



**SMALL BUSINESS COMMISSION  
NOTICE OF MEETING AGENDA**

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**Monday, April 22, 2013  
2:00 P.M.  
CITY HALL, ROOM 400  
1 Dr. Carlton B. Goodlett Place, San Francisco Ca 94102**

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**SMALL BUSINESS COMMISSIONERS,**  
Stephen Adams, President  
Monetta White, Vice-President  
Kathleen Dooley, Mark Dwight, Luke O'Brien  
William Ortiz-Cartagena, Irene Yee Riley

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- 1. Call to order and roll call:**
- 2. General Public Comment:** Allows members of the public to comment generally on matters within the Commission's purview, and suggest new agenda items for the Commission's future consideration. (Discussion Item)
- 3. Discussion and possible action to make recommendations to the Board of Supervisors on Board of Supervisors File No. 130284 [Planning, Building Codes - Fee Waiver Program - Small Business Month, May 2013]** Ordinance recognizing Small Business Month in May 2013; amending the Planning Code, Sections 302, 355(a), and 355(e); and amending Building Code, Tables 1A-A, and 1A-E, to waive fees for the month of May for certain façade improvements; and making findings, including environmental findings and findings of consistency with the General Plan and priority policies of Planning Code, Section 101.1. Explanatory Documents: [BOS File No. 130284](#), [BOS File No. 130284 Legislative Digest](#). Presentation by Dyanna Quizon, Legislative Aide to Supervisor Katy Tang. (Discussion and Possible Action Item)
- 4. Discussion and possible action to make recommendations to the Board of Supervisors on Board of Supervisors File No. 130244 [Health, Business and Tax Regulations Code - Regulate and Establish Annual Fees - Cottage Food Operations]** Ordinance amending the Health Code, by adding Section 452.1, to establish a procedure for regulating Cottage Food Operations; amending the Business and Tax Regulations Code, by adding Section 249.1A, to establish annual fees for Cottage Food Operations; and making environmental findings. Explanatory Documents: [BOS File No. 130244](#), [BOS File No. 130244 Legislative Digest](#). Presentation by Richard Lee, Department of Public Health. (Discussion and Possible Action Item)
- 5. Discussion and possible action to make recommendations to the Board of Supervisors on Board of Supervisors File No. 130285 [Public Works Code - Waiver of Temporary Street Space Occupancy Fee for Small Business Week Sidewalk Sales]** Ordinance waiving the fee required by Public Works Code, Section 724.1(b), for temporary street space occupancy within certain designated streets in the City and County of San Francisco on Saturday, May 11, 2013, and Saturday May 18, 2013, as part of Small Business Week Sidewalk Sales. Explanatory Documents: [BOS File No. 130285](#), [BOS File No. 130258 Legislative Digest](#). Presentation by Regina Dick-Endrizzi, Director, Office of Small Business. (Discussion and Possible Action Item)
- 6. Presentation by Holly Lung of the Office of Economic and Workforce Development on the**

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CHRIS SCHULMAN, COMMISSION SECRETARY

**Emerging Business Loan Fund.** (Discussion Item)

- 7. Presentation by Small Business Owners and Advocates on SFMTA Outreach on parking, parking meters, and bicycle projects and programs.** (Discussion and Possible Action Item)
- 8. Director's Report:** Update and report on the Office of Small Business and the Small Business Assistance Center, update on department programs, update on legislative matters and make announcements regarding small business activities. (Discussion Item).
- 9. Permitting Committee Report (Discussion Item)**
- 10. President's Report:** Allows the President to report on recent small business activities and make announcements that are of interest to the small business community. (Discussion Item).
- 11. Vice-President's Report:** Allows the Vice-President to report on recent small business activities and make announcements that are of interest to the small business community. (Discussion Item).
- 12. Commissioner Reports:** Allows Commissioners to report on recent small business activities and make announcements that are of interest to the small business community. (Discussion Item).
- 13. General Public Comment:** Allows members of the public to comment generally on matters within the Commission's purview, and suggest new agenda items for the Commission's future consideration. (Discussion Item)
- 14. New Business:** Allows Commissioners to introduce new agenda items for future consideration by the Commission (Discussion Item).
- 15. Adjournment:** (Action Item)

Public comment will be taken before or during the Small Business Commission's consideration of each agenda item. Copies of explanatory documents and other related materials listed in this agenda are available by linking to the website agenda, [www.sfgov.org/sbc](http://www.sfgov.org/sbc) or for public inspection and/or copying at City Hall, Room 110. Please call Chris Schulman at (415) 554-6408 to make arrangements for pick up or review.

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## **Know Your Rights Under the Sunshine Ordinance**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that city operations are open for the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-6083. To obtain a free copy of the Sunshine Ordinance contact:

Frank Darby, Administrator  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4683  
Office: (415) 554-7724  
Fax: (415) 554-5163  
E-Mail:

[sof@sfgov.org](mailto:sof@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at

[www.sfgov.org](http://www.sfgov.org).

### **Cell Phone and/or Sound-Producing Electronic Device Usage at Hearings**

Effective January 21, 2001, the Board of Supervisors amended the Sunshine Ordinance by adding the following provision: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

### **Disability Access Policy**

Accessible seating for persons with disabilities (including those using wheelchairs) is available. The closest accessible BART Station is the Civic Center station located at the intersection of Market, Hyde and Grove Streets. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop and the #71 Haight/Noriega and the F line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services call 923-6142. Accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex. American Sign Language interpreters and/or a sound enhancement system will be available upon request by contacting Milton Edelin at 558-6410 at least 72 hours prior to a hearing. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the city's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the city to accommodate these individuals.

### **Translation Services**

Interpreters for languages other than English are available on request. Sign language interpreters are also available on request. For other accommodation, please call the Department of Human Services staff support representative at 557-5989 at least two business days before a meeting.

### **Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by San Francisco Lobbyist Ordinance [Article II of the San Francisco Campaign and Governmental Conduct Code] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, SF 94102 (415) 581-2300, FAX (415) 581-2317 and web site address at <http://www.sfgov.org/ethics/>.

### **Chemical Sensitivity**

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical base products. Please help the City accommodate these individuals.

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