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

Members of the Council:

SUBJECT: City Attorney – Supplemental Material for Agenda Item 9H

This supplemental includes three attachments.

Attachment A is the Cottage Food Ordinance.
Attachment B is the Ordinance Summary for the Cottage Food Ordinance.
Attachment C is correspondence.

The cost of licenses/permits/registrations are as follows:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>City of Torrance Business License</td>
<td>$92.75 (prorated for 2019)</td>
</tr>
<tr>
<td>City of Torrance Home Occupation Permit</td>
<td>$0.00 (No Charge)</td>
</tr>
<tr>
<td>County of Los Angeles Department of Health</td>
<td></td>
</tr>
<tr>
<td>Cottage Food Class A Registration</td>
<td>$118.00</td>
</tr>
<tr>
<td>Cottage Food Class B Permit</td>
<td>$292.00</td>
</tr>
</tbody>
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The City of Torrance Business License Fee is $243.00 for 2019, but it is prorated since we are in last quarter. Here is the breakdown of the fee:

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<tr>
<td>Main License Fee</td>
<td>$60.75 (25% of $243.00)</td>
</tr>
<tr>
<td>One-time processing fee</td>
<td>$28.00 (one-time fee – not charged on renewals)</td>
</tr>
<tr>
<td>State fee</td>
<td>$ 4.00</td>
</tr>
<tr>
<td>Total remaining fee</td>
<td>$92.75</td>
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Finance staff would need direction on renewals. Business licenses renew for an entire year. The fee for 2020 would be $251.00. A person could choose not to renew and then make a new application in the last quarter and then the fee would be $95.75 (25% of annual fee of $251.00 plus $4.00 state fee plus $29.00 one-time processing fee). Another option would be if the City Council were to give direction that these Cottage Food businesses in the Pilot Program could renew for only the last quarter of 2020, then the prorated fee would be $66.75. But, the City does not do this for any other businesses and it may lead to other businesses requesting the same treatment. Therefore, staff would recommend against this option.

A Cottage Food Operator needs only a Class A Registration or a Class B Permit. The County’s website states that the Class A Cottage Food Registration is for direct sales: (1) from your home, (2) at holiday bazaars or temporary events such as bake sales or food swaps, (3) at farm stands and Certified Farmers’ Markets, and through community-supported agriculture subscription. The County’s website that the Class B Cottage Food Permit is for direct sales and indirect sales to: (1) a permitted restaurant, (2) permitted grocery/food market retail, and (3) permitted mobile food
facility (i.e. food trucks). The sales under the proposed Pilot Program would be under the Class A Cottage Food Registration.

Additionally, the County’s website provides that “any person who prepares or packages cottage food must complete a food processor course within three months of becoming registered or permitted and every three years during operation. The California Department of Public Health (CDPH) has identified training that you may take that will satisfy the training requirement specified in California Health and Safety Code section 114365.2(d). Cottage food operators (CFOs), their employee, and any household member that is involved in the preparation or packaging of cottage foods may take one of the American National Standards Institute (ANSI) accredited food handler courses that are currently required for retail food facility food handlers. The courses are available online or via a classroom in a variety of languages for a minimal cost.” A quick sample of the online courses show the fees for food handler courses range from $7.00 to $15.00 although some may be higher or lower than the ones sampled.

Respectfully submitted,

Patrick Q. Sullivan
City Attorney

NOTED:

LeRoy J. Jackson, City Manager

Attachments: A. Cottage Food Ordinance
B. Ordinance Summary for Cottage Food Ordinance
C. Correspondence
ORDINANCE NO.
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, AMENDING THE TORRANCE MUNICIPAL CODE TO ADD A NEW CHAPTER 15 OF DIVISION 4 REGARDING THE CALIFORNIA HOMEMADE FOOD ACT COMMONLY KNOWN AS THE COTTAGE FOOD LAW

WHEREAS, on September 21, 2012, Assembly Bill (AB) 1616, the California Homemade Food Act, commonly referred to as the Cottage Food Bill, was passed into law and became effective on January 1, 2013; and

WHEREAS, AB 1616 permits individuals to manufacture, package, and sell certain non-potentially hazardous foods in private-home kitchens and requires cities to enact and/or enforce applicable regulations; and

WHEREAS, enforcement of existing municipal code ordinances that are inconsistent with the California Homemade Food Act (AB 1616) is prohibited;

WHEREAS, The City Council adopts this ordinance to protect the health, safety, and welfare of its residents, businesses, and visitors; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TORRANCE DOES ORDAIN AS FOLLOWS:

SECTION 1.

