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## On-Street Bike Share Station Placement Guidelines

### 1. Background

This document specifies recommended clearances for placing bicycle sharing station on-street in the public right-of-way and is consistent with City policies for placing objects in the public right-of-way. These guidelines are not meant to be rigid standards, but rather to provide additional guidance subject to engineering judgment on a case-by-case basis. Under certain circumstances it may not be feasible to conform completely to the guidelines, but a satisfactory placement may still be achieved. Likewise, in some locations, it may be desirable to provide greater clearances than indicated here. If there are any questions about clearance requirements, station designers should strive to contact the owners of adjacent utilities or facilities to determine what space is appropriate. This document was revised on **August 18<sup>th</sup>, 2018.**

### 2. Station Siting

San Francisco's chosen bicycle sharing stations are inherently flexible. They should be placed in the open where they can be seen and easily accessed, where they will have sufficient sunlight to provide solar power and where they can be conveniently maintained by the bicycle sharing vendor. By necessity, most locations will be in the public right-of-way (on the street, or less commonly, on the sidewalk), but they can also be placed on other public properties such as plazas or parking lots or on private property where appropriate. Given that sidewalks in San Francisco are heavily used, are generally narrow and have an abundance of existing street furniture and fixtures, it is preferred and often necessary to place bicycle sharing stations on-street. San Francisco has set a precedent of installing infrastructure and amenities on-street and many other cities are increasingly doing the same.<sup>1</sup>

### 3. Station Placement Guidelines

Placement of bicycle sharing stations in the public right-of-way shall comply with State and Federal Guidelines (i.e. California Fire Code, Americans with Disabilities Act). As the City of San Francisco has established many other applicable guidelines with regards to design of public spaces and placement of objects in the public right-of-way, bicycle sharing station designers should be familiar with these documents and apply design principles as appropriate. San Francisco specific guidance documents include:

- San Francisco Better Streets Plan
- Appendix A (Surface-Mounted Facility Placement Criteria) of [DPW Order 182933](#): REGULATIONS IMPLEMENTING THE REQUIREMENTS OF SAN FRANCISCO PUBLIC WORKS CODE ARTICLE 27

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<sup>1</sup> Memo: San Francisco Municipal Transportation Agency (2013) – Bicycle Sharing Stations in the Parking Lane



- [SFMTA Bicycle Parking Standards, Guidelines & Recommendations](#)

#### General Considerations for placing bicycle sharing station on-street

- Bicycle sharing stations shall not be placed in front of fire hydrants over water valves, or obstruct access to fire protection equipment at all times.<sup>2</sup>
- Bicycle sharing stations shall not be placed over man holes, storm drains or over public utility valves and covers. Bicycle sharing stations should not prevent access to aforementioned utilities.
- Bicycle sharing stations and transit:
  - Bicycle sharing stations should not be placed adjacent to transit-only lanes.
  - Bicycle sharing stations should not be placed at Muni flag stops.
  - Special care should be taken when placing stations so that the stations themselves and rebalancing activities to not impede the operations of Muni and other public transit agencies.
  - An SFMTA Rail Clearance Permit is required for work within 48 inches of the outside edge of SFMTA track Safety Envelope.
- Wherever possible, bicycle sharing stations should be placed in proximity to commercial loading or other flexible space that will facilitate rebalancing and station maintenance by the system operator. Station placement should not require rebalancing vehicles to block traffic.
- Before placing any stations on the property of, or adjacent to properties or public rights-of-way in districts described in Article 10 (Landmark and Historic Districts) or Article 11(Conservation Districts) of the Planning Code, notice must be sent to the Preservation Coordinator of the San Francisco Planning Department and the Historic Preservation Commission. Such installations may require issuance of a Certificate of Appropriateness or approval of a Permit to Alter, which would be reviewed by Planning Department Preservation staff and in some cases by the Historic Preservation Commission. Updated ESRI GIS shapefiles of Article [10](#) and [11](#) districts can be found on [SF OpenData](#).
- When placed on the sidewalk, SFMTA's *Bike Share Station Sidewalk Placement Guidelines* should be consulted for appropriate station design.

