



SMALL BUSINESS COMMISSION
DRAFT MEETING MINUTES



Monday, August 22, 2016
2:00 P.M.
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

SMALL BUSINESS COMMISSIONERS

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

1. Call to order and roll call.

The meeting was called to order at 2:03 PM. Commissioners Adams, Dooley, Dwight, Ortiz-Cartagena, Yee Riley, and Tour-Sarkissian were present. Commissioner Zouzounis was absent. Staff in attendance: Regina Dick-Endrizzi (Executive Director) and Menaka Mahajan (Senior Policy Analyst & Commission Secretary)

2. General Public Comment. (Discussion Item)

No members of the public requested to speak.

NOTE: Item #5 was called before Item #3.

5. Action on applications for placement on the Legacy Business Registry. (Action Item)

Presenter(s): Richard Kurylo, Legacy Business Program Manager, Office of Small Business

Mr. Kurylo presented 10 applications for inclusion on the Legacy Business Registry:

- a. The Brazen Head (Application No.: LBR-2015-16-061)
- b. Doc's Clock (Application No.: LBR-2015-16-021)
- c. Image Conscious (Application No.: LBR-2015-16-023)
- d. Mission Neighborhood Health Center (Application No.: LBR-2015-16-011)
- e. Moby Dick (Application No.: LBR-2015-16-048)
- f. Pier 23 Café (Application No.: LBR-2015-16-006)
- g. The Roxie Theater (Application No.: LBR-2015-16-028)
- h. Ruby's Clay Studio and Gallery (Application No.: LBR-2015-16-012)
- i. SF Party (Application No.: LBR-2015-16-008)
- j. Twin Peaks Auto Care (Application No.: LBR-2015-16-060)

Mr. Kurylo informed the Commission that all of the applications met the criteria for the Legacy Business Registry, and all of the applications received positive recommendations from the Historic Preservation Commission. Mr. Kurylo recommended that the Small Business Commission adopt 10

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resolutions to include the 10 applicants in the Legacy Business Registry as Legacy Businesses under Administrative Code Section 2A.242.

Commissioner Tour-Sarkissian asked about whether the list of businesses on the Registry were publicly accessible. Commissioner Dwight added that all information on the Legacy Business Registry can be found on the Office of Small Business website.

Public Comment:

- Carey Suckow indicated support of Doc's Clock.
- David Cowen indicated support of the Roxie Theater.
- George Leeson indicated support of Image Conscious.
- Nancy Gharib indicated support of Twin Peaks Auto Care.
- Rebecca Sawyer indicated support of Ruby's Clay Studio and Gallery.
- Fernando Gomez-Benitez indicated support of Mission Neighborhood Health Center.
- Eddie Savino and Deborah Savino indicated support of The Brazen Head.
- Dan Cerf indicated support of SF Party.

Motion: Commissioner Adams made a motion to recommend approval of the 10 resolutions to include The Brazen Head, Doc's Clock, Image Conscious, Mission Neighborhood Health Center, Moby Dick, Pier 23 Café, The Roxie Theater, Ruby's Clay Studio and Gallery, SF Party, and Twin Peaks Auto Care in the Legacy Business Registry as Legacy Businesses under Administrative Code Section 2A.242.

2nd: Commissioner Dooley.

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

Nay: None.

Absent: None.

Motion passed, 7-0.

3. **Presentation and Possible Action regarding Article 7: Phase 2 of the Planning Code Reorganization. (Discussion and Possible Action Item)**

Presenter(s): Aaron Starr, Manager of Legislative Affairs, SF Planning Department

Aaron Starr discussed the reorganization of Article 7 of the Planning Code. This reorganization and amendment included: requiring Conditional Use authorization for Bars, and Liquor Stores on the first floor in the Noriega, Irving, Taraval, and Judah Neighborhood Commercial Districts; enacting permanent controls requiring Conditional Use authorization for Medical Cannabis Dispensaries in the Noriega, Irving, Taraval, and Judah Neighborhood Commercial Districts; requiring Conditional Use authorization for Personal Services on the second floor in the Noriega, Irving, Taraval, and Judah Neighborhood Commercial Districts; prohibiting Kennels in the North Beach Neighborhood Commercial District.

Commissioner Adams asked for clarification regarding the Upper Market Neighborhood Commercial District (NCD). Commissioner Dooley articulated that adding "limited restaurant" into all the categories mentioned in the presentation could be confusing and problematic - it was

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suggested that other neighborhood commercial districts be allowed to weigh-in on this reorganization. Commissioner Dooley also inquired about whether there would be the possibility for exceptions based on neighborhood commercial districts. Commissioner Tour-Sarkissian asked how these eight categories were created and whether any uses had been added to the categories created.

Public comment: no members of the public requested to speak.

