



## Appendix 1

### **Powered Scooter Share Program Permit: Mobility Device Parking Requirements and General Guidelines**

Version 10.14.20 Update October 15, 2020

The following requirements and guidance are intended to ensure that SFMTA Permittees and Authorized Operators meet their obligations under both the law and their permit requirements or Proof of Concept Authorization (POCA) (as defined in Article 1200 of the Transportation Code), and to ensure that parked Mobility Devices do not reduce the safety and accessibility of San Francisco sidewalks. "Mobility Devices" are defined as Powered Scooters part of a Powered Scooter Share Program, Stationless Shared Bicycles, and devices permitted under a Proof of Concept Authorization as each of these terms is defined in the Transportation Code.

State and local law impose limitations on the parking and placement of Mobility Devices in the public right-of-way in San Francisco. Section 7.2.100(b) makes it a violation for a Mobility Device, as defined in Section 1202 under Division II, that is part of a Shared Mobility Device Service to "park, leave standing, or leave unattended...on any sidewalk, Street, or public right-of-way under the jurisdiction of the Municipal Transportation Agency or other City department or agency without a permit, agreement, or other authorization issued by the appropriate City department or agency authorizing the Mobility Device to be parked, left standing, or left unattended at that location except as otherwise provided in Division II of this Code. Mobility Devices parked, left standing, or left unattended in violation of this Section 7.2.110 constitute a public nuisance subject to abatement and removal pursuant to Article 26 of the Public Works Code, Sections 1600 et seq."

San Francisco Public Works Code Section 723 prohibits obstructing the public right-of-way and provides that "(i)t shall be unlawful for any person, firm or corporation, without permission from the Department of Works, to pile, cap or otherwise obstruct or place obstructions upon, above, or below, any public right-of-way..." "Public right-of-way" in Section 723 includes sidewalks. Section 723 provides that any violation also constitutes a public nuisance subject to citation and abatement including impoundment as set forth in Chapter 80 of the San Francisco Administrative Code.

In addition, parking Mobility Devices in a manner that impedes pedestrian traffic presents significant challenges for other sidewalk and street users, particularly for older adults or persons with disabilities, such as someone who is low vision or blind or someone who uses a mobility aid such as a wheelchair or cane.

Permittees and Authorized Operators must use this guidance to instruct customers on how to park a Mobility Device properly. In doing so, Permittees and Authorized Operators may use the following summary "do/don't" language. However, the Permittee or Authorized Operator's Mobility Devices will be subject to all parking requirements and guidelines described in this document. Additionally, please note that sidewalk riding, even while parking a Mobility Device, is dangerous and prohibited. Any and



all violations to these parking requirements may constitute violations of the terms and conditions of the applicable permit or POCA and may subject the Permittee or Authorized Operator to imposition of administrative penalties. Repeated and pervasive violations by a Permittee's or Authorized Operator's users may subject the Permittee or Authorized Operator to revocation of its permit or POCA. |

Below are eleven general requirements for Mobility Device parking that Permittees and Authorized Operators must communicate to users and for which the Permittees and Authorized Operators will be responsible for violations by their respective users. Detailed parking requirements are included on the next page alongside each of these simplified guidelines and a do/don't summary.

When parking your Mobility Device on the sidewalk:

1. **Only park on the area of the sidewalk closest to the curb or in specially designated areas, such as bike racks.** Mobility Devices parked along the curb should be in line with and between fixed objects (trees, trash cans, bike racks, newspaper racks, etc.). Make sure to leave enough space for other sidewalk users to continue using those objects or amenities.
2. **Do** make sure that your Mobility Device is always parked upright.
3. **Do not** obstruct pedestrian space; ensure that your Mobility Device when parked does not protrude into the area where pedestrians will walk or roll.
4. **Do not** park at corners, on or in front of curb ramps, crosswalks, or anywhere two pedestrian paths of travel intersect. Mobility Devices left in these areas impede the area where pedestrians walk or roll.
5. **Do not** park on narrow sidewalks that are less than 9 feet wide. Parking Mobility Devices on narrow sidewalks impedes the area where pedestrians walk or roll.
6. **Do not** park against building facades. Mobility Devices left against buildings impede the path of travel, especially for blind or low-vision pedestrians who may use building facades to guide them.
7. **Do not** obstruct access to bus stops or areas where riders wait or get on/off the bus; loading zones marked by a yellow or white curb; or blue accessible parking spaces. Mobility Devices left in these areas block wheelchair ramps from being deployed, impede passenger access, and are a serious tripping hazard to everyone.
8. **Do not** obstruct access to fire hydrants or other fire hose access points, emergency exits, or utility boxes. Mobility Devices left in these areas impede emergency access.
9. **Do not** park in front of doors, driveways, ramps, stairs, handrails, blocking access to vehicle or bike lanes, near door entry systems, or other access points. Mobility Devices left in these areas impede the area where pedestrians walk or roll.
10. **Do not** park Mobility Devices in front of, on top of, or attached to sidewalk amenities and landscaping, such as seating areas, kiosks, ATMs, mailboxes, news racks, trash receptacles, benches, parklets, and planted areas or features, such as tree wells or planting strips. Mobility Devices left in these areas impede pedestrian access and may damage sidewalk amenities.



11. **Do not** park Mobility Devices in front of a permitted Shared Space, even if there is a bike rack present. Locking devices in these zones impedes the accessible path of travel to sidewalk and parking lane dining. This restriction is in effect **at all hours** to prevent locked vehicles from obstructing the path when a business opens for the day.

When parking at a bike rack:

1. **Do lock the Mobility Device securely.** Mobility Devices should be **upright, parallel to the rack** and **within the footprint** of the bicycle racks. Mobility Devices should not block the path of travel, access to other street furniture or amenities, or hang over the curb into the street.
2. **Do leave space for other riders** to use the bike racks. Park a maximum of two scooters or one bicycle on one side of each inverted U-rack. At larger corrals or in areas where there are multiple racks, only use 50% of the rack space total.
3. **Do not lock your Mobility Device to another vehicle on the rack.**

