




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: 
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



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
Dates of Work: JULY 12, 2025	(Attach Site Map) Main (Welcome to Ketchikan Sign)

Applicant Information

Property Owner Name: Ketchikan Wellness Coalitio	Co-Applicant Name (Contractor): Alma Parker
Mailing Address: 602 Dock Street 108	Mailing Address:
Ketchikan, AK 99901	← same
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

<input checked="" type="checkbox"/>	Street Closure, Re-route Traffic	<input type="checkbox"/>	Lane Closure retaining two way traffic
<input type="checkbox"/>	Lane Encroachment	<input type="checkbox"/>	Lane Closure with one way traffic
<input type="checkbox"/>	Block Sidewalk, Re-route pedestrians	<input type="checkbox"/>	Lane Shift
<input type="checkbox"/>	Sidewalk Encroachment	<input checked="" type="checkbox"/>	Block Parking (Number of spaces: 14)
<input type="checkbox"/>	Other:		

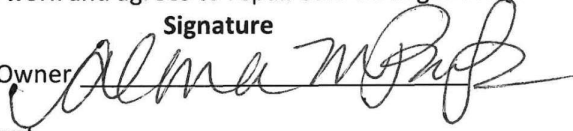
Obtain Signatures from the Following Departments:

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				
Final Submittal to Public Works Dept. at 2930 Tongass Ave.				

