



---

## STAFF REPORT

---

**TO:** CHIEF ADMINISTRATIVE OFFICER  
**FROM:** BRIGID REYNOLDS, CONSULTING TOWN PLANNER  
**SUBJECT:** DP2025-07 – 291 CASTLEY HEIGHTS ROAD  
**MEETING DATE:** OCTOBER 28, 2025  
**SUBJECT PROPERTY:** LOT 13, SECTION 5, RENFREW DISTRICT, PLAN VIP54940

---

### Purpose

The purpose of this application is to consider approval of DP2025-07 to regularize construction of a retaining wall on a property in the Natural Hazard (steep slope) Development Permit Area (DPA-2).

### Background

The subject property is 1821 m<sup>2</sup> (.45 ac) in size and is zoned Traditional Urban (R-3). The lot contains a steep slope of approximately 35 degrees. Due to the slope on the property, it is designated as being within Natural Hazard Lands Development Permit Area (DPA-2).

The existing single family home was built in 1996. A large cedar deck was constructed at the top of the bank by previous owners and was removed by the current owners. In 2024, they hired a contractor to construct a retaining wall. In April 2025, the Town received a complaint from a neighbour about drainage coming from 291 Castley that was apparently a result of the retaining wall construction. The Town responded by asking the owners to apply for a DP for construction of the unpermitted retaining wall.

According to the contractor who built the retaining wall, the previous owners placed unsuitable fill material on the crest of the slope that was unstable. This material was removed, a bench was cut into the crest of the slope, pit-run sand deposited as backfill and blast rock installed along the top of the bank to retain the bank. The retaining wall is 14 m wide X 2.0 m tall.

The contractor who built the wall stated there is a lot of surface water that flows from the neighbouring lot to the west, across the surface property and down slope to neighbouring properties. He stated that the retaining wall and related works did not alter the drainage patterns.

In support of the application a Geotechnical Assessment prepared by Ryzuk Geotechnical, dated July 23, 2025, was completed to assess the boulder stack retaining wall. The report determined that the retaining wall doesn't pose an imminent risk to downslope structures or adjacent properties and considers the land may be used safely for the intended use.

The drainage issues appear to result from the topography of the properties with drainage flowing down from the upslope properties onto the properties down slope. Resolving drainage issues between private properties is generally a civil matter between property owners.

### **IMPLICATIONS**

**a. Financial:**

Application fees are collected to cover the cost of processing the application.

**b. Policy/Legislation:**

The subject property is located in Development Permit Area – 2 for hazard lands pursuant to the Official Community Plan.

**c. Strategic Priority:**

N/A

**d. Sustainability:**

N/A

**e. Communication:**

As required by the Development Approval Procedures Bylaw No. 1109, notice of the application was sent to neighbours within 50 m of the subject property. Two letters were received from down slope residents who expressed concern about drainage from the subject property, as well as the topping of trees on an adjacent lot. The drainage issue was discussed above and the topping of trees is a matter between property owners.

**f. Staffing Implication:**

Processing this application is part of staff's regular duties.

### **Options**

- 1) Approve the development permit.
- 2) Deny the development permit.

3) Request the applicant to submit additional information.

**Recommendation**

That the Council approve DP2025-07 to regularize construction of the retaining wall in DPA -2 at 291 Castley Heights, as shown in the general location on the attached site plan, on the lot legally described as Lot 13, Section 5, Renfrew District, Plan VIP54940 (PID 017-909-236).

Signed:

***Brigid Reynolds***

Brigid Reynolds RPP MCIP  
Contract Planner

Concurrence:

***John T***

John Thomas  
Chief Administrative Officer

**ATTACHMENT 1  
SITE PLAN**

