
**Tree Advisory Committee Minutes
Monday, April 13, 2026, at 6:00pm**

Innovation Square
446 West Crogan Street, 1st floor, Conference Room 108
Lawrenceville, GA 30046

Present: Chris Adkins, David Argo, Patrick Carey, Farid Ghalili, Nicola McIntyre, Kate Pittman, Steve Sappington, Traci Leath

Absent: None

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

A. Call to Order

6:02pm

B. Determination of a quorum

A quorum was present.

C. Announcements

None

D. Adoption of the Agenda

{Motion to Approve: Chris Adkins; Second: Patrick Carey; Vote: 8-0: Chris Adkins-Yes; David Argo-Yes; Patrick Carey-Yes; Farid Ghalili-Yes; Nicola McIntyre-Yes; Kate Pittman-Yes; Steve Sappington-Yes; Traci Leath-Yes}

E. Approval of the Minutes – March 2, 2026

{Motion to Approve: Farid Ghalili; Second: Steve Sappington; Vote: 8-0: Chris Adkins-Yes; David Argo-Yes; Patrick Carey-Yes; Farid Ghalili-Yes; Nicola McIntyre-Yes; Kate Pittman-Yes; Steve Sappington-Yes; Traci Leath-Yes}

F. Old Business

None

G. New Business

a. Front Yard Tree Program – Roxanne Raven, Special Project Coordinator, shared an update on the Front Yard Tree Program. The first tree was planted on April 3, 2026, and the staff is working with the vendor to complete plantings by the end of April. There may be funds for a small fall planting.

b. Tree Ordinance Rewrite – Rinda Grooms, Development Division Director,

informed the committee that the Department's leadership was reviewing the most recent draft of the Tree Ordinance Rewrite.

- c. TAC Priorities for the Year – Roxanne asked the committee to revisit ideas for the committee's work this year that were discussed at the previous meeting. The committee agreed that developing education programs was their top priority, but distinguished between programs for students in partnership with Gwinnett County Public Schools and producing general tree-care maintenance trainings and resources. They formed two separate subcommittees on these topics.

{Motion to Form the Subcommittee on Youth Tree Programs: Farid Ghalili; Second: Chris Adkins; Vote: 8-0: Chris Adkins-Yes; David Argo-Yes; Patrick Carey-Yes; Farid Ghalili-Yes; Nicola McIntyre-Yes; Kate Pittman-Yes; Steve Sappington-Yes; Traci Leath-Yes}

{Motion to Form the Subcommittee on Tree Care: Chris Adkins; Second: Traci Leath; Vote: 8-0: Chris Adkins-Yes; David Argo-Yes; Patrick Carey-Yes; Farid Ghalili-Yes; Nicola McIntyre-Yes; Kate Pittman-Yes; Steve Sappington-Yes; Traci Leath-Yes}

Farid Ghalili will lead the Subcommittee on Youth Tree Programs, assisted by Chris Adkins. David Argo will lead the Subcommittee on Tree Care, assisted by Kate Pittman. Both subcommittees will meet before the next meeting to discuss initial ideas and report back to the group at the July meeting.

The discussion concluded on the topic of meeting cadence. The committee agreed to revert to its normal schedule of quarterly meetings.

- d. Gwinnett County Email Addresses – At the request of the TAC Chairman, Staff coordinated with the IT department to create official Gwinnett County email accounts to use for their TAC-related correspondence so that their personal emails would not be subject to open records requests. Staff will follow up with the email addresses, temporary passwords, and access instructions after the meeting.

H. Other Business

- a. Staff Report – Roxanne highlighted the new condensed format and new action items.
- b. July 2026 Meeting – The committee requested that the July 2026 meeting be moved from July 6 to July 13 to accommodate potential conflicts with the Independence Day weekend.

I. Adjournment

6:58pm

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