

**CITY OF ST. CLAIR**

**ZONING BOARD OF APPEALS**

**OFFICIAL MINUTES**

**February 18, 2026 – 7:00 p.m.**

**City Hall – 547 North Carney Drive, St. Clair, Michigan**

**1. CALL TO ORDER**

Vice Chair Doug Glassford called the meeting to order at 7:00 p.m. in the absence of Chair Jim Bier.

**2. ROLL CALL**

Present:

Doug Glassford, Vice Chair

JoAnn Westrick, Secretary

Burton Brooks, Member

Jordan Kurtz, Member

**Absent:**

Jim Bier, Chair

Doug Vernier, Member

Diane Ives, Member

**Staff Present:**

Rebecca Blanchard, Recording Secretary

Tom Lutkenhoff, Staff

**Others Present:**

Rick Schwehofer, Golf Commission

Greg Hawkins, Golf Commission

Ken Shonk, Golf Commission

Randy Goniwicha, Golf Commission

Ted March, Applicant

Eric Cameron, Neighbor, 408 North 5th Street

Kathy Cameron, Neighbor, 408 North 5th Street

### **3. APPROVAL OF AGENDA**

Motion by Burton Brooks, supported by Jordan Kurtz, to approve the agenda.

Motion carried.

### **4. APPROVAL OF MINUTES**

Motion by Jordan Kurtz, supported by JoAnn Westrick, to approve the minutes of the previous meeting.

Motion carried.

### **5. CORRESPONDENCE**

**Rick Schwehofer** read correspondence submitted by the City of St. Clair Golf Commission.

### **6. OLD BUSINESS**

515 Fred W. Moore Highway – Sign Illumination

**Doug Glassford** introduced the item regarding illumination controls for the digital message board at Pine Shores Golf Course.

**Tom Lutkenhoff** reported that the sign is a digital, back-lit message board displaying course information, community events, and city notices. It includes automatic nighttime dimming and manual brightness controls. The Golf Commission reviewed the illumination settings and confirmed the sign dims significantly after dark.

Board discussion included:

- **JoAnn Westrick** noted the Golf Commission letter addressed the background and that City Council had already reviewed and approved the sign.
- **Doug Glassford** stated the ordinance does not specify every detail on illumination, but the software controls appear to meet the intent.
- **Jordan Kurtz** commented that the golf course serves as a warming center and clear communication is important as long as brightness is controlled.
- **Doug Glassford** added that dimming settings can be adjusted if needed.

Motion by Burton Brooks, supported by JoAnn Westrick, to table the sign illumination item pending additional information.

Roll Call Vote:

Doug Glassford – Yes

JoAnn Westrick – Yes

Burton Brooks – Yes

Jordan Kurtz – Yes

Motion carried 4–0.

## **7. PUBLIC HEARING**

Rear-Yard Setback Variance – 411 South Vine Street

Parcel 74-07-049-0329-000

Vice Chair Doug Glassford opened the public hearing.

**Tom Lutkenhoff** presented the staff analysis, stating that the ordinance requires a five-foot rear-yard depth for attached accessory structures. The angled rear lot line and placement of the existing home create a practical difficulty. The project does not meet the definition of a duplex; City Planner Dave determined the structure is an attached accessory structure. Improvements completed under Section 11.4.3 were exempt; the remaining portion requires a one-foot variance to align the structure properly.

**Doug Glassford** explained that the Board may override the planner’s interpretation if a practical difficulty is found; however, a super-majority is required. With only four members present, a three-to-one vote fails to meet the super-majority threshold.

**Applicant Presentation:**

**Ted March** stated that the angled lot line prevents meeting the five-foot setback without pushing the garage too far forward. The home lacks adequate storage, and the garage is needed for basic household use. He has construction experience and has already downsized the breezeway area to minimize the footprint.

**Public Comment:**

Eric Cameron, 408 North 5th Street, spoke in support of the applicant.

Kathy Cameron, 408 North 5th Street, also spoke in support.

Vice Chair Doug Glassford closed the public hearing at 7:25 p.m.

**BOARD DISCUSSION**

- **Jordan Kurtz** supported the request, citing practical difficulty and neighborhood support.
- **JoAnn Westrick** thanked the applicant for improvements but did not believe the request met the standard for practical difficulty.
- **Ted March** stated he had already reduced the breezeway area to minimize encroachment.
- **Burton Brooks** supported the request, stating the variance was minimal and improvements were beneficial.
- **Doug Glassford** reiterated the super-majority requirement and the impact of the current attendance.

**MOTION**

Motion by Burton Brooks, supported by Jordan Kurtz, to table the variance request.

Roll Call Vote:

Doug Glassford – Yes

JoAnn Westrick – No

Burton Brooks – Yes

Jordan Kurtz – Yes

Motion carried 3–1.

## **8. ADJOURNMENT**

Motion by JoAnn Westrick, supported by Burton Brooks, to adjourn.

Motion carried.

The meeting adjourned at 7:33 p.m.