

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, December 09, 2025, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday, December 09, 2025, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation and Pledge of Allegiance were led 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 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 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/ADDTITIONS TO AGENDA

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve to amend the agenda to add Pay Request No. 4, Project # 11807 to item F1.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve to amend the agenda to add a request for authorization for the Mayor to enter into special council contract for Dianne Fletcher et al vs City of Zachary, 19th JDC to item N5.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

D. READING OF THE MINUTES

1. Approval of Minutes of November 25, 2025, regular meeting, and Minutes of the November 25, 2025 Workshop, 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 25, 2025, regular meeting, and Minutes of the November 25, 2025 Workshop, and approve them as written.

YEAS: LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: Westmoreland

E. HONORS, RECOGNITIONS, AND INTRODUCTIONS

F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS

1. **Street/Road Projects**

- a) Pay Request #4 - Road Project #11807 - Road Rehabilitation Project

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve Pay Request #4 - Road Project #11807 - Road Rehabilitation Project in the amount of \$227,833.13.

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

I. PLANNING & ZONING MATTERS

1. Receive Minutes of the Regular meeting of December 01, 2025 of the Planning Commission and the Minutes of the Regular meeting of December 01, 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 December 01, 2025 of the Planning Commission and the Minutes of the Regular meeting of December 01, 2025 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**

- a) Review and approval of the Planning and Zoning 2026 Deadline Calendar
The motion was made by Councilwoman DeVirgilio
The motion was seconded by Councilwoman Westmoreland

To approve Planning and Zoning 2026 Deadline Calendar

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

J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

1. Receive accounts payable for November 2025 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 November 2025 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

L. OLD BUSINESS PENDING FOR FINAL ACTION

M. OLD BUSINESS PENDING

N. NEW BUSINESS

1. **Public Hearing and Adoption of Ordinance 2025-21 - ORDINANCE**
AUTHORIZING THE CITY OF ZACHARY TO CHANGE AND AMEND §§ 1.402 AND 1.403 TO ENACT §§ 1.404, 1.405, 1.406, 1.407, 1.408, 1.409, 1.410, 1.411, 1.412, 1.413, 1.414, 1.415 and 1.416 OF THE UNIFIED DEVELOPMENT CODE FOR THE CITY OF ZACHARY IN FURTHERANCE OF THE RECOMMENDATION OF THE PLANNING AND ZONING COMMISSION FOR THE CITY OF ZACHARY FOR SUCH CHANGES.

The PUBLIC HEARING was opened at 7:02 p.m. Patrick Delot, 21321 WJ Wicker came to speak in question on the said ordinance, was not in favor or against. There being no one else to speak in favor or against, the PUBLIC HEARING was closed at 7:03 p.m.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman Graves

To approve **Adoption of Ordinance 2025-21** to include amendments to 14.425 and adopt as amended - ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO CHANGE AND AMEND §§ 1.402, 1.403 and 14.425 AND TO ENACT §§ 1.404, 1.405, 1.406, 1.407, 1.408, 1.409, 1.410, 1.411, 1.412, 1.413, 1.414, 1.415 and 1.416 OF THE UNIFIED DEVELOPMENT CODE FOR THE CITY OF ZACHARY IN FURTHERANCE OF THE RECOMMENDATION OF THE PLANNING AND ZONING COMMISSION FOR THE CITY OF ZACHARY FOR SUCH CHANGES.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

2. Public Hearing and Adoption of Ordinance 2025-24 – ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO RE-TITLE, RE-NUMBER, AMEND, ENACT AND REPEAL SELECT PROVISIONS OF THE CODE OF ORDINANCES FOR THE CITY OF ZACHARY, LOUISIANA IN FURTHERANCE OF THE MAYOR’S PROPOSAL TO REORGANIZE THE CITY ADMINISTRATION TO PROVIDE FOR ADMINISTRATIVE LAW ENFORCEMENT OF THE CITY’S CODE OF ORDINANCES AND UNIFIED DEVELOPMENT CODE.

The PUBLIC HEARING was opened at 7:13 p.m. Patrick Delot, 21321 WJ Wicker came to speak in question on the said ordinance, was not in favor or against. There being no one else to speak in favor or against, the PUBLIC HEARING was closed at 7:18 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve **Adoption of Ordinance 2025-24 - ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO RE-TITLE, RE-NUMBER, AMEND, ENACT AND REPEAL SELECT PROVISIONS OF THE CODE OF ORDINANCES FOR THE CITY OF ZACHARY, LOUISIANA IN FURTHERANCE OF THE MAYOR’S PROPOSAL TO REORGANIZE THE CITY ADMINISTRATION TO PROVIDE FOR ADMINISTRATIVE LAW ENFORCEMENT OF THE CITY’S CODE OF ORDINANCES AND UNIFIED DEVELOPMENT CODE.**

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

3. Public Hearing and Adoption of Ordinance 2025-23 – ORDINANCE PERTAINING TO THE DECLARATION OF INTENT BY THE CITY OF ZACHARY TO HAVE CERTAIN MOVABLE PROPERTY DECLARED TO

BE SURPLUS AND ALLOWING FOR THE DISPOSAL, DONATION OR ABANDONMENT IN PLACE.

The PUBLIC HEARING was opened at 7:20 p.m. There being no one to speak in favor or against, the PUBLIC HEARING was closed at 7:20 p.m.

The motion was made by Councilman Graves

The motion was seconded by Councilman LeBlanc

To approve **Adoption of Ordinance 2025-23** – ORDINANCE PERTAINING TO THE DECLARATION OF INTENT BY THE CITY OF ZACHARY TO HAVE CERTAIN MOVABLE PROPERTY DECLARED TO BE SURPLUS AND ALLOWING FOR THE DISPOSAL, DONATION OR ABANDONMENT IN PLACE.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

- 4. Introduction of Ordinance 2025-25** – ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO REVOKE THE DEDICATION OF THE PUBLIC RIGHT OF WAY KNOWN AS YOUNG STREET AT THE REQUEST OF THE ADJOINING LANDOWNER BEGINNING FROM THE INTERSECTION OF YOUNG STREET AND LOUDON STREET TO THE INTERSECTION OF YOUNG STREET AND W CENTRAL AVENUE.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Landry

To approve **Introduction of Ordinance 2025-25** – ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO REVOKE THE DEDICATION OF THE PUBLIC RIGHT OF WAY KNOWN AS YOUNG STREET AT THE REQUEST OF THE ADJOINING LANDOWNER BEGINNING FROM THE INTERSECTION OF YOUNG STREET AND LOUDON STREET TO THE INTERSECTION OF YOUNG STREET AND W CENTRAL AVENUE.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

- 5.** Request for authorization for the Mayor to enter into special council contract for Dianne Fletcher et al vs City of Zachary, 19th JDC.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve to amend the agenda to add a request for authorization for the Mayor to enter into special council contract for Dianne Fletcher et al vs City of Zachary, 19th JDC.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

O. REPORTS FROM DEPARTMENT HEADS

- 1.** Receive the Monthly Inspection Report.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman Graves

To receive the Monthly Inspection Report.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

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

Q. ADJOURNMENT

The meeting was adjourned at 7:25.

Karen Burdette
Clerk of City Council
CITY OF ZACHARY
PARISH OF EAST BATON ROUGE
STATE OF LOUISIANA

CERTIFICATION

Karen Burdette
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 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 09, 2025, a proper quorum being there and then present.

Karen Burdette, Clerk of the City Council

Karen Burdette
Clerk of City Council
CITY OF ZACHARY
PARISH OF EAST BATON ROUGE
STATE OF LOUISIANA