

1 [Administrative, Public Works, Transportation Codes - Shared Spaces]

2

3 **Ordinance amending the Administrative Code to rename and modify the Places for**

4 **People program as the Shared Spaces Program, and to clarify the roles and**

5 **responsibilities of various departments regarding activation and use of City property**

6 **and the public right-of-way, streamline the application process, specify minimum**

7 **programmatic requirements such as public access, setting permit and license fees, and**

8 **provide for the conversion of existing Parklet and Shared Spaces permittees to the new**

9 **program requirements; amending the Public Works Code to create a Curbside Shared**

10 **Spaces permit fee, provide for public notice and comment on permit applications,**

11 **provide for hearings for occupancy of longer-term street closures, and supplement**

12 **enforcement actions by Public Works; and amending the Transportation Code to**

13 **authorize the Interdepartmental Staff Committee on Traffic and Transportation**

14 **(ISCOTT) to issue permits for the temporary occupancy of the Traffic Lane for**

15 **purposes of issuing permits for Roadway Shared Spaces as part of the Shared Spaces**

16 **Program, subject to delegation of authority by the Municipal Transportation Agency**

17 **Board of Directors to temporarily close the Traffic Lane, and adding the Planning**

18 **Department as a member of ISCOTT; and also amending the Transportation Code to**

19 **prohibit parking in a zone on any street, alley, or portion of a street or alley, that is**

20 **subject to a posted parking prohibition except for the purpose of loading or unloading**

21 **passengers or freight; making findings of consistency with the General Plan, and the**

22 **eight priority policies of Planning Code, Section 101.1; and affirming the Planning**

23 **Department's determination under the California Environmental Quality Act.**

24 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.

25 **Additions to Codes** are in *single-underline italics Times New Roman font*.

Deletions to Codes are in *strikethrough italics Times New Roman font*.

Board amendment additions are in double-underlined Arial font.

Board amendment deletions are in ~~strikethrough~~ Arial font.
Asterisks (* * * *) indicate the omission of unchanged Code subsections or parts of tables.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Findings.

(a) The Planning Department has determined that the actions contemplated in this ordinance comply with the California Environmental Quality Act (California Public Resources Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of Supervisors in File No. 210284 and is incorporated herein by reference. The Board affirms this determination.

(b) On April 22, 2021, the Planning Department determined that the actions contemplated in this ordinance are consistent, on balance, with the City's General Plan and eight priority policies of Planning Code Section 101.1. The Planning Department's evaluation determined that the legislation implements the Transportation Element of the General Plan, components of the San Francisco Better Streets Plan, and the City's Curb Management Strategy by balancing the needs of the curb by ensuring the City's Transit First and Vision Zero policies remain priorities, balancing the Shared Spaces occupancies with loading, short-term parking, micromobility needs, and other curbside functions; and encouraging sharing of Shared Spaces amongst merchants on the same block. The Board adopts this determination as its own and further finds that the program implements the Transportation Element consistent with California Vehicle Code 21101(f). A copy of said determination is on file with the Clerk of the Board of Supervisors in File No. 210284, and is incorporated herein by reference.

(c) On February 25, 2020, the Mayor issued a Proclamation (the "Proclamation") declaring a local emergency to exist in connection with the imminent spread within the City of

1 a novel (new) coronavirus (“COVID-19”). On March 3, 2020, the Board of Supervisors
2 concurred in the Proclamation and in the actions taken by the Mayor to meet the emergency.

3 (d) On March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency
4 to exist within the State due to the threat posed by COVID-19.

5 (e) On March 6, 2020, the City’s Health Officer declared a local health emergency,
6 and the Board of Supervisors concurred in that declaration on March 10, 2020. Since that
7 time, the City’s Health Officer had issued various health orders, including a Stay-Safer-At-
8 Home order, requiring most people to remain in their homes subject to certain exceptions
9 including obtaining essential goods such as food and necessary supplies, and requiring the
10 closure of non-essential businesses. The Health Officer has amended the Stay-Safer-At-
11 Home Order to modify the interventions needed to limit the transmission of COVID-19.

12 (f) The Stay-Safer-At-Home order encourages restaurants and retail businesses to
13 conduct their operations outside, where the risk of transmission of COVID-19 is generally
14 lower.

15 (g) Due to the density of San Francisco, many restaurants and businesses do not
16 have significant amounts of outdoor space as part of their premises. Thus, for many San
17 Francisco restaurants and businesses to receive the economic boost that often accompanies
18 outdoor operations, it is necessary to operate outdoors beyond their premises.

19 (h) On June 9, 2020, the Mayor issued the 18th Supplement to the Proclamation
20 declaring a local emergency to create a temporary program (known as “Shared Spaces”) for
21 retail businesses and restaurants to occupy the public sidewalk and parking lane fronting their
22 premises for retail businesses to display and sell goods and merchandise and offer services
23 and for restaurants to place tables and chairs to offer outdoor dining, subject to certain
24 conditions. The 18th Supplement found that authorizing the use of more outdoor spaces like
25 sidewalks, parking lanes, and other City property would allow restaurants and retail to spread

1 out their wares and services to safely comply with the physical distancing requirements in the
2 Health Officer's orders and directives. The 18th Supplement also found that temporarily
3 allowing restaurants and retail businesses to use more outdoor spaces and take greater
4 advantage of the reopening authorizations while waiving City fees associated with such uses
5 would ease the economic burden on these businesses and allow some employees to return to
6 work, thus promoting the housing and health stability of these workers.

7 (i) The Mayor issued several subsequent Supplements to the Proclamation in order
8 to expand opportunities for businesses to conduct operations in additional types of outdoor
9 places. On July 28, 2020 the Mayor issued the 23rd Supplement, which allowed for Shared
10 Spaces in outdoor areas of privately-owned parcels such as open lots, rear yards and
11 courtyards. On August 26, 2020, the Mayor issued the 26th Supplement, which allowed for
12 recurring temporary street closures. On September 25, 2020 the Mayor issued the 27th
13 Supplement, which allowed for entertainment, arts and culture activities to take places as
14 accessory to commercial activities as permitted by public health directives.

15 (j) The Shared Spaces Program adapts many proven, successful techniques for
16 safely activating the public realm in a community-focused manner. Pre-existing precedents
17 include the Parklet and Plaza Programs authorized in the Public Works Code, and
18 Administrative Code Chapter 94, respectively; and Play Streets and Neighborhood Block
19 Parties. Pre-existing commercial permits such as sidewalk merchandising and sidewalk tables
20 & chairs were also streamlined for Shared Spaces. These programs have closed portions of
21 the street to vehicular traffic while increasing the livability and safety of the streets for
22 pedestrian and economic benefit.

23 (k) The Shared Spaces Program has impacted a diverse set of small-business
24 owners. Of respondents to a survey administered to Shared Spaces applicants ("Survey"),
25

1 over 50% were women-owned enterprises, 33% were immigrant-owned small businesses,
2 and 33% identified as ‘minority owned.’

3 (l) Locally-owned business perceive the Shared Spaces Program as imperative to
4 their survival during and beyond the pandemic. 84% of respondents to the Survey said that
5 the Shared Spaces Program has allowed them to reopen under public health directives, and
6 another of 80% of respondents said the Shared Spaces Program has allowed them to avoid
7 permanent closure. 94% of respondents said they would operate an outdoor Shared Space (if
8 permitted to do so) even if they are allowed to operate indoors.

9 (m) On Tuesday, July 13, 2020, the Small Business Commission issued a resolution
10 to Mayor Breed, the Board of Supervisors, and City Departments that expressed its support of
11 the Shared Spaces Program and posed a list of recommendations to aid in the expansion of
12 the Program, with a particular emphasis on the need to ensure equity participation in the
13 program.

14 (n) The Board of Supervisors has twice formally expressed its support of the Shared
15 Spaces Program. On Tuesday, October 6, 2020, the Board of Supervisors passed Resolution
16 No. 495-20, in support of Shared Spaces. On Tuesday, March 9, 2021, the Board of
17 Supervisors passed Resolution No. 105-21, urging that the Shared Spaces Program be made
18 permanent.

19 (o) In addition to its positive economic impact on small businesses, their owners,
20 employees, and owner and employee families, the Shared Spaces Program delivers multiple
21 other benefits to neighborhoods and to the City, including general civic, social, and
22 psychological wellbeing, and increased pedestrian access in areas typically used for vehicular
23 traffic.

24 (p) The Board of Supervisors finds that it is reasonable to create temporary fee
25 waivers and deferrals for business converting Shared Spaces permitted pursuant to the

1 Mayor’s Proclamation. The Board of Supervisors further finds that while small businesses
2 with few locations were especially impacted by the economic downturn, Formula Retail
3 businesses, in general, were better positioned to navigate the economic downturn due to the
4 fact that Formula Retail establishments have multiple locations.

5
6 Section 2. Chapter 94A of the Administrative Code is hereby amended by revising
7 Sections 94A.1, 94A.2, 94A.3, and 94A.4; deleting existing Section 94A.5; renumbering
8 existing Sections 94A.6, 94A.7, 94A.8, 94A.9, 94A.10, and 94A.11 as Sections 94A.5, 94A.6,
9 94A.7, 94A.8, 94A.9, and 94A.10 respectively, and revising those renumbered Sections; and
10 adding new Sections 94A.11 and 94A.12, to read as follows:

11 **CHAPTER 94A: THE SAN FRANCISCO ~~PLACES FOR PEOPLE~~ SHARED SPACES**
12 **PROGRAM**

13 **SEC. 94A.1. THE ~~PLACES FOR PEOPLE~~ SHARED SPACES PROGRAM; ESTABLISHMENT**
14 **AND PURPOSE; CORE AGENCY JURISDICTION.**

15 (a) **Establishment and Purpose.** There is hereby created a San Francisco *Places for*
16 *People-Shared Spaces* Program (*“Program” or “Places for People Program”*). A *People-Place*
17 *Shared Space, defined in Section 94A.2*, is intended to be a temporary space on City-owned
18 property, and in some cases also on ~~nearby~~ privately-owned *open* spaces, where the public
19 can gather and participate in various commercial or non-commercial offerings and events.
20 Under the Program, a public or private entity may obtain City approval to create a *People-Place*
21 *Shared Space* by occupying the location with reversible physical treatments or improvements
22 and/or activating the location with programming.

23 This Chapter 94A sets forth a streamlined process by which the Planning Department,
24 Department of Public Works, Municipal Transportation Agency, ~~Department~~ Real Estate
25 Division, Fire Department, Department of Public Health, and Entertainment Commission

1 (collectively, defined in Section 94A.2 as the “Core City Agencies”), and their successor
2 agencies or departments, if any, will coordinate the review and approval of a request to
3 occupy and activate such spaces and issue a permit to authorize the use.

4 (b) **Core City Agency Jurisdiction Retained.** Each Core City Agency shall retain its
5 full authority under the City Charter and applicable Codes to authorize the use, and impose
6 conditions on the “People-Place Shared Space Permit,” as defined in Section 94A.2, and enforce
7 the Agency’s requirements. In particular, this ~~Article~~ Chapter 94A is not intended to (1) ~~to~~ be
8 an alternative to the process in the Transportation Code for review and approval of street closures
9 and activities on public streets unrelated to the Places for People Shared Spaces Program by the
10 Interdepartmental Staff Committee on Traffic and Transportation (“ISCOTT”) or Municipal
11 Transportation Agency Board of Directors (“SFMTA Board of Directors”), contained in Article 6 of
12 ~~the Transportation Code~~ or (2) ~~to~~ preclude the Director of Public Works from exercising the
13 authority to regulate activities on the public right-of-way under sections of the Public Works
14 Code that are unrelated to the Places for People Shared Spaces Program. Consistent with the
15 definition of a Shared Spaces Permit in Section 94A.2, permits shall be issued by the designated Core
16 City Agency.

17 ~~The procedures by which the Department of Public Works and Municipal Transportation~~
18 ~~Agency will review and approve a permit issued pursuant to this Chapter 94A are set forth in Section~~
19 ~~793 et seq. of the Public Works Code (for Public Works) and Division II of the Transportation Code (for~~
20 ~~MTA). The Department of Real Estate procedures are set forth in Section 94A.8 of this Chapter. The~~
21 ~~Entertainment Commission’s jurisdiction over “Limited Live Performance Locales” is set forth in~~
22 ~~Section 1060 of the Police Code.~~

23 **SEC. 94A.2. DEFINITIONS.**

24 For purposes of this Chapter 94A, the following definitions shall apply:

25 “City” is the City and County of San Francisco.

1 “City Lot Shared Space” is a Shared Space occurring on property owned by the City under the
2 administration of the Real Estate Division pursuant to Section 94A.7.

3 **“Core City Agencies”** are the City departments and agencies participating in the ~~Places~~
4 ~~for People Shared Spaces~~ Program: the Planning Department (“Planning”), Department of Public
5 Works (“Public Works”), Municipal Transportation Agency (“MTA”), ~~Department of~~ Real Estate
6 ~~Division~~ (“Real Estate”), ~~Fire Department~~, Department of Public Health, and Entertainment
7 Commission.

8 “Curbside Shared Space” is a Shared Space occurring in a portion of the curbside lane of a
9 City street. Curbside Shared Spaces include occupancies of the public right-of-way previously
10 permitted by Public Works as a Parklet, or a Shared Space during the COVID-19 pandemic. For
11 purposes of the Shared Spaces Program, a Curbside Shared Space is further defined to include the
12 following types:

13 (a) “Fixed Commercial Parklet” is a fixed encroachment placed in the curbside lane
14 that is used principally for commercial activity during specified business hours. ~~During daylight~~
15 hours ~~w~~When the Curbside Shared Space is not being activated for commercial use, it is open to the
16 public. Pursuant to Section 94A.6, when the Fixed Commercial Parklet is being activated for
17 commercial use, the Permittee must provide public seating, including but not limited to a public bench,
18 which is accessible to persons who are not patrons of the business.

19 (b) “Movable Commercial Parklet” is the use of the curbside lane principally for
20 commercial activity during specified business hours, where all structures and furniture are removed
21 from the right-of-way outside of the specified business hours. ~~During daylight hours w~~When the
22 Moveable Commercial Parklet is not being activated for commercial use, it is open to the public.
23 Pursuant to Section 94A.6, when the Moveable Commercial Parklet is being activated for commercial
24 use, the Permittee must provide public seating, including but not limited to a public bench, which is
25 accessible to persons who are not patrons of the business.

1 (c) “Public Parklet” is the use of the curbside lane that is fully accessible to the public
2 during daylight hours and is at no time used for commercial activities.

3 “Director” is the Director of the relevant department or their designee.

4 “Fixed Commercial Parklet.” See definition of Curbside Shared Space.

5 “Integrated Shared Space” is a Shared Space with activities occurring on a combination of
6 locations that are Shared Space Categories in close proximity to one another and operated by the same
7 Permittee.

8 “Longer-Term Closure” has the same meaning as the term is defined in Section 101 of
9 Division II of the Transportation Code.

10 “Movable Commercial Parklet.” See definition of Curbside Shared Space.

11 “Public Parklet.” See definition of Curbside Shared Space.

12 “Roadway Shared Space” is a Shared Space with activities occurring in or on the Traffic Lane,
13 and includes street closures previously approved as part of the Shared Spaces program during the
14 COVID-19 pandemic.

15 “~~People-Place~~ Shared Space” is a publicly-accessible location approved under the ~~Places~~
16 ~~for People~~ Shared Spaces Program and located (a) on City-owned property under the
17 administration of the Real Estate Division, (b) on the sidewalk, ~~and/or~~ (c) in the curbside lane, (d)
18 ~~or~~ on all or any portion of the roadway between curbs, and/or (e) on private property, where the
19 public can gather and participate in commercial or non-commercial offerings and events. Such
20 offerings and events may include, but are not limited to: retail, cultural events, arts activities,
21 and entertainment; food and drink; and general recreation. A ~~People-Place~~ Shared Space is
22 managed, fully or partially, by a ~~Steward~~ Permittee under a ~~People-Place~~ Shared Space Permit
23 issued under the Program and may involve the temporary and reversible installation and
24 maintenance of physical treatments, improvements, or elements.

1 “People Place Shared Space Categories” ~~are constitute the following types of Shared Spaces,~~
2 ~~as defined in this Section 94A.2: (a) “City Lot People Place Shared Space,” which has activities~~
3 ~~occurring on property owned by the City; (b) “ Curbside People Place Shared Space,” Integrated~~
4 ~~Shared Space, which has activities occurring in a portion of the curbside lane of a roadway (c)~~
5 ~~“Roadway People Place Shared Space,” and which has activities occurring in or on any portion of~~
6 ~~the roadway, except for activities occurring only in the curbside lane; (d) “Sidewalk People Place~~
7 ~~Shared Space,” which has activities occurring on a portion of sidewalk; and (e) “Integrated People~~
8 ~~Place,” which is a single project with activities occurring on a combination of locations that are~~
9 ~~People Place Categories in close proximity to one another and operated by the same Steward.~~

10 “People Place Shared Spaces Permit” is a permit issued under the *Places for People*
11 *Shared Spaces* Program through its Core City Agencies that allows a *Steward Permitee* to create
12 a *People Place Shared Space* by temporarily occupying and activating the location for a specified
13 period of time. *Shared Spaces permits shall be issued by the Core City Agencies, as follows:*

14 (a) Real Estate shall review and issue permits for City Lot Shared Spaces pursuant to
15 the procedures set forth in Section 94A.7 of this Chapter.

16 (b) Public Works shall review and issue permits for Curbside Shared Spaces and
17 Sidewalk Shared Spaces pursuant to the procedures set forth in Sections 793 et seq. of the Public
18 Works Code, provided that the Director of Transportation has approved closure of the curbside lane
19 pursuant to procedures set forth in Section 204 of Division II of the Transportation Code.

20 (c) Where the Roadway Shared Space proposal would result in a Temporary Closure,
21 ISCOTT shall review and issue permits pursuant to the procedures set forth in Section 6.16 of Division
22 I of the Transportation Code. For Roadway Shared Space proposals requiring a Longer-Term Closure
23 of the Traffic Lane, the SFMTA Board of Directors shall evaluate the suitability of closing the street
24 pursuant to procedures set forth in Section 206 of Division II of the Transportation Code, and MTA
25 shall review and issue the Roadway Shared Space permit.

1 (d) The Entertainment Commission shall review and issue permits pursuant to its
2 jurisdiction as set forth in Article 15.1 of the Police Code.

