

**2016 LODGING TAX SERVICES AGREEMENT  
BETWEEN KITTITAS COUNTY AND THE CITY OF ROSLYN**

This Contract, effective August 16, 2016 is made and entered into by and between KITTITAS COUNTY ("County"), a subdivision of the State of Washington, and the City of Roslyn ("Contractor").

WHEREAS, the purpose of this Agreement is to provide for Tourism-Related, Small-Scale Municipality-Owned Capital Projects relating to activities and expenditures designed to increase tourism,

NOW THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, the County and the Contractor mutually agree as follows:

**Section 1. Scope of Work.**

- a. Contractor shall provide the services and staff described in its **Application for Lodging Tax Funds** submitted to the Lodging Tax Advisory Committee, attached hereto as **Exhibit "A"** (with limitations-see Section 2.a & b) which is attached hereto and incorporated herein by this reference.
- b. Except as otherwise specifically provided in this Agreement, Contractor shall furnish the following as required to perform the services, described in Paragraph (a) above, in accordance with this Agreement: Personnel, labor and supervision; technical, professional and other services. All such services, property and other items furnished or required to be furnished, together with all other obligations performed, or required to be performed, by Contractor under this Agreement are collectively referred to herein as "Services."

**Section 2. Payment.**

- a. As full compensation for satisfactory performance of the Contractor's Services, the County agrees to pay Contractor the sum of five thousand dollars (\$5,000.00) to be used for capital project- only for the Fireman's Park Project.
- b. Additional payment terms: The County will make payment to the Contractor only on a reimbursement basis, as receipts for any items are submitted to the County, not to exceed the sum of five thousand dollars (\$5,000.00) to be used for capital project-only for the Fireman's Park Project.
- c. Services/Expenses that are reimbursed must be dated during the 24 (twenty-four) months (or two years) of the date of the Agreement and final date to submit reimbursements requests is August 16, 2018 after this date funds lapse.
- d. Requests for reimbursements must be submitted to:

Attn: Judy Pless  
205 West 5<sup>th</sup> Ave – Suite 105  
Ellensburg, WA 98926  
[auditoraccounting@co.kittitas.wa.us](mailto:auditoraccounting@co.kittitas.wa.us)

- e. Reporting requirements of your events will be required on prescribed forms from the County Auditor.

### **Section 3. Performance by Contractor.**

- a. Contractor shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of the County. Any such delegation or subcontracting without the County's prior written consent shall be voidable at the County's option.
- b. Contractor shall at all times be an independent contractor and not an agent or representative of the County with regard to performing the Services. Contractor shall not represent that it is, or hold itself out as, an agent or representative of the County. In no event shall Contractor be authorized to enter into any Agreement or undertaking for or on behalf of the County. It is understood that the Contractor and the Contractor's staff and employees are not employees of the County and are not, therefore, entitled to any benefits provided employees of the County.
- c. Contractor shall comply with all applicable laws, ordinances, rules, regulations, orders, licenses, permits, and other requirements, now or hereafter in effect, of any governmental authority (including, but not limited to, such requirements as may be imposed upon the County and applicable to Services). Contractor shall furnish such documents as may be required to effect or evidence such compliance. All laws, ordinances, rules, and orders required to be incorporated into agreements of this character are incorporated into this Agreement by this reference. Contractor agrees to obtain all required licenses and permits, and further agrees to keep them in full force and effect during the term of this Agreement.
- d. The County and the Contractor agree that in fulfilling the terms and conditions of this Agreement neither shall discriminate on the basis of race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory, or mental handicap.
- e. The Services shall at all times be subject to inspection by and approval of the County, but the County's making (or failure or delay in making) such inspection or approval shall not relieve Contractor of its responsibility to perform the Services in accord with this Agreement, notwithstanding the County's knowledge of defective or non-complying performance, or the substantiality or ease of discovering the same. Contractor shall provide the County with sufficient, safe, and proper facilities and equipment for such inspection and free access to such facilities.
- f. This contract is subject to review by any Federal or State auditor. Contractor shall promptly furnish the County or its designee, or such Federal or State auditor with such information related to the Services as may be requested by the applicable governmental entity.

Contractor shall preserve and maintain all financial records and records relating to performance of Services under this Agreement for six (6) years after contract termination. For such duration after the County makes final payment of compensation due hereunder, Contractor shall provide the County access to (and the County shall have the right to examine, audit and copy, with or without notice) all of Contractor's books, documents, papers and records related to the Services or this Agreement.

- g. Contractor understands and acknowledges that Contractor is solely responsible for its own reporting and accounting of all state, federal, social security, and local taxes, of every nature, arising from Contractor's performance of this Agreement. All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accord with the applicable IRS regulations.

#### **Section 4. Release, Indemnity, and Hold Harmless.**

The County assumes no liability for the Contractor's actions under this Agreement. Contractor releases and shall defend, indemnify, and hold harmless the County, its officers and employees, agents, representatives, attorneys and/or volunteers, from and against all claims, costs, liabilities, damages, and expenses, (including, but not limited to, reasonable attorney fees) which arise or may arise or be alleged to arise out of or by reason of this Agreement including:

- Any fault, negligence, strict liability or product liability of Contractor in connection with the Services for this Agreement;
- Any lien asserted upon any property of the County in connection with the Services for this Agreement;
- Any failure of Contractor, or of the Services, to comply with any applicable law, ordinance, rule, regulation, order, license, permit and other requirement, now or hereafter in effect, of any governmental authority; or
- Any breach of or default under this Agreement by Contractor.

#### **Section 5. Compliance with Public Records Law.**

- a. In compliance with Washington's public records law, the County will retain copies of any documents associated with this Agreement, which may be required by law unless legally exempt from such retention, for any applicable legally required retention period.
- b. In the event a public records request is made to the County for documents created in relation to this Agreement, should legal uncertainty arise regarding the disclosability of any documents under federal or state public records laws, the County shall provide notice to Contractor pursuant to Washington's public records act, chapter 42.56 RCW, to allow Contractor to seek a court injunction.
- c. The County specifically shall not be liable to Contractor for the County's release under public records laws of any documents not protected by trademark, copyright or other law.

## **Section 6. Industrial Insurance Waiver.**

With respect to performance of this Agreement and as to any claims against the County, its Additional Insureds, officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to Contractor's employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. **This waiver is mutually negotiated by the parties to this Agreement.**

## **Section 7. Insurance and Endorsements.**

- a. The County may require through a request in writing that the Contractor provide the County with a certificate, binder, or policy of liability insurance, acceptable to the County in an amount specified by the County.
- b. Such liability insurance shall be such as will protect Contractor, its employees, agents and representatives, from all claims, losses, harm, costs, liabilities, damages and expenses arising out of personal injury (including death) or property damage that may result from performance of the Services or this Agreement, whether such performance is by Contractor or any of its employees, agents or representatives.
- c. Should the County require such liability insurance, the Contractor agrees to provide proof of insurance prior to commencing performance of this Agreement.
- d. Copies of the County's written request and the insurance documents provided by Contractor shall be attached to this Agreement and by this reference will be made part hereof.
- e. Where insurance is requested by the County, all liability insurance policies shall be endorsed to include the County as an Additional Insured and shall stipulate that the insurance afforded by the policies shall be primary insurance, and that any insurance, self-insured retention, deductibles, or risk retention trusts maintained or participated in by the Parties shall be excess and not contributory to any other insurance maintained by the County. Contractor shall furnish the County a certificate of insurance with Endorsement as evidence that the required policies are in full force and effect.

## **Section 8. Termination.**

The County may, by written notice thereof to Contractor, terminate this Agreement as to all or any portion of the Services not yet performed, whether or not Contractor is in breach or default. Upon receiving such notice of termination, Contractor shall, except as otherwise directed by the County, immediately stop performing the Services to the extent specified in the notice. In the event the County terminates the Contractor's Services, the Contractor is obligated and hereby agrees to refund to the County all monies paid for Services not yet rendered by the Contractor, if any, as of the date of the notice of termination.

## **Section 9. Miscellaneous.**

- a. Contractor shall not (by contract, operation of law or otherwise) assign this Agreement or any right or interest in this Agreement without the County's prior written consent.
- b. This Agreement embodies the entire Agreement between the County and Contractor, and supersedes any and all prior oral or written communications, proposals, conditions, promises, representations, or understandings regarding the Services. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written amendment to the Agreement signed by both parties.
- c. Notice for any purpose under this Agreement, except service of process, shall be given by the Contractor to the Kittitas County Commissioners and the Kittitas County Auditor, 205 West 5<sup>th</sup> Ave. Ellensburg, WA 98926. For all purposes under this Agreement, any notice by the County to the Contractor shall be given to the Contractor's address provided on the signature page. Notice may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid, certified mail, return receipt requested.
- d. The section and paragraph headings of this Agreement are for reference convenience only and are not intended to restrict, affect or be of any weight in interpreting or construing the provisions of such sections or paragraphs.
- e. This Agreement may be executed in one or more counterparts and by facsimile, each of which will be deemed an original, but all of which together will constitute one and the same instrument.
- f. Contractor warrants to the County that the individual signing on Contractor's behalf has the requisite power and authority to enter into and to perform Contractor's obligations under this Agreement. Contractor further warrants to the County that Contractor has made no misrepresentation or misleading statement in connection with this Agreement, and is not in violation of any applicable law, ordinance, or regulation the consequence of which will or may materially affect Contractor's ability to perform its obligations under this Agreement.
- g. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect the other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.
- h. The exclusive venue for any action brought to enforce this Agreement or any of its terms shall be in Kittitas County, State of Washington.

**KITTITAS COUNTY**

**BOARD OF COUNTY COMMISSIONERS**

**CONTRACTOR**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Commissioner

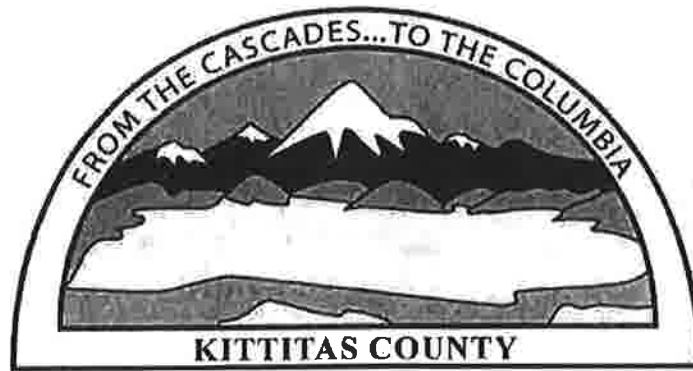
\_\_\_\_\_  
[Address]

\_\_\_\_\_  
[Telephone]

ATTEST: \_\_\_\_\_  
\_\_\_\_\_, Clerk of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
Deputy Prosecuting Attorney



JUN 17 2016

## **Lodging Tax for Tourism-Related, Small-Scale Municipality-Owned Capital Projects and Operations**

**Submission Deadline: June 17, 2016**

Kittitas County Commissioners  
205 W 5<sup>th</sup> Avenue, Suite 108, Ellensburg, WA 98926  
509-962-7508

## **Lodging Tax for Tourism-Related, Small-Scale Municipality-Owned Capital Projects and Operations General Information**

Kittitas County imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. In accordance with the tax and Washington State law, a Lodging Tax Advisory Committee has also been established. The committee's purpose is to advise and recommend to the Board of County Commissioners how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

### **Uses According to Law:**

RCW 67.28.1816 states the following:

Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor bureau or destination marketing organization for: ...(c) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality...

### **Definitions included in state law which should be considered in any application requesting funding include:**

1. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
2. Tourism promotion means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
3. Tourism-related facility means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended; a business organization, destination marketing organizations, main street organization, lodging association, or chamber of commerce; and (b) used to support tourism, performing arts, or to accommodate tourist activities.



### **Review Process:**

Kittitas County's Lodging Tax Advisory Committee (LTAC) will review all complete applications. Qualifying applicants will be provided the opportunity to present their projects to the LTAC and answer questions. Capital project applications will be scored based on the information provided by the applicant, ranked, and funding recommendations with supporting information will be submitted to the Kittitas County Board of Commissioners. The ranking will determine, generally, the order in which the applications will be considered for funding from the highest being considered first to the lowest receiving the last consideration. However, all municipalities which submit at least one qualifying application in a given year must receive funding consideration before a second application from a municipality which has been recommended for a funding award is considered. The Board of County Commissioners (BOCC) has final approval authority for the list of recommendations.

Prior to making a final decision, the BOCC will publicly deliberate on the recommendations received from the LTAC. Applicants may also be requested to present their projects to the BOCC and answer questions.

Scoring sheets utilized by the LTAC to rank applications for capital projects are included in this packet for your reference and information. **Applications which do not receive a minimum score of at least 75 points, do not provide at least 50% matching funds, or do not follow the submission instructions will not be considered for funding.**

### **Application Definitions:**

Below is a list of terms and phrases which have a specific meaning within this application. It may be helpful for you to review these as you prepare responses so that a better understanding of the reviewer's expectations may be obtained.

**Capital Asset** is any type of property that has a useful life longer than one year and is valued at over \$5,000.00.

**Construction or "Hard" Costs** are the direct contractor costs for labor, material, equipment and services; contractor's overhead and profit, and other direct construction costs. These costs do not include the compensation paid to architects, engineers, or consultants, the cost of land, right-of-ways, or other similar costs.

**Matching Funds** is the amount of funding your organizations has secured and is contributing to the project. This includes both direct and indirect support. Direct funds can be in the form of cash funding from your organization or funding secured elsewhere but dedicated to the project such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those supplied by your organization and others.

**Municipality** is an incorporated city, county, or town.

**Real Property** is fixed property, principally land and buildings.

**Small Scale** capital projects are defined as those which request funding support of less than \$50,000.

**Soft Costs** are cost items in addition to the direct construction cost. These generally include architectural and engineering, permits and fees, financing fees, construction interest and operating expenses, leasing and real estate commissions, advertising and promotion, and supervision.

**Tourist** is a person traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

## SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application and answers to narrative questions to:

Kittitas County Commissioners  
Attn: Lodging Tax Grant Application  
205 West 5<sup>th</sup>, Suite 108, Ellensburg, WA 98926

**Applications must be received no later than 5:00 PM, June 17, 2016 or postmarked no later than June 17, 2016.**

**Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission**

### **Schedule:**

- |  |                      |
|--|----------------------|
| ▪ Application deadline                               | June 17, 2016        |
| ▪ Oral presentations of proposals to LTAC            | TBD                  |
| ▪ BOCC Deliberation and Decision                     | August 2, 2016       |
| ▪ Applicant Award Notification and fund availability | August (Tentatively) |

### **Project Management:**

Successful applicants may be required, as a condition of the funding award, to enter into a contract. The agreement may include, but not be limited to, the specific amount of the award and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. Kittitas County will be the contracting agent for all approved projects.

All funds awarded under this program will be available in the form of reimbursable grants. The funds for capital projects will be available for reimbursement as of the date of the contract and for 24 (twenty-four) months (or two years) thereafter. Capital projects must be completed within the two-year period. All funds awarded for supporting the operations of county-owned tourism-related facilities will be available for reimbursement as of the date of the award and for up to 12 (twelve) months (1 year) thereafter. Any unexpended funds will be returned to the Lodging Tax account and made available for re-appropriation. All requests for reimbursement shall be made to the Kittitas County Auditor's office at the following address:

Kittitas County Auditor  
Attn: Lodging Tax Grant Funds Reimbursement  
205 W 5<sup>th</sup>, Suite 105  
Ellensburg, WA 98926  
[auditorsaccounting@co.kittitas.wa.us](mailto:auditorsaccounting@co.kittitas.wa.us)

For specific information and requirements regarding the reimbursement process, please contact the Auditor's office at 509-962-7502.

### **Project Reporting Requirements for Tourism-Related Facilities:**

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your project is complete.

**Applicant Categories and Eligibility:**

Grants from lodging tax funds are provided for two types of applicants, Capital Projects and County Operations. No more than one capital project is allowed per application. An organization may submit no more than two capital project applications per funding cycle. The categories are defined as follows:

The **Capital Project** category is for applications from municipalities or public facilities districts requesting support for capital expenditures of tourism-related facilities owned or operated by the municipality for public facilities district.

If applying for funding under the capital project category, an applicant need only answer the questions listed under the **Capital Budget Narrative** and provide the **Capital Project Budget** as well as include necessary attachments.

The **Operations** category is for applications from municipalities requesting support for the operations of tourism-related facilities owned or operated by the municipality.

If applying for funding under the Operations category, an applicant need only answer the questions listed under the **Operational Funding Narrative**.

**Other Information:**

**Insurance:** As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

**Application Form:** This packet will be available on Kittitas County's website as a pdf. It can also be obtained directly as a hard copy or in digital format by contacting the Kittitas County Board of Commissioners office at 509-962-7508. Kittitas County's website address is: [www.co.kittitas.wa.us](http://www.co.kittitas.wa.us).

## APPLICATION FOR LODGING TAX FOR TOURISM-RELATED, SMALL-SCALE MUNICIPALITY-OWNED CAPITAL PROJECTS AND OPERATIONS

### Applicant Information – Capital Project or Operations (Circle One or Both)

Name of Municipality: City of Roslyn  
Mailing Address: PO Box 451  
Roslyn, WA 98941  
Contact Person and Title: Shawna Graham  
Phone: 509 649 3105  
Email: RoslynPlanning@inlandnet.com  
Project Title: Park, Trail and Signage  
Project Location: Roslyn Parks, Streets and Forests  
Funding Request: \$22,500

### Application Requirements

- ☒ 1. The project qualifies for lodging tax funds as a capital expenditure of a tourism-related facility owned or operated by a municipality or is supporting the operations of tourism-related facilities owned or operated by a municipality.
- ☒ 2. The municipality has submitted no more than two applications for capital project funding in the current year.
- ☒ 3. The municipality's lodging tax advisory committee (or equivalent) has been informed of the project and endorsed it (not required for Kittitas County). A letter from the municipality is included.
- ☒ 4. Lodging tax capital project funds are not being substituted for other funds that are already secured or applied for (if applicable).
- ☒ 5. Municipality has secured matching funds of at least 50% of the total project costs.
- ☒ 6. A completed project budget is included in the application (if applicable).
- N/A 7. A detailed 8 ½ X 11 vicinity map that clearly shows the project is included (if applicable).

**1. Project Description:** Please describe the project in detail. Indicate the major work to be completed, any milestones that need to be overcome in order for the project to move forward, and include a comparison of existing and proposed conditions.

