| | |
|---|---|
| **From:** | Board of Supervisors (BOS) |
| **To:** | BOS-Supervisors; BOS-Legislative Aides |
| **Cc:** | Calvillo, Angela (BOS); Somera, Alisa (BOS); Ng, Wilson (BOS); De Asis, Edward (BOS); Mchugh, Eileen (BOS); BOS-Operations; BOS Legislation, (BOS) |
| **Subject:** | FW: Valencia Bike Lane |
| **Date:** | Friday, January 31, 2025 1:07:04 PM |

Hello,

Please see below for communication from Alec Hawley regarding File No. 241192.

> **File No. 241192:** Hearing of persons interested in or objecting to the Statutory Exemption determination by the Planning Department under the California Environmental Quality Act issued on November 4, 2024, for the proposed Municipal Transportation Agency (MTA) Mid-Valencia Curbside Protected Bikeway project, which would implement bicycle and pedestrian safety improvements on Valencia Street by relocating the existing two-way center running bike lane on Valencia Street to curbside, protected Class IV bikes lanes on the blocks running from 15th Street to 23rd Street; the proposed bike lanes would be located directly adjacent to the curb or weave around curbside parklets; the proposed project would also remove or relocate existing parking spaces on some of the streets that intersect this section of Valencia Street to accommodate the relocation of existing bike share stations and adjust color curb designations. (District 9) (Appellant: Julio Ramos of the Law Office of Julio J. Ramos, on behalf of VAMANOS, a collective of Valencia Street merchants, artists, and residents.) (Filed December 4, 2024)

Sincerely,

**Joe Adkins**
**Office of the Clerk of the Board**
**San Francisco Board of Supervisors**
**1 Dr. Carlton B. Goodlett Place, Room 244**
**San Francisco, CA 94102**
**Phone: (415) 554-5184 | Fax: (415) 554-5163**
**board.of.supervisors@sfgov.org | www.sfbos.org**

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**From:** alec hawley <ahawleyla@gmail.com>
**Sent:** Tuesday, January 28, 2025 4:55 PM
**To:** Board of Supervisors (BOS) <board.of.supervisors@sfgov.org>
**Subject:** Valencia Bike Lane



# Good afternoon Supervisors,

My name is Al, and I am a member of the San Francisco Bicycle Coalition. I live in the Richmond District and ride to the Mission everyday for work. Modifying the center running lanes to protected side running lanes will be a boom for business and community safety.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already  fully in line with our City's climate and sustainable transportation goals.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.

Warm regards, al

Alec Hawley
(415)418-9073

**From:** John Spallone
**To:** Board of Supervisors (BOS)
**Subject:** Valencia St. bicycle lane conversion
**Date:** Monday, January 27, 2025 6:44:08 PM



Greetings San Francisco Supervisors,

I am contacting you, to urge you to approve the  conversion of the Valencia Street bicycle lanes, to protected curbside lanes, as has been advised by a number of stakeholders. The obstructive tactics being put forward by fringe groups such as VAMANOS will serve no purpose, other than to delay implementation of a concrete plan to foster safety of cyclists and pedestrians using this corridor of local businesses. Please move forward with the plan that is currently under consideration.

Thank you for your attention.

Yours truly,
John Spallone
District 8, Guerrero St.
San Francisco, CA

**From:** Lawrence Montgomery
**To:** Board of Supervisors (BOS)
**Subject:** Mid-Valencia Curbside Protected Bikeway
**Date:** Monday, January 27, 2025 6:10:58 PM



“Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Lawrence Montgomery, and I am a member of the San Francisco Bicycle Coalition. I live in District Nine, a proud Bernal Hill biker!
I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City’s climate and sustainable transportation goals.
The Mid-Valencia Bikeway project is long overdue and the bikeway is of vital, immediate concern for serious number commuters in that corridor.

- Valencia Street has been a key north-south corridor for people on bikes and active transportation for decades, because of its direct connection with other key corridors like San Jose Ave, 17th Street, and Market Street.

- It’s the flattest, low-grade street compared to parallel streets like Dolores or Guerrero. The biking community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor’s recovery. This must not be done at the expense of safety for people biking and rolling.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.”
Lawrence Montgomery
(retired SFUSD educator)

**From:** Sandy Ryza
**To:** Board of Supervisors (BOS)
**Subject:** keep the valencia center bike lane!
**Date:** Monday, January 27, 2025 5:47:18 PM



Hi Board of Supervisors,

I'm emailing to express my support for the Valencia Street center-running bike lane and my disappointment about the plans to remove it. The curbside lane design that was recently approved by the SFMTA board would be a huge step backwards, both for cyclists and for anyone trying to find parking on the corridor. The recent protest against that plan by some Valencia merchants gave me a ray of hope that we could step back from this Solomon's baby compromise.

While I was initially skeptical of the center-running lane, I now believe it's one of the best places to bike in the city. I live near 23rd and Valencia and regularly bike the length of Valencia for my commute. The portion with the center-running lane is the safest I feel biking on any road in San Francisco (aside from the car free part of JFK).

I recently collided with a car when they cut me off to pull into a driveway. This was on the side-running lane on Valencia between 15th and 14th. That would have never occurred on the center running lane, where bikes and cars have wild fields of view to see each other, and don't need to cross paths.

Even before this, I felt less safe in these lanes because pedestrians could pop out at any time and cars could come in or out of driveways. I also hate waiting for the lights at Duboce and 14th - they take forever because bikes and cars are on different signals.
Based on the recent report from the city controller's office ( https://www.sf.gov/sites/default/files/2024-06/Valencia%20Economic%20Context%20final.pdf), the lane is not the cause of the corridor's financial difficulties.

Thank you for listening!

-Sandy

**From:** Doctor Popular
**To:** Board of Supervisors (BOS)
**Subject:** Please protect our cyclists on Valencia Street
**Date:** Monday, January 27, 2025 5:31:01 PM



I remember how bad biking on Valencia Street was before the new bike lanes were built. It was so bad that volunteers would stand on the edge of the street to prevent cars from running into cyclists.

Since the new lanes on Valencia Street have been added, it's such a nicer street for walking and riding. I'm sad to hear the lane is getting changed to the sides (I really like the center lanes), but I'm terrified that a small group of business owners are trying to turn Valencia Street back into the nightmare it was before. Please do not let that happen.

There are so many areas in our neighborhood where I'm scared to cross the street as a pedestrian, but Valencia Street (between 23rd and 15th) is so much nicer for walking and shopping now. I'm a huge fan of these improvements, and I hope to see SFMTA do more to slow down traffic (especially on the southern part of Valencia Street, which never got updated like the rest). Our city can do so much more for pedestrians, mass transit, cyclists, skateboarders, scooter riders, and everyone else. Making our streets safe for pedestrians will bring back business and bring life back to our city.

-Doc Pop
An artist and educator living in the Mission for nearly 20 years

--

**Doctor M. Popular**
415-724-9267
www.docpop.org

**From:** K H
**To:** Board of Supervisors (BOS)
**Subject:** Mid Valencia Curbside Protected Bikeway
**Date:** Monday, January 27, 2025 5:18:50 PM



Good afternoon President Mandelman,

My name is Kat and I am a member of the San Francisco Bicycle Coalition. I live in District 8.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline.

Thank you,

Kathryn Hall, MPH, LSSGB
LinkedIn

CliftonStrengths: Strategy | Intellection | Ideation | Input | Empathy

**From:** BARBARA DWYER
**To:** Board of Supervisors (BOS)
**Subject:** No on Valencia St bike lanes - Vote in favor of Valencia businesses
**Date:** Monday, January 27, 2025 4:57:14 PM

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I oppose installation of permanent bike lanes on Valencia. The street has been given over to cyclists at the expense of local merchants. I no longer can take my pets to the same vet I have seen for 30 years (Mission Pet Hospital) because the city will take out its only remaining street parking. At age 73, it's prohibitive to walk the mile to my vet's carrying two 15# carriers.

Valencia St has been a mess for several years. Remove the bike lanes, relocate them to So Van Ness or Folsom St, and let the businesses on Valencia thrive.

Barbara Dwyer
District 5

**From:** Pooja Muddasani
**To:** Board of Supervisors (BOS)
**Subject:** Oppose valencia bike lane appeal
**Date:** Monday, January 27, 2025 4:55:05 PM



“Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Pooja Muddasani , and I am a member of the San Francisco Bicycle Coalition. I live in District 9.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already  fully in line with our City’s climate and sustainable transportation goals.

I use the Valencia bike lane regularly and live right next to it. The proposed changes will significantly improve my ability to get around the city. Before any kind of protection for people on bikes went in on Mid-Valencia, the corridor averaged a bike-involved collision every two weeks. That rate has dropped by 20% with the installation of separated lanes. The safety gives me ease of mind when I take my bike down the street.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.”

**From:** Rebecca P
**To:** Board of Supervisors (BOS)
**Subject:** Mid-Valencia Bikeway
**Date:** Monday, January 27, 2025 4:50:48 PM



Dear Board of Supervisors,

My name is Rebecca Page and I am a member of the SF Bicycle Coalition. I live in the Mission District and commute by bicycle daily. The members of my family commute to school, work, and our other activities primarily by walking, cycling, riding Muni or driving throughout the Mission and other neighborhoods of the City.

I write to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19 last year, and is already fully in line with our City's climate and sustainable transportation goals.

This appeal does not align with state law. Under SB922, SB288, and more recently SB71, active transportation projects have statutory exemption from environmental review because they improve pedestrian and bicycle safety by constructing safe street infrastructure—which promotes our City's transit-first policy, Vision Zero, and sustainable transportation goals.

Before any kind of protection for people on bikes went in on Mid-Valencia, the corridor averaged a bike-involved collision every two weeks. Before we had the protected center bike lanes, I would bike home from work in the dark on Valencia Street and have to repeatedly change into the car lane to move around illegally double-parked vehicles at the curb -- it was dangerous and frightening. The rate of bike-involved collisions has dropped by 20% with the installation of separated lanes.

Please oppose the appeal before you today and help ensure we stop delaying life-saving infrastructure from being built and keep the Mid-Valencia project on its construction timeline. The Mission community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor's recovery. This must not be done at the expense of safety for people biking and rolling.

Thank you for your time.

Sincerely,
Rebecca Page

**From:** W.S. Bertrand
**To:** Board of Supervisors (BOS)
**Subject:** Yes Bicycles on Valencia Street
**Date:** Monday, January 27, 2025 4:35:54 PM



Item 25. 241192. (January 28, 2025)
My name is W.S. Bertrand. I live in District #8.
Please oppose the appeal by Merchants and try to find out how they could improve the dynamics between bikers and themselves. Bikes need to be encouraged as they are good for citizen's health and the health of the city, state and planet.

Respectfully
W.S. Bertrand

**From:** Alexa Riddle
**To:** Board of Supervisors (BOS)
**Subject:** Mid-Valencia Curbside Protected Bikeway
**Date:** Monday, January 27, 2025 4:34:24 PM



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Alexandra Riddle, and I am a member of the San Francisco Bicycle Coalition. I live in District 5.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

1. The biking community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor's recovery. This must not be done at the expense of safety for people biking and rolling.
2. All of the work MTA staff did to meet with merchants and stakeholders was presented at the SFMTA Board of Directors hearing on November 19th, 2024 where the board unanimously approved the project.
3. SB922, SB288, and more recently SB71, active transportation projects have statutory exemption from environmental review because they improve pedestrian and bicycle safety by constructing safe street infrastructure—which promotes our City's transit-first policy, Vision Zero, and sustainable transportation goals.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.

Alexandra Riddle

**From:** Katarina Fineman
**To:** Board of Supervisors (BOS)
**Subject:** Valencia Bike Lane Project- Special Hearing
**Date:** Monday, January 27, 2025 4:08:39 PM



Dear President Mandelman, Supervisor Fielder, and Supervisors,

My name is Katarina, and I am a member of the San Francisco Bicycle Coalition and an e-cyclist. I live in Presidio Heights, work in FIDI, and frequently visit Divis and Valencia corridors to enjoy the dining, entertainment, and retail scenes.

I am writing to ask that you oppose the Valencia Bikeway Project appeal before you tomorrow during the hearing.

As a proud 3rd generation Bay Area resident, there is nothing I want more than to see the city thrive. The biking community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor's recovery. This must not be done at the expense of safety for people biking and rolling. I only started biking in San Francisco in the past two years, and it has unlocked an entirely new connection and appreciation for the city. I have visited businesses throughout the city in areas that I've previously avoided due to difficulty finding convenient transit. Safe streets unlock a whole new way to explore neighborhoods and businesses for many San Franciscans.

The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and it is already fully in line with our City's climate and sustainable transportation goals. Additionally, SFMTA staff met with nearly every merchant within the project scope multiple times and formed a construction working group made up of merchants and advocates for a smooth roll out of the project. All of this work that MTA staff did to meet with merchants and stakeholders was presented at the SFMTA Board of Directors when the board unanimously approved the project.

Please oppose the appeal before you tomorrow so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.

Best,
Katarina Fineman
415.847.2243
katarinafineman@gmail.com

--
Katarina Fineman


**From:** Ellie Harmon
**To:** Board of Supervisors (BOS)
**Subject:** Item 25: Valencia corridor bikeway
**Date:** Monday, January 27, 2025 3:42:56 PM



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Ellie Harmon and I am a member of the San Francisco Bicycle Coalition. I live near the intersection of 15th and Market.

I am writing to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

As a mom who doesn't own a car but does own a box bike, Valencia is a critical pathway for our family to get from our home to south mission, Noe Valley, and Glen Park.

The biking community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor's recovery. Making Valencia a pleasant place to bike **and walk** will bring the foot traffic that helps local businesses thrive.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline.

This appeal does not align with state law. Under SB922, SB288, and more recently SB71, active transportation projects have statutory exemption from environmental review because they improve pedestrian and bicycle safety by constructing safe street infrastructure—which promotes our City's transit-first policy, Vision Zero, and sustainable transportation goals.

Moreover it is unacceptable to let a very small group of people circumvent the lengthy and public planning process that has already happened for the Valencia corridor.

Thank you for your time.

Ellie Harmon
she/her

ellieharmon.com

**From:** Allanah Jackson
**To:** Board of Supervisors (BOS)
**Subject:** Valencia Biking Item 25
**Date:** Monday, January 27, 2025 3:32:22 PM



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Allanah Jackson, and I am a member of the San Francisco Bicycle Coalition. I live in Pac Heights.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

- Before any kind of protection for people on bikes went in on Mid-Valencia, the corridor averaged a bike-involved collision every two weeks. That rate has dropped by 20% with the installation of separated lanes.

- The biking community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor's recovery. This must not be done at the expense of safety for people biking and rolling.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.

**From:** Jake
**To:** Board of Supervisors (BOS)
**Subject:** Please approve CEQA exemption for the Valencia bikeway project
**Date:** Monday, January 27, 2025 1:51:29 PM



Dear Board of Supervisors,

I'm writing to express my support for the CEQA exemption for the Valencia street protected bikeway project. The CEQA appeal of this project is an attempt to stall work that unquestionably has a positive environmental impact. Additionally, SB 922 clearly states that CEQA "exempts from its requirements bicycle transportation plans for an urbanized area", which clearly covers this project.

In addition to the environmental benefits, the project will also make Valencia street much safer and more pleasant for pedestrians and cyclists. It will improve access to local business and build a stronger community along the street. This project has been going on for more than *six years* at this point and has been through countless cycles of review already, it should not be delayed further.

Please affirm the statutory exemption determination and reject this baseless appeal. SFMTA should be allowed to begin installation of the curbside bike lanes.

Thank you,
Jake Brabec

**From:** David Haye
**To:** Board of Supervisors (BOS)
**Subject:** Valencia Bike Lanes
**Date:** Monday, January 27, 2025 1:47:58 PM

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It's depressing to read that there has been a last minute appeal to the plan to build protected bike lanes along the middle part of Valencia.
I have been riding this street for 25 years, as it is a crucial corridor for cyclists. The idea of moving the bike lane to Guerrero, which I have heard suggested, is ridiculous since Guerrero is a hilly street that has a lot of freeway traffic on it.
I am currently in Europe, admiring bicycle infrastructure in poorer cities than San Francisco. Why does SF lag behind these established best practices and continually stall and backtrack on non-car facilities.
Please vote for the Valencia project to commence without delay.

David Haye
——

Tiny keyboard = short emails

| | |
|---|---|
| **From:** | Michael Turon |
| **To:** | Board of Supervisors (BOS) |
| **Cc:** | curtispress@gmail.com |
| **Subject:** | Re: Comments to be added to the official public record for File No. 241192. |
| **Date:** | Monday, January 27, 2025 1:42:24 PM |
| **Attachments:** | 04 Gmail - Urgent Action Requested _ Defunct Parklets & Proposed relocation of Bike-Share Parking at 720 Valencia St .pdf |



Angela Calvillo,

Pursuant to the public notice on File No. 241192. Please incorporate into the official public record Mission Pet Hospital's email reply to City Staff (dated Jan. 27) into the public record (attached).

Best,

Michael Turon

On Mon, Jan 27, 2025 at 1:12 PM Michael Turon <turon@cantab.net> wrote:

> Angela Calvillo,
>
> Pursuant to the public notice on File No. 241192 (attached), I would like the email (and its attachments) below to be incorporated into the official public record, along with the comments and exhibits I submitted on January 16, 2025 (which were both mailed and sent to bos.legislation@sfgov.org).
>
> Best,
>
> Michael Turon
>
> ---------- Forwarded message ---------
> From: **Michael Turon** <turon@cantab.net>
> Date: Mon, Jan 27, 2025 at 12:59 PM
> Subject: Re: Letter of Support to Deny with Conditions the CEQA Appeal Re: Valencia Bike Lanes (Jan. 28, 2025) with Exhibits
> To: <bos.legislation@sfgov.org>
> Cc: <jackie.fielder@sfgov.org>, <mandelmanstaff@sfgov.org>, Valencia <valencia@sfmta.com>, <Julie.Kirschbaum@sfmta.com>, Short, Carla (DPW) <Carla.Short@sfdpw.org>, Munowitch, Monica <monica.munowitch@sfmta.com>, <ramoslawgroup@yahoo.com>, <claire@sfbike.org>, Mission Pet <missionpet@gmail.com>
>
> Dear Honorable Members of the Board of Supervisors:

I respectfully request that the following email correspondence (attached) be entered into the record for the upcoming **January 28, 2025** hearing on the **Valencia Street Bike Lane CEQA Appeal**. In light of City staff's recent response (**January 27**), I believe the current plan—where the bike lane weaves in and out around curbside parklets—risks serious safety concerns and compromises key local businesses on Valencia Street.

**Reasons to Deny the Appeal with Conditions Requiring a Continuous Curbside Lane:**

- **Safety:** A fully uninterrupted curbside bike lane reduces vehicle-bicycle conflict points. Any design that forces cyclists into the travel lane or around floating parklets increases collision potential.
- **Business Vitality:** Legacy businesses like Mission Pet Hospital rely on safe and convenient curbside loading for customers—especially those transporting sick or injured pets. Relocating or removing defunct or noncompliant parklets (e.g., lacking sponsors or with electrical violations) would free up needed loading zones and foster a more efficient roadway.
- **City Authority & Economic Benefits:** As outlined in my attached letters from Jan. 16, local codes (SF Admin. Code § 94A, Public Works Code §§ 793 et seq., plus DPW Orders) clearly permit the City to remove or relocate parklets for higher-priority infrastructure. A streamlined curbside bikeway supports pedestrian/bike safety, reduces congestion, and promotes healthy commerce along the corridor.

Thank you for your consideration. Please deny the CEQA appeal **with conditions** requiring that all curbside parklets be relocated so the bikeway can remain continuous along the curb. Doing so will uphold our shared goals of safety, accessibility, and economic vitality on Valencia Street.

Sincerely,
Michael Turon
(415) 938-7855
District 9 Resident

Enclosures/Attachments:

- Email Correspondence with City Staff (January 27, 2025)
- Supporting Letters & Exhibits (January 16, 2025)

On Thu, Jan 16, 2025 at 4:57 PM Michael Turon <turon@cantab.net> wrote:

> Dear Clerk of the Board:

Please find attached my Letter of Support recommending denial of the CEQA Appeal with conditions concerning the Valencia Corridor Bike Lanes, scheduled for the Board of Supervisors hearing on January 28, 2025. A proof of service (POS) is also enclosed.

Thank you for your time and assistance. Please feel free to let me know if any additional information is required.

Sincerely,

Michael Turon

Enclosures:

1. Letter of Support to Deny with Conditions (CEQA Appeal)
2. Proof of Service (POS)
3. January 16 Letter to City Staff
4. Exhibits to January 16 Letter to City Staff; See Ex. B - Memo to BOS

Gmail Michael Turon <skyrocket@gmail.com>

# Urgent Action Requested: Defunct Parklets & Proposed relocation of Bike-Share Parking at 720 Valencia St.

**Curtis Press** <curtispress@gmail.com> Mon, Jan 27, 2025 at 1:05 PM
To: "Rager, Shayda" <Shayda.Rager@sfmta.com>
Cc: Michael Turon <turon@cantab.net>, "Fielder, Jackie (BOS)" <Jackie.Fielder@sfgov.org>, Mission Pet Hospital <mph@missionpet.com>, Mission Pet <missionpet@gmail.com>, "Slocum, Gregory (DPW)" <gregory.slocum@sfdpw.org>, Shared Spaces <SharedSpaces@sfmta.com>, "Wise, Viktoriya" <Viktoriya.A.Wise@sfmta.com>, "Stanis, Paul" <Paul.Stanis@sfmta.com>, "ramoslawgroup@yahoo.com" <ramoslawgroup@yahoo.com>, "claire@sfbike.org" <claire@sfbike.org>, Valencia <valencia@sfmta.com>, "Kirschbaum, Julie B" <Julie.Kirschbaum@sfmta.com>, "Short, Carla (DPW)" <Carla.Short@sfdpw.org>, "Munowitch, Monica" <Monica.Munowitch@sfmta.com>, "Manford, Brian" <Brian.Manford@sfmta.com>, "Leung, Adrian" <Adrian.Leung@sfmta.com>

I agree with the safety concern about cars crossing the bike lane. Isn't that the point of having the bike lane next to the curb? Can we have the bike lane come in next to the curb in front of Mission Pet Hospital? Then cars pulling into the drop off zone will not be crossing the bike lane.
Please help us. Losing all access to drop off in front of our hospital will be devastating. We are a veterinary hospital that has served this community for 45 years. We employ 40 people. This will affect our service to the community significantly.

Simply bringing the bike lane into the curb and allowing us to have 2 spots in front of our hospital will solve the problem. There is definitely room to bring the bike lane into the curb and preserve 2 parking spots.

I know you want what is best for our community and for the local businesses. Please help us.

Thank you,
Curtis Press, DVM

On Mon, Jan 27, 2025 at 11:33AM Rager, Shayda <Shayda.Rager@sfmta.com> wrote:
[Quoted text hidden]

| | |
|---|---|
| **From:** | Michael Turon |
| **To:** | Board of Supervisors (BOS) |
| **Subject:** | Comments to be added to the official public record for File No. 241192. |
| **Date:** | Monday, January 27, 2025 1:13:46 PM |
| **Attachments:** | Jan. 27 2025 - City Staff emails and replies.pdf<br>Jan 16 2025 materials.zip<br>bag011425_241192_notice.pdf |



Angela Calvillo,

Pursuant to the public notice on File No. 241192 (attached), I would like the email (and its attachments) below to be incorporated into the official public record, along with the comments and exhibits I submitted on January 16, 2025 (which were both mailed and sent to bos.legislation@sfgov.org).

Best,

Michael Turon

---------- Forwarded message ---------
From: **Michael Turon** <turon@cantab.net>
Date: Mon, Jan 27, 2025 at 12:59 PM
Subject: Re: Letter of Support to Deny with Conditions the CEQA Appeal Re: Valencia Bike Lanes (Jan. 28, 2025) with Exhibits
To: <bos.legislation@sfgov.org>
Cc: <jackie.fielder@sfgov.org>, <mandelmanstaff@sfgov.org>, Valencia <valencia@sfmta.com>, <Julie.Kirschbaum@sfmta.com>, Short, Carla (DPW) <Carla.Short@sfdpw.org>, Munowitch, Monica <monica.munowitch@sfmta.com>, <ramoslawgroup@yahoo.com>, <claire@sfbike.org>, Mission Pet <missionpet@gmail.com>

Dear Honorable Members of the Board of Supervisors:

I respectfully request that the following email correspondence (attached) be entered into the record for the upcoming **January 28, 2025** hearing on the **Valencia Street Bike Lane CEQA Appeal**. In light of City staff's recent response (**January 27**), I believe the current plan—where the bike lane weaves in and out around curbside parklets—risks serious safety concerns and compromises key local businesses on Valencia Street.

**Reasons to Deny the Appeal with Conditions Requiring a Continuous Curbside Lane:**

- **Safety:** A fully uninterrupted curbside bike lane reduces vehicle-bicycle conflict points. Any design that forces cyclists into the travel lane or around floating parklets increases collision potential.
- **Business Vitality:** Legacy businesses like Mission Pet Hospital rely on safe and convenient curbside loading for customers—especially those transporting sick or injured pets. Relocating or removing defunct or noncompliant parklets (e.g., lacking sponsors or with electrical violations) would free up needed loading zones and foster a more efficient roadway.
- **City Authority & Economic Benefits:** As outlined in my attached letters from Jan. 16, local codes (SF Admin. Code § 94A, Public Works Code §§ 793 et seq., plus DPW Orders) clearly permit the City to remove or relocate parklets for higher-priority infrastructure. A streamlined curbside bikeway supports pedestrian/bike safety, reduces congestion, and promotes healthy commerce along the corridor.

Thank you for your consideration. Please deny the CEQA appeal **with conditions** requiring that all curbside parklets be relocated so the bikeway can remain continuous along the curb. Doing so will uphold our shared goals of safety, accessibility, and economic vitality on Valencia Street.

Sincerely,
Michael Turon
(415) 938-7855
District 9 Resident

Enclosures/Attachments:

- Email Correspondence with City Staff (January 27, 2025)
- Supporting Letters & Exhibits (January 16, 2025)

On Thu, Jan 16, 2025 at 4:57 PM Michael Turon <turon@cantab.net> wrote:

> Dear Clerk of the Board:
>
> Please find attached my Letter of Support recommending denial of the CEQA Appeal with conditions concerning the Valencia Corridor Bike Lanes, scheduled for the Board of Supervisors hearing on January 28, 2025. A proof of service (POS) is also enclosed.
>
> Thank you for your time and assistance. Please feel free to let me know if any additional information is required.
>
> Sincerely,
>
> Michael Turon
>
> Enclosures:

1. Letter of Support to Deny with Conditions (CEQA Appeal)
2. Proof of Service (POS)
3. January 16 Letter to City Staff
4. Exhibits to January 16 Letter to City Staff; See Ex. B - Memo to BOS

BOARD of SUPERVISORS

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

# NOTICE OF PUBLIC HEARING

## BOARD OF SUPERVISORS OF THE CITY AND COUNTY OF SAN FRANCISCO
**Sent via Email and/or U.S. Postal Service**

NOTICE IS HEREBY GIVEN THAT the Board of Supervisors of the City and County of San Francisco will hold a public hearing to consider the following appeal and said public hearing will be held as follows, at which time all interested parties may attend and be heard.

**Date:** **Tuesday, January 28, 2025**

**Time:** **3:00 p.m.**

**Location:** **Legislative Chamber, Room 250, located at City Hall**
**1 Dr. Carlton B. Goodlett Place, San Francisco, CA**

**Subject:** **File No. 241192.** Hearing of persons interested in or objecting to the Statutory Exemption determination by the Planning Department under the California Environmental Quality Act issued on November 4, 2024, for the proposed Municipal Transportation Agency (MTA) Mid-Valencia Curbside Protected Bikeway project, which would implement bicycle and pedestrian safety improvements on Valencia Street by relocating the existing two-way center running bike lane on Valencia Street to curbside, protected Class IV bikes lanes on the blocks running from 15th Street to 23rd Street; the proposed bike lanes would be located directly adjacent to the curb or weave around curbside parklets; the proposed project would also remove or relocate existing parking spaces on some of the streets that intersect this section of Valencia Street to accommodate the relocation of existing bike share stations and adjust color curb designations. (District 9) (Appellant: Julio Ramos of the Law Office of Julio J. Ramos, on behalf of VAMANOS, a collective of Valencia Street merchants, artists, and residents.) (Filed December 4, 2024)

In accordance with Administrative Code, Section 67.7-1, persons who are unable to attend the hearing on this matter may submit written comments prior to the time the hearing begins. These comments will be added to the official public record in this matter and shall be brought to the attention of the Board of Supervisors. Written comments should be addressed to Angela Calvillo, Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA, 94102 or sent via email (bos.@sfgov.org). Information relating to this matter is available in the Office of the Clerk of the Board or the Board of Supervisors' Legislative Research Center (https://sfbos.org/legislative-research-center-lrc). Agenda information relating to this matter will be available for public review on Friday, January 24, 2025.

For any questions about this hearing, please contact our office at bos.legislation@sfgov.org or call (415) 554-5184.

Angela Calvillo
Clerk of the Board of Supervisors
City and County of San Francisco

jw:ak:ams

DATED ~ MAILED ~ EMAILED ~ POSTED: January 14, 2025

January 16, 2025

[Via Email[1] and Certified Mail[2]]

Clerk of the San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

**Re: CEQA Determination – Valencia Street Bike Lane Project**

**(Rejecting CEQA Appeal with Conditions)**

Dear Honorable Members of the Board of Supervisors:

## I. Notes on the Approach

### 1. Statutory Exemption & Board Authority

This final letter supports the SFMTA's statutory exemption under CEQA but clarifies that the Board retains broad authority to manage the public right-of-way.

### 2. Imposing Conditions to Ensure Safety

Imposing conditions (such as relocating or removing parklets) does not invalidate the statutory exemption, provided it does not expand the Project's scope to new or substantially different environmental impacts.

### 3. Local Parklet Removal/Relocation Codes

Local codes (e.g., SF Admin. Code § 94A, Public Works Code §§ 793 et seq.) allow the City to relocate or remove parklets to accommodate higher-priority transportation improvements—here, a continuous curbside bike lane supporting pedestrian and bicyclist safety.

## II. Background

The San Francisco Municipal Transportation Agency ("SFMTA") has relied on CEQA Guidelines section 15282(j) (and Public Resources Code §§ 21080.20, 21080.20.5) to claim a statutory exemption for the Valencia Street Bike Lane Project ("Project"). This Project includes side-running protected bike lanes, pedestrian safety enhancements, and parking/loading changes between 15th and 23rd Streets.

Under the 2009 San Francisco Bicycle Plan Environmental Impact Report ("Bicycle Plan EIR"), potential environmental effects of various citywide bicycle improvements (including Valencia Street) were previously analyzed. Therefore, the SFMTA argues that no additional environmental documentation is required, and that the statutory exemption applies.

## III. Rejecting the CEQA Appeal with Conditions

### 1. Statutory Exemption Justification

- The Project appears to meet the criteria for a statutory exemption covering bicycle facilities in urbanized areas. Because this is not a categorical exemption, the "unusual circumstances" exception from Berkeley Hillside Preservation v. City of Berkeley (2015) 60 Cal.4th 1086 does not apply.

---

[1] bos.legislation@sfgov.org
[2] No. 9589 0710 5270 1120 4804 58

- The prior Bicycle Plan EIR provides substantial evidence that citywide bicycle infrastructure—particularly a protected bike lane on Valencia—does not pose any unmitigated significant environmental impacts.

**2. Condition: Relocation of All Parklets for a Continuous Curbside Bike Lane**

- **Local Authority:** San Francisco Administrative Code, Chapter 94A, and Public Works Code §§ 793 et seq. grant the Board, Public Works, and SFMTA broad discretion to manage or revoke parklets if needed for public safety and transportation priorities.

- **No Expansion of Scope:** Relocating or removing parklets to ensure uninterrupted curbside bike lanes merely refines the existing project design and does not introduce entirely new components.

- **Safety & Accessibility Benefits:** By streamlining the bike lane along the curbside, the Project further reduces bicycle-vehicle conflicts, enhances pedestrian visibility, and secures clear sightlines at intersections—resulting in a safer streetscape for all users.

## IV. Conclusion and Request

For the reasons above, we respectfully recommend that the Board of Supervisors:

1. **Reject the CEQA Appeal**
   Uphold the SFMTA's statutory exemption determination, confirming that the Project falls within Public Resources Code sections 21080.20–21080.20.5 and CEQA Guidelines section 15282(j).

2. **Impose Parklet Relocation Conditions**
   Adopt clear conditions directing SFMTA (and/or Public Works) to relocate or remove all parklets along the Valencia corridor to accommodate a continuous curbside bike lane, consistent with the City's administrative codes. This condition does not expand the Project's scope but aligns with local policy favoring multimodal safety.

By doing so, the Board will deny the CEQA appeal yet ensure the final Valencia Street Bike Lane design optimally balances pedestrian, bicyclist, and local business needs.

Thank you for your careful consideration of this matter. Please feel free to contact me at the number below if you have any questions.

Respectfully submitted,

Michael J. Turon
District 9 Resident

Enclosures:

- Letter to Valencia Corridor Team - Providing authority to relocate Parklets for a continuous curb-side bike lane
  *("ISO Letter to City's Valencia Corridor Team")*

- Exhibits to Jan. 16, 2025 Letter to Valencia Corridor Team:
  - Ex. B - Memo to BOS: Summary on Continuous Curb-Side Bike Lanes (Safety and Economic Benefits)

  *("Ex. ISO Letter to City's Valencia Corridor Team")*

**Exhibits in Support of Follow-up to Request for Removal of Unpermitted Parklets and Relocation of Proposed Bike-Share Parking to Ensure Compliance with Applicable Laws**

*("Ex. ISO Letter to City's Valencia Corridor Team")*

# Exhibit A

December 18, 2023

San Francisco Municipal Transportation Agency (SFMTA)
**Attn: Valencia Bikeway Project**
One South Van Ness Avenue
San Francisco, CA 94103

[Via email[1] and USPS Mail]

**Re: Request for Removal of Unpermitted Parklets and Relocation of Proposed Bike-Share Parking to Ensure Compliance with Applicable Laws**

SF MTA:

I am a long-time customer of Mission Pet Hospital ("MPH"), a long-standing and reputable veterinary practice located at 720 Valencia Street. I write to formally contest the proposal and any issued permit allowing the installation of a bike-share parking station directly in front of MPH's storefront and to request the removal of defunct, unpermitted parklets formerly associated with the now-closed business Yellow Moto Pizzeria, previously located at 702 Valencia Street.

**I. Introduction and Background**

MPH has served the community for decades, providing essential veterinary care to residents throughout the Mission District. Historically, MPH's clients have relied upon limited parking spaces along Valencia Street for safe and convenient loading and unloading of their pets—often anxious, elderly, or injured animals. During the COVID-19 pandemic, additional curb space was restricted due to multiple parklets, including those operated by Yellow Moto Pizzeria.

After the City began requiring permits for pandemic-era curbside encroachments, including parklets under the Shared Spaces Program, all operators were required to convert their temporary permissions into duly authorized and permitted Curbside Shared Spaces or restore the right-of-way to its original condition. (See S.F. Administrative Code § 94A.12(b)). A search of the permit records reveals that the parklets at 702 Valencia were never properly converted under this program nor issued valid, ongoing permits. With Yellow Moto Pizzeria having publicly announced its closure effective December 7, 2024, these curbside encroachments have lost their sponsoring entity, rendering them noncompliant with the San Francisco Administrative Code, Public Works Code, and associated directives.

Now, the proposed bike-share parking installation threatens to occupy the last remaining parking space MPH's clients rely upon, creating a substantial hardship and impairing the hospital's ability to serve vulnerable animals safely and efficiently.

**II. Unpermitted Parklets and Applicable Municipal Regulations**

Under San Francisco Public Works Code (see Article 27 and Public Works Code §§ 793 et seq.) and the San Francisco Administrative Code (see Administrative Code §§ 94A.2, 94A.12), any Curbside Shared Space or former Parklet requires a valid permit. Once a sponsoring business

[1] valencia@sfmta.com

ceases operations, fails to renew its permit, or does not convert a "pandemic" or legacy parklet into a compliant Shared Space Permit, the City has both the authority and the obligation to remove the structure and restore the right-of-way. (Admin. Code § 94A.12(a)-(b)).

The San Francisco Municipal Transportation Agency (SFMTA) and the Department of Public Works (DPW) guidelines, as well as the SFMTA Curb Management Strategy, emphasize the continuous validity and proper maintenance of such curbside installations. Yellow Moto Pizzeria's closure and the absence of any current, valid Shared Spaces Permit means the existing parklets are, at this point, in violation of the San Francisco Municipal Code, Public Works Code, and the Administrative Code provisions governing the Shared Spaces Program. Such noncompliant structures compromise legitimate business activities, impede safe loading for essential services, and fail to meet the City's stated policy goals.

**III. Compliance with "California Daylight Law" (AB 413) and Necessity for Repositioning of Bike-Share Parking**

California Assembly Bill 413 ("AB 413"), commonly known as the "California Daylight Law," mandates a clear setback—generally 20 feet—at intersections before crosswalks to ensure adequate sightlines and pedestrian visibility. By mitigating line-of-sight obstructions, AB 413 reduces the risk of accidents and supports public safety goals aligned with Vision Zero principles.

The removal of the defunct parklets and relocating the proposed bike-share installation to the northwest corner of Valencia at 18th Street would improve compliance with AB 413, ensuring a proper safety buffer at the intersection. This realignment would also restore the needed loading and parking space for MPH's clients, enabling safe and convenient access for pet drop-offs and pick-ups, and ensuring that City actions uphold both the spirit and letter of California's safety requirements.

**IV. Municipal Authority and Precedents for Removal and Relocation**

SFMTA and DPW possess well-established authority to regulate, modify, and, where necessary, remove structures or curb uses in the public right-of-way. Pursuant to the Transportation Code, Public Works Code, and the Shared Spaces Program regulations (Admin. Code §§ 94A.2, 94A.12), unpermitted or noncompliant parklets must be removed to ensure the equitable, safe, and legal use of curb space.

The City has previously removed parklets lacking proper permits and repositioned bike-share stations to ensure safety standards and compliance with municipal and state regulations. These precedents align with the SFMTA's Curb Management Strategy, which guides the allocation of curb space to maximize safety, transit reliability, and support for local businesses. Our request aligns precisely with these established authorities, policies, and precedents.

**V. Conclusion and Requested Relief**

For the reasons set forth above, I respectfully urge the SFMTA and associated regulatory authorities to:

1. **Remove the Defunct Parklets:** Confirm that the former Yellow Moto Pizzeria parklets lack valid, current permits (see Admin. Code § 94A.12(b)) and order their immediate removal, restoring curbside parking for legitimate business use in compliance with all applicable codes.

2. **Relocate the Proposed Bike-Share Parking:** Reposition the newly proposed bike-share station from the front of MPH's storefront to the northwest corner of Valencia at 18th Street, ensuring compliance with AB 413's 20-foot setback requirement and improving safety and visibility for all road users.

These actions will preserve essential access for MPH's clients—who transport vulnerable animals—and affirm the City's commitment to legal compliance, pedestrian safety, and equitable use of public space. Thank you for your immediate attention to this matter. I remain available to discuss these issues and assist in achieving a fair and lawful resolution.

Sincerely,

Michael J. Turon
(415) 938-7855
2722 Folsom St.
San Francisco, CA 94110

References:

- San Francisco Administrative Code:
  - § 94A.2 (Definitions and requirements for Curbside Shared Spaces)
  - § 94A.12 (Transition of Existing Shared Spaces and Parklets)
- San Francisco Public Works Code, Article 27 and Public Works Code §§ 793 et seq. (Curbside and sidewalk occupancy regulations)
- SFMTA Curb Management Policies & Curb Management Strategy (Guiding the allocation of curb space)
- California Assembly Bill 413 (California Daylight Law) – Requiring a 20-foot setback at crosswalks for pedestrian visibility and safety.

cc:
Director of SF Muni – Jeffery Tumlin (Jeffrey.Tumlin@sfmta.com)
Director of DPW - Carla Short (Carla.Short@sfdpw.org)
D9 Supervisor – Hillary Ronen (Hillary.Ronen@sfgov.org)
Mission Pet Hospital (mph@missionpet.com)

# Exhibit B

**MEMORANDUM**

**To:** San Francisco Board of Supervisors
**From:** Michael Turon, District 9 resident
**Date:** January 16, 2025

**Subject:** Bicycle Signals, Two-Way Cycle Tracks *(a.k.a. Continuous Curb-Side Bike Lanes)*, and Driveway Designs — Safety and Economic Benefits

**Relevance to San Francisco:**
San Francisco's population density (18,630/sq. mi.) is nearly identical to that of Cambridge, Massachusetts (18,512/sq. mi.), making Cambridge's proven treatments for bicycle signals, cycle tracks (*Continuous Curb-Side Bike Lanes*), and driveway designs highly applicable here[1].

**Key Safety & Economic Takeaways from the White Paper[2]**

**I. Bicycle Signals and Detection**
- **a.** Bicycle-specific signals improve safety and manage conflicts at intersections, particularly when used alongside cycle tracks.
- **b.** Providing minimum green and clearance times specifically for cyclists reduces crashes and streamlines flow.
- **c.** Advanced detection (e.g., loop detectors, video, microwave) can reduce rider delay, encourage more bike use, and support local businesses through increased foot (pedal) traffic.

**II. Access into and out of Two-Way Cycle Tracks**
- **a.** Pavement markings, colorized pavement, and signage guide cyclists to midblock destinations or roadway connections.
- **b.** Two-stage turn queue boxes and bicycle boxes enhance visibility, minimizing risk at turns and intersections.
- **c.** Safe and efficient travel improves cyclists' confidence, often leading to greater commercial activity in adjacent corridors.

**III. Cycle Tracks at Driveways**
- **a.** Raised cycle tracks "remain level across driveways," forcing motorists to slow and improving sight lines.
- **b.** Clear sight triangles and reduced curbside parking near driveways avert sudden collisions, supporting a safer streetscape.
- **c.** Lower collision risk translates into fewer disruptions, promoting smoother traffic flow and attracting more visitors to local shops.

**IV. Economic and Operational Rationale**
- **a. Enhanced Safety = Increased Ridership & Commerce**

[1] "List of United States cities by population density," Wikipedia, accessed 01/15/2025
[2] "CYCLE TRACKS: A TECHNICAL REVIEW OF SAFETY, DESIGN, AND RESEARCH, City of Cambridge June 2014

i. Well-designed intersections and driveways give cyclists a seamless experience, incentivizing more frequent trips.
ii. Higher bike volumes can translate to greater foot traffic for local businesses and reduced congestion for motorists, supporting stronger economic vitality in commercial corridors.

**b. Minimized Vehicle Delays**

i. Bicycle detection systems reduce unnecessary redlight cycles, easing traffic backups and improving overall travel times.
ii. Both motorists and transit riders benefit from streamlined movements at intersections, where dedicated signal phases minimize gridlock.

## V. Recommendation

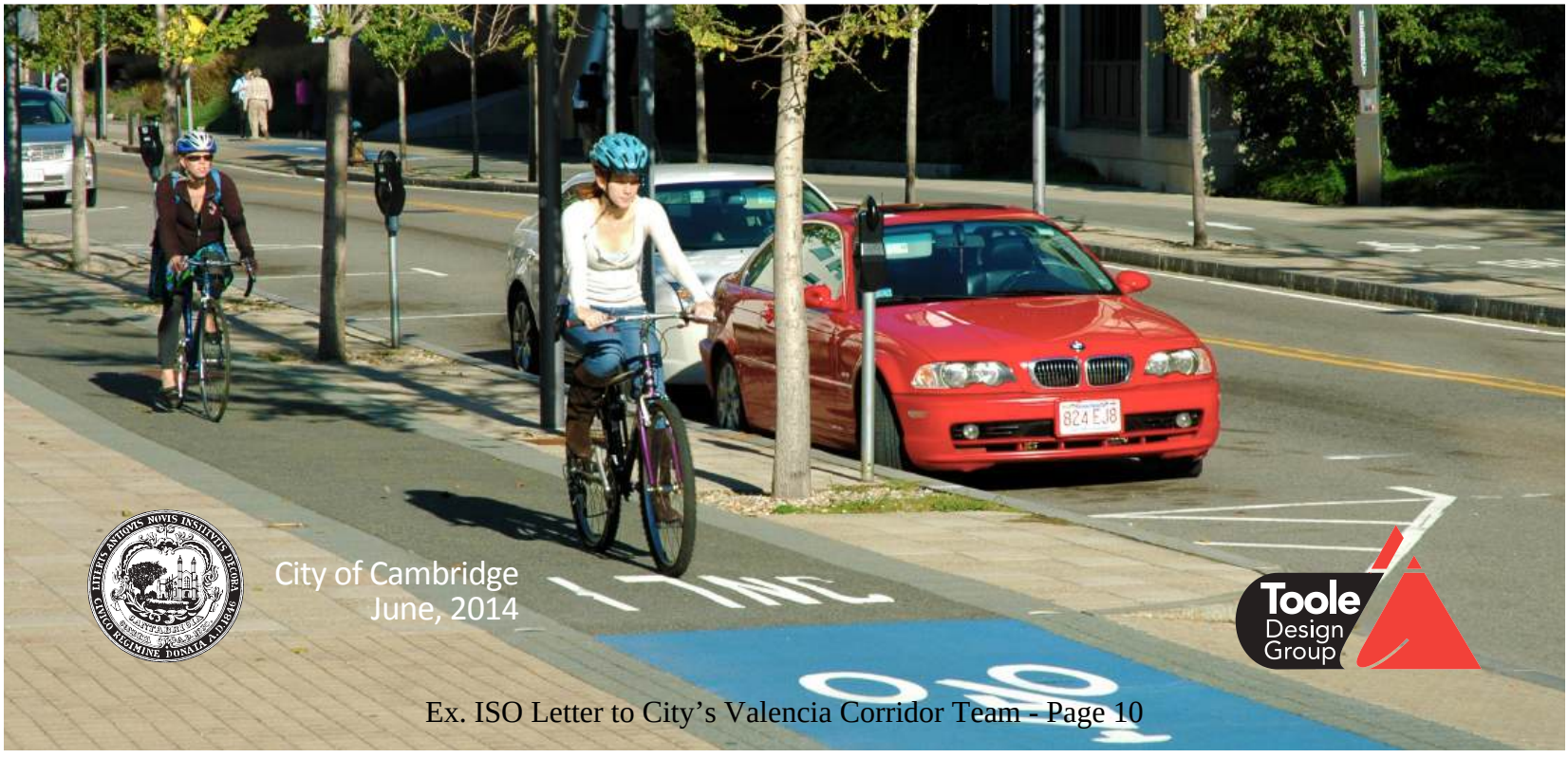
Given the similar population density and proven benefits, adopting these bicycle signal, detection, and continuous curb-side bike lanes (cycle track) driveway designs as referenced in Cambridge will likely improve safety for all road users, support local independent businesses, and align with both San Francisco's congestion management goals and SFMTA Curb Management Strategy.

# Exhibit C

# CYCLE TRACKS: A TECHNICAL REVIEW OF SAFETY, DESIGN, AND RESEARCH






City of Cambridge
June, 2014

Toole Design Group

This paper has been prepared by Toole Design Group for the City of Cambridge.

Photographs have been provided by the City of Cambridge, Toole Design Group, New York City Department of Transportation, and Alice Brown.

# Cycle Tracks: A Technical Review of Safety, Design, and Research

## Table of Contents

# Introduction

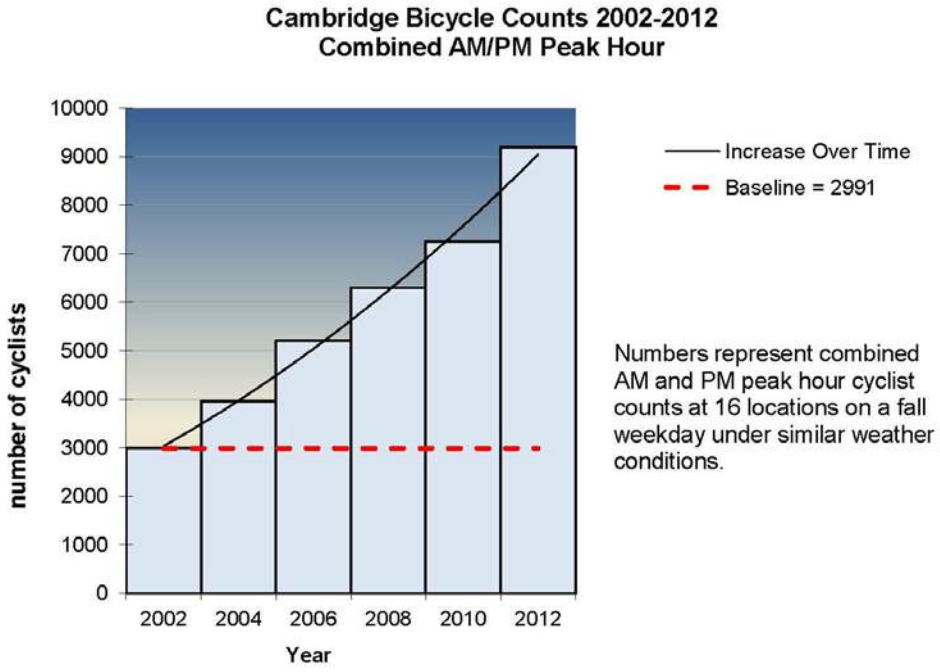
## What are Cycle Tracks?

Cycle tracks are exclusive bicycle facilities that are physically separated from motor vehicle lanes and sidewalks. Separation is achieved through a variety of treatments, such as vertical grade changes; parking lanes and pavement markings; curbs; or landscaping, all of which can enhance the comfort and safety of bicycling on urban streets. Cycle tracks can create a more low-stress, path-like bicycling experience and are sometimes referred to as protected or separated bicycle lanes.

## Why Provide Cycle Tracks?

Cycle tracks are an integral piece of infrastructure proven to increase ridership. Increasing bicycling can improve the overall quality of life in a city: it can enhance the city's economy; increase transportation choices; reduce parking and roadway congestion; and improve personal health. Bicycling is not only the most efficient and cost effective mode of transportation in a city, it is also often the fastest. Replacing vehicle trips with bicycle trips can reduce the number of single-occupancy vehicles, vehicle miles traveled, traffic and associated air pollution, and fuel consumption, all of which help achieve the City of Cambridge's climate goal of 80% reduction in greenhouse gas emissions by 2050.

To achieve these benefits, there is a growing need to provide bicycle facilities that are safe and accessible for people of all ages and abilities. Cambridge already possesses the basic conditions to support high bicycle use, including relatively flat topography, a high density of destinations within close proximity to one another, and a large student population, which together have increased the current bicycling mode share to about 7%.[1] While the City of Cambridge has already achieved high bicycling levels relative to most cities in the US, it has not reached its full potential. Cycle tracks are a proven strategy to attract a larger percentage of the population, and have been linked to increasing overall bicycle mode share. Safe and protected facilities create a more comfortable, low-stress environment for bicycling for people who have an interest in bicycling more regularly but may be in the majority of the population that is "interested but concerned,"[2] about bicycling on city streets. Providing infrastructure such as cycle tracks and secure bicycle parking can help increase bicycling mode share and improve livability.




Source: City of Cambridge, Bicycle Trends in Cambridge Report. (2013)

[1] U.S. Census Bureau. (2008-2010). Cambridge, MA, S0801 Commuting Characteristics by Sex [Data]. *2010 American Community Survey 5-Year Estimates*. Retrieved from http://factfinder2.census.gov/.

[2] Dill, J., & McNeil, N. (2012). Four types of Cyclists? Examining a typology to better understand bicycling behavior and potential. *Transportation Research Board*, 92nd Annual Meeting.

## Cycle Tracks in Cambridge and North American Cities

The City of Cambridge was one of the first cities in the United States to design and construct cycle tracks. In 2004, a raised cycle track was installed on Vassar Street from Main Street to Massachusetts Avenue, with full construction to Audrey Street completed in 2009. A second cycle track was more recently installed on Concord Avenue from Alewife Brook Parkway to Blanchard Road. Cycle tracks are also included in the Western Avenue Reconstruction Project (in construction); Binney Street/Galileo Galilei Way (Second Street – Broadway); Ames Street (Broadway – Main Street); Main Street (Longfellow Bridge – 3rd Street) and Fern Street.

The following North American communities have also installed or are in the process of installing cycle tracks (as of June, 2014)[3]:

- Alameda, CA
- Arlington, VA
- Atlanta, GA
- Austin, TX
- Beaverton, OR
- Bend, OR
- Birmingham, AL
- Boston, MA
- Boulder, CO
- Cambridge, MA
- Champaign, IL
- Charlotte, NC
- Chicago, IL
- Cincinnati, OH
- Decatur, GA
- Denton, TX
- Denver, CO
- Doraville, GA
- Eugene, OR
- Evanston, IL
- Fairbanks, AK
- Herndon, VA
- Hillsboro, OR
- Hoboken, NJ
- Indianapolis, IN
- Kansas City, MO
- Lincoln, NE
- Long Beach, CA
- Madison, WI
- McDonough, GA
- Memphis, TN
- Milwaukee, WI
- Minneapolis, MN
- Missoula, MT
- Montreal, QC
- Munhall, PA
- Nashville, TN
- New York, NY
- Newark, NJ
- Palms Springs, CA
- Philadelphia, PA
- Portland, OR
- Russellville, AR
- Salt Lake City, UR
- San Francisco, CA
- San Jose, CA
- Santa Monica, CA
- Seattle, WA
- Somerville, MA
- Springdale, AR
- St Petersburg, FL
- St. Georges, DE
- Syracuse, NY
- Temple City, CA
- Tigard, OR
- Vancouver, BC
- Washington, DC
- Wichita, KS
- Woodburn, OR

New York City, NY

Chicago, IL

[3] People for Bikes (2013). *Green Lane Project: Inventory of protected bike lanes*. Retrieved from http://www.peopleforbikes.org/green-lane-project/pages/inventory-of-protected-bike-lanes.

## Accessible for All: Cycle Tracks Increase Ridership and are Preferred by More People

A review of research, preference surveys, and bicycle data around the world has shown a clear trend: cycle tracks increase overall ridership, and are preferred by more types of potential bicyclists. Below are some of the key findings:

- In Washington, DC, more bicyclists began riding on 15th Street after the one-way cycle track was installed. After the two-way cycle track was installed, there was a 205% increase in bicycle volumes between P Street and Church Street during the p.m. peak hour, and there was a 272% increase in bicyclist volumes between T Street and Swann Street during the p.m. peak hour.[4]
- An evaluation of six cycle tracks in Montreal compared the facilities to parallel streets without bicycle facilities, and found on average that 2.5 times as many riders use the cycle track over the parallel streets[5].
- A study of nine large North American cities show a clear trend in safety in numbers, and "as the levels of cycling increase, injury and fatality rates per trip and per km traveled fall dramatically. Thus, if we can increase cycling, it will almost inevitably be safer."[6]
- A study of 14 large cities shows a clear trend that a higher percentage of female cyclists is correlated with a higher overall bicycle mode share.[7]
- More and better bicycling facilities have dramatically increased bicycle share trips in cities without any tradition of cycling for daily travel.[8]
- The City of Vancouver, BC, conducted counts before and after the installation of a cycle track on Hornby Street. Ridership increased from 10,000 bicyclists per month prior to construction to 55,000 bicyclists per month two years after construction. Bicycling on the sidewalk declined 80% post-installation (for a total of about 1% observed sidewalk riding). The ridership share by women increased by 4%, and children increased from 0.14% to 0.41% one year after construction.[9]
- Before and after counts on the Prospect Park West cycle track in NYC showed a 190% increase and a 125% increase in weekday and weekend ridership respectively.[10]
- The Institute of Transportation Engineers (ITE) states that "research and surveys conducted… suggest there is demand from current and potential bicyclists for separation from motor vehicle traffic." [11]
- A Vancouver preference survey found that "regular" and "frequent" bicycle commuters (who bicycle at least once per month) were more likely to be male (57.6%), while "potential" cyclists (had not biked within the last year) were more likely to be female (54.9%). Respondents reported highest preference for off-street paved paths (85%), and 71% reported they were likely to use cycle tracks, expressing even greater preference for cycle

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[4] Parks J., Ryus P., Tanaka A., Monsere C., McNeil M., Dill J., Schultheiss W. (2012). *District Department of Transportation Bicycle Facility Evaluation*. Project No. 11404. Retrieved from http://dc.gov/DC/DDOT/Publication Files/On Your Street/Bicycles and Pedestrians/Bicycles/Bike Lanes/DDOT_BicycleFacilityEvaluation_ExecSummary.pdf

[5] Lusk, A. C., Furth, P. G., Morency, P., Miranda-Moreno, L. F., Willett, W. C., & Dennerlein, J. T. (2011). Risk of injury for bicycling on cycle tracks versus in the street. *Injury prevention*, 17(2), 131-135.

[6] Pucher, J., & Buehler, R. (2012). Promoting Safe Walking and Cycling: Lessons from Europe and North America. (Presentation to Harvard Graduate School of Design, 17 Oct 2012). Retrieved from http://policy.rutgers.edu/faculty/pucher/HarvardTalk_Pucher_17October2012.pdf. Also Pucher, J., & Buehler, R. (2012). *City Cycling*. Cambridge, MA: MIT Press.

[7] Garrard, J., Handy, S., & Dill, J. (2012) Women and Cycling, in Pucher, J., & Buehler, R. (eds.), *City Cycling*. Cambridge MA: MIT Press.

[8] Pucher, J., Dill, J., & Handy, S. Infrastructure, Programs, and Policies to Increase Bicycling, *Preventive Medicine*, Jan 2010, Vol. 50, S.1 pp. S106-S125.

[9] ITE Pedestrian and Bicycle Council. (2013). *Separated Bikeways*. Institute of Transportation Engineers.

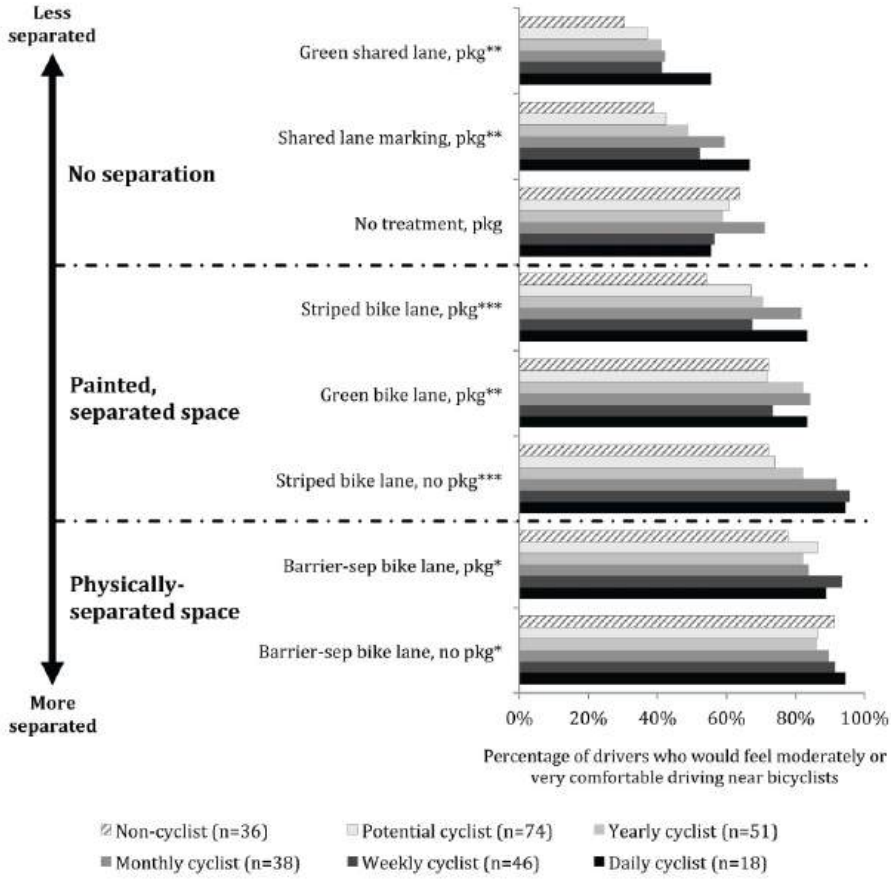
[10] NYCDOT (2011). Prospect Park West: Bicycle Path and Traffic Calming Update. (Presentation, 20 Jan 2011). Retrieved from *http://www.nyc.gov/html/dot/downloads/pdf/2012_ppw_trb2012.pdf*

[11] ITE Pedestrian and Bicycle Council. (2013). *Separated Bikeways*. Institute of Transportation Engineers.

tracks than quiet residential streets (48-65%, depending on street characteristics). Women reported higher preference for separated bike paths and lanes than men.[12]

- A survey of 463 people, roughly half drivers and half cyclists (including drivers who are non-cyclists), found that both drivers and cyclists feel significantly more comfortable with separation between motor vehicles and bicycles. Streets with barrier-separation between moving non-motorized and motorized traffic were unanimously found to be the most comfortable for both cyclists and drivers alike. Potential cyclists in particular are averse to shared space: only 10% would feel comfortable on facilities with shared lane markings, and 3% on a commercial street with no markings. The survey also indicates that the risk of being hit by a car door is a consistent worry for weekly and daily cyclists, many of whom have been hit or almost hit in this situation. [13]
- Copenhagen observed an increase in bicycle ridership of 18 to 20% after construction of cycle tracks compared with a 5 to 7% increase in ridership from bicycle lanes. The research also showed that cycle tracks saw an increase in accidents and injuries of 9 to 10%, while bicycle lanes showed an increase of 5 to 15%. It was noted that additional intersection treatments such as colored pavement, advanced stop lines, and leading bicycle intervals had not been widely used when the study was conducted, and additional safety measures would most likely have improved road safety. Also, cyclists reported feeling most secure on cycle tracks and least secure in mixed traffic.[14]

**Survey Respondents who Drive Feel More Comfortable with Greater Separation from Bicyclists**




Sanders, R. (2013). Examining the Cycle: How Perceived and Actual Bicycling Risk Influence Cycling Frequency, Roadway Design Preferences, and Support for Cycling Among Bay Area Residents, University of California, Berkeley, Berkeley, CA, 218 pp.

[12] Winters, M., & Teschke, K. (2010). Route preferences among adults in the near market for bicycling: Findings of the cycling in cities study. *American Journal of Health Promotion*, 25(1), 40-47.

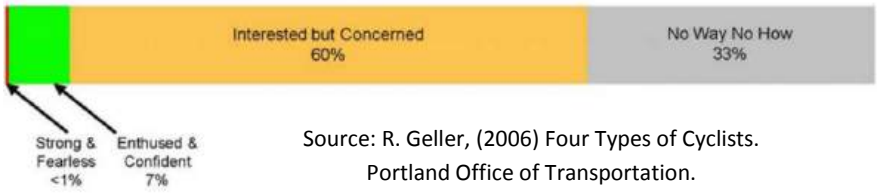
[13] Sanders, R. (2013). Examining the Cycle: How Perceived and Actual Bicycling Risk Influence Cycling Frequency, Roadway Design Preferences, and Support for Cycling Among Bay Area Residents, University of California, Berkeley, Berkeley, CA, 218 pp.

[14] Jensen, S. U., Rosenkilde, C., & Jensen, N. (2007). *Road safety and perceived risk of cycle facilities in Copenhagen.* (Presentation to AGM of European Cyclists Federation).

- In 2006, the City of Portland's Office of Transportation proposed a typology describing different kinds of bicyclists: "Strong and Fearless, Enthused and Confident, Interested but Concerned, and No Way No How".

**Four Types of Transportation Cyclists in Portland**

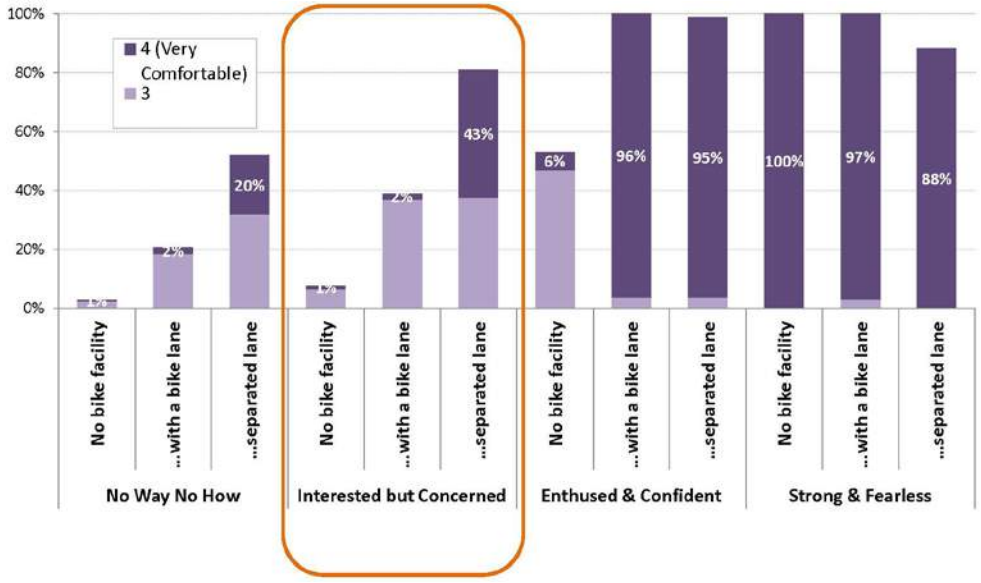
By Proportion of Population




Source: R. Geller, (2006) Four Types of Cyclists. Portland Office of Transportation.

- Research conducted by Portland State University in 2012 indicated that nearly all of the sampled population (908 adults) studied in Portland, OR fit into one of the four categories in a similar proportion. The research found that 56% of the region's population was categorized as "Interested but Concerned," which is considered to be the target market for increasing bicycling for transportation; this population reported the highest level of comfort on separated paths and quiet residential streets, closely followed by riding in cycle tracks on busy streets (30 to 40 mph), a dramatic improvement over the comfort level reported in striped bicycle lanes or riding in mixed traffic without a facility. The analysis indicated that reducing traffic speeds and increasing separation between bicycles and motor vehicles, such as through cycle tracks, increase levels of comfort and bicycling rates.
- In the same study, women and the elderly were underrepresented among the more confident adults and those who currently cycle for transportation. Additionally, the survey respondents categorized as the "no way no how" typology reported they would feel "comfortable or very comfortable" with a separate bicycle facility.[15] Perhaps an additional typology, "maybe if the conditions are right," should be considered.

**Effects of Different Facilities on Comfort**




Source: Dill, J. (2012). *Categorizing Cyclists: What Do We Know? Insights from Portland, OR.* Presentation at VeloCity, 2012.

[15] Dill, J., & McNeil, N. (2012). Four types of Cyclists? Examining a typology to better understand bicycling behavior and potential. *Transportation Research Board*, 92nd Annual Meeting.

## Beyond Bicycle Lanes: The Benefits of Cycle Tracks

While bicycle lanes are an important component of the bicycle network and can serve some users well, especially on lower volume and lower speed routes, they are not comfortable for riders of all ages and abilities on streets with higher traffic volumes and speeds. Providing facilities that separate bicyclists from moving vehicles on routes with faster moving traffic that serve popular destinations, residential areas, schools, parks and employment centers will help encourage more bicycling for transportation.

Standard bicycle lanes on busier streets may limit bicycling levels, as bicycle lanes do not serve all types of riders equally. Many people are not comfortable merging and riding with motor vehicle traffic, especially large trucks and buses, which have been involved in some of the most severe recent crashes in the Boston region, and there is a desire to separate bicyclists from large vehicles where possible. Bicycle lanes often require riders to merge into traffic to avoid hazards like motorists driving or parking in bicycle lanes. Where on-street parking is present, bicyclists often do not feel comfortable riding outside of the door zone on busy streets closer to moving motor vehicle traffic, and may not have quick enough reaction times to avoid an opening car door when riding in the door zone. Although less common, passenger side "doorings" in bicycle lanes remain a risk, especially with passengers exiting or boarding taxis. Even the most extensive educational and outreach efforts are not as effective as infrastructure design that eliminates the conflict altogether. Crash data in the City of Cambridge from 2004 to 2009 shows that 20% of all crashes involve bicyclists being "doored" by motorists, 87% of which are from the driver side door opening.

### *Cycle Track Benefits Summary*

The list below summarizes the benefits of cycle tracks in a variety of contexts:

- Cycle tracks provide increased comfort and safety for bicyclists through separation from motor vehicles to create a more path-like experience.
- Cycle tracks are more comfortable and accessible for people of all ages and abilities, children and the elderly alike. They attract new riders at all levels who otherwise may not bicycle, and therefore increase ridership more so than bicycle lanes.
- Cycle tracks reduce crashes, overall injury risk, and fear of collisions with over-taking vehicles at mid-block.
- Cycle tracks remove bicyclists from the door zone, eliminating the risk of "dooring" and potentially being struck by a motor vehicle.
- Cycle tracks can reduce or eliminate potential obstructions that occur commonly in bicycle lanes, such as motorists parking or driving in the lane.
- Providing a dedicated space for bicyclists improves clarity about expected behavior for all modes of travel.
- Cycle tracks can enhance the pedestrian environment by creating a buffer between pedestrians and vehicle traffic adjacent to the sidewalk.
- Narrowing the roadway width, either physically or visually, through the installation of cycle tracks can have a traffic calming benefit and help to create a more human-scale environment.
- Intersection designs can reduce or separate conflicts with motorists.
- Cycle tracks provide a better air quality environment for users than riding in the roadway.
- Cycle tracks provide economic benefits—they attract more bicyclists than standard bike lanes which results in more productive workers and more spending at local businesses.

## Safety

An underlying principle of roadway design is maximizing safety for people using all modes of transportation. Cycle tracks have the potential to drastically improve safety for all modes by reducing or eliminating exposure to and conflicts with motor vehicles and pedestrians. Due to concerns generated by earlier bicycle facility safety research, prevailing design guidance and public opinion has developed a misplaced bias in the United States that cycle tracks are unsafe. A reexamination of this research found limitations in these studies, as they did not account for all crash types, the impact of additional safety treatments at intersections, and the increase in ridership associated with cycle tracks. Furthermore in earlier studies, sidewalk riding was evaluated for safety where no real bicycle facility existed, and that data was then falsely associated with cycle track and sidepath safety.

New studies have shown an overall increase in safety associated with well-designed cycle tracks, and a decrease in injury risk as more cyclists are riding. Studies from numerous cities throughout the world show there is safety in numbers: as ridership increases, crashes typically remain at the same level or decrease overall. Literature review has shown that intersection treatment crash modification factors for cycle tracks can decrease crash risk ranging from 10% to as much as 51%.[16]

As more research develops, and cycle track and bicycle facility designs evolve, it is clear that intersection treatments are the key for creating safer facilities for all; intersections are critical no matter what the bicycle facility type as the majority of crashes occur at intersections with and without bicycle facilities. Current intersection conditions do not accommodate bicyclists of all ages and abilities, and overall improvements at all intersections are needed to enhance safety for bicyclists. There are design elements and criteria related specifically to cycle tracks that need to be addressed to improve the overall safety of intersections for all modes. There is considerable guidance and global experience on how to design intersections with cycle tracks, which can provide safer and more comfortable conditions by clearly defining space and expected behaviors for all. For more information on cycle tracks designs at intersections, see Intersection Design Considerations later in this paper.


New York City, NY


Toronto, ON

[16] Thomas, B., & DeRobertis, M. (2013). The safety of urban cycle tracks: A review of the literature. *Accident Analysis & Prevention,* 52, 219-227.

## Cycle Track Research: Safety and Health

Evolutions in cycle track design have created safer facilities by separating conflicts at intersections, improving sight lines, and slowing bicycle and vehicle speeds to create a safer environment for all modes. Below is a high level summary of some of the safety research for cycle tracks:

- An evaluation of six cycle tracks in Montreal compared the streets with cycle tracks to parallel streets without bicycle facilities, and found that the streets with cycle tracks have a 28% lower injury rate over the parallel streets without bicycle facilities.[17]
- Researchers examined crash rates on 19 US cycle tracks physically separated from vehicle traffic by a buffer and distinct from the walking paths compared to reference streets without cycle tracks. The overall crash rate for cycle tracks was 2.3 (95% CI = 1.7, 3.0) crashes per million bicycle kilometers. For vehicle-bicycle crashes on roadways, the overall published crash rates per million bicycle kilometers ranged from 3.75 to 54, and from 46 to 67 in the US and Canada respectively. These "results suggest that, in the United States, bicycling on cycle tracks is safer than bicycling on roads."[18]
- A study of 690 bicycling injuries in Canada across all types of bicycle facilities showed that cycle tracks had the lowest risks, about one-ninth the risk of the reference street: a major street with parked cars and no bicycle infrastructure. Bicycle lanes were found to have about one-half the risk as the reference. Busy streets are associated with higher risks than quiet streets, and bicycle-specific facilities are associated with lower risks.[19]
- The Prospect Park West New York City cycle track case study found that all crashes decreased by 16%, injuries decreased by 63%, and injury risk decreased by 50% post-installation. The study also reported there were no reported injuries between bicyclists and pedestrians.[20]
- Researchers surveyed cyclists in two buffered bicycle lanes and one cycle track in Portland about their perceived safety and route choice (cycle track and buffered lane vs. on-street, all other). About 45% of cyclists agreed that they chose to ride on the cycle track more often. Additionally, women significantly felt safer on the cycle track than men (94% [of women] vs. 64% [of men]).[21]
- Researchers in Portland measured air quality on the driver side and passenger side of a parked car to compare particulate matter found in a typical location of bicycle lane vs. the typical location of a cycle track. Air quality was found to be 8% to 38% better in the cycle track location than the bicycle lane, and researchers also found that the highest differences between the two facilities corresponded with higher traffic volumes, supporting the conclusion that the distance created by a physical barrier between a bicycle facility and moving traffic affects air quality and bicyclists' exposure to ultrafine pollutant particles.[22]

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[17] Lusk, A. C., Furth, P. G., Morency, P., Miranda-Moreno, L. F., Willett, W. C., & Dennerlein, J. T. (2011). Risk of injury for bicycling on cycle tracks versus in the street. *Injury prevention*, 17(2), 131-135.

[18] Lusk, A. C., Morency, P., Miranda-Moreno, L. F., Willett, W. C., & Dennerlein, J. T. (2013). Bicycle Guidelines and Crash Rates on Cycle Tracks in the United States. *American journal of public health*, 103(7), 1240-1248.

[19] Teschke, K., Harris, M.A., Reynolds, C.C., Winters, M., Babul, S., Chipman, M., Cusimano, M.D., Brubacher, J.R., Hunte, G., Friedman, S.M., Monro, M., Shen, H., Vernich, L., & Cripton, P.A. (2012). Route infrastructure and the risk of injuries to bicyclists: A case-crossover study. *American journal of public health*, 102(12), 2336-2343.

[20] NYCDOT (2011). Prospect Park West: Bicycle Path and Traffic Calming Update. (Presentation, 20 Jan 2011). Retrieved from http://www.nyc.gov/html/dot/downloads/pdf/2012_ppw_trb2012.pdf.

[21] Monsere, C. M., McNeil, N., & Dill, J. (2012). Multiuser perspectives on separated, on-street bicycle infrastructure. *Transportation Research Record: Journal of the Transportation Research Board*, 2314(1), 22-30.

[22] Kendrick, C.M., Moore, A., Haire, A., Bigazzi, A., Figliozzi, M., Monsere, C.M., George, L. (2010). The impact of bicycle lane characteristics on bicyclists' exposure to traffic-related particulate matter. *90th Annual Meeting of the Transportation Research Board*.

# Planning

## Bicycle Facility and Cycle Track Implementation in Dense Urban Environments

In urban environments such as Cambridge, streets should provide safe accommodations for all modes and people of all ages and abilities. The City's policy objectives aim to protect and improve the urban fabric; promote cultural advancements and historic preservation; increase environmental, economic, and social sustainability; and improve the quality of life for its residents. All bicycle facility designs require creative and pragmatic solutions to often complex and historic land use characteristics and roadway configurations.

When determining what type of facility is most appropriate and feasible for each location, and how to create a network of connected, protected facilities, general planning level considerations include:

- Balancing the accommodation of all modes
- Density, connectivity, and latent demand
- Context of land uses and street type
- Available right-of-way
- Proximity to or on the desired route to special uses: schools, parks, youth centers, etc.
- Traffic volumes and speeds
- Presence of transit stops
- Driveways and intersections
- Type of project - retrofit vs. reconstruction
- Major routes that serve popular destinations, residential areas, schools, parks and employment centers that are:
    - High volume, high speed roadways
    - Major arterials and connectors
    - Commercial corridors with high parking turnover

It is important to note that cycle tracks may not be appropriate for every street. Other bicycle facilities such as bike lanes are also important components of a bicycle network and can serve some users well, especially on lower volume and lower speed routes. Bicycle boulevards or neighborways, shared streets, or local residential streets may not be appropriate routes for cycle tracks. All facility types should be selected based on engineering judgment and receive feedback from the local community

Copenhagen, Denmark

New York City, NY

## Types of Bicycle Facilities

Below is a comparison table of the benefits and challenges associated with each type of typical urban bicycle facility:

| **Shared Travel Lanes:** *Shared bicycle and motor vehicle travel lanes denoted by pavement markings and signs.* | |
|---|---|
| **Benefits** | **Challenges** |
| • Directs bicyclists to the safest place to ride<br>• Alerts motorists of shared space | • Bicyclists must operate as a vehicle in mixed traffic<br>• Narrow right-of-way may not provide enough space to direct bicyclists out of the "door zone" and requires bicyclists to "take the lane"<br>• Not appropriate for roadways with speeds greater than 30 mph<br>• High exposure to motor vehicle pollution |
| **Bicycle Lanes:** *On-road facilities designated for exclusive use by bicyclists through pavement markings and signs.* | |
| **Benefits** | **Challenges** |
| • Designated space for bicyclists<br>• Visually narrows the street to calm traffic | • May require bicyclists to operate as a vehicle in mixed traffic to avoid obstructions<br>• Motor vehicles often drive or park in the bicycle lane<br>• Narrow right-of-way may not provide enough space to direct bicyclists out of the "door zone"<br>• High exposure to motor vehicle pollution |
| **Buffered Bicycle Lanes:** *A bicycle lane with pavement marking buffers to provide separation from parked motor vehicles.* | |
| **Benefits** | **Challenges** |
| • Designated space for bicyclists<br>• Additional buffer space for separation from motor vehicles to avoid "dooring"<br>• Space for passing other bicyclists<br>• Visually narrows the street to calm traffic | • May require bicyclists to operate as a vehicle in mixed traffic to avoid obstructions<br>• Motor vehicles often drive or park in the bicycle lane; this is exacerbated with wider bicycle lanes<br>• High exposure to pollution |
| **Shared-Use Paths:** *Off-road path physically separated from traffic and designated for shared use by bicyclists and pedestrians.* | |
| **Benefits** | **Challenges** |
| • Off-street space physically separated from motor vehicles<br>• Provides regional and inter-city off-street connections<br>• Lower exposure to pollution | • Typically requires more right-of-way space and is generally installed along or in open green spaces, parkland, etc.<br>• Shared with walkers, joggers, roller skaters, skateboards, dog walkers, etc. |
| **Cycle Tracks:** *Exclusive bicycle facilities physically separated from motor vehicle travel lanes and sidewalks.* | |
| **Benefits** | **Challenges** |
| • Exclusive, protected space for bicyclists physically separate from motor vehicles and pedestrians<br>• Prevents driving and parking in facility<br>• Eliminates "dooring"<br>• Helps reduce exposure to pollution<br>• Visually narrows the street to calm traffic | • Typically requires more right-of-way space<br>• Maintaining pedestrian accessibility at intersections and transit stops<br>• Drainage considerations, especially for the type of drainage infrastructure required for raised cycle tracks<br>• Accommodating existing street sweeping and snow clearing equipment<br>• Developing a year-round maintenance plan |

## Types of Cycle Tracks

### *Raised vs. Street-level Cycle Tracks*

Raised cycle tracks are vertically separated from motor vehicle traffic by installing the facilities at a different grade, whether at the same level of the sidewalk separate from pedestrian travel, or in between the roadway grade and sidewalk grade (e.g., sidewalks are typically six inches above the roadway, so the cycle track could be installed three inches above the roadway and three inches below the sidewalk). Street-level cycle tracks are installed on the roadway but physically separated from motor vehicles through various methods such as on-street parking or plantings. Below is a comparison table of raised and street-level cycle tracks

**Raised Cycle Track**

*Bicycle facilities constructed above the roadway physically separated from motor vehicle and pedestrian traffic through a variety of methods including curbs, furnishings, plantings, etc.*

| Benefits | Challenges | Maintenance Considerations |
|---|---|---|
| • Provides vertical separation and more protection from motor vehicle traffic; increased separation can be more attractive to a wider range of bicyclists<br>• Prevents motorists from easily entering or obstructing the cycle track<br>• Potentially more visually attractive<br>• Allows for driveway and side street designs that are similar to sidewalks and improves yielding as well as reduces turning motor vehicle speeds | • Potential for conflicts with pedestrians in cycle track accessing transit stops, at intersections, or to access the sidewalk from parked vehicles<br>• Typically more expensive if designs require reconstruction and adjustments to stormwater management unless implemented as part of a planned street reconstruction project | • May require special maintenance equipment or operations<br>• Sweeping and snow plowing may be done with adjacent sidewalk<br>• If wide enough, standard street equipment can be used<br>• Snow storage and de-icing strategies need to be considered |

**Street Level Cycle Track, also known as a Protected Bike Lane *[23]**

*Bicycle facilities at street level physically separated from motor vehicle traffic through a variety of methods including parked vehicles, pavement markings, flexposts, bollards, curbs, plantings, etc.*

| Benefits | Challenges | Maintenance Considerations |
|---|---|---|
| • Lower cost of implementation when installed on existing roadway<br>• Typically have minimal effect on storm water management and drainage infrastructure<br>• Typically have minimal impact on pedestrian crossings at intersections | • May be less attractive to inexperienced cyclists depending on type of separation<br>• If used, flexible posts can pose maintenance challenges and may be less visually attractive within streetscape<br>• Without physical separation, enforcement may be needed to restrict motor vehicle access | • Sweeping and snow plowing may need to be done separate from roadway<br>• Locations with flexible posts should consider minimum clearances required for street sweeping and snow plowing equipment<br>• Special equipment, operations, or maintenance agreements may be needed for cycle tracks<br>• Planters require regular maintenance |

[23] For greater clarity the term "Protected Bike Lane" is used in Cambridge to describe a street level cycle track.

### *One-way vs. Two-way Cycle Tracks*

Cycle tracks can either be one-directional or two-directional, and can be provided on both sides of two-way streets or on one side of one-way streets. Below is a comparison table of one-way and two-way cycle tracks and the contexts for which they may or may not be more appropriate:

| **One-Way Cycle Track – Each side of two-way roadway**<br>*Context: Corridors with more frequent intersections, active edges on both sides of street* | |
|---|---|
| **Benefits** | **Challenges** |
| • Provides access to both sides of roadway<br>• Cyclists ride in the same direction as vehicles in adjacent roadway<br>• Simpler treatments at intersections<br>• Can transition to bicycle lanes to match a connecting facility<br>• Generally conforms to standard roadway operating expectations | • Requires more roadway space to accommodate a buffer on two sides of the roadway than a two-way cycle track<br>• Need more width overall to allow for passing, especially where volumes are higher and on hills and longer stretches<br>• Potentially more total parking restrictions for sight lines due to presence on both sides of roadway (depends on number of side streets/driveways)<br>• May make wrong way bicycle riding more appealing<br>• May require changes to signal operations, especially at locations with high volumes of turning traffic |
| **Two-Way Cycle Track – One side of one-way roadway**<br>*Context: Corridors with few intersecting streets, barrier or edge on one side, trail connections* | |
| **Benefits** | **Challenges** |
| • Has a "bike path" feel that is more attractive to less experienced cyclists<br>• Requires less space than two one-way cycle tracks on each side of the roadway<br>• Cyclists may pass in opposing cycle track lane<br>• May improve connectivity for bicyclists when used on one-way streets | • Contrary to standard roadway operating expectations, as cyclists approach motorists from potentially unexpected direction<br>• Pedestrians may not expect contra-flow bicyclists<br>• Can limit access to land uses and activities on non-cycle track side of street<br>• The contra-flow movement will likely be less efficient due to signal progression operation resulting in frustration by the user or violations of traffic controls<br>• Will require changes to signal operations to manage turning conflicts, especially left turning vehicles and contra-flow bicyclists |

When choosing which side of the street to install a two-way cycle track, consideration should be given to:

- Available right-of-way
- Number of intersections and driveways
- Width of adjacent sidewalk
- Adjacent land uses
- Transit stops
- Access management
- Presence and type of parking
- Desired turning movements
- Commercial loading and delivery
- Taxi, valet, or temporary loading areas
- Emergency vehicle needs
- Stormwater management

### *Retrofits vs. Reconstruction*

When the curb location is fixed, street-level cycle tracks can often be retrofitted by reallocating existing street space. Cycle tracks can be installed using strategies such as minimizing lane widths or removing travel or parking lanes. A physical buffer between a curbside bicycle lane and adjacent parking and/or travel lanes can be created with pavement markings and flexposts, curbs, planters, and other design elements as space permits. Retrofit projects are usually lower in cost and quicker to implement than reconstruction projects, and can be the first phase of an incremental installation of protected facilities.

Reconstruction projects are excellent opportunities to install raised cycle tracks. During reconstruction projects, all aspects of the available right-of-way should be considered to achieve the best facility possible.

# Design

## General Design Considerations

Cycle tracks have been designed and built around the world for decades; the most thorough and substantial design guidance widely available comes from the Netherlands and Denmark. The NACTO Urban Bikeway Design Guide provides a summary of design considerations and treatments for cycle tracks based upon European and North American guidance and experience. FWHA (the Federal Highway Administration) officially supports use of the NACTO guide. For this paper, the City of Cambridge has developed cycle track design considerations using best practices from around the world, and lessons learned from local experience with the installation of the Vassar Street and Concord Avenue cycle tracks as well as the designs for Western Avenue, Binney Street, and Main Street.

The planning level considerations for cycle tracks discussed previously help determine what type of facility is best for the project site. This section of the paper will discuss general cycle track design considerations including:

- Determination of cross-section widths
- Separation methods
- Pavement markings and signage
- How to discourage pedestrian use of cycle tracks
- Transit stop accommodations
- Drainage
- Maintenance

Intersection and driveway treatments are discussed later in the Intersection Design Considerations section of this paper.


## Cycle Track Cross Section Recommendations

Below is a chart with minimum and preferred cycle track widths, whether raised or at street-level, for one-way and two-way cycle tracks:

| Facility Dimensions | One-Way Cycle Track | | Two-Way Cycle Track | |
|---|---|---|---|---|
| | **Minimum[1]** | **Preferred[2]** | **Minimum[1]** | **Preferred[2]** |
| **Cycle Track Width** | 5’ | 7’ | 8’ | 12’ |
| **Separation[3]** | 1’ to 3’ | 3’+ | 1’ to 3’ | 3’+ |

[1] The minimum total clear width needed to accommodate existing street sweeping and snow clearing equipment in the City of Cambridge is 10’. Sidewalk plowing equipment can handle narrower widths. Maintenance equipment or maintenance agreements may be required on a case-by-case basis for narrower cycle tracks.

[2] Designs should meet or exceed the preferred widths to the maximum extent feasible to allow for passing.

[3] Separation can be achieved through a variety of methods including vertical grade changes. Separation widths from motor vehicle lanes and sidewalks will vary depending on the context and constraints of each site and require engineering judgment.

Each project should be evaluated using engineering judgment to develop context-sensitive solutions. Cycle track and roadway design guidance is ever evolving, and designs should be piloted and tested to continuously improve conditions for people using all modes of transportation. As more cycle tracks are installed throughout the U.S. and Cambridge, more specific design guidance will be developed for cross section widths. At this time, for the most extensive recommendations on cross section widths please refer to the Dutch “Design Manual for Bicycle Traffic” (CROW) for additional information.

**Cambridge, MA**


**Chicago, IL**

## Separation Methods

There are a variety of separation methods for cycle track designs. The overall goal is to provide a physical barrier to reinforce separation between the cycle track and the adjacent parking or travel lane and the pedestrian realm. Generally, pavement marking is an acceptable method for buffering parked vehicles from the cycle track. However, depending on the context and constraints within a project site, and whether a cycle track is raised or at street-level, separation can be achieved through any of the following:

- Parking with pavement marking buffers and/or flexible bollards or flexposts
- Curbs
- Concrete barriers
- Planters, trees, stormwater management features
- Differentiating materials
- Street furniture

For raised cycle tracks without curbside parking, separation methods should consider ways to mitigate larger vehicles mounting the curb and parking partially on the cycle track. The furnishing zone between a raised cycle track and the sidewalk can include street furniture, plantings, trees, and other furnishings to define and separate the pedestrian realm from the raised cycle track.


New York City, NY


Vancouver, BC


Galapagos Islands, Ecuador


Boston, MA

## Pavement Markings and Signage

Pavement markings should be determined by consulting the NACTO Urban Bikeway Design Guide, the latest edition of the MUTCD, and the AASHTO Guide for the Development of Bicycle Facilities. Bicycle lane symbols can be placed to promote the correct direction of travel and discourage wrong-way riding, while indicating to pedestrians the intended use of the facility.

Regulatory, warning, and wayfinding signage specific to cycle tracks can be developed to improve overall safety and expectations for all roadway users. Signs can be placed within the buffer or adjacent to the curb where practical and visible for the intended user. For cycle tracks with parking protection, signs and markings can alert all users to be aware and where to look for potential conflicts, including pedestrians loading and unloading from parked vehicles and at intersection mixing zones. Pavement markings and signage at intersections are discussed in further details in Intersection Design Considerations.

## Pedestrians and Cycle Tracks

Because cycle tracks are still relatively new in North America, many people are not yet accustomed to their place and function in the streetscape environment. As in the Netherlands and other countries with an abundance of cycle tracks, people will become accustomed to behaviors; however, at the introductory stage it is valuable to include design elements that will reduce conflicts, educate users, and encourage appropriate behaviors. In particular, people should not walk or jog in cycle tracks, and designs should be intuitive and encourage separation of pedestrian and bicycle traffic. Minimal treatments include differentiating materials and providing signage and pavement markings restricting pedestrian use of the cycle track. More effective treatments include providing a vertical element separating the pedestrian and bicycle space such as a change in grade or the installation of street furniture and/ or street trees. Where adjacent to on-street parking, regular access from the sidewalk to the parking lane should be provided. Pedestrian and bicycle interactions at intersections are discussed later in Intersection Design Considerations section of this report.


New York City, NY


Copenhagen, Denmark

## Transit Stops

Depending on the configuration of the cycle track, the presence of curbside parking, and the location of the transit stop, a variety of treatments can be used to facilitate accessible pedestrian transit stops. Strategies can include:

- Removing separation at the stop to allow curbside access
- Providing transit stop islands in the buffer space at nearside and farside bus stops
- Raising the cycle track to allow pedestrians access across the cycle track from the sidewalk to the curb; this treatment can include bus stop platform islands in the buffer space or allow buses to access the curb directly adjacent to the cycle track
- Routing the cycle track behind the transit stop where space permits

Stops should include accessible pedestrian landing zones for each bus stop door. Tactile warning strips, pavement markings, colored pavement, and signage can be used to alert bicyclists to yield to pedestrians loading and unloading.

Cycle track designs often involve relocating transit stops to the far-side of the intersection to reduce conflicts. Far-side bus stops can help improve sight lines, reduce transit delay as buses do not have to wait for a green indication after loading passengers, and reduce conflicts between buses and right turning bicyclists and vehicles. Far-side bus stops also encourage pedestrians to cross behind the bus to access the intersection.


## Drainage

Cycle tracks can be designed to allow water to drain freely from the street and eliminate standing water whether at the sidewalk or street level. Depending on the type of project, simple changes to drainage infrastructure or complex overhauls during full depth reconstruction projects can accommodate cycle tracks through a variety of methods Drainage and utility structures should be placed along the curb may to maintain a smooth riding surface free from hazardous drainage grates. Catch basin grates must be City standard "cascade" type that have cross bars so as not to catch bike tires.

For raised cycle tracks, the cycle track can be pitched toward the road like typical sidewalks to allow water to drain into existing infrastructure or into the buffer zone (where present) which can contain planters, rain gardens, and other stormwater management features. This area can also be used to store snow in winter. Another option is to install a central drain or stormwater management features between the cycle track and sidewalk to drain and filter stormwater. Permeable pavement can also be used to allow water to drain directly through the pavement, helping to eliminate freezing surface water which can be a safety problem for cyclists. A permeable asphalt cycle track is being constructed on Western Ave. (in construction, 2014).

## Maintenance

### *Street Sweeping and Snow Clearing*

To ensure success, cycle tracks must be designed and constructed to facilitate year-round maintenance. Where feasible, cycle track widths 10' or more are most compatible with the City's existing street sweeping and snow clearing equipment so they can be included with normal maintenance operations. Cycle tracks designed with flexposts or bollards should be removable to facilitate snow and ice clearance in the winter.

To accommodate a narrower cycle track, it may be necessary to either purchase specialized maintenance equipment such as tractors with brooms, snow blowers, or pickup trucks, or identify maintenance partners and establish maintenance agreements to clean and plow cycle tracks prior to implementation. Specialized equipment can serve both as snow clearance equipment during the winter and street sweepers throughout the rest of the year.

For winter maintenance it is especially important to have proper drainage to prevent ice formation during freeze/thaw conditions and after plowing. De-icing strategies will depend on the configuration of the cycle track and the type of pavement used. De-icers can be applied prior to snow fall and again while clearing to help prevent ice formation. Salt and deicers are not recommended for permeable pavements to prevent clogging in the void spaces of the pavement. Alternatively, beet juice/brine has been used in some cities as a deicer on streets and bicycle facilities to reduce environmental impacts associated with salt. Stormwater management features can be used in the buffer zones between the street and/or the sidewalk to store, filter, and allow snowmelt to re-enter into the water table.

In the City of Cambridge, sidewalk snow clearance is the responsibility of the abutter. For raised cycle tracks, maintenance agreements with public and private partners will be part of the strategy; for example, MIT clears the cycle tracks along Vassar Street as part of an agreement.

## Intersection Design Considerations

Intersections are where most motor vehicle-bicycle crashes occur in urban areas with and without bicycle facilities. Unfortunately there is not enough research or guidance on how to mitigate or redesign standard intersections for all types of bicycle facilities. Existing laws define bicycles as vehicles, and assume that bicyclists operate similarly as motorists do, with some notable exceptions (e.g., being allowed to pass on the right and to ride on sidewalks under certain conditions). However, bicycles and motor vehicles have drastically different operating characteristics, including top speeds and acceleration and deceleration rates. Prevailing laws and design practices do not accommodate bicyclists of all ages and abilities. As motor vehicles, transit vehicles, and pedestrians have specific accommodations at intersections including pavement markings, signage, and signalization, bicyclists likewise need explicit accommodations to reduce conflicts and improve safety and comfort for all. The good news is that there is considerable guidance and global experience on how to design intersections with cycle tracks, which can provide safer and more comfortable conditions by clearly defining space and expected behaviors for all.

Cycle track designs at intersections can manage conflicts with turning vehicles and pedestrians through a variety of treatments. The overall goals of intersection design are to reduce conflicts, speeds, and delay, as well as improve safety and comfort for all modes. This section will cover the following intersection design considerations:

- Sight/stopping distances including parking setbacks
- Geometry, including raised crossings, chicanes, and curb radii
- Intersection pavement markings and signage
- Corner designs for bicycle and pedestrians crossings
- Providing bicyclists opportunities for desired turning movements
- Signalization
- Access into and out of two-way cycle tracks
- Driveways

## Sight/Stopping Distances

When designing all types of bicycle facilities, stopping sight distances at intersections and driveways should be reviewed to maximize visibility of bicyclists and reduce conflicts between modes. Sight and stopping distance calculations will vary based on the characteristics and constraints of each project and will be influenced by the configuration of facility types. For street level, parking protected cycle tracks, parking restrictions between 20’ to 40’ minimum may be generally sufficient at the near and far-side of intersections and driveways to allow for proper sight distances, however additional restrictions may be needed based on site specific geometric or operational characteristics, which would result in greater sight distance requirements. Sight distance calculations can be developed for all modes at intersections. Sight and stopping distance calculations for bicycles are found below:

Table 5-4. Minimum Stopping Sight Distance

| U.S. Customary | | | Metric | | |
|---|---|---|---|---|---|
| $S = \frac{V^2}{30(f \pm G)} + 3.67V$ | | | $S = \frac{V^2}{254(f \pm G)} + \frac{V}{1.4}$ | | |
| where: | | | where: | | |
| $S$ | = | stopping sight distance (ft) | $S$ | = | stopping sight distance (m) |
| $V$ | = | velocity (mph) | $V$ | = | velocity (km/h) |
| $f$ | = | coefficient of friction (use 0.16 for a typical bike) | $f$ | = | coefficient of friction (use 0.16 for a typical bike) |
| $G$ | = | grade (ft/ft) (rise/run) | $G$ | = | grade (m/m) (rise/run) |

Source: AASHTO Guide for the Development of Bicycle Facilities Table 5-4

## Intersection Approach Geometry

Based on available sight distance, intersection operations, and physical constraints, there are several ways to design cycle track intersection approach geometry to improve safety and maximize visibility for all users. Solutions may include:

- Continuing the cycle track all the way to intersection and:
    - Restricting parking to provide adequate sight distances and/or space for turn lanes or other desired operational features.
    - Designing chicanes to slow bicyclists speeds to meet sight distance requirements.
- Creating a cycle track and motor vehicle mixing zone where vehicles yield to bicyclists in the cycle track and merge to accommodate turning movements
- Maintaining a raised cycle track across intersections, especially appropriate across driveways and minor side streets.
- Terminating the cycle track and removing separation to provide a standard bicycle lane with bicycle boxes, where appropriate, to improve visibility and raise awareness of the shared space between all users of the intersection.

### *Chicanes*

For parking protected street level cycle tracks where sight distance requirements cannot be achieved by only restricting parking, the geometry of the approach can be altered to slow bicycle traffic to speeds which are compatible with sight distance requirements at potential conflict points. A chicane is a design feature that creates an "S" curve that bicyclists will weave through, effectively reducing speeds, and places bicyclists at a more visible location on the roadway. For a typical roadway, parking should be restricted 20' from the crosswalk; however, further restrictions based on specific speeds and stopping sight distances can improve the visibility of bicyclists at intersections. Chicanes can be designed to help improve visibility as well as maintain bicycle approach speeds between eight and 11 miles per hour. To keep bicycle speeds within this range, a chicane is designed with a reverse curve and an approximate centerline radius of 22' followed by 13'. This combination of radii can result in bicycle speeds of 8 to 11 miles per hour on the approach to the intersection. This will correspond to a bicycle stopping distance of 35' to 65'. For parking protected cycle tracks, presuming motor vehicle turns will be made no faster than 15 mph, motorists will have approximately 80' to 100' of available sight distance to see the bicyclists once they appear, and will require approximately 50' to 80' to stop once they see the bicyclist. This is sufficient for a bicyclist to react prior to the intersection if a vehicle is likely to turn in front of the bicyclist and for a motorist to yield to the straight-traveling bicyclist as legally required.

**Washington, D.C.**

**Washington, D.C.**

### *Cycle Track and Motor Vehicle Mixing Zones*

In some situations, cycle tracks can be designed with mixing zones at intersections to accommodate vehicle turning movements. Mixing zones can be used where there are space constraints or as an alternative to bicycle signals. In this design treatment, the cycle track transitions to a shared curb-side bicycle and motor vehicle lane. Cars are angled into the mixing zone, reducing speeds and maximizing visibility of on-coming bicyclists. Yield markings at the approach to the mixing zone accompanied by "Turning vehicles yield to bicycles" R10-15 signs help denote bicycle prioritization and reinforce that motor vehicles must yield to oncoming bicyclists. Mixing zones may not be appropriate at intersections with high volumes of right turning vehicles or higher speeds, and further studies are needed to determine their effectiveness in reducing crashes compared to alternative treatments such as signalization.


Modified R10-15 Sign
Source: Toole Design Group



### *Standard Bicycle Lanes*

Separation should only be removed in limited circumstances based on engineering judgment. Where there are constraints and separation cannot be accommodated, separation should be removed prior to intersections to provide a standard bicycle lane with bicycle boxes or turn queue boxes where appropriate. Additional treatments such as green colored pavement, warning signs, and/ or separated signal phases should be provided to improve visibility and raise awareness of the shared space between all users of the intersection. Also, removing separation may reduce comfort for some users.

## Cycle Track Intersection Pavement Markings and Signage

Cycle track pavement markings through intersections can reduce conflicts by alerting motorists and pedestrians to expect and be aware of bicyclists, and encourage proper tracking by bicyclists through intersections. To alert bicyclists that they are approaching an intersection and to control approach speeds, visual and tactile cues can be incorporated into the design of the cycle track. The application of color to the cycle track can be used to effectively communicate to all modes of upcoming intersections where reduced speeds and increased awareness are required. Colored pavement can be used to increase awareness of bicyclists at:

- Curbside locations where there are conflicts at driveways
- The beginning of the block for a short distance to highlight the cycle track
- Intersections to increase awareness of conflicts areas and increase visibility

Variations of symbols including shared lane marking symbols, standard bicycle symbols, or oversized shared lane marking or bicycle symbols can be used to define intersection space. It is generally recommended to choose a standard symbol for intersection crossings to maintain continuity and clarity throughout the bicycling network. Symbols and/or colored pavement should be supplemented with dashed lines. Many communities have also used temporary educational signage to help users understand where to predict movements by different modes and reduce potential conflicts.

## Corner Designs: Bicycle and Pedestrian Crossings at Intersections

Treatments at intersections can help reduce conflicts between pedestrians and bicyclists to improve safety and comfort. Designs can incorporate accessible pedestrian features including high-visibility crosswalks across the cycle track and tactile warning strips on the sidewalk and at medians where applicable. Pavement markings such as yield symbols and transverse stop lines, along with geometric features such as chicanes and signage, can slow and help alert bicyclists to yield to pedestrians. Raised cycle tracks can transition to a shared pedestrian and bicycle area at corners. These treatments all require slow speeds similar to those found on shared streets. Another option is to design intersection crossings to provide bicycle specific pavement markings, signage, and signalization in addition to traditional pedestrian crosswalks.

New York City, NY

## Providing Opportunities for Turning Movements: Jug Handles and Two-Stage Turn Queue Boxes

Bicyclists turning movements can be accommodated at intersections and major destinations along the cycle track through a variety of treatments, including narrowing the buffer width to provide bicycle turn lanes where space is available, and facilitating "jug handle" or two-stage left turn movements. Jug handle movements are where bicyclists bear right onto a ramp or side street to then continue to turn left. Two-stage left turn movements are common practice in the Netherlands and other European countries, and are typically easier for most bicyclists to execute, and may be more comfortable because it does not require waiting for gaps to merge laterally across multiple lanes of traffic.
Jug handles can be created through geometric changes to sidewalks or by creating queuing areas on adjacent side streets called two-stage turn queue boxes. Two-stage turn queue boxes help bicyclists safely make left or right turns at intersections, driveways, and midblock crossing locations where there is demand. Queue boxes can be placed in multiple locations depending on the configuration and constraints of each site. Two-stage turn queue boxes prevent conflicts by separating turn movements. Bicycle signals can also help facilitate turning movements for bicyclists and reduce conflicts between other modes.

**Toronto, ON**

## Bicycle Signals and Detection

Providing dedicated signalization for all modes can be used to manage conflicts and improve safety. Bicycle specific traffic signals are a common and effective way of moving bicycles through signalized intersections in conjunction with cycle tracks. Signal timing can allow for bicycles minimum green and clearance times and is often provided concurrently with pedestrian phasing. The MUTCD allows standard traffic signals to be designated for bicyclist use with the application of a regulatory sign. Interim Approval for the optional use of bicycle signal faces was issued by FHWA in December, 2013. The National Committee on Uniform Traffic Control Devices has established a Task Force to develop a proposal to incorporate bicycle signals with a bicycle symbol into the next edition of the MUTCD.

Bicycle signals can be accompanied by bicycle detection to reduce delay. Typically push-buttons for crossing signal activation present a challenge for bicyclists and are not recommended. New advancements in bicycle detection can include in-pavement loop detectors, video detection, or micro-wave detection. Technologies are continuously being developed and will continue to improve the efficiency of cycle track designs.

## Access into and out of Two-Way Cycle Tracks

Access into and out of two-way cycle tracks can be achieved through a variety of treatments depending on the roadway configurations, adjacent facilities, and trip generators. Treatments can include pavement markings, colorized pavement, signage, geometric features such as median islands, and signalization. Bicycle boxes and two-stage turn queue boxes can be used at intersections to direct contra-flow bicyclists to the most conspicuous location on the roadway to execute turning movements and to be the most visible for all users; these spaces can also serve as waiting areas to find the best time to enter the normal stream of traffic onto an adjacent facility or roadway. Bicycle signals can also be used to separate conflicts. Jughandles and corner designs can help facilitate desired turning movements onto adjacent facilities.

At midblock locations, access into and out of cycle tracks can be achieved through several methods. Where parking is not present, breaks in the buffer between motor vehicles and the cycle track can allow bicyclists to enter the normal flow of traffic to access popular destinations or connections at midblock locations (note: if raised, these locations can include mountable curbs). Turn lanes, jug-handles, or queuing areas in the buffer space can also be used where appropriate and feasible depending on site characteristics and desired routes.

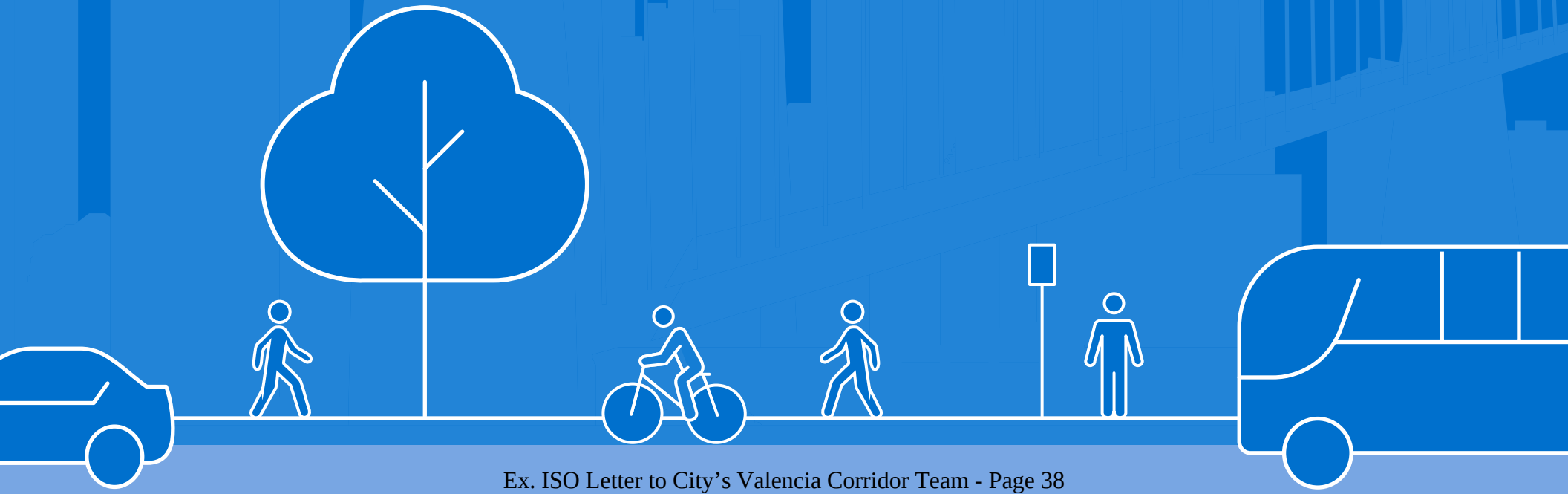
## Cycle Tracks at Driveways

Reducing conflicts at driveways is another key consideration to improving the safety of cycle track designs. Driveways have similar design characteristics to intersections and require improved sight lines, reduced speeds, and prioritization of bicycle movements. The City of Cambridge standards calls for raised cycle tracks and sidewalks to remain level across driveways, so that any crossing vehicle must travel vertically over the cycle track and sidewalk. In this way, bicyclists are more visible and motor vehicle speeds are kept to a minimum. Requiring setback and restricting parking near driveways improves visibility between bicyclists and drivers. Additional treatments to reduce conflicts and improve safety at driveways include pavement markings, signage, and other traffic calming treatments to slow speeds and alert drivers to look for oncoming bicyclists.

# Exhibit D

# CURB MANAGEMENT STRATEGY

FEBRUARY 2020



# TABLE OF CONTENTS


PHARMACY
BUS

# INTRODUCTION

The transportation landscape in America's cities has changed dramatically in the last 10 years. Many new modes of personal mobility, like ride-hailing, bike-sharing, electric scooters, and private transit, along with on-demand package and food delivery services, compete with more traditional modes for space on the streets and at curbs.

At the same time, cities have embraced new policies and tools to make sustainable transportation more safe, convenient, and reliable, such as dedicated bus lanes that speed up transit, protected bike lanes that separate bikes from cars, and sidewalk extensions that increase safety for people walking.

With all of these changes, competition for curb space is increasing. That competition results in more congestion and conflict between modes. As more people, services, and companies vie for curbside access, San Francisco needs to reimagine how this valuable space is allocated and managed.

San Francisco's limited curb space has to be more flexible, dynamic, and responsive to the city's changing transportation landscape, its diverse users, and a new era of urban growth and mobility.

As manager of San Francisco's transportation network and the vast majority of the city's curb, the San Francisco Municipal Transportation Agency (SFMTA) has developed a new approach to managing the city's limited curb space to meet the demands of today and tomorrow.

## About the SFMTA

The SFMTA is unique in the United States in managing both the City's public transportation network and its streets.

The SFMTA connects San Franciscans with their communities to enhance the economy, environment, and quality of life in the city. However you choose to get around—whether you ride Muni, take a car, walk, ride a bike, ride a scooter, take a taxi, or ride paratransit—the SFMTA seeks to help you get where you need to go as safely as possible.

The agency is governed by a seven-member Board of Directors. Appointed by the Mayor and confirmed by the Board of Supervisors, the SFMTA Board of Directors provides policy oversight in accordance with the San Francisco Charter, its Transit-First Policy and the public interest.

In accordance with state law, the SFMTA has primary responsibility for curb management in San Francisco, including allocation of curb space among different users and managing demand with tools, pricing, and enforcement of parking regulations.

# EXECUTIVE SUMMARY

## An Evolving City

San Francisco is a relatively small 47 square miles, but it is the nation's second densest large city after New York City. Each day, more than 300,000 people commute into San Francisco; 49 percent of all jobs are held by people who live outside its boundaries. It serves as a cultural center for the region and attracts visitors from all over the world.


Our transit, street and curb resources are stretched to their limit, and will be stretched even further over the next two decades. By 2040, San Francisco's population is projected to reach 1.1 million (a 24 percent increase) and the Bay Area's population is estimated to swell to 9.3 million (a 29 percent increase).

With more people and jobs, and an abundance of new travel modes and on-demand delivery services, San Francisco has experienced: more traffic congestion, ongoing safety concerns, and more emissions. The new conditions on San Francisco streets have made it clear that we cannot use 20th century tools to manage 21st century pressures at the curb.

As San Francisco faces new challenges, the city also has an opportunity to rethink how it manages its curb to respond to those changes. The SFMTA's Curb Management Strategy is a roadmap for how the SFMTA will manage and allocate the City's limited and valuable curb space in a way that is both responsive to and anticipates current and future demands for curb access.

# How the strategy was developed

Work on the Curb Management Strategy began in March 2018. Key elements in the development of the plan include:

1. Review of San Francisco's existing curb management regulations and curb conditions
2. Review of best practices for curb management in other cities, including discussions with planners and engineers from those cities
3. Interviews with SFMTA staff and other city agency staff whose work touches the curb, to better understand their process, key challenges, and needs
4. Data collection on curb usage and design
5. Stakeholder workshops to inform the development of the curb prioritization model (the "framework")
6. Development of a curb framework and associated curb management strategies, policies and tools
7. Internal and external stakeholder outreach to gather feedback on the curb framework and management strategies

# THIS STRATEGY DEFINES FIVE KEY CURB FUNCTIONS, AND HOW THOSE FUNCTIONS AND USERS ARE PRIORITIZED IN DIFFERENT LAND USE CONTEXTS, TO REFLECT HOW CURB NEEDS VARY ACROSS THE CITY.

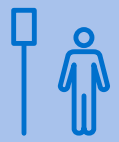
## A New Approach

The curb is a valuable and finite resource with many users—some of them competing, and some of them complementary. This strategy defines five key curb functions and how those functions and users are prioritized in different land use contexts to reflect how curb needs vary across the city.

With curb space in high demand, curb functions that provide the highest level of access for a given amount of space along the curb should be prioritized. Throughout the most active and dense parts of San Francisco access for people and access for goods are given top priority while private car parking is lowest priority. By doing so, the curb can facilitate the movement of more people and goods.

After first allocating curb space for the highest priority functions, remaining curb space will be allocated to the lower priority functions. Just because something is a lower priority doesn't mean it won't have any space allocated to it, just that the needs of higher priorities are met first. In fact, because the higher priorities tend to be more space-efficient, there will usually be a significant amount of space remaining for lower priorities.

## Curb Functions

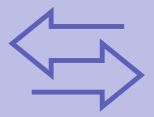


**Access for People**
Active space that prioritizes transit boardings, and accommodates pick-ups/drop-offs, and shared-mobility services

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

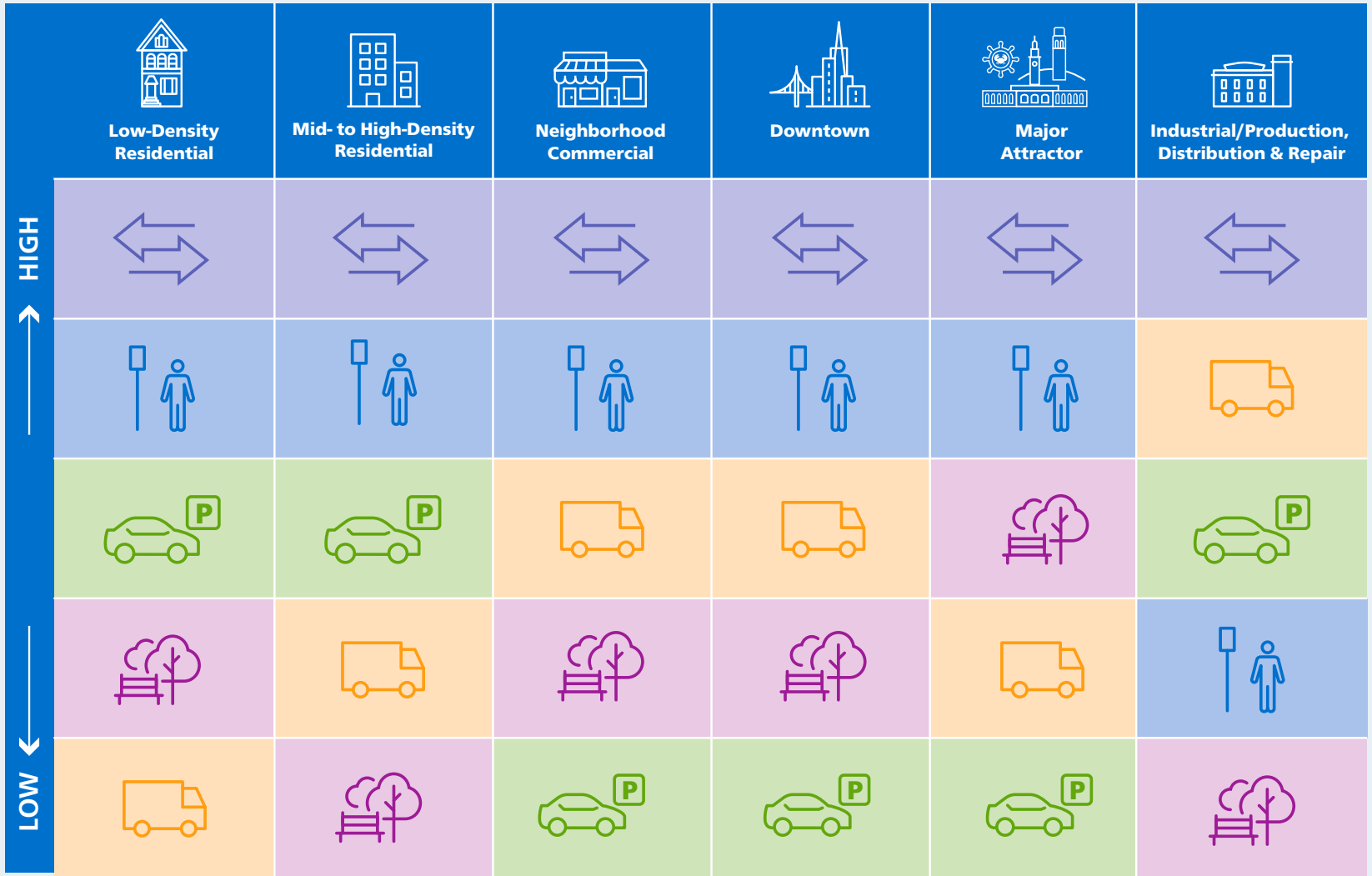
**Public Space and Services**
Curb designated for use by people and public services


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



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

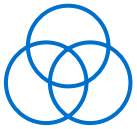
# Curb Functions Prioritized by Land Use



## Strategy Recommendations

This document includes a suite of recommended tools, policies, legislative changes, design standards, and process improvements that the SFMTA could undertake.

These strategies support the following six key objectives:



**ADVANCE A HOLISTIC PLANNING APPROACH**

**IMPROVE ACCESS TO UP-TO-DATE DATA**

**ACCOMMODATE GROWING LOADING NEEDS**

**RATIONALIZE POLICIES TOWARDS PRIVATE USERS OF CURB SPACE**

**INCREASE COMPLIANCE WITH PARKING AND LOADING REGULATIONS**

**PROMOTE EQUITY AND ACCESSIBILITY**

# ENGAGING THE PUBLIC

The Curb Management Strategy is a policy document that establishes priorities for the management of San Francisco's curb space, as well as recommends policies and tools the SFMTA will consider implementing.

Through the SFMTA's work to allocate and manage the city's curb space, the agency will prioritize community engagement through its planning and legislative processes.

## About the SFMTA's Public Outreach and Engagement Team Strategy

As the SFMTA strives to meet the city's current and future transportation needs, it has a responsibility to work with all of San Francisco's diverse communities to understand their needs.

To ensure this obligation is fulfilled, the agency has established a Public Outreach and Engagement Team Strategy (POETS) to ensure communities are engaged as the SFMTA pursues plans and projects that impact them.

The fundamental principle behind the SFMTA's Public Outreach and Engagement Team Strategy is that those who are impacted by the agency's work have a right to be included in the decision-making process.

To ensure the agency fulfills this expectation, it has established Public Outreach & Engagement Requirements, which specifies that all agency projects must have a Public Outreach and Engagement Plan, and the implementation of that plan must be documented.

As the SFMTA moves forward on projects that affect or change curb usage and regulations, which will be guided by this Curb Management Strategy, the agency is committed to public outreach and engagement that embodies the SFMTA's core values: *Respect, Inclusivity and Integrity*.


Potrero Yard Reimagined
Bus Yard that Blends in with the Neighborhood
SFMTA

# THE CURB, IN CONTEXT

At its most basic level, the curb is the border between the roadway and the sidewalk. It is a seemingly mundane space, but it is the setting for an extremely diverse and dynamic set of activities fundamental to a vibrant and well-functioning city. While people and goods can arrive at locations like home driveways or in a building's loading bay, the vast majority of arrivals and departures happen at the city's curb.

The curb serves as the transition space between movement and arrival. It's at this point where the value of transportation is realized, and a trip has served its purpose. It makes sense that the curb is a coveted commodity; it generates tremendous value for San Francisco and its communities.

## A History of Auto-centric Design in San Francisco

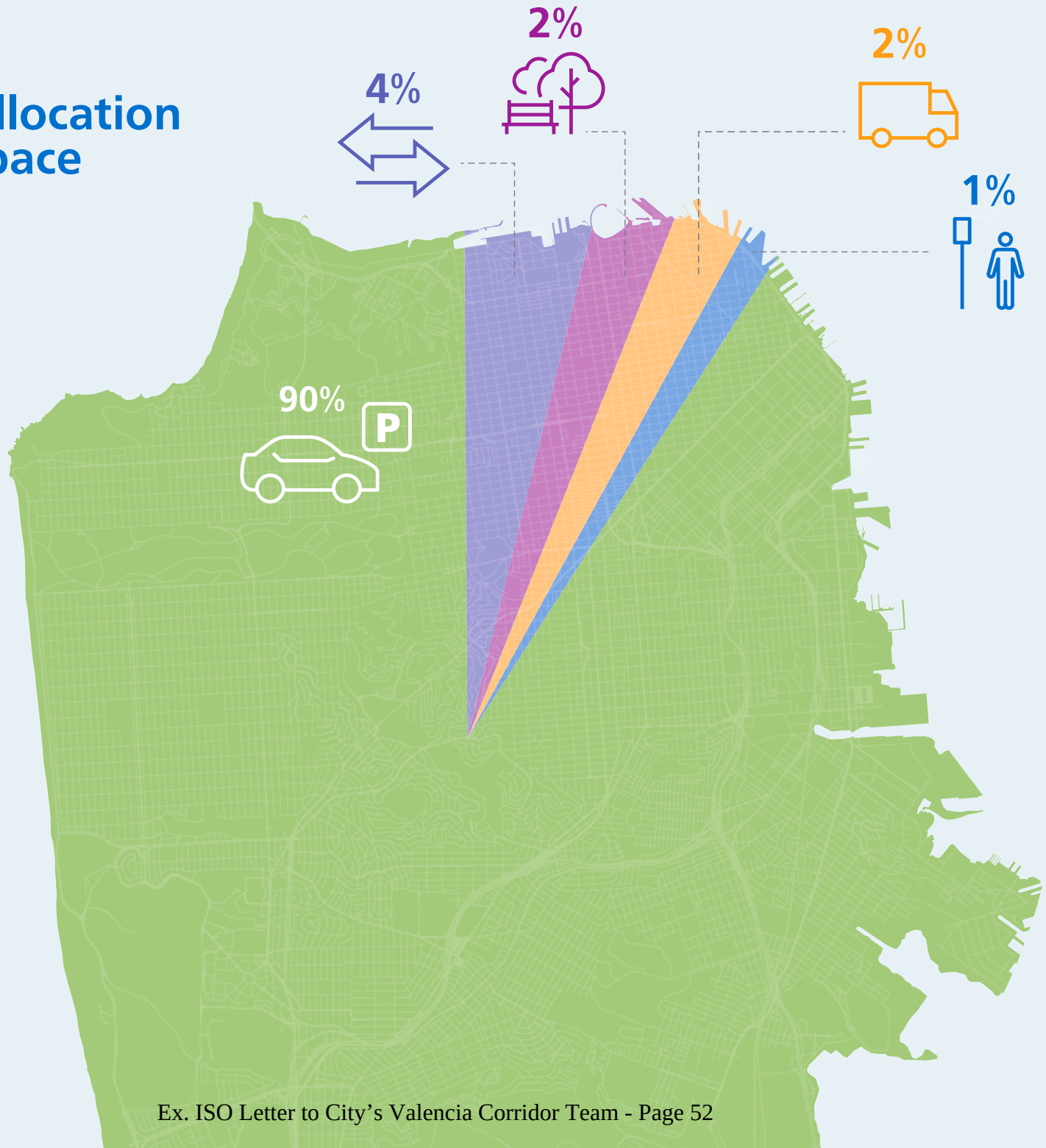
Before the 19th century, many streets were curb-less. In fact, when curbs were first created, their function was less about transportation and more about sanitation: to funnel wastewater and prevent backflow from the street into buildings.

But with the growth of motorization in the 19th century, sidewalks and curbs were built to ease the pressure on mixed-use streets. Where once people and horse-drawn carriages came in close contact, vehicles and people were now colliding. In 1927, San Francisco saw as many as 158 traffic-related fatalities on its streets.

For decades after automobiles first appeared in San Francisco in the late-19th century, there were very few, if any, regulations on where, when and how cars could access the curb. As the number of vehicles skyrocketed throughout the first half of the 20th century, competition for curb space increased and cities nationwide started to look for ways to better manage on-street parking and loading, particularly in downtowns and business districts. Records of loading zones in San Francisco go back to the 1930s, and the first parking meter in San Francisco was installed on Polk Street in 1947.

Today, San Francisco's curbs heavily favor private car storage over any other use. Ninety percent of San Francisco's curb space is allocated exclusively to private vehicle storage.

# Current Allocation of Curb Space



# THIS OUTDATED CURB ALLOCATION IS INCREASINGLY AT ODDS WITH SAN FRANCISCO'S CURRENT TRANSPORTATION LANDSCAPE.

# Expanding Transportation Options

## 2010

PERSONAL | PERSONAL | PERSONAL | MUNI | BART | CALTRAIN | PARATRANSIT | PERSONAL | TAXI

## 2020

PERSONAL | STATION-BASED BIKESHARE | STATION-LESS BIKESHARE | PERSONAL | POWERED SCOOTER SHARE | SHARED MOPED | MUNI | BART | CALTRAIN | COMMUTER SHUTTLE | PRIVATE TRANSIT | PARATRANSIT | PERSONAL | TAXI | TNCs | ON-STREET VEHICLE SHARE

With so much space allocated to private car parking, the issue of curb access and management has become increasingly important. There are more mobility options now than ever before, so more people and goods are moving around without a private vehicle and without needing long-term on-street storage. This outdated curb allocation is increasingly at odds with San Francisco's current transportation landscape.

# San Francisco is changing. Since 2010 we have seen...

## Online Purchasing and On-Demand Deliveries

- A shift toward **online purchasing** has resulted in more overall deliveries
- Online and app-based services like **DoorDash, UberEats and Amazon Prime Now** are growing rapidly

## Ride-Hailing

On an average weekday in 2016 people took **170,000 TNC trips**[1], which were:

- **15% of all trips** that began and ended in San Francisco
- **Twelve times more trips** than taxis during the same period

## Transit Ridership

- **716,000 daily trips** on Muni in 2017
- **40,000 more trips** per day than in 2010[2]
- **2,000 trips** per day using paratransit[3]

## Bike, Moped and Scooter Ridership

- **95,000 trips** per day on privately owned bicycles[4]
- **8,300 trips** per day on shared bicycles[5]
- **2,059 rides** on shared mopeds per day[6]
- **2,300 rides** on shared scooters per day[7]

[1]2018 SFMTA Mobility Trends Report
[2]2018 SFMTA Mobility Trends Report. Data is from 2017
[3]2018 SFMTA Mobility Trends Report
[4]2018 SFMTA Mobility Trends Report. Data is from 2017
[5]SFMTA July to September data. Includes trips make using Bay Wheels and Jump bikes
[6]SFMTA data from September 2018 to September 2019
[7]2018 SFMTA Mobility Trends Report

# GROWING PRESSURES ON A LIMITED, SHARED RESOURCE

Not since the advent of streetcars and automobiles have cities seen such a tremendous change in the ways people and goods move. Smartphone apps, payment systems, and changing attitudes around car ownership, environmental impacts and health, mobility and convenience have facilitated dozens of new ways of delivering people and goods.

Ride-hailing services like Uber and Lyft, which didn't exist 10 years ago, now make up a substantial portion of the total cars on the streets of San Francisco. They account for approximately 20% of all vehicle miles traveled within San Francisco and are responsible for half of the total increase in congestion since 2010. Commuter shuttles (sometimes known as "Google buses") serve 8,500 riders per day. More people are using San Francisco's bike-sharing, scooter-sharing, electric-moped-sharing, and car-sharing services. On-demand delivery services have become a part of everyday life, from e-commerce package delivery to lunch and dinner.

[8] San Francisco County Transportation Authority. TNCs and Congestion. 2018.

[9] Commuter Shuttle Program 2017 Annual Status Report


Clean Air Vehicle
MARKET
ZSFG
Care.org

While these services provide additional mobility options and goods access, they raise concerns about: increased congestion; safety conflicts between pedestrians, cyclists, and car passengers; increases in double-parking, blocking traffic and bike lanes; and inequity, as these services may not be available to individuals of all social and economic levels, or those with mobility impairments needing accessible vehicles.

San Francisco's curbs were not designed for these new uses. For years, the city's curb management approach has been focused on parking, using tools like parking meters and parking permits to address access for private cars.

That approach might have worked decades ago, but it is not working today. Today, there is more competition for access to the curb. That means more congestion and pollution from circling vehicles and double parking, and more stress for people trying to complete their trip or do their job.

## San Francisco is getting more crowded. Since 2010...

**9%**
Population growth

**27%**
More vehicular traffic entering the city

**32%**
Employment growth

**40,000**
More transit trips per day

**6%** Increase in vehicle registration

**170,000**
TNC trips per day

**23%**
Private auto speeds reduced

**6%**
More bike trips citywide

**95,000**
Privately owned bicycle trips per day

# COMPLEMENTARY GOALS

By managing our shared curb space thoughtfully, efficiently, and equitably, San Francisco can support its Transit First policy of prioritizing sustainable transportation, its Vision Zero goal of eliminating traffic deaths and serious injuries, and its Climate Action Strategy goal of 80 percent of trips made by sustainable modes.

## To achieve these goals, San Francisco must align its policies with these aspirations. That means taking a new approach to how we manage our curb space, with the following goals in mind:

### Improve traffic safety and support Vision Zero

With rational and cohesive curb management and allocating curb space proactively, we increase the likelihood that vehicles are able to load and unload safely, minimizing unsafe behaviors like double-parking and blocking bicycle lanes.

### Speed up public transit and support the Transit First Policy

Effective curb management can provide space for all street users to access the curb, reducing the number of vehicles blocking the travel lane or stopping in bus zones which causes increased congestion and slower transit service.


## Reduce greenhouse gas emissions

By allocating safe and convenient space to more sustainable modes of travel, curb management can help shift trips from single-occupancy vehicles to more sustainable modes, reducing vehicle miles traveled (VMT) and resultant greenhouse gas emissions. Effective curb management also minimizes circling for parking or loading space, reducing VMT and greenhouse gas emissions.

## Increase public transparency

Deciding how the curb is used can often lead to fierce community debates. By clearly communicating the SFMTA's curb management approach, the agency can be more transparent to the public about the city's efforts, its decision-making processes, and how the public will be involved. Making curb regulations easier to understand, more consistent, and predictable reduces confusion and enables greater compliance.

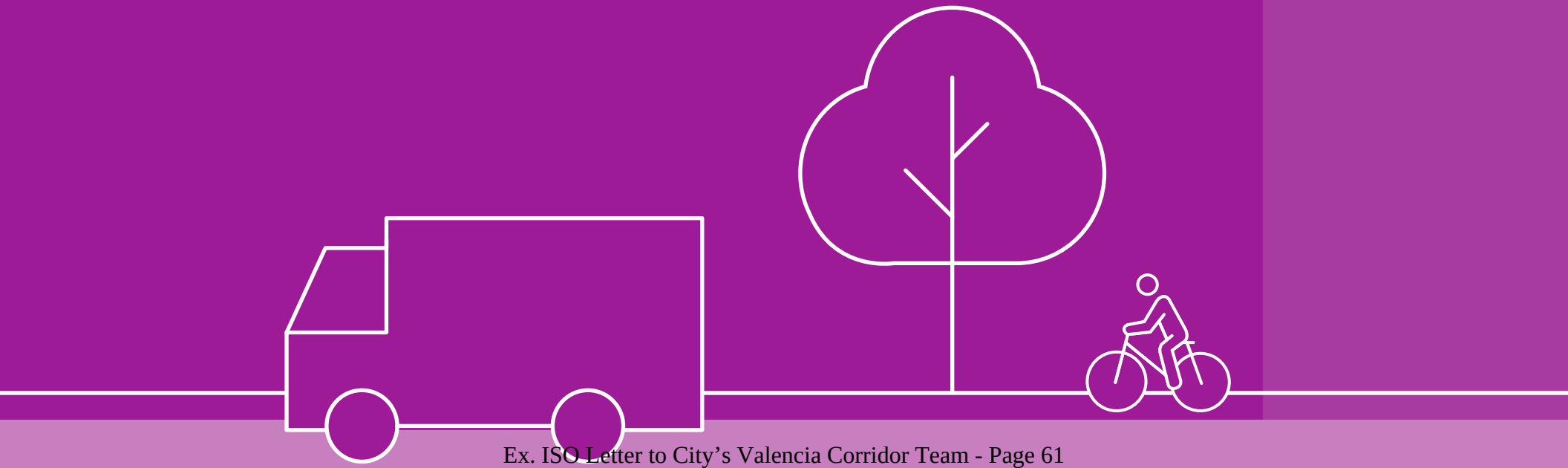
## Increase equity and access for all modes

Curb management can help ensure that curb space is allocated more equitably, providing access to this limited resource to all street users, including our most vulnerable.

## Integrate land use and transportation

As land uses change, demand for curb space among different users shifts. Proactive curb management can ensure the curb is allocated in a way that reflects adjacent land uses and prevailing transportation choices.

# CURB MANAGEMENT FRAMEWORK

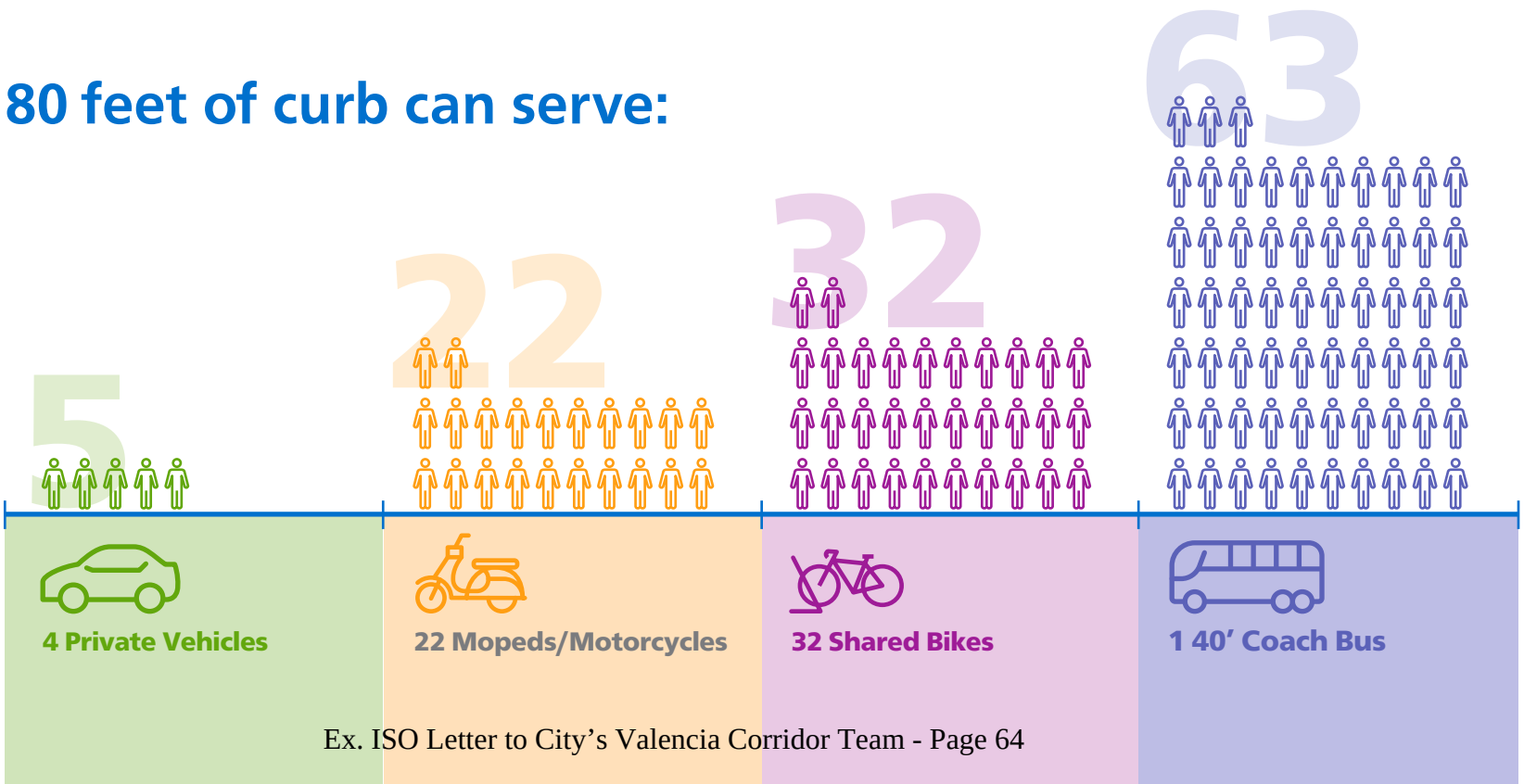


# THE FOUNDATION OF THE CURB MANAGEMENT STRATEGY IS THE HIERARCHY OF CURB FUNCTIONS AND THE PRIORITIZATION OF CURB FUNCTIONS THAT PROVIDE THE HIGHEST LEVEL OF ACCESS FOR A GIVEN AMOUNT OF SPACE ALONG THE CURB.

# THE SFMTA'S APPROACH: LOOKING AT THE CURB THROUGH A NEW LENS

By first allocating space to those uses that provide the greatest amount of access, the curb can facilitate the movement of more people and goods, more effectively utilizing limited curb space and helping ensure direct access to the curb for individuals with mobility limitations.

## 80 feet of curb can serve:



# THE FIVE FUNCTIONS OF SAN FRANCISCO'S CURB

The curb provides access for a wide range of modes and users, and enables both active space, where the curb is used for short periods of time, and static uses where the curb is occupied by a single user for extended periods of time. This space plays a vital role in making the city function—it's the place where most trips begin and end, and the city's residential and commercial neighborhoods depend on the access that is provided at the curb.

**To better understand and prioritize curb uses, the SFMTA has divided curb functions into five categories:**

### ACCESS FOR PEOPLE

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

### ACCESS FOR GOODS

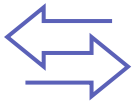
Space for deliveries of different types and sizes, used for short periods of time

### PUBLIC SPACE AND SERVICES

Curb designated for use by people and public services


### STORAGE FOR VEHICLES

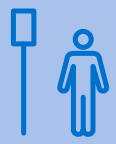
Space intended to be occupied by vehicles for extended periods, such that no other users can access the space



### MOVEMENT

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

# Curb Users by Function



## Access for People

- Bikeshare stations
- Bus layover
- Carshare
- Casino buses
- Casual carpool
- Commuter shuttles
- Paratransit
- Pedicabs
- Private transit
- Private vehicle pick-ups and drop-offs
- Public transit
- Specialized loading needs (school, church, hospital, event, etc.)
- Taxis
- TNCs
- Tour buses/charter buses
- Valet parking

## Access for Goods

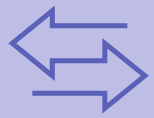
- Commercial delivery trucks andvehicles of varying sizes
- Customer pick-up of goods
- Non-commercial delivery vehicles of varying sizes
- On-demand deliveries
- Parcel delivery

## Public Space and Services

- Fire hydrants
- Community services
- Parklets
- Sidewalk widening


## Storage for Vehicles

- Bicycle parking/corrals
- Designated parking (police, consulate, city hall)
- Disabled parking
- Driveways
- EV charging stations
- Oversized vehicles
- Private autos (metered parking, residential parking permits (RPP), visitor parking, etc.)



## Movement

- Bus only lanes
- Bike lanes
- HOV lanes
- Peak tow-away
- Visibility zones

# Land Use Types

| | DESCRIPTION | EXAMPLES |
|---|---|---|
|  **Low-Density Residential** | Predominately single-family homes or single-family homes split into several units. There may be a small number of businesses serving nearby residents such as corner stores, dry cleaners, and coffee shops. | • Outer Sunset<br>• Outer Richmond<br>• Bernal Heights<br>• Presidio Heights |
|  **Mid- to High-Density Residential** | Predominately mid- to high-rise apartments with businesses nearby serving residents such as corner stores, dry cleaners, and coffee shops. | • Rincon Hill<br>• South Beach<br>• Tenderloin<br>• Nob Hill |
|  **Neighborhood Commercial** | A mix of residential and commercial services such as restaurants, coffee shops, corner stores, laundry services, and small-scale retail. | • Valencia Street<br>• Clement Street<br>• Hayes Street |
|  **Downtown** | High-density and intensity area. Predominately office, retail and other commercial with some high-density residential. Well served by transit. | • Financial District<br>• Civic Center<br>• SOMA<br>• Mission Bay |
|  **Major Attractor** | Areas, institutions, or buildings that attract a unique set of users that may have specialized or discrete curb needs. These needs may be specific to day, time, or season. | • Fisherman's Wharf<br>• Oracle Park<br>• SFSU<br>• Salesforce Transit Center |
|  **Industrial/Production, Distribution & Repair** | Areas that serve light or heavy industry, or production, distribution, and repair services. | • Central Waterfront<br>• India Basin |

# LAND USE, AS A GUIDE

The concentration and types of curb users varies by neighborhood and corridor, reflecting the surrounding land use context.

A corridor with a high concentration of shops and restaurants will have different curb needs and users than a residential neighborhood with single family homes. Land use types thus dictate what curb functions need to be accommodated.

While every neighborhood is different, and many neighborhoods reflect a mix of uses, six basic land use types prevail in San Francisco.

# CURB HIERARCHY

The management of any type of asset requires setting priorities. Effective curb management is made possible by prioritizing curb functions to harmonize them with the surrounding land use.

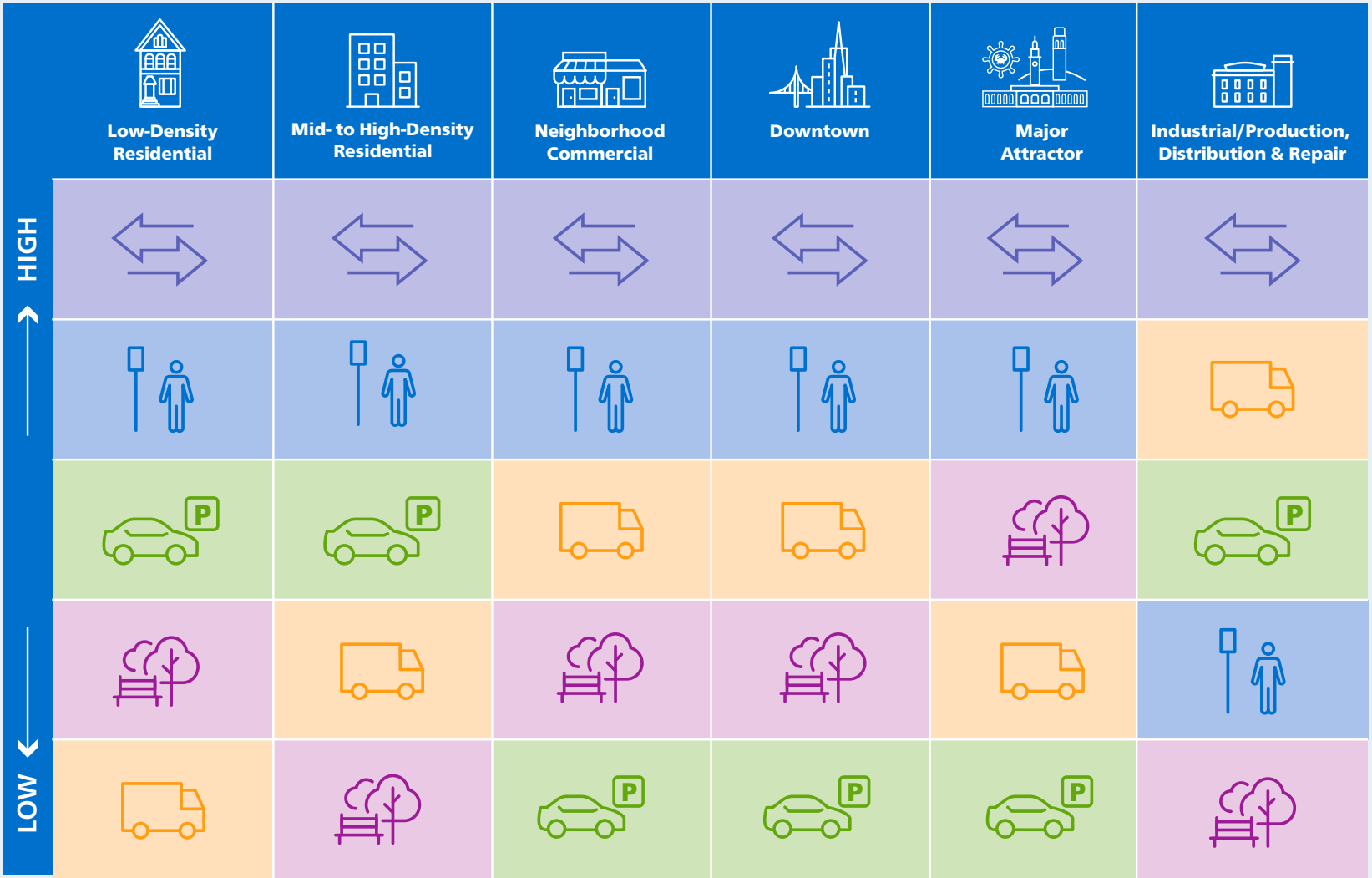
A curb hierarchy rationalizes how curb space is allocated by land use type and is a critical step in aligning curb management with the city's broader goals, such as reducing congestion, improving safety, supporting small businesses, and providing access to the curb for all.

For example, San Francisco can use its curb to support small businesses on commercial corridors by prioritizing access for people and goods. In a similar vein, a residential neighborhood may not need much of its curb space allocated to access for goods, with residents benefiting more from curb allocated to access for people and the storage of vehicles.

In locations where the curb zone is being used for the through movement of motorized and non-motorized means of transportation such as bicycle or transit lanes, movement takes priority over other curb functions.

After first allocating curb space for the highest priority functions, remaining curb area will be allocated to the lower priority functions. Just because something is a lower priority doesn't mean it won't have any space allocated to it, just that the needs of higher priorities are met first. In fact, because the higher priorities tend to be more space-efficient, there will usually be a significant amount of space remaining for lower priorities. Priorities will also change by time of day and day of week, so space may only be allocated for high priority functions for part of the day or week and will be made available for other functions outside of those times.

# Curb Functions Prioritized by Land Use



# STRATEGIES

# CURB MANAGEMENT MEANS DEVELOPING NEW TOOLS AND STRATEGIES

To develop this Strategy, the SFMTA Curb Management team conducted an exhaustive existing conditions analysis of San Francisco's current policies and processes related to the allocation of curb space. This included meeting with dozens of staff across SFMTA divisions and other City agencies whose roles interact with the curb, including: Planning Department staff who recommend when loading zones be included in new developments; Public Works staff who issue permits to food trucks; SFMTA transit planners who determine where bus zones should be located; and parking control officers who enforce regulations on the street.

**Through these conversations, it became clear that the City and the SFMTA face two primary challenges in curb management:**

1. Insufficient tools, policies, and regulations to effectively manage demand at the curb as needs have evolved
2. A planning process that focuses on reactive rather than proactive curb management leading to piecemeal regulations that do not reflect the larger needs of a street or neighborhood.

To make San Francisco's curb space more accessible, efficient, and equitable, this Strategy recommends a set of new tools, policies, legislative changes, design standards, and process improvements. These strategies are intended to be pragmatic and outcome-oriented while still pushing the envelope towards cutting-edge policy. While some recommendations are more aspirational than others, this is not intended to be a conceptual, long-range planning document, and all recommendations are made with implementation in mind.

Under each of the Curb Management Strategy's six objectives are strategies designed to achieve that objective. For each strategy the level of effort necessary to implement it is identified and encompasses both financial requirements as well as human capital needed. The mechanism for implementing each strategy varies; from SFMTA administrative and process changes to regulation and legislative changes that would be approved by the SFMTA Board, San Francisco Board of Supervisor or at the state level, many of which would also include public engagement.

The potential impact that a given strategy could have on achieving the objectives and goals of this strategy is identified as well as a general timeline for implementation.

The estimated timeline divides the strategies into short-, mid-, and long-term priorities. The SFMTA can begin to implement short-term strategies within six months of the adoption of this document, and some may already be in progress. Mid-term strategies can be implemented between six and eighteen months after adoption of the document, while long-term strategies will require more time.

# Summary of Strategies and Policies

| STRATEGY | SUMMARY | TIMELINE | LEVEL OF EFFORT | IMPACT |
|---|---|---|---|---|
| **OBJECTIVE 1**<br>**Advance a holistic planning approach** | | | | |
| **Supplement the request-based Color Curb Program with proactive curb space allocation** | Proactively allocate loading, short-term parking, and bike corrals based on demand. Encourage non-fronting businesses to apply for color curb, and develop taxi stand criteria. | Short-term | High | High |
| **Revise Color Curb Program charges** | Reduce color curb fees in short-term and eliminate in long-term. Allow SFMTA projects to create loading zones without sponsors and identify alternative funding sources. | Mid-term | High | High |
| **Simplify loading zone hours and days of enforcement** | Simplify hours and days of enforcement in parking regulations to make them easier to communicate and enforce. Specify regular hours whenever possible. | Short-term | Medium | Medium |
| **Proactively manage parking for City service vehicles** | Revise City vehicle permit terms, allocate reserved parking in certain areas, and include parking and loading information in City vehicle training. | Short-term | Low | Low |
| **Develop guidelines for allocating motorcycle parking** | Establish criteria for allocating motorcycle parking based on data, further reduce residential parking permit fee for electric mopeds, and consider electric moped-only parking. | Mid-term | Low | Low |

| STRATEGY | SUMMARY | TIMELINE | LEVEL OF EFFORT | IMPACT |
|---|---|---|---|---|
| **OBJECTIVE 2**<br>**Accommodate growing loading needs** | | | | |
| **Right-size loading zones according to context** | Implement loading zone design standards, relocate and combine zones to maximize utility, and consider surrounding land uses when designing zones. | Short-term | Medium | High |
| **Increase evening and weekend parking and loading regulations** | Extend hours at loading zones to nights and weekends when warranted, and allocate resources to adjust enforcement staffing at these hours. | Mid-term | High | High |
| **Consider extending parking meter hours to evenings and Sundays** | Extending parking meter hours into the evening and on Sunday would help reduce double parking and circling. | Mid-term | High | High |
| **Improve utility of yellow zones** | Remove contractor meter payment exemption from yellow meters and consider permit program for parcel delivery. | Mid-term | Low | Medium |
| **Improve utility of green zones** | Pursue state legislation to remove disabled placard exemption from green zone time limits, standardize 15 minute time limit, extend hours where warranted, and implement clearer paint and signage. | Mid-term | Medium | Medium |
| **Provide for goods loading in non-commercial vehicles** | Encourage people to register for commercial license plates if performing goods loading, consider changing requirement that vehicles be attended in loading zones, and communicate that passenger loading is allowed in commercial zones for up to three minutes. | Mid-term | High | High |
| **Expand the use of loading zones that vary based on time of day** | Create more dual-use zones and standardize the curb treatment and signage. | Short-term | Medium | Medium |

| STRATEGY | SUMMARY | TIMELINE | LEVEL OF EFFORT | IMPACT |
|---|---|---|---|---|
| **Ensure sufficient loading during special events** | Require event organizers to replace white and yellow zones when necessary and create a standard temporary yellow zone sign template. | Short-term | Medium | Medium |
| **Amend the Planning Code to manage loading activities** | Amend the Planning Code to require developers to prepare a driveway and loading operations plan citywide for certain projects and to submit an on-street loading zone application to the SFMTA if applicable. | Short-term | Medium | Medium |
| **OBJECTIVE 3**<br>**Increase compliance with parking and loading regulations** | | | | |
| **Pursue safety and accessibility through parking enforcement** | Prioritize enforcement of the most harmful violations and proactively cite for misuse of loading zones. | Mid-term | High | High |
| **Standardize loading signage** | Develop standard designs and templates for common parking regulations and install pole signage wherever possible. | Short-term | Low | Low |
| **Develop public communications around curb management** | Develop a public information campaign on parking and loading regulations and clearly communicate changes in policy prior to implementation and enforcement. | Short-term | Medium | Medium |
| **Reform parking violation fees to disincentivize the most harmful behaviors** | Increase fines for violations that compromise safety increase congestion and reduce fine for disabled parking related citations. | Short-term | Medium | Low |
| **Pursue state legislation expanding camera-based enforcement** | Pursue the expansion of the types of parking violations that can be cited using cameras and ways to improve the efficiency of existing program. | Long-term | Medium | Medium |

| STRATEGY | SUMMARY | TIMELINE | LEVEL OF EFFORT | IMPACT |
|---|---|---|---|---|
| **OBJECTIVE 3**<br>**Increase compliance with parking and loading regulations** | | | | |
| **Clarify locations where passenger loading is permitted** | Publicize rule allowing passenger loading in yellow zones, remove yellow curb paint from truck zones, and encourage loading across driveways when no alternative is available. | Short-term | Medium | Medium |
| **Regulate parking at broken meters** | Establish a default four-hour time limit at broken meters. | Short-term | Medium | Medium |
| **Move valet parking permit program to the SFMTA** | Amend Police and Transportation Codes to move responsibility for valet permits to SFMTA. | Mid-term | Low | Low |
| **Make minor revisions to the Transportation Code** | Small edits to the Transportation Code to clarify vague provisions and conform the local Code to state law. | Short-term | Low | Low |
| **OBJECTIVE 4**<br>**Improve access to up-to-date data** | | | | |
| **Standardize curb data inventory** | Develop a complete inventory of curb space in San Francisco, connect existing data sources, and improve the process to keep data up to date. | Mid-term | High | Medium |
| **Establish single inter-agency database for temporary curb use permits** | Connect all divisions and agencies that issue permits to occupy curb space to a single database. | Mid-term | Medium | Low |
| **Standardize geofencing requests for Transportation Network Companies (TNCs)** | Develop a standard operating procedure for requesting geofencing from TNCs and seek an agreement on implementation. | Short-term | Low | Medium |

| STRATEGY | SUMMARY | TIMELINE | LEVEL OF EFFORT | IMPACT |
|---|---|---|---|---|
| **OBJECTIVE 5**<br>**Rationalize policies towards private users of curb space** | | | | |
| **Study pricing to address curb use impacts** | Commission a study to examine feasibility of curb pricing and other potential revenue sources. | Long-term | Medium | Medium |
| **Focus electric vehicle charging efforts off-street** | Consider permitting on-street electric vehicle charging stations, if at all, in limited circumstances after careful evaluation. | Short-term | Low | Low |
| **Develop procedures for determining if a driveway is abandoned** | Codify a process to declare a driveway abandoned or redundant to return that space to public parking or loading. | Mid-term | Low | Low |
| **Expand local role in regulation of Transportation Network Companies (TNCs)** | Ensure TNC regulations align with local transportation priorities. | Long-term | High | High |
| **OBJECTIVE 6**<br>**Promote equity and accessibility** | | | | |
| **Prioritize accessibility in curb management** | Maximize accessibility in passenger loading zones and create paratransit-only loading. | Short-term | Medium | Medium |
| **Reduce the use of Muni "flag stops" and develop guidelines for when they are permitted** | Adopt a policy to avoid creating new “flag stops” and gradually replace with bus zones. Develop guidelines for when a bus zone is required. | Short-term | High | Medium |

# Objective 1.1

## Supplement the request-based Color Curb Program with proactive curb space allocation

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 1.2: Revise Color Curb Program charges and cost recovery requirement
- 1.5: Develop guidelines for allocating motorcycle parking
- 2.1: Right-size loading zones according to context

## HOW IT WORKS NOW

According to state and local law, white paint on the curb indicates a passenger loading zone, yellow indicates commercial loading, and green indicates short-term parking. Most white, yellow, and green zones in San Francisco are created on an individual application basis through the Color Curb Program. Business and property owners requesting white or green zones pay an application fee, an installation fee, and a biannual renewal fee (the City does not charge for yellow zones), with zone length, hours, and placement generally based on the requestor's needs.

Many areas with high loading demand have an undersupply of loading as no one business has applied for a zone. This leads to double parking, which impacts safety, congestion, and transit reliability. Loading zones are usually placed directly in front of the requesting property, even if there might be a better location nearby. Non-fronting business owners can request a loading zone, but this is not well-publicized. The cost for a zone increases as the length of the zone increases, so applicants have an incentive to request zones that may be too short.

A similar request-based system is in place for on-street bike corrals. This is in large part because street sweepers cannot reach the curb at bike corrals, so businesses that request corrals agree to keep them clean. Taxi stands, which are sometimes implemented upon request, do not have clear guidelines for creation or implementation, and their usage is not closely monitored.

## RECOMMENDATIONS

### 1 Supplement the Color Curb Program with proactive allocation of loading and short-term parking

- Retain the request-based Color Curb Program, continuing to allow businesses and organizations to apply for loading and short-term parking zones
- Proactively allocate loading and short-term parking when white, yellow, or green zones could help accomplish City goals

### 2 Supplement individual bike corral requests with proactive bike corral creation

- Proactively create bike corrals based on bike and scooter parking demand
- Maintenance could be funded by scooter and bike sharing company fees or through partnerships with local merchants
- Bike corrals can be located in daylighting red zones where other curb uses would create safety or visibility concerns

### 3 Encourage non-fronting entities to apply through the Color Curb Program

- Entities other than fronting businesses and property owners, such as business districts, tour buses, and community groups could apply for loading zones in areas where they see a need

### 4 Develop criteria for evaluating new and existing taxi stands

- Take inventory of existing taxi stand locations and regularly monitor their usage
- Adopt criteria to determine optimal taxi stand placement and identify underperforming taxi stands

# Objective 1.2

## Revise Color Curb Program charges

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 1.1: Supplement the request-based Color Curb Program with proactive curb space allocation
- 5.1: Implement pricing to address curb use impacts


## HOW IT WORKS NOW

The Color Curb Program, which processes applications for different types of color curb zones and implements them on San Francisco streets, operates on a cost-recovery model by which application, installation, and renewal fees pay for the administration of the program. Business and property owners requesting white or green zones pay an application fee, an installation fee, and a biannual renewal fee (the City does not charge for yellow zones). Application and paint fees are also required for driveway red zones, which provide clearance next to driveway curb cuts.

Some businesses that pay for loading zones feel they own them and try to block them off for their personal use, even though they are open to the public. This is particularly prevalent at white zones with valet stands, where valet operators park cars in the white zone rather than leaving it open for active passenger loading.

The cost-recovery model has presented an impediment to proactive allocation of loading zones. The City has no mechanism to force a business to pay for a loading zone, even if the business depends on significant passenger or commercial loading, so the SFMTA is dependent on the willingness of the fronting business or property owner to pay for a white or green zone. Where no one is willing to pay for the zone, it often does not get created, regardless of how significant the need for it may be.

Effective curb management can be as useful as traffic engineering or transportation planning in creating safe and efficient streets. Just as the agency does not require application and payment of a fee to create a stop sign, a traffic signal, or a bike lane, it should not require an application and payment of a fee to implement curb management tools.

