



CITY OF COLLEYVILLE
COLLEYVILLE TREE BOARD
AGENDA

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

THURSDAY, MARCH 13, 2025 - 9:00 AM

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
 - 2a** January 23, 2025
- 3. REGULAR AGENDA ITEMS**
 - 3a** Current Parkway Tree Grant Applications
 - 3b** Parkway Tree Grant Parameter Discussion
 - 3c** Update on City Projects and Parks
 - 3d** Set date for next meeting
- 4. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards *Friday, March 7, 2025*, by 5:00 p.m.

Christine Loven, TRMC
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 817.503.1130, and reasonable accommodations will be made to assist you.



CITY OF COLLEYVILLE
TREE BOARD MINUTES
100 Main Street, Colleyville, Texas, 76034

THURSDAY, JANUARY 23, 2025

1. CALL TO ORDER

CALL MEETING TO ORDER

EXECUTIVE CONFERENCE ROOM

The City of Colleyville Tree Board Meeting was called to order on January 23rd, 2025 at 9:01 a.m.

Roll Call

Present: John Hillebrand, Tom Morr

Absent: Scotty Richardson

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

2. APPROVAL OF MINUTES

2a December 19, 2024 Tree Board Meeting Minutes

Board Member Morr made a motion to approve the December 19, 2024 Tree Board Meeting Minutes.

Board Member Hillebrand seconded the motion.

The motion was carried by the following vote:

Aye: 3 – Morr, Potts, Hillebrand

Nay: 0

3. REGULAR AGENDA ITEMS

3a Development of Parkway Tree Grant Program

Kris Potts presented the Parkway Tree Grant Program to the Tree Board. The board made suggested changes to the grant application and agreement, including providing a checklist of required items on the application and adding a box for applications to include the project details and cost. Tom Morr inquired about scenarios where an HOA would apply for the grant program funding, but a resident of the HOA may not want to participate or have additional trees planted on their property. Staff responded that similar to other grant programs, the city would work with the HOA representative, and that the disagreement would be a civil matter between the resident and the HOA. The board discussed the possibility of including a notification requirement as part of the grant, in which the HOA would agree to notify its members of plantings.

There was discussion regarding what streets should be included in Phase 1 of the grant program. The board examined the city's Master Thoroughfare map and identified the street types in which the program would make sense. The board agreed that a new map would need to be created that included the major and minor arterial roads, major collector roads, and the streets Centerpark Drive and Bedford Road.

3b Consideration of the Street Tree List

Kris Potts presented the street tree list to the board. There was no discussion amongst the board and the board agreed that the list was finalized.

3c Consideration of the 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 placed, to which Kris stated they were online.

3d Update on current City projects and parks

Kris Potts presented the tree replacement projects the city has done on public parks to the Board. The Board inquired what trees normally survive and if trees of the same species die in groups when planted in the parks. Joe Flynn stated that generally there is no specific pattern, and that trees that die generally die in the early stages due to factors outside of city control. The Board then reviewed the future park plantings project. Discussion was made related to a tree heat map of the parks and a map that showed areas of parks that have current irrigation. The inclusion of the Colleyville Nature Center in the future plantings program was discussed, however, the Board agreed that the Colleyville Nature Center's intent was to be an undisturbed area.

3e Set Next Meeting Date

The Board discussed what would be the next day to meet and what the future agenda would be related to. The Board set the next meeting date as March 13th, 2025.

4. ADJOURNMENT

The meeting adjourned at 9:41 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 3/13/2025

Number -

Type Presentation and Discussion

Department Community Development

Title

Current Parkway Tree Grant Applications

Explanation

Staff will review the current parkway tree grant applications.

Attachments

1. 6700 Pleasant Run - All Plans
2. Saddlebrook - All Plans (NCS)



Part 1. Applicant Information

Part 2. Required Documents

Site Address(s): 6700 Pleasant Run Road

Name of Applicant / HOA rep: Harold Ledbetter

Address of Applicant / HOA rep: 6700 Pleasant Run Road

City/State/Zip: 76034

Telephone.

Email Address of applicant / HOA rep:

Legal Description of Property: PLEASANT RUN ESTATES Lot 4

- Site Plan: Aerial image / landscape plan showing total project area, existing trees, and proposed trees
- Permanent Irrigation: Tree bubblers or drip irrigation lay out / plans
- Project Details / Cost sheet: Brief summary of expenses being submitted for reimbursement

Part 3. Tree Selection: Tree planting location is limited to main thoroughfares for Phase 1 of the program.

Check the appropriate boxes:

| Tree Species | No. of Trees | Tree Species | No. of Trees |
|--|--------------|--|--------------|
| <input type="checkbox"/> TP = Texas Pistache | _____ | <input type="checkbox"/> *PE = Princeton Elm | _____ |
| <input type="checkbox"/> LE = Lacebark Elm | _____ | <input type="checkbox"/> *CO = Chinkapin Oak | <u>6</u> |
| <input type="checkbox"/> CE = Cedar Elm | _____ | <input type="checkbox"/> *CLO = Cathedral Live Oak | _____ |

* Mature Height too tall near utility lines

Tree Maintenance Agreement:

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE AGREEMENT

Applicant agrees to accept complete maintenance responsibility for the tree(s) approved 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 well(s) free of debris and weeds, and mulched as necessary; and will maintain the stakes and ties until the time at which they should be removed.

Applicant also understand this request does not guarantee that a tree(s) will be placed adjacent to/on my property. This is a reimbursement request application and the City does not perform or contract the work. Upon receipt of this request, a site analysis and review by the Tree Board and Beautification Committee will be performed to determine the suitability of planting a tree(s) at this location. If approved a separate Grant Agreement will be required.

Date: 2/19/2025

Printed Name (Applicant / HOA rep): Harold Ledbetter

Signature (Applicant / HOA rep): _____

Part 4. For Office Use Only

| | | | | |
|----------------------------|--|---------------------------|------------------------------------|------------------------------|
| Reviewed by: Kris Potts | Staff Recommendation Application Approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Number of Trees: 6 | Species of Tree: Chinkapin Oaks | Date Trees Planted: _____ |
|----------------------------|--|---------------------------|------------------------------------|------------------------------|

Site Analysis: Power lines within first 10 feet of property, trees will need to be set back as applicant has shown on plans. Underground utilities should not be a problem, Sewer service runs West along the North side of the property towards the rear, water in ROW. Applicant has irrigation plan to set up a node controller for 2 bubbler zones.

Comments & Special Conditions: Applicant is proposing large Chinkapin Oaks, large being that they are 13 feet tall; they will be a minimum of 3 caliper inches.



Distribution:

- Tree Board
- Beautification Committee
- City Arborist
- Applicant

Project Number: TG-25-001



Legend

-  Proposed Plantings
-  Power Lines

- 6 Huge Chinkapin Oaks (*Quercus muehlenbergii*) from Moon Valley Nurseries

- Trees have a caliber of 3 inches and are 13 feet tall
- Includes one year full guarantee and 3 maintenance visits from arborist
- \$11,636

Four trees will be set back 25 feet from the power lines. Two on each side of the driveway. The other two trees will be set back @45 feet in between the other two on each side. See 'Tree Plan - Ledbetter' file.

- Bubbler zones with Backflow device and Labor
 - The water service pipe will be split 25 feet back from power lines to supply irrigation
 - Trencher, pipe, 2 zone node controller, jumbo box, double check valve, valve boxes, fittings and 6 bubblers, 1 year warranty
 - See 'Tree Plan Irrigation - Ledbetter' file
 - \$1950
- Grand Total = \$13,586
- 50% = \$6793

6700

PLEASANT

6'

12'



- **Bubbler zones with Backflow device and Labor**
 - The water service pipe will be split 25 feet back from power lines to supply irrigation
 - Trencher, pipe, 2 zone node controller, jumbo box, double check valve, valve boxes, fittings and 6 bubblers, 1 year warranty



RECEIVED

FEB 27 2025

City Secretary's Office

Parkway Tree Placement Application and Agreement (Please print clearly)

City of Colleyville 100 Main Street Colleyville, TX 76034 817.503.1055 KPotts@Colleyville.com

Part 1. Applicant Information: Site Address(s): Saddlebrook HOA, Name of Applicant / HOA rep: Mary M. Nelson, Saddlebrook HOA - Chairperson Grounds, Address of Applicant / HOA rep: 4203 Wilcrest Ct., City/State/Zip: Colleyville, TX. 76034, Telephone: , Email Address of applicant / HOA rep: , Legal Description of Property: (1). Triangle - Bridlewood Row (Brown Trail and Cheek Sparger) Lot A - Open Area (2). Easement on Brown Trail between Brick wall and street (Brown Trail) - No legal description

Part 3. Tree Selection: Tree planting location is limited to main thoroughfares for Phase 1 of the program. Check the appropriate boxes: Tree Species, No. of Trees, Tree Species, No. of Trees. TP = Texas Pistache 4, LE = Lacebark Elm, CE = Cedar Elm, PE = Princeton Elm, CO = Chinkapin Oak, CLO = Cathedral Live Oak 5 4. * Mature Height too tall near utility lines

Tree Maintenance Agreement: PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE AGREEMENT. Applicant agrees to accept complete maintenance responsibility for the tree(s) approved 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 well(s) free of debris and weeds, and mulched as necessary; and will maintain the stakes and ties until the time at which they should be removed. Applicant also understand this request does not guarantee that a tree(s) will be placed adjacent to/on my property. This is a reimbursement request application and the City does not perform or contract the work. Date: February 27, 2025. Printed Name (Applicant / HOA rep): Mary M. Nelson Signature (Applicant / HOA rep): Mary M Nelson

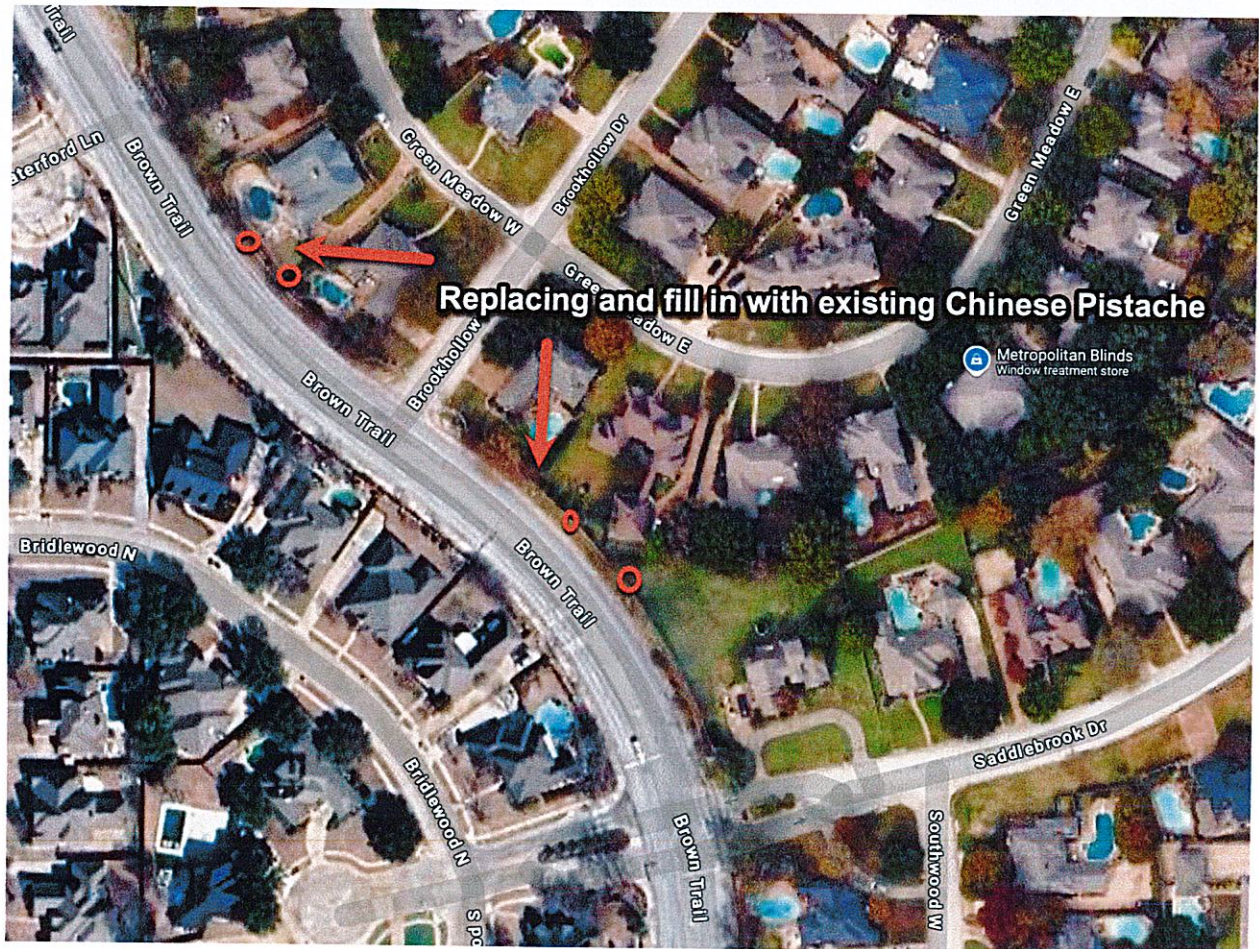
Part 4. For Office Use Only: Reviewed by: Kris Potts ISA Certified Arborist TX-5066A, Staff Recommendation Application Approved: Yes No, Number of Trees: , Species of Tree: , Date Trees Planted: , Date Inspected:

Site Analysis: Power lines on South side of triangle property along with underground utilities. Brown trail plantings no utility issues.

Comments & Special Conditions: No cost sheet currently, in talks with applicant to obtain quote.

Distribution: Tree Board, Beautification Committee, City Arborist, Applicant. Project Number: TG-25-002







x Global

Saddlebrook HOA Sprinkler/Electrical

Red Text Indicates Zones with Pop-Ups and/or Drip and/or Micro Sprays

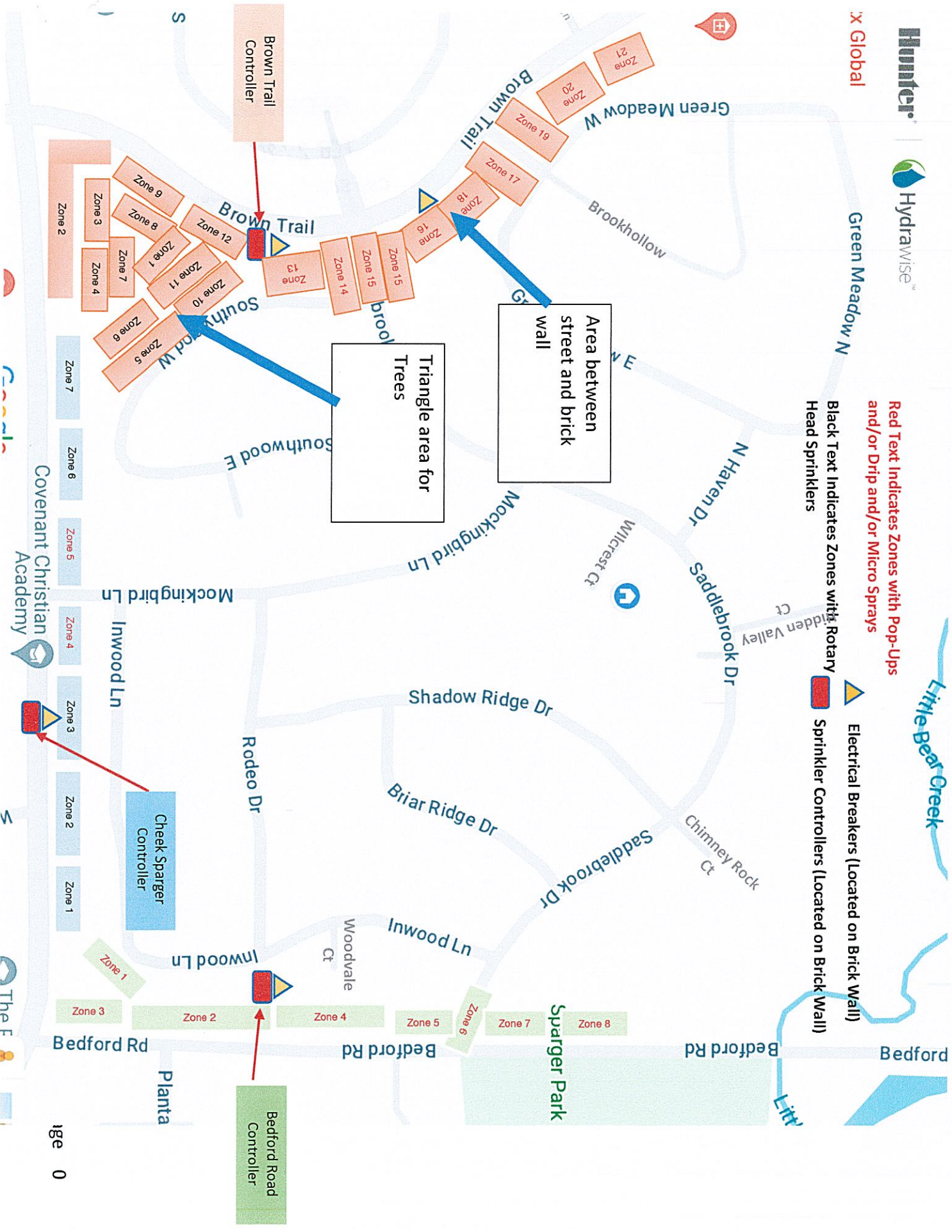
Black Text Indicates Zones with Rotary Head Sprinklers

▲ Electrical Breakers (Located on Brick Wall)

■ Sprinkler Controllers (Located on Brick Wall)

Little Bear Creek

Revised 2/17/25





4214

4212

4210

4219

4205

4203

4202

4204

4206

4201

4203

4205

4207

600

604

608

612

603

606

609

602

BROWN TR

MOONHOLLOW DR

SOUTHWOOD DR

10'

36'

18'

42'



CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD BRIEFING

Agenda Number 3b

Agenda Date 3/13/2025

Number -

Type Presentation and Discussion

Department Community Development

Title

Parkway Tree Grant Parameter Discussion

Explanation

This item provides for discussion of questions regarding the program parameters.

- What if HOA is large and wants to submit multiple projects? Should we limit to two projects per year per HOA / Subdivision?
- If multiple areas are included in one application, can the \$10,000 grant limit be exceeded?
- Grant Coverage? Are irrigation costs included in City reimbursement, or strictly for tree planting costs only?
- Any setback requirements?

If trees are setback too far due to power lines or utilities, is it still classified as a 'street tree'?

Attachments



CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD BRIEFING

Agenda Number 3c

Agenda Date 3/13/2025

Number -

Type Presentation and Discussion

Department Community Development

Title

Update on City Projects and Parks

Explanation

Staff will provide an update on City Projects and Parks.

Attachments

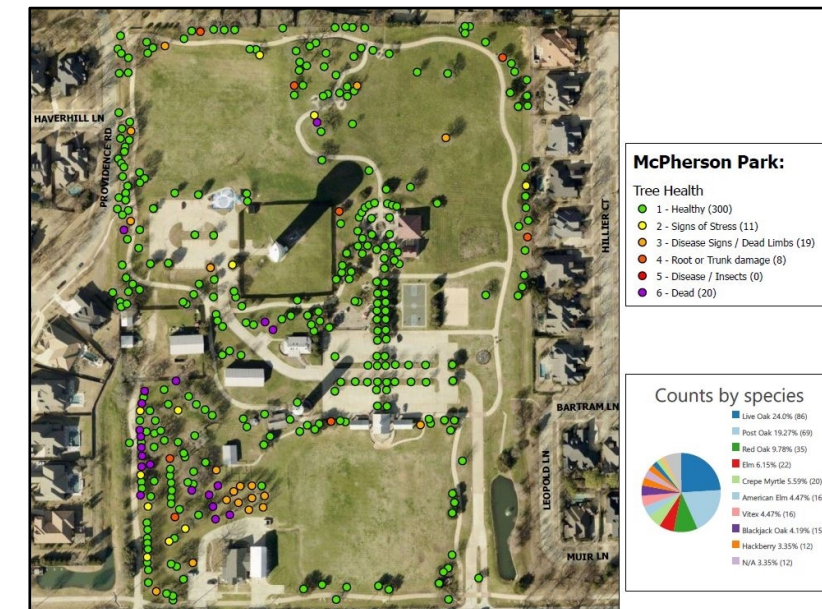
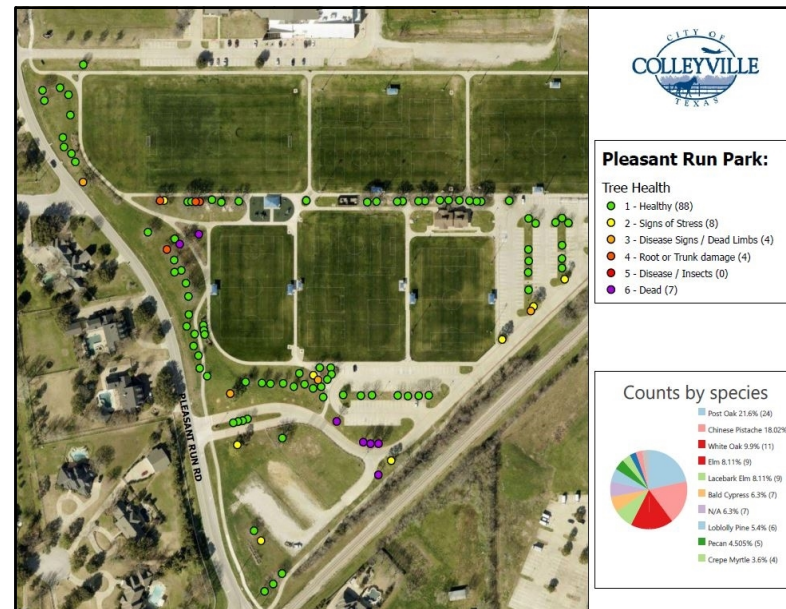
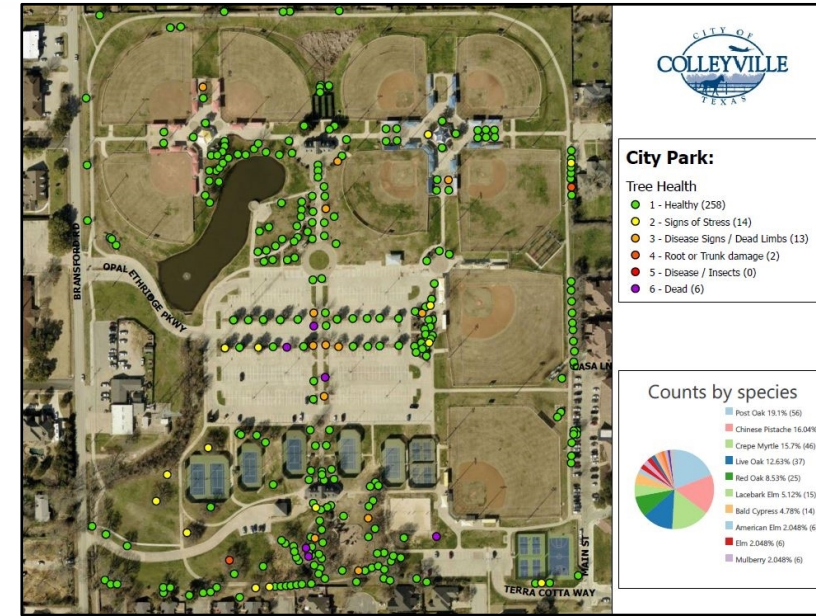
1. City Parks Presentation

