

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

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 Chair Charlotte Osborn

The meeting was called to order at 4:04 PM 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 October 8, 2025, 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

Distinctive Trees of Norcross registry:

Charlie proposed we lay groundwork for the Landmark registry by starting with a list of “Distinctive Trees of Norcross”. Members can add trees that are especially notable for history, landmark, species, size, etc. These will be recorded and the best selected for a Registry of the most “distinctive” trees, to be approved by council. He will forward a proposed list of trees to members for their additions.

Revised Tree Ordinances:

Bruce is currently working on how to best handle the monetary penalties and other fixes.

Downtown Norcross Parking Improvements:

Charlotte reported the “terrain” walk held on 11-7-25 with Columbia Engineering didn’t address any TPB members’ suggestions. We reviewed Terry’s proposal and Tixie’s comments, then agreed to provide value-added TPB recommendations to Len to include in his presentation at the December policy meeting. Len estimated that the Columbia design plan was about 35% complete.

City Gateway Tree Plantings:

Charlotte will press Hunter to give us an update on progress on a concept report for 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 will again ask Andrew for the telephone number for the new Gwinnett County Community Improvement District head – Robert Mitchner, for the purpose of requesting TPB involvement in future beautification projects within the city.

Tree Bank:

Bruce is working with Tracy to put in place an accounting procedure for managing the Tree Bank fund. We will request a monthly accounting of all debits and credits.

Approved Tree Removal Permits:

Bruce said the new ePlan Solutions system will be updated to handle tree removal permits for trees needing to be removed on City ROWs, starting in January. We need to redesign the current systems with many changes likely.

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. Bruce noted that the UDO will include Michelle's request to create a clause in the Tree Bank regulations that would allow funds to be used for private property trees in anticipation of Trees Atlanta future participation. He noted that Tree Bank funds can be used now in the City ROW.

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

Discussion on Bruce's proposal to identify projects we want to work on and then outline goals and action steps to accomplish them was tabled until the December meeting when Helen would attend. Also, Bruce asked that we add to the December agenda the proposal that he write our meeting agendas.

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:

Beginning January 2026, the TPB members will take back from Bruce writing the monthly Tree Talk articles for the City newsletter. Charlie will submit an article for January on the Distinctive Trees project and add a request for citizen owners to nominate their trees. Charlotte will write the February article.

New Council Liaison:

Charlie has met with Matt Myers and talked with him about being the liaison to City Council for TPB projects. Matt was receptive to that as were TPB members, so he will be invited to attend our December Board meeting and discuss this with members.

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

Landscaping is underway with Hunter 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, but wiring for the city's bathroom van is now installed. A ribbon cutting ceremony put on by the City is scheduled for early December.

Invasive Species Removal:

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

Johnson Dean Expansion:

Len found an appraiser for the church property without requiring a survey. He checked the area 11/19 and expects to have a result in early December.

Trail Maintenance:

Wood chips were provided for the J-D trails by Greensmith Tree Specialists (formerly Arbormomics) and unloaded in a designated area behind the well house. Our goal is to get the trails relined before the front entrance ribbon cutting.

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. Charlotte and Terry will speak to this before council on 11/17.

F. Additional Input And/Or Discussion Not Otherwise Addressed By This Agenda

TPB Next Meeting: The next TPB meeting is scheduled for December 10, 2025, at 4pm, at City Hall 2nd Floor Conference Room.

G. Adjourn

The meeting adjourned at 5:46 PM with a motion to adjourn made by Hayne, seconded by Terry.