



City and County
of San Francisco

Shared Spaces

INFORMATIONAL PRESENTATION

SF BOS File No. 210284 | Monday June 07, 2021



Topics

1. Responses to Questions Raised at Last Hearing
 1. Liability
 2. Equity & Accessibility
 3. Implementation & Change Management
 4. Neighborhood Notification & Outreach
2. Questions & Discussion

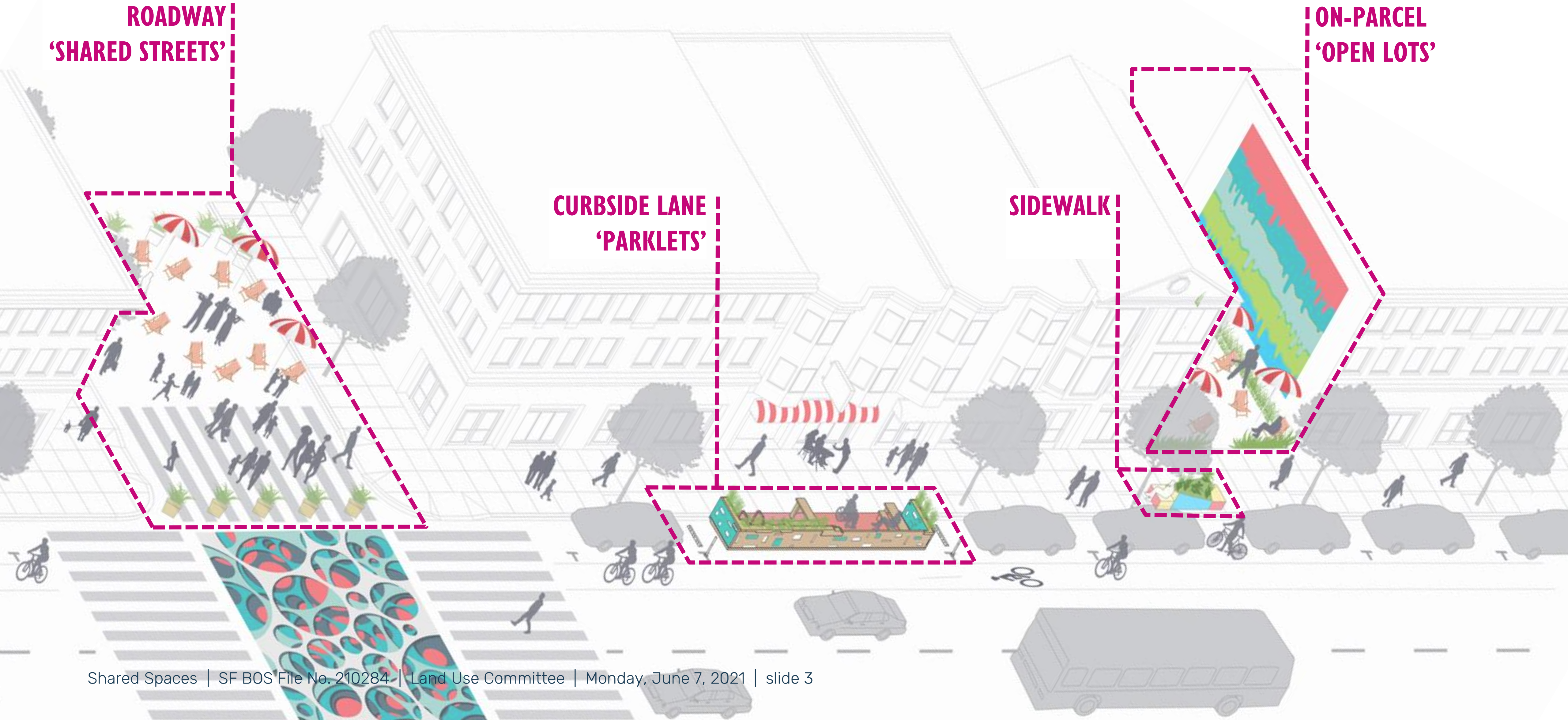
Where are Shared Spaces?

**ROADWAY
'SHARED STREETS'**

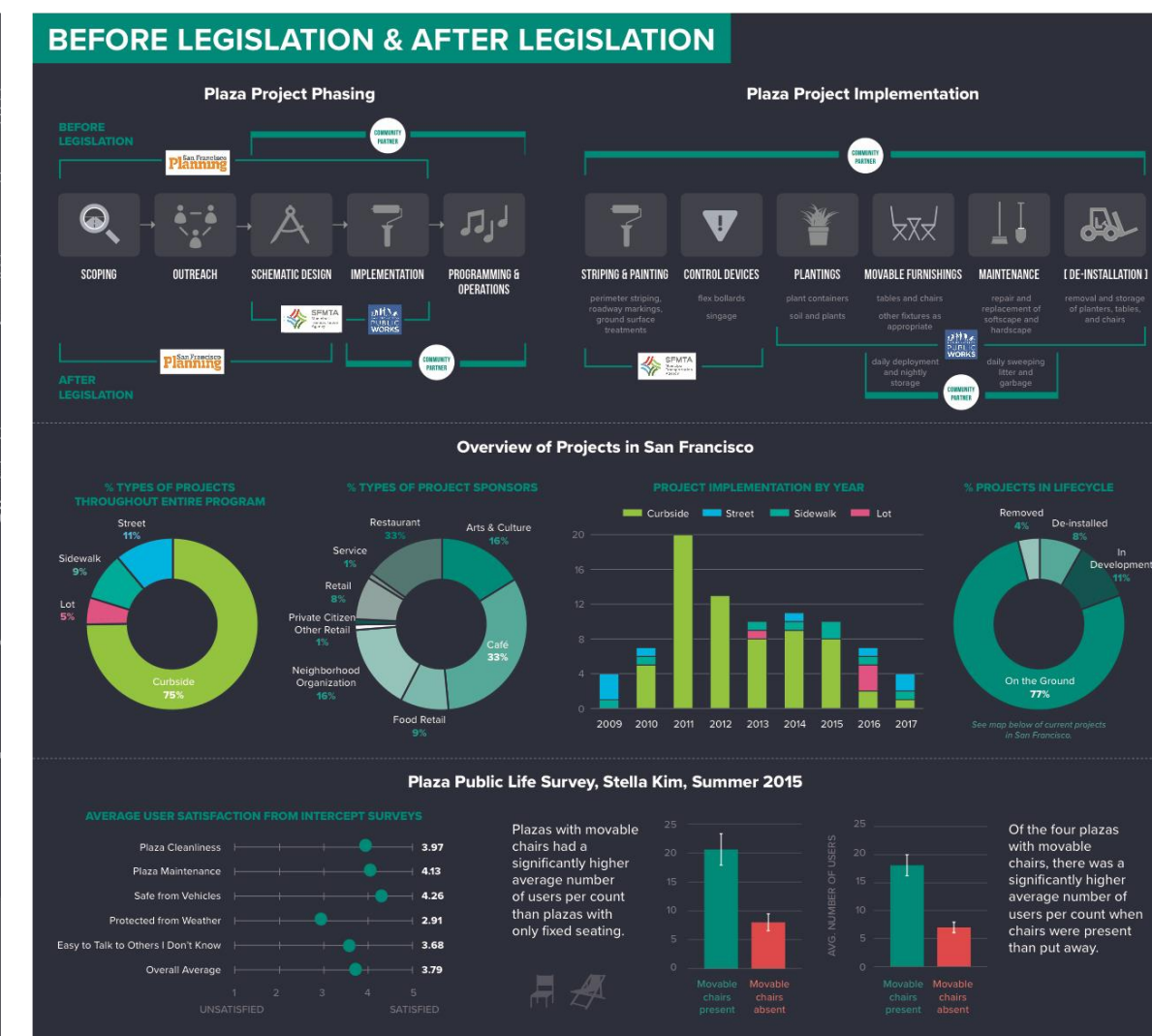
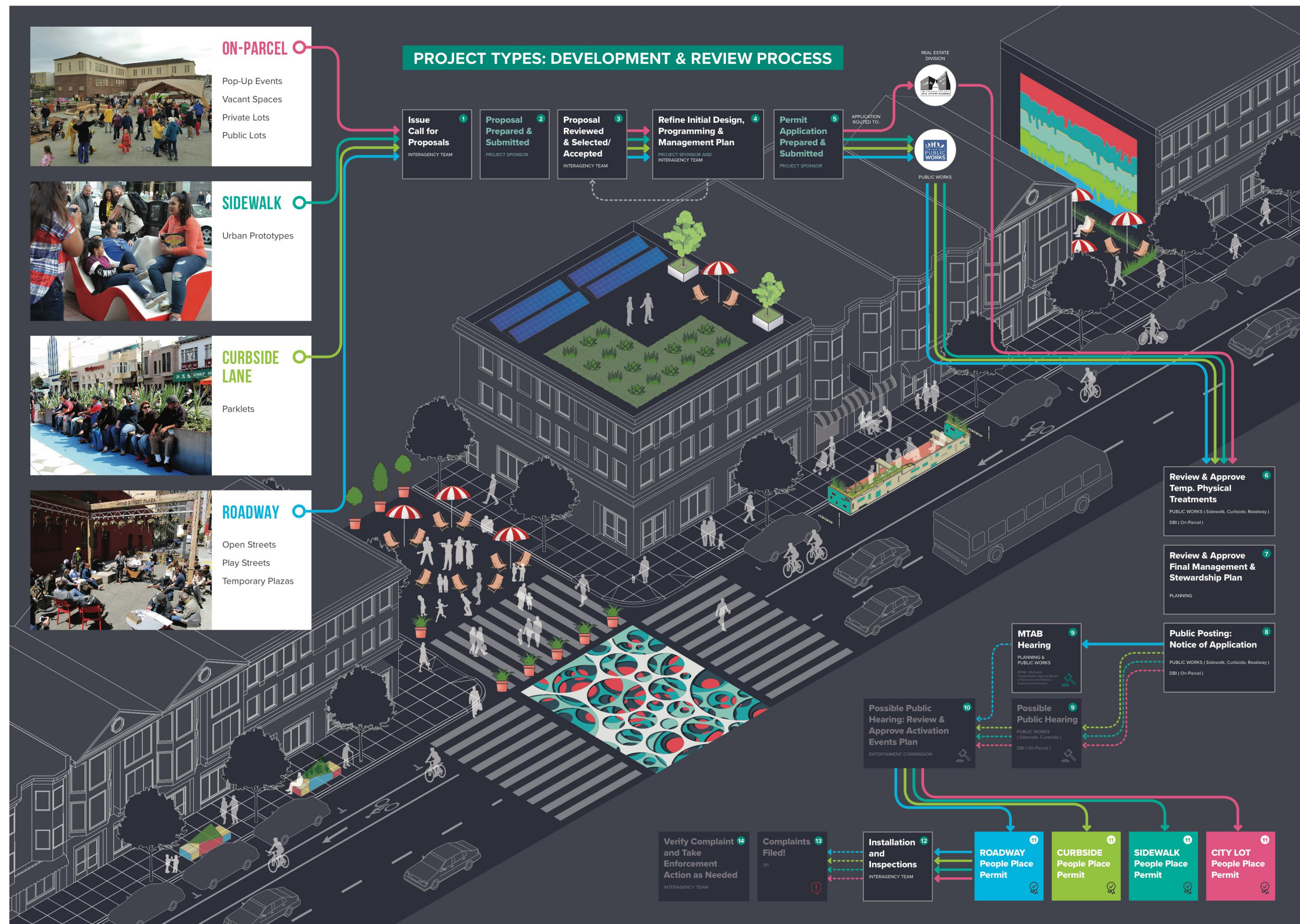
**ON-PARCEL
'OPEN LOTS'**

**CURBSIDE LANE
'PARKLETS'**

















SIDEWALK



Shared Spaces: Building on a Decade of Successes



1. Simplify the City's Toolbox

	Non-Commercial Shared Spaces	Commercial Shared Spaces
Sidewalk	 <p>SF Public Library w/ Exploratorium</p>	 <p>Persia Triangle</p>
Curbside	 <p>Retail Merchandizing</p>	 <p>Tables & Chairs (Dining)</p>
Curbside	 <p>Youth-Designed Parklet</p>	 <p>Turk Street Safe Passage</p>
Curbside	 <p>Food Service Parklet</p>	 <p>Retail Parklet</p>
Roadway (recurring)	 <p>Play Streets</p>	 <p>Play Street</p>
Roadway (recurring)	 <p>18th Street Castro</p>	 <p>Grant Street Chinatown</p>
On Parcels	 <p>Playland at 43rd Avenue</p>	 <p>Kapwa Gardens SoMa</p>
On Parcels	 <p>Lakeside Landing Oceanview</p>	 <p>Lilac Lot 24th Street</p>

1. Simplify the City's Toolbox: Liability & Indemnification

The sponsor is required to take on a liability insurance policy.

This policy must explicitly indemnify the City and County of San Francisco.

Administrative Code Section 94A.5 (c) (2)

Transportation Code Division I, Article 6.7 (I)



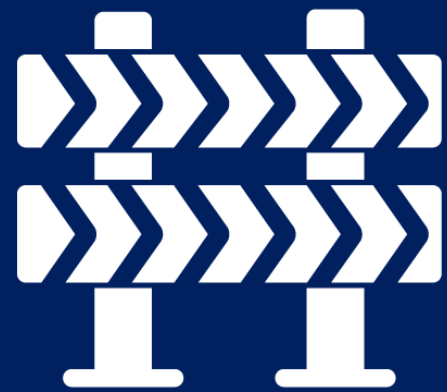
2. Prioritize Equity & Inclusion: Grant Programs



Tables
& Chairs



Enclosures
& Planters



Barricades
& Diverters



Community
Ambassadors



Site Planning
& Design



Operations &
Safety Plans

2. Prioritize Equity & Inclusion: ADA Provisions

How and When are ADA obligations communicated to permittees?

1. Design Guidelines and Manuals
2. Webpages and Digital Resources
3. Best Practices Webinars
4. In Permit Terms & Conditions

*"Encroachments/elements shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of the Americans with Disabilities Act (ADA), and the 2010 (or most current version of) ADA Standards."
-DPW Regulations for Shared Spaces*

1. In Department Regulations
2. Title III of Federal Law and Title 24 of State Law



2. Prioritize Equity & Inclusion: ADA Provisions

When does ADA compliance Review Occur?

1. How it is now in the temporary, emergency version of the Program:
Post-implementation, during the enforcement phase
2. How it will be in a future, codified version of the Program:
In the permit application review phase
In the permit inspection phase
Post-implementation, in the enforcement



2. Prioritize Equity & Inclusion: ADA Requirements

San Francisco
Shared Spaces
sf.gov/sharedspaces

Shared Spaces Design Guidelines

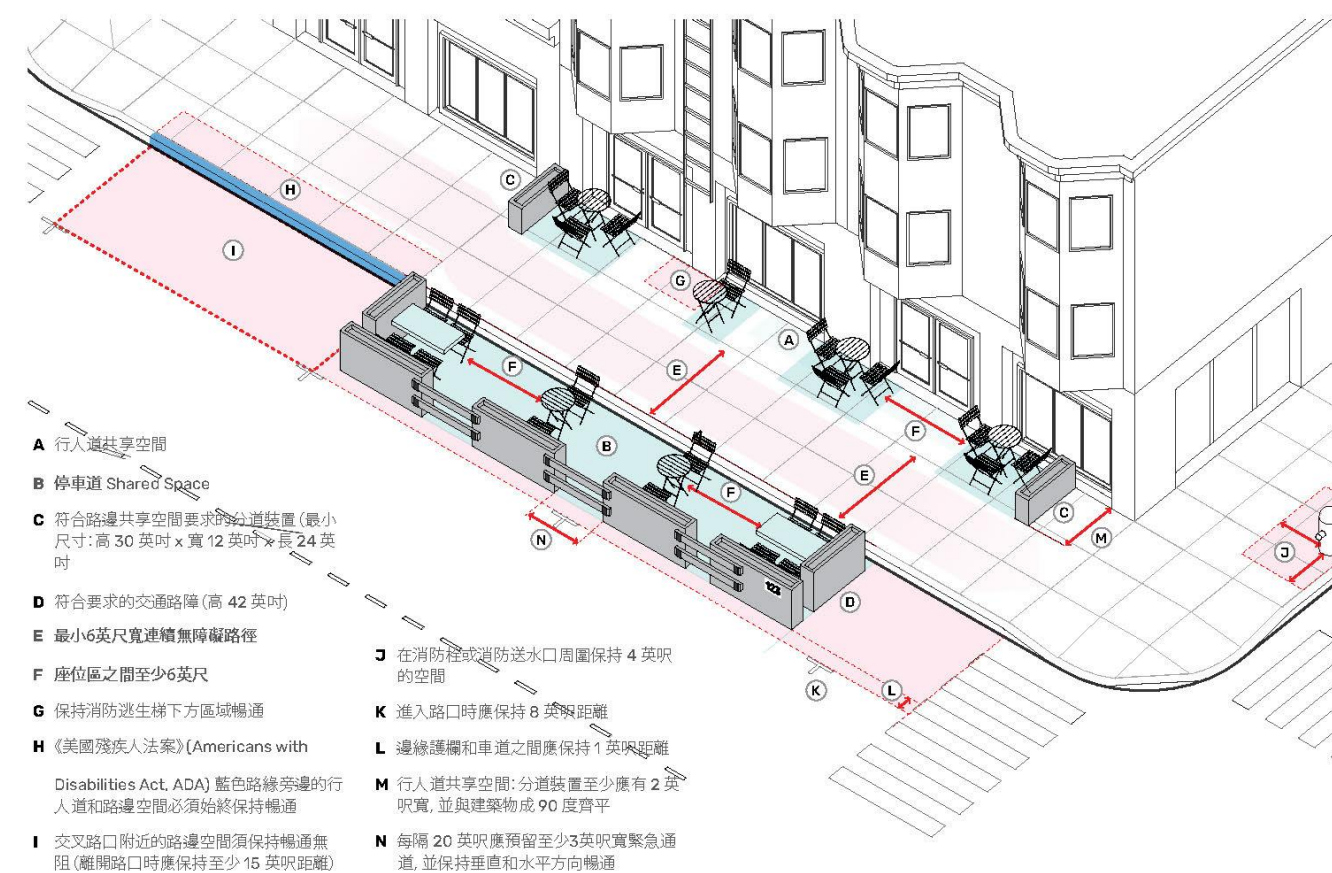
Using the sidewalk or parking lane for your business
sf.gov/SharedSpaces | v. 5.14.2021

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

場地設計

共享空間
設計指引

您可將停車道用於：路邊免下車取貨區、顧客排隊時保持人際距離空間、就座或用餐、個人服務、零售用途，以及相關娛樂。您須設置符合要求的交通路障，方能使用該空間。



在建造架構之前, 請您考慮:

- 提供舒適的空間, 並配備符合要求的交通路障和傢俱設備。構建合適的共享空間不一定需要安裝固定架構。
- 如果您可以在行人道上或通過無障礙坡道提供同等的設施, 則不需要建造地台或平台方能 **讓人進入您的共享空間**。
- 您可以設置無障礙斜道以連接您的停車道共享空間: 最大坡度為 8.3% (1:12), 兩側防護緣加高 (示例)。

! 營業結束時, 必須將安放行人道上的架構移到室內。 | 停車道上的架構不可阻擋駕駛人士看行人橫道或交通信號燈的視線。 | 您必須遵守這些指引, 並在本文件的最後一頁簽署證明。

Terrazas y plataformas

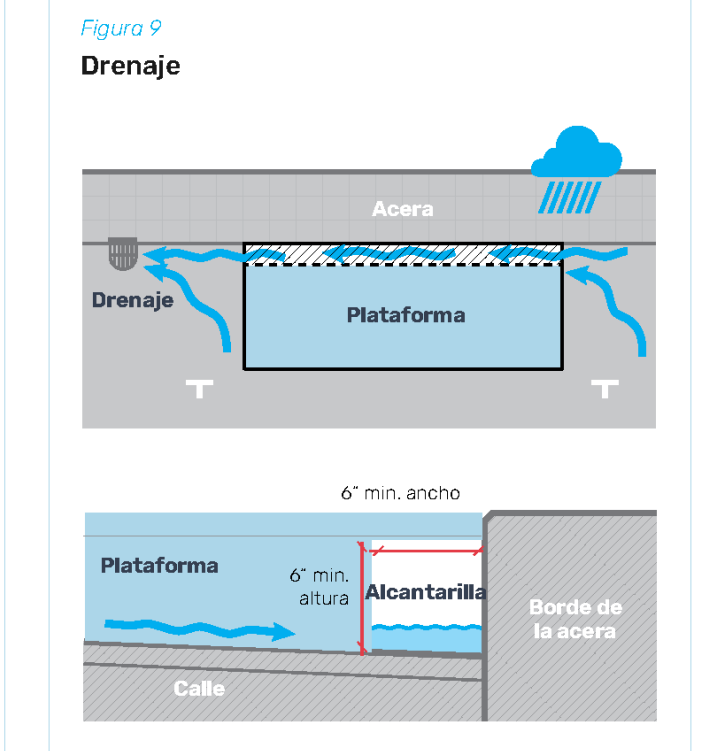
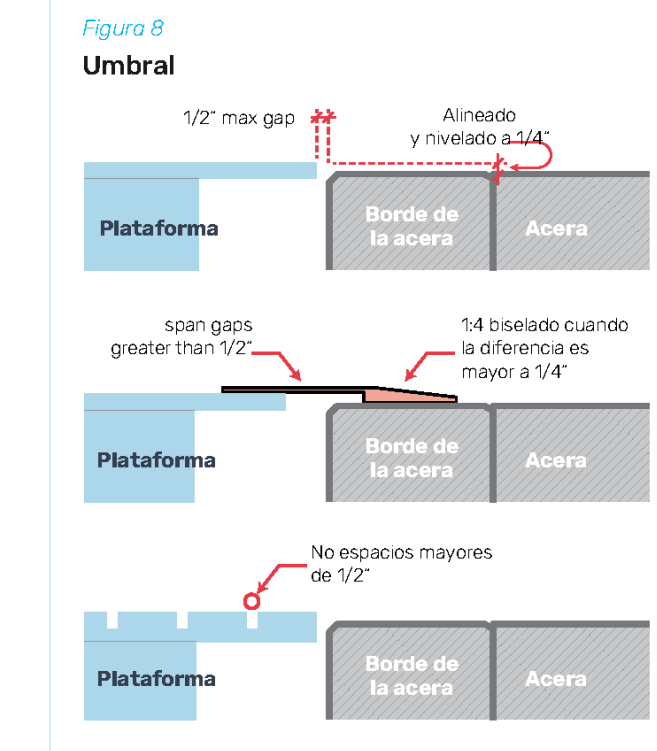
Espacios Compartidos
Guías de diseño

DETALLES DE DISEÑO

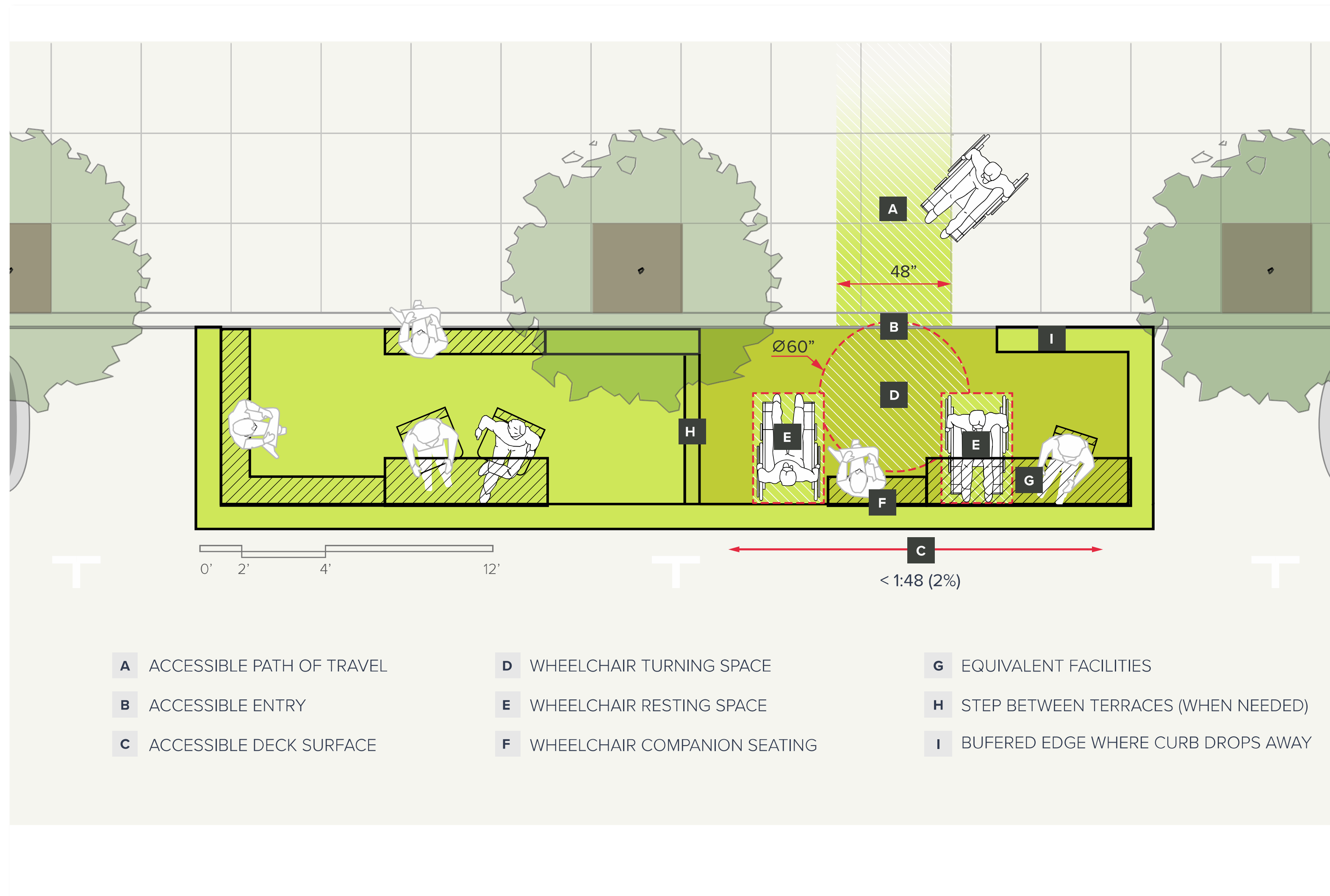
- La estructura debe mantener un espacio libre de 12 pulgadas desde el carril de tránsito adyacente o una distancia libre de 12 pulgadas desde el borde exterior del espacio marcado para estacionarse.
- **Materiales duraderos resistentes** al desgaste por uso. Es su responsabilidad mantener todos los elementos de la plataforma en buenas condiciones.
- **Umbral:** La terraza debe estar al nivel de la acera y no debe haber una separación de más de 1/2 pulgada ni una separación vertical de más de 1/4 de pulgada (consulte la figura 5).
- **Atornillado:** Las instalaciones no deben atornillarse ni fijarse en ningún momento a la vía pública ni a ninguna estructura (incluidos entre otros: edificios, hidrantes, árboles de la calle, postes de luz o semáforos, etc.).
- **Concreto:** No se permite el uso de concreto para las plataformas en los espacios compartidos. En su lugar, puede utilizar adoquines de concreto en una estructura de plataforma.
- Los materiales de la superficie deben estar texturizados o tratados con un recubrimiento antideslizante para garantizar que sea una superficie segura al caminar. Las partículas sueltas, tales como arena o grava, no están permitidas.
- **Drenaje:** Las plataformas deben permitir el flujo de drenaje al borde de la acera. Se debe proporcionar un espacio para el drenaje de mínimo 6 x 6 pulgadas a lo largo de toda la plataforma propuesta. (Consulte la figura 6).

SERVICIOS PÚBLICOS

- Todas las estructuras en el carril de estacionamiento deben permitir el acceso a los servicios públicos para su mantenimiento y reparación (por ejemplo, paneles de acceso, adoquines removibles).



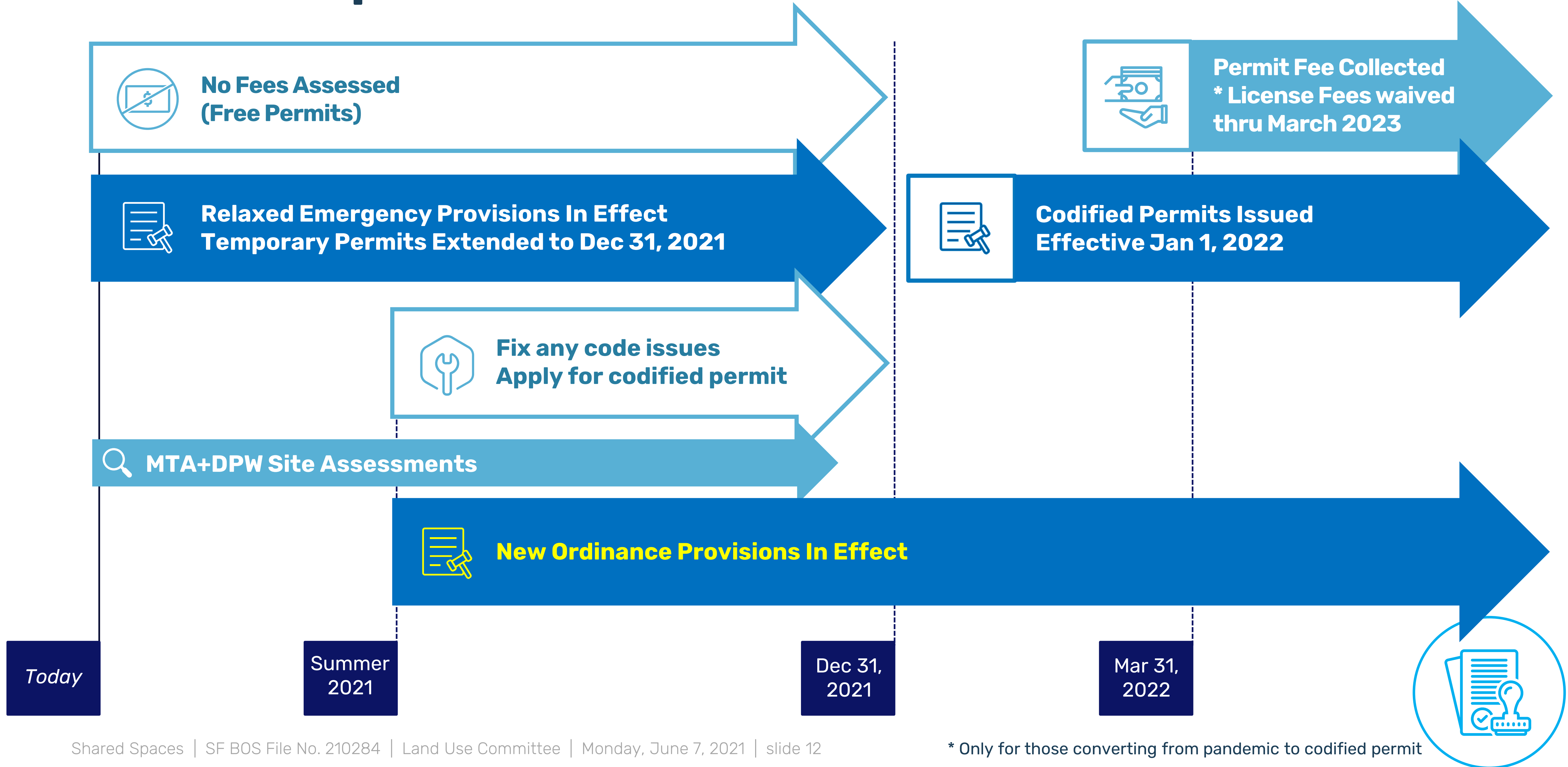
2. Prioritize Equity & Inclusion: ADA Requirements



SF parklet design
guidelines at:
parklets.org



3. Phase Implementation with Economic Conditions



3. Phase Implementation: Fix any Code Issues



6-foot' Clear Path of Travel, with Diverters



3-foot Access Gap



Visibility above 42 Inches



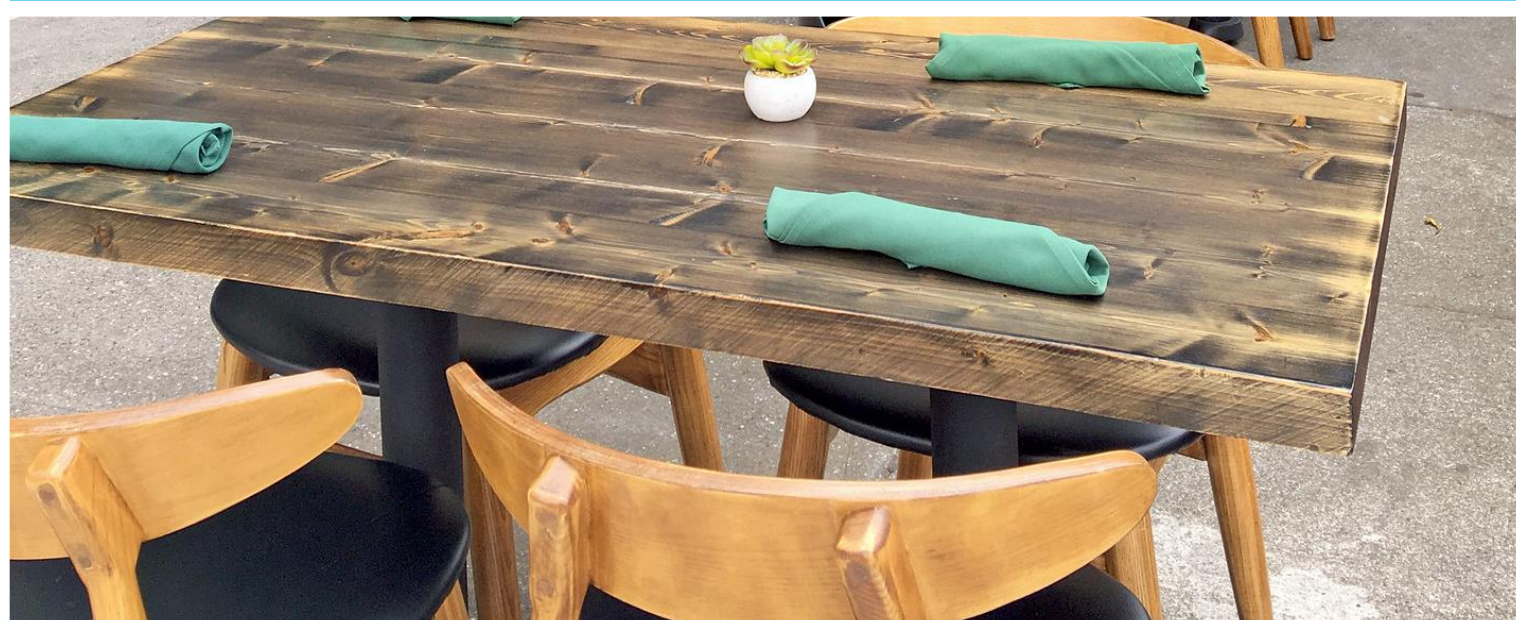
Street Address on Display



6 x 6 Inches Clear along Gutter



Reflective Materials on Corners



Equivalent / Accessible Facility



Deck Threshold Level With Sidewalk



Visibility at Crosswalks

5.1. Balance Curbside Functions: SFMTA Regulations



- Eligibility: Inventory and assess curb supply and demands to determine space allocation
 - Consider impacts to traffic, security, health, and safety of the public
 - Prioritize the values and commitments in the Transit First Policy, Vision Zero Action, Climate Action, and Curb Management Strategies



5.1. Balance Curbside Functions: SFMTA Regulations

CURB MANAGEMENT STRATEGY

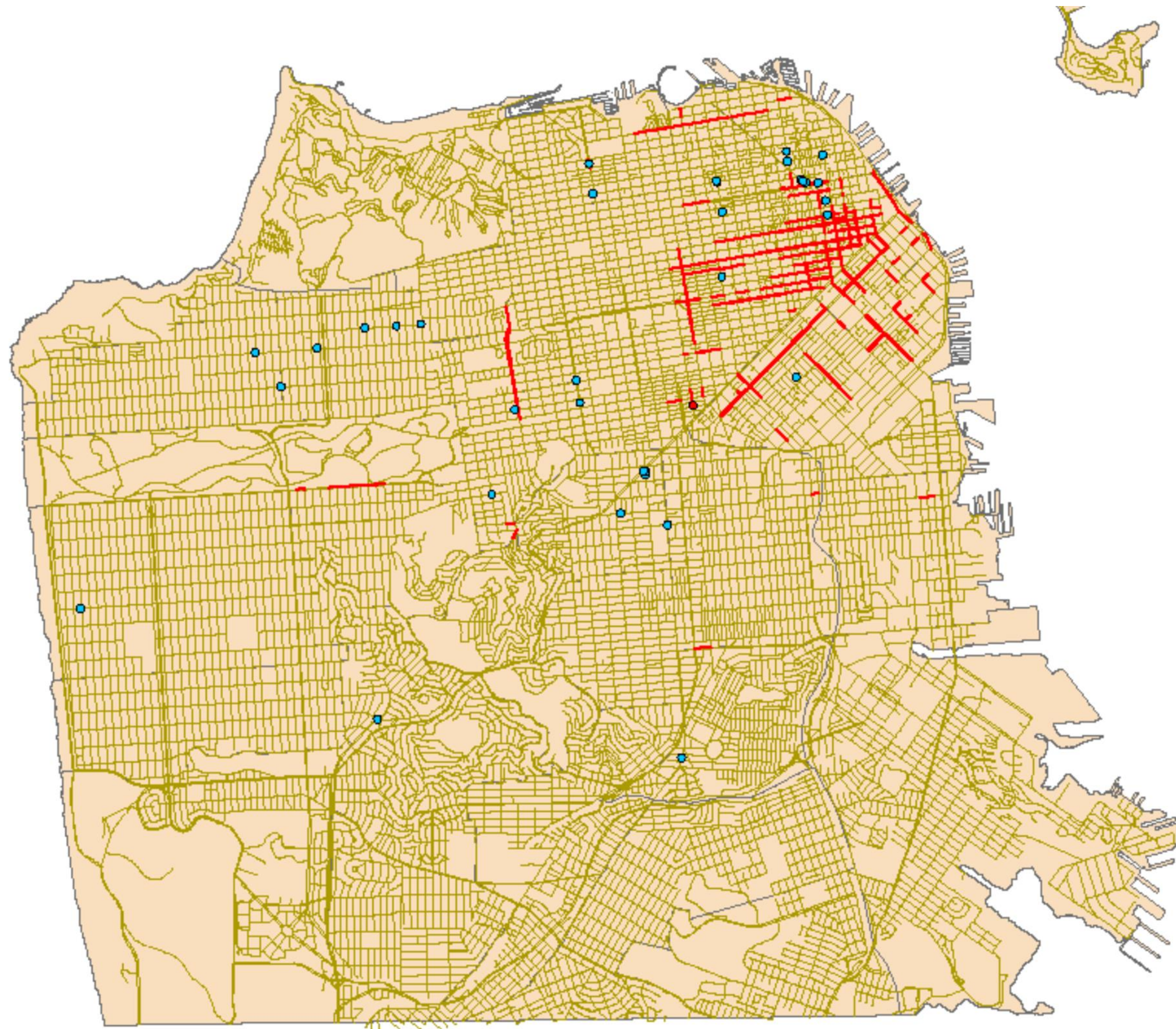
FEBRUARY 2020



1. Bikeshare Stations
2. Bicycle Racks / Corrals
3. Curbside Running Bike Lanes
4. Commercial Loading
5. Paratransit/Accessibility
6. Short-term Parking
7. Passenger Loading Zone
8. Blue Accessible Parking Spaces
9. Peak Tow-Away Lanes
10. Taxi Stands/Zones
11. Commuter Shuttle Stop



