City and County
of San Francisco



Shared Spaces

共用空間　Espacios compartidos

DESIGN TRAINING

Tuesday, February 14, 2023

Agenda

9:40	Who’s in the Room?
9:45	What resources are available for Shared Spaces operators?
9:50	What are the main design considerations for safe and accessible Shared Spaces?
10:20	When are permits applications due? What is needed for the submittal?
10:25	Interactive Quiz
10:40	Questions & Discussion
10:55	Break and Networking

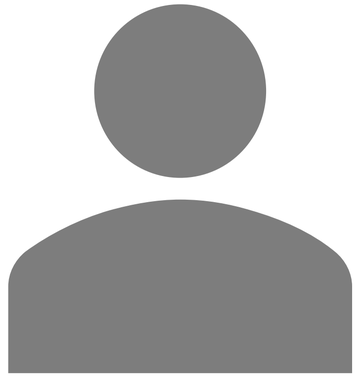
Who’s in the Room? The City Team!



Robin
Program Director



Monica
Program Deputy Director –
SFMTA Streets



SFFD
Fire Prevention

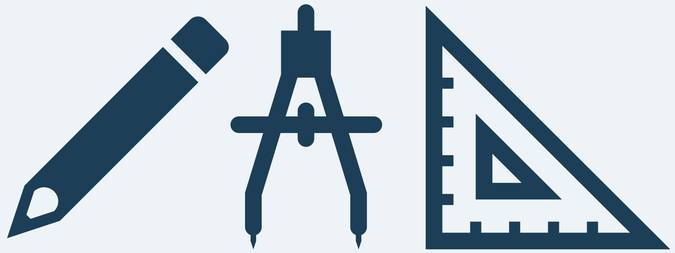


Annie Yalon
Deputy Director - Comms

Who’s in the Room? Attendees!



Builder or Contractor





Neighborhood Small Business Owner



Others?

Where are Shared Spaces?

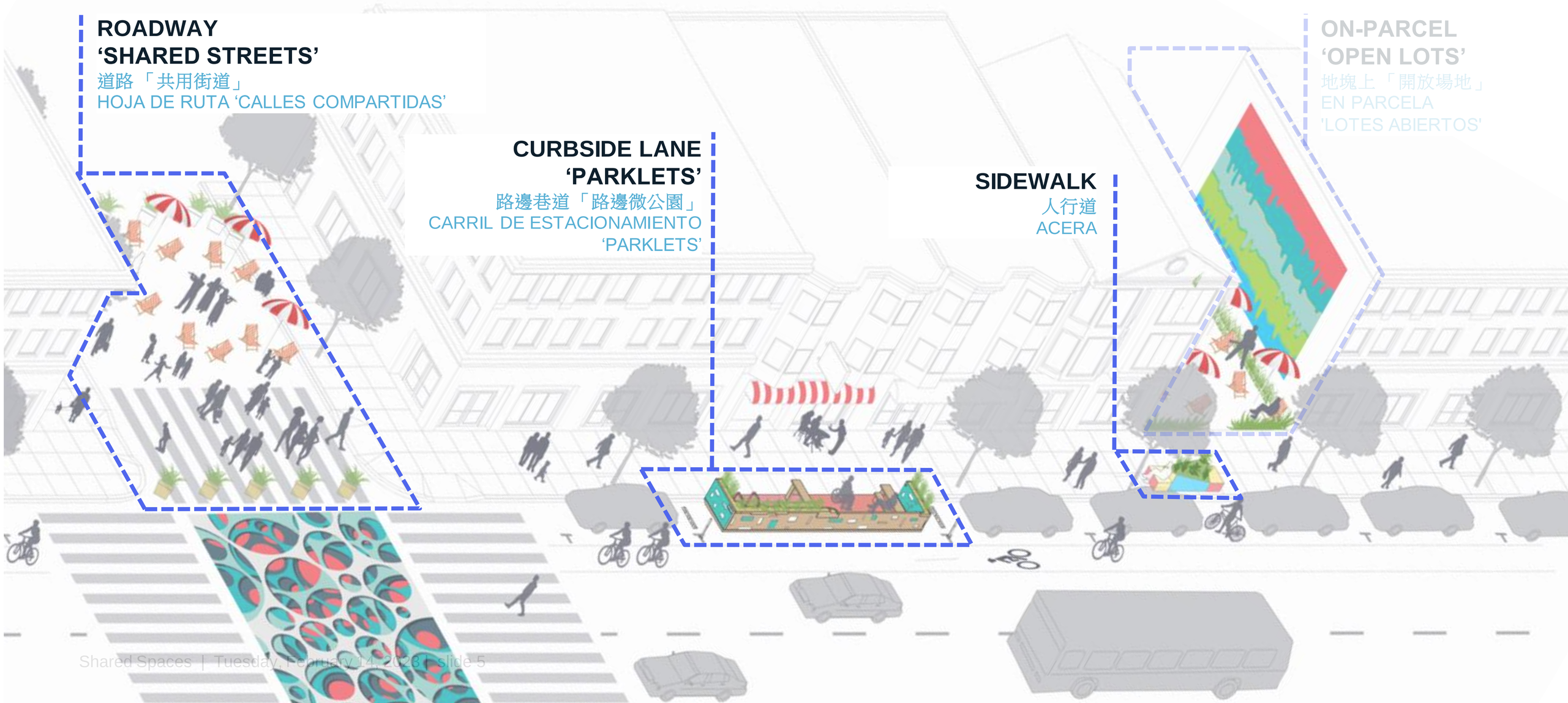
共用空間在哪裡？ ¿Dónde están los Shared Spaces?

ROADWAY
‘SHARED STREETS’
道路「共用街道」
HOJA DE RUTA ‘CALLES COMPARTIDAS’

CURBSIDE LANE
‘PARKLETS’
路邊巷道「路邊微公園」
CARRIL DE ESTACIONAMIENTO
‘PARKLETS’

SIDEWALK
人行道
ACERA

ON-PARCEL
‘OPEN LOTS’
地塊上「開放場地」
EN PARCELA
'LOTES ABIERTOS'



Equity Grants: Round 2 Compliance Grant Applications live!

We will give grants of up to $2,500 to Shared Spaces operators to reimburse for the cost of bringing their Shared Spaces into compliance with our guidelines.

To be considered for this grant, you must apply for the legislated program.

Grants can be used for materials or professional services



Apply at sf.gov/Shared-Spaces-Equity

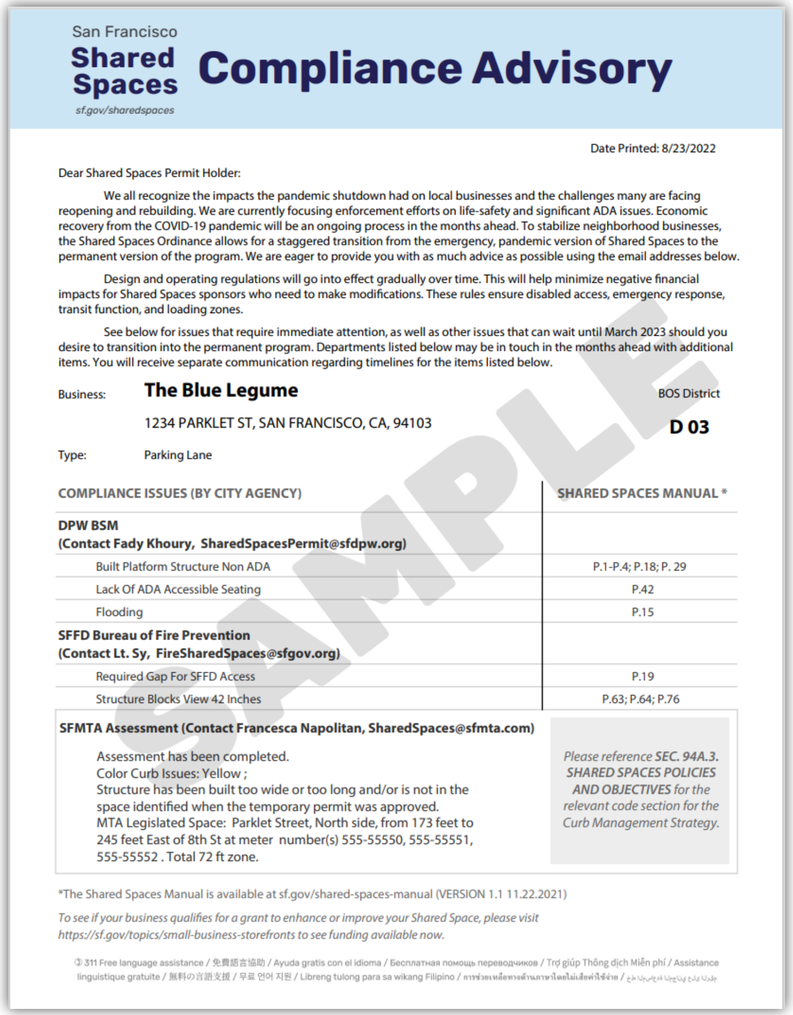
Grants & Resources

	SF Shines Design Services	Shared Spaces Compliance
Eligible Sites	**Brick & Mortar**	**SS Sidewalks & Parklets only**
Applications Accepted	**April 1, 2022 – (no close date)**	**September 1 – January 15, 2023**
Grant Type	**Services (Design)**	**Cash Reimbursement (materials & labor)**
Weblink	**sf.gov/sf-shines**	**sf.gov/shared-spaces-equity**

Other resources for Shared Spaces operators about compliance

Parklet sponsors received communications to help them understand how to make their pandemic Shared Spaces safe and accessible. Transition & Compliance Timeline at: sf.gov/shared-spaces-timeline

- **Compliance Advisory** via email.
  - summarize all the design and placement issues at each site that the City has noted so far.
  - These issues will need to be corrected for the site to be eligible for a post-pandemic permit that starts April 2023.
- **SFMTA Assessment** via email.
  - Elaborate on details beyond what's summarized in the Compliance Advisory regarding the business location's footprint options.
  - provide solutions to resize or relocate your space to be eligible for a post-pandemic - updated neighbor permission, color curb zones reinstatement, intersection visibility, and alignment with the program 2 space cap requirement.



San Francisco
Shared Spaces
sf.gov/sharedspaces

Compliance Advisory

Date Printed: 8/23/2022

Dear Shared Spaces Permit Holder:

We all recognize the impacts the pandemic shutdown had on local businesses and the challenges many are facing reopening and rebuilding. We are currently focusing enforcement efforts on life-safety and significant ADA issues. Economic recovery from the COVID-19 pandemic will be an ongoing process in the months ahead. To stabilize neighborhood businesses, the Shared Spaces Ordinance allows for a staggered transition from the emergency, pandemic version of Shared Spaces to the permanent version of the program. We are eager to provide you with as much advice as possible using the email addresses below.

Design and operating regulations will go into effect gradually over time. This will help minimize negative financial impacts for Shared Spaces sponsors who need to make modifications. These rules ensure disabled access, emergency response, transit function, and loading zones.

See below for issues that require immediate attention, as well as other issues that can wait until March 2023 should you desire to transition into the permanent program. Departments listed below may be in touch in the months ahead with additional items. You will receive separate communication regarding timelines for the items listed below.

Business: **The Blue Legume**
1234 PARKLET ST, SAN FRANCISCO, CA, 94103

BOS District **D 03**

Type: Parking Lane

COMPLIANCE ISSUES (BY CITY AGENCY)	SHARED SPACES MANUAL *
DPW BSM (Contact Fady Khoury, SharedSpacesPermit@sfdpw.org)	
Built Platform Structure Non ADA	P.1-P.4; P.18; P. 29
Lack Of ADA Accessible Seating	P.42
Flooding	P.15
SFFD Bureau of Fire Prevention (Contact Lt. Sy, FireSharedSpaces@sfgov.org)	
Required Gap For SFFD Access	P.19
Structure Blocks View 42 Inches	P.63; P.64; P.76

SFMTA Assessment (Contact Francesca Napolitan, SharedSpaces@sfmta.com)

Assessment has been completed.
Color Curb Issues: Yellow ;
Structure has been built too wide or too long and/or is not in the space identified when the temporary permit was approved.
MTA Legislated Space: Parklet Street, North side, from 173 feet to 245 feet East of 8th St at meter number(s) 555-55550, 555-55551, 555-55552 . Total 72 ft zone.

*Please reference **SEC. 94A.3. SHARED SPACES POLICIES AND OBJECTIVES** for the relevant code section for the Curb Management Strategy.*

*The Shared Spaces Manual is available at sf.gov/shared-spaces-manual (VERSION 1.1 11.22.2021)

To see if your business qualifies for a grant to enhance or improve your Shared Space, please visit https://sf.gov/topics/small-business-storefronts to see funding available now.

311 Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / 무료 언어 지원 / Libreng tulong para sa wikang Filipino / การช่วยเหลือทางด้านภาษาโดยไม่เสียค่าใช้จ่าย / مجانية لغوية مساعدة

SAMPLE

Sidewalks and Curbside: Shared Spaces Design Guidelines



人行道和路邊：共用空間設計指南

Aceras y carriles de estacionamiento: Pautas de diseño de Shared Spaces

sf.gov/Shared-Spaces-Manual

Priority Considerations

設計準則與最佳實踐　　Directrices de Diseño & Mejores Prácticas



Accessibility

無障礙設施

Accesibilidad



Fire Safety

消防安全與緊急通道

Seguridad Contra Incendios



Sightlines

視線

Líneas visuales



Drainage

消防安全與緊急通道

Drenaje



Abandonment

放弃

Abandono



Airflow

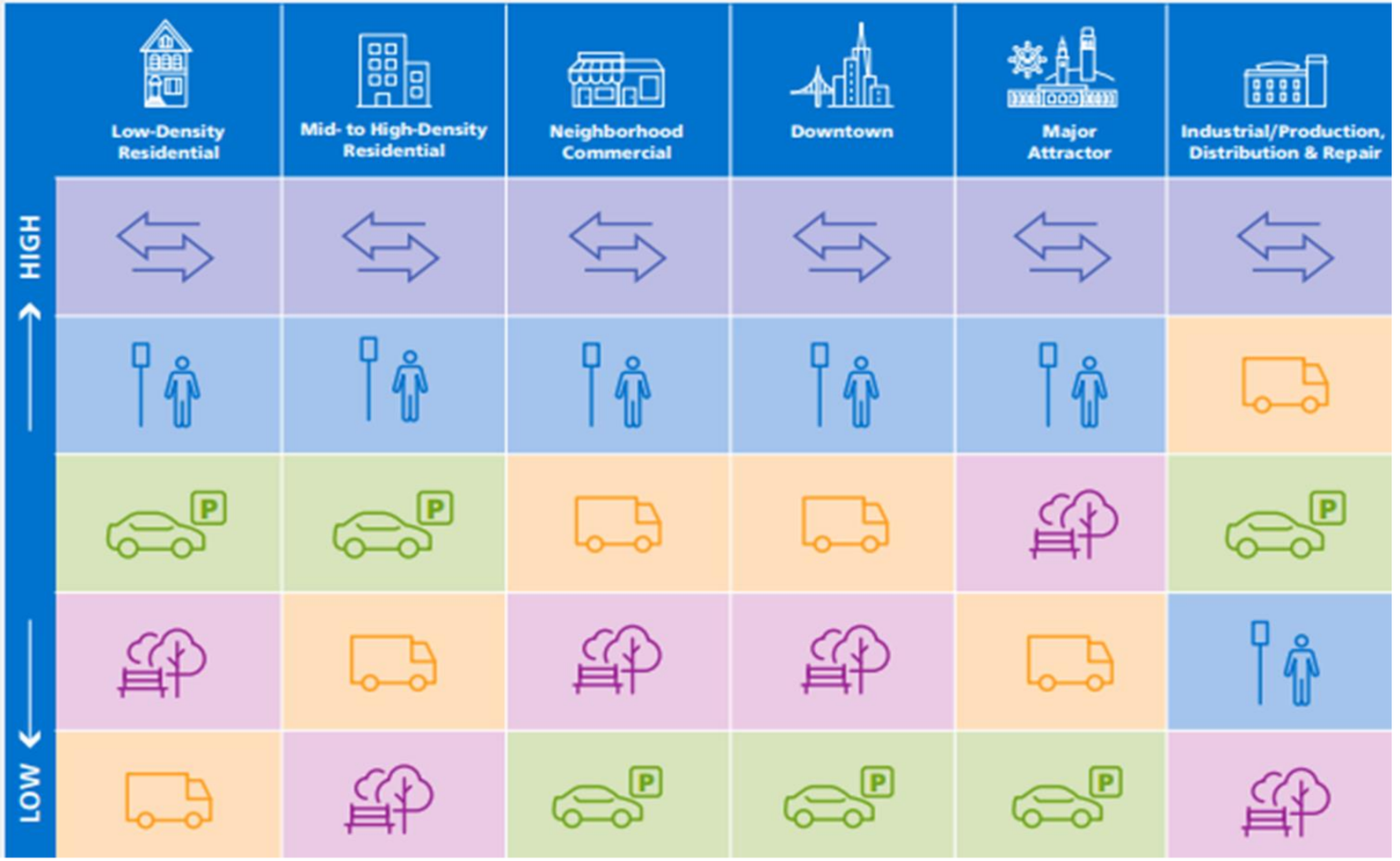
空氣流動

Flujo de Aire

Balancing Curbside Functions: Eligibility Assessment

平衡路邊功能：資格條件評估　　Equilibrando las funciones de las aceras: Evaluación de elegibilidad

