

THE CITY OF KEY WEST

PLANNING BOARD

Staff Report

To: Chairman and Planning Board Members

Through: Taylor Brown, Planning Director

From: Ben Gagnon, Planner II

Meeting Date: March 12, 2026

Agenda Item: **Minor Development Plan – 1010 Windsor Lane (RE# 00030040-000000)** - A request for a minor development plan approval for a one story rear addition of an existing sanctuary building more commonly known as the “Basilica of St. Mary Star of the Sea” located at 1010 Windsor Lane within the Historic Public Services (HPS) zoning district pursuant to Sections 108-91 and 122-956 through 122-965 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Request: This application proposes a minor development plan to add a rear addition on an existing sanctuary building, to be used for electrical room, storage, half bathroom, and sacristy for the priest.

Applicant: Seth Neil

Property Owner: Wenski Thomas G. Archbishop of Archdiocese of Miami

Location: 1010 Windsor Lane (RE# 00030040-000000)

Zoning: Historic Public Services (HPS)



Background and Analysis

The subject property, located at 1010 Windsor Lane (RE# 00030040-000000), is improved with an existing religious sanctuary building commonly known as the Basilica of St. Mary Star of the Sea. The property is situated within the Historic Public Services (HPS) zoning district.

The proposed rear addition consists of approximately 919 square feet of gross floor area and therefore qualifies for Minor Development Plan review pursuant to Section 108-91(b).

“Nonresidential floor area: addition or reconstruction of 500 to 2,499 square feet of gross floor area.”

The applicant is requesting Minor Development Plan approval to construct a one-story rear addition to the existing sanctuary structure. The proposed addition will provide accessory and support spaces for the church, including an electrical room, storage area, half bathroom, and a sacristy for the priest.

Section 108-572 states, *“Churches; public or private schools, libraries, or museums; public buildings; public or private auditoriums, community centers, theaters, facilities for spectator sports, trade institutions, transit facilities and other places of assembly --- 1 space per 5 seats or 1 space per 150 square feet of floor area in the main assembly hall, whichever is greater”* Due to the church not adding any seats or square footage of floor area in the main assembly hall, no additional parking is required.

The project will also include the removal of a vinyl fence that does not comply with HARC guidelines and the removal of impervious concrete in the front of the church that will be replaced with landscape boxes. The HVAC equipment will also be moved to the top of the new addition so as not to be seen from the main front façade.

Proposed Development:

The site data table for the proposed development is shown below. All numbers are in Square Feet.

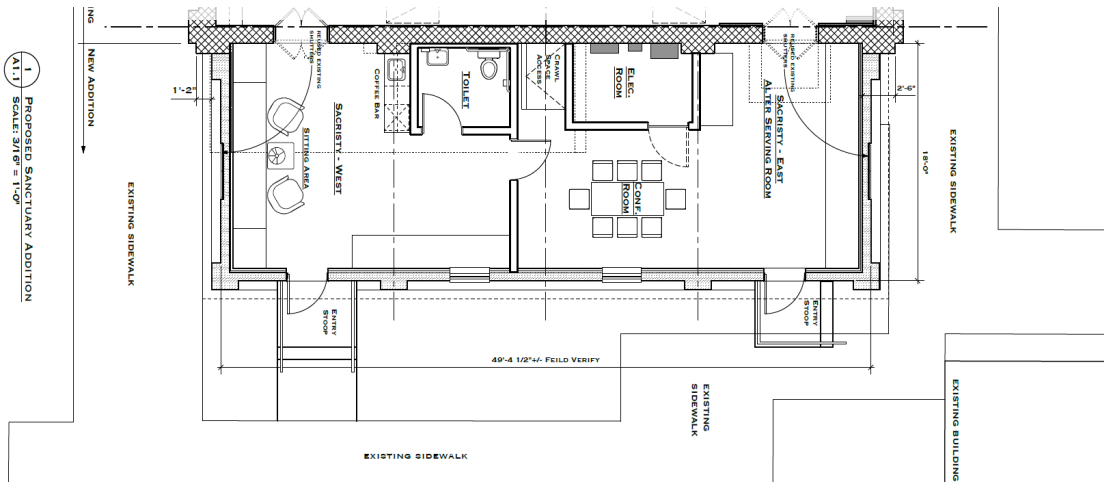
	Required	Existing	Proposed
Site Area		55,689	No change
Impervious Surface	50%	44,046 (79.09%)	44,022 (79.05%) (Improvement*)
Building Coverage	40%	13,706 (24.6)	14,625 (26.3%)
Open Space	20%	11,604 (20.83%)	11,611 (20.85%)
Front Setback	20'	27' 4.5"	27' 4.5"
Side Setback	11' 4"***	0'0"	New Addition at 12' 2"
Street Side Setback	10'	10' 1.5"	10' 1.5"
Rear Setback	20'	168' 5"	168' 5"
Height	25'	86' 5"***	New Addition at 15' 8"

*The existing impervious surface exceeds current standards but is legally nonconforming. The proposed development slightly reduces impervious coverage and does not increase the degree of nonconformity.

