

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Wednesday, October 8, 2025

4:00 PM

City Hall, 2nd Floor Conference Room

Tree Preservation Board

Charlotte Osborn, Chair

Charlie Riehm, Board Member

Terry Sutton, Board Member

Hayne Thompson, Board Member

Michelle Osborne, Board Member

A. Call to Order by Chair Charlotte Osborn

PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES

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

Tree Preservation Board – Regular Meeting – Sep 10, 2025, 4:00 PM

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

Charlie and Bruce to give us an update on their efforts and research on Landmark and Historic Tree designations in Georgia and how to go about nominating a tree from Norcross.

Revised Tree Ordinances:

Bruce to give an update on the progress with City staff reviewing his requested ordinance changes.

Downtown Norcross Parking Improvements:

Despite the lack of support from Norcross citizens and the TPB for this parking lot project, the DDA (Jim Eyre) and City Council are determined to proceed with the current plans to pave over all of Betty Mauldin Park (with the exception of the Elm Tree up to the drip line) and surrounding areas of City Hall. The plan is to add 70 parking spaces covering the entire area with concrete and asphalt. Parking lot island trees will be added at a later time. Bruce is recommending a fence around the Elm Tree. The PG&T Board is noted to be ambivalent about the loss of this downtown greenspace for added parking. Discuss what more action the TPB can take.

City Gateway Tree Plantings:

Hunter to give us an update on any progress on a concept report and vegetation mgmt. for the City owned properties listed on the Sept. agenda.

Beaver Ruin Roadside Crape Myrtle Plantings:

Apparently, the CID has informed the City that the 128(?) Crape Myrtle trees that were planted along Beaver Ruin Rd., that died and were removed, will be replaced/replanted this planting season. There is a new head of the CID who is not willing to compromise with different species of trees or landscaping suggestions. Is TPB action needed?

Tree Bank:

Bruce has committed to working with Tracy to put in place an accounting procedure for managing the Tree Bank fund.

2025 – 2026 Proposed Budget Status:

It remains unclear if the proposed TPB budget of \$23,700 has been approved for the coming year which began Sept. 1, 2025.

Tree Removal Actions on DD&H Trees Identified in the Tree Inventory:

Bruce to give an update on the ongoing progress of removing these trees in the City's ROWs.

Proposed City-Wide Urban Forestry Management Plan:

Bruce has been working with SavATree on a tree canopy assessment for the City. He will be enlisting Terry to join discussions with Stacy to work out a plan best for Norcross.

Approved Tree Removal Permits:

The City's permitting system is now handled by ePlan Solution. Bruce to update on any recent UDO changes that would allow for denial of tree removal permits and the property owner's ability to appeal to the TPB.

Front Yard Tree Planting Program:

Please see Appendix for response from Trees Atlanta regarding Front Yard Tree Program in Norcross and Michelle's suggestions.

D. New Business

Bruce has proposed that the TPB develop a "Projects and Goals" set of procedures to follow that would aid in successful outcomes of our desired TPB projects. Discuss.

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

Construction of the new front entrance is nearing completion. The bioswales, river rock swale and outlet protections site work complete and all the sod areas have been laid. Hunter will install plantings later in the fall. Public Works has reconditioned the existing well pump and it is ready for energizing. An electrician is scheduled for Oct. 9th and 10th to recondition the existing panel and install an exterior lockable outlet. Charlotte also requested a low-level flood light be installed at the wellhouse exterior roof upon the energizing of the building. The parking area is open for use as well as the newly installed picnic tables at the pavilion slab area. The monument sign is in production and the stone base construction to begin this week.

Invasive Species Removal:

Hunter to update us on the status of the invasive plant removals in JD. Would be great to have some progress before the ribbon cutting at the front entrance.

Johnson Dean Expansion:

Len has found someone to do the church property appraisal without a survey.

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

City of Norcross

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Meeting Minutes

Wednesday, September 10, 2025
4:00 PM

2nd Floor Conference Room
Tree Preservation Board
Charlotte Osborn, Chair
Charlie Riehm, Board Member
Terry Sutton, Board Member
Hayne Thompson, Board Member
Michelle Osborne, Board Member

A. Call to Order by Chair Charlotte Osborn

The Tree Preservation Board was called to order at 4:15 PM by Tree Board Member Michelle Osborne (Acting Chair).

Attendee Name	Title	Status	Arrived
Charlotte Osborn	Chair	Absent	
Charlie Riehm	Tree Board Member	Present	
Terry Sutton	Tree Board Member	Present	
Hayne Thompson	Tree Board Member	Present	
Michelle Osborne	Tree Board Member (Acting Chair)	Present	

Additional Attendees:

Bruce Avery

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

a. Approval of Previous Meeting Minutes

Tree Preservation Board – Regular Meeting – Aug 13, 2025, 4:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Terry Sutton, Tree Board Member
SECONDER:	Charlie Riehm, Tree Board Member
AYES:	Charlie Riehm, Terry Sutton, Hayne Thompson, Michelle Osborne
ABSENT:	Charlotte Osborn

C. Old Business

Honoring Landmark/Historic Trees in Norcross:

The following link was included in last months Minutes on how to register a landmark tree with the GA Tree Council’s Landmark & Historic Tree Register: <https://gatrecouncil.org/what-we-do/programs/landmark-historic-tree-register.html>. TPB members submitted their candidate for a Norcross specimen tree they want to be considered, which included three oak trees and a Japanese maple. Charlie will meet with Charlotte and Bruce to further develop this program.

Revised Tree Ordinances:

Bruce is now reviewing the changes with Tracy Rye and David Versel. He expects to complete those reviews within 6 weeks so TPB can then review them.