Curb Functions Prioritized by Land Use



Curb Functions

Access for People
Active space that prioritizes transit boardings, and accommodates pick-ups/drop-offs, and shared-mobility services

Access for Goods
Space for deliveries of different types and sizes, used for short periods of time

Public Space and Services
Curb designated for use by people and public services

Storage for Vehicles
Space intended to be occupied by vehicles for extended periods, such that no other users can access the space

Movement
Curb lane is used for the through-movement of motorized and non-motorized means of transportation, such that the curb lane is unavailable for other functions

sfmta.com/reports/curb-management-strategy

Balancing Curbside Functions: Eligibility Requirements

平衡路邊功能：資格規定　　Equilibrio de las funciones de la acera: Requisitos de elegibilidad









To remain in the codified non-emergency program, some parklets will need to re-size, relocate, or be removed to allow for:

- Transit Boarding Zones
- “Daylighting” Intersections
- Yellow, White, and Blue Zones

These parklets were notified in 2022

為了繼續留在經過編纂的非緊急計畫中，需要重新調整大小、搬遷或拆除一些路邊微公園以允許：

- 公共交通工具上車區
- 「加亮顯眼」十字路口
- 黃色、白色和藍色劃線區域

這些路邊微公園將從 2022 年冬季開始收到通知

Para permanecer en el programa codificado que no es de emergencia, algunos parklets deberán cambiar de tamaño, reubicarse o eliminarse para permitir:

- Zonas de embarque y tránsito
- Intersecciones de “luz de día”
- Zonas amarillas, blancas y azules

Estos parklets se notarán a 2022

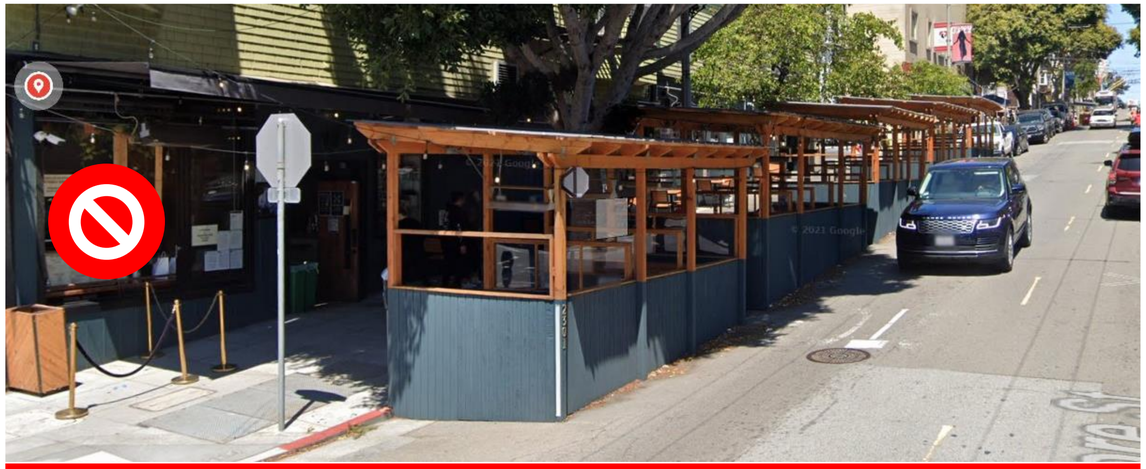
Visibility at Intersections – Vision Zero

十字路口的能見度——零死亡願景 (Vision Zero)　　Visibilidad en intersecciones – Visión Cero

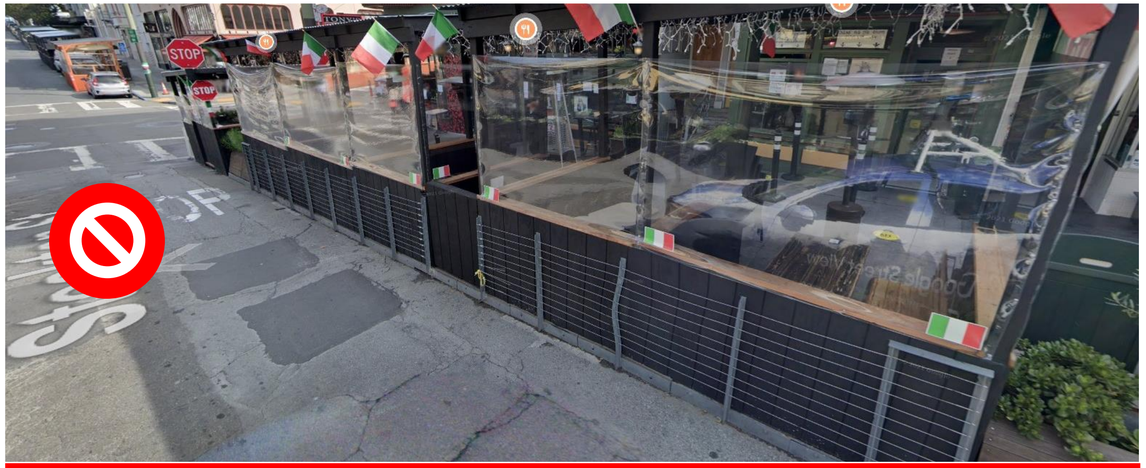
ASAP



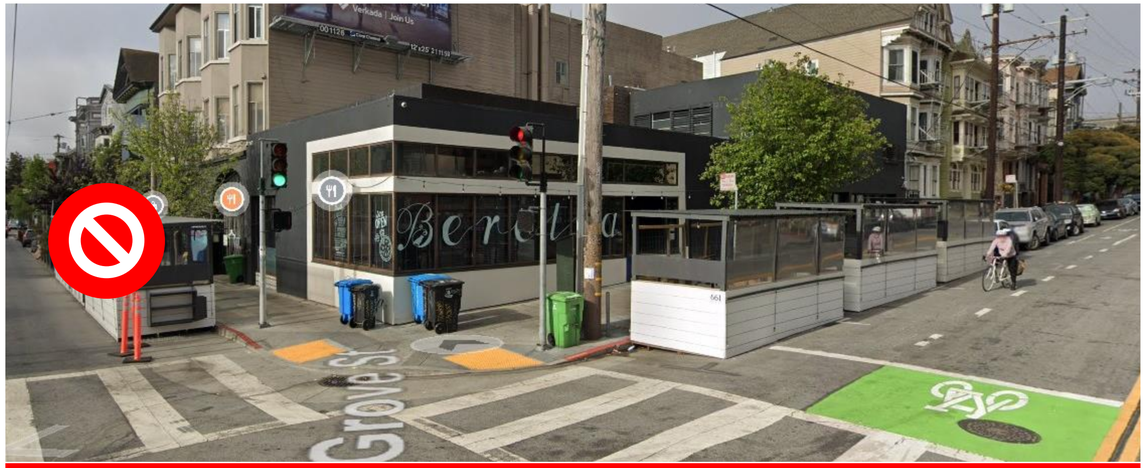
8’ – 20’ Setback from Crosswalks



Difficult for pedestrians to see oncoming cars



Difficult for motorists to see pedestrians entering crosswalk



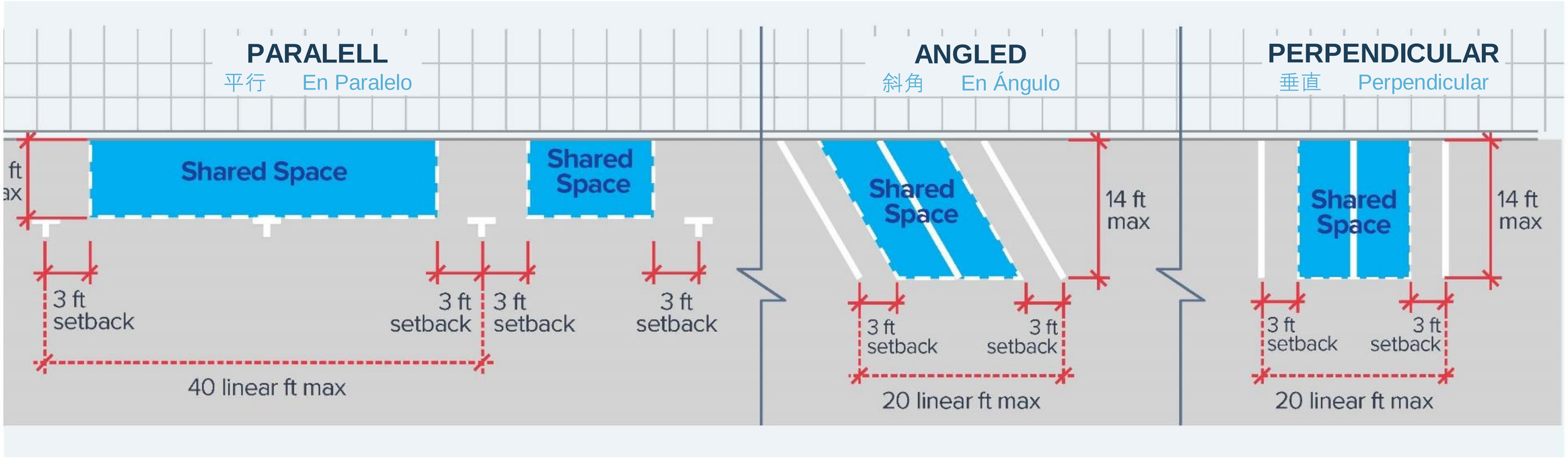
Increased vulnerability for cyclists and wheelchair users

sf.gov/Shared-Spaces-Manual

Two parking spaces maximum

最多兩個車位　Máximo dos espacios de estacionamiento

APRIL 2023



sf.gov/Shared-Spaces-Manual

Site Treatments & High Visibility

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- **Visibility:** You must mark the edges or corners of your enclosure with yellow high intensity retro-reflective tape or reflectors to be visible to drivers at night.
- **Flexible Delineator Posts:** Purchase four standardized flexible delineator posts, two for each end of the parklet.
- **Signage:** The 3-feet setbacks must be kept clear from obstructions like garbage bins, bicycles, motorcycles, or scooters at all times. Signage will be provided.

sf.gov/Shared-Spaces-Manual

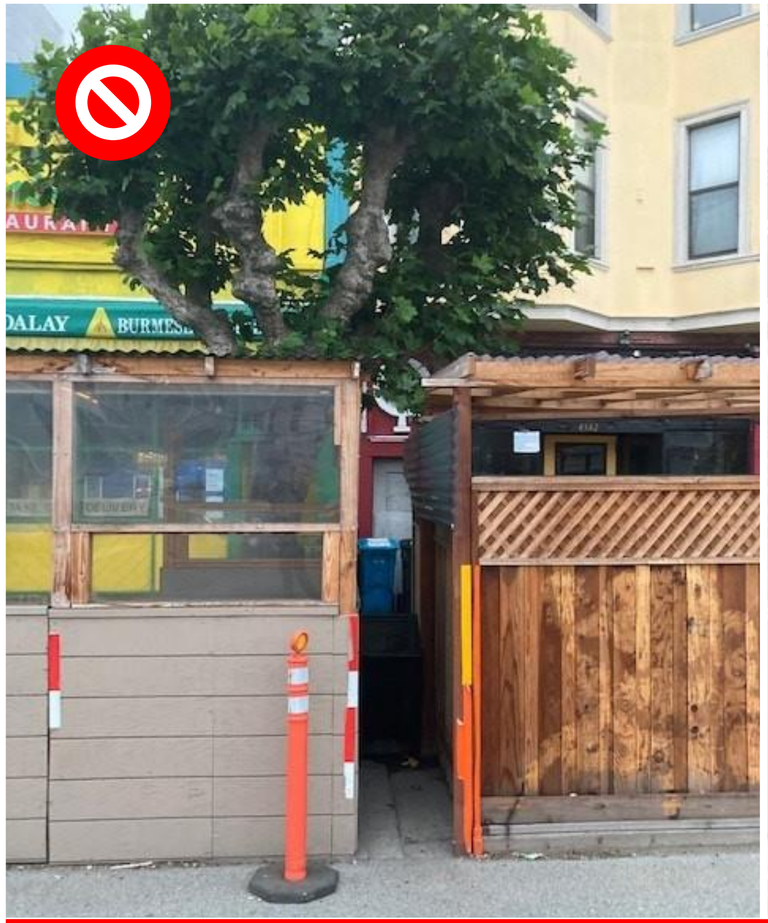
3’ Setbacks from parklets and parking spots

APRIL 2023

從路邊微公園和停車位縮進　Espacios entre parklets y espacios de estacionamiento



Setbacks allow for vehicle maneuvering and prevent car collisions





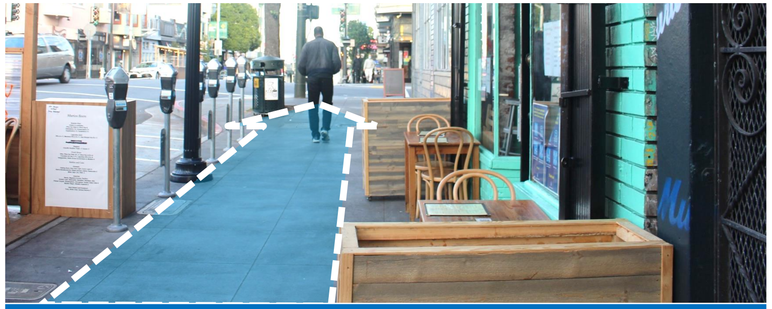
No through-access for firefighting ladders and medical gurneys

