



SFMTA Curbside Lane Regulation for the San Francisco Shared Spaces Program MTAB Approval May 4, 2021

PURPOSE

Pursuant to Trans. Code, Div. II, Section 204, the Director of Transportation or designee has authority to issue rules and regulations to restrict parking and close parking spaces consistent with that section. This document clarifies the San Francisco Municipal Transportation Agency's (SFMTA) decision-making process for reviewing and approving the closure of portions of curbside lanes and on-street parking spaces to vehicular traffic. The SFMTA will allocate and regulate curb space to uphold the City's values and commitments to Transit First, Vision Zero, and Climate Action and will apply the Curb Management Strategy to ensure balanced curbside functionality. Curbside Shared Spaces will be evaluated alongside the following established Priority Uses, consistent with the Curb Management Strategy:

- o Access for people and goods (e.g. bus stop, commercial or passenger loading zone, disabled loading and parking, etc.)
- o Movement (e.g. accommodating transit and bike lanes, etc.)
- o Public Space (e.g. Shared Spaces Tier I parklet, pitstops, mobile showers)
- o Public Safety (e.g. red zones for daylighting, fire hydrants, etc.)
- o Bicycle Parking and Storage (e.g. bike corrals and bike sharing stations)
- o Note: eligibility for Tier II Movable Parklets and Tier III Commercial Parklets will be assessed after all above Priority Uses are accounted for.

I. Eligibility and Application Review

This section summarizes the eligibility requirements for curbside permits and SFMTA's application review process for assessing feasibility of a Shared Space.

- A. See legislation establishing the Shared Spaces Program which amends the Public Works Code, Administrative Code, and Transportation Code, Division I and Division II for additional eligibility requirements and considerations.
- B. Permittee will only engage in approved activities as set forth under the Shared Spaces Program.
- C. Permittee will adhere to all requirements for moveable or fixed structures and materials as identified herein as well as Public Works Regulations for Sidewalk and Curbside Occupancy Under the San Francisco Shared Spaces Program.
- D. Permit must be displayed in business frontage, see permit for directions
- E. Upon receipt of a permit application, SFMTA staff will confirm Curb Supply, defined as the available curb space along the block face not already allocated to Priority Uses, as outlined above.



- If there is no Curb Supply remaining after Priority Uses (summarized above) are accounted for, application will be denied. Exceptions may be granted for Tier II Movable Commercial Parklet zones if conditions allow (e.g. hours of operations do not conflict with tow hours)
- If there is remaining Curb Supply, and there are no conflicts with Priority Uses or Priority uses may be relocated, application will be advanced
- If there is remaining Curb Supply but Priority Uses fronting requesting business cannot be relocated (e.g. bus zone), application may be denied
- If Curb Space is available for Shared Spaces zone(s):
 - In areas with metered parking, applicants whose frontage does not align with a metered parking space may be given the one metered parking space that best aligns with their frontage while also ensuring that other curb needs are met.
 - In unmetered areas, businesses with less than 20 feet of curb space encompassed entirely within their frontage may be granted additional curb space in front of neighboring properties for up to a maximum of 20 feet total.
 - For requests of more than 1 metered space or more than 20 feet in unmetered areas, if any portion of the additional parking space is within a neighboring frontage, consent from the neighboring tenant(s) and property owner(s) will be required. See Administrative Code 94A.5 (a) (3ii)
- If multiple curbside Shared Space requests for have been submitted for the same parking space, SFMTA will consider the applications based on criteria such as total space available (sidewalk, other outdoor space and indoor) and order of application submission.
- F. Marked and/or metered parking spaces shall be permitted as whole spaces. These spaces may extend in front of more than one property.
- G. Shared Spaces applications near or alongside any active or proposed construction will require additional review and approval will be at the discretion of the City.
- H. Shared Spaces applications that spatially overlap with previously approved or active applications for street closure (e.g. Special Event or Roadway Shared Spaces) will require additional review.

II. Zone Parameters and Requirements

This section summarizes the parameters and requirements for the location of a proposed curbside Shared Space zone.

A. Zone Dimensions

- I. Length: maximum of two metered parking spaces or 40 linear feet along curb (parallel parking) or 20 linear feet along curb (angled or perpendicular parking) will be granted to an individual business location. Exceptions may be considered depending on supply and demand of curb access needs.



