



City and County  
of San Francisco

# Golden Gate Restaurant Association: Shared Spaces 2024 Updates

Tuesday, January 23, 2024



# Agenda

1. What resources are available for Shared Spaces operators?
2. Applications were due on September 27th, what's next?
3. When do I get my permit?
4. Common mistakes businesses make when constructing their parklet
5. Questions & Discussion

# Grants!



## Equity Grants

**Up to \$2,500** to pay for materials or services to bring pandemic Shared Spaces into compliance –  
**Deadline rolling**

New! Equity Grants application is now open to **all Shared Spaces applicants!** Funding is awarded when we have an accepted site plan on file and you have been granted conditional approval to build. This is a reimbursement-based grant.  
\*This grant can be used for graffiti abatement\*

# Sidewalks and Curbside: Shared Spaces Design Guidelines



AVAILABLE ONLINE AT:



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

# Priority Enforcement Considerations:

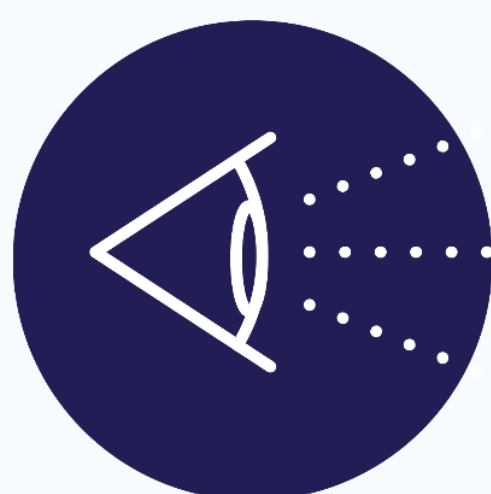
## Corrective Notices and Fines



**Accessibility**



**Fire Safety**



**Sightlines**



**Drainage**



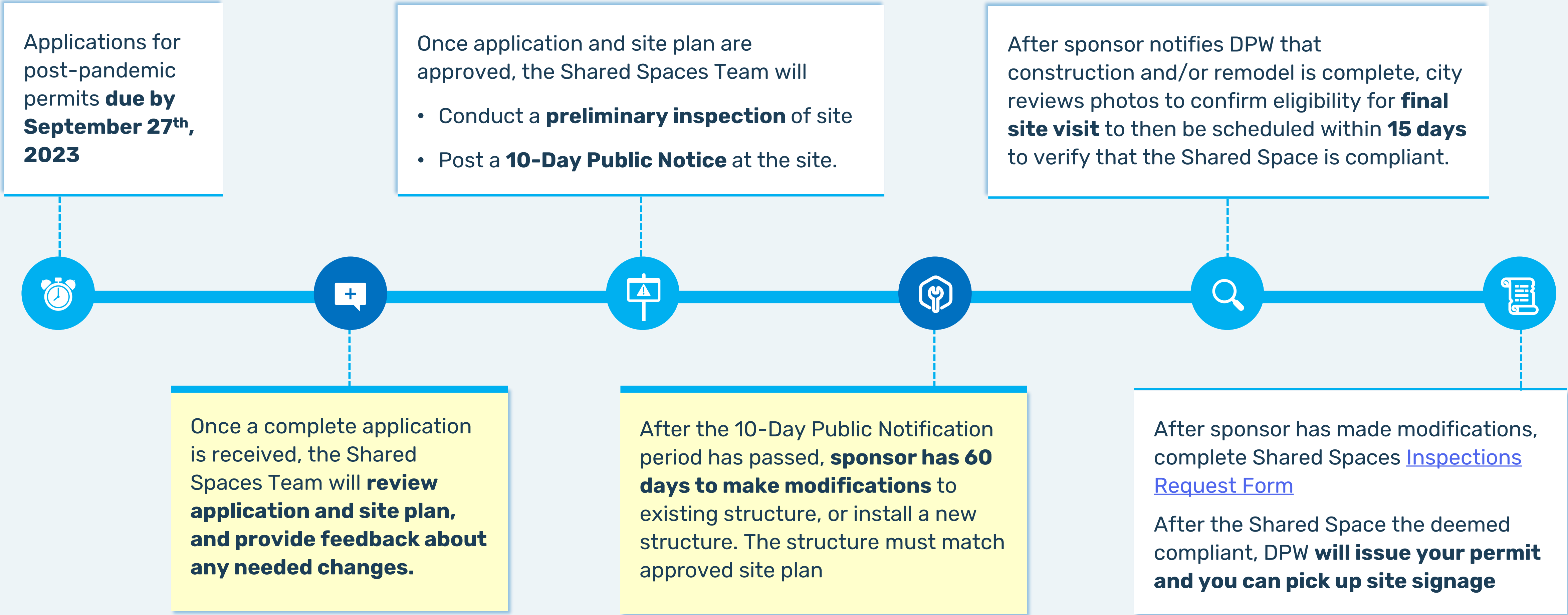
**Abandonment**



**Unresponsive Applicants**



# I submitted my application, now what?



# Citations for pandemic parklets not progressing

All pandemic parklets expired September 27, 2023.  
Top reasons those transitioning to post -  
pandemic program receive citations:

1. Not responding to city staff for additional information needed to process application
2. Not building or remodeling parklets after receiving conditional approval (within 60 days)



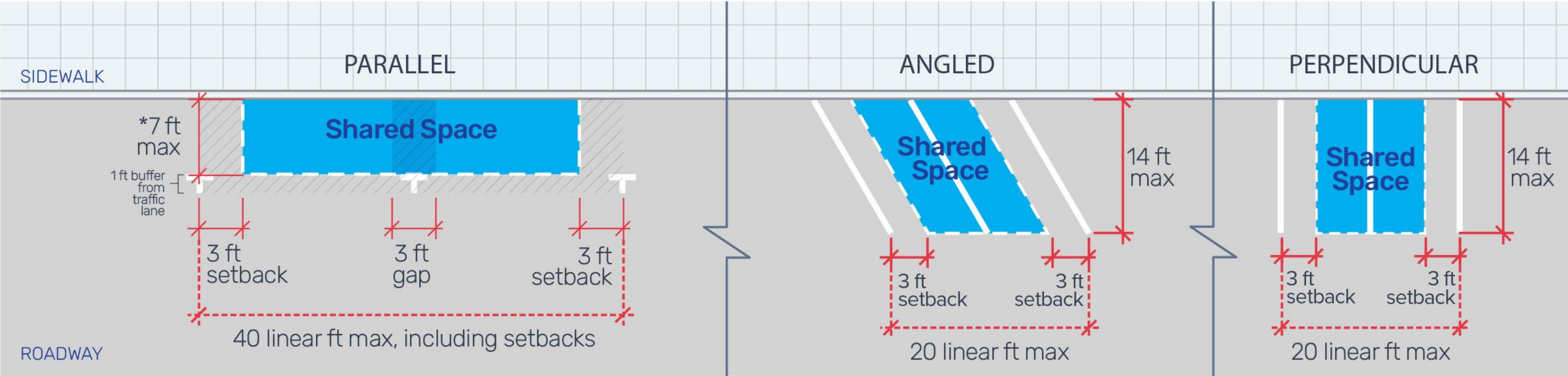
# Top Reasons Parklets Fail Final Inspections

1. Structure does not have 3-foot setbacks on both sides of the parklet
2. Middle emergency access gap is obstructed
3. Visibility is obstructed above 42" (measured from the interior of the platform)
4. Electrical lines do not easily disconnect
5. Rooflines are extending over the sidewalk or roadway
6. Missing 2 (2x4) removable barriers in middle emergency access gap
7. Business has built larger than approved site plan
8. No gutter clearance
9. Missing soft-hit posts, wheel stops, reflectors, address or other finishing touches

