



GWINNETT COUNTY  
DEPARTMENT OF PLANNING AND DEVELOPMENT

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# **AGENDA PACKET**

**TREE ADVISORY COMMITTEE MEETING**  
**November 3, 2025**

# **Tree Advisory Committee Meeting November 3, 2025**

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**Tree Advisory Committee Meeting  
November 3, 2025**

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1. TAC November 3, 2025 Meeting Agenda



## **Gwinnett County Tree Advisory Committee Meeting Agenda Monday, November 3, 2025, at 6:00pm**

Innovation Square  
446 West Crogan Street, 1<sup>st</sup> floor, Conference Room 106  
Lawrenceville, GA 30046

### **AGENDA**

**Revised October 22, 2025**

1. Call to Order
2. Determination of a Quorum (5 Members)
3. Announcements
  - a. Cancellation of the Community Meeting, Monday, October 27, 2025, for the Tree Ordinance Amendment at Pinckneyville Community Center.
  - b. Thomas DeAngelo steps down as DAC representative for the Tree Advisory Committee.
4. Adoption of the Agenda
5. Approval of the Minutes
  - a. September 8, 2025
6. Old Business
  - a. Front Yard Tree Program Application Demonstration
  - b. Tree Ordinance Amendment
    - Draft Tree Species List
7. New Business
  - a. Nominate TAC Member as representative on the Development Advisory Committee
  - b. Amendment to Creation Ordinance
  - c. Updated Bylaws

8. Other Business
  - a. Staff Report
9. Adjournment

**Tree Advisory Committee Meeting  
November 3, 2025**

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2. TAC September 8, 2025 Unofficial Meeting Minutes

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**Tree Advisory Committee Minutes  
Monday, September 8, 2025, at 6:00pm**

Innovation Square  
446 West Crogan Street, 1<sup>st</sup> floor, Conference Room 106  
Lawrenceville, GA 30046

**Present:** Hilda Estrella de Lev, Nicola McIntyre, Patrick Carey, Roxanne Raven, Steve Sappington, Thomas J. DeAngelo, Traci Leath

**Absent:** Jodyann Benjamin

**Staff:** Rinda Grooms, Sharon Cook, James Hornbeck, Calvin Kom, Patricia Huguenard

**A. Call To Order**  
6:00pm

**B. Determination of a quorum**  
A quorum was present.

**C. Announcements**  
The final Tree Ordinance Community Event will be held at Pickneyville Park Community Recreation Center in Meeting Room #6 on Monday, October 27, 2025, from 6:00pm to 7:30pm.

**D. Adoption of the Agenda**

- a. Roxanne Raven made a motion to revise the agenda to add TAC Bylaws to Other Business.  
{Motion to Approve: Roxanne Raven; Second: Thomas DeAngelo; Vote: 7-0: Hilda Estrella de Lev-Yes, Nicola McIntyre-Yes; Patrick Carey-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes; Traci Leath-Yes}
- b. {Motion to Approve: Thomas DeAngelo; Second: Hilda Estrella de Lev; Vote: 7-0: Hilda Estrella de Lev-Yes, Nicola McIntyre-Yes; Patrick Carey-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes; Traci Leath-Yes}

**E. Approval of the Minutes – June 30, 2025**  
{Motion to Approve: Traci Leath; Second: Steve Sappington; Vote: 7-0: Hilda Estrella de Lev-Yes, Nicola McIntyre-Yes; Patrick Carey-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes; Traci Leath-Yes}

**F. Old Business**

- a. Front Yard Tree Program Update  
Patricia Huguenard, Development Project Manager, provided an update on the Front Yard Tree Program. She stated a countywide website redesign is in progress therefore a separate webpage for the program will be early 2026. The application for the tree

program to be launched in November 2025 through a webpage story. Patricia presented a slide show featuring the types of trees chosen for small, medium, and large lots.

b. Tree Ordinance Amendment

Patricia Huguenard, Development Project Manager, stated the rewrite has been received in phases and is currently under review, with applicable comments being made. A final draft is expected on October 6, 2025, which will be distributed to the committee members for review. Patricia noted that the central focus to the rewrite is tree preservation.

**G. New Business**

a. Amended Tree Advisory Committee Establishment Ordinance

Roxanne Raven proposed a motion to change the requirement for the registered forester position to add certified arborist, to allow the committee better flexibility filling the vacancy.

{Motion to Approve: Roxanne Raven; Second: Steve Sappington; Vote: 7-0: Hilda Estrella de Lev-Yes, Nicola McIntyre-Yes; Patrick Carey-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes; Traci Leath-Yes}

**H. Other Business**

a. TAC Bylaws: The Bylaws are being amended to reflect the change to the Tree Advisory Committee Establishment Ordinance to add a certified arborist to the registered forester position to provide flexibility in filling the vacancy. Additionally, reference to the Buffer, Landscape and Tree Ordinance is being changed to Unified Development Ordinance and Municode reference sections numbers are being updated.

b. Staff Report: Updates discussed during the meeting regarding the Front Yard Tree Program and the Tree Ordinance Rewrite project.

**I. Adjournment**

6:47pm

{Motion to Approve: Roxanne Raven; Second: Tom DeAngelo; Vote: 7-0: Hilda Estrella de Lev-Yes, Nicola McIntyre-Yes; Patrick Carey-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes; Traci Leath-Yes}



**Tree Advisory Committee Meeting  
November 3, 2025**

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**3. TAC September 8, 2025 Meeting Notes**

**Gwinnett County Tree Advisory Committee Meeting Notes**

September 8, 2025, at 6:00pm

**Committee Members Present:** Hilda Estrella de Lev, Nicola McIntyre, Patrick Carey, Roxanne Raven, Steve Sappington, Thomas J. DeAngelo, and Traci Leath.

**Committee Members Absent:** Jodyann Benjamin

**Staff Present:** Rinda Grooms, Sharon Cook, James Hornbeck, Patricia Huguenard, and Calvin Kom

**Announcements:**

Patricia announced there will be a final public community meeting event for the Tree Ordinance Rewrite project on October 27, 2025, at the Pickneyville Park Community Recreation Center in Meeting Room #6 from 6:00pm to 7:30pm.

**Old Business:****Front Yard Tree Program**

Patricia presented an update to the Front Yard Tree Program. The Gwinnett County website is currently undergoing a major revision and a webpage specifically designed for the Front Yard Tree Program will be built after the revision to the website is complete. The application for the homeowner will launch in late fall 2025 and will appear as a story posted on the front page of the website with the application available through a link within the story page.

A slide presentation was shown featuring the tree types that will be offered for the 2026 planting season. Comments from the members included:

- Move the Ilex opaca, American Holly to the large tree species selection from the medium tree species selection.
- Add Ilex 'Palatka' to the medium tree species selection to provide a medium sized evergreen tree for the property owner to choose from.
- Add wording that talks about the pros and cons of each tree.
- Provide links to pictures of trees  
**Patricia explained that based on County policy, we cannot link to other websites or use pictures of trees from the internet. The Department of Communications offers photography options if staff can provide specific locations of trees.**
- The trees will be planted by vendors who are awarded a contract via a price agreement by the Gwinnett County Finance Department.
- Provide tree maintenance and care guides for the property owner and offer educational material.
- Increase the small lot size criteria to 15,000 square feet.
- Increase the medium lot size criteria between 15,001 square feet and 35,000 square feet.
- Increase the large lot size to over 35,001 square feet.
- Represent acres and square feet for lot size in the application.
- Will there be acknowledgement by the property owner that they will maintain the tree?  
**Yes, there is a Homeowner Acknowledgement and Release form within the application that is signed by the applicant.**
- Should the homeowner's association (HOA) approve the planting and location of tree?

Steve Sappington said the City of Grayson does require HOA approval letters for certain things and that the County could require proof from property owner that the HOA approved the planting.

### **Tree Ordinance Amendment**

Patricia provided an update to the Tree Ordinance Rewrite project. Staff received the amendment in pieces over the past two months. Staff is actively reviewing each piece and providing comments to the consultant. Version 4 of the Draft Amendment is currently under review by staff with comments due to CPL on October 20, 2025. The latest draft of the Tree Canopy Assessment and Executive Summary is under review with the Tree Species List nearing finalization.

