RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA

Wednesday, May 3, 2017
Ridgefield Community Center
210 N. Main, Ridgefield, WA 98642

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

1. **Flag Salute**
2. **Roll Call**
3. **Late changes to the agenda**

II. CONSENT AGENDA

1. **Minutes**

III. BUSINESS

1. **Tiny Homes**
2. **Tree Protection - Jeff Niten, Community Development Director**

IV. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding items not on the agenda may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

V. STAFF REPORTS

1. **Community Development Report**

VI. FROM THE COMMISSION

VII. ADJOURN

VIII. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding items not on the agenda may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

CITY OF RIDGEFIELD
PLANNING COMMISSION

MEETING DATE: May 03, 2017

ITEM: CONSENT AGENDA

AGENDA ITEM TITLE: Minutes

SUMMARY/BACKGROUND:

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS: 4-5-2017 (PDF)

CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
April 5, 2017

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM - 6:29 PM

FLAG SALUTE

ROLL CALL - **6:29 PM**

Attendee Name	Title	Status	Arrived
Jerry Bush	Commissioner	Present	
Jason Carnell	Chair	Excused	
Stan Okinaka	Commissioner	Present	
Victoria Haugen	Commissioner	Present	
Whitney Jones	Commissioner	Present	
Paul Young	Commissioner	Excused	
Jen Lindsay	Commissioner	Present	

Move to excuse Commissioner Carnell and Commissioner Young's absence

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Stan Okinaka, Commissioner
SECONDER:	Victoria Haugen, Commissioner
AYES:	Bush, Okinaka, Haugen, Jones, Lindsay
EXCUSED:	Carnell, Young

LATE CHANGES TO THE AGENDA

PUBLIC COMMENT - 6:30 PM

None

CONSENT AGENDA - 6:30 PM

1. Minutes - **6:30 PM**

PUBLIC HEARING/BUSINESS - 6:30 PM

1. 2017 RDC Code Updates - **6:31 PM**

Jeff Niten - Community Development Director
Provided a staff report to the Planning Commission

Claire Lust - Associate Planner
Provided a staff report to the Planning Commission

Attachment: 4-5-2017 (1288 : Minutes)

Open Hearing 6:51pm

Bruce Carpenter
Asked for Clarification about street design

Richard Alderman
Lot 3 Canterbury Trails
Question on Requirements of use during preliminary process

Close Hearing 6:52pm

Clair Lust - Associate Planner
Answered Bruce Carpenter's question

Jeff Niten - Community Development Director
Answered Richard Alderman's question

Commissioners asked staff for clarification on warranty bonds, Community information meetings and the times of when the community can attend. The Commission also asked for clarification on parks and open space districts and how trails can come right up to the property line.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Stan Okinaka, Commissioner
SECONDER:	Whitney Jones, Commissioner
AYES:	Bush, Okinaka, Haugen, Jones, Lindsay
EXCUSED:	Carnell, Young

2. Planning Commission Volunteer to Attend the Gee Creek Plateau Sub-Area Plan Stakeholder Group - **7:01 PM**

Jeff Niten - Community Development Director
Asked for a Planning Commission member to join this stakeholder group

Commissioner Lindsay volunteered and Commissioner Haugen will be her backup

PUBLIC COMMENT - 7:05 PM

Richard Amerman
Grateful and impressed at how Ridgefield is being built and the standards that are in place

Bruce Carpenter
Asked for further clarification on moving the code to the engineering standards

Jeff Niten - Community Development Director
Provided an answer to Bruce Carpenter

STAFF REPORTS - 7:08 PM

1. Community Development Report - **7:09 PM**

Jeff Niten - Community Development Director
Provided a staff report

Attachment: 4-5-2017 (1288 : Minutes)

FROM THE COMMISSION - 7:09 PM

Commissioner Okinaka - Provided an update on Ridgefield Main Street.
Commissioner Jones - Was not able to attend City Council
Commissioner Bush - No update
Commissioner Lindsay - Provided an update on Parks Board.
Commissioner Haugen - Provided a report on the Ridgefield Junction Association.

