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CITY OF AMESBURY, MA

PLANNING BOARD DECISION

Property Ownership: **Sean M Roaf and Colleen B White
6 Cedar Court
Amesbury, MA 01913**

Applicant: **Sean Roaf
6 Cedar Court
Amesbury, MA 01913**

Application Type: **SPECIAL PERMIT**

Project: **Accessory Dwelling Unit In An Existing Structure**

Location: **6 Cedar Court, Amesbury, MA 01913**

Date: **December 8th, 2025**

A. GENERAL

On or about 10/30/2025 the Planning Board of Amesbury (the "Board") received a Special Permit application to convert the second floor of an existing garage into an Accessory Dwelling Unit at 6 Cedar Court. The application was submitted along with a Photos and a Floor Plan drafted by Sean Roaf. They are attached to this Decision as exhibits.

Public Hearing

The Board held the public hearing on the Special Permit application referenced herein and a decision was rendered on 10/28/2024. This is the Final Action of the Board ("Decision") on the application for Special Permit.

**Special Permit – Accessory Dwelling Unit
6 Cedar Court, Amesbury, MA 01913**

B. FINDINGS

1. **Subject Property:** The Property is located at 6 Cedar Court and is identified on Assessor's Database as Map 40 Lot 44. The parcel is zoned R8. The subject property consists of a total area of approximately 0.25 acres. The parcel has frontage along Cedar Court.
2. **Existing Conditions:** The property currently has a three-bedroom single-family home, and a garage. There is a sewer easement area shown on the plan, a portion of which is located under the garage.
3. **Proposed Project:** The Applicant seeks to convert the second floor of the existing garage into an ADU. The proposal does not show any exterior alterations to the existing garage structure such as new window openings, alteration of roof, dormers etc. No other site alteration is proposed or indicated in the application.
4. **Public Impact:** The subject property is located in an area with existing municipal utility services. The Board finds that the project will not create any undue burden on the utilities, municipal services or public infrastructure by the proposed changes to the existing property. The Board finds that the proposed use,
 - i. is desirable and compatible with the character of the neighborhood,
 - ii. is a reasonable addition of residential use on the subject property, and
 - iii. is not detrimental to the public health or welfare.
5. **Other Permits Needed:** The Applicant has not requested any other permit from the Planning Board and no other relief has been granted except as outlined in this decision.

Based on the findings noted above, the Board finds that the Project satisfies the Special Permit Criteria under Section X.K3 of the Amesbury Zoning Ordinance (the "Ordinance").

C. APPROVAL OF THE APPLICATION AND CONDITIONS THERETO

After public hearing, upon notice in accordance with the statute (General Laws, Chapter 40A, section 11) and the Amesbury Zoning Ordinance, and after full consideration of the evidence presented, and upon the findings made by the Board as set forth herein, application for Special Permit for proposed conversion of an existing garage at 6 Cedar Court in Amesbury, MA are hereby approved for the premises described in the application upon the conditions that follow:

I. GENERAL CONDITIONS

Prior to making application for a building permit, the Applicant shall file with all other relevant public agencies for review and for consistency with this Decision documents indicated below and shall have completed the following actions:

1. **Approved Use** – This Approval allows the conversion of the existing garage into an Accessory Dwelling Unit (ADU) without any exterior modifications of said structure. The structure shall comply with all necessary sanitary, health and building code requirements for accessibility and safety as per applicable local and state codes.
2. **Changes in Project Design** - Any change to the site plan or any of these conditions of approval, including, but not limited to, the limit of work, buildings and driveway location, site improvements and finished grades shall only be allowed after review and approval by the Board. Substantive revisions to the Final Plans shall not be permitted without further review and written approval of the Board.
3. **Site Plan Modifications**: Prior to expansion, addition or alteration of uses allowed by this Approval, the Applicant shall provide detailed information and plans along with a formal written request for modification to the approved Site Plan for determination of minor or major modification and approval by the Board. Any substantial modifications to the Site Plan or changes that impact the Performance Standards under XI.C.8 or conditions of approval of this Decision shall be subject to review and approval of the Board. The Board shall, if it so determines, require the applicant to submit a new application for modification to the approved Site Plan or uses and hold a new public hearing for review of the requested modifications.

