



GWINNETT COUNTY
DEPARTMENT OF PLANNING AND DEVELOPMENT

446 West Crogan Street, Suite 300 | Lawrenceville, GA 30046-2440
678.518.6000
GwinnettCounty.com

AGENDA PACKET

TREE ADVISORY COMMITTEE MEETING

September 9, 2024

**Tree Advisory Committee (TAC) Meeting
September 9, 2024**

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**Tree Advisory Committee (TAC) Meeting
September 9, 2024**

1. TAC September 9, 2024 Agenda



Gwinnett County Tree Advisory Committee Meeting Agenda Monday, September 9, 2024, at 6:00pm

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

AGENDA

1. Call to Order
2. Determination of a Quorum (5 Members)
3. Announcements
4. Adoption of the Agenda
5. Approval of the Minutes
 - a. May 6, 2024
6. Old Business
 - a. Update on the Tree Ordinance Rewrite
 - b. Front Yard Tree Program
7. New Business
8. Other Business
 - a. Staff Report
9. Adjournment

cc: TAC Internal Staff

**Tree Advisory Committee (TAC) Meeting
September 9, 2024**

2. TAC Unofficial May 6, 2024 Meeting Minutes

Tree Advisory Committee Minutes**Monday, May 6, 2024 – 6:00 pm**

One Justice Square

4446 West Crogan Street, 1st floor, Conference Room 106

Lawrenceville, GA 30046

Present: Hilda Estrella de Lev, Patrick Carey, Patrick Kien, Roxanne Raven, Steve Sappington

Absent: Derrick Williams, Olayinka Alyere, Thomas J. DeAngelo

Staff: Cyndi Sloan, Rinda Grooms, Sharon Cook, Patricia Huguenard, Calvin Kom

Guest: John Butler, Department of Water Resources Outreach Manager

A. Call To Order

6:00pm

B. Determination of a quorum

A quorum was present.

C. Announcements

Patrick Carey, Chairman called the meeting to order.

Patricia Huguenard introduced Calvin Kom, Development Review Planner I, he has a background in landscape architecture, and will begin attending and participating in the Tree Advisory Committee meetings.

D. Adoption of the Agenda

{Motion to Approve: Roxanne Raven; Second: Patrick Kien; Approved; Vote: 5-0: Hilda Estrella de Lev-Yes; Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes}

E. Approval of the Minutes – March 4, 2024

{Motion to Approve: Steve Sappington; Second: Hilda Estrella de Lev; Approved; Vote: 5-0: Hilda Estrella de Lev-Yes; Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes}

F. Old Business

Old Business was discussed after the presentation by John Butler.

G. New Business

- a. John Butler, Department of Water Resources Outreach Manager, shared a presentation on the Water Conservation in Gwinnett how they operate through various partnerships with the Metropolitan North Georgia Water Planning District on techniques that divert less water from rivers, bays, and estuaries, to help keep the environment healthy. They also implement water conservation on an educational, individual, infrastructure, and facilities management levels.
- b. Tree Advisory Subcommittee Members Hilda Estrella de Lev and Roxanne Raven provided an update on the Front Yard Tree Program by sharing information through interviews with outreach programs and Nurseries on how to get the program started.
- c. Patricia Huguenard, Development Project Manager provided an update on the Request for Proposal on the Tree Ordinance rewrite by stating she is still in the process of working with the Finance Department, and the Planning Department. The recommendation of consultant goes before the Board of Commissioners on June 4th.

H. Other Business

- a. Staff Report
Patricia Huguenard highlighted the new action items.

I. Adjournment

7:10pm

{Motion to Approve: Patrick Kien; Second: Steve Sappington; Approved; Vote: 5-0: Hilda Estrella de Lev-Yes; Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes}

**Tree Advisory Committee (TAC) Meeting
September 9, 2024**

3. TAC May 6, 2024 Meeting Notes

Gwinnett County Tree Advisory Committee Meeting Notes

May 6, 2024, at 6 pm

Committee Members Present: Hilda Estrella de Lev, Patrick Carey, Patrick Kien, Roxanne Raven, and Steve Sappington.

