



CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD AGENDA

100 Main Street, Colleyville, Texas, 76034
Executive Conference Room - Third Floor

THURSDAY, JANUARY 23, 2025 - 9:00 AM

1. CALL TO ORDER

2. APPROVAL OF MINUTES

December 19, 2024

3. REGULAR AGENDA ITEMS

3a Consideration of the Parkway Tree Grant Program

3b Consideration of the Street Tree List

3c Consideration of the Planting and Maintenance Guidelines

3d Update on current City projects and parks

3e Set date for next meeting

4. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards *Friday, January 17, 2025* by 5:00 p.m.

Christine Loven
City Secretary

A quorum of any Colleyville board, commission, or committee may be present at this meeting. Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1133, and reasonable accommodations will be made to assist you.



CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD MINUTES

100 Main Street, Colleyville, Texas, 76034
Executive Conference Room - Third Floor

THURSDAY, DECEMBER 19, 2024

1. CALL TO ORDER

The City of Colleyville Tree Board Meeting was called to order on December 19, 2024 at 10:30 a.m.

Roll Call

Present: Scotty Richardson, John Hillebrand, Tom Morr, and Kris Potts

Staff Present: Adrienne Lothery, Ben Bryner, Jacquelyn Reyff, Joe Flynn, Lisa Escobedo, and Chris Pham

2. REGULAR AGENDA ITEMS

2a Development of Parkway Tree Grant Program

Kris Potts presented the Parkway Tree Grant Program to the Tree Board. He explained that the Parkway Tree Grant Program would provide reimbursement funds to residents and HOAs to assist with parkway tree plantings. He presented options to the Board regarding funding and asked the board how funding should be administered.

The Tree Board explored the available options, including funding by street type, road length, or number of trees. The Tree Board asked Lisa Escobedo how funding was administered for the Beautification Committee's grant programs. She stated that applications were reviewed by the Beautification Committee and that projects were reimbursed 50% of their costs up to a maximum amount. The Tree Board made the determination that grants should be available to residents and HOAs who would commit to planting and maintaining a minimum number of 3 trees and that funding would be provided for projects with a maximum project cost of \$20,000. Tom Morr inquired about whether parkway trees within private subdivisions would be included in the tree planting program. There was discussion amongst the board whether the Parkway Tree Grant Program should be provided for roads within subdivisions, or if the funding should be limited to plantings along major thoroughfares identified in

the Master Thoroughfare Plan. The Tree Board concluded the discussion by agreeing that for the first phase of the program, it would be best to prioritize major thoroughfares and to focus funds on public streets with major visibility. Phase 2 of the program would add interior streets as options for grant funding.

The Tree Board then discussed how applications would be reviewed and approved. There was discussion amongst the board whether the applications would require review from the Tree Board and who would be the approving body. Staff stated that the Beautification Committee would be the final approval, but that the Tree Board could have as much involvement in the process as they deemed fit. The Tree Board concluded that the staff arborist would do a review of any grant applications, and valid applications would be sent directly to the Beautification Committee.

2b Evaluate Street Tree List

Kris Potts presented a draft street tree list to the board. The tree list identified trees that were best suited on Exterior Streets and trees that were better suited within neighborhoods based on visibility and design criteria. The tree board inquired about how the street tree list was comprised, to which staff stated they were chosen based on height and whether trees had more horizontal or vertical growth patterns. The board inquired about whether different species would be allowed and what avenues applicants could take if they had different preferred species. The board and staff concluded that applicants could contact the city to discuss if different species were requested.

2c Establish Planting and Maintenance Guidelines

Kris Potts presented a list of maintenance and planting guidelines that would be required as part of tree plantings. The board inquired where the guidelines were made available and how they would be enforced. Kris Potts stated that the guidelines could be included as part of the application and that acknowledgement of the planting standards could be made required. City staff stated that proper tree planting could be made a determining factor in the grant fund administration and that an on-site inspection would be done prior to reimbursement.

2d Set date for next meeting

Kris Potts presented to the board the future agenda items. The next goal of the board would be to establish future plantings in city projects and parks. He presented the work that has been done so far, including a Parks Tree Survey which tracked the overall health of trees within all Colleyville Parks and the status of an RFP to remove

dead, diseased, and hazardous trees. The board inquired about the goals of future projects and their involvement on plantings. John Hillebrand asked whether maps which showed current plantings and irrigation lines could be made available to plan future plantings. City staff and the board discussed how to determine what areas had working irrigation for plantings.

The Board and staff discussed what date would work best for a future meeting date and what frequency they would be meeting. The Board determined that the next meeting date would be January 23, 2025 and that the board would meet as needed.

4. ADJOURNMENT

The meeting adjourned at 11:30 a.m.

The minutes were written and prepared by:

Christopher Pham

Christopher Pham
Planner

The meeting minutes were approved on xx, 2025 by a vote of __.



CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD BRIEFING

Agenda Number 3a

Agenda Date 1/23/2025

Number 3a

Type Regular Agenda Items

Department Community Development

Title

Consideration of the Parkway Tree Grant Program

Explanation

A presentation is attached to this item which will highlight all the items for discussion on this agenda.