5.1. Corridor Curb Survey Methods & Preliminary Findings



1. MTA Site Visits: Update block-by-block map of each corridor in the City
2. MTA Draft Plan of feasible locations per Corridor, using Curb Management Strategy
3. MTA Final Plan of feasible locations per Corridor

Type of Zone to Clear	Approx. Number
Intersection Daylighting	200
● Peak Tow- Away	2
● Transit Boarding	30

6. Public Access: Proposed Curbside Use Types

TIER	TYPE	 PUBLIC ACCESS	 COMMERCIAL ACTIVITY	 DAILY OCCUPANCY	 CONSTRUCTION
1	Public Parklet	Entire facility during daylight hours through 10pm	None	24 hours	Fixed Structure
2	Movable Commercial Parklet	At least one seating facility during hours of commercial operation	During hours of operation	During hours of Operation	Movable Fixtures
3	Commercial Parklet	At least one seating facility hours of commercial operation, Otherwise entire facility during daylight hours through 10pm	During hours of operation	24 hours	Fixed Structure

Like pre-COVID parklets

Like most Shared Spaces today

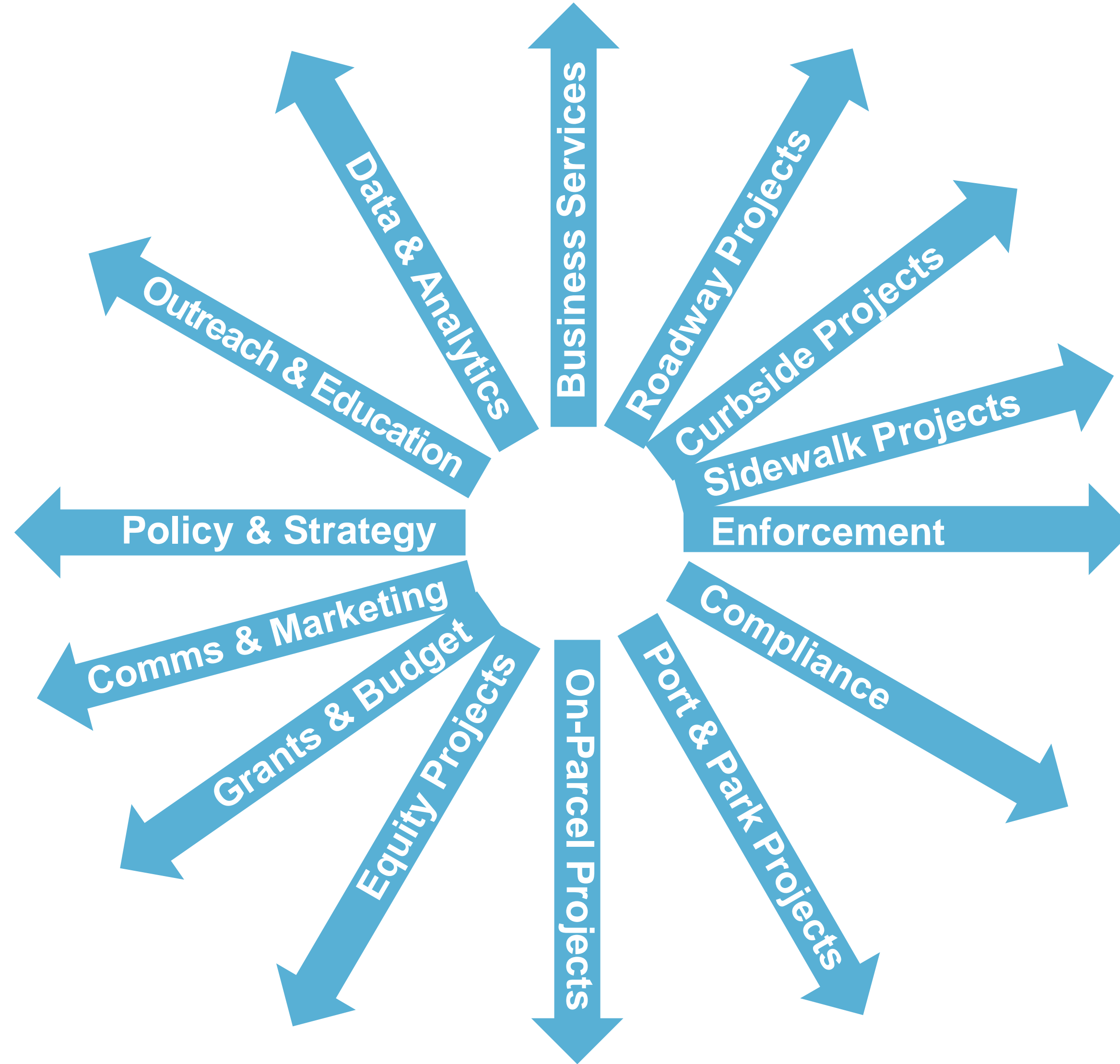


6. Public Access: Proposed Curbside Use Types & Fees

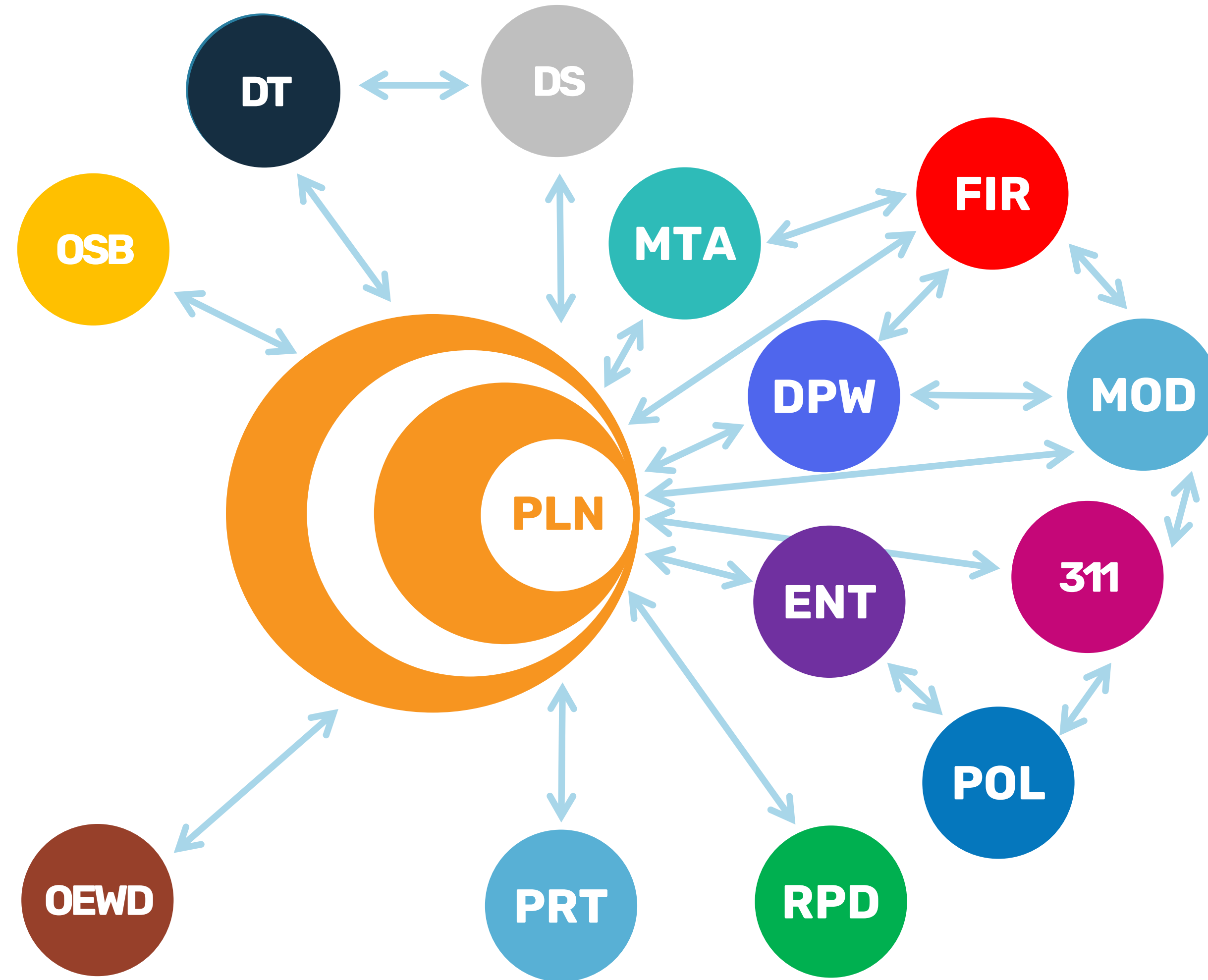
TIER	TYPE	OCCUPANCY FEES		
		Permit (one time)		Annual License
1	Public Parklet	\$1,000	\$250	\$100
2	Movable Commercial Parklet	\$2,000	\$1,000	\$1,500
3	Commercial Parklet	\$3,000	\$1,500	\$2,000
		First Parking Space	Each Additional Parking Space	Per Parking Space
1/2 fee waiver for businesses with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



7.2 Permit Issuance and Administration



7.2 Permit Issuance and Administration: In the Future



7.1 Permit Review & Approvals Timetable

DURING COVID

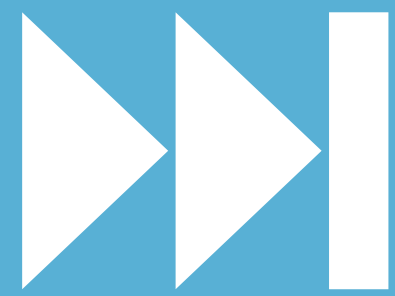


7.1 Permit Review & Approvals Timetable

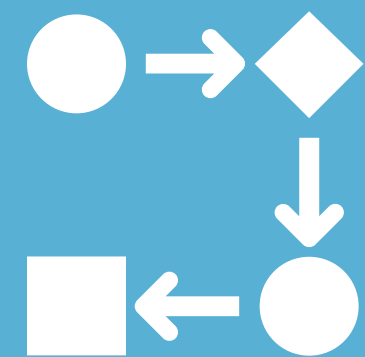
IN THE FUTURE



7.2 Permit Issuance and Administration



Maximize staff time efficiencies amongst the City departments who participate in reviews and approvals.



