

# MEMORANDUM

DEVELOPMENT SERVICES DEPARTMENT



**DATE:** May 22, 2026 **FILE NO.:** E2026.017-STR

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

**FROM:** Jerritt Cloney, Planner I

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

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Owner: Leslie & Martin Ford Civic: 2930 Outlook Way Folio: E-06834.115

Legal: Strata Lot 15, Plan EPS4038, District Lot 2711 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form V

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**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 the following:

- *On-Site Oversight: As this is our home, we are present overnight during guest stays and are always available if anything is needed*
- *On-Site Parking: Two dedicated parking spaces are provided on our private driveway so there is no impact to street parking*
- *Bylaw Compliance: RDOS quiet hours and community expectations are clearly communicated and consistently respected*
- *Guest Screening: We host quiet respectful guests – typically couples enjoying the wineries, cycling, and the outdoors*
- *No Outside Visitors / No Parties: All guests sign an agreement confirming no outside visitors or additional guests are permitted, ensuring the property is used as a party house.*

**Site Context:**

The subject property is approximately 1951 m<sup>2</sup> in area and is situated on the east side of Outlook Way, approximately 3.1 km north from the boundary with the City of Penticton. The property is understood to contain one (1) singled detached dwelling and a secondary suite.

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 December 19<sup>th</sup>, 2026, while BC Assessment has classified the property as “Residential” (Class 01).

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Available Regional District records indicate that a building permits previously issued for the property include: a single-family dwelling and pool (2017) and a secondary suite (2019).

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 Two (RS2) 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.

Business Licence:

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

Delegated Authority:

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* where:

- i) *the maximum number of short-term rental accommodation uses occurring on a parcel does not exceed the maximum number of dwelling units specified in the applicable zoning bylaw;*

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- 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 number of patrons to be accommodated within a dwelling unit does not exceed two (2) 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) in Electoral Area "C", 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 Business Licence Regulation Bylaw, as amended;*
  - 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 3.6 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 May 6, 2026, and provided 15 working days to submit comments electronically or in-person to the Regional District.

As of May 20, 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 application, it is noted that the proposed "short-term rental accommodation" use generally complies with the applicable Board policies contained at Sections 6.7.13 and 22.4 of the Electoral Area "E" OCP, specifically:

- the use will be occurring within a residential dwelling unit (e.g. secondary suite);
- that the residential dwelling unit (e.g. secondary suite) that the use will be occurring in is on the same parcel as the "principal residence" of the property owner and documentation has been provided by the applicant confirming this;
- no more than one (1) dwelling unit will be used for the purposes of a "short-term rental accommodation" use on the subject property;
- the maximum occupancy will not exceed an aggregate occupancy of two (2) persons per bedroom within a dwelling unit (e.g. the applicant has indicated that they intend utilize one (1) bedroom within the dwelling unit to a maximum occupancy of two (2) persons); and
- the applicant has provided a site plan indicating that one (1) off-street vehicle parking spaces will be provided for use by patrons (e.g. the Zoning Bylaw requires one (1) on-site vehicle parking space per sleeping unit within the dwelling).

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While the applicant has not indicated a proposed duration of the “short-term rental accommodation” use, this is not seen to be applicable as the use will be occurring in a secondary suite on the same parcel as the property owner’s principal residence.

The proposed use is also seen to satisfy the criteria listed under Section 3.23 of the CAO Delegation Bylaw for an STR Permit to be issued under delegated authority.

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

**Recommendation:**

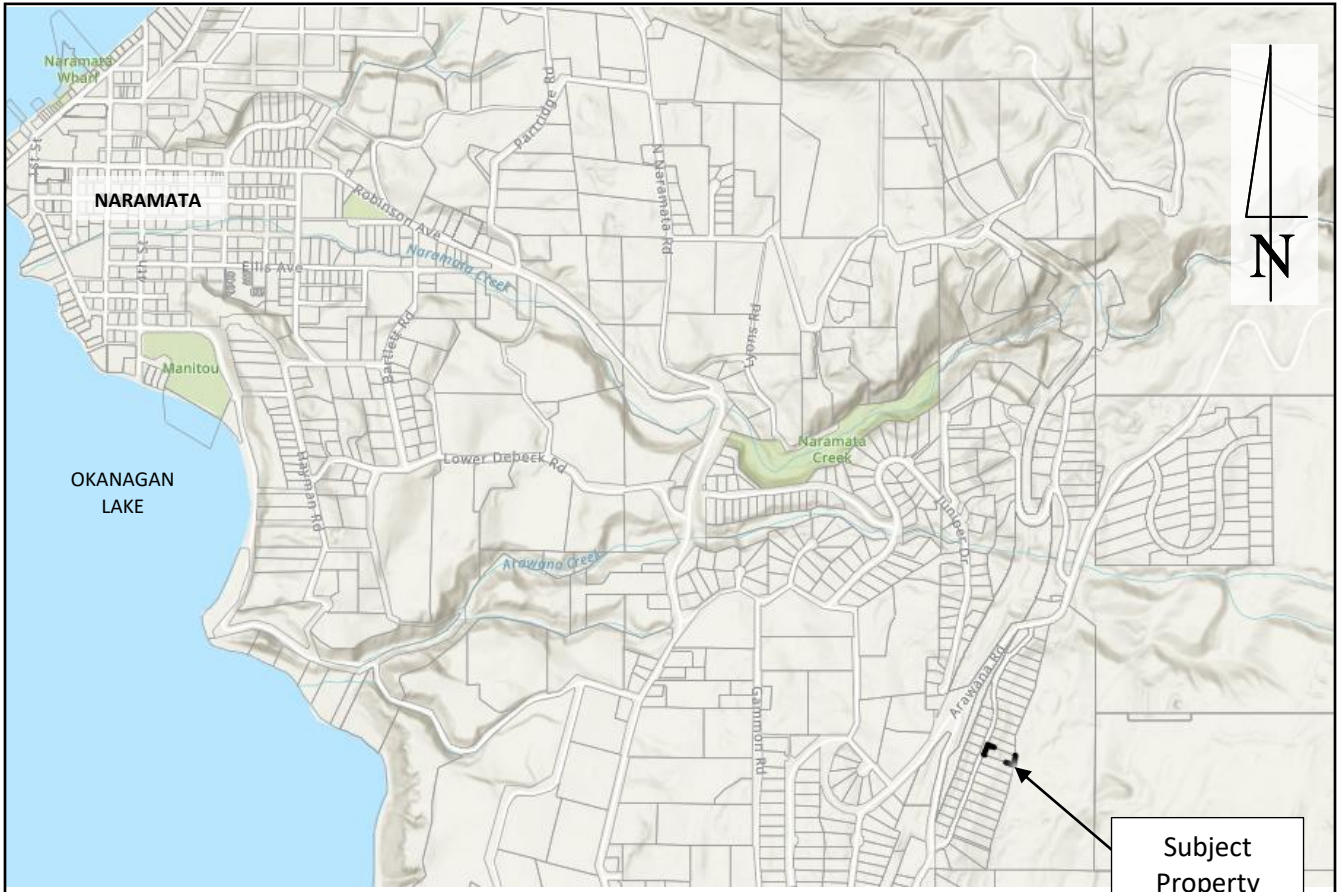
THAT Short-Term Rental Permit No. E2026.017-STR, to authorize the operation of a “short-term rental accommodation” use at 2930 Outlook Way, be approved.

