

MEMORANDUM

DEVELOPMENT SERVICES DEPARTMENT



DATE: September 21, 2026

FILE NO.: E2026.022-STR

TO: Christopher Garrish, Senior Manager of Planning

FROM: Jerri Cloney, Planner I

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

Civic: 3189 3rd Street **Legal:** Lot 1, Plan KAP67634, District Lot 210, SDYD **Folio:** E-00747.005

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 Accommodation (STR) Permit.

In support of this proposal, the applicant has stated that “we are away from our residence occasionally and would like the opportunity to make our residence available to visitors when we are not using it, during the months May to October.”

Site Context:

The subject property is approximately 768 m² in area and is situated on the west side of 3rd Street, approximately 0.4 km from the Naramata Village Centre zone. The property is understood to contain a singled detached dwelling.

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

Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on March 29, 2001, while BC Assessment has classified the property as “Residential” (Class 01).

Available Regional District records indicate building permits previously issued for this property include a single detached dwelling (2002, 2006).

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 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 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 principal dwelling and the applicant’s have indicated that they will be not residing in the dwelling when patrons are present. For this reason, an STR Permit is required to authorize the “short-term rental accommodation” use of the principal dwelling.

Under Section 10.0 (Floodplain Regulations) of the Zoning Bylaw, the subject property is within the floodplain associated with Okanagan Lake and no structural support for a habitable area, or fill required to support a habitable area, may be placed on land within a floodplain setback area under Section 10.2 of the Zoning Bylaw.

Enforcement History:

The Regional District has no record of written complaints previously being received in relation to this property.

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;*
- 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;*

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- 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 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 26, 2026, and provided 15 working days to submit comments electronically or in-person to the Regional District.

As of June 16, 2026, being 15 working days from the date of notification, approximately one (1) representation in support of the proposed development was 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:

- that the residential dwelling unit 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 two (2) dwelling units will be used for the purposes of a “short-term rental accommodation” use on the subject property;
- 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 four (4) bedrooms within the dwelling unit to a maximum occupancy of eight (8) persons); and
- the applicant has provided a site plan indicating that four (4) 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 applicant has further indicated that the proposed duration of the “short-term rental accommodation” use will be April 1st to October 31st.

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. E2026.022-STR, to authorize the operation of a “short-term rental accommodation” use at 3189 3rd Street, be approved.

Respectfully submitted:

*Jerritt Cloney*_____

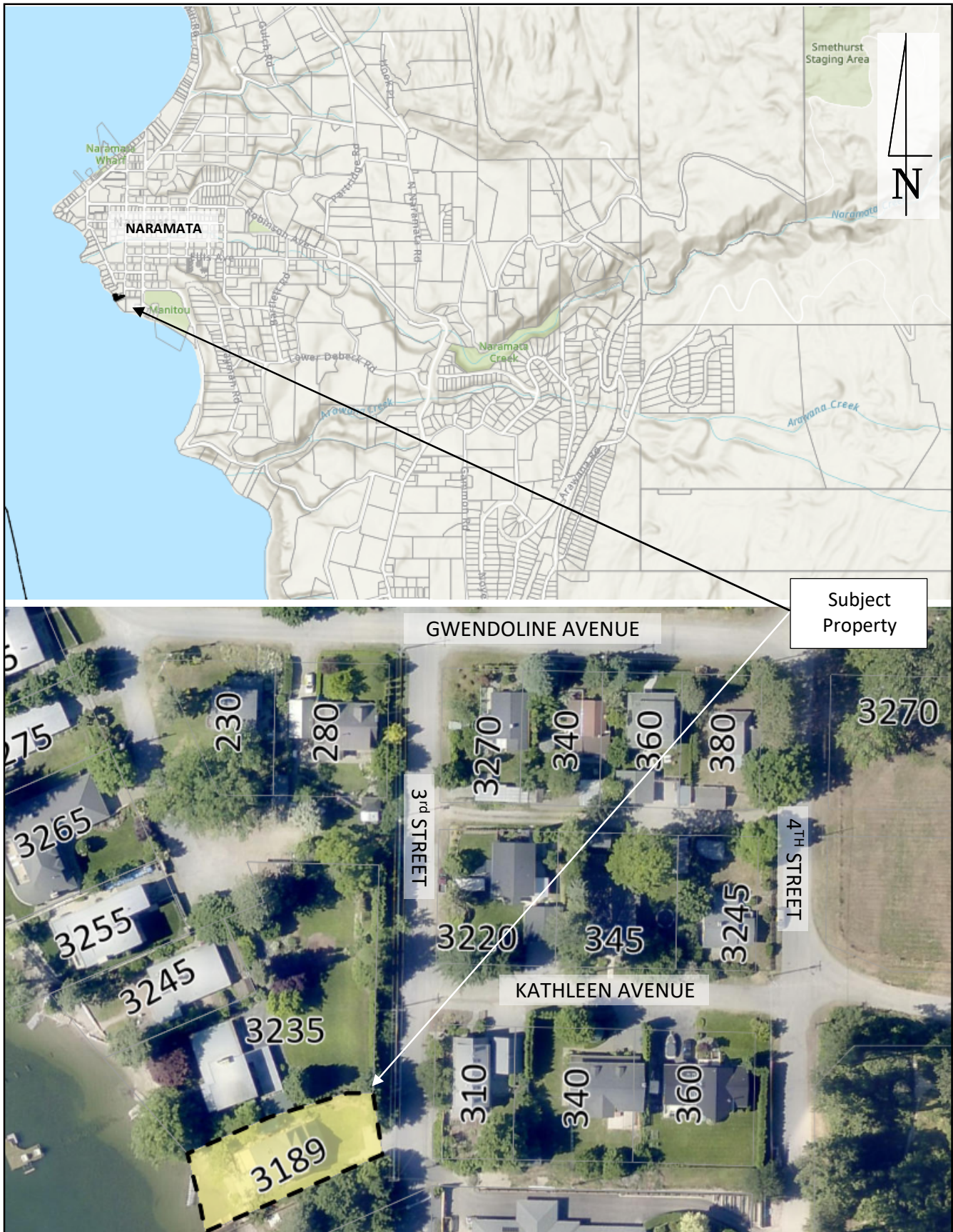
Jerritt Cloney
Planner I

Attachments: No. 1 – Context Maps

No. 2 – Applicant’s Site Plan

No. 3 – Attachment No. 3 – Aerial Imagery

Attachment No. 1 – Context Maps



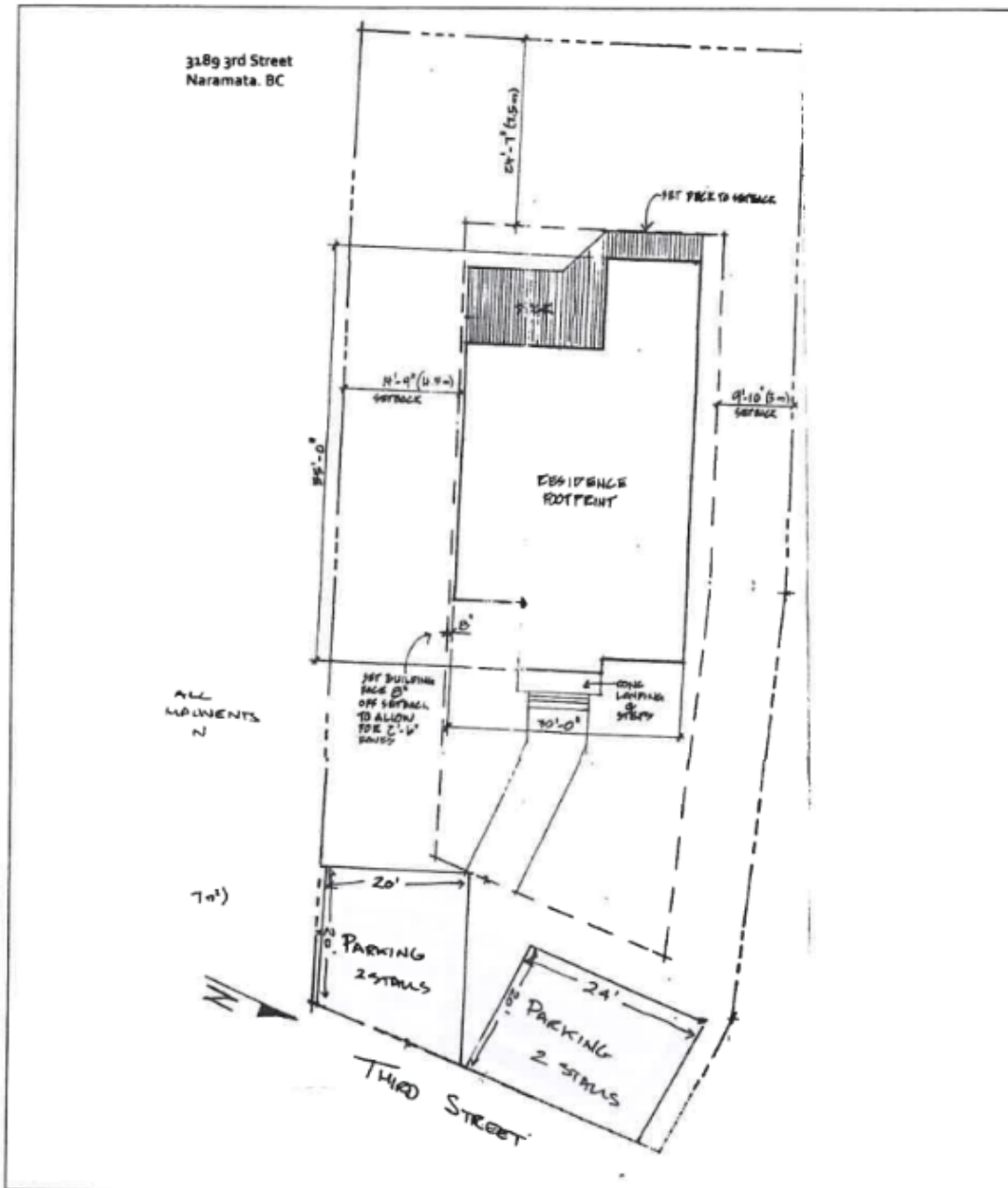
Attachment No. 2 – Applicant's Site Plan

Site Plan

Short Term Rental Permit

March 2026

Cresswell



Attachment No. 3 – Aerial Imagery

