



GWINNETT COUNTY  
DEPARTMENT OF PLANNING AND DEVELOPMENT

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# **AGENDA PACKET**

**TREE ADVISORY COMMITTEE MEETING**

**November 4, 2024**

**Tree Advisory Committee (TAC) Meeting  
November 4, 2024**

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# **Tree Advisory Committee (TAC) Meeting**

**November 4, 2024**

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1. TAC November 4, 2024 Meeting Agenda

## **Gwinnett County Tree Advisory Committee Meeting Agenda Monday, November 4, 2024, at 6:00pm**

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

### **AGENDA**

1. Call to Order
2. Determination of a Quorum (5 Members)
3. Announcements
  - a. D.A. Williams steps down as DAC representative to the Tree Advisory Committee
  - b. Welcome Jodyann Benjamin appointed by Commissioner Watkins III/District 3
4. Adoption of the Agenda
5. Approval of the Minutes
  - a. September 9, 2024
6. Old Business
  - a. Front Yard Tree Program Update
7. New Business
  - a. Tree Ordinance Rewrite and Tree Canopy Assessment Status presented by CPL and InterDev
  - b. Tree Types for Front Yard Tree Program
8. Other Business
  - a. Staff Report
9. Adjournment

# **Tree Advisory Committee (TAC) Meeting**

**November 4, 2024**

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2. TAC Unofficial September 9, 2024 Meeting Minutes

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**Tree Advisory Committee Minutes  
Monday, September 9, 2024, at 6:00pm**

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

**Present:** Patrick Carey, Thomas J. DeAngelo, Patrick Kien, Roxanne Raven, Steve Sappington,

**Absent:** Hilda Estrella de Lev, Derrick Williams

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

**A. Call To Order**

6:01pm

**B. Determination of a quorum**

A quorum was present.

**C. Announcements**

Patrick Carey announced Olayinka Aiyere, District 3 representative resigned.

**D. Adoption of the Agenda**

{Motion to Approve: Steve Sappington; Second: Thomas DeAngelo; Vote: 5-0:  
Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes;  
Thomas DeAngelo-Yes}

**E. Approval of the Minutes – May 6, 2024**

{Motion to Approve: Thomas DeAngelo; Second: Steve Sappington; Vote: 5-0:  
Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes;  
Thomas DeAngelo-Yes}

**F. Old Business**

a. Update on the Tree Ordinance Rewrite

Patricia Huguenard presented. The firm, CPL Architects, Engineers, Landscape Architect and Surveyor D.P.C. (P.C.) (CPL) was awarded the Tree Ordinance Rewrite project contract as the consultant. The kick-off meeting took place on August 15, 2024. The subconsultant, Interdev, has begun obtaining GIS data to begin the tree canopy assessment. CPL will attend the bi-monthly Tree Advisory Committee meetings to provide updates on the project and to obtain feedback from the Committee.

- b. Update on the Front Yard Tree Program  
Roxanne Raven presented. The Front Yard Tree Program is an initiative contained within in the 2045 Unified Plan; Chapter 5 Sustainable Infrastructure, Strategy 3.4, Encourage tree planting as green infrastructure practice; Action SI 3.4.6, and Action SI 3.4.7.

**G. New Business**

None

**H. Other Business**

- a. Staff Report

Patricia Huguenard highlighted the new action items.

**I. Adjournment**

6:47pm

{Motion to Approve: Steve Sappington; Second: Patrick Kien; Approved; Vote: 5-0: Patrick Carey-Yes; Patrick Kien-Yes; Roxanne Raven-Yes; Steve Sappington-Yes; Thomas DeAngelo-Yes}

# **Tree Advisory Committee (TAC) Meeting**

**November 4, 2024**

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3. TAC September 9, 2024 Meeting Notes



## **Gwinnett County Tree Advisory Committee Meeting Notes**

September 9, 2024, at 6 pm

**Committee Members Present:** Patrick Carey, Thomas DeAngelo, Patrick Kien, Roxanne Raven, and Steve Sappington.

**Committee Members Absent:** Hilda Estrella de Lev, Derrick Williams

**Staff Present:** Rinda Grooms, Development Division Director; Sharon Cook, Development Plan Review Manager; Calvin Kom, Planner II; and Patricia Huguenard, Development Project Manager

### Announcements

- Patrick Carey called the meeting to order and announced Olayinka Aiyere, representing District 3, resigned and that Commissioner Watkins III has been notified. The Registered Forester position is still vacant. The staff is actively searching to fill the position and Committee members are asked for suggestions.

### Old Business

- An update on the Tree Ordinance Rewrite was presented by Patricia Huguenard. The firm, CPL Architects, Engineers, Landscape Architect and Surveyor D.P.C. (P.C.) (CPL) was awarded the Tree Ordinance Rewrite project contract as the consultant. The kick-off meeting took place on August 15, 2024. The subconsultant, Interdev, has begun obtaining GIS data to begin the tree canopy assessment. CPL will attend the bi-monthly Tree Advisory Committee (TAC) meetings to provide updates on the project and to obtain feedback from the Committee.

