

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, September 23, 2025, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday, September 23, 2025, at the Zachary City Hall located at 4700 Main Street, Zachary, LA

B. INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation and the Pledge of Allegiance was carried over from the previous meeting.

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/ADDTITIONS TO AGENDA

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve amending to the agenda to discuss and consider a resolution to request the Planning Commission to amend text of the UDC to provide for the Administrative Law Enforcement of the same at item I4b.

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 Westmoreland

To remove original agenda item N4 – Approval of an ordinance to amend and update sections of the Zachary Municipal Code of Ordinances, Chapter 14, Article 1, Section 14-6 and all related sections regarding construction permits, fees, and expiration of permits.

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 amending to the agenda the discussion and approval of temporary Council Clerk pay/salary to item N4.

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

D. READING OF THE MINUTES

1. Approval of Minutes of September 09, 2025, regular meeting, and approve them as written and Approval of the Millage Minutes of August 26, 2025, Council Meeting and approve them as written.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman Graves

To approve the minutes of September 09, 2025, regular meeting, and approve them as written and Approval of the Millage Minutes of August 26, 2025, Council Meeting and approve them as written.

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**

- a. Request for approval for Supplement #1 of the Utility Relocation Agreement for McHost Road.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve the Request for approval for Supplement #1 of the Utility Relocation Agreement for McHost Road.

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

- b. Request Authorization to Advertise for Bids “Water Main Relocation on McHost Road.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve the Request Authorization to Advertise for Bids “Water Main Relocation on McHost Road.

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

ABSENT: None

ABSTAINED: None

2. **Sewer**
3. **Subdivision Inspections**
4. **Water and Gas Projects**
5. **Other Projects**

G. PRESENTATION OF DELEGATIONS

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

H. ACTION MANDATED BY HOME RULE CHARTER

1. Approval of appointment of the new City Attorney.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve the appointment of the new City Attorney, Jacqueline “Jackie” B. Wilson

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

I. PLANNING & ZONING MATTERS

1. **Receive Minutes of the Regular meeting of September 08, 2025, of the Planning Commission and the Minutes of the Regular meeting of September 08, 2025, 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 September 08, 2025, of the Planning Commission and the Minutes of the Regular meeting of September 08, 2025, of the Zoning Commission.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

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

- a. CUPAB-6-25 (Big Mama Bodega) – Proposed restaurant to serve liquor/alcoholic beverages on Tract 17-A-1 of the Robert Flanders Tract, on property located at 5145 Main Street, Zachary, La 70791

Mayor McDavid opened the PUBLIC HEARING at 6:48 p.m. There being no one to speak in favor or against the conditional use permit Mayor McDavid closed the PUBLIC HEARING at 6:48 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve CUPAB-6-25 (Big Mama Bodega) – Proposed restaurant to serve liquor/alcoholic beverages on Tract 17-A-1 of the Robert Flanders Tract, on property located at 5145 Main Street, Zachary, La 70791

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None
ABSENT: None
ABSTAINED: None

3. Planning Matters NOT requiring a Public Meeting

4. Zoning Matters REQUIRING a Public Hearing

- a. RZ-6-25 (2963 Church Street) – To rezone Lot 11 of the A.L. East Tract from Suburban Residential (RS) to Neighborhood Commercial (CN), on property located at 2963 Church Street, Zachary, LA 70791

Mayor McDavid opened the PUBLIC HEARING at 6:51 p.m. Susan Evans Fowler – 1004 Germain St., Saint Martinville, LA 70582, was present to speak in favor of the rezone. There being no one to speak in favor or against the rezone Mayor McDavid closed the PUBLIC HEARING at 6:52 p.m.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve RZ-6-25 (2963 Church Street) – To rezone Lot 11 of the A.L. East Tract from Suburban Residential (RS) to Neighborhood Commercial (CN), on property located at 2963 Church Street, Zachary, LA 70791

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

- b. The discussion of a resolution to request Commission to amend text of UDC to provide for the new Administrative Law Enforcement of same.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve a discussion of a resolution to request Commission to amend text of UDC to provide for the new Administrative Law Enforcement of same.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

5. Zoning Matters NOT Requiring Public Hearing

6. Other Matters

J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

K. BUDGET AND FINANCIAL MATTERS

1. Receive the Balance Sheet and Income statement as of August 2025.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman Westmoreland

To Receive the Balance Sheet and Income statement as of August 2025.

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. **Introduction of Ordinance 2025-18** - ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND §§2-199, 2-200 AND 2-201 OF THE CODE OF ORDINANCES FOR THE CITY OF ZACHARY TO PROVIDE FOR THE SETTING AND ADMINISTRATION OF SALARIES FOR ELECTED OFFICIALS WITHIN THE CITY OF ZACHARY AND FOR OTHER MATTERS IN FURTHERANCE OF THIS PROVISION.

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 §§2-199, 2-200 AND 2-201 OF THE CODE OF ORDINANCES FOR THE CITY OF ZACHARY TO PROVIDE FOR THE SETTING AND ADMINISTRATION OF SALARIES FOR ELECTED OFFICIALS WITHIN THE CITY OF ZACHARY AND FOR OTHER MATTERS IN FURTHERANCE OF THIS PROVISION.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

2. **Introduction of Ordinance 2025-19** - ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND AND UPDATE THE ZACHARY MUNICIPAL CODE OF ORDINANCES, CHAPTER 14, ARTICLE 1, § 14-6 (10) RELATED TO CONSTRUCTION PERMITS, FEES, AND EXPIRATION OF THE SAME AND FOR OTHER MATTERS IN FURTHERANCE.