4. **Presentation and Possible Action regarding Planning Department Update to Commerce and Industry Element on Eating and Drinking Establishments. (Discussion and Possible Action Item)**

Presenter(s): Menaka Mohan, Legislative Affairs, SF Planning Department

The Planning Department is updating one section of the General Plan regarding the Commerce and Industry Element on Eating and Drinking Establishments. The proposed changes are designed to reflect a general policy statement by removing the specific percentages of eating and drinking establishments that can occupy total occupied commercial frontages in a single zoning district. The specific percentage calculations for eating and drinking use concentrations will remain unchanged in Planning Code Section 303(o). The next step involves an adoption hearing on October 6, 2016.

Commissioner Dooley asked if the Planning Commission is required to apply limits when looking at cases of Conditional Use.

Public comment: no members of the public requested to speak.

6. **Discussion and possible action to make recommendations for proposed rules and regulations to administer Administrative Code 2A.243 (b), The Legacy Business Assistance Account. (Discussion and Possible Action)**

Presenter(s): Regina Dick-Endrizzzi, Executive Director, Office of Small Business

Director Dick-Endrizzzi discussed the Legacy Business Assistance Account (Grant), application timelines, certification of the number of full-time employees, grant allocations, staff recommendations regarding time limits for receipt of grant funds, eligible use of funds, annual reapplication, and business assessment requirement. She provided projected budget amounts to offer the maximum benefit to businesses, with different time limit scenarios.

Commissioner Dwight commented that given the limitations of the grant, the receiving business needs to put funds to use in ways that will help it be viable in the long term. Commissioner Dwight also inquired about the current appropriation and requested that the first four eligible items be removed (Item 1 deals with rent and Items 2-4 concern employees).

Commissioner Tour-Sarkissian asked about the time limit to receive funds if eligible and noted that a maximum of 3 years would be reasonable, but stipulated that businesses must apply each year.

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He also asked whether businesses are required to choose a single use or whether, for instance, they could use part toward rent and another part toward employees. He questioned whether the grant would be limited to a different use per year or if it could go toward the same use each year.

Commissioner Adams expressed support for the eligibility uses. Commissioner Ortiz-Cartagena asked if disbursements must be posted publicly and noted that nonprofits may have a greater number of employees which may consume most of the funds. Commissioner Dooley suggested that perhaps the fund is better suited for one-time expenses, rather than an ongoing expense like rent, especially since businesses will be required to be reapply each year.

Public comment: no members of the public requested to speak.

Motion: Commissioner Tour-Sarkissian made a motion to edit the Eligible Fund Usage list, so that the first four items in that list be deleted, subject to verification with the City Attorney's office.

2nd: Commissioner Adams.

Aye: All in favor.

Nay: None.

Absent: None.

Motion passed, 7-0.

Motion: Commissioner Adams made a motion to revise Item Number 4 to reflect that a Legacy Business may receive the Business Assistance Grant for up to 3 years.

2nd: Commissioner Dooley.

Aye: All in favor.

Nay: None.

Absent: None.

Motion passed, 7-0.

Motion: Commissioner Dooley made a motion to remove items #2 and 3 under Ineligible Fund Usage.

2nd: Commissioner Ortiz-Cartagena.

Aye: All in favor.

Nay: None.

Absent: None.

Motion passed, 7-0.

Motion: Commissioner Riley made a motion to approve the document as edited.

2nd second: Commission Dooley.

Aye: All in favor.

Nay: None.

Absent: None.

Motion passed, 7-0.

7. **Approval of regular meeting minutes (Action Item)**

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

Motion: Commissioner Riley made a motion to approve the meeting minutes.

2nd: Commissioner Tour-Sarkissian.

Aye: All in favor.

Nay: None.

Absent: None.

Motion passed, 7-0.

8. Director's Report (Discussion Item)

Director Dick-Endrizzi provided an update on remaining meeting minutes and noted that Ms. Mahajan is attending the Cannabis State Legalization Task Force meetings to stay ahead of the discussion with regard to the implications for the Business Assistance Center.

Public comment: no members of the public requested to speak.

9. Commissioners' Reports (Discussion Item)

Commissioner Dooley met with DPW and Recology, on August 12 to discuss cleanliness in neighborhood community districts.

Commissioner Ortiz-Cartagena attended a SFMTA meeting last week, reporting on median parking and mission carpeting.

Public comment: no members of the public requested to speak.

10. New Business (Discussion Item)

Commissioner Ortiz-Cartagena commented he would like to get involved in the grants application process, to see what it looks like from the perspective of a small business. The Commissioner mentioned that he would be willing to be paired up with a small business to go through this process, for instance. Commissioner Tour-Sarkissian noted that there should be funding set aside for promotion of the Legacy Business Registry. Commissioner Dwight commented that discussion of promoting the Registry of Legacy Businesses should be agendaized for later discussion.

Commissioner Adams suggested agendaizing discussion on the different CBDs and ways to improve street cleanliness. Commissioner Zouzounis suggested more discussion, in particular about street cleaning fees imposed by the Department of Public Works.

Public comment: no members of the public requested to speak.

11. Adjournment (Action Item)

Motion: Commissioner Adams made a motion to adjourn the meeting.

2nd: Commissioner Dooley.

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Aye: All in favor.

Nay: None.

Absent: None.

Motion passed, 7-0.

The meeting was adjourned at 4:49 PM.

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