

**For the Meeting of Mayor and Council  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, July 25, 2023, 6:30 P.M.**

**A. CALL TO ORDER**

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday, July 25, 2023, at the Zachary City Hall located at 4700 Main Street, Zachary, LA

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation by Councilman LeBlanc

Pledge of Allegiance by Councilwoman Westmoreland

**C. OPENING PROCEDURES**

1. ROLL CALL

MAYOR

David McDavid

COUNCIL MEMBERS

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 Westmoreland

The motion was seconded by Councilman LeBlanc

To approve to amend the agenda to add the addendum as item N7.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**D. READING OF THE MINUTES**

1. Approval of Minutes of the July 11, 2023, regular meeting, and approve them as written.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve the Minutes of the July 11, 2023, 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**
2. **Sewer**
3. **Subdivision Inspections**
4. **Water and Gas Projects**
5. **Other Projects**

**G. PRESENTATION OF DELEGATIONS**

1. **Requests to Speak**

Ms. Patricia Hoseman, Lee Street, was present to speak to Mayor McDavid and council members regarding water lines, trees, and speeding. Ms. Hoseman expressed concerns about no speed signs on the street, preserving the oak trees on Lee Street, and the relocating of her water line.

Mr. Wade Holden, H & H Projects, was present to speak and explained that an arborist came to inspect the trees and Mr. Holden explained that the construction on Lee Street is apart of the road rehabilitation for the city and should be finished by the next week. Mr. Hopewell, City Attorney, spoke and explained the options that Ms. Hoseman and the City have in resolving the concerns.

Mr. Leon Perry was present to speak regarding the same issues.

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**

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

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

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

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**J. PLANNING & ZONING MATTERS**

**1. Receive Minutes of the Regular meeting of July 10, 2023, of the Planning Commission and the Minutes of the Regular meeting of July 10, 2023, of the Zoning Commission.**

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

**To Receive Minutes of the Regular meeting of July 10, 2023, of the Planning Commission and the Minutes of the Regular meeting of July 10, 2023, of the Zoning Commission.**

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**2. Consent Agenda**

- a. **RZ-2-23 (8766 Main Street)** – To rezone Lot 1-A of the Little Farms Subdivision from Estate Residential (RE) to General Commercial (CG), on property located at 8766 Main Street, Zachary, La 70791.
  
- b. **RESUB-6-23 (Americana Commercial)** – Proposed resubdivision of Lots B-1-A-2, B-1-A-3, Tracts R-3-A-1, R-3-A-2 & R-3-B into Tracts 1-7, RW-1, RW-2, RW-3, RW-4, R-3-A-1-A, R-3-A-2-A, R-3-B-1 & CA-1 of the M.L. Harvey Tract, on property located at 1122 Americana Boulevard, Zachary, La 70791.
  
- c. **Americana Phase 7.1 Plan Revision** – Proposed 56 lot preliminary plat to add two additional lots, on property located at 1122 Americana Boulevard, Zachary, La 70791.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve a **RZ-2-23 (8766 Main Street)** – To rezone Lot 1-A of the Little Farms Subdivision from Estate Residential (RE) to General Commercial (CG), on property located at 8766 Main Street, Zachary, La 70791 and **RESUB-6-23 (Americana Commercial)** – Proposed resubdivision of Lots B-1-A-2, B-1-A-3, Tracts R-3-A-1, R-3-A-2 & R-3-B into Tracts 1-7, RW-1, RW-2, RW-3, RW-4, R-3-A-1-A, R-3-A-2-A, R-3-B-1 & CA-1 of the M.L. Harvey Tract, on property located at 1122 Americana Boulevard, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**3. Planning Matters REQUIRING a Public Hearing**

- a. **SP-2-23 (Hood Dental Expansion)** – Proposed 281sf addition to an existing building, on property located at 4455 Ridgeway Street, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 6:50 p.m. There being no one to speak in favor or against the site plan Mayor McDavid closed the PUBLIC HEARING at 6:52 p.m.