ADJOURN - 7:13 PM

_____ _____

Lindsay Regan Jerrold Bush

Attachment: 4-5-2017 (1288 : Minutes)

CITY OF RIDGEFIELD
PLANNING COMMISSION

MEETING DATE: May 03, 2017

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: Tiny Homes

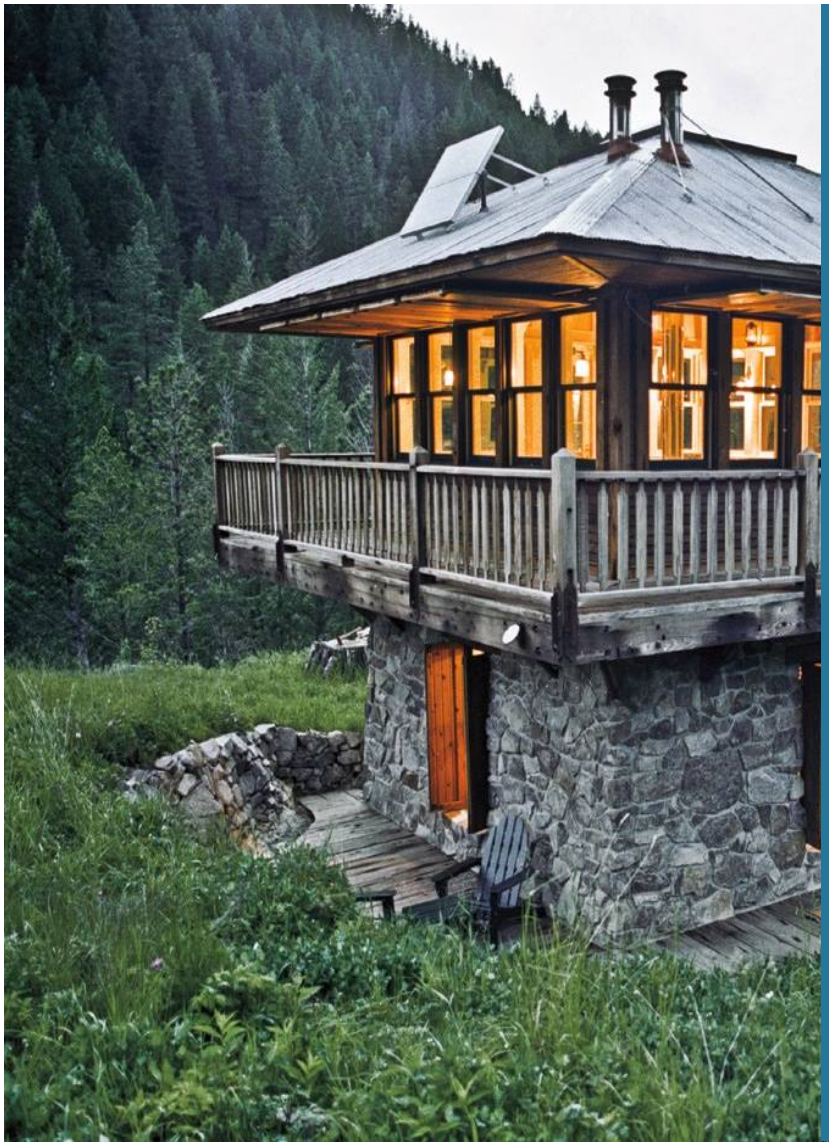
BACKGROUND:

One of the items on the Planning Commission work program for 2017 is consideration of a Tiny Homes ordinance to define how the community will address tiny homes in the context of overall development now and in the future. Tonight staff will present several options and ideas and engage the Planning Commission on ideas unique to Ridgefield. Following discussion staff will develop a set of regulations intended to address concerns and identify opportunities. The regulations will be brought back as a draft during a public hearing this summer.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: PC 5.3.17 (PPT)

Attachment: PC 5.3.17 (1286 : Tiny Homes)



Tiny Homes

Attachment: PC 5.3.17 (1286 : Tiny Homes)

Questions to consider

§With energy and resource prices rising, savings falling, and global climate change looming, is the tiny house movement a possible solution for some people?

