSIONERS
LAWRENCEVILLE, GEORGIA

ORDINANCE ENTITLED: Unified Development Ordinance

SECOND READING AND ADOPTION: December 6, 2022

At the regular meeting of the Gwinnett County Board of Commissioners held in the Justice and Administration Center, Auditorium, 75 Langley Drive, Lawrenceville, Georgia.

Name	Present	Vote
Nicole L. Hendrickson, Chairwoman	Yes	Aye
Kirkland D. Carden, District I	Yes	Aye
Ben Ku, District 2	Yes	Aye
Jasper Watkins III, District 3	Yes	Aye
Marlene M. Fosque, District 4	Yes	Aye

On motion of Commissioner Carden, which carried 5-0, the Gwinnett County Board of Commissioners hereby amends Chapter 220 of Title 2 of the Unified Development Ordinance, entitled Overlay Zoning Districts by inserting a new Section 220-60, entitled Innovation Overlay Zoning District, as set forth in Exhibit A attached hereto and hereby amends the Official Zoning Map of Gwinnett County to designate the boundaries of the Innovation Overlay Zoning District.

WHEREAS, the Gwinnett County Board of Commissioners is committed to utilizing available resources to promote the preservation and improvement of the health, welfare, and public safety of the citizens of Gwinnett County; and

WHEREAS, the Unified Development Ordinance contains regulations governing zoning and land use, development and permitting, landscape requirements and architectural guidelines, as well as procedures for the administration and application of those regulations; and

WHEREAS, the Gwinnett County Board of Commissioners desires that the Unified Development Ordinance provide appropriate and sound regulation of land use, zoning, development, and permitting; and

WHEREAS, the Gwinnett County Board of Commissioners adopted the Unified Development Ordinance on February 25, 2014, and has since amended it from time to time; and

WHEREAS, the Unified Development Ordinance provides that the text thereof may be amended from time to time by the Board of Commissioners following submission of certain items to the Municipal-Gwinnett Planning Commission for review and recommendation; and

WHEREAS, Gwinnett County began a multi-generational project, known as Rowen, envisioned to be purpose focused and to set a new standard for discovery and innovation; and

WHEREAS, Rowen is envisioned as a “knowledge community” whose mission is “to be a catalyst for education, research, innovation, and transformation through the creation of a global destination which recognizes stewardship of the land as the cornerstone of an inspired community;” and

WHEREAS, working with the Rowen Foundation, a text amendment to the Unified Development Ordinance has been drafted to establish the Innovation Overlay Zoning District and an associated map amendment to facilitate the development of Rowen, and

WHEREAS, the Innovation Overlay Zoning District provides for permitted uses, standards for site coverage, density and building height, and establishes a special administrative permit process as set forth in Exhibit A attached hereto; and

WHEREAS, in accordance with Official Code of Georgia Annotated §36-66-4(h), affected properties were posted with notice of the hearings and the proposed text and map amendment were placed on file in the Office of the Clerk to the Commission and in the Office of the Clerk of Superior Court; and

WHEREAS, the first public hearing required by O.C.G.A. §36-66-4(h) was duly advertised in legal organ and held on July 26, 2022, between the hours of 5:00 p.m. and 8:00 p.m.; and

WHEREAS, the second public hearing required by O.C.G.A. §36-66-4(h) was duly advertised in legal organ and held on August 23, 2022, between the hours of 5:00 p.m. and 8:00 p.m.; and

WHEREAS, the Board of Commissioners received public comments at the public hearings held on July 26, 2022, and August 23, 2022; and

WHEREAS, the Gwinnett County Planning Commission held a duly advertised public hearing on September 6, 2022, to consider the proposed text and map amendment; and

WHEREAS, the Gwinnett County Planning Commission recommended approval of the text and map amendment by a 9-0 vote; and

WHEREAS, O.C.G.A. §36-66-4(h) provides that the text and map amendment be adopted at two regular meetings of local government making the zoning decision; and

WHEREAS, the Board of Commissioners held a duly advertised public hearing on September 27, 2022, to consider the first adoption of the text and map amendment set forth in Exhibit A; and

WHEREAS, the Board of Commissioner held a regular meeting on December 6, 2022, to consider the second adoption of the text and map amendment set forth in Exhibit A; and

WHEREAS, the Board of Commissioners finds it is in the best interest of Gwinnett County to adopt the recommended text and map amendments to the Unified Development Ordinance as set forth in Exhibit A attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Gwinnett County Board of Commissioners, that Chapter 220 of Title 2 of the Unified Development Ordinance, entitled Overlay Zoning Districts, is hereby amended by inserting new Section 220-60, entitled Innovation Overlay Zoning District, as set forth in Exhibit A attached hereto.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Gwinnett County Board of Commissioners that the amendment to the Official Zoning Map of Gwinnett is hereby amended to designate the boundaries of the Innovation Overlay Zoning District

NOW, THEREFORE, BE IT FURTHER RESOLVED that this Unified Development Ordinance text amendment and zoning map amendment shall only be effective upon a second final adoption by the Board of Commissioners.

GWINNETT COUNTY BOARD OF COMMISSIONERS

By: Nicole L. Hendrickson
Nicole L. Hendrickson, Chairwoman

Date Signed: 1/12/2023

ATTEST:

By: Tina King
Tina King, County Clerk



APPROVED AS TO FORM:

By: Jean S. Carter
Deputy County Attorney

EXHIBIT A

UNIFIED DEVELOPMENT ORDINANCE

Title II

Chapter 220 of Title 2, entitled Overlay Zoning Districts, is hereby amended by creating Section 220-60.-Innovation Overlay Zoning District as follows:

Section 220-60. Innovation Overlay Zoning District

220-60.1 Purpose and Intent

The purpose of the Innovation Overlay Zoning (IOZ) District is to promote sustainable, environmental stewardship; to facilitate a knowledge community including medical, agricultural, and environmental research uses, and a mix of housing options; and to provide civic space and parks; entertainment and hospitality amenities; and businesses and entrepreneurial space in a cohesively designed setting. The IOZ District encourages opportunities for recreation and alternative modes of transportation throughout the district. The entirety of the district is conceived as a place where a focus on people and ideas creates special environments. The district shall be guided by a series of unifying principles:

- A. Respect for the natural contour of the land;
- B. Provide a diversity of housing types;
- C. Create highly collaborative environments supportive of programming for the arts, music, and education;
- D. Inspire settings where people can feel, touch, experience and create the future; and
- E. Promote access to a wide variety of people, companies,

and institutions. Specifically, the IOZ District is intended to:

- A. Allow for a range of innovation and research facilities, and the broad exchange of ideas between residents and employees;
- B. Promote a framework for innovative design solutions with respect to environmental resources and functions within the landscape;
- C. Allow development that will support and benefit from alternative transportation modes such as bus transit, rail transit, ridesharing, bicycling, and walking;

- D. Support the clustering of land uses and development patterns that support pedestrian circulation;
- E. Encourage formation of pedestrian-friendly activity centers with residential, commercial, and office development that incorporate safe living environments for the residents of Gwinnett County;
- F. Promote development standards that incorporate the design of innovative projects providing for current and future trends in urban design, public amenities, and green space concepts;
- G. Provide a distinct district that will improve the market attractiveness of the area for investments by the private and public sectors;
- H. Provide appropriate guidelines to encourage development consistent with the 2040 Unified Plan, as amended;
- I. Provide for connectivity of streets, multipurpose trails, and sidewalks for improved vehicular and pedestrian circulation and reduce the dependence on automobile uses by increasing the ease of movement and opportunities for alternative modes of travel; and
- J. Provide for the integration and preservation of open space which incorporates a multiuse trail system that provides connectivity within the district and to the larger region, when possible.

220-60.2 Applicability

- A. The boundaries of the Innovation Overlay Zoning District shall be as shown on the official Overlay District Map, maintained by the Department of Planning and Development.
- B. The Innovation Overlay Zoning District shall function as an overlay zoning, wherein the underlying zoning at the time of enactment of the overlay remains effective. Whenever this overlay imposes a standard that is more restrictive or less restrictive, the requirements of this Overlay District shall govern per the redevelopment thresholds in Table 220.60-4.
- C. All buildings, structures, or land, in whole or in part, shall be used, occupied, erected, constructed, moved, enlarged, or structurally altered, in conformance with this Overlay according to Table 220-60.
- D. It is not the intent of this Overlay to interfere with or abrogate or annul any easements, covenants or other agreements between parties; provided, however, that where this overlay imposes a greater restriction upon the use of property or requires more space than is imposed or required by other resolutions, rules or regulations, or by

easements, covenants or agreements, the provisions of this Overlay shall govern.

- E. All properties located in the Rowen Innovation Subdistrict shall be developed in conformity with the Rowen Design Guidelines, adopted by the Board of Commissioners on September 27, 2022, incorporated herein by reference, including any amendments thereto.

220-60.3 Reserved

220-60.4 Redevelopment Thresholds and Nonconforming Uses

- A. Renovations, expansions, and site disturbance of any structure or site existing before the adoption of this Overlay shall be subject to the provisions of Chapter 260-Non-Conformation Uses, of this UDO, with the following exceptions:
 1. Renovation. Renovations to a structure, or portion of a structure, that existed before adoption of this Overlay in the Rowen Innovation Subdistrict shall apply if they impact 60 percent or more of a building.
 2. Expansion. Expansions to any building or use by more than 10 percent shall be subject to the provisions of this Overlay, except for 220.60.6.D and 7.D Street Standards.
 3. Site Disturbance. Site disturbance greater than 5,000 square feet shall be subject to the provisions of this Overlay, except 220.60.6.A and 7.A Permitted Uses, 220.60.6.C and 7.C Building Standards, and 220.60.6.D and 7.D Street Standards.
 4. Change in Use. Any change in use from one occupancy classification to another shall be subject to the following provision of this Overlay: 220.66.6.A and 7.A Permitted Uses.

220-60.5 Use and Development Standards

The Rowen Innovation Subdistrict is intended to accommodate a critical mass of innovation and research facilities representing a wide range of industries.

A. Permitted Uses

1. Low and medium density research and office uses limited to research, professional office, and some incidental assembly; and
2. High density mixed use.

Prohibited Uses. The following uses are prohibited:



1. Adult Establishments
2. Ambulance or Medical Transport Company
3. Appliance Repair Shop
4. Automobile Brokerage
5. Automobile, Truck, Motorcycle, ATV, Recreational Vehicle or Marine Related Uses including any establishment selling, installing, repairing, or servicing vehicles in any manner, including:
 - a. Accessories Sales and Installation
 - b. Auction
 - c. Brokerage
 - d. Customization, Modification, and Rebuilding
 - e. Emissions Inspections
 - f. Parts Store
 - g. Rental (unless as an accessory use to a hotel and located entirely within a parking structure)
 - h. Repair or Lubrication
 - i. Sales and Related Service
 - j. Tire Sales and/or installation
 - k. Washing and/or Detailing
6. Bail Bonding Company
7. Bank or Financial Service with Drive-Thru
8. Blood Plasma Donation Center
9. Building Materials Sales
10. Carpet and Upholstery Cleaning Service
11. Cement, Concrete, or Masonry Plant
12. Cemetery or Mausoleum
13. Check Cashing or Payday Loan Facilities
14. Contractor's Office with Outdoor Storage

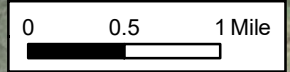
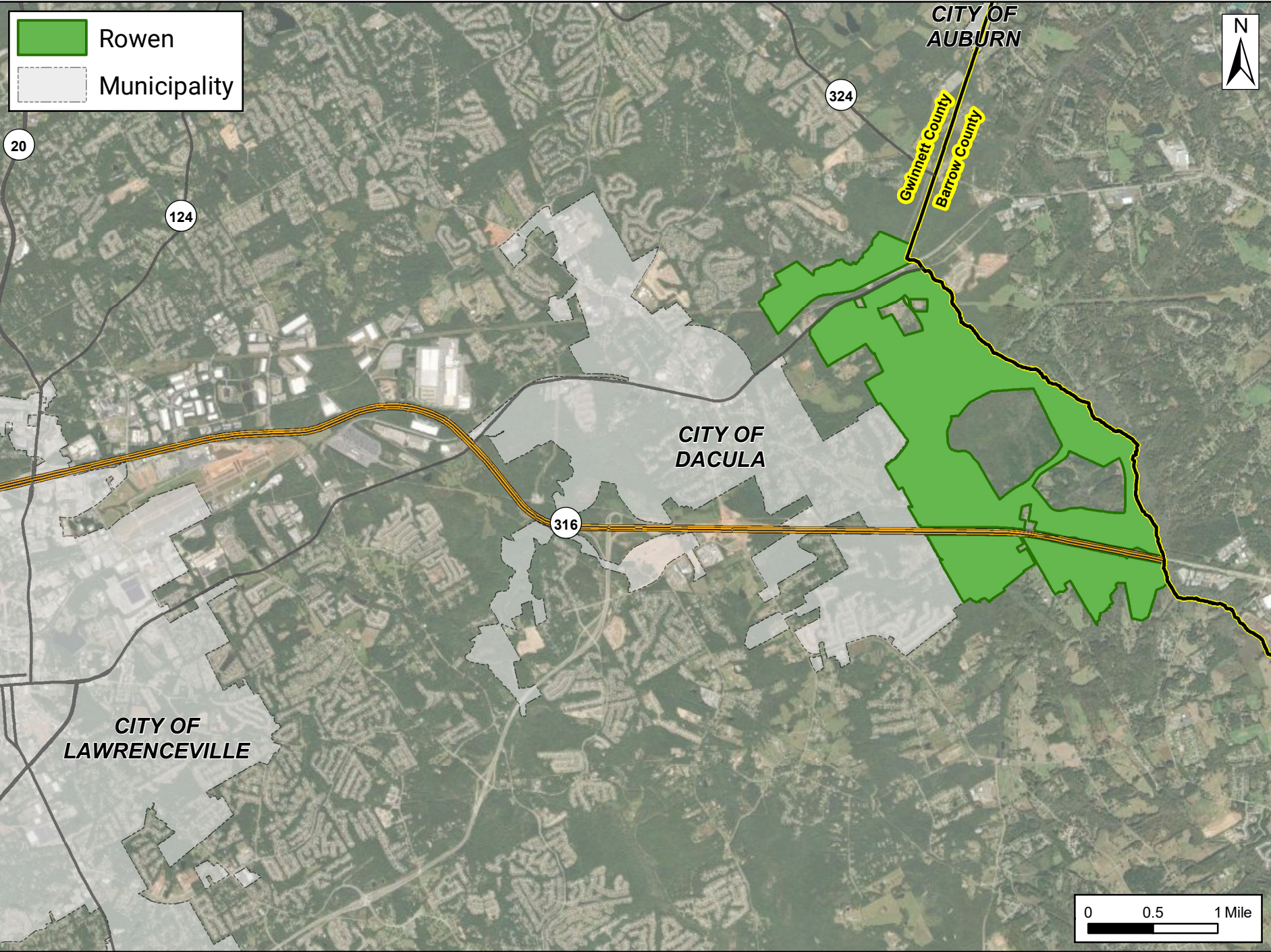
15. Convenience Stores with Fuel Pumps
 16. Driving Instruction
 17. DUI School
 18. Electronics Waste (e-waste) Collection/Recycling
 19. Funeral Home
 20. Golf Driving Range
 21. Ice Vending Machines, Bulk
 22. Janitorial and Maid Services
 23. Kennel or Pet Boarding
 24. Lawn Treatment Service
 25. Manufactured Building or Mobile Home Sales
 26. Lawn and Garden Equipment Sales and Service
 27. Outdoor Sales and Storage
 28. Pawn Shop
 29. Recreational Vehicle Park or Campground
 30. Restaurant with drive-in or drive-thru service
 31. Self-Storage or Mini-Warehouse Facility
 32. Shooting and Archery Ranges and similar outdoor recreation facilities
 33. Shooting Ranges, indoor
 34. Smoke Shop or Novelty Shop
 35. Sports Training Facility, outdoor
 36. Standalone ATM
 37. Standalone Parking Lots
 38. Stone Yard and Stone Cutting
 39. Swimming Pool Sales and Supply Stores
 40. Taxi or Limousine Service
 41. Title Loan Facility
- B. General District Requirements: All development and/or redevelopment of property within the district shall adhere to the Rowen Design Guidelines, per Section 220-60.2.G, with the exception of the standards outlined below.

1. Development of individual sites with the Rowen Innovation Subdistrict shall be developed according to the applicable character area in which they are located, as indicated in the Rowen Design Guidelines. The development of these sites shall meet the following minimum standards:
 - a. Low Density Office/Research Character Area:
 - i. Maximum Site Coverage: 60%
 - ii. Density: Maximum 0.9 Floor Area Ratio (FAR)
 - iii. Maximum Building Height: 5 stories
 - b. Medium Density Office/Research Character Area:
 - i. Maximum Site Coverage: 75%
 - ii. Density: Maximum 1.25 Floor Area Ratio (FAR)
 - iii. Maximum Building Height: 8 stories
 - c. Village Character Area:
 - i. Density: Maximum 2.5 Floor Area Ratio (FAR)
 - ii. Maximum Building Height: 8 stories
- D. Submittal and Approval Process
 1. Special Administrative Permit (SAP) Required: Applicants shall submit an SAP application on forms provided by the Department of Planning and Development prior to submittal of a land development or building permit application.
 2. SAP applicants shall schedule a pre-application meeting with the Director (or designee) prior to the submission of an SAP application on forms provided by the Department of Planning Development. The purpose of the meeting will be to:

