

**MINKOFF & ASSOCIATES, L.L.C./REALTORS®**  
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CIPS-Certified International Property Specialist  
ABR-Accredited Buyer Representative  
GRI-Graduate REALTORS® Institute  
AHWD-At Home With Diversity

Hon. Donna Frett-Gregory, President  
34th Legislature of the United States Virgin Islands  
USVI Legislature  
P. O. Box 477  
Charlotte Amalie, VI 00802

Dear Senator Frett-Gregory:

Roger B. Minkoff, as the "Agent" for the Owners/Applicants, Aron Irad Ruan and Irad Ruan, I herewith submit a request for Variance:

- 1) Parcel No. 84
- 2) Estate Contant
- 3) No. 7B Southside Quarter
- 4) St. Thomas, VI
- 5) The Plot appears on O.L.G. No. G9-2225-T73
- 7) Measures: 0.27+/- U. S. acre or 11,253+/- Square Feet
- 8) The zoning is presently: R-3-Residential, Medium Density
- 9) The requested change is for a Variance, allowing mixed use of Residential and Office Space.

The lower floor of the existing building will initially be for two office spaces. One space will be for an office and uses incidental to Oliver Exterminating St. Thomas, Inc., and a second office space will initially be for offices of other businesses in which the property owners, Aron Irad Ruan and Irad Ruan, are personally involved. In the future, offices may be rented to others. The upper floor will be used as rentals of four (4) or fewer residential apartments. In the future, the offices in the existing building may be removed and the space converted into rental apartments.

In the future, subject to approval of all plans and permits, an office building shall be permitted to be erected on the parking area to the south of the existing building.

Further, as required, herewith enclosed are:

- 1) Letter of Application, addressed to the Senate President,
- 2) Three (3) copies of the property survey map No. G9-2225-T73. (I have the original document. However, it is too large to scan and email. I can make it available at your direction).
- 3) Three (3) copies of the Official Recorded and numbered PWD/OLG Map
- 4) Three (3) copies of the zoning map. (I have the original document. However, it is too large to scan and email. I can make it available at your direction).
- 5) Three copies of a Topographic Map (I have the original document. However, it is too large to scan and email. I can make it available at your direction).
- 6) Adjacent Property Owners Certification, two (2) pages. (I have the original document. However, it is too large to scan and email. I can make it available at your direction).
- 7) Warranty Deed
- 8) Real Property Tax Clearance Certificate, two (2) pages
- 9) 2022 Property Tax Receipt, marked PAID
- 10) GIS Map
- 11) Photographs of the property and surrounding area, seven (7) photographs
- 12) One copy of the Owner's Authorization in the form of a notarized Limited Power-of-Attorney appointing me as their agent and Attorney-in-Fact to represent them.

Please advise of any further requirements or actions required on our part to achieve the Variance for the subject property.

Thank you for your cooperation.

Sincerely,



Roger B. Minkoff, ABR, CIPS, GRI, AHWD  
Minkoff & Associates, LLC  
Managing Member

Enclosures.

Cc : Jean-Pierre L. Oriol, Commissioner, DPNR  
Keith Richards, Assistant Commissioner, DPNR  
Leia LaPlace-Matthew, Territorial Planner CCZP-DPNR