



SMALL BUSINESS COMMISSION
DRAFT MEETING MINUTES



Monday, September 12, 2016
5:30 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

Call to order and roll call.

1. The meeting was called to order at 5:30 PM. Commissioners Dwight, Adams, Tour-Sarkissian, Zouzounis, and Yee Riley were present. Commissioners Dooley and Ortiz-Cartagena were absent. Staff in Attendance: Regina Dick-Endrizzi (Executive Director) and Menaka Mahajan (Senior Policy Analyst and Commission Secretary).

2. **Presentation and Possible Action to make recommendations to the Board of Supervisors File No. 160553 – Planning Code - Signs - Exemptions and General Advertising Sign Penalties. (Discussion and Possible Action Item)**

Presenter(s): Lee Hepner, Legislative Aide, Office of Supervisor Aaron Peskin

Mr. Hepner briefly went over technical aspects of the legislation and explained that its two fundamental changes to the Planning Code are: all non-commercial signs will be exempt from regulation and there will be an increase in penalties for existing illegal signs. It was noted that this policy does not change the definition of general advertising signs.

Commissioner Dwight inquired about the legal limit of a fine, whether an enforcement timeline had been established, whether this legislation would acknowledge sidewalk stenciling, and noted that this particular legislation would increase the city's incentive to cite violators.

Commissioner Tour-Sarkissian asked for the definition of a general advertising sign, how this particular legislation would affect small business, whether there is a limit in terms of accrued penalties, and if there is a plan in place for equal enforcement for both big and small businesses. Commissioner Tour Sarkissian also commented on the need for further clarification on the term "incidental" in the existing code.

Commissioner Yee Riley asked whether a sign without a permit is illegal, for elaboration on the threshold for legality under this new law, and the appropriate steps to correct a violation.

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Commissioner Zouzounis inquired about the percentage of ads in a window that constitutes general advertising.

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

General Public Comment. (Discussion Item)

No members of the public requested to speak.

3. **Presentation and Possible Action to make recommendations to the Board of Supervisors on a resolution authorizing the Office of Small Business to expend grant funds in the amount of up to \$1,000,000 to disburse grants to Qualified Legacy Businesses who apply for business assistance grants between October 1, 2016 and December 15, 2016.**

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

Director Dick-Endrizzzi noted that the filing deadline extension was approved at the last meeting.

Motion: Commissioner Adams made a motion to approve the resolution as written.

2nd: Commissioner Yee Riley.

Aye: All in favor.

Nay: None.

Absent: Commissioners Ortiz-Cartagena and Dooley.

Motion passed 5-0, 2 absent.

5. **Presentation and Discussion of proposed rules and regulations to administer Administrative Code 2A.243 (c), The Rent Stabilization Account. (Discussion and Possible Action)**

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

Director Dick-Endrizzzi noted items for final consideration during the September 26th meeting.

Commissioner Dwight noted the disincentive of reapplying every year and asked whether the application process could be streamlined. Commissioners Dwight and Tour-Sarkissian commented on the potential challenges created for businesses if landlords are denied for the grant.

6. Commissioner Yee Riley asked whether there is a way to stop accepting new applications once the fund is depleted.

Update on the Legacy Business Program (Discussion Item)

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

Mr. Kurylo delivered his monthly report of program statistics and major accomplishments.

Commissioner Dwight asked whether small businesses always require approval of both the Historic Preservation Commission and the Small Business Commission.

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Approval of meeting minutes (Action Item)

- August 22, 2016 draft regular meeting minutes
- January 25, 2016 draft regular meeting minutes
- January 26, 2015 draft regular meeting minutes

7. Motion: Commissioner Yee Riley made a motion to approve the minutes, contingent upon her noted correction in Item #9 of the January 25, 2016 minutes.
2nd: Commissioner Adams.
Aye: All in favor.
Nay: None.
Absent: Commissioners Ortiz-Cartagena and Dooley.
Motion passed 5-0, 2 absent.

Director's Report: (Discussion Item)

8. Director Dick-Endrizzi reported that Ms. Mahajan has developed an internship program for the office and there are currently two interns. She informed the Commission that a catalog of properties is being constructed so that they can be tracked through soft story retrofits. The office is also tracking Proposition 64 and the effects it may have on small business.

Commissioners' Reports: (Discussion Item)

9. Commissioner Dwight served as a tour guide for an AirBnb event in Dogpatch and attended a Renaissance Entrepreneurship Center pop-up.
Commissioner Adams reported that Local Take opened a second location on 9th Avenue.

10. **New Business: (Discussion Item)**

Commissioner Zouzounis requested presentations from the Department of Public Health on the tobacco density law and its implementation, from the Department of Public Works on fines charged to retailers for litter, and on AB2844 and how will it affect local contracting.

11. Public comment: No members of the public requested to speak.

Adjournment (Action Item)

Motion: Commissioner Yee Riley made a motion to adjourn the meeting.
2nd: Commissioner Adams.
Aye: All in favor.
Nay: None.
Absent: Commissioners Ortiz-Cartagena and Dooley.
Motion passed 5-0, 2 absent.

The meeting was adjourned at 7:21 PM.

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