



**CITY OF COLLEYVILLE
COLLEYVILLE TREE BOARD
AGENDA**

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

THURSDAY, FEBRUARY 12, 2026 - 9:00 AM

1. CALL TO ORDER

2. APPROVAL OF MINUTES

July 17, 2025 Minutes

3. REGULAR AGENDA ITEMS

3a Approved Parkway Tree Placement Grant Applications

3b Update on the Texas Tree Trail Project

3c Set next meeting date

4. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards *Friday, February 6, 2026*, by 5:00 p.m.

Daniel Ponder
Planning Manager

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, JULY 17, 2025

1. CALL TO ORDER

CALL MEETING TO ORDER

EXECUTIVE CONFERENCE ROOM

The City of Colleyville Tree Board Meeting was called to order on July 17th, 2025 at 9:28 a.m.

Roll Call

Present: John Hillebrand, Scotty Richardson, Tom Morr

Absent:

Staff Present: Adrienne Lothery, Joe Flynn, Lisa Escobedo, Daniel Ponder and Kris Potts

2. APPROVAL OF MINUTES

2a May 8, 2025 Tree Board Meeting Minutes

Board Member Morr made a motion to approve the May 8, 2025 Tree Board Meeting Minutes.

Board Member Hillebrand seconded the motion.

The motion was carried by the following vote:

Aye: 4 – Richardson, Hillebrand, Morr, and Potts

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 eligible areas and potentially opening up other streets next year.

3b Update on City Parks

Joe Flynn presented his tree trail plans to the board. There was general discussion regarding the length of time the project would take and if phasing it would be possible. Staff advised we would like to start with the larger over story trees and phase in the smaller flowering trees and detail work. There was also discussion on budgets and timeframe for the project.

3c 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 October 2nd, 2025.

4. ADJOURNMENT

The meeting adjourned at 10:20 a.m.

The minutes were written and prepared by:

Kris Potts

Kris Potts
Planner

The meeting minutes were approved on February 12, 2026 by a vote of __.



CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD BRIEFING

Agenda Number 3a

Agenda Date 2/12/2026

Number -

Type Regular Agenda Items

Department Community Development

Title

Approved Parkway Tree Placement Grant Applications

Explanation

6260 Pool Road

Approved by the Beautification Committee for the planting of two (2) trees off of Pool Road.

5904 Bransford Road

Approved by the Beautification Committee for the planting of four (4) trees off of Bransford Road.

Attachments

1. 6260 Pool Road Application
2. 5904 Bransford Road Application



Parkway Tree Placement Application and Agreement

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):	6260 Pool Rd, Colleyville	<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:	Malinda McMaster	
Address of Applicant / HOA rep:	6260 Pool Rd	
City:	Colleyville	
Phone:	<div style="background-color: black; width: 100px; height: 20px;"></div>	
Email Address of applicant / HOA rep:	<div style="background-color: black; width: 100%; height: 20px;"></div>	

Legal Description of Property: McMaster residence

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	If alternative species requested indicate here:
Tree Species	No. of	Trees	
<input type="checkbox"/> TP = Texas Pistache		<input type="checkbox"/> *PE = Princeton Elm	- willing to use any of my 3 selections. Number needed depends on approved placement.
<input type="checkbox"/> LE = Lacebark Elm		<input checked="" type="checkbox"/> *CO = Chinkapin Oak	
<input checked="" type="checkbox"/> CE = Cedar Elm		<input checked="" type="checkbox"/> *CLO = Cathedral Live Oak	

Tree Maintenance Agreement: - Please read the following carefully before signing the agreement

Applicant understands grant recipients will receive a Form 1099 for tax purposes from the City. Applicant agrees to accept complete maintenance responsibility for the tree(s) approved at this location, including but not limited to weekly monitoring of the water needs and watering accordingly, during the establishment period after planting; keeping the tree well(s) free of debris and weeds, mulched as necessary; and maintenance of the stakes and ties until the time at which they should be removed.

