

# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** J. Zaffino, Chief Administrative Officer  
**DATE:** April 3, 2025  
**RE:** Temporary Use Permit Application – Electoral Area “E” (E2025.003-TUP)

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## **Administrative Recommendation:**

**THAT Temporary Use Permit No. E2025.003-TUP, to allow vacation rental use at 2505 Kettle Ridge Way be approved.**

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Legal: Lot 28, Plan EPP88322, District Lot 207, SDYD Folio: E-02025.370

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

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## **Proposed Development:**

This application is seeking to allow for the operation of a vacation rental use within the secondary suite on the subject property through the issuance of a Temporary Use Permit (TUP).

In support of this proposal, the applicant has stated that “AirBnb (only for the suite). Owners reside in the main house.”

## **Site Context:**

The subject property is approximately 0.1 ha in area and is situated on the south side of Kettle Ridge Way, approximately 2 km North of the City of Penticton. It is understood that the parcel is comprised of a single detached dwelling and a secondary suite within the basement.

The surrounding pattern of development is generally characterised by similarly sized residential parcels that have been development 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 November 16, 2018.

Available Regional District records indicate that a building permit for a single-family dwelling with a suite (2022) have previously been issued for this property, while BC Assessment has classified the property as “Residential” (Class 01).

## Official Community Plan:

Under the Electoral Area “E” Official Community Plan (OCP) Bylaw No. 3010, 2023, the subject property is currently designated Low Density Residential (LR).

Section 22.3.4 of Electoral Area “E” OCP Bylaw establishes the following criteria in evaluating a Temporary Use Permit application:

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- The use must be clearly temporary or seasonal in nature;
  - Compatibility of the proposal with adjacent uses;
  - Impact of the proposed uses on the natural environment, including groundwater, wildlife, and all environmentally sensitive areas;
  - Intensity of the proposed use;
  - Opportunity to conduct the proposed use on land elsewhere in the community; and
  - The remedial measures to be carried out to mitigate any damage to the natural environment as result of the temporary use.

### Zoning Bylaw

Under the Electoral Area “E” Zoning Bylaw No. 2800, 2022, the property is currently zoned Low Density Residential Three (RS3), which lists bed and breakfast operation as a permitted accessory use, but prohibits “vacation rentals”.

### **Public Process:**

Adjacent property owners will have received notification of this application with written comments being accepted up until one (1) week prior to the Board’s regular meeting at which the application is to be considered. All comments received are included as a separate item on the Board’s Agenda.

### **Analysis:**

In considering this proposal, Administration notes that the proposed use is seasonal in nature (May - October) and is not intensive in scale (1 bedrooms / 2 persons). Impacts to the natural environment and neighbouring uses are minimized as the proposal is contained within an existing building.

In considering the vacation rental approval criteria, the property is connected to on-site septic disposal system that serves the principal dwelling unit and community water (RDOS) systems, which are seen to be adequate for the proposed use.

### Alternative:

Conversely, Administration recognises that the approval of vacation rental TUPs has been an issue of concern within the community of Naramata and that one of the considerations that the Board has established in relation to these types of permits is the “benefits that such accommodation may provide to the community.”

Other options are also seen to be available to the applicant, such as operation as a “bed and breakfast operation”, which is permitted by zoning, but would require the property owner to be present and residing in the same dwelling during a patron’s stay.

### Summary:

In summary, the proposed temporary use is consistent with the supportive OCP policies to allow for a new vacation rental use to operate for one “season” and is seen to be consistent with the Regional District Board’s “Vacation Rental Temporary Use Policy”. For these reasons, administration is recommending approval.

### **Financial Implications:**

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Financial implications have been considered and none were found.

**Communication Strategy:**

The proposed Temporary Use Permit (TUP) 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.

**Alternatives:**

1. THAT Temporary Use Permit No. E2025.003-TUP, to allow vacation rental use at 2505 Kettle Ridge Way be denied.

**Respectfully submitted:**

Tharini Prakash  
Tharini Prakash  
Planning Technician

**Endorsed By:**

  
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C. Garrish  
Senior Manager of Planning

**Endorsed By:**

  
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A. Fillion  
Managing Director, Dev. & Infrastructure

- Attachments: No. 1 – Agency Referral List  
No. 2 – Applicant's Site Plan  
No. 3 – Applicant's Basement Plan  
No. 4 – Aerial Photo

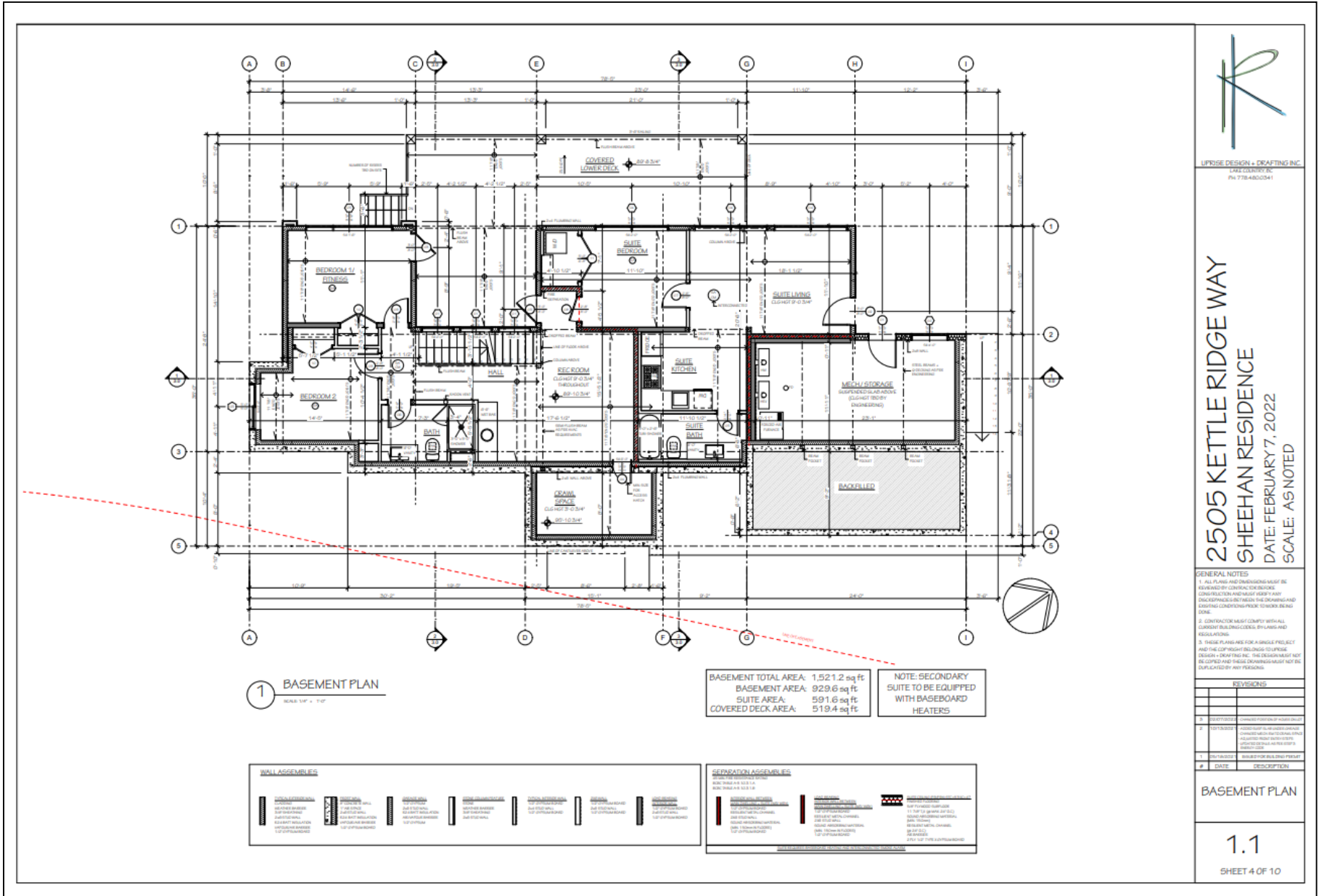
Attachment No. 1 – Agency Referral List

Referrals have been sent to the following agencies as highlighted with a , regarding Temporary Use Permit No. E2025.003-TUP:

MEMBER MUNICIPALITIES			
<input checked="" type="checkbox"/>	City of Penticton	<input type="checkbox"/>	Town of Oliver
<input type="checkbox"/>	District of Summerland	<input type="checkbox"/>	Town of Osoyoos
<input type="checkbox"/>	Town of Princeton	<input type="checkbox"/>	Village of Keremeos
FIRST NATIONS			
<input type="checkbox"/>	Okanagan Nation Alliance (ONA)	<input type="checkbox"/>	Lower Similkameen Indian Band (LSIB)
<input type="checkbox"/>	Osoyoos Indian Band (OIB)	<input type="checkbox"/>	Upper Similkameen Indian Band (USIB)
<input type="checkbox"/>	Penticton Indian Band (PIB)		
SCHOOL DISTRICTS			
<input type="checkbox"/>	School District No. 53 (Areas A, C & D)	<input type="checkbox"/>	School District No. 67 (Areas D, E, F, I)
<input type="checkbox"/>	School District No. 58 (Area H)		
REGIONAL DISTRICTS			
<input type="checkbox"/>	Central Okanagan Regional District	<input type="checkbox"/>	Kootenay Boundary Regional District
<input type="checkbox"/>	Fraser Valley Regional District	<input type="checkbox"/>	Thompson Nicola Regional District
IRRIGATION & IMPROVEMENT DISTRICTS			
<input type="checkbox"/>	Allison Lake Improvement District	<input type="checkbox"/>	Lakeshore Water Works
<input type="checkbox"/>	Apex Mountain Resort (utilities)	<input type="checkbox"/>	Lower Nipit Improvement District
<input type="checkbox"/>	Boundary Line Irrigation District	<input type="checkbox"/>	Meadow Valley Irrigation District
<input type="checkbox"/>	Cawston Irrigation District	<input type="checkbox"/>	Osoyoos Irrigation District
<input type="checkbox"/>	Farleigh Lake Water Users Community	<input type="checkbox"/>	Red Wing Resorts (Water System)
<input type="checkbox"/>	Fairview Heights Irrigation District	<input type="checkbox"/>	Rolling Hills Waterworks District
<input type="checkbox"/>	Hedley Improvement District	<input type="checkbox"/>	Similkameen Improvement District
<input type="checkbox"/>	Kaleden Irrigation District	<input type="checkbox"/>	Skaha Estates Improvement District
<input type="checkbox"/>	Keremeos Irrigation District	<input type="checkbox"/>	Vaseux Lake Improvement District
FIRE DEPARTMENTS			
<input type="checkbox"/>	Anarchist Mountain Volunteer Fire Dep't	<input type="checkbox"/>	Oliver Fire Department
<input type="checkbox"/>	Apex Volunteer Fire Department	<input type="checkbox"/>	Osoyoos Fire Department
<input type="checkbox"/>	Kaleden Volunteer Fire Department	<input type="checkbox"/>	Penticton Fire Department
<input checked="" type="checkbox"/>	Naramata Volunteer Fire Department	<input type="checkbox"/>	Summerland Fire Department
<input type="checkbox"/>	OK Falls Volunteer Fire Department	<input type="checkbox"/>	Willowbrook Volunteer Fire Department
PROVINCIAL MINISTRIES & AGENCIES			
<input type="checkbox"/>	Agricultural Land Commission (ALC)	<input type="checkbox"/>	Ministry of Agriculture & Food
<input type="checkbox"/>	Archaeology Branch	<input type="checkbox"/>	Ministry of Energy & Climate Solutions
<input type="checkbox"/>	BC Parks	<input type="checkbox"/>	Ministry of Housing & Municipal Affairs
<input type="checkbox"/>	Integrated Land Management Bureau	<input type="checkbox"/>	Ministry of Infrastructure
<input type="checkbox"/>	Interior Health Authority (IHA)	<input type="checkbox"/>	Ministry of Mining & Critical Minerals
<input type="checkbox"/>	Mountain Resort Branch	<input type="checkbox"/>	Ministry of Transportation and Transit
		<input type="checkbox"/>	Ministry of Water, Land & Resource Stewardship
FEDERAL MINISTRIES & AGENCIES			
<input type="checkbox"/>	Canadian Wildlife Services	<input type="checkbox"/>	Fisheries and Oceans Canada
<input type="checkbox"/>	Dominion Radio Astrophysical Observatory	<input type="checkbox"/>	Parks Canada
<input type="checkbox"/>	Environment Canada		
OTHER			
<input checked="" type="checkbox"/>	Fortis		



Attachment No. 3 – Applicant’s Basement Plan



UPRISE DESIGN + DRAFTING INC.  
1401 E. 12TH AVE.  
PH: 774-480-0341

**2505 KETTLE RIDGE WAY**  
**SHEEHAN RESIDENCE**  
DATE: FEBRUARY 7, 2022  
SCALE: AS NOTED

**BASEMENT PLAN**

**1.1**  
SHEET 4 OF 10



Attachment No. 4 – Aerial Photo

