

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, March 12, 2024, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday March 12, 2024, at the Zachary City Hall located at 4700 Main Street, Zachary, LA

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Councilwoman Boyd

Pledge of Allegiance by Councilman Graves

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 Boyd – 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 set 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 DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve to amend the agenda to add the addendum and to add a waiver application located at 3780 Pope Road.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

D. READING OF THE MINUTES

1. Approval of Minutes of the February 27, 2024, regular meeting and approve them as written.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve the minutes of the February 27, 2024, regular meeting and approve them as written.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

E. HONORS, RECOGNITIONS, AND INTRODUCTIONS

1. Firecrackers Cheerleading Team

2. Zachary High School Female State Wrestling Champion

Mayor McDavid presented certificates of recognition to the Firecrackers cheerleading team for being named Grand Champions at the Deep South Spirit Cajun Classic. Councilwoman Westmoreland recognized Chris Lawton’s anniversary of his death in the line of duty and spoke to the audience about the “Light the Night for Chris Lawton 5k walk. Mayor McDavid also spoke of Chris Lawton and his duty of service to the City of Zachary.

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

a. RFC 016 – Proposal of additional funds in the amount of \$5,600.52 for additional costs to change door frame material from hollow metal to aluminum at two exterior doors.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve an RFC 016 – Proposal of additional funds in the amount of \$5,600.52 for additional costs to change door frame material from hollow metal to aluminum at two exterior doors.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

b. RFC 017 – January Extension of Time due to Weather Delays

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve an RFC 017 – January Extension of Time due to Weather Delays.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

- c. RFC 018 – ASI 006 – Owner requested interior modifications
The motion was made by Councilwoman Westmoreland
The motion was seconded by Councilwoman DeVirgilio
To approve an RFC 018 – ASI 006 – Owner requested interior modifications in the amount of \$14,303.30.
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None

G. PRESENTATION OF DELEGATIONS

- 1. **Requests to Speak**
 - a. Update from Fred Raiford, Director of Transportation and Drainage and Councilman Brandon Noel, District 1, on projects in Zachary
Fred Raiford, East Baton Rouge Director of Transportation and Drainage, and Metro Councilman Brandon Noel, District 1, gave a presentation and update on the MOVEBR Program.

ALTER AGENDA

- 1. 2023 Road Project Final Adjustment Change Order
The motion was made by Councilman LeBlanc
The motion was seconded by Councilwoman DeVirgilio
To approve the 2023 Road Project Final Adjustment, Change Order in the amount of \$36,569.20.
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None
- 2. 2023 Road Project Pay Request #6
The motion was made by Councilwoman DeVirgilio
The motion was seconded by Councilman LeBlanc
To approve the 2023 Road Project, Pay Request #6 in the amount of \$78,414.90.
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None
- 3. FY2020-2021 LCDBG Water System Improvement Contract 2 Pay Request #5
The motion was made by Councilwoman DeVirgilio
The motion was seconded by Councilman LeBlanc
To approve the FY2020-2021 LCDBG Water System Improvement Contract 2 Pay Request #5 in the amount of \$208,698.50.

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

4. 2024 Youth Park Restrooms Pay Request #2
The motion was made by Councilwoman DeVirgilio
The motion was seconded by Councilwoman Boyd
To approve the 2024 Youth Park Restrooms Pay Request #2 in the amount of \$26,136.71.

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

5. 2024 Youth Park Restrooms Change Order #01
The motion was made by Councilwoman DeVirgilio
The motion was seconded by Councilman LeBlanc
To table the 2024 Youth Park Restrooms Change Order #01.

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

6. Waiver Request – 3780 Pope Road, Zachary, La – to add an additional electrical meter to a pole barn to be converted into a workshop.

The motion was made by Councilwoman Boyd
The motion was seconded by Councilwoman Westmoreland
To approve a Waiver Request – 3780 Pope Road, Zachary, La – to add an additional electrical meter to a pole barn to be converted into a workshop.

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

RETURN TO REGULAR ORDER

- 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**

- 3. **Planning Matters NOT requiring a Public Meeting**
- 4. **Zoning Matters REQUIRING a Public Hearing**
- 5. **Zoning Matters NOT Requiring Public Hearing**

- a. **ZOI- SS-2-24 High Plains (ROW extension 54664-SS)** - Extension of the High Plains Drive of the High Plains Crossing Subdivision, Section 76,T4S, R1W, GLD, EBRP, LA.

The motion was made by Council Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve a recommendation of no objection of a **ZOI- SS-2-24 High Plains (ROW extension 54664-SS)** - Extension of the High Plains Drive of the High Plains Crossing Subdivision, Section 76,T4S, R1W, GLD, EBRP, LA.

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

- b. **ZOI- PA-4-24 (20386, 20356 and 20326 Samuels Road)** - To amend the Comprehensive Land Use Plan from Agricultural/ Rural to Industrial, located on the east side of Samuels Road, north of Mount Pleasant-Zachary Road, on property now or formerly known Lot B-1+B-1, B-1-B2 and B-1-B-3 of the William T. Woodside Tract. Section 31, T4S, R1W, GLD, EBRP, LA.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve a recommendation of no objection of a **ZOI- PA-4-24 (20386, 20356 and 20326 Samuels Road)** - To amend the Comprehensive Land Use Plan from Agricultural/ Rural to Industrial, located on the east side of Samuels Road, north of Mount Pleasant-Zachary Road, on property now or formerly known Lot B-1+B-1, B-1-B2 and B-1-B-3 of the William T. Woodside Tract. Section 31, T4S, R1W, GLD, EBRP, LA.