UPDATE ON CITY PARKS

3c. Irrigation Maps



- Multiple maps available, one shows all irrigated areas within the park. Another is a heat map showing tree concentration, and the last will be actual tree locations.



3c. Irrigation Maps

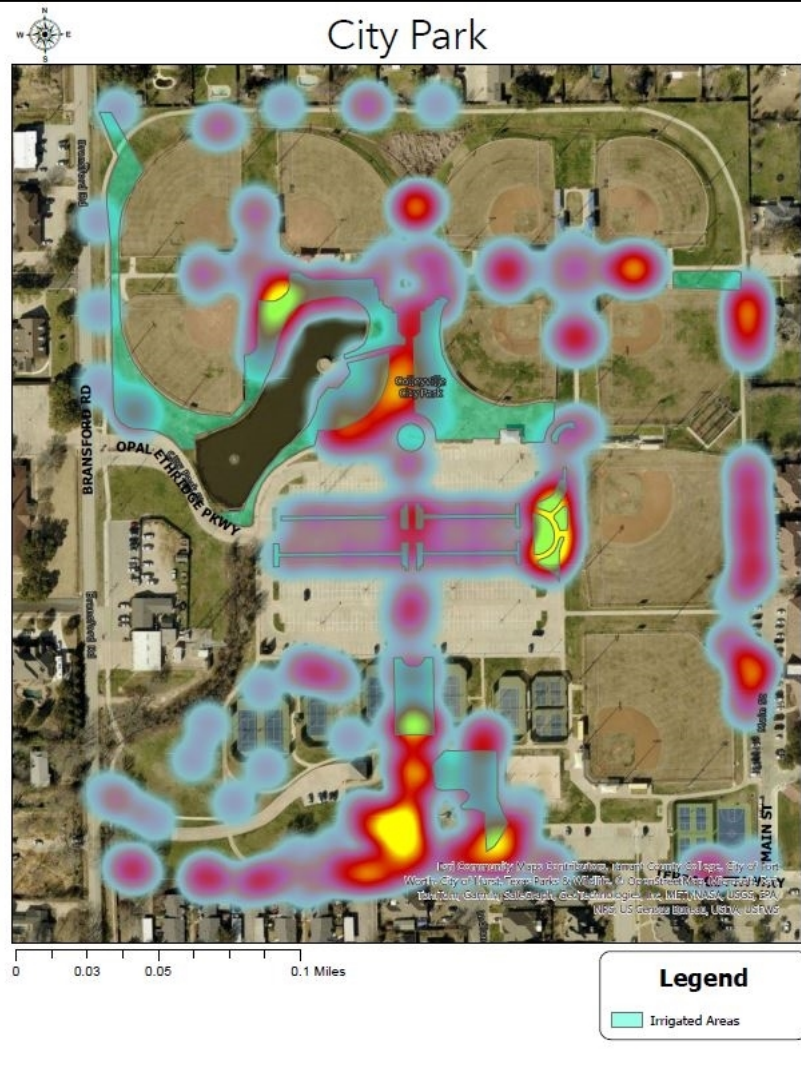


City Park

City Park



City Park



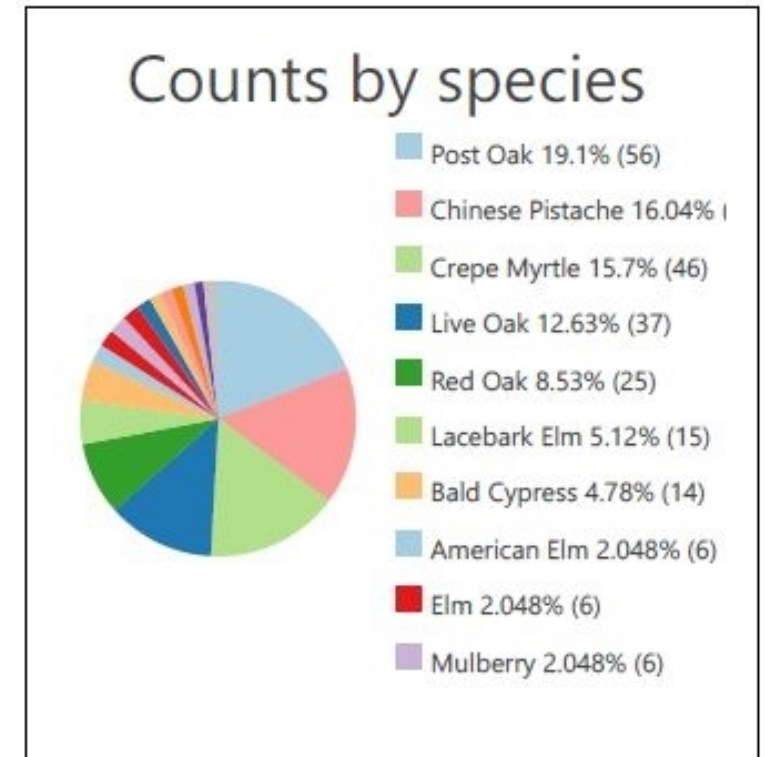
City Park



3c. Irrigation Maps



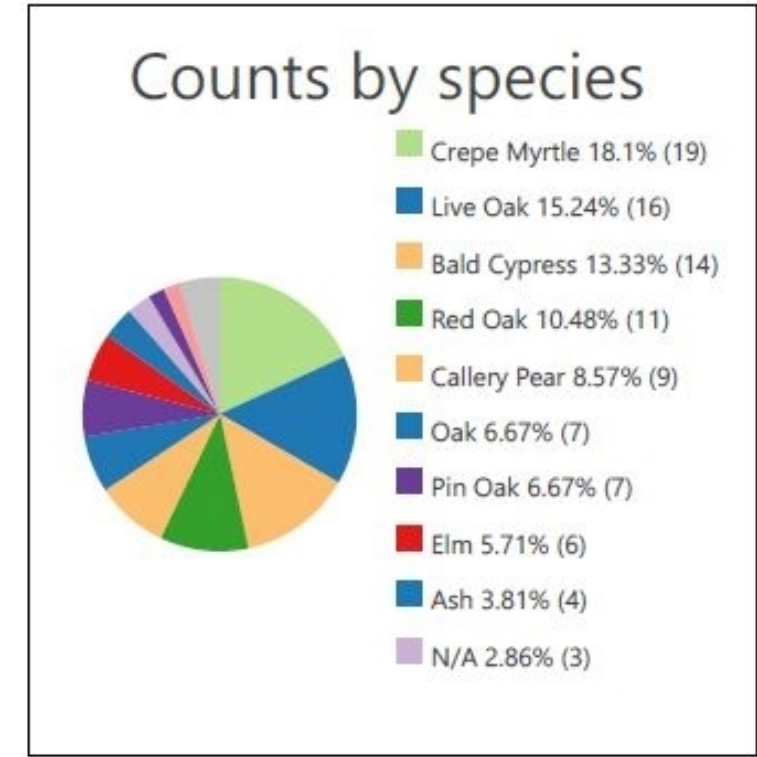
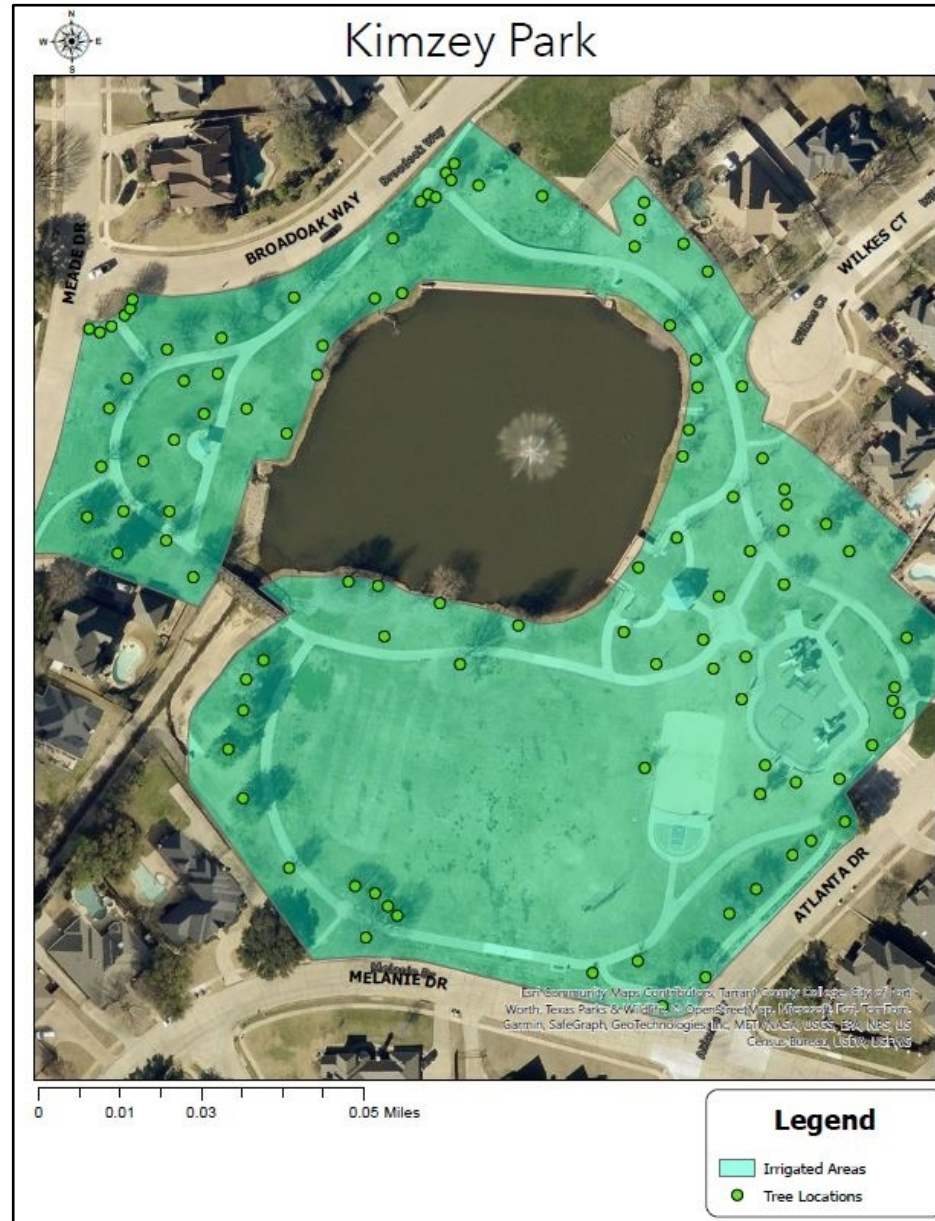
City Park



