
**Tree Advisory Committee Minutes
Monday, May 5, 2025, at 6:00pm**

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

Present: Patrick Carey, Patrick Kien, Roxanne Raven, Steve Sappington, Thomas J. DeAngelo

Absent: Hilda Estrella de Lev, Jodyann Benjamin, Nicola McIntyre

Staff: Sharon Cook, James Hornbeck, Patricia Huguenard

A. Call To Order
6:02pm

B. Determination of a quorum
A quorum was present.

C. Announcements
Patrick Kien introduced his guest, Traci Leath, who has volunteered to serve as his replacement for Gwinnett Clean and Beautiful after his resignation from the Tree Advisory Committee.

D. Adoption of the Agenda
{Motion to Approve: Patrick Kien; Second: Steve Sappington; Vote: 5-0: Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes}

E. Approval of the Minutes – March 3, 2025
{Motion to Approve: Patrick Carey; Second: Thomas DeAngelo; Vote: 5-0: Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes}

F. Old Business

a. Front Yard Tree Program Update

Internal review of the price agreement and the process took place involving the Finance Department, the Department of Communications, and the GIS Division of the Department resulting in revision to the draft price agreement allowing for multiple vendors to participate to cover the expanse of unincorporated Gwinnett. Additionally, the webpage will be maintained by the County allowing for homeowner applications to be submitted while the Department's internal GIS Division will maintain the database for location, type, and size of tree planted.

As mentioned before in previous meetings, Patrick Kien strongly urged Department staff to review for tree type and location based on the size of the yard before planting.

Steve Sappington suggested the website language contain a header such as "Choose the Right Tree for Your Yard". James Hornbeck recommended once the application is received that a case be created in our permitting software and the vendor be contacted automatically via the workflow process. The next steps are to meet with the Information Services Department and the Finance Department to further the building of the Front Yard Tree Program.

Roxanne Raven pointed out the educational component of this program cannot be overlooked and must be strong focusing on the local schools and the non-profit organizations, merging groups of people.

b. Tree Ordinance Rewrite Project Update

A successful community event was held April 30, 2025, in Snellville at the OneStop Centerville Community Center. After the presentation by our consultant, CPL Architecture, Engineering and Planning the public were invited to develop a site by using game boards featuring industrial, commercial, and residential zoning districts with game pieces representing buildings, parking lots, large, medium and small trees and stormwater facilities such as bio-swales and rain gardens.

Small group and individual stakeholder meetings are complete while the initial phase of writing the amendment is in process. There will be a third and final community event in June. The technical committee meetings will start up in May to review the amendment document with the final document to be presented at the Board of Commissioners public hearing in the fall.

G. New Business

No new business

H. Other Business

a. Staff Report

The staff report primarily included the above updates.

b. Next Meeting June 30th at 6:00pm

The next TAC meeting will be held Monday, June 30, 2025. At that meeting our consultant CPL Architecture, Engineering and Planning will present the key points that came from the community outreach portion of the project and the main topics of the amendment.

I. Adjournment

6:43pm

{Motion to Approve: Steve Sappington; Second: Thomas J. DeAngelo; Vote: 5-0: Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes}