

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, January 23, 2024, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday January 23, 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 Councilwoman DeVirgilio

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

D. READING OF THE MINUTES

1. Approval of Minutes of January 09, 2024, regular meeting and approve them as written.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve Minutes of the of January 09, 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

F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS

1. Street/Road Projects

- a. Request for Authorization to Prepare for and to Advertise for Public Bids for all necessary equipment (to include hardware & software) in conjunction with traffic signal synchronization, monitoring and/or maintenance operations for those traffic signal lights operated by the City of Zachary (and to be maintained by City/Parish) including but not limited to Iteris NEXT Video Detection Equipment Units; Applied Information 500-085-02 Field Monitoring Units (FMUs) and Ruggedcom RS900G Field Switches.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve Request for Authorization to Prepare for and to Advertise for Public Bids for all necessary equipment (to include hardware & software) in conjunction with traffic signal synchronization, monitoring and/or maintenance operations for those traffic signal lights operated by the City of Zachary (and to be maintained by City/Parish) including but not limited to Iteris NEXT Video Detection Equipment Units; Applied Information 500-085-02 Field Monitoring Units (FMUs) and Ruggedcom RS900G Field Switches.

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

- b. Road Project Pay Request No. 5 to M-Trak, LLC

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve a Road Project, Pay Request No. 5 to M-Trak, LLC in the amount of \$116,126.14 to M-Trak, LLC.

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

2. Sewer

3. Subdivision Inspections

4. Water and Gas Projects

5. Other Projects

G. PRESENTATION OF DELEGATIONS

1. Requests to Speak

2. Hardship Waivers

3. Other Variances

4. Exceptions to Regulations

H. ACTION MANDATED BY HOME RULE CHARTER

I. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

J. PLANNING & ZONING MATTERS

1. Receive Minutes of the Regular meeting of January 10, 2024, of the Planning Commission and the Minutes of the Regular meeting of January 10, 2024, of the Zoning Commission.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To receive the **Minutes of the Regular meeting of January 10, 2024, of the Planning Commission and the Minutes of the Regular meeting of January 10, 2024, of the Zoning Commission.**

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

2. Planning Matters REQUIRING a Public Hearing

a. Annexation-1-24 (1126 & 1136 Mount Pleasant-Zachary Road, 21104 Barsket Road, and 1333 Mount Pleasant-Zachary Road) - Proposed petition of annexation of properties located at:

- o Tract B-1-A-2 & B-1-A-3 of the Delaune -Jackson Tract, T4S, R1W, Sect 75 & 76, 1126 & 1136 Mount Pleasant-Zachary Road, Zachary, La 70791;
- o Tract 2-E of the Presbyterian Church of Buhlers, T4S R1W Sect 76, 21104 Barsket Road, Zachary, La 70791;
- o Tract 3-A of the Presbyterian Church of Buhlers, T4S R1W Sect 76, 1333 Mount Pleasant-Zachary Road, Zachary, La 70791

Mayor McDavid opened the PUBLIC HEARING at 6:38 p.m. There being no one to speak in favor or against the annexation Mayor McDavid closed the PUBLIC HEARING at 6:40 P.M.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the **Annexation-1-24 (1126 & 1136 Mount Pleasant-Zachary Road, 21104 Barsket Road, and 1333 Mount Pleasant-Zachary Road) - Proposed petition of annexation of properties located at:**

- o Tract B-1-A-2 & B-1-A-3 of the Delaune -Jackson Tract, T4S, R1W, Sect 75 & 76, 1126 & 1136 Mount Pleasant-Zachary Road, Zachary, La 70791;
- o Tract 2-E of the Presbyterian Church of Buhlers, T4S R1W Sect 76, 21104 Barsket Road, Zachary, La 70791;
- o Tract 3-A of the Presbyterian Church of Buhlers, T4S R1W Sect 76, 1333 Mount Pleasant-Zachary Road, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

ALTER AGENDA

The motion was made by Councilwoman DeVirgilio
 The motion was seconded by Councilwoman Westmoreland
 To approve to introduce Ordinance 2024-02.
 YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
 NAYS: None
 ABSENT: None
 ABSTAINED: None

RETURN TO REGULAR ORDER

b. **RESUB-1-24 (3575 Shaffett Lane)** - Proposed resubdivision of the remainder of Lot 4-L into Lots 4-L-1, 4-L-2, 4-L-3, 4-L-4, and 4-L-5, on property located at 3575 Shaffett Lane, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 6:44 p.m. There being no one to speak in favor or against the resubdivision Mayor McDavid closed the PUBLIC HEARING at 6:40 P.M.

The motion was made by Councilwoman DeVirgilio
 The motion was seconded by Councilwoman Boyd
 To approve a **RESUB-1-24 (3575 Shaffett Lane)** - Proposed resubdivision of the remainder of Lot 4-L into Lots 4-L-1, 4-L-2, 4-L-3, 4-L-4, and 4-L-5, on property located at 3575 Shaffett Lane, Zachary, La 70791.
 YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
 NAYS: None
 ABSENT: None
 ABSTAINED: None

c. **SP-1-24 (Feliciana Towing and Recovery)** - Proposed site plan for towing business on Lot UND of the George Cooper Tract, on property located at 4445 Spur Lane, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 6:44 p.m. Jared Wunstel, 4445 Spur Lane was present to speak in favor of the subdivision. There being no one to speak in favor or against the site plan Mayor McDavid closed the PUBLIC HEARING at 6:40 P.M.

