

PLANNING BOARD

RESOLUTION NO. 2026-009

A RESOLUTION OF THE KEY WEST PLANNING BOARD APPROVING A REQUEST FOR A MINOR DEVELOPMENT PLAN 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.

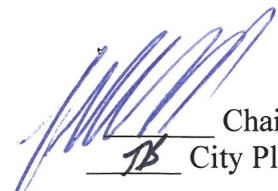
WHEREAS, Section 108-91(B)(1)(b), of the Code of Ordinances (the "Code") of the City of Key West, Florida (the "City") provides that inside the Historic District, a Minor Development Plan is required for the addition or reconstruction of 500 to 2,499 square feet of gross nonresidential floor area; and

WHEREAS, the applicant proposes construction of approximately 919 sq. ft. of nonresidential floor area for electrical room, storage, half bathroom, and sacristy for the priest, and

WHEREAS, the subject property located at 1010 Windsor Lane (RE# 00030040-000000) is in the Historic Public Services (HPS) zoning district, and

WHEREAS, Code Section 108-196(a) requires the Planning Board to review and approve, approve with conditions or deny the proposed Minor Development Plan as advisory to the City Commission; and

WHEREAS, this matter came before and was recommended for approval with conditions by the Planning Board at a duly noticed public hearing on March 12, 2026; and



Chairman
City Planner

WHEREAS, the granting of the proposed Minor Development Plan is consistent with the criteria of the Code of Ordinances; and

WHEREAS, the Planning Board finds that the granting approval of the proposed Minor Development Plan is in harmony with the general purpose and intent of the Land Development Regulations, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.


NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the City of Key West, Florida:

Section 1. That the above recitals are incorporated by reference as if fully set forth herein.

Section 2. The request for a minor development plan approval of a one story rear addition of an existing sanctuary building on a property located 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, as shown in the attached plans, is hereby approved with the following conditions:

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



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City Planner

dumpsters from view daily, pursuant to City of Key West Land Development Regulations, Sec. 108-279.

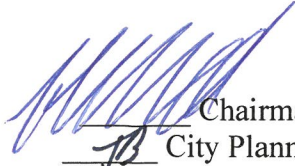
4. The hours of construction shall follow City Code and be limited to 8 a.m. to 7 p.m. on Monday through Friday, and 9 a.m. to 5 p.m. on Saturday.
5. During all phases of construction, temporary fencing shall be installed and maintained. All adjacent City streets and sidewalks shall be kept clean and clear of construction debris.

Section 3. Full, complete and final application for all permits required for which this resolution is wholly or partly necessary, shall be submitted in its entirety within 12 months after the date hereof.

Section 4. This Minor Development Plan application approval by the Planning Board does not constitute a finding as to ownership or right to possession of the property, and assumes, without finding, the correctness of the applicant's assertion of legal authority respecting the property.

Section 5. This Resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the Clerk of the Board.

Section 6. This Resolution is subject to appeal periods as provided by the City of Key West Code of Ordinances (including the Land Development Regulations). After the City appeal period has expired, this permit or development order shall be rendered to the Florida Department of Commerce. Pursuant to Chapter 73C-44, F.A.C., this permit or development order is not effective for 45 days after it has been properly rendered to the DOC with all exhibits and applications attached to or incorporated by reference in this approval; that within the 45-day review period, the DOC can appeal the permit or development order to the Florida Land and Water


Chairman
City Planner

Adjudicatory Commission; and that such an appeal stays the effectiveness of the permit until the appeal is resolved by agreement or order.


Read and passed on first reading at a regularly scheduled meeting held this 12th day of March, 2026.

Authenticated by the Chairman of the Planning Board and the City Planner.



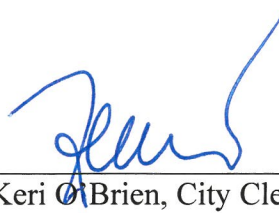
Michael L. Browning, Acting Planning Board Chairman 3-30-2026
Date

Attest:



Taylor Brown, City Planner 30 March 2026
Date

Filed with the Clerk:



Keri O'Brien, City Clerk 3/31/2026
Date



Chairman
City Planner

SITE DATA 1010 WINDSOR LANE
RE# 00030040-000000

ITEM	EXISTING	REQ. PER LDR	PROPOSED	REMARK
DISTRICT	HPS	HPS	HPS	NO CHANGE
SITE AREA	55,689 SQ. FT.	5,000 SQ. FT.	EXISTING	NO CHANGE
LOT SIZE	SEE SURVEY	50' X 100' (MIN)	EXISTING	NO CHANGE
IMPERVIOUS	44,046 SQ. FT. (79.08%)	27,844.5 SQ. FT. (50% MAX)	44,022 SQ. FT. (79.05%)	IMPROVEMENT
OPEN SPACE	11,604 SQ. FT. (20.83%)	11,138 SQ. FT. (20% MIN)	11,611 SQ. FT. (20.85%)	CONFORMS
BUILDING COV.	13,706 SQ. FT. (24.6%)	22,275.6 SQ. FT. (40% MAX)	14,625 SQ. FT. (26.3%)	CONFORMS
ACCESSORY STRUCTURE REAR YARD COV.	EXISTING NO CHANGE	NA	EXISTING NO CHANGE	-
FRONT YARD 50% GREEN SPACE COV.	901 SQ. FT. (39.5%)	2,280 SQ. FT. SETBACK AREA 1,140 (50% MAX)	1,438 SQ. FT. (63%)	CONFORMS
SETBACKS NOTE: USING TRUMAN AS THE FRONT BECAUSE THE SANCTUARY FACES TRUMAN.				
FRONT SETBACK TRUMAN STREET	27'-4 1/2"	20'	27'-4 1/2"	EXISTING CONFORMS
REAR SETBACK	168'-8"	20'	168'-8"	EXISTING CONFORMS
STREET SIDE SETBACK WINDSOR STREET	10'-1 1/2"	10'	10'-1 1/2"	EXISTING CONFORMS
SIDE SETBACK WEST	0'-0" OVER LOT LINE	114'-0" LOT WIDTH 10% LOT WIDTH = 11.4'	12'-2" NEW ADDITION	ADDITION CONFORMS
BUILDING HEIGHT	86'-8" +/-	25'-0"	86'-8" +/- 15'-8" ADDITION	ADDITION CONFORMS

FEMA MAP FLOOD ZONE:
FLOOD ZONE X

SITE LOCATION MAP:



GENERAL NOTES:

- DO NOT SCALE ANY DRAWING.
- WRITTEN DIMENSIONS HAVE PRECEDENCE OVER SCALED DIMENSIONS. LARGER SCALE DETAILS HAVE PRECEDENCE OVER SMALLER SCALE DETAILS. ANY DISCREPANCIES ARE TO REPORTED TO ARCHITECT PRIOR TO CONSTRUCTION.
- CONSULT THE ARCHITECT IN THE EVENT ANY ITEM OF WORK NECESSARY FOR THE PROPER COMPLETION OF THE PROJECT IS NOT SPECIFICALLY COVERED IN THE DRAWINGS.
- ALL WORK SHALL BE OF SUPERIOR QUALITY PERFORMED IN A MANNER CONSISTENT WITH INDUSTRY STANDARDS, ALL BUILDING CODE REQUIREMENTS AND IN A PROFESSIONAL MANNER BY MECHANICS SKILLED AND LICENSED IN THEIR RESPECTIVE TRADES.
- ALL MANUFACTURED ARTICLES, MATERIALS AND EQUIPMENT SHALL BE APPLIED, INSTALLED, ERECTED AND CONNECTED IN ACCORDANCE WITH MANUFACTURER'S DIRECTIONS AND RECOMMENDATIONS.
- ANY DISCREPANCIES BETWEEN DRAWINGS, LOCAL CODES, BUILDING INSPECTOR REQUIREMENTS AND/OR EXISTING CONDITIONS SHALL BE REFERRED TO THE ARCHITECT FOR RESOLUTION. ALL DIMENSIONS AND CONDITIONS OF EACH TRADE ARE TO BE VERIFIED PRIOR TO COMMENCEMENT OF CONSTRUCTION OR THE WORK OF EACH SPECIFIC TRADE.
- ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF MUNICIPAL, LOCAL, FEDERAL AND STATE LAWS, AS WELL AS ANY OTHER GOVERNING REQUIREMENTS, AND CONVENTIONAL GUIDELINES, WHETHER OR NOT SPECIFIED ON THE DRAWINGS.
- ALL DAMAGED AND DEFECTIVE MATERIAL AND WORKMANSHIP IN CONNECTION WITH THE WORK SHALL BE REMOVED, REPLACED, AND RECTIFIED.
- ALL LEGALLY REQUIRED APPROVALS AND PERMITS NECESSARY FOR THE EXECUTION AND COMPLETION OF THE WORK SHALL BE OBTAINED.
- ALL TIE-INS AND UTILITY SERVICES ARE TO BE COORDINATED WITH THE RESPECTIVE UTILITY COMPANY.
- ALL CONSTRUCTION DEBRIS SHALL BE REMOVED PRIOR TO THE COMPLETION OF THE PROJECT.
- ALL EXISTING TREES, SHRUBS, VEGETATION, AND LANDSCAPE ELEMENTS OR FEATURES ADJACENT TO AND IN THE VICINITY OF THE BUILDING AND STAGING AREAS SHALL BE PROTECTED DURING THE ENTIRE PERIOD OF CONSTRUCTION.
- ANY REVISIONS MUST BE APPROVED BY: ARCHITECT PRIOR TO TO CONSTRUCTION.
- ALL DRAWINGS, SPECIFICATIONS AND RELATED DOCUMENTS ARE THE COPYRIGHT PROPERTY OF THE ARCHITECT AND ENGINEER. DRAWINGS, SPECIFICATIONS AND RELATED DOCUMENTS ARE FOR USE ON THIS PROJECT ONLY AND USE OR REPRODUCTION OF A PART OR WHOLE IS FORBIDDEN WITHOUT THE ARCHITECT'S AND ENGINEER'S WRITTEN PERMISSION THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION UNTIL SEALED AND SIGNED BY THE ARCHITECT/ENGINEER.

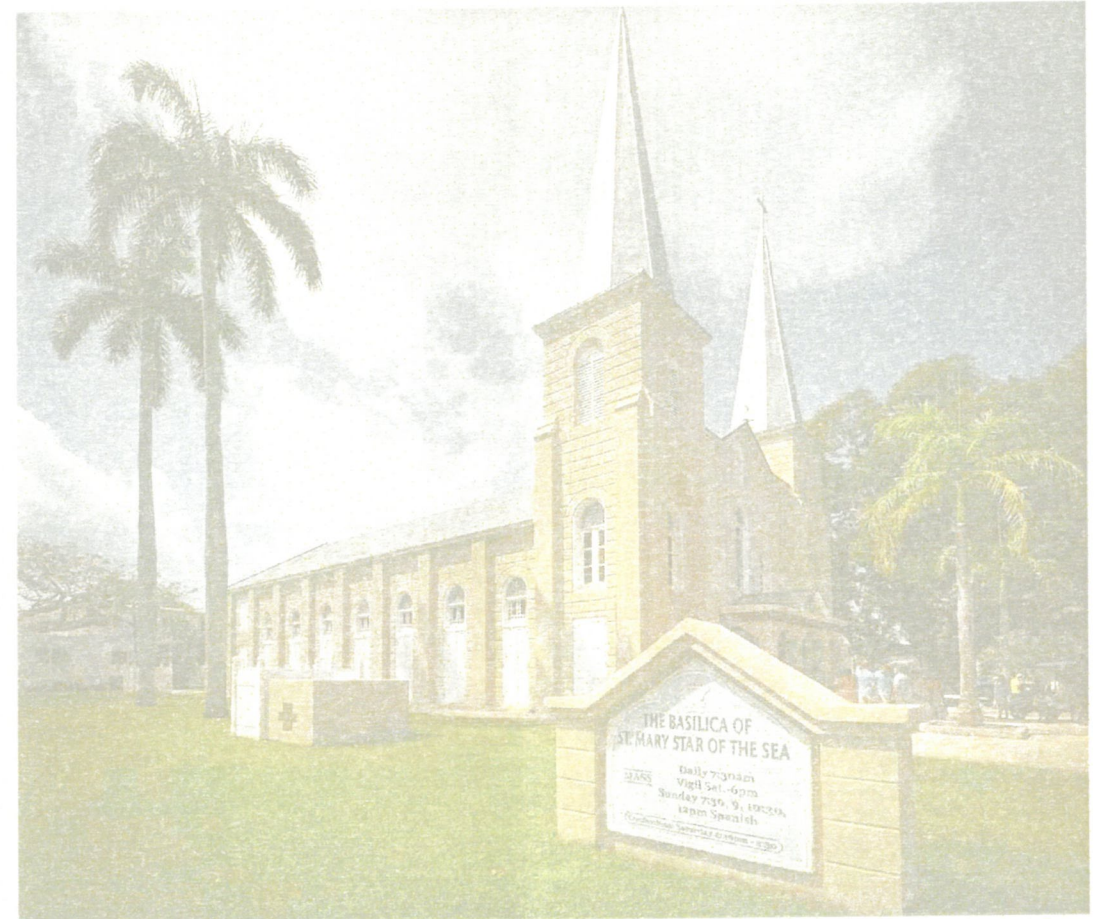
SCOPE OF WORK:

NEW ONE STORY ADDITION AT REAR OF EXISTING BASILICA SANCTUARY.

COMMENTS:

PROJECT CONTACT LIST:

ARCHITECT:
T. S. NEAL ARCHITECTS, INC.
22974 OVERSEAS HIGHWAY
CUDJOE KEY, FL 33042
EVAN@TSNARCHITECTS.COM
M 251-422-9547
O 305-340-8857



**THE BASILICA OF SAINT MARY
STAR OF THE SEA
1010 WINDSOR LANE
KEY WEST, FL 33040**

DESIGN NOTES:

DRAWING SCHEDULE:

T1.1	TITLE, SITE DATA & PROJECT INFO
A1.0	SITE PLAN & NOTES
EX1.1	EXISTING FLOOR PLAN
EX1.2	EXISTING ELEVATIONS
A1.1	PROPOSED SITE AND FLOOR PLANS
A3.1	PROPOSED EXTERIOR ELEVATIONS
A3.2	PROPOSED EXTERIOR ELEVATIONS

ABBREVIATION LEGEND:

ADJ.	= ADJUSTABLE
A.F.F.	= ABOVE FINISH FLOOR
A.A.G.	= ABOVE ADJACENT GRADE
ALUM.	= ALUMINUM
ARCH.	= ARCHITECTURAL
BALC.	= BALCONY
BD.	= BOARD
C.I.P.	= CAST IN PLACE
C.J.	= CONTROL JOINT
CL.	= CLOSET
CL.	= CENTERLINE
CONC.	= CONCRETE
COORD.	= COORDINATE
C.O.R.	= CROWN OF ROAD
D	= DRYER
DIM.	= DIMENSION
DN.	= DOWN
DTL	= DETAIL
DW	= DISHWASHER
DWG	= DRAWING
ELECT.	= ELECTRICAL
ELEV.	= ELEVATOR
E.P.	= ELECTRICAL PANEL
EQ.	= EQUAL
EX.	= EXISTING
E.J.	= EXPANSION JOINT
F.F.E.	= FINISH FLOOR ELEVATION
FIN.	= FINISH
FREZ.	= FREEZER
GYP. BD.	= GYPSUM WALL BOARD
HORIZ.	= HORIZONTAL
HR.	= HOUR
MAX.	= MAXIMUM
MECH.	= MECHANICAL
MIC.	= MICROWAVE OVEN
MIN.	= MINIMUM
M.R.	= MOISTURE RESISTANT
N.A.	= NOT APPLICABLE
N.I.C.	= NOT IN CONTRACT
O.H.	= OPPOSITE HAND
PT.	= PAINTED
P.T.	= PRESSURE TREATED
R.A.	= RETURN AIR
REF.	= REFERENCE
REFR.	= REFRIGERATOR
REQ.	= REQUIRED
SCHED.	= SCHEDULE
S.F.	= SQUARE FOOT
SIM.	= SIMILAR
STOR.	= STORAGE
STRUCT.	= STRUCTURAL
SQ.	= SQUARE
TL	= TILE
TYP.	= TYPICAL
U.C.	= UNDER COUNTER
U.N.O.	= UNLESS NOTED OTHERWISE
VERT.	= VERTICAL
V.I.F.	= VERIFY IN FIELD
W	= WASHER
W	= WITH
WD.	= WOOD
W.H.	= WATER HEATER

T.S. NEAL ARCHITECTS INC.
22974 OVERSEAS HWY
CUDJOE KEY, FL 33042
305-340-8857
251-422-9547

THE BASILICA OF SAINT MARY
STAR OF THE SEA
1010 WINDSOR LANE
KEY WEST, FL 33040

DRAWING TITLE:
ARCHITECTURAL SITE PLAN

DRAWN: JFS, TSN
CHECKED: TSN
DATE: 12-05-2025

REVISION #	DATE

T1.1
SHEET #

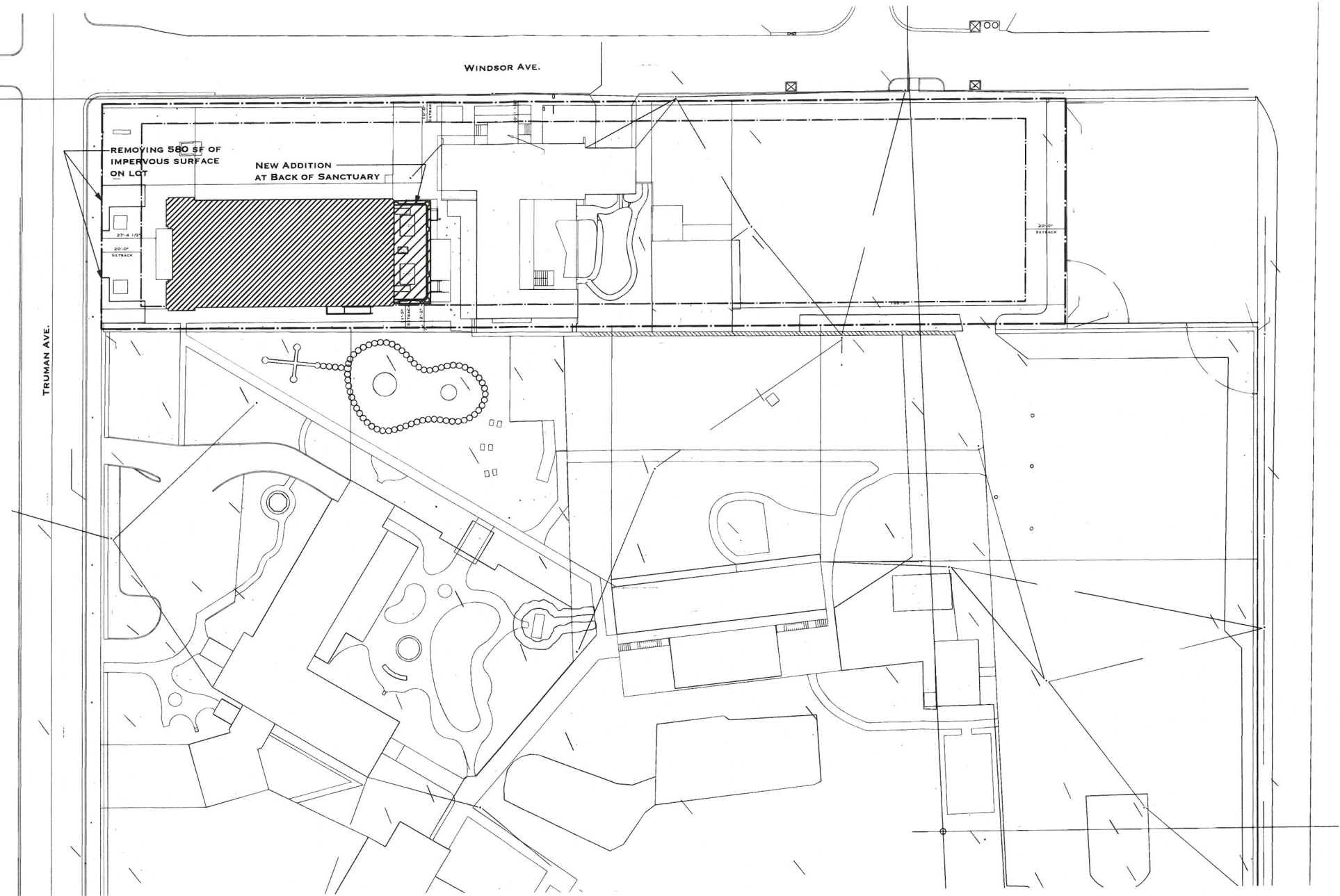
TSN
T S NEAL ARCHITECTS, INC.

SITE DATA 1010 WINDSOR LANE
RE# 00330040-000000

ITEM	EXISTING	REQ. PER LDR	PROPOSED	REMARK
DISTRICT	HPS	HPS	HPS	NO CHANGE
SITE AREA	55,699 SQ. FT.	5,000 SQ. FT.	EXISTING	NO CHANGE
LOT SIZE	SEE SURVEY	50' X 100' (MIN)	EXISTING	NO CHANGE
IMPERVIOUS	44,046 SQ. FT. (79.05%)	37,844.8 SQ. FT. (90% MAX)	44,032 SQ. FT. (79.05%)	IMPROVEMENT
OPEN SPACE	11,604 SQ. FT. (20.83%)	11,128 SQ. FT. (20% MIN)	11,611 SQ. FT. (20.83%)	CONFORMS
BUILDING COV.	13,708 SQ. FT. (24.6%)	32,275.6 SQ. FT. (40% MAX)	14,623 SQ. FT. (26.3%)	CONFORMS
ACCESSORY STRUCTURE REAR YARD COV.	EXISTING NO CHANGE	NA	EXISTING NO CHANGE	
FRONT YARD 80% GREEN SPACE COV.	901 SQ. FT. (39.3%)	2,280 SQ. FT. SETBACK AREA 1,150 (100% MAX)	1,438 SQ. FT. (63%)	CONFORMS
SETBACKS NOTE: USING TRUMAN AS THE FRONT BECAUSE THE SANCTUARY FACES TRUMAN.				
FRONT SETBACK TRUMAN STREET	27'-4 1/2"	20'	27'-4 1/2"	EXISTING CONFORMS
REAR SETBACK	168'-5"	20'	168'-5"	EXISTING CONFORMS
STREET SIDE SETBACK WINDSOR STREET	10'-1 1/2"	10'	10'-1 1/2"	EXISTING CONFORMS
SIDE SETBACK WEST	0'-0" OVER LOT LINE	11'-4" LOT WIDTH 10% LOT WIDTH = 11'-4"	12'-2" NEW ADDITION	ADDITION CONFORMS
BUILDING HEIGHT	88'-8" +/-	25'-0"	88'-5" +/- 18'-8" ADDITION	ADDITION CONFORMS

SITE NOTES

1. THE GENERAL CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS, PROPERTY LINES, EASEMENTS, AND SETBACKS PRIOR TO PROCEEDING WITH EXCAVATION.
2. THE DRAWINGS SHALL BE COORDINATED WITH THE ACTUAL EXISTING SITE CONDITIONS, EXISTING TREE LOCATIONS, AND REMOVAL OF ANY EXISTING STRUCTURES OR FENCES ETC. ACTUAL NUMBERS OF TREADS AND RISERS OR STEPS MAY VARY FROM THE NUMBER SHOWN ON THE DRAWINGS BASED ON ACTUAL FIELD CONDITIONS.
3. THE GENERAL CONTRACTOR SHALL PROTECT ADJACENT PROPERTIES AND ALL ON SITE VEGETATION AND TREES OUTSIDE THE BUILDING FOOTPRINT FROM ANY HARM OR ADVERSE CONDITIONS RELATED TO CONSTRUCTION ACTIVITIES DURING THE ENTIRE TIME OF CONSTRUCTION. NO PARKING OR STACKING OF MATERIALS, DEBRIS, OR SOIL SHALL BE PERMITTED UNDER TREE CANOPY OR ON TOP OF TREE ROOTS. MEET ON SITE WITH ARCHITECT & OWNER TO DETERMINE SPECIFIC TREES TO PROTECT PRIOR TO ANY SITE WORK & TO IDENTIFY BOUNDS OF CONTRACTORS STAGING & MATERIALS STORAGE AREAS & EMPLOYEE PARKING. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR LEAVING THE SITE CLEAN & ORDERLY EACH & EVERY DAY & IN NO CIRCUMSTANCE IS TRASH OR LITTER ALLOWED TO REMAIN IN VIEW OR OUTSIDE OF SECURE CONTAINERS. THE PORT-O-LET & DUMPSTER & TRASH CONTAINERS MUST BE PLACED IN AN AREA AGREEABLE TO BOTH THE OWNER & SERVICING AGENCY. THEY MAY NOT BE ALLOWED TO OVERFLOW OR BECOME AN NUISANCE OR EYESORE AND SHALL BE EMPTIED REGULARLY.



1 ARCHITECTURAL SITE PLAN
A1.2 SCALE: 1" = 30'-0"

SURVEY INFORMATION PROVIDED BY FRED HILDEBRANDT DATED 06/07/01

T.S. NEAL
ARCHITECTS INC.
22974 OVERSEAS HWY
CUDJEE KEY, FL
33042
305-340-8857
251-422-9547

THE BASILICA OF SAINT MARY
STAR OF THE SEA
1010 WINDSOR LANE
KEY WEST, FL 33040

DRAWING TITLE:
ARCHITECTURAL SITE PLAN

DRAWN: JFS, TSN
CHECKED: TSN
DATE: 12-05-2025

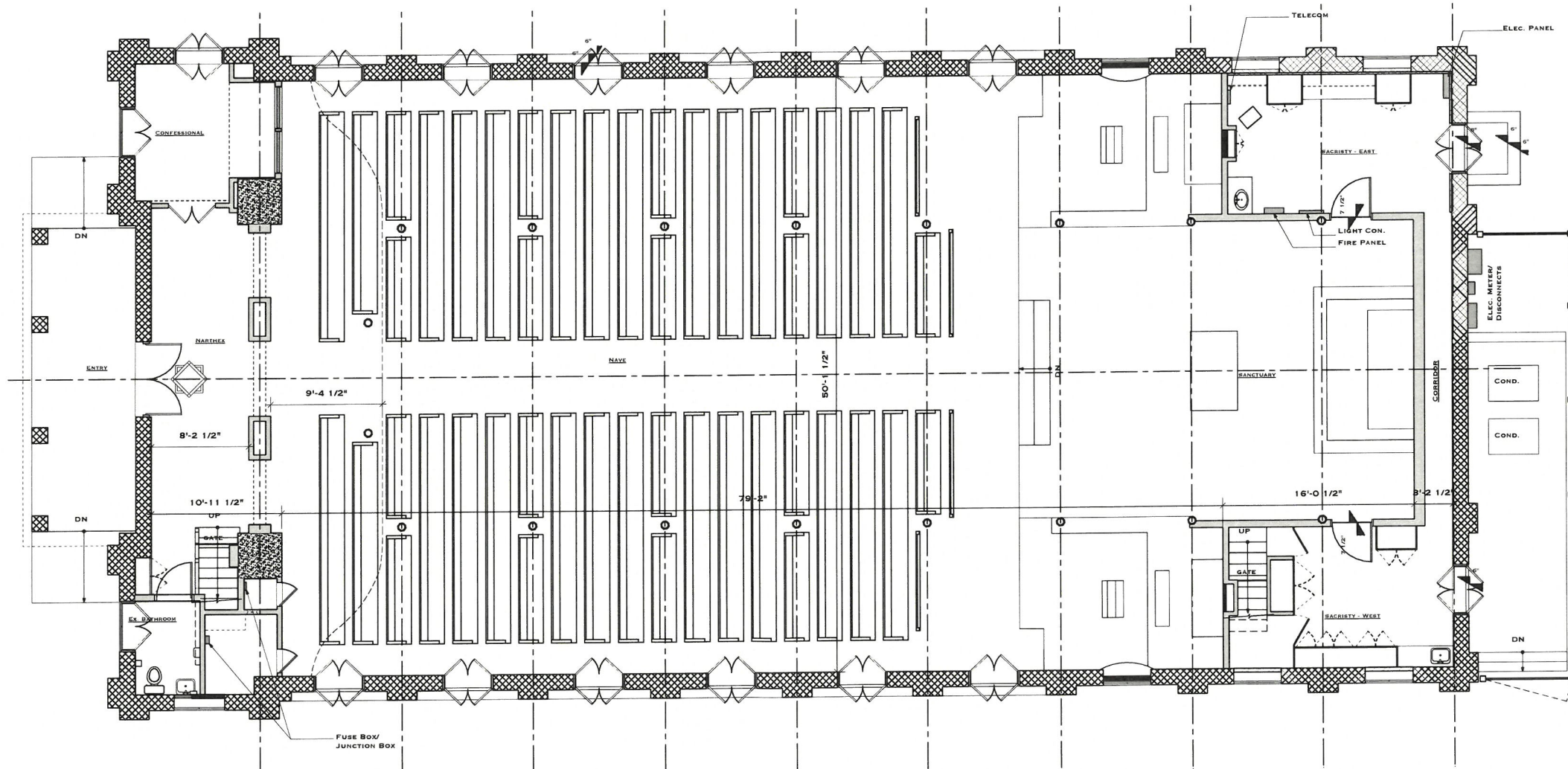
REVISION # DATE

A1.0
SHEET #

TSN
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 251-422-9547

THE BASILICA OF SAINT MARY
STAR OF THE SEA
 1010 WINDSOR LANE
 KEY WEST, FL 33040



1 EXISTING FIRST FLOOR PLAN
 EX1.1 SCALE: 3/16" = 1'-0"

DRAWING TITLE:
EXISTING FLOOR PLANS

DRAWN: JFS, TSN
 CHECKED: TSN
 DATE: 12-05-2015

REVISION #	DATE

EX1.1
 SHEET #

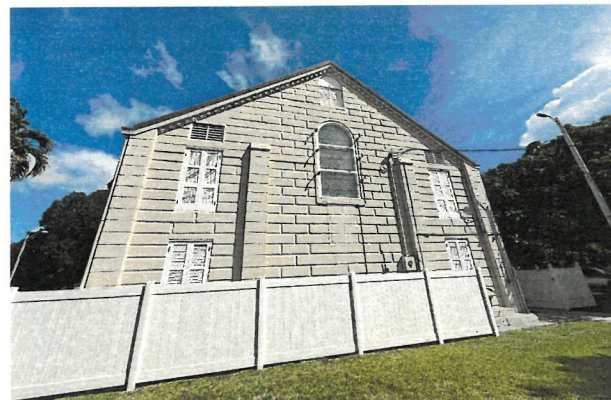

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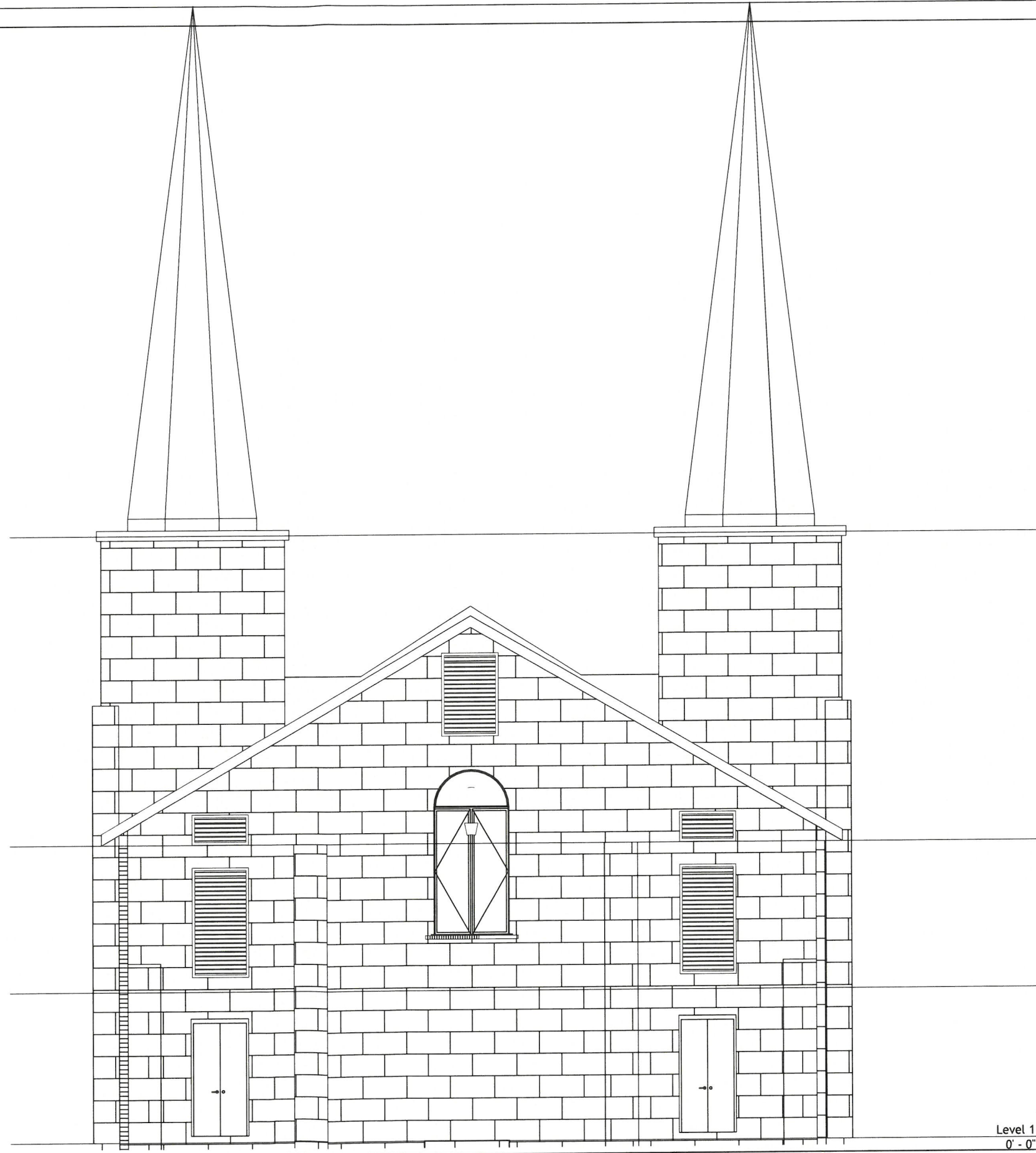
EXISTING PARTIAL WINDSOR SIDE



EXISTING BACK ELEVATION, WINDSOR SIDE



EXISTING BACK ELEVATION



2 SANCTUARY BACK ELEVATION
EX1.2 SCALE: 1/4" = 1'-0"

Level 1
0' - 0"

TIMOTHY SETH NEAL FLA. REGISTRATION # AR97505



T.S. NEAL
ARCHITECTS INC.

