



Town of Holly Springs
Tree Advisory Committee
6:00 PM **Monday, July 13, 2026**

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

Agenda

Call to Order

Roll Call

Pledge of Allegiance

Invocation

Organization Meeting

1. Welcome New Members & Swear-In
2. Election of Chair and ViceChair
3. Tree Advisory Committee Overview and Training

Agenda Adjustment

Approval of Minutes

4. April 13th, 2026 Minutes

Tree City USA

5. Program Overview
6. Annual Work Plan

Street Tree Replacement Program

7. 2026 Street Tree Replacement Program

Ordinances and Policies

8. Unified Development Ordinance Amendments

Education and Outreach

9. Holly Fest Planning - October 31st

Other Business

Next Meeting

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 919-557-3900



Town of Holly Springs Tree Advisory Committee

Agenda Cover Sheet

Agenda Item#: 1.

New Business

Title: Welcome New Members & Swear-In

Strategic Priority Area: Organizational Excellence

Staff Resource: Mackenzie Fretz, Development Services

Action(s):

- Tree Advisory Committee members will take the Oath of Office.

Explanation:

- The Town Council made appointments to the TAC in April for new terms beginning July 1, 2026.
- The TAC is welcoming 1 new member, 3 returning members and 1 new Jr. member.

Background:

Funding Source(s):

Attachment(s):

None



Town of Holly Springs Tree Advisory Committee

Agenda Cover Sheet

Agenda Item#: 2.

New Business

Title: Election of Chair and ViceChair

Strategic Priority Area: Growth Management & Economic Vitality

Staff Resource: Sarah Sularz, Development Services

Action(s):

- Appoint 1 regular member of the Tree Advisory Committee as Chairperson.
- Appoint 1 regular member of the Tree Advisory Committee as Vice-Chairperson.

Explanation:

- The members of the Tree Advisory Committee shall annually elect from their own membership a Chairperson and Vice-Chairperson.
- The Chairperson and Vice-Chairperson shall be elected by majority vote of the Committee at the regular meeting in July and take office at such meeting.
- The Chairperson and Vice-Chairperson shall serve until the beginning of the next term in March 2027, with eligibility for reelection.
- The Chairperson shall preside at all meetings of the Committee, represent the Committee at public affairs, and shall maintain the dignity and efficiency of the Committee in all possible ways.
- The Vice-Chairperson shall, in the absence of the chairperson, perform all duties of the chairperson. The Vice-Chairperson shall be responsible for assisting the Chairperson.

Background:

- The 2025-26 Chairperson was Marissa Parker.
- The 2025-26 Vice-Chairperson was Jason Roberson.

Funding Source(s):

Attachment(s):

None



Town of Holly Springs Tree Advisory Committee

Agenda Cover Sheet

Agenda Item#: 3.

New Business

Title: Tree Advisory Committee Overview and Training

Strategic Priority Area: Growth Management & Economic Vitality

Staff Resource: Mackenzie Fretz, Development Services

Action(s):

- No action requested. Receive as information.

Explanation:

- Tree advisory committee members will receive an overview of the Committee's duties and membership expectations.
- Committee members are expected to attend 4 meetings annually.
- Committee members are requested to attend a minimum of 1 event annually to support the Committee's annual work plan.

Background:

Funding Source(s):

Attachment(s):

1. TAC MeetingEvent Schedule

MEETING & EVENT SCHEDULE

JULY 2026 - JUNE 2027

TREE ADVISORY COMMITTEE

JULY 13TH	TAC Meeting Town Hall, Council Chambers	6:00 PM – 8:00 PM
SEPTEMBER 14TH	TAC Meeting Town Hall, Council Chambers	6:00 PM – 8:00 PM
OCTOBER 31ST	Holly Fest Sugg Farm	10:00 AM – 4:00 PM
NOVEMBER 7TH/14TH	Tree Pruning Workshop Veterans Park	10:00 AM – 12:00 PM
DECEMBER 14TH	TAC Meeting Town Hall, Council Chambers	6:00 PM – 8:00 PM
FEBRUARY TBD	Tree Pruning Workshop TBD	10:00 AM – 12:00 PM
MARCH 8TH	TAC Meeting	6:00 PM – 8:00 PM
MARCH 20TH	Arbor Day Tree Planting TBD	10:00 AM
MAY 15TH	Wild About Nature Sugg Farm	1:00 PM – 4:00 PM
JUNE 14TH	TAC Meeting Town Hall, Council Chambers	6:00 PM – 8:00 PM



Town of Holly Springs Tree Advisory Committee

Agenda Cover Sheet

Agenda Item#: 4.

