

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, October 14, 2025, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday, October 14, 2025, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Councilman Councilwoman Landry

Pledge of Allegiance by Mr. Ty Stephens

C. OPENING PROCEDURES

1. ROLL CALL

MAYOR

David McDavid

COUNCIL MEMBERS

John LeBlanc– District 2

James Graves – District 4

Jennifer Landry – District 5

ABSENT

Brandy Westmoreland – District 1

Ambre DeVirgilio – District 3

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 sets 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 Landry

The motion was seconded by Councilman LeBlanc

To approve to amend the agenda to move item N4 to O3.

YEAS: LeBlanc, Graves, Landry

NAYS: None

ABSENT: Westmoreland, DeVirgilio

ABSTAINED: None

The motion was made by Councilwoman Landry

The motion was seconded by Councilman Graves

To approve to amend the agenda to combine items I2C, I2E, I2F on the agenda.

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

D. READING OF THE MINUTES

1. Approval of Minutes of the September 23, 2025, regular meeting, and Minutes of the September 23, 2025, Code Enforcement Office Workshop and approve them as written.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Landry

To approve the Minutes of the September 23, 2025, regular meeting, and Minutes of the September 23, 2025, Code Enforcement Office Workshop and approve them as written.

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

E. HONORS, RECOGNITIONS, AND INTRODUCTIONS

1. Recognition of October 15, 2025, as White Cane Awareness Day.
Councilwoman Landry spoke and presented proclamation to Anna Clara Gayle, an advocate for the rights of the visually impaired.

2. Recognition of October as Breast Cancer Awareness Month
Councilman Graves spoke regarding Breast Cancer awareness and presented proclamation to Tamara Dayton, a Zachary resident, along with his family members: Diane Moran, Letha Pfister, and Deshore Pfister.

3. Mr. Bill Sherman, Communications Director for Sid Edwards spoke in favor of the *Thrive EBR Plan, Millage renewal*. November 15, 2025, is the election date for this item.

F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS

1. **Street/Road Projects**

- a. **Pay Request #2** for Road Project # 11807 – Road Rehabilitation Project (2025)

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Landry

To approve the Pay Request #2 for Road Project # 11807 – Road Rehabilitation Project (2025) in the amount of \$217,714.85.

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

- b. **Request authorization** to advertise for bids for Mt. Pleasant Blvd. Crosswalk.
(Phase 1)

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Landry

To approve the Request authorization to advertise for bids for Mt. Pleasant Blvd.
Crosswalk. (Phase 1)

YEAS: LeBlanc, Graves, Landry

NAYS: None

ABSENT: Westmoreland, DeVirgilio

ABSTAINED: None

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

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**

- a. **FP-2-25 (Brook Hollow, 2nd Filing)** — Proposed final plat for Lots 83-93, 99-117, 138-145, 168-173 & 33, Tracts CA-6, CA-7, P-3, P-4, & Lot 7-A-1 of the Brook Hollow, 2nd Filing on property located at 3600-3700 Rollins Road, Zachary, La 70791.

The PUBLIC HEARING was opened at 7:02 p.m. Christopher Maestri, 9345 Interline Ave. Baton Rouge, LA 70809 (MR Engineering & Surveying), was present to speak in favor of the final plat. There being no one else to speak in favor or against the final plat the PUBLIC HEARING was closed at 7:03 p.m.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Landry

To approve **FP-2-25 (Brook Hollow, 2nd Filing)** — Proposed final plat for Lots 83-93, 99-117, 138-145, 168-173 & 33, Tracts CA-6, CA-7, P-3, P-4, & Lot 7-A-1 of the Brook Hollow, 2nd Filing on property located at 3600-3700 Rollins Road, Zachary, La 70791.

YEAS: LeBlanc, Landry

NAYS: Graves

ABSENT: Westmoreland, DeVirgilio

ABSTAINED: None

(Motion failed due to lack of a unanimous vote by virtue of minimum quorum voting)

The motion was made by Councilwoman Landry

The motion was seconded by Councilman LeBlanc

To approve to amend the agenda to combine items I2B, I2D on the agenda.

