



Gwinnett

GWINNETT COUNTY
DEPARTMENT OF PLANNING AND DEVELOPMENT

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AGENDA PACKET

TREE ADVISORY COMMITTEE MEETING

January 5, 2026

Tree Advisory Committee Meeting January 5, 2026

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Tree Advisory Committee Meeting
January 5, 2026

1. TAC January 5, 2026 Meeting Agenda



Gwinnett County Tree Advisory Committee Meeting Agenda Monday, January 5, 2026, at 6:00pm

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

1. Call to Order
2. Determination of a Quorum (5 Members)
3. Officer Elections
4. Announcements
 - a. Introduce Susan Dean as New Lead Support Staff for Committee.
 - b. Welcome New Members: Kate Pittman (District 2); Farid Ghalili (District 3); Chris Adkins (District 4); David Argo (Certified Arborist).
 - c. Reappointed Members: Roxanne Raven (Citizen At Large); Traci Leath (Gwinnett Clean & Beautiful).
 - d. Patrick Carey was approved on November 18, 2025, by the Board of Commissioners to represent the Tree Advisory Committee (TAC) on the Development Advisory Committee (DAC).
5. Adoption of the Agenda
6. Approval of the Minutes
 - a. November 3, 2025
7. Old Business
 - a. Tree Ordinance Amendment Update – Rinda Grooms.
 - b. Approval of the Resolution to Re-Establish the TAC – Susan Dean.
8. New Business

- a. Launch of Front Yard Tree Program Update – James Hornbeck.

9. Other Business

- a. Staff Report

10. Adjournment

Tree Advisory Committee Meeting
January 5, 2026

2. TAC November 3, 2025 Unofficial Meeting Minutes



**Tree Advisory Committee Minutes
Monday, November 3, 2025, at 6:00pm**

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

Present: Nicola McIntyre, Patrick Carey, Roxanne Raven, Steve Sappington, Thomas J. DeAngelo, Traci Leath

Absent: Hilda Estrella de Lev, Jodyann Benjamin

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

A. Call To Order

6:06pm

B. Determination of a quorum

A quorum was present.

C. 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.

D. Adoption of the Agenda

{Motion to Approve: Steve Sappington; Second: Traci Leath; Vote: 6-0: Nicola McIntyre-Yes; Patrick Carey-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes; Traci Leath-Yes}

E. Approval of the Minutes – September 8, 2025

{Motion to Approve: Thomas DeAngelo; Second: Steve Sappington; Vote: 6-0: 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 Application Demonstration
Patricia Huguenard demonstrated the application process for the Front Yard Tree Program that homeowners would experience when applying on the website. The application is set to go live in December 2025.
- b. Tree Ordinance Amendment
The draft Tree Species List was reviewed by the Committee. Fruit and nut trees were

added primarily for use in food forests and open space corridors and pocket parks designed for pedestrians and not for use in or adjacent to the right-of-way. It was also noted that the Crape Myrtle tree was reintroduced. Trees that maintain a height of 15 feet or less are also featured in the list for use near or under the overhead power lines.

G. New Business

- a. Nominate TAC Member as representative on the Development Advisory Committee. Committee members made a motion to nominate Patrick Carey to serve on the Development Advisory Committee representing the Tree Advisory Committee.

{Motion to Approve: Steve Sappington; Second: Nicola McIntyre; Vote: 6-0: Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes; Traci Leath-Yes}

- b. Amendment to Creation Ordinance.

The Tree Advisory Committee Creation Resolution was revised to expand the registered forester position that has been vacant for over two years with unsuccessful attempts in locating a candidate willing to serve. The member position can now be filled by a certified arborist or registered forester.

- c. Updated Bylaws.

The Tree Advisory Committee Bylaws were revised to update the title of the ordinance from the Buffer, Landscape and Tree Ordinance to the Unified Development Ordinance.

{Motion to Approve: Steve Sappington; Second: Thomas DeAngelo; Vote: 6-0: Nicola McIntyre-Yes; Patrick Carey-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes; Traci Leath-Yes}

H. Other Business

- a. Staff Report

Patricia presented the staff report.

