

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: April 16, 2026

RE: Short-Term Rental (STR) Permit Application – Electoral Area “E” (E2026.001-STR)

Administrative Recommendation:

THAT Short-Term Rental (STR) Permit No. E2026.001-STR, to allow a short-term rental accommodation use at 450 Robinson Avenue, Naramata, be denied.

Alternative:

1. THAT Temporary Use Permit No. E2026.001-STR, to allow a short-term rental accommodation use at 450 Robinson Avenue, Naramata, be approved.
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Legal: Parcel A, Block 71, Plan KAP519, District Lot 210, SDYD, Portion KF34432 Folio: E-00694.025

OCP: Low Density Residential (LR) Zone: Low Density Residential Two (RS2)

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 Permit (STR).

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

- This application is for a renewal of the TUP that is currently in effect (E2024.015-TUP);
 - We would like to rent our home for the benefit of other than family members, and in order to provide more tourism revenue to the area’s local wineries and businesses.
 - In addition to making the Eden Cottage (450 Robinson Ave) available during the summer months, we have also opened our arms to people who need to have a base while searching for a place to buy and become permanent residents. Over this past winter, we have offered that opportunity to someone who is currently staying at Eden Cottage.
 - The house has three spacious bedrooms as well as a games alcove and two bathrooms capable of accommodating 6 people. The original building dates from 1992 and is fenced with large mature trees and bushes providing privacy from adjacent properties. There is ample off-street parking for 3 cars, as shown on the plans.
 - The proposed temporary use for short-term rentals of the entire house from Apr 15 to Oct 15 for 450 Robinson will be administered by family members, primarily by Martin and Andrea Forbes. I (Martin) spend a good portion of my semi-retirement at 3795 1st Street, in Naramata, and would manage the 450 Robinson Ave property from this nearby long-term family property.
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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 July 8, 1908, while BC Assessment has classified the property as “Residential” (Class 01).

Available Regional District records indicate that a building permit for a single detached dwelling (1992) has 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 Low Density Residential (LR), 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 Low Density Residential Two (RS2) which lists “short-term rental accommodation” as a permitted accessory use in Electoral Area “E” only if the operator is present and residing in the same dwelling unit as a patron during the patron’s stay.

Temporary Use Permit No. E2024.015-TUP was previously issued for the subject property in 2024 authorizing a “vacation rental” use of the dwelling and expired on December 31, 2025.

The Regional District has received a concurrent business licence application for a STR business.

Analysis:

In considering this proposal, Administration notes that the Electoral Area “E” OCP includes policies speaking to only supporting a short-term rental accommodation use in a principal residence, or in a secondary suite or accessory dwelling on the same property as a principal residence.

The OCP also lists confirmation that the dwelling is the owner’s principal residence as one of the assessment criteria for STR Permit applications.

In this instance, the applicant has indicated that the single detached dwelling is not a principal residence.

For this reason, the dwelling for short-term rental accommodation is not supported by the policies in the Electoral Area “E” OCP.

Alternative

Conversely, Administration recognises that the intent of the application is to allow for the continued operation of the previous “vacation rental” use authorized by the Board.

The proposed short-term rental use complies with other 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 not consistent with the policies of the Electoral Area “E” OCP and for this reason Administration is recommending that the permit be denied.

Financial Implications:

Financial implications have been considered and none were found.

Communication Strategy:

The proposed Short-Term Rental (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 836 m² in area and is situated on the south side of Robinson Avenue, approximately 150 metres from the Naramata Village Centre. It is understood that the parcel is comprised of a single detached dwelling.

The surrounding pattern of development is generally characterised by similarly sized residential parcels that have been developed with single detached dwellings.

Public Process:

Adjacent property owners were notified of the application on January 23, 2026, and provided 15 working days to provide comments on the proposal. All comments received are included as a separate item on the Board’s Agenda.

Will a PowerPoint presentation be presented at the meeting? No

Respectfully submitted:

“Ben Kent”

Ben Kent
Planner II

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)