When riding your **Mobility Device on the Embarcadero Promenade**, (Between Third Street at Oracle Ballpark and the entry of Pier 45 in Fisherman's Wharf):

1. **Do ride in the bike lanes** along the Embarcadero.
2. **Do not ride on the Promenade path** of the Embarcadero. Riding a powered Mobility Device on the Embarcadero Promenade is a violation of Port Code.



5-6 Word Do/Don't Summary	Simplified summary of detailed requirements in the next column	Detailed Parking Requirements for Permittees/Authorized Operators/Riders
<b>Park Near the Curb</b>	<b>Do</b> place your Mobility Device on the area of the sidewalk closest to the curb or in specially designated areas, such as bike racks. The Mobility Device should be on a paved part of this area in line with and between fixed objects (such as trees, trash cans, bike racks, newspaper racks, etc.). Make sure to leave enough space for other sidewalk users to continue using those objects or amenities.	<ul style="list-style-type: none"> <li>• <b>Mobility Devices shall only be parked in the street furniture zone or within the footprint of a rack.</b></li> <li>• Mobility Devices may only be parked on hard surfaces within the furniture/furnishings zone (e.g. concrete, asphalt) between fixed objects.</li> <li>• The furnishings zone is defined as the area of the sidewalk where street furniture—such as light poles, signposts, street trees, USPS mailboxes, trash cans, et cetera—is placed. This zone is located between the pedestrian thoroughway and the curb. (Refer to Figure 1 for illustration.)</li> <li>• Mobility Devices shall not be parked on blocks where there is no furniture zone, except in cases where there are sidewalk racks or in-street bike racks available.</li> </ul>
<b>Park Device Upright</b>	<b>Do</b> make sure that your Mobility Device is securely parked upright when you leave it.	<ul style="list-style-type: none"> <li>• Mobility Devices that are parked in any orientation other than upright (i.e. leaning on an object or on their side) will be considered improperly parked.</li> </ul>
<b>Don't Obstruct Pedestrian Space</b>	<b>Do not</b> obstruct pedestrian space; ensure that your Mobility Device when parked does not protrude into the area where pedestrians will walk or roll.	<ul style="list-style-type: none"> <li>• Regardless of the width of the sidewalk, a parked Mobility Device should in no way obstruct the pedestrian space (Refer to Figure 2 and Figure 3 for illustration).</li> </ul>
<b>Don't Park at Corners or Blocking Curb Ramps</b>	<b>Do not</b> park at corners, on or in front of curb ramps, crosswalks, or anywhere two pedestrian paths of travel intersect.	<ul style="list-style-type: none"> <li>• Mobility Devices must be parked at least 15 feet from any incline portion of curb ramps.</li> <li>• Mobility Devices must be parked at least 15 feet from any street corner (defined as any curved portion of the curb where two or more streets intersect).</li> <li>• Mobility Devices must not be parked where two paths of travel intersect (e.g. a T-intersection). This includes the intersection of any walkways or paths.</li> </ul>
<b>Don't Park on Narrow Sidewalks</b>	<b>Do not</b> park on narrow sidewalks that are less than 9 feet wide (approximately three times the length of one Mobility Device).	<ul style="list-style-type: none"> <li>• Mobility Devices must not be parked on sidewalks that are less than 9 feet wide.</li> </ul>