sf.gov/Shared-Spaces-Manual

ADA, Emergency Access, and Intersection Safety

ADA、緊急通道和十字路口安全　　ADA, acceso de emergencia y seguridad en intersecciones

ASAP



Clear Path of Travel on Sidewalks, with Diverters



3-foot Access Gaps, Open to the Sky



Visibility above 42 Inches



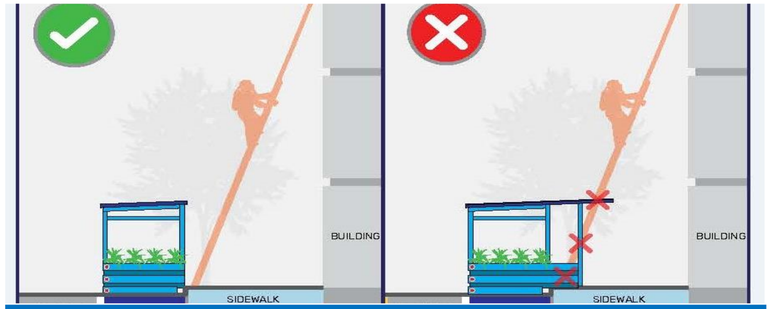
Street Address on Display



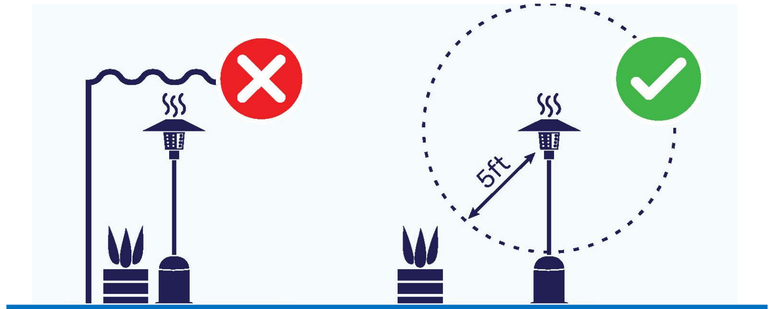
Equivalent / Accessible Facility



Reflective Materials on Corners



Clearance for Firefighting Ladders



Space Heaters Clear of Flammable Materials



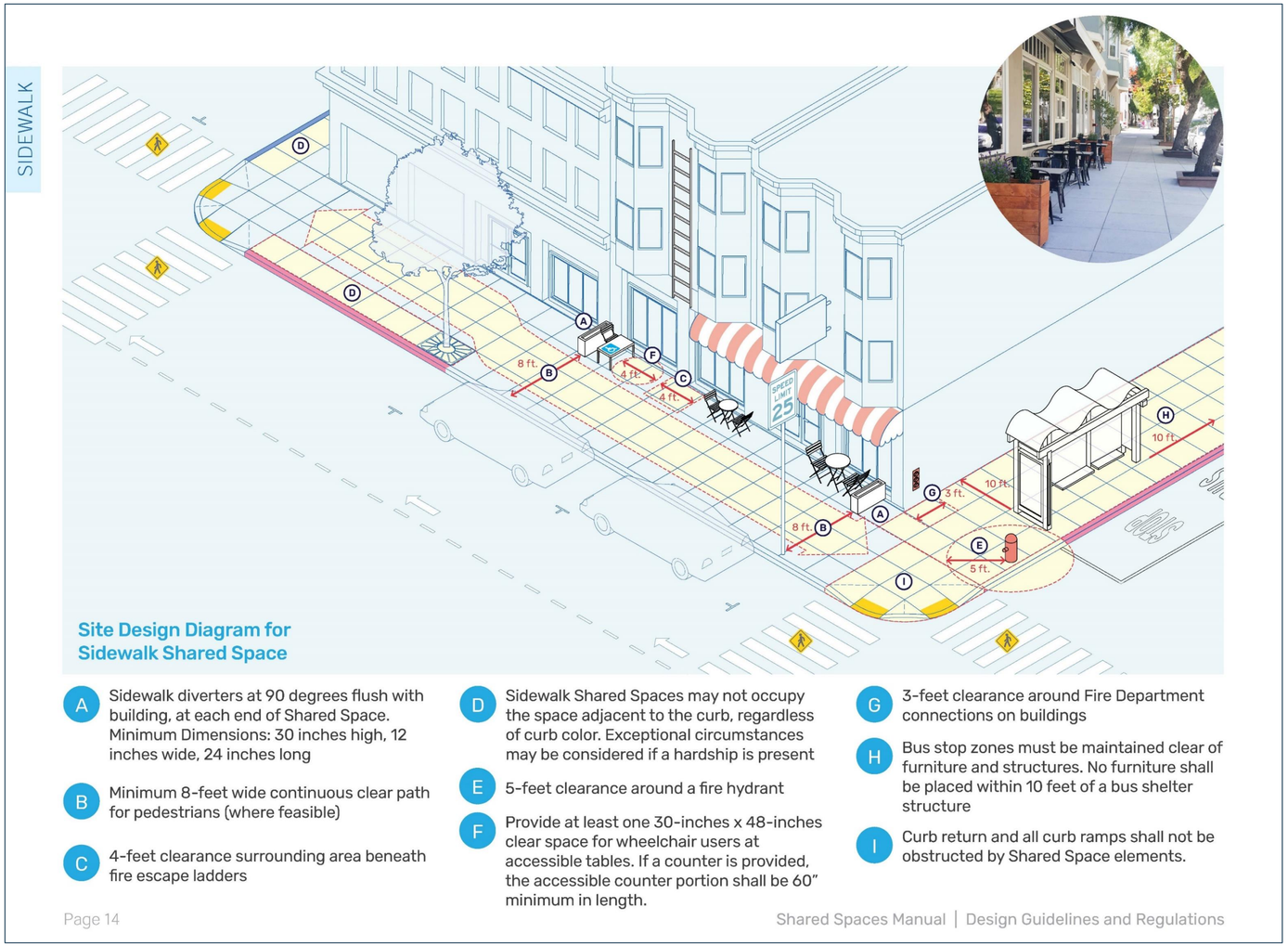
Setbacks from Crosswalks

sf.gov/Shared-Spaces-Manual

Accessibility

無障礙設施 Accesibilidad

ASAP



Site Design Diagram for Sidewalk Shared Space

- A Sidewalk diverters at 90 degrees flush with building, at each end of Shared Space. Minimum Dimensions: 30 inches high, 12 inches wide, 24 inches long
- B Minimum 8-feet wide continuous clear path for pedestrians (where feasible)
- C 4-feet clearance surrounding area beneath fire escape ladders
- D Sidewalk Shared Spaces may not occupy the space adjacent to the curb, regardless of curb color. Exceptional circumstances may be considered if a hardship is present
- E 5-feet clearance around a fire hydrant
- F Provide at least one 30-inches x 48-inches clear space for wheelchair users at accessible tables. If a counter is provided, the accessible counter portion shall be 60" minimum in length.
- G 3-feet clearance around Fire Department connections on buildings
- H Bus stop zones must be maintained clear of furniture and structures. No furniture shall be placed within 10 feet of a bus shelter structure
- I Curb return and all curb ramps shall not be obstructed by Shared Space elements.

All people must be able to pass safely and comfortably through streets and sidewalks.

確保所有人都能安全舒適地穿過街道和人行道。
Todas las personas deben poder pasar con seguridad y cómodamente por medio de las calles y aceras.

Maintain a minimum 6-foot-wide continuous path for pedestrians on the sidewalk clear of tables, chairs, and other fixtures.

在人行道上為行人設置至少 6 英尺寬的連續通路，不擺設任何桌椅或其他固定裝置。
Mantener un camino continuo con un mínimo de 6 pies de ancho para los peatones en la acera libre de mesas, sillas y otros elementos fijos.

Place diverters at each end of the Shared Space to guide pedestrians away from occupied area of the sidewalk

在共用空間的每一端設置分隔島，引導行人避開佔用的區域
Colocar desviadores al final del Espacio Compartido a fin de dirigir a los peatones lejos del área ocupada de la acera.

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Accessibility

無障礙設施　　Accesibilidad

ASAP



Doesn’t provide a clear 6-foot-wide path of travel

未提供 6 英尺寬的暢通通道
No proporciona un camino de 6 pies de ancho

sf.gov/Shared-Spaces-Manual

Accessibility

無障礙設施　　Accesibilidad

ASAP



Doesn’t provide a clear 6-foot-wide path of travel

未提供 6 英尺寬的暢通通道
No proporciona un camino de 6 pies de ancho

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Accessibility

無障礙設施　　Accesibilidad

ASAP



6-foot-wide clear path of travel

6 英尺寬的暢通通道
Camino libre de 6 pies de ancho

Doesn’t provide diverter at each end on the sidewalk

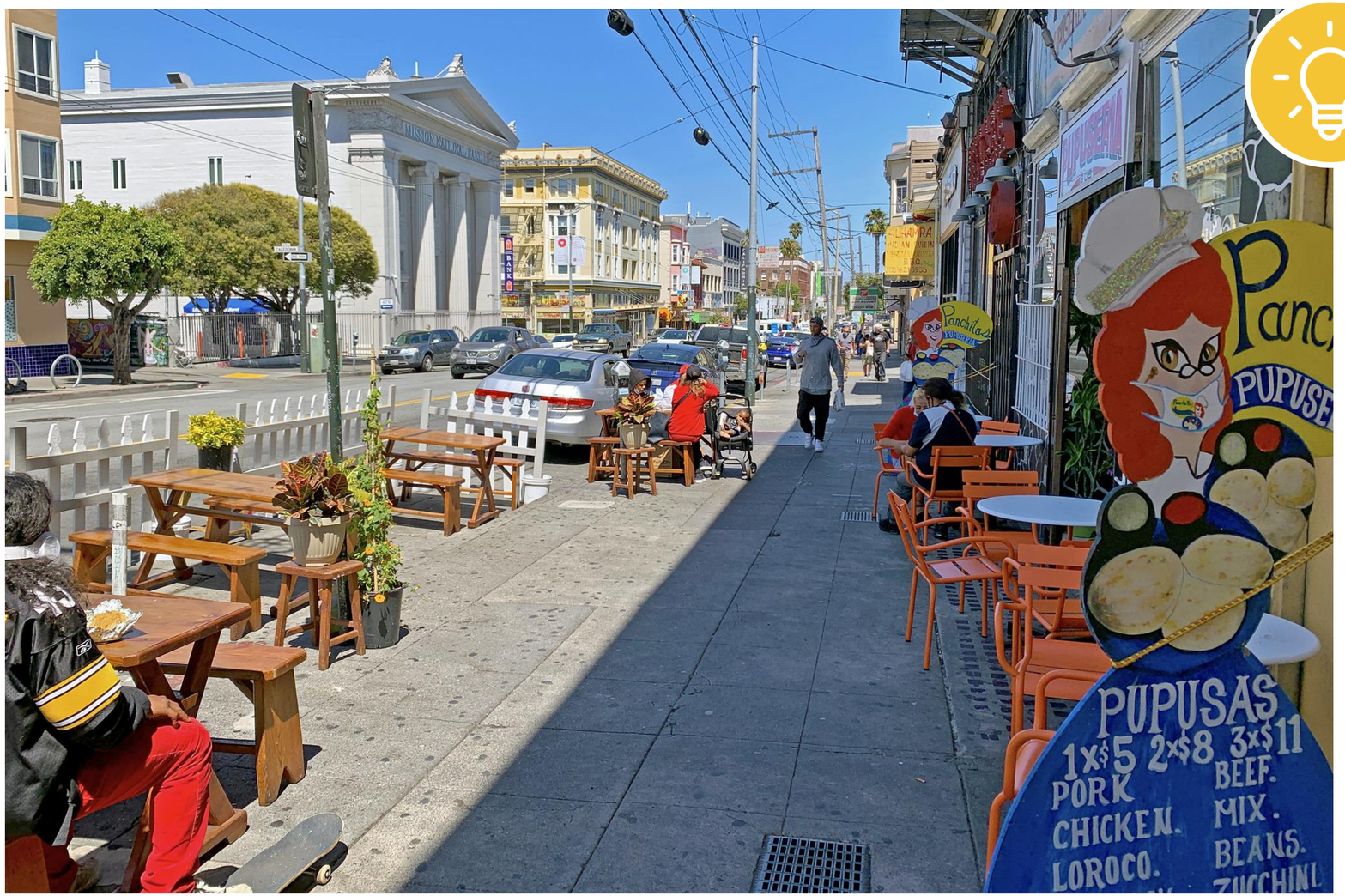
未在人行道的兩端設置分隔島
No proporciona desviadores a cada extremo en la acera

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Accessibility

無障礙設施 Accesibilidad

ASAP



A platform is not required to make your Shared Space accessible. You can provide equivalent accessible amenities on the sidewalk or via an accessible ramp

為使您的共用空間暢通無阻，無需設置平臺
您可以在人行道上或利用無障礙坡道提供等效的無障礙設施

No se requiere una plataforma para que sea accesible su Espacio Compartido
Puede proporcionar servicios accesibles y equivalentes en la acera o por medio de una rampa accesible.

sf.gov/Shared-Spaces-Manual

Accessibility

無障礙設施　　Accesibilidad

ASAP





Platform is even with the sidewalk

平臺與人行道平齊
La plataforma está a nivel con la acera

OR

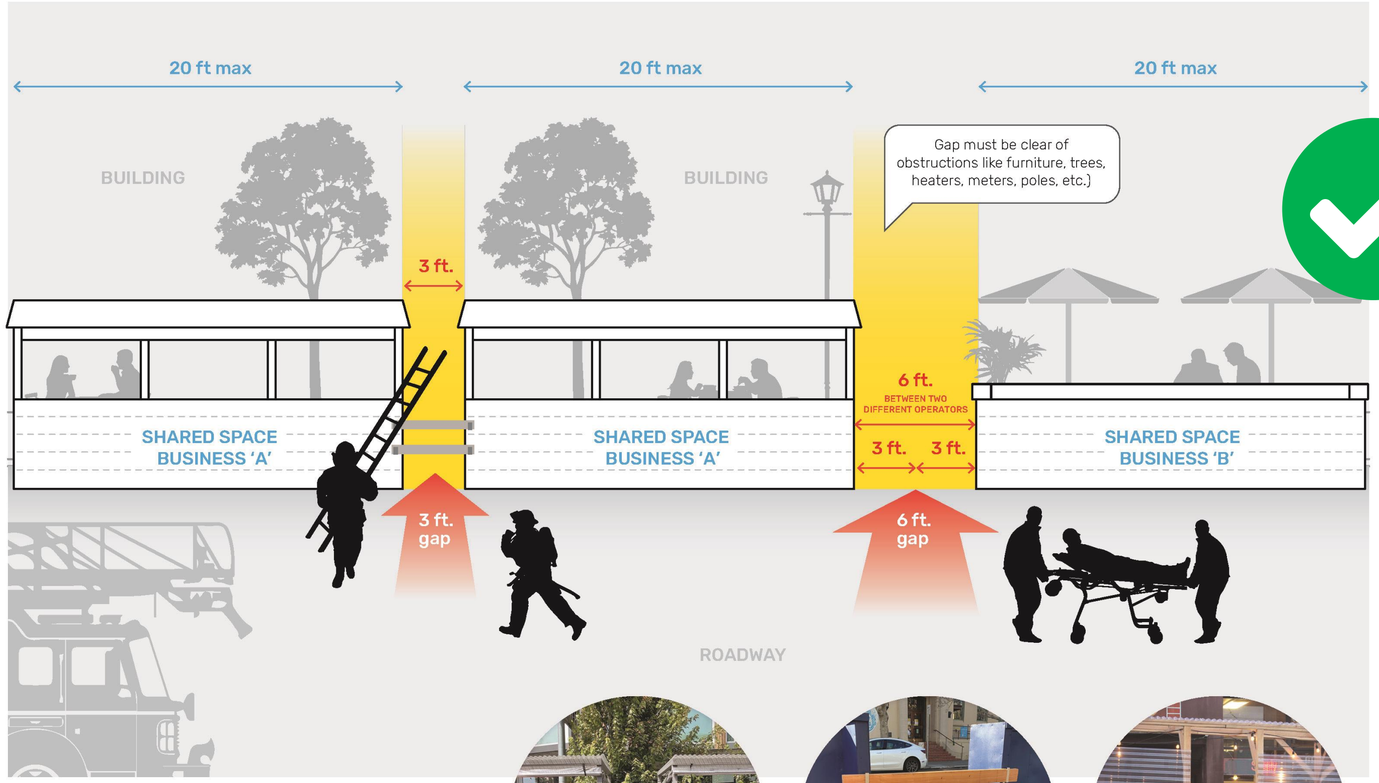
ADA dining facility on sidewalk

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Fire Safety & Emergency Access

消防安全與緊急通道　Seguridad Contra Incendios & Acceso de Emergencia

ASAP



Minimum 3-feet emergency access gap required for every 20 feet of structure, with vertical and horizontal clearance from street to building.

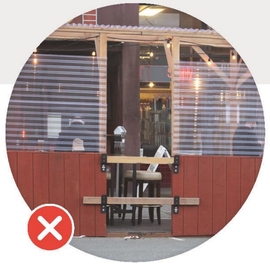
Gap must be clear of obstructions like furniture, trees, heaters, meters, poles, etc.)



This is a compliant 3-foot gap with a clear path and no overhead obstructions.



Provide a rigid, easily-removable barrier at the 3-feet gaps.



This is a non-compliant gap because of the overhead and pathway obstructions.

A 3-foot-wide emergency access gap, open to the sky, every 20 feet of the structure's length, and at both ends of the structure.

