



**CITY OF COLLEYVILLE**  
**COLLEYVILLE TREE BOARD**  
**AGENDA**

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

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**THURSDAY, MAY 8, 2025 - 9:00 AM**

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- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**  
March 13, 2025 Minutes
- 3. REGULAR AGENDA ITEMS**
  - 3a** Current Parkway Tree Grant Applications
  - 3b** Grant Parameters Discussion
  - 3c** Update on City Parks
  - 3d** Set next meeting date
- 4. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards *Friday, May 2, 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  
Executive Conference Room – Third Floor

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**THURSDAY, MARCH 13, 2025**

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## **1. CALL TO ORDER**

The City of Colleyville Tree Board Meeting was called to order on March 13, 2025 at 9:12 a.m.

### **Roll Call**

**Present:** John Hillebrand, Scotty Richardson

**Absent:** Tom Morr

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

## **2. APPROVAL OF MINUTES**

January 23, 2025 Tree Board Meeting Minutes

**Board Member Hillebrand made a motion to approve the January 23, 2025 Tree Board Meeting Minutes.**

**Board Member Richardson seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 3 – Richardson, Potts, Hillebrand**

**Nay: 0**

## **3. REGULAR AGENDA ITEMS**

**3a** Current Parkway Tree Grant Applications

Kris Potts presented the current grant applications the city has received. There was general discussion regarding the received plans.

### **3b** Parkway Tree Grant Parameters Discussion

Kris Potts presented questions that have come up from applicants in the application process, focusing on what the grant will pay for and how setback discussions when utility lines may potentially interfere.

### **3c** Update on current City projects and parks

Kris Potts presented an update of current irrigation availability within the parks. The board had general discussion regarding which parks / open space areas will be the highest priority for city initiated plantings. There was discussion of a potential tree trail project for the senior center. There is an existing trail which is lacking shade, the board discussed options for beautifying this area to help generate more foot traffic. There was also discussion on extending irrigation zones and adding 'hot spots' to our tree maps to showcase where the community is spending time within the parks, such as picnic tables or shaded areas.

### **3d** 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 May 8, 2025.

## **4. ADJOURNMENT**

The meeting adjourned at 10:15 a.m.

The minutes were written and prepared by:

*Kris Potts*

Kris Potts  
Planner

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



# CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD BRIEFING

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**Agenda Number** 3a

**Agenda Date** 5/8/2025

**Number -**

**Type** Regular Agenda Items

**Department** Community Development

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## **Title**

Current Parkway Tree Grant Applications

## **Explanation**

This item is to provide an update on previous applications and discussion on any new applications received.

## **Attachments**

1. 500 Beverly Dr Site Plan



**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		Part 2. Required Documents
Site Address(s): <b>500 Beverly Dr. Colleyville TX (corner of Beverly and Bransford Rd)</b>		<input checked="" type="checkbox"/> Site Plan: Aerial image / landscape plan showing total project area, existing trees, and proposed trees  <input checked="" type="checkbox"/> Permanent Irrigation: Tree bubblers or drip irrigation lay out / plans  <input checked="" type="checkbox"/> Project Details / Cost sheet: Brief summary of expenses being submitted for reimbursement
Name of Applicant / HOA rep: <b>Nick West</b>		
Address of Applicant / HOA rep: <b>500 Beverly Drive</b>		
City/State/Zip: <b>Colleyville, TX 76034</b>	Telephone: <b>(817) 454-9514</b>	
Email Address of applicant / HOA rep: <b>nickbwest@gmail.com</b>		

Legal Description of Property: **Pleasant Oaks Estates Addition Block 1 Lot 1D**

**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	<u>2</u>	<input type="checkbox"/> *PE = Princeton Elm	_____
<input type="checkbox"/> LE = Lacebark Elm	_____	<input type="checkbox"/> *CO = Chinkapin Oak	<u>3</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: 04/09/2025

Printed Name (Applicant / HOA rep): Nick West Signature (Applicant / HOA rep): 

**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: _____
Site Analysis:					
Comments & Special Conditions:					
Distribution: <input type="checkbox"/> Tree Board <input type="checkbox"/> Beautification Committee <input type="checkbox"/> City Arborist <input type="checkbox"/> Applicant			Project Number:		



