

MEMORANDUM

DEVELOPMENT SERVICES DEPARTMENT



DATE: April 2, 2026
TO: Christopher Garrish, Senior Manager of Planning
FROM: Mariane Frizzi, Planning Tech
RE: Short-Term Rental (STR) Permit — Electoral Area “E”

FILE NO.: E2026.004-STR

Owner: Stephen & Marie-France Sutton Agent: Not applicable Folio: E-02025.130
Civic: 2555 Workman Place, Naramata Legal: Lot 4, Plan EPP71589, District Lot 206, SDYD

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 that the use will “increase tourism and add to economic impact in the community.”

Site Context:

The subject property is approximately 1,100 m² in area and is situated on the west side of Workman Place, approximately 3 km south-east from the Naramata village. The property is understood to contain one (1) singled detached dwelling.

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

Background:

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 permit for a single detached dwelling was previously issued in 2022.

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 an 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 one (1) in Area “E” STR per parcel (except in the Medium Density Residential and Naramata Village Centre zone(s));

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- 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 an 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 Three (RS3) 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.

The Regional District has received a concurrent business licence application for the short-term rental accommodation business.

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 space is provided for each bedroom available within the dwelling unit that is to accommodate the short-term rental accommodation use;*
- 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 February 26, 2026, and provided 15 working days to submit comments electronically or in-person to the Regional District.

As of March 26, 2026, being 15 working days from the date of notification, approximately zero (0) 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 generally 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;
- one (1) STR is being proposed on the parcel;
- a maximum occupancy of two (2) guests is being proposed in one (1) bedroom;
- the applicant has indicated at least one (1) 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, that any deficiencies will be addressed prior to issuance of a business license.

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

Recommendation:

THAT Short-Term Rental Permit No. E2026.004-STR, to authorize the operation of a “short-term rental accommodation” use at 2555 Workman Place, be approved.

Respectfully submitted:

Mariane Frizzi

Mariane Frizzi, Planning Technician

Attachments: No. 1 – Context Maps

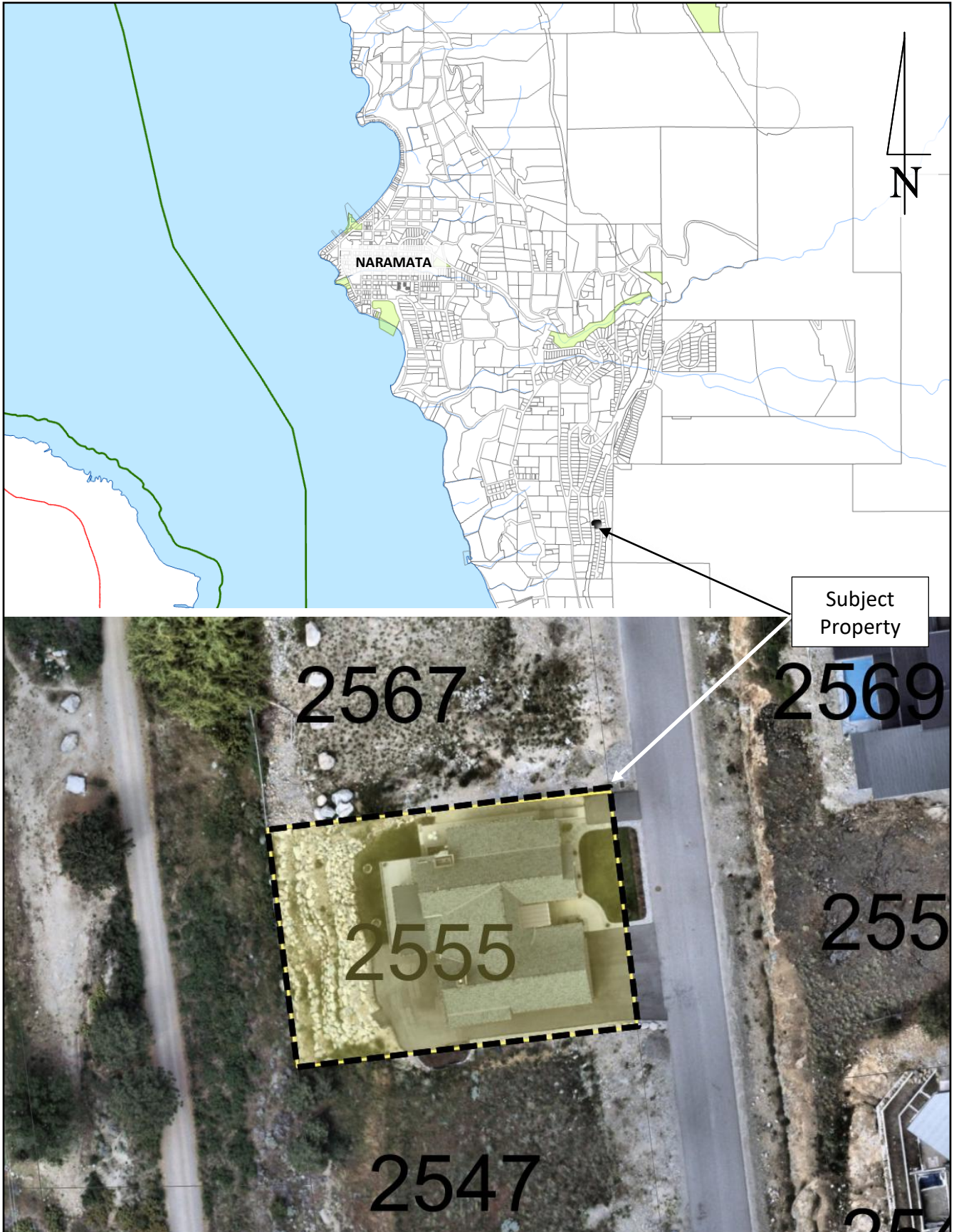
No. 2 – Applicant’s Site Plan

No. 3 – Applicant’s Floor Plan

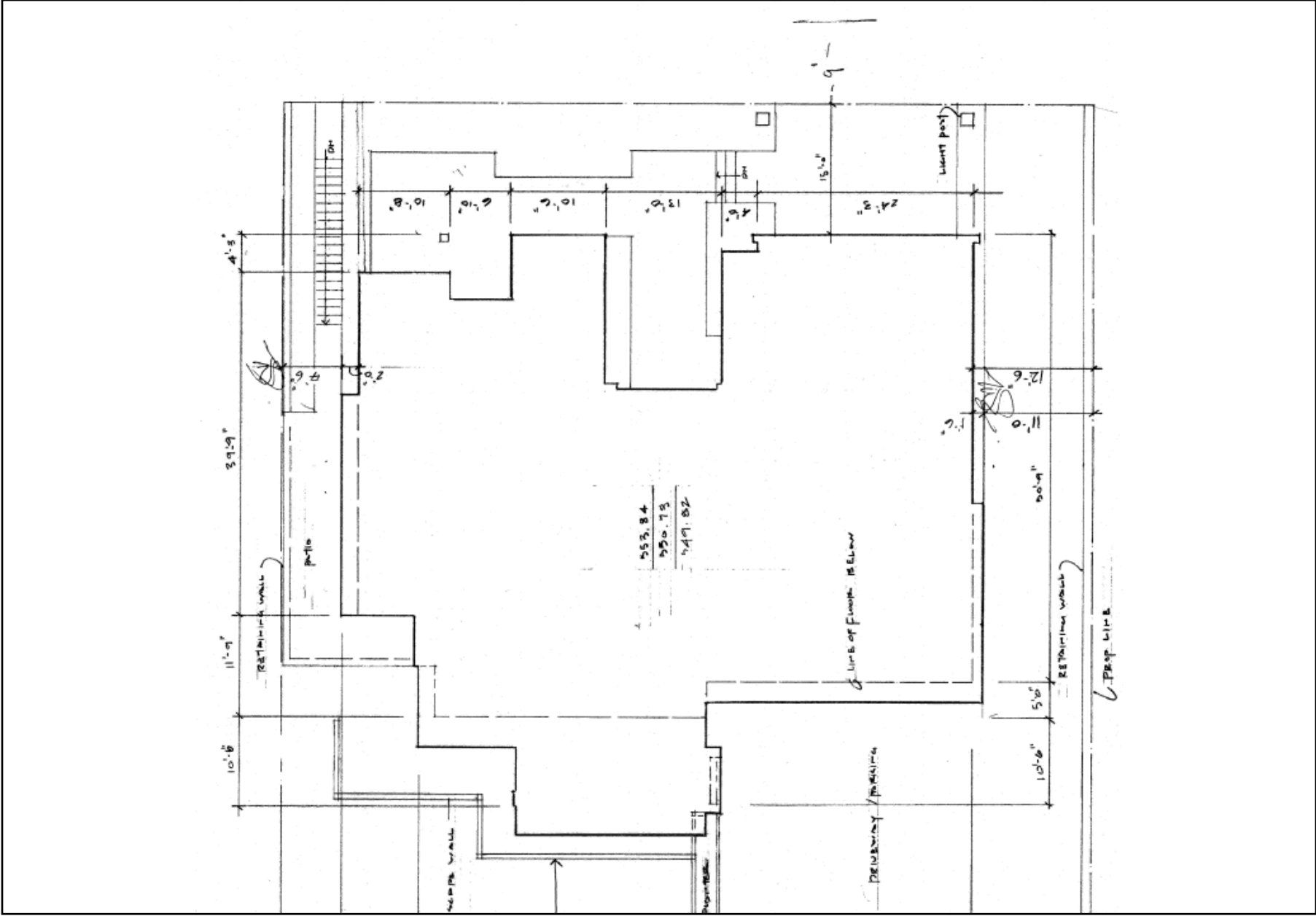
