

# City of Santa Fe, New Mexico

# memo

**DATE:** July 22, 2025

**TO:** Historic Districts Review Board

**VIA:** Heather Lamboy, Planning & Land Use Department Director #LL  
Maggie Moore, Assistant Land Use Director MM  
Gary Moquino, Historic Preservation Division Manager GM

**FROM:** Paul A. Duran, Senior Planner, Historic Preservation Division

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2025-010497-HDRB, 964 Acequia Madre, Downtown and Eastside Historic District, Contributing, Manuel Mendoza, agent for Anjani Thomas, owner, requests to replace roofing material to a 26-gauge sloped metal roof color natural galvanized steel and requests exceptions to 14-5.2(D)(1)(a) removal of historic material and 14-5.2(D)(5)(b) architectural features, finishes, and details other than doors and windows, shall be repaired rather than replaced.

**REFERENCE ATTACHMENTS (Sequentially):**

**CITY SUBMITTALS**

District Standards & yard wall  
& fence standards.

Historic Inventory Form

Zoning Review Sheet

**Other:** Façade Diagram and Previous  
Case Documents

**APPLICANT SUBMITTALS**

Proposal Letter

Site Plan/Floor Plan

Elevations

Photographs

**Other:**

**STAFF RECOMMENDATION:**

Staff finds that all the exception criteria have been met and recommends approval of the application as it complies with 14-5.2(D) General Design Standards for all Historic Districts, and 14-5.2(E) Downtown and Eastside Design Standards.

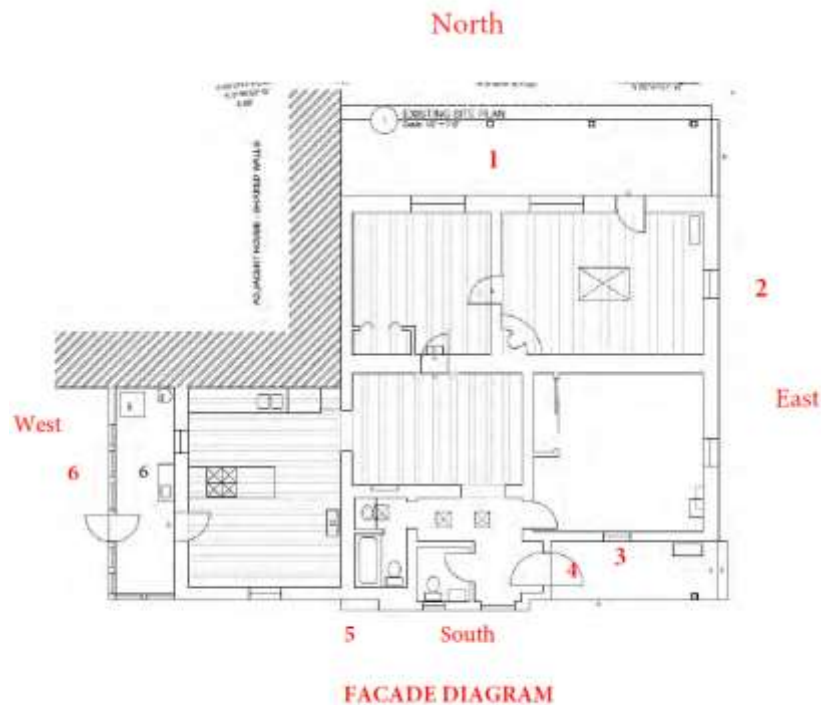
**Sample motions:**

- a) Approve or deny Case #2025-010497 to allow these alterations to 964 Acequia Madre.
- b) Approve or deny Case #2025-010497 to allow these alterations to 964 Acequia Madre subject to conditions.
- c) Approve or deny the exception to 14-5.2(D)(1)(a) removal of historic material.
- d) Approve or deny the exception to 14-5.2(D)(5)(b) to replace roof materials not in-kind.
- e) Approve or deny Case #2025-010497 to allow those alterations to 964 Acequia Madre that do not require an exception.

Should the Board deny the exception request, the applicant shall return with an alternative proposal for review and approval prior to proceeding to building permit.

**BACKGROUND & SUMMARY:**

The single-family residence at 964 Acequia Madre is listed as contributing to the Downtown and Eastside Historic District with the north and east facades designated as primary excluding non-historic materials. The main structure is noted on the Santa Fe County Parcel map as being constructed pre-1900s on a 0.13-acre lot in the Spanish-Pueblo Revival design style and comprises of 5,848 sq. ft. of roofed area. The construction of the structure includes a low transverse gable roof comprised of several different types of roofing material, wooden double-hung windows, and white territorial wooden trim. The current roof condition is in disrepair with several major leaks seeping into the main residence. The applicant proposes a roofing material that imitates the historic type and color while providing the necessary upgrade.



