City of Santa Fe, New Mexico

memo

DATE: October 13, 2026

TO: Historic Districts Review Board Members

VIA: Heather Lamboy, AICP, Planning & Land Use Dept Director HLL
Maggie Moore, Assistant Land Use Director *MRM*

FROM: Lauren A. Vagts, Senior Planner, Historic Preservation Division LAV

2026-013212-HDRB. 330A East Buena Vista. Don Gaspar Historic District. Not surveyed. Jeffrey Seres, agent for Patrick and Tracey Gallagher, owners, requests partial demolition and addition of garage & storage measuring 508 sq. ft. and 11' in height with the maximum allowable height of 16.7', window replacement, and fence installation.

REFERENCE ATTACHMENTS (Sequentially):

CITY SUBMITTALS

__x__ District Standards & yard wall & fence standards.

_____ Historic Inventory Form

__x__ Zoning Review Sheet

__x__ Other: wall and building height calculations

APPLICANT SUBMITTALS

__x__ Proposal Letter

__x__ Site Plan/Floor Plan

__x__ Elevations

__x__ Photographs

__x__ Other: Window and door specifications

STAFF RECOMMENDATION:

Staff recommends approval of the proposed project and finds that the application complies with Section 14-4.6(E) General Design Standards for all Historic Districts, and 14-4.6(G)(1) Don Gaspar Area Historic District Design Standards.

Sample motions:
One motion will be required in this case.

a. In case 2026-013212-HDRB, for 330A East Buena Vista, approve the application as submitted.

BACKGROUND & SUMMARY:

Streetscape:
330A East Buena Vista Street, a single-family residential duplex, is located in the Don Gaspar Historic District on the north side of the street bound by Old Santa Fe Trail to the east, East Berger Street to the south, and Gildersleeve Street to the west. The building is statused as Not Surveyed along with the three additional duplexes at 330 East Buena Vista. The residential street is lined primarily with single-story, flat roof, and stucco-clad buildings in the Pueblo-Revival and Territorial styles with occasional pitched-roofs, and Contemporary and Craftsman style houses. The street cuts through a natural slope with the north side of the street overlooking the south, including a below-grade compound. Houses to the north are primarily set back from the street, centrally located within their lots, and surrounded by large wooded landscapes. The southern houses are either situated up against the sidewalk or slightly set back. Coyote fences are dominant to the east, with shallow stucco yardwalls incorporating stone foundations to the west line nearly the entire street with a mix of gravel and paved drives. At the southeast corner of the street is a tall, curved stucco yardwall partially enclosing the parking lot for the Inn of the Turquoise Bear. At the center of the street where Webber Street begins, a large gravel parking lot opens to a basketball court and field.



Figure 1. Aerial view of parcel location, 330A East Buena Vista Street. Source: Santa Fe County Tax Parcel Viewer, https://sfcomaps.santafecountynm.gov

Site Description:
330A East Buena Vista Street was part of a multi-duplex project first submitted to the Historic District Review Board in October of 2003 and completed in 2005 (Figure 2). Historically, the site belonged to a larger parcel associated with the Flora Conrad House, designated as Significant, at 313 East Berger Street. 330A East Buena Vista Street is the easternmost duplex of the quad set back behind a low coyote fence along the sidewalk with a wooden gate entrance. The single-story residence is clad in cementitious stucco with a gravel drive extending the length of the east elevation separated from the east lot by a coyote fence and cementitious stucco yardwall to the south.



Figure 2. 1892 Map of Santa Fe, New Mexico by P.O. Gaynor, C.E. with 330A East Buena Vista site highlighted.


Figures 3 and 4. 1968 aerial (left) and 1995 aerial (right) with 330A West Buena Vista site highlighted, and Flora Conrad House circled. Source: New Mexico Department of Transportation.



Figure 4. Existing site plan of 330 East Buena Vista Units A-D (Unit A highlighted).

The north elevation (Figure 5) is separated into two bays. The left bay has a slightly larger massing with two two-over-two fixed wooden windows flanked by two canales. The right bay has an alcove entrance with a single canale overhead the opening bearing a wooden lintel. Inside the alcove are three two-over-six casement windows on the street-facing elevation, and an obscured wooden entrance door left of a partition wall.



Figure 5. North elevation, September 8, 2026.

The east elevation (Figures 6-8) has a horizontal two-over-six rectangular window flanked by two canales on the left, a single two-over-six window in the center with a single canale to the right, and an eight-panel wide wooden garage door with two-over-two fixed window openings above each panel at the northeast corner. The south elevation (Figure 9) is three bays wide with each bay declining in height from left to right. The left bay has a three-panel doorway each with two-over-six glazed panels and two two-over-six casement windows to the right with a single canale centered above. The central bay has two centered large two-over-six casement windows, while the right bay has two two-over-six casement windows off-center to the right.



Figures 6 and 7. East elevation looking northwest (left), and garage detail (right).



Figures 8 and 9. Streetview looking west (left) and south elevation (right).

PREVIOUS CASE SUMMARIES:

ARC:

- Case no. AR-7-04. No architecture or in-situ cultural remains were encountered; report submitted by consultant Anthony E. Martinez who was not on the City of Santa Fe List of Approved Archaeologists and Historians with the decision that the report was incomplete, did not meet ordinance, and could not be approved. (April 1, 2004)
- Case no. AR-7-04. Old Business. Approval of a Reconnaissance Report resubmitted by an approved archaeologist, Tom McIntosh, concluding the property is adjacent to and was historically part of the Flora Conrad property, designated as Significant. An extinct acequia (LA 143810) was revealed which may have been a 17th-century segment of the Acequia Madre and eligible for the National Register of Historic Places. No significant cultural remains were discovered. Report was approved with archaeological easements to preserve the longest section of the acequia (approx. 6') along walkways between units C and D with prohibition of subsurface disturbance, and create signage to acknowledge the historic resources for the acequia and historic fence. (May 20, 2004) Note: while the preservation of the acequia was a concern for the initial development of the four-plex, the area of concern is localized near Units

C and D and does not fall within the proposed area of work for this project.

HDRB:

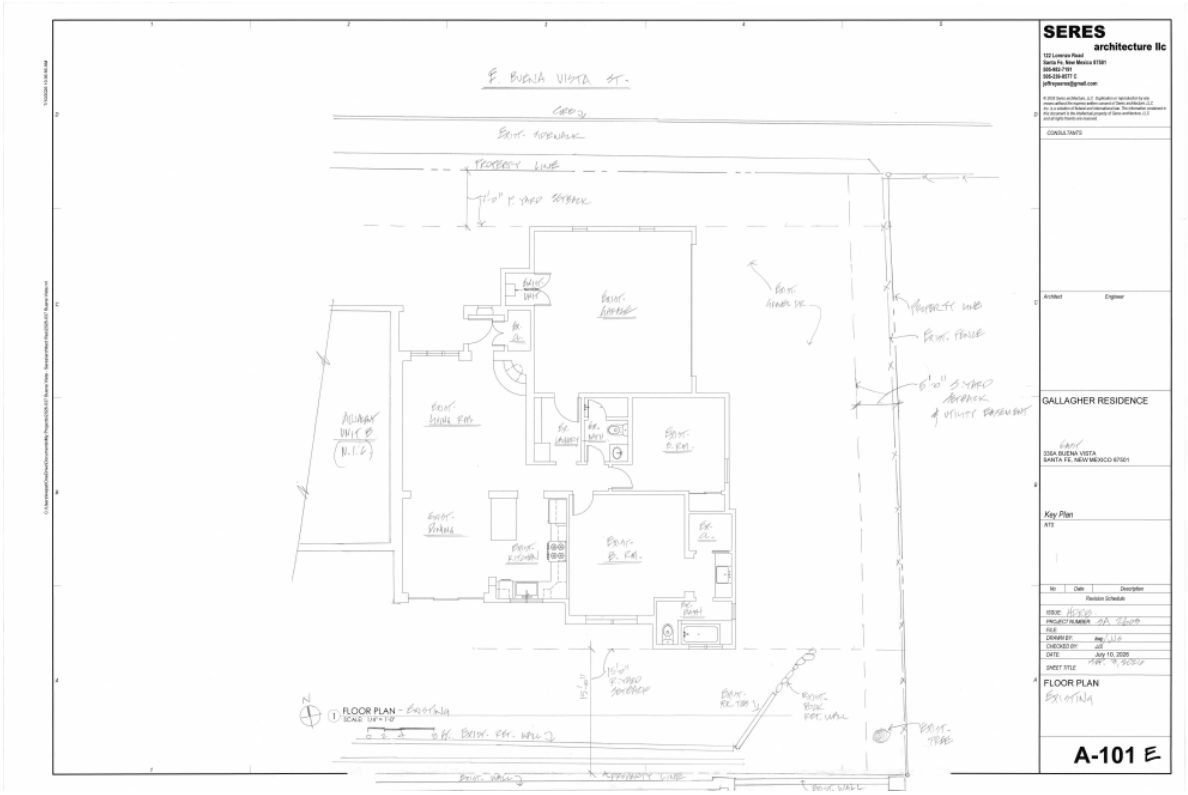
- Case no. H-03-154. Construction proposal for four condominium units in the Spanish-Pueblo Revival manner with a total of 6925 sqft., with a proposed height of 13'6" with a maximum allowable height of 16' with archaeological approval needed. Note to leave the back [south] wall and concern about leaving the existing fence along the front of the lot dating to the 1920s. Unanimous Board approval with the condition that the original fence be preserved as much as possible with staff approval. (October 28, 2003)

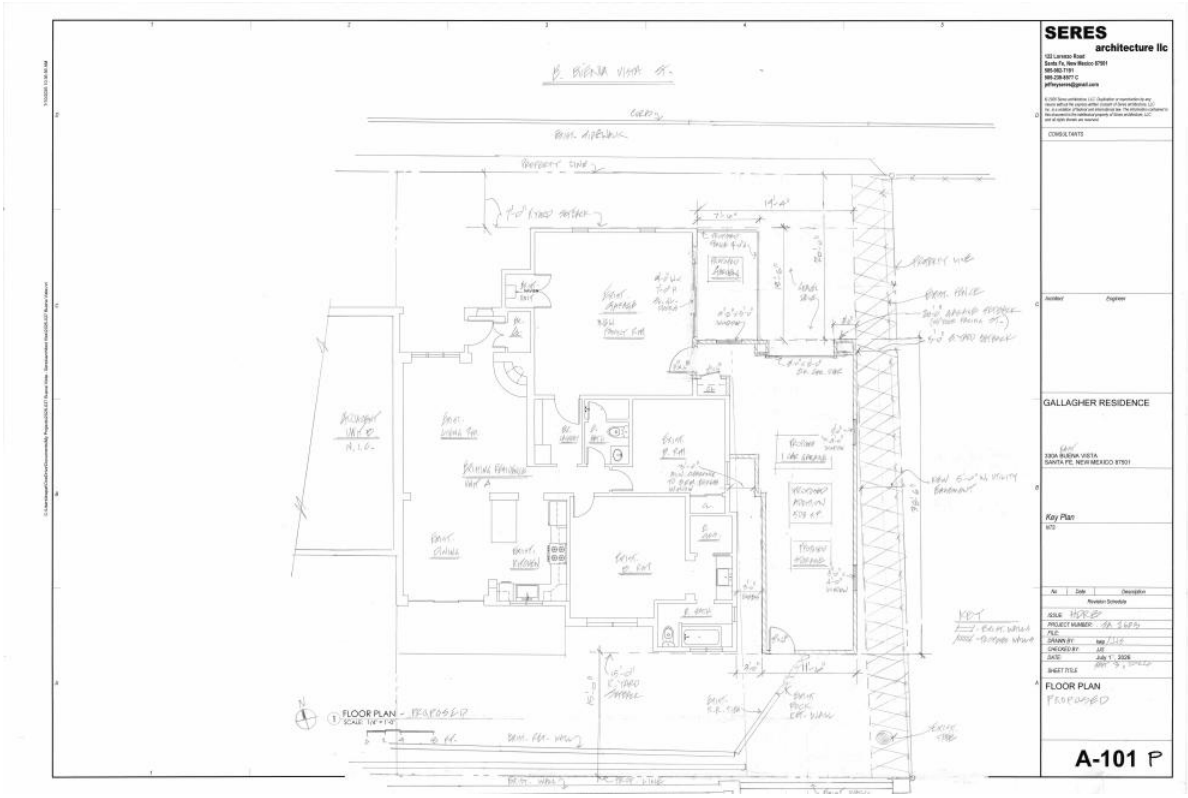
ADMINISTRATIVE: n/a

APPLICANT REQUEST

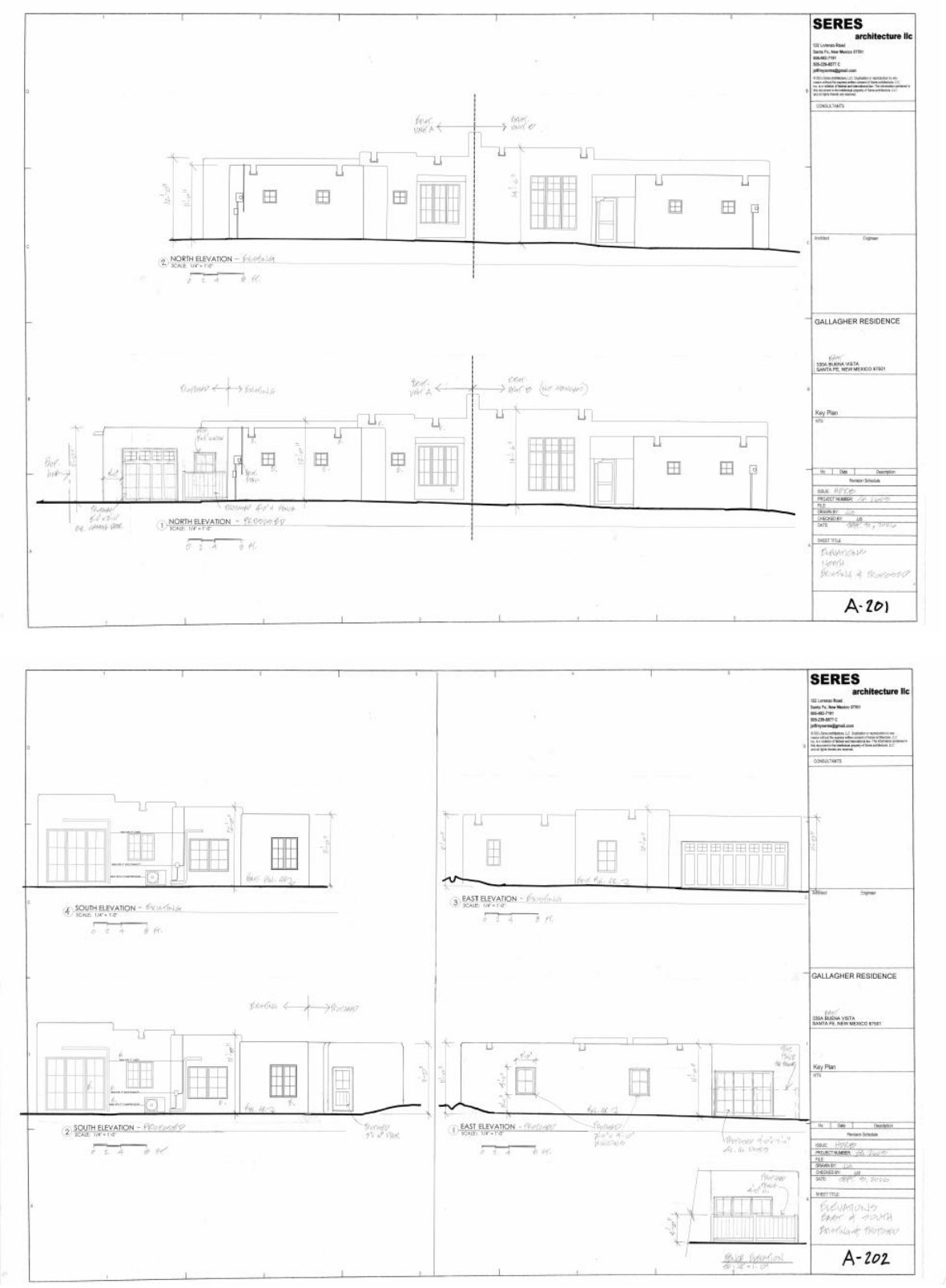
The applicant proposes the following exterior alterations:

1) Addition of a 508 sq. ft. 11'-0" in height one car garage and storage area on the east side of the existing property. On the north elevation, there is a proposed overhead garage door measuring 8'-0" by 8'-0" with four two-over-two glazed square windows above four wooden panels on the left and a 3'-0" by 5'-0" divided light window to the right partially obscured by a 4'-0" fence. The east elevation of the proposed addition will have a 9'-0" by 7'-0" two-over-six three-panel wide sliding glass doors replacing the existing garage door, enclosed behind a 4'-0" fence (see details below). The south elevation of the new addition will have a single 3'-0" by 6'-0" entrance door installed to the left.
2) New fence 4'-0" in height with the maximum allowable height of 4'-2" attached to the northeast corner of the house measuring 7'6" along the north elevation and 13'-6" between a proposed garden space and drive on the east side.
3) Remodel the existing 400 sq. ft. garage into a family room to the existing 1645 sq. ft. residence.
4) Window replacement on east elevation with two 3'-0" by 4'-0" two-over-two windows at the center of the south and central bays.





Figures 10 and 11. Existing and proposed floor plans.



Figures 12 and 13. Existing and proposed north elevation (top), and existing and proposed south and east elevations (bottom).

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.

C. Buildings with Significant or Contributing Historic Status

1. 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 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 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.*

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 14-4.6G.2), *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

Sign applications and required submittals shall be reviewed by the Planning and Land Use Department. Approval or denial shall be indicated by the department on the application for the construction permit and on each of the required submittals.