No. 4 – Applicant’s Parking Plan

No. 5 – Aerial Photo

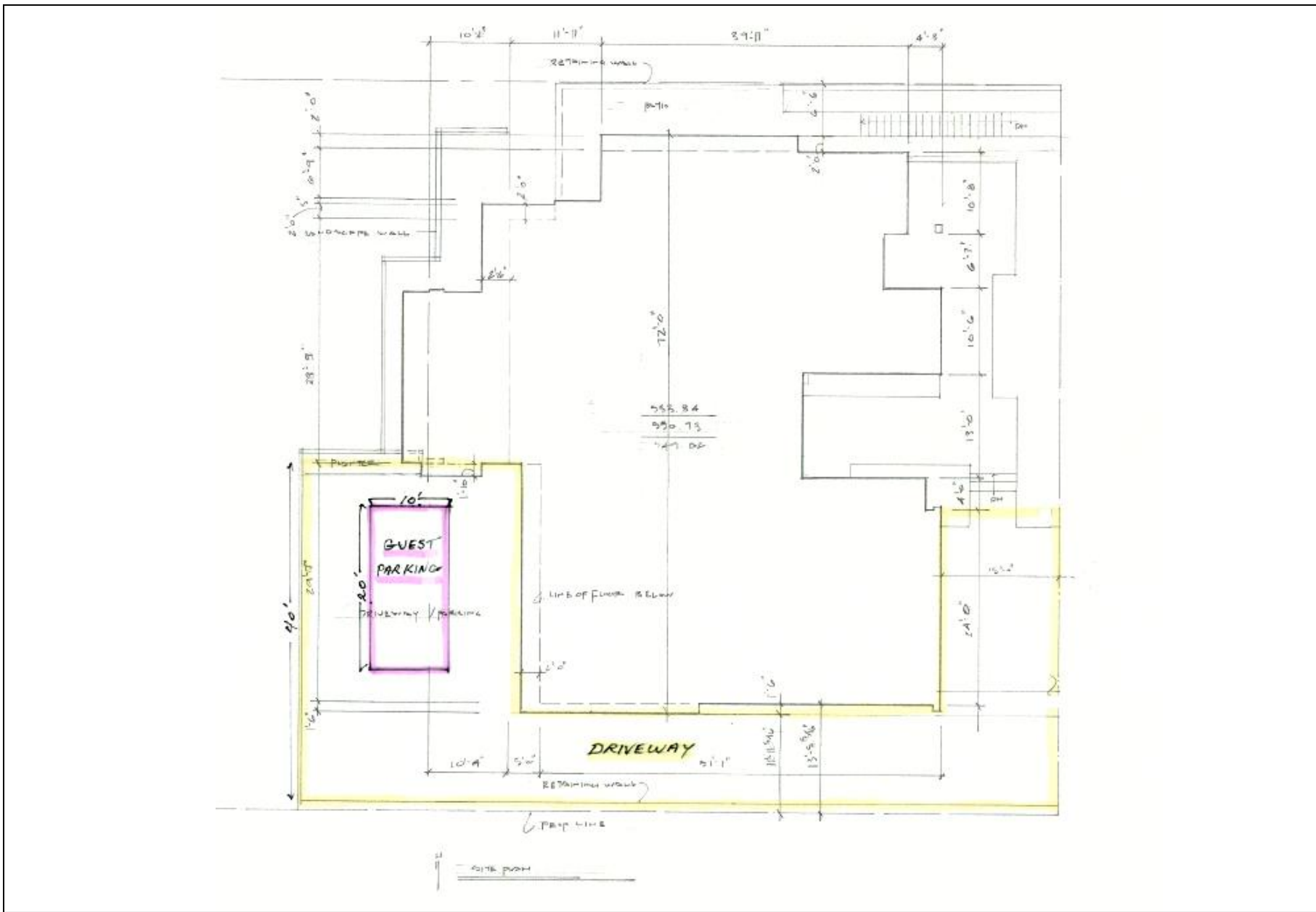
Attachment No. 1 – Context Maps



Attachment No. 2 – Applicant’s Site Plan



Attachment No. 4 – Applicant's Parking Plan



Attachment No. 5 – Aerial Photo