## RECOMMENDATIONS

### 1 Reduce and eventually eliminate fees for request-based white and green zones

- Initially, reduce the application fee and make it refundable if the zone is not approved
- Eliminate all or almost all fees when alternative funding sources are identified
- Retain fees for driveway red zones as they serve only one property
- Potentially retain fees for some color curb zones that serve only one business

### 2 Allow SFMTA projects to create color curb zones without fees

- Clarify that SFMTA streetscape projects may create white and green zones without sponsors
- Analyze funding implications for zone repainting

### 3 Identify alternative funding sources for request-based and proactively-created loading zones

# Objective 1.3

## Simplify loading zone hours and days of enforcement

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 2.2: Increase evening and weekend parking and loading regulations
- 2.3: Extend parking meter hours to evenings and Sundays


## HOW IT WORKS NOW

Loading zones in San Francisco have a wide range of hours and days of enforcement. Yellow zones (for commercial loading) most commonly start in the morning between 7am and 9am and end in the afternoon between 4pm and 6pm, although many end earlier in the afternoon. Days of enforcement are split, with some in effect Monday through Friday while others are in effect on Saturdays as well. Very few yellow zones are in effect after 6pm or on Sundays.

White zone hours vary widely based on needs of the requestor. Some do not have specific hours, and instead are signed as "during posted services," "during performances" or, historically, "during business hours," though the Color Curb program has made a concerted effort to replace these designations with specific hours. In metered areas, meters are placed at white zones unless the white zone is in effect during all metered hours on that block (generally 9am-6pm, Monday-Saturday).

## RECOMMENDATIONS

### 1 Extend loading zone hours when demand warrants to make regulations easier to communicate

- Standardize nearby regulations where feasible, at least on a block level
- Extend loading zone hours when a small change could significantly improve legibility, making zones "At All Times" when possible

### 2 Avoid minor differences in loading zone hours on different days of the week

- Increase use of 7-day-a-week loading zones when demand warrants
- Avoid different hours on Saturdays and Sundays than on weekdays unless demand is drastically different

### 3 Specify regular hours in all or nearly all white zones

- Policy already in place for businesses, with "during business hours" phased out
- Many religious institutions and performance venues have predictable hours

# Objective 1.4

## Proactively manage parking for City service vehicles

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Short-term**


## HOW IT WORKS NOW

The City vehicle fleet is essential to providing services from homeless outreach and street cleaning to enforcement and transit infrastructure maintenance. While the City fleet enables City employees to provide essential services, City vehicles sometimes have to park in undesignated locations, or remove loading space from active loading uses. On Market Street, City vehicles were found to park in loading zones for a significant portion of the day.

Emergencies are not predictable, but some City services regularly require parking in the same locations. Certain locations already have dedicated City vehicle parking, like near police stations.

All City employees must take an online training in order to drive a City vehicle, but this training does not address how to park legally and safely. City vehicles have a permit allowing them to park at meters without paying, but they must comply with all other parking and traffic regulations unless responding to an emergency.

## RECOMMENDATIONS

### 1 Adjust terms of City vehicle parking permit

- Work with City departments to reduce use of official vehicles when other alternatives are available
- Revise City vehicle parking permit privileges near offices
- City vehicles should only park in metered spaces when conducting essential off-site work and in loading zones only during emergencies
- Brings city parking permits in line with contractor and press vehicle permits, which may not be used to park near the office of the permittee

### 2 Allocate parking to City vehicles in locations with high concentration of services

- Only in areas where City service vehicles consistently need to park
- Prioritize off-street locations when possible

### 3 Include information on parking and loading in City vehicle training module

# Objective 1.5

## Develop guidelines for allocating motorcycle parking

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 1.1: Supplement the request-based Color Curb Program with proactive curb space allocation


## HOW IT WORKS NOW

Currently, dedicated motorcycle parking in San Francisco is primarily installed based on requests from members of the public. It is sometimes added proactively when a piece of curb, for instance between driveways, is too short to accommodate a full-size vehicle but could fit a few motorcycle spaces. Metered motorcycle parking spaces are priced at a significant discount compared to the standard meter on that block.

Motorcycles are also permitted to park between metered parking spaces if they can fit and the meter is paid. Parking between spaces can sometimes make it more difficult for a full-size vehicle to fit in the remainder of the space and can lead to conflicts. Motorcycles can receive residential parking permit (RPP) stickers for a 25% discount compared to a standard permit.

While motorcycles take up less space and can be a more efficient use of limited curb space, they tend to be loud and have high greenhouse gas emissions. However, electric mopeds have the space advantages of motorcycles while producing little noise and zero emissions.

The Shared Electric Moped permit program allows permitted shared mopeds to park in RPP areas beyond time limits and to park in metered spaces without paying the meter. Permittees pay a fee and agree to abide by a set of terms and conditions.

## RECOMMENDATIONS

### 1 Establish data-based criteria for allocating motorcycle parking

- Consider motorcycle parking issues as part of streetscape or curb management projects
- Shared electric moped GPS data and observations of motorcycles parking between cars can help identify locations where parking is needed

### 2 Explore the creation of electric moped-only parking

- Could help encourage low-emission, efficient vehicles
- Signage and enforcement should be carefully considered and planned

### 3 Further reduce the RPP fee for electric mopeds

- Could be reduced to 20% of the fee for a full-size vehicle, given that mopeds take up approximately one-fifth the space of a typical car
- Encourages adoption of smaller, energy-efficient vehicles that take up less curb space

# Objective 2.1

## Right-size loading zones according to context

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 1.1: Supplement the request-based Color Curb Program with proactive curb space allocation
- 6.1: Prioritize accessibility in curb management


## HOW IT WORKS NOW

Vehicles often block the travel lane next to an open loading zone while loading passengers. In many areas, this is because vehicles pull into a passenger loading zone front-first rather than parallel parking, and a loading zone needs to be longer than the length of the vehicle to ensure that vehicle can pull to the curb front-first. Many commercial loading zones are not long enough for trucks, which need even more space to maneuver, so trucks often end up double-parking near open yellow zones.

Many loading zones throughout the city are not long enough to accommodate demand even when vehicles pull all the way to the curb. Sometimes multiple short loading zones are located near each other but are not connected, reducing their utility and increasing double-parking. Loading zones are frequently located in the middle of the block, but locating them at the far-side of an intersection or other clear space like a driveway can significantly improve function and placing them next to an existing curb ramp can facilitate accessibility.

## RECOMMENDATIONS

### 1 Implement loading zone minimum design standards based on data

- Standards include a minimum length, which will vary based on position on the block
- Standards are intended to maximize percentage of vehicles pulling to the curb to load and unload

### 2 Relocate and combine loading zones to maximize utility

- Nearby single-space loading zones should be combined
- Loading zones located in the middle of the block should be moved to the far-side of an intersection or clear space such as a driveway when feasible or be extended to meet the minimum length standards

### 3 Consider the needs of surrounding uses when designing loading zones

- Applies to both request-based and proactive loading zone creation
- Perform data collection to measure existing loading activity
- Make loading zones longer if there is already latent demand for loading in the area
- Collect activity data from users like TNCs, on-demand food or goods delivery services, and delivery companies to inform curb allocation

# Objective 2.2

## Increase evening and weekend parking and loading regulations

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 1.3: Simplify loading zone hours and days of enforcement
- 2.1: Right-size loading zones according to context
- 2.3: Extend parking meter hours to evenings and Sundays

## HOW IT WORKS NOW

Currently, the vast majority of parking and loading regulations end in the early evening, generally by 6pm, and very few regulations are in place on Sundays. Nearly all yellow zones revert to free, unlimited parking after 6pm and on Sundays, and many are not in effect on Saturdays, either. Green zones are also generally only in effect 9am to 6pm, Monday through Saturday, as are parking time limits in some parts of the city. White zones are more likely to be in place later into the evening and on Sundays.

However, in many parts of the city, the highest passenger loading demand is in the evening and on weekends. For instance, an analysis of Valencia Street found more than twice as many loading events between 7pm and 9pm as between 9am and 11am, but only 3 percent of curb space is devoted to loading in the evening as opposed to 15 percent during the day. In addition, analyses have shown that Sundays have similar levels of activity to Saturdays.

Enforcement is heavily oriented towards daytime, weekday hours, with most of the limited enforcement resources available at nights and on Sundays dedicated to responding to complaints.

## RECOMMENDATIONS

1. **Extend hours at loading zones to nights and weekends where demand warrants**

2. **Allocate the necessary resources to adjust enforcement hours to increase staffing in evenings and on weekends**
   - Allows for proactive enforcement rather than just responding to complaints
   - Necessary to ensure utility of new evening loading zones
   - Requires increased funding to implement without reducing daytime enforcement

# Objective 2.3

## Consider extending parking meter hours to evenings and Sundays

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 2.2: Increase evening and weekend parking and loading regulations

## HOW IT WORKS NOW

Parking meters support commercial areas by improving parking availability. Meters in most of San Francisco run only between 9am and 6pm, Monday through Saturday. The only exceptions are "special event areas" near Oracle Park and Chase Center, where meters operate 9am to 10pm seven days a week, and in areas under Port jurisdiction. The SFMTA extended meters to Sundays in 2013 but stopped the program in 2014.

In many commercial corridors, demand for parking is highest in the evening, during the dinner rush and nightlife hours. However, parking occupancy in some of these corridors reaches nearly 100% soon after 6pm, with little to no availability or turnover. This makes it harder for customers to get to businesses or appointments in the evening and increases circling and double-parking.

## RECOMMENDATIONS

**1 Consider extending parking meter hours into the evening and on Sundays**

- Already in place in event areas and Port jurisdiction
- Would reduce circling and double-parking
- Would increase parking turnover and availability, supporting business vitality

**2 Evaluate the potential impacts of extending meter hours**

- An extension of meter hours will have financial implications from both a revenue and cost perspective

**3 Work with the business community and other neighborhood groups to determine what commercial areas or neighborhoods might benefit from extended meter hours**

# Objective 2.4

## Improve utility of yellow zones

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 3.6: Clarify locations where passenger loading is permitted


## HOW IT WORKS NOW

Yellow zone availability is especially important for business vitality, reducing congestion, and improving safety. Yellow zones are specifically dedicated to commercial loading and businesses rely on them for delivering goods. Blocked yellow zones are likely to lead to double-parked trucks.

Vehicles with contractor permits are exempt from paying meters, including those at yellow zones, but must comply with time limits. However, meter time limits are often enforced based on payment, since meters only allow drivers to pay for up to the time limit. As such, contractors often park in yellow zones for much longer than the 30-minute limit. In addition, vehicles with contractor permits frequently are not engaging in active loading for which yellow zones were designed; instead, contractors often park their vehicles in yellow zones while they visit a job or meeting site. This reduces yellow zone availability and pushes commercial loading into the travel lane.

## RECOMMENDATIONS

### 1 Remove the contractor meter payment exemption from yellow meters

- Contractor vehicles could still use yellow zones if they pay and comply with the time limit
- Contractors could still park in regular metered spaces without paying
- Would increase availability of yellow zones for active loading

### 2 Consider implementing a permit program for parcel delivery services at yellow zone meters

- Parcel delivery vehicles rarely pay at yellow meters, so a permit program and permit fees could make up for lost meter revenue
- These types of services have strong financial and logistical incentives to keep moving, so they would be less likely than contractor vehicles to exceed yellow zone time limits
- Revenues generated could help fund larger curb management efforts

# Objective 2.5

## Improve utility of green zones

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 2.6: Provide for non-commercial vehicle goods loading
- 3.2: Standardize loading signage


## HOW IT WORKS NOW

Green zones are for short-term parking and can be metered or unmetered. They are commonly located outside businesses like laundromats, drugstores, and coffee shops. They also function as loading zones for people loading and unloading goods with non-commercial vehicles. They are particularly useful for people with disabilities who need to park as close as possible to the front door of a business.

Metered green zones in San Francisco have 15- or 30-minute limits, while unmetered green zones have 10-minute limits. In metered areas, green zones are indicated only by a green cap on the meter, not by paint on the curb. They are usually only in effect 9am to 6pm, Monday through Saturday, but demand for food deliveries and take-out is high in many neighborhoods in the evening and on Sundays. People with disabled parking placards are not subject to green zone time limits, which means that placard holders can park for up to 72 hours. This restricts the availability of green zones, particularly for people with disabilities needing short-term parking.

## RECOMMENDATIONS

### 1 Pursue state legislation to remove the disabled placard exemption for green zone time limits while allowing a longer time limit for people with disabilities

- Would increase availability and reliability of green zones, including for people with disabilities, by preventing one person from parking at a green zone all day
- Related to but separate from other placard reform efforts
- Partner and engage with other California cities and advocacy organizations

### 2 Standardize metered green zone time limits at 15 minutes

- A 15-minute limit would increase turnover and better serve quick pick-ups and drop-offs
- Could help address non-commercial vehicle freight loading needs
- Would reduce potential for abuse (feeding the meter every 30 minutes is easier than every 15)

### 3 Extend meter and time limit hours at green zones to evenings and Sundays in areas where demand warrants

### 4 Consider painting curbs green and/or installing signage in metered areas

- Study whether curb paint or signs improve compliance compared to the current practice of indicating short-term metered spaces by only green caps on meters
- Add signage so drivers know the time limit before attempting to pay

# Objective 2.6

## Provide for goods loading in non-commercial vehicles

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 2.5: Improve utility of green zones

## HOW IT WORKS NOW

The California Vehicle Code provides for two primary types of loading zones: white zones for passenger loading, and yellow zones primarily for commercial loading. However, traditional services like pizza delivery, small business owners, and rapidly growing on-demand delivery services frequently perform goods loading using non-commercial vehicles, which do not fit well into either type of loading zone.

Non-commercial vehicles may not use yellow zones, since they do not have commercial license plates and must leave their vehicle. They can stop in yellow zones for up to three minutes but their vehicle must remain attended. They may not use white zones since these only allow passenger loading and require vehicles to be attended. Non-commercial vehicles can use green zones, which are for short-term parking. However, green zones allow unlimited parking by people with disabled placards, and people with disabled placards frequently park in them all day making them unavailable to other users.

## RECOMMENDATIONS

1. **Encourage people who use personal vehicles for goods delivery to register for commercial license plates**
   - Work with businesses as part of projects to publicize this option
   - Increases vehicle registration costs but expands parking options
2. **Consider removing attended vehicle requirement for non-commercial vehicles in yellow and white zones**
   - Would allow drivers to get out of non-commercial vehicles for up to five minutes in a white zone, three minutes in a yellow zone
   - Could reduce availability of yellow and white zones and make enforcement more difficult
3. **Initiate a communications and marketing effort to inform drivers that loading is permitted for up to three minutes in yellow zones if the vehicle remains attended**

# Objective 2.7

## Expand the use of loading zones that vary based on time of day

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 2.2: Increase evening and weekend parking and loading regulations
- 3.2: Standardize loading signage

## HOW IT WORKS NOW

Demand for curb space varies over the course of the day. Often, commercial deliveries take place from the early morning to early afternoon, while passenger loading demand peaks in the evening. The SFMTA has long accommodated this varying demand by creating time-limited loading zones that allow regular parking outside of loading hours.

The SFMTA has also created some "dual-use" zones that provide different types of loading at different hours, most commonly commercial loading during the day and passenger loading in the evening. These are usually marked with yellow curb paint but sometimes have white curb paint instead, accompanied by signage.

## RECOMMENDATIONS

### 1 Create more dual-use zones that vary loading regulations based on time of day

- Many already exist, providing commercial loading at some times and passenger loading at other times
- Other combinations of regulations could also be beneficial in different parts of the city
- Expanding use of dual-use zones would help maximize efficiency of the curb

### 2 Standardize curb treatment for dual-use zones

- Collect data to determine the best curb color for dual-use zones
- Consider eliminating curb paint at dual-use zones and use signs exclusively to communicate regulations

# Objective 2.8

## Ensure sufficient loading during special events

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

## HOW IT WORKS NOW

Event organizers apply to the SFMTA to take street space, with a different process depending on whether they are only using curb space or also closing travel lanes. Organizers are required to replace blue zones on a one-for-one basis. Yellow and green zones are not relocated, while white zones are not relocated unless the white zone sponsor requests relocation. However, demand for loading may remain or even increase when a street is closed for an event.

## RECOMMENDATIONS

### 1 Require event organizers to replace yellow and white zones when necessary

- The SFMTA could require loading to be replaced through the Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT) process only when necessary, focusing on major events in the Downtown area
- Most events would not be affected

### 2 Create a standard temporary yellow zone sign template

- The SFMTA Temporary Sign Shop has templates for no parking, white, and blue zones, but not for yellow zones

# Objective 2.9

## Amend the Planning Code to manage loading activities

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

## HOW IT WORKS NOW

The San Francisco Planning Code may require developers to provide on-site loading spaces. The San Francisco Planning Code typically does not have management requirements for on-site loading spaces, nor does it address on-street loading. Thus, the San Francisco Planning Department and the SFMTA may request developers to provide and manage these spaces, but the agencies' ability to ensure compliance with these requests can be limited.

## RECOMMENDATIONS

1. **Amend the Planning Code to require developers to prepare a driveway and loading operations plan citywide for certain projects and to submit an on-street loading zone application to the SFMTA if applicable**

# Objective 3.1

## Pursue safety and accessibility through parking enforcement

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 3.4: Reform parking violation fees to disincentivize the most harmful behaviors
- 3.5: Pursue state-level legislation expanding camera-based enforcement
- 6.1: Prioritize accessibility in curb management


## HOW IT WORKS NOW

Parking enforcement is key to successful curb management. Enforcement strategies can ensure that people park and load in legal locations, that loading zones remain available for use, and that accessibility is retained for people with disabilities.

Many loading-related violations are inherently difficult to enforce. When a driver illegally double-parks or stops in a bus zone to drop off a passenger, they may be there for less than a minute, making it unlikely that an enforcement officer will catch them. Since the vehicle is occupied while the violation is taking place, the driver may leave if they see a parking control officer (PCO) approaching, and unpleasant interactions are more likely to occur than for violations when the vehicle is unattended.

Many parking violations have become part of the City's streetscape as the result of policies about how to focus enforcement resources. For instance, sidewalk parking is common in many parts of the city, particularly when parking at the curb is prohibited during street cleaning, but also at other times. Changing this behavior

will require a larger policy change by decision-makers and extensive public engagement, in addition to changes in enforcement procedures.

Similarly, many white zone sponsors have for decades parked their personal vehicles in white zones they sponsor rather than leaving those zones open for active passenger loading. The SFMTA primarily cites for white zone violations based on complaints from white zone sponsors, so the sponsors themselves rarely receive citations for illegal parking in those zones. In addition, in many cases enforcement officers allow vehicles to park in white zones for longer than the five-minute limit listed in the Transportation Code.

## RECOMMENDATIONS

### 1 Prioritize enforcement of most harmful violations

- Base enforcement on City priorities like Vision Zero, Transit First, and accessibility
- Pursue reductions in violations like double-parking, sidewalk parking, blocking intersections, and stopping in bus zones
- Increase enforcement funding to avoid reducing staffing on beats like street sweeping and RPP
- Data-driven and detailed evaluation of revenue implications and impacts on behavior

### 2 Proactively cite for misuse of loading zones

- Shift from a primarily complaint-based system
- Enforce five-minute limit at all white zones. At childcare centers, hospitals, and schools, allow unattended vehicles within five-minute limit

# Objective 3.2

## Standardize loading signage

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 2.5: Improve utility of green zones
- 2.7: Expand use of loading zones that vary based on time of day

## HOW IT WORKS NOW

Signage at loading zones across the city varies widely. Some color curb zones have no signs, while in metered areas they often have small signs on meter posts near the ground. Although loading signs have become much more standardized in recent years, many different sign designs are still found at different loading zones across the city with the same regulations. Many signs are text heavy and convey the meaning of the zone using a double negative (No Stopping EXCEPT Passenger Loading) rather than a positive (Passenger Loading Only) reducing the legibility of the regulation.

## RECOMMENDATIONS

### 1 Develop standard designs for common types of loading zones and templates for less common sign types and messages

- Use positive language to make regulations clearer
- Increase usage of Manual on Uniform Traffic Control Devices (MUTCD) approved icons, and reduce use of text, to improve legibility
- Particularly important when implementing more complicated regulations like dual-use zones

### 2 Install pole signage at loading and short-term parking zones in metered and unmetered areas

- Provide larger signs than those used on meters
- Could improve legibility and compliance with regulations
- Evaluate effectiveness of new signs; include analysis of increased costs to Field Operations

# Objective 3.3

## Develop public communications around curb management

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 3.1: Pursue safety and accessibility through parking enforcement
- 3.6: Clarify locations where passenger loading is permitted

## HOW IT WORKS NOW

San Francisco's curb regulations are often confusing and can be particularly inaccessible to people coming from outside the city or state. Many unsafe, illegal behaviors have been commonplace for decades and have been inconsistently enforced.

## RECOMMENDATIONS

### 1 Develop a public information campaign on parking and loading regulations in San Francisco

- Could highlight safe loading and parking practices and illustrate the negative impacts of behaviors such as double parking
- Could include ads on buses and in bus shelters, social media, and partnerships with companies like TNCs in coordination with other Vision Zero campaigns
- Could publicize little-known rules, such as that yellow zones may be used for brief passenger loading

### 2 Prioritize communications efforts around changes in policies

- Ensure the public is aware of changes to parking and loading regulations and enforcement procedures
- Many recommendations contained in this report will require changing longstanding practices
- Legislative changes and changes to enforcement procedures will require extensive communication prior to implementation

# Objective 3.4

## Reform parking violation fees to disincentivize the most harmful behaviors

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 3.1: Pursue safety and accessibility through parking enforcement

## HOW IT WORKS NOW

The SFMTA Board sets fines for parking and traffic violations under parameters set by the California Vehicle Code (CVC). Most parking fines are between $72 and $110, while disabled parking violations carry a fine of $866. Bus zone violations are the most expensive after those related to disabled parking, at $288. Fines for double parking, parking on the sidewalk, and blocking an intersection, among others, are $110.

## RECOMMENDATIONS

**1 Increase fines for the violations that compromise safety and increase congestion, like double parking, parking on sidewalks, blocking crosswalks, blocking intersections, obstructing traffic, blocking bike lanes, and blocking transit lanes**

- Requires state legislation to authorize local jurisdictions to increase fines
- Could be increased to the same level as bus zone citations

**2 Consider reducing fine for disabled parking-related parking citations**

- Current fine is disproportionate to all other parking fines and is excessively punitive, especially for people with low incomes
- Discuss with disabled community to get feedback before moving forward with changes

# Objective 3.5

## Pursue state legislation expanding camera-based enforcement

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Long-term**

### RELATED STRATEGIES

- 3.1: Pursue safety and accessibility through parking enforcement

## HOW IT WORKS NOW

Generally, a parking control officer (PCO) must personally witness an infraction to issue a citation, but the state legislature can authorize specific exceptions. Since 2007, San Francisco has been able to cite vehicles stopped in transit-only lanes or bus stops adjacent to transit-only lanes using cameras on buses, although PCOs still manually review camera footage before issuing citations. In addition, a number of cities were permitted to enforce street cleaning parking restrictions with cameras on street sweepers, but the authorization for this program has expired.

## RECOMMENDATIONS

### 1 Explore ways to improve efficiency of the existing transit-only lane enforcement process

- Reduce the amount of time PCOs must spend manually reviewing footage
- Pilot license-plate reader or other similar technology to automate the video-review process

### 2 Pursue state legislation expanding camera enforcement of parking violations

- Use bus cameras to cite for illegal stopping in any bus zone and for double-parking along any Muni route, not just in or adjacent to transit-only lanes
- Consider cameras at fixed locations in places with particularly egregious problems with illegal stopping (similar to red light cameras, but for parking and loading violations)
- Investigate reviving program to equip street sweepers with enforcement cameras to free up PCOs from street sweeping routes, which take up a large proportion of total enforcement resources

# Objective 3.6

## Clarify locations where passenger loading is permitted

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 2.4: Improve utility of yellow zones
- 3.3: Develop public communications around curb management
- 5.3: Codify procedures for determining if a driveway is abandoned


## HOW IT WORKS NOW

Passenger loading is permitted in white zones for up to five minutes and in most yellow zones for up to three minutes. However, under the City Transportation Code, passenger loading is not legal in six-wheel truck zones, which are also painted yellow but have a red cap rather than yellow cap on the meter. There is a general misconception that passenger loading is never legal in yellow zones, but dispelling this is difficult when different types of yellow zones have different rules.

Driveways are common in San Francisco, and in many areas take up long stretches of curb that may not be used by the general public. Driveways are particularly prevalent in residential areas where there are few loading zones. However, many are used only a couple times per day or week while others are not used for car access at all.

## RECOMMENDATIONS

### 1 Publicize rule allowing passenger loading in yellow zones

- Emphasize strict 3-minute limit and requirement for vehicle to be attended

### 2 Remove yellow curb paint from six-wheel truck loading zones

- Would help distinguish between six-wheel and regular yellow commercial loading zones
- Indicate regulations using high-visibility signage instead

### 3 Encourage loading across driveways when no other alternative is available

- Loading across driveways has a much lower impact on safety and congestion than double-parking or loading in other illegal locations
- Campaign should stress the requirement that the driver stay with the vehicle and move from the driveway when someone attempts to access it

# Objective 3.7

## Regulate parking at broken meters

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

## HOW IT WORKS NOW

According to state law, vehicles may park at an inoperable meter up to a posted time limit. If there is no posted time limit, a local jurisdiction may establish an automatic four-hour time limit, but San Francisco has not adopted such a policy.

Meter vandalism has increased in San Francisco over the last few years, with as many as 20% of meters in the city being inoperable on any given day. In some cases, people may vandalize meters specifically in order to park at them all day for free, often by jamming the coin slot with something other than a coin.

## RECOMMENDATIONS

1. **Adopt a local ordinance establishing a default maximum four-hour time limit at broken meters**

# Objective 3.8

## Move valet parking permit program to the SFMTA

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Mid-term**

## HOW IT WORKS NOW

Many transportation permitting functions that used to be administered by San Francisco Police Department (SFPD) have been transitioned to the SFMTA. Valet stands are one of the last remaining transportation-related functions permitted by SFPD. Valet permits need only be issued once and do not require renewal or periodic review.

Businesses applying for valet permit must demonstrate they have an adequate passenger loading zone and off-street space to store cars, but many valet operators park cars in the white zone, forcing loading at the valet zone to take place in the street. The SFMTA has little recourse, as it can cite individual cars, but not the valet operator itself, for violations.

## RECOMMENDATIONS

### 1 Amend the Police Code and Transportation Code to move responsibility for valets to the SFMTA

- Could be administered as part of Color Curb Program and include biannual renewal
- Would allow the SFMTA to leverage permits to reduce misuse of valet permits
- The SFMTA could deny valet permit requests if the proposed valet zone would harm safety, transit reliability, or congestion
- May require some continuing SFPD involvement in background checks

# Objective 3.9

## Make minor revisions to the Transportation Code

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Short-term**

## HOW IT WORKS NOW

Some sections of the Transportation Code related to the curb are vague, unclear, conflict with the California Vehicle Code (CVC), or are outdated. Conflicting interpretations of these sections can lead to inconsistent regulations on the street.

## RECOMMENDATIONS

1. **Remove the definition of "Park" from the Transportation Code or revise it and add a definition of "Stop" to conform with the CVC.**
   - The Transportation Code definition of "park" conflicts with the CVC definition

2. **Remove specified hours for apartment building white zones from the code, clarifying that effective hours are listed on signage and/or stenciled on the curb.**
   - The Code restricts staff's ability to tailor hours to specific circumstances

3. **Clarify that religious institutions and performance venues must clearly post hours of services or performances in a format provided by the SFMTA adjacent to the white zone.**
   - Religious institution loading zones are in effect "during posted services" while those next to performance venues are sometimes "during performances"
   - There is no standard for posting service and performance times

4. **Remove the clause restricting white zone hours to the hours of operation of the adjacent establishment, clarifying that effective hours are listed on signage and/or stenciled on the curb.**
   - This regulation conflicts with a white zone serving more than just the fronting business

# Objective 4.1

## Standardize curb data inventory

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 4.2: Establish single inter-agency database for temporary curb use permits
- 4.3: Standardize geofencing notification procedures


## HOW IT WORKS NOW

Data on existing curb allocation in San Francisco is voluminous but scattered and incomplete. Different types of curb uses are tracked in different formats and locations that are not aligned with each other. Some curb designations are not stored in an easily accessible or computer-readable format, usually because the curb space was allocated decades before the advent of computers and databases. Some of the most accurate data is stored in CAD meter drawings, but these are not tied to geospatial databases.

A lack of reliable data has real consequences. The City is unable to tell the public where all existing loading zones are, information that could help reduce illegal stopping behavior and improve safety, transit reliability, and traffic congestion. Project managers who do not have complete data on the curb may make decisions that conflict with other curb needs. Staff often must resort to time-consuming field-checking of data.

## RECOMMENDATIONS

### 1 Develop and implement a linear-referencing curb data model that can interface with SharedStreets and other industry standards

- While a linear-referencing data model is ideal, point-based data could be used as an interim step
- The curb data model should support internal needs and allow for external data sharing
- Should be connected to the SFMTA's broader effort to digitize all street data
- An API to share the data with the public should be developed in tandem

### 2 Integrate all SFMTA and City processes and systems that modify curb data to enable an up-to-date single source of truth for curb locations and regulations that is integrated into the curb data model

- Includes sources and processes such as: CAD meter drawings, Salesforce color curb records, ArcGIS spatial database, and Paint Shop work tracking systems
- Should be paired with workflow improvements to the SFMTA's existing legislation and work order tracking systems, so that curb data can be updated in real-time
- Seek funding to build out a unified system and establish workflow processes that integrate with the curb data model

### 3 Create a standardized, complete inventory of curb space in San Francisco utilizing the curb data model

- Seek funding through grants and other means for a comprehensive curb mapping effort
- Investigate opportunities for working with private industry to populate data and share development and maintenance costs

# Objective 4.2

## Establish single inter-agency database for temporary curb use permits

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 4.1: Standardize curb data inventory
- 4.3: Standardize geofencing notification procedures

## HOW IT WORKS NOW

Event organizers apply to the SFMTA to take street space, with a different process depending on whether they are just using curb space or closing travel lanes. Construction contractors go to the SFMTA to occupy travel lanes but go to Public Works if they are only taking up curb space. There is no single central repository of temporary use of curb space by events or construction.

## RECOMMENDATIONS

### 1 Connect all divisions and agencies that issue permits to occupy curb space to a single database

- Determine the data format and repository to store temporary curb use/closure information
- Would be a resource-intensive, long-term project, connected to larger curb mapping efforts
- Would enable communication of temporary regulations via an API
- Could ensure one-for-one replacement of loading zones during temporary street or curb closures, as is the current policy for blue zones

# Objective 4.3

## Standardize geofencing requests for Transportation Network Companies (TNCs)

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 4.1: Standardize curb data inventory
- 4.2: Establish single inter-agency database for temporary curb use permits

## HOW IT WORKS NOW

Transportation Network Companies (TNCs) can choose to direct riders and drivers to specific pick-up and drop-off points in a process known as "geofencing." Riders can be automatically assigned a pick-up or drop-off point, given a menu of options, or prohibited from requesting a pick-up at certain locations. The City has engaged with TNCs on voluntary geofencing in several locations, but on an ad hoc basis. Geofencing without adequate loading zones can exacerbate localized issues with illegal loading. Pairing geofencing with loading zones can help facilitate compliance with traffic laws.

## RECOMMENDATIONS

1. **Develop a standard operating procedure for requesting geofencing from TNCs**
   - Would involve a standard data format coordinated with the larger street and curb mapping effort
   - Could include designation of pick-up/drop-off points and areas to be covered by the geofence and utilize industry standards as much as possible to communicate with TNCs
2. **Seek an agreement with TNCs on geofencing implementation**
   - TNCs would agree to geofence automatically upon SFMTA request
   - Should include set criteria for which situations geofencing will be implemented, such as minimum amount of curb space provided and loading activity observed
   - Could explore legislative avenues to require geofencing
3. **Explore geofencing for other road users like taxis, Courier Network Services and traditional delivery companies**
   - Taxis may require technological upgrades and taxis providing door-to-door paratransit service need to be accommodated
   - Other delivery services would need different types of curb space, such as green zones

# Objective 5.1

## Study pricing to address curb use impacts

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Long-term**

### RELATED STRATEGIES

- 1.2: Revise Color Curb Program charges and cost recovery requirement
- 5.4: Expand local role in regulation of TNCs

## HOW IT WORKS NOW

The SFMTA currently prices the curb through the use of parking meters and residential parking permit fees, along with smaller permit programs like the Commuter Shuttle Program. In metered areas, meters are placed at yellow zones, but the rate of payment is low. White zones are not metered.

From a policy standpoint, a curb pricing scheme would need to avoid incentivizing unsafe behavior. A program that charges for use of loading zones but does not have a mechanism to charge for stopping outside of loading zones could further encourage people to double-park or otherwise load in unsafe or unpermitted locations.

On the technical side, GPS technology that is currently being used in conventional vehicles is not precise enough to consistently identify whether someone is using a loading zone at the curb, double-parking, or perhaps just stuck in traffic in the travel lane next to a loading zone. Sensor or camera technology would require widespread adoption and raise serious privacy concerns. Any system of sensors or

cameras would require an extremely large capital investment for installation, maintenance, and power.

Finally, enforcement of a pricing scheme would be challenging. Camera-based enforcement would require state authorization and likely, would require a large team of officers to view camera footage. Both camera-based and in-person enforcement would need a mechanism to quickly determine whether a vehicle stopped in a loading zone has paid or not.

Any program to charge for brief loading events would have to address these challenges. Significant further study is needed to determine the feasibility of different types of curb pricing schemes and their potential impacts.

## RECOMMENDATIONS

**1 Hire a consultant to examine and develop an in-depth report to examine the feasibility of a curb pricing scheme and other potential revenue sources**

- Consider costs, benefits, and impacts
- Look at technological, practical, and legal issues through the lens of equity and privacy concerns
- Consider alternative funding sources that could address vehicles' impacts on the streets and curb without complicated, expensive infrastructure, like a fleet-based vehicle license fee, or a per-trip or per-stop fee
- Coordinate with congestion pricing studies already underway, which could accomplish many of the same goals as the fees described above and evaluate if any of the congestion pricing technologies could be applied to curb pricing

# Objective 5.2

## Focus electric vehicle charging efforts off-street

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Short-term**


## HOW IT WORKS NOW

As electric vehicle adoption rates increase, so have discussions about the possibility of on-street electric vehicle charging stations. Some cities have begun installing curbside charging stations and restricting the parking spaces next to them to electric vehicles. San Francisco instituted a limited pilot in 2009, adding charging stations across the street from City Hall for use by City-owned electric vehicles, and the SFMTA has installed charging infrastructure in City-owned garages since the 1990s.

## RECOMMENDATIONS

### 1 Focus electric vehicle charging infrastructure off-street

- Encourage conversion of off-street parking spaces to electric vehicle charging stations
- Utilize City-owned garages and lots as well as private off-street parking

### 2 Consider permitting on-street electric vehicle charging stations, if at all, in limited circumstances after careful evaluation

- On-street changing stations require significant capital investment and lock curb space into a single use, which poses an obstacle to future streetscape changes
- Restricting on-street parking to a small subset of vehicle owners has important equity implications
- Develop robust criteria for evaluating any proposals based on these and other concerns

# Objective 5.3

## Develop procedures for determining if a driveway is abandoned

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 3.6: Clarify locations where passenger loading is permitted


## HOW IT WORKS NOW

Driveways remove parking spaces from public use while providing access to off-street parking to fronting property owners. Property owners or tenants may, in certain circumstances, park on the street in front of their driveway. If a driveway no longer provides access to off-street parking, the SFMTA generally will not tow vehicles parked across the driveway but may still issue a citation.

Public Works may require a property owner to raise the curb at an abandoned driveway, but such notices are often dropped if the Planning Department records show off-street parking there, even if the garage or off-street parking space has changed since the date of those records. Multiple driveways may provide access to the same off-street space, but there is no process to close one of these driveways.

## RECOMMENDATIONS

### 1 Codify a process to declare a driveway abandoned

- Should be developed in partnership with Public Works and the Planning Department
- Would take effect regardless of whether the curb is raised or whether records show permitted off-street parking there
- Would involve an appeal process, either at a public hearing or before a hearing officer
- May involve changes to the Transportation Code and other City codes

### 2 Develop a standard treatment for abandoned driveways in unmetered areas

- In metered areas, meters can indicate that a driveway has been abandoned
- Another treatment, such as signage or paint, is needed to communicate that a driveway is open for parking in unmetered areas

### 3 Develop a process to revoke a redundant driveway

- Would allow the city to repurpose the space across a driveway if that would not prevent access to the garage or off-street parking area
- May use same appeals process as abandoned driveway

### 4 Ensure driveways are removed whenever off-street parking is removed

- The Planning Department would take this into account during permit application review
- Would involve new construction and renovations

# Objective 5.4

## Expand local role in regulation of Transporation Network Companies (TNCs)

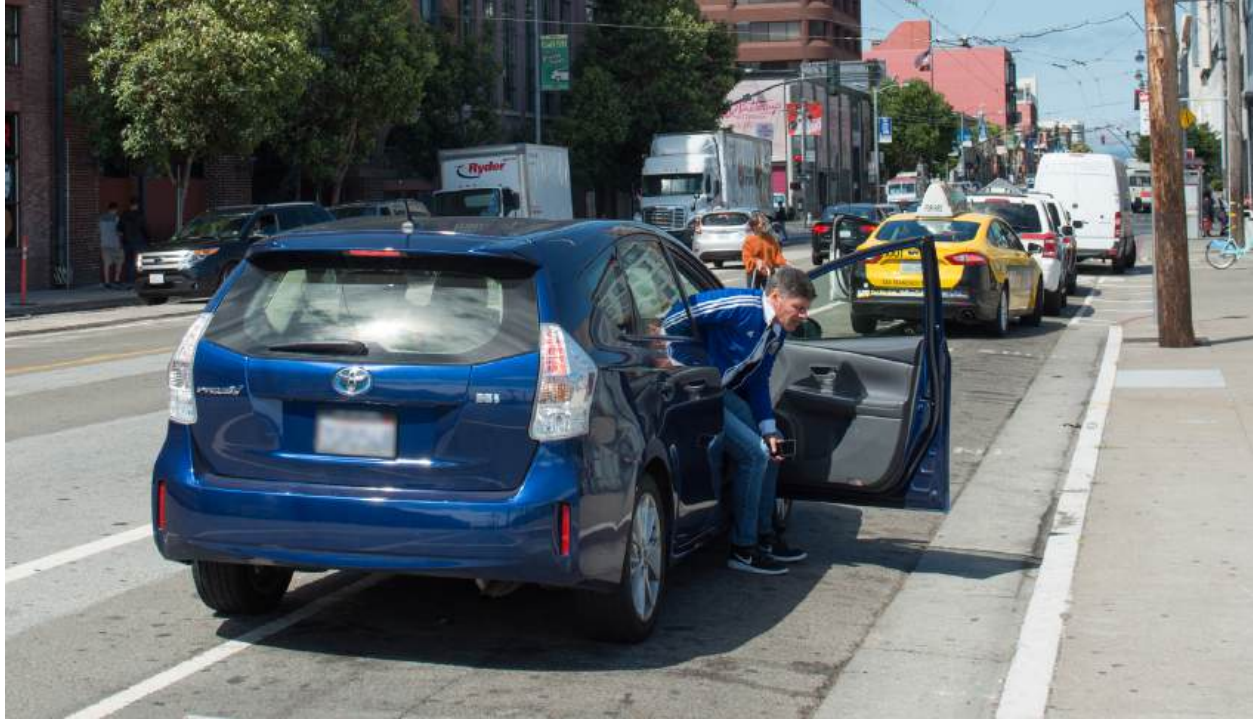
**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Long-term**

### RELATED STRATEGIES

- 4.3: Standardize geofencing notification procedures
- 5.1: Implement pricing to address curb use impacts



## HOW IT WORKS NOW

Transportation Network Companies (TNCs) like Uber and Lyft are permitted at the state level by the California Public Utilities Commission (CPUC). CPUC regulation of TNCs has focused on broad issues such as labor standards and vehicle safety but has focused little on important local issues like loading behavior.

The SFMTA can issue citations to individual TNC drivers for illegal behavior but has little recourse against the companies that direct their drivers to illegal pick-up and drop-off points or to perform illegal maneuvers like mid-block U-turns in commercial areas. As such, TNCs have little incentive to ensure their drivers comply with local parking and traffic laws. Local jurisdictions also do not receive data or permit fees from TNCs despite their impact on City resources.

## RECOMMENDATIONS

### 1 Ensure TNC regulations align with local transportation policy priorities, including Vision Zero and Transit First

- Pursue state-level legislation to allow local jurisdictions to regulate aspects of TNC service
- Condition permits on compliance with parking and traffic laws, allowing City to issue fines directly to companies, not just drivers, for violations
- Mandate driver and rider training in San Francisco, including training on safe loading behavior
- Institute fees to pay for curb management and enforcement needs
- Require TNCs to share data with local jurisdictions to help make curb management decisions

# Objective 6.1

## Prioritize accessibility in curb management

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 2.1: Right-size loading zones according to context
- 3.1: Pursue safety and accessibility through parking enforcement
- 6.2: Eliminate Muni “flag stops”


## HOW IT WORKS NOW

Curb access is critical for many people with disabilities. Getting dropped off in the travel lane may simply not be an option for people in wheelchairs if there is not an ADA-compliant curb ramp to get them from the street up to the sidewalk. The lack of passenger loading zones in many parts of the city makes it harder for people with disabilities to get around.

The SFMTA focuses on blue zones to serve people with disabilities, with strict siting guidelines and a goal that blue zones represent at least four percent of the metered parking supply. However, accessible passenger loading zones are just as, if not more, critical to accessibility, serving paratransit and accessible taxi riders, and able to deliver far more people to a location than a blue zone that might be used by just one person per day. Paratransit needs to get as close as possible to a rider’s destination, but often does not have curb space to do so. The SFMTA has created loading zones restricted to paratransit, but these are not defined in the Code.

## RECOMMENDATIONS

### 1 Maximize accessibility when siting passenger loading zones

- Conform as closely as possible to the proposed Public Rights of Way Access Guidelines (PROWAG), taking into account grade, street furniture on the adjacent sidewalk, presence of curb ramps, and other factors
- Sometimes full adherence to PROWAG isn't feasible due to physical or funding constraints, but this shouldn't prevent creation of passenger loading zones

### 2 Codify definition of paratransit loading zone and establish zones at top paratransit destinations

- Could allow specific other users like ramp taxis and non-emergency medical transportation services
- Would ensure people with disabilities can safely get to key destinations such as dialysis centers

# Objective 6.2

**Reduce the use of Muni "flag stops" and develop guidelines for when they are permitted**

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

**RELATED STRATEGIES**

- 6.1: Prioritize accessibility in curb management


## HOW IT WORKS NOW

Many Muni stops across the city are "flag stops," where the bus or train stops adjacent to parked cars. These are particularly prevalent in residential neighborhoods but exist all over the City. Flag stops force people with disabilities, particularly those who use wheelchairs or other mobility devices, to cross in front of parked cars into the street to access the bus's lift or ramp. Seniors and people with disabilities not in wheelchairs must go around or between parked cars to access the bus, and do not have the benefit of the extra inches of curb when making the step up onto the bus. Few other major transit systems in the United States widely use flag stops.

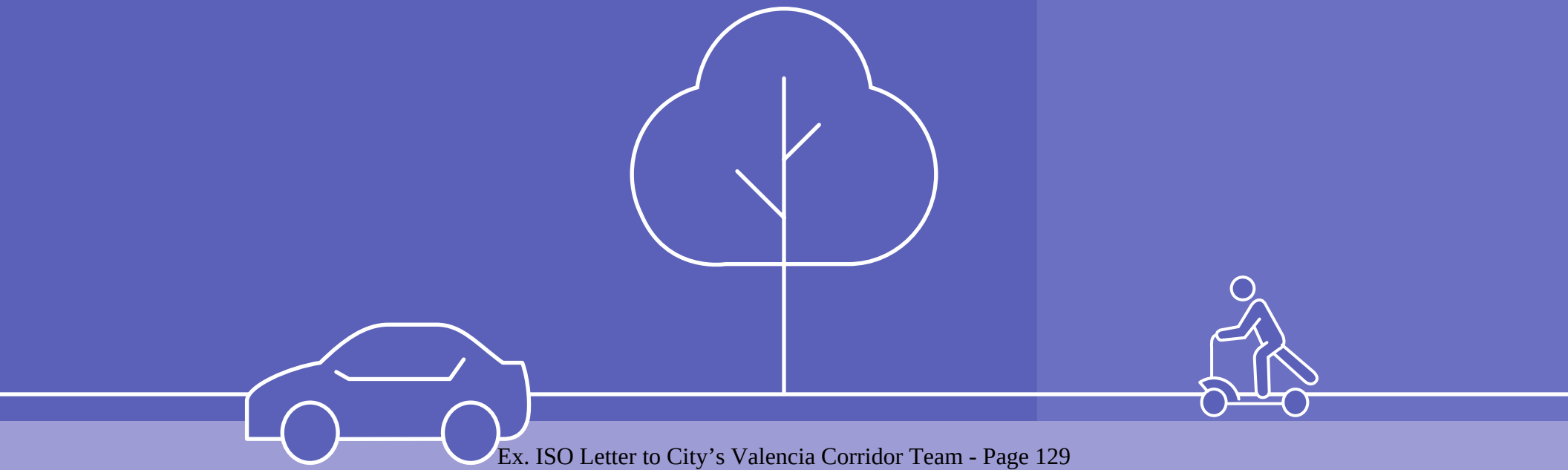
## RECOMMENDATIONS

### 1 SFMTA Board to adopt a policy to avoid creating new flag stops and gradually replace existing flag stops with bus zones

- Community engagement would still be required for each project converting a flag stop to a bus zone by removing parking
- More efficiently and equitably allocates curb space, as far more people can be served by a bus stop than by parking spaces

### 2 Develop guidelines (including a ridership threshold) for when a curbside bus zone is required

# DESIGN GUIDELINES



# CURB MANAGEMENT DESIGN GUIDELINES

| ZONE TYPE | White Zone | Yellow Zone | Green Zone | Blue Zone |
|---|---|---|---|---|
| ACCESS | Passenger loading. | Generally freight loading only. Some are for trucks with six or more wheels only. | Short-term parking (incl. deliveries in passenger vehicles). | Accessible parking. |
| MINIMUM LENGTH | 20 feet far-side[1], 40 feet near-side, 60 feet mid-block. | 22 feet min. far- or near-side[1], at least 44 feet preferred, taking into account vehicle type. Longer if mid-block. | Standard parking space. | 22 feet minimum. |
| PLACEMENT CONSIDERATION | Based on observed loading demand. Far-side of intersection best. Adjacent to intersection, driveway, red zone preferred. | Far-side of intersection best. Adjacent to intersection, driveway, red zone preferred. Near-side zones should be paired with daylighting red zone. | Close to destination. | Far-side of curb ramp. (see color curb guidelines) |
| TIME LIMITS | 5-minute limit. | Generally 30-minute limit, 1-hour limit adjacent to high-rise buildings (except 3-min passenger loading). | 15-minute limit preferred in metered areas, 10-minute in unmetered. 30-minute limit also possible. | N/A |
| EFFECTIVE HOURS | Default At All Times, adjust if specific loading needs on block are limited to certain hours. | Most common 8am–6pm Monday-Saturday. | Historically 9am–6pm Mon-Sat, extend to evenings and Sundays based on demand. | At All Times |

[1] An adjacent driveway or red zone can count towards these lengths for midblock or nearside locations.

This document is intended to provide guidance to planners, engineers, and project managers on color curb zone placement and design when zones are implemented proactively as part of SFMTA projects. Standards will differ slightly for request-based zones, as they are tailored to the specific needs of the requesting entity. Staff should consult with the curb management team when developing a data collection plan and proposal for curb changes for additional guidance.

## Data Collection

In-person or video observations are the best way to assess parking and loading conditions, but staff resources are often limited. Surveys can help determine commercial loading demand and can be used to extrapolate from limited in-person observations.

### MERCHANT SURVEYS

Merchant surveys can be very helpful in determining when and where commercial deliveries take place, and with what types of vehicles. This information can inform placement, effective hours, and days of the week for yellow zones. Merchant surveys can help gauge business attitudes towards other types of curb changes as well, although merchants are most directly familiar with the deliveries that they receive.

### IN-PERSON LOADING OBSERVATIONS

In-person or video observations of loading should be conducted for periods of at least two hours. Data collectors should note the time each vehicle arrived and departed, the type of vehicle, where it stopped (i.e. at the curb, in the travel lane, in a bike lane) and other factors as needed (see attached sample data collection sheet).

Optimal times to collect data depend on the location – downtown, the most important times to collect data could be around weekday rush hour, while on neighborhood commercial corridors it could be mid-day and the evening dinner rush. Data should be collected during at least one non-holiday mid-week day (Tues-Thurs) and one Saturday in areas with weekend activity. Data should not be collected in the rain.

### PARKING OCCUPANCY AND TURNOVER

Standard parking occupancy observations can be conducted over a wide area, illustrating overall parking availability over the course of the day. Data collectors should count the number of vehicles legally parked on each blockface at regular intervals (along with those parked illegally or in front of driveways), relative to the number of legal parking spaces. This data should be collected across at least eight hours on at least one non-holiday mid-week day (Tues-Thurs) and one Saturday in areas with weekend activity, and should not be collected in the rain.

Parking turnover data collection requires more staff resources and can be targeted to a few representative blocks in the project


area. Data collectors should note occupancy of each space, vehicle type, characteristics, and identifying information like a portion of the license plate number and making regular passes throughout the day, with similar timing to occupancy surveys. This data can provide information on average length of stay and variations based on vehicle type at different times of day.

### INTERCEPT SURVEYS

Intercept surveys can determine the mode share of visitors to the project area. In addition to mode share data, intercept surveys can ask about customer spending habits, frequency of visits, and opinions on potential traffic and parking changes. Staff should consider conducting surveys at different times of the day and on both weekdays and weekends.

### DATA FORMAT AND POST PROJECT EVALUATION

Any data collected should be stored in a format such that other staff can use it for future projects or to analyze change in conditions over time. After curb changes are implemented, project managers should conduct in-person or video data collection again to evaluate the impact of the curb changes and determine whether further adjustments are needed.

## Passenger loading

White zones are for passenger loading. White zones have a five-minute limit and require vehicles to be attended at all times (except in front of a childcare center, school, or hospital). Some white zones have special uses like taxi stands and commuter shuttle zones.

White zones should be implemented based on demand, which can be inferred from surrounding land uses, with businesses like entertainment venues, restaurants and bars attracting a high level of loading activity. The best way to determine demand is through in-person or video data collection. White zones serving a specific need should be paid for by adjacent business-owners, while projects may create white zones serving the needs of the wider block without requiring payment.

### LENGTH AND POSITION

Below are recommended minimum lengths of passenger loading zones in different positions on the block. Note that far- and near-side zones can be at the far- or near-side of an intersection or of another clear area like a long red zone or driveway. Approximately 20 feet should be added for each additional vehicle expected to need to use the zone at any one time based on data collection.

| POSITION | FAR-SIDE | MID-BLOCK | NEAR-SIDE |
|---|---|---|---|
| Minimum length for one car | 20 feet | 60 feet | 40 feet |

### EFFECTIVE HOURS

New white zones should consider needs of the wider surrounding area, rather than just the fronting business. In areas with restaurants and bars, peak times for passenger loading can extend late into the night, while in office-centric areas, there may be little need for passenger loading nights and weekends.

"At all times" white zones are preferred to simplify the regulations, particularly when the remaining legal parking hours would otherwise be relatively narrow. In areas with little to no passenger loading demand at certain times, hours can be cut back. If a white zone is on a metered block and its hours do not fully cover the standard meter hours of 9am-6pm, Monday through Saturday, meters should be installed at the zone for payment when the white zone is not in effect. School loading zone hours should tailored specifically to pick-up and drop-off times on school days, and religious institution loading zones can be marked "during posted services."

### ACCESSIBILITY

Loading zones for projects that entail sidewalk work must be evaluated by the DPW Accessibility Coordinator to ensure compliance with accessibility standards, including construction of new curb ramps behind near-side or mid-block white zones. Projects not making sidewalk changes should place white zones at the far-side of the intersection when possible to provide access to a curb ramp. White zones should be sited in locations without obstructions on the sidewalk like tree wells and bike racks. Separate guidelines are being developed for white zones adjacent to protected bike lanes.

### SIGNAGE AND PAINT

In addition to white curb paint, white zones should be indicated by overhead pole signage. If meters are present within the white zone, meter pole signage is required.

## Commercial loading

Yellow zones are for commercial loading, allowing vehicles with commercial license plates to load up to the posted time limit (usually 30 minutes) and non-commercial vehicles to load for up to three minutes while the driver is attending the vehicle. Yellow zones in metered areas are generally metered.

Some yellow zones are designated for use only by trucks with six or more wheels. These zones do not allow three-minute non-commercial loading. They are indicated by a red cap on the meter in metered areas.

### LENGTH AND POSITION

Yellow zones should be a minimum of 22 feet at the far-side of an intersection to accommodate smaller delivery vehicles, but 44 or more feet is preferred. Mid-block yellow zones must be at least 44 feet in length. Yellow zones can consist of multiple separate metered spaces adjacent to each other, with larger trucks extending across two or more spaces. Like white zones, yellow zones work best when at the far-side of an intersection or other clear space and worst in the middle of the block surrounded by regular parking spaces.

### EFFECTIVE HOURS

Yellow zone hours vary widely, but the most common hours are 7am, 8am, or 9am to 6pm, Monday through Friday or Saturday. Hours should be based on delivery needs of surrounding businesses, which can be determined through surveys and video-based data collection. Some busier areas may have deliveries extending into the evening and on Sundays, in which case yellow zones can be in place at all times. Yellow zones can be metered during standard meter hours but remain in effect without requiring meter payment at all other times.

### SIGNAGE AND PAINT

In addition to yellow paint, yellow zones should be indicated by overhead pole signage. Six-wheel truck zones can be distinguished by removing any curb color and using only signage to indicate the regulation.

### SIX-WHEEL TRUCK ZONES

Six-wheel truck zones should be considered in areas with high commercial loading demand where it is especially important to ensure availability of curb spaces for larger trucks. They should be located adjacent to regular commercial loading zones where possible to ensure other delivery vehicles have a place to load and do not block the truck zone.

## Short-term parking

Green zones are for short-term parking. The SFMTA usually paints the curb green at green zones in unmetered areas while marking them only with a green cap on the meter in metered areas. Unmetered green zones have a ten-minute time limit while metered green zones have 15- or 30-minute limits.

### SITING

Green zones should be located close to businesses or institutions with short-term parking needs. These include restaurants with substantial take-out service, drugstores, and laundromats.

### EFFECTIVE HOURS AND TIME LIMITS

Historically, green zones have been in effect 9am-6pm, Monday through Saturday, during standard metered hours. However, demand for short-term parking in many areas peaks in the evening and weekend. In these areas, staff should consider extending green zones to 9pm or 10pm, daily.

Green zones in metered areas should generally have a 15-minute time limit to encourage turnover and reduce the chances for abuse (as it is more difficult to feed the meter every 15 minutes than every 30). However, in certain situations where green zones are serving a location like the post office where people may take longer, a 30-minute limit is acceptable.

### SIGNAGE AND PAINT

Projects should consider installing signage and/or paint at green zones, including those with meters, if project funding allows to help clarify the regulations and direct people to them. This is


TAXI ZONE
TAXI
P1539
SAN FRANCISCO TAXICAB
Veterans Cab Co.
552-1300
TAXI
SAN FRANCISCO TAXICAB
2522
970-9999
TOWN
TAXI
SAN FRANCISCO TAXICAB

particularly important at green zones that extend beyond the standard meter hours.

## Taxi stands

Taxi stands allow taxis to wait for passengers with no time limit, and do not allow any other vehicles to stop. They should be considered near major attractors like stadiums, transit hubs, and hotels, and may be located adjacent to passenger loading zones to ensure other vehicles do not use the taxi stand. They should be painted white with a "taxi stand" stencil and clear signage indicating the zone is for taxis only.

## Red zones

### DAYLIGHTING

Projects should install visibility red zones at the approach to intersections, particularly those on the San Francisco High Injury Network, based on daylighting guidelines. Exact length of visibility red zones should be determined by a traffic engineer but are generally 10 feet at stop signs and 20 feet and signalized intersections.

## Multi-use zones

### PASSENGER AND COMMERCIAL

In areas with higher passenger loading demand in the evening, projects can create "dual-use" zones, allowing commercial loading at certain hours and passenger loading at other hours. These should be painted white and marked with clear signage.

### PASSENGER AND SHORT-TERM PARKING

Passenger loading zones can be combined with short-term parking (green zones). This is only recommended in places with high passenger loading demand during the evening adjacent to daytime-only uses that require short-term parking, such as laundromats and post offices. These should be marked by white paint on the curb and clear overhead signage, along with a green cap on the meter if it is a metered space.

### BUS ZONE AND OTHER USE

In some locations, a Muni zone may only be needed at certain hours and can be available for other uses at other times. Usually, these zones have been designated as general parking spaces outside of bus zone hours and have been marked by alternating red and black paint on the curb. Signage and paint for mixing a bus zone with another use, such as passenger or commercial loading, should be evaluated on a case-by-case basis.

# Exhibit E

San Francisco Public Works
General – Director's Office
49 South Van Ness Ave., Suite 1600
San Francisco, CA 94103
(628) 271-3160 www.SFPublicWorks.org

**Public Works Order No: 205516**

# PUBLIC WORKS REGULATIONS FOR SIDEWALK AND PARKING LANE OCCUPANCY UNDER THE SAN FRANCISCO SHARED SPACES PROGRAM

## I. PURPOSE:

The Shared Spaces Program has been a critical part of the City's crisis response strategy to sustain the locally-owned small business sector in San Francisco. Due to widespread success throughout the City's neighborhoods, the City passed Ordinance 99-21 to make the Shared Spaces Program permanent. The legislation describes the elements of the program, including carrying forward the stream-lined permitted program; encouraging arts & culture; and better balancing commercial activities with public space and transportation demands in the recovering economy.

This Public Works Order implements the requirements outlined in the legislation establishing the permanent Shared Spaces Program, and in the event of a conflict, the legislation shall control. This Order clarifies that Café Tables & Chairs and Display Merchandise permit applications shall be processed under the Shared Spaces Program and are subject to pre-existing requirements and design guidelines set forth by Public Works Code and corresponding Public Works Orders.

As used in this Order, the term "Program Requirements" shall mean the requirements of the Shared Spaces legislation, this Order, the Shared Spaces Manual, the SFMTA's Shared Spaces Curbside and Roadway Regulations, Public Works Order No(s). 183,188 (Café Tables & Chairs), 166,458 (Display Merchandise), and 200,889 (Non-Commercial Sidewalk Use), and any successor versions of these documents. The term "parking lane" is defined as that portion of the roadway closest to the curb, and as used in the Order and corresponding Shared Spaces documents, the terms "curbside" and "parking lane" are used interchangeably.

This new Public Works Order replaces and supersedes Public Works Order No. 203,904 in order to establish additional requirements and design guidelines for permittees to conditionally utilize space within the public right-of-way.

## II. SHARED SPACES PERMIT TYPES ISSUED BY PUBLIC WORKS:

Public Works will review applications for the following permit types to be issued under the Shared Spaces Program:

a. **Sidewalk Shared Spaces:**
   i. **Cafe Tables & Chairs:** Movable outdoor seating on the sidewalk for commercial use during business hours, subject to Public Works Order No. 183,188.
   ii. **Display Merchandise:** Movable displays on the sidewalk for retail use during business hours, subject to Public Works Order No. 166,458.

iii. **Non-Commercial Use:** Public seating and other activations. Other uses of the sidewalk space must abide by applicable requirements set forth in Public Works Order No. 200,889.

b. **Parking Lane Shared Spaces (Parklets):**
   i. **Tier 1 – Public Parklets:** Parklets installed and designated for public use only.
   ii. **Tier 2 – Movable Commercial Parklets:** Movable fixtures placed in the parking lane principally for commercial use during business hours. All fixtures must be removed from the public right-of-way outside of business hours. When the Movable Commercial Parklet is not being activated for commercial use, it is open to the public.
   i. **Tier 3 – Fixed Commercial Parklets:** Fixed structures placed in the parking lane for commercial use during business hours. These fixed structures are then open to the public during non-commercial hours.

## III. PERMIT APPLICATION SUBMITTAL PROCESS:

To apply to use sidewalk and/or the parking lane space under the Shared Spaces Program, applicants shall use the City's interagency online portal and submit an application that complies with the Program Requirements. Applicants must provide all required application information to be considered for a permit. This information shall include the following:

a. Applicant's contact information.
b. Name of the business, organization, or entity using the sidewalk space and/or parking lane.
c. The location of the proposed Shared Space and general information about the establishment.
d. The proposed use of the sidewalk or parking lane space.
e. Proof that the applicant complies with the following insurance requirements:
   i. General liability insurance throughout the term of the permit in the amount of at least $1,000,000 per occurrence/$2,000,000 in the aggregate to respond to claims made against the City and County of San Francisco (e.g. an additional insured endorsement in favor of the City).
   ii. A waiver of subrogation for workers compensation insurance in favor of the City & County of San Francisco.
f. Certification that the permittee will comply with all applicable health officer orders and requirements.
g. Photographs at various angles of the site location, including utilities and existing sidewalk and curbside space conditions, etc. Public Works staff may request for additional photographs to supplement review.
h. An initial site plan showing the proposed or existing layout for the Shared Space (e.g. parklet design); existing conditions of the sidewalk and parking lane space; locations of and proximity to all surface obstructions (i.e. tree wells, utility poles, etc.); clearances for the pedestrian path of travel; etc. The site plan must include the footprint of the proposed area of occupancy and all sidewalk and street elements, showing at least 20 feet on both sides.
   i. **Sidewalk:** Site plan must follow requirements listed in Public Works Order No. 183,188 for Cafe Tables & Chairs permits and Public Works Order No. 166,458 for Display Merchandise permits.

ii. **Parking Lane:** Site plan must use the template provided by Public Works, along with completion of a checklist for additional requirements.

i. Signed letter(s) with written permission from any neighboring property owner and/or tenant, authorizing occupancy of their frontage. Written permission must be granted in the form of a completed template, as prescribed by Public Works.

*i.* **Sidewalk –** ***If the Shared Space would extend beyond the applicant's frontage, then for each neighboring frontage where the Shared Space extends, the applicant must submit proof of consent as follows:***

1. For buildings with multiple ground floor tenants, written permission must be obtained from the ground floor tenants in the units directly fronting the sidewalk space proposed to be used as a Shared Space.
2. In cases where there is no ground floor tenant fronting the sidewalk space proposed to be used as a Shared Space, written permission from the fronting property owner/designee is required.

ii. **Parking Lane -** ***If the Shared Space would extend into half of or more of a marked parking space, or any portion of an unmarked parking space beyond the applicant's frontage, then for each such parking space, the applicant must submit proof of consent as follows:***

1. For buildings with multiple ground floor tenants, written permission must be obtained from the ground floor tenants in the units directly fronting the parking lane proposed to be used as a Shared Space.
2. In cases where there is no ground floor tenant fronting the parking lane proposed to be used as a Shared Space, written permission from the fronting property owner/designee is required.
3. Exceptions apply for unmarked parking spaces or other special circumstances.

j. Consent to all terms and conditions of the permit, including indemnification.

k. Applicant may be required to submit additional documentation if necessary or requested by Public Works staff.

## IV. PERMIT APPLICATION - REVIEW PROCESS:

**Sidewalk:**

a. After the application is submitted for sidewalk occupancy, a Department-designated staff member will review the application to verify site eligibility.

b. If Public Works verifies that the proposed site is eligible for sidewalk occupancy, and accepts the proposed site plan, Public Works shall direct the applicant to post public notice (detailing the location and proposed scope of occupancy). The public notice shall be posted by the applicant at the business location for ten (10) calendar days to allow for public comment. The applicant must provide proof of posting by submitting photographs to Public Works.

c. If no objections are received during the 10-day public notification period and all other requirements have been met, Public Works will approve and issue the applicant a Shared Spaces permit for sidewalk occupancy. If there are unresolved objections from the public during the 10-day public notification period, Public Works will proceed with scheduling a public hearing. Following the public hearing, the Public Works

Director will issue a decision to approve, conditionally approve, or deny the permit application.

**Parking Lane:**

a. If the applicant submits an application for parking lane occupancy, a San Francisco Municipal Transportation Agency (SFMTA) or an SFMTA-designated staff member will review the application to verify site eligibility with the Program Requirements.
b. Once SFMTA has determined that the site is eligible for parking lane occupancy, the application will move to Public Works for review.
c. If Public Works accepts the proposed site plan, Public Works shall direct the applicant to post public notice (detailing the location and proposed scope of occupancy) will be provided to the applicant. The public notice shall be posted by the applicant at the business location for ten (10) calendar days. The applicant must provide proof of posting by submitting photographs to Public Works.
    i. **Notice to Neighboring Properties:** In cases where the Shared Space would occupy any portion of a ***marked parking space or unmarked parking space*** fronting a neighboring building, the applicant must provide direct notice to the tenant during the 10-day public notification period. If there is no tenant, the notice shall be provided to the property owner.
d. Public Works will approve and issue the applicant a Shared Spaces permit once the 10-day public notification period has been completed and all other requirements have been met.

## V. GUIDELINES FOR OCCUPANCY OF SHARED SPACES:

**Sidewalk:**

a. Permittee may occupy sidewalk space in front of, or adjacent to, their establishment, for outdoor seating, displaying merchandise while the establishment is open, or non-commercial purposes consistent with the Program Requirements.
b. Permittee's sidewalk occupancy must abide by the following guidelines:
    i. The permittee shall display a copy of the permit during hours of operation.
    ii. **Site Layout & Minimum Clearances:**
        a. Permittee must maintain a continuous 8-foot minimum width pedestrian path of travel clear of obstructions at all times throughout their permitted area. Locations where an 8-foot clearance is not feasible will be reviewed by Public Works staff on a case-by-case basis and subject to a 6-foot minimum clearance requirement.
        b. Sidewalk occupancy shall not encroach into curb returns or mid-block crossings, nor obstruct curb ramps, driveways, building entrances, or entrance access control systems, with an 8-foot clearance maintained where physically feasible at all times.
        c. At no time can sidewalk occupancy obstruct emergency facilities (including, but not limited to fire hydrants, standpipes, red zones, alarms, fire escapes, etc.). Written permission must be obtained from the San Francisco Fire Department for sidewalk occupancy within 4 feet of fire safety structures. For fire escapes, the 4-foot clearance

must be maintained from the extension of the fire safety structure as if it were to be deployed in the case of an emergency.

d. Permittee must comply with all existing applicable parking and curb regulations as approved by SFMTA and shall not obstruct sidewalk area adjacent to bus stops, blue curbs (accessible parking), and/or white curbs (passenger loading zones).
e. Permittee must provide adequate clearances to adjacent bus zones and transit stops, as outlined in the SFMTA's Shared Spaces Curbside and Roadway Regulations. Bus stop zones must remain clear of furniture and all other elements of the sidewalk area. No elements shall be placed within 10 feet of a bus shelter.

iii. **Occupancy of Neighboring Sidewalks**: If the Shared Space extends beyond the applicant's frontage, then for each neighboring frontage where the Shared Space extends, the applicant must maintain proof of consent as follows:
   a. For buildings with multiple ground floor tenants, written permission must be obtained from the ground floor tenants in the units directly fronting the sidewalk space proposed to be used as a Shared Space.
   b. In cases where there is no ground floor tenant fronting the sidewalk space proposed to be used as a Shared Space, written permission from the fronting property owner/designee is required.

iv. **Additional Requirements in Shared Spaces Manual:**
   a. Hanging or overhead objects, including umbrellas or canopies, must have a clearance of at least 7 feet (or 84 inches) from the ground. Objects must maintain at least a 1-foot clearance from the curb.
   b. Any umbrellas or canopies must be consistent with the Department of Public Health guidance on outdoor structures. https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf.
   c. Food trays or carts, receptacles for dirty dishes, trays or carts for linen and utensils, and cooking appliances shall not be placed or stored on any portion of the sidewalk area.
   d. Any use of a portable heater, portable generator, candles, open flame or any activity regulated by Fire Code must be approved by the San Francisco Fire Department separately from this provisional permit. Please refer to the **Fire Safety** section in the Shared Spaces Manual for additional guidelines.
   e. Electric heaters may be used if applicant obtains an adequate electrical permit from the Department of Building Inspection: https://dbiweb02.sfgov.org/dbi_electrical/.

v. Any furniture or other objects must be removed from the sidewalk at the close of business every day.

vi. No permanent fixtures may be placed within the sidewalk space. For clarity, this includes parklets.
   1. At no time may elements of the Sidewalk Shared Space be bolted or affixed in any way to the sidewalk, roadway, or any structure (including but not limited to buildings, fire hydrants, street trees, streetlight or traffic poles, etc.).

2. Encroachments in the public right-of-way may require additional permits and fees, as determined by Public Works.

c. Permittee occupying the sidewalk for the purposes of *outdoor seating/dining* must abide by the following *supplemental* guidelines:
   i. The permittee must utilize diverters on each side of the sidewalk seating area to guide pedestrians around the occupied space. The diverters must be:
      1. At least 30 inches high, 12 inches wide, and 24 inches long/deep.
      2. Solid within at least 24 inches off the ground.
      3. Sturdy, stable, and heavy enough so they cannot tip over or be blown away by the wind.
      4. Distinctly visible to the visually impaired with contrasting colors.
      5. Removable after business closure every day. Diverters may not be fixed to the sidewalk or face of the building.
      6. Flush with the building at approximately 90 degrees.
      7. Free of advertising.
   ii. The objects within the sidewalk seating area may not extend beyond the depth of the diverters and onto the pedestrian path of travel at any time.
   iii. The permittee must provide at least one (1) accessible table available for wheelchair users within the permitted sidewalk area, meeting the following requirements:
      1. Be between 28 to 34 inches high.
      2. Have at least 27 inches of space from the floor to the bottom of the table.
      3. Provide 30-inch-wide knee and toe clearance that extends at least 19 inches under the table.
      4. Have a total clear floor space of 30 inches by 48 inches per seat.
      5. Be located a minimum distance of 4 feet to the nearest obstruction.
      6. Have a label displaying the International Symbol of Accessibility.
      7. Maintain an accessible route to the table.
   iv. Trash, recycling, and compost bins must be provided within the permitted sidewalk area if space allows. These bins shall be brought inside the establishment at the close of business every day.
   v. Tables and chairs on sidewalks with a greater than 5% slope may be subject to additional staff review or operational requirements.
   vi. No alterations may be made to the public sidewalk, including stickers or spray paint, other than social distancing markings. Any markings must be in accordance with Public Works Order 203,240.
   vii. Permittee must maintain the quiet, safety, and cleanliness of the sidewalk space and its adjacent area (100-foot radius), in accordance with standards set forth in the Public Works Good Neighbor Policy.

**Parking Lane:**

a. Permittee may occupy the parking lane in front of, or adjacent to, their establishment for seating, dining, retail use, or non-commercial (community-serving) use, subject to the Program Requirements.
b. Permittee's parking lane occupancy must abide by the following guidelines:
   i. The permittee shall display a copy of the permit during hours of operation.
   ii. **Site Layout & Minimum Clearances:**

1. Permittee must comply with all existing applicable parking and curb regulations, as approved by SFMTA and outlined in the SFMTA's Shared Spaces Curbside and Roadway Regulations.
2. Permittee shall not obstruct access to bus zones, passenger loading zones, blue accessible parking spaces, red zones, active driveways, or impede the free flow of traffic including bicycle lanes while installing, repairing/modifying, or removing their Shared Space.
3. At no time can occupancy obstruct emergency facilities (including, but not limited to, fire hydrants, red zones, alarms, fire escapes, etc.). Written permission must be obtained from the San Francisco Fire Department for parking lane occupancy within 4 feet of fire safety structures. For fire escapes, the 4-foot clearance must be maintained from the extension of the fire safety structure as if it were to be deployed in the case of an emergency.
4. Occupancy shall not obstruct or block any underground and surface utilities, including but not limited to: utility poles, gas valves, manhole covers, air release valves, waste water systems, and catch basins. All elements in the parking lane must allow for access to public utilities for maintenance and repairs (i.e. provide access panels, removable pavers, modular design). Additional review and approval from utility companies may be required.

iii. **Obligation to Remove/Modify Parklet:**

1. At any time, as necessary for any City project or maintenance work, Permittee must remove, store, and/or modify the parklet, at their own cost and return the right-of-way to a condition that the Director deems appropriate within 15 days of receiving notice from the City, although the Director of Public Works may require removal, storage, or modification of the Shared Space in a shorter time period where the Director of Public Works determines that an emergency or other threat to public health or safety exists, or finds that any delay would result in extraordinary cost to the City.
2. Such work includes, but is not limited to: transit vehicles, street paving or striping, utility work, access to underground and surface utilities, overhead lines, or other work requiring access for duration of construction and/or maintenance.

iv. **Public Access:** When the Movable Commercial Parklet or Fixed Commercial Parklet is being activated for commercial use, Permittee must provide public seating, which is accessible to persons who are not patrons of the business. Such public seating shall include at least one public bench or other seating arrangement for every 20 linear feet of Curbside Shared Space, or per subdivided section of a Curbside Shared Space. When a Parklet is not being activated for commercial use, it is open to the public.

v. **Occupancy of a Neighboring Parking Lane:** If the Shared Space extends into half of or more of a neighboring parking space, or any portion of an unmarked parking space beyond the Permittee's frontage, then for each such parking space, the Permittee must maintain proof of consent as follows:

1. For buildings with multiple ground floor tenants, written permission must be obtained from the ground floor tenants in the units directly fronting the parking lane proposed to be used as a Shared Space.
2. In cases where there is no ground floor tenant fronting the parking lane proposed to be used as a Shared Space, written permission from the fronting property owner/designee is required.
3. Occupancy of parking lane fronting a neighboring property is subject to additional review by SFMTA, including marked and unmarked parking spaces.

vi. **Additional Requirements in the Shared Spaces Manual:**

1. Permittees proposing to install structures in the parking lane shall comply with all requirements listed in the **Structural Integrity** section of the Shared Spaces Manual.
2. The following provisions apply to hanging or overhead objects, including umbrellas or canopies:
    i. Must have a clearance of at least 7 feet (or 84 inches) from the ground and cannot exceed 10 feet in overall height (including poles, posts, canopies, wires, string lights, signs, or pergolas) while still complying with the maximum 42-inch-high enclosure construction requirements.
    ii. If constructing a structure where Muni lines are present, the top of the structure (including any roof) must not be taller than 9 feet from the road surface.
    iii. Objects must maintain at least a 1-foot setback from the curb; no object may extend above or overhang onto the sidewalk.
    iv. Objects also may not extend any further than 7 feet perpendicular from the curb; conditions, such as diagonal parking, may further restrict this dimension.
    v. Any umbrellas or canopies must be consistent with the Department of Public Health guidance on outdoor structures. https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf.
3. Food trays or carts, receptacles for dirty dishes, trays or carts for linen and utensils, and cooking appliances shall not be placed or stored on any portion of the curbside area.
4. Any use of a portable heater, portable generator, candles, open flame or any activity regulated by Fire Code must be approved by the San Francisco Fire Department separately from this provisional permit. Please refer to the **Fire Safety** section in the Shared Spaces Manual for additional guidelines.
5. Electric heaters may be used if applicant obtains an adequate electrical permit from the Department of Building Inspection: https://dbiweb02.sfgov.org/dbi_electrical/.
6. The elements listed above may not be stored within the public right-of-way – all elements must be removed from the Shared Space(s) at the close of business every day.

vii. All cables, cords, or wires used for Parking Lane Shared Spaces lighting and speakers shall be:

1. Run at ground level and completely covered with approved ADA accessible cable ramps that do not exceed the allowable maximum 1:12 slope. Taping down or stringing overhead wires are not permitted for Movable Commercial Parklets. All cable ramps shall be removed from the sidewalk when not in active use.
2. Alternatively, overhead fixed lighting cords for Fixed Commercial or Public Parklets shall be plugged into a weather-proof electrical outlet installed on the exterior of the building at a minimum of 10 feet above the walking surface. No fixed objects shall be used to support the light's cord, which shall be able to be easily unplugged by fire department personnel. Additional reference material is available in the Shared Spaces Manual.

viii. No permanent fixtures may be placed within the public right-of-way; however, approved Public and Fixed Commercial Parklets may remain overnight in the public right-of-way continuously until permit expiration. Movable Commercial Parklets and all other associated furniture must be removed from the public right-of-way outside of the permitted hours of occupancy.
1. At no time may fixtures be bolted or affixed in any way to the sidewalk, roadway, or any structure (including but not limited to buildings, fire hydrants, street trees, streetlight or traffic poles, etc.).
2. Encroachments fixed to the public right-of-way may require additional permits and fees, as determined by Public Works.

ix. Permittee is responsible for ensuring proper protection of street trees and tree basins adjacent to their Parking Lane Shared Space in accordance with requirements established by the Bureau of Urban Forestry. Shared Spaces operators shall agree to provide water to newly planted trees adjacent to their permitted space whenever the Bureau of Urban Forestry requires that due to access limitations.

1. No tree shall be pruned without consent from the Bureau of Urban Forestry.

2. Subject to a voluntary agreement, consistent with Public Works Code, Section 805, permittee may take responsibility for maintaining street trees adjacent to their Parking Lane Shared Space.