Mayor (as the original item sponsor) removed the item in its entirety.

3. **Introduction of Ordinance 2025-20** - ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND AND THE ZACHARY MUNICIPAL CODE OF ORDINANCES, CHAPTER 14, ARTICLE 1, § 14-6 RELATED TO CHARGES AND FEES FOR ROOFING CONSTRUCTION INSPECTIONS AND PERMITS AND OTHER MATTERS IN FURTHERANCE.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve the **Introduction of Ordinance 2025-20** - ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND AND THE ZACHARY MUNICIPAL CODE OF ORDINANCES, CHAPTER 14, ARTICLE 1, § 14-6 RELATED TO CHARGES AND FEES FOR ROOFING CONSTRUCTION INSPECTIONS AND PERMITS AND OTHER MATTERS IN FURTHERANCE.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

4. Discussion and approval of temporary Council Clerk salary.

Attorney Hopewell noted that Council has authority over the Clerk's salary, explained temporary action taken was to meet payroll deadlines, and clarified that the matter now requires open Council discussion and vote.

Public comment was made by – Donald Charlet 1161 Memorial Square, Zachary, LA

70791

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Westmoreland

To approve starting salary for temporary Clerk of Council.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

5. Approval of alcohol license to Big Mama Bodega – 5145 Main Street, Suite J, Zachary, LA 70791

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve an alcohol license to Big Mama Bodega – 5145 Main Street, Suite J, Zachary, LA 70791

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

6. Approval of alcohol license to Top Shelf Bartending LLC – 5145 Main Street, Zachary, LA 70791

The motion was made by Councilman LeBlanc

The motion was seconded by Councilman Graves

To approve an alcohol license to Top Shelf Bartending LLC – 5145 Main Street, Zachary, LA 70791

YEAS: LeBlanc, DeVirgilio, Graves, Landry

NAYS: Westmoreland

ABSENT: None

ABSTAINED: None

7. Approval of alcohol license to Genevieve Sushi – 20377 Old Scenic Highway, Suite 201, Zachary, LA 70791

The motion was made by Councilman Graves

The motion was seconded by Councilwoman DeVirgilio

To approve / deny an alcohol license to Genevieve Sushi – 20377 Old Scenic Highway, Suite 201, Zachary, LA 70791

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

8. **Public Hearing for Proposed Text Amendments** – Amendments to be considered to the Unified Development Code (UDC) regarding Bed & Breakfasts, drive-through hours, mobile vendors, building materials, accessory buildings, and definitions.

Mayor McDavid opened the PUBLIC HEARING at 7:24 p.m. There being no one to speak in favor or against the Proposed Text Amendments Mayor McDavid closed the PUBLIC HEARING at 7:25 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman Graves

To approve to send the Proposed Text Amendments back to the Planning and Zoning Commission – Amendments to be considered to the Unified Development Code (UDC) regarding Bed & Breakfasts, drive-through hours, mobile vendors, building materials, accessory buildings, and definitions.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

O. CODE ENFORCEMENT

1. Subpoenas for Junk Vehicles and Junk Properties

Hearing on, discussion and consideration of items and individuals currently under subpoena, and authorization to issue new subpoenas related to junk vehicles and junk properties in violation of City's Code of Ordinances.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To table **Subpoenas for Junk Vehicles and Junk Properties**

Hearing on, discussion and consideration of items and individuals currently under subpoena, and authorization to issue new subpoenas related to junk vehicles and junk properties in violation of City's Code of Ordinances to the October 14, 2025 meeting.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

2. Subpoena Issuance Follow up

Review of properties and vehicles subject to subpoena for code violations; and consideration of authorization to issue subpoenas for junk vehicles and junk properties as defined under the City Code.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To table **Subpoena Issuance Follow up**

Review of properties and vehicles subject to subpoena for code violations; and consideration of authorization to issue subpoenas for junk vehicles and junk properties as defined under the City Code to the October 14, 2025 meeting.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

P. CONDEMNED BUILDINGS – PUBLIC HEARINGS OR OTHER ACTION REGARDING BUILDINGS BEING CONSIDERED FOR CONDEMNATION

Attorney Hopewell reported that five of seven properties considered for condemnation now have a curator appointed, the board is set for a meeting Thursday, September 25, 2025, and a quorum is expected so no issues are anticipated.

Q. REPORTS FROM DEPARTMENT HEADS

1. Receive the Crime Data Report

The motion was made by Councilman Westmoreland

The motion was seconded by Councilman DeVirgilio
To Receive the Crime Data Report.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

R. DISCUSSION OF BUSINESS NOT ON AGENDA

(No Action May Be Taken Unless Declared an Emergency)

Councilman LeBlanc expressed concern about food trucks operating in a parking lot at Rouse's Grocery.

Councilwoman Westmoreland raised concerns about food vendors, not being regulated.

Mayor McDavid voiced concerned about after hour event facilities in East Baton Rouge Parish.

S. ADJOURNMENT

The meeting was adjourned at 7:33 p.m.

Karen Burdette

Acting Clerk of City Council

CITY OF ZACHARY

PARISH OF EAST BATON ROUGE

STATE OF LOUISIANA

CERTIFICATION

Karen Burdette

Acting Clerk of the City Council

CITY OF ZACHARY

PARISH OF EAST BATON ROUGE

STATE OF LOUISIANA

David McDavid, Mayor

I, Karen Burdette, 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, September 23, 2025, a proper quorum being there and then present.

Karen Burdette, Acting Clerk of the City Council