

**For the Meeting of Mayor and Council  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, September 10, 2024, 6:30 P.M.**

**A. CALL TO ORDER**

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday September 10, 2024, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation by Councilwoman Boyd

Pledge of Allegiance by Councilwoman DeVirgilio

**C. OPENING PROCEDURES**

1. ROLL CALL

MAYOR

David McDavid

COUNCIL MEMBERS

Brandy Westmoreland – District 1

John LeBlanc– District 2

Ambre DeVirgilio – District 3

James Graves – District 4

Jennifer Boyd – District 5

2. READING OF CITY POLICY RELATIVE TO OPEN MEETINGS

Before proceeding with the meeting, Mayor McDavid read a statement into the record regarding the Open Meetings Law, and citizens’ right to participate in public meetings. The statement set forth general rules of conduct of the public meeting and outlined the process through which a citizen can have items placed on the Council agenda. A copy of the rules is available at City Hall, Mayor’s Office or by calling the Clerk of the City Council. The rules will also be available at every Council meeting.

3. CHANGES/ADDITIONS TO AGENDA

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Boyd

To approve to amend the agenda to move item N3 down on the agenda and to move item N4 up on the agenda.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**D. READING OF THE MINUTES**

1. Approval of Minutes of the August 27, 2024, regular meeting and approve them as written.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the minutes of the August 27, 2024, regular meeting and approve them as written.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd  
NAYS: None  
ABSENT: None  
ABSTAINED: None

**E. HONORS, RECOGNITIONS, AND INTRODUCTIONS**

1. Recognition and Proclamation of Suicide Awareness.

Dr. Christy Mamou was present to speak to Mayor McDavid and council members regarding suicide awareness in the Zachary Community.

**F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS**

1. **Street/Road Projects**
2. **Sewer**
3. **Subdivision Inspections**
4. **Water and Gas Projects**
5. **Other Projects**

- a. Pay Application #19 (corrected amount) – Stuart & Company, LLC in the amount of \$446,581.26.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman DeVirgilio

To approve a request for payment for the Zachary Police Station pay application #19 in the amount of \$446,581.26 to Stuart & Company, LLC.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd  
NAYS: None  
ABSENT: None  
ABSTAINED: None

**G. PRESENTATION OF DELEGATIONS**

1. **Requests to Speak**
2. **Hardship Waivers**
3. **Other Variances**
4. **Exceptions to Regulations**

**H. ACTION MANDATED BY HOME RULE CHARTER**

**I. PLANNING & ZONING MATTERS**

1. **Receive Minutes of the Regular meeting of \_\_\_\_\_, of the Planning Commission and the Minutes of the Regular meeting of \_\_\_\_\_, of the Zoning Commission.**
2. **Planning Matters REQUIRING a Public Hearing**
3. **Planning Matters NOT requiring a Public Meeting**
4. **Zoning Matters REQUIRING a Public Hearing**
5. **Zoning Matters NOT Requiring Public Hearing**

**6. Other Matters**

**J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE**

1. Receive accounts payable for August 2024 and the natural gas bill when it is received.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To Receive accounts payable for August 2024 and the natural gas bill when it is received.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**K. BUDGET AND FINANCIAL MATTERS**

**L. OLD BUSINESS PENDING FOR FINAL ACTION**

**M. OLD BUSINESS PENDING**

**N. NEW BUSINESS**

1. Presentation of completed and proposed 2023-2024 Home Rule Charter by the Zachary Home Rule Charter Commission to the Mayor and City Council coupled with mandatory request for publication and eventual calling of election on approval or rejection of the same. (Tabled at the August 27, 2024, meeting)

2. **Public Hearing and Adoption of Ordinance 2024-13** - To allow for amendments to the Home Rule Charter for the City of Zachary, calling for its publication and for the mandatory election to adopt or reject said amended and proposed charter pursuant to and under the provisions of LSA-R.S.18:402, and all in accordance with LSA-R.S. 33: 1395 et seq. and to provide for other matters in connection therewith.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To table **Public Hearing and Adoption of Ordinance 2024-13** - To allow for amendments to the Home Rule Charter for the City of Zachary, calling for its publication and for the mandatory election to adopt or reject said amended and proposed charter pursuant to and under the provisions of LSA-R.S.18:402, and all in accordance with LSA-R.S. 33: 1395 et seq. and to provide for other matters in connection therewith.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**ALTER AGENDA**

4. Discussion regarding the Zachary UDC – RE and RR map revisions.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve Resolution 2024-5 **A RESOLUTION REQUESTING THE SUBMISSION OF A UNIFIED DEVELOPMENT CODE TEXT AMENDMENT TO THE PLANNING AND ZONING COMMISSION FOR REVIEW AND RECOMMENDATION.**

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

3. Discussion and approval to create a resolution for proposed UDC text amendment for Article 5 Commercial, Business, and Industrial Zoning Districts.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve a Resolution 2024-4 **A RESOLUTION REQUESTING THE SUBMISSION OF A UNIFIED DEVELOPMENT CODE TEXT AMENDMENT TO THE PLANNING AND ZONING COMMISSION FOR REVIEW AND RECOMMENDATION.**

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

## **RETURN TO REGULAR ORDER**

5. Discussion and set date for Trick or Treating 2024.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve Thursday, October 31, 2024, as Trick or Treat for 2024.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

## **O. CONDEMNED BUILDINGS - PUBLIC HEARINGS OR OTHER ACTION REGARDING BUILDINGS BEING CONSIDERED FOR CONDEMNATION**

John Hopewell gave a brief update on condemnation properties in the City.

## **P. REPORTS FROM DEPARTMENT HEADS**

## **Q. DISCUSSION OF BUSINESS NOT ON AGENDA**

**(No Action May Be Taken Unless Declared an Emergency)**

Councilwoman Boyd announced the District 5 quarterly meeting to be held at the Zachary Library on September 17 from 6-8 p.m. Councilwoman Westmoreland spoke regarding Shellmire Road and questioned the ownership of the road. Councilman LeBlanc spoke regarding

the U-Turns along Hwy.64. Mayor McDavid spoke regarding Hurricane preparedness within the City.

**R. ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.

**CERTIFICATION**

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**Dana LeJeune, LMMC  
Clerk of the City Council  
CITY OF ZACHARY  
PARISH OF EAST BATON ROUGE  
STATE OF LOUISIANA**

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**David McDavid, Mayor**

I, Dana LeJeune, do hereby certify that I am the duly appointed and acting Clerk of the City Council for the City of Zachary, Parish of East Baton Rouge, Louisiana.

I further certify that the above and foregoing is a true and correct copy of the minutes of the regular meeting of the Mayor and Council of the City of Zachary, Louisiana, held on Thursday, September 10, 2024, a proper quorum being there and then present.

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**Dana LeJeune, Clerk of the City Council**