



CITY AND COUNTY OF SAN FRANCISCO  
LONDON N. BREED, MAYOR

OFFICE OF SMALL BUSINESS  
KATY TANG, DIRECTOR

**SMALL BUSINESS COMMISSION  
DRAFT MEETING MINUTES**

Monday, September 12, 2022  
4:30 P.M, City Hall, Room 400  
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

**SMALL BUSINESS COMMISSIONERS**

Sharky Laguana, President;  
Miriam Zouzounis, Vice-President;  
Tiffany Carter, Lawanda Dickerson; Rachel Herbert; Cynthia Huie; William Ortiz-Cartagena;

**1. Call to order and roll call**

Present: Dickerson, Herbert, Huie, Laguana, Ortiz-Cartagena  
Absent: Carter, Zouzounis  
Meeting called to order at 4:43pm

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

Richard Kurylo, Legacy Business Program Manager, Office of Small Business, presented The Commission the following Legacy Business Registry applications:

- a. Outpost Studios, Inc. (Application No.: [LBR-2021-22-012](#))
- b. Piedmont Boutique (Application No.: [LBR-2021-22-025](#))
- c. PO Plus (Application No.: [LBR-2022-23-001](#))
- d. Pop's Bar (Application No.: [LBR-2022-23-003](#))
- e. St. John Coltrane Church (Application No.: [LBR-2021-22-019](#))

**Public comment:**

Dave Nelson from Outpost Studios – thanked the Commission and was honored to be considered alongside St. John Coltrane Church  
Michael Krauss – Pops Bar – we do this for the next custodians of the business. Thanks!

**Commissioner Comment:**

Ortiz-Cartagena spoke about being at Pop's Bar during the 89 earthquake.  
Laguana: thrilled because both Outpost Studios and St. John Coltrane Church were important fixtures in the music scene in SF and he was happy to see them as the music recording/business is tough.

Motion to approve: Ortiz-Cartagena

2<sup>nd</sup>: Dickerson

Aye: Dickerson, Herbert, Huie, Laguana, Ortiz-Cartagena

Absent: Carter, Zouzounis

Motion passes 4-0 with 2 absent

**3. First Year Free Program Update (Discussion Item)**

Amanda Fried and Hafiza Salehbbhai, Office of the Treasurer and Tax Collector gave a presentation on the First Year Free Program, highlighting that 1,173 free enrollments have taken place, and over \$377,000 in licenses and fees have been waived for small businesses. Legislation to extend the program through June 2023 will be introduced by Sup. Ronen. That extension will increase the maximum gross receipts to qualify for from \$2 million to \$5 million, and extend FYF to all commercial use locations (currently only ground floor).

Commissioner Comment:

Ortiz-Cartagena: Thanked TTX. Asked a technical question about a business opening a new location and if that qualifies.

Laguana: Happy to see this. Noted that the estimated program costs were much higher than these numbers.

Amanda explained that's because there was no good estimate of what it costs to open a business so the estimate was high.

No members of the public requested to speak.

**4. BOS File No. 220877 – Administrative Code – Repeal of Legacy Business Registry Fee (Discussion and Action Item)**

Director Tang reviewed a proposal amending the Administrative Code to remove the requirement to charge a Legacy Business Registry administrative fee. Supervisor Peskin is sponsoring the legislation, and it is in line with a broader effort to eliminate fees and administrative barriers for small businesses.

No members of the public requested to speak.

Motion to support: Laguana

2<sup>nd</sup>: Herbert

Aye: Dickerson, Herbert, Huie, Laguana, Ortiz-Cartagena

Absent: Carter, Zouzounis

Motion passes 4-0 with 2 absent

**5. Adoption of Parental Leave Policy to Commission Rules of Order (Discussion and Action Item)**

Commission Secretary Kerry Birnbach explained that this language was recommended by the SF City Attorney's office and it clarifies that Commissioners can request a leave of absence for parental leave and outlines that process. This item officially updates the Rules of Order, Article II Section 6, to include a parental leave policy.

Motion to adopt: Huie

2<sup>nd</sup>: Dickerson

Aye: Dickerson, Herbert, Huie, Laguana, Ortiz-Cartagena

Absent: Carter, Zouzounis

Motion passes 4-0 with 2 absent

**6. Approval of Draft Meeting Minutes (Discussion and Action Item)**

President Laguana explained that the meeting minutes from Aug. 22<sup>th</sup> 2022 were incomplete so they should be continued until the next Commission meeting.

Public comment: Michael Petrelis: Opposed the draft meeting minutes, noting that they did not adequately detail public commenters opinions pertaining to item 3.

Motion to continue the draft 8/22/2022 meeting minutes: Laguana

2<sup>nd</sup>: Herbert

Aye: Dickerson, Herbert, Huie, Laguana, Ortiz-Cartagena

Absent: Carter, Zouzounis  
Motion passes 4-0 with 2 absent

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

Public comment: Michael Petrelis: read a [written comment](#) into the record noting that he felt disrespected at the 8/22/2022 Commission meeting for a number of reasons including minimal public notice of the Resolution to Support Castro Theatre, inadequate time allotted to public commenters, and inadequately describing the meeting in the draft meeting minutes.

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

Director Tang gave an update on state legislation: proposal to extend bar hours to 4am did not pass. ABC has announced an application for type 87 liquor licenses in San Francisco (outer neighborhood corridors). Shared Spaces update: all operators will receive a compliance advisory about what needs to be addressed (emailed by Oct. 13). Applications for the permanent program due Nov. 1<sup>st</sup>.

No members of the public requested to speak.

**9. Commissioner Discussion and New Business (Discussion Item)**

Commissioner Huie: Provided an update on the Commission Survey: over 200 responses thus far. This is an opportunity to reach out to different business groups and contacts. Commissioners should share with their networks.

Commissioner Dickerson: Reported that her business, U3 Fit, had a successful retreat with many community leaders and influencers. The retreat included a safe space and opportunity to address ongoing traumas that the Bayview community has experienced. Recently there have been a series of shootings that have greatly impacted the community. Next years retreat to be even bigger.

President Laguana: Thanked Commissioner Dickerson for sharing her experiences and for being a community leader.

No members of the public requested to speak.

**10. Adjournment**