City of Santa Fe, New Mexico

memo

DATE: November 10, 2026

TO: Historic Districts Review Board Members

VIA: Heather Lamboy, AICP, Planning & Land Use Department Director
Maggie Moore, Assistant Land Use Director
Jonathan Mellon, Historic Preservation Planning Manager

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

2026-013336-HDRB. 613 W. San Francisco St. Westside-Guadalupe Historic District. Contributing. Gerald Chavez Architect, agent, for Joseph Cook, owner, requests to convert a flat-roofed structure back to pitched, to the height of 15'-9" where the maximum allowable is 14'-2", install new skylights and solar panels. Exceptions are requested to 14-4.6(F)(2) for exceeding the maximum allowable height and 14-4.6(F)(2)(IV) for a pitch where one is not allowed. (Amanda Romero, alromero@santafenm.gov)

REFERENCE ATTACHMENTS (Sequentially):

CITY SUBMITTALS

____ **District Standards & yard wall & fence standards.**

____ **Historic Inventory Form**

____ **Zoning Review Sheet**

__x__ **Other**: Height / Pitch Calculation

APPLICANT SUBMITTALS

___ **Proposal Letter**

__x__ **Site Plan/Floor Plan**

__x__ **Elevations**

__x__ **Photographs**

__x__ **Other:** Skylight /Solar Pannel Specs

STAFF RECOMMENDATION:

Staff finds that the exception criteria to Section 14-4.6(F)(2) for exceeding the maximum allowable height and 14-4.6(F)(2)(IV) for a pitch where one is not allowed, have not been met and recommends denial of the request to convert a flat-roofed structure to pitched, to the height of 15'-9" where the maximum allowable is 14'-2". Otherwise, staff recommends approval of the other elements of the application as they comply with 14-4.6(E) 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 2026-0103336-HDRB, for 613 W. San Francisco St., approve/deny the exception to 14-4.6(F)(2) for exceeding the maximum allowable height, finding that the exception criteria have/have not been met.
b. In case 2026-0103336-HDRB, for 613 W. San Francisco St., approve/deny the exception to 14-4.6(F)(2)(IV) for a pitch where one is not allowed, finding that the exception criteria have/have not been met.
c. In case 2026-0103336-HDRB, for 613 W. San Francisco, approve/deny the elements of the project that do not require an exception.

BACKGROUND & SUMMARY:

Site Description:
613 West San Francisco Street is a single-family residence that was originally constructed in a vernacular manner before 1912. An addition on the north elevation was constructed after 1971. The building is listed as contributing to the Westside-Guadalupe Historic District and the south elevation is designated as primary.
In June 2017 the Historic Districts Review Board approved a request to change the roof from pitched to flat, returning the roof to its original design.

PREVIOUS CASE SUMMARIES:

HDRB:

H-12-089-HDRB Remodel a contributing residential structure constructing 365 square feet of additions, replacing the pitched roof, replacing a portal, finishing the addition in stone, land performing other site work. Two exceptions are requested to alter opening dimensions on a primary elevation (Section 14-5.2(D)(5)(a)(i) and to exceed the 50% footprint rule (Section 14-5.2(D)(2)(d).

H-17-052 –HDRB Remodel a contributing residential property by restoring the flat roof character, replacing the south elevation portal, replacing the non-historic 1,133 sq. ft. addition with a 1,380 sq. ft. addition, and installing 3' high picket fence, coyote fence, and vehicle/pedestrian gates. Two exceptions are requested to alter opening

dimensions on the primary elevation (Section 14-5.2(D)(5)) and to exceed the 50% footprint standard (Section 14-5.2(D)(2)(d)

ADMINISTRATIVE:
2025-010889-ADMIN- Coyote fence

APPLICANT'S REQUEST:

- The applicant proposes the following exterior alterations:
- Flat-roofed structure back to a pitched-roof.
- To remove the existing roof [tear-off] and expose the bond-beam
- To install a new sloped pre-finished metal roof. All existing roof penetrations will be extended per code at the sloped roof. The Roof Pitch is [4:12]
- 4 (24" X 24") Skylight 6" Curb, glazing, flat- nonreflective
- Install for 32 solar panels

EXCEPTION CRITERIA AND RESPONSES:

Exception to 14-4.6(F)(2)(IV). The applicant requests an exception to for a pitch where one is not allowed

(i) ***Do not damage the character of the district***

Applicant Response:

The proposed pitched roof harmonizes with the neighborhood and the adjacent streetscape.

Pitch: previous roof was similarly pitched. Pitched roofs are ubiquitious in this district.

Staff Response:

Staff find that this criterion is not met. Former pitch was not original to the building. There are pitch roofs on the streetscape, however does not meet calculations percentages to allow pitch.

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

Applicant Response:

1. Prevents and further water damage and adobe wall deterioration and arrests a losing maintenance battle.
2. Prevents health-related water-damage mold and air quality issues from the present flat-roofed structure.

Staff Response:

Staff find that this criterion is not met. Santa Fe historically has had adobe residences with flat roofs that are well maintained thrive and have benefited public welfare for generations.