The primary focus and overall theme to the rewrite which came out of the community meetings, and stakeholder meetings is tree preservation. It appears the community prefers existing trees to be saved versus planting new trees to replace what is removed. The consultant is writing incentives into the amendment which would promote preservation.

### **New Business**

#### **Tree Advisory Committee Creation Ordinance**

The registered forester position has been vacant for over two years. After several attempts to find a registered forester to serve the Creation Ordinance was revised to add certified arborist to the registered forester membership appointment to allow greater flexibility in fulfilling the role. The revised Creation Ordinance is scheduled to go before the Board of Commissioners on October 28, 2025.

### **Other Business**

The TAC Bylaws will be revised to update the title of the ordinance that the committee reviews and makes recommendations from. Formerly, the title was the Buffer, Landscape and Tree Ordinance and will be updated to the Unified Development Ordinance.

### **Adjournment**

- The meeting adjourned at 6:47pm.

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

**Tree Advisory Committee Meeting  
November 3, 2025**

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**4. Draft Tree Species List**

Species Common Name	Genus & Species	Canopy Size	Average Height & Width	Growth Rate	Minimum Soil Surface Area (sq ft)	Minimum Soil Volume ( cu ft)	Overstory Landscape Areas	Road Frontage Street	Road Frontage Yard	Parking Lot Islands	Buffers	Riparian/Drainage Areas	Utility Corridors	Urban Tolerant	Native	Evergreen	Canopy SF
American Filbert Hazelnut	<i>Corylus americana</i>	Small	H: 10'-16' W: 8'-13'	Moderate	250	375					X	X	X		X		50 - 133
Autumn Brilliance Serviceberry	<i>Amelanchier x grandiflora</i> 'Autumn Brilliance'	Small	H: 15'-25' W: 15'-25'	Moderate	250	375	X	X	X		X		X	X			177 - 491
Chastetree (Vitex)	<i>Vitex agnus-castus</i>	Small	H: 8'-10' W: 5'-8'	Rapid	250	375	X			X	X						20 - 50
Cherry Laurel	<i>Prunus laurocerasus</i>	Small	H: 10'-18' W: 20'-25'	Rapid	100	150			X		X	X	X	X		X	314 - 491
Chinese Flametree (Bougainvillea)	<i>Chionanthus retusus</i>	Small	H: 10'-20' W: 10'-20'	Moderate	250	375	X	X				X	X	X			79 - 314
Common Crapemyrtle	<i>Lagerstroemia indica</i>	Small	H: 6'-25' W: 6'-20'	Rapid	100	150		X	X	X			X	X			28 - 314
Dogwood, Flowering	<i>Cornus florida</i>	Small	H: 15'-30' W: 15'-30'	Moderate	250	375	X		X		X		X				177 - 707
Dogwood, Kousa	<i>Cornus kousa</i>	Small	H: 15'-30' W: 15'-30'	Slow	250	375		X	X	X	X		X	X	X		177 - 707
Fig	<i>Ficus carica</i>	Small	H: 10'-20' W: 10'-20'	Rapid	100	150		X	X		X		X	X			79 - 314
Fringetree (Grancy Gray Beard)	<i>Chionanthus virginicus</i>	Small	H: 12'-20' W: 12'-20'	Slow	250	375	X	X		X		X	X	X			113 - 314
Hazel Alder	<i>Alnus serrulata</i>	Small	H: 10'-20' W: 8'-15'	Fast	100	150	X					X	X	X	X		50 - 177
Holly, Yaupon	<i>Ilex vomitoria</i>	Small	H: 10'-20' W: 8'-12'	Rapid	250	375	X			X	X	X	X	X	X	X	50 - 113
Japanese Flowering Crabapple	<i>Malus floribunda</i>	Small	H: 15'-20' W: 20'-30'	Moderate	250	375		X	X		X		X				314 - 707
Japanese Maple	<i>Acer palmatum</i>	Small	H: 10'-25' W: 10'-25'	Slow	250	375	X		X				X				79 - 491
Loquat	<i>Eriobotrya japonica</i>	Small	H: 10'-25' W: 10'-25'	Rapid	250	375		X	X		X		X	X		X	79 - 491
Mayhaw	<i>Crataegus aestivalis</i>	Small	H: 10'-20' W: 10'-20'	Moderate	250	375			X	X			X		X		79 - 314
Plum, Chickasaw	<i>Prunus angustifolia</i>	Small	H: 4'-20' W: 4'-20'	Rapid	250	375			X		X		X		X		13 - 314

Species Common Name	Genus & Species	Canopy Size	Average Height & Width	Growth Rate	Minimum Soil Surface Area (sq ft)	Minimum Soil Volume ( cu ft)	Overstory Landscape Areas	Road Frontage Street	Road Frontage Yard	Parking Lot Islands	Buffers	Riparian/Drainage Areas	Utility Corridors	Urban Tolerant	Native	Evergreen	Canopy SF
Plum, Purpleleaf	<i>Prunus cerasifera</i>	Small	H: 15'-30' W: 15'-30'	Moderate	250	375					X		X				177 - 707
Red Buckeye	<i>Aesculus serrulata</i>	Small	H: 12'-15' W: 12'-15'	Moderate	250	375	X		X		X	X	X	X	X		113 - 177
Serviceberry	<i>Amelancheir arborea</i>	Small	H: 15'-25' W: 15'-25'	Moderate	250	375	X	X	X		X		X	X	X		177 - 491
Silky Willow	<i>Salix sericea</i>	Small	H: 6'-12' W: 6'-12'	Rapid	100	150	X				X	X			X		28 - 113
Sophia's Spring Flatwoods Plum	<i>Prunus Umeblata</i> 'Sophia Spring'	Small	H: 12'-20' W: 12'-20'	Moderate	250	375									X		113 - 314
Staghorn Sumac	<i>Rhus glabra</i>	Small	H: 9'-15' W: 9'-15'	Moderate	250	375	X								X		64 - 177
Wax Myrtle	<i>Myrica cerifera</i>	Small	H: 10'-15' W: 8'-10'	Rapid	250	375	X			X	X	X	X	X		X	50 - 79

Species Common Name	Genus & Species	Canopy Size	Average Height & Width	Growth Rate	Minimum Soil Surface Area (sq ft)	Minimum Soil Volume (cu ft)	Overstory Landscape Areas	Road Frontage Street	Road Frontage Yard	Parking Lot Islands	Buffers	Riparian/Drainage Areas	Utility Corridors	Urban Tolerant	Native	Evergreen	Canopy SF
American Arborvitae	<i>Thuja occidentalis</i>	Medium	H: 20'-40' W: 10'-15'	Slow	400	600			X	X	X	X	X	X		X	79 - 177
American Hophornbeam	<i>Ostrya virginiana</i>	Medium	H: 25'-40' W: 20'-30'	Slow	400	600	X			X		X			X		314 - 707
American Yellowwood	<i>Cladrastis kentukea</i>	Medium	H: 30'-50' W: 40'-50'	Slow	400	600	X		X								1,257 - 1,964
Bartlett Pear	<i>Pyrus communis</i> 'Williams Bon Chrétien'	Medium	H: 25'-30' W: 15'-20'	Moderate	400	600	X										177 - 314
Bigleaf Magonlia	<i>Magnolia macrophylla</i>	Medium	H: 30'-40' W: 30'-40'	Slow	400	600	X								X		707 - 1,257
Birch, River (std.)	<i>Betula nigra</i>	Medium	H: 40'-70' W: 40'-60'	Rapid	400	600	X	X	X		X	X			X		1,257 - 2,827
Birch, Sweet	<i>Betula lenta</i>	Medium	H: 40'-75' W: 35'-40'	Rapid	400	600	X		X			X			X		962 - 1,257
Bitternut Hickory	<i>Carya cordiformis</i>	Medium	H: 50'-80' W: 30'-50'	Rapid	400	600	X					X			X		707 - 1,964
Black Locust (seedless)	<i>Robinia pseudoacacia</i>	Medium	H: 30'-50' W: 20'-35'	Rapid	400	600	X	X				X		X	X		314 - 962
Blackgum (Tupelo)	<i>Nyssa sylvatica</i>	Medium	H: 30'-50' W: 20'-30'	Moderate	400	600	X	X	X	X		X		X	X		314 - 707
Blackgum 'Red Splendor'	<i>Nyssa sylvatica</i> 'Red Splendor'	Medium	H: 30'-50' W: 20'-30'	Moderate	400	600	X	X	X	X	X	X		X	X		314 - 707
Canadian Hemlock	<i>Tsuga canadensis</i>	Medium	H: 40'-70' W: 25'-35'	Rapid	400	600	X									X	491 - 962
Carolina Buckthorn	<i>Rhamnus caroliniana</i>	Medium	H: 10'-30' W: 10'-20'	Moderate	400	600	X	X	X	X		X					79 - 314
Carolina Silverbell	<i>Halesia carolina</i>	Medium	H: 30'-40' W: 20'-35'	Moderate	400	600	X							X	X		314 - 962
Chinese Pistache	<i>Pistacia chinensis</i>	Medium	H: 15'-30' W: 10'-20'	Moderate	400	600		X	X	X				X			79 - 314
Deodar Cedar	<i>Cedrus deodara</i>	Medium	H: 40'-50' W: 30'-40'	Moderate	400	600	X		X		X					X	707 - 1,257
Eastern Redbud	<i>Cercis canadensis</i>	Medium	H: 20'-30' W: 25'-35'	Moderate	400	600	X	X	X	X	X		X		X		491 - 962