§Is a tiny house more energy and resource efficient than the average American household?

§And further, can you actually go about building or buying and if so, what are the benefits and drawbacks?

§What are the legal issues that can arise with Tiny Houses?

§And how might they be overcome?

Attachment: PC 5.3.17 (1286 : Tiny Homes)

What is a Tiny House?

§"I never really make a definitive definition of what is small and what constitutes a small house." -Jay Shafer, founder/designer of the Tumbleweed Tiny House Company.

§The definition stems not from the actual house, but the deliberate choice of the owner (usually builder) of simplifying, reducing, and becoming more efficient (whether for economic, conscious, or other reasons).

§But really, what's a tiny house?

Attachment: PC 5.3.17 (1286 : Tiny Homes)

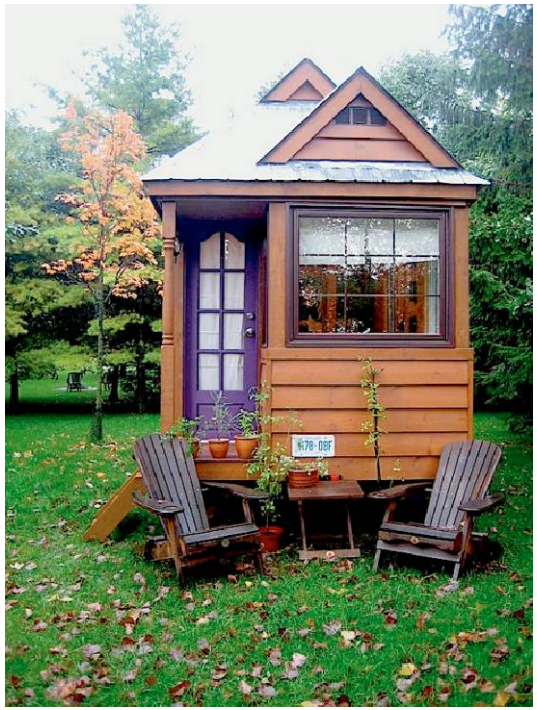
Tiny Homes: Common Characteristics

§Usually under (or just at) 1000 sq ft (the 1950 average house size).

§Almost always handmade, owner built, or built by small companies.

§Can be split into four informal categories by size, from largest to smallest: Cottage (up to 1000 sq ft or more), Classic (100-300 sq ft), Micro/Pico (under 100 sq ft), Short-term (Wee Shelters) (even less than 100 sq ft - includes reading shacks).

§Note - These categories are just one way to understand tiny homes, apart from the panoply of styles, materials, etc.



Attachment: PC 5.3.17 (1286 : Tiny Homes)

Potential Zoning Regulations

- A provision in the current zoning code (18.210.150) allows for cottage housing in RLD 4, RLD 6, and RLD 8 zones.
  - The maximum density for cottage developments is 2 times the maximum density in the underlying zone which in the RLD 8 zone would be 16 dwelling units per acre.
  - Proposed to allow tiny homes within cottage developments as an option, not a requirement.
  - Tiny home developments would be required to meet all other requirements of the cottage code provisions which would include a covenant restricting expansion, minimum of 4 units and a maximum of 12 in any one cluster, etc.

Attachment: PC 5.3.17 (1286 : Tiny Homes)

Temporary v. Permanent

§In Washington State, a tiny home with wheels and a chassis is actually called a park model recreational vehicle (PMRV) and is approved only for temporary/recreational use in the state. A tiny home/PMRV with its wheels taken off and mounted on a foundation will still be viewed as a park model recreational vehicle and its use will still be considered as "temporary/recreational" (and not approved as a permanent dwelling unit). Exceptions in state law (RCW 35.21.684 and RCW 36.01.225), however, allow a PMRV to be used as a residence if it is located in a mobile home park, hooked up to utilities, and meets the other requirements of the applicable RCW.

