



City and County  
of San Francisco

# Shared Spaces

共用空間    Espacios compartidos

Monday August 28, 2023



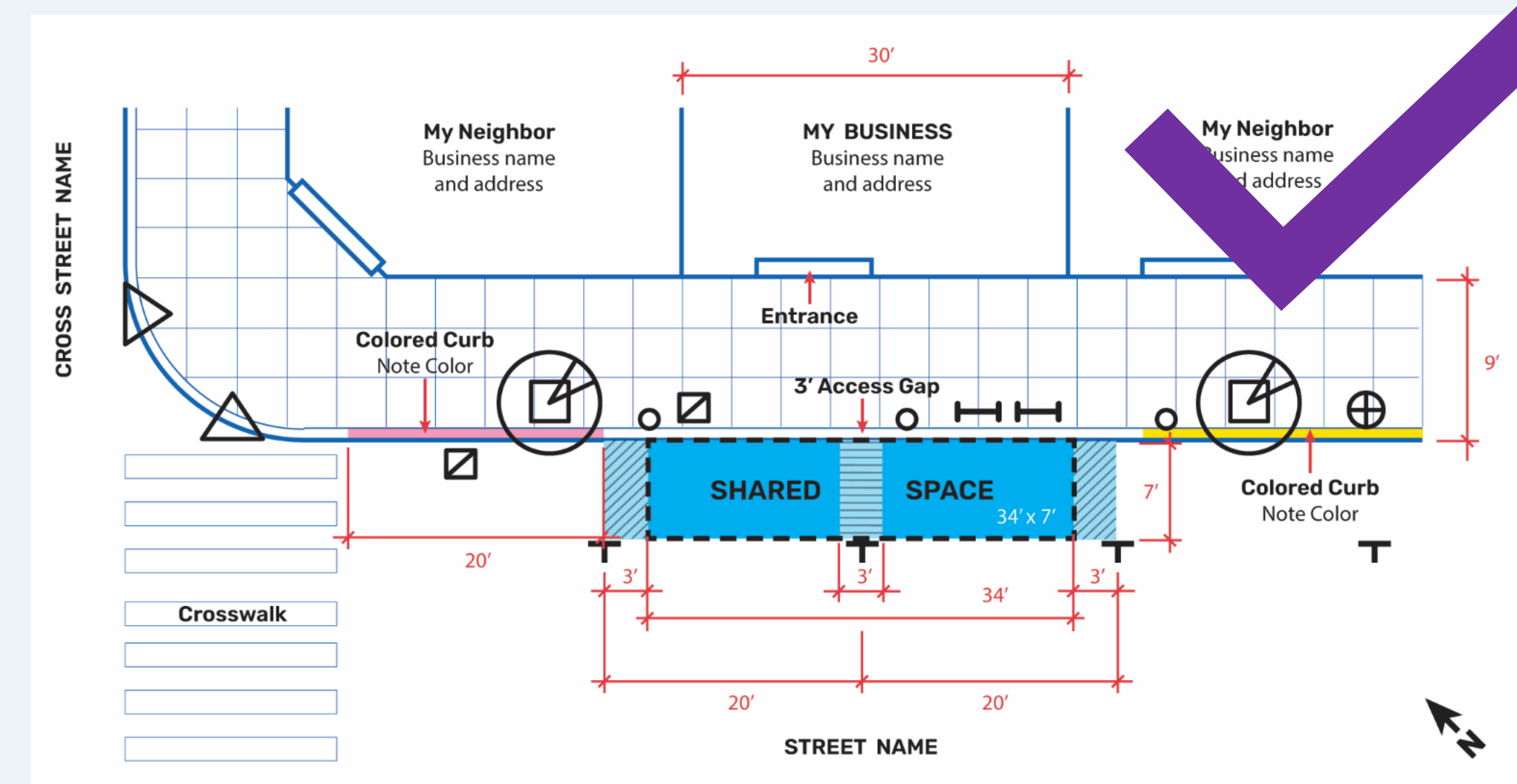
# TOPICS

主題 TEMAS

- Transition Timeline
- Application Statistics, Progress, Challenges
- Efforts to get businesses into compliance and new permits

# Transition Timeline

- **March 31st**, pandemic program ends
- **September 27th**, 180-grace period ends. Applicants who applied by March need to complete:
  - ✓ Application materials for review and receive conditional approval
  - ✓ 10-day public posting
  - ✓ Parklet modifications
  - ✓ Post construction city inspection
  - ✓ Receive permit



# Program Transition

- Currently at **639** post-pandemic parklet applications!
- Transition growing pains...

**Pandemic era**  
indoor seating  
restrictions  
forced rapid  
solutions and  
compromises



**Post-pandemic era**  
parklets balance  
streamlined  
procedures with  
sustainable solutions  
to regulate occupancy  
of public ROW

# Application Statistics

- **121** reported pandemic parklet removals
- **639** post-pandemic parklet applications
  - ✓ **3** received permit
  - *Trouble getting responses from applicants.* Currently we have:
    - **179** conditionally approved + still need to modify and/or clear inspection
    - **144** incomplete applications, haven't cleared first department review (MTA)
    - **313** have not cleared second department review (DPW)

# How are we communicating with businesses?

- **One-to-one** staff emails and phone calls
- **Monthly in-person** “office hours”
- **Phone banking:** Incomplete applications, applicants cleared to build
- **Noticing:**
  - Didn't reapply
  - Reapplied with incomplete applications > 5 months



# Grants

## Arts and Culture Grants- Partnership with SF New Deal

\$10,000 each to bring art, music, and other cultural programs to Shared Spaces parklets, sidewalk areas, and street closures – **due 1/1/2024**

## Equity Grants

Up to \$2,500 to pay for materials or services to bring pandemic Shared Spaces into compliance – **due 9/27/2023**

# Fees Waiver Update

- BOS passed legislation to waive permit fees for parklets approved before July 2024
  - **If you had a Shared Spaces parklet during the pandemic and are transitioning to the permanent Shared Spaces Program:** Initial permit fees and first two annual license fees are waived for parklets that are issued permits prior to 7/1/2024.
  - **If you had a Shared Spaces parklet that you are removing:** There are no permit and license fees. Note that pandemic parklets that are not transitioning to the permanent Shared Spaces program must be removed by 9/27/2023.
  - **If you are applying for a new Shared Spaces parklet (and you didn't have Pandemic-program permits):** Initial permit fees will be waived for permits issued prior to 7/1/2024, annual license fee applies and businesses with <\$2.5 million in gross receipts qualify for a 50% reduction of this fee.



# SBC Support

- We're in the last month stretch for pandemic operators to get new permits! Help us put out the word!

THANK YOU!

Questions?

謝謝您！

問題

¡GRACIAS!

Preguntas

**Monica Munowitch**

*Program Manager (MTA)*

**Gregory Slocum**

*Permits Manager (DPW)*

**Annie Yalon**

*Public Relations Manager (Planning)*



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[Facebook.com/SharedSpacesSF/](https://www.facebook.com/SharedSpacesSF/)

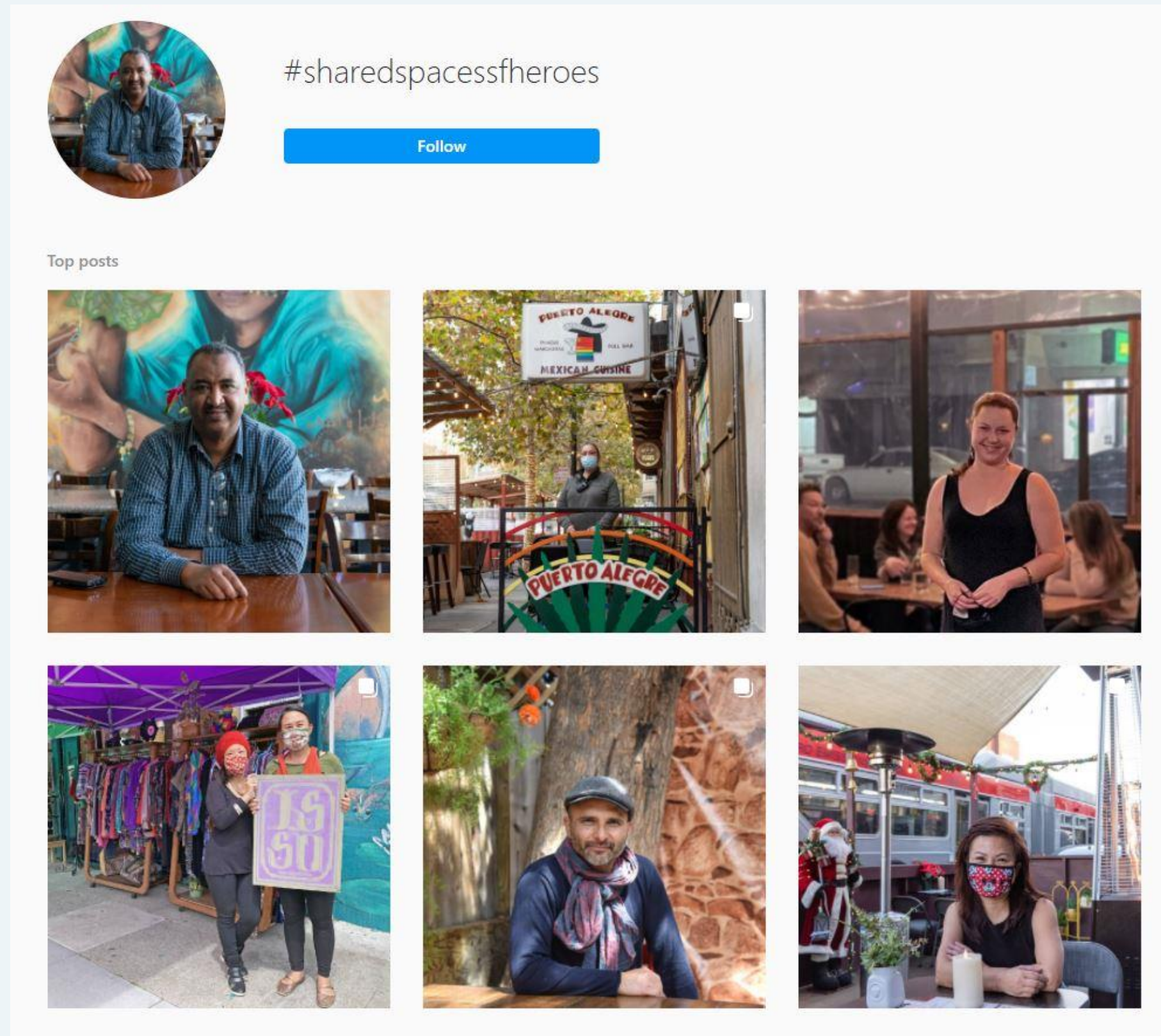


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[SharedSpaces@sfgov.org](mailto:SharedSpaces@sfgov.org)

# Shared Spaces Heroes



#sharedspacesfheroes

Follow

Top posts

A grid of six small images showing various community members and scenes from the Tenderloin neighborhood, including a man at a table, a street sign for Puerto Alegre Mexican Cuisine, a woman in a black top, two women with a sign, a man in a scarf, and a woman at a table.



sharedspacesf • Following  
Z Zoul Cafe

sharedspacesf The word "zoul" means friend in the Sudan. And no one could be more of a friend to the Tenderloin than Aref Elgaali, the owner of Z Zoul Café. He's our #SharedSpacesSF Hero this week.

Aref was born in the Sudan, educated in India and spent most of his adult life in Saudi Arabia. That is until 2016, when he, his wife Dalia and their three children immigrated to the U.S.

Life as an immigrant isn't always easy. Aref went from being an executive in Saudi Arabia to a Lyft driver in San Francisco. Then he decided to open a Sudanese restaurant in the Tenderloin and to adopt that neighborhood as his own. Now he's the president of the Tenderloin Merchants Association.

In his role at @tl\_merchants, Aref has been a friend to the Shared Spaces program. It's part of his plan to bring a greater sense of community to the Tenderloin through spaces where friends and family can gather, work together and help each other out.

@zzoulcafesf @sfmta\_muni @sfoewd @sfpublicworks @sfentertainmentcommission @sf\_arts\_commission @sanfranciscoplanning #sharedspacesfheroes

Edited · Now

zzoulcafesf Thanks a lot 🙏🙏🙏❤️❤️❤️

Liked by maips and 40 others

5 DAYS AGO

Add a comment... Post

please nominate **#SharedSpacesSFHeroes** by emailing [Shared.Spaces@sfgov.org](mailto:Shared.Spaces@sfgov.org)

# What do Shared Spaces operators want for the future?



*"The Shared Spaces Program is enabling me to avoid permanent closure..."*



**5%**  
Strongly  
Disagree  
or N/A

**12%**  
Disagree

**36%**  
Agree

**47%**  
Strongly Agree



# What do Shared Spaces operators want for the future?



*"The Shared Spaces Program enabled me to reopen under public health directives..."*



**16**  
Strongly  
Disagree  
or N/A

**87**  
Agree

**139**  
Strongly Agree

# What do Shared Spaces operators want for the future?

*"I would operate a Shared Space if permits are extended..."*



# Timeline of Program Evolution

## CITY & REGIONAL CONTEXT

2009

San Francisco Parklet Program kicks off

02/24/20

San Francisco declares state of public health emergency

03/04/20

State of California declares state of public health emergency

03/15/20

Governor closes all bars, nightclubs, wineries, and brewpubs

03/17/20 – 05/03/20

Shelter in Place Order takes effect in SF and five other bay area counties

03/19/20

Statewide shelter in place order goes into effect

04/17/20

Six bay area counties mandate face coverings

04/24/20

Economic Recovery Task Force created by Mayor Breed and BOS President Yee

04/28/20

Governor creates 4-stage 'Resilience Roadmap' for lifting restrictions

05/18/20

California enters 'Resilience Roadmap' Stage 2

05/26/20

California enters 'Resilience Roadmap' Stage 3

06/12/20

San Francisco resumes outdoor dining

08/31/20

California's Color-Coded System Initiated. SF in the Red Tier

09/07/20

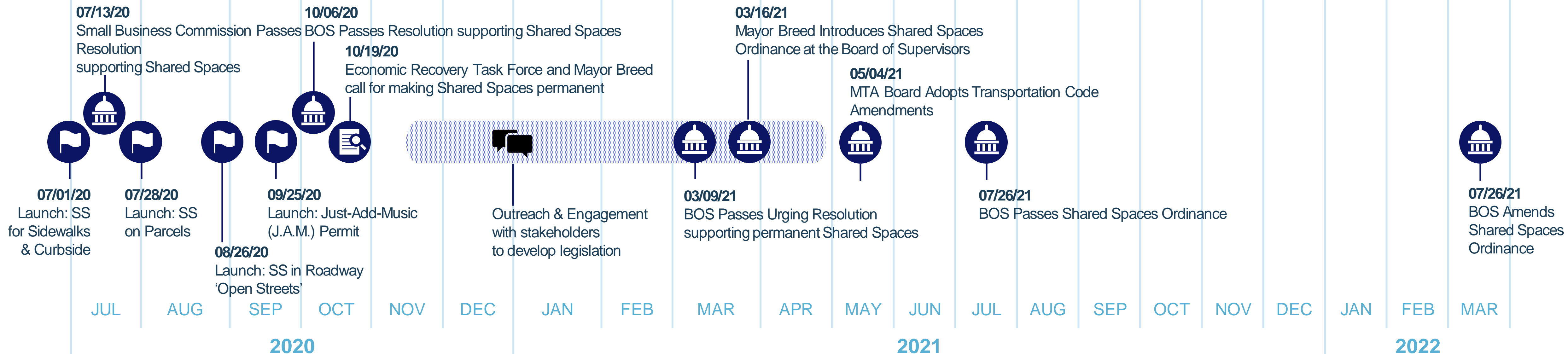
Personal Services Allowed Outdoors

12/06/20 - 01/25/21

activities suspended in Bay Area counties under State's Regional Stay-At-Home Order



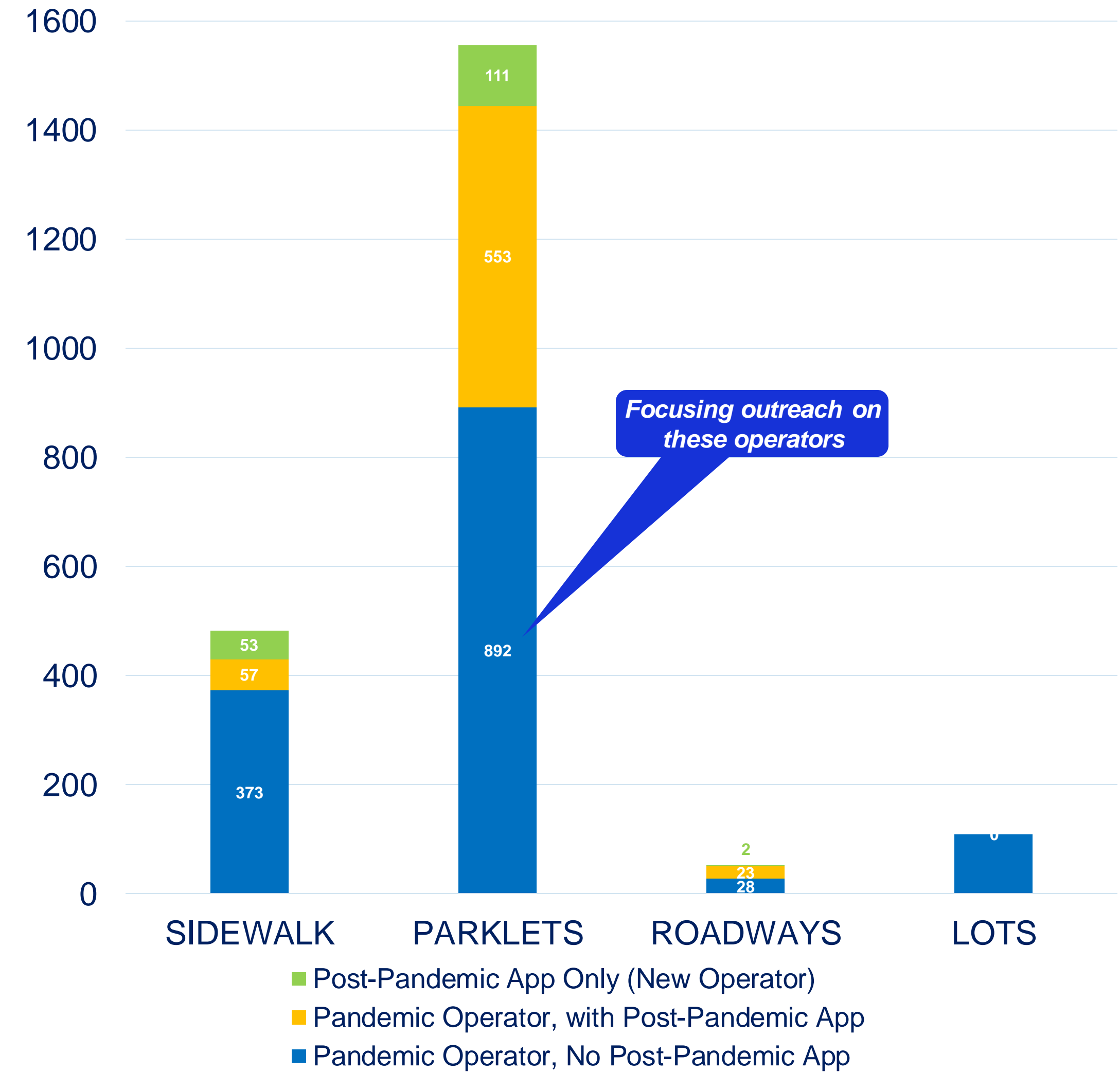
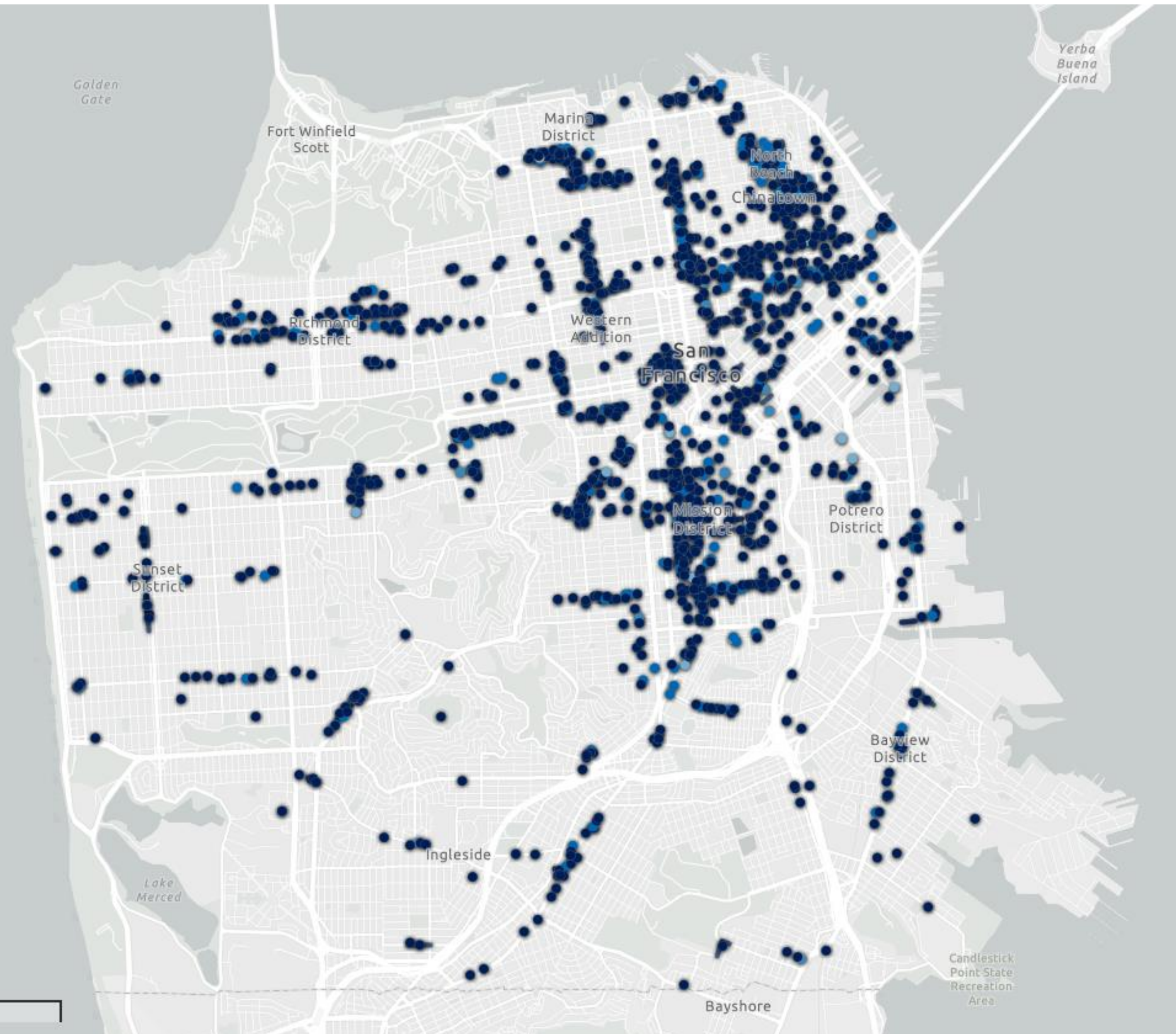
## SHARED SPACES PROGRAM



# Shared Spaces Applications Received

PROGRAM STATS

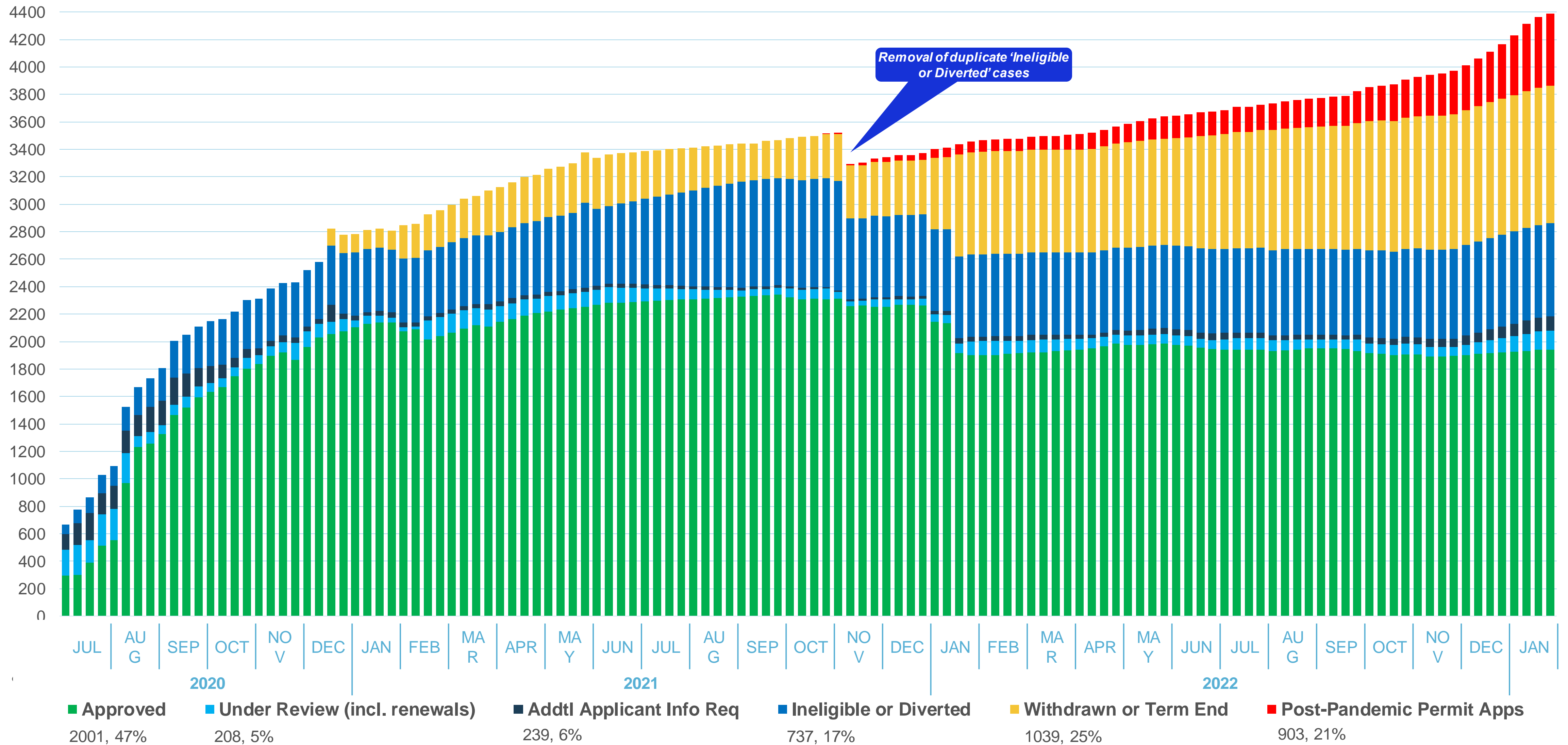
Chart updated Feb 7, 2023





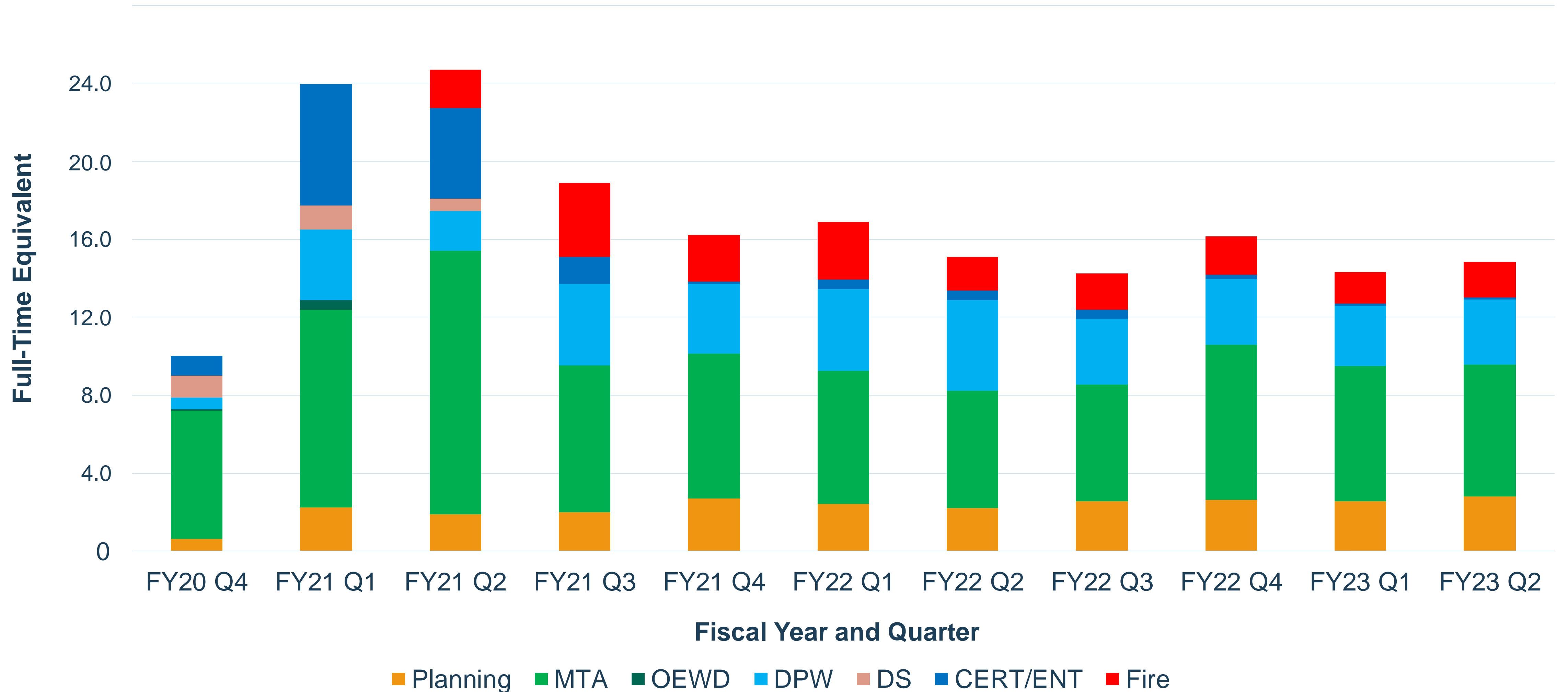
# Program Growth by Week

PROGRAM STATS

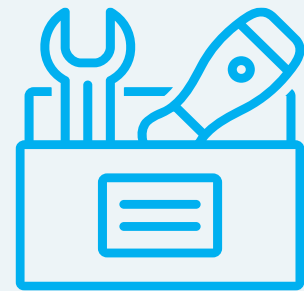


\* Note that some sites require multiple approvals from different departments. Each approval review is counted above.

# Interagency Staff Time



# Shared Spaces Ordinance: Policy Goals



**1.**  
**Simplify the  
City's Toolbox**



**2.**  
**Prioritize Equity  
& Inclusion**



**3.**  
**Phase Implementation  
with Economic  
Conditions**



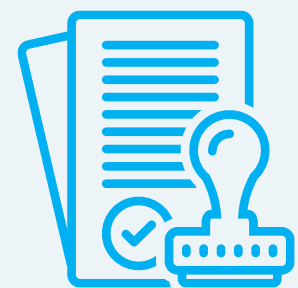
**4.**  
**Encourage Arts,  
Culture, &  
Entertainment**



**5.**  
**Balance Curbside  
Functions**



**6.**  
**Maintain  
Public Access**



**7.**  
**Efficient Permit  
Review & Approval**



**8.**  
**Clear Public  
Input Procedures**



**9.**  
**Coordinated  
Enforcement**

# 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



ASAP

# 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



Clear Path of Travel on Sidewalks, with Diverters



3-foot Access Gaps, Open to the Sky



Visibility above 42 Inches



Street Address on Display



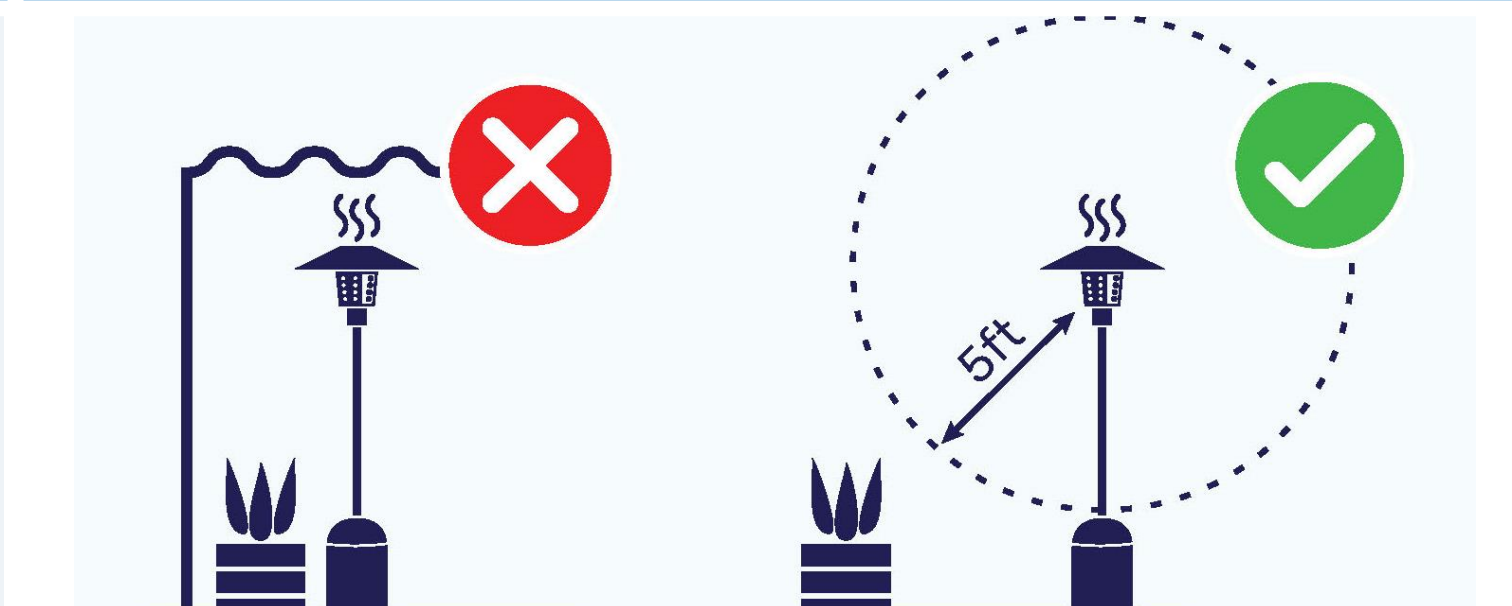
Equivalent / Accessible Facility



Reflective Materials on Corners



Clearance for Firefighting Ladders



Space Heaters Clear of Flammable Materials



Setbacks from Crosswalks



# Fire Safety & Emergency Access

消防安全與緊急通道

Seguridad Contra Incendios & Acceso de Emergencia



ASAP



3-foot gap open to the sky

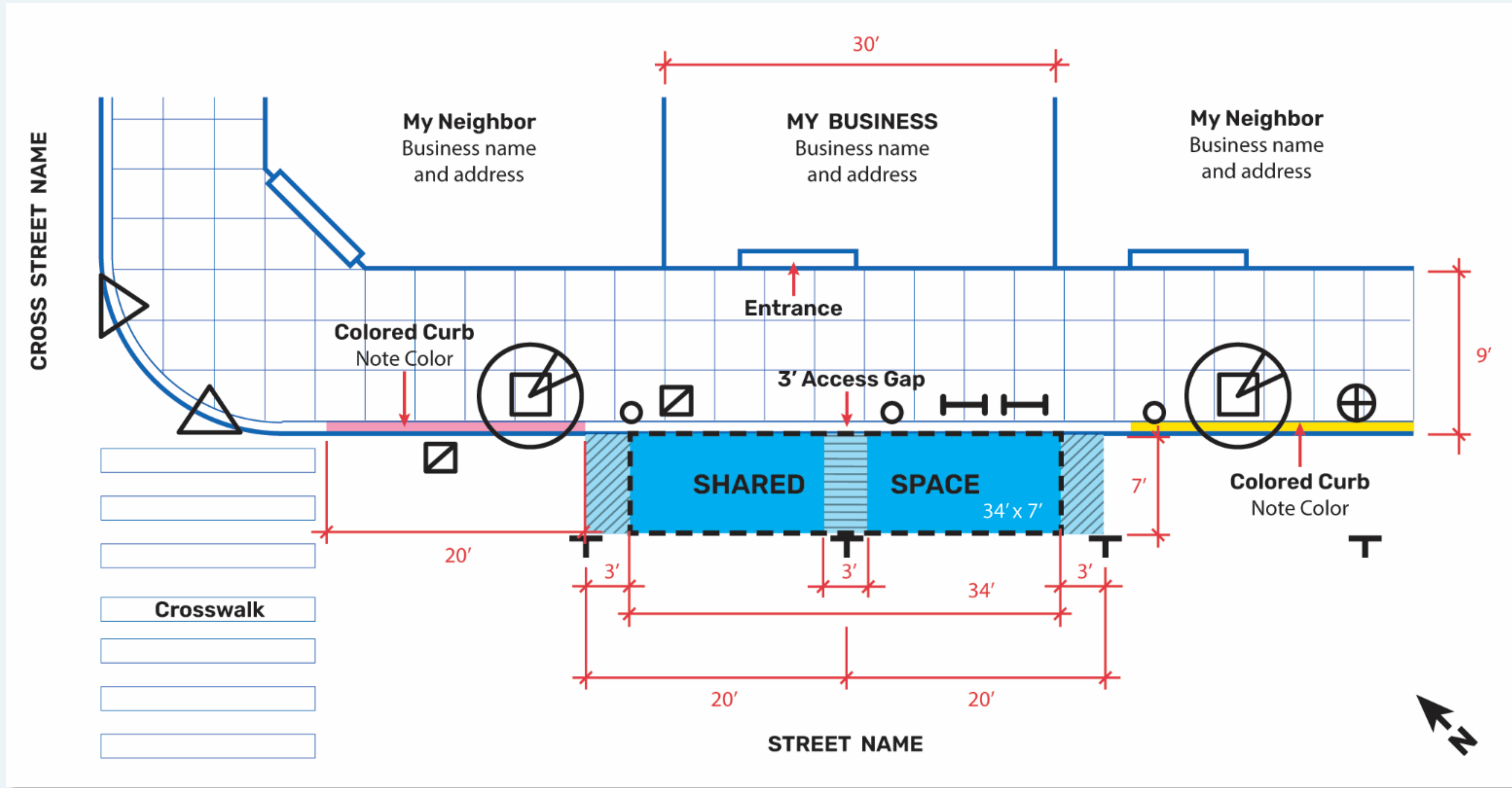


**A 3-foot-wide emergency access gap, open to the sky, provided for every 20 feet of the structure's length.**

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

# Site Plan

APPLICATION  
SUBMITTAL



- Existing Parking Meter
- Existing Bicycle Rack
- Existing Parking Space Marking
- Existing Utility on sidewalks and streets
- Existing Street Tree
- Existing Street Light
- Existing Curb Ramp
- North Arrow
- 3 ft. Required Setback do not include in shared space dimension.
- 3 ft. Emergency Access Gap

# Public Education

Since August 2022, the Program has been in neighborhoods holding:

- Corridor Walks and Town Halls with Merchants
- Application & Site Plan Workshops
- Parklet Design Trainings
- Office Hours

The Program is conducting the following outreach to operators who have not yet submitted an application:

- 1: 1 Application support sessions
- Digital Needs and Intentions Survey
- Phone Banking



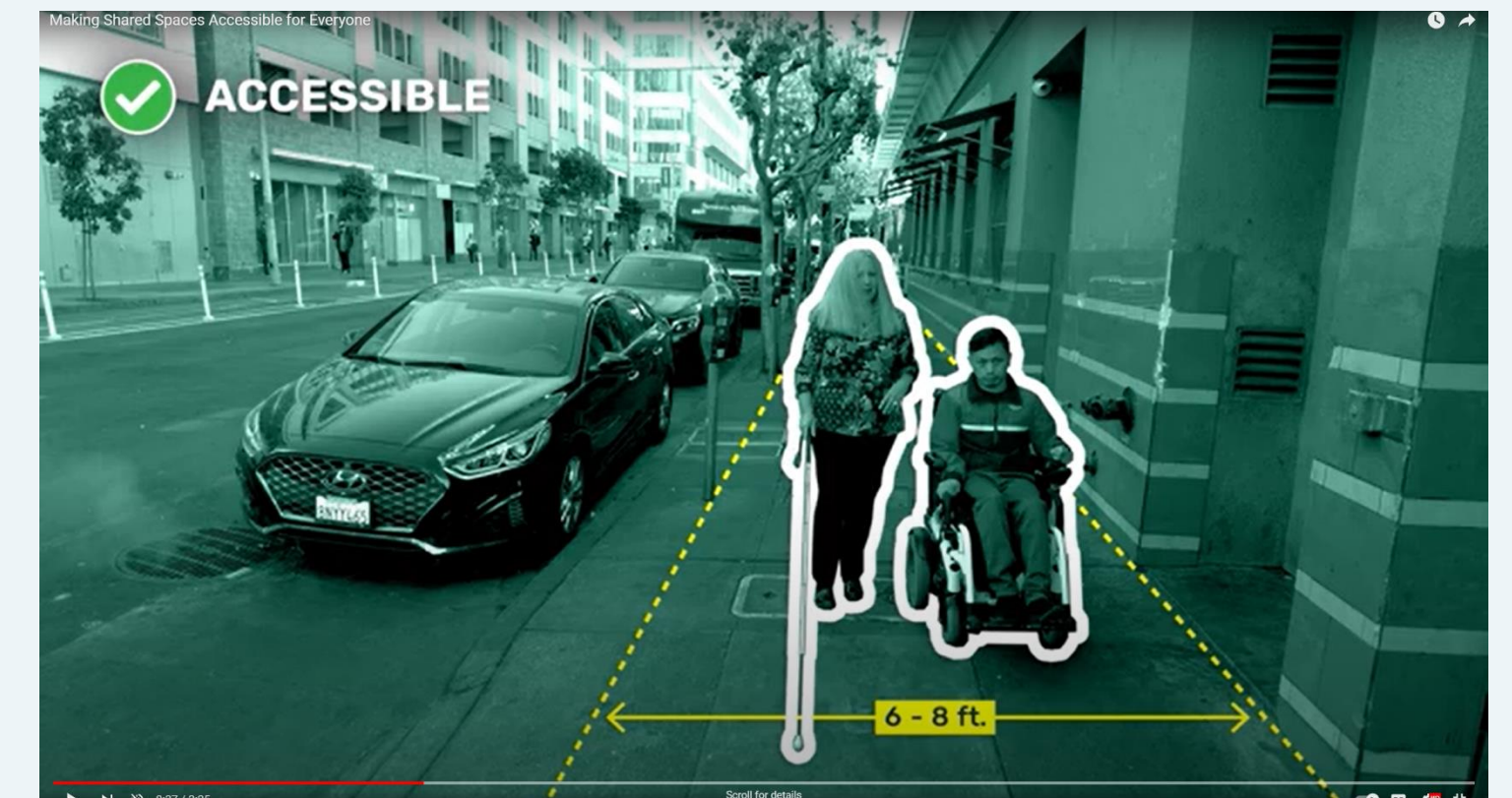


# New Public Service Announcements



“Intersection Safety and Visibility at Shared Spaces”

“Emergency Response at Shared Spaces”

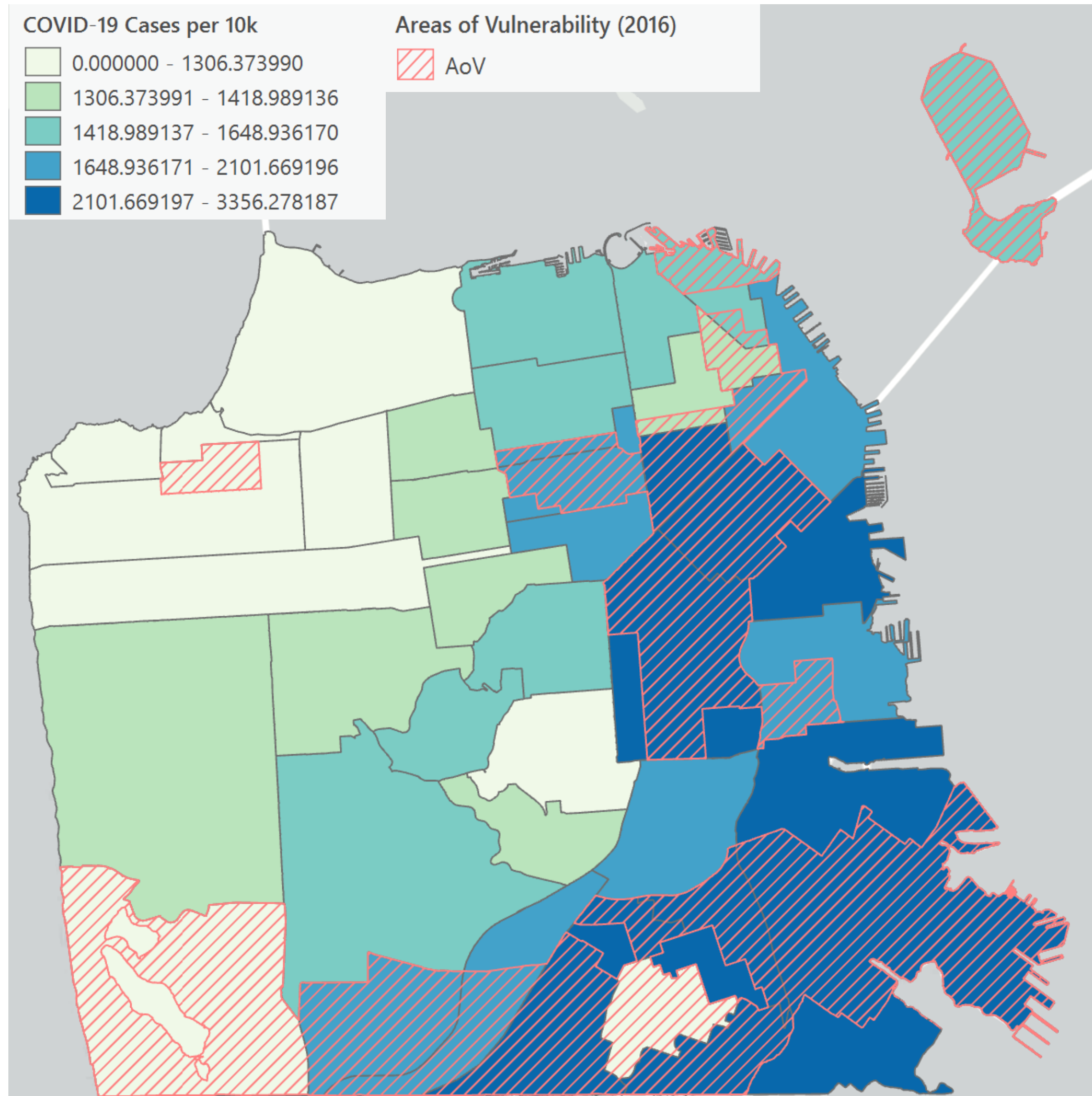


“Making Shared Spaces Accessible for Everyone”

# Equity Grants: Selection Priorities

公平撥款：選擇優先條件

Subsidios de capital: Prioridades de selección

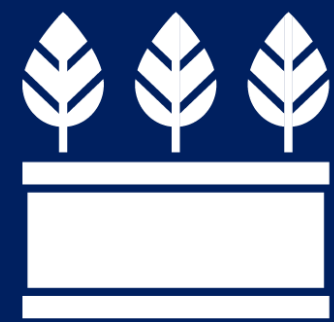


1. Hardest hit by the COVID-19 pandemic, with **high rates of cases and deaths**
2. In “**Areas of Vulnerability**” (as defined by DPH)  
Areas with a higher density of vulnerable populations, including but not limited to people of color, seniors, youth, people with disabilities, linguistically isolated households, and/or people living in poverty or unemployed
3. In established **Cultural Districts**
4. Registered as **legacy businesses**
5. Below \$2.5M in **gross receipts**
6. **Not already receiving funds** through other City grants programs like SF Shines

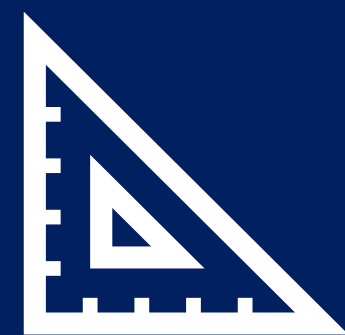
# Equity Grants: Round 2.2 Applications Open!