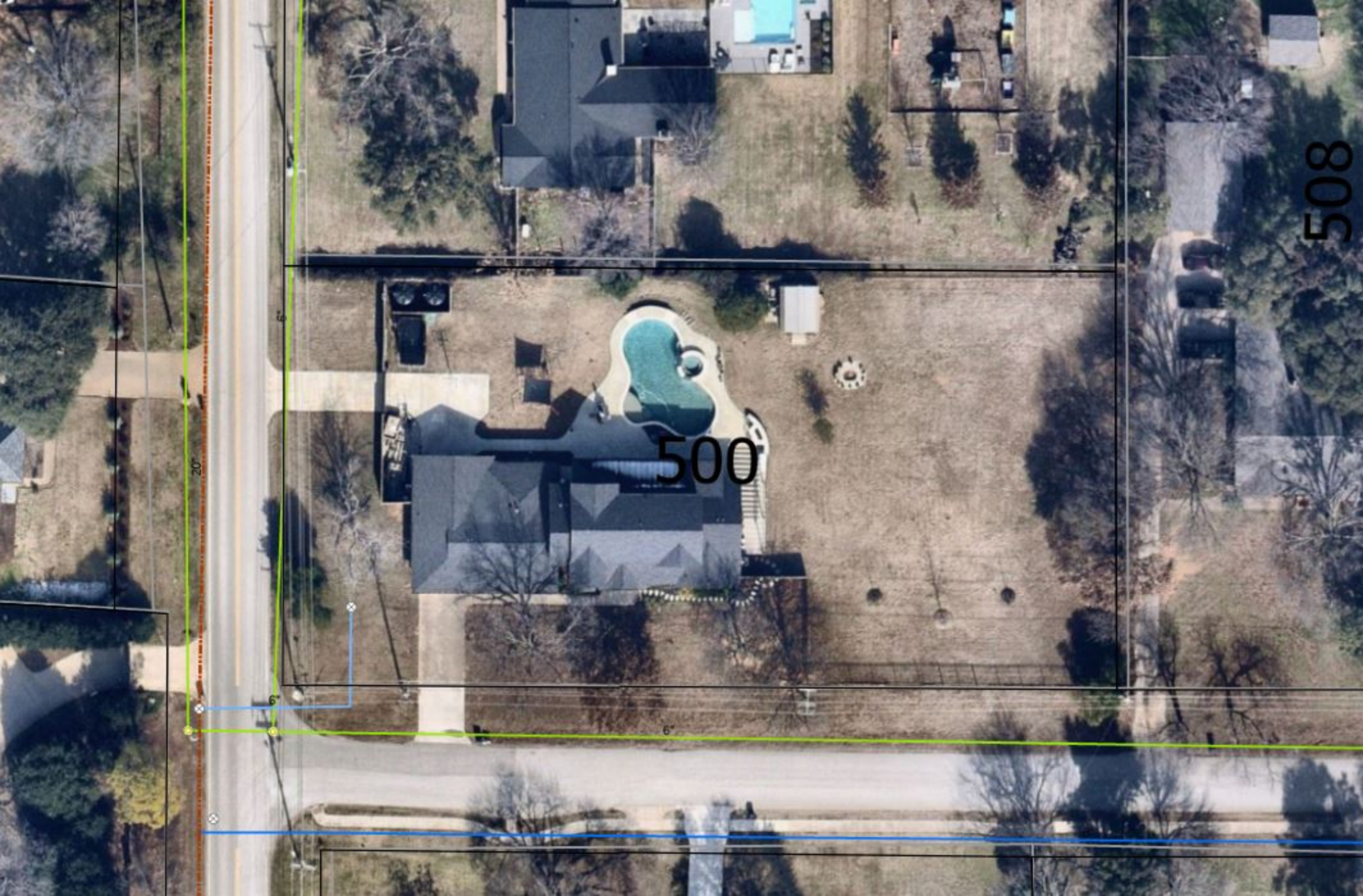
### Legend

- Proposed Plantings
- Existing Trees
- Power Lines

Applicant is requesting 3 Chinkapin Oaks and 2 Texas Pistache site has existing irrigation that will be tapped into with new bubblers. 2 existing trees / bushes on West side, applicant wishes to remove these prior to installing new trees. Removals are not covered in grant.

Water line near Southwest corner, shouldn't be a problem  
 Powerlines on perimeter, trees are set back to accomodate.

Total cost is \$12,189.51 for new plantings and irrigation additions.  
 50 % \$6,094.76



500

508

20'

6'

6'



**Proposal #12564**

**Date: 4/9/2025**

**Customer:**

Sarah West  
500 Beverly Dr  
Colleyville, TX 76034

**Property:**

Sarah West  
500 Beverly Dr  
Colleyville, TX 76034

**Tree Planting Project REV 1**

**Tree Removals and Stump Grinding**

- Removal of Mulberry Tree and Cherry Laurel
- Cut as Close to Ground as Possible
- Grind Stumps - Chips left to decompose

**Tree Planting**

- Deliver and Install the Following
- 3 - 100 gallon Monterrey Oak
- 2 - 100 gallon Chinese Pistache
- Install Hardwood Mulch Ring around Trees
- Add Irrigation Bubblers off of Existing System and Zones

Tree Removal Cost is not covered by parkway grant

**X Tree Removals and Stump Grinding**

**Tree Removal**

Items	Quantity	Unit	
Labor - Tree	15.00	HR	
<b>Tree Removal:</b>			<b>\$1,100.00</b>

