

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Agenda

Wednesday, March 11, 2026
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**
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.**
- a. Approval of Previous Meeting Minutes**
[Tree Preservation Board – Regular Meeting – Feb 11, 2026, 4:00 PM](#)

Arborist / Staff Updates – City Arborist Activities Update

C. Old Business

Honoring Landmark/Historic Trees in Norcross:

This project has been tabled until there is more interest.

Revised Tree Ordinances:

It has been made clear that the TPB will have no participation in the revisions of Norcross Tree Ordinances until City staff review is complete.

Downtown Norcross Parking Improvements:

Council members have requested any loss of parking spaces due to TPB recommended improvements to soil and space for parking lot island trees be added back.

Tree Bank:

Updates from Bruce on current debits and credits to the Tree Bank. We have been informed that our budget addition for an Earth Day celebration at Pinnacle Park has been rescinded.

City Newsletter “Tree Talk” Articles:

The April “Tree Talk” article to be submitted for the April publication of the Norcross Rough Draft newsletter has been withdrawn. Without our knowledge an article (by an unknown author) on this subject is appearing in the March edition.

Expanding TPB Responsibilities:

There is little interest among board members in expanding TPB responsibilities at this time.

Arbor Day Celebration Plans:

The TPB’s Arbor Day celebration at Stripling Elementary School was a memorable event for the entire third grade classes of 120 students and their teachers. With the help of the Norcross Garden Club, the donation and planting of a “Florida Flame Maple” tree by Serve Scape, the Mayor’s and GA Forestry Commission’s participation, and an engaging arborist themed program put on by Edward Morrow gave these students a fun time and impressed upon them the importance of trees.

Tree Removal Assistance Program:

Norcross apparently does not qualify for this program. Michelle to update

Swenson Brown Forest Preserve:

The stewardship of the Swenson Brown Forest Preserve is still unclear and also its future access by the public from Longview Dr. Charlotte met with City Engineer Amir and gave him the plans of the footbridge constructed at JD Forest Preserve.

Community Development Playbook:

Terry to give an update on any progress with City staff in developing a TPB/PG&T community development playbook to aid Norcross’s review system.

Arboretum/Earth Day Event:

Apparently the TPB does not have a budget of \$1,850 for this event and all plans by the TPB have stopped.

E. JOHNSON DEAN BUSINESS

Johnson Dean Expansion: Charlie to give an update if there is any news from the Episcopal Church officers with regard to Norcross's purchase offer for the proposed property acquisition.

New Development Threatening Excessive Storm Water in Creek:

No word from City staff with regard to solutions for the anticipated increased storm water runoff from the construction of new homes on Barton and Buchannan streets.

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Meeting Minutes

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4:00 PM

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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

Meeting Called to Order at 4:02 pm.

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	

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

Approval of January 14, 2026, Tree Preservation Board Meeting Minutes

RESULT: APPROVED [UNANIMOUS] 5-0

MOVER: Michelle Osbourne, Board Member

SECONDER: Terry Sutton, Board Member

AYES: Osborn, Riehm, Sutton, Osbourne, Thompson

C. Ongoing Business

Staff Updates: Bruce’s memo of Arborist Updates is included as Attachment A, and it is referenced where applicable in the items below. Also see Att. A for additional items on his projects and a proposal on new Arbor Day event activities.

Honoring Landmark/Historic Trees in Norcross: No new submissions by Norcross citizens or others. Charlie will put this project on indefinite hold until there is more interest.

Revised Tree Ordinances: Bruce and Helen are working on a preliminary schedule to complete remaining tasks. TPB will not see the complete list of requested ordinance updates and changes until the city staff review is complete. This is apparently tied to staff looking at all citizen boards for effectiveness.

Downtown Norcross Parking Improvements: No update on the TPB’s request for inclusion on the Design Committee and the reception of the Columbia Design Committee on the submitted TPB’s design analysis and improvement recommendations. Charlotte will contact Len Housley for any action on our request. See Att. A for more details and a 20-year tree canopy analysis map.

Tree Bank: Current balance is \$39,918. Bruce updated us on additional activities he and Hunter are working on. See Att. A for details.