Species Common Name	Genus & Species	Canopy Size	Average Height & Width	Growth Rate	Minimum Soil Surface Area (sq ft)	Minimum Soil Volume (cu ft)	Overstory Landscape Areas	Road Frontage Street	Road Frontage Yard	Parking Lot Islands	Buffers	Riparian/Drainage Areas	Utility Corridors	Urban Tolerant	Native	Evergreen	Canopy SF
Elm, American	<i>Ulmus americana</i>	Medium	H: 60'-80' W: 40'-70'	Rapid	400	600	X	X	X		X	X		X	X		1,257 - 3,848
Elm, Water	<i>Planera aquatic</i>	Medium	H: 25'-35' W: 20'-30'	Slow	400	600						X			X		314 - 707
Holly, American	<i>Ilex opaca</i>	Medium	H: 15'-30' W: 10'-20'	Slow	100	150			X	X	X			X	X		79 - 314
Hornbeam, American	<i>Carpinus caroliniana</i>	Medium	H: 20'-35' W: 20'-35'	Slow	400	600	X		X	X		X			X		314 - 962
Hornbeam, European	<i>Carpinus betulus</i>	Medium	H: 40'-60' W: 30'-40'	Slow	400	600		X	X	X	X						707 - 1,257
Japanese Persimmon	<i>Diospyros kaki</i>	Medium	H: 20'-30' W: 20'-30'	Moderate	250	375			X				X				314 - 707
Katsura Tree	<i>Cercidiphyllum japonicum</i>	Medium	H: 40'-60' W: 25'-60'	Moderate	400	600	X		X								491 - 2,827
Kentucky Coffeetree	<i>Gymnocladus dioicus</i>	Medium	H: 60'-80' W: 40'-55'	Slow	400	600	X										1,257 - 2,374
Magnolia, Japanese (Saucer)	<i>Magnolia x soulangeana</i>	Medium	H: 20'-25' W: 20'-25'	Moderate	400	600	X		X	X							314 - 491
Magnolia, Southern "Little Gem"	<i>Magnolia grandiflora 'Little Gem'</i>	Medium	H: 15'-20' W: 7'-10'	Moderate	400	600		X	X	X	X				X	X	38 - 79
Magnolia, Sweetbay	<i>Magnolia virginiana</i>	Medium	H: 10'-35' W: 10'-35'	Rapid	400	600	X		X	X	X	X		X	X	X	79 - 962
Maple, Hedge	<i>Acer campestre</i>	Medium	H: 25'-35' W: 25'-35'	Slow	400	600	X	X	X	X		X					491 - 962
Maple, Red (var.Florida Flame)	<i>Acer rubrum</i>	Medium	H: 40'-70' W: 30'-50'	Rapid	400	600	X	X	X		X	X			X		707 - 1,964
Maple, Southern Sugar	<i>Acer barbatum</i>	Medium	H: 30'-40' W: 20'-25'	Moderate	400	600	X	X	X		X	X			X		314 - 491
Maple, Trident	<i>Acer buergeranum</i>	Medium	H: 20'-30' W: 20'-30'	Moderate	400	600		X	X	X	X		X	X			314 - 707
Nellie R. Stevens Holly	<i>Ilex x 'Nellie R. Stevens'</i>	Medium	H: 15'-25' W: 8'-12'	Rapid	400	600					X			X		X	50 - 113
Paw Paw	<i>Asimina triloba</i>	Medium	H: 15'-30' W: 15'-30'	Moderate	400	600					X	X			X		177 - 707



Species Common Name	Genus & Species	Canopy Size	Average Height & Width	Growth Rate	Minimum Soil Surface Area (sq ft)	Minimum Soil Volume (cu ft)	Overstory Landscape Areas	Road Frontage Street	Road Frontage Yard	Parking Lot Islands	Buffers	Riparian/Drainage Areas	Utility Corridors	Urban Tolerant	Native	Evergreen	Canopy SF
Peach Tree	<i>Prunus persica</i>	Medium	H: 15'-25' W: 15'-25'	Rapid	400	600								X			177 - 491
Persian Ironwood	<i>Parrotia persica</i>	Medium	H: 20'-40' W: 20'-30'	Slow	400	600		X	X	X	X		X	X			314 - 707
Pond Cypress	<i>Taxodium ascendens</i>	Medium	H: 50'-85' W: 10'-30'	Moderate	400	600	X	X	X	X	X	X		X	X		79 - 707
Red Mulberry	<i>Morus rubra</i>	Medium	H: 35'-50' W: 35'-40'	Rapid	400	600					X	X			X		962 - 1,257
Redcedar, Eastern	<i>Juniperus virginiana</i>	Medium	H: 30'-65' W: 8'-25'	Moderate	400	600	X		X	X	X				X	X	50 - 491
Redcedar, Southern	<i>Juniperus silicicola</i>	Medium	H: 30'-45' W: 20'-25'	Moderate	400	600	X	X	X	X	X	X		X	X	X	314 - 491
Sassafras	<i>Sassafras albidum</i>	Medium	H: 30'-60' W: 25'-40'	Rapid	400	600	X		X						X		491 - 1,257
Shingle Oak	<i>Quercus imbricaria</i>	Medium	H: 40'-60' W: 40'-60'	Slow	400	600	X	X	X		X	X		X	X		1,257 - 2,827
Smoketree	<i>Cotinus obovatus</i>	Medium	H: 20'-30' W: 20'-30'	Slow	100	150			X	X			X				314 - 707
Sourwood	<i>Oxydendrum arboreum</i>	Medium	H: 20'-50' W: 10'-25'	Slow	400	600	X		X					X	X		79 - 491
Virginia Pine	<i>Pinus virginiana</i>	Medium	H: 15'-30' W: 10'-20'	Slow	400	600					X				X		79 - 314
Washington Hawthorn	<i>Crataegus phaenopyrum</i>	Medium	H: 25'-30' W: 25'-30'	Moderate	400	600		X	X	X			X	X	X		491 - 707