<p><b>Don't Park Along Buildings</b></p>	<p><b>Do not</b> park against building facades.</p>	<ul style="list-style-type: none"> <li>• Mobility Devices shall not be parked along building facades. (Refer to Figure 4 for illustration).</li> </ul>
<p><b>Don't Block Bus Stops and Loading Zones</b></p>	<p><b>Do not</b> obstruct access to bus stops or areas where riders wait or get on/off the bus or enter stations; loading zones marked by a yellow or white curb; or blue accessible parking spaces.</p>	<ul style="list-style-type: none"> <li>• Mobility Devices must be parked more than 15 feet from curb-side bus zones, transit shelters, transit access points (e.g. stairs, elevators, escalators), yellow commercial loading, white pedestrian loading and blue accessible parking spaces/zones, except where bike parking is provided.</li> <li>• Mobility Devices must not be parked in or adjacent to MUNI transit stops, platforms, islands, stairs, escalators, or elevators.</li> <li>• Mobility Devices must not be parked adjacent to any blue accessible parking space, except where bike parking is provided. (Refer to Figure 5 for illustration).</li> </ul>
<p><b>Don't Block Fire Hydrants</b></p>	<p><b>Do not</b> obstruct access to fire hydrants or other fire hose access points, emergency exits, or utility boxes.</p>	<ul style="list-style-type: none"> <li>• Mobility Devices must be parked at least 15 feet from fire hydrants or other fire hose access points, emergency exits, and cannot block access to utility boxes.</li> </ul>
<p><b>Don't Block Access Points</b></p>	<p><b>Do not</b> park in front of doors, door entry systems, driveways, ramps, stairs, or handrails, or blocking access to vehicle or bike lanes, or other access points.</p>	<ul style="list-style-type: none"> <li>• Mobility Devices must not be parked in a manner that blocks access to driveways, stairs, doors, door entry systems, handrails, or other access points.</li> <li>• Mobility Devices must not block or be parked within six feet of building entrance controls, which include power door operator buttons, intercom speakers, handsets, keypads, card scanners, and turnstiles. (Refer to Figure 4 for illustration).</li> <li>• Mobility Devices must not be parked in bike lanes or vehicle lanes.</li> </ul>
<p><b>Don't Interfere with Sidewalk Amenities and Landscaping</b></p>	<p><b>Do not</b> park Mobility Devices in front of, on top of, or attached to sidewalk amenities and landscaping, such as seating areas, kiosks, ATMs, mailboxes, news racks, trash receptacles, benches, parklets, and planted areas or features, such as tree wells or planting strips.</p>	<ul style="list-style-type: none"> <li>• Mobility Devices must not be parked in a manner that blocks access to sidewalk amenities such as seating areas, kiosks, ATMs, mailboxes, and news racks.</li> <li>• Mobility Devices must not block street furniture that requires pedestrian access (for example – trash receptacles, benches, mailboxes, or parking pay stations).</li> <li>• Mobility Devices must not be parked in or against landscaped portions of the public right-of-way, including parkways, planting/buffer strips, planters, tree wells/basins/grates, medians, and bioswales.</li> </ul>
<p><b>Lock Mobility Device securely to a bike rack.</b></p>	<p>Lock the Mobility Device securely. It should be upright, parallel to the bicycle rack, and within the footprint of the rack.</p>	<ul style="list-style-type: none"> <li>• Mobility Devices should not block the path of travel, access to other street furniture or amenities, or hang over the curb into the street.</li> </ul>