Attachments

1. Colleyville Tree Board Discussion Presentation



Colleyville Tree Board Meeting

Colleyville Tree Board

January 23, 2025

Action item:

2a Approval of the Colleyville Tree Board Minutes of December 19, 2024

Items for discussion:

3a Consideration of the Parkway Tree Grant Program

3b Consideration of the Street Tree List

3c Consideration of the Planting and Maintenance Guidelines

3d Update on current City projects and parks

3e Set next meeting date

Minutes

3a. Parkway Tree Grant Funding Parameters



Grant Amounts: \$75,000 budget annually

Program Parameters:

Grants are available as reimbursements within the following range:

- Grants will reimburse matching funds up to 50 % of the project cost up to \$10,000 per project.
- **Maximum:** \$10,000 [Project amount =< \$20,000]
Minimum: To be eligible for funding applicants must plant a minimum of 3 trees
- **Plantings Standards:** All Trees planted shall meet the requirements of the Land Development Code Chapter 5 Section 5.10 – Tree Planting Standards
- **Distribution:** Applicants are eligible for reimbursement after work is completed and inspected.

* Initial phase of project will only cover eligible major thoroughfares. (eg: Hall Johnson, Pool Rd.) Phase 2 will add neighborhood level - interior streets at a later date. (eg: Murphy Rd, San Bar Ln)

3a. Parkway Tree Grant Application



Draft Application:

HOA / Resident submits application along with aerial picture / site plan showing total project area, existing trees, and proposed trees.

- Applications are expected to open February 1st 2025
- Application is reviewed by City Arborist and shared with Tree Board
- Applications move to the Beautification Committee for funding
- Once plantings are completed, City Arborist will inspect to ensure trees have been planted correctly.

		Parkway Tree Placement Application and Agreement <small>(Please print clearly)</small>		City of Colleyville 100 Main Street Colleyville, TX 76034 817.503.1055	
Part 1. Property Owner Information			Part 2. Applicant Information		
Site Street Address:			Name of Applicant:		
Name of Property Owner:			Street Address of Applicant:		
Address of Property Owner:			City/State/Zip:		
City/State/Zip:	Telephone:	Relationship to Property Owner:		Telephone:	
Email Address of Property Owner:			Email Address of Applicant:		
Legal Description of Property:					
Part 3. Tree Selection: Tree planting location is limited to main thoroughfares for Phase 1 of the program.					
Check the appropriate boxes:					
<input type="checkbox"/> TP = Texas Pistache	No. of Trees _____	<input type="checkbox"/> *PE = Princeton Elm	No. of Trees _____		
<input type="checkbox"/> LE = Lacebark Elm	_____	<input type="checkbox"/> *CO = Chinquapin Oak	_____		
<input type="checkbox"/> CE = Cedar Elm	_____	<input type="checkbox"/> *CLO = Cathedral Live Oak	_____		
<small>* Mature Height too tall near utility lines</small>					
Tree Maintenance Agreement:					
PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE AGREEMENT					
I hereby acknowledge that I am the owner of the above said property. I agree to accept complete maintenance responsibility for the tree(s) placed at this location which include checking the water needs of each tree each week during the establishment period after planting, and water accordingly; keeping the tree wells free of leaves, debris and weeds, and mulched as necessary; and will maintain the stakes and ties until the time at which they should be removed.					
I also understand this request does not guarantee that a tree(s) will be placed adjacent to/on my property. Upon receipt of this request, a site analysis and review by the Tree Board will be performed to determine the suitability of planting a tree(s) at this location.					
Date: _____					
Printed Name (Property Owner): _____			Signature (Property Owner): _____		
Part 4. For Office Use Only					
Reviewed by:	Staff Recommendation Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Trees:	Species of Tree:	Date Trees Planted:	Date Inspected:
			J		
Project details / costs:			Number of Existing Trees:		
Comments & Special Conditions:					
Distribution: <input type="checkbox"/> City Arborist <input type="checkbox"/> Tree Board <input type="checkbox"/> Applicant			Project Number:		

3b. Proposed Street Tree List – Exterior Streets



Exterior Streets:

To be placed on major city streets outside of neighborhood streets. (eg: Hall Johnson, Pool Rd)

Currently Phase 1 will only be focused on exterior streets, or main-thoroughfares.

Phase 2 will open the program for interior streets at a later date / depending on funding.

- If a different species is requested please contact the city arborist to discuss alternative options.



Texas Pistache

Leaves are relatively small, shiny, and usually evergreen with a bronze color at the growing tips. Small, white flowers bloom in spring and summer. Mature Height: 12' to 20'



* Princeton Elm

Medium to large deciduous, vase shaped broad crown with yellow foliage in the fall. Dutch Elm resistance. Mature Height: 50' to 80'



Lacebark Elm

A medium-sized landscape tree. Bark is thin and dark brown when young; older trees develop random exfoliating patches that reveal brown, gray, or orange bark underneath. Mature Height: 30' to 40'



* Chinkapin Oak

A medium or large tree, with a rounded crown of glossy, green foliage. It is also planted widely as a shade tree. Mature Height: 40' to 70'



Cedar Elm

Medium to large deciduous tree with small broad leaves with flowers. One of the most common Elm species in Texas. Mature Height: 20' to 40'



* Cathedral Oak

Medium to large evergreen, tall straight trunks with glossy dark leaves. Mature Height: 40' to 70'

* Mature Height too tall near utility lines

3c. Discussion of Planting and Maintenance Guidelines



3c. Planting and Maintenance Guidelines



1) Select the right tree for your location.