Species Common Name	Genus & Species	Canopy Size	Height & Width at Maturity	Growth Rate	Minimum Soil Surface Area (sq ft)	Minimum Soil Volume ( cu ft)	Overstory Landscape Areas	Road Frontage Street	Road Frontage Yard	Parking Lot Islands	Buffers	Riparian/Drainage Areas	Utility Corridors	Urban Tolerant	Best for Carbon Sequestration	Native	Evergreen	Canopy SF
American Basswood (Linden)	<i>Tilia americana</i>	Large	H: 60'-80' W: 30'-60'	Moderate	640	960	X					X		X		X		707 - 2,827
American Beech	<i>Fagus grandifolia</i>	Large	H: 50'-80' W: 40'-80'	Slow	640	960	X					X				X		1,257 - 5,027
American Persimmon	<i>Diospyros virginiana</i>	Large	H: 30'-80' W: 20'-35'	Slow	640	960	X					X				X		314 - 962
American Sycamore	<i>Platanus occidentalis</i>	Large	H: 75'-100' W: 75'-100'	Rapid	640	960	X									X		4,417 - 7,854
Baldcypress	<i>Taxodium distichum</i>	Large	H: 50'-70' W: 20'-45'	Moderate	640	960	X	X	X	X						X		314 - 1,589
Black Walnut	<i>Juglans nigra</i>	Large	H: 75'-100' W: 75'-100'	Rapid	640	960	X					X				X		4,417 - 7,854
Catalpa	<i>Catalpa speciosa</i>	Large	H: 40'-70' W: 20'-50'	Moderate	640	960	X				X	X		X		X		314 - 1,964
Chinese Chestnut	<i>Castanea mollissima</i>	Large	H: 40'-60' W: 40'-60'	Rapid	640	960	X		X									1,257 - 2,827
Cryptomeria	<i>Cryptomeria japonica</i>	Large	H: 50'-60' W: 20'-30'	Moderate	250	375	X			X	X						X	314 - 707
Dawn Redwood	<i>Metasequoia glyptostroboides</i>	Large	H: 70'-100' W: 15'-25'	Rapid	400	600	X		X		X							177 - 491
Eastern Cottonwood	<i>Populus deltoides</i>	Large	H: 50'-80' W: 35'-60'	Rapid	640	960	X					X		X		X		962 - 2,827
Eastern White Pine	<i>Pinus strobus</i>	Large	H: 50'-80' W: 20'-40'	Rapid	640	960	X									X	X	314 - 1,257
Ginkgo (male)	<i>Ginkgo biloba</i>	Large	H: 50'-80' W: 30'-40'	Moderate	640	960	X	X	X	X								707 - 1,257
Green Ash	<i>Fraxinus pennsylvanica</i>	Large	H: 50'-70' W: 35'-50'	Rapid	640	960	X		X		X	X		X		X		962 - 1,964
Hackberry	<i>Celtis occidentalis</i>	Large	H: 40'-60' W: 40'-60'	Rapid	640	960	X	X	X		X	X		X		X		1,257 - 2,827
Hickory (spp.)	<i>Carya spp.</i>	Large	H: 50'-80' W: 30'-50'	Rapid	640	960	X									X		707 - 1,964
Honeylocust (seedless)	<i>Gleditsia triacanthos</i>	Large	H: 60'-80' W: 60'-80'	Rapid	640	960	X			X				X		X		2,827 - 5,027
Loblolly Pine	<i>Pinus taeda</i>	Large	H: 40'-90' W: 20'-40'	Rapid	640	960	X				X				X	X	X	314 - 1,257
London Planetree	<i>Platanus x acerifolia</i>	Large	H: 75'-100' W: 60'-75'	Rapid	640	960	X	X	X			X		X	X			2,827 - 4,418
Oak, Black	<i>Quercus velutina</i>	Large	H: 50'-60' W: 50'-60'	Slow	640	960	X	X	X						X	X		1,964 - 2,827

Species Common Name	Genus & Species	Canopy Size	Height & Width at Maturity	Growth Rate	Minimum Soil Surface Area (sq ft)	Minimum Soil Volume ( cu ft)	Overstory Landscape Areas	Road Frontage Street	Road Frontage Yard	Parking Lot Islands	Buffers	Riparian/Drainage Areas	Utility Corridors	Urban Tolerant	Best for Carbon Sequestration	Native	Evergreen	Canopy SF
Oak, Chestnut	<i>Quercus prinus</i>	Large	H: 50'-70' W: 50'-70'	Moderate	640	960	X	X	X						X	X		1,964 - 3,848
Oak, Chinkapin	<i>Quercus muehlenbergii</i>	Large	H: 40'-60' W: 50'-70'	Moderate	640	960	X	X	X		X			X	X	X		1,964 - 3,848
Oak, Laurel	<i>Quercus hemisphaerica</i>	Large	H: 40'-60' W: 40'-60'	Rapid	640	960	X	X	X						X	X		1,257 - 2,827
Oak, Northern Red	<i>Quercus rubra</i>	Large	H: 50'-75' W: 50'-75'	Rapid	640	960	X	X	X						X	X		1,964 - 4,418
Oak, Nuttall	<i>Quercus nuttalli</i>	Large	H: 60'-120' W: 35'-50'	Rapid	640	960	X	X	X						X	X		962 - 1,964
Oak, Overcup	<i>Quercus lyrata</i>	Large	H: 40'-60' W: 40'-60'	Slow	640	960	X	X	X						X	X		1,257 - 2,827
Oak, Pin	<i>Quercus palustris</i>	Large	H: 50'-70' W: 40'-60'	Rapid	640	960	X	X	X	X		X		X	X	X		1,257 - 2,827
Oak, Post	<i>Quercus stellata</i>	Large	H: 35'-50' W: 35'-50'	Moderate	640	960	X		X						X	X		962 - 1,964
Oak, Sawtooth	<i>Quercus acutissima</i>	Large	H: 40'-60' W: 40'-60'	Moderate	640	960	X		X		X			X				1,257 - 2,827
Oak, Scarlet	<i>Quercus coccinea</i>	Large	H: 50'-70' W: 40'-50'	Rapid	640	960	X	X	X						X	X		1,257 - 1,964
Oak, Shumard	<i>Quercus shumardii</i>	Large	H: 40'-60' W: 30'-40'	Moderate	640	960	X	X	X					X	X	X		707 - 1,257
Oak, Southern Red	<i>Quercus falcata</i>	Large	H: 60'-80' W: 40'-50'	Moderate	640	960	X	X	X		X			X	X	X		1,257 - 1,964
Oak, Swamp White	<i>Quercus bicolor</i>	Large	H: 50'-60' W: 50'-60'	Moderate	640	960	X	X	X	X		X		X	X			1,964 - 2,827
Oak, Water	<i>Quercus nigra</i>	Large	H: 50'-80' W: 40'-60'	Rapid	640	960	X	X	X						X	X		1,257 - 2,827
Oak, White	<i>Quercus alba</i>	Large	H: 50'-80' W: 50'-80'	Slow	640	960	X	X	X						X	X		1,964 - 5,027
Oak, Willow	<i>Quercus phellos</i>	Large	H: 40'-75' W: 25'-50'	Rapid	640	960	X	X	X	X		X			X	X		490 - 1,964
Pecan	<i>Carya illinoensis</i>	Large	H: 75'-100' W: 40'-70'	Moderate	640	960	X		X							X		1,257 - 3,848
Poplar, Tulip	<i>Liriodendron tulipifera</i>	Large	H: 60'-90' W: 30'-50'	Rapid	640	960	X					X			X	X		707 - 1,964
Shortleaf Pine	<i>Pinus echinata</i>	Large	H: 50'-60' W: 20'-35'	Rapid	640	960	X				X			X	X	X	X	314 - 962
Southern Magnolia	<i>Magnolia grandiflora</i>	Large	H: 60'-90' W: 30'-50'	Moderate	640	960	X				X	X				X	X	707 - 1,964

Species Common Name	Genus & Species	Canopy Size	Height & Width at Maturity	Growth Rate	Minimum Soil Surface Area (sq ft)	Minimum Soil Volume ( cu ft)	Overstory Landscape Areas	Road Frontage Street	Road Frontage Yard	Parking Lot Islands	Buffers	Riparian/Drainage Areas	Utility Corridors	Urban Tolerant	Best for Carbon Sequestration	Native	Evergreen	Canopy SF
Sugar Maple	<i>Acer saccharum</i>	Large	H: 40'-80' W: 30'-60'	Slow	640	960	X		X		X			X		X		707 - 2,827
Swamp Tupelo	<i>Nyssa ogeeche</i>	Large	H: 30'-50' W: 20'-30'	Moderate	640	960						X						314 - 707
Sweetgum (fruitless)	<i>Liquidambar styraciflua 'Rotundiloba'</i>	Large	H: 60'-70' W: 20'-30'	Rapid	640	960	X								X	X		314 - 707
Water Hickory	<i>Carya aquatica</i>	Large	H: 80'-100' W: 40'-50'	Slow	640	960	X					X				X		1,257 - 1,964
Willow	<i>Salix spp.</i>	Large	H: 30'-80' W: 30'-60'	Rapid	640	960	X					X		X		X		707 - 2,827
Winged Elm	<i>Ulmus alata</i>	Large	H: 30'-50' W: 25'-40'	Rapid	640	960	X	X	X	X						X		490 - 1,257