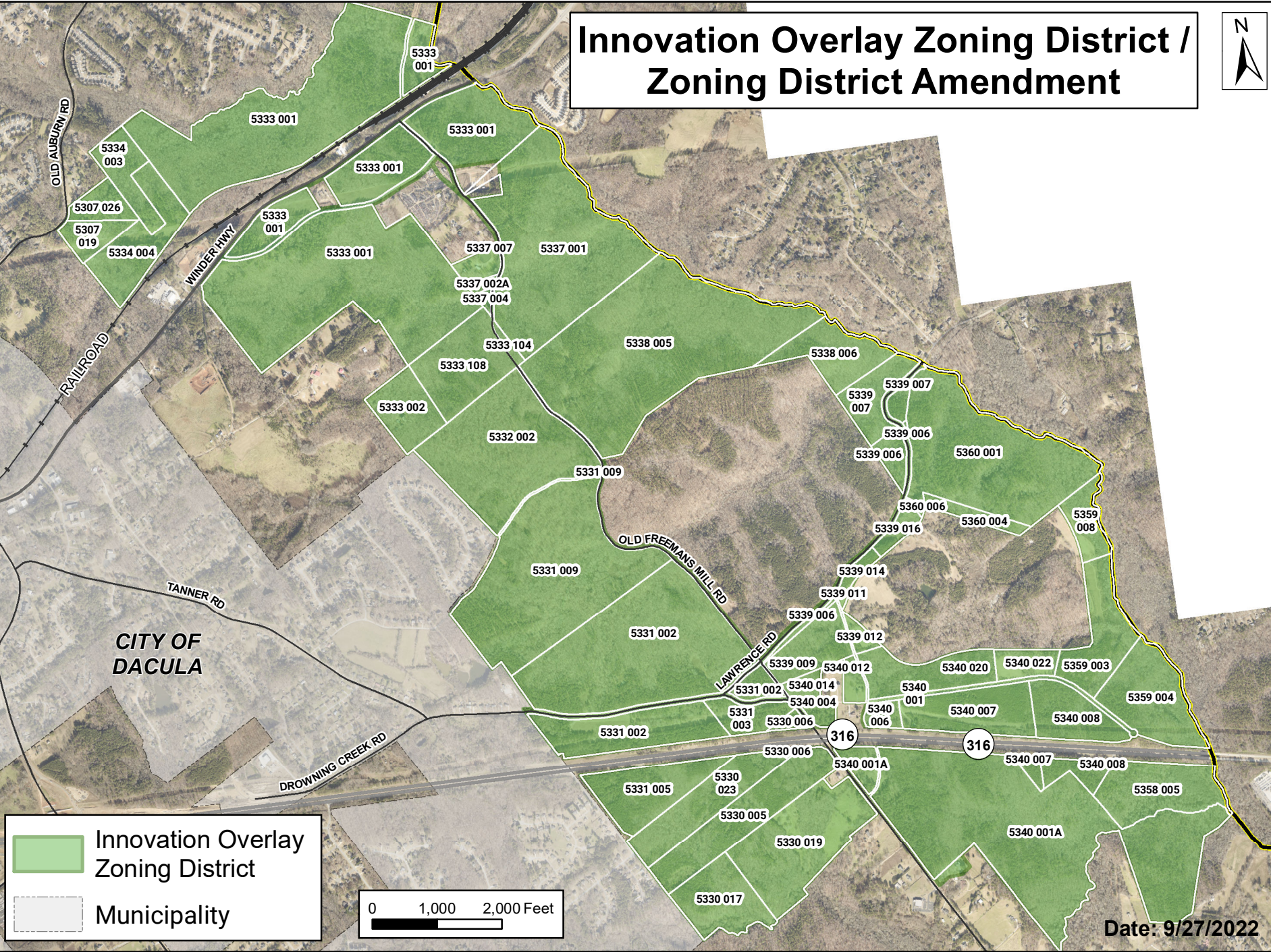
- a. Ensure the applicant's understanding of the Overlay requirement and approvals process.
 - b. Inform the staff of the applicant's plan for developing the property.
3. Minimum submittal requirements for an SAP application are as follows:
- a. Official approval documentation from the Rowen Architectural Guidance and Design Review Board.
 - b. Approved plans, building elevations, and other documents approved by the Rowen Architectural Guidance and Design Review Board.
 - c. Any other required information to demonstrate compliance with this overlay district and the Rowen Design Guidelines.
 - d. Any other requirements determined necessary by the Department of Planning and Development.
4. SAP application review procedures, include:
- a. Upon acceptance of a complete application, the Department of Planning and Development shall review the submitted application and provide a list of comments to the applicant.
 - b. The applicant shall make amendments to plans and resubmit, as noted.
 - c. A meeting with the applicant may be requested, if necessary, to discuss any application deficiencies.
 - d. Once the application is approved, an SAP shall be issued which is required prior to submittal of a land development application.


220-60.6-10 Reserved


 Rowen
 Municipality

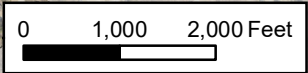


Innovation Overlay Zoning District / Zoning District Amendment



 Innovation Overlay Zoning District

 Municipality



Date: 9/27/2022

Rowen

Innovation Overlay Zoning District

Gwinnett County Planning Commission Public Hearings

- July 26, 2022
- August 23, 2022
- September 6, 2022

Gwinnett County Board of Commissioners Public Hearings

- September 27, 2022
- December 6, 2022

Adopted on December 6, 2022

Plan Submittals

September 22, 2022

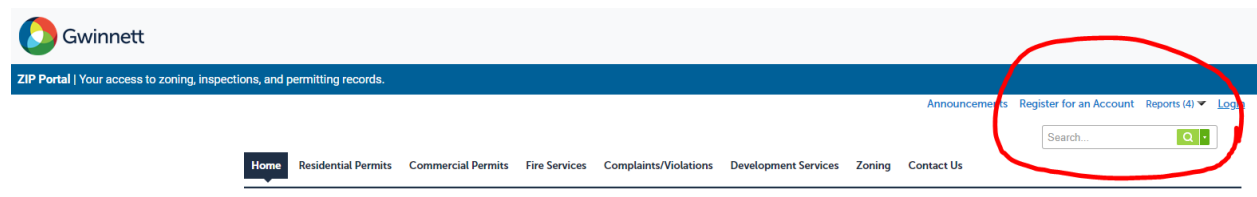
- Specimen Tree Concept Plan for Phase 1 PRE2022-00233
- Development plans for Phase 1 (two major roads) EPN2022- 02802

Permits Issued

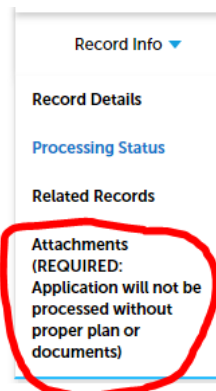
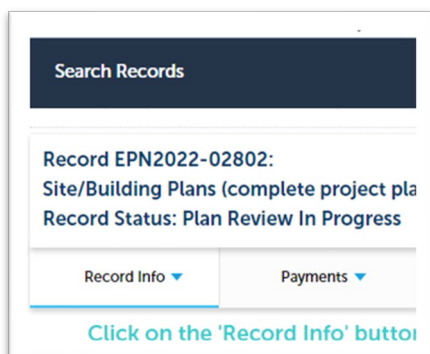
- 1/9/2023 Permit for roads COMDEV2022-00383

To search for cases, go to the link in blue highlight below and type in the case numbers or the name Rowen in the search field (circled in red below).

www.gwinnettZIP.com



Select **Record Info** and blue arrow next to it, then go to **Attachments**.



All submittals to that specific plan case will be shown.

CLICK on the 'Record Info' button, and select 'Attachments' to Upload documents and 'Processing Status'

Attachments (REQUIRED: Application will not be processed without proper plan or documents)

The maximum file size allowed is 5000 MB.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
220920_Rowen-Ph1_Civil-CDs.pdf	EPN2022-02802	Site/Building Plans (complete project plans)	Record	Plan	160.12 MB	09/20/2022	Actions ▾	Site/Building Plans (complete project plans) - EPN2022-02802

If you would like to see the inspections for a permit go to the COMDEV case number and follow the above steps but chose **Inspections** instead of **Attachments**.

Completed (57)
Cancelled - 9; Fail - No Fee - 6; Pass - 42

- Pass Pre-Construction Meeting (7260058)
Result by: Wesley Moon on 01/26/2023 at 12:00 AM [View Details](#)
- Pass L.O.D. Fence (7260059)
Result by: Wesley Moon on 02/06/2023 at 12:00 AM [View Details](#)
- Pass Progress Investigation (7299317)
Result by: Joshua Black on 03/31/2023 at 02:34 PM [View Details](#)
- Pass Site Visit (7312481)
Result by: Rinda Grooms on 04/18/2023 at 02:00 PM [View Details](#)
- Pass CO (Entrance/Exit) (7324416)
Result by: David Leggett on 05/02/2023 at 12:00 AM [View Details](#)

< Prev **1** 2 3

Home **Residential Permits** Comr

Permit Search Schedule at

Permit COMDEV2022-00383:
Land Development (land distur
Record Status: Permit Issued

Record Info ▾ Payme

- Permit Details
- Processing Status
- Related Records
- Attachments
- Inspections**

RD (3100 BLOC

Gwinnett County Buffer, Landscape and Tree Ordinance RFP

I. PURPOSE

Trees are an essential part of the County's infrastructure. The Gwinnett County Tree Ordinance has provided a solid foundation for the planting, preservation, and maintenance of trees since its adoption in 1987. To accommodate a 60% increase in the County's population over the next 25 years, the protection of green space and trees is paramount as development continues. Retention, planting, and maintenance of our tree canopy is a high priority initiative. A sustainable approach is necessary and must be derived from analyzing data, both current and past, with specific goals and objectives to be established as a result of the process.

Gwinnett County is soliciting competitive sealed proposals from an individual, firm, or team of firms to assist in the development of cutting-edge tree and landscape regulations. Heavy emphasis should be placed on creating illustrative content through a progressive and sustainable approach taking into consideration the County's population growth and growing land use diversity. With only an estimated 9% of County land undeveloped, Gwinnett is seeking to maximize opportunities for redevelopment and infill development. Progressive tree and landscape policies that result in regulations that recognize the unique needs and development trends of different areas of the County is essential to help maintain and grow Gwinnett's tree canopy.

II. BACKGROUND INFORMATION

The Gwinnett County Tree Ordinance was adopted on June 23, 1987, and was later amended, retitled, and adopted as the Buffer, Landscape and Tree Ordinance on September 22, 1992. The ordinance was combined with the zoning ordinance and other development regulations into a Unified Development Ordinance (UDO) in 2014. An amendment to the UDO, including some limited revisions to the Buffer, Landscape and Tree Ordinance regulations was adopted by the County on September 26, 2023.

Gwinnett County is located thirty miles northeast of Atlanta and is one of the most ethnically diverse counties in the southeast boasting a nationally recognized park system. At 437 square miles and a population currently over 984,000 rising to an estimated 1.56 million by the year 2040, the County is experiencing a steady decline in tree canopy and seeking an ordinance that will champion our resources and incentivize redevelopment that grows the County's tree canopy.

For more information on current regulations, growth and future land use, reference the links below:

UDO Amended September 26, 2023

[Planning and Development - Gwinnett | Gwinnett County](#)

Gwinnett County 2040 Unified Plan Executive Summary

[2040 Unified Plan Executive Summary](#)

Gwinnett County 2045 Unified Plan Webpage

[2045 Unified Plan - Gwinnett | Gwinnett County](#)

III. ORGANIZATION

General Expectations

The consultant is required to carefully communicate and coordinate all aspects of work. The consultant is, at a minimum, responsible for preparing meeting agendas and minutes and distributing them to team members for all meetings referenced throughout this RFP. Meetings may be held virtually or in person depending on the best methods to convey information and obtain feedback, as determined by the County Project Manager. The consultant team shall maintain a project status tracker at all times.

A project kickoff meeting with Gwinnett County Planning and Development staff shall occur within 30 days of contract execution to finalize the project scope, approach, and to answer any questions.

The following teams and committees will be established to guide the project:

Project Manager and Project Management Team (PMT)

The Director of the Department of Planning and Development (“The Department”), or designee, shall serve as the County’s Project Manager (PM). Weekly updates shall be provided via email or over the phone to the Project Manager. A Project Management Team will be created by The Department, to include, at a minimum, the Director, Deputy Department Director, Development Division Director, Development Plan Review Manager, and Development Project Manager. This group shall meet on a biweekly basis throughout the process. The purpose of the PMT is to provide direction on the amendment preparation and approval process, community engagement, and preparation of deliverables.

Tree Ordinance Review Technical Committee (TORTC)

A Tree Ordinance Review Technical Committee will be created by the Department in support of the project. The TORTC shall include representatives from the Departments of Community Services, Transportation, and other internal County departments as determined by the Project Manager. The TORTC shall meet monthly throughout the amendment preparation and approval process. The purpose of the TORTC is to provide input on the analysis and research process, restructuring of the chapters, and preparation of deliverables.

Consultant Team

In response to this Request for Proposal, the respondent should include a detailed overview of the team that will execute the project. Respondent is to provide background, qualifications, and experience of project team members. It is the responsibility of the consultant to manage the project in its entirety under the general supervision of the County Project Manager.

Deliverables:

- Weekly Project Manager Progress Reports from consultant to the Project Manager.
- Bi-weekly PMT Agendas and Meeting Summaries from consultant to the Project Manager.
- Monthly TORTC Agendas and Meeting Summaries from consultant to the Project Manager.

IV. SCOPE OF SERVICES

Gwinnett County will issue one contract to complete the work described herein. The expected final product includes the following: 1). Tree canopy assessment; 2). Report of Findings and Recommendations; 3). Draft Amendments to the UDO; 4.) Appendix of supporting documents. All content should be strongly supported by leading edge illustrative graphics and industry best practices.

The following minimum steps are required:

1. Conduct a tree canopy assessment and supporting documents. (See Task 1)
2. Develop and manage a comprehensive stakeholder and community engagement program. (See Task 2)
3. Complete a comprehensive analysis of the entire Unified Development Ordinance (UDO) to identify duplication and redundancy and to centralize tree and landscape code regulations. This includes examining details in the UDO Appendices and any regulations included by reference.
4. Research tree and landscape regulations of other similar sized jurisdictions both regionally and nationally for comparison and contrast to Gwinnett County's. Evaluate successful best practices and methods through comparative case studies. Research progressive approaches and sustainable best practices for trees and landscaping within spaces such as, but not limited to, public gathering places, parking lots, common areas, streetscapes, redevelopment sites, infill development sites, and stormwater management facilities.
5. Restructure Chapters 600, 610, 620, 630, and 640 of the UDO by consolidating into one Chapter 600 while assuring cross references to the green infrastructure details within the Gwinnett County Stormwater Management Manual; Countywide Trails Masterplan and Appendix of the UDO do not conflict, are aligned, and correct.
6. Create leading edge, innovative graphics and details that illustrate best practices from the concepts derived from the research, analysis, and evaluation listed above.
7. Prepare a written summary, and supporting documents to the UDO, that will be considered and adopted by the Gwinnett County Board of Commissioners.

