

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Agenda

Wednesday, June 25, 2025

5:00 PM

2nd Floor Conference Room

Parks, Green Spaces, and Trails Commission (Rescheduled)

Tixie Fowler, Chair

Joe Weber, Commission Member

Kassie Diehl, Commission Member

Scott Leslie, Commission Member

Jon Davis, Commission Member

1. **Call to Order**
PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES
2. **Action Item: Ratification of May 2025 Meeting Minutes**
[Parks, Green Spaces, and Trails Commission – Regular Meeting - May 15, 2025, 5:00 PM](#)
3. **Ongoing Business**
 - A. **Council Update - (Councilman Bruce Gaynor)**
Councilman Gaynor to give update on status of concept plans for expanded downtown parking behind City Hall and impacts on City Pollinator Garden.
 - B. **Tree Preservation Board Update - (Terry Sutton)**
 - C. **RFP for Piedmont Pathway Concept Report Update (Michael Jones)**
Michael will report updated status of RFP for concept plan addressing contiguous greenspaces east/north of Buford Highway. Deadline for proposal was June 16 - Michael will discuss PG&T's next steps and roles in selection of contractor.
 - D. **Proposed Bike Trail Route Update (Len Housley and Scott Leslie)**
Scott will update the Commission on status of the Commission's goal to develop a viable city bike trail system that incorporates signage and cyclist safety measures.
 - E. **Neighborhood Landscape Improvement - (Tixie Fowler)**
Tixie will update the Commission regarding her meeting with City Arborist Bruce Avery, Discovery Garden Park Chairman Paul Sumner, and Parks Superintendent Michael Jones. Topic was Bruce's idea for improving greenspaces that connect neighborhoods and line sidewalks (potential linear parks) throughout the Norcross community on East side of Buford Highway.
4. **New Business**
5. **Additional Input/Discussion Not Otherwise Addressed By This Agenda**
6. **Adjourn**
Next regularly scheduled meeting July 17, 2025

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Meeting Minutes

Thursday, May 15, 2025
5:00 PM

2nd Floor Conference Room

Parks, Green Spaces, and Trails Commission

Tixie Fowler, Chair

Joe Weber, Commission Member

Kassie Diehl, Commission Member

Scott Leslie, Commission Member

Jon Davis, Commission Member

1. Call to Order

The Parks, Green Spaces, and Trails Commission meeting was called to order at 5:02 PM by Chair Tixie Fowler.

Attendee Name	Title	Status	Arrived
Tixie Fowler	Chair	Present	
Joe Weber	Commission Member	Present	
Kassie Diehl	Commission Member	Present	
Scott Leslie	Commission Member	Present	
Jon Davis	Commission Member	Present	

Attending Public:

- Terry Sutton- Tree Board Liaison
- Michael Jones - Staff Liaison
- Bruce Avery - City Arborist
- Len Housley - Director Norcross Parks, Public Works & Utilities
- Jalia Killings - Norcross Sustainability Manager
- Paul Sumner - Chairman, Discovery Garden Park Board
- Sami McKinney - visitor
- Rowan McKinney - visitor

2. Action Item: Ratification of April, 2025 Meeting Minutes

Parks, Green Spaces, and Trails Commission – Regular Meeting - Apr 17, 2025 5:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kassie Diehl, Commission Member
SECONDER:	Scott Leslie, Commission Member
AYES:	Fowler, Weber, Diehl, Leslie, Davis

3. Ongoing Business

A. Neighborhood Landscape Improvement Awards Pilot Program - (Bruce Avery, City Arborist)

Bruce shared his idea for initiating a Neighborhood Landscape Improvement Awards Program and a Community Garden on the east side of Norcross. He explained that our south-side communities are primarily rental properties with yards that are often neglected by the landlord and tenants. This neglect decreases the value of all properties and is a constant management problem for Code Enforcement. He noted that a large scale community garden focused in this area would alleviate food desert concerns as well as help build community. Noted that Beaver Ruin Creek HOA owns a section of a GA Power Utility Right of Way (ROW) that could accommodate a community gardens that would serve a nearby apartment complex.

