

# MEMORANDUM

## DEVELOPMENT SERVICES DEPARTMENT



**DATE:** January 12, 2026

**TO:** Christopher Garrish, Senior Manager of Planning

**FROM:** Ben Kent, Planner II

**RE:** Short-Term Rental (STR) Permit — Electoral Area “E”

**FILE NO.:** E2025.002-STR

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Owner: Nicholas and Christine Bevan    Agent: N/A    Folio: E-01940.002

Civic: 3285 Lyons Road    Legal: Lot A, Plan KAP54932, District Lot 266, SDYD

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### Proposed Development:

This application is seeking to authorize the operation of a “short-term rental accommodation” use on the subject property through the issuance of a Short-Term Rental Permit (STR).

In support of this proposal, the applicant has stated, amongst other things, that:

- *This property is our main /permanent residence and we are onsite onsite 24/7 during the rental periods.*
- *We are requesting the operating season for the new STR permit to be from January through to December 2026, as many of our friends and clients are interested in early and late periods to rent the accommodation for Skiing, hiking, biking and just relaxing in the Okanagan after the busy rental period.*
- *From the new extended STR season, we will ascertain the volume of client responses and fine tune our business operating season for future STR renewals. We have had requests ‘off the cuff’ during our TUP permit this year in 2025, for late season short term rentals than previously permitted under the TUP October 31st closure.*
- *Our intent is to make yearly renewals for the STR and Business Licence and to advertise the rental suite on AirBnB, VRBO, or privately ourselves on a Business website.*

### Site Context:

The subject property is approximately 2088 m<sup>2</sup> in area and is situated on the west side of Lyons Road and the northeast side of North Naramata Road, approximately 4 km north from the boundary with City of Penticton. The property is understood to contain a singled detached dwelling, a secondary suite and an accessory building.

The surrounding pattern of development is generally characterised by agriculture to the north and similar residential development to the east, south and west.

### Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on June 6, 1995, while available Regional District records indicate

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that building permits for a single detached dwelling (1981), a secondary suite addition (2019), a shed (2020) and a retaining wall (2022) have previously been issued for this property.

Under the Electoral Area “E” Official Community Plan (OCP) Bylaw No. 3010, 2023, the subject property is currently designated Small Holdings (SH) and is not subject to any development permit area designations.

Section 6.7.15 of Electoral Area “E” OCP Bylaw supports the use of a residential dwelling unit for short-term rental accommodation where permitted by a STR permit issued under Section 493 of the Local Government Act, provided that:

- The use is occurring in, or on the same property as, a principal residence (in Area “E”);
- Maximum 1 STR per parcel (except in the Medium Density Residential and Naramata Village Centre zones);
- Maximum occupancy of two (2) persons per bedroom;
- Minimum of one (1) parking space per bedroom; and
- The dwelling unit meets minimum health and safety requirements under the BC Building Code.

Section 22.4.1 of the Bylaw contains the following assessment criteria for a STR permit application:

- Provision of adequate off-street parking;
- Confirmation from a qualified person that the building meets minimum health and safety standards;
- Normal occupancy of the dwelling unit and the proposed duration of use;
- Confirmation that the dwelling unit is the owner’s principal residence.

Under the Okanagan Valley Zoning Bylaw No. 2800, 2022, the property is currently zoned Small Holdings Three (SH3) which lists “short-term rental accommodation” as a permitted accessory use only if the operator is present and residing in the same dwelling unit as a patron during the patron’s stay.

BC Assessment has classified the property as “Residential” (Class 01).

Under Section 3.23 of the Regional District’s *Chief Administrative Officer Delegation Bylaw No. 3033, 2023*, “the CAO or his designate shall ... be delegated authority to issue, renew or re-issue a Short-Term Rental Accommodation (STR) permit under Section 493(3) of the *Local Government Act* with a maximum term not exceeding one (1) calendar year where:

- i) the maximum number of short-term rental accommodation uses occurring on a parcel that is the subject of an application does not exceed one (1);
- ii) the short-term rental accommodation use is to occur within a single detached dwelling, duplex dwelling, approved secondary suite or approved accessory dwelling unit;
- iii) the maximum occupancy of the short-term rental accommodation use does not exceed more than eight (8) patrons, with an aggregate occupancy of two (2) patrons per bedroom;
- iv) one (1) vehicle parking spaces is provided for each bedroom available within the dwelling unit that is to accommodate the short-term rental accommodation use;

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- v) confirmation has been provided with an application that the dwelling unit to be used for the purposes of the short-term rental accommodation use complies with minimum standards for health and safety as specified in the Regional District’s Development Procedures Bylaw;
  - vi) for a renewal or reissuance, no additional changes to the initial permit have been requested by the applicant; and
  - vii) no representation(s) opposing the requested permit has been submitted to the Regional District within the timeframe specified in the Regional District’s Development Procedures Bylaw.”

**Public Process:**

In accordance with Sections 3.5 and 3.16 of Schedule 5 (Application for a Temporary Use Permit) of the Regional District’s Development Procedures Bylaw No. 2500, 2011, adjacent residents and property owners were notified of this STR Permit application on December 9, 2025, and provided 15 working days to submit comments electronically or in-person to the Regional District.

As of January 8, 2026, being 15 working days from the date of notification, no representations have been received electronically or by submission at the Regional District office.

**Analysis:**

In considering this proposal, Administration notes that the Electoral Area “E” OCP includes policies supporting the issuance of STR permits to authorize STR uses that do not involve an operator present and residing in the same dwelling unit as patrons during the patrons’ stay.

In this instance, the STR is proposed in a secondary suite. While the applicants have indicated that they reside on site, they reside in a separate dwelling unit (the single detached dwelling) and therefore a STR Permit is required to authorize the use.

In considering the scope of the proposed STR, Administration notes that the use complies with the STR Permit assessment criteria listed in the Electoral Area “E” OCP:

The applicant has indicated the STR is located on the same property as a principal residence;

- 1 STR is being proposed on the parcel;
- A maximum occupancy of four (4) guests is being proposed in two (2) bedrooms;
- The applicant has indicated at least two (2) off-street vehicle parking spaces will be provided; and
- Confirmation from a qualified person has been provided confirming minimum health and safety requirements under the BC Building Code.

For these reasons, it is recommended that the STR Permit be approved.

**Recommendation:**

THAT Short-Term Rental Permit No. E2025.002-STR, to authorize the operation of a “short-term rental accommodation” use at 3285 Lyons Road, be approved.

**Respectfully submitted:**

“Ben Kent”  
Ben Kent, Planner II

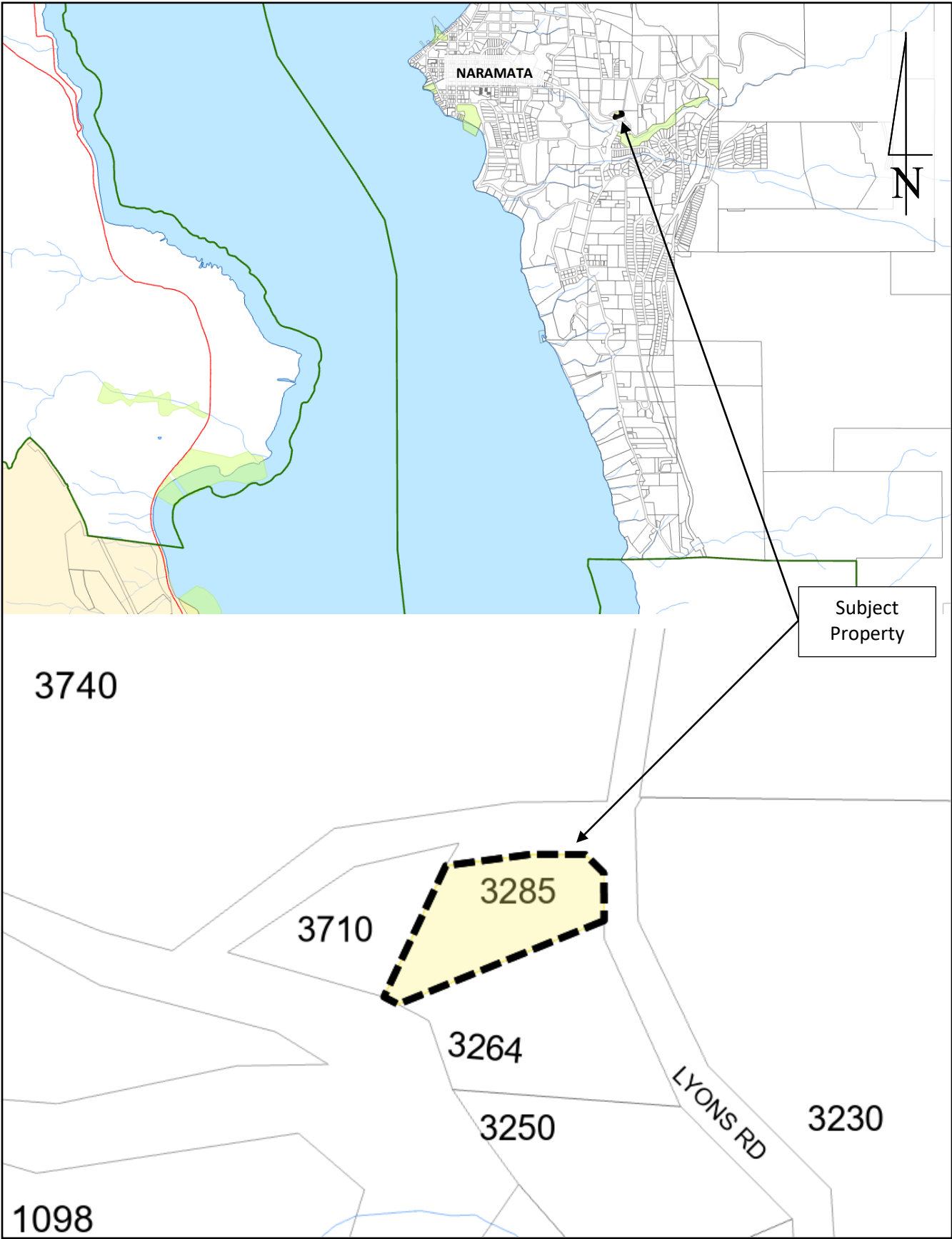
Attachments:

