

City of Santa Fe, New Mexico

memo

DATE: September 8, 2026

TO: Historic Districts Review Board Members

VIA: Heather Lamboy, AICP, Planning & Land Use Department Director
Maggie Moore, Assistant Land Use Director, *MM*

FROM: Lani McCulley, Senior Planner, Historic Preservation Division, *LJM*

2026-012916-HDRB. 104 Camino Matías, Downtown & Eastside Historic District, contributing, Bernie Romero, agent for Vicki Montano-Torres, owner, proposes to construct a 438 sq. ft. portal to a height of 9'-10" and a 35 sq. ft. addition, replace windows and doors, construct a 5'-0" high yard wall, and install HVAC. Exceptions are requested to 14-4.6(E)(4)(I)(a) to replace windows and doors on a primary façade, and 14-4.6(E)(2)(II)(b) to construct an addition within 10' of a primary façade.

REFERENCE ATTACHMENTS (Sequentially):

CITY SUBMITTALS

☐ District Standards & yard wall
& fence standards.

☒ Historic Inventory Form

☒ Zoning Review Sheet

☒ Other: [Plaza del Monte documents]

APPLICANT SUBMITTALS

☒ Proposal Letter

☒ Site Plan/Floor Plan

☒ Elevations

☒ Photographs

☒ Other: [exception criteria]

STAFF RECOMMENDATION:

Staff finds that the exception criteria to 14-4.6(E)(4)(I)(a) have been met and recommends approval for replacing the windows and doors on a primary façade. Staff finds that the exception criteria to 14-4.6(E)(2)(II)(a) have not been met and recommends denial for constructing an addition on a primary façade. Otherwise, staff recommends approval of the other elements of the application as they comply with 14-5.2(D) General Design Standards for all Historic Districts, and 14-4.6(G)(2) Downtown and Eastside Historic District Design Standards.

Sample motions:

- a. In case 2026-012916-HDRB, for 104 Camino Matias, approve/deny the exception to 14-4.6(E)(4)(I)(a) to replace windows and doors on a primary façade, finding that the exception criteria have/have not been met.
- b. In case 2026-012916-HDRB, for 104 Camino Matias, approve/deny the exception to 14-4.6(E)(2)(II)(a) to construct an addition on a primary façade, finding that the exception criteria have/have not been met.
- c. In case 2026-012916-HDRB, for 104 Camino Matias, approve/deny the elements of the project that do not require an exception.

Should the Board deny the exception request(s), the applicant shall return with an alternative proposal for review and approval before proceeding to a building permit.

The property lies within the Historic Downtown Archaeological Review District. See Chapter 14, SFCC, Article 14-14-4.2(D). There may be archaeological concerns associated with this project, and archaeological clearance may be required.

BACKGROUND & SUMMARY:

Streetscape:

Plaza del Monte, formerly the Plaza del Monte Retirement Center, is an approximately six-acre subdivision that is “L” shaped and is bounded by Bishops Lodge Road on the east and Old Taos Highway on the west. The development has two roads, Camino Santiago and Camino Matias. While several structures predate the center, the communal living center was originally developed for retired members of the Presbyterian Church, starting in the late 1950s and continuing until 1977. The earliest plans by Clark and Register are for the buildings on the eastern portion of the development and were Spanish-Pueblo Revival in style. However, when Philippe Register took over the project in the 1960s, his designs evolved into a contemporary flat-roof structure with the use of canales, viga-roof portales, and carport elements. In the mid-1960s, Camino Santiago was extended, and development of the western end of the development began. This is when Register chose to eliminate several freestanding houses on the plans and replace them with quad apartments. Once fully developed, the compound consisted of 25 single-family residences and 3 quad apartment structures. The apartments include the structures at 105, 125, and 126 Camino Santiago.

The Plaza del Monte landscape includes retaining walls, constructed of formed concrete or concrete and stone, built over several phases, dating generally between 1950 and 1973. The walls were constructed to retain earth or to separate building pads. Very few of them rise above grade. A few lots have above-ground property line walls. These are made of stucco-clad concrete masonry units. The retaining and property line walls appear to post-date the construction of their associated units.

Site Description:

The single-family residence at 104 Camino Matias was one of the first units to be constructed in the Plaza del Monte compound in 1965. The residence is listed as contributing to the Downtown and Eastside Historic District. The northwest and northeast elevations are designated as primary.

The L-shaped residence is approximately 1,143 sq. ft. and presents a Spanish-Pueblo Revival plan. There is a carport located on the north and a carport on the west. The portal is supported by simple round columns, is ornamented by corbels, and houses a viga roof. The carport is a single bay behind the portal and has a subdued presence unlike most in the compound. The windows are aluminum casement units. According to the 2018 HCPI, *“It represents the closest interpretation of the original 1960 Kenneth S. Clark and Philippe Register template design for the development.”*

PREVIOUS CASE SUMMARIES:

ARC:

The property has received Archaeological clearance under case 2023-007030-ARC.

HDRB:

All structures in Plaza del Monte were assigned statuses under cases H-17-098A and H-19-019 in 2018 and 2019. Under case H-19-019, the property at 104 Camino Santiago was designated as contributing, with the north and west facades as primary. No yard walls were considered for status except for those located at 126 Camino Santiago, which were designated as contributing.

ADMINISTRATIVE:

No administrative approval is on file for this property.

APPLICANT’S REQUEST:

The applicant proposes the following exterior alterations:

- 1) An addition on the west elevation beneath the existing portal. This will result in the relocation of the primary entrance to the residence from facing west to facing south. An exception is requested to 14-4.6(E)(2)(II)(a) for placing an addition on a primary façade.
- 2) Replace all windows in the residence with wood clad in bronze with single-lite windows to match the existing in the same-size openings. An exception is requested to 14-4.6(E)(4)(I)(a) to replace historic windows.
 - a. Windows A, B, C, D, F, G, H, I, and J are historic windows. According to the window assessment, these windows are not repairable.
 - b. Window E is not historic.
 - c. Doors 1, 2, 3, 4, and 5 are not historic.
- 3) Replace all doors in the residence, infill the south entry, and create a door from a window on the east elevation.
- 4) Construct a portal on the east elevation to match the existing west portal with a medium walnut stain.
- 5) Construct two 5’0” high stuccoed yard walls on the east side of the residence that run east from the residence to the existing yard wall at the east property line. There will be no gates in these yard walls.

- 6) Stucco the residence in cementitious “Adobe” with cementitious “Colonial White” under the portal to retain the existing appearance of the residence. The structure has a historic brocade texture, and the texture shall be retained.
- 7) Install condensers in the rear (east) yard. The screen to prevent public visibility will be the 5’-0” high yard walls.

EXCEPTION CRITERIA AND RESPONSES:

Exception to 14-4.6(E)(4)(I)(a): The applicant requests an exception to replace historic windows on a primary façade.

(i) Do not damage the character of the district

Applicant Response: The existing windows are old-style sliding windows and are very difficult to open. The tracks for the sliding window units are damaged and, even with a little muscle, will not open. The windows will be replaced with new clad bronze windows in-kind and will not damage or change the character of the district.

Staff Response: Staff finds that this criterion is met. According to the window assessment, windows A, B, C, D, F, G, H, I, and J are non-repairable historic windows. The replacement windows are wood-clad in bronze with single-lite windows, which will appear the same as the historic windows and therefore will not damage the character of the district.

(ii) Are required to prevent a hardship to the applicant or an injury to the public welfare

Applicant Response: The existing sliding mechanisms are damaged beyond repair, and the owner requests replacing them due to the difficulty of operating them.

Staff Response: Staff finds that this criterion is met. According to the window assessment, windows A, B, C, D, F, G, H, I, and J are non-repairable historic windows, as the parts needed to repair the windows are no longer manufactured. If the windows cannot be repaired, then requiring the preservation of inoperable windows would constitute a hardship to the applicant.

(iii) Strengthen the unique heterogeneous character of the City by providing a full range of design options to ensure that residents can continue to reside within the historic districts

Applicant Response: Replacing the existing windows with in-kind windows does not damage the unique heterogeneous character of the City, and the elevations and openings will not be changed.

Staff Response: Staff finds that this criterion is met. There is no plan to change the openings of the windows, which are part of the defining characteristics of the building. The new windows will appear the same in those openings. Replacing the existing inoperable windows with functioning windows will ensure the structure can continue to be used for residential purposes.

