

**Town of Haymarket
Architectural Review Board
15000 Washington Street-Haymarket, VA 20169
Wednesday, May 18, 2011 ~ 7:00 pm
Chair Pamela Swinford**

AGENDA

Pam Swinford, Ken Luersen, Ellie Ivancic, Mary Lou Scarbrough, and John Parham, Architect

Call to Order

Roll Call

Citizens' Time

Minutes

April 27, 2011

Certificate of Appropriateness & Construction Permit Application (where required)

15026 Washington Street – Daytime Playtime - Sign

New Business

Bond Release – JB III Building

Old Business

Historic Overlay

Demolition of the Utterback House`

**Town of Haymarket
Architectural Review Board Meeting
Chair Pamela Swinford
15000 Washington Street, Haymarket, Virginia 20169
April 27, 2011 - 7:00pm**

Commissioners: Pamela Swinford, Ken Luersen, Ellie Ivancic, Mary Lou Scarbrough, and John Parham, Architect

Chair Swinford calls the meeting to order at 7:00pm.

**Roll Call: Swinford, Scarbrough, Luersen, Ivancic
Parham absent**

Citizen's Time:

None

Announcements:

None

Ivancic motions to approve the minutes of February 16, 2011 with corrections given to the Clerk by Scarbrough. Scarbrough seconds.

Ayes: 4

Nays: 0

Absent: 1

Motion carries.

Luersen motions to approve the minutes of March 16, 2011. Scarbrough seconds. Ivancic abstains as was absent.

Ayes: 3

Nays: 0

Abstain: 1

Absent: 1

Motion carries.

Ivancic motions to approve the minutes of April 11, 2011. Scarbrough seconds.

Ayes: 4

Nays: 0

Absent: 1

Motion carries.

Certificate of Appropriateness:

Scarbrough motions to approve the Certificate of Appropriateness for Attiva Corporation (Spend The Day In Haymarket) for two Event Signs. Ivancic seconds.

Ayes: 4

Nays: 0

Absent: 1

Motion carries.

**Town of Haymarket
Architectural Review Board Meeting
Chair Pamela Swinford
15000 Washington Street, Haymarket, Virginia 20169
April 27, 2011 - 7:00pm**

The Certificate of Appropriateness for a deck at 6746 Sycamore Park Drive was removed from the packet, as Chair Swinford determined the application did not need to go before the ARB, as it cannot be seen from the public view, and the HOA has approved the deck already. It is in compliance with the other decks in that neighborhood.

New Business:

Ivancic says a woman that stopped by Town Hall for information, had asked about serving on the ARB. She is not a resident of the Town so she's not eligible. However she is going to be helping with some research and a data base on historic properties.

Old Business:

Historic Overlay.

The ARB sat in on the Planning Commission's April 11th meeting to discuss this with them. But now wants to have concrete documentation to send to the Town Council for their Hearings.

Ivancic still feels that Madison Street should be included. But ok with the areas that have HOA's to not be in it.

Swinford recaps what was discussed in the PC meeting.

She will send a formal letter on behalf of the ARB to the Town Council.

There is a Public Hearing on May 2nd for the Hulfish house. Ivancic says all boards should get notices of any Public Hearing that is going on.

ARB received handouts of the CIP that was discussed in the PC meeting. Scarbrough feels the ARB should know what's going on as well.

Hulfish House discussion:

The ARB did approve a partial demo of the Gray house. They were to make a decision on the full demo at their April 20th meeting. But since that meeting was moved to tonight, April 27th, there is a chance that an appeal may be made by Councilman Tobias.

There will be a Public Hearing at the Town Council meeting on May 2nd, regarding what is to be done with the Gray house. Partial demo, full demo, renovate, rent it out after renovating.

Ivancic says if there is going to be a full demo, she wants to see structural comments from an Engineer. Swinford said that would be quite costly. Ivancic says it doesn't seem logical to ask for both a partial and full demo at the same time. The ARB Guidelines say in some instances we can require structural engineering comments. What will be done with the lot, if there is a full demo? The ARB does not want a parking lot.

The Council will also be talking about the Red Rooster at the Public Hearing as well. Ivancic says no one has discussed that with the ARB at all.

Scarbrough motions to deny a full demo of the Hulfish House (Gray house) at 15000 Washington Street. Ivancic seconds. Discussion: Ivancic says it's not appropriate to approve a full demo, when we've already approved a partial demo. The original structure seems sound. Swinford says they will have to spend money on a partial demo anyways. Luersen says we're not the custodians of it. We're only here for Historic Overlay. Prince William County said we're not on the historic database. Swinford says but Haymarket is deemed as a local historic site. Ivancic says nothing can go to State or National without first being on local. Trying to interpret the history of Haymarket is difficult when there are no photos. People want visuals. We have a building we can point to. This was the home of the first Mayor. He rebuilt. He was a prominent business man. This outbuilding is the only remaining out building in Haymarket. It was a living space of African Americans. We have nothing that documents the African American community. They couldn't live here after the Civil War. We got their names from the census. Everyone wants a historic town, this is a great story.

**Town of Haymarket
Architectural Review Board Meeting
Chair Pamela Swinford
15000 Washington Street, Haymarket, Virginia 20169
April 27, 2011 - 7:00pm**

Swinford says businesses in Leesburg that have small square footage. It is viable square footage in other towns. We, the ARB, exist because of the historic overlay. As long as the people of the Town and the Council say that it's their vision to keep it that way, then yes, we are the guardians of it. Ivancic says both buildings are important. The Town owns them. They have all the control. We made a commitment when we bought this property. Look outside the box. Be creative. \$75,000 is not a huge price tag, when they Town wants to pay \$50,000 for a basketball court. It doesn't make sense. When the Charette was done, it was the public opinion that they want the historic walk nature of the town saved. It has been proven if you restore older buildings, more people will come to the Town. Economic development improves

Ayes: 4

Nays: 0

Absent: 1

Motion to deny full demo carries.

