[DATE]

Metropolitan Transportation Commission (MTC)

Bay Area Metro Center

375 Beale Street, Suite 800

San Francisco, CA 94105

Re: Commitment for TOC Compliance for [NAME OF TRANSIT EXTENSION PROJECT(S)]

Dear [MTC CHAIR] and Commissioners,

The [NAME OF JURISDICTION] would like to thank MTC staff for recommending the allocation of [DOLLAR AMOUNT] from [NAME OF FUND SOURCE] to the [NAME OF TRANSIT EXTENSION PROJECT(S)]. The [NAME OR LOCATION OF FUTURE STOP OR STATION] of the [NAME OF TRANSIT EXTENSION PROJECT] will be located in [NAME OF JURISDICTION].

MTC’s Transit Oriented Communities (TOC) Policy ([MTC Resolution 4530](https://mtc.ca.gov/digital-library/5023449-mtc-resolution-number-4530-transit-oriented-communities-policy)) conditions regional discretionary funding for transit extension projects on compliance with standards that ensure that transit investments are supported by appropriate land use, housing, and transportation policies that implement the vision of Plan Bay Area 2050. Specifically, the TOC Policy establishes standards for the ½-mile area around fixed-guideway stations or stops related to density, housing affordability, parking, and station access/circulation.

[Include overview of how well the stop or station area currently complies with each of the four components of the TOC Policy: density, housing affordability, parking, and station access/circulation. If the jurisdiction asserts that the stop or station area already complies with a component, provide more detailed information.]

Consistent with the requirements of MTC’s TOC Policy, the [NAME OF JURISDICTION] commits to taking specific steps toward achieving compliance with the TOC Policy by 2026 for the [NAME OF FUTURE STOP OR STATION] in order for the project to receive regional discretionary funding from MTC. The [NAME OF JURISDICTION] commits to taking the following actions to comply with the four TOC Policy areas:

1. [SPECIFIC ACTION] to comply with the TOC Policy’s density requirements by the 2026 deadline.
2. [SPECIFIC ACTION] to comply with the TOC Policy’s housing affordability requirements by the 2026 deadline.
3. [SPECIFIC ACTION] to comply with the TOC Policy’s parking requirements by the 2026 deadline.
4. [SPECIFIC ACTION] to comply with the TOC Policy’s access/circulation requirements by the 2026 deadline.

Sincerely,

[MAYOR OR CITY MANAGER]

***RESOLUTION NO. [XX-XX]***

***Resolution Of The [GOVERNING BODY—I.E., “CITY COUNCIL”] Of [NAME OF JURISDICTION] Committing to Take Steps Toward Achieving Compliance With The Metropolitan Transportation Commission’s (MTC's) Transit-Oriented Communities (TOC) Policy as a Condition for MTC to Allocate Regional Discretionary Funding To The [NAME OF TRANSIT PROJECT]***

***WHEREAS,*** the Metropolitan Transportation Commission adopted Resolution 4530, the TOC Policy; and

***WHEREAS,*** the TOC Policy incentivizes local jurisdictions to plan and zone for higher residential and commercial densities in areas within one half-mile of existing and planned fixed-guideway transit stops and stations to support the region’s transit investments and implement key GHG reduction strategies from Plan Bay Area 2050; and

***WHEREAS***, incentivizing local jurisdictions to also adopt policies focused on increasing housing production of all types, particularly affordable housing production, preservation and protection, commercial anti-displacement and stabilization, parking management, and transit station access and circulation further supports regional transit investments and Plan Bay Area 2050 implementation; and

***WHEREAS***, MTC conditions the allocation of regional discretionary funding for fixed-guideway transit extension projects on compliance with the TOC Policy; and

***WHEREAS***, the TOC Policy establishes different compliance expectations for fixed-guideway transit extension projects based on the project’s delivery stage; and

***WHEREAS***, [NAME OF AGENCY SPONSORING/IMPLEMENTING TRANSIT EXTENSION PROJECT] has submitted/will submit to MTC a request for [DOLLAR AMOUNT] from [NAME OF FUND SOURCE] for the [NAME OF TRANSIT EXTENSION PROJECT]; and

***WHEREAS***, the [NAME OR LOCATION OF FUTURE STOP OR STATION] of the [NAME OF TRANSIT EXTENSION PROJECT] will be located in [NAME OF JURISDICTION]; and

***WHEREAS***,a fixed-guideway transit extensionproject in the Project Design and Early Right-of-Way Acquisition stage must obtain from any jurisdiction where a future stop or station will be located a commitment to take steps toward achieving compliance with the TOC Policy by 2026 for the station area in order for the project to receive regional discretionary funding from MTC; and

***WHEREAS***,the jurisdiction’s commitment must state specific steps being taken for the station area for each of the four TOC Policy areas (density, affordability, parking, and access/circulation), now, therefore, be it

***RESOLVED,*** that [GOVERNING BODY] commits to [SPECIFIC ACTION] to comply with the TOC Policy’s density requirements by the 2026 deadline; and

***RESOLVED,*** that [GOVERNING BODY] commits to [SPECIFIC ACTION] to comply with the TOC Policy’s housing affordability requirements by the 2026 deadline; and

***RESOLVED,*** that [GOVERNING BODY] commits to [SPECIFIC ACTION] to comply with the TOC Policy’s parking requirements by the 2026 deadline; and

***RESOLVED,*** that [GOVERNING BODY] commits to [SPECIFIC ACTION] to comply with the TOC Policy’s access/circulation requirements by the 2026 deadline.