3 ~~“**People Place Proposal**” is a proposed concept for a People Place project submitted to the~~
4 ~~Places for People Program by a prospective Steward prior to the submittal of an application for a~~
5 ~~People Place Permit, for the purpose of initial evaluation and determination of suitability for further~~
6 ~~development by the Core City Agencies.~~

7 ~~“**Steward Permitee**”~~ is, for a City Lot ~~People Place~~ Shared Space, (a) any person or
8 educational, recreational, or social agency, (b) any bona fide fraternal, charitable, religious,
9 benevolent, or other nonprofit organization which is exempt from taxation under the Internal
10 Revenue Code as a bona fide fraternal, charitable, religious, benevolent, or nonprofit
11 organization, or (c) a public agency with programs based in San Francisco. For Curbside,
12 ~~People Places, Roadway People Places, and Sidewalk People Places~~ Shared Spaces, a “~~Steward~~
13 ~~Permitee~~” may be any person or entity and is not restricted to the organizations and entities
14 described above.

15 “**Shared Spaces Program**” or “**Program**” is the San Francisco Shared Spaces Program
16 established and described in this Chapter 94A.

17 “**Sidewalk Shared Space**” is a Shared Space with activities occurring on a portion of
18 sidewalk.

19 “**Temporary Closure**” has the same meaning as the term is defined in Section 101 of Division
20 II of the Transportation Code.

21 **SEC. 94A.3. PLACES FOR PEOPLE SHARED SPACES POLICIES AND OBJECTIVES**
22 **PROGRAM FUNCTIONS.**

23 To achieve the purpose of the ~~Places for People~~ Program, the Core City Agencies shall
24 perform the functions set forth below consistent with each Agency's authority under the
25

1 Charter and other applicable City law. The specific roles of each participating Core City
2 Agency for each ~~People-Place~~ Shared Space Category are set forth in Section 94A.4.

3 (a) Coordinate principles and practices in ~~People-Places~~ Shared Spaces designated under
4 the ~~Places for People~~-Program with other public agencies operating similar public realm
5 initiatives and projects in the City.

6 (b) Be responsible for development and administration of Program implementation,
7 policies, and strategies.

8 (c) Sustain strategic partnerships with stakeholders of ~~People-Places~~ Shared Spaces,
9 including community organizations, nonprofit organizations, and businesses, in supporting
10 and enhancing ~~the Program~~ People-Places-Citywide.

11 (d) Endeavor to keep barriers to participation in the Program as low as possible,
12 including but not limited to keeping administrative and permit fees modest.

13 (e) Explore efforts to cross-subsidize approved ~~People-Places~~ Shared Spaces by
14 leveraging the revenue generated in ~~People-Places~~ Shared Spaces that exceeds the cost of
15 managing and operating the ~~People-Place~~ Shared Space and directing a portion of the excess
16 funds to support other ~~People-Places~~ Shared Spaces that have a demonstrated funding need.

17 (f) Seek ~~Stewards-Permittees~~ for ~~People-Places~~ Shared Spaces through a ~~Steward-Permittee~~
18 identification process that utilizes existing City partnership efforts where possible and builds
19 strong relationships with ~~Steward-Permittees~~.

20 (g) Network communication and coordinate efforts of the various ~~Steward-Permittees~~
21 within the ~~Places for People~~-Program.

22 (h) Identify opportunities to streamline permitting for active uses of ~~People-Places~~ and
23 access to Shared Spaces so that barriers to event permitting are eliminated or minimized.

24 (i) Encourage ~~People-Place~~ Steward-Permittees to maximize events and activities that are
25 free to the public.

1 (j) Collect ~~People Place~~ Shared Space participation data and user feedback, and use
2 established criteria to evaluate ~~Steward~~ Permittee performance outcomes in various areas,
3 including racial equity, transportation, the environment, public access, economic impact, type of
4 activities, and community engagement.

5 (k) Support development of long-term maintenance and activity partnerships for ~~People~~
6 ~~Places~~ Shared Spaces.

7 (l) Strive to ensure that ~~People Places~~ Shared Spaces remain available to the public, while
8 recognizing that some small number of restricted access events or time-specific commercial use
9 of Curbside Shared Spaces by businesses in suitable locations may be helpful in ~~supporting People~~
10 ~~Place Shared Space operations, and~~ assisting in the City's economic recovery from the COVID-19
11 pandemic.

12 (m) Support the City's goal of continuing to be a national and international leader in
13 public realm innovation.

14 (n) Support the City's values and commitments to the Transit First, Vision Zero, and Climate
15 Action policies; access for disabled persons; and application of the Curb Management Strategy to
16 ensure balanced curbside functionality.

17 (o) Provide access for people and goods (e.g. bus stop, commercial or passenger loading zone,
18 disabled loading and parking, etc.); movement (e.g. accommodating transit and bike lanes, etc.); public
19 accessibility; public safety (e.g. red zones for daylighting, fire hydrants, etc.); and bicycle parking and
20 storage (e.g. bike corrals and bike sharing stations).

21 (p) Ensure equitable access for all who live and work in San Francisco through the
22 implementation of regulations and requirements that account for disability and access needs.

23 (q) Support San Francisco's economic recovery following the COVID-19 pandemic by creating
24 ways for the public to activate public spaces and safely engage in economic activities, like dining and
25 retail, outdoors.

1 (r) Support San Francisco’s goal of promoting equitable opportunity for businesses by
2 performing outreach in multiple languages to small businesses located in communities
3 suffering from economic, health and environmental burdens.

4 **SEC. 94A.4. INTERAGENCY COORDINATION.**

5 In coordinating their activities under the *Places for People* Program, the Core City
6 Agencies shall have the responsibilities set forth below.

7 (a) ~~Planning Department~~ **Planning Department Public Works; General**
8 **Coordination of Program Activities.** After a prospective *Steward Permitee* submits an
9 *application for a People Place Shared Space Proposal to the Program pursuant to Section 94A.5,*
10 ~~Planning~~ **Planning Public Works** will ~~coordinate~~ ensure review and approval of the application
11 proposed People Place project. Specifically, ~~Planning~~ **Planning Public Works** will:

12 (1) ~~Ensure that the application is routed~~ the People Place Proposal to all Core City
13 Agencies with jurisdiction over the proposed *People Place Shared Space* for ~~review~~ an initial
14 evaluation of the desirability of the Proposal and provide wholistic coordination of the program,
15 taking into account land use, transportation, public space and urban design considerations.

16 (2) ~~Accept, along with the other Core City Agencies, a proposed People Place into the~~
17 ~~Program if, after completion of the review and evaluation required by Section 94A.5, each Core City~~
18 ~~Agency with jurisdiction over the proposed People Place has determined that the People Place~~
19 ~~Proposal is suitable for further development.~~

20 (4) ~~Review an application for a People Place Permit for completion and compliance~~
21 ~~with Program requirements prior to its submittal and, if found complete and in compliance, direct the~~
22 ~~prospective Steward to file the People Place Permit application with the appropriate Core City Agency~~
23 ~~or Agencies pursuant to Section 94A.6.~~

1 ~~(5)~~ Collaborate with the appropriate Core City Agency in the review and approval
2 of a People-Place-Shared Space permit, and guide strategic change management of the program
3 to ensure continued equity and accessibility by all intended users.

4 ~~(36)~~ At the request of a Core City Agency with jurisdiction over a proposed
5 People-Place-Shared Space, develop with the prospective Steward Permittee a Stewardship
6 Shared Spaces Agreement pursuant to Section 94A.56(de).

7 ~~(47)~~ Oversee cross-departmental tracking systems to ensure comprehensive
8 impact reporting and accountability, and support the monitoring of the Steward Permittee's
9 compliance with any terms and conditions in the People-Place-Shared Space Permit and
10 associated Stewardship Shared Spaces Agreement, report any noncompliance known to the
11 Planning Department Public Works to the applicable Core City Agency with
12 jurisdiction for enforcement.

13 ~~(458)~~ Coordinate Core City Agency outreach to prospective Steward Permittees.
14 Such outreach shall be performed in multiple languages and include small businesses located
15 in communities suffering from economic, health and environmental burdens. Ensure quality
16 public education, marketing and community engagement for the program as a whole.

17 In performing the coordination role described in subsections (a)(1) - ~~(458)~~, Planning
18 Public Works shall, if necessary, obtain the recommendations of staff of the other
19 Core City Agencies, including, among others: the Planning Director of Public Works of Public
20 Works or his or her designee, the Director of Transportation or his or her designee, the Director of
21 the Real Estate Department Division, the Director of Health, and/or the Executive Director of
22 the Entertainment Commission.

23 (b) **Director of Real Estate; City Lot People-Places-Shared Spaces.** The Director of Real
24 Estate will administer People-Places-Shared Spaces that are solely on a City-owned lot, pursuant
25 to Section 94A.78.

1 (c) **Entertainment Commission; People Places Shared Spaces with Entertainment**
2 **Activities.** The Entertainment Commission will review and consider any application for a
3 People Place Shared Space Permit that proposes an activity or activities *within the jurisdiction of*
4 *the Entertainment Commission, consistent with fitting the description of a Limited Live Performance*
5 *Locale in* Police Code, Section 1060(~~r~~) but, as applied to a People Place Shared Space, *the*
6 *proposed activity or activities may include* ~~allows~~ the service of food and beverages for
7 consumption on the premises. The Commission may approve an application that satisfies all
8 the applicable requirements for creation of a Limited Live Performance Locale and authorize
9 issuance of a People Place Shared Space Permit subject to the requirements stated in Police
10 Code Section 1060.

11 (d) **Planning, Planning, MTA, and Public Works; People Places Shared Spaces in the**
12 **Public Right-of-Way.**

13 (1) **Curbside People Places Shared Spaces.**

14 (A) Planning, Planning, Public Works will review the overall concept of the
15 *application* People Place Proposal, approve the *Steward* Permittee's proposed program of
16 offerings and events that will activate the People Place Shared Space ~~space~~, and participate in
17 the design review of all proposed physical treatments or improvements.

18 (B) MTA will *approve or deny the proposed closure of the curbside lane*
19 *pursuant to Section 204 of Division II of the Transportation Code, including permit terms and*
20 *conditions as established by the Director of Transportation, and* participate, as applicable, in design
21 review of all physical treatments or improvements proposed by a *Steward* Permittee, and, at the
22 MTA's discretion, implement any approved (i) restriping of travel and parking lanes, (ii) ground
23 surface treatments to delineate right-of-ways temporarily converted for the project, (iii)
24 placement of upright bollards and other traffic control devices, and (iv) other reversible site
25 improvements not included within subsection (d)(1)(C) below that are needed for the project.

1 ~~MTA will carry out its role pursuant to the process set forth in Division II of the Transportation Code,~~
2 ~~including making the determination of any necessary street closure and circulation changes.~~

3 (C) Public Works will, pursuant to the process set forth in Section 793 et
4 seq. of the Public Works Code, (i) review the overall concept of the application, ~~(ii) approve~~
5 ~~the Permittee's proposed program of offerings and events that will activate the Shared Space,~~
6 ~~(iii) participate in the design review and approval of physical treatments or improvements~~
7 ~~proposed by a Steward Permittee,~~ (iv) participate in the review and approval of the Steward
8 Permittee's proposed program of events intended to activate the People Place Shared Space
9 space, (v) consult with additional City agencies such as the Public Utilities Commission and the
10 Fire Department regarding the design and construction of any proposed structure proposed to occupy
11 the right-of-way as part of a Shared Space, (vi) review and approve the Stewardship Shared
12 Spaces Agreement, and (vii) provide approval for the People Place Shared Space Permit along
13 with the other Core City Agencies with jurisdiction over the proposed People Place Shared
14 Space, and (viii) issue the Curbside Shared Space permit. The Director of Public Works, consistent with
15 Sections 793 et seq. of the Public Works Code, and in collaboration with Planning, may shall issue
16 regulations setting forth standard design and operating requirements for any Curbside Shared Space to
17 ensure integration with existing neighborhood-specific architecture and other design elements,
18 and to minimize conflicts with existing site-specific fixtures in the public right of way. In
19 addition, Public Works, in its sole discretion, may install reversible site improvements
20 (planters, furnishings, etc.) associated with the project.

21 (D) The Core City Agencies shall review the proposed Curbside Shared Space
22 for potential conflicts with future City projects, such as streetscape initiatives (including streetscape
23 redesigns, paving projects, transit improvements), on-going maintenance needs, and planned
24 improvements. Core City Agencies shall also review the proposed Curbside Shared Space for
25 potential conflicts with City projects completed in the 10 years prior to the application to

1 reduce conflicts with the purposes of those projects, including but not limited to review to
2 ensure that the Shared Space would enhance rather than undermine the City's Vision Zero,
3 Transit-First, and Better Streets Policies.

4 (E) A Permittee's right to occupy the Curbside Shared Space shall be
5 conditioned upon the obligation to remove or modify the Curbside Shared Space at any time, as
6 necessary for any City project or maintenance work, which necessity shall be determined solely by the
7 City Agency that issued the Shared Space Permit. The Permittee shall be obligated to remove or
8 modify the Curbside Shared Space at the Permittee's cost and return the right-of-way to a condition
9 that the Director of Public Works deems appropriate within 15 days of receiving notice from the
10 City, although the Director of Public Works or applicable Core Agency may require removal of
11 the Shared Space in a shorter time period where the Director of Public Works determines that
12 an emergency or other threat to public health or safety exists, or finds that any delay would
13 result in extraordinary cost to the City. ~~If the proposed Curbside Shared Space would conflict~~
14 ~~with a future City project or necessary maintenance work, Public Works may inform the~~
15 ~~Permittee of any potential disruption from the conflict, but the failure to do so shall not give~~
16 ~~rise to any rights to occupy, or otherwise not remove or modify the Permittee's occupancy of,~~
17 ~~the Curbside Shared Space.~~

18 (2) **Roadway ~~People Places~~ Shared Spaces.**

19 (A) Planning ~~Planning~~ ~~Public Works~~ will review the overall concept of
20 the ~~application~~ ~~People Place Proposal~~, approve the ~~Steward~~ ~~Permittee's~~ proposed program of
21 offerings and events that will activate the ~~People Place space~~ Shared Space, and participate,
22 along with other City departments with jurisdiction over the proposed Shared Space, in the
23 design review of all proposed physical treatments or improvements. ~~Planning will also~~
24 ~~coordinate the collection of baseline pedestrian, bicycle, and vehicular data at the relevant location(s)~~
25 ~~(i) pre-occupancy, that is, before project implementation, (ii) during short-term temporary street~~

1 ~~losures, and (iii) post-occupancy, that is, for at least six months after project implementation, or a~~
2 ~~longer time period if warranted. Planning staff, inclusive of Environmental Planning, will consult with~~
3 ~~MTA staff as necessary on collection methodology.~~

4 (B) MTA will carry out its role in evaluating the application ~~People Place~~
5 ~~Proposal pursuant to the process set forth in Division II of the Transportation Code~~, including making
6 the determination of any necessary street closure and circulation changes. In its discretion, the
7 MTA may consider ~~The MTA is urged to consider the following requirements in developing the Division~~
8 ~~II procedures:~~

9 (i) ~~Conduct the circulation analysis necessary for evaluating a~~
10 ~~temporary street closure and circulation changes (including full or partial width of street; full-time or~~
11 ~~part-time, over hours and days of the week).~~

12 (ii) ~~Review and analyze, or oversee a contract for professional services~~
13 ~~to review and analyze, transit and vehicular circulation data from (i) baseline pre-occupancy and/or~~
14 ~~(ii) occupancy of short-term temporary trial(s), and issue a technical memorandum or “Preliminary~~
15 ~~Circulation Assessment,” including MTA’s conclusion as to approval of the proposed temporary street~~
16 ~~closure.~~

17 (iii) ~~Develop procedures for participation in design review of physical~~
18 ~~treatments or improvements proposed by a Steward.~~

19 (iv) ~~Review, consider, and authorize (when all requirements have been~~
20 ~~satisfied) any changes to pedestrian and vehicular circulation associated with the People Place project.~~

21 (v) ~~Implementing~~ any approved restriping of travel and parking
22 lanes, ground surface treatments to delineate right-of-ways temporarily converted for the
23 project, placement of upright bollards and other traffic control devices, and other reversible
24 site improvements that are needed for the project.

1 ~~_____ (vi) Review and analyze, or oversee a contract for professional services~~
2 ~~to review and analyze, the pre-occupancy and post-occupancy transit and vehicular circulation data~~
3 ~~for projects that have been implemented.~~

4 ~~(C) If the MTA approves a temporary street closure~~

5 ~~(i) Where the portion of the public-right-of-way to be used for the~~
6 ~~Roadway Shared Space is proposed to be closed as a Temporary Closure, ISCOTT will, pursuant to~~
7 ~~the process set forth in Section 6.16 of Division I H of the Transportation Code, Public Works~~
8 ~~will, pursuant to the process set forth in Section 793 et seq. of the Public Works Code,;~~

9 ~~(i)a. participate in the design review and approval of~~
10 ~~physical treatments or improvements proposed by a Steward Permitee,;~~

11 ~~(ii) b. participate in the review and approval of the Steward~~
12 ~~Permitee's proposed program of events intended to activate the People Place space Shared~~
13 ~~Space,;~~

14 ~~(iii)c. review and approve the Stewardship Shared Spaces~~
15 ~~Agreement,; and~~

16 ~~(iv)dc. provide approval for the People Place Shared Space~~
17 ~~Permit along with the other Core City Agencies with jurisdiction over the proposed People~~
18 ~~Place Shared Space;~~

19 ~~(v)ed. review and approve any necessary street closure and~~
20 ~~circulation changes; and~~

21 ~~fe. issue the Roadway Shared Space permit.~~

22 ~~(ii) Where the portion of the right-of-way proposed to be used for the~~
23 ~~Roadway Shared Space is proposed to be closed as a Longer-Term Closure, the SFMTA Board of~~
24 ~~Directors shall review and approve any necessary street closure and circulation changes pursuant to~~
25 ~~_____~~

1 the process set forth in Division II of the Transportation Code. Following any decision to close the
2 street by the SFMTA Board of Directors, MTA staff will:

3 (i)a. participate in the design review and approval of physical
4 treatments or improvements proposed by a Permittee;

5 (ii)b. participate in the review and approval of the Permittee's
6 proposed program of events intended to activate the Shared Space;

7 (iii)c. review and approve the Shared Spaces Agreement;

8 (iv)d. provide approval for the Shared Space Permit along with
9 the other Core City Agencies with jurisdiction over the proposed Shared Space; and

10 (v) de. issue the Roadway Shared Space permit.

