



Gwinnett County Tree Advisory Committee Meeting Agenda Monday, March 4, 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. January 8, 2024
6. Old Business
 - a. Front Yard Tree Program (can we use AI and GIS to maximize suitable targets)
 - b. Discuss Registered Forester – Vacant Position
7. New Business
 - a. Tree Stewardship Program
 - b. Discuss topics for the tree ordinance rewrite
8. Other Business
 - a. Staff Report
9. Adjournment

cc: TAC Internal Staff

**Tree Advisory Committee Minutes
Monday, January 8, 2024 – 6:00 pm**

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

Present: Derrick Williams, Hilary Wilson, Hilda Estrella de Lev, Patrick Carey, Patrick Kien,
Steve Sappington, Thomas J. DeAngelo

Absent: Olayinka Aiyere

A. Call To Order

6:00pm

B. Determination of a quorum

A quorum was present.

C. Announcements

Hilary Wilson, Chairperson called the meeting to order and after informal introductions, new member Hilda Estrella de Lev was introduced.

D. Adoption of the Agenda

{Motion to Approve: Patrick Kien; Second: Thomas DeAngelo; Approved; Vote: 7-0:
Derrick Williams-Yes; Hilary Wilson-Yes; Hilda Estrella de Lev-Yes; Patrick Carey-Yes;
Patrick Kien-Yes; Steve Sappington-Yes; Thomas J. DeAngelo-Yes}

E. Approval of the Minutes – October 2, 2023

{Motion to Approve: Steve Sappington; Second: Patrick Carey; Approved; Vote: 7-0:
Derrick Williams-Yes; Hilary Wilson-Yes; Hilda Estrella de Lev-Yes; Patrick Carey-Yes;
Patrick Kien-Yes; Steve Sappington-Yes; Thomas J. DeAngelo-Yes}

F. Old Business

None

G. New Business

a. Election of Officers

{Steve Sappington made a motion to nominate Patrick Carey as chairman. The motion was seconded by Thomas DeAngelo and passed unanimously 7-0}

{Patrick Kien made a motion to nominate Steve Sappington as vice chairman. The motion was seconded by Thomas DeAngelo and passed unanimously 7-0}

b. Front Yard Tree Program

Patricia Huguenard explained the Front Yard Tree Program and shared her research.

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

Rinda Grooms presented basic information on the Rowen project referencing information provided in the agenda packet. She outlined the adoption of the Innovation Overlay District and the maps showing the growing areas.

d. RFP status

Patricia Huguenard provided a copy of the updated Request for Proposal (RFP) to rewrite the tree and landscape ordinance.

H. Other Business

a. Staff Report

Patricia Huguenard presented the Staff Report summarizing action items and notating updates.

I. Adjournment

6:56pm

{Motion to Approve: Hilary Wilson; Second: Patrick Kien; Approved; Vote: 7-0:
Derrick Williams-Yes; Hilary Wilson-Yes; Hilda Estrella de Lev-Yes; Patrick Carey-Yes;
Patrick Kien-Yes; Steve Sappington-Yes; Thomas J. DeAngelo-Yes}

Gwinnett County Tree Advisory Committee Meeting Notes

January 8, 2023, at 6 pm

Committee Members Present: Hilary Wilson, Patrick Kien, Patrick Carey, Steve Sappington, Thomas DeAngelo, Derrick Williams, and Hilda Estrella de Lev

Committee Members Absent: Olayinka Aiyere

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

- Hilary Wilson, Chairperson, asked Hilda Estrella de Lev, newly appointed District 2 representative to introduce herself and tell us a little about her background.
- Hilary Wilson then asked everyone in attendance at the meeting to introduce themselves, state their position and background information.

Announcements

There were none.

Old Business

- There were no Old Business items. The October 2023 meeting adjourned before several New Business items were discussed. These business items were placed on the January 2024 TAC agenda under New Business.

