

DEVELOPMENT PROPOSAL APPLICATION

APPLICATION TYPE: Enter all applications under miscellaneous (MS) category development (DEV)

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| <input type="checkbox"/> Joint Official Community Plan & Zoning Amendment (\$2,060) DEV001
<input type="checkbox"/> Official Community Plan Amendment (\$1,545) DEV001
<input type="checkbox"/> Zoning Bylaw Amendment (\$1,545) DEV001
<input type="checkbox"/> Development Permit with minor variance* (\$825) DEV003
<input type="checkbox"/> Development Permit with variance (\$1,135) DEV003
<input type="checkbox"/> Temporary Use Permit (\$1,030) DEV003 | <input type="checkbox"/> Board of Variance (\$775) DEV003
<input checked="" type="checkbox"/> Development Variance Permit (\$775) DEV003
<input type="checkbox"/> Development Variance Permit (minor)* (\$310) DEV003
<input type="checkbox"/> Development Permit with no variance (\$775) DEV003
<input type="checkbox"/> Development Permit Amendment (\$620) DEV003
<input type="checkbox"/> Temporary Use Permit Extension (\$1,030) DEV003 |
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APPLICANT INFORMATION	
APPLICANT Name(s): _____ Mailing address: _____ Phone: _____ Fax/Email: _____	REGISTERED OWNER(S) Name(s): <u>Rural Leaf Ltd.</u> Mailing address: <u>_____, Smithers, BC, V0J2N0</u> Phone: <u>7 _____</u> Fax/Email: _____
SUBJECT PROPERTY INFORMATION	
Civic address: <u>Frontage & Main Street, Smithers, BC</u>	
Legal description: <u>Lot 15 Block 17 District Lot 5289 Range 5 Coast District Plan PID: 007-081-391</u>	
Description of the present use of the property: <u>The site is currently undeveloped. It is zoned C1A.</u>	
Existing OCP designation: _____ Existing zoning designation: <u>C1-A Commercial Core</u>	
Proposed OCP designation: _____ Proposed zoning designation: _____	
PROPOSAL DESCRIPTION (supplemental letter of intent/rationale is encouraged):	
_____ _____ _____ _____ _____ _____ _____	

* Minor variance means a request to vary a provision of a Town bylaw as permitted under sections 7.2 - 7.5 of the Town of Smithers Development Procedures Bylaw No. 1908.

ATTACHMENT CHECKLIST

A) PLEASE ATTACH THE FOLLOWING FOR ALL APPLICATIONS:

- Letter of authorization if the applicant is other than the registered owner(s).
- Site Disclosure Statement in accordance with the *Environmental Management Act* and *Contaminated Sites Regulation*.
- X Site plan (including 1 set of reduced 8.5x11 plans) showing:
 - Location of existing and proposed buildings and structures, lot dimensions & setbacks.
 - Parking areas, loading space, access/egress, garbage areas & landscaping.
 - North arrow & scale.
 - Measurements in metric (imperial measurements may also be included).
- Supplemental letter of intent & rationale is strongly encouraged but not required.
- Other information as necessary to assess the development proposal.
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B) OCP &/OR ZONING AMENDMENT APPLICATIONS ONLY:

- Acknowledge sign notification posting requirements as specified by the Town of Smithers.

C) ENVIRONMENTAL DEVELOPMENT PERMIT APPLICATIONS ONLY:

- Plans showing:
 - Toe of slope and top of bank;
 - Location of watercourses and any watercourse setback areas that are located on or that abut the site;
 - Existing and proposed grades, including details on proposed retaining walls;
 - Floodplain areas;
 - Areas to be cleared, areas of cut and fill and proposed sequencing/timing.

D) FORM & CHARACTER DEVELOPMENT PERMIT APPLICATIONS ONLY:

- Elevation drawings illustrating all sides of the building(s) & including proposed signage details.
- Exterior samples and materials.

E) TEMPORARY USE PERMIT APPLICATIONS ONLY:

- Rationale & long-term plans outlining when & how temporary use will be ended, buildings/area to be used, hours of use & site rehabilitation.
- Permit length requested (max. 3 years): _____

AUTHORIZATION

As the applicant or approved agent, I hereby make application in accordance with the above-stated information and declare that the statements are true and correct.

I understand that this application form is a public document and that any and all information contained in it, including personal information as defined in the *Freedom of Information and Protection of Privacy Act* of BC, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing.

