# City of Santa Fe, New Mexico

# memo

**DATE:** October 13, 2026

**TO:** Historic Districts Review Board Members

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

**FROM:** Amanda Romero, Senior Planner, Historic Preservation Division

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**2026-013245-HDRB. 713 Dunlap St**., Westside-Guadalupe Historic District. Contributing. Christopher Purvis, agent for Evanoah Properties, owner, requests a primary façade(s) designation, for a residential structure.

**REFERENCE ATTACHMENTS (Sequentially):**

**CITY SUBMITTALS**

____ District Standards & yard wall & fence standards.

__x__ Historic Inventory Form

__x__ Zoning Review Sheet

**APPLICANT SUBMITTALS**

__x__ Proposal Letter

__x__ Site Plan/Floor Plan

__x__ Elevations

__x__ Photographs

**STAFF RECOMMENDATION:**

Staff recommends that the HDRB maintain the historic status as contributing and recommends HCPI be adopted with the south as the primary façade (2 on façade drawing), per 14-4.6(C) Designation of Significant, Contributing or Noncontributing Status Within Historic Districts.

**Sample motion:**

One motion will be required for this case.

Status (for each structure):

a. In case 2025-01013245-HDRB, for 713 Dunlap, maintain the contributing status and designate the south elevation as the primary facade.

## BACKGROUND & SUMMARY:

**Site Description:**
The residence is located and is listed as contributing to the Westside-Guadalupe Historic District. Located at the historic western edge of Santa Fe's historic center, development in the Westside represents the evolution of urban expansion into former agricultural areas.

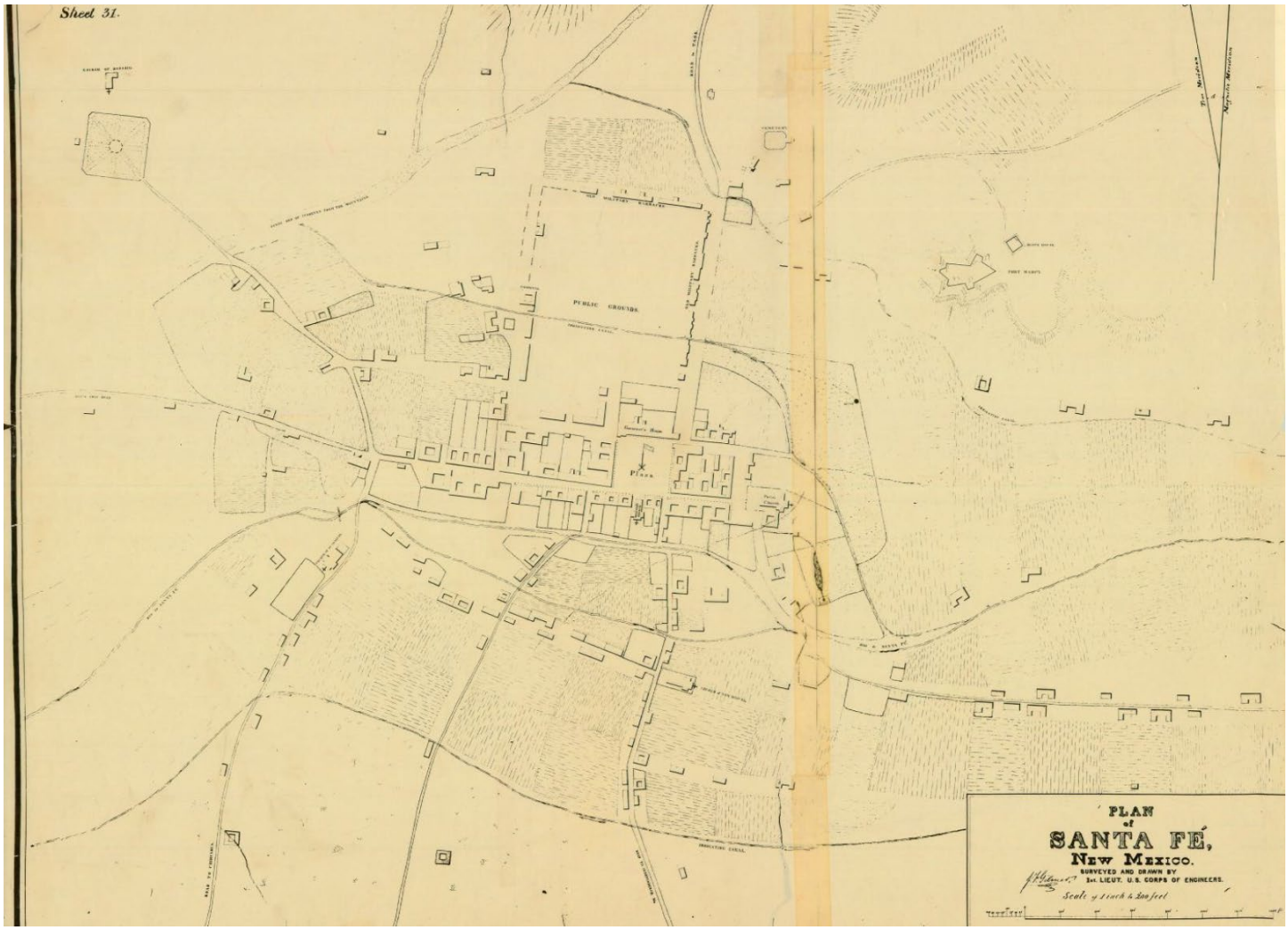



**Figure 1 : 1846 Gilmer Map** (illustrates agricultural uses prior to the westward expansion of the urban area)

The structure is part of a three-dwelling compound on an 0.4-acre parcel.