3 英尺寬、向上敞開的緊急通道缺口

Un espacio para acceso de emergencia de 3 pies de ancho, abierto al cielo por cada 20 pies de largo

sf.gov/Shared-Spaces-Manual

Fire Safety & Emergency Access

消防安全與緊急通道　　Seguridad Contra Incendios & Acceso de Emergencia

ASAP



A 3-foot-wide emergency access gap, open to the sky, provided for every 20 feet of the structure's length.

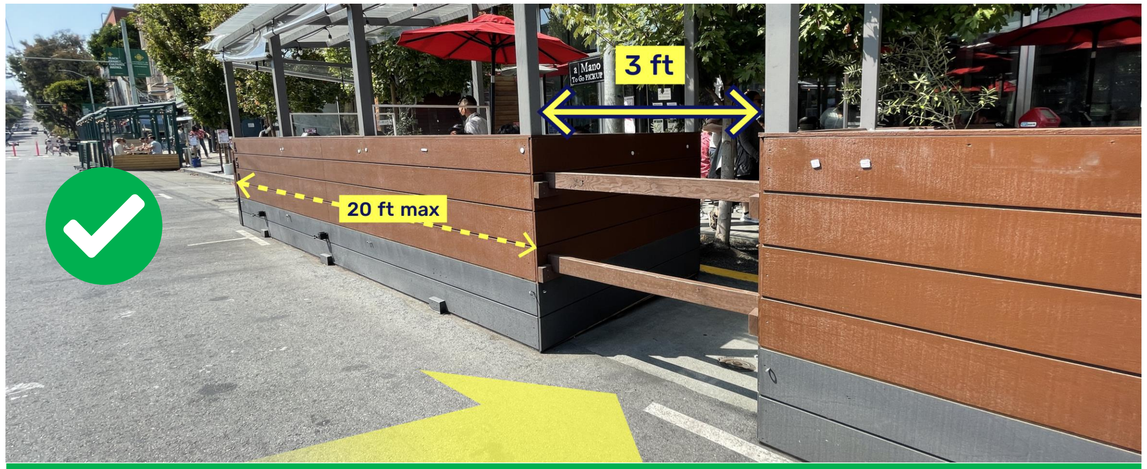
3 英尺寬、向上敞開的緊急通道缺口

Un espacio para acceso de emergencia de 3 pies de ancho, abierto al cielo por cada 20 pies de largo

3’ Emergency Access Gaps

緊急通道間隔　Brechas de acceso de emergencia

ASAP



Gaps, open to the sky, for firefighter and paramedic access



Blocking multiple building ingress and egress points



Longer response times for emergency responders to reach victims



No through-access for firefighting ladders and medical gurneys

sf.gov/Shared-Spaces-Manual

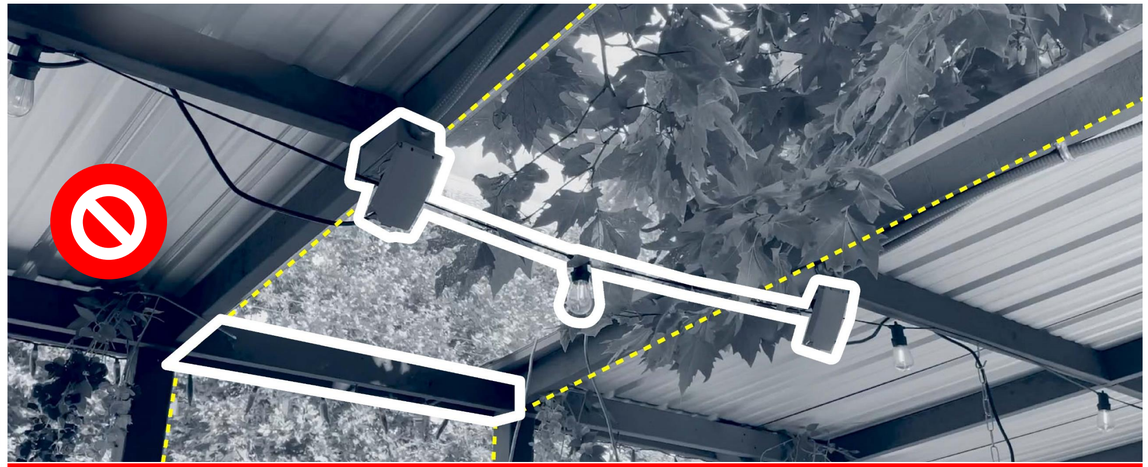
3’ Emergency Access Gaps

緊急通道間隔　Brechas de acceso de emergencia

ASAP



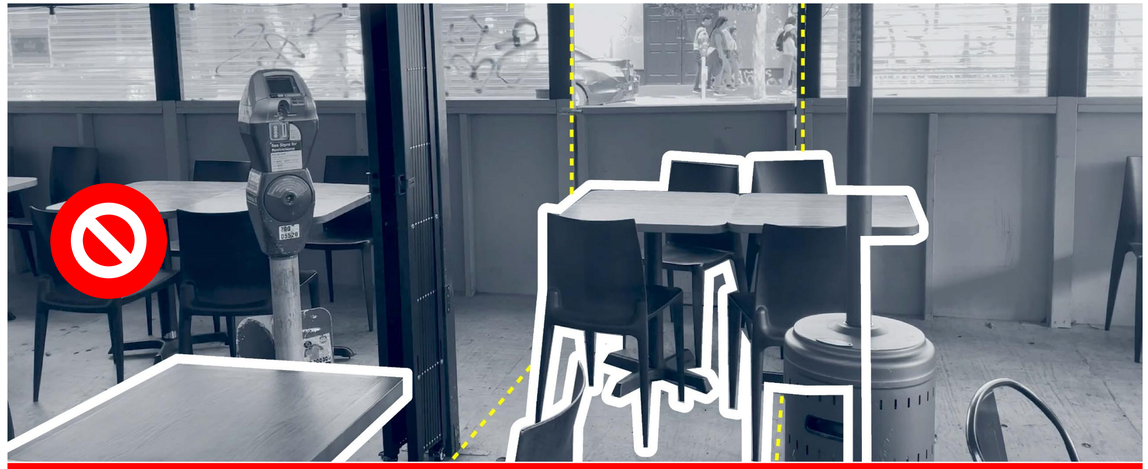
plant in path of travel



Beams and cables overhead



tables & chairs in path of travel

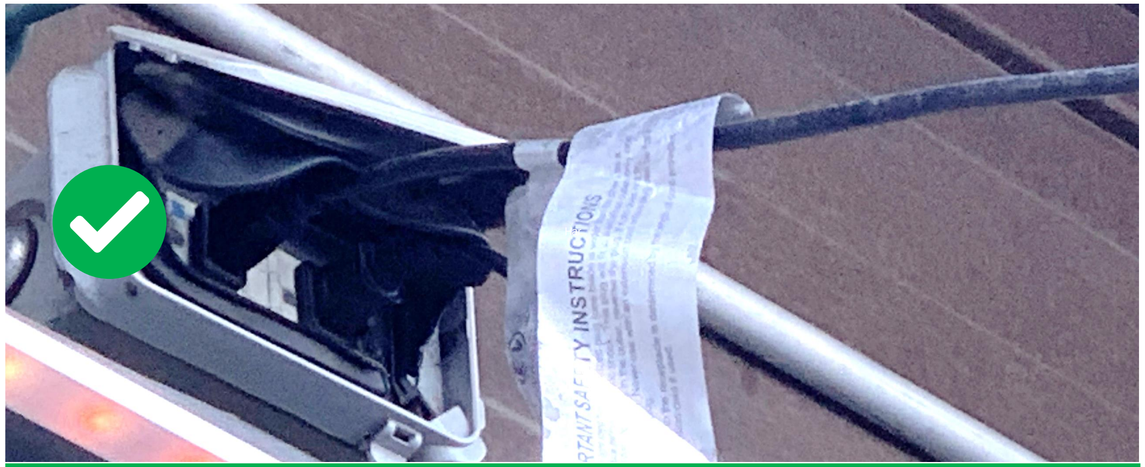


Solid wall in 3’ gap, tables & charis in path of travel

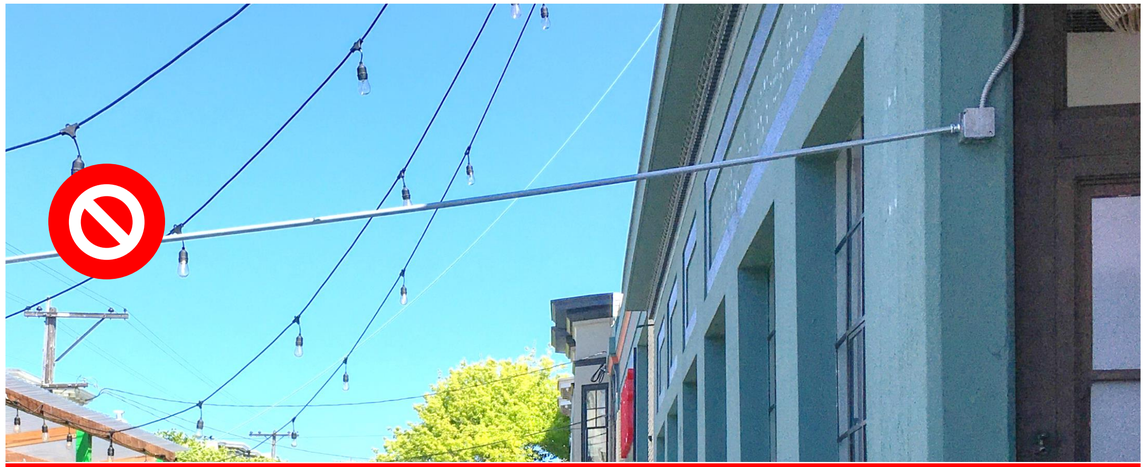
sf.gov/Shared-Spaces-Manual

Electrical Cords and Cables

ASAP



Easy to unplug from an Exterior-Rated Outlet



Hardwired connection, or rigid conduit, interferes with ladders



Overhead cords easy to unplug

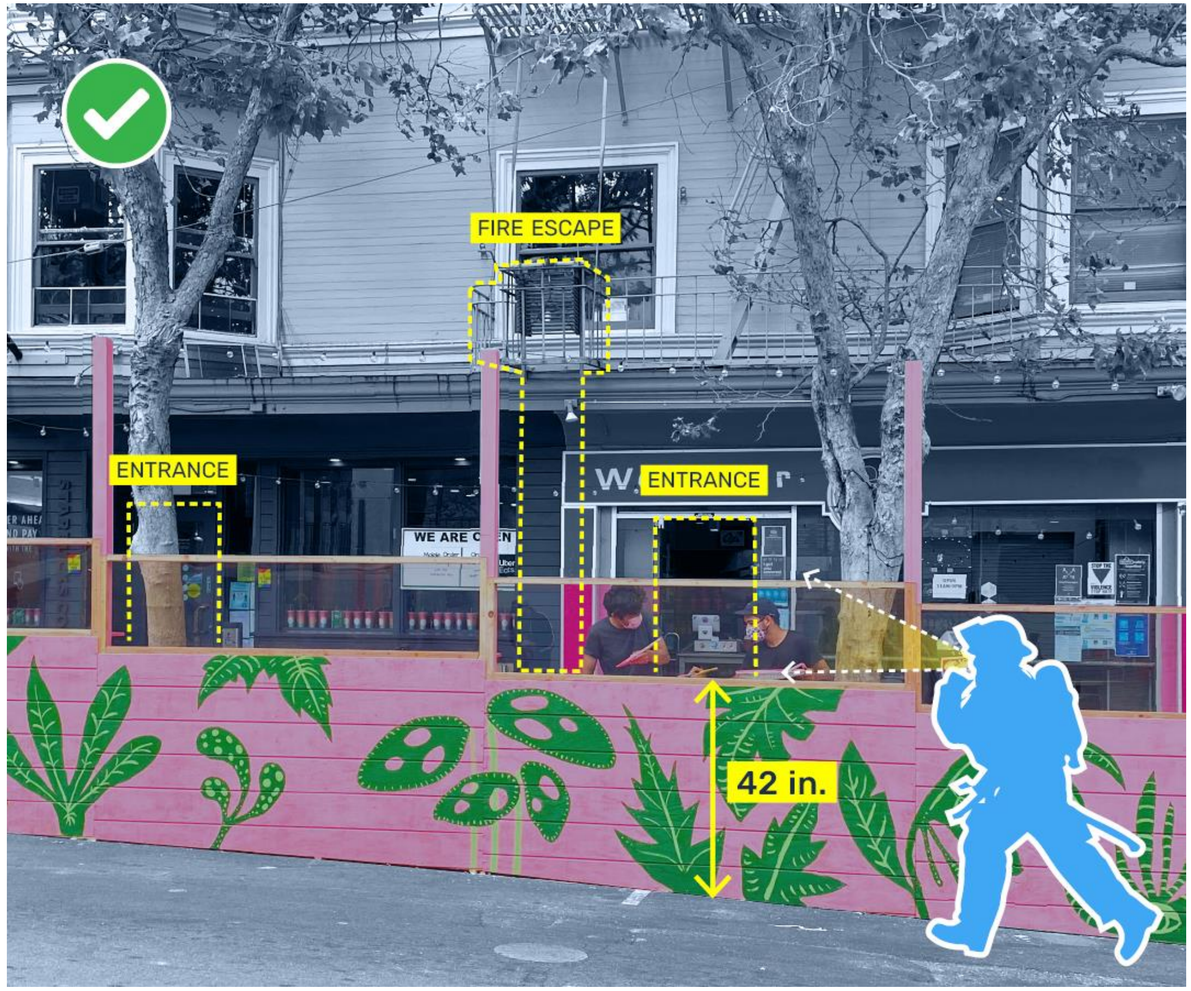


Cable ramps are bad for wheelchairs

Fire Safety & Emergency Access

消防安全與緊急通道　　Seguridad Contra Incendios & Acceso de Emergencia

ASAP



Sightlines above 42”
Airflow above 42”

保持高於 42 英寸上方的視線與能見度
保持高於 42 英寸上方的空氣流通
Mantiene líneas visuales y visibilidad arriba de 42”
Mantiene flujo de aire arriba de 42”

sf.gov/Shared-Spaces-Manual

Fire Safety & Emergency Access

消防安全與緊急通道　Seguridad Contra Incendios & Acceso de Emergencia

ASAP



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Mantiene líneas visuales y visibilidad arriba de 42”
Mantiene flujo de aire arriba de 42”

3-foot-wide emergency access gap, open to the sky

3 英尺寬、向上敞開的緊急通道缺口
Un espacio para acceso de emergencia de 3 pies de ancho, abierto al cielo

Barriers help visually impaired but are easily moved in emergencies

設置有助於視障者、但情況緊急時容易搬動的障礙物
Barreras ayudan a las personas con baja visibilidad pero se pueden mover fácilmente durante las emergencias

Fire Safety & Emergency Access

消防安全與緊急通道　Seguridad Contra Incendios & Acceso de Emergencia

ASAP



Address for storefront is displayed

在店面外標有地址
Dirección de la fachada es visible

3-foot-wide emergency access gap is not open to the sky

未設置 3 英尺寬的向上敞開的缺口
Espacio de 3 pies de ancho abierto al cielo no proporcionado

Barriers are not easily detectable by visually impaired

視障者不易察覺到障礙物
Las personas visualmente impedidas no detectan las barreras fácilmente