**Figure 1. 964 Acequia Madre Facade Diagram.**



**Figure 2. Current roof condition.**

Previous cases at 964 Acequia Madre include:

On June 24, 2025, in Case No. 2025-010497-HDRB, the Board postponed the case to a date certain and requested that the applicant come back with a full explanation of the changes that have been made and any further Board action required to address the gap in the materials they reviewed tonight and on site conditions that they had observed today.

On May 10, 2022, in Case No. 2022-005033-HDRB, the Board approved the alterations on the North and South elevations which included:

- 1) Redesign the front portal posts and corbels on the north front (primary façade) by removing the 1980s brackets and replace with viga posts and corbels that will be stained dark brown.
- 2) Remove the single-wide front door and relocate it to the west end of the façade, in effect exchanging it with the existing historic double-hung 3-over- 1 lite windows on the west end. The new entry doors will be double French doors. The new doors will not widen the existing opening but lengthen the opening.
- 3) Remove historic double-hung 3-over-1 lite windows on the west end, proposed to be replaced by the new double French doors. The applicant requests an exception to 14-5.2(D)(1)(a) which prohibits removal of historic material.
- 4) Install a new true divided lite double hung window to match in-kind the removed west end window. New window will replace the removed door. The opening will

- not be widened but will be shortened. The new doors and windows will match existing in pattern and material and will be true-divided lite and painted to match the house's existing "Sage Green."
- 5) Add a 48" high masonry yard wall stuccoed to match house. The yard wall will have a wood paneled 36" wide double entry gate and be set 4" off the primary east façade.
  - 6) The proposed yard wall is set back more than 20' south into the property.
  - 7) Convert a 77 square foot portion of the existing portal into heated space. The additional roofed space will be set less than 10 feet from the primary east façade. The applicant requests an exception for its proposed placement per Section 14-5.2(D)(2)9d).
  - 8) Infill two windows on the south west corner of the building
  - 9) Add two small kiva fireplaces.
  - 10) Add one window on the western end of the south elevation and one window on the southern end of the west elevation.
  - 11) Infill a window on the south elevation and relocate a new true divided lite wood window painted Sage Green.

On January 25, 2022, in Case No. 2021-004608-HDRB, Member Biedscheid moved to designate the east façade, number 2, as primary, excluding the side portion of the portal that appears on that façade, and the north façade, number 1, excluding the portal and all non-historic windows, doors, or openings as to be determined by further assessment. Vice Chair Katz seconded the motion. The motion passes by unanimous (4-0) roll call vote with Members Biedscheid, Bienvenue, Katz and Larson voting in favor and none voting against.

Below is the 2021 architectural history and previous case assessment at 964 Acequia Madre completed by Mr. John Murphey. A review of the Historic Districts Review Board (HDRB) case database revealed that the house was the subject of five separate cases between 1992 and 2005. While the City has not retained the actual case files, an examination of public notices, agendas, and minutes gives some sense of the proposed project and the HDRB's decisions (Murphey 2021:3).

The first case, H-92-153, intended an "upgrade" of the building, including raising its roof. Scheduled to be heard at the October 26, 1992, hearing, the project was apparently withdrawn. Similar proposals, including a change of windows and an alteration of roof form, were presented to the Board over the twelve ensuing years. An application in 1993 (H-93-124), withdrawn before the hearing, proposed changing the roof form from pitched to flat (Murphey 2021:3).

In Case No.H-94-152, presented on September 12, 1994, the application proposed a new north "portal" and yard wall. Communication with the project's architect confirmed that it received approval with the porch constructed soon after. This addition is evident when comparing the 1984 survey photo to the current north facade. The final case on record dates from 2005 (H-04-62) and proposed a driveway vehicular gate (Murphey 2021:3).

#### **APPLICANT'S REQUEST:**

The applicant proposes the following exterior alterations:

- 1) Replace approximately 2,171 sq. ft. of the existing roofing material to a 26-gauge sloped metal roof color natural galvanized steel or a color directed by the HDRB. The current roof is sloped but with varying types of materials. The roof will stay the same height and not change.

**EXCEPTION CRITERIA AND RESPONSES:**

Exception to 14-5.2(D)(1)(a) removal of historic material: Staff requests an exception to 14-5.2(D)(1)(a) removal of historic material. The new roofing material will change what is currently existing on the roof.

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

Applicant Response: The new roofing material will not damage the character of the district because the new roofing material was used historically in the district and will protect the adobe, wooden vigas, plaster and sheetrock construction materials.

Staff Response: Staff has evaluated the applicant's response and finds that the criterion has been met. The current roof is in complete disrepair and needs to be sufficiently removed and replaced with a roofing system that will provide the structural protection needed for this contributing structure.

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

Applicant Response: The new roofing material will prevent any more damage to the house and protect from animals living in the roof and ceiling.