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33042

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THE BASILICA OF SAINT MARY
STAR OF THE SEA
1010 WINDSOR LANE
KEY WEST, FL 33040

DRAWING TITLE:
EXISTING FLOOR PLANS

DRAWN: JFS, TSN
CHECKED: TSN
DATE: 12-05-2023

REVISION # DATE

EX1.2
SHEET #



TSN

T. S. NEAL ARCHITECTS, INC.



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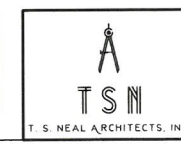
THE BASILICA OF SAINT MARY
STAR OF THE SEA
1010 WINDSOR LANE
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DRAWING TITLE:
SANCTURARY REAR ADDITION
FLOOR PLAN & ELEVATIONS

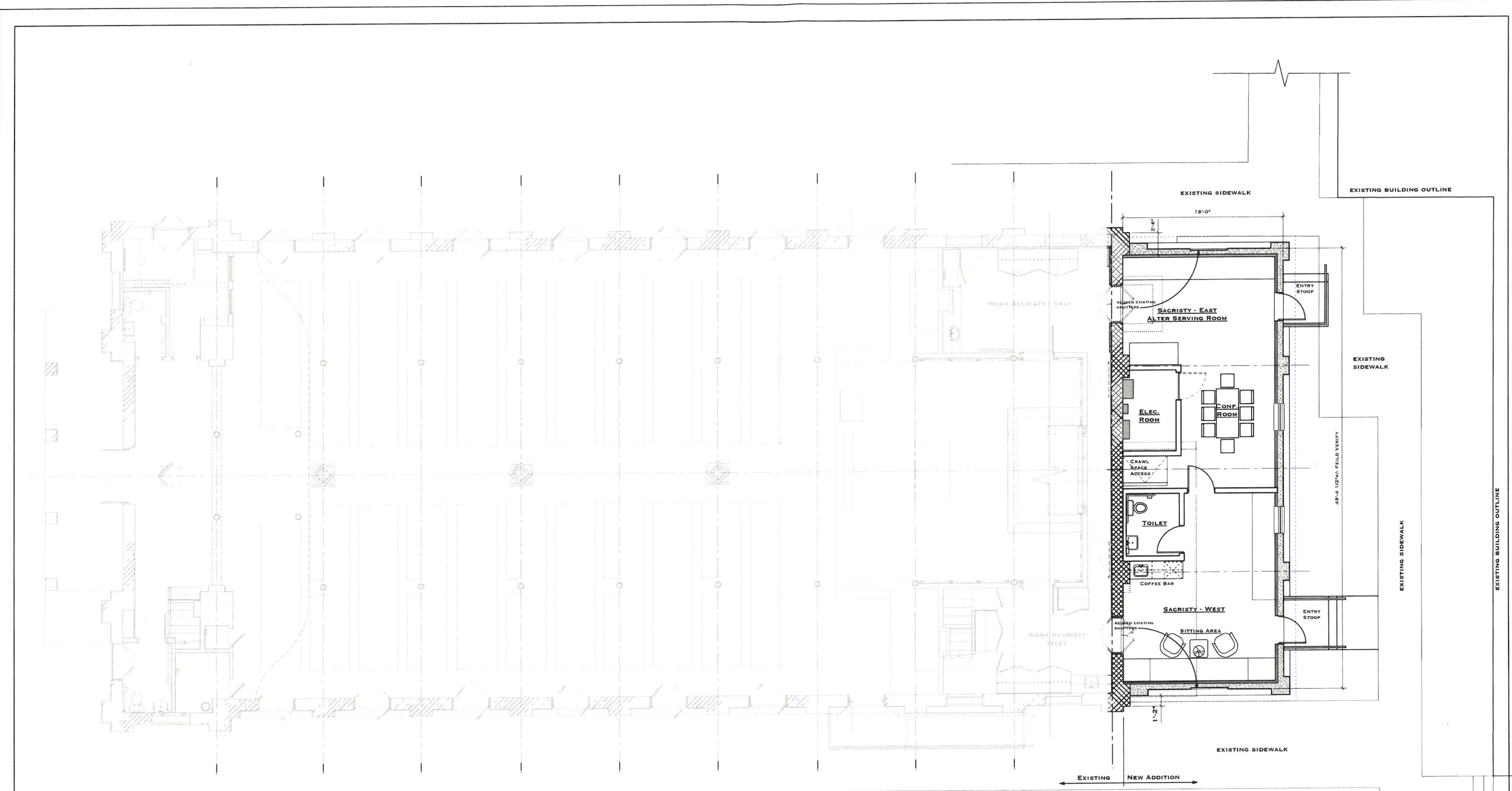
DRAWN: JFS, TSN
CHECKED: TSN
DATE: 12-05-2023