Downtown Norcross Parking Improvements:

Len has shared the latest Columbia Engineering rendering of the transformation of Betty Mauldin Park becoming a parking lot, which Charlotte emailed to TPB members Sept. 5th. Bruce provided minutes of the engineering kickoff meeting for this Council-ratified project. He highlighted items discussed related to trees and landscapes and his efforts to minimize impact on same. The staff is aiming for a first cost estimate at 30% design completion.

City Gateway Tree Plantings:

The four City-owned areas currently under consideration for greenspace development and plantings were identified. Proactive vegetation management is needed. Bruce reported that Len is still frustrated with the county’s focus on design vs. vegetation management, so the city staff will try to help. The City is looking for a contractor to begin a concept report for these watershed areas. Hunter has been in touch with Trees Atlanta for their input and assistance. This is currently information only for the TPB.

Beaver Ruin Roadside Crape Myrtle Plantings:

We still have no information from the Gateway 85 CID on the Crape Myrtle plantings, nor on future cooperation. Bruce will talk to the CID about dead trees on Brook Hollow. He also plans to work with Trees Atlanta.

Tree Bank:

Charlotte has requested an accounting of the Tree Bank Funds from Eric Johnson. Bruce will work with Tracy to resolve this and get a system in place to handle future Tree Bank accounting!

2025 - 2026 Proposed Budget Status:

Bruce could not confirm that the proposed TPB budget of \$23,700 is approved for the coming fiscal year as Deborah is no longer his supervisor.

Tree Removal Actions on DD&H Trees Identified in the Tree Inventory:

Bruce reported that HBR hazard tree removal is complete and the city is moving aggressively with the new process.

Proposed City-Wide Urban Forestry Management Plan:

Bruce presented SavATree's proposed development of a tree canopy assessment "that measures the percentage of tree canopy coverage and changes at various scales within the city of Norcross". He said Stacy will come to a TPB meeting to explain the end result.

D. New Business**Approved Tree Removal Permits:**

The City's permitting system is now handled by ePlan Solution. The ability to view Tree Removal Permits by any citizen is no longer available unless they can enter through the City portal which requires authorization. Bruce has arranged with Winston at ePlan Solution to send a list of approved Tree Removal Permits weekly to TPB members. Bruce noted his proposed UDO changes provide for TPB final review of denied permits that are appealed.

Front Yard Tree Planting Program:

Len noticed an article in the Dunwoody Crier that Trees Atlanta was partnering with Dunwoody to plant shade trees in some of the front yards of Dunwoody. He asked did Norcross have a Front Yard Tree Program? Charlotte gave him the past history of our attempts to initiate one but we could not get assistance from Trees Atlanta nor the Tree Bank so the matter was delayed indefinitely. Michelle will contact Trees Atlanta to get a program started, working with Hunter.

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

Construction of the new front entrance is nearly complete and looks good! The concrete work and all of the gravel areas are complete. Hunter is preparing plans for the plants and trees for planting the final landscaping this fall. Donny has also figured out how to add a cleared way down the south side of the preserve's entrance area so that woodchip trucks can access the trailhead for dumping. Where is the electrical to the wellhouse? Staff is using County water to irrigate the newly laid sod.

Invasive Species Removal:

Hunter to update on the invasive plant removals at Pinnacle Park. JD to follow when time and budget permit. Bruce will talk to Hunter and Trees Atlanta on some of the items.

Johnson Dean Expansion:

Len has provided a quote from the survey contractor to survey the land which the City wishes to acquire to enlarge JD Nature Preserve. This is step one, and then we would obtain a property appraisal before we can begin our negotiations with the Episcopal Church. Unfortunately, the first cost estimate was \$19,500 just to get the property boundaries marked! That appeared excessive to TPB members who have worked with surveyors, and Charlotte was asked to see if the city can get it done soon at lower cost.

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

G. Adjourn

TPB Next Meeting: Next meeting is scheduled for **October 8, 2025, at 4pm**, at City Hall in the Council Room.

The meeting adjourned at 5:19 PM.

Appendix:

We let the City officials know that we could not at this time add Norcross because of the proximity to our offices in southwest Atlanta. We do serve communities like Dunwoody and Doraville and this year added Tucker to our program, but for now, Norcross is out of the service area for our yard tree program given the needed travel time, fuel etc for our teams to get there. We have received requests from cities like Lithonia and Jonesboro with interest in the program and have for now told them that we cannot provide the yard tree program for their communities.

We have discussed possible satellite offices to allow us to more efficiently service communities on the northside of Atlanta but have thus far not identified a workable solution. For the time being, our Forest Restoration team will be working with Hunter and the City of Norcross to remove invasive plants at Pinnacle Park and Johnson Dean, and we look forward to helping restore the ecology at those great greenspaces.

Thank you again for your interest and hopefully we will be able to work with the City on planting programs some time in the future. Have a great remainder of the week. Mike

Mike Vinciguerra, CFA
Business Development Director
Trees Atlanta

BUT, this is how we can prepare for the expansion of Trees Atlanta Front Yard Tree Program to Norcross:

Two things really

- the funding piece - either the ability within the Tree Trust Fund to use funds for planting on private property or an allocation by City Council from the primary budget
- a resolution by city council approving Trees Atlanta to work with residents for planting in their yards

We would send a contract to the City for approval by the park and rec or Public Works teams and then they would present that to Council for a formal resolution.

So the only thing to work on at this time is making sure the Tree Trust Fund has a clause allowing funds to be used for private property trees. The other items will only happen if and when we are able to support a program in Norcross.

Thank you, Michelle!