



**City of Pass Christian Tree Board
Regular Meeting Minutes
June 19, 2025**

Board Members Present: Terry Gibson, Avra O'Dwyer, Melinda Taylor, Lolita Welch

Board Member(s) Absent: Chris Daniels

Staff Members Present:

Melodie Hayes, City Planner

Billy Dauphin, Community Development Director

Brad Manus, Beautification Director & Arborist

Audience Present: Terry Martin, Anna Martin, Alex Kooney, Leslie Williams, Kevin Taylor, Jeremy Herring

1. Call To Order

Ms. Melodie Hayes, City Planner, called the meeting to order at 3:30 P.M.

2. Roll Call and Determination of Quorum and Pledge of Allegiance

The agenda was amended to include Pledge of Allegiance and any additional discussion items with staff and board members.

3. Declaration of Abstentions and Conflicts

None.

4. Minutes Approval

Board Member Taylor made a motion to approve minutes from May 21, 2025 meeting; Board Member Welch seconded the motion.

Motion passed unanimously.

5. Discussions

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a. Staff reviewed with Board Members that going forward applications should be fully approved or fully denied as staff would prefer there is no partial approvals or submittals of future applications. Applications that will be presented to the City of Pass Christian Tree Board going forward will be more complete, concise and include site plans and photos.

b. Transparency is necessary, so all board meetings will be held in the city courtroom chambers to allow for video and audio recording to be made available to the public.

Packets and agendas are going to be sent to board members via email in pdf format five days prior to the meeting day. Unless a special request for printing packets is requested by a board member, packets will be emailed to each board member, and they are welcome to bring their electronic devices to the meeting to view the packets' documentation.

Approved minutes will also be posted on the website. A 2025 calendar with remaining months was given to board members present and a request to be available for meetings on the scheduled day.

c. Brad Manus, City Beautification Director, discussed \$13,000 tree replacement money has been allotted to the tree removal fund and stays there to be used as needed. Mr. Manus also mentioned that in certain circumstances, HOA/POA rules overrule a city rule and sometimes the City rule and ordinance will overrule the HOA/POA. He also indicated it is a case-by-case situation and for example if an HOA/POA is dissolved, then the city is the more restrictive body and vice versa.

d. Addendum of discussion to meeting agenda. City Arborist Brad Manus informed the Tree Board that there would be an application coming in soon regarding a property on Kittywake; which is an example of the above-mentioned topic and in that case, there is no active POA/HOA and there is an immediate need to remove diseased tree(s). With the board's consent, he and Melodie Hayes, City Planner, will work through the application process with the applicants.

6. Motion/Discussion

a. Grant Brad Manus, City of Pass Christian Arborist to have the authority to administratively approve all pruning and removing of dead, injured, dying, diseased protected Live Oaks and Magnolias as well as other species above the caliber of 38". Billy Dauphin, City of Pass Christian Community Development Director presenting.

Mr. Dauphin addressed the board members and explained that he has given code enforcement responsibilities to Melodie Hayes, City Planner and tree code enforcement issues are being turned over to Brad Manus, City Beautification Director. The city process and procedures are being reworked to be clearer to staff, board members and citizens. As this process is in the process of being more defined, staff would like to inform the Tree Board of issues as need be, however, some duties can be addressed administratively such as a dead or diseased tree to be removed automatically. Mr. Manus is an arborist, and he knows about the condition of the tree and is capable of being able to deal with diseased or dead trees, so it does not need to wait for a meeting schedule. There could also be weather-related issues that dictate an immediate need for removal.

Mr. Manus will also be involved with the Community Development department in the pre-planning stages of a project to be informed from the beginning about a tree issue on a parcel looking to be developed project will not proceed until its' next step until all departments have approved and this should eliminate problems as time goes on.

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Board Member Gibson would still like to know if tree limbs that have been cut were approved by staff.

Board Member O'Dwyer would still like to see a list of projects that have been dealt with by city staff. City staff will try to be diligent about sending monthly lists as need be of issues that were addressed. She also asked if there are any staff questions that Mr. Manus please inform and consult the tree board.

Mr. Dauphin said that a final draft for the motion will be presented to the Board of Aldermen for their consideration of approval for this item.

Board Member Gibson made a motion to approve the above-mentioned request; Board Member Welch seconded the motion.