Committee Members Absent: Thomas DeAngelo, Olayinka Aiyere, and Derrick Williams. Derrick was ready to join remotely, however he was sent the Teams meeting invite late and was not able to join in time.

Staff Present: Cyndi Sloan, Deputy Director; Rinda Grooms, Development Division Director; Sharon Cook, Development Plan Review Manager; and Patricia Huguenard, Development Project Manager

Announcements

- Patrick Carey called the meeting to order. Patricia Huguenard introduced Calvin Kom as an additional staff member to support the Tree Advisory Committee. Calvin joined the Department over a year ago and graduated from the school of Landscape Architecture at The University of Georgia.

Old Business

- Old business was discussed after the presentation by John Butler.

New Business

- John Butler, Department of Water Resources Outreach Manager presented the County Water Conservation Plan and the sustainable practices that are followed.
 - The Department of Water Resources has many programs that intercept, reuse, and clean water. They offer a variety of programs:
 - rainwater garden program;
 - watershed improvement program;
 - invasive species removal;
 - green infrastructure for intercepting water;
 - stream restoration

For further detail John offered to send the presentation to Patricia to distribute to the members. Patricia sent the presentation to the Committee Members on June 13, 2024, with these notes.

- The Front Yard Tree Program subcommittee members Hilda Estrella de Lev and Roxanne Raven provided an update on their research, interviews, and information gathering for the program. The subcommittee interviewed Rebecca Gilbert, Education Manager with Trees Atlanta; Mike Vinciguerra, Director of Trees Atlanta; Mike Lupsha, Neighborhoods Supervisor with Trees Atlanta; Lisa Klein, County Master Gardener; Kelley Uber Sterner, Program Coordinator, Volunteer Gwinnett; and Gwinnett County Master Naturalists. Patricia assisted by interviewing Nick Derajty, Administration Division Director of the Department of Planning and Development and local wholesale nurseries. Buck Jones Nursery has the greatest interest in supplying and selling trees to support this program at this time.

- The pros and cons of utilizing volunteers to plant the trees for the Front Yard Tree Program was discussed. It was suggested by Trees Atlanta when planting trees on private property to hire private personnel that volunteer workforce is not recommended. For tree planting opportunities on public property, volunteers could be utilized through the Volunteer Gwinnett Program. Partnerships with Homeowner Associations would be another resource for planting trees on public property or in a community space within the neighborhood.
- One critical element of the Front Yard Tree Program is education. Choosing the right tree for the right space, proper planting techniques, and the caring for and maintenance of trees are essential to growing a neighborhood. Master Naturalists and Master Gardeners offered to help with volunteers and educational materials.
- The Department's role in the Front Yard Tree Program involves preparing a request for proposal to obtain third-party vendor candidates that can carry out administrative duties, provide a website for homeowners to apply; maintain a GIS database layer showing the location of planted trees, and supervise crews planting the trees. If the third-party vendor meets expectations for the program during their first year, the contract may be renewed annually. Monies to fund the Front Yard Tree Program would come from the Tree Fund.

As requested, Patricia sent the subcommittee's presentation on May 8, 2024, to the Committee Members.

- Update on the Tree Ordinance Rewrite RFP: The recommendation for a consultant goes before the Board of Commissioners originally June 4th, moved to June 18, 2024.

Other Business

- Patricia presented the staff report that was sent with the agenda packet focusing on the most current items in red highlight.

Adjournment

- The meeting adjourned at 7:10pm.

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

**Tree Advisory Committee (TAC) Meeting
September 9, 2024**

4. TAC May 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	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.
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 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 current 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 send 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.
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
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-Preposal 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	Front Yard Tree Program	3/6/2024 4/16/2024 5/6/2024	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. Presentation of the Front Yard Tree Program took place at the Tree Advisory Committee meeting by Roxanne Raven. Patrick Carey to meet with the Law Department's Mike Ludwiczack prior to September TAC meeting.