



## Agenda

### **Call to Order**

### **Roll Call**

### **Pledge of Allegiance**

### **Invocation**

### **Agenda Adjustment**

### **Approval of Minutes**

1. April 14, 2025 Regular Meeting Minutes

### **TAC Board Updates**

1. New & Returning Members
2. Election of Officers

### **Tree City USA**

1. Tree Advisory Committee Annual Work Plan

### **Street Tree Replacement Program**

1. Street Tree Grants & Town Project Update

### **Ordinances and Policies**

1. Approved Street Tree List

### **Education and Outreach**

1. HollyFest Planning - October 25th

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



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

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## **Agenda Item#: 1.**

### **New Business**

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

**Strategic Priority Area:**

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

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### **Action(s):**

Approve April 14, 2025 minutes

### **Explanation:**

### **Background:**

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

### **Attachment(s):**

1. 14042025\_Minutes

Town of Holly Springs  
TREE ADVISORY COMMITTEE MINUTES  
Monday April 14, 2025 - 7:00 p.m.

Agenda Item 1, 2, 3, & 4:

The Tree Advisory Committee met on Monday, April 14, 2025, in Town Hall at 128 South Main Street at 6:00 P.M. **Quorum was established.**

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

Members Absent:

Ex-Officio

Members Present:     Annie Drees, Town Council Representative  
                              Sara Kempin, Planning Board Alternate  
                              Melinda Walker, Parks & Rec Advisory Committee

Ex-Officio

Members Absent:     Sarah Larson, Parks & Rec Advisory Committee  
                              Joanna Holder, Planning Board Representative

Staff Present:         Sarah Lipkin Sularz, Senior Planner  
                              Sean Ryan, Planning Division Manager  
                              Mackenzie Fretz, Clerk

Others Present:

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

Agenda Item 5: Agenda Adjustment

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No Agenda Adjustments

Agenda Item 6: Minutes

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- a. July 8, 2024, Regular Meeting Minutes

Motion:

Motion to approve the July 8, 2024, regular meeting minutes.

*Motion by: Marissa Parker*

*Second by: Eric Dean*

*The Committee Voted: 3-0*

## Agenda Item 7: Arbor Day

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- a. 2025 Arbor Day recap and 2026 Arbor Day planning

Ms. Sularz gave a brief recap of Arbor Day that was held on March 22<sup>nd</sup>, 2025.

The committee discusses plans for the 2026 Arbor Day event. Mr. Dean states that he hopes for additional advertising for this event and the committee agreed.

## Agenda Item 8: Tree City USA

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- a. 2024 Tree City USA Annual Application

Ms. Sularz went over a brief recap and overview of the 2024 Tree City USA application. The Committee had questions on the recap including costs of tree removal per tree.

## Agenda Item 9: Street Tree Replacement Program

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- a. 2024 Street Tree Replacement Program
- b. Town-Led Street Tree Planting Initiative

Ms. Sularz updates on the 2024 street tree program and the next steps on the 2025 street tree program. The Committee inquiries on equal distribution of trees throughout the Town. Ms. Sularz points out that there was a tree canopy study done by Wake County to make suggestions on tree plantings within the Town.

The Committee discusses that they are doing great on community outreach and would like to see more. Ms. Faulkner suggests additional advertising within Suburban Living magazine and the Committee agreed to investigate this suggestion.

The Committee discusses goals for upcoming tree plantings including diseased trees, costs, and programs. Difficult to assist entire neighborhoods. Staff can take feedback back and if confined can attempt to get ahead before spreads.

The Committee then discusses increasing the tree canopy as part of the tree program and targeting communities lacking trees.

The Committee makes a motion to expand the canopy of the existing grant program.

Motion:

Motion to expand the canopy of the existing grant program and to include planting for 10% of overall budget.