REVISION #	DATE

A1.1
SHEET #



TIMOTHY SETH NEAL FLA. REGISTRATION # AR97505



1 PROPOSED SANCTUARY ADDITION
A1.1 SCALE: 3/16" = 1'-0"



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33042

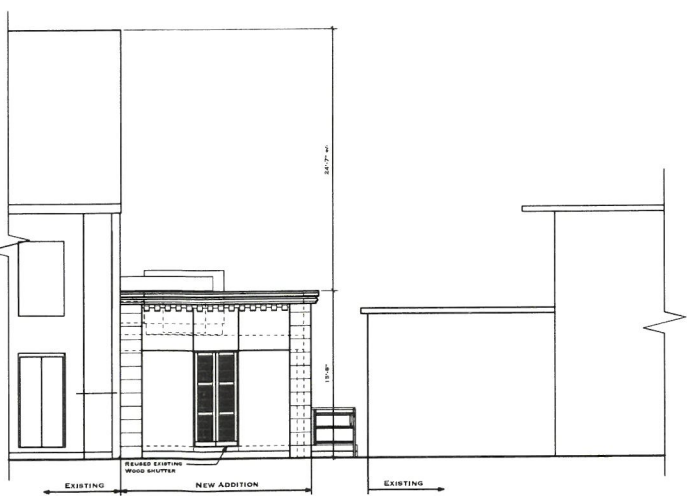
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THE BASILICA OF SAINT MARY
STAR OF THE SEA
1010 WINDSOR LANE
KEY WEST, FL 33040



2 SANCTUARY BACK ELEVATION
A3.1 SCALE: 1/8" = 1'-0"

1 SANCTUARY WINDSOR SIDE ELEVATION
A3.1 SCALE: 1/8" = 1'-0"



3 PARTIAL SANCTUARY SOUTHWEST SIDE ELEVATION
A3.1 SCALE: 1/8" = 1'-0"

DRAWING TITLE:
SANCTURAY
PROPOSED ELEVATIONS

DRAWN: JFS, TSN
CHECKED: TSN
DATE: 12-05-2025

REVISION #	DATE

A3.1 SHEET #



TSN
T. S. NEAL ARCHITECTS, INC.



T.S. NEAL
ARCHITECTS INC.

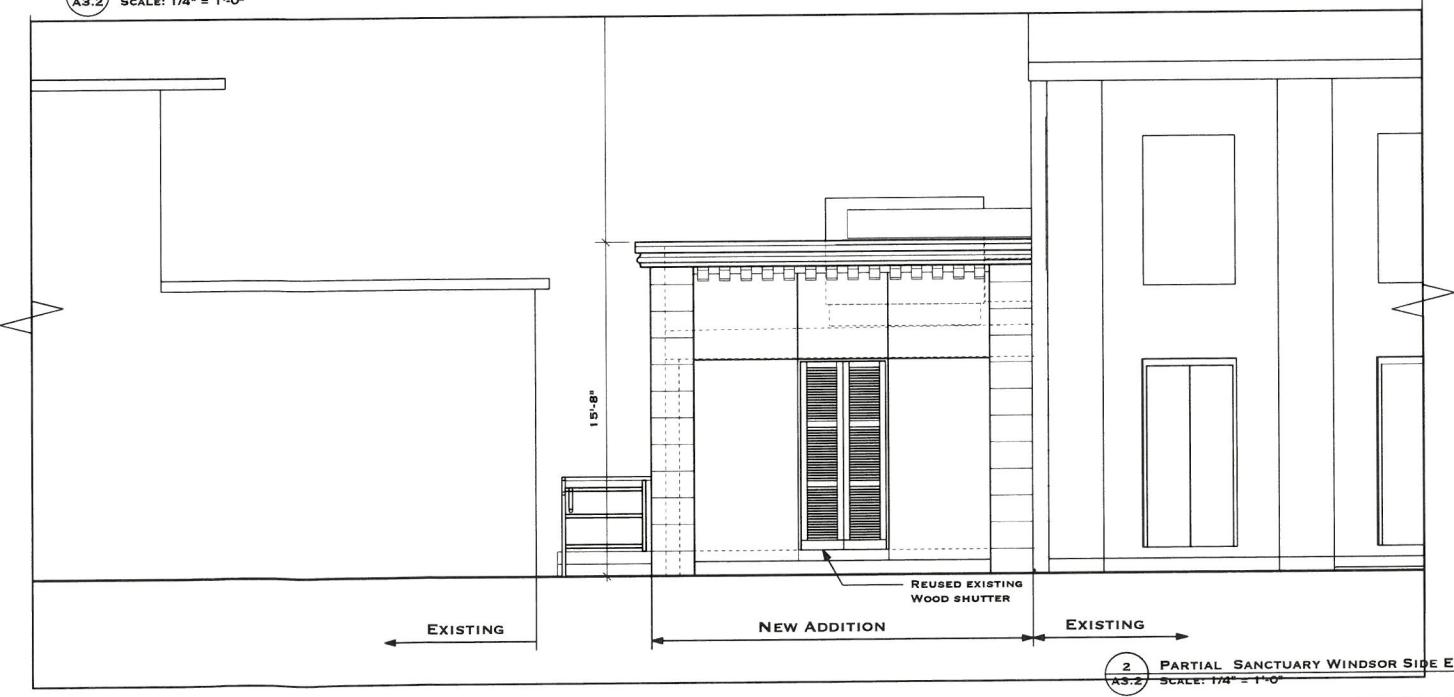
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THE BASILICA OF SAINT MARY
STAR OF THE SEA
1010 WINDSOR LANE
KEY WEST, FL 33040



1 SANCTUARY BACK ELEVATION
SCALE: 1/4" = 1'-0"



2 PARTIAL SANCTUARY WINDSOR SIDE ELEVATION
SCALE: 1/4" = 1'-0"

DRAWING TITLE:
SANCTUARY PROPOSED
PARTIAL ELEVATIONS

DRAWN: JPS, TSN
CHECKED: TSN
DATE: 12-05-2023

REVISION # DATE

A3.2
SHEET #



T.S. NEAL ARCHITECTS, INC.

TIMOTHY SETH NEAL FLA. REGISTRATION # AR97505