All in favor. Motion passed unanimously.

7. Applications

a. 516 W. Beach Blvd. - Discussion of partially approved tree removal permit and consideration of complete approval or denial of permit. Carrie Booker, owner and applicant.

City Arborist, Mr. Manus, came to the podium to speak regarding the application and noted the application was erroneously issued and there is a new owner so the application, while approved, will need to have the transfer of ownership for the new owner and Melodie Hayes will work with the new applicant to obtain the new application.

Board Member Gibson made a motion of approval to allow the new property owners of 516 W. Beach Blvd to complete a new tree removal application. Board Member Melinda Taylor seconded the motion.

All in favor. Motion passed unanimously.

b. 105 Shadowlawn Ln. - Discussion regarding application status and consideration of approval or denial of application. Nicholas and Leslie Valente Family Trust, owner; Will Loftus, applicant.

Discussion was presented that a new application needed to be accepted to allow for proper documentation and a new check. Melodie Hayes will get hold of owners.

Board Member Gibson made a motion to have a new application presented by the owners prior to any work being done. Board Member Taylor seconded the motion.

All in favor. Motion passed unanimously.

c. 411 E. 2nd St. - Consideration of approval or denial of application for tree removal. Taylor Tree Company, applicant.

Jeremy Herring of Taylor Tree Removal was invited to the podium to speak regarding the application.

City Arborist Mr. Manus came to the podium and asked for clarification of the location and explained to the Board the reason why removal was being requested.

Board Member Gibson made a motion to approve the removal of trees located at 411 E. 2nd Street with the condition of three replacement trees be planted at that location. Board Member Taylor seconded the motion.

Roll call vote:

Melinda Taylor Aye

Avra O'Dwyer Aye

Terry Martin: Aye

Melinda Taylor: Nay

Motion passed 3-1.

d. 128 Victoria Ln. - Consideration of approval or denial of application for tree removal. Kevin Taylor, Plum Homes, applicant.

Kevin Taylor of Plum Homes was invited to the podium to speak regarding the application.

Board Member Melinda Taylor asked about the proximity of the trees to the purposed home.

Mr. Kevin Taylor responded they were currently 3-4 feet from where the foundation of the home will be and have agreed to do any replacements.

Leslie Williams was invited to speak regarding the application as an acting agent for the property owners.

Board Member Gibson made a motion of approval to remove the trees in question.

A revised motion was made by Board Member Melinda Taylor to keep the Magnolia tree and remove the Oak tree and if there were further concerns from the property owners, they may appeal the Tree Board decision to the Board of Aldermen and to work with the City Planner on time frame to go before the Board of Aldermen. Board Member Welch seconded the motion.

All in favor. Motion passed unanimously.

e. 125 Palm Ave. – Consideration of approval or denial of application. Alex Kooney, owner and applicant.

No discussion regarding application.

Motion made by Board Member Gibson recommended approval of the application at 125 Palm Ave. Board Member Taylor seconded the motion.

All in favor. Motion passed unanimously.

f. 110 W. Scenic Dr. – Consideration of approval or denial of application for tree removal. Nicald Holding, applicant.

City staff recommended removal based on situation.

Board Member Gibson asked if there were any plans for any future placement.

City Arborist Mr. Manus stated that there are none at this time.

Board Member Terry Gibson made a motion to approve with the conditions for three replacements to be done for the property located at 110 W. Scenic Dr.

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Board Member Avra O'Dwyer seconded the motion.

All in favor. Motion passed unanimously.

g. 99 Fairway Dr. - Consideration of approval or denial of application for tree removal. Lauren Schrantz, applicant.

City Arborist Brad Manus came to the podium and spoke regarding the application noted the tree in question is laying on the ground and needs to be removed.

Board Member Melinda Taylor made a motion to approval removing of the removal of the tree at 99 Fairway.

Board Member Lolita Welch seconded the motion.

All in favor. Motion passed unanimously.

7. Adjournment

Board Member Melinda Taylor made a motion to adjourn the meeting. Board Member O'Dwyer seconded the motion.

All in favor. Motion passed unanimously.

Meeting adjourned at 4:54 P.M.

Passed and approved on the 17th day of July, 2025.

Melodie Hayes

City Planner

City of Pass Christian

