



MEMORANDUM

Date: May 7, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Patrick Wright, Growth Management Director

From: Taylor Brown, City Planner

Subject: **File ID# - Minor Development Plan – 1010 Windsor Lane (RE# 00030040-000000)**

Introduction

The applicant requests approval of a Minor Development Plan to construct a rear addition to the existing religious facility at 1010 Windsor Lane.

Background

The property is located within the Historic Public Services (HPS) zoning district and is developed with an existing sanctuary. The proposed addition consists of approximately 919 square feet of gross floor area, which qualifies for Minor Development Plan review pursuant to Section 108-91(b) of the Land Development Regulations.

The addition will be located to the rear of the structure and will provide accessory space including an electrical room, storage, a half bathroom, and sacristy.

The proposed addition complies with applicable dimensional requirements, including setbacks and height limits. The project reduces impervious surface coverage and does not increase the intensity of the existing institutional use. The proposal is consistent with Comprehensive Plan policies supporting institutional uses and neighborhood compatibility.

Procurement

The proposal is not expected to incur any costs to the City, and no procurement activities are required.

Recommendation

The Planning Department, based on the criteria established by the Comprehensive Plan and the Land Development Regulations, recommends to the City Commission that the request for a Minor Development Plan be **APPROVED** with the conditions approved by planning board and listed below.

1. The proposed development shall be consistent with the plans dated December 5, 2025 by Seth Neil, Architect.
2. The final placement and screening of the relocated HVAC equipment is subject to review and approval of HARC guidelines, as applicable.
3. All refuse containers shall conform with City of Key West rules and regulations. The applicant shall work with the building owner and/or tenant to screen the solid waste dumpsters from view daily, pursuant to City of Key West Land Development Regulations, Sec. 108-279.
4. The hours of construction shall follow City Code and be limited to 8 a.m. to 7 p.m. on Monday through Friday, and 9 a.m. to 5 p.m. on Saturday.
5. During all phases of construction, temporary fencing shall be installed and maintained. All adjacent City streets and sidewalks shall be kept clean and clear of construction debris.