Exception to 14-4.6(E)(2)(II)(a): The applicant requests an exception to construct an addition on a primary façade.

(i) Do not damage the character of the district

Applicant Response: The new entry addition will be constructed under the existing portal. The entire portal will remain, surrounding the proposed entry area, which will remain similar to the existing, and the change to the existing character will be minimal.

Staff Response: Staff finds that this criterion is not met. There are no structures in this historic compound with this type of entry. It is contrary to the original design of the buildings. Therefore, the alteration will change the character of the structure, compound, and ultimately, the district.

(ii) *Are required to prevent a hardship to the applicant or an injury to the public welfare*

Applicant Response: There is no hardship for the new entry installation. My client would like to make this change to enhance the entry and make it more accessible.

Staff Response: Staff finds that this criterion is not met. This residence has stood since the early 1960s with this west-facing door and no entry foyer to the residence. There is no hardship in entering the residence directly into the living space, especially since there is a large portal for protection from the weather and as a transition to residence entry.

(iii) *Strengthen the unique heterogeneous character of the City by providing a full range of design options to ensure that residents can continue to reside within the historic districts*

Applicant Response: Installing a new entry under the existing portal will not damage the unique heterogeneous character of the City, and the west elevation with the new entry will enhance the residence.

Staff Response: Staff finds that this criterion is not met. The residence was purchased with this entry; the entry matches those of other structures in the compound and of the district. No other design options have been considered. This entry addition is not required to ensure the continued use of the structure as a residence.

RELEVANT CODE CITATIONS:

14-4.6 HISTORIC DISTRICTS

A. General Provisions

1. Purpose

In order to promote the economic, cultural, and general welfare of the people of Santa Fe and to ensure the harmonious, orderly, and efficient growth and development of the City, the Governing Body deems it essential to preserve the qualities relating to the history and culture of Santa Fe, maintain a harmonious outward appearance to preserve property values, and attract residents and tourists alike. The specific purposes of this section are to preserve qualities relating to the history of Santa Fe, such as the following:

- I. Continue the existence and preservation of historic areas and buildings;
 - II. Continued construction of buildings in Santa Fe's historic styles; and
 - III. General harmony as to architectural style, form, color, height, proportion, texture, and material between buildings of historic design and those of more modern design.
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C. Buildings with Significant or Contributing Historic Status

I. Purpose

Historic designation is intended to address the following:

- I. Recognizing each structure as a physical record of its time, place, and use.
- II. Preventing changes that create a false sense of historical development, such as the addition of conjectural features or architectural elements from other buildings;
- III. Preserving and retaining changes to structures that have acquired historic importance in their own right, recognizing that most structures change over time;
- IV. Preserving distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a structure; and
- V. Avoiding making new additions and related or adjacent new construction in such a manner that, if removed in the future, the original form and integrity of the historic property and its environment would be unimpaired.

2. Designation of Significant, Contributing, or Noncontributing Status

I. Status Designation

Structures within historic districts may be designated a status of "significant," "contributing," or "noncontributing," as defined in Section 14-9.3, *General Definitions*. Staff shall maintain a record of the current status of structures located in the historic districts.

II. HDRB Authority to Review Status Designation

- a. The HDRB may change the status of a structure or designate a status for a structure that has no status designated.
- b. A change in status or the designation of a status shall be based upon an evaluation of data provided through survey or other relevant sources of information and the definitions of "significant," "contributing," or "noncontributing."
- c. When the HDRB designates a structure as contributing, it shall also specify which facades of the structure are primary.

V. Restoration of Status

If a property owner makes changes to a structure without the proper City approvals, which result in the lowering of the structure's status, staff or the Board may require the property owner to restore the structure such that its former status is restored.

3. Review by Historic Districts Review Board Required

- I. Except where this chapter provides for review by staff, the HDRB shall review all applications for new construction, alteration, or demolition in the historic districts and of landmark structures throughout the city, based on the standards set forth in this section.
- II. The historic board shall judge any proposed alteration or new structure for harmony with adjacent buildings, preservation of historical and characteristic qualities, and conformity to the standards for architectural style set forth in this section.