"Chapter 15 – Cottage Food

SECTION 415.1.010. – Cottage Food Home Occupations.
Where allowed by Article 18 of Chapter 2 of Division 9 of the Torrance Municipal Code, cottage food home occupation businesses shall comply with the regulations of this section in addition to those regulations set forth and enforced by the County of Los Angeles Department of Public Health.

SECTION 415.1.020. PURPOSE.
The requirements of this section are intended to:
1. Implement the California Homemade Food Act (AB 1616).
2. Recognize that a residential property owner or resident has a limited right to conduct an un-obtrusive cottage food home occupation business from his or her
residence, and recognize that the business should be conducted in such a manner that has little to no impact on surrounding residents.

3. Preserve the residential character of residential neighborhoods, where cottage food home occupations operate.

4. Prevent the operation of a cottage food home occupation business from transforming a residential neighborhood into a commercial one; and

5. Administer well-articulated operating standards and minimum site standards to implement a predictable permitting process for the establishment of cottage food home occupation businesses.

6. Institute the Zoning Clearance Planning approval process for the approval of all cottage food home occupation businesses in addition to the required business license application.


1. A cottage food home occupation business license application and a zoning clearance application shall be submitted on forms provided by the City of Torrance Community Development Department Planning Division and Finance Department Business License Division. Upon submittal, the Community Development Director or his/her designee will review the Home Occupation Permit zoning application at the public counter and may require additional information to confirm full compliance with this Chapter. A site plan/floor plan of the residence shall be provided to the Planning Division to demonstrate an adequate parking space for the one full-time equivalent employee allowed pursuant to Health & Safety Code section 113758(a) is provided and that the rooms dedicated to the cottage food home occupation are limited to the kitchen plus one additional room (including storage).

2. Prior to the issuance of the City Business License, the Finance Director or his/her designee will verify that the applicant supplied written proof that the cottage food home occupation business has been registered with the Los Angeles County Department of Public Health and has received either a "Class A" Registration or a "Class B" Permit.

3. Applicant shall pay zoning clearance and cottage food home occupation business license fees associated with the City's review and processing of the applications. Said fees shall not exceed the City's cost of administering the review and permitting processes.

4. If the applications do not comply with the provisions set forth in this Chapter, the Community Development and/or Finance Directors may deny the applications, or a revision may be required in order to meet the provisions of this chapter prior to approval of the application.
5. Approval granted by the City for the operation of a cottage food home occupation business may be revoked by the City if at any time the use is found to be out of compliance with the provisions of this Chapter or County of Los Angeles Department of Public Health requirements.
6. Cottage food home occupation zoning clearances are nontransferable.

SECTION 415.1.040. Performance Standards.
A Cottage Food home occupation shall be allowed to operate from a legally established residential dwelling unit as an accessory use to the primary residential use of the dwelling, provided that the use complies with all of the following performance standards:

A. Location Requirements:
1. A Cottage Food home occupation business shall be allowed to operate from a legally established single-family or multi-family residential dwelling unit located in the applicable zones identified in Article 18 of Chapter 2 of Division 9.
2. If the Cottage Food home occupation business operator is not the owner of the residence where the business will be conducted, the property owner’s or apartment manager’s written authorization shall be submitted with the application for a Cottage Food home occupation.
3. If the Cottage Food home occupation business will be conducted in a residential dwelling located within a development subject to Homeowners Association CC&R’s, the applicant shall provide written authorization from the HOA.
4. Each Cottage Food home occupation business license applicant shall demonstrate on a site plan, at least one adequate parking space is available to accommodate an adequate parking space for the one full-time equivalent employee allowed pursuant to Health & Safety Code section 113758(a). This required parking space shall not impede vehicular traffic or circulation, and shall not block a driveway or sidewalk. A residential driveway space of an appropriate size and/or a designated guest parking space within a multi-family development may satisfy this requirement.

B. Operating Standards:
1. Cottage Food home operations existing prior to this ordinance must obtain zoning clearance approval and a business license within 30 days of the effective date of the ordinance.
2. Cottage Food home occupation businesses shall not operate before securing all required permits and approvals from the County of Los Angeles Department of Public Health.
3. The Cottage Food home occupation use shall utilize only the kitchen and one additional room inside the residence (including storage areas), which have been permitted and inspected by the County of Los Angeles Department of Public Health.

