

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: September 24, 2026

RE: Short-Term Rental Accommodation (STR) Permit Application – Electoral Area “E”
(E2026.028-STR)

Administrative Recommendation:

THAT Short-Term Rental Accommodation (STR) Permit No. E2026.028-STR, to allow for the short-term rental accommodation of the parcel at 640 Boothe Road be approved.

Alternative:

1. THAT Short-Term Rental Accommodation (STR) Permit No. E2026.028-STR, to allow for the short-term rental accommodation of the parcel at 640 Boothe Road be denied.

Legal: Block 91, Plan KAP575, District Lot 210, SDYD Folio: E-02217.040

OCP: Agriculture (AG) Zone: Agriculture One (AG1)

Purpose:

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 (STR) Permit.

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

- *It is a secondary suite with its own kitchen.*
- *We take reservations from the end of April to August with minimal reservations in September.*
- *(The property owner) resides in the home from April 1 to November to the run the farm (and) the Airbnb...*

Strategic Priorities: Operational

Background & Analysis:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on February 1909, while BC Assessment has classified the property as part “Residential” (Class 01) and part “Farm” (Class 09).

Available Regional District records indicate that building permits previously issued for the subject property include a retaining wall (2018), a single-family dwelling with a secondary suite (2019), a garage (2019), and shed (2019).

Official Community Plan (OCP):

Under the Electoral Area “E” Official Community Plan (OCP) Bylaw No. 3010, 2023, the subject property is currently designated Agriculture (AG), with the Plan speaking to supporting the use of a residential dwelling unit for short-term rental permitted by a “Short-Term Rental Accommodation” (STR) Permit where:

- a) *it is occurring within the principal residence, or an accessory dwelling or secondary suite on the same parcel as the principal residence, of the property owner and/or tenant;*
- b) *no more than one (1) dwelling units on a parcel may be used for short-term rental accommodation, except in the Medium Density Residential and Naramata Village Centre) zones where there shall be no limit;*
- c) *the maximum occupancy does not exceed an aggregate occupancy of two (2) persons per bedroom within a dwelling unit; and*
- d) *off-street vehicle parking is provided in accordance with the requirements of the applicable electoral area zoning bylaw.*

Zoning Bylaw:

Under the Okanagan Valley Zoning Bylaw No. 2800, 2022, the property is currently zoned Agriculture One (AG1) which lists “short-term rental accommodation” as a permitted accessory use, subject to Section 7.11.

Amongst other things, Section 7.11 of the Zoning Bylaw requires that “short-term rental accommodation” use occurs within a dwelling unit that is also “used for residential purposes by at least one person, or is located on the same parcel as another dwelling unit that is used for residential purposes by at least one person.”

As an exception to this, Section 7.11.4 of the Zoning Bylaw further requires that, in Electoral Area “E” the person operating the “short-term rental accommodation” must be present and residing in the same dwelling unit as a patron during the patron’s stay

In this instance, the proposed STR use is to occur within a secondary suite, accessory dwelling and the applicant’s have indicated that they will be residing in a separate dwelling unit on the parcel. For this reason, an STR Permit is required to authorize the “short-term rental accommodation” use of the secondary suite.

Enforcement History:

While the Regional District has no record of written complaints previously being received in relation to this property, previous complaints had been received for the use of the southern adjacent property (Block 88, Plan KAP575, District Lot 210, SDYD) as a commercial overnight Recreational Vehicle (RV) hosting in 2025.

The owners were advised that the use was not permitted, compliance was achieved, and the file was closed.

Agricultural Land Reserve:

The property is within the Agricultural Land Reserve (ALR) and a short-term rental accommodation use is permitted only to the extent that it is consistent with applicable provincial legislation or an approval from the ALC has been granted for such a short-term rental accommodation use.

In this case, the subject application is seen to be consistent with applicable provincial legislation.

Ministry of Transportation and Transit (MoTT):

On April 27, 2026, the Ministry of Transportation and Transit (MoTT) referred a proposed road closure of an unconstructed road right of way (i.e. Gladys Avenue), between the subject parcel and the southern adjacent parcel (Block 88, Plan KAP575, District Lot 210, SDYD), to the Regional District for compliance with any applicable RDOS land use bylaws.

If approved, the proposed road closure area would be consolidated with the southern adjacent parcel (Block 88, Plan KAP575, District Lot 210, SDYD).

Analysis:

In considering this proposal, Administration notes that the Electoral Area "E" OCP includes policies speaking to supporting the use of a residential dwelling unit for a short-term rental accommodation, contingent on various conditions being met.

Further, the proposed development is seen to meet these conditions outlined in the OCP. Specifically:

- the proposed STR use is to be located within a residential dwelling unit;
- one (1) STR is proposed on the subject property, while up to two (2) would be supported in the OCP);
- two (2) total occupants are proposed for the one bedroom located in the subject property, which meets the maximum occupancy allowance of two (2) persons per bedroom; and
- two (2) parking spaces are proposed, which is equal to the number of bedrooms proposed in the STR.

Alternative:

Conversely, Administration recognizes that the Board has retained authority to consider the issuance of STR Permits in situations where representations have been received through the public notification process.

It is Administration's understanding that this was done in order to allow the Board to weigh the merits of public comments submitted on a proposed STR use in a residential neighbourhood and if the use was appropriate at the location.

While public opposition (or support) is not, in and of itself, indicative of the merits of a land use proposal, the issues identified by adjacent property owners may reveal broader concerns related to land use compatibility, noise, parking, and neighbourhood character.

