

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, May 12, 2026, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday, May 12, 2026, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Mayor McDavid

Pledge of Allegiance by Miss Regan Scott

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

D. READING OF THE MINUTES

1. Approval of minutes, April 28, 2026, 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 April 28, 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

1. A Proclamation declaring May as Cystic fibrosis awareness month.
Councilman LeBlanc spoke regarding the proclamation declaring May as Cystic Fibrosis Awareness Month and presented the proclamation to Miss Regan Scott.

2. A Proclamation declaring May as Maternal Mental health month.
Councilwoman Westmoreland presented a proclamation declaring May as Maternal Mental health month.

3. Recognition of Alexander Knight, Mayoral Leadership Initiative.
Mayor McDavid and council members recognized Alexander Knight for his Mayoral Leadership Initiative. Alexander Knight is a 2026 graduating senior at Zachary High School.

4. Recognition of Grace-Angelle Lorange.
Mayor McDavid and council members recognized Grace-Angelle Lorange for her achievements and accolades. Grace-Angelle Lorange is a 2026 graduating senior at Zachary High School.

F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS

1. Street/Road Projects

a) McHost Water Main Relocation Project – Pay Request #2.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve McHost Water Main Relocation Project – Pay Request #2 in the amount of \$225,665.38.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

b) 2025 Road Rehabilitation Project – Pay Request #6 – Final Retainage.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve 2025 Road Rehabilitation Project – Pay Request #6 – Final Retainage in the amount of \$125,971.40.

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

- a) Hardship Waiver Request (20483 Plank Road)** - Request for a hardship waiver to allow placement of a manufactured home on a lot. The waiver will include consideration of zoning requirements, manufactured home placement standards, and re-subdivision of the property to ensure all elements are compliant and can function together.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To table a **Hardship Waiver Request (20483 Plank Road)** - Request for a hardship waiver to allow placement of a manufactured home on a lot. The waiver will include consideration of zoning requirements, manufactured home placement standards, and re-subdivision of the property to ensure all elements are compliant and can function together.

Table until after it goes to June 1, 2026, Planning and Zoning Commission regular meeting.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

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 _____ of the Planning Commission and the Minutes of the Regular meeting of _____, of the Zoning Commission.**
- 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) Public Hearing and Adoption 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.**

Mayor McDavid opened the PUBLIC HEARING at 6:56 p.m. There being no one to speak in favor or against the ordinance, Mayor McDavid closed the PUBLIC HEARING at 6:57 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve [Adoption 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: LeBlanc, DeVirgilio, Graves, Landry
NAYS: Westmoreland
ABSENT: None
ABSTAINED: None

J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

1. Receive accounts payable report as of April 2026.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the accounts payable report as of April 2026.

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

K. BUDGET AND FINANCIAL MATTERS

1. [Introduction of Ordinance 2026-07](#) - ORDINANCE AUTHORIZING THE
CITY OF ZACHARY TO AMEND AND CORRECT CERTAIN
DEPARTMENTAL BUDGETS FOR THE FISCAL YEAR COMMENCING
JULY 1, 2025, AND ENDING JUNE 30, 2026.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the **Introduction of Ordinance 2026-07** - ORDINANCE AUTHORIZING
THE CITY OF ZACHARY TO AMEND AND CORRECT CERTAIN
DEPARTMENTAL BUDGETS FOR THE FISCAL YEAR COMMENCING JULY
1, 2025, AND ENDING JUNE 30, 2026.

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 2026-08](#) - ORDINANCE AUTHORIZING THE
CITY OF ZACHARY TO AMEND CIVIL PENALTY PROVISIONS FOR
ADMINISTRATIVE CODE ENFORCEMENT PROCEDURE.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman DeVirgilio

To approve the **Introduction of Ordinance 2026-08** - ORDINANCE
AUTHORIZING THE CITY OF ZACHARY TO AMEND CIVIL PENALTY

PROVISIONS FOR ADMINISTRATIVE CODE ENFORCEMENT PROCEDURE.

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

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

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

P. REPORTS FROM DEPARTMENT HEADS

1. Receive the April Monthly Inspection Report.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve receiving the April Monthly Inspection Report.

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

Q. COUNCIL DISCUSSION OF BUSINESS NOT ON AGENDA

(No Action May Be Taken Unless Declared an Emergency)

Councilwoman Westmoreland reminded everyone that tomorrow at 12:00 p.m. is the 2026/2027 Budget Workshop.

Attorney Wilson handed out proposed Council meeting procedures to the Council members for review.

Mayor McDavid stated that a meeting was held with MIS Technology and the clerks/secretaries of the City of Zachary boards regarding record retention and making documentation available online for the City of Zachary. He further stated that another meeting will be held in June.

R. ADJOURNMENT

The meeting was adjourned at 7:07

**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, May 12, 2026, a proper quorum being there and then present.

Karen Burdette, Clerk of the City Council