4. A Cottage Food home occupation business is permitted to produce foods that are defined as “non-potentially hazardous” by the State of California Department of Public Health. A current list of approved Cottage Food products is maintained on the California Department of Public Health’s website and may be updated from time to time.

5. The Cottage Food operator must be a primary resident of the home where the Cottage Food home occupation business operates. A maximum of 1 full-time employee, exclusive of family/household members, may be employed by the Cottage Food home occupation business at the residence.

6. A Cottage Food home occupation business is permitted to conduct direct sales (as defined by Health & Safety Code Section 113758) from the home between the hours of 9:00 a.m. and 5:00 p.m. daily.

7. Direct sales from the home shall not be conducted from an attached garage, accessory residential structure, or any place outside of the residential dwelling.

8. On-site dining and customer loitering is prohibited. No more than one customer may be allowed at the site at any given time.

9. At least 1 off-street parking space, as dimensioned in Chapter 3 of Division 9, is required to accommodate customers and deliveries. This required parking space shall not impede vehicular traffic or circulation, and shall not block a driveway or sidewalk. A residential driveway space of an appropriate size and/or a designated guest parking space within a multi-family development may satisfy this requirement.

10. Operation of the Cottage Food home occupation business shall not occupy any required parking for the residential dwelling i.e., required garage parking.

11. Delivery and loading vehicles shall not illegally park or sit idling, and shall not impede vehicular traffic or circulation at any time.

12. The Cottage Food home occupation business shall not generate obnoxious odors, fumes or emissions that are perceptible without instruments by a reasonable person at or beyond the property line of the site.

13. The Cottage Food home occupation business shall comply with the noise standards for residential zones as identified in Article 7 of Chapter 6 of Division 4 of the Torrance Municipal Code and any other noise standards found in Chapter 6 of Division 4.
SECTION 415.1.050 PILOT PROGRAM
A. The City Council establishes a two-year Pilot Program for the Seaside Ranchos Holiday Light Display Area. The Area is bounded by Sepulveda Boulevard, Anza Avenue, Calle Mayor, Pacific Coast Highway, the west boundary of South Redondo Beach, and Palos Verdes Boulevard.
B. The Pilot Program will run during the holiday season which is defined as from Thanksgiving Day 2019 through January 1, 2020 and Thanksgiving Day 2020 through January 1, 2021.
C. The Pilot Program will apply to residents in the Seaside Ranchos Holiday Light Display Area that possess:
   1. a Business License, and
   2. a Home Occupation Permit and either of the following:
      a. a Class A Cottage Food Operation Registration from the Los Angeles County Department of Public Health; or
      b. a Class B Cottage Food Operation Permit from the Los Angeles County Department of Public Health
D. The residents that participate in the Pilot Program can sell only those food items on the approved list of Cottage Foods on the California Department of Public Health's website as it may be amended from time to time.
E. The residents that participate in the Pilot Program may sell food items from their driveway.
F. The residents that participate in the Pilot Program may sell food items on the approved list of Cottage Foods from 4:00 p.m. to 8:00 p.m.
G. The residents that participate in the Pilot Program must display the following while selling food items from the approved list of Cottage Foods:
   1. City of Torrance Business License;
   2. Home Occupation Permit;
   3. One of the following:
      a. a Class A Cottage Food Operation Registration from the Los Angeles County Department of Public Health; or
      b. a Class B Cottage Food Operation Permit from the Los Angeles County Department of Public Health.

SECTION 2. CEQA. The City Council finds that this amendment to the Development Code is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Section 15301 Class 1 (Existing Facilities) because the proposed ordinance establishes Cottage Food Operations as a type of home occupation to be conducted within an existing dwelling unit, which would involve negligible or no expansion of the existing residential use.
Additionally, the proposed Development Code Amendment is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) because the activity, which involves adding sections of the City of Torrance Municipal Code, will not result in a direct or reasonably foreseeable indirect physical change in the environment; and Sections 15060(c)(3) because the activity is not a project as defined in Section 15378 of the CEQA Guidelines, California Code of regulations, Title 14, Chapter 3, because the nature of the code amendment being considered has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

SECTION 3. Severability.
If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason deemed or held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Torrance hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or other portions might subsequently be declared invalid or unconstitutional.