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

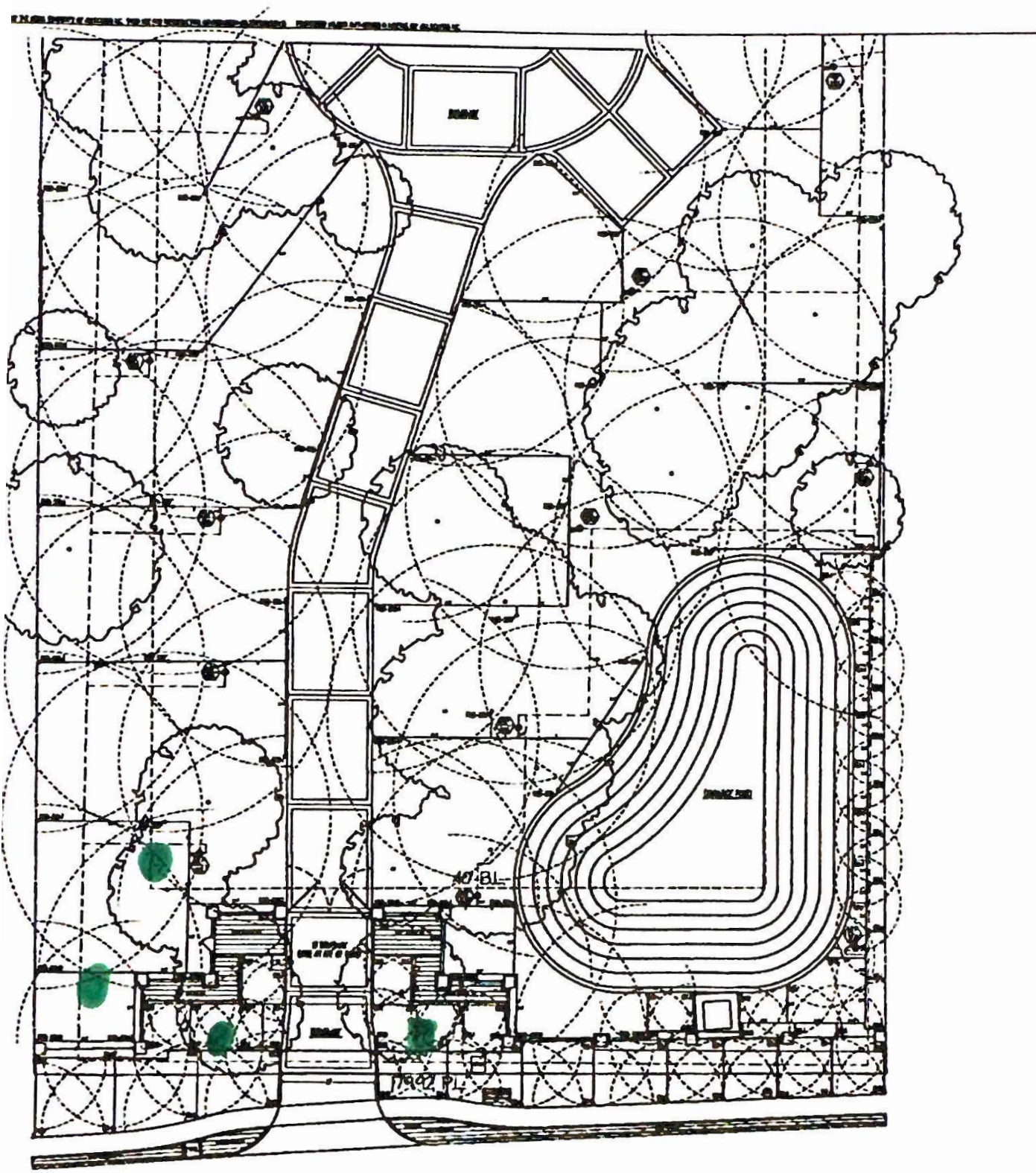
Printed Name: Malinda McMaster

Signature: M. McMaster (Applicant / HOA rep)

Date: 3/26/25

Part 4. F Only or Office Use				
Reviewed by:	Staff Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Trees:	Species:	Date Trees Planted:
Site Analysis:				
Comments & Special Conditions:				

Distribution: <input type="checkbox"/> Tree Board Committee <input type="checkbox"/> City Arborist	<input type="checkbox"/> Beautification <input type="checkbox"/> Applicant	Project Number:	Date recorded at Tarrant County and Record #
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POOL ROAD

● - proposed trees

1/2/26

Ivana Gonzalez
Urban Forester
City of Colleyville
100 Main Street
Colleyville, TX 7603

Dear Ms. Gonzalez,

I want to help beautify the city I have lived in for 35 years by planting four 65-gallon Chinkapin Oak trees outside my property line along the new sidewalk in front of my residence.

