

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Wednesday, July 8, 2026

4:00 PM

2nd Floor Conference Room

Tree Preservation Board

Charlotte Osborn, Chair
Charlie Riehm, Board Member
Terry Sutton, Board Member

A. Call to Order

Please turn off all cell phones and electronic devices

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

[Tree Preservation Board - Regular Meeting - April 8, 2026, 4:00 PM](#)

D. Introductions

- Justin “Shane” Lindsey – Landscape and Beautification Mgr.
- John Herron – TPB Member Applicant

E. Arborist / Staff Updates – City Arborist Activities Update**F. Old Business****Revised Tree Ordinances:**

Status from Bruce since City personnel changes.

City Newsletter “Tree Talk” Articles:

Charlotte has submitted the August article – Pinnacle Park Arboretum’s Black Willow Tree. Terry is next for September’s submission.

Arbor Day Celebration Plans:

Per Helen’s request, all remaining student handout materials were turned into her office.

Swenson Brown Forest Preserve:

Charlotte has requested signage for the Preserve. She will contact Len for an update on other Public Works improvements, including remedial invasive plant removal. Trees Atlanta Vegetation Analysis and Management Study has been completed.

Community Development Playbook:

Has there been any progress on a playbook?

Champion Elm Tree Maintenance:

Davey Tree Experts were awarded recent work for cabling and lightning protection upgrades, which included pruning and inspections. Five new cables were installed to provide additional support for limbs not previously supported. SavATree is still contracted for the remainder of this fiscal year through August for the tree’s health care services. Solicitations are sought for the next fiscal year.

Council has voted down a permanent fence around the tree. A temporary stanchion and chain fence to be erected during special events for the tree’s protection.

Board Internal Updates:

Terry has suggested the TPB needs to make formal motions to establish action items.

G. New Business

Arboretum & Forest Preserves: Charlie would like to discuss preparing and supporting maintenance and improvement plans for these three sites under the TPB stewardship.

H. Johnson Dean Business**Johnson Dean Expansion:**

Charlie is to provide updates on the sale of the woods area of the church's property to Norcross for the JD expansion since our latest purchase offer.

Johnson Dean Front Entrance:

The Shades of Green contractor recently finished the front entrance landscaping and installed plant material. An irrigation system has been recently installed. The contractor says there is not enough pressure from the wellhouse water pump, and the new irrigation system will have to be connected to city water at the street.

There have been requests for a dog watering bowl at the wellhouse. Charlotte has requested that Public Works install a water outlet with a check valve to allow small amounts of water to fill the watering bowl.

Johnson Dean Forest:

Trees Atlanta will be continuing the first-year invasive plant management. Second-year services will continue next fiscal year.

A large tree (rotted base) fell just upstream of the creek bridge and took two other healthy trees with it, leaving quite a mess. Public Works is cleaning it up, adding wood chips to the disturbed areas, and creating wildlife habitat with the newly cut logs and branches.

Large amounts of water after heavy rainstorms are continuing to erode the creek banks. The trails are suffering from water erosion in certain areas, washing away the trails' wood chips. A larger amount of water is now moving through the low areas of the forest. Work is ongoing to remediate these areas to try to slow and diffuse the influx of water.

A new supply of wood chips has arrived, and Community Service workers have been re-lining the trails and cleaning up around the bridge area where the trees fell.

I. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA**J. Adjourn**

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Wednesday, April 8, 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

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

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

A motion approving the March 11, 2026, meeting minutes of the Tree Preservation Board.

RESULT: APPROVED [UNANIMOUS] 4-0
MOVER: Michelle Osborne, Board Member
SECONDER: Terry Sutton, Board Member
AYES: Osborn, Riehm, Sutton, Osborne
ABSENT: Hayne Thompson

C. Ongoing Business

Revised Tree Ordinances: We reviewed the draft copies of the latest UDO revisions, particularly Sec.103-8 with the revisions to TPB powers, and also the proposed changes to the Appeals process of TPB decisions. Charlotte will send Bruce an email notification with our recommended changes to the draft.

City Newsletter "Tree Talk" Articles: The April edition will feature articles on Norcross's Earth Month celebration and the TPB's GA Arbor Day celebration with third-grade students at Stripling Elementary. Charlie is authoring an article for May (Tree Preservation Starts with Understanding), and Hayne will be contributing an article for the June edition.

Arbor Day Celebration Plans: Terry's motion to hold our 2027 Arbor Day celebration at Beaver Ridge Elementary was unanimously approved. We will then have covered all four of Norcross's elementary school third grades, plus the Home School students. Tree Removal Assistance Program: There are districts in Norcross that do qualify for this program. Michele will ask Bruce to clarify which districts are eligible and follow up.

Swenson-Brown Forest Preserve: In addition to a bridge cost estimate, Charlotte was asked to request that staff prepare signage for the S-B Preserve. Community Development Playbook: Terry motioned that we request Community Development staff to include protection of mature tree canopy and natural systems in the TPB/PG&T community development playbook. We would follow that with a request for a pilot project.

D. New Business

Board Update Meeting: Terry reviewed what he learned from the 3/31/26 meeting for city boards. He stressed the need to make formal motions to establish action items, and he put together a format for future meeting agendas that TPB could use. We will address this next meeting.

E. Johnson Dean Business

Johnson Dean Expansion: We have no updates on the JD purchase offer from the church. Charlotte noted that this project may qualify for an \$80,000 grant if the offer is accepted.

Progress Update: Charlotte noted the front entrance is now complete with many new plantings, and the forest has received remedial invasive plant removals that enhance the forest impressively. Thanks to Hunter for all your work!

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

G. Adjourn

Charlie Riehm motioned to adjourn the meeting at 5:31 pm, seconded by Michelle Osbourne. The vote was unanimous, 4-0.

Attachment A: Arborist Updates for Tree Preservation Board Meeting for April 8, 2026

Revised Tree Ordinances: Helen and I continue to work on revisions. We are waiting on final comments from the consultant reviewing my proposed changes.

Tree Bank: Current balance is \$39,917.81. No changes since last month's report. No more planting until October.

Historic "State Champion" Elm - Davey tree has completed a post-ice storm inspection of the tree. No significant issues were discovered other than those not originally seen from a ground level assessment. Pruning was performed to clean-up broken and hanging limbs. Five new cables were installed to provide additional support for limbs that were not supported. Lightning protection was added to one new limb, and all new cables were connected to ensure proper grounding of the new cables.

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

* Norcross Power has been provided "draft" permit applications for tree removals at 9 different properties (totaling 15 trees). These are trees that are high-risk to the power grid and trees that have been excessively pruned over time. I spoke with them last week, and they still intend to remove trees this fiscal year. I do not have a schedule at this time.

* ROW tree removal is still ongoing. I have approved removal work for about 18 to 20 trees that will be done over the next 3 months.

Proposed City-Wide Urban Forestry Management Plan

*Tree Plotter (current tree inventory system) – I have started going through some of the tutorials on various user elements.

Bruce Project - Neighborhood Landscape Awards (pilot program)

*Helen to send invitations to various departments for input.

* Helen to apprise M&C in an upcoming Policy Workshop.

Thrasher Park Lighting and Tree Pruning - M&C is about to approve a lighting project for Thrasher Park. This will include "down-lighting" fixtures that will be placed in 8 trees. We have just requested bids on pruning of

these trees and several other large mature trees. This has created an opportunity to perform some additional maintenance of the park's numerous mature trees. We expect this pruning work to begin in late April or early May, ahead of the tight installation.