§While some tiny home owners intend to use them only for temporary living purposes, others want to use them as permanent, or long-term, residences. In most cases, however, a tiny home/PMRV cannot be converted into a dwelling unit. The International Residential Code (IRC) addresses dwelling units and requires that "permanent provisions for living, sleeping, eating, cooking and sanitation" be provided in a dwelling, along with other requirements such as heating, mechanical and energy efficiency provisions. For example, park model recreation vehicles are only required to meet minimal insulation requirements of R-5 for floor, R-5 for walls and R-7 for ceilings. In contrast, dwellings are held to a much more efficient requirement of R-30 for floors, R-21 for walls and R-49 for ceiling, providing greater energy sustainability.

Attachment: PC 5.3.17 (1286 : Tiny Homes)

Path to Permanence

§It is a long and involved process for a tiny home to be approved as a dwelling unit:

§A person would need to submit engineered plans to the Factory Assembled Structure Program of the Washington State Department of Labor and Industries (L&I) for the construction of a "modular building" (or to the local building department for a **site-built** tiny house).

§Those plans would be reviewed under the specific Washington State Administrative Code (WAC 296-150F) for conformance with the requirements of the IRC.

§Once approved, the builder would request inspections during the construction process until final approval had been obtained.

§After final approval, the L&I inspector would attach the "Modular Gold Label Insignia" to the unit and a notice would be sent to the local building department, letting them know that the factory assembled modular unit is being transported to the intended end user site.

§Permits from the local building department would be required, and they would need to approve the foundation and installation of the tiny home.

§The local jurisdiction will typically instruct the owner of the modular unit to provide design engineering for foundation and anchoring attachments from a licensed Washington State engineer or require a L&I-approved general design for attaching the tiny home structure to a permanent foundation.

§All utilities (water, sewer, and electric) for a permanent tiny home would need to be connected in the same manner as a typical single family house; use of extension cords and garden hoses would not be allowed.

Attachment: PC 5.3.17 (1286 : Tiny Homes)

Attachment: PC 5.3.17 (1286 : Tiny Homes)

CITY OF RIDGEFIELD
PLANNING COMMISSION

MEETING DATE: May 03, 2017

ITEM: BUSINESS

AGENDA ITEM TITLE: Tree Protection

BACKGROUND:

On the Planning Commission work program for 2017 is an item intended to protect Heritage Trees in Ridgefield. There are several different ways communities throughout Washington state have addressed the issue of tree protection in their communities. Staff will discuss the pros and cons of each approach and engage the Planning Commission in a discussion to determine the best path forward for Ridgefield.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: DRAFT Heritage trees code V.3 (DOCX)

Sections:

XX.XX.010 Purpose and intent.

The ordinance codified in this chapter has been adopted to identify, promote, protect and maintain Ridgefield's heritage trees. This chapter is intended to provide reasonable assurance Ridgefield's rich tree heritage will continue. This chapter has three purposes: (1) to identify heritage trees on public and private property; (2) to inform private property heritage tree owners about the treasures they possess; and (3) to encourage maintenance and protection of all heritage trees.

XX.XX.020 Definitions.

For the purposes of this chapter, the following terms are defined:

A. "Adjacent property owner" means the person responsible for the care of a street tree.

B. "Applicant" means the person that applies for a Heritage Tree Removal permit.

C. "Arborist" means a professional trained in the art and science of planting, caring for, and maintaining individual trees.

D. "City" means the city of Ridgefield, Washington.

E. "DBH" means Diameter at Breast Height, or 4.5 feet (54 inches) above the ground.

F. "Drip line" means the area encompassed by the tree canopy projected vertically to the ground.

G. "Heritage Tree" means a tree meeting the minimum DBH identified in the tree protection ordinance, except defined nuisance trees.

H. "ISA" means the International Society of Arboriculture.

I. "Person" means any individual, organization, society, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, governmental agency, public or private utility, cooperative, interstate body, or other legal entity.

J. "Property owner" means any person deeded the land on which the heritage tree grows or said person's legal representative.

K. "Remove" or "removal" means the act of removing a heritage tree by digging it up, or cutting it down.

Attachment: DRAFT Heritage trees code V.3 (1287 : Tree Protection)

XX.XX.030 Applicability of chapter.

