

MEMORANDUM

DEVELOPMENT SERVICES DEPARTMENT



DATE: July 15, 2026 **FILE NO.:** E2026.024-STR

TO: Ben Kent, Acting Senior Manager of Planning

FROM: Jerritt Cloney, Planner I

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

Civic: 4395 Mill Road **Legal:** Lot 4, Plan KAP3889, District Lot 211, SDYD **Folio:** E-02279.000

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, amongst other things, that:

- *Anytime our friends and family want to visit, there is an extreme shortage of accommodation in Naramata and we would like to help by providing accommodation to those looking to spend time in the area and contribute to the local economy just as we do.*
- *This will be done on a seasonal basis and we would make our rental available May 1 – October 31 annually. The principal dwelling unit is used for residential purposes only.*
- *We have owned the cottage since 2022 and have become well acquainted with the community. We are very close with our entire street of neighbors, none of whom have any objections to a STR at our property.*

Site Context:

The subject property is approximately 480 m² in area and is situated on the west side of Mill Road, approximately 0.75 km north-west from the boundary of the Naramata Village Centre (NVC) zone. The property is understood to contain one (1) singled detached dwelling.

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

Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on July 22, 1947, while BC Assessment has classified the property as (Class 01) Residential.

Available Regional District records indicate that building permits for alterations (1980) and renovations (1982) to the single detached dwelling were previously issued for this property.

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:

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- 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 principal dwelling, and the applicants 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 Zoning Bylaw.

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 June 18, 2026, and provided 15 working days to submit comments electronically or in-person to the Regional District.

As of July 10, 2026, being 15 working days from the date of notification, zero (0) 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 6.7.15 and 22.4 of the Electoral Area “E” OCP, specifically:

- that the use will be occurring within a residential dwelling unit (i.e. single detached dwelling)
- that the residential dwelling unit that the use will be occurring in is 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 two (2) bedrooms within the dwelling unit to a maximum occupancy of four (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 applicant has further indicated that the proposed duration of the “short-term rental accommodation” use will be May 1st to September 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. E2026.024, to authorize the operation of a “short-term rental accommodation” use at 4395 Mill Road, be approved.

Respectfully submitted:

Jerritt Cloney

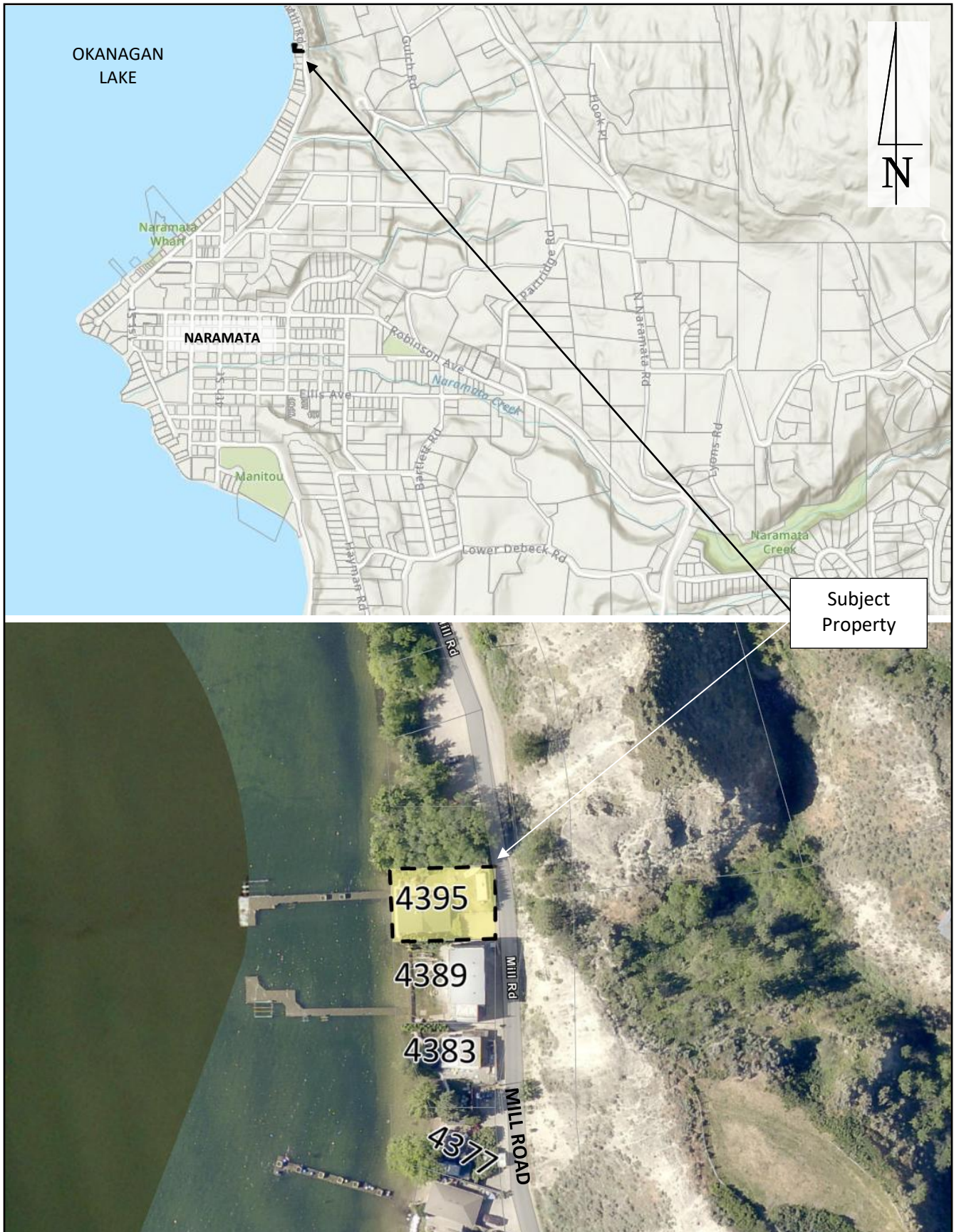
Jerritt Cloney

Planner I

Attachments: No. 1 – Context Maps

No. 2 – Aerial Photo (Nearmap – 2026)

Attachment No. 1 – Context Maps



Attachment No. 2 – Aerial Photo (Nearmap – 2026)