- III. The HDRB may approve, deny, approve with conditions, or, with the consent of the applicant, postpone an application.
 - a. For applications approved with conditions, no permit shall be issued until the HDRB conditions have been met.
 - b. An application that is postponed shall be heard at a date agreed upon by the HDRB and the applicant.
 - IV. No permit shall be issued until the time for appeal to the Governing Body has expired.
 - 4. Compliance with General and Specific Design Standards Required

All development located within the historic districts and subject to this section shall comply with all applicable general development standards set forth in Section 14-4.6E), *General Design Standards for All Historic Districts*, as well as any applicable specific development standards set forth in Section 14-4.6G), *Additional District-Specific Design Standards*.
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E. General Design Standards for All Historic Districts

These standards shall apply to all additions or alterations to existing structures in the Historic Districts. Contributing, significant, and landmark structures may be subject to specific additional restrictions and district-specific standards in Section 14-4.6(G).

- I. General
 - I. The historic status of a property with a historic status designation of significant, contributing, or landmark structure shall be retained and preserved. If a proposed alteration will cause a property to lose its significant, contributing, or landmark status, the application shall be denied. The removal of historic materials or alteration of architectural features and spaces that embody the status is prohibited.
 - II. If a proposed alteration or new construction will cause an adjacent property to lose its significant, contributing, or landmark status, the application may be denied.
 - III. For the regulations of this subsection, all facades of a significant structure are primary facades.
- 2. Building Additions
 - I. Design
 - a. Building additions that meet the standards of Section 14-4.6G2, *Downtown and Eastside Historic District*, shall continue to meet those standards, in addition to the standards set forth in this section.
 - b. Building additions shall have similar materials, architectural treatments and styles, features, and details as the existing structure, but shall be distinguishable from and not attempt to duplicate the existing structure.
 - II. Size and Location
 - a. Building additions are not permitted on primary facades.

- b. All building additions shall be set back a minimum of ten feet from the primary facade.
- c. Building additions shall not exceed 50 percent of the square footage of the building's historic footprint and shall not exceed 50 percent of the historic length in linear feet of the primary facade.
- d. To the extent architecturally practicable, new building additions shall be attached to any existing non-primary facade of a structure rather than attaching them to the primary facade of a structure.

III. Height

- a. The maximum height of building additions to significant and landmark structures shall be at least six inches lower than the parapet or equivalent roof feature of the existing adjacent connecting facade.
- b. Building additions to contributing structures shall be no more than one additional story higher than the existing structure. To the extent architecturally practicable, two-story additions shall be set to the rear or the side rear of the structure. When an additional story is to be placed upon an existing contributing structure, that footprint may be no greater than fifty percent of the footprint of the existing structure, subject to the provisions of Subsection A(1) above. For the purposes of this paragraph, an additional story shall not exceed twelve (12) feet from the existing rooftop to the highest point of that story.

IV. Remodeling to Increase Height

- a. For remodeling of an existing significant or landmark structure, no increase in height of the structure is permitted.
- b. For remodeling an existing contributing structure, a height increase may be permitted through approval of an exception, as described in Section 14-4.6D.

V. Rooftop Equipment

Rooftop equipment, including but not limited to solar collectors, clerestories, decks, or mechanical equipment, may only be installed on contributing and noncontributing structures and shall not be publicly visible, nor shall a parapet be raised to conceal such equipment.

3. Porches and Portals

Existing porches or portals on significant and landmark structures, and on primary facades of contributing structures, shall not be permanently enclosed.

4. Windows, Doors, and Other Architectural Features

- I. For all facades of significant and landmark structures and for the primary facades of contributing structures:
 - a. Historic windows shall be repaired or restored wherever possible. Historic windows that cannot be repaired or restored shall be duplicated in the size, style, and material of the original. Thermal double-pane glass may be used. No window opening shall be widened or narrowed.
 - b. Window depth and other characteristics of window and door fenestration shall

- be preserved.
- c. No new opening shall be made where one presently does not exist unless historic documentation supports its prior existence.
- d. No historic opening shall be closed.
- II. For all facades of contributing, significant, and landmark structures:
 - a. Architectural features, finishes, and details other than doors and windows shall be repaired rather than replaced.
 - b. In the event replacement is necessary, the use of new material may be approved. The new material shall match the material being replaced in composition, design, color, texture, and other visual qualities.
 - c. Replacement or duplication of missing features shall be substantiated by documentation, physical, or pictorial evidence.
- 5. Roofs

