

RESOLUTION NO. 23-252

JILL SNODGRASS (DBA DAILY PLAN-IT) -  
KEY WEST INDIGENOUS PARK ARTISAN MARKET  
- REVOCABLE LICENSE 2023-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING THE CITY OF KEY WEST TO ENTER INTO THE ATTACHED "REVOCABLE LICENSE AGREEMENT FOR NONPERMANENT USE OF CITY PROPERTY" WITH JILL SNODGRASS (DBA DAILY PLAN-IT), TO ALLOW THE OPERATION OF AN ARTISAN MARKET AT INDIGENOUS PARK (1801 WHITE STREET) ON DATES SET FORTH IN THE AGREEMENT, UPON ADDITIONAL TERMS AND CONDITIONS CONTAINED IN THE AGREEMENT (OCTOBER 22, 2023-APRIL 28, 2024); PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Section 2-939 of the Code of Ordinances of the City of Key West, Florida allows the City to grant a revocable license for a nonpermanent use of City property; and

WHEREAS, the City Commission finds that a regularly scheduled Artisan Market provides local access to fresh foods, handcrafts and related merchandise, and hereby provides a benefit to residents and visitors;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the City Manager is hereby authorized to execute the attached "Revocable License Agreement for Use of City

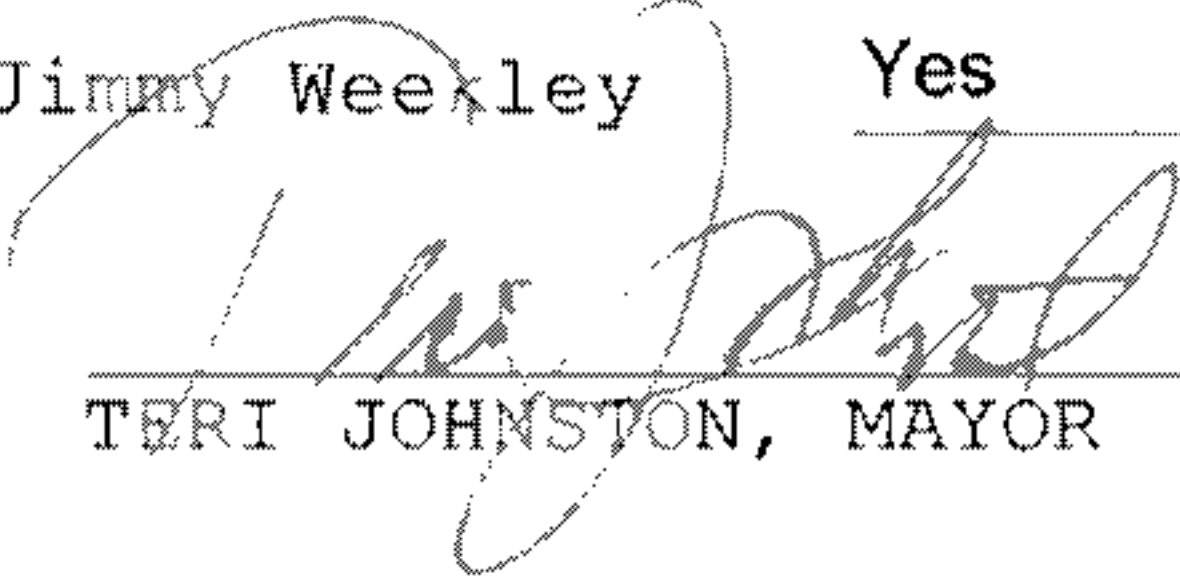
Property" (the "Agreement") between the City and Jill Snodgrass (dba Daily Plan-It) for the use of a designated area of indigenous Park (1801 White Street) for an Artisan Market, on dates set forth in Exhibit "B", upon specific terms and conditions set forth in the Agreement (October 22, 2023-April 28, 2024).

Section 2: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.