No. 1 – Context Maps  
No. 2 – Applicant’s Site Plan  
No. 3 – Applicant’s Site Plan (Principal Dwelling)  
No.4 – Applicant’s Floor Plan

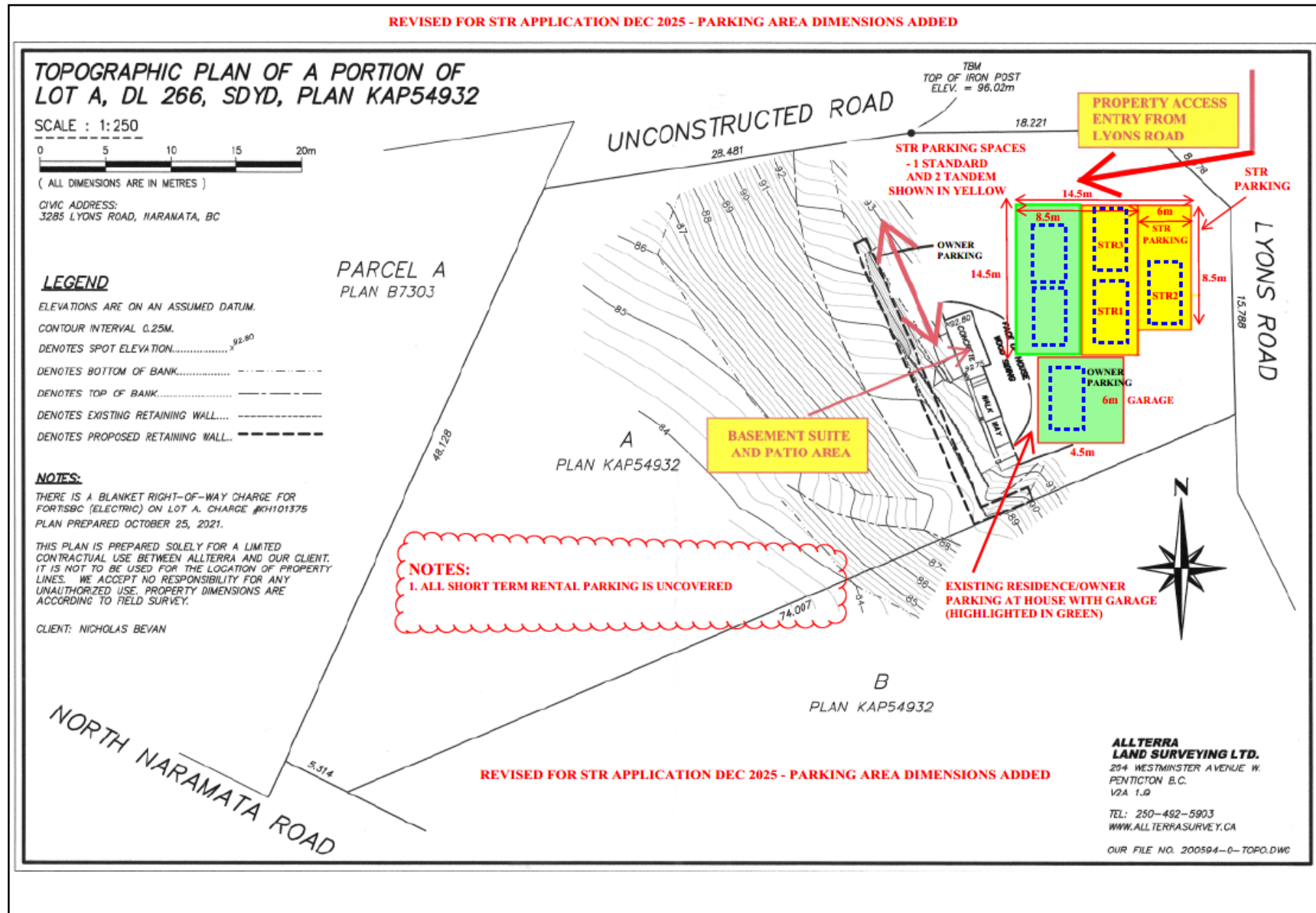
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No. 5 – Applicant's Parking Plan  
No. 6 – Aerial Photo (Nearmap)  
No. 7 – Site Photo (Street View)

