

COUNCIL MEETING OF  
October 16, 2012

**SUPPLEMENTAL #1 TO ITEM 8H**

Honorable Mayor and Members  
of the Torrance City Council  
City Hall  
Torrance, California

Members of the Council:

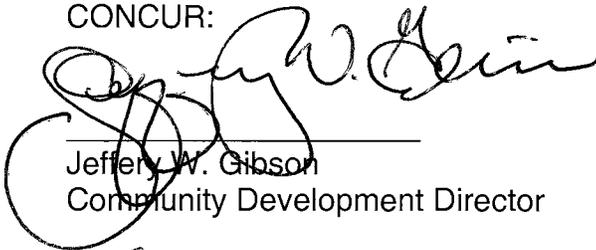
**SUBJECT: SUPPLEMENTAL #1 TO COUNCIL AGENDA ITEM 8H  
Agreement Amendment for the Downtown Torrance Marketplace**

A scrivener's error was discovered on page 4 of the First Amendment to Agreement under Exhibit A-1 Scope of Services, Conditions of Approval. The hours of operation in Condition Number 1 should read 4:00pm – 8:00pm as reflected in the attached revised Scope of Services. A provision has been added to allow City Manager or City Manager's designee to approve future requests to modify the Marketplace hours of operation.

Respectfully submitted,

JEFFERY W. GIBSON  
COMMUNITY DEVELOPMENT DIRECTOR

CONCUR:

  
\_\_\_\_\_  
Jeffery W. Gibson  
Community Development Director

By   
\_\_\_\_\_  
Gregg Lodan  
Planning Manager

  
\_\_\_\_\_  
John L. Fellows III  
City Attorney

  
\_\_\_\_\_  
LeRoy J. Jackson  
City Manager

Attachment A: Exhibit A-1 Scope of Services



## EXHIBIT A-1

### SCOPE OF SERVICES

#### DESCRIPTION

The applicant, Michael Shafer, will operate the Downtown Torrance Marketplace ("Marketplace") for a period of one (1) year, beginning on August 8, 2012. The Marketplace will include vendors who sell, to the community, specialty food products, produce (certified fruits and vegetables), cheese, specialty meats, flowers, fine arts and craft, jewelry, face painting, balloon art, etc), handcrafted arts and crafts from local artisans. All vendors to be featured will be selected so as to complement the Downtown business community and not directly compete with businesses located within the downtown area. The event is expected to incorporate local organizations such as the artists' guild, crafters guild, youth groups, performance groups, etc., and give preference to local interested parties to perform or sell goods at the weekly events. A Certified Farmers Market may be a component of this Marketplace, however, non certified farmer's market produce will not be sold unless sold by a current business within the Downtown Torrance area. The number of vendors may vary between fifteen (15) and twenty (20) vendors. The City will have final approval over the vendors, schedule and activities proposed for this weekly event.

Types of vendors may include, but are not limited to: fruits and vegetables (certified only unless excepted above), cheese, specialty meats, flowers, fine arts and crafts, jewelry, face painting, balloon art, etc. Prohibited vendors are antique or second-hand goods food trucks and retail food sales (please see Item #8, listed under Conditions of Approval). The City is also open to proposals featuring live music and/or entertainment, so long there is no requirement for amplified sound (acoustic only). Alcohol is prohibited for regular Thursday night programming in the Marketplace.

#### Definition:

Certified Farmers' Market. In order to operate a Certified Farmers' Market, the applicant must contract with or be a 501(c)(3) non-profit organization or farmer and file with the Department of Agriculture.

#### DATE AND TIME OF THE EVENT:

The Marketplace will be held weekly on Thursday from 4:00 pm to 8:00 pm.

## **LOCATION AND STREET CLOSURE:**

The location of the Marketplace will be on El Prado Avenue between Sartori Avenue and Cabrillo Avenue and may include the Courtyard in front of the Buffalo Fire Department Restaurant if the applicant can secure use from the property owner as this is private property. The event may expand on to Sartori Avenue and further up on El Prado Avenue up to the Alley on the west if a need is presented. Applicants may utilize a portion or the entirety of the maximum allowable area for the weekly events (see Attachment 1).

The applicant shall be responsible to close and reopen the event location via bollards or hard barriers (to be approved by the Torrance Fire Department) in order to secure the site. Applicant will work with the city to obtain approval for use and access to the bollards.

If amplified sound is proposed, applicant will be responsible for obtaining a sound permit.

The applicant will be responsible for the set up and clean up of the Marketplace event area and closing and reopening of the street. The applicant will make arrangements with the location businesses for attendees to use the restroom facilities for the event or provide adequate facilities subject to the approval of the City. Notice of street closure and no parking will be posted 72 hours in advance of the event unless permanent signs are installed by the City of Torrance.

## **CONDITIONS OF APPROVAL:**

1. The event will be on Thursdays from 4:00pm - 8:00pm. Alternative start and end times for the market may be proposed however, a strong case must be made for how this would improve the market and positively impact the community and any change is subject to the approval of the City Manager or the City Manager's designee in their sole discretion.
2. Applicant must include a map of proposed event area not to exceed the Maximum Allowable Area described in Attachment 2. Indicate on map area to be dedicated to Certified Farmers' Market, if conducted, and a general location of other proposed vendor & craft booths.
3. Applicant will provide a quarterly schedule of weekly events by August 15, 2012 for the Marketplace start date of August 8, 2012. The City recognizes

that events may be less frequent during winter months, however Applicant must include all dates in the quarterly schedule.

4. Vendors will be chosen so as not to compete or conflict with Downtown tenants and businesses. Products and fare of the vendors should be chosen so as to be complimentary to the types of businesses established in the Downtown. Applicant is encouraged to work with existing Downtown businesses in order to include local businesses in the event.
5. No alcoholic beverages are permitted to be sold or consumed on the public right-of-way.
6. No prepared food will be allowed other than pre-packaged foods.
7. No retail food vendors or food trucks will be allowed. Exceptions will be made for existing businesses in the Downtown, provided they obtain all necessary City and County permits required for operation of a booth at the market.
8. The sale of antique or second hand goods will not be allowed.
9. Any proposals which include an expansion of the event location will be dictated by safety and circulation and approved at the sole discretion of the City of Torrance. No street closure will be considered past the public parking structure on Sartori Ave. In addition, the Torrance Fire Department requires a 20 foot clearance in the center of the street in cases of emergency to allow fire access.
10. The City of Torrance requires hard, removable barriers to be installed during street closures in order to protect pedestrians. The applicant will either use manned vehicles as barriers or can request assistance from the City for the installation of removable barriers. If assistance from the City is requested, a fee will be assessed to cover the costs of the administrative and staff time incurred.