Passed and adopted by the City Commission at a meeting held this 14th day of September, 2023.

Authenticated by the presiding officer and Clerk of the Board  
Filed with the Clerk on September 14, 2023.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Lissette Carey	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Absent</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
\_\_\_\_\_  
TERI JOHNSTON, MAYOR

ATTEST:

  
\_\_\_\_\_  
KERI O'BRIEN, CITY CLERK




## MEMORANDUM

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Date: September 14, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress  
City Manager 

From: Gary Moreira  
Senior Property Manager

Subject: **Revocable License Agreement for the Operation of the Key West Artisan Market at Sonny McCoy Indigenous Park**

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### Introduction

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 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 hosted the Artisan Market at 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:

### Procurement

**Demised Premises:** The area to be used by Licensee is shown on Exhibit A.

**Term:** October 22, 2023 through April 14, 2024 between the hours of 7:00 AM until 4:00 PM. Licensee is requesting an option for an operating hours variance on October 22<sup>nd</sup> only, to coincide with the Zombie Bike Ride. (3:00 PM to 7:00 PM). See Exhibit B.

**Use Fee:** \$300.00 per week which will include trash receptacles and removal of stored trash after each event.

**Miscellaneous:** Revocable License Holder must arrange for one Fire Inspector to be present for the entire event to conduct a Fire Safety Watch due to vendors cooking on City property. This will be arranged directly with the Fire Marshall's office.

**Insurance/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:** Community Services confirms use fee covers city expenses.

**Recommendation**

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

Exhibits:  
Revocable License Agreement  
Exhibit A  
Exhibit B

## REVOCABLE LICENSE AGREEMENT FOR USE OF CITY PROPERTY

This License Agreement is made this 15<sup>th</sup> day of September, 2023, by and between the City of Key West, Florida, a municipal corporation, whose mailing address is P.O. Box 1409, Key West, Florida, 33041 (hereinafter "Licensor") and Jill Snodgrass, individually whose mailing address is 1200 4<sup>th</sup> Street, #828, Key West, FL 33040 (hereinafter "Licensee").

### WITNESSETH:

WHEREAS, Licensee desires to do business as the Indigenous Park Artisan Market; and WHEREAS, Licensor owns the property upon which the proposed Market is to be operated; and

WHEREAS, pursuant to section 2-939 of the Key West Code of Ordinances, Licensor may grant Licensee a revocable license to use Licensor's property.

WHEREAS, the City is in the process of developing policy for commercial or private use of public property this revocable license agreement may be subject to amendment to comply with policy enacted by the City Commission,

NOW, THEREFORE, the parties agree as follows:

1. For the period beginning on the October 22, 2023, and ending on April 14, 2024, the Licensor hereby grants to the Licensee a revocable and non-assignable license to enter in, on, over, and across the land described on Exhibit A, which is attached hereto and incorporated by reference, for use by the Licensee, its representatives, agents, contractors and assigns for the purpose of operating the Indigenous Park Artisan Market with a maximum of 90 participants, on the days set forth on Exhibit "A", which is attached hereto and incorporated by reference; subject to existing easements for public roads and highways, public utilities, railroads and pipelines; reserving, however, to the Licensor, its successors and assigns, all such right, title, interest and privilege as may be used and enjoyed without interfering with or abridging the rights and right-of-entry hereby acquired.

Licensee shall agree to the following:

- Licensee shall use the area for the operation of an outdoor artisan market including the sale of arts and crafts, food and beverages, farmers market items, books and literature and alcoholic beverages sold through a properly insured and licensed vendor and for no other purpose.
- Musicians may be allowed to perform and accept tips.
- Vendors will set up tents in locations depicted on Exhibit "A".
- Vendors will operate on the dates specified in Exhibit "B".
- No drilling or staking in any park area.
- The Licensee will meet all applicable fire and health codes for any on-site cooking or food preparation.
- Licensee agrees that no single use polystyrene products of any kind will be allowed.
- Licensee shall clean the area and provide trash can liners for up to 10 receptacles provided by the Licensor. Licensor shall remove the trash which must be gathered and collected by Licensee prior to Licensee vacating the premises for each event.
- Licensor has no obligation to provide power or water for the Licensees use.
- Licensee's events shall take place on Sundays between the hours of 7:00AM and 4:00PM. For the event on October 22, 2023 coinciding with the Zombie Bike Ride, Licensee, upon prior approval, of the City Manager may modify the market hours for this event only, from 3:00PM until 7:00PM. All other hours are subject to City Manager approval in order to avoid any conflicts.

2. In consideration for the grant of license in paragraph 1 herein above, Licensee expressly agrees to be solely responsible for all costs of any nature whatsoever associated with the occupancy and operation of the Artisan Market as herein described.

3. If any action of the Licensee's employees or agents in the exercise of this License results in damage to the property, including but not limited to the turf, irrigation, utilities, or improvements the Licensee will immediately repair such damage in a manner acceptable to the Licensor.

4. This License is personal to Licensee and may not be assigned or transferred. The use of a single property insured and licensed vendor for the sale of beer and wine is not an assignment or transfer for these purposes. Licensor shall have the right to terminate this License with or without cause upon seven (7) days written notice to Licensee at the following address:

Jill Snodgrass  
1200 4<sup>th</sup> Street, #828  
Key West, FL 33040

5. To the fullest extent permitted by law, Licensee expressly agrees to indemnify and hold harmless the City of Key West and their respective officers, directors, agents, and employees (herein called the "indemnitees") from any and all liability for damages, including, if allowed by law, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property caused in whole or in part by any act, omission, or default by Licensee or its subcontractors, vendors, material men, or agents of any tier or their employees, arising out of this Agreement or its performance, including any such damages caused in whole or in part by any act, omission, or default of any indemnitee, but specifically excluding any claims of, or damages against an indemnitee resulting from such indemnitee's gross negligence, or the willful, wanton or intentional misconduct of such indemnitee or for statutory violation or punitive damages except and to the extent the statutory violation or punitive damages are caused by or result from the acts or omissions of Licensee or its subcontractors, vendors, material men, or agents of any tier or their respective employees. The provisions of this indemnification provision shall survive the expiration or earlier termination of this License Agreement. Nothing herein is intended to waive the immunity afforded to City pursuant to Florida Law, including section 768.28, Florida Statutes.

6. Licensee shall keep in full force and effect at all times during the effective period of this Agreement, and at their own cost and expense the following insurance in insurance companies authorized in the State of Florida, with an A.M. Best rating of A-:VI or higher and shall provide evidence of such insurance to the City. The policies or certificates must be endorsed to provide thirty (30) days prior to cancellation notices of same shall be given to the City by U.S. Mail for all of the required insurance policies stated below. The City of Key West, all Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees are to be named as "additional insureds" under all policies herein on a primary and non-contributory basis as respects liability arising out of activities performed by or on behalf of Licensee operating under this License Agreement.

**Licensee shall maintain limits no less than those stated below:**

**Commercial General Liability** - with a minimum amount of One Million (\$1,000,000.00) Dollars per occurrence, Two Million (\$2,000,000.00) Dollars per Aggregate.

**Worker's Compensation** – Statutory, in compliance with the Compensation law of the State of Florida. The coverage must include Employer's Liability with a limit of One Million (\$1,000,000.00) Dollars each accident.

**Business Automobile Liability** Insurance with a minimum limit of liability per occurrence of One Million (\$1,000,000.00) Dollars Combined Single Limit. The City of Key West must be named as an Additional Insured. This insurance shall include for bodily injury and property damage the following coverage:

- Owned automobiles
- Hired automobiles
- Non-owned automobiles

**Excess/Umbrella Liability** shall have a minimum limit of One Million (\$1,000,000.00) per occurrence with an annual aggregate of One Million (\$1,000,000.00.) This coverage is to be following form and include the Commercial General Liability and Automobile Liability Policies.

**Scope of Insurance and Special Hazards**

The insurance required under Paragraphs 6 hereof is a minimum to provide adequate protection for Licensee, respectively, against damage claims which may arise from operations under this Agreement, whether such operation be by the insured or by anyone directly or indirectly employed by the insured and, also against any of the special hazards which may be encountered in the entities' operation under this Agreement. The insurance required herein and approval of Licensee's insurance by the Licensor shall not relieve or decrease the liability of Licensee hereunder.

**Waiver of Subrogation**

The insurance policies required under Paragraph 6 hereof shall contain "waivers of subrogation" endorsements whereas Licensee's insurer waives any claim against the City of Key West.

**Certificates of Insurance**

Certificates of Insurance shall be filed and maintained throughout the life of this Agreement with the City Clerk evidencing the minimum limits of insurance cited above. All policies shall be endorsed that they may not be terminated or modified without insurer providing the City of Key West at least thirty (30) days advance notice. Additionally, Licensee shall immediately notify the City of any cancellation of such insurance.

7. Licensor does not warrant or represent that the property is safe or suitable for the purpose for which Licensee is permitted to use it, and Licensee assumes all risks in its use.

8. Licensee shall pay Licensor \$300 per event, payable in advance on the first of every month for the term of this agreement.

9. The Licensor shall have the right to institute blackout dates as may be required with a minimum of two weeks prior written notice to the Licensee and Licensee will receive a pro-rated abatement of the monthly fee for the blackout period.

10. During the term of this Agreement, Licensee shall be permitted to place signage recognizing the activities of Licensee as permitted herein. All aspects of the signage, including the number, size, placement, duration of placement and design shall be subject to the approval of Licensor, in its sole discretion and must be removed at the end of each event.

THIS SPACE INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties have executed this License Agreement on the date above written.

LICENSOR: CITY OF KEY WEST,  
FLORIDA

Reviewed for Legal Sufficiency  
RR 9/15/23  
Ronald J. Ramsingh, City Attorney

ATTEST:



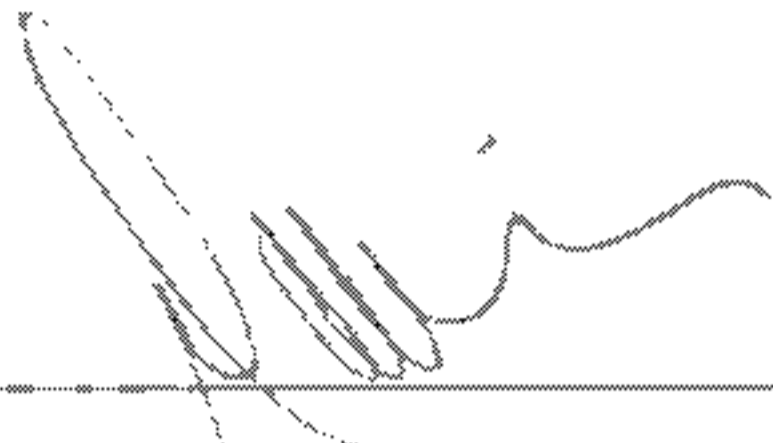
  
Kerr O'Brien, City Clerk

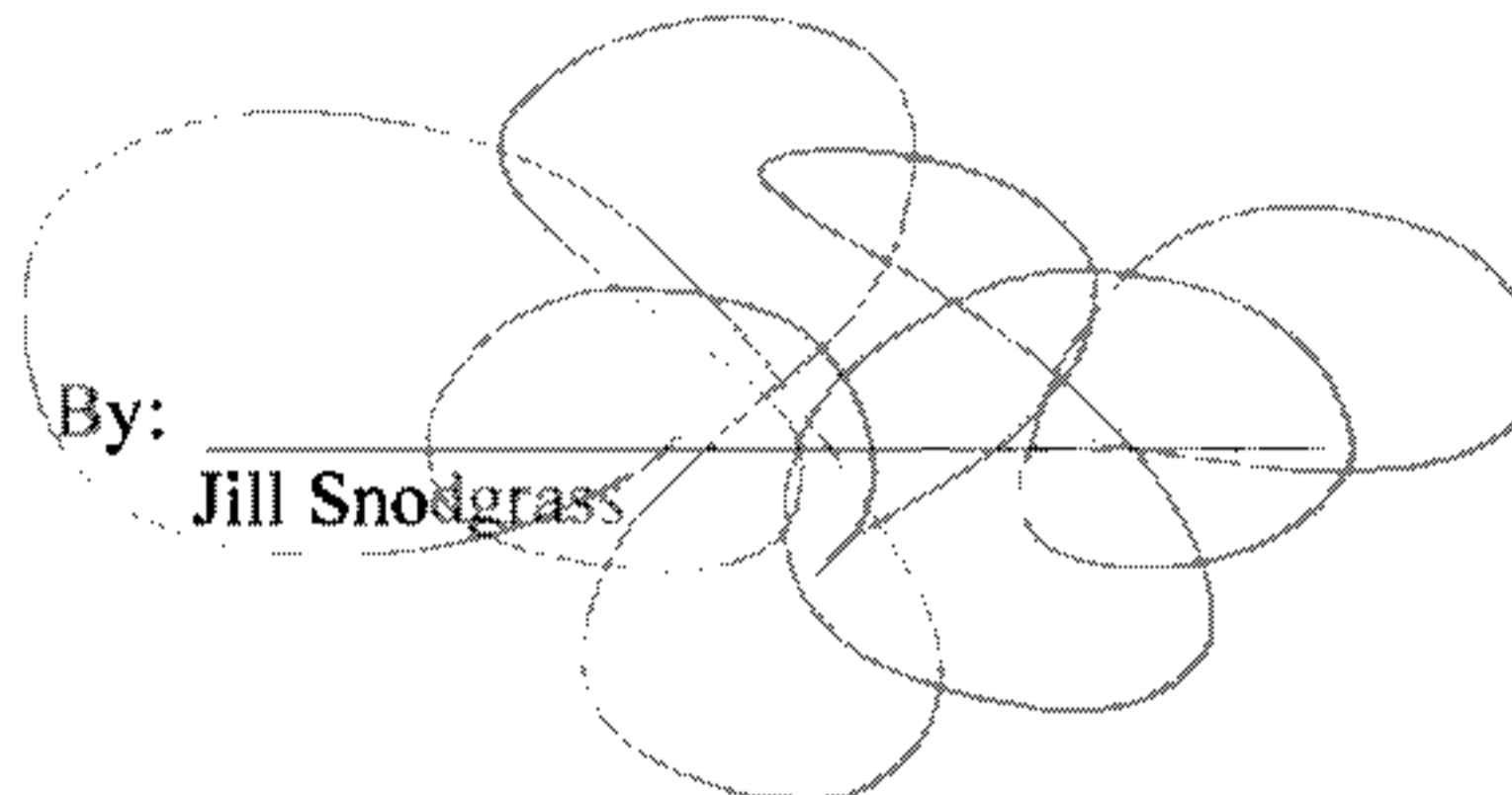
By:   
Albert Childress, City Manager

Sept. 15, 2023

LICENSEE:

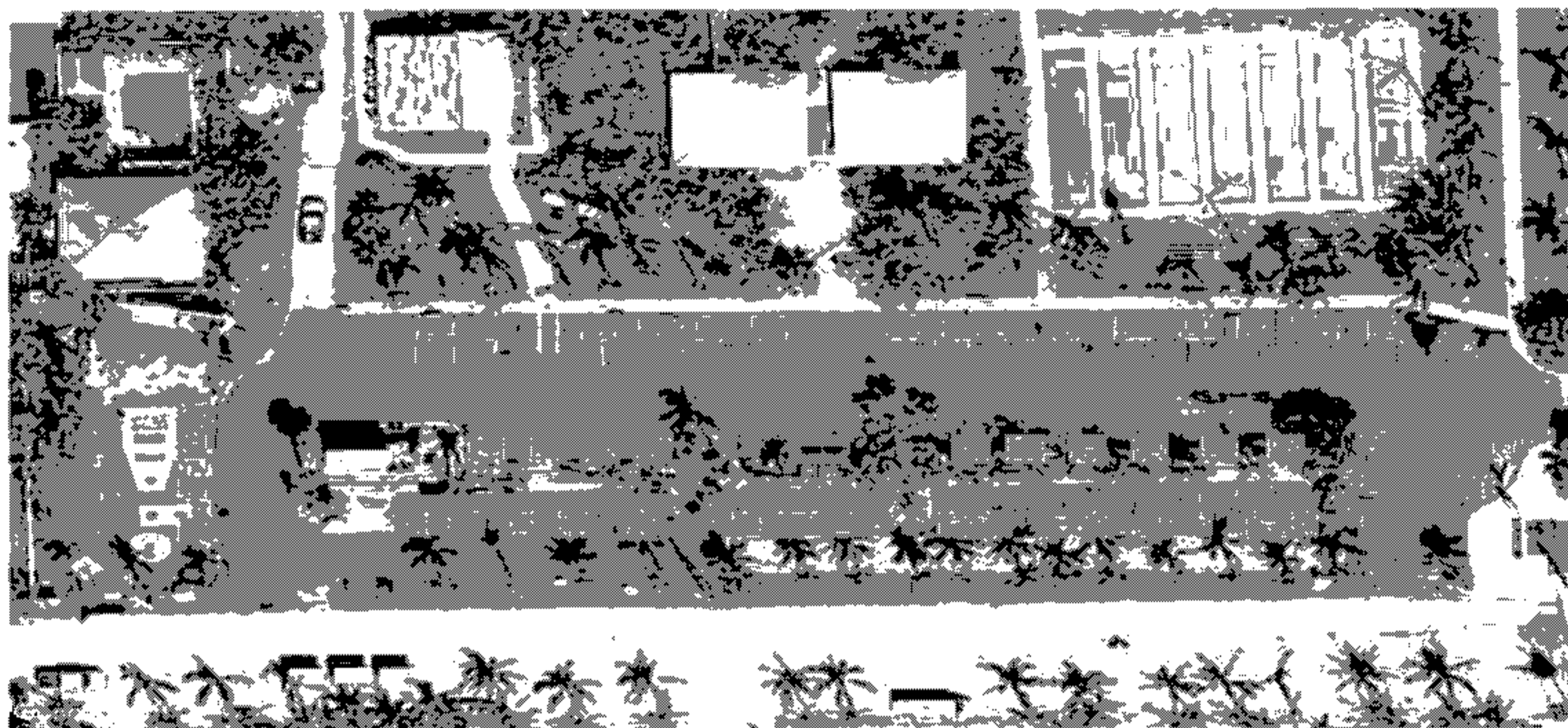
WITNESS:

  
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By:   
Jill Snodgrass



# EXHIBIT A - KW ARTISAN MARKET VENDOR LAYOUT



**Exhibit B**  
**2023 – 2024 Artisan Market Dates**

- 2023: \*October 22 & 29, November 5, 12, 19 & 26, December 3, 10, 17, 24 & 31
- 2024: January 7, 14, 21, 28, February 4, 11, 18, & 25, March 3, 20, 17, 24, 31, April 7, 14, 21, 28

\*Option to modify market hours of operation on October 22 only upon approval of City Manager. (3:00 PM – 7:00 PM).