9. Murals

If an application impacts a mural funded through the art in public places program or is otherwise within the scope of the arts commission's enabling responsibilities, the HDRB may refer the application to the City Arts Commission. If a proposed mural does not meet the criteria in the historic ordinance, an exception is required.

10. Pedestrian-Oriented Areas

I. The HDRB shall recommend to the Governing Body appropriate streets or
portions of streets within the historic district to be set aside for pedestrian-oriented
areas.
II. The Governing Body may set aside the areas recommended, provided that
three-fourths of the property owners adjoining the street or portion of street
affected have given consent thereto.
Ill. Such pedestrian-oriented areas shall be closed to vehicular traffic, and any
improvements made by the City in the public right-of-way within the area shall
be for pedestrian purposes.
IV. No pedestrian-oriented area shall be set aside unless there is adequate space
available conveniently related to the area for vehicle parking. The HDRB's
recommendation to the Governing Body shall include a statement of the available parking spaces.

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.

l. 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.

I. 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 of 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 of 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 dimension 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

I. **Don Gaspar Area Historic District**

I. District Standards

Compliance with the following structural standards shall occur

whenever those exterior features of buildings and other structures subject to public view from any public street, way, or other public place are erected, altered, or demolished:

a. Slump block, stucco, brick, stone, or wood shall be used as exterior wall materials. Aluminum siding, metal panels, mirrored glass, and unstuccoed concrete block or unstuccoed concrete shall not be used as exterior wall materials. The painting of buildings with a color that causes arresting or spectacular effects, or with bold repetitive patterns, or using buildings as signs, is prohibited. Murals, however, are permitted and may be referred to the city arts board for an advisory recommendation.

b. Roof forms, including but not limited to flat, gabled, shed, and hipped roofs, are allowed. Folded plate or hyperbolic roofs are not allowed.

c. The use of solar and other energy-collecting and conserving strategies is encouraged. The use of large glazed areas on south-facing walls for trombe walls or other solar collectors, greenhouses, garden rooms, direct gain, or other energy-collecting purposes is allowed. When in view from any public street, way, or other public place, solar equipment shall be screened by the following methods:
    1. raising the parapet;
    2. setting back from the edge of the roof;
    3. Framing the collector with wood.
    4. In the case of pitched roofs, by integrating the collector into the pitch;
    5. In the case of ground solar collectors, by a wall or vegetation;
    6. In the case of wall collectors, by enclosing on one end or the other of the walls.
    7. Other means that screen the collector or integrate it into the overall structure. Non-glare materials shall be used in solar collectors.

d. Mechanical, electrical, telephone equipment, microwave satellite receiving dishes, and other obstructive equipment shall be architecturally screened by opaque materials by raising the parapet, framing in the equipment, or other appropriate means. The equipment shall be of a low profile to minimize the screening problems.

e. Walls and fences shall be of brick, adobe, masonry, rock, wood, coyote fencing, or similar materials. Wrought iron fences and

slump block walls are allowed. Walls of unstuccoed concrete, chain-link, metal wire, or similar materials are prohibited, except where the wall or fence is not in view from any public street, way, or other public place.

f. Greenhouses. Attached greenhouses that front on the street shall give the appearance of being integrated into the structure of the building or of being a substantive addition rather than having a lean-to effect. The use of corrugated fiberglass or rolled plastic for the external surface of attached or freestanding greenhouses that front on the street is prohibited. Greenhouses with slanting sides shall be bracketed at the ends, and the greenhouses made from enclosed porches or portales shall maintain the shape of the porch or portal.

g. For residential uses, paving with asphalt or parking is not allowed in the front yard except on the sidewalk or driveway.

h. For commercial uses, zoned C-1 front yards are required to be landscaped, and no required front yard shall be used for off-street parking.

i. As a condition of any rezoning, all applicants shall provide evidence of sufficient off-street parking and an intent to maintain the architectural integrity of the existing building or to conform to the architectural style of the district if constructing a building on a vacant lot.

II. Walls; Fences; Solar Collectors; Administration

Applications for the erection, alteration, or destruction of walls, fences, and solar collectors and required submittals shall be reviewed by the planning and land use department. Approval, disapproval, or referral shall be indicated by the division on the application for the building permit and on each of the required submittals, all of which shall be signed by the division staff assigned to review. The division staff shall report approvals, disapprovals, or referrals to the board at its next regular meeting as an informational item. (Ord. No. 2007-45 § 30; Ord. No. 2020-22, § 16.