

Complete Streets Checklist

Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of \$250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC – must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that projects claiming exceptions to the CS Policy must complete the Exceptions section on the Checklist, including the BPAC review, and provide a Department Director-level signature. Please fill out Contact Information and Project Information and then move to Statement of Exception, which is the last section.

Additional information and guidance for completing this Checklist can be found at the MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at

<https://mtc.ca.gov/planning/transportation/complete-streets>

This form may be downloaded at <https://mtc.ca.gov/planning/transportation/complete-streets>.

Submittal

Completed Checklists **should be** [submitted online via this form.](#)

PROJECT INFORMATION

Project Name/Title:

Dutton Avenue Road Rehabilitation

Project Area/Location(s):

Dutton Ave from East 14th Street to Bancroft Avenue in San Leandro, California

Attach map if available.

PROJECT DESCRIPTION: (300-word limit)

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

Roadway excavation, removal of concrete improvements. Reconstruction of roadway, installation of ADA compliant curb ramps, sidewalks, signages and improved crosswalk striping

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:

Erwin Ching,
Engineering Manager

Contact Email:

eching@sanleandro.org

Contact Phone:

510-577-3439

Agency:

City of San Leandro

Do you think your project qualifies for a Statement of Exception? (see qualifying list in pg. 4)

☐ Yes

☒ No

Topic	CS Policy Consideration	YES	NO	Required Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: <ul style="list-style-type: none">• City/County General + Area Plans• Bicycle, Pedestrian & Transit Plan• Community-Based Transportation Plan• ADA Transition Plan• Station Access Plan• Short-Range Transit Plan• Vision Zero/Systematic Safety Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Project improvements are consistent with the City's Bicycle and Pedestrian Master Plan and have been identified as a priority pedestrian area which is defined as a 1/8 mile buffer within schools and parks.

Topic	CS Policy Consideration	YES	NO	Required Description
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? [See AT Network map on the MTC Complete Streets webpage .]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Project is located within the AT.
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The City uses its Local Roadway Safety Plan (LRSP) in lieu of a HIN. Dutton Avenue is not identified as a priority location within the LRSP
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Project will improve pedestrian facilities by constructing ADA curb ramps, pedestrian crossing improvements, and replacing damaged sidewalk
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No
	B. Have all potentially affected transit agencies had the opportunity to review this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No transit agencies affected
	C. Is there a MTC Mobility Hub within the project area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements, found in MTC's Mobility Hub Implementation Playbook
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pedestrian facilities will meet PROWAG design guidelines

Topic	CS Policy Consideration	YES	NO	Required Description
6. Equity	Will Project improve active transportation in an Equity Priority Community (EPC)?		No	Project is not within an EPC
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist. The CS Checklist MTC review will begin once the BPAC meeting has occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	San Leandro BPAC will review the checklist at the next meeting tentatively scheduled on September 23, 2025. Summary notes will be provided per instructions after the meeting.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (<i>Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202).</i>	<input checked="" type="checkbox"/>

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES		Provide Documentation or Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	<input type="checkbox"/>		If yes, please cite language and agency citing prohibited use.
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	<input type="checkbox"/>		If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking, and rolling.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	<input type="checkbox"/>		Describe Alternative Plan/Project

4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	<input type="checkbox"/>	<input type="checkbox"/>	Describe condition(s) that prohibit implementation of CS policy requirements
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SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below:

Full Name: _____

Title: _____

Date: _____

Signature: _____