



CITY AND COUNTY OF SAN FRANCISCO  
MARK FARRELL, MAYOR

OFFICE OF SMALL BUSINESS  
REGINA DICK-ENDRIZZI, DIRECTOR

**SMALL BUSINESS COMMISSION**  
**DRAFT MEETING MINUTES**

Monday, April 23, 2018  
2:00 P.M.  
City Hall, Room 400  
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

**SMALL BUSINESS COMMISSIONERS**

Stephen Adams, President  
Mark Dwight, Vice President  
Kathleen Dooley; William Ortiz-Cartagena; Irene Yee Riley; Miriam Zouzounis

1. **Call to order and roll call.**

The meeting was called to order at 2:00 p.m.  
Commissioner Dooley arrived at 2:02 p.m.  
Commissioner Zouzounis arrived at 2:07 p.m.  
Commissioners in attendance: Commissioners Adams, Dooley, Dwight, Ortiz-Cartagena, Yee Riley, and Zouzounis.  
Commissioners absent: None.  
Staff in attendance: Regina Dick-Endrizzi (Executive Director) and Richard Kurylo (Legacy Business Program Manager)

2. **General Public Comment. (Discussion Item)**

Sage Cotton owner of a pet business in Noe Valley requested the Small Business Commission support of a coalition of small pet business that are opposing a conditional use of a new formula retail pet store coming into Noe Valley and to do a formal presentation to the Commission. The formula retail pet store will affect the four businesses in Noe Valley and approximately 10 other in the larger surrounding area.

3. **Approval of Legacy Business Registry Applications and Resolutions. (Discussion and Action Item)**

- a) Marine Chartering Company, Inc. (Application No.: [LBR-2017-18-012](#))
- b) Mission Graduates (Application No.: [LBR-2017-18-034](#))

Richard Kurylo, Program Manager of the Legacy Business Program, informed the Commission that both of the applications met the criteria for the Legacy Business Registry, and both received positive recommendations from the Historic Preservation Commission. Kurylo recommended that the Small Business Commission adopt two resolutions to include the two businesses listed above, 3a and 3b, on the Legacy Business Registry as Legacy Businesses under Administrative Code Section 2A.242.

Public Comment:

Karl Tede spoke in support of Marine Chartering Company, Inc.  
Eddie Kaufman spoke in favor of Mission Graduates.

Commissioner Zouzounis spoke in favor of both applicants. Commissioner Ortiz-Cartagena spoke in favor of Mission Graduates. Commissioner Dwight thanked both applicants.

Motion: Commissioner Dwight motioned to adopt two resolutions to include the following two applicants in the Legacy Business Registry as Legacy Businesses under Administrative Code Section 2A.242: Marine Chartering Company, Inc. and Mission Graduates.

2nd: Commissioner Yee Riley.

Aye: Commissioners Adams, Dooley, Dwight, Ortiz-Cartagena, Yee Riley, and Zouzounis.

Nay: None.

Absent: None.

Motion passed 6-0.

4. **Presentation of Draft of the Legacy Business Program Annual Report for 2017-18. (Discussion and Possible Action Item)**

Explanatory Document: [Draft Legacy Business Program Annual Report, 2017-18](#)

Richard Kurylo, Program Manager of the Legacy Business Program, presented the draft Legacy Business Program Annual Report for fiscal year 2017-18. The final report will be issued to the Board of Supervisors by June 1, 2018.

Commissioner Ortiz-Cartagena asked what the difficulty is with the Supplier set-up process. Mr. Kurylo said the new process got complicated when the City went live with new financial system. The Controller's Office is working to make improvements. Commissioners Dooley, Yee Riley, and Dwight thanked Mr. Kurylo. Commissioner Adams thanked Mr. Kurylo and the Small Business Commission.

This is an informational item. If there are no substantive changes to this initial draft, the final draft will be sent to Commissioners prior to June 1 but not included on the agenda of a future SBC meeting.

No members of the public requested to speak.

5. **Draft Ordinance -Public Works Code - Waiver of Temporary Street Space Occupancy Fee for Small Business Week Sidewalk Sales. (Discussion and Action Item)**

Regina Dick-Endrizzi, Director of the Office of Small Business, presented the annual sidewalk sale fee waiver ordinance initiated by the Office of Small Business and the Small Business Commission. This year the event is sponsored by the Council of District Merchants and OEWD' Shop and Dine in the 49, buy local campaign. Fifteen merchant associations are participating for a total of 268 block faces, equaling \$18,321.50 in fees waived.

No members of the public requested to speak.

Motion: Commissioner Yee Riley motioned to support an ordinance waiving the fee required by Public Works Code Section 724.1(b) for temporary street space occupancy permit on certain designated City streets on Saturday, May 19, 2018 as part of Small Business Week.

2nd: Commissioner Dooley.

Aye: Commissioners Adams, Dooley, Dwight, Ortiz-Cartagena, Yee Riley, and Zouzounis.

Nay: None.

Absent: None.

Motion passed 6-0.

6. **Approval of meeting minutes (Action Item)**

No members of the public requested to speak.

Motion: Commissioner Dwight motioned to approve the April 9, 2018, meeting minutes.

2nd: Commissioner Dooley.

Aye: All in favor.

Nay: None.

Absent: None.  
Motion passed 6-0.

7. **Director's Report. (Discussion Item)**

Director Dick-Endrizzi provided the Commission with an update on the implementation of the Accessible Business Entrance Program and Supervisor Tang's ordinance to extend the timeline is in committee. Office of Labor Standards and Enforcement is holding a hearing on June 7, 2018 for the rulemaking for the Lactation in the Workplace ordinance. The director included an update on legislative matters recently introduced and those heard by the Small Business Commission. The report included an update on Small Business Week and adjusted commission meeting schedule due to Small Business Week.

8. **Commissioners' Reports. (Discussion Item)**

President Adams noted there is one final Small Business Week committee meeting and he looks forward to small business week.

Commissioner Yee-Riley noted that the Asian Business Mixer that is usually held during Small Business Week, is schedule for June this year due to the 40<sup>th</sup> Anniversary of API.

Commissioner Dooley met with Noe Valley pet business to assist with advice from the efforts of business in several years ago. The formula retailer is from LA, and not only can impact business in Noe Valley but Castro as well.

9. **New Business. (Discussion Item)**

Commissioner Zouzounis requested a list of what funds are available for construction mitigation and who OEWD is utilizing these funds. Merchants along the Van Ness corridor are now losing revenue and the project has just begun. In addition, there needs to be a better understanding for businesses on what happens to tobacco licenses when a business needs to relocate. In addition Commissioner Zouzounis requested clarity on what happens to both tobacco and liquor licenses when business are forced to relocate?

Commissioner Dooley supported Commissioner Zouzounis's request for information regarding construction mitigation. Commissioner Dooley requested the Zoning Administrator to come and speak to us as a new item about the status right now of formula retail, whether or not on-line purveyors, especially very large ones, are going to be considered needing a CU or how that's going to be addressed.

10. **Adjournment. (Action Item)**

Motion: Ortiz-Cartagena motioned to adjourn.

2<sup>nd</sup>: Commissioner Dwight.

Aye: All in favor.

Nay: None.

Absent: None.

Motion passed, 6-0.

The meeting was adjourned at 2:49 p.m.