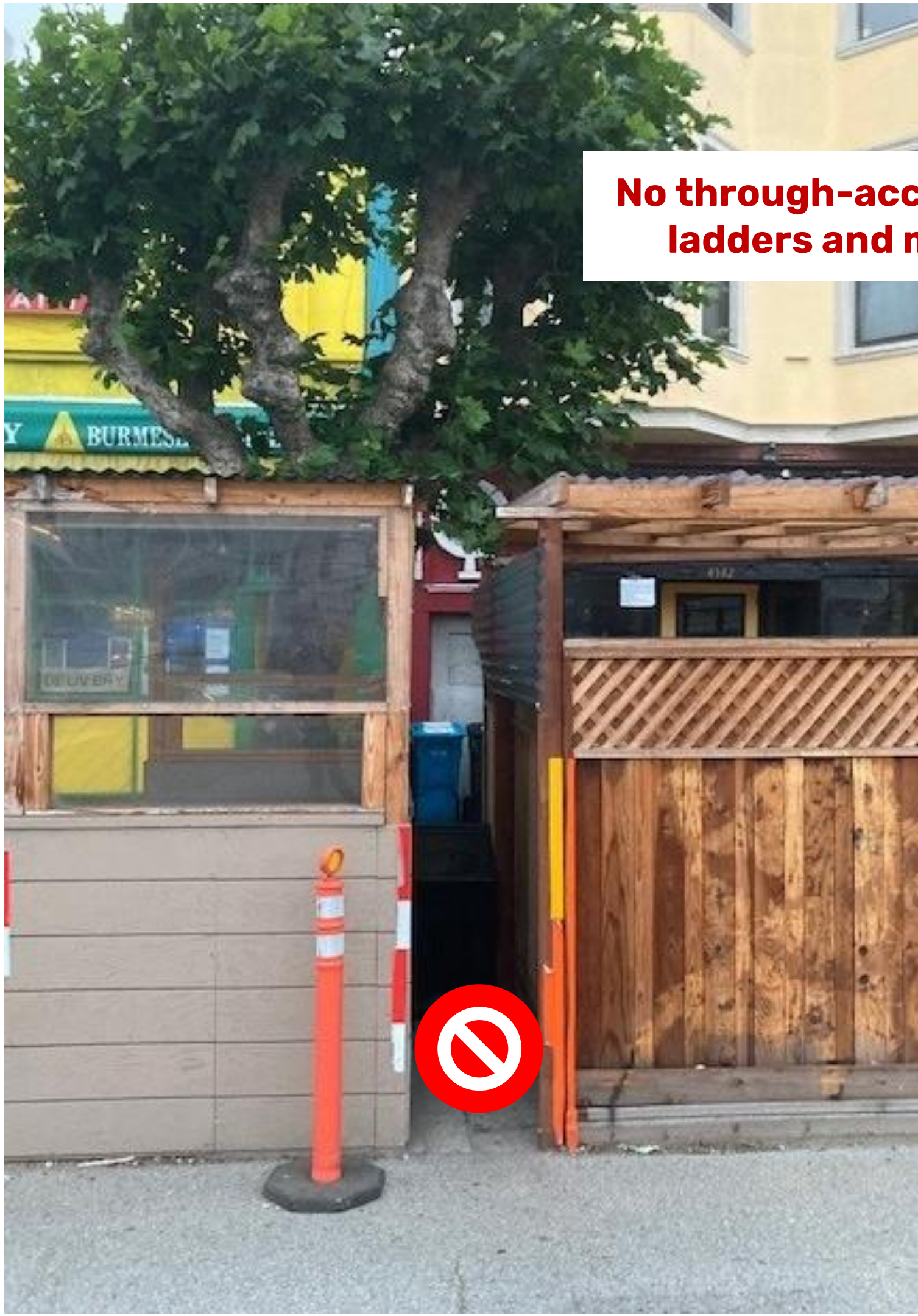


# Parklet Size and Setbacks:

## Does your constructed parklet match your approved site plan?



# 3' End Setbacks from parklets and parking spots



# Daylighting: Visibility at Intersections – Vision Zero



# New Legislation: Assembly Bill No. 413

## Does not impact Shared Spaces Guidelines



Minimum **20 ft. clearance**  
from approaching  
intersection (nearside)

Minimum **8 ft. clearance**  
when exiting an intersection  
(farside)

# Final Touches to pass your inspection



## 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.

# Address Display



## Address Location

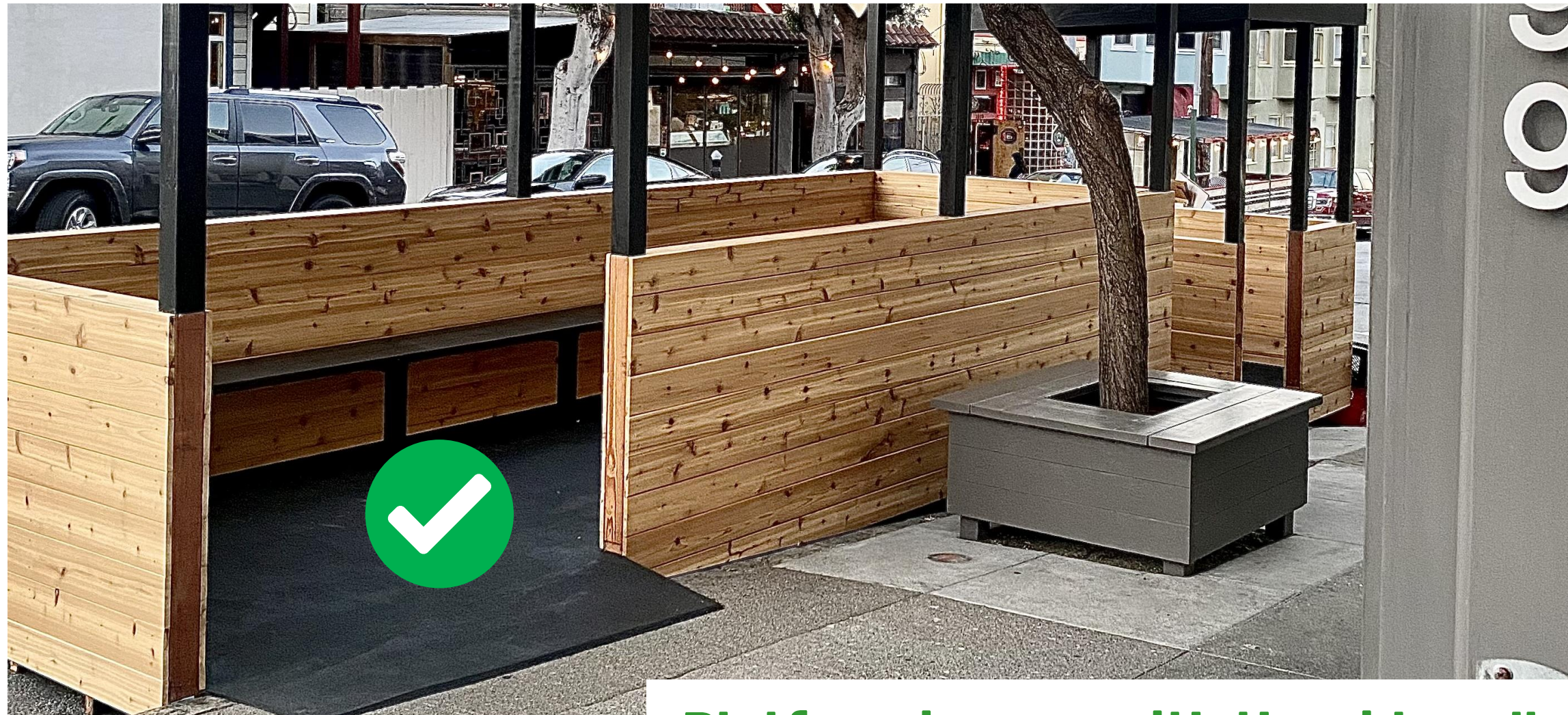
The address for each storefront or building where a parklet is located shall be displayed at a height of 36 to 42 inches on the street-facing side of the enclosure and be readily visible for emergency responders.

## Address Size

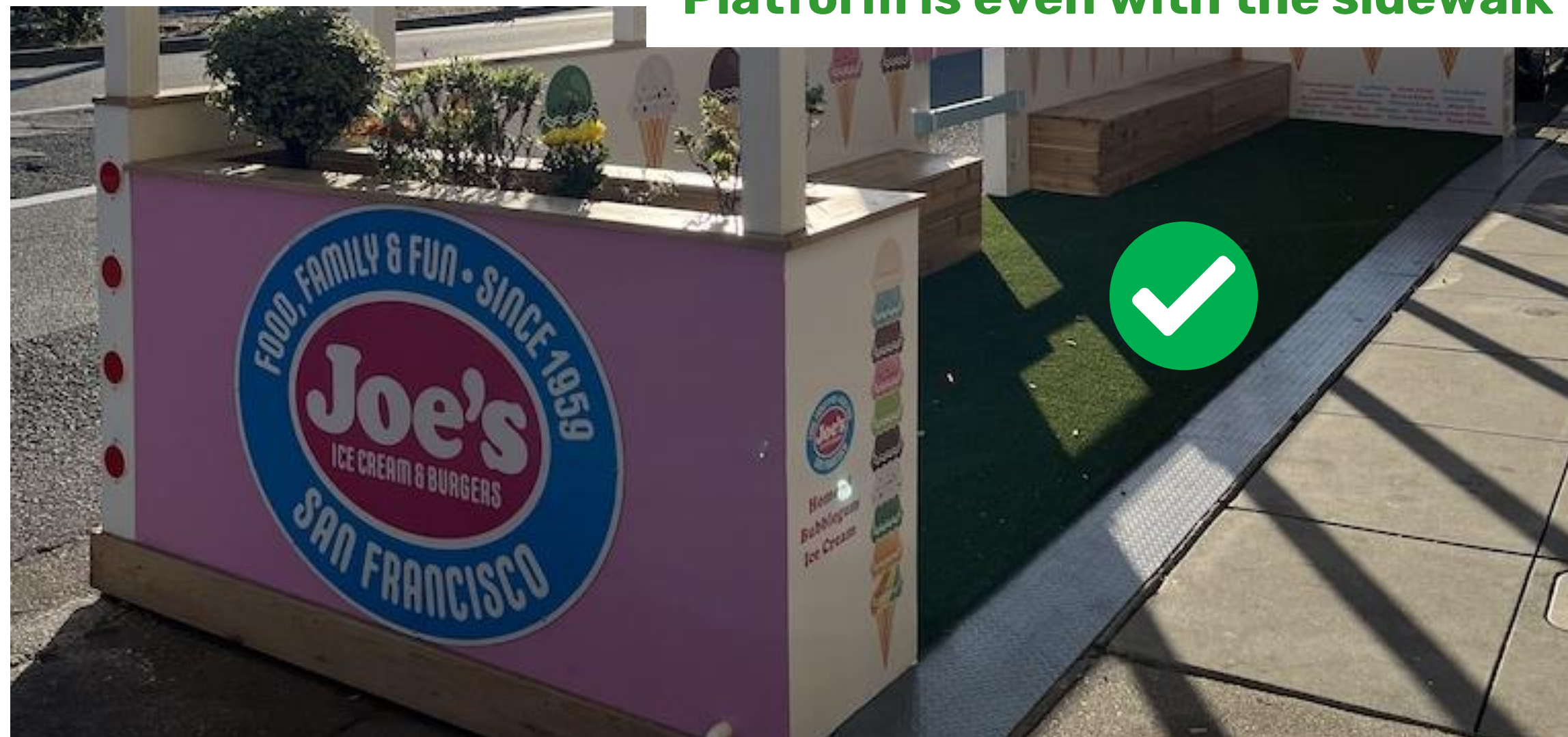
Address numbers shall be a minimum of 4 inches tall (5/8-inch-wide stroke) with black numbers on a white background or other high-contrasting colors