*The 2016 City of Roslyn grant request focuses on specific needs to improve tourist use and accessibility of forest trails, city parks, children's playground areas, dog areas, the historic Coal Mine Trail, and the Roslyn welcome sign. The components of the project are:*

- 1) *Forest Trail Signs: Build, place and maintain directional trail signs in the forest for both summer and winter access.*
  - *Despite heavy use of the Roslyn Urban Forest by hikers, mountain bikers and horse riders, there are no directional signs to indicate how the many trails intersect. It is not unusual for tourists to enter the trail system in Roslyn and unknowingly exit it in Cle Elum. The proposed correction is to provide directional trail signs at the major junctures that would be visible in all seasons.*
- 2) *Improve the facilities of Slim Runje Field*
  - 2a) *add interactive music structures in the Runje Field children's area:*
    - *There are several major play structures in the park: a climb & slide structure for children 4 and older; four mini-horse rides for toddlers, a swing set and some interactive 'store' stations. The park is large and inviting and has Roslyn's only permanent public restrooms rooms, so it is a frequent stop for visitors. An interactive music structure would encourage families to linger longer. It also speaks to Roslyn's historic musical heritage and incorporates the school's marimba culture into Roslyn.*
  - 2b) *replace wood chips in the slide and climbing areas:*
    - *The ground under all the major structures has wood chips to soften falls and create a safe environment for play. However, they have been in place for over five years. Because of the heavy use of the park, they are dirty and worn, and one of the area collects water nearly all year long. A proposed correction is to level and replace them so they will be good for another five years or more*
  - 2c) *add pet waste-stations for visiting dogs in Runje and Firemen's Parks:*
    - *Roslyn has a long-standing reputation as a dog-friendly town. Dogs are even welcome in many businesses. While Roslyn has no official dog park, tourists frequently visit either Runje Field or Fireman's Park to run their dogs. Adding dog-waste stations to each park would encourage more dog-owners to stop and help maintain a clean environment for the human visitors.*
- 3) *Add tourist parking in Fireman's Park by modifying a portion of Fireman's Park to allow diagonal parking along SR 903.*
  - *On June 9, Roslyn held the first of several community meetings to address the parking needs of the downtown core. The town has a population of just under 900 which swells to more than 3,000 during summer weekends. Tourists often park in inappropriate or illegal areas such as in front of the Coal Miner's Memorial and on private property. One immediate solution would be to create a couple dozen diagonal parking areas at Fireman's park – a park three blocks from downtown and right on SR 903.*

- 4) *Historic Train tracks: funds to repaint the area where historic train tracks once ran through the through the City of Roslyn. This project would connect the two portions of the Coal Mines Trail – an area where people can walk from Cle Elum to Ronald*
  - *The Northern Pacific Railway constructed a branch line between Cle Elum and Roslyn in 1886 and on to Ronald in 1887 that transported coal as well as local residents. This 4.7 mile trail is a popular destination for tourists in all seasons. The train once ran directly through downtown Roslyn, so there is now a break in the trail which makes it difficult to for tourists to discern where to go. In 2010, Students from University of Washington in connection with the Roslyn Downtown Association designed a painted 'tracks' on the roads to connect the two portions of the trail. The paint has since faded; we would like to repaint this popular access line.*
- 5) *Replace sign at city limits of Roslyn: funds to replace the "Welcome to Roslyn" sign to indicate to tourists that they are entering a historic district*
  - *The "Welcome to Roslyn" sign is faded and structurally weak. We would like to replace it with a new sign that includes text to show that Roslyn is a vibrant historical district.*

*There are no major obstacles to be overcome in any of these projects. All properties are owned by the City of Roslyn, and the City will be carrying out the activities.*

**2. Kittitas County Tourism Infrastructure Plan:** Please explain how the project meets the goals and priorities in the Kittitas County Tourism Infrastructure Plan as adopted. Also, describe the specific county tourism infrastructure needs the project addresses and how the project directly increases tourism. Explain how the improvements will promote tourism in Kittitas County and indicate specifically how the improvements will directly increase economic activity resulting from tourists (see the definition of tourist on page 3 of this application).

*These five projects will address the Park, Recreation and Open Space (PROS) Plan in three of the major policy areas: #2, #5, #6 and #8. Following are description of the specific ways the goals are met.*

## **PROS Goal 2 – Recreation Programs**

### **PROS Policy 2.1 Healthy lifestyle**

Promote healthy eating and active lifestyle programs including walkable communities, community gardens, and other recreational programs with education, awareness, enforcement, and developmental partnerships for youth, teen, and senior age groups, and special populations where these activities are of major interest and benefit to county residents of all ages.

### **PROS Policy 2.2 Active lifestyle**

Facilitate development of a network of multipurpose parks, trails, facilities, and programs that encourage an active lifestyle involving walking, hiking, biking, playing, swimming, exercising, and other pursuits that help regulate weight and physical condition, and mental and physical health and well-being for all age groups.

- **Roslyn Projects # 1 & # 4:** *Adding trail signs in the Roslyn Urban Forest and clarifying the two connections of the Coal Mine Trail with a painted "tracks" would encourage both individuals and families visiting Upper Kittitas County to take time for short hikes. After seeing the beauty of the wilderness, those short hikes could easily lead to planning a longer hike and overnight stays. A big component of the RUF trail signage is also public safety, so hikers, skiers or horse riders can let emergency personnel know their location in an emergency.*

## **PROS Goal 5 Historical resources**

### **PROS Policy 5.1 Historical features and interests**

5.1.1: Identify, preserve, and enhance Kittitas County's heritage, traditions, and cultural features - including historical sites, buildings, artworks, views, and monuments within park sites and historical areas – especially Roslyn, Cle Elum, and Ellensburg historic downtowns.

- **Roslyn project # 4:** *Coal mining was essential to the development of the towns in the Upper County, and a huge part of the area's over 100 year history. The Coal Mine Trail follows the path of the Northern Pacific Railroad branch line developed in 1886 to transport coal from the Roslyn/Cle Elum Coal Field. In 1887, the branch was extended to the #3 Mine where Ronald developed. The Roslyn/Ronald line was operated until 1986, and then in 1994, it began to be converted to an interlocal public recreational trail. When people hike the entire trail, they become enmeshed in the history of the area.*
- **Roslyn project # 5:** *The entire footprint of Roslyn is an historic district making it very unique. Adding a new welcome sign to remind people of that as they enter town will encourage them to visit the unique museums, structures, and sites that showcase stories the area's history.*

## **PROS Goal 6 Trail systems**

**PROS Policy 6.1 Winter trails** Support a system of alpine skiing, dog sledding, ice-skating, Nordic skiing, sledding or snow tubing, snowshoeing, and snowmobile trailheads and trails for access to Wenatchee National Forest and Teanaway Community Forest attractions.

**PROS Policy 6.4 Hike and bike trails** Coordinate and support a comprehensive system of off-road hike and bike trails that access scenic, environmental, historic, and open space attributes throughout Kittitas County – expanding and linking existing trail systems into area-wide networks especially including between the urban residential areas and public lands in the Alpine Lakes Wilderness, Wenatchee National Forest, Teanaway Community Forest, LT Murray, Oak Creek, Wenas, and Whiskey Dick Wildlife Area.

**PROS Policy 6.8 All trail services and furnishings** 6.8.1: Support development and maintenance of a series of trails, trailheads, trailside rest stops, viewpoints, and trail signage systems that integrate winter, water, horse, hike, bike, ORV, ATV, and dog trails with specific historical, cultural, environmental and scenic points of interest.



- **Roslyn projects # 1, and # 3,** In 2004, a Roslyn nonprofit organization, RIDGE, reached a settlement with adjacent resort Mountainstar (now Suncadia) for the City of Roslyn to acquire forested lands on the ridge surrounding the city and adjacent to Roslyn's historical cemeteries, making more than 62 percent of the City of Roslyn forested.
- **The Roslyn Urban Forest (RUF)** is a working forest. It is an outdoor classroom for students from around the region. It's a protected habitat for species that need maturing pine forests to thrive. It is a tourist destination for hikers, mountain bikers, equestrians, naturalists, birders, families, and history buffs. It connects outdoor enthusiasts to 600 miles of groomed recreational trail. These trail systems include: Crystal Springs, Lake Easton, Salmon La Sac, Easton Reload, Gold Creek, Kachess, Price Creek Westbound, Blewett Pass, Elk Heights, Manastash, Mineral Springs, Reecer Creek, Last Resort, Taneum, Teanaway / 29 Pines, and Woods and Steel.

**PROS Policy 6.6.2 – On and off leash dog areas** Where appropriate, support development of off-leash dog parks that provide controlled and convenient exercise and social area opportunities for dog owners near major Kittitas County destinations including the Roslyn, Cle Elum, and Ellensburg historic

- **Roslyn project # 2:** Although the Roslyn Forest in an off-leash area, Roslyn is too small to designate a city park as an off-leash area. However both Runje Park and Fireman's Park are large enough that they fulfill that need – many visitors run their dogs off-leash in those areas. Adding dog-waste stations to two major parks as well as to the two entrances to the forest in Roslyn would encourage the many, many travelers with dogs to linger longer and also help maintain a healthy landscape. It encourages multi-use of the facilities.

## **PROS Goal 8 Playgrounds and fields**

**PROS policy 8 – Playgrounds and tot lots** Support development and designation of a network of play sites and facilities that meet playing standards and requirements for all age groups and skill levels within convenient walking distances of residential neighborhoods.

- **Many tourists to Upper Kittitas County travel as family units.** The unique beauty of the forests and lakes in Upper Kittitas County draw people to relax and enjoy one another. Family travel promotes health and wellness and fosters human development. Adding additional play structures, especially those that involve music, will draw people to these local assets such as Runje Field and therefore encourage longer stays. Runje Field is only two blocks from Roslyn's downtown core, and people who stop there for play often walk to town for meals.

**3. Use of Grant Funds:** Please explain exactly how the requested funds will be used. Include an itemized list.

*Grant funds will be used to purchase waste stations, play structures, paint, wood chips, trail signs.*

**Itemized budget**

Project Expenditures	Total	Local	Grant Request
Build and maintain of forest trail signs	\$4,500	\$2,250	\$2,250
Interactive music structures			
■ Tuned drums	\$4,000	\$2,000	\$2,000
■ Three piece xylophone set	\$8,500	\$4,250	\$4,250
Replace wood chips	\$10,000	\$5,000	\$5,000
Add 4 pet waste stations for visiting dogs	\$3,000	\$1,500	\$1,500
✓ Modify a portion of Fireman's Park to allow diagonal parking	\$10,000	\$5,000	\$5,000
Repaint the train tracks through the City of Roslyn	\$3,000	\$1,500	\$1,500
Replace the "Welcome to Roslyn" sign.	\$2,000	\$1,000	\$1,000
TOTAL	\$45,000	\$22,500	\$22,500

**4. Real Property:** If real property acquisition is a component of the project, please explain. Include any information of property already secured or evidence of the ability to secure the real property.

*No real property will be purchased with this grant.*

**5. Capital Assets:** If capital asset acquisition is a component of the project, please explain. Include any bids solicited and received from potential vendors willing to supply the asset. All capital asset purchases require at least three bids. If you have already selected one of the bids, please provide justifications in writing.

*The only capital asset to be purchased is a 'three-piece xylophone' set. While we have a cost supplied by a company named Kirby Built, we are under no obligation to purchase from them and will seek other bids if the project is funded.*

**6. Coordination:** Please explain how this project has been coordinated with other jurisdictions as well as affected stakeholders. Please include letters of support from stakeholders.

**Roslyn Project # 1 Forest Trail Signs**

- Coordinated with the Citizen's Advisory Committee for the Roslyn Urban Forest (See attached letter from CAC RUF.)

**Roslyn Project # 2 Improve Facilities at Runje Field**

- Coordinated with the Roslyn Downtown Association, University of Washington Storefront Studio Project and ARRF Animal Rescue (See attached letters from AARF Animal Rescue and RDA))

*Roslyn Project # 3 Add tourist parking at Fireman's Park*

- *Coordinated with the Roslyn Downtown Business Group and Roslyn Planning and Historic Preservation Commission (See attached letter from RPHPC.)*

*Roslyn Project # 4 Repaint Historic Train Tracks through town*

- *Coordinated with the Roslyn Downtown Association and University of Washington Storefront Studio Project (See attached letter from RDA and RPHPC.)*

*Roslyn Project # 5 Replace Roslyn welcome signs*

- *Coordinated with the Roslyn Downtown Association and University of Washington Storefront Studio Project (See attached letters from RDA and RPHPC.)*

**7. Studies:** Please attach any feasibility or other studies that demonstrate linkages between the proposed project and the anticipated tourism impacts. Also please include your operations/maintenance funding strategy and business plan for long-term project sustainability (how the facility or facilities will be operated and maintained for at least three years following completion).

*The studies attached include University of Washington's Storefront Studio, Roslyn's Capital Facilities Plans and the Roslyn Recreation Plan.*

**8. Project Readiness:** Please provide a detailed project schedule, including milestones necessary for completion as mentioned in question 1 above. On the schedule, indicate items completed and exactly where in the schedule the project is at this time. Be sure to include expected completion date.


*August 2016 – Planning Commission Review of projects*

*September 2016 – Roslyn City Council Review*

*October 2016 – Work begins*

*August 2017 – Work completed*

**9. Applicant Certification:** Please sign below in agreement with statement of certification. Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package. I further certify that the application thresholds are met at the time of application.

	<u>Treasurer/Planner</u>	<u>6/16/16</u>
Signature of Official Representative	Title	Date

### **Tourism-Related, Small-Scale Municipality-Owned Capital Project Budget**

All applicants for capital project funding must supply a detailed and complete project budget utilizing the following basic format:

#### **Funding Sources**

Lodging Tax Funds Request	\$22,500
*Other Grant Funds	
List By Source (indicate if secured or applied)	
*Other Local Government Funds	\$17,500
List By Source – City of Roslyn Treasury	
*Private Funds	\$0.00
List By Source (may include in-kind)	
In-Kind donations of time	\$5,000

Total Available Funding	\$45,000
-------------------------	----------

#### **Project Expenses**

Real Property or "Right-of-Way" Acquisition Cost	\$0.00
Capital Asset Cost	\$22,500
Construction Cost or "Hard" Cost	\$15,500
General Costs can only be determined based on quantity of projects funded.	

Soft Cost Include an itemized list of soft costs	\$7,000
--	---------

Soft Costs can only be determined based on quantity of projects funded.

Total Project Costs	\$45,000
---------------------	----------

\*Verifying documentation must be provided and attached to this budget. This documentation may include award letters, letters of commitment, or loan approval documentation. You must include this in order to meet the matching funds requirement. If the funding source includes applicant funds, proof of available funding in the form of a letter of commitment from an authorized body or representative of the applicant is adequate.

**Tourism-Related Facility Operational Funding Narrative  
(Municipality Applications Only)**

1. Operational Spending: Please explain your request for operational funding and how it is directly related to supporting the operations of a tourism-related facility owned or operated by a municipality or public facilities district.

2. Sustainability Strategy: Please describe your strategy for long-term operational sustainability. Include any specific progress toward this goal.

3. Applicant Certification: Please sign below in agreement with statement of certification.

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I further certify that the application thresholds are met at the time of application.

\_\_\_\_\_  
Signature of Official Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*The City of Roslyn is not applying for Operational Funds.*

## Lodging Tax Capital Project Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Kittitas County Tourism Infrastructure Plan	Low Priority = 5 Medium Priority = 15 High Priority = 20	Question 2	
Stakeholder Support	Up to 5	Question 6	
Feasibility Analysis and Business Plan Completed	15 Yes = 15 No = 0	Question 7	
Promotes Tourism/ Increases Economic Activity Resulting From Tourists	Up to 20	Question 2	
Project Readiness	Up to 20	Question 8	
Applicant's Matching Funds	Up to 20 Less than 50% = 0 50% - 55% = 5 56% - 59% = 10 60% - 70% = 15 71% or more = 20	Capital Project Budget	



# CITY OF ROSLYN

National Historic District and Preserve America Community

Date: June 16, 2016  
To: Kittitas County Lodging Tax Committee  
From: Roslyn Planning and Historical Preservation Commission  
Re: Lodging Tax grant application

The City of Roslyn Comprehensive Plan states that the City seeks to maintain Roslyn's historic character while maintaining economic viability. Due to a shortage of large scale businesses in the immediate region, economic viability rests heavily on tourist trade to the City's food, retail and recreational businesses.

The Roslyn Planning and Historical Preservation Commission supports the components of this grant application. Augmenting the facilities at our trails and parks will encourage people to visit Roslyn and extend their stays. Adding directional trail signs, wood chips, musical play stations and pet-waste stations are relatively small projects that can have a big impact.

The current "Welcome to Roslyn" sign has been useful for many years, but it is fatiguing. A new sign which includes a reference to Roslyn's historical designation would both welcome and educate visitors. Roslyn is a unique historical site in the state for many reasons; one reason is that the entire footprint of town is the site, rather than one small portion.

A scarcity of parking is a major problem during the summer months. Adding parking at Fireman's Park would help alleviate the problem faced by private citizens and downtown businesses.

Finally, painting replicas of the former railroad tracks on the Coal Mine would be very useful. When visitors walk from Cle Elem or Ronald to Roslyn, the trail ends without a clear indication of where it begins again on the other side of town. We once had tracks painted in, and visitors were often seen walking through town on them. Again, this is a small project that can have a big impact.

Thank you for our consideration.

Sincerely,

Janine Brodine, Chair

Roslyn Planning and Historic Preservation Commission





June 16, 2016

To whom it may concern,

I am writing this letter in support of the City of Roslyn's proposal to install doggie poop stations at Runje Park and around the city of Roslyn.

For the past 10 years we have worked very closely with the City of Roslyn and to make the city a safe and fun place for dogs and their owners. Getting these stations will help make the city cleaner and safer for its residents as well as its canine community.

ARRF will fully support and help with these stations however needed.

Sincerely,  


Lori Clemente  
ARRF President  
509-304-4805



June 16, 2016

Dear Kittitas County Lodging Tax Committee,

This opportunity for the City of Roslyn to apply for a grant will support some of the plans from the University of Washington Storefront Studio, developed with the Roslyn Downtown Association, (RDA).

The RDA is excited that funds may be available to repaint the area where Roslyn's historic train tracks once ran through the city and re-connect the two parts of Roslyn's Coal Mine Trail. Also, there is the need to replace signage at the city limits of Roslyn to indicate to tourists that they are entering an historic district.

This is a perfect match: Capital Project Tourism Lodging Tax application and the City of Roslyn who needs funds to support tourism-related activities.

Thank you so much for your consideration. Please fund this grant request.

Sincerely,

Cheri Marusa,  
President  
Roslyn Downtown Association

Date: June 16, 2016

To: Kittitas County Lodging Tax Committee

This 2016 Lodging Tax application by the City of Roslyn for Tourism-Related, Small-Scale Municipality-Owned Capital Projects is consistent and compatible with the goals and objectives of the Citizens Advisory Committee for the Roslyn Urban Forest and supports the trail system adopted by the Roslyn City Council.

We understand that the Capital Project category is for applications from cities like Roslyn who need funds to support tourism-related facilities owned or operated by the municipality. The Roslyn Urban Forest is comprised of over 300 acres. It is heavily used by tourists as evidenced by spring and summer mountain bike events which may draw upward of 200 out-of-town mountain bike riders and their families and supporters.

We have some funding for directional trail signage, and more is needed due to the regular use of the Roslyn Urban Forest by hikers, birders, skiers, mountain bikers and, to a lesser extent, horseback riders. Our funding is not sufficient to continue the implementation of our plan. Please fund this grant so that we might continue to more fully address the needs of seasonal use on the trails and further develop this valuable resource in support of our regional tourist industry.