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		<ul style="list-style-type: none"><li>• Mobility Devices should be within the footprint of the rack. (Refer to Figure 6 for illustration).</li></ul>
<b>Leave space for other riders on the bike rack.</b>	Ensure that shared mobility devices do not use all available bike parking.	<ul style="list-style-type: none"><li>• Limit Mobility Devices to only one side of a rack. Park a maximum of two scooters or one bicycle on one side of each inverted U-rack to allow others to park on the opposite side.</li><li>• When there are multiple racks in an area or in a single corral, shared Mobility Devices of all types may use a maximum of 50% of the racks.</li></ul>
<b>Don't lock to other vehicles.</b>	When using the lock-to, be sure not to lock your Mobility Device to other vehicles or bikes.	
<b>Don't park in or adjacent to a Shared Space.</b>	Do not park in or adjacent to a Shared Space, even if there is a bike rack in the zone.	<ul style="list-style-type: none"><li>• Locking devices in these zones impedes access to dining and retail areas. (Refer to Figure 7 for illustration).</li><li>• Parking in the zone is not allowed at any hour of the day. This is to prevent locked vehicles from obstructing the path when a business eventually opens.</li></ul>

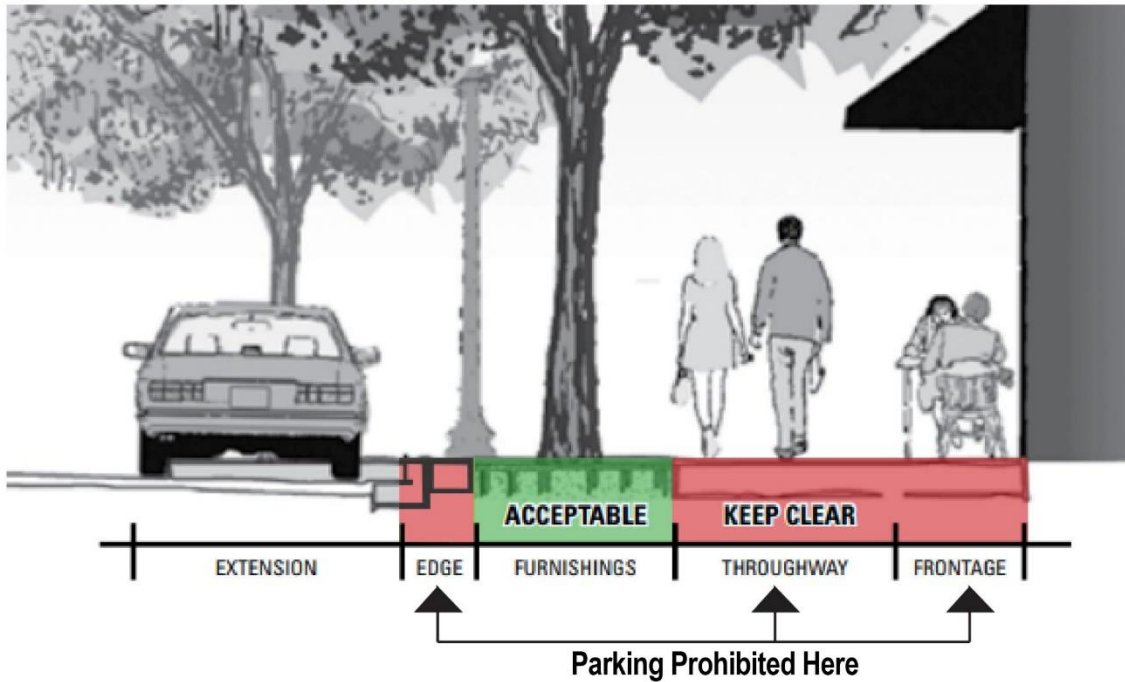


### **Enforcement of Parking Requirements on sidewalks:**

- Any Mobility Device belonging to a SFMTA Permittee or Authorized Operator that is parked improperly in violation of these parking requirements is subject to citation.
- In addition, upon notification by the City of any Mobility Device belonging to a SFMTA Permittee or Authorized Operator that is improperly parked, left standing, or unattended on any sidewalk, Street, or public right-of-way under the jurisdiction of the SFMTA or Public Works, the Permittee or Authorized Operator shall remove the Mobility Device within two hours. Any Mobility Device that is not removed by the Permittee or Authorized Operator may be removed by City staff and taken to a City facility for storage at Permittee's expense and may be subject to further citation as applicable.
- The SFMTA reserves the right to determine certain block faces where Mobility Device parking is prohibited and will notify an SFMTA Permittee or Authorized Operator in advance of the applicable parking restriction(s) in writing.
- In areas adjacent to any of the following locations, Mobility Devices shall be parked to provide a minimum clearance of 6 feet (with a maximum required clearance of 15 feet, as specified in the table above):
  - Parklets
  - Entrances and exits
  - Crosswalks (marked and unmarked)
  - Sidewalk areas at crosswalks
  - Street corners
  - Pedestrian Throughway Zone
  - Transit stops, platforms and islands
  - Loading Zones (white and yellow curbs)
  - Accessible parking spaces (blue curb)
  - Driveways
- Mobility Device parking may also be restricted in areas other than those under the jurisdiction of the SFMTA or Public Works subject to the determination and rules of the applicable jurisdiction.