Use a tree that will grow well in your part of the state and make sure it has plenty of room— vertically and horizontally—for the canopy and roots to grow.

2) Dig the hole at least twice as wide as the root ball.

Dig a square hole no deeper than the root ball. This keeps the roots from settling too deep while still allowing them to penetrate the surrounding soil.

3) Fill the empty hole with water and check the drainage.

If it takes longer than 24 hours to drain, select another site. A tree will die if its roots are underwater for long periods of time.

4) Prune the tree sparingly and only if necessary.

Remove only dead, broken and diseased branches and roots that are crushed and girdling, or growing around the main stem.

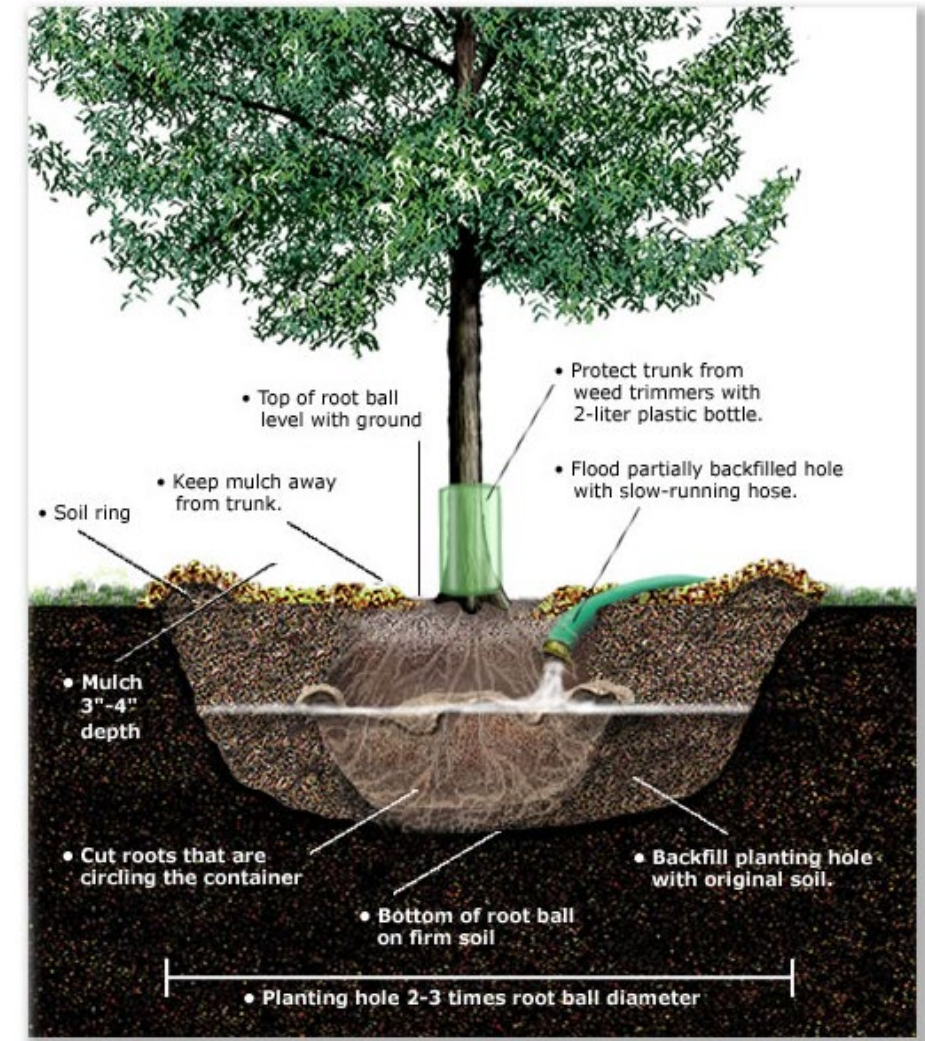
Removing even a small portion of healthy canopy actually slows root growth and delays establishment. A thoughtfully selected tree shouldn't need to be pruned.

5) Set the tree in the hole with the root collar (area just above the roots) flush or slightly above natural grade.

Planting too deep is a leading cause of mortality in newly planted trees. Don't pick up the tree by the trunk. Always handle by the container or root ball.

6) Remove all foreign materials from the root ball.

This includes wires, twine, cords, containers and non-biodegradable bags. If planting a tree with roots wrapped in burlap, remove as much of the burlap as possible. This allows water to seep in and the roots to grow out.