*Motion by: Marissa Parker*

*Second by: Eric Dean*

*The Committee Voted: 3-0*

## Agenda Item 10: Education and Outreach

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- a. 2025 Tree Pruning Workshops

Ms. Sularz presents an overview of the tree pruning workshop and discusses holding this program in February as well as late fall. The Committee liked the idea of holding an additional tree pruning workshop

Town of Holly Springs  
TREE ADVISORY COMMITTEE MINUTES  
Monday April 14, 2025 - 7:00 p.m.

in late fall but has concerns about ending terms and open seats within the TAC being filled in time to plan for late fall and requests this be added to the next TAC meeting agenda.

b. Wild About Nature

Ms. Sularz discusses TAC involvement for the upcoming Wild About Nature event that will be held on May 17<sup>th</sup>, 2025. She stated that volunteers will be needed and recommended some ideas for this event. The Committee agrees they like the idea of a game during the event.

c. HollyFest 2025 Planning

Ms. Sularz touched on HollyFest 2025 and explains this will be discussed in the future as we move toward the event.

*Agenda Item 11: Other Business*

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No other Business

*Agenda Item 12: Next Meeting*

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a. July 14<sup>th</sup>, 2025

*Agenda Item 13: Adjournment*

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The meeting adjourned at 7:38pm

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Mackenzie Fretz  
TAC Clerk



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

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## **Agenda Item#: 1.**

### **Organizational Meeting**

**Title:** New & Returning Members

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

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

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### **Action(s):**

- Welcome and introductions of Committee membership.

### **Explanation:**

- The Town Council made appointments to the TAC in April for new terms beginning July 1, 2025.
- The TAC is welcoming 3 new regular members and 1 new youth member.

### **Background:**

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

### **Attachment(s):**

None



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

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## **Agenda Item#: 2.**

### **New Business**

**Title:** Election of Officers

**Strategic Priority Area:**

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

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### **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 for 1-year from election 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 2024 Chairperson was Marissa Parker.
- The 2024 Vice-Chairperson was Eric Dean.

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

### **Attachment(s):**

None



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

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## **Agenda Item#: 1.**

**Title:** Tree Advisory Committee Annual Work Plan

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

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

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### **Action(s):**

- Adopt the 2025 TAC Annual Work Plan

### **Explanation:**

- The Annual Work Plan outlines the key activities to be completed by the Committee from July 1, 2025 - June 30, 2026.
- 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 general 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 2024 - 2025 were completed.

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

### **Attachment(s):**

1. TAC Work Plan\_2025

2025 TAC WORK PLAN	July	August	September	October	November	December	January	February	March	April	May	June
Goal 0: Board Organization	Select TAC Chair and Vice Chair for upcoming year.	No Activities	No Activities		No Activities	No Activities						No Activities
Goal 1: Plan Arbor Day event and coordinate with Parks for Creek Week.				Discuss Creek Week & Arbor Day Plans			Finalize Arbor Day Plans	Arbor Day Event (Creek Week)	Arbor Day Recap			
Goal 2: Prepare and submit annual Tree City USA application.				Discuss application and record list of edits and revisions for staff to make.								
Goal 3: Finalize plans for annual street tree grant program.				Discuss results of street tree grant program and get direction from TAC on how to spend any remaining street tree replacement funds.					Hold discussion of program and record list of recommended edits and revisions for final report.			
Goal 4: Provide an annual Tree Analysis: replacements, locations, dates, and who completed the work.									Review report and record list of recommended edits and revisions.			
Goal 5: Review permitted street tree species list for maintenance, plant selection, and recommended updates.	Discuss recommended changes with Staff.											
Goal 6: Hold four (4) standing annual events each year - Tree Pruning, March Arbor Day, Wild About Nature, and Holly Fest.	Prepare tree giveaway for Holly Fest.			Prepare tree giveaway for Holly Fest.			Plan Tree Pruning and Arbor Day events with staff input.	Hold Pruning Event	Hold Arbor Day Event	Arbor Day Recap. Plan Wild About Nature event with staff input.	Hold Wild About Nature Event	
			Hold Holly Fest Event									
Color	Explanation											
	Tasks to be completed at quarterly TAC meetings											
	Special events to be held throughout the calendar year											



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

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## **Agenda Item#: 1.**

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

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

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

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### **Action(s):**

- Receive updates on the 2025 Street Tree Grant Program.
- Provide feedback on the recommended 2025 program guidelines.

