

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

**A. CALL TO ORDER**

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

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation by Councilwoman Landry  
Pledge of Allegiance by Bradley McDavid

**C. OPENING PROCEDURES**

1. ROLL CALL

MAYOR

David McDavid

COUNCIL MEMBERS

Brandy Westmoreland – District 1  
John LeBlanc– District 2-arrived at 7:02 p.m.  
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

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve to amend the agenda to hear items 12B and 14A together.

YEAS: Westmoreland, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: LeBlanc

ABSTAINED: None

**D. READING OF THE MINUTES**

1. Approval of Minutes of November 26, 2024, regular meeting, and approve them as written.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio  
To approve the minutes of November 26, 2024, regular meeting, and approve them as written

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

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

1. Recognition of employees' years of service.

Councilwoman Westmoreland presented a certificate for service to Wayne Day for his 30 years of service.

2. Recognition of Jeremiah Russum for life saving efforts.

Mayor McDavid recognized Jeremiah Russum for his life saving efforts.

**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**

**G. PRESENTATION OF DELEGATIONS**

1. **Requests to Speak**

James Deslatte, Boy Scout Troop 51, was present to speak to Mayor McDavid and council members regarding an Eagle Scout project he will be performing for the Eastern Star Cemetery in Wilson, La.

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 December 2, 2024, of the Planning Commission and the Minutes of the Regular meeting of December 2, 2024, of the Zoning Commission.**

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

**To Receive Minutes of the Regular meeting of December 2, 2024, of the Planning Commission and the Minutes of the Regular meeting of December 2, 2024, of the Zoning Commission.**

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

**2. Planning Matters REQUIRING a Public Hearing**

- a. CUPAB-3-24 (4823 Waywood Drive)** — Proposed cafe to serve an alcoholic beverage, located on Lot 4 of the Waywood Village Property, on property located at 4823 Waywood Drive, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 6:43 p.m. There being no one to speak in favor or against the conditional use permit Mayor McDavid closed the PUBLIC HEARING at 6:44 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve a **CUPAB-3-24 (4823 Waywood Drive)** — Proposed cafe to serve an alcoholic beverage, located on Lot 4 of the Waywood Village Property, on property located at 4823 Waywood Drive, Zachary, La 70791.

YEAS: Westmoreland, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: LeBlanc

ABSTAINED: None

**ALTER AGENDA**

Councilman LeBlanc arrived at 7:02 p.m.

- a. RZ-5-24 (5912 Main Street)** — To rezone Lot A-2 from Neighborhood Commercial (CN) to Urban Center (UC), on property located at 5912 Main Street, Zachary, La 70791

Mayor McDavid opened the PUBLIC HEARING at 6:47 p.m. Scott Hayes, 9100 Bluebonnet, Suite 301, Baton Rouge, La 70809, engineer for the project was present to speak in favor of the rezone. A representative of the development group was also present to speak in favor of the rezone. Kelly Owens was present to speak against the rezone. Andrea Necker, a Hood Dental employee, was also present to speak against the rezone. There being no one else to speak in favor or against the rezone, Mayor McDavid closed the PUBLIC HEARING at 6:57 p.m.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To deny **RZ-5-24 (5912 Main Street)** — To rezone Lot A-2 from Neighborhood Commercial (CN) to Urban Center (UC), on property located at 5912 Main Street, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio

NAYS: Graves, Landry

ABSENT: None

ABSTAINED: None

A second motion was made as follows:

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve **RZ-5-24 (5912 Main Street)** — To rezone Lot A-2 from Neighborhood Commercial (CN) to Commercial General (CG) on property located at 5912 Main Street, Zachary, La 70791.

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

**b. SP-5-24 (Aspen Dental)** — Proposed site plan for a 3,500sf dental office, on property located at 5912 Main Street, Zachary, La 70791. Mayor McDavid opened the PUBLIC HEARING at 7:19 p.m. Scott Hayes, 9100 Bluebonnet, Suite 301, Baton Rouge, La 70809, engineer for the project was present to speak in favor of the site plan. A representative of the development group was also present to speak in favor of the site plan. Kelly Owens was present to speak against the site plan. Andrea Necker, a Hood Dental employee, was also present to speak against the site plan. Dr. Kyle Free was also present to speak against the site plan. There being no one else to speak in favor or against the site plan, Mayor McDavid closed the PUBLIC HEARING at 7:37 p.m.

The motion was made by Councilwoman DeVirgilio  
 The motion was seconded by Councilman LeBlanc

To approve a **SP-5-24 (Aspen Dental)** — Proposed site plan for a 3,500sf dental office, on property located at 5912 Main Street, Zachary, La 70791 with a waiver of the building line.

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

**c. SP-6-24 (18994 Old Scenic Highway)** — Proposed site plan for a 4,719sf office building, on property located at 18994 Old Scenic Highway, Zachary, La 70791. Mayor McDavid opened the PUBLIC HEARING at 7:43 p.m. Randy Herring, 22522 Sunnyside Lane, Zachary, La was present to speak in favor of the site plan. There being no one else to speak in favor or against the site plan, Mayor McDavid closed the PUBLIC HEARING at 7:37 p.m.