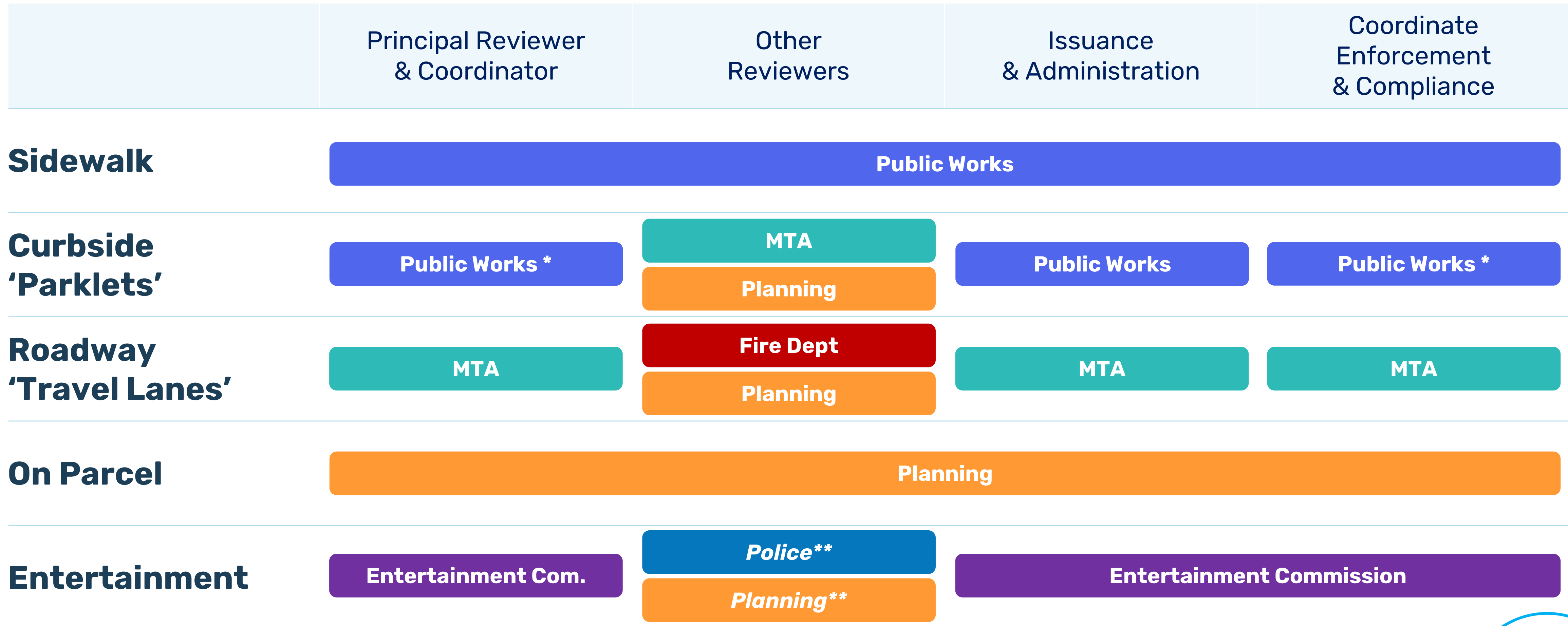
Articulate **clear sequence of review and/or approvals** for other agencies.



The permit will be **issued by the one city department** whose jurisdiction is associated with the proposed Shared Spaces location.



7.2 Permit Issuance and Administration: In the Future



* Including ADA, FIR, and PUC design standards
 ** If triggered by certain thresholds



8.1 Public Input Procedures: Neighbor Consent



The Cinch Saloon and El Capitan Taqueria Shared Space, Polk Street

If a sponsor wishes to occupy a parking space that overlaps a neighboring frontage half or more of its length, **written consent from that neighbor** is required. Either:

- the groundfloor tenant, or
- in the absence of a groundfloor tenant, the property manager or owner

This requirement still applies if your neighbor changes their mind, or a new tenant is established in the neighboring groundfloor space.



9. Coordinated Enforcement

What is the process and turnaround time for resolving a complaint?

1. Agency staff notice an issue in-field; OR 311 complaint is filed; OR agency receives a call or email directly
2. “Request for Action” created in agency’s inspections / enforcement queue
 1. *DPW, ENT: 311 compliant automatically generates RFA in queue*
 2. *FIR: 24hrs*
3. Agency Inspector follows up with site visit
 1. *DPW: within 3 days*
 2. *FIR: response time depends on nature of issue. 24 hrs – 1 week max*
 3. *ENT: up to 7 days*
4. If the complaint is substantiated and depending on the issue, inspector initiates progressive discipline, starting with Notice of Correction
5. Depending on the issue, the notice gives 7, 14, or 30 days to comply
 1. *Example: 7+ days if the ADA issue is structural*
 2. *Example: Immediately if the ADA issue can be resolved by rearranging or relocating site furnishings*



9. Coordinated Enforcement

What are the consequences of not complying?

There are steps of progressive discipline for dealing with noncompliance:

1. Verbal Warning (documented)
2. Notice of Correction
3. Notice of Violation, with or without Citation (could include punitive fines)
4. Permit Re-conditioning (could involve hearing)
5. Permit Suspension or Permit Revocation (includes removal)
6. Permit Appeal
7. Business License Revocation



THANK YOU!

Questions?

Robin Abad Ocubillo
Shared Spaces Program Director

Monica Munowitch
Shared Spaces Deputy Program Manager



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



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



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

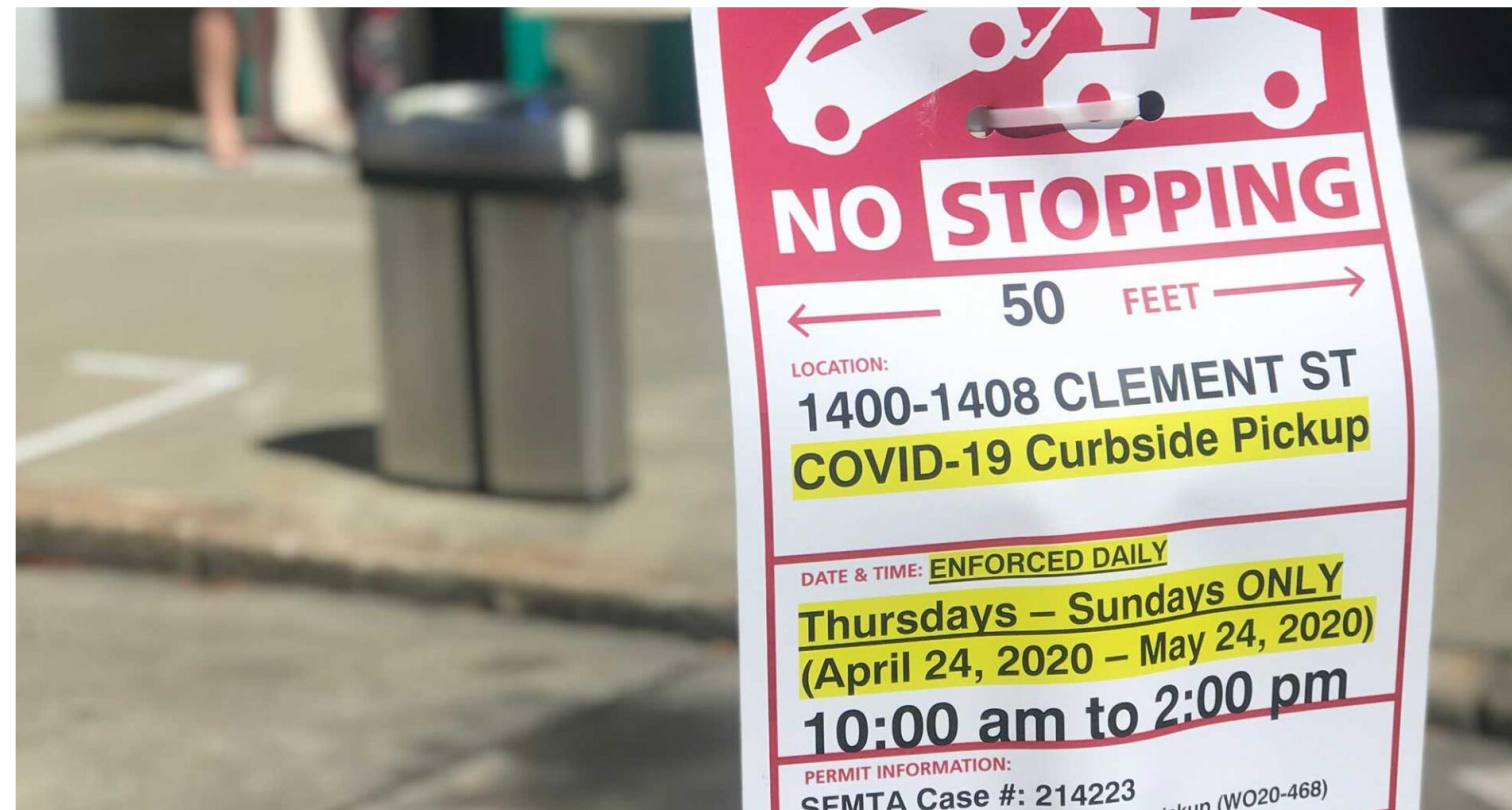


[SF.gov/Shared-Spaces](https://sf.gov/Shared-Spaces)



SharedSpaces@sfgov.org

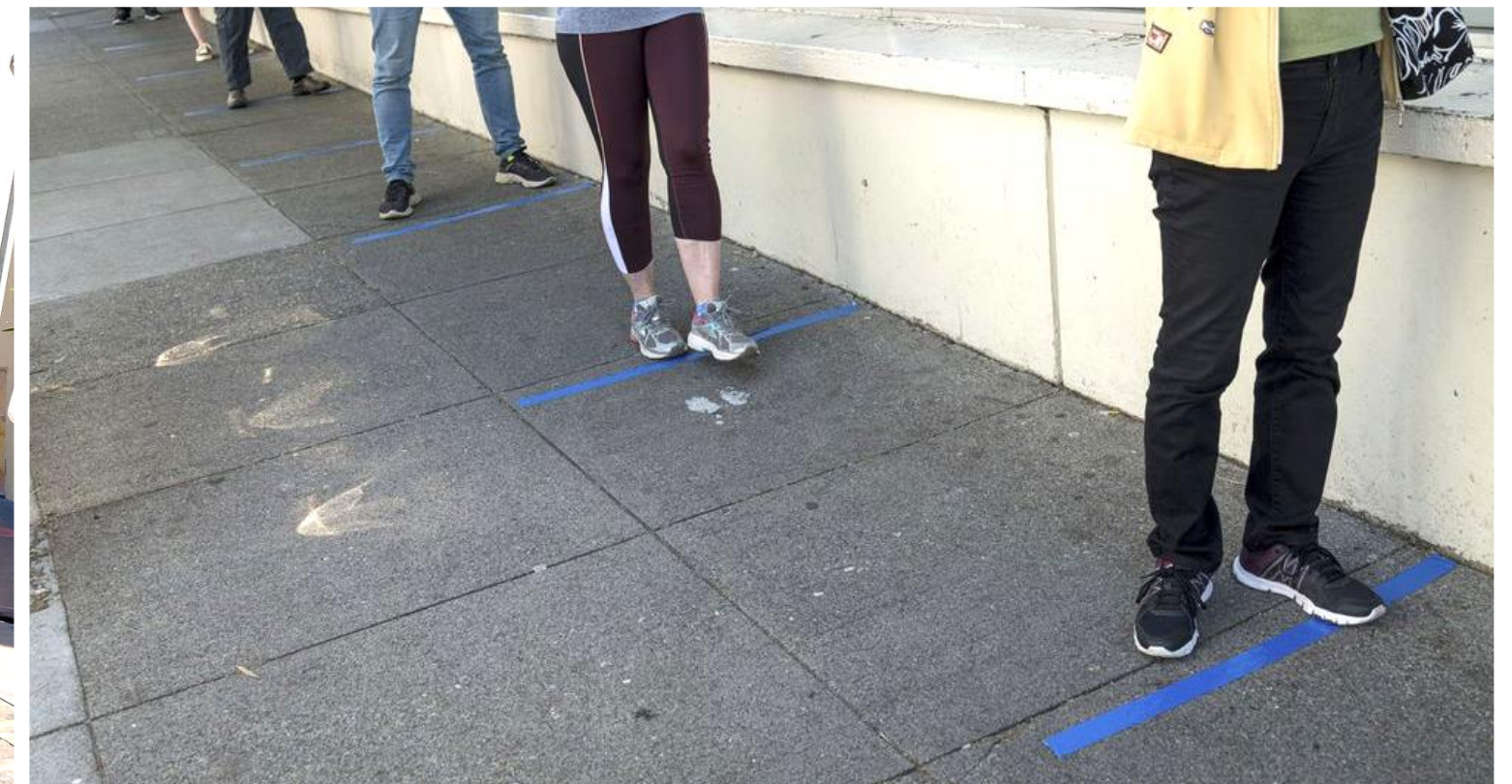
How have Shared Spaces been used in the pandemic?