### **Explanation:**

- The 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.
- in 2024, the TAC requested 10% of the funding for the program be reserved for new street tree placements in addition to the typical replacement grants covered by the program.
- The 2025 Street Tree Replacement Program will be open August 25 - October 4, 2025

### **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



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

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## **Agenda Item#: 1.**

### **New Business**

**Title:** Approved Street Tree List

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

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

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### **Action(s):**

- Review the current approved street tree listing.
- Make a recommendation to approve / deny / modify the recommended updates to the street tree species list.

### **Explanation:**

- The Unified Development Ordinance (UDO) contains a list of approved street trees.
- The list is reviewed annually and recommendations are made to the TAC for updates to the list.

### **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):**

1. ApprovedStreetTreeList\_2025
2. StreetTreeRecommendedEdits\_2025

Table 5.3.5-A - Approved Street Tree Species

Scientific Name	Common Name
<i>Acer saccharinum</i>	Sugar Maple
<i>Acer X freemanii</i>	Freeman Maple
<i>Aesculus X carnea "Briotii"</i>	Ruby Red Horse Chestnut
<i>Carpinus caroliniana</i>	American Hornbeam
<i>Carya cordiformis</i>	Bitternut Hickory
<i>Carya glabra</i>	Pignut Hickory
<i>Carya ovata,</i>	Shagbark Hickory
<i>Castanea mollissima</i>	Chinese Chestnut
<i>Celtis laevigata</i>	Sugar Hackberry
<i>Celtis occidentalis</i>	Common Hackberry
<i>Diospyros virginiana</i>	Persimmon
<i>Fagus grandifolia</i>	Beech
<i>Fraxinus americana</i>	White Ash
<i>Fraxinus pennsylvanica</i>	Green Ash
<i>Ginkgo biloba</i>	Ginkgo
<i>Gleditsia tricanthos inermis "Shademaster"</i>	Shademaster Honeylocust
<i>Gymnocladus dioicus</i>	Kentucky Coffeetree
<i>Liriodendron tulipifera</i>	Tulip-Poplar
<i>Magnolia acuminata</i>	Cucumber Magnolia
<i>Metasequoia glyptostroboides</i>	Dawn Redwood
<i>Nyssa sylvatica</i>	Black Gum
<i>Ostrya virginiana</i>	Hophornbeam
<i>Quercus alba</i>	White Oak

Table 5.3.5-A - Approved Street Tree Species

Scientific Name	Common Name
<i>Quercus coccinea</i>	Scarlet Oak
<i>Quercus Falcata</i>	Southern Red Oak
<i>Quercus laurifolia</i>	Laurel Oak
<i>Quercus lyrata</i>	Overcup Oak
<i>Quercus nuttalli</i>	Nuttall Oak
<i>Quercus palustris</i>	Pin Oak
<i>Quercus phellos</i>	Willow Oak
<i>Quercus robur</i> "Fastigiata"	Fastigiante English Oak
<i>Quercus rubra</i>	Northern Red Oak
<i>Quercus rubra maxima</i>	Eastern Red Oak
<i>Querus shumardii</i>	Shumard Oak
<i>Querus stellate</i>	Post Oak
<i>Querus velutina</i>	Black Oak
<i>Taxodium distichum</i>	Bald Cypress
<i>Tilia cordata</i>	Little Leaf Linden
<i>Ulmus parvifolia</i>	Lacebark Elm
<i>Zelkova serrata</i>	Japanese Zelkova
<i>Magnolia grandiflora</i>	Southern Magnolia
<i>Pinus thunbergiana</i>	Japanese Black Pine
<i>Quercus laurifolia</i>	Laurel Oak
<i>Quercus virginiana</i>	Live Oak
<i>Tsuga canadensis</i>	Canadian Hemlock
<i>Tsuga caroliniana</i>	Carolina Hemlock