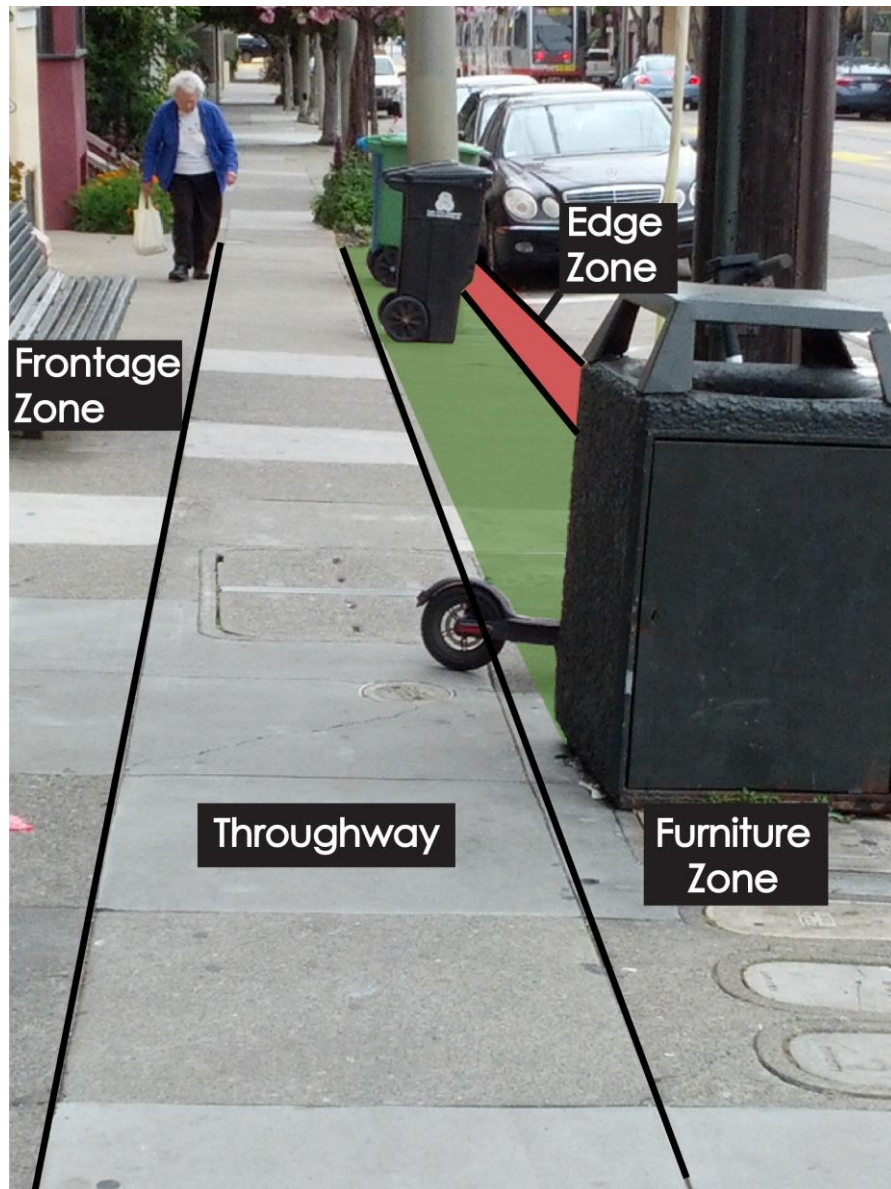
Figure 1 – Location of Furnishing Zone Relative to Other Sections of the Sidewalk and Roadway. Typical Edge Zone width is 2 feet from the curb.







**Figure 2 – Furnishing Zone Illustration** - The area shaded in green illustrates the furniture zone where Mobility Devices are permitted to park. Note how the parked Mobility Device extends beyond the “shadow” of the trash can, and therefore extends outside of the furniture zone and would be considered incorrectly parked and subject to penalty.





**Figure 3 – Additional Furnishing Zone illustration** – This device also extends outside of the furnishing zone, impeding the thoroughway.





**Figure 4 – Building Façade Illustration** - Note how the parked Mobility Device is parked against the building façade, which impedes the path of travel, especially for blind or low-vision pedestrians. This Mobility Device also blocks the entrance to the building by requiring people entering or exiting the building to walk or roll around the device, causing an obstruction and potential tripping hazard.





**Figure 5 – Accessible Parking illustration** - Mobility Devices must be parked more than 15 feet from curb-side bus zones, transit shelters, transit access points (e.g. stairs, elevators, escalators), yellow commercial loading, white pedestrian loading and blue accessible parking spaces/zones, except where bike parking is provided. Mobility Devices must not be parked adjacent to any blue accessible parking space. Note that the pictured device is parked adjacent to a blue zone, which can impede loading and unloading.





**Figure 6 – Footprint of the Rack Illustration** – The devices shaded in green depict devices parked within the footprint of the rack. The device shaded in red depicts a device parked outside of the footprint, which is considered improper. By parking outside of the rack footprint, devices impede the path of travel.





**Figure 7 – Shared Spaces Illustration** – The zones shaded in red are part of the Shared Spaces Program. Mobility Devices should not be parked in or adjacent to a Shared Space at any hour of the day. [Shared Spaces](#) is a multi-agency program of San Francisco’s [Economic Recovery Task Force](#) that allows merchants and community groups to use sidewalks, full or partial streets, and other nearby public spaces like parks, parking lots and plazas, for restaurant pick-up and other neighborhood retail activities allowed under San Francisco’s Public Health Orders. A map of zones may be found on [SFMTA.com](#)

