



City of Colleyville Parks and Recreation Advisory Board Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Monday, December 3, 2018
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
May 7, 2018
October 8, 2018
- 3. REGULAR AGENDA ITEMS**
3a Colleyville Soccer Association Update
- 4. REPORTS**
4a Tree Maintenance Pilot Program Update
4b Tree Fund and Park Land Dedication Fund Balance
4c Recreation, Athletics, and Senior Center Report
4d Parks Report
- 5. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, November 30, 2018 by 5:00 p.m.

Joyceinne Williams
Administrative Secretary

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee may be in attendance 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 Administrative Assistant at least 48 hours in advance at 817.503.1180, and reasonable accommodations will be made to assist you.



City of Colleyville

Parks and Recreation Advisory Board MINUTES - DRAFT

City Hall
100 Main Street
Colleyville, Texas
76034
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Monday, May 7, 2018
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor Meeting Room

1. CALL TO ORDER

Chair Hillary Schwanbeck called the meeting of the Parks and Recreation Advisory board to order on May 7, at 6:02 p.m.

Present: Chair Hillary Schwanbeck, Vice Chair Mitali Mandlekar, Board Members: Rich Hendler, Cliff LeBlanc, and John Hillebrand.
Brandstetter Carroll Inc. representatives: Parick D. Hoagland and Elizabeth S. Holser. City staff: Parks Manager, Heather Dowell, Senior Center/Recreation Manager, Lisa Escobedo, Administrative Secretary, Joyceinne Williams.

Absent: Board Members Ajit Purandare, Jim Hasenpflug and Natalie Genco

2. APPROVAL OF MINUTES – MARCH 5, 2018

2a Corrections to March 5, 2018 Minutes

Rich Hendler made note that the agenda did not reflect the deferred action items:

Delay of proposed action on tree items
Invitation for a sports person to speak to group

Another note of concern about the lapse of time of receiving the minutes between meetings.

Board member Cliff LeBlanc moved to approve the March 5, 2018 meeting minutes (with corrections to the agenda) and Board Member John Hillebrand seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

3a Master Plan Update

Discussion was provided, by the board members, on suggestions on how to prioritize the Capital Project rankings.

Several board members stated early comments were sent in and was wondering if they were too wordy to be included in the list.

Patrick Hoagland stated some of the recommendations were taken out because they were combined with other items on the list.

Cliff LeBlanc stated it would be helpful if we knew how much money was allocated for each of the projects.

Lisa Escobedo explained that there are different timeframes allocated for each of the projects (i.e. 0-2 years; 3-5 years; 6-10 years, 10+). There is a \$300,000-500,000 budget range per year for the projects. Some of the projects are funded through various other funds (General Fund, CEDC, and other special funds) depending on the project. Some funds are allocated specific to a particular project.

The committee discussed each of the items with emphasis on several items:

Maintenance and safety items at each of the city parks.

City playground upgrades for additional use.

Recreation Program enhancements.

Questions of concern included:

Can something be added to the list (i.e. small splash pad near the ball diamonds at City Park)?

Patrick Hoagland stated - Yes, we can add to the present item with explanations.

Rich Hendler asked Lisa Escobedo to explain her thoughts on the viability of a recreation center, the value of the recreation center to the community and the potential utilization of a recreation center.

Lisa Escobedo explained that the citizens often ask why we do not have a recreation center. Colleyville recreation offers a variety of programs which are cheaper to participate in than other cities close by. The advantage to Grapevine and Southlake is they have more sales tax and property revenue to provide larger facilities.

The committee unanimously agreed there is a need for more programming space for the recreation program. It was suggested, the Advisory Board submit a proposal to City Council to consider renovating the Senior Center into a recreation multipurpose center, with focus on the recreation programs. Presently, all

recreation programs are handled out of the Senior Center, Rock House, and GCISD facilities.

Each of the items on the list was discussed by the board members focusing on the following additions and improvements:

- Trails
- Restrooms
- Picnic shelters
- Planting trees
- Electricity in the park
- Dog park
- Safety items at city parks
- Signage

Patrick Hoagland suggested each person rank the items by what is most important based on what you have heard, what you want to try to accomplish and should take into consideration the most efficient means of where the funding amount should be spent.

Patrick Hoagland suggested everyone place a ranking for each of the projects listed. Brandsetter Carroll Inc. will compose an action plan document based on the rankings from each of the board members and the report will be sent to each member.