City Newsletter “Tree Talk” Articles: Terry as submitted the March article” How Do We Ensure the Trees We Protect Today Thrive Tomorrow? Michelle will write the April submission and Hayne the May submission. Charlotte noted we have a new Communications manager—Julie Brechbill.

Expanding TPB Responsibilities: Bruce’s request to add Landscaping to TPB’s responsibilities will be taken off the agenda pending city staff’s looking at all citizen boards for effectiveness.

Arbor Day Celebration Plans: Our Georgia Arbor Day celebration will be held this year with 3rd graders at Stripling Elementary School on Atlantic Blvd. on February 19th beginning at 10:00 p.m.

Michelle and Charlotte discussed all of the arrangements and speakers. TPB members were encouraged to attend.

Tree Removal Assistance Program: The Georgia Arborist Association has announced Norcross is not included in the areas that qualify for this program. Michelle will double check that with GAA and see how we might qualify.

Piedmont Pathway Town Hall Meeting: Charlotte reported that there are no TPB action items on this project until construction begins.

D. New Business

Swenson-Brown Forest Preserve: In addition to the report in the Agenda, Charlotte noted there is some question as to who would be stewards of this forest preserve, TPB or PG&T? Charlotte will keep in touch with Helen and Len as city staff reassesses the city boards, as noted above.

Community Development Playbook: On Feb. 3RD, a meeting was called by Helen and Tracy to discuss a Community Development Playbook. Terry, Charlotte, Tixie, Helen, Tracy, and Eric attended. Terry presented his idea for a practical, public-facing guide that explains how development proposals move through Norcross's review system – linking the Comprehensive Plan, the UDO, and the development review process into one clear visual framework. This will be addressed again in the near future.

Arboretum/Earth Day Event: We had a short discussion on ideas for an Arboretum event at Pinnacle Park, possibly combined with Earth Day on April 22nd this year. We may have a budget of \$1,850 for this event. Michelle will follow up with Edward and others on what we could do.

E. Johnson Dean Business

Invasive Species Removal: This work is ongoing in Pinnacle Park as well as JD.

Johnson Dean Expansion: In a meeting of Episcopal Church officers, Public Works, and TPB on Jan. 20, Rev. Otero reported that the diocese has turned down Norcross's offer of \$60,000. Rev. Otero said that the Diocese Board could alter their stance after touring the proposed acquisition.

New Development Threatening Excessive Storm Water in Creek:

It is apparent that the development of the two new homes on Barton and Buchanan St. will proceed as the developer has planned. No solutions for the additional storm water that will result in JD Creek from the two 5,000 SF impermeable surfaces have been put forward by the city.

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

Board Member Charlie Riehm motioned to adjourn; seconded by Board Member Terry Sutton.
Adjourned at 5:34 pm. The vote was unanimous, 5-0.

[ATTACHMENT A:](#)

Arborist Updates for Tree Preservation Board Meeting for February 11, 2026

G. Adjourn

Board Member Charlie Riehm motioned to adjourn at 5:34 pm; Board Member Terry Sutton seconded. The vote was unanimous, 5-0.



City of Norcross - Community Development Department
City Arborist/ Bruce Avery Office: (770) 449-1041



Arborist Updates for Tree Preservation Board Meeting for February 11, 2026

Permitting System Changes still under review and consideration: No determination as of this time. Still reviewing other systems that will allow multiple department access and work flow connections.

Revised Tree Ordinances: Helen and I continue to work on revisions. We are currently working with an outside consultant for review and comments.

e Helen and I are working on a preliminary schedule to complete remaining tasks.

Downtown Parking Lot

- Previous discussion regarding transplanting of existing trees. No responses from contractors. ● Recent— Len & Roger (Columbia Eng.) provided a 20 year tree canopy coverage plan. Roger' comments below. See copy of design at end of this document.

"It looks like we're removing approximately 75 trees and replacing 32 canopy trees (they may also be more understory trees or foundation trees). The proposed canopy coverage at 20 years is 30% of the project area. I think it'd be comparable for the parcel limits-I'm just looking at the improved area."

Tree Bank: Current balance is \$39,917.81. See attached Tree Bank Account notes at end of this document.