This chapter shall apply to all land within the city limits. All trees, other than street trees, are regulated under this chapter. All trees with a DBH measurement of 12 inches or greater, within the city limits, are regulated under this chapter, except nuisance species identified in XX.XX.050 below.

XX.XX.040 Protected tree removal prohibition.

Subject to the exceptions identified in Section XX.XX.050 of this chapter, no person shall remove or cause damage to any heritage tree.

XX.XX.050 Exceptions.

Acts which may damage or remove a heritage tree may occur only after receiving a permit from the city. Only the property owner or city can apply for a permit.

A. Protected trees may be pruned without a permit as part of routine tree maintenance in accordance with National Arborist Association Standards (or International Society of Arboriculture Standards).

B. A heritage tree may be removed without a permit in order to protect public safety or private or public property from imminent danger, provided that the person responsible for removing the heritage tree applies for a tree removal permit within thirty (30) days following the removal of the tree.

C. Other acts which may result in damage to or removal of protected heritage trees shall adhere to the following process:

1. A person proposing any act which may result in damage to or removal of a protected heritage tree shall submit a Heritage Tree removal application to the city. The request shall identify the protected heritage tree(s) affected, the reason for the action, and the time the proposed action would occur. Applicants are encouraged to work with the native vegetation on site rather than removing heritage trees.

2. A Heritage Tree removal application shall be reviewed using Type II procedures.

3. The city shall make a determination within thirty (30) days of submission of the written request.

4. The city shall notify the person requesting the permit of the decision.

5. A decision to allow an action which may damage or remove any protected heritage trees will result in a permit being issued. The permit shall contain any required terms and/or conditions including replanting of identical species elsewhere on the subject property.

Attachment: DRAFT Heritage trees code V.3 (1287 : Tree Protection)

a. A required replacement of the removed heritage tree shall be a condition of approval. At the discretion of the city arborist the applicant shall replant tree(s) of similar DBH measured at breast height elsewhere on the same property. For example, if a heritage tree with a DBH of 15 inches is permitted for removal the applicant shall be required to replant one tree with a 15 inch DBH, or one tree with a 10 inch DBH and one tree with a 5 inch DBH, or three trees with a 5 inch DBH measurement.

D. Nuisance Species as defined by RDC 18.830.050.

Failure to follow the procedures set forth in this chapter or the terms and conditions of a permit shall be considered a violation of the city code.

XX.XX.070 Violation and penalty.

Any person violating or failing to comply with any provision of this chapter shall be found to have committed an infraction and shall be punishable by a penalty not to exceed five hundred dollars and a requirement to re-plant the same species at a 3 to 1 ratio. For example: each tree removed in violation of this chapter three trees shall be replanted. Each such person shall be found to have committed a separate infraction for each and every day during any portion of which any violation of any provision of this chapter is committed, continued or permitted by any such person, and such person shall be punished accordingly. The remedies for violation or failure to comply described herein are in addition to all other remedies provided or authorized by law.

Attachment: DRAFT Heritage trees code V.3 (1287 : Tree Protection)

CITY OF RIDGEFIELD
PLANNING COMMISSION

MEETING DATE: May 03, 2017

ITEM:

AGENDA ITEM TITLE: Community Development Report

SUMMARY/BACKGROUND:

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS: 4-2017 (PDF)

COMMUNITY DEVELOPMENT DEPARTMENT
230 Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3557 | Fax: (360) 887-0861 | www.ci.ridgefield.wa.us

DEVELOPMENT SUMMARY: APRIL 2017

Building Division

Summary of Building Permits by Year

Building Permits	2013	2014	2015	2016	2017 (YTD	April
Total Permits	435	378	583	682	**172**	**42**
Commercial/ Industrial Permits	4	2	1	2	**12**	**0**
New Home Permits	165	104	216	320	**85**	**27**
Miscellaneous Permits	266	272	366	360	**75**	**15**
Building Permit Application and Review Fees	$1,102,631	$636,561	$1,001,785	$1,261,698	**$493,885**	**$118,112**

Commercial/Industrial Building Permits

Month (2017)	Project	Square Footage	Building Valuation	Status
March	Ridgefield Mini Storage	3000	$3,203,325	Issued
Totals for Approved Commercial/Industrial Buildings YTD: 3 projects				

