

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”
(E2026.030-STR)

Administrative Recommendation:

THAT Short-Term Rental Accommodation (STR) Permit No. E2026.030-STR, to allow for the short-term rental accommodation of the parcel at 2419 Workman Place be approved.

Alternative:

1. THAT Short-Term Rental Accommodation (STR) Permit No. E2026.030-STR, to allow for the short-term rental accommodation of the parcel at 2419 Workman Place be denied.
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Legal: Lot 16, Plan EPP71589, District Lot 206, SDYD Folio: E-02025.250

OCP: Low Density Residential (LR) Zone: Low Density Residential Three Site Specific (RS3s)

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 Accommodation (STR) Permit.

In support of this proposal, the applicant has stated that “the anticipated benefit is to provide guests with a safe, clean accommodation while visiting this area. Also used for visiting family. The proposal will have a limited impact on our residential neighbourhood.”

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 August 3, 2017, while BC Assessment has classified the property as “Residential” (Class 01).

Available Regional District records indicate that a building permits previously issued for the property included a single detached dwelling with a secondary suite (2022) and a pool (2022).

Official Community Plan (OCP):

Under the Electoral Area “E” Official Community Plan (OCP) Bylaw No. 3010, 2023, the subject property is currently designated Low Density Residential (LR), 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 unit 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 Low Density Residential Three Site Specific (RS3s) 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 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:

The Regional District has no record of written complaints previously being received in relation to this property”.

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 (1) bedroom located in the subject property, which meets the maximum occupancy allowance of two (2) persons per bedroom; and

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- 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 for this proposal raising concerns related to privacy and noise, the option is available to the Board to determine that this proposal may adversely affect the surrounding residential area and cannot be supported.

It is noted, however, that the proposed short-term rental use complies with OCP policies respecting the number of bedrooms, occupancy and the number of on-site parking spaces provided.

Should the Board consider the proposal to have merit on this basis, it may choose to issue the STR Permit.

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:

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 1,015 m² in area and is situated on the west side of Workman Place, approximately 3.2 km south-east from the boundary with Naramata Village Centre zone. The property is understood to contain one (1) singled detached dwelling and one (1) secondary suite.

The surrounding pattern of development is generally characterised by similar residential development.

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 20, 2026, and provided 15 working days to submit comments electronically or in-person to the Regional District.

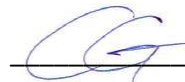
As of September 11, 2026, being 15 working days from the date of notification, approximately one (1) representation has been received electronically or by submission at the Regional District office.

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)