Ivancic says if this is appealed, she wants the record to show that the town did not submit a full packet before the deadline.

Scarborough handed out the CIP info that was discussed at the Planning Commission meeting. Just wanted the ARB to be aware and know what's going on.

Swinford says the ARB had discussed in the past changing the verbiage of the Guidelines. Getting out of the 14 day review, and putting it on track with other communities that have 60 days. Marchant gave out redlined. If everyone agrees, it can be forwarded on to the Council. Luersen is fine. What about right of appeal? Extend? Scarborough shows Swinford her notes of changes. Swinford will take members changes to the Council.

Luersen motions to adjourn the meeting at 8:00pm. Scarborough seconds.

Ayes: 4

Nays: 0

Absent: 1

Meeting adjourned.

Submitted:

Approved:

Sherrie Wilson, Clerk to the ARB

Pam Swinford, Chair



ZONING PERMIT / CERTIFICATE OF APPROPRIATENESS

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

PERMIT #: ZP 20110505

ZONING ACTIVITY: New Construction Alteration/Repair Addition
 (Check all that apply) New Tenant/Use Change of Use Relocation

PROPOSED USE: New Sign Size (Sq. Ft./Length) of Construction: _____

SITE ADDRESS: 15026 Washington ST Parcel ID #: _____

Subdivision Name: _____ Lot Size: _____

Zoning District: R-1 R-2 B-1 B-2 I-1 C-1 Site Plan Required: Yes No

Special Use Permit Required: Yes No Homeowners Association (HOA) Approval: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

Brief Description: 1' x 6' Wall Sign - "daytime Playtime"
NO LIGHTING
12" Individual wood letters - "daytime playtime"
Black letters

Supporting Documentation Provided (attached): Plat Plan Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
<u>Daytime Playtime</u>			<u>TOWN OF Haymarket</u>		
Name			Name		
<u>15026 Washington ST</u>			<u>PO Box 1230</u>		
Address			Address		
<u>Haymarket VA 20169</u>			<u>Haymarket VA 20168</u>		
City	State	Zip	City	State	Zip
<u>703-754-8463</u>					
Phone#	Email		Phone#	Email	
<p>I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architecture Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.</p>					
<u>Adriana Carvajal</u>			<u>[Signature]</u>		
Applicant Signature			Property Owner Signature		

OFFICE USE ONLY

Date Filed: 5-5-11 Fee Amount: 40.00 Date Paid: 5-7-11 PERMIT #: ZP 20110505

OFFICE USE ONLY

PERMIT #: ZP 20110505

Date to ARB: 5-18-11

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

ARCHITECTURAL REVIEW BOARD CHAIR: _____
SIGNATURE PRINT

CONDITIONS: _____

Date to PC: 5-9-11

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

PLANNING COMMISSION (where required): Russell Bow
SIGNATURE PRINT

CONDITIONS: * Remove Banners, Remove A-Frame sign nightly.
Only allowed 1 A Frame.

Date to TC: N/A

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL (where required): _____
SIGNATURE PRINT

CONDITIONS: _____



\$40 Fee

Permit # SPA20110505

Date: 05/05/2011

Sign Permit Application

Address where will be located: 15026 Washington Street

12" high Wood Individual Letters

Brief description of sign: 4' x 6' Wall Sign, white background, black letters "daytime playtime"

Current Zoning (check one) [] R1 [] R2 [x] B1 [] B2 [] I1 [] C1

PERMIT HOLDER INFORMATION Daytime Playtime Name 15026 Washington Street Address Haymarket VA 20169 City State Zip Code 703-754-8463 info@daytimeplaytime.com Phone # Email			PROPERTY OWNER'S INFORMATION Town of Haymarket Name PO Box 1230 Address Haymarket VA 20168 City State Zip Code 703-753-2600 Phone # Email		
Certification I certify that I have the authority to make the foregoing application, that the information given is correct and that all construction will comply with the ordinances of the Town of Haymarket and any additional restrictions by the ARB, Planning Commission, or the Town Council. Also, the person identified above as the permit holder is the responsible party for compliance with the ordinances of the Town of Haymarket and all other applicable laws. <u>Adriana Carvajal</u> <u>[Signature]</u> Applicant Signature Property Owner Signature					

Items to be included in this application package. Please refer to Article IX of the Haymarket Zoning Ordinance

- Copy of the business license
- A zoning permit application
- An application for a certificate of appropriateness
- Plat showing location of existing and proposed sign(s) on building facade(s) or grounds and exterior dimensions of buildings subject to the sign permit.
- Drawings showing dimensions, scale, and elevation of proposed sign(s) to include specific materials, hardware and methods of mounting and illumination

Sign Plans (multiple signs) must include the following in addition to the above requirements

- A narrative which describes the proposal
- Scaled, color drawings showing all of the various sign types proposed, including the design, dimensions, materials, colors, illumination, and associated landscaping to be utilized to achieve a consistent and complementary system of signs and graphics.
- A sign plan, depicting the location of the various proposed sign types and, where applicable, existing signs

NEW SIGN SIGN PLAN REPLACEMENT, REFURBISH, OR ADD ON SIGN

(Check all that apply)

Banner

Menu

Wall (with back mount)

Canopy

Directional

Freestanding

Hanging or Blade

Wall (individual letters)

Awning

Other _____

Please provide detailed description of the proposed sign. Details should include exact dimensions of the sign, exact location on the parcel or building, and the materials being used. This application must be accompanied by a plat and a color photo of the building. If the sign(s) are in-ground, this application must also be accompanied with a construction permit application; additional fees will apply:

~~1' x 6' Wall sign saying "daytime playtime", mounted on plywood.~~

~~White background with black letters.~~ 12" high wood Individual Letter
 NO Lighting Sign. Painted Black.