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman DeVirgilio

To approve **SP-2-23 (Hood Dental Expansion)** – Proposed 281sf addition to an existing building, on property located at 4455 Ridgeway Street, Zachary, La 70791 with the waiver request to decrease the setbacks.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

- b. **(APPEAL REQUEST) RESUB-5-23 (20499 Plank Road)** – Proposed resubdivision of Lot 2-A-7 into Lots 1-4 & 2-A-7-A of the Ike Bozeman Tract, on property located at 20499 Plank Road, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 7:03 p.m. Stephen LaCour, L & L Surveying, was present to speak in favor of the resubdivision. Clifton Pearson was present to speak against the resubdivision and expressed his concerns regarding flooding, as well as a resident from The Oaks subdivision. There being no one else to speak in favor or against the resubdivision Mayor McDavid closed the PUBLIC HEARING at 7:10 p.m.

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman Westmoreland

To approve the **RESUB-5-23 (20499 Plank Road)** – Proposed resubdivision of Lot 2-A-7 into Lots 1-4 & 2-A-7-A of the Ike Bozeman Tract, on property located at 20499 Plank Road, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Boyd

NAYS: Graves

ABSENT: None

ABSTAINED: None

**4. Planning Matters NOT requiring a Public Meeting**

**5. Zoning Matters REQUIRING a Public Hearing**

**6. Zoning Matters NOT Requiring Public Hearing**

- a. **ZOI – 54265-SS** – Proposed resubdivision of Lot E into Lot E-1 and Lot E-2, on property located at 2500-2900 McHugh Road.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve a recommendation of no objection for **ZOI – 54265-SS** – Proposed resubdivision of Lot E into Lot E-1 and Lot E-2, on property located at 2500-2900 McHugh Road.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

- b. **ZOI – Case 31-23** – To rezone Lot C-1 of the West Holmon Tract from Rural (R) to Light Industrial (M1), on property located at 1880 E. Flonacher Road.
- c. **ZOI – PA-7-23** – The change from change from Agricultural/Rural land use to Employment Center will accommodate the industrial rezoning M1 running concurrently.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman DeVirgilio

To approve a recommendation of no objection for **ZOI – Case 31-23** – To rezone Lot C-1 of the West Holmon Tract from Rural (R) to Light Industrial (M1), on property located at 1880 E. Flonacher Road and **ZOI – PA-7-23** – The change from change from Agricultural/Rural land use to Employment Center will accommodate the industrial rezoning M1 running concurrently.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

- d. **ZOI – 54269-SS** – Proposed resubdivision of Tract B-1 into Tracts B-1-A and B-1-B, on property located at 18630 Samuels Road.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman Graves

To approve a recommendation of no objection for **ZOI – 54269-SS** – Proposed resubdivision of Tract B-1 into Tracts B-1-A and B-1-B, on property located at 18630 Samuels Road.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

## 7. **Other Matters**

- a. Waiver request for gravel road in lieu of dust free surface (**Lots SS-2 and SS-3**)

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Westmoreland

To deny Waiver request for gravel road in lieu of dust free surface (**Lots SS-2 and SS-3**).

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

- b. Waiver request for a second meter for a new shop (23377 Old Scenic Hwy, Zachary)

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman Graves

To approve a Waiver request for a second meter for a new shop (23377 Old Scenic Hwy, Zachary)

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

- c. Waiver request for a second meter for a storage shed (portable building) placed in backyard (6321 Honey Locust Blvd)

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To table Waiver request for a water for a storage shed (portable building) placed in backyard (6321 Honey Locust Blvd)

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. Update of Hearing of issuance of a City Council ordered subpoena to Lou Bertha Gayden 4763 Ford Street, Baton Rouge, La 70811; Enforcement action on refusal to adhere to local ordinances relating to 4839 Old Slaughter Rd. Zachary, La 70791; Lot 4 Block 62 Bond S/D; East Baton Rouge Parish, State of Louisiana Ty Stephens, Code Enforcement Officer spoke and said the resident had made a little more progress. No action was taken on this matter.