Brandstetter Carroll Inc. will provide the following information in the report:

Action Plan – Colleyville Parks, Recreation & Open Space Master Plan.

Mitali Mandelekar commented on a vision to connect an open space network.

Rich Hendler asked if there is a connectivity between schools and other cities regarding trail connections, sidewalks, parking and safety.

Lisa Escobedo stated that we do have discussion with schools and other cities. She also stated that a new sidewalk policy is being discussed at our next council worksession.

4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There was no one present wishing to speak.

5. ADJOURNMENT

Board member Clif LeBlanc moved to adjourn the meeting, and board member Mitali Mandlekar seconded. Motion carried unanimously. Vice Chair, Mitali Mandlekar adjourned the meeting at 8.09 p.m.

*APPROVED BY A VOTE OF _ AYES, _ NAYS, AND _ ABSTENTIONS ON THIS THE
3RD DAY OF DECEMBER, 2018*

Minutes taken and prepared by:

*Joyceinne Williams
Administrative Secretary*



City of Colleyville Parks and Recreation Advisory Board DRAFT MINUTES

City Hall
100 Main Street
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76034
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Monday, October 8, 2018
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor Meeting Room

1. CALL TO ORDER

Vice Chair Matali Mandlekar called the meeting of the Parks and Recreation Advisory Board to order on October 8, 2018 at 6:03 p.m.

Present: Vice Chair Mitali Mandlekar, Board Members Rich Hendler, Ajit Purandare, Jim Hasenpflug, John Hillebrand. Colleyville Girls' Softball Association, Jason Aguilera. City staff: Urban Forester Caleb Tandy, Parks and Recreation Director Lisa Escobedo; Administrative Secretary Joyceinne Williams

Absent: Board members Hillary Schwanbeck, Natalie Genco and Cliff LeBlanc

2. APPROVAL OF MINUTES

Board member Rich Hendler moved to table the May 7, 2018 minutes. Board Member John Hillebrand seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

3a Colleyville Girls' Softball Association Update

Jason Aguilera from the Girls' Softball Association updated the Board on the status of the association.

Registration is down from last year. There are about 142 girls participating in the program which constitutes 13 teams. The association is working on getting the brand out to help boost registration. The association had a booth at the National Night Out and the Summer Reading Finale.

As a result of the constant rain, many softball games were cancelled for safety reasons. The City constantly performed field maintenance and had to drag the fields.

Rich Hendler asked if there are signs up when the games were cancelled that stated "do not use the field."

Lisa Escobedo stated the red flags are out and the gates are closed but that does not stop anyone from going in and playing on the fields.

Jason Aguilera had concerns regarding the profit from the concessions stands.

Lisa Escobedo stated the City only maintains the interior of the concession stand but, if he would send a reminder to the Colleyville Baseball Association and copy, at that point she would intervene, if necessary.

Rich Hendler inquired about the starting age for children to sign up for softball.

Jason Auguilera replied at age 4 they can start playing "T" ball or Blast Ball and at age 6, they can start playing softball.

3b Tree Ordinance/Questions

Caleb Tandy, the City Urban Forester stated Chapter 5 – Tree Preservation of the Land Development Code has been reviewed and recommendations (attached in green) have gone forward to the City Council. The proposed new preservation standards, include changing the procedure for maintaining the canopy cover, and it also noted the involvement of the developers, builders, and homeowners.

Ajit Purandare asked if there were plans for planting additional trees.

Lisa Escobedo replied a few trees on Pleasant Run Road were lost and have been replaced. There are plans to plant more trees.

Caleb Tandy explained when commercial and residential plans are submitted to the Planning Department there are landscaping requirements that must be met.

In response to a question regarding dying Oak trees on Riverwalk Drive, Caleb Tandy responded it could be the result of heat and water stress or utility lines touching and he would go by and check on the area. He also stated the right of way tree adjacent to the property is the responsibility of the homeowner or HOA.

4. REPORTS

4a Tree Board Update

John Hillebrand reported on the April 23, 2018 Tree Board Meeting. Several issues were identified:

Control of mistletoe in City, in right-of-way and in homeowner trees. This is an expensive ongoing problem.

Need for uniform management of trees in the right-of-way trees as many are overgrown effecting sidewalks and roadways, and many are improperly trimmed and cared for.

Revision needed of City rules regarding tree removal and mitigation. Replacement trees are only inspected for three years. Many replacements are not natives and do not survive long term leading to eventual loss of tree cover.