In this instance, and given that one (1) representation has been received on this proposal raising concerns related to the subject property being the applicant's 'principal residence', the commercial operation of the property in relation to the proposed development, and past enforcement investigations, the option is available to the Board to determine that this proposal may adversely affect the surrounding residential area and cannot be supported.

Summary:

In summary, the proposed short-term rental use is consistent with the relevant policies of the Electoral Area “E” OCP and for this reason Administration is recommending that the permit be approved.

Financial Implications:

Financial implications have been considered and none were found.

Communication Strategy:

The proposed Short-Term Rental Accommodation (STR) Permit has been notified in accordance with the requirements of the *Local Government Act* as well as the Regional District’s Development Procedures Bylaw No. 2500, 2011.

Site Context:

The subject property is approximately 0.83 ha in area and is situated on the south and east sides of Boothe Road, approximately 370 metres north-east from the Naramata Village Centre. The property is understood to contain one (1) singled detached dwelling, a carport and a garage.

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

Public Process:

In accordance with 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 August 19, 2026, and provided 15 working days to submit comments electronically or in-person to the Regional District.

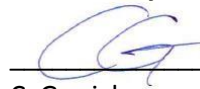
As of September 10, 2026, being 15 working days from the date of notification, approximately one (1) have been received electronically or by submission at the Regional District office.

Will a PowerPoint presentation be presented at the meeting? No

Respectfully submitted:

Jerritt Cloney
Jerritt Cloney
Planner I

Endorsed By:


C. Garrish
Senior Manager of Planning

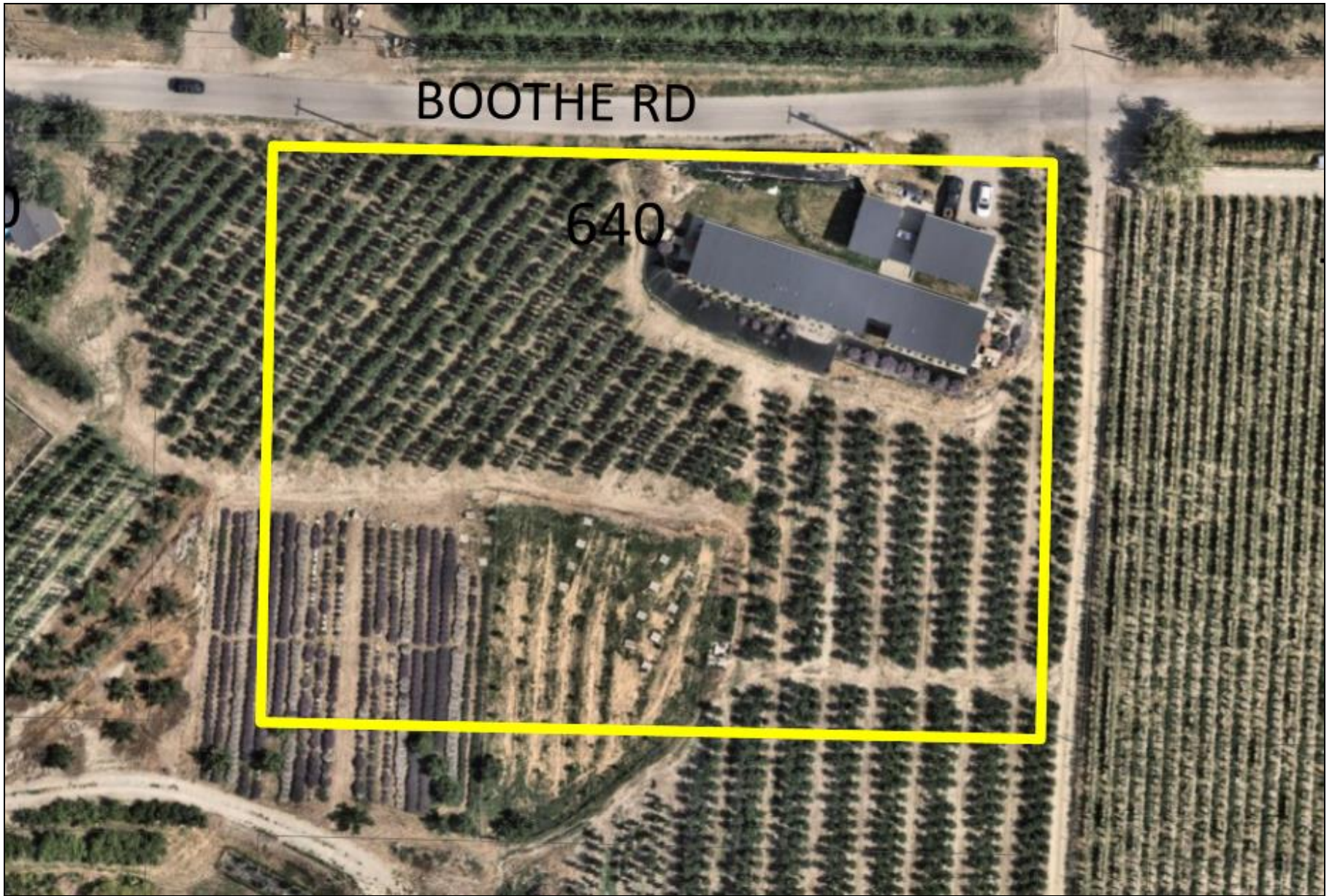
Endorsed By:

Allen Fillion
A. Fillion
Managing Director, Dev. & Infrastructure

Attachments: No. 1 – Aerial Photo

No. 2 – Site Photo (Google Streetview)

Attachment No. 1 – Aerial Photo



Attachment No. 2 – Site Photo (Google Streetview)