**TAC members asked Patricia to send the slide show that was presented at the Kick-off meeting to them.**

Currently, work is being done to organize and assemble the Tree Ordinance Review Technical Committee (TORC), Small Group Stakeholders, and Individual Stakeholder groups.

**TAC members asked if a member of the Tree Advisory Committee is on the TORC? It was explained that the TORC is composed of internal staff from this Department and representatives from the Department of Transportation, Community Services, and Communications and any other County Department when necessary. Representatives from CPL will be attending the TAC meetings. At those meetings data, information, and documents will be made available for them to review, comment and provide feedback.**

The Planning Division is hosting and organizing “The Gwinnett County Block Party” for Gwinnett residents at Alexander Park on Saturday, October 19, 2024, featuring music, food, and activities for adults and children. The event allows county staff to engage with Gwinnett residents to learn what the needs of the communities are. Additionally, booths will be available that provide county services and educational opportunities. One booth will feature the tree ordinance rewrite project, benefits of trees, and a tree give-away.

- An update on the Front Yard Tree Program was presented by TAC subcommittee member Roxanne Raven. The Front Yard Tree Program is an initiative contained within in the 2045 Unified Plan; Chapter 5, Sustainable Infrastructure, Reduce Impervious Surface; Strategy 3.4, Encourage tree planting as green infrastructure practice; Action SI 3.4.6, Contact Trees Atlanta or other local non-profits with similar missions. Discuss the costs for program implementation; Action SI 3.4.7, Establish a pilot program in one area of the County to determine Countywide feasibility. The pilot could be focused on a disadvantaged community identified earlier in this element.

A link to the 2045 Unified Plan is below:

[2045 Unified Plan - Gwinnett | Gwinnett County](#)

TAC members discussed the importance of getting the word out to the community on the Front Yard Tree Program. It was suggested Schools be contacted and to pilot the program in a small area before launching County wide.

Concerns over choosing the right tree for the space were discussed. Roxanne reiterated that the tree types available for planting will be determined annually. The list is based on availability and cost. The characteristics of the trees on the list will vary so that the homeowner can choose the right tree for their space. Several steps take place prior to the planting. The vendor reviews the site on GIS map, any pictures the homeowner provides, and any other site variables. The vendor also makes sure the tree the homeowner selects will be the best choice based on the site constraints. The homeowner is responsible for providing a waiver to allow the installation on their property and for locating the utilities prior to installation.

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.

## New Business

## Other Business

- Patricia presented the staff report focusing on the most current items in red highlight.

## Adjournment

- The meeting adjourned at 6:47pm.

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**

**November 4, 2024**

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4. TAC November 4, 2024 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	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. 10/28/2024: Orientation meeting with Jodyann Benjamin to be scheduled.
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 10/29/2024	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. 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.
20	Jodyann Benjamin appointed by Commissioner Watkins III/ District 3	9/17/2024	Appointed to the Tree Advisory Committee
21	Rewrite Tree Ordinance sections of the UDO	10/28/2024	10/2/2024: Collaboration with Planning and Development, CPL, and Department of Communications to work on building project webpage. 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. 11/4/2024: CPL and InterDev to present project's progress and findings to TAC

# **Tree Advisory Committee (TAC) Meeting**

**November 4, 2024**

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## **5. TAC Member List**



## **Tree Advisory Committee**

(September 18, 2024)

<b>Membership Group One</b>	
<b><u>Citizen – District 2 Member</u></b> Hilda Estrella de Lev <a href="mailto:estrella.hilda@gmail.com">estrella.hilda@gmail.com</a> Term Expires 12-31-2025	<b><u>Registered Forester Member</u></b> Vacant
<b><u>Citizen – District 4 Member</u></b> Thomas J. DeAngelo 404.704.2995 <a href="mailto:tdean32@aol.com">tdean32@aol.com</a> Term Expires 12-31-2025	<b><u>Gwinnett Clean &amp; Beautiful Member</u></b> Patrick Kien 770.331.2907 (Mobile) <a href="mailto:patrick.kien@cox.com">patrick.kien@cox.com</a> Term Expires 12-31-2025
<b><u>Citizen – At Large Member</u></b> Roxanne Raven 517.703.4014 <a href="mailto:roxannelraven@gmail.com">roxannelraven@gmail.com</a> Term Expires 12-31-2025	
<b>Membership Group Two</b>	
<b><u>Citizen – District 1 Member</u></b> Patrick Carey 770-315-3063 <a href="mailto:patrick@keystonelandssurveying.com">patrick@keystonelandssurveying.com</a> Term Expires 12-31-2024	<b><u>Registered Landscape Architect Member</u></b> Steve Sappington <a href="mailto:740SS@PPI.US">740SS@PPI.US</a> Term Expires 12-31-2024
<b><u>Citizen – District 3 Member</u></b> Jodyann Benjamin 404.838.0147 <a href="mailto:jodyannbenjamin@gmail.com">jodyannbenjamin@gmail.com</a> Term Expires 12-31-2024	<b><u>Development Advisory Committee Member</u></b> Vacant