



# Executive Summary

**To:** Patti McLauchlin, City Manager  
**From:** Todd Stoughton, Assistant City Manager  
**Date:** September 12, 2022  
**RE:** Revocable License Agreement for the Operation of the Key West Artisan Market at the Sonny McCoy Indigenous Park

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## **Action:**

This is a request to approve a revocable license agreement between the City of Key West and Jill Snodgrass for the operation of the Key West Artisan Market at the Sonny McCoy Indigenous Park, 1801 White Street, Key West, Florida 33040.

## **Background:**

Jill Snodgrass is the sole proprietor of Daily Plan-it which is a full-service special event company specializing in outdoor festivals and vendor services. They have been in business since 1989 and operating in the Florida Keys since 2014. They designed and developed the Key West Farmers Market now operating at the Truman Waterfront. The Key West Artisan Market has been successfully hosted at Higgs Beach and the restaurant store for nearly a decade, and Jill Snodgrass has moved the Artisan Market to Indigenous Park since 2020.

Pursuant to Section 2-939 of the Code of Ordinances the City may enter into a revocable license agreement for the use of city property which may be unilaterally terminated by the City with or without cause. The proposed terms of the revocable license agreement are as follows:

**Demised Area:** The area that may be utilized is shown on Exhibit A

**Use:** The operation of an Artisan Market on Sunday's from 10:00am to 2:00pm (Setup/Teardown times are 7:00am to 4:00pm). The City will have the right to institute blackout dates and the user fee will be abated accordingly. Amplified music will be in accordance with City Code Sec. 26-192, and any alcohol sales must be by a licensed catering company, carrying proper insurance.

**Term:** October 23, 2022, through April 24, 2023.

**Use Fee:** \$300.00 per week which will include trash receptacles, and removal of stored trash after the event. (Revocable License Holder must arrange for one Fire Inspector to be present for the entire event to conduct a Fire Safety Watch due to the vendors cooking on City property. This will be arranged directly with the Fire Marshall's office.)

**Insurance and Indemnification:** The licensee will indemnify the City to the fullest extent permitted by law and will keep insurance in the limits prescribed in full force and effect at all times naming the City as an additional insured.

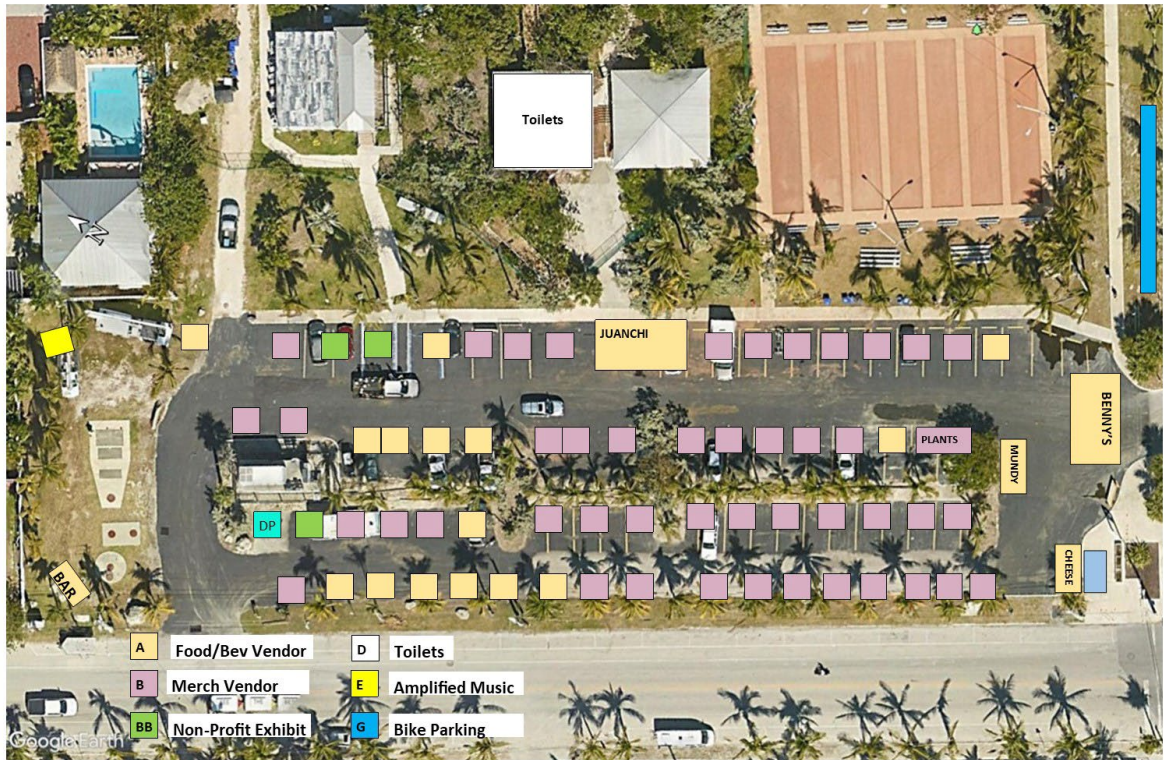
**Financial Impact:**

All City expenses are covered by the weekly cost.

**Recommendation:**

Request the City Commission approve the license agreement with Daily Plan-It to manage the local Artisan Market at the Sonny McCoy Indigenous Park.

# Exhibit A



**Exhibit B**  
**2022-2023 Artisan Market Dates**

- 2022: Oct 23, Nov 6, Nov 20, Dec 4, Dec 18
  
- 2023: Jan 1, Jan 15, Jan 29, Feb 12, Feb 26, Mar 5, Mar 12, Mar 19, Mar 26, Apr 2, Apr 9, Apr 16, Apr 23