APPLICATION ROUTING

	Date	Approved	Comments
Construction Permit Application Submitted (if required)			
Submitted to Planning Commission	5-9-11	HAB	W/Amendments
COA Submitted to ARB (if required)	5-18-11		
Submitted to Council			

Permit submitted to Sherrine Wilson Title: Deputy Clerk
 Date: 5-5-11



Letter to be 12" in height
Font to be black - white background - ~~Sign will be 1'x6'~~

ARB review of bond release - punch out items.txt

From: sedwards@townofhaymarket.org
Sent: Sunday, September 27, 2009 12:26 PM
To: Jennifer Preli
Cc: Gene Swearingen; Sherrie Wilson
Subject: JB III Bond release

Jen,

Here is the list we came up with for the bond release:

1. lighting: the exterior lights need to be turned on in the overnight hours
rear parking lot light is burned out-replace
need to verify that exterior lights are correct per lighting
plan. They do not direct
light downward per ARB guidelines.
2. screen AC units with appropriate landscape material. The units were to be
installed on roof
and were installed on side of building.
3. bike lane is missing from the roadway in front of their property
4. remove banner signs from exterior of building. Approved sign plan only allows
for the individual
letter signs.
5. Landscaping: Many items were not ever installed and those that were have a
great deal of dead
items. Dead material needs to be removed and entire
approved landscaping
needs to be installed and maintained. Also, tree stakes
need to be reinstalled or
removed.
6. Drainage area needs to be cleaned out and debris from dead landscaping removed.

Let us know if you need anything else from the ARB.

Ssuan Edwards



The Town of
HAYMARKET
Established in 1799
County of Prince William

APPLICATION AND CERTIFICATE OF APPROPRIATENESS

These requirements are agreed to by the undersigned and are a condition necessary for approval of this CERTIFICATE.

This applies to all properties in the Town of Haymarket.

See Accompanying Instructions - Type or Block Print

Application must be filled out completely & all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

Applicant: JB III, LLC Phone No: 703-881-4466

Owner (if different): _____ Phone No: _____

Property Address: 15100 WASHINGTON STREET

Mailing Address: 9111 WEST STREET MANASSAS, VA 20110

Architect/Engineer/Contractor: John Heltzel License#: 6867

The Engineering Group (SAMS BEIDAS # 021555)

Brief Description of Work (See following pages for additional required information in each applicable area(s)):

CONSTRUCTION OF A COMMERCIAL OFFICE BUILDING

Signature: [Signature] Date: 6/24/04

Note: The CERTIFICATE OF APPROPRIATENESS is valid for a period of one year after approval. After the expiration date, a 60-day grace period may be granted to complete work in progress, provided owner can show cause as to why the work has not been completed.

(For Town Staff Use Only)

Receipt Date: _____ Case No: _____

Category: Alteration: Addition: Demolition: Painting: Sign: Remodel: Reapplication:

Other: _____

Approvals:

Historical Commission Yes No Signature _____ Date _____

Conditions: _____

Planning Commission Yes No Signature _____ Date _____

Conditions: _____

Arch. Review Board Yes No Signature [Signature] Date 16 FEB 05

Conditions: PER SUBMITTED PLANS

Town Council Yes No Signature [Signature] Date 6/6/05

Conditions: _____

Historic Significance of the Site: NONE

FENCE: Description of fence to be constructed

Style: Per page (2) of site plan. (ATTACHED)

Material: _____

Finish: _____ Color: _____

Height of Fence: _____ Front: _____ Side: _____ Rear: _____

4 copies of the following must be provided: Plat of property (with outline of the proposed fence and any applicable openings—e.g. gates), building, site and surrounding property. Photo of property in relation to its surroundings, photos or drawings showing style & method of fence construction.

BUILDING, ADDITION, or REMODEL:

Description: Per "Haymarket Property Narrative (ATTACHED)

Size: (height, width, depth, etc.) Per Architectural Rendering (ATTACHED)

Colors: To be provided at review

Building materials: (detailed specifications and/or provide actual material(s) for review) _____

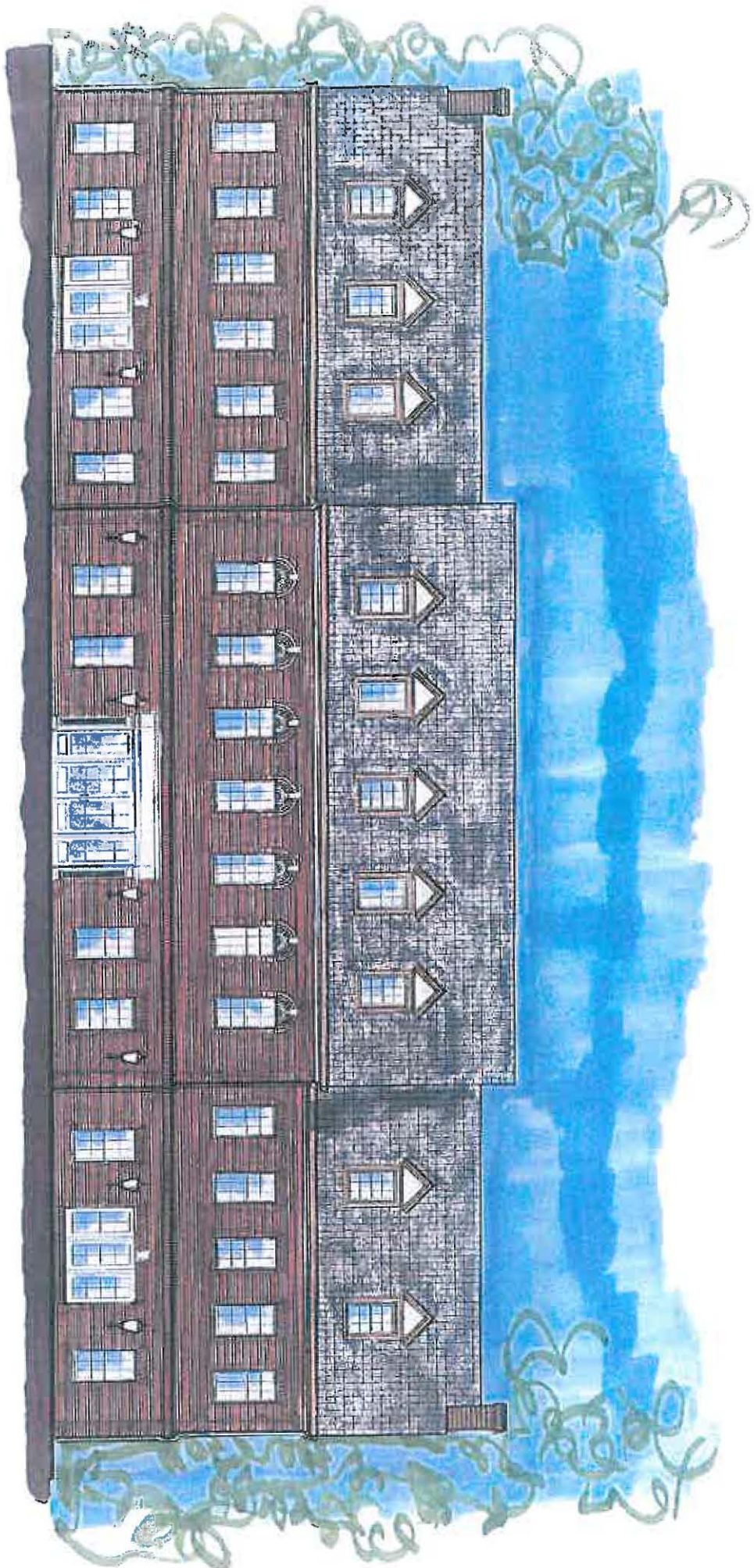
ACTUAL MATERIALS to be provided AT REVIEW.