# Accessibility



**Platform is even with the sidewalk**

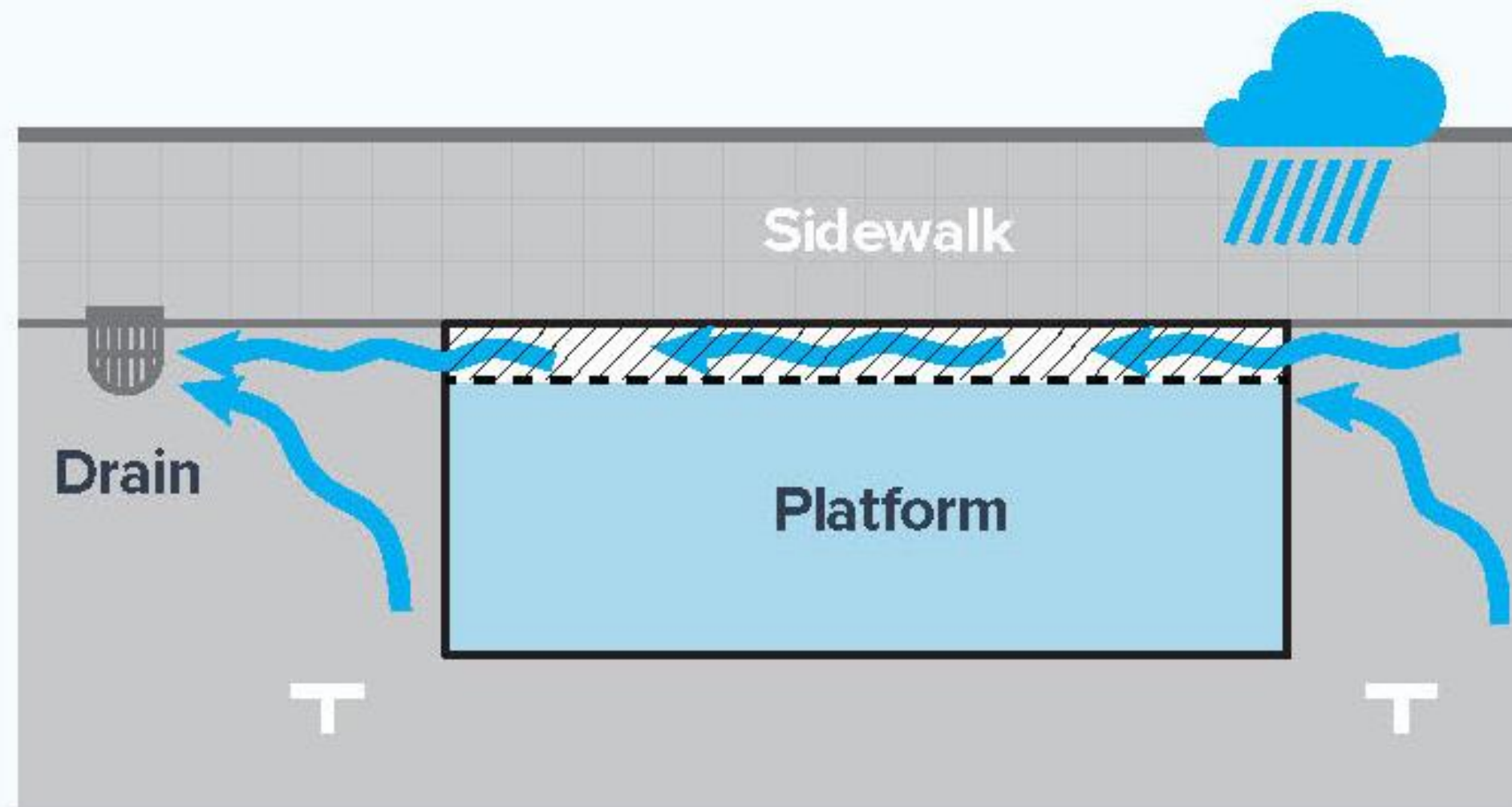


**AND contains  
ADA dining facility in the parklet**

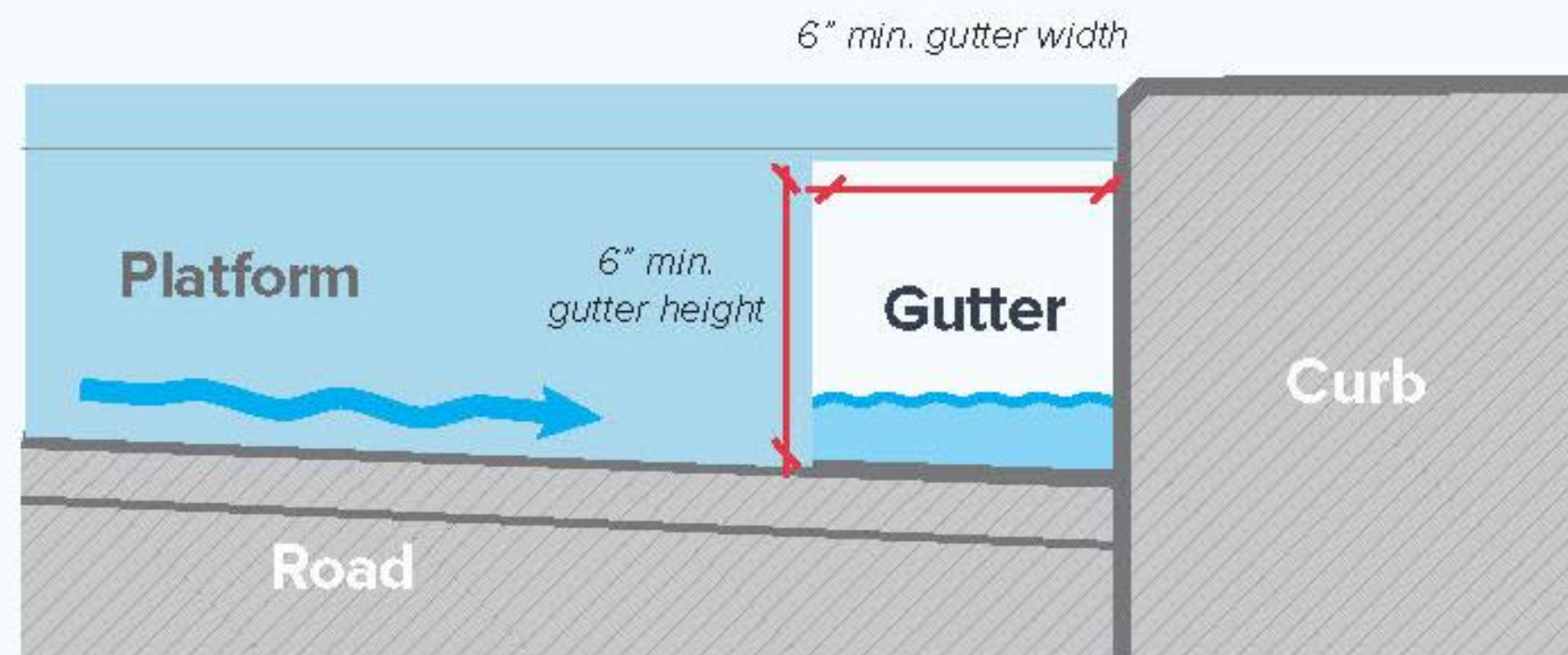




# Drainage



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



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





