

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: J. Zaffino, Chief Administrative Officer
DATE: February 19, 2026
RE: Short-Term Rental Permit Application – Electoral Area “E” (E2025.003-STR)

Administrative Recommendation:

THAT Short-Term Rental Permit No. E2025.003-STR, to allow a short-term rental accommodation use at 2401 Workman Place be denied.

Legal: Lot 18, Plan EPP71589, District Lot 206, SDYD Folio: E-02025.270

OCP: Low Density Residential (LR) Zone: Low Density Residential Three (RS3)

Purpose:

This application is seeking to authorize the operation of a “short-term rental accommodation” (STR) use on the subject property through the issuance of a Short-Term Rental (STR) Permit.

Specifically, the proposal is to allow the use of one (1) bedroom for a maximum two (2) paying guests in a secondary suite for a short-term rental accommodation use.

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

- *Requested renewal period: May 1 to Oct 31 for 2026, 2027, 2028 (3 years)*
- *We would like to continue providing short term accommodation in our lock-off suite during the summer months when the tourist accommodation in Naramata is limited.*
- *The proposed TUP is for a one-bedroom lock-off suite within our home, with maximum 2 guests staying at the time. We (Boris and Nada) live in the main part of the house and personally take care of the short term rentals.*
- *The suite has it’s own entrance, deck, garden area and a parking spot.*
- *This is a request for a TUP extension. There is no changes to the intended use of the suite or the suite itself. During the previous 3 years there have been no complaints or disturbances.*

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 available Regional District records indicate that building permits for a single detached dwelling and secondary suite (2021), and a garage and carport addition (2025) have 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 a STR where permitted by a STR Permit, provided that:

- The use is occurring in the principal residence, or an accessory dwelling or secondary suite on the same property as the principal residence of the property owner and/or tenant;
- 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 STR Permit applications:

- 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 use only if the operator is present and residing in the same dwelling unit as a patron during the patron’s stay.

Temporary Use Permits have previously been issued for the subject property in 2021 and 2022 authorizing a “vacation rental” use in the secondary suite.

The Regional District’s STR Permit is designated under Section 492 (temporary use permit authority) of the *Local Government Act*. Under Section 497 of the *Act*, a permit designated under Section 492 of the *Act* may be issued for a maximum period of three (3) years.

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

BC Assessment has classified the property as “Residential” (Class 01).

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 on the property is not a principal residence.

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

Alternative

Conversely, Administration recognizes that a vacation rental use has operated on this property with a valid temporary use permit issued by the Regional District Board since 2021.

No representations opposing the vacation rental use were received from adjacent property owners for either temporary use permit application, and no bylaw enforcement complaints have been received in relation to the vacation rental use.

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 1003m² in area and is situated on the west side of Workman Place, approximately 1.8km north of the boundary with City of Penticton. It is understood that the parcel is comprised of a single detached dwelling with a secondary suite.

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

Alternatives:

1. THAT Short-Term Rental Permit No. E2025.003-STR, to allow a short-term rental accommodation use at 2401 Workman Place be approved.

Will a PowerPoint presentation be presented at the meeting? Yes

Respectfully submitted:

"Ben Kent"
B. Kent
Planner II

Endorsed By:


C. Garrish
Senior Manager of Planning

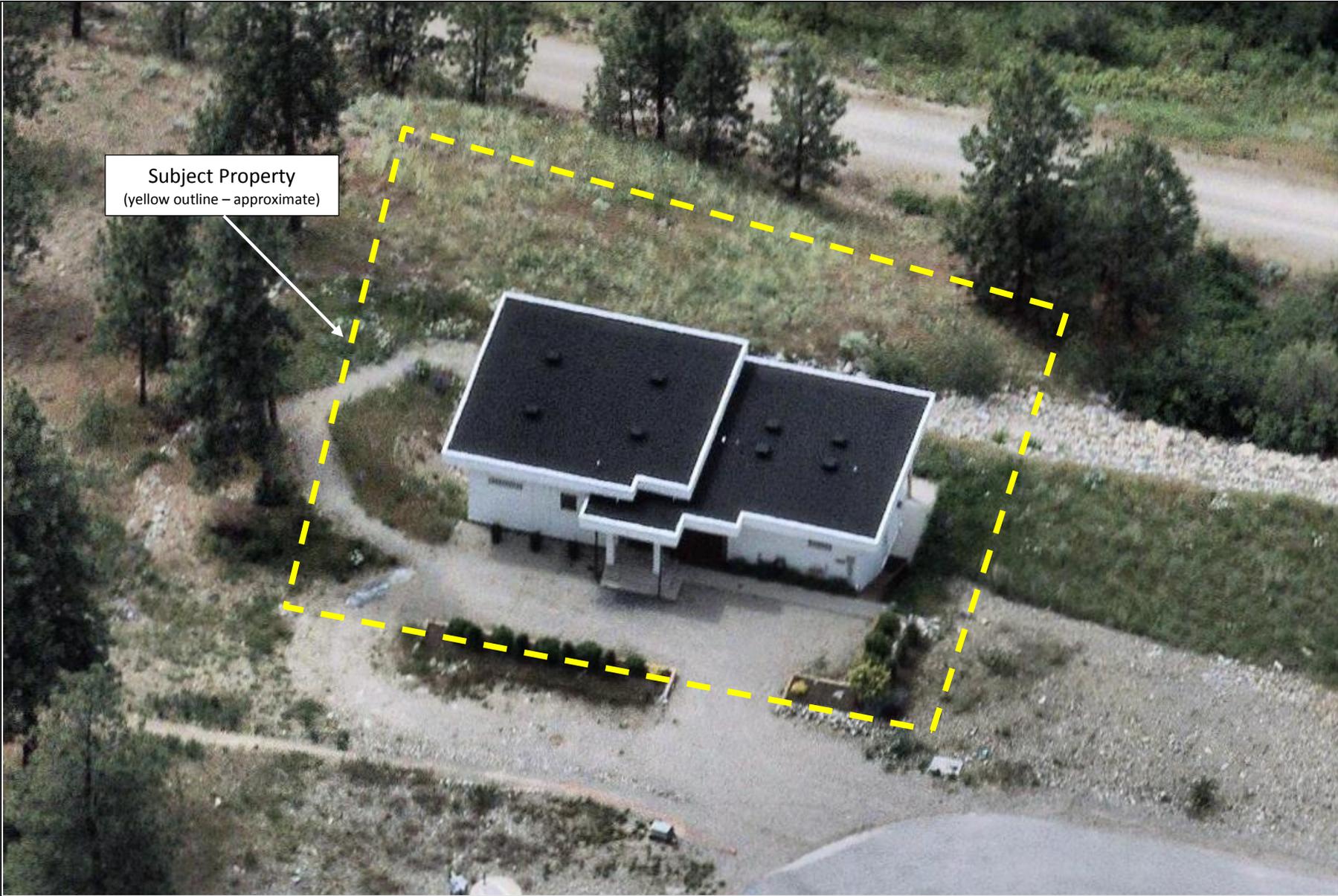
Endorsed By:

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

Attachments: No. 1 – Site Photo (2025)

No. 2 – Aerial Photo (2025)

Attachment No. 1 – Site Photo (2025)



Attachment No. 2 – Aerial Photo (2025)