2. Update on subpoena request – 5738 Avenue K – Junk Vehicles violations Ty Stephens, Code Enforcement Officer spoke and said the resident had made a little more progress, but a motor still needed to be removed. No action was taken on this matter.

**N. NEW BUSINESS**

1. Update of subpoena 3708 Little Farms Drive Zachary, La 70791, 5100-5200 lower Zachary Rd Zachary, la 70791, MICHAEL MAY, Cease and Desist for illegal business and performing dirt work in a flood way without a No Rise certificate (Mr. May was not present at time of hearing at the July 11, 2023, meeting)

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve to issue a summons from Zachary Police Department for violation of a council subpoena.

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

2. Update of subpoena 4322 Cherry Court Zachary, La 70791, MICHAEL LEE SMITH, Junk vehicles/storage container.

Ty Stephens, Code Enforcement Officer spoke and said the resident had made progress. No action was taken on this matter.

3. Update of subpoena 5236 E Mae Street Zachary, La 70791, CEDRIC BROUSSARD, Junk property/illegal second residence

Ty Stephens, Code Enforcement Officer spoke and said the resident was in the hospital and another travel trailer was moved onto the property. No action was taken on this matter.

4. **Introduction of Ordinance 2023-10** ORDINANCE PERTAINING TO THE DECLARATION OF INTENT BY THE CITY OF ZACHARY TO HAVE CERTAIN MOVABLE PROPERTY DECLARED TO BE SURPLUS AND ALLOWING FOR THE DISPOSAL OR ABANDONMENT IN PLACE.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman Graves

To approve the **Introduction of Ordinance 2023-10** ORDINANCE PERTAINING TO THE DECLARATION OF INTENT BY THE CITY OF ZACHARY TO HAVE CERTAIN MOVABLE PROPERTY DECLARED TO BE SURPLUS AND ALLOWING FOR THE DISPOSAL OR ABANDONMENT IN PLACE.

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

5. Receive minutes of the CRAFT's Multijurisdictional Program for Public Information (PPI) 2022 Annual Evaluation Meeting.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To Receive minutes of the CRAFT's Multijurisdictional Program for Public Information (PPI) 2022 Annual Evaluation Meeting

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

6. Receive the minutes of the July 18, 2023, Home Rule Charter Commission meeting.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman Graves  
To Receive the minutes of the July 18, 2023, Home Rule Charter Commission meeting.  
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd  
NAYS: None  
ABSENT: None  
ABSTAINED: None

**ALTER AGENDA**

Council status update by administration on any annexation progress.  
Mr. Hopewell gave an update regarding the annexation progress. Mayor McDavid spoke regarding the roundabout at Americana.

**RETURN TO REGULAR ORDER**

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

**P. REPORTS FROM DEPARTMENT HEADS**

1. Receive Inspection Report from June 2023.  
The motion was made by Councilman LeBlanc  
The motion was seconded by Councilwoman DeVirgilio  
To Receive Inspection Report from June 2023.  
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd  
NAYS: None  
ABSENT: None  
ABSTAINED: None

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

Councilwoman Westmoreland spoke to council members to inform them that a home based business would appear on a future agenda regarding concealed carry classes. Councilwoman Westmoreland said the applicant has 16 acres and wants to have a shooting range located on the property for students to qualify for the class. Mr. Dixon spoke and said he will need to look into this item and will give an update. Mr. Hopewell spoke regarding the Zoning Map that was adopted in 2010.

**R. ADJOURNMENT**

The meeting was adjourned at 8:03 p.m.



**CERTIFICATION**

---

**Dana LeJeune, LMMC  
Clerk of 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, July 25, 2023, a proper quorum being there and then present.

---

**Dana LeJeune, Clerk of the City Council**