Respectfully,

A handwritten signature in black ink that reads "Peg Bryant". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Peg Bryant, Chair

Citizens Advisory Committee for the Roslyn Urban Forest

# Roslyn, WA storefront studio

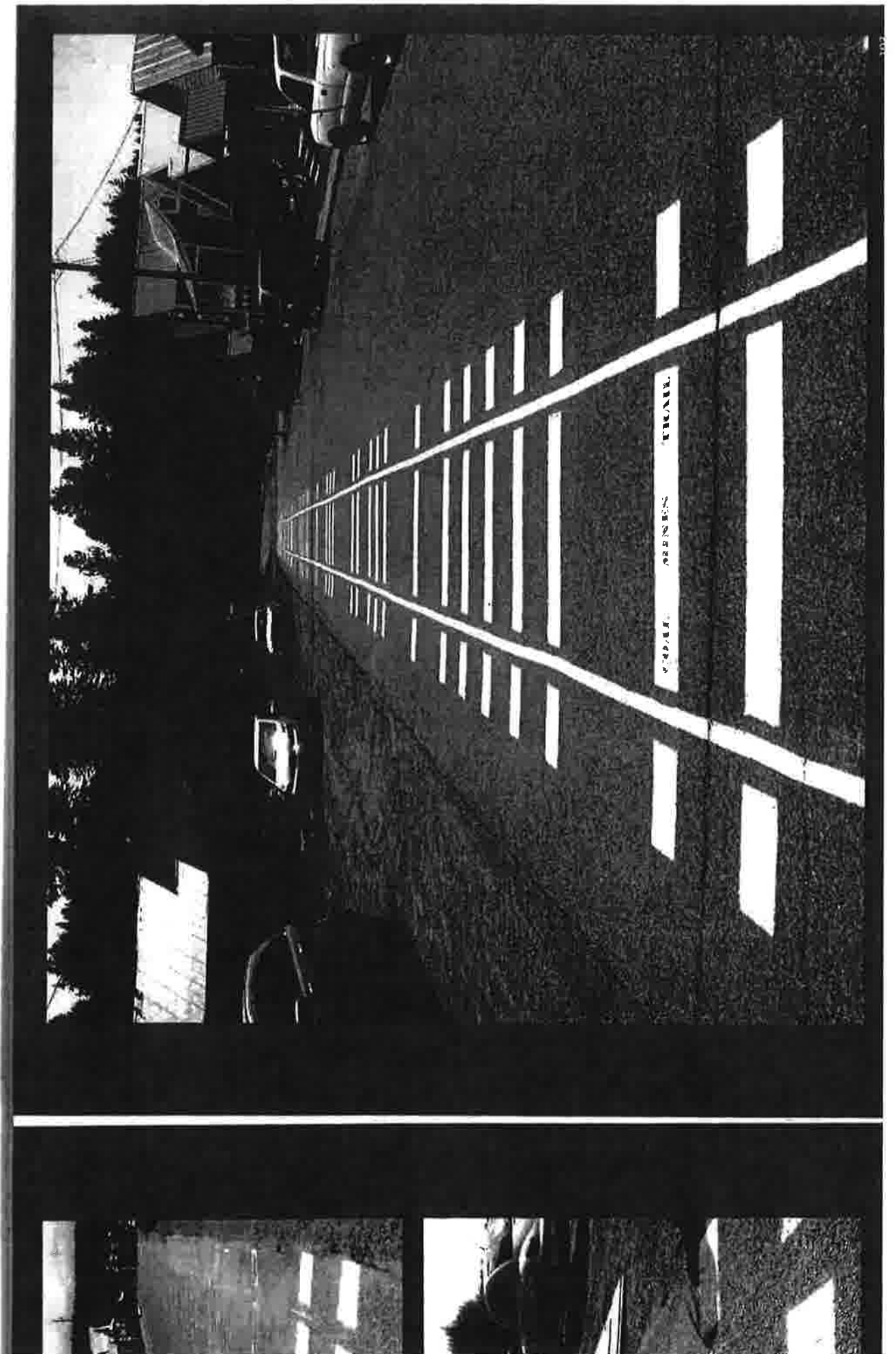
spring 2009

Reference  
Does NOT  
Circulate

university of washington department of architecture & roslyn revitalization

OR  
I

Project #4



follow up

# Coal Mines Trail Track Painting

author: Tyler Bush

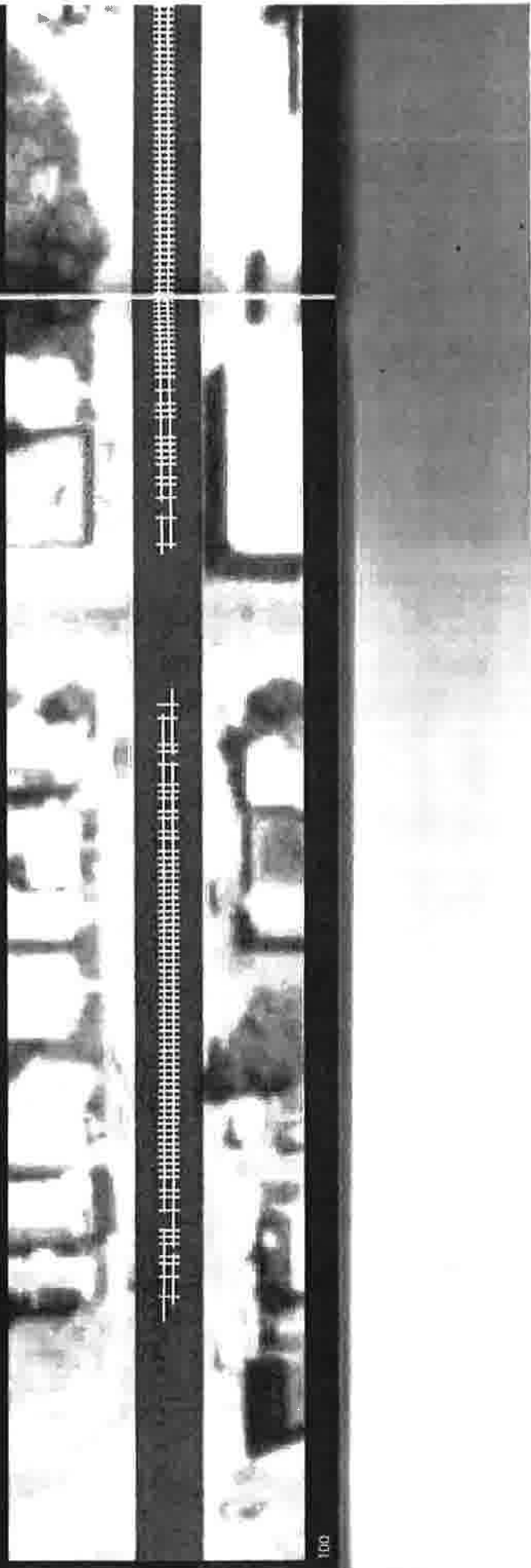
Andrea LaFleur

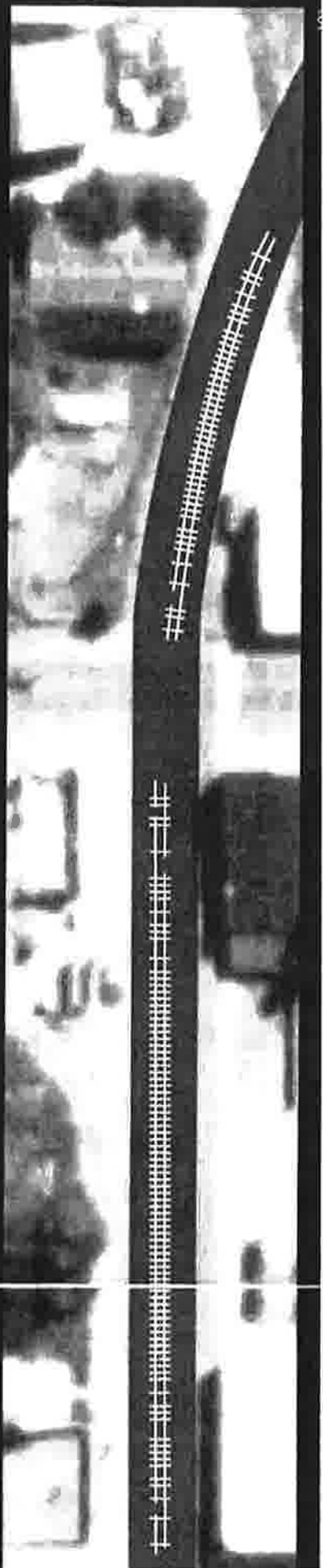
Kathy Lang

The proposed Train Track project was constructed in the Summer of 2009. Full scale rail road tracks were striped down the center of W Washington Ave. where the Northern Pacific Railroad steamed through town a century before.

*Right Opposite map*

*Right Below & Left Opposite, proposed painting*





# Roslyn, WA

refront Studio 2010

University of Washington Department of Architecture & Roslyn Downtown Association

Reference  
Does NOT  
Circulate



Project #5

stories/paths  
**Welcome to  
Roslyn Sign**

author: Andrea LaComa



The current entrance into town does not demonstrate a noticeable threshold. With the addition of local foliage and a historic artifact, the town entrance becomes clearly defined.

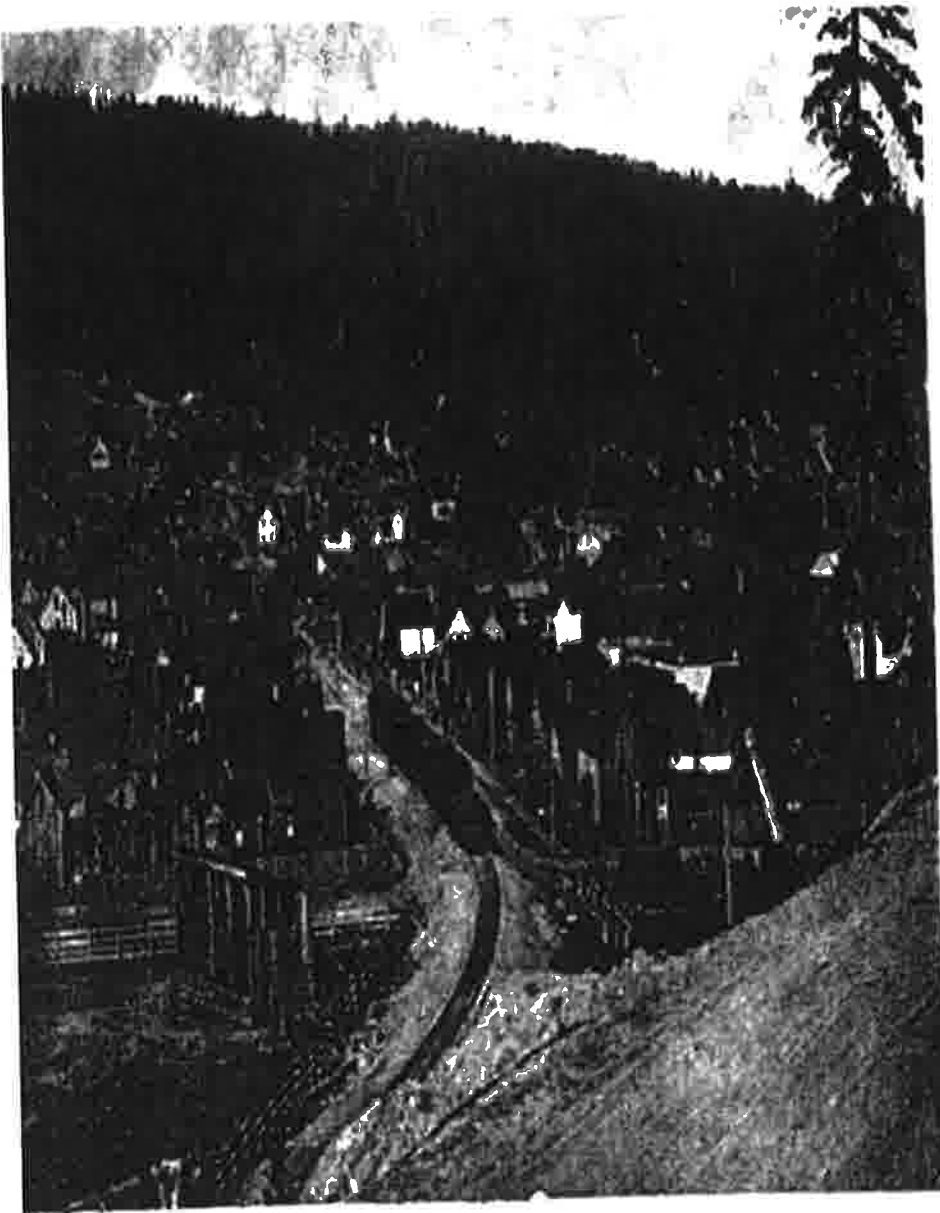
Right: existing entrance

Opposite: proposed entrance

Project # 5



Project #4



RAILROAD STREET, ROSLYN, WASH.

PUB. BY A. STEVENS

Train running on former railroad tracks through town. The visible tracks are an unmarked portion of the Coal Mines Trail. The current market trail toward Ronal recommences just past the wooden grandstand in the photo.



Projects #1, #2 and #4

# CITY OF ROSLYN

National Historic District and Preserve America Community

May, 2016

## Parks & Recreation Plan

### Section 1: Introduction

Roslyn is located 80 miles east of Seattle near Interstate 90 in sunny central Washington. Incorporated in 1886, the coal-mining town of Roslyn played an important role in Washington State History. The extensive coal fields in the area fueled the Northern Pacific Railroad's trains during construction and early operation of a direct rail line through the Cascade Mountains.

The City of Roslyn Recreation Plan is the culmination of many years and dedicated volunteer hours of work since the City of Roslyn acquired the Roslyn Urban Forest (RUF) in 2007 and established the RUF Citizens Advisory Committee (CAC) which began meeting bimonthly in 2008. This work was completed by the City of Roslyn CAC, Staff, Elected Officials, local volunteers, and stakeholder groups. The City and the CAC have partnered with other organizations, such as the Wilderness Society, the National Parks Service (Rivers, Trails, Conservation Assistance Program), the Washington Chapter of the American Society of Landscape Architects, Kittitas Conservation Trust, Forterra, Mountains to Sound Greenway, The Nature Conservancy, the Roslyn Downtown Association, and University of Washington to help effectively organize and strategize the best way to engage citizens and stakeholders to create this plan.

### Vision for the City of Roslyn Recreation Plan:

*A recreation plan that has recommendations that fit with Roslyn's community needs, fosters a sense of place, promotes health and well-being of residents, aligns with Roslyn's comprehensive plan goals, and enhances the quality of life for local citizens. This includes non-motorized public access to open space in and adjacent to the City of Roslyn, sustainable recreational opportunities, flexible and adaptive to local needs, connected and integrated into the wildlife and recreation networks in the region, embraced by the City and the local citizens and users, and provides educational opportunities for the community. (Roslyn Urban Forest CAC – Design Charrette Summary Report, 2012)*

### Goals of the City of Roslyn Recreation Plan:

- Provide a range of recreational opportunities within Roslyn's parks, forest, and open-spaces
- Balance recreational amenities to minimize negative impacts to forest health, wildlife habitat and local residents and businesses
- Identify and enhance regional recreational opportunities and public access
- Integrate the needs of the town center (downtown), including visitor parking and other ancillary services (i.e. Stormwater management, etc.)
- Celebrate Roslyn's history and community



# CITY OF ROSLYN

## National Historic District and Preserve America Community

- Develop urban trails through town that connect parks, trailheads, neighborhoods, & local businesses
- Work with adjacent cities, communities, and landowners to provide regional recreational connections and public access points
- Provide a variety of non-motorized, human powered, recreational opportunities to enhance the quality of life and experiences for the community and visitors
- Promote the City of Roslyn as a recreational destination
- Manage forest health to reduce the risk of catastrophic wildfire, promote forest resiliency in the face of climate change, provide for wildlife connectivity and permeability, preserve a visually attractive viewscapes, and provide for watershed protection

### Objectives

- Acquire land and work with adjacent land owners surrounding the City of Roslyn to connect to regional trail networks (2017 – 160 acres north of RUF, 2019 – 231 acres east of RUF, 2022)
- Maintain and manage public access (2016 – perpetuity)
- Develop three safe non-motorized urban trails through the community to connect the downtown core and neighborhoods with regional trailheads and parks (2021)
- Develop additional parking opportunities for residents and visitors (2018 – 2019)
- Maintain a healthy forest ecosystem through stand management (prescribed by LSP) (2016 – 2031)
- Develop and promote the City of Roslyn as a recreation destination (2018)
- Implement a looping trail system in the Roslyn Urban Forest (2017 – 2019)
- Create and distribute maps within (2017 – 2018)
- Place directional signs to direct recreational users to different amenities (2021)
- Promote local organized multi-sport opportunities for youth and adults (2018 – 2020)
- Maintain existing facilities (2016 – perpetuity)
- Continued engagement with local community with regards to this plan and its implementation (2016 – perpetuity)
- Reconstruction of historic grandstand at Runje field and improvements of ball fields (2019 – 2021)
- Promote four season recreation for the community and visitors (2016 – perpetuity)
- Implement capital plans for parks, forests, and open space (2016 – 2022)

### Section 2: Recreational Inventory

The City of Roslyn includes a large forested boundary, multi-purpose parks and recreational facilities, and open-space that occupies approximately half of the land within its incorporated boundary and is one of its principle and defining assets. It is these green spaces that bring the community together, creating a distinctive “Roslyn” character. The City of Roslyn, its citizens, and visitors are in unique position to



# CITY OF ROSLYN

National Historic District and Preserve America Community

promote and steward a wide variety of non-motorized, recreational opportunities and develop public access to large, undeveloped landscapes in both public and private ownership. Connections to a wide range of outdoor recreational opportunities have, and continue to be, a primary factor for people to choose to live and recreate in our community.

## Roslyn Urban Forest (RUF)

The City of Roslyn owns 324.5 acres of open space forest land surrounding the developed footprint of the City, including;

- 300 acres, the North half of section 17, Township 20, Range 15 that lies to the north and east of the developed footprint of Roslyn
- 24.5 acres, the SW quarter of Section 17, Township 20, Range 15 that buffers the Roslyn Historic Cemeteries in 7 distinct stands and is adjacent to the Suncadia Master Planned Resort

The City has an existing, adopted Land Stewardship Plans to guide management of the forest and recreation within the RUF (Roslyn Forest Land Stewardship Plan 2008 & Forest Land Stewardship Plan – Roslyn Urban Forest – Adjacent to Roslyn Historic Cemeteries 2008). The RUF Citizens Advisory Committee (CAC) was created pursuant to the Roslyn Urban Forest Land Stewardship Plan. Its role is the City of Roslyn and make management recommendations to the City Council regarding implementation of the LSP's. The CAC holds two public meetings on the first and third Wednesdays of the month, from 6:30 – 8:30 pm. The CAC was founded in 2008.

### **Existing Recreation Opportunities (Roslyn Urban Forest - Land Stewardship Plan, Begley, 2008):**

*The Roslyn (Urban) Forest serves as a regional recreational amenity because its proximity to the City of Roslyn, an outdoor tourism destination. There are over 5 [now 9, with user-built additions] miles of identified trails/roads in the RUF that are used for many different recreational purposes. Most of these trails follow road beds built originally for timber harvest and mining purposes. Another widely used trail follows a modern fiber optic line up a steep grade. Additionally, there are approximately 1.6 [4] miles of recently constructed user-built trails throughout the RF primarily used by local mountain bikers.*

### **Existing Capital Facilities:**

The Roslyn Urban Forest is an undeveloped forest that buffers the City of Roslyn from a large master planned resort to the south and private parcels and development to the west, north, and east. The existing trail system contains single- and double-track (old road beds) for non-motorized recreational uses. There is currently over nine (9) miles within the 324.5 acre footprint of the RUF with four season non-motorized recreation access.

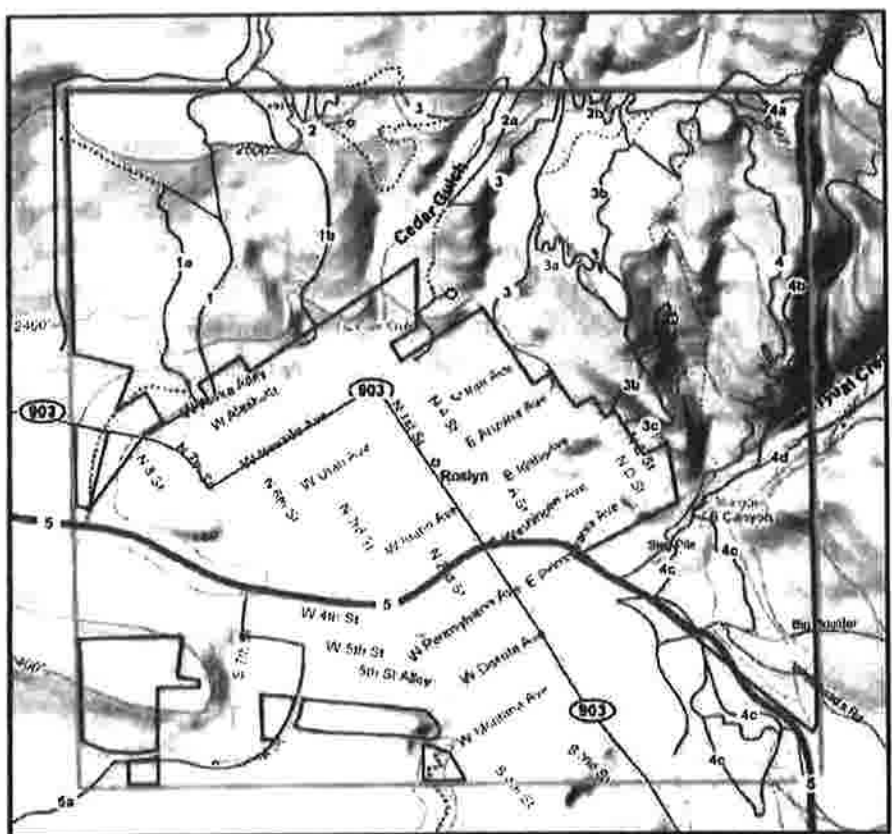


# CITY OF ROSLYN

National Historic District and Preserve America Community

There are currently two kiosks to inform residents and visitors of the trail system and provide information about the Roslyn Urban Forest. One is located at the public restrooms near downtown, on the Coal Mines Trail and adjacent to Runje Park. The other is located on the Coal Mines Trail at a major access point to the southeast end of the RUF. The City of Roslyn rents two port-a-potties at two major trail heads during the spring/summer/fall seasons.