Lighting: Yes No If yes, describe and provide specifications & actual photo or item (if available):

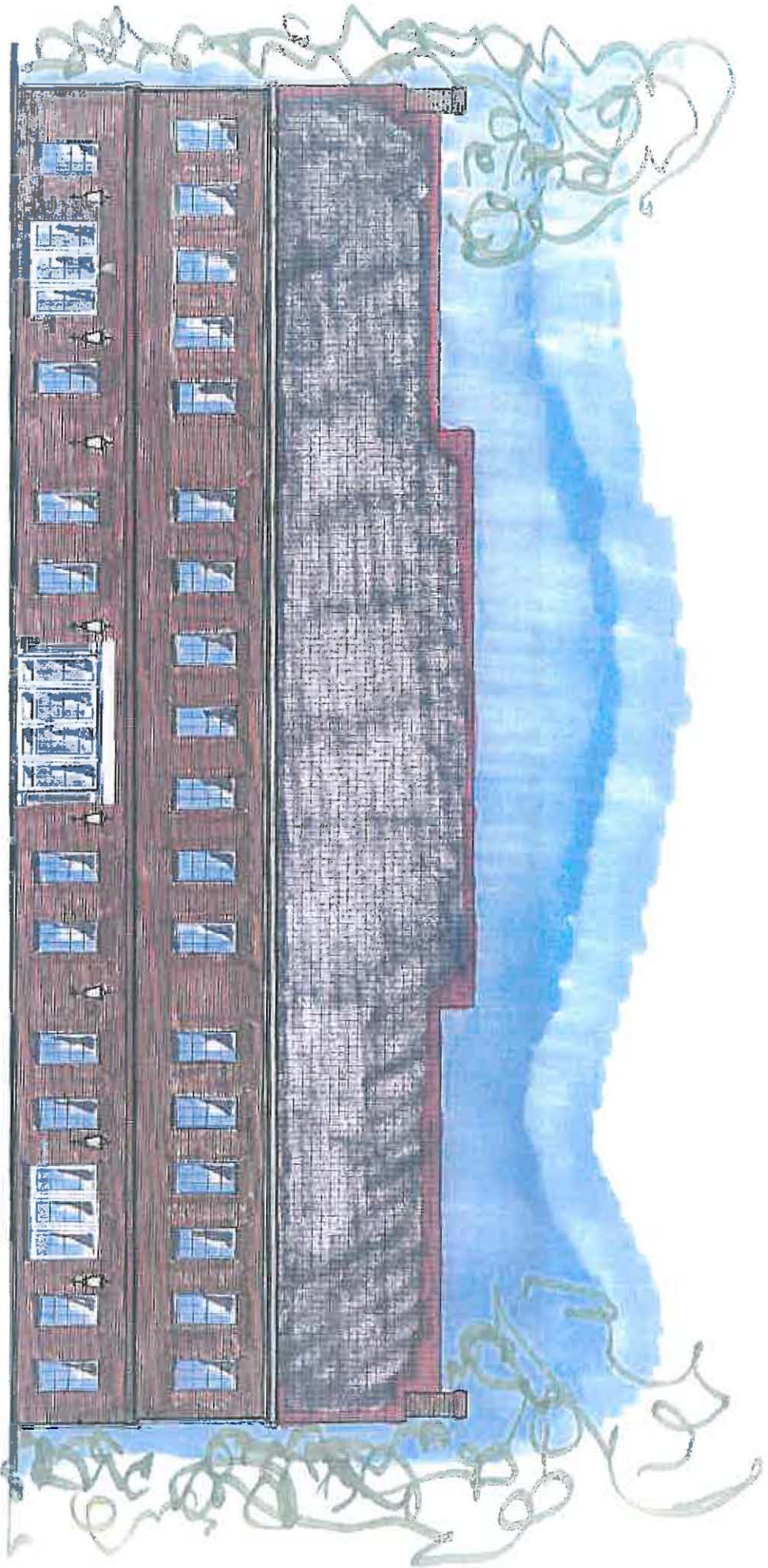
Chart of approved colors are available for viewing at the Town Hall.
4 copies of the plans, paint color samples, a listing of materials & a photo of the existing building (if applicable) to accompany this form.
Specific landscaping plans must also be submitted for review.