Species Common Name	Genus & Species
Ohio Buckeye	<i>Aesculus glabra</i>
Cuthbert's Holly	<i>Ilex cuthbertii</i>
Dwarf Chinkapin Oak	<i>Quercus prinoides</i>
Northern Prickly-ash	<i>Zanthoxylum americanum</i>
Georgia Plume	<i>Elliottia racemosa</i>
Oglethorpe Oak	<i>Quercus oglethorpensis</i>
Pin Oak	<i>Quercus palustris</i>
Aiken Hawthorn	<i>Crataegus dispar</i>
Butternut	<i>Juglans cinerea</i> L.
Florida Torreya	<i>Torreya taxifolia</i> Arn.
Pear Hawthorn	<i>Crataegus calpodendron</i> (Ehrh). Medik.
Pyramid Magnolia	<i>Magnolia pyramidata</i> Bartr.
Silky Camellia	<i>Stewartia malacodendron</i> L.
Staghorn Sumac	<i>Rhus typhina</i> L.
Swamp Post Oak	<i>Quercus similis</i> Ashe

**Tree Advisory Committee Meeting  
November 3, 2025**

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**5. Revised Bylaws Strikethrough Version**

## BYLAWS OF THE GWINNETT COUNTY TREE ADVISORY COMMITTEE

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### SECTION 1. PURPOSE, DUTIES, AND RESPONSIBILITIES.

The purpose, duties, and responsibilities of the Gwinnett County Tree Advisory Committee shall be to:

- a) 1.1. Advise the Board of Commissioners and the Department of Planning and Development (hereinafter referred to as the "department") about issues and matters of concern regarding the preservation and replacement of trees and landscaping;
- 1.2. Review regulations and amendments to the applicable chapters and appendices of the Gwinnett County Unified Development Ordinance and advise the department and the Board of Commissioners about their impact and effectiveness;
- b) 1.3. Assist the department in the interpretation and implementation of the Buffer, Landscape and Tree Ordinance applicable chapters and appendices of the Gwinnett County Unified Development Ordinance;
- e) Review proposed new regulations and amendments to the Buffer, Landscape and Tree Ordinance and advise the department and the Board of Commissioners about their impact and effectiveness;
- d) 1.4. Establish educational and other programs to encourage proper management and maintenance of trees in the unincorporated areas of the County;
- e) 1.5. Carry out such studies or investigations special projects regarding trees and the land development process as the Board of Commissioners may request from time-to-time.

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### SECTION 2. DEFINITIONS.

The following words or terms are hereby defined:

Committee: The Gwinnett County Tree Advisory Committee.

County: Gwinnett County, Georgia.

Department: The Department of Planning & Development.

Director: The director of the Department of Planning & Development or the director's designee.

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### SECTION 3. OFFICERS.

The officers of the committee shall be elected annually. Election shall be by a majority vote of all members of the committee. The term of office for each officer shall begin immediately upon election. An officer shall serve until relieved of the officer's duties or until the officer voluntarily steps down. In the event of an extended absence of either office, the committee may appoint either a temporary chairman chairperson or vice chairman chairperson to fill the office until the return of the

absent officer or until the expiration of the officer's term of office, whichever comes first.

3.1. CHAIRMANCHAIRPERSON.

The ~~chairman chairperson~~ shall be elected for a term of one (1) year. The ~~chairman chairperson~~ shall preside at all meetings and shall have all duties conferred by Roberts Rules of Order on such officers. The ~~chairman chairperson~~ shall decide all points of order and procedures subject to the rules of these bylaws, Section 1-502974-50 of the Code of Ordinances, Gwinnett County, Georgia and Roberts Rules of Order. The committee, by adoption of these bylaws, grants the ~~chairman chairperson~~ the privilege of initiating motions and the privilege of voting on all matters before the committee. These same privileges shall be extended to the vice ~~chairman chairperson~~, temporary ~~chairman chairperson~~ or vice ~~chairman chairperson~~ when acting in the absence of the ~~chairman chairperson~~.

3.2. VICE-CHAIRMANCHAIRPERSON.

The vice ~~chairman chairperson~~ shall be elected for a term of one (1) year. The vice ~~chairman chairperson~~ shall act as the ~~chairman chairperson~~ in his or her absence. When acting as ~~chairman chairperson~~, the vice ~~chairman chairperson~~ shall have the same powers, duties and privileges as the ~~chairman chairperson~~.

SECTION 4. ADMINISTRATIVE SUPPORT.

The department shall provide administrative and technical support to the committee. The director shall provide such technical, secretarial and other support services as the committee may reasonably require in the conduct of its business. This includes the maintenance of minutes and records, the preparation of an agenda for all meetings, the providing of notice of all meetings, attendance to the correspondence of the committee, and other services which may be required. It shall further be the responsibility of the director to notify the committee of any actions taken by any other administrative body regarding any actions, related actions or recommendations made by the committee and the outcome thereof.

SECTION 5. AGENDA AND MINUTES.

The ~~chairman chairperson~~, in conjunction with the director, shall determine the meeting agenda. Members of the committee may request the addition of agenda items by contacting either the ~~chairman chairperson~~ or the director at least seven (7) calendar days prior to a meeting. All matters to be considered and/or acted upon by the committee shall appear on the agenda.

SECTION 6. MEETINGS.

Meetings shall be determined as follows:

6.1. REGULAR MEETINGS

Regular meetings of the Committee shall be the 1st Monday of each month, at the call of the ~~chairman chairperson~~, at the call of the Board of Commissioners, at the call of the director, or any such other times as the committee may determine. Meetings shall be called as needed and no less than ~~once a year~~ once every three months.

6.2. SPECIAL-CALLED MEETINGS.

The ~~chairman chairperson~~ or a majority of the committee may call a ~~special~~ meeting at any

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time with three (3) calendar days notice. Business other than the specific stated purpose shall not occur at a ~~special~~ called meeting.

#### SECTION 7. ORDER OF BUSINESS AT MEETINGS.

The normal order of business at meetings shall be:

7.1. Determination of a quorum (~~5 members~~).

7.2. Approval of minutes from previous meetings.

7.3. Adoption of the agenda.

The ~~chairman~~ chairperson shall be authorized to change the order of the agenda or matters appearing on the agenda for meetings during the meeting if, in the ~~chairman's~~ chairperson's judgment, time and purpose may be served.

7.4. Discussion and voting on matters that have had actions or recommendations continued from a previous meeting.

7.5. New business.

7.6. Adjournment.

#### SECTION 8. RULES OF PROCEDURES FOR MEETING.

The rules of procedure of meetings are as follows:

8.1. The ~~chairman~~ chairperson shall call the matter for discussion before the committee.

8.2. The ~~chairman~~ chairperson shall then call parties in interest who shall have privilege on the floor after identifying themselves by name, address, and affiliation with any business or organization which would be relative to the matter being considered.

8.3. The ~~chairman~~ chairperson shall then call for questions from the committee to the proponents or opponents immediately after their individual presentation.

8.4. The ~~chairman~~ chairperson shall then call for discussion of the matter by the committee and the voting thereon.

8.5. The committee may table a vote on a specific matter to a specified future date and time.

#### SECTION 9. NOTICE OF MEETINGS.

The director shall notify all committee members of each regularly scheduled meeting at least seven (7) calendar days preceding such meeting through the delivery of a written agenda which shall include all details on matters to be considered and staff recommendations, where applicable.

The director shall notify all committee members of the cancellation of any regularly scheduled meeting through the delivery of a written notice of cancellation or by telephone.