## THE ROSLYN URBAN FOREST TRAIL PLAN



- |                   |                  |              |                       |
|-------------------|------------------|--------------|-----------------------|
| 1 Alaska Alley    | 2a Crooked Tree  | 3b Karnes    | 4b Rocky's/Happy Jack |
| 1a Alaska Loop    | 2b The Boneyard  | 3c Slickrock | 4c Slag Pile Loop     |
| 1b Cedar Gulch W. | 3 Cedar Gulch E. | 4 New Climb  | 5 Coal Mines Trail    |
| 2 Trees           | 3a Reroute       | 4a Pan Tree  | 5a Nelson Creek Trail |

— Existing Trail — Proposed New Trail (Phase 1) ..... Proposed New trail (Phase 2)  
 ..... Trail to be closed Future Trail study area Wildlife Viewing Areas

Trails will be sited to minimize impacts while providing the desired user experience. Trails marked in orange ( — or ..... ) are under development and subject to revision.

Figure 1: Map of Roslyn Urban Forest trail network.



# CITY OF ROSLYN

National Historic District and Preserve America Community

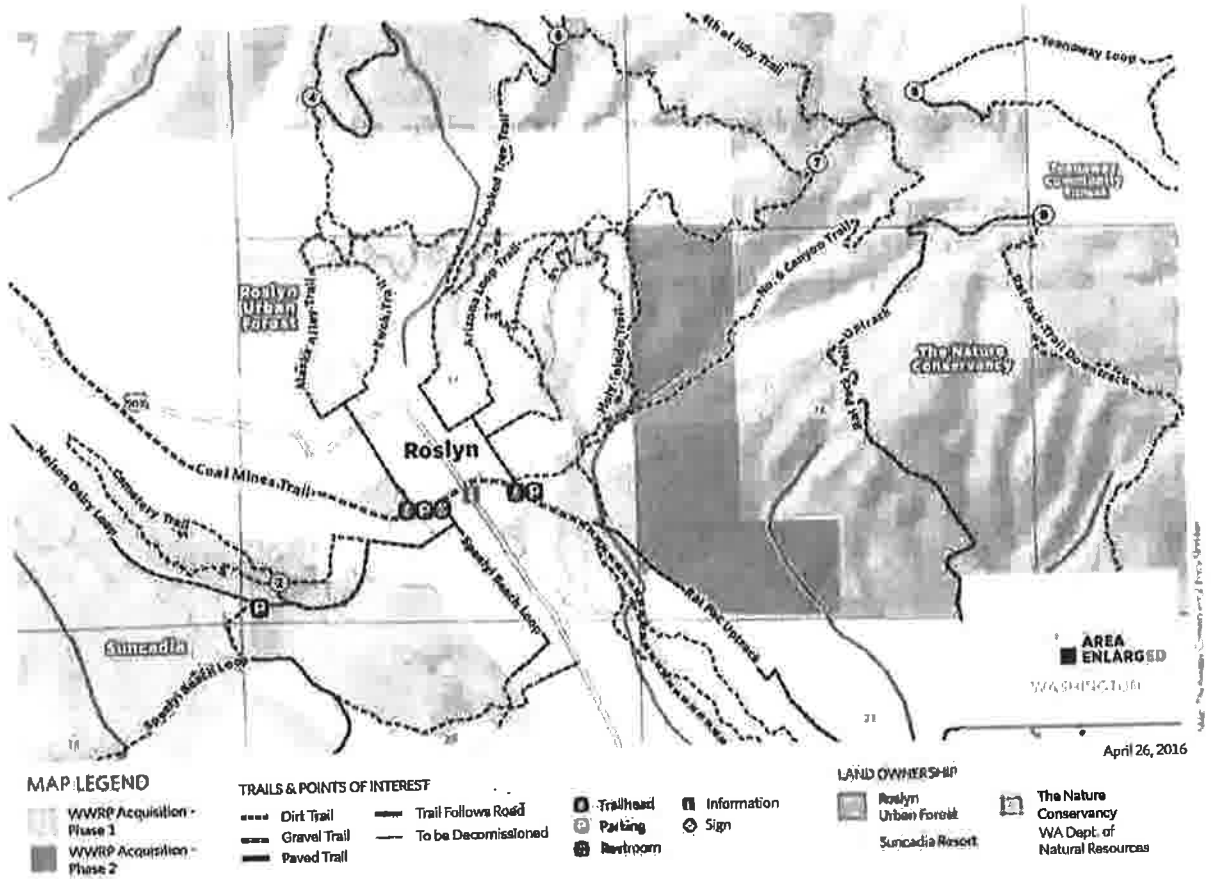


Figure 2: Map of Regional Trail Connections. Credit Erica Sloniker - The Nature Conservancy





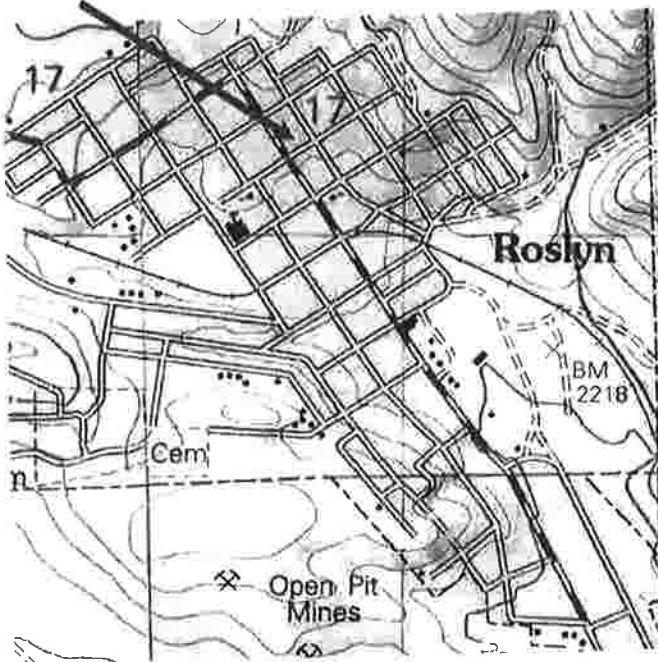
# CITY OF ROSLYN

National Historic District and Preserve America Community

## Parks within the developed footprint of the City of Roslyn

There are three parks within the City of Roslyn that total approximately 6 acres. Fireman's Park on First Street, Centennial Park located on 3<sup>rd</sup> and Pennsylvania, and Slim Runje Field (Pioneer Park), the largest of the three (approx. 5 acres), located on N 2<sup>nd</sup> Street.

### Fireman's Park



Fireman's Park is a small park located two (2) blocks north from downtown on N 1<sup>st</sup> Street (SR 903). It is a popular stop for travelers to picnic on their way to/from the camping areas surrounding Lake Cle Elum and Salmon la Sac in USFS lands. Local families use this park to play catch, enjoy the shade, play fetch with their dogs, and children to set up lemonade stands.

### Inventory of Existing Facilities

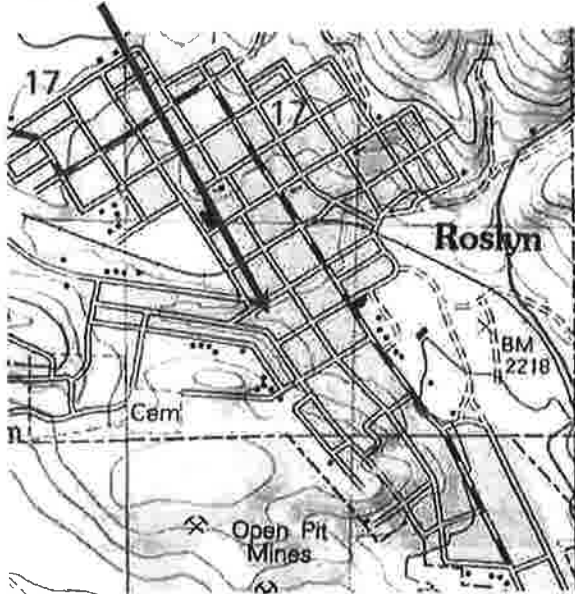
- Two picnic tables
- One trash can
- Irrigation system
- Several large trees that provide shade
- Sign on 1<sup>st</sup> street



# CITY OF ROSLYN

National Historic District and Preserve America Community

## Centennial Park



Centennial Park is a small park located 1 block east of Roslyn's Downtown Core that is popular with local residents and visitors to the three small Inn's and the bed and breakfast adjacent to the park. It provides a safe play area for smaller children and has been used for small gatherings and toddler birthday parties.

### Inventory of Existing Facilities

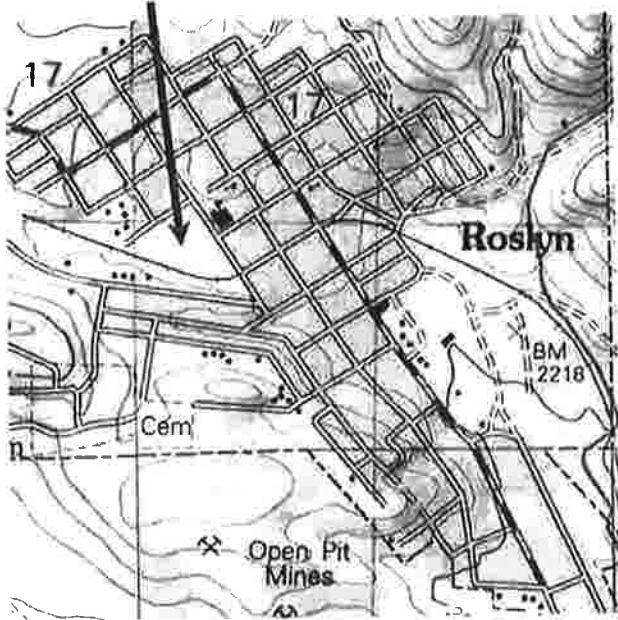
- Fence surrounding park
- One picnic table
- Large trees to provide shade
- One trash can



# CITY OF ROSLYN

National Historic District and Preserve America Community

## Slim Runje Field (Pioneer Park)



Slim Runje Field is Roslyn's largest park (approx. 5 acres) located one (1) block to the northeast of Roslyn's Downtown core. It provides for both adult and youth organized sporting activities. In 2006, new playground equipment was added that is very popular with children and their parents. Many large annual events take place here over the summer weekends like the antique RV show, Run to Roslyn car show, the Roslyn Log Show, Croatian Picnic, Black Pioneers Festival, and softball tournaments. There are smaller events and family gatherings that utilize that park and its facilities. It is adjacent to the Coal Mines Trail and from the park you can take that trail to the City of Cle Elum or the township of Ronald and see the history of coal mining in the area. It is the most popular of the parks within the developed footprint of Roslyn with daily use by residents and visitors alike.

### Inventory of Existing Facilities

- Large play structure/area
- Swings
- 2 public restrooms
- 1 large gazebo
- Picnic shelter w/power
- Combination tennis/basketball court
- 2 soft/baseball/soccer fields
- Two small aluminum grand stands
- Bridge crossing connecting to the Coal Mines Trail
- Picnic tables and benches



# CITY OF ROSLYN

National Historic District and Preserve America Community

- 2 poles (tree climbing event for annual log show)
- Irrigation (serves only a portion of the park)
- 7-8 trash cans

## Section 3: Public Involvement

The City of Roslyn has a diverse community with ample community input to developing this recreation plan. Public involvement is key component of the planning efforts to balance recreational opportunities that promote quality of life for local residents and promote economic development through increased recreational tourism in our area. Efforts include decades of work by elected and appointed representatives of the City, local volunteers, non-profit partners, local businesses, and institutions of higher learning.

### **2009, 2010, 2011, & 2014: Roslyn Downtown Association in partnership with the University of Washington, Department of Architecture, Design Studio – Storefront Studio Program**

The Roslyn Downtown Association has held a series of community workshops in partnership with the University of Washington's Department of Architecture to develop conceptual designs and plans for parks, open-space, and trails. The goal of the design proposals were to link and enhance parks and open-spaces to form a "green heart of Roslyn". Storefront Studio is a program lead by Jim Nicholls from the University of Washington, Dept. of Architecture to engage students to work with small local communities to enact community involvement and promote positive change. It provides an opportunity for students to gain experience and helps communities with limited resources through visioning and conceptual design processes. Included in these workshops were designs for capital projects for parks, trailheads, and non-motorized linkages through downtown to parks and open-spaces.

### **HOW WE GOT HERE: DEVELOPING THE NEW TRAIL PLAN**

The trail plan for the Roslyn Urban Forest was developed in accordance with the Land Stewardship Plan (LSP). The main goals of that Plan are to protect and enhance wildlife habitat and to provide a quality non-motorized recreational experience that minimizes impacts to wildlife and wildlife habitat. (LSP, page 6).

The new trail plan makes use of both local and professional expertise. Public input was essential to the process. The new trail plan incorporates information received at regular bi-monthly Citizens Advisory Committee for the Roslyn Urban Forest (CAC RUF) meetings and at the following events:

#### **November 16, 2010: Regional Assessment and Stakeholder Workshop**

The CAC RUF partnered with The Wilderness Society in reaching out to the community and potential regional stakeholders to discuss and gather information to shape the Roslyn Urban Forest (RUF) Trail and Recreation Plan, identify opportunities to connect the RUF with regional trail and conservation corridors, identify collaborative opportunities to fund collective ideas, and foster the conversation about an upper county regional recreational plan.

#### **May 17, 2011: Community Vision Workshop**



# CITY OF ROSLYN

National Historic District and Preserve America Community

The CAC RUF and The Wilderness Society worked in partnership with the National Park Service, Kittitas County Health Department, the Cle Elum/Roslyn School District, local businesses, and the citizens of Roslyn and held a public meeting to gather information to inform the development of the RUF Recreation and Trails Plan including:

- Community Vision
- Current Use Patterns
- Access
- What's working and what's missing
- Youth Input

## October 2011: **Roslyn Urban Forest Design Charrette**

A two-day event in partnership with The National Parks Service Rivers Trails Conservation Assistance Program, the Washington Chapter of the American Society of Landscape Architects, and the Wilderness Society that brought together both local subject-matter experts and professionals from outside the region to create visuals and specific design proposals for the RUF's future recreation and trails network and infrastructure.

Topics considered included:

- The Natural Environment
- Access and Infrastructure
- Local and Regional Connectivity
- Education
- Human Corridors

## June 2012: **A Community Open House**

This event provided an opportunity for folks to review drawings and maps. Attendees discussed the work so far and provided input. An opportunity to walk in the forest was offered.

## 2008 to Present: **Roslyn Urban Forest Citizen Advisory Committee Meetings**

The CAC holds regular public meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month to move planning and implementation efforts forward and collect public comment on plans and activities.

## 2016: **Roslyn City Council Meetings and Workshops – Discussing and Finalizing the Recreation and Trail Plan**

The City of Roslyn's Mayor and City Council have taken steps to pull the collective work of the various efforts outlined above to develop a comprehensive recreation plan for the City. Citizens were invited to attend and provide input.

## **Section 4: Demand and Need Analysis**

The City of Roslyn and the CAC have submitted multiple surveys to local residents, students at the Cle Elum/Roslyn School District, and other stakeholder groups to gather additional information about what is important and what is needed regarding recreational opportunities in and around Roslyn.



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November 2010: **Regional Assessment Workshop**

*(From the Executive Summary)*

*In order to inform the ongoing efforts of a comprehensive Trail and Recreation plan for the Roslyn Urban Forest, the Roslyn Urban Forest Citizens Advisory Committee Partnered with The Wilderness Society to outreach to the community and potential stakeholders in advance of and during a Regional Assessment Workshop.*

*The Goals of this outreach were to:*

- 1. Gather information to shape the Roslyn Urban Forest Trail and Recreations Plan – Specifically where to maintain and develop connections between existing conservation and recreation in the region and define the niche of the Roslyn Urban Forest;*
- 2. Identify opportunities to connect the Roslyn Urban Forest with regional trail and conservation corridors;*
- 3. Identify collaborative opportunities to fund our collective ideas; and*
- 4. Foster the conversation among the community interested in working toward an upper Kittitas County regional recreation plan.*

*Surveys were sent to all Roslyn residents through their water bills with twenty-six responses, direct outreach was conducted with fourteen individuals representing local, regional and state recreation and conservation organizations, and thirty-eight stakeholders and citizens attended the workshop.*

*Results indicate that a wide variety of recreation and conservation activities take place in Upper Kittitas County. The majority take place in three main watersheds (Yakima, Cle Elum, and Teanaway). Hikers, mountain bikers, horse riders, motorcyclists, ORV riders, snowmobilers and dog sledgers are active in the region and many of the users are also involved in conservation activities. The need for connectivity – maintaining and restoring adjacency for both habitat and recreational opportunities – was a clear priority for all. Residents and other users alike are interested in connectivity (recreational and conservation) between the Roslyn Urban Forest from the “ridgetop to the river” with a vision of connecting the Teanaway Valley up and over the ridge, down through the Roslyn Urban Forest, Suncadia, to the Cle Elum River.*

*Participants value the conservation values of wildlife, plants and biodiversity as well as watersheds, clean water, open space, undeveloped land, forests, the Alpine Lakes Wilderness, the Teanaway valley and migration corridors and connectivity. The top conservation needs in Upper Kittitas County were identifies as wildlife corridors and a network of open space as well as a sustainable ecological management approach, stewardship ethic, and political support from county commissioners.*

*Trails, from those on US Forest Service Lands to specific trails such as the Iron Horse Trail and Rat Pac trail were the number one recreation value identified followed by hiking, access, the Alpine Lakes*



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*Wilderness and wildlife and plant viewing. Connecting trails and creating a trail network was by far the highest identified recreational need for Upper Kittitas County. Quiet places to recreate and infrastructure for parking, trailheads, hitching posts, horse needs, trails, interpretive signs and maps also were identified.*

*The diverse recreationists represented indicated similar pathways and pinch-points of interest for maintaining or creating access. These locations exist due to lack of public access, impinging development, or natural land and water features. These same pathways are also priorities for conservation connectivity, thus appropriate planning must address these dual needs.*

*Specific to the future Trails and Recreation Plan for the Roslyn Urban Forest, results indicate a clear need and desire to connect the RUF up over the Cle Elum Ridge into the Teanaway and down through Suncadia to the Cle Elum River. There is a need and desire to accomplish these connections through easements on private lands and connecting to USFS trails. The possibility exists, depending on the public's stated desire for quiet and avoidance of user conflict, for a regional snowmobile route from the Teanaway, which travels through the RUF, the Coal Mines Trail and up toward Salmon la Sac. Connectivity for non-motorized use between the Coal Mines Trail and the RUF is desired while snowmobile use from the Coal Mines Trail into the RUF should be deterred. Identified wildlife corridors should be incorporated into the trails and recreation planning for the RUF in order to maintain these critical pathways.*

*The report concludes with the identification of a three-fold niche for the future of the Roslyn Urban Forest in terms of Trails and Recreation:*

- 1. Embrace both the education opportunities and needs/desires for interpretation and learn from the natural and restoring forest; also offer a more rugged, unstructured opportunity to explore and adventure without direction.*
- 2. Maintain the habitat quality of the forest for connectivity.*
- 3. Ensure the future sustainability of the town of Roslyn in the face of large storm and run-off events in which large amounts of water can flow down through and from the RUF.*

*Future work of the RUF Trails and Recreation Plan will incorporate these results, combined with a Community Vision Workshop in May of 2011, into a design charrette in October 2011 through a partnership with the National Park Service's Rivers Trails and Conservation Assistance Program and the Washington Chapter of the American Society of Landscape Architects.*

