

City of Santa Fe, New Mexico

memo

DATE: September 9, 2025

TO: Historic Districts Review Board Members

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

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

2025-011032-HDRB, 241 Maynard St., Westside-Guadalupe Historic District, non-contributing, Martinez Architecture Studio PC, agent for Isaac Montoya and Jacqueline Maestas, owners, proposes to construct a 67 sq. ft. addition to a height of 14'-0" and an 86 sq. ft. portal to a height of 13'-0" where the maximum allowable height is 15'-1", replace windows and doors, re-roof, remove solar, install skylights, and construct a yard wall with pedestrian gate and vehicle gate to the maximum allowable heights of 56" along Don Felix and 60" along Maynard.

REFERENCE ATTACHMENTS (Sequentially):

CITY SUBMITTALS

- District Standards & yard wall & fence standards.
- Historic Inventory Form
- Zoning Review Sheet
- Other: height calculations

APPLICANT SUBMITTALS

- Proposal Letter
- Site Plan/Floor Plan
- Elevations
- Photographs
- Other:

STAFF RECOMMENDATION:

Staff recommends approval of the proposed project and finds that the application complies with Section 14-5.2(D) General Design Standards for all Historic Districts, and Section 14-5.2(I) Westside-Guadalupe Design Standards.

Sample motions:

One motion will be required in this case.

- a. In case number 2025-011032-HDRB at 241 Maynard, approve/deny the application as submitted.

The property lies within the Historic Downtown Archaeological Review District. See Chapter 14, SFCC, Article 14-3.13(B)(1). There may be archaeological concerns associated with this project, and archaeological clearance may be required.

BACKGROUND & SUMMARY:

Streetscape:

The property at 241 Maynard is on the corner of Maynard Street and Don Felix Street.



Figure 1: Property Location

Maynard Street is lined with fences and yard walls that are set back from the street with enough distance to have sidewalks, though few exist. The fencing consists mostly of chain links with a

few boards and coyote fences. The yard walls and fences range from 40” to 72” in height, with a street average of 60”. The houses are mostly Spanish Pueblo Revival and a few are vernacular style. The roofs are a combination of flat roofs with parapets, several of which are undulating, and pitched roofs. Most of the residences are single-story, low height homes, though there is a single two-story residence across the street from the subject property and a couple at the other end of the road. The stucco colors are earth tones, with paint being mostly browns and whites, with some green and blue.

Don Felix Street is lined with mostly yard walls with one chain link, one picket, and a few board fences, all set back from the street with a sidewalk. The pedestrian gates tend to be wood, and the one vehicle gate is a metal frame with wire. The fencing heights range from 36” to 72”, with the street average being 56”.

Site Description:

The property at 241 Maynard has a single-family residence, which is designated as non-contributing to the Westside-Guadalupe Historic District due to its age. The residence is behind a 40” high chain link fence on its north, west, and south property lines. The east property line holds an unfinished yard wall of varying heights.

The residence was constructed in 1984. It is a simple rectangular building with a bump out on the south end of the west elevation and a small porch around the double front door just to the north of the bump out. The windows are all single-pane vinyl windows with white trim on the east and west elevations. There is a single-entry door on the south elevation and no openings on the north elevation. The roof is pitched with grey asphalt shingles and visible rooftop appurtenances including skylights, a satellite dish, piping, and large solar panels. The wood elements are painted in a light turquoise green.



Figure 2: Residence West Elevation Along Maynard Street.

PREVIOUS CASE SUMMARIES:

ARC:

No ARC cases are on file.

HDRB:

No previous HDRB cases are on file.

ADMINISTRATIVE:

A temporary structure was approved under case 2019-001229-ADMIN on November 18, 2019, as a result of a notice of violation (red tag), "*Erect temporary carport canopies at 241 and 243 Maynard for a period of 90 days only. On or before February 18, 2020, the structures must be taken down, or an application to construct permanent carport structures must be submitted.*" This structure was removed in 2024.

APPLICANT'S REQUEST:

The applicant proposes the following exterior alterations:

1. Construct a 67 sq. ft. addition to a height of 14'-0" where the maximum allowable height is 15'1" on the west elevation.
2. Construct an 86 sq. ft. portal to a height of 13'-0" where the maximum allowable height is 15'1" on the west elevation.
3. Replace the front double doors with a single arched door.
4. Replace the dining room window with the kitchen door that has been removed on the east elevation.
5. Install the dining room window that has been removed into the primary bedroom north elevation wall.
6. Install exterior steps with metal handrails at the new east elevation door.
7. Install exterior steps with metal handrails at the new west elevation portal.
8. Replace the existing grey shingle roof with a metal pro-panel roof in a barn red color
9. Remove the solar panels.
10. Install three skylights, which will be publicly visible due to the pitched roof. The profile of the skylights will be approximately 6" to 8" in height. The skylights will be low and flat along the pitch of the roof as required under section 14-5.2(I)(1)(d)(iv).
11. Construct a yard wall with wood pedestrian and vehicle gates to the maximum allowable heights of 56" along Don Felix Street and 60" along Maynard Street.

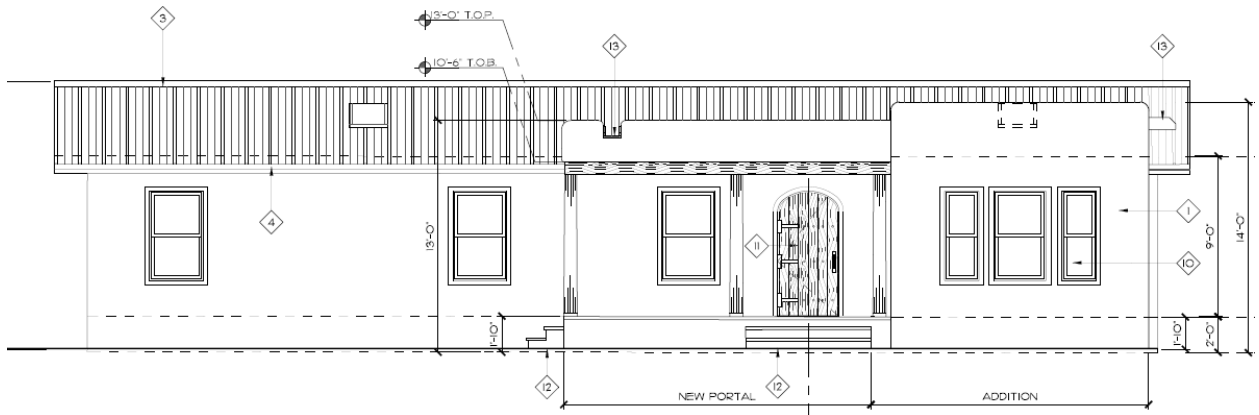


Figure 3: Proposed West Elevation.

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.

(I) Westside-Guadalupe Historic District

(1) 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 *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:
 - (i) raising the parapet;
 - (ii) setting back from the edge of the roof;
 - (iii) framing the collector with wood;
 - (iv) in the case of pitched roofs, by integrating the collector into the pitch;
 - (v) in the case of ground solar collectors, by a *wall* or vegetation;
 - (vi) in the case of *wall* collectors, by enclosing by end or other *walls*;
 - (vii) 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 obtrusive 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 *portales* 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.

(2) 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 shall report approvals, disapprovals, and referrals to the board at its next regular meeting as an informational item. (Ord. No. 2007-45 § 30; Ord. #2020-22, § 16)