Consent Agenda

Title: April 13th, 2026 Minutes

Strategic Priority Area: Growth Management & Economic Vitality

Staff Resource: Mackenzie Fretz, Development Services

Action(s):

- Approve April 13, 2026 minutes

Explanation:

Background:

Funding Source(s):

Attachment(s):

1. 04-13-2026_Minutes

Town of Holly Springs
TREE ADVISORY COMMITTEE MINUTES
Monday April 13, 2026 - 6:00 p.m.

Agenda Item 1, 2, 3, & 4:

The Tree Advisory Committee met on Monday, April 13, 2026, in Town Hall at 128 South Main Street at 6:00 P.M. **Quorum was established.**

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

Members Absent:

Ex-Officio

Members Present: CJ Buonaccorsi (Jr Member)
 Kara Foster, Town Council Representative
 Craig Kessler, Planning Board Representative
 Eric Dean, Parks & Rec Advisory Committee
 Joanna Holder, Planning Board Representative
 Andrew Snyder, Parks and Recreation

Ex-Officio

Members Absent: Danielle Hewetson, Town Council
 Melissa Harden, Parks & Rec Advisory Committee

Staff Present: Sarah Lipkin Sularz, Senior Planner
 Sean Ryan, Planning Division Manager
 Janet Spear, Clerk

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

Motion: Jason Roberson

Motion to approve January 12, 2026, Regular Meeting Minutes

Motion by: Jason Roberson

Second by: Regina Smardon

The Committee Voted: 5-0

Agenda Item 7: Community Events

Arbor Day Recap

Ms. Sularz went over the Arbor Day events. March 21st was claimed as Arbor Day. The Holly Springs United Methodist Church reverend was present as the tree planted was on their property. Great attendance from the community, many kids coloring and doing sidewalk chalk art.

Ms. Sularz opened the floor to ideas on upcoming events:

- Have an art competition and advertise it online, to be awarded in person?
- Make pamphlets for tree information on the tree picked
- Tree themed food / snack
- Face painting
- Pictures of what the trees look like when they mature
- Stickers and or Tree engraving of Art Contest winner
- Nourish tree idea
- Cardboard/lawn/carnival games
- Eagles landing, coordinating with parks and rec for other locations

Upcoming 2026 Events

Ms. Sularz went over the upcoming Wild About Nature event on May 16th from 12:30p-4:30p

Volunteers:

Shift 1 – Robin Haney, Regina Smardon, CJ Buonaccorsi, Joanna (flexible)

Shift 2 – Joanna Holder (if necessary), Autumn Dean

Bird House Assemble – coordinate with Marissa Parker and Jason Roberson to have Scout Troops assemble before hand for volunteer hours.

We will provide a table with TAC information along with a trivia wheel about birds, bats, and trees. Bird/bat-house painting. Giveaways will include rain gauges, wildflower seeds, bird/bat houses, and color changing rulers.

Ms. Smardon had an idea to do rock painting. Ms. Sularz will review financials and order accordingly. Will bring an extra table for the kids to have more room for all activities.

Ms. Sularz mentioned that there is a set annual TAC budget that they work with, and some giveaways are ordered from Development Services and from general funds.

Mr. Dean wanted to bring attention to the fact that there was a sensory farm trail for learning and a community garden, both inclusive for kids and adults at Sugg Farm Park.

Agenda Item 8: Street Tree Replacement Program

2025 Program Closeout

Ms. Sularz went over the tree placement program that ran from Aug 26 to Oct 3

There was a budget of \$45k

1. 5 HOA's were awarded \$12k for 22 trees
2. 42 Homeowners were awarded \$28k for 44 trees
3. Total replacement of 66 trees

Ms. Sularz went over some highlights and difficulties with the program.

1. There were 2 new street trees approved
2. In-person sign-up available
3. Sourcing native species was a bit difficult
4. Trying to improve and streamline applications for homeowners

Town of Holly Springs
TREE ADVISORY COMMITTEE MINUTES
Monday April 13, 2026 - 6:00 p.m.