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#### SECTION 10. CANCELLATION OF MEETINGS.

In the event that there is a lack of business to be discussed and/or voted upon at a future meeting, the ~~chairman~~chairperson, the director, or a majority of the committee may cancel the meeting in question.

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#### SECTION 11. QUORUM.

A quorum shall consist of five (5) committee members and a majority vote of those present constituting a quorum shall be sufficient to decide all matters which come before the committee.

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#### SECTION 12. VOTING.

A committee member who is part of a quorum of the committee during the consideration of any matter but not participating in the discussion or vote on a specific matter because of a conflict of interest shall be considered present for quorum purposes but absent from the voting on that specific matter. A majority vote of a quorum of the committee members is required for approval of all motions. A tie vote shall be deemed as a denial of the motion. A motion that fails by a majority vote shall not be deemed as approval of the opposite position and a new motion must be made to approve the opposite position, with any amendments and conditions.

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#### SECTION 13. ABSENCES.

It is the responsibility of each member to inform the ~~chairman~~chairperson 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~~chairperson shall contact said member to determine whether the committee should seek a permanent replacement by informing the Board of Commissioners of the situation.

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#### SECTION 14. COMMITTEES.

The ~~chairman~~chairperson may appoint, with the concurrence of the committee, various standing and temporary committees to further the purposes of the committee. Such committees may include members of the staff of various county departments, residents and business owners of the county and other individuals whose background and knowledge may be of a benefit to the committee in accomplishing its goals. The purpose of committees shall be to make detailed investigations, studies and recommendations to the committee as instructed pertaining to matters or classes of matters falling within its purview. The ~~chairman~~chairperson or vice-~~chairman~~chairperson shall be an ex-officio member of all committees.

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#### SECTION 15. ASSISTANCE OF OTHER DEPARTMENTS.

The committee may draw upon the resources and knowledge of all county departments, boards and authorities as deemed necessary for the fulfillment of its purposes, duties and responsibilities. County staff shall, upon request, furnish to the committee all such information requested that it may reasonably require, to the extent available and within a reasonable period of time.

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#### SECTION 16. ROBERTS RULES OF ORDER.

In the event that a conflict occurs between the rules and procedures of these bylaws and Roberts Rules of Order, the rules and procedures of these bylaws shall prevail. In all other procedural questions, Roberts Rules of Order shall apply.

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SECTION 17. ~~ENABLING ESTABLISHMENT, ORDINANCE.~~

In the event that a conflict occurs between these bylaws and ~~Chapter 74, Planning and Development, Article V., Gwinnett County Tree Advisory Committee Article IV, Sections 86-70 through 86-74~~ of the Code of Ordinances, Gwinnett County, Georgia, the provisions of ~~Chapter 74, Article IV, Sections 86-70 through 86-74 of the~~ Code of Ordinances, Gwinnett County, Georgia shall apply.

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SECTION 18. ~~AMENDMENTS.~~

These bylaws may be amended by a majority vote of the committee.

These bylaws are hereby amended the ~~3<sup>rd</sup> day of November 2025~~ ~~9<sup>th</sup> day of January 2012~~.

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SECTION 19. ~~ADOPTION.~~

These bylaws are hereby adopted the ~~26<sup>th</sup> day of January, 2000~~.

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**Tree Advisory Committee Meeting  
November 3, 2025**

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**6. Bylaws Clean Version**

## BYLAWS OF THE GWINNETT COUNTY TREE ADVISORY COMMITTEE

### SECTION 1 PURPOSE, DUTIES, AND RESPONSIBILITIES.

The purpose, duties, and responsibilities of the Gwinnett County Tree Advisory Committee shall be to:

- 1.1. Advise the Board of Commissioners and the Department of Planning and Development (hereinafter referred to as the "department") about issues and matters of concern regarding the preservation and replacement of trees and landscaping;

- 1.2. Review regulations and amendments to the applicable chapters and appendices of the Gwinnett County Unified Development Ordinance and advise the department and the Board of Commissioners about their impact and effectiveness;
- 1.3. Assist the department in the interpretation and implementation of the applicable chapters and appendices of the Gwinnett County Unified Development Ordinance;
- 1.4. Establish educational and other programs to encourage proper management and maintenance of trees in the unincorporated areas of the County;
- 1.5. Carry out special projects as the Board of Commissioners may request from time-to-time.

### SECTION 2. DEFINITIONS.

The following words or terms are hereby defined:

Committee: The Gwinnett County Tree Advisory Committee.

County: Gwinnett County, Georgia.

Department: The Department of Planning & Development.

Director: The director of the Department of Planning & Development or the director's designee.

### SECTION 3. OFFICERS.

The officers of the committee shall be elected annually. Election shall be by a majority vote of all members of the committee. The term of office for each officer shall begin immediately upon election. An officer shall serve until relieved of the officer's duties or until the officer voluntarily steps down. In the event of an extended absence of either officer, the committee may appoint either a temporary chairperson or vice-chairperson to fill the office until the return of the absent officer or until the expiration of the officer's term of office, whichever comes first.

#### 3.1. CHAIRPERSON.

The chairperson shall be elected for a term of one (1) year. The chairperson shall preside at all meetings and shall have all duties conferred by Roberts Rules of Order on such officers. The chairperson shall decide all points of order and procedures subject to the rules of these bylaws, Section 74-50 of the Code of Ordinances, Gwinnett County, Georgia

and Roberts Rules of Order. The committee, by adoption of these bylaws, grants the chairperson the privilege of initiating motions and the privilege of voting on all matters before the committee. These same privileges shall be extended to the vice-chairperson, temporary chairperson or vice-chairperson when acting in the absence of the chairperson.

3.2. VICE-CHAIRPERSON.

The vice-chairperson shall be elected for a term of one (1) year. The vice-chairperson shall act as the chairperson in his or her absence. When acting as chairperson, the vice-chairperson shall have the same powers, duties and privileges as the chairperson.

SECTION 4. ADMINISTRATIVE SUPPORT.

The department shall provide administrative and technical support to the committee. The director shall provide such technical, secretarial and other support services as the committee may reasonably require in the conduct of its business. This includes the maintenance of minutes and records, the preparation of an agenda for all meetings, the providing of notice of all meetings, attendance to the correspondence of the committee, and other services which may be required. It shall further be the responsibility of the director to notify the committee of any actions taken by any other administrative body regarding any actions, related actions or recommendations made by the committee and the outcome thereof.

SECTION 5. AGENDA AND MINUTES.

The chairperson, in conjunction with the director, shall determine the meeting agenda. Members of the committee may request the addition of agenda items by contacting either the chairperson or the director at least seven (7) calendar days prior to a meeting. All matters to be considered and/or acted upon by the committee shall appear on the agenda.

SECTION 6. MEETINGS.

Meetings shall be determined as follows:

6.1. REGULAR MEETINGS

Regular meetings of the Committee shall be the 1st Monday of each month, at the call of the chairperson, at the call of the Board of Commissioners, at the call of the director, or any such other times as the committee may determine. Meetings shall be called as needed and no less than once every three months.

6.2. CALLED MEETINGS.

The chairperson or a majority of the committee may call a meeting at any time with three (3) calendar days notice. Business other than the specific stated purpose shall not occur at a called meeting.

SECTION 7. ORDER OF BUSINESS AT MEETINGS.

The normal order of business at meetings shall be:

7.1. Determination of a quorum (5 members).

7.2. Approval of minutes from previous meetings.

- 7.3 Adoption of the agenda.  
The chairperson shall be authorized to change the order of the agenda or matters appearing on the agenda for meetings during the meeting if, in the chairperson's judgment, time and purpose may be served.
- 7.4. Discussion and voting on matters that have had actions or recommendations continued from a previous meeting.
- 7.5. New business.
- 7.6. Adjournment.

#### SECTION 8. RULES OF PROCEDURES FOR MEETING.

The rules of procedure of meetings are as follows:

- 8.1. The chairperson shall call the matter for discussion before the committee.
- 8.2. The chairperson shall then call parties in interest who shall have privilege on the floor after identifying themselves by name, address, and affiliation with any business or organization which would be relative to the matter being considered.
- 8.3. The chairperson shall then call for questions from the committee to the proponents or opponents immediately after their individual presentation.
- 8.4. The chairperson shall then call for discussion of the matter by the committee and the voting thereon.
- 8.5. The committee may table a vote on a specific matter to a specified future date and time.