11 (C) For all Roadway Shared Space permit applications, Public Works will (i)
12 participate in the design review and approval of physical treatments or improvements proposed by a
13 Permittee, (ii) participate in the review and approval of the Permittee's proposed program of events
14 intended to activate the Shared Space, and (iii) review and approve the Shared Spaces
15 Agreement, and (iv) provide approval for the Shared Space Permit along with the other Core City
16 Agencies with jurisdiction over the proposed Shared Space. In addition, Public Works, in its sole
17 discretion, may install reversible site improvements (planters, furnishings, etc.) associated
18 with the project.

19 **(3) Sidewalk ~~People Places~~ Shared Spaces.**

20 (A) Planning will review the overall concept of the application, approve
21 the Permittee's planned program of offerings and events that will activate the Shared Space
22 and participate in the design review of all proposed physical treatments or improvements. (A)
23 Planning will review the overall concept of the application ~~People Place Proposal~~, approve the
24 ~~Steward~~ Permittee's planned program of offerings and events that will activate the ~~People Place~~

1 ~~Shared Space~~ *space*, and participate in the design review of all proposed physical treatments
2 or improvements.

3 ~~_____ (B)~~ (B) Public Works will review the overall content of the application,
4 including the Permittee's planned program of offerings and events that will activate the Shared
5 Space, and, pursuant to the process set forth in Section 793 *et seq.* of the Public Works
6 Code, ~~(iA)~~ participate in the design review and approval of physical treatments or
7 improvements proposed by a ~~Steward Permittee~~, ~~(iiB)~~ participate in the review and approval of
8 the ~~Steward Permittee's~~ proposed program of events intended to activate the ~~People Place~~
9 ~~Shared Space~~ *space*, ~~(iiiC)~~ review and approve the ~~Stewardship Shared Spaces Agreement~~, and
10 ~~(ivD)~~ provide approval for the ~~People Place Shared Space~~ Permit along with the other Core City
11 Agencies with jurisdiction over the proposed ~~People Place Shared Space~~, and ~~(vED)~~ issue the
12 ~~Sidewalk Shared Space permit~~. In addition, Public Works, in its sole discretion, may install
13 reversible site improvements (planters, furnishings, etc.) associated with the project.

14 (e) **Integrated ~~People Places Shared Spaces~~**. Where a single ~~application proposal~~ involves
15 activities occurring in more than one ~~People Place Shared Space~~ category, each Core City
16 Agency shall:

17 (1) Participate in design review and proposal development for the ~~People Place~~
18 ~~Shared Space~~ project with respect to those proposed elements that are within such Agency's
19 jurisdiction as is specified in this Section 94A.4 for review of the individual ~~People Place Shared~~
20 ~~Space~~ Categories; provided, however, that the Director of one of the participating Core City
21 Agencies may authorize another participating Core City Agency to review the ~~application~~
22 ~~People Place Proposal~~ and one or more of the design elements on its behalf.

23 (2) Implement the pertinent elements as specified in this Section 94A.4 for
24 review of the individual ~~People Place Shared Space~~ Categories.

1 ~~(3) If an Integrated Shared Space proposes adjacent Curbside and Sidewalk~~
2 ~~Shared Spaces, the Director of Public Works shall require that the Sidewalk Shared Space~~
3 ~~consist only of stationary elements, unless the Director of Public Works makes an affirmative~~
4 ~~finding in writing, in consultation with the Mayor's Office of Disability and the Public Works~~
5 ~~American's with Disabilities Act Access Coordinator, and based on a review of site-specific~~
6 ~~conditions, that any proposed non-stationary elements are consistent with the City's Better~~
7 ~~Streets Policy, would present minimal risk of encroachment into public rights of way, and~~
8 ~~would not otherwise impede access for people with disabilities. For purposes of assessing~~
9 ~~adequacy of access for people with disabilities, the Permittee shall strive to provide at least~~
10 ~~eight feet of unimpeded access on sidewalks over twelve feet wide, and no less than six feet~~
11 ~~of unimpeded access on sidewalks under twelve feet wide.~~

12 ~~**SEC. 94A.5. PEOPLE PLACE PROPOSAL.**~~

13 ~~*(a) Initiation of the Process. A prospective Steward may submit a concept Proposal for a*~~
14 ~~*People Place project to the Places for People Program. To be considered, the proposal must include*~~
15 ~~*the following components:*~~

16 ~~——— *(1) Documentation of community outreach and support.*~~

17 ~~——— *(2) Documentary proof that all fronting property owners have been notified by the*~~
18 ~~*prospective Steward of the intent to submit a People Place Proposal. If the prospective Steward is not*~~
19 ~~*the fronting ground floor tenant, then documentary proof of notification to the fronting ground floor*~~
20 ~~*tenant(s) is also required.*~~

21 ~~——— *(3) A list and frequency schedule for routine maintenance tasks.*~~

22 ~~——— *(4) A prospective activities calendar describing the frequency and types of free public*~~
23 ~~*programming.*~~

24 ~~——— *(5) The number of restricted access events, if any, that will be held annually. In no*~~
25 ~~*event may the number of restricted access events allowed exceed eight single-day events per year.*~~

1 ~~Scheduling of any approved restricted access events shall not be concentrated during a particular time~~
2 ~~or times a year but be spread throughout the calendar year. Consistent with Section 94A.7(b)(2) Public~~
3 ~~access to the People Place shall not be restricted except for restricted access events approved by the~~
4 ~~Places for People Program.~~

5 ~~———— (6) Photographs of existing conditions on the site.~~

6 ~~———— (7) A conceptual site plan depicting how the space will be configured, including the~~
7 ~~introduction and placement of any temporary physical elements.~~

8 ~~————— (A) City Lot People Places. If the space will be configured to accommodate~~
9 ~~different types of programs, the Proposal must include a series of site plans depicting proposed~~
10 ~~configurations.~~

11 ~~————— (B) Curbside People Places. If the Steward is proposing multiple Curbside~~
12 ~~People Places that will be operated together under the same exact terms and time(s) of a single~~
13 ~~Curbside People Place Permit, the proposal must include a series of site plans depicting the proposed~~
14 ~~extent of each installation.~~

15 ~~————— (C) Integrated People Places. If the space will be configured to accommodate~~
16 ~~different types of programs, the Proposal must include a series of site plans depicting proposed~~
17 ~~configurations.~~

18 ~~————— (D) Roadway People Places. If the space will be configured to accommodate~~
19 ~~different types of programs, the Proposal must include a series of site plans depicting proposed~~
20 ~~configurations.~~

21 ~~————— (E) Sidewalk People Places. If the Steward is proposing multiple Sidewalk~~
22 ~~People Places that will be operated together under the same exact terms and time(s) of a single~~
23 ~~Sidewalk People Place Permit, the proposal should include a series of site plans depicting the proposed~~
24 ~~extent of each installation.~~

1 (b) ~~Initial Review and Evaluation of the Proposal. After submittal, the People Place Proposal~~
2 ~~will be reviewed by Planning for completeness and compliance with Program requirements. If the~~
3 ~~People Place Proposal is determined to be complete and in compliance with Program requirements,~~
4 ~~Planning will route the Proposal to all Core City Agencies with jurisdiction over the proposed People~~
5 ~~Place for an initial evaluation of the desirability of the Proposal. If approved by all the required Core~~
6 ~~City Agencies, the Proposal will be accepted into the Program and further developed by the Core City~~
7 ~~Agencies as appropriate.~~

8 (a) ~~Public Funds; Solicitation and Evaluation of Proposals.~~

9 (1) ~~If public funds are being offered for a portion of the implementation or operation of a~~
10 ~~People Place or Places, the People for Places Program shall issue an invitation for prospective~~
11 ~~Stewards to submit a competitive People Place Proposal for the project. The Program may solicit~~
12 ~~Proposals (A) on an ongoing basis (year-round), or (B) for set intervals on a recurring cycle (for~~
13 ~~example, for two weeks at the end of each quarter), or (C) for a set interval on a one-time basis~~
14 ~~depending on the People Place Category or other appropriate factors.~~

15 (2) ~~All Proposals that are submitted in compliance with the requirements and within the~~
16 ~~submission deadline shall be evaluated by Planning and the Core City Agency or Agencies with~~
17 ~~jurisdiction over the People Place Category. After completion of the evaluation, Planning and the Core~~
18 ~~City Agency or Agencies may in their discretion determine that none of the Proposals submitted are~~
19 ~~acceptable.~~

20 **SEC. 94A.65. PEOPLE PLACE SHARED SPACE PERMIT – APPLICATION, ISSUANCE,**
21 **MODIFICATION, AND REVOCATION; STEWARDSHIP SHARED SPACES AGREEMENT.**

22 (a) ~~Submission of Permit~~ **General Application Requirements.** ~~A prospective Permittee may~~
23 ~~submit an application for a Shared Spaces Permit consistent with the requirements of this Section~~
24 ~~94A.5. After Planning ~~Planning Public Works~~ has reviewed the application for completeness and~~
25 ~~compliance with Program requirements, Planning ~~Planning Public Works~~ will circulate the~~

1 application to the Core City Agencies with jurisdiction over the proposed Shared Space. Each
2 proposed Shared Space application must include the following components:

3 (1) A narrative description of the proposed Shared Space, including the planned
4 activation of the space.

5 (2) Documentation of community outreach and support, including documentation of
6 any known concerns, and efforts made by the applicant to address such concerns.

7 (3) Documentation showing that all property owners of any building fronting a
8 proposed Sidewalk or Curbside Shared Space or the property owners' agents have been notified by the
9 prospective Permittee of the intent to submit an application for a Shared Space.

10 (A) Sidewalk Shared Spaces. If the prospective Permittee is not the ground-
11 floor tenant of the building fronting the sidewalk area proposed to be used as a Sidewalk Shared Space,
12 and/or the Permittee proposes to use sidewalk space other than the sidewalk fronting Permittee's
13 location, then documentary proof of consent from any ground-floor tenant(s) fronting the areas
14 proposed to be used as the Shared Space is also required. In the event there is no ground-floor tenant
15 of a building fronting the areas proposed to be used as a Shared Space, then documentary proof of
16 consent from the fronting property owner or their agent is required.

17 (B) Curbside Shared Spaces. If the prospective Permittee is not the ground-
18 floor tenant of the building fronting the parking space proposed to be used as a Curbside Shared
19 Space, and/or if half or more of a marked parking space or any portion of an unmarked parking space
20 proposed to be used for a Curbside Shared Space would be outside of Permittee's ground-floor
21 frontage, then documentary proof of consent from any ground-floor tenant(s) fronting the areas
22 proposed to be used as the Shared Space is also required. In the event there is no ground-floor tenant
23 of a building fronting the areas proposed to be used as a Shared Space, then documentary proof of
24 consent from the fronting property owner or their agent is required.

25 (4) A list and frequency schedule for routine maintenance tasks.

1 (5) For Roadway Shared Spaces, a prospective activities calendar describing the
2 frequency and types of free public programming, if applicable.

3 (6) A description of any limitations on public use, including:

4 (A) The number of restricted access events, if any, that will be held annually. In
5 no event may the number of restricted access events allowed exceed eight single-day events per year.
6 Scheduling of any approved restricted access events shall not be concentrated during a particular time
7 or times a year but be spread throughout the calendar year.

8 (B) If the Permittee intends to use a Curbside Shared Space for the ~~exclusive~~
9 benefit of a business, a description of the proposed hours of use, and proposed activities. In no event
10 may the exclusive use of the Curbside Shared Space exceed the hours of operation of the associated
11 business or businesses.

12 (7) Photographs of existing conditions on the site.

13 (8) A site plan depicting how the space will be configured, including the introduction
14 and placement of any temporary physical elements, and the placement of nearby ground fixtures. The
15 site plan shall also include at-grade roadway markings such as color curbs, lane striping, parking stall
16 marking, and at-grade utility access panels, storm drains, manhole covers, and other utility access
17 points. Additional site plan considerations may be articulated in regulations issued by the
18 appropriate City Departments.

19 **(b) Permit Application Requirements for Specific Types of Shared Spaces.** In addition
20 to the general permit requirements set forth in subsection (a), ~~the following additional~~ permit
21 application requirements for specific ~~People Place Shared Space~~ Categories ~~shall apply~~ are set
22 forth as follows:

23 (1) for City Lot ~~People Places Shared Spaces~~, in Section 94A.78 of this Chapter
24 94A;

1 (2) for Sidewalk ~~People Places~~ Shared Spaces, in Public Works Code Section 793
2 et seq.;

3 (3) for Curbside ~~People Places~~ Shared Spaces, in Public Works Code Section 793
4 et seq. for permit issuance, and Section 204 of Division II of the Transportation Code for roadway
5 closure; and

6 (4) for Roadway ~~People Places~~ Shared Spaces, in ~~Public Works Code Section 793 et~~
7 ~~seq. and Section 6.16 of~~ Division I H of the Transportation Code for permit issuance and roadway
8 closure.

9 (c) ~~People Place~~ Shared Space **Permit – Issuance; Conditions of Approval; Limited**
10 **Duration.**

11 (1) **Issuance.** Issuance of a ~~People Place P~~ permit authorizes the ~~Steward~~
12 Permittee to create a ~~People Place~~ Shared Space by occupying the location with reversible
13 physical treatments or improvements and/or activating the location with programming. For the
14 Core City Agencies, a ~~People Place~~ Shared Space Permit shall incorporate the requirements of
15 and substitute for a permit that would otherwise be required under other sections of the
16 Municipal Code. ~~Copies of approved and issued People Place Permits for People Places on City-~~
17 ~~Owned Lots shall be maintained by Real Estate. Copies of approved and issued People Place Permits~~
18 ~~for People Places in the public right-of-way shall be maintained by Public Works.~~

19 (2) **Conditions of Approval; Liability Insurance and Indemnity Provisions.**

20 The ~~People Place~~ Shared Space Permit sets forth the permit terms, conditions of approval,
21 operational requirements, and duration of the permit, People Place and is approved by all the
22 Core City Agencies with jurisdiction over the ~~People Place~~ Shared Space. In addition to any
23 conditions that a Core City Agency is authorized to impose on a ~~People Place~~ Shared Space
24 Permit pursuant to ~~the provisions of~~ this Chapter 94A, a participating Core City Agency with
25 jurisdiction over the ~~People Place~~ Shared Space shall impose any condition that it would have

1 been required to impose on a permit separately issued under the Code that regulates its
2 activities; provided, however, that Public Works, with the approval of the City's Risk Manager,
3 is authorized to modify standard liability insurance and indemnification requirements for
4 Sidewalk Shared Space projects and Curbside ~~People-Place~~ Shared Space projects. For ~~People-Place~~
5 Shared Space projects developed in whole or in part, or installed in whole or in part, by a City
6 Agency, the Core City Agency that issues the permit~~Public Works~~, with the approval of the City's
7 Risk Manager, may limit the ~~Steward~~Permittee's required liability insurance and indemnification
8 requirements to the non-physical aspects of the ~~People-Place~~Shared Space. Permittees shall
9 be required to submit proof of required liability insurance and indemnification with each
10 application for a new Shared Space and with any application for renewal or extension of an
11 existing Shared Space.

12 (3) **Limited Duration.** ~~A People-Place Shared Space Permit is intended to be~~
13 ~~temporary and has a limited duration.~~ The standard maximum initial term for a Curbside
14 ~~People-Place Shared Space Permit a Roadway People-Place,~~ or a Sidewalk ~~People-Place Shared~~
15 Space Permit shall be for ~~no longer than one one two~~ years, after which it may be renewed or
16 extended upon review and approval by the Core City Agencies with jurisdiction over the
17 ~~People-Place Shared Space~~ for additional terms of up to one two years each. Any closure of a
18 curbside lane for a Curbside Shared Space must follow the requirements of Section 204 of Division II
19 of the Transportation Code. The maximum initial term for a Roadway Shared Space shall be two
20 years, after which it may be renewed or extended upon review and approval by the Core City Agencies
21 with jurisdiction over the Shared Space, for additional terms of up to two years each, subject to any
22 necessary street closure by the SFMTA Board of Directors. The standard maximum initial term of a
23 City Lot ~~People-Place Shared Space~~ Permit shall be ~~no longer than~~ five years, which may be
24 extended by the Director of Real Estate pursuant to the provisions of Section 94A.78(d) for
25 additional terms of up to five years each.

1 (d) ~~Permit Cover Sheet. The approval of the People Place Permit shall be memorialized by a~~
2 ~~Permit Cover Sheet that is attached to the Permit. The Permit Cover Sheet must be signed by a person~~
3 ~~designated by the Director of each Core City Agency with jurisdiction over the proposed People Place.~~
4 ~~A Core City Agency with jurisdiction over the proposed People Place may, at its own discretion,~~
5 ~~request that a person designated by the Director of another Core City Agency involved in the review of~~
6 ~~the People Place Permit also sign the Permit Cover Sheet.~~

7 (e) ~~Stewardship Shared Spaces Agreement. At the request of a Core City Agency with~~
8 ~~jurisdiction over the People Place Shared Space Category, the Program and Steward Permittee~~
9 ~~will shall jointly develop a People Place Stewardship Shared Spaces Agreement for approval by~~
10 ~~all the Core City Agencies with jurisdiction over the People Place Shared Space. The~~
11 ~~Stewardship Shared Spaces Agreement will impose conditions and operational requirements~~
12 ~~on the People Place Shared Space that are in addition to those set forth in the People Place~~
13 ~~Shared Space Permit. A copy of the Stewardship Shared Spaces Agreement, approved by the~~
14 ~~applicable Core City Agencies, shall be attached to the People Place Shared Space Permit,~~
15 ~~and its provisions shall be considered permit requirements equivalent to those set forth in the~~
16 ~~People Place Shared Space Permit and enforceable pursuant to Section 94A.910.~~

17 (e) **Coordination of Additional Permits Required from Other City Agencies.**

18 Certain activities may require additional permits or approvals from another City agency, board,
19 commission, or department that is not a Core City Agency. In such cases, the Core City
20 Agencies shall coordinate regarding all other permits or approvals that may be necessary for
21 or related to activities at the People Place Shared Space. The issuance of a Shared Space Permit
22 shall be conditioned upon compliance with any necessary approvals and inspections by all City
23 Agencies with jurisdiction, including but not limited to Fire Department, Department of Building
24 Inspection, Entertainment Commission, and Department of Public Health, or any other City
25 agency with jurisdiction. ~~If additional permits or approvals are required from other City agencies,~~

1 ~~boards, commissions, or departments, they may be granted by the signature of an authorized~~
2 ~~representative of the entity on the Permit Cover Sheet described in subsection (d) above.~~

3 **(~~efg~~) Coordination of Additional Permits Required from Other Governmental**
4 **Authorities.** Certain activities in the public right-of-way may require additional review and
5 approvals from Federal or State authorities, or other County agencies, boards, commissions,
6 or departments. In such cases, the Core City Agencies shall coordinate, ~~to the extent feasible,~~
7 regarding all other review or approvals that may be necessary for or related to the activities at
8 the *People-Place-Shared Space*.

