



**SMALL BUSINESS COMMISSION  
NOTICE OF MEETING & AGENDA**



---

**Monday, November 18, 2013  
2:00 P.M.  
CITY HALL, ROOM 416  
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102**

---

**SMALL BUSINESS COMMISSIONERS**

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

---

- 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. Presentation of a Small Business Commission Certificate of Honor recognizing the San Francisco Chamber of Commerce Small Business Advisory Committee as part of the SBC's "Small Business Recognition Program."** (Discussion Item)
- 4. Approval of the October 28, 2013 meeting minutes.** (Action Item)  
Explanatory Documents: [Draft October 28, 2013 minutes](#)
- 5. Discussion and possible action on Board of Supervisors File No. 130998 [Planning Code - Cottage Food Operation Controls]:** Ordinance amending the Planning Code, by adding Section 102.37 and amending Section 204.1, to allow Cottage Food Operation as an accessory use for dwelling unit and increase the allowable area for accessory uses in dwelling units; and making environmental findings, and findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1. (Discussion and Possible Action Item)  
Explanatory Documents: [BOS File No. 130998 \(PDF\)](#), [BOS File No. 130998 Legislative Digest](#)  
Presentation by Judson True, Legislative Aide to Supervisor David Chiu.
- 6. Presentation and discussion on the role and function of the new Nightlife and Entertainment Sector position in the Invest in Neighborhoods Initiative.** (Discussion Item)  
Presentation by Benjamin Van Houten, Project Manager, Nightlife & Entertainment Sector.
- 7. Presentation and discussion from mobile retail and services operators about their businesses and reasons for pursuing a mobile business platform.** (Discussion Item)  
Presentation by several mobile retail and services operators.

SMALL BUSINESS COMMISSION  
1 DR. CARLTON B. GOODLETT PLACE, ROOM 110  
SAN FRANCISCO, CA 94102  
415.554.6134

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR  
CHRISTIAN MURDOCK, ACTING COMMISSION SECRETARY

**8. Presentation and discussion on the San Francisco Transportation Plan and the Early Action Program.**  
(Discussion Item)

Explanatory Documents: [San Francisco Transportation Plan 2040](#)

Presentation by Rachel Hiatt, Principal Transportation Planner, San Francisco County Transportation Authority.

**9. Presentation and discussion on findings from surveys administered to the City's Neighborhood Economic Development Organizations (NEDOs) and 10 City Departments.** (Discussion Item)

Explanatory Documents: [Survey Report and Recommendations](#)

Presentation by Ken Stram, 2Bridge Communications

**10. Discussion and possible action on preparation for and documents to transmit to the SFMTA Board of Directors in advance of a joint meeting of the Small Business Commission and SFMTA Board of Directors on December 9, 2013.** (Discussion and Possible Action Item)

**11. Presentation of a Small Business Commission Certificate of Honor recognizing Rob Black, Executive Director of the Golden Gate Restaurant Association, as part of the SBC's "Small Business Recognition Program."** (Discussion Item)

**12. Directors 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 announcements regarding small business activities. (Discussion Item)

**13. Legislation and Policy Committee Report:** Allows the Chair to report on recent committee activities and make announcements. (Discussion Item)

**14. Outreach Committee Report:** Allows the Chair to report on recent committee activities and make announcements. (Discussion Item)

**15. 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)

**16. 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)

**17. 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)

**18. 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)

**19. New Business:** Allows Commissioners to introduce new agenda items for future consideration by the Commission. (Discussion Item)

**20. 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 for download by linking to the website agenda or [www.sfgov.org/sbc](http://www.sfgov.org/sbc), and are available for public inspection and/or copying at City Hall, Room 110. Please call Christian Murdock at (415) 554-6407 to make arrangements for pick up or review.

SMALL BUSINESS COMMISSION  
1 DR. CARLTON B. GOODLETT PLACE, ROOM 110  
SAN FRANCISCO, CA 94102  
415.554.6134

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR  
CHRISTIAN MURDOCK, ACTING COMMISSION SECRETARY

## **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:

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 25 Van Ness Ave., Suite 220, SF 94102 (415) 252-3100, FAX (415) 252-3112 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.

SMALL BUSINESS COMMISSION  
1 DR. CARLTON B. GOODLETT PLACE, ROOM 110  
SAN FRANCISCO, CA 94102  
415.554.6134

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR  
CHRISTIAN MURDOCK, ACTING COMMISSION SECRETARY