Attached Documents

- Parkway Tree Placement Application & Agreement
- Site plan showing proposed planting locations
- Photos of proposed planting site
- Cost estimate from NT Irrigation to install bubblers for each tree and connections to my irrigation system (\$1,150.00)
- Weekly lawn & landscape maintenance plan and agreement provided by Ponce's Services, LLC
- Cost of four 65-gallon Chinkapin Oak trees delivered and planted by Treeland Tree Farm & Nursery (\$3,734.63).


Total estimated project costs are \$4,884.63.

I appreciate your consideration of this proposal. If you have any questions regarding this proposal, please contact me.

Thank you,


Larry B. Cowan

5904 Bransford Road
Colleyville, TX 76034





Parkway Tree Placement Application and Agreement

City of Colleyville - 100 Main Street - Colleyville, TX 76034 - 817.503.1050 - IGonzalez@Colleyville.com

Part 1. Applicant Information **Part 2. Required Documents**

- Site Address(s):*
- 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

Name of Applicant / HOA rep: **LARRY B. COWAN**
Address of Applicant / HOA rep: **5904 BRANSFORD ROAD**
City: **COLLEYVILLE** *Phone:* [REDACTED]
Email Address of applicant / HOA rep: [REDACTED]

Legal Description of Property: **5904 BRANSFORD ROAD**

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	If alternative species requested indicate here:
Tree Species	No. of	Trees		
<input type="checkbox"/> TP = Texas Pistache		• *PE = Princeton Elm	<u>4</u>	
<input checked="" type="checkbox"/> LE = Lacebark Elm		• *CO = Chinkapin Oak		
<input type="checkbox"/> CE = Cedar Elm		• *CLO = Cathedral Live Oak		
		* Mature Height too tall near utility lines		

Tree Maintenance Agreement: - Please read the following carefully before signing the agreement

Applicant understands grant recipients will receive a Form 1099 for tax purposes from the City. Applicant agrees to accept complete maintenance responsibility for the tree(s) approved at this location, including but not limited to weekly monitoring of the water needs and watering accordingly, during the establishment period after planting; keeping the tree well(s) free of debris and weeds, mulched as necessary; and maintenance of the stakes and ties until the time at which they should be removed.

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

Printed Name: **LARRY B. COWAN**
Signature: Larry B. Cowan (Applicant / HOA rep) (Applicant / HOA rep)
Date: **1-2-26**

