



SMALL BUSINESS COMMISSION
DRAFT MEETING MINUTES



Monday, January 26, 2015
2:00 P.M.
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

SMALL BUSINESS COMMISSIONERS

Stephen Adams, President
Monetta White, Vice President
Kathleen Dooley, Mark Dwight, William Ortiz-Cartagena
Irene Yee Riley, Paul Tour-Sarkissian

1. Call to order and roll call.

The meeting was called to order at 2:10 PM. Commissioners Adams, Dooley, Dwight, Ortiz-Cartagena (arrived at 2:17 PM), Yee Riley, and Tour-Sarkissian were present. Commissioner White was absent.

Staff in Attendance: Regina Dick-Endrizzi (Executive Director)

NOTE: Items #8 and #9 were called before Item #2.

2. General Public Comment (Discussion Item)

No members of the public requested to speak.

3. Introduction to the new Small Business Development Director Angel Cardoz. (Discussion Item)

Mr. Cardoz discussed the free services and resources provided by the Small Business Development Center (SBDC). Services are available in English, Spanish, Cantonese, and Mandarin. He noted that he reports to the Office of Economic and Workforce Development (OEWD), which is responsible for administering the SBDC grant. He reported the SBDC is fully operational (with one full time staff member and 10 consultants) and ready to start meeting with clients. Mr. Cardoz explained the online process of applying to be a client, initial interviews to determine a business's needs, and referral to the appropriate consultant.

Commissioner Dwight asked if the services are free, how many employees there are, if they are paid, and the organizational structure of the SBDC. Commissioner Yee Riley asked what languages are offered by the SBDC. Commissioner Tour-Sarkissian asked how the counseling process of the SBDC works. Commissioner Dooley asked if the SBDC was operational.

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

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

4. **Update and discussion on OSB preparation for the Legacy Business Program. (Discussion and Possible Action Item)**

Director Dick-Endrizzi provided a brief summary of the Commissioners' previous discussion on the matter. She noted that the legislation has yet to go through committee, and there is a proposal to split the legislation into two sections: 1) the Registry and 2) the tax credit. This would allow the Registry to move forward. The tax credit is currently on hold, and a more substantive package is also being considered. The Director noted that the Office of Small Business (OSB) still needs to conduct surveys and develop some programs around the Registry, and that the SBDC will be helpful in creating these programs. She also noted that current legislation has the intent to preserve small legacy businesses, however small business is not explicitly stated in the legislation. The Director reviewed the current definitions and criteria of a legacy business, and discussed the process of joining the Registry. The OSB has already been contacted regarding interest in the Registry. The Director recommended that the Commission move forward with plans to develop rules and regulations, to be ready when the legislation passes. She noted that she can provide any information the Commissioners may need in order to develop these rules and regulations. The Director noted that San Francisco is the first to do this and that New York and Chicago are now looking into similar programs.

Commissioner Dwight inquired if this was like a historic landmark designation and if this would come with financial benefits or something to help the business continue. He asked if there were incentives other than the transfer tax credit for businesses, not considering change of ownership. Commissioner Dooley asked about the timeline of the tax incentive. She also asked if the businesses would need to have stayed in the same location for the entire time or just stayed in the city. Commissioner Tour-Sarkissian asked about the February/March deadline for developing rules and regulations regarding the Registry. He asked for clarification that the Commission is to develop criteria around the more subjective aspects only. Commissioner Tour-Sarkissian noted that a business's service should come first, and then its history, when being considered for placement on the Registry. Commissioner Dwight added that their contribution can be unrelated to their business and that outreach and philanthropy should be considered as well. He also asked as to the origin of this legislation, and if it was an attempt to address formula retail. Commissioner Dooley noted that it may be difficult for businesses to meet every criteria and sub-criteria and recommended establishing a certain percentage of requirements. Commissioner Dwight added that some of these criteria can be subjective. Commissioner Tour-Sarkissian asked if the community at large is taken into consideration or just the community of the immediate neighborhood. Commissioner Dooley asked if only neighborhood corridors would be considered and areas like Union Square be excluded. Commissioner Dwight asked if San Francisco is the first to do something like this.

Director Dick-Endrizzi noted large founding entities such as Levi's and Gap, which are still headquartered here, may not be eligible for the program but have the means to help fund the program. The Director also asked for the Commissioners to provide her with some of their thoughts in writing so she can develop them into a single document.

Public Comment: No members of the public requested to speak.

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

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

8. **Discussion and possible action to make recommendations to the Planning Commission on the current Small Business Priority Process Pilot Program to a proposed community business priority program. (Discussion and Possible Action Item)**

Presenter(s): Dan Sider, Planning Department

Mr. Sider reported on the success of the Small Business Priority Processing Pilot Program (SB4P). He discussed the streamlined process and reduction in unnecessary paperwork. He noted that this program has sped up the process for small businesses as well as helped to alleviate the overall backlog in the Planning Department. He noted that the SB4P is a pilot program and as such has a sunset date. Mr. Sider reported on a proposal to continue the SB4P and expand it under the Community Business Priority Processing Program (CB3P). Noting that the significant changes are that the CB3P will be open to several more types of businesses throughout the City.

Commissioner Dooley thanked Mr. Sider for his work on these programs. She noted her reservation on this expedited process for restaurants with full bars, as their registration may not align with their primary function. Commissioner Dwight agreed, and noted the importance of differentiating between restaurants that serve liquor and restaurants with a full bar.