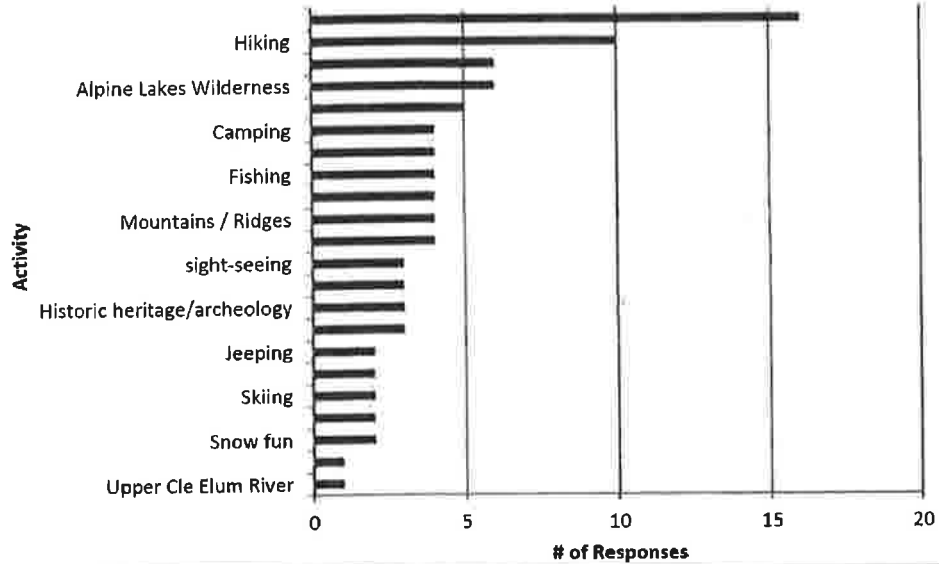
## **Survey Results**



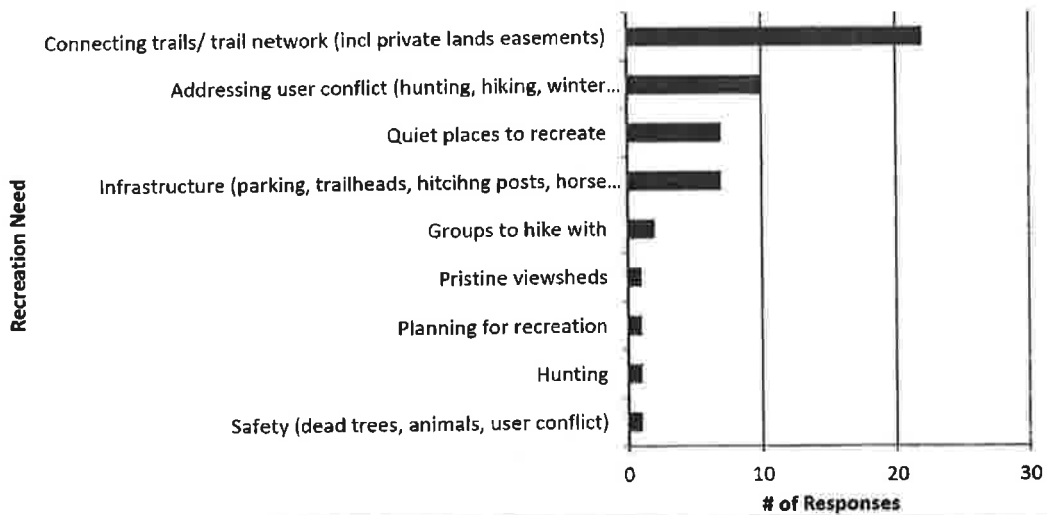
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## Greatest Recreation Assets in Upper Kittitas County



## Greatest Recreation Needs in Upper Kittitas County







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## May 2011: Community Vision Workshop

*(From the Executive Summary)*

For more than a year, the Roslyn Urban Forest (RUF) Citizen Advisory Committee (CAC) has worked with The Wilderness Society and the National Park Service Rivers, Trails, and Conservation Assistance Program to develop a comprehensive trail and recreation plan for the Roslyn Urban Forest. The plan will identify a long-term vision and goals for recreation in the forest that are in concert with the forest health goals set forth in the community's land stewardship plan. The plan will also broaden community and visitor awareness of the forest, help foster a sense of place, and strive to maintain the vitality of the forest with which we live. This report summarizes results from the May 2010 Vision Workshop and Community Survey and will inform the next steps in the development of the RUF comprehensive trail and recreation plan as well as related efforts throughout the region.

Major findings from the workshop include:

- Residents appreciate a healthy forest and the natural environment
- Residents want a safe, accessible, and easy-to-understand system of trails that is still "wild" with minimal development
- Residents appreciate the wilderness character of the forest as well as the non-motorized recreational setting
- Residents want connections within and around the forest (e.g., the "Ridge to River" concept, connector trail across SR903 from the NW corner near Alaska Alley )
- Residents want trail maintenance needs addressed (such as dog-waste stations)
- Residents want the forest to accommodate a variety of non-motorized uses such as horses; there is a desire to retain the no snowmobile/non-motorized status of the forest
- Residents want recreational use to be respectful of the natural environment
- Residents want trails designed to accommodate hiking, biking, and snowshoeing as priority activities and provide for quality experiences for relaxation, exercise, dog walking, and wildlife viewing
- Youth are interested in the outdoors and the use of the forest for recreational and educational learning opportunities

### *Needs, Wants, and Desires for Recreation and Trails*

Participants offered several specific needs, wants, and desires for the future recreation and trails system, including:

- Off-leash policy for dogs (23 comments)
- Non-motorized policy (10 comments)
- Limited trail signage to maintain "wild" nature (6 comments), with signage (and wayfinding map) at key entry points
- Dog-waste bags at the most-used trailheads (6 comments)



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- *Horse-friendly policy, with the suggestion of keeping the forest open to horses and developing horse-friendly trails from the Coal Mine trail to the ridge and from the Horse Park.*
- *A trail system that accommodates the diverse recreation needs and allows for wildlife, habitat, and ecological sustainability while providing for activities of minimal impact (allowing hiking and local pack animals at a minimal impact scale, providing for winter activities)*

*Other comments identified the importance of water bars, the need for trail maintenance parties, the opportunity to utilize forest resources (especially firewood), more trail connections (e.g., connector across SR903), and limited snowmobile access along the edge of the forest or connecting to the ridge.*

## *Current Use Patterns*

*The survey distributed at this station identified the areas most used by the community. From the 20 surveys completed at this station, it is evident that the main forest and the cemetery are the areas used most by the community. People use all or most of the community's inventoried trails, with the Crooked Tree Trail being the most used. Other trails such as Slickrock and #8 Railgrade are also frequently used.*



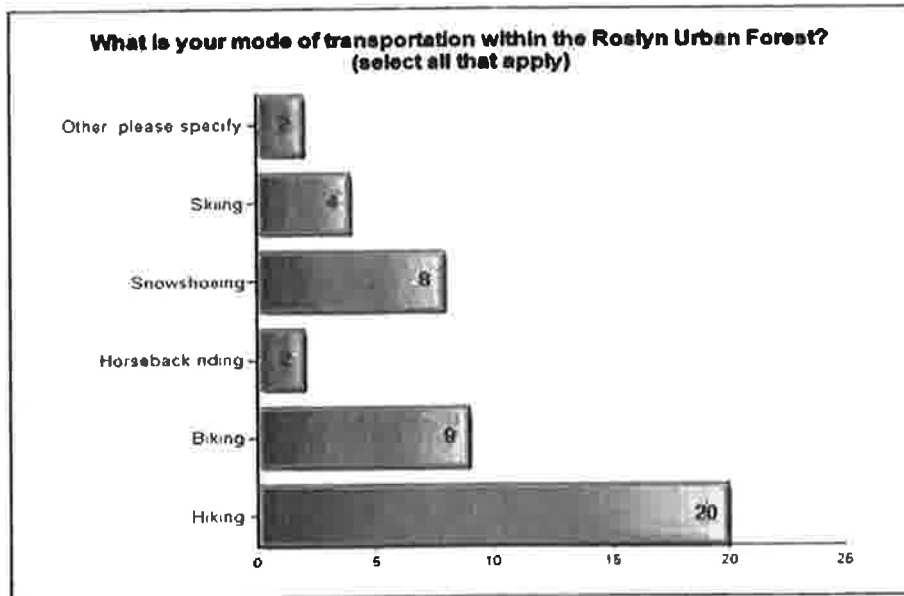


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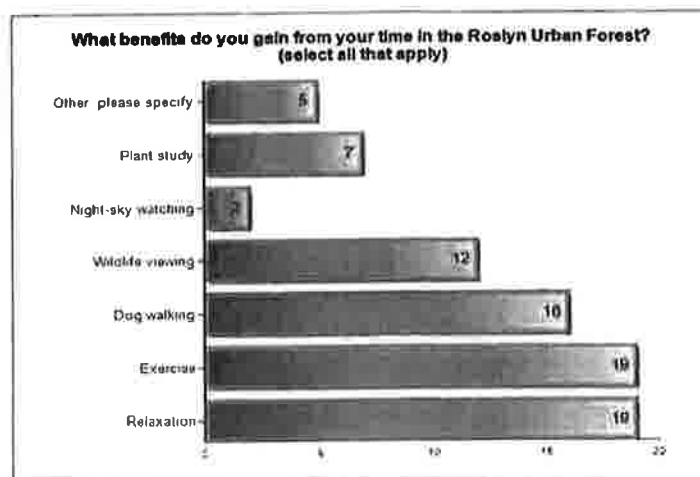
*As far as how people get to the RUF, the most common mode is walking, followed by biking. Once people are in the forest, hiking is by far the predominant mode of travel, followed by biking, and snowshoeing.*

**Figure 4. Travel within the Roslyn Urban Forest**



*Participants spend time exercising, dog walking, wildlife viewing, and studying plants in the RUF. Exercise and relaxation were identified as the most common benefits gained from time spent in the forest*

**Figure 5. Benefits Gained from Time Spent in the Roslyn Urban Forest**





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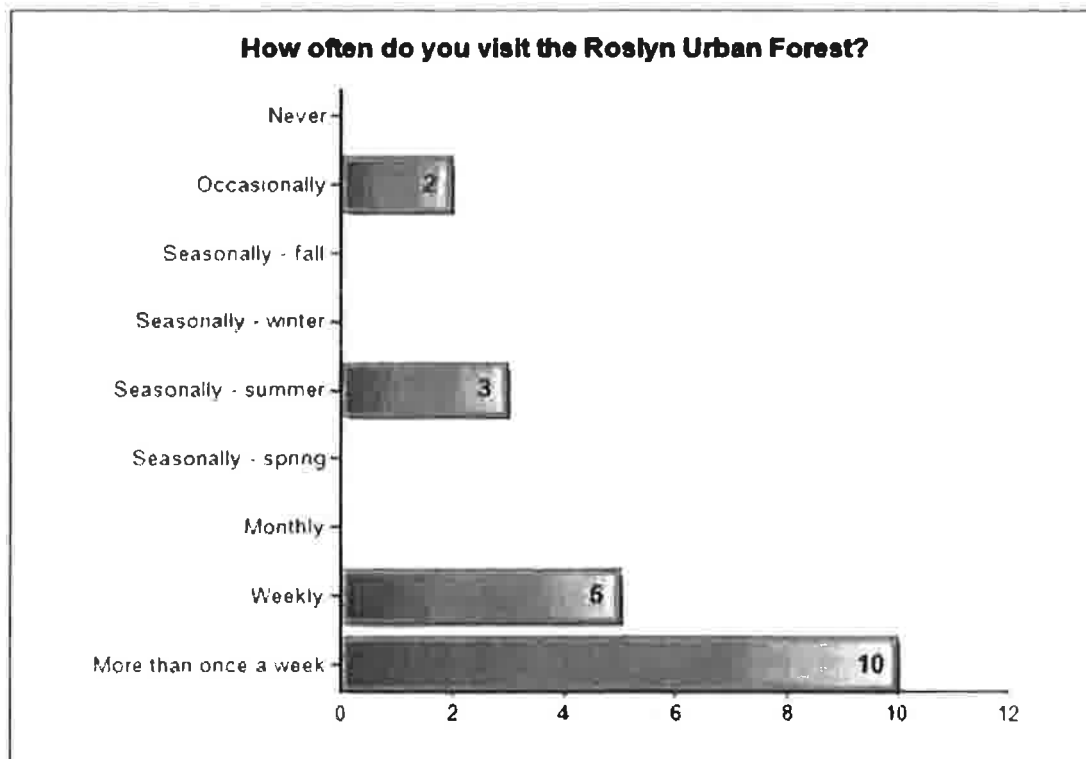
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Generally, visitors to the Roslyn Forest are alone or in small groups. Ninety percent of respondents visit the forest alone, 75 percent with one person, and 65 percent with two to four people. When visiting with others, 84 percent are with family and 79 percent are with friends.

Visits to the Roslyn Urban Forest are quite regular. Half of the respondents reported visiting the forest more than once a week, while 25 percent reported weekly visits (Figure 6). The other prevalent visitation patterns reported were seasonal summer use (15 percent) and occasional use (10 percent).

Half of the respondents indicated they have concerns about trail conflicts in the Roslyn Urban Forest. The most prevalent concern listed dealt with motorized users, while other concerns included fast-moving bicyclists, unleashed dogs scaring horses and other dogs, and trail blockages causing problems for bicyclists.

**Figure 6. Visitation to the Roslyn Urban Forest**



## Access to the Roslyn Urban Forest

There was an opportunity for participants to share what access points they use to enter the RUF. The most commonly used access points include Slickrock, Lower Karnes, Crooked Tree, Ewok, and Alaska Alley. Participants showed

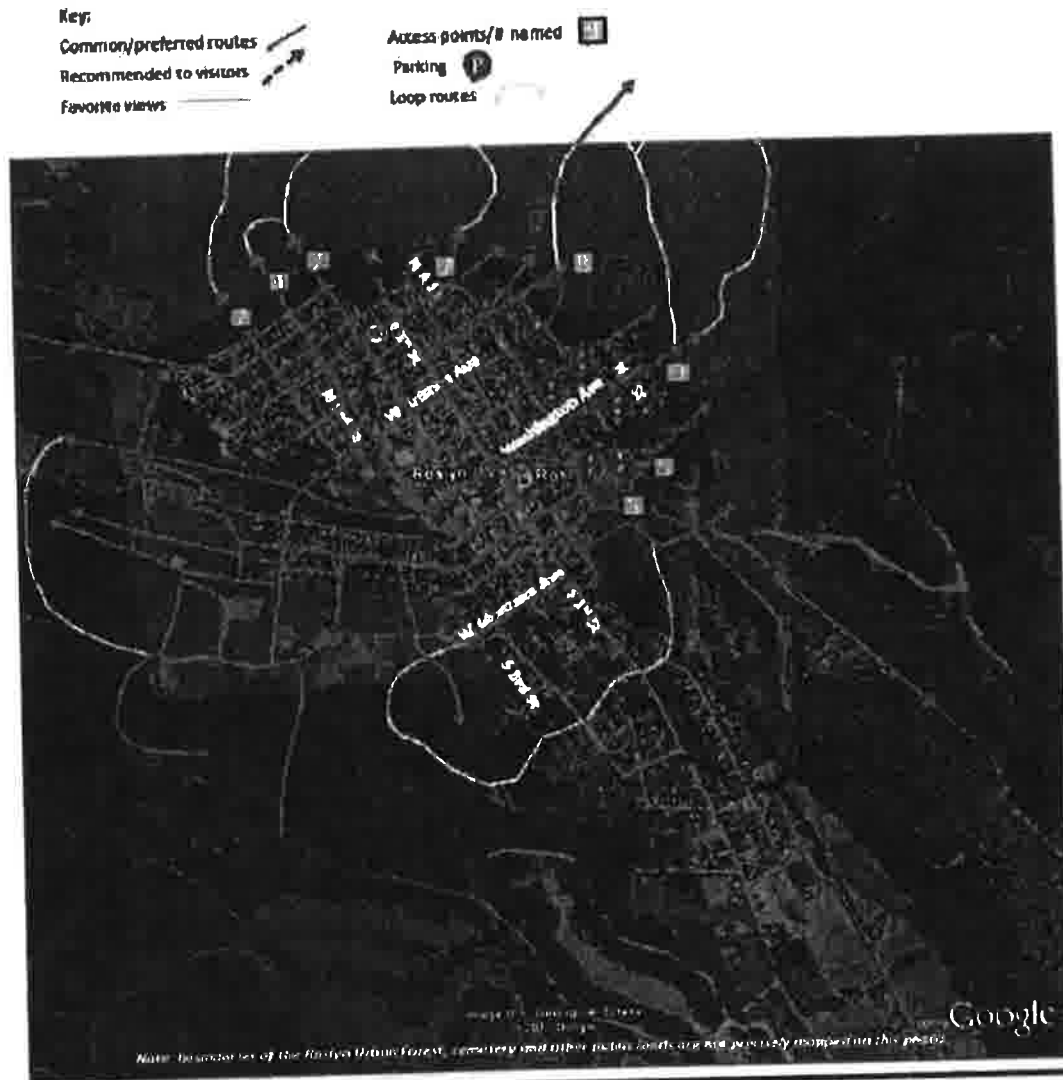


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*an interest in loop trails of varying lengths that connect the town and forest (i.e., entering and leaving the forest from different points).*

## Routes to, in and around Roslyn's Urban Forest Results from community workshop, May 17<sup>th</sup>, 2011



*Twenty participants drew on maps in answer to questions about what routes they take when walking or biking from home or town to the forest, and favorite streets or alleys along the way.*



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September 2011: Recreation Survey of High School Students

## CAC Youth Survey Results Overview



Date: 9/6/2011 1:26 PM PST  
Responses: Completes  
Filter: No filter applied

### 1. Do you go outdoors in your spare time and/ or for fun?

Yes		154	97%
No		4	3%
<b>Total</b>		<b>158</b>	<b>100%</b>

### 2. If yes: What outdoor activities do you currently participate in?

Bike		119	76%
Skateboard		22	14%
Hike		92	59%
Ski/ snowshoe/ snowboard		75	48%
Snowmobile		79	50%
4 wheeling/ motor- biking		71	45%
Swimming		118	75%
Hanging out outdoors		132	84%
Walking pets		80	51%
Observing nature		62	39%
Hunting		57	36%
Fishing		73	46%
Other, please specify		57	36%



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## 5. Are you familiar with the Roslyn Urban Forest?

Yes		82	52%
No		76	48%
Total		158	100%

## 6. If yes: How often do you visit the Roslyn Urban forest?

More than once a week		18	15%
Weekly		18	15%
Monthly		8	7%
Seasonally - Spring		14	12%
Seasonally - Summer		19	16%
Seasonally - Winter		3	2%
Seasonally - Fall		11	9%
Occasionally		33	28%
Never		40	33%

## 7. How important is the local forest ecosystem to you?

1 Very important		70	44%
2		38	24%
3		28	18%
4		18	11%
5 Not Important		4	3%
Total		158	100%

## 8. How important is public/ recreational access to the local forest?

1 Very important		68	43%
2		38	24%
3		32	20%
4		17	11%
5 Not important		3	2%
Total		158	100%





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9. Which of the following areas would be an interesting way for you to get hands-on experience in the local forest?



## October 2011: Design Charrette

(From the Executive Summary)

The Roslyn Urban Forest (RUF) Citizens Advisory Committee (CAC) was awarded the National Parks Service (NPS) Rivers, Trails, Conservation Assistance Program (RTCAP) grant to help move the City of Roslyn forward in determination of a comprehensive trails and recreation plan and program. The CAC has held two previous workshops to better inform our efforts and the Charrette was a culmination of them. The first was a Regional Assessment, and brought stakeholder groups from around Upper Kittitas County to determine how the RUF fits regionally for recreation and habitat. The second was a Visioning Workshop that brought more local stakeholders to determine what a community vision of the future of trails, recreation and habitat for the RUF.

The Design Charrette was a more extensive planning event that took place over the course of a Friday evening and the entire day of Saturday. Participants in this charrette were determined because of local involvement, knowledge, and willingness to participate in the entire event. There were also 10-12 landscape architects who participated. Folks were then split up into five working groups that focused on the areas of the natural environment, access and infrastructure, regional connectivity, education, and human corridors. Groups then pooled their information together to draft a comprehensive vision from the weekend's worth of work. This was then presented to the public at an open house on Saturday evening.