3c. Irrigation Maps



Kimzey Park

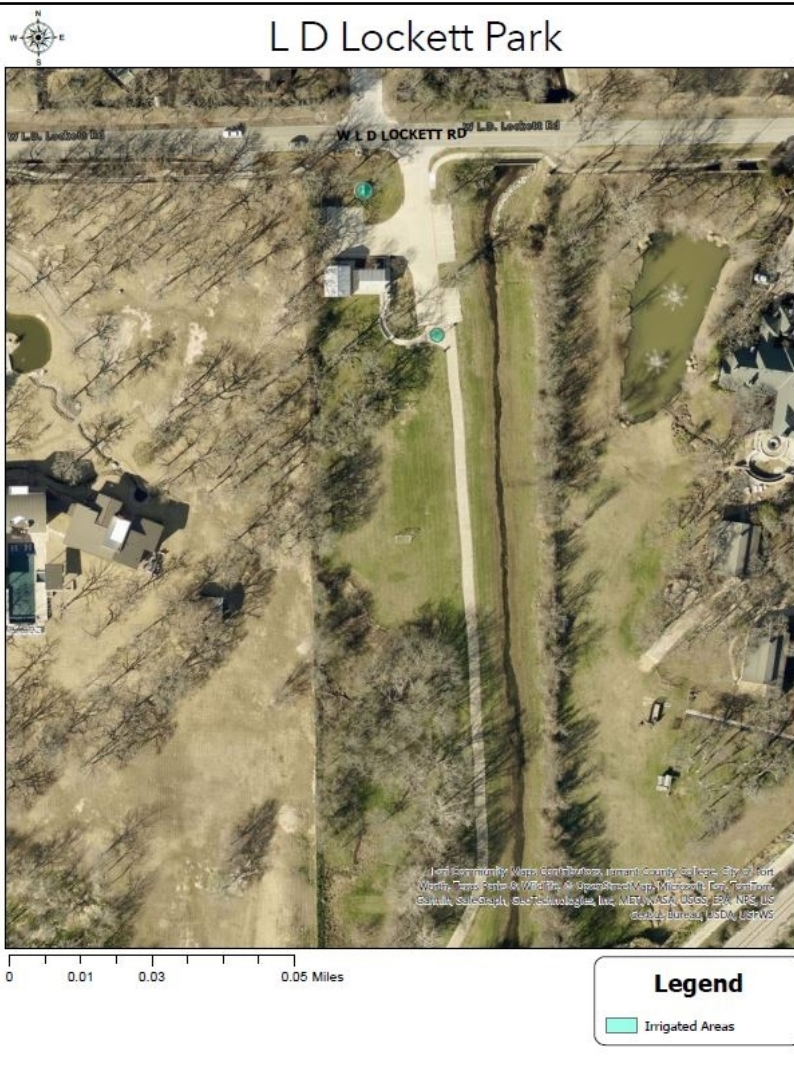


3c. Irrigation Maps



L D Lockett

L D Lockett Park



L D Lockett Park



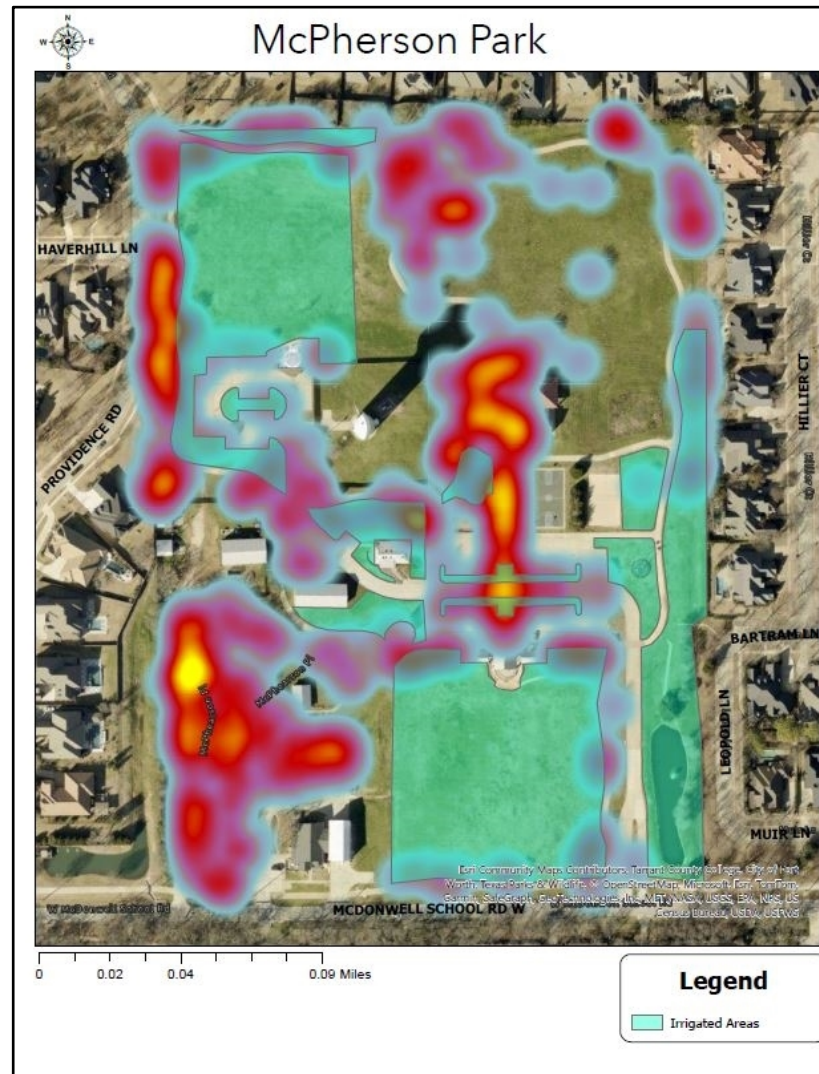
L D Lockett Park



3c. Irrigation Maps



