

**MARBLEHEAD PLANNING BOARD  
ACCESSORY DWELLING UNIT (ADU) SITE-PLAN  
REVIEW APPLICATION**

**PART I:**

Name(s): Richard C. Spenceley III, Trustee  
Elaine B. Spenceley, Trustee  
OTR Realty Trust Address: PO Box 308790  
St. Thomas, VI 00803

Telephone number: \_\_\_\_\_ E-mail: rspenceley@gmail.com

Property Address: 6 Broadmere Way Zoning District SSR

Assessors Map/Plat Number: 191 Parcel/Lot Number: 1D-0

(1) Is the proposed accessory dwelling unit on a parcel that is zoned to permit a single-family residential use? YES  NO

(2) Detail the location of the proposed ADU (please circle the correct option):

- a. New ADU in a primary dwelling
- b. New ADU in a lawfully existing accessory building
- c. New ADU in a proposed accessory building

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**PART II: DESCRIPTION**

(1) How many bedrooms will the ADU have? one

(2) Is the size of the Accessory Dwelling Unit 900 square feet of gross floor area (GFA) or less?  
YES  NO

(3) What is the total square footage of gross floor area (GFA) for the primary dwelling? 7507 SF

(4) What is the total square footage of gross floor area (GFA) for the proposed Accessory Dwelling Unit? 880 SF

(5) What is the Accessory Dwelling Unit's total gross floor area as a ratio to the principal dwelling unit's total gross floor area? (calculate using the answer to #4 and divide by the answer to #3) .117

(6) The accessory dwelling unit does not exceed 50% of the total gross floor area of the principal dwelling  
YES  NO

(7) Is the parcel of land that is proposed to have an ADU within 0.5 miles of a commuter rail station, subway station, ferry terminal or bus stop/bus station?  
YES  NO

**PART III: REQUIRED ATTACHMENTS**

(1) A stamped survey plan that indicates the principal dwelling location and the proposed accessory dwelling unit YES X NO \_\_\_ N/a \_\_\_

**Note:** A stamped survey plan is not required if the proposed ADU is within the existing footprint of the existing primary dwelling and is not expanding that existing footprint

(2) Floor plans and elevations YES X NO \_\_\_

**Note:** Plans attached shall be drawn to scale (minimum 1/8" = 1' scale) and identify the existing structure and proposed modifications to create the accessory dwelling unit

(3) Building Department sign off for the proposed ADU(s) design (this includes proposed floor plans and elevations). YES X NO \_\_\_

(4) A Narrative Description of the units including number of bedrooms, size and layout

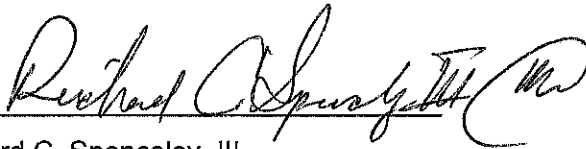
(5) A check for \$75.00 made out to "The Town of Marblehead"

**PART IV: FURTHER**

By signing this application, I certify that I understand the following:

- (1) Short-term rentals - as defined (less than 90 days), are prohibited in the accessory dwelling unit(s) and I will not rent to a tenant for less than 90-day lease or arrangement.
- (2) Gross Floor Area (GFA) – The sum of the areas of all stories of the building of compliant ceiling height pursuant to the Building Code, including basements, lofts, and intermediate floored tiers, measured from the interior faces of exterior walls or from the centerline of walls separating buildings or dwelling units but excluding: crawl spaces, garage parking areas, attics, enclosed porches and similar spaces. Where there are multiple Principal Dwellings on the lot, the Gross Floor Area of the largest Principal Dwelling shall be used for determining the maximum size of a Protected Use ADU.
- (3) That all required building, plumbing, DPW, utility, water and sewer, and any other relevant permits are pulled prior to ANY work being done on a proposed ADU.

Applicant Signature: \_\_\_\_\_



Applicant Name: Richard C. Spenceley, III

Date: 2/3/2026

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6 Broadmere Way  
Marblehead, MA 01945

Map/Lot: 191/1D-0

Narrative to Accompany

ACCESSORY DWELLING UNIT APPLICATION

The Owners of 6 Broadmere, a dimensionally conforming Lot located in the Shoreline Single Residence District, propose the construction of a detached garage, with an Accessory Dwelling Unit located on the second floor (ADU). The ADU will be a one bedroom dwelling unit consisting of approximately 880 square feet of living space, with an open concept kitchen and living area. The proposed ADU will be located partially within the side yard setback, at 21' from the side yard, where 25' is required, but will otherwise conform to all dimensional requirements of the Bylaw.