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*Volunteers combine their expertise in a two-day workshop to explore options for non-motorized recreation and trails in Roslyn's forest while protecting the habitat, wildlife and a working forest.*

## **Desired Outcome:**

*To create visuals and specific design proposals, including an overall map and summary notations of proposals & rationales, of the future recreation and trails network and infrastructure for the Roslyn Urban Forest (RUF) that is in keeping with the following vision of the RUF Recreation and Trails Plan:*

*Vision Statement for the RUF Recreation and Trails Plan: A plan that has recommendations that are non-motorized, sustainable, able to adapt to new information from monitoring and unforeseen circumstances, connected and integrated into the wildlife and recreation networks in the region, embraced by the City and the local citizen's and users, provides educational opportunities for the community, and enhances the quality of life in Roslyn.*

## **General Design Program**

- *Consider the region and local connectivity*
- *Identify and enhance recreational opportunities and access*
- *Integrate the needs of the town center, including visitor parking/services and managing stormwater*
- *Celebrate Roslyn's history*
- *Suggest priorities and strategies for near-term, Year 1, implementation*

## **Overview and Goals**

*The purpose of a charrette is to generate design ideas and alternatives. To achieve this, the focus of the group will be:*

- *engaging all participants*
- *encouraging and focusing discussion*
- *seeking resolution and consensus*
- *developing, organizing, and recording ideas as a physical manifestation of the group's values:*



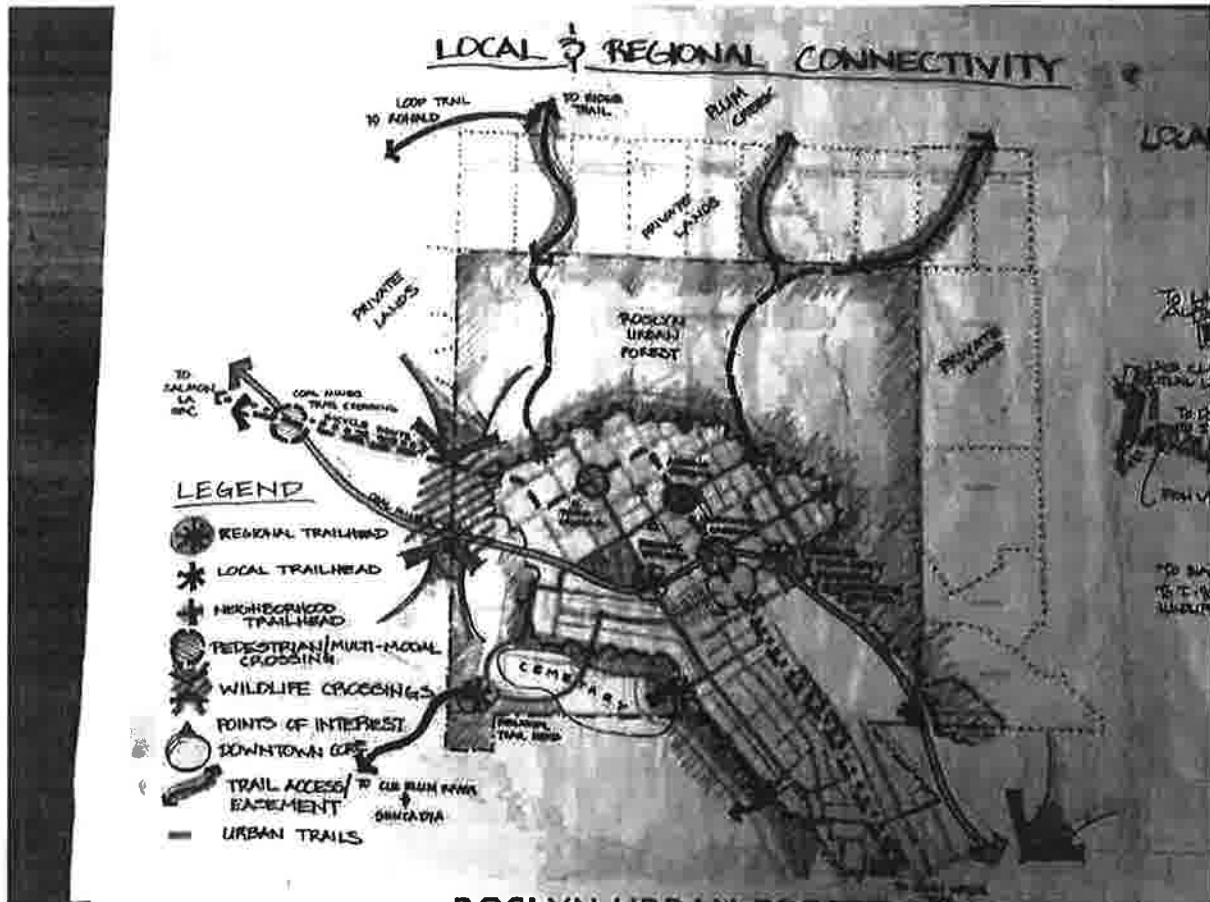






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Local and Regional Connectivity (refined)

## Section 4(a): Recreation Demand (from the Kittitas County – Park, Recreation & Open Space Plan, 2016)

### Population Trends

The City of Roslyn had a net decrease in the last decennial census (Washington State Office of Financial Management) from 1,017 in 2000 to 893 in 2010. This decrease has been attributed to a number of factors including, the financial and housing market collapse of 2008, the rise of 2<sup>nd</sup> home ownership within the city limits, and natural population decline due to deaths of older residents. Currently Roslyn is witnessing a resurgence of new home construction within the incorporated limits of the City and in adjacent unincorporated Kittitas County for the last 4 – 5 years. The information provided below was taken from the Kittitas County Park, Recreation, & Open Space Plan, 2016, which is a similar trend witnessed by the City of Roslyn on a more local scale.

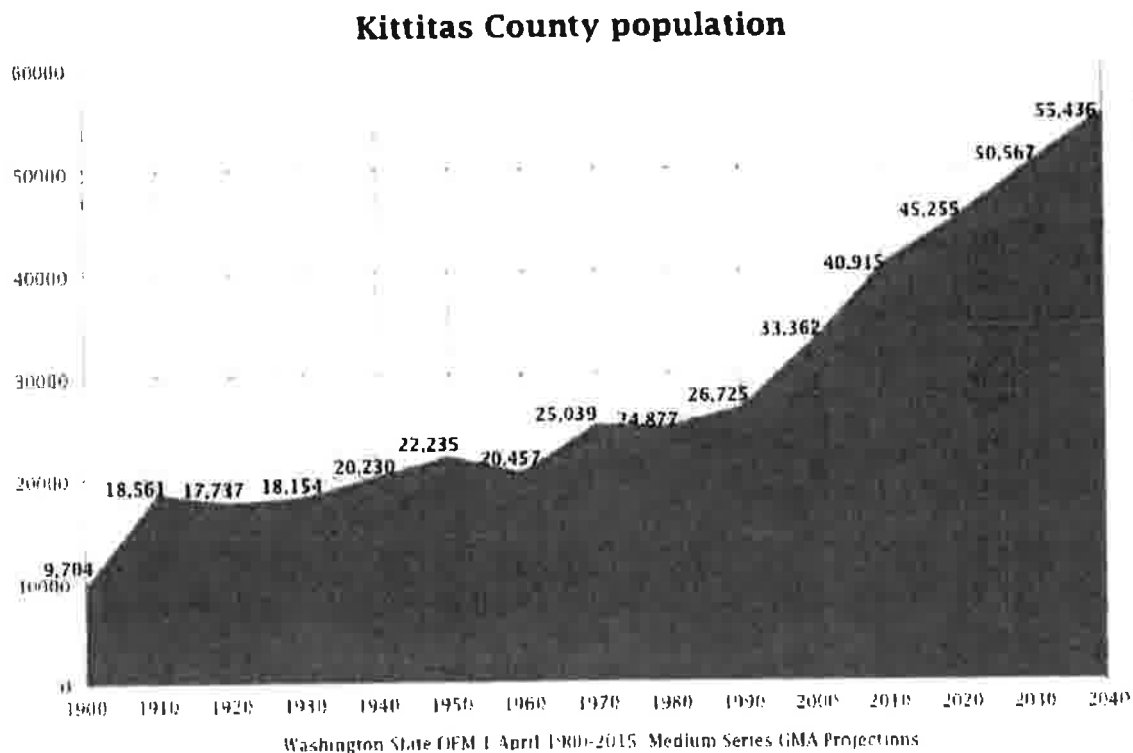


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**3.1 Kittitas County Population** – increased from 9,704 persons in 1900 to 42,670 persons by 2015 fluctuating between a high of 10.3% to a low of 0.9% between 1970-1980.

Washington State Office of Financial Management (OFM) estimates Kittitas County will increase to a population of 55,436 persons by the year 2040 averaging 1.2% between 2015-2025 then declining to 0.9% by 2035-2040.



## 3.2 Kittitas County tourism projections 2015 - 2040

**Tourist population 1900-2015** – increased in the counties that contribute tourists to Kittitas County (& the City of Roslyn)(Kittitas, King, Snohomish, Pierce, Chelan, Yakima, Douglas, and Benton Counties) from 221,541 persons in 1900 to 4,380,684 persons by 2015 fluctuating between a high of 9.8% average annual rate of growth between 1900-1910 to a low of 1.2% between 1930-1940. OFM estimates the combined market area will increase to a population of 5,362,956 persons by the year 2040 averaging 1.1% per year from 2015-2020 then declining to 0.7% by 2035-2040.



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## Population projections 2015-2040

County	2015	2040	Addnl	Growth
Kittitas	42,592	55,436	12,844	30.2%
King	2,052,800	2,418,850	366,050	17.8%
Grant	93,390	138,337	44,947	48.1%
Snohomish	757,600	997,634	240,034	31.7%
Pierce	830,120	1,042,341	212,221	25.6%
Chelan	75,030	89,246	14,216	18.9%
Yakima	249,970	318,494	68,524	27.4%
Douglas	39,990	54,762	14,772	36.9%
Benton	188,590	247,856	61,266	32.5%
Total	4,380,684	5,362,956	982,272	22.4%

Source: Washington State Office of Financial Management (OFM)

## From Section 3.2 Kittitas County tourism projections 2015 – 2040

**Tourist population in 2015** – King County has the greatest proportion of potential tourist population at 2,052,800 persons or 47% of the total, then Pierce County at 830,120 or 19%, Snohomish County at 757,600 or 17%, Yakima County at 249,970 or 6%, Benton County at 188,590 or 4%, Grant County at 93,390 or 2%, Chelan County at 75,030 or 2%, Kittitas County at 42,592 at 1%, and Douglas County at 39,990 or 1%.

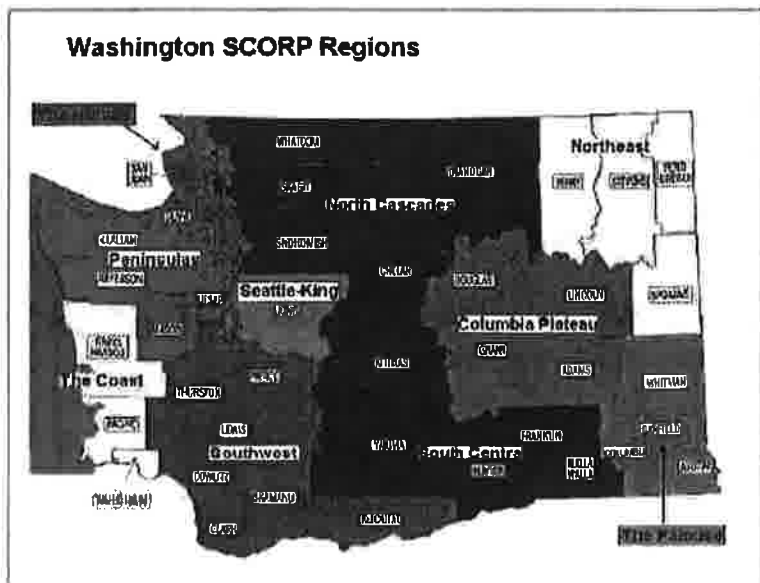
**Tourist Population in 2040** – King County will have the greatest proportion of potential tourism population at 2,418,850 persons or 45% of the total, then Pierce County at 1,042,341 or 19%, Snohomish at 997,634 or 19%, Yakima County at 318,494 or 6%, Benton County at 247,856 or 5%, Grant County at 138,337 or 3%, Chelan County at 89,246 or 2%, Kittitas County at 55,436 or 1%, and Douglas County at 54,762 or 1%.

Washington State RCO SCORP surveys and Kittitas County were collated including the:

**North Cascades** – extending north through Chelan and Okanogan and west through Snohomish, Skagit, and Whatcom Counties

**Seattle-King** – Including all of King County

**South Central** – Including Yakima, Benton, Franklin, and Walla Walla Counties







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**Columbia Plateau** – Including Douglas, Grant, Adams, and Lincoln Counties

## Participation rates for top 5 tourist oriented activities

Activity	SeaKng	NoCas	SoCntl	ColPlt
Picnicking, bbqing, cooking	78.3%	83.3%	84.2%	85.1%
Walking w/o pet	78.1%	67.6%	71.9%	65.3%
Wildlife viewing	58.1%	61.6%	49.9%	55.3%
Sightseeing	58.4%	61.8%	51.3%	54.7%
Hiking	57.8%	59.1%	43.8%	36.5%

## Frequencies for top 5 tourist oriented activities

Activity	SeaKng	NoCas	SoCntl	ColPlt
Picnicking, bbqing, cooking	20.8	21.7	17.0	18.9
Walking w/o pet	97.9	102.3	95.5	71.9
Wildlife viewing	31.9	55.1	37.7	31.1
Sightseeing	14.3	15.4	17.1	12.1
Hiking	13.2	15.7	15.6	17.3

Source: Outdoor Recreation Trends and Futures, RCO SCORP 2012 Survey

*Kittitas County is located straddling 4 of the SCORPT regions for the diary surveys*

*Kittitas County participation rates and frequencies reflect the North Cascade region that has higher participation rates for picnicking, wildlife viewing, sightseeing, and hiking than the Seattle-King County region, for example, but lower walking without a pet.*

*Kittitas County frequencies are higher overall for all 5 top tourist attractions than Seattle-King region.*

### **3.4 Kittitas County annual recreation volumes**

*The potential annual activity volume or occurrence that would result were the entire population of Kittitas County to engage in these activities in Kittitas County is determined by multiplying the participation rate by the frequency rate by the number of persons expected to reside in Kittitas County from 2015-2040.*

*The total number of activity occurrences that could result if all activity were to occur in Kittitas County programs and facilities would be 17,210,388 in 2015 increasing to 22,400,335 by 2040 or by 5,189,947 or 30%.*

*Activities that would generate the greatest potential annual volume in 2040 were all activity to happen in Kittitas County would be:*

- Walking without a pet – 3,833,665 occurrences
- Walking with a pet – 3,198,502



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- *Observing or photographing wildlife or nature – 1,881,587*
- *Aerobics or fitness conditioning – 1,345,598*
- *Jogging or running – 1,122,790*
- *Bicycle riding – 1,114,097*
- *Picnicking, barbequing, or cooking out – 1,002,067*
- *Weight conditioning – 979,027*

*Except for aerobics or fitness conditioning and weight conditioning, the majority of these activities can be accommodated on trails, conservancy areas, or parks. Upper Kittitas County (including the City of Roslyn), have approximately 70% of the land in either conservancy, public lands, or open space.*

## Section 5: Roslyn Recreation Plan – Capital Improvement Projects & Program

### Roslyn Urban Forest Capital Improvement Program & Projects:

Project/Program	Funding Source	Year
Acquire surrounding parcels to the north and east of the RUF to connect to The Nature Conservancy Lands and The Teanaway Community Forest	WWRP – Trails, Local Grants, City Funds	2016 - 2018
Develop Forest Management Plan and Implement	City of Roslyn	2016 - 2031
Develop Regional Trail Plan in accordance with Forest Management Plan	City of Roslyn	2016 - 2017
Sign Slag – Pile Loop Trail	City of Roslyn	2016
Install sanitation facilities at Two trailheads	City of Roslyn	2016
Complete Relocation of Happy Jack Trail	City of Roslyn, Volunteer	2016
Wetland and critical area delineation	City of Roslyn	2016 - 2017
Sign and designate 2 <sup>nd</sup> loop trail	City of Roslyn	2018
Trailhead development & improvements as per Master Trail Plan; to include trail and trailhead signage, new trail construction, decommissioning of trails, & water and sensitive area crossings	City of Roslyn, Volunteers	2016 – Future
Sanitary Facilities for People and Pets	Local Grants, City of Roslyn	2016 - Future
Maintain and replace existing gates on double track trail to deter motorized access	Local & State Grants, City of Roslyn	2016 - Future
Boundary Signs	Local Grants, City of Roslyn	2018 - 2019



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Development of Visitor Parking @ slag piles and Coal Mines Trail	Local & State Grants, City of Roslyn	2019 - 2022

## Parks within the Developed Footprint of Roslyn

The City of Roslyn will implement the following capital improvement projects. Conceptual designs for these lists are found in the Storefront Studio book prepared through the work in partnership with Roslyn Downtown Association and University of Washington, Department of Architecture. Additional time for larger projects/programs will be taken by the City of Roslyn to receive additional input from local residents and stakeholders prior to finalization of specific plans.

### Fireman's Park - Capital Improvement Plan and Projects

Project/Program	Funding Source	Year
Replace/upgrade picnic tables with slabs	Local & State Grants, City of Roslyn	2018
Install barrier to HWY 903 (fence or shrubbery)	Local & State Grants, City of Roslyn, local volunteers	2018 - 2019
Sidewalk for safe pedestrian ingress/egress	State TIB funds, Local grants, City of Roslyn	2022

### Centennial Park - Capital Improvement Plan and Projects

Project/Program	Funding Source	Year
Replace Existing & Upgrade Sanitary Facilities (i.e. new trash can, dog poo bag dispenser, etc.)	Local Grants, City of Roslyn	2017
Replace/Install two – three picnic tables	Local Grants, City of Roslyn	2018
Install sign	City of Roslyn, Local Grants, volunteers	2018
Replace existing fence	City of Roslyn, Local Grants, Volunteers	2018



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Toddler and small child play equipment	Local and State Grants, Volunteers	2020
Install irrigation system	Local and State Grants, City of Roslyn	2020
Sidewalk to provide safe ingress/egress to pedestrian traffic	State TIB funds, City of Roslyn	2025

## Slim Runje Field - Capital Improvement Program and Projects

Project/Program	Funding Source	Year
Certified wood chips for play area	City of Roslyn	2016
Replace climbing poles for annual log show	Local Grants, City of Roslyn	2017
Replace existing benches and picnic benches	Local Grants, City of Roslyn, volunteers	2017
Additional seating around play area including benches and picnic tables	Local Grants, City of Roslyn, Volunteers	2017
Drainage for Play Area	City of Roslyn	2017
Remove weeds and plant native plants around stream	City of Roslyn, Volunteers	2017 - 2020
New sign(s) for park	City of Roslyn, Volunteers	2017
Electrical improvements to gazebo area	City of Roslyn	2017
Picnic shelter improvements	Local Grants, Volunteers, City of Roslyn	2018
Replace bridge to Coal Mines Trail	Local Grants, Coal Mines Trail Commission, City of Roslyn, Volunteers	2018
Soft/baseball Field Improvements	Local and State Grants, City of Roslyn, Volunteers	2018
Parking area improvements	Local and State Grants, City of Roslyn	2018
Upgrade irrigation system to provide efficient use of water and total coverage of park	Local and State Grants, City of Roslyn	2018



# CITY OF ROSLYN

National Historic District and Preserve America Community

Upgrade Tennis/Basketball courts (i.e. resurface, new fence, etc.)	Local and State Grants, City of Roslyn	2019
Develop soccer area	City of Roslyn, Volunteers	2019
Install sidewalk to provide safe pedestrian ingress/egress to park from adjoining neighborhoods	State TIB, City of Roslyn	2020
Reconstruct historic grandstand	Local & State Grants, City of Roslyn	2022
Reconstruct wading pool	Local and State Grants, City of Roslyn	2022

## Additional Recreational Capital Projects and Programs

Project/Program	Funding Source	Year
Plan regional trail connectivity between Roslyn, Cle Elum, South Cle Elum, Ronald, Suncadia, Other private developments, TNC lands, & Teanaway Community Forest	City of Roslyn, City of Cle Elum, City of South Cle Elum, Kittitas County, Coal Mines Trail Commission, Local and State Grants, Local Volunteers	2016 - 2018
Develop urban trail connecting trail heads to downtown core, parks, and safe travel routes through the City	City of Roslyn – Comprehensive Plan	2016 - 2018
Provide additional parking opportunities for residents and visitors (including signage to direct travel through town)	City of Roslyn	2016 - 2031
Implement Regional Trail Plan	City of Roslyn, City of Cle Elum, City of South Cle Elum, Kittitas County, Coal Mines Trail Commission, Local and State Grants, Local Volunteers	2018 - 2022
Implement urban trail plan for the City of Roslyn	Local and State Grants, State TIB funds, City of Roslyn	2018 - 2022

## Section 6: Adoption



# CITY OF ROSLYN

National Historic District and Preserve America Community

*Insert Resolution, letter, or other adoption instrument*



# City of Roslyn

## 2016-2021 Capital Facilities Plan

### INTRODUCTION

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To comply with State and Federal mandates, maintain, or improve City services to citizens, and protect the City's unique character and quality of life, the City of Roslyn anticipates the need for steady investment in its Capital Facilities.

