

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, May 26, 2026, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:31 p.m., on Tuesday, May 26, 2026, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Councilwoman Landry

Pledge of Allegiance by Councilman LeBlanc

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 May 12, 2026, regular meeting, and minutes of May 13, 2026, Annual Budget Workshop and approve them as written.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the Minutes May 12, 2026, regular meeting, and minutes of May 13, 2026, Annual Budget Workshop 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) Mt. Pleasant Crosswalks and Walkways, Project #11681 – Pay Request #1

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve Mt. Pleasant Crosswalks and Walkways, Project #11681 – Pay Request #1 in the amount of \$54,504.35

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 May 04, 2026, of the Planning Commission and the Minutes of the Regular meeting of May 04, 2026, of the Zoning Commission.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve receiving the minutes of the Regular meeting of May 04, 2026, of the Planning Commission and the minutes of the Regular meeting of May 04, 2026, 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-01-26 (Dollar General)** - Proposed commercial retail to sell packaged alcohol/liquor on property located at 5514 Main Street, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 6:37 p.m. Jessica Starns, 8755 Sullivan Rd. Bldg. 2D, Baton Rouge, LA 70818, client of Dollar General was present to speak in favor of the conditional use permit alcohol beverage. There being no one else to speak in favor of or against the conditional use permit alcohol beverage, Mayor McDavid closed the PUBLIC HEARING at 6:38 p.m.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve **CUPAB-01-26 (Dollar General)** - Proposed commercial retail to sell packaged alcohol/liquor on property located at 5514 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

5. Zoning Matters NOT Requiring Public Hearing

6. Other Matters

- a) Fee Waiver Request** - A request to waive application fees associated with rezoning, resubdivision, and conditional use permit applications related to manufactured home.

Recommend no action taken by Attorney Wilson.

J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

- 1.** Receive the balance sheet and income statement as of May 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 receiving the balance sheet and income statement as of May 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

- 1. Introduction of Ordinance 2026-09** - ORDINANCE TO FIX THE ANNUAL PROPERTY MILLAGE RATE FOR 2026 AND TO ESTABLISH THE RATE OF TAXATION AND LEVY A TAX IN THE AMOUNT OF 5.070 MILLS TO DEFRAY EXPENSES OF OPERATION OF THE CITY GOVERNMENT FOR ALL GENERAL PURPOSES FOR THE YEAR 2026 ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF

ZACHARY AND TO PROVIDE THE COLLECTION OF THE SAME AND FOR OTHER MATTERS IN CONNECTION THEREWITH.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve **Introduction of Ordinance 2026-09** - ORDINANCE TO FIX THE ANNUAL PROPERTY MILLAGE RATE FOR 2026 AND TO ESTABLISH THE RATE OF TAXATION AND LEVY A TAX IN THE AMOUNT OF 5.070 MILLS TO DEFRAY EXPENSES OF OPERATION OF THE CITY GOVERNMENT FOR ALL GENERAL PURPOSES FOR THE YEAR 2026 ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF ZACHARY AND TO PROVIDE THE COLLECTION OF THE SAME AND FOR OTHER MATTERS IN CONNECTION THEREWITH.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

2. **Introduction of Ordinance 2026-10** - ORDINANCE TO FIX THE ANNUAL PROPERTY MILLAGE RATE FOR 2026 AND TO ESTABLISH AND TO ROLL FORWARD THE RATE OF TAXATION AND LEVY A TAX IN THE AMOUNT OF MAXIMUM MILLAGE RATE OF 5.480 MILLS TO DEFRAY EXPENSES OF OPERATION OF THE CITY GOVERNMENT FOR ALL GENERAL PURPOSES FOR THE YEAR 2026 ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF ZACHARY AND TO PROVIDE THE COLLECTION OF THE SAME AND FOR OTHER MATTERS IN CONNECTION THEREWITH.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman Landry