It was suggested by the Tree Board:

Education is vital to maintaining and protecting trees in the City.

A link on the City's website could provide expert advice and techniques for tree care and planting.

Information could also be included in the City's newsletter and water bill.

Set up a pilot program for mistletoe control. Council could set up a fund for assistance and education.

Evaluate the tree ordinance. Strengthen protection and penalties for native and mature trees. Require developers to place money in a fund for a long term replacement if trees do not survive.

The Parks and Recreation Board proposed the following recommendation as a result of the above report:

Mitali Mandlekar motioned "to move forward with picking a pilot project area and designate a square footage appropriate to get this project going and submit a demonstration project for our homeowners to understand cut tree trimming benefits healthier trees."

Rich Hendler – Seconded the motion which passed unanimously.

John Hillebrand made a motion to request "City Council establish an electronic link or website for regarding tree maintenance and proper pruning of healthy trees which citizens and homeowner groups may access.

Ajit Purandare – Seconded the motion which passed unanimously.

It was also recommended that Caleb draft a proposal and recommendation to present to Council on behalf of the Parks and Recreation Board.

Rich Hendler inquired about the status of the trees in the median down SH26. 26.

Lisa Escobedo replied Colleyville will maintain the responsibility of the landscaping of SH26, but contractors will perform the work.

John Hillebrand inquired about the agreement with TxDot and the City regarding responsibility of ongoing maintenance.

Rich Hendler explained the City assumed the responsibility of the landscaping during the contract negotiating because we went above and beyond what TxDot wanted to plant.

4b Recreation, Athletics, and Senior Center Report

Lisa Escobedo, started her update with recapping the events that have taken place since the last meeting:

March 24, 2018 was the Bunny Brunch. There were 250 participants (sold out).

Texas Junior Anglers was held on April 21, 2018. There were 200 participants.

Parks and Recreation quarterly brochures were mailed out. This is a new program that has proven to be successful.

Spring Volleyball League was the biggest league this year.

The Summer Tennis League had 7 teams.

There were summer classes and summer camps offered in the City parks.

The Senior Center offered free tax help from February-April. Approximately 142 people used the services.

The regular Summer Volleyball League was a success. There were 23 teams with about 244 girls. This league was from June-August. This is the only volleyball youth program in this area.

Summer Classes and Summer Camps were all held at the Senior Center and Parks.

There were rain delays for all the teams.

New Fall Sand Volleyball League began in September, 2018. There were 4 teams.

The Sr. Health Fair was held on September 14, 2018. Over 40 vendors participated. It was well attended.

The regular Fall Volleyball season had 34 teams with 342 girls. This league was from September –Mid-November.

Colleyville Women's Club awarded the Sr. Center with a \$3000 grant to purchase a washer/dryer and do some electrical and plumbing work.

Senior Center purchased a new Shuttle on October 1 that holds 14 passengers for transporting seniors on trips.

The Splash Pad officially closed on October 1, 2018.

Haunted Trail was scheduled for October 20, 2018 but was cancelled due to rain.

Arbor Day was held on November 3, 2018 at the Farmer's Market. Two hundred trees and flowers to plant were distributed.

4c Parks

Park benches were added to the trail behind the Senior Center.

Nature Center – two railroad trusses were removed that caused the water flow from the rain.

UPCOMING:

Mesa Design Group was awarded the contract for the SH26 corridor enhancements. These enhancements should let "you know you are in Colleyville". There will be discussion on the proposals at open meetings that you are welcome to attend for input.

Plaza – Freese & Nichols is scheduled to present 95% of the plans for the Plaza outside Library/City Hall Design at the November 20 Council meeting. The submittal for bids for the work will begin early 2019.

The Winter Ball registration begins in December. The event will be held on January 25, 2019.

Landscape design on the roundabout at John McCain and Pleasant Run is scheduled to begin soon.

Pool and Glade roundabout landscape will begin soon.

The adopted Open Space Masterplan will implement some project such as the study of the Recreation/Senior Center Complex/renovations etc.

The next meeting is scheduled for December 3, 2018.

5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

Rich Hendler asked if there is a way to get the Tree Fund and Park Land Dedication fund balances and a general description.

6. ADJOURNMENT

Board member Jim Hasenpflug moved to adjourn the meeting, and board member John Hillebrand seconded. Motion carried unanimously. Vice Chair Mitali Mandlekar adjourned the meeting at 7:58 p.m.