The proposed detached garage and ADU will be in harmony with the prevailing scale and character of other buildings in the neighborhood and Town, will be constructed in a manner that preserves the character of the existing site to the extent practical, will provide for safe vehicle and pedestrian access to the site, minimize external emissions for a typical residential use permitted in the district, and will have minimal impact on the abutting lots, immediate neighborhood and the Town infrastructure and services.

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|   |                        |                        |                        |
|---|------------------------|------------------------|------------------------|
| Project Address   | <u>6 Broadmere Way</u> | Map(s) / Parcel(s)     | <u>191 - 10</u>        |
| <b><u>NET OPEN AREA (NOA)</u></b>                               |                        | <b><u>EXISTING</u></b> | <b><u>PROPOSED</u></b> |
| Lot area = A  |                        | <u>40700</u>           | <u>40700</u>           |
| <b>Area of features</b>   |                        |                        |                        |
| footprint of accessory building(s)                              |                        | <u>0 SF</u>            | <u>1082 SF</u>         |
| footprint of building   |                        | <u>6075 SF</u>         | <u>6075 SF</u>         |
| footprint of deck(s), porch(es), step(s), bulkhead(s)           |                        | <u>0 SF</u>            | <u>0 SF</u>            |
| number of required parking spaces <u>2</u> x (9'x18' per space) |                        | <u>324 SF</u>          | <u>648 SF</u>          |
| area of pond(s), or tidal area(s) below MHW                     |                        | <u>0 SF</u>            | <u>0 SF</u>            |
| other areas (explain) _____                                     |                        | <u>0</u>               | <u>0 SF</u>            |
| <b>Sum of features = B</b>                                      |                        | <u>6399</u>            | <u>7805 SF</u>         |
| <b>NET OPEN AREA (NOA) = (A - B)</b>                            |                        | <u>34301 SF</u>        | <u>32895 SF</u>        |
| <b><u>GROSS FLOOR AREA (GFA)</u></b>                            |                        |                        |                        |
| accessory structure(s)  |                        | <u>0</u>               | <u>1832 SF</u>         |
| basement or cellar (area > 5' in height)                        |                        | <u>0 SF</u>            | <u>0 SF</u>            |
| 1st floor (12' or less in height) <b>NOTE:</b>                  | [for heights exceeding | <u>7507 SF</u>         | <u>7507 SF</u>         |
| 2nd floor (12' or less in height)                               | 12' see definition     | <u>0 SF</u>            | <u>0 SF</u>            |
| 3rd floor (12' or less in height)                               | of STORY ~200-7]       | <u>0</u>               | <u>0 SF</u>            |
| 4th floor (12' or less in height)                               |                        | <u>0</u>               | <u>0 SF</u>            |
| attic (area > 5' in height)                                     |                        | <u>0</u>               | <u>0 SF</u>            |
| area under deck (if > 5' in height)                             |                        | <u>0</u>               | <u>0 SF</u>            |
| roofed porch(es)  |                        | <u>0 SF</u>            | <u>0 SF</u>            |
| <b>Gross Floor Area (GFA) = sum of the above areas</b>          |                        | <u>7507 SF</u>         | <u>9339 SF</u>         |

**Proposed total change in GFA** = (proposed GFA - existing GFA) = 1832 SF

**Percent change in GFA** = (proposed total change in GFA / existing GFA) x 100 = 24.40 %

**Existing Open Area Ratio** = (existing NOA / existing GFA) = 4.57

**Proposed Open Area Ratio** = (proposed NOA / proposed GFA) = 3.52

This worksheet applies  
 to the following plan(s):

|                  |                           |                   |
|------------------|---------------------------|-------------------|
| 1. plan by/dated | <u>Bosworth Architect</u> | <u>11/25/2025</u> |
| 2. plan by/dated | <u>North Shore Survey</u> | <u>11/5/2025</u>  |
| 3. plan by/dated | _____                     | _____             |

Building Official  Date 2-3-2026

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