

**For the Meeting of Mayor and Council  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, October 08, 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 Mayor McDavid

**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

**D. READING OF THE MINUTES**

1. Approval of Minutes of the September 24, 2024, regular meeting, and the minutes of the Millage meeting of September 10, 2024, and approve them as written.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the minutes of the September 24, 2024, regular meeting, and the minutes of the Millage meeting of September 10, 2024, and approve them as written.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

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

1. Recognition of October as Down Syndrome Awareness Month  
Councilwoman Boyd spoke regarding Down Syndrome Awareness and presented a proclamation to the Dewey family.
2. Recognition of October as Breast Cancer Awareness Month  
Councilman Graves spoke regarding Breast Cancer awareness and presented proclamation to eight ladies whose mission is to raise money to bring awareness to the cause.
3. Recognition of October 15, 2024, as White Cane Awareness Day  
Mayor McDavid spoke and proclaimed October 15<sup>th</sup>, 2024, as White Cane Awareness day and presented a proclamation to Sa'Lynn Woodside.

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

**1. Street/Road Projects**

- a. Pay Request #4 for Concrete Road Crack Sealing Project

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve a Pay Request #4 for Concrete Road Crack Sealing Project.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**2. Sewer**

**3. Subdivision Inspections**

**4. Water and Gas Projects**

**5. Other Projects**

**G. PRESENTATION OF DELEGATIONS**

**1. Requests to Speak**

- a. Scott Reitzell – Speeding in neighborhoods

Mr. Reitzell, 1970 English Turn, Zachary, spoke to Mayor McDavid and council members regarding speeding in the community.

**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**

a. **FP-2-24 (Fairview Gardens, 6th – 7th Filing)** – Proposed Final Plat for Lots 245-323 and Tracts CA-3 & CA-4 of Fairview Gardens, 6th & 7th Filing on property located at 2000-2100 Flonacher Road, Zachary, La 70791. No action was taken on this matter.

b. **CUPMH-2-24 (3085 S. Vernon Road)** – Proposed manufactured home being placed on Lot A-11-A of the North Zachary Farms West, on property located at 3085 S. Vernon Road, Zachary, La 70791.

The PUBLIC HEARING was opened at 6:57 p.m. Shane Nicholas, 4211 Spring Hollow Ct., Zachary, was present to speak in favor of the conditional use permit. There being no one else to speak in favor or against the conditional use permit the PUBLIC HEARING was closed at 6:58 p.m.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman Graves

To approve a **CUPMH-2-24 (3085 S. Vernon Road)** – Proposed manufactured home being placed on Lot A-11-A of the North Zachary Farms West, on property located at 3085 S. Vernon Road, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**3. Planning Matters NOT requiring a Public Meeting**

**4. Zoning Matters REQUIRING a Public Hearing**

**5. Zoning Matters NOT Requiring Public Hearing**

a. **ZOI – 54959-EOP (Thomas Leak Jacocks, Et Al Tract)** – Proposed combination of lots of Tracts 2-A, 2-B, & 2-C into Tracts 2-A-1 & 2-C-1 of the Thomas Leak Jacocks, Et Al Tract, on property located at 22660 Jacocks Road, Slaughter, La 70777.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve a recommendation of no objection for **ZOI – 54959-EOP (Thomas Leak Jacocks, Et Al Tract)** – Proposed combination of lots of Tracts 2-A, 2-B, & 2-C into Tracts 2-A-1 & 2-C-1 of the Thomas Leak Jacocks, Et Al Tract, on property located at 22660 Jacocks Road, Slaughter, La 70777.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**6. Other Matters**

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

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

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To Receive accounts payable for September 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 until the October 22, 2024, meeting) (John Hopewell)

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. (Tabled until the October 22, 2024, meeting) (John Hopewell)

3. Discussion of modification to the CMC Mavericks lease covering the Train Depot and actions in conjunction therewith. (Deferred at the September 24, 2024, meeting)

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To defer this item until the October 22, 2024, meeting.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

4. Update on the Unified Development Code amendment regarding enforcement procedures of the Unified Development Code.

Councilwoman DeVirgilio spoke to Mayor McDavid and members of the council regarding an update on the Unified Development Code amendment regarding enforcement procedures of the Unified Development Code. Mr. Scott Reitzell was present to speak as well. John Hopewell, City Attorney, was present to speak.

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

1. Receive the minutes of the September 26, 2024, condemnation meeting.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To Receive the minutes of the September 26, 2024, condemnation meeting.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**P. REPORTS FROM DEPARTMENT HEADS**

1. Receive the inspection report for September 2024.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To Receive the inspection report for September 2024.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**Q. DISCUSSION OF BUSINESS NOT ON AGENDA  
(No Action May Be Taken Unless Declared an Emergency)**

Mayor McDavid spoke and informed everyone of the donation items that can be made to bring to the victims of Hurricane Helene in North Carolina. Rachel Artie spoke regarding the Historic Train Depot. Eugene Johnson, 4758 New Weis Road spoke regarding citizens donating to the victims of Hurricane Helene.

**R. ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_.

**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, October 08, 2024, a proper quorum being there and then present.

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