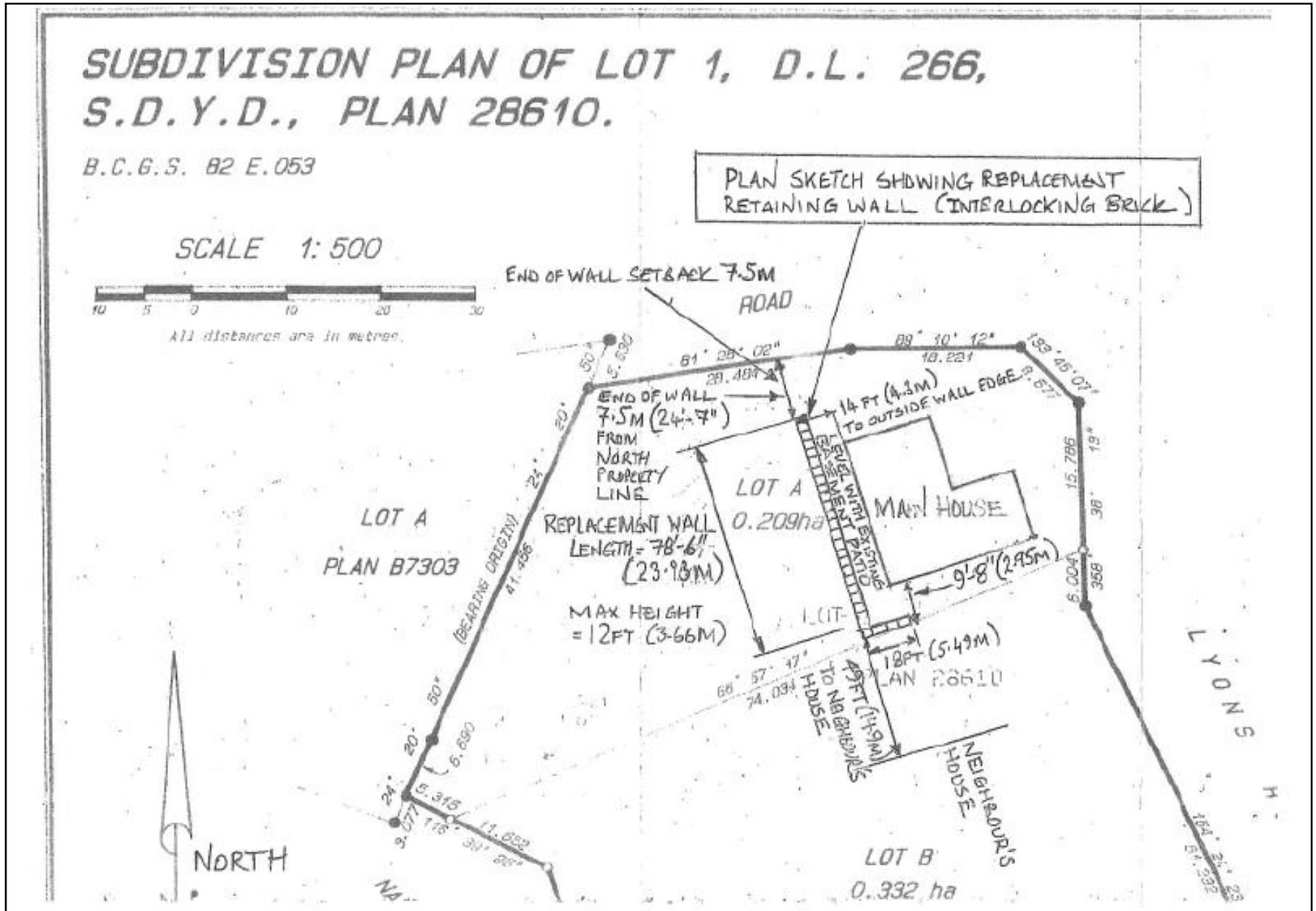
Attachment No. 1 – Context Maps



