



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
**Department of Property and Procurement**

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October 22, 2025

**Via Hand Delivery Mail Receipt**

Honorable Milton E. Potter  
Senate President  
36th Legislature of the Virgin Islands  
P.O. Box 1690  
St. Thomas, VI 00804

**RE: USE VARIANCE APPLICATION FOR - Parcel No. 300-B Revised Cruz Bay Town, Cruz Bay Quarter, St. John, United States Virgin Islands.**

Dear Senate President Potter:

The Department of Property and Procurement (“DPP”), on behalf of Courtesy Car Wash LLC., hereby submits this Use Variance application for Parcel No. 300-B Revised Cruz Bay Town, Cruz Bay Quarter, St. John, United States Virgin Islands, consisting of 2,911.36 U.S. sq. ft. or 0.07 U.S. acres of improved land more-or-less for legislative approval.

DPP respectfully requests approval of a use variance to permit the operation of a car wash and other related purposes on the subject property, which is currently zoned “P” (Public). This request aligns with the scope of improvements outlined in Article IV of the current Lease Agreement. DPP entered into a 30-year multi-year Lease Agreement with Courtesy Car Wash, LLC., which was ratified by the Legislature of the Virgin Islands on December 22, 2022, for the above-referenced premises to be used as a car wash and for other related purposes. To accommodate the intended use and maximize the use of the property, the proposed use variance is necessary to commence construction in compliance with the Virgin Islands zoning guidelines.

Thank you for your immediate consideration of this matter. If you have any questions or concerns, please feel free to contact Assistant Commissioner Vincent Richards at [vincent.richards@dpp.vi.gov](mailto:vincent.richards@dpp.vi.gov) or (340) 774-0828 ext. 4329.

Respectfully,

VR Lisa M. Alejandro  
Commissioner

LMA/vr/sw

Encl.

Cc:      Leia LaPlace, Department of Planning & Natural Resources (CZZP)  
David Bornn Esq. Legal Counsel for Courtesy Car Wash LLC.  
File