Bruce added the following:

- Historic Cemetery needs tree work
- 120 trees to be removed in City Right of Ways (ROW's) 38 are specimen trees
- Tree Bank funds moved to General Funds
- tougher ordinances needed to mitigate tree canopy loss

Discussion:

Tixie noted Gwinnett County's "Homegrown Gwinnett" community garden project, and recommended Bruce meet with Gwinnett program managers to learn about opportunities/challenges with facilitating a community garden. She also noted an opportunity to adapt Gwinnett County's Adopt-A-Road program to create an Adopt-A-Tree or Adopt-A-Street program in the city, focusing on tree plantings and maintenance along key city streets throughout the entire community.

ACTION ITEM:

A Motion made for PG&T members to volunteer to meet with Bruce before next PG&T meeting in June to further brainstorm opportunities to meet City Arborist goal and determine if appropriate for PG&T focus.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kassie Diehl, Commission Member
SECONDER:	Scott Leslie, Commission Member
AYES:	Fowler, Weber, Diehl, Leslie, Davis

TO DO: Tixie said she would create a Doodle Poll to schedule next meeting.

Minutes Acceptance: Minutes of May 15, 2025 5:00 PM (Action Item: Ratification of May 2025 Meeting Minutes)

B. Council Update - (Councilman Bruce Gaynor)

Councilman Gaynor was not present and no report submitted.

C. Tree Preservation Board Update - (Terry Sutton)

Terry said he felt City Arborist Avery had covered all key topics from last Tree Board meeting and no further report was due.

D. Parks, Greenspaces, Trails & Green Infrastructure Master Plan

Len Housley reported that the RFP for a Concept Plan of the Piedmont Pathway as it runs through the City has been publicized and proposal submissions are due June 16, 2025. Len added that he would like PG&T to assist in reviewing bids. Tixie recommended Scott Leslie and Jon Davis do reviews on behalf of the Commission - they agreed and Len said he would notify them on or shortly after June 16.

Scott presented his proposed route for a bike trail (route) through the City. Len recommended Scott submit the diagram of the proposed route and confirmed that he would get with Norcross Police Chief to review and get feedback in time to present at PG&T's June meeting. Len added that if the NPD Chief agrees with the proposed route and signage recommendations, that Len will need total # of signs and project cost. If under \$30,000 he can move this project forward.

TO DO: Scott to send diagram of proposed bike route (trail) to Len. Len to review diagram with NPD Chief and provide feedback at June PG&T meeting.

Jalia noted that if project was implemented by October 18, 2025, at formal ribbon breaking could be added to agenda for Pedal Norcross event on that date.

Re the City budget development for 2025-2026 fiscal year, Len recommended Scott provide bike route areas and costs before June meeting so Len could review and potentially add to Public Works budget request. Tixie added that she would like to see a line item added for parks programming.

4. New Business

A. GIS Mapping Opportunity (Tixie Fowler)

Tixie introduced a summer college intern who is qualified to help create and/or update GIS map(s) as a special resource for PG&T. Rowan shared his experience with GIS and offered ideas for potential mapping projects. Overall, the Commission noted that most GIS mapping needs had been sufficiently addressed during the PG&T Master Planning process. Jalia asked if Rowan could assist her with city GIS needs and Rowan agreed.

5. Additional Input/Discussion Not Otherwise Addressed By This Agenda

Jalia updated the Commission on status of the green roof kiosk, noting that it is installed and painted per city specs.

6. Adjourn

Tixie asked if the Commission would agree to cancel the regularly held meeting June and reschedule it due to a schedule conflict.

ACTION ITEM: A Motion to schedule a Special Held Meeting on Wednesday, June 25, 2025.

RESULT:	APPROVED [UNANIMOUS 5:0]
MOVER:	Joe Weber, Commission Member
SECONDER:	Scott Leslie, Commission Member
AYES:	Fowler, Weber, Diehl, Leslie, Davis

ACTION ITEM: Motion to adjourn made by Jon; seconded by Joe. Motion passed 5-0 and meeting adjourned at 6:42pm.

Minutes Acceptance: Minutes of May 15, 2025 5:00 PM (Action Item: Ratification of May 2025 Meeting Minutes)