

# City of Norcross

65 Lawrenceville Street  
Norcross, GA 30071



## Meeting Agenda

Wednesday, June 11, 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 SILENCE 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 - Tree Preservation Board - May 14, 2025 4:00 PM](#)

**C. Old Business**

**Request to accept Hugh Cooper's application for TPB membership:**

After consulting with Legal, the Mayor and Council determined that, due to Mr. Cooper's employment with Russell Landscaping, a current City contractor, it would be best to avoid any appearance of a conflict of interest by not appointing him to the TPB. Instead, recognizing his interest and qualifications, he was appointed to the Architectural Review Board.

Terry Sutton's application for reappointment for another term has been accepted by M&CC.

**Honoring Landmark/Historic Trees in Norcross:**

Charlie to give us suggested language for this program after he has reviewed what the GA Tree Council's Landmark & Historic Tree Register says as well as Trees Atlanta and other similar sites.

**Revised Tree Ordinances:**

All TPB members are requested to turn in Bruce's UDO Revision Items questionnaire that was included in last month's Minutes distribution. This concerns tree removal limitations.

**Betty Mauldin Park and DDA Properties on Wingo St.:**

Looking for an update from anyone knowledgeable of developments on these two properties and what will be the future of the numerous old trees.

**City Gateway Tree Plantings:**

Update from Hunter on city gateway landscaping improvements and plans for future gateway landscaping.

**Beaver Ruin Roadside Crape Myrtle Plantings:**

Many questions regarding the CID's decision and action to plant a great number of crape myrtle trees along the roadside of Beaver Ruin Rd. without any consultation with the City of Norcross. Many are dead and dying. Robert Michener, Dir. Of Ops, Gateway85 CID, says the trees are warrantied and the dead ones will be replaced in the fall. What recommendations can the TPB make to the City to ameliorate the damage to this important gateway into Norcross and protect us from ill-considered urban tree projects in the future?

**Tree Bank** Has the Finance Dept. confirmed the funding amount in the Tree Bank?

**2025 - 2026 Proposed Budget Status:**

Bruce to update on the TPB proposed Budget for the coming year.

**Tree Inventory Actions:**

Update with Bruce on his efforts to get the dead/diseased trees identified in the Tree Inventory removed. Status of solutions for the identified privately owned dead trees removals?

**D. New Business**

**Tree Violations and Citations:**

Bruce to update on progress of investigation and developing a process to penalize the unauthorized removal of specimen trees and tree removal companies working without permits. TPB member to review their replies to Bruce's UDO Revision Items questionnaire.

**Proposed City-Wide Forestry Management Plan:**

Bruce has expressed the need for a City-wide forestry management plan. He has suggested approaching SavATree to quote developing one. He emphasized the need for a preventative maintenance program for our existing trees.

**ArbNet Offering Funding Opportunities:**

ArbNet is offering funding opportunities for the collection and propagation of threatened U.S. tree species - \$3,000 to \$5,000. A project for Pinnacle Arboretum?

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

Construction of the new front entrance has finally begun! The old concrete driveway and pad has been removed and fill dirt and gravel for the new drive and parking have been stockpiled. The site is taped off and the preserve is closed for now. Rainy weather and other ongoing City projects have made progress slow going.

**Invasive Species Removal:**

Hunter to keep us informed of his budget request success coming up in August. We will request him to work with Trees Atlanta to develop similar plans for both the Brown-Swenson and Pinnacle Preserves. Charlotte received a call from Will Shipley (DDA) asking about invasive plant removal and tree maintenance at the City owned Mitchell Rd. (at Lawrenceville St.) property.

**Johnson Dean Expansion:**

Charlie to give us an update on his work with Len on preparing a proposal to purchase the adjoining Church property to JD.

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

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## Meeting Minutes

Wednesday, May 14, 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 meeting was called to order at 4:15 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	Absent	
Michelle Osborne	Tree Board Member	Absent	

Other Attendees:  
Bruce Avery, City Arborist

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

**Tree Preservation Board – Regular Meeting - Apr 9, 2025 4:00 PM**

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

**C. Old Business**

**Tree Talk Newsletter Article:**

Bruce has requested that he take on the Tree Talk newsletter articles for the next several months. We noted that two tree articles appeared in the May newsletter.

