



Town of Holly Springs  
Tree Advisory Committee  
6:00 PM **Monday, October 13, 2025**

Regular Meeting  
Holly Springs Town Hall Council Chambers  
128 S. Main Street, 2<sup>nd</sup> Floor

## Agenda

### **Call to Order**

### **Roll Call**

### **Pledge of Allegiance**

### **Invocation**

### **Agenda Adjustment**

### **Approval of Minutes**

- a. July 14, 2025 Regular Meeting Minutes

### **Tree City USA**

- a. Tree City USA Requirements & Updates

### **Street Tree Replacement Program**

- a. Street Tree Replacement Grant: 2025 Program Updates

### **Holly Fest Planning**

- a. HollyFest Planning - October 25th

### **Other Business**

### **Next Meeting**

- a. January 12, 2026

### **Adjournment**

In accordance with ADA regulations please contact the Town Clerk's office at least 48 hours before the meeting to request an auxiliary aid or service needed to participate in this meeting:

[linda.mckinney@hollyspringsnc.us](mailto:linda.mckinney@hollyspringsnc.us) 919-557-3900



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

---

**Agenda Item#: a.**

## **Public Hearings**

**Title:** July 14, 2025 Regular Meeting Minutes

**Strategic Priority Area:** Growth Management & Economic Vitality

**Staff Resource:** Mackenzie Fretz, Development Services

---

## **Action(s):**

- Adopt July 14, 2025 meeting minutes.

## **Explanation:**

## **Background:**

## **Funding Source(s):**

## **Attachment(s):**

1. 14072025\_Minutes

Town of Holly Springs  
TREE ADVISORY COMMITTEE MINUTES  
Monday July 14, 2025 - 6:00 p.m.

Agenda Item 1, 2, 3, & 4:

The Tree Advisory Committee met on Monday, July 14, 2025, in Town Hall at 128 South Main Street at 6:01 P.M. **Quorum was established.**

Members Present: Marissa Parker  
Autumn Dean  
Jason Roberson  
Regina Smardon  
Robin Haney

Members Absent: CJ Buonaccorsi (Jr Member)

Ex-Officio

Members Present: Annie Drees, Town Council Representative  
Sara Kempin, Planning Board Alternate

Ex-Officio

Members Absent: Joanna Holder, Planning Board Representative  
Melinda Walker, Parks & Rec Advisory Committee

Staff Present: Sarah Lipkin Sularz, Senior Planner  
Sean Ryan, Planning Division Manager  
Mackenzie Fretz, Clerk  
Alexander Lepisto, Development Services Intern

Others Present:

The Board recited the Pledge of Allegiance, and the meeting opened with an invocation by prayer.

Agenda Item 5: Agenda Adjustment

There were no agenda adjustments

Agenda Item 6: Minutes

- a. April 14 2025, Regular Meeting Minutes

*Motion:*

*Motion to approve the April 14, 2025, regular meeting minutes.*

*Motion by: Jason Roberson*

*Second by: Regina Smardon*

*The Committee Voted: 5-0*

Agenda Item 7: TAC Board Updates

- 1. New and Returning Members

## 2. Election of Officers

The Committee selected Marissa Parker to serve as Chair

*Motion By: Robin Haney*

*Second By: Regina Sardon*

*Vote 5-0*

The Committee selected Jason Roberson to serve as Vice Chair

*Motion By: Marissa Parker*

*Second By: Regina Sardon*

*Vote 5-0*

## Agenda Item 8: Tree City USA

### 1. Tree Advisory Committee Annual Work Plan

Ms. Sularz presented to the committee a brief presentation on the Tree Advisory annual work plan purpose.

Ms. Sardon asks about Creek Week and how the TAC could participate.

Ms. Sularz explains that the committee would be involved within some of Creek Week, but it will run simultaneously with Arbor Day. The committee then discusses ideas on educating the public on filtration within the water system and how trees can assist.

The Committee agreed that planting a tree that helps with filtration near a creek for Arbor Day would be a great way to tie into Creek Week and educate the community.

*Motion:*

*Motion to approve the 2025-2026 Tree Advisory Committee work plan.*

*Motion By: Jason Roberson*

*Second By: Marissa Parker*

*Vote: 5-0*

## Agenda Item 9: Street Tree Replacement Program

### 1. Street Tree Grants & Town Project Update

Mr. Lepisto updates on the upcoming street tree program and adjustments for the upcoming program and asks the Committee for feedback.

The Committee likes that the program will allow HOA to submit in bulk and suggests if there is leftover money after the program is complete to place it towards the tree canopy. There was discussion on offering more of a reimbursement for those who apply for the program.

Ms. Sularz states to use up all the grant money funds we would need to have 69 trees approved within the program.

The Committee asks about the application process and the tree success within the program.

Staff explains the application process and makes suggestions on the program to make it successful.

The Committee discusses limiting the tree species options to only native species.

Town of Holly Springs  
TREE ADVISORY COMMITTEE MINUTES  
Monday July 14, 2025 - 6:00 p.m.