3. If the installation of a Parking Lane Shared Space damages any street trees, permittee will be subject to any corrective actions or fines issued by the Bureau of Urban Forestry, which may include any associated costs.

c. Permittee occupying parking lane space for the purposes of outdoor *seating*/dining within a Movable Commercial Parklet must abide by the following *supplemental* guidelines:
i. The permittee must utilize roadway barriers surrounding the outdoor seating/dining area in the parking lane to protect those seated from vehicle traffic. The barriers must meet the following requirements:

1. Have a railing 36 to 42 inches high with openings of no more than 4 inches wide.
2. Have cable or flexible rail with a solid rail at the top and a solid rail at the bottom. The bottom rail must be at least 5 inches high from the floor.
3. Sturdy and durable in nature with the ability to weather impact.
4. If the barriers have raised planters or built-in furniture, they must be at least 17 inches high and 12 inches wide.
5. The barriers must provide a 3-foot opening at least every 20 feet for emergency access, connected to a 3-foot-wide clear path of travel that is open to the sky from the street to the face of the building.
    - The sidewalk space between the curb and the building of each 3-foot-wide emergency access gap shall remain clear of overhead obstructions (i.e. string lights, canopies, decorations, heaters, wires, poles, etc.) at all times.
6. The proposed outdoor seating/dining area including the outer extent of the barriers must be 12 inches clear of any active traffic or bicycle lane, and 6 inches clear from the outer edge of any transit vehicle rail.
7. A continuous 6-inch x 6-inch minimum clear gutter space must be maintained along the entire length of the proposed outdoor seating/dining area to allow for curbside drainage flow.
8. The edges or corners of the barriers must be marked with high intensity retro-reflective tape or reflectors to be visible at night, from street grade to the top of the structure.
9. The address for each storefront or building where the outdoor dining area will be established shall be displayed at a height of 36 to 42 inches on the street-facing side (parallel to the curb) of the barriers and be readily visible for emergency responders. Address numbers shall be a minimum of 4 inches tall (5/8-inch-wide stroke) with black numbers on a white background.
10. Any barriers that are used for safety purposes must fit within the permitted scope of occupancy.

d. The permittee must provide at least one accessible table available for wheelchair users within the permitted parking lane area, meeting the following requirements:
    i. Be between 28 to 34 inches high.
    ii. Have at least 27 inches of space from the floor to the bottom of the table.
    iii. Provide a 30-inch-wide knee and toe clearance that extends at least 19 inches under the table.
    iv. Have a total clear floor space of 30 inches by 48 inches per seat.
    v. Be located a minimum distance of 4 feet to the nearest obstruction.
    vi. Have a label displaying the International Symbol of Accessibility.
    vii. Maintain an accessible route to the table.
e. Temporary ramps in the Public Right-of-Way, if required to maintain accessibility to the permitted parking lane area, shall comply with the slope requirements in the Curb Ramp Standard Plans, Sheet RX-4 and the California Building Code, Chapter B which are summarized as follows:
    i. 4-foot minimum clear ramp width.
    ii. 8.3% (1:12) maximum ramp running slope (slope parallel to direction of travel).
    iii. Clear level landing at top and bottom of the ramp (4-foot x 4-foot minimum).

iv. Unobstructed accessible route from the pedestrian throughway path of travel of the sidewalk to the ramp.
v. Edge protection is required on each side of the ramp. A curb or barrier shall be provided that prevents the passage of a 4-inch diameter sphere. To prevent wheel entrapment, the curb or barrier shall provide a continuous and uninterrupted barrier along the length of the ramp.
vi. Ramp material shall be *firm, stable and slip resistant*. The ramp must be securely attached so it does not move or shift during use.
vii. Ramp may not encroach onto the required 8-foot clearance for the pedestrian path of travel on the sidewalk.

f. The **Parklet Specifications** listed below apply to both Public Parklets and Fixed Commercial Parklets.
   i. **Parklet Specifications:**
      1. **Boundary:** The parklet shall have a continuous rigid, physical boundary around the perimeter to provide a detectable separation between the Shared Space in the parking lane and vehicular traffic in the roadway. The physical boundary shall be a minimum of 42 inches high and 4 inches wide.
         - The boundary must include a 3-foot opening at least every 20 feet for emergency access, connected to a 3-foot-wide clear path of travel that is open to the sky from the street to the face of the building. The sidewalk space between the curb and the building of each 3-foot-wide emergency access gap shall remain clear of overhead obstructions (i.e. string lights, canopies, decorations, heaters, wires, poles, etc.) at all times.
         - Panels made of transparent materials like Acrylite, Plexiglass, plastic films, etc. may be installed above the 42-inch boundary height.
         - Panels must be secured, stable, and sturdy, and must comply with San Francisco Department of Public Health guidelines regarding airflow and other applicable health directives.
      2. The edges or corners of the physical boundary must be marked with high intensity retro-reflective tape or reflectors to be visible at night, from street grade to the top of the structure.
      3. The address for each storefront or building where the outdoor dining area will be established shall be displayed at a height of 36 to 42 inches on the street-facing side (parallel to the curb) of the structure and be readily visible for emergency responders. Address numbers shall be a minimum of 4 inches tall (5/8-inch-wide stroke) with black numbers on a white background.
      4. **Setbacks:** Parklets must maintain a 3-foot setback from each end of a marked parking space for parallel parking spaces, or a 3-foot setback on each end for angled or perpendicular spaces. Exceptions may be considered.
         - The parklet must maintain a minimum 12-inch clearance from the adjacent travel lane, or a 12-inch clearance from the outer edge of a marked parking space.

5. **Width:** Parklets may occupy the full width of the parking lane (7 feet maximum) for parallel parking, and 14 feet maximum for angled or perpendicular parking. Exceptions may apply along rail, cable car, or other special cases that would necessitate reducing the width of the zone.
6. **Height:** No part of the parklet shall exceed 10 feet in height (including poles, posts, canopies, wires, string lights, signs, or pergolas) while still complying with the maximum 42-inch-high enclosure requirements above.
    - Canopies/roofs over parklets shall be installed at a height of 96-120 inches to help maintain visibility.
    - No canopies/roofs shall be permitted if adjacent sidewalk is less than 10-feet wide.
7. A minimum of 84 inches in height must remain clear of any obstructions along the sidewalk adjacent to the parklet, parklet entrance(s) and all areas on the parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or the applicant's addition of architectural elements to the parklet. Parklets must not obstruct overhead lines.
8. **Slope:** The cross slope on the parklet surface shall not exceed 2.0% in any direction.
    - If proposed on a street grade greater than 5.0%; additional design requirements and review may be required to make the parklet accessible to the maximum extent technically feasible as defined in the California Building Code.
9. **Threshold:** Deck or parklet must be flush with sidewalk and must not leave a gap greater than 1/2 inch, nor a vertical separation greater than 1/4 inch. One accessible entrance is required. If more than one entrance is provided, all shall be accessible and comply with the requirements of the California Building Code, Chapter 11B.
10. The platforms for parklets may not be poured concrete; mounted concrete pavers may be acceptable.
11. Parklets shall be required to have soft hit posts and wheel stops in accordance with the requirements outlined in the Shared Spaces Manual. These elements shall not extend beyond the permitted scope of occupancy in the parking lane.
12. The parklet shall be constructed of durable materials that can withstand the wear and tear of elements. Permittees must ensure that all structural elements of the parklet are in good condition.
    - The parklet surface material shall be firm, stable and slip resistant.
13. Parklets must allow for curbside drainage flow. A 6-inch x 6-inch minimum clear gutter space must be provided along the entire length of the proposed parklet. The perimeter of the parklet must be kept free of debris to ensure sufficient drainage occurs.
14. Permittees are responsible for maintenance and upkeep of any parklet structure. Sites must be kept free of debris and removable elements must be stored within the establishment after business hours.
15. No elements of the parklet may be built or placed on the sidewalk without a separate Public Works permit for sidewalk occupancy, with the

exception of a ramp if necessary to maintain accessibility to the Shared Space.

16. Parklets must follow the angle/direction of the parking lane striping to ensure access to any available parking spaces adjacent to the permitted scope of occupancy.
17. Any elements used to secure the parklet between midnight and 7:00 AM must fit within the permitted scope of occupancy and meet all other applicable requirements and design guidelines listed in this Order.

ii. **Safety & Accessibility for Parklets:**

1. Parklets must allow pedestrians on either side of the street to maintain a visual connection to the street; as such continuous opaque walls shall not exceed 42 inches in height. Transparent materials like Acrylite, Plexiglass, plastic films, etc. may be used to separate tables or guard against wind in excess of 42 inches.
    - Panels must be secured, stable, and sturdy, and must comply with San Francisco Department of Public Health guidelines regarding airflow and other applicable health directives.
2. An accessible path of travel must connect the sidewalk to the accessible entry, deck surface, wheelchair turning space and wheelchair resting space. The entrance must be at least 48 inches wide for accessibility.
3. An accessible path of 48 inches in width must exist within the parklet. At least one accessible table is required. If an accessible table on a level surface (2% maximum slope in all directions) is provided in the sidewalk, an additional one is not required within the parklet structure. The Americans with Disabilities Act (ADA) requires 5% of seating for consumption of food and/or drink, but not less than one table, to be accessible.
4. Parklet shall support a live load of 100 pounds per square foot. Parklet boundary wall shall be designed to resist a load of 50 pounds per linear foot in any direction at a height of 42 inches above the Parklet surface. Additionally, the parklet boundary wall shall be designed to resist a single concentrated load of 200 pounds applied in any direction at a height of 42 inches above the parklet surface.
5. Where built-in dining surfaces such as counters or bars are provided for the consumption of food or drink, a portion of the main counter, 60 inches minimum in length, shall be installed as follows:
    - The top of the dining surface must be between 28 to 34 inches high.
    - Have at least 27 inches of space from the floor to the bottom of the counter.
    - Have a clear floor space of 30-inches by 48-inches positioned for a forward approach.
    - Maintain an accessible route to the counter.

g. Trash, recycling, and compost bins must be provided within the permitted parking lane area, if space allows. These bins shall be brought inside the establishment at the close of business every day.
h. Tables and chairs in the parking lane with a greater than 5% slope may be subject to additional staff review or operational requirements.

i. No alterations may be made to the public roadway, including stickers or spray paint. Any markings must be in accordance with Public Works regulations.
j. Permittee must maintain the quiet, safety, and cleanliness of the parking lane space and its adjacent area (100-foot radius), in accordance with standards set forth in the Public Works Good Neighbor Policy.
k. In addition to these standards, permittees are also required to follow all updates to this Order, or other guidance applicable to the Shared Spaces Program.
l. Permittees are responsible for removing any installed elements due to either permit expiration, non-operation, or non-compliance.

## VI. Permit Application and Renewal Fees:

a. Fees will be assessed consistent with Administrative Code Sections 94A.10 and 94A.12.
b. ***Fees for Sidewalk Shared Spaces are waived through March 2022 per Ordinance 211-20, after which the following fees will apply as follows:***
   i. **Cafe Tables & Chairs:** Fees will be the full fees for a pre-existing Cafe Tables & Chairs permit, according to the current Public Works fee schedule. The annual assessment fee will be calculated based on the total square footage of occupancy permitted.
   ii. **Display Merchandise:** Fees will be the full fees for a pre-existing Display Merchandise permit, according to the current Public Works fee schedule. The annual assessment fee will be calculated based on the total square footage of occupancy permitted.
   iii. **Non-Commercial Use:** Per the applicable City Codes, Sidewalk Shared Spaces for non-commercial use will be assessed the new application fee for a Minor Sidewalk Encroachment permit, unless the scope of the proposal is more consistent with separate pre-existing Public Works permit type(s).
c. ***For applicants seeking to convert their permit pursuant to Administrative Code Section 94A.12, occupancy fees for Parklets are currently waived, but shall be due and payable starting March 31, 2023, after which the following fees will apply:***

| TIER | TYPE | OCCUPANCY FEES | | |
|---|---|---|---|---|
| | | Permit (one-time) | | Annual License |
| 1 | Public Parklet | $1,000 | $250 | $100 |
| 2 | Movable Commercial Parklet | $2,000 | $1,000 | $1,500 |
| 3 | Commercial Parklet | $3,000 | $1,500 | $2,000 |
| | | 1st Parking Space | Each Additional Parking Space | Per Parking Space |
| | | 50% fee waiver for non-formula retail businesses with less than $2 million in SF gross receipts. | | |
| | | Fees are subject to annual increase based on relevant Consumer Price Index | | |

## VII. Permit Expiration, Extension, Revocability, and Enforcement:

a. Any permittee that received a permit prior to the date of this Order, must comply with the provisions of this Order and applicable Program Requirements as a condition of receiving a new permit or converting their existing permit to a Shared Spaces permit.
b. This permit requires annual renewals, which entail applicable fees and submittal materials including written permission for encroachments when applicable.
c. Permit durations and renewal cycles may be tied to the Treasurer & Tax Collector's schedule for billing purposes.
d. The permit shall be revocable at the discretion of the Director of Public Works, who may hold a public hearing prior to such revocation consistent with Public Works Code Section 793.4(c).
e. The Department is authorized to enforce the provisions of this Order pursuant to the procedures in Administrative Code Chapter 94A, and Public Works Code Section 793 et seq.

## VIII. Additional Responsibilities:

a. Permittees must abide by all terms and conditions of their Shared Spaces permit, and any other requirements that Public Works deems necessary. Pursuant to SEC. 793.3.(a) of the Shared Spaces legislation, the Director may also adopt such additional regulations as the Director deems appropriate and necessary for the proper management and use of a Curbside or Sidewalk Shared Space in the public right-of-way. The additional regulations may include but are not limited to: maintenance requirements; minimum required clearances from street corners, sidewalk bulb-outs, or protective bollards; appropriate clearances for paths of travel; applicable standards from the Americans with Disabilities Act; and appropriate clearances for stormwater and other hydrological concerns.

b. **Signage:** Permittee is responsible for posting a public notice in English, Filipino, Spanish, Chinese, and any other languages required in a visible location on their Shared Space with the following information:
    i. Instructions for members of the public on how to file complaints with San Francisco 311.
    ii. Relevant information pertaining to required disability access within their Shared Space.
    iii. Signage indicating that the minimum clearance for the path of travel on the sidewalk must be maintained at all times.

c. **Self-Initiated Removal:** Permittee is responsible for the removal of their parklet and all other elements of their Shared Space following the cessation of use and for maintaining the condition of the public right-of-way, including proper restoration of affected sidewalk and curbside space up to City standards.

d. **Failure to Maintain:** Permittees who fail to properly and sufficiently maintain the cleanliness, safety, and accessibility of their Shared Spaces, including their parklet, may be subject to violations and fines. If maintenance issues are not resolved, permittee may be required by Public Works to remove the Shared Space at their own expense.

e. Pursuant to SEC. 793.2.(d)(2), Permittees are responsible for removing any installed elements due to either permit expiration, non-operation, or non-compliance. All Sidewalk and Curbside Shared Space permits shall be conditioned upon the obligation to remove or modify the Shared Space at any time, as necessary for any City project or maintenance work, which necessity shall be determined solely by the City Agency that issued the Shared Space Permit. In the event of an emergency, the City Agency may provide 24-hours notice. It shall be the Permittee's obligation to remove or modify the Sidewalk or Curbside Shared Space at their own cost and return the right-of-way to a condition that the Director of Public Works deems appropriate. In no event shall the City be liable for reimbursing the Permittee for the costs of or restoring the Shared Space installation.

f. Pursuant to SEC. 94A.4.(d)(1)(E), the Permittee shall be obligated to remove or modify the Curbside Shared Space at the Permittee's cost and return the right-of-way to a condition that the Director of Public Works deems appropriate within 15 days of receiving notice from the City, although the Director of Public Works or applicable Core Agency may require removal of the Shared Space in a shorter time period where the Director of Public Works determines that an emergency or other threat to public health or safety exists, or finds that any delay would result in extraordinary cost to the City.

g. Permittee shall be responsible for ensuring the space occupied and services offered under the permit comply with applicable health orders and directives, and other applicable requirements, as well as with all laws requiring accessibility for people with disabilities and that the space and services do not interfere with emergency responders' access.

h. Permittees must maintain the quiet, safety, and cleanliness of the sidewalk and parking lane space and its adjacent area (100-foot radius), in accordance with standards set forth in the Public Works Good Neighbor Policy.

i. **Emergency Clause:** All terms of the Shared Spaces permit are voided in the event of an emergency or unforeseen catastrophic event.

## IX. Possessory Interest Taxes:

**a.** Permittee recognizes and understands that this Agreement may create a possessory interest subject to property taxation with respect to privately-owned or occupied property in the public right of way ("PROW"), and that Permittee may be subject to the payment of property taxes levied on such interest under applicable law. Permittee agrees to pay taxes of any kind, including any possessory interest tax, if any, that may be lawfully assessed on Permittee's interest under this Agreement or use of the PROW pursuant hereto and to pay any other taxes, excises, licenses, permit charges, or assessments based on Permittee's usage of the PROW that may be imposed upon Permittee by applicable law (collectively, a "Possessory Interest Tax"). Permittee shall pay all of such charges when they become due and payable and before delinquency.

## X. Hold Harmless Clause:

a. In consideration of the permittee taking advantage of sidewalk or curbside space, the permittee owner promises and agrees to comply with all applicable regulations.
b. In addition, the permittee operator agrees on its behalf and that of any successor or assignee to hold harmless, defend, and indemnify the City and County of San Francisco, including, without limitation, each of its commissions, departments, officers, agents and employees (collectively referred to as the "City") from and against and all losses, liabilities, expenses, actions, claims, demands, injuries, damages, fines, penalties, suits, costs or judgements including, without limitation, attorneys' fees and costs (collectively, "claims") of any kind allegedly arising directly or indirectly from (i) any act by, omission by, or negligence of, Assignee or its subcontractors, or the officers, agents or employees of either, while engaged in the practices authorized by this Order, (ii) any accident, damage, death, or injury to any contractor or subcontractor, or any officer, agent, or employee of either of them, while engaged in the performance of the practices authorized by this Order, (iii) any accident, injuries or damages to any person(s) or accident, damage or injury to any real or personal property, good will, in, upon or in any way allegedly connected with the practices authorized by this Order from any cause or claims arising at any time, and potentially falls within this indemnity provision, even if the allegations are or may be groundless, false or fraudulent, which obligations arises at the time such claim is tendered to permittee operator by the City and continues at all times thereafter. The permittee operator agrees that the indemnification obligations assumed under this Order shall survive expiration of the Order or completion of practices authorized by this order. The permittee operator shall assume all maintenance and liability associated with the items allowed to be placed in the public right-of-way under this Order.

X DocuSigned by: C0A758C115B741C...
Huff, Nicolas
Bureau Manager

X DocuSigned by: Albert Ko 281DC30E04CF41A...
Ko, Albert J
City Engineer

X DocuSigned by: 073CF73A4EA6486...
Short, Carla
Interim Director of Public Works

# Exhibit F

**City and County of San Francisco**

**San Francisco Public Works**
Office of the Deputy Director & City Engineer, Fuad Sweiss
Bureau of Street-Use & Mapping
1155 Market Street, 3rd Floor
San Francisco Ca 94103
(415) 554-5810 ■ www.sfdpw.org

**Edwin M. Lee, Mayor**
**Mohammed Nuru, Director**

**Jerry Sanguinetti, Bureau Manager**

# DPW Order No: 183392

GUIDELINES FOR THE APPROVAL AND INSTALLATION OF TEMPORARY SIDEWALK EXTENSIONS (PARKLETS) FOR USE BY THE GENERAL PUBLIC AT APPROPRIATE LOCATIONS WITHIN PUBLIC RIGHTS-OF-WAY.

I. PURPOSE: Public Works Code Article 16, Section 810 governs the installation of sidewalk landscaping. This Department of Public Works (DPW) Order provides detailed implementation guidelines for the approval and installation of temporary sidewalk extensions (Parklets) consistent with the sidewalk landscaping program.

II. BACKGROUND: Parklets provide an economical solution to the desire and need for wider sidewalks and are intended to provide space for the general public to sit and enjoy the space where existing narrow sidewalks would preclude such occupancy. Parklets are intended as sidewalk/street furniture, providing aesthetic elements to the overall streetscape.

III. REQUEST FOR PROPOSAL AND INITIAL REVIEW:

A. The following applicants are eligible to submit an Initial Application or Proposal in response to a Request for Proposal (RFP) for the installation of Parklets within the public right-of-way:
   1) Community Benefit Districts (CBDs)
   2) Ground floor business owners
   3) Non-profit and community organizations
   4) Fronting property owners
   5) Other applicants may be considered on a case by case basis.

B. The following shall be included in the Initial Application:
   1) A letter with a project narrative requesting the Parklet
   2) An Initial Application Form
   3) An Initial Site Plan: a measured drawing that shows the footprint of the proposed Parklet installation and twenty (20) feet on either side of the proposed Parklet. The plan shall include any above-ground fixtures such as tree wells, poles, fire hydrants, and bike racks. The Initial Site Plan shall also include at-grade roadway markings such as color curbs, lane striping, parking stall markings; and at-grade utility access panels, stormdrains, manhole covers, and other utility access points.
   4) Photos of existing site

5) An Initial Concept Description: A description of how the proposed Parklet meets each of the criteria set forth in this DPW Order.
6) Proof of Notification: Documentation that the fronting property owner has been notified of by the Project Sponsor of the intent to submit a Proposal.
7) Neighborhood Outreach: Notification letters, letters of support, and petitions signed by local CBD, BID, institutions, organizations and/or residents may submit.

C. Each application shall be reviewed by an inter-agency review team, with representation from DPW, MTA, City Planning, et al, as necessary, specifically convened to review Parklet applications with each proposal reviewed based on the following criteria:
1) Meets established design criteria
2) Enhancement of streetscape quality and preliminary design
3) Location (Parklet is likely to be well used and active)
4) Community support
5) Capacity of Sponsor to maintain and steward the Parklet effectively
6) Potential conflict with future city streetscape initiatives (upcoming streetscape redesigns, paving projects, etc.)
7) Compliance with technical and accessibility provisions as specified in this DPW Order

D. If a recommendation is made to approve the Parklet proposal:
1) DPW will issue a Notice of Application for a Parklet. The applicant shall be required to post this Notice in a readily visible location in front of the property where the Parklet will be located for ten (10) calendar days from the date listed on the Notice.
2) If there are no objections from the public, the applicant shall be required to submit an application fee as noted in DPW Fee Schedule, as set forth in Public Works Code Section 2.1.3.
3) After the application fee has been submitted, the applicant shall be required to submit the following information for further review:
   a) Construction Document Package, including:
      1. Parklet Location and Context Plan
      2. Site Plan
      3. Elevations from all sides of the proposed Parklet
      4. All relevant details, finishes, plant species, furniture types, etc.
   b) Maintenance details, including access panels and how drainage will be provided along the existing gutter.
   c) A 24/7 contact if there is an emergency and the Parklet needs to be removed. The Permittee shall be responsible for removal of the Parklet within twenty-four (24) hours, and restoration of the public right-of-way upon notification by the City of any streetscape or paving projects.
3) If there are objections from the public, DPW shall schedule a public hearing to consider the proposed Parklet.
4) The DPW Hearing Officer shall consider and hear all testimony in support and in opposition to the proposed Parklet and make a recommendation to the DPW Director.

5) The DPW Director, in his or her discretion, may recommend approval or conditional approval of the permit subject to further review and final action.
6) If the DPW Director recommends approval or conditional approval the permit, see #III.D.2 above for submittal requirements.

E. If the application is disapproved, DPW shall notify the applicant, upon which the applicant may appeal the disapproval of the permit by the DPW Director to the Board of Appeals within fifteen (15) days of the Director's decision.

IV. APPROVAL PROCESS:

1) The inter-agency review team (See Section II. Paragraph C) shall review the submitted documentation (See Section III. Paragraph D, Item 3).
2) Once the review team makes a recommendation for DPW to approve the final plan and the permit, the applicant shall submit the following information and fees to DPW for permit issuance:
   a. A Certificate of Insurance naming the City and County of San Francisco as additional insured, with general liability coverage of not less than $1 million.
   b. An additional permit fee pursuant to Section 2.1.3 of the Public Works Code. While each proposal will result in different additional permit costs based on the time and materials costs incurred by the City in review of the proposal.
   c. If the Parklet is to be installed where future city streetscape initiatives (plans for streetscape redesigns, paving projects, subgrade infrastructure upgrades, etc.) have been identified, proof of a Performance Bond may be required to ensure the removal (and if appropriate, re-installation) of the Parklet to facilitate the planned streetscape work.
3) Any interested person may appeal the approval of the permit decision by the DPW Director to the Board of Appeals within fifteen (15) days of the Director's decision.
4) The permit shall be renewed annually. Prior to expiration of the annual permit term, the Permittee shall submit to DPW a current Certificate of Insurance and a permit renewal fee as noted in DPW Fee Schedule, as set forth in Public Works Code Section 2.1.3

V. APPROPRIATE LOCATION AND DESIGN PARAMETERS:

A. The proposed Parklet site should be located at least one parking spot, approximately twenty (20) feet, in from a corner or protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner. Exceptions may be considered on a case-by-case basis.
B. The proposed location should have a posted speed limit of 25 mph or less. Streets with higher speed limits may be considered on a case by case basis.
C. The proposed street has parking lanes that will not become a tow away lane during morning or afternoon peak hours.
D. The Parklet should provide a minimum clearance of 12” from the edge of any existing parking apron, where there is parallel, diagonal or perpendicular parking.
E. The Parklet shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of San Francisco Building Code (SFBC), the Americans with Disabilities Act (ADA), and the 2010 ADA Standards. For all ADA technical requirements, please refer to “Accessibility Elements for Parklets” Standards.

F. A minimum of 84-inches in height must remain clear of any obstructions along the Parklet's path of travel, entry and accessibility areas on the Parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or the applicant's addition of architectural elements to the Parklet.

G. The cross slope on the parklet surface may not exceed 2.0% in any direction. Please refer to the Accessibility Elements for Parklets in Appendix A.

H. The proposed street should not have a grade greater than 5.0%. On a case-by-case basis, a Parklet may be proposed on a street grade greater than 5.0%; however additional design requirements and review will be required to make the Parklet accessible for the public. See the Accessibility Elements for Parklets.

I. Abandoned driveway curb cuts, sidewalk defects, empty tree wells, or other sidewalk conditions at the Parklet location will need to be repaired and addressed as required with a DPW permit to ensure safe ingress and egress conditions.

J. Parklets shall be required to have soft hit posts and wheel stops.

K. If the Parklet deck is constructed with concrete, the concrete specific weight shall be a maximum of 200 lbs/ square foot.

L. Parklets shall not be allowed in red or blue zones.

M. Parklets may replace yellow zones or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated, and if the applicant is willing to pay additional fees for relocating these zones.

N. Parklets may be allowed in white and green zones if the business that originally requested the white and/or green zones agrees to re-purpose that curb area for use as a Parklet.

O. Parklet structures shall not be allowed over a manhole, public utility valve or other at-grade access point in the street or sidewalk.

This DPW Order rescinds and supersedes DPW Order No. 180,921 approved January 8, 2013.

3/5/2015

X

Sanguinetti, Jerry
Bureau Manager
Signed by: Sanguinetti, Jerry

3/5/2015

X

Sweiss, Fuad
Deputy Director and City Engineer

3/5/2015

X Mohammed Nuru

Nuru, Mohammed
Director, DPW
Signed by: Nuru, Mohammed

# Exhibit G

City and County of San Francisco
San Francisco Public Works - Bureau of Street Use and Mapping
49 South Van Ness Ave, Suite 300 - San Francisco, CA 94103
sfpublicworks.org - tel (628) 271-2000

## *24PKT-00252 (Original: 22PKT-00261) Renewed* — *Shared Spaces Permit*

**Address : 702 VALENCIA ST** **Block:3588 Lot: 122 Zip: 94110**

Pursuant to Article 15, Section 793 of the Public Works Code and DPW Order No. 183,392, permission revocable at the will of the Director of Public Works to occupy a portion of the public right-of-way is granted to Permittee.

**Permittee**

**Name:** Yellow Moto Pizzeria

**MANDATORY COORDINATION WITH CONFLICTING PERMITS IS REQUIRED. PERMIT HOLDER SHALL NOT COMMENCE WORK WITHOUT FIRST PROPERLY COORDINATING WITH EXISTING PERMIT HOLDERS AS NOTED ON THE EXCEPTION PAGE(S) OF THIS PERMIT. IF THIS PERMIT CONFLICTS WITH A CITY PROJECT OR OTHER APPROVED PERMIT, THE PERMIT HOLDER OF THIS PERMIT SHALL BE RESPONSIBLE FOR THE PROPER COORDINATION AND EVALUATION OF THE SITE PRIOR TO COMMENCING WORK.**

| | |
|---|---|
| **Conditions** | Compliance has been verified. Permit is officially in "ELEMENT" status.<br><br>APPROVAL FOR LEGISLATED PROGRAM: Shared Spaces Fixed Commercial Parklet occupying approximately 38 linear feet in the roadway at 702 VALENCIA ST, on WEST side of VALENCIA ST, from 12 feet to 40 feet SOUTH of 18TH ST. Times of operation: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday between the hours of 11:00 AM and 11:00 PM.<br><br>All elements for Shared Spaces Movable Commercial Parklets must be removed from the public right-of-way in accordance with the permitted days/hours of operation/occupancy.<br><br>Permittee must comply with the applicable requirements and design guidelines listed in Public Works Order No. 205,516, the Shared Spaces Manual, and any successor versions of these documents.<br><br>If this permit is issued during the Shared Spaces pandemic program, it will be valid until the pandemic program sunsets and renewed to transition into the legislated program.<br><br>Businesses that are found to be non-compliant with the provisions of this permit and/or operate outside of the approved space per the approved site plan on file may |

| | |
|---|---|
| | be issued a Notice of Violation in accordance with the appropriate sections of the Public Works Code.<br><br>Renewals will not be approved unless a current Certificate of Insurance including the required language is submitted with the annual payment.<br><br>Permittee is responsible for the removing any installed elements to accommodate construction projects. Permittee is also responsible for removing any installed elements due to either permit expiration, non-operation, or non-compliance.<br><br>At no time may fixtures be bolted or affixed in any way to the sidewalk, roadway, or any structure (including but not limited to: buildings, fire hydrants, street trees, streetlight or traffic poles, etc.).<br><br>You must obtain any required permits from other agencies necessary for operation of this parklet.<br><br>Parklets may be subject to modifications following approval if complaints are received or compliance issues are identified by the Shared Spaces Interagency team. |
| **Scope of Occupancy** | APPROVAL FOR LEGISLATED PROGRAM: Shared Spaces Fixed Commercial Parklet occupying approximately 38 linear feet in the roadway at 702 VALENCIA ST, on WEST side of VALENCIA ST, from 12 feet to 40 feet SOUTH of 18TH ST. Times of operation: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday between the hours of 11:00 AM and 11:00 PM. |
| **Parking Spaces Occupied** | 2 |
| **Commercial Parklet** | Y |
| **Linear Feet** | 38 |
| **From** | 11/16/2024 |
| **To** | 11/15/2025 |

The undersigned Permittee hereby agrees to comply with all requirements and conditions noted on this permit

**Approved Date : 11/15/2024**

Applicant/Permitee Date

**Printed : 11/15/2024 4:54:51 PM** Plan Checker Kelly Albers

# Permit Addresses

24PKT-00252

*RW = RockWheel, SMC = Surface Mounted Cabinets, S/W = Sidewalk Work, DB = Directional Boring, BP= Reinforced Concrete Bus Pad, UB = Reinforced Concrete for Utility Pull Boxes and Curb Ramps
Green background: Staging Only

Number of blocks: 1 Total repair size:0 sqft Total Streetspace:0 Total Sidewalk: sqft

| ID | Street Name | From St | To St | Sides | *Other | Asphalt | Concrete | Street Space Feet | Sidewalk Feet |
|---|---|---|---|---|---|---|---|---|---|
| 1 | VALENCIA ST | 18TH ST | 19TH ST | Even | RW : False<br>SMC : False<br>S/W Only : False<br>DB: False<br>BP: False<br>UB: False | 0 | 0 | 0 | |
| | **Total** | | | | | **0** | **0** | **0** | |

# Exceptions - Coordination

***It is mandatory that you coordinate your permit with the following jobs listed. You will be required to call each contact listed and create a note including the date contact was made, agreed coordination, name of contact, or date message(s) left if unable to reach a contact.***

## Street Use Conflicts:

| Job # | Activity | Contact | |
|---|---|---|---|
| | **- Bike corral present. The Contractor shall contact Ryan Dodge of the SFMTA at ryan.dodge@sfmta.com if an on-street bicycle parking corral may potentially conflict with the Contractor's work or if the Contractor's work may potentially damage the on-street bicycle parking corral. Ryan Dodge will provide details and cost estimates payable by the Contractor if removal and re-installation is required.** | | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |
| | **- Streetscape project with special materials at this location, permit holder must contact project manager prior to commencing work for restoration requirements and coordination.** | **Mike Rieger - (415) 558 -4492** | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |

## Permit Conflicts:

| permit | Dates | Agency | Contact | |
|---|---|---|---|---|
| 24PKT-00104 | 11/16/2024 - 11/15/2025 | The Korner Store | An Byung Ran (415-200-7904) email:ina.hngoodpeople@gmail.com | |
| APPROVAL FOR LEGISLATED PROGRAM: Shared Spaces Fixed Commercial Parklet occupying approximately 22 linear feet in the roadway at 736 VALENCIA ST, on WEST side of VALENCIA ST, from 167 feet to 189 feet SOUTH of 18TH ST. Times of operation: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday between the hours of 11:00 AM and 11:00 PM. | | | | |
| **Your Notes:** | | | | |
| **Streets:** | VALENCIA ST: 18TH ST to 19TH ST (700 - 799) | | | |

# Exceptions

24PKT-00252

| Street Name | From St | To St | Message | Job | Contact | Dates |
|---|---|---|---|---|---|---|
| **VALENCIA ST** | | | | | | |
| | 18TH ST | 19TH ST - | Banners are allowed on this street | | | |
| | 18TH ST | 19TH ST - | Blocks with Bicycle Route designations require special attention. For details see section 9 of SFMTA Blue Book found at https://www.sfmta.com/reports/construction-regulations-blue-book | | | |
| | 18TH ST | 19TH ST - | SFMTA Blue Book Traffic Restriction. Time of day during which lanes must be kept clear: EAST 7AM - 9AM MONDAY THROUGH FRIDAY // WEST 4PM - 6PM MONDAY THROUGH FRIDAY | | | |
| | 18TH ST | 19TH ST - | Prior to construction, all CCSF survey monuments shall be referenced by a licensed Land Surveyor on a Corner Record or a Record of Survey if any construction will take place within 20 ft of a monument. For any questions, please email Monument.Preservation@sfdpw.org. Note, all survey monuments shall be preserved per state law and disturbance of a survey monument may be a crime. | | | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 11MSE-0147 | Refer to Agent - Refer to Agent | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 20MSE-00219 | Refer to Agent - Refer to Agent | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 23VDR-00307 | 650-743-0133 - 650-743-0133 | Nov 3 2023-Nov 15 2024 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24PKT-00104 | Refer to Agent - Refer to Agent | Nov 16 2024-Nov 15 2025 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24PKT-00110 | Refer to Agent - Refer to Agent | Nov 16 2024-Nov 15 2025 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24PKT-00202 | Refer to Agent - Refer to Agent | Nov 16 2024-Nov 15 2025 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24TC-00017 | 650-270-3687 - 650-270-3687 | Nov 16 2023-Nov 15 2024 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24TC-00129 | 781-454-6466 - 781-454-6466 | Nov 16 2021-Nov 15 2024 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24TC-00197 | Refer to Agent - Refer to Agent | Nov 16 2023-Nov 15 2025 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24TC-00243 | 650-430-6566 - 650-430-6566 | Nov 16 2022-Nov 15 2025 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24VDR-00004 | 415-375-2975 - 415-375-2975 | Jan 24 2024-Nov 15 2024 |

| Street Name | From St | To St | Message | Job | Contact | Dates |
|---|---|---|---|---|---|---|
| | 18TH ST | 19TH ST - | Prior to construction, all CCSF survey monuments shall be referenced by a licensed Land Surveyor on a Corner Record or a Record of Survey if any construction will take place within 20 ft of a monument. For any questions, please email Monument.Preservation@sfdpw.org. Note, all survey monuments shall be preserved per state law and disturbance of a survey monument may be a crime. | Nail & Brass Tag | | |
| | 18TH ST | 19TH ST - | Proposed Paving. | PAVING | Edmund Lee - | Mar 8 2028-Mar 7 2029 |

# No Diagram submitted

# Exhibit H

City and County of San Francisco
San Francisco Public Works - Bureau of Street Use and Mapping
49 South Van Ness Ave, Suite 300 - San Francisco, CA 94103
sfpublicworks.org - tel (628) 271-2000

## *22PKT-00262*

## *Shared Spaces Permit*

**Address : 714 VALENCIA ST** **Cost: $9.00** **Block:3588 Lot: 002 Zip: 94110**

Pursuant to Article 15, Section 793 of the Public Works Code and DPW Order No. 183,392, permission revocable at the will of the Director of Public Works to occupy a portion of the public right-of-way is granted to Permittee.

### Permittee

**Name:** Valencia Street Vintage

**MANDATORY COORDINATION WITH CONFLICTING PERMITS IS REQUIRED. PERMIT HOLDER SHALL NOT COMMENCE WORK WITHOUT FIRST PROPERLY COORDINATING WITH EXISTING PERMIT HOLDERS AS NOTED ON THE EXCEPTION PAGE(S) OF THIS PERMIT. IF THIS PERMIT CONFLICTS WITH A CITY PROJECT OR OTHER APPROVED PERMIT, THE PERMIT HOLDER OF THIS PERMIT SHALL BE RESPONSIBLE FOR THE PROPER COORDINATION AND EVALUATION OF THE SITE PRIOR TO COMMENCING WORK.**

| | |
|---|---|
| **Conditions** | PRE-APPROVAL FOR LEGISLATED PROGRAM: Shared Spaces Fixed Commercial Parklet occupying approximately 40 linear feet in the roadway at 714 VALENCIA ST, on WEST side of VALENCIA ST, from 40 feet to 80 feet SOUTH of 18TH ST. Times of operation: Wednesday, Sunday between the hours of 11:00 AM and 7:00 PM, and Thursday, Friday, Saturday between the hours of 11:00 AM and 8:00 PM.<br><br>All elements for Shared Spaces Movable Commercial Parklets must be removed from the public right-of-way in accordance with the permitted days/hours of operation/occupancy.<br><br>Permittee must comply with the applicable requirements and design guidelines listed in Public Works Order No. 205,516, the Shared Spaces Manual, and any successor versions of these documents.<br><br>If this permit is issued during the Shared Spaces pandemic program, it will be valid until the pandemic program sunsets and renewed to transition into the legislated program.<br><br>Businesses that are found to be non-compliant with the provisions of this permit and/or operate outside of the approved space per the approved site plan on file may be issued a Notice of Violation in accordance with the appropriate sections of the Public Works Code.<br><br>Renewals will not be approved unless a current Certificate of Insurance including the required language is submitted with the annual payment.<br><br>Permittee is responsible for the removing any installed elements to accommodate construction projects. Permittee is also responsible for removing any installed elements due to either permit expiration, non-operation, or non-compliance.<br><br>At no time may fixtures be bolted or affixed in any way to the sidewalk, roadway, or any structure (including but not limited to: buildings, fire hydrants, street trees, streetlight or traffic poles, etc.).<br><br>You must obtain any required permits from other agencies necessary for operation of this parklet. |

| | |
|---|---|
| **Scope of Occupancy** | PRE-APPROVAL FOR LEGISLATED PROGRAM: Shared Spaces Fixed Commercial Parklet occupying approximately 40 linear feet in the roadway at 714 VALENCIA ST, on WEST side of VALENCIA ST, from 40 feet to 80 feet SOUTH of 18TH ST. Times of operation: Wednesday, Sunday between the hours of 11:00 AM and 7:00 PM, and Thursday, Friday, Saturday between the hours of 11:00 AM and 8:00 PM. |
| **Parking Spaces Occupied** | 2 |
| **Commercial Parklet** | Y |
| **Linear Feet** | 40 |
| **From** | 9/18/2023 |
| **To** | 9/27/2023 |

The undersigned Permittee hereby agrees to comply with all requirements and conditions noted on this permit

**Approved Date : 09/18/2023**

Applicant/Permitee Date

**Printed : 9/18/2023 11:33:28 AM** Plan Checker Kelly Albers

# Permit Addresses

22PKT-00262

*RW = RockWheel, SMC = Surface Mounted Cabinets, S/W = Sidewalk Work, DB = Directional Boring, BP= Reinforced Concrete Bus Pad, UB = Reinforced Concrete for Utility Pull Boxes and Curb Ramps
Green background: Staging Only

Number of blocks: 1 Total repair size:0 sqft Total Streetspace:0 Total Sidewalk: sqft

| ID | Street Name | From St | To St | Sides | *Other | Asphalt | Concrete | Street Space Feet | Sidewalk Feet |
|---|---|---|---|---|---|---|---|---|---|
| 1 | VALENCIA ST | 18TH ST | 19TH ST | Even | RW : False<br>SMC : False<br>S/W Only : False<br>DB: False<br>BP: False<br>UB: False | 0 | 0 | 0 | |
| | **Total** | | | | | **0** | **0** | **0** | |

# Exceptions - Coordination

***It is mandatory that you coordinate your permit with the following jobs listed. You will be required to call each contact listed and create a note including the date contact was made, agreed coordination, name of contact, or date message(s) left if unable to reach a contact.***

## Street Use Conflicts:

| Job # | Activity | Contact | |
|---|---|---|---|
| | **- Bike corral present. The Contractor shall contact Ryan Dodge of the SFMTA at ryan.dodge@sfmta.com if an on-street bicycle parking corral may potentially conflict with the Contractor's work or if the Contractor's work may potentially damage the on-street bicycle parking corral. Ryan Dodge will provide details and cost estimates payable by the Contractor if removal and re-installation is required.** | | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |
| | **- Streetscape project with special materials at this location, permit holder must contact project manager prior to commencing work for restoration requirements and coordination.** | **Mike Rieger - (415) 558 -4492** | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |
| **22EXC-05190** | **D'Arcy and Harty Construction,Inc. - Conflict with existing excavation permit. It is mandatory that you coordinate all work for joint paving.** | **415-559-3325 - 415-559 -3325** | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |
| **23EXC-03605** | **A. Ruiz Construction Co. - Conflict with existing excavation permit. It is mandatory that you coordinate all work for joint paving.** | **415-647-4010 - 415-647 -4010** | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |

## Permit Conflicts:

| permit | Dates | Agency | Contact | |
|---|---|---|---|---|
| | | | | |
| | | | | |
| **Your Notes:** | | | | |
| **Streets:** | | | | |

# Exceptions

22PKT-00262

| Street Name | From St | To St | Message | Job | Contact | Dates |
|---|---|---|---|---|---|---|
| **VALENCIA ST** | | | | | | |
| | 18TH ST | 19TH ST - | Banners are allowed on this street | | | |
| | 18TH ST | 19TH ST - | Blocks with Bicycle Route designations require special attention. For details see Section 10 of DPT's Blue Book and Section 6.3 of DPW's Order No. 171.442. | | | |
| | 18TH ST | 19TH ST - | DPT Blue Book Traffic Restriction. Time of day during which lanes must be kept clear: EAST 7AM - 9AM MONDAY THROUGH FRIDAY // WEST 4PM - 6PM MONDAY THROUGH FRIDAY | | | |
| | 18TH ST | 19TH ST - | Prior to construction, all CCSF survey monuments shall be referenced by a licensed Land Surveyor on a Corner Record or a Record of Survey if any construction will take place within 20 ft of a monument. For any questions, please email Monument.Preservation@sfdpw.org or call 415-554-5827. Note, all survey monuments shall be preserved per state law and disturbance of a survey monument may be a crime. | | | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 11MSE-0147 | Refer to Agent - Refer to Agent | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 20MSE-00219 | Refer to Agent - Refer to Agent | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 22TC-00259 | Refer to Agent - Refer to Agent | Nov 16 2021-Nov 15 2023 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 22TC-00302 | Refer to Agent - Refer to Agent | Mar 11 2023-Nov 15 2023 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 22VDR-00094 | 650-743-0133 - 650-743-0133 | Sep 26 2022-Nov 15 2023 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 23TC-00139 | 650-270-3687 - 650-270-3687 | Nov 16 2020-Nov 15 2023 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 23VDR-00045 | 415-724-3250 - 415-724-3250 | Mar 13 2023-Nov 15 2023 |
| | 18TH ST | 19TH ST - | Prior to construction, all CCSF survey monuments shall be referenced by a licensed Land Surveyor on a Corner Record or a Record of Survey if any construction will take place within 20 ft of a monument. For any questions, please email Monument.Preservation@sfdpw.org or call 415-554-5827. Note, all survey monuments shall be preserved per state law and disturbance of a survey monument may be a crime. | Nail & Brass Tag | | |

No Diagram submitted

# Exhibit I

**Date:** 01/15/2025 at 12:15pm
**Location:** 714 Valencia Street, San Francisco CA 94110

January 16, 2025

San Francisco Municipal Transportation Agency (SFMTA)
**Attn: Valencia Bikeway Project**
One South Van Ness Avenue
San Francisco, CA 94103

[Via email[1] and USPS Mail]

**Re: Follow-up to Request for Removal of Unpermitted Parklets and Relocation of Proposed Bike-Share Parking to Ensure Compliance with Applicable Laws**

Dear SFMTA Valencia Bikeway Team:

I write to follow up on my previous letter dated December 18, 2024[2] (attached as **Exhibit A**). Yesterday morning, I had the opportunity to meet with various City staff and to further understand the City's regulatory authority regarding parklets under the Shared Spaces Program, as well as the SFMTA's Curb Management Strategy.

Based on those discussions and the site visit on January 15, I respectfully provide the below outline of the City's clear legal authority and encourage immediate steps to: (1) relocate all parklets along the Valencia Corridor to enable a continuous curb-side bike lane to ensure the general safety occupants and visitors of the corridor (**Exhibit B** (Key takeaways from Safety Report) & **Exhibit C** (Cycle Tracks Safety Report from City of Cambridge[3]) and (2) Remove or relocate any noncompliant parklets—particularly those formerly associated with the now-defunct Yellow Moto Pizzeria at 702 Valencia Street—and to ensure that all current permit holders (including the parklet at 714 Valencia Street) remain in compliance with Public Works orders, electrical/fire/building codes, and other municipal requirements.

# 1. The City's Ability to Move or Remove Parklets to Allow for a Curbside Bike Lane

## A. Authority Under Administrative Code § 94A and Public Works Code § 793 et seq.

- **Administrative Code §§ 94A.2, 94A.4, 94A.12** and **Public Works Code §§ 793 et seq.** set forth the processes and requirements for Curbside Shared Spaces (including parklets) as part of San Francisco's legislated Shared Spaces Program.

[1] valencia@sfmta.com
[2] Notice of Correction: Error in listed date of original letter - listed as 2023, should state 2024)
[3] Report used based on similar population density per square mile.
1. San Francisco Density: 18,630 (per sq. mile); &
2. Cambridge Density: 18,512 (per sq. mile);

*Source:* https://en.wikipedia.org/wiki/List_of_United_States_cities_by_population_density

- These provisions give the City (via the "Core City Agencies," primarily Public Works (DPW) and the San Francisco Municipal Transportation Agency (SFMTA)) broad discretion to remove or modify any parklet that:
    1. **Lacks a current, valid permit** (e.g., the sponsoring business is defunct, the permit has expired, or the permittee is noncompliant).
    2. **Conflicts with public infrastructure projects** or city-led improvements (such as installing or modifying a bike lane).
    3. **Fails to meet safety, accessibility, or other program requirements** (e.g., blocking sight lines, violating sidewalk or roadway clearance rules, or lacking the required sponsor).
- Under **Administrative Code § 94A.4(d)(1)(E)** and **Public Works Code § 793.2(d)(2)**, the City may require the permittee to remove or modify a Shared Space at the permittee's own cost where the space conflicts with a City project or a maintenance need, or poses any public health/safety concern. If the permittee fails to do so, the City can remove the structure itself.

### B. Relocation for Transportation or Safety Necessities

- **SFMTA** and **DPW** share authority over curb management and street occupancy. Should a "higher-priority" transportation project (e.g., installation of a protected bike lane) require the physical space currently occupied by a parklet, the City can order a relocation or removal pursuant to:
    - **SFMTA Curb Management Strategy** (adopted by the SFMTA Board in February 2020 – **Exhibit D**), which allows reallocation of curb space to promote safety, transit reliability, and multi-modal use.
    - **Public Works Orders (e.g., 205516 (Exhibit E), 183392 (Exhibit F))** and the supporting authority in the **Administrative Code**, which specify that parklets remain revocable encroachments at the City's discretion.

### C. "Revocable" Nature of Parklet Permits

- The permits themselves (and the relevant DPW Orders) explicitly state that permission is "revocable at will" by the Director of Public Works (or at the City's discretion). This is standard for encroachments in the right-of-way, meaning that even validly permitted parklets may be removed or relocated to accommodate significant public improvements, such as curbside bike lanes.

## 2. Potential Noncompliance for 702 Valencia and 714 Valencia Permits

Based on the provided records:

### A. 702 Valencia Street (Formerly "Yellow Moto Pizzeria")

1. **Permit Status**

- The DPW system shows a "Renewed" or "Approved" permit (No. 24PKT-00252, referencing original 22PKT-00261 (**Exhibit G**)) for a "Fixed Commercial Parklet," operating from 11/16/2024 to 11/15/2025.
- If the named permittee (Yellow Moto Pizzeria) has ceased operations and is no longer in business, this raises a question of whether the permit actually has a valid sponsor. The Shared Spaces rules generally require an ongoing, sponsoring operator to maintain the parklet.

2. **Potential Grounds for Noncompliance**
   - **No Active Sponsor:** Under **Administrative Code § 94A.12(a)-(b)**, if the original sponsoring business has closed and no successor permittee has formally assumed the permit, the parklet is considered noncompliant.
   - **Permit "Renewal" After Business Closure:** The permit record indicates renewal dates into late 2024–2025, but if the business was already defunct and did not properly transition or convert the permit, that renewal may be void or subject to immediate revocation.
   - **Mandatory Conversion and Compliance:** If it was operating under the COVID-19 pandemic rules (a "pandemic Shared Spaces Permit"), the operator had to apply for a new Shared Spaces permit or remove the structure. (See Admin. Code § 94A.12(a)(3).) An expired or improperly converted pandemic permit is unenforceable, and the City may direct removal.
3. **Conclusion for 702 Valencia**
   - If "Yellow Moto" has truly ceased operations, it likely cannot meet the "active sponsor" requirement. Therefore, the existing parklet is subject to removal or forced compliance.
   - Even if the permit was nominally renewed, it can be revoked if the City finds the permit was renewed without a valid sponsor or is not being operated in accordance with conditions (Public Works Code § 793.2(d), Admin. Code § 94A.12, and the official DPW Orders).

## B. 714 Valencia Street ("Valencia Street Vintage")

1. **Permit Status**
   - The record (Permit No. 22PKT-00262 (**Exhibit H**)) shows a "Renewed" Shared Spaces Permit for a "Fixed Commercial Parklet," with operation times listed.
   - This business appears to be active, so there is likely still a valid sponsor.
2. **Potential Grounds for Noncompliance**
   - Although the sponsor/business is active, the parklet still must adhere to **DPW Order Nos. 183392 and 205516**, including:
     - Maintaining clearance, proper design, and a valid insurance certificate.
     - Adhering to hours of operation specified in the permit.
     - Being open to the public (in non-commercial hours) if designated as a Commercial Parklet, and meeting all ADA and pedestrian clearance requirements.
   - If the City identifies any design, safety, or operational violations (e.g., exceeding approved boundaries, missing required reflectors or lighting, blocking line-of-

sight, failing to provide public seating when not in commercial use), the permittee can be cited and required to correct or remove the parklet.
    - At the site meeting yesterday (January 15, 2025) permeant overhead Wires were identified in the public right of way (**Exhibit I**). Searches on both Building and Public Works permit records show no permits allowing for this, thus this is a current violation of Public Works Code Article 26 and Order No 205516 which states that Fixed parklets (or "fixed commercial" / "public" parklets) may have overhead lighting if it is properly installed, meets clearance requirements, and is plugged into a weatherproof outlet on the building at least 10 feet above the sidewalk.
    - "Taping down" or stringing a live cable across the sidewalk is not permitted.
    - All power must be run safely and in compliance with Fire Code, Electrical Code, and Building Code requirements., thus a currently not compliant with Fire Code, Electrical Code, and Building Code requirements.
3. **Conclusion for 714 Valencia**
    - Since the permit is shown as "Renewed" for an operating business, the parklet may be **compliant** if all conditions are met (including but not limited to active insurance policies, public access outside of business hours, proper electrification per Fire, electrical, building, and Publiuc Works authorization). However, it remains subject to modification or removal if the City undertakes a higher-priority project (like a curbside bike lane) or finds any code violations.

# 3. Basic Summary of the City's Authority to Move Parklets

1. **Revocable Encroachment**
    - Parklets are "revocable encroachments" in the public right-of-way (Public Works Code §§ 793, 810, and DPW Orders). This means the City retains ultimate control over how the curb/roadway is used and can require changes or removal when necessary for public projects, repairs, or safety.
2. **Shared Spaces Program Compliance**
    - Under **Administrative Code §§ 94A.4(d) & 94A.12**, SFMTA and DPW can compel the removal or relocation of a parklet if the sponsor is no longer valid, if the parklet is noncompliant with permit terms or ADA requirements, or if a significant public improvement project (e.g., adding or widening bike lanes) deems it necessary.
3. **Process for Removal or Relocation**
    - Typically involves notice to the permittee, specifying the required modifications or removal deadlines (often 15 days, or sooner if it is an emergency). If the permittee does not comply, the City may remove the structure and recoup any costs incurred (see Admin. Code §§ 94A.4(d)(1)(E), 94A.9, and Public Works Code § 793.2(d)(2)).
4. **Effect of Sponsor Closure**
    - Once the business ceases operation (or fails to renew properly), the permit is essentially invalid, barring formal assignment to a new operator. The City may proceed with revocation and removal.

# Conclusion

- **Yes, the City can move or remove both the 702 Valencia and 714 Valencia parklets** to accommodate a curbside bike lane or any other significant infrastructure/safety project. Parklets are revocable encroachments, and code provisions allow the City to reallocate curb space for higher-priority uses.
- **702 Valencia** appears most at risk of noncompliance if its sponsoring business (Yellow Moto Pizzeria) is indeed defunct, meaning the parklet may lack a valid permit sponsor. Even if the permit on file shows "renewed," the City can revoke it if no active sponsor exists or if the business did not properly convert the pandemic permit to a valid one under the legislated program.
- **714 Valencia** (Valencia Street Vintage) seems to be in an active permit status with a valid sponsor, but the City can still remove or relocate that parklet if needed for a bike lane or if any permit conditions are violated.

All of the above is grounded in the **San Francisco Administrative Code** (Chapter 94A), **Public Works Code** (Sections 793 et seq.), official **DPW Orders** (particularly Nos. 183392, 205516), and the **SFMTA Curb Management Strategy**. The City's authority is broad and revocable at will when it comes to maintaining public safety, accommodating critical infrastructure projects, and ensuring compliance with local laws.

Sincerely,

Michael J. Turon
(415) 938-7855
2722 Folsom St.
San Francisco, CA 94110

References:

- Cover Letter for 01/28/25 Hearing (Enclosed)
- S.F. Administrative Code §§ 94A.2, 94A.4(d), 94A.12
- S.F. Public Works Code §§ 793 et seq.; DPW Orders No. 183392, 205516
- SFMTA Curb Management Strategy (Feb. 2020)
- California Assembly Bill 413 (California Daylight Law) *[Referenced in Ex. A]*

cc:

- Acting Director of SF Muni – Julie Kirschbaum (Julie.Kirschbaum@sfmta.com)
- Director of DPW - Carla Short (Carla.Short@sfdpw.org)
- D9 Supervisor – Jackie Fielder (Jackie.Fielder@sfgov.org)
- BOS Legislation (bos.legislation@sfgov.org) *(and USPS with CEQA Cover Letter)*
- Mission Pet Hospital (*SF Legacy Business Since 1982*) (mph@missionpet.com & missionpet@gmail.com)
- Apelet of CEQA Determination Hearing – 01/28/25 Julio Ramos – (ramoslawgroup@yahoo.com)
- SF Bicycle Coalition - Claire Amable (claire@sfbike.org)

Gmail Michael Turon <skyrocket@gmail.com>

# Urgent Action Requested: Defunct Parklets & Proposed relocation of Bike-Share Parking at 720 Valencia St.

**Rager, Shayda** <Shayda.Rager@sfmta.com> Mon, Jan 27, 2025 at 11:33 AM
To: Michael Turon <turon@cantab.net>, "curtispress@gmail.com" <curtispress@gmail.com>
Cc: "Fielder, Jackie (BOS)" <Jackie.Fielder@sfgov.org>, Mission Pet Hospital <mph@missionpet.com>, Mission Pet <missionpet@gmail.com>, "Slocum, Gregory (DPW)" <gregory.slocum@sfdpw.org>, Shared Spaces <SharedSpaces@sfmta.com>, "Wise, Viktoriya" <Viktoriya.A.Wise@sfmta.com>, "Stanis, Paul" <Paul.Stanis@sfmta.com>, "Rager, Shayda" <Shayda.Rager@sfmta.com>, "ramoslawgroup@yahoo.com" <ramoslawgroup@yahoo.com>, "claire@sfbike.org" <claire@sfbike.org>, Valencia <valencia@sfmta.com>, "Kirschbaum, Julie B" <Julie.Kirschbaum@sfmta.com>, "Short, Carla (DPW)" <Carla.Short@sfdpw.org>, "Munowitch, Monica" <Monica.Munowitch@sfmta.com>, "Manford, Brian" <Brian.Manford@sfmta.com>, "Leung, Adrian" <Adrian.Leung@sfmta.com>

Dear Mr. Turon and Dr. Press,

On behalf of the Valencia Project Team, I am writing to follow up on our meeting earlier this month and respond to your concerns regarding the relocation of the green meters in front of Mission Pet Hospital on Valencia Street to around the corner on the south side of 18th Street.

We understand that the proposed and recently legislated relocation of the green meters has been a source of frustration for you, particularly since the Yellow Moto parklet remains at the curb even after the business permanently closed just recently. Thank you for taking the time to meet on January 15th with the Valencia Bikeway Project Manager and project staff representing Curb Management, Shared Spaces, and the Bikeshare Program to address your concerns to the best of our ability.

There are dozens of businesses located on each block of Valencia Street, and each business, their customers, and their staff, along with the larger Valencia community, access and use Valencia Street differently. Our main priority has been to make sure that Valencia Street can safely be used by all while balancing the multitude of needs of small business on the corridor.

While the center-running bike lane pilot preserved more parking and loading (which includes the green meters in front of your business), the SFMTA legislated a curbside-running bikeway to address overall merchant opposition of the pilot design. Part of this new design involved asking all existing parklet owners whether they were willing to move their parklet to floating (outside the proposed bike lane) or if they will remain at the curb. While the Public Works Director maintains authority on these matters, given the importance of parklets to the recovery of small businesses, the decision whether to relocate parklets was left up to the business directly affected. We provided significant incentives (up to $30,000) to businesses to encourage them to move their parklets. All the parklet owners along your block face elected to remain at the curb. Because all the parklets remained curbside, and due to the active driveway just north of Mission Pet Hospital, the bike lane had to be designed so that it was located outside the curb lane.

The reason the green meters cannot continue to remain in front of your business is because it creates a conflict between cars crossing over the bike lane, potentially hitting bicyclists as the vehicles move in and out of the parking space. This is also why we are proposing the addition of a bikeshare station in front of your business as it does not pose the same cross over conflict and inhibits cars from crossing over the bike lane into the curb lane. If we do not put a bikeshare station in this location, the curb will remain ‘empty’ and

drivers may think that it's okay to pullover across the bike lane and park there. We also noted at our meeting last week that the bikeshare station in question is going to the February 7th, Engineering Public Hearing. More information, including how you can provide public comment, can be found here: SFMTA Engineering Public Hearing.

In response to your request to remove Yellow Moto's parklet, while Yellow Moto has permanently closed, the structure meets program design requirements and even if it were to be removed, we still would not be able to return the green meters in front of your business; this is because the parklet immediately south of your business, owned by Valencia Street Vintage, is still operating at the curb, and there is an active driveway immediately north of your business that needs proper clearance for turning in and out of the garage. The Valencia Street Vintage parklet remaining curbside, the active driveway, and the legislated curbside bikeway make it infeasible to be able to maintain the green metered spaces directly in front of your business. We know that this is not an ideal outcome for you and not the answer you want to hear.

We are doing our very best to manage the constraints and provide the best solution possible. Specifically, when establishing the color curb locations and operations as part of this new bikeway design, we evaluated moving the green meters across the street near Cherin's or moving the green meters around the corner to the south side of 18th Street, where it is currently legislated. Moving the green meters across the street requires pet owners to wait and cross the street at the traffic light while carrying sick pets. Instead, we saw an opportunity to maintain the green meters on the same side of the block as where they are now, albeit around the corner, with the understanding that many pet hospitals have parking lots that require greater distances of travel than the distance from where the green meters will be located on 18th Street to the entrance of Mission Pet Hospital.

We would like to reiterate our commitment of returning your green meters as close to your business as possible should Valencia Street Vintage's parklet and Yellow Moto's parklet be abandoned and subsequently demolished. While we may not have achieved the most optimal outcome for Mission Pet Hospital in our effort to balance the multitude of needs of the corridor, we appreciated the opportunity to meet with you in person. We value the feedback shared and your continued involvement in ensuring that Valencia remains a vibrant community.

Sincerely,

**Shayda Rager** *(she, her)*

Transportation Planner

Parking & Curb Management

Streets Division

SFMTA

Office 415.646.2673

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 8th floor

San Francisco, CA 94103

SFMTA.com

**From:** Michael Turon <turon@cantab.net>
**Sent:** Thursday, January 16, 2025 4:41 PM
**To:** Valencia <valencia@sfmta.com>; Kirschbaum, Julie B <Julie.Kirschbaum@sfmta.com>; Short, Carla (DPW) <Carla.Short@sfdpw.org>; Munowitch, Monica <Monica.Munowitch@sfmta.com>
**Cc:** Fielder, Jackie (BOS) <Jackie.Fielder@sfgov.org>; Mission Pet Hospital <mph@missionpet.com>; Mission Pet <missionpet@gmail.com>; Slocum, Gregory (DPW) <gregory.slocum@sfdpw.org>; Shared Spaces <SharedSpaces@sfmta.com>; Wise, Viktoriya <Viktoriya.A.Wise@sfmta.com>; Stanis, Paul <Paul.Stanis@sfmta.com>; Rager, Shayda <Shayda.Rager@sfmta.com>; ramoslawgroup@yahoo.com; claire@sfbike.org
**Subject:** Re: Urgent Action Requested: Defunct Parklets & Proposed relocation of Bike-Share Parking at 720 Valencia St.

EXT

Valencia Bikeway Team, Dir. Kirschbaum, & Dir. Short,

[Quoted text hidden]
[Quoted text hidden]

Gmail Michael Turon <skyrocket@gmail.com>

# Urgent Action Requested: Defunct Parklets & Proposed relocation of Bike-Share Parking at 720 Valencia St.

**Curtis Press** <curtispress@gmail.com> Mon, Jan 27, 2025 at 11:51 AM
To: "Rager, Shayda" <Shayda.Rager@sfmta.com>
Cc: Michael Turon <turon@cantab.net>, "Fielder, Jackie (BOS)" <Jackie.Fielder@sfgov.org>, Mission Pet Hospital <mph@missionpet.com>, Mission Pet <missionpet@gmail.com>, "Slocum, Gregory (DPW)" <gregory.slocum@sfdpw.org>, Shared Spaces <SharedSpaces@sfmta.com>, "Wise, Viktoriya" <Viktoriya.A.Wise@sfmta.com>, "Stanis, Paul" <Paul.Stanis@sfmta.com>, "ramoslawgroup@yahoo.com" <ramoslawgroup@yahoo.com>, "claire@sfbike.org" <claire@sfbike.org>, Valencia <valencia@sfmta.com>, "Kirschbaum, Julie B" <Julie.Kirschbaum@sfmta.com>, "Short, Carla (DPW)" <Carla.Short@sfdpw.org>, "Munowitch, Monica" <Monica.Munowitch@sfmta.com>, "Manford, Brian" <Brian.Manford@sfmta.com>, "Leung, Adrian" <Adrian.Leung@sfmta.com>

Thank you Shayda.
Can we at least have a parklet then?
Curtis
[Quoted text hidden]

Gmail Michael Turon <skyrocket@gmail.com>

# Urgent Action Requested: Defunct Parklets & Proposed relocation of Bike-Share Parking at 720 Valencia St.

**Michael Turon** <turon@cantab.net> Mon, Jan 27, 2025 at 12:40 PM
To: "Rager, Shayda" <Shayda.Rager@sfmta.com>
Cc: "curtispress@gmail.com" <curtispress@gmail.com>, "Fielder, Jackie (BOS)" <Jackie.Fielder@sfgov.org>, Mission Pet Hospital <mph@missionpet.com>, Mission Pet <missionpet@gmail.com>, "Slocum, Gregory (DPW)" <gregory.slocum@sfdpw.org>, Shared Spaces <SharedSpaces@sfmta.com>, "Wise, Viktoriya" <Viktoriya.A.Wise@sfmta.com>, "Stanis, Paul" <Paul.Stanis@sfmta.com>, "Rager, Shayda" <Shayda.Rager@sfmta.com>, "ramoslawgroup@yahoo.com" <ramoslawgroup@yahoo.com>, "claire@sfbike.org" <claire@sfbike.org>, Valencia <valencia@sfmta.com>, "Kirschbaum, Julie B" <Julie.Kirschbaum@sfmta.com>, "Short, Carla (DPW)" <Carla.Short@sfdpw.org>, "Munowitch, Monica" <Monica.Munowitch@sfmta.com>, "Manford, Brian" <Brian.Manford@sfmta.com>, "Leung, Adrian" <Adrian.Leung@sfmta.com>

Shayda and the Valencia Project Team,

Thank you for your response and for taking the time to meet with me, Dr. Press, and Mission Pet Hospital on January 15. I appreciate your efforts to balance the various stakeholder interests along Valencia Street.

I want to clarify a few key points from my January 16 letter (attached/below), particularly regarding 702 Valencia (formerly Yellow Moto Pizzeria) and 714 Valencia (Valencia Street Vintage):

1. **Defunct Sponsorship at 702 Valencia (**DPW Permit 24PKT-00252 - **Exhibit G**)
    - Under **Administrative Code § 94A.12(a)-(b)** and **Public Works Code § 793.2(d)**, a valid “active sponsor” is required to maintain a permitted parklet. Since Yellow Moto Pizzeria is closed and has not been replaced by a formal successor permittee, the parklet at 702 Valencia lacks a valid sponsor.
    - Per Section 2(A) and Section 3 of my January 16 letter, such a parklet may be declared noncompliant and removed by the City—even if the structure otherwise meets design criteria—because the sponsoring business no longer exists.

1. **Overhead Wiring Violations at 714 Valencia (Health/Fire/Electrical Code Violation) (Exhibit I) (**DPW Permit 22PKT-00262 - **Exhibit H**)
    - Section 2(B)(2) of my letter notes that 714 Valencia appears to have overhead electrical wiring in the public right-of-way without an approved Building, Public Works, or Electrical permit, violating **Public Works Code Article 26** and **DPW Order No. 205516 (Exhibit E)** (requiring overhead lighting to meet specific clearance requirements and be plugged into a weatherproof outlet at least 10 feet above the sidewalk).
    - As explained in Section 2(B)(3), if these code violations remain uncorrected, the City may demand the parklet’s removal or relocation.

1. **Revocable Curbside Encroachments**
    - Section 1(C) of my January 16 letter emphasizes that, under Public Works Code §§ 793 et seq. and **DPW Orders (Nos. 183392 & 205516) (Exhibit E & F)**, all parklets are “revocable encroachments.” This means the City retains the discretion to relocate or remove them for higher-priority infrastructure, such as a continuous curbside bike lane or essential business loading.

1. **Ability to Reallocate Parklets Despite Business Preference**
    - While I understand many businesses prefer to keep their parklets curbside, City Code (**Admin. Code § 94A and Public Works Code §§ 793 et seq.**) unambiguously grants SFMTA, Public Works, and other agencies the authority to require relocation when public safety or critical transportation objectives demand it.
    - 702 Valencia remains especially problematic because there is no valid sponsor. Meanwhile, the continuing overhead wiring violation at 714 Valencia presents fire, electrical, and ADA concerns.

Given these provisions and the City's awareness (and notice) of the various violations of these parklets, I believe the City has both the legal grounds and the policy imperative to remove or relocate noncompliant parklets—especially if they

interfere with an uninterrupted curbside bike lane or essential curbside loading for Mission Pet Hospital. I respectfully hope the City will consider these compliance issues and the broad authority outlined in my January 16 letter when finalizing the Valencia corridor design and before economically hurting a legacy business that has been serving the community since 1982.

Thank you again for your work on this project and for your commitment to ensuring Valencia Street remains safe, accessible, and vibrant. Please let me know if you need any additional documentation or if there is an opportunity to discuss solutions that accommodate both a continuous curbside bike lane and vital business loading needs.

Sincerely,

Michael Turon
(415) 938-7855

*----Jan. 16 Letter (attached with Exhibits)----*

January 16, 2025

San Francisco Municipal Transportation Agency (SFMTA)
**Attn: Valencia Bikeway Project**
One South Van Ness Avenue
San Francisco, CA 94103

[Via email[1] and USPS Mail]

**Re: Follow-up to Request for Removal of Unpermitted Parklets and Relocation of Proposed Bike-Share Parking to Ensure Compliance with Applicable Laws**

Dear SFMTA Valencia Bikeway Team:

I write to follow up on my previous letter dated December 18, 2024[2] (attached as **Exhibit A**). Yesterday morning, I had the opportunity to meet with various City staff and to further understand the City's regulatory authority regarding parklets under the Shared Spaces Program, as well as the SFMTA's Curb Management Strategy.
Based on those discussions and the site visit on January 15, I respectfully provide the below outline of the City's clear legal authority and encourage immediate steps to: (1) relocate all parklets along the Valencia Corridor to enable a continuous curb-side bike lane to ensure the general safety occupants and visitors of the corridor (**Exhibit B** (Key takeaways from Safety Report) & **Exhibit C** (Cycle Tracks Safety Report from City of Cambridge[3]) and (2) Remove or relocate any noncompliant parklets—particularly those formerly associated with the now-defunct Yellow Moto Pizzeria at 702 Valencia Street—and to ensure that all current permit holders (including the parklet at 714 Valencia Street) remain in compliance with Public Works orders, electrical/fire/building codes, and other municipal requirements.

# 1. The City's Ability to Move or Remove Parklets to Allow for a Curbside Bike Lane

## A. Authority Under Administrative Code § 94A and Public Works Code § 793 et seq.

- **Administrative Code §§ 94A.2, 94A.4, 94A.12** and **Public Works Code §§ 793 et seq.** set forth the processes and requirements for Curbside Shared Spaces (including parklets) as part of San Francisco's legislated Shared Spaces Program.
- These provisions give the City (via the "Core City Agencies," primarily Public Works (DPW) and the San Francisco Municipal Transportation Agency (SFMTA)) broad discretion to remove or modify any parklet that:
    1. **Lacks a current, valid permit** (e.g., the sponsoring business is defunct, the permit has expired, or the permittee is noncompliant).

2. **Conflicts with public infrastructure projects** or city-led improvements (such as installing or modifying a bike lane).
3. **Fails to meet safety, accessibility, or other program requirements** (e.g., blocking sight lines, violating sidewalk or roadway clearance rules, or lacking the required sponsor).

- Under **Administrative Code § 94A.4(d)(1)(E)** and **Public Works Code § 793.2(d)(2)**, the City may require the permittee to remove or modify a Shared Space at the permittee's own cost where the space conflicts with a City project or a maintenance need, or poses any public health/safety concern. If the permittee fails to do so, the City can remove the structure itself.

### B. Relocation for Transportation or Safety Necessities

- **SFMTA** and **DPW** share authority over curb management and street occupancy. Should a "higher-priority" transportation project (e.g., installation of a protected bike lane) require the physical space currently occupied by a parklet, the City can order a relocation or removal pursuant to:
  - **SFMTA Curb Management Strategy** (adopted by the SFMTA Board in February 2020 – **Exhibit D**), which allows reallocation of curb space to promote safety, transit reliability, and multi-modal use.
  - **Public Works Orders (e.g., 205516 (Exhibit E), 183392 (Exhibit F))** and the supporting authority in the **Administrative Code**, which specify that parklets remain revocable encroachments at the City's discretion.

### C. "Revocable" Nature of Parklet Permits

- The permits themselves (and the relevant DPW Orders) explicitly state that permission is "revocable at will" by the Director of Public Works (or at the City's discretion). This is standard for encroachments in the right-of-way, meaning that even validly permitted parklets may be removed or relocated to accommodate significant public improvements, such as curbside bike lanes.

## 2. Potential Noncompliance for 702 Valencia and 714 Valencia Permits

Based on the provided records:

### A. 702 Valencia Street (Formerly "Yellow Moto Pizzeria")

1. **Permit Status**
   - The DPW system shows a "Renewed" or "Approved" permit (No. 24PKT-00252, referencing original 22PKT-00261 (**Exhibit G**)) for a "Fixed Commercial Parklet," operating from 11/16/2024 to 11/15/2025.
   - If the named permittee (Yellow Moto Pizzeria) has ceased operations and is no longer in business, this raises a question of whether the permit actually has a valid sponsor. The Shared Spaces rules generally require an ongoing, sponsoring operator to maintain the parklet.
2. **Potential Grounds for Noncompliance**
   - **No Active Sponsor:** Under **Administrative Code § 94A.12(a)-(b)**, if the original sponsoring business has closed and no successor permittee has formally assumed the permit, the parklet is considered noncompliant.
   - **Permit "Renewal" After Business Closure:** The permit record indicates renewal dates into late 2024–2025, but if the business was already defunct and did not properly transition or convert the permit, that renewal may be void or subject to immediate revocation.
   - **Mandatory Conversion and Compliance:** If it was operating under the COVID-19 pandemic rules (a "pandemic Shared Spaces Permit"), the operator had to apply for a new Shared Spaces permit or remove the structure. (See Admin. Code § 94A.12(a)(3).) An expired or improperly converted pandemic permit is unenforceable, and the City may direct removal.
3. **Conclusion for 702 Valencia**
   - If "Yellow Moto" has truly ceased operations, it likely cannot meet the "active sponsor" requirement. Therefore, the existing parklet is subject to removal or forced compliance.
   - Even if the permit was nominally renewed, it can be revoked if the City finds the permit was renewed without a valid sponsor or is not being operated in accordance with conditions (Public

Works Code § 793.2(d), Admin. Code § 94A.12, and the official DPW Orders).

### B. 714 Valencia Street ("Valencia Street Vintage")

1. **Permit Status**
   - The record (Permit No. 22PKT-00262 (**Exhibit H**)) shows a "Renewed" Shared Spaces Permit for a "Fixed Commercial Parklet," with operation times listed.
   - This business appears to be active, so there is likely still a valid sponsor.
2. **Potential Grounds for Noncompliance**
   - Although the sponsor/business is active, the parklet still must adhere to **DPW Order Nos. 183392 and 205516**, including:
     - Maintaining clearance, proper design, and a valid insurance certificate.
     - Adhering to hours of operation specified in the permit.
     - Being open to the public (in non-commercial hours) if designated as a Commercial Parklet, and meeting all ADA and pedestrian clearance requirements.
   - If the City identifies any design, safety, or operational violations (e.g., exceeding approved boundaries, missing required reflectors or lighting, blocking line-of-sight, failing to provide public seating when not in commercial use), the permittee can be cited and required to correct or remove the parklet.
   - At the site meeting yesterday (January 15, 2025) permeant overhead Wires were identified in the public right of way (**Exhibit I**). Searches on both Building and Public Works permit records show no permits allowing for this, thus this is a current violation of Public Works Code Article 26 and Order No 205516 which states that Fixed parklets (or "fixed commercial" / "public" parklets) may have overhead lighting if it is properly installed, meets clearance requirements, and is plugged into a weatherproof outlet on the building at least 10 feet above the sidewalk.
   - "Taping down" or stringing a live cable across the sidewalk is not permitted.
   - All power must be run safely and in compliance with Fire Code, Electrical Code, and Building Code requirements., thus a currently not compliant with Fire Code, Electrical Code, and Building Code requirements.
3. **Conclusion for 714 Valencia**
   - Since the permit is shown as "Renewed" for an operating business, the parklet may be **compliant** if all conditions are met (including but not limited to active insurance policies, public access outside of business hours, proper electrification per Fire, electrical, building, and Publiuc Works authorization). However, it remains subject to modification or removal if the City undertakes a higher-priority project (like a curbside bike lane) or finds any code violations.

## 3. Basic Summary of the City's Authority to Move Parklets

1. **Revocable Encroachment**
   - Parklets are "revocable encroachments" in the public right-of-way (Public Works Code §§ 793, 810, and DPW Orders). This means the City retains ultimate control over how the curb/roadway is used and can require changes or removal when necessary for public projects, repairs, or safety.
2. **Shared Spaces Program Compliance**
   - Under **Administrative Code §§ 94A.4(d) & 94A.12**, SFMTA and DPW can compel the removal or relocation of a parklet if the sponsor is no longer valid, if the parklet is noncompliant with permit terms or ADA requirements, or if a significant public improvement project (e.g., adding or widening bike lanes) deems it necessary.
3. **Process for Removal or Relocation**
   - Typically involves notice to the permittee, specifying the required modifications or removal deadlines (often 15 days, or sooner if it is an emergency). If the permittee does not comply, the City may remove the structure and recoup any costs incurred (see Admin. Code §§ 94A.4(d)(1)(E), 94A.9, and Public Works Code § 793.2(d)(2)).
4. **Effect of Sponsor Closure**
   - Once the business ceases operation (or fails to renew properly), the permit is essentially invalid, barring formal assignment to a new operator. The City may proceed with revocation and removal.

# Conclusion

- **Yes, the City can move or remove both the 702 Valencia and 714 Valencia parklets** to accommodate a curbside bike lane or any other significant infrastructure/safety project. Parklets are revocable encroachments, and code provisions allow the City to reallocate curb space for higher-priority uses.
- **702 Valencia** appears most at risk of noncompliance if its sponsoring business (Yellow Moto Pizzeria) is indeed defunct, meaning the parklet may lack a valid permit sponsor. Even if the permit on file shows "renewed," the City can revoke it if no active sponsor exists or if the business did not properly convert the pandemic permit to a valid one under the legislated program.
- **714 Valencia** (Valencia Street Vintage) seems to be in an active permit status with a valid sponsor, but the City can still remove or relocate that parklet if needed for a bike lane or if any permit conditions are violated.

All of the above is grounded in the **San Francisco Administrative Code** (Chapter 94A), **Public Works Code** (Sections 793 et seq.), official **DPW Orders** (particularly Nos. 183392, 205516), and the **SFMTA Curb Management Strategy**. The City's authority is broad and revocable at will when it comes to maintaining public safety, accommodating critical infrastructure projects, and ensuring compliance with local laws.

Sincerely,

Michael J. Turon
(415) 938-7855
2722 Folsom St.
San Francisco, CA 94110

References:

- Cover Letter for 01/28/25 Hearing (Enclosed)
- S.F. Administrative Code §§ 94A.2, 94A.4(d), 94A.12
- S.F. Public Works Code §§ 793 et seq.; DPW Orders No. 183392, 205516
- SFMTA Curb Management Strategy (Feb. 2020)
- California Assembly Bill 413 (California Daylight Law) *[Referenced in Ex. A]*

cc:

- Acting Director of SF Muni – Julie Kirschbaum (Julie.Kirschbaum@sfmta.com)
- Director of DPW - Carla Short (Carla.Short@sfdpw.org)
- D9 Supervisor – Jackie Fielder (Jackie.Fielder@sfgov.org)
- BOS Legislation (bos.legislation@sfgov.org) *(and USPS with CEQA Cover Letter)*
- Mission Pet Hospital (*SF Legacy Business Since 1982*) (mph@missionpet.com & missionpet@gmail.com)
- Apelet of CEQA Determination Hearing – 01/28/25 Julio Ramos – (ramoslawgroup@yahoo.com)
- SF Bicycle Coalition - Claire Amable (claire@sfbike.org)

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[1] valencia@sfmta.com

[2] Notice of Correction: Error in listed date of original letter - listed as 2023, should state 2024)

[3] Report used based on similar population density per square mile.

1. San Francisco Density: 18,630 (per sq. mile); &
2. Cambridge Density: 18,512 (per sq. mile);

*Source: https://en.wikipedia.org/wiki/List_of_United_States_cities_by_population_density*

On Mon, Jan 27, 2025 at 11:33AM Rager, Shayda <Shayda.Rager@sfmta.com> wrote:
[Quoted text hidden]

**2 attachments**

**ISO Letter to City’s Valencia Corridor Team.pdf**
288K

**Ex to ISO Letter to City’s Valencia Corridor Team.pdf**
5857K

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San Francisco, CA 94102

**From:** Emily Steinglass
**To:** Board of Supervisors (BOS)
**Subject:** Valencia CEQA Appeal Hearing
**Date:** Monday, January 27, 2025 1:33:35 PM



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Emily Steinglass, and I am a member and volunteer board member of the San Francisco Bicycle Coalition. I have lived in the Castro for 8 years and love visiting the restaurants, coffee shops, and stores on Valencia St. One of my favorite weekend routines is biking to MIssion Park Playground to swim or play tenni and then grabbing lunch on Valencia street.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

The biking community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor's recovery. This must not be done at the expense of safety for people biking and rolling.

Before any kind of protection for people on bikes went in on Mid-Valencia, the corridor averaged a bike-involved collision every two weeks. That rate has dropped by 20% with the installation of separated lanes.