Fire Safety & Emergency Access

消防安全與緊急通道　　Seguridad Contra Incendios & Acceso de Emergencia

ASAP

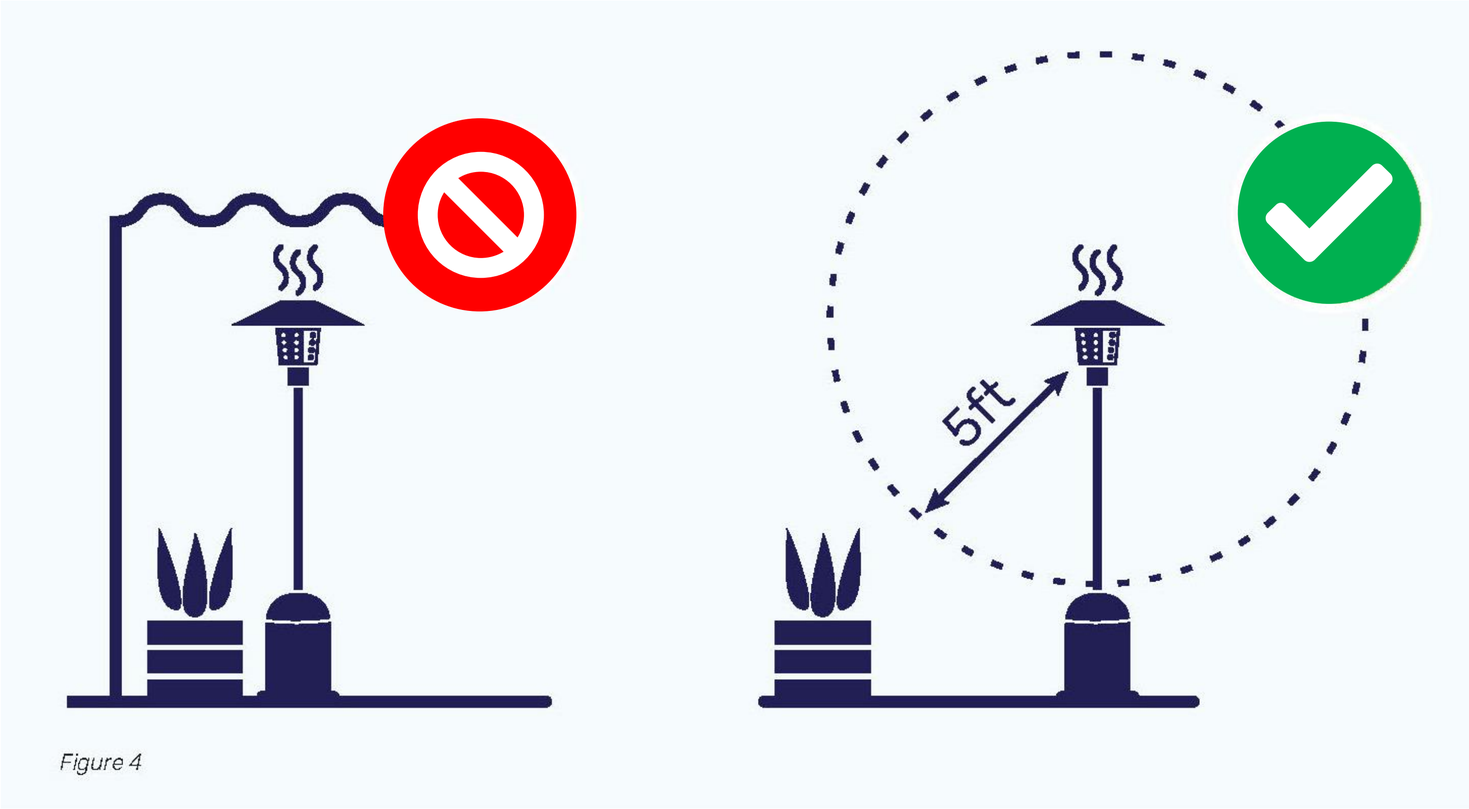


Figure 4

Propane Heaters cannot be placed underneath overhead canopies, awnings, inside buildings or tents.

丙烷加熱器不得放置在頂棚、遮陽蓬、建築物或帳篷內
Los Calentadores de Propano no deben colocarse debajo de los toldos o techos, ni dentro de edificios o carpas.

They must have 5-foot clearance from any flammable materials.

他們必須與所有易燃物保持 5 英尺的距離
Deben tener un espacio libre de 5 pies de los materiales inflamables.

Fire Safety & Emergency Access

消防安全與緊急通道　　Seguridad Contra Incendios & Acceso de Emergencia

ASAP



Propane Heater placed underneath an overhead canopy

置於頂棚下面
Colocado debajo de un toldo o techo

sf.gov/Shared-Spaces-Manual

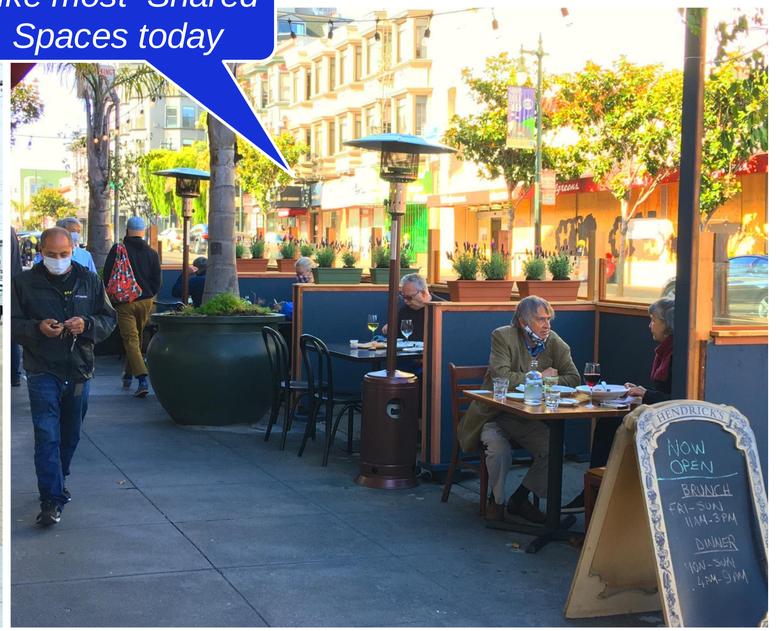
Public Access: Curbside Use Types & Rules

APRIL 2023

公共通道：路邊使用類型和規則　　Acceso público: Tipos y reglas de uso de la acera







1 Public Parklet

公共路邊微公園
Parklet Público

2 Movable Commercial Parklet

可移動商業路邊微公園
Parklet Comercial Móvil

3 Commercial Parklet

商業路邊微公園
Parklet Comercial

Public Access: Curbside Use Types & Rules

APRIL 2023

公共通道：路邊使用類型和規則　　Acceso público: Tipos y reglas de uso de la acera

TIER	TYPE	PUBLIC ACCESS	COMMERCIAL ACTIVITY	DAILY OCCUPANCY	CONSTRUCTION
1	**Public Parklet**	Entire facility	None	24 hours	Fixed Structure
2	**Movable Commercial Parklet**	At least one seating facility during hours of commercial operation	During hours of operation	During hours of Operation	Movable Fixtures
3	**Commercial Parklet**	At least one seating facility during hours of commercial operation; otherwise entire facility between 7am and 12am	During hours of operation	24 hours	Fixed Structure

Like pre-COVID parklets

Like most Shared Spaces today



Public Access: a seating area open to all

APRIL 2023

公共通道：開放給所有人的休息區　　Acceso público: una zona abierta a todos



"Commercial Parklets shall provide alternate public seating, which is accessible to persons who are not patrons of the business for any period when the Curbside Shared Space is being activated for commercial use by the business. Alternate public seating shall include at least one public bench or other seating arrangement for every 20 linear feet of Curbside Shared Space."

§ ADM 94.A.6 (b) (1)

「商業微公園應提供備用公共座位，即使企業啟動路邊共用空間用於商業用途的期間並不是這家企業的顧客，也可以使用這些座位。每 20 英尺長的路邊共用空間，備用公共座位應包括至少一個公共長椅或其他座位安排。」

§ ADM 94.A.6 (b) (1)

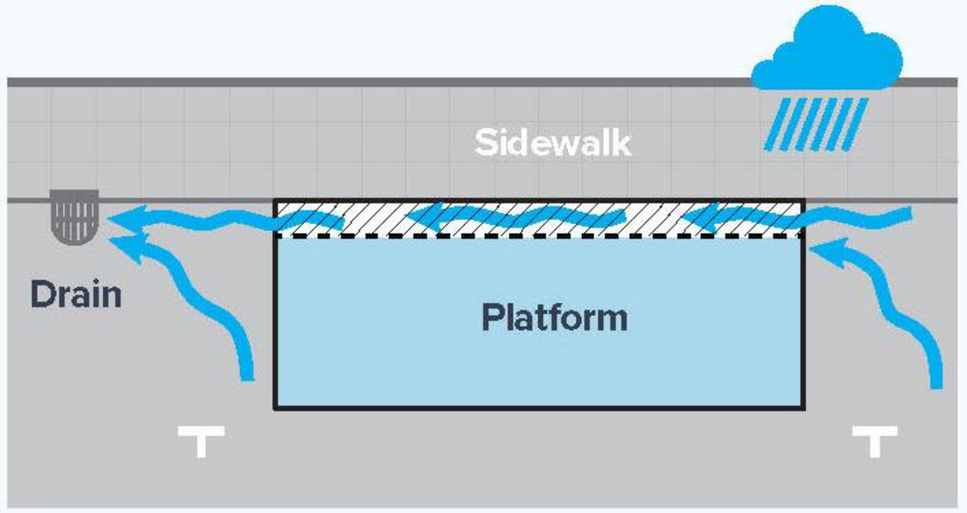
"Los Parklets comerciales deben proporcionar asientos públicos alternativos, que sean accesibles para las personas que no sean clientes del negocio durante cualquier tiempo en el que el espacio compartido en la acera esté activo para uso comercial por parte de la empresa. Los asientos públicos alternativos deben incluir al menos un banco público u otra disposición de asientos por cada 20 pies lineales de espacio compartido en la acera".

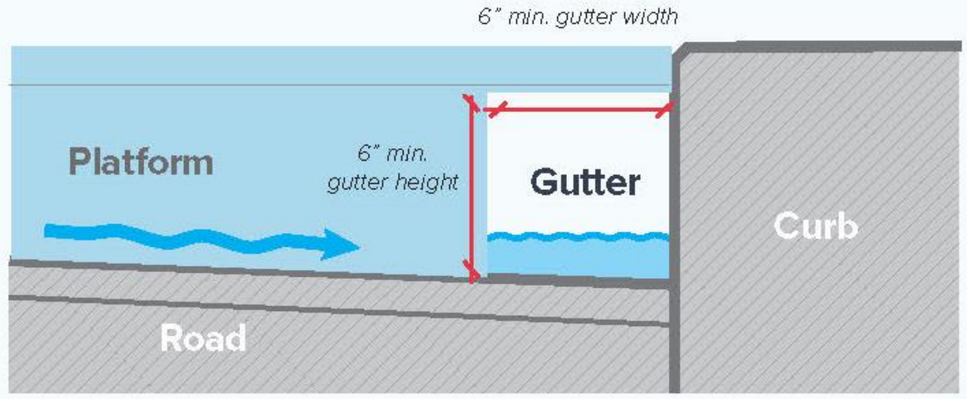
§ ADM 94.A.6 (b) (1)

Drainage

排水引流　　Drenaje

APRIL 2023





Prevent flooding onto sidewalks by allowing for drainage of rainwater in the gutters during storm events.

在人行道旁設置排水溝，以防止暴雨期間雨水淹沒人行道。
Prevenir las inundaciones a las aceras al permitir que el agua de lluvia se drene a los desagües durante las tormentas.

6-inch-wide x 6-inch-high minimum clear gutter space must be provided along the entire length of the curb.

在整條路緣都設有至少 6 英寸寬、6 英寸高的排水空間。
Debe proporcionarse un espacio libre para desagües con un mínimo de 6 pulgadas de ancho y 6 pulgadas de alto en todo el largo de la acera.

sf.gov/Shared-Spaces-Manual

Drainage

排水引流　Drenaje

APRIL 2023



No 6”x6” clear opening along the gutter

沿著排水溝未設有 6 平方英寸的排水空間
Movilidad y Portabilidad

Drainage

排水引流　Drenaje

APRIL 2023



Platform is even with the sidewalk

平臺與人行道平齊
La plataforma está a nivel de la acera

6”x6” clear along the gutter

沿著排水溝設有 6 平方英寸排水空間
Espacio libre 6”x 6” a lo largo del desagüe.

Drainage

排水引流　Drenaje

APRIL 2023



6”x6” clear opening along the gutter

沿著排水溝設有 6 平方英寸排水空間
Espacio libre 6”x 6” a lo largo del desagüe.

1-foot clearance from edge of parking lane

與停車道邊緣沒有 1 英尺的距離
Hay un espacio libre de 1 pie de la orilla del carril de estacionamiento

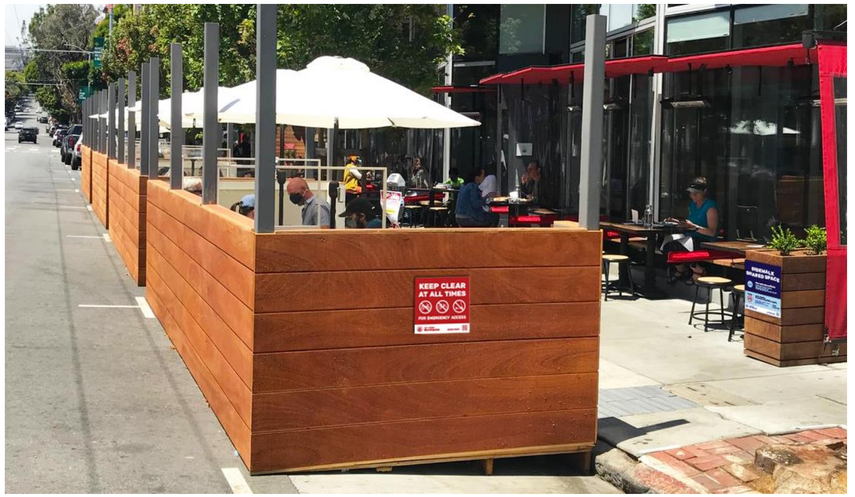
sf.gov/Shared-Spaces-Manual

Shared Spaces Signage

APRIL 2023







sf.gov/Shared-Spaces-Manual

Permit Administration Timeline for Parklets

Applications for post-pandemic permits **due by January 15 2023**

Once a complete application is received, the Shared Spaces Team will **review application and site plan, and provide feedback about any needed changes, within 30 days.**

Once application and site plan are approved, the Shared Spaces Team will

- Conduct a **preliminary inspection** of site
- Post a **10-Day Public Notice** at the site.

After the 10-Day Public Notification period has passed,

- **Sponsor has 60 days to make modifications** to existing structure, or install a new structure. The structure must match approved site plan

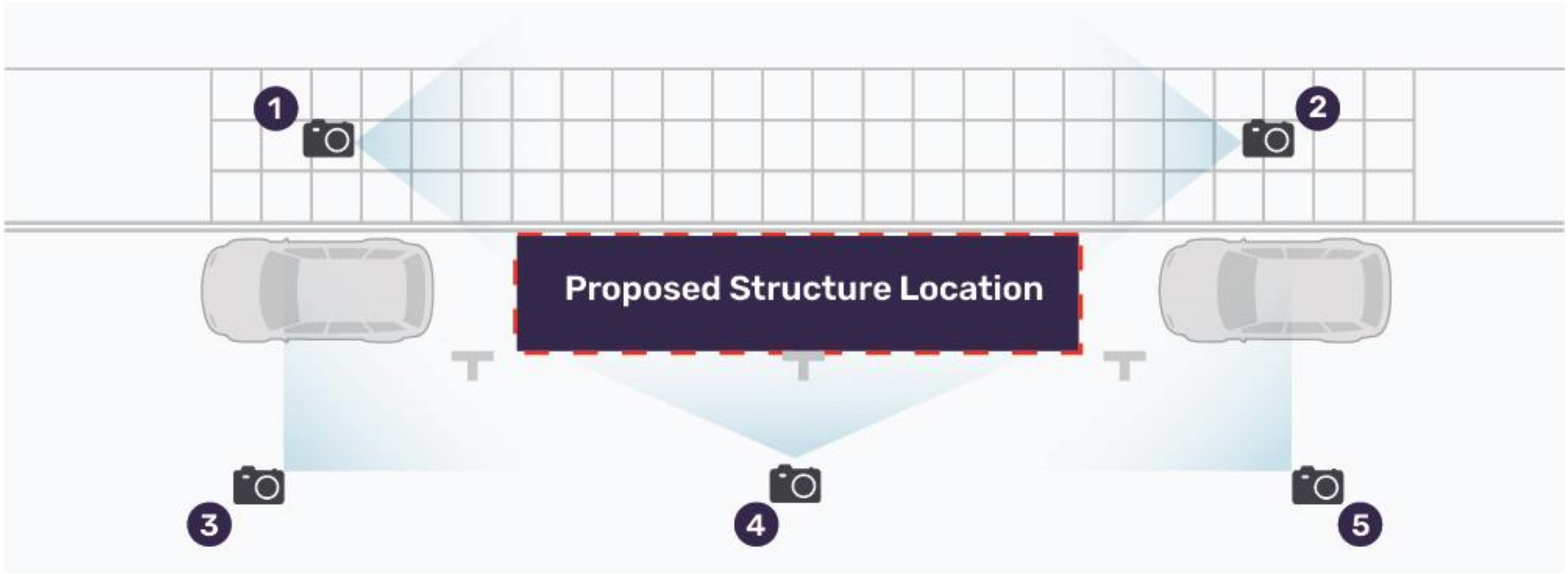
After sponsor notifies DPW that construction and/or remodel is complete, within **15 days DPW will schedule a final site visit** to verify that the Shared Space is compliant.