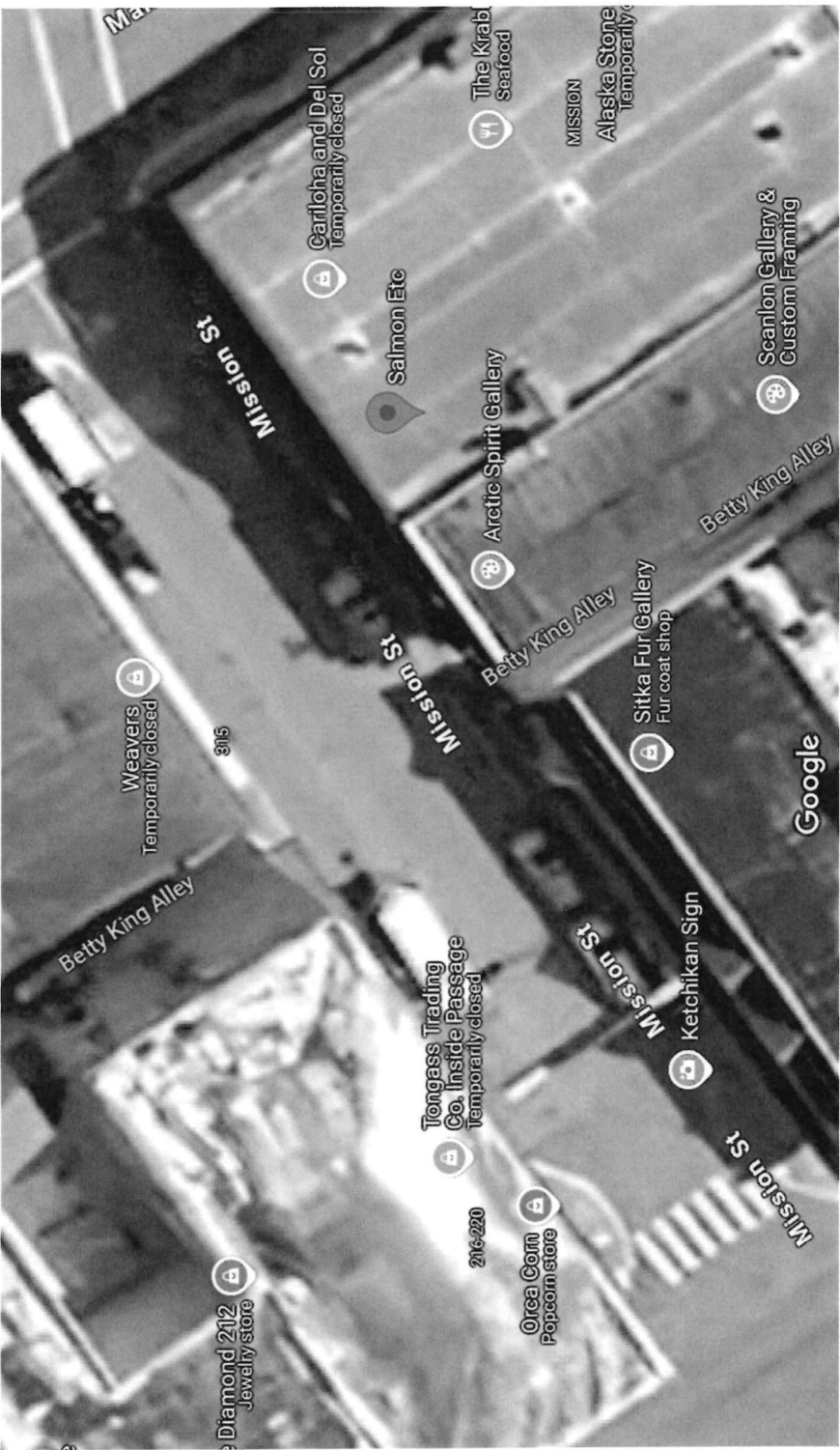
PLEASE REVIEW AND SIGN PAGE TWO (2) TO COMPLETE APPLICATION

Requirements for Traffic Permit

1. The Applicant is responsible for routing traffic, barriers and lights marking excavation in accordance with the latest edition of the manual on uniform traffic control devices (MUTCD), and obtaining approval of all agencies listed prior to any work requiring a street closure. A traffic plan will be prepared by the applicant and approved by the Police Department.
2. In addition to this permit, the applicant may need and is responsible for obtaining and paying for all Local, State and Federal permits and approvals. This permit does not authorize the applicant to do any work without first obtaining permits from all other governmental agencies having jurisdiction. The applicant must allow all agencies to inspect work before it is covered or backfilled. Work must meet City of Ketchikan/KPU Standards, State of Alaska Standards, or Federal Standards whichever governs. Work on Tongass Avenue is regulated by the State.
3. Any person who shall apply for a PERMIT TO EXCAVATE shall be conclusively deemed to have agreed to indemnify and hold harmless the City of Ketchikan/KPU, it's authorized agents, officers, representatives and employees from and against any and all claims, penalties, liability or loss resulting from claims or court action, whether civil, criminal or in equity, arising directly out of any act or omission of the applicant, his agents, officers, representatives or employees in carrying out any or all of the work herein above mentioned or referred to in this project.
4. The cost for relevant permits and the fines for not obtaining those permits are defined in the Ketchikan Municipal Code, the State of Alaska Codes, or Federal Codes.
5. The Applicant must get utility locates from KPU, the City, and Cable TV (not included on this permit) before commencing construction. Applicant is responsible to get utility locates even if the department did not indicate that one was needed. Utility departments must be given 48 hour notice of the required locates prior to construction.
6. Construction parking permits must be obtained for all vehicles, vans, and flats parked in construction zones for a duration of longer than 72 hours and/or if more than 2 parking spaces are needed (as determined by the Ketchikan Police Department). Construction permits are valid for 6 months and have an associated fee of \$300. The applicant/co-applicant will need to contact the Ketchikan Police Department directly to obtain a permit.
7. The applicant is responsible for obtaining a Corp. of Engineers permit for the work covered. Further information can be obtained by calling 800-478-2712. Federal fines could be levied on the applicant for non-permitted work.
8. All contractors performing work under this permit must be properly licensed to do that work including all necessary State of Alaska licenses.
9. All work is to be done according to the City/KPU standard details and as directed by City/KPU personnel. City crews will correct any work not approved by the City and left uncorrected by the applicant and the applicant will be billed accordingly.
10. The applicant is responsible for any damages to utilities, streets, public or private property or otherwise caused by this work and agrees to repair said damages in full.

	Signature	Date
Signature of Property Owner		<u>3/20/25</u>
Signature of Co-Applicant	_____	_____

300 BLOCK OF MISSION STREET (Under the Welcome to Ketchikan Sign)
Between FRONT and MAIN street



PERMIT NUMBER
25-012



1 inch = 50 feet

For informational purposes only, not a legal document

Vicinity Map



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

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.