**Honoring Old Landmark/Historic Trees in Norcross:**

Charlie will look at the GA Tree Council's Landmark & Historic Tree Register, Trees Atlanta and similar sites to provide suggested language for our TPB program at the next meeting. It was agreed the classification should be community-wide and the trees to be honored should be designated by the TPB.

**Revised Tree Ordinances:**

Bruce will prepare his recommendation for the UDO Draft Revisions using TPB member comments and including new recompense amounts for tree removals, and review it with his management and TPB members. He passed out a work sheet with five questions requesting TPB member input regarding tree removal limitations, recompense amounts and TDU requirements (see attached).

**Betty Mauldin Park and DDA Properties on Wingo St.:**

A Zoning Board meeting next week will address plans for parking spaces in this area and a new parking study is underway.

**City Gateway Tree Plantings:**

We are still looking for an update from Hunter on city gateway landscaping improvements, and suggestions for the next gateway to be landscaped.

**Tree Plantings at Norcross Elementary and Summerour Middle:**

Approved tree plantings will happen at both schools in the late fall.

**Tree Bank:**

Finance has not yet confirmed the amount in the Tree Bank Fund.

Minutes Acceptance: Minutes of May 14, 2025 4:00 PM (Presentation of previous meetings minutes for acceptance and acceptance of the

**Tree Inventory Actions:**

Bruce has updated the inventory of hazardous tree removals identified in the City owned Tree Inventory. Reference his spread sheet listing the Tier One High Risk trees. Next step is to get the Community Update handout ready for distribution to the homeowner addresses on the list and TPB members to visit these addresses.

**D. New Business****Tree Violations and Citations:**

Bruce updated us on the progress of his investigation and developing a process to penalize the unauthorized removal of specimen trees and tree removal companies working without permits. Bruce was asked to prepare a policy, including the recompense amounts charged to developers on tree loss, that is one of the toughest for Tree Cities and present it to TPB next month. Again, he has asked for input from TPB on suggested recompense amounts. His estimate for today's prices is \$2,500 per TDU.

**Beaver Ruin Roadside Crape Myrtle Plantings:**

Our Community Improvement Development group instigated the planting of about 250 Crape Myrtles along Beaver Ruin Rd. from Indian Trail to Buford Hwy. We have no input from them on why this poor choice of tree, why so many, and why there was no collaboration with the City of Norcross?

**Budget for 2025 - 2026:**

A preliminary budget prepared by Charlotte was passed around and discussed. It was suggested to include \$1,000 for Historic Tree markers. The total amount came to \$28,200 which included our board attendance pay of \$4,500 which we have since learned is included in a separate area of the City's budget.

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

Council approved the Public Works recommended contractor for the three-year contract that encompasses general concrete work, demo, fences, utilities and general sitework for the City at the April 17<sup>th</sup> Council meeting. It is anticipated that the JD front entrance work will begin next week!

**Invasive Species Removal:**

Hunter reminded us that the \$35,000 budgeted for the invasive plant removal program at J-D Preserve by Trees Atlanta is for a five-year period. He will keep us informed of his budget request success coming up in August. Charlie has asked him to discuss the management plans he worked out with Madison of Trees Atlanta for J-D and Pinnacle Park, and whether they could develop similar plans for Brown Preserve and Pinnacle Preserve, with an emphasis on treating them as "passive parks."

**Johnson Dean Expansion:**

Charlie gave us an update on his meeting with PG&T member Kassie Diehl and Aurore Murphy of the Church. Charlotte and Terry also did a walkthrough of the entire preserve with Len Housley and Donny Sullivan to familiarize them with the park boundaries and the erosion problems excess runoff has created. Charlie then met with Len Housley, who asked for a proposal for buying the property that he could present to council. Charlie will send one next week. Charlotte is tasked with obtaining a clear(er) drawing of JD and the church's property boundaries in the forest.

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

The next TPB meeting is scheduled for June 11, 2025, 4pm, at City Hall in the Conference Room.

The meeting adjourned at 5:23 PM.