

SMALL BUSINESS COMMISSION
DRAFT MEETING MINUTES

Monday, March 27, 2017
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 Dooley, Dwight, Ortiz-Cartagena, Tour-Sarkissian, Yee Riley, and Zouzounis were present.
Commissioner Adams was absent.
Staff in attendance: Regina Dick-Endrizzi (Executive Director), Menaka Mahajan (Senior Policy Analyst), and Richard Kurylo (Legacy Business Program Manager).

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

No members of the public requested to speak.

3. **Approval of Legacy Business Registry Applications and Resolutions. (Discussion and Action Item)**

Richard Kurylo, Legacy Business Program Manager, presented 4 applications for inclusion on the Legacy Business Registry:

- a. Acción Latina (Application No.: [LBR-2016-17-065](#))
- b. Boudin Bakery (Application No.: [LBR-2016-17-066](#))
- c. Faxon Garage (Application No.: [LBR-2015-16-072](#))
- d. Retro Fit Vintage (Application No.: [LBR-2016-17-036](#))

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 4 resolutions to include the 4 applicants in the Legacy Business Registry as Legacy Businesses under Administrative Code Section 2A.242.

Public Comment:

Steven LeMay spoke in support of Retro Fit Vintage.
Gayle DeBrosse spoke in support of Boudin Bakery.
Luis Licea spoke in support of Faxon Garage.
Josué Rojas spoke in support of Acción Latina.

Commissioner Ortiz-Cartagena spoke in support of Faxon Garage and Acción Latina. Commissioner Tour-Sarkissian commended all of the applicants.

Motion: Commissioner Zouzounis.
2nd: Commissioner Yee Riley.

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

Nay: None.

Absent: Commissioner Adams.

Motion passed 6-0, 1 absent.

4. **Board of Supervisors File No. 170203 - Planning Code - Article 7 Reorganization; Technical and Other Amendments. (Discussion and Action Item)**

Note: This item was originally heard at the March 13, 2017 Small Business Commission meeting; no action was taken.

Aaron Starr (Manager of Legislative Affairs, Planning Department) was present to answer questions.

Commissioner Yee Riley asked about additional outreach since the last meeting and the nature of comments received from the community. Mr. Starr noted that he hadn't received any new comments. Commissioners Dwight and Tour-Sarkissian confirmed that parties could submit feedback after the passage of the ordinance if needed, and that additional corrections would occur.

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

Motion: Commissioner Yee Riley motioned to recommend that the Board of Supervisors approve File No. 170203.

2nd: Commissioner Tour-Sarkissian.

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

Nay: None.

Absent: Commissioner Adams.

Motion passed 6-0, 1 absent.

5. **Presentation on Non-Profit Registration Requirements and Process. (Discussion Item)**

Grace O'Connor (Manager, Taxpayer Assistance, Office of the Treasurer and Tax Collector) provided a general overview. Gustavo Bojorquez (Assistant Manager, Taxpayer Assistance, Office of the Treasurer and Tax Collector) was present to answer questions.

Commissioner Tour-Sarkissian asked clarifying questions regarding the 7-day threshold, independent contractor work, and driving on San Francisco streets. Commissioner Dwight asked about trends in the gig economy, whether meal delivery services need to register, and outreach to businesses that may not be aware. Commissioner Ortiz-Cartagena acknowledged efforts of the Office of the Treasurer and Tax Collector and asked about non-profit documentation. Commissioner Yee Riley confirmed that non-profits need to register with the City in addition to the State. Commissioners Dwight and Tour-Sarkissian offered suggestions to improve clarity in the online system.

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

6. **Update on the Legacy Business Program. (Discussion Item)**

Richard Kurylo (Legacy Business Program Manager, Office of Small Business) reviewed January and February 2017 staff reports.

Commissioner Dwight recommended publication of a scoreboard to promote healthy competition among Supervisors to submit more nominations. Director Dick-Endrizzi added that a bimonthly report is submitted to Supervisors. Commissioner Tour-Sarkissian asked about contact with the press/media, and recommended creation of a map. Commissioner Ortiz-Cartagena praised Mr. Kurylo for his work. Commissioner Yee Riley asked about the next step after the nomination is received. Commissioner Dooley noted that the North Beach Merchants Association helps nominees.

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

7. **Approval of March 13, 2017 draft regular meeting minutes (Action Item)**

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

Motion: Commissioner Yee Riley motioned to approve the March 13, 2017 draft regular meeting minutes.

2nd: Commissioner Ortiz-Cartagena.

Aye: All in favor.

Nay: None.

Absent: Commissioners Adams and Zouzounis.

Motion passed 5-0, 2 absent.

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

The Director reported on the status of new business items, meetings, Small Business Week, legislation, Legacy Business Program, and Assistance Center dashboards. Commissioner Dooley asked about the status of the ground floor medical uses (including formula retail) presentation. Commissioners Zouzounis and Dooley noted interest in the automation hearing in San Francisco. Commissioner Dwight asked about starter kits for Transportation Network Companies (TNC) drivers. Commissioner Zouzounis agreed that a one-pager would be useful and asked about a TNC registration informational session.

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

9. **Commissioners' Reports. (Discussion Item)**

Commissioner Dwight attended a Small Business Week (SBW) meeting and the Council of District Merchants (CDMA) as a representative from Dogpatch. He will miss April SBC meetings. Commissioner Ortiz-Cartagena was a panelist for the sanctuary restaurant program. Commissioner Tour-Sarkissian asked clarifying questions about employer and employee resources.

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

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

Commissioner Dwight noted the rules and regulations around craft brewing and the possibility that Aaron Starr could go through and clean those up after finishing Article 7. He also cautioned against Commissions formed for a specific industry, such as Cannabis.

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

11. **Adjournment. (Action Item)**

Motion: Commissioner Ortiz-Cartagena motioned to adjourn.

2nd: Commissioner Dooley.

Aye: All in favor.

Nay: None.

Absent: Commissioner Adams.

Motion passed, 6-0, 1 absent.

The meeting was adjourned at 3:50 PM.