APPLICANT(S)/OWNER(S) ARE ENCOURAGED TO ATTEND THE SESSIONS TO BE AVAILABLE FOR QUESTIONS TO FACILITATE THE PROCESSING OF THE APPLICATION.
Incomplete or Vague applications may cause a delay in the process.

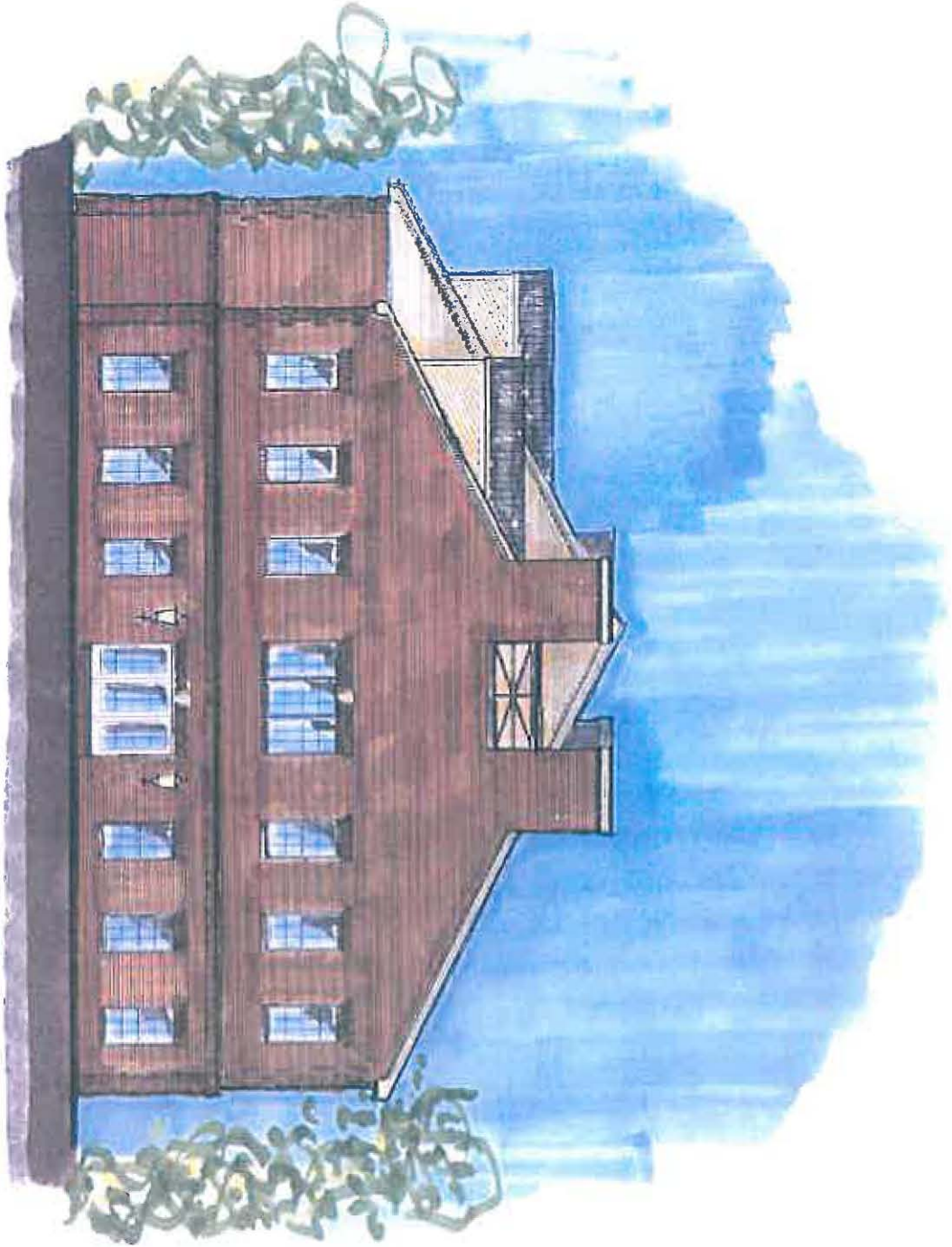
FRONT BUILDING ELEVATION - WASHINGTON STREET



REAR BUILDING ELEVATION - PARKING LOT



RIGHT SIDE BUILDING ELEVATION
RAYETTE STREET



The Town of HAYMARKET Established in 1799

RECEIVED

JUL - 5 2007

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS TOWN OF HAYMARKET

These requirements are agreed to by the undersigned and are a condition necessary for approval of the CERTIFICATE
This applies to all properties located in the Town of Haymarket
See Accompanying Instructions--Please type or block print

This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

APPLICANT: Bill Galbraith / 585TH PHONE NO: 703-881-4466

OWNER (if different): _____ PHONE NO: _____

PROPERTY ADDRESS: 15100 WASHINGTON ST. #101 Haymarket, VA 20164

MAILING ADDRESS: _____

Is the applicant or owner a member of a Homeowners Association (HOA)? Yes No If Yes, has this application been approved by the HOA? Yes No HOA Representative (Name/Signature) N/A Date: _____

In as much detail as possible, please describe the work to be performed (see following pages for additional required information in each applicable area(s):

ATTACHED PLANS PER REQUEST Detail buildy
AND Material - Location per design
color samples will be provided at meeting.

(For Office Use Only)

Receipt Date: 25 July 07 Date of Approval/Disapproval: 25 July 07

APPROVED DISAPPROVED

ARCHITECTURAL REVIEW BOARD CHAIR

[Signature]
SIGNATURE

JOHN C. COLE
PRINT

CONDITIONS: _____

APPROVED DISAPPROVED

HISTORICAL COMMISSION {where required}: _____

CONDITIONS: _____

APPROVED DISAPPROVED

PLANNING COMMISSION {where required}: Linda Landwehr LINDA LANDWEHR

SIGNATURE

PRINT

CONDITIONS: 58-341(b)(5)

APPROVED DISAPPROVED

TOWN COUNCIL {where required}: _____

CONDITIONS: _____

Applicant's Signature: [Signature] Date: 7/5/07



The Town of
HAYMARKET
Established in 1799

July 30, 2007

Bill Galbraith
JB III
15100 Washington Street
Haymarket, VA 20169

Re: Building Signs

Your application for Certificate of Appropriateness to put individual letter signs on your building located at 15100 Washington Street, has been approved by the Architectural Review Board and the Planning Commission.

Thank you for your patience through our process and please feel free to call me, should you require any further assistance.

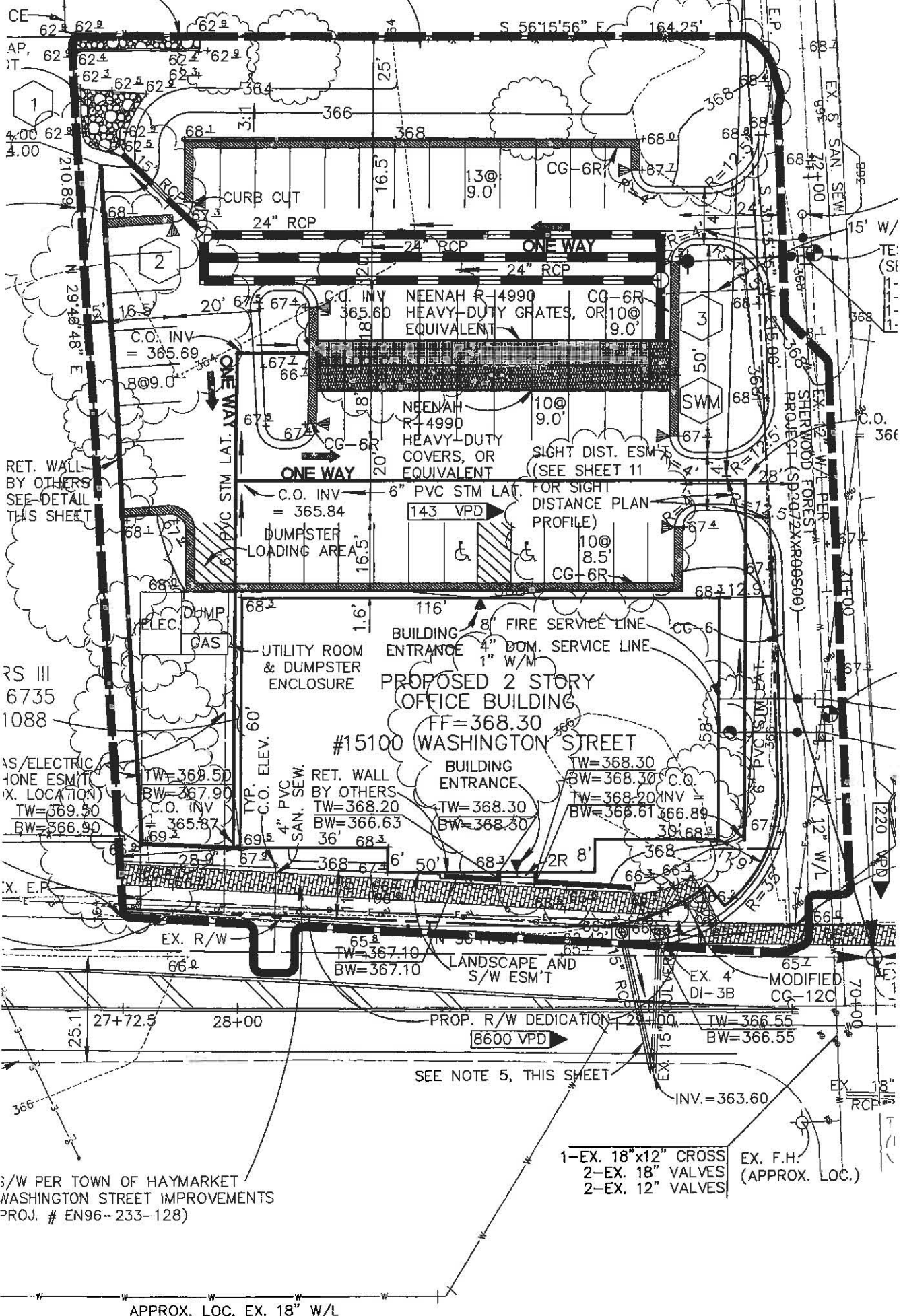
My warmest regards

Sherrie Wilson
Deputy Clerk

LEVEL SPREADER, W/ 3' SS I DRY RIP RAP
DETAIL SHEET 5

D.B. 2954 PG. 508
ZONE R1

BUFFER YARD



RS III
6735
1088

AS/ELECTRIC
PHONE ESM/T
IX. LOCATION)
TW=369.30
BW=366.90

EX. E.P.

