

# City of Santa Fe, New Mexico

# memo

**DATE:** April 14, 2026

**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

**FROM:** Amanda L. Romero, Senior Planner, Historic Preservation Division ALR

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2026-012125-HDRB. 216 Maynard Unit A & B. Westside-Guadalupe Historic District, non-contributing, Green Image Construction, agent for Jennica Kilbride, owner, requests status review with primary façade designation, if applicable, for two structures

**REFERENCE ATTACHMENTS (Sequentially):**

**CITY SUBMITTALS**

District Standards & yard wall  
& fence standards.

Historic Inventory Form

Zoning Review Sheet

Other: (2) 1985 HCPI

**APPLICANT SUBMITTALS**

Proposal Letter

Site Plan/Floor Plan

Elevations

Photographs

**STAFF RECOMMENDATION:**

Staff recommends the historic status of 216 Maynard Unit A be designated as contributing with the East façade #1, South façades #2,#3,#4,#5, and the North façade #11 designated as the primary façades. Staff also recommend the historic status of 216 Maynard Unit B structure be designated as contributing with the East façade #1 as the primary façade excluding non-historic materials, per 14-4.6(C) Designation of Significant, Contributing or Noncontributing Status Within Historic Districts.

**Sample motions:**

Two motions will be required for this case

Status (for each structure):

- a. In case 2026-012125-HDRB, for 216 Maynard Unit A, designate the residence, as contributing designating East façade #1, South façades #2,#3,#4,#5, and the North façade #11 as the primary façades.
- b. In case 2025-012125-HDRB, for 216 Maynard Unit B, designate the residence as contributing and designate East #1 facade as the primary façade(s).
- c. In case 2026-012125-HDRB, for 216 Maynard Unit A, to retain the residence, as non-contributing with no facades designated.
- d. In case 2026-012125-HDRB, for 216 Maynard Unit B, to retain the residence, as non-contributing with no facades designated.

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:**

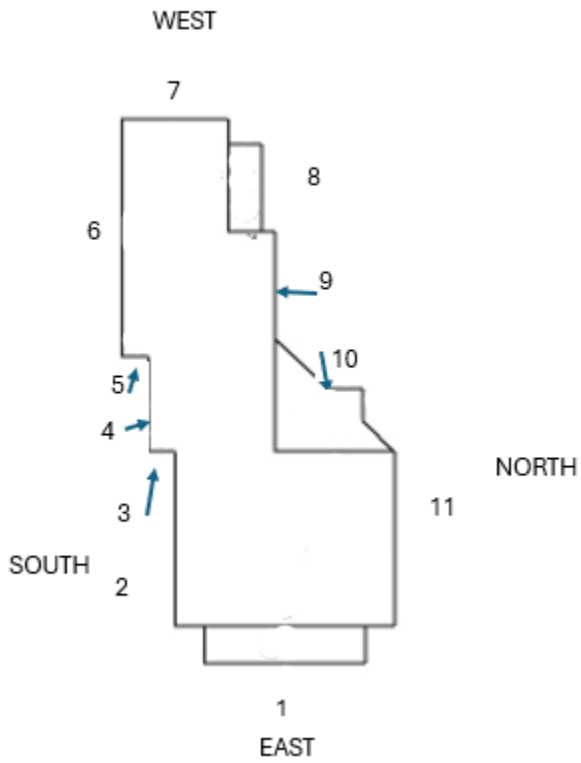
**Streetscape:**

These residential units are in Westside-Guadalupe Historic District. The streetscapes architecture is vernacular in style, primarily adobe-built homes. Like many of the short lanes in the Westside-Guadalupe district, Maynard Street began as farmland irrigated by two acequias crossing north and south of the future street. Maynard Street was originally known as Young Street, likely named for the real estate promoter Jay L. Young. **Site Description:**

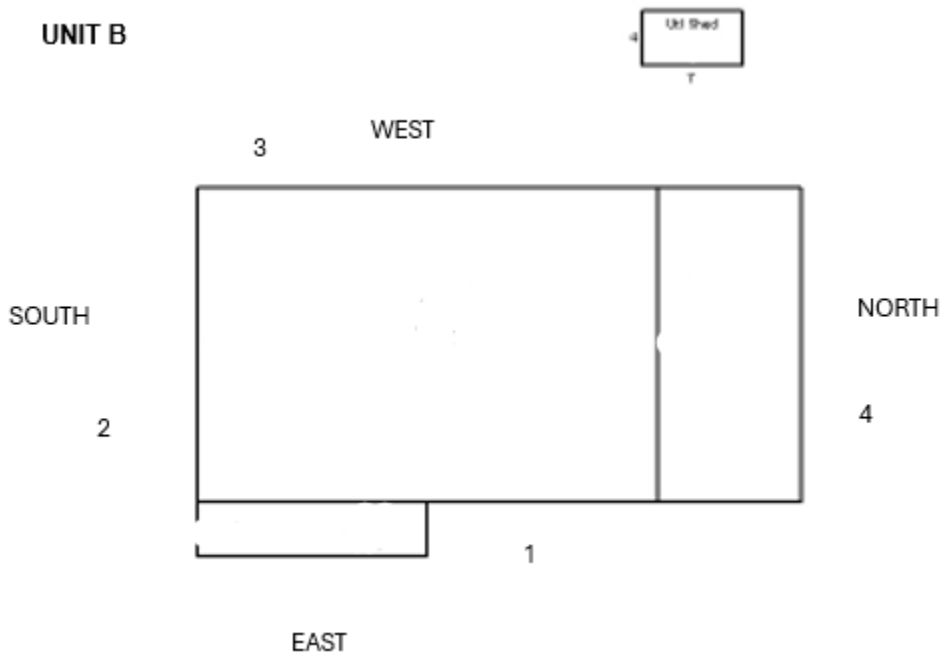
Residence A was built in 1933-1939 by the Vigil family, who built the back house (unit B) prior to 1944. Both structures are built in the Spanish Pueblo Revival style. These structures were given non-contributing status in 1985 as part of the status survey done for all historic districts.

The front residence (A) is approximately 1,957 square feet that includes a 1930s core with a rear extension added around 1950. A separate 966 square-foot dwelling was constructed in the 1940s as a rental unit which originally which originally included a garage that has since been enclosed. Ramon Vigil constructed the original residence and added two units to the property for rental income. The residences are characteristic of owner-built housing, which included individualized workmanship. Included in that workmanship is a corner steel casement window with concrete sills and an overhang.

**UNIT A**



**UNIT B**



**PREVIOUS CASE SUMMARIES:**

This property was red tagged for construction without a permit by historic inspector on February 5, 2025.

No other previous cases were located for this property.

**APPLICANT’S REQUEST:**

The applicant proposes the following request.

- 1) Status Review with primary façade designation, if applicable, for two residential structures.

**RELEVANT CODE CITATIONS:**

**14-4.6 HISTORIC DISTRICTS**

**A. General Provisions**

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**I. 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 in order 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.

**B. Buildings with Significant or Contributing Historic Status**

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**I. 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 to 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.
    - III. Initiation of Review of Status Designation

The Board may review the status designation in response to the following: :

      - a. An application for construction or demolition as set forth in Section 14-5.2 as follows:
        1. Prior to the application being placed on a board agenda or prior to issuance of a construction permit, if Board approval is not required, staff shall determine whether the board should review the status of the structure. Staff's determination shall be made within thirty days of submitting the application. If staff's determination is not completed within thirty days, the application shall be forwarded to the board. Review by the board as to the structure's status shall be made at the earliest practicable date. The board or staff (as applicable) may consider the application immediately following the determination of status. The application shall be reviewed based upon the status of the structure following the determination of status.
        2. Prior to action by the board on the application, the board itself may decide to review the status of the structure. The board's determination as to the status shall be made within forty-five days of the decision of the board to review the status. The board or staff (as applicable) may consider the application immediately following the determination of the status. The application shall be reviewed based upon the status of the structure following the determination of status.

- b. Request from the property owner;
  - c. A request initiated by the city. Staff shall notify the property owner prior to initiating the request.
- IV. Notice of HDRB's Review of Status
- a. Unless the review is requested by the property owner, staff shall mail notice to the property owner of the subject property no less than 15 days prior to the HDRB's review of a change in or designation of status.
  - b. In addition, staff shall send notice, by first class mail, to all property owners within one hundred (100) feet of the subject property no less than fifteen days prior to the board's review of a change in or designation of status if the review may result in the lowering of the structure's status. Staff shall retain an affidavit of mailing.
  - c. With the consent of the property owner, the city shall have posted on the property a poster obtained from the planning land use department. Otherwise, the city shall post the poster on the nearest place available to the city. Such poster shall be securely posted, prominently displayed, visible from a public street, at least fourteen days prior to the scheduled board hearing. The posting shall indicate the nature of the application, identification of the property affected and the time, date and place of the hearing. The poster shall be removed within thirty days of final action. Failure to do so may result in the city removing the sign at the applicant's expense. A civil fee of fifty dollars (\$50.00) will be charged.

### **NONCONTRIBUTING STRUCTURE**

A structure, located in a historic district, that is less than 50 years old or that does not exhibit sufficient historic integrity to establish and maintain the character of the Historic district.

### **CONTRIBUTING STRUCTURE**

A structure, located in a historic district, approximately 50 years old or older that helps to establish and maintain the character of that historic district. Although a contributing structure is not unique in itself, it adds to the historic associations or historic architectural design qualities that are significant for a district. The contributing structure may have had minor alterations, but its integrity remains.

### **SIGNIFICANT STRUCTURE**

A structure located in a historic district that is approximately 50 years old or older, and that embodies distinctive characteristics of a type, period or method of construction. For a structure to be designated as significant, it must retain a high level of historic integrity. A structure may be designated as significant for its association with events or persons that are important on a local, regional, national or global level; or if it is listed on or is eligible to be listed on the State Register of Cultural Properties or the National Register of Historic Places.

**PRIMARY FACADE**

One or more principal faces or elevations of a building with features that define the character of the building's architecture.

**2. 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 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 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)