**Respectfully submitted:**

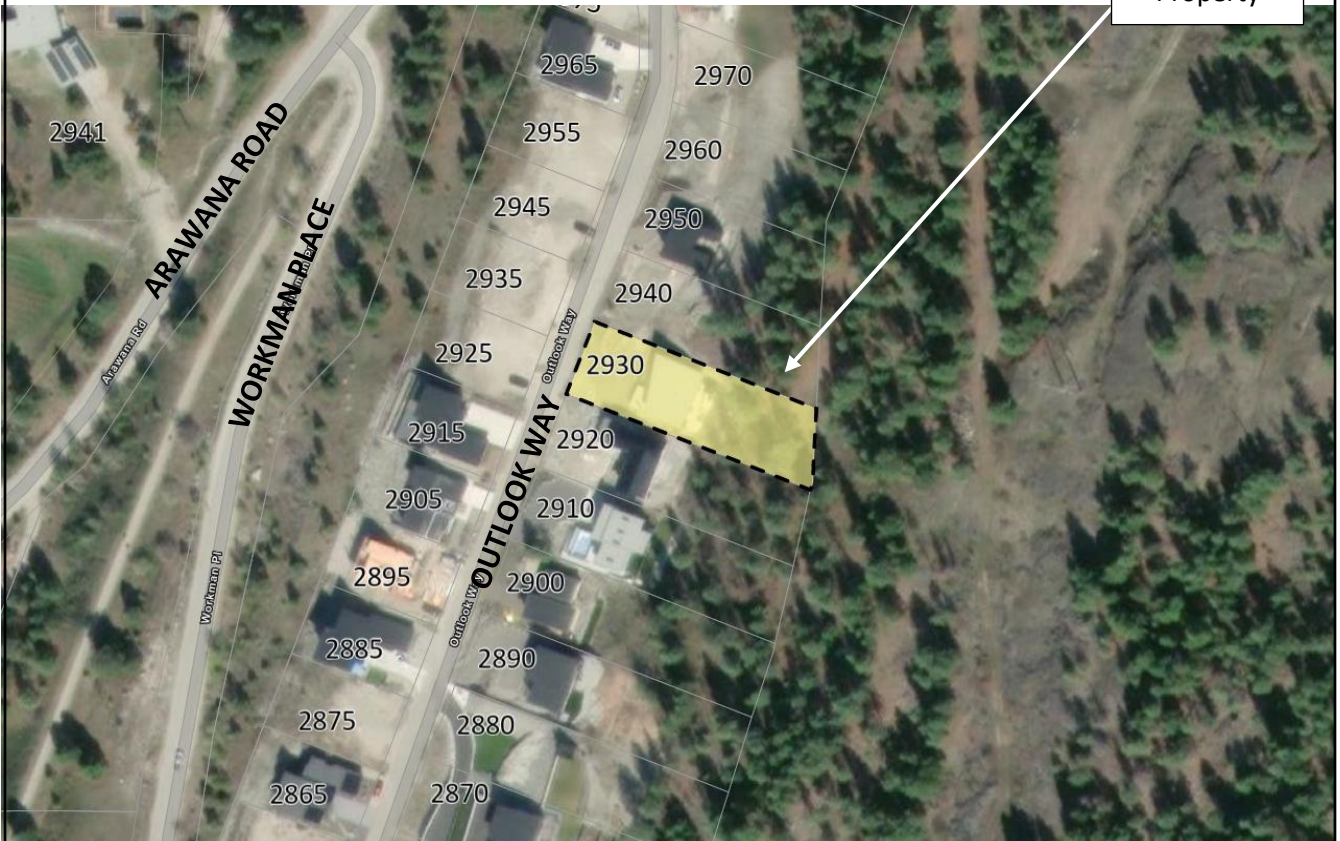
Jerritt Cloney  
Jerritt Cloney, Planner I

Attachments:            No. 1 – Context Maps  
                                      No. 2 – Aerial Photo

Attachment No. 1 – Context Maps



Subject Property



Attachment No. 2 – Aerial Photo

