

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Wednesday, December 10, 2025

4:00 PM

2nd Floor Conference Room

Tree Preservation Board

Charlotte Osborn, Chair

Charlie Riehm, Board Member

Hayne Thompson, Board Member

Terry Sutton, Board Member

Michelle Osborne, Board Member

A. Call to Order

PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES

*** Councilman Matt Myers is invited as a guest attendee***

B. Presentation of previous meeting minutes for acceptance and acceptance of the agenda as presented for the scheduled meeting.**1. 2025-354: Approval of Previous Meeting Minutes**

Attachments:

1. Tree Preservation Board – Regular Meeting Minutes – Nov 12, 2025, 4:00 PM

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

Charlie will review of the “Distinctive Trees of Norcross” list.

Revised Tree Ordinances:

Bruce to update us on the Tree Ordinance changes progress with City staff. The TPB has not seen the complete list of requested ordinance updates and changes.

Downtown Norcross Parking Improvements:

On Nov. 19th an introduction and summary of a design analysis of the proposed parking lot at Betty Mauldin Park and City Hall prepared by members of the Norcross TPB, PG&T Commission, and Community Development City Staff members was submitted to Len Housley.

This design analysis and improvement recommendations are based off of the latest Columbia Engineering’s “Downtown Norcross Parking and Plaza Improvements Engineering Design Overlay of Oct 2025.” We are contacting council members to authorize TPB to join the design committee.

Beaver Ruin Roadside Crape Myrtle Plantings:

On Nov. 13th Charlotte received an email from Robert Michener, the new Executive Director of the Gateway85 CID, inviting us (TPB, PG&T, City Staff) to coordinate with them “so that their efforts are complementary and aligned with the City’s broader vision for its tree canopy and public spaces.” Charlotte to arrange a meeting with Mr. Michener to discuss.

Tree Bank:

When will the TPB be able to see a process for the accurate accounting of the Tree Bank funds?

City Newsletter “Tree Talk” Articles:

Charlie has written the January article asking the community to help us celebrate Norcross’ most distinctive trees by requesting nominations from community members. Charlotte will be writing the February article.

D. New Business**Expanding TPB Responsibilities:**

Bruce has asked us to consider and discuss requesting a name change of the TPB to “Tree and Landscape Board.” We would like 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. Perhaps Bruce could give us a list of priorities as he sees them.

TPB Agendas:

TPB does not agree with the request that the Community Development staff members be responsible for writing the TPB's monthly meeting agendas.

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

A ribbon cutting ceremony with City staff is planned for Dec. 11th at 4:00 p.m. TPB members are encouraged to attend! Newly planted landscaping should be complete (thank you Hunter!).

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 for Year One. Request an update from Hunter if a contract is in place for this work.

Johnson Dean Expansion:

We are awaiting the appraisal of the 3 acre parcel of church property.

Trail Maintenance:

Charlotte and Rolando with Public Works along with two Community Svc. workers relined the upper trails with fresh wood chips donated and delivered by Greensmith Tree Specialists. The remainder of the trails will be scheduled during the next dry spell.

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 partial removal of the retaining wall and 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

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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 Arbornomics) 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.