McPherson Park



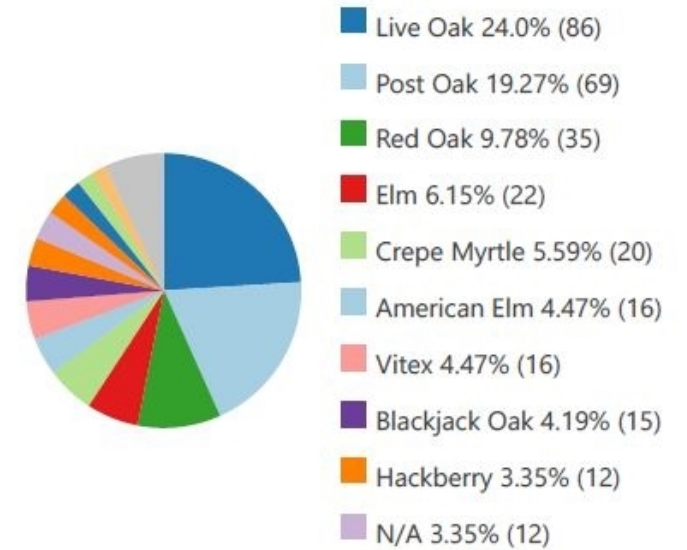
3c. Irrigation Maps



McPherson Park



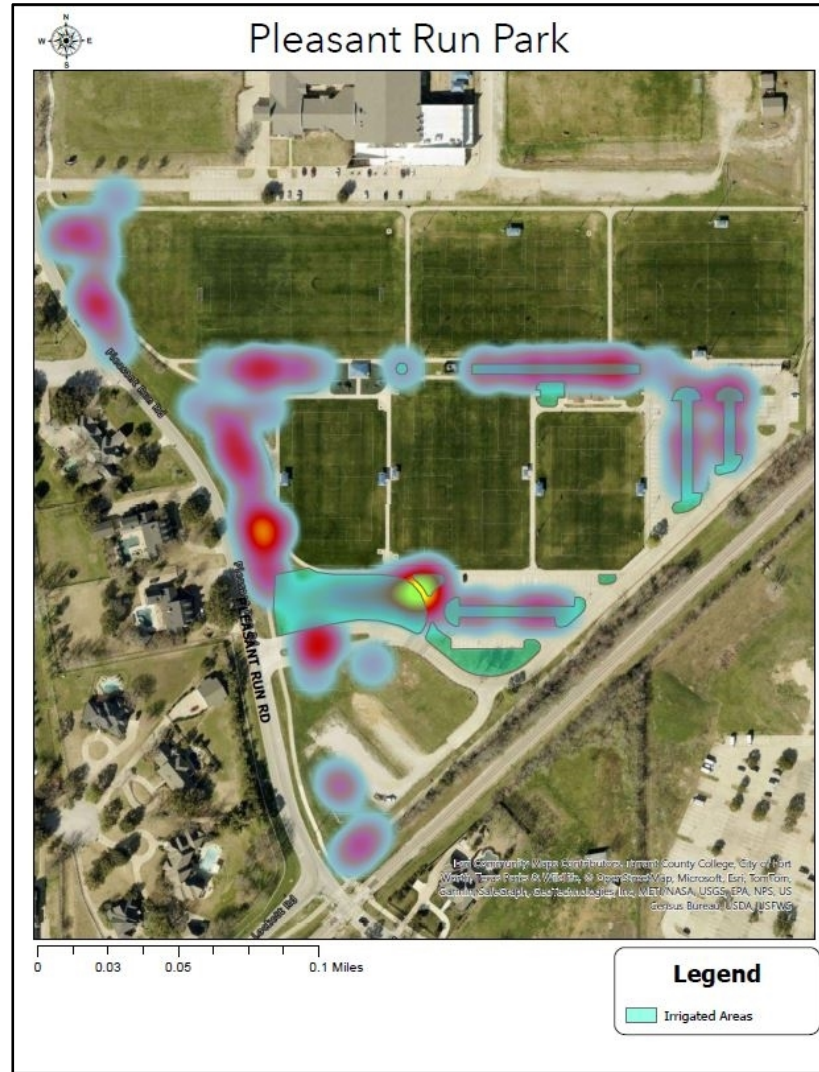
Counts by species



3c. Irrigation Maps



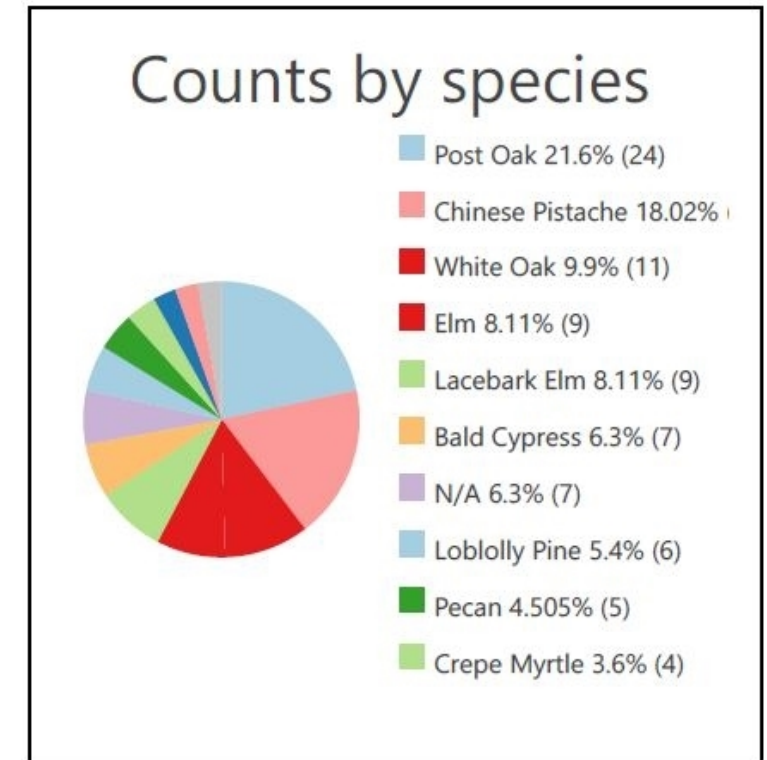