APPROVED BY A VOTE OF 0 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 3RD DAY OF December 2018.

Minutes prepared from a recording by:

Joyceinne Williams

*Joyceinne Williams
Administrative Secretary*

Chapter 5 Urban Forestry

(10/6/2014)

Section 5.1 Purpose of This Chapter

The purpose of this chapter is to promote, conserve, and enhance the City's Urban Forest by: recognizing the historical and cultural importance of the Eastern Cross Timbers and its impact on Colleyville; recognizing the environmental, economic, social, and aesthetic benefits of trees; encouraging and facilitating site planning and design which preserves trees and natural areas; protecting trees during construction; limiting the removal of trees; providing for the establishment of a diversity of native and adapted trees.

It is the further intent of this chapter to compliment Destination Colleyville, The City of Colleyville Comprehensive Master Plan and The City of Colleyville Parks Master Plan as well as maintaining and enhancing Colleyville's identity as a Tree City USA.

Section 5.2 Authorization for Adoption of This Chapter

The regulations contained in this chapter have been adopted under the authority of *Chapter 51 – General Powers of Municipalities of the Texas Local Government Code*, which authorizes a municipality to adopt ordinances, rules, or police regulations that are for the good government, peace, or the trade and commerce of the municipality. This chapter is also adopted under the authority of *the Home Rule Charter of the City of Colleyville*, which authorizes the City Council to exercise all powers granted to municipalities by the Constitution or the laws of the State of Texas.

Section 5.3 Variances and Appeals

Except where provided in this chapter, any person seeking approval of a development as required by this Land Development Code may request a variance from a requirement contained in this chapter, or appeal a decision of an Administrative Official by submitting a request using the procedures described in *Chapter 1 – General Provisions* of this Land Development Code.

Section 5.4 Definitions

Definitions applicable to this chapter may be found in *Chapter 2 – Definitions* of this Land Development Code.

Section 5.5 Tree Removal and Damage

No person directly or indirectly shall cut down, destroy, remove, move, damage, or effectively destroy through damaging the roots, trunk or canopy, any tree without first obtaining the required approvals or permits as outlined in this chapter, unless otherwise exempted by the provisions of this chapter.

Section 5.6 Applicability

- A. Prior to the following activities, review and approval of that activity's compliance with this chapter (Urban Forestry Review) shall be completed by the Administrative Official unless subject to the exemptions in Paragraph B:
1. Removal, damage, or adverse impact of any Protected Tree.
 2. Construction or expansion of structures for which a building permit is required.
 3. Demolition of structures.

4. Clearing, grading, excavation, filling, or paving on any site or property that has existing Protected Trees.
5. Subdivision of land into lots by Preliminary Plat, Final Plat, Minor Plat, or Replat.
6. Site plan submittals for commercial or institutional uses as well as site plans that are part of a PUD, SUP, or other Zoning Case.

B. Exemptions to Urban Forestry Review:

1. Authorized City employees or contractors and authorized Franchise Utility employees or contractors may, in the course of official business, remove, damage, or adversely impact Protected Trees or portions thereof which exist in a dedicated public street right-of-way or a public utility easement which the City or Franchise Utility has an interest in. The removal, damage, or adverse impact shall be limited to the extent reasonably necessary to install, maintain, or replace utilities or infrastructure. If a Tree Preservation Plan is approved showing to preserve trees in public utility easement or street right-of-way dedicated for new or expanding streets, then those trees shall be preserved and protected per the approved plans. Ordinance O-98-1130 shall govern management and control of all trees within City street right-of-ways, City public parks, and City owned facilities.
2. Any of the above activities may be done without Urban Forestry Review on properties with an active single-family use that are one (1) acre or less in area and where a habitable single-family home exists and is occupied as the primary residence of the landowner. If the landowner owns contiguous individual lots or tracts, the sum of all land shall be used to determine the size restriction of this exemption.
3. All landscape nurserymen shall be exempt from the terms and provisions of this section only in relation to those trees planted and growing on the nursery premises which are planted and grown for the sale or intended sale to the general public.

Section 5.7 Tree Preservation and Canopy Cover

All new development and redevelopment, to include additions, shall provide a minimum site tree canopy coverage per this Section through preservation of existing trees and establishment of new ones.