These projects include improvements to water supply and treatment, streets, sidewalks, sanitary and storm sewers and routine replacement of worn-out City equipment. The City is also planning to improve its public buildings, parks, and historic cemeteries. Improving the area behind City Hall to accommodate visitors is a priority.

To approach these projects in a coordinated and cost effective way, the City has developed this Capital Facilities Plan ("CFP") for 2015 through 2021. This plan also provides an inventory of existing capital facilities, describes needed projects, and establishes a construction chronology, including possible funding sources for meeting the City's goals. One possible funding source is revenue generated from the collection of impact fees.

### CAPITAL FACILITY PROJECTS GUIDELINES AND CRITERIA

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The CFP addresses each element required by RCW 36.70A.070 (3). The CFP includes an inventory of all existing capital facilities showing the locations and capacities of the capital facilities, including City equipment and City properties identified on the historic register<sup>1</sup>. Appendix A, which maps City properties and facilities, is attached. The CFP also provides a forecast for future needs exceeding \$300.00 and lists those projects in order of priority.<sup>2</sup> The CFP requires the City to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element are coordinated and consistent.<sup>3</sup> Finally, the City has not identified a need for expanded or new capital facilities. As a result, the CFP does not address the proposed locations and capacities of expanded or new capital facilities.<sup>4</sup>

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<sup>1</sup> RCW 36.70A.070(a)

<sup>2</sup> RCW 36.70A.070 (b) & (d)

<sup>3</sup> RCW 36.70A.070 (e)

<sup>4</sup> RCW 36.70A.070 (f)

## EXISTING CAPITAL FACILITIES & FORECAST FUTURE NEEDS

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### **WATER SYSTEM PLAN**

The City owns, operates, and manages a Group A community water system. The City obtains its drinking water supply from Domerie Creek, a tributary of the Cle Elum River, and has an agreement with Kittitas County Water District No. 2 to provide wholesale water to the community of Ronald. The water distribution system was constructed in the City between 1890 and 1920, consisting of ½-inch to 8-inch steel and galvanized pipe. In 1968, roughly 11,560 feet of 10-inch tar-lined steel pipe was installed to serve the High School. In 1992, a water system improvement project was funded by a Farmers Home Administration grant and loan package and a Public Works Trust Fund loan. The water system improvement project included replacement of the entire distribution system, with the exception of the 10-inch piped described above, and installation of source, residential and commercial meters.

The City's existing water service area consisted of approximately 430 acres, including area within the City's corporate limits, and some areas outside the City limits along SR 903 to the High School, Horvatt Road, and Nelson Dairy Road. The City serves approximately 754 customers.

The City has a water rights claim to Domerie Creek dating back to 1908. In 2005, with the assistance of a Department of Ecology grant, the City purchased 238 acre-feet of water rights from a private seller, whoever those rights have not yet been transferred to the City.

The City's Water Reservoir consists of a one-million gallon poly-propylene lined and covered reservoir located above the City to the West at an elevation of 2,460 feet. The highest water service site points in Roslyn are at an elevation of approximately 2,100 feet. The reservoir was built in the early 1920s, re-lined in 1939, lined with poly-propylene in 1998, and covered in 1999. The reservoir has a 12-inch intake pipe, a 16-inch outlet pipe serving the City and two overflow pipes. The reservoir is considered adequate for fire suppression needs. The reservoir was completely re-fenced with 6-foot high chain link fencing in 2000, paid for by grant monies from USDA Rural Development. Each two to three years, the City hires a scuba diver to clean the reservoir.

The water system area includes Kittitas County Water District #2 (Ronald) the entire City of Roslyn and the Cle Elum-Roslyn school complex. The school has its own 10-inch line that was installed in 1968. The City parks and cemeteries are also served. The entire in-town distribution system was replaced in 1992, solving many problems of chronic leaks, low pressure, poor fire flow and outdated hydrants. Approximately 11 miles of new PVC and ductile iron were installed.

### **NO PROJECTS FORECASTED:**

#### **WATER TREATMENT PLANT & OPERATIONS BUILDING – 7881 SR 903**

The Water Filtration building was built in 1998.

#### **RESERVOIR & OPERATIONS BUILDING -**

The reservoir was built in 1939 and updated in 1992 and is located on the southwest edge of town above the Cemeteries. It holds one million gallons of water.



## **CAPITAL IMPROVEMENT PROJECTS:**

In the future other projects may arise that are not identified as part of the City's water system CIP. Such projects may be deemed necessary for ensuring water quality, preserving emergency water supply, accommodating transportation improvements proposed by other agencies, or addressing unforeseen problems with the City's water system. Due to budgetary constraints, the completion of these projects may require that the proposed completion date for the projects in the CIP be rescheduled. The City retains the flexibility to reschedule proposed projects and to expand or reduce the scope of proposed projects, as best determined by the City when new information becomes available for evaluation.

The CIP is categorized into five categories:

- Transmission Projects (T)
- Distribution System Projects (D)
- Water Treatment Plant Projects (WTP)
- Miscellaneous Projects (M), and
- Operation and Maintenance Projects (O&M)

Each category is further divided into a detailed list of projects presented chronologically over the 6-year and 20-year planning periods. Projects after the 6-year planning period are described along with a cost estimate, but are not scheduled for a specific year.

### **PROJECT T-2: TRANSMISSION MAIN REPLACEMENT WEST OF RIVER CROSSING PHASE 1**

Schedule: 2017

Estimated Cost: \$368,900

This project would replace the existing steel transmission main through the Pearson, Schneringer, and Freeman private properties west of the river crossing. The project entails 1,800 linear feet of 12-inch ductile iron transmission main, valves, and appurtenances. The line would replace the existing leaking line to reduce leakage and increase system reliability.

### **PROJECT T-3: TRANSMISSION MAIN REPLACEMENT WEST OF RIVER CROSSING PHASE 2**

Schedule: 2017

Estimated Cost: \$857,300

This project would replace the portions of the existing steel transmission main through the private properties west of the river crossing not replaced in Phase 1. The project entails 3,800 linear feet of 12-inch ductile iron transmission main, valves, and appurtenances. The line would replace the existing leaking line to reduce leakage and increase system reliability.

### **PROJECT T-4: TRANSMISSION MAIN REPLACEMENT EAST OF RIVER CROSSING**

Schedule: 2019

Estimated Cost: \$1,322,400

This project would replace existing steel transmission main from the river crossing to the portion replaced by Suncadia. The project entails 6,100 linear feet of 12-inch ductile iron transmission main, valves, and appurtenances. The line would replace the existing leaking line to reduce leakage and increase system reliability.

### **PROJECT T-5: TRANSMISSION MAIN REPLACEMENT BETWEEN WTP AND RESERVOIR**

Schedule: 2019

Estimated Cost: \$769,500

This project would replace existing steel transmission main along Nelson Dairy Road to the City's reservoir. The project would entail 3,500 linear feet of 12-inch ductile iron transmission main, valves, and appurtenances. The line would replace the existing leaking line to reduce leakage and increase system reliability.

**PROJECT D-2: SOUTH THIRD STREET AND SR 903 WATER MAIN TO HIGH SCHOOL REPLACEMENT**

Schedule: 2018

Estimated Cost: \$1,231,600

The City plans to replace 6,000 LF of the existing coal tar-lined steel 10-inch pipe that supplies the schools in the southeast part of the system. The 10-inch water main will be replaced with 12-inch PVC from South 3rd Street and West California Avenue to the schools. The remaining 2,500 LF of the pipe that continues from South 3rd Street and West California Avenue to South Pennsylvania Street will be abandoned in place.

**PROJECT D-3: HORVATT ROAD 4-INCH WATERLINE REPLACEMENT**

Schedule: 2020

Estimated Cost: \$457,000

This project would replace approximately 2,600 linear feet of 4-inch waterline on Horvatt Road with 8-inch PVC pipe to increase fire flow to the area.

**PROJECT WTP-1: WATER TREATMENT PLANT EXPANSION**

Schedule: 2020

Estimated Cost: \$968,500

This project would upgrade the existing slow sand facility from 1.0 mgd to 1.5 mgd by adding a third slow sand filter bed. The project would include the third bed, filter media, site piping and appurtenances, site work, and instrumentation and electrical.

**PROJECT M-1: RESERVOIR COVER REPLACEMENT/REHABILITATION**

Schedule: 2017

Estimated Cost: \$81,300

Although still in good condition, the existing reservoir cover will likely require replacement or rehabilitation within the 6-year planning period.

**PROJECT M-2: BRIDGE MAINTENANCE AND PAINTING**

Schedule: 2017

Estimated Cost: \$384,000

With the transmission main being replaced on the bridge, the bridge requires on-going maintenance to ensure reliability and reduce the risk of bridge failure. Minor structural repairs will be completed, including replacing approximately 100 corroded rivets with high strength bolts. Additionally, spot paint repairs will be made to prevent further corrosion. Due to the sensitive nature of the Cle Elum River, the bridge will be fully contained during painting.

**PROJECT O&M-1: SERVICE METER REPLACEMENT**

Schedule: 2017

Estimated Cost: \$10,000 annually

As part of their Water Use Efficiency Program, the City is committed to accurately metering and billing for water used by customers. Service meters normally have a life of approximately 10 to 20 years. The existing service meters were mostly installed during the 1992 project. Consequently, they are near the end of their expected life. The amount budgeted should allow for the City to replace approximately 120 meters annually.

#### **PROJECT O&M-2: FINISHED WATER METER**

Schedule: 2016

Estimated Cost: \$7,100

The City has experienced decreased demand during the winter, resulting in flows outside of the ideal flow range for the 12-inch finished water meter. The City plans to replace the existing meter with a smaller mag-meter to increase meter accuracy.

#### **PROJECT O&M-6: TURBIDIMETER REPLACEMENT**

Schedule: 2016

Estimated Cost: \$25,000

By 2018 the treatment plant will have been online for 20 years, which is the typical life span of turbidimeters. As a result the City plans to replace three turbidimeters with newer models.

#### **PROJECT O&M-9: CLEAN INTAKE POND**

Schedule: 2019

Estimated Cost: \$71,300

The City plans to clean and rehabilitate the intake pond in Domerie Creek within the 20-year planning period to ensure adequate storage and withdrawal capacity.

#### **6-YEAR CAPITAL IMPROVEMENT PLAN**

Table 1 summarizes the proposed capital improvement projects for the 6-year planning period. Each project is discussed further in the paragraphs above. Detailed cost estimates for the capital improvement projects are included in Appendix K. The transmission and distribution system project costs in Table 1 include 20 percent contingency and 25 percent engineering and administration. O&M costs include 20 percent contingency and 10 percent engineering and administration unless otherwise noted. Project costs are projected forward with 3 percent inflation annually as well.

### **WASTEWATER (SEWER) SYSTEM PLAN**

The original sewer system for the City of Roslyn was constructed in the early 1900s as a combined storm and sewer system with direct discharges to Crystal Creek. Currently, the sewer system serves approximately 754 customers. In 1973, the City constructed a two-cell facultative lagoon system and constructed a sewer trunk line to Roslyn. Around this time sewer collections systems were expanded to include low lying areas in the southeast portions of town. In 1984, the City replaced much of the system, including side sewers, in the northwest portion of the City. In 1988, the City completed sewer improvements intended to decrease inflow and infiltration problems at select locations in the central portion of the City. In 1989, an eight-inch PVC sewer main was extended from 3<sup>rd</sup> Avenue along alleys between Montana Avenue and West Oregon Avenue. In addition, the main trunk line was extended at the wastewater treatment plant with sixteen-inch ductile iron pipe and twenty-one-inch concrete pipe as part of wastewater treatment plant improvements. A sewer project was completed in 2004 at East

Pennsylvania A, B, C, D Streets, and Colorado. The equalization basin and the coal mine trail interceptor projects were started and completed in 2006.

#### **NO PROJECTS FORECASTED:**

#### **WASTEWATER TREATMENT PLAN & OPERATIONS BUILDING – N 5 RD**

The original two-lagoon system was built in 1973 and updated with an addition of a third lagoon and the building that contains the chlorine contact tank and aeration basin in 1989. In 2006/2007 when the City joins the regional sewer system it will be converted to an attenuation basin.

#### **STORM SYSTEM PLAN**

The Storm water system is made up of the old sewer system. The sewer system was upgraded in 1973 allowing the City of Roslyn to separate sewer and storm water. The storm water utility was created in 1996 and the system designed in 1997. The construction of the facility was done with a grant. Much of the work has been done already to separate the storm water and sewer system.

#### **CAPITAL IMPROVEMENT PROJECTS:**

The hydraulic model results identified locations where the conveyance system was under capacity and required larger pipes. City staff identified sections of the existing stormwater system that require maintenance or replacement. A goal of the City is to locate all drainage facilities in right-of-way or City owned property. The projects identified in the CIP plan support this goal.

The projects described below are developed based on the hydraulic model results and input from City staff. Survey should be conducted as part of the design of any recommended capital improvement project to ensure the most accurate and effective design for the project. All recommended projects assume that the existing slope will be utilized in the future.

#### **CIP 1 – PENNSYLVANIA PLACE BOTTLENECK**

Schedule: 2016

Estimated Cost: \$230,000

City staff has identified the pipe section south of Washington Avenue as the highest priority for replacement in the stormwater system because of the bottleneck that occurs at this location. The hydraulic model results indicate that this section has capacity to convey less than 15 percent of the flow from the 2-year storm event. To convey the 10- year peak flow of 186 cfs 325 feet of 24-inch-diameter pipe should be replaced with 48- inch-diameter pipe.

#### **CIP 2 – SOUTH A STREET CULVERT**

Schedule: 2016

Estimated Cost: \$220,000

City staff has identified the culvert at South A Street, north of West Hoffmanville Avenue as a priority for replacement. The existing parallel 30-inch-diameter pipes do not have sufficient capacity to convey the 10-year peak flow of over 350 cfs. This culvert conveys flow for Crystal Creek and must meet the design guidelines in "Design of Road Culverts for Fish Passage," from Washington Department of Fish and Wildlife. The cost estimates here use the Stream Simulation Design Option resulting in a box culvert of dimensions 5-feet tall, 8-feet wide and 60-feet long.

**CIP 3 – NORTH B STREET HEADWALL**

Schedule: 2017

Estimated Cost: \$400,000

Surface water from forested areas to the northeast of the City and development within the County enters the stormwater system north of the intersection of North B Street and Utah Avenue. Currently, the system downstream of the headwall crosses several private properties before entering public stormwater conveyance that is located entirely within rights-of-way. This project will install a new headwall and 1,370 feet of 24-inch-diameter pipe. The project will provide capacity for the 10-year peak flow of between 10 and 28 cfs as well as reroute the stormwater conveyance system to locate it entirely within the City right-of-way.

**CIP 4 – NORTH 1ST STREET HEADWALL**

Schedule: 2017

Estimated Cost: \$270,000

A large surface water flow from forested areas to the north of the City and development within the County enters the stormwater system to the east of the intersection of North 1<sup>st</sup> Street and West Nevada Avenue Alley. The pipe downstream of the headwall crosses a private property. This project will install a new headwall and 650 feet of 36-inch-diameter pipe to provide capacity for the 10-year peak flow of 168 cfs and will reroute the stormwater conveyance system to locate it entirely within the City right-of-way. According to the hydraulic model the capacity of the downstream system to which CIPs 2 and 5 connect should be increased to convey modeled flows from the upstream basins. Improvement of the downstream system is a part of CIP 10. Completion of CIP 10 is recommended either in conjunction with or prior to construction of CIPs 2 and 5.

**CIP 5 – NORTH C STREET HEADWALL**

Schedule: 2017

Estimated Cost: \$190,000

Surface water from forested areas to the east of the City and development within the County enters the stormwater system south of the intersection of North C Street and Arizona Avenue. The pipe downstream of the headwall does not currently have capacity for the 10-year peak flow of 8.9 cfs. This project will install a new headwall and 760 feet of 12-inch-diameter pipe between the headwall and CIP 3 in North A Street.

**CIP 6 – REROUTE NORTH 3RD STREET**

Schedule: 2017

Estimated Cost: \$930,000

Surface water from forested areas to the west of the City and development in the County enters the stormwater system west of the intersection of North 4th Street and Washington Avenue. Much of the conveyance system downstream of this intersection is both undersized and located on private property. City staff recommends that a new creek entrance and new 24-inch-diameter pipe be installed in the City park to the alley between West Washington Avenue and West Pennsylvania Avenue, to connect to the existing system. New pipe would be installed from the alley between West Pennsylvania Avenue and West Dakota Avenue within City right-of-way or City-owned property to the storm sewer trunk line. This project will install 500 feet of 24-inch, 200 feet of 36-inch, 155 feet of 42-inch, 415 feet of 48-inch and 900 feet of 54-inch-diameter pipe. The system will provide capacity for the 10-year peak flow of 178 cfs and will reroute stormwater conveyance to locate it within the City right-of-way. Approximately half of the area tributary to this project is from outside the City limits.

**CIP 7A – STORM SEWER TRUNK LINE, SOUTH OF MONTANA**

Schedule: 2017

Estimated Cost: \$1,720,000

This project will replace the existing storm sewer trunk line parallel to South 1st Street south of approximately Montana Avenue. The existing storm sewer trunk line is a 42-inch x 48-inch box culvert. This system is immediately downstream of CIP 6 and additional capacity will be required following completion of CIP 6. This project will install 1,140 feet of 4-feet-deep and 5-feet-wide box culvert to provide capacity for the 10-year peak flow of 354 cfs. Because portions of this project are located outside right-of-way, an easement will be required.

**CIP 7B – STORM SEWER TRUNK LINE, SOUTH OF MONTANA – PARALLEL PIPE**

Schedule: 2017

Estimated Cost: \$520,000

An alternative to replacing the existing 42-inch-wide by 48-inch-high box culvert is to install a parallel 48-inch-diameter pipe. This project would install approximately 1,150 feet of 48-inch pipe, with an upstream connection to the existing system and discharge to the open ditch downstream of the box culvert. Because portions of this project are located outside of City right-of-way, an easement will be required.

**CIP 8 – STORM TRUNK LINE, MONTANA TO PENNSYLVANIA**

Schedule: 2017

Estimated Cost: \$470,000

This project will replace the existing stormwater conveyance parallel to South 1st Street between Montana and Pennsylvania Avenues. This system is immediately downstream of CIP 1 and also downstream of CIPs 2, 4 and 5. Following completion of these upstream projects, this section of the stormwater system will need to have increased capacity for the 10-year peak flow of 186 cfs. This project will install 1,050 feet of 48-inch-diameter pipe. Because portions of this project are located outside right-of-way, an easement will be required.