Commissioner Ortiz-Cartagena asked if someone could be removed from the CB3P and how an applicant would be removed. Also the application would be made part of the consent calendar, but any member of the public or member of the Planning Commission can ask for an applicant to be removed from the consent calendar. Commissioner Tour-Sarkissian noted that a business would have to be highly objectionable and/or controversial to be disqualified. Commissioner Dooley noted that being out of the CB3P program would only mean that an applicant would have to go through the regular conditional use approval process. Commissioner Dooley and Yee Riley suggested outreach regarding the CB3P. Commissioner Ortiz-Cartagena and Dwight asked if those currently in the regular application process could somehow switch to the CB3P.

Public Comment: No members of the public requested to speak.

Motion: Commissioner Dooley motioned to recommend proposal with modification to allow consideration of restaurants without a bar a liquor license, and to allow current CU applicants the ability to enroll in the CB3P.

2nd: Commissioner Dwight.

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

Nay: None.

Absent: Commissioner White.

Motion passed, 6-0, 1 absent.

9. **Presentation on the Planning Department “Small Projects Team” (Discussion Item)**

Presenter(s): Dan Sider, Planning Department

Mr. Sider discussed the Small Projects Team (SProT), and its impact in speeding up the approval process. He noted how prior to this all cases that could not receive over the counter approval were sent along for further review regardless of the size of the project. SProT has allowed for smaller projects to be approved faster than they would have before. The Team has been fully staffed and

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

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

operational since December and has since approved 100 permits. Mr. Sider noted that the staff at the counter would make determination regarding public hearing based on guidelines in the Planning Code. Commissioner Yee Riley and Adams commended the good work of the SProT.

Public Comment: No member of the public requested to speak.

RECESS: 3:20 – 3:25 PM

5. Director’s Report (Discussion Item)

Director Dick-Endrizzi reported on the Mayor’s State of the City Address and its theme: shared prosperity. She noted the Small Business Week will be held from May 18 to 23, but due to the overlap with Memorial Day Weekend, Small Business Saturday will be held on both the Saturday before and after Small Business Week. The Director noted the status of various pieces of legislation, the short-term rental registry and its effect on services like AirBnB, and staffing updates.

Commissioner Dooley asked if AirBnB is affected by the short-term rental registry. Commissioner Dwight asked if there is an amnesty program along with the registry. Commissioner Tour-Sarkissian inquired as to the impact of construction on small business. Commissioner Adams praised the good work done with local businesses during the Castro Street widening project. Commissioner Dooley brought up the issue around construction taking parking away from patrons of local small businesses. Commissioner Dwight suggested drafting a list of recommendations to discuss with Planning and Public Works. Commissioner Tour-Sarkissian noted that the timing of projects needs to be considered as well as the impact that they would have on small businesses. Commissioner Dwight recommended asking what the policy is on overlapping and adjacent projects.

Director Dick-Endrizzi noted that a presentation about the effect of construction on small business can be scheduled for February 9 or sometime in March and that the Commission could draft a good neighbor policy regarding this matter.

Public Comment: No members of the public requested to speak.

6. Election of Officers – Small Business Commission President (Action Item)

Commissioner Adams nominated Commissioner Dwight for the office of President of the Small Business Commission, and the nomination was seconded by Commissioner Yee Riley. No other nominations were made.

Commissioner Dwight made a statement thanking Commissioner Adams for the nomination.

Public Comment: No members of the public requested to speak.

Motion: Commissioner Adams nominated Commissioner Dwight.

2nd: Commissioner Yee Riley.

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

Nay: None.

Absent: Commissioner White.

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

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

Motion passed, 6-0, 1 absent.

Commissioner Dwight was elected as President of the Small Business Commission for a 12-month term ending in January 2016.

7. **Election of Officers – Small Business Commission Vice President (Action Item)**

Commissioner Yee Riley nominated Commissioner White for the office of Vice President of the Small Business Commission, and the nomination was seconded by Commissioner Adams. No other nominations were made.

Public Comment: No members of the public requested to speak.

Motion: Commissioner Yee Riley nominated Commissioner White.

2nd: Commissioner Adams.

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

Nay: None.

Absent: Commissioner White.

Motion passed, 6-0, 1 absent.

Commissioner White was elected as Vice President of the Small Business Commission for a 12-month term ending in January 2016.

8. **President's Report (Discussion Item)**

Commissioner Adams thanked the Commissioners, Director Dick-Endrizzi, and staff for all their support during his tenure as President.

Commissioner Dwight and Director Dick-Endrizzi thanked Commissioner Adams for all his work as President.

9. **Vice President's Report (Discussion Item)**

None.

10. **Commissioner Reports (Discussion Item)**

Commissioner Dooley reported working with the tenants at the Flower Market, and noted that they have formed a tenants' association and are in negotiation with the new landlord over leases.

Commissioner Dwight attended the Mayor's State of the City address, noted he has joined the City Hall Centennial Committee, and mentioned that the National Mayor's Conference will be held in the City this year. Commissioner Yee Riley reported on the status of hiring a replacement for a vacant staff position.

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

No members of the public requested to speak.

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

None.

13. **Adjournment (Action Item)**

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

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

Motion: Commissioner Dwight motioned to adjourn.

2nd: Commissioner Yee Riley.

Aye: All in favor.

Nay: None.

Absent: Commissioner White.

Motion passed, 6-0, 1 absent.

The meeting was adjourned at 4:09 PM.

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

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR