



City Manager/General Manager | 334 Front Street, Ketchikan AK 99901 | (907)228-5603

TRANSMITTAL MEMORANDUM

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TO: The Honorable Mayor & City Council Initials: *SH*  
FROM: Shawn Hart, Acting Assistant City Manager File #: MGR25-205  
DATE: April 11, 2025 Mtg. #: 04/17/25 NBF  
RE: **Request To Close Mission Street For The 2025 “We BELONG” Block Party – Ketchikan Wellness Coalition**

The motion below was prepared at the request of Assistant Public Works Director Kara Jurczak, who asked that it be placed before the City Council for consideration at the meeting of April 17, 2025. If adopted, the motion provides for giving staff direction regarding a request from the Ketchikan Wellness Coalition (KWC) to close Mission Street for a planned “We BELONG” community block party event.

In the attached memorandum, Ms. Jurczak has summarized the request and included the pertinent information regarding access, public outreach and notification, and other operational details. Public Works staff have worked with KWC to develop the attached plan and map noting the street closure and access. KWC has requested the street closure on Saturday, July 12, 2025. Approximately 9,800 cruise passengers are anticipated to call at Ketchikan on this date, and with proper planning and outreach, staff does not anticipate the closure negatively impacting adjacent businesses and general traffic flow. Staff is supportive of the street closure for the event. I concur with Ms. Jurczak’s recommendation.

A motion has been prepared for City Council consideration.

**Recommended Motion:**

I move the City Council take such action as determined appropriate and authorize the closure of Mission Street to accommodate the 2025 “We BELONG” Block Party on July 12, 2025, as requested by the Ketchikan Wellness Coalition.

**PUBLIC WORKS / ENGINEERING DEPARTMENT**  
**Seth Brakke, P.E., Public Works Director/Engineering Manager**  
Kara Jurczak, P.E., Assistant Public Works Director  
Amanda Robinson, AIA, Assistant Public Works Director  
Phone: 907.228.4727



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## MEMORANDUM

**TO:** Lacey Simpson, Acting City Manager

**FROM:** Kara Jurczak, P.E., Assistant Public Works Director

**CC:** Gretchin O’Sullivan, Fire Marshal  
Shawn Hart, Acting Assistant City Manager

**DATE:** April 3, 2025

**SUBJECT: Request To Close Mission Street for the 2025 “We BELONG” Block Party – Ketchikan Wellness Coalition (KWC)**

The Public Works Department has received a request from Alma Manabat Parker, KWC Strengthening Cultural Unity Task Force Coordinator, who is requesting the City’s consideration of the closure and use of Mission Street and surrounding area during the “We BELONG” Block Party. The event will take place on Saturday, July 12 from 9:00 a.m. to 5:00 p.m.

The attached map was developed by staff in response to the KWC’s request. It establishes an area that reflects safety and emergency access concerns while maintaining ample room for the block party to take place. The event will encompass the entirety of the 300 block of Mission Street. As noted on the map, street signs and barricades will be placed as necessary to allow access for emergency response vehicles and personnel.

Prior to the City acting on the KWC’s request, the following additional items should be considered:

- The KWC will enlist the help of one of the Ketchikan activities groups to be responsible prior, during and after the event for monitoring, collecting, disposing of the trash, and any final clean-up/closure needs.
- The KWC will hire an Alaska licensed security service team to oversee and ensure the safety of the event along with management of the barricades and any emergency situations.
- The KWC will conduct all public outreach to area businesses in addition to tour operators, KVB, cruise lines, etc.

- All food vendors are required to submit to the KWC any state required permits to serve and handle food.

Staff is supportive of the KWC's proposed block party plan and associated street closure and will assist as indicated or as otherwise directed by the City Council.

A motion has been prepared for City Council consideration.

**Recommended Motion:** I move the City Council take such action as determined appropriate and authorize the closure of Mission Street to accommodate the 2025 "We BELONG" Block Party on July 12, 2025, as requested by the Ketchikan Wellness Coalition.

Attachments:

KWC 25-012 Traffic Application

**PERMIT NUMBER**  
**25-012**

**TRAFFIC PERMIT**

**City of Ketchikan – Ketchikan Public Utilities**

2930 Tongass Avenue, Ketchikan, AK 99901

Phone (907) 228-4721

Submit via email to Permits@Ketchikan.Gov

**Revised location and date**

**Site Location**

Date: 3/20/2025	Location of Work 300 BLOCK Mission Street between Front and (Attach Site Map) Main (Welcome to Ketchikan Sign)
Dates of Work: JULY 12, 2025	

**Applicant Information**

Property Owner Name: Ketchikan Wellness Coalitio	Co-Applicant Name (Contractor): Alma Parker
Mailing Address: 602 Dock Street 108 Ketchikan, AK 99901	Mailing Address: <i>← same</i>
Phone: 225 9355 Cell: 821 0488	Day: Cell:
Email alma@ketchikanwellness.org	Email:

**Reason for Permit**

<input type="checkbox"/> Utility Work	<input type="checkbox"/> Building Construction
<input type="checkbox"/> Cut Trees or Brush	<input type="checkbox"/> Building Maintenance
<input type="checkbox"/> Install Fence or Handrail	<input type="checkbox"/> New Sidewalk
<input type="checkbox"/> Public Event (List): WE BELONG BLOCK PARTY	<input type="checkbox"/> Placement of Construction Debris Container
<input type="checkbox"/> Move Large Objects on Road	<input type="checkbox"/> Placement of Construction Equipment
<input type="checkbox"/> Building Demolition	<input type="checkbox"/> Other (describe):

Detailed Description of Work: WE BELONG BLOCK PARTY - "Sharing Ketchikan's Spirit of Cultural Unity & Belonging"  
Block party includes ethnic food vendors and Cultural Performances.

**Type of Traffic Action**

X	Street Closure, Re-route Traffic		Lane Closure retaining two way traffic
	Lane Encroachment		Lane Closure with one way traffic
	Block Sidewalk, Re-route pedestrians		Lane Shift
	Sidewalk Encroachment	X	Block Parking (Number of spaces: 14 )
	Other:		

**Obtain Signatures from the Following Departments:**

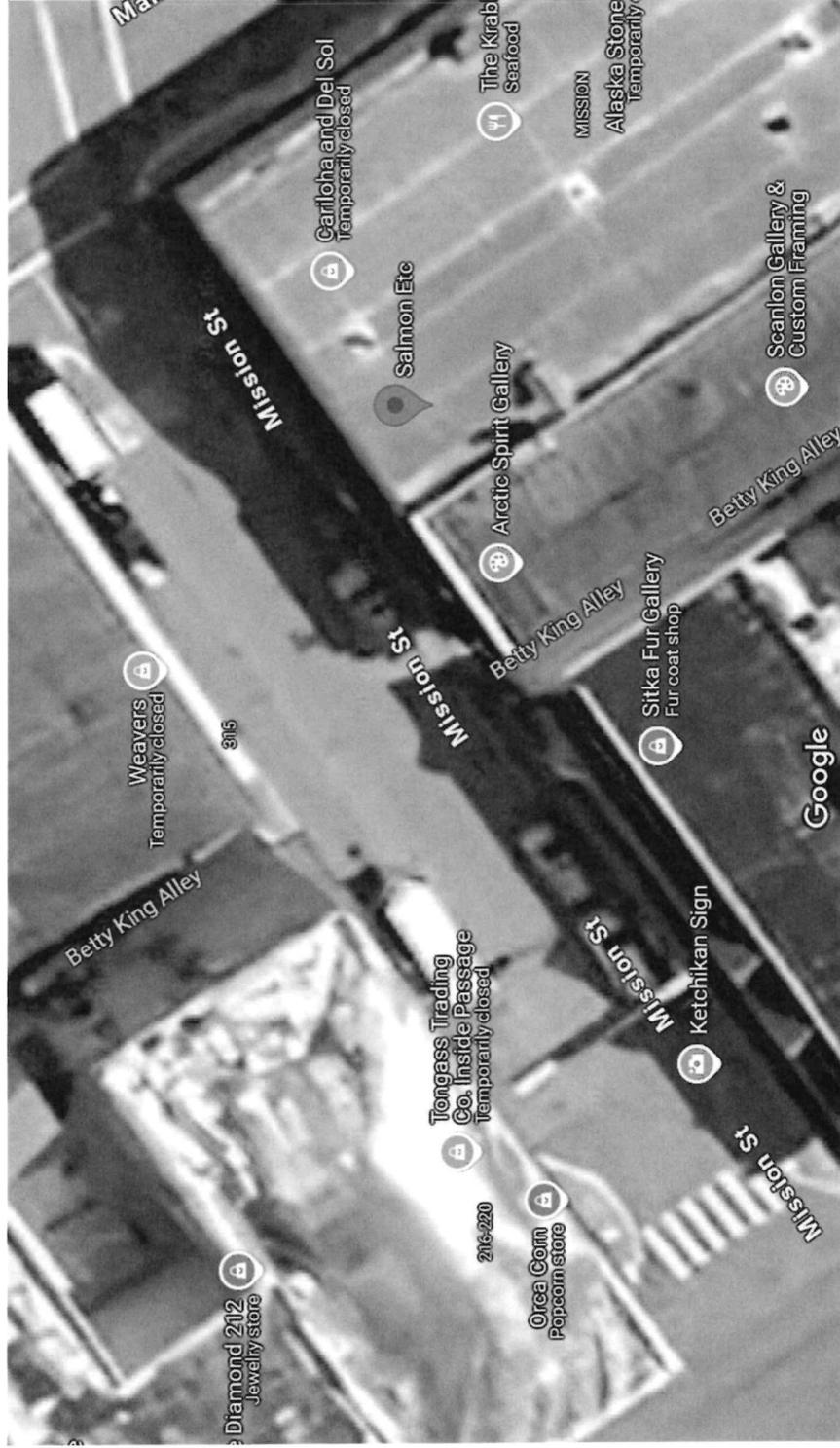
Department	Parking Permits Obtained?	Traffic Plan Submitted and reviewed?	Approval Signature	Approval Date
Police Dept. at 361 Main St. 225-6631				
Fire Dept. at 70 Bawden St. 225-9616				
<b>Final Submittal to Public Works Dept. at 2930 Tongass Ave.</b>				

**PLEASE REVIEW AND SIGN PAGE TWO (2) TO COMPLETE APPLICATION**



300 BLOCK OF MISSION STREET (Under the Welcome to Ketchikan Sign)

Between FRONT and MAIN street







# MEMO

DATE: March 20, 2025

TO: Lacey Simpson, Acting Ketchikan City Manager

FROM: Alma Manabat Parker, KWC Strengthening Cultural Unity Task Force Coordinator 

CC: Jackie Yates, KWC Executive Director

RE: "We BELONG" Block Party – July 12, 2025  
Sharing Ketchikan's Spirit of Cultural Unity and Belonging

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*MABUHAY* Acting City Manager Simpson –

We are submitting the attached traffic permit requesting a parking lot closure and want to include information explaining additional details to support our request.

**SET UP/CLEAN UP/TRASH DISPOSAL:** We plan to enlist the help of one of the Ketchikan activities groups to earn community service hours through their efforts prior, during, and after the event. This will include assisting with setting up the entertainment area, food vendor booths, decorations, etc. This student group will also be responsible for monitoring, collecting, disposing of the trash, and any final clean-up/closure needs.

**SAFETY:** We intend to hire a security service contractor to oversee and ensure the safety of the event. The contractor is licensed in Alaska and each officer is CPR/First Aid certified. The security team will also be responsible for managing the barricades and handling any emergency situations that could arise.

**NOTIFICATION TO BUSINESSES:** KWC will prepare an event notification for surrounding businesses that may be impacted by closure. This will be done via phone, email, in person, and delivering a notice describing the times of the closure, purpose of event, and invitation to be part of it in some capacity.

**FOOD/ALCOHOL:** Food booth vendors will serve the culturally ethnic food that represents the diversity of Ketchikan. Food vendors will submit any state required permits to serve and handle food. There will be no alcohol served by the food booth vendors.

If you should have any further questions that can help with our request, please feel free to contact me at 907-821-0488. Thank you for your consideration and continued support.