## Tables & Chairs



## Enclosures & Planters



## Design & Other Services

*Use los fondos para materiales como mobiliario o barreras de tránsito móviles. Los artículos como barreras y muebles se le pueden reembolsar o comprar para usted.*

使用補助金購買可移動的傢俱或交通隔離物等材料。您可以獲得購買隔離物和傢俱等物品的補償，或者享有代購服務。

# Grants & Resources

	SF Shines Design Services	Shared Spaces Compliance	Shared Spaces Arts & Culture and Technical Assistance
Eligible Sites	Brick & Mortar	SS Sidewalks & Parklets only	SS Roadway SS Lots / Parcels
Applications Accepted	April 1, 2022 – (no close date)	September 1, 2022 – February 28, 2023	2022-2023
Grant Type	Services (Design)	Cash Reimbursement (materials & labor)	Services (Design, Operations, & Activation)
Weblink	<a href="https://sf.gov/sf-shines">sf.gov/sf-shines</a>	<a href="https://sf.gov/shared-spaces-equity">sf.gov/shared-spaces-equity</a>	

# Equity Grants to Small Business Operators (Round 1)

## Equity Grants to Small Businesses

向小型企業提供公平撥款  
Subsidios de capital a pequeñas empresas

Grants to businesses who applied directly to the Shared Spaces Equity Grants Program in Round 1 (Nov 2020 to Jan 2021).

Administered by SF Planning and OEWD in partnership with Livable City.

**\$330,059 in awards**

## + SF Shines Grants to Businesses

+ 向企業提供 SF Shines 撥款  
+ Becas SF Shines para empresas

This existing OEWD storefront improvement program pivoted funds to help businesses during the pandemic, including participation in the Shared Spaces program.

**\$500,078 in awards**

**\$830,137 awarded to date**

迄今為止共授予 \$830,137

Un total de \$830,137 otorgados hasta la fecha

# 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

Like pre-COVID parklets



Like most Shared Spaces today



## 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









APRIL 2023

# Public Access: Curbside Use Types & Rules

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	<b>Public Parklet</b>	Entire facility	None	24 hours	Fixed Structure
2	<b>Movable Commercial Parklet</b>	At least one seating facility during hours of commercial operation	During hours of operation	During hours of Operation	Movable Fixtures
3	<b>Commercial Parklet</b>	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*





APRIL 2023

# Public Access: a seating area open to all

公共通道：開放給所有人的休息區

Acceso público: una zona abierta a todos



**PUBLIC SEATING**  
THIS SEAT IS OPEN TO ALL

ASIENTO PÚBLICO  
Este asiento está disponible para todos

公共座位  
这个座位对所有人开放

PAMPUBLIKONG UPUAN  
Ang upuang ito ay bukas sa lahat

SF Health Code 19I, SEC. 1009.81



 SAN FRANCISCO  
**Shared Spaces**

[sf.gov/sharedspaces](https://sf.gov/sharedspaces)



*“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)





APRIL 2023

# Public Access: Curbside Use Types & Fees

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	<b>Public Parklet</b> 公共路邊微公園 Parklet Público	<b>\$1,000</b>	<b>\$250</b>	<b>\$100</b>
2	<b>Movable Commercial Parklet</b> 可移動商業路邊微公園 Parklet Comercial Móvil	<b>\$2,000</b>	<b>\$1,000</b>	<b>\$1,500</b>
3	<b>Commercial Parklet</b> 商業路邊微公園 Parklet Comercial	<b>\$3,000</b>	<b>\$1,500</b>	<b>\$2,000</b>
		First Parking Space	Each Additional Parking Space	Per Parking Space
<b>1/2 fee waiver for businesses with ≤ \$2M in SF gross receipts</b>				



**Robin Abad**  
Program Director



**Maryell Abella**  
DPW Permits



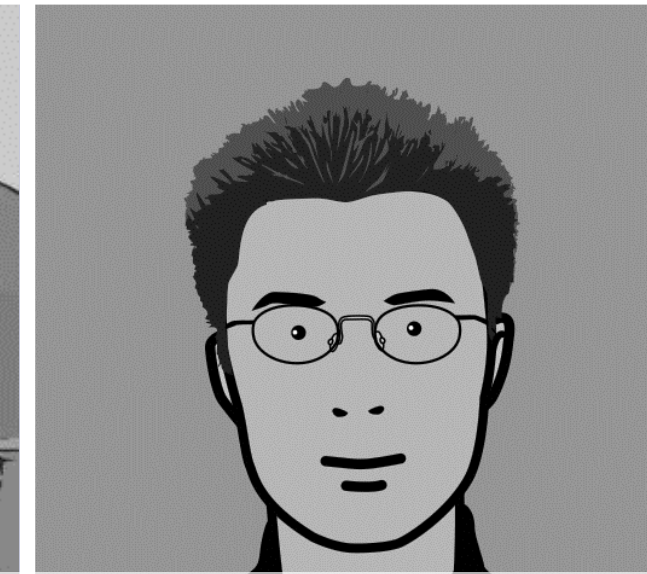
**Kelly Albers**  
DPW Permits



**Nicole Bohn**  
Office on Disability



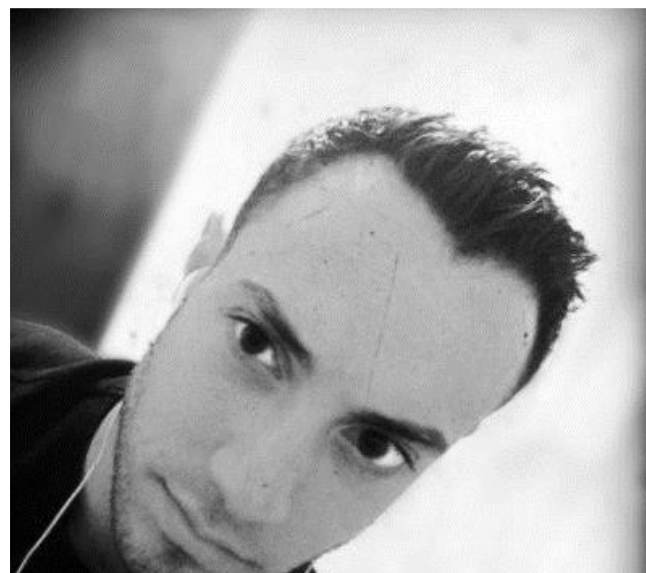
**Nick Chapman**  
Roadway Closures



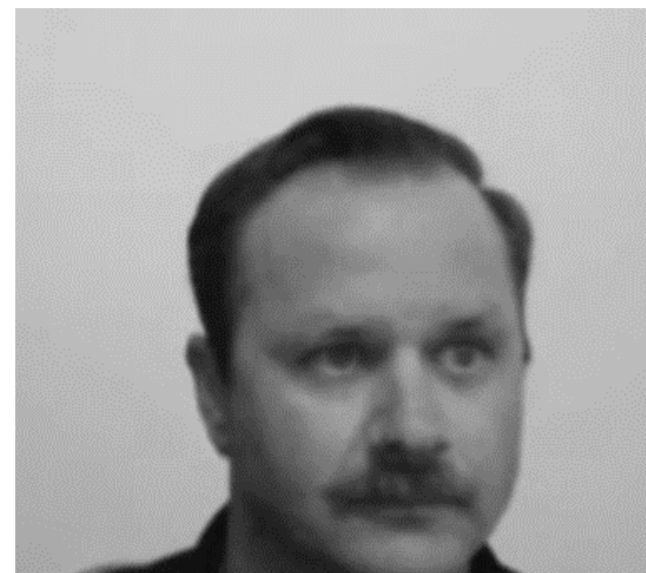
**Gary Chen**  
Graphic Design



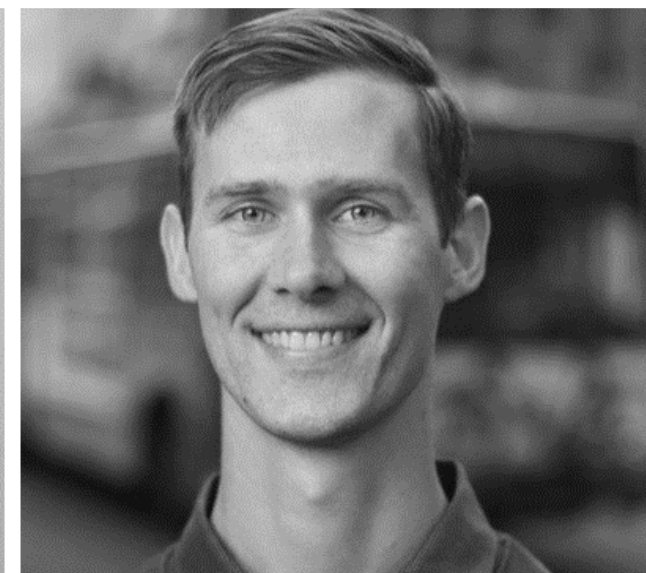
**Maria de Alva**  
Art Direction



**Oscar Hernandez-Gomez**  
Data & Analytics



**Mike Lennon**  
Lead Enforcement



**Brian Manford**  
MTA Permits



**Monica Munowitch**  
Deputy Director - Streets



**Bekah Otto**  
Digital Services



**Chad Law**  
Assistant Fire Marshall



**Christy Osorio**  
MTA Permits



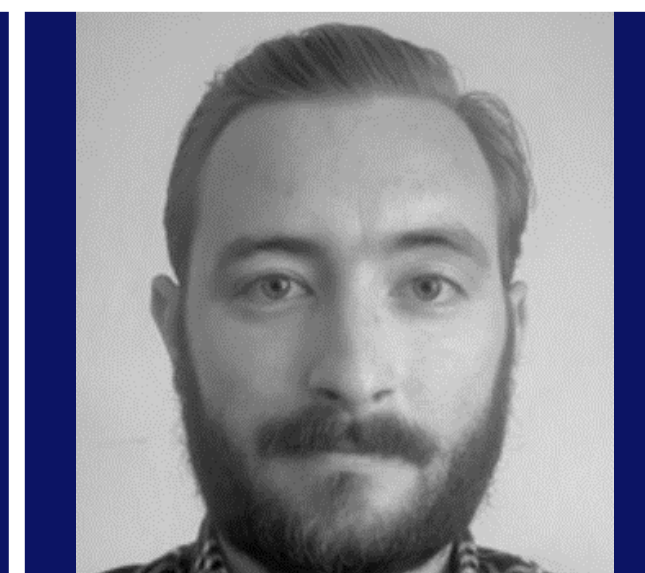
**Parin Patel**  
MTA Permits



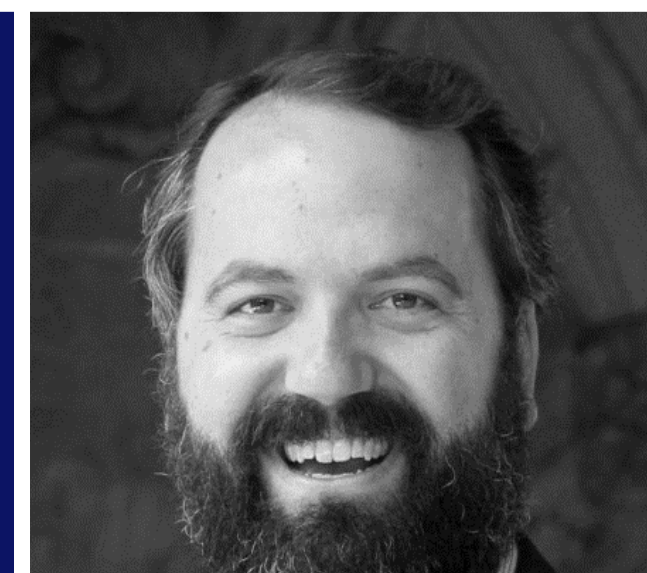
**Gregory Slocum**  
DPW Permits Manager



**Dennis Sy**  
Fire Prevention



**Matthew Thompson**  
Equity Grants



**Ben Van Houten**  
Equity Grants



**Victor Wong**  
Fire Prevention



**Annie Yalon**  
Deputy Director - Comms

THANK YOU!

# Questions?

**Robin Abad Ocubillo**

*Shared Spaces Program Director*

**Monica Munowitch**

*Deputy Director (MTA)*

**Gregory Slocum**

*Permits Manager (DPW)*

**Michael Lennon**

*Enforcement (DPW)*

**Ken Cofflin**

*San Francisco Fire Marshall*

謝謝您！

# 問題

¡GRACIAS!

# Preguntas



[Twitter.com/SharedSpacesSF](https://twitter.com/SharedSpacesSF)



[Instagram.com/SharedSpacessf](https://www.instagram.com/SharedSpacessf)



[Facebook.com/SharedSpacesSF/](https://www.facebook.com/SharedSpacesSF/)

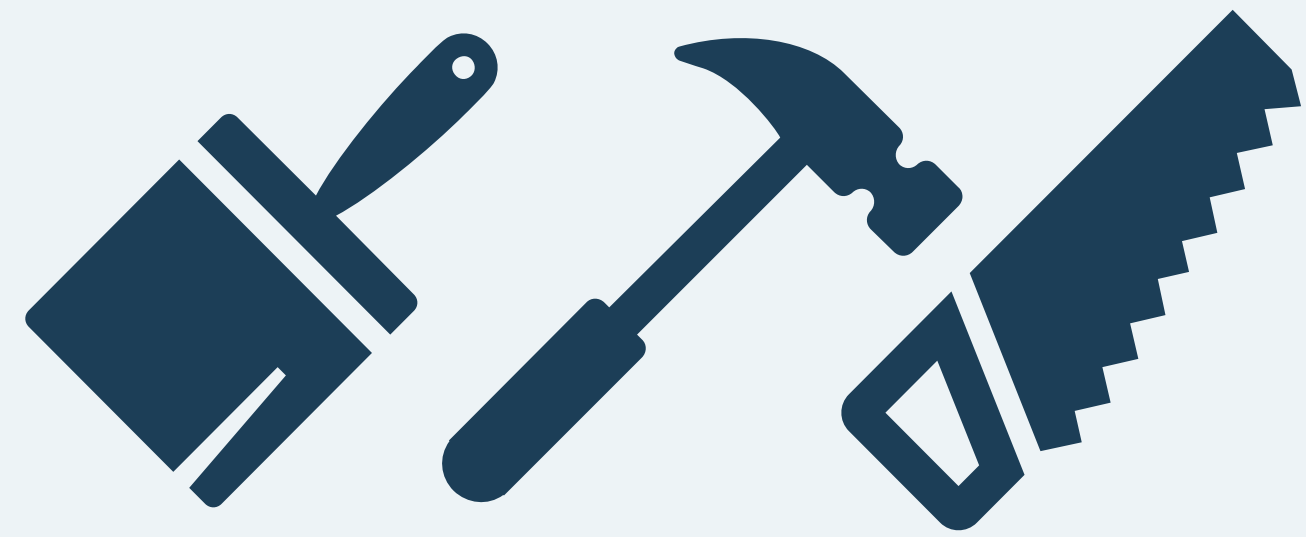


[SF.gov/Shared-Spaces](https://sf.gov/Shared-Spaces)

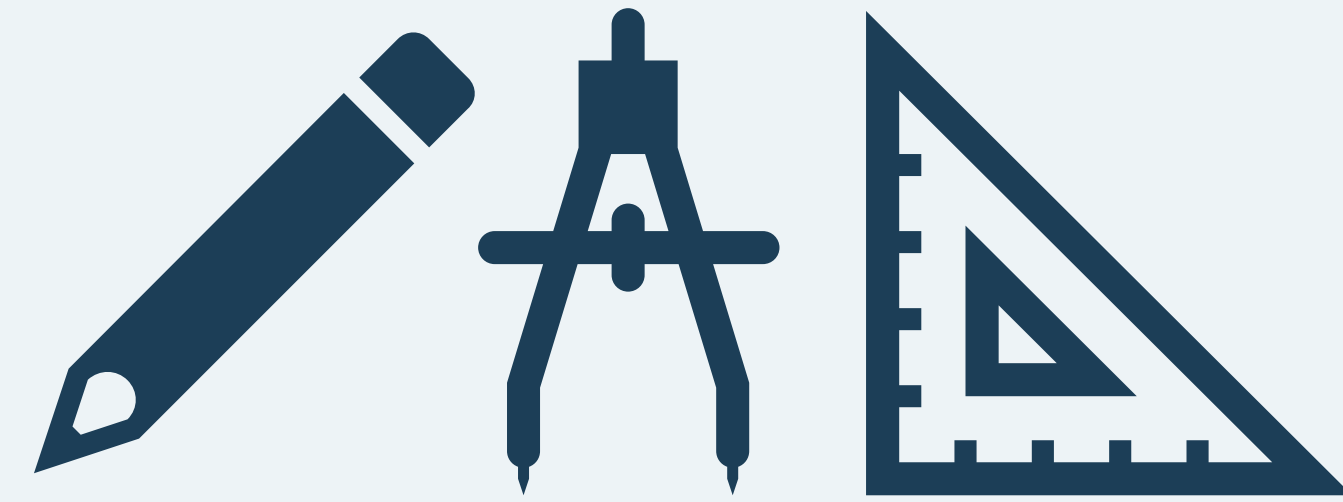


[SharedSpaces@sfgov.org](mailto:SharedSpaces@sfgov.org)

# Who's in the Room? Attendees!



**Builder or Contractor**



**Neighborhood Small  
Business Owner**



**Others?**



# Parklet Site Plan Checklist – MINIMUM REQUIREMENTS TO BE SHOWN

**Site plan should show a bird’s eye view of the proposed Shared Space and include the following items:**

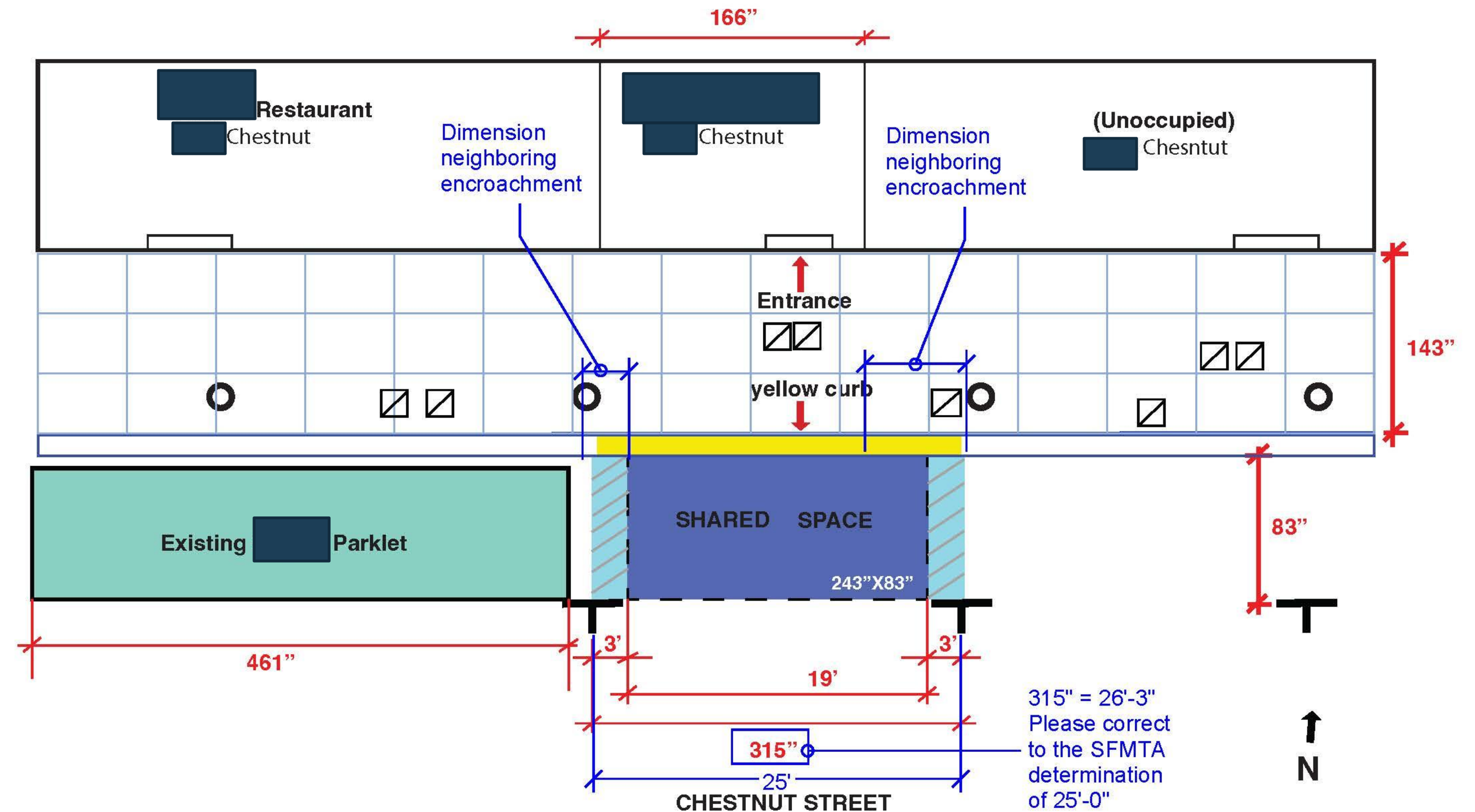
- Business Footprint (Name and Address), including length of business frontage.
- Neighboring Businesses (Name and Address), including extent of encroachment if applicable.
- Sidewalk and street fronting business, including total sidewalk width and any surface obstructions (i.e. tree wells, bike racks, parking meters, light poles, etc.) adjacent to proposed Shared Space.
- North Arrow, showing orientation of site plan.
- Street Names and Crosswalks.
- Colored Curbs.
- Total length and width of proposed Shared Space per SFMTA’s final determination, including required 3-foot emergency access gap and 3-foot setbacks on both sides.
- Marked parking spaces should show location of parking Ts on roadway and meters on sidewalk.
- Utilities in the parking lane and clearance from them (may not be obstructed by the structure).



# Site Plan Example: Coffee Shop

## Marina District

- Computer-generated (not professionally done).
- Missing extent of encroachment onto neighboring frontages.
- Dimensions need to be modified to align with SFMTA's permitted scope of occupancy.
- Shows required setbacks, locations of surface obstructions, parking T's and meters, and sidewalk width.
- Emergency access gap not required.



EXISTING PARKING METER ○

EXISTING PARKING SPACE MARKING T

NORTH ARROW ↑ N

3 FT. REQUIRED SETBACK [hatched box]

EXISTING UTILITY [square with diagonal line]

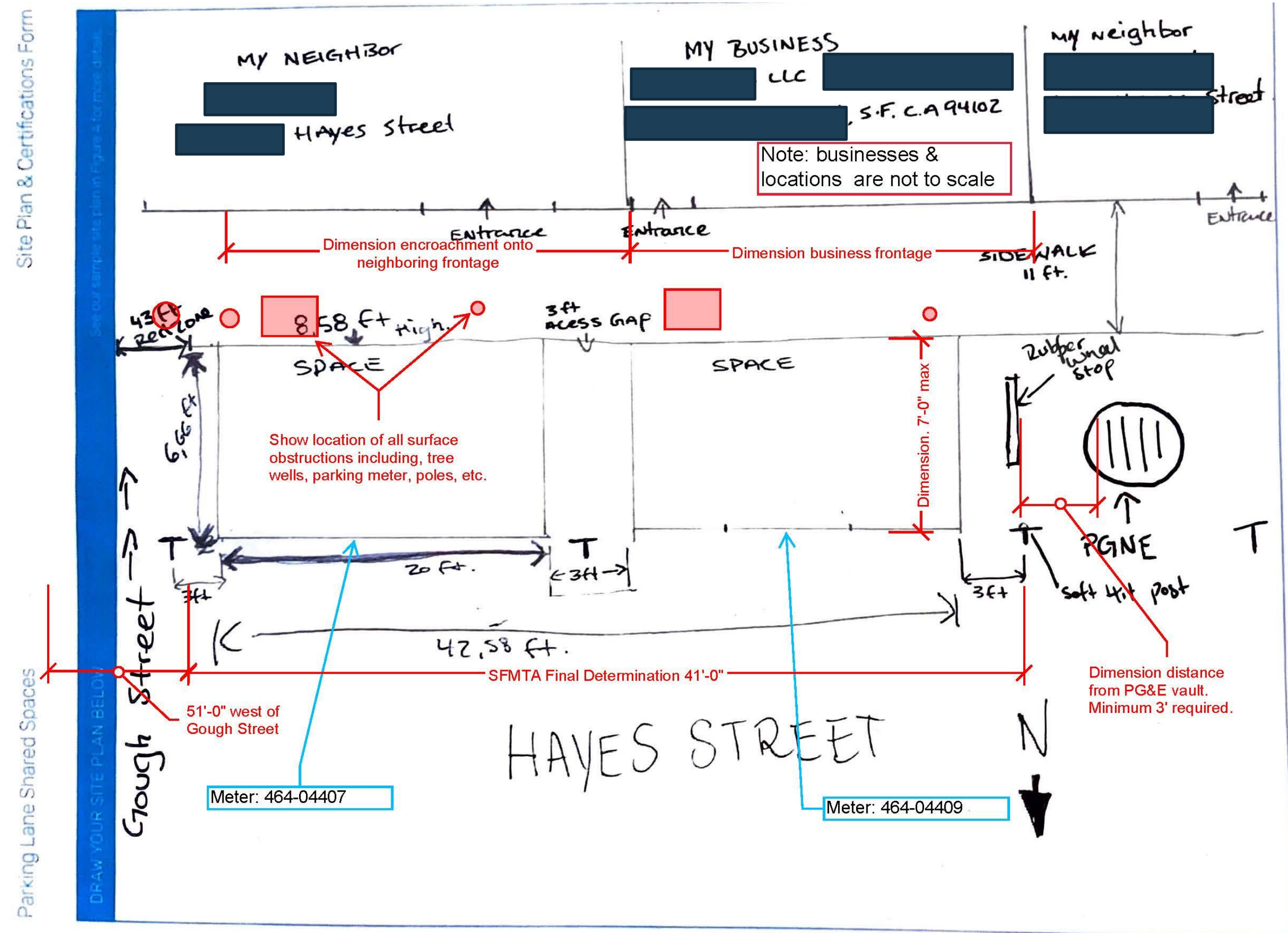
# Site Plan Example: Restaurant

## Hayes Valley



NOVEMBER  
2022

- Hand-drawn by applicant - allowed but lines should be straight and dimensions legible.
- Missing surface obstructions, length of business frontage, extent of encroachment onto neighboring frontage, and clearance from utilities in the roadway.
- Dimensions need to be modified to align with SFMTA's permitted scope of occupancy.
- Shows emergency access gap.
- Neighbor consent required.



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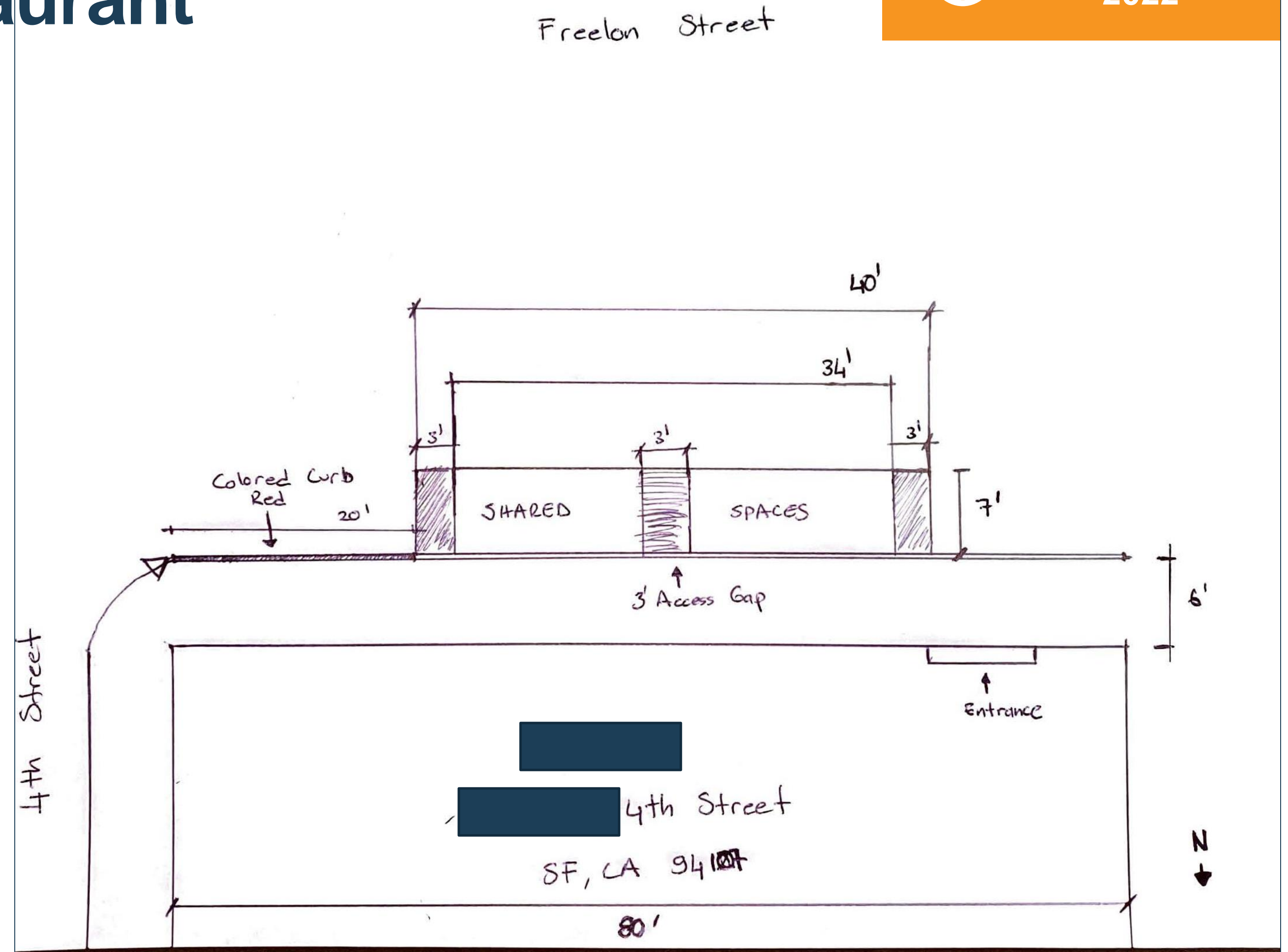
SF.gov/SharedSpaces



# Site Plan Example: Restaurant

## SOMA

- Hand-drawn by applicant - acceptable upon submittal.
- Unmetered block (no parking T's or meters).
- Sidewalk is only 6 feet wide = no roof allowed.
- Shows required dimensions, property corner, colored curb, setbacks and emergency access gap.

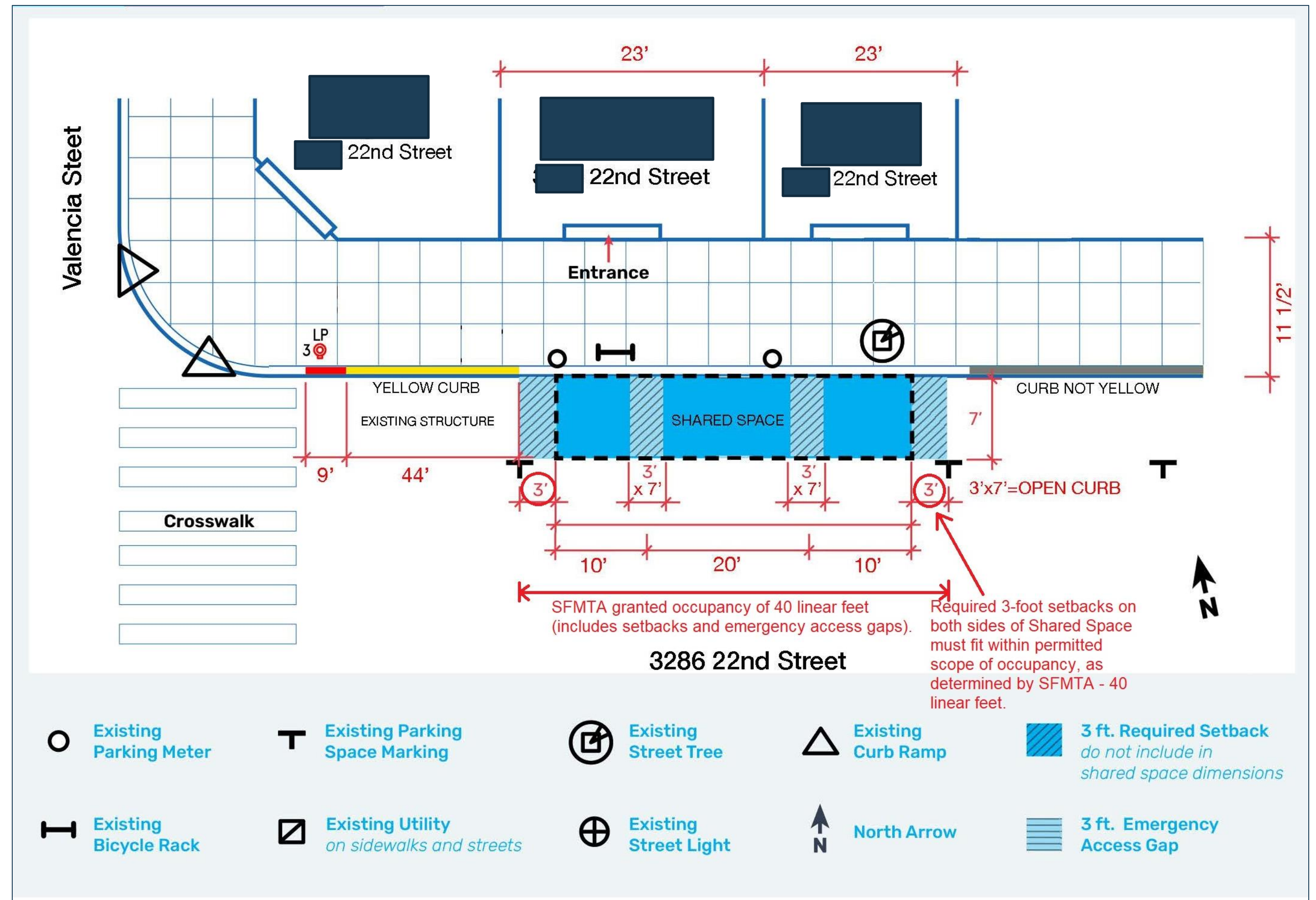






# Site Plan Example: Bar Mission

- Used sample site plan as foundation - allowed but should be modified according to current conditions of sidewalk and roadway at subject location.
- Required setbacks do not fit within 40 linear feet permitted by SFMTA.
- Shows required dimensions, property corner, surface obstructions, colored curb, parking T's and meters, setbacks and emergency access gap.
- Neighbor consent required.

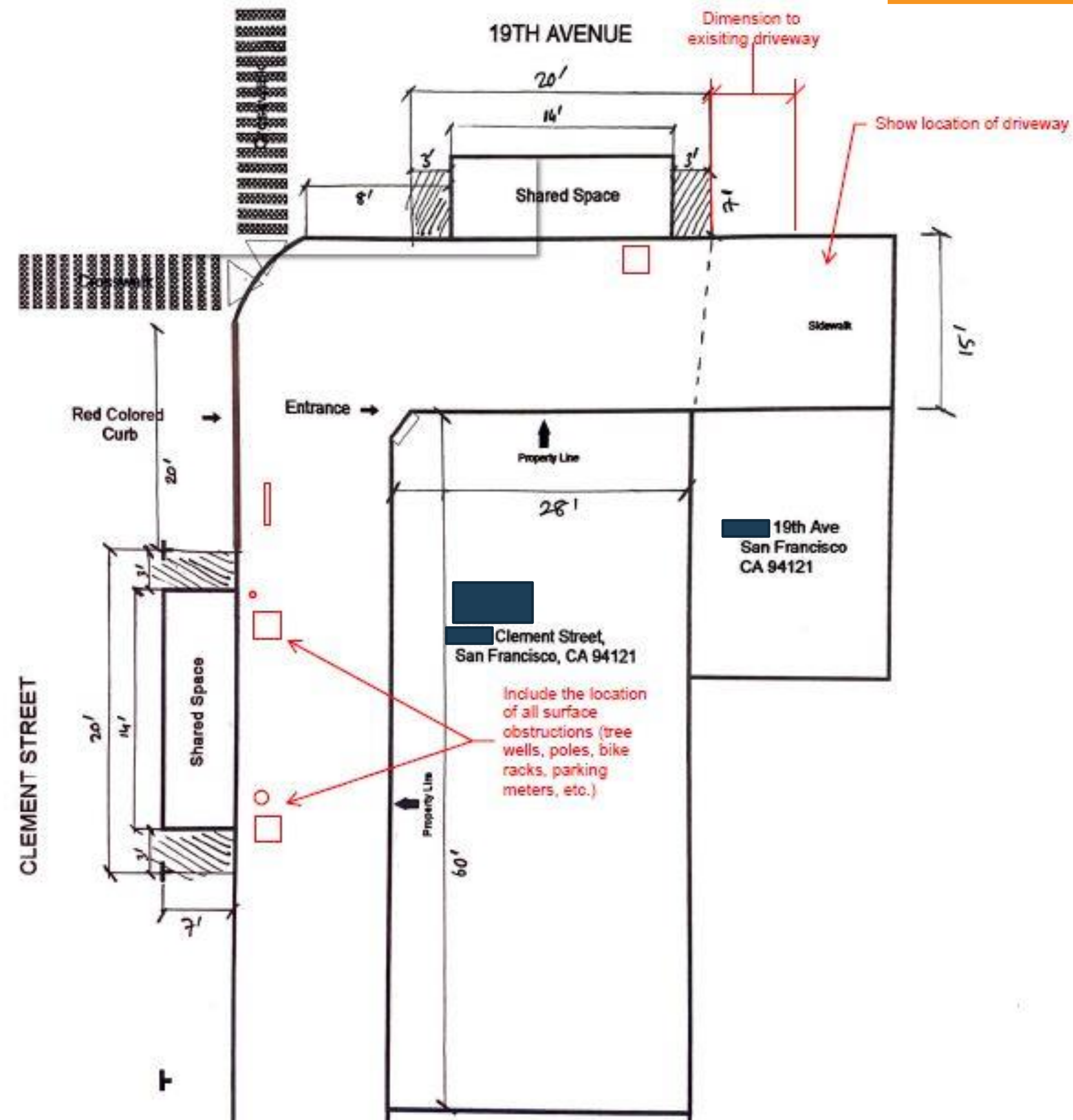




# Site Plan Example: Restaurant

## Richmond

- Computer-generated with hand-drawn elements.
- Missing location of existing driveway (minimum 2-foot clearance required) and surface obstructions adjacent to structure.
- Proposed Shared Spaces on both frontages.
- Shows property corner and required clearances from intersection for daylighting (20 feet for nearside and 8 feet for farside).



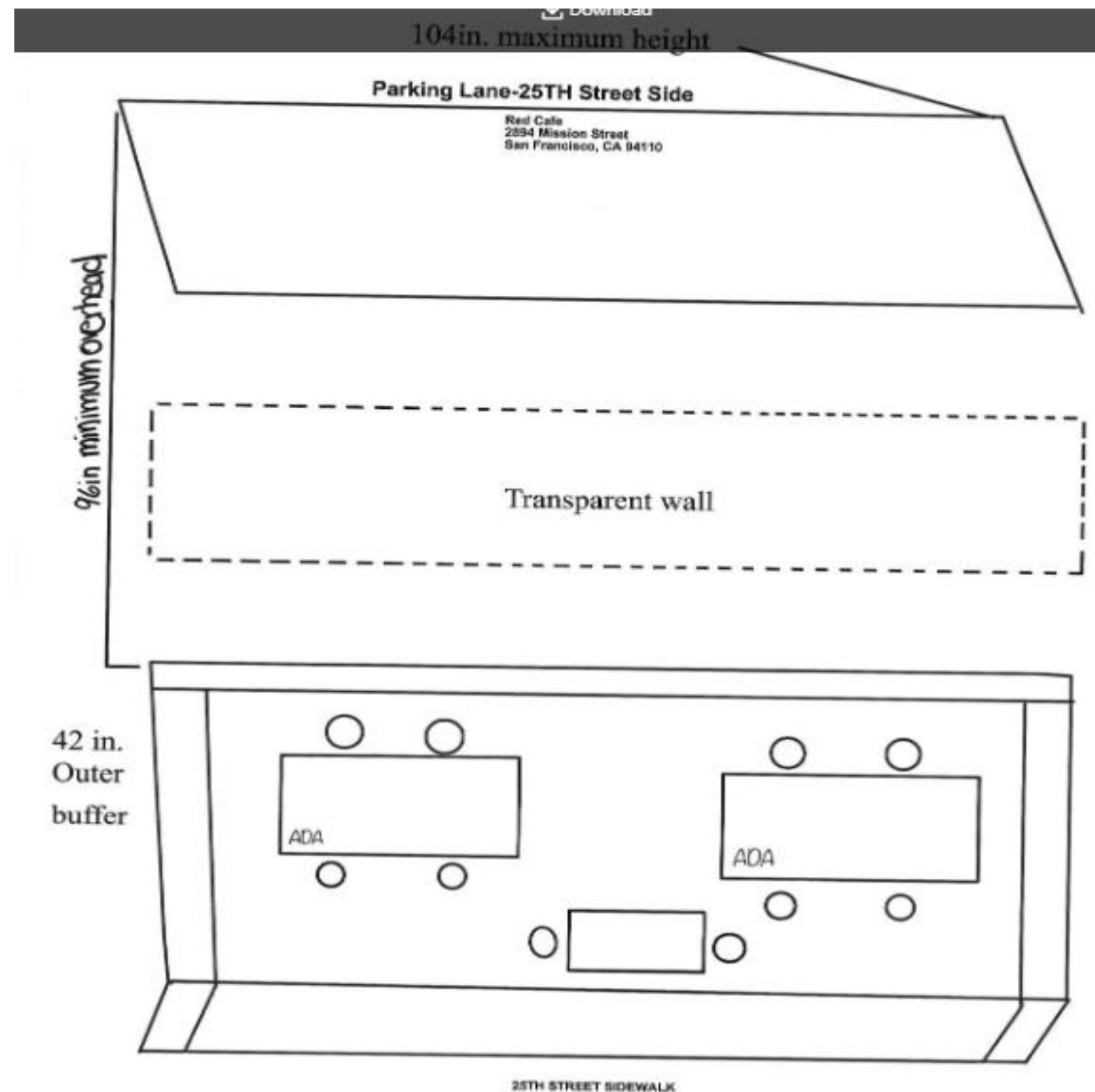
# Site Plan Example: Café

## Mission

- 3D rendering, not a bird's eye view of the site.
- Missing information required to identify location of proposed Shared Space.
- Does not show business frontage, sidewalk space, or parking lane.
- Missing all required dimensions, including length and width of structure.