# Drainage





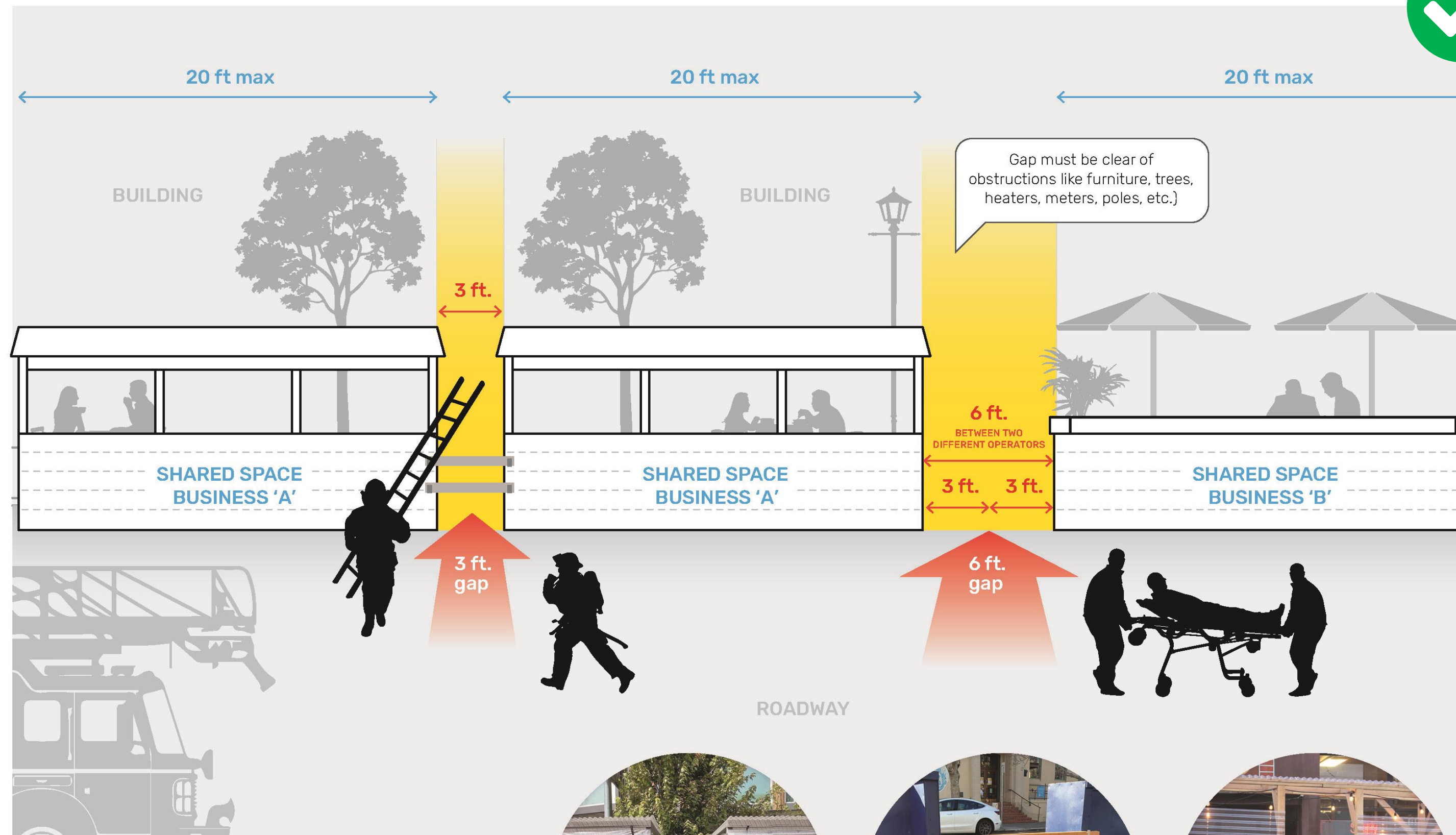
# Drainage

Platform is even with the sidewalk

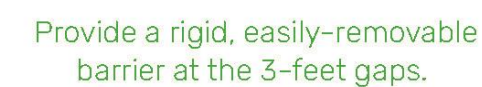


6" x 6" clear along the gutter





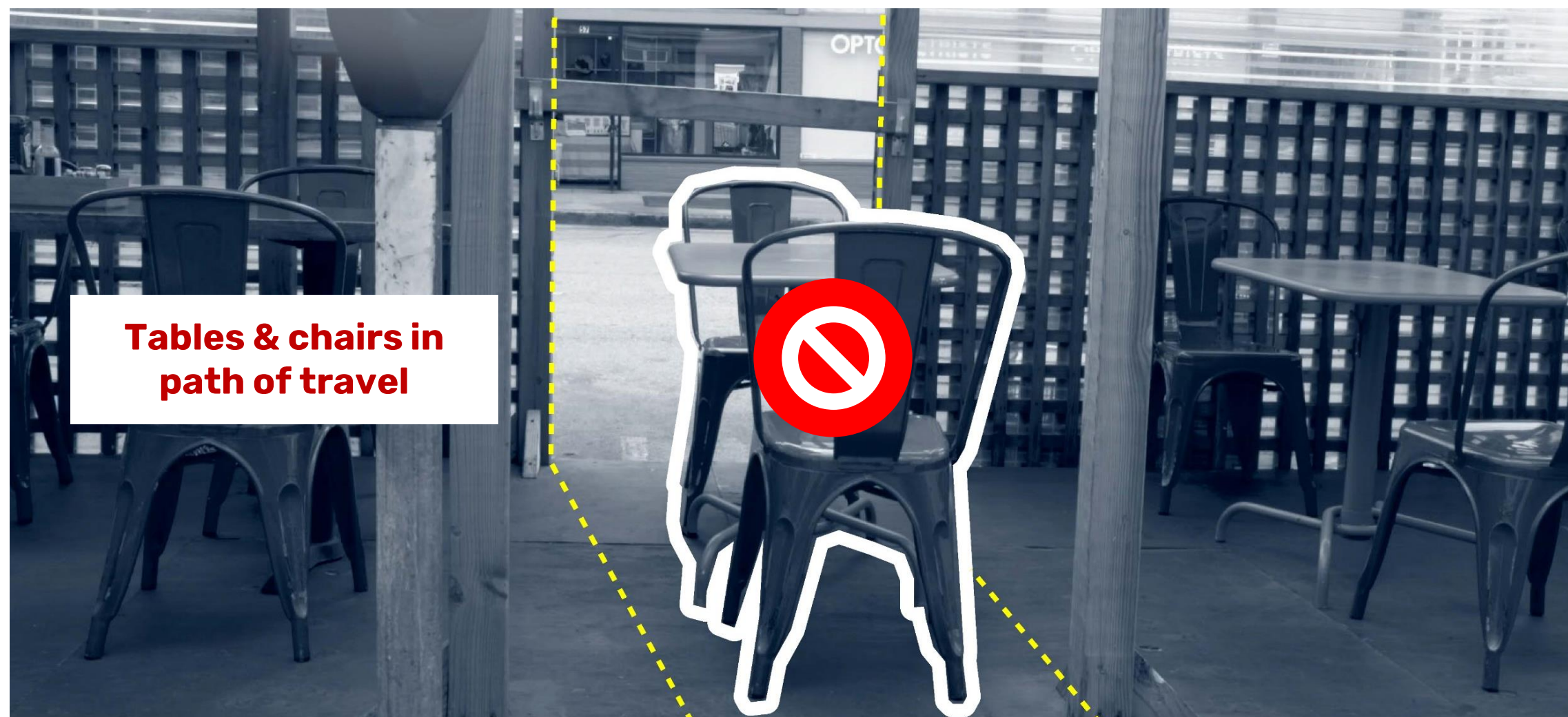
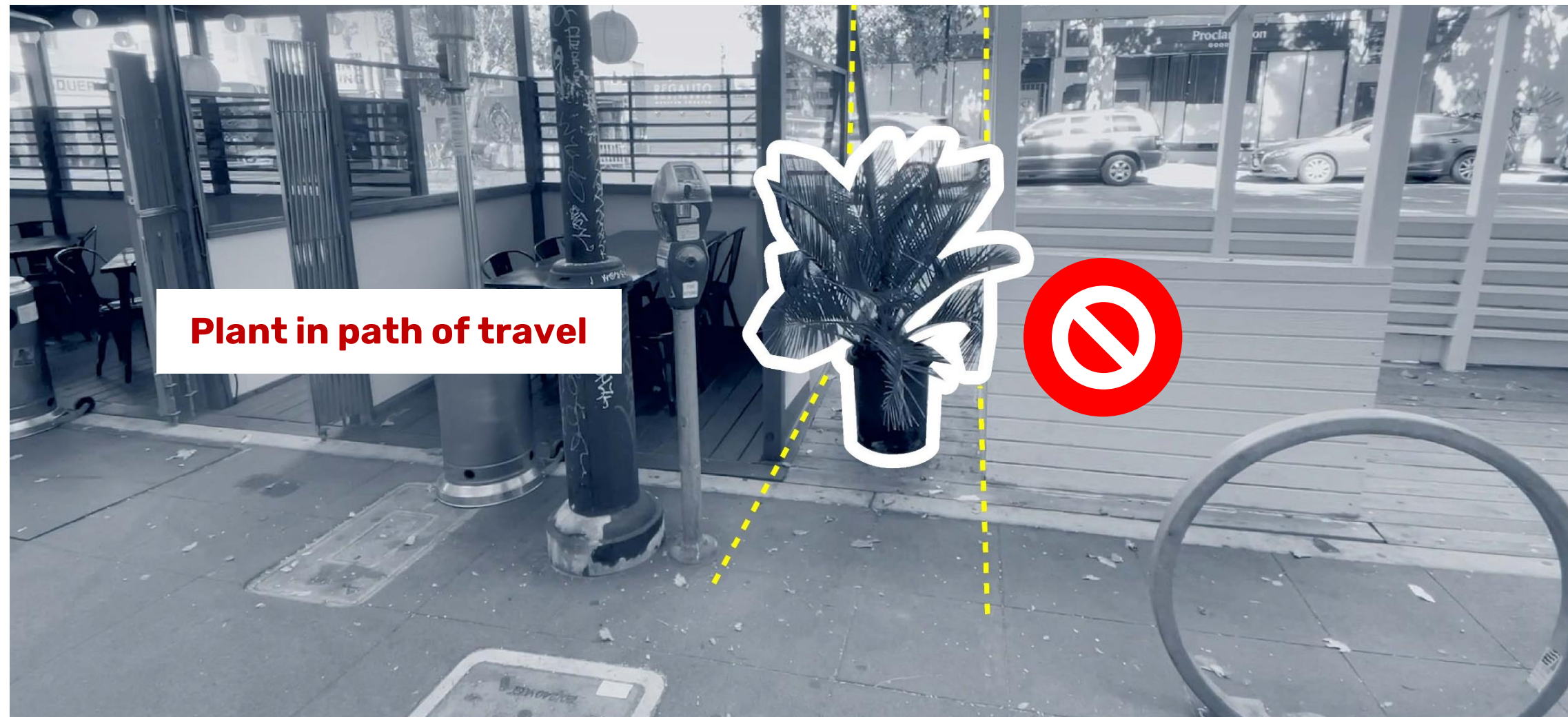
Gap must be clear of obstructions like furniture, trees, heaters, meters, poles, etc.)