After the Shared Space the deemed compliant, DPW **will issue your permit and site signage**

sf.gov/Shared-Spaces-Timeline

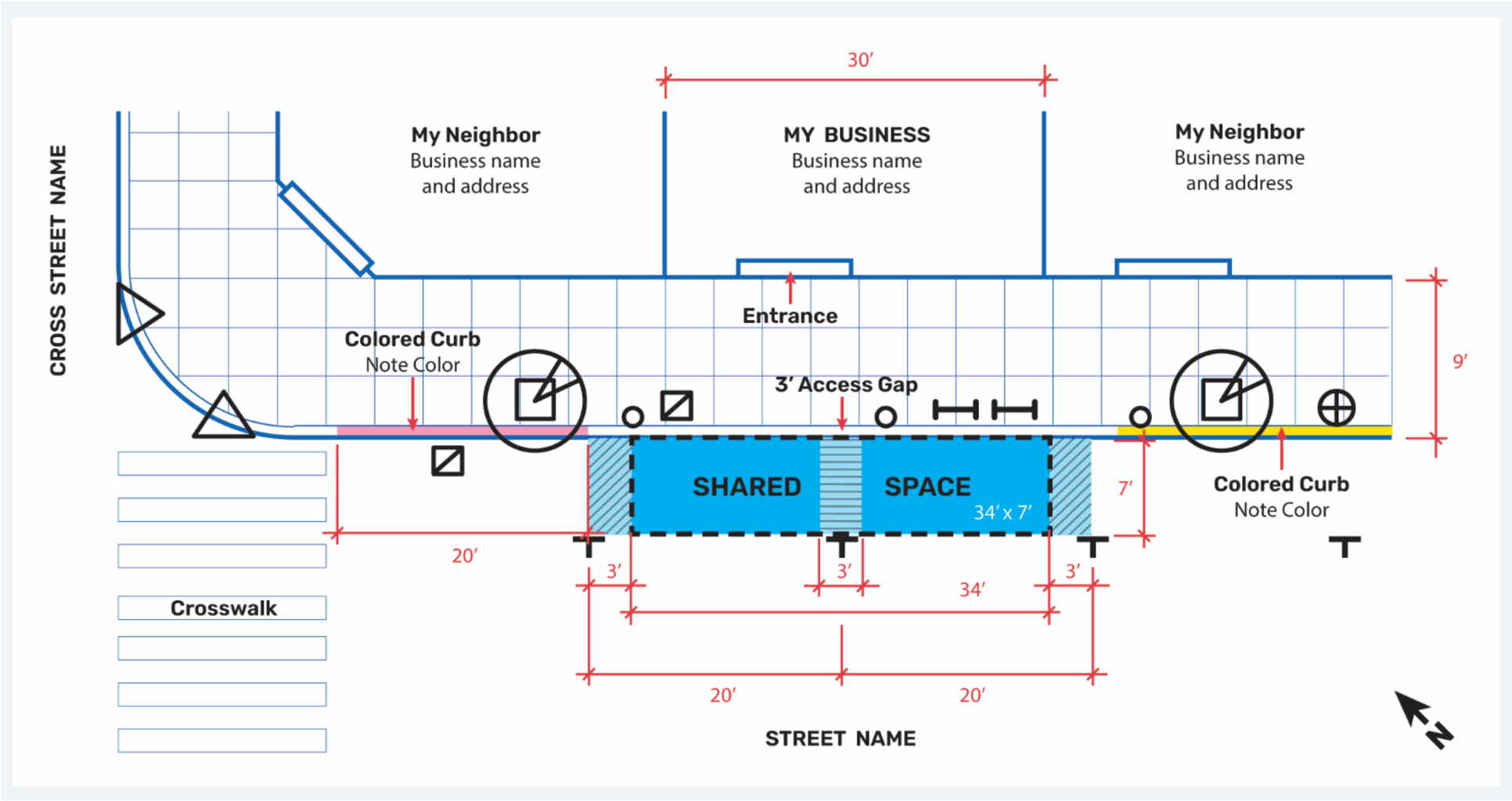
Existing Condition Site Photos

APPLICATION SUBMITTAL



Site Plan

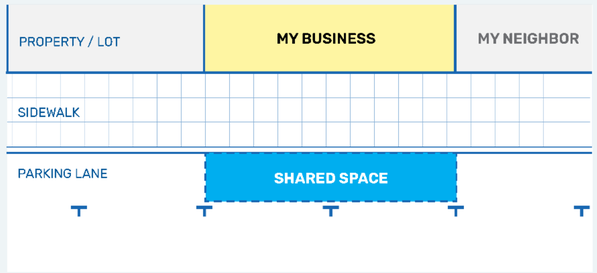
APPLICATION SUBMITTAL



Neighbor Consent

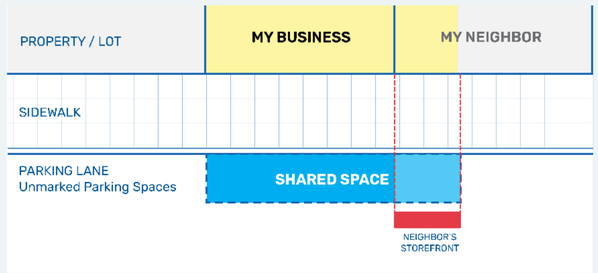
APPLICATION SUBMITTAL

OPTION 1: Shared Space fully within business frontage.

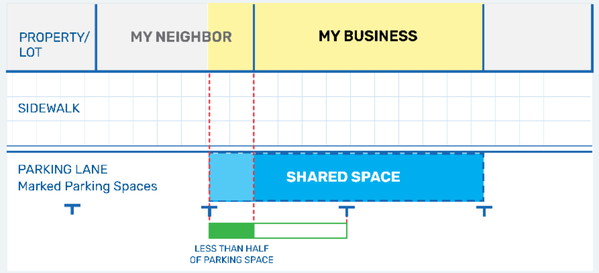


OPTION 2: Shared Space extends into a neighboring frontage, occupying an unmarked space.

NEEDS NEIGHBORING CONSENT

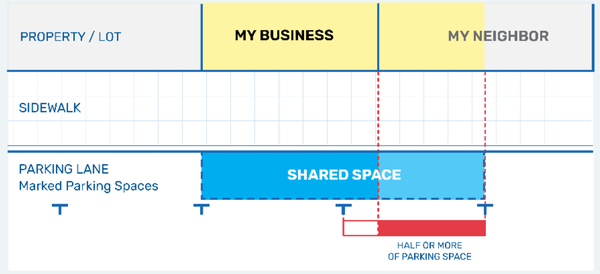


OPTION 3A: Shared Space extends only slightly into a neighboring frontage, taking up less than half of a marked parking space in the neighboring frontage.



OPTION 3B: Shared Space extends at least half of one marked parking space into a neighboring frontage.

NEEDS NEIGHBORING CONSENT



Neighbor Consent

APPLICATION SUBMITTAL

San Francisco Shared Spaces

Shared Spaces: Neighboring Letter of Consent

Applicant Acknowledgement

(to be filled out by the Shared Spaces Applicant)

I acknowledge that I am an owner or authorized representative of the business: Initial:

_____

(Insert Business Name)

located at:

_____

(Insert Business Address)

I am seeking authorization to occupy the area associated with my Shared Spaces permit. The proposed permit extends into the frontage of a neighboring property located at:

_____

(Insert Neighboring Property Address)

I acknowledge that, if approved, I am responsible for maintaining the full scope of my occupancy under my Shared Spaces Permit, including any permitted space that extends to a neighboring frontage, in accordance with the program terms outlined in Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director's Orders. Initial:

I understand that if the tenancy and/or property ownership of the neighboring property changes, Public Works may require me to submit an updated consent letter to continue utilizing any space extending into a neighboring frontage regardless of the status of my Shared Spaces permit at the time of change of ownership. Initial:

I understand that consent to occupy neighboring space as part of my Shared Spaces permit is revocable in nature; and, if such consent is revoked, or if my occupancy is not accordance with the terms of Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director's Orders, that my business is responsible for the removal of any structure placed in the right of way under my Shared Spaces permit, including any applicable portion of my Shared Spaces permit extending into a neighboring frontage. I acknowledge that I must obtain an up-to-date consent letter for any future permit renewals as requested by Public Works during future permit renewal processes. Initial:

APPLICANT SIGNATURE

Signature:	Print Name:	Date:

Please email this signed letter to SharedSpacesPermit@sfdpw.org

Neighboring Acknowledgement

(to be filled out by the Neighboring Tenant or Property Owner)

I acknowledge that I am the *(check one)* ☐ **ground floor tenant** ☐ **property owner** of Initial:

_____

(Insert Neighboring Property Address)

This property is adjacent to the business operated by the Shared Spaces Applicant.

I consent to allow the Shared Spaces Applicant, located at the business address listed in the above "Applicant Acknowledgement" section, to occupy the space in the sidewalk and/or parking lane fronting my leased space or property. I understand that the Shared Spaces Applicant's occupancy will be consistent with a Shared Spaces permit in accordance with the program terms outlined in Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director's Orders. Initial:

TENANTS ONLY

I acknowledge that I am not prohibited by any lease or rental agreement from granting this consent to this neighboring business. Initial:

This consent is for the permittee's upcoming permit cycle, which may last up to 12 months from the date of permit approval and acknowledge that any enforcement action against a permittee for revoked neighbor consent may be suspended until the time of Shared Spaces permit expiration. Initial:

TENANT OR PROPERTY OWNER SIGNATURE

Signature:	Print Name:	Date:
Title (Example: Business Owner, Property Owner)		

Please email this signed letter to SharedSpacesPermit@sfdpw.org

① 311 Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / 무료 언어 지원 / Libreng tulong para sa wikang Filipino / การช่วยเหลือทางด้านภาษาโดยไม่เสียค่าใช้จ่าย / مجانية لغوية مساعدة

Interactive Quiz

Shared Spaces Design Regulations



What is compliant? What is not compliant?



What is compliant? What is not compliant?



1. **Roof overhang prevents laddering.**
   Remove portions of roof as needed.

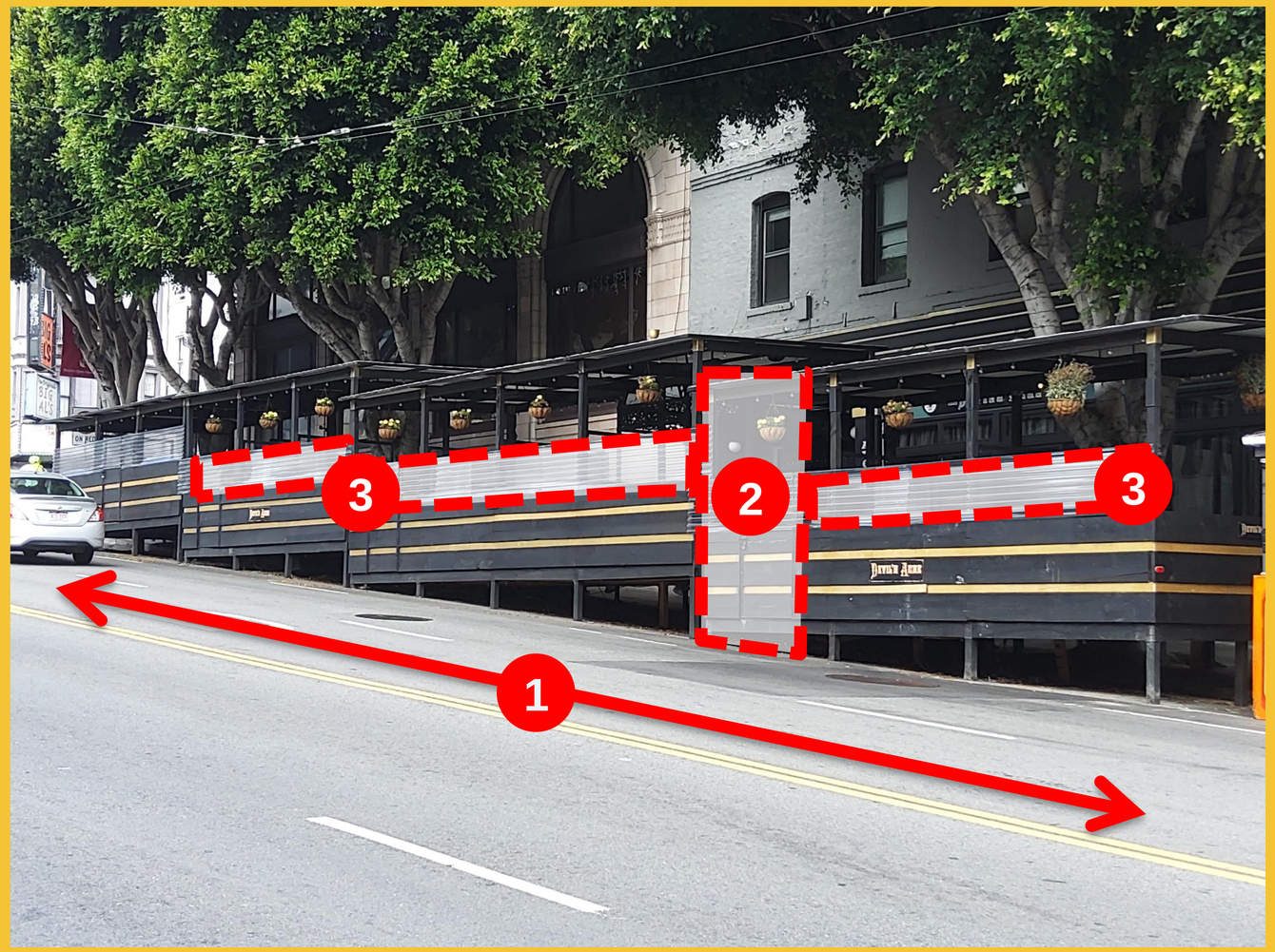
2. **No visibility above 42”**
   Remove panels above 42”

3. **Footprint blocks visibility at street corner.**
   Setback 20’ feet from crosswalk.

What is compliant? What is not compliant?



What is compliant? What is not compliant?



1. **Street address displayed on street facade**

1. **Exceeds 2-parking space guideline.**
   May need to reduce footprint per MTA
2. **Longer than 20’ without 3’ emergency access gaps.**
   Create 3’ access gaps.
3. **Partial visibility above 42”**
   Remove panels above 42”

What is compliant? What is not compliant?



What is compliant? What is not compliant?



1. **Less than 6-foot wide clear path on sidewalk**

2. **Overhead cables with hardwired connections interfere with ladder operations**

What is compliant? What is not compliant?



What is compliant? What is not compliant?



1. **Visibility above 42”**

1. **3-foot wide emergency access gap has a barrier with a latch that locks**
2. **Roof structure over the 3-foot wide emergency access path**
3. **Tables, chairs, and parking meter in the 3-foot wide emergency access path**

What is compliant? What is not compliant?



What is compliant? What is not compliant?



1. Reflectors on corners of structure

1. No transparency over 42”
2. Roof Structure interferes with ladder operations

What is compliant? What is not compliant?



