

# **City of Norcross**

*65 Lawrenceville Street*

*Norcross, GA 30071*



## **Meeting Minutes**

**Wednesday, October 8, 2025**

**4:00 PM**

### **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 / Roll Call**

The meeting was called to order at 4:10pm by Chair Charlotte Osborn.

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

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

A motion to Approve the September 10 Tree Preservation Board Regular Meeting Minutes.

*RESULT: APPROVED [UNANIMOUS]  
 MOVER: Michelle Osborne, Board Member  
 SECONDER: Terry Sutton, Board Member  
 AYES: Osborne, Sutton, Osborne, Riehm*

**C. Ongoing Business**

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

Several members felt there were enough landmark trees in Norcross that could be listed in a registry, while others favored “champion” trees. So we agreed to continue to prepare a proposal for a Registry for Landmark and Champion Norcross Trees, with Charlie as the project ‘champion’. (!!)

**Revised Tree Ordinances:**

Bruce continues to review his requested ordinance changes with Tracy. He estimates it will be about three months before he has an approved draft ordinance. (!!)

**Downtown Norcross Parking Improvements:**

Objections from Norcross citizens and the TPB for this parking lot project are still not being dealt with. Bruce summarized recent discussions of the design committee on tree wells and parking lots, though they won’t be addressed until near the end of the study. The pollinator garden will likely not be impacted. No TPB action is contemplated at this time.

**City Gateway Tree Plantings:**

Bruce will ask Hunter for an update on progress on a concept report and vegetation management for the four city-owned gateway properties. Len is still working with the county to get them to help with the work needed. (!!)

**Gateway Roadside Plantings:**

The new head of the CID is apparently not willing to discuss different species of trees or landscaping suggestions with Bruce or the TPB. Charlotte will contact Robert Michener to resolve this. (!!)

**Tree Bank:**

Bruce has worked with Tracy to put in place an accounting procedure for managing the Tree Bank fund. The beginning balance is \$51,896.13 from 2023, none added in 2024-25. Bruce is now in charge of deposits, Hunter in charge of withdrawals. (!!)

**2025 – 2026 TPB Budget Status:**

The final TPB budget of \$30,200 has been approved for the coming year which began Sept. 1, 2025.

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

Bruce to give an update on the ongoing progress of removing these trees in the City's ROWs. These actions are budgeted by Public Works. (!!)

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

See "New Business" below. This Plan will be a TPB Project.

**Approved Tree Removal Permits:**

The City's permitting system is being handled by ePlan Solutions until springtime. Bruce noted that permits are required for ROW work by the city.

**Front Yard Tree Planting Program:**

Trees Atlanta responded that Norcross is out of the service area for this program because of the distance to their offices in southwest Atlanta. Bruce has an item in the proposed UDO revisions that would allow the city to enter into agreements with property owners for tree plantings on private property.

## D. New Business

**Board Projects & Goals:**

Bruce has proposed that the TPB develop a "Projects and Goals" process for identifying projects we want to work on and then outlining goals and action steps to accomplish them. He presented a chart for each project "champion" to use and related items.

Members agreed this would help TPB facilitate and achieve goals much faster. Members were asked to review the proposal and start thinking about project opportunities. We will discuss and approve this proposal at the November meeting.

**Expanding TPB Responsibilities:**

Bruce would like the board to consider a change in TPB responsibilities and name to Tree "and Landscape" Board. This would reflect the fact that managing tree and landscape projects inherently involves both, that he and Hunter work closely together, and is consistent with his plans for UDO revisions. If anyone wants to comment on this subject, please initiate a separate email to begin the dialogue. We will discuss this further at the November meeting.

## E. Johnson Dean Business

**Front Entrance Developments:**

Construction of the new front entrance is nearing completion. Public Works had to be convinced that there was an operable well pump which would provide ample water for irrigation, however, the electrical service has not been hooked up to the well house. Charlotte also requested a low-level flood light be installed at the wellhouse exterior roof upon the energizing of the building. A handicap sign is also needed. The parking area is open for use as well as the newly installed picnic tables at the pavilion slab area.

**Invasive Species Removal:**

Hunter needs to update us on the status of the invasive plant removals in JD. Would be great to have some progress before the ribbon-cutting at the front entrance.

**Johnson Dean Expansion:**

Len has found someone to do the church property appraisal without a survey.

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

Bruce handed out his written “Arborist Updates” for the October 8th meeting. See Attachment A. When (!!) appears in the notes below, refer to those minutes for more details. Bruce also introduced his new supervisor, Ms. Helen Balch—welcome!

TPB Next Meeting: Next meeting is scheduled for November 12, 2025, at 4pm, at City Hall in the Council Room.

**G. Adjourn**

The meeting adjourned at 5:38pm with a motion to adjourn made by Michelle, seconded by Terry. Approved unanimously