

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Wednesday, September 10, 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 4:15 PM by Tree Board Member Michelle Osborne (Acting Chair).

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

Additional Attendees:

Bruce Avery

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 – Aug 13, 2025, 4:00 PM

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

C. Old Business

Honoring Landmark/Historic Trees in Norcross:

The following link was included in last months Minutes on how to register a landmark tree with the GA Tree Council’s Landmark & Historic Tree Register: <https://gatrecouncil.org/what-we-do/programs/landmark-historic-tree-register.html>. TPB members submitted their candidate for a Norcross specimen tree they want to be considered, which included three oak trees and a Japanese maple. Charlie will meet with Charlotte and Bruce to further develop this program.

Revised Tree Ordinances:

Bruce is now reviewing the changes with Tracy Rye and David Versel. He expects to complete those reviews within 6 weeks so TPB can then review them.

Downtown Norcross Parking Improvements:

Len has shared the latest Columbia Engineering rendering of the transformation of Betty Mauldin Park becoming a parking lot, which Charlotte emailed to TPB members Sept. 5th. Bruce provided minutes of the engineering kickoff meeting for this Council-ratified project. He highlighted items discussed related to trees and landscapes and his efforts to minimize impact on same. The staff is aiming for a first cost estimate at 30% design completion.

City Gateway Tree Plantings:

The four City-owned areas currently under consideration for greenspace development and plantings were identified. Proactive vegetation management is needed. Bruce reported that Len is still frustrated with the county’s focus on design vs. vegetation management, so the city staff will try to help. The City is looking for a contractor to begin a concept report for these watershed areas. Hunter has been in touch with Trees Atlanta for their input and assistance. This is currently information only for the TPB.

Beaver Ruin Roadside Crape Myrtle Plantings:

We still have no information from the Gateway 85 CID on the Crape Myrtle plantings, nor on future cooperation. Bruce will talk to the CID about dead trees on Brook Hollow. He also plans to work with Trees Atlanta.

Tree Bank:

Charlotte has requested an accounting of the Tree Bank Funds from Eric Johnson. Bruce will work with Tracy to resolve this and get a system in place to handle future Tree Bank accounting!

2025 - 2026 Proposed Budget Status:

Bruce could not confirm that the proposed TPB budget of \$23,700 is approved for the coming fiscal year as Deborah is no longer his supervisor.

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

Bruce reported that HBR hazard tree removal is complete and the city is moving aggressively with the new process.

Proposed City-Wide Urban Forestry Management Plan:

Bruce presented SavATree's proposed development of a tree canopy assessment "that measures the percentage of tree canopy coverage and changes at various scales within the city of Norcross". He said Stacy will come to a TPB meeting to explain the end result.

D. New Business**Approved Tree Removal Permits:**

The City's permitting system is now handled by ePlan Solution. The ability to view Tree Removal Permits by any citizen is no longer available unless they can enter through the City portal which requires authorization. Bruce has arranged with Winston at ePlan Solution to send a list of approved Tree Removal Permits weekly to TPB members. Bruce noted his proposed UDO changes provide for TPB final review of denied permits that are appealed.

Front Yard Tree Planting Program:

Len noticed an article in the Dunwoody Crier that Trees Atlanta was partnering with Dunwoody to plant shade trees in some of the front yards of Dunwoody. He asked did Norcross have a Front Yard Tree Program? Charlotte gave him the past history of our attempts to initiate one but we could not get assistance from Trees Atlanta nor the Tree Bank so the matter was delayed indefinitely. Michelle will contact Trees Atlanta to get a program started, working with Hunter.

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

Construction of the new front entrance is nearly complete and looks good! The concrete work and all of the gravel areas are complete. Hunter is preparing plans for the plants and trees for planting the final landscaping this fall. Donny has also figured out how to add a cleared way down the south side of the preserve's entrance area so that woodchip trucks can access the trailhead for dumping. Where is the electrical to the wellhouse? Staff is using County water to irrigate the newly laid sod.

Invasive Species Removal:

Hunter to update on the invasive plant removals at Pinnacle Park. JD to follow when time and budget permit. Bruce will talk to Hunter and Trees Atlanta on some of the items.

Johnson Dean Expansion:

Len has provided a quote from the survey contractor to survey the land which the City wishes to acquire to enlarge JD Nature Preserve. This is step one, and then we would obtain a property appraisal before we can begin our negotiations with the Episcopal Church. Unfortunately, the first cost estimate was \$19,500 just to get the property boundaries marked! That appeared excessive to TPB members who have worked with surveyors, and Charlotte was asked to see if the city can get it done soon at lower cost.

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

G. Adjourn

TPB Next Meeting: Next meeting is scheduled for **October 8, 2025, at 4pm**, at City Hall in the Council Room.

The meeting adjourned at 5:19 PM.