



MEMORANDUM

TO: CHIEF ADMINISTRATIVE OFFICER
FROM: BRIGID REYNOLDS, CONSULTING TOWN PLANNER
SUBJECT: DP2025-03 – 283 CASTLEY HEIGHTS
MEETING DATE: JULY 8, 2025
SUBJECT PROPERTY: LOT 15, BLOCK 14, SECTION 5, RENFREW DISTRICT, PLAN VIP54940

Purpose

The purpose of this application is to consider approval of DP2025-03 to permit construction of a single family dwelling in the Natural Hazard Development Permit Area (DPA-2) for steep slopes and interface fire hazard.

Background

The subject property is 667.7 m² (0.165 ac) in size and is zoned Traditional Urban (R-3). The lot is undeveloped. The applicant is proposing to construct a single family dwelling as shown on the site plan on Attachment 1.

The property is designated as being in the Natural Hazard Development Permit Area (DPA-2) for steep slopes because the property has slopes that are 33 % or 18 degrees and also due to the high interface fire hazard designation across the Town. In support of the application, the applicant has provided the following reports:

- Geotechnical Hazard Assessment, prepared by Lewkowich Engineering Associates Ltd., dated May 30, 2025
- Rainwater Management Plan, prepared by Lewkowich Engineering Associates Ltd., dated May 20, 2025
- Interface Fire Hazard Assessment, prepared by Strathcona Forestry Consulting, dated May 2, 2025.

Development Permit Area Guidelines

Geotechnical Hazard Assessment provides numerous recommendations related to construction on the site and confirms that the land is considered safe for the use intended provided the reports recommendations are followed. A condition of this development permit is that a section 219 covenant be registered on the certificate of title that includes the geotechnical assessment and a save harmless clause. The Stormwater Management Plan includes recommendations to manage drainage for the retaining walls and the foundation.

Due to the grade of the lot, there will excavation and cut and fill. Retaining walls are proposed but will not exceed the maximum height of 2.0 m as permitting in the Zoning Bylaw. The professional engineer has also prepared an underslab drainage plan stormwater management plan

The Interface Fire Hazard Development Permit Guidelines section 6.3.7 2) provides an exemption from several or all of the requirements of a Development Permit for Wildfire Hazard for infill development where it can be demonstrated by a qualified professional that the local risk of fire hazard is moderate or low. The report prepared by Strathcona Forestry confirms that the fire hazard rating for the proposed development of this property is moderate providing the report's recommendations are adhered to.

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 June 18, 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

To approve DP2025-03 to permit construction of a single family dwelling in DPA 2 for steep slopes and interface wildfire hazard at 283 Castley Heights, on the lot legally described as Lot 15, Block 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 30, 2025 and Stormwater Management Plans prepared by Lewkowich Engineering Ltd., dated May 20, 2025 (Attachment 2 and 3).

- Prior to the issuance of the building permit 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:

Brigid Reynolds RPP MCIP
Contract Planner

Concurrence:

Reviewed this 3rd day of July, 2025

John Thomas

John Thomas, MBA
Chief Administrative Officer

Attachment 2
[Geotechnical Hazard Assessment](#)
prepared by Lewkowich Engineering Ltd., dated May 30, 2025

Attachment 3
[Stormwater Management Plans](#)
prepared by Lewkowich Engineering Ltd., dated May 20, 2025