

# City of Norcross

*65 Lawrenceville Street*

*Norcross, GA 30071*



## Meeting Agenda

**Wednesday, January 14, 2026**

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

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**a. Approval of Previous Meeting Minutes**

[Tree Preservation Board - Regular Meeting Minutes Dec 10, 2025, 4:00 pm](#)

Councilman Matt Myers is invited as our Council coordinator.

**C. Ongoing Business****Honoring Landmark/Historic Trees in Norcross:**

Update the “Distinctive Tree Registry” and what are the next steps.

**Revised Tree Ordinances:**

Bruce to update us on the Tree Ordinance changes progress with City staff. The TPB has not seen the complete list of requested ordinance updates and changes.

**Downtown Norcross Parking Improvements:**

An update with Bruce regarding the TPB’s request for inclusion on the Design Committee and the reception by the Columbia Design Committee on the submitted TPB’s design analysis and improvement recommendations.

Len has received a 20 Year Tree Canopy Coverage study done by Columbia Engineering.

**Beaver Ruin Roadside Crape Myrtle Plantings:**

No word yet from Robert Michener, the new Executive Dir. of the Gateway 85 CID, to our acceptance to the invitation to coordinate with them on future landscaping improvements within Norcross.

**Tree Bank:**

Updates from Bruce on current debits and credits to the Tree Bank.

**City Newsletter “Tree Talk” Articles:**

Charlotte has submitted the February article: Trees Are Vital To Clean Water. Who will write the March and April articles?

**Expanding TPB Responsibilities:**

Bruce has asked us to consider and discuss requesting a name change of the TPB to “Tree and Landscape Board.” We would like Hunter to give input/suggestions on just how we can support his landscaping endeavors around the City. Discuss increasing board membership size. There are several projects Bruce has recommended that we, as a board, can work on. Perhaps Bruce could 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.

**Arbor Day Celebration Plans:**

Our Georgia Arbor Day celebration will be held this year at Stripling Elementary School on Atlantic Blvd. on February 19th, beginning at 10:00 p.m. Michelle and Charlotte will discuss all of the arrangements. Please plan to attend.

**Tree Removal Assistance Program:**

The Georgia Arborist Association has announced they have been awarded funding to launch a statewide initiative aimed at improving community safety and resilience by assisting eligible homeowners with tree removal and replanting. Discuss how Norcross can become a part of this program.

**Piedmont Pathway Town Hall Meeting:**

A town hall meeting is scheduled for Tuesday, Jan. 27th from 6:00 to 8:00 pm at the Cultural Arts and Community Center to collect community input on this county-planned trail development in Norcross.

**Community Development Board Training:**

A four-hour training session on "How To Run An Effective Meeting" is being proposed by Helen to all Norcross citizen boards. TPB members have requested Helen Balch to make constructive suggestions on our meetings in lieu of a 4-hour training session.

**E. Johnson Dean Business****Front Entrance Completion:**

A ribbon cutting ceremony with TPB members, City staff and many citizens was held on Dec. 11th at JD Forest Preserve. The landscaping was completed in time with more flowers to come in the spring. Thank you, Public Works and Hunter Rawls! This completed a 4-year project headed by TPB Chairman Charlotte Osborn.

**Invasive Species Removal:**

This work has begun in Pinnacle Park as well as JD.

**Johnson Dean Expansion:**

A meeting is scheduled on Tuesday, Jan. 20th, at 1:00 p.m. at the Episcopal Church to discuss the Appraisal Report and Norcross's offer for the purchase of the 3 acres of church property to expand JD Forest Preserve. Len Housley, Mike Jones, Charlie Riehm, Charlotte Osborn, Rev. Edgar Otero, Matthew Tuel, and Aurore Murphy will be attending.

**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 partial removal of the retaining wall and multiple existing trees will increase storm water drainage into JD creek substantially. This is on the agenda for the M&CC meeting scheduled for Jan. 20th.

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

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## 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.