Ms. Sularz states that adjustments have been made to the approved tree list that will be discussed.

The Committee suggests giving 10% of the funds to street tree planting.

The program will open August 25<sup>th</sup>.

*Agenda Item 10: Ordinances and Policies*

---

1. Approved Street Tree List

Ms. Sularz presented to the committee a brief presentation on the UDO and the approved street tree species list.

Ms. Parker asks how the data is retrieved within the presentation. Ms. Sularz informs the committee that our code and compliance team will go out and perform an inspection to record this information.

There were no further questions.

Motion:

*Motion to approve the current street tree list.*

*Motion Jason Roberson*

*Second Marissa Parker*

*Agenda Item 11: Education and Outreach*

---

1. HollyFest Planning

Ms. Sularz gives the Committee details about the upcoming event, HollyFest and asks the TAC to think about suggestions and ideas. The TAC Committee agrees on volunteers for this event and discusses having the honor society of Holly Springs High to assist in volunteering for this event.

*Agenda Item 11: Other Business*

---

There was no other business

*Agenda Item 12: Next Meeting*

---

1. October 13<sup>th</sup>, 2025

*Agenda Item 13: Adjournment*

---

The meeting adjourned at 7:20pm

Mackenzie Fretz  
TAC Clerk



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

---

**Agenda Item#: a.**

## **New Business**

**Title:** Tree City USA Requirements & Updates

**Strategic Priority Area:** Growth Management & Economic Vitality

**Staff Resource:** Sarah Sularz, Development Services

---

## **Action(s):**

- Receive as information

## **Explanation:**

- Being a Tree City USA requires a Tree Board; hence the Tree Advisory Committee (TAC) was formed in 2019. The TAC's Annual Work Plan helps ensure the Town can maintain in good standing according to Tree City USA standards.
- The TAC will participate in 4 community events over the course of the year, including the upcoming Holly Fest giveaway, our annual Arbor Day event, an educational tree pruning workshop, and our youth-focused event, Wild About Nature, all which are required for maintaining the Tree City USA designation.
- A Tree City must spend a minimum of \$2 per capita. This is accomplished by providing trees to residents at town events, tree-related giveaways, and through the Street Tree Replacement Reimbursement Program.

## **Background:**

- The Tree Advisory Committee started an Annual Work Plan in 2023.
- All work plan tasks for 2024 - 2025 were completed.
- The 2025-2026 Work Plan was adopted at the July 14th 2025 meeting.

## **Funding Source(s):**

## **Attachment(s):**

None



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

**Agenda Item#: a.**

## **New Business**

**Title:** Street Tree Replacement Grant: 2025 Program Updates

**Strategic Priority Area:** Growth Management & Economic Vitality

**Staff Resource:** Sarah Sularz, Development Services

---

## **Action(s):**

- Receive updates on the 2025 Street Tree Grant Program and discuss metrics and current program status.

## **Explanation:**

- The Tree Advisory Committee (TAC) is charged with assisting with recommendations on the methodology/criteria for the expenditure of funds for the Street Tree Replacement Program.
- The Town Council allocates funding for the Street Tree Replacement Program, which is administered by Development Services. The 2025 program will have \$45,000 for Street Tree Replacement grants. The 2025 Street Tree Replacement Program was open from August 25 to October 4, 2025.
- This past summer, town staff created a Street Tree Care & Maintenance Video; a "how-to" 60-second informative guide on planting and caring for a new street tree. Because we give street tree grant awards up to \$650 to residents per tree, we hope to assist them in successfully establishing the new street trees along their property frontage. This video will be used on the TAC's website and will be sent out as a helpful reminder to those awarded grants on best practices for establishing newly planted trees.

## **Background:**

- The Street Tree Replacement Grant Program's purpose is to assist Holly Springs residents, HOAs, and property owners, with replacing street trees along Town streets.
- Street trees planted through this program will improve the overall health of the Holly Springs' street tree canopy and urban forest.

## **Funding Source(s):**

## **Attachment(s):**

None

Tree Advisory Committee  
October 13, 2025



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

---

**Agenda Item#: a.**

## **New Business**

**Title:** HollyFest Planning - October 25th

**Strategic Priority Area:** Growth Management & Economic Vitality

**Staff Resource:** Sarah Sularz, Development Services

---

## **Action(s):**

- Discuss Tree Advisory Committee participation at Holly Fest.
- Provide direction on tree giveaway and activities.
- Discuss volunteers.

## **Explanation:**

- The Annual Work Plan identifies HollyFest as one of four of the annual activities attended by the Tree Advisory Committee to provide public education on the importance of trees in the community.
- The annual tree giveaway occurs at HollyFest.
- This year we have ordered 475 trees to be distributed.

## **Background:**

- HollyFest will be held on Saturday, October 25, 2025 from 10 a.m. - 4 p.m. at Sugg Farm at Bass Lake Park.

## **Funding Source(s):**

## **Attachment(s):**

None