Curbside Pickup



Outdoor Retail



Distanced Queuing



Personal Services



Outdoor Dining

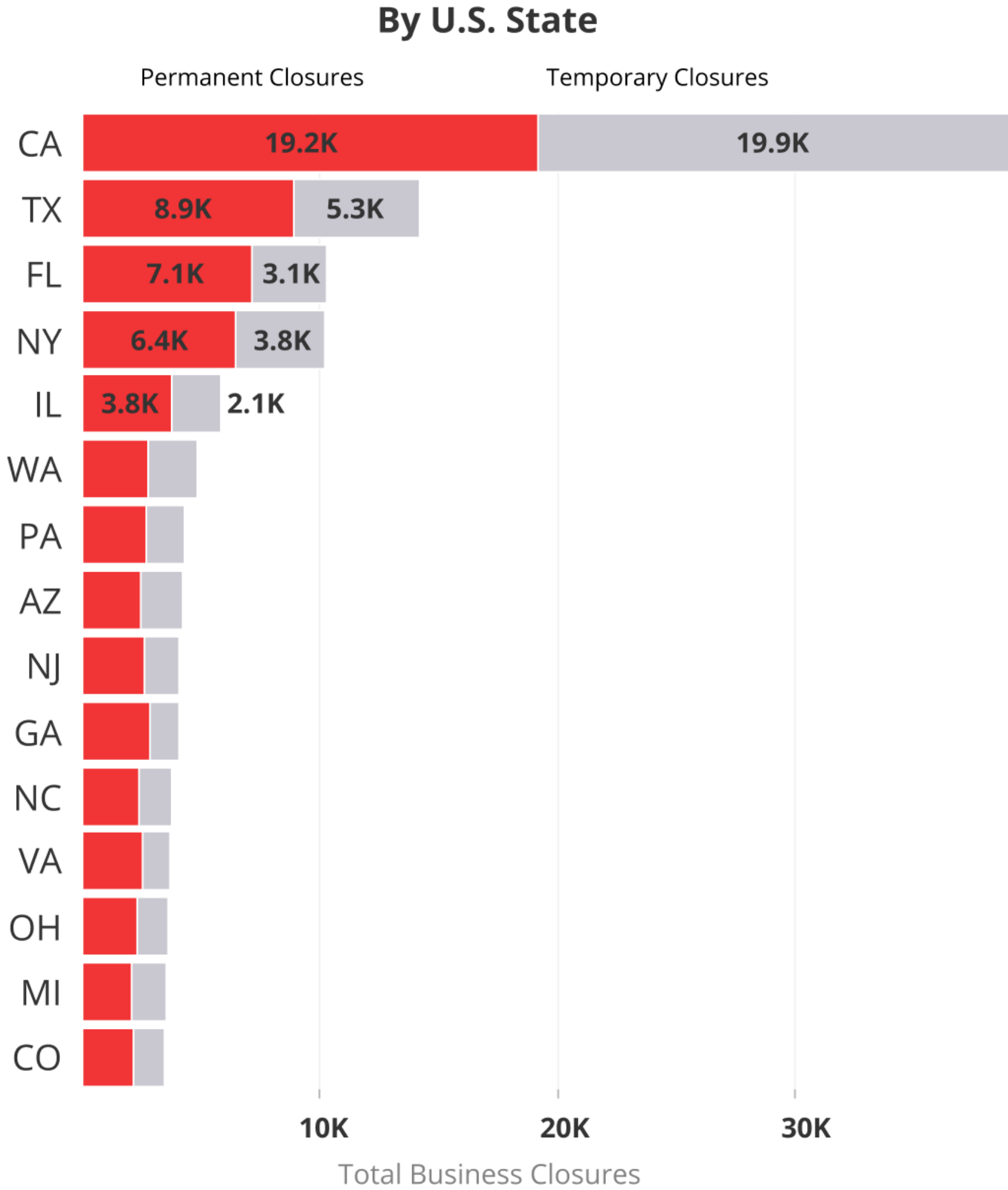
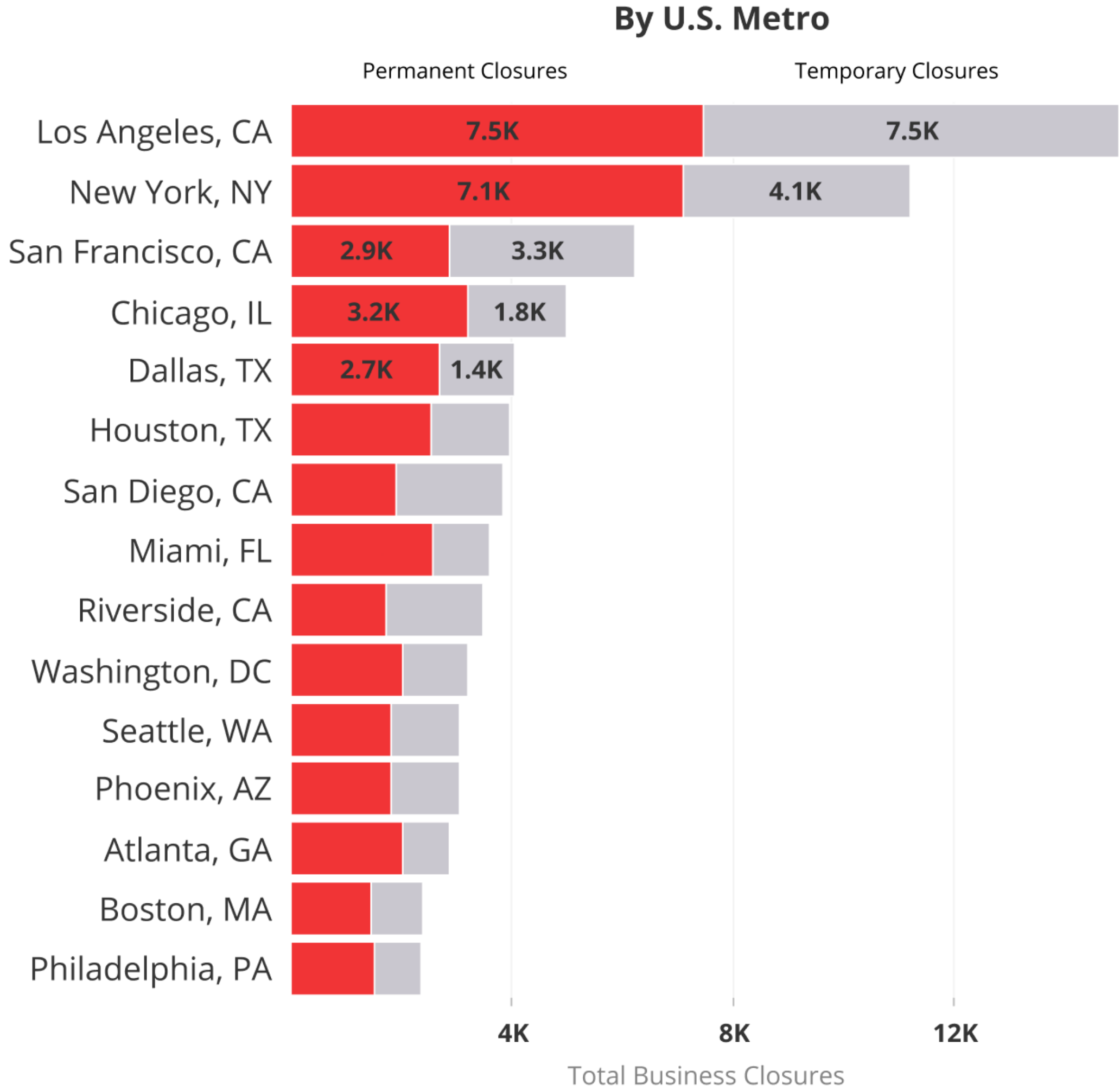


Entertainment

Economic Context

Where are the Most Businesses Closed?

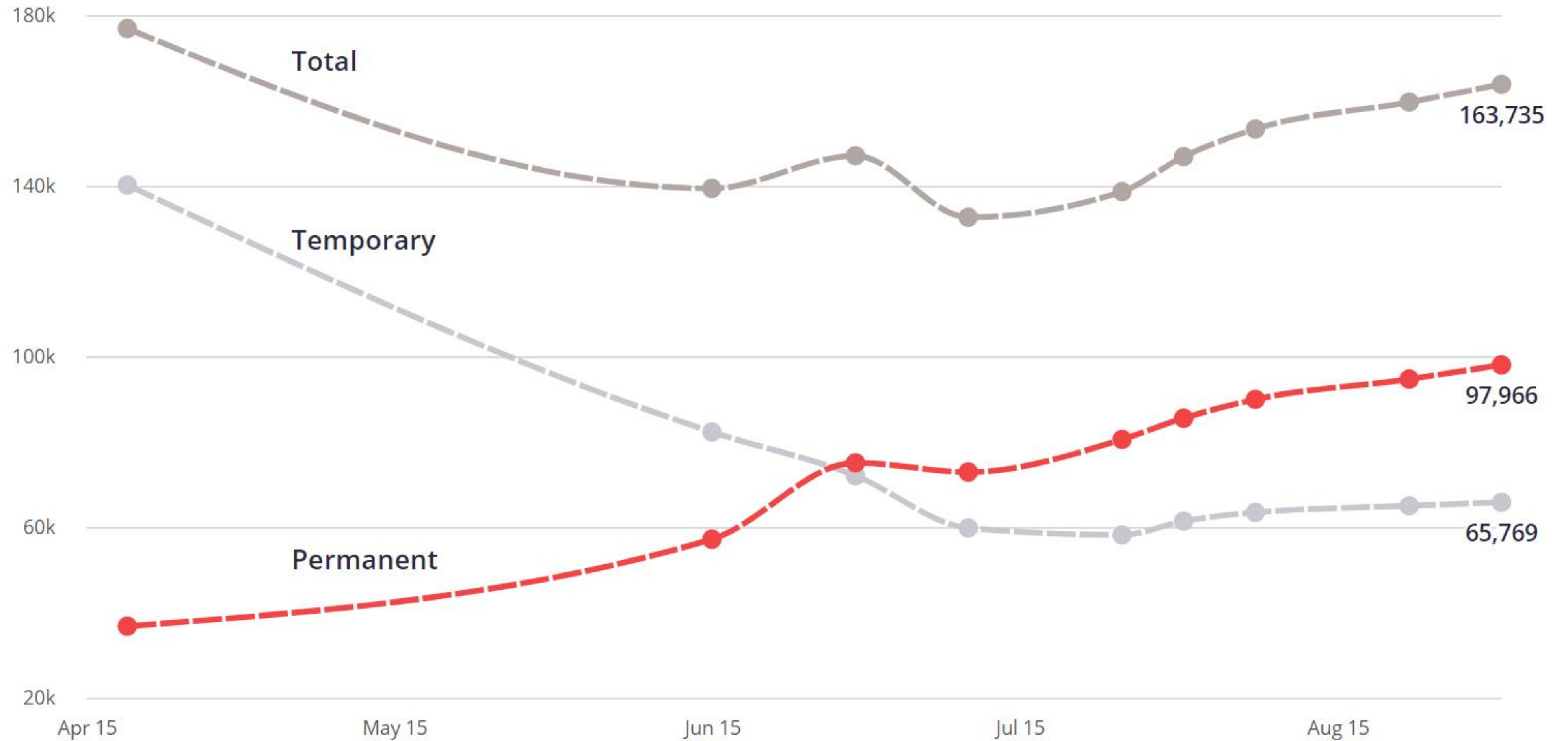
Geographic areas with the largest number of business closures since March 1



Economic Context

Business Closures Continue to Increase Nationally

Number of businesses marked closed on Yelp that were open March 1



Economic Context



- A Shared Space Permit has a **positive benefit** for struggling small businesses.
- A sample of over 100 restaurants with an active permit for the entire first quarter of the program (July to September 2020) **generated an additional \$82k in taxable sales**, compared to other comparable restaurants without Shared Spaces. The second quarter of the program had hundreds more active permits, salvaging even more in taxable sales.
- Shared Spaces permits are a **benefit in all neighborhoods**, even those commercial districts that were doing less well than others before the pandemic.

