

**For the Meeting of Mayor and Council  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, April 28, 2026, 6:30 P.M.**

**A. CALL TO ORDER**

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday, April 28, 2026, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Rolled over from 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 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 Westmoreland

The motion was seconded by Councilman LeBlanc

To amend the agenda to move item N2 to item G1b.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

**D. READING OF THE MINUTES**

**1.** Approval of Minutes April 14, 2026, regular meeting, and approve them as written.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the of Minutes April 14, 2026, regular 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**
2. **Sewer**
3. **Subdivision Inspections**
4. **Water and Gas Projects**
5. **Other Projects**

**G. PRESENTATION OF DELEGATIONS**

**1. Request to Speak**

- a) Desiree Harris from Entergy to speak on hurricane awareness.  
Matter passed.

- b) Special Event Permit for May Market at The Pointe at Americana on May 9, 2026.

Ms. Lindsay McCurnin came to speak in favor of the permit.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve Special Event Permit for May Market at The Pointe at Americana on May 9, 2026.

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

- c) Elizabeth Lockhart of 20483 Plank Rd., Zachary, LA, addressed the Council regarding a possible hardship waiver to place a trailer on her property so she can care for her brother. The Council advised her to first contact Planning and Zoning for assistance with the required paperwork. Calesia Anderson informed the Council that Mrs. Lockhart had already met with Planning staff the previous week and that staff are currently assisting her.

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 April 06, 2026 of the Planning Commission and the Minutes of the Regular meeting of April 06, 2026, of the**

**Zoning Commission.**

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Westmoreland

To approve receiving minutes of the regular meeting of April 06, 2026 of the Planning Commission and the minutes of the regular meeting of April 06, 2026, 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**

- a) **RZ-01-26 (Lane Family Practice)** — To rezone Lots 3 & 4 of the Marita Terrace, 1st Filing & Lot 5 of the Marita Terrace, 2nd Filing from Suburban Residential (RE) to Neighborhood Commercial (CN), on property located at 2335 Church Street & 4747 Newell Street, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 6:45 p.m. Poke Anders, 4410 Cypress St., with Lane Regional Medical Center, was there to speak in favor of the rezone. There being no one else to speak in favor or against the rezone, Mayor McDavid closed the PUBLIC HEARING at 6:46 p.m.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Westmoreland

To approve **RZ-01-26 (Lane Family Practice)** — To rezone Lots 3 & 4 of the Marita Terrace, 1st Filing & Lot 5 of the Marita Terrace, 2nd Filing from Suburban Residential (RE) to Neighborhood Commercial (CN), on property located at 2335 Church Street & 4747 Newell Street, Zachary, La 70791.

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

- 5. Zoning Matters NOT Requiring Public Hearing**
- 6. Other Matters**

- a) **Introduction of Ordinance 2026-05** - ORDINANCE PERTAINING TO CONDITIONAL USE PERMIT APPROVAL OF PLACEMENT OF MANUFACTURED HOME ON LOT 7-B OF THE ZACHARY ESTATES SUBDIVISION.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve **Introduction of Ordinance 2026-05** - ORDINANCE PERTAINING TO CONDITIONAL USE PERMIT APPROVAL OF PLACEMENT OF MANUFACTURED HOME ON LOT 7-B OF THE ZACHARY ESTATES SUBDIVISION.

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

- b) **Resolution 2026-06** - Resolution in Accordance with the UDC to Direct the Planning & Zoning Commission to Hold a Public Hearing and Make Recommendations Regarding Restaurant Alcohol Sales and Related Matters.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve **Resolution 2026-06** - Resolution in Accordance with the UDC to Direct the Planning & Zoning Commission to Hold a Public Hearing and Make Recommendations Regarding Restaurant Alcohol Sales and Related Matters.

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

- c) **Public Hearing** – Removal of Planning & Zoning Commission Member, District 4, Jason Floyd.

The Mayor opened the PUBLIC HEARING at 6:52 p.m., Attorney Wilson addressed the Council regarding the rules for the public hearing. The following persons provided testimony: Mr. Jason Floyd, Planning and Zoning Commissioner. Mr. Donald Pete Charlet, 1161 Memorial Square, Zachary, LA, came to speak against the removal of Mr. Jason Floyd from his Commissioner position. There being no one else to speak in favor of or against the removal of Mr. Jason Floyd, the Mayor closed the PUBLIC HEARING at 7:39 p.m.