SECTION 4. Effective Date. This ordinance shall take effect 30 days after the date of its adoption. Within 15 days following adoption, this ordinance or a summary of this ordinance if authorized by the City Council, will be published at least once in the Daily Breeze, a newspaper of general circulation, published and circulated in the City of Torrance.

INTRODUCED and APPROVED this day of _____, 2019.

ADOPTED and PASSED this ___ day of ________, 2019.

________________________
Mayor Patrick J. Furey

APPROVED AS TO FORM:
PATRICK Q. SULLIVAN
CITY ATTORNEY

By: ______________________
Tatia Y. Strader, Assistant City Attorney

ATTEST:

________________________
Rebecca Poirier, City Clerk
Ordinance Summary

On October 22, 2019, the City Council of the City of Torrance adopted Ordinance No. ____ adding a new Chapter 15 to Division 4 of the Torrance Municipal Code regarding the California Homewood Food Act commonly known as the Cottage Food Law. The proposed Ordinance establishes an application process, performance standards, locations requirements, and operating standards for cottage food operations. The proposed Ordinance also establishes a two-year pilot program for the Seaside Ranchos Holiday Light Display Area and the sale of cottage foods. The City Council adopts this ordinance to protect the health, safety, and welfare of its residents, businesses, and visitors.

The proposed Ordinance bans vendors within certain parks (if there is a concessionaire selling food and drinks) as well as near certified farmers' markets, swap meets, and temporary special events. The Ordinance also bans stationary sidewalk vendors in residential areas. The Ordinance regulates and restricts sidewalk vending in the City of Torrance. The City Council adopts this Ordinance under the authority provided in SB 946, and finds that the time, place, and manner regulations and requirements provided herein are directly related to the City's purpose of protecting the health, safety, and welfare of its residents, businesses and visitors.

*****City Clerk to add a paragraph stating that copies of the Ordinance are available at the City Clerk's office and stating the names of the City Council members that voted in favor and those that voted against.*****
Sullivan, Patrick

From: Pena, Michelle on behalf of City Clerk
Sent: Monday, October 14, 2019 7:36 AM
To: Sullivan, Patrick
Subject: FW: Take two: Feedback from Seaside re Lights Displays Ordinances
Attachments: Proposed Vending Ordinances notes.pdf

------- Original message -------
From: SNA <seasideneighborhoodassociation@gmail.com>
Date: 10/13/19 12:56 PM (GMT-08:00)
To: "Rizzo, Geoffrey" <GRizzo@TorranceCA.gov>, "Griffiths, Mike" <MGriffiths@TorranceCA.gov>,
"Chen, George" <GChen@TorranceCA.gov>, "Mattucci, Aurelio" <AMattucci@TorranceCA.gov>, "Herring, Milton" <MHerring@TorranceCA.gov>, "Furey, Pat" <PFurey@TorranceCA.gov>, "Goodrich, Tim" <TGoodrich@TorranceCA.gov>
Subject: Take two: Feedback from Seaside re Lights Displays Ordinances

WARNING: External e-mail
Please verify sender before opening attachments or clicking on links.

Sorry about sending a 'pages' file.
As they say, you get what you pay for, and I'm a volunteer ;) Here's the pdf version:

Dear Gentlemen,
Kindly read the notes from a neighborhood meeting held by SNA today (Saturday Oct. 12) to preview the Vending Ordinances, which are scheduled for your Tuesday Council Meeting. In them, you'll find our suggestions and opinions on the Ordinances.
With Appreciation,
Tricia Blanco, President
--
SNA
www.seasideneighborhoodassociation.org
Seaside Neighborhood Association Facebook Page
NOTES FROM MEETING OF SATURDAY, OCTOBER 12, 2019 ON PROPOSED ORDINANCES REGARDING STREET VENDING, HOURS OF COMMERCE AND COTTAGE FOOD INDUSTRY
Eight residents of 90505 attended, and three more sent input electronically.

I. ORDINANCE #1- STREET VENDING
A) The Three Permits Required system for roaming vendors seems well-designed and prohibitive enough to dissuade vendors from selling on our streets.
B) It seems Stationary vendors will not be allowed to vend in residential areas at all.
C) Permit system will work only if TPD enforces it. What's the procedure?
D) SNA suggests TPD has readily available a list of permitted vendors, so that Officers can quickly ascertain which (if any) street vendors are legally allowed to sell.

