

# **City of Norcross**

*65 Lawrenceville Street*

*Norcross, GA 30071*



## **Meeting Agenda**

**Thursday, December 18, 2025**

**5:00 PM**

**2nd Floor Conference Room**

## **Parks Green Spaces & Trails Commission**

**Tixie Fowler, Chair**

**Jon Davis, Commission Member**

**Joe Weber, Commission Member**

**Kassie Diehl, Commission Member**

**Scott Leslie, Commission Member**

**A. Call to Order****B. Action Item****1. 2025-415: Ratification of the October and November 2025 meeting minutes.**

Attachments:

1. [Parks, Green Spaces, and Trails  
Commission Regular Meeting Minutes 10 16 2025](#)
2. [Parks, Green Spaces, and Trails  
Commission Regular Meeting Agenda 11 20 2025](#)

**C. Ongoing Business**

A. Tree Preservation Board Update – (Terry Sutton) Terry will report on recent collaborative efforts between City staff, Tree Canopy Board, and PG&T Commission to review and address opportunities for strengthening ordinances regarding conservation interests and infill and/or ongoing land development.

C. Piedmont Pathway Feasibility Study Update (Heath & Lineback) Patrick Peters, Patrick James, and Carlos Perez will update the Commission on the status of the Piedmont Pathway Feasibility Study and open the floor to feedback. Next regularly scheduled meeting to be held on Thursday, January 15, 2026.

**D. New Business****E. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA****F. Adjourn**

Next regularly scheduled meeting to be held on Thursday, January 15, 2026.

# City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



## Meeting Minutes

Thursday, October 16, 2025

5:00 PM

2nd Floor Conference Room

### **Parks, Green Spaces, & 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 meeting was called to order at 5:05pm by Chair Tixie Fowler.

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

### **Attending Public:**

Michael Jones – Staff Liaison

Bruce Gaynor – City Council

Helen Balch – Director, Community Development & Planning

Lisa Carr - citizen

## 2. Action Item: Ratification of September 18, 2025 Meeting Minutes

A motion to approve the September 2025 meeting minutes.

*RESULT: APPROVED [UNANIMOUS]*

*MOVER: Jon Davis, Board Member*

*SECONDER: Tixie Fowler, Chair*

*AYES: Davis, Fowler, Leslie, Weber*

*ABSENT: Kassie Diehl, Board Member*

## 3. New Business:

### **Introduction to Helen Balch, new Community Development & Planning Director**

The Commission met Helen Balch, new Community Development & Planning Director for the City of Norcross. Board members introduced themselves and shared why they initially joined the board; Helen introduced herself and offered brief background. She was able to stay a little longer as the meeting continued; however, she left shortly afterward.

## 4. Ongoing Business

### **A. Council Update – (Councilman Bruce Gaynor)**

Bruce relayed two requests from Council: (1) Update and improve design of holiday lighting in the downtown area, specifically the lighting in parks and greenspaces, and (2) coordinate with other volunteer boards such as Norcross Public Arts Commission and/or Tree Preservation Board to create a plan for future lighting. Since the directive was somewhat vague, Tixie suggested this topic be added to November agenda to allow time for additional thought.

### **B. Tree Preservation Board Update – (Terry Sutton)**

Terry reported that TPB has been collaborating with City Arborist Bruce Avery to spearhead a “Urban Forest & Landscapes Plan”. Terry noted they will be specifically focusing on the City Hall Parking Plan supported by Council and The Downtown Development Authority, striving to increase emphasis on “higher performing landscapes” versus only meeting the minimum requirements mandated by ordinance. He clarified that a “higher performing landscape” narrative includes consideration of site engineering and stormwater management through the lens of green infrastructure as a viable and highly effective practice for balancing built development and the city’s ecological assets.

**C. Piedmont Pathway Feasibility Study Update (Michael Jones)**

Michael reported that he had met with BBC Engineering (BBC) for an update earlier that morning and that the firm is still in the process of reviewing the technical analysis. Dates were confirmed by the firm for the following:

**December 18** – BBC will meet in person at PG&T's regularly held meeting to report their initial findings and recommendations, with the intent of getting board's feedback.

**January 20, 2026** – BBC will present an update to Mayor and Council at the January Policy Session.

**January 27, 2026** – The City will host a Town Hall meeting from 6pm – 8pm, during which time BBC will solicit community input to the drafted study.

**D. Thrasher Park Bench Project Update (Michael Jones & Kassie Diehl)**

Kassie was absent; Michael reported that due to schedule conflicts he and Kassie had been unable to meet to discuss this project.

**E. New Projects Status**

Tixie reported she has not had time to work on her project; Michael reported for Kassie (see Item D); Jon said he would like to continue being involved with the City Hall Parking design; Scott has been working with Jalia Killings (Norcross Sustainability Manager) which segued into next discussion item.

**F. Pedal Norcross**

Tixie agreed to attend the event (Saturday, October 18, 2025) as a vendor, hosting a table and display. Scott had committed to serve as the "sweep" for the event and would ride the route. Members agreed the display should consist of an enlarged Feasibility Study Map and 2 other maps that highlighted priorities of the PGT&GI Master Plan.