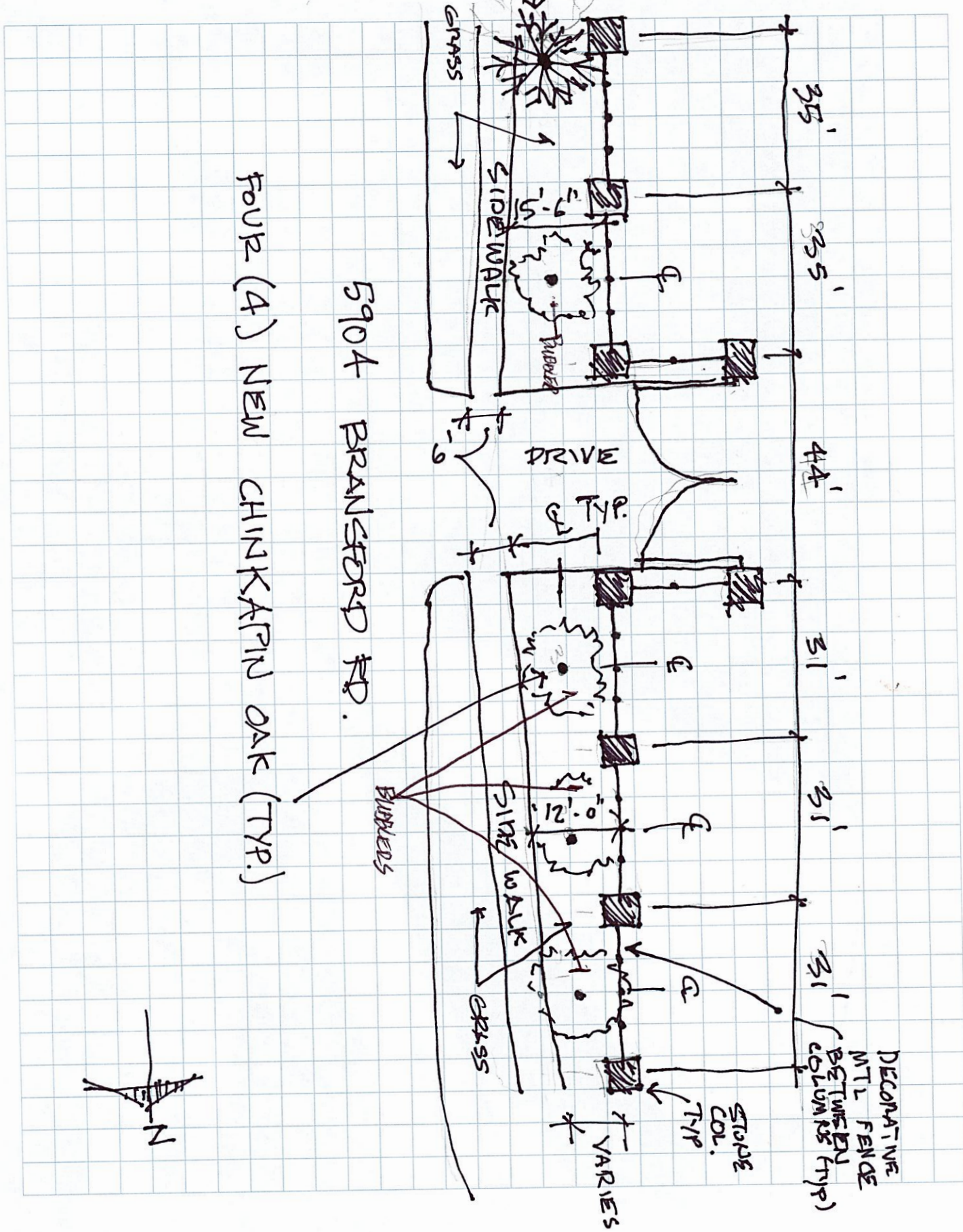
Part 4. F Only or Office Use

Reviewed by: _____ *Staff Approval: # of Trees:* _____ *Species:* _____ *Date Trees Planted:* _____
 •Yes •No _____ *Date Inspected:* _____

Site Analysis:

Comments & Special Conditions:

Distribution: • Tree Board • Beautification Committee *Project Number:* _____ *Date recorded at Tarrant County and Record #* _____
 • City Arborist • Applicant









CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD BRIEFING

Agenda Number 3b

Agenda Date 2/12/2026

Number -

Type Regular Agenda Items

Department Community Development

Title

Update on the Texas Tree Trail Project

Explanation

This item provides for the update on the Texas Tree Trail Project.

Attachments

1. Texas Tree Trail Plan and Scope

Texas Tree Trail



- The scope of work includes the furnishing and installation of 42 larger, more substantial trees in the open space behind the Senior Center. Trees include, several varieties of Oaks and Magnolias, Texas Ash, Montezuma Cypress, American Elm, Pine, and Big Tooth Maple.





CITY OF COLLEYVILLE COLLEYVILLE TREE BOARD BRIEFING

Agenda Number 3c

Agenda Date 2/12/2026

Number -

Type Regular Agenda Items

Department Community Development

Title

Set next meeting date

Explanation

This item provides for the setting of the next Tree Board meeting date.

Attachments