3d. City Projects and Parks



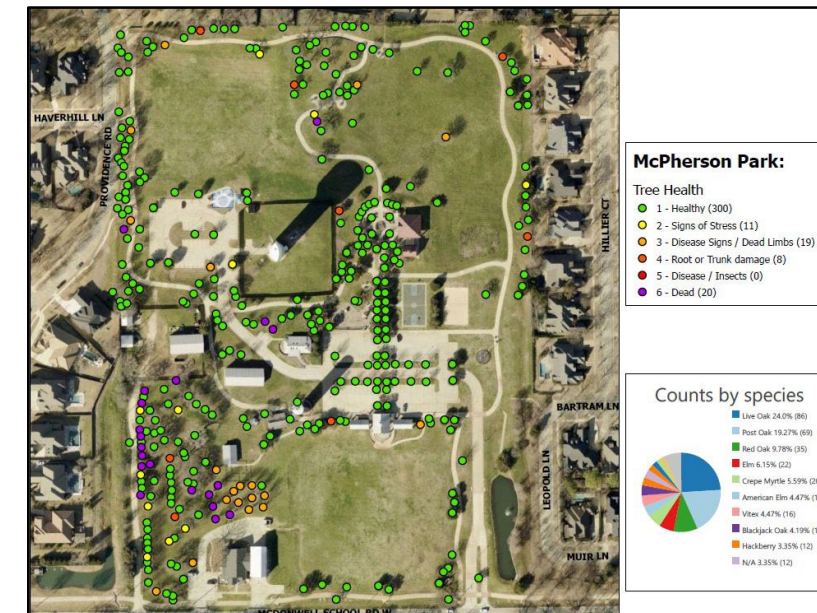
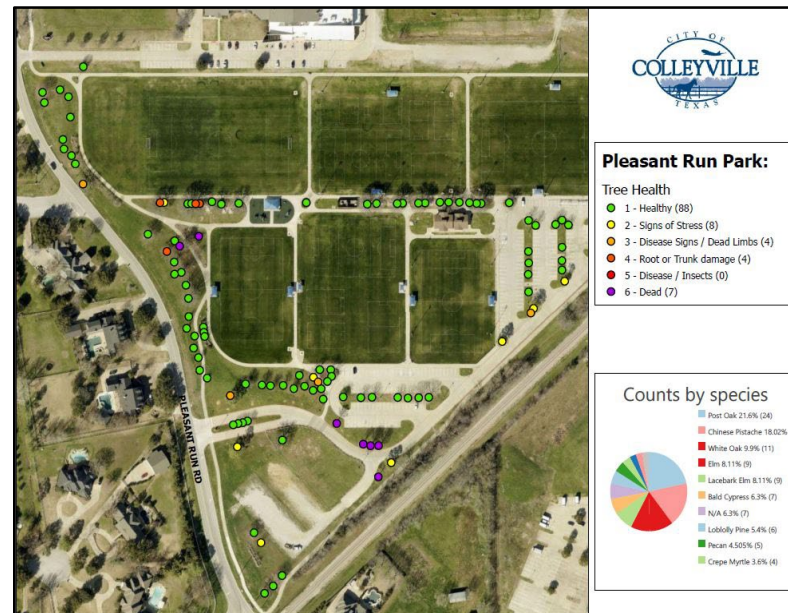
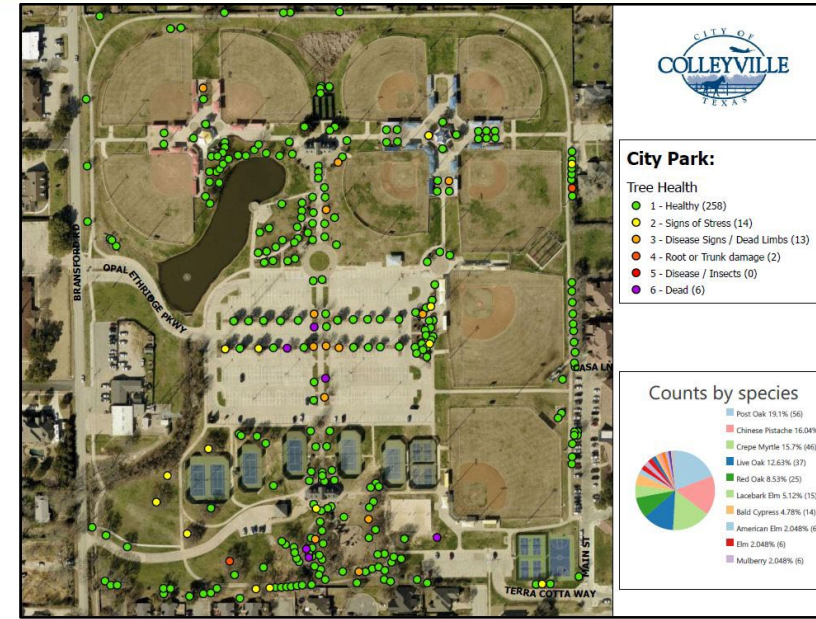
3d. City Projects and Parks



Parks Tree Survey

Used to track the overall health of trees and canopy coverage within all Colleyville Parks

- \$50,000 budget for additional tree plantings in parks and city owned open space area.
- All trees within all parks were surveyed. Tree Surveys tagged location, health of tree, and species
- Maps were used for RFP for dead and diseased tree removals and replanting's in Colleyville Parks.



3d. City Projects and Parks



City Park



City Park:

Tree Health

- ★ Stump to be removed (6)
- Tree to be removed (2)

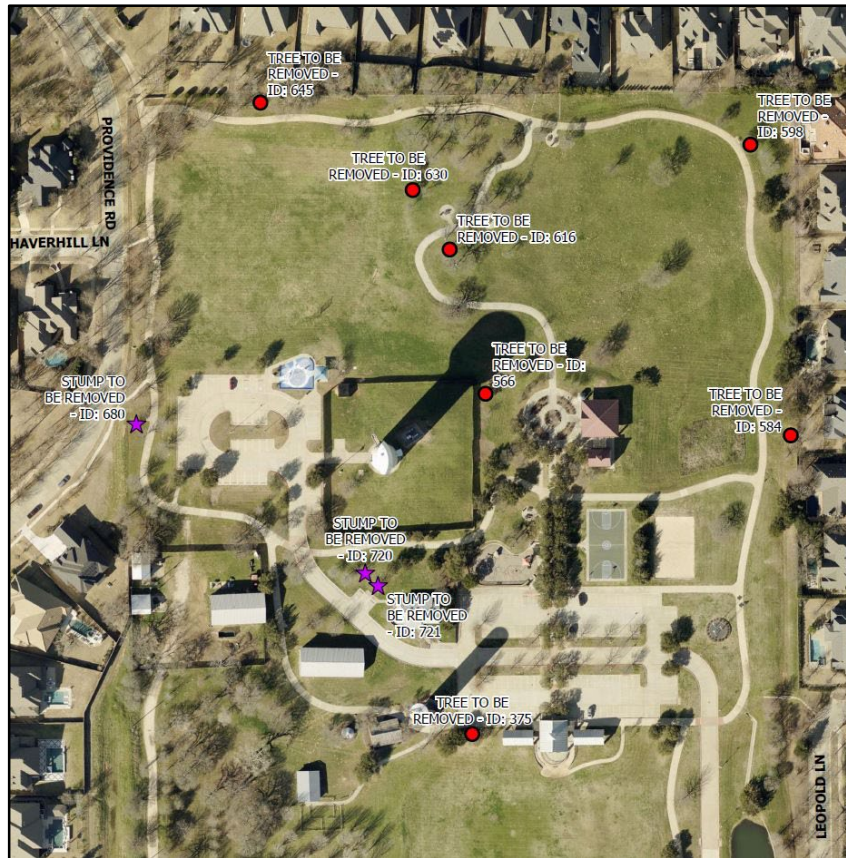


City Park:

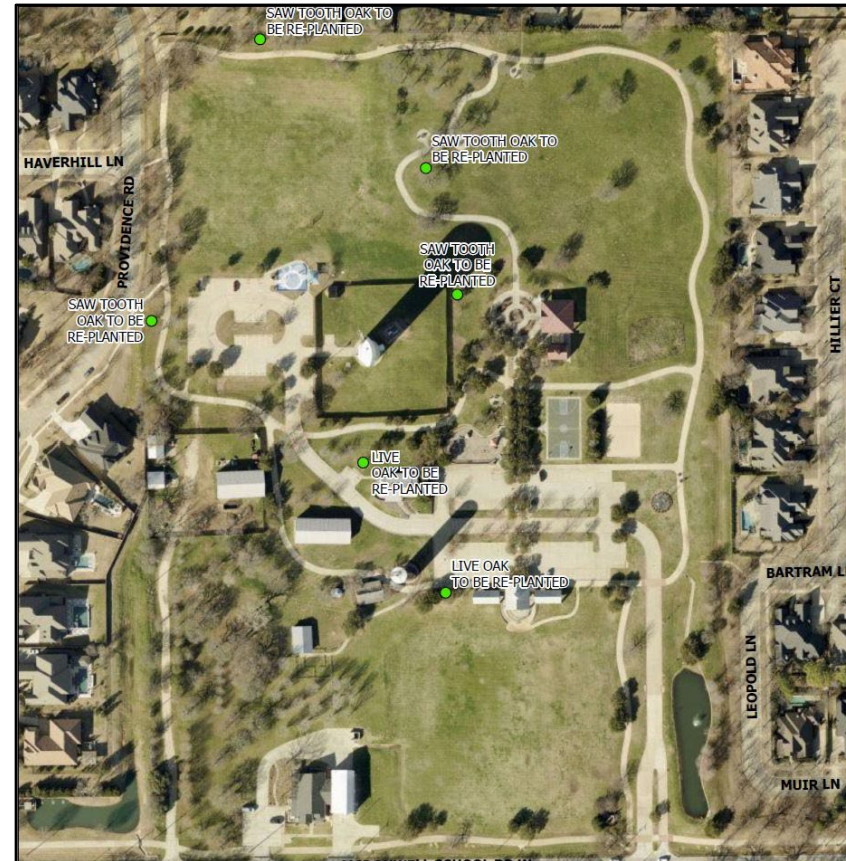
Tree Health

- Tree to be replanted after removal (4)

McPherson Park

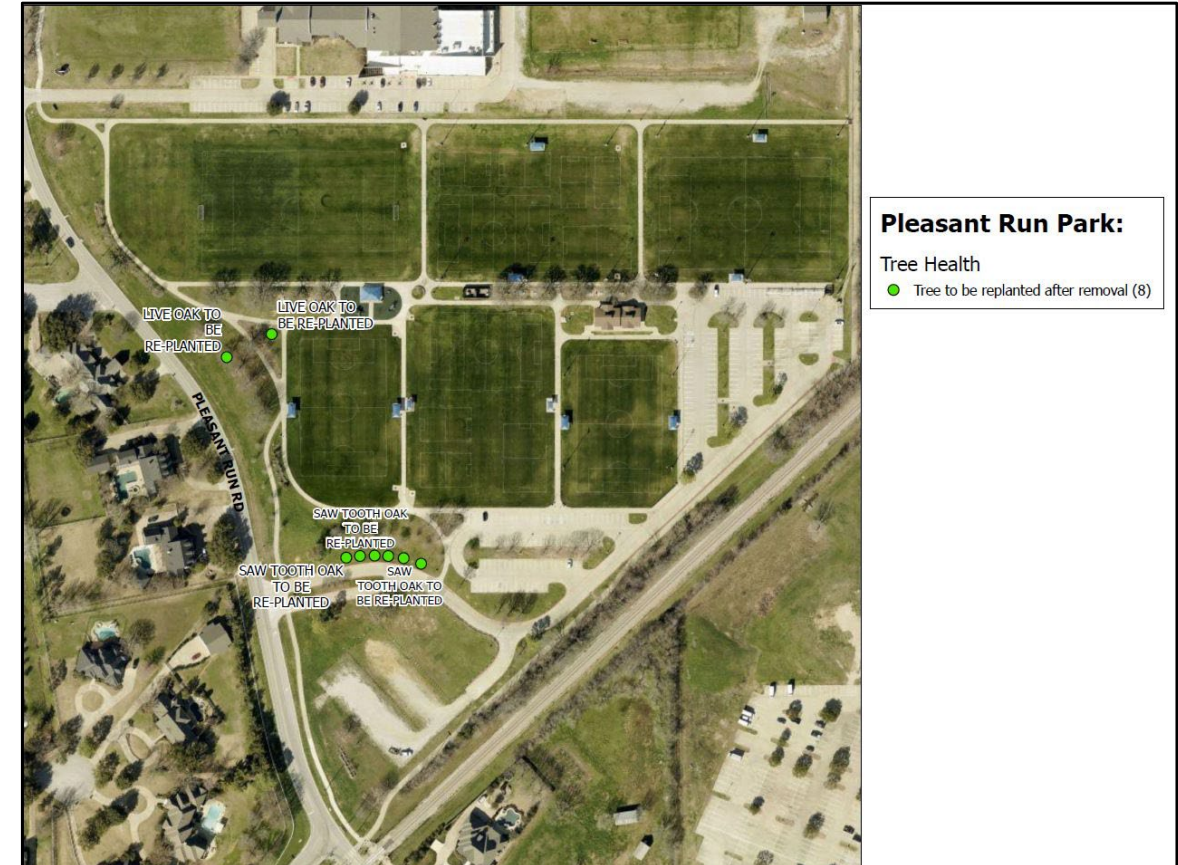
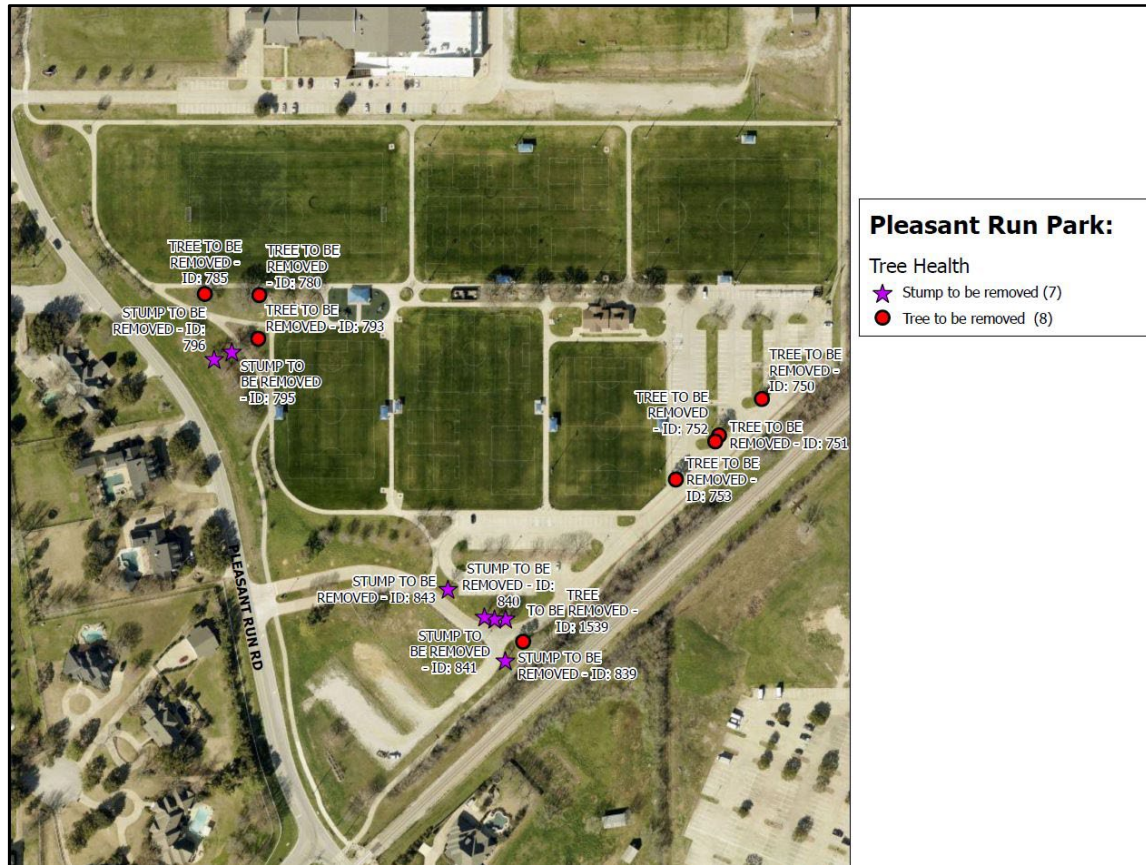