Staff Response: Staff has evaluated the applicant's response and finds that the criterion has been met. A new structurally sound roof would provide the necessary protection needed for preserving the contributing status of the structure and minimizing animals from living inside the current roof.

*(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 new roofing material is the best material to prevent from any further damages to the house while providing long term protection for the house in the future.

Staff Response: Staff has evaluated the applicant's response and finds that the criterion has been met. The applicant is proposing a roofing system that is as closely related to the historic material as possible. The current historic roofing material is no longer made and is unavailable for purchase.

Exception to 5.2(D)(5)(b) architectural features, finishes, and details other than doors and windows, shall be repaired rather than replaced: Staff requests an exception to 5.2(D)(5)(b)

architectural features, finishes, and details other than doors and windows, shall be repaired rather than replaced. The new roofing material will change the overall look of the current roof.

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

Applicant Response: The new roofing material will not damage the character of the district because the new roofing material was used historically in the district and will protect the adobe, wooden vigas, plaster and sheetrock construction materials.

Staff Response: Staff has evaluated the applicant's response and finds that the criterion has been met. The current roof is in complete disrepair and needs to be sufficiently removed and replaced with a roofing system that will provide the structural protection needed for this contributing structure.

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

Applicant Response: The new roofing material will prevent any more damage to the house and protect from animals living in the roof and ceiling.

Staff Response: Staff has evaluated the applicant's response and finds that the criterion has been met. A new structurally sound roof would provide the necessary protection needed for preserving the contributing status of the structure and minimizing animals from living inside the current roof.

(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 new roofing material is the best material to prevent from any further damages to the house while providing long term protection for the house in the future.

Staff Response: Staff has evaluated the applicant's response and finds that the criterion has been met. The applicant is proposing a roofing system that is as closely related to the historic material as possible. The current historic roofing material is no longer made and is unavailable for purchase.

**RELEVANT CODE CITATIONS:**

**14-5.2 HISTORIC DISTRICTS**

**(A) General Provisions**

(1) General Purpose

In order to promote the economic, cultural, and general welfare of the people of the *city* and to ensure the harmonious, orderly and efficient growth and *development* of the *city*, it is deemed essential by the *governing body* that the qualities relating to the history of Santa Fe, and a harmonious outward appearance, which preserve *property* values and attract tourists and residents alike, be preserved, some of these qualities being:

- (a) The continued existence and *preservation* of historical areas and *buildings*;
- (b) The continued construction of *buildings* in the historic styles; and
- (c) A general harmony as to style, form, color, height, proportion, texture and material between *buildings* of historic design and those of more modern design.

(4) Compliance with General and Specific Design Standards Required

All *development* located within the historic districts and subject to this Section 14-5.2 shall comply with all applicable general *development* standards set forth in Subsection 14-5.2(D), as well as any applicable specific *development* standards set forth in Subsections 14-5.2(E) through (I).

(5) Exceptions

Staff shall determine whether an exception to this section is required. The historic board may grant an exception to the regulations set forth in this section provided that such exception does not exceed the underlying zoning.

(a) Height

If the *applicant* requests approval of a height in the historic district that exceeds the underlying zoning district requirement, the *applicant* shall first receive an exception to this Section 14-5.2. If approved by the historic board, the *applicant* shall proceed to the board of adjustment or other applicable *city* body for consideration of the proposed variance.

(b) Design Standards and Signage

The board may recommend exceptions to Subsections 14-5.2(D)(1-8, 10-11) and 14-5.2(E) through (I) for construction or alterations within the historic district. The recommendation for exceptions shall be made to the *governing body*. Procedures for public notice and hearing before the *governing body* shall be as set forth in Section 14-3.6(B)(3). Exceptions are *project* specific and do not apply to the subject *property* in perpetuity. If approved by the *governing body*, the inspections and enforcement *office* shall accept and review an *application* for, and issue, as appropriate, a *building permit*. The *applicant* for such exceptions shall conclusively demonstrate and the board shall make a positive finding of fact that such exceptions comply with all the criteria listed as follows:

- (i) Do not damage the character of the district;
- (ii) Are required to prevent a hardship to the *applicant* or an injury to the public welfare; and
- (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.

**(D) General Design Standards for All H Districts**

In any review of proposed additions or alterations to *structures* that have been declared significant or contributing in any historic district or a *landmark* in any part of the *city*, the following standards shall be met:

(1) General

- (a) The status of a significant, contributing, or *landmark structure* shall be retained and preserved. If a proposed alteration will cause a *structure* 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 shall be prohibited.
- (b) If a proposed alteration or new construction will cause an adjacent *structure* to lose its significant, contributing, or *landmark* status, the *application* may be denied.