- 
- A photograph of a blue-painted wooden structure, possibly a gate or a large letter 'A', with two horizontal wooden bars across it. The structure is set against a blue wall. In the background, a white car is parked on a street, and a building with a sign that reads 'ISCO PUBLIC LIBRARY' is visible.



# 3' Emergency Access Gaps





# Installing Electrical for your parklet



Public Works and SFFD approves site plan that must include placement of outdoor heaters, string lights, and outdoor receptables.

## 1. Placement of Wires and Cords:

- All the wires for heaters, lights, and speakers >10' high where they connect to the building.
- To reduce blocking of cables, the electrical outlet or quick disconnect should be right in front of where the cables connect to parklet.
- **NO cable ramps.**



## 2. Power Cords in the Parklet:

- No matter how big the parklet is, whether 20 or 40 feet, there should be only one cord at each far end, making a total of two cord locations for the entire parklet.
- The cord should not be near, above, below, or attached to any part of the fire escape or emergency infrastructure.



# Installing Electrical for your parklet



## 3. Overhead Lighting or Heater Cords:

- Cords from buildings to fixed parklets should be plugged into a \*weatherproof electrical outlet on the building's exterior, at least 10' high.
- No fixed cables, wires or conduits.
- The cord should be easily unplugged by the Fire Department.
- Use standard cords directly plugged into an electrical outlet, NO extension cords.

\*Weatherproof electrical boxes requires a permit and inspection.



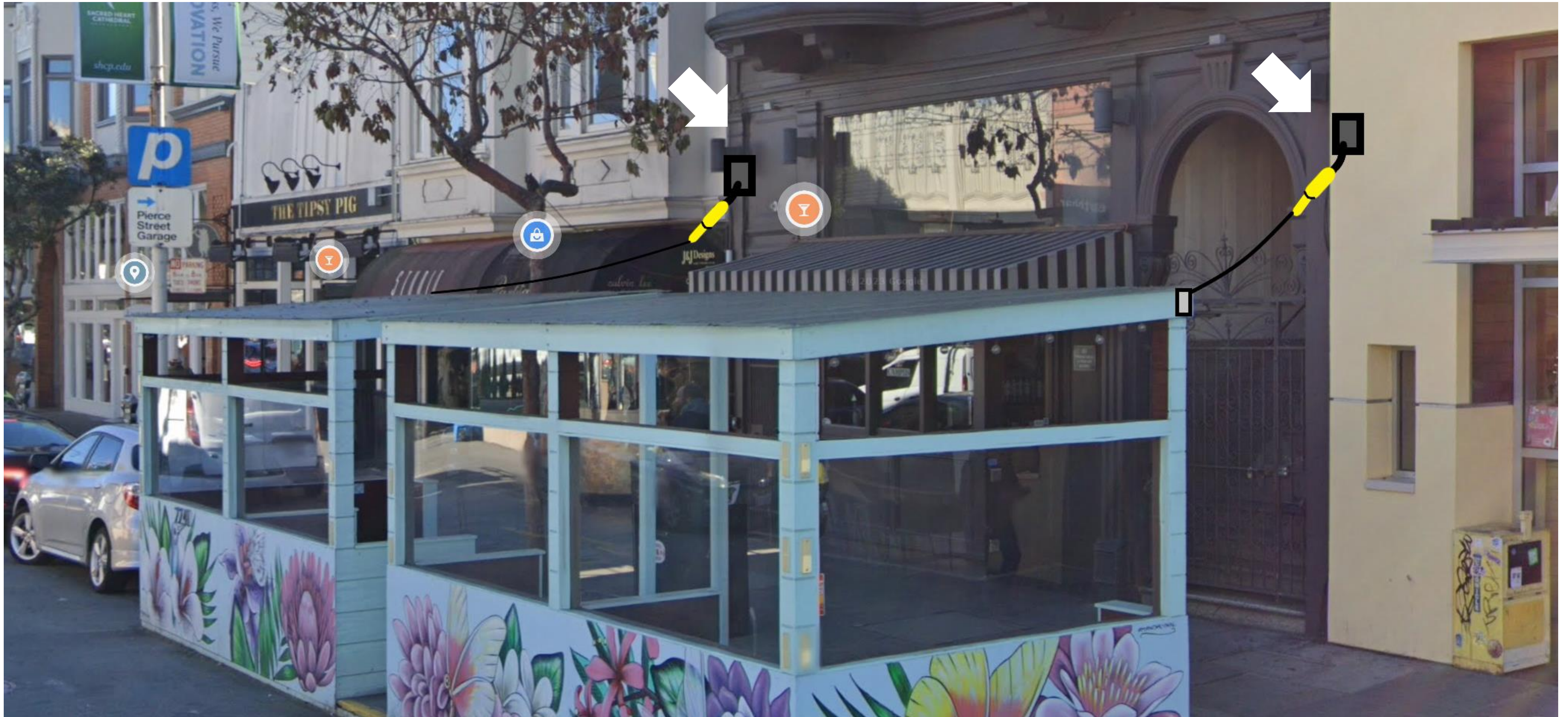
## 4. Businesses with Multiple Parking Spaces:

- If a business uses more than one parking space, the electrical lines must have quick disconnect cables as shown in the image.
- The cables should be plugged into no more than 2 outdoor-rated receptacles grouped together, away from the fire escape on the building's facade, across from the far ends of the parklet.