**F. Atlanta Regional Commission: Regional Development Plan Update Project (Tixie Fowler)**

Tixie reported that due to pending deadlines and ongoing scheduling conflicts, the board would no longer be participating in the project. ARC is updating their Regional Development Plan, Growing Together for 2050: Metro ATL Development Strategy.

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

Lisa Carr introduced herself, noting that she is a Norcross resident and interested in getting involved with either the PG&T Commission or the NPAC. She said she wanted to attend more meetings with both boards to get a better "feel" for which one might be more suited for her interests.

**6. Adjourn**

Next regularly scheduled meeting to be held on Thursday, November 20, 2025.

The meeting adjourned at 6:38 PM with a motion to adjourn made by Jon Davis, seconded by Joe Weber. Motion passed unanimously.

# City of Norcross

*65 Lawrenceville Street*

*Norcross, GA 30071*



## Meeting Minutes

Thursday, November 20, 2025

5:00 PM

2nd Floor Conference Room

## Parks Green Spaces & 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 meeting was called to order at 5:07 pm by Tixie Fowler.

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

### Attending Public:

Terry Sutton – Tree Canopy Board liaison

Jiann Su - citizen

Lisa Carr - citizen

## 2. Action Item: Ratification of October 2025 meeting minutes.

Since Kassie didn't attend the October meeting, she was unable to vote on the minutes; the remaining board members present did not constitute a quorum. Ratification of the October minutes was therefore tabled until the December meeting.

## 3. Ongoing Business

### A. Council Update:

No council present and no report submitted.

### B. Tree Preservation Board update:

This agenda item was moved down to combine with "New Business" (see notes below).

### C. Piedmont Pathway Feasibility Study Update:

Michael Jones was not present but submitted a report to Kassie, which she read the update. Basically reported all work by the contractor is on schedule and confirming they will present a thorough update at the G&T's December meeting.

### D. Lilburn Norcross Trail – Stakeholders Meeting Update

Tixie reported that the Gwinnett County project stakeholders attending were surprised to learn about the City's Piedmont Pathway Feasibility Study. They also expressed a strong interest in PG&T's funding vision to increase connectivity throughout the Norcross community and to extend the completed segment of the Lilburn Norcross Trail through Norcross to connect with the City of Peachtree Corners and other segments of the Gwinnett Master Trails Plan.

## 4. New Business

Due to the lack of attendance by Council liaison and 2 PG&T members, New Business items A & B were tabled, with members agreeing more information from Council was needed. In addition, Terry was asked to report on the last Tree Preservation Board meeting, sharing any relevant interests and opportunities for collaboration. This report was consolidated into topics appropriate for Agenda item E (see below) and resulted in a general discussion that included input from citizens Jiann Su and Lisa Carr. In short:

Terry shared that recent review of proposed construction on Barton Street, Cochran Street, and around City Hall (the parking lot) raised concern that there may be significant gaps between current development ordinances and their ability to meet and/or enforce the standards set by conservation development guidelines defined in the 2045 Comp Plan and 2024 PGT & GI Master Plan.

Terry provided background context instigating the concern, noting that reviewing current ordinances and identifying opportunities to increase ordinance thresholds for effective stormwater management now would benefit future development, such as development along the Buford Highway corridor.

Discussion included reviewing the current sequence of the review of construction plans. There was confusion as to why ARB would review plans and assign a "Certificate of Appropriateness" to a design prior to a site plan being conducted. No one was aware of any review being done of a construction project's "appropriateness" in regards to conservation measures and local ecological interests relating to those outlined in the aforementioned planning guidelines for the city.

#### IDENTIFIED GOALS:

1. unify (and in some cases introduce locally) language and definitions of conservation-related terms as found in local and state ordinances relating to development.
2. Strengthen the city's cultural thinking towards conservation-based development in a manner that encourages and prioritizes high quality ecologically-sensitive development in the city
3. create a process that clearly communicates the city's interest in conservation-management of new development and infill to aid developers in initial design considerations
4. decreases approvals of stream buffer variances and increases opportunities to design sites in ways that preserve tree canopy, stream buffers and other ecological assets

#### IDEAS DISCUSSED:

1. create a new board qualified to review plans from an ecological perspective and assign a "Certificate of Appropriateness" indicating that a significant number of green infrastructure measures and considerations had been effectively addressed in the project concept.
2. Bring in a 3rd party to review developer's proposed stormwater mitigation and hydrology plans in order to assure objective and educated review
3. Create a checklist of conservation objectives that would be reviewed and signed off on by City Arborist, Community Development and developer to serve as a more clear and enforceable outline of city conservation development goals that align with the 2045 Comp Plan and 2024 PGT&GI Plan.

#### CONFIRMED "NEXT STEPS":

The Commission agreed that Tixie would request a meeting with Helen Balch and Tracy Rye (Community Development staff) to present the idea of a checklist, noting that not enough was known about current processes to offer educated recommendations regarding review protocols at this time. The Commission agreed that the Tree Preservation Board should be invited to collaborate and participate at that meeting with staff, and that clarification would be sought from staff regarding the current protocols for plan reviews, site hydrology, and stormwater mitigation concerns on a per-site and holistic perspective.

## **5. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA (see item #3 "New Business").**

## **6. Adjourn**

Motion to adjourn at 7:04pm made by Jon Davis; seconded by Kassie Diehl. Motion passed 3– 0.