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

- c. **ZOI- Case 17-24 (20386, 20356 and 20326 Samuels Road)** - To rezone property from Rural to Light Industrial (M1) located on the east side of Samuels Road, north of Mount Pleasant-Zachary Road, on property now or formerly known Lot B-1+B-1, B-1-B2 and B-1-B-3 of the William T. Woodside Tract. Section 31, T4S, R1W, GLD, EBRP, LA.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve a recommendation of no objection of a **ZOI- Case 17-24 (20386, 20356 and 20326 Samuels Road)** - To rezone property from Rural to Light Industrial (M1) located on the east side of Samuels Road, north of Mount Pleasant-Zachary Road, on property now or formerly known Lot B-1+B-1, B-1-B2 and B-1-B-3 of the William T. Woodside Tract. Section 31, T4S, R1W, GLD, EBRP, LA

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

6. Other Matters

J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

1. Receive accounts payable for February 2024 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 February 2024 and the natural gas bill when it is received.

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

K. BUDGET AND FINANCIAL MATTERS

L. OLD BUSINESS PENDING FOR FINAL ACTION

M. OLD BUSINESS PENDING

1. Discussion and approval of issuance of a City Council ordered subpoena for enforcement action to adhere to local ordinances regarding the following:
(Deferred until the April 9, 2024, meeting)

- Illegal sign at property located at **4524 Virginia Street**
- Junk property located at **4735 Avenue G**
- Junk property located at **4633 Avenue C**
- Junk property located at **5236 E Mae Street**

N. NEW BUSINESS

1. **Re-Adoption of Ordinance 2023-04 ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND CHAPTER 18 - BUSINESS AND BUSINESS REGULATIONS TO IMPLEMENT ARTICLE 6 §1 THROUGH §8 TO ALLOW THE CITY TO ADOPT REGULATIONS DESIGNED TO REGULATE THE OPERATION OF MASSAGE THERAPY BUSINESSES WITHIN THE CITY LIMITS AND FOR ANY AND ALL RELATED MATTERS IN FURTHERANCE.**

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Westmoreland

To approve to **Re-Introduce Ordinance 2023-04 ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND CHAPTER 18 - BUSINESS AND**

BUSINESS REGULATIONS TO IMPLEMENT ARTICLE 6 §1 THROUGH §8 TO ALLOW THE CITY TO ADOPT REGULATIONS DESIGNED TO REGULATE THE OPERATION OF MASSAGE THERAPY BUSINESSES WITHIN THE CITY LIMITS AND FOR ANY AND ALL RELATED MATTERS IN FURTHERANCE.

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

2. **Introduction of Ordinance 2024-04** ORDINANCE PERTAINING TO THE INTENT BY THE CITY OF ZACHARY TO AMEND § 1 ARTICE 2 OF THE CODE OF ORDINANCES FOR THE CITY ENTITLED DEFINITIONS AND RULES OF CONSTRUCTION AND FOR ACTIONS IN ACCORDANCE THEREWITH.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the **Introduction of Ordinance 2024-04** ORDINANCE PERTAINING TO THE INTENT BY THE CITY OF ZACHARY TO AMEND § 1 ARTICE 2 OF THE CODE OF ORDINANCES FOR THE CITY ENTITLED DEFINITIONS AND RULES OF CONSTRUCTION AND FOR ACTIONS IN ACCORDANCE THEREWITH.

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

3. **Introduction of Ordinance 2024-05** ORDINANCE PERTAINING TO THE DECLARATION OF INTENT BY THE CITY OF ZACHARY TO CREATE A CRIME PREVENTION COMMISSION AND FOR ACTIONS IN FURTHERANCE OF THE SAME AND IN ACCORDANCE THEREWITH.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve the **Introduction of Ordinance 2024-05** ORDINANCE PERTAINING TO THE DECLARATION OF INTENT BY THE CITY OF ZACHARY TO CREATE A CRIME PREVENTION COMMISSION AND FOR ACTIONS IN FURTHERANCE OF THE SAME AND IN ACCORDANCE THEREWITH.

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

4. **Introduction of Ordinance 2024-06** Authorizing The City Of Zachary To Amend § 38-86 Of The Code Of Ordinances For The City Of Zachary Relating To Junked And Abandoned Vehicles Considered To Be Public Nuisances And Providing For Their Impoundment And Disposition And For Other Matter Is Furtherance Thereof.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the **Introduction of Ordinance 2024-06** Authorizing The City Of Zachary To Amend § 38-86 Of The Code Of Ordinances For The City Of Zachary Relating To Junked And Abandoned Vehicles Considered To Be Public Nuisances And Providing For Their Impoundment And Disposition And For Other Matter Is Furtherance Thereof.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

5. Discussion of Council Agenda Items Submission Procedures and any necessity of changes to existing procedure in place.

No action or discussion was taken on this item.

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

1. Review/Reports relative to Proposed/Active Condemnations

Councilman Graves and John Hopewell spoke regarding what took place at the last meeting.

P. REPORTS FROM DEPARTMENT HEADS

Q. DISCUSSION OF BUSINESS NOT ON AGENDA

(No Action May Be Taken Unless Declared an Emergency)

R. ADJOURNMENT

The meeting was adjourned at 8:07 p.m.

CERTIFICATION

Dana LeJeune, LMMC
Clerk of the City Council
CITY OF ZACHARY
PARISH OF EAST BATON ROUGE
STATE OF LOUISIANA

David McDavid, Mayor

I, Dana LeJeune, 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 Thursday, March 12, 2024, a proper quorum being there and then present.

Dana LeJeune, Clerk of the City Council