#### Clearance Guidelines

The SFMTA recommends the following clearances to ensure that the placement of bicycle sharing stations will not impede travel on public streets, block access to utilities, inconvenience property owners, create visual blight, or otherwise limit the use of the public rights-of-way.

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<sup>2</sup> 2010 California Fire Code Section 507 – Fire Protection Water Supplies



Object	Preferred Clearance	Min Clearance
In-ground utilities, utility covers, manholes	3'	[2']
Cistern manhole (distance from edge of manhole)		[5']
Driveway or wheelchair ramp		[3']
Adjacent to curb when placed on-street		[.5']
Crosswalk	5'	[3']
Fire escape/exit <sup>3</sup> (including building entrances)		[8']
Low pressure fire hydrant, HPFS covers.		[5']
High pressure fire hydrant		[7.5']

Adjacent to or replacing colored curb

- Bicycle sharing stations shall not be placed in blue zones or in the space required to access the blue zone.
- Bicycle sharing stations may displace commercial vehicle loading zones (yellow zones) or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated or where there is little to no demand for the existing zones.
- Bicycle sharing stations may replace passenger loading zones (white zones) and time limited parking zones (green zones) if the business that originally requested the white and/or green zone agrees to re-purpose that curb area for bike share use or agrees to use other alternative white and/or green zone in the area.
- No parking zones (red zones) will be evaluated on a case-by-case basis.

Station Configurations

With respect to station configurations, SFMTA staff recommends the following:

- In most situations, display cases should be placed away from the intersection to improve visibility at the intersection. Display cases may be placed closer to the intersection if other measures are in place to improve visibility of the intersection or if the configuration of the intersection and traffic controls negate any reductions in visibility from the display case.
- Attention should also be paid to the display case’s effects on visibility at parking lot entries. Especially on wider, divided roadways, it may be preferable to locate the display case closer to the intersection if a driveway borders the station on the

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<sup>3</sup> In coordinating with the San Francisco Fire Department (SFFD), the 8 -foot clearance to fire escape/exit refers to stations **installed on the sidewalk**. Stations installed on the sidewalk closer than 8 feet to a fire escape/exit may be permitted with approval from the SFFD.



downstream end and the case would block the view of oncoming traffic for drivers who are turning out of the parking lot.

- When bicycle sharing stations are placed on-street, the payment kiosk should be oriented such that a kiosk user can access the kiosk from the sidewalk.

### On-Street Station Site Improvements

Depending on the station location and existing site conditions, the following station site improvements may be installed to improve the visibility, comfort and usability of a bicycle sharing station.

- A white thermoplastic border can be added around the station to define the station area. Consistent with the standard plan for on-street bicycle parking, the border should be 8" wide.
- Retro-reflective flexible delineators (safe-hit posts) to make the station more visible to motorists and further define the space for bicycle sharing users.
  - Safe-hit posts are generally placed at 20-foot intervals along the length of the station, which corresponds well with stall markings. When placed on-street where there are stall markings, safe-hit posts are placed on the "T".
  - When stations are placed at the end of a block, an additional safe-hit post should be placed 3 feet away from the face of the curb to increase visibility of the exposed end of the station.
  - Safe-hits installed in the roadway should be secured in place with in-pavement anchors, not surface adhesive. Where stations are likely to need to be moved and returned with any frequency (e.g. to accommodate events), safe-hits that thread in and out of a permanently sub-surface mounted base are recommended.
- Wheel stops and buffer areas at the ends of the station to provide clearances to adjacent parking stalls and to account for vehicle overhang during parking maneuvers.
  - Wheel stops are generally placed three feet (3') away from the station and 6" off of the face of curb. A wheel stop need not be installed on the side of a station adjacent to a non-parked area. This could include stations placed at the end of a block, adjacent to a driveway or other non-parked area.

### Electrification Guidelines

When electrification for stations involves work within the property lines of individual Article 10 or 11 landmarks, or within the boundaries of Article 10 or 11 districts, above-grade attachments to buildings shall be avoided. Trenching shall be avoided in those



Article 10 or 11 landmark sites and districts where the pavement has been identified as a character-defining feature. In cases where these methods of electrification cannot be avoided, the sponsor shall consult with the Planning Department to determine if additional review would be required.

In circumstances where trenching is required for station electrification, it will not exceed a depth of 24".