I. Adjournment

6:50pm

{Motion to Approve: Roxanne Raven; Second: Thomas DeAngelo; Vote: 6-0: Nicola McIntyre-Yes; Patrick Carey-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes; Traci Leath-Yes}

**Tree Advisory Committee Meeting
January 5, 2026**

3. TAC November 3, 2025 Meeting Notes



Gwinnett County Tree Advisory Committee Meeting Notes

November 3, 2025, at 6:00pm

Committee Members Present: Nicola McIntyre, Patrick Carey, Roxanne Raven, Steve Sappington, Thomas J. DeAngelo Jr., and Traci Leath.

Committee Members Absent: Hilda Estrella de Lev and Jodyann Benjamin

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

Announcements:

Patricia announced the public community meeting event for the Tree Ordinance Rewrite planned for October 27, 2025, from 6:00pm to 7:30pm at the Pickneyville Park Community Recreation Center had to be cancelled. Staff have been working with CPL towards a final draft we can present to the public, however the Executive Summary, Tree Canopy Assessment and Amendment are not yet ready to present.

Thomas DeAngelo Jr. announced he has spoken with Commissioner Holtkamp and will not serve another term. He also suggested we find a replacement to serve on the Development Advisory Committee as the TAC representative.

Old Business:

Front Yard Tree Program

Patricia presented a demonstration of the application process that the homeowner will experience on the website when applying for a front yard tree.

A story will be featured on the Gwinnett County homepage that will take them to the link.

The homeowner will enter their address and the program will automatically populate their lot size and the corresponding trees available for that lot size.

Once the tree selections are made, the homeowner will sign and submit an Acknowledgement and Release form.

Department staff will review the application and follow up with the homeowner.

Program rollout date was moved to January 2026 to incorporate TAC member feedback into the program.

Tree Ordinance Amendment

The draft Tree Species List was reviewed by the Committee. Fruit and nut trees were added primarily for use in food forests and open space corridors and pocket parks designed for pedestrians and not for use in or adjacent to the right-of-way. It was also noted that the Crape Myrtle tree was reintroduced. Trees that maintain a height of 15 feet or less are also featured in the list for use near or under the overhead power lines.

Patricia provided an update to the Tree Ordinance Rewrite project. Staff continues to review drafts of the Executive Summary, Tree Canopy Assessment, and amendment document. Patricia requested feedback from the Committee about the Tree Species List by November 13th.

Steve Sappington asked if the amendment is using Tree Density Units at 1:1 to simplify the calculations. Patricia replied yes.

New Business

Development Advisory Committee Representative

The Committee nominated Patrick Carey to serve as the TAC Representative for the Development Advisory Committee (DAC). The Board of Commissioners voted to approve Patrick Carey's appointment to the DAC on November 18, 2025.

Tree Advisory Committee Creation Ordinance

On November 4, 2025, the Board of Commissioners voted to approve the resolution to re-establish the Tree Advisory Committee. This amendment modified the requirement for the position of Registered Forester to include a Certified Arborist. A signed resolution is in process.

The Department nominated David Argo for the Certified Arborist position. The Board of Commissioners voted to approve David Argo's appointment to the TAC on December 2, 2025.

Other Business

Patricia presented the Staff Report.

Adjournment

- The meeting adjourned at 6:50pm.

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
January 5, 2026

4. TAC Bylaws

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 office, 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 3rd day of November 2025.

SECTION 19. ADOPTION.

These bylaws are hereby adopted the 26th day of January, 2000.

**Tree Advisory Committee Meeting
January 5, 2026**

5. TAC Member List



Tree Advisory Committee

(January 1, 2026)

Membership Group One	
<u>Citizen – District 2 Member</u> Kate Pittman katepittman@hotmail.com Term Expires 12-31-2027	<u>Certified Arborist Member</u> David Argo davidpargo@gmail.com Term Expires 12-31-2027
<u>Citizen – District 4 Member</u> Chris Adkins cwadkins2899@gmail.com Term Expires 12-31-2027	<u>Gwinnett Clean & Beautiful Member</u> Traci Leath tracileath@gmail.com Term Expires 12-31-2027
<u>Citizen – At Large Member</u> Roxanne Raven (Chairwoman) 517.703.4014 roxannelraven@gmail.com Term Expires 12-31-2027	
Membership Group Two	
<u>Citizen – District 1 Member</u> Patrick Carey 770.315.3063 patrick@keystonelandssurveying.com Term Expires 12-31-2026	<u>Registered Landscape Architect Member</u> Steve Sappington 740SS@PPI.US Term Expires 12-31-2026
<u>Citizen – District 3 Member</u> Farid Ghalili farid@ghalili.com Term Expires 12-31-2026	<u>Development Advisory Committee Member</u> Nicola McIntyre nemcintyre@gmail.com Term Expires 12-31-2026