Mr. Roberson spoke of some goals for future events. Such as raising the number of trees and extending to others if goal is not met and promoting the program on social media platforms and always having some type of promotion at all events.

Motion: Jason Roberson

Motion to recommend increasing goal to 75 trees for the 2026 program, if financially feasible, adding educational material regarding Native Species and Hardiness for residents.

However: 75 trees at \$650/tree = \$48,750 (over budget)

Motion by: Jason Roberson

Second by: Regina Smardon

The Committee Voted: 5-0

Agenda Item 10: Education and Outreach

2026 Tree pruning workshop recap

There were 37 attendees and walk ups for same day volunteers.

When started, there were 28% healthy trees and that has gone up to 61%

Ms. Sularz asked if the committee wanted to host another tree pruning workshop and possibly collaborate with HOAs to get more people involved. Response was yes from all. Also, to be hosted in November.

Mr. Dean and Ms. Dean recommended Windcrest Community. Ms. Parker recommended Windward Pointe. Also mentioned is the 12 Oaks community.

Motion: Jason Roberson

Motion to add a second workshop and work with HOAs.

Motion by: Jason Roberson

Second by: Marissa Parker

The Committee Voted: 5-0

Agenda Item 12: Other Business

Discussion Led by TAC Member Regina Smardon

Ms. Smardon proposed to introduce the idea and make recommendations from the TAC to Town Council regarding the following:

1. To engage with Apex and Fuquay-Varina on a regional scale
2. Add climate resilience information for public awareness
3. Update the Tree Canopy study
4. Create an Environmental Advisory Board to work alongside TAC

Mr. Roberson recommended getting people interested in having an environmental committee board. Ms. Sularz's advice is to consider main points to summary and the council to give feedback and guidance.

Motion: Jason Roberson

Motion to give recommendation to consider an Environmental Advisory Board to our Town Council, and other aspects from the executive summary presented by Ms. Smardon.

Motion by: Jason Roberson
Second by: Robin Haney
The Committee Voted: 5-0

Holly Springs' 150th Celebration

There will be a celebration, and the town would like the committee to support and be involved. Ms. Sularz wanted to bring awareness and will follow up with details when available. This would be a good way to bring awareness to the TAC.

Motion: Jason Roberson
Motion to consider attending celebration upon further information being shared.

Motion by: Jason Roberson
Second by: Marissa Parker
The Committee Voted: 5-0

Other Business

Public Comments

2 public comments regarding tree conservation efforts were received by staff and shared to the TAC for awareness.

Added Item:
CJ Buonaccorsi recommended adding 2 seats for Jr. members.

Motion: Jason Roberson
Motion to bring to Town Council to adopt change of adding jr members willing to serve and how many apply.

Motion by: Jason Roberson
Second by: Marissa Parker
The Committee Voted: 5-0

Agenda Item 13: Next Meeting

1. July 13th, 2026

Agenda Item 14: Adjournment

The meeting adjourned at 7:49p

Janet Spear, TAC Clerk

Town of Holly Springs
TREE ADVISORY COMMITTEE MINUTES
Monday April 13, 2026 - 6:00 p.m.



Town of Holly Springs Tree Advisory Committee

Agenda Cover Sheet

Agenda Item#: 5.

Consent Agenda

Title: Program Overview

Strategic Priority Area: Growth Management & Economic Vitality

Staff Resource: Sarah Sularz, Development Services

Action(s):

- No action requested. Receive as information.

Explanation:

- The Tree Advisory Committee was established to maintain eligibility and support Tree City USA good standing.
- The Committee will receive an overview of the Tree City USA program and eligibility requirements.
- Tree City USA eligibility requirements include:
 - Establish a Tree Board
 - Minimum \$2 per capita expenditure on tree related work
 - Host Arbor Day annually
 - Establish a Public Tree Care Ordinance

Background:

- The Town of Holly Springs has been a Tree City USA community since 2019; 7 years.

Funding Source(s):

Attachment(s):

None



Town of Holly Springs Tree Advisory Committee

Agenda Cover Sheet

Agenda Item#: 6.