**CIP 9 – HOFFMANVILLE CONVEYANCE**

Schedule: 2017

Estimated Cost: \$300,000

Currently no stormwater conveyance exists in South 2nd Street between West Hoffmanville and West Wyoming Avenues. This project would construct 600 feet of 12-inch-diameter pipe in S 2nd Street and the alley north of West Hoffmanville Avenue, and 600 feet of 24-inch-diameter pipe in South 1st Street and East Hoffmanville Avenue.

**CIP 10 – NORTH 1ST STREET, WASHINGTON TO NEVADA**

Schedule: 2017

Estimated Cost: \$430,000

This project will replace the existing stormwater conveyance parallel to and within North 1st Street between Washington and approximately East Arizona Avenues. The new pipe will connect to the existing 36-inch pipe installed in 2005. This system is immediately downstream of the connection of CIP 4 and CIPs 2 and 5 connect to this section of the stormwater system. Following completion of the upstream projects, this section of pipe will need to have additional capacity for the 10-year peak flow of approximately 170 cfs. This project will install 900 feet of 42-inch-diameter pipe. Because portions of this project are located outside right-of-way, an easement will be required.

## **CIP 11 – CRYSTAL CREEK RESTORATION AND WETLAND CREATION DEMONSTRATION PROJECT**

Schedule: 2017

Estimated Cost: \$195,000

This project will involve restoring an 850 foot portion of Crystal Creek to a natural state and enhancing its water quality by creating a wetland buffer around it. Currently the creek channel is highly incised and the alignment is straight. The creek restoration will involve re-grading the creek channel so that its alignment is more natural. A wetland area will be created to provide a creek buffer. Because portions of this project are located outside right-of-way, an easement may be required.

Figure 1 shows the locations of recommended projects discussed below and Table 2 shows the cost for each project. Projects are listed in order of priority. Detailed cost estimates are provided in Appendix C.

## **STREET SYSTEM PLAN**

Roslyn has approximately thirteen miles of streets, which are mainly chip sealed; a few sections are asphalted where needed. Most streets have a sixty-foot wide right-of-way. Pennsylvania Avenue has an 80-foot wide right of way. Snow plowing in the winter months takes up most of Roslyn's street budget. Repairing the snow-plow equipment and fuel also consume many budget dollars. Roslyn's plow equipment consists of two 1970's secondhand graders, a used State Department of Transportation plow/sand/dump truck and a backhoe the City purchased new in 1988. Another grader was given to the City in 1999 by the Summit at Snoqualmie and is used for parts.

### **CAPITAL IMPROVEMENT PROJECTS:**

#### **ST-1 – E. PENNSYLVANIA AVE**

Schedule: 2016

Estimated Cost: \$3,067

This project would include Chip-Sealing/Overlay from 1<sup>st</sup> St to A St (435 ft)

#### **ST-2 – E. DAKOTA AVE**

Schedule: 2016

Estimated Cost: \$3,525

This project would include Chip-Sealing from 1<sup>st</sup> St to A St (500 ft)

#### **ST-3 – N A ST**

Schedule: 2016

Estimated Cost: \$2,115

This project would include Chip-Sealing/Overlay from E Dakota Ave to E Pennsylvania Ave (300 ft)

#### **ST-4 – N B ST**

Schedule: 2016

Estimated Cost: \$2,115

This project would include Chip-Sealing/Overlay from E Pennsylvania Ave to E Washington Ave (300 ft)

**ST-5 – N B ST**

Schedule: 2016

Estimated Cost: \$2,538

This project would include Chip-Sealing from E Washington Ave to E Idaho Ave (360 ft)

**ST-6 – N B ST**

Schedule: 2016

Estimated Cost: \$2,538

This project would include Chip-Sealing/Overlay from E Idaho Ave to E Arizona Ave (360 ft)

**ST-7 – N A ST**

Schedule: 2016

Estimated Cost: \$3,525

This project would include Chip-Sealing from E Nevada Alley to E Utah Ave (500 ft)

**ST-8 – N A ST**

Schedule: 2017

Estimated Cost: \$4,935

This project would include Chip-Sealing from E Utah Ave to E Washington Ave (700 ft)

**ST-9 – W ARIZONA AVE**

Schedule: 2016

Estimated Cost: \$2,115

This project would include Chip-Sealing/Overlay from N 3<sup>rd</sup> St to N 6<sup>th</sup> St (300 ft)

**ST-10 – W ARIZONA AVE**

Schedule: 2016

Estimated Cost: \$2,115

This project would include Chip-Sealing from N 6<sup>th</sup> St to the end (300 ft)

**ST-11 – W ALASKA AVE**

Schedule: 2017

Estimated Cost: \$2,609

This project would include Chip-Sealing from N 7<sup>th</sup> St to N 6<sup>th</sup> St (370 ft)

**ST-12 – W ALASKA AVE**

Schedule: 2016

Estimated Cost: \$2,468

This project would include Chip-Sealing from N 6<sup>th</sup> St to N 3<sup>rd</sup> St (350 ft)

**ST-13 – W ALASKA AVE**

Schedule: 2016



Estimated Cost: \$2,538

This project would include Chip-Sealing from N 3<sup>rd</sup> St to N 2<sup>nd</sup> St (360 ft)

**ST-14 – N 3<sup>RD</sup> ST**

Schedule: 2017

Estimated Cost: \$5,000

This project would include Reconstruction & Resurfacing Blowouts from W Washington Ave to W Idaho Ave (100 ft)

**ST-15 – W HOFFMANVILLE AVE**

Schedule: 2017

Estimated Cost: \$75,000

This project would include Reconstruction & Resurfacing from S 2<sup>nd</sup> St to S 1<sup>st</sup> St (500 ft)

**ST-16 – E HOFFMANVILLE AVE**

Schedule: 2016

Estimated Cost: \$46,500

This project would include Reconstruction & Resurfacing from S 1<sup>st</sup> St to S A St (310 ft)

**ST-17 – S 2<sup>ND</sup> ST**

Schedule: 2016

Estimated Cost: \$400,000

This project would include Reconstruction & Resurfacing of a secondary arterial from W Hoffmanville Ave to W Dakota Ave (2700 ft)

**ST-18 – N 3<sup>RD</sup> ST**

Schedule: 2020

Estimated Cost: \$66,500

This project would include Widening from W Washington Ave to W Idaho Ave (440 ft)

**ST-19 – N 4<sup>TH</sup> ST**

Schedule: 2020

Estimated Cost: \$197,500

This project would include Widening & Resurfacing from W Pennsylvania Ave to N 7<sup>th</sup> St (1350 ft)

**ST-20 – E PENNSYLVANIA AVE**

Schedule: 2020

Estimated Cost: \$45,000

This project would include Reconstruction & Widening from N A St to N B St (280 ft)

**ST-21 – E UTAH AVE**

Schedule: 2021

Estimated Cost: \$103,500

This project would include Widening & Resurfacing from N 1<sup>st</sup> St to N A St (700 ft)

**ST-22 – E WASHINGTON AVE**

Schedule: 2021

Estimated Cost: \$50,000

This project would include Widening & Resurfacing from N 1<sup>st</sup> St to N A St (340 ft)

**ST-23 – E WASHINGTON AVE**

Schedule: 2021

Estimated Cost: \$57,000

This project would include Resurfacing from N C St to N E St (375 ft)

**ST-24 – W ARIZONA AVE**

Schedule: 2021

Estimated Cost: \$55,000

This project would include Reconstruction & Resurfacing from N 6<sup>th</sup> St to the end (300 ft)

**ST-25 – E WASHINGTON AVE**

Schedule: 2021

Estimated Cost: \$60,480

This project would include Reconstruction from N 2<sup>nd</sup> St to N 3<sup>rd</sup> St (300 ft)

**SIDEWALKS PLAN**

Sidewalks in Roslyn are the responsibility of the abutting property owner to maintain and replace. In 1995 Roslyn completed a downtown sidewalk project to replace and repair the commercial core sidewalks. The property owners bore the cost except for the removal and disposal of the old walks, which the City took responsibility for. Sidewalks are inspected each spring and notes are kept to the condition. Where necessary, sidewalks are posted with “watch your step” signs. In 1999 the City received grant monies from the State Department of Transportation to replace sidewalks on the south side of State Route 903 from Dakota Avenue to Colorado Avenue, and from Washington Alley to Idaho Avenue. This work was done at no cost to the property owner, and the City was required to pay five percent of the total costs. Work was finished in the spring of 2000.

**CAPITAL IMPROVEMENT PROJECTS:****SI-1 – 4<sup>TH</sup> STREET REPLACEMENT**

Schedule: 2018

Estimated Cost: \$200,000

**SI-2 – 5<sup>TH</sup> STREET REPLACEMENT & REPAIR**

Schedule: 2018

Estimated Cost: \$250,000

**SI-3 – 2<sup>ND</sup> STREET REPLACEMENT**

Schedule: 2018  
Estimated Cost: \$50,000

**SI-4 – NEVADA AVENUE REPLACEMENT**

Schedule:  
Estimated Cost: \$30,000

**ADMINISTRATIVE & LIBRARY FACILITIES PLAN**

**CAPITAL IMPROVEMENT PROJECTS:**

**OLD CITY HALL – 201 S 1<sup>ST</sup> ST**

This building is a very significant structure in Roslyn's historic district and was originally constructed in 1909. It is one of the last remaining wooden municipal buildings left in the United States. Originally, this building was built as a club-house for coal miners. It was equipped with a bowling alley and gymnasium. In 1918 the City of Roslyn purchased the building and was thereafter known as the Roslyn City Hall and Library. In 2003, The Old City Hall Renovation Committee was formed to raise funds to renovate the building.

**PR-1 – RENOVATION**

Schedule: 2016-2018  
Estimated Cost: \$1,745,000  
This project would include a complete renovation and rehabilitation.

**CITY ADMINISTRATIVE OFFICE – 100 E PENNSYLVANIA AVE**

Currently used as the Administration offices for the City of Roslyn this building was once owned by the NWI Company as a library and a bank. The NWI Company donated the building to the City in 1995. This building is integral to the National Register listing.

**PR-2 – FURNACE UPGRADE**

Schedule: 2017  
Estimated Cost: \$2,000  
This project would include

**PR-3 – PLASTER REPAIR**

Schedule: 2017  
Estimated Cost: \$2,000  
This project would include

**PR-4 – BRICK SEALING**

Schedule: 2017  
Estimated Cost: \$12,000  
This project would include sealing the brick on the exterior of the structure.

**CITY SHOP – 105 E DAKOTA AVE**

This building is the office of the City's street superintendent. Used as storage for utilities and to repair street equipment and materials. It was built in 1997. At this time it is plumbed for water and sewer but still needs a bathroom.

**PR-5 – BATHROOM INSTALL**

Schedule: 2017

Estimated Cost: \$2,000

This project would include

**PR-6 – STORAGE**

Schedule: 2016

Estimated Cost: \$50,000

This project would include

**JENSON CABIN – 407 N 2<sup>ND</sup> ST**

This cabin was originally constructed prior to 1886. It is a log structure and was the first structure built in the original town plat of Roslyn. Nez "Cayuse" Jensen was the cabin's original owner. Jensen filed a 160-acre claim that is much of Roslyn today. The cabin housed transient workers until the 1970's. In 2002/2003, the cabin was lifted and the logs suffering dry-rot were replaced and inappropriate additions were removed. More funds are needed to finish repairing the structure.

**PR-7 – INTERIOR**

Schedule: 2020

Estimated Cost: \$50,000

This project would include finishing the interior (one room and a loft), updating and install plumbing & electrical. Once projects are completed the City intends to convert the cabin into a visitor's center.

**OLD PUBLIC RESTROOMS – 3<sup>RD</sup> ST & ARIZONA AVE**

The restrooms are located in Pioneer Park.

**PR-8 – IMPROVEMENTS**

Schedule: 2016

Estimated Cost: \$25,000

This project would include ADA accessibility.

**REFUSE FACILITY – MEMORIAL DR.**

Refuse facility (burn dump). Property owned by City on outskirts of the cemeteries. The burn dump is located inside the cemeteries. The burn dump is being closed to burning and the City would like to research the feasibility of recycling, composting and biomass feedstock for boiler fuel.

**PR-9 – RESEARCH**

Schedule: 2016

Estimated Cost: \$

This project would include conducting research regarding boiler fuel.

**FIRE FACILITIES PLAN**

The Roslyn Volunteer Fire Department was created as the Hose Company No. 1 and was organized in 1888. It was also known as the Alert Company No. 1. This Company was organized in the early history of Roslyn before the town was incorporated. The fire alarm system is now a pager system. The current fire department is located at 203 South First (State Route 903). The Roslyn Fire Department serves approximately one thousand and twenty full time residents within the City limits.

#### **NO PROJECTS FORECASTED:**

##### **FIRE HALL – 203 S 1<sup>ST</sup> ST**

This building was built in 1973, by volunteer fireman, to house fire trucks and equipment. In 2005, the furnace was updated from coal to oil.

#### **CAPITAL IMPROVEMENT PROJECTS:**

##### **FI-1 – CEMETERY FIRE SYSTEM**

Schedule: 2016

Estimated Cost: \$10,000

This project would include

##### **FI-2 – FOREST FIRE PERIMETER**

Schedule: 2016 Annually

Estimated Cost: \$10,000

This project would prepare and implement an ongoing maintenance plan for the forest perimeter, including Section 17.

##### **FI-3 – EQUIPMENT UPDATE**

Schedule: 2017

Estimated Cost: \$50,000

This project would include

##### **FI-5 – AIR PACKS**

Schedule: 2016

Estimated Cost: \$24,000

This project would include

#### **POLICE FACILITIES PLAN**

The Cle Elum/Roslyn/South Cle Elum Police Department was formed in July of the year 2000, under an interlocal agreement. It serves the two cities of Cle Elum and Roslyn and the town of South Cle Elum's citizens. The population served by the Department is 3,350.

#### **PARK FACILITIES PLAN**

The City owns and maintains three parks. Pioneer Park, with the attached baseball fields called Runje Field, Fireman's Park, and Centennial Park. Runje ballpark has remained a central part of the community throughout Roslyn's history.

#### **NO PROJECTS FORECASTED:**

##### **COAL MINE TRAIL**

The Coal Mine Trail was formed as a co-operative effort among Kittitas County and the cities of Cle Elum and Roslyn. The trail follows the abandoned Burlington Northern Railroad bed through the coal mining areas of Cle Elum, Roslyn and Ronald. The Coal Mine Trail is administered and maintained by the Coal Mine Commission.

##### **PUBLIC RESTROOMS**

The restrooms are located near the Coal Mine Trail entrance. They were built in 2004 and are handicapped accessible.

##### **PARKING FACILITIES**

Two vacant lots across from Pioneer Park (Corner of Arizona and Third) that can only be used for event parking.

#### **CAPITAL IMPROVEMENT PROJECTS:**

##### **PIONEER PARK**

###### **PI-1 – KITCHEN UPGRADE**

Schedule: 2016

Estimated Cost: \$2,000

This project would include installing new tables, a sink, and a Barbeque.

###### **PI-2 – PICNIC TABLES**

Schedule: 2016

Estimated Cost: \$2,000

This project would

###### **PI-3 – TENNIS COURTS UPGRADE**

Schedule: 2016

Estimated Cost: \$10,000

This project would include resurfacing the tennis courts, replacing the fence surrounding the courts and would install a ball wall.

###### **PI-4 – BASKETBALL COURT UPGRADE**

Schedule: 2016

Estimated Cost: \$300

This project would install new basketball hoops.

###### **PI-5 – DRINKING FOUNTAIN**

Schedule: 2016

Estimated Cost: \$500

This project would install a drinking fountain.

**PI-6 – MOWER REPLACEMENT**

Schedule: 2017

Estimated Cost: \$5,000

This project would replace the mower.

**CENTENNIAL PARK**

**PI-7 – FENCE**

Schedule: 2016

Estimated Cost: \$1,000

This project would include installing new fence.

**PI-8 – PICNIC TABLES**

Schedule: 2017

Estimated Cost: \$500

This project would include replacing the picnic tables.

**PI-9 – DRINKING FOUNTAIN**

Schedule: 2017

Estimated Cost: \$500

This project would include install a drinking fountain.

**FIREMAN'S PARK**

**PI-10 – PICNIC TABLES**

Schedule: 2017

Estimated Cost: \$500

This project would include installing a picnic table.

**PI-11 – DRINKING FOUNTAIN**

Schedule: 2017

Estimated Cost: \$500

This project would include install a drinking fountain.

## **HISTORIC CEMETERIES PLAN**

Established in the 1880s, twenty-six ethnic lodges, fraternal orders and municipal cemeteries are clustered on fifteen forested acres. The City operates New City, Old City and Memorial Gardens. The City owns the land under all other cemeteries except for the Veterans, Masonic, Independent Order of Odd Fellows (I.O.O.F.), and the Knights of Pythia. The Cemetery Commission was created in 2005. The commission oversees the management of and coordinates all activities in the ethnic and lodge cemeteries owned by the City.

### **CAPITAL IMPROVEMENT PROJECTS:**

**CI-1 – SPRINKLER SYSTEM**

Schedule: 2018

Estimated Cost: \$8,000

**CI-2 – MAUSOLEUM WALL**

Schedule: 2018

Estimated Cost: \$75,000

**CI-3 – FUTURE GRAVESITE PREPARATIONS**

Schedule: 2017

Estimated Cost: \$30,000

This project would include Clearing and surveying of additional two acres for future gravesites.

**URBAN FOREST PLAN**

Roslyn's Urban Forest Land Stewardship Plan adopted in 2008 requires the City of Roslyn to create and maintain a 5-year plan to address 5 goals:

- Maintain and enhance a healthy native forest ecosystem
- Provide for a quality non-motorized recreation experience
- Manage Forest Fuels
- Implement Watershed protection
- Preserve, maintain, and enhance historic and cultural elements in the Roslyn Urban Forest

**CAPITAL IMPROVEMENT PROJECTS:**

**U-1 – FIRE WISING**

Schedule: 2016

Estimated Cost: \$50,000

This project would include

**U-2 – FOREST MANAGEMENT**

Schedule: 2016

Estimated Cost: \$50,000

This project would include

**U-3 – CONTACT NEIGHBORING PROPERTY OWNERS**

Schedule: 2016

Estimated Cost: \$0

This project would include

**U-4 – CREATE A RECREATION PROGRAM**

Schedule: 2017

Estimated Cost: \$3,000

This project would include

**U-5 – DEVELOP LONG-TERM FUNDING PLAN**

Schedule: 2016

Estimated Cost: \$

This project would include



#### **U-6 – DEVELOP MONITORING PROGRAM**

Schedule: 2015

Estimated Cost: \$

This project would include

### **CITY EQUIPMENT**

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#### **HIGHWAY LICENSED VEHICLES**

- 1936 Chevrolet Fire Truck
- 1981 GMC Brush Truck
- 1982 Ford Fire Truck
- 1995 Chevrolet Ambulance
- 2010 Ford F150
- 2011 Ford F350 w/Sander
- 2002 Freightliner Fire Truck
- 2015 Ford Fire Brush Truck

#### **MOVEABLE CONTRACTOR’S EQUIPMENT**

- 1989 John Deere Loader Backhoe
- 1996 John Deere 4440 Wheel Loader
- 1996 John Deere 772
- 1950 Massey Ferguson Tractor
- 1992 Portable Conveyor
- 2008 672D John Deere Motor Grader

### **CITY PROPERTIES ON LOCAL HISTORIC REGISTER**

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Slag Piles

Ronald/Roslyn Power Pole Line

Roslyn Electric Star/Cross

Roslyn Original Reservoir Site

Number 8 Mine Incline

Sliding Rock/Chimney Rock/Picnic Rock

Roslyn Mine #6 Rail Incline

### **REASSESSMENT PLAN**

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Pursuant to RCW 26.70A.070 (3) (e), the City shall reassess the land use element if probable funding falls short of meeting existing needs, and ensure that the land use element, capital facilities plan element, and financing plan with the capital facilities plan element are coordinated and consistent.