A. Calculation of Tree Canopy:

1. The canopy area for each existing Protected Tree shall be assumed as a circle having a radius in feet equal to the DBH in inches of that tree. Example: A 10 inch DBH tree would have a canopy diameter of 20 feet and a canopy area of 314 square feet.
2. The canopy area for each new tree shall be credited based on the categories of large, medium, and small canopy trees: Large - 2000 sqft; Medium – 1000 sqft; Small – 100 sqft. The Administrative Official shall develop, update, and maintain on file a list of tree species and their associated size category and canopy credit.

B. Non-single-family residential uses:

1. Preservation of a minimum of 50% of the Protected Tree Canopy outside the Commercial Building Envelope (includes a five (5) foot buffer) shall be required.
2. The total preservation plus tree planting credit shall have a minimum canopy area equal to 50% of the total area of the lot(s) or tract(s).

C. Development or redevelopment of single-family residential uses on individual lots or tracts:

1. Preservation of a minimum of 50% of the Protected Tree Canopy outside the Residential Building Envelope (includes a ten (10) foot buffer) shall be required.
2. The total preservation plus tree planting credit shall have a minimum canopy area equal to 50% of the total area of the lot(s) or tract(s).

D. Additions and expansions to existing single-family residential uses on individual lots or tracts:

1. When an addition or expansion to the footprint of a single-family residence equals 50% or more of the existing footprint, the regulations per letter 'C' above shall apply.

E. Development of new single-family residential subdivisions:

1. Preservation of a minimum of 50% of the Protected Tree Canopy on the entire subdivision shall be required. The calculation shall include Protected trees located in newly dedicated streets (public or private), public water, sanitary sewer, gas, electric, telecommunication, drainage and general utility easements. The calculation shall exclude trees located in existing public utility easements containing existing in-service water, sanitary sewer, gas, electric, or telecommunication installations as well as additional public street right-of-way dedicated adjacent to an existing public or private street. The purpose of not excluding trees in new streets and easements is to promote subdivision design and layout that prioritize preservation of trees.
2. Within the required primary building setback areas (non-buildable areas for primary structure), a minimum of 75% of the Protected Tree Canopy shall be preserved. This is a separate calculation from that in Paragraph E.1.
3. Once the subdivision is constructed, all improvements are accepted by the City, the Administrative Official has inspected and verified compliance with required tree preservation, and Community Development has issued a letter of acceptance allowing submittal of new single-family building permits, then the preservation requirements of Paragraph C shall apply and each lot will be reviewed separately for tree preservation and planting based on that lots remaining trees and proposed location of single-family home.

F. Artificial Lots:

1. When more than 50% of a lot or tract being developed or redeveloped is to remain untouched by tree removal, grading, excavation, filling, paving, or building, then an artificial lot may be delineated around the portion being developed and serve as the basis for calculation of tree canopy preservation and coverage. The delineation should not leave small strips or gaps adjacent to property lines and should generally only leave out one side of a property. Review and pre-approval of delineation for artificial lots shall be required.

G. Dead, Declining, and Hazardous Trees:

1. Any tree that the Administrative Official determines to be dead, declining beyond reasonable recovery effort, or that has a high or extreme hazard rating based on the ISA Basic Tree Risk Assessment that cannot be mitigated to a lower risk, shall be exempt from inclusion in the review of tree preservation and canopy cover calculation.

Section 5.8 Heritage Trees

A. Heritage Trees are those specimens that have attained a significant age and are the heritage of earlier residents of Colleyville or simply pre-date the community. All post oaks and blackjack oaks 15 inches DBH and larger, cottonwood, water oak, green and white ash 35 inches DBH and larger, and all other Protected Tree species 25 inches DBH and larger are hereby considered Heritage Trees.

B. Removal of any Heritage Tree in any location shall require mitigation by one of the following options:

1. Plant trees with a total canopy credit of five (5) times the canopy area of the removed tree.

2. Pay into the City of Colleyville Tree Fund at a rate of \$100 per DBH inch.

Section 5.9 Tree Protection Standards

The following procedures shall be followed for all construction projects which involve activity that required Urban Forestry Review, unless an alternative is deemed appropriate by the Administrative Official.

