



APPLICATION SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

Change of Ownership Minor Amendment

[must use black ink or type]

PROPERTY LOCATION: 3950 Wheeler Avenue, Alexandria, VA 22304

TAX MAP REFERENCE: 060.03-03-07 **ZONE:** I

APPLICANT

Name: North Lock, LLC

Address: 3950 Wheeler Avenue, Alexandria, VA 22304

PROPERTY OWNER

Name: Dragonfly LLC

Address: 3950 Wheeler Avenue, Alexandria, VA 22304

SITE USE: Temporary Trailer

Business Name: Current: La Tingeria Alexandria Proposed (if changing): N/A

THE UNDERSIGNED hereby applies for a Special Use Permit for **Change in Ownership**, in accordance with the provisions of Article XI, Division A, Section 11-503 (5)(f) of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

THE UNDERSIGNED, having read and received a copy of the special use permit, hereby agrees to comply with all conditions of the current special use permit, including all other applicable City codes and ordinances.

THE UNDERSIGNED hereby applies for a Special Use Permit for **Minor Amendment**, in accordance with the provisions of Article XI, Division A, Section 11-509 and 11-511 of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby requests this special use permit. The undersigned also attests that all of the information herein required to be furnished by the applicant are true, correct and accurate to the best of his/her knowledge and belief.

North Lock, LLC By: M. Catharine Puskar Attorney/Agent

Print Name of Applicant or Agent

2200 Clarendon Boulevard, Suite 1300

Mailing/Street Address

Arlington, VA 22201

City and State Zip Code

Signature

7035284700

Telephone # Fax #

cpuskar@thelandlawyers.com

Email address

6/4/2026 Revised: 6/9/2026

Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: _____

Fee Paid: \$ _____

Legal advertisement: _____

ACTION - PLANNING COMMISSION _____

ACTION - CITY COUNCIL: _____

The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.

1. Please describe prior special use permit approval for the subject use.

Most recent Special Use Permit # SUP2024-00014

Date approved: July / 2 / 2024
month day year

Name of applicant on most recent special use permit North Lock, LLC

Use Request for a temporary trailer

2. Describe below the nature of the existing operation in detail so that the Department of Planning and Zoning can understand the nature of the change in operation; include information regarding type of operation, number of patrons served, number of employees, parking availability, etc. (Attach additional sheets if necessary.)

The approved temporary trailer is approximately 212 square feet and includes a kitchen, which is operated in conjunction with the by-right restaurant operation on the Property. The temporary trailer operates consistent with the hours of operation of the brewery/restaurant, within the hours of 11am to midnights, 7 days a week.

3. Describe any proposed *changes* to the business from what was represented to the Planning Commission and City Council during the special use permit approval process, including any proposed changes in the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, any noise emitted by the use, etc. (Attach additional sheets if necessary)

At the time Special Use Permit 2024-00014 was approved for the temporary trailer, there were 98 off-street parking spaces available for Port City employee and patron parking. Since then, the owner of the parking lot across the street has reserved 40 parking spaces for other users and they are no longer available to Port City. This reduction in parking to 58 spaces has no impact on the temporary trailer, which will continue to operate as approved in SUP 2024-0014.

4. Is the use currently open for business? Yes No

If the use is closed, provide the date closed. _____ / _____ / _____
month day year

5. Describe any proposed changes to the conditions of the special use permit:

Amendment to Condition #3 to permit the temporary trailer until July 1, 2029, with an
_____ opportunity to increase the term for three additional years with an SUP expiration date of
_____ July 1, 2032, through an Administrative Special Use Permit.

6. Are the hours of operation proposed to change? Yes No

If yes, list the current hours and proposed hours:

Current Hours:	Proposed Hours:
_____	_____
_____	_____
_____	_____
_____	_____

7. Will the number of employees remain the same? Yes No

If no, list the current number of employees and the proposed number.

Current Number of Employees:	Proposed Number of Employees:
_____	_____

8. Will there be any renovations or new equipment for the business? _____ Yes No

If yes, describe the type of renovations and/or list any new equipment proposed.

9. Are you proposing changes in the sales or service of alcoholic beverages? _____ Yes No

If yes, describe proposed changes:

10. Is off-street parking provided for your employees? Yes No
If yes, how many spaces, and where are they located?
58 parking spaces are available for shared use next to and across from the brewery.

11. Is off-street parking provided for your customers? Yes No
If yes, how many spaces, and where are they located?
58 parking spaces are available for shared use next to and across from the brewery.

12. Is there a proposed increase in the number of seats or patrons served? Yes No
If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)
Current: _____ Proposed: _____

13. Are physical changes to the structure or interior space requested? Yes No
If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.

14. Is there a proposed increase in the building area devoted to the business? Yes No
If yes, describe the existing amount of building area and the proposed amount of building area.
Current: _____ Proposed: _____

15. The applicant is the (check one) Property owner Lessee
 other, please describe: _____

16. The applicant is the (check one) Current business owner Prospective business owner
 other, please describe: _____

17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (3%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

Please provide ownership information here:

See attached.

Dragonfly LLC
3950 Wheeler Avenue
Alexandria, VA 22304

Paul Stoddard
421 King Street, Suite 205
Alexandria, Virginia 22314

Re: Consent to File for an Administrative Special Use Permit
3950 Wheeler Avenue, Tax Map No. 060.03-03-07 (the "Property")

Dear Mr. Stoddard:

Dragonfly LLC, as owner of the above-referenced Property, hereby consents to the filing of an application for an Administrative Special Use Permit for a temporary trailer extension, and any related requests by North Lock, LLC.

Very truly yours,

Dragonfly LLC

By: Karen Butcher

Its: Manager

Date: 6.3.26

North Lock, LLC
3950 Wheeler Avenue
Alexandria, VA 22304

Paul Stoddard
421 King Street, Suite 205
Alexandria, Virginia 22314

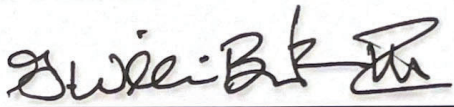
Re: Authorization to File for an Administrative Special Use Permit
3950 Wheeler Avenue, Tax Map No. 060.03-03-07 (the "Property")

Dear Mr. Stoddard:

North Lock, LLC hereby authorizes Walsh, Colucci, Lubeley & Walsh, P.C. to act as agent on behalf for the filing and representation of an application for an Administrative Special Use Permit for a temporary trailer extension, and any related requests on the Property.

Very truly yours,

North Lock, LLC

By: 
Its: MANAGING MEMBER
Date: 6/3/24

APPLICANT OWNERSHIP BREAKDOWN

Applicant of 3950 Wheeler Avenue (TM No. 060.03-03-07)

North Lock, LLC
3950 Wheeler Avenue
Alexandria, VA 22304

Member:	Percent Ownership:
Karen Butcher & G. William Butcher (Jointly Owned)	84%

No other members with greater than a 3% share