

# City of Santa Fe, New Mexico

# memo

**DATE:** October 28, 2025

**TO:** Historic Districts Review Board Members

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

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

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**2025-011229-HDRB, 815 Dunlap St.,** Westside-Guadalupe Historic District, contributing, Christopher Purvis, agent for Michael Zimmer, owner, proposes to replace and repair windows, remove the greenhouse, and stucco. An exception is requested to 14-5.2(D)(5)(a) for replacing historic windows.

**REFERENCE ATTACHMENTS (Sequentially):**

**CITY SUBMITTALS**

- District Standards & yard wall & fence standards.
- Historic Inventory Form
- Zoning Review Sheet
- Other:** [board action letter from status case]

**APPLICANT SUBMITTALS**

- Proposal Letter
- Site Plan/Floor Plan
- Elevations
- Photographs
- Other:** [window assessment]

**STAFF RECOMMENDATION:**

Staff finds that the exception criteria have been met and recommends approval of the exception to Section 14-5.2(D)(5)(a) for replacing historic windows on primary facades and recommends approval of the other elements of the application as they comply with 14-5.2(D) General Design Standards for all Historic Districts, and 14-5.2(I) Westside-Guadalupe Historic District Design Standards.

**Sample motions:**

Two motions will be required in this case. One motion is required for the exception to 14-5.2(D)(5)(a) for replacing historic windows, and one for the elements of the project that do not require an exception.

- a. In case 2025-011229-HDRB, for 815 Dunlap Street, approve/deny the exception to 14-5.2(D)(5)(a) for replacing historic windows, finding that the exception criteria have/have not been met
- b. In case 2025-011229-HDRB, for 815 Dunlap Street, approve/deny the elements of the project 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 before proceeding to a building permit.

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.



Figure 1: Property Location

**BACKGROUND & SUMMARY:**

**Streetscape:**

The streetscape for the property is defined as extending from the intersection of Irvine Street to the edge of the historic district, approximately one hundred feet on the west side of South St. Francis Drive. The road has a sidewalk on the south and an unpaved walking space on the north. The street is lined with medium-to-high yard walls and fences. The yard walls are stuccoed to

match the residence with which they belong. The fences are a combination of coyote, plank, and chain link. The heights of the yard walls and fences range from 40” to 72”, with the street average being 60”. The properties are mostly residential, with only two commercial structures at the corner of South St. Francis Drive. The properties vary in size and most have multiple structures with sides of structures close to the property line, but the fronts are set back from the street, with most setbacks at greater than fifteen feet. The buildings tend to be vernacular or pitched, except for a couple of Spanish Pueblo Revival. The streetscape is an even mix of flat, pitched, and shed roofs. The colors of the stucco vary greatly from a very pale-yellow tan to a dark grey brown. The trims tend to be brown or white. The wood elements are either a natural tone or brown.



Figure 2: Street View of Residence

### **Site Description:**

The 1,360 sq. ft. single-family residence at 815 Dunlap Street is listed as contributing to the Westside-Guadalupe Historic District with the east, west, and south as primary facades, excluding the door opening and greenhouse on the south elevation and the non-historic materials. The two accessory structures in the rear are listed as non-contributing.

The single-story main residence was constructed of adobe in the 1930s with a 1940s addition on the north elevation. The 1940s addition appears to have been constructed to have interior access to the basement. A solar greenhouse was constructed sometime in the 1970s/1980s on the south elevation (see 2025 HCPI aerials). This greenhouse addition created a door where there was once a window.

The residence is designed with a flat parapet with deep undulating points that conceal a low gabled roof. It originally had vigas that protruded on the west elevation, which were removed after 1985(see figure 2 below). There is also evidence of the bathroom window on the west elevation being altered and the infill of a northeastern window after 1985. The windows all have concrete lug sills. For the most part, the windows are wood windows with one vinyl window centered in the west elevation and one steel casement window on the north elevation.

The 1940s addition does not maintain the deep undulating points nor canales. It also has never had protruding vigas. The windows are higher on the structure than those of the 1930s construction. On the north elevation of the addition, there appears to have been an overhang or cover of some sort attached above the door, which has since been removed (see photo 10 of the 2025 HCPI). However, the 1940s addition does have the concrete lug windowsills, except for the window on the northeast corner next to the door. This window is not inset and appears to be a newer installation than the other windows.

In the northwest corner of the property sits a 600 sq. ft. wood frame garage structure, and in the northeast corner of the property sits a 400 sq. ft. adobe, accessory structure. These accessory structures are not the subject of this request.

### **PREVIOUS CASE SUMMARIES:**

#### **ARC:**

No Archaeological clearance has been issued for this property.

#### **HDRB:**

In case 2025-010291-HDRB, the property was reviewed status of the buildings. The Board designated the residential structure contributing and the east, west, and south elevations as primary, excluding the door opening and greenhouse on the south elevation, and excluding the non-historic materials. They also designated the storage structure and the garage units as non-contributing. The Board noted that if the greenhouse were to be removed, they would like the door behind it to be returned to a window.

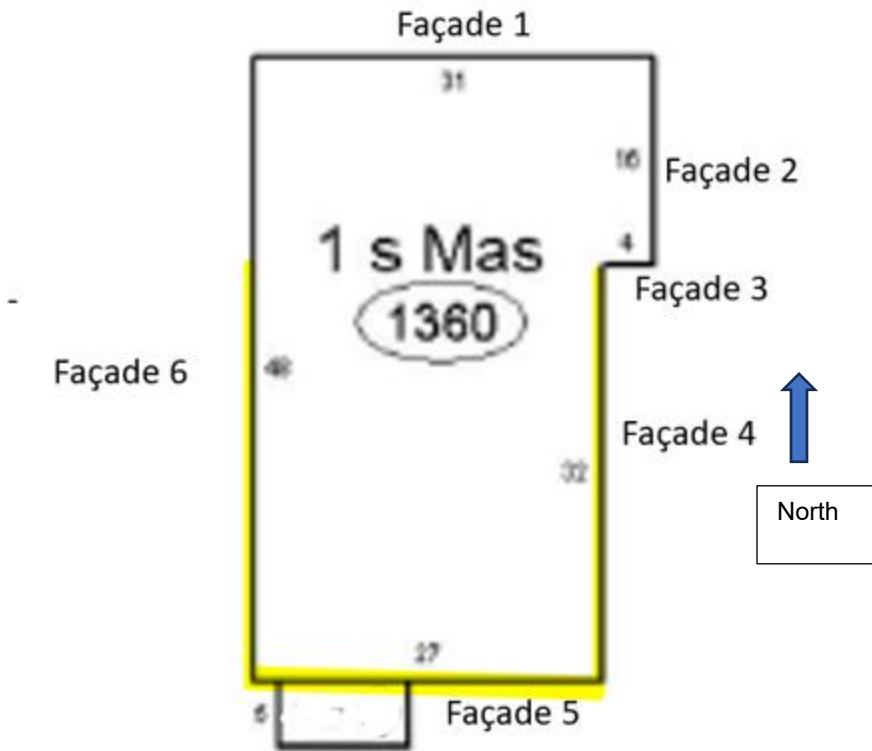


Figure 3: Façade Map primaries highlighted in yellow.

**ADMINISTRATIVE:**

In an approval issued in 2016, the residence was approved to construct a 48” high coyote fence with pilasters to enclose the southeastern portion of the lot in front of the residence.

**APPLICANT’S REQUEST:**

The applicant proposes to:

- 1) Replace windows and doors, including historic windows on the primary facades. The windows will be white K-Kron painted wood TDL insulated glass, with simulated divided lites in lite patterns to match the existing windows. An exception is requested to section 14-5.2(D)(5)(a) for replacing historic windows.
  - a. Window C is historic and restorable. The applicant proposes rehabilitating the window.
  - b. Windows G and K are non-historic and will be replaced.
  - c. The applicant and window assessment states that windows A, B, D, E, F, H, I, J, and L are historic but are beyond repair. The applicant requests that all these windows be replaced.

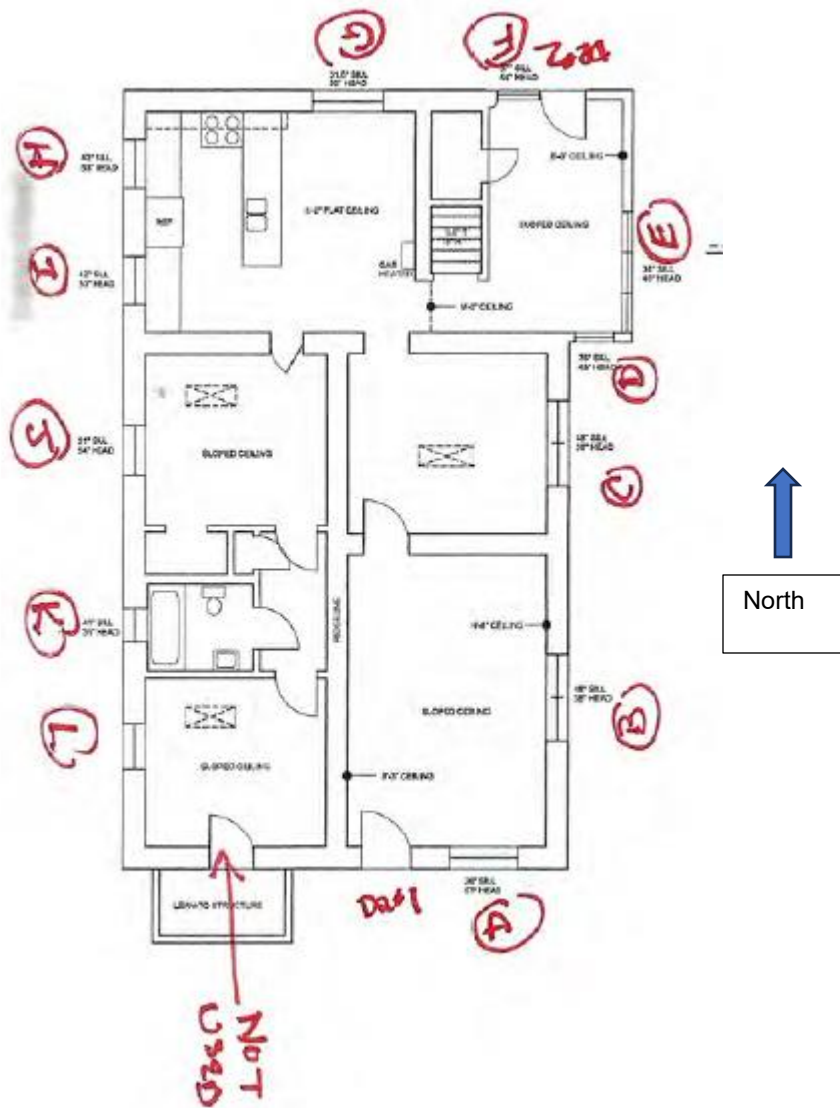


Figure 4: Window Schedule

- 2) Remove the non-historic greenhouse structure on the primary façade
- 3) Reestablish the window on the left of the door of the south primary façade located behind the existing greenhouse, which is a non-historic door (located in Figure 4 as the door noted “not used”).
- 4) Stucco the residence using cementitious Buckskin.
- 5) Install ground-mounted HVAC.
- 6) Install a 48” high coyote fence on the north of the residence to screen the HVAC.

**EXCEPTION CRITERIA AND RESPONSES:**

Exception to section 14-5.2(D)(5)(a): The applicant requests an exception to replace historic windows on a primary façade.

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

Applicant Response: This proposed window replacement is necessitated by the deteriorated condition of the wood in the window does not damage the streetscape because the opening and glass pattern are unchanged, and the durable paint on the wood allows for the continued look of a wood window while providing the same pattern of visual interest to that portion of the street.

Staff Response: Staff finds that this criterion is met. The lite patterns of the replacement windows are proposed to match those of the original windows. The residence will appear the same with the new windows as with the existing ones; therefore, the character of the district will not be harmed.

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

Applicant Response: This proposed window replacement allows the homeowner to have a functioning window in place of ones that are beyond repair, according to the window assessment. Not having functioning windows would be a hardship.

Staff Response: Staff finds that this criterion is met. The window assessment shows that all except one window is beyond repair. This would cause hardship for anyone to reside in the residence.

(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 window replacement allows for the strengthening of the heterogeneous character of the city by allowing a residential building to continue to be used for its original purpose, with all its parts functioning properly. This makes the historic building able to be used long into the future and is part of the full range of design options that should be available for residents to continue to live in this location.

Staff Response: Staff finds that this criterion is met. Replacing inoperable windows will ensure that the residence can be occupied. All except one window shows in the assessment as not being operable.

**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.

**(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* rooftop 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 a 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* stepbacks 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.

(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)