



MEMORANDUM

TO: CHIEF ADMINISTRATIVE OFFICER
FROM: BRIGID REYNOLDS, CONSULTING TOWN PLANNER
SUBJECT: DP2025-02 – 287 CASTLEY HEIGHTS
MEETING DATE: MAY 27, 2025
SUBJECT PROPERTY: LOT 14, SECTION 5, RENFREW DISTRICT, PLAN VIP54940

Purpose

The purpose of this application is to approve DPA2025-02 to allow construction of a single family dwelling house in the Natural Hazard Development Permit Area (DPA-2) for steep slopes and for interface fire.

Background

The subject property is 788 m² (8482 ft²) in size and is zoned Traditional Urban (R-3). The property is undeveloped.

The slopes on this property are 30%. In support of their application the applicant provided the following reports:

- Geotechnical Hazard Assessment prepared by Lewkowich Engineering Ltd., dated May 14, 2025
- Stormwater Management Plans prepared by Lewkowich Engineering Ltd., dated May 9, 2025
- Building Plans prepared by McNeil Building Designs Ltd, dated April 2025

The applicant has not yet submitted a report prepared by a professional with expertise in interface fire hazard management. This is a requirement of the DP guidelines.

Analysis

The purpose of the DPA is to mitigate the risks associated with constructing in DPA 2, where there are steep slopes greater than 10%. The property has a slope of 30% or 17 degrees. The geotechnical report and stormwater management plan contain recommendations to minimize the risk associated with constructing on a steep slope. The geotechnical report confirms that subject to the report's recommendations the property is safe for the intended use.

DPA 2 designates the whole town as a high interface fire hazard. The property has not been the subject of an interface fire hazard assessment. The DP guidelines require a report to be submitted that includes recommendations to lower the associated risk to moderate or low. The contract planner recommends that this report be provided to the Town prior to the issuance of a building permit.

Public Notification

Development Approval Procedures and Notification Bylaw No. 1109-2024 and the Local Government Act Section 499 require notice a minimum of 10 days prior to Council's consideration of the application. The notice was mailed out on May 17, 2025 and at the time of preparing the staff report no comments have been received.

Options

- 1) Approve the development permit.
- 2) Deny the development permit.
- 3) Request the applicant to submit additional information.

Recommendation

The contract planner recommends approving DP2025-02 for the property located at 287 Castley Heights, legally described Lot 14, Section 5, Renfrew District, Plan VIP54940 subject to the following conditions:

- All development shall be in accordance with Geotechnical Hazard Assessment prepared by Lewkowich Engineering Ltd., dated May 14, 2025 and Stormwater Management Plans prepared by Lewkowich Engineering Ltd., dated May 9, 2025 (Attachment 2 and 3).
- Prior to issuance of the building permit submit:
 - A report prepared by professional with experience in wildfire assessments shall be provided with recommendations to reduce the fire hazard to moderate or low and such recommendations shall be incorporated into the development of the property.

- A save harmless section 219 covenant that includes the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Ltd., dated May 14, 2025 shall be registered on the certificate of title of the subject property.

Signed:

A handwritten signature in blue ink that reads "Brigid Reynolds". The signature is written in a cursive style with a large initial "B".

Brigid Reynolds RPP MCIP
Contract Planner

Concurrence:

Mark Brown
Chief Administrative Officer

Attachment 2

Geotechnical Hazard Assessment prepared by Lewkowich Engineering Ltd.

Attachment 3

Stormwater Management Plans prepared by Lewkowich Engineering Ltd., dated May 9, 2025