Month (2016)				
January	Well Reservoir	4,778	$997,901	Closed
February	Abrams Park Bathroom	600	$24,372	Closed
July	Port of Ridgefield – Washington Fish and Wildlife Building	39450	$3,706,763.95	Issued
Totals for Approved Commercial/Industrial Buildings YTD: 3 projects				

Attachment: 4-2017 (1289 : Community Development Report)

Pending Permits

Type of Permit	Total
Home permits approved & ready for issuance:	**5**
Home permits undergoing plan check:	**3**
Commercial/Industrial:	**0**
Misc.:	**3**
Grand Total for all Pending Permits:	**11**

SUBDIVISIONS WITH ISSUED BUILDING PERMITS

Subdivision	Issued Permits	Total Lots
Canterbury Trails	67	69
Hawks Landing	53	57
Taverner Ridge Ph. 4	37	63
Taverner Ridge Ph. 7	22	29
Bella Noche	33	34
Pioneer Place Ph. 1	7	7
Pioneer Place Ph. 2	16	39

Planning Division

Pre-application Conferences

Name	Description	Size	Location	Date of Conference	Status
Non-Motorized Boat Launch (PLZ-17-0010)	Upgrade and expand boat launch; Shorelines Issues	NA	End of Mill St WMU	Feb 28	Apr 20 issued notes
Boss Products (PLZ-17-0036)	Develop 23,470-SF office, manufacturing, and warehousing building	2.54 ac	Union Ridge Lot 1B	Apr 11	Apr 24 issued notes
WaterView Condos (PLZ-17-0039)	Develop 27,000-SF residential, office, and commercial building	0.11 ac	116 S Main St	May 09	May 09 conference

Projects Under Review

Attachment: 4-2017 (1289 : Community Development Report)

Name	Description	Size	Location	Key Dates	Status
Timm Road Industrial (PLZ-16-0072, 73 & 74) Preliminary Short Plat, Critical Areas Review, SEPA Review	Divide industrial parcel into nine lots with frontage and utility improvements	11.45 ac	S Timm Rd & S 13th St	Oct 6 TC issued; Mar 01 end of public comment period	WDFW review
Teal Crest PUD (PLZ-16-0083 & 84) Preliminary PUD, Preliminary Subdivision Plat, SEPA Review, Critical Areas Review	Develop 63 single-family lots	72.62 ac	West end of S Sevier Rd	Mar 21 hearing	Apr 24 final order
Cloverhill Farm PUD (PLZ-16-0088, 89 & 90) Preliminary PUD, Preliminary Subdivision Plat, Critical Areas Review, SEPA Review	Develop 453 single-family lots with open space and infrastructure	125.86 ac	Royle Rd	Mar 16 hearing	Apr 11 final order
Hillhurst Highlands PUD (PLZ-16-0104, 105, 106) Preliminary PUD, Preliminary Subdivision Plat, Critical Areas Review, SEPA Review	Develop 79 single-family detached lots in RLD-4 zone	25 ac	24304 NW Hillhurst	Apr 13 technically complete	Public comment period; May 15 hearing
Union Ridge Lot 1A (PLZ-17-0003 & 04) Type II Site Plan Review, SEPA Review	Construct 53,100-SF industrial facility with office, warehouse, and shops	3.93 ac	S Union Ridge Pkwy & S 5th St	Jan 09 received application	Apr 11 issued NOD
S. 11th St Site Plan & CUP Review (PLZ-17-0013,32,33) CUP, Site Plan Review	Develop 76,000-SF self-storage facility; T-III CUP	3.87 ac	NW corner of S 11th St and S Timm Rd	Apr 27 revised staff report	May 02 hearing
Village at Canyon Ridge PUD (PLZ-17-0018-0021) Preliminary PUD, Preliminary Subdivision Plat, SEPA Review, Critical Areas Review, Archaeological Predetermination	Develop 22 townhomes and 1 SFR in RLD-16 zone	4 ac	195 N 32nd Ct	Apr 21 technically complete	Public comment period; May 18 hearing
Ridgefield Schools 5-8 (PLZ-17-0023-0026) Type II Site Plan Review, SEPA Review, Critical Areas Review	Develop a public school building to house Ridgefield Intermediate and View Ridge Middle Schools	57.5 ac	S Hillhurst Rd	Apr 14 technically complete	Public comment period