II. ORDINANCE #2- VENDING HOURS
A) Residents suggest adding one more method of dissuading street vendors by limiting the hours of street vending to the following: 9 AM to 5 PM.
B) Residents suggest Cottage Food vendors be allowed to vend from 9 AM to 9 PM.

III. ORDINANCE #3- COTTAGE FOOD INDUSTRY
A) This Ordinance wasn't included in the Staff Report, so residents aren't completely sure what it entails.
B) SNA requests that City Council delay voting on the Cottage Food Industry Ordinance for a week, so that residents have a chance to thoroughly discuss it. At SNA's General Meeting on Wednesday, October 16, Staffer Katie Wand is scheduled to review all the Holiday Lights changes with the group. At that time we can talk through this Ordinance.
C) The following comments and suggestions are preliminary, and may be changed after we study the proposed Cottage Food Industry Ordinance.
   - This Ordinance seems to say that Resident Vendors would be required to obtain a Torrance Business License with a Home Occupation Permit as well as a County Cottage Food License. SNA suggests Cottage Food Industry applicants' fees for a Torrance Business License be dropped to $0 for residents who provide written proof that their profits are going to a charity (501c3 business), such as a sports team, school organization or church. Proof would be in the form of a tax return or letter from the organization certifying that it is a nonprofit organization.
   - To discourage residents from disturbing the neighborhood peace by selling excessively, limit each address to 1-2 selling days a month. If a non-profit or a for-profit organization/ family wishes to sell more than that, they would have to use another residence and acquire the proper licenses for that venue.

IV. SUGGESTIONS FOR INFORMATION TO PUT ON CITY WEBSITE
Please detail the Ordinances, the costs, how to get the licenses/permits, a map of which streets will have no parking on one side of the street, and a statement that all regulations will be STRICTLY ENFORCED. Also state that DISTURBING THE PEACE by vendors shouting out to passersby or the playing of excessively loud music is against the law. And Lights Out by 10 PM is the standard policy for the neighborhood.
Patrick, here is some correspondence for Item 9H on this week's agenda – Supplemental Material.

Thanks,

Katie Wand
Management Associate – Office of the City Manager
City of Torrance | 3031 Torrance Boulevard | Torrance CA 90503 | 310.618.2843 voice | 310.618.5891 fax | KWand@TorranceCA.gov | www.TorranceCA.gov | www.Twitter.com/TorranceCA

Hi Katie
Wanted to keep you in the loop.
This past Saturday, SNA had a small meeting to go over the proposed Ordinances. The notes are attached below. Basically, we love the outside vendors ordinance, we suggest a change of vending hours, and we're asking Council for another week to study the Cottage Industry Ordinance before Council votes, since the Cottage Industry Ordinance wasn't published as of Saturday. I'm also attaching Wednesday's Agenda, subject to revision. You can see that I put you and me as presenting together 'Safety and Civility during the Holiday Lights Period.' I'll only need 7 minutes to summarize SNA's efforts. The rest of the hour will be yours.
Were you able to acquire a microphone and speaker system?
Many Thanks, and see you on Tuesday at the Council meeting,
Tricia

--
SNA
www.seasideneighborhoodassociation.org
Seaside Neighborhood Association Facebook Page
NOTES FROM MEETING OF SATURDAY, OCTOBER 12, 2019 ON PROPOSED
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Seaside Neighborhood Association’s Fall General Meeting: October 16, 2019

6:30 - 7 PM: Social (Half) Hour sponsored by SNA Business Partners...

DREAM DINNERS, TORRANCE
310 752 0055

CEE JAYS PLACE FOR FLOWERS
310 710 4418

MEETING AGENDA

7 PM President Tricia Blanco: Welcome and Presentation of Agenda
   Secretary for the Night is ____________________________.
   Vice President Jenna Christensen: Membership Report
   and Landscaping Awards
   Treasurer Melissa Wright: Financial Summary
   Social Media V.P. Pam Jenson: Media Outreach and
   Holiday Get Together
   Scholarship Selection Committee: Kelly Wengel

7:15 PM Torrance Fire Department Community Outreach Presentation

7:45 PM SNA and Torrance City Staff presentation:
   Increased Safety and Civility during the Lights Displays period
   Tricia Blanco: SNA and Neighborhood Involvement
   Katie Wand, City Manager's Office Staffer: City’s Involvement

8:50 PM DISMISSAL