Pleasant Run Park



3c. Irrigation Maps



Pleasant Run Park



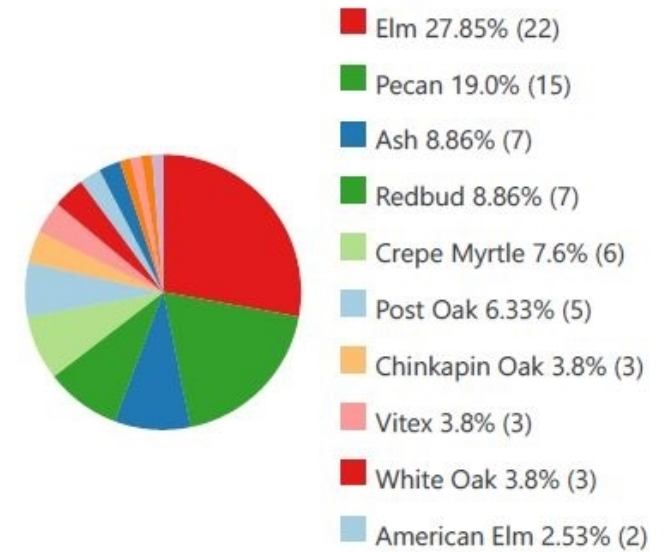
3c. Irrigation Maps



Sparger Park



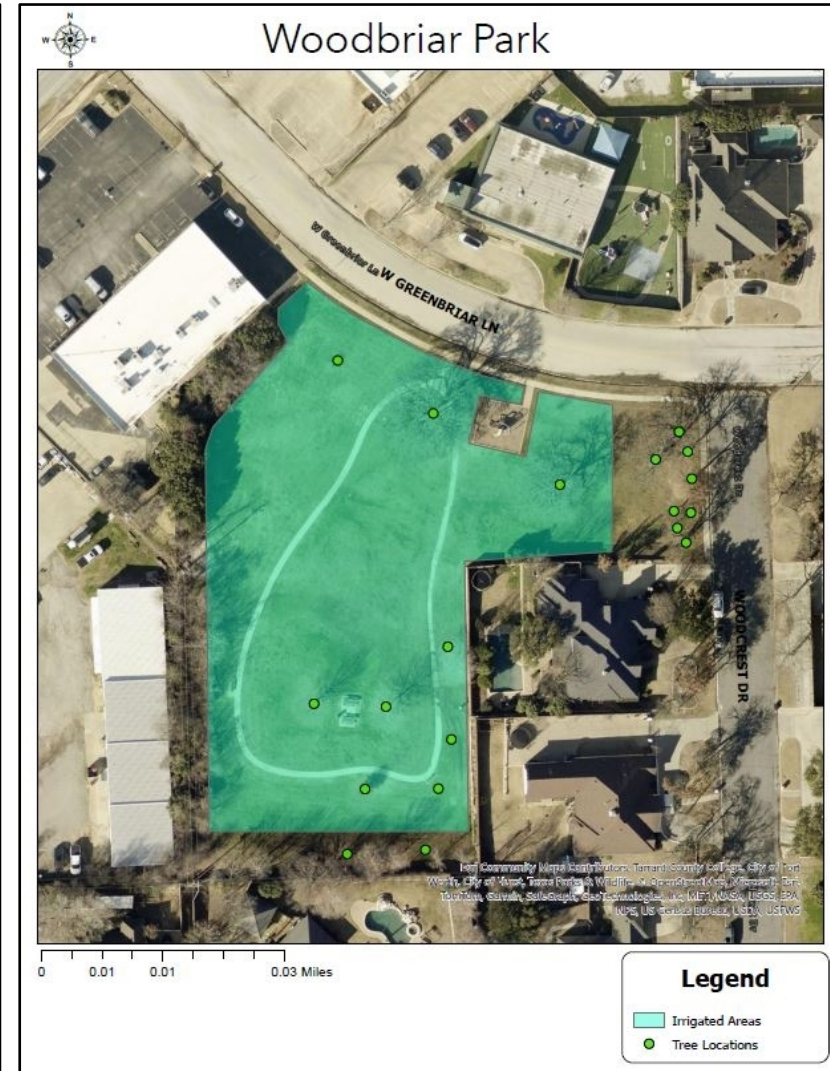
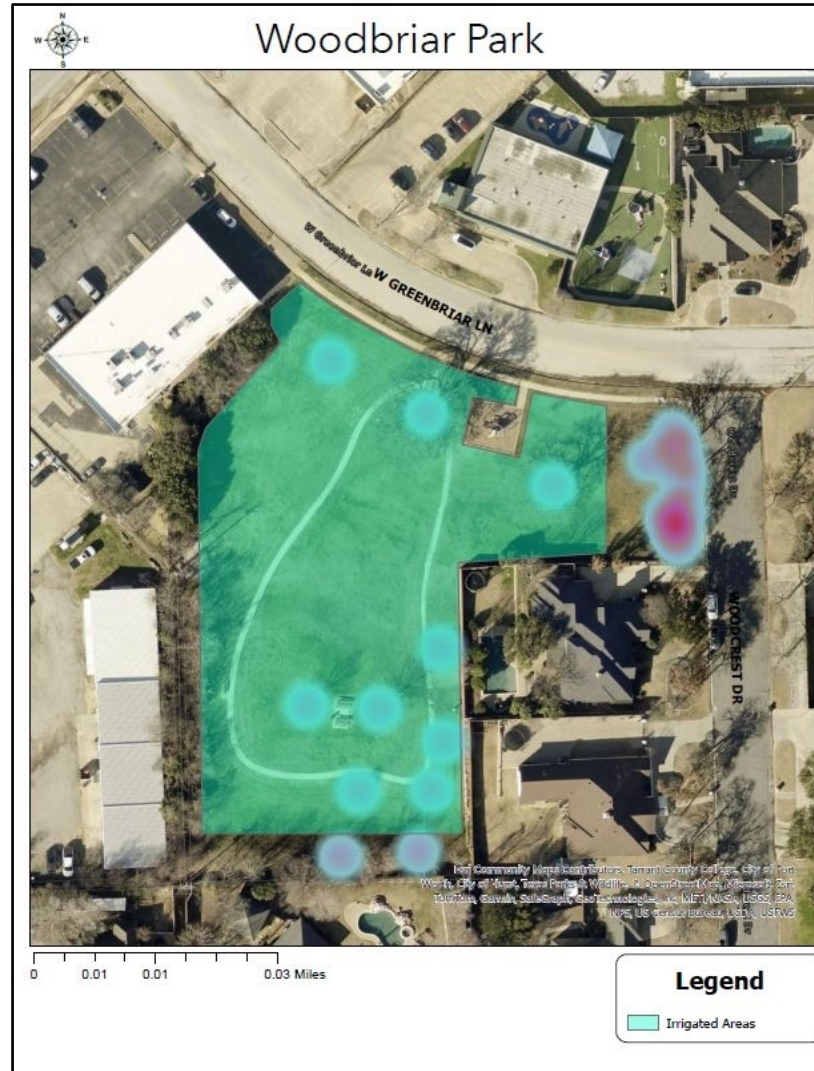
Counts by species