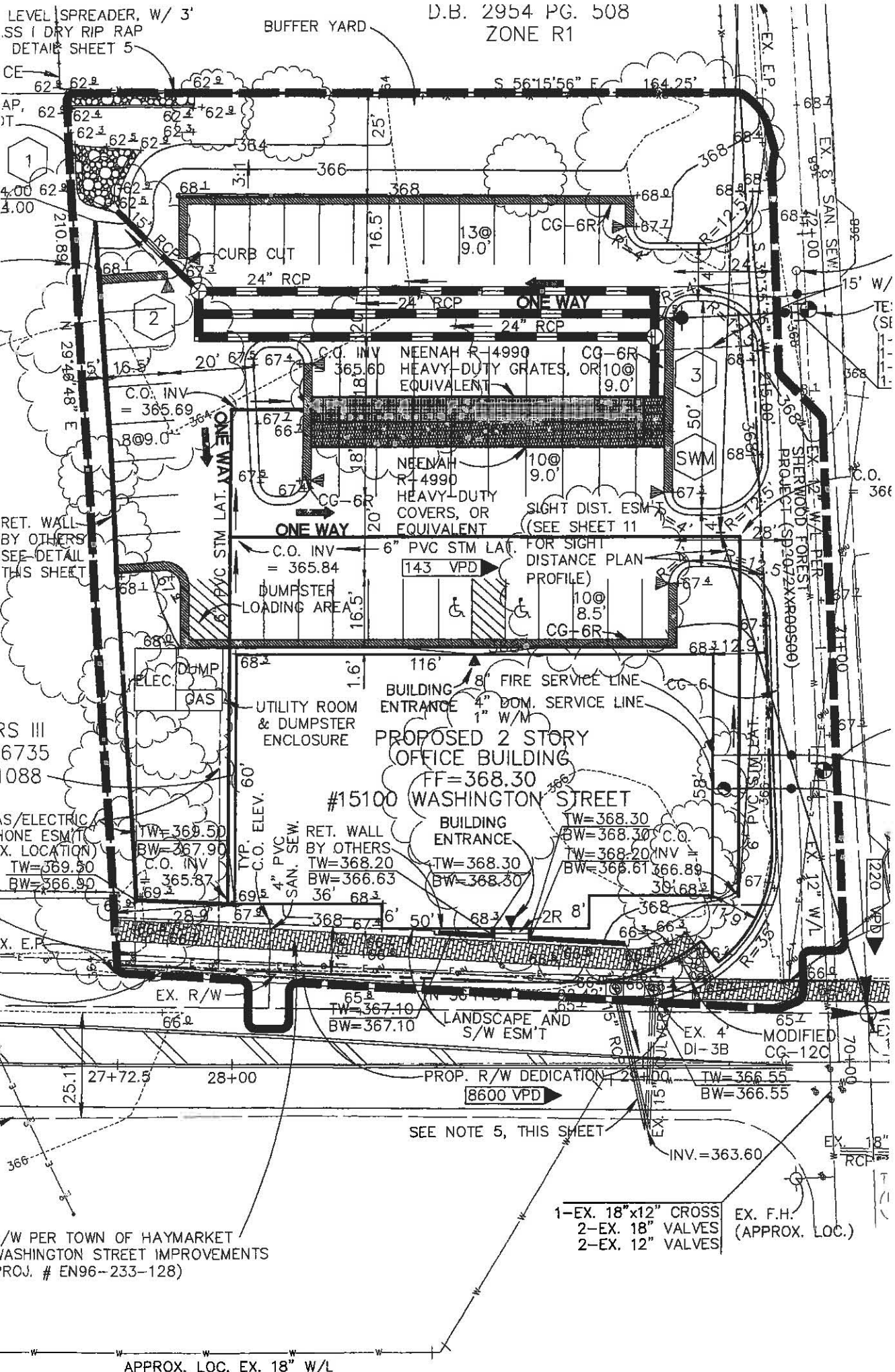
S/W PER TOWN OF HAYMARKET
WASHINGTON STREET IMPROVEMENTS
PROJ. # EN96-233-128)

APPROX. LOC. EX. 18" W/L

SEE NOTE 5, THIS SHEET

- 1-EX. 18"x12" CROSS
- 2-EX. 18" VALVES
- 2-EX. 12" VALVES

EX. F.H.
(APPROX. LOC.)



PROPOSED 2 STORY
OFFICE BUILDING

#15100 WASHINGTON STREET

BUILDING
ENTRANCE

RET. WALL
BY OTHERS
TW=368.20
BW=366.63

6' 50" 2R 8'

LANDSCAPE AND
S/W ESM'T

TW=367.10
BW=367.10

PROP. R/W DEDICATION

8600 VPD

INV.=363.60

EX. 18" RCP

EX. F.H.
(APPROX. LOC.)

EX. 18" W/L

EX. 12" W/L

EX. 12" W/L

EX. 12" W/L

TW=368.30
BW=368.30
C.O. INV =
TW=368.20
BW=366.61

36' 68"

6' 50" 2R 8'

LANDSCAPE AND
S/W ESM'T

TW=367.10
BW=367.10

PROP. R/W DEDICATION

8600 VPD

INV.=363.60

EX. 18" RCP

EX. F.H.
(APPROX. LOC.)

EX. 18" W/L

EX. 12" W/L

EX. 12" W/L

EX. 12" W/L

TW=368.30
BW=368.30
C.O. INV =
TW=368.20
BW=366.61

36' 68"

6' 50" 2R 8'

LANDSCAPE AND
S/W ESM'T

TW=367.10
BW=367.10

PROP. R/W DEDICATION

8600 VPD

INV.=363.60

EX. 18" RCP

EX. F.H.
(APPROX. LOC.)

EX. 18" W/L

EX. 12" W/L

EX. 12" W/L

EX. 12" W/L

TW=368.30
BW=368.30
C.O. INV =
TW=368.20
BW=366.61

36' 68"

6' 50" 2R 8'

LANDSCAPE AND
S/W ESM'T

TW=367.10
BW=367.10

PROP. R/W DEDICATION

8600 VPD

INV.=363.60

EX. 18" RCP

EX. F.H.
(APPROX. LOC.)

EX. 18" W/L

EX. 12" W/L

EX. 12" W/L

EX. 12" W/L

TW=368.30
BW=368.30
C.O. INV =
TW=368.20
BW=366.61

36' 68"

6' 50" 2R 8'

LANDSCAPE AND
S/W ESM'T

TW=367.10
BW=367.10

PROP. R/W DEDICATION

8600 VPD

INV.=363.60

EX. 18" RCP

EX. F.H.
(APPROX. LOC.)