The selected firm shall provide services sufficient to accomplish the goals of each distinct task awarded under this overall project and present findings to staff in various formats appropriate to convey the ideas and results (written, graphically, electronically, audio, and video).

Task 1: Tree Canopy Assessment

Prior to preparing the report of findings and recommendations and draft UDO Amendments a tree canopy assessment, as outlined below, must be completed. This process also includes the establishment of County goals and expectations regarding tree canopy retention and future vegetative measures to promote tree canopy growth.

Phase 1:

Conduct a tree canopy assessment of unincorporated Gwinnett County that includes five types of land cover: trees/forest/shrub; grass/meadows; impervious surfaces; bare soil; and open

water. This should include measurements with comparisons of land cover by tax parcel district (ex: R1234), census tract, land use, zoning district, population density, and/or other means to accurately analyze tree canopy.

The assessment, at a minimum, shall establish the following:

1. Historical tree canopy percentage every five years beginning with 2005 (based on available data).
2. Current tree canopy percentage and location.
3. Projected rate of tree canopy loss at historical and current development rates.
4. Amount, location, and suitability of land currently available for the establishment of tree canopy.

Phase 2:

Document the benefits of sustaining and/or adding to the tree canopy long-term based on, but not limited to, the following minimum factors:

1. Socio-demographics;
2. Public health;
3. Economics;
4. Ecological; and
5. Stormwater.

Phase 3:

Provide an executive summary report that includes data, maps, and graphics, and establishes progressive, yet realistic, tree canopy goals and policies.

At a minimum, the report should determine the following:

1. What should the future tree canopy percentage be overall and by specific geographic areas?
2. What policies should be considered to ensure equitable distribution of tree canopy?
3. What programs should the County establish for enhancement and maintenance of the tree canopy?

The results of the tree canopy assessment will allow the County to accomplish tree canopy goals that not only maintain current tree canopy levels but increase tree canopy levels in identified areas and assist with developing supportive policies. Once the tree canopy goals and policies are finalized and approved by the PMT, the consultant may move forward with the "Tasks" listed below.

Task 2: Stakeholder and Community Engagement

Public participation, involvement, and community awareness is essential in developing a successful amendment. The consultant shall prepare informational material for all meetings and public workshops. The material will include but is not limited to flyers, handouts, storyboards, and PowerPoint presentations.

Coordination Meetings with Tree Advisory Committee.

The Tree Advisory Committee will be asked to review and comment on project deliverables throughout the completion of the project. The Committee is comprised of nine (9) members, four commission district appointees, one citizen-at-large, one registered forester, one, registered

landscape architect, one Gwinnett County Clean and Beautiful representative, and one Development Advisory Committee representative. The consultant will prepare draft documents, presentations, interactive feedback tools, and summaries of these meetings.

Small Group Stakeholders

The consultant should plan to manage at least 10 small group stakeholder meetings. Examples of stakeholder groups include Community Improvement Districts, Neighborhood Groups, Development Community, Development Advisory Committee, Business Owners, Planning Commission, and Sustainability Commission etc. The final list of stakeholder groups shall be developed and approved by the Project Management Team (PMT).

Other Public Engagement Activities

The following list of other engagement activities is not exhaustive and should be considered the minimum required activities. Consultants are expected to propose creative, cutting-edge methods of engaging the community. The Board of Commissioners highly considers all public input in their decision-making process, so a thorough, effective public engagement program is required. At a minimum, the Consultant should propose the following:

1. Survey: A survey shall be distributed and made available for completion online.
2. Project Website: The consultant team shall work with the Department of Communications to create a project website and create all content with information about the Amendment preparation and approval process and any other necessary information. A feedback tool will be incorporated into the page, and the consultant will be responsible for analyzing the feedback downloaded from the tool.
3. Workshops: At least three public meetings shall be in a workshop format with interactive sessions. The consultant is expected to develop creative, cutting-edge interactive sessions.
4. Individual Stakeholder Interviews: The consultant team should be prepared to interview up to 20 individual community stakeholders, including one-on-one interviews with the Chairwoman, District Commissioners, and County Administrator. Other stakeholders may include Department Directors, Community Leaders, etc., as determined by the PMT.
5. Creative advertising: Efforts should be made to implement creative advertising of meetings and events to ensure maximum participation and to ensure participation from underrepresented individuals. The consultant team shall provide translation services at all events and of all written materials in the most spoken languages in the County, as determined necessary by the PMT.
6. Other: Submittals shall propose any additional or alternative public engagement methods that will be effective throughout the amendment preparation and approval process.

Board of Commissioners' Briefing: The consultant will provide one progress update presentation at a Board of Commissioners' Briefing.

Planning Commission Public Hearing: The consultant will attend up to one public hearing for proposed amendments to Title 2 and be available for questions.

Board of Commissioners' Public Hearing: The consultant will attend one public hearing and be available for questions.

Prior to each meeting, the consultant team will arrange a meeting with the PMT to coordinate the content of the meetings. The County Project Manager, in coordination with the consultant, will send out agendas and associated documents. After each meeting, the consultant team will meet with PMT to review the input received and discuss how best to incorporate this input into the project.

Deliverables: The materials shall be provided at least one week prior to the scheduled activity. Items required as a result of a meeting such as meeting summaries, sign-in sheets, etc. must be provided no later than 7 days following the scheduled activity.

- Online Survey and Summary of Survey Results;
- Project Website in coordination with the Department of Communications;
- Community Workshop Agendas, Meeting Materials, Presentations, Comment Cards, Meeting Summaries and Electronic Copies of any Resulting Sketches, Engagement Exercises, etc.;
- Presentation Materials for one Board of Commissioners' Briefing;
- Presentation Materials for one Planning Commission Public Hearing;
- Presentation Materials for one Board of Commissioners' Public Hearing;
- Stakeholder Interview Schedule, List of Questions and Summary of Findings for Groups and Individuals;
- Public Meeting Agendas, Meeting Materials, Presentations, Meeting Summaries and Electronic Copies of any Resulting Sketches, Engagement Exercises, etc.;
- Preliminary Reports and Project Updates as needed throughout the process.

Task 3: Research, Analysis, and Evaluation of Tree and Landscape Regulations

The County expects the delivery of a cutting-edge and highly effective tree ordinance. This ordinance shall, at a minimum, be developed based on the following methods:

1. Research other similar sized jurisdictions both regionally and nationally for comparison and contrast to Gwinnett County's. This exercise should not only list comparisons it should be evaluated to identify successful outcomes and what didn't work through comparative case studies.
2. Research progressive approaches and sustainable best practices for tree and landscape regulations in jurisdictions experiencing urban growth who desire to incorporate trees and landscape into impervious areas.
3. Research infill development and redevelopment examples, what obstacles did jurisdictions face with this type of development when requiring trees and landscape and how did they overcome the issues?
4. Research successful methods for existing tree preservation; evaluate what practices have been required to both maintain existing trees and provide incentives for development; and

which practices were most successful? What would work to meet the current and future needs of Gwinnett County?

