

# MEMORANDUM

DEVELOPMENT SERVICES DEPARTMENT



**DATE:** June 16, 2026  
**TO:** Christopher Garrish, Senior Manager of Planning  
**FROM:** Jerritt Cloney, Planner I  
**RE:** Short-Term Rental (STR) Permit — Electoral Area “E”

**FILE NO.:** E2026.021-STR

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Owner: Derek & Daniela Hill                      Agent: Daniela Hill                      Folio: E-02155.065  
Civic: 945 Tillar Road                      Legal: Lot 14, Plan KAP20721, District Lot 209, SDYD

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### 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 rental would consist of a self-contained two-bedroom suite located on the upper floor of the home, while we, the property owners, reside full-time in the lower basement suite.”

### Site Context:

The subject property is approximately 1,210 m<sup>2</sup> in area and is situated on the north side of Tillar Road, approximately 2.2 km south from the Naramata Village Centre. 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 September 30, 1970, while BC Assessment has classified the property as “Residential” (Class 01).

Available Regional District records indicate that building permits previously issued include an addition (1983) and a sundeck (1986).

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 units) 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;*

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- 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 Residential Three (RS3) 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 received previous written complaints regarding a “vacation rental” operation (2021), however there are no current Enforcement activities being investigated on the subject property.

Agricultural Land Reserve

While the subject property is located within the Agricultural Land Reserve (ALR), Section 23(1) (Exceptions) of the *Agricultural Land Commission Act*, states that restrictions on the use of agricultural land do not apply to land that, on December 21, 1972, was, by separate certificate of title issued under the *Land Registry Act* (1960), less than 2.0 acres (0.81 ha) in area.

Further, the Agricultural Land Commission (ALC) confirmed the proposed use to be consistent with their regulations via email on April 29, 2026.

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* 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;

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- 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 spaces 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 May 12, 2026, and provided 15 working days to submit comments electronically or in-person to the Regional District.

As of June 3, 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 Section 6.7.13 & 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 2 bedrooms within the dwelling unit to a maximum occupancy of 4 persons); and
- the applicant has provided a site plan indicating that two (2) 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);

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:**

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THAT Short-Term Rental Permit No. E2026.021-STR, to authorize the operation of a “short-term rental accommodation” use at 945 Tillar Road, be approved.

**Respectfully submitted:**

*Jerritt Cloney* \_\_\_\_\_

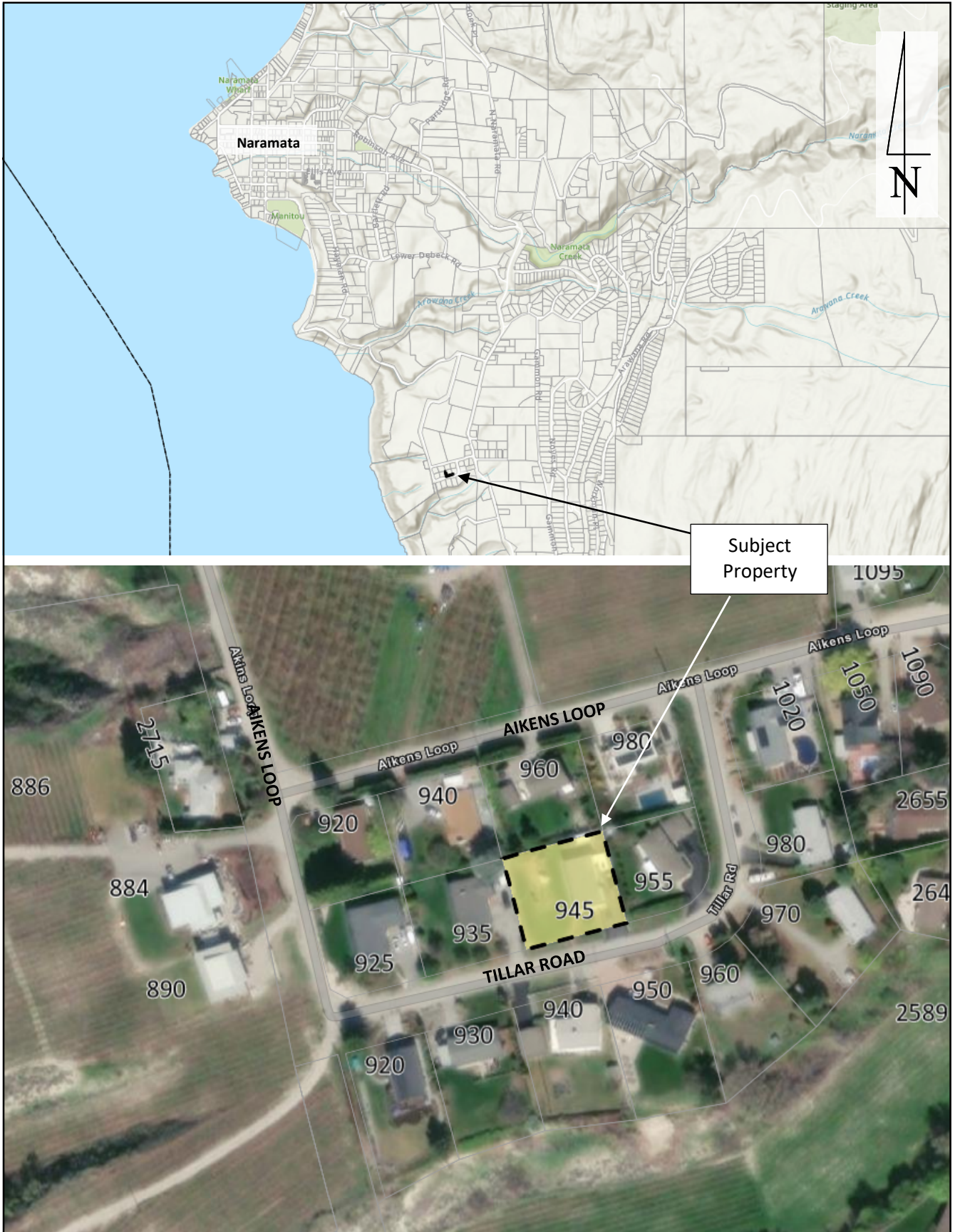
Jerritt Cloney, Planner I

Attachments: No. 1 – Context Maps

No. 2 – Aerial Photo

No. 3 – Site Photo (Google Streetview)

Attachment No. 1 – Context Maps



Attachment No. 2 – Aerial Photo



Attachment No. 3 – Site Photo (Google Streetview)