The existing historic roof styles and materials shall be maintained or replaced in kind if necessary. The addition of dormers or other roof features should only be considered when they are an existing historic feature of the structure.
- 6. Surface Cleaning

The surface cleaning of structures shall employ the gentlest means possible. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials are not permitted.
- 7. Archaeological Resources

Discovery of archaeological resources made during the development of a historic property shall be referred to the Archaeological Review Committee. See Section 14-2.1G.1.V.c, *Unexpected Discoveries*.
- 8. Signs
- 9. Murals
- 10. Pedestrian-Oriented Areas

F. Height, Pitch, Scale, Massing, and Floor Stepbacks.

The height, pitch, scale, and massing of any structure in a historic district, as defined in this section, shall be limited as provided for in this section, unless further restricted elsewhere within this chapter.

- I. Applicability

The following sections identify specific areas and specific projects subject to this section. The Planning and Land Use Director shall determine whether or not properties are included within this section.
- II. Specific Areas

The height limitations in this subsection F apply:

 - a. Within the following historic districts:

1. Downtown and Eastside;
2. Don Gaspar Area;
3. Historic Transition; and
4. Westside-Guadalupe.

b. In the Historic Review district, as specified herein.

II. Streetscape Standards

III. Project Location

Planning and Land Use Department staff shall determine the applicability of this section to individual projects and the applicable streetscape

2. Height

I. Official Map of Building Heights in the Historic Districts - Procedures

II. Height Limitations

The HDRB shall limit the height of structures as set forth in this section.

Heights of existing structures shall be as set forth on the official map of building heights in the historic districts.

- a. If a proposed building has a parapet, the façade shall not exceed two feet above the average of the height of the façades in the streetscape.
- b. If the proposed building has a pitched roof, the ridge height of the proposed building shall not exceed two feet above the average of the ridge height of the pitched roofs in the streetscape.
- c. Yard walls and fences shall be limited to a height that does not exceed the average of the height of other yard walls and fences in the streetscape.
- d. The height of any other structure shall be limited to the allowable building height within the applicable streetscape, as defined in this section.
- e. The height and dimensions of signage are as set forth in Section 14-7.61, *Sign Regulations in the Historic Districts*.
- f. The HDRB may increase the allowable height for proposed buildings and additions located on a sloping site where the difference in the natural grade along the structure's foundation exceeds two feet. In no case shall the height of a façade exceed four feet above the allowable height of the applicable streetscape measured from natural or finished grade, whichever is more restrictive. This increase in height shall be constructed only in the form of building setbacks from the street.

III. Height Measurement

- a. In historic districts, height shall be the vertical distance measured between the highest part of a structure and the existing grade or finished grade, whichever is more restrictive, at the midpoint of the street-facing facade, excluding rooftop appurtenances, the increased height of walls or fences over pedestrian and vehicular openings, and gates (either in open or closed position).
- b. For structures that do not have street frontage, height shall be determined by the facade that contains the tallest vertical distance measured between the highest part of a structure and the existing grade or finished grade, whichever is more

restrictive. The height of walls and fences is measured from the street-facing side of the wall or fence.

IV. Pitch

If the determined streetscape includes over 50 percent buildings with pitched roofs, the proposed building may have a pitched roof. A pitched roof is defined as a gable, shed, or hipped roof. The pitch of the roof shall match the predominant pitch extant in the streetscape.

V. Scale

The height of a proposed building or addition, its façade length, and its roof form and pitch shall appear to be in proportion to the height, façade length, and roof form and pitch of buildings in the applicable streetscape, or the building on which the addition is proposed.

VI. Massing and Floor Stepbacks

The HDRB may require that upper floor levels be stepped back, to carry out the intent of this section; provided that the HDRB in making such determinations shall take into account whether the height of the proposed building, yard wall, fence, or proposed step back of upper floor levels is in harmony with the massing of the applicable streetscape and preservation of the historic and characteristic visual qualities of the streetscape. The HDRB shall also require that the publicly visible facades of the structure be in conformance with Section 14-4.6G), *Additional District-Specific Design Standards*, and, in meeting those requirements, may require that different floor levels be stepped back.

