

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

**Wednesday, March 12, 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**
PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES
- 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 - Feb 12, 2025, 4:00 PM](#)

C. Old Business

Tree Talk Newsletter Article:

Charlotte's article "Your Yard's Trees Connect To Create A World Of Good" appears in the March City Newsletter. Michelle's "Pruning Young Shade Trees" to follow for April and Charlie for May.

Pinnacle Park Tree Arboretum:

April 24th is still on track for a ribbon cutting ceremony for the Arboretum. Hunter to give us an update on the ongoing maintenance issues for the park and also plans for invasive species removal as recommended in the Trees Atlanta report.

Honoring Old Historic Trees in Norcross:

Bruce has defined a Historic Tree as being a tree that has been designated by the TPB, upon application to the city arborist, to be of notable historic value and interest. Publicly owned trees will be maintained by the city and privately owned trees to be maintained by the land owner. These trees may be given special considerations in land development applications and construction related activities.

Discuss qualifications for this designation.

Revised Tree Ordinances:

Bruce to update us on the status of proposed ordinance changes.

Please review attached document "Tree Related Questions for Consideration in Ordinance Revisions prepared by Bruce.

[Additional Tree Related Questions for Consideration in Ordinance Revisions](#)

Preservation of Green Space at the Area of the Removed Heritage Pecan Tree in Betty Mauldin Park:

Any further developments from the City or DDA?

Discuss DDA's plans for the Wingo St. recently purchased two houses and all of the surrounding trees. Are there any updates?

Gateway Tree Planting at N'Ptree and Medlock Bridge:

Four lovely trees have been planted in this City Entrance area. Thank you, Hunter! Discuss next City entryway tree beautification site. Review former location list of potential candidate areas.

Tree Plantings at Norcross Elementary and Summerour Middle:

Hunter has submitted to Joey Knight, Gwinnett County site manager, concept renderings for Summerour Park. Update from Hunter. Has Gwinnett County approved?

2025 Arbor Day at Summerour Park/ Lions Club Bldg.:

Our Arbor Day celebration was a great success despite the cold weather. The third-grade classes from Baldwin Elementary had a great experience learning about trees and the meaning of Arbor Day. Thank you to all who helped make this event happen. Especially Public works and the Norcross Garden Club.

Defining TPB's Role with the City of Norcross:

Charlie to update.

Tree Bank:

Discuss the current status of the Tree Bank. Bruce has researched the current balance and usage. Establish how the TPB can regularly be informed of the Tree Bank's status.

D. New Business**Tree City USA Application:**

Bruce is working with the GA Forestry Commission preparing and submitting our annual application qualifying Norcross as a Tree City USA member for our 21st year.

Review Care of Swenson/Brown Nature Preserve:

Does PG&T have any plans for improvements for this land/pond? Terry to update?

E. Johnson Dean Business

Public Works has developed an RFQ for a three-year contract for subcontractors to bid on that would encompass general concrete work, demo, fences, utilities and general sitework for the City. This work will include the planned front entrance development for JD. Public Works will review with M&CC the recommended contractor at the March 17th meeting. Council to vote on contract approval at April 7th Council meeting. We hope to mobilize the JD work by the last part of April.

Status of invasive plant removal program as recommended by Trees Atlanta.

Johnson Dean Extension and Trail:

Charlie to give an update on his meeting with PG&T's Kassie Diehl and Episcopal Church members regarding purchase of land to expand the preserve.

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

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Wednesday, February 12, 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 4:00 PM by Chair Charlotte Osborn

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

Additional Attendees: Bruce Avery, Hunter Rawls, Debby Rogoff-Ezra

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

Tree Preservation Board – Regular Meeting - Jan 8, 2025 4:00 PM

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

Introduction of new Community Development Director: Deborah Rogoff-Ezra**C. Old Business****Tree Talk Newsletter Article:**

Hayne's article "Trees: Marvels of Nature" appeared in the February edition. Charlotte's article for March, submitted Feb. 10th, is "Your Yard's Trees Connect To Create A World Of Good." Michelle to follow for April and Charlie for May.

Pinnacle Park Tree Arboretum Development:

Plans are still underway for a ribbon cutting ceremony for the Arboretum on April 24th. Hunter gave us an update on the ongoing maintenance issues for the park and the invasive species study done by Trees Atlanta. He also noted a kiosk with a demonstration green roof is being planned. Bruce called out Hunter for doing a thorough job on this and his other projects!