What is compliant? What is not compliant?



1. Cool design vocabulary!

1. No transparency above 42”
2. Structures over the 3-foot wide emergency access path
3. No 3-foot setback from end of marked parking stall
4. Missing site treatments such as reflective corners, vertical delineators, and wheelstops

What is compliant? What is not compliant?



What is compliant? What is not compliant?



1. **No visibility over 42”**
2. **No 3-foot wide access gaps, open to the sky, for every 20 feet of structure length**
3. **Exceeds the 2-parking space guideline for individual businesses**

What is compliant? What is not compliant?



What is compliant? What is not compliant?



1. **Cool artwork!**

1. **No visibility over 42”**
2. **No 3-foot wide access gaps, open to the sky, for every 20 feet of structure length**
3. **Exceeds the 2-parking space guideline for individual businesses**

What is compliant? What is not compliant?



What is compliant? What is not compliant?



1. Clear 6-foot wide path of travel on sidewalk

1. Platform level with the sidewalk

1. No 3-foot wide access gaps, open to the sky, for every 20 feet of structure length

What is compliant? What is not compliant?



What is compliant? What is not compliant?



1. Visibility above 42”

1. Structure too close to the intersection, blocking visibility of street corner and crosswalk
2. 3-foot setbacks for each parklet from the end of the marked parking stall.

THANK YOU!

Questions?

謝謝您！

問題

¡GRACIAS!

Preguntas

Robin Abad Ocubillo
Shared Spaces Program Director
Monica Munowitch
Deputy Director
Annie Yalon
Deputy Director, Comms
Gregory Slocum
Permits Manager
Michael Lennon
Enforcement
Ken Cofflin
San Francisco Fire Marshall
Nicole Bohn
Office of Disability

Twitter.com/SharedSpacesSF

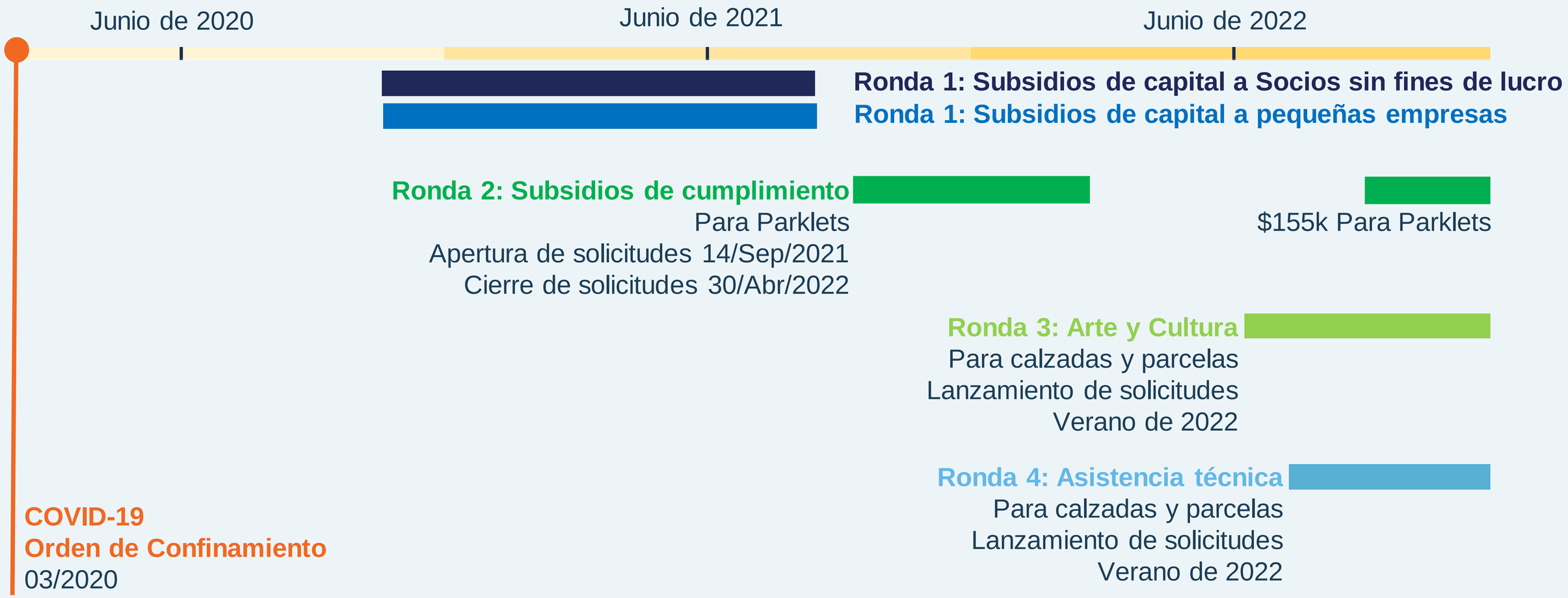
Instagram.com/SharedSpacessf

Facebook.com/SharedSpacesSF/

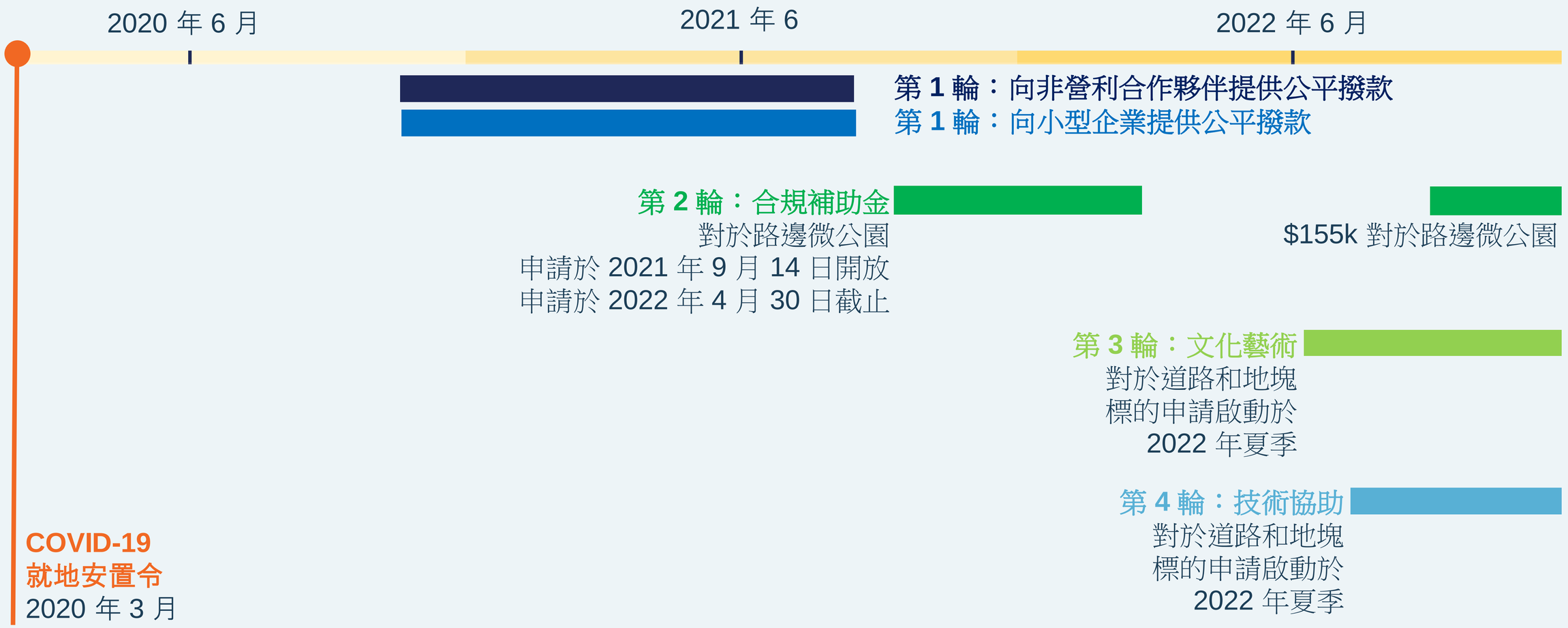
SF.gov/Shared-Spaces

SharedSpaces@sfgov.org

Descripción general del programa de subsidios de equidad



公平撥款資助計畫概覽


2020 年 6 月
2021 年 6
2022 年 6 月
第 1 輪：向非營利合作夥伴提供公平撥款
第 1 輪：向小型企業提供公平撥款
第 2 輪：合規補助金
對於路邊微公園
申請於 2021 年 9 月 14 日開放
申請於 2022 年 4 月 30 日截止
$155k 對於路邊微公園
第 3 輪：文化藝術
對於道路和地塊
標的申請啟動於
2022 年夏季
第 4 輪：技術協助
對於道路和地塊
標的申請啟動於
2022 年夏季
COVID-19
就地安置令
2020 年 3 月

Round 4 Technical Assistance Grants



Kapwa Gardens, SoMa, sponsored by Kultivate Labs

A mixture of non-commercial recreational, cultural, educational, and social service activations.

Examples of Technical Assistance Support:

- Project scoping, development & community engagement
- Site Design
- Ambassador, safety, and activation plans
- Event staffing with ambassadors or intersection monitors

技術援助撥款



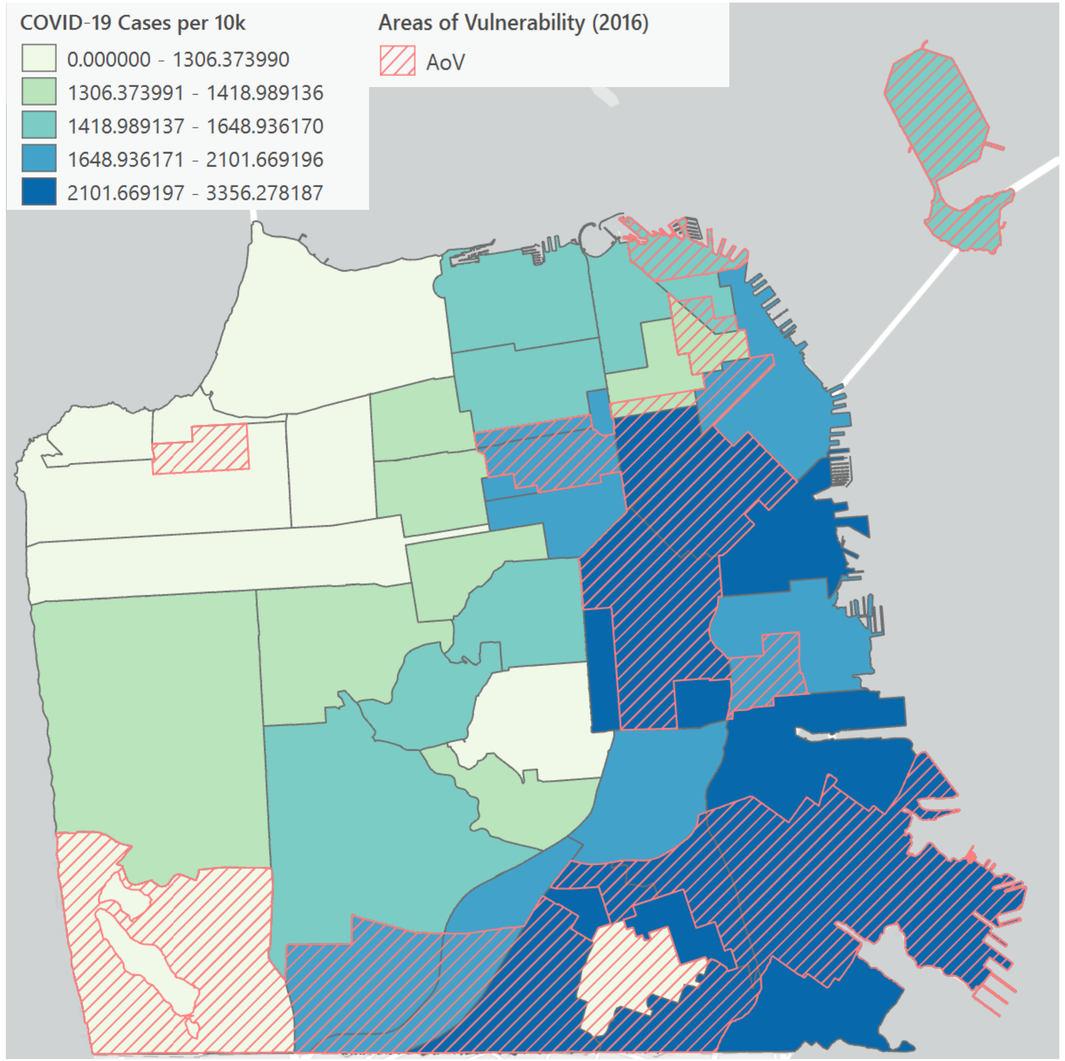
Kapwa Gardens, SoMa, sponsored by Kultivate Labs

混合非商業娛樂，文化，教育和社區服務的活動。

技術援助支持的例子：

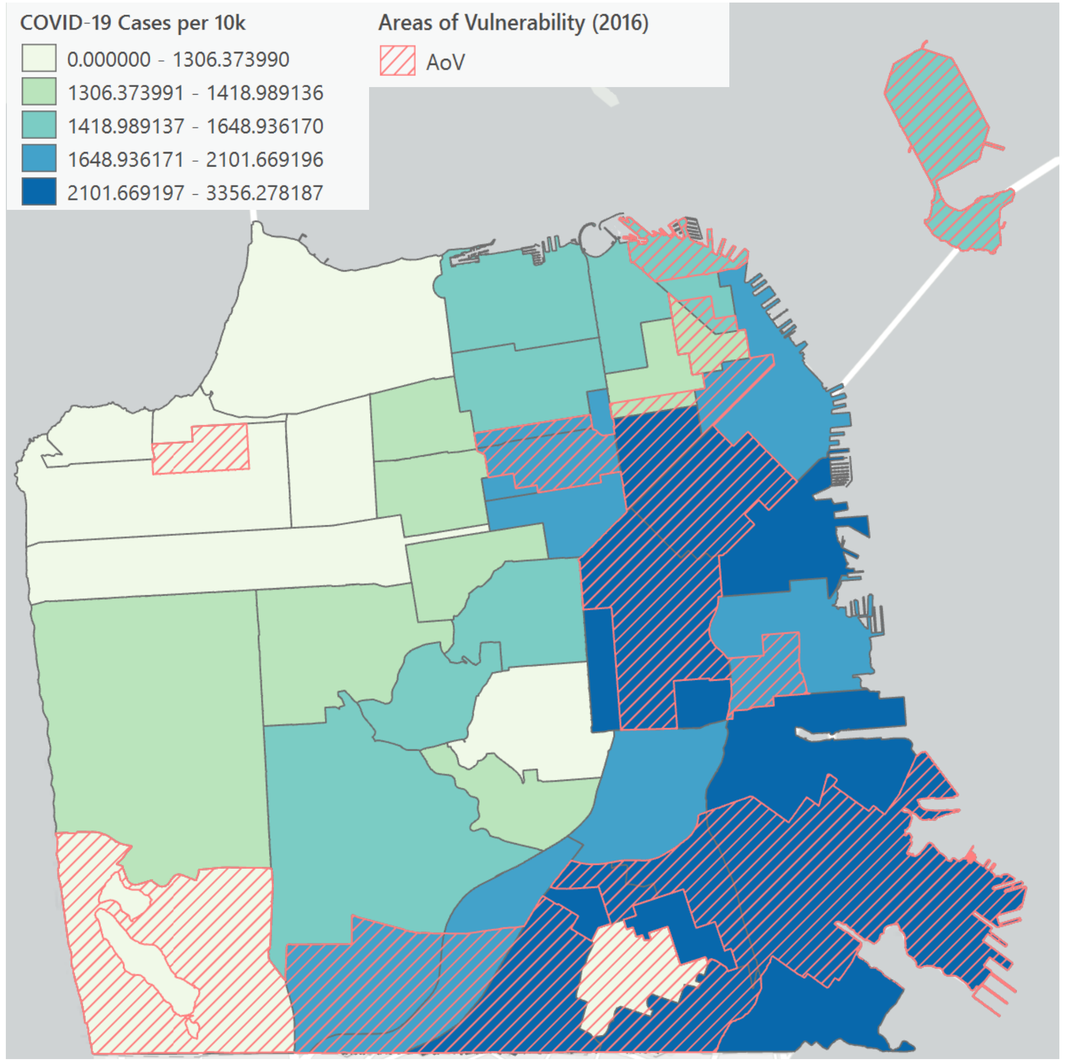
- 項目監測，發展和社區著重點
- 定點設計
- 社區大使，安全和活動策劃
- 活動中的社區大使或活動監測人員