5. Complete a comprehensive analysis of the entire UDO to identify duplication and redundancy, to centralize tree and landscape code regulations. This includes examining details in Appendices and documents incorporated by reference.

Task 4: Restructure and Rewrite the Tree Ordinance and Other Tree-Related Regulations

This task shall include but not limited to:

1. Consolidate and combine tree and landscape requirements from any other affected sections of the UDO into Chapter 600.
2. Replace Chapters 600, 610, 620, 630, and 640 by consolidating into one Chapter 600.
3. Revise, update and add planting details contained in the Appendix, Standard Drawings to current best practices.
4. Revise, update and add illustrative graphics and pictures contained in the Appendix, Design Guidelines, and Public Spaces. Encourage picture examples, and when used, pictures are to originate from within unincorporated Gwinnett County.
5. Create new innovative, illustrative graphics to convey the proposed material contained in the required amendment.
6. Update tree, shrub, and prohibited plant species lists contained in the Appendix, Buffers, Landscape and Tree Protection. Remove non-native trees and add native tree species.

Task 5: Amendment Development and Adoption of Amendment by the Board of Commissioners

1. Adoption by the County. The Board of Commissioners are charged with the responsibility to adopt the amendment. A resolution for adoption shall be prepared to be presented to the Board of Commissioners. The consultant shall attend the meeting associated with the adoption process to respond to any questions or comments, and where appropriate, make presentations regarding the amendment. The consultant will make any changes to the amendment requested by the Planning Commission and Board of Commissioners at their public hearings.
2. Publicizing the amendment. The consultant will assist the County with creating draft press releases and other content related to notifying the public that the amendment has been finalized and adopted.
3. Training. The consultant shall develop draft training materials to be utilized by Department leadership to train staff on implementing the amended regulations.

Deliverables:

- Public Hearing Presentation Materials;

- Planning Commission Presentation Materials;
- Board of Commissioners Presentation Materials;
- Draft Press Release and other Public Notification Content;
- Draft Training Materials.

Task 6: Preparation of Final Project Deliverables

The goal of this task is to compile the results of the overall work effort, the research process, relevant findings, and recommendations into a final written summary with supporting documents. The final package shall, at a minimum, include the following (not necessarily in this order) in a user-friendly format:

1. Executive Summary of the amendment development process.
 - a. A description of the process and methodology, data gathering techniques, findings, and general outcomes.
 - b. Approach taken for this project with final recommendations sufficient for public presentation and posting to the website.
2. Draft of the amendment and its appendices, including:
 - a. Redlined documents
 - b. Final clean copy documents
3. Final draft document and appendices for Municode utilization.
4. Format of Final Deliverables.
 - a. PDF file of tree canopy assessment, summary, and appendices.
 - b. All electronic files in their original formats (e.g., MS Word, Excel, PowerPoint etc.) with supporting graphics and details that will allow County staff to modify and reproduce all information generated as part of this project including but not limited to the associated graphics, charts, maps, and forms.
 - c. Maps, GIS data from tree canopy assessment.
 - d. 15 hard copies of the tree canopy assessment, summary, and appendices.

V. PROCESS SCHEDULE

Based on the scope of work, Gwinnett County expects a thorough and complete outcome within a reasonable period of time. Provide a proposed timeline and action plan. This plan should include the support of County staff to complete the effort on time and within budget. The project timeline will be finalized upon awarding of the contract and refinement of the scope of work.

VI. PROPOSAL SUBMITTAL INSTRUCTIONS AND PROPOSAL LAYOUT

Consultants are requested to submit one (1) original unbound, six (6) copies and one (1) electronic copy on disc, USB flash drive, or other common data storage device of the proposal package to meet the requirements below:

VII. SELECTION PROCEDURE

Proposals will be evaluated based on their relative responsiveness to the criteria described above and with those criteria’s values weighted as shown.

SCORING CRITERIA

Evaluation Factors	Maximum Points
Understanding and Project Approach. Describe how your firm will meet these needs.	10 points
Proposed Scope of Services	25 points
Experience of project staff, with emphasis on Project Management on Projects of Similar Scope	20 points
Consulting Firms Experience on Similar Projects	10 Points
Schedule. Understanding of and commitment to achieving project deliverables within the timeframe.	10 points
References	5 points
Sub Total	80 points
Fee Proposal	20 points
Sub Total	100 Points
Optional Interview Requirements	20 points
Total	120 points

The proposals will be evaluated to select the firms or teams which rate highest according to the criteria elaborated in above items. The selection committee then, at its discretion, may short list the highest scoring firms. Should the County choose to short list the firms, those making the list may be invited to participate in an oral presentation at the discretion of Gwinnett County. The full cost of the proposal preparation and all costs incurred to participate in the oral presentation/interview/demonstration are to be borne by the proposing team.

Upon completion of the qualifications-based evaluation and ranking of proposals, the County will initiate negotiations with the most highly qualified consultant to arrive at a fair and reasonable compensation for the solicited services which considers the scope, complexity, professional nature and estimated value of the services to be rendered. If the county and the most highly qualified consultant are unable to negotiate a fair and reasonable contract, the County may formally terminate negotiations and undertake negotiations with the next most qualified consultant, continuing the process until an agreement is reached.

Insurance

The successful consultant shall provide adequate coverage for the entire term of the contract.
 FAILURE TO RETURN THIS PAGE AS PART OF YOUR PROPOSAL DOCUMENT MAY RESULT IN REJECTION OF PROPOSAL.

FEE PROPOSAL (Return in a Separate Sealed Envelope)

Gwinnett County Tree Ordinance Rewrite		
Task 1: Tree Canopy Assessment Phases 1, 2, and 3	Rate	\$
	Hours	
	Total Cost	\$
Task 2: Stakeholder and Community Engagement	Rate	\$
	Hours	
	Total Cost	\$
Task 3: Research, Analysis and Evaluation of Tree and Landscape Regulations	Rate	\$
	Hours	
	Total Cost	\$
Task 4: Restructure and Rewrite Tree Ordinance and Other Tree-Related Regulations	Rate	\$
	Hours	
	Total Cost	\$
Task 5: Amendment Development and Adoption of Amendment by the Board of Commissioners	Rate	\$
	Hours	
	Total Cost	\$
Task 6: Preparation of Final Project Deliverables	Rate	\$
	Hours	
	Total Cost	\$
Total	\$	

Company Name _____

Authorized Signature _____ **Date** _____
FAILURE TO RETURN THIS PAGE AS PART OF YOUR PROPOSAL DOCUMENT MAY RESULT IN REJECTION OF PROPOSAL.