Honoring Old Landmark/Historic Trees in Norcross:

Bruce has been buried with his arborist job start-up and asked to delay this item to the March meeting.

Revised Tree Ordinances:

Bruce provided a written update with his comments and thoughts on the proposed ordinance changes, particularly DBH vs. TDU. He needs more time for additional review and input due to new staff. He plans to submit all change requests at one time in a couple of months. We also discussed the use of Tree Bank Funds and need for separate budget line items. Also the DDA properties recently purchased on Wingo, the Tree City application, and recent permit activity.

Removal of the Heritage Pecan Tree in Betty Mauldin Park:

Email declaration was sent to M&CC Jan. 15, 2025, requesting Betty Mauldin Park remain an undisturbed green space area and that the TPB and all citizenry be notified of any plans or proposals that include significant alterations to or destruction of tree-enriched public spaces within the City of Norcross. We have received positive acknowledgement from Mayor and Josh Bare.

Gateway Tree Planting at N'Ptree and Medlock Bridge:

The area was prepared and four trees were selected and planted by Hunter. Search to begin for another gateway area.

Tree Plantings at Norcross Elementary and Summerour Middle:

Hunter has submitted to Joey Knight, Gwinnett County site manager, concept renderings for Summerour Park. No input on Norcross Elementary yet.

2025 Arbor Day Plans:

Plans are in place for the Arbor Day celebration scheduled for February 21, 2025, at 10:00 a.m. at the Lions Club building at Price Place. The entire Baldwin Elementary third grade class will be attending. Speakers are set, and Charlotte and Jalia will select the coloring sheets for the kids and the City will make the copies and purchase the pocket folders.

Defining TPB Role with the City of Norcross:

Charlie will send Board members his proposal clarifying the TPB's role and charter for working with city staff to maintain/expand tree canopy and to stewardship of forest preserves/passive parks.

D. New Business**DDA Properties Recently Purchased On Wingo St.:**

DDA has said they will upgrade the properties and is currently having tree surveys done. Bruce plans to initiate pruning on trees overhanging city property.

Tree Bank

Bruce discussed the status of the Tree Bank and the difficulty in reaching the current balance, which is believed to be approximately \$47,000. There doesn't seem to be a way to arrive at an accurate accounting on the funds spent.

E. Johnson Dean Business**Front entrance development for JD Forest Preserve:**

Public Works, at the advice of the City Attorney, has developed a three-year contract for subcontractors to bid on that would encompass general concrete work, demo, fences, utilities, and general sitework for the City. This work will include the planned front entrance development for JD Forest Preserve. The bid was released on Monday, Feb. 10th, for a 30-day period. Public Works will seek M&CC approval by April 7th. We hope to mobilize the JD work by the last part of April.

The Trees Atlanta invasive species study of JD Forest Preserve:

The study was thorough and has been completed. Hunter prepared a memo on the findings and promised to provide a couple of hard copies to the TPB. Bruce noted that they will be reviewing a proposal to the City by Trees Atlanta for invasive plant removal.

Johnson Dean Trail and Extension:

Charlie's discussion with PG&T Board resulted in he and Kassie Diehl being requested to contact the church authorities to see their views on this issue.

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

None.

G. Adjourn

The meeting adjourned at 5:13 pm with a motion to adjourn made by Charlie, seconded by Michelle.

TPB Next Meeting: Next meeting is scheduled for March 12, 2025, 4pm, at the City Hall in the Conference Room

Additional Tree Related Questions for consideration in Ordinance revisions.

*****TDU vs. DBH** – I don't think we should change this, maybe later. Any change here dominos substantial edits throughout the ordinance. Researching this for consideration would require a lot of time to find a different process that may or may not solve this minor confusion to the general homeowner. For now, I think we need to consider the following. Just dealing with these questions and any changes will take time for edits and revisions.

1. Do we want the right to say “NO” on tree removal applications?

- If tree is not classified as (DDH) dead, dying, and hazardous, leaning, damaged, diseased, etc.