(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:

1. Response: The pitched-roof blends-in with the unique heterogenous character of the City.
2. Pitched metal roofs are found throughout the Westside Guadalupe District.

Staff Response:

Staff find that this criterion is not met. The pitch that was removed in 2017 and has taken this structure back to the original character, which is flat roof. Staff will support the skylights and solar panels as long as they're not publicly visible, with the flat roof.

Exception to 14-4.6(F)(2) The applicant requests an exception to exceed the maximum allowable height.

(i) *Do not damage the character of the district*

Applicant Response:

1. Prevents and further water damage and adobe wall deterioration and arrests a losing maintenance battle.
2. Prevents health related water-damage mold and air quality issues from the present flat-roofed structure.

Staff Response:

Staff find that this criterion is not met. The applicant is returning roof to historic character, this has affected the height, the 2017 findings of fact reflect the height of building be lowered to 13'. The applicant has requested the height increase of 15'-9" the maximum allowable is 14'-2". Although the roof was pitched for 50+ years the Historic Districts Review Board found it to be restored to its original flat roof with parapets.

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

Applicant Response:

The Flat Roof is inherently inferior to a pitched roof in water safety and water management. It is a hardship to have a flat roof with adobe walls when a pitched roof performs better. Our Flat Roof leaks are numerous.

Staff Response:

Staff find that this criterion is not met. Adobe flat roof has is not an established pattern of hardship nor is it an injury to the public welfare.

(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:

The pitched-roof blends-in with the unique heterogenous character of the City. Pitched metal roofs are found throughout the Westside Guadalupe District.

Staff Response:

Staff finds that this criterion is not met. The applicant can still have skylights and solar panels with a flat roof.

(iv) ***Are due to special conditions and circumstances which are peculiar to the land or structure involved and which are not applicable to other lands or structures in the related streetscape;***

Applicant Response:

The special conditions and circumstances peculiar to the structure is the original adobe structure which had a similar pitched-roof. This project uniquely requests to restore the original pitched-roof.

Staff Response:

Staff find that this criterion is not met, the height and pitch is not that of the original structure, nor is it of the pitched roof that was removed.

(v) ***Are due to special conditions and circumstances which are not a result of the actions of the applicant; and***

Applicant Response:

The prior owner's flat-roof conversion from a pitched-roof creates special conditions and circumstances. The flat-roof construction was not installed to sufficiently protect the existing adobe walls, foundation, or bear the weight of the original viga supports. Water damage over time has significantly compromised the walls structural integrity (interior plaster is falling, exposed ceiling wood and vigas are water stained). Returning the roof to the original pitched roof design will relieve these structural issues by relieving weight bearing from the vigas and allowing more efficient direction of rainwater drainage further away from the walls and foundation.

Staff Response:

Staff find that this criterion is not met**.** The structure was originally constructed as flat roof. Applicant to work with contractor to flat roof properly.

(vi) ***Provide the least negative impact with respect to the purpose of this section as set forth in Subsection 14-5.2(A)(1).***

Applicant Response:

The owner's flat-roof conversion to a pitched-roof creates an effective solution to the water damage problem and with positive impact to the streetscape.

Staff Response:

Staff find that this criterion is not met. Keeping to original façade will have the least negative impact to the Westside-Guadalupe Historic District.

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 14-2.1(G)(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.

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.

2. **Westside-Guadalupe 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, or stone shall be used as exterior wall materials. Wood and other materials may be used for details. Aluminum siding, metal, panels, mirrored glass, and unstuccoed concrete block or unstuccoed concrete shall not be used as exterior wall materials;

b. The color of stuccoed buildings shall predominantly be in browns, tans, local earth tones, and soft pastels. Surfaces of stone or brick shall be in the natural color. Entryways, and portales or porches may be emphasized by the use of white or other colors. 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.

c. Roof form, slope, and shape. It is intended that the buildings be designed to be "wall-dominated". "Wall-dominated" means that the building's geometry is more defined by walls than by roofs. Buildings with flat, gabled, shed, or hipped roofs can be designed as "wall-dominated" solutions and are allowed. The height of the roof above the wall shall be no greater than the height of the wall. Folded plate, hyperbolic, or mansard roofs are not allowed;

d. 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, 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 as follows:

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 or other walls;
7. Other means that screen the collector or integrate it into the overall structure. Non-glare materials shall be used in solar collectors.

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

f. 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 block, unstuccoed concrete, chain-link, metal wire, or similar materials are prohibited, except where the wall or fence is not in the street frontage.

g. Greenhouses;

h. 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 that greenhouses made from enclosed porches or portals maintain the shape of the porch or portal.

i. Porches and portales are encouraged;

j. When parking spaces are required for commercial or multi-family residential buildings, they shall be placed to the rear or side of the building.

II. Walls; Fences; Solar Collectors: Administration

Applications for the erection, alteration, or demolition 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 the review. The division staff shall report approvals, disapprovals, and referrals to the board at its next regular meeting as an informational item. (Ord. No. 2007-45 § 30, Ord. No. 2020-22