The motion was made by Councilwoman DeVirgilio  
 The motion was seconded by Councilman LeBlanc

To approve **SP-6-24 (18994 Old Scenic Highway)** — Proposed site plan for a 4,719sf office building, on property located at 18994 Old Scenic Highway, Zachary, La 70791.

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

**RETURN TO REGULAR ORDER**

- 3. Planning Matters NOT requiring a Public Meeting**
- 4. Zoning Matters REQUIRING a Public Hearing**
- 5. Zoning Matters NOT Requiring Public Hearing**

- a. **ZOI — CS-16-24 J.W. Browning Property** — Proposed flag lot subdivision of Tracts B-1-A-1-A-2, B-1-A-1-B & B-1-A-1-C into Tracts B-1-A-1-B-1, B-1-A-1-C-1, B-1-A-1-A-2-A, B-1-A-1-A-2-B & B-1-A-1-A-2-C of the J.W. Browning Property, on property located north of Mount Pleasant-Zachary Road and east of Samuels Road at 20440, 20430 & 20414 Samuels Road, Zachary, La 70791.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman Graves

To approve a recommendation of no objection of a **ZOI — CS-16-24 J.W. Browning Property** — Proposed flag lot subdivision of Tracts B-1-A-1-A-2, B-1-A-1-B & B-1-A-1-C into Tracts B-1-A-1-B-1, B-1-A-1-C-1, B-1-A-1-A-2-A, B-1-A-1-A-2-B & B-1-A-1-A-2-C of the J.W. Browning Property, on property located north of Mount Pleasant-Zachary Road and east of Samuels Road at 20440, 20430 & 20414 Samuels Road, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

**6. Other Matters**

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

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

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

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

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

**K. BUDGET AND FINANCIAL MATTERS**

- 1. Discussion of debt regarding garbage pickup.

Mayor McDavid briefly spoke regarding the process that is taking place to collect debt owed by citizens who are not paying their bill for their garbage pickup.

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

**M. OLD BUSINESS PENDING**

**N. NEW BUSINESS**

- 1. Discussion of the 2025 council meeting dates.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve to amend the 2025 council meeting dates and move the November 11, 2025 meeting to November 10, 2025.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None  
ABSTAINED: None

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  
(Councilwoman Westmoreland)(Tabled at the November 26, 2024, meeting until  
the January 28, 2024, meeting)  
No action was taken on this item.

3. **PUBLIC HEARING AND ADOPTION** 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 Councilman LeBlanc

To table the **PUBLIC HEARING AND ADOPTION** 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

4. **INTRODUCTION** of Ordinance 2025-18 ORDINANCE  
AUTHORIZING THE CITY OF ZACHARY TO AMEND §§ 70-40  
AND 70-41 OF THE CODE OF ORDINANCES FOR THE CITY OF  
ZACHARY CALLING FOR THE REQUIREMENT OF PERMIT  
ISSUANCE AND EMERGENCY PLANS SUBMISSION PRIOR TO  
ANY EXCAVATION, GROUND DISTURBING, BORING OR  
GROUNDBREAKING ACTIVITIES WITHIN THE JURISDICTION OF  
THE CITY OF ZACHARY AND FOR ALL ACTIONS IN  
FURTHERANCE THEREOF.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the **INTRODUCTION** of Ordinance 2025-18 ORDINANCE  
AUTHORIZING THE CITY OF ZACHARY TO AMEND §§ 70-40 AND 70  
41 OF THE CODE OF ORDINANCES FOR THE CITY OF ZACHARY  
CALLING FOR THE REQUIREMENT OF PERMIT ISSUANCE AND  
EMERGENCY PLANS SUBMISSION PRIOR TO ANY EXCAVATION,  
GROUND DISTURBING, BORING OR GROUNDBREAKING ACTIVITIES  
WITHIN THE JURISDICTION OF THE CITY OF ZACHARY AND FOR ALL  
ACTIONS IN FURTHERANCE THEREOF.

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**

Mr. Hopewell spoke and said that no meeting will be held in December for the condemnation board. He also spoke regarding three new properties added to the condemnation list. He also spoke and said three to four properties are set for demolition by the city.

**P. REPORTS FROM DEPARTMENT HEADS**

Scott Masterson , City Building Official, spoke and said that 125 permits for new homes have been written for the year 2024 year. Mr. Masterson also commented regarding condemned properties. Mr. Hopewell spoke and said that the weed liens have been collected for the property on Cypress Park Street.

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

Councilman Graves spoke regarding item N3. Mr. Hopewell spoke regarding how the City of Zachary selects the City Marshall.

**R. ADJOURNMENT**

The meeting was adjourned at 8:32 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, December 10, 2024, a proper quorum being there and then present.

---

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