NOVEMBER  
2022





# Items Not Shown on Site Plan

## (CONDITIONAL REQUIREMENTS)

Conditional requirements must be met since site plan does not show elevation/section views (Certifications Form):

- Wall height (not to exceed 42 inches).

*Anything above 42 inches must be made of transparent materials.*

- **Roof:** Minimum height 7 feet, maximum 10 feet. Not allowed on structures adjacent to sidewalks less than 10 feet wide.
- Structure may not obstruct vertical clearance for emergency access gaps nor be installed above the sidewalk.
- 6" x 6" gutter clearance at the curb along the entire length of the structure for drainage.

- **ADA seating:**

*Structure must be flush with the sidewalk and have a 4-foot-wide accessible path from the sidewalk to the structure.*

*At least one (1) ADA table that is 28 inches tall with a total clear floor space of 30 inches by 48 inches for wheelchair use.*

- One (1) bench or seating arrangement that must be made available to the public.
- Wheel stops and soft-hit posts required on both ends of structure at edge of setbacks.

# Other Required Documents



NOVEMBER  
2022

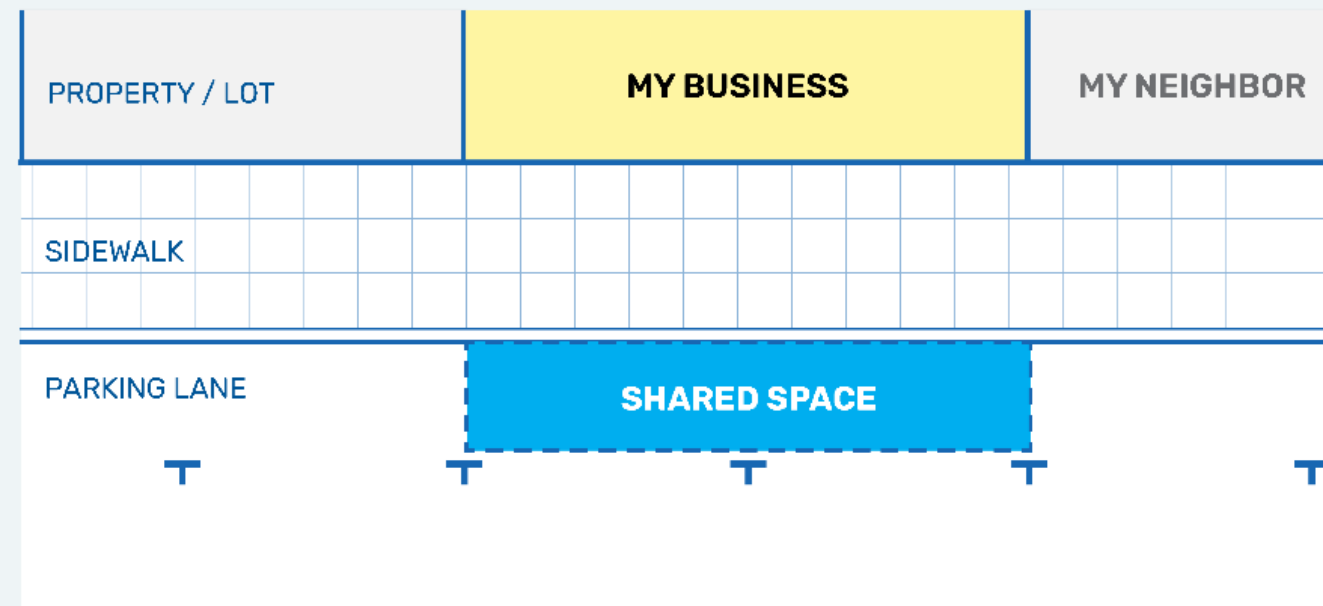
- Completed Certifications Form (checklist must be filled out).
- Certificate of Insurance with required language (Waiver of Subrogation).
- Signed Neighboring Consent Form (if applicable).
- Current photos of site.

ACORD.		CERTIFICATE OF INSURANCE					ISSUE DATE:	
PRODUCER:		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER OTHER COVERAGE AFFORDED BY THE POLICIES BELOW.						
		COMPANIES AFFORDING COVERAGE						
		COMPANY LETTER A						
		COMPANY LETTER B						
INSURED:		COMPANY LETTER C						
		COMPANY LETTER D						
COVERAGES AND LIMITS								
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
CG. LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	DESCRIPTION	LIMITS
	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMM. GENERAL LIAB. <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> OWNER'S & CONTRACT'S PROT	Y					GENERAL AGGREGATE PROD-COMP/OP AGG PERS & ADV. INJURY EACH OCCURRENCE FIRE DAMAGE (One Fire) MEDICAL EXPENSE (One Per)	\$2,000,000 \$1,000,000 \$1,000,000 \$1,000,000 \$ 100,000 \$ 5,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY						COMBINED SINGLE LIMIT BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE	\$ \$ \$ \$
	<input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM						EACH OCCURRENCE AGGREGATE	\$ \$
	<input checked="" type="checkbox"/> WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY THE PROPRIETOR/ PARTNER/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL. <input type="checkbox"/> EXCL.	N/A	Y				<input checked="" type="checkbox"/> STATUTORY LIMITS EACH ACCIDENT DISEASE-POLICY LIMIT DISEASE-EACH EMPLOYEE	\$1,000,000 \$1,000,000 \$1,000,000
	OTHER INSURANCE							
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS: Above policies have been endorsed to name as additional insured: City and County of San Francisco, its Officers, Employees and Agents. Worker's Compensation includes a Waiver of Subrogation in favor of the City & County of San Francisco, its Officers, Employees and Agents.								
NAME AND ADDRESS OF CERTIFICATE HOLDER:					CANCELLATION:			
Bureau of Street-Use & Mapping 49 South Van Ness Avenue, Suite 300 San Francisco, CA 94103					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.			
ACORD 25-6 (3/93)					AUTHORIZED REPRESENTATIVE:			
					©ACORD CORPORATION 1993			

# Neighbor Consent

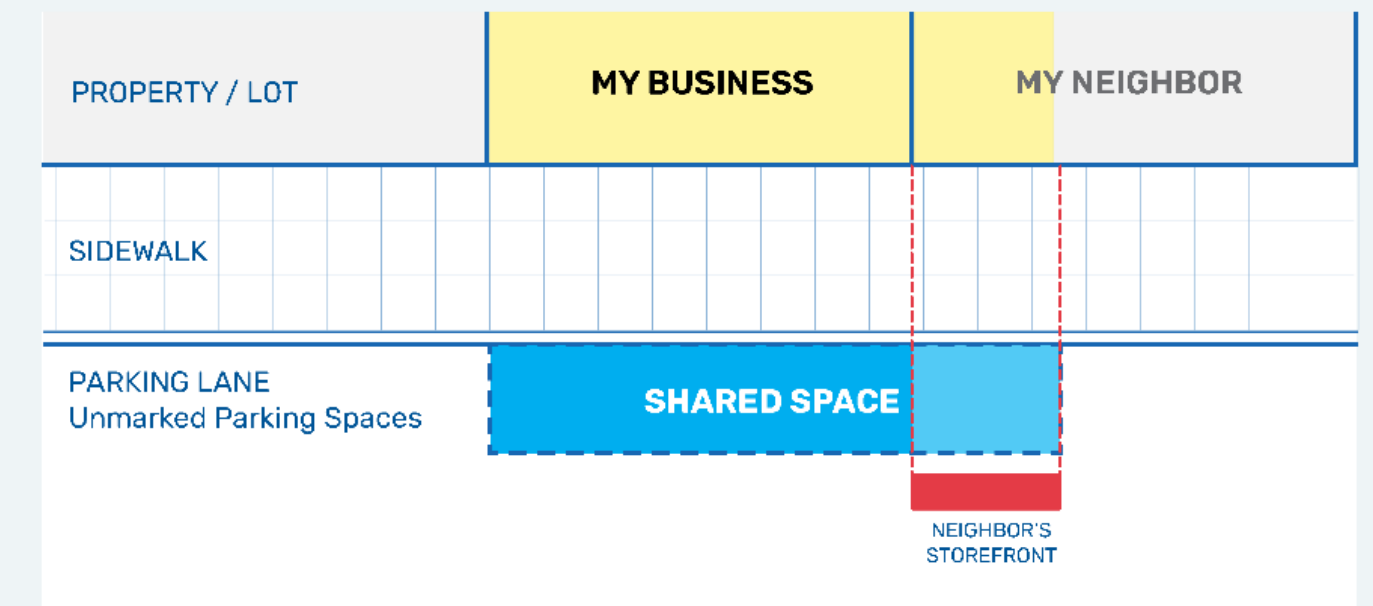
APPLICATION SUBMITTAL

**OPTION 1:** Shared Space fully within business frontage.

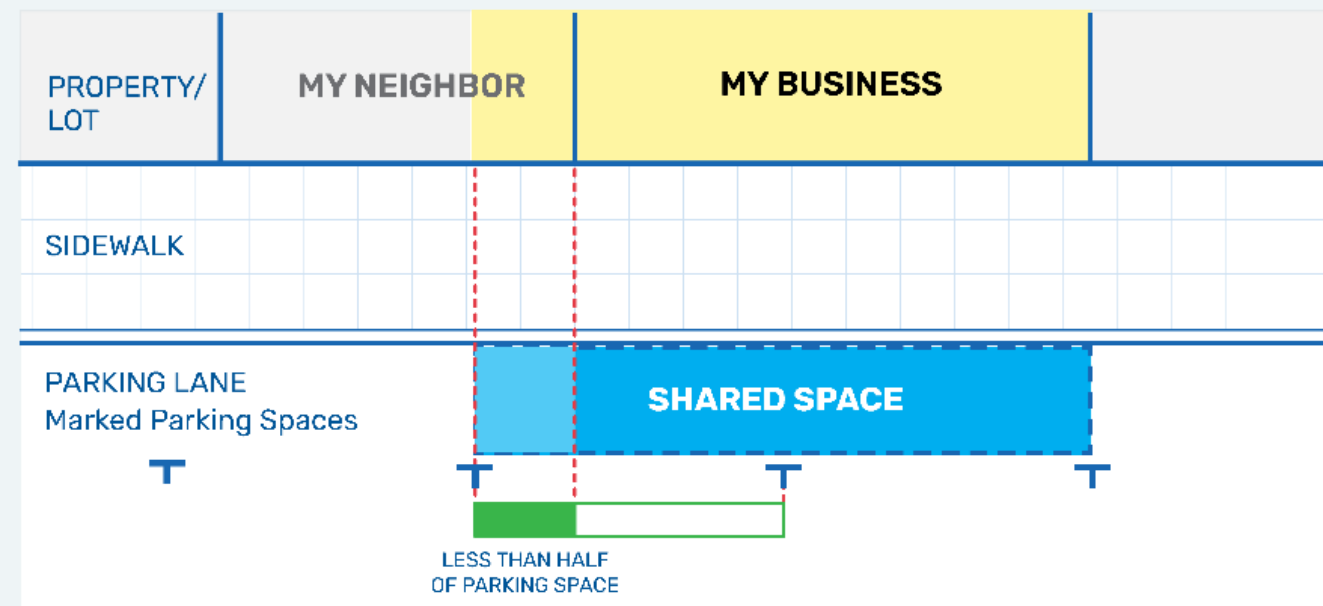


**OPTION 2:** Shared Space extends into a neighboring frontage, occupying an unmarked space.

**NEEDS NEIGHBORING CONSENT**

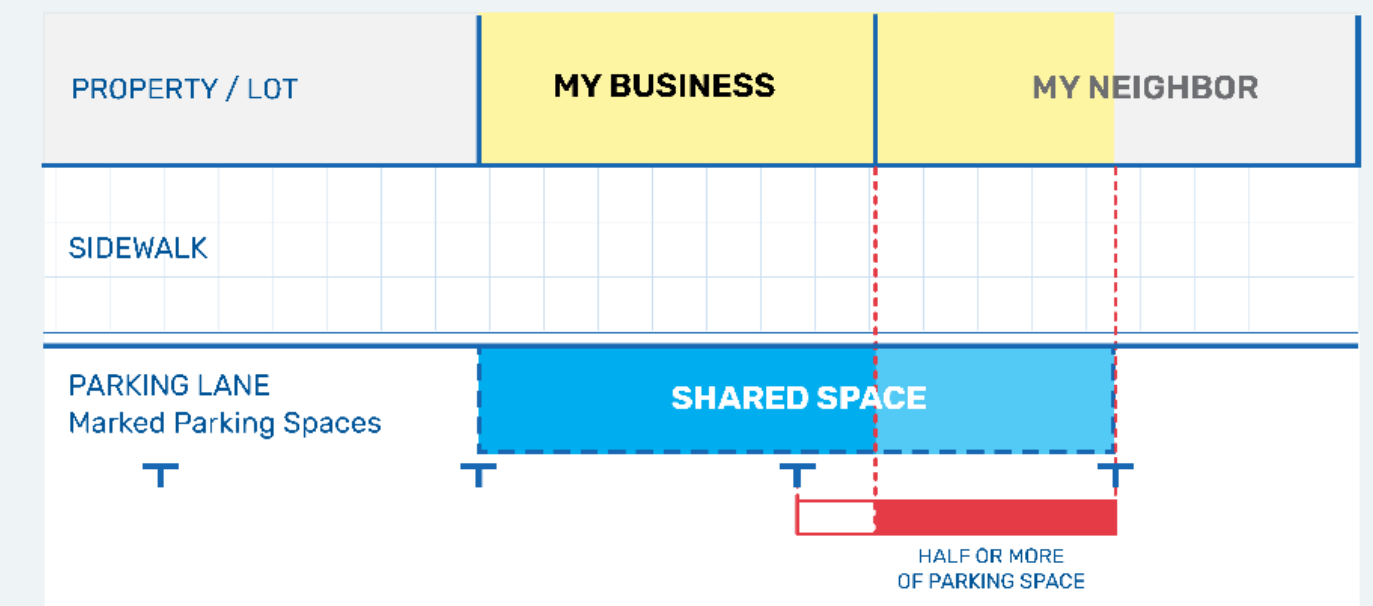


**OPTION 3A:** Shared Space extends only slightly into a neighboring frontage, taking up less than half of a marked parking space in the neighboring frontage.



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

**NEEDS NEIGHBORING CONSENT**



# Neighbor Consent

APPLICATION  
SUBMITTAL



## 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:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please email this signed letter to [SharedSpacesPermit@sfdpw.org](mailto:SharedSpacesPermit@sfdpw.org)

[SF.gov/SharedSpaces](https://sf.gov/SharedSpaces)

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### Shared Spaces

### Neighboring Letter of Consent

### 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:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Example: Business Owner, Property Owner)		
<input type="text"/>		

Please email this signed letter to [SharedSpacesPermit@sfdpw.org](mailto:SharedSpacesPermit@sfdpw.org)

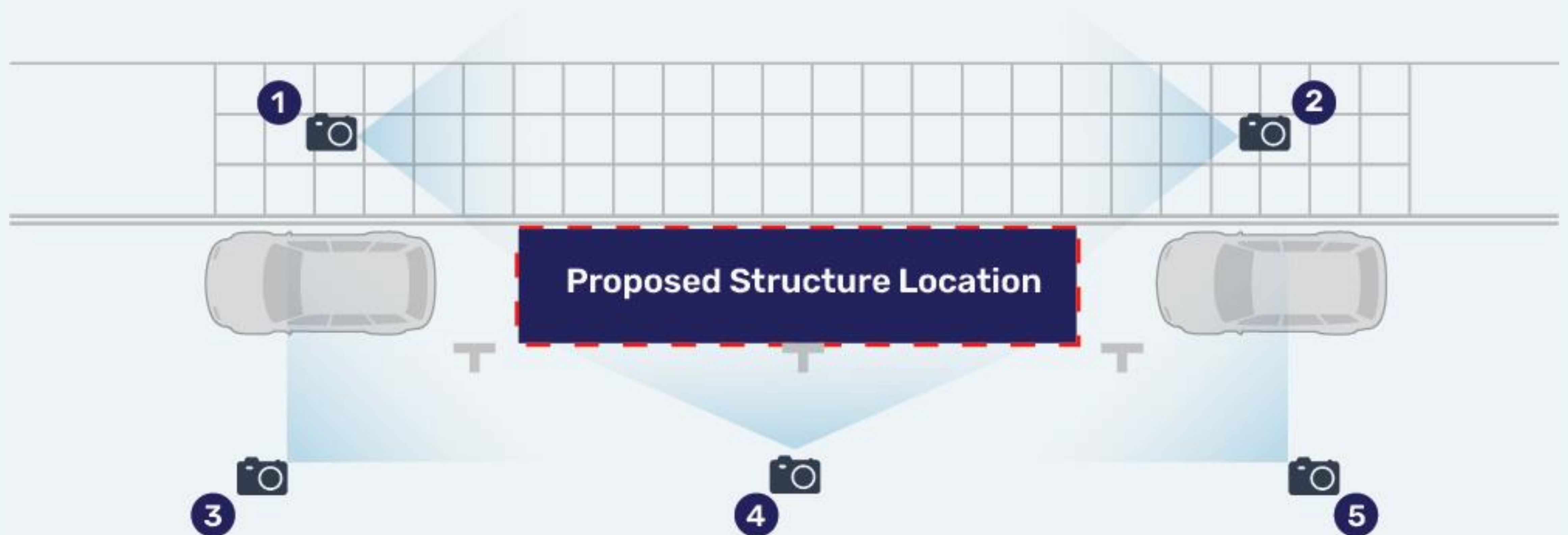
① 311 Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / 무료 언어 지원 / Libreng tulong para sa wikang Filipino / การช่วยเหลือทางด้านการสื่อสารฟรี / 無料で言語サポート / 311 免費語言協助

[SF.gov/SharedSpaces](https://sf.gov/SharedSpaces)

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# Existing Condition Site Photos

APPLICATION  
SUBMITTAL





# Existing Condition Site Photos

APPLICATION  
SUBMITTAL



# Existing Condition Site Photos

APPLICATION  
SUBMITTAL



# Shared Spaces Signage

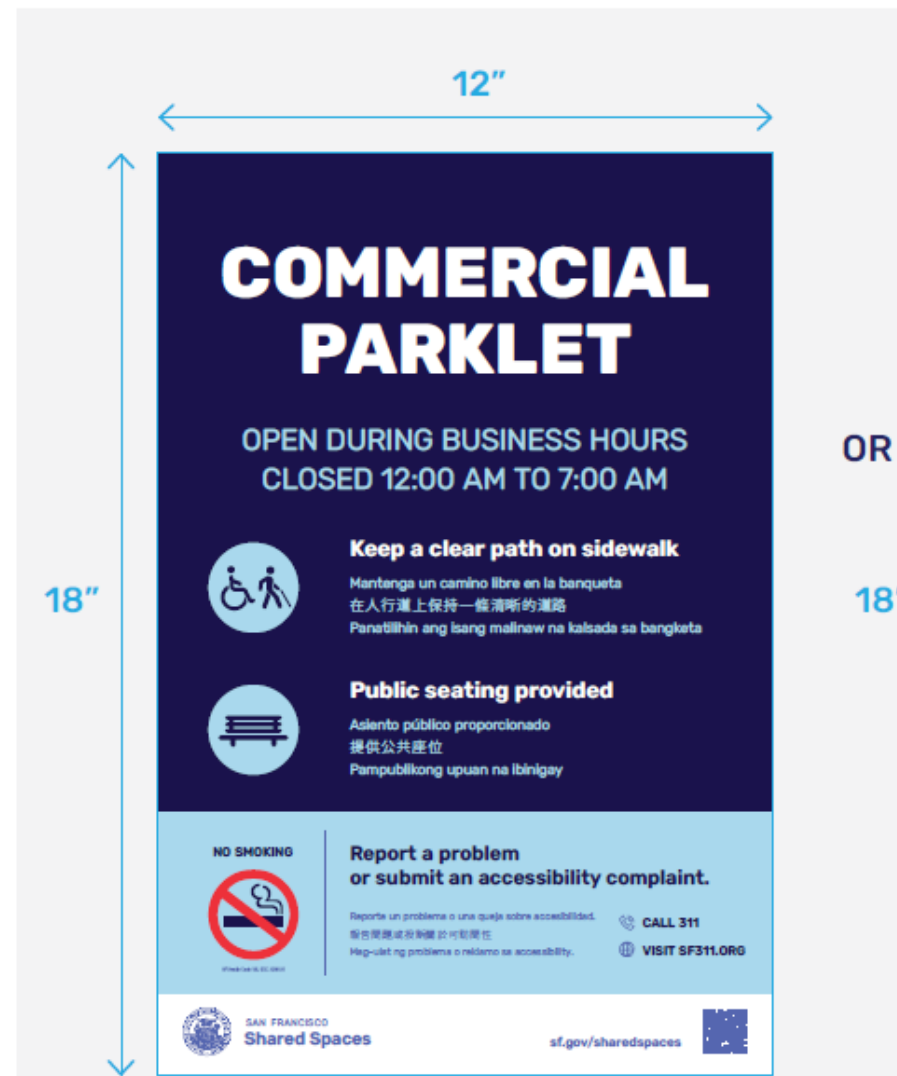


APRIL 2023



1/8" Anodized aluminum wrapped with laminated digital print. Applied white copy - reflective.

**SIDEWALK SIGNAGE**



1/8" Anodized aluminum wrapped with laminated digital print. Applied white copy - reflective.



1/8" Anodized aluminum wrapped with laminated digital print. Applied white copy - reflective.



1/8" Anodized aluminum wrapped with laminated digital print. Applied white copy - reflective.

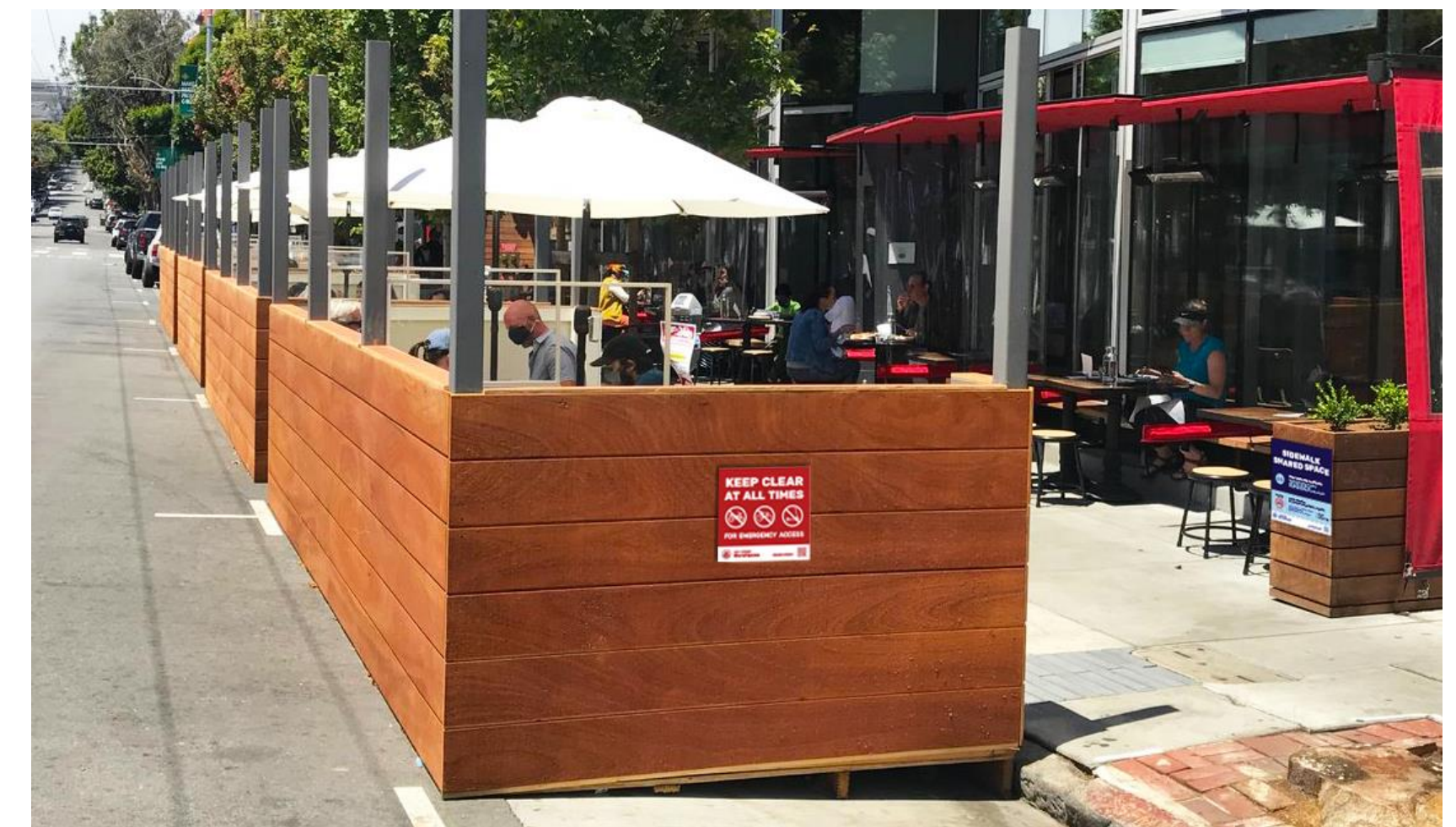


Vinyl decal. Applied white copy - reflective.

**CURBSIDE SIGNAGE**

## Shared Spaces Signage System

DRAFT VERSION 2/8/2022



# Transitioning Pandemic Permits to Codified Permits

<b>Sidewalk</b> 人行道 Acera	<b>Shared Spaces sidewalk</b> (Café Tables & Chairs permits (Display Merchandise permits)
<b>Curbside Lane (Parklets)</b> 路邊巷道 Carril de estacionamiento	<b>Shared Spaces Parklet permit</b>
<b>Roadway</b> 道路 Hoja de ruta	<b>Shared Spaces Roadway permit</b>
<b>On Parcels</b> 地塊上 En parcelas	<ul style="list-style-type: none"><li>• [ already allowed under current zoning ]</li><li>• Temporary Use Authorization</li><li>• Conditional Use Authorization</li><li>• <b>MTA Temporary Occupancy Permit</b></li></ul>
<b>Just-Add-Music (Entertainment)</b> 人行道 Acera	<ul style="list-style-type: none"><li>• Fixed Place Outdoor Amplified Sound permit</li><li>• Limited Live Performance permit</li><li>• Place of Entertainment permit</li></ul>

# 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.*



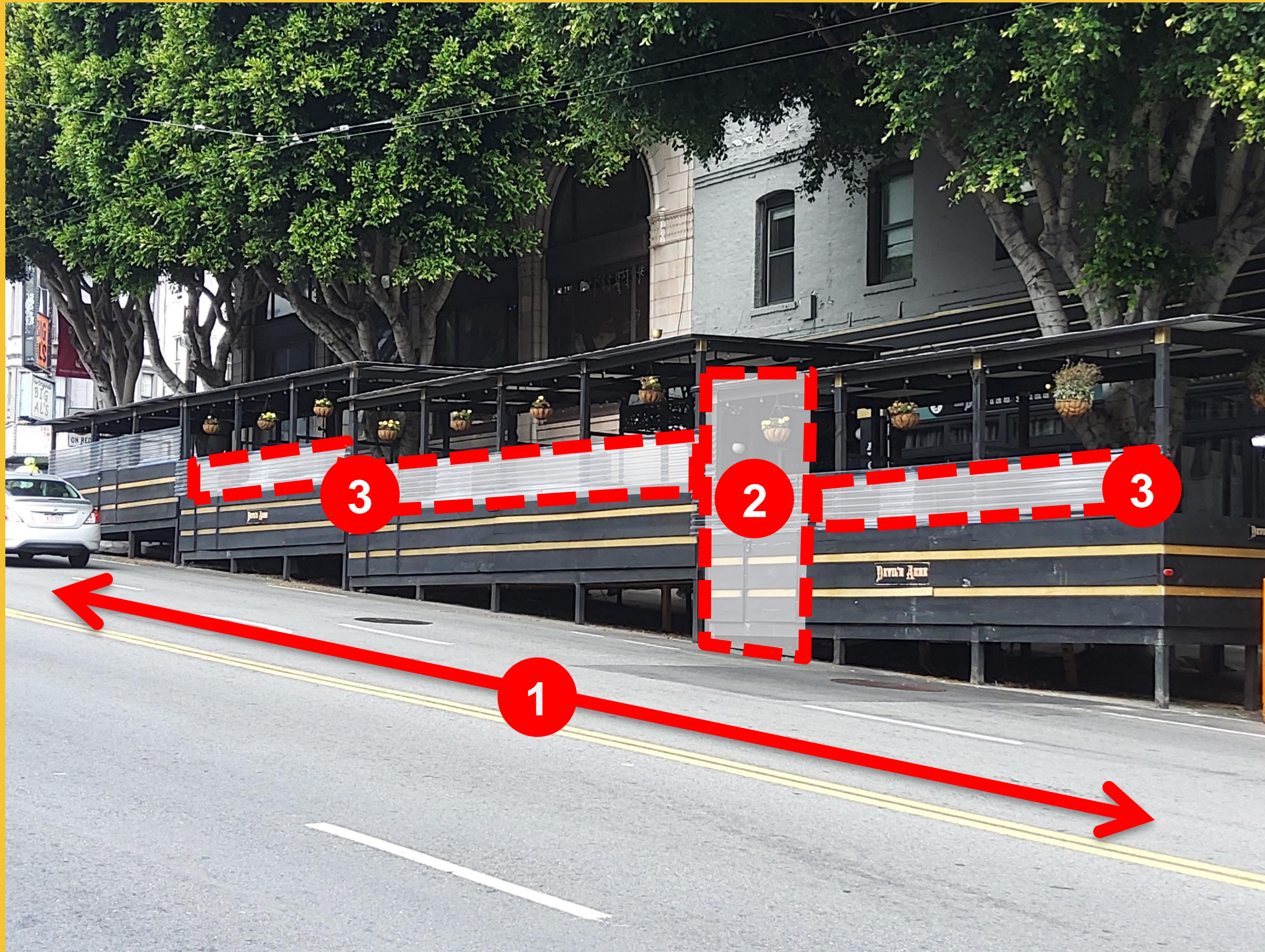
What is compliant? What is not compliant?







# 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?





# What is compliant? What is not compliant?



1. ADA-accessible table



1. No detectable diverters at either end of the sidewalk seating areas



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?



1. Transparency above 42"



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

2. 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. 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

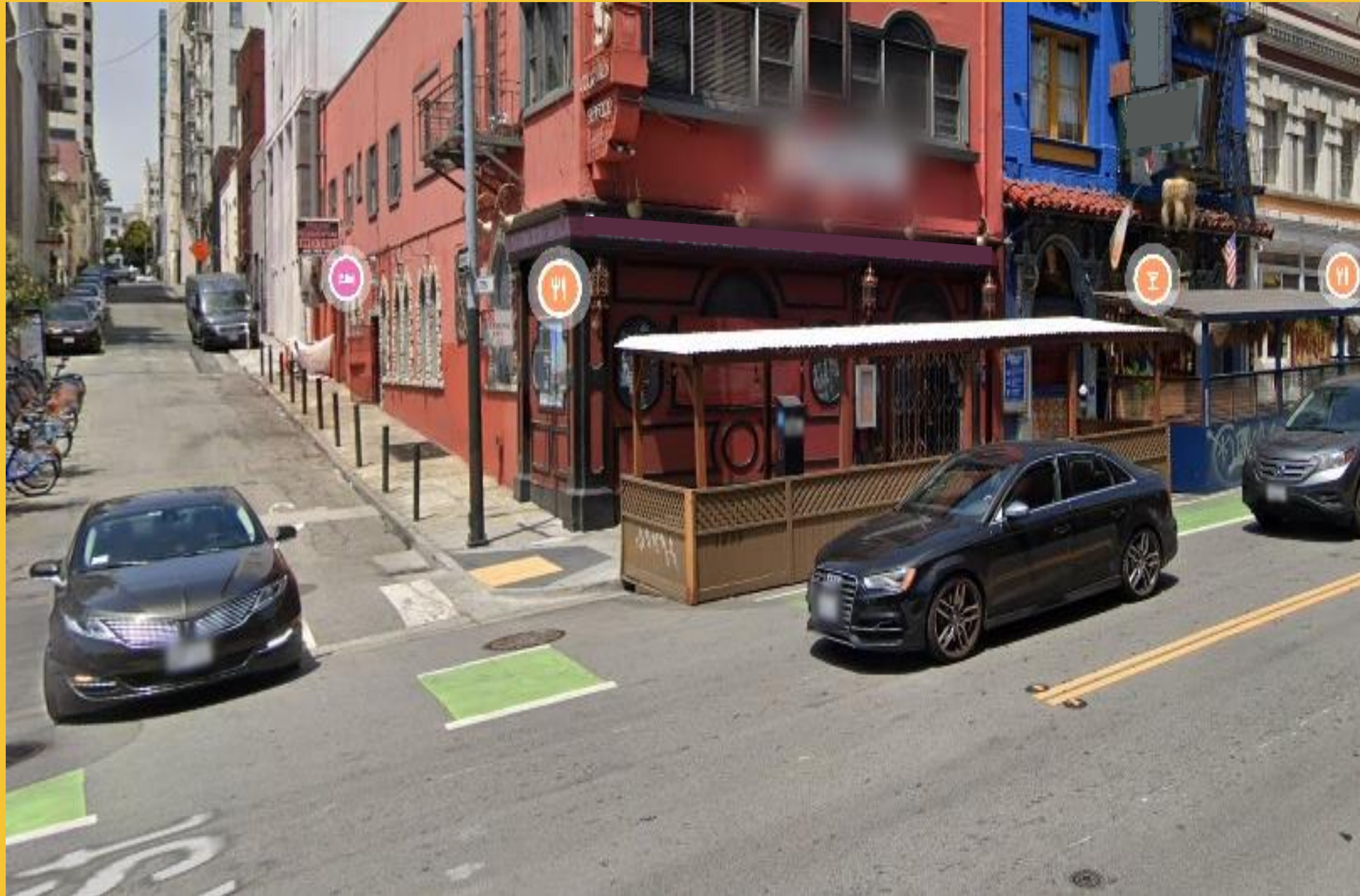
1. Platform level with the sidewalk



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

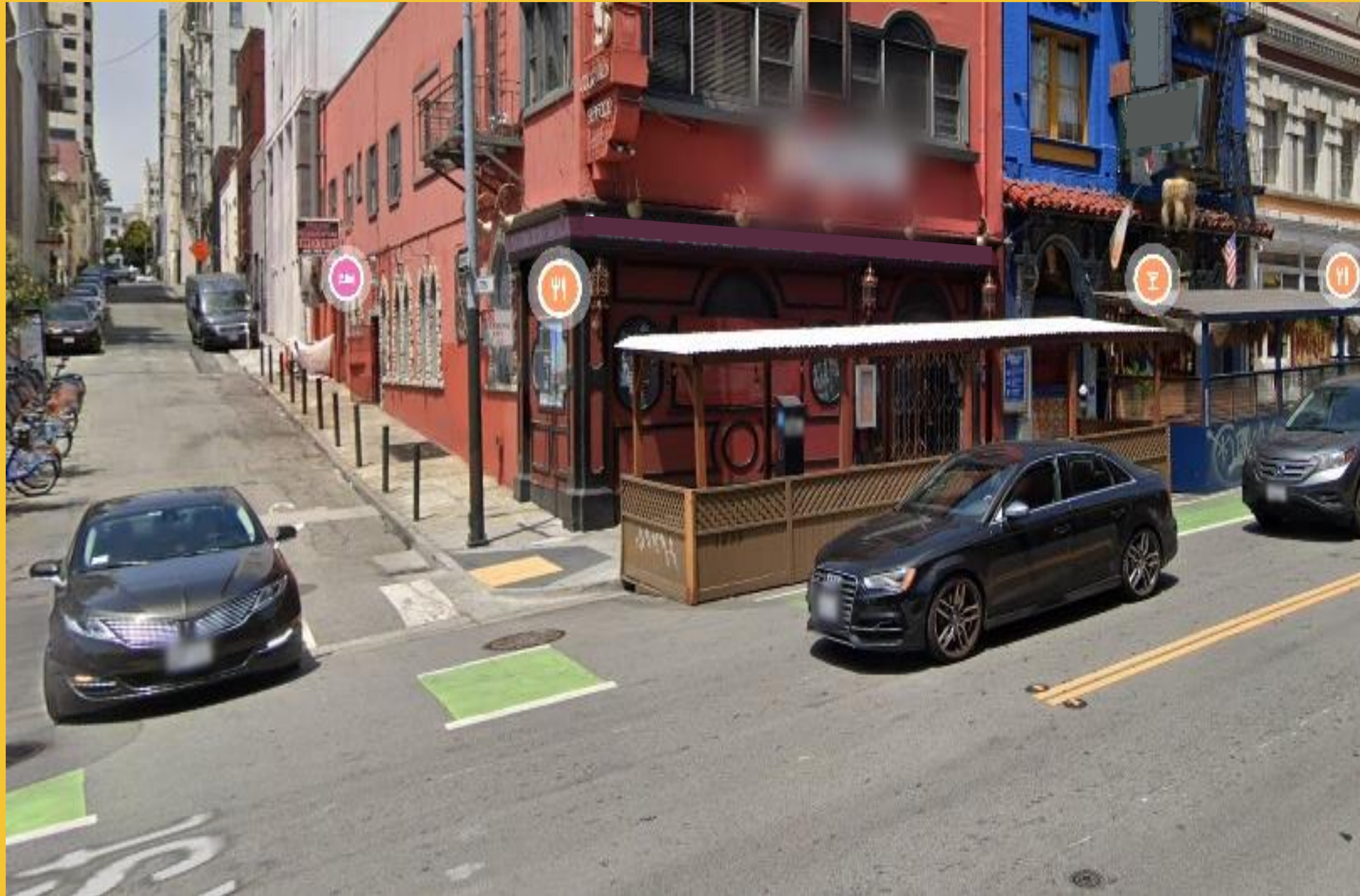


**What is compliant? What is not compliant?**





# What is compliant? What is not compliant?

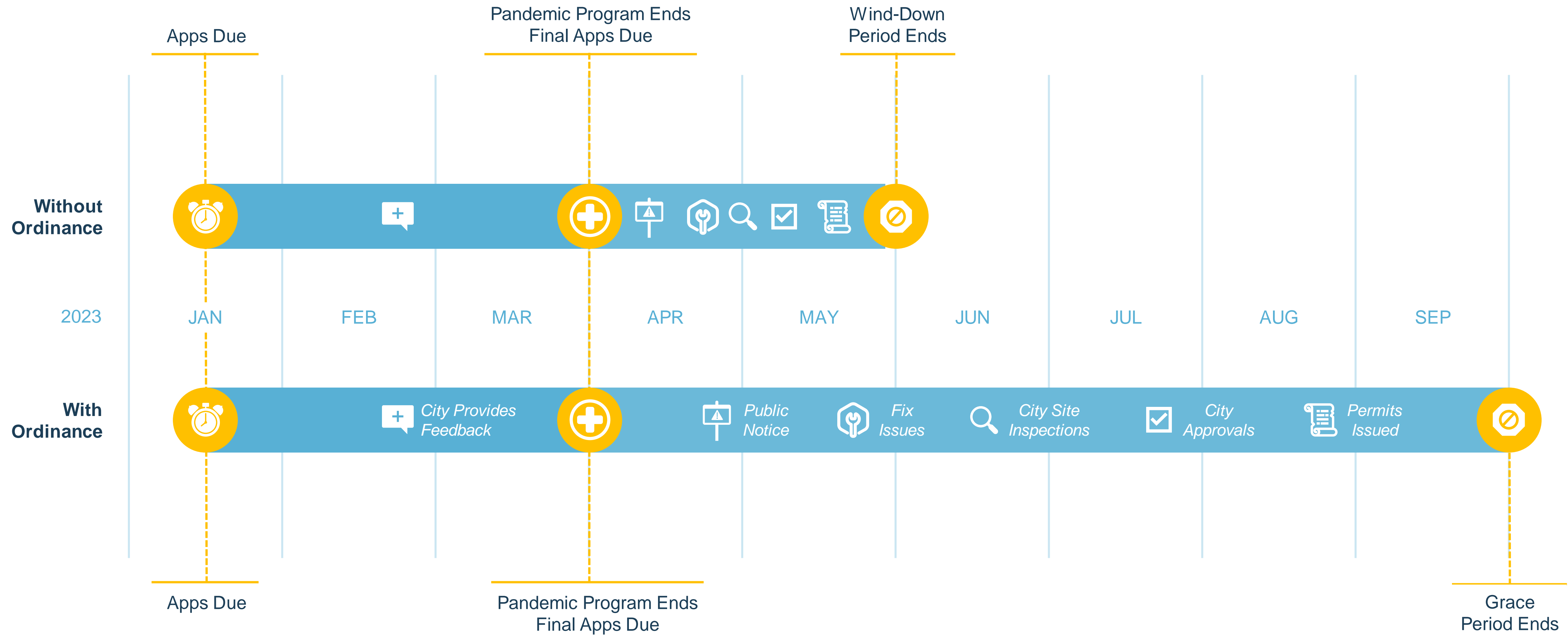


1. Visibility above 42"

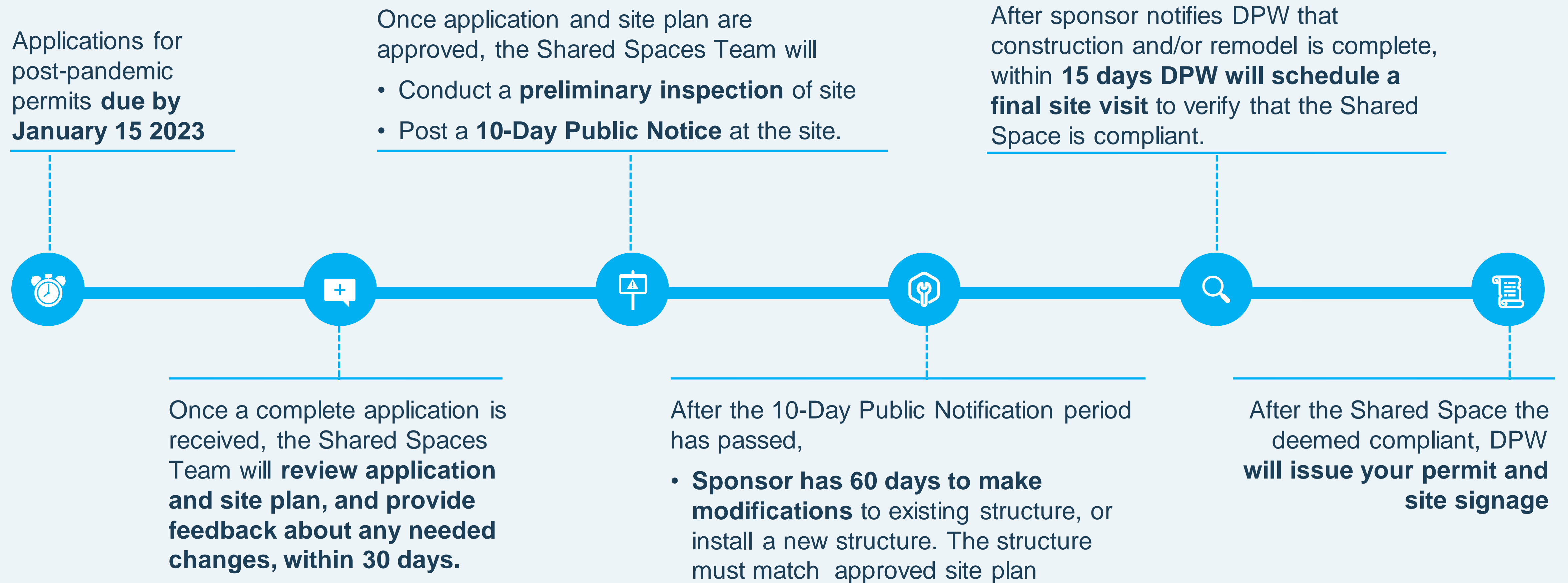


1. Structure too close to the intersection, blocking visibility of street corner and crosswalk
2. 3-foot setbacks for each parklet from the end of the marked parking stall.

