



**Unofficial
MEETING MINUTES**

**Tree Advisory Committee Minutes
Monday, January 5, 2026, at 6:00pm**

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

Present: Chris Adkins, David Argo, Farid Ghalili, Kate Pittman, Nicola McIntyre, Roxanne Raven, Steve Sappington

Absent: Patrick Carey, Traci Leath

Staff: Rinda Grooms, Sharon Cook, James Hornbeck, Susan Dean, Calvin Kom

A. Call to Order

6:02pm

B. Determination of a quorum

A quorum was present.

C. Officer Elections

Roxanne Raven announced she is stepping down from her position as Chairwoman.

{Chris Adkins made a motion to volunteer as Chairman. The motion was seconded by Roxanne Raven and passed unanimously 7-0}

{Farid Ghalili made a motion to volunteer as Vice Chairman. The motion was seconded by Steve Sappington and passed unanimously 7-0}

D. Announcements

- a. Susan Dean, Development Planner III, introduced herself to the Committee as the New Lead Support Staff.
- b. Committee welcomed Kate Pittman (District 2); Farid Ghalili (District 3); Chris Adkins (District 4); David Argo (Certified Arborist). Staff and Committee Members went around the room and introduced themselves.
- c. Chris Adkins announced the Board of Commissioners approved Patrick Carey to represent the Tree Advisory Committee (TAC) on the Development Advisory Committee (DAC).

E. Adoption of the Agenda

{Motion to Approve: Farid Ghalili; Second: Steve Sappington; Vote: 7-0: Chris Adkins-Yes; David Argo-Yes; Farid Ghalili-Yes; Kate Pittman-Yes; Nicola McIntyre-Yes; Roxanne Raven-Yes; Steve Sappington-Yes}

F. Approval of the Minutes – November 3, 2025

{Motion to Approve: Roxanne Raven; Second: Nicola McIntyre; Vote: 7-0: Chris Adkins-Yes; David Argo-Yes; Farid Ghalili-Yes; Kate Pittman-Yes; Nicola McIntyre-Yes; Roxanne Raven-Yes; Steve Sappington-Yes}

G. Old Business

- a. Tree Ordinance Amendment Update – Rinda Grooms, Development Division Director, provided an update on the progress made for the new members and informed the committee that a draft copy of the Tree Ordinance will be shared with them before it is finalized by the Board of Commissioners.
- b. Approval of the Resolution to Re-Establish the TAC – Susan Dean, Development Planner III stated the Board of Commissioners approved the re-establishment on November 4, 2025, to revise the language to include arborist as an option to Registered Forester.

H. New Business

- a. Launch of Front Yard Tree Program Update – James Hornbeck, Development Plan Review Manager explained the Front Yard Tree Program. The web application will be launched on January 9th, allowing for the submission of applications. A Request for Proposal (RFP) for the company that will supply trees, as well as the awarding of contracts, will be sent on January 19th. The deadline for questions is set for January 29th, and the proposals are due back by February 10th.

I. Other Business

- a. Staff Report
Susan Dean highlighted the new action items.

J. Adjournment

6:54pm

{Motion to Approve: Chris Adkins; Second: Roxanne Raven; Vote: 7-0: Chris Adkins-Yes; David Argo-Yes; Farid Ghalili-Yes; Kate Pittman-Yes; Nicola McIntyre-Yes; Roxanne Raven-Yes; Steve Sappington-Yes}