- ⚡ Width: in general, the outside edge of the barrier or structure (closest to adjacent travel lane), may be a maximum of 7 feet from curb in parallel parking area and 14 feet from curb in perpendicular or angled parking area. Exceptions may apply that would necessitate reducing the width of the zone

B. Daylighting buffer

- I. Shared Spaces may not be located within 20 feet from the nearside of an intersection, or within the 8 foot daylighting buffer on the farside of intersection.
- II. Shared Spaces must maintain a 5-foot clearance from the nearside of an active driveway and 2-foot clearance on the farside of an active driveway

C. Traffic and Warning signs

- I. Procurement and installation of traffic or warning signage (per SFMTA design guidelines) may be required if zone blocks existing signage in part or completely. Staff will provide direction to applicant during assessment or field inspection

D. Transit-related Requirements

- I. Transit conflicts include but are not limited to: bus/rubber tire conflicts, rail conflicts, paratransit loading conflicts, transit infrastructure access conflicts (including but not limited to: Traction Power Substations & signal cabinets), and planned or existing transit lanes or bus zones. These conflicts may occur on revenue and non-revenue routes.
- II. Requests for parking space closure for curbside Shared Spaces on streets with revenue or non-revenue transit operations must provide adequate clearance from the travel lane, transit shelter, trackway, and other transit elements as defined in Section II. (D).
- III. If a proposed Shared Space zone is more than 50 feet away from any Transit Feature listed in Section III (Items L through V), then the zone will be considered to have no transit impacts.

E. Transit specifications

I. Muni Bus

- a. To be approved a Shared Spaces application must meet all of the following criteria:
 - i. Must not interfere with non-revenue or switchback Muni travel.
 - ii. May not block visibility of Muni paint markings (eg. switch markings or bus stop bar markings) on the ground.
 - iii. May not encroach into passenger waiting or loading area.
 - iv. If adjacent to an active Transit Zone as defined in Section III (L), must maintain an adequate buffer from Muni passengers and may be asked to construct barriers as needed.



- v. Must provide 10 feet clearance from overhead power lines. (<https://www.dir.ca.gov/Title8/2946.html>)
- vi. Must provide a clear and safe pathway for vehicle boarding and alighting.

II. Muni Rail

- a. To be approved a Shared Spaces application must meet all of the following criteria:
 - i. All components are 6 feet away from the outer most edge of rail
 - ii. Does not encroach on clearance lines or turning movements (SFMTA can provide a template as requested)
 - iii. Provide a clear accessible pathway from each car for vehicle boarding and alighting
 - iv. Does not encroach into passenger waiting or loading areas.
 - v. Is not on a platform, station, or boarding island.
 - vi. Permittees must obtain a rail clearance permit for any construction activities within 62-inches of the outer most edge of rail. Any construction activities within a rail-adjacent Shared Space must comply with requirements for rail clearance detailed in section 7.4 of the SFMTA Regulations for Working in San Francisco Streets.

III. Paratransit

- a. Shared Spaces application must not impede Paratransit loading at public or government buildings and programs, medical facilities, senior/disabled housing, schools, or any other location with frequent paratransit trips.

III. Priority Use Considerations and Restrictions

This section summarizes the various priority transportation uses in the right-of-way and associated requirements for a Shared Space application.

A. Bikeshare Station

- I. Bikeshare Provider and the SFMTA will evaluate removing, modifying or relocating of bikeshare station. If it is not possible, then the application will be denied.
- II. If a replacement location is found, the application will be put on hold until the relocated bike share zone is approved and relocated.
- III. The applicant will be responsible for participating in the required community engagement process led by the Bikeshare Provider as part of the approval process.
- IV. The applicant will be responsible for the cost associated with the removal and relocation of the bikeshare station.

B. Bicycle Racks

- I. SFMTA will evaluate if an alternative location is available for bicycle racks, or if there is



- sufficient bicycle storage on the given block face. If neither of these conditions are met, the application may be denied.
- C. Bicycle Corrals
- I. The SFMTA will evaluate removing, modifying, or relocating a bicycle corral. If an alternative location cannot be found for a bicycle corral, or if there is insufficient bicycle storage on the given block face, the application may be denied.
 - II. The application will be put on hold until the bicycle corral is relocated.
- D. Curbside Running Bike Lanes
- I. Shared Spaces may not be located in existing bicycle lanes
 - II. Fixed structures may not be located in any location that would preclude the planned implementation of a bikeway within 12 months of the application submittal.
 - III. Shared Spaces may be allowed in floating parking lanes, such as those next to 'parking-protected bike lanes,' on a case by case basis if SFMTA determines it to be safe and feasible; resulting zone must maintain an accessible path of travel.
- E. Commercial Loading
- I. If a zone is proposed in an existing commercial loading zone, the SFMTA will evaluate whether the commercial loading zone is needed. If the loading zone is needed, then SFMTA will evaluate whether a feasible replacement location can be identified on the same block face. If no suitable replacement location can be identified, the application will be denied.
 - II. If a replacement location is found, the application will be put on hold until the relocated commercial loading zone is approved and relocated.
- F. Short-term Parking
- I. If an application is proposed in an existing short-term parking space, the SFMTA will evaluate whether the short-term parking space is needed. If the space is needed, then SFMTA will evaluate whether a feasible replacement location can be identified the same block face. If no suitable replacement location can be identified, the application will be denied.
 - II. If a replacement location is found, the application will be put on hold until the relocated short-term parking zone is approved and relocated.
- G. Passenger Loading Zone
- I. The SFMTA will evaluate possible relocation or removal to accommodate a Shared Space, including evaluating Paratransit and disabled loading needs at the loading zone. If relocation will materially affect disabled access or no suitable replacement location can be identified, the application will be denied.
 - II. If a replacement location is found, the application will be put on hold until the relocated passenger loading zone is approved and relocated.