The motion was made by Councilwoman Landry

The motion was seconded by Councilman Graves

To approve the removal of Planning & Zoning Commission Member, District 4, Jason Floyd.

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

- d) Discussion on Planning and Zoning rules and regulations, attendance, bylaws, and communication with Planning Staff.

Councilman Graves discussed concerns with Planning and Zoning bylaws, poor communication, and lack of transparency between staff and commissioners. Councilman Graves and Councilwoman Landry said the bylaws are outdated and information is difficult to obtain. Councilwoman Westmoreland agreed bylaw updates are needed but stated council should not control Planning and Zoning staff or micromanage the commission. Councilwoman DeVirgilio said the issue is not with any one person, but with turnover in council, administration, and staff.

- e) Update report from Planning and Zoning Chairperson on the city’s Master Plan.

Councilwoman Landry read an email from the Planning and Zoning Chairperson regarding progress on the draft Master Plan. The Chairperson stated that revisions have been underway since the recent Master Plan workshop, and the Planning and Zoning Commission is scheduled to vote on the proposed changes May 4, 2026. Following that vote, the revised final draft will be advertised for a 30-day public review period, with a public hearing and adoption set for July 6, 2026, Planning and Zoning meeting.

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

- 1. Receive the balance sheet and income statement as of April 2026 and the natural gas bill when it is received.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve to receive the balance sheet and income statement as of April 2026 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 2026-04 - ORDINANCE PERTAINING TO THE DECLARATION BY THE CITY TO HAVE CERTAIN MOVABLE PROPERTY DECLARED TO BE SURPLUS AND ALLOWING FOR THE DONATION OF THE SAME.

The Mayor opened the PUBLIC HEARING at 7:56 p.m., there being no one to speak in favor of or against the ordinance, the Mayor closed the PUBLIC HEARING at 7:57 p.m.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve **and Adopt Ordinance 2026-04** – ORDINANCE PERTAINING TO THE DECLARATION BY THE CITY TO HAVE CERTAIN MOVABLE PROPERTY DECLARED TO BE SURPLUS AND ALLOWING FOR THE DONATION OF THE SAME.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Landry  
 NAYS: None  
 ABSENT: Graves (absent for vote only)  
 ABSTAINED: None

- 2. Request for authorization pursuant to La. R.S. 9:908 to use City labor/resources to abate public health/ safety risk of Zachary Public Cemetery.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve a request for authorization pursuant to La. R.S. 9:908 to use City labor/resources to abate public health/ safety risk of Zachary Public Cemetery.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

**3. Approval and ratification of Legal Services Contract for Olinde Law Firm (ZPD)**

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the Approval and ratification of Legal Services Contract for Olinde Law Firm (ZPD)

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

**4. Introduction of Ordinance 2026-06 – ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO IMPLEMENT THE GENERAL FUND, UTILITY FUND, SPECIAL REVENUE FUND AND CAPITAL IMPROVEMENT FUND BUDGETS FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027.**

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve **Introduction of Ordinance 2026-06- ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO IMPLEMENT THE GENERAL FUND, UTILITY FUND, SPECIAL REVENUE FUND AND CAPITAL IMPROVEMENT FUND BUDGETS FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027.**

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

**5. Setting of public hearing on 2026-2027 Budget and publishing of notice of the same in the Official Journal.**

The Council approved setting of public hearing on 2026-2027 Budget and publishing of notice of the same in the Official Journal. With the date and time being Wednesday, May 13, 2026 at 12:00 p.m. – 4700 Main St., Zachary, LA 70791, City Hall

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

**1. Receive the minutes from the January 26, 2026, Condemnation Board meeting.**

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio  
To approve receiving the minutes from the January 26, 2026, Condemnation Board meeting.

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

**P. REPORTS FROM DEPARTMENT HEADS**

**Q. COUNCIL DISCUSSION OF BUSINESS NOT ON AGENDA**

**(No Action May Be Taken Unless Declared an Emergency)**

Attorney Wilson informed the Council of upcoming millage rate discussions, which will be addressed during the 2026–2027 budget public hearing May 13, 2026.

The Mayor also provided an update on condemnation.

**R. ADJOURNMENT**

The meeting was adjourned at 8:09 p.m.

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

**CERTIFICATION**

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

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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, April 28, 2026, a proper quorum being there and then present.

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Karen Burdette, Clerk of the City Council