This structure is documented in the 1928 City Directory, has mainly been used as a rental and storage, this residence was built in Pueblo Rival Style. The recommended primary façade has 3/1 double hung windows and an arched framed portal. The arched portal exemplifies the Westside-Guadalupe's tradition of unique, hand-hewn designs.

Many families rented the property in the 1940s and 1950s, whereas in more recent times in the 1960s and 1970s there were documented criminal activities at the site.

**PREVIOUS CASE SUMMARIES:**

**HDRB: None**

Structure surveyed in 1985 and 1996

**ADMINISTRATIVE: None**

**APPLICANT'S REQUEST:**

Historic Status designation and primary façade designation for the residential structure.

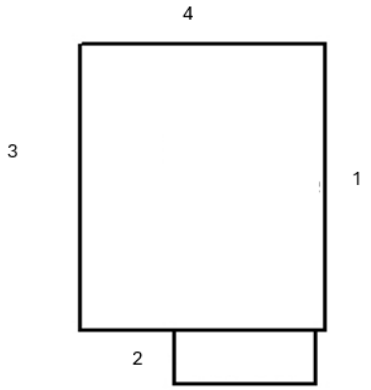



**Figure 2 Facade Diagram**

**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 in order 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.

### B. Buildings with Significant or Contributing Historic Status

1. IPurpose

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 as to 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 to 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.

**III.** Initiation of Review of Status Designation

The Board may review the status designation in response to the following:

a. An application for construction or demolition as set forth in Section 14-5.2 as follows:
    1. Prior to the application being placed on a board agenda or prior to issuance of a construction permit, if Board approval is not required, staff shall determine whether the board should review the status of the structure. Staff's determination shall be made within thirty days of submitting the application. If staff's determination is not completed within thirty days, the application shall be forwarded to the board. Review by the board as to the structure's status shall be made at the earliest practicable date. The board or staff (as applicable) may consider the application immediately following the determination of status. The application shall be reviewed based upon the status of the structure following the determination of status.
    2. Prior to action by the board on the application, the board itself may decide to review the status of the structure. The board's determination as to the status shall be made within forty-five days of the decision of the board to review the status. The board or staff (as applicable) may consider the application immediately following the determination of the status. The application shall be reviewed based upon the status of the structure following the determination of status.

b. Request from the property owner;
c. A request initiated by the city. Staff shall notify the property owner prior to initiating the request.

IV. Notice of HDRB's Review of Status

a. Unless the review is requested by the property owner, staff shall mail notice to the property owner of the subject property no less than 15 days prior to the HDRB's review of a change in or designation of status.
b. In addition, staff shall send notice, by first class mail, to all property owners within one hundred (100) feet of the subject property no less than fifteen days prior to the board's review of a change in or designation of status if the review may result in the lowering of the structure's status. Staff shall retain an affidavit of mailing.
c. With the consent of the property owner, the city shall have posted on the property a poster obtained from the planning land use department. Otherwise, the city shall post the poster at the nearest place available to the city. Such poster shall be securely posted, prominently displayed, visible from a public street, at least fourteen days prior to the scheduled board hearing. The posting shall indicate the nature of the application, identification of the property affected, and the time, date, and place of the hearing. The poster shall be removed within thirty days of final action. Failure to do so may result in the city removing the sign at the applicant's expense. A civil fee of fifty dollars ($50.00) will be charged.

## NONCONTRIBUTING STRUCTURE

A structure, located in a historic district, that is less than 50 years old, or that does not exhibit sufficient historic integrity to establish and maintain the character of the Historic district.

## CONTRIBUTING STRUCTURE

A structure, located in a historic district, approximately 50 years old or older that helps to establish and maintain the character of that historic district. Although a contributing structure is not unique in itself, it adds to the historic associations or historic architectural design qualities that are significant for a district. The contributing structure may have had minor alterations, but its integrity remains.

## SIGNIFICANT STRUCTURE

A structure located in a historic district that is approximately 50 years old or older, and that embodies distinctive characteristics of a type, period, or method of construction. For a structure to be designated as significant, it must retain a high level of historic integrity. A structure may be designated as significant for its association with events or persons that are important on a local, regional, national or global level; or if it is listed on or is eligible to be listed on the State Register of Cultural Properties or the National Register of Historic Places.

## PRIMARY FACADE

One or more principal faces or elevations of a building with features that define the character of the building's architecture.