New Business

- The annual election of officers took place. Patrick Carey is the newly elected Chairperson and Steve Sappington is the newly elected Vice Chairperson.
- Patricia Huguenard presented the Front Yard Tree Program whose purpose is to allow homeowners living in unincorporated Gwinnett County an opportunity to have a tree planted in their front yard (if feasible) back yard (if front yard does not allow) with no cost to them except an application fee. The homeowner may choose to apply for this program. A secondary benefit to this program is to increase tree canopy coverage. The Front Yard Tree Program is established in several cities in the Metropolitan Atlanta area and one county jurisdiction per the hand-out in the agenda package. "Trees Atlanta" is the contact organization, for those cities and county, that provides the review, planting, and maintenance.
 - Several questions by the Committee were raised, and statements posed:

Thomas DeAngelo added that large trees planted in the front yard kills the grass and that homeowners must be made aware that by planting a large tree in the front yard, the grass will die, roots will interfere with the sidewalk and house foundation.

Hilda Estrella de Lev added, an educational component for the homeowner is very important and must be made available. That some homeowners cut the tree out of ignorance by not knowing. She also stated, "Trees Atlanta" is a very knowledgeable organization and has experienced staff in the group who could review the site prior to planting. Although they may not work outside of the perimeter.

Patricia Huguenard advised she will talk with "Trees Atlanta" before the next TAC meeting to find out if they would be able to support Gwinnett County or if a different organization would be better suited.

Steve Sappington added that the recipient of the tree must be the owner of the property and not a tenant.

Hilary Wilson expressed interest in the Front Yard Tree Program and added that "Georgia Power" offers a program like this one. That they use GIS to locate the tree.

In conjunction with Department staff the Committee has been asked to discuss, establish criteria and procedure for a Front Yard Tree Program for Gwinnett County.

- Rinda Grooms presented the project referred to as "Rowen" [Welcome | Rowen \(rowenlife.com\)](https://www.rowenlife.com) in the eastern portion of Gwinnett County, adjacent to the City of Dacula, and bisecting Hwy. 316. The Innovation Overlay District was adopted by the Gwinnett County Board of Commissioners on December 6, 2022, to support this project. There have been a few plan submittals to date, development permit issued for the road infrastructure for Phase I. Rinda explained the progress of plan submittals, permits, and inspections may be referenced through the Gwinnett County ZIP portal www.gwinnettZIP.com.

Rinda Grooms asked the Committee to read through the Innovation Overlay District document.

- The final draft Request for Proposal (RFP) for the Tree Ordinance Rewrite was handed out at the meeting. Patricia Huguenard explained the document will go to the Department of Finance for final preparation.

Patricia Huguenard asked the Committee to read through the RFP and if there are any glaring issues to please email her.

Hilary Wilson requested Patricia email the previous strikethrough versions of the RFP to the TAC members.

Other Business

- The staff report was presented by Patricia Huguenard and is included in the agenda package. The items in red text represent the newest activities.
- Patrick Carey wanted to recognize and thank Hilary Wilson and Patrick Kien for serving as Chairperson and Vice Chairman all these years.

The 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*

Item No.	Topic	Status Date	Comments
1	Train New Board Members with TAC Orientation	4/3/2023 9/10/2023 1/2/2024 2/16/2024	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 Orientation scheduled for 2/26/2024
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 2/16/2024	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. 1/11/2024: RFP sent to Finance Department for preparation. 1/22/2024: Redlined versions of RFP were sent to TAC Members. See row #17 titled Request for Offers (RFO)
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
17	Request for Offers (RFO) in response to the Request for Proposal (RFP) to rewrite the tree ordinance sections of the UDO	2/16/2024	2/14/2024: Advertisement of RFO 2/21/2024: Advertisement of RFO 2/27/2024: Pre-Preposal Meeting 3/11/2024: Kick-off Meeting
18	Roxanne Raven appointed by Chairwoman Hendrickson	2/20/2024	Appointed to the Tree Advisory Committee as representative for Citizen at Large position