McPherson Park:
Tree Health
★ Stump to be removed (3)
● Tree to be removed (7)



McPherson Park:
Tree Health
● Tree to be replanted after removal (6)

Pleasant Run Park



3d. City Projects and Parks



Kimzey Park:

- Tree Health
- ★ Stamp to be removed (2)
 - Tree to be removed (1)



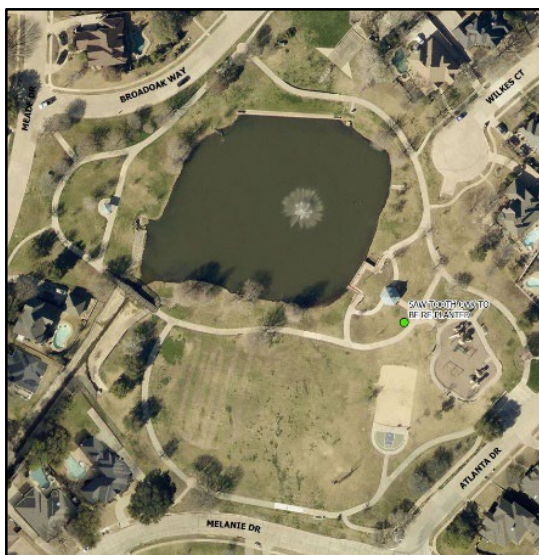
Sparger Park:

- Tree Health
- Tree to be removed (2)



L D Lockett Park:

- Tree Health
- ★ Stamp to be removed (1)



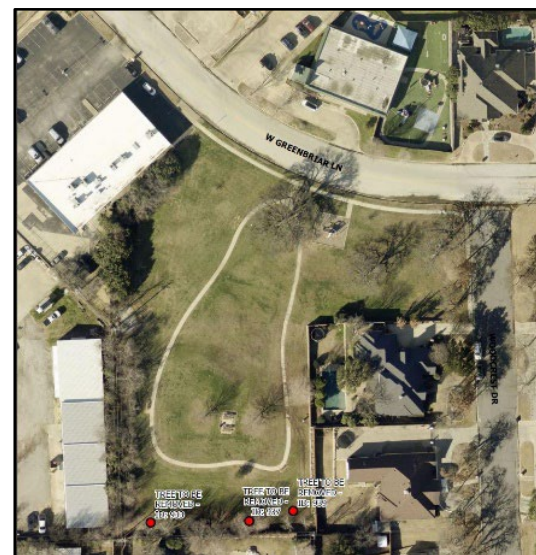
Kimzey Park:

- Tree Health
- Tree to be replanted after removal (1)



Sparger Park:

- Tree Health
- Tree to be replanted after removal (1)



