

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Wednesday, September 9, 2026

4:00 PM

2nd Floor Conference Room

Tree Preservation Board Meeting

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 - August 12, 2026, 4:00 PM](#)

D. Arborist / Staff Updates – City Arborist Activities Update**E. Old Business****New Membership:**

Review current recruitment efforts and provide additional suggestions for filling vacant TPB positions.

John's appointment is scheduled for Council approval on September 8, 2026.

City Newsletter "Tree Talk" Articles:

Charlie has submitted the October Tree Talk article, "Engage With Our Local Green Spaces." John is scheduled to submit the November article, which is due October 1. Charlotte is next in line for the December submission.

Arbor Day Celebration Plans:

Charlotte will begin planning the 2027 Arbor Day celebration at Beaver Ridge Elementary, the last of Norcross's four elementary schools to host this event. Discussion of suggestions for future schools or community groups to host Arbor Day celebrations.

Community Development Playbook:

This item has been tabled until January 2027.

F. New Business**TPB Annual Update to Mayor and Council:**

The presentation is scheduled for the **September 21 Council Policy Work Session**. Review the draft presentation.

Urban Forest Work Program:

Discuss moving forward with this program, particularly the three Forest Preserves, and identify the initial steps.

City Hall Parking Lot Project:

Discuss Lynn Ward's letter to City staff and the outcome of the meeting to determine whether any TPB action is needed.

Norcross Arboretum:

The Norcross Pinnacle Park Arboretum has recently been listed in the **National Arboretum Research Partner Directory**, a new resource that helps connect ArbNet-accredited arboreta with research and conservation partners worldwide.

G. Johnson Dean Business/ Forest Preserve:**Johnson Dean Expansion:**

The church has resumed contact with the TPB regarding the property purchase. Mr. Scott Gottuso, manager of the Thrift Store and a volunteer with the Episcopal Diocese, has requested that the Diocese make a counteroffer of \$80,000. Charlotte has requested that the offer be submitted formally in writing to Len Housley, who will present it to the Mayor and Council.

Swenson Brown Forest Preserve:

Charlotte has requested a quote from A1 Signs for a temporary sign reading "Swenson Brown Forest Preserve." Charlotte will also request a status update on the \$100,000 grant application currently being prepared by Public Works.

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

City of Norcross

65 Lawrenceville Street

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Meeting Minutes

Wednesday, August 12, 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

The meeting was called to order at 4:15 PM by Chair Charlotte Osborn.

B. Roll Call

Attendee Name	Title	Status	Arrived
Charlotte Osborn	Chair	Present	
Charlie Riehm	Board member	Present	
Terry Sutton	Board member	Present	

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

A motion approving the July 8, 2026, meeting minutes of the Tree Preservation Board.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Terry Sutton, Board Member

SECONDER: Charlie Riehm, Board Member

AYES: Osborn, Riehm, Sutton

D. Introductions

Keturah Hall introduced herself and briefly covered her new role. She also confirmed that Charlotte's council update presentation is now scheduled for the September 21st Policy Work Session Meeting. Paul Bennett declined to apply for membership. John Herron, in anticipation of Council approval for TPB membership, attended and provided his input/opinions to the meeting agenda items.

E. Arborist / Staff Updates – City Arborist Activities Update

We reviewed questions for future TPB applicants and also the TPB charter update approved by Council, which clarified that the TPB Board reports to Council. We also discussed Bruce's list of "grievances", which Charlotte will address in her council presentation, subject to member review.

F. Ongoing Business

New Membership: Paul Bennett, a local resident and proprietor of Total Tree Service, did not submit the required video and has decided to withdraw his membership application.

City Newsletter "Tree Talk" Articles: Charlotte has submitted Terry's September article, "**From Tree Preservation to Urban Forest Stewardship.**" Charlie is next in line for the October submission, which is due September 1. John has volunteered to write the November *Tree Talk* article, which is due October 1.

Swenson-Brown Forest Preserve: Len has been working with Christopher Brewer, the City's grant consultant, to apply for a \$100,000 Land and Water Conservation grant for improvements to the Swenson-Brown Forest Preserve. Proposed improvements include a bridge, formal signage, and invasive plant remediation. In the meantime, Charlotte will request a quote from A1 Signs for a temporary sign.

Community Development Playbook: The Board must first define the initial development procedures it wishes the community to observe regarding arbor preservation. Without Helen or her replacement in place, the Board decided to table this project until the January 2027 Board meeting.

G. New Business

Arboretum & Forest Preserves: Terry and Charlie will collaborate on preparing and supporting maintenance and improvement plans for the Pinnacle Arboretum and the three preserves (Johnson-Dean, Swenson-Brown, and Pinnacle Park) under the TPB's stewardship. A project plan should be ready for the September meeting.

Urban Forest Work Program: Terry suggested that the TPB study the development of a one-year Urban Forest Implementation Work Program to address the more urgent arbor conditions and issues in Norcross. He suggested this should begin with Bruce's plan for maintaining the existing tree canopy.

Annual TPB Update to M&CC: As noted above, the update is now scheduled for the September 21st Policy Work Session Meeting. The focus will be on current tree and forest issues, along with potential solutions, primarily addressing the significant loss of trees citywide and improving tree preservation and urban forest management throughout the city.

H. Johnson Dean Business

Johnson Dean Expansion: Beth Holland, parish administrator, is reviewing the unauthorized cutting of 11 trees. Charlie is following up with Scott Gottuso, who has agreed to keep the diocese's attention on our purchase offer.

Johnson Dean Front Entrance: There have been requests for a dog watering bowl at the wellhouse. The suggestion to Public Works is to install a hand-pump-type water outlet to allow small amounts of water to fill the watering bowl. Len is favorable to the idea, has the budget for it, and has promised to move forward.

Johnson Dean Forest: A UGA professor of forest watershed management was invited by PG&T to meet with Len and Amir at Johnson Dean to determine if some of his students could study Johnson Dean's flooding issues and help develop solutions and long-range planning to protect the creek and forest from flooding damage. Charlotte will check with Len regarding their plans.

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

J. Adjourn

The meeting adjourned at 5:21 PM by Charlie Riehm, seconded by Charlotte Osborn. The vote was unanimous, 3-0.