A. Pre-Construction: The ensuing procedures shall be followed prior to construction.

1. All Preserved Trees shall have protective fencing located at the tree's critical root zone. The protective fencing shall be comprised of orange vinyl construction fencing, with a minimum of four-foot (4') approximate height.
2. Lumber shall be wrapped vertically around the tree trunk and held in place with wire or any other non-damaging method if a tree is within ten (10) feet of the construction of a building or any other situation determined by the Administrative Official that would pose a physical risk to the tree trunk.
3. In order to prevent damage to low hanging limbs, anything that may be impacted by equipment shall be pruned according to ANSI A300 standards.
4. Each area of tree protection shall require temporary signage that indicates the area is a "Tree Protection Area" and to "Keep Out". A wording standard will be developed, updated, and maintained by the Administrative Official. The wording shall be in English and Spanish and include the appropriate contact phone number with the City to report violations.

B. During Construction: The following procedures shall be followed within the limits of the Critical Root Zone (CRZ) of any Preserved Tree for any activity that is subject to the requirements of this chapter.

1. No placement of materials intended for use in construction or waste materials accumulated due to excavation or demolition.
2. No equipment may be cleaned or other liquids deposited. This would include but not be limited to, paint, oil, solvents, asphalt, concrete, mortar or other materials.
3. No signs, wires or other attachments, other than those of a protective nature shall be attached to the trees.
4. No vehicular and construction equipment traffic or parking.
5. Underground utilities shall be bored underneath trees' CRZ unless pre-approved by the Administrative Official.
6. Irrigation systems shall be designed to NOT require trenching across the critical root zone of any tree unless otherwise approved by the Administrative Official.
7. No digging, building, paving, or elevation changes.

Section 5.10 Tree Planting Standards

All new trees required to be planted under this chapter shall meet the following standards.

- A. Minimum size shall be three (3) inch caliper for large and medium canopy trees and one and one-half (1.5) inches for small canopy trees, measured at six (6) inches above the ground level.
- B. Minimum spacing between trees is twenty (30) feet for large, fifteen (15) feet for medium, and eight (8) feet for small trees. Adjacent trees of different sizes shall meet the spacing requirement of the smaller tree.
- C. Trees shall be free from severe bark, cambium, or limb damage due to handling and planting.
- D. Trees shall be healthy and have minimal branch dieback.
- E. Trees shall have a single trunk or stem unless they are a small canopy tree whose ornamental value is attributed to having multiple stems.
- F. Trees shall not have co-dominant terminal leaders.
- G. Trees shall not be planted with the root collar below the soil and mulch shall not be piled up against the trunk.
- H. Trees shall be selected from the City of Colleyville Preferred Tree Planting List, to be developed, updated, and maintained on file. Trees outside of the list require pre-approval by the Administrative Official.

Section 5.11 Permits

- A. Tree Removal Permit
 - 1. An application for tree removal permit must be submitted, reviewed for compliance with this chapter, and approved prior to the removal of any tree.
- B. For trees that have become an immediate high hazard to persons or property, the hazard can be mitigated to a safe condition prior to permitting, but the tree parts and evidence of the damage should not be removed from the site unless sufficient photo evidence is taken in advance. An after-the-fact tree removal permit will be required within 30 days of the event and no fees or mitigation will be required as long as sufficient evidence of the hazard can be provided. If trees are removed prior to review or approval of a tree removal permit and no evidence can corroborate the hazard then the City may enforce the penalties of this chapter.
- C. Fees: All tree removal permits shall be accompanied by a check made payable to the City of Colleyville per the following schedule:
 - 1. A person that owns and has primary residence of a single-family home on a lot or combination of contiguous adjacent lots or tracts that total more than one (1) acre will not be charged a permit fee.
 - 2. All others will require a \$50 base fee plus an additional \$25 per Protected Tree that is to be removed.

Any tree that the Administrative Official determines to be dead, declining beyond reasonable recovery effort, or that has a high or extreme hazard rating based on the ISA Basic Tree Risk Assessment that cannot be mitigated to a lower risk, shall be exempt from fees under this Section 5.11(C).

Section 5.12 Plan Submittals

All activity that requires Urban Forestry Review shall have the following plans submitted for review. The Administrative Official shall maintain and keep on file an outline for all specific items required on the following plans as well as any permit applications or additional documents required for

review of each activity.

- A. Tree Survey: shall include, but is not limited to, an inventory of all Protected Trees on the property, property boundaries, property easements, existing structures and paving, tree trunk location, a unique tree identification number, common name or species, trunk Diameter at Breast Height (DBH), and an outline of the Critical Root Zone (CRZ). If there are no Protected Trees on the property the Administrative Official may waive this submittal.
- B. Urban Forestry Plan shall include, but is not limited to: property boundaries and easements; building setbacks; all Protected Trees; identify trees to be removed or preserved; outline the preserved trees' CRZ; show grade changes; show all new improvements such as structures, paving, major utilities; show locations, types, and sizes of new trees.