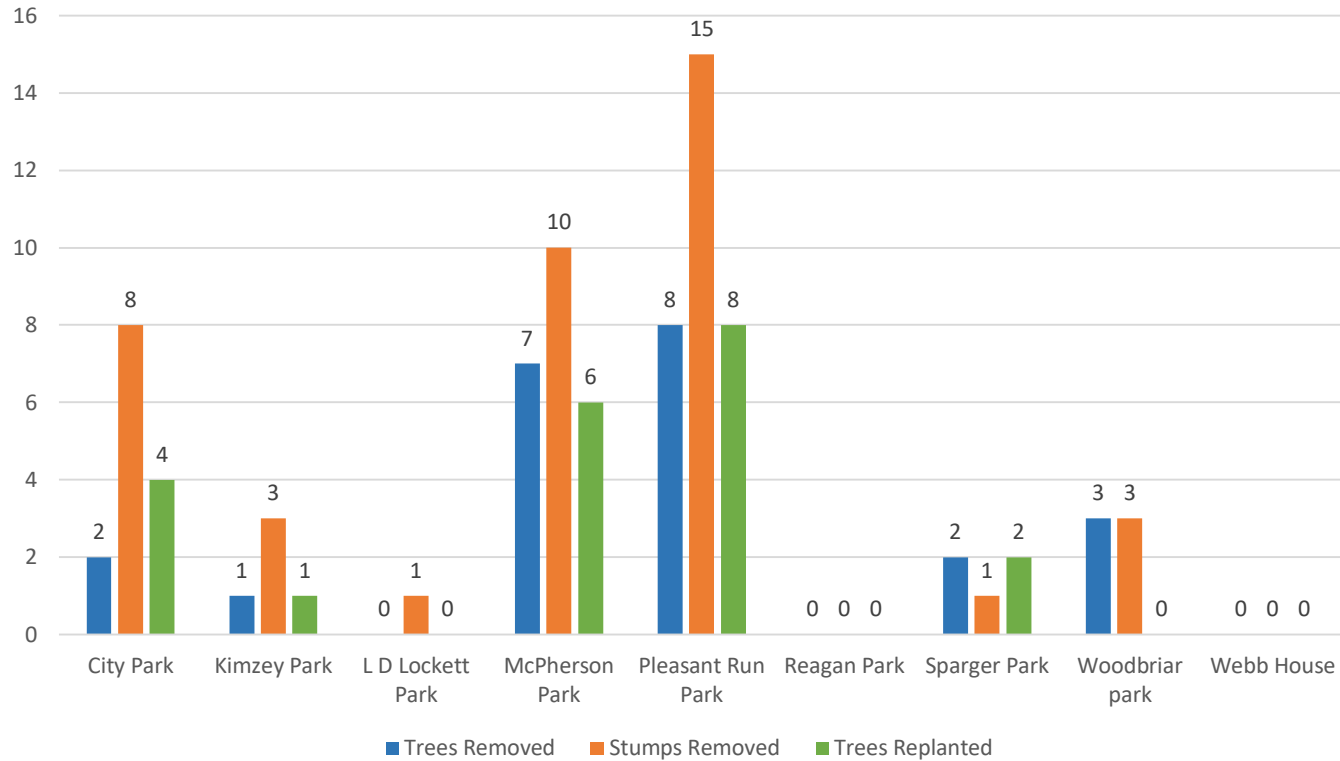
Woodbriar Park:

- Tree Health
- Tree to be removed (3)

3d. City Projects and Parks



CV Parks RFP



Removals: 23 trees throughout all parks, this includes 43 stumps to be ground and removed

Plantings: 21 trees to be replanted

In the future the Tree Board will assist in planning new plantings within the parks and city owned properties.

	City Park	Kimzey Park	L D Lockett Park	McPherson Park	Pleasant Run Park	Reagan Park	Sparger Park	Woodbriar park	Webb House
Trees Removed	2	1	0	7	8	0	2	3	0
Stumps Removed	8	3	1	10	15	0	1	3	0
Trees Replanted	4	1	0	6	8	0	2	0	0
Total trees in park	293	105	25	358	111	35	79	22	17

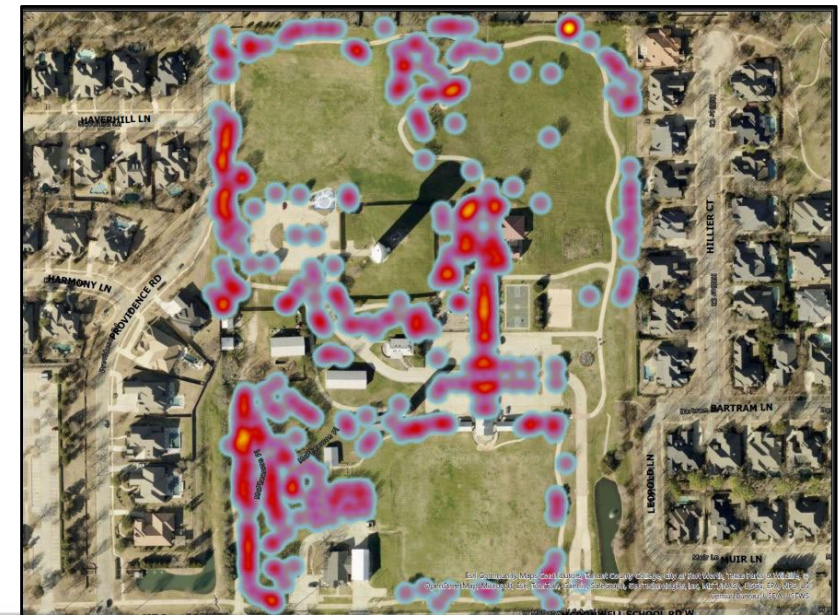
3d. City Projects and Parks



Future Projects

Tree Density maps

- Help easily see where future plantings should be prioritized
- Irrigation water lines to be added to maps to show potential planting locations.
March to early April timeframe
- Additional tree surveys to be done on city owned properties and open spaces.



3e. Set next meeting date



Set next meeting date?

Quarterly meetings?

Possible topics to discuss for next meeting

- Potential Parkway Planting applications
- Parks and open space tree plantings. Where do we need additional trees? Which areas are the highest priorities? Preparation for tree infill within City owned properties.



Adjournment