



Agenda

City of Charlevoix Historic District Commission Regular Meeting

Friday, February 24, 2023 - 11:00 AM

Council Chambers, 210 State Street, Charlevoix, MI

- I. Roll Call**
- II. Approve Minutes of _____**
- III. Old Business**
 - A. State Historic Tax Credit Update
 - B. Resilient Lakeshore Heritage Grant
 - C. National Register District Update
 - D. CLG Grant Update
 - E. Design Assistance from MEDC
- IV. New Business**
 - A. Annual Calendar of Meetings
- V. Request for Future Agenda Items**
- VI. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix Historic District Commission

Old Business

Title: State Historic Tax Credit Update

Date: February 24, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

An application for the State Historic Tax Credit was submitted on behalf of 211 Bridge Street but, due to low staffing at the State Historic Preservation Office, communication has yet to be received in regard to whether or not the project qualifies.

Recommendation:

No action is needed.

Attachments:

None

Charlevoix Historic District Commission

Old Business

Title: Resilient Lakeshore Heritage Grant

Date: February 24, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

The grant application submitted on behalf of the Buttars Building project (current location of Round Lake Books) was awarded \$84,045.50. Since the original request was \$100,000, the property owners hesitated to accept the grant at a lower amount. Still, as of February 17th, they'd agreed to accept and move forward with entering into a grant agreement and starting the bid procurement process. If for some reason along the way, estimates for the actual work to restore the building are higher than expected, the project will not be financially feasible. The unique situation this property faces is that the owners willing to make an investment only own the commercial storefront unit and therefore will never see a return on their investment for the facade work.

Recommendation:

No action is required at this time.

Attachments:

1. Grant Award Letter from SHPO



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STRATEGIC FUND
STATE HISTORIC PRESERVATION OFFICE

QUENTIN L. MESSER, JR.
PRESIDENT

January 4, 2023

Lindsey Dotson
Main Street/DDA Director
City of Charlevoix
210 State Street
Charlevoix, MI 49720
lindseyd@charlevoixmi.gov

Dear Ms. Dotson:

I am pleased to announce that the Michigan State Historic Preservation Office (SHPO) has selected your application for the Resilient Lakeshore Heritage Grant Program for funding. Congratulations!

Please review the below information, which details the amount of grant funding being offered for your project and the general conditions applicable to this letter and pending award.

Applicant: Charlevoix Main Street/DDA, on behalf of Spartiland, LLC

Project Number: RLH