Timeline of Program Evolution

CITY & REGIONAL CONTEXT

2009
San Francisco Parklet Program kicks off

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

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

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

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

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

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

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

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

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

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

06/12/20
San Francisco resumes outdoor dining

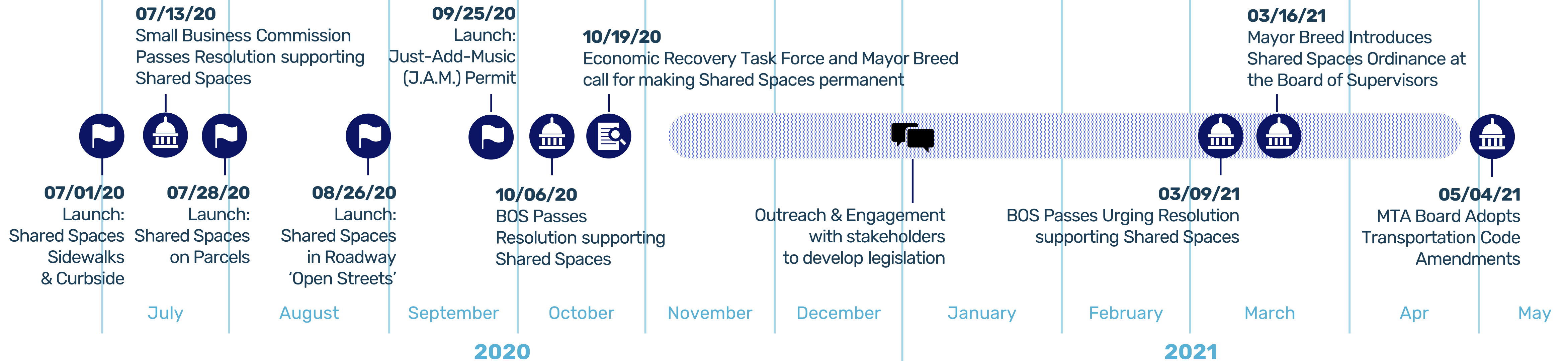
08/31/20
California's Color-Coded System Initiated. SF in the Red Tier

09/07/20
Personal Services Allowed Outdoors

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



SHARED SPACES PROGRAM



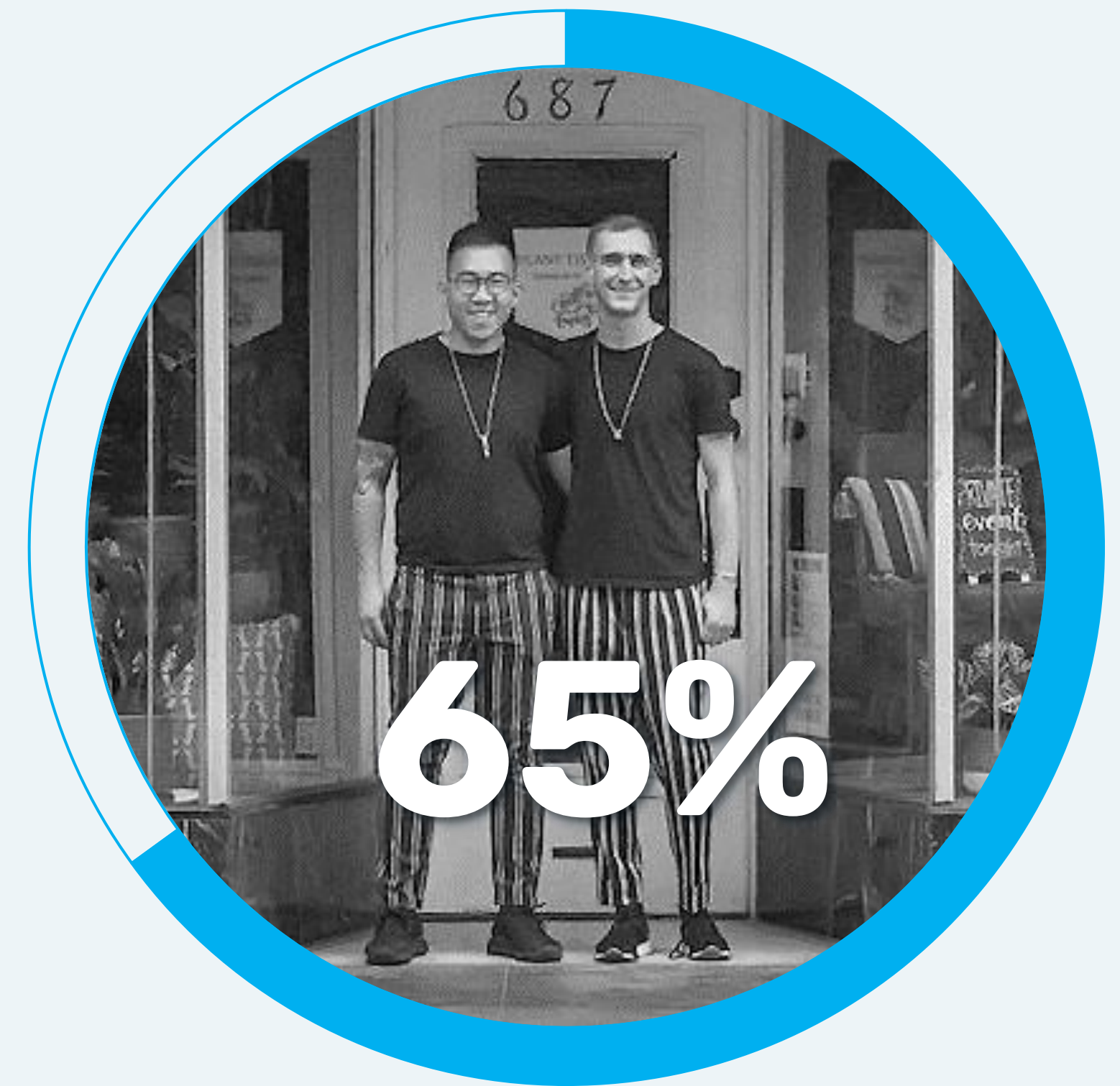
Who are Small Businesses in San Francisco?



**DEPEND ON SF
RESIDENTS**



**DEPEND ON NEIGHBORHOOD
RESIDENTS**



**HAVE 25 OR FEWER
EMPLOYEES**

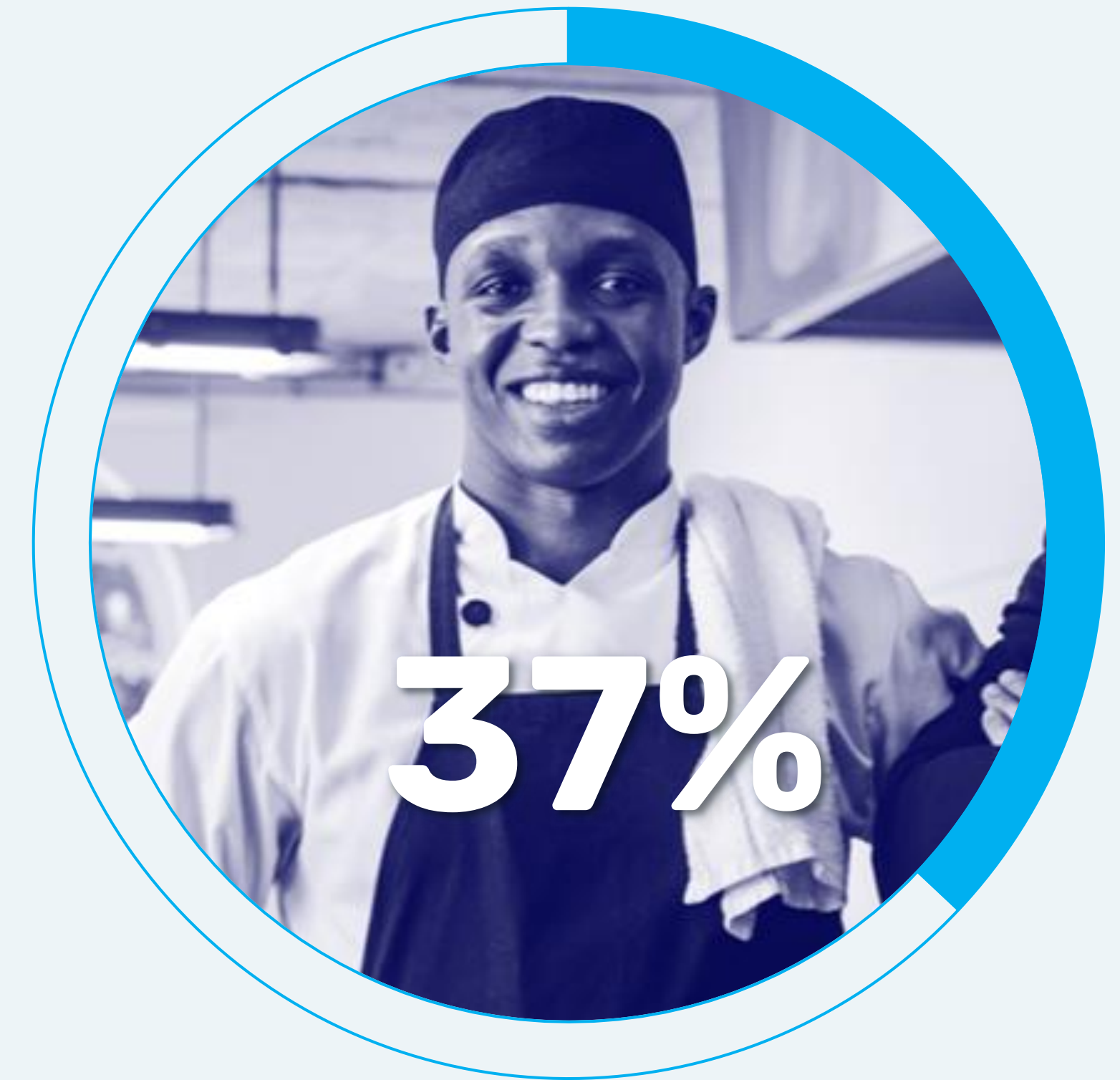
Who are Shared Spaces Operators?



WOMEN-OWNED



IMMIGRANT-OWNED

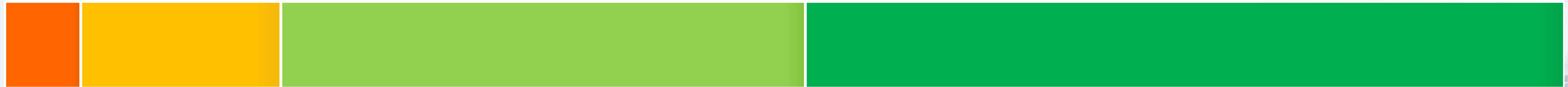


'MINORITY-OWNED'

What do Shared Spaces operators want for the future?



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



5%
Strongly Disagree
or N/A

13%
Disagree

34%
Agree

49%
Strongly Agree



What do Shared Spaces operators want for the future?



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



7%
Strongly Disagree
Disagree
or N/A

7%
Disagree

32%
Agree

54%
Strongly Agree

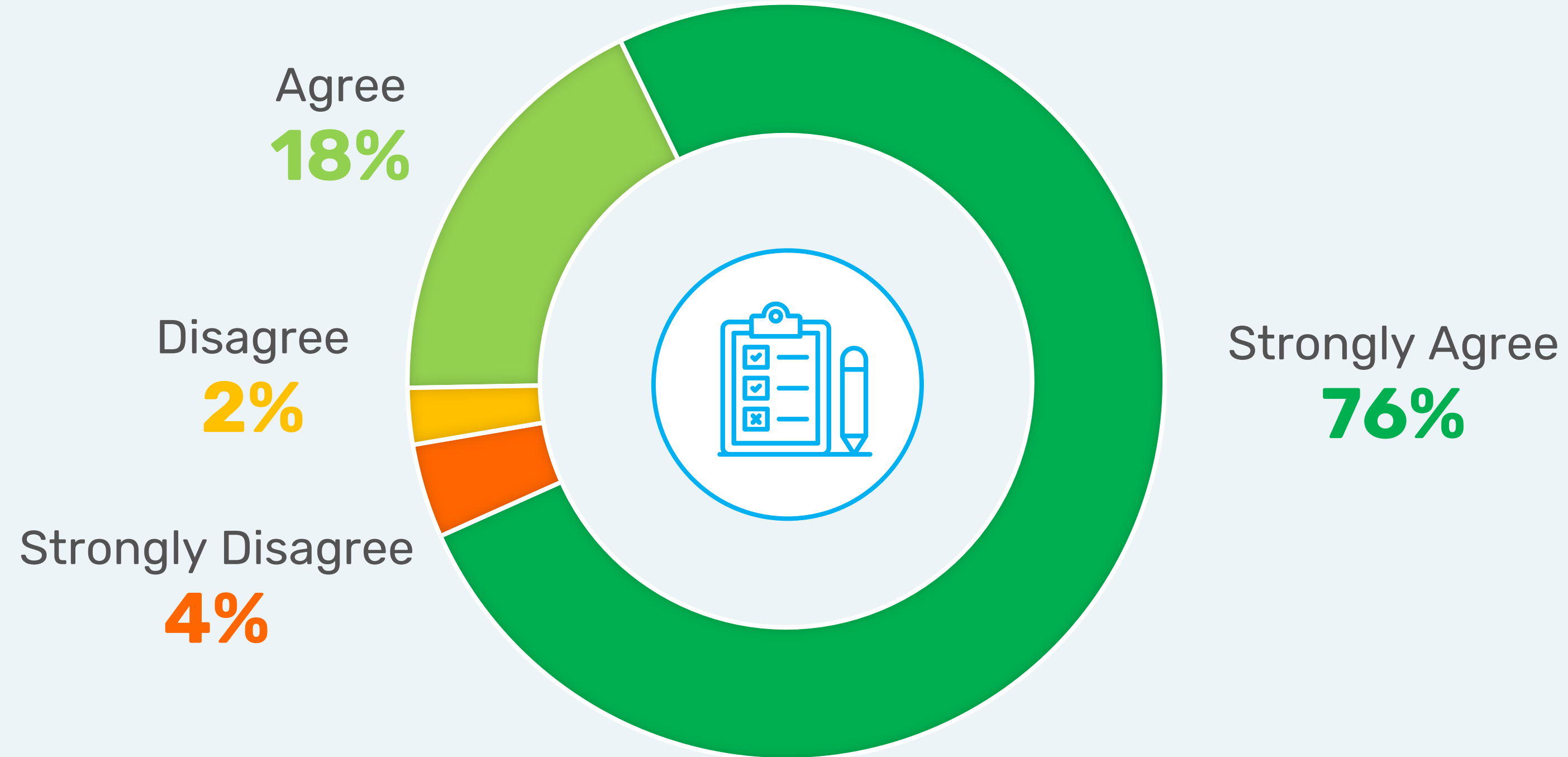
What do Shared Spaces operators want for the future?