CONSULTANT INFORMATION

Note:
Return this sheet with your technical proposal submittal (not your Cost Proposal)

Certification of Non-collusion in Proposal Preparation _____
(Signature) (Date)

The County requires that all who enter a contract for the physical performance of services with the County must satisfy O.C.G.A. § 13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract.

In compliance with the attached specifications, the undersigned acknowledges all requirements outlined in the "Instructions to Proposers", and all documents referred to therein, if this bid is accepted by the Board of Commissioners within ninety (90) days of the date of proposal opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered to the designated points within the time specified in the fee schedule. By submission of this proposal, I understand that Gwinnett County uses Electronic Payments for remittance of goods and services. Vendors should select their preferred method of electronic payment upon notice of award. For more information on electronic payments, please refer to the Electronic Payment information in the instructions to bidders.

Legal Business Name _____

Federal Tax ID _____

Address _____

Does your company currently have a location within Gwinnett County? Yes No

Representative Signature _____

Print Authorized Representative's Name _____

Telephone Number _____

Fax Number _____

E-Mail _____

FAILURE TO RETURN THIS PAGE AS PART OF YOUR PROPOSAL DOCUMENT MAY RESULT IN REJECTION OF PROPOSAL.

REFERENCES

Gwinnett County requests a minimum of three (3) references where work of a similar size and scope has been completed.

Note: References should be customized for each project, rather than submitting the same set of references for every project bid. The references listed should be of similar size and scope of the project being bid on. Do not submit a project list in lieu of this form.

1. Company Name _____

Brief Description of Project _____

Completion Date _____

Contract Amount \$ _____ Start Date _____

Contact Person _____ Telephone _____

2. Company Name _____

Brief Description of Project _____

Completion Date _____

Contract Amount \$ _____ Start Date _____

Contact Person _____ Telephone _____

3. Company Name _____

Brief Description of Project _____

Completion Date _____

Contract Amount \$ _____ Start Date _____

Contact Person _____ Telephone _____

Company Name _____ **Date** _____

Item No.	Topic	Status Date	Comments
1	Train New Board Members with TAC Orientation	4/3/2023 9/10/2023 1/2/2024	3/28/2023 Orientation held with Olayinka Aiyere and Bob DeRoth (D.A. Williams could not attend). 6/14/2023 emailed D.A. Williams asking days he's available for orientation and waiting to hear back as of 6/26/2023. 6/29/2023 D.A. and Patrick are scheduled for orientation on 6/30 and 7/5 respectively. 6/30/2023: Orientation took place with Mr. Williams 7/7/2023: Orientation took place with Mr. Carey 8/30/2023: Orientation took place with Mr. DeAngelo Orientation to be scheduled with Ms. Estrella de Lev
2	Train New Board Members on Unified Development Ordinance (UDO)	4/3/2023 4/21/2023	Presentation to be re-recorded by staff prior to offering to new members. 4/21/2023 Presentation I, II and III were sent to TAC Members.
3	TAC Comments on the UDO Amendment	4/3/2023 4/14/2023	Comments from TAC Members were incorporated into UDO amendment. Amendment was sent via email to TAC Members on 4/14/2023.
4	Motion: Staff to provide opportunity for additional review and feedback regarding the current UDO amendment going to BOC in June with prior TAC comments addressed	4/3/2023 7/20/2023 9/15/2023 1/2/2024	6/6/2023 Heard by PC and parts were tabled. 6/21/2023 TAC Members have opportunity to comment before August 2023 Planning Commission meeting . 7/20/2023: Link to current UDO Amendment on website sent to TAC Members via email with instructions on what the color of the text signified. 9/15/2023: UDO Amendment to Tree Bank Section 630-80 1/1/2024: UDO Amendment is in effect
5	Send Bioretention Schematic and Details to Kate and send them again to TAC Members	4/3/2023	Bioretention details sent to TAC Members on 2/13/2023. Bioretention details sent again to TAC Members 4/21/2023
6	Stormwater Management Manual requires update to plant list	4/3/2023 7/10/2023	5/15/2023 Rinda inquired with DWR. 6/6/2023 Katherine Gurd from DWR is working with Rinda and Patricia to review tree list. 7/10/2023 The plant list from Stormwater Management Manual was presented at 7/10/2023 TAC meeting. No further comments.

7	Motion: Table discussion on RFP at April meeting until all members have had a chance to review (Hilary stated either wait until their next meeting to make comments or schedule a called meeting)	4/3/2023 7/10/2023 7/24/2023 9/15/2023 1/2/2024	3/31/2023 RFP sent to TAC Members for 4/3/2023 meeting. 5/9/2023 RFP sent again requesting comment by 5/31 6/9/2023 Staff received no comments to date 7/10/2023: Discussed RFP at TAC meeting. Staff received feedback 7/18/2023: Staff sent revised RFP to TAC members 7/24/2023: Staff received RFP feedback and questions from TAC members via email and will be addressed at Oct. 2nd TAC meeting. 9/15/2023: Minor updates to RFP (in yellow highlight) 1/2/2024: Revisions to final version are in process
8	Susan Gamble appointed on 4/18/2023 by Commissioner Carden/District 1. Did not attend a meeting before resigning on 5/2/2023	5/2/2023	5/16/2023 Resignation official per BOC
9	Bob DeRoth appointed on 2/7/2023 by Commissioner Holtkamp/District 4. Attended meeting on 4/4/2023, resigned on 5/15/2023	5/15/2023	6/6/2023 Resignation official per BOC
10	A quorum = 5 members in attendance	5/15/2023	5/15/2023 TAC members were polled as to their attendance on 7/3/2023 for a quorum. 5/26/2023 Staff sent a cancellation notice for the July 3rd meeting.
11	Kate Pittman appointed by Commissioner Ku/ District 2, submitted resignation on 5/29/2023.	5/29/2023	6/20/2023 Resignation official per BOC
12	Patrick Carey appointed by Commissioner Carden/District 1	6/20/2023	Appointed to the Tree Advisory Committee
13	Thomas DeAngelo appointed by Commissioner Holtkamp/District 4	7/18/2023	Appointed to the Tree Advisory Committee
14	Hilda Estrella de Lev appointed by Commissioner Ku/ District 2	12/5/2023	Appointed to the Tree Advisory Committee
15	Thomas DeAngelo re-appointed by Commissioner Holtkamp/District 4	12/5/2023	Re-appointed to the Tree Advisory Committee
16	Patrick Kien re-appointed to represent Gwinnett Clean and Beautiful	12/5/2023	Re-appointed to the Tree Advisory Committee