

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Wednesday, December 10, 2025

4:00 PM

2nd Floor Conference Room

Tree Preservation Board

Charlotte Osborn, Chair

Charlie Riehm, Board Member

Hayne Thompson, Board Member

Terry Sutton, Board Member

Michelle Osborne, Board Member

A. Call to Order

PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES

The meeting was called to order at 4:04 PM by Chair Charlotte Osborn.

Attendee Name	Title	Status	Arrived
Charlotte Osborn	Chair	Present	
Charlie Riehm	Board member	Present	
Terry Sutton	Board member	Present	
Hayne Thompson	Board member	Present	
Michelle Osborne	Board member	Present	

Guest Attendee(s): Charlotte introduced Councilman Matt Myers, whom TPB is asking to serve as the liaison between TPB and Council on policy issues.

Lynn Ward attended with interest in the Downtown Parking Improvements

B. Presentation of previous meeting minutes for acceptance and acceptance of the agenda as presented for the scheduled meeting.

A motion to approve the December 10, 2025, Tree Preservation Board Regular Meeting Minutes.

RESULT: APPROVED [UNANIMOUS]

MOVER: Michelle Osborne, Board Member

SECONDER: Terry Sutton, Board Member

AYES: Osborne, Sutton, Osborne, Riehm

C. Ongoing Business

Honoring Landmark/Historic Trees in Norcross:

Charlie reviewed the "Distinctive Trees of Norcross" list, see Attachment A. Members were encouraged to add trees they believe deserve special recognition.

Staff Updates (New):

Bruce distributed his memo of Arborist updates for related items on the agenda—see Attachment B below; his key inputs on the following items will be referenced as "Att. B" in the topics below Also see Att.B for additional arborist/landscape/staff activity updates.

Revised Tree Ordinances:

Bruce updated us on the Tree Ordinance changes progress with City staff. See Att.B.

Downtown Norcross Parking Improvements:

Len will propose the TPB design analysis and improvement recommendations to council. They are based off of the latest Columbia Engineering's "Downtown Norcross Parking and Plaza Improvements Engineering Design Overlay of Oct 2025." The recommendation includes TPB's request to join the Design Committee. Bruce's efforts on the committee are given in Sch. B.

Beaver Ruin Roadside Crape Myrtle Plantings:

On Nov. 13th Charlotte received an email from Robert Michener, the new Executive Director of the Gateway85 CID, inviting us (TPB, PG&T, City Staff) to coordinate with them "so that their efforts are complementary and aligned with the City's broader vision for its tree canopy and public spaces." Charlotte will arrange a meeting with Mr. Michener to discuss the coordination.

Tree Bank:

Bruce updated us on the Tree Bank Fund Balance (=\$45,325) and additional activities he and Hunter are working on. See Sch. B for details.

City Newsletter “Tree Talk” Articles:

Charlie has written the January article asking the community to help us celebrate Norcross’ most distinctive trees by requesting nominations from community members. Charlotte will be writing the February article.

D. New Business**Expanding TPB Responsibilities:**

Bruce has asked us to consider and discuss requesting a name change of the TPB to “Tree and Landscape Board, as no other Board oversees “landscaping,” and he and Hunter work very closely together. We would like Hunter to give input/suggestions on just how we can support his landscaping endeavors around the City. There are several projects Bruce has recommended that we, as a board, can work on. We asked Bruce to give us a list of priorities as he sees them.

TPB Agendas:

TPB does not agree with the request that the Community Development staff members be responsible for writing the TPB’s monthly meeting agendas. We voted to continue to prepare the agendas (and minutes) pending further discussion.

E. Johnson Dean Business**Johnson Dean Expansion:**

An appraisal of the 3-acre parcel of church property is in hand for a reasonable amount. Len will work with the church pastor to get a formal survey and hopefully prepare an offer to buy.

Trail Maintenance:

Charlotte and Rolando with Public Works, along with two Community Service workers, relined the upper trails with fresh wood chips donated and delivered by Greensmith Tree Specialists. The remainder of the trails will be scheduled during the next dry spell.

New Development Threatening Excessive Storm Water in Creek: Developer has requested to remove the retaining wall along Barton St. in order to install a driveway to a new home development. He plans to add two 5,000 sf (impervious surface) structures – one facing Buchannan and one facing Barton. The removal of the retaining wall and the multiple existing trees will increase storm water drainage into JD creek substantially. TPB and neighbors are pressing council for a thorough hydrological study on the potential runoff damage before a building permit is issued.

F. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA

G. Adjourn: Hayne Thompson so motioned, Michelle Osbourne seconded. Adjourned at 5:29 pm.