The motion was made by Councilwoman DeVirgilio
 The motion was seconded by Councilwoman Westmoreland
 To approve a **SP-1-24 (Feliciana Towing and Recovery)** - Proposed site plan for towing business on Lot UND of the George Cooper Tract, on property located at 4445 Spur Lane, Zachary, La 70791.
 YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
 NAYS: None
 ABSENT: None
 ABSTAINED: None

3. Planning Matters NOT requiring a Public Meeting

4. Zoning Matters REQUIRING a Public Hearing

- a. **RZ-1-24 (4434 West Central Avenue)** - To rezone from Neighborhood Commercial (CN) to Urban Center (UC), on property located at 4434 West Central Avenue, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 6:54 p.m. David Gaines, Jr, 17498 Old Scenic Hwy, was present to speak in favor of the rezone. Mike Smith, Cherry Court, was present to speak against the rezone. There being no one to speak in favor or against the rezone Mayor McDavid closed the PUBLIC HEARING at 7:07 P.M.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Boyd

To deny **RZ-1-24 (4434 West Central Avenue)** - To rezone from Neighborhood Commercial (CN) to Urban Center (UC), on property located at 4434 West Central Avenue, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

- b. **RZ-2-24 (6461 Zachary-Slaughter Highway)** - To rezone Lot L from Residential Suburban (RS) to Neighborhood Commercial (CN), on property located at 6461 Zachary-Slaughter Highway, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 7:15 p.m. Dorothy White, was present to speak in favor of the rezone. There being no one to speak in favor or against the rezone Mayor McDavid closed the PUBLIC HEARING at 7:17 P.M.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Boyd

To approve **RZ-2-24 (6461 Zachary-Slaughter Highway)** - To rezone Lot L from Residential Suburban (RS) to Neighborhood Commercial (CN), on property located at 6461 Zachary-Slaughter Highway, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

- c. **CUPMV-1-24 (9293 Main Street)** - Proposed mobile vendor for Tai'Lynn's Taste of Elegance, LLC, on property located at 9293 Main Street, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 7:20 p.m. Tawanda Singleton, owner, was present to speak in favor of the conditional use permit. There being no one to speak in favor or against the conditional use permit, Mayor McDavid closed the PUBLIC HEARING at 7:21 P.M.

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman DeVirgilio

To approve a **CUPMV-1-24 (9293 Main Street)** - Proposed mobile vendor for Tai'Lynn's Taste of Elegance, LLC, on property located at 9293 Main Street, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None
ABSENT: None
ABSTAINED: None

5. Zoning Matters NOT Requiring Public Hearing

- a. **ZOI- 54595-EOP** - Proposed exchange of property of Tracts A, B-1, B-2-, B-2-1-A & B-2-1-B into Tracts A-1, B-1-A, B-2-1-A-1, B-2-1-B-1 & B-2-1-B-2, on property located at Zachary-Slaughter Highway near E Central Avenue .

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman DeVirgilio

To approve a recommendation of no objection for a **ZOI- 54595-EOP** - Proposed exchange of property of Tracts A, B-1, B-2-, B-2-1-A & B-2-1-B into Tracts A-1, B-1-A, B-2-1-A-1, B-2-1-B-1 & B-2-1-B-2, on property located at Zachary-Slaughter Highway near E Central Avenue.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

6. Other Matters

K. BUDGET AND FINANCIAL MATTERS

1. Receive the Balance Sheet and Income statement as of December 2023.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To Receive the Balance Sheet and Income statement as of December 2023.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

L. OLD BUSINESS PENDING FOR FINAL ACTION

M. OLD BUSINESS PENDING

N. NEW BUSINESS

1. Discussion and approval of issuance of a City Council ordered subpoena for enforcement action to adhere to local ordinances regarding the following:

- 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**

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve to defer the items until the April 9, 2024, meeting.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None
ABSENT: None
ABSTAINED: None

2. Discussion regarding the signage located at 4625 Main Street (The Boot CrossFit) Councilman Graves motioned to defer the item until the April 9, 2024, meeting. Councilwoman Boyd seconded the motion. Councilwoman Westmoreland voted in favor. Councilwoman DeVirgilio made a substitute motion, and the vote went as follow:

The motion was seconded by Councilman Westmoreland
To approve to remove the item from the agenda.
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: Graves, Boyd
ABSENT: None
ABSTAINED: None

3. Discussion regarding the November 05, 2024, election day.

The motion was made by Councilwoman Westmoreland
The motion was seconded by Councilwoman DeVirgilio
To approve the City Hall employees to work remotely on November 05, 2024, due to the building being used as a voting poll.
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None

4. Receive the preliminary minutes of the December 19, 2023, Home Rule Charter Commission meeting and receive update with regard to review and revisions.

No action was taken on this item.

5. Council approval of appointments.

The motion was made by Councilwoman DeVirgilio
The motion was seconded by Councilman LeBlanc
To approve Brandy Triche as the new CAO and to defer the Planning and Zoning appointment.
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None

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

P. REPORTS FROM DEPARTMENT HEADS

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

Councilwoman Boyd announced that the next condemnation meeting would be held on next Thursday. Councilwoman Westmoreland added that heavy rain would be starting and that hopefully there will be no flooding. Mayor McDavid commented on the stability of the City utilities during the recent freeze.

R. ADJOURNMENT

The meeting was adjourned at 8:04 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, January 23, 2024, a proper quorum being there and then present.

Dana LeJeune, Clerk of the City Council