3c. Irrigation Maps



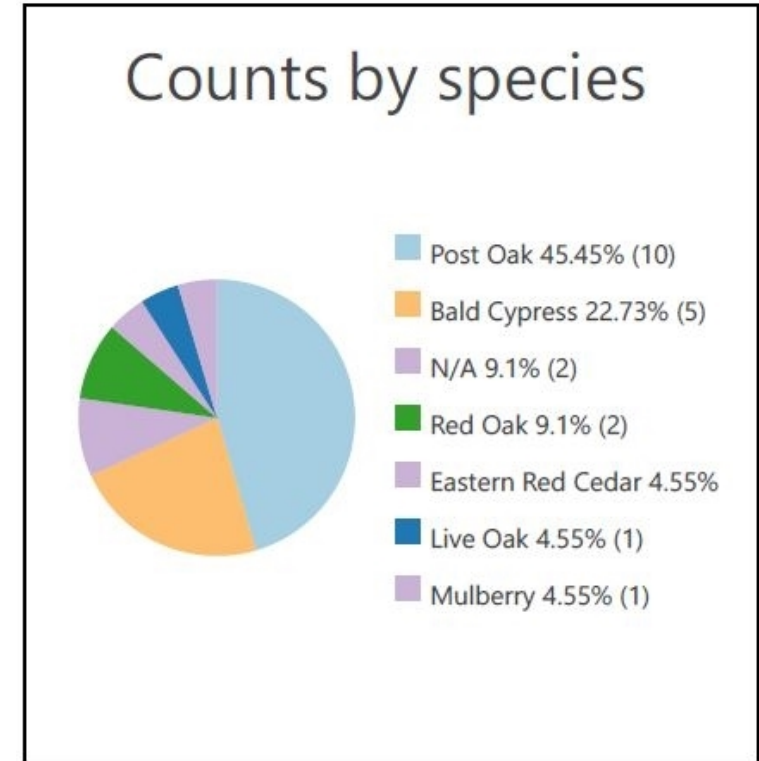
Woodbriar Park



3c. Irrigation Maps



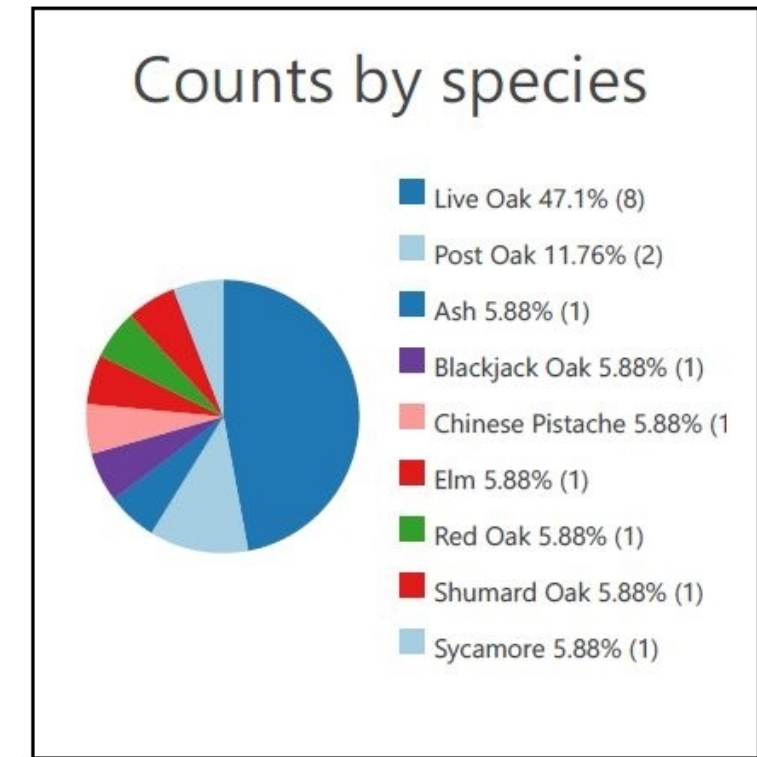
Woodbriar Park



3c. Irrigation Maps



Webb House



Future Projects

Where should we prioritize future plantings?

- The tree board is tasked with planning tree plantings in the city parks, at our next meeting we can discuss where planting priority should be.
- Staff discussed prioritizing Senior Center





CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD BRIEFING

Agenda Number 3d

Agenda Date 3/13/2025

Number -

Type Presentation and Discussion

Department Community Development

Title

Set date for next meeting

Explanation

This item provides for the discussion of setting the next meeting date.

Attachments