(2) Additions

- (a) Additions shall have similar materials, architectural *treatments* and styles, features, and details as the existing *structure*, but shall not duplicate those of the existing *structure* in a manner that will make the addition indistinguishable from the existing *structure*.
- (b) Additions to *buildings* that meet the standards of Subsection 14-5.2(E) shall continue to meet those standards set forth in Subsection 14-5.2(E) in addition to the standards set forth in this section.
- (c) Additions are not permitted to *primary façades*.
- (d) Additions are not permitted to the side of the existing footprint unless the addition is set back a minimum of ten (10) feet from the primary facade. The addition shall not exceed fifty percent of the square footage of the existing footprint, and shall not exceed fifty percent of the existing dimension of the primary facade. To the extent architecturally practicable, new additions shall be attached to any existing noncontributing portion of *structures* instead of attaching them to the significant or contributing portion.
- (e) The height of additions:
  - (i) For significant and *landmark structures* shall be a minimum of six (6) inches less than the parapet or equivalent roof-feature of the existing adjacent connecting facade.
  - (ii) For 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*.

(3) Remodeling to Increase Height; Rooftop Appurtenances

- (a) For *remodeling* of existing significant and *landmark structures*, no increase in height of the *structures* is permitted. (For standards relating to additions to existing *structures*, see paragraph (2) above.)

- (b) For significant and *landmark structures*, *publicly visible* roof top appurtenances, including but not limited to solar collectors, clerestories, decks, or mechanical equipment, shall not be added nor shall the parapet be raised to conceal the *rooftop appurtenances*. For contributing *buildings* solar collectors, clerestories, decks, or mechanical equipment if *publicly visible* shall not be added.
- (4) Porches and Portals
- Existing *porches* or *portals* shall not be enclosed.
- (5) Windows, Doors, and Other Architectural Features
- (a) For all facades of significant and *landmark structures* and for the primary facades of contributing *structures*:
    - (i) 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 opening shall be widened or narrowed.
    - (ii) No new opening shall be made where one presently does not exist unless historic documentation supports its prior existence.
    - (iii) No existing opening shall be closed.
  - (b) For all façades of significant, contributing and *landmark structures*, architectural features, finishes, and details other than doors and windows, shall be repaired rather than replaced. 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. *Replacement* or duplication of missing features shall be substantiated by documentation, physical or pictorial evidence.
- (6) Roofs
- The existing 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 or historical feature of the *structure*.
- (8) Archaeological Resources
- Discovery of archaeological resources made during the historic districts review process shall be referred to the archaeological review committee.
- (9) Height, Pitch, Scale, Massing and Floor Stepbacks
- The height, pitch, *scale*, and massing of any *structure* in an historic district, as defined in this section, shall be limited as provided for in this section, unless further restricted within this chapter.
- (a) Applicability
- The following sections identify specific areas and specific *projects* subject to this section. Planning and land use department staff shall determine whether or not properties are included within this section. (Ord. No. 2007-45 § 30; Ord. #2020-22, § 16)

- F. When the proposed *building*, *yardwall*, or fence is located in a *streetscape* that includes no *buildings*, *yardwalls*, or fences, the height of the proposed *building* shall not exceed sixteen (16) feet. *Yardwalls* and fences in this *streetscape* shall not exceed five (5) feet in height.

(c) Height

- (ii) In exercising its authority under this section, the board 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 be in excess of two (2) 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 be in excess of two (2) feet of the average of the ridge height of the pitched roofs in the *streetscape*.
  - C. *Yardwalls* and fences shall be limited to a height that does not exceed the average of the height of other *yardwalls* and fences in the *streetscape*.
  - D. Pursuant to Section 14-7.4(C), the height of any other *structure* shall be limited to the allowable *building* height within the applicable *streetscape*, as defined in this section. (Ord. No. 2002-37 § 26)
  - E. The height and dimension of signage are as set forth in Section 14-8.10(H).
  - F. The board 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 (2) feet. In no case shall the height of a façade exceed four (4) 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*.

(d) Pitch

If the determined *streetscape* includes over fifty percent of *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*.

(e) 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.

(f) Massing and Floor Stepbacks

The Board may require that upper floor levels be stepped back, to carry out the intent of this section; provided that the board in making such determinations shall take into account whether the height of the proposed *building*, *yardwall*, fence, or proposed stepback 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 Board shall also require that the *publicly visible* façades of the *structure* be in conformance with Subsections 14-5.2(E) through (H), and in meeting those requirements, may require that different floor levels be stepped back.

(E) Downtown and Eastside Design Standards

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.

(1) 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*, 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*. Façades 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, often slightly ogive, 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 rule as to flat roofs shall not be construed 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.
- (2) 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. Façade surfaces under *portales* may be of contrasting or complimentary 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; and
- (f) Flat roofs shall have not more than thirty (30) inches overhang.