- H. ADA Accessible Parking Spaces
 - I. Shared Spaces may not be located in or impede access to blue accessible parking spaces
- I. Peak Tow-Away Lanes.
 - I. Fixed structures may not be located in peak tow-away lanes.
- J. Taxi Stands/Zones
 - I. The SFMTA will evaluate the feasibility of removing, modifying or relocating a taxi zone.
 - II. If a replacement location is found, the application will be put on hold until the relocated taxi stand is approved and relocated.
- K. Commuter Shuttle Stop
 - I. The SFMTA will evaluate the feasibility of removing, modifying or relocating a shuttle stop not aligned with a Muni stop.
 - II. If a replacement location is found, the application will be put on hold until the relocated commuter shuttle stop is approved and relocated.
- L. Transit Features:
 - I. Active Transit Zones (a boarding / alighting area)
 - Shared Spaces may not be located in active transit zones (those being used for revenue or non-revenue service) including, but not limited to: bus stops and zones, bulbs, islands, stations, and platforms.
 - II. Inactive Transit Zones
 - Curbside Shared Spaces may be approved in transit zones that are inactive and currently have no routes serving them. The City reserves the right to suspend or revoke the curbside Shared Space permit at any time, for example when the zone is returned to transit service.
 - III. Transit Shelter
 - Shared Spaces may not be located in front of Transit Shelters.
 - IV. Flag Bus Stops
 - Shared Spaces may not be located in flag stops,
 - V. Transit Only Lanes, Temporary Emergency Transit Lanes
 - Shared Spaces may not be located in designated transit only lanes or Temporary Emergency Transit Lanes.
 - VI. Overhead Wires
 - Shared Spaces may be restricted or additional design requirements may be applied to ensure City and utility access to overhead lines.
 - VII. Muni Bus Routes
 - Along active Muni routes, Curbside Shared Spaces must comply with relevant zone parameters and requirements.
 - VIII. Muni Rail Lines

- Curbside Shared Spaces may be approved along an active or inactive Muni rail line if, at minimum, the Shared Space is 5 feet away from any active Transit Zone as defined in Section III (L) and 6 feet away from the outer most edge of the rail.

IX. Muni Rail Stops

- Curbside Shared Spaces may be approved in rail stops that are suspended and currently serve no active routes on a month-to-month basis. SFMTA reserves the right to suspend the Shared Space at any time. A Shared Space must not interfere with any non-revenue rail activity. Shared Spaces may not be approved at platforms, stations, or island stops.

X. Cable Car Routes

- Shared Spaces along Cable Car Routes will require a field visit prior to approval to ensure that the proposed zone will not interfere with Cable Car operations including loading, maintenance work or access.

XI. Transit Maintenance

- Shared Spaces may not:
 - Be located below Traction Power Switches.
 - Block access to Feeder Poles.
 - Block visibility of any traffic signs or signals, including Muni signals.
 - Block access to traffic signal cabinets or track switch cabinets
 - Block access to Substations

IV. Fees

- I. A fee to reimburse the SFMTA for costs associated with the removal of a parking space and installation of a parklet. The amount for this fee shall be one-half of the fees collected by Public Works pursuant to Administrative Code Section 94A.10 and Public Works Code Section 211.1. The SFMTA may also impose a fee for the costs associated with the removal and relocation of a bikeshare station in an amount between \$6,667 to \$7,787, or as revised, depending on the size of the station.
- II. Any invoices sent by the SFMTA are due and payable within 30 days of invoice date.
- III. Payment of all outstanding fees, penalties must be made prior to the issuance of any permit.
- IV. Under no circumstances will any permit fees be refunded.

V. Shared Spaces Installation, Repairs, and Removal

- I. Permittee commits to not block 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 structure for



Curbside Shared Space.

VI. Compliance with additional terms and conditions

- I. Permittee agrees to comply with any and all additional written terms and conditions required by the SFMTA for participation in the Curbside Shared Space program provided to Permittee on the date of permit issuance. Permittee will acknowledge that these written terms and conditions may be changed, amended, or revised at any time by the SFMTA with at least ninety days prior written notification to the Permittee. By acceptance of a Permit, Permittee agrees that it shall either (i) comply with any changed, amended or revised written terms and conditions within thirty (30) days of written notification by the SFMTA or (ii) elect to cease to use of the Curbside Shared Space zone. Failure to comply with any or all terms and conditions required by the SFMTA for participation in the Curbside Shared Space Program may result in the revocation Curbside Shared Space Permit issued to the Permittee upon written notice of revocation by the city.