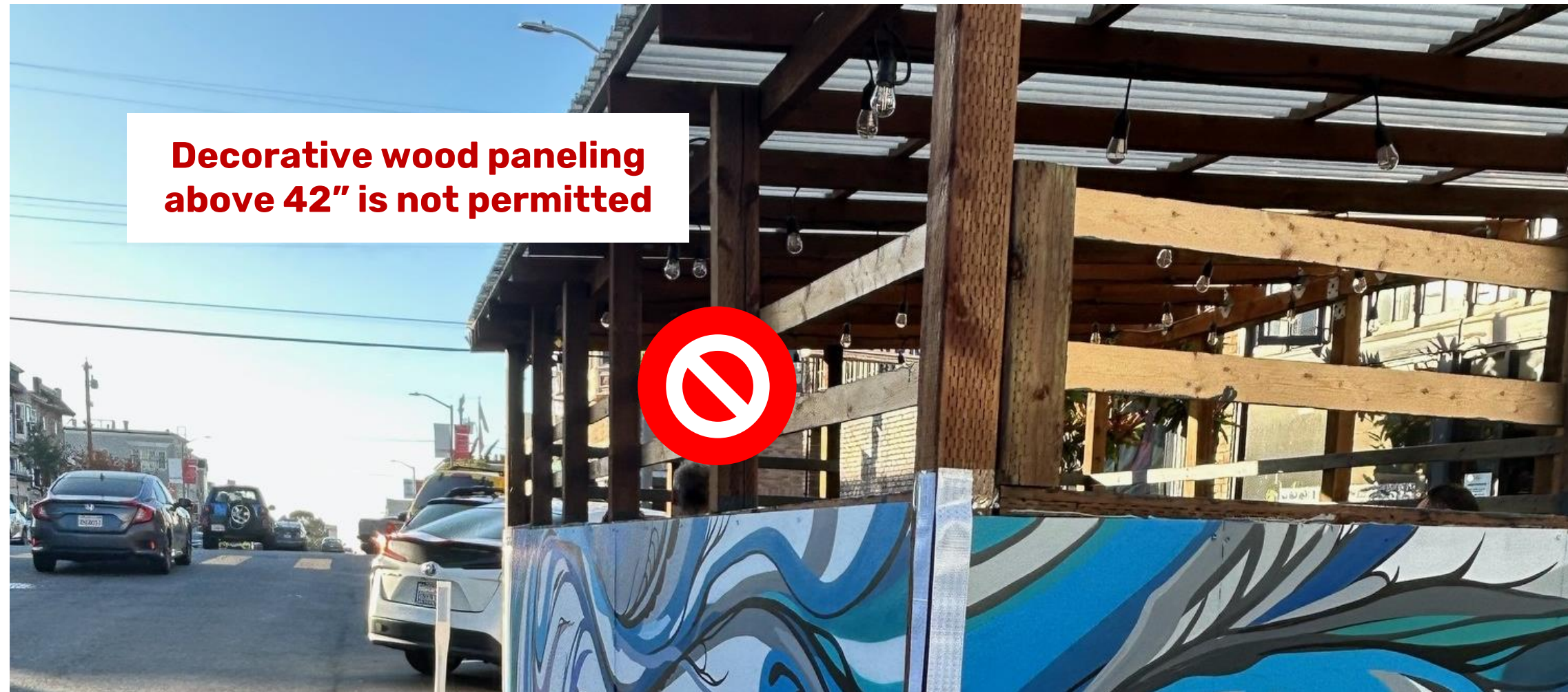


# Installing Electrical for your parklet





# Fire Safety & Emergency Access: Visual Obstructions over 42"





# Fire Safety & Emergency Access



Figure 4



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

They must have 5' clearance from any flammable materials. This means heaters on the sidewalk do not allow for the minimum 5' clearance from combustibles nor keeps a safe distance from the public on the sidewalk.

Cannot received SFFD LPG permit if parklets has a roof or canopy.



# Propane Storage

[Use of LP-Gas Mushroom-Type Heaters](#)  
[SF Fire Website \(sf-fire.org\)](#)



# I am done with constructing or modifying my parklet <60 days after conditional approval, what's next?

1. Are you sure you have made all the required modifications or construction? Look at our checklist first here
2. Once you think you have completed the required modifications or completed construction, please send us photos using this link
3. We will assess the photos and see if you are ready for your final inspections. We may request you to add or modify things before we issue your inspection
4. Once an inspection is completed, we will either
  - a. Issue you a permit, OR
  - b. Provide you with corrections that need to be made before you can qualify for a permit

Shared Spaces Inspection Request Form

Thank you for making an inviting outdoor space through San Francisco's Shared Spaces program. The final inspection is the last step before you receive your permit and signs. **To request an inspection, please complete this form.** After reviewing your form and photos, we will contact you if we have any questions. If everything looks good, inspectors from the Department of Public Works and the Fire Department will make an in-person inspection. Please note that you cannot schedule your inspection and they usually happen within about three weeks of submitting this form. After the inspection, we will contact you via email for any follow-up notes/corrections, and when deemed compliant, send you your permit. If you have any questions, reach out to us at [SharedSpaces@SFMTA.com](mailto:SharedSpaces@SFMTA.com).

Gracias por crear un espacio al aire libre acogedor dentro del programa de Espacios Compartidos de San Francisco. La inspección final es el último paso antes de recibir el permiso y los carteles. **Para solicitar una inspección, rellene este formulario.** Después de revisar el formulario y las fotos, nos pondremos en contacto con usted si tenemos alguna pregunta. Si todo parece en orden, inspectores del Departamento de Obras Públicas y del Departamento de Bomberos realizarán una inspección en persona. Tenga en cuenta que no puede programar su inspección y que suelen realizarse en un plazo aproximado de tres semanas a partir de la entrega de este formulario. Tras la inspección, nos pondremos en contacto con usted por correo electrónico para informarle de cualquier problema y, cuando consideremos que cumple todos los requisitos, le enviaremos el permiso. Si tiene alguna pregunta, póngase en contacto con nosotros en [SharedSpaces@SFMTA.com](mailto:SharedSpaces@SFMTA.com).

感謝您透過三藩市商務共享空間活動發送戶外活動邀約。我們會在您收到許可證和標識之前進行最後的驗收。如果您已經準備好申請驗收，請完成以下表格。我們會在審核您的表格和照片之後，發現任何問題都會聯絡您。如果沒有任何問題，公共事務部門和消防部門會上門已經下一步檢查。您無法預約上門檢查的時間，檢查一般會在您提交表格的三週之內。檢查之後，我們會透過及電子郵件通知您任何更正和回饋，如果一切合規，我們會給您發送許可證。如果您有任何問題，請[SharedSpaces@SFMTA.com](mailto:SharedSpaces@SFMTA.com) 聯絡。

1. Contact Information / Información de contacto / 联系信息 \*

First Name | Nombre | 名

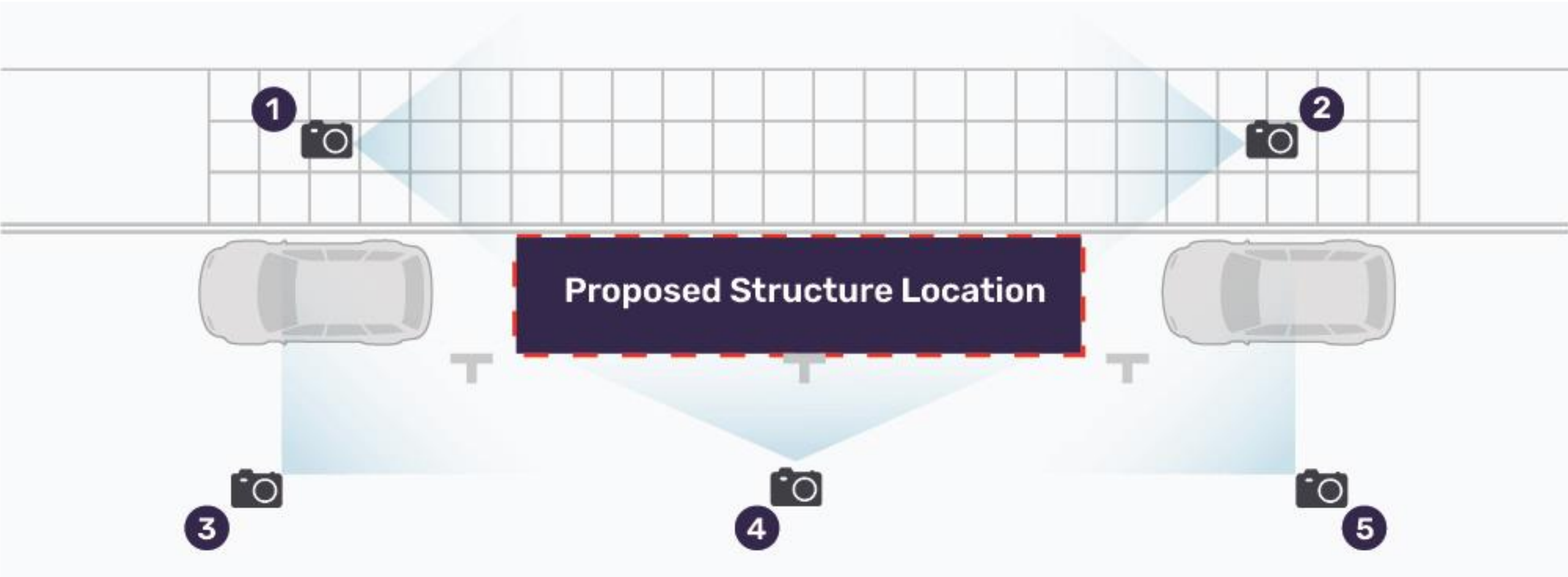
Last Name | Apellido | 姓

Business Name | Nombre de la empresa | 商舖姓名

Business Address | Dirección de la empresa | 商舖地址

Email Address | Correo electrónico | 電子郵件

# Existing Condition Site Photos



# Shared Spaces Signage



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.