EX. 18" W/L

EX. 12" W/L

EX. 12" W/L

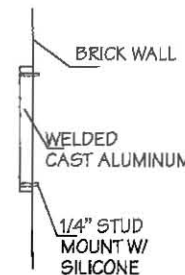
EX. 12" W/L

16'-3 1/2"
 1'-0"
CURRAN & WITTINGTON

SCALE: 3/4" = 1'-0"

12'-7 1/2"
 1'-0"
FAMILY DENTISTRY

1'-0"
 7'-2 1/4"
RE/MAX[®] OLYMPIC



FABRICATE & INSTALL:
 THREE (3) SETS OF WELDED CAST ALUMINUM LETTERS
 ALL COPY WHITE *EXCEPT THE RE/MAX BLUE SLASH



SCALE: 1/16" = 1'-0"



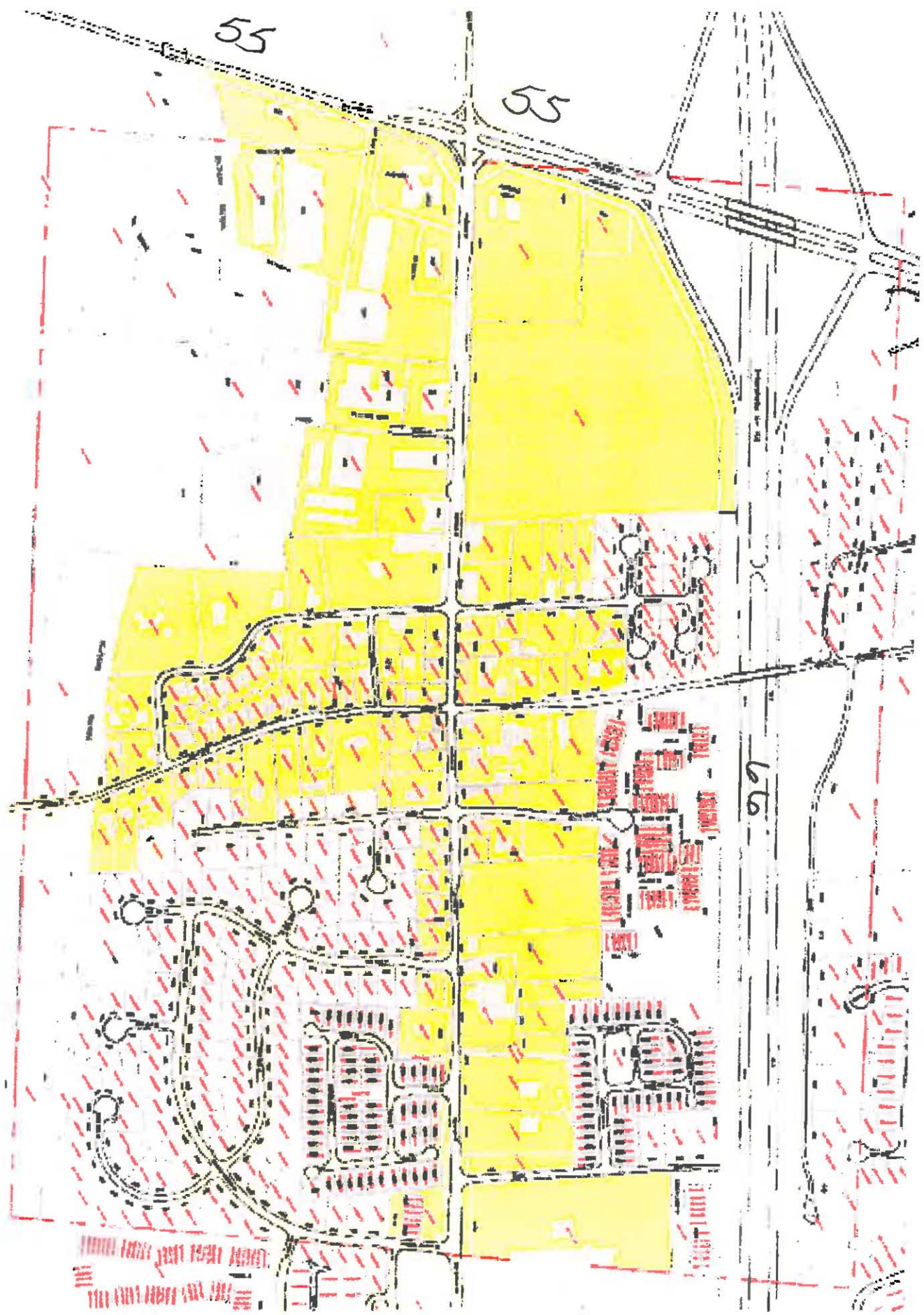
SCALE: 1/16" = 1'-0"



SCALE: 1/16" = 1'-0"



Scale: 1" = 1'-0"	Customer: RE/MAX OLYMPIC
Date: 5-7-07	15100 Washington St
WO#: 21814-A4	Haymarket, VA
Drawn By: RJM	
Sales Rep: B. Anderson	Revised: 6-13-07 RJM
6197 Euclid Court Manassas Park, Virginia (703)398-1986 All Rights Reserved	



In order to preserve the unique cultural heritage of the town, there is hereby established an historic overlay district to be known as the "Old and Historic Town of Haymarket", ~~which shall include all that area which lies within the corporate limits of the town.~~ the boundaries of which are designated on the attached map. The boundary of this district shall overlay the boundaries of districts as shown on the official zoning map. Development of property lying in this district shall comply with both the requirements of the underlying district and of the overlay district. Where the requirements are in conflict, the requirements of this district shall take precedence.

- A. The Historic District boundaries shall in general be drawn so as to include lands closely related to and bearing upon the character of the historic site or sites, thus providing an area needed to control potentially adverse influences. Said boundary shall include land on both sides of a street or streets where desirable to accomplish the preservation objective. The concept of the historic district shall include groupings of structures which have significance relative to their patterns of development and/or interrelationships among such structures, while some of the structures might not possess significant merit when considered alone.
- B. Historic District boundaries, regulations and amendments thereto may be initiated (i) by resolution of the Town Council, (ii) by motion of the Planning Commission, or (iii) by petition of the owner, contract purchaser with the owner's written consent, or the owner's agent therefore, of the property which is the subject of the proposed amendment, addressed to the governing body or the local planning commission. Any such resolution or motion by the Town Council or Planning Commission proposing the amendment shall state the public purposes therefore.