#### SECTION 9. NOTICE OF MEETINGS.

The director shall notify all committee members of each regularly scheduled meeting at least seven (7) calendar days preceding such meeting through the delivery of a written agenda which shall include all details on matters to be considered and staff recommendations, where applicable.

The director shall notify all committee members of the cancellation of any regularly scheduled meeting through the delivery of a written notice of cancellation or by telephone.

#### SECTION 10. CANCELLATION OF MEETINGS.

In the event that there is a lack of business to be discussed and/or voted upon at a future meeting, the chairperson, the director, or a majority of the committee may cancel the meeting in question.

#### SECTION 11. QUORUM.

A quorum shall consist of five (5) committee members and a majority vote of those present constituting a quorum shall be sufficient to decide all matters which come before the committee.

#### SECTION 12. VOTING.

A committee member who is part of a quorum of the committee during the consideration of any

matter but not participating in the discussion or vote on a specific matter because of a conflict of interest shall be considered present for quorum purposes but absent from the voting on that specific matter. A majority vote of a quorum of the committee members is required for approval of all motions. A tie vote shall be deemed as a denial of the motion. A motion that fails by a majority vote shall not be deemed as approval of the opposite position and a new motion must be made to approve the opposite position, with any amendments and conditions.

#### SECTION 13. ABSENCES.

It is the responsibility of each member to inform the chairperson 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 chairperson shall contact said member to determine whether the committee should seek a permanent replacement by informing the Board of Commissioners of the situation.

#### SECTION 14. COMMITTEES.

The chairperson may appoint, with the concurrence of the committee, various standing and temporary committees to further the purposes of the committee. Such committees may include members of the staff of various county departments, residents and business owners of the county and other individuals whose background and knowledge may be of a benefit to the committee in accomplishing its goals. The purpose of committees shall be to make detailed investigations, studies and recommendations to the committee as instructed pertaining to matters or classes of matters falling within its purview. The chairperson or vice-chairperson shall be an ex-officio member of all committees.

#### SECTION 15. ASSISTANCE OF OTHER DEPARTMENTS.

The committee may draw upon the resources and knowledge of all county departments, boards and authorities as deemed necessary for the fulfillment of its purposes, duties and responsibilities. County staff shall, upon request, furnish to the committee all such information requested that it may reasonably require, to the extent available and within a reasonable period of time.

#### SECTION 16. ROBERTS RULES OF ORDER.

In the event that a conflict occurs between the rules and procedures of these bylaws and Roberts Rules of Order, the rules and procedures of these bylaws shall prevail. In all other procedural questions, Roberts Rules of Order shall apply.

#### SECTION 17. ESTABLISHMENT ORDINANCE.

In the event that a conflict occurs between these bylaws and Chapter 74, Planning and Development, Article V., Gwinnett County Tree Advisory Committee of the Code of Ordinances, Gwinnett County, Georgia, the provisions of Chapter 74, Article V, Code of Ordinances, Gwinnett County, Georgia shall apply.

#### SECTION 18. AMENDMENTS.

These bylaws may be amended by a majority vote of the committee.  
These bylaws are hereby amended the 3<sup>rd</sup> day of November 2025.

#### SECTION 19. ADOPTION.



These bylaws are hereby adopted the 26<sup>th</sup> day of January, 2000.

**Tree Advisory Committee Meeting  
November 3, 2025**

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**7. TAC November 2025 Staff Report**

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 2/26/2024 4/16/2024 6/21/2024 10/28/2024 11/4/2024 1/24/2025 6/18/2025	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. 2/26/2024: Orientation took place with Ms. Estrella de Lev. 3/6/2024: Orientation took place with Roxanne Raven. Orientation to be set up with Olayinka Aiyere. Olayinka has indicated due to recent family obligations and outside responsibilities he will be resigning. Waiting for official letter. Orientation with Olayinka will not take place. 11/4/2024: Orientation took place with Jodyann Benjamin. 1/24/2025: Orientation took place with Nicola McIntyre. 6/18/2025: Orientation with Traci Leath scheduled for 6/26/2025.
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 2023 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 2023 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 sent 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.

Item No.	Topic	Status Date	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

Item No.	Topic	Status Date	Comments
17	Request for Offers (RFO) in response to the Request for Proposal (RFP) to rewrite the tree ordinance sections of the UDO. Proposals reviewed. Board of Commissioners Vote.	2/16/2024 3/26/2024 4/16/2024 6/18/2024	2/14/2024: Advertisement of RFO 2/21/2024: Advertisement of RFO 2/27/2024: Pre-Proposal Meeting 3/11/2024: Kick-off Meeting 3/26/2024: Scoring Meeting 5/19/2024: Staff Recommendation Letter Due 6/4/2024: Recommendation Letter considered by BOC at Business Session. Moved to 6/18/2024. 6/18/2024: Board of Commissioners approved CPL Architects, Engineers, Landscape Architect and Surveyor D.P.C. (P.C.) as the consultant firm for the Tree Ordinance Rewrite Project.
18	Roxanne Raven appointed by Chairwoman Hendrickson	2/20/2024	Appointed to the Tree Advisory Committee as representative for Citizen at Large position
19		3/6/2024 4/16/2024 5/6/2024 10/29/2024 1/2/2025	2/23/2024: Patricia met with Trees Atlanta 3/6/2024: Subcommittee formed and comprised of Hilda Estrella de Lev and Roxanne Raven. 3/18/2024: Hilda and Roxanne met with Patricia to gather information, set up a strategy to build a foundation and distribute responsibilities. 4/16/2024: Presentation of the Front Yard Tree Program took place at the Tree Advisory Committee meeting by Roxanne Raven. 5/6/2024: Patrick Carey to meet with the Law Department's Mike Ludwiczack prior to September TAC meeting. 11/4/2024: Staff begin writing Draft RFP to request a vendor for administration, maintenance, and planting of trees for the Front Yard Tree Program. 1/2/2025: It was determined if the budget for Front Yard Tree Program is projected under \$100,00, an RFP is not required. Next steps to be determined at meeting between staff on 1/28/2025.
		1/28/2025	1/28/2025: Staff met as scheduled. It was decided to pursue the price agreement type of renewable contract rather than an RFP and to prepare a draft.
		2/14/2025	2/14/2025: Draft price agreement was prepared prior to meeting with Finance Department and discussion pursued resulting in major revisions based on the likelihood a landscape company may not have the capability to maintain a website and a GIS database. Rewriting draft in progress.

Item No.	Topic	Status Date	Comments
	Front Yard Tree Program	3/14/2025	3/14/2025: Version 2 of Draft price agreement was reviewed and discussed. In order to obtain the highest success with this program, t was agreed to rewrite the agreement to: * Include four to five vendors because of the County's size. It may not be cost feasible for the vendor to drive from Lilburn to Buford to plant one tree. * Call landscape companies to find out what would make the program a success for them, what is cost feasible and to obtain ideas on how to execute program from their perspective.
		3/17/2025	3/17/2025: Patricia met with Department of Planning and Development GIS team.
		4/1/2025	4/1/2025: Internal P&D Team met with Department of Communications to discuss setting-up and maintaining a website to get the word out about the Front Yard Tree Program and for for homeowners to apply and send pictures. Next Meeting with Finance Department scheduled for 4/29/2025
		6/4/2025	4/29/2025: Internal P&D team met with Finance Department to review 3rd draft of price agreement. Suggestions were made to have two line item costs rather than one. Cost per gallon and rate per hour. A map of the unincorporated areas of the County divided into four areas for vendors was presented and discussion resulted as to how the vendors will provide service to the different areas. 6/4/2025: Internal P&D team met with Finance and reviewed. Finance asked if there has been a survey or any numbers collected towards interest in the program. There has not been a survey. Based on that question it was decided to change course and get the webboage, application process and case creation in place and launch in October 2025 if possible. In this way P&D staff and Finance will know how many requests we will have and the location of the trees. At which point we can advertise the price agreement to vendors. Next Steps: Patricia to meet with Information Technology Services and the Accela teams for case creation and smart form operation on webpage.