After undergoing three knee surgeries, my doctors recommended biking as the ideal low-impact exercise for my recovery. Biking became my therapy, both physically and mentally, which is why SAFETY is so important to me. I love exploring San Francisco and the Valencia corridor on my bike with my mini goldendoodle Cashew in my backpack. Biking has become an integral part of my lifestyle. I have proudly chosen to forgo owning a car, opting instead to rely on my bicycle as my preferred mode of transportation. Bicycling has woven itself into the very fabric of my life, nurturing my spirit of adventure, promoting physical well-being, and connecting me with my beloved city.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline.

Thank you for your time,
Emily
--
Emily Steinglass
emily.steinglass@gmail.com
https://www.linkedin.com/in/emilysteinglass/
203-247-9492

| | |
|---|---|
| **From:** | Benjamin Rockhold |
| **To:** | Board of Supervisors (BOS) |
| **Subject:** | Mid-Valencia bike lane project proposal feedback |
| **Date:** | Monday, January 27, 2025 1:21:56 PM |



To whom it may concern,

Every single day I commute by bike down the full length of the Valencia center-running bikeway. I also use the previous side-running route. The current center-route is absolutely better in every way, and the November 19th project update's data supported this.

It is absolutely insane to plan to replace it with another side-running bike lane. What a colossal waste of money to go back to what we had before. It is a tragic capitulation. By switching back to side-running lanes we lose all of the improvements gained over the last year. This is the kind of back-and-forth that makes the public lose confidence.

I *strongly oppose any change* to the center-running bike lane as it exists now. We should be extending it in both directions, or looking to new streets to improve.
I am disgusted that the city allows a vocal minority to ruin infrastructure that improves the lives of so many others.

Thank you for your efforts regardless,
Ben Rockhold

**From:** Erin Mei-Ling Stuart
**To:** Board of Supervisors (BOS)
**Cc:** camable@sfbike.org
**Subject:** Mid-Valencia Curbside Protected Bikeway
**Date:** Monday, January 27, 2025 1:15:24 PM



Dear Supervisors,
My name is Erin Stuart, and I am a member of the San Francisco Bicycle Coalition. I live in district 9, one block away from Valencia Street.

I am writing to ask that you oppose an appeal going before you tomorrow (Tuesday, Jan 28). The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

Before any kind of protection for people on bikes went in on Mid-Valencia, the corridor averaged a bike-involved collision every two weeks. That rate has dropped by 20% with the installation of separated lanes. As someone who rides my bike on Valencia St regularly, I can say I have felt MUCH safer with the protected bike lanes than I did previously.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline.

Thank you for your time,
Erin Stuart

**From:** Adriana Castillo
**To:** Board of Supervisors (BOS)
**Subject:** Public Comment for Special hearing of the Mid-Valencia Curbside Project
**Date:** Monday, January 27, 2025 1:00:46 PM



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Adriana Castillo, and I am a member of the San Francisco Bicycle Coalition. I live in lower Nob Hill.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals. I among many San Francisco residents do not own a vehicle and heavily rely on public transit (which is facing line reductions) and biking to get around the city. This appeal would be denying the overwhelmingly low income community members who rely on *safe* biking networks to go to work, school, doctors appointments and much more, a safe and accessible mode of transportation.

- Before any kind of protection for people on bikes went in on Mid-Valencia, the corridor averaged a bike-involved collision every two weeks. That rate has dropped by 20% with the installation of separated lanes.
- SFMTA staff met with nearly every merchant within the project scope multiple times and formed a construction working group made up of merchants and advocates for a smooth roll out of the project.
- This appeal does not align with state law. Under SB922, SB288, and more recently SB71, active transportation projects have statutory exemption from environmental review because they improve pedestrian and bicycle safety by constructing safe street infrastructure—which promotes our City's transit-first policy, Vision Zero, and sustainable transportation goals.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.

*Adriana*, D3 Resident

--
*Adriana Castillo*
*She/Her/Them/Them*

**From:** Alex Donegan
**To:** Board of Supervisors (BOS)
**Subject:** Valencia QECA Public Comment
**Date:** Monday, January 27, 2025 12:32:03 PM



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Alex Donegan, and I am a member of the San Francisco Bicycle Coalition. I live in the Castro, work in Potrero Hill, and spend time and money supporting local businesses in the Mission on Valencia Street.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

Valencia Street is such a special corridor that deserves careful thought and attention to how a person experiences it. It's the flattest, low-grade street compared to parallel streets like Dolores or Guerrero, and has been a key north-south corridor for people on bikes and active transportation for decades—because of its direct connection with other key corridors like San Jose Ave, 17th Street, and Market Street.

- Before any kind of protection for people on bikes went in on Mid-Valencia, the corridor averaged a bike-involved collision every two weeks. That rate has dropped by 20% with the installation of separated lanes.

- The biking community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor's recovery. This must not be done at the expense of safety for people biking and rolling. I know this to be true first-hand.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you very much for your time.

| | |
|---|---|
| **From:** | Calder Lorenz |
| **To:** | Board of Supervisors (BOS) |
| **Subject:** | Item 25: Oppose Appeal for the Mid-Valencia Curbside Protected Bikeway |
| **Date:** | Monday, January 27, 2025 12:14:50 PM |



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Calder Lorenz, and I am a member of the San Francisco Bicycle Coalition. I live in the Mission District with my partner and son.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

Before any kind of protection for people on bikes went in on Mid-Valencia, the corridor averaged a bike-involved collision every two weeks. That rate has dropped by 20% with the installation of separated lanes.

We want to feel safe riding to work and school and the infrastructure is in place to allow everyone to ride safely on Valencia which connects to so many routes throughout the City. There is no other street in the neighborhood where bicycles can ride and not fear traffic violence. It's not perfect but it needs to be implemented as soon as possible.

This project went through all the milestones of a quick build project and would construct a traditional protected side-running bike lane, making the design continuous to the 15th and Market Street portion.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.

In Community, C&K&G

--
Calder G. Lorenz
*calderlorenz.com*
(415)-571-6391

**From:** Blondies barsf
**To:** Board of Supervisors (BOS)
**Subject:** Valencia St bike lane appeal hearing
**Date:** Monday, January 27, 2025 12:07:52 PM



Dear Supervisors,

I am one of the longest running businesses on Valencia St. I opened in April of 1991 with my Mother and have had a successful family run and owned business on this Corridor, bringing in great revenue for the City, exclusively hiring local artists and staff for over 3 decades. I, with much gratitude, appreciate the opportunity to have you hear my plea for an alternative that will ensure the economic vitality of my neighborhood, the longevity of all businesses and the safety of our residents and cyclists on this corridor -

SF has always been a tourist destination. Our economy depends on tourism and not just on local culture. We need to be easily accessible in order to bring people into our neighborhood and businesses.

Valencia St Corridor is not big enough to accommodate a bike lane, deliveries, residents who need to bring groceries to their homes and tourists who would like to explore our neighborhood. The corridor has become far too congested and aggravating for people who can not bike or walk to get here. Vehicles are still a very necessary way to drive business and continue to provide an interesting and diverse neighborhood for all to enjoy. National and International tourism has greatly diminished due to Covid, doom loop and has been exaggerated by the inaccessibility of Valencia Corridor. Unfortunately, local tourist from East Bay and South Bay have severely been cut due to the lack of parking, congestion and and general inaccessibility of this stretch of Valencia.

Currently the consensus is that Valencia St has become too dangerous to travel here. It's become too congested and confusing and has pushed people to other neighborhoods. Over the course of the last 17 months we have lost 30+ business on Valencia with the majority stating their revenue plummeted after the center running pilot began.

The proposed side running configuration will not alleviate the accessibility issues. The side running will further the "too complicated" narrative and will produce more dangerous outcomes for people trying to cross the fast paced bike lane to get to the sidewalk. We will have even less parking available for staff, patrons and residents and emergency vehicles will have a difficult time navigating the corridor. No left turns will ensure more air and noise pollution b/c vehicles will have to make 3 right turns instead of a simple left. Right hand turns will be more difficult as the car will have to wait for pedestrians AND the constant flow of motorized scooters and bikes before being able to turn which will back up traffic.

The entire neighborhood has requested that the city designs a thoughtful well planned out protected bike path to be constructed on parallel residential flat streets which would ensure safety for all. Commercial corridors should be able to thrive and promote tourism as we have always done, while allowing for safe bike passage on less congested streets. It would be less expensive, much more safe and close enough to the shops, bars and restaurants to access easily by all.

I too would like to bike to work and include my 9 yr old son on a cycle adventure through town but would only do that on streets that were slower and safer. Pre pilot, I biked from my southern neighborhood to work on Valencia frequently and NEVER ONCE had a close call with a car. I watched the road, abided road rules and it was a nice alternative when I didn't need to bring supplies to my business.

The push for a vehicle-less City has damaged our economy and if no reasonable alternative is planned, we will see many more brick and mortar businesses shutter and add to the already desolate landscape.

Please consider removing center running lane, not constructing a protected side running and moving it or several protected bike lanes on Folsom and S. Van Ness, Shotwell.

If you have any follow up questions, please feel free to contact me.

Thank you for your consideration.

Nikki DeWald,
Owner of Blondie's Bar since 1991

415.637.6017

540 Valencia St

SF Ca 94110
Best,

Nikki DeWald  AKA  Blondie
DeCor Inc.  DBA  Blondie's Bar
540 Valencia St.
San Francisco, Ca 94110
office: 415-864-2431
fax:415-864-2432
bar: 415-864-2419

**https://www.facebook.com/blondiesbarsf**
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**https://www.instagram.com/blondiesbarsf**

| | |
|---|---|
| **From:** | Aaron Goodman |
| **To:** | Board of Supervisors (BOS); CPC-Commissions Secretary |
| **Subject:** | Valencia Bike Lane - Why no solutions on mass transit BRT Van Mess to Cesar Chavez and linking systems? |
| **Date:** | Monday, January 27, 2025 12:06:49 PM |



Board of Supervisors

The valencia Bike lane issues showcase poor planning and implementation by the SFMTA. The impacts to businesses, and lacking essential review for accessibility, and impediment to MUNI bus and pedestrian crossings ignores safety and the essential areas people want to get to and through in these districts.

Traffic back-ups occur daily, and the lacking vision of the SFMTA in solving the mass transit morass worsens daily. Why has there been no looking at serious solutions like extending the BRT Van Mess down to Cesar Chavez and out to Bayshore or the BVHP via cargo way to provide an essential link and loop, maybe up Portero and linking 3 major hospitals via a mass transit loop system change (trackless train link vs BRT) maybe those xoox shuttles run only initially with buses along BRT Van Mess?

We dont see any solutions from Muni to the mess on valencia, but these side street problems impact the 14/49/and many other routes and systems.

Get the head out of the sand, and look towards a more vibrant transit future vs. private vehicles and scooter/bike pads and pilot programs. Build the transit system we need and deserve. Than people can get there easier, without the congestion.

The Valencia Bike Lane is a mess, has not served the general public and continues to prevent proper public transit routing and access as the priority.

A.Goodman D7

| | |
|---|---|
| **From:** | Matt Hill |
| **To:** | Board of Supervisors (BOS); Mandelman, Rafael (BOS); MandelmanStaff (BOS); FielderStaff |
| **Subject:** | Item #25: Hearing - Appeal of Statutory Exemption Determination - Proposed MTA Mid-Valencia Curbside Protected Bikeway Project |
| **Date:** | Monday, January 27, 2025 11:59:20 AM |



Dear President Mandelman, Supervisor Fielder, and Supervisors,

My name is Matt Hill, and I live in District 9 and use a bicycle as my primary means for transportation, often riding with my children either in my cargo bike or alongside me on their own bikes.

I am here to ask that you oppose the appeal before you in Agenda Item #25. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year and is already fully in line with our City's climate and sustainable transportation goals.

This appeal does not align with state law. Under SB922, SB288, and more recently SB71, active transportation projects have statutory exemption from environmental review because they improve pedestrian and bicycle safety by constructing safe street infrastructure—which promotes our City's transit-first policy, Vision Zero, and sustainable transportation goals.

The biking community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor's recovery. This must not be done at the expense of safety for people biking and rolling.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline.

Thank you for your time,
Matt Hill
*D9 Resident, Daily Bike Rider, and Father*

**From:** valenciacyclery@aol.com
**To:** Board of Supervisors (BOS); valenciacyclery
**Subject:** Valencia Street Bike Lane
**Date:** Monday, January 27, 2025 11:54:06 AM



To the SF Board of Supervisors:

I have been the owner and manager of Valencia Cyclery for almost 40 years now. I am also an avid bike commuter, back and forth to my business on Valencia Street. I hope that you will take into consideration my comments about a bike lane on Valencia.

The proposed curb running bike lane will not be as safe for cyclists as the center running protected bike lane that we have now. The curb design scheduled to be installed, weaves around existing parklets or worse yet, between the parklet and the curb. That is very unsafe for pedestrians and cyclists. The curb design also does not allow realistic flexibility should new parklets be needed or current ones need removal.

The original bike lane worked much better for businesses than either protected bike lane, however it had safety issues. Just like the remnant of that design which still exists from 23rd Street to Cesar Chavez, it was totally neglected by the SFMTA. New paint, warning signs, speed bumps and other safety features should have been added to the original bike lane to make it safe instead of replacing it completely.

It is a beautiful thing to see church goers on Sunday flock to the neighborhood to attend their place of worship. If a protected bike lane goes in from 23rd to Cesar Chavez Street, it would wipe out their center lane parking and, I am sure, drastically reduce their congregation. Please leave the bike lane where it is presently but for God's sake, make it safer as I had mentioned in the previous paragraph! Perhaps we could use what we learn to safely bring back the original bike lane.

Electric bicycles, electric scooters, etc, are motorized vehicles that go fast, even above the posted speed limit. They are the future for commuting, however if they are required to weave around or squeeze by parklets and pedestrians, there will be more accidents. The old bike lane design or even the current center lane design accommodates them better than the planned curb version.

People that park their cars on Valencia Street are our customers, not our enemies. People want convenience and that's part of why brick and mortar businesses are closing and Amazon is growing. Less parking on Valencia along with the outrageously high parking meter rates discourages valuable customers to come to our neighborhood.

We are a bike shop but many of our customers come to our store in a car and need

parking.  They bring their broken bicycle or perhaps their child to shop for a bike for them or themselves.  We cannot survive with only the customers that are able to ride or walk in. To support the very experienced people that we keep on staff, we need to draw customers from the entire city and beyond.  We currently have 10 employees when we used to have over 20.  Granted, there are many factors in our decline, however the lack of convenient parking is one of them.

The SFMTA and the City is broke.  Could this money to be spent on the curb side protected bike lane be better spent elsewhere?

Thank you for listening to this one man's humble opinion.

Paul Olszewski
Owner of Valencia Cyclery

**From:** Joey Kotfica
**To:** Board of Supervisors (BOS)
**Subject:** 1:28/2025 hearing item #25
**Date:** Monday, January 27, 2025 10:52:03 AM



To the Board of Supervisors,

My name is Joey Kotfica, and I am a resident of District 5 and a member of the San Francisco Bicycle Coalition.

I am writing to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

CEQA is often weaponized to prevent positive changes in our community. The Valencia corridor is a lifeline for cyclists and a key connection across the city. Please follow through on the plan that has already been approved, and oppose the appeal before you.

Do not delay the installation of infrastructure that will save lives!

Respectfully,

Joey Kotfica

94117

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|---|---|
| **From:** | michael howley |
| **To:** | Board of Supervisors (BOS) |
| **Subject:** | Board Hearing Tuesday 1/28 on Valencia Bike Lane CEQA Appeal |
| **Date:** | Monday, January 27, 2025 10:42:58 AM |



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Michael Howley, and I am a member of the San Francisco Bicycle Coalition. I live in District 8, Cole Valley.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

I know it is tempting to comment on the project itself and all of the ruckus surrounding it, but the legal question before you is a simple one: is the project exempt from CEQA Review under SB 922? The answer is clearly YES, and thus you must reject this frivolous appeal. State law clearly exempts active transportation projects from consideration of significant impacts under CEQA. It does not say "projects are exempt unless they have impacts." People and businesses upset about a project are not a basis for upholding an appeal of exemption, and doing so would violate state law.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. For the sake of good governance and responsible use of public time and money, let this end tomorrow with a rejection of the appeal.

Thank you for your time.
Michael Howley
D8 Resident

**From:** Ari Salomon
**To:** Board of Supervisors (BOS)
**Subject:** Bike
**Date:** Monday, January 27, 2025 10:13:12 AM



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Ari Salomon and I am a member of the San Francisco Bicycle Coalition. I live on the Valencia corridor. (on liberty Street at the corner of Valencia)

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

CEQA exemptions make perfect sense for these kind of life-saving projects

Sincerely,
Ari Salomon

**From:** Susan Topf
**To:** Board of Supervisors (BOS)
**Subject:** URGENT: Mid-Valencia Curbside Protected Bikeway
**Date:** Monday, January 27, 2025 9:28:18 AM



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Susan Topf, and I am a member of the San Francisco Bicycle Coalition. I live in District 8 and bike the Valencia corridor daily.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

The biking community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor's recovery. This must not be done at the expense of safety for people biking and rolling.

Before any kind of protection for people on bikes went in on Mid-Valencia, the corridor averaged a bike-involved collision every two weeks. That rate has dropped by 20% with the installation of separated lanes.

Exempting active transportation projects from CEQA means we can implement life-saving and environmentally friendly interventions faster and more cost effectively than we did before quick-builds were introduced.

Furthermore, this appeal does not align with state law. Under SB922 and SB288, active transportation projects have statutory exemption from environmental review because they improve pedestrian and bicycle safety by constructing safe street infrastructure—which promotes our City's transit-first policy, Vision Zero, and sustainable transportation goals.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.

Sincerely,
Susan Topf
former US EPA, West Coast Collaborative liaison

**From:** Debra Baida
**To:** Board of Supervisors (BOS)
**Subject:** Valencia Special Hearing
**Date:** Monday, January 27, 2025 8:06:02 AM



Hello President Mandelman, Supervisor Fielder, and Supervisors,

My name is Debra Baida and I am a member of the San Francisco Bicycle Coalition. I live in the Mission District.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

As someone who was long intimidated by bicycling on city streets, I was encouraged by my husband to ride with him on Valencia Street back when there were two side-running bike lanes. My physical activity increased exponentially because that nearby and vital north-south corridor enabled me to connect on bike with ease to vital key corridors like 17th Street and Market Street. I would run essential errands and use the car far less, making spontaneous visits to local businesses on Valencia was easy. But no more.

- Since the center-running bike lane was installed, my desire to hop on the bike and bop around the neighborhood on two wheels has gone away. I refuse to use a lane that puts slower cyclists like myself front and center in the middle of the street and differently vulnerable to the vehicular dynamics that I've witnessed during the "trial." There is no safe way to stop in the middle of the street to pull off to visit a business establishment or say hello to a friend on the sidewalk with ease. As such, people like myself, have stopped frequenting the neighborhood…and I live here! Too many businesses on Valencia Street have shut down due to diminished bike and pedestrian traffic, and I want to see my neighborhood of close to 20 years thrive once again. We want to see the city collaborate with the community to support the corridor's recovery. This must not be done at the expense of safety for people biking and rolling.
-

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.

Warm regards,

Debra

**From:** Kirstin Weihl
**To:** Board of Supervisors (BOS)
**Subject:** Support for making the Valencia Street corridor
**Date:** Monday, January 27, 2025 7:48:34 AM



To the Board of Supervisors,

I am a San Franciscan who has always found pride in living in a courageous city that models tolerance and sustainability. My primary mode of transportation is cycling and in the last 30 years it has been exciting to see and experience the ever improving infrastructure in which San Francisco has invested. San Francisco recognizes that the bicycle is of equal value to the car and public transportation. As a teacher, I am watching over the years how the number of bicycles at our school's bike rack is steadily increasing. San Franciscans are feeling safer than ever traveling on their bike; they are even allowing their children to cycle throughout the city.

While we San Franciscans want to support our small businesses, removing bike lanes is not the solution. Bike lanes draw people to neighborhoods and neighborhood streets. Bicycle racks along business streets bring business allowing cyclists to shop; public transportation brings people to businesses, and ride services such as Uber bring people to commercial neighborhoods. San Francisco has been a pioneer in supporting an infrastructure that supports people powered transportation and public transportation.

I strongly encourage the Board to support making the Valencia street bike corridor a permanent structure. We are a bold city who models that sustainability and thriving businesses can go hand in hand.

Sincerely,
Kirstin Weihl

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|---|---|
| **From:** | Mitch Rassner |
| **To:** | Board of Supervisors (BOS) |
| **Cc:** | SF Bicycle Coalition Claire Amable |
| **Subject:** | Mid-Valencia Curbside Protected Bikeway Project Appeal |
| **Date:** | Sunday, January 26, 2025 11:07:41 PM |



Dear President Mandelman, Supervisor Fielder, and Supervisors,

I understand that there is an appeal regarding the mid-Valencia curbside protected bikeway project. This project went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

Valencia Street has been a key north-south corridor for people on bikes and active transportation for decades because it's less hilly than nearby parallel routes and connects well to Market Street and San Jose Avenue. Cyclists are going to use Valencia regardless of the street's design, so it's in the best interest of the city to make it as safe as possible with a curbside lane configuration. A curbside bike lane would also make storefronts more visible to cyclists and allow them to safely stop and explore businesses along the corridor.

Please oppose the appeal so we can stop delaying this critical infrastructure from being built and keep the project on its construction timeline.

Thank you,

Mitch Rassner
Mission Bay
Member, SFBC

**From:** Maxence Nachury
**To:** Board of Supervisors (BOS)
**Subject:** Mid-Valencia Curbside Protected Bikeway
**Date:** Sunday, January 26, 2025 7:56:39 PM



Dear President Mandelman, Supervisor Fielder, and Supervisors,

My name is Maxence Nachury, and I am a longstanding member of the San Francisco Bicycle Coalition. I have lived in Bernal Height since 2005.

I am here to ask that you oppose the appeal before you on Tuesday January 28th. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already  fully in line with our City's climate and sustainable transportation goals.

- Valencia Street has been a key corridor for me because of its direct connection with other key corridors like San Jose Ave, 17th Street, and Market Street. I have ridden on Valencia daily with my daughter to ride to school with her since she was 5 year old. She is now 15.

- Before any kind of protection for people on bikes went in on Mid-Valencia, my daughter always feared riding on Valencia. I believe that many novice cyclists felt the same way. The center bike lane, and the proposed protected lanes, make it considerably safer for cyclists to ride on Valencia.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.

Sincerely,

Maxence Nachury

**From:** Laurel Elkjer
**To:** Board of Supervisors (BOS)
**Subject:** Valencia Street appeal
**Date:** Sunday, January 26, 2025 7:13:42 PM



“Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Laurel Elkjer, and I am a member of the San Francisco Bicycle Coalition. I live in North Beach and regularly bike on Valencia Street.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City’s climate and sustainable transportation goals.

- Valencia Street has been a key north-south corridor for people on bikes and active transportation for decades, because of its direct connection with other key corridors like San Jose Ave, 17th Street, and Market Street.
- The biking community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor’s recovery. This must not be done at the expense of safety for people biking and rolling.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.”

Laurel Elkjer
745 Chestnut St

**From:** John Beem
**To:** Board of Supervisors (BOS)
**Subject:** Opposition to appeal
**Date:** Sunday, January 26, 2025 7:03:31 PM



President Mandelman, Supervisor Fielder, and Supervisors,

My name is John Beem and I am a member of the San Francisco Bicycle Coalition. I live in Bernal Heights.

I ask that you oppose the appeal before you on Tuesday. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

- Before any kind of protection for people on bikes went in on Mid-Valencia, the corridor averaged a bike-involved collision every two weeks. That rate has dropped by 20% with the installation of separated lanes.
- The biking community wants to see Valencia businesses thrive, and we want to work with the city to support the corridor's recovery. This must not be done at the expense of safety for people biking and rolling.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline.

Thanks for reading this,

**John Beem**
**415-298-9655**

**From:** Nathan Leiby
**To:** Board of Supervisors (BOS)
**Subject:** Support for Bike Lanes and a Safer Valencia Street
**Date:** Sunday, January 26, 2025 7:01:08 PM



Dear Supervisors,

As a voter in District 8 and a member of the SF Bike Coalition, I urge you to continue investing in bike lanes and safer biking infrastructure.

I oppose the appeal regarding this process, as it runs counter to the vision of a safer, more sustainable, and bike-friendly city. Reverting Valencia Street to its previous state—with unprotected bike lanes and left turns—would be a step backward.

Thank you for your commitment to creating a safer, more accessible city for all.

Sincerely,
Nathan

**From:** Ken Grosserode
**To:** Board of Supervisors (BOS)
**Subject:** Opposition to Appeal
**Date:** Sunday, January 26, 2025 6:40:03 PM



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Kenneth Grosserode, and I am a member of the San Francisco Bicycle Coalition. I live in District 8 in the Buena Vista / Corona Heights neighborhood.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

Valencia Street has been a key north-south corridor for people on bikes and active transportation for decades, because of its direct connection with other key corridors like San Jose Ave, 17th Street, and Market Street.

It's the flattest, low-grade street compared to parallel streets like Dolores or Guerrero. I use it regularly to bike north and south in the city.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.

Kenneth Grosserode
San Francisco Voter and Cyclist
351 Buena Vista Ave East, Unit 803E
San Francisco, CA 94117

**From:** Alex Thornton
**To:** Board of Supervisors (BOS)
**Subject:** oppose Valencia appeal
**Date:** Sunday, January 26, 2025 6:08:48 PM



Good afternoon President Mandelman, Supervisor Fielder, and Supervisors,

My name is Alex Thornton, and I am a board member of the San Francisco Bicycle Coalition. I live in District 7.

I am here to ask that you oppose the appeal before you today. The Mid-Valencia Curbside Protected Bikeway went through a robust public planning process and was unanimously approved by the SFMTA Board of Directors on November 19th last year, and is already fully in line with our City's climate and sustainable transportation goals.

This appeal does not align with state law. Under SB922 and SB288, active transportation projects have statutory exemption from environmental review because they improve pedestrian and bicycle safety by constructing safe street infrastructure—which promotes our City's transit-first policy, Vision Zero, and sustainable transportation goals. The Valencia project clearly meets all requirements for statutory exemption, as required under California law. Exempting active transportation projects from CEQA means we can implement life-saving and environmentally friendly interventions faster and more cost effectively than we did before quick-builds were introduced.

Please oppose the appeal before you today so we can stop delaying life-saving infrastructure from being built and keep the project on its construction timeline. Thank you for your time.

Best,

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Alex

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|---|---|
| **From:** | Michael Turon |
| **To:** | BOS Legislation, (BOS) |
| **Cc:** | Fielder, Jackie (BOS); MandelmanStaff (BOS); Valencia; Kirschbaum, Julie (MTA); Short, Carla (DPW); Munowitch, Monica (MTA); ramoslawgroup@yahoo.com; claire@sfbike.org; Mission Pet |
| **Subject:** | Re: Letter of Support to Deny with Conditions the CEQA Appeal Re: Valencia Bike Lanes (Jan. 28, 2025) with Exhibits |
| **Date:** | Monday, January 27, 2025 1:02:00 PM |
| **Attachments:** | Jan. 27 2025 - City Staff emails and replies.pdf<br>Jan 16 2025 materials.zip |



Dear Honorable Members of the Board of Supervisors:

I respectfully request that the following email correspondence (attached) be entered into the record for the upcoming **January 28, 2025** hearing on the **Valencia Street Bike Lane CEQA Appeal**. In light of City staff's recent response (**January 27**), I believe the current plan—where the bike lane weaves in and out around curbside parklets—risks serious safety concerns and compromises key local businesses on Valencia Street.

**Reasons to Deny the Appeal with Conditions Requiring a Continuous Curbside Lane:**

- **Safety:** A fully uninterrupted curbside bike lane reduces vehicle-bicycle conflict points. Any design that forces cyclists into the travel lane or around floating parklets increases collision potential.
- **Business Vitality:** Legacy businesses like Mission Pet Hospital rely on safe and convenient curbside loading for customers—especially those transporting sick or injured pets. Relocating or removing defunct or noncompliant parklets (e.g., lacking sponsors or with electrical violations) would free up needed loading zones and foster a more efficient roadway.
- **City Authority & Economic Benefits:** As outlined in my attached letters from Jan. 16, local codes (SF Admin. Code § 94A, Public Works Code §§ 793 et seq., plus DPW Orders) clearly permit the City to remove or relocate parklets for higher-priority infrastructure. A streamlined curbside bikeway supports pedestrian/bike safety, reduces congestion, and promotes healthy commerce along the corridor.

Thank you for your consideration. Please deny the CEQA appeal **with conditions** requiring that all curbside parklets be relocated so the bikeway can remain continuous along the curb. Doing so will uphold our shared goals of safety, accessibility, and economic vitality on Valencia Street.

Sincerely,
Michael Turon
(415) 938-7855
District 9 Resident

Enclosures/Attachments:

- Email Correspondence with City Staff (January 27, 2025)
- Supporting Letters & Exhibits (January 16, 2025)

On Thu, Jan 16, 2025 at 4:57 PM Michael Turon <turon@cantab.net> wrote:

> Dear Clerk of the Board:
>
> Please find attached my Letter of Support recommending denial of the CEQA Appeal with conditions concerning the Valencia Corridor Bike Lanes, scheduled for the Board of Supervisors hearing on January 28, 2025. A proof of service (POS) is also enclosed.
>
> Thank you for your time and assistance. Please feel free to let me know if any additional information is required.
>
> Sincerely,
>
> Michael Turon
>
> Enclosures:
>
> 1. Letter of Support to Deny with Conditions (CEQA Appeal)
> 2. Proof of Service (POS)
> 3. January 16 Letter to City Staff
> 4. Exhibits to January 16 Letter to City Staff; See Ex. B - Memo to BOS

Gmail Michael Turon <skyrocket@gmail.com>

# Urgent Action Requested: Defunct Parklets & Proposed relocation of Bike-Share Parking at 720 Valencia St.

**Rager, Shayda** <Shayda.Rager@sfmta.com> Mon, Jan 27, 2025 at 11:33 AM
To: Michael Turon <turon@cantab.net>, "curtispress@gmail.com" <curtispress@gmail.com>
Cc: "Fielder, Jackie (BOS)" <Jackie.Fielder@sfgov.org>, Mission Pet Hospital <mph@missionpet.com>, Mission Pet <missionpet@gmail.com>, "Slocum, Gregory (DPW)" <gregory.slocum@sfdpw.org>, Shared Spaces <SharedSpaces@sfmta.com>, "Wise, Viktoriya" <Viktoriya.A.Wise@sfmta.com>, "Stanis, Paul" <Paul.Stanis@sfmta.com>, "Rager, Shayda" <Shayda.Rager@sfmta.com>, "ramoslawgroup@yahoo.com" <ramoslawgroup@yahoo.com>, "claire@sfbike.org" <claire@sfbike.org>, Valencia <valencia@sfmta.com>, "Kirschbaum, Julie B" <Julie.Kirschbaum@sfmta.com>, "Short, Carla (DPW)" <Carla.Short@sfdpw.org>, "Munowitch, Monica" <Monica.Munowitch@sfmta.com>, "Manford, Brian" <Brian.Manford@sfmta.com>, "Leung, Adrian" <Adrian.Leung@sfmta.com>

Dear Mr. Turon and Dr. Press,

On behalf of the Valencia Project Team, I am writing to follow up on our meeting earlier this month and respond to your concerns regarding the relocation of the green meters in front of Mission Pet Hospital on Valencia Street to around the corner on the south side of 18th Street.

We understand that the proposed and recently legislated relocation of the green meters has been a source of frustration for you, particularly since the Yellow Moto parklet remains at the curb even after the business permanently closed just recently. Thank you for taking the time to meet on January 15th with the Valencia Bikeway Project Manager and project staff representing Curb Management, Shared Spaces, and the Bikeshare Program to address your concerns to the best of our ability.

There are dozens of businesses located on each block of Valencia Street, and each business, their customers, and their staff, along with the larger Valencia community, access and use Valencia Street differently. Our main priority has been to make sure that Valencia Street can safely be used by all while balancing the multitude of needs of small business on the corridor.

While the center-running bike lane pilot preserved more parking and loading (which includes the green meters in front of your business), the SFMTA legislated a curbside-running bikeway to address overall merchant opposition of the pilot design. Part of this new design involved asking all existing parklet owners whether they were willing to move their parklet to floating (outside the proposed bike lane) or if they will remain at the curb. While the Public Works Director maintains authority on these matters, given the importance of parklets to the recovery of small businesses, the decision whether to relocate parklets was left up to the business directly affected. We provided significant incentives (up to $30,000) to businesses to encourage them to move their parklets. All the parklet owners along your block face elected to remain at the curb. Because all the parklets remained curbside, and due to the active driveway just north of Mission Pet Hospital, the bike lane had to be designed so that it was located outside the curb lane.

The reason the green meters cannot continue to remain in front of your business is because it creates a conflict between cars crossing over the bike lane, potentially hitting bicyclists as the vehicles move in and out of the parking space. This is also why we are proposing the addition of a bikeshare station in front of your business as it does not pose the same cross over conflict and inhibits cars from crossing over the bike lane into the curb lane. If we do not put a bikeshare station in this location, the curb will remain ‘empty’ and

drivers may think that it's okay to pullover across the bike lane and park there. We also noted at our meeting last week that the bikeshare station in question is going to the February 7th, Engineering Public Hearing. More information, including how you can provide public comment, can be found here: SFMTA Engineering Public Hearing.

In response to your request to remove Yellow Moto's parklet, while Yellow Moto has permanently closed, the structure meets program design requirements and even if it were to be removed, we still would not be able to return the green meters in front of your business; this is because the parklet immediately south of your business, owned by Valencia Street Vintage, is still operating at the curb, and there is an active driveway immediately north of your business that needs proper clearance for turning in and out of the garage. The Valencia Street Vintage parklet remaining curbside, the active driveway, and the legislated curbside bikeway make it infeasible to be able to maintain the green metered spaces directly in front of your business. We know that this is not an ideal outcome for you and not the answer you want to hear.

We are doing our very best to manage the constraints and provide the best solution possible. Specifically, when establishing the color curb locations and operations as part of this new bikeway design, we evaluated moving the green meters across the street near Cherin's or moving the green meters around the corner to the south side of 18th Street, where it is currently legislated. Moving the green meters across the street requires pet owners to wait and cross the street at the traffic light while carrying sick pets. Instead, we saw an opportunity to maintain the green meters on the same side of the block as where they are now, albeit around the corner, with the understanding that many pet hospitals have parking lots that require greater distances of travel than the distance from where the green meters will be located on 18th Street to the entrance of Mission Pet Hospital.

We would like to reiterate our commitment of returning your green meters as close to your business as possible should Valencia Street Vintage's parklet and Yellow Moto's parklet be abandoned and subsequently demolished. While we may not have achieved the most optimal outcome for Mission Pet Hospital in our effort to balance the multitude of needs of the corridor, we appreciated the opportunity to meet with you in person. We value the feedback shared and your continued involvement in ensuring that Valencia remains a vibrant community.

Sincerely,

**Shayda Rager** *(she, her)*

Transportation Planner

Parking & Curb Management

Streets Division

SFMTA

Office 415.646.2673

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 8th floor

San Francisco, CA 94103

SFMTA.com

**From:** Michael Turon <turon@cantab.net>
**Sent:** Thursday, January 16, 2025 4:41 PM
**To:** Valencia <valencia@sfmta.com>; Kirschbaum, Julie B <Julie.Kirschbaum@sfmta.com>; Short, Carla (DPW) <Carla.Short@sfdpw.org>; Munowitch, Monica <Monica.Munowitch@sfmta.com>
**Cc:** Fielder, Jackie (BOS) <Jackie.Fielder@sfgov.org>; Mission Pet Hospital <mph@missionpet.com>; Mission Pet <missionpet@gmail.com>; Slocum, Gregory (DPW) <gregory.slocum@sfdpw.org>; Shared Spaces <SharedSpaces@sfmta.com>; Wise, Viktoriya <Viktoriya.A.Wise@sfmta.com>; Stanis, Paul <Paul.Stanis@sfmta.com>; Rager, Shayda <Shayda.Rager@sfmta.com>; ramoslawgroup@yahoo.com; claire@sfbike.org
**Subject:** Re: Urgent Action Requested: Defunct Parklets & Proposed relocation of Bike-Share Parking at 720 Valencia St.

EXT

Valencia Bikeway Team, Dir. Kirschbaum, & Dir. Short,

[Quoted text hidden]
[Quoted text hidden]

Gmail Michael Turon <skyrocket@gmail.com>

# Urgent Action Requested: Defunct Parklets & Proposed relocation of Bike-Share Parking at 720 Valencia St.

**Curtis Press** <curtispress@gmail.com> Mon, Jan 27, 2025 at 11:51 AM
To: "Rager, Shayda" <Shayda.Rager@sfmta.com>
Cc: Michael Turon <turon@cantab.net>, "Fielder, Jackie (BOS)" <Jackie.Fielder@sfgov.org>, Mission Pet Hospital <mph@missionpet.com>, Mission Pet <missionpet@gmail.com>, "Slocum, Gregory (DPW)" <gregory.slocum@sfdpw.org>, Shared Spaces <SharedSpaces@sfmta.com>, "Wise, Viktoriya" <Viktoriya.A.Wise@sfmta.com>, "Stanis, Paul" <Paul.Stanis@sfmta.com>, "ramoslawgroup@yahoo.com" <ramoslawgroup@yahoo.com>, "claire@sfbike.org" <claire@sfbike.org>, Valencia <valencia@sfmta.com>, "Kirschbaum, Julie B" <Julie.Kirschbaum@sfmta.com>, "Short, Carla (DPW)" <Carla.Short@sfdpw.org>, "Munowitch, Monica" <Monica.Munowitch@sfmta.com>, "Manford, Brian" <Brian.Manford@sfmta.com>, "Leung, Adrian" <Adrian.Leung@sfmta.com>

Thank you Shayda.
Can we at least have a parklet then?
Curtis
[Quoted text hidden]

Gmail Michael Turon <skyrocket@gmail.com>

# Urgent Action Requested: Defunct Parklets & Proposed relocation of Bike-Share Parking at 720 Valencia St.

**Michael Turon** <turon@cantab.net> Mon, Jan 27, 2025 at 12:40 PM
To: "Rager, Shayda" <Shayda.Rager@sfmta.com>
Cc: "curtispress@gmail.com" <curtispress@gmail.com>, "Fielder, Jackie (BOS)" <Jackie.Fielder@sfgov.org>, Mission Pet Hospital <mph@missionpet.com>, Mission Pet <missionpet@gmail.com>, "Slocum, Gregory (DPW)" <gregory.slocum@sfdpw.org>, Shared Spaces <SharedSpaces@sfmta.com>, "Wise, Viktoriya" <Viktoriya.A.Wise@sfmta.com>, "Stanis, Paul" <Paul.Stanis@sfmta.com>, "Rager, Shayda" <Shayda.Rager@sfmta.com>, "ramoslawgroup@yahoo.com" <ramoslawgroup@yahoo.com>, "claire@sfbike.org" <claire@sfbike.org>, Valencia <valencia@sfmta.com>, "Kirschbaum, Julie B" <Julie.Kirschbaum@sfmta.com>, "Short, Carla (DPW)" <Carla.Short@sfdpw.org>, "Munowitch, Monica" <Monica.Munowitch@sfmta.com>, "Manford, Brian" <Brian.Manford@sfmta.com>, "Leung, Adrian" <Adrian.Leung@sfmta.com>

Shayda and the Valencia Project Team,

Thank you for your response and for taking the time to meet with me, Dr. Press, and Mission Pet Hospital on January 15. I appreciate your efforts to balance the various stakeholder interests along Valencia Street.

I want to clarify a few key points from my January 16 letter (attached/below), particularly regarding 702 Valencia (formerly Yellow Moto Pizzeria) and 714 Valencia (Valencia Street Vintage):

1. **Defunct Sponsorship at 702 Valencia (**DPW Permit 24PKT-00252 - **Exhibit G**)
    - Under **Administrative Code § 94A.12(a)-(b)** and **Public Works Code § 793.2(d)**, a valid “active sponsor” is required to maintain a permitted parklet. Since Yellow Moto Pizzeria is closed and has not been replaced by a formal successor permittee, the parklet at 702 Valencia lacks a valid sponsor.
    - Per Section 2(A) and Section 3 of my January 16 letter, such a parklet may be declared noncompliant and removed by the City—even if the structure otherwise meets design criteria—because the sponsoring business no longer exists.

1. **Overhead Wiring Violations at 714 Valencia (Health/Fire/Electrical Code Violation) (Exhibit I) (**DPW Permit 22PKT-00262 - **Exhibit H**)
    - Section 2(B)(2) of my letter notes that 714 Valencia appears to have overhead electrical wiring in the public right-of-way without an approved Building, Public Works, or Electrical permit, violating **Public Works Code Article 26** and **DPW Order No. 205516 (Exhibit E)** (requiring overhead lighting to meet specific clearance requirements and be plugged into a weatherproof outlet at least 10 feet above the sidewalk).
    - As explained in Section 2(B)(3), if these code violations remain uncorrected, the City may demand the parklet’s removal or relocation.

1. **Revocable Curbside Encroachments**
    - Section 1(C) of my January 16 letter emphasizes that, under Public Works Code §§ 793 et seq. and **DPW Orders (Nos. 183392 & 205516) (Exhibit E & F)**, all parklets are “revocable encroachments.” This means the City retains the discretion to relocate or remove them for higher-priority infrastructure, such as a continuous curbside bike lane or essential business loading.

1. **Ability to Reallocate Parklets Despite Business Preference**
    - While I understand many businesses prefer to keep their parklets curbside, City Code (**Admin. Code § 94A and Public Works Code §§ 793 et seq.**) unambiguously grants SFMTA, Public Works, and other agencies the authority to require relocation when public safety or critical transportation objectives demand it.
    - 702 Valencia remains especially problematic because there is no valid sponsor. Meanwhile, the continuing overhead wiring violation at 714 Valencia presents fire, electrical, and ADA concerns.

Given these provisions and the City's awareness (and notice) of the various violations of these parklets, I believe the City has both the legal grounds and the policy imperative to remove or relocate noncompliant parklets—especially if they

interfere with an uninterrupted curbside bike lane or essential curbside loading for Mission Pet Hospital. I respectfully hope the City will consider these compliance issues and the broad authority outlined in my January 16 letter when finalizing the Valencia corridor design and before economically hurting a legacy business that has been serving the community since 1982.

Thank you again for your work on this project and for your commitment to ensuring Valencia Street remains safe, accessible, and vibrant. Please let me know if you need any additional documentation or if there is an opportunity to discuss solutions that accommodate both a continuous curbside bike lane and vital business loading needs.

Sincerely,

Michael Turon
(415) 938-7855

*----Jan. 16 Letter (attached with Exhibits)----*

January 16, 2025

San Francisco Municipal Transportation Agency (SFMTA)
**Attn: Valencia Bikeway Project**
One South Van Ness Avenue
San Francisco, CA 94103

[Via email[1] and USPS Mail]

**Re: Follow-up to Request for Removal of Unpermitted Parklets and Relocation of Proposed Bike-Share Parking to Ensure Compliance with Applicable Laws**

Dear SFMTA Valencia Bikeway Team:

I write to follow up on my previous letter dated December 18, 2024[2] (attached as **Exhibit A**). Yesterday morning, I had the opportunity to meet with various City staff and to further understand the City's regulatory authority regarding parklets under the Shared Spaces Program, as well as the SFMTA's Curb Management Strategy.
Based on those discussions and the site visit on January 15, I respectfully provide the below outline of the City's clear legal authority and encourage immediate steps to: (1) relocate all parklets along the Valencia Corridor to enable a continuous curb-side bike lane to ensure the general safety occupants and visitors of the corridor (**Exhibit B** (Key takeaways from Safety Report) & **Exhibit C** (Cycle Tracks Safety Report from City of Cambridge[3]) and (2) Remove or relocate any noncompliant parklets—particularly those formerly associated with the now-defunct Yellow Moto Pizzeria at 702 Valencia Street—and to ensure that all current permit holders (including the parklet at 714 Valencia Street) remain in compliance with Public Works orders, electrical/fire/building codes, and other municipal requirements.

# 1. The City's Ability to Move or Remove Parklets to Allow for a Curbside Bike Lane

## A. Authority Under Administrative Code § 94A and Public Works Code § 793 et seq.

- **Administrative Code §§ 94A.2, 94A.4, 94A.12** and **Public Works Code §§ 793 et seq.** set forth the processes and requirements for Curbside Shared Spaces (including parklets) as part of San Francisco's legislated Shared Spaces Program.
- These provisions give the City (via the "Core City Agencies," primarily Public Works (DPW) and the San Francisco Municipal Transportation Agency (SFMTA)) broad discretion to remove or modify any parklet that:
    1. **Lacks a current, valid permit** (e.g., the sponsoring business is defunct, the permit has expired, or the permittee is noncompliant).

2. **Conflicts with public infrastructure projects** or city-led improvements (such as installing or modifying a bike lane).
3. **Fails to meet safety, accessibility, or other program requirements** (e.g., blocking sight lines, violating sidewalk or roadway clearance rules, or lacking the required sponsor).

- Under **Administrative Code § 94A.4(d)(1)(E)** and **Public Works Code § 793.2(d)(2)**, the City may require the permittee to remove or modify a Shared Space at the permittee's own cost where the space conflicts with a City project or a maintenance need, or poses any public health/safety concern. If the permittee fails to do so, the City can remove the structure itself.

### B. Relocation for Transportation or Safety Necessities

- **SFMTA** and **DPW** share authority over curb management and street occupancy. Should a "higher-priority" transportation project (e.g., installation of a protected bike lane) require the physical space currently occupied by a parklet, the City can order a relocation or removal pursuant to:
  - **SFMTA Curb Management Strategy** (adopted by the SFMTA Board in February 2020 – **Exhibit D**), which allows reallocation of curb space to promote safety, transit reliability, and multi-modal use.
  - **Public Works Orders (e.g., 205516 (Exhibit E), 183392 (Exhibit F))** and the supporting authority in the **Administrative Code**, which specify that parklets remain revocable encroachments at the City's discretion.

### C. "Revocable" Nature of Parklet Permits

- The permits themselves (and the relevant DPW Orders) explicitly state that permission is "revocable at will" by the Director of Public Works (or at the City's discretion). This is standard for encroachments in the right-of-way, meaning that even validly permitted parklets may be removed or relocated to accommodate significant public improvements, such as curbside bike lanes.

## 2. Potential Noncompliance for 702 Valencia and 714 Valencia Permits

Based on the provided records:

### A. 702 Valencia Street (Formerly "Yellow Moto Pizzeria")

1. **Permit Status**
   - The DPW system shows a "Renewed" or "Approved" permit (No. 24PKT-00252, referencing original 22PKT-00261 (**Exhibit G**)) for a "Fixed Commercial Parklet," operating from 11/16/2024 to 11/15/2025.
   - If the named permittee (Yellow Moto Pizzeria) has ceased operations and is no longer in business, this raises a question of whether the permit actually has a valid sponsor. The Shared Spaces rules generally require an ongoing, sponsoring operator to maintain the parklet.
2. **Potential Grounds for Noncompliance**
   - **No Active Sponsor:** Under **Administrative Code § 94A.12(a)-(b)**, if the original sponsoring business has closed and no successor permittee has formally assumed the permit, the parklet is considered noncompliant.
   - **Permit "Renewal" After Business Closure:** The permit record indicates renewal dates into late 2024–2025, but if the business was already defunct and did not properly transition or convert the permit, that renewal may be void or subject to immediate revocation.
   - **Mandatory Conversion and Compliance:** If it was operating under the COVID-19 pandemic rules (a "pandemic Shared Spaces Permit"), the operator had to apply for a new Shared Spaces permit or remove the structure. (See Admin. Code § 94A.12(a)(3).) An expired or improperly converted pandemic permit is unenforceable, and the City may direct removal.
3. **Conclusion for 702 Valencia**
   - If "Yellow Moto" has truly ceased operations, it likely cannot meet the "active sponsor" requirement. Therefore, the existing parklet is subject to removal or forced compliance.
   - Even if the permit was nominally renewed, it can be revoked if the City finds the permit was renewed without a valid sponsor or is not being operated in accordance with conditions (Public

Works Code § 793.2(d), Admin. Code § 94A.12, and the official DPW Orders).

### B. 714 Valencia Street ("Valencia Street Vintage")

1. **Permit Status**
   - The record (Permit No. 22PKT-00262 (**Exhibit H**)) shows a "Renewed" Shared Spaces Permit for a "Fixed Commercial Parklet," with operation times listed.
   - This business appears to be active, so there is likely still a valid sponsor.
2. **Potential Grounds for Noncompliance**
   - Although the sponsor/business is active, the parklet still must adhere to **DPW Order Nos. 183392 and 205516**, including:
     - Maintaining clearance, proper design, and a valid insurance certificate.
     - Adhering to hours of operation specified in the permit.
     - Being open to the public (in non-commercial hours) if designated as a Commercial Parklet, and meeting all ADA and pedestrian clearance requirements.
   - If the City identifies any design, safety, or operational violations (e.g., exceeding approved boundaries, missing required reflectors or lighting, blocking line-of-sight, failing to provide public seating when not in commercial use), the permittee can be cited and required to correct or remove the parklet.
   - At the site meeting yesterday (January 15, 2025) permeant overhead Wires were identified in the public right of way (**Exhibit I**). Searches on both Building and Public Works permit records show no permits allowing for this, thus this is a current violation of Public Works Code Article 26 and Order No 205516 which states that Fixed parklets (or "fixed commercial" / "public" parklets) may have overhead lighting if it is properly installed, meets clearance requirements, and is plugged into a weatherproof outlet on the building at least 10 feet above the sidewalk.
   - "Taping down" or stringing a live cable across the sidewalk is not permitted.
   - All power must be run safely and in compliance with Fire Code, Electrical Code, and Building Code requirements., thus a currently not compliant with Fire Code, Electrical Code, and Building Code requirements.
3. **Conclusion for 714 Valencia**
   - Since the permit is shown as "Renewed" for an operating business, the parklet may be **compliant** if all conditions are met (including but not limited to active insurance policies, public access outside of business hours, proper electrification per Fire, electrical, building, and Publiuc Works authorization). However, it remains subject to modification or removal if the City undertakes a higher-priority project (like a curbside bike lane) or finds any code violations.

## 3. Basic Summary of the City's Authority to Move Parklets

1. **Revocable Encroachment**
   - Parklets are "revocable encroachments" in the public right-of-way (Public Works Code §§ 793, 810, and DPW Orders). This means the City retains ultimate control over how the curb/roadway is used and can require changes or removal when necessary for public projects, repairs, or safety.
2. **Shared Spaces Program Compliance**
   - Under **Administrative Code §§ 94A.4(d) & 94A.12**, SFMTA and DPW can compel the removal or relocation of a parklet if the sponsor is no longer valid, if the parklet is noncompliant with permit terms or ADA requirements, or if a significant public improvement project (e.g., adding or widening bike lanes) deems it necessary.
3. **Process for Removal or Relocation**
   - Typically involves notice to the permittee, specifying the required modifications or removal deadlines (often 15 days, or sooner if it is an emergency). If the permittee does not comply, the City may remove the structure and recoup any costs incurred (see Admin. Code §§ 94A.4(d)(1)(E), 94A.9, and Public Works Code § 793.2(d)(2)).
4. **Effect of Sponsor Closure**
   - Once the business ceases operation (or fails to renew properly), the permit is essentially invalid, barring formal assignment to a new operator. The City may proceed with revocation and removal.

# Conclusion

- **Yes, the City can move or remove both the 702 Valencia and 714 Valencia parklets** to accommodate a curbside bike lane or any other significant infrastructure/safety project. Parklets are revocable encroachments, and code provisions allow the City to reallocate curb space for higher-priority uses.
- **702 Valencia** appears most at risk of noncompliance if its sponsoring business (Yellow Moto Pizzeria) is indeed defunct, meaning the parklet may lack a valid permit sponsor. Even if the permit on file shows "renewed," the City can revoke it if no active sponsor exists or if the business did not properly convert the pandemic permit to a valid one under the legislated program.
- **714 Valencia** (Valencia Street Vintage) seems to be in an active permit status with a valid sponsor, but the City can still remove or relocate that parklet if needed for a bike lane or if any permit conditions are violated.

All of the above is grounded in the **San Francisco Administrative Code** (Chapter 94A), **Public Works Code** (Sections 793 et seq.), official **DPW Orders** (particularly Nos. 183392, 205516), and the **SFMTA Curb Management Strategy**. The City's authority is broad and revocable at will when it comes to maintaining public safety, accommodating critical infrastructure projects, and ensuring compliance with local laws.

Sincerely,

Michael J. Turon
(415) 938-7855
2722 Folsom St.
San Francisco, CA 94110

References:

- Cover Letter for 01/28/25 Hearing (Enclosed)
- S.F. Administrative Code §§ 94A.2, 94A.4(d), 94A.12
- S.F. Public Works Code §§ 793 et seq.; DPW Orders No. 183392, 205516
- SFMTA Curb Management Strategy (Feb. 2020)
- California Assembly Bill 413 (California Daylight Law) *[Referenced in Ex. A]*

cc:

- Acting Director of SF Muni – Julie Kirschbaum (Julie.Kirschbaum@sfmta.com)
- Director of DPW - Carla Short (Carla.Short@sfdpw.org)
- D9 Supervisor – Jackie Fielder (Jackie.Fielder@sfgov.org)
- BOS Legislation (bos.legislation@sfgov.org) *(and USPS with CEQA Cover Letter)*
- Mission Pet Hospital (*SF Legacy Business Since 1982*) (mph@missionpet.com & missionpet@gmail.com)
- Apelet of CEQA Determination Hearing – 01/28/25 Julio Ramos – (ramoslawgroup@yahoo.com)
- SF Bicycle Coalition - Claire Amable (claire@sfbike.org)

---

[1] valencia@sfmta.com

[2] Notice of Correction: Error in listed date of original letter - listed as 2023, should state 2024)

[3] Report used based on similar population density per square mile.

1. San Francisco Density: 18,630 (per sq. mile); &
2. Cambridge Density: 18,512 (per sq. mile);

*Source: https://en.wikipedia.org/wiki/List_of_United_States_cities_by_population_density*

On Mon, Jan 27, 2025 at 11:33AM Rager, Shayda <Shayda.Rager@sfmta.com> wrote:
[Quoted text hidden]

**2 attachments**

**ISO Letter to City’s Valencia Corridor Team.pdf**
288K

**Ex to ISO Letter to City’s Valencia Corridor Team.pdf**
5857K

January 16, 2025

[Via Email[1] and Certified Mail[2]]

Clerk of the San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

**Re: CEQA Determination – Valencia Street Bike Lane Project**

**(Rejecting CEQA Appeal with Conditions)**

Dear Honorable Members of the Board of Supervisors:

## I. Notes on the Approach

### 1. Statutory Exemption & Board Authority

This final letter supports the SFMTA's statutory exemption under CEQA but clarifies that the Board retains broad authority to manage the public right-of-way.

### 2. Imposing Conditions to Ensure Safety

Imposing conditions (such as relocating or removing parklets) does not invalidate the statutory exemption, provided it does not expand the Project's scope to new or substantially different environmental impacts.

### 3. Local Parklet Removal/Relocation Codes

Local codes (e.g., SF Admin. Code § 94A, Public Works Code §§ 793 et seq.) allow the City to relocate or remove parklets to accommodate higher-priority transportation improvements—here, a continuous curbside bike lane supporting pedestrian and bicyclist safety.

## II. Background

The San Francisco Municipal Transportation Agency ("SFMTA") has relied on CEQA Guidelines section 15282(j) (and Public Resources Code §§ 21080.20, 21080.20.5) to claim a statutory exemption for the Valencia Street Bike Lane Project ("Project"). This Project includes side-running protected bike lanes, pedestrian safety enhancements, and parking/loading changes between 15th and 23rd Streets.

Under the 2009 San Francisco Bicycle Plan Environmental Impact Report ("Bicycle Plan EIR"), potential environmental effects of various citywide bicycle improvements (including Valencia Street) were previously analyzed. Therefore, the SFMTA argues that no additional environmental documentation is required, and that the statutory exemption applies.

## III. Rejecting the CEQA Appeal with Conditions

### 1. Statutory Exemption Justification

- The Project appears to meet the criteria for a statutory exemption covering bicycle facilities in urbanized areas. Because this is not a categorical exemption, the "unusual circumstances" exception from Berkeley Hillside Preservation v. City of Berkeley (2015) 60 Cal.4th 1086 does not apply.

---

[1] bos.legislation@sfgov.org
[2] No. 9589 0710 5270 1120 4804 58

- The prior Bicycle Plan EIR provides substantial evidence that citywide bicycle infrastructure—particularly a protected bike lane on Valencia—does not pose any unmitigated significant environmental impacts.

**2. Condition: Relocation of All Parklets for a Continuous Curbside Bike Lane**

- **Local Authority:** San Francisco Administrative Code, Chapter 94A, and Public Works Code §§ 793 et seq. grant the Board, Public Works, and SFMTA broad discretion to manage or revoke parklets if needed for public safety and transportation priorities.

- **No Expansion of Scope:** Relocating or removing parklets to ensure uninterrupted curbside bike lanes merely refines the existing project design and does not introduce entirely new components.

- **Safety & Accessibility Benefits:** By streamlining the bike lane along the curbside, the Project further reduces bicycle-vehicle conflicts, enhances pedestrian visibility, and secures clear sightlines at intersections—resulting in a safer streetscape for all users.

## IV. Conclusion and Request

For the reasons above, we respectfully recommend that the Board of Supervisors:

1. **Reject the CEQA Appeal**
   Uphold the SFMTA's statutory exemption determination, confirming that the Project falls within Public Resources Code sections 21080.20–21080.20.5 and CEQA Guidelines section 15282(j).

2. **Impose Parklet Relocation Conditions**
   Adopt clear conditions directing SFMTA (and/or Public Works) to relocate or remove all parklets along the Valencia corridor to accommodate a continuous curbside bike lane, consistent with the City's administrative codes. This condition does not expand the Project's scope but aligns with local policy favoring multimodal safety.

By doing so, the Board will deny the CEQA appeal yet ensure the final Valencia Street Bike Lane design optimally balances pedestrian, bicyclist, and local business needs.

Thank you for your careful consideration of this matter. Please feel free to contact me at the number below if you have any questions.

Respectfully submitted,

Michael J. Turon
District 9 Resident

Enclosures:

- Letter to Valencia Corridor Team - Providing authority to relocate Parklets for a continuous curb-side bike lane
  *("ISO Letter to City's Valencia Corridor Team")*

- Exhibits to Jan. 16, 2025 Letter to Valencia Corridor Team:
  - Ex. B - Memo to BOS: Summary on Continuous Curb-Side Bike Lanes (Safety and Economic Benefits)

  *("Ex. ISO Letter to City's Valencia Corridor Team")*

**Exhibits in Support of Follow-up to Request for Removal of Unpermitted Parklets and Relocation of Proposed Bike-Share Parking to Ensure Compliance with Applicable Laws**

*("Ex. ISO Letter to City's Valencia Corridor Team")*

# Exhibit A

December 18, 2023

San Francisco Municipal Transportation Agency (SFMTA)
**Attn: Valencia Bikeway Project**
One South Van Ness Avenue
San Francisco, CA 94103

[Via email[1] and USPS Mail]

**Re: Request for Removal of Unpermitted Parklets and Relocation of Proposed Bike-Share Parking to Ensure Compliance with Applicable Laws**

SF MTA:

I am a long-time customer of Mission Pet Hospital ("MPH"), a long-standing and reputable veterinary practice located at 720 Valencia Street. I write to formally contest the proposal and any issued permit allowing the installation of a bike-share parking station directly in front of MPH's storefront and to request the removal of defunct, unpermitted parklets formerly associated with the now-closed business Yellow Moto Pizzeria, previously located at 702 Valencia Street.

**I. Introduction and Background**

MPH has served the community for decades, providing essential veterinary care to residents throughout the Mission District. Historically, MPH's clients have relied upon limited parking spaces along Valencia Street for safe and convenient loading and unloading of their pets—often anxious, elderly, or injured animals. During the COVID-19 pandemic, additional curb space was restricted due to multiple parklets, including those operated by Yellow Moto Pizzeria.

After the City began requiring permits for pandemic-era curbside encroachments, including parklets under the Shared Spaces Program, all operators were required to convert their temporary permissions into duly authorized and permitted Curbside Shared Spaces or restore the right-of-way to its original condition. (See S.F. Administrative Code § 94A.12(b)). A search of the permit records reveals that the parklets at 702 Valencia were never properly converted under this program nor issued valid, ongoing permits. With Yellow Moto Pizzeria having publicly announced its closure effective December 7, 2024, these curbside encroachments have lost their sponsoring entity, rendering them noncompliant with the San Francisco Administrative Code, Public Works Code, and associated directives.

Now, the proposed bike-share parking installation threatens to occupy the last remaining parking space MPH's clients rely upon, creating a substantial hardship and impairing the hospital's ability to serve vulnerable animals safely and efficiently.

**II. Unpermitted Parklets and Applicable Municipal Regulations**

Under San Francisco Public Works Code (see Article 27 and Public Works Code §§ 793 et seq.) and the San Francisco Administrative Code (see Administrative Code §§ 94A.2, 94A.12), any Curbside Shared Space or former Parklet requires a valid permit. Once a sponsoring business

[1] valencia@sfmta.com

ceases operations, fails to renew its permit, or does not convert a "pandemic" or legacy parklet into a compliant Shared Space Permit, the City has both the authority and the obligation to remove the structure and restore the right-of-way. (Admin. Code § 94A.12(a)-(b)).

The San Francisco Municipal Transportation Agency (SFMTA) and the Department of Public Works (DPW) guidelines, as well as the SFMTA Curb Management Strategy, emphasize the continuous validity and proper maintenance of such curbside installations. Yellow Moto Pizzeria's closure and the absence of any current, valid Shared Spaces Permit means the existing parklets are, at this point, in violation of the San Francisco Municipal Code, Public Works Code, and the Administrative Code provisions governing the Shared Spaces Program. Such noncompliant structures compromise legitimate business activities, impede safe loading for essential services, and fail to meet the City's stated policy goals.

**III. Compliance with "California Daylight Law" (AB 413) and Necessity for Repositioning of Bike-Share Parking**

California Assembly Bill 413 ("AB 413"), commonly known as the "California Daylight Law," mandates a clear setback—generally 20 feet—at intersections before crosswalks to ensure adequate sightlines and pedestrian visibility. By mitigating line-of-sight obstructions, AB 413 reduces the risk of accidents and supports public safety goals aligned with Vision Zero principles.

The removal of the defunct parklets and relocating the proposed bike-share installation to the northwest corner of Valencia at 18th Street would improve compliance with AB 413, ensuring a proper safety buffer at the intersection. This realignment would also restore the needed loading and parking space for MPH's clients, enabling safe and convenient access for pet drop-offs and pick-ups, and ensuring that City actions uphold both the spirit and letter of California's safety requirements.

**IV. Municipal Authority and Precedents for Removal and Relocation**

SFMTA and DPW possess well-established authority to regulate, modify, and, where necessary, remove structures or curb uses in the public right-of-way. Pursuant to the Transportation Code, Public Works Code, and the Shared Spaces Program regulations (Admin. Code §§ 94A.2, 94A.12), unpermitted or noncompliant parklets must be removed to ensure the equitable, safe, and legal use of curb space.

The City has previously removed parklets lacking proper permits and repositioned bike-share stations to ensure safety standards and compliance with municipal and state regulations. These precedents align with the SFMTA's Curb Management Strategy, which guides the allocation of curb space to maximize safety, transit reliability, and support for local businesses. Our request aligns precisely with these established authorities, policies, and precedents.

**V. Conclusion and Requested Relief**

For the reasons set forth above, I respectfully urge the SFMTA and associated regulatory authorities to:

1. **Remove the Defunct Parklets:** Confirm that the former Yellow Moto Pizzeria parklets lack valid, current permits (see Admin. Code § 94A.12(b)) and order their immediate removal, restoring curbside parking for legitimate business use in compliance with all applicable codes.

2. **Relocate the Proposed Bike-Share Parking:** Reposition the newly proposed bike-share station from the front of MPH's storefront to the northwest corner of Valencia at 18th Street, ensuring compliance with AB 413's 20-foot setback requirement and improving safety and visibility for all road users.

These actions will preserve essential access for MPH's clients—who transport vulnerable animals—and affirm the City's commitment to legal compliance, pedestrian safety, and equitable use of public space. Thank you for your immediate attention to this matter. I remain available to discuss these issues and assist in achieving a fair and lawful resolution.

Sincerely,

Michael J. Turon
(415) 938-7855
2722 Folsom St.
San Francisco, CA 94110

References:

- San Francisco Administrative Code:
  - § 94A.2 (Definitions and requirements for Curbside Shared Spaces)
  - § 94A.12 (Transition of Existing Shared Spaces and Parklets)
- San Francisco Public Works Code, Article 27 and Public Works Code §§ 793 et seq. (Curbside and sidewalk occupancy regulations)
- SFMTA Curb Management Policies & Curb Management Strategy (Guiding the allocation of curb space)
- California Assembly Bill 413 (California Daylight Law) – Requiring a 20-foot setback at crosswalks for pedestrian visibility and safety.

cc:
Director of SF Muni – Jeffery Tumlin (Jeffrey.Tumlin@sfmta.com)
Director of DPW - Carla Short (Carla.Short@sfdpw.org)
D9 Supervisor – Hillary Ronen (Hillary.Ronen@sfgov.org)
Mission Pet Hospital (mph@missionpet.com)

# Exhibit B

**MEMORANDUM**

**To:** San Francisco Board of Supervisors
**From:** Michael Turon, District 9 resident
**Date:** January 16, 2025

**Subject:** Bicycle Signals, Two-Way Cycle Tracks *(a.k.a. Continuous Curb-Side Bike Lanes)*, and Driveway Designs — Safety and Economic Benefits

**Relevance to San Francisco:**
San Francisco's population density (18,630/sq. mi.) is nearly identical to that of Cambridge, Massachusetts (18,512/sq. mi.), making Cambridge's proven treatments for bicycle signals, cycle tracks (*Continuous Curb-Side Bike Lanes*), and driveway designs highly applicable here[1].

**Key Safety & Economic Takeaways from the White Paper[2]**

**I. Bicycle Signals and Detection**
- **a.** Bicycle-specific signals improve safety and manage conflicts at intersections, particularly when used alongside cycle tracks.
- **b.** Providing minimum green and clearance times specifically for cyclists reduces crashes and streamlines flow.
- **c.** Advanced detection (e.g., loop detectors, video, microwave) can reduce rider delay, encourage more bike use, and support local businesses through increased foot (pedal) traffic.

**II. Access into and out of Two-Way Cycle Tracks**
- **a.** Pavement markings, colorized pavement, and signage guide cyclists to midblock destinations or roadway connections.
- **b.** Two-stage turn queue boxes and bicycle boxes enhance visibility, minimizing risk at turns and intersections.
- **c.** Safe and efficient travel improves cyclists' confidence, often leading to greater commercial activity in adjacent corridors.

**III. Cycle Tracks at Driveways**
- **a.** Raised cycle tracks "remain level across driveways," forcing motorists to slow and improving sight lines.
- **b.** Clear sight triangles and reduced curbside parking near driveways avert sudden collisions, supporting a safer streetscape.
- **c.** Lower collision risk translates into fewer disruptions, promoting smoother traffic flow and attracting more visitors to local shops.

**IV. Economic and Operational Rationale**
- **a. Enhanced Safety = Increased Ridership & Commerce**

[1] "List of United States cities by population density," Wikipedia, accessed 01/15/2025
[2] "CYCLE TRACKS: A TECHNICAL REVIEW OF SAFETY, DESIGN, AND RESEARCH, City of Cambridge June 2014

i. Well-designed intersections and driveways give cyclists a seamless experience, incentivizing more frequent trips.
ii. Higher bike volumes can translate to greater foot traffic for local businesses and reduced congestion for motorists, supporting stronger economic vitality in commercial corridors.

**b. Minimized Vehicle Delays**

i. Bicycle detection systems reduce unnecessary redlight cycles, easing traffic backups and improving overall travel times.
ii. Both motorists and transit riders benefit from streamlined movements at intersections, where dedicated signal phases minimize gridlock.

## V. Recommendation

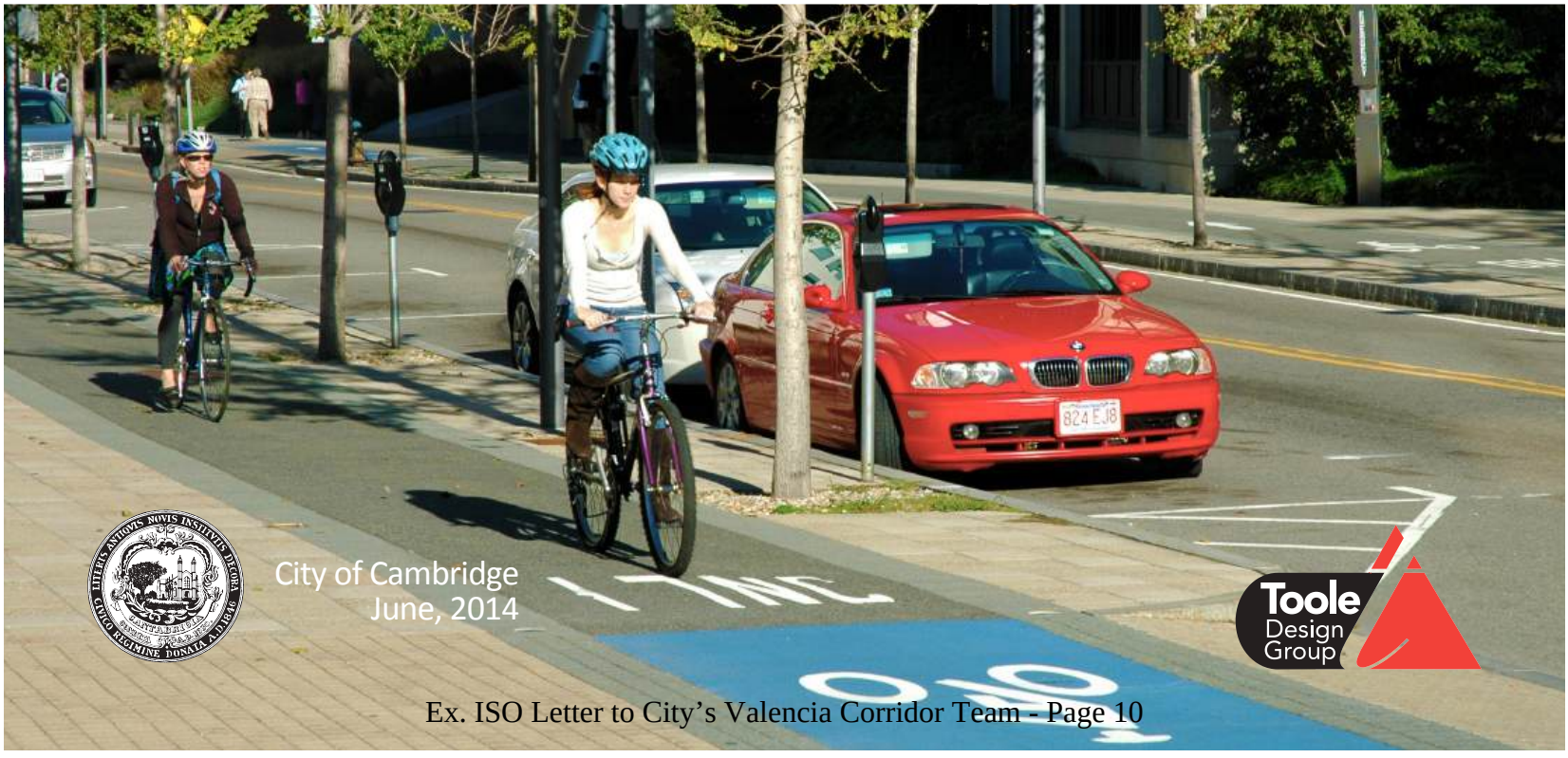
Given the similar population density and proven benefits, adopting these bicycle signal, detection, and continuous curb-side bike lanes (cycle track) driveway designs as referenced in Cambridge will likely improve safety for all road users, support local independent businesses, and align with both San Francisco's congestion management goals and SFMTA Curb Management Strategy.

# Exhibit C

# CYCLE TRACKS: A TECHNICAL REVIEW OF SAFETY, DESIGN, AND RESEARCH






City of Cambridge
June, 2014

Toole Design Group

This paper has been prepared by Toole Design Group for the City of Cambridge.

Photographs have been provided by the City of Cambridge, Toole Design Group, New York City Department of Transportation, and Alice Brown.

# Cycle Tracks: A Technical Review of Safety, Design, and Research

## Table of Contents

# Introduction

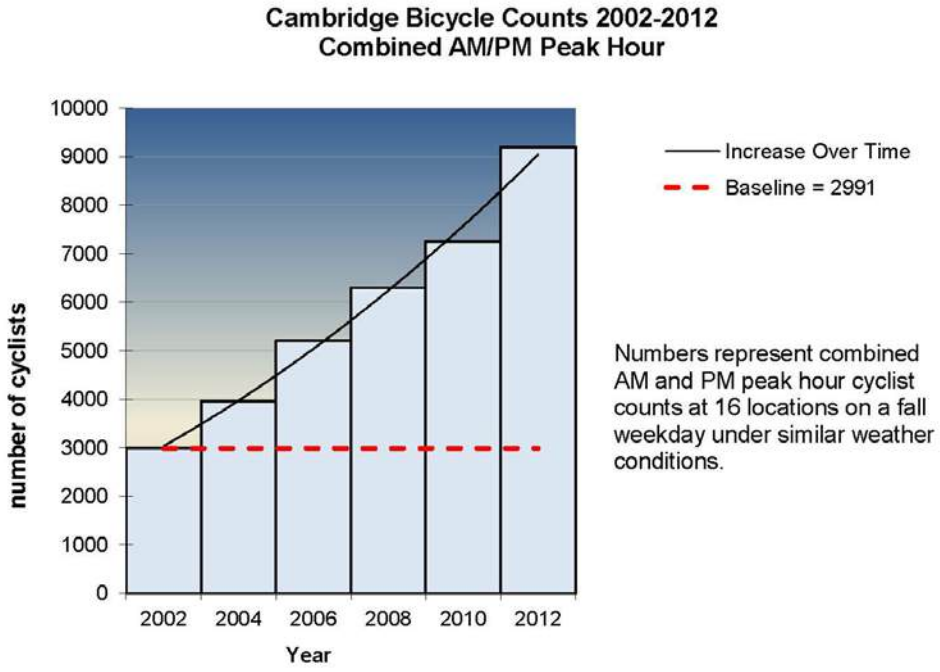
## What are Cycle Tracks?

Cycle tracks are exclusive bicycle facilities that are physically separated from motor vehicle lanes and sidewalks. Separation is achieved through a variety of treatments, such as vertical grade changes; parking lanes and pavement markings; curbs; or landscaping, all of which can enhance the comfort and safety of bicycling on urban streets. Cycle tracks can create a more low-stress, path-like bicycling experience and are sometimes referred to as protected or separated bicycle lanes.

## Why Provide Cycle Tracks?

Cycle tracks are an integral piece of infrastructure proven to increase ridership. Increasing bicycling can improve the overall quality of life in a city: it can enhance the city's economy; increase transportation choices; reduce parking and roadway congestion; and improve personal health. Bicycling is not only the most efficient and cost effective mode of transportation in a city, it is also often the fastest. Replacing vehicle trips with bicycle trips can reduce the number of single-occupancy vehicles, vehicle miles traveled, traffic and associated air pollution, and fuel consumption, all of which help achieve the City of Cambridge's climate goal of 80% reduction in greenhouse gas emissions by 2050.

To achieve these benefits, there is a growing need to provide bicycle facilities that are safe and accessible for people of all ages and abilities. Cambridge already possesses the basic conditions to support high bicycle use, including relatively flat topography, a high density of destinations within close proximity to one another, and a large student population, which together have increased the current bicycling mode share to about 7%.[1] While the City of Cambridge has already achieved high bicycling levels relative to most cities in the US, it has not reached its full potential. Cycle tracks are a proven strategy to attract a larger percentage of the population, and have been linked to increasing overall bicycle mode share. Safe and protected facilities create a more comfortable, low-stress environment for bicycling for people who have an interest in bicycling more regularly but may be in the majority of the population that is "interested but concerned,"[2] about bicycling on city streets. Providing infrastructure such as cycle tracks and secure bicycle parking can help increase bicycling mode share and improve livability.




Source: City of Cambridge, Bicycle Trends in Cambridge Report. (2013)

[1] U.S. Census Bureau. (2008-2010). Cambridge, MA, S0801 Commuting Characteristics by Sex [Data]. *2010 American Community Survey 5-Year Estimates*. Retrieved from http://factfinder2.census.gov/.

[2] Dill, J., & McNeil, N. (2012). Four types of Cyclists? Examining a typology to better understand bicycling behavior and potential. *Transportation Research Board*, 92nd Annual Meeting.

## Cycle Tracks in Cambridge and North American Cities

The City of Cambridge was one of the first cities in the United States to design and construct cycle tracks. In 2004, a raised cycle track was installed on Vassar Street from Main Street to Massachusetts Avenue, with full construction to Audrey Street completed in 2009. A second cycle track was more recently installed on Concord Avenue from Alewife Brook Parkway to Blanchard Road. Cycle tracks are also included in the Western Avenue Reconstruction Project (in construction); Binney Street/Galileo Galilei Way (Second Street – Broadway); Ames Street (Broadway – Main Street); Main Street (Longfellow Bridge – 3rd Street) and Fern Street.

The following North American communities have also installed or are in the process of installing cycle tracks (as of June, 2014)[3]:

- Alameda, CA
- Arlington, VA
- Atlanta, GA
- Austin, TX
- Beaverton, OR
- Bend, OR
- Birmingham, AL
- Boston, MA
- Boulder, CO
- Cambridge, MA
- Champaign, IL
- Charlotte, NC
- Chicago, IL
- Cincinnati, OH
- Decatur, GA
- Denton, TX
- Denver, CO
- Doraville, GA
- Eugene, OR
- Evanston, IL
- Fairbanks, AK
- Herndon, VA
- Hillsboro, OR
- Hoboken, NJ
- Indianapolis, IN
- Kansas City, MO
- Lincoln, NE
- Long Beach, CA
- Madison, WI
- McDonough, GA
- Memphis, TN
- Milwaukee, WI
- Minneapolis, MN
- Missoula, MT
- Montreal, QC
- Munhall, PA
- Nashville, TN
- New York, NY
- Newark, NJ
- Palms Springs, CA
- Philadelphia, PA
- Portland, OR
- Russellville, AR
- Salt Lake City, UR
- San Francisco, CA
- San Jose, CA
- Santa Monica, CA
- Seattle, WA
- Somerville, MA
- Springdale, AR
- St Petersburg, FL
- St. Georges, DE
- Syracuse, NY
- Temple City, CA
- Tigard, OR
- Vancouver, BC
- Washington, DC
- Wichita, KS
- Woodburn, OR

New York City, NY

Chicago, IL

[3] People for Bikes (2013). *Green Lane Project: Inventory of protected bike lanes*. Retrieved from http://www.peopleforbikes.org/green-lane-project/pages/inventory-of-protected-bike-lanes.