9 **(~~efh~~) Modification of a *People-Place-Shared Space* Permit; Withdrawal of Approval.**

10 (1) **Permit Modification.** *People-Place-Shared Space* Permits on public space are
11 revocable at will. Therefore, each Core City Agency that has approved issuance of a *People*
12 *Place-Shared Space* Permit may at any time modify those portions of the Permit that are within
13 its jurisdiction, including any conditions. If a Core City Agency makes a determination to
14 modify the *People-Place-Shared Space* Permit or any conditions that it has imposed, or to
15 impose additional conditions, the Agency shall notify Planning ~~Planning Public Works~~ and ~~the~~
16 other Core City Agencies with jurisdiction over the *People-Place-Shared Space*. Upon
17 notification of a modification of the Permit, Planning ~~Planning Public Works~~ and any Core City
18 Agency that approved issuance of the *People-Place-Shared Space* Permit shall determine if other
19 portions of the Permit also need to be modified, or if the entire *People-Place-Shared Space*
20 Permit needs to be revoked pursuant to subsection (~~ghi~~) below. A new *People-Place-Shared*
21 *Space* Permit is required to be issued if Planning ~~Planning Public Works~~ and the other
22 participating Core City Agencies determine that the proposed modifications are major. Minor
23 modifications to a *People-Place-Shared Space* Permit may be made without the issuance of a
24 new Permit. The Core City Agency ~~ies that issued with jurisdiction over the~~ *People-Place-Shared*
25

1 Space Permit will notify the ~~Steward Permitee~~ of any permit modifications or if revocation of the
2 entire Permit pursuant to subsection (gh) below is required.

3 (2) **Withdrawal of Approval.** A Core City Agency may at any time withdraw its
4 approval of the ~~People-Place-Shared Space~~ Permit. If a Core City Agency makes a determination
5 to withdraw its approval of the ~~People-Place-Shared Space~~ Permit, any activities requiring its
6 approval shall be severed from the Shared Space Permit. ~~The~~ Agency shall notify Planning
7 ~~Planning Public Works~~ and the Core City Agencies that approved issuance of the ~~People-Place~~
8 Shared Space Permit of its decision to sever from the permit those portions that are within the
9 Agency's jurisdiction. Upon receipt of a notification of severance, ~~Planning and any the other~~
10 Core City Agencies that approved issuance of the Permit shall determine if the severance
11 requires revocation of the permit in its entirety pursuant to subsection (gh) below, or whether
12 the permit can be modified rather than revoked. If the remaining Core City Agencies determine
13 that the severance does not require revocation but requires a major modification of the permit,
14 a new ~~People-Place-Shared Space~~ Permit must be issued. In the case of a severance, ~~The~~ Core
15 City Agency that issued ~~or Agencies with jurisdiction over the~~ ~~People-Place-Shared Space Permit~~ will
16 send the ~~Steward Permitee~~ written notification of the severance and any resulting modification
17 or revocation of the ~~People-Place-Shared Space~~ Permit.

18 (gh) **Permit Revocation.** A ~~People-Place-Shared Space~~ Permit issued pursuant to this
19 Chapter 94A may be revoked at any time by the Core City Agencies that approved issuance
20 of the Permit or, if revocation is required by a modification or withdrawal of approval by a Core
21 City Agency pursuant to subsection (fg)(1) or (fg)(2) above, by the remaining Core City
22 Agencies that approved issuance of the Permit. The revocation process may be initiated by:

23 (1) a request for revocation from one or more of the Core City Agencies that
24 approved issuance of the ~~People-Place-Shared Space~~ Permit;

1 (2) notification of a permit modification by a Core City Agency pursuant to
2 subsection ~~(fg)~~(1) above; or

3 (3) notification of withdrawal of approval by a Core City Agency pursuant to
4 subsection ~~(fg)~~(2) above.

5 If the ~~People-Place-Shared Space~~ Permit is revoked, the Core City Agency~~ies~~ *that*
6 ~~issued with jurisdiction over the People-Place Shared Space Permit~~ shall send the ~~Steward-Permittee~~
7 written notification of the revocation.

8 (h) Reports on Revocations. No later than 6 months following the effective date of
9 the ordinance contained in Board of Supervisors File No. 210284, a report shall be provided to
10 the Board of Supervisors detailing every Shared Space Permit that has been revoked, or
11 about which a determination has been made that it will need to be revoked, in order to comply
12 with the City's Vision Zero, Better Streets, and Transit First Policies, including revocations of
13 Shared Spaces Permits for the purpose of restoring transit lines, to maintain safe access to
14 public rights of way for seniors people with disabilities, and to facilitate pedestrian safety.
15 Thereafter, a report shall be issued on a yearly basis to the Board of Supervisors listing all
16 Shared Spaces Permits for which approvals were withdrawn pursuant to subsection
17 94A.5(fg)(2), or which were revoked pursuant to subsection 94A.5(g~~h~~).

18 **SEC. 94A.76. OPERATIONAL REQUIREMENTS.**

19 (a) **Applicability of Requirements.** The Operational Requirements set forth in
20 subsection (b) below shall apply to all ~~People-Places-Shared Spaces~~ except as follows:

21 (1) The applicability of the Operational Requirements to a ~~People-Place-Shared~~
22 ~~Space~~ within the jurisdiction of the MTA requires the MTA's approval.

23 (2) One or more of the Operational Requirements may not be warranted or
24 appropriate for a particular ~~People-Place-Shared Space~~ or event occurring at a ~~People-Place~~
25 ~~Shared Space~~, due to special circumstances. In such situations,;

1 (A) ~~the~~ Director of Real Estate (for a City Lot ~~People Place Shared Space~~),
2 ~~or~~ the Director of Public Works (for a Curbside Shared Space or Sidewalk People Place Shared
3 Space on a portion of the public right of way within the jurisdiction of Public Works), or the Director
4 of MTA (for a Roadway Shared Space) may grant a non-material exception or other minor
5 amendment to the Good Neighbor Policies set forth in subsection (b)(8) or ~~to~~ waive or modify
6 one or more of the other Operational Requirements if the Director finds, in ~~his or her~~ the
7 Director's sole discretion, that the Requirement is not warranted or appropriate for a particular
8 ~~People Place Shared Space~~ or event and that the public interest would be served by granting the
9 waiver or modification or exception.

10 ~~(B) Additional regulations regarding waivers, modifications, or~~
11 ~~exceptions for a City Lot People Place Shared Spaces may be adopted by the Director of Real~~
12 ~~Estate pursuant to the Director's authority under Section 94A.78(fg); additional regulations for~~
13 ~~Curbside Shared Spaces or Sidewalk a People Place Shared Spaces on the public right of way~~
14 ~~may be adopted, by the Director of Public Works pursuant to the Director's authority under~~
15 ~~Section 793.3(a) of the Public Works Code; and for Roadway Shared Spaces, by the Director~~
16 ~~of MTA.~~

17 (b) **Operational Requirements.**

18 (1) **Public Accessibility.** Unless authorized as a restricted access event ~~or by~~
19 ~~the specific terms of a Curbside Shared Space Permit~~, all ~~People Places Shared Spaces~~ shall
20 remain accessible to the public ~~during daylight hours~~. Fixed Commercial Parklets and Moveable
21 Commercial Parklets shall provide alternate public seating, including but not limited to a public
22 bench, which is accessible to persons who are not patrons of the business for any period when the
23 Curbside Shared Space is not being activated for commercial use by the business. Alternate public
24 seating shall include at least one public bench or other seating arrangement for every 20-45
25 linear feet of Curbside Shared Space, or per subdivided section of a Curbside Shared Space.

1 This alternate public seating shall be included in the Curbside Shared Space permit. Fixed
2 Commercial Parklet and Movable Commercial Parklet Permittees shall be allowed to secure
3 the Curbside Shared Space from midnight to 7:00 a.m. The Director of Public Works is
4 authorized to issue regulations that are consistent with this section regarding use of a Curbside Shared
5 Space. In no event shall any exclusive uses provided for in this subsection (b)(1) be construed as being
6 inconsistent with the limitations on the Permittee's obligation to remove or modify the Curbside
7 Shared Space at any time use pursuant to Section 94A.4(d)(1)(DE).

8 (2) **Peddling and Vending Merchandise.** No person shall bring, or cause to be
9 brought, for the purposes of sale or barter, or have for sale, or sell in exchange, or offer for
10 sale or exchange any goods, wares, or merchandise in the ~~People Place Shared Space~~ unless
11 the City has issued any required permit or other authorization. Notwithstanding the previous
12 sentence, the sale or distribution of newspapers, periodicals, or other printed or otherwise
13 expressive material is allowed subject to the applicable requirements of the Public Works
14 Code.

15 (3) **Performance of Labor.** No person, other than authorized City personnel,
16 shall perform any labor on or upon a City Lot ~~People Place Shared Space~~, including, but not
17 limited to, taking up or replacing soil, turf, ground, pavement, structures, trees, shrubs, plants,
18 grass, flowers, or similar activities without prior permission from (A) the Director of Real Estate
19 for City Lot ~~People Places Shared Spaces~~, and (B) the Director of Public Works for Sidewalk,
20 Curbside, or Roadway ~~People Places Shared Spaces~~. Such permission shall be specified in the
21 ~~People Place Shared Space~~ Permit.

22 (4) **Camping Prohibited.** The provisions of Park Code Section 3.12 concerning
23 camping shall apply to all ~~People Places Shared Spaces~~. The Director of Real Estate shall
24 administer those provisions for City Lot ~~People Places Shared Spaces~~, and Public Works shall
25 administer them for Sidewalk, Curbside, or Roadway ~~People Places Shared Spaces~~.

1 (5) **No Unpermitted Occupancy Structures Allowed.** There shall be no stationing
2 or erecting of any structure on a ~~People Place Shared Space~~ without prior permission from (A)
3 the Director of Real Estate for City Lot ~~People Place Shared Spaces~~, (B) the Director of Public
4 Works for Sidewalk, or Curbside, ~~or Roadway People Places Shared Spaces~~, and/or (C) Director
5 of Transportation for any ~~People Place Roadway Shared Space~~ within the MTA's jurisdiction. Such
6 permission shall be specified in the ~~People Place Shared Space~~ Permit.

7 (6) **Smoking Prohibited.** Pursuant to Article 19I of the Health Code, smoking is
8 prohibited on any unenclosed area of property in the City that is under the jurisdiction of any
9 City department if the property is a park, square, garden, sport or playing field, pier, or other
10 property used for recreational purposes or as a farmers' market. Given the use of the subject
11 areas as an outdoor public ~~People Place Shared Space~~, this prohibition on smoking shall apply to
12 all ~~People Places Shared Spaces~~.

13 (7) **Other Restrictions.**

14 (A) No skateboarding, bicycle riding, or pets off leash is allowed without
15 prior permission from (i) the Director of Real Estate for City Lot ~~People Places Shared Spaces~~, ~~or~~
16 (ii) the Director of Public Works for Sidewalk Shared Spaces and Curbside, ~~or Roadway People~~
17 ~~Places Shared Spaces~~, or (iii) the Director of Transportation for Roadway Shared Spaces. Such
18 permission shall be specified in the ~~People Place Shared Space~~ Permit.

19 (B) No littering, feeding of wildlife, or defacing of public property is
20 allowed.

21 (C) No alcohol may be consumed without prior permission from all
22 required City and State authorities, ~~as well as from (i) the Director of Real Estate for City Lot~~
23 ~~People Places~~, ~~or (ii) the Director of Public Works for Sidewalk, Curbside, or Roadway People Places~~.
24 Such intent must be described in the application so that the Core City Agencies may consider the
25 request as part of the application.

1 (D) General Advertising, as defined in Article 6 of the Planning Code, is
2 prohibited. The Director of Planning shall provide additional guidance on the display of
3 business signs, consistent with the intent and purpose of Planning Code Section 607.1(f).

4 (8) **Good Neighbor Policies.** ~~Steward Permitees~~ of all ~~People Place Shared Space~~
5 Categories shall manage the ~~People Place Shared Space~~ in accordance with the following good
6 neighbor policies during the times of use set forth in the ~~People Place Shared Space~~ Permit:

7 (A) The safety and cleanliness of the ~~People Place Shared Space~~ and its
8 adjacent area within a 100-foot radius shall be maintained, provided that any Permittee may
9 request, and Public Works shall provide, any necessary assistance with the removal of
10 hazardous waste;

11 (B) Proper and adequate storage and disposal of debris and garbage
12 shall be provided;

13 (C) Noise and odors, unless otherwise permitted, shall be contained
14 within the immediate area of the ~~People Place Shared Space~~ so as not to be a nuisance or
15 annoyance to neighbors;

16 (D) Notices shall be prominently displayed during events that urge
17 patrons to leave the ~~People Place Shared Space~~ premises and neighborhood in a quiet,
18 peaceful, and orderly fashion and to not litter or block driveways in the neighborhood. Such
19 notices shall be removed after each event; and,

20 (E) The ~~Steward Permittee~~ or its employees or volunteers shall walk a
21 100-foot radius from the ~~People Place Shared Space~~ within 30 minutes after programmed events
22 have concluded and/or at the conclusion of its hours of operation, and shall pick up and dispose
23 of any discarded trash left by patrons.

24 (9) **Additional Operational Requirements.**

1 (A) **Sidewalk Path of Travel for Sidewalk Shared Spaces.** ~~On any~~
2 ~~sidewalk that is twelve feet or wider,~~ Sidewalk Shared Space Permittees shall
3 provide a path of unimpeded access at least eight feet of unimpeded access wide across the
4 sidewalk fronting their Shared Space, unless Public Works determines that such unimpeded
5 access is not physically feasible due to the width of the sidewalk in relation to fixed obstacles
6 on the sidewalk, including but not limited to trees, parking meters, garbage cans, benches, or
7 bike parking fixtures. ~~At a minimum, a~~ All Sidewalk Shared Space Permittees who cannot
8 provide an eight-foot wide path of access as described above, and any permittee holding a
9 valid Tables and Chairs permit pursuant to Public Works Code Article 5.2 and Public Works
10 Order 183,188, as of the effective date of the Ordinance contained in Board of Supervisors
11 File No. 210284, must provide a path of unimpeded access at least six feet of unimpeded
12 access wide across the on sidewalks fronting their Shared Space. Sidewalk Shared Space
13 Permittees must post signage stating the minimum path of travel that must be maintained at
14 all times.

15 (B) **Site Treatments for Curbside Shared Spaces.** Any design
16 guidelines issued by Public Works or the MTA for Curbside Shared Spaces shall include the
17 obligation to maximize visibility for safety, including, but not limited, to installation of reflective
18 materials or soft hit posts.

19 (C) Because *People Places Shared Spaces* are intended to be publicatly
20 accessible open spaces, private dining and table service shall not be permitted in Sidewalk
21 *People Places Shared Spaces*, Curbside *People Places Shared Spaces*, or Roadway *People Places*
22 *Shared Spaces, unless expressly authorized in the Shared Space Permit. Any approved use of a*
23 *Sidewalk, Curbside, or Roadway Shared Space for private dining and table service is limited to the*
24 *normal hours of the business's operation.* ~~in the course of day-to-day operations.~~ Any business that
25

1 uses a Shared Space exclusively for private dining and table service must provide public seating
2 consistent with Section 94A.6(b)(1) during the hours of commercial use.

3 ~~(B) Regulations or operational requirements required by the MTA pursuant to~~
4 ~~Article 1200, Division II of the Transportation Code shall be imposed as a condition of approval of a~~
5 ~~People Place Permit.~~

6 ~~—— (C) Additional operational requirements tailored to a People Place Shared Space~~
7 ~~in specific locations, including but not limited to hours of operation, may be imposed as a~~
8 ~~condition of approval of a People Place Shared Space Permit.~~

9
10 **SEC. 94A.87. SPECIAL PROCESS FOR PEOPLE PLACES SHARED SPACES ON CITY**
11 **LOTS.**

12 All ~~People Places Shared Spaces~~ that are solely on a City-owned lot shall be administered
13 by the Director of Real Estate, who will coordinate with and may request assistance from
14 Planning.

15 (a) ~~Proposal Submittal and Review.~~

16 ~~—— (1) A concept Proposal for a City Lot People Place shall be submitted to the People~~
17 ~~Place Program for an initial review and evaluation by the Program coordinators at Planning and Real~~
18 ~~Estate. After an initial review and evaluation, the Program coordinators at Planning and Real Estate~~
19 ~~may recommend the Proposal to the Director of Real Estate for acceptance and administration.~~

20 ~~—— (2) Upon acceptance of the Proposal by the Director of Real Estate and at the Director's~~
21 ~~request, Program coordinators at Planning and Real Estate shall work with the prospective Steward to~~
22 ~~refine the proposed design, activities program, and management plan for the proposed People Place.~~

23 ~~—— (3) Upon final development of the proposed design, activities program, and management~~
24 ~~plan, the prospective Steward may submit an application for a City Lot People Place Permit to the~~
25 ~~Director of Real Estate.~~

1 **(b) Permit Application and Issuance; Public Notice.** A prospective Permittee may
2 submit an application for a City Lot Shared Space Permit to the Director of Real Estate, and the
3 Program coordinators at Planning and Real Estate shall work with the prospective Permittee to refine
4 the proposed design, activities program, and management plan for the proposed City Lot Shared Space.

5 The Director of Real Estate may elect to authorize the ~~People-Place-Shared Space~~ under ~~the~~
6 ~~provisions of~~ Chapter 23 of this Code. If the Director elects to authorize the ~~People-Place-Shared~~
7 ~~Space~~ under the ~~provisions of~~ this Chapter 94A-, the Director shall use the following procedure:

8 (1) An application for a City Lot ~~People-Places-Shared Spaces~~ Permit shall include
9 the following:

10 (A) Documentation of community outreach and support.

11 (B) A list of and frequency schedule for routine maintenance tasks.

12 (C) A prospective activities calendar describing the frequency and types
13 of free public programming.

14 (D) The number of restricted access events, if any, that will be held
15 annually. In no event may the number of restricted access events allowed exceed eight
16 single-day events per year. Scheduling of any approved restricted access events shall not be
17 concentrated during a particular time or times a year but be spread throughout the calendar
18 year. Public access to the ~~People-Place-Shared Space~~ shall not be restricted except for approved
19 restricted access events.