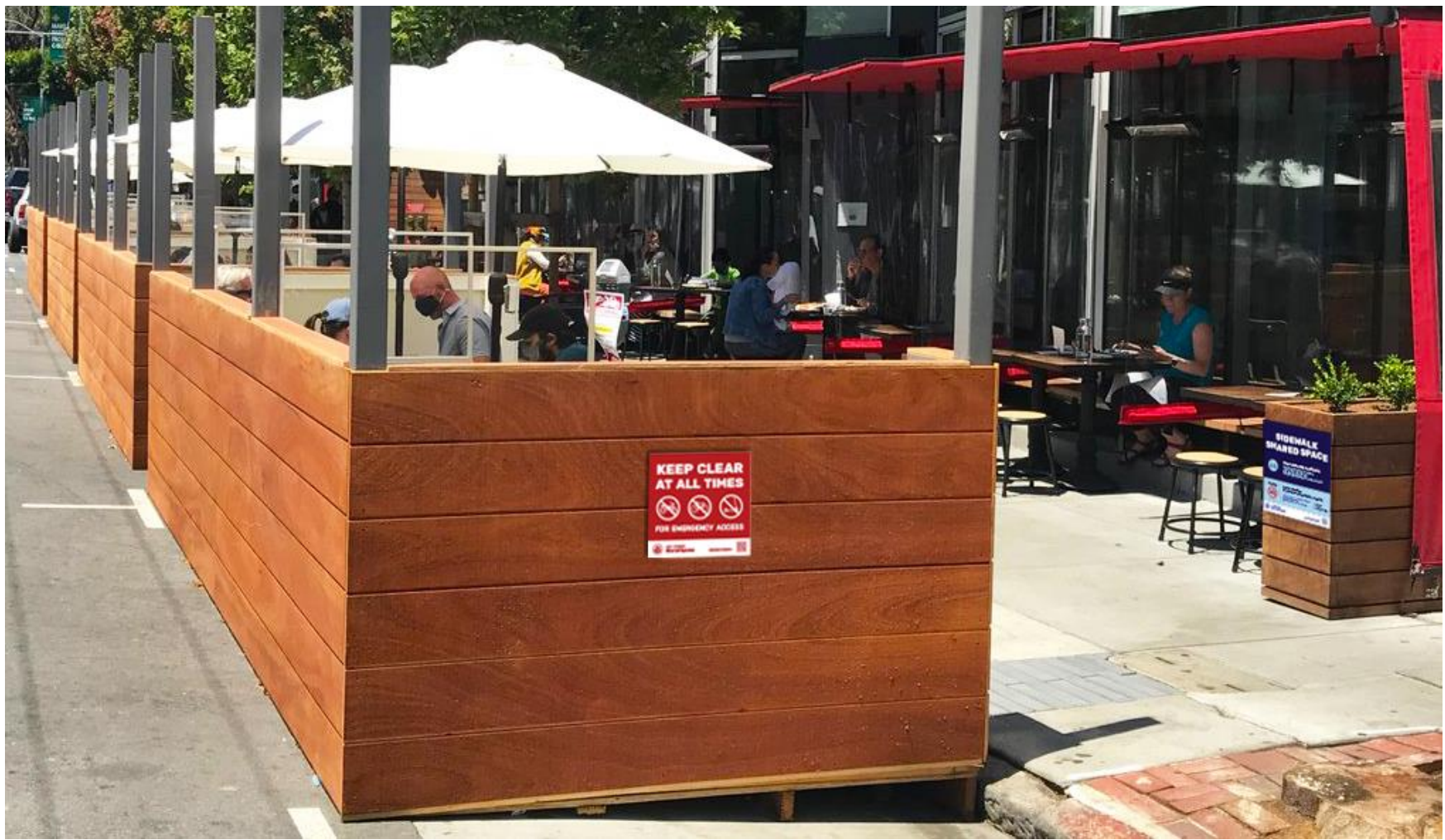


Vinyl decal. Applied white copy - reflective.

CURBSIDE SIGNAGE

## Shared Spaces Signage System

DRAFT VERSION 2/8/2022



# Fee Waiver Update

Get your applications approved by July!

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.

**THANK YOU!**

# Questions?

**Monica Munowitch**

*Program Manager*

**Annie Yalon**

*Public Relations Manager*

**Gregory Slocum**

*Permits Manager*

**Michael Lennon**

*Enforcement*

**Ken Cofflin**

*San Francisco Fire Marshall*

**Robby Alva**

*Planner*

**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)

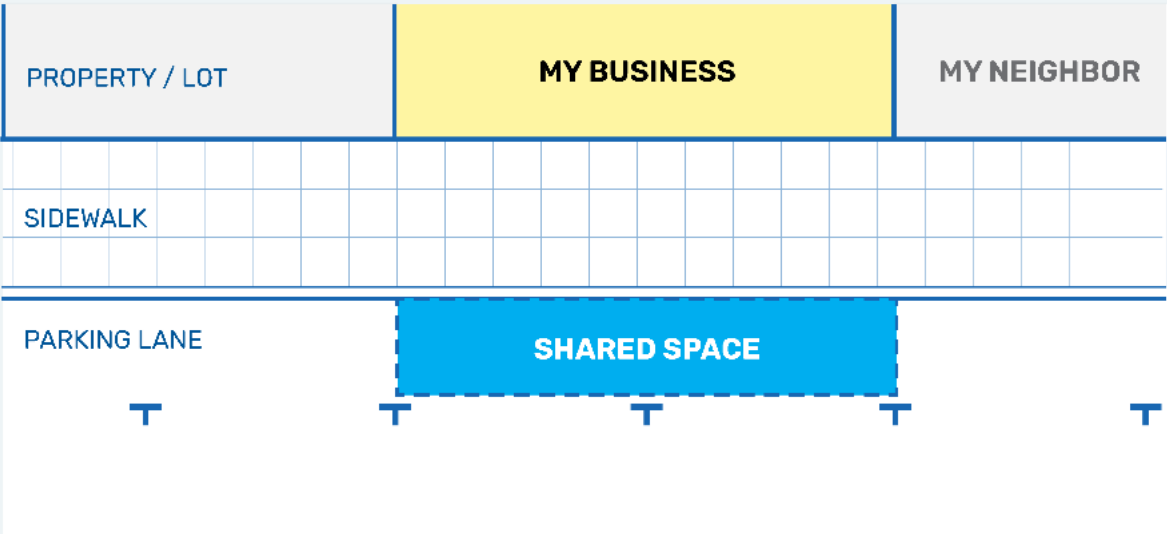
# Public Access: Curbside Use Types & Fees

TIER	TYPE	OCCUPANCY FEES WAIVED UNTIL 2025		
		Permit (one time)		Annual License
1	Public Parklet	\$1,000	\$250	\$100
2	Movable Commercial Parklet	\$2,000	\$1,000	\$1,500
3	Commercial Parklet	\$3,000	\$1,500	\$2,000
		First Parking Space	Each Additional Parking Space	Per Parking Space
1/2 fee waiver for businesses with ≤ \$2.5M in SF gross receipts				