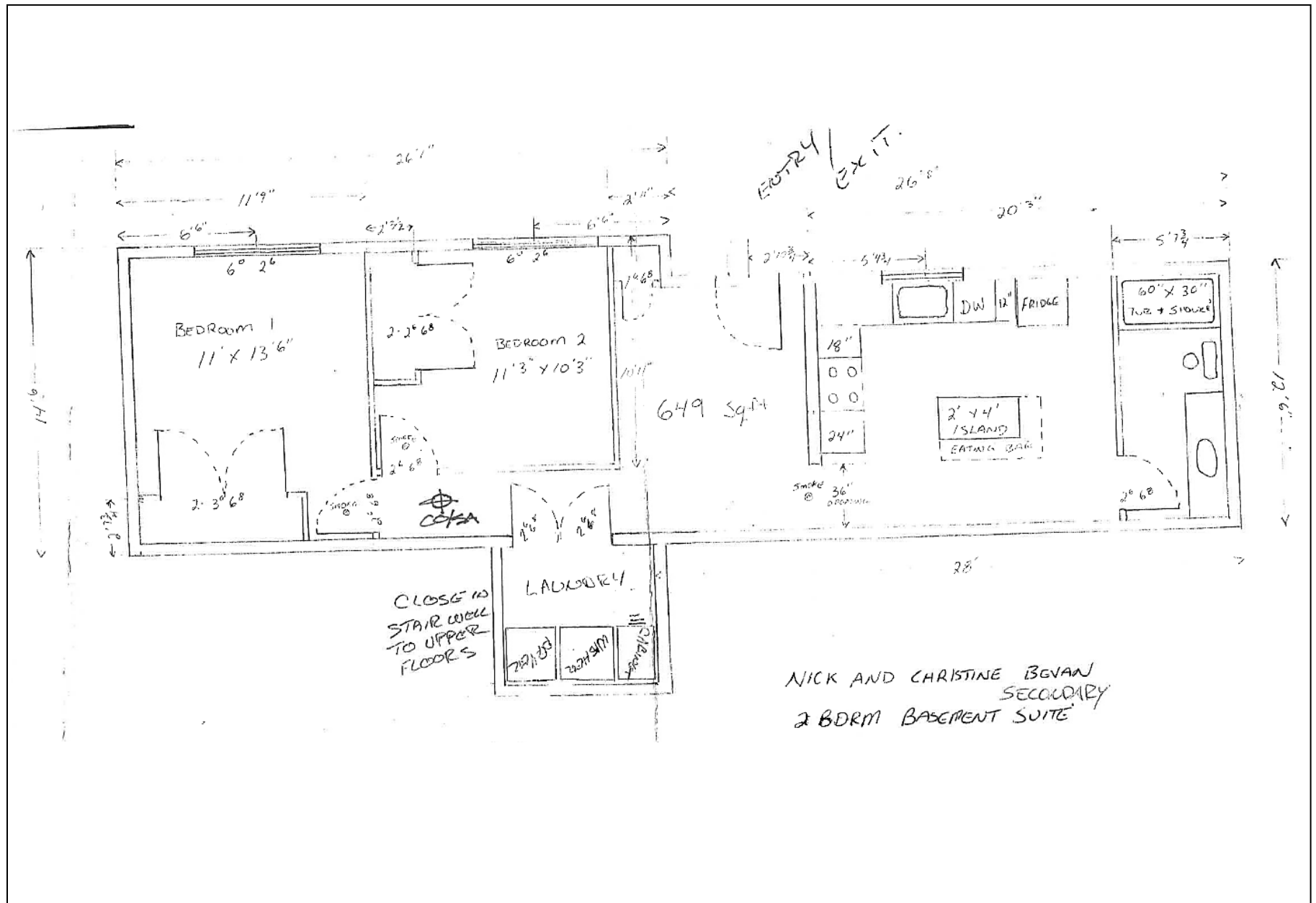
## Attachment No. 2 – Applicant's Site Plan



