REVISED - Procedure to Process Amendments to Master Street Tree Plan (MSTP)
Department of Public Works

Applicant submits request to amend MSTP

City provides educational resources to street coordinator including flow chart of amendment process, FAQs, link to Cal Poly Urban Forest Ecosystems Institute SelecTree Tree Selection Guide (http://selectree.calpoly.edu/) to explore possible species

Street coordinator must obtain concurrence of more than 50% of property owners on street to pursue MSTP amendment using one of following methods (*Note - coordinator must contact all resident property owners with petition & educational materials while Public Works will contact non-resident property owners*)

If property owners on street submit letter requesting specific species amendment & species request is consistent with Arboricultural standards

Public Works prepares petition for circulation by street coordinator; requires concurrence of more than 50% of property owners on street to support species selection

Public Works presents recommended MSTP amendment to UFAC for consideration

Public Works presents recommended MSTP amendment to Design Commission for consideration. Report will include UFAC action

Public Works presents recommended MSTP amendment to City Council for consideration. Report will include UFAC & Design Commission action

If City Council does not approve recommended MSTP amendment, Public Works & street coordinator will decide how to proceed

Note – when petition process includes multi-family properties, HOA official, property owner or property manager will vote on behalf of residents

If property owners on street submit letter requesting a non-specific species amendment

Public Works schedules meeting to explain MSTP amendment process; discuss species suited for street; & encourage property owners to identify desired tree attributes. Invite neighborhood association & UFAC

Public Works provides tree species recommendations to property owners for consideration (unless property owners reach consensus at meeting) & location of example species planted within Pasadena

Property owners may elect to solicit tree selection guidance/expertise from UFAC

Once property owners select species, Public Works prepares petition for circulation by street coordinator; requires concurrence of more than 50% of property owners on street to support species selection

If more than 50% of property owners on street sign petition supporting species selection, Public Works presents recommended MSTP amendment to UFAC for consideration

Public Works presents recommended MSTP amendment to Design Commission for consideration. Report will include UFAC action

Public Works presents recommended MSTP amendment to City Council for consideration. Report will include UFAC & Design Commission action

Procedure to Process Amendments to Master Street Tree Plan (MSTP)—Frequently Asked Questions (FAQs)
Department of Public Works

QUESTION – What are the benefits of an urban forest?

Trees:

- Contribute to community economic well-being by enhancing enhance property values by 7 to 20%
- Provide neighborhoods with sense of identity
- Provide sense of place—90% of Americans consider beauty of trees very important
- Improve water quality by intercepting storm water & reducing runoff/soil erosion
- Promote pedestrian activity
- Provide evaporative cooling effect lowering temperatures typically by 5 to 9 degrees
- May reduce cost of summer cooling by 10 to 50%
- Improve air quality by extracting 25 lbs. of carbon from air per year (mature tree) & capturing airborne particulate pollution, removing dust & chemicals from atmosphere
- Mitigate noise pollution by absorbing traffic & other sounds from urban environment

QUESTION – What is the Master Street Tree Plan (MSTP)?

The MSTP, adopted by City Council in 1991, guides the City in planning for and maintaining a diverse & vital urban forest. The MSTP identifies a designated street tree(s) for each public street on a block-by-block basis ensuring each block has a unified & unique look. The MSTP is both a long-range policy guide & a living document that responds to changing conditions.

QUESTION – What is the goal of the Master Street Tree Plan (MSTP)?

The goals of the MSTP are to:

- Provide a planting/replanting master plan for new development & redevelopment
- Maintain species diversity
- Protect inherent property values of homeowners & businesses while enhancing neighborhood character & aesthetics
- Extend life span of trees by carefully matching species selection & site conditions (growing space considerations, water needs, sidewalks, overhead & underground utilities & offset carbon emissions)

QUESTION – Who decides what trees are planted on each street?

The Urban Forestry Advisory Committee (UFAC), a subcommittee of the Design Commission, reviews, advises & makes recommendations to the City Council regarding the MSTP. Property owners have the ability to seek amendments to the MTSP using the process outlined in the attached flow chart.

QUESTION – Will the City Council's approval of an amendment to the MSTP result in the removal of existing street trees?

A MSTP amendment only affects what tree species the City will be plant in vacant street tree sites. The City will not remove existing street trees. Following the approval of a MSTP amendment, the City will initiate the planting of vacant tree sites.

INFORMATION – For additional information regarding MTSP amendment process:

Please contact the Department of Public Works - Urban Forestry at forestry@cityofpasadena.net or 626-744-3846.