Item No.	Topic	Status Date	Comments
		8/25/2025	<p>Patricia continues to coordinate and meet with GIS and IT teams to build the application that will launch from the website's landing page.</p> <p>8/6/2025: Documents were sent to the Law Department and comments were received, revisions made.</p> <p>8/15/2025: Landing Page, Tree Types, and Homeowner Agreement and Release documents were sent to Communications for review.</p> <p>8/21/2025: Testing began on the Application Phase that has been built by the GIS and IT Teams.</p> <p>9/8/2025: Present Application Phase Process to the Tree Advisory Committee.</p>
			<p>September - October 2025 : Testing continues on the Application for the Front Yard Tree Program (FYTP) coordinating with IT/GIS and Department of Communications. Weekly meetings continue between internal review team and IT/GIS review team with revisions being made in response to comments.</p>
	Front Yard Tree Program	10/16/2025	<p>10/13/2025: Patricia met with Michael Lupsha with Trees Atlanta. Discussed the tree pictures, tree selection being offered for 2026, and potential weak points to be aware of. Michael emphasized customer service and communication is key between county staff and homeowner as well as vendor and homeowner. Staff and vendor must be open to questions in the longterm from homeowners about tree maintenance and care. Trees Atlanta has excellent tree photo and characteristics sheets available via link on their website.</p> <p>The FYTP internal team is currently searching for tree locations within the community that would be suitable for tree photos.</p> <p>11/3/2025: FYTP Application demonstration at the TAC meeting to gather comments and feedback.</p> <p>11/5/2025: FYTP Application demonstration between IT/GIS/P&amp;D/and Communications to gather any last minute comments and changes.</p> <p>12/12/2025: Go Live date for the application. It will be featured as a main story on the Gwinnett County website. A webpage on the website specifically for the FYTP will be built starting February 2026 after the Department of Communications launches the rebuilt Gwinnett County website.</p>
20	Jodyann Benjamin appointed by Commissioner Watkins III/ District 3	9/17/2024	Appointed to the Tree Advisory Committee

Item No.	Topic	Status Date	Comments
21		10/28/2024	10/2/2024: Collaboration with Planning and Development, CPL, and Department of Communications to work on building project webpage. 10/19/2024: Public event at Alexander Park. Gathered public feedback, ideas and opinions on trees within their community. Provided flyers with QR code link to questionnaire about trees within Gwinnett. 11/4/2024: CPL and InterDev to present project's progress and findings to TAC
21		11/4/2024	Chirag Date with CPL summarized the activities from the October 19, 2024, Community Block Party at Alexander Park and presented the public's comments regarding their thoughts on removal of trees, protection of trees, and how trees benefit them and their communities. The feedback will be utilized in development phase of the rewrite. Major take aways include: <ul style="list-style-type: none"> <li>•Balancing preservation of trees with new developments</li> <li>•Prioritize native species</li> <li>•Stricter rules for tree removal if alive and healthy</li> <li>•Safety of people ranked higher in priority over removal of trees</li> <li>•The attendees were generally very happy that County was doing this activity to engage the community and gather feedback.</li> </ul> Tunan Hu with InterDev summarized the tree canopy assessment progress to date for unincorporated portions of the County.
		2/3/2025	2/3/2025: Rebecca Keefer and Chirag Date with CPL summarized progress to date on the project. The online tree survey concluded on 1/31/2025 and very preliminary statistics were presented at the TAC meeting. Further data assimilation must take place by CPL to compile the written comments by the survey participants. Tree Canopy assessment is 50% complete and is headed for completion in March.
		2/12/2025	2/12/2025: CPL provided the project management team with the completed research documents (Document Benefits Research, Benchmarking and Best Practices, Infill and Redevelopment Strategies) and are under review. Ongoing are the small group stakeholder meetings concluding at end of February. A community event is taking place open to the public on 2/26/2025.



Item No.	Topic	Status Date	Comments
	Rewrite Tree Ordinance sections of the UDO	4/25/2025	<p>Tree Ordinance Community Event to be held on 4/30/2025 at OneStop Centerville at 3025 Bethany Curch Rd.</p> <p>3/31/2025: Small Group Stakeholder interviews complete</p> <p>4/1/2025: Individual Stakeholder interviews begin</p> <p>4/11/2025: The data collection phase of the tree canopy assesssmnet is complete. The data is being analyzed by InterDev and CPL, with report to follow.</p> <p>On 5/1/2025 the individual stakeholder interviews will conclude</p> <p>5/1/2025: Initial phase of amendment writing begins</p>
		6/12/2025	<p>6/9/2025: The first portion of the tree ordinance amendment was sent from CPL and is under review by the project management team.</p> <p>7/7/2025: The Tree Ordinance Review Technical Committee is reconvening on July 7th to discuss and provide comments on first portion of amendment.</p> <p>7/23/2025: The final Tree Ordinance Community Event is at the Pickneyville Park Community Recreation Center, located at 4650 Peachtree Industrial Blvd., Berkeley Lake, 30096 on Wednesday, July 23, 2025 from 6:00 to 7:30pm.</p>
		8/25/2025	<p>Final Community event was rescheduled to October 27, 2025 at the Pickneyville Park Community Recreation Center located at 4650 Peachtree Industrial Blvd., Berkeley Lake, 30096.</p> <p>8/8/2025: First draft of tree species list sent to PM with preliminary comments sent back to CPL on 8/22/2025 to be addressed. Second draft expected back mid-September and will be shared with TAC for review.</p> <p>8/19/2025: Parts 1 and 2, version 3 comments were sent back to CPL to be addressed. Fourth Tree Ordinance Review Technical Committee meeting set for 9/16/2025.</p> <p>Part 3, Version 1 expected back to PM 9/2/2025.</p>
		10/16/2025	9/2/2025: Part 3, Version 1 sent from CPL and is under review by staff.
			<p>9/10/2025: Tree Canopy Assessment Draft sent from CPL and is under review by staff.</p> <p>9/10/2025: Executive Summary Draft sent from CPL and is under review by staff.</p>
			9/16/2025: Fourth TORTC Meeting held.
			9/19/2025: Tree Species List second Draft sent from CPL and is under review by staff.
			10/6/2025: Version 4 of the Draft Amendment sent from CPL and is under review by staff.

Item No.	Topic	Status Date	Comments
			10/7/2025: Presentation materials for the Community Meeting on October 27th sent from CPL and is under review by staff and Department of Communications.
			10/10/2025: PM sent Tree Canopy Assessment Draft comments and the Executive Summary Draft comments to CPL.
			10/20/2025: Version 4 of the Draft Amendment comments due to CPL.
20	Nicola McIntyre, Development Advisory Committee (DAC) Member volunteered to serve on the TAC	11/20/2024	Voted unanimously by the DAC members to serve on the Tree Advisory Committee to fill the vacant position previously filled by D.A. Williams.
21	Thomas DeAngelo, Tree Advisory Committee (TAC) Member volunteered to serve on the Development Advisory Committee (DAC).	2/3/2025	Voted unanimously by the TAC members to serve on the Development Advisory Committee to fill the vacant position previously filled by Carol Hassell.
22	Gwinnett Clean & Beautiful found a person to fill Patrick Kien's position on the TAC	3/27/2025	Patrick Kien will be bringing Traci Leath as a guest to the May 5, 2025, TAC meeting. Ms. Leath will be represented on the next available BOC agenda to fill the vacant position of Patrick Kien as of 5/5/2025.
23	Traci Leath appointed by the Board of Commissioners to serve as the Gwinnett Clean and Beautiful Member.	6/17/2025	Appointed to the Tree Advisory Committee
24	Revise TAC Creation Resolution to expand the position criteria to include a certified arborist in addition to the registered forester member representative	10/16/2025	Amend the TAC Creation Ordinance by preparing a resolution that goes before the Board of Commissioners on October 28, 2025 for consideration. Amend the TAC Bylaws to update the title of the ordinance by which the TAC reviews and provides recommendations.