- Hunter is working on installations. He will be attempting to do ROW plantings along N. Peachtree Street if time allows.
- Bruce has a replanting project pending along Thrasher St. (between Holcomb Bridge and Autry) that is on hold pending a Landscape Beautification lease with Norfolk Southern Railroad. ● Bruce will not be doing ROW tree plantings this year and will only work with Hunter on suggestions.

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

- Norcross Power has been provided a list of "trees of concern." They have budget deficiencies for this year and will work on pruning and removals using their contract tree vendor (Trees Unlimited).

Some of this work will be phased over a few years (TBD).

- I am also working on a project for Pinnacle Way. This will include tree removal, tree pruning, and replanting. I hope to send this out to bid by end of this year. This will provide me with cost estimates so I can plan this work. This will be a large project and may have to be in phases (TBD).

Arborist Updates for Tree Preservation Board Meeting for February 11, 2026

/ Proposed City-Wide Urban Forestry Management Plan - This is one of Bruce's work goals for 2026. My employee evaluations has benchmarks included for achieving steps along the way and for final completion (final target date December 2026).

- I will need to initiate more conversation on this as a project goal with a team approach.
- This will use or "Projects and Goals" format, once we can begin to address this subject.
- Tree Plotter (current tree inventory system) - I will be initiating a user license under SavaTree to have full access to this system to make updates on work (removals & pruning) and adding new tree plantings (recently done and identifying future planting locations). This will allow Hunter and myself both to have access and make updates.

Bruce Project - Neighborhood Landscape Awards (pilot program). This is one of Bruce's work goals for 2026. My employee evaluation has benchmarks included for achieving steps along the way and for final completion (final target date December 2026 and for initiating this program for spring of 2027).

- Approved under the TPB budget. Noted for \$10,000.00
- Current status: Helen updating M&CC that this program was approved in budget, and we are about to initiate communications and planning activities.
- First step - reaching out to a number of individuals, departments, boards, etc. to invite in participation and input. Hopefully, by end of February. Also looking for continued participation and possibly participation for committee members and judges.
Second step — announcing to neighborhoods to solicit participation and input.

Georgia Arborist Association and their Tree Removal Assistance Program. ***

Michelle — please update us on why Norcross cannot participate.

J Tree City USA application has been approved. They have sent us new materials but only 2 new stickers.

I will see about getting more and getting them posted onto our community signs.

- Growth Awards—a separate program and award for continued improvements. I am already tracking this and will submit needed items for next year. Some of this will require expenditures and budgeting. Hopefully, we may be able to address some of these within our current budget and identify others for next year's budget (September 2026 to August 2027). Some of these expenditures may fall into Tree Board or Community Development/Arborist budgets (TBD)



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NEW ARBOR DAY EVENT "Concept"

Norcross Arbor Day event activities have been primarily focused on school grounds and targeted for elementary schools and middle schools. I would like to include a high school level event or possibly a technical school event. This would be a much larger, full day event. Here are a couple of considerations.

- Norcross High School or Paul Duke STEM High School.
- Gwinnett Technical College (which has tree and landscape study programs).

The event would still have a tree planting activity but would expand this into a career day event also. This would require a full day of activities. The educational format would align with that of STEM schools (Science, Technology, Engineering, and Mathematics). Each of the following presentations would take approximately one hour. Here is what could be included.

The Foundation: Explaining the different roles of the arborist, the urban forester, the forester, and the landscape contractor.

Science — Tree Research, Tree Biology, Growing Trees, Tree Care, etc.

Technology— The Tools of Modern Tree Care. (tools and equipment)

Engineering — The Mechanics of Trees.

Mathematics — Calculations and Estimations (what mathematics are routinely used by the following).

The Arborist / The Urban Forester / The Forester

Vendor participation could include booths (inside or outside, or both) as space allows.

- Various Business Speakers / Business Recruiters / Tool and Equipment Displays / etc.
- Demonstrations of tools, equipment, technology, etc.
- Participation could require a fee (to the host school to support their efforts). TBD
- Site Requirements: large parking lot or greenspace, numerous trees of varied size & age.

Bruce C. Avery - City Arborist

ISA Certified Arborist SO-OI 14A