YEAS: LeBlanc, Graves, Landry

NAYS: None

ABSENT: Westmoreland, DeVirgilio

ABSTAINED: None

- b. **RZ-8-25 (2453, 2457 & 2413 Old Baker Road)** — To rezone Lots 1, 2, & 3 of the Calvin Stevenson, Jr. Tract from Estate Residential (RE) to Suburban Residential (RS), on property located at 2453, 2457 & 2413 Old Baker Road, Zachary, La 70791 (Related to case COB-1-25)

- d. **COB-1-25 (2453, 2457 & 2413 Old Baker Road)** — Proposed combination of lots of Lots 1, 2, & 3 into Lots 1-A and 3-A of the Calvin Stevenson, Jr. Tract, on property located at 2453, 2457 & 2413 Old Baker Road, Zachary, La 70791 (Related to case RZ-8-25)

The PUBLIC HEARING was opened at 7:11 p.m. (Applicant was present in favor, did not want to speak). There being no one else to speak in favor or against the Rezone and Proposed Combination, the PUBLIC HEARING was closed at 7:12 p.m.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilman Graves

To approve **RZ-8-25 (2453, 2457 & 2413 Old Baker Road)** – (To rezone Lots 1, 2, & 3 of the Calvin Stevenson, Jr. Tract from Estate Residential (RE) to Suburban Residential (RS), on property located at 2453, 2457 & 2413 Old Baker Road, Zachary, La 70791 (Related to case COB-1-25)

To approve **COB-1-25 (2453, 2457 & 2413 Old Baker Road)** — Proposed combination of lots of Lots 1, 2, & 3 into Lots 1-A and 3-A of the Calvin Stevenson, Jr. Tract, on property located at 2453, 2457 & 2413 Old Baker Road, Zachary, La 70791 (Related to case RZ-8-25)

YEAS: LeBlanc, Graves, Landry

NAYS: None

ABSENT: Westmoreland, DeVirgilio

ABSTAINED: None

- c. **RZ-9-25 (6585 Ronnie Street)** — To rezone Lot 11-A of the Andrew B. Benton Property from Estate Residential (RE) to Suburban Residential (RS), on property located at 6585 Ronnie Street, Zachary, La 70791 (Related to cases RESUB-6-25 and CUPMH-3-25)

- e. **RESUB-6-25 (6585 Ronnie Street)** — Proposed resubdivision of Lot 11-A into Lots 11-A-1 and 11-A-2 of the Andrew B. Benton Property, on property located at 6585 Ronnie Street, Zachary, La 70791 (Related to cases RZ-9-25 and CUPMH-3-25)

- f. **CUPMH-3-25 (6585 Ronnie Street)** — Proposed manufactured home to be placed on Lot 11-A-1 of the Andrew B. Benton Property, on property located at 6585 Ronnie Street, Zachary, La 70791 (Related to cases RZ-9-25 and RESUB-6-25)

The PUBLIC HEARING was opened at 7:11 p.m. Shane Nicholas (Surveyor for project) 4211 Spring Hollow Court, was present to speak in favor of the rezone, resub, and Conditional Use Permit Manufactured Home; There being no one else to speak in favor or against the Rezone, Resub, and Conditional Use Permit Manufactured Home, the PUBLIC HEARING was closed at 7:12 p.m.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Landry

To approve **RZ-9-25 (6585 Ronnie Street)** — To rezone Lot 11-A of the Andrew B. Benton Property from Estate Residential (RE) to Suburban Residential (RS), on property located at 6585 Ronnie Street, Zachary, La 70791 (Related to cases RESUB-6-25 and CUPMH-3-25)

To approve **RESUB-6-25 (6585 Ronnie Street)** — Proposed resubdivision of Lot 11-A into Lots 11-A-1 and 11-A-2 of the Andrew B. Benton Property, on property located at 6585 Ronnie Street, Zachary, La 70791 (Related to cases RZ-9-25 and CUPMH-3-25)

To approve **CUPMH-3-25 (6585 Ronnie Street)** — Proposed manufactured home to be placed on Lot 11-A-1 of the Andrew B. Benton Property, on property located at 6585 Ronnie Street, Zachary, La 70791 (Related to cases RZ-9-25 and RESUB-6-25)

YEAS: LeBlanc, Graves, Landry

NAYS: None

ABSENT: Westmoreland, DeVirgilio

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 - 55452-SS (19190 Plank Road)** — Proposed resubdivision on Tract A-1-A-1 into Tracts A-1-A-1-A, A-1-A-1-B, A-1-A-1-C & A-1-A-1-D of the Tate Property, on property located at 19190 Plank Road, Zachary, La 70791.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Landry

To approve **ZOI - 55452-SS (19190 Plank Road)** — Proposed resubdivision on Tract A-1-A-1 into Tracts A-1-A-1-A, A-1-A-1-B, A-1-A-1-C & A-1-A-1-D of the Tate Property, on property located at 19190 Plank Road, Zachary, La 70791.

YEAS: LeBlanc, Graves, Landry

NAYS: None

ABSENT: Westmoreland, DeVirgilio

ABSTAINED: None

6. Other Matters

WAIVER - Rear Setbacks - 2215 Saint Andrews Avenue.

The motion was made by Councilwoman Landry

The motion was seconded by Councilman Graves

To approve **WAIVER** – 5 additional feet, Rear Setbacks - 2215 Saint Andrews Avenue.

