

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Wednesday, November 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 Charlotte Osborn**B. Presentation of previous meeting minutes for acceptance and acceptance of the agenda as presented for the scheduled meeting.**

Tree Preservation Board – Regular Meeting – Oct 08, 2025, 4:00 PM

C. Ongoing Business**Honoring Landmark/Historic Trees in Norcross:**

Charlie and Bruce are developing a catalog of trees for a planned Distinctive Trees of Norcross registry. Nominations are welcome.

Revised Tree Ordinances:

Bruce to give an update on the progress with City staff reviewing his requested ordinance changes.

Downtown Norcross Parking Improvements:

Charlotte will report on the planned “terrain” walk thru scheduled for Friday 11-7-25 with Columbia Engineering and City officials and planned feedback to Council from TPB and PG&T. Per Len Housley, this walk was intended for us to understand what may be removed, what can be saved, and possibly what could be added regarding the parking plan, and to gather our feedback.

City Gateway Tree Plantings:

Hunter to give us an update on progress on a concept report and vegetation and invasive plant management for the City owned properties listed on the Sept. agenda. Charlotte to suggest an entire update on Norcross Gateway Corridor Potential Tree Beautification Projects.

Beaver Ruin Roadside Crape Myrtle Plantings:

Charlotte has requested contact information from Andrew Hixon for the new Gwinnett County Community Improvement District head – Robert Mitchner, for the purpose of requesting involvement in future beautification projects within the city. Tree Bank:

Bruce has committed to working with Tracy to put in place an accounting procedure for managing the Tree Bank fund. Are there any updates? We will request a monthly accounting of all debits and credits.

Approved Tree Removal Permits:

The City is now required to obtain tree removal permits for trees needing to be removed on City ROWs and properties. These permit requests will appear on the new ePlan Solutions system. Would be helpful to see dates on the ePlan tree removal permit listings. Bruce to update on new vendor and system to be used beginning next spring.

Front Yard Tree Planting Program:

The new UDO revisions, if approved, would allow City tree plantings onto private property with certain conditions and permissions from the property owners. Trees Atlanta, at this time, has declared Norcross out of their service area, however, Michelle is encouraging the TPB to create a clause in the Tree Bank that would allow funds to be used for private property trees in anticipation of Trees Atlanta future participation.

D. New Business**Board Projects and Goals:**

Discuss and approve Bruce's proposal to identify projects we want to work on and then outline goals and action steps to accomplish them. Determine who will be responsible for each project with the expectation that member to take charge and coordinate progress.

Expanding TPB Responsibilities:

Consider and discuss requesting a name change of the TPB to "Tree and Landscape Board." Hunter to give input/suggestions on just how we can support his landscaping endeavors around the City. Discuss increasing board membership size. There are several projects Bruce has recommended that we, as a board, can work on. Discuss our priorities and how we would initiate and manage future projects.

City Newsletter Articles:

Bruce has requested that beginning January 2026, the TPB members take back over writing the monthly Tree Talk articles for the City newsletter. Charlie has expressed an interest in writing on the Distinctive Tree project and to add a request for citizen owners to nominate their trees.

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

The final touches are completing – lighting, signage, sodding, and mulching. Also excess small trees and brush have been removed from the area. Hunter is planning for late fall plantings. Our first event was held by the Norcross Garden Club with fairy houses and pumpkin houses to be seen throughout the forest. Many children attended – a bathroom was missed... The well pump is hooked up to the electrical and is working well for irrigation needs around the front entrance.

Invasive Species Removal:

On Tues., Nov. 4th, two Trees Atlanta invasive plant removal crew members, Hunter, Terry, and Charlotte did a walk thru the forest reviewing the work scope and staging for the Year One Invasive plant removals.

Johnson Dean Expansion:

Len has found someone to do the church property appraisal without a survey. Waiting for his update.

Trail Maintenance:

Charlotte is working on getting wood chips delivered. The goal is to get the trails relined before the front entrance ribbon cutting. Access for unloading wood chips has been worked out with Public Works.

New Development Threatening Excessive Storm Water in Creek:

Developer has requested to remove the retaining wall along Barton St. in order to install a driveway to a new home development. He plans to add two 5,000 sf (impervious surface) structures – one facing Buchanan and one facing Barton. The removal of the retaining wall and the multiple existing trees will increase storm water drainage into JD creek substantially.

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, 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