I acknowledge that fees as per the Town of Smithers Fees and Charges Bylaw No. 1941 do not imply or guarantee application approval.

Applicant Signature: _____ Date: June 15 2026 _____

Your personal information is maintained in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers at 250-847-1600.

Updated February 13, 2026



June 22, 2026

Mayor and Council
Town of Smithers
1027 Aldous Street
Smithers, BC V0J 2N0

RE: Development Variance Permit Application – Parking Requirement Reduction
Property: Lot 15 Block 17 District Lot 5289 Range 5 Coast District Plan 1054
PID: 007-081-391
Zone: C1-A Commercial Core
Property Area: 0.04 ha

Dear Mayor and Council,

On behalf of Rural Leaf Ltd., I am writing regarding our application for a Development Variance Permit to reduce the parking requirements for our proposed redevelopment of the above-noted property.

Rural Leaf Ltd. is a locally owned and operated company headquartered in Smithers. Through our various business divisions, including eight retail locations, a real estate company, and related operations, we employ approximately 60 people throughout the region.

Our proposal is to construct a new two-storey commercial building facing Highway 16. The ground floor will accommodate a relocated Rural Leaf retail store, while the second floor will serve as the company's corporate headquarters. This investment represents our long-term commitment to Smithers and our intention to create a high-quality commercial building that contributes positively to the appearance, vitality, and economic development of the commercial core while establishing a permanent headquarters for a growing regional company. As part of the project, Rural Leaf Ltd. is also proposing frontage improvements that include roadway widening, the creation of two new public parallel parking spaces, and dedicated on-site staff parking to help support the surrounding this commercial area.

Although the property is zoned C1-A, where parking requirements are generally waived for many permitted commercial uses, Cannabis Retail Sales is not currently included among the retail uses exempted from parking requirements under the Zoning Bylaw. As a result, Rural Leaf Ltd. is required to apply for a variance to facilitate the proposed development.

The proposed building footprint for our preferred design option is approximately 2,400 square feet. Given the size and configuration of the lot, providing the number of on-site parking spaces required under the Zoning Bylaw would significantly constrain the building design, reduce the functionality of the site, and limit our ability to deliver the public parking and streetscape improvements proposed as part of this development. The proposed building size represents the minimum area necessary to accommodate both the retail store and headquarters functions while maintaining an efficient and attractive site layout.

We respectfully submit that the requested variance is appropriate for several reasons:

- The property is located within Smithers' commercial core, where public and on-street parking is readily available.
- Cannabis retail customers typically make short visits, with transactions averaging approximately one to three minutes in duration.
- The proposed development is consistent with the pedestrian-oriented nature of the area.

- The project represents a significant private investment in the community, will support local employment, and will enhance this commercial streetscape.
- The variance request aligns with the intent of the C1-A zone, which seeks to encourage compact, walkable commercial development in the town centre.
- We believe the proposed use is consistent with other retail and commercial uses that are already exempt from parking requirements within the C1-A zone and that the requested variance is therefore consistent with the intent of the bylaw.
- To help offset parking impacts and improve parking availability within the area, Rural Leaf Ltd. is proposing to widen the roadway frontage and construct three new public parallel parking spaces adjacent to the property. These spaces will be available to customers and the general public and will result in a net increase in public parking inventory along this section of the street. We believe this represents a meaningful community benefit that supports both the proposed development and neighbouring businesses.
- In addition, the site design includes two dedicated on-site staff parking spaces (one being accessible) located adjacent to the warehouse and staff entrances, reducing demand on nearby public parking and ensuring employee vehicles can be accommodated on-site.
- All waste and recycling services, including garbage and cardboard collection, will be provided by private contractors. This approach eliminates the need for municipal collection services at the site and minimizes servicing impacts on adjacent properties and public infrastructure.
- We are including a Class 1 bike rack on the west side of the building close to the potential location of the retail entrance.

We believe these measures provide a practical and community-focused solution that balances the physical constraints of the site with parking availability and operational requirements. The proposed development will not only accommodate its own operational needs through on-site staff parking but will also contribute additional public parking capacity and streetscape improvements that benefit the broader area.

A preliminary site plan illustrating the proposed building, parking, access, servicing, setbacks, and site layout accompanies this application.

Thank you for your consideration of our request. We appreciate the opportunity to continue investing in Smithers and look forward to working with Council and staff throughout the development process.

Respectfully submitted,

A large black rectangular redaction box covering the signature and name of the submitter.