## Accessible for All: Cycle Tracks Increase Ridership and are Preferred by More People

A review of research, preference surveys, and bicycle data around the world has shown a clear trend: cycle tracks increase overall ridership, and are preferred by more types of potential bicyclists. Below are some of the key findings:

- In Washington, DC, more bicyclists began riding on 15th Street after the one-way cycle track was installed. After the two-way cycle track was installed, there was a 205% increase in bicycle volumes between P Street and Church Street during the p.m. peak hour, and there was a 272% increase in bicyclist volumes between T Street and Swann Street during the p.m. peak hour.[4]
- An evaluation of six cycle tracks in Montreal compared the facilities to parallel streets without bicycle facilities, and found on average that 2.5 times as many riders use the cycle track over the parallel streets[5].
- A study of nine large North American cities show a clear trend in safety in numbers, and "as the levels of cycling increase, injury and fatality rates per trip and per km traveled fall dramatically. Thus, if we can increase cycling, it will almost inevitably be safer."[6]
- A study of 14 large cities shows a clear trend that a higher percentage of female cyclists is correlated with a higher overall bicycle mode share.[7]
- More and better bicycling facilities have dramatically increased bicycle share trips in cities without any tradition of cycling for daily travel.[8]
- The City of Vancouver, BC, conducted counts before and after the installation of a cycle track on Hornby Street. Ridership increased from 10,000 bicyclists per month prior to construction to 55,000 bicyclists per month two years after construction. Bicycling on the sidewalk declined 80% post-installation (for a total of about 1% observed sidewalk riding). The ridership share by women increased by 4%, and children increased from 0.14% to 0.41% one year after construction.[9]
- Before and after counts on the Prospect Park West cycle track in NYC showed a 190% increase and a 125% increase in weekday and weekend ridership respectively.[10]
- The Institute of Transportation Engineers (ITE) states that "research and surveys conducted… suggest there is demand from current and potential bicyclists for separation from motor vehicle traffic." [11]
- A Vancouver preference survey found that "regular" and "frequent" bicycle commuters (who bicycle at least once per month) were more likely to be male (57.6%), while "potential" cyclists (had not biked within the last year) were more likely to be female (54.9%). Respondents reported highest preference for off-street paved paths (85%), and 71% reported they were likely to use cycle tracks, expressing even greater preference for cycle

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[4] Parks J., Ryus P., Tanaka A., Monsere C., McNeil M., Dill J., Schultheiss W. (2012). *District Department of Transportation Bicycle Facility Evaluation*. Project No. 11404. Retrieved from http://dc.gov/DC/DDOT/Publication Files/On Your Street/Bicycles and Pedestrians/Bicycles/Bike Lanes/DDOT_BicycleFacilityEvaluation_ExecSummary.pdf

[5] Lusk, A. C., Furth, P. G., Morency, P., Miranda-Moreno, L. F., Willett, W. C., & Dennerlein, J. T. (2011). Risk of injury for bicycling on cycle tracks versus in the street. *Injury prevention*, 17(2), 131-135.

[6] Pucher, J., & Buehler, R. (2012). Promoting Safe Walking and Cycling: Lessons from Europe and North America. (Presentation to Harvard Graduate School of Design, 17 Oct 2012). Retrieved from http://policy.rutgers.edu/faculty/pucher/HarvardTalk_Pucher_17October2012.pdf. Also Pucher, J., & Buehler, R. (2012). *City Cycling*. Cambridge, MA: MIT Press.

[7] Garrard, J., Handy, S., & Dill, J. (2012) Women and Cycling, in Pucher, J., & Buehler, R. (eds.), *City Cycling*. Cambridge MA: MIT Press.

[8] Pucher, J., Dill, J., & Handy, S. Infrastructure, Programs, and Policies to Increase Bicycling, *Preventive Medicine*, Jan 2010, Vol. 50, S.1 pp. S106-S125.

[9] ITE Pedestrian and Bicycle Council. (2013). *Separated Bikeways*. Institute of Transportation Engineers.

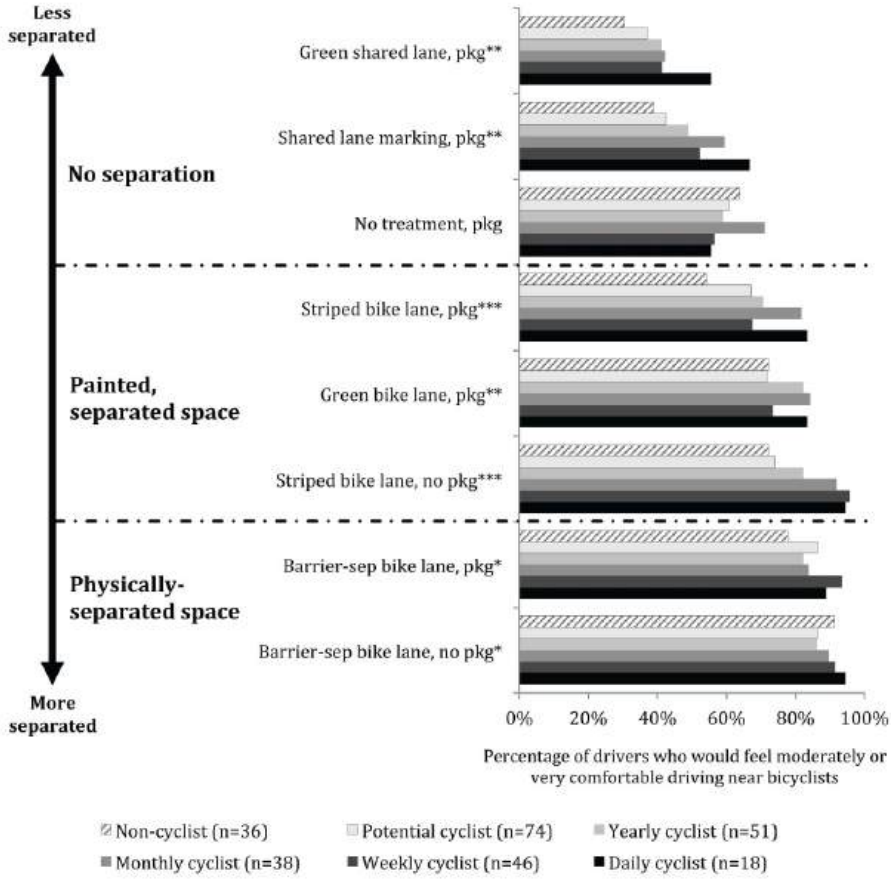
[10] NYCDOT (2011). Prospect Park West: Bicycle Path and Traffic Calming Update. (Presentation, 20 Jan 2011). Retrieved from *http://www.nyc.gov/html/dot/downloads/pdf/2012_ppw_trb2012.pdf*

[11] ITE Pedestrian and Bicycle Council. (2013). *Separated Bikeways*. Institute of Transportation Engineers.

tracks than quiet residential streets (48-65%, depending on street characteristics). Women reported higher preference for separated bike paths and lanes than men.[12]

- A survey of 463 people, roughly half drivers and half cyclists (including drivers who are non-cyclists), found that both drivers and cyclists feel significantly more comfortable with separation between motor vehicles and bicycles. Streets with barrier-separation between moving non-motorized and motorized traffic were unanimously found to be the most comfortable for both cyclists and drivers alike. Potential cyclists in particular are averse to shared space: only 10% would feel comfortable on facilities with shared lane markings, and 3% on a commercial street with no markings. The survey also indicates that the risk of being hit by a car door is a consistent worry for weekly and daily cyclists, many of whom have been hit or almost hit in this situation. [13]
- Copenhagen observed an increase in bicycle ridership of 18 to 20% after construction of cycle tracks compared with a 5 to 7% increase in ridership from bicycle lanes. The research also showed that cycle tracks saw an increase in accidents and injuries of 9 to 10%, while bicycle lanes showed an increase of 5 to 15%. It was noted that additional intersection treatments such as colored pavement, advanced stop lines, and leading bicycle intervals had not been widely used when the study was conducted, and additional safety measures would most likely have improved road safety. Also, cyclists reported feeling most secure on cycle tracks and least secure in mixed traffic.[14]

**Survey Respondents who Drive Feel More Comfortable with Greater Separation from Bicyclists**




Sanders, R. (2013). Examining the Cycle: How Perceived and Actual Bicycling Risk Influence Cycling Frequency, Roadway Design Preferences, and Support for Cycling Among Bay Area Residents, University of California, Berkeley, Berkeley, CA, 218 pp.

[12] Winters, M., & Teschke, K. (2010). Route preferences among adults in the near market for bicycling: Findings of the cycling in cities study. *American Journal of Health Promotion*, 25(1), 40-47.

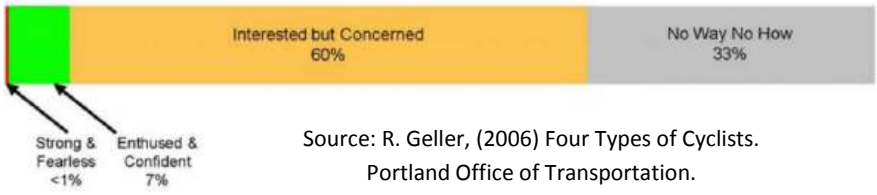
[13] Sanders, R. (2013). Examining the Cycle: How Perceived and Actual Bicycling Risk Influence Cycling Frequency, Roadway Design Preferences, and Support for Cycling Among Bay Area Residents, University of California, Berkeley, Berkeley, CA, 218 pp.

[14] Jensen, S. U., Rosenkilde, C., & Jensen, N. (2007). *Road safety and perceived risk of cycle facilities in Copenhagen.* (Presentation to AGM of European Cyclists Federation).

- In 2006, the City of Portland's Office of Transportation proposed a typology describing different kinds of bicyclists: "Strong and Fearless, Enthused and Confident, Interested but Concerned, and No Way No How".

**Four Types of Transportation Cyclists in Portland**

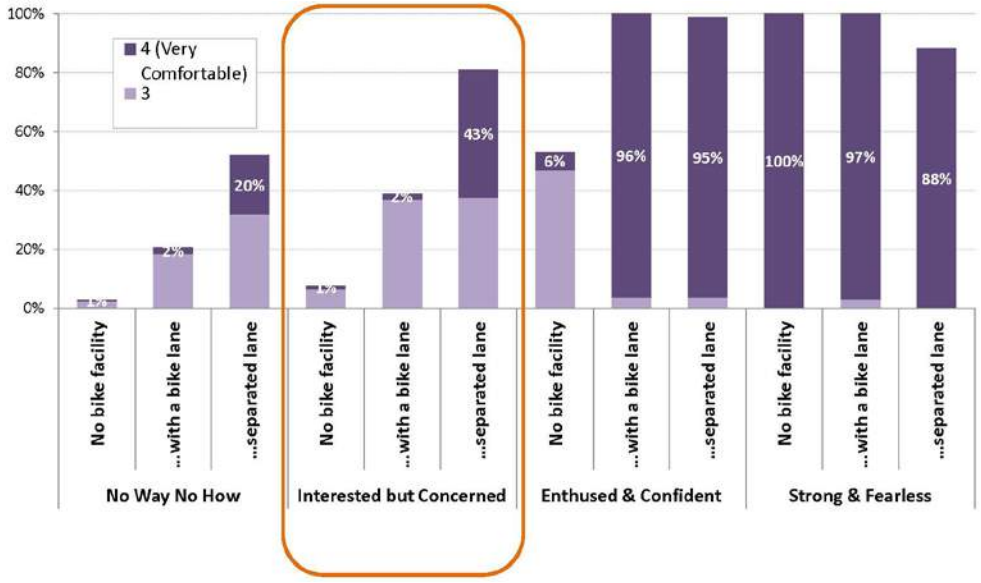
By Proportion of Population




Source: R. Geller, (2006) Four Types of Cyclists. Portland Office of Transportation.

- Research conducted by Portland State University in 2012 indicated that nearly all of the sampled population (908 adults) studied in Portland, OR fit into one of the four categories in a similar proportion. The research found that 56% of the region's population was categorized as "Interested but Concerned," which is considered to be the target market for increasing bicycling for transportation; this population reported the highest level of comfort on separated paths and quiet residential streets, closely followed by riding in cycle tracks on busy streets (30 to 40 mph), a dramatic improvement over the comfort level reported in striped bicycle lanes or riding in mixed traffic without a facility. The analysis indicated that reducing traffic speeds and increasing separation between bicycles and motor vehicles, such as through cycle tracks, increase levels of comfort and bicycling rates.
- In the same study, women and the elderly were underrepresented among the more confident adults and those who currently cycle for transportation. Additionally, the survey respondents categorized as the "no way no how" typology reported they would feel "comfortable or very comfortable" with a separate bicycle facility.[15] Perhaps an additional typology, "maybe if the conditions are right," should be considered.

**Effects of Different Facilities on Comfort**




Source: Dill, J. (2012). *Categorizing Cyclists: What Do We Know? Insights from Portland, OR.* Presentation at VeloCity, 2012.

[15] Dill, J., & McNeil, N. (2012). Four types of Cyclists? Examining a typology to better understand bicycling behavior and potential. *Transportation Research Board*, 92nd Annual Meeting.

## Beyond Bicycle Lanes: The Benefits of Cycle Tracks

While bicycle lanes are an important component of the bicycle network and can serve some users well, especially on lower volume and lower speed routes, they are not comfortable for riders of all ages and abilities on streets with higher traffic volumes and speeds. Providing facilities that separate bicyclists from moving vehicles on routes with faster moving traffic that serve popular destinations, residential areas, schools, parks and employment centers will help encourage more bicycling for transportation.

Standard bicycle lanes on busier streets may limit bicycling levels, as bicycle lanes do not serve all types of riders equally. Many people are not comfortable merging and riding with motor vehicle traffic, especially large trucks and buses, which have been involved in some of the most severe recent crashes in the Boston region, and there is a desire to separate bicyclists from large vehicles where possible. Bicycle lanes often require riders to merge into traffic to avoid hazards like motorists driving or parking in bicycle lanes. Where on-street parking is present, bicyclists often do not feel comfortable riding outside of the door zone on busy streets closer to moving motor vehicle traffic, and may not have quick enough reaction times to avoid an opening car door when riding in the door zone. Although less common, passenger side "doorings" in bicycle lanes remain a risk, especially with passengers exiting or boarding taxis. Even the most extensive educational and outreach efforts are not as effective as infrastructure design that eliminates the conflict altogether. Crash data in the City of Cambridge from 2004 to 2009 shows that 20% of all crashes involve bicyclists being "doored" by motorists, 87% of which are from the driver side door opening.

### *Cycle Track Benefits Summary*

The list below summarizes the benefits of cycle tracks in a variety of contexts:

- Cycle tracks provide increased comfort and safety for bicyclists through separation from motor vehicles to create a more path-like experience.
- Cycle tracks are more comfortable and accessible for people of all ages and abilities, children and the elderly alike. They attract new riders at all levels who otherwise may not bicycle, and therefore increase ridership more so than bicycle lanes.
- Cycle tracks reduce crashes, overall injury risk, and fear of collisions with over-taking vehicles at mid-block.
- Cycle tracks remove bicyclists from the door zone, eliminating the risk of "dooring" and potentially being struck by a motor vehicle.
- Cycle tracks can reduce or eliminate potential obstructions that occur commonly in bicycle lanes, such as motorists parking or driving in the lane.
- Providing a dedicated space for bicyclists improves clarity about expected behavior for all modes of travel.
- Cycle tracks can enhance the pedestrian environment by creating a buffer between pedestrians and vehicle traffic adjacent to the sidewalk.
- Narrowing the roadway width, either physically or visually, through the installation of cycle tracks can have a traffic calming benefit and help to create a more human-scale environment.
- Intersection designs can reduce or separate conflicts with motorists.
- Cycle tracks provide a better air quality environment for users than riding in the roadway.
- Cycle tracks provide economic benefits—they attract more bicyclists than standard bike lanes which results in more productive workers and more spending at local businesses.

## Safety

An underlying principle of roadway design is maximizing safety for people using all modes of transportation. Cycle tracks have the potential to drastically improve safety for all modes by reducing or eliminating exposure to and conflicts with motor vehicles and pedestrians. Due to concerns generated by earlier bicycle facility safety research, prevailing design guidance and public opinion has developed a misplaced bias in the United States that cycle tracks are unsafe. A reexamination of this research found limitations in these studies, as they did not account for all crash types, the impact of additional safety treatments at intersections, and the increase in ridership associated with cycle tracks. Furthermore in earlier studies, sidewalk riding was evaluated for safety where no real bicycle facility existed, and that data was then falsely associated with cycle track and sidepath safety.

New studies have shown an overall increase in safety associated with well-designed cycle tracks, and a decrease in injury risk as more cyclists are riding. Studies from numerous cities throughout the world show there is safety in numbers: as ridership increases, crashes typically remain at the same level or decrease overall. Literature review has shown that intersection treatment crash modification factors for cycle tracks can decrease crash risk ranging from 10% to as much as 51%.[16]

As more research develops, and cycle track and bicycle facility designs evolve, it is clear that intersection treatments are the key for creating safer facilities for all; intersections are critical no matter what the bicycle facility type as the majority of crashes occur at intersections with and without bicycle facilities. Current intersection conditions do not accommodate bicyclists of all ages and abilities, and overall improvements at all intersections are needed to enhance safety for bicyclists. There are design elements and criteria related specifically to cycle tracks that need to be addressed to improve the overall safety of intersections for all modes. There is considerable guidance and global experience on how to design intersections with cycle tracks, which can provide safer and more comfortable conditions by clearly defining space and expected behaviors for all. For more information on cycle tracks designs at intersections, see Intersection Design Considerations later in this paper.


New York City, NY


Toronto, ON

[16] Thomas, B., & DeRobertis, M. (2013). The safety of urban cycle tracks: A review of the literature. *Accident Analysis & Prevention,* 52, 219-227.

## Cycle Track Research: Safety and Health

Evolutions in cycle track design have created safer facilities by separating conflicts at intersections, improving sight lines, and slowing bicycle and vehicle speeds to create a safer environment for all modes. Below is a high level summary of some of the safety research for cycle tracks:

- An evaluation of six cycle tracks in Montreal compared the streets with cycle tracks to parallel streets without bicycle facilities, and found that the streets with cycle tracks have a 28% lower injury rate over the parallel streets without bicycle facilities.[17]
- Researchers examined crash rates on 19 US cycle tracks physically separated from vehicle traffic by a buffer and distinct from the walking paths compared to reference streets without cycle tracks. The overall crash rate for cycle tracks was 2.3 (95% CI = 1.7, 3.0) crashes per million bicycle kilometers. For vehicle-bicycle crashes on roadways, the overall published crash rates per million bicycle kilometers ranged from 3.75 to 54, and from 46 to 67 in the US and Canada respectively. These "results suggest that, in the United States, bicycling on cycle tracks is safer than bicycling on roads."[18]
- A study of 690 bicycling injuries in Canada across all types of bicycle facilities showed that cycle tracks had the lowest risks, about one-ninth the risk of the reference street: a major street with parked cars and no bicycle infrastructure. Bicycle lanes were found to have about one-half the risk as the reference. Busy streets are associated with higher risks than quiet streets, and bicycle-specific facilities are associated with lower risks.[19]
- The Prospect Park West New York City cycle track case study found that all crashes decreased by 16%, injuries decreased by 63%, and injury risk decreased by 50% post-installation. The study also reported there were no reported injuries between bicyclists and pedestrians.[20]
- Researchers surveyed cyclists in two buffered bicycle lanes and one cycle track in Portland about their perceived safety and route choice (cycle track and buffered lane vs. on-street, all other). About 45% of cyclists agreed that they chose to ride on the cycle track more often. Additionally, women significantly felt safer on the cycle track than men (94% [of women] vs. 64% [of men]).[21]
- Researchers in Portland measured air quality on the driver side and passenger side of a parked car to compare particulate matter found in a typical location of bicycle lane vs. the typical location of a cycle track. Air quality was found to be 8% to 38% better in the cycle track location than the bicycle lane, and researchers also found that the highest differences between the two facilities corresponded with higher traffic volumes, supporting the conclusion that the distance created by a physical barrier between a bicycle facility and moving traffic affects air quality and bicyclists' exposure to ultrafine pollutant particles.[22]

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[17] Lusk, A. C., Furth, P. G., Morency, P., Miranda-Moreno, L. F., Willett, W. C., & Dennerlein, J. T. (2011). Risk of injury for bicycling on cycle tracks versus in the street. *Injury prevention*, 17(2), 131-135.

[18] Lusk, A. C., Morency, P., Miranda-Moreno, L. F., Willett, W. C., & Dennerlein, J. T. (2013). Bicycle Guidelines and Crash Rates on Cycle Tracks in the United States. *American journal of public health*, 103(7), 1240-1248.

[19] Teschke, K., Harris, M.A., Reynolds, C.C., Winters, M., Babul, S., Chipman, M., Cusimano, M.D., Brubacher, J.R., Hunte, G., Friedman, S.M., Monro, M., Shen, H., Vernich, L., & Cripton, P.A. (2012). Route infrastructure and the risk of injuries to bicyclists: A case-crossover study. *American journal of public health*, 102(12), 2336-2343.

[20] NYCDOT (2011). Prospect Park West: Bicycle Path and Traffic Calming Update. (Presentation, 20 Jan 2011). Retrieved from http://www.nyc.gov/html/dot/downloads/pdf/2012_ppw_trb2012.pdf.

[21] Monsere, C. M., McNeil, N., & Dill, J. (2012). Multiuser perspectives on separated, on-street bicycle infrastructure. *Transportation Research Record: Journal of the Transportation Research Board*, 2314(1), 22-30.

[22] Kendrick, C.M., Moore, A., Haire, A., Bigazzi, A., Figliozzi, M., Monsere, C.M., George, L. (2010). The impact of bicycle lane characteristics on bicyclists' exposure to traffic-related particulate matter. *90th Annual Meeting of the Transportation Research Board*.

# Planning

## Bicycle Facility and Cycle Track Implementation in Dense Urban Environments

In urban environments such as Cambridge, streets should provide safe accommodations for all modes and people of all ages and abilities. The City's policy objectives aim to protect and improve the urban fabric; promote cultural advancements and historic preservation; increase environmental, economic, and social sustainability; and improve the quality of life for its residents. All bicycle facility designs require creative and pragmatic solutions to often complex and historic land use characteristics and roadway configurations.

When determining what type of facility is most appropriate and feasible for each location, and how to create a network of connected, protected facilities, general planning level considerations include:

- Balancing the accommodation of all modes
- Density, connectivity, and latent demand
- Context of land uses and street type
- Available right-of-way
- Proximity to or on the desired route to special uses: schools, parks, youth centers, etc.
- Traffic volumes and speeds
- Presence of transit stops
- Driveways and intersections
- Type of project - retrofit vs. reconstruction
- Major routes that serve popular destinations, residential areas, schools, parks and employment centers that are:
    - High volume, high speed roadways
    - Major arterials and connectors
    - Commercial corridors with high parking turnover

It is important to note that cycle tracks may not be appropriate for every street. Other bicycle facilities such as bike lanes are also important components of a bicycle network and can serve some users well, especially on lower volume and lower speed routes. Bicycle boulevards or neighborways, shared streets, or local residential streets may not be appropriate routes for cycle tracks. All facility types should be selected based on engineering judgment and receive feedback from the local community

Copenhagen, Denmark

New York City, NY

## Types of Bicycle Facilities

Below is a comparison table of the benefits and challenges associated with each type of typical urban bicycle facility:

| **Shared Travel Lanes:** *Shared bicycle and motor vehicle travel lanes denoted by pavement markings and signs.* | |
|---|---|
| **Benefits** | **Challenges** |
| • Directs bicyclists to the safest place to ride<br>• Alerts motorists of shared space | • Bicyclists must operate as a vehicle in mixed traffic<br>• Narrow right-of-way may not provide enough space to direct bicyclists out of the "door zone" and requires bicyclists to "take the lane"<br>• Not appropriate for roadways with speeds greater than 30 mph<br>• High exposure to motor vehicle pollution |
| **Bicycle Lanes:** *On-road facilities designated for exclusive use by bicyclists through pavement markings and signs.* | |
| **Benefits** | **Challenges** |
| • Designated space for bicyclists<br>• Visually narrows the street to calm traffic | • May require bicyclists to operate as a vehicle in mixed traffic to avoid obstructions<br>• Motor vehicles often drive or park in the bicycle lane<br>• Narrow right-of-way may not provide enough space to direct bicyclists out of the "door zone"<br>• High exposure to motor vehicle pollution |
| **Buffered Bicycle Lanes:** *A bicycle lane with pavement marking buffers to provide separation from parked motor vehicles.* | |
| **Benefits** | **Challenges** |
| • Designated space for bicyclists<br>• Additional buffer space for separation from motor vehicles to avoid "dooring"<br>• Space for passing other bicyclists<br>• Visually narrows the street to calm traffic | • May require bicyclists to operate as a vehicle in mixed traffic to avoid obstructions<br>• Motor vehicles often drive or park in the bicycle lane; this is exacerbated with wider bicycle lanes<br>• High exposure to pollution |
| **Shared-Use Paths:** *Off-road path physically separated from traffic and designated for shared use by bicyclists and pedestrians.* | |
| **Benefits** | **Challenges** |
| • Off-street space physically separated from motor vehicles<br>• Provides regional and inter-city off-street connections<br>• Lower exposure to pollution | • Typically requires more right-of-way space and is generally installed along or in open green spaces, parkland, etc.<br>• Shared with walkers, joggers, roller skaters, skateboards, dog walkers, etc. |
| **Cycle Tracks:** *Exclusive bicycle facilities physically separated from motor vehicle travel lanes and sidewalks.* | |
| **Benefits** | **Challenges** |
| • Exclusive, protected space for bicyclists physically separate from motor vehicles and pedestrians<br>• Prevents driving and parking in facility<br>• Eliminates "dooring"<br>• Helps reduce exposure to pollution<br>• Visually narrows the street to calm traffic | • Typically requires more right-of-way space<br>• Maintaining pedestrian accessibility at intersections and transit stops<br>• Drainage considerations, especially for the type of drainage infrastructure required for raised cycle tracks<br>• Accommodating existing street sweeping and snow clearing equipment<br>• Developing a year-round maintenance plan |

## Types of Cycle Tracks

### *Raised vs. Street-level Cycle Tracks*

Raised cycle tracks are vertically separated from motor vehicle traffic by installing the facilities at a different grade, whether at the same level of the sidewalk separate from pedestrian travel, or in between the roadway grade and sidewalk grade (e.g., sidewalks are typically six inches above the roadway, so the cycle track could be installed three inches above the roadway and three inches below the sidewalk). Street-level cycle tracks are installed on the roadway but physically separated from motor vehicles through various methods such as on-street parking or plantings. Below is a comparison table of raised and street-level cycle tracks

**Raised Cycle Track**

*Bicycle facilities constructed above the roadway physically separated from motor vehicle and pedestrian traffic through a variety of methods including curbs, furnishings, plantings, etc.*

| Benefits | Challenges | Maintenance Considerations |
|---|---|---|
| • Provides vertical separation and more protection from motor vehicle traffic; increased separation can be more attractive to a wider range of bicyclists<br>• Prevents motorists from easily entering or obstructing the cycle track<br>• Potentially more visually attractive<br>• Allows for driveway and side street designs that are similar to sidewalks and improves yielding as well as reduces turning motor vehicle speeds | • Potential for conflicts with pedestrians in cycle track accessing transit stops, at intersections, or to access the sidewalk from parked vehicles<br>• Typically more expensive if designs require reconstruction and adjustments to stormwater management unless implemented as part of a planned street reconstruction project | • May require special maintenance equipment or operations<br>• Sweeping and snow plowing may be done with adjacent sidewalk<br>• If wide enough, standard street equipment can be used<br>• Snow storage and de-icing strategies need to be considered |

**Street Level Cycle Track, also known as a Protected Bike Lane *[23]**

*Bicycle facilities at street level physically separated from motor vehicle traffic through a variety of methods including parked vehicles, pavement markings, flexposts, bollards, curbs, plantings, etc.*

| Benefits | Challenges | Maintenance Considerations |
|---|---|---|
| • Lower cost of implementation when installed on existing roadway<br>• Typically have minimal effect on storm water management and drainage infrastructure<br>• Typically have minimal impact on pedestrian crossings at intersections | • May be less attractive to inexperienced cyclists depending on type of separation<br>• If used, flexible posts can pose maintenance challenges and may be less visually attractive within streetscape<br>• Without physical separation, enforcement may be needed to restrict motor vehicle access | • Sweeping and snow plowing may need to be done separate from roadway<br>• Locations with flexible posts should consider minimum clearances required for street sweeping and snow plowing equipment<br>• Special equipment, operations, or maintenance agreements may be needed for cycle tracks<br>• Planters require regular maintenance |

[23] For greater clarity the term "Protected Bike Lane" is used in Cambridge to describe a street level cycle track.

### *One-way vs. Two-way Cycle Tracks*

Cycle tracks can either be one-directional or two-directional, and can be provided on both sides of two-way streets or on one side of one-way streets. Below is a comparison table of one-way and two-way cycle tracks and the contexts for which they may or may not be more appropriate:

| **One-Way Cycle Track – Each side of two-way roadway**<br>*Context: Corridors with more frequent intersections, active edges on both sides of street* | |
|---|---|
| **Benefits** | **Challenges** |
| • Provides access to both sides of roadway<br>• Cyclists ride in the same direction as vehicles in adjacent roadway<br>• Simpler treatments at intersections<br>• Can transition to bicycle lanes to match a connecting facility<br>• Generally conforms to standard roadway operating expectations | • Requires more roadway space to accommodate a buffer on two sides of the roadway than a two-way cycle track<br>• Need more width overall to allow for passing, especially where volumes are higher and on hills and longer stretches<br>• Potentially more total parking restrictions for sight lines due to presence on both sides of roadway (depends on number of side streets/driveways)<br>• May make wrong way bicycle riding more appealing<br>• May require changes to signal operations, especially at locations with high volumes of turning traffic |
| **Two-Way Cycle Track – One side of one-way roadway**<br>*Context: Corridors with few intersecting streets, barrier or edge on one side, trail connections* | |
| **Benefits** | **Challenges** |
| • Has a "bike path" feel that is more attractive to less experienced cyclists<br>• Requires less space than two one-way cycle tracks on each side of the roadway<br>• Cyclists may pass in opposing cycle track lane<br>• May improve connectivity for bicyclists when used on one-way streets | • Contrary to standard roadway operating expectations, as cyclists approach motorists from potentially unexpected direction<br>• Pedestrians may not expect contra-flow bicyclists<br>• Can limit access to land uses and activities on non-cycle track side of street<br>• The contra-flow movement will likely be less efficient due to signal progression operation resulting in frustration by the user or violations of traffic controls<br>• Will require changes to signal operations to manage turning conflicts, especially left turning vehicles and contra-flow bicyclists |

When choosing which side of the street to install a two-way cycle track, consideration should be given to:

- Available right-of-way
- Number of intersections and driveways
- Width of adjacent sidewalk
- Adjacent land uses
- Transit stops
- Access management
- Presence and type of parking
- Desired turning movements
- Commercial loading and delivery
- Taxi, valet, or temporary loading areas
- Emergency vehicle needs
- Stormwater management

### *Retrofits vs. Reconstruction*

When the curb location is fixed, street-level cycle tracks can often be retrofitted by reallocating existing street space. Cycle tracks can be installed using strategies such as minimizing lane widths or removing travel or parking lanes. A physical buffer between a curbside bicycle lane and adjacent parking and/or travel lanes can be created with pavement markings and flexposts, curbs, planters, and other design elements as space permits. Retrofit projects are usually lower in cost and quicker to implement than reconstruction projects, and can be the first phase of an incremental installation of protected facilities.

Reconstruction projects are excellent opportunities to install raised cycle tracks. During reconstruction projects, all aspects of the available right-of-way should be considered to achieve the best facility possible.

# Design

## General Design Considerations

Cycle tracks have been designed and built around the world for decades; the most thorough and substantial design guidance widely available comes from the Netherlands and Denmark. The NACTO Urban Bikeway Design Guide provides a summary of design considerations and treatments for cycle tracks based upon European and North American guidance and experience. FWHA (the Federal Highway Administration) officially supports use of the NACTO guide. For this paper, the City of Cambridge has developed cycle track design considerations using best practices from around the world, and lessons learned from local experience with the installation of the Vassar Street and Concord Avenue cycle tracks as well as the designs for Western Avenue, Binney Street, and Main Street.

The planning level considerations for cycle tracks discussed previously help determine what type of facility is best for the project site. This section of the paper will discuss general cycle track design considerations including:

- Determination of cross-section widths
- Separation methods
- Pavement markings and signage
- How to discourage pedestrian use of cycle tracks
- Transit stop accommodations
- Drainage
- Maintenance

Intersection and driveway treatments are discussed later in the Intersection Design Considerations section of this paper.


## Cycle Track Cross Section Recommendations

Below is a chart with minimum and preferred cycle track widths, whether raised or at street-level, for one-way and two-way cycle tracks:

| Facility Dimensions | One-Way Cycle Track | | Two-Way Cycle Track | |
|---|---|---|---|---|
| | **Minimum[1]** | **Preferred[2]** | **Minimum[1]** | **Preferred[2]** |
| **Cycle Track Width** | 5’ | 7’ | 8’ | 12’ |
| **Separation[3]** | 1’ to 3’ | 3’+ | 1’ to 3’ | 3’+ |

[1] The minimum total clear width needed to accommodate existing street sweeping and snow clearing equipment in the City of Cambridge is 10’. Sidewalk plowing equipment can handle narrower widths. Maintenance equipment or maintenance agreements may be required on a case-by-case basis for narrower cycle tracks.

[2] Designs should meet or exceed the preferred widths to the maximum extent feasible to allow for passing.

[3] Separation can be achieved through a variety of methods including vertical grade changes. Separation widths from motor vehicle lanes and sidewalks will vary depending on the context and constraints of each site and require engineering judgment.

Each project should be evaluated using engineering judgment to develop context-sensitive solutions. Cycle track and roadway design guidance is ever evolving, and designs should be piloted and tested to continuously improve conditions for people using all modes of transportation. As more cycle tracks are installed throughout the U.S. and Cambridge, more specific design guidance will be developed for cross section widths. At this time, for the most extensive recommendations on cross section widths please refer to the Dutch “Design Manual for Bicycle Traffic” (CROW) for additional information.

**Cambridge, MA**


**Chicago, IL**

## Separation Methods

There are a variety of separation methods for cycle track designs. The overall goal is to provide a physical barrier to reinforce separation between the cycle track and the adjacent parking or travel lane and the pedestrian realm. Generally, pavement marking is an acceptable method for buffering parked vehicles from the cycle track. However, depending on the context and constraints within a project site, and whether a cycle track is raised or at street-level, separation can be achieved through any of the following:

- Parking with pavement marking buffers and/or flexible bollards or flexposts
- Curbs
- Concrete barriers
- Planters, trees, stormwater management features
- Differentiating materials
- Street furniture

For raised cycle tracks without curbside parking, separation methods should consider ways to mitigate larger vehicles mounting the curb and parking partially on the cycle track. The furnishing zone between a raised cycle track and the sidewalk can include street furniture, plantings, trees, and other furnishings to define and separate the pedestrian realm from the raised cycle track.


New York City, NY


Vancouver, BC


Galapagos Islands, Ecuador


Boston, MA

## Pavement Markings and Signage

Pavement markings should be determined by consulting the NACTO Urban Bikeway Design Guide, the latest edition of the MUTCD, and the AASHTO Guide for the Development of Bicycle Facilities. Bicycle lane symbols can be placed to promote the correct direction of travel and discourage wrong-way riding, while indicating to pedestrians the intended use of the facility.

Regulatory, warning, and wayfinding signage specific to cycle tracks can be developed to improve overall safety and expectations for all roadway users. Signs can be placed within the buffer or adjacent to the curb where practical and visible for the intended user. For cycle tracks with parking protection, signs and markings can alert all users to be aware and where to look for potential conflicts, including pedestrians loading and unloading from parked vehicles and at intersection mixing zones. Pavement markings and signage at intersections are discussed in further details in Intersection Design Considerations.

## Pedestrians and Cycle Tracks

Because cycle tracks are still relatively new in North America, many people are not yet accustomed to their place and function in the streetscape environment. As in the Netherlands and other countries with an abundance of cycle tracks, people will become accustomed to behaviors; however, at the introductory stage it is valuable to include design elements that will reduce conflicts, educate users, and encourage appropriate behaviors. In particular, people should not walk or jog in cycle tracks, and designs should be intuitive and encourage separation of pedestrian and bicycle traffic. Minimal treatments include differentiating materials and providing signage and pavement markings restricting pedestrian use of the cycle track. More effective treatments include providing a vertical element separating the pedestrian and bicycle space such as a change in grade or the installation of street furniture and/ or street trees. Where adjacent to on-street parking, regular access from the sidewalk to the parking lane should be provided. Pedestrian and bicycle interactions at intersections are discussed later in Intersection Design Considerations section of this report.


New York City, NY


Copenhagen, Denmark

## Transit Stops

Depending on the configuration of the cycle track, the presence of curbside parking, and the location of the transit stop, a variety of treatments can be used to facilitate accessible pedestrian transit stops. Strategies can include:

- Removing separation at the stop to allow curbside access
- Providing transit stop islands in the buffer space at nearside and farside bus stops
- Raising the cycle track to allow pedestrians access across the cycle track from the sidewalk to the curb; this treatment can include bus stop platform islands in the buffer space or allow buses to access the curb directly adjacent to the cycle track
- Routing the cycle track behind the transit stop where space permits

Stops should include accessible pedestrian landing zones for each bus stop door. Tactile warning strips, pavement markings, colored pavement, and signage can be used to alert bicyclists to yield to pedestrians loading and unloading.

Cycle track designs often involve relocating transit stops to the far-side of the intersection to reduce conflicts. Far-side bus stops can help improve sight lines, reduce transit delay as buses do not have to wait for a green indication after loading passengers, and reduce conflicts between buses and right turning bicyclists and vehicles. Far-side bus stops also encourage pedestrians to cross behind the bus to access the intersection.


## Drainage

Cycle tracks can be designed to allow water to drain freely from the street and eliminate standing water whether at the sidewalk or street level. Depending on the type of project, simple changes to drainage infrastructure or complex overhauls during full depth reconstruction projects can accommodate cycle tracks through a variety of methods Drainage and utility structures should be placed along the curb may to maintain a smooth riding surface free from hazardous drainage grates. Catch basin grates must be City standard "cascade" type that have cross bars so as not to catch bike tires.

For raised cycle tracks, the cycle track can be pitched toward the road like typical sidewalks to allow water to drain into existing infrastructure or into the buffer zone (where present) which can contain planters, rain gardens, and other stormwater management features. This area can also be used to store snow in winter. Another option is to install a central drain or stormwater management features between the cycle track and sidewalk to drain and filter stormwater. Permeable pavement can also be used to allow water to drain directly through the pavement, helping to eliminate freezing surface water which can be a safety problem for cyclists. A permeable asphalt cycle track is being constructed on Western Ave. (in construction, 2014).

## Maintenance

### *Street Sweeping and Snow Clearing*

To ensure success, cycle tracks must be designed and constructed to facilitate year-round maintenance. Where feasible, cycle track widths 10' or more are most compatible with the City's existing street sweeping and snow clearing equipment so they can be included with normal maintenance operations. Cycle tracks designed with flexposts or bollards should be removable to facilitate snow and ice clearance in the winter.

To accommodate a narrower cycle track, it may be necessary to either purchase specialized maintenance equipment such as tractors with brooms, snow blowers, or pickup trucks, or identify maintenance partners and establish maintenance agreements to clean and plow cycle tracks prior to implementation. Specialized equipment can serve both as snow clearance equipment during the winter and street sweepers throughout the rest of the year.

For winter maintenance it is especially important to have proper drainage to prevent ice formation during freeze/thaw conditions and after plowing. De-icing strategies will depend on the configuration of the cycle track and the type of pavement used. De-icers can be applied prior to snow fall and again while clearing to help prevent ice formation. Salt and deicers are not recommended for permeable pavements to prevent clogging in the void spaces of the pavement. Alternatively, beet juice/brine has been used in some cities as a deicer on streets and bicycle facilities to reduce environmental impacts associated with salt. Stormwater management features can be used in the buffer zones between the street and/or the sidewalk to store, filter, and allow snowmelt to re-enter into the water table.

In the City of Cambridge, sidewalk snow clearance is the responsibility of the abutter. For raised cycle tracks, maintenance agreements with public and private partners will be part of the strategy; for example, MIT clears the cycle tracks along Vassar Street as part of an agreement.

## Intersection Design Considerations

Intersections are where most motor vehicle-bicycle crashes occur in urban areas with and without bicycle facilities. Unfortunately there is not enough research or guidance on how to mitigate or redesign standard intersections for all types of bicycle facilities. Existing laws define bicycles as vehicles, and assume that bicyclists operate similarly as motorists do, with some notable exceptions (e.g., being allowed to pass on the right and to ride on sidewalks under certain conditions). However, bicycles and motor vehicles have drastically different operating characteristics, including top speeds and acceleration and deceleration rates. Prevailing laws and design practices do not accommodate bicyclists of all ages and abilities. As motor vehicles, transit vehicles, and pedestrians have specific accommodations at intersections including pavement markings, signage, and signalization, bicyclists likewise need explicit accommodations to reduce conflicts and improve safety and comfort for all. The good news is that there is considerable guidance and global experience on how to design intersections with cycle tracks, which can provide safer and more comfortable conditions by clearly defining space and expected behaviors for all.

Cycle track designs at intersections can manage conflicts with turning vehicles and pedestrians through a variety of treatments. The overall goals of intersection design are to reduce conflicts, speeds, and delay, as well as improve safety and comfort for all modes. This section will cover the following intersection design considerations:

- Sight/stopping distances including parking setbacks
- Geometry, including raised crossings, chicanes, and curb radii
- Intersection pavement markings and signage
- Corner designs for bicycle and pedestrians crossings
- Providing bicyclists opportunities for desired turning movements
- Signalization
- Access into and out of two-way cycle tracks
- Driveways

## Sight/Stopping Distances

When designing all types of bicycle facilities, stopping sight distances at intersections and driveways should be reviewed to maximize visibility of bicyclists and reduce conflicts between modes. Sight and stopping distance calculations will vary based on the characteristics and constraints of each project and will be influenced by the configuration of facility types. For street level, parking protected cycle tracks, parking restrictions between 20’ to 40’ minimum may be generally sufficient at the near and far-side of intersections and driveways to allow for proper sight distances, however additional restrictions may be needed based on site specific geometric or operational characteristics, which would result in greater sight distance requirements. Sight distance calculations can be developed for all modes at intersections. Sight and stopping distance calculations for bicycles are found below:

Table 5-4. Minimum Stopping Sight Distance

| U.S. Customary | | | Metric | | |
|---|---|---|---|---|---|
| $S = \frac{V^2}{30(f \pm G)} + 3.67V$ | | | $S = \frac{V^2}{254(f \pm G)} + \frac{V}{1.4}$ | | |
| where: | | | where: | | |
| $S$ | = | stopping sight distance (ft) | $S$ | = | stopping sight distance (m) |
| $V$ | = | velocity (mph) | $V$ | = | velocity (km/h) |
| $f$ | = | coefficient of friction (use 0.16 for a typical bike) | $f$ | = | coefficient of friction (use 0.16 for a typical bike) |
| $G$ | = | grade (ft/ft) (rise/run) | $G$ | = | grade (m/m) (rise/run) |

Source: AASHTO Guide for the Development of Bicycle Facilities Table 5-4

## Intersection Approach Geometry

Based on available sight distance, intersection operations, and physical constraints, there are several ways to design cycle track intersection approach geometry to improve safety and maximize visibility for all users. Solutions may include:

- Continuing the cycle track all the way to intersection and:
    - Restricting parking to provide adequate sight distances and/or space for turn lanes or other desired operational features.
    - Designing chicanes to slow bicyclists speeds to meet sight distance requirements.
- Creating a cycle track and motor vehicle mixing zone where vehicles yield to bicyclists in the cycle track and merge to accommodate turning movements
- Maintaining a raised cycle track across intersections, especially appropriate across driveways and minor side streets.
- Terminating the cycle track and removing separation to provide a standard bicycle lane with bicycle boxes, where appropriate, to improve visibility and raise awareness of the shared space between all users of the intersection.

### *Chicanes*

For parking protected street level cycle tracks where sight distance requirements cannot be achieved by only restricting parking, the geometry of the approach can be altered to slow bicycle traffic to speeds which are compatible with sight distance requirements at potential conflict points. A chicane is a design feature that creates an "S" curve that bicyclists will weave through, effectively reducing speeds, and places bicyclists at a more visible location on the roadway. For a typical roadway, parking should be restricted 20' from the crosswalk; however, further restrictions based on specific speeds and stopping sight distances can improve the visibility of bicyclists at intersections. Chicanes can be designed to help improve visibility as well as maintain bicycle approach speeds between eight and 11 miles per hour. To keep bicycle speeds within this range, a chicane is designed with a reverse curve and an approximate centerline radius of 22' followed by 13'. This combination of radii can result in bicycle speeds of 8 to 11 miles per hour on the approach to the intersection. This will correspond to a bicycle stopping distance of 35' to 65'. For parking protected cycle tracks, presuming motor vehicle turns will be made no faster than 15 mph, motorists will have approximately 80' to 100' of available sight distance to see the bicyclists once they appear, and will require approximately 50' to 80' to stop once they see the bicyclist. This is sufficient for a bicyclist to react prior to the intersection if a vehicle is likely to turn in front of the bicyclist and for a motorist to yield to the straight-traveling bicyclist as legally required.

**Washington, D.C.**

**Washington, D.C.**

### *Cycle Track and Motor Vehicle Mixing Zones*

In some situations, cycle tracks can be designed with mixing zones at intersections to accommodate vehicle turning movements. Mixing zones can be used where there are space constraints or as an alternative to bicycle signals. In this design treatment, the cycle track transitions to a shared curb-side bicycle and motor vehicle lane. Cars are angled into the mixing zone, reducing speeds and maximizing visibility of on-coming bicyclists. Yield markings at the approach to the mixing zone accompanied by "Turning vehicles yield to bicycles" R10-15 signs help denote bicycle prioritization and reinforce that motor vehicles must yield to oncoming bicyclists. Mixing zones may not be appropriate at intersections with high volumes of right turning vehicles or higher speeds, and further studies are needed to determine their effectiveness in reducing crashes compared to alternative treatments such as signalization.


Modified R10-15 Sign
Source: Toole Design Group



### *Standard Bicycle Lanes*

Separation should only be removed in limited circumstances based on engineering judgment. Where there are constraints and separation cannot be accommodated, separation should be removed prior to intersections to provide a standard bicycle lane with bicycle boxes or turn queue boxes where appropriate. Additional treatments such as green colored pavement, warning signs, and/ or separated signal phases should be provided to improve visibility and raise awareness of the shared space between all users of the intersection. Also, removing separation may reduce comfort for some users.

## Cycle Track Intersection Pavement Markings and Signage

Cycle track pavement markings through intersections can reduce conflicts by alerting motorists and pedestrians to expect and be aware of bicyclists, and encourage proper tracking by bicyclists through intersections. To alert bicyclists that they are approaching an intersection and to control approach speeds, visual and tactile cues can be incorporated into the design of the cycle track. The application of color to the cycle track can be used to effectively communicate to all modes of upcoming intersections where reduced speeds and increased awareness are required. Colored pavement can be used to increase awareness of bicyclists at:

- Curbside locations where there are conflicts at driveways
- The beginning of the block for a short distance to highlight the cycle track
- Intersections to increase awareness of conflicts areas and increase visibility

Variations of symbols including shared lane marking symbols, standard bicycle symbols, or oversized shared lane marking or bicycle symbols can be used to define intersection space. It is generally recommended to choose a standard symbol for intersection crossings to maintain continuity and clarity throughout the bicycling network. Symbols and/or colored pavement should be supplemented with dashed lines. Many communities have also used temporary educational signage to help users understand where to predict movements by different modes and reduce potential conflicts.

## Corner Designs: Bicycle and Pedestrian Crossings at Intersections

Treatments at intersections can help reduce conflicts between pedestrians and bicyclists to improve safety and comfort. Designs can incorporate accessible pedestrian features including high-visibility crosswalks across the cycle track and tactile warning strips on the sidewalk and at medians where applicable. Pavement markings such as yield symbols and transverse stop lines, along with geometric features such as chicanes and signage, can slow and help alert bicyclists to yield to pedestrians. Raised cycle tracks can transition to a shared pedestrian and bicycle area at corners. These treatments all require slow speeds similar to those found on shared streets. Another option is to design intersection crossings to provide bicycle specific pavement markings, signage, and signalization in addition to traditional pedestrian crosswalks.

New York City, NY

## Providing Opportunities for Turning Movements: Jug Handles and Two-Stage Turn Queue Boxes

Bicyclists turning movements can be accommodated at intersections and major destinations along the cycle track through a variety of treatments, including narrowing the buffer width to provide bicycle turn lanes where space is available, and facilitating "jug handle" or two-stage left turn movements. Jug handle movements are where bicyclists bear right onto a ramp or side street to then continue to turn left. Two-stage left turn movements are common practice in the Netherlands and other European countries, and are typically easier for most bicyclists to execute, and may be more comfortable because it does not require waiting for gaps to merge laterally across multiple lanes of traffic.
Jug handles can be created through geometric changes to sidewalks or by creating queuing areas on adjacent side streets called two-stage turn queue boxes. Two-stage turn queue boxes help bicyclists safely make left or right turns at intersections, driveways, and midblock crossing locations where there is demand. Queue boxes can be placed in multiple locations depending on the configuration and constraints of each site. Two-stage turn queue boxes prevent conflicts by separating turn movements. Bicycle signals can also help facilitate turning movements for bicyclists and reduce conflicts between other modes.

**Toronto, ON**

## Bicycle Signals and Detection

Providing dedicated signalization for all modes can be used to manage conflicts and improve safety. Bicycle specific traffic signals are a common and effective way of moving bicycles through signalized intersections in conjunction with cycle tracks. Signal timing can allow for bicycles minimum green and clearance times and is often provided concurrently with pedestrian phasing. The MUTCD allows standard traffic signals to be designated for bicyclist use with the application of a regulatory sign. Interim Approval for the optional use of bicycle signal faces was issued by FHWA in December, 2013. The National Committee on Uniform Traffic Control Devices has established a Task Force to develop a proposal to incorporate bicycle signals with a bicycle symbol into the next edition of the MUTCD.

Bicycle signals can be accompanied by bicycle detection to reduce delay. Typically push-buttons for crossing signal activation present a challenge for bicyclists and are not recommended. New advancements in bicycle detection can include in-pavement loop detectors, video detection, or micro-wave detection. Technologies are continuously being developed and will continue to improve the efficiency of cycle track designs.

## Access into and out of Two-Way Cycle Tracks

Access into and out of two-way cycle tracks can be achieved through a variety of treatments depending on the roadway configurations, adjacent facilities, and trip generators. Treatments can include pavement markings, colorized pavement, signage, geometric features such as median islands, and signalization. Bicycle boxes and two-stage turn queue boxes can be used at intersections to direct contra-flow bicyclists to the most conspicuous location on the roadway to execute turning movements and to be the most visible for all users; these spaces can also serve as waiting areas to find the best time to enter the normal stream of traffic onto an adjacent facility or roadway. Bicycle signals can also be used to separate conflicts. Jughandles and corner designs can help facilitate desired turning movements onto adjacent facilities.

At midblock locations, access into and out of cycle tracks can be achieved through several methods. Where parking is not present, breaks in the buffer between motor vehicles and the cycle track can allow bicyclists to enter the normal flow of traffic to access popular destinations or connections at midblock locations (note: if raised, these locations can include mountable curbs). Turn lanes, jug-handles, or queuing areas in the buffer space can also be used where appropriate and feasible depending on site characteristics and desired routes.

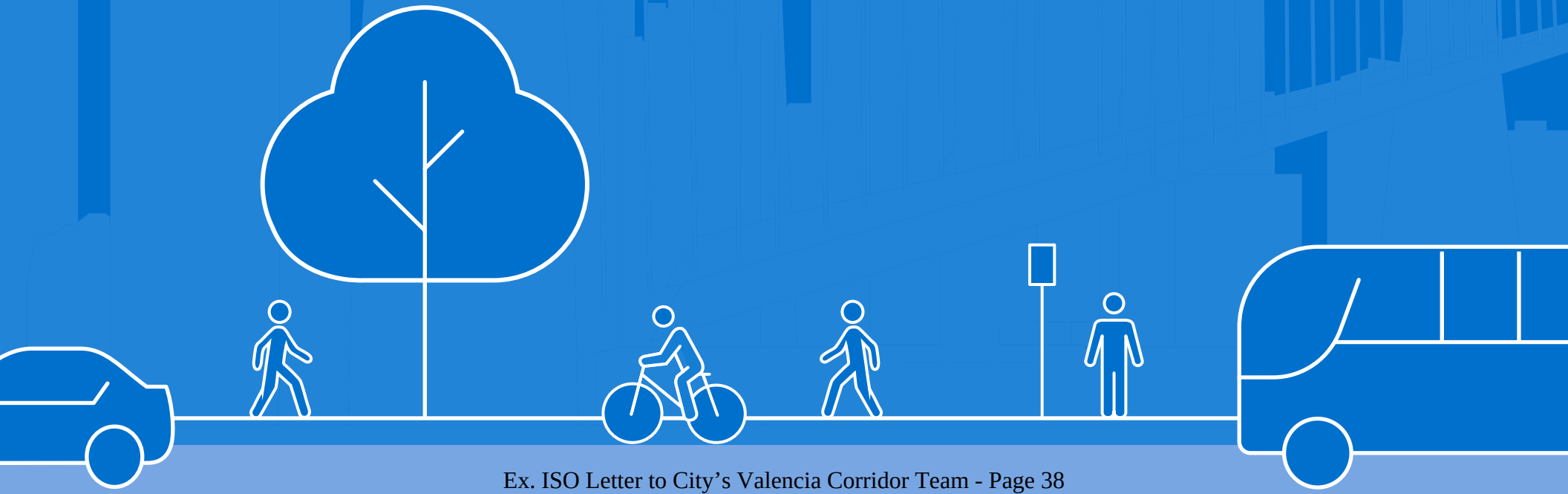
## Cycle Tracks at Driveways

Reducing conflicts at driveways is another key consideration to improving the safety of cycle track designs. Driveways have similar design characteristics to intersections and require improved sight lines, reduced speeds, and prioritization of bicycle movements. The City of Cambridge standards calls for raised cycle tracks and sidewalks to remain level across driveways, so that any crossing vehicle must travel vertically over the cycle track and sidewalk. In this way, bicyclists are more visible and motor vehicle speeds are kept to a minimum. Requiring setback and restricting parking near driveways improves visibility between bicyclists and drivers. Additional treatments to reduce conflicts and improve safety at driveways include pavement markings, signage, and other traffic calming treatments to slow speeds and alert drivers to look for oncoming bicyclists.

# Exhibit D

# CURB MANAGEMENT STRATEGY

FEBRUARY 2020



# TABLE OF CONTENTS


PHARMACY
BUS

# INTRODUCTION

The transportation landscape in America's cities has changed dramatically in the last 10 years. Many new modes of personal mobility, like ride-hailing, bike-sharing, electric scooters, and private transit, along with on-demand package and food delivery services, compete with more traditional modes for space on the streets and at curbs.

At the same time, cities have embraced new policies and tools to make sustainable transportation more safe, convenient, and reliable, such as dedicated bus lanes that speed up transit, protected bike lanes that separate bikes from cars, and sidewalk extensions that increase safety for people walking.

With all of these changes, competition for curb space is increasing. That competition results in more congestion and conflict between modes. As more people, services, and companies vie for curbside access, San Francisco needs to reimagine how this valuable space is allocated and managed.

San Francisco's limited curb space has to be more flexible, dynamic, and responsive to the city's changing transportation landscape, its diverse users, and a new era of urban growth and mobility.

As manager of San Francisco's transportation network and the vast majority of the city's curb, the San Francisco Municipal Transportation Agency (SFMTA) has developed a new approach to managing the city's limited curb space to meet the demands of today and tomorrow.

## About the SFMTA

The SFMTA is unique in the United States in managing both the City's public transportation network and its streets.

The SFMTA connects San Franciscans with their communities to enhance the economy, environment, and quality of life in the city. However you choose to get around—whether you ride Muni, take a car, walk, ride a bike, ride a scooter, take a taxi, or ride paratransit—the SFMTA seeks to help you get where you need to go as safely as possible.

The agency is governed by a seven-member Board of Directors. Appointed by the Mayor and confirmed by the Board of Supervisors, the SFMTA Board of Directors provides policy oversight in accordance with the San Francisco Charter, its Transit-First Policy and the public interest.

In accordance with state law, the SFMTA has primary responsibility for curb management in San Francisco, including allocation of curb space among different users and managing demand with tools, pricing, and enforcement of parking regulations.

# EXECUTIVE SUMMARY

## An Evolving City

San Francisco is a relatively small 47 square miles, but it is the nation's second densest large city after New York City. Each day, more than 300,000 people commute into San Francisco; 49 percent of all jobs are held by people who live outside its boundaries. It serves as a cultural center for the region and attracts visitors from all over the world.


Our transit, street and curb resources are stretched to their limit, and will be stretched even further over the next two decades. By 2040, San Francisco's population is projected to reach 1.1 million (a 24 percent increase) and the Bay Area's population is estimated to swell to 9.3 million (a 29 percent increase).

With more people and jobs, and an abundance of new travel modes and on-demand delivery services, San Francisco has experienced: more traffic congestion, ongoing safety concerns, and more emissions. The new conditions on San Francisco streets have made it clear that we cannot use 20th century tools to manage 21st century pressures at the curb.

As San Francisco faces new challenges, the city also has an opportunity to rethink how it manages its curb to respond to those changes. The SFMTA's Curb Management Strategy is a roadmap for how the SFMTA will manage and allocate the City's limited and valuable curb space in a way that is both responsive to and anticipates current and future demands for curb access.

# How the strategy was developed

Work on the Curb Management Strategy began in March 2018. Key elements in the development of the plan include:

1. Review of San Francisco's existing curb management regulations and curb conditions
2. Review of best practices for curb management in other cities, including discussions with planners and engineers from those cities
3. Interviews with SFMTA staff and other city agency staff whose work touches the curb, to better understand their process, key challenges, and needs
4. Data collection on curb usage and design
5. Stakeholder workshops to inform the development of the curb prioritization model (the "framework")
6. Development of a curb framework and associated curb management strategies, policies and tools
7. Internal and external stakeholder outreach to gather feedback on the curb framework and management strategies

# THIS STRATEGY DEFINES FIVE KEY CURB FUNCTIONS, AND HOW THOSE FUNCTIONS AND USERS ARE PRIORITIZED IN DIFFERENT LAND USE CONTEXTS, TO REFLECT HOW CURB NEEDS VARY ACROSS THE CITY.

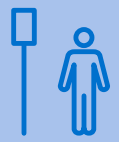
## A New Approach

The curb is a valuable and finite resource with many users—some of them competing, and some of them complementary. This strategy defines five key curb functions and how those functions and users are prioritized in different land use contexts to reflect how curb needs vary across the city.

With curb space in high demand, curb functions that provide the highest level of access for a given amount of space along the curb should be prioritized. Throughout the most active and dense parts of San Francisco access for people and access for goods are given top priority while private car parking is lowest priority. By doing so, the curb can facilitate the movement of more people and goods.

After first allocating curb space for the highest priority functions, remaining curb space will be allocated to the lower priority functions. Just because something is a lower priority doesn't mean it won't have any space allocated to it, just that the needs of higher priorities are met first. In fact, because the higher priorities tend to be more space-efficient, there will usually be a significant amount of space remaining for lower priorities.

## Curb Functions

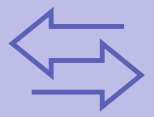


**Access for People**
Active space that prioritizes transit boardings, and accommodates pick-ups/drop-offs, and shared-mobility services

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

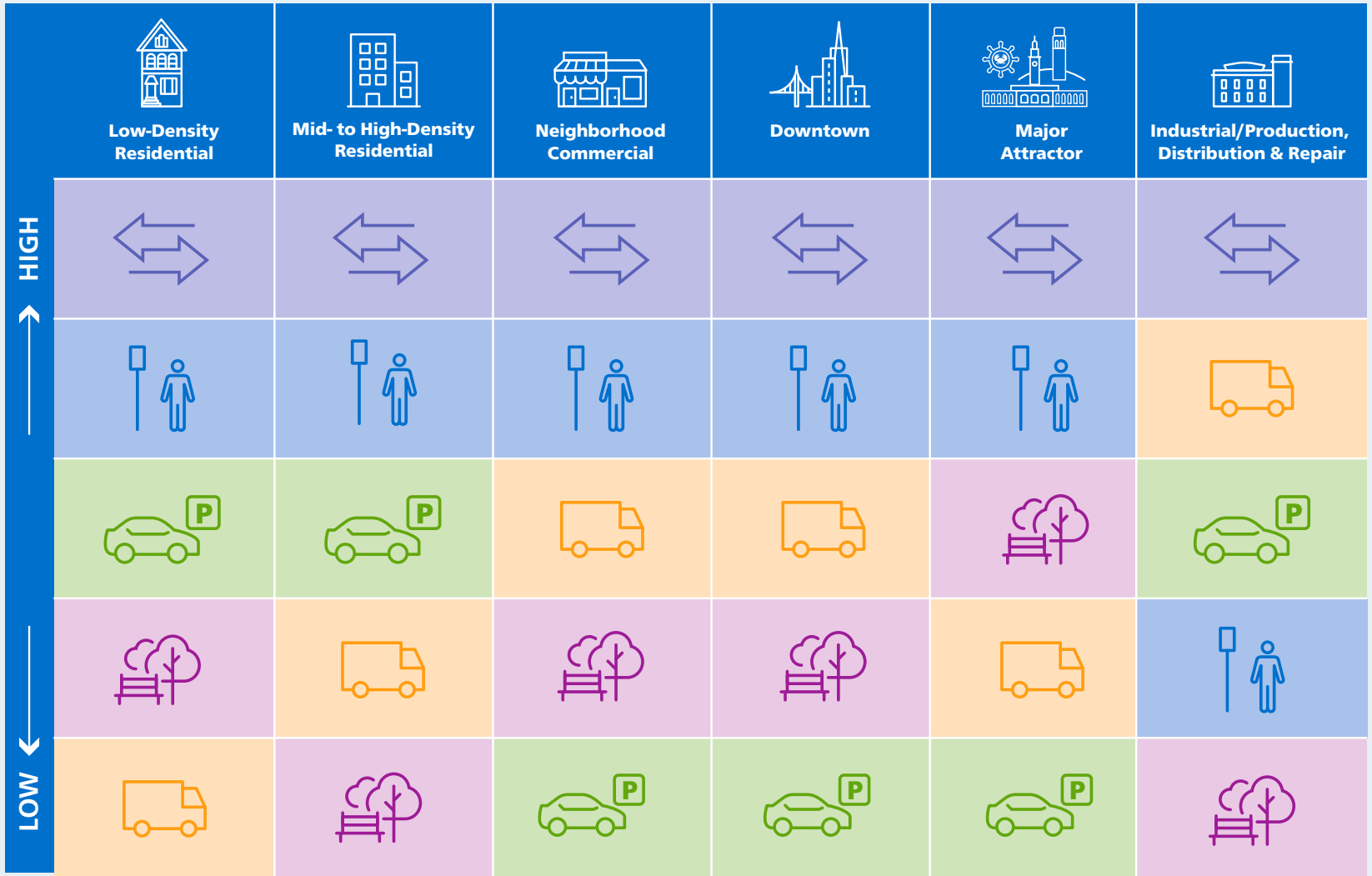
**Public Space and Services**
Curb designated for use by people and public services


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



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

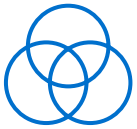
# Curb Functions Prioritized by Land Use



## Strategy Recommendations

This document includes a suite of recommended tools, policies, legislative changes, design standards, and process improvements that the SFMTA could undertake.

These strategies support the following six key objectives:



**ADVANCE A HOLISTIC PLANNING APPROACH**

**IMPROVE ACCESS TO UP-TO-DATE DATA**

**ACCOMMODATE GROWING LOADING NEEDS**

**RATIONALIZE POLICIES TOWARDS PRIVATE USERS OF CURB SPACE**

**INCREASE COMPLIANCE WITH PARKING AND LOADING REGULATIONS**

**PROMOTE EQUITY AND ACCESSIBILITY**

# ENGAGING THE PUBLIC

The Curb Management Strategy is a policy document that establishes priorities for the management of San Francisco's curb space, as well as recommends policies and tools the SFMTA will consider implementing.

Through the SFMTA's work to allocate and manage the city's curb space, the agency will prioritize community engagement through its planning and legislative processes.

## About the SFMTA's Public Outreach and Engagement Team Strategy

As the SFMTA strives to meet the city's current and future transportation needs, it has a responsibility to work with all of San Francisco's diverse communities to understand their needs.

To ensure this obligation is fulfilled, the agency has established a Public Outreach and Engagement Team Strategy (POETS) to ensure communities are engaged as the SFMTA pursues plans and projects that impact them.

The fundamental principle behind the SFMTA's Public Outreach and Engagement Team Strategy is that those who are impacted by the agency's work have a right to be included in the decision-making process.

To ensure the agency fulfills this expectation, it has established Public Outreach & Engagement Requirements, which specifies that all agency projects must have a Public Outreach and Engagement Plan, and the implementation of that plan must be documented.

As the SFMTA moves forward on projects that affect or change curb usage and regulations, which will be guided by this Curb Management Strategy, the agency is committed to public outreach and engagement that embodies the SFMTA's core values: *Respect, Inclusivity and Integrity*.


Potrero Yard Reimagined
Bus Yard that Blends in with the Neighborhood
SFMTA

# THE CURB, IN CONTEXT

At its most basic level, the curb is the border between the roadway and the sidewalk. It is a seemingly mundane space, but it is the setting for an extremely diverse and dynamic set of activities fundamental to a vibrant and well-functioning city. While people and goods can arrive at locations like home driveways or in a building's loading bay, the vast majority of arrivals and departures happen at the city's curb.

The curb serves as the transition space between movement and arrival. It's at this point where the value of transportation is realized, and a trip has served its purpose. It makes sense that the curb is a coveted commodity; it generates tremendous value for San Francisco and its communities.

## A History of Auto-centric Design in San Francisco

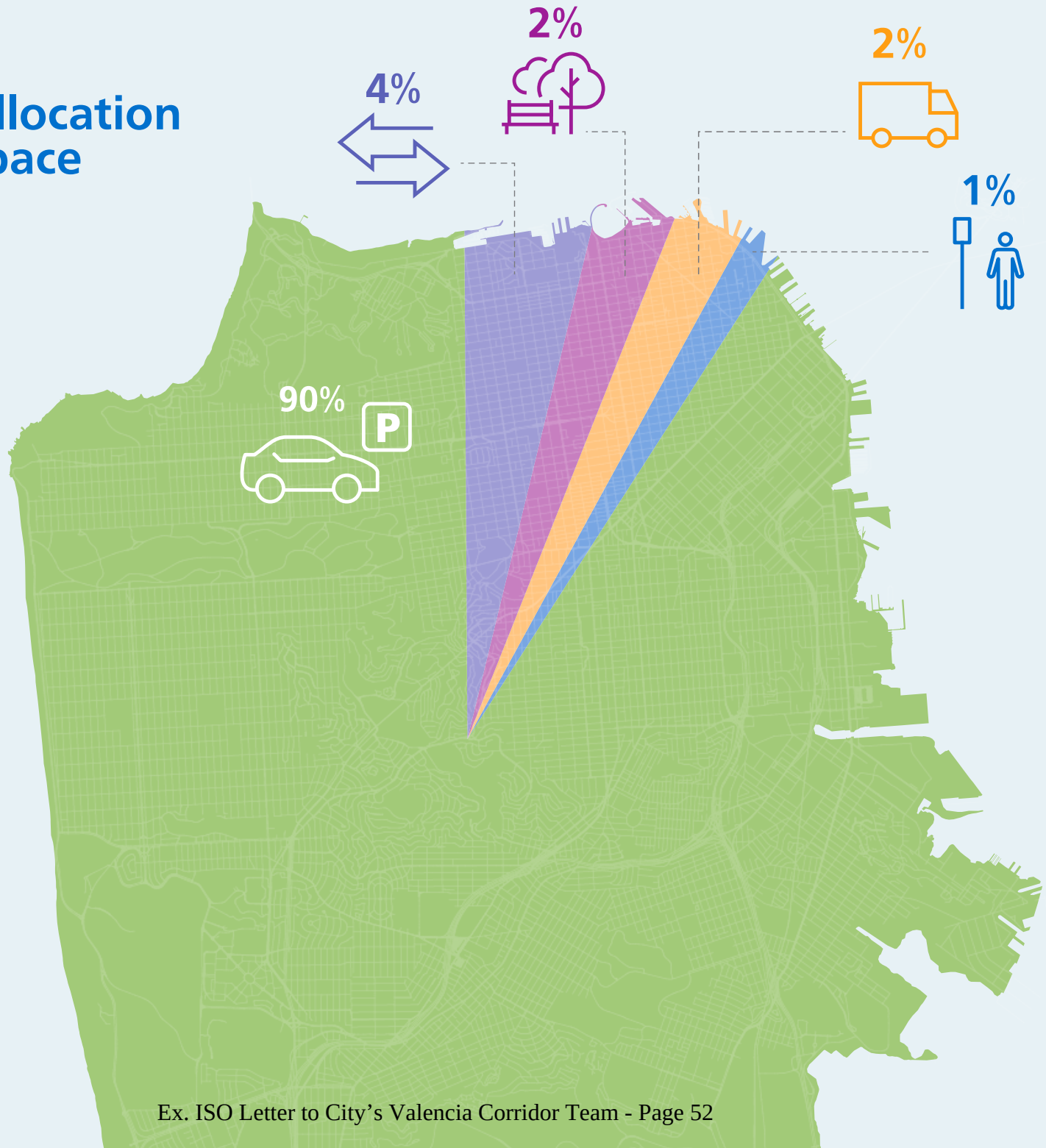
Before the 19th century, many streets were curb-less. In fact, when curbs were first created, their function was less about transportation and more about sanitation: to funnel wastewater and prevent backflow from the street into buildings.

But with the growth of motorization in the 19th century, sidewalks and curbs were built to ease the pressure on mixed-use streets. Where once people and horse-drawn carriages came in close contact, vehicles and people were now colliding. In 1927, San Francisco saw as many as 158 traffic-related fatalities on its streets.

For decades after automobiles first appeared in San Francisco in the late-19th century, there were very few, if any, regulations on where, when and how cars could access the curb. As the number of vehicles skyrocketed throughout the first half of the 20th century, competition for curb space increased and cities nationwide started to look for ways to better manage on-street parking and loading, particularly in downtowns and business districts. Records of loading zones in San Francisco go back to the 1930s, and the first parking meter in San Francisco was installed on Polk Street in 1947.

Today, San Francisco's curbs heavily favor private car storage over any other use. Ninety percent of San Francisco's curb space is allocated exclusively to private vehicle storage.

# Current Allocation of Curb Space



# THIS OUTDATED CURB ALLOCATION IS INCREASINGLY AT ODDS WITH SAN FRANCISCO'S CURRENT TRANSPORTATION LANDSCAPE.

# Expanding Transportation Options

## 2010

PERSONAL | PERSONAL | PERSONAL | MUNI | BART | CALTRAIN | PARATRANSIT | PERSONAL | TAXI

## 2020

PERSONAL | STATION-BASED BIKESHARE | STATION-LESS BIKESHARE | PERSONAL | POWERED SCOOTER SHARE | SHARED MOPED | MUNI | BART | CALTRAIN | COMMUTER SHUTTLE | PRIVATE TRANSIT | PARATRANSIT | PERSONAL | TAXI | TNCs | ON-STREET VEHICLE SHARE

With so much space allocated to private car parking, the issue of curb access and management has become increasingly important. There are more mobility options now than ever before, so more people and goods are moving around without a private vehicle and without needing long-term on-street storage. This outdated curb allocation is increasingly at odds with San Francisco's current transportation landscape.

# San Francisco is changing. Since 2010 we have seen...

## Online Purchasing and On-Demand Deliveries

- A shift toward **online purchasing** has resulted in more overall deliveries
- Online and app-based services like **DoorDash, UberEats and Amazon Prime Now** are growing rapidly

## Ride-Hailing

On an average weekday in 2016 people took **170,000 TNC trips**[1], which were:

- **15% of all trips** that began and ended in San Francisco
- **Twelve times more trips** than taxis during the same period

## Transit Ridership

- **716,000 daily trips** on Muni in 2017
- **40,000 more trips** per day than in 2010[2]
- **2,000 trips** per day using paratransit[3]

## Bike, Moped and Scooter Ridership

- **95,000 trips** per day on privately owned bicycles[4]
- **8,300 trips** per day on shared bicycles[5]
- **2,059 rides** on shared mopeds per day[6]
- **2,300 rides** on shared scooters per day[7]

[1]2018 SFMTA Mobility Trends Report
[2]2018 SFMTA Mobility Trends Report. Data is from 2017
[3]2018 SFMTA Mobility Trends Report
[4]2018 SFMTA Mobility Trends Report. Data is from 2017
[5]SFMTA July to September data. Includes trips make using Bay Wheels and Jump bikes
[6]SFMTA data from September 2018 to September 2019
[7]2018 SFMTA Mobility Trends Report

# GROWING PRESSURES ON A LIMITED, SHARED RESOURCE

Not since the advent of streetcars and automobiles have cities seen such a tremendous change in the ways people and goods move. Smartphone apps, payment systems, and changing attitudes around car ownership, environmental impacts and health, mobility and convenience have facilitated dozens of new ways of delivering people and goods.

Ride-hailing services like Uber and Lyft, which didn't exist 10 years ago, now make up a substantial portion of the total cars on the streets of San Francisco. They account for approximately 20% of all vehicle miles traveled within San Francisco and are responsible for half of the total increase in congestion since 2010. Commuter shuttles (sometimes known as "Google buses") serve 8,500 riders per day. More people are using San Francisco's bike-sharing, scooter-sharing, electric-moped-sharing, and car-sharing services. On-demand delivery services have become a part of everyday life, from e-commerce package delivery to lunch and dinner.

[8] San Francisco County Transportation Authority. TNCs and Congestion. 2018.

[9] Commuter Shuttle Program 2017 Annual Status Report


Clean Air Vehicle
MARKET
ZSFG
Care.org

While these services provide additional mobility options and goods access, they raise concerns about: increased congestion; safety conflicts between pedestrians, cyclists, and car passengers; increases in double-parking, blocking traffic and bike lanes; and inequity, as these services may not be available to individuals of all social and economic levels, or those with mobility impairments needing accessible vehicles.

San Francisco's curbs were not designed for these new uses. For years, the city's curb management approach has been focused on parking, using tools like parking meters and parking permits to address access for private cars.

That approach might have worked decades ago, but it is not working today. Today, there is more competition for access to the curb. That means more congestion and pollution from circling vehicles and double parking, and more stress for people trying to complete their trip or do their job.

## San Francisco is getting more crowded. Since 2010...

**9%**
Population growth

**27%**
More vehicular traffic entering the city

**32%**
Employment growth

**40,000**
More transit trips per day

**6%** Increase in vehicle registration

**170,000**
TNC trips per day

**23%**
Private auto speeds reduced

**6%**
More bike trips citywide

**95,000**
Privately owned bicycle trips per day

# COMPLEMENTARY GOALS

By managing our shared curb space thoughtfully, efficiently, and equitably, San Francisco can support its Transit First policy of prioritizing sustainable transportation, its Vision Zero goal of eliminating traffic deaths and serious injuries, and its Climate Action Strategy goal of 80 percent of trips made by sustainable modes.

## To achieve these goals, San Francisco must align its policies with these aspirations. That means taking a new approach to how we manage our curb space, with the following goals in mind:

### Improve traffic safety and support Vision Zero

With rational and cohesive curb management and allocating curb space proactively, we increase the likelihood that vehicles are able to load and unload safely, minimizing unsafe behaviors like double-parking and blocking bicycle lanes.

### Speed up public transit and support the Transit First Policy

Effective curb management can provide space for all street users to access the curb, reducing the number of vehicles blocking the travel lane or stopping in bus zones which causes increased congestion and slower transit service.


## Reduce greenhouse gas emissions

By allocating safe and convenient space to more sustainable modes of travel, curb management can help shift trips from single-occupancy vehicles to more sustainable modes, reducing vehicle miles traveled (VMT) and resultant greenhouse gas emissions. Effective curb management also minimizes circling for parking or loading space, reducing VMT and greenhouse gas emissions.

## Increase public transparency

Deciding how the curb is used can often lead to fierce community debates. By clearly communicating the SFMTA's curb management approach, the agency can be more transparent to the public about the city's efforts, its decision-making processes, and how the public will be involved. Making curb regulations easier to understand, more consistent, and predictable reduces confusion and enables greater compliance.

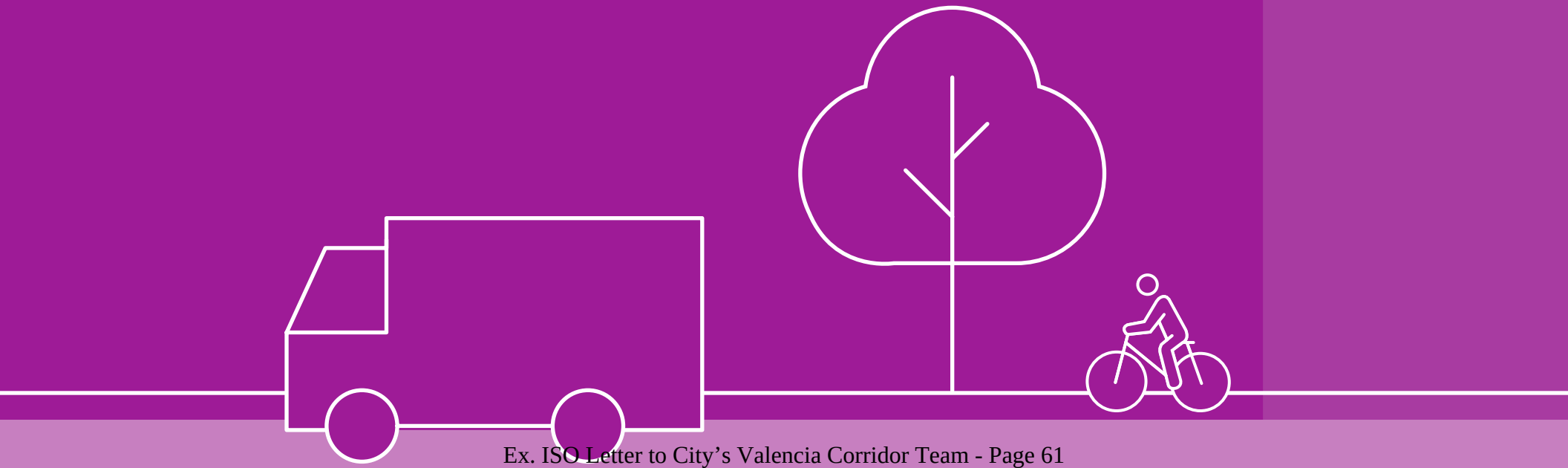
## Increase equity and access for all modes

Curb management can help ensure that curb space is allocated more equitably, providing access to this limited resource to all street users, including our most vulnerable.

## Integrate land use and transportation

As land uses change, demand for curb space among different users shifts. Proactive curb management can ensure the curb is allocated in a way that reflects adjacent land uses and prevailing transportation choices.

# CURB MANAGEMENT FRAMEWORK

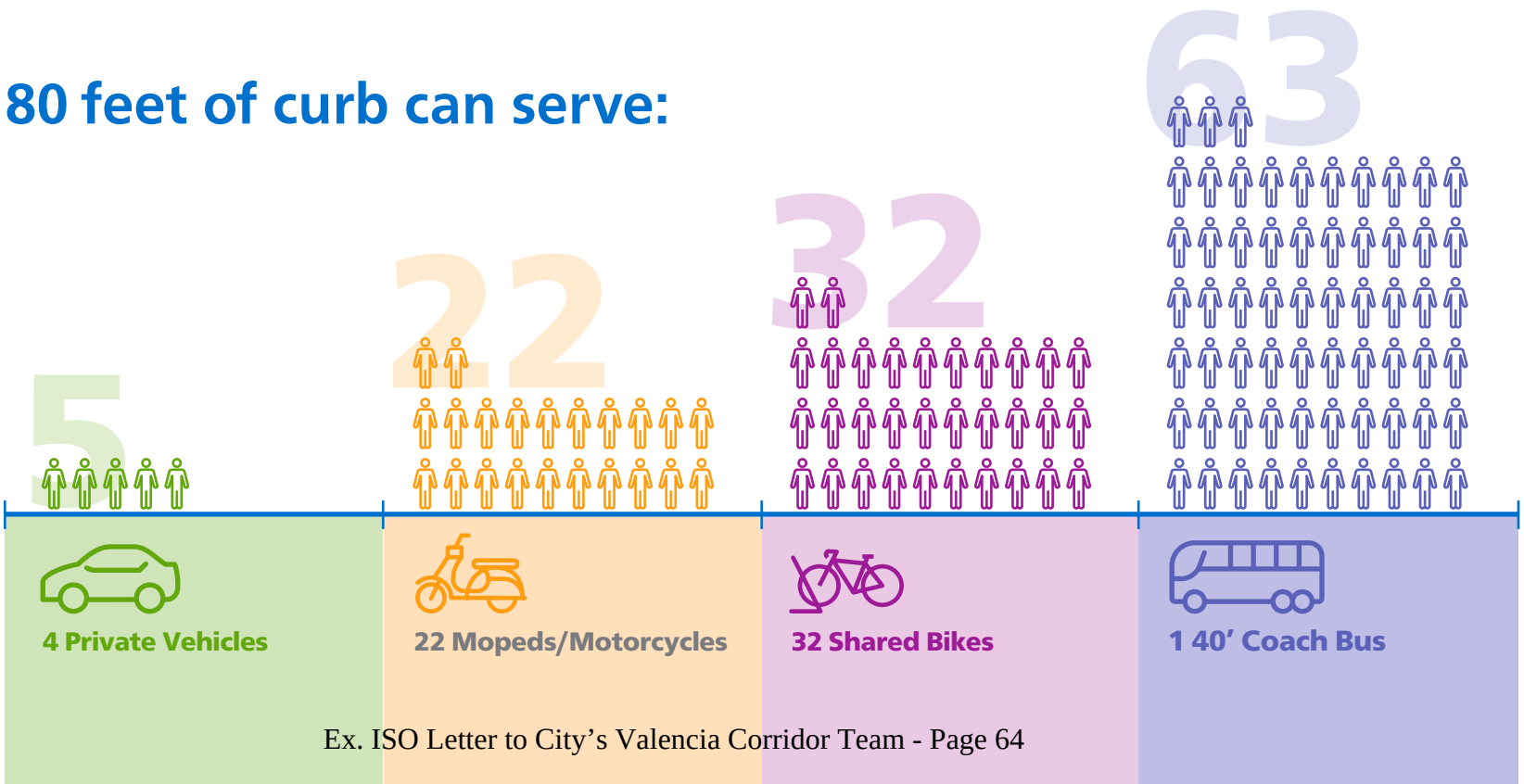


# THE FOUNDATION OF THE CURB MANAGEMENT STRATEGY IS THE HIERARCHY OF CURB FUNCTIONS AND THE PRIORITIZATION OF CURB FUNCTIONS THAT PROVIDE THE HIGHEST LEVEL OF ACCESS FOR A GIVEN AMOUNT OF SPACE ALONG THE CURB.

# THE SFMTA'S APPROACH: LOOKING AT THE CURB THROUGH A NEW LENS

By first allocating space to those uses that provide the greatest amount of access, the curb can facilitate the movement of more people and goods, more effectively utilizing limited curb space and helping ensure direct access to the curb for individuals with mobility limitations.

## 80 feet of curb can serve:



# THE FIVE FUNCTIONS OF SAN FRANCISCO'S CURB

The curb provides access for a wide range of modes and users, and enables both active space, where the curb is used for short periods of time, and static uses where the curb is occupied by a single user for extended periods of time. This space plays a vital role in making the city function—it's the place where most trips begin and end, and the city's residential and commercial neighborhoods depend on the access that is provided at the curb.

**To better understand and prioritize curb uses, the SFMTA has divided curb functions into five categories:**

### ACCESS FOR PEOPLE

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

### ACCESS FOR GOODS

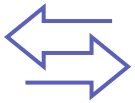
Space for deliveries of different types and sizes, used for short periods of time

### PUBLIC SPACE AND SERVICES

Curb designated for use by people and public services


### STORAGE FOR VEHICLES

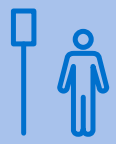
Space intended to be occupied by vehicles for extended periods, such that no other users can access the space



### MOVEMENT

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

# Curb Users by Function



## Access for People

- Bikeshare stations
- Bus layover
- Carshare
- Casino buses
- Casual carpool
- Commuter shuttles
- Paratransit
- Pedicabs
- Private transit
- Private vehicle pick-ups and drop-offs
- Public transit
- Specialized loading needs (school, church, hospital, event, etc.)
- Taxis
- TNCs
- Tour buses/charter buses
- Valet parking

## Access for Goods

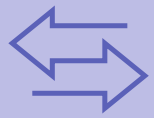
- Commercial delivery trucks andvehicles of varying sizes
- Customer pick-up of goods
- Non-commercial delivery vehicles of varying sizes
- On-demand deliveries
- Parcel delivery

## Public Space and Services

- Fire hydrants
- Community services
- Parklets
- Sidewalk widening


## Storage for Vehicles

- Bicycle parking/corrals
- Designated parking (police, consulate, city hall)
- Disabled parking
- Driveways
- EV charging stations
- Oversized vehicles
- Private autos (metered parking, residential parking permits (RPP), visitor parking, etc.)



## Movement

- Bus only lanes
- Bike lanes
- HOV lanes
- Peak tow-away
- Visibility zones

# Land Use Types

| | DESCRIPTION | EXAMPLES |
|---|---|---|
|  **Low-Density Residential** | Predominately single-family homes or single-family homes split into several units. There may be a small number of businesses serving nearby residents such as corner stores, dry cleaners, and coffee shops. | • Outer Sunset<br>• Outer Richmond<br>• Bernal Heights<br>• Presidio Heights |
|  **Mid- to High-Density Residential** | Predominately mid- to high-rise apartments with businesses nearby serving residents such as corner stores, dry cleaners, and coffee shops. | • Rincon Hill<br>• South Beach<br>• Tenderloin<br>• Nob Hill |
|  **Neighborhood Commercial** | A mix of residential and commercial services such as restaurants, coffee shops, corner stores, laundry services, and small-scale retail. | • Valencia Street<br>• Clement Street<br>• Hayes Street |
|  **Downtown** | High-density and intensity area. Predominately office, retail and other commercial with some high-density residential. Well served by transit. | • Financial District<br>• Civic Center<br>• SOMA<br>• Mission Bay |
|  **Major Attractor** | Areas, institutions, or buildings that attract a unique set of users that may have specialized or discrete curb needs. These needs may be specific to day, time, or season. | • Fisherman's Wharf<br>• Oracle Park<br>• SFSU<br>• Salesforce Transit Center |
|  **Industrial/Production, Distribution & Repair** | Areas that serve light or heavy industry, or production, distribution, and repair services. | • Central Waterfront<br>• India Basin |

# LAND USE, AS A GUIDE

The concentration and types of curb users varies by neighborhood and corridor, reflecting the surrounding land use context.

A corridor with a high concentration of shops and restaurants will have different curb needs and users than a residential neighborhood with single family homes. Land use types thus dictate what curb functions need to be accommodated.

While every neighborhood is different, and many neighborhoods reflect a mix of uses, six basic land use types prevail in San Francisco.

# CURB HIERARCHY

The management of any type of asset requires setting priorities. Effective curb management is made possible by prioritizing curb functions to harmonize them with the surrounding land use.

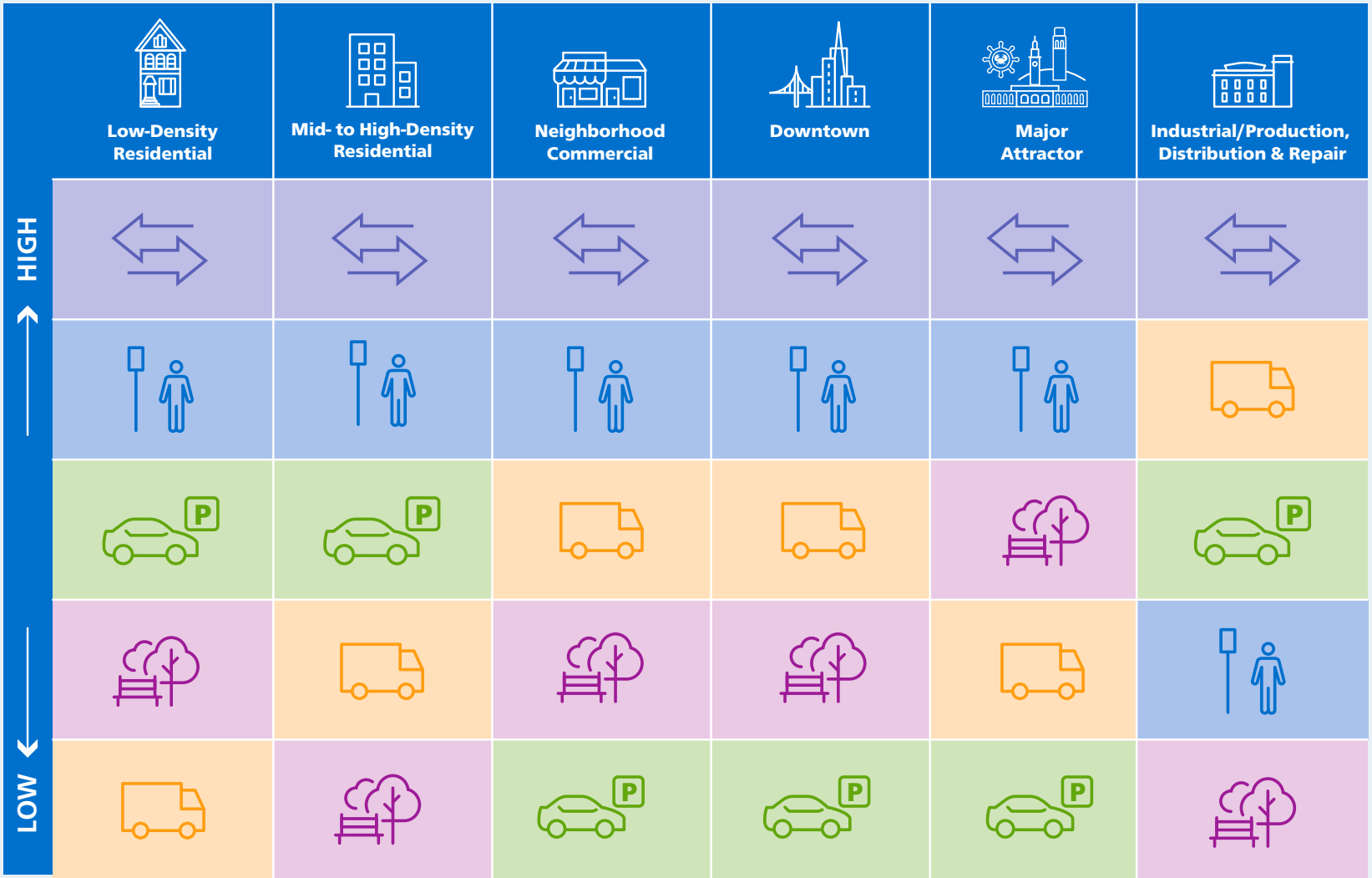
A curb hierarchy rationalizes how curb space is allocated by land use type and is a critical step in aligning curb management with the city's broader goals, such as reducing congestion, improving safety, supporting small businesses, and providing access to the curb for all.

For example, San Francisco can use its curb to support small businesses on commercial corridors by prioritizing access for people and goods. In a similar vein, a residential neighborhood may not need much of its curb space allocated to access for goods, with residents benefiting more from curb allocated to access for people and the storage of vehicles.

In locations where the curb zone is being used for the through movement of motorized and non-motorized means of transportation such as bicycle or transit lanes, movement takes priority over other curb functions.

After first allocating curb space for the highest priority functions, remaining curb area will be allocated to the lower priority functions. Just because something is a lower priority doesn't mean it won't have any space allocated to it, just that the needs of higher priorities are met first. In fact, because the higher priorities tend to be more space-efficient, there will usually be a significant amount of space remaining for lower priorities. Priorities will also change by time of day and day of week, so space may only be allocated for high priority functions for part of the day or week and will be made available for other functions outside of those times.

# Curb Functions Prioritized by Land Use



# STRATEGIES

# CURB MANAGEMENT MEANS DEVELOPING NEW TOOLS AND STRATEGIES

To develop this Strategy, the SFMTA Curb Management team conducted an exhaustive existing conditions analysis of San Francisco's current policies and processes related to the allocation of curb space. This included meeting with dozens of staff across SFMTA divisions and other City agencies whose roles interact with the curb, including: Planning Department staff who recommend when loading zones be included in new developments; Public Works staff who issue permits to food trucks; SFMTA transit planners who determine where bus zones should be located; and parking control officers who enforce regulations on the street.

**Through these conversations, it became clear that the City and the SFMTA face two primary challenges in curb management:**

1. Insufficient tools, policies, and regulations to effectively manage demand at the curb as needs have evolved
2. A planning process that focuses on reactive rather than proactive curb management leading to piecemeal regulations that do not reflect the larger needs of a street or neighborhood.

To make San Francisco's curb space more accessible, efficient, and equitable, this Strategy recommends a set of new tools, policies, legislative changes, design standards, and process improvements. These strategies are intended to be pragmatic and outcome-oriented while still pushing the envelope towards cutting-edge policy. While some recommendations are more aspirational than others, this is not intended to be a conceptual, long-range planning document, and all recommendations are made with implementation in mind.

Under each of the Curb Management Strategy's six objectives are strategies designed to achieve that objective. For each strategy the level of effort necessary to implement it is identified and encompasses both financial requirements as well as human capital needed. The mechanism for implementing each strategy varies; from SFMTA administrative and process changes to regulation and legislative changes that would be approved by the SFMTA Board, San Francisco Board of Supervisor or at the state level, many of which would also include public engagement.

The potential impact that a given strategy could have on achieving the objectives and goals of this strategy is identified as well as a general timeline for implementation.

The estimated timeline divides the strategies into short-, mid-, and long-term priorities. The SFMTA can begin to implement short-term strategies within six months of the adoption of this document, and some may already be in progress. Mid-term strategies can be implemented between six and eighteen months after adoption of the document, while long-term strategies will require more time.

# Summary of Strategies and Policies

| STRATEGY | SUMMARY | TIMELINE | LEVEL OF EFFORT | IMPACT |
|---|---|---|---|---|
| **OBJECTIVE 1**<br>**Advance a holistic planning approach** | | | | |
| **Supplement the request-based Color Curb Program with proactive curb space allocation** | Proactively allocate loading, short-term parking, and bike corrals based on demand. Encourage non-fronting businesses to apply for color curb, and develop taxi stand criteria. | Short-term | High | High |
| **Revise Color Curb Program charges** | Reduce color curb fees in short-term and eliminate in long-term. Allow SFMTA projects to create loading zones without sponsors and identify alternative funding sources. | Mid-term | High | High |
| **Simplify loading zone hours and days of enforcement** | Simplify hours and days of enforcement in parking regulations to make them easier to communicate and enforce. Specify regular hours whenever possible. | Short-term | Medium | Medium |
| **Proactively manage parking for City service vehicles** | Revise City vehicle permit terms, allocate reserved parking in certain areas, and include parking and loading information in City vehicle training. | Short-term | Low | Low |
| **Develop guidelines for allocating motorcycle parking** | Establish criteria for allocating motorcycle parking based on data, further reduce residential parking permit fee for electric mopeds, and consider electric moped-only parking. | Mid-term | Low | Low |

| STRATEGY | SUMMARY | TIMELINE | LEVEL OF EFFORT | IMPACT |
|---|---|---|---|---|
| **OBJECTIVE 2**<br>**Accommodate growing loading needs** | | | | |
| **Right-size loading zones according to context** | Implement loading zone design standards, relocate and combine zones to maximize utility, and consider surrounding land uses when designing zones. | Short-term | Medium | High |
| **Increase evening and weekend parking and loading regulations** | Extend hours at loading zones to nights and weekends when warranted, and allocate resources to adjust enforcement staffing at these hours. | Mid-term | High | High |
| **Consider extending parking meter hours to evenings and Sundays** | Extending parking meter hours into the evening and on Sunday would help reduce double parking and circling. | Mid-term | High | High |
| **Improve utility of yellow zones** | Remove contractor meter payment exemption from yellow meters and consider permit program for parcel delivery. | Mid-term | Low | Medium |
| **Improve utility of green zones** | Pursue state legislation to remove disabled placard exemption from green zone time limits, standardize 15 minute time limit, extend hours where warranted, and implement clearer paint and signage. | Mid-term | Medium | Medium |
| **Provide for goods loading in non-commercial vehicles** | Encourage people to register for commercial license plates if performing goods loading, consider changing requirement that vehicles be attended in loading zones, and communicate that passenger loading is allowed in commercial zones for up to three minutes. | Mid-term | High | High |
| **Expand the use of loading zones that vary based on time of day** | Create more dual-use zones and standardize the curb treatment and signage. | Short-term | Medium | Medium |

| STRATEGY | SUMMARY | TIMELINE | LEVEL OF EFFORT | IMPACT |
|---|---|---|---|---|
| **Ensure sufficient loading during special events** | Require event organizers to replace white and yellow zones when necessary and create a standard temporary yellow zone sign template. | Short-term | Medium | Medium |
| **Amend the Planning Code to manage loading activities** | Amend the Planning Code to require developers to prepare a driveway and loading operations plan citywide for certain projects and to submit an on-street loading zone application to the SFMTA if applicable. | Short-term | Medium | Medium |
| **OBJECTIVE 3**<br>**Increase compliance with parking and loading regulations** | | | | |
| **Pursue safety and accessibility through parking enforcement** | Prioritize enforcement of the most harmful violations and proactively cite for misuse of loading zones. | Mid-term | High | High |
| **Standardize loading signage** | Develop standard designs and templates for common parking regulations and install pole signage wherever possible. | Short-term | Low | Low |
| **Develop public communications around curb management** | Develop a public information campaign on parking and loading regulations and clearly communicate changes in policy prior to implementation and enforcement. | Short-term | Medium | Medium |
| **Reform parking violation fees to disincentivize the most harmful behaviors** | Increase fines for violations that compromise safety increase congestion and reduce fine for disabled parking related citations. | Short-term | Medium | Low |
| **Pursue state legislation expanding camera-based enforcement** | Pursue the expansion of the types of parking violations that can be cited using cameras and ways to improve the efficiency of existing program. | Long-term | Medium | Medium |

| STRATEGY | SUMMARY | TIMELINE | LEVEL OF EFFORT | IMPACT |
|---|---|---|---|---|
| **OBJECTIVE 3**<br>**Increase compliance with parking and loading regulations** | | | | |
| **Clarify locations where passenger loading is permitted** | Publicize rule allowing passenger loading in yellow zones, remove yellow curb paint from truck zones, and encourage loading across driveways when no alternative is available. | Short-term | Medium | Medium |
| **Regulate parking at broken meters** | Establish a default four-hour time limit at broken meters. | Short-term | Medium | Medium |
| **Move valet parking permit program to the SFMTA** | Amend Police and Transportation Codes to move responsibility for valet permits to SFMTA. | Mid-term | Low | Low |
| **Make minor revisions to the Transportation Code** | Small edits to the Transportation Code to clarify vague provisions and conform the local Code to state law. | Short-term | Low | Low |
| **OBJECTIVE 4**<br>**Improve access to up-to-date data** | | | | |
| **Standardize curb data inventory** | Develop a complete inventory of curb space in San Francisco, connect existing data sources, and improve the process to keep data up to date. | Mid-term | High | Medium |
| **Establish single inter-agency database for temporary curb use permits** | Connect all divisions and agencies that issue permits to occupy curb space to a single database. | Mid-term | Medium | Low |
| **Standardize geofencing requests for Transportation Network Companies (TNCs)** | Develop a standard operating procedure for requesting geofencing from TNCs and seek an agreement on implementation. | Short-term | Low | Medium |

| STRATEGY | SUMMARY | TIMELINE | LEVEL OF EFFORT | IMPACT |
|---|---|---|---|---|
| **OBJECTIVE 5**<br>**Rationalize policies towards private users of curb space** | | | | |
| **Study pricing to address curb use impacts** | Commission a study to examine feasibility of curb pricing and other potential revenue sources. | Long-term | Medium | Medium |
| **Focus electric vehicle charging efforts off-street** | Consider permitting on-street electric vehicle charging stations, if at all, in limited circumstances after careful evaluation. | Short-term | Low | Low |
| **Develop procedures for determining if a driveway is abandoned** | Codify a process to declare a driveway abandoned or redundant to return that space to public parking or loading. | Mid-term | Low | Low |
| **Expand local role in regulation of Transportation Network Companies (TNCs)** | Ensure TNC regulations align with local transportation priorities. | Long-term | High | High |
| **OBJECTIVE 6**<br>**Promote equity and accessibility** | | | | |
| **Prioritize accessibility in curb management** | Maximize accessibility in passenger loading zones and create paratransit-only loading. | Short-term | Medium | Medium |
| **Reduce the use of Muni "flag stops" and develop guidelines for when they are permitted** | Adopt a policy to avoid creating new “flag stops” and gradually replace with bus zones. Develop guidelines for when a bus zone is required. | Short-term | High | Medium |

# Objective 1.1

## Supplement the request-based Color Curb Program with proactive curb space allocation

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 1.2: Revise Color Curb Program charges and cost recovery requirement
- 1.5: Develop guidelines for allocating motorcycle parking
- 2.1: Right-size loading zones according to context

## HOW IT WORKS NOW

According to state and local law, white paint on the curb indicates a passenger loading zone, yellow indicates commercial loading, and green indicates short-term parking. Most white, yellow, and green zones in San Francisco are created on an individual application basis through the Color Curb Program. Business and property owners requesting white or green zones pay an application fee, an installation fee, and a biannual renewal fee (the City does not charge for yellow zones), with zone length, hours, and placement generally based on the requestor's needs.

Many areas with high loading demand have an undersupply of loading as no one business has applied for a zone. This leads to double parking, which impacts safety, congestion, and transit reliability. Loading zones are usually placed directly in front of the requesting property, even if there might be a better location nearby. Non-fronting business owners can request a loading zone, but this is not well-publicized. The cost for a zone increases as the length of the zone increases, so applicants have an incentive to request zones that may be too short.

A similar request-based system is in place for on-street bike corrals. This is in large part because street sweepers cannot reach the curb at bike corrals, so businesses that request corrals agree to keep them clean. Taxi stands, which are sometimes implemented upon request, do not have clear guidelines for creation or implementation, and their usage is not closely monitored.

## RECOMMENDATIONS

### 1 Supplement the Color Curb Program with proactive allocation of loading and short-term parking

- Retain the request-based Color Curb Program, continuing to allow businesses and organizations to apply for loading and short-term parking zones
- Proactively allocate loading and short-term parking when white, yellow, or green zones could help accomplish City goals

### 2 Supplement individual bike corral requests with proactive bike corral creation

- Proactively create bike corrals based on bike and scooter parking demand
- Maintenance could be funded by scooter and bike sharing company fees or through partnerships with local merchants
- Bike corrals can be located in daylighting red zones where other curb uses would create safety or visibility concerns

### 3 Encourage non-fronting entities to apply through the Color Curb Program

- Entities other than fronting businesses and property owners, such as business districts, tour buses, and community groups could apply for loading zones in areas where they see a need

### 4 Develop criteria for evaluating new and existing taxi stands

- Take inventory of existing taxi stand locations and regularly monitor their usage
- Adopt criteria to determine optimal taxi stand placement and identify underperforming taxi stands

# Objective 1.2

## Revise Color Curb Program charges

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 1.1: Supplement the request-based Color Curb Program with proactive curb space allocation
- 5.1: Implement pricing to address curb use impacts


## HOW IT WORKS NOW

The Color Curb Program, which processes applications for different types of color curb zones and implements them on San Francisco streets, operates on a cost-recovery model by which application, installation, and renewal fees pay for the administration of the program. Business and property owners requesting white or green zones pay an application fee, an installation fee, and a biannual renewal fee (the City does not charge for yellow zones). Application and paint fees are also required for driveway red zones, which provide clearance next to driveway curb cuts.

Some businesses that pay for loading zones feel they own them and try to block them off for their personal use, even though they are open to the public. This is particularly prevalent at white zones with valet stands, where valet operators park cars in the white zone rather than leaving it open for active passenger loading.

The cost-recovery model has presented an impediment to proactive allocation of loading zones. The City has no mechanism to force a business to pay for a loading zone, even if the business depends on significant passenger or commercial loading, so the SFMTA is dependent on the willingness of the fronting business or property owner to pay for a white or green zone. Where no one is willing to pay for the zone, it often does not get created, regardless of how significant the need for it may be.

Effective curb management can be as useful as traffic engineering or transportation planning in creating safe and efficient streets. Just as the agency does not require application and payment of a fee to create a stop sign, a traffic signal, or a bike lane, it should not require an application and payment of a fee to implement curb management tools.

## RECOMMENDATIONS

### 1 Reduce and eventually eliminate fees for request-based white and green zones

- Initially, reduce the application fee and make it refundable if the zone is not approved
- Eliminate all or almost all fees when alternative funding sources are identified
- Retain fees for driveway red zones as they serve only one property
- Potentially retain fees for some color curb zones that serve only one business

### 2 Allow SFMTA projects to create color curb zones without fees

- Clarify that SFMTA streetscape projects may create white and green zones without sponsors
- Analyze funding implications for zone repainting

### 3 Identify alternative funding sources for request-based and proactively-created loading zones

# Objective 1.3

## Simplify loading zone hours and days of enforcement

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 2.2: Increase evening and weekend parking and loading regulations
- 2.3: Extend parking meter hours to evenings and Sundays


## HOW IT WORKS NOW

Loading zones in San Francisco have a wide range of hours and days of enforcement. Yellow zones (for commercial loading) most commonly start in the morning between 7am and 9am and end in the afternoon between 4pm and 6pm, although many end earlier in the afternoon. Days of enforcement are split, with some in effect Monday through Friday while others are in effect on Saturdays as well. Very few yellow zones are in effect after 6pm or on Sundays.

White zone hours vary widely based on needs of the requestor. Some do not have specific hours, and instead are signed as "during posted services," "during performances" or, historically, "during business hours," though the Color Curb program has made a concerted effort to replace these designations with specific hours. In metered areas, meters are placed at white zones unless the white zone is in effect during all metered hours on that block (generally 9am-6pm, Monday-Saturday).

## RECOMMENDATIONS

### 1 Extend loading zone hours when demand warrants to make regulations easier to communicate

- Standardize nearby regulations where feasible, at least on a block level
- Extend loading zone hours when a small change could significantly improve legibility, making zones "At All Times" when possible

### 2 Avoid minor differences in loading zone hours on different days of the week

- Increase use of 7-day-a-week loading zones when demand warrants
- Avoid different hours on Saturdays and Sundays than on weekdays unless demand is drastically different

### 3 Specify regular hours in all or nearly all white zones

- Policy already in place for businesses, with "during business hours" phased out
- Many religious institutions and performance venues have predictable hours

# Objective 1.4

## Proactively manage parking for City service vehicles

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Short-term**


## HOW IT WORKS NOW

The City vehicle fleet is essential to providing services from homeless outreach and street cleaning to enforcement and transit infrastructure maintenance. While the City fleet enables City employees to provide essential services, City vehicles sometimes have to park in undesignated locations, or remove loading space from active loading uses. On Market Street, City vehicles were found to park in loading zones for a significant portion of the day.

Emergencies are not predictable, but some City services regularly require parking in the same locations. Certain locations already have dedicated City vehicle parking, like near police stations.

All City employees must take an online training in order to drive a City vehicle, but this training does not address how to park legally and safely. City vehicles have a permit allowing them to park at meters without paying, but they must comply with all other parking and traffic regulations unless responding to an emergency.

## RECOMMENDATIONS

### 1 Adjust terms of City vehicle parking permit

- Work with City departments to reduce use of official vehicles when other alternatives are available
- Revise City vehicle parking permit privileges near offices
- City vehicles should only park in metered spaces when conducting essential off-site work and in loading zones only during emergencies
- Brings city parking permits in line with contractor and press vehicle permits, which may not be used to park near the office of the permittee

### 2 Allocate parking to City vehicles in locations with high concentration of services

- Only in areas where City service vehicles consistently need to park
- Prioritize off-street locations when possible

### 3 Include information on parking and loading in City vehicle training module

# Objective 1.5

## Develop guidelines for allocating motorcycle parking

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 1.1: Supplement the request-based Color Curb Program with proactive curb space allocation


## HOW IT WORKS NOW

Currently, dedicated motorcycle parking in San Francisco is primarily installed based on requests from members of the public. It is sometimes added proactively when a piece of curb, for instance between driveways, is too short to accommodate a full-size vehicle but could fit a few motorcycle spaces. Metered motorcycle parking spaces are priced at a significant discount compared to the standard meter on that block.

Motorcycles are also permitted to park between metered parking spaces if they can fit and the meter is paid. Parking between spaces can sometimes make it more difficult for a full-size vehicle to fit in the remainder of the space and can lead to conflicts. Motorcycles can receive residential parking permit (RPP) stickers for a 25% discount compared to a standard permit.

While motorcycles take up less space and can be a more efficient use of limited curb space, they tend to be loud and have high greenhouse gas emissions. However, electric mopeds have the space advantages of motorcycles while producing little noise and zero emissions.

The Shared Electric Moped permit program allows permitted shared mopeds to park in RPP areas beyond time limits and to park in metered spaces without paying the meter. Permittees pay a fee and agree to abide by a set of terms and conditions.

## RECOMMENDATIONS

### 1 Establish data-based criteria for allocating motorcycle parking

- Consider motorcycle parking issues as part of streetscape or curb management projects
- Shared electric moped GPS data and observations of motorcycles parking between cars can help identify locations where parking is needed

### 2 Explore the creation of electric moped-only parking

- Could help encourage low-emission, efficient vehicles
- Signage and enforcement should be carefully considered and planned

### 3 Further reduce the RPP fee for electric mopeds

- Could be reduced to 20% of the fee for a full-size vehicle, given that mopeds take up approximately one-fifth the space of a typical car
- Encourages adoption of smaller, energy-efficient vehicles that take up less curb space

# Objective 2.1

## Right-size loading zones according to context

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 1.1: Supplement the request-based Color Curb Program with proactive curb space allocation
- 6.1: Prioritize accessibility in curb management


## HOW IT WORKS NOW

Vehicles often block the travel lane next to an open loading zone while loading passengers. In many areas, this is because vehicles pull into a passenger loading zone front-first rather than parallel parking, and a loading zone needs to be longer than the length of the vehicle to ensure that vehicle can pull to the curb front-first. Many commercial loading zones are not long enough for trucks, which need even more space to maneuver, so trucks often end up double-parking near open yellow zones.

Many loading zones throughout the city are not long enough to accommodate demand even when vehicles pull all the way to the curb. Sometimes multiple short loading zones are located near each other but are not connected, reducing their utility and increasing double-parking. Loading zones are frequently located in the middle of the block, but locating them at the far-side of an intersection or other clear space like a driveway can significantly improve function and placing them next to an existing curb ramp can facilitate accessibility.

## RECOMMENDATIONS

### 1 Implement loading zone minimum design standards based on data

- Standards include a minimum length, which will vary based on position on the block
- Standards are intended to maximize percentage of vehicles pulling to the curb to load and unload

### 2 Relocate and combine loading zones to maximize utility

- Nearby single-space loading zones should be combined
- Loading zones located in the middle of the block should be moved to the far-side of an intersection or clear space such as a driveway when feasible or be extended to meet the minimum length standards

### 3 Consider the needs of surrounding uses when designing loading zones

- Applies to both request-based and proactive loading zone creation
- Perform data collection to measure existing loading activity
- Make loading zones longer if there is already latent demand for loading in the area
- Collect activity data from users like TNCs, on-demand food or goods delivery services, and delivery companies to inform curb allocation

# Objective 2.2

## Increase evening and weekend parking and loading regulations

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 1.3: Simplify loading zone hours and days of enforcement
- 2.1: Right-size loading zones according to context
- 2.3: Extend parking meter hours to evenings and Sundays

## HOW IT WORKS NOW

Currently, the vast majority of parking and loading regulations end in the early evening, generally by 6pm, and very few regulations are in place on Sundays. Nearly all yellow zones revert to free, unlimited parking after 6pm and on Sundays, and many are not in effect on Saturdays, either. Green zones are also generally only in effect 9am to 6pm, Monday through Saturday, as are parking time limits in some parts of the city. White zones are more likely to be in place later into the evening and on Sundays.

However, in many parts of the city, the highest passenger loading demand is in the evening and on weekends. For instance, an analysis of Valencia Street found more than twice as many loading events between 7pm and 9pm as between 9am and 11am, but only 3 percent of curb space is devoted to loading in the evening as opposed to 15 percent during the day. In addition, analyses have shown that Sundays have similar levels of activity to Saturdays.

Enforcement is heavily oriented towards daytime, weekday hours, with most of the limited enforcement resources available at nights and on Sundays dedicated to responding to complaints.

## RECOMMENDATIONS

1. **Extend hours at loading zones to nights and weekends where demand warrants**

2. **Allocate the necessary resources to adjust enforcement hours to increase staffing in evenings and on weekends**
   - Allows for proactive enforcement rather than just responding to complaints
   - Necessary to ensure utility of new evening loading zones
   - Requires increased funding to implement without reducing daytime enforcement

# Objective 2.3

## Consider extending parking meter hours to evenings and Sundays

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 2.2: Increase evening and weekend parking and loading regulations

## HOW IT WORKS NOW

Parking meters support commercial areas by improving parking availability. Meters in most of San Francisco run only between 9am and 6pm, Monday through Saturday. The only exceptions are "special event areas" near Oracle Park and Chase Center, where meters operate 9am to 10pm seven days a week, and in areas under Port jurisdiction. The SFMTA extended meters to Sundays in 2013 but stopped the program in 2014.

In many commercial corridors, demand for parking is highest in the evening, during the dinner rush and nightlife hours. However, parking occupancy in some of these corridors reaches nearly 100% soon after 6pm, with little to no availability or turnover. This makes it harder for customers to get to businesses or appointments in the evening and increases circling and double-parking.

## RECOMMENDATIONS

**1 Consider extending parking meter hours into the evening and on Sundays**

- Already in place in event areas and Port jurisdiction
- Would reduce circling and double-parking
- Would increase parking turnover and availability, supporting business vitality

**2 Evaluate the potential impacts of extending meter hours**

- An extension of meter hours will have financial implications from both a revenue and cost perspective

**3 Work with the business community and other neighborhood groups to determine what commercial areas or neighborhoods might benefit from extended meter hours**

# Objective 2.4

## Improve utility of yellow zones

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 3.6: Clarify locations where passenger loading is permitted


## HOW IT WORKS NOW

Yellow zone availability is especially important for business vitality, reducing congestion, and improving safety. Yellow zones are specifically dedicated to commercial loading and businesses rely on them for delivering goods. Blocked yellow zones are likely to lead to double-parked trucks.

Vehicles with contractor permits are exempt from paying meters, including those at yellow zones, but must comply with time limits. However, meter time limits are often enforced based on payment, since meters only allow drivers to pay for up to the time limit. As such, contractors often park in yellow zones for much longer than the 30-minute limit. In addition, vehicles with contractor permits frequently are not engaging in active loading for which yellow zones were designed; instead, contractors often park their vehicles in yellow zones while they visit a job or meeting site. This reduces yellow zone availability and pushes commercial loading into the travel lane.

## RECOMMENDATIONS

### 1 Remove the contractor meter payment exemption from yellow meters

- Contractor vehicles could still use yellow zones if they pay and comply with the time limit
- Contractors could still park in regular metered spaces without paying
- Would increase availability of yellow zones for active loading

### 2 Consider implementing a permit program for parcel delivery services at yellow zone meters

- Parcel delivery vehicles rarely pay at yellow meters, so a permit program and permit fees could make up for lost meter revenue
- These types of services have strong financial and logistical incentives to keep moving, so they would be less likely than contractor vehicles to exceed yellow zone time limits
- Revenues generated could help fund larger curb management efforts

# Objective 2.5

## Improve utility of green zones

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 2.6: Provide for non-commercial vehicle goods loading
- 3.2: Standardize loading signage


## HOW IT WORKS NOW

Green zones are for short-term parking and can be metered or unmetered. They are commonly located outside businesses like laundromats, drugstores, and coffee shops. They also function as loading zones for people loading and unloading goods with non-commercial vehicles. They are particularly useful for people with disabilities who need to park as close as possible to the front door of a business.

Metered green zones in San Francisco have 15- or 30-minute limits, while unmetered green zones have 10-minute limits. In metered areas, green zones are indicated only by a green cap on the meter, not by paint on the curb. They are usually only in effect 9am to 6pm, Monday through Saturday, but demand for food deliveries and take-out is high in many neighborhoods in the evening and on Sundays. People with disabled parking placards are not subject to green zone time limits, which means that placard holders can park for up to 72 hours. This restricts the availability of green zones, particularly for people with disabilities needing short-term parking.

## RECOMMENDATIONS

### 1 Pursue state legislation to remove the disabled placard exemption for green zone time limits while allowing a longer time limit for people with disabilities

- Would increase availability and reliability of green zones, including for people with disabilities, by preventing one person from parking at a green zone all day
- Related to but separate from other placard reform efforts
- Partner and engage with other California cities and advocacy organizations

### 2 Standardize metered green zone time limits at 15 minutes

- A 15-minute limit would increase turnover and better serve quick pick-ups and drop-offs
- Could help address non-commercial vehicle freight loading needs
- Would reduce potential for abuse (feeding the meter every 30 minutes is easier than every 15)

### 3 Extend meter and time limit hours at green zones to evenings and Sundays in areas where demand warrants

### 4 Consider painting curbs green and/or installing signage in metered areas

- Study whether curb paint or signs improve compliance compared to the current practice of indicating short-term metered spaces by only green caps on meters
- Add signage so drivers know the time limit before attempting to pay

# Objective 2.6

## Provide for goods loading in non-commercial vehicles

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 2.5: Improve utility of green zones

## HOW IT WORKS NOW

The California Vehicle Code provides for two primary types of loading zones: white zones for passenger loading, and yellow zones primarily for commercial loading. However, traditional services like pizza delivery, small business owners, and rapidly growing on-demand delivery services frequently perform goods loading using non-commercial vehicles, which do not fit well into either type of loading zone.

Non-commercial vehicles may not use yellow zones, since they do not have commercial license plates and must leave their vehicle. They can stop in yellow zones for up to three minutes but their vehicle must remain attended. They may not use white zones since these only allow passenger loading and require vehicles to be attended. Non-commercial vehicles can use green zones, which are for short-term parking. However, green zones allow unlimited parking by people with disabled placards, and people with disabled placards frequently park in them all day making them unavailable to other users.

## RECOMMENDATIONS

1. **Encourage people who use personal vehicles for goods delivery to register for commercial license plates**
   - Work with businesses as part of projects to publicize this option
   - Increases vehicle registration costs but expands parking options
2. **Consider removing attended vehicle requirement for non-commercial vehicles in yellow and white zones**
   - Would allow drivers to get out of non-commercial vehicles for up to five minutes in a white zone, three minutes in a yellow zone
   - Could reduce availability of yellow and white zones and make enforcement more difficult
3. **Initiate a communications and marketing effort to inform drivers that loading is permitted for up to three minutes in yellow zones if the vehicle remains attended**

# Objective 2.7

## Expand the use of loading zones that vary based on time of day

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 2.2: Increase evening and weekend parking and loading regulations
- 3.2: Standardize loading signage

## HOW IT WORKS NOW

Demand for curb space varies over the course of the day. Often, commercial deliveries take place from the early morning to early afternoon, while passenger loading demand peaks in the evening. The SFMTA has long accommodated this varying demand by creating time-limited loading zones that allow regular parking outside of loading hours.

The SFMTA has also created some "dual-use" zones that provide different types of loading at different hours, most commonly commercial loading during the day and passenger loading in the evening. These are usually marked with yellow curb paint but sometimes have white curb paint instead, accompanied by signage.

## RECOMMENDATIONS

### 1 Create more dual-use zones that vary loading regulations based on time of day

- Many already exist, providing commercial loading at some times and passenger loading at other times
- Other combinations of regulations could also be beneficial in different parts of the city
- Expanding use of dual-use zones would help maximize efficiency of the curb

### 2 Standardize curb treatment for dual-use zones

- Collect data to determine the best curb color for dual-use zones
- Consider eliminating curb paint at dual-use zones and use signs exclusively to communicate regulations

# Objective 2.8

## Ensure sufficient loading during special events

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

## HOW IT WORKS NOW

Event organizers apply to the SFMTA to take street space, with a different process depending on whether they are only using curb space or also closing travel lanes. Organizers are required to replace blue zones on a one-for-one basis. Yellow and green zones are not relocated, while white zones are not relocated unless the white zone sponsor requests relocation. However, demand for loading may remain or even increase when a street is closed for an event.

## RECOMMENDATIONS

### 1 Require event organizers to replace yellow and white zones when necessary

- The SFMTA could require loading to be replaced through the Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT) process only when necessary, focusing on major events in the Downtown area
- Most events would not be affected

### 2 Create a standard temporary yellow zone sign template

- The SFMTA Temporary Sign Shop has templates for no parking, white, and blue zones, but not for yellow zones

# Objective 2.9

## Amend the Planning Code to manage loading activities

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

## HOW IT WORKS NOW

The San Francisco Planning Code may require developers to provide on-site loading spaces. The San Francisco Planning Code typically does not have management requirements for on-site loading spaces, nor does it address on-street loading. Thus, the San Francisco Planning Department and the SFMTA may request developers to provide and manage these spaces, but the agencies' ability to ensure compliance with these requests can be limited.

## RECOMMENDATIONS

1. **Amend the Planning Code to require developers to prepare a driveway and loading operations plan citywide for certain projects and to submit an on-street loading zone application to the SFMTA if applicable**

# Objective 3.1

## Pursue safety and accessibility through parking enforcement

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 3.4: Reform parking violation fees to disincentivize the most harmful behaviors
- 3.5: Pursue state-level legislation expanding camera-based enforcement
- 6.1: Prioritize accessibility in curb management


## HOW IT WORKS NOW

Parking enforcement is key to successful curb management. Enforcement strategies can ensure that people park and load in legal locations, that loading zones remain available for use, and that accessibility is retained for people with disabilities.

Many loading-related violations are inherently difficult to enforce. When a driver illegally double-parks or stops in a bus zone to drop off a passenger, they may be there for less than a minute, making it unlikely that an enforcement officer will catch them. Since the vehicle is occupied while the violation is taking place, the driver may leave if they see a parking control officer (PCO) approaching, and unpleasant interactions are more likely to occur than for violations when the vehicle is unattended.

Many parking violations have become part of the City's streetscape as the result of policies about how to focus enforcement resources. For instance, sidewalk parking is common in many parts of the city, particularly when parking at the curb is prohibited during street cleaning, but also at other times. Changing this behavior

will require a larger policy change by decision-makers and extensive public engagement, in addition to changes in enforcement procedures.

Similarly, many white zone sponsors have for decades parked their personal vehicles in white zones they sponsor rather than leaving those zones open for active passenger loading. The SFMTA primarily cites for white zone violations based on complaints from white zone sponsors, so the sponsors themselves rarely receive citations for illegal parking in those zones. In addition, in many cases enforcement officers allow vehicles to park in white zones for longer than the five-minute limit listed in the Transportation Code.

## RECOMMENDATIONS

### 1 Prioritize enforcement of most harmful violations

- Base enforcement on City priorities like Vision Zero, Transit First, and accessibility
- Pursue reductions in violations like double-parking, sidewalk parking, blocking intersections, and stopping in bus zones
- Increase enforcement funding to avoid reducing staffing on beats like street sweeping and RPP
- Data-driven and detailed evaluation of revenue implications and impacts on behavior

### 2 Proactively cite for misuse of loading zones

- Shift from a primarily complaint-based system
- Enforce five-minute limit at all white zones. At childcare centers, hospitals, and schools, allow unattended vehicles within five-minute limit

# Objective 3.2

## Standardize loading signage

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 2.5: Improve utility of green zones
- 2.7: Expand use of loading zones that vary based on time of day

## HOW IT WORKS NOW

Signage at loading zones across the city varies widely. Some color curb zones have no signs, while in metered areas they often have small signs on meter posts near the ground. Although loading signs have become much more standardized in recent years, many different sign designs are still found at different loading zones across the city with the same regulations. Many signs are text heavy and convey the meaning of the zone using a double negative (No Stopping EXCEPT Passenger Loading) rather than a positive (Passenger Loading Only) reducing the legibility of the regulation.

## RECOMMENDATIONS

### 1 Develop standard designs for common types of loading zones and templates for less common sign types and messages

- Use positive language to make regulations clearer
- Increase usage of Manual on Uniform Traffic Control Devices (MUTCD) approved icons, and reduce use of text, to improve legibility
- Particularly important when implementing more complicated regulations like dual-use zones

### 2 Install pole signage at loading and short-term parking zones in metered and unmetered areas

- Provide larger signs than those used on meters
- Could improve legibility and compliance with regulations
- Evaluate effectiveness of new signs; include analysis of increased costs to Field Operations

# Objective 3.3

## Develop public communications around curb management

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 3.1: Pursue safety and accessibility through parking enforcement
- 3.6: Clarify locations where passenger loading is permitted

## HOW IT WORKS NOW

San Francisco's curb regulations are often confusing and can be particularly inaccessible to people coming from outside the city or state. Many unsafe, illegal behaviors have been commonplace for decades and have been inconsistently enforced.

## RECOMMENDATIONS

### 1 Develop a public information campaign on parking and loading regulations in San Francisco

- Could highlight safe loading and parking practices and illustrate the negative impacts of behaviors such as double parking
- Could include ads on buses and in bus shelters, social media, and partnerships with companies like TNCs in coordination with other Vision Zero campaigns
- Could publicize little-known rules, such as that yellow zones may be used for brief passenger loading

### 2 Prioritize communications efforts around changes in policies

- Ensure the public is aware of changes to parking and loading regulations and enforcement procedures
- Many recommendations contained in this report will require changing longstanding practices
- Legislative changes and changes to enforcement procedures will require extensive communication prior to implementation

# Objective 3.4

## Reform parking violation fees to disincentivize the most harmful behaviors

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 3.1: Pursue safety and accessibility through parking enforcement

## HOW IT WORKS NOW

The SFMTA Board sets fines for parking and traffic violations under parameters set by the California Vehicle Code (CVC). Most parking fines are between $72 and $110, while disabled parking violations carry a fine of $866. Bus zone violations are the most expensive after those related to disabled parking, at $288. Fines for double parking, parking on the sidewalk, and blocking an intersection, among others, are $110.

## RECOMMENDATIONS

**1 Increase fines for the violations that compromise safety and increase congestion, like double parking, parking on sidewalks, blocking crosswalks, blocking intersections, obstructing traffic, blocking bike lanes, and blocking transit lanes**

- Requires state legislation to authorize local jurisdictions to increase fines
- Could be increased to the same level as bus zone citations

**2 Consider reducing fine for disabled parking-related parking citations**

- Current fine is disproportionate to all other parking fines and is excessively punitive, especially for people with low incomes
- Discuss with disabled community to get feedback before moving forward with changes

# Objective 3.5

## Pursue state legislation expanding camera-based enforcement

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Long-term**

### RELATED STRATEGIES

- 3.1: Pursue safety and accessibility through parking enforcement

## HOW IT WORKS NOW

Generally, a parking control officer (PCO) must personally witness an infraction to issue a citation, but the state legislature can authorize specific exceptions. Since 2007, San Francisco has been able to cite vehicles stopped in transit-only lanes or bus stops adjacent to transit-only lanes using cameras on buses, although PCOs still manually review camera footage before issuing citations. In addition, a number of cities were permitted to enforce street cleaning parking restrictions with cameras on street sweepers, but the authorization for this program has expired.

## RECOMMENDATIONS

### 1 Explore ways to improve efficiency of the existing transit-only lane enforcement process

- Reduce the amount of time PCOs must spend manually reviewing footage
- Pilot license-plate reader or other similar technology to automate the video-review process

### 2 Pursue state legislation expanding camera enforcement of parking violations

- Use bus cameras to cite for illegal stopping in any bus zone and for double-parking along any Muni route, not just in or adjacent to transit-only lanes
- Consider cameras at fixed locations in places with particularly egregious problems with illegal stopping (similar to red light cameras, but for parking and loading violations)
- Investigate reviving program to equip street sweepers with enforcement cameras to free up PCOs from street sweeping routes, which take up a large proportion of total enforcement resources

# Objective 3.6

## Clarify locations where passenger loading is permitted

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 2.4: Improve utility of yellow zones
- 3.3: Develop public communications around curb management
- 5.3: Codify procedures for determining if a driveway is abandoned


## HOW IT WORKS NOW

Passenger loading is permitted in white zones for up to five minutes and in most yellow zones for up to three minutes. However, under the City Transportation Code, passenger loading is not legal in six-wheel truck zones, which are also painted yellow but have a red cap rather than yellow cap on the meter. There is a general misconception that passenger loading is never legal in yellow zones, but dispelling this is difficult when different types of yellow zones have different rules.

Driveways are common in San Francisco, and in many areas take up long stretches of curb that may not be used by the general public. Driveways are particularly prevalent in residential areas where there are few loading zones. However, many are used only a couple times per day or week while others are not used for car access at all.

## RECOMMENDATIONS

### 1 Publicize rule allowing passenger loading in yellow zones

- Emphasize strict 3-minute limit and requirement for vehicle to be attended

### 2 Remove yellow curb paint from six-wheel truck loading zones

- Would help distinguish between six-wheel and regular yellow commercial loading zones
- Indicate regulations using high-visibility signage instead

### 3 Encourage loading across driveways when no other alternative is available

- Loading across driveways has a much lower impact on safety and congestion than double-parking or loading in other illegal locations
- Campaign should stress the requirement that the driver stay with the vehicle and move from the driveway when someone attempts to access it

# Objective 3.7

## Regulate parking at broken meters

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

## HOW IT WORKS NOW

According to state law, vehicles may park at an inoperable meter up to a posted time limit. If there is no posted time limit, a local jurisdiction may establish an automatic four-hour time limit, but San Francisco has not adopted such a policy.

Meter vandalism has increased in San Francisco over the last few years, with as many as 20% of meters in the city being inoperable on any given day. In some cases, people may vandalize meters specifically in order to park at them all day for free, often by jamming the coin slot with something other than a coin.

## RECOMMENDATIONS

1. **Adopt a local ordinance establishing a default maximum four-hour time limit at broken meters**

# Objective 3.8

## Move valet parking permit program to the SFMTA

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Mid-term**

## HOW IT WORKS NOW

Many transportation permitting functions that used to be administered by San Francisco Police Department (SFPD) have been transitioned to the SFMTA. Valet stands are one of the last remaining transportation-related functions permitted by SFPD. Valet permits need only be issued once and do not require renewal or periodic review.

Businesses applying for valet permit must demonstrate they have an adequate passenger loading zone and off-street space to store cars, but many valet operators park cars in the white zone, forcing loading at the valet zone to take place in the street. The SFMTA has little recourse, as it can cite individual cars, but not the valet operator itself, for violations.

## RECOMMENDATIONS

### 1 Amend the Police Code and Transportation Code to move responsibility for valets to the SFMTA

- Could be administered as part of Color Curb Program and include biannual renewal
- Would allow the SFMTA to leverage permits to reduce misuse of valet permits
- The SFMTA could deny valet permit requests if the proposed valet zone would harm safety, transit reliability, or congestion
- May require some continuing SFPD involvement in background checks

# Objective 3.9

## Make minor revisions to the Transportation Code

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Short-term**

## HOW IT WORKS NOW

Some sections of the Transportation Code related to the curb are vague, unclear, conflict with the California Vehicle Code (CVC), or are outdated. Conflicting interpretations of these sections can lead to inconsistent regulations on the street.

## RECOMMENDATIONS

1. **Remove the definition of "Park" from the Transportation Code or revise it and add a definition of "Stop" to conform with the CVC.**
   - The Transportation Code definition of "park" conflicts with the CVC definition

2. **Remove specified hours for apartment building white zones from the code, clarifying that effective hours are listed on signage and/or stenciled on the curb.**
   - The Code restricts staff's ability to tailor hours to specific circumstances

3. **Clarify that religious institutions and performance venues must clearly post hours of services or performances in a format provided by the SFMTA adjacent to the white zone.**
   - Religious institution loading zones are in effect "during posted services" while those next to performance venues are sometimes "during performances"
   - There is no standard for posting service and performance times

4. **Remove the clause restricting white zone hours to the hours of operation of the adjacent establishment, clarifying that effective hours are listed on signage and/or stenciled on the curb.**
   - This regulation conflicts with a white zone serving more than just the fronting business

# Objective 4.1

## Standardize curb data inventory

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 4.2: Establish single inter-agency database for temporary curb use permits
- 4.3: Standardize geofencing notification procedures


## HOW IT WORKS NOW

Data on existing curb allocation in San Francisco is voluminous but scattered and incomplete. Different types of curb uses are tracked in different formats and locations that are not aligned with each other. Some curb designations are not stored in an easily accessible or computer-readable format, usually because the curb space was allocated decades before the advent of computers and databases. Some of the most accurate data is stored in CAD meter drawings, but these are not tied to geospatial databases.

A lack of reliable data has real consequences. The City is unable to tell the public where all existing loading zones are, information that could help reduce illegal stopping behavior and improve safety, transit reliability, and traffic congestion. Project managers who do not have complete data on the curb may make decisions that conflict with other curb needs. Staff often must resort to time-consuming field-checking of data.

## RECOMMENDATIONS

### 1 Develop and implement a linear-referencing curb data model that can interface with SharedStreets and other industry standards

- While a linear-referencing data model is ideal, point-based data could be used as an interim step
- The curb data model should support internal needs and allow for external data sharing
- Should be connected to the SFMTA's broader effort to digitize all street data
- An API to share the data with the public should be developed in tandem

### 2 Integrate all SFMTA and City processes and systems that modify curb data to enable an up-to-date single source of truth for curb locations and regulations that is integrated into the curb data model

- Includes sources and processes such as: CAD meter drawings, Salesforce color curb records, ArcGIS spatial database, and Paint Shop work tracking systems
- Should be paired with workflow improvements to the SFMTA's existing legislation and work order tracking systems, so that curb data can be updated in real-time
- Seek funding to build out a unified system and establish workflow processes that integrate with the curb data model

### 3 Create a standardized, complete inventory of curb space in San Francisco utilizing the curb data model

- Seek funding through grants and other means for a comprehensive curb mapping effort
- Investigate opportunities for working with private industry to populate data and share development and maintenance costs

# Objective 4.2

## Establish single inter-agency database for temporary curb use permits

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 4.1: Standardize curb data inventory
- 4.3: Standardize geofencing notification procedures

## HOW IT WORKS NOW

Event organizers apply to the SFMTA to take street space, with a different process depending on whether they are just using curb space or closing travel lanes. Construction contractors go to the SFMTA to occupy travel lanes but go to Public Works if they are only taking up curb space. There is no single central repository of temporary use of curb space by events or construction.

## RECOMMENDATIONS

### 1 Connect all divisions and agencies that issue permits to occupy curb space to a single database

- Determine the data format and repository to store temporary curb use/closure information
- Would be a resource-intensive, long-term project, connected to larger curb mapping efforts
- Would enable communication of temporary regulations via an API
- Could ensure one-for-one replacement of loading zones during temporary street or curb closures, as is the current policy for blue zones

# Objective 4.3

## Standardize geofencing requests for Transportation Network Companies (TNCs)

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 4.1: Standardize curb data inventory
- 4.2: Establish single inter-agency database for temporary curb use permits

## HOW IT WORKS NOW

Transportation Network Companies (TNCs) can choose to direct riders and drivers to specific pick-up and drop-off points in a process known as "geofencing." Riders can be automatically assigned a pick-up or drop-off point, given a menu of options, or prohibited from requesting a pick-up at certain locations. The City has engaged with TNCs on voluntary geofencing in several locations, but on an ad hoc basis. Geofencing without adequate loading zones can exacerbate localized issues with illegal loading. Pairing geofencing with loading zones can help facilitate compliance with traffic laws.

## RECOMMENDATIONS

1. **Develop a standard operating procedure for requesting geofencing from TNCs**
   - Would involve a standard data format coordinated with the larger street and curb mapping effort
   - Could include designation of pick-up/drop-off points and areas to be covered by the geofence and utilize industry standards as much as possible to communicate with TNCs
2. **Seek an agreement with TNCs on geofencing implementation**
   - TNCs would agree to geofence automatically upon SFMTA request
   - Should include set criteria for which situations geofencing will be implemented, such as minimum amount of curb space provided and loading activity observed
   - Could explore legislative avenues to require geofencing
3. **Explore geofencing for other road users like taxis, Courier Network Services and traditional delivery companies**
   - Taxis may require technological upgrades and taxis providing door-to-door paratransit service need to be accommodated
   - Other delivery services would need different types of curb space, such as green zones

# Objective 5.1

## Study pricing to address curb use impacts

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Long-term**

### RELATED STRATEGIES

- 1.2: Revise Color Curb Program charges and cost recovery requirement
- 5.4: Expand local role in regulation of TNCs

## HOW IT WORKS NOW

The SFMTA currently prices the curb through the use of parking meters and residential parking permit fees, along with smaller permit programs like the Commuter Shuttle Program. In metered areas, meters are placed at yellow zones, but the rate of payment is low. White zones are not metered.

From a policy standpoint, a curb pricing scheme would need to avoid incentivizing unsafe behavior. A program that charges for use of loading zones but does not have a mechanism to charge for stopping outside of loading zones could further encourage people to double-park or otherwise load in unsafe or unpermitted locations.

On the technical side, GPS technology that is currently being used in conventional vehicles is not precise enough to consistently identify whether someone is using a loading zone at the curb, double-parking, or perhaps just stuck in traffic in the travel lane next to a loading zone. Sensor or camera technology would require widespread adoption and raise serious privacy concerns. Any system of sensors or

cameras would require an extremely large capital investment for installation, maintenance, and power.

Finally, enforcement of a pricing scheme would be challenging. Camera-based enforcement would require state authorization and likely, would require a large team of officers to view camera footage. Both camera-based and in-person enforcement would need a mechanism to quickly determine whether a vehicle stopped in a loading zone has paid or not.

Any program to charge for brief loading events would have to address these challenges. Significant further study is needed to determine the feasibility of different types of curb pricing schemes and their potential impacts.

## RECOMMENDATIONS

**1 Hire a consultant to examine and develop an in-depth report to examine the feasibility of a curb pricing scheme and other potential revenue sources**

- Consider costs, benefits, and impacts
- Look at technological, practical, and legal issues through the lens of equity and privacy concerns
- Consider alternative funding sources that could address vehicles' impacts on the streets and curb without complicated, expensive infrastructure, like a fleet-based vehicle license fee, or a per-trip or per-stop fee
- Coordinate with congestion pricing studies already underway, which could accomplish many of the same goals as the fees described above and evaluate if any of the congestion pricing technologies could be applied to curb pricing

# Objective 5.2

## Focus electric vehicle charging efforts off-street

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Short-term**


## HOW IT WORKS NOW

As electric vehicle adoption rates increase, so have discussions about the possibility of on-street electric vehicle charging stations. Some cities have begun installing curbside charging stations and restricting the parking spaces next to them to electric vehicles. San Francisco instituted a limited pilot in 2009, adding charging stations across the street from City Hall for use by City-owned electric vehicles, and the SFMTA has installed charging infrastructure in City-owned garages since the 1990s.

## RECOMMENDATIONS

### 1 Focus electric vehicle charging infrastructure off-street

- Encourage conversion of off-street parking spaces to electric vehicle charging stations
- Utilize City-owned garages and lots as well as private off-street parking

### 2 Consider permitting on-street electric vehicle charging stations, if at all, in limited circumstances after careful evaluation

- On-street changing stations require significant capital investment and lock curb space into a single use, which poses an obstacle to future streetscape changes
- Restricting on-street parking to a small subset of vehicle owners has important equity implications
- Develop robust criteria for evaluating any proposals based on these and other concerns

# Objective 5.3

## Develop procedures for determining if a driveway is abandoned

**LEVEL OF EFFORT**
**Low**

**POTENTIAL IMPACT**
**Low**

**TIMELINE**
**Mid-term**

### RELATED STRATEGIES

- 3.6: Clarify locations where passenger loading is permitted


## HOW IT WORKS NOW

Driveways remove parking spaces from public use while providing access to off-street parking to fronting property owners. Property owners or tenants may, in certain circumstances, park on the street in front of their driveway. If a driveway no longer provides access to off-street parking, the SFMTA generally will not tow vehicles parked across the driveway but may still issue a citation.

Public Works may require a property owner to raise the curb at an abandoned driveway, but such notices are often dropped if the Planning Department records show off-street parking there, even if the garage or off-street parking space has changed since the date of those records. Multiple driveways may provide access to the same off-street space, but there is no process to close one of these driveways.

## RECOMMENDATIONS

### 1 Codify a process to declare a driveway abandoned

- Should be developed in partnership with Public Works and the Planning Department
- Would take effect regardless of whether the curb is raised or whether records show permitted off-street parking there
- Would involve an appeal process, either at a public hearing or before a hearing officer
- May involve changes to the Transportation Code and other City codes

### 2 Develop a standard treatment for abandoned driveways in unmetered areas

- In metered areas, meters can indicate that a driveway has been abandoned
- Another treatment, such as signage or paint, is needed to communicate that a driveway is open for parking in unmetered areas

### 3 Develop a process to revoke a redundant driveway

- Would allow the city to repurpose the space across a driveway if that would not prevent access to the garage or off-street parking area
- May use same appeals process as abandoned driveway

### 4 Ensure driveways are removed whenever off-street parking is removed

- The Planning Department would take this into account during permit application review
- Would involve new construction and renovations

# Objective 5.4

## Expand local role in regulation of Transporation Network Companies (TNCs)

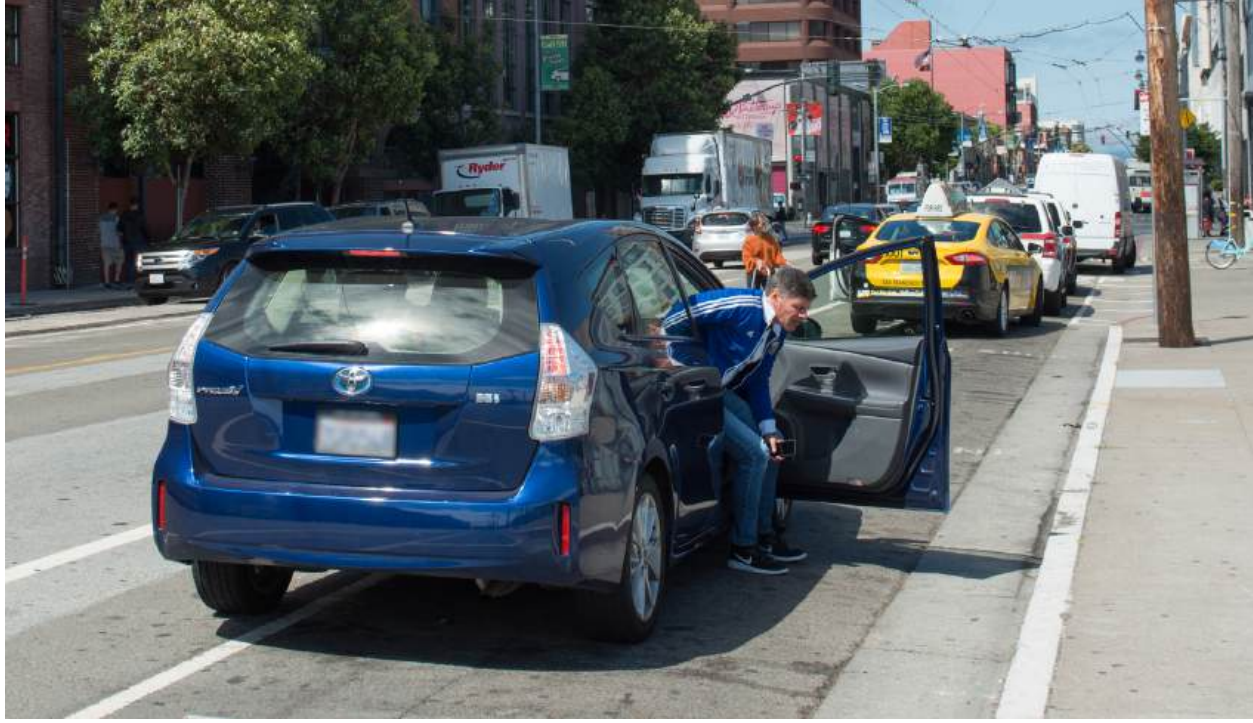
**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**High**

**TIMELINE**
**Long-term**

### RELATED STRATEGIES

- 4.3: Standardize geofencing notification procedures
- 5.1: Implement pricing to address curb use impacts



## HOW IT WORKS NOW

Transportation Network Companies (TNCs) like Uber and Lyft are permitted at the state level by the California Public Utilities Commission (CPUC). CPUC regulation of TNCs has focused on broad issues such as labor standards and vehicle safety but has focused little on important local issues like loading behavior.

The SFMTA can issue citations to individual TNC drivers for illegal behavior but has little recourse against the companies that direct their drivers to illegal pick-up and drop-off points or to perform illegal maneuvers like mid-block U-turns in commercial areas. As such, TNCs have little incentive to ensure their drivers comply with local parking and traffic laws. Local jurisdictions also do not receive data or permit fees from TNCs despite their impact on City resources.

## RECOMMENDATIONS

### 1 Ensure TNC regulations align with local transportation policy priorities, including Vision Zero and Transit First

- Pursue state-level legislation to allow local jurisdictions to regulate aspects of TNC service
- Condition permits on compliance with parking and traffic laws, allowing City to issue fines directly to companies, not just drivers, for violations
- Mandate driver and rider training in San Francisco, including training on safe loading behavior
- Institute fees to pay for curb management and enforcement needs
- Require TNCs to share data with local jurisdictions to help make curb management decisions

# Objective 6.1

## Prioritize accessibility in curb management

**LEVEL OF EFFORT**
**Medium**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

### RELATED STRATEGIES

- 2.1: Right-size loading zones according to context
- 3.1: Pursue safety and accessibility through parking enforcement
- 6.2: Eliminate Muni “flag stops”


## HOW IT WORKS NOW

Curb access is critical for many people with disabilities. Getting dropped off in the travel lane may simply not be an option for people in wheelchairs if there is not an ADA-compliant curb ramp to get them from the street up to the sidewalk. The lack of passenger loading zones in many parts of the city makes it harder for people with disabilities to get around.

The SFMTA focuses on blue zones to serve people with disabilities, with strict siting guidelines and a goal that blue zones represent at least four percent of the metered parking supply. However, accessible passenger loading zones are just as, if not more, critical to accessibility, serving paratransit and accessible taxi riders, and able to deliver far more people to a location than a blue zone that might be used by just one person per day. Paratransit needs to get as close as possible to a rider’s destination, but often does not have curb space to do so. The SFMTA has created loading zones restricted to paratransit, but these are not defined in the Code.

## RECOMMENDATIONS

### 1 Maximize accessibility when siting passenger loading zones

- Conform as closely as possible to the proposed Public Rights of Way Access Guidelines (PROWAG), taking into account grade, street furniture on the adjacent sidewalk, presence of curb ramps, and other factors
- Sometimes full adherence to PROWAG isn't feasible due to physical or funding constraints, but this shouldn't prevent creation of passenger loading zones

### 2 Codify definition of paratransit loading zone and establish zones at top paratransit destinations

- Could allow specific other users like ramp taxis and non-emergency medical transportation services
- Would ensure people with disabilities can safely get to key destinations such as dialysis centers

# Objective 6.2

**Reduce the use of Muni "flag stops" and develop guidelines for when they are permitted**

**LEVEL OF EFFORT**
**High**

**POTENTIAL IMPACT**
**Medium**

**TIMELINE**
**Short-term**

**RELATED STRATEGIES**

- 6.1: Prioritize accessibility in curb management


## HOW IT WORKS NOW

Many Muni stops across the city are "flag stops," where the bus or train stops adjacent to parked cars. These are particularly prevalent in residential neighborhoods but exist all over the City. Flag stops force people with disabilities, particularly those who use wheelchairs or other mobility devices, to cross in front of parked cars into the street to access the bus's lift or ramp. Seniors and people with disabilities not in wheelchairs must go around or between parked cars to access the bus, and do not have the benefit of the extra inches of curb when making the step up onto the bus. Few other major transit systems in the United States widely use flag stops.

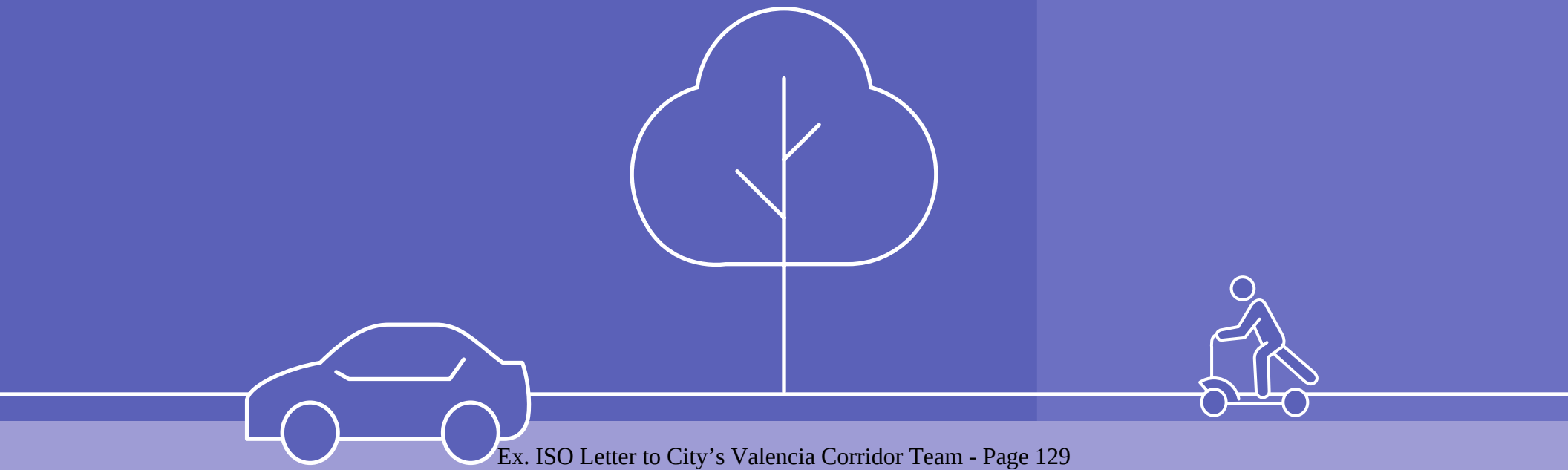
## RECOMMENDATIONS

### 1 SFMTA Board to adopt a policy to avoid creating new flag stops and gradually replace existing flag stops with bus zones

- Community engagement would still be required for each project converting a flag stop to a bus zone by removing parking
- More efficiently and equitably allocates curb space, as far more people can be served by a bus stop than by parking spaces

### 2 Develop guidelines (including a ridership threshold) for when a curbside bus zone is required

# DESIGN GUIDELINES



# CURB MANAGEMENT DESIGN GUIDELINES

| ZONE TYPE | White Zone | Yellow Zone | Green Zone | Blue Zone |
|---|---|---|---|---|
| ACCESS | Passenger loading. | Generally freight loading only. Some are for trucks with six or more wheels only. | Short-term parking (incl. deliveries in passenger vehicles). | Accessible parking. |
| MINIMUM LENGTH | 20 feet far-side[1], 40 feet near-side, 60 feet mid-block. | 22 feet min. far- or near-side[1], at least 44 feet preferred, taking into account vehicle type. Longer if mid-block. | Standard parking space. | 22 feet minimum. |
| PLACEMENT CONSIDERATION | Based on observed loading demand. Far-side of intersection best. Adjacent to intersection, driveway, red zone preferred. | Far-side of intersection best. Adjacent to intersection, driveway, red zone preferred. Near-side zones should be paired with daylighting red zone. | Close to destination. | Far-side of curb ramp. (see color curb guidelines) |
| TIME LIMITS | 5-minute limit. | Generally 30-minute limit, 1-hour limit adjacent to high-rise buildings (except 3-min passenger loading). | 15-minute limit preferred in metered areas, 10-minute in unmetered. 30-minute limit also possible. | N/A |
| EFFECTIVE HOURS | Default At All Times, adjust if specific loading needs on block are limited to certain hours. | Most common 8am–6pm Monday-Saturday. | Historically 9am–6pm Mon-Sat, extend to evenings and Sundays based on demand. | At All Times |

[1] An adjacent driveway or red zone can count towards these lengths for midblock or nearside locations.

This document is intended to provide guidance to planners, engineers, and project managers on color curb zone placement and design when zones are implemented proactively as part of SFMTA projects. Standards will differ slightly for request-based zones, as they are tailored to the specific needs of the requesting entity. Staff should consult with the curb management team when developing a data collection plan and proposal for curb changes for additional guidance.

## Data Collection

In-person or video observations are the best way to assess parking and loading conditions, but staff resources are often limited. Surveys can help determine commercial loading demand and can be used to extrapolate from limited in-person observations.

### MERCHANT SURVEYS

Merchant surveys can be very helpful in determining when and where commercial deliveries take place, and with what types of vehicles. This information can inform placement, effective hours, and days of the week for yellow zones. Merchant surveys can help gauge business attitudes towards other types of curb changes as well, although merchants are most directly familiar with the deliveries that they receive.

### IN-PERSON LOADING OBSERVATIONS

In-person or video observations of loading should be conducted for periods of at least two hours. Data collectors should note the time each vehicle arrived and departed, the type of vehicle, where it stopped (i.e. at the curb, in the travel lane, in a bike lane) and other factors as needed (see attached sample data collection sheet).

Optimal times to collect data depend on the location – downtown, the most important times to collect data could be around weekday rush hour, while on neighborhood commercial corridors it could be mid-day and the evening dinner rush. Data should be collected during at least one non-holiday mid-week day (Tues-Thurs) and one Saturday in areas with weekend activity. Data should not be collected in the rain.

### PARKING OCCUPANCY AND TURNOVER

Standard parking occupancy observations can be conducted over a wide area, illustrating overall parking availability over the course of the day. Data collectors should count the number of vehicles legally parked on each blockface at regular intervals (along with those parked illegally or in front of driveways), relative to the number of legal parking spaces. This data should be collected across at least eight hours on at least one non-holiday mid-week day (Tues-Thurs) and one Saturday in areas with weekend activity, and should not be collected in the rain.

Parking turnover data collection requires more staff resources and can be targeted to a few representative blocks in the project


area. Data collectors should note occupancy of each space, vehicle type, characteristics, and identifying information like a portion of the license plate number and making regular passes throughout the day, with similar timing to occupancy surveys. This data can provide information on average length of stay and variations based on vehicle type at different times of day.

### INTERCEPT SURVEYS

Intercept surveys can determine the mode share of visitors to the project area. In addition to mode share data, intercept surveys can ask about customer spending habits, frequency of visits, and opinions on potential traffic and parking changes. Staff should consider conducting surveys at different times of the day and on both weekdays and weekends.

### DATA FORMAT AND POST PROJECT EVALUATION

Any data collected should be stored in a format such that other staff can use it for future projects or to analyze change in conditions over time. After curb changes are implemented, project managers should conduct in-person or video data collection again to evaluate the impact of the curb changes and determine whether further adjustments are needed.

## Passenger loading

White zones are for passenger loading. White zones have a five-minute limit and require vehicles to be attended at all times (except in front of a childcare center, school, or hospital). Some white zones have special uses like taxi stands and commuter shuttle zones.

White zones should be implemented based on demand, which can be inferred from surrounding land uses, with businesses like entertainment venues, restaurants and bars attracting a high level of loading activity. The best way to determine demand is through in-person or video data collection. White zones serving a specific need should be paid for by adjacent business-owners, while projects may create white zones serving the needs of the wider block without requiring payment.

### LENGTH AND POSITION

Below are recommended minimum lengths of passenger loading zones in different positions on the block. Note that far- and near-side zones can be at the far- or near-side of an intersection or of another clear area like a long red zone or driveway. Approximately 20 feet should be added for each additional vehicle expected to need to use the zone at any one time based on data collection.

| POSITION | FAR-SIDE | MID-BLOCK | NEAR-SIDE |
|---|---|---|---|
| Minimum length for one car | 20 feet | 60 feet | 40 feet |

### EFFECTIVE HOURS

New white zones should consider needs of the wider surrounding area, rather than just the fronting business. In areas with restaurants and bars, peak times for passenger loading can extend late into the night, while in office-centric areas, there may be little need for passenger loading nights and weekends.

"At all times" white zones are preferred to simplify the regulations, particularly when the remaining legal parking hours would otherwise be relatively narrow. In areas with little to no passenger loading demand at certain times, hours can be cut back. If a white zone is on a metered block and its hours do not fully cover the standard meter hours of 9am-6pm, Monday through Saturday, meters should be installed at the zone for payment when the white zone is not in effect. School loading zone hours should tailored specifically to pick-up and drop-off times on school days, and religious institution loading zones can be marked "during posted services."

### ACCESSIBILITY

Loading zones for projects that entail sidewalk work must be evaluated by the DPW Accessibility Coordinator to ensure compliance with accessibility standards, including construction of new curb ramps behind near-side or mid-block white zones. Projects not making sidewalk changes should place white zones at the far-side of the intersection when possible to provide access to a curb ramp. White zones should be sited in locations without obstructions on the sidewalk like tree wells and bike racks. Separate guidelines are being developed for white zones adjacent to protected bike lanes.

### SIGNAGE AND PAINT

In addition to white curb paint, white zones should be indicated by overhead pole signage. If meters are present within the white zone, meter pole signage is required.

## Commercial loading

Yellow zones are for commercial loading, allowing vehicles with commercial license plates to load up to the posted time limit (usually 30 minutes) and non-commercial vehicles to load for up to three minutes while the driver is attending the vehicle. Yellow zones in metered areas are generally metered.

Some yellow zones are designated for use only by trucks with six or more wheels. These zones do not allow three-minute non-commercial loading. They are indicated by a red cap on the meter in metered areas.

### LENGTH AND POSITION

Yellow zones should be a minimum of 22 feet at the far-side of an intersection to accommodate smaller delivery vehicles, but 44 or more feet is preferred. Mid-block yellow zones must be at least 44 feet in length. Yellow zones can consist of multiple separate metered spaces adjacent to each other, with larger trucks extending across two or more spaces. Like white zones, yellow zones work best when at the far-side of an intersection or other clear space and worst in the middle of the block surrounded by regular parking spaces.

### EFFECTIVE HOURS

Yellow zone hours vary widely, but the most common hours are 7am, 8am, or 9am to 6pm, Monday through Friday or Saturday. Hours should be based on delivery needs of surrounding businesses, which can be determined through surveys and video-based data collection. Some busier areas may have deliveries extending into the evening and on Sundays, in which case yellow zones can be in place at all times. Yellow zones can be metered during standard meter hours but remain in effect without requiring meter payment at all other times.

### SIGNAGE AND PAINT

In addition to yellow paint, yellow zones should be indicated by overhead pole signage. Six-wheel truck zones can be distinguished by removing any curb color and using only signage to indicate the regulation.

### SIX-WHEEL TRUCK ZONES

Six-wheel truck zones should be considered in areas with high commercial loading demand where it is especially important to ensure availability of curb spaces for larger trucks. They should be located adjacent to regular commercial loading zones where possible to ensure other delivery vehicles have a place to load and do not block the truck zone.

## Short-term parking

Green zones are for short-term parking. The SFMTA usually paints the curb green at green zones in unmetered areas while marking them only with a green cap on the meter in metered areas. Unmetered green zones have a ten-minute time limit while metered green zones have 15- or 30-minute limits.

### SITING

Green zones should be located close to businesses or institutions with short-term parking needs. These include restaurants with substantial take-out service, drugstores, and laundromats.

### EFFECTIVE HOURS AND TIME LIMITS

Historically, green zones have been in effect 9am-6pm, Monday through Saturday, during standard metered hours. However, demand for short-term parking in many areas peaks in the evening and weekend. In these areas, staff should consider extending green zones to 9pm or 10pm, daily.

Green zones in metered areas should generally have a 15-minute time limit to encourage turnover and reduce the chances for abuse (as it is more difficult to feed the meter every 15 minutes than every 30). However, in certain situations where green zones are serving a location like the post office where people may take longer, a 30-minute limit is acceptable.

### SIGNAGE AND PAINT

Projects should consider installing signage and/or paint at green zones, including those with meters, if project funding allows to help clarify the regulations and direct people to them. This is


TAXI ZONE
TAXI
P1539
SAN FRANCISCO TAXICAB
Veterans Cab Co.
552-1300
TAXI
SAN FRANCISCO TAXICAB
2522
970-9999
TOWN
TAXI
SAN FRANCISCO TAXICAB

particularly important at green zones that extend beyond the standard meter hours.

## Taxi stands

Taxi stands allow taxis to wait for passengers with no time limit, and do not allow any other vehicles to stop. They should be considered near major attractors like stadiums, transit hubs, and hotels, and may be located adjacent to passenger loading zones to ensure other vehicles do not use the taxi stand. They should be painted white with a "taxi stand" stencil and clear signage indicating the zone is for taxis only.

## Red zones

### DAYLIGHTING

Projects should install visibility red zones at the approach to intersections, particularly those on the San Francisco High Injury Network, based on daylighting guidelines. Exact length of visibility red zones should be determined by a traffic engineer but are generally 10 feet at stop signs and 20 feet and signalized intersections.

## Multi-use zones

### PASSENGER AND COMMERCIAL

In areas with higher passenger loading demand in the evening, projects can create "dual-use" zones, allowing commercial loading at certain hours and passenger loading at other hours. These should be painted white and marked with clear signage.

### PASSENGER AND SHORT-TERM PARKING

Passenger loading zones can be combined with short-term parking (green zones). This is only recommended in places with high passenger loading demand during the evening adjacent to daytime-only uses that require short-term parking, such as laundromats and post offices. These should be marked by white paint on the curb and clear overhead signage, along with a green cap on the meter if it is a metered space.

### BUS ZONE AND OTHER USE

In some locations, a Muni zone may only be needed at certain hours and can be available for other uses at other times. Usually, these zones have been designated as general parking spaces outside of bus zone hours and have been marked by alternating red and black paint on the curb. Signage and paint for mixing a bus zone with another use, such as passenger or commercial loading, should be evaluated on a case-by-case basis.

# Exhibit E

San Francisco Public Works
General – Director's Office
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San Francisco, CA 94103
(628) 271-3160 www.SFPublicWorks.org

**Public Works Order No: 205516**

# PUBLIC WORKS REGULATIONS FOR SIDEWALK AND PARKING LANE OCCUPANCY UNDER THE SAN FRANCISCO SHARED SPACES PROGRAM

## I. PURPOSE:

The Shared Spaces Program has been a critical part of the City's crisis response strategy to sustain the locally-owned small business sector in San Francisco. Due to widespread success throughout the City's neighborhoods, the City passed Ordinance 99-21 to make the Shared Spaces Program permanent. The legislation describes the elements of the program, including carrying forward the stream-lined permitted program; encouraging arts & culture; and better balancing commercial activities with public space and transportation demands in the recovering economy.

This Public Works Order implements the requirements outlined in the legislation establishing the permanent Shared Spaces Program, and in the event of a conflict, the legislation shall control. This Order clarifies that Café Tables & Chairs and Display Merchandise permit applications shall be processed under the Shared Spaces Program and are subject to pre-existing requirements and design guidelines set forth by Public Works Code and corresponding Public Works Orders.

As used in this Order, the term "Program Requirements" shall mean the requirements of the Shared Spaces legislation, this Order, the Shared Spaces Manual, the SFMTA's Shared Spaces Curbside and Roadway Regulations, Public Works Order No(s). 183,188 (Café Tables & Chairs), 166,458 (Display Merchandise), and 200,889 (Non-Commercial Sidewalk Use), and any successor versions of these documents. The term "parking lane" is defined as that portion of the roadway closest to the curb, and as used in the Order and corresponding Shared Spaces documents, the terms "curbside" and "parking lane" are used interchangeably.

This new Public Works Order replaces and supersedes Public Works Order No. 203,904 in order to establish additional requirements and design guidelines for permittees to conditionally utilize space within the public right-of-way.

## II. SHARED SPACES PERMIT TYPES ISSUED BY PUBLIC WORKS:

Public Works will review applications for the following permit types to be issued under the Shared Spaces Program:

a. **Sidewalk Shared Spaces:**
   i. **Cafe Tables & Chairs:** Movable outdoor seating on the sidewalk for commercial use during business hours, subject to Public Works Order No. 183,188.
   ii. **Display Merchandise:** Movable displays on the sidewalk for retail use during business hours, subject to Public Works Order No. 166,458.

iii. **Non-Commercial Use:** Public seating and other activations. Other uses of the sidewalk space must abide by applicable requirements set forth in Public Works Order No. 200,889.

b. **Parking Lane Shared Spaces (Parklets):**
   i. **Tier 1 – Public Parklets:** Parklets installed and designated for public use only.
   ii. **Tier 2 – Movable Commercial Parklets:** Movable fixtures placed in the parking lane principally for commercial use during business hours. All fixtures must be removed from the public right-of-way outside of business hours. When the Movable Commercial Parklet is not being activated for commercial use, it is open to the public.
   i. **Tier 3 – Fixed Commercial Parklets:** Fixed structures placed in the parking lane for commercial use during business hours. These fixed structures are then open to the public during non-commercial hours.

## III. PERMIT APPLICATION SUBMITTAL PROCESS:

To apply to use sidewalk and/or the parking lane space under the Shared Spaces Program, applicants shall use the City's interagency online portal and submit an application that complies with the Program Requirements. Applicants must provide all required application information to be considered for a permit. This information shall include the following:

a. Applicant's contact information.
b. Name of the business, organization, or entity using the sidewalk space and/or parking lane.
c. The location of the proposed Shared Space and general information about the establishment.
d. The proposed use of the sidewalk or parking lane space.
e. Proof that the applicant complies with the following insurance requirements:
   i. General liability insurance throughout the term of the permit in the amount of at least $1,000,000 per occurrence/$2,000,000 in the aggregate to respond to claims made against the City and County of San Francisco (e.g. an additional insured endorsement in favor of the City).
   ii. A waiver of subrogation for workers compensation insurance in favor of the City & County of San Francisco.
f. Certification that the permittee will comply with all applicable health officer orders and requirements.
g. Photographs at various angles of the site location, including utilities and existing sidewalk and curbside space conditions, etc. Public Works staff may request for additional photographs to supplement review.
h. An initial site plan showing the proposed or existing layout for the Shared Space (e.g. parklet design); existing conditions of the sidewalk and parking lane space; locations of and proximity to all surface obstructions (i.e. tree wells, utility poles, etc.); clearances for the pedestrian path of travel; etc. The site plan must include the footprint of the proposed area of occupancy and all sidewalk and street elements, showing at least 20 feet on both sides.
   i. **Sidewalk:** Site plan must follow requirements listed in Public Works Order No. 183,188 for Cafe Tables & Chairs permits and Public Works Order No. 166,458 for Display Merchandise permits.

ii. **Parking Lane:** Site plan must use the template provided by Public Works, along with completion of a checklist for additional requirements.

i. Signed letter(s) with written permission from any neighboring property owner and/or tenant, authorizing occupancy of their frontage. Written permission must be granted in the form of a completed template, as prescribed by Public Works.

*i.* **Sidewalk –** ***If the Shared Space would extend beyond the applicant's frontage, then for each neighboring frontage where the Shared Space extends, the applicant must submit proof of consent as follows:***

1. For buildings with multiple ground floor tenants, written permission must be obtained from the ground floor tenants in the units directly fronting the sidewalk space proposed to be used as a Shared Space.
2. In cases where there is no ground floor tenant fronting the sidewalk space proposed to be used as a Shared Space, written permission from the fronting property owner/designee is required.

ii. **Parking Lane -** ***If the Shared Space would extend into half of or more of a marked parking space, or any portion of an unmarked parking space beyond the applicant's frontage, then for each such parking space, the applicant must submit proof of consent as follows:***

1. For buildings with multiple ground floor tenants, written permission must be obtained from the ground floor tenants in the units directly fronting the parking lane proposed to be used as a Shared Space.
2. In cases where there is no ground floor tenant fronting the parking lane proposed to be used as a Shared Space, written permission from the fronting property owner/designee is required.
3. Exceptions apply for unmarked parking spaces or other special circumstances.

j. Consent to all terms and conditions of the permit, including indemnification.

k. Applicant may be required to submit additional documentation if necessary or requested by Public Works staff.

## IV. PERMIT APPLICATION - REVIEW PROCESS:

**Sidewalk:**

a. After the application is submitted for sidewalk occupancy, a Department-designated staff member will review the application to verify site eligibility.

b. If Public Works verifies that the proposed site is eligible for sidewalk occupancy, and accepts the proposed site plan, Public Works shall direct the applicant to post public notice (detailing the location and proposed scope of occupancy). The public notice shall be posted by the applicant at the business location for ten (10) calendar days to allow for public comment. The applicant must provide proof of posting by submitting photographs to Public Works.

c. If no objections are received during the 10-day public notification period and all other requirements have been met, Public Works will approve and issue the applicant a Shared Spaces permit for sidewalk occupancy. If there are unresolved objections from the public during the 10-day public notification period, Public Works will proceed with scheduling a public hearing. Following the public hearing, the Public Works

Director will issue a decision to approve, conditionally approve, or deny the permit application.

**Parking Lane:**

a. If the applicant submits an application for parking lane occupancy, a San Francisco Municipal Transportation Agency (SFMTA) or an SFMTA-designated staff member will review the application to verify site eligibility with the Program Requirements.
b. Once SFMTA has determined that the site is eligible for parking lane occupancy, the application will move to Public Works for review.
c. If Public Works accepts the proposed site plan, Public Works shall direct the applicant to post public notice (detailing the location and proposed scope of occupancy) will be provided to the applicant. The public notice shall be posted by the applicant at the business location for ten (10) calendar days. The applicant must provide proof of posting by submitting photographs to Public Works.
    i. **Notice to Neighboring Properties:** In cases where the Shared Space would occupy any portion of a ***marked parking space or unmarked parking space*** fronting a neighboring building, the applicant must provide direct notice to the tenant during the 10-day public notification period. If there is no tenant, the notice shall be provided to the property owner.
d. Public Works will approve and issue the applicant a Shared Spaces permit once the 10-day public notification period has been completed and all other requirements have been met.

## V. GUIDELINES FOR OCCUPANCY OF SHARED SPACES:

**Sidewalk:**

a. Permittee may occupy sidewalk space in front of, or adjacent to, their establishment, for outdoor seating, displaying merchandise while the establishment is open, or non-commercial purposes consistent with the Program Requirements.
b. Permittee's sidewalk occupancy must abide by the following guidelines:
    i. The permittee shall display a copy of the permit during hours of operation.
    ii. **Site Layout & Minimum Clearances:**
        a. Permittee must maintain a continuous 8-foot minimum width pedestrian path of travel clear of obstructions at all times throughout their permitted area. Locations where an 8-foot clearance is not feasible will be reviewed by Public Works staff on a case-by-case basis and subject to a 6-foot minimum clearance requirement.
        b. Sidewalk occupancy shall not encroach into curb returns or mid-block crossings, nor obstruct curb ramps, driveways, building entrances, or entrance access control systems, with an 8-foot clearance maintained where physically feasible at all times.
        c. At no time can sidewalk occupancy obstruct emergency facilities (including, but not limited to fire hydrants, standpipes, red zones, alarms, fire escapes, etc.). Written permission must be obtained from the San Francisco Fire Department for sidewalk occupancy within 4 feet of fire safety structures. For fire escapes, the 4-foot clearance

must be maintained from the extension of the fire safety structure as if it were to be deployed in the case of an emergency.

d. Permittee must comply with all existing applicable parking and curb regulations as approved by SFMTA and shall not obstruct sidewalk area adjacent to bus stops, blue curbs (accessible parking), and/or white curbs (passenger loading zones).
e. Permittee must provide adequate clearances to adjacent bus zones and transit stops, as outlined in the SFMTA's Shared Spaces Curbside and Roadway Regulations. Bus stop zones must remain clear of furniture and all other elements of the sidewalk area. No elements shall be placed within 10 feet of a bus shelter.

iii. **Occupancy of Neighboring Sidewalks**: If the Shared Space extends beyond the applicant's frontage, then for each neighboring frontage where the Shared Space extends, the applicant must maintain proof of consent as follows:
   a. For buildings with multiple ground floor tenants, written permission must be obtained from the ground floor tenants in the units directly fronting the sidewalk space proposed to be used as a Shared Space.
   b. In cases where there is no ground floor tenant fronting the sidewalk space proposed to be used as a Shared Space, written permission from the fronting property owner/designee is required.

iv. **Additional Requirements in Shared Spaces Manual:**
   a. Hanging or overhead objects, including umbrellas or canopies, must have a clearance of at least 7 feet (or 84 inches) from the ground. Objects must maintain at least a 1-foot clearance from the curb.
   b. Any umbrellas or canopies must be consistent with the Department of Public Health guidance on outdoor structures. https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf.
   c. Food trays or carts, receptacles for dirty dishes, trays or carts for linen and utensils, and cooking appliances shall not be placed or stored on any portion of the sidewalk area.
   d. Any use of a portable heater, portable generator, candles, open flame or any activity regulated by Fire Code must be approved by the San Francisco Fire Department separately from this provisional permit. Please refer to the **Fire Safety** section in the Shared Spaces Manual for additional guidelines.
   e. Electric heaters may be used if applicant obtains an adequate electrical permit from the Department of Building Inspection: https://dbiweb02.sfgov.org/dbi_electrical/.

v. Any furniture or other objects must be removed from the sidewalk at the close of business every day.

vi. No permanent fixtures may be placed within the sidewalk space. For clarity, this includes parklets.
   1. At no time may elements of the Sidewalk Shared Space be bolted or affixed in any way to the sidewalk, roadway, or any structure (including but not limited to buildings, fire hydrants, street trees, streetlight or traffic poles, etc.).

2. Encroachments in the public right-of-way may require additional permits and fees, as determined by Public Works.

c. Permittee occupying the sidewalk for the purposes of *outdoor seating/dining* must abide by the following *supplemental* guidelines:
   i. The permittee must utilize diverters on each side of the sidewalk seating area to guide pedestrians around the occupied space. The diverters must be:
      1. At least 30 inches high, 12 inches wide, and 24 inches long/deep.
      2. Solid within at least 24 inches off the ground.
      3. Sturdy, stable, and heavy enough so they cannot tip over or be blown away by the wind.
      4. Distinctly visible to the visually impaired with contrasting colors.
      5. Removable after business closure every day. Diverters may not be fixed to the sidewalk or face of the building.
      6. Flush with the building at approximately 90 degrees.
      7. Free of advertising.
   ii. The objects within the sidewalk seating area may not extend beyond the depth of the diverters and onto the pedestrian path of travel at any time.
   iii. The permittee must provide at least one (1) accessible table available for wheelchair users within the permitted sidewalk area, meeting the following requirements:
      1. Be between 28 to 34 inches high.
      2. Have at least 27 inches of space from the floor to the bottom of the table.
      3. Provide 30-inch-wide knee and toe clearance that extends at least 19 inches under the table.
      4. Have a total clear floor space of 30 inches by 48 inches per seat.
      5. Be located a minimum distance of 4 feet to the nearest obstruction.
      6. Have a label displaying the International Symbol of Accessibility.
      7. Maintain an accessible route to the table.
   iv. Trash, recycling, and compost bins must be provided within the permitted sidewalk area if space allows. These bins shall be brought inside the establishment at the close of business every day.
   v. Tables and chairs on sidewalks with a greater than 5% slope may be subject to additional staff review or operational requirements.
   vi. No alterations may be made to the public sidewalk, including stickers or spray paint, other than social distancing markings. Any markings must be in accordance with Public Works Order 203,240.
   vii. Permittee must maintain the quiet, safety, and cleanliness of the sidewalk space and its adjacent area (100-foot radius), in accordance with standards set forth in the Public Works Good Neighbor Policy.

**Parking Lane:**

a. Permittee may occupy the parking lane in front of, or adjacent to, their establishment for seating, dining, retail use, or non-commercial (community-serving) use, subject to the Program Requirements.
b. Permittee's parking lane occupancy must abide by the following guidelines:
   i. The permittee shall display a copy of the permit during hours of operation.
   ii. **Site Layout & Minimum Clearances:**

1. Permittee must comply with all existing applicable parking and curb regulations, as approved by SFMTA and outlined in the SFMTA's Shared Spaces Curbside and Roadway Regulations.
2. Permittee shall not obstruct access to bus zones, passenger loading zones, blue accessible parking spaces, red zones, active driveways, or impede the free flow of traffic including bicycle lanes while installing, repairing/modifying, or removing their Shared Space.
3. At no time can occupancy obstruct emergency facilities (including, but not limited to, fire hydrants, red zones, alarms, fire escapes, etc.). Written permission must be obtained from the San Francisco Fire Department for parking lane occupancy within 4 feet of fire safety structures. For fire escapes, the 4-foot clearance must be maintained from the extension of the fire safety structure as if it were to be deployed in the case of an emergency.
4. Occupancy shall not obstruct or block any underground and surface utilities, including but not limited to: utility poles, gas valves, manhole covers, air release valves, waste water systems, and catch basins. All elements in the parking lane must allow for access to public utilities for maintenance and repairs (i.e. provide access panels, removable pavers, modular design). Additional review and approval from utility companies may be required.

iii. **Obligation to Remove/Modify Parklet:**

1. At any time, as necessary for any City project or maintenance work, Permittee must remove, store, and/or modify the parklet, at their own cost and return the right-of-way to a condition that the Director deems appropriate within 15 days of receiving notice from the City, although the Director of Public Works may require removal, storage, or modification of the Shared Space in a shorter time period where the Director of Public Works determines that an emergency or other threat to public health or safety exists, or finds that any delay would result in extraordinary cost to the City.
2. Such work includes, but is not limited to: transit vehicles, street paving or striping, utility work, access to underground and surface utilities, overhead lines, or other work requiring access for duration of construction and/or maintenance.

iv. **Public Access:** When the Movable Commercial Parklet or Fixed Commercial Parklet is being activated for commercial use, Permittee must provide public seating, which is accessible to persons who are not patrons of the business. Such public seating shall include at least one public bench or other seating arrangement for every 20 linear feet of Curbside Shared Space, or per subdivided section of a Curbside Shared Space. When a Parklet is not being activated for commercial use, it is open to the public.

v. **Occupancy of a Neighboring Parking Lane:** If the Shared Space extends into half of or more of a neighboring parking space, or any portion of an unmarked parking space beyond the Permittee's frontage, then for each such parking space, the Permittee must maintain proof of consent as follows:

1. For buildings with multiple ground floor tenants, written permission must be obtained from the ground floor tenants in the units directly fronting the parking lane proposed to be used as a Shared Space.
2. In cases where there is no ground floor tenant fronting the parking lane proposed to be used as a Shared Space, written permission from the fronting property owner/designee is required.
3. Occupancy of parking lane fronting a neighboring property is subject to additional review by SFMTA, including marked and unmarked parking spaces.

vi. **Additional Requirements in the Shared Spaces Manual:**

1. Permittees proposing to install structures in the parking lane shall comply with all requirements listed in the **Structural Integrity** section of the Shared Spaces Manual.
2. The following provisions apply to hanging or overhead objects, including umbrellas or canopies:
    i. Must have a clearance of at least 7 feet (or 84 inches) from the ground and cannot exceed 10 feet in overall height (including poles, posts, canopies, wires, string lights, signs, or pergolas) while still complying with the maximum 42-inch-high enclosure construction requirements.
    ii. If constructing a structure where Muni lines are present, the top of the structure (including any roof) must not be taller than 9 feet from the road surface.
    iii. Objects must maintain at least a 1-foot setback from the curb; no object may extend above or overhang onto the sidewalk.
    iv. Objects also may not extend any further than 7 feet perpendicular from the curb; conditions, such as diagonal parking, may further restrict this dimension.
    v. Any umbrellas or canopies must be consistent with the Department of Public Health guidance on outdoor structures. https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf.
3. Food trays or carts, receptacles for dirty dishes, trays or carts for linen and utensils, and cooking appliances shall not be placed or stored on any portion of the curbside area.
4. Any use of a portable heater, portable generator, candles, open flame or any activity regulated by Fire Code must be approved by the San Francisco Fire Department separately from this provisional permit. Please refer to the **Fire Safety** section in the Shared Spaces Manual for additional guidelines.
5. Electric heaters may be used if applicant obtains an adequate electrical permit from the Department of Building Inspection: https://dbiweb02.sfgov.org/dbi_electrical/.
6. The elements listed above may not be stored within the public right-of-way – all elements must be removed from the Shared Space(s) at the close of business every day.

vii. All cables, cords, or wires used for Parking Lane Shared Spaces lighting and speakers shall be:

1. Run at ground level and completely covered with approved ADA accessible cable ramps that do not exceed the allowable maximum 1:12 slope. Taping down or stringing overhead wires are not permitted for Movable Commercial Parklets. All cable ramps shall be removed from the sidewalk when not in active use.
2. Alternatively, overhead fixed lighting cords for Fixed Commercial or Public Parklets shall be plugged into a weather-proof electrical outlet installed on the exterior of the building at a minimum of 10 feet above the walking surface. No fixed objects shall be used to support the light's cord, which shall be able to be easily unplugged by fire department personnel. Additional reference material is available in the Shared Spaces Manual.

viii. No permanent fixtures may be placed within the public right-of-way; however, approved Public and Fixed Commercial Parklets may remain overnight in the public right-of-way continuously until permit expiration. Movable Commercial Parklets and all other associated furniture must be removed from the public right-of-way outside of the permitted hours of occupancy.
1. At no time may fixtures be bolted or affixed in any way to the sidewalk, roadway, or any structure (including but not limited to buildings, fire hydrants, street trees, streetlight or traffic poles, etc.).
2. Encroachments fixed to the public right-of-way may require additional permits and fees, as determined by Public Works.

ix. Permittee is responsible for ensuring proper protection of street trees and tree basins adjacent to their Parking Lane Shared Space in accordance with requirements established by the Bureau of Urban Forestry. Shared Spaces operators shall agree to provide water to newly planted trees adjacent to their permitted space whenever the Bureau of Urban Forestry requires that due to access limitations.

1. No tree shall be pruned without consent from the Bureau of Urban Forestry.

2. Subject to a voluntary agreement, consistent with Public Works Code, Section 805, permittee may take responsibility for maintaining street trees adjacent to their Parking Lane Shared Space.

3. If the installation of a Parking Lane Shared Space damages any street trees, permittee will be subject to any corrective actions or fines issued by the Bureau of Urban Forestry, which may include any associated costs.

c. Permittee occupying parking lane space for the purposes of outdoor *seating*/dining within a Movable Commercial Parklet must abide by the following *supplemental* guidelines:
i. The permittee must utilize roadway barriers surrounding the outdoor seating/dining area in the parking lane to protect those seated from vehicle traffic. The barriers must meet the following requirements:

1. Have a railing 36 to 42 inches high with openings of no more than 4 inches wide.
2. Have cable or flexible rail with a solid rail at the top and a solid rail at the bottom. The bottom rail must be at least 5 inches high from the floor.
3. Sturdy and durable in nature with the ability to weather impact.
4. If the barriers have raised planters or built-in furniture, they must be at least 17 inches high and 12 inches wide.
5. The barriers must provide a 3-foot opening at least every 20 feet for emergency access, connected to a 3-foot-wide clear path of travel that is open to the sky from the street to the face of the building.
    - The sidewalk space between the curb and the building of each 3-foot-wide emergency access gap shall remain clear of overhead obstructions (i.e. string lights, canopies, decorations, heaters, wires, poles, etc.) at all times.
6. The proposed outdoor seating/dining area including the outer extent of the barriers must be 12 inches clear of any active traffic or bicycle lane, and 6 inches clear from the outer edge of any transit vehicle rail.
7. A continuous 6-inch x 6-inch minimum clear gutter space must be maintained along the entire length of the proposed outdoor seating/dining area to allow for curbside drainage flow.
8. The edges or corners of the barriers must be marked with high intensity retro-reflective tape or reflectors to be visible at night, from street grade to the top of the structure.
9. The address for each storefront or building where the outdoor dining area will be established shall be displayed at a height of 36 to 42 inches on the street-facing side (parallel to the curb) of the barriers and be readily visible for emergency responders. Address numbers shall be a minimum of 4 inches tall (5/8-inch-wide stroke) with black numbers on a white background.
10. Any barriers that are used for safety purposes must fit within the permitted scope of occupancy.

d. The permittee must provide at least one accessible table available for wheelchair users within the permitted parking lane area, meeting the following requirements:
    i. Be between 28 to 34 inches high.
    ii. Have at least 27 inches of space from the floor to the bottom of the table.
    iii. Provide a 30-inch-wide knee and toe clearance that extends at least 19 inches under the table.
    iv. Have a total clear floor space of 30 inches by 48 inches per seat.
    v. Be located a minimum distance of 4 feet to the nearest obstruction.
    vi. Have a label displaying the International Symbol of Accessibility.
    vii. Maintain an accessible route to the table.
e. Temporary ramps in the Public Right-of-Way, if required to maintain accessibility to the permitted parking lane area, shall comply with the slope requirements in the Curb Ramp Standard Plans, Sheet RX-4 and the California Building Code, Chapter B which are summarized as follows:
    i. 4-foot minimum clear ramp width.
    ii. 8.3% (1:12) maximum ramp running slope (slope parallel to direction of travel).
    iii. Clear level landing at top and bottom of the ramp (4-foot x 4-foot minimum).

iv. Unobstructed accessible route from the pedestrian throughway path of travel of the sidewalk to the ramp.
v. Edge protection is required on each side of the ramp. A curb or barrier shall be provided that prevents the passage of a 4-inch diameter sphere. To prevent wheel entrapment, the curb or barrier shall provide a continuous and uninterrupted barrier along the length of the ramp.
vi. Ramp material shall be *firm, stable and slip resistant*. The ramp must be securely attached so it does not move or shift during use.
vii. Ramp may not encroach onto the required 8-foot clearance for the pedestrian path of travel on the sidewalk.

f. The **Parklet Specifications** listed below apply to both Public Parklets and Fixed Commercial Parklets.
   i. **Parklet Specifications:**
      1. **Boundary:** The parklet shall have a continuous rigid, physical boundary around the perimeter to provide a detectable separation between the Shared Space in the parking lane and vehicular traffic in the roadway. The physical boundary shall be a minimum of 42 inches high and 4 inches wide.
         - The boundary must include a 3-foot opening at least every 20 feet for emergency access, connected to a 3-foot-wide clear path of travel that is open to the sky from the street to the face of the building. The sidewalk space between the curb and the building of each 3-foot-wide emergency access gap shall remain clear of overhead obstructions (i.e. string lights, canopies, decorations, heaters, wires, poles, etc.) at all times.
         - Panels made of transparent materials like Acrylite, Plexiglass, plastic films, etc. may be installed above the 42-inch boundary height.
         - Panels must be secured, stable, and sturdy, and must comply with San Francisco Department of Public Health guidelines regarding airflow and other applicable health directives.
      2. The edges or corners of the physical boundary must be marked with high intensity retro-reflective tape or reflectors to be visible at night, from street grade to the top of the structure.
      3. The address for each storefront or building where the outdoor dining area will be established shall be displayed at a height of 36 to 42 inches on the street-facing side (parallel to the curb) of the structure and be readily visible for emergency responders. Address numbers shall be a minimum of 4 inches tall (5/8-inch-wide stroke) with black numbers on a white background.
      4. **Setbacks:** Parklets must maintain a 3-foot setback from each end of a marked parking space for parallel parking spaces, or a 3-foot setback on each end for angled or perpendicular spaces. Exceptions may be considered.
         - The parklet must maintain a minimum 12-inch clearance from the adjacent travel lane, or a 12-inch clearance from the outer edge of a marked parking space.

5. **Width:** Parklets may occupy the full width of the parking lane (7 feet maximum) for parallel parking, and 14 feet maximum for angled or perpendicular parking. Exceptions may apply along rail, cable car, or other special cases that would necessitate reducing the width of the zone.
6. **Height:** No part of the parklet shall exceed 10 feet in height (including poles, posts, canopies, wires, string lights, signs, or pergolas) while still complying with the maximum 42-inch-high enclosure requirements above.
    - Canopies/roofs over parklets shall be installed at a height of 96-120 inches to help maintain visibility.
    - No canopies/roofs shall be permitted if adjacent sidewalk is less than 10-feet wide.
7. A minimum of 84 inches in height must remain clear of any obstructions along the sidewalk adjacent to the parklet, parklet entrance(s) and all areas on the parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or the applicant's addition of architectural elements to the parklet. Parklets must not obstruct overhead lines.
8. **Slope:** The cross slope on the parklet surface shall not exceed 2.0% in any direction.
    - If proposed on a street grade greater than 5.0%; additional design requirements and review may be required to make the parklet accessible to the maximum extent technically feasible as defined in the California Building Code.
9. **Threshold:** Deck or parklet must be flush with sidewalk and must not leave a gap greater than 1/2 inch, nor a vertical separation greater than 1/4 inch. One accessible entrance is required. If more than one entrance is provided, all shall be accessible and comply with the requirements of the California Building Code, Chapter 11B.
10. The platforms for parklets may not be poured concrete; mounted concrete pavers may be acceptable.
11. Parklets shall be required to have soft hit posts and wheel stops in accordance with the requirements outlined in the Shared Spaces Manual. These elements shall not extend beyond the permitted scope of occupancy in the parking lane.
12. The parklet shall be constructed of durable materials that can withstand the wear and tear of elements. Permittees must ensure that all structural elements of the parklet are in good condition.
    - The parklet surface material shall be firm, stable and slip resistant.
13. Parklets must allow for curbside drainage flow. A 6-inch x 6-inch minimum clear gutter space must be provided along the entire length of the proposed parklet. The perimeter of the parklet must be kept free of debris to ensure sufficient drainage occurs.
14. Permittees are responsible for maintenance and upkeep of any parklet structure. Sites must be kept free of debris and removable elements must be stored within the establishment after business hours.
15. No elements of the parklet may be built or placed on the sidewalk without a separate Public Works permit for sidewalk occupancy, with the

exception of a ramp if necessary to maintain accessibility to the Shared Space.

16. Parklets must follow the angle/direction of the parking lane striping to ensure access to any available parking spaces adjacent to the permitted scope of occupancy.
17. Any elements used to secure the parklet between midnight and 7:00 AM must fit within the permitted scope of occupancy and meet all other applicable requirements and design guidelines listed in this Order.

ii. **Safety & Accessibility for Parklets:**

1. Parklets must allow pedestrians on either side of the street to maintain a visual connection to the street; as such continuous opaque walls shall not exceed 42 inches in height. Transparent materials like Acrylite, Plexiglass, plastic films, etc. may be used to separate tables or guard against wind in excess of 42 inches.
    - Panels must be secured, stable, and sturdy, and must comply with San Francisco Department of Public Health guidelines regarding airflow and other applicable health directives.
2. An accessible path of travel must connect the sidewalk to the accessible entry, deck surface, wheelchair turning space and wheelchair resting space. The entrance must be at least 48 inches wide for accessibility.
3. An accessible path of 48 inches in width must exist within the parklet. At least one accessible table is required. If an accessible table on a level surface (2% maximum slope in all directions) is provided in the sidewalk, an additional one is not required within the parklet structure. The Americans with Disabilities Act (ADA) requires 5% of seating for consumption of food and/or drink, but not less than one table, to be accessible.
4. Parklet shall support a live load of 100 pounds per square foot. Parklet boundary wall shall be designed to resist a load of 50 pounds per linear foot in any direction at a height of 42 inches above the Parklet surface. Additionally, the parklet boundary wall shall be designed to resist a single concentrated load of 200 pounds applied in any direction at a height of 42 inches above the parklet surface.
5. Where built-in dining surfaces such as counters or bars are provided for the consumption of food or drink, a portion of the main counter, 60 inches minimum in length, shall be installed as follows:
    - The top of the dining surface must be between 28 to 34 inches high.
    - Have at least 27 inches of space from the floor to the bottom of the counter.
    - Have a clear floor space of 30-inches by 48-inches positioned for a forward approach.
    - Maintain an accessible route to the counter.

g. Trash, recycling, and compost bins must be provided within the permitted parking lane area, if space allows. These bins shall be brought inside the establishment at the close of business every day.
h. Tables and chairs in the parking lane with a greater than 5% slope may be subject to additional staff review or operational requirements.

i. No alterations may be made to the public roadway, including stickers or spray paint. Any markings must be in accordance with Public Works regulations.
j. Permittee must maintain the quiet, safety, and cleanliness of the parking lane space and its adjacent area (100-foot radius), in accordance with standards set forth in the Public Works Good Neighbor Policy.
k. In addition to these standards, permittees are also required to follow all updates to this Order, or other guidance applicable to the Shared Spaces Program.
l. Permittees are responsible for removing any installed elements due to either permit expiration, non-operation, or non-compliance.

## VI. Permit Application and Renewal Fees:

a. Fees will be assessed consistent with Administrative Code Sections 94A.10 and 94A.12.
b. ***Fees for Sidewalk Shared Spaces are waived through March 2022 per Ordinance 211-20, after which the following fees will apply as follows:***
   i. **Cafe Tables & Chairs:** Fees will be the full fees for a pre-existing Cafe Tables & Chairs permit, according to the current Public Works fee schedule. The annual assessment fee will be calculated based on the total square footage of occupancy permitted.
   ii. **Display Merchandise:** Fees will be the full fees for a pre-existing Display Merchandise permit, according to the current Public Works fee schedule. The annual assessment fee will be calculated based on the total square footage of occupancy permitted.
   iii. **Non-Commercial Use:** Per the applicable City Codes, Sidewalk Shared Spaces for non-commercial use will be assessed the new application fee for a Minor Sidewalk Encroachment permit, unless the scope of the proposal is more consistent with separate pre-existing Public Works permit type(s).
c. ***For applicants seeking to convert their permit pursuant to Administrative Code Section 94A.12, occupancy fees for Parklets are currently waived, but shall be due and payable starting March 31, 2023, after which the following fees will apply:***

| TIER | TYPE | OCCUPANCY FEES | | |
|---|---|---|---|---|
| | | Permit (one-time) | | Annual License |
| 1 | Public Parklet | $1,000 | $250 | $100 |
| 2 | Movable Commercial Parklet | $2,000 | $1,000 | $1,500 |
| 3 | Commercial Parklet | $3,000 | $1,500 | $2,000 |
| | | 1st Parking Space | Each Additional Parking Space | Per Parking Space |
| | | 50% fee waiver for non-formula retail businesses with less than $2 million in SF gross receipts. | | |
| | | Fees are subject to annual increase based on relevant Consumer Price Index | | |

## VII. Permit Expiration, Extension, Revocability, and Enforcement:

a. Any permittee that received a permit prior to the date of this Order, must comply with the provisions of this Order and applicable Program Requirements as a condition of receiving a new permit or converting their existing permit to a Shared Spaces permit.
b. This permit requires annual renewals, which entail applicable fees and submittal materials including written permission for encroachments when applicable.
c. Permit durations and renewal cycles may be tied to the Treasurer & Tax Collector's schedule for billing purposes.
d. The permit shall be revocable at the discretion of the Director of Public Works, who may hold a public hearing prior to such revocation consistent with Public Works Code Section 793.4(c).
e. The Department is authorized to enforce the provisions of this Order pursuant to the procedures in Administrative Code Chapter 94A, and Public Works Code Section 793 et seq.

## VIII. Additional Responsibilities:

a. Permittees must abide by all terms and conditions of their Shared Spaces permit, and any other requirements that Public Works deems necessary. Pursuant to SEC. 793.3.(a) of the Shared Spaces legislation, the Director may also adopt such additional regulations as the Director deems appropriate and necessary for the proper management and use of a Curbside or Sidewalk Shared Space in the public right-of-way. The additional regulations may include but are not limited to: maintenance requirements; minimum required clearances from street corners, sidewalk bulb-outs, or protective bollards; appropriate clearances for paths of travel; applicable standards from the Americans with Disabilities Act; and appropriate clearances for stormwater and other hydrological concerns.

b. **Signage:** Permittee is responsible for posting a public notice in English, Filipino, Spanish, Chinese, and any other languages required in a visible location on their Shared Space with the following information:
    i. Instructions for members of the public on how to file complaints with San Francisco 311.
    ii. Relevant information pertaining to required disability access within their Shared Space.
    iii. Signage indicating that the minimum clearance for the path of travel on the sidewalk must be maintained at all times.

c. **Self-Initiated Removal:** Permittee is responsible for the removal of their parklet and all other elements of their Shared Space following the cessation of use and for maintaining the condition of the public right-of-way, including proper restoration of affected sidewalk and curbside space up to City standards.

d. **Failure to Maintain:** Permittees who fail to properly and sufficiently maintain the cleanliness, safety, and accessibility of their Shared Spaces, including their parklet, may be subject to violations and fines. If maintenance issues are not resolved, permittee may be required by Public Works to remove the Shared Space at their own expense.

e. Pursuant to SEC. 793.2.(d)(2), Permittees are responsible for removing any installed elements due to either permit expiration, non-operation, or non-compliance. All Sidewalk and Curbside Shared Space permits shall be conditioned upon the obligation to remove or modify the Shared Space at any time, as necessary for any City project or maintenance work, which necessity shall be determined solely by the City Agency that issued the Shared Space Permit. In the event of an emergency, the City Agency may provide 24-hours notice. It shall be the Permittee's obligation to remove or modify the Sidewalk or Curbside Shared Space at their own cost and return the right-of-way to a condition that the Director of Public Works deems appropriate. In no event shall the City be liable for reimbursing the Permittee for the costs of or restoring the Shared Space installation.

f. Pursuant to SEC. 94A.4.(d)(1)(E), the Permittee shall be obligated to remove or modify the Curbside Shared Space at the Permittee's cost and return the right-of-way to a condition that the Director of Public Works deems appropriate within 15 days of receiving notice from the City, although the Director of Public Works or applicable Core Agency may require removal of the Shared Space in a shorter time period where the Director of Public Works determines that an emergency or other threat to public health or safety exists, or finds that any delay would result in extraordinary cost to the City.

g. Permittee shall be responsible for ensuring the space occupied and services offered under the permit comply with applicable health orders and directives, and other applicable requirements, as well as with all laws requiring accessibility for people with disabilities and that the space and services do not interfere with emergency responders' access.

h. Permittees must maintain the quiet, safety, and cleanliness of the sidewalk and parking lane space and its adjacent area (100-foot radius), in accordance with standards set forth in the Public Works Good Neighbor Policy.

i. **Emergency Clause:** All terms of the Shared Spaces permit are voided in the event of an emergency or unforeseen catastrophic event.

## IX. Possessory Interest Taxes:

**a.** Permittee recognizes and understands that this Agreement may create a possessory interest subject to property taxation with respect to privately-owned or occupied property in the public right of way ("PROW"), and that Permittee may be subject to the payment of property taxes levied on such interest under applicable law. Permittee agrees to pay taxes of any kind, including any possessory interest tax, if any, that may be lawfully assessed on Permittee's interest under this Agreement or use of the PROW pursuant hereto and to pay any other taxes, excises, licenses, permit charges, or assessments based on Permittee's usage of the PROW that may be imposed upon Permittee by applicable law (collectively, a "Possessory Interest Tax"). Permittee shall pay all of such charges when they become due and payable and before delinquency.

## X. Hold Harmless Clause:

a. In consideration of the permittee taking advantage of sidewalk or curbside space, the permittee owner promises and agrees to comply with all applicable regulations.
b. In addition, the permittee operator agrees on its behalf and that of any successor or assignee to hold harmless, defend, and indemnify the City and County of San Francisco, including, without limitation, each of its commissions, departments, officers, agents and employees (collectively referred to as the "City") from and against and all losses, liabilities, expenses, actions, claims, demands, injuries, damages, fines, penalties, suits, costs or judgements including, without limitation, attorneys' fees and costs (collectively, "claims") of any kind allegedly arising directly or indirectly from (i) any act by, omission by, or negligence of, Assignee or its subcontractors, or the officers, agents or employees of either, while engaged in the practices authorized by this Order, (ii) any accident, damage, death, or injury to any contractor or subcontractor, or any officer, agent, or employee of either of them, while engaged in the performance of the practices authorized by this Order, (iii) any accident, injuries or damages to any person(s) or accident, damage or injury to any real or personal property, good will, in, upon or in any way allegedly connected with the practices authorized by this Order from any cause or claims arising at any time, and potentially falls within this indemnity provision, even if the allegations are or may be groundless, false or fraudulent, which obligations arises at the time such claim is tendered to permittee operator by the City and continues at all times thereafter. The permittee operator agrees that the indemnification obligations assumed under this Order shall survive expiration of the Order or completion of practices authorized by this order. The permittee operator shall assume all maintenance and liability associated with the items allowed to be placed in the public right-of-way under this Order.

X DocuSigned by: C0A758C115B741C...
Huff, Nicolas
Bureau Manager

X DocuSigned by: Albert Ko 281DC30E04CF41A...
Ko, Albert J
City Engineer

X DocuSigned by: 073CF73A4EA6486...
Short, Carla
Interim Director of Public Works

# Exhibit F

**City and County of San Francisco**

**San Francisco Public Works**
Office of the Deputy Director & City Engineer, Fuad Sweiss
Bureau of Street-Use & Mapping
1155 Market Street, 3rd Floor
San Francisco Ca 94103
(415) 554-5810 ■ www.sfdpw.org

**Edwin M. Lee, Mayor**
**Mohammed Nuru, Director**

**Jerry Sanguinetti, Bureau Manager**

# DPW Order No: 183392

GUIDELINES FOR THE APPROVAL AND INSTALLATION OF TEMPORARY SIDEWALK EXTENSIONS (PARKLETS) FOR USE BY THE GENERAL PUBLIC AT APPROPRIATE LOCATIONS WITHIN PUBLIC RIGHTS-OF-WAY.

I. PURPOSE: Public Works Code Article 16, Section 810 governs the installation of sidewalk landscaping. This Department of Public Works (DPW) Order provides detailed implementation guidelines for the approval and installation of temporary sidewalk extensions (Parklets) consistent with the sidewalk landscaping program.

II. BACKGROUND: Parklets provide an economical solution to the desire and need for wider sidewalks and are intended to provide space for the general public to sit and enjoy the space where existing narrow sidewalks would preclude such occupancy. Parklets are intended as sidewalk/street furniture, providing aesthetic elements to the overall streetscape.

III. REQUEST FOR PROPOSAL AND INITIAL REVIEW:

A. The following applicants are eligible to submit an Initial Application or Proposal in response to a Request for Proposal (RFP) for the installation of Parklets within the public right-of-way:
   1) Community Benefit Districts (CBDs)
   2) Ground floor business owners
   3) Non-profit and community organizations
   4) Fronting property owners
   5) Other applicants may be considered on a case by case basis.

B. The following shall be included in the Initial Application:
   1) A letter with a project narrative requesting the Parklet
   2) An Initial Application Form
   3) An Initial Site Plan: a measured drawing that shows the footprint of the proposed Parklet installation and twenty (20) feet on either side of the proposed Parklet. The plan shall include any above-ground fixtures such as tree wells, poles, fire hydrants, and bike racks. The Initial Site Plan shall also include at-grade roadway markings such as color curbs, lane striping, parking stall markings; and at-grade utility access panels, stormdrains, manhole covers, and other utility access points.
   4) Photos of existing site

5) An Initial Concept Description: A description of how the proposed Parklet meets each of the criteria set forth in this DPW Order.
6) Proof of Notification: Documentation that the fronting property owner has been notified of by the Project Sponsor of the intent to submit a Proposal.
7) Neighborhood Outreach: Notification letters, letters of support, and petitions signed by local CBD, BID, institutions, organizations and/or residents may submit.

C. Each application shall be reviewed by an inter-agency review team, with representation from DPW, MTA, City Planning, et al, as necessary, specifically convened to review Parklet applications with each proposal reviewed based on the following criteria:
1) Meets established design criteria
2) Enhancement of streetscape quality and preliminary design
3) Location (Parklet is likely to be well used and active)
4) Community support
5) Capacity of Sponsor to maintain and steward the Parklet effectively
6) Potential conflict with future city streetscape initiatives (upcoming streetscape redesigns, paving projects, etc.)
7) Compliance with technical and accessibility provisions as specified in this DPW Order

D. If a recommendation is made to approve the Parklet proposal:
1) DPW will issue a Notice of Application for a Parklet. The applicant shall be required to post this Notice in a readily visible location in front of the property where the Parklet will be located for ten (10) calendar days from the date listed on the Notice.
2) If there are no objections from the public, the applicant shall be required to submit an application fee as noted in DPW Fee Schedule, as set forth in Public Works Code Section 2.1.3.
3) After the application fee has been submitted, the applicant shall be required to submit the following information for further review:
   a) Construction Document Package, including:
      1. Parklet Location and Context Plan
      2. Site Plan
      3. Elevations from all sides of the proposed Parklet
      4. All relevant details, finishes, plant species, furniture types, etc.
   b) Maintenance details, including access panels and how drainage will be provided along the existing gutter.
   c) A 24/7 contact if there is an emergency and the Parklet needs to be removed. The Permittee shall be responsible for removal of the Parklet within twenty-four (24) hours, and restoration of the public right-of-way upon notification by the City of any streetscape or paving projects.
3) If there are objections from the public, DPW shall schedule a public hearing to consider the proposed Parklet.
4) The DPW Hearing Officer shall consider and hear all testimony in support and in opposition to the proposed Parklet and make a recommendation to the DPW Director.

5) The DPW Director, in his or her discretion, may recommend approval or conditional approval of the permit subject to further review and final action.
6) If the DPW Director recommends approval or conditional approval the permit, see #III.D.2 above for submittal requirements.

E. If the application is disapproved, DPW shall notify the applicant, upon which the applicant may appeal the disapproval of the permit by the DPW Director to the Board of Appeals within fifteen (15) days of the Director's decision.

IV. APPROVAL PROCESS:

1) The inter-agency review team (See Section II. Paragraph C) shall review the submitted documentation (See Section III. Paragraph D, Item 3).
2) Once the review team makes a recommendation for DPW to approve the final plan and the permit, the applicant shall submit the following information and fees to DPW for permit issuance:
   a. A Certificate of Insurance naming the City and County of San Francisco as additional insured, with general liability coverage of not less than $1 million.
   b. An additional permit fee pursuant to Section 2.1.3 of the Public Works Code. While each proposal will result in different additional permit costs based on the time and materials costs incurred by the City in review of the proposal.
   c. If the Parklet is to be installed where future city streetscape initiatives (plans for streetscape redesigns, paving projects, subgrade infrastructure upgrades, etc.) have been identified, proof of a Performance Bond may be required to ensure the removal (and if appropriate, re-installation) of the Parklet to facilitate the planned streetscape work.
3) Any interested person may appeal the approval of the permit decision by the DPW Director to the Board of Appeals within fifteen (15) days of the Director's decision.
4) The permit shall be renewed annually. Prior to expiration of the annual permit term, the Permittee shall submit to DPW a current Certificate of Insurance and a permit renewal fee as noted in DPW Fee Schedule, as set forth in Public Works Code Section 2.1.3

V. APPROPRIATE LOCATION AND DESIGN PARAMETERS:

A. The proposed Parklet site should be located at least one parking spot, approximately twenty (20) feet, in from a corner or protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner. Exceptions may be considered on a case-by-case basis.
B. The proposed location should have a posted speed limit of 25 mph or less. Streets with higher speed limits may be considered on a case by case basis.
C. The proposed street has parking lanes that will not become a tow away lane during morning or afternoon peak hours.
D. The Parklet should provide a minimum clearance of 12” from the edge of any existing parking apron, where there is parallel, diagonal or perpendicular parking.
E. The Parklet shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of San Francisco Building Code (SFBC), the Americans with Disabilities Act (ADA), and the 2010 ADA Standards. For all ADA technical requirements, please refer to “Accessibility Elements for Parklets” Standards.

F. A minimum of 84-inches in height must remain clear of any obstructions along the Parklet's path of travel, entry and accessibility areas on the Parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or the applicant's addition of architectural elements to the Parklet.

G. The cross slope on the parklet surface may not exceed 2.0% in any direction. Please refer to the Accessibility Elements for Parklets in Appendix A.

H. The proposed street should not have a grade greater than 5.0%. On a case-by-case basis, a Parklet may be proposed on a street grade greater than 5.0%; however additional design requirements and review will be required to make the Parklet accessible for the public. See the Accessibility Elements for Parklets.

I. Abandoned driveway curb cuts, sidewalk defects, empty tree wells, or other sidewalk conditions at the Parklet location will need to be repaired and addressed as required with a DPW permit to ensure safe ingress and egress conditions.

J. Parklets shall be required to have soft hit posts and wheel stops.

K. If the Parklet deck is constructed with concrete, the concrete specific weight shall be a maximum of 200 lbs/ square foot.

L. Parklets shall not be allowed in red or blue zones.

M. Parklets may replace yellow zones or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated, and if the applicant is willing to pay additional fees for relocating these zones.

N. Parklets may be allowed in white and green zones if the business that originally requested the white and/or green zones agrees to re-purpose that curb area for use as a Parklet.

O. Parklet structures shall not be allowed over a manhole, public utility valve or other at-grade access point in the street or sidewalk.

This DPW Order rescinds and supersedes DPW Order No. 180,921 approved January 8, 2013.

3/5/2015

X

Sanguinetti, Jerry
Bureau Manager
Signed by: Sanguinetti, Jerry

3/5/2015

X

Sweiss, Fuad
Deputy Director and City Engineer

3/5/2015

X Mohammed Nuru

Nuru, Mohammed
Director, DPW
Signed by: Nuru, Mohammed

# Exhibit G

City and County of San Francisco
San Francisco Public Works - Bureau of Street Use and Mapping
49 South Van Ness Ave, Suite 300 - San Francisco, CA 94103
sfpublicworks.org - tel (628) 271-2000

## *24PKT-00252 (Original: 22PKT-00261) Renewed* — *Shared Spaces Permit*

**Address : 702 VALENCIA ST** **Block:3588 Lot: 122 Zip: 94110**

Pursuant to Article 15, Section 793 of the Public Works Code and DPW Order No. 183,392, permission revocable at the will of the Director of Public Works to occupy a portion of the public right-of-way is granted to Permittee.

**Permittee**

**Name:** Yellow Moto Pizzeria

**MANDATORY COORDINATION WITH CONFLICTING PERMITS IS REQUIRED. PERMIT HOLDER SHALL NOT COMMENCE WORK WITHOUT FIRST PROPERLY COORDINATING WITH EXISTING PERMIT HOLDERS AS NOTED ON THE EXCEPTION PAGE(S) OF THIS PERMIT. IF THIS PERMIT CONFLICTS WITH A CITY PROJECT OR OTHER APPROVED PERMIT, THE PERMIT HOLDER OF THIS PERMIT SHALL BE RESPONSIBLE FOR THE PROPER COORDINATION AND EVALUATION OF THE SITE PRIOR TO COMMENCING WORK.**

| | |
|---|---|
| **Conditions** | Compliance has been verified. Permit is officially in "ELEMENT" status.<br><br>APPROVAL FOR LEGISLATED PROGRAM: Shared Spaces Fixed Commercial Parklet occupying approximately 38 linear feet in the roadway at 702 VALENCIA ST, on WEST side of VALENCIA ST, from 12 feet to 40 feet SOUTH of 18TH ST. Times of operation: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday between the hours of 11:00 AM and 11:00 PM.<br><br>All elements for Shared Spaces Movable Commercial Parklets must be removed from the public right-of-way in accordance with the permitted days/hours of operation/occupancy.<br><br>Permittee must comply with the applicable requirements and design guidelines listed in Public Works Order No. 205,516, the Shared Spaces Manual, and any successor versions of these documents.<br><br>If this permit is issued during the Shared Spaces pandemic program, it will be valid until the pandemic program sunsets and renewed to transition into the legislated program.<br><br>Businesses that are found to be non-compliant with the provisions of this permit and/or operate outside of the approved space per the approved site plan on file may |

| | |
|---|---|
| | be issued a Notice of Violation in accordance with the appropriate sections of the Public Works Code.<br><br>Renewals will not be approved unless a current Certificate of Insurance including the required language is submitted with the annual payment.<br><br>Permittee is responsible for the removing any installed elements to accommodate construction projects. Permittee is also responsible for removing any installed elements due to either permit expiration, non-operation, or non-compliance.<br><br>At no time may fixtures be bolted or affixed in any way to the sidewalk, roadway, or any structure (including but not limited to: buildings, fire hydrants, street trees, streetlight or traffic poles, etc.).<br><br>You must obtain any required permits from other agencies necessary for operation of this parklet.<br><br>Parklets may be subject to modifications following approval if complaints are received or compliance issues are identified by the Shared Spaces Interagency team. |
| **Scope of Occupancy** | APPROVAL FOR LEGISLATED PROGRAM: Shared Spaces Fixed Commercial Parklet occupying approximately 38 linear feet in the roadway at 702 VALENCIA ST, on WEST side of VALENCIA ST, from 12 feet to 40 feet SOUTH of 18TH ST. Times of operation: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday between the hours of 11:00 AM and 11:00 PM. |
| **Parking Spaces Occupied** | 2 |
| **Commercial Parklet** | Y |
| **Linear Feet** | 38 |
| **From** | 11/16/2024 |
| **To** | 11/15/2025 |

The undersigned Permittee hereby agrees to comply with all requirements and conditions noted on this permit

**Approved Date : 11/15/2024**

Applicant/Permitee Date

**Printed : 11/15/2024 4:54:51 PM** Plan Checker Kelly Albers

# Permit Addresses

24PKT-00252

*RW = RockWheel, SMC = Surface Mounted Cabinets, S/W = Sidewalk Work, DB = Directional Boring, BP= Reinforced Concrete Bus Pad, UB = Reinforced Concrete for Utility Pull Boxes and Curb Ramps
Green background: Staging Only

Number of blocks: 1 Total repair size:0 sqft Total Streetspace:0 Total Sidewalk: sqft

| ID | Street Name | From St | To St | Sides | *Other | Asphalt | Concrete | Street Space Feet | Sidewalk Feet |
|---|---|---|---|---|---|---|---|---|---|
| 1 | VALENCIA ST | 18TH ST | 19TH ST | Even | RW : False<br>SMC : False<br>S/W Only : False<br>DB: False<br>BP: False<br>UB: False | 0 | 0 | 0 | |
| | **Total** | | | | | **0** | **0** | **0** | |

# Exceptions - Coordination

***It is mandatory that you coordinate your permit with the following jobs listed. You will be required to call each contact listed and create a note including the date contact was made, agreed coordination, name of contact, or date message(s) left if unable to reach a contact.***

## Street Use Conflicts:

| Job # | Activity | Contact | |
|---|---|---|---|
| | **- Bike corral present. The Contractor shall contact Ryan Dodge of the SFMTA at ryan.dodge@sfmta.com if an on-street bicycle parking corral may potentially conflict with the Contractor's work or if the Contractor's work may potentially damage the on-street bicycle parking corral. Ryan Dodge will provide details and cost estimates payable by the Contractor if removal and re-installation is required.** | | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |
| | **- Streetscape project with special materials at this location, permit holder must contact project manager prior to commencing work for restoration requirements and coordination.** | **Mike Rieger - (415) 558 -4492** | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |

## Permit Conflicts:

| permit | Dates | Agency | Contact | |
|---|---|---|---|---|
| 24PKT-00104 | 11/16/2024 - 11/15/2025 | The Korner Store | An Byung Ran (415-200-7904) email:ina.hngoodpeople@gmail.com | |
| APPROVAL FOR LEGISLATED PROGRAM: Shared Spaces Fixed Commercial Parklet occupying approximately 22 linear feet in the roadway at 736 VALENCIA ST, on WEST side of VALENCIA ST, from 167 feet to 189 feet SOUTH of 18TH ST. Times of operation: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday between the hours of 11:00 AM and 11:00 PM. | | | | |
| **Your Notes:** | | | | |
| **Streets:** | VALENCIA ST: 18TH ST to 19TH ST (700 - 799) | | | |

# Exceptions

24PKT-00252

| Street Name | From St | To St | Message | Job | Contact | Dates |
|---|---|---|---|---|---|---|
| **VALENCIA ST** | | | | | | |
| | 18TH ST | 19TH ST - | Banners are allowed on this street | | | |
| | 18TH ST | 19TH ST - | Blocks with Bicycle Route designations require special attention. For details see section 9 of SFMTA Blue Book found at https://www.sfmta.com/reports/construction-regulations-blue-book | | | |
| | 18TH ST | 19TH ST - | SFMTA Blue Book Traffic Restriction. Time of day during which lanes must be kept clear: EAST 7AM - 9AM MONDAY THROUGH FRIDAY // WEST 4PM - 6PM MONDAY THROUGH FRIDAY | | | |
| | 18TH ST | 19TH ST - | Prior to construction, all CCSF survey monuments shall be referenced by a licensed Land Surveyor on a Corner Record or a Record of Survey if any construction will take place within 20 ft of a monument. For any questions, please email Monument.Preservation@sfdpw.org. Note, all survey monuments shall be preserved per state law and disturbance of a survey monument may be a crime. | | | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 11MSE-0147 | Refer to Agent - Refer to Agent | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 20MSE-00219 | Refer to Agent - Refer to Agent | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 23VDR-00307 | 650-743-0133 - 650-743-0133 | Nov 3 2023-Nov 15 2024 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24PKT-00104 | Refer to Agent - Refer to Agent | Nov 16 2024-Nov 15 2025 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24PKT-00110 | Refer to Agent - Refer to Agent | Nov 16 2024-Nov 15 2025 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24PKT-00202 | Refer to Agent - Refer to Agent | Nov 16 2024-Nov 15 2025 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24TC-00017 | 650-270-3687 - 650-270-3687 | Nov 16 2023-Nov 15 2024 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24TC-00129 | 781-454-6466 - 781-454-6466 | Nov 16 2021-Nov 15 2024 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24TC-00197 | Refer to Agent - Refer to Agent | Nov 16 2023-Nov 15 2025 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24TC-00243 | 650-430-6566 - 650-430-6566 | Nov 16 2022-Nov 15 2025 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 24VDR-00004 | 415-375-2975 - 415-375-2975 | Jan 24 2024-Nov 15 2024 |

| Street Name | From St | To St | Message | Job | Contact | Dates |
|---|---|---|---|---|---|---|
| | 18TH ST | 19TH ST - | Prior to construction, all CCSF survey monuments shall be referenced by a licensed Land Surveyor on a Corner Record or a Record of Survey if any construction will take place within 20 ft of a monument. For any questions, please email Monument.Preservation@sfdpw.org. Note, all survey monuments shall be preserved per state law and disturbance of a survey monument may be a crime. | Nail & Brass Tag | | |
| | 18TH ST | 19TH ST - | Proposed Paving. | PAVING | Edmund Lee - | Mar 8 2028-Mar 7 2029 |

# No Diagram submitted

# Exhibit H

City and County of San Francisco
San Francisco Public Works - Bureau of Street Use and Mapping
49 South Van Ness Ave, Suite 300 - San Francisco, CA 94103
sfpublicworks.org - tel (628) 271-2000

## *22PKT-00262*

## *Shared Spaces Permit*

**Address : 714 VALENCIA ST** **Cost: $9.00** **Block:3588 Lot: 002 Zip: 94110**

Pursuant to Article 15, Section 793 of the Public Works Code and DPW Order No. 183,392, permission revocable at the will of the Director of Public Works to occupy a portion of the public right-of-way is granted to Permittee.

### Permittee

**Name:** Valencia Street Vintage

**MANDATORY COORDINATION WITH CONFLICTING PERMITS IS REQUIRED. PERMIT HOLDER SHALL NOT COMMENCE WORK WITHOUT FIRST PROPERLY COORDINATING WITH EXISTING PERMIT HOLDERS AS NOTED ON THE EXCEPTION PAGE(S) OF THIS PERMIT. IF THIS PERMIT CONFLICTS WITH A CITY PROJECT OR OTHER APPROVED PERMIT, THE PERMIT HOLDER OF THIS PERMIT SHALL BE RESPONSIBLE FOR THE PROPER COORDINATION AND EVALUATION OF THE SITE PRIOR TO COMMENCING WORK.**

| | |
|---|---|
| **Conditions** | PRE-APPROVAL FOR LEGISLATED PROGRAM: Shared Spaces Fixed Commercial Parklet occupying approximately 40 linear feet in the roadway at 714 VALENCIA ST, on WEST side of VALENCIA ST, from 40 feet to 80 feet SOUTH of 18TH ST. Times of operation: Wednesday, Sunday between the hours of 11:00 AM and 7:00 PM, and Thursday, Friday, Saturday between the hours of 11:00 AM and 8:00 PM.<br><br>All elements for Shared Spaces Movable Commercial Parklets must be removed from the public right-of-way in accordance with the permitted days/hours of operation/occupancy.<br><br>Permittee must comply with the applicable requirements and design guidelines listed in Public Works Order No. 205,516, the Shared Spaces Manual, and any successor versions of these documents.<br><br>If this permit is issued during the Shared Spaces pandemic program, it will be valid until the pandemic program sunsets and renewed to transition into the legislated program.<br><br>Businesses that are found to be non-compliant with the provisions of this permit and/or operate outside of the approved space per the approved site plan on file may be issued a Notice of Violation in accordance with the appropriate sections of the Public Works Code.<br><br>Renewals will not be approved unless a current Certificate of Insurance including the required language is submitted with the annual payment.<br><br>Permittee is responsible for the removing any installed elements to accommodate construction projects. Permittee is also responsible for removing any installed elements due to either permit expiration, non-operation, or non-compliance.<br><br>At no time may fixtures be bolted or affixed in any way to the sidewalk, roadway, or any structure (including but not limited to: buildings, fire hydrants, street trees, streetlight or traffic poles, etc.).<br><br>You must obtain any required permits from other agencies necessary for operation of this parklet. |

| | |
|---|---|
| **Scope of Occupancy** | PRE-APPROVAL FOR LEGISLATED PROGRAM: Shared Spaces Fixed Commercial Parklet occupying approximately 40 linear feet in the roadway at 714 VALENCIA ST, on WEST side of VALENCIA ST, from 40 feet to 80 feet SOUTH of 18TH ST. Times of operation: Wednesday, Sunday between the hours of 11:00 AM and 7:00 PM, and Thursday, Friday, Saturday between the hours of 11:00 AM and 8:00 PM. |
| **Parking Spaces Occupied** | 2 |
| **Commercial Parklet** | Y |
| **Linear Feet** | 40 |
| **From** | 9/18/2023 |
| **To** | 9/27/2023 |

The undersigned Permittee hereby agrees to comply with all requirements and conditions noted on this permit

**Approved Date : 09/18/2023**

Applicant/Permitee Date

**Printed : 9/18/2023 11:33:28 AM** Plan Checker Kelly Albers

# Permit Addresses

22PKT-00262

*RW = RockWheel, SMC = Surface Mounted Cabinets, S/W = Sidewalk Work, DB = Directional Boring, BP= Reinforced Concrete Bus Pad, UB = Reinforced Concrete for Utility Pull Boxes and Curb Ramps
Green background: Staging Only

Number of blocks: 1 Total repair size:0 sqft Total Streetspace:0 Total Sidewalk: sqft

| ID | Street Name | From St | To St | Sides | *Other | Asphalt | Concrete | Street Space Feet | Sidewalk Feet |
|---|---|---|---|---|---|---|---|---|---|
| 1 | VALENCIA ST | 18TH ST | 19TH ST | Even | RW : False<br>SMC : False<br>S/W Only : False<br>DB: False<br>BP: False<br>UB: False | 0 | 0 | 0 | |
| | **Total** | | | | | **0** | **0** | **0** | |

# Exceptions - Coordination

***It is mandatory that you coordinate your permit with the following jobs listed. You will be required to call each contact listed and create a note including the date contact was made, agreed coordination, name of contact, or date message(s) left if unable to reach a contact.***

## Street Use Conflicts:

| Job # | Activity | Contact | |
|---|---|---|---|
| | **- Bike corral present. The Contractor shall contact Ryan Dodge of the SFMTA at ryan.dodge@sfmta.com if an on-street bicycle parking corral may potentially conflict with the Contractor's work or if the Contractor's work may potentially damage the on-street bicycle parking corral. Ryan Dodge will provide details and cost estimates payable by the Contractor if removal and re-installation is required.** | | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |
| | **- Streetscape project with special materials at this location, permit holder must contact project manager prior to commencing work for restoration requirements and coordination.** | **Mike Rieger - (415) 558 -4492** | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |
| **22EXC-05190** | **D'Arcy and Harty Construction,Inc. - Conflict with existing excavation permit. It is mandatory that you coordinate all work for joint paving.** | **415-559-3325 - 415-559 -3325** | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |
| **23EXC-03605** | **A. Ruiz Construction Co. - Conflict with existing excavation permit. It is mandatory that you coordinate all work for joint paving.** | **415-647-4010 - 415-647 -4010** | ☐ |
| **Your Notes:** | | | |
| **Streets:** | VALENCIA ST / 18TH ST - 19TH ST - | | |

## Permit Conflicts:

| permit | Dates | Agency | Contact | |
|---|---|---|---|---|
| | | | | |
| | | | | |
| **Your Notes:** | | | | |
| **Streets:** | | | | |

# Exceptions

22PKT-00262

| Street Name | From St | To St | Message | Job | Contact | Dates |
|---|---|---|---|---|---|---|
| **VALENCIA ST** | | | | | | |
| | 18TH ST | 19TH ST - | Banners are allowed on this street | | | |
| | 18TH ST | 19TH ST - | Blocks with Bicycle Route designations require special attention. For details see Section 10 of DPT's Blue Book and Section 6.3 of DPW's Order No. 171.442. | | | |
| | 18TH ST | 19TH ST - | DPT Blue Book Traffic Restriction. Time of day during which lanes must be kept clear: EAST 7AM - 9AM MONDAY THROUGH FRIDAY // WEST 4PM - 6PM MONDAY THROUGH FRIDAY | | | |
| | 18TH ST | 19TH ST - | Prior to construction, all CCSF survey monuments shall be referenced by a licensed Land Surveyor on a Corner Record or a Record of Survey if any construction will take place within 20 ft of a monument. For any questions, please email Monument.Preservation@sfdpw.org or call 415-554-5827. Note, all survey monuments shall be preserved per state law and disturbance of a survey monument may be a crime. | | | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 11MSE-0147 | Refer to Agent - Refer to Agent | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 20MSE-00219 | Refer to Agent - Refer to Agent | |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 22TC-00259 | Refer to Agent - Refer to Agent | Nov 16 2021-Nov 15 2023 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 22TC-00302 | Refer to Agent - Refer to Agent | Mar 11 2023-Nov 15 2023 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 22VDR-00094 | 650-743-0133 - 650-743-0133 | Sep 26 2022-Nov 15 2023 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 23TC-00139 | 650-270-3687 - 650-270-3687 | Nov 16 2020-Nov 15 2023 |
| | 18TH ST | 19TH ST - | Conflict with existing Street Use Permit. | 23VDR-00045 | 415-724-3250 - 415-724-3250 | Mar 13 2023-Nov 15 2023 |
| | 18TH ST | 19TH ST - | Prior to construction, all CCSF survey monuments shall be referenced by a licensed Land Surveyor on a Corner Record or a Record of Survey if any construction will take place within 20 ft of a monument. For any questions, please email Monument.Preservation@sfdpw.org or call 415-554-5827. Note, all survey monuments shall be preserved per state law and disturbance of a survey monument may be a crime. | Nail & Brass Tag | | |

No Diagram submitted

# Exhibit I

**Date:** 01/15/2025 at 12:15pm
**Location:** 714 Valencia Street, San Francisco CA 94110

January 16, 2025

San Francisco Municipal Transportation Agency (SFMTA)
**Attn: Valencia Bikeway Project**
One South Van Ness Avenue
San Francisco, CA 94103

[Via email[1] and USPS Mail]

**Re: Follow-up to Request for Removal of Unpermitted Parklets and Relocation of Proposed Bike-Share Parking to Ensure Compliance with Applicable Laws**

Dear SFMTA Valencia Bikeway Team:

I write to follow up on my previous letter dated December 18, 2024[2] (attached as **Exhibit A**). Yesterday morning, I had the opportunity to meet with various City staff and to further understand the City's regulatory authority regarding parklets under the Shared Spaces Program, as well as the SFMTA's Curb Management Strategy.

Based on those discussions and the site visit on January 15, I respectfully provide the below outline of the City's clear legal authority and encourage immediate steps to: (1) relocate all parklets along the Valencia Corridor to enable a continuous curb-side bike lane to ensure the general safety occupants and visitors of the corridor (**Exhibit B** (Key takeaways from Safety Report) & **Exhibit C** (Cycle Tracks Safety Report from City of Cambridge[3]) and (2) Remove or relocate any noncompliant parklets—particularly those formerly associated with the now-defunct Yellow Moto Pizzeria at 702 Valencia Street—and to ensure that all current permit holders (including the parklet at 714 Valencia Street) remain in compliance with Public Works orders, electrical/fire/building codes, and other municipal requirements.

# 1. The City's Ability to Move or Remove Parklets to Allow for a Curbside Bike Lane

## A. Authority Under Administrative Code § 94A and Public Works Code § 793 et seq.

- **Administrative Code §§ 94A.2, 94A.4, 94A.12** and **Public Works Code §§ 793 et seq.** set forth the processes and requirements for Curbside Shared Spaces (including parklets) as part of San Francisco's legislated Shared Spaces Program.

[1] valencia@sfmta.com
[2] Notice of Correction: Error in listed date of original letter - listed as 2023, should state 2024)
[3] Report used based on similar population density per square mile.
1. San Francisco Density: 18,630 (per sq. mile); &
2. Cambridge Density: 18,512 (per sq. mile);

*Source:* https://en.wikipedia.org/wiki/List_of_United_States_cities_by_population_density

- These provisions give the City (via the "Core City Agencies," primarily Public Works (DPW) and the San Francisco Municipal Transportation Agency (SFMTA)) broad discretion to remove or modify any parklet that:
    1. **Lacks a current, valid permit** (e.g., the sponsoring business is defunct, the permit has expired, or the permittee is noncompliant).
    2. **Conflicts with public infrastructure projects** or city-led improvements (such as installing or modifying a bike lane).
    3. **Fails to meet safety, accessibility, or other program requirements** (e.g., blocking sight lines, violating sidewalk or roadway clearance rules, or lacking the required sponsor).
- Under **Administrative Code § 94A.4(d)(1)(E)** and **Public Works Code § 793.2(d)(2)**, the City may require the permittee to remove or modify a Shared Space at the permittee's own cost where the space conflicts with a City project or a maintenance need, or poses any public health/safety concern. If the permittee fails to do so, the City can remove the structure itself.

### B. Relocation for Transportation or Safety Necessities

- **SFMTA** and **DPW** share authority over curb management and street occupancy. Should a "higher-priority" transportation project (e.g., installation of a protected bike lane) require the physical space currently occupied by a parklet, the City can order a relocation or removal pursuant to:
    - **SFMTA Curb Management Strategy** (adopted by the SFMTA Board in February 2020 – **Exhibit D**), which allows reallocation of curb space to promote safety, transit reliability, and multi-modal use.
    - **Public Works Orders (e.g., 205516 (Exhibit E), 183392 (Exhibit F))** and the supporting authority in the **Administrative Code**, which specify that parklets remain revocable encroachments at the City's discretion.

### C. "Revocable" Nature of Parklet Permits

- The permits themselves (and the relevant DPW Orders) explicitly state that permission is "revocable at will" by the Director of Public Works (or at the City's discretion). This is standard for encroachments in the right-of-way, meaning that even validly permitted parklets may be removed or relocated to accommodate significant public improvements, such as curbside bike lanes.

## 2. Potential Noncompliance for 702 Valencia and 714 Valencia Permits

Based on the provided records:

### A. 702 Valencia Street (Formerly "Yellow Moto Pizzeria")

1. **Permit Status**

- The DPW system shows a "Renewed" or "Approved" permit (No. 24PKT-00252, referencing original 22PKT-00261 (**Exhibit G**)) for a "Fixed Commercial Parklet," operating from 11/16/2024 to 11/15/2025.
- If the named permittee (Yellow Moto Pizzeria) has ceased operations and is no longer in business, this raises a question of whether the permit actually has a valid sponsor. The Shared Spaces rules generally require an ongoing, sponsoring operator to maintain the parklet.

2. **Potential Grounds for Noncompliance**
   - **No Active Sponsor:** Under **Administrative Code § 94A.12(a)-(b)**, if the original sponsoring business has closed and no successor permittee has formally assumed the permit, the parklet is considered noncompliant.
   - **Permit "Renewal" After Business Closure:** The permit record indicates renewal dates into late 2024–2025, but if the business was already defunct and did not properly transition or convert the permit, that renewal may be void or subject to immediate revocation.
   - **Mandatory Conversion and Compliance:** If it was operating under the COVID-19 pandemic rules (a "pandemic Shared Spaces Permit"), the operator had to apply for a new Shared Spaces permit or remove the structure. (See Admin. Code § 94A.12(a)(3).) An expired or improperly converted pandemic permit is unenforceable, and the City may direct removal.
3. **Conclusion for 702 Valencia**
   - If "Yellow Moto" has truly ceased operations, it likely cannot meet the "active sponsor" requirement. Therefore, the existing parklet is subject to removal or forced compliance.
   - Even if the permit was nominally renewed, it can be revoked if the City finds the permit was renewed without a valid sponsor or is not being operated in accordance with conditions (Public Works Code § 793.2(d), Admin. Code § 94A.12, and the official DPW Orders).

## B. 714 Valencia Street ("Valencia Street Vintage")

1. **Permit Status**
   - The record (Permit No. 22PKT-00262 (**Exhibit H**)) shows a "Renewed" Shared Spaces Permit for a "Fixed Commercial Parklet," with operation times listed.
   - This business appears to be active, so there is likely still a valid sponsor.
2. **Potential Grounds for Noncompliance**
   - Although the sponsor/business is active, the parklet still must adhere to **DPW Order Nos. 183392 and 205516**, including:
     - Maintaining clearance, proper design, and a valid insurance certificate.
     - Adhering to hours of operation specified in the permit.
     - Being open to the public (in non-commercial hours) if designated as a Commercial Parklet, and meeting all ADA and pedestrian clearance requirements.
   - If the City identifies any design, safety, or operational violations (e.g., exceeding approved boundaries, missing required reflectors or lighting, blocking line-of-

sight, failing to provide public seating when not in commercial use), the permittee can be cited and required to correct or remove the parklet.
    - At the site meeting yesterday (January 15, 2025) permeant overhead Wires were identified in the public right of way (**Exhibit I**). Searches on both Building and Public Works permit records show no permits allowing for this, thus this is a current violation of Public Works Code Article 26 and Order No 205516 which states that Fixed parklets (or "fixed commercial" / "public" parklets) may have overhead lighting if it is properly installed, meets clearance requirements, and is plugged into a weatherproof outlet on the building at least 10 feet above the sidewalk.
    - "Taping down" or stringing a live cable across the sidewalk is not permitted.
    - All power must be run safely and in compliance with Fire Code, Electrical Code, and Building Code requirements., thus a currently not compliant with Fire Code, Electrical Code, and Building Code requirements.
3. **Conclusion for 714 Valencia**
    - Since the permit is shown as "Renewed" for an operating business, the parklet may be **compliant** if all conditions are met (including but not limited to active insurance policies, public access outside of business hours, proper electrification per Fire, electrical, building, and Publiuc Works authorization). However, it remains subject to modification or removal if the City undertakes a higher-priority project (like a curbside bike lane) or finds any code violations.

# 3. Basic Summary of the City's Authority to Move Parklets

1. **Revocable Encroachment**
    - Parklets are "revocable encroachments" in the public right-of-way (Public Works Code §§ 793, 810, and DPW Orders). This means the City retains ultimate control over how the curb/roadway is used and can require changes or removal when necessary for public projects, repairs, or safety.
2. **Shared Spaces Program Compliance**
    - Under **Administrative Code §§ 94A.4(d) & 94A.12**, SFMTA and DPW can compel the removal or relocation of a parklet if the sponsor is no longer valid, if the parklet is noncompliant with permit terms or ADA requirements, or if a significant public improvement project (e.g., adding or widening bike lanes) deems it necessary.
3. **Process for Removal or Relocation**
    - Typically involves notice to the permittee, specifying the required modifications or removal deadlines (often 15 days, or sooner if it is an emergency). If the permittee does not comply, the City may remove the structure and recoup any costs incurred (see Admin. Code §§ 94A.4(d)(1)(E), 94A.9, and Public Works Code § 793.2(d)(2)).
4. **Effect of Sponsor Closure**
    - Once the business ceases operation (or fails to renew properly), the permit is essentially invalid, barring formal assignment to a new operator. The City may proceed with revocation and removal.

# Conclusion

- **Yes, the City can move or remove both the 702 Valencia and 714 Valencia parklets** to accommodate a curbside bike lane or any other significant infrastructure/safety project. Parklets are revocable encroachments, and code provisions allow the City to reallocate curb space for higher-priority uses.
- **702 Valencia** appears most at risk of noncompliance if its sponsoring business (Yellow Moto Pizzeria) is indeed defunct, meaning the parklet may lack a valid permit sponsor. Even if the permit on file shows "renewed," the City can revoke it if no active sponsor exists or if the business did not properly convert the pandemic permit to a valid one under the legislated program.
- **714 Valencia** (Valencia Street Vintage) seems to be in an active permit status with a valid sponsor, but the City can still remove or relocate that parklet if needed for a bike lane or if any permit conditions are violated.

All of the above is grounded in the **San Francisco Administrative Code** (Chapter 94A), **Public Works Code** (Sections 793 et seq.), official **DPW Orders** (particularly Nos. 183392, 205516), and the **SFMTA Curb Management Strategy**. The City's authority is broad and revocable at will when it comes to maintaining public safety, accommodating critical infrastructure projects, and ensuring compliance with local laws.

Sincerely,

Michael J. Turon
(415) 938-7855
2722 Folsom St.
San Francisco, CA 94110

References:

- Cover Letter for 01/28/25 Hearing (Enclosed)
- S.F. Administrative Code §§ 94A.2, 94A.4(d), 94A.12
- S.F. Public Works Code §§ 793 et seq.; DPW Orders No. 183392, 205516
- SFMTA Curb Management Strategy (Feb. 2020)
- California Assembly Bill 413 (California Daylight Law) *[Referenced in Ex. A]*

cc:

- Acting Director of SF Muni – Julie Kirschbaum (Julie.Kirschbaum@sfmta.com)
- Director of DPW - Carla Short (Carla.Short@sfdpw.org)
- D9 Supervisor – Jackie Fielder (Jackie.Fielder@sfgov.org)
- BOS Legislation (bos.legislation@sfgov.org) *(and USPS with CEQA Cover Letter)*
- Mission Pet Hospital (*SF Legacy Business Since 1982*) (mph@missionpet.com & missionpet@gmail.com)
- Apelet of CEQA Determination Hearing – 01/28/25 Julio Ramos – (ramoslawgroup@yahoo.com)
- SF Bicycle Coalition - Claire Amable (claire@sfbike.org)

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