Section 5.13 Penalties and Violations

- A. Civil Penalty: If any Protected Tree is cut down, destroyed, removed, moved, damaged, or effectively destroyed through damaging the roots, trunk or canopy without first obtaining the required approvals or permits as outlined in this chapter, the Administrative Official shall have the authority to impose a civil tree mitigation penalty requiring the applicant to choose one, or a combination of, the violation remedy options contained in this section. The City shall have the authority to hold any development related administrative approvals for the property on which the violation occurred and may impose a stop work order until the penalty is addressed.
 - 1. Option 1. Tree Planting: The violator shall plant new trees with a canopy credit equal to five (5) times the canopy area of the removed trees. If the tree is a Heritage Tree, then the violator shall plant new trees with a canopy credit equal to ten (10) times the canopy area of the removed tree. All tree plantings shall meet the standards of Section 5.10. A tree planting plan and timeline for installation of the new trees shall be provided to the Administrative Official no later than 30 days from the date of the offense. The new trees shall be planted no later than 90 days from the date of the offense or, if the site is under construction, the new trees shall be planted prior to final inspections. In the event that the trees are not planted within the prescribed timeframe, the City may delay any related administrative approvals for the property and may impose a lien on the property until such time the trees are planted.
 - 2. Option 2. Tree Fund: The violator shall pay into the City of Colleyville Tree Fund at a rate of \$250 per DBH inch of tree removed. If the tree is a Heritage Tree, then the violator shall pay \$500 per DBH inch of tree removed. Payment must be provided no later than 30 days of the Offense. In the event that the trees are not planted within the prescribed timeframe, the City may delay any related administrative approvals for the property and may impose a lien on the property until such time the trees are planted.
- B. Criminal Penalty: In addition to the civil penalties of this chapter, any person violating or failing to comply with any provision or requirement of this chapter, including but not limited to the mitigation requirements of this section, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall, without exception, be fined the maximum amount of \$2,000.00. A separate offense shall be deemed committed upon each day during or on which each separate violation or failure to comply occurs or continues to occur and shall be punishable as such.

Section 5.14 Appeals

Any appeal to the provisions of this chapter and/or any appeal to a decision of the Administrative Official relative to the provisions of this chapter shall be heard by the City Council.

Section 5.15 Replacement Tree List

The following is the list of appropriate and approved replacement trees which have been selected on the basis of their suitability in the urban environment of North East Tarrant County.

Commented [CT1]:

Commented [CT2R1]:

Commented [CT3R1]: Update list to keep on file, but remove section. List referenced in 5.10.H

REPLACEMENT TREE LIST			
SCREENING TREES	ORNAMENTAL TREES	MEDIUM AND LARGE TREES	PALMS
-ARBORVITAE	-BLUE POINT JUNIPER	-AMERICAN ELM	-CALIFORNIA FAN PALM
-BLUE POINT JUNIPER	-CAROLINA BUCKTHORN	-ARISTOCRAT PEAR	-MEXICAN FAN PALM
-CHINESE PHOTINIA	-CAROLINA CHERRY LAUREL	-ARIZONA CYPRESS	-NEEDLE PALM
-CAROLINA CHERRY LAUREL	-GRAPE MYRTLE	-BALD CYPRESS	-SABAL PALM
-EAST PALATKA HOLLY	-DECIDUOUS HOLLY	-BOIS-D'ARC	-WINDMILL PALM
-EASTERN RED CEDAR	-DESERT WILLOW	-BUR OAK	
-LITTLE GEM MAGNOLIA	-EAST PALATKA HOLLY	-CEDAR ELM	
-NELLIE R. STEVENS HOLLY	-FIG	-CHINESE PISTACHE	
-SAVANNAH HOLLY	-ITALIAN CYPRESS	-CHINQUAPIN OAK	
-WAX MYRTLE	-JAPANESE MAPLE	-DEODAR CEDAR	
-YAUPON HOLLY	-LACEY OAK	-EASTERN RED CEDAR	
	-MEXICAN BUCKEYE	-EVE'S NECKLACE	
	-NELLIE R. STEVENS HOLLY	-FOREST PANSY REDBUD	
	-OKLAHOMA REDBUD	-GINKGO BILOBA	
	-SAVANNAH HOLLY	-LACEBARK ELM	
	-SUMAC	-LITTLE GEM MAGNOLIA	
	-TEXAS MOUNTAIN LAUREL	-LIVE OAK	
	-VITEX	-PECAN	
	-WAX MYRTLE	-PERSIMMON	
	-YAUPON HOLLY	-SHANTUNG MAPLE	
	-	-SHUMARD RED OAK	
		-SOUTHERN MAGNOLIA	

Section 5.16 Amendments

Reserved for listing of amendments to this chapter.

