



Town of Holly Springs  
Tree Advisory Committee  
6:00 PM **Monday, October 14, 2024**

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

## Agenda

### **1. Call to Order**

### **2. Agenda Adjustment**

### **3. Minutes**

- a. • July 8, 2024 Regular Meeting Minutes

### **4. Tree City USA**

- a. Tree City USA Annual Application

### **5. Street Tree Replacement Program**

- a. Street Tree Grants & Town Project Update

### **6. Arbor Day & Education Events**

- a. HollyFest Planning: October 26th

### **7. Other Business**

### **8. Next Meeting**

### **9. 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*

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**Agenda Item#: 3.a.**

**Title:**

- July 8, 2024 Regular Meeting Minutes

**Strategic Priority Area:**

**Staff Resource:** Sean Ryan, Development Services

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**Action(s):**

- Approve July 8, 2024 minutes

**Explanation:**

**Background:**

**Funding Source(s):**

**Attachment(s):**

1. 07082024\_Minutes



# Town of Holly Springs Tree Advisory Committee Minutes: July 8, 2024

Development Services • 128 S. Main Street • P.O. Box 8 • Holly Springs, NC 27540

## Agenda Item 1: ROLL CALL

The Tree Advisory Committee met on Monday, July 8, 2024 in Town Hall at 128 South Main Street at 6:00 P.M. **Quorum was established.**

Members Present: Marissa Parker, Vice Chair  
Eric Dean  
Jason Roberson  
Rebekah Faulkner (Jr Member)

Members Absent: Russell Lichtenstein  
Ginny Suever  
Amber Sauer

Ex-Officio

Members Present: Annie Drees, Town Council Representative  
Joanna Holder, Planning Board Representative  
Susan Smith, Parks & Rec Advisory Committee

Ex-Officio

Members Absent: Sarah Larson, Parks & Rec Advisory Committee

Staff Present: Sean Ryan, Planning Manager  
Nikki St. Pierre, Clerk  
Andrew Snyder, Parks & Rec  
Conor Ryan, Planner I  
Bridget Peters, Planning Intern, Development Services

Others Present: Joseph Cuccurullo, Planning Board Representative Alternate

## Agenda Item 2: Agenda Adjustment

No Agenda Adjustments

## Agenda Item 3: Minutes

- a. January 8, 2024 Regular Meeting Minutes
- b. April 8, 2024 Regular Meeting Minutes

Motion:

Motion to approve both January 8, 2024 and April 8, 2024 Minutes.

Motion by: Council Member, Annie Drees

Second by: Jason Roberson

#### Agenda Item 4: Board Update

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##### a. New & Returning Members

All members provided a brief introduction to themselves

##### b: Election of Officers

The TAC members have agreed to the following election of Officers:

- Appoint **Marissa Parker** as Chairperson
- Appoint **Eric Dean** as Vice Chairperson

#### Agenda Item 5: Tree City USA

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The 2024 Tree Advisory annual work program was presented to the committee by Mr. S Ryan. No Action is required, this is for discussion and feedback only.

Ms. Smith (P&R) asks about establishing a Tree Pruning Program, creating a solution to educate HOA's. Create outreach programs to educate the residents, include more videos.

#### Agenda Item 6: Street Tree Replacement Program

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Mr. S Ryan presents the 2024 Street Tree Replacement Program to the Tree Advisory Committee, providing 5-year data of the program.

Mr. S Ryan confirms Street Trees are tagged and provide information to the homeowner in how to take care of the tree.

Mr. S Ryan opens the floor for discussion asking the TAC what their priorities for street tree replacement are? It was discussed to advertise and inform the community more of upcoming timelines.

#### Agenda Item 7: Tree Standards & Guidelines

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Mr. C. Ryan presents to TAC:

- Review relevant UDO standards for street trees
- Review Town street tree inventory changes since last year

No action required. For information and discussion only.

#### Agenda Item 8: Arbor Day & Education Events

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Ms. Peters presents to TAC.

TAC Discuss the planning of HollyFest 2024.

TAC recommends the difficulties in tree giveaway; TAC had 100 trees remaining after 2023 HollyFest, leftovers were given away at the Farmers Market. TAC suggests a “pick up booth” at the exit of HollyFest. Allowing families to continue enjoying HollyFest and pick up their tree on the way out.

TAC discusses reducing the order by 50 (=450) and focus on smaller species.

Mr. Roberson suggests HollyFest volunteers = 2 adults 1 High School student  
Ms. Parker will discuss HollyFest volunteering with Scouts of America

TAC discusses possible ion of Children’s Activities

No action required. For information and discussion only.

*Agenda Item 9: Other Business*

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No other Business

*Agenda Item 10: Next Meeting*

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October 14, 2024

*Agenda Item 11: Adjournment*

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The meeting adjourned at 7:30pm

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Nikki St. Pierre  
TAC Clerk



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

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**Agenda Item#: 4.a.**

## **New Business**

**Title:** Tree City USA Annual Application

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

**Staff Resource:** Cheryl Caines, Development Services

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## **Action(s):**

- Receive an update on the 2024 Tree City USA application.

## **Explanation:**

- The Tree Advisory Committee is responsible for meeting the obligations of the Tree City USA program.
- Application to the program is required each year.

## **Background:**

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

## **Attachment(s):**

None



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

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**Agenda Item#: 5.a.**

## **New Business**

**Title:** Street Tree Grants & Town Project Update

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

**Staff Resource:** Sean Ryan, Development Services

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## **Action(s):**

- Receive updates on the 2024 Street Tree Grant Program.

## **Explanation:**

- The Town Council allocates funding for the Street Tree Replacement Program which is administered by Development Services and the Tree Advisory Committee.

## **Background:**

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

## **Attachment(s):**

None



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

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**Agenda Item#: 6.a.**

## **New Business**

**Title:** HollyFest Planning: October 26th

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

**Staff Resource:** Sean Ryan, Development Services

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## **Action(s):**

- Discuss Tree Advisory Committee participation at HollyFest.

## **Explanation:**

- 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.
- Volunteers will be needed by from members of the Committee on the day of the event.

## **Background:**

- HollyFest will be held on Saturday, October 26, 2024 from 10 a.m. - 4 p.m. at Sugg Farm at Bass Lake Park.

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

## **Attachment(s):**

None