Table 5.3.5-A - Approved Street Tree Species

Scientific Name	Common Name
<i>Cercis canadensis</i>	Eastern Redbud
<i>Cercis chinensis</i>	Chinese Redbud
<i>Chionanthus retusus</i>	Chinese Fringetree
<i>Chionanthus virginicus</i>	Fringetree
<i>Cornus florida</i>	Flowering Dogwood
<i>Cornus kousa</i>	Kousa Dogwood
<i>Cornus kousa</i> X <i>florida</i>	Rutger's Hybrid Dogwood
<i>Corylus Americana</i>	American Hazelnut
<i>Cotinus coggyria</i>	Smoketree
<i>Crataegus phaenopyrum</i>	Washington Hawthorne
<i>Crataegus viridis</i> 'Winter King'	Green Hawthorne
<i>Halesia carolina</i>	Carolina Silverbell
<i>Lagerstroemia indica</i>	Crape-Myrtle
<i>Magnolia liliflora</i>	Lily Magnolia
<i>Magnolia soulangiana</i>	Saucer Magnolia
<i>Magnolia stellata</i>	Star Magnolia
<i>Magnolia tripetala</i>	Umbrella Tree
<i>Magnolia</i> X <i>loebneri</i> "Merrill"	Merrill Magnolia
<i>Oxydendrum arboreum</i>	Sourwood
<i>Pistacia chinensis</i>	Chinese Pistache
<i>Prunus cerasifera</i> "Pissardii"	Purpleleaf Plum
<i>Prunus serrulata</i> kwanzan	Kwanzan Cherry
<i>Prunus subhirtella pendula</i>	Weeping Cherry

Table 5.3.5-A - Approved Street Tree Species

Scientific Name	Common Name
Prunus X "Okame"	Okame Cherry
Prunus yedoensis	Yoshino Cherry
Acer buergeranum	Trident Maple
Acer campestre	Hedge Maple
Acer griseum	Paperbark Maple
Acer palmatum	Japanese Maple
Acer truncatum	Purplebow Maple
Carpinus betulus	European Hornbeam
Carpinus caroliniana	American Hornbeam
Ulmus parvifolia	Chinese Elm
Chanaecypris obtusa "Filicoides"	Hinoki Flasecypress

Common Name	Scientific Name	Rationale
<b>Request to Remove:</b>		
Ruby Red Horse Chestnut	<i>Aesculus x Carnea "Briotii"</i>	Many problems; not suitable for urban street tree
Bitternut Hickory	<i>Carya Cordiformis</i>	Many problems; not suitable for urban street tree
Hinoki Falsecypress	<i>Chanaecypris Obtusa "Filicoides"</i>	Too big (100'+)
White Ash	<i>Fraxinus Americana</i>	Susceptible to the emerald ash borer.
Green Ash	<i>Fraxinus Pennsylvanica</i>	Susceptible to the emerald ash borer.
Sourwood	<i>Oxydendrum Arboreum</i>	Not a good street tree, intolerant to pollution
Live Oak	<i>Quercus Virginiana</i>	Typical coastal tree, needs more space than median
Lacebark Elm	<i>Ulmus Parvifolia</i>	Self seeding and susceptible to many diseases
Chinese Elm	<i>Ulmus Parvifolia</i>	Self seeding and susceptible to many diseases
Hedge Maple	<i>Acer Campestre</i>	Invasive
Washington Hawthorne	<i>Crataegus Phaenopyrum</i>	Has thorns
Saucer Magnolia	<i>Magnolia Soulangiana</i>	Has large root systems and is not good by sidewalks
Purpleleaf Plum	<i>Prunus Cerasifera "Pissardii"</i>	Typical short lifespan
Yoshino Cherry	<i>Prunus x Yedoensis</i>	Short Lifespan
Okame Cherry	<i>Prunus x "Okame"</i>	Short Lifespan, not prolific in clay soils
<b>Request to Add:</b>		
Serviceberry	<i>Amelanchier Arborea</i>	Display visual interest 3 seasons, strong single trunk, attractive features, and adaptability to urban environments



# Town of Holly Springs Tree Advisory Committee

*Agenda Cover Sheet*

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## **Agenda Item#: 1.**

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

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

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

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### **Action(s):**

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

### **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.
- Last year, 450 trees were given to attendees.
- Volunteers will be needed by from members of the committee on the day of the event.

### **Background:**

- HollyFest will be held on Saturday, October 25, 2024 from 10 a.m. - 4 p.m. at Sugg Farm at Bass Lake Park.

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

### **Attachment(s):**

None