New Business

Title: Annual Work Plan

Strategic Priority Area: Growth Management & Economic Vitality

Staff Resource: Sarah Sularz, Development Services

Action(s):

- Adopt the 2026-2027 TAC Annual Work Plan.

Explanation:

- The Annual Work Plan outlines the key activities to be completed by the Committee from July 1, 2026 - March 30, 2027.
- The Annual Work Plan helps ensure the Committee can maintain in good standing with Tree City USA standards.
- The TAC will participate in 4 community events over the course of the year, including the planning and holding of the annual Arbor Day event which is required for Tree City USA designation.
- Community events provide opportunities for the TAC to inform and educate the public of the importance and need for tree preservation and maintenance.

Background:

- The Tree Advisory Committee started an Annual Work Plan in 2023.
- All work plan tasks for 2025 - 2026 were completed.

Funding Source(s):

Attachment(s):

None



Town of Holly Springs Tree Advisory Committee

Agenda Cover Sheet

Agenda Item#: 7.

Consent Agenda

Title: 2026 Street Tree Replacement Program

Strategic Priority Area: Growth Management & Economic Vitality

Staff Resource: Sarah Sularz, Development Services

Action(s):

- Approve 2026 Street Tree Replacement Program criteria and methodology.

Explanation:

- The Town Council allocates funding for the Street Tree Replacement Program, which is administered by Development Services.
- The TAC is charged with assisting with recommendations on the methodology/criteria for the expenditure of funds for the Street Tree Replacement Program.
- The 2025 program had \$45,000 allocated for Street Tree Replacement Program. 2025 initiatives included:
 - 10% of the funding for the program will be reserved for new street tree placements in addition to the typical replacement grants covered by the program.
 - Create more public awareness of the program.
 - Establish a HOA "bulk" application.
- The 2026 program will have \$45,000 for Street Tree Replacement grants.
- Development Services will recommend updates to the program criteria based on previous resident and TAC feedback.
- The 2026 Street Tree Replacement Program will be open August 21 - October 2, 2026

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.
- Since 2019, the Town of Holly Springs has tracked the quantity, health, and species diversity of the street trees planted.
The goal is to meet standards set by the 2022 Wake County's Urban Forest Assessment Report that a tree canopy not exceed 30% one family of tree, not exceed 20% one genus, and not exceed 10% one species.
- The Street Tree Program has been funded by Town Council since 2019.

Funding Source(s):

Attachment(s):

None



Town of Holly Springs Tree Advisory Committee

Agenda Cover Sheet

Agenda Item#: 8.

New Business

Title: Unified Development Ordinance Amendments

Strategic Priority Area: Growth Management & Economic Vitality

Staff Resource: Sarah Sularz, Development Services

Action(s):

- Motion to endorse the Unified Development Ordinance (UDO) Amendments for Town Council consideration.

Explanation:

- The Unified Development Ordinance (UDO) includes requirements for tree plantings in a variety of development scenarios.
- The UDO is reviewed annually and recommendations are made to the TAC for updates to the Street Tree standards and other supporting requirements.
- Amendments for consideration will include:
 - Tree planting requirements for residential lots
 - Street Tree spacing requirements
 - Permitted Street Tree species listing
 - Required planting sizes

Background:

- The TAC is tasked with reviewing and making recommendations on updates to the town's tree maintenance guidelines and preferred tree selection criteria.

Funding Source(s):

Attachment(s):

None



Town of Holly Springs Tree Advisory Committee

Agenda Cover Sheet

Agenda Item#: 9.

New Business

Title: Holly Fest Planning - October 31st

Strategic Priority Area: Growth Management & Economic Vitality

Staff Resource: Sarah Sularz, Development Services

Action(s):

- Discuss Tree Advisory Committee participation at HollyFest.
- Provide direction on tree giveaway and activities.

Explanation:

- HollyFest will be held on Saturday, October 31, 2026, from 10 a.m. - 4 p.m. at Sugg Farm at Bass Lake Park.
- There are 2 volunteer shifts that are available for the TAC to attend. Please sign up for one shift to commit to.
- Members of the committee will be needed to volunteer during the day of the event.

Background:

- The Annual Work Plan identifies HollyFest as 1 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.
- Last year, 450 trees were given to attendees.

Funding Source(s):

Attachment(s):

None