**Tree Advisory Committee Meeting
January 5, 2026**

6. TAC December 18, 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 12/18/2025	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. 12/18/2025 Orientation for David Argos, Kate Pittman, Chris Adkins, Farid Ghalili to take place.
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

Item No.	Topic	Status Date	Comments
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

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, it 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 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 webpage, 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.
		8/25/2025	Patricia continues to coordinate and meet with GIS and IT teams to build the application that will launch from the website's landing page. 8/6/2025: Documents were sent to the Law Department and comments were received, revisions made. 8/15/2025: Landing Page, Tree Types, and Homeowner Agreement and Release documents were sent to Communications for review. 8/21/2025: Testing began on the Application Phase that has been built by the GIS and IT Teams. 9/8/2025: Present Application Phase Process to the Tree Advisory Committee.

Item No.	Topic	Status Date	Comments
			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.
	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&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>
		12/18/2025	Front Yard Tree Program: Application goes live January 9, 2026. James Hornbeck is the new project manager for the program. Final drafts of Price Agreement are being reviewed by Finance.
20	Jodyann Benjamin appointed by Commissioner Watkins III/ District 3	9/17/2024	Appointed to the Tree Advisory Committee
21		10/28/2024	<p>10/2/2024: Collaboration with Planning and Development, CPL, and Department of Communications to work on building project webpage.</p> <p>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.</p> <p>11/4/2024: CPL and InterDev to present project's progress and findings to TAC</p>

Item No.	Topic	Status Date	Comments
21	Rewrite Tree Ordinance sections of the UDO	11/4/2024	<p>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:</p> <ul style="list-style-type: none"> •Balancing preservation of trees with new developments •Prioritize native species •Stricter rules for tree removal if alive and healthy •Safety of people ranked higher in priority over removal of trees •The attendees were generally very happy that County was doing this activity to engage the community and gather feedback. <p>Tunan Hu with InterDev summarized the tree canopy assessment progress to date for unincorporated portions of the County.</p>
		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.
		4/25/2025	<p>Tree Ordinance Community Event to be held on 4/30/2025 at OneStop Centerville at 3025 Bethany Church 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 assessment 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>

Item No.	Topic	Status Date	Comments
		6/12/2025	6/9/2025: The first portion of the tree ordinance amendment was sent from CPL and is under review by the project management team. 7/7/2025: The Tree Ordinance Review Technical Committee is reconvening on July 7th to discuss and provide comments on first portion of amendment. 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.
		8/25/2025	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. 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. 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. Part 3, Version 1 expected back to PM 9/2/2025.
		10/16/2025	9/2/2025: Part 3, Version 1 sent from CPL and is under review by staff.
			9/10/2025: Tree Canopy Assessment Draft sent from CPL and is under review by staff.
			9/10/2025: Executive Summary Draft sent from CPL and is under review by staff.
			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.
			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.
	Rewrite Tree Ordinance sections of the UDO	12/18/2025	Rinda Grooms is the new Project Manager. Staff is reviewing the latest drafts of the Executive Summary, Tree Canopy Assessment and the Amendment. Final community meeting tentatively planned for February.
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.

Item No.	Topic	Status Date	Comments
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.
		12/18/2025	TAC Re-Establishment Creation Resolution was adopted November 4, 2025 by the Board of Commissioners.
	Committee Re-Appointments	12/18/2025	Traci Leath and Roxanne Raven were re-appointed by the Board of Commissioners on December 2, 2025.
	Resignations from the Tree Advisory Committee	12/18/2025	Thomas Deangelo, Jr. submitted his resignation to the Board of Commissioners as the representative for District 4 and DAC.
	New Committee Appointments	12/18/2025	Kate Pittman, Commissioner Ku/ District 2; Farid Ghalili, Commissioner Watkins/ District 3; Chris Adkins, Commissioner Holtkamp, District 4; David Argo, Certified Arborist Member.
	New Representative to Development Advisory Committee	12/18/2025	Patrick Carey, the TAC nomination, was approved by the Board of Commissioners to serve as the TAC Representative to the DAC on November 18, 2025.