## Attachment No. 3 – Applicant's Site Plan (Principal Dwelling)



Attachment No. 4 – Applicant's Floor Plan



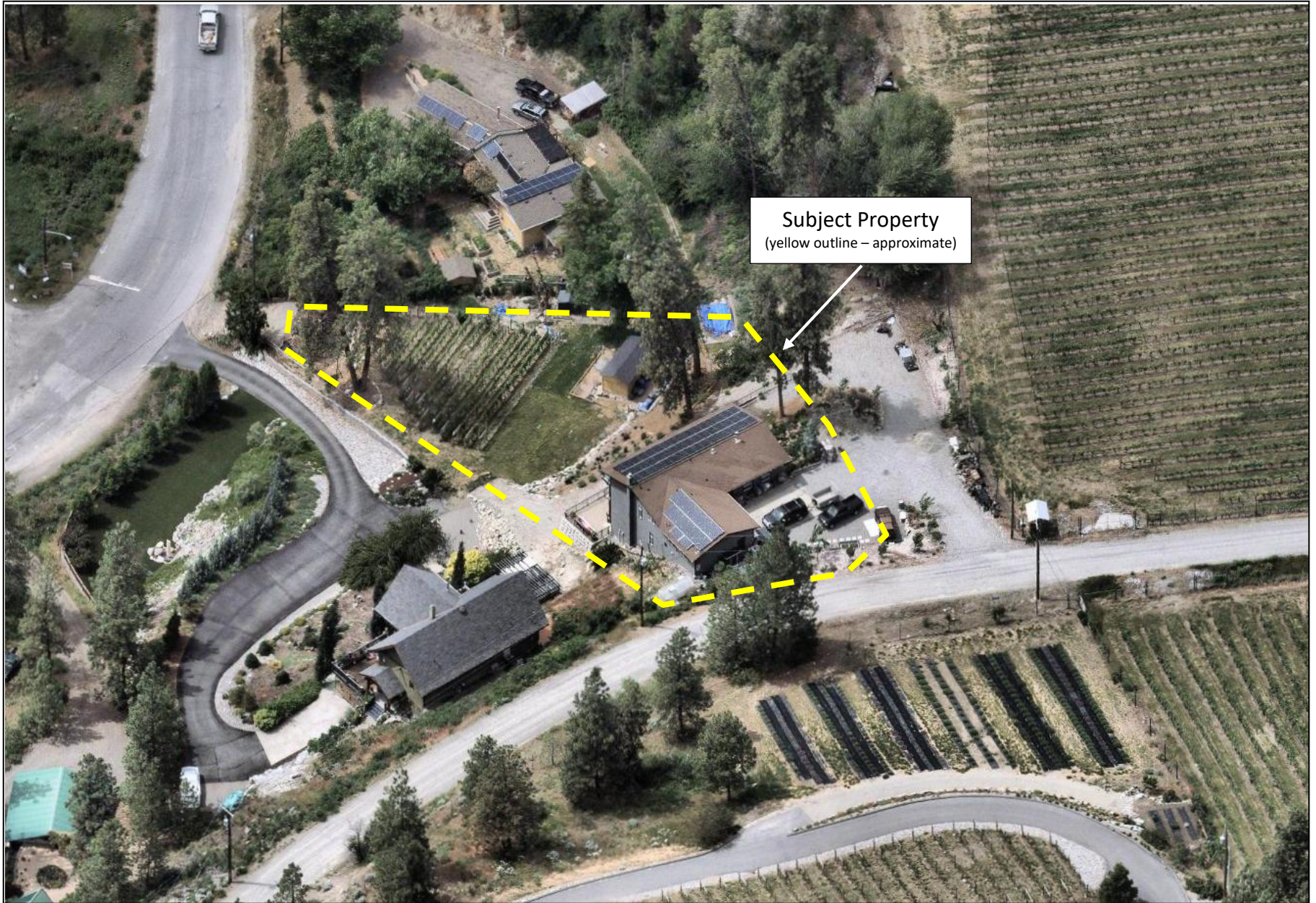


Attachment No. 5 – Applicant's Parking Plan





Attachment No. 6 – Aerial Photo (Nearmap, 2025)





Attachment No. 7 – Site Photo (Street View, 2023)