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

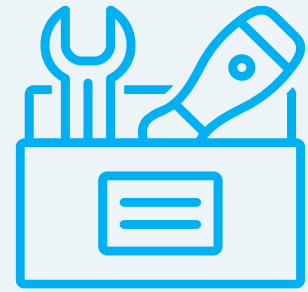


What do Shared Spaces operators want for the future?

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



Shared Spaces Ordinance: Policy Goals



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



2.
**Prioritize Equity
& Inclusion**



3.
**Phase Implementation
with Economic
Conditions**



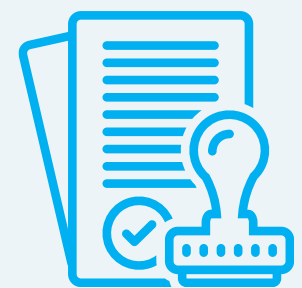
4.
**Encourage Arts,
Culture, &
Entertainment**



5.
**Balance Curbside
Functions**



6.
**Maintain
Public Access**



7.
**Efficient Permit
Review & Approval**

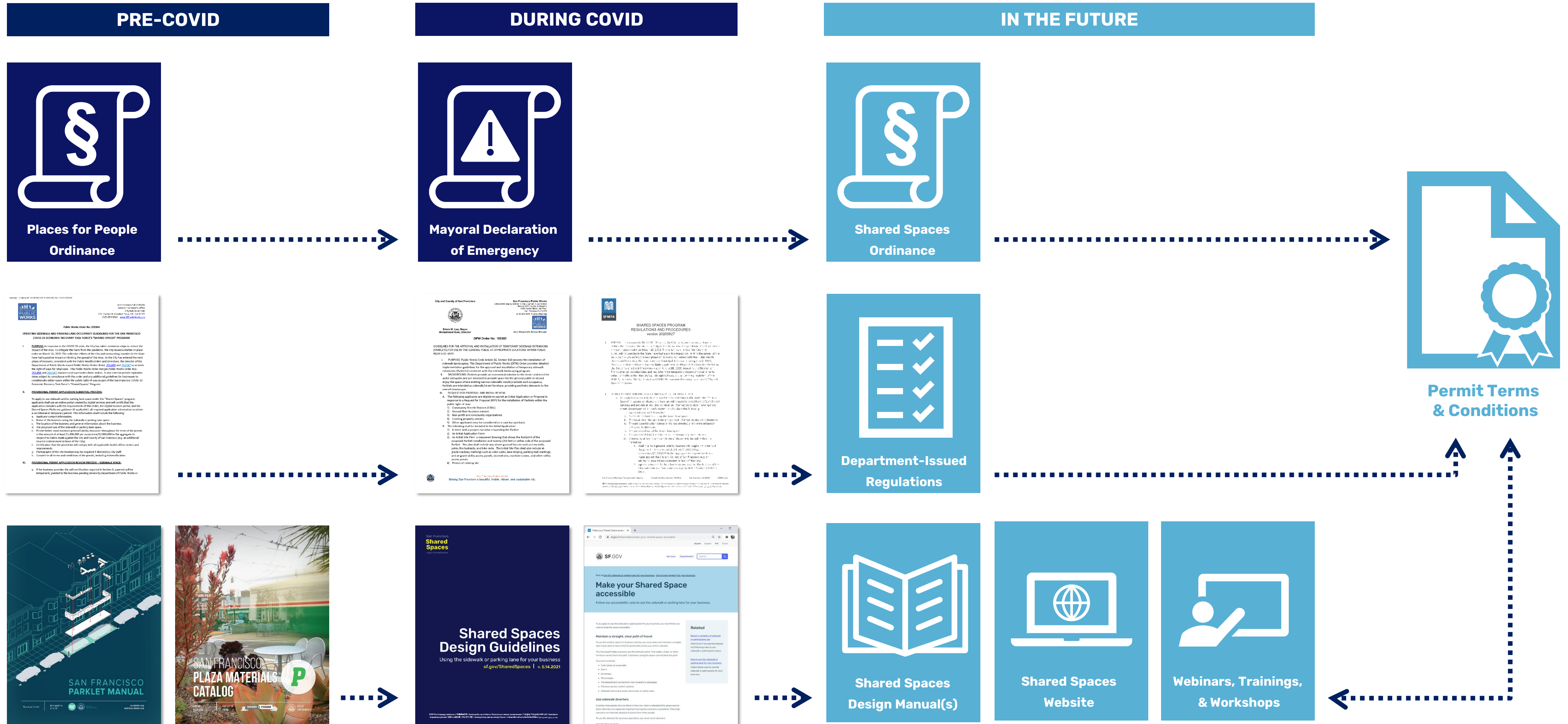


8.
**Clear Public
Input Procedures**







9.
**Coordinated
Enforcement**

1. Simplify the City's Toolbox: Regulatory Framework



1. Simplify the City's Toolbox: Roadway "Shared Streets"

		First 24 months		After 24 months
	Frequency of Recurrence at that location	≤ 4 days per week and ≤ 10 hours per day		> 4 days per week OR > 10 hours per day
	Transit	No Transit Impact	Transit Delay	Regardless of Potential Impact
	Approval Body	ISCOTT	ISCOTT	MTA Board Consent Calendar
	Approval Timetable	≤ 30 days	> 30 days	> 30 days
				~ 10 weeks

1. Simplify the City's Toolbox



Consolidate similar pre-covid permit types into Shared Spaces, rather than creating whole new provisions alongside pre-existing ones.

Maximize efficiency for permittees and administering departments by aligning approvals timetables, public notice requirements, appeals procedures, and enforcement triggers across typologies and jurisdictions.



Larkin Street Shared Street, sponsored by the Tenderloin Merchants and Tenderloin CBD

2. Prioritize Equity & Inclusion



Ensure that the needs of the disabled and elderly are accommodated.

Prioritize City resources for the most vulnerable populations and communities most impacted by historical disparities.

Provide grants for materials, technical assistance, community ambassadors, and participation of artists.

Structure fees to maximize accessibility for San Francisco's diverse small business sector.



Ocean Avenue Portable Parklet, designed by the Youth Art Exchange and sponsored by the Ocean Avenue Association

2. Prioritize Equity & Inclusion: ADA Provisions

How does the city formally document the permittee's requirement to meet ADA standards?

- 1. In the Permit Terms & Conditions Issued by the City*
- 2. ADA standards are already incorporated into City standards: For example: businesses are required to provide at least one (1) accessible table that is available for wheelchair users as well as install temporary ramps to maintain accessibility.*



2. Prioritize Equity & Inclusion: ADA Provisions

*How do ADA-related issues first get recorded?**

- 75% (370) fieldwork by DPW inspection staff
- 25% (123) complaints filed on 311



3. Phase Implementation with Economic Conditions



Economic recovery will be a long process, exceeding the state of public health emergency and spanning multiple future fiscal years.

Code Requirements and fees for Shared Spaces should be implemented in phases that are **calibrated to stages of economic improvement.**



4. Encourage Arts, Culture & Entertainment Activities



Carry forward the features of the **Just Add Music (JAM) Permit**.

Once a Shared Space permit has been granted, authorizing occupancy by the project sponsor on that land, **allow for** the project sponsor to provide **recurring entertainment, arts & culture activities**.

Allow for arts & culture activities to be **primary; not just accessory** to dining or other commerce.



Lilac Lot, 24th Street between Lilac and Capp Streets, sponsored by Calle 24

5.1 Balance Curbside Functions



Balance Shared Spaces occupancies with loading, micromobility, short-term car parking, and other needs on the block and corridor.

Encourage sharing and turnover of Shared Spaces locations amongst merchants on the block.

Transit First and **Vision Zero** Policies remain priorities.



image: Santiago Mejia

6. Public Access: Proposed Curbside Use Types



1 Public Parklet

2 Movable Commercial Parklet

3 Commercial Parklet



6. Public Access: Proposed Curbside Use Types



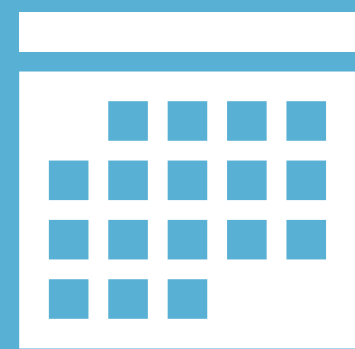
2 Movable Commercial Parklet



7. Efficient Permit Review & Approvals



Create a single, one-stop permit intake portal for the applicant. The intake system will then route necessary information to the pertinent agencies for their reviews and approvals.



A **30-day approvals timetable** would allow for vastly better quality control up front, and also accommodate provisions for public noticing when required.



Timeline of Program Evolution: Outreach & Engagement

Fri 06/26/2020

MAP 2020: United to Save the Mission, Mission Economic Development Association, Calle 24

Mon 07/13/2020

SF Small Business Commission

Mon 07/27/2020

SF Small Business Commission

Tue 08/04/2020

SF Entertainment Commission

Mon 08/10/2020

SF Small Business Commission

Fri 08/07/2020

MAP 2020: United to Save the Mission, Mission Economic Development Association, Calle 24

Fri 08/14/2020

MAP 2020: United to Save the Mission, Mission Economic Development Association, Calle 24

Mon 08/24/2020

SF Small Business Commission

Wed 09/09/2020

SF City Planning Commission

Thu 10/08/2020

SF City Planning Commission

Mon 10/19/20

Economic Recovery Task Force and Mayor Breed call for making Shared Spaces Program permanent

Fri 10/30/2020

MAP 2020: United to Save the Mission, Mission Economic Development Association, Calle 24

Thu 11/19/2020

SF City Planning Commission

Fri 11/20/2020

Mayor's Disability Council

Tue 12/15/2020

SF Entertainment Commission

Weds 12/16/2021 - 02/17/2021

SF Chamber of Commerce, Council District of Merchants, Golden Gate Restaurant Association

Mon 01/11/2021

SF Small Business Commission

Wed 01/13/2021

Livable City, Walk SF, SF Bicycle Coalition

Fri 01/22/2021

Northwest Potrero-Dogpatch GBD Community Benefit Districts: Noe Valley, Castro, Ocean Avenue. Ingleside Merchants Association

Fri 01/29/2021

Community Benefit Districts: Civic Center, Tenderloin, Lower Polk, Mid-Market

Tue 02/02 - Wed 02/03/2021

MTA Board of Directors

Fri 02/05/2021

Community Benefit Districts: SoMa West, Yerba Buena, The East Cut

Wed 02/10/2021

Livable City, Walk SF, SF Bicycle Coalition

Thu 02/18/2021

Economic Development on Third Street

Fri 02/19/2021

Inner Sunset Merchants Association

Fri 02/19/2021

Community Benefit Districts: Union Square, Japantown, Upper Polk, Fisherman's Wharf

Thu 02/25/2021

Excelsior Action Group Mission Merchant's Association

Fri 02/26/2021

Neighborhood Business Alliance Tenderloin Merchants Association

03/09/21

Board of Supervisors Passes Unanimous Resolution to Make Shared Spaces Program permanent

Mon 03/15/2021

Disability Community Stakeholders, convened by the Mayor's Disability Council

Thu 04/01/2021

MTA Citizen's Advisory Council

Mon 04/12/2021

SF Small Business Commission

Thu 04/15/2021

MTA Multimodal Accessibility Advisory Committee

Fri 04/16/2021

Mayor's Disability Council

Tue 04/20/2021

SF Entertainment Commission

Thu 04/22/2021

SF City Planning Commission

Mon 05/03/2021

Chinatown Community Development Center / Chinatown TRIP

Tue 05/04/2021

MTA Board of Directors

Mon 05/10/2021

North Beach Neighbors

Wed 05/12/2021

MTA Paratransit Coordinating Council

Thu 05/13/2021

MAP 2020: United to Save the Mission, Mission Economic Development Association, Calle 24

Mon 05/17/2021

Russian Hill Neighbors

Thu 05/20/2021

Senior Disability Action SF Community Living Campaign

Thu 05/20/2021

West Portal Merchant's Association

Wed 05/26/2021

CBD Consortium

Fri 05/26/2021

MAP 2020: United to Save the Mission, Mission Economic Development Association, Calle 24

Tue 06/01/2021

Senior Disability Action, Mission Economic Development Association

Wed 06/02/2021

Livable City