20 (E) Photographs of existing conditions on the site.

21 (F) A conceptual site plan depicting how the space will be configured,
22 including the introduction and placement of any temporary physical elements. If the space will
23 be configured to accommodate different types of programs, the ~~application Proposal~~ shall
24 include a series of site plans depicting proposed configurations.

1 (2) Upon submission of an application for a City Lot ~~People-Place-Shared Space~~
2 Permit, the Director of Real Estate shall post the ~~People-Place-Shared Space~~ site with a Notice of
3 Application for a period of ~~seven 10~~-calendar days. In addition, the Director shall post the
4 Application for ~~seven 10~~-calendar days on the websites of Real Estate and the ~~Places for People~~
5 ~~Shared Spaces~~ Program. The Director may take such other actions as the Director deems
6 advisable to notify the public about the ~~application Proposal~~.

7 (3) If there are entertainment-related activities proposed for the City Lot ~~People~~
8 ~~Place-Shared Space~~ that fall within the purview of the Entertainment Commission, the public
9 notice may include a notice of public hearing by the Entertainment Commission.

10 (4) The Director of Real Estate shall accept written public comments on the
11 ~~application Proposal~~ for at least ~~seven 10~~-calendar days after the first day of the posting of
12 notice of the ~~application Proposal~~, and a City Lot ~~People-Place-Shared Space~~ Permit shall not be
13 issued before the end of the ~~written~~ public comment period.

14 (5) The Director of Real Estate may, in ~~the Director's~~ ~~this or her~~ discretion, hold a
15 public hearing concerning the ~~Proposal and~~ application for a ~~People-Place-Shared Space~~ Permit.
16 If a public hearing is held, notice of the hearing shall be given by posting a Notice of Public
17 Hearing at the proposed ~~People-Place-Shared Space~~ site for at least ~~seven 10~~-calendar days
18 before the hearing. At the Director's discretion, the public hearing notice may be combined
19 with the Notice of Application.

20 (6) After approval of the Permit application by the Director of Real Estate, ~~and at~~
21 ~~the request of the Director, Planning~~ ~~Real Estate~~ shall issue the City Lot ~~People-Place-Shared Space~~
22 Permit.

23 ~~(be)~~ **Permit Conditions; Grant of Exceptions.**

24 (1) **Conditions.** The conditions for operation, use, and maintenance of a City
25 Lot ~~People-Place-Shared Space~~ shall be specified in either a City Lot ~~People-Place-Shared Space~~

1 Permit or a Lease issued pursuant to Chapter 23 of this Code. These conditions shall include,
2 but are not limited to:

3 (A) design specifications for any temporary physical treatments or
4 improvements being introduced at the site;

5 (B) scope of permissible activities and uses; daily, weekly, and/or
6 monthly time periods authorized for such permissible activities and uses;

7 (C) the minimum number of programmed events by day, week, month,
8 quarter, or year;

9 (D) the permissible number of annual restricted access events, if any;

10 (E) the ~~Steward-Permittee~~'s liability for and indemnification of the City with
11 respect to the ~~People-Place-Shared Space~~ and the ~~Steward-Permittee~~'s required liability insurance,
12 which is required for activities on publicly owned space, all as approved by the City Risk
13 Manager or any successor agency;

14 (F) an authorized signage program;

15 (G) the delineation of maintenance responsibilities between the City and
16 the ~~Steward-Permittee~~;

17 (H) the expiration date of the ~~People-Place-Shared Space~~ Permit;

18 (I) remedies for violating the permit, including but not limited to
19 revocation; and

20 (J) adherence to the Good Neighbor Policies in Section 94A.67(b)(8).

21 (2) **Exceptions; Public Notice.** Upon written request from a ~~Steward-Permittee~~,
22 the Director of Real Estate may grant a non-material exception or other minor amendment to
23 the conditions imposed on a City Lot ~~People-Place-Shared Space~~ Permit if the Director
24 determines that the exception or minor amendment is reasonably within the purposes of the
25 ~~Places for People Shared Spaces~~ Program and, in consultation with the City Attorney's Office,

1 further determines that such exception or amendment does not materially increase the City's
2 costs or obligations or materially decrease the benefit the City receives under the *Steward*
3 *Permittee's* City Lot *People-Place-Shared Space* Permit. Any exceptions or minor amendments of
4 the Permit conditions that the Director ~~has~~ granted pursuant to this subsection (be)(2) shall be
5 in writing and retained in a file available for public review. In addition, at the *Steward-Permittee's*
6 request, the Director's letter granting the exception(s) and/or minor amendments, and any
7 other written communications relevant to the Director's determination, shall be posted on the
8 websites of Real Estate and the *Places for People-Shared Spaces* Program.

9 (cd) **Duration of Permit.** Should the Director of Real Estate elect to issue a City Lot
10 *People-Place-Shared Space* Permit pursuant to this Chapter 94A instead of a Lease under
11 Chapter 23 of this Code, the standard term of a City Lot *People-Place-Shared Space* Permit shall
12 be no longer than five years. However, in special circumstances or in cases where the *Steward*
13 *Permittee* has installed significant improvements as part of the Permit, the Director of Real
14 Estate has the discretion to extend the term of the Permit beyond five years.

15 (de) **Calendar of Events.** In addition to the requirements of Section 94A.78(be), the
16 City Lot *People-Place-Shared Space* Permit shall require the *Steward-Permittee* to submit a
17 monthly calendar of activities and events to the local District Police station, the Director of
18 Real Estate, and the *Places for People-Shared Spaces* Program by seven days prior to the start
19 of each month.

20 (ef) **Grant of Exceptions to Standard Operational Requirements.**
21 (1) **Good Neighbor Policies.** Upon written request from a *Steward-Permittee*,
22 the Director of Real Estate may grant a non-material exception or other minor amendment to
23 the Good Neighbor Policies in Section 94A.67(d)(8) if the Director finds, in the Director's ~~his or~~
24 ~~her~~ sole discretion, that one or more aspects of a Good Neighbor Policy are unwarranted or
25

1 not appropriate for a particular City Lot ~~People Place~~ Shared Space or event due to special
2 circumstances and that the public interest would be served by granting an exception.

3 (2) **Other Operational Requirements.** Upon written request from a *Steward*
4 *Permittee*, the Director of Real Estate is authorized to waive or modify one or more of the other
5 Operational Requirements in Section 94A.67 if the Director finds, in ~~his or her~~ the Director's
6 sole discretion, that the Requirement is unwarranted or not appropriate for a particular City Lot
7 ~~People Place~~ Shared Space or event due to special circumstances and that the public interest
8 would be served by granting an exception.

9 (3) **Public Record.** Any exceptions, minor amendments, or waivers granted by
10 the Director pursuant to this subsection (*ef*) shall be in writing and retained in a file available
11 for public review.

12 (*fg*) **Director's Regulations.** The Director of Real Estate may adopt such regulations
13 governing City Lot ~~People Places~~ Shared Spaces as ~~he or she~~ the Director deems necessary or
14 appropriate for the proper management and use of City Lot ~~People Places~~ Shared Spaces. The
15 Director may, in the Director's ~~his or her~~ discretion, post signage with the Regulations on a City
16 Lot ~~People Place~~ Shared Space site.

17
18 **SEC. 94A.98. APPEAL OF PERMIT DECISIONS.**

19 (a) **Right of Appeal.** Any person may appeal the decision to grant or deny an
20 application for any ~~People Place~~ Shared Space Permit, or to revoke or suspend an existing
21 Permit, as follows:

22 (1) Permits issued by Public Works: Any appeal of a decision by Public Works or
23 Planning shall be heard by ~~to~~ the Board of Appeals pursuant to the provisions of Charter Section
24 4.106 and Section 8 ~~et seq.~~ of the Business & Tax Regulations Code. ~~;~~ provided, however, that
25 any portion of the People Place Permit that has been approved by the MTA pursuant to its Charter

1 ~~authority may be heard and decided by the Board of Appeals only upon authorization by the MTA~~
2 ~~Board of Directors. In the absence of such authorization, those portions of the People-Place Permit~~
3 ~~that fall within the MTA's Charter authority shall be severed from the appeal and heard pursuant to the~~
4 ~~process that applies to appeals of MTA approvals.~~ With respect to an appeal to the Board of
5 Appeals, it shall be filed in writing with the Clerk of the Board of Appeals within 15 days of the
6 date of issuance, denial, revocation, or suspension of the *People-Place Shared Space* Permit.

7 (2) Permits issued by ISCOTT: Any appeal of a decision by ISCOTT shall be subject to
8 the requirements of Division I of the Transportation Code.

9 (3) Permits issued by SFMTA: Any appeal of a decision by SFMTA shall be subject to
10 the requirements of Division II of the Transportation Code.

11 (b) **Permit Renewal.** For purposes of an appeal to the Board of Appeals, the renewal
12 of an existing *People-Place Shared Space* Permit is considered to be a new permit and may be
13 appealed in accordance with the provisions of subsection (a) above. Pursuant to Section
14 ~~8(e)(9)(E)(i)(5)~~ of the Business and Tax Regulations Code, any activities on the site would be
15 suspended during the pendency of the appeal; however, the Core City Agency or Agencies
16 with jurisdiction over the site may, in their discretion, authorize any authorized physical
17 treatments or improvements to the site to remain pending a decision by the Board of Appeals.

18 **SEC. 94A.100. ENFORCEMENT OF REQUIREMENTS.**

19 (a) **Complaints from the Public.** The 311 Customer Relationship Management
20 System is designated to receive complaints from the public and to maintain an interagency
21 complaint log. The 311 System shall route individual public complaints to the department(s) or
22 agency(ies) with jurisdiction in order for those departments or agencies to verify complaints
23 regarding the *People-Place Shared Space* Program or a particular *People-Place Shared Space* and
24 take any necessary enforcement actions. Public Works shall develop, and Permittees shall
25 be required to post on their Shared Space in a visible location, a public notice in English,

1 Filipino, Spanish, and Chinese, which directs members of the public on how to file complaints
2 with San Francisco 311, along with any relevant information pertaining to required disability
3 access at the Shared Space. The 311 System should provide complainants updates on the
4 status of the complaint and where applicable, how the issue was abated or why complaint was
5 closed by the responsive agency.

6 (b) Inspection. Throughout the year, and at a minimum interval of every other month
7 on a bimonthly basis, the each Core City Agencies shall conduct rolling audits of Shared
8 Spaces located in commercial corridors subject to its permitting jurisdiction, to check for
9 compliance and take necessary enforcement actions on their findings. The audits should
10 focus on Shared Spaces located in commercial corridors.

11 **(c) Enforcement of *People-Place Shared Space* Permit Requirements.**

12 (1) Each Core City Agency shall enforce the requirements of the *People-Place*
13 *Shared Space* Permit that are within its jurisdiction. ~~The Core City Agency that issues the~~
14 ~~permit~~ Public Works shall be the primary point of contact for any enforcement action pertaining to a
15 Sidewalk or Curbside Shared Space; MTA shall be the primary point of contact for any
16 enforcement action pertaining to a Roadway Shared Space; and the Department of Real
17 Estate shall be the primary point of contact for any enforcement action pertaining to a City Lot
18 Shared Space. Enforcement may be exercised either by (A) using the procedures of Section
19 94A.56 to modify conditions of the issued permit, or to withdraw approval of the permit by
20 severance or revocation, or (B) using the enforcement provisions of the Code that regulates
21 its activities: the Public Works Code for Public Works; the Transportation Code for the MTA;
22 the Planning Code for private property; and the Police Code for the Entertainment Commission.
23 Enforcement by the Director of Real Estate is set forth in subsection (b)(2) below.

24 (2) The Director of Real Estate shall establish administrative procedures and
25 methods for verifying, addressing, and responding to any complaints concerning a City Lot

1 ~~People-Place Shared Space~~. If the Director receives a verified complaint concerning violations of
2 the terms and conditions of a ~~Steward-Permittee's~~ City Lot ~~People-Place Shared Space~~ Permit, the
3 Director may conduct a public hearing on the ~~Steward-Permittee's~~ conduct. Based on the
4 information presented at the hearing, the Director ~~or his or her designee~~ may revoke, suspend,
5 modify, or condition the ~~People-Place Shared Space~~ Permit or take any other action the Director
6 deems appropriate under the terms of the ~~People-Place Shared Space~~ Permit to address the
7 ~~Steward-Permittee's~~ conduct.

8 If any person occupies a City Lot ~~People-Place Shared Space~~ in violation of the applicable
9 requirements and regulations, the Director of Real Estate ~~or his or her designee~~ shall order the
10 violator to either correct the violation or vacate the ~~People-Place Shared Space~~ site. If the
11 violation is not corrected as ordered, the violator shall be subject to enforcement pursuant to
12 the Police Code.

13 **SEC. 94A.110. FEES.**

14 (a) ~~People-Place Shared Space Permit and License Fees~~. Pursuant to Section 94A.56
15 (c)(1), a ~~People-Place Shared Space~~ Permit substitutes for a permit that would otherwise be
16 required by the Municipal Code. Notwithstanding any other provision of the Municipal Code
17 including Public Works Code Section 2.1.3, the permit and license fees may be adjusted each year,
18 without further action by the Board of Supervisors, only to reflect changes in the relevant Consumer
19 Price Index, as determined by the Controller.

20 (1) Public Works shall assess Sidewalk Shared Spaces ~~The permit and license~~
21 ~~fees, amounts for a Sidewalk People-Place Shared Space Permits in the public right-of-way shall~~
22 ~~be one-half the fees that Public Works is using the fees are authorized in by Article 2.1 of the~~
23 ~~Public Works Code to charge for a permit granting permission to occupy a portion of the public~~
24 ~~right-of-way that is equivalent in scope to the People-Place Permit. These fees shall be paid to Public~~
25 ~~Works pursuant to Section 793.2(b) of the Public Works Code. The fees to be imposed shall be~~

1 based on the proposed scope of the Sidewalk Shared Spaces Permit (e.g. sidewalk tables
2 and chairs, or other appropriate permit types).

3 (2) The permit and license fee amounts for Curbside Shared Space Permits are set forth
4 in Public Works Code Section 2.1.1(s) and shall be collected by the Tax Collector and due and payable
5 as follows:

6 (A) The permit fees for Curbside Shared Spaces shall be due and payable upon
7 the Tax Collector's issuance of the bill following permit approval, and the annual license fees shall be
8 due and payable annually on March 31, in accordance with Article 2, Section 76.1 of the Business and
9 Tax Regulations Code, with the initial license fee, prorated as described in Section 76.1(a), being due
10 and payable upon the Tax Collector's issuance of the bill for that fee following permit approval.

11 (B) The permit and license fees for a Curbside Shared Space shall be reduced by
12 50% for a person or combined group within the meaning of Article 12-A-1 of the Business and Tax
13 Regulations Code if the person or combined group's gross receipts within the City as determined under
14 Article 12-A-1 reflected on the person or combined group's most recently filed gross receipts tax
15 return, business registration renewal, or initial business registration application did not exceed
16 \$2,000,000, adjusted annually in accordance with the increase in the Consumer Price Index: All Urban
17 Consumers for the San Francisco/Oakland/San Jose Area for All Items as reported by the United States
18 Bureau of Labor Statistics, or any successor to that index, as of December 31 of the preceding year,
19 beginning with December 31, 2021. If no San Francisco gross receipts were reflected on a person
20 or combined group's gross receipts tax return, business registration renewal, or initial business
21 registration application, such person or combined group will be treated as having \$0 San Francisco
22 gross receipts for purposes of this subsection (B).

23 (C) If a Permittee does not pay the permit fee within 30 days after it becomes
24 due and payable, the Tax Collector shall add 10% to the amount of the permit fee as a penalty for
25 nonpayment. If the permittee does not pay the fee within 60 days after it becomes due and payable, the

1 Tax Collector shall add 15% to the amount of the permit fee as a penalty for nonpayment. If the
2 permittee does not pay the fee within 90 days after it becomes due and payable, the Tax Collector shall
3 add 25% to the amount of the permit fee as a penalty for nonpayment. If the permittee has failed for a
4 period of six months or more to pay a permit fee, the Tax Collector shall impose an additional penalty
5 of 25% on the amount of the delinquent permit fee, and shall refer the delinquent permittee to the
6 Department of Public Works for administrative action on the permit. These penalties are mandatory
7 and City officers and employees may not waive them in whole or in part. Licensees shall be subject to
8 penalties for delinquent payment of license fees as provided in Article 2, Section 76.1 of the Business
9 and Tax Regulations Code.

10 (3) The fees for Roadway Shared Space Permits shall be authorized by the
11 Transportation Code.

12 ~~(b) Other Fees. Nothing in this Section 94A.11 or in Chapter 94A is intended to preclude a~~
13 ~~Core City Agency, or other City department or agency, from charging the fees authorized to be charged~~
14 ~~for any additional permits required or for services performed in implementing the People Place~~
15 ~~Proposal, including but not limited to fees related to time and material costs of ongoing enforcement~~
16 ~~and inspection, provided, however, that due to the public nature of the improvements, no ongoing~~
17 ~~occupancy assessment fee shall be charged. Any other fee charged by a Core City Agency, or other City~~
18 ~~department or agency, in connection with a People Place Permit shall be one-half the fee that the~~
19 ~~agency or department is authorized to charge for such permit.~~

20 ~~(c) Condition of Approval. Payment of all fees due shall be a condition of any permit, license,~~
21 ~~or other approval to establish and/or operate a People Place.~~

22 **Increased Renewal Fees Based On Additional Enforcement Activities.** When there have been
23 three or more verified complaints in the prior year regarding the Permittee's compliance with the terms
24 of the permit, the Core City Agency that issued the permit is authorized to develop and charge an
25

1 additional fee to any Permittee seeking renewal of their permit. The fee shall be based on the
2 additional time and materials spent by City staff in enforcing the terms of the permit.

3 **SEC. 94A.11. CITY REPORTING REQUIREMENTS.**

4 **(a) Report on Potential Sidewalk Extensions.** Within one year of the effective date
5 of the Ordinance contained in Board of Supervisors File No. 210284, Public Works shall, in
6 consultation with MTA, provide to the Board of Supervisors a list of opportunity sites for block-
7 scale sidewalk extensions on blocks with a moderate or high concentrations of Sidewalk or
8 Curbside Shared Spaces, including recommendations for potential sidewalk extensions on
9 commercial or mixed-use corridors with narrow sidewalks, even if there is not a moderate or
10 high concentration of Sidewalk or Curbside Shared Spaces.