2. Do we want to limit the number of trees being removed? If yes, then by what criteria?

- Number of trees per application, per year(s), per TDU max.
- Condition qualification: healthy trees vs. dead, dying, and hazardous (DDH) trees.
- Number of healthy and number of DDH, or combination max.

3. Do we want to apply additional fees for healthy tree removal?

- By TDU, number of trees requested, other...

4. Do we want to require replanting?

- Where? (front or anywhere on property). Still maintain “streetscape trees.”
- Tree Bank payment option if not on the property?

5. Do we want to define pruning standards? Not to over-regulate but provide caution and guidance.

- Prevent tree destructive pruning and resulting unsightly trees.
- Caution Tree Service contractors? Fine / penalties for violations (contractor or tree owner)?
- [Lee County Southwest Florida](#) see ordinance notes and enforcement letter following pages.

6. Other – I am also working with code enforcement to further include language related to dead and hazardous trees on private property, to include fallen trees. This may include further include more specifics about acceptable landscape appearances on both residential and commercial properties. The intent here is to force removal of hazards (and possibly unsightly landscapes) through a systematic approach supported by code enforcement if necessary. I am also trying to add language further defining landscape requirements.

7. Other – I am working to create a Master Tree and Landscape Work Plan. I see this as a 3 to 5 year plan to improve both tree and landscape maintenance. I want this to have defined locations that I term as our “Gateways” or main thoroughfares that we want to look better. I would welcome input as to what roadways we should focus on and in what priority.

Severe Crown Pruning and Tree Topping

Severe pruning is considered irreparable damage to trees. Citations, to both the property owner and the tree pruning contractor, will be issued. If the trees are severely pruned, tree replacement will be required.

It is extremely important to plan your landscape to avoid future pruning problems. Appropriate plant selection can result in a reduced need for extensive pruning and maintenance.

[View more information](#) on correct tree pruning, penalties for improper pruning, and examples of the most common and severe tree pruning violations in Lee County.

For information regarding plant selection and tree protection, call 239-533-8585. Information on landscape maintenance and plant pruning can also be obtained by contacting the Lee County - University of Florida Extension Office staff at 239-338-3232.



 LEE COUNTY
SOUTHWEST FLORIDA
BOARD OF COUNTY COMMISSIONERS

Bob Janes
District One

July 8, 2008

A. Brian Bigelow
District Two

Distribution to:

Tree Service Contractors
Property Management Companies
Landscape Architects
Landscape Installation Contractors
Lawn Maintenance Contractors

Ray Judah
District Three

Tammy Hall
District Four

Frank Mann
District Five

FORMAL WARNING

Donald D. Stilwell
County Manager

David M. Owen
County Attorney

Diana M. Parker
County Hearing Examiner

This letter is to formally warn all parties associated with tree care that excessive or severe tree pruning; such as hat racking, topping, shaping, balling or poodle tailing of trees on development sites will be subject to swift and increased enforcement.

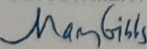
In November of 2001, the Lee County Board of County Commissioners unanimously directed staff to increase enforcement efforts through court citations and seek court injunction against repeat excessive tree pruning offenders. This enforcement action is pursuant to Lee County Land Development Code Section 10-421(c). Severe pruning is considered irreparable damage to trees. No further warning tickets will be issued. Citations, to both property owner or manager and the tree pruning contractor will be issued for all violations of this requirement. The citations will have the following fines:

First offense:	\$100.00 per tree
Second offense:	\$250.00 per tree
Third offense:	\$500.00 per tree

Please note that the fine will apply to each tree excessively pruned. As an example, for a first offense, if 15 trees are excessively pruned on a commercial site, a citation will be issued to the tree contractor for \$1,500.00 and another citation will be issued to the property owner for \$1,500.00. If the trees are so severely pruned that corrective pruning will not structurally conserve the tree, an additional Notice of Violation will be issued to the property owner requiring three trees be replanted for every tree excessively pruned.

The correct pruning of trees is a needed and appropriate maintenance function. If an occasion arises where severe pruning must occur to meet a particular functional problem, call the Division of Environmental Sciences at 239-533-8389 to discuss the issue and the issuance of a tree removal permit.

Regards,
DEPARTMENT OF COMMUNITY DEVELOPMENT


Mary Gibbs, Director
mxg/rtn

Attachments

S:\1 Environmental Sciences\Forms\Tree Pruning Letter.wpd