Ord. Number	Date	Subject
O-00-1214	4-18-00	Adoption of Tree Preservation in Land Development Code
O-09-1734	11-4-09	Amendments to Chapter 5 based on recommendations of consultant
O-14-1933	10/6/2014	Comprehensive amendments including incentives for preserving native tree stands, addition of fees, changes to penalties and other modifications

Large Canopy Trees:credit/spacing = 2000 ft²/30ft

Common Name	Species
pecan	<i>Carya illinoensis</i>
deodar cedar	<i>Cedrus deodara</i>
green ash	<i>Fraxinus pennsylvanica</i>
'Skyline' thornless honeylocust	<i>Gleditsia triacanthos</i> 'Skyline'
black walnut	<i>Juglans nigra</i>
Southern magnolia	<i>Magnolia grandiflora</i>
Mexican sycamore	<i>Platanus mexicana</i>
American sycamore	<i>Platanus occidentalis</i>
London planetree	<i>Platanus x acerifolia</i>
Eastern cottonwood	<i>Populus deltoides</i>
Texas red oak	<i>Quercus buckleyi</i>
bur oak	<i>Quercus macrocarpa</i>
chinquapin oak	<i>Quercus muhlenbergii</i>
Shumard oak	<i>Quercus shumardii</i>
post oak	<i>Quercus stellata</i>
live oak	<i>Quercus virginiana</i>
American elm	<i>Ulmus americana</i>
cedar elm	<i>Ulmus crassifolia</i>
lacebark elm	<i>Ulmus parvifolia</i>

Medium Canopy Trees:credit/spacing =1000 ft²/15ft

Common Name	Species
Caddo maple	<i>Acer barbatum</i> var. <i>caddo</i>
bigtooth maple	<i>Acer grandidentatum</i>
chalk maple	<i>Acer leucoderme</i>
Shantung maple	<i>Acer truncatum</i>
'Jeffersred' Freeman's maple	<i>Acer x freemanii</i> 'Jeffersred'
common persimmon	<i>Diospyros virginiana</i>
Texas ash	<i>Fraxinus texensis</i>
ginkgo	<i>Ginkgo biloba</i>
Kentucky coffeetree	<i>Gymnocladus dioicus</i>
Texas walnut	<i>Juglans microcarpa</i>
Eastern redcedar	<i>Juniperus virginiana</i> var. <i>virginiana</i>
golden raintree	<i>Koelreuteria paniculata</i>
'Bracken's Brown Beauty' Southern magnolia	<i>Magnolia grandiflora</i> 'Bracken's Brown Beauty'
'Claudia Wannamaker' magnolia	<i>Magnolia grandiflora</i> 'Claudia Wannamaker'
'DD Blanchard' Southern magnolia	<i>Magnolia grandiflora</i> 'DD Blanchard'
Eldarica (Afghan) pine	<i>Pinus eldarica</i>
Italian stone pine	<i>Pinus pinea</i>



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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Agenda Number 3a	Agenda Date 12/03/2018	Number
Type Regular Agenda Items		
Department Parks and Recreation		

Title

Colleyville Soccer Association Update

Explanation

Colleyville Soccer Association representatives will present this update.



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Agenda Number 4a	Agenda Date 12/03/2018	Number
Type Report		
Department Parks and Recreation		
Title		
Tree Maintenance Pilot Program Update		



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Agenda Number 4b	Agenda Date 12/03/2018	Number
Type Report		
Department Parks and Recreation		
Title		
Tree Fund and Park Land Dedication Fund Balance		

Explanation

This report will be provided by staff.



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Agenda Number 4c	Agenda Date 12/03/2018	Number
Type Report		
Department Parks and Recreation Advisory Board		
Title		
Recreation, Athletics, and Senior Center Report		

Explanation

This report will be provided by staff.



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Agenda Number 4d	Agenda Date 12/03/2018	Number
Type Report		
Department Parks and Recreation		
Title		
Parks Report		

Explanation

This report will be provided by staff.