11 **(b) Report on Impacts to Small Businesses Without Shared Spaces Permits.** The
12 Office of Economic and Workforce Development (“OEWD”) shall, in collaboration with the
13 Office of Small Business (“OSB”), proactively reach out to owners of small businesses who
14 have not been able to avail themselves of the benefits of the Shared Spaces Program,
15 including businesses that rely on consumer vehicle loading and unloading. Within one year of
16 the effective date of the Ordinance contained in Board of Supervisors File No. 210284, OEWD
17 and OSB shall provide feedback to the Board of Supervisors regarding impacts to those
18 businesses along with recommendations for how to mitigate any negative impact of the
19 Shared Spaces Program on those businesses.

20 **(c) Report on Impacts to Mechanical Street Sweeping.** Within one year of the
21 effective date of the Ordinance contained in Board of Supervisors File No. 210284, Public
22 Works shall provide to the Board of Supervisors a report detailing the impact of the Shared
23 Spaces program on mechanical street sweeping operations on every block where Public
24 Works has engaged in regular mechanical street sweeping in the past 5 years, including
25 blocks where mechanical street sweeping is no longer feasible because of conflicts with the

1 Shared Spaces Program, and recommendations for how to accommodate any decrease in
2 this core City service.

3 **SEC. 94A.12. TRANSITION OF EXISTING SHARED SPACES AND PARKLETS.**

4 **(a) Conversion of Permits Issued During the COVID-19 Pandemic.**

5 (1) Extension of pandemic Shared Spaces Program and Permits. Subject
6 to the wind down provisions Any occupancy permitted as a Shared Space under the terms of
7 the Mayor’s February 25, 2020 Proclamation Declaring the Existence of a Local Emergency and the
8 18th Supplement to that Proclamation, the Core City Agencies shall operate the Shared Spaces
9 program authorized by the Mayor’s Proclamation until July 1, 2022, unless the Shared Spaces
10 program authorized by the Mayor’s Proclamation terminates sooner. Any occupancy
11 permitted as a Shared Space under that authority may continue to occupy the right-of-way
12 pursuant to the terms of the applicable permit (each a “pandemic Shared Spaces Permit”), subject to
13 the revocation provisions of this Chapter 94A.

14 (2) At any time prior to the expiration of the pandemic Shared Spaces Permit, the
15 Shared Spaces permittee may apply to convert their pandemic Shared Spaces Permit into a new Shared
16 Spaces Permit as provided herein. Conversion of a pandemic Shared Spaces Permit shall follow the
17 process set forth in this Section 94A.1112, and any pandemic Shared Spaces Permit that is converted
18 to a new Shared Spaces Permit under this Chapter 94A must comply with all of the terms of this
19 Chapter 94A, including any approvals for the closure of the curbside or roadway. The pandemic
20 Shared Spaces permit shall be converted upon the issuance of a new Shared Spaces Permit consistent
21 with the requirements of Chapter 94A. In the event of a conflict between this Chapter 94A and the terms
22 of a pandemic Shared Spaces Permit, the terms of this Chapter 94A shall prevail.

23 (3) Upon the expiration of any pandemic Shared Spaces Permit, the permittee shall
24 remove all structures and restore the public right-of-way to the Public Works Director’s satisfaction.
25 In the event the Mayor’s authorization of the Shared Spaces program expires before the Shared Spaces

1 permittee has converted the pandemic Shared Spaces Permit into a new Shared Spaces Permit
2 authorized by the terms of this Chapter 94A, if the proposed Permittee has submitted a complete
3 application for a new Shared Spaces Permit prior to ~~earlier of 60 days after~~ the expiration of the
4 Mayor's emergency authorization of the Shared Spaces program ~~or July 1, 2022~~, the Permittee shall
5 be permitted to continue occupying the potential Shared Space pending a final determination by the
6 Core City Agencies on the proposed conversion of the pandemic Shared Spaces Permit into a new
7 Shared Spaces Permit authorized by the terms of this Chapter 94A, provided that the Permittee
8 diligently pursues such determination. If the Shared Spaces permit is not so converted, then the
9 permittee shall remove all structures and restore the public right-of-way to the Public Works Director's
10 satisfaction.

11 **(b) Conversion of Permits Issued Under the Parklets Program.**

12 (1) Any curbside occupancy currently permitted by Public Works pursuant to Public
13 Works Director's Order No. 183392 and Public Works Code section 810B or Public Works Code
14 section 793 may continue to occupy the right-of-way pursuant to the terms of the applicable permit,
15 provided, however, that upon the expiration of the Parklet Permit, Public Works shall not approve any
16 extensions of the permit.

17 (2) At any time prior to the expiration of the Parklet Permit, the Parklet Permittee may
18 apply to convert their Parklet Permit into a Curbside Shared Spaces Permit authorized by the terms of
19 this Chapter 94A. Conversion of a Parklet Permit into a Curbside Shared Space Permit shall follow the
20 process set forth in this Section 94A.4412, and any Parklet Permit that is converted to a Curbside
21 Shared Space Permit must comply with all of the terms of this Chapter 94A, including any approvals
22 for the closure of the curbside, provided that any Parklet Permittee shall not be subject to the notice
23 requirements of Public Works Code 793.2(b). The Parklet Permit shall be converted upon the issuance
24 of a Shared Space Permit. In the event of a conflict between this Chapter 94A and the terms of an
25

1 existing Parklet Permit, the terms of this Chapter 94A shall prevail over any aspect of the Parklet
2 program.

3 (3) In the event the Parklet Permit expires before the Permittee has converted the
4 Parklet Permit into a Curbside Shared Space Permit authorized by the terms of this Chapter 94A, if the
5 proposed Permittee has submitted a complete application for a Shared Space Permit prior to the
6 expiration of the Parklet Permit, the Permittee shall be permitted to continue occupying the potential
7 Shared Space pending a final determination by the Core City Agencies on the proposed conversion of
8 the Permit, provided that the Permittee diligently pursues such determination. If the Parklet Permit is
9 not converted into a Shared Space Permit authorized by the terms of this Chapter 94A, then the Parklet
10 Permittee shall remove all structures and restore the public right-of-way to the Public Works
11 Director's satisfaction.

12 (c) **Temporary Fee Waiver and Deferral for Parklet and Pandemic Shared Space Permit**
13 **Conversion.** Notwithstanding the provisions regarding permit and license fee payment set forth in
14 Section 94A.10(a)(2)(A), for any Parklet Permittee or pandemic Shared Spaces Permittee that seeks to
15 convert to a Curbside Shared Space Permit: (i) the permit fees shall be due and payable on ~~the first~~
16 ~~March 31, 2023~~ following the date the Curbside Shared Space Permit is approved, (ii) the
17 initial annual license fees and the first subsequent annual license fees shall be waived, and (iii) the
18 annual license fees thereafter shall be due and payable annually on March 31, in accordance with
19 Article 2, Section 76.1 of the Business and Tax Regulations Code, beginning with the second March 31
20 following the date the Curbside Shared Space Permit is approved. Establishments that are
21 considered a Formula Retail Use, as defined in Section 102 of the Planning Code, shall be
22 ineligible for the temporary fee waiver and deferral set forth in this subsection (c).

23 (d) **Enforcement of pandemic Shared Spaces Permits.** Prior to the conversion of a
24 pandemic Shared Space permit to a Curbside Shared Space Permit, the Core City Agencies
25 shall not use administrative fines to bring a pandemic Shared Space permittee into

1 compliance with the physical requirements of the pandemic Shared Spaces permit, unless the
2 violations pertain to physical access requirements necessary to provide access for people
3 with disabilities or emergency responder personnel.

4 (e) Expiration of Section. Unless reenacted, this Section 94A.4412 shall expire by operation
5 of law on January 1, 2024~~3~~. Upon the expiration of this Section, the City Attorney shall cause this
6 Section to be removed from the Administrative Code.

7
8 Section 3. Articles 2.1 and 15 of the Public Works Code are hereby amended by
9 revising Sections 2.1.1, 2.1.3, 793, 793.1, 793.2, and 793.3; deleting existing section 793.4;
10 renumbering existing Sections 793.5 and 793.6 as Sections 793.4 and 793.5, respectively,
11 and revising new Sections 793.4, and 793.5, to read as follows:

12 **SEC. 2.1.1. FEES.**

13 Notwithstanding the permit fee provisions listed elsewhere in this Code, the permit fee
14 and assessment schedule for the permit categories and uses specifically listed below shall be:

15 * * * *

16 (s) Curbside Parklet Fee. The permit and license fees for the types of Curbside Shared Space
17 Permits issued pursuant to Administrative Code Chapter 94A and Public Works Code Section 793 et
18 seq. are as follows, with one half of the fees allocated to the San Francisco Municipal Transportation
19 Authority, and one half of the fees allocated to Public Works. The permit and license fees shall be due
20 and payable as provided in Chapter 94A of the Administrative Code.

21 (i) Public Parklet fees

22 (A) Permit fee of \$1,000 for the first parking space and \$250 for each additional
23 parking space;

24 (B) Annual license fee of \$100 per parking space.

25 (ii) Movable Commercial Parklet fees

1 (A) Permit fee of \$2,000 for the first parking space and \$1,000 for each
2 additional parking space;

3 (B) Annual license fee of \$1,500 per parking space.

4 (iii) Fixed Commercial Parklet fees

5 (A) Permit fee of \$3,000 for the first parking space and \$1,500 for each
6 additional parking space;

7 (B) Annual license fee of \$2,000 per parking space.

8 **SEC. 2.1.3. ADDITIONAL FEES.**

9 In instances where ~~where~~ the actual costs of the administration or processing of any
10 application, approval, or permit ~~are is is~~ in excess of or will exceed the fee amount established
11 pursuant to section 2.1.1, the Director, in ~~his or her~~ the Director's discretion, may require an
12 applicant or permittee to pay a sum in excess of the subject fee amounts. This additional sum
13 shall be sufficient to recover actual costs that the Department incurs and shall be charged on
14 a time and materials basis. The Director also may charge for any time and materials costs that
15 other agencies, boards, commissions, or departments of the City incur in connection with the
16 processing or administration of a particular application, approval, or permit. Whenever
17 additional fees are or will be charged, the Director, upon request of the applicant or permittee,
18 shall provide in writing the basis for the additional fees or an estimate of the additional fees to
19 be charged.

20 **SEC. 793. ~~THE PLACES FOR PEOPLE SHARED SPACES~~ PROGRAM – ~~PEOPLE PLACES~~**
21 **SHARED SPACES IN THE PUBLIC RIGHT-OF-WAY.**

22 ~~Places for People~~ The Shared Spaces is a Program is established in Chapter 94A of the
23 Administrative Code. Under the Program, a public or private entity may obtain City approval to
24 create a ~~People Place~~ Shared sSpace and provide activities, for a limited period of time, on City-
25 owned property and in some cases nearby privately-owned spaces where the public can

1 gather and participate in commercial or non-commercial offerings and events. The space
2 created is a "People Place Shared Space" that is managed by the permittee, defined as a
3 "Steward Permittee."

4 The Places for People Shared Spaces Program is a joint effort by the Planning
5 Department, Public Works, the Municipal Transportation Agency, the Department of Real
6 Estate Division, and the Entertainment Commission (defined in Section 94A.2 of the
7 Administrative Code as the "Core City Agencies") to coordinate their review and approval of a
8 People Place Shared Space and streamline the permit process. The Program responsibilities of
9 the Core City Agencies in the coordination process are set forth in Section 94A.4 of the
10 Administrative Code.

11 **SEC. 793.1. PURPOSE AND SCOPE; DEFINITIONS.**

12 (a) **Purpose and Scope.** The general procedure by which the Core City Agencies
13 participating in the Places for People Shared Spaces Program coordinate their evaluation and of a
14 proposed People Place concept proposal, review of an application for a People Place Shared Space
15 Permit, and approve and issue a People Place Shared Space Permit is set forth in Sections
16 94A.5 and 94A.6 of the Administrative Code. Sections 793.2 through 793.6 of this Code
17 establish the procedure for Public Works' review and approval of a People Place Shared Space
18 in the public right-of-way. This procedure shall apply to any prospective "Curbside People
19 Place Shared Space," "Roadway People Place," and "Sidewalk People Place Shared Space" in the
20 Places for People Shared Spaces Program.

21 (b) **Definitions.** The terms defined in As provided in Section 94A.2 of the Administrative
22 Code shall have the same meaning for purposes of Sections 793 et seq. of this Code, including:

23 —"Longer-Term Closure; People Place Shared Space;" is a publicly-accessible location
24 approved under the Places for People Program and located (a) on City-owned property, (b) on the
25 sidewalk, and/or (c) in the curbside lane or on all or any portion of the roadway between curbs where

1 ~~the public can gather and participate in commercial or non-commercial offerings and events. Such~~
2 ~~offerings and events may include, but are not limited to: cultural events, arts activities, and~~
3 ~~entertainment; food and drink; and general recreation. A People Place is managed, fully or partially,~~
4 ~~by a Steward under a People Place Permit issued under the Program and may involve the temporary~~
5 ~~and reversible installation of physical treatments, improvements or elements.~~

6 ~~—“**People Place Shared Space** Categories, and the definitions of those categories: City Lot~~
7 ~~Shared Space, Curbside Shared Space, Roadway Shared Space, and Sidewalk Shared Space;” are: (a)~~
8 ~~“City Lot People Place,” which has activities occurring on property owned by the City; (b) “Curbside~~
9 ~~People Place,” which has activities occurring in a portion of the curbside lane of a roadway; (c)~~
10 ~~“Roadway People Place,” which has activities occurring in or on any portion of the roadway, except~~
11 ~~for activities occurring only in the curbside lane; (d) “Sidewalk People Place,” which has activities~~
12 ~~occurring on a portion of sidewalk, and (e) “Integrated People Place,” which is a single project with~~
13 ~~activities occurring on a combination of locations that are People Place categories in close proximity~~
14 ~~to one another and operated by the same Steward.~~

15 ~~—“**People Place Shared Space** Permit;” is a permit issued under the Places for People~~
16 ~~Program through its Core City Agencies that allows a Steward to create a People Place by temporarily~~
17 ~~occupying and activating the location for a specified period of time.~~

18 ~~“**Steward Permittee; and Temporary Closure**” is, for Curbside People Places, Roadway~~
19 ~~People Places, and Sidewalk People Places, any person or entity who has been issued a People Place~~
20 ~~Permit that authorizes the permittee, acting as a Steward, to manage and activate a People Place under~~
21 ~~the Places for People Program.~~

22 ~~For purposes of Sections 793.2 through 793.6, a Sidewalk People Place, a Roadway People~~
23 ~~Place, and a Curbside People Place shall be referred to collectively as People Places in the Public~~
24 ~~Right of Way.~~

1 **SEC. 793.2. PERMIT APPROVAL PROCESS APPLICABLE TO ALL CURBSIDE AND**
2 **SIDEWALK PEOPLE PLACES SHARED SPACES IN THE PUBLIC RIGHT-OF-WAY.**

3 (a) ~~*Initiation of the Process. Any prospective Steward wishing to establish a People Place in*~~
4 ~~*the Public Right-of-Way may initiate the process by submitting a concept proposal to the Places for*~~
5 ~~*People Program pursuant to Section 94A.5 of the Administrative Code (“People Place Proposal”). If*~~
6 ~~*the People Place Proposal is accepted into the Program, the Core City Agencies shall work with*~~
7 ~~*prospective Steward to develop the concept proposal, after which the prospective Steward may submit*~~
8 ~~*an application for a People Place Permit to the People Place Program pursuant to the process set forth*~~
9 ~~*in Administrative Code Section 94A.6. The application shall include the components specified in*~~
10 ~~*Administrative Code Section 94A.6(a). The Planning Department will review the People Place Permit*~~
11 ~~*application for completeness and compliance with Program requirements, and if found compliant will*~~
12 ~~*direct the prospective Steward to submit the application to Public Works.*~~

13 (b) **Public Works Application and Review Procedure; Payment of Permits Fees.** The
14 prospective ~~*Steward-Permittee*~~ may submit the application for a Curbside or Sidewalk People
15 Place-Shared Space Permit to Public Works for its review and approval. Public Works shall review
16 the application consistent with the interagency coordination process described in Administrative Code
17 Section 94A.4. The Shared Spaces Permit shall incorporate the requirements of and substitute for a
18 permit that would be required under other sections of the Municipal Code. ~~*Payment of the permit fees*~~
19 ~~*is required by Administrative Code Section 94A.11 at the time of submittal.*~~

20 (be) **Public Notice and Opportunity to Comment.**

21 (1) Upon submission of ~~*the*~~ an application for a Sidewalk People Place-Shared
22 Space Permit application, or a Curbside Shared Space where the proposal would result in Temporary
23 Closure, the prospective ~~*Steward-Permittee*~~ shall post the site(s) with one or more Notices of
24 Application provided by Public Works for a period of ~~*seven*~~ ten ~~*10*~~ calendar days. The
25 Notice(s) shall be posted in a location acceptable to Public Works. The prospective ~~*Steward*~~

1 Permittee shall submit to Public Works photographic evidence that the Notice(s) were posted
2 appropriately. The prospective ~~Steward~~Permittee shall remove the Notice of Application the
3 day after expiration of the ~~seven-10~~ten day notice period. Public Works shall accept public
4 comments on the Notice of Application for ten ~~seven-10~~ calendar days from the first day the
5 Notice was posted at the site(s).

6 (2) For Roadway Shared Spaces where the proposal would result in a Temporary
7 Closure, the public notice shall proceed in accordance with the applicable process set forth in
8 Transportation Code, Division I, Article 6.

9 (3) For Roadway ~~and Curbside People Places~~ Shared Spaces, ~~and Curbside Shared~~
10 Spaces where the proposal would result in a Longer-Term Closure, the public notice shall ~~also~~
11 include notice of any public hearing by the Municipal Transportation Agency Board ~~proceed~~ in
12 accordance with the ~~applicable~~ process set forth in Transportation Code, Division II, Article
13 200, Section 202; (Notice of Public Hearing).

14 (4) The Notice may include notice of public hearing by the Entertainment
15 Commission if proposed activities fall within the purview of the Entertainment Commission
16 described in Administrative Code Section 94A.4(c).

17 (c) **Public Hearing.** The Director of Public Works may ~~wish to~~ hold a public hearing
18 concerning the Sidewalk ~~People Place~~ Shared Space Permit application that would extend the
19 occupancy beyond 24 consecutive months. If the Director determines that a public hearing will be
20 held, the prospective ~~Steward~~Permittee shall post on the site(s) a Notice of Public Hearing
21 provided by Public Works for a period of ten ~~seven-10~~ calendar days prior to the date of the
22 scheduled hearing. The Notice of Public Hearing posting shall be removed by the applicant
23 the day after the expiration of the ten ~~seven-10~~-day period. Unless otherwise outlined in this
24 Section 793.2, the Notice of Public Hearing posting shall comply with Article 5.6 of the Public
25 Works Code.