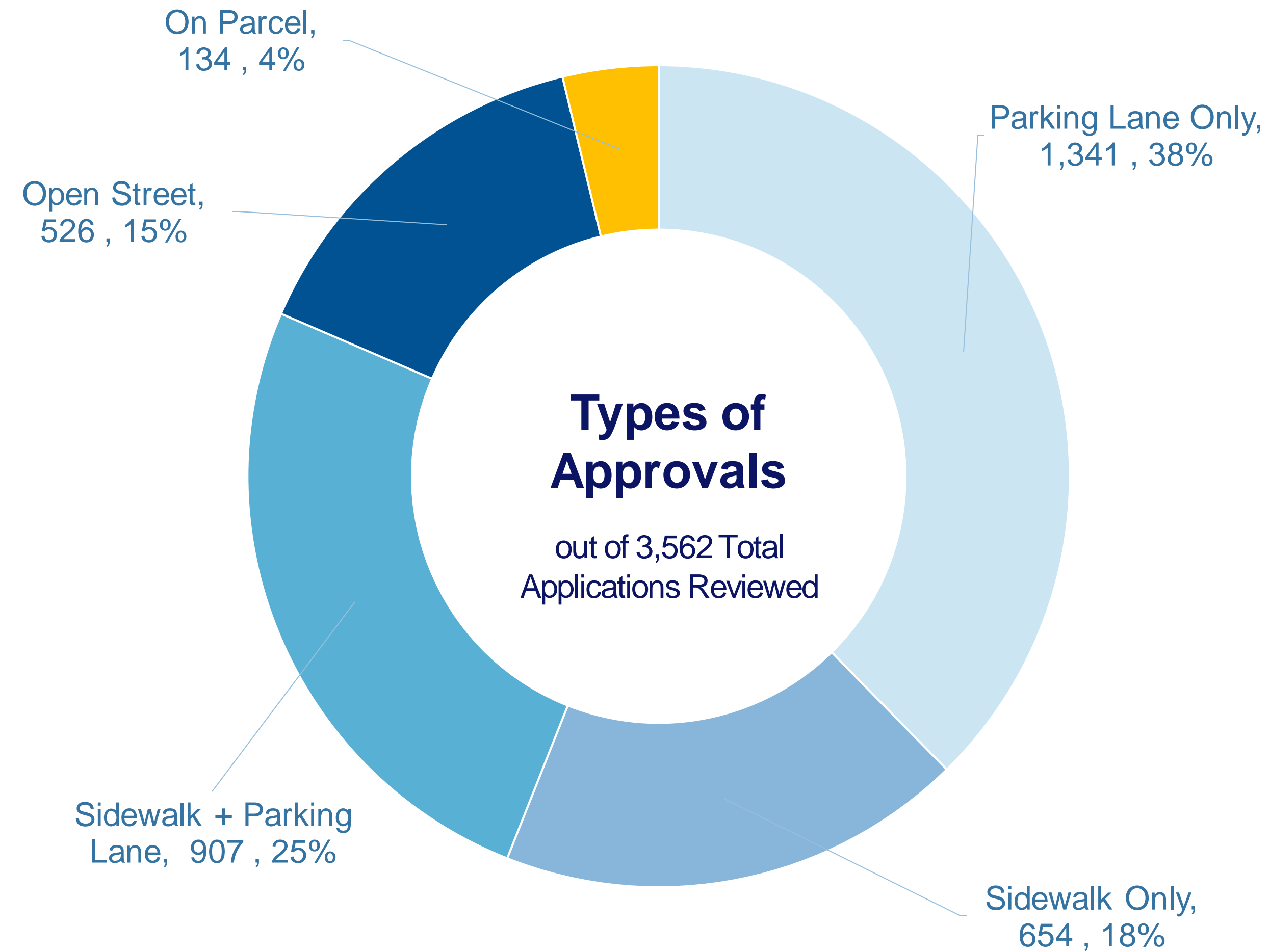
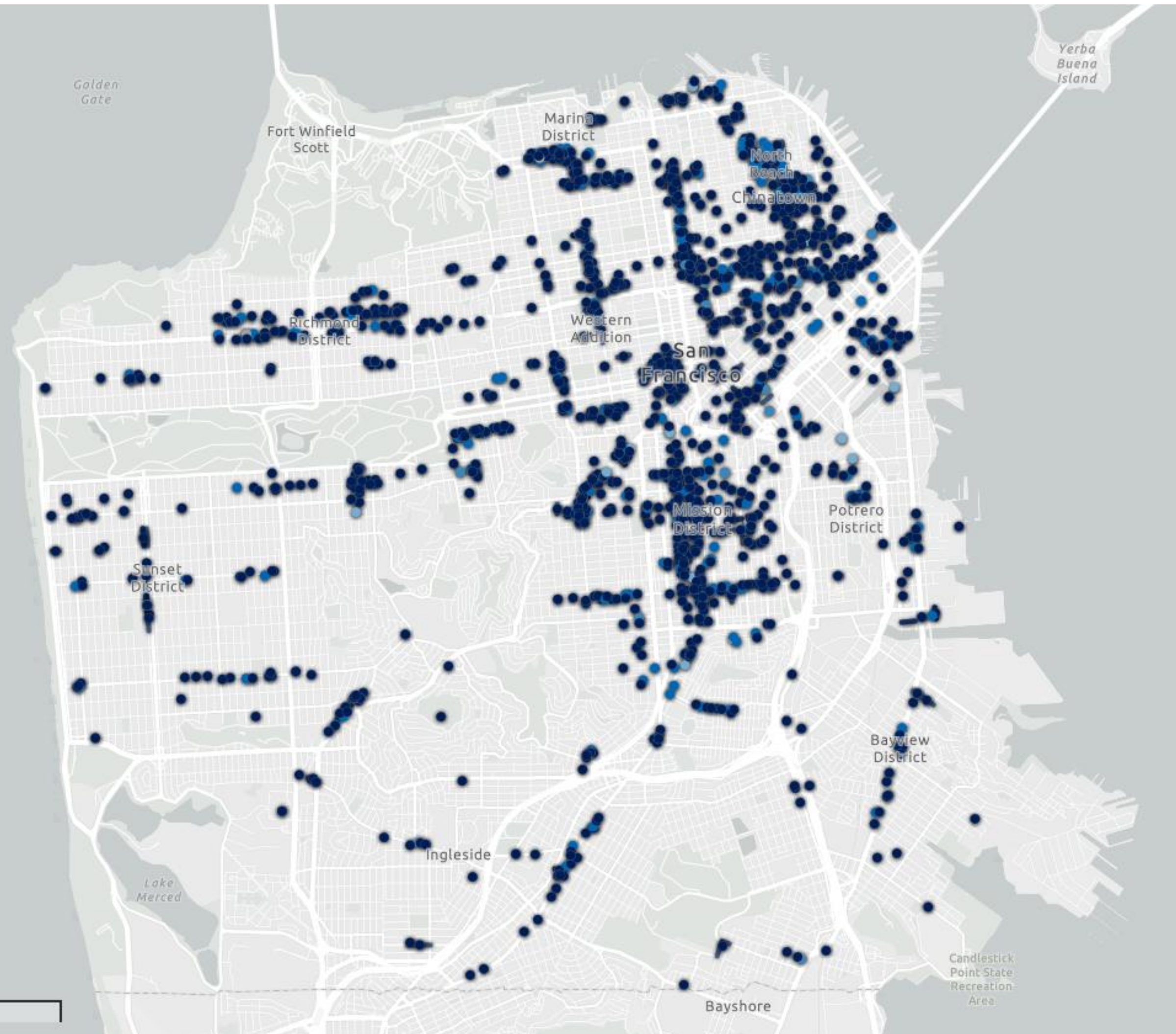
# What does the January 2023 Ordinance Do?



# Permit Administration Timeline for Parklets



# Shared Spaces Program Statistics

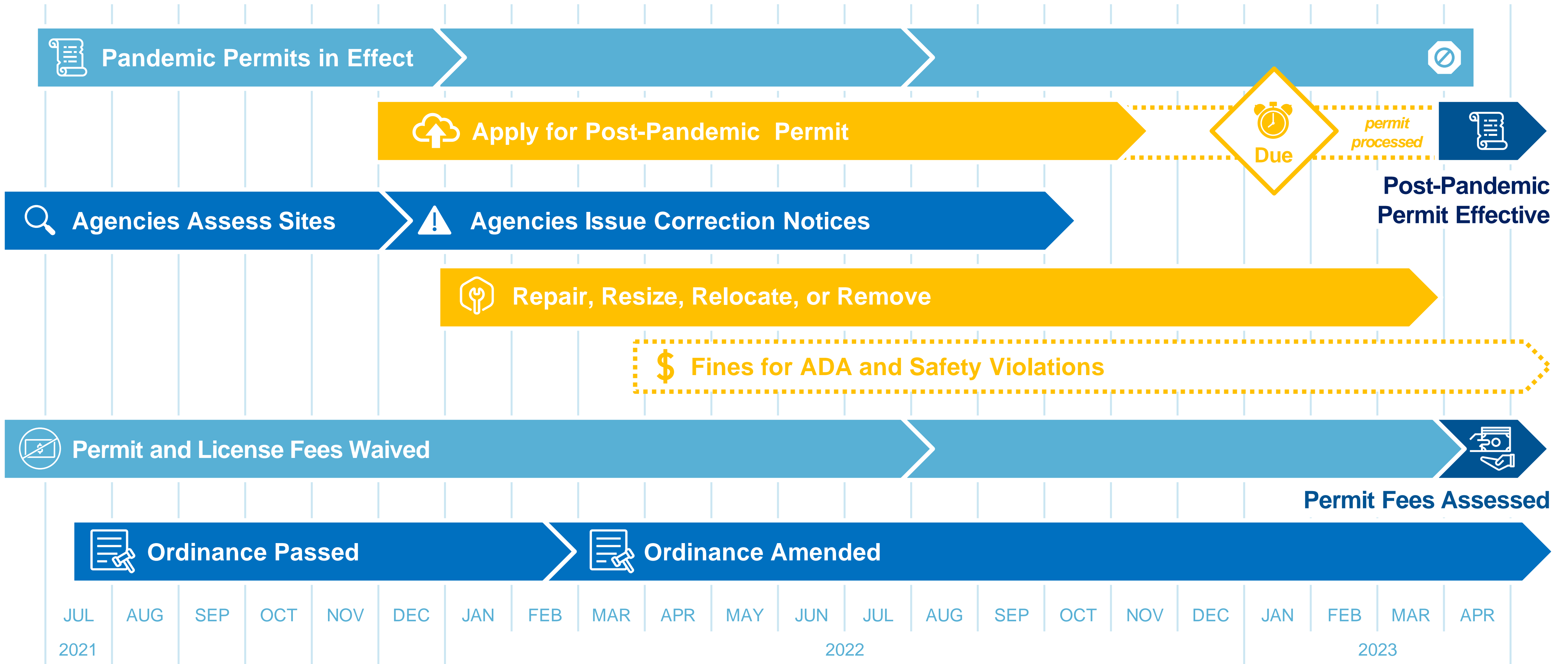


\* Note that some sites require multiple approvals from different departments. Each approval review is counted above.



# Phasing Implementation with Economic Conditions

根據經濟條件分階段實施    Implementación por etapas con condiciones económicas





# 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**



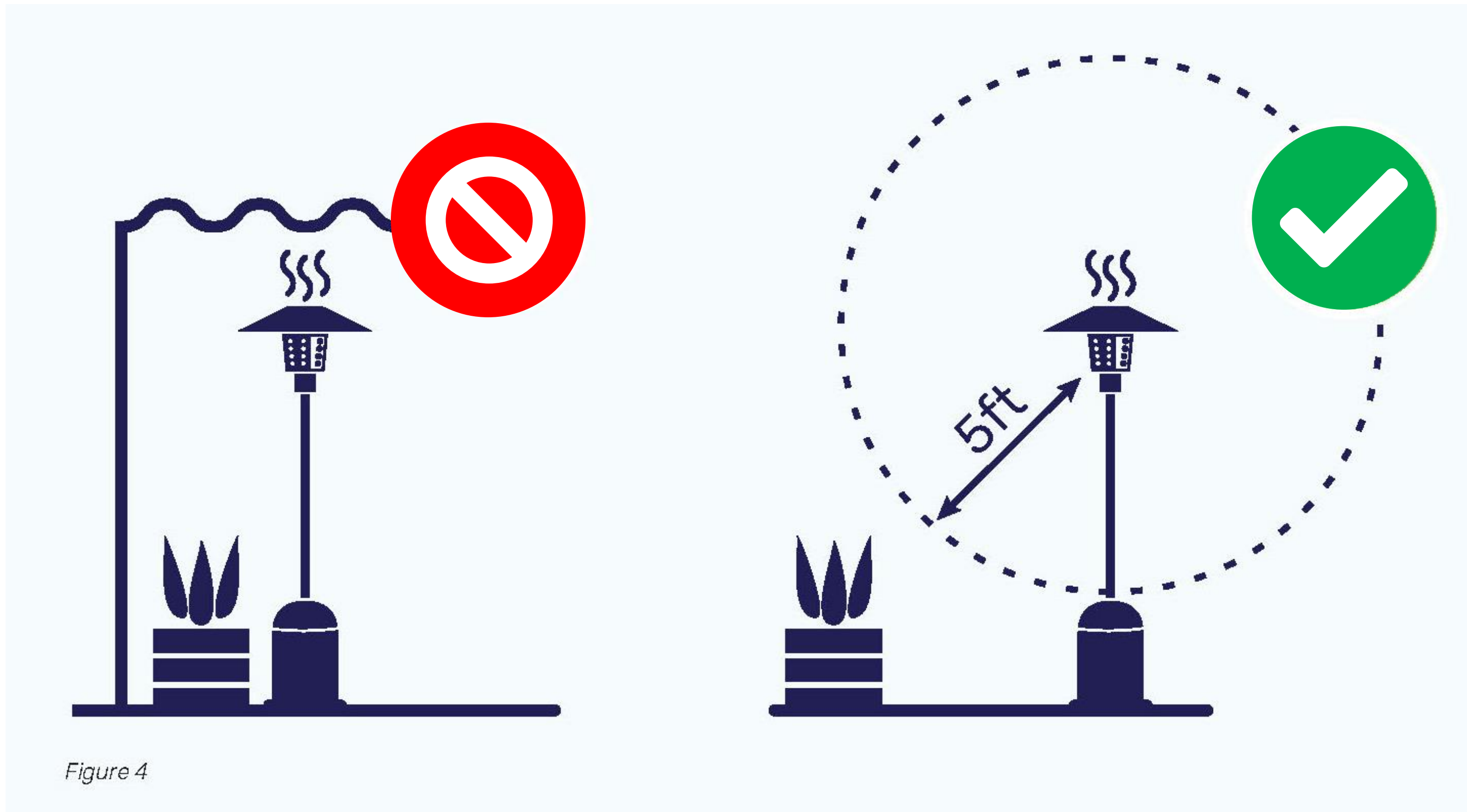
# Fire Safety & Emergency Access

消防安全與緊急通道

Seguridad Contra Incendios & Acceso de Emergencia



ASAP



**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、遮陽篷、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 has a 5-foot clearance from flammable materials

與易燃物保持 5 英尺的距離

Tiene 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



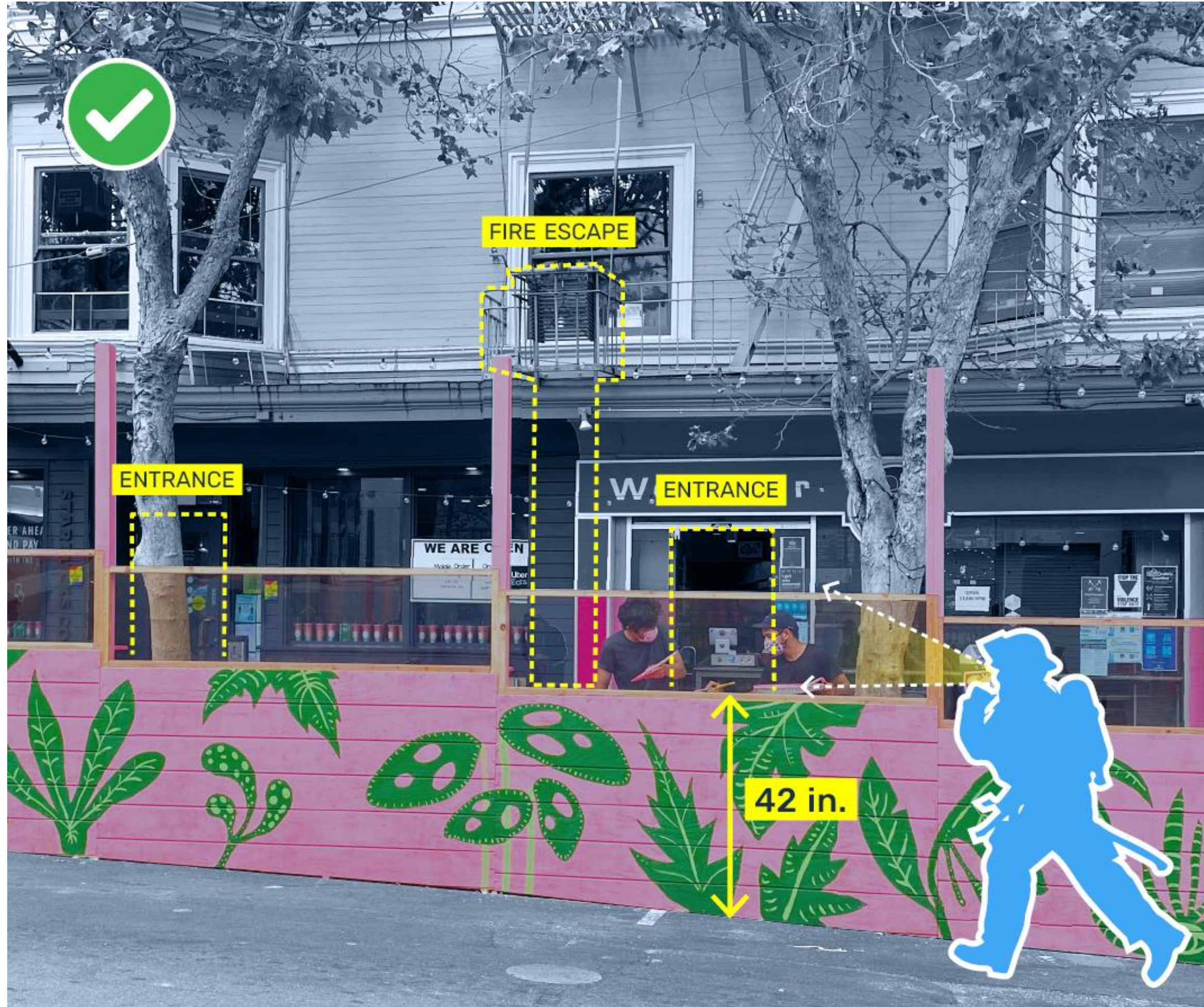
# Fire Safety & Emergency Access

消防安全與緊急通道

Seguridad Contra Incendios & Acceso de Emergencia



ASAP



## Sightlines above 42"

保持高於 42 英寸上方的視線與能見度

Mantiene líneas visuales y visibilidad arriba de 42"



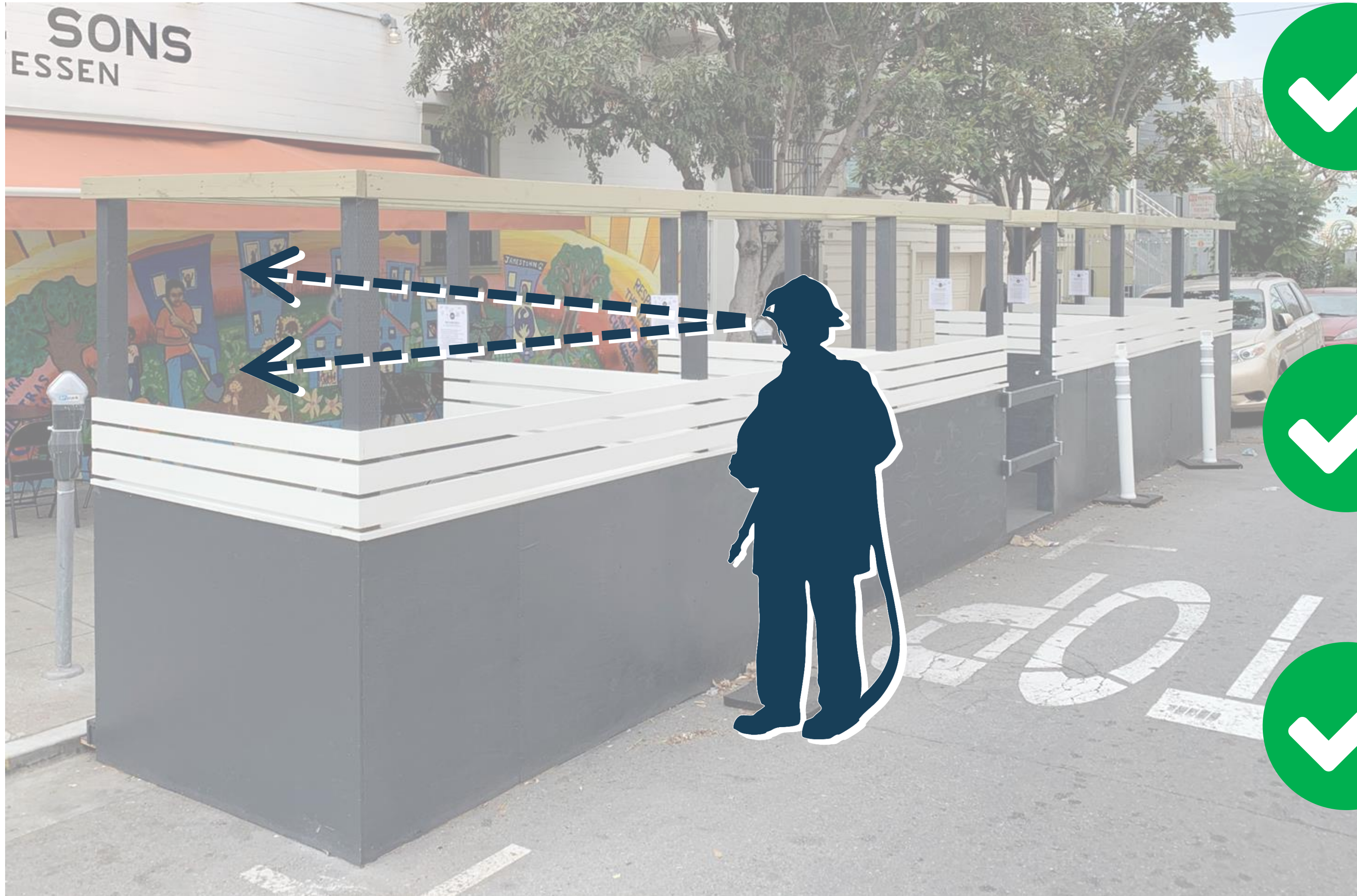
# Fire Safety & Emergency Access

消防安全與緊急通道

Seguridad Contra Incendios & Acceso de Emergencia



ASAP



## Sightlines above 42"

保持高於 42 英寸上方的視線與能見度

Mantiene líneas visuales y visibilidad arriba de 42"

## 12" clearance from edge of parking lane

距停車道至少 12 英寸遠

Estructura a 12" del borde del carril de estacionamiento

## 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

# Technical Assistance

PERMITTEES  
CONTRACTORS

## Office Hours at the Permit Center

- In person September 2022
- Ask questions about your Shared Spaces permit and the process. Speak to a representative from MTA and DPW





# Future Forward Comms Strategy

PRESS & MEDIA  
GENERAL PUBLIC

- Legislative Aide Briefing on Design Guidelines and November 2022 Codified Deadline
- BOS Talking Points for Neighborhood Meetings and Monthly Bulletins
- BOS Invitations for Shared Spaces in Neighborhood Events
- Op Ed with Mayor London N. Breed in Advance of the November 2022 Codified Deadline

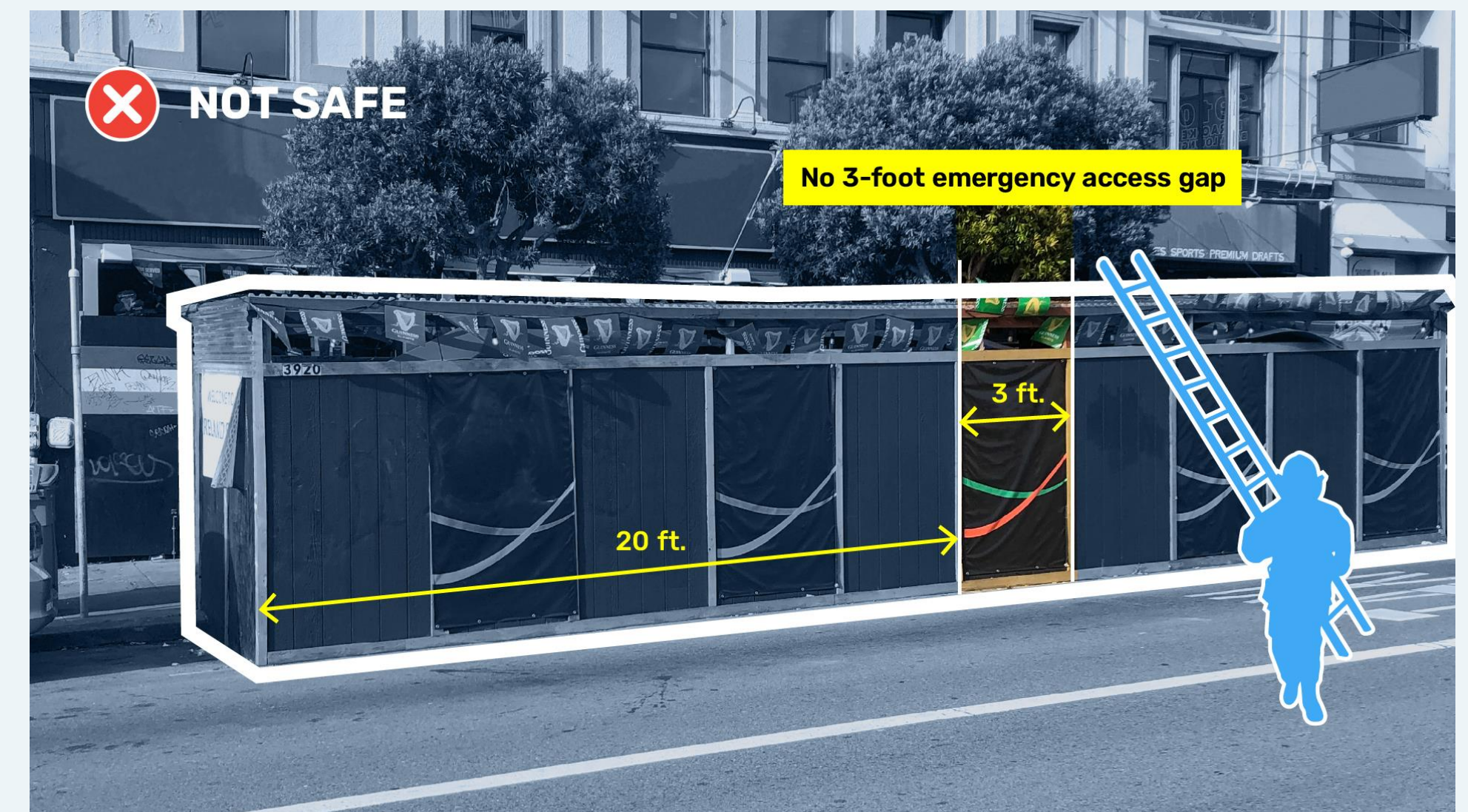
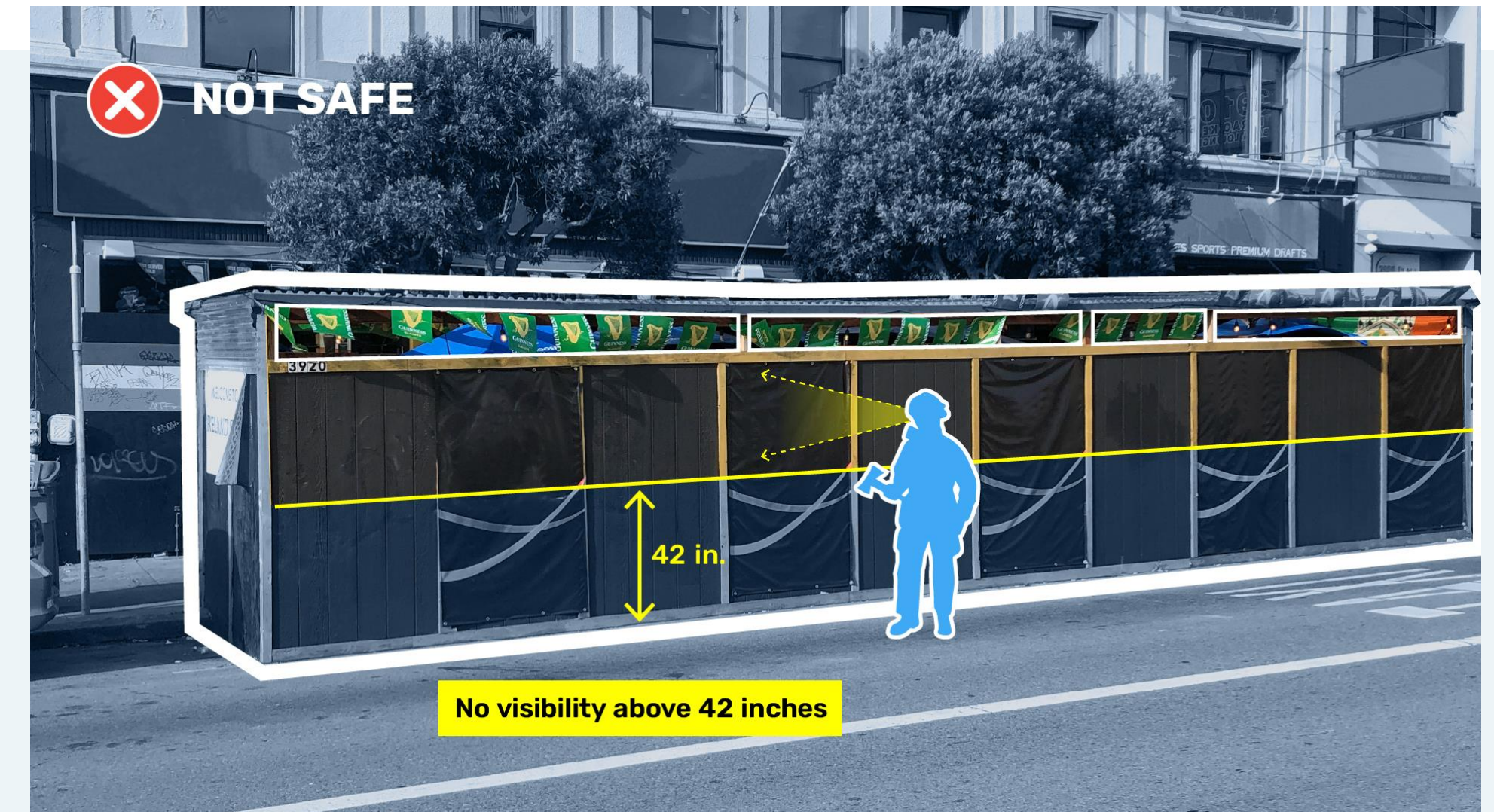


# Public Education

GENERAL  
PUBLIC &  
PERMITTEES

## Public Service Announcements

- Late July – September 2022
- 3 Public Service Announcements to Address key compliance criteria: Intersection Safety and Visibility, Emergency Access, and Accessibility
- Complete: "Emergency Response and Shared Spaces" [Roughcut](#)
- Upcoming: "Intersection Safety and Visibility for Shared Spaces" and "Making Shared Spaces Accessible for Everyone"



# Agenda for Workshop

- 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 Questions & Discussion
- 10:55 Break and Networking

# 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

	Low-Density Residential	Mid- to High-Density Residential	Neighborhood Commercial	Downtown	Major Attractor	Industrial/Production, Distribution & Repair
HIGH						
LOW						

### 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

# 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 will be noticed starting Winter 2021/2022

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 2021/2022 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 partir del invierno de 2021/2022

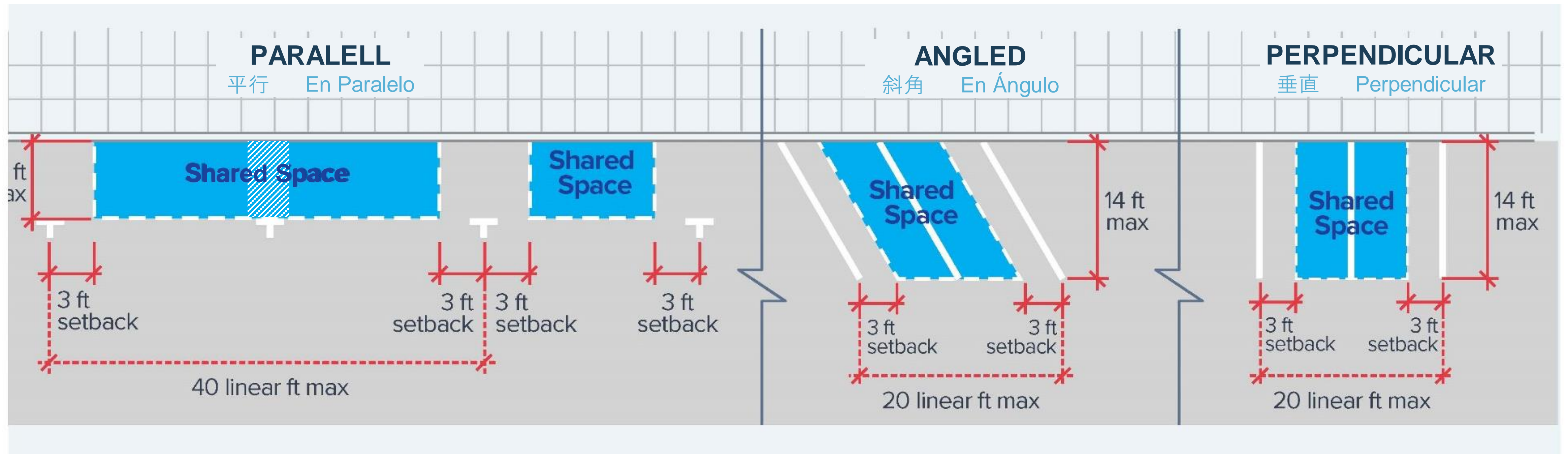


APRIL 2023

# Two parking spaces maximum

最多兩個車位

Máximo dos espacios de estacionamiento



# Priority Violations for Pandemic Program

ENFORCEMENT



## Accessibility

無障礙設施

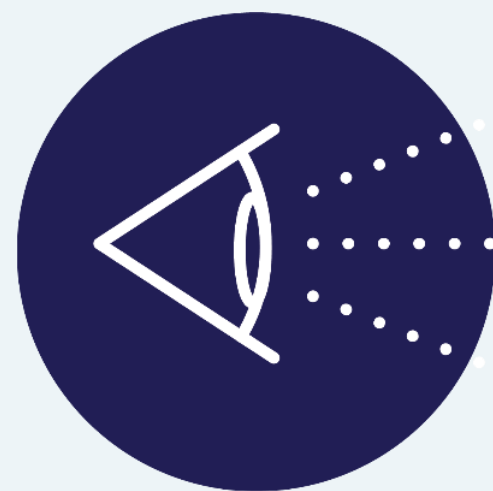
Accesibilidad



## Fire Safety

消防安全與緊急通道

Seguridad Contra Incendios



## Sightlines

視線

Líneas visuales



## Abandonment

放棄

Abandono



# 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"

## 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





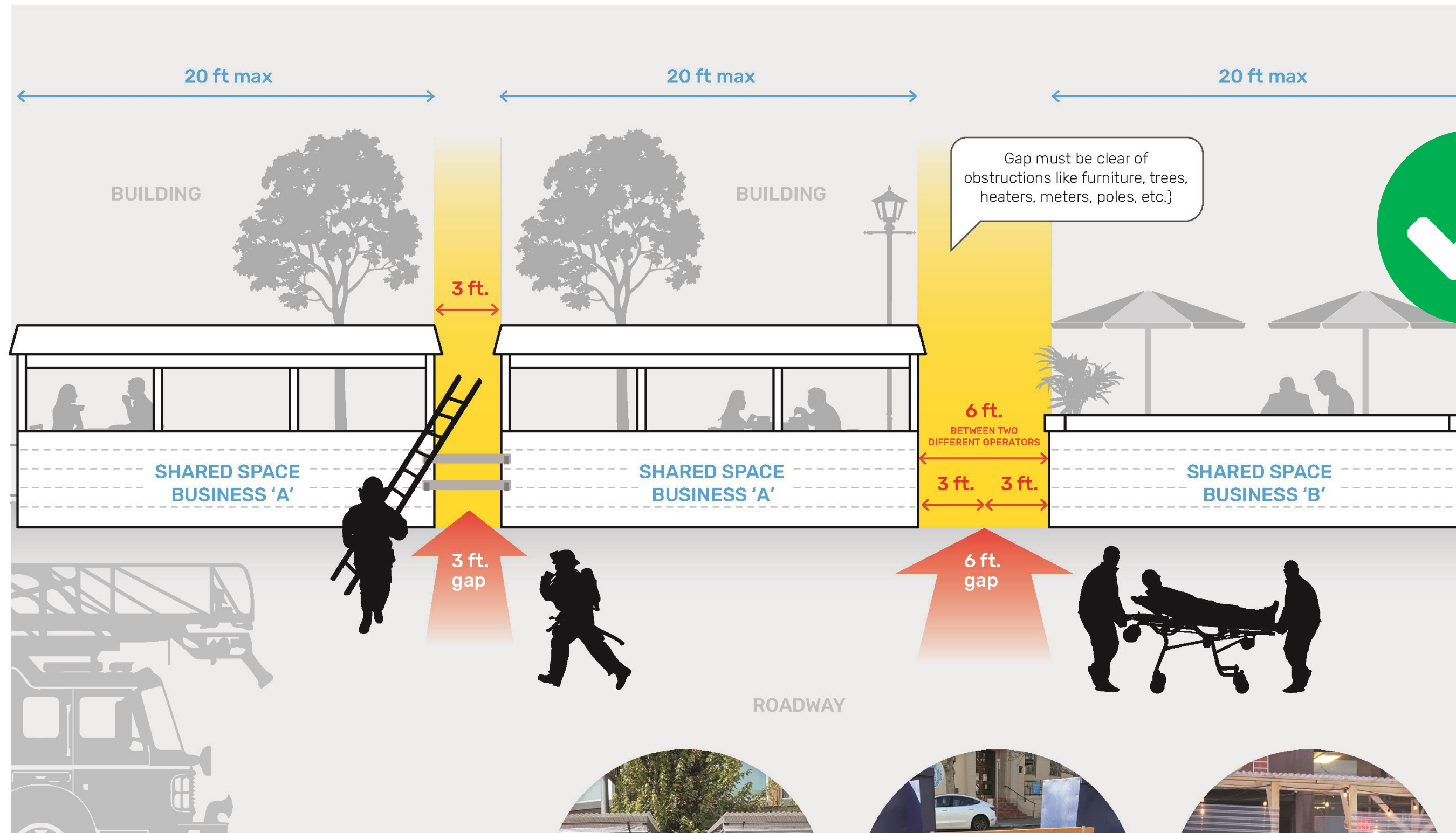
# Fire Safety & Emergency Access

消防安全與緊急通道

Seguridad Contra Incendios & Acceso de Emergencia



ASAP



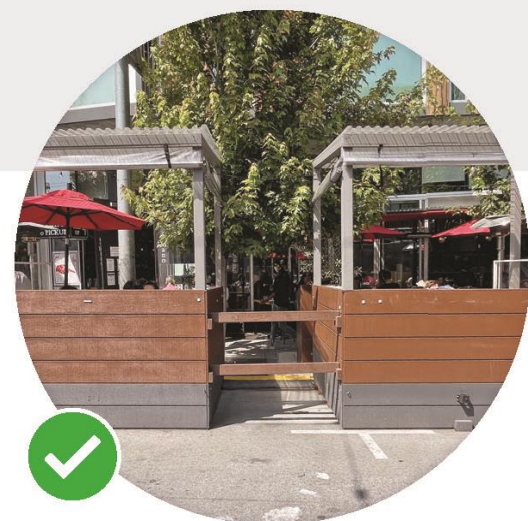
**A 3-foot-wide emergency access gap, open to the sky, every 20 feet of the structure's length, and at both ends of the structure.**

3 英尺寬、向上敞開的緊急通道缺口

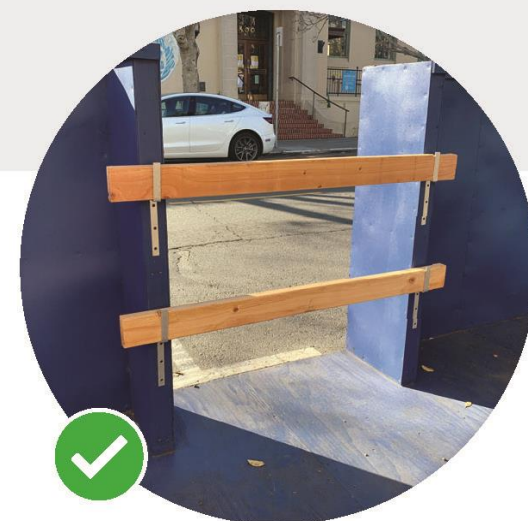
Un espacio para acceso de emergencia de 3 pies de ancho, abierto al cielo por cada 20 pies de largo

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

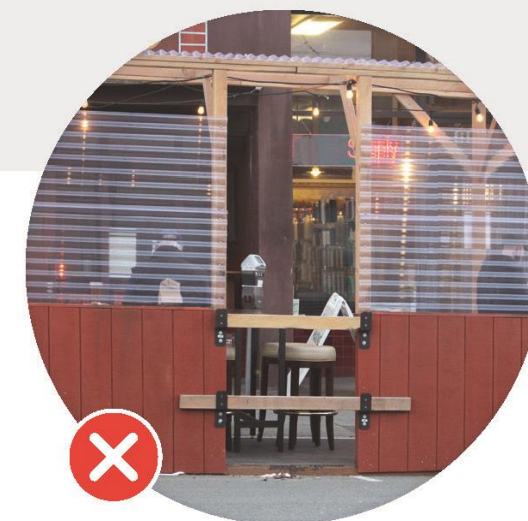
Gap must be clear of obstructions like furniture, trees, heaters, meters, poles, etc.)



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



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



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

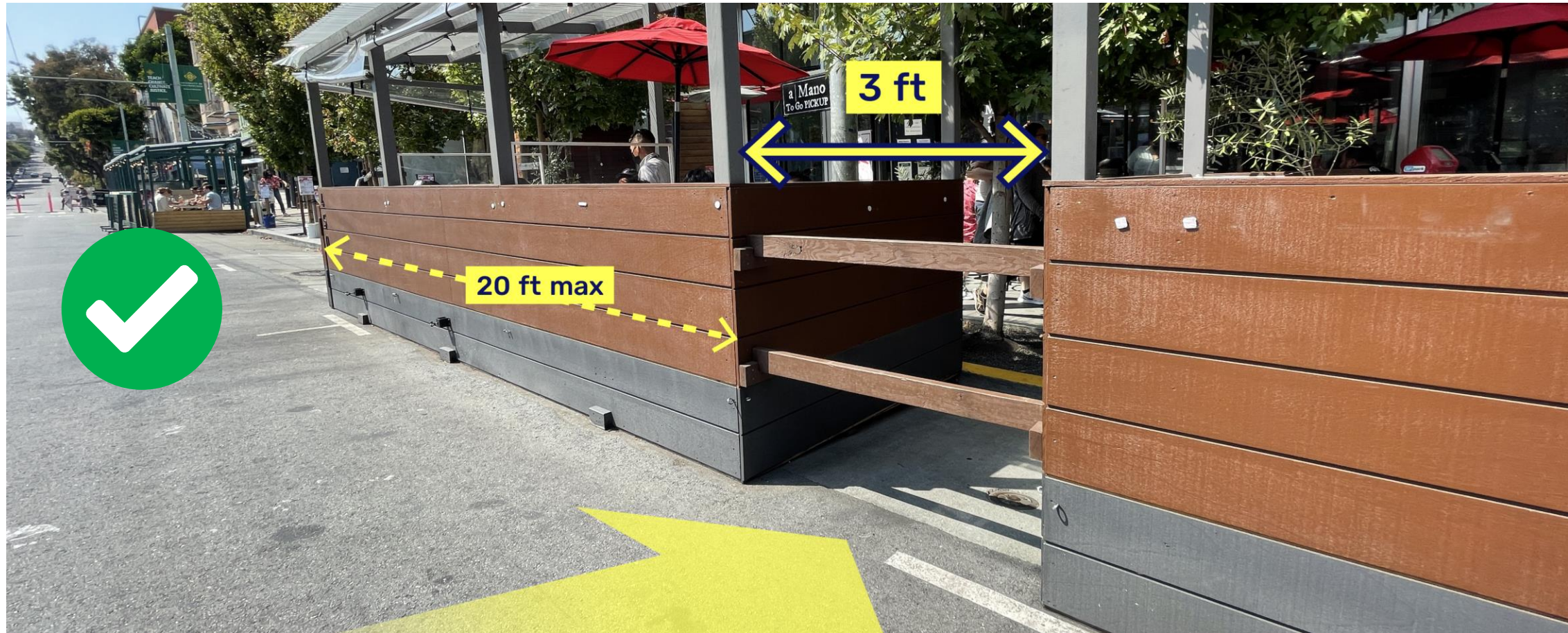


# 3' Emergency Access Gaps

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



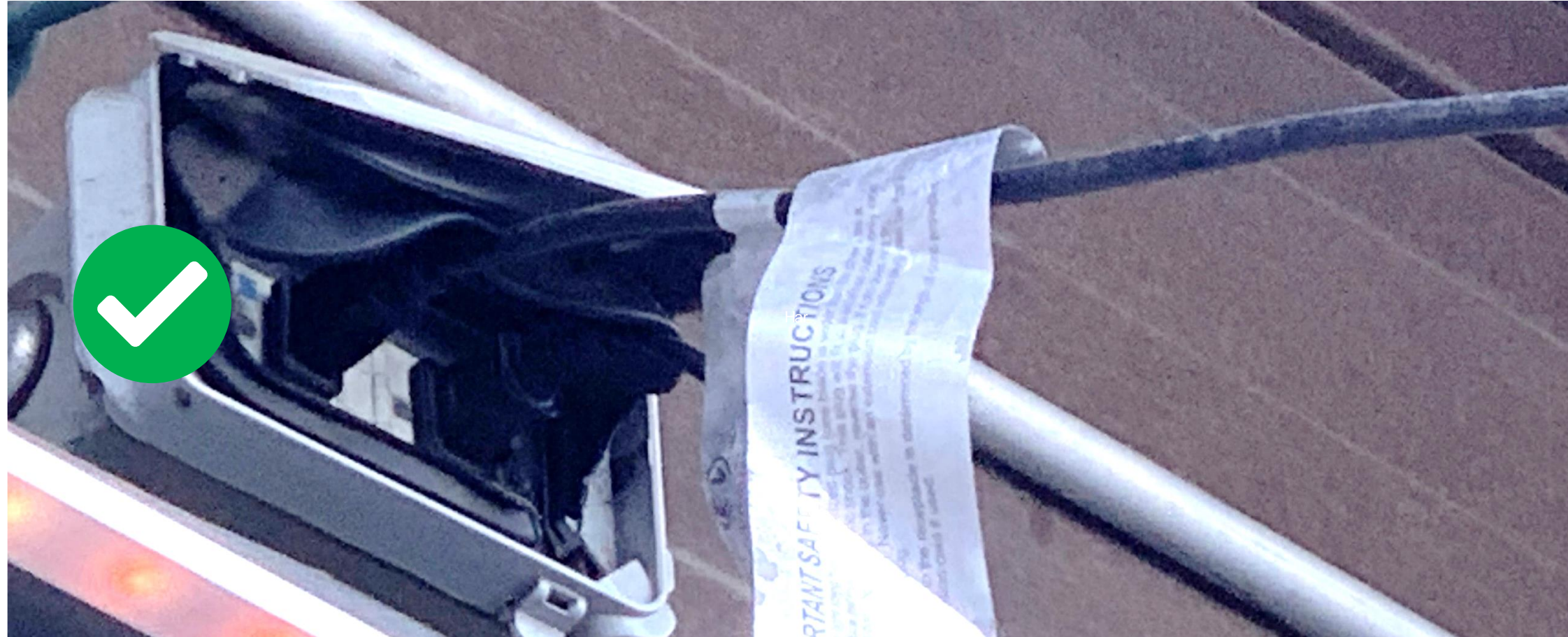
No through-access for firefighting ladders and medical gurneys



# Electrical Cables



ASAP



Easy to unplug from an Exterior-Rated Outlet



Hardwired connection, or rigid conduit, interferes with ladders



Overhead cables easy to unplug



Cable ramps are bad for wheelchairs



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# 3' Setbacks from parklets and parking spots

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



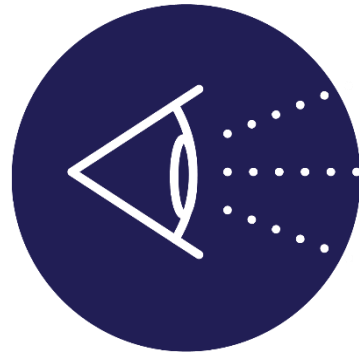
# Site Treatments & High Visibility



ASAP



- **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-foot setbacks must be kept clear from obstructions like garbage bins, bicycles, motorcycles, or scooters at all times. Signage will be provided.



# Sightlines & Airflow

視線與空氣流動 Visibilidad y Flujo de Aire



ASAP



**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"

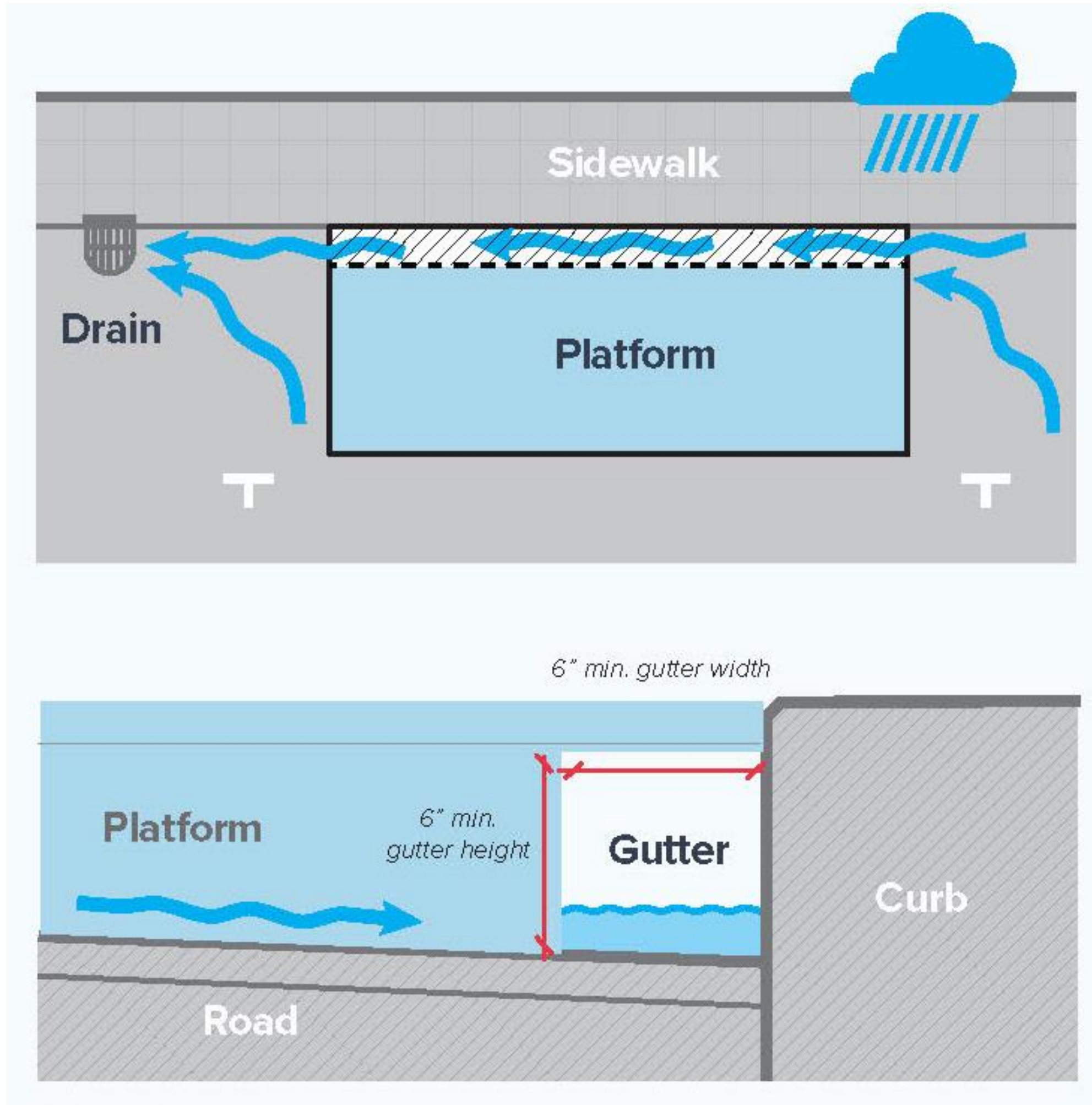


# Drainage

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.



# 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

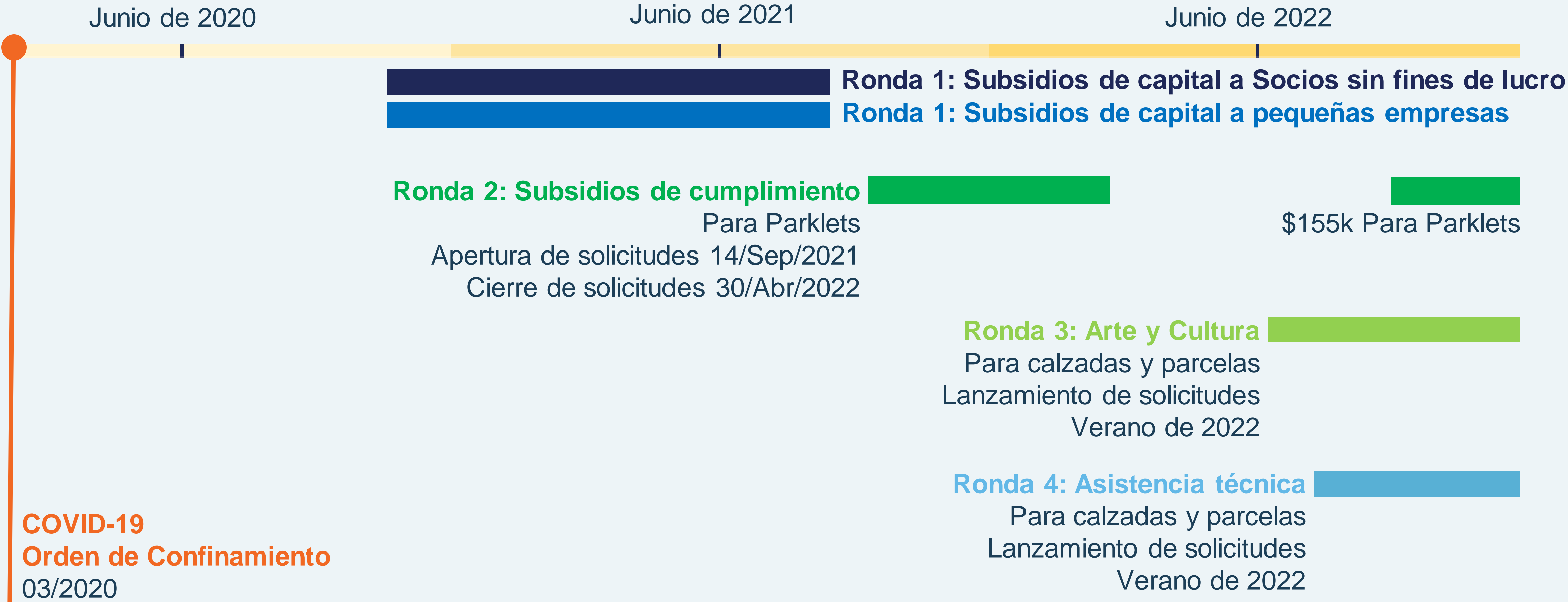
沿著排水溝設有 6 平方英寸排水空間  
Espacio libre 6"x 6" a lo largo del desagüe.



## 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

# 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 月

2022 年 6 月



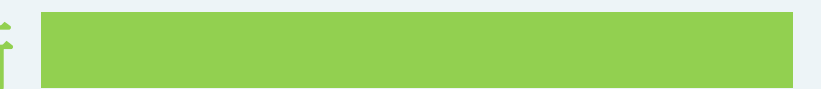
第 1 輪：向非營利合作夥伴提供公平撥款  
第 1 輪：向小型企業提供公平撥款

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

# 第三輪的文化藝術撥款



為了符合條件，該場地必須：

1. 持有共享空間許可證
2. 從娛樂委員會獲得合適地許可證 (JAM, FPAS, LLP, 等等)
3. 持有一個循環的，定期的激活提案，這將.....
4. 使用獲得撥款的灣區音樂家和其他藝術家們。

Lilac Lot, 24<sup>th</sup> Street between Lilac and Capp Streets, sponsored by Calle 24

# 技術援助撥款



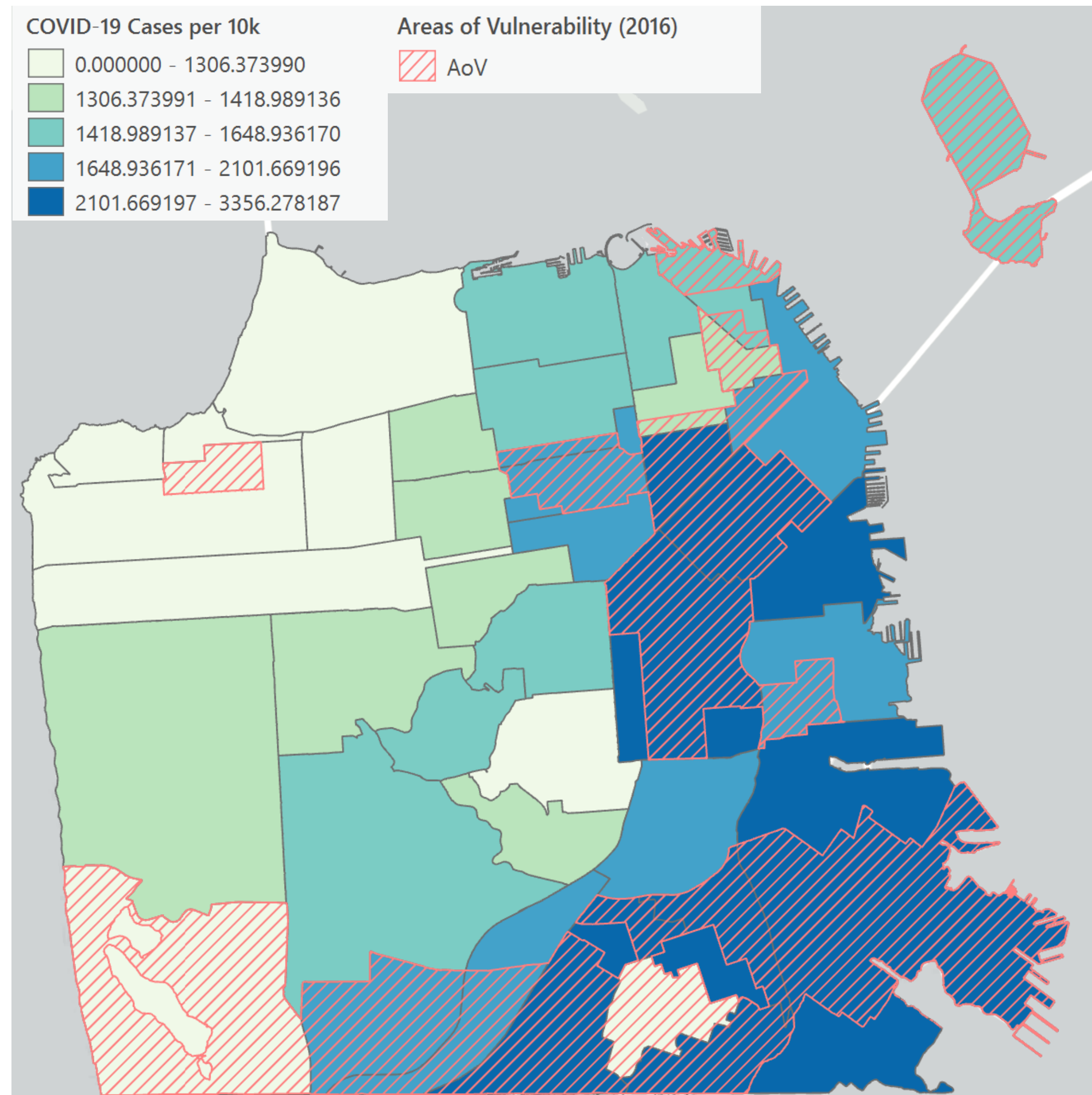
混合非商業娛樂，文化，教育和社區服務的活動

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

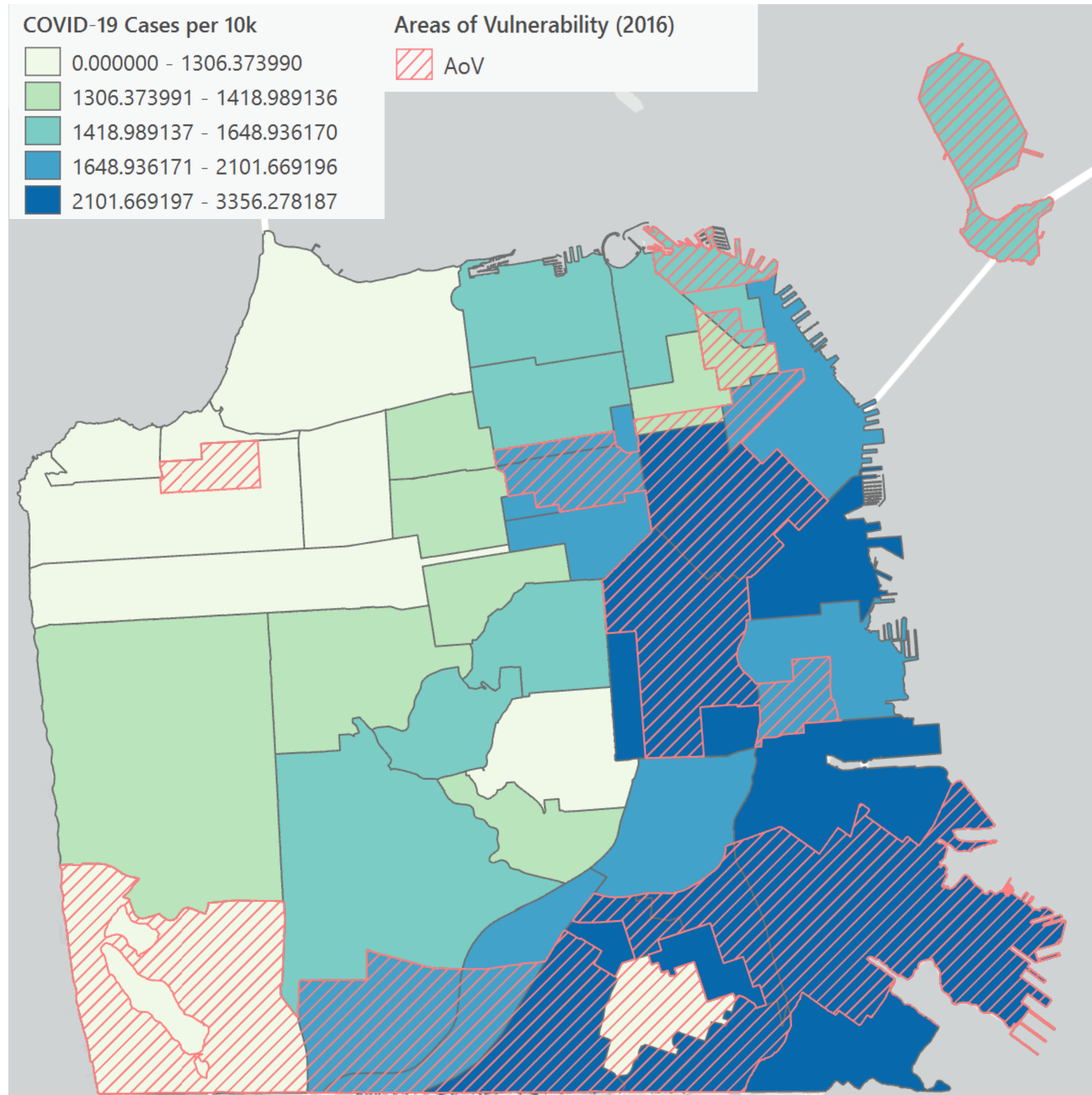
Kapwa Gardens, SoMa, sponsored by Kultivate Labs

# 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

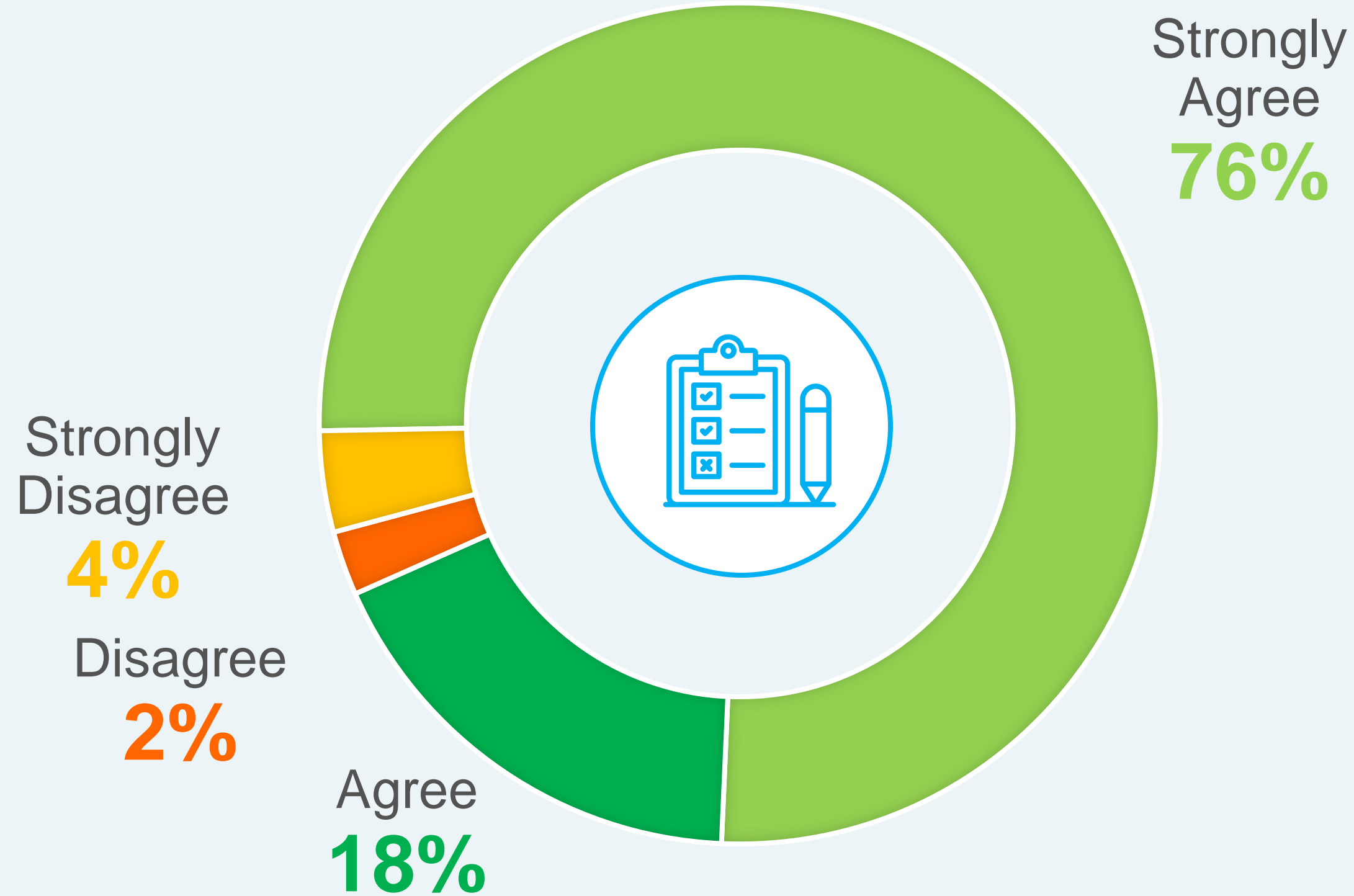


1. 受 COVID-19 疫情影響最嚴重，高發病率和死亡率
2. 弱勢人口密度較高的社區，包括但不限於有色人種、老年人、青少年、殘障人士、語言孤立的家庭以及 DPH 定義為「弱勢地區」的生活貧困或失業的人
3. 在已建立的文化區
4. 註冊為傳奇企業
5. 總收入低於 250 萬美元
6. 並未通過 SF Shines 等其他城市撥款計畫獲得補助



# What do Shared Spaces operators want for the future?

*"I would operate an outdoor Shared Space even if I am allowed to operate indoors."*



# 共用空間營運商對未來有何需求？



「共用空間計畫使我們能  
根據公共衛生指令重新開業...」



**5%**  
非常不同意  
或不適用

**12%**  
不同意

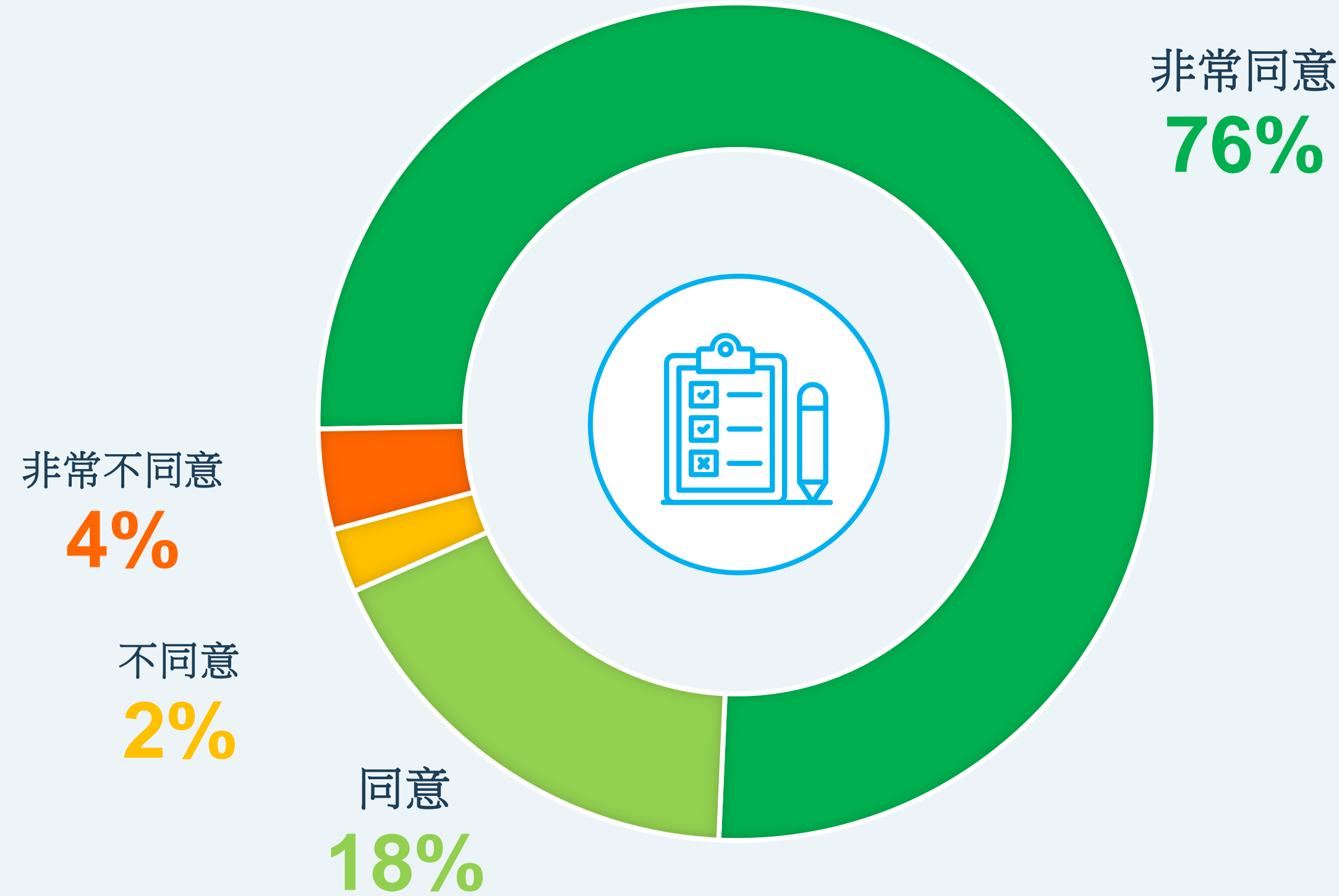
**36%**  
同意

**47%**  
非常同意



# 共用空間營運商對未來有何需求？

「即使允許我在室內營業，我也會經營室外共用空間。」



# 其他商業資源

1. 所有資源可在[sf.gov/shared-spaces](https://sf.gov/shared-spaces) 查詢.
2. [Permit Application Worksheet](#) 共享空間應用程序工作表.
3. [Shared Spaces Manual 2.1 \(October 2022\)](#) 共享空間手冊 2.1 (十月2022)
4. Application and Site Plan Workshop: Next one on November 14th 申請表格和基地圖工作坊：下一次在11月14號
  - [List of Architects, Designers and Builders](#) who attended our parklet design training
  - 建築師、設計師和建築商名單，他們參加了我們的場地設計培訓
5. Emergency Response at Shared Spaces [Public Service Announcement](#) 共享空間緊急響應的公共服務聲明
6. Intersection Safety and Visibility for Shared Spaces [Public Service Announcement](#) 共享空間十字路口安全和可見性的公共服務聲明.
7. Shared Spaces Events: [sf.gov/information/shared-spaces-webinars-and-events](https://sf.gov/information/shared-spaces-webinars-and-events) 共享空間活動
8. 註冊共享空間郵件列表獲取此方案的頻繁公告



# 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



# 公共通道：路邊使用類型和規則

等級	類型	 公共通道	 商業活動	 日常佔用	 施工
1	公共路邊微公園	整個設施	無	24 小時	固定結構
2	可移動商業路邊微公園	在商業經營期間至少有一個座位設施	在營業時間內	在營業時間內	可移動固定設置
3	商業路邊微公園	在商業經營期間至少有一個座位設施；否則上午 7 點至 12 點之間整個設施在營業時間內	在營業時間內	24 小時	固定結構

像 COVID 之前的路邊微公園

像今天的大多數共用空間



# Equity Grants Program Overview

公平撥款資助計畫概覽

Descripción general del programa de subsidios de equidad



# Round 3 Arts & Culture Activation Grants



To be eligible, the site must:

1. Have a Shared Space Permit
2. Have the appropriate permit from the Entertainment Commission (JAM, FPAS, LLP, etc)
3. Have a proposal for recurring, regular activations that will...
4. Leverage Bay-Area based musicians and other performing artists, who would be the recipients of the grant awards.

Lilac Lot, 24<sup>th</sup> Street between Lilac and Capp Streets, sponsored by Calle 24



# Round 4 Technical Assistance Grants

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



Kapwa Gardens, SoMa, sponsored by Kultivate Labs



# 3' Emergency Access Gaps

緊急通道間隔

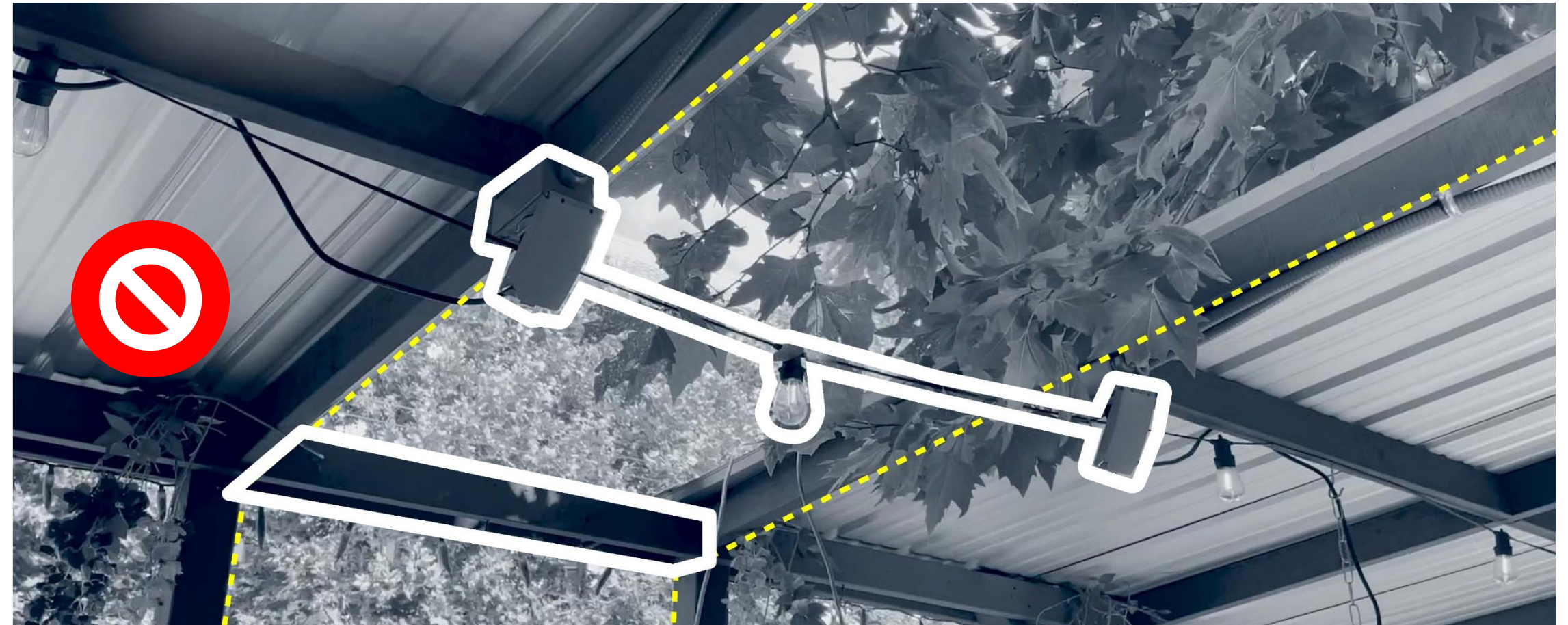
Brechas de acceso de emergencia



ASAP



plant in path of travel



Beams and cables overhead



tables & chairs in path of travel



Solid wall in 3' gap, tables & chairs in path of travel



# Fire Safety & Emergency Access

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



## 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"

## 12" clearance from edge of parking lane

距停車道至少 12 英寸遠  
Estructura a 12" del borde del carril de estacionamiento

## 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



# Fire Safety & Emergency Access

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



**No Sightlines & visibility above 42”**

保持高於 42 英寸上方的視線與能見度  
Mantiene líneas visuales y visibilidad arriba de 42”

**3-foot-wide 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



# 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



**N3-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

**No address displayed**

未標有詳細地址  
La dirección no es visible



ASAP

# 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



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



APRIL 2023

# 3' 從路邊微公園和停車位縮進



縮進允許車輛彈性移動並防止發生碰撞車禍



沒有可供消防梯和醫療輪床通過的便道





# 場地處理和高能見度



ASAP



- **能見度**：您必須在邊緣或角落放置黃色高強度反光膠帶或反射器標記，以便駕駛員在夜間可見。
- **可移動的輪廓柱**：購買4個標準的可移動的輪廓柱，每邊末端放置2個
- **標牌**：3英尺的縮進必須保持無障礙，請清除障礙物如垃圾箱、自行車、摩托車或踏板車。會提供標牌

# Grants & Resources

	SF Shines Design Services	SF Shines Construction	Small Business Accessibility	Shared Spaces Compliance	Shared Spaces Arts & Culture. Technical Asst.
Eligible Sites	Brick & Mortar SS Sidewalks & Parklets	Brick & Mortar SS Sidewalks & Parklets	Brick & Mortar only	SS Sidewalks & Parklets only	SS Roadway SS Lots / Parcels
Applications Accepted	April 1, 2022 – (no close date)	July 1, 2022 – (no close date)	April 01, 2022 – June 30, 2022	September 1, 2021 – April 30, 2022	( Summer 2022, TBA)
Grant Type	Services (Design)	Cash Reimbursement (materials & labor)	Cash Reimbursement (materials & labor)	Cash Reimbursement (materials & labor)	Services (Design, Operations, & Activation)
Weblink	<a href="https://sf.gov/sf-shines">sf.gov/sf-shines</a>		<a href="https://sf.gov/ABE-grants">sf.gov/ABE-grants</a>	<a href="https://sf.gov/shared-spaces-equity">sf.gov/shared-spaces-equity</a>	

# 撥款與資源

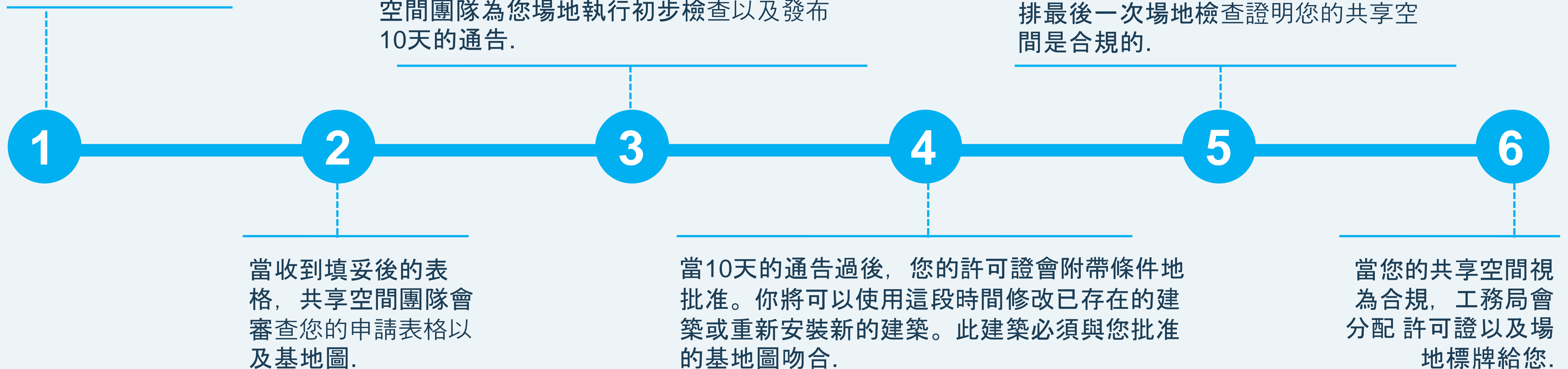
	三藩市店面改善計劃	三藩市店鋪建設計劃	共用空間道路 地塊/區域	Shared Spaces Arts & Culture. 技術援助撥款
合資格的地方	實體店面	實體店鋪	只適用於共用空間人行道和 停車位	共用空間道路 地塊/區域
接受申請日	2022年4月1日 (無戒指日期)	2022年7月1日 (無截至日期)	September 1 – November 11, 2022	(暫定2022年夏季)
撥款類型	服務 (設計)	現金返還 (無聊和人力)	現金返還 (無聊和人力)	服務 (設計, 開發和活化)
網頁	<a href="https://sf.gov/sf-shines">sf.gov/sf-shines</a>		<a href="https://sf.gov/shared-spaces-equity">sf.gov/shared-spaces-equity</a>	

# 許可證申請表格時間線



JANUARY  
2023

疫情後的許可證申請表格日期為1月15號2023年。



# Other resources for Shared Spaces operators about compliance

Parklet sponsors will receive communications from the City (First week of October) to help them understand how to make their pandemic Shared Spaces safe and accessible. Transition & Compliance Timeline at: [sf.gov/shared-spaces-timeline](https://sf.gov/shared-spaces-timeline)

- [Compliance Advisory](#) via email. This will 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. This assessment will elaborate on details beyond what's summarized in the Compliance Advisory regarding the business location's footprint options. It will provide solutions to resize or relocate your space to be eligible for a post-pandemic permit to take into account updated neighbor permission, color curb zones reinstatement, intersection visibility, and alignment with the programs 2 space cap requirements.

San Francisco  
**Shared Spaces Compliance Advisory**  
sf.gov/sharedspaces

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** BOS District  
 1234 PARKLET ST, SAN FRANCISCO, CA, 94103 **D 03**

Type: Parking Lane

COMPLIANCE ISSUES (BY CITY AGENCY)	SHARED SPACES MANUAL *
<b>DPW BSM</b> (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
<b>SFFD Bureau of Fire Prevention</b> (Contact Lt. Sy, FireSharedSpaces@sfgov.org)	
Required Gap For SFFD Access	P.19
Structure Blocks View 42 Inches	P.63; P.64; P.76
<b>SFMTA Assessment (Contact Francesca Napolitan, SharedSpaces@sfmta.com)</b>	
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](https://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 / மலையாளம் மொழி மொழிபெயர்ப்பு / 311 免費語言協助 / 311 免費語言協助

# Other Resources for Businesses

1. All resources available at [sf.gov/shared-spaces](https://sf.gov/shared-spaces)
2. [Permit Application Worksheet](#)
3. [Shared Spaces Manual 2.1 \(October 2022\)](#)
4. Application and Site Plan Workshop: Next one on November 14th
  - [List of Architects, Designers and Builders](#) who attended our parklet design training
5. Emergency Response at Shared Spaces [Public Service Announcement](#)
6. Intersection Safety and Visibility for Shared Spaces [Public Service Announcement](#)
7. Shared Spaces Events: [sf.gov/information/shared-spaces-webinars-and-events](https://sf.gov/information/shared-spaces-webinars-and-events)
8. [Sign up for our Shared Spaces Mailing List](#) for frequent bulletins from the program



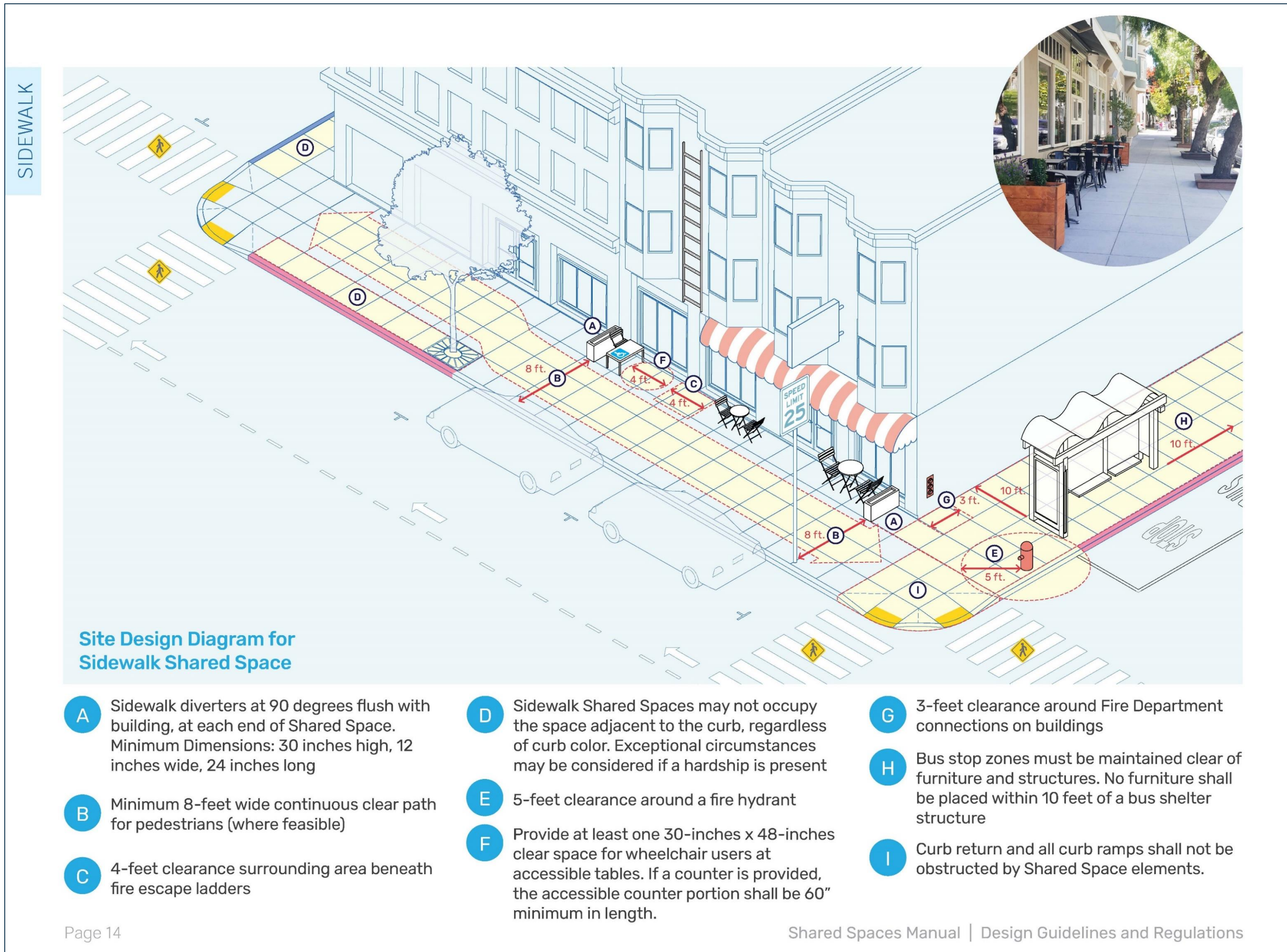
# Accessibility

無障礙設施

Accesibilidad



ASAP



**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.



# 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





# 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



# Accessibility

無障礙設施

Accesibilidad



ASAP



**6-foot-wide  
clear path of travel**

6 英尺寬的暢通道道  
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



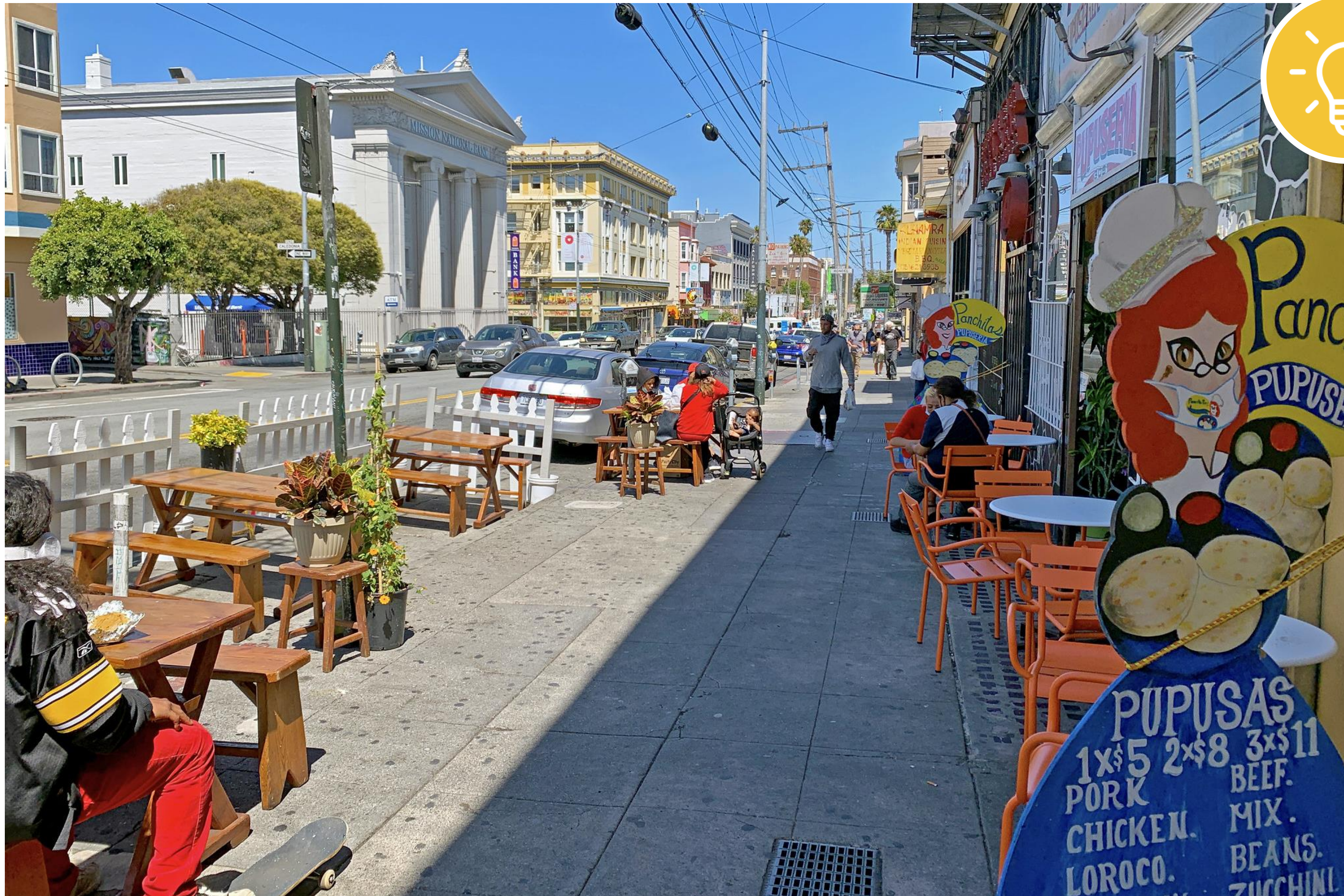
# Accessibility

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.

# Agenda for Training

- 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

# TOPICS

主題 TEMAS

1. Who's in
2. Current Program Statistics & Ops
3. Preview: Shared Spaces Public Service Announcements
4. Questions & Discussion  
問題與討論 Preguntas y análisis

## Recording

Audio, video, and chat in the main room may be monitored and recorded.

### 錄製

主會議室中的音訊、視訊和聊天內容可能受到監控和錄製。

### Grabación

El audio, el video y el chat en la sala principal pueden ser monitoreados y grabados.

## Audio and Video

We respect all participants in this convening today and want to create a safe space for all. By default, we may mute and disable video for all participants.

### 音訊和視訊

我們尊重今天這場會議的所有參與者，並希望為所有人創造一個安全的空間。根據預設，我們可能會將所有參與者靜音並停用視訊。

### Audio y video

Respetamos a todos los participantes en esta convocatoria de hoy y queremos crear un espacio seguro para todos. De manera predeterminada, podemos silenciar y deshabilitar el video para todos los participantes.

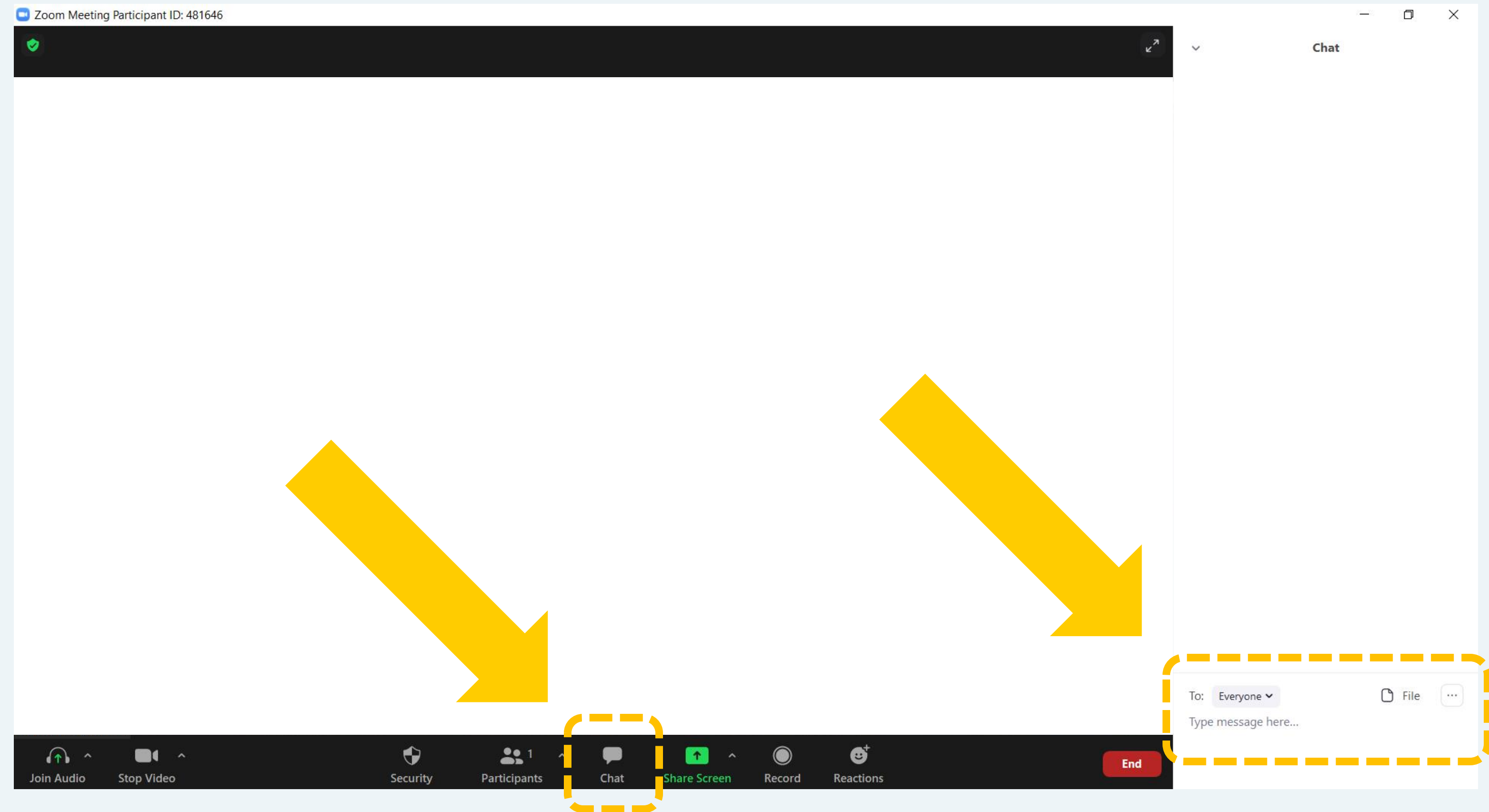
# Rules

規則 Reglas

Please put all of your questions in the meeting chat.

Por favor, ponga todas sus preguntas en el "Chat".

请在“聊天”中提出您的所有问题



## 1. How does recent legislation impact Shared Spaces operators?

最近的立法對共用空間營運商有何影響？ ¿Cómo afecta la legislación reciente a los operadores de Shared Spaces?

## 2. When do regulations go into effect?

法規何時生效？ ¿Cuándo entran en vigor las normas?

## 3. Who and how is the program benefitting?

計畫對誰有益，以及如何使之受益？ ¿A quién y cómo beneficia el programa?

## 4. What resources are available for Shared Spaces operators?

共用空間營運商可以使用哪些資源？ ¿Qué recursos están disponibles para los operadores de Shared Spaces?

## 5. Questions & Discussion

問題與討論 Preguntas y análisis



# Town Halls and Merchant Walks

June – November

Leading up to Legislative Program November permit submittal deadline

4 – 6 neighborhood activities per month



# Town Halls and Merchant Walks

June – November  
Community Development  
In Neighborhood outreach and marketing



# Who sponsors Shared Spaces?

共用空間在哪裡，如何使用？

¿Dónde están los Shared Spaces y cómo se pueden utilizar?

## NON-COMMERCIAL SHARED SPACES

非商業共用空間 Espacios compartidos no comerciales

## COMMERCIAL SHARED SPACES

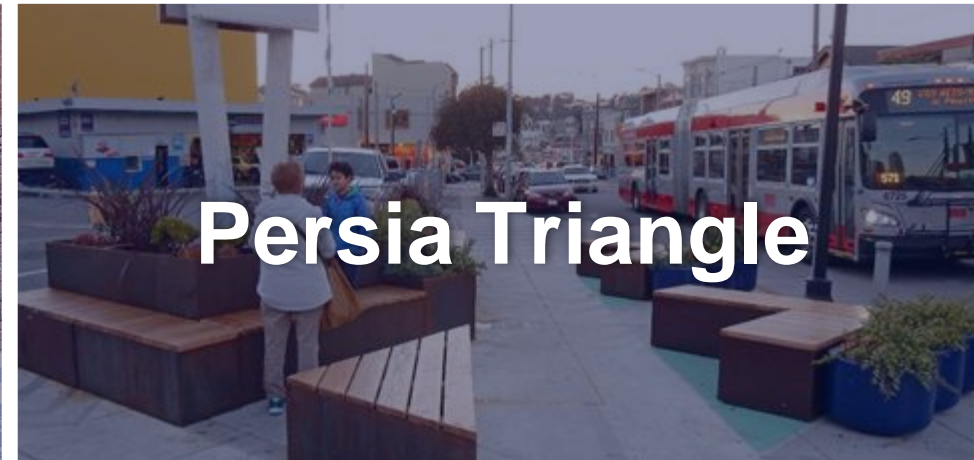
商業共用空間 Espacios compartidos comerciales

### Sidewalk

人行道  
Acera



Treat Plaza



Persia Triangle



Retail Merchandizing



Tables & Chairs dining

### Curbside Lane

路邊巷道  
Carril de estacionamiento



Youth-Designed Parklet



Turk Street Safe Passage



Food Service Parklet



Retail Parklet

### Roadway

道路  
Hoja de ruta



Play Street



San Jose - Guerrero Plaza



18th Street in Castro



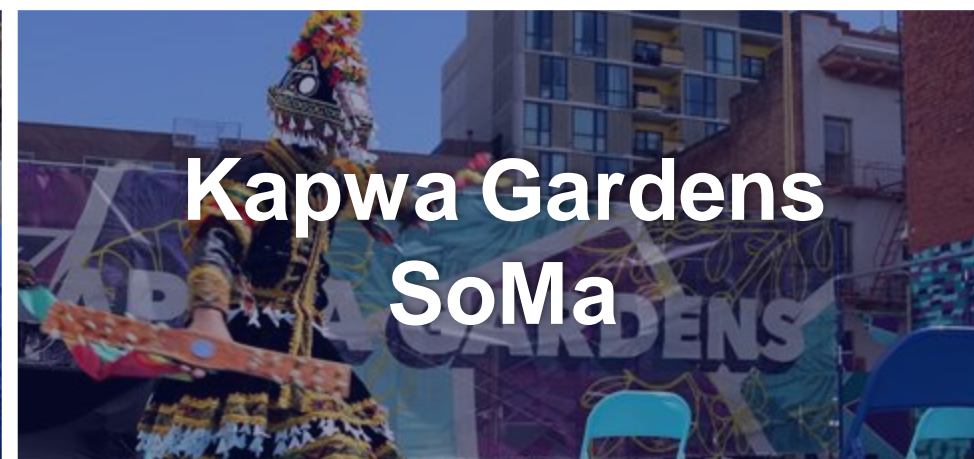
Grant Street in Chinatown

### On Parcels

地塊上  
En parcelas



Playland at 43rd Avenue



Kapwa Gardens SoMa



Lakeside Landing Oceanview







Lilac Lot 24th Street

## Groundplay Program

# Acceso público: Tipos y reglas de uso de la acera



APRIL 2023

NIVEL	TIPO	 ACCESO PÚBLICO	 ACTIVIDAD COMERCIAL	 OCUPACIÓN DIARIA	 CONSTRUCCIÓN
1	<b>Parklet público</b>	Toda el área	Ninguno	24 Horas	Estructura Fija
2	<b>Parklet Comercial Móvil</b>	Al menos unos asientos durante las horas de operación comercial	Durante las horas de operación	Durante las horas de operación	Arreglos móviles
3	<b>Parklet comercial</b>	Al menos unos asientos durante las horas de operación comercial; de otro modo, toda la instalación entre las 7 a. m. y las 12 a. m.	Durante las horas de operación	24 Horas	Estructura Fija

*Como antes de COVID Parklets*

*Como la mayoría de los Shared Spaces actuales*



La siguiente presentación tiene servicio de interpretación al español. Para iniciar esta función:

1. Haga clic en el icono de Interpretación(Un globo, o 3 puntos suspensivos (...))
2. Seleccione español como idioma
3. Opcional: Para escuchar solo el audio en español, haga clic sobre "Mute Original Audio"

以下演示文稿提供西班牙语口译服务。

要启动此功能：

单击“解释”图标（一个气球或3个省略号 (...)）

选择西班牙语作为语言可选：  
要只收听西班牙语音频，请单击“静音原始音频”

# Rules

規則 Reglas

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## Language Interpretation

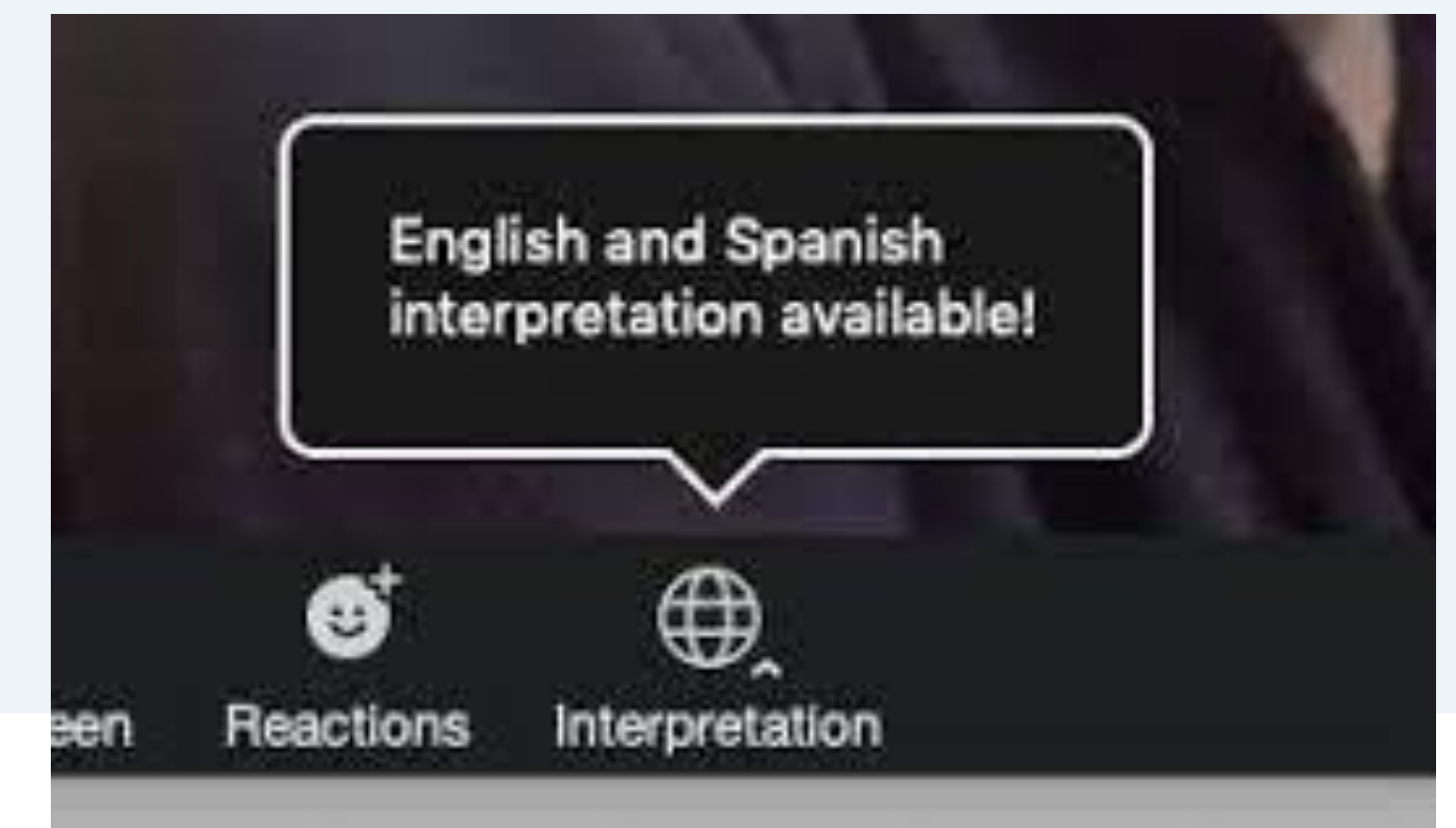
Click the Interpretation icon at the bottom of your screen and select your language.

### 語言翻譯

按一下螢幕底部的口譯圖示並選擇您的語言。

### Interpretación de idiomas

Haga clic en el ícono de *Interpretación* en la parte inferior de la pantalla y seleccione su idioma.



# Timeline of Program Evolution

## CITY & REGIONAL CONTEXT

**2009**  
San Francisco Parklet Program kicks off

**02/25/20**  
San Francisco declares state of public health emergency

**03/04/20**  
State of California declares state of public health emergency

**03/15/20**  
Governor closes all bars, nightclubs, wineries, and brewpubs

**03/17/20 – 05/03/20**  
Shelter in Place Order takes effect in SF and five other bay area counties

**03/19/20**  
Statewide shelter in place order goes into effect

**04/17/20**  
Six bay area counties mandate face coverings

**04/24/20**  
Economic Recovery Task Force created by Mayor Breed and BOS President Yee

**04/28/20**  
Governor creates 4-stage 'Resilience Roadmap' for lifting restrictions

**05/18/20**  
California enters 'Resilience Roadmap' Stage 2

**05/26/20**  
California enters 'Resilience Roadmap' Stage 3

**06/12/20**  
San Francisco resumes outdoor dining

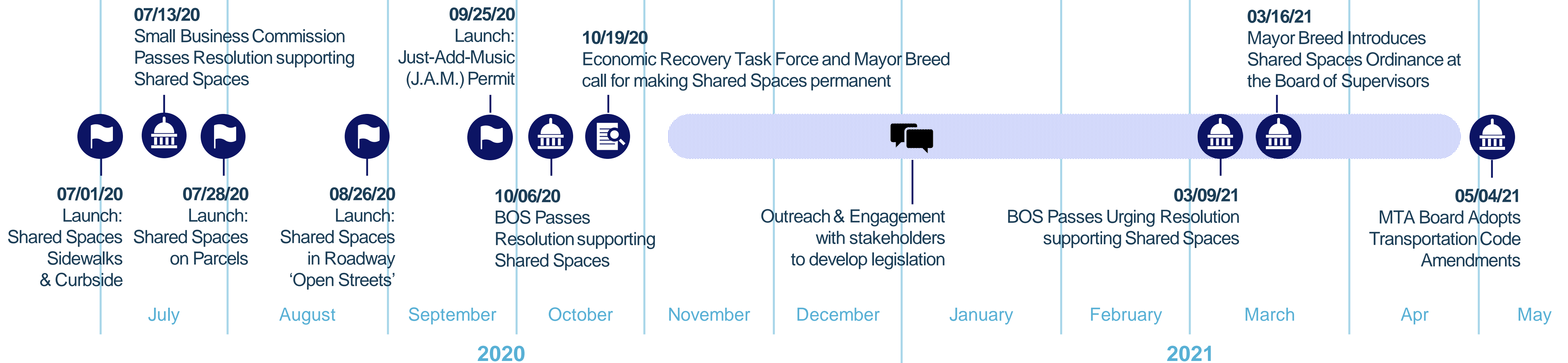
**08/31/20**  
California's Color-Coded System Initiated. SF in the Red Tier

**09/07/20**  
Personal Services Allowed Outdoors

**12/06/20 - 01/25/21**  
activities suspended in Bay Area counties under State's Regional Stay-At-Home Order



## SHARED SPACES PROGRAM





# Movability and Portability



**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**



**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



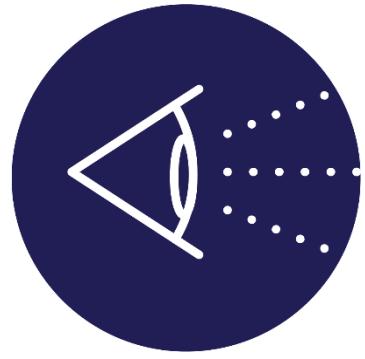
**Movable tables and chairs**

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

視線

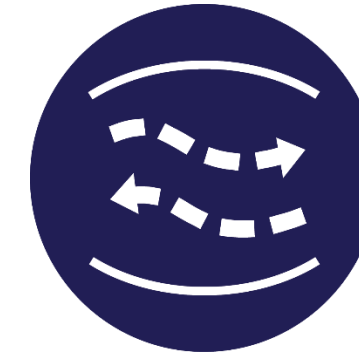
Visibilidad

## **Maintain clear sightlines into and through the Shared Space.**

在共用空間內外保持開闊的視線。

Maintain clear sightlines into and through the Shared Space.

- **You should be able to see through the Shared Space from the sidewalk out into the street.**  
您應能從人行道上透過共用空間看到街道。  
Debe poder ver a través del Espacio Compartido desde la acera hasta la calle.
- **This helps emergency responder personnel perform their work swiftly and safely.**  
這有助於緊急應變人員快速安全地執行作業。  
Esto ayuda al personal socorrista desempeñar su trabajo rápidamente y con seguridad.
- **Sidewalk environments also feel safer when they pedestrians can survey their surroundings.**  
當行人可以觀察周圍環境時，人行道環境也更為安全。  
Las áreas de las aceras también se sienten más seguras cuando los peatones pueden observar su entorno.



# Airflow

空氣流動

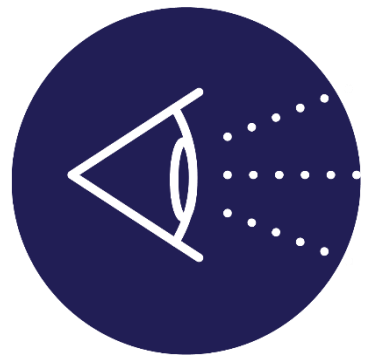
Flujo de Aire

## **Provide sufficient cross-ventilation through the dining facility.**

在有餐飲設施的區域提供充分的空氣對流。

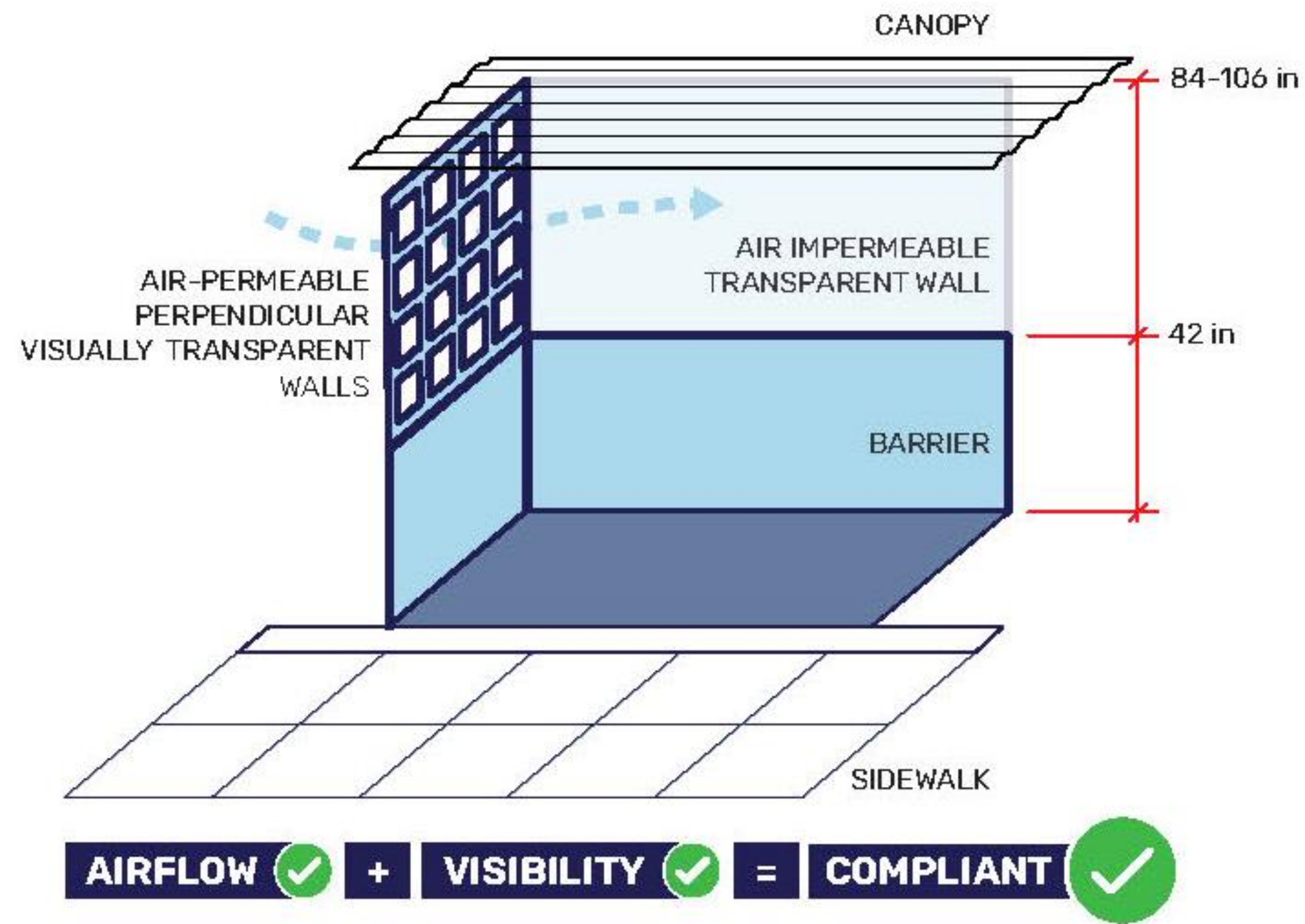
Proporcionar suficiente ventilación cruzada a través del comedor.

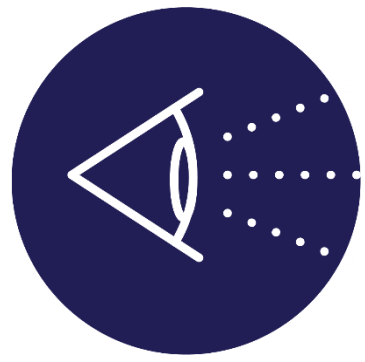
- **Outdoor activities minimize risk of transmission of COVID-19.**  
戶外活動能儘量降低COVID-19（新冠病毒）的傳播風險。  
Las actividades al aire libre minimizan el riesgo de transmisión de COVID-19



# Sightlines & Airflow

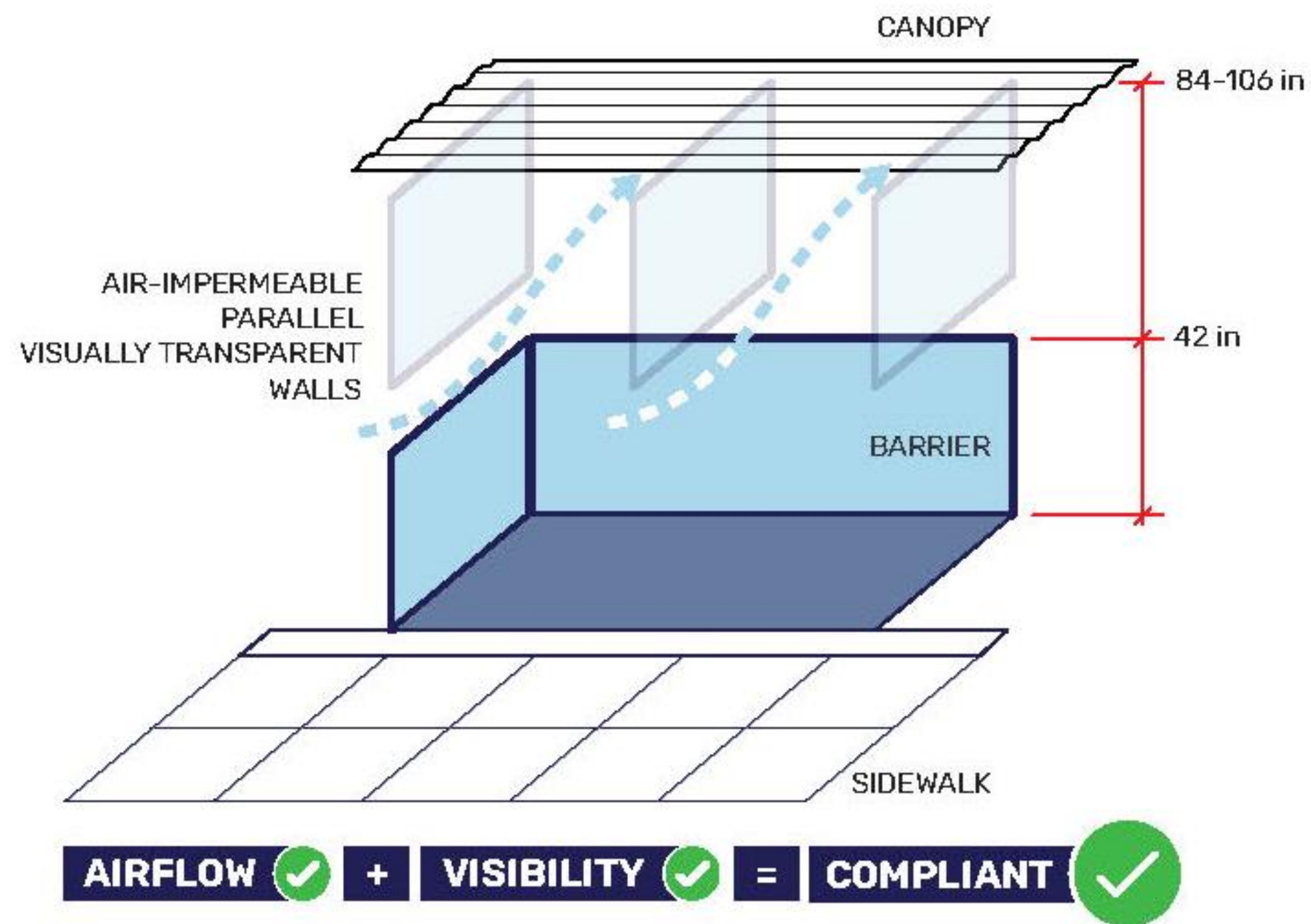
視線與空氣流動  
Visibilidad y Flujo de Aire

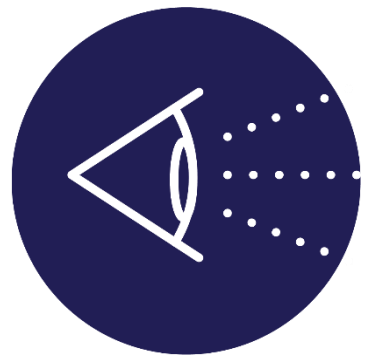




# Sightlines & Airflow

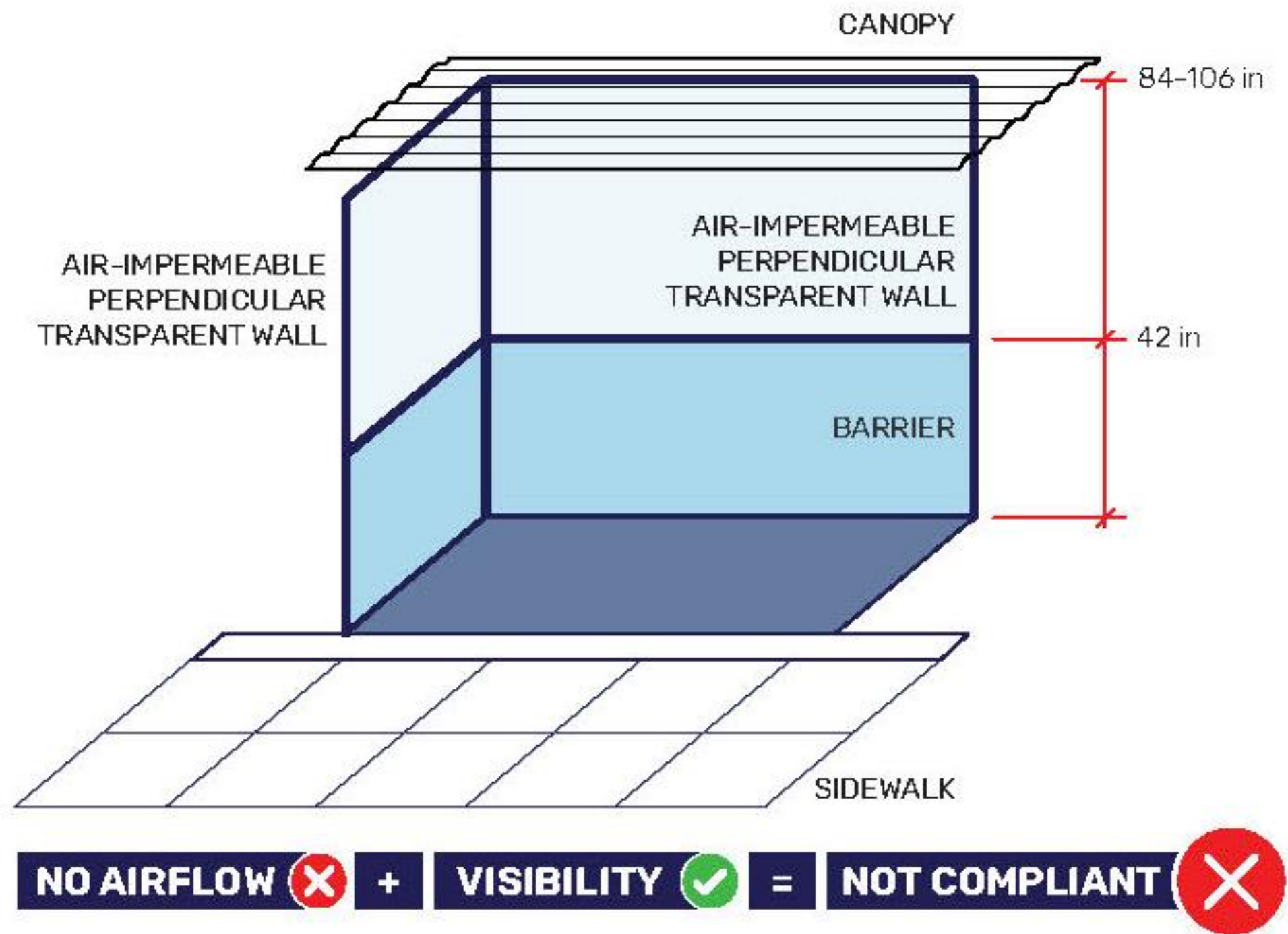
視線與空氣流動  
Visibilidad y Flujo de Aire

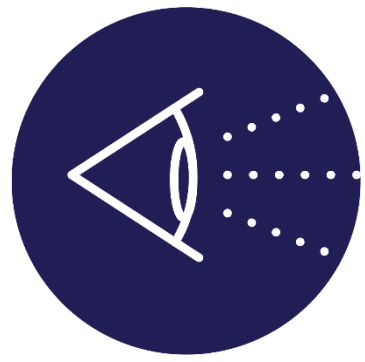




# Sightlines & Airflow

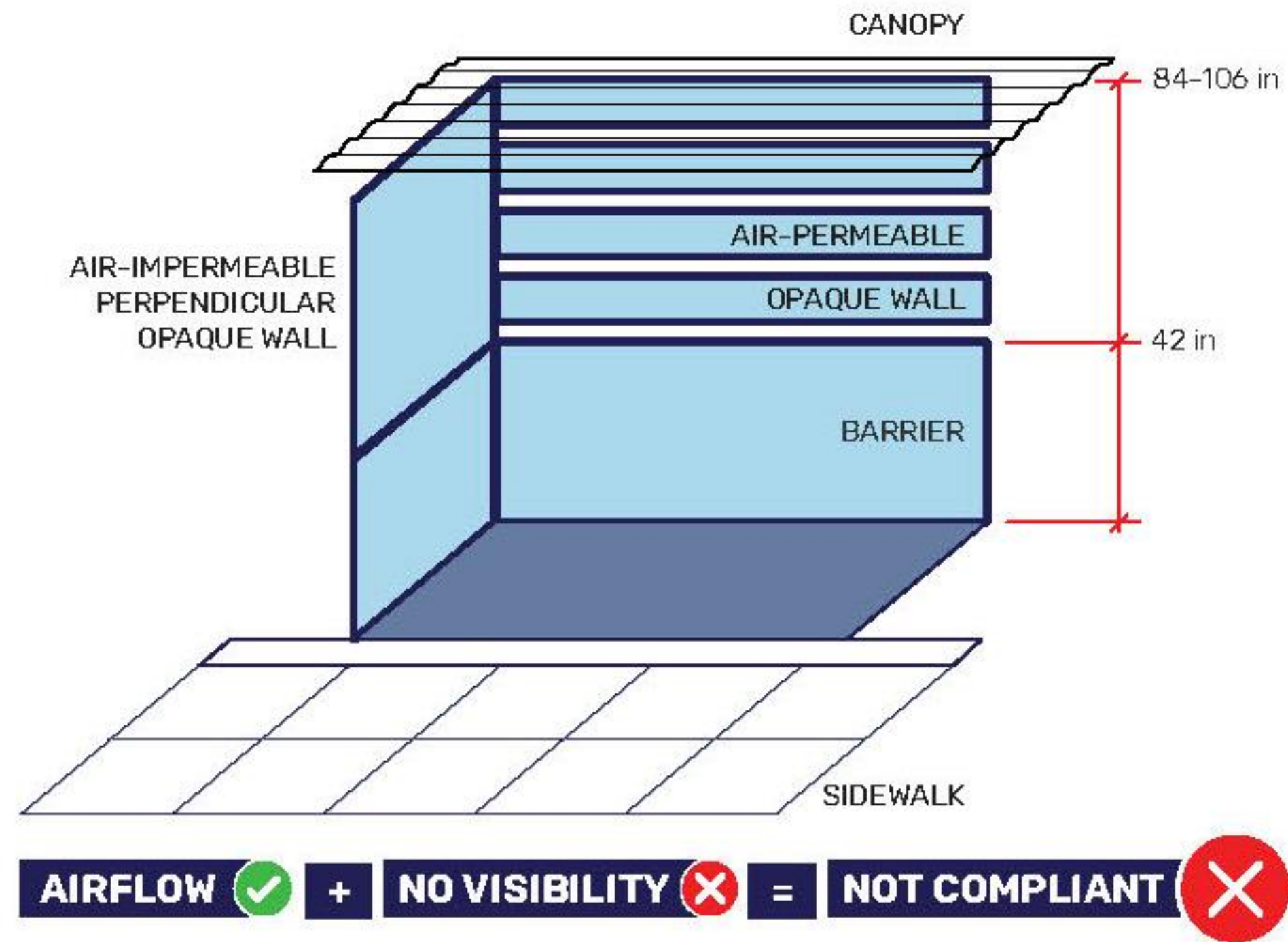
視線與空氣流動  
Visibilidad y Flujo de Aire





# 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.

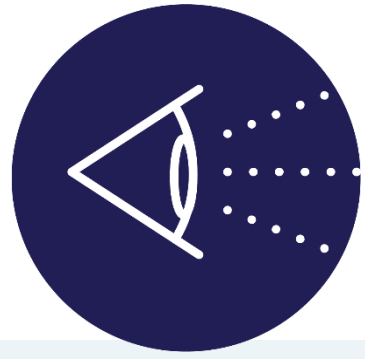
Ninguna visibilidad arriba de 42"



**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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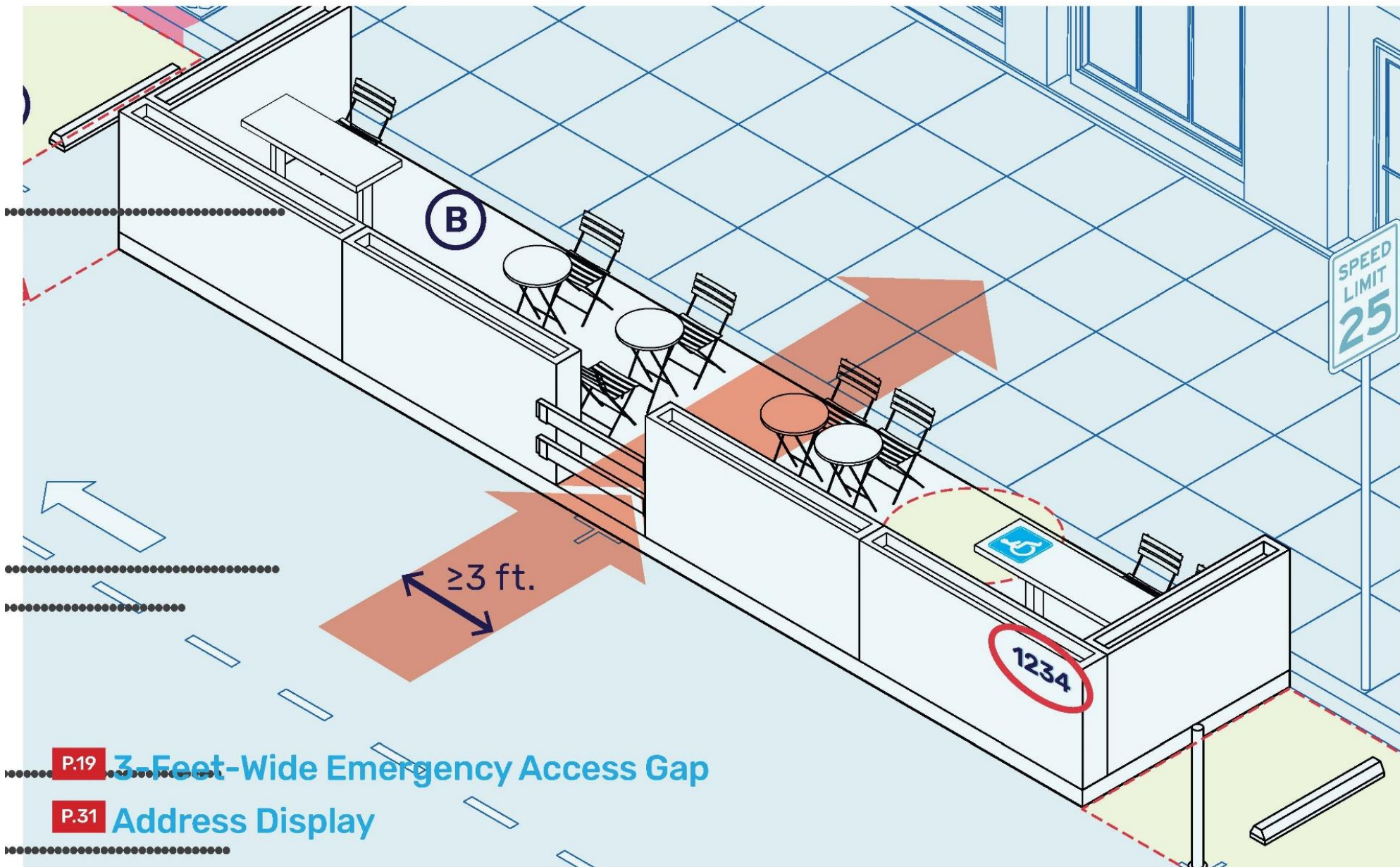
高於 42 英寸上方沒有能見度

Líneas visuales bloqueadas.

Ninguna visibilidad arriba de 42"

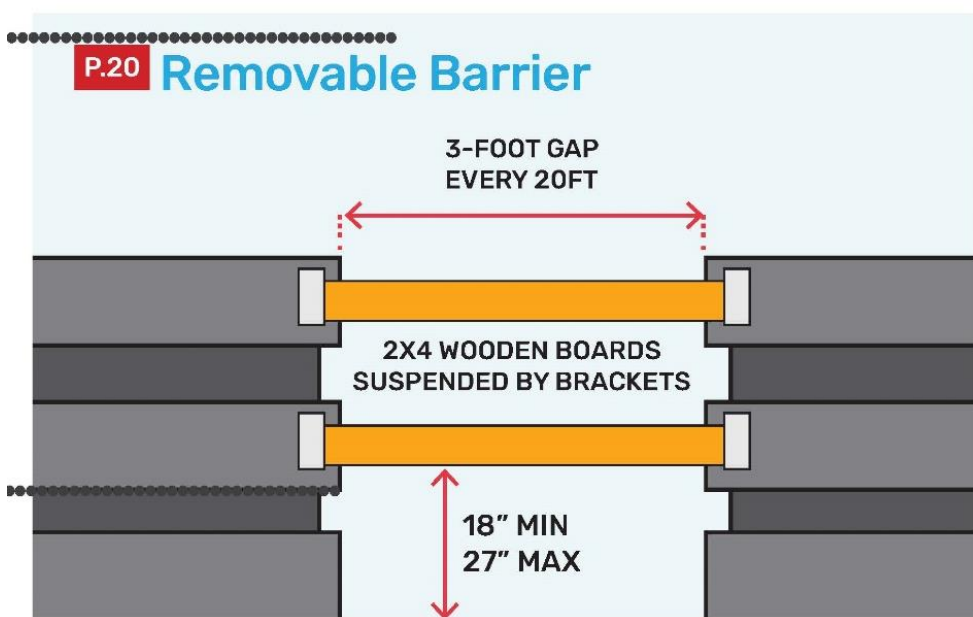


# Fire Safety & Emergency Access

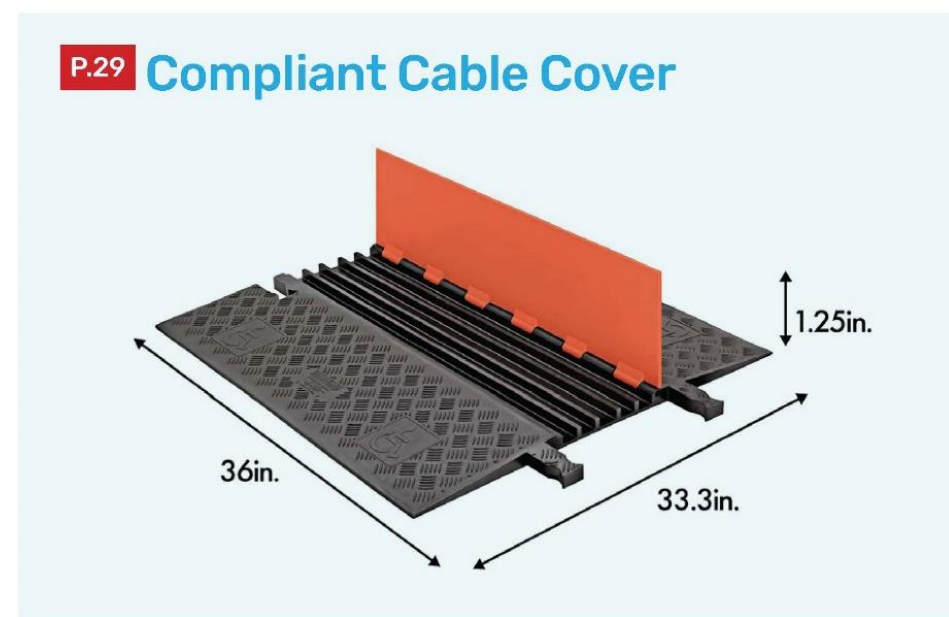


P.19 3-Foot-Wide Emergency Access Gap

P.31 Address Display



P.20 Removable Barrier



P.29 Compliant Cable Cover

- A 3-foot-wide emergency access gap is required for every 20 feet of structure length, or from existing adjacent Shared Spaces.

每20英尺結構長度或鄰近的共用空間需設置一個3英尺寬、向上敞開的緊急通道缺口

Se requiere un espacio para acceso de emergencia de 3 pies de ancho abierto al cielo para cada 20 pies de largo estructural, o de los actuales Espacios Compartidos adjuntos

- Include an easily removable barrier for emergency personnel

為緊急應變人員設置一個容易拆卸的護欄

Incluir una barrera fácil de mover para el personal de emergencia

- Display address for each storefront on outside of enclosure

每個店面的圍欄外側應標有地址

Colocar la dirección de cada fachada en el exterior del área cercada

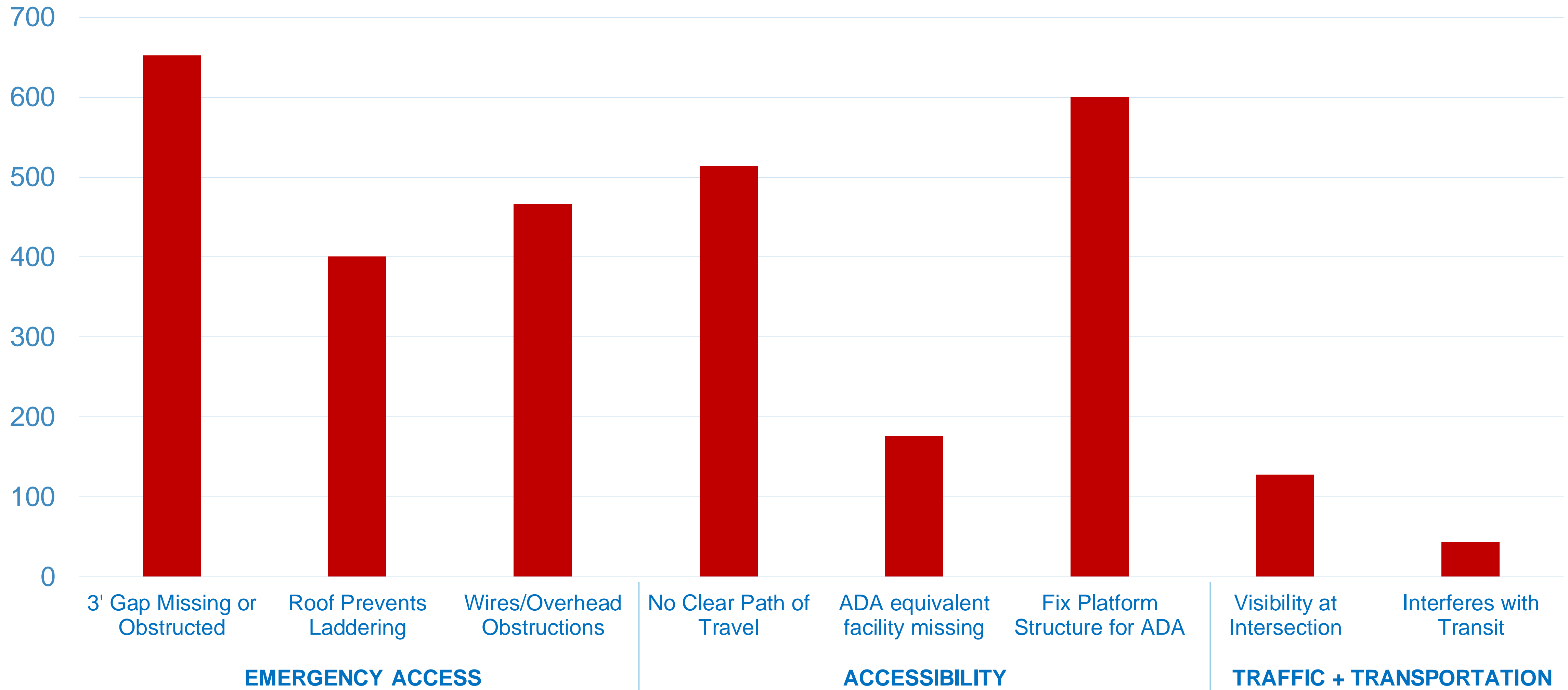


# Escalation for Priority Violations

Executed by DPW, may be prompted by SFFD and/or MTA

1. **Issue CN with SBH** identifying items to be addressed within 15-days. (Posting will generally take place on Wednesday).
2. Perform re-inspection upon expiration of the 15-days provided. (Essentially, reinspect two weeks after issuance on Friday).
  - If deficiencies remain, **issue a NOV with a \$100 fine**, and send email to sponsor informing them of as much.
3. Perform re-inspection one week (5-business days) later on the following Friday.
  - If deficiencies remain, **issue a NOV with a \$200 fine**, and send email to sponsor informing them of as much.
4. Perform re-inspection one week (5-business days) later on the following Friday.
  - If deficiencies remain, **issue a NOV with a \$500 fine**, and send email to sponsor informing them of as much.
5. Perform re-inspection one week (5-business days) later on the following Friday.
  - If deficiencies remain, **issue NOV to accrue at \$100/day**, refer for permit revocation, and send an email to sponsor informing them of such.
6. Perform re-inspection one week (5-business days) later on the following Friday.
  - If deficiencies remain, **issue NOV to accrue at \$200/day**, and send email to sponsor informing them of such.
7. Perform re-inspection one week (5-business days) later on the following Friday.
  - If deficiencies remain, **issue NOV to accrue at \$500/day**, and send email to sponsor informing them of such.

# Priority Violations: Current Statistics



# 'Single Bill of Health' Delivery

ENFORCEMENT

San Francisco  
**Shared Spaces Enforcement & Compliance Cover Sheet**  
 sf.gov/sharedspaces

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** BOS District  
 1234 PARKLET ST SAN FRANCISCO, CA, 94103 **D 03**

Type: Parking Lane, Sidewalk

COMPLIANCE ISSUES (BY CITY AGENCY)	SHARED SPACES MANUAL *	DEADLINE TO FIX
<b>DPW BSM (Contact SharedSpacesPermit@sfdpw.org)</b>		
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
<b>SFFD Bureau of Fire Prevention (Contact FireSharedSpaces@sfgov.org)</b>		
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
<b>SFMTA Assessment (Contact SharedSpaces@sfmta.com)</b>		
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

Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь по языку / Trợ giúp thông dịch miễn phí / Assistenza linguistica gratuita / 無料通訳サービス / Librang tulung para sa wikang Filipino / Бесплатная помощь в общении на испанском / 免費語言協助

- Prioritize In-Person Task Force site visits at
1. high-hazard safety sites already identified by task force (SFFD + MTA + DPW)
  2. Those who have already applied for legislated permit
  3. Those who have been selected for equity grants

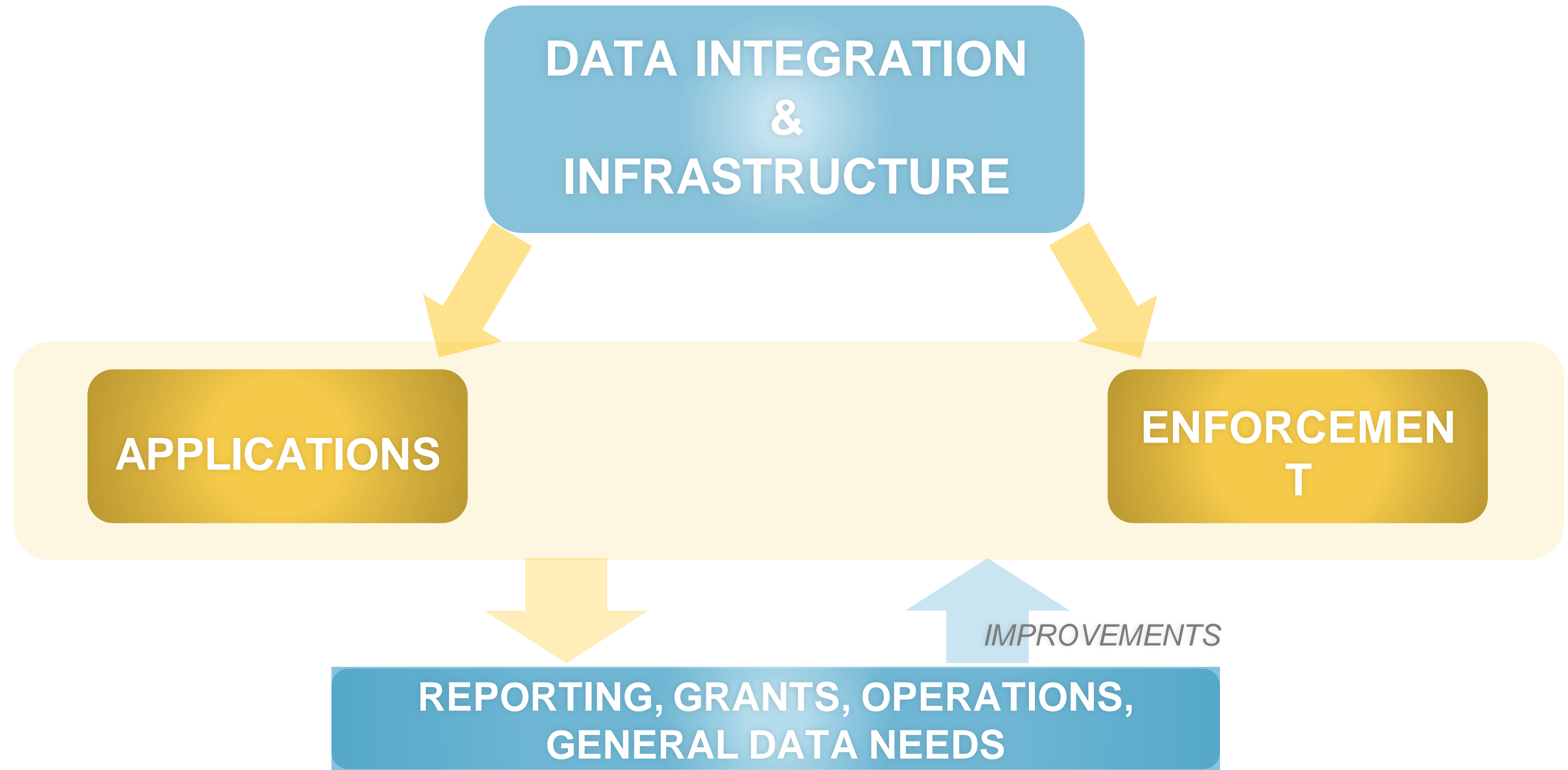
All other permittees will receive a digital SBH (via email transmittal)

# Notice of Revocation and Notice to Remove

- We anticipate increasing volumes of Notices of Revocation (NoR) and Notices to Remove (NtR)
- We must equip program leadership, the Mayor's Office, and other stakeholders with information to support and defend departments' ultimate recommendations to revoke and remove
- This includes a high-level summary\* of prior actions for at include dates the issuance of these four standard steps of escalation, prior to the final step of revoking a permit and issuing and NoR.
  1. 'Warm Letter'
  2. Correction Notice
  3. Notice of Violation
  4. Revocation
  5. (goal: phone calls where the City communicated deadline and consequence for not complying)
- Robin will request high-level summaries when
  - Mayor or Supervisor asks for it (will also forward to Gregory and team for situational awareness)
  - If the site is especially sensitive (legacy business, in one of the City's Areas of Vulnerability, or otherwise an equity site) and likely to result in blowback

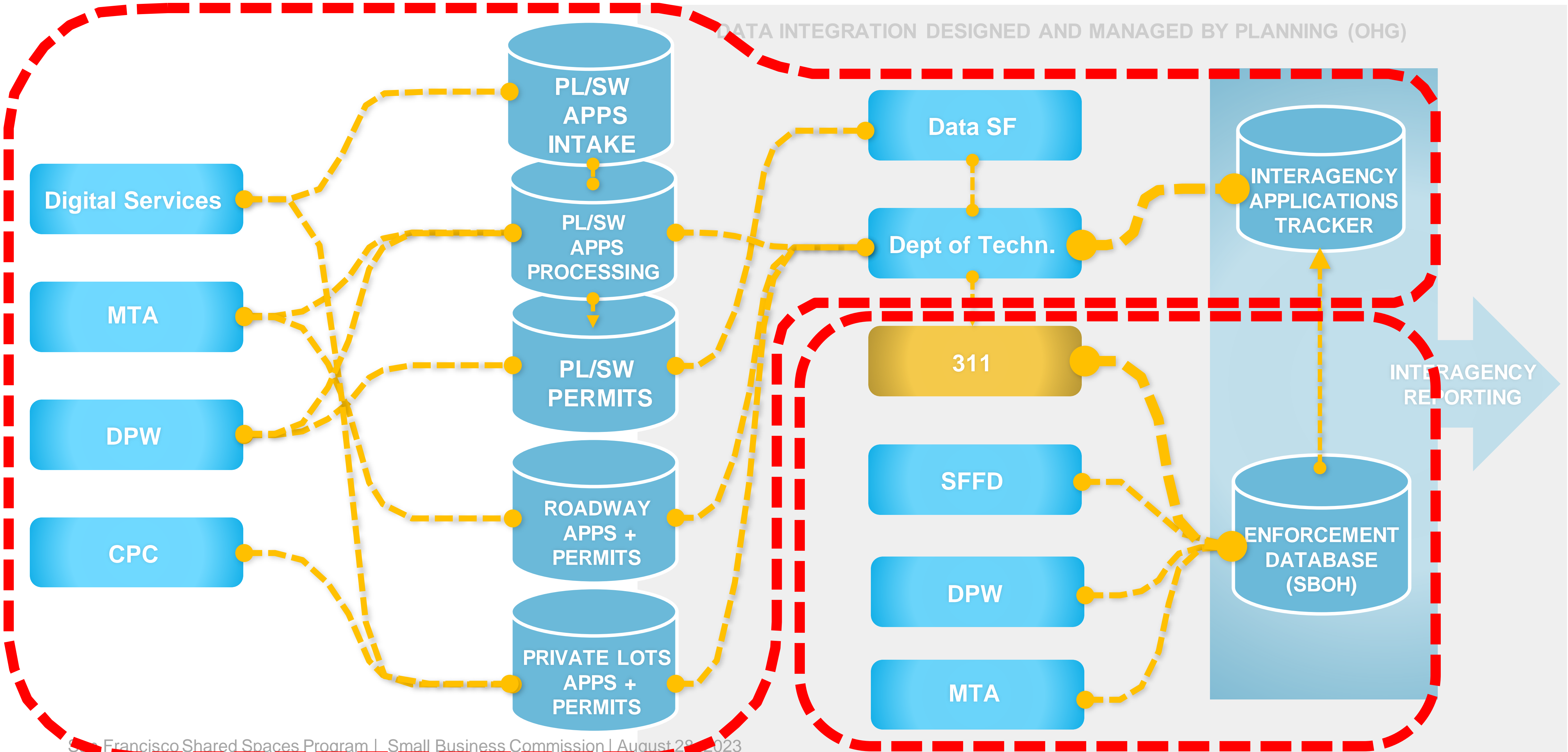


# Interagency Data Integration

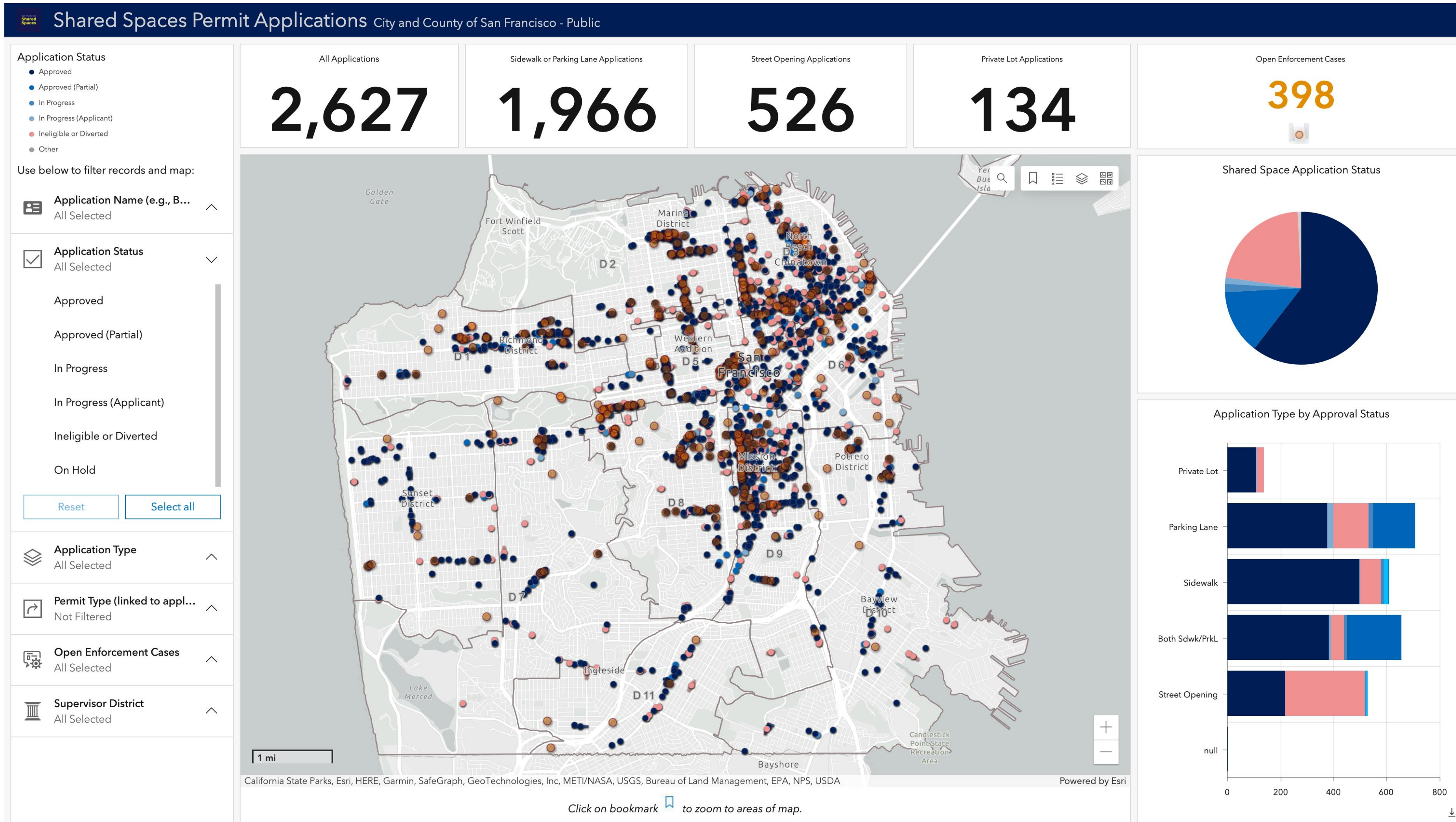


# Interagency Data Integration

DATA SYSTEMS

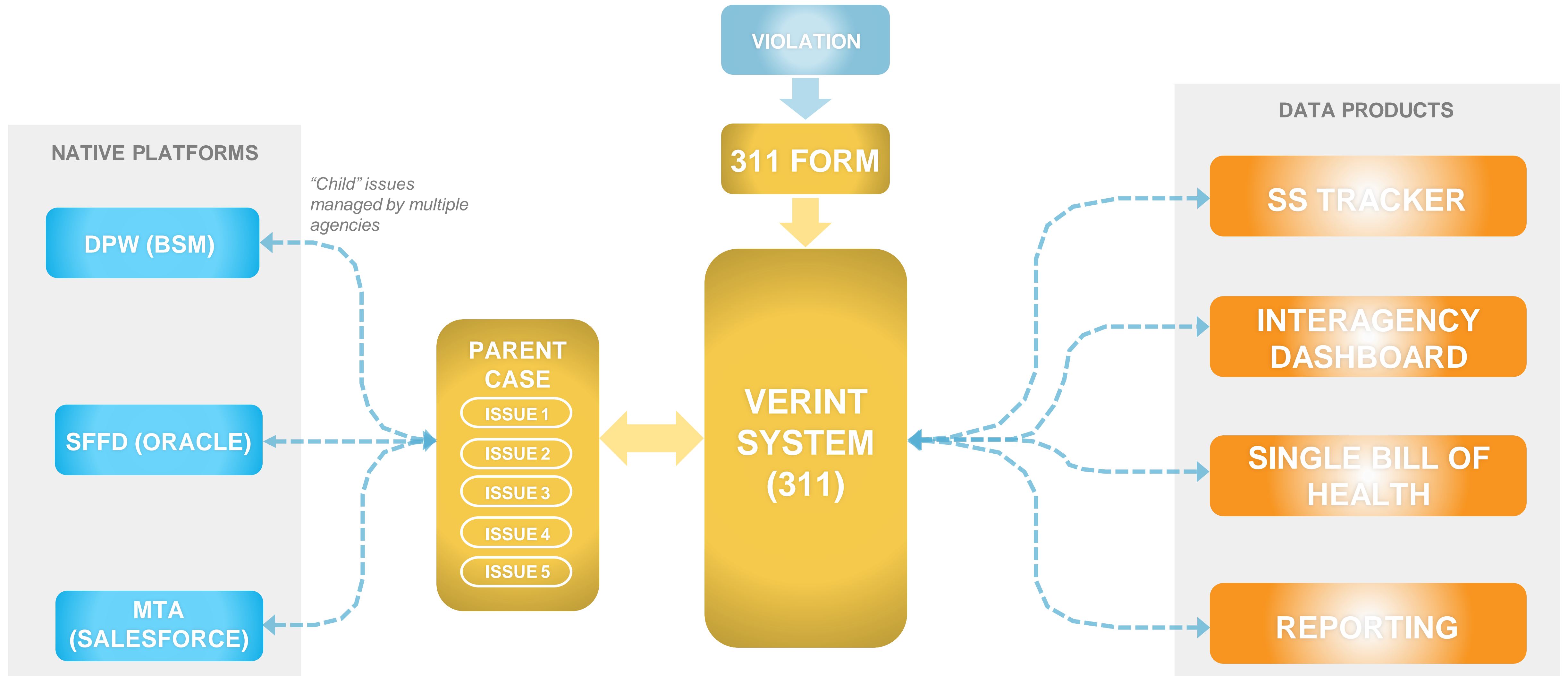


# Shared Spaces Program - Tracker



# Shared Spaces Enforcement Database

DATA SYSTEMS



# Coordinated Enforcement

協調執法

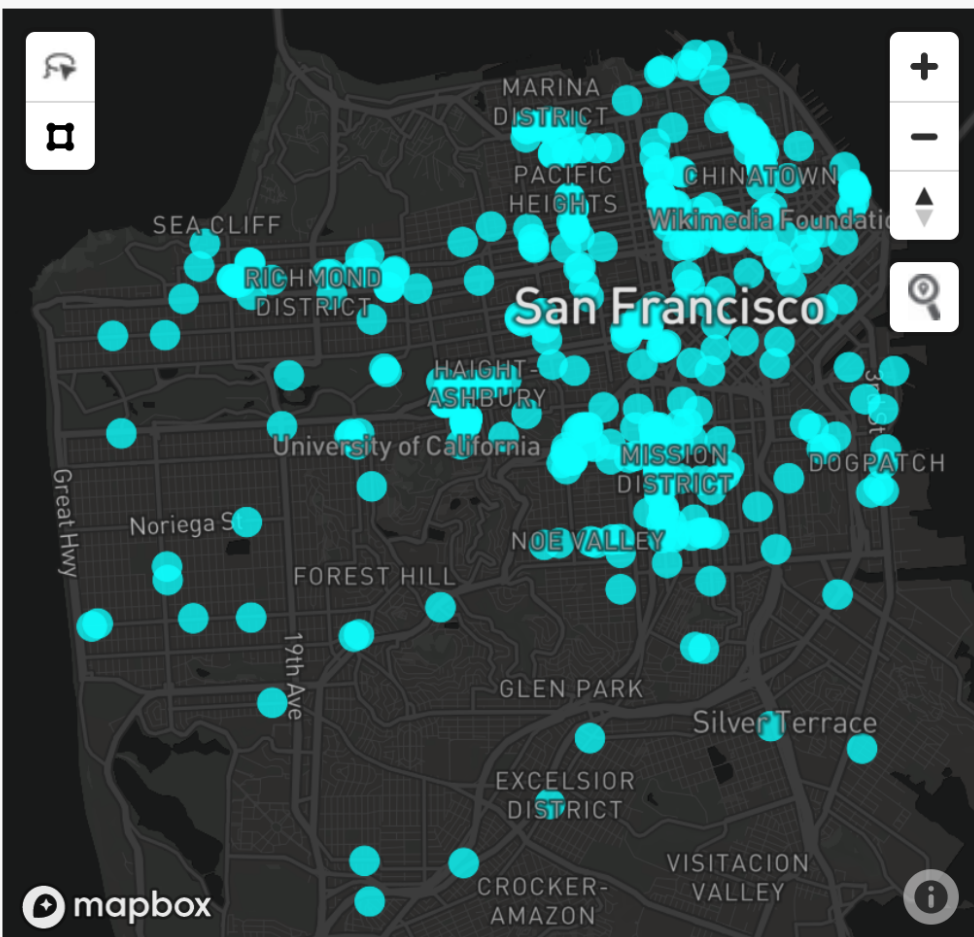
Verificación coordinada

DATA SYSTEMS

Power BI 311-BIWorkspace | Shared Space Violations | Data updated 6/28/22

Pages: Open Cases, Summary Page, Supervisor Breakout, All Data

### Open Shared Spaces Cases



Open Cases - Select Row for Task Details

Case Ref	Opened	Associated with	Business	Source	Priority	Tasks	ADA	Open	Case	Cover	Add Child
14264044	8/28/2021	943 COLE ST	Murios	Staff	Medium	6	Yes	1			
14264810	8/28/2021	703 HAIGHT ST	Fort Point	Staff	Medium	6	Yes	1			
14264875	8/28/2021	3608 16TH ST	Lookout	Staff	Medium	3		1			
14264889	8/28/2021	101 CARL ST	Padrecito	Staff	Medium	2	Yes	1			
14264902	8/28/2021	84 CARL ST	Beit Rima	Staff	Medium	2	Yes	1			
14264908	8/28/2021	943 COLE ST	Bambino's	Staff	Medium	2	Yes	2			
14264930	8/28/2021	1439 TARAVAL ST	Lost And Found	Public	Medium	4		2			
14320474	9/8/2021	3557 GEARY BLVD	Grand Hotpot Lounge	Public	Medium	1		1			
14323334	9/9/2021	2316 POLK ST	Nisei	Public	Medium	1		1			

Case Description

Tasks Related to Open Cases

Caseld	Child_Case	ChildURL	All Updates	Request_type	Allocated To	ADA	Child_Status	Noticed	Due Date	Closed
14683503	14683513			Crosswalk	311 Service Request Queue		Closed - Abated			12/3/20
14683503	14683514			Roadway_vehicle_bike_bus_lane_emergenc y_access_lane	311 Service Request Queue		Closed - Abated			12/3/20
14683503	14683518			Reflectors_for_nighttime_visibility	311 Service Request Queue		Closed - Abated			12/3/20
14683503	14683523			Barricades	311 Service Request Queue		Closed - Abated			12/3/20
14683503	14683525			Visibility_at_intersection_stop_signs_onco ming_traffic	311 Service Request Queue		Closed - Abated			12/3/20
14686396	14686400			Barricades	311 Service Request Queue		Closed - Duplicate			12/3/20
14606676	14606678			Roadway_vehicle_bike_bus_lane_emergenc	CSP Supervisor Queue		Closed - Abated			11/15/20

Filters: District (1-7), Source (Public, Staff), Allocated (311 Service Request Queue, CSP Supervisor, etc.), Task Status (Closed - Abated, Open - Escalated)

Data Refresh every 30 minutes

# Communications Strategy

PUBLIC  
ENGAGEMENT

## Press & Media, General Public

APRIL 2022 – ONGOING

- Public Storytelling Campaigns
- Execution of Strategy with inter-agencies: MYR, DPW, MTA, OEWD, ENT, SFFD, and MOD
- Press and Media coordination
- Site Documentation, Flickr

## General Public and Permittees

JUNE - NOVEMBER 2022

- Town Halls, Webinars, Supervisor Corridor Walks, and Biweekly Newsletters: [May – December 2022](#)
- Public Service Announcements: [June – August 2022](#)
- Social media Weekly: [May 2022 - 2023](#)
- Website Updates: [August 2022](#)

## Permittees

AUGUST - NOVEMBER 2022

- Design Training Program for Contractors: [August – November 2022](#)
- Public Service Announcement Campaign: [August – November 2022](#)
- Drop in "Office Hours" at the Permit Center: [September – November 2022](#)
- Marketing to Apply for Legislated Program: [July – November 2022](#)

# Shared Spaces Materials and Forms

PUBLIC  
ENGAGEMENT

San Francisco  
**Shared Spaces**

## Shared Spaces: Parking Lane Site Plan & Certifications Form

**Part 1: Shared Spaces Outline**

Draw an outline of your proposed Shared Space in the parking lane. We require only a basic outline showing the dimensions and location of your proposed or existing Shared Space. Site plans must be drawn to scale. The initial site plan may be hand drawn using a ruler, as long as it is clean and legible and includes all the elements listed below. Follow these instructions to complete your Shared Spaces outline:

- Show your business and business frontage, including the sidewalk and street fronting the business.
- Draw the shape of your proposed Shared Space, and dimension the length and width.
- Draw a North Arrow on your site plan, showing the orientation of the plan.
- If there are any sidewalk or roadway obstructions, like parking meters, bike racks, trees, or utilities, list them on your plan.
- If your proposed Shared Space will encroach at all past your property line, show any adjacent business(es) and their frontage(s) on your site plan.

**FIGURE A SAMPLE SITE PLAN**

Business/Organization Name: \_\_\_\_\_ Business/Organization Address: \_\_\_\_\_

SF.gov/SharedSpaces v. 6.1.2022 Page 1

Parking Lane Shared Spaces Site Plan & Certifications Form

**FIGURE B NEIGHBOR OCCUPANCY**

**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**

SF.gov/SharedSpaces v. 6.1.2022 Page 4 of 9

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](mailto:SharedSpacesPermit@sfdpw.org)

SF.gov/SharedSpaces v. 5.5.2022 Page 1/2

# Shared Spaces Signage System

12" x 14" sign with text: **SIDEWALK SHARED SPACE**. Keep a clear path on sidewalk. Report a problem or submit an accessibility complaint. CALL 311. VISIT SF311.ORG. SAN FRANCISCO Shared Spaces. sf.gov/sharedspaces

1/8" Anodized aluminum wrapped with laminated digital print. Applied white copy - reflective.

SIDEWALK SIGNAGE

12" x 18" sign with text: **COMMERCIAL PARKLET**. OPEN DURING BUSINESS HOURS. CLOSED 12:00 AM TO 7:00 AM. Keep a clear path on sidewalk. Public seating provided. Report a problem or submit an accessibility complaint. CALL 311. VISIT SF311.ORG. SAN FRANCISCO Shared Spaces. sf.gov/sharedspaces

OR

12" x 18" sign with text: **PUBLIC PARKLET**. Keep a clear path on sidewalk. Public seating provided. Report a problem or submit an accessibility complaint. CALL 311. VISIT SF311.ORG. SAN FRANCISCO Shared Spaces. sf.gov/sharedspaces

1/8" Anodized aluminum wrapped with laminated digital print. Applied white copy - reflective.

1/8" Anodized aluminum wrapped with laminated digital print. Applied white copy - reflective.

1/8" Anodized aluminum wrapped with laminated digital print. Applied white copy - reflective.

## Shared Spaces Signage System

DRAFT VERSION 2/8/2022

9" x 9" sign with text: **KEEP CLEAR AT ALL TIMES**. FOR EMERGENCY ACCESS. SAN FRANCISCO Shared Spaces. sf.gov/sharedspaces

AND

8" x 3.5" sign with text: **PUBLIC SEATING**. THIS SEAT IS OPEN TO ALL. SAN FRANCISCO Shared Spaces. sf.gov/sharedspaces

1/8" Anodized aluminum wrapped with laminated digital print. Applied white copy - reflective.

Vinyl decal. Applied white copy - reflective.

CURBSIDE SIGNAGE





# Protocol for Responding to Media Inquiries

PRESS & MEDIA

## APRIL 2022 – ONGOING

- Refer all press inquiries to [sharedspaces@sfgov.org](mailto:sharedspaces@sfgov.org)
- Shared spaces draft a response; Work with Inter-agency staff to fact check
- Send to MYR Team for Review
- Responses sent out by Program Director or Deputy



# Shared Spaces

SHARED SPACES						
Sidewalk			Curbside			Roadway
Non-Commercial	Commercial		Non-Commercial	Commercial		Commercial + Non-Commercial
	Tables & Chairs	Sidewalk Merchandising [ Puerto Alegre ]	Tier 1 Public Parklet	Tier 3 Fixed Commercial Parklet	Tier 2 Movable Commercial Parklet	
Non-Commercial	Commercial		Non-Commercial	Commercial		Commercial + NonCommercial
Movable or Fixed	Movable	Fixed	Fixed	Movable	Movable	

# Shared Spaces

## Sidewalk

**Tables &  
Chairs**

*movable*

**Merch-  
andising**

*movable*

**Other**

*fixed or  
movable*

## Curbside

**Tier 1  
Public  
Parklet**

*fixed*

**Tier 2  
Movable  
Commercial  
Parklet**

*movable*

**Tier 3  
Fixed  
Commercial  
Parklet**

*fixed*

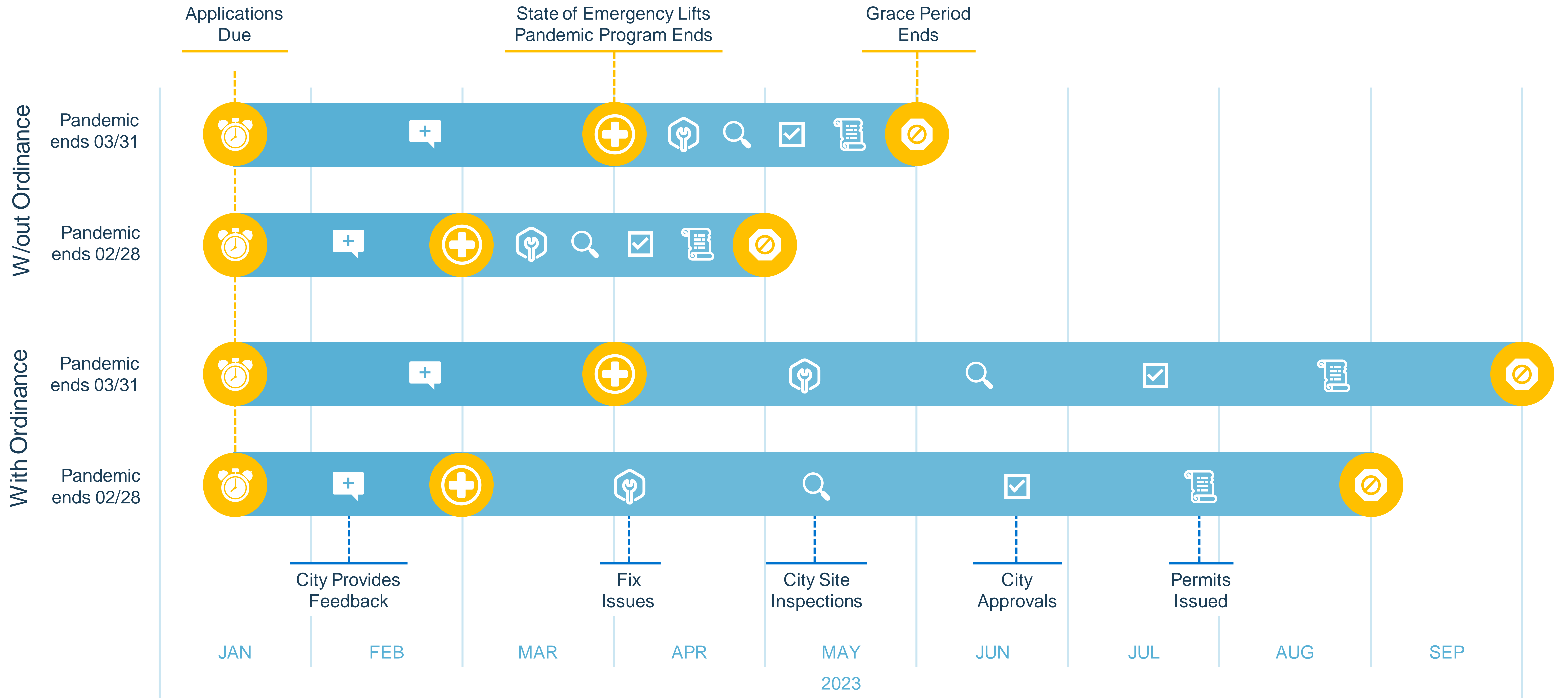
## Roadway

# Curbside ‘Parklet’ Program: Evolution

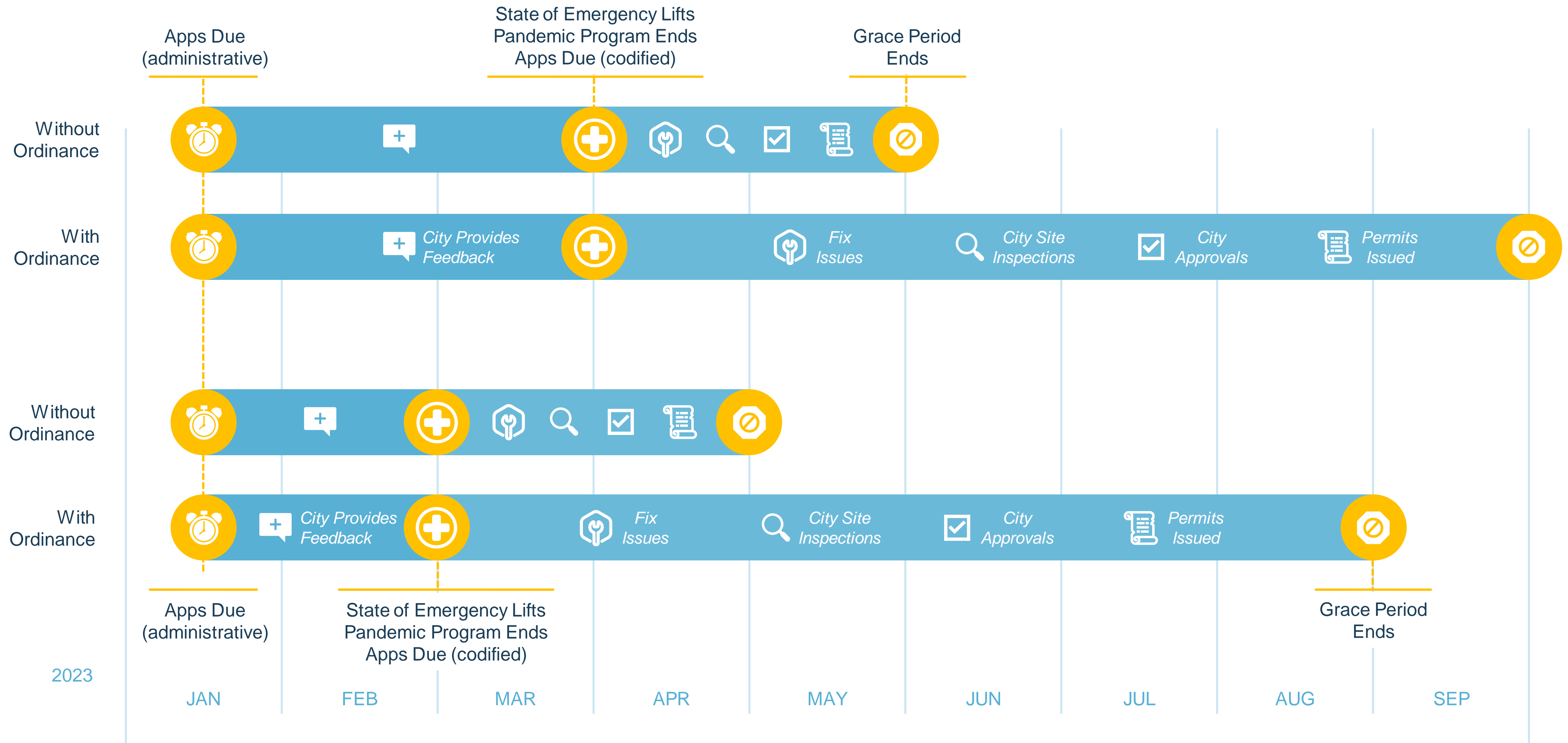
How have we made the program more accesible and equitable for participants?

	PRE-PANDEMIC	PANDEMIC / EMERGENCY	LEGISLATED / CODIFIED
<b>Permit Review &amp; Approval</b>	~ 18 months	3 days	30 days
<b>Design Documents</b>	Full Architectural Plan Set	Site plan & Photos only	Site plan & Photos only
<b>Permit Protest Hearing</b>	Triggered by objection	none	none
<b>Permit &amp; License Fees per site</b>	Average \$8k – 10k	none	\$625 – \$2,250 (new tiers & Equity waivers)
<b>Safety Setbacks (end gap)</b>	4 feet	3 feet	3 feet
<b>Access Gap every 20 feet</b>	None (short walls)	3 feet	3 feet
<b>Roof or Canopy</b>	Highly discouraged	Permissive	Acceptable if Safe
<b>Density &amp; Quantity</b>	≤3 per NCD	Permissive	Prevalent within Curb Mgt Hierarchy
<b>Range of Uses</b>	Fully Public; no commercial	Public + Commercial	Public + Commercial

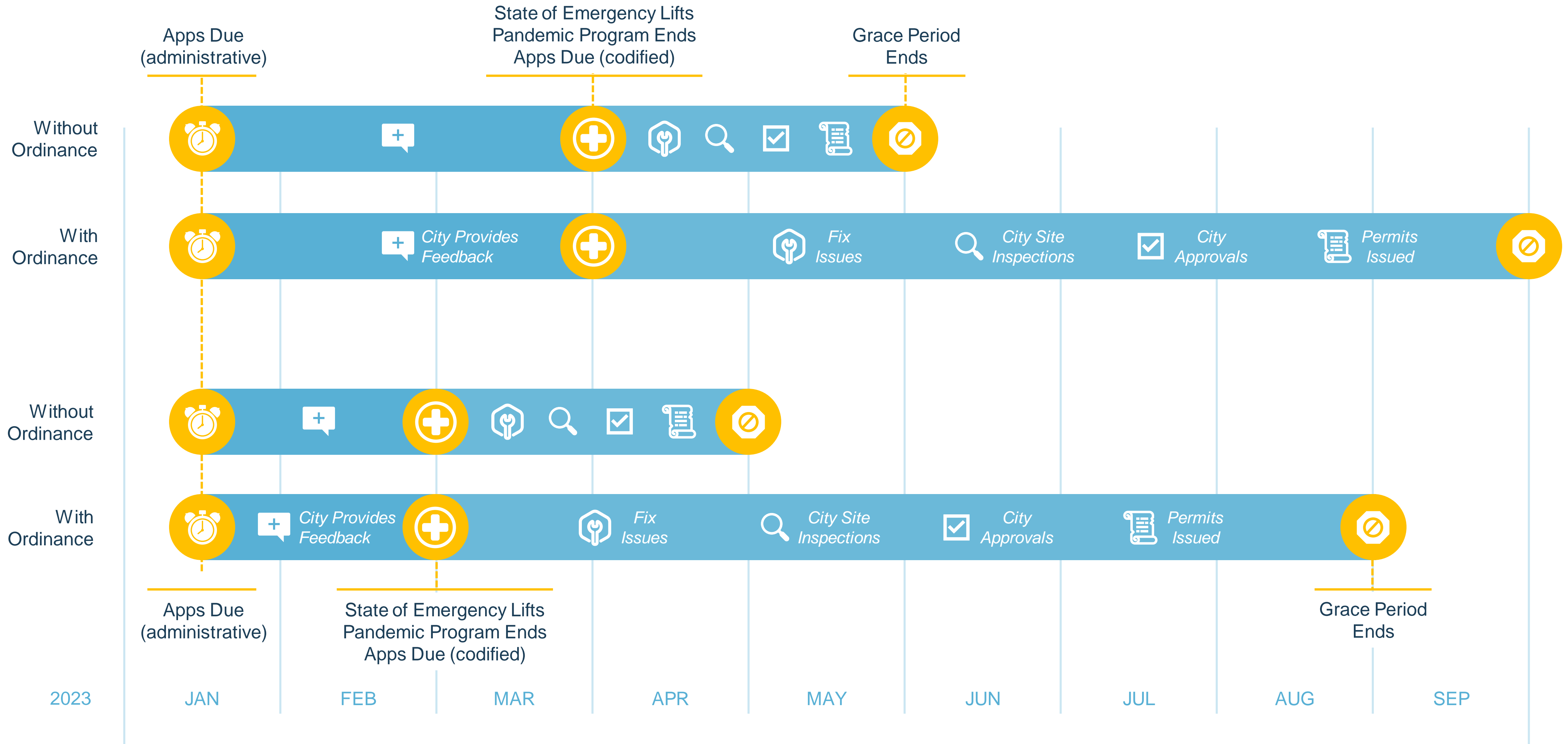
# What does the January 2023 Ordinance Do?



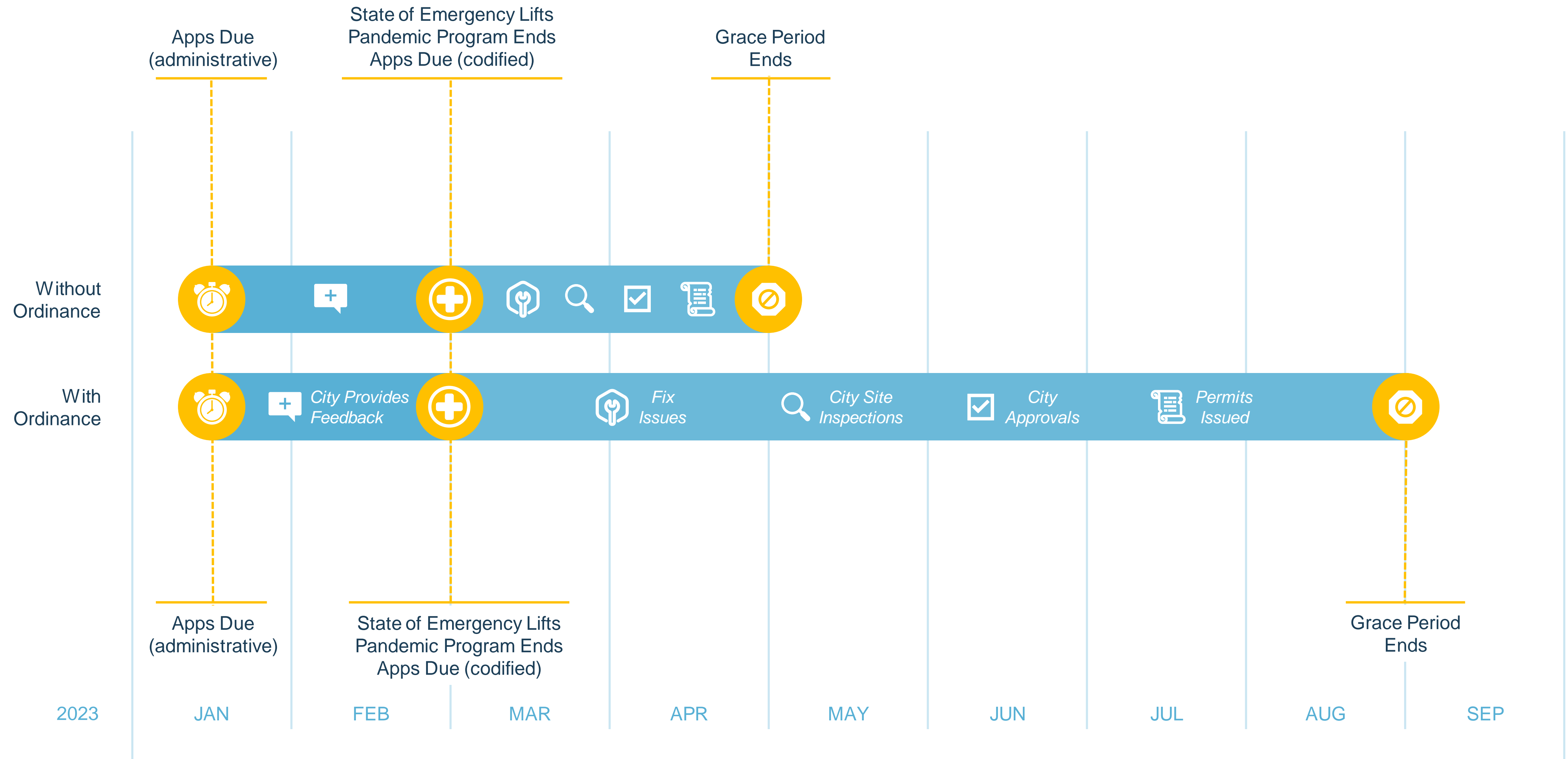
# What does the January 2023 Ordinance Do?



# What does the January 2023 Ordinance Do?

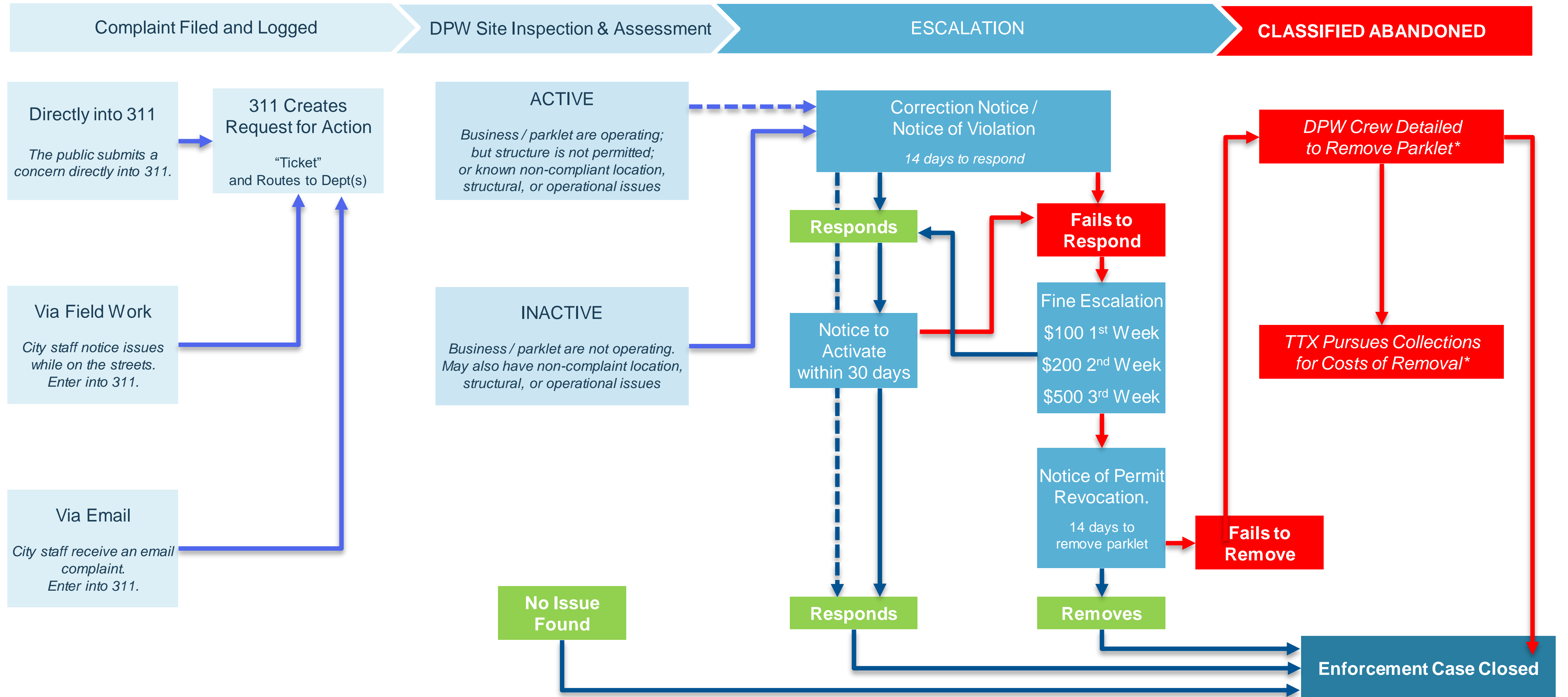


# What does the January 2023 Ordinance Do?

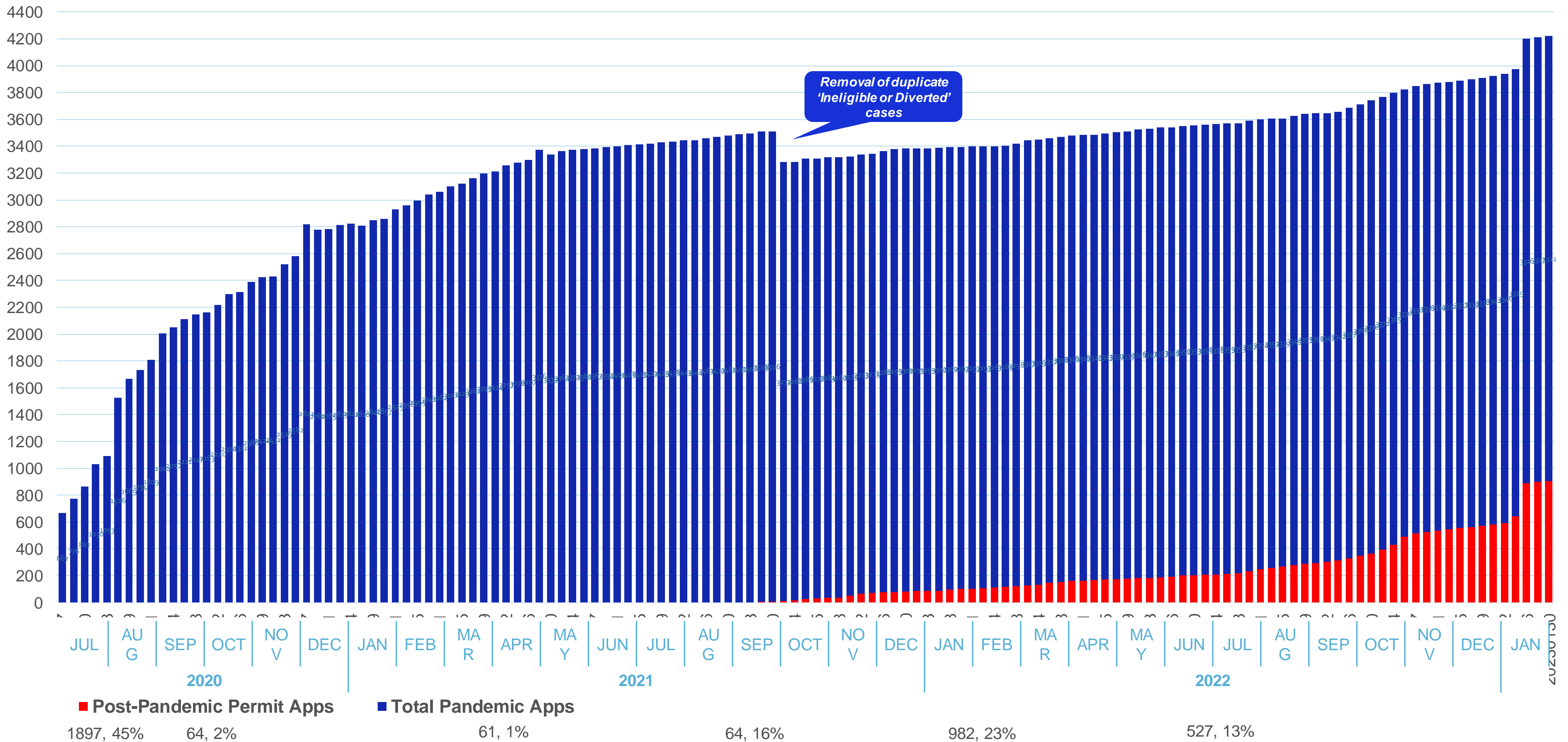




# What is the Enforcement Process for Parklets?



# Timeline of Program Growth by week



# Public Education

DESIGNERS &  
BUILDERS

## Parklet Design Trainings

- In person: Late August 2022 – April 2023
- Next training: February 14, 2023
- In Depth on the Shared Spaces Design Guidelines and Manual
- Instructed by: DPW, SFFD, and MTA
- Attendees Receive a Certificate of Attendance, and will be listed on the Program Website as Having Attended City's training



**SHARED SPACES  
DESIGN TRAINING**

Join us for in-person design training presentations for designers and contractors of parklets to assist in learning the design requirements and best practices for Shared Spaces Parklets designs. This will be a space for contractors, designers and the public to ask questions before ton our team of experts to promote the construction of Shared Spaces that are safe and accessible for everyone.

**AUGUST 25, 2022**  
**9:30 - 11:00 AM**  
**@ 49 SOUTH VAN NESS AVENUE  
ROOM 136, SAN FRANCISCO**

Register to attend here:  
[tinyurl.com/muk34hyb](https://tinyurl.com/muk34hyb)

For more info on Shared Spaces:  
[sf.gov/shared-spaces](https://sf.gov/shared-spaces)



# Public Education

PERMITTEES

## Electronic Bulletins

- Ongoing
- Bi-Weekly
- Upcoming Events
- Calls to Action
- Public Education

San Francisco  
**Shared Spaces**

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### Town Halls and Merchant Walks

Dear Shared Spaces Community Partners,

To help you learn more about the design guidelines for Shared Spaces moving forward, over the coming months we will offer:

**Neighborhood Town Halls**

Join Shared Spaces and community partners virtually this month to learn how changes in the Shared Spaces program will impact your business and your neighborhood. This will also be your opportunity to ask the Shared Spaces team questions. Interested in a webinar in your neighborhood? Let us know [here](#).

**Shared Spaces Interactive Guidelines Presentation and Town Hall**

- Excelsior, Ocean Ave. and Mission, June 23rd at 2pm
- Register in order to attend [here](https://tinyurl.com/5dmtt585)

**Neighborhood Merchant Walk**

Design and safety experts from the Shared Spaces team would be on hand to meet operators face-to-face, answer technical questions and offer advice.

- Mission (24th St. between Bartlett and Harrison), June 21st at 2:30pm
- Bayview, June 28th at 10am

**Grant Opportunities**

- Small Business Accessibility Grant due June 30th, learn more and apply [here](#)

**Parklet Design Certification Program**

In July we will be offering a **Parklet Design Certification Program** for architects and general contractors to become a certified Shared Spaces builder. You will learn best practices and important design guidelines for parklet construction. Look out for the sign up for these trainings in the coming weeks.

If you are planning on modifying your parklet to meet the design guidelines for the legislated version of the program, and would like to refer your contractor, please add their contact information [here](#)

Questions: [shared\\_spaces@sfgov.org](mailto:shared_spaces@sfgov.org)

In Community,  
The Shared Spaces Team

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中文詢問請電 | Para información en Español llamar al |  
Para sa impormasyon sa Filipino tumawag sa  
311

San Francisco  
**Shared Spaces**

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### [Apply Today for the Shared Spaces Legislated Program](#)

Dear Shared Spaces Community Partners,

**In order to operate your Shared Space beyond March 2023, you will need to complete a new application [here](#) under the legislated program.** Shared Spaces is encouraging operators to apply as soon as possible, in order to receive approval and inspections in advance of the November 1st application deadline.

Once you have completed your application and submitted the materials listed below, members of the Shared Spaces Team will review your application and site plan and let you know if you need to make modifications to your structure. To ensure that your application is processed faster, please ensure that your site plan meets the up-to-date design guidelines in the Shared Spaces Manual ([sf.gov/shared-spaces-manual](https://sf.gov/shared-spaces-manual)).

**Here is a list of items you will need to gather in order to complete your application at [sf.gov/apply-shared-spaces-permit/form](https://sf.gov/apply-shared-spaces-permit/form)**

1. Certificate of Insurance
2. Letter of Consent from your neighbor (if 50% or more of the parking space for the parklet extends into a neighboring frontage). \*If you submitted one previously, you will still need to submit a new one along with your application.
3. A Site Plan of your Shared Space that shows how it will meet program regulations
4. Pictures of your existing Shared Space

**If your application is complete and approved, the Shared Spaces team will visit your site and provide you with a Single Bill of Health and a 10 Day Public Notice will be provided to you. It is your responsibility to post this notice around the proposed site.**

If you still have questions and/or need technical assistance:

- Review our Shared Spaces Manual: [sf.gov/shared-spaces-manual](https://sf.gov/shared-spaces-manual)
- Review past Webinars on best practices: [sf.gov/information/shared-spaces-webinars](https://sf.gov/information/shared-spaces-webinars)

San Francisco  
**Shared Spaces**

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### Shared Spaces Equity Grant Applications Due on April 30, 2022

**Get help paying for your Shared Space improvements**

[Apply for a Shared Spaces equity grant](#)

The City will give grants of up to \$2,500 for Shared Spaces operators to bring their Shared Spaces into compliance with guidelines for safety and accessibility:

[sf.gov/shared-spaces-manual](https://sf.gov/shared-spaces-manual)

You must be operating a Shared Space and intend to apply for a permanent Shared Spaces permit. We will prioritize grant funds based on applicants that are:

- In areas hard hit by the COVID-19 pandemic with high rates of COVID cases and deaths
- In priority geographies based on the Areas of Vulnerability (as defined by SF DPH)
- In Cultural Districts and/or registered as legacy businesses
- Below \$2.5M in gross receipts in last reported tax year
- Not already receiving grants through other City grants programs like SF Shines

Grants can be used for materials or professional services.

You must complete required compliance work and have approval from the City department(s), before you can be reimbursed. Grants should help reimburse costs from bringing your Shared Space into compliance. You will be required to provide documentation of the completed work (such as receipts and invoices) to receive your grant.

To learn more and apply, visit [sf.gov/shared-spaces-equity](https://sf.gov/shared-spaces-equity)

**To receive a grant, you must apply by: April 30th, 2022**

# Public Education

LEGISLATED  
APPLICANTS /  
DESIGNERS &  
BUILDERS

## Office Hours

- In person: January 2023 – April 2023
- for business owners, designers, builders, and contractors of parklets who have submitted an application for the legislated program.
- Shared Spaces Team answers questions and provides feedback.



# Public Education

## Outreach

- SF New Deal and the Shared Spaces Team are in the process of conducting outreach to Shared Spaces operators who have not applied to the legislated program.
- 1: 1 Application support sessions
- Needs and Intentions Survey
- Phone Banking over 340 Shared Spaces operators
- Site Visits to about 20 Shared Spaces operators



# Public Education

GENERAL  
PUBLIC &  
PERMITTEES

## Town Halls and Merchant Walks

- Ensure Shared Spaces Business Owners Have the Information They Need to Comply with Rules for Safety and Accessibility and Obtain Permits Under the Codified Program
- Complete: Mission, OMI, Excelsior, Bayview, North Beach, Richmond, Japantown, Haight



# Coordinated Enforcement

協調執法

Verificación coordinada

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** BOS District  
1234 PARKLET ST, SAN FRANCISCO, CA, 94103 **D 03**

Type: Parking Lane

COMPLIANCE ISSUES (BY CITY AGENCY)	SHARED SPACES MANUAL *
<b>DPW BSM</b> (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
<b>SFFD Bureau of Fire Prevention</b> (Contact Lt. Sy, FireSharedSpaces@sfgov.org)	
Required Gap For SFFD Access	P.19
Structure Blocks View 42 Inches	P.63; P.64; P.76
<b>SFMTA Assessment (Contact Francesca Napolitan, SharedSpaces@sfmta.com)</b>	
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.

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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.

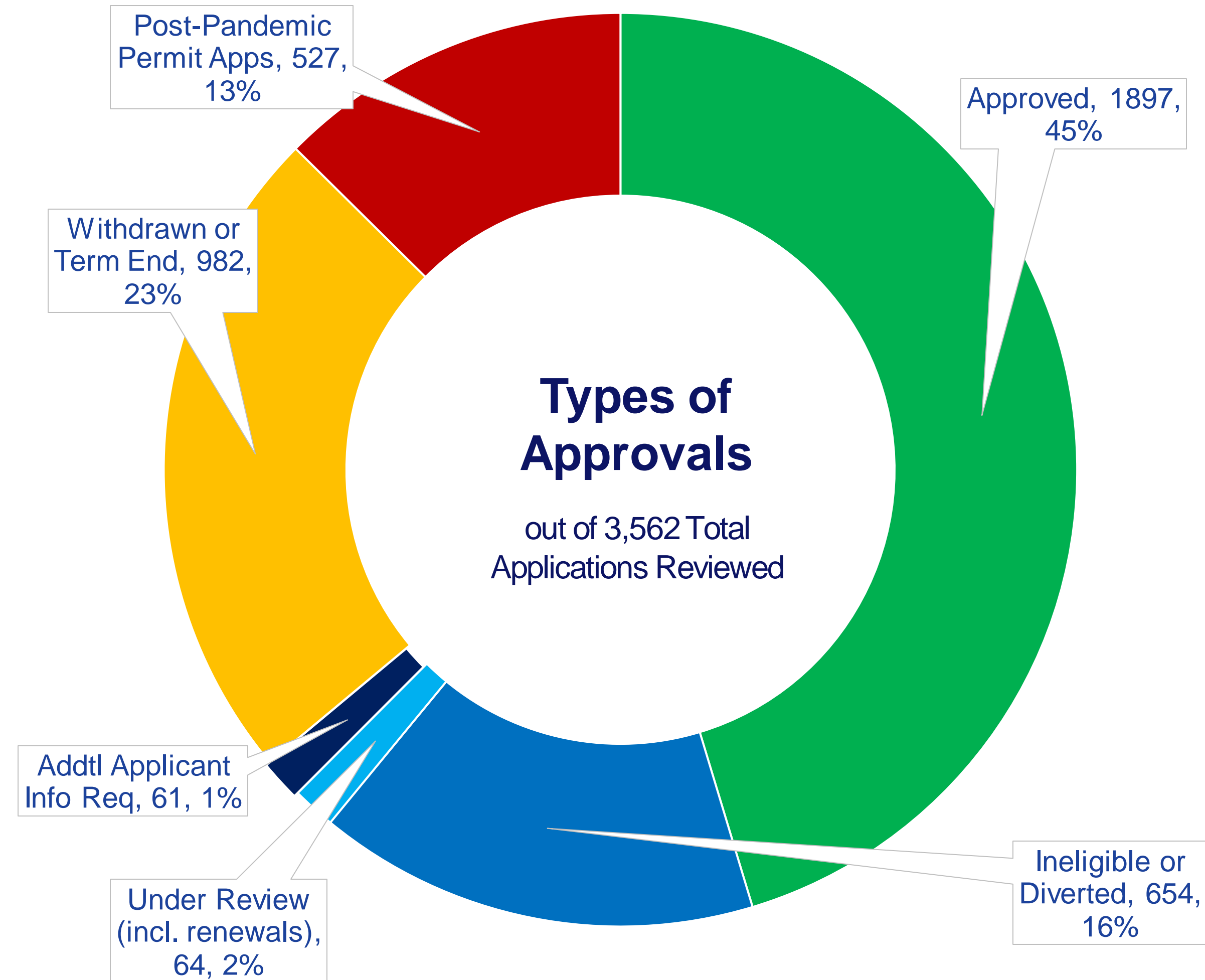
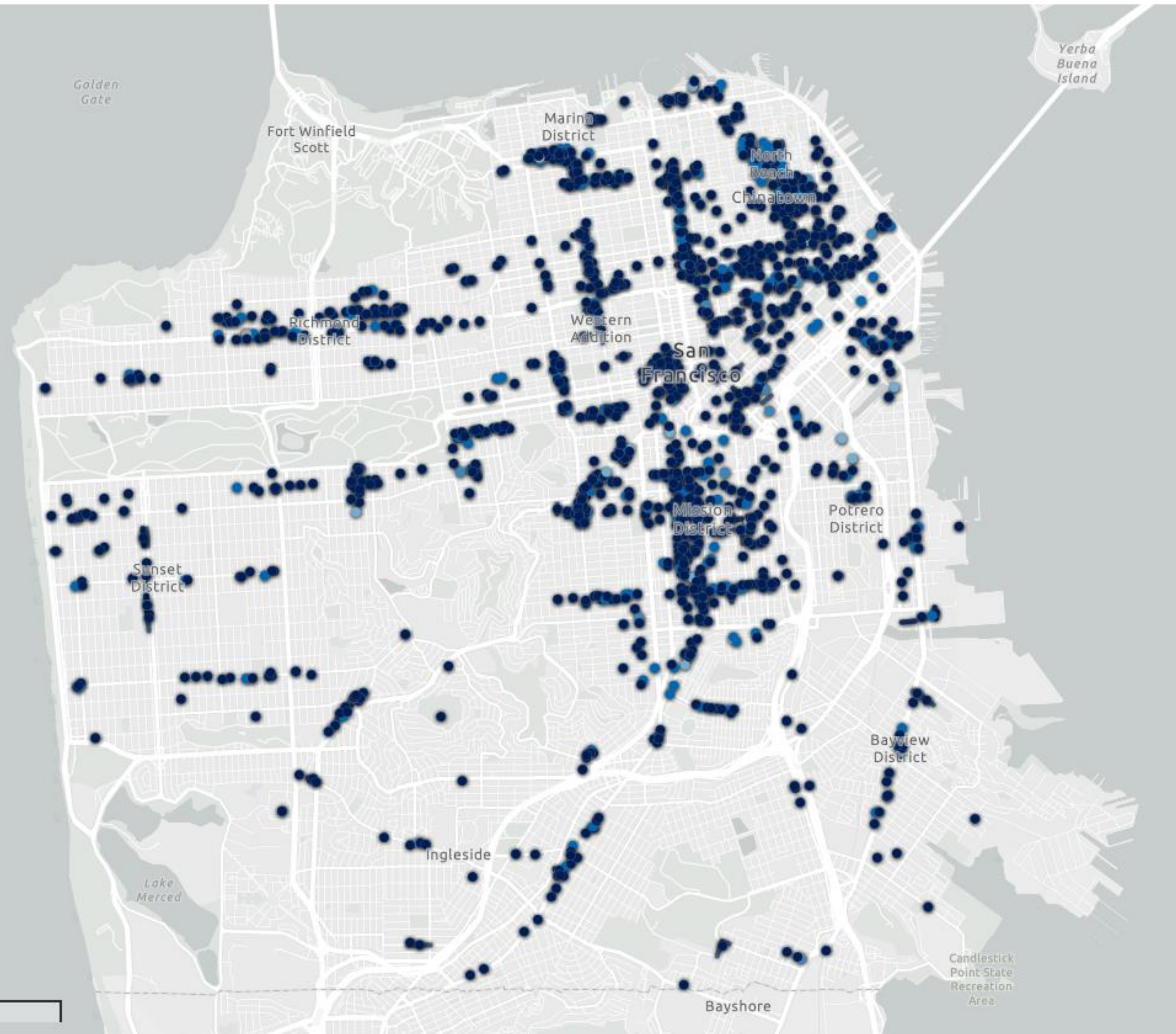
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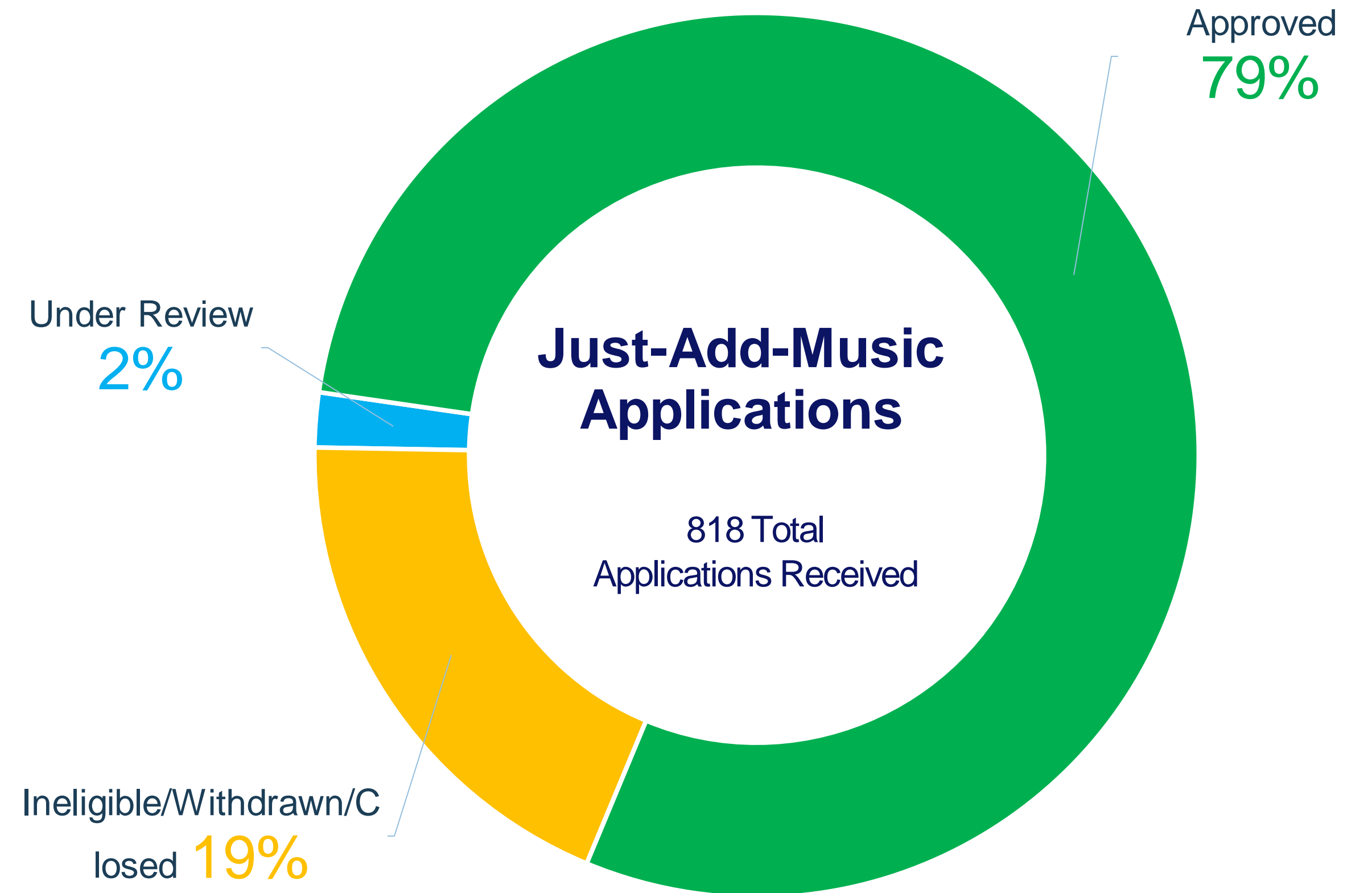


# Shared Spaces Program Statistics



\* Note that some sites require multiple approvals from different departments. Each approval review is counted above.

# Shared Spaces Program Statistics



# Curbside ‘Parklet’ Program: Evolution

How have we made the program more accessible and equitable for participants?

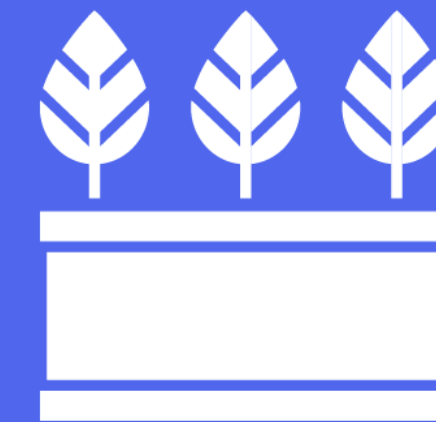
	PRE-PANDEMIC	PANDEMIC / EMERGENCY	LEGISLATED / CODIFIED
<b>Permit Review &amp; Approval</b>	~ 18 months	3 days	30 days
<b>Design Documents</b>	Full Architectural Plan Set	Site plan & Photos only	Site plan & Photos only
<b>Permit Protest Hearing</b>	Triggered by objection	none	none
<b>Permit &amp; License Fees per site</b>	Average \$8k – 10k	none	\$625 – \$2,250 (new tiers & Equity waivers)
<b>Safety Setbacks (end gap)</b>	4 feet	3 feet	3 feet
<b>Access Gap every 20 feet</b>	None (short walls)	3 feet	3 feet
<b>Roof or Canopy</b>	Highly discouraged	Permissive	Acceptable if Safe
<b>Range of Uses</b>	Fully Public; no commercial	Public + Commercial	Public + Commercial

# Equity Grants for Design Compliance (Round 2) – Now 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.

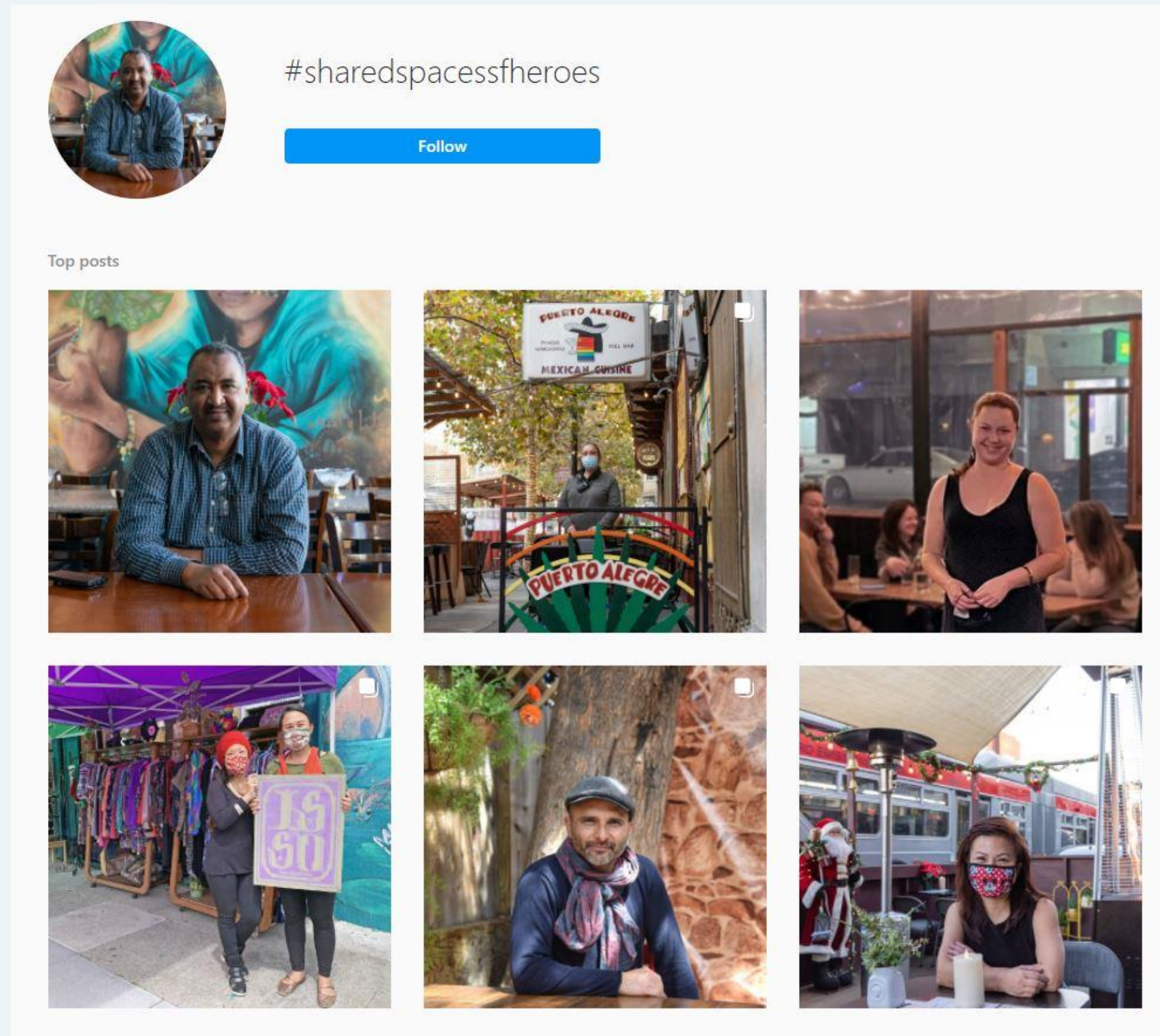
To receive this grant, you must fully bring your Shared Space into compliance for a legislated permit.

Grants can be used for materials or professional services



# Shared Spaces Heroes

共用空間英雄  
Héroes de Shared Spaces



Please nominate **#SharedSpacesSFHeroes** by emailing [Shared.Spaces@sfgov.org](mailto:Shared.Spaces@sfgov.org)

請寄送電子郵件至 [Shared.Spaces@sfgov.org](mailto:Shared.Spaces@sfgov.org) 以提名

Nomine #SharedSpacesSFHeroes enviando un correo electrónico a [Shared.Spaces@sfgov.org](mailto:Shared.Spaces@sfgov.org)

# Timeline of Program Evolution

## CITY & REGIONAL CONTEXT

2009

San Francisco Parklet Program kicks off

02/24/20

San Francisco declares state of public health emergency

03/04/20

State of California declares state of public health emergency

03/15/20

Governor closes all bars, nightclubs, wineries, and brewpubs

03/17/20 – 05/03/20

Shelter in Place Order takes effect in SF and five other bay area counties

03/19/20

Statewide shelter in place order goes into effect

04/17/20

Six bay area counties mandate face coverings

04/24/20

Economic Recovery Task Force created by Mayor Breed and BOS President Yee

04/28/20

Governor creates 4-stage 'Resilience Roadmap' for lifting restrictions

05/18/20

California enters 'Resilience Roadmap' Stage 2

05/26/20

California enters 'Resilience Roadmap' Stage 3

06/12/20

San Francisco resumes outdoor dining

08/31/20

California's Color-Coded System Initiated. SF in the Red Tier

09/07/20

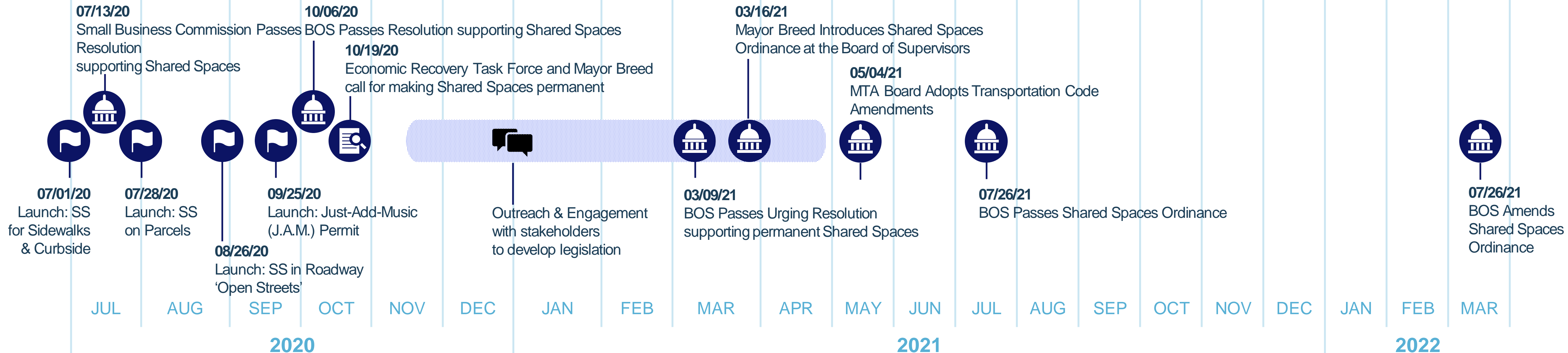
Personal Services Allowed Outdoors

12/06/20 - 01/25/21

activities suspended in Bay Area counties under State's Regional Stay-At-Home Order



## SHARED SPACES PROGRAM



# Timeline of Program Evolution

