

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, November 28, 2023, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday, November 28, 2023, 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
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 the November 14, 2023, regular meeting and approve them as written.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the Minutes of the November 14, 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

Mayor For The Day, Eleanor Gilpin, 1st grade student at Rollins Place Elementary, was recognized by Mayor McDavid and council members.

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. Law Enforcement Complex Project – RFC015 – North Paving drive curb and gutter repairs.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the Law Enforcement Complex Project – RFC015 – North Paving drive curb and gutter repairs.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

G. PRESENTATION OF DELEGATIONS

1. **Requests to Speak**

- a. Katelyn Travis – Gas Public Awareness Program

Utility secretary, Katelyn Travis, was present to speak to Mayor McDavid, council members, and the public to give information regarding the Gas Public Awareness Program.

Mr. Charles Desommes was present to recognize Public Works Director, Wayne Day, and Utility Director, Lionell Lawson.

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 _____, of the Planning Commission and the Minutes of the Regular meeting of _____, of the Zoning Commission.**

ALTER AGENDA

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve to remove items J2A, J2B, JBC, from the consent agenda and place them on the regular agenda.

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

RETURN TO REGULAR ORDER

2. Consent Agenda

- a. **CUPHB-4-23 (Renouvelle Beauty)** - Proposed home-based business, located on Lot 83, property located at 6405 English Turn Drive, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 6:42 p.m. Angel Welch, 6405 English Turn Drive, was present to speak in favor of the conditional use permit. There being no one else to speak in favor or against the conditional use permit, Mayor McDavid closed the PUBLIC HEARING at 6:51 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve a **CUPHB-4-23 (Renouvelle Beauty)** - Proposed home-based business, located on Lot 83, property located at 6405 English Turn Drive, Zachary, La 70791.

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

- b. **FP-3-23 (Americana Phase 7.1)** - Proposed final plat for Lots 232-287, 356, 357, M5 & Tract CA-A-2 of Americana Phase 7.1, on property located at 1122 Americana Boulevard, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 6:54 p.m. John Thompson, Duplesis Design Group, was present to speak in favor of the final plat. There being no one else to speak in favor or against the final plat Mayor McDavid closed the PUBLIC HEARING at 6:55 p.m.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Boyd

To approve a **FP-3-23 (Americana Phase 7.1)** - Proposed final plat for Lots 232-287, 356, 357, M5 & Tract CA-A-2 of Americana Phase 7.1, on property located at 1122 Americana Boulevard, Zachary, La 70791.

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

- c. **RZ-4-23 (6127 Mallard Crossing Drive)** - To rezone a portion of Lot D-1 from Estate Residential (RE) to General Commercial (CG), on property located at 6127 Mallard Crossing Drive, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 6:57 p.m. Jeff Glover, MGM Development Group, was present to speak in favor of the rezone. There being no one else to speak in favor or against the rezone, Mayor McDavid closed the PUBLIC HEARING at 7:22 p.m.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve a **RZ-4-23 (6127 Mallard Crossing Drive)** - To rezone a portion of Lot D-1 from Estate Residential (RE) to General Commercial (CG), on property located at 6127 Mallard Crossing Drive, Zachary, La 70791.

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

3. **Planning Matters REQUIRING a Public Hearing**
4. **Planning Matters NOT requiring a Public Meeting**
5. **Zoning Matters REQUIRING a Public Hearing**
6. **Zoning Matters NOT Requiring Public Hearing**
7. **Other Matters**
 - a. **Sign Waiver - Munson Hills** - Munson Hills subdivision for a 52-sf wall sign. (Tabled until January 2024)

K. BUDGET AND FINANCIAL MATTERS

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

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman DeVirgilio

To Receive the Balance Sheet and Income statement as of October 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. **Introduction Of Ordinance 2023-15 - ORDINANCE AUTHORIZING IMPLEMENTATION OF AN AMENDMENT TO THE STANDARD SPECIFICATIONS PURSUANT TO §2-13 OF THE HOME RULE CHARTER FOR THE CITY OF ZACHARY PERTAINING TO CODES OF TECHNICAL REGULATIONS BY AMENDMENT TO THE REVISED SUBDIVISION DEVELOPMENT CONSTRUCTION STANDARDS CODE RELATED TO COMPLETION OF THE INSTALLATION OF ALL UTILITIES INFRASTRUTURE PRIOR TO FINAL PLAT ACCEPTANCE ASSOCIATED WITH CONSTRUCTION, GENERAL DESIGN, REVIEW & INSPECTIONS AND FOR OTHER MATTERS IN FUTHERANCE OF THIS PROVISION**

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the **Introduction Of Ordinance 2023-15** - ORDINANCE AUTHORIZING IMPLEMENTATION OF AN AMENDMENT TO THE STANDARD SPECIFICATIONS PURSUANT TO §2-13 OF THE HOME RULE CHARTER FOR THE CITY OF ZACHARY PERTAINING TO CODES OF TECHNICAL REGULATIONS BY AMENDMENT TO THE REVISED SUBDIVISION DEVELOPMENT CONSTRUCTION STANDARDS CODE RELATED TO COMPLETION OF THE INSTALLATION OF ALL UTILITIES INFRASTRUCTURE PRIOR TO FINAL PLAT ACCEPTANCE ASSOCIATED WITH CONSTRUCTION, GENERAL DESIGN, REVIEW & INSPECTIONS AND FOR OTHER MATTERS IN FUTURE OF THIS PROVISION

YEAS: Westmoreland, LeBlanc, DeVirgilio, Boyd

NAYS: Graves

ABSENT: None

ABSTAINED: None

2. **Introduction of Ordinance 2023-16** 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, DONATION OR ABANDONMENT.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve the **Introduction of** 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

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

P. REPORTS FROM DEPARTMENT HEADS

1. Receive Inspections Report of October 2023.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To Receive the Inspections Report of October 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)**

Councilman LeBlanc asked for an update to be given at the next meeting regarding lawsuits for occupational licenses and utility fines.

Councilwoman Boyd announced the District 5 meeting to be held at the Zachary Library from 6 p.m. until 8 p.m. on December 5, 2023.

Mr. Eugene Johnson, 4758 New Weis Rd., was present to thank Mayor McDavid and council members for their good public service.

R. ADJOURNMENT

The meeting was adjourned at 7:35 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, November 28, 2023, a proper quorum being there and then present.

Dana LeJeune, Clerk of the City Council