1 **(de) Permit Issuance and Conditions of Approval; ~~Grant of Exceptions.~~**

2 (1) ~~After approval by~~ Public Works may issue any Curbside or Sidewalk a People
3 Place-Shared Space Permit consistent with Sections 793 et seq. and Administrative Code Chapter 94A
4 is issued. The conditions of approval required or authorized by Administrative Code Section
5 94A.56(c) or other applicable sections of Administrative Code Chapter 94A shall be imposed
6 on the ~~People-Place-Shared Space~~ Permit and enforced pursuant to Administrative Code Section
7 94A.910, including the obligation to remove or modify a Curbside Shared Space at any time, as
8 necessary for any City project or maintenance work at the Permittee's own cost consistent with
9 Administrative Code Section 94A.4(d)(1)(DE). The Director of Public Works ~~or designee~~ may
10 choose to apply additional conditions on the ~~People-Place-Shared Space~~ Permit that are
11 pertinent to Public Works jurisdiction.

12 (2) All Sidewalk and Curbside Shared Space permits shall be conditioned upon the
13 obligation to remove or modify the Shared Space at any time, as necessary for any City project or
14 maintenance work, which necessity shall be determined solely by the City Agency that issued the
15 Shared Space Permit. In the event of an emergency, the City Agency may provide 24-hours notice. It
16 shall be the Permittee's obligation to remove or modify the Sidewalk or Curbside Shared Space at their
17 own cost and return the right-of-way to a condition that the Director of Public Works deems
18 appropriate. In no event shall the City be liable for reimbursing the Permittee for the costs of or
19 restoring the Shared Space installation.

20 ~~Upon written request from a Steward, the Director of Public Works may grant a non-~~
21 ~~material or other minor amendment to the conditions imposed on a People Place in the Public Right-~~
22 ~~of Way if the Director determines that the exception or minor amendment is reasonably within the~~
23 ~~purposes of the Places for People Program and, in consultation with the City Attorney's Office, further~~
24 ~~determines that such exception or amendment does not materially increase the City's costs or~~
25 ~~obligations or decrease the benefit the City receives under the Steward's People Place Permit.~~

1 ~~Any exceptions or minor amendments of the Permit conditions that the Director has~~
2 ~~granted pursuant to this subsection (e)(2) shall be in writing and retained in a file available for public~~
3 ~~review. In addition, at the Steward's request, the Director's letter granting the exception(s) and/or~~
4 ~~minor amendments, and any other written communications relevant to the Director's determination~~
5 ~~shall be posted on the websites of Real Estate and the Places for People Program.~~

6 **SEC. 793.3. OPERATIONAL REQUIREMENTS; EXCEPTIONS.**

7 (a) **Requirements.** Except as specified in subsection (b) below, all Curbside and
8 Sidewalk People Places Shared Space Permits in the Public Right of Way shall conform to the
9 Operational Requirements set forth in Administrative Code Section 94A.67. ~~In addition, the~~
10 Director of Public Works may also adopt such additional regulations as ~~he or she~~ the Director
11 deems appropriate and necessary for the proper management and use of a Curbside or
12 Sidewalk People Place Shared Space in the Public Right of Way. The additional regulations may
13 include but are not limited to: maintenance requirements; minimum required clearances from street
14 corners, sidewalk bulb-outs, or protective bollards; appropriate clearances for paths of travel;
15 applicable standards from the Americans with Disabilities Act; and appropriate clearances for
16 stormwater and other hydrological concerns.

17 (b) **Grant of Exceptions** ~~to Standard Operational Requirements.~~

18 (1) Operational Requirements. Upon written request from a Permittee, the Director of
19 Public Works may grant a non-material or other minor amendment to the conditions imposed on a
20 Curbside or Sidewalk Shared Space Permit, if the Director determines that the exception or minor
21 amendment is reasonably within the purposes of the Shared Spaces Program and, in consultation with
22 the City Attorney's Office, further determines that such exception or amendment does not materially
23 increase the City's costs or obligations or decrease the benefit the City receives under the Permittee's
24 Shared Space Permit.

1 (2) **Good Neighbor Policies.** Upon written request from a *Steward Permitee*,
2 the Director of Public Works may grant a non-material exception or other minor amendment to
3 the Good Neighbor Policies set forth in Administrative Code Section 94A.67(b)(8) if the
4 Director finds, in ~~his or her~~ *the Director's* sole discretion, that a Good Neighbor Policy is
5 unwarranted or not appropriate for a particular *People Place Shared Space* or event on the public
6 right-of-way under the jurisdiction of Public Works due to unique circumstances and that the
7 public interest would best be served by granting an exception. ~~The Director of Public Works~~
8 ~~shall issue such exceptions in writing, retain the granted exceptions in a file available for public~~
9 ~~review, and shall post such correspondence on the Department's and Places for People Program's~~
10 ~~website.~~

11 (2) ~~Other Operational Requirements.~~ Upon written request from a *Steward*, the
12 ~~Director of Public Works is authorized to waive or modify one or more of the other Operational~~
13 ~~Requirements established in Administrative Code Section 94A.7 if the Director finds, in his or her sole~~
14 ~~discretion, that is unwarranted or not appropriate for a particular People Place or event on the public~~
15 ~~right-of-way under the jurisdiction of Public Works.~~

16 (3) **Public Record.** Any exceptions, minor amendments, or waivers granted by
17 the Director pursuant to this subsection (b) shall be in writing and retained in a file available
18 for public review.

19 **SEC. 793.4. GRANT OF EXCEPTIONS TO PERMIT TERMS.**

20 ~~Upon written request from a Steward, the Director of Public Works may grant a non-material~~
21 ~~exception or other minor amendment to the conditions imposed on a permit for a People Place in the~~
22 ~~Public Right-of-Way if the Director determines that the exception or minor amendment is reasonably~~
23 ~~within the purposes of the Places for People Program and, in consultation with the City Attorney's~~
24 ~~Office, further determines that such exception or amendment does not materially increase the City's~~
25 ~~costs or obligations or decrease the benefit the City receives under the Steward's People Place Permit.~~

1 ~~Any exceptions or minor amendments of the Permit conditions that the Director has~~
2 ~~granted pursuant to this Section shall be in writing and retained in a file available for public review. In~~
3 ~~addition, the Steward's request, the Director's letter granting the exception(s) and/or minor~~
4 ~~amendments, and any other written communications relevant to the Director's determination shall be~~
5 ~~posted on the websites of Real Estate and the Places for People Program.~~

6 **SEC. 793.5. VIOLATION OF PERMIT CONDITIONS, OPERATIONAL**
7 **REQUIREMENTS, OR ADMINISTRATIVE REGULATIONS; ENFORCEMENT ACTIONS**
8 **AND PENALTIES.**

9 (a) **Enforcement Actions; Penalties.** If any person has occupied a *People-Place*
10 *Shared Space* in ~~the Public Right-of-Way in~~ violation of any Permit conditions, operating
11 requirements, ~~and or~~ regulations applicable to the *People-Place-Shared Space*, the Director of
12 Public Works, ~~or a designee or agent acting on the Director's behalf,~~ may take any action
13 authorized by this Code that is considered necessary to abate or correct the violation. The
14 Director is expressly authorized to:

- 15 (1) Modify the *People-Place-Shared Space* Permit, withdraw the Director's
16 approval of the Permit, or request revocation of the Permit by the Core City Agencies
17 pursuant to Section 94A.56(gi) of ~~the Administrative Code~~*this Chapter*;
- 18 (2) Issue a criminal citation pursuant to the provisions of Section 792(e)(1)(A) of
19 this Code that is applicable to Street Plazas;
- 20 (3) Issue an administrative citation and assess the administrative penalties
21 authorized by Section 792(e)(1)(B) of this Code for Street Plazas;
- 22 (4) Call upon other City officials to assist in the enforcement of this Article 15,
23 including but not limited to the Chief of Police and the City Attorney; ~~and~~
- 24 (5) Seize, remove, or demolish any structures or furniture placed in public sidewalk or
25 roadway areas.

1 _____ (A) If a permit to place the structure or furniture has been rescinded or expired,
2 before any such structure or furniture is seized, the Permittee shall be notified and given 10 business
3 days to remove the structure or furniture. If the Permittee does not remedy the underlying violation
4 leading to the rescission of the permit and/or apply for a Shared Space Permit within the time
5 prescribed, the City may seize, remove, or demolish the structure or furniture.

6 _____ (B) Seized furniture shall be retained by the City and may be recovered by the
7 responsible party for a period of at least 30 business days following seizure. As a condition of
8 recovering any furniture seized pursuant to this Section or receiving a subsequent Shared Spaces
9 Permit, the Permittee shall pay an impound fee covering the actual cost to the City of transporting and
10 storing such furniture, unless the seizure is deemed improper following a hearing under this subsection
11 (a)(5)().

12 _____ (C) If the ~~City Engineer~~ Director determines that it is practicable to do so,
13 Public Works shall retain any seized structures. As a condition of recovering any structure seized
14 pursuant to this Section or receiving a subsequent Shared Spaces Permit, the Permittee shall pay an
15 impound fee covering the actual cost to the City of transporting and storing such structure, unless the
16 seizure is deemed improper following a hearing under this subsection (a)(5)().

17 _____ (D) If the ~~City Engineer~~ Director determines that it is not practicable to do so,
18 Public Works may demolish any unpermitted structure placed in the right-of-way. Where a Permittee is
19 responsible for an unpermitted structure that requires demolition, the Permittee shall not be eligible for
20 a subsequent Shared Spaces Permit until the Permittee has paid the fee covering the actual costs to the
21 City of demolishing and disposing of the structure(s). Such recoverable costs may include those
22 incurred by Public Works and any other City department, including the City Attorney's Office, for time
23 and materials spent enforcing the requirements of the permit.

24 _____ (D) Notwithstanding any other provision of this Section 793.4, if the Director
25 determines that any structure or furniture is placed in public sidewalk or roadway areas in such a

1 place or manner as to pose an immediate and serious danger to persons or property, the City may seize
2 such structure and furniture without prior notice to the Permittee if it is impractical to remedy the
3 danger by moving the structure or furniture to another point on the sidewalk or public right-of-way.

4 (F) Following any seizure, the Permittee shall be notified promptly of such
5 seizure and shall have the right to request an informal hearing before a designated City official to
6 determine whether the seizure was proper. The Permittee must request the hearing within 10 days of
7 receiving notice of the seizure. Any furniture seized pursuant to this Section shall be retained by the
8 City and may be recovered as provided herein.

9 Failure to provide any notice to a Permittee pursuant to this section shall not give rise to any
10 claims or cause of action against the City; and

11 (6) Take any other enforcement action authorized by this Code that is
12 applicable to occupancy of the public right-of-way.

13 (b) **Rules and Regulations; Director's Orders.** The Director may adopt such orders,
14 rules, policies, procedures, regulations, rules, or standards as the Director considers
15 appropriate in order to:

16 (1) process, verify, and respond to complaints from the public concerning a
17 Curbside or Sidewalk ~~People Place Shared Space~~ in the Public Right of Way that is routed from the
18 311 Customer Relationship Management System, as described in Administrative Code
19 Section 94A.210(a);

20 (2) abate a violation of the terms and conditions of a Sidewalk, or Curbside, ~~or~~
21 Roadway Shared Space ~~Place~~ Permit or other requirements of Administrative Code Chapter 94A
22 that are within the jurisdiction of the Director; and

23 (3) identify specific violations that would be subject to the criminal citation
24 penalty authorized in subsection (a)(2) above.

1 (c) **Public Hearing.** In taking any of the above actions, the Director of Public Works
2 may hold a public hearing on the ~~Steward~~Permittee's conduct. If a public hearing is held, the
3 Director shall follow either the notice and hearing procedures for Street Encroachment
4 Permits set forth in Section 786 *et seq.* of this Code or a codified notice and hearing
5 procedure that is more applicable to a ~~People for Places~~ Shared Spaces Permit.

6 **SEC. 793.56. FINANCIAL RECORDS.**

7 The ~~Steward~~Permittee shall make its financial records related to the use of the ~~People~~
8 ~~Place~~Shared Space available to the Director of Public Works for inspection upon written request
9 of the Director.

10
11 Section 3. The Transportation Code is hereby amended by revising Sections 6.1, 6.2,
12 6.7, and 6.11, and adding new Section 6.16, to read as follows:

13 **SEC. 6.1. INTERDEPARTMENTAL STAFF COMMITTEE ON TRAFFIC AND**
14 **TRANSPORTATION (ISCOTT).**

15 There is hereby established a committee to be known as the Interdepartmental Staff
16 Committee on Traffic and Transportation (ISCOTT), consisting of the department or their
17 designated representatives from the following departments and agencies: Municipal
18 Transportation Agency, Planning, Public Works, Police, Fire, Public Health, and Entertainment
19 Commission. The Director of Transportation shall serve as Chair of ISCOTT. The Director of
20 Administrative Services of the City and County of San Francisco or ~~his or her~~ the Director's
21 designee shall review recycling plans submitted pursuant to Section 6.5 and recommend any
22 conditions to ISCOTT that should be imposed on any applicant. In exercising its powers
23 ISCOTT shall consult with any other City department or agency that could be affected by any
24 temporary use or occupancy of a public street. ISCOTT shall have the authority to take all
25 acts reasonably necessary for it to carry out any duties imposed upon it by law. Before acting

1 on any application for temporary use or occupancy of public streets, street fair or an athletic
2 event, ISCOTT shall conduct a public hearing at a publicly noticed time and place to be
3 determined by ISCOTT.

4 **SEC. 6.2. REQUEST FOR PERMISSION FOR TEMPORARY USE OR OCCUPANCY OF**
5 **PUBLIC STREETS; PROCEDURE.**

6 (a) Any person seeking permission for the temporary use or occupancy of a public
7 street within the City shall file an application with, and on a form provided by, the SFMTA, and
8 shall pay the filing fee established by the SFMTA Board of Directors.

9 (b) An application shall not be accepted or approved for a proposed temporary use
10 or occupancy scheduled to occur fewer than 30 calendar days after the application is
11 submitted to the Municipal Transportation Agency, except as follows in this subsection

12 (b) paragraph:

13 (1) An application for a proposed temporary use or occupancy scheduled to
14 occur fewer than 30 calendar days after the application date may be filed for emergency
15 consideration. The Director of Transportation shall consider the request if the applicant has
16 demonstrated that an extraordinary emergency exists that requires the closing of a street, and
17 provided that there is adequate time available for the Municipal Transportation Agency to
18 conduct the required public hearing and post notice of the scheduled hearing at least 72 hours
19 in advance of the hearing.

20 (2) The ~~Mayor's Film and Video Arts~~ Commission (~~the "Film Commission"~~), or
21 other successor commission or ~~division of the Mayor's~~ office, may file with the Director of
22 Transportation an application on behalf of a film or other video production company (which
23 company shall be responsible for the payment of all applicable fees) for a proposed temporary
24 use or occupancy scheduled to occur fewer than 30 calendar days after the application date,
25 provided that there is adequate time available for the Director of Transportation to conduct the

1 required public hearing and post notice of the scheduled hearing at least 72 hours in advance
2 of the hearing. The Film Commission (or the film company on whose behalf the application
3 was made) shall (A) notify residents, merchants and other occupants of the public street(s) to
4 be closed of the dates proposed for street closure, and (B) notify any and all affected City
5 departments, including the Police Department and the Department of Public Works.

6 (c) The completed application shall include, when applicable, maps and/or drawings
7 which identify the streets that would be affected, shall describe the scope and design of the
8 event, including illustrations of the location of staging, food booths, and seating, and shall
9 include a diagram of an emergency access plan. In addition, the Director of Transportation
10 may request such additional information as is necessary to allow ISCOTT to make an
11 informed evaluation of the proposed temporary use or street occupancy. In the case of "major
12 events," as defined in Section 6.3, applicants shall submit an emergency medical services
13 plan.

14 (d) Applicants shall be responsible for posting notice of the public hearing at least
15 seven calendar days prior to the hearing at which the application will be reviewed by ISCOTT.
16 Such notice shall include a description of the streets that would be affected and shall be
17 posted in the area of the proposed temporary use or street occupancy according to rules and
18 regulations prescribed by the Director of Transportation. The applicant shall submit a
19 declaration under penalty of perjury to the Director of Transportation attesting that the
20 required public notices have been posted.

21 (e) ISCOTT Review and Approval Process. In reviewing an application, ISCOTT
22 shall consider the impact of the temporary use or occupancy of public streets on the traffic,
23 security, health, and safety of the public; determine the traffic, security, health, and safety
24 requirements of the proposed temporary use or occupancy; and evaluate the measures
25 proposed by the applicant to satisfy those requirements. For major events, ISCOTT shall

1 forward the applicant's proposed emergency medical services plan to the Director of
2 Emergency Medical Services and Emergency Operations Section (EMSEO). ISCOTT shall
3 consider the recommendations of EMSEO regarding the proposed emergency medical
4 services plan. It shall be the duty of ISCOTT to also consider the following:

5 (1) Demonstrated ability of the applicant to comply with requirements
6 necessary to protect the safety, health, and welfare of the public, including compliance with
7 the requirements of San Francisco Health Code Article 19L, "Prohibiting Smoking at Certain
8 Outdoor Events," unless those requirements are waived pursuant to Section 1621.5(e) of the
9 Police Code.

10 (2) Duration of the temporary use or street occupancy and the City's ability to
11 accommodate such use or occupancy with the necessary resources.

12 (3) Overextension of the City's resources because of previously approved
13 temporary use or occupancy of public streets or other activities that could cause scheduling
14 conflicts during the same period.

15 (4) The availability of an appropriate emergency access plan.

16 (5) The number of major events (as defined in Section 6.3 below) scheduled
17 during the period for which the applicant seeks a permit, the nature and location of the major
18 events, and the demand these major events will have on the City's resources, including its
19 police, emergency and sanitation personnel. In considering the major events for which
20 applications have been filed and/or approved. ISCOTT should give priority based on the
21 chronological order in which the applications are received, and applicants denied permission
22 on the basis that there are too many major events already approved or pending for approval
23 shall be offered alternative dates by ISCOTT. Notwithstanding this provision, ISCOTT may, in
24 its discretion, grant preference to recurring events traditionally or historically associated with a
25 particular day or dates, provided that other applications, once approved, cannot be revoked

1 because of the subsequent filing of an application for a permit for an event traditionally or
2 historically associated with a particular day or dates.

3 (6) If the application is related to a filming project to be conducted by the
4 applicant, ISCOTT shall notify the Film Commission (or other successor commission or
5 division of the Mayor's office) and shall consider such conditions and criteria as the Film
6 Commission shall attach to the application.

7 (f) ISCOTT may impose additional requirements or conditions it deems necessary
8 to protect the public interest by ensuring traffic management, security of property and health
9 and safety of citizens. At the time ISCOTT reviews the application, it shall also determine the
10 necessity of and the total estimated actual costs incurred by the Municipal Transportation
11 Agency for any adjustments to transit operations required to implement the street closure ~~to run motor~~
12 ~~coaches to accommodate the rerouting of electrically powered transit vehicles because of restrictions~~
13 ~~that are imposed by the temporary street closing. The applicant shall pay a fee to the SFMTA based on~~
14 ~~the number of electrically powered vehicle hours per line affected. For purposes of this provision,~~
15 ~~"vehicle hour" shall mean the number of hours each coach on a line is in operation during the day of~~
16 ~~the street closing. If the application is approved, ISCOTT shall transmit to the applicant an invoice for~~
17 ~~the fee. If the application is approved, ISCOTT shall transmit to the applicant an invoice reflecting the~~
18 cost for making any adjustments to transit operations. The applicant shall make full payment of the
19 fee no later than five days prior to the date of the street closing, or in accordance with a
20 schedule agreed to by the Director of Transportation. ISCOTT shall not disapprove any
21 application for a temporary use or occupancy of public streets because of the applicant's
22 political, religious, or cultural orientation.

23 (g) ISCOTT shall take action to approve or disapprove an application within 30 days
24 of receipt of a complete application. Notice of ISCOTT's action of approval or disapproval
25 shall be submitted to the Chief of Police; the Fire Chief; the Director of Public Health; the

1 Director of Public Works; and the Executive Director of the Entertainment Commission, and
2 be maintained as a matter of record. For major events, notice of ISCOTT's action of approval
3 or disapproval shall also be submitted to the Director of EMSEO.

4 (h) Appeals Process. Should the application be disapproved by ISCOTT, the
5 applicant may first appeal the decision to the Director of Transportation if the application was
6 filed at least 30 days prior to the date of the proposed temporary use or occupancy. Such
7 appeal shall be made by filing the appeal with the Director of Transportation on a form
8 provided by the Municipal Transportation Agency within five working days of disapproval.
9 Upon receipt, the Director of Transportation shall set a time and place for hearing such
10 appeal. In considering the appeal the Director of Transportation shall conduct a public hearing
11 for which notice shall be posted at least 72 hours in advance of the hearing at the Municipal
12 Transportation Agency, at the main library, and at the Office of the Clerk of the Board of
13 Supervisors.

14 (i) At the appeal hearing, the appellant and members of ISCOTT shall have an
15 opportunity to present oral testimony and written materials in support of their positions. The
16 Director of Transportation shall consider the same criteria as set forth in Section 6.2(e). Upon
17 hearing the appeal, and after any further investigation by the Director of Transportation, the
18 Director of Transportation may affirm, reverse, or modify the ISCOTT decision. Notice of the
19 Director of Transportation's action of approval or disapproval shall be submitted to the Chief of
20 Police, the Fire Chief, the Director of Public Health, the Director of Public Works, and the
21 Executive Director of the Entertainment Commission and shall be maintained as a matter of
22 record.

23 (j) If the Director of Transportation denies the application after the appeal described
24 in the preceding subsection (j) paragraph, the applicant may then appeal the decision to the
25 Board of Supervisors. Such appeal shall be made by filing the appeal with the Clerk of the

1 Board, on a form provided by the Clerk, within five working days of the Director of
2 Transportation's disapproval. The Board may establish a fee to be imposed upon the filing of
3 any such appeal. Upon receipt, the Clerk shall set a time and place for hearing such appeal
4 by the Board of Supervisors, which hearing shall be at the Board's next regular meeting,
5 provided that all applicable public notice requirements are satisfied. The Board shall conduct
6 the hearing according to the same standards of review as set forth in Section 6.2(e). Upon
7 hearing the appeal, and after any further investigation that the Board may request, the Board
8 may affirm, reverse or modify the Director of Transportation's decision. The decision of the
9 Board regarding the appeal shall be final. The Clerk of the Board shall transmit copies of any
10 legislation approving a temporary street closing to the Director of Public Works, Chief of
11 Police, the Fire Chief, the Superintendent of Emergency Hospital Service of the Department of
12 Public Health, the Executive Director of the Entertainment Commission, and ~~to~~ the Director of
13 Transportation. For major events, the Clerk shall transmit copies of any legislation approving a
14 temporary street closing to the Director of EMSEO.

15 (k) Any permission for the temporary use ~~of~~or occupancy of a public street
16 authorized pursuant to these provisions shall be subject to the conditions set forth in Sections
17 6.7 and 6.8.

18 (l) Late Application. Should the applicant file an application for a proposed
19 temporary use or occupancy fewer than 30 days prior to the date of the proposed use or
20 occupancy, and not far enough in advance of the proposed use or occupancy to allow
21 ISCOTT to consider the application at a regularly scheduled meeting of ISCOTT, then the
22 Director of Transportation shall have the responsibility and duty to consider and approve or
23 disapprove the application after consulting with the members of ISCOTT. The Director of
24 Transportation shall conduct a public hearing for which notice shall be posted at least 24
25 hours in advance of the hearing at the Municipal Transportation Agency, the main library, and

1 at the Office of the Clerk of ~~the~~ Board of Supervisors. At the hearing, the applicant and
2 interested persons shall have an opportunity to present oral testimony and written materials in
3 support of their position. The Director of Transportation shall conduct the hearing according to
4 the same standards of review as set forth in Section 6.2(e) hereof. Notice of the Director of
5 Transportation's action of approval or disapproval shall be submitted to the Chief of Police,
6 the Chief of the Fire Department, the Director of Public Health, the Director of Public Works,
7 and the Executive Director of the Entertainment Commission, and shall be maintained as a
8 matter of record. In the event the Director of Transportation disapproves the application, the
9 applicant shall have the right to appeal the Director of Transportation's decision to the Board
10 of Supervisors in accordance with the same terms and conditions as set forth in Section
11 6.2(e).

12 **SEC. 6.7. CONDITIONS.**

13 Any permission for the temporary use or occupancy of a public street authorized by the
14 City shall be subject to the following conditions:

15 (a) The temporary use or occupancy of a public street shall not unnecessarily
16 obstruct or bar public access onto said street. Sidewalks shall remain open at all times for
17 pedestrian use unless closure of the sidewalk is provided for by resolution of the Board of
18 Supervisors explaining the reason for such closure.

19 (b) No object of any nature shall be placed or maintained within 15 feet of any fire
20 hydrant or within five feet of any fire alarm box or police call box.

21 (c) No object of any nature shall be placed or maintained within any intersection or
22 pedestrian crosswalk, nor shall any vehicle be permitted to be Parked in such areas.

23 (d) A continuous passageway in the roadway for the use of emergency vehicles shall be
24 maintained as determined by the Fire Department ~~at least 14 feet in width shall be maintained at all~~
25 ~~times during the period of such use or occupancy for the use of emergency vehicles.~~

1 (e) No object of any nature shall be fastened to or erected over the surface of the
2 street or sidewalk, and no object shall be affixed to any pole or standard upon any street or
3 sidewalk, without prior written consent of the Director of Public Works.

4 (f) Painting upon any street or sidewalk surface shall be permitted only if a
5 washable paint is used.

6 (g) Adequate illumination of the area shall be maintained at all times such
7 illumination is appropriate.

8 (h) Official traffic-control devices and traffic signal controllers shall not be covered or
9 blocked at any time during the period of such use or occupancy.

10 (i) Street barricades determined by the ~~Police Department as being necessary to~~
11 ~~protect the public's safety shall be delivered by the Police Department or the department's~~
12 ~~designee;Municipal Transportation Agency~~ shall be maintained in said locations at all times
13 during the period of such use or occupancy by the permittee; and shall be ~~collected by the~~
14 ~~Police Department or the department's designee~~ removed promptly by the permittee upon termination
15 of the period of said use or occupancy.

16 (j) All manhole covers and valve box covers shall be kept clear of any fixed object.

17 (k) All streets and sidewalks within the area for which such permission is granted
18 shall be kept clean and free from dirt and debris at all times during the period of such
19 temporary use or occupancy, and all materials and equipment used in connection with said
20 temporary use and occupancy shall be removed from the area within 24 hours of the
21 termination of the period of such use or occupancy. The Director of Public Works shall report
22 any violations of this subsection to the Board of Supervisors.

23 (l) Applicants for permission to hold a street fair on a predominantly commercial
24 street shall comply with the following requirements for insurance coverage. For purposes of
25 this ~~S~~ subsection (l), a "predominantly commercial street" shall mean a street block on which at

1 least 50% *percent* of front footage of private property on the ground floor of the street is used
2 for commercial purposes. A street block shall be measured from street intersection to street
3 intersection, but shall not include any alley intersection.

4 (1) Applicants shall maintain in force, during the full term of the permit,
5 insurance as follows:

6 (A) General Liability Insurance with limits not less than \$500,000 each
7 occurrence Combined Single Limit Bodily Injury and Property Damage, including Contractual
8 Liability, Personal Injury, Broadform Property Damage, Products and Completed Operations
9 Coverages;

10 (B) If any vehicles will be operated by the applicant in connection with
11 street fair activities under the permit, Automobile Liability Insurance with limits not less than
12 \$500,000 each occurrence Combined Single Limit Bodily Injury and Property Damage,
13 including owned, non-owned and hired auto coverages, as applicable; and

14 (C) If the applicant has employees, Workers' Compensation with
15 Employers' Liability limits not less than \$500,000 each accident.

16 (2) General Liability and Automobile Liability Insurance policies shall be
17 endorsed to provide the following:

18 (A) Name as additional insureds the City and County of San
19 Francisco, its officers, agents and employees;

20 (B) That such policies are primary insurance to any other insurance
21 available to the Additional Insureds with respect to any claims arising out of activities under
22 the permit, and that insurance applies separately to each insured against whom claim is made
23 or suit is brought.

24 (3) Certificates of insurance, in format and with insurers satisfactory to the
25 City evidencing all applicable coverages shall be furnished to the City not less than 10

1 working days prior to the date of the event and before commencing any operations under the
2 permit, with complete copies of policies to be furnished to the City upon request.

3 (4) The insurance requirement of this ~~S~~subsection (l) shall be waived by the
4 Board of Supervisors if the applicant certifies in writing that (A) the purpose of the street fair is
5 First Amendment expression and ~~that~~ (B) the cost of obtaining insurance is so financially
6 burdensome that it would constitute an unreasonable prior restraint on the right of First
7 Amendment expression, or that it has been impossible for the applicant to obtain insurance
8 coverage.

9 (m) Signs shall be posted pursuant to ~~San Francisco~~ Health Code Sections 265
10 through 265.3 wherever alcohol is offered for sale.

11 (n) All applicants shall comply with the requirements of ~~San Francisco~~ Health Code
12 Article 19L, "Prohibiting Smoking at Certain Outdoor Events."

13 (o) Such further conditions as may be imposed by the Department of Public Works
14 after inspection of the area involved.

15 **SEC. 6.11. ATHLETIC EVENTS; DESIGNATION OF ROUTES.**

16 (a) The increasing number of athletic events being held on City streets places a
17 significant burden on the City and its inhabitants. Athletic events provide entertainment and
18 recreation for San Franciscans and people throughout the Bay Area, as well as promoting and
19 supporting tourism in the City. But closing off several major streets at the same time to
20 accommodate a race often causes hardship in the daily lives of local residents, widespread
21 disruption of public transit service, increased litter on public streets and sidewalks, and
22 potential interference with emergency services. By adopting sections 6.10-6.14~~this ordinance~~,
23 the Board of Supervisors intends to reconcile the City's interest in promoting athletic events
24 with the right of its citizens to the quiet enjoyment of their own neighborhoods.

1 (b) Athletic events requiring temporary street closings shall be limited in location to
2 routes previously designated as appropriate by the Board of Supervisors. These routes shall
3 be drawn up by ISCOTT and approved by resolution of the Board of Supervisors. In
4 designating these routes, ISCOTT and the Board shall consider the effect of the designation
5 upon: Local traffic patterns; Municipal Railway routes; the ability of the Police Department and
6 the Department of Public Works to provide special services to the event; the safe and efficient
7 delivery of police, fire and emergency medical services to the affected neighborhoods; the
8 safety of participants in the event; and, the rights of participants, residents and local
9 businesses to the reasonable use and enjoyment of City streets.

10 (c) Any person seeking permission to conduct an athletic event as defined in
11 Section 96.10 shall file an application. The filing of an application and its processing shall be
12 governed by the same processes, application fees, appellate procedures, Municipal Railway
13 fees, and other requirements contained in Section 96.2, which sets forth the procedures for
14 requesting permission for temporary use or occupancy of public streets. A street closing for an
15 athletic event shall be restricted to those routes designated pursuant to this Section. The
16 applicant may, as part of the application, request a waiver of this restriction. In considering a
17 request for a waiver, the City may take into account the extent to which the event has been
18 held along a particular route prior to the application date if that same route has been in use
19 continuously for a period of three or more years. An applicant's request for a waiver shall be
20 granted to the extent that a change of route is required by the Police Department for reasons
21 of public safety.

1 **SEC. 6.16. TEMPORARY STREET CLOSURES FOR ROADWAY SHARED SPACE**

2 **ACTIVITIES.**

3 (a) **Definitions.** *For the purposes of this Section 6.16, the following definitions shall apply:*

4 (1) **“Roadway Shared Space Activities”** *means permitted activities that are*
5 *authorized under the Shared Spaces Program set forth in Administrative Code Chapter 94A which*
6 *occur in the Traffic Lane, do not significantly interfere or delay a public transit service, and generally*
7 *do not exceed ten consecutive hours per day over four consecutive days per week over a total period of*
8 *time of not more than two years.*

9 (2) **“Traffic Lane”** *means the portion of the Street that has been dedicated for the*
10 *movement of motor vehicles exclusive of transit platforms and traffic islands.*

11 (b) **ISCOTT is authorized to issue permits for the Temporary Closure, as defined in Division**
12 **II, and occupancy of the Traffic Lane of a Street, including Roadway Shared Space permits pursuant to**
13 **the Shared Spaces Program as set forth in Administrative Code Chapter 94A, under the jurisdiction of**
14 **the Municipal Transportation Agency, provided that the Municipal Transportation Board of Directors**
15 **authorizes ISCOTT to issue such permits. Any permit issued by ISCOTT shall be limited to a period of**
16 **one-year or less. ISCOTT may renew any such permit for up to one additional year for a maximum**
17 **period of two consecutive years for the Temporary Closure.**

18 (c) **Any person seeking permission for the temporary use or occupancy of the Traffic Lane**
19 **shall file an application and follow all of the procedures set forth in Section 6.2, except for subsection**
20 **(b)(2) and (e)(6), and Section 6.5.**

21 (d) **Notwithstanding any other provision of Section 6.2, ISCOTT shall review an application**
22 **for a Roadway Shared Space permit and shall issue any approval within 30 days of receipt of the**
23 **application, for projects that are not located on Municipal Railway or other public transit lines. For**
24

1 permitted locations that are located on Municipal Railway or other public transit lines, approval may
2 take longer than 30 days after receipt of an application.

3 (e) In determining whether to issue a permit, ISCOTT shall follow the procedures set forth
4 in Sections 6.2 and 6.7 and all of the requirements and conditions set forth in those sections shall apply
5 notwithstanding Section 6.8. In addition to the street barricade requirement set forth in Section 6.7(i),
6 any barricades and other traffic control devices required by the Municipal Transportation Agency shall
7 be provided by that agency. If ISCOTT decides not to temporarily close the Traffic Lane, neither
8 Public Works nor any other City agency shall have the authority to issue a permit for occupancy of the
9 Traffic Lane.

10 (f) Upon the expiration of any Roadway Shared Space permits under the Shared Spaces
11 Program, ISCOTT's approval to temporarily close the Traffic Lane shall immediately expire and the
12 closed portion of the Street shall be reopened immediately. Upon revocation of any Roadway Shared
13 Space permit, the closed portion of the Street shall be reopened after fourteen days notice has been
14 given by the City, or sooner if the Director determines that the closure is resulting in an immediate
15 threat to the public health, safety, or welfare. If the closed portion of the Street is not reopened within
16 the time set by the Director, the Roadway Shared Space permittee shall be subject to fines and
17 administrative penalties as provided under Administrative Code Chapter 94A.

18 (g) The SFMTA may charge a fee to reimburse the agency for costs associated with the closure
19 of a Traffic Lane. The amount of this fee shall be the same amount as set forth in Table 902(b) for
20 "Special Events" in Division II of the Transportation Code depending on the date an application is
21 submitted.

22
23 Section 4. Article 7 of Division 1 of the Transportation Code is hereby amended by
24 adding Section 7.2.55, to read as follows:

25 **SEC. 7.2. INFRACTIONS.**

1 In addition to public offenses created by the Vehicle Code, the actions listed in this
2 Section 7.2 are prohibited, and each and every violation of a prohibition listed below shall be
3 an infraction, except as otherwise provided in: (a) this Code; or (b) the Vehicle Code; or (c) as
4 necessary to comply with the direction of a Police Officer or Parking Control Officer; or (d) with
5 respect to a Municipal Parking Facility, upon the direction of an authorized parking attendant;
6 or (e) with respect to any other Public Property, except with the permission of, and subject to
7 such conditions and regulations as are imposed by the agency that owns the property that are
8 available for public inspection at the agency's offices.

9 * * * *

10 **SEC. 7.2.55. NO PARKING ZONES.**

11 *To Park in a zone on any street, alley or portion of a street or alley that is subject to a posted*
12 *Parking prohibition except for the purpose of loading or unloading passengers or freight.*

13
14
15 Section 5. Effective Date. This ordinance shall become effective 30 days after
16 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
17 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
18 of Supervisors overrides the Mayor's veto of the ordinance.

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21 Section 6. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
22 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
23 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
24 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
25

1 additions, and Board amendment deletions in accordance with the “Note” that appears under
2 the official title of the ordinance.

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4 APPROVED AS TO FORM:
5 DENNIS J. HERRERA, City Attorney

6 By: /s/ Austin Yang
7 AUSTIN M. YANG
8 Deputy City Attorney

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