To approve **Introduction of Ordinance 2026-10** - ORDINANCE TO FIX THE ANNUAL PROPERTY MILLAGE RATE FOR 2026 AND TO ESTABLISH AND TO ROLL FORWARD THE RATE OF TAXATION AND LEVY A TAX IN THE AMOUNT OF MAXIMUM MILLAGE RATE OF 5.480 MILLS TO DEFRAY EXPENSES OF OPERATION OF THE CITY GOVERNMENT FOR ALL GENERAL PURPOSES FOR THE YEAR 2026 ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF ZACHARY AND TO PROVIDE THE COLLECTION OF THE SAME AND FOR OTHER MATTERS IN CONNECTION THEREWITH.

YEAS: Westmoreland, LeBlanc, Graves, Landry

NAYS: DeVirgilio

ABSENT: None

ABSTAINED: None

3. **Public Hearing and Adoption 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.

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

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To table **Public Hearing and Adoption 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

4. Public Hearing and Adoption of Ordinance 2026-07 - PUBLIC HEARING AND ADOPTION 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.

Mayor McDavid opened the PUBLIC HEARING at 6:49 p.m. There being no one to speak in favor of or against the ordinance, Mayor McDavid closed the PUBLIC HEARING at 6:50 p.m.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve **Public Hearing and Adoption of Ordinance 2026-07** - PUBLIC HEARING AND ADOPTION 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

5. Public Hearing and Adoption of Ordinance 2026-08 - ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND CIVIL PENALTY PROVISIONS FOR ADMINISTRATIVE CODE ENFORCEMENT PROCEDURE.

Mayor McDavid opened the PUBLIC HEARING at 6:52 p.m. There being no one to speak in favor of or against the ordinance, Mayor McDavid closed the PUBLIC HEARING at 6:52 p.m.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve **Public Hearing and Adoption 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

L. OLD BUSINESS PENDING FOR FINAL ACTION

M. OLD BUSINESS PENDING

N. NEW BUSINESS

1. Approval of a Cooperative Endeavor Agreement with South Central Planning and Development Commission regarding Software for Online Inspection Permitting.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve Cooperative Endeavor Agreement with South Central Planning and Development Commission regarding Software for Online Inspection Permitting.

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

2. Approval of Interagency Agreement with Dixon Correctional Institute for Work Crews.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve Interagency Agreement with Dixon Correctional Institute for Work Crews.

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

3. Approval of Cooperative Endeavor Agreement with East Baton Rouge City-Parish EMS regarding LUCAS Chest Compression Systems (ZFD)

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve Cooperative Endeavor Agreement with East Baton Rouge City-Parish regarding LUCAS Chest Compression Systems (ZFD)

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

4. Executive Session Request Pursuant to LA R.S. 42:17(A)(2) concerning prospective litigation in response to written demand by anonymous individual regarding public records request.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve to recess the regular meeting and enter into an executive session at 7:06 p.m.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve to reconvene the regular meeting at 7:17 p.m.

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

Attorney Wilson stated the next Condemnation Board meeting will be held May 28, 2026.

The Mayor also provided an update on condemnation.

P. REPORTS FROM DEPARTMENT HEADS

Q. COUNCIL DISCUSSION OF BUSINESS NOT ON AGENDA

(No Action May Be Taken Unless Declared an Emergency)

Councilwoman Westmoreland and Councilwoman Landry each announced they have a vacancy on ABC Board that will need to be filled soon.

Councilwoman Westmoreland discussed the topic of food trucks in Zachary and stated that she will be working an ordinance regarding the matter.

Councilman LeBlanc brought up concerns regarding signs being placed in areas where they are not permitted within the City of Zachary. Mayor McDavid stated that as the signs are identified, they are being corrected and addressed accordingly.

R. ADJOURNMENT

The meeting was adjourned at 7:21 p.m.

**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 26, 2026, a proper quorum being there and then present.

Karen Burdette, Clerk of the City Council