G. Additional District-Specific Design Standards

2. Downtown and Eastside Historic District

The governing body recognizes that a style of architecture has evolved within the city from the year 1600 to the present characterized by construction with adobe, hereafter called "old Santa Fe style", and that another style has evolved, hereafter called "recent Santa Fe style", which is a development from, and an elaboration of the old Santa Fe style, with different materials and frequently with added decorations.

I. Old Santa Fe Style

Old Santa Fe style, characterized by construction with adobe, is defined as including the so-called "pueblo" or "pueblo-Spanish" or "Spanish-Indian" and "territorial" styles and is more specifically described as follows:

- a. With rare exception, buildings are of one story; a few have three stories, and the characteristic effect is that the buildings are long and low. Roofs are flat with a slight slope and surrounded on at least three sides by a firewall of the same color and material as the walls or of brick. Roofs are never carried out beyond the line of the walls except to cover an enclosed portal or porch formed by setting back a portion of the wall or to form an exterior portal, the outer edge of the roof being

supported by wooden columns.

Two-story construction is more common in the territorial than in other sub-styles, and is preferably accompanied by a balcony at the level of the floor of the second story. Facades are flat, varied by inset portales, exterior portales, projecting vigas or roof beams, canales or water-spouts, flanking buttresses and wooden lintels, architraves and cornices, which, as well as doors, are frequently carved, and the carving may be picked out with bright colors. Arches are almost never used except for nonfunctional arches, slightly ogival, over gateways in freestanding walls.

- b. All exterior walls of a building are painted alike. The colors range from a light earth color to a dark earth color. The exception to this rule is the protected space under portales, or in church-derived designs, inset panels in a wall under the roof, in which case the roof overhangs the panel. These spaces may be painted white or a contrasting color or have mural decorations.
- c. Solid wall space is always greater in any façade than window and door space combined. Single panes of glass larger than thirty (30) inches in any dimension are not permissible except as otherwise provided in this section;
- d. The rules as to flat roofs shall not be constructed to prevent the construction of skylights or installation of air conditioning devices, or any other necessary roof structures, but such structures other than chimneys, flues, vents and aerials, shall be so placed as to be concealed by the firewall from the view of anyone standing in the street on which the building fronts;
- e. True old Santa Fe style buildings are made of adobe with mud plaster finish. Construction with masonry blocks, bricks, or other materials with which the adobe effect can be simulated is permissible, provided that the exterior walls are not less than eight (8) inches thick and that geometrically straight façade lines are avoided. Mud plaster or hard plaster simulating adobe, laid on smoothly, is required; and
- f. It is characteristic of Old Santa Fe style commercial buildings to place a portal so that it covers the entire sidewalk, the columns being set at the curb line.

II. Recent Santa Fe Style

Recent Santa Fe style intends to achieve harmony with historic buildings by retention of a similarity of materials, color, proportion, and general detail. The dominating effect is to be that of adobe construction, prescribed as follows:

- a. No building shall be over two stories in height in any façade unless the façade shall include projecting or recessed portales, setbacks, or other design elements;
- b. The combined door and window area in any publicly visible façade shall not exceed forty percent of the total area of the façade except for doors or windows located under a portal. No door or window in a publicly visible façade shall be located nearer than three (3) feet from the corner of the façade;
- c. No cantilevers shall be permitted except over projecting vigas, beams, or wood corbels, or as part of the roof treatment described below;

- d. No less than eighty percent of the surface area of any publicly visible façade shall be adobe finish, or stucco simulating adobe finish. The balance of the publicly visible façade, except as above, may be of natural stone, wood, brick, tile, terra cotta, or other material, subject to approval as hereinafter provided for building permits;
- e. The publicly visible façade of any building and of any adjoining walls shall, except as otherwise provided, be of one color, which color shall simulate a light earth or dark earth color, matte or dull finish, and of relatively smooth texture. Facade surfaces under portales may be of contrasting or complementary colors. Windows, doors, and portals on publicly visible portions of the building and walls shall be of one of the old Santa Fe styles, except that buildings with portals may have larger plate glass areas for windows under portals only. Deep window recesses are characteristic
- f. Flat roofs shall have not more than thirty (30) inches overhang.