
**Tree Advisory Committee Minutes
Monday, March 2, 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, Steve Sappington, Traci Leath

Absent: Nicola McIntyre, Patrick Carey

Staff: Rinda Grooms, Sharon Cook, James Hornbeck, Roxanne Raven, Calvin Kom

A. Call to Order

6:04pm

B. Determination of a quorum

A quorum was present.

C. Announcements

- a. Roxanne Raven has begun working for the County as Development Division Special Projects Coordinator. Her position as the Chairwoman's appointment has been vacated, and staff are working on recommendations to fill in the seat.

D. Adoption of the Agenda

{Motion to Approve: Farid Ghalili; Second: Steve Sappington; Vote: 6-0: Chris Adkins-Yes; David Argo-Yes; Farid Ghalili-Yes; Kate Pittman-Yes; Steve Sappington-Yes; Traci Leath-Yes}

E. Approval of the Minutes – November 3, 2025

{Motion to Approve: Steve Sappington; Second: Farid Ghalili; Vote: 6-0: Chris Adkins-Yes; David Argo-Yes; Farid Ghalili-Yes; Kate Pittman-Yes; Steve Sappington-Yes; Traci Leath-Yes}

F. Old Business

None

G. New Business

- a. Tree Ordinance Amendment Update – Rinda Grooms, Development Division Director shared that the update is still in process. The final community outreach has been postponed. Once Director Matt Dickison and Deputy Director Chris Hayward have reviewed the draft, it will be shared with the TAC for review.

- b. Front Yard Tree Program Update – James Hornbeck, Development Plan Review Manager shared that the application portal has now closed after receiving 700 applications since January. Purchasing is in the process of awarding the contract while the internal team reviews applications. Thus far, 300 applications have been reviewed, with 160 approved. To ensure as many applicants receive trees as possible, each applicant will be given one tree instead of two.

In response to questions from the committee, James clarified that the process would allow awardees their choice of tree considering availability, and that those not accepted would receive notice via email from the County.

The committee was pleased with the interest in the program and requested further data on the applicant locations and tree types for the next meeting.

- c. TAC Priorities for the Year – Rinda asked the committee to share ideas for the direction of the committee’s work this year. Rinda reviewed the committee’s purpose and previous projects as a starting point for discussion.
- Steve Sappington recommended assessing Kudzu eradication programs in relation to preserving tree health.
 - Kate Pittman recommended improving partnerships and providing general education with other County departments to improve tree removal and replanting processes.
 - Farid Ghalili recommended looking into planting and education partnerships with Gwinnett County Public Schools.

Rinda shared that staff will investigate these further and bring them back to the next meeting to discuss forming subcommittees.

The discussion then shifted to meeting cadence. The committee agreed that the current meeting schedule worked well, but they wished to discuss it again at the April meeting when the status of the Tree Ordinance Rewrite will be updated.

H. Other Business

- a. Staff Report – Rinda highlighted the new action items. The committee agreed older items on the staff report could be removed, and the document could be shared less frequently.

I. Adjournment

6:45pm

{Motion to Approve: Chris Adkins; Second: Farid Ghalili; Vote: 6-0: Chris Adkins-Yes; David Argo-Yes; Farid Ghalili-Yes; Kate Pittman-Yes; Steve Sappington-Yes; Traci Leath-Yes}