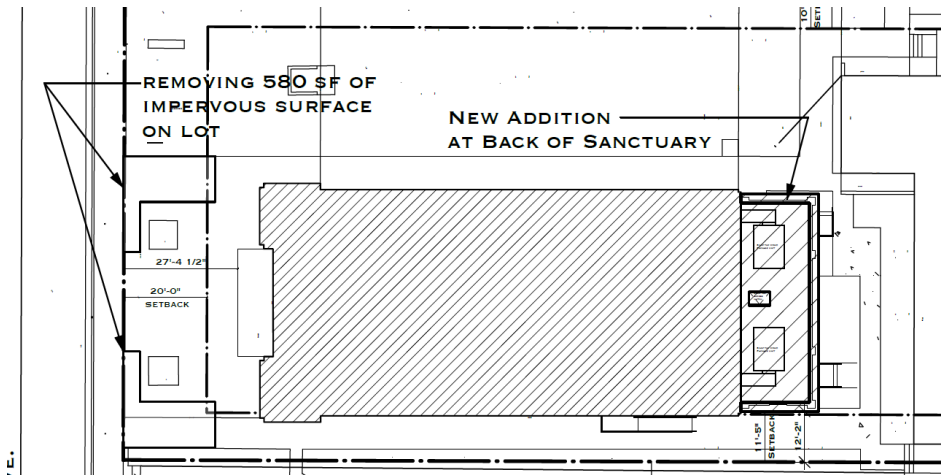
**The side setback is a unique 11' 4" as required due to the following section of code in the HPS zoning district Sec 122-960, "b. Side: greater of 5 feet or 10 percent of lot width to a maximum of 15 feet." The applicant's site data table lists the following: 114'-0" Lot Width , 10% of lot width = 11.4'. Staff would agree with the calculation.

*** The current height of the Church sits at 86' 5" and was built in the early 1900's according to the official website of the church. This would predate any current standards and be considered legally nonconforming. The existing nonconformity is not being enlarged or expanded as the new addition will be just 15' 8" tall and comply with the 25' height maximum of the zoning district.

Proposed Detailed Addition



Proposed Site Plan, submitted by applicant.



Surrounding Zoning and Uses:

To the West and South is the rest of the ‘St Mary’s Basilica’ property, and to the North and the East are a mix of transient and non-transient residential properties.

Process:

Development Review Committee:	February 26, 2026
Tree Commission Meeting (Conceptual landscape plan & tree removal approval):	None required due to limited scope of landscaping work
Planning Board Meeting:	March 12, 2026
Tree Commission Meeting (Final landscape plan approval):	TBD
Local Appeal Period:	10 Days
Planning renders to DOC for review:	Up to 45 days

Landscaping (Code Chapter 108, Article VI)

The Urban Forester has confirmed that this project does not trigger the need to go in front of the Tree Commission, any landscaping and buffers that are nonconforming will be kept and maintained. The removal of impervious surface in the front of the church will be replaced by landscape boxes that will not trigger the need for Tree Commission review.

Concurrency Facilities and Other Utilities or Services (City Code Section 108-233)

Comprehensive Plan Objective 9-1.5 directs the City to ensure that public facilities and services needed to support development are available concurrent with the impacts of new development. The analysis considers potable water, sanitary sewer, solid waste, drainage, vehicle trip generation and recreation. City Code Section 94-36 requires a concurrency review determination to be made concerning the proposed development. Staff determined that public facilities are expected to accommodate the proposed development at the adopted level of service (LOS) standards. Staff finds that the project meets the adopted level of service standards pursuant to Sec. 108-233

Comprehensive Plan Consistency

The Historic Public Services (HPS) zoning district is intended to accommodate governmental, religious, and institutional uses that serve the broader community while maintaining compatibility with surrounding historic neighborhoods. The proposed addition is located to the rear of the existing sanctuary, complies with required setbacks and height limits, reduces impervious surface, and does not increase the intensity of the assembly use. The proposal is therefore consistent with the Comprehensive Plan policies supporting institutional uses and preservation of neighborhood character

RECOMMENDATION

As per Sec. 108-94. - Review by staff. - "Each application for development plan approval shall be reviewed by the city planner and transmitted to the development review committee and other staff as may be designated by the city planner based upon the type of development proposed. The city planner shall review each application for compliance with land development regulations."

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

General conditions:

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.