**Stump Grinding-Large Vermeer**

Items	Quantity	Unit	
Labor - Tree	2.00	HR	
<b>Stump Grinding-Large Vermeer:</b>			<b>\$350.00</b>

**Tree Planting And Irrigation**

**Landscape Installation**

<b>Items</b>	<b>Quantity</b>	<b>Unit</b>	
Labor - Enhancement	30.00	HR	
OAK monterey 100g 100g	3.00	100G	
PISTACHE chinese 100g	2.00	100G	
Hardwood Mulch	5.00	3CF BAG	
Delivery	1.00	ea	
			<b>Landscape Installation:</b> \$9,800.00

**Irrigation Repair**

<b>Items</b>	<b>Quantity</b>	<b>Unit</b>	
Labor - Irrigation	10.00	HR	
Irrigation Misc Fittings	250.00	Dollars	
			<b>Irrigation Repair :</b> \$1,350.00

<b>Updated total without tree removal and stump grinding costs is \$12189.51</b>	<b>Subtotal</b>	\$12,600.00
	<b>Estimated Tax</b>	\$1,039.51
	<b>Total</b>	<b>\$13,639.51</b>

**Terms & Conditions**

We will dispose of all Trimming Debris unless otherwise Noted

All work will be done in compliance with the ANSI A300 Pruning Standards

TXIRRLI#17503

**Billing: Our billing terms are net 30 from date on invoice**

I understand and agree that all verbal promises (specification and installation details) are contained within the scope of this attached proposal. Payment: Project balance is due within 30 days of invoice upon each phase of project if applicable. In the event that a service is not completed or material is not available at time of installation, that item (or items) will be considered a change order and deducted from the invoice amount and contract. Smith Lawn and Tree will make every reasonable attempt to locate and avoid damages to above and underground utilities, cable, wiring, etc. We will not be held responsible for damage to any and all private or unmarked buried utility or cables during work progress. The owner is responsible for moving any personal items in the work area before work commencement date. Smith Lawn and Tree is not responsible for damage to any item if asked to transport them or if unable to move the item(s). During movement of items on-site and transport to site location, we are not responsible for damage to turf or hardscape surfaces. The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above. In the event that payments are not made according to the above terms and specifications, I agree to pay all legal fees required to collect any outstanding balances should I not meet the terms of this contract. Owners/Client mentioned on proposal hereby grant contractor a mechanic's lien, if applicable, against the property to secure payment for all labor and materials furnished by contractor here-under.

**Warranty Specifications**

All woody plants and shrubs installed by Smith Lawn and Tree will be guaranteed for a period of 90 days from installation date. Trees will be guaranteed for a period of 1 Year from installation date. Annual color plantings, perennials, transplanted items and sod are not guaranteed. If there is an issue with the quality or appearance of any material, Smith Lawn and Tree must be notified within 24 hours of Installation.

Plants and Trees will NOT be warranted under the following conditions: drought and water restrictions limiting the amount of watering needed to establish new shrubs and trees, owner negligence, vandalism or human error from vehicles, pets, etc., acts of God including freeze, flooding, tornado, high wind, storm damage or anything else out of our control.

Plants that have died during the warranty period will be replaced one (1) time only. Replacements are not covered with an additional guarantee, thus ending all warranty work.

Thank you for giving us the opportunity to bid for your business. We have been in the industry since 1997 and have established a reputation for quality and integrity. We look forward to serving you!

**By** \_\_\_\_\_

**Russell Simpler**

**Date** 4/9/2025 \_\_\_\_\_

**Smith Lawn and Tree**

**By** \_\_\_\_\_

**Date** \_\_\_\_\_

**Sarah West**



# CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD BRIEFING

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**Agenda Number** 3b

**Agenda Date** 5/8/2025

**Number -**

**Type** Presentation and Discussion

**Department** Community Development

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## **Title**

Grant Parameters Discussion

## **Explanation**

This item is to provide an update if there are any additional questions for the parkway tree grant program

## **Attachments**



# CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD BRIEFING

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**Agenda Number** 3c

**Agenda Date** 5/8/2025

**Number -**

**Type** Regular Agenda Items

**Department** Community Development

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## **Title**

Update on City Parks

## **Explanation**

This item is to provide for the discussion of prioritizing City-initiated plantings, a potential tree trail project for the senior center, and extending irrigation zones and adding 'hot spots' to tree maps to emphasize where the community is spending time within City parks.

## **Attachments**



# CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD BRIEFING

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**Agenda Number** 3d

**Agenda Date** 5/8/2025

**Number -**

**Type** Regular Agenda Items

**Department** Community Development

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## **Title**

Set next meeting date

## **Explanation**

This item is to provide for the discussion to set the next meeting date.

## **Attachments**