

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, November 26, 2024, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday November 26, 2024, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Councilman LeBlanc

Pledge of Allegiance by Police Chief Darryl Lawrence

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 Landry – 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 November 12, 2024, regular meeting, and approve them as written.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the Minutes of November 12, 2024, regular meeting, and approve them as written.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Landry

To approve the Minutes of November 12, 2024, regular meeting, and approve them with corrections as noted.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

E. HONORS, RECOGNITIONS, AND INTRODUCTIONS

F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS

1. Street/Road Projects

2. Sewer

3. Subdivision Inspections

4. Water and Gas Projects

- a. FY2020-21 LCDBG Water System Improvements – Contract 1 Water Mains – Pay Request #2 (Final retainage) to Grady Crawford Construction.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Westmoreland

To approve the FY2020-21 LCDBG Water System Improvements – Contract 1 Water Mains – Pay Request #2 (Final retainage) to Grady Crawford Construction.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

- b. FY2020-21 LCDBG Water System Improvements – Contract 2 Carpenter Road Water Well – Pay Request #9 to Griner Drilling.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve the FY2020-21 LCDBG Water System Improvements – Contract 2 Carpenter Road Water Well – Pay Request #9 to Griner Drilling.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

5. Other Projects

- a. Pay Application #007 to Strickland & Porter Construction - Zachary Youth Park Restrooms (Tabled at the November 12, 2024, meeting)

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve a Pay Application #007 to Strickland & Porter Construction - Zachary Youth Park Restrooms.

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

G. PRESENTATION OF DELEGATIONS

1. Requests to Speak

- a. Presentation of the Gas Public Awareness Program

Katelyn Travis, Utility Department Secretary, was present to educate the community about gas pipelines.

- 2. Hardship Waivers**
3. Other Variances/Waivers
4. Exceptions to Regulations

H. ACTION MANDATED BY HOME RULE CHARTER

I. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

J. PLANNING & ZONING MATTERS

- 1. Receive Minutes of the Regular meeting of November 04, 2024, of the Planning Commission and the Minutes of the Regular meeting of November 04, 2024, of the Zoning Commission.**

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To Receive Minutes of the Regular meeting of November 04, 2024, of the Planning Commission and the Minutes of the Regular meeting of November 04, 2024, of the Zoning Commission.

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

- 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

K. BUDGET AND FINANCIAL MATTERS

- 1. Receive the Balance Sheet and Income statement as of October 2024**

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To Receive the Balance Sheet and Income statement as of October 2024.

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

2. Renewal of the 2025 Workers' Compensation Insurance policy.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the Renewal of the 2025 Workers' Compensation Insurance policy.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

L. OLD BUSINESS PENDING FOR FINAL ACTION

M. OLD BUSINESS PENDING

N. NEW BUSINESS

1. Discussion with Planning and Zoning staff regarding ordinances.

Steve Villavaso and Fred Neal, Villavaso and Associates, LLC were present to speak to Mayor McDavid and council members regarding the process that was taken for the Zachary Unified Development Code update.

2. **PUBLIC HEARING AND ADOPTION** of ORDINANCE 2024-16 AUTHORIZING THE CITY OF ZACHARY TO AMEND TABLE 2.303 OF THE UNIFIED DEVELOPMENT CODE FOR THE CITY OF ZACHARY IN FURTHERANCE OF THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF ZACHARY.

Mayor McDavid opened the PUBLIC HEARING at 7:51 p.m. There being no one to speak in favor or against the adoption Mayor McDavid closed the PUBLIC HEARING at 7:52 p.m.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To table the **ADOPTION** of ORDINANCE 2024-16 AUTHORIZING THE CITY OF ZACHARY TO AMEND TABLE 2.303 OF THE UNIFIED DEVELOPMENT CODE FOR THE CITY OF ZACHARY IN FURTHERANCE OF THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF ZACHARY until the January 28, 2025, meeting.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

3. **INTRODUCTION** of Ordinance 2024-17 AN ORDINANCE TO ADOPT AN IMMEDIATE MORATORIUM PROHIBITING THE CONSIDERATION OR SUBMITTAL OF ANY NEW APPLICATIONS FOR RESIDENTIAL SINGLE-FAMILY DEVELOPMENTS CREATING MORE THAN FIVE (5) LOTS AND OF ANY RESIDENTIAL OR COMMERCIAL -ZONED SINGLE-FAMILY, DETACHED MULTIFAMILY, SINGLE-FAMILY ATTACHED, OR SINGLE-FAMILY CLUSTER DEVELOPMENTS EXCLUDING PUD AND TND SPECIAL OVERLAY DISTRICTS IN THE CITY OF FOR A PERIOD OF TWELVE MONTHS (12) OR THE ADOPTION OF A CITY OF ZACHARY

MASTER PLAN, CLARIFICATION OF ZONING DISTRICTS RESIDENTIAL ESTATE (RE) AND RESIDENTIAL RURAL (RR) AND FURTHER EXAMINATION WITH COMPARATIVE ANALYSIS OF CONSTRUCTION DEVELOPMENT STANDARDS (WHICHEVER COMES FIRST)

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve the **INTRODUCTION** of Ordinance 2024-17 AN ORDINANCE TO ADOPT AN IMMEDIATE MORATORIUM PROHIBITING THE CONSIDERATION OR SUBMITTAL OF ANY NEW APPLICATIONS FOR RESIDENTIAL SINGLE FAMILY DEVELOPMENTS CREATING MORE THAN FIVE (5) LOTS AND OF ANY RESIDENTIAL OR COMMERCIAL -ZONED SINGLE-FAMILY, DETACHED MULTIFAMILY, SINGLE-FAMILY ATTACHED, OR SINGLE-FAMILY CLUSTER DEVELOPMENTS EXCLUDING PUD AND TND SPECIAL OVERLAY DISTRICTS IN THE CITY OF FOR A PERIOD OF TWELVE MONTHS (12) OR THE ADOPTION OF A CITY OF ZACHARY MASTER PLAN, CLARIFICATION OF ZONING DISTRICTS RESIDENTIAL ESTATE (RE) AND RESIDENTIAL RURAL (RR) AND FURTHER EXAMINATION WITH COMPARATIVE ANALYSIS OF CONSTRUCTION DEVELOPMENT STANDARDS (WHICHEVER COMES FIRST).

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

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

1. Receive minutes of the November 20, 2024, Condemnation Board.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To Receive the minutes of the November 20, 2024, Condemnation Board.

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

2. Discussion and approval of the new 2025 appointment to the Condemnation Board. No action was taken on this item.

P. REPORTS FROM DEPARTMENT HEADS

1. Inspection Report October 2024.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To receive the inspection report for October 2024.

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

Q. DISCUSSION OF BUSINESS NOT ON AGENDA

(No Action May Be Taken Unless Declared an Emergency)

Bryant Dixon spoke regarding the construction standards for the City of Zachary. Councilman Graves spoke to Steve Villavaso and asked how a moratorium will affect the growth in Zachary. Councilwoman Westmoreland spoke regarding the council meeting dates and mentioned that the meeting in November was scheduled on Veteran's Day. John Hopewell spoke and told council members that an ordinance will be on the December 10th agenda for introduction regarding contractors' digging in city servitudes. Councilwoman Landry announced the District 5 quarterly meeting date and time.

R. ADJOURNMENT

The meeting was adjourned at 8:28 p.m.

CERTIFICATION

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

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 Tuesday, November 26, 2024, a proper quorum being there and then present.

Dana LeJeune, Clerk of the City Council