Attachment: 4-2017 (1289 : Community Development Report)

Name	Description	Size	Location	Key Dates	Status
Kennedy Farms PUD (PLZ-17-0028-0031) Preliminary PUD, Preliminary Subdivision Plat, SEPA Review, Critical Areas Review, Archaeological Predetermination	Develop 245 SFR in RLD-4 zone	53.5 ac	S Hillhurst Rd	Mar 31 technically incomplete	Awaiting resubmittal
Union Ridge Elementary Modular Classrooms (PLZ-17-0037) Type I Site Plan Review	Construct 3 modular classroom buildings	N/A	Union Ridge Elementary, N 5th Ave	Apr 03 received application	Apr 24 issued NOD
Ridgefield High Modular Classrooms (PLZ-17-0038) Type I Site Plan Review	Construct 2 modular classroom buildings	N/A	Ridgefield High, S Hillhurst Rd	Apr 03 received application	Apr 24 issued NOD

Engineering Division

Projects Under Review

Name	Description	Size	Location	Status
S 11th St Industrial Building	warehouse building and site improvements	7.5 acres	5504, 5602, 5664 S 11th St	3rd Engineering Review Complete. Waiting on final plans and storm agreement
19th Street Cottages	Residential Development	7 lots	19th CT and Pioneer St	Grading issued for single building only. Engineering review not yet submitted.
Hillhurst Commercial	Commercial Building, Site and Frontage Improvements	2.45 acres	Hillhurst and Sevier Road	2nd Engineering Review Underway
Rail Overpass Project-Phase III	Pioneer Street Bridge to Port of Ridgefield	Approx. 1,000 linear feet	Pioneer Street to Mill Street	1st Engineering Review complete
Union Ridge Lot 6	Warehouse building and site improvements	3.32 acres	7555 S. Union Ridge Parkway	Under construction
Taverner Ridge Ph. 8&9	Residential Development	65 Lots	Southwest of Nighthawk Road	Under construction
Taverner Ridge Ph 5	Residential Development	10 Lots	S. Lake River Drive	1st Engineering Review Complete
Quail Hill	Residential Development	61 Lots	Union Ridge	1st Engineering Review Complete

Attachment: 4-2017 (1289 : Community Development Report)

S. 11th Street Storage	Warehouse building and site improvements	3.91 acres	S. 11th Street	1st Engineering Review underway
Ridgecrest Phase I	Residential Development	57 lots	S. 45th Ave	1st Engineering Review underway
Ridgefield Middle Schools	School	113,000 SF Building	S. Hillhurst Road	1st Engineering/Grading Review underway
Cloverhill Phase I	Residential Development	63 lots	S. 45th Avenue	1st Engineering Review underway

PROJECTS UNDER CONSTRUCTION

Name	Description	Size	Location	Status
Hawk's Landing	Residential development	57 Lots	Hillhurst Rd, across from High School	Construction substantially complete
Bella Noche	Residential development	34 Lots	N. 35th Ave	Utility Installation is Complete; Contractor completing punch list
Pioneer Place	Residential development	46 Lots	N. 35th Ave	Utility Installation is Complete; Contractor completing punch list
Taverner Ridge Ph. 8 and 9	Residential development	Ph. 8: 54 lots Ph. 9: 11 lots	South of existing phases	Grading Underway
Cedar Creek	Residential development	31 Lots	N. 35th Ave	Utility Installation underway
Ridgecrest	Residential development	330 lots	S. 45th Ave	Grading Underway
Union Ridge Lot 6	Warehouse building and site improvements	3.32 acres	7555 S. Union Ridge Parkway	Utility Installation Underway
Taverner Ridge Ph. 8&9	Residential Development	65 Lots	Southwest of Nighthawk Road	Utility construction beginning soon

Attachment: 4-2017 (1289 : Community Development Report)