Subsidios de capital: Prioridades de selección



1. Los más afectados por la pandemia de COVID-19, con altas tasas de casos y muertes
2. Barrios con mayor densidad de poblaciones vulnerables, incluyendo, entre otras, personas de color, personas mayores, jóvenes, personas con discapacidad, hogares lingüísticamente aislados y personas que viven en pobreza o desempleados, definidos como “Áreas de Vulnerabilidad” por DPH
3. En Distritos Culturales establecidos
4. Registradas como empresas heredadas
5. Menos de $2.5 millones en ingresos brutos
6. Que no estén recibiendo subsidios de otros programas de subsidios de la ciudad, como SF Shines

公平撥款：選擇優先條件



1. 受 COVID-19 疫情影響最嚴重，高發病率和死亡率
2. 弱勢人口密度較高的社區，包括但不限於有色人種、老年人、青少年、殘障人士、語言孤立的家庭以及 DPH 定義為「弱勢地區」的生活貧困或失業的人
3. 在已建立的文化區
4. 註冊為傳奇企業
5. 總收入低於 250 萬美元
6. 並未通過 SF Shines 等其他城市撥款計畫獲得補助

sf.gov/Shared-Spaces-Equity

Public Access: Curbside Use Types & Fees

APRIL 2023

公共通道：路邊使用類型和費用　　Acceso público: Tipos y cuotas de uso de los carriles de estacionamiento

TIER	TYPE	OCCUPANCY FEES		
		Permit (one time)		Annual License
1	**Public Parklet**	**$1,000**	**$250**	**$100**
2	**Movable Commercial Parklet**	**$2,000**	**$1,000**	**$1,500**
3	**Commercial Parklet**	**$3,000**	**$1,500**	**$2,000**
		First Parking Space	Each Additional Parking Space	Per Parking Space

1/2 fee waiver for businesses with ≤ $2M in SF gross receipts

Movability and Portability

移動性和便攜性
Movilidad y Portabilidad



Traffic barricades are max 42” high, stable and sturdy, marked with reflective tape

最高 42 英寸的交通路障，穩定堅固並標有反光帶
Barreras de tránsito tienen un máximo de 42” de altura, estables y fuertes, marcadas con cinta reflectante

Rolling planters, easy to move if needed

有滾輪的花壇，需要時容易搬動
Macetas que ruedan, fáciles de mover si es necesario

Movable tables and chairs

活動桌椅
Mesas y sillas portátiles

Movability and Portability

移動性和便攜性
Movilidad y Portabilidad



Movable barriers, easy to move if needed

需要時容易搬動
fáciles de mover si es necesario

Movable tables and chairs

活動桌椅
Mesas y sillas portátiles

Movability and Portability

移動性和便攜性
Movilidad y Portabilidad



Movable barriers, easy to move if needed

活動護欄，需要時容易搬動
Barreras portátiles, fáciles de mover si es necesario

Movable tables and chairs

活動桌椅
Mesas y sillas portátiles

Movability and Portability

移動性和便攜性
Movilidad y Portabilidad



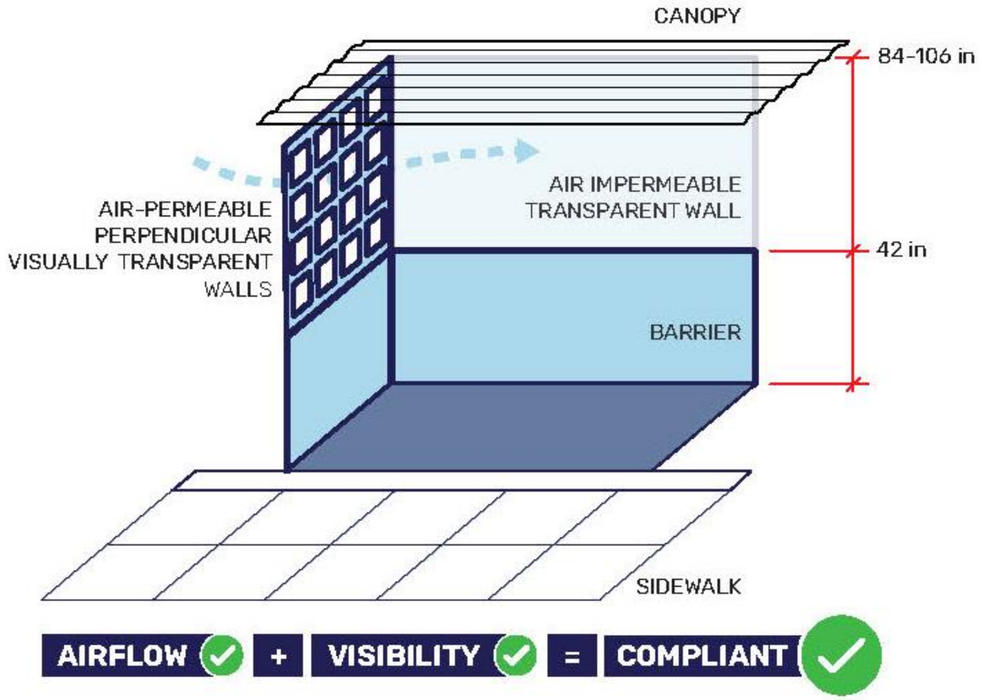
Movable barriers, easy to move if needed
活動護欄，需要時容易搬動
Barreras portátiles, fáciles de mover si es necesario

Movable tables and chairs
活動桌椅
Mesas y sillas portátiles

3-foot-wide emergency access gap, open to the sky
3 英尺寬、向上敞開的緊急通道缺口
Un espacio para acceso de emergencia de 3 pies de ancho, abierto al cielo

Sightlines & Airflow

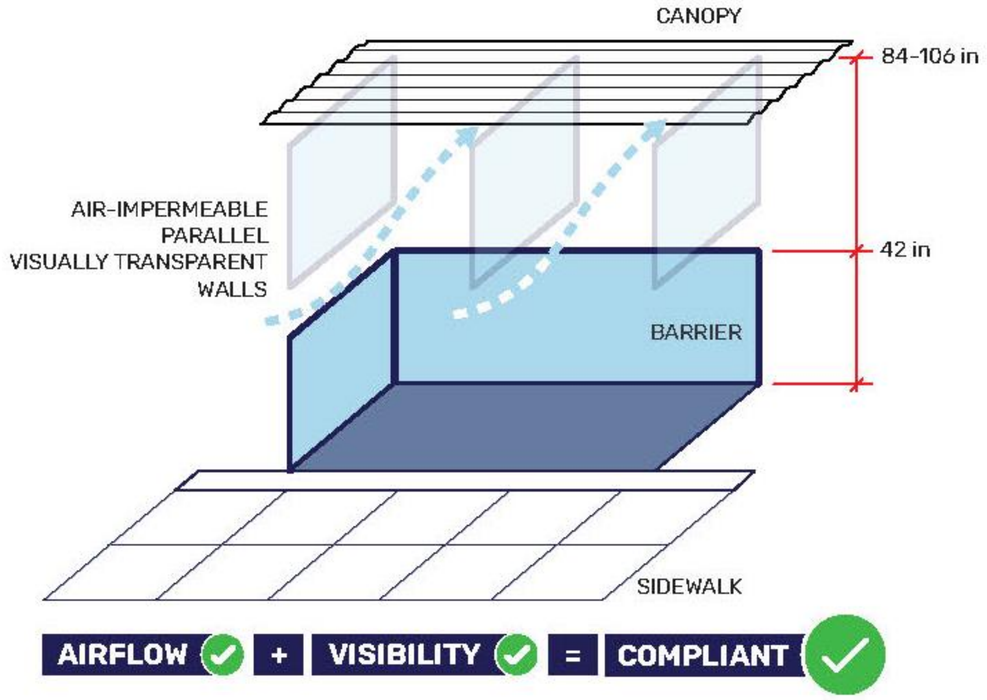
視線與空氣流動
Visibilidad y Flujo de Aire





Sightlines & Airflow

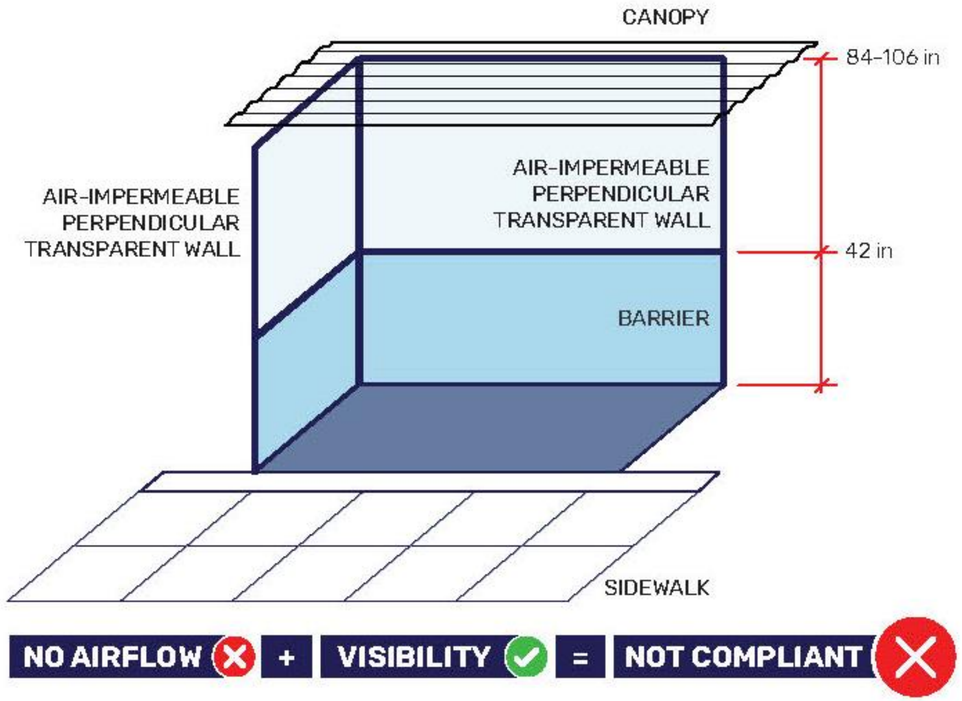
視線與空氣流動
Visibilidad y Flujo de Aire





Sightlines & Airflow

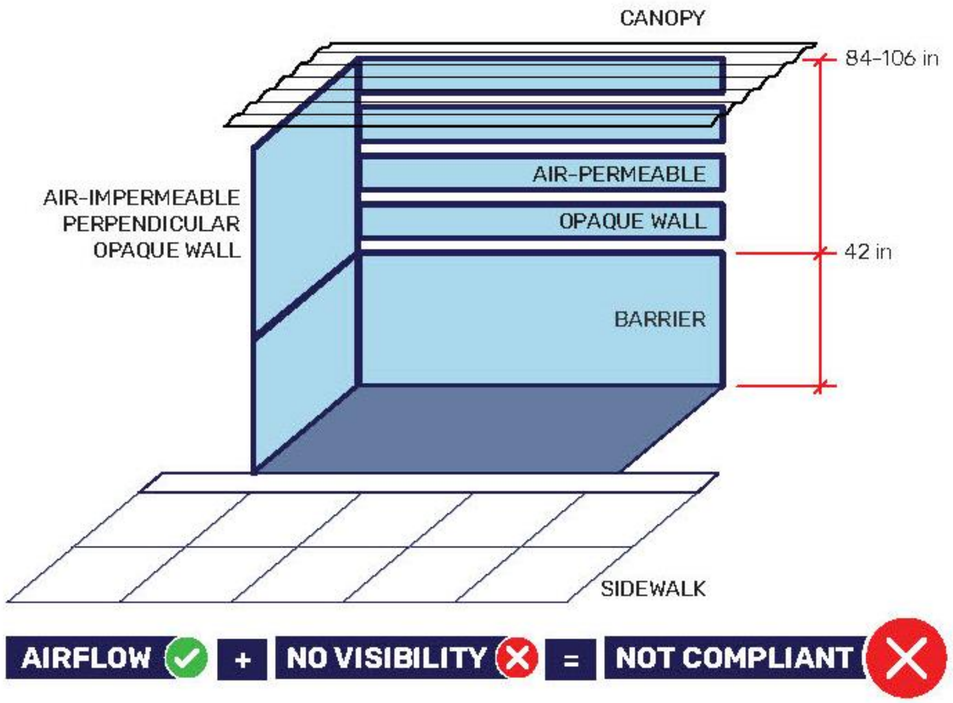
視線與空氣流動
Visibilidad y Flujo de Aire





Sightlines & Airflow

視線與空氣流動
Visibilidad y Flujo de Aire





Sightlines & Airflow

視線與空氣流動
Visibilidad y Flujo de Aire



Allows airflow through structure
讓空氣在建築物內流動
Permite el flujo de aire a través de la estructura

Sightlines blocked
No visibility above 42”
視線受阻
高於 42 英寸上方沒有能見度
Líneas visuales bloqueadas.
Ninguna visibilidad arriba de 42”

3-foot-wide emergency access gap open to the sky not provided
未設置 3 英尺寬的向上敞開的缺口
Espacio de 3 pies de ancho abierto al cielo no proporcionado

Sightlines & Airflow

視線與空氣流動
Visibilidad y Flujo de Aire



Allows airflow through structure
讓空氣在建築物內流動
Permite el flujo de aire a través de la estructura

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高於 42 英寸上方沒有能見度
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Coordinated Enforcement

協調執法　Verificación coordinada

San Francisco Shared Spaces
sf.gov/sharedspaces

Enforcement & Compliance Cover Sheet

Date Printed: 11/2/2021

Economic recovery from the COVID-19 pandemic will be an ongoing process in the months ahead. To stabilize neighborhood businesses, the Shared Spaces Ordinance allows for a staggered transition from the emergency, pandemic version of Shared Spaces to the permanent version of the program.
New design and operating regulations will go into effect gradually over time. This will help minimize negative financial impacts for Shared Spaces sponsors who need to make modifications. These new rules ensure disabled access, emergency response, transit function, and loading zones.
See below for issues that require immediate attention; as well as other issues that you can fix later in the year.
More detail on each issue is also included in this packet.

Business: **The Blue Legume**
1234 PARKLET ST SAN FRANCISCO, CA, 94103

BOS District **D 03**

Type: Parking Lane, Sidewalk

COMPLIANCE ISSUES (BY CITY AGENCY)	SHARED SPACES MANUAL *	DEADLINE TO FIX
DPW BSM (Contact SharedSpacesPermit@sfdpw.org)		
Blocked Curbramp - ADA	P.42-P.52	11/16/2021
Reconfigure Roof For Fire Safety	P.23-P.24	11/16/2021
Sidewalk Diverters Needed - ADA	P.42-P.52	11/16/2021
Sidewalk Clear Path Of Travel - ADA	P.42-P.52	11/16/2021
Tripping Hazard Uncovered Wires Cables - ADA	P.42-P.52	11/16/2021
SFFD Bureau of Fire Prevention (Contact FireSharedSpaces@sfgov.org)		
Built Platform Structure	P.19-P.41	11/16/2021
Fire Hydrants Or Other Fire Emergency Utilities	P.19-P.41	11/16/2021
Overhead Obstruction Wires Signage Equipment	P.19-P.41	11/16/2021
Required Gap For SFFD Access	P.19-P.41	11/16/2021
Space Heaters - Liquid Propane Gas	P.19-P.41	11/16/2021

SFMTA Assessment (Contact SharedSpaces@sfmta.com)

Deadline to fix: 04/01/2022 - White Curb; Green Curb; Resize/Shift; Coordinated Adjustment. - MTA will be in touch directly with specific options for your site

*The Shared Spaces Manual is available at sf.gov/shared-spaces-manual

SAMPLE