YEAS: LeBlanc, Graves, Landry

NAYS: None

ABSENT: Westmoreland, DeVirgilio
ABSTAINED: None

J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

1. Receive accounts payable for September 2025 and the natural gas bill when it is received.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Landry

To Receive accounts payable for September 2025 and the natural gas bill when it is received.

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

K. BUDGET AND FINANCIAL MATTERS

L. OLD BUSINESS PENDING FOR FINAL ACTION

1. **Public Hearing and Adoption 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 FUTURE OF THIS PROVISION.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Landry

To table **The Adoption 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 FUTURE OF THIS PROVISION.

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

2. **Public Hearing and Adoption 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 FUTURE.

The PUBLIC HEARING was opened at 7:44 p.m. There being no one to speak in favor or against the Ordinance, the PUBLIC HEARING was closed at 7:44 p.m.

The motion was made by Councilman Graves

The motion was seconded by Councilman LeBlanc

To approve **The Adoption 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 FUTUREANCE.

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

M. OLD BUSINESS PENDING

N. NEW BUSINESS

1. Determine/set a Workshop date to discuss Council Clerk position and/or Elected Official Salaries.

The motion was made by Councilwoman Landry

The motion was seconded by Councilman LeBlanc

To approve a Workshop on the 28th of October at 5:30 PM to discuss Council Clerk position and discuss Elected Official Salaries and for it to be livestreamed.

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

2. Approval of setting the date and time for the 2025 Trick or Treat from October 30, 2025, to October 31, 2025.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Landry

To approve setting the date and time for the 2025 Trick or Treat from Thursday, October 30, 2025, to Friday, October 31, 2025 from 6:00 p.m. to 8:00 p.m.

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

3. Approval of Special Counsel Contract for Graham Arnold related replacement of counsel in the matter - Pierce Maughan v CoZ - 19th JDC # 759185 §33.

The motion was made by Councilwoman Landry

The motion was seconded by Councilman LeBlanc

To approve a Special Counsel Contract for Graham Arnold related replacement of counsel in the matter - Pierce Maughan v CoZ - 19th JDC # 759185 §33.

YEAS: LeBlanc, Graves, Landry
NAYS: None
ABSENT: Westmoreland, DeVigilio
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 Councilman Graves

The motion was seconded by Councilwoman Landry

To table 2715 March St. to the next meeting October 28, 2025. Owner was present at meeting.

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

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Landry

To table 5516 Rush Dr. to the next meeting October 28, 2025. Owner was present at meeting.

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

The motion was made by Councilwoman Landry

The motion was seconded by Councilman Graves

To table 5236 E Mae St. to the next meeting October 28, 2025. Owner was present at meeting.

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

Mr. Ty Stephens added that:

- 4123 Cherry St. could not be served; they will try again.
- 2651 Church St. was completed.
- 1817 Debby Ave (owner is wheelchair bound) Mr. Stephens tabled this address to the October 28, 2025, meeting.
- 5276 St. Louis is completed
- 5145 Main St. is completed
- 5233 Main St. is completed
- 4535 Oak St. is completed

Original item N4 was moved to O3

3. Request to go into an Executive Session of the Council and of the Mayor pursuant to: LSA- R.S. 42:17 (A)(2) with regard to a specific civil litigation matter - Pierce Maughan v CoZ - 19th JDC # 759185 §33.

The motion was made by Councilman Graves

The motion was seconded by Councilman LeBlanc

To approve a Request to go into an Executive Session of the Council and of the Mayor pursuant to: LSA- R.S. 42:17 (A)(2) with regard to a specific civil litigation matter - Pierce Maughan v CoZ - 19th JDC # 759185 §33.

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

The motion was made by Councilman LeBlanc

The motion was seconded by Councilman Graves

To approve a Request to come out of an Executive Session of the Council and of the Mayor pursuant to: LSA- R.S. 42:17 (A)(2) with regard to a specific civil litigation matter - Pierce Maughan v CoZ - 19th JDC # 759185 §33.

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

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

Attorney Hopewell discussed that the new City Attorney Mrs. Wilson is getting acclimated on new procedures regarding condemnation. They have already received charges for two demolished houses and expect more demolitions and lien filings soon.

Q. REPORTS FROM DEPARTMENT HEADS

1. Receive the Monthly Inspection Report.

The motion was made by Councilwoman Landry

The motion was seconded by Councilman LeBlanc

To approve to Receive the Monthly Inspection Report.

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

R. DISCUSSION OF BUSINESS NOT ON AGENDA

(No Action May Be Taken Unless Declared an Emergency)

Councilman LeBlanc discussed unpermitted food trucks operating in the city, especially on weekends. Mr. Dixon will provide a list of approved vendors and investigate better ways to manage and enforce permits.

S. ADJURNMENT

The meeting was adjourned at 8:21 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, October 14, 2025, a proper quorum being there and then present.

Karen Burdette, Acting Clerk of the City Council