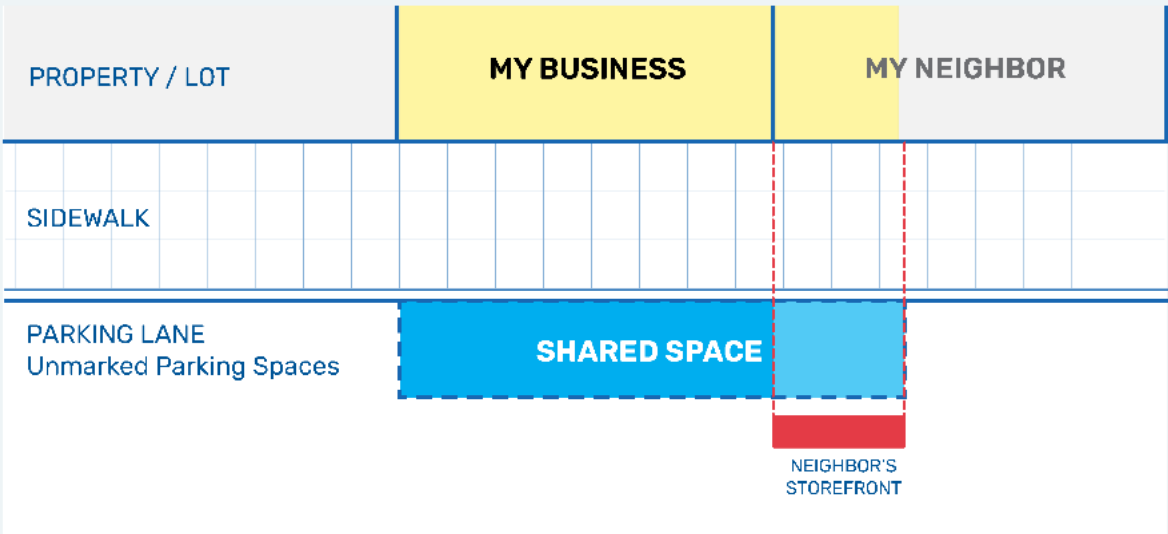
# Neighbor Consent\*

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

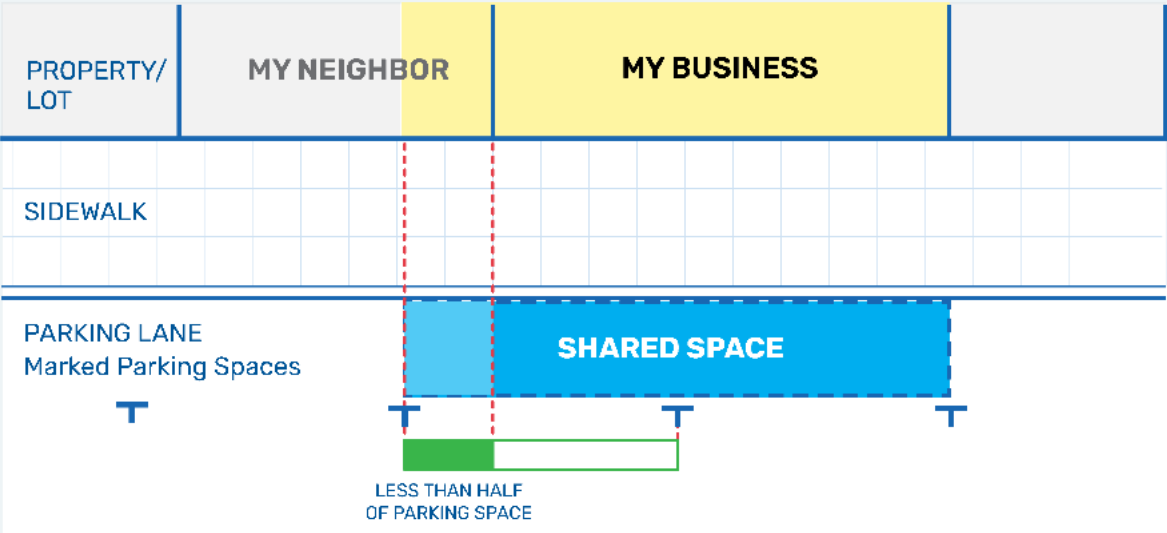


**OPTION 2:** Shared Space extends into a neighboring frontage, occupying an unmarked space.

**NEEDS NEIGHBORING CONSENT**

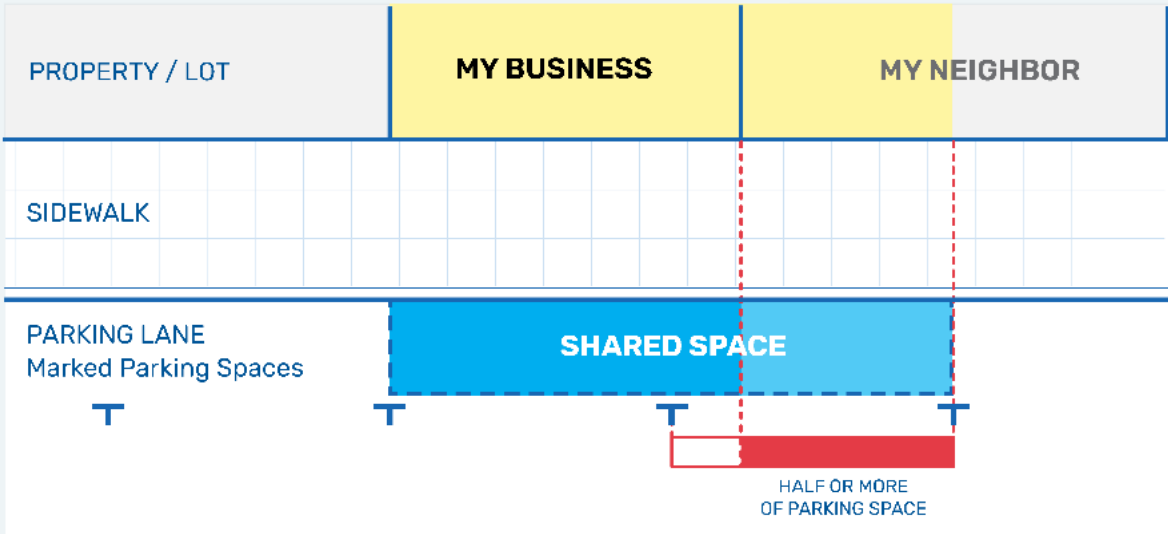


**OPTION 3A:** Shared Space extends only slightly into a neighboring frontage, taking up less than half of a marked parking space in the neighboring frontage.



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

**NEEDS NEIGHBORING CONSENT**



**\*Must be renewed annually**

# Neighbor Consent



## 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)

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.

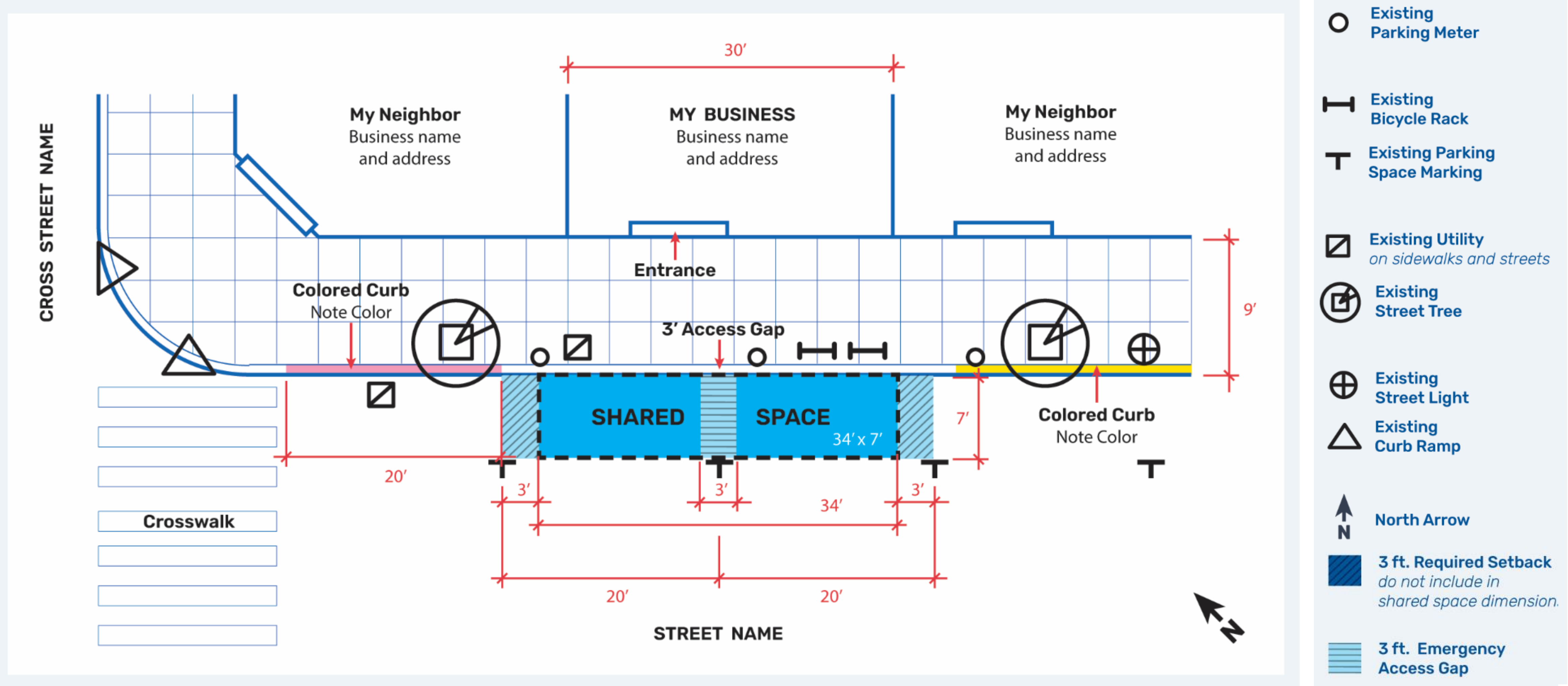
Initial:

TENANT OR PROPERTY OWNER SIGNATURE		
Signature:	Print Name:	Date:
Title (Example: Business Owner, Property Owner)		

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 / การช่วยเหลือทางด้านการสื่อสารโดยไม่เสียค่าใช้จ่าย / 無料で利用できる言語支援サービス

# Site Plan







934

DO NOT  
ENTER

Mason St

Google