II. PRIOR TO ISSUANCE OF A BUILDING PERMIT

1. **Photo Documentation:** The applicant shall submit photos of the exterior of the existing garage structure into the official record.
2. **Site Utility Survey:** The Applicant shall allow Department of Public Works onsite to field verify the location of the utilities on their property at 6 Cedar Court and within the sewer easement area.
3. **Legal Documents:** The Applicant shall submit a copy of the Planning Board Decision recorded at the Southern Essex Registry of Deeds.

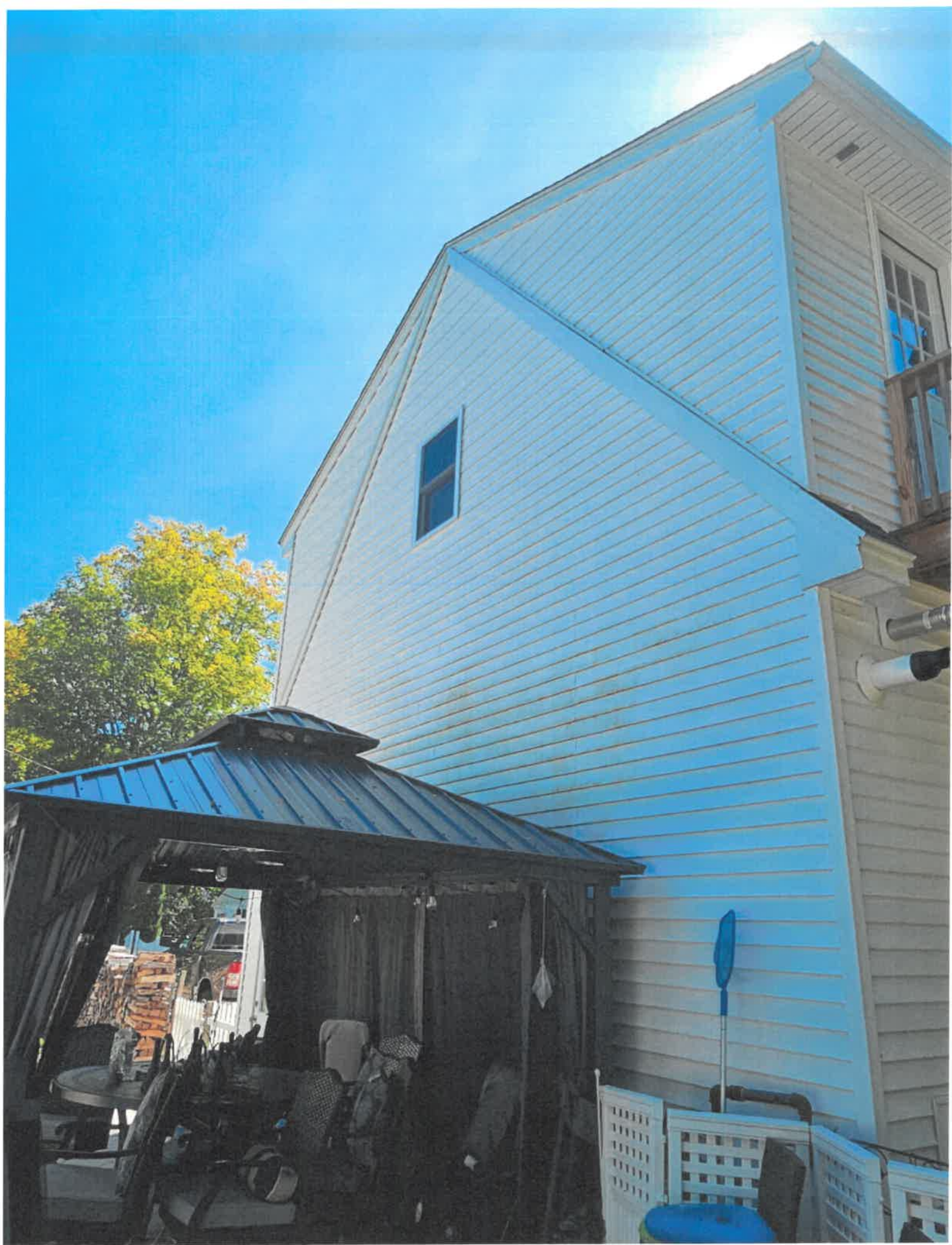
Chair, Amesbury Planning Board

Exhibits



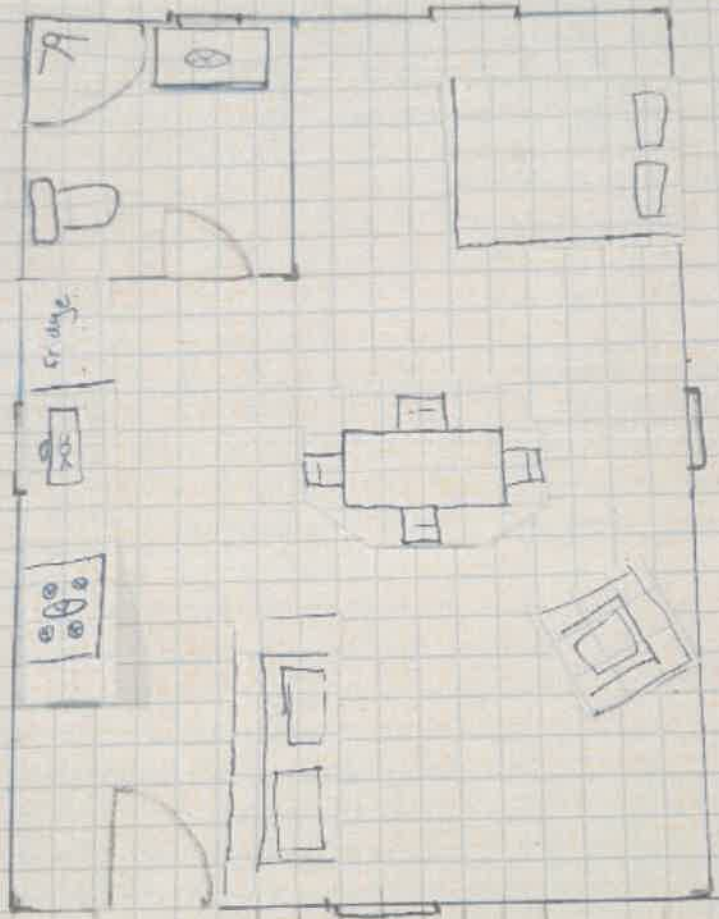






Driveway

1 square $\approx$ 1 foot



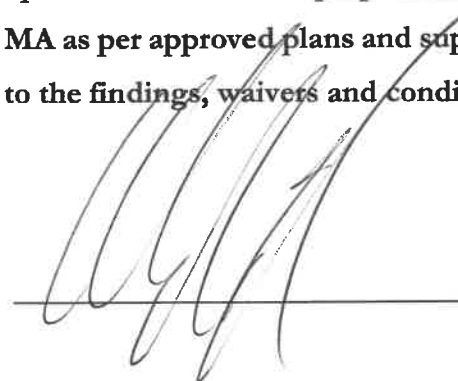
Back Yard

TO:

**Sean M Roaf and Colleen B White
6 Cedar Court
Amesbury, MA 01913**

PLANNING BOARD VOTE:

On 12/8/2025, the Amesbury Planning Board voted 7-0 in favor of the approval of the Special Permit for the proposed Accessory Dwelling Unit at 6 Cedar Court in Amesbury MA as per approved plans and supporting information included in the application, subject to the findings, waivers and conditions stated in this Decision.



Filed with the City Clerk on Dec 16, 2025


City Clerk

A Building Permit is required for any construction or remodeling. It is your responsibility to file this Special Permit Decision with the Registry of Deeds and to record the plans after endorsement; forms may be obtained from the City Clerk's Office.

Any appeal shall be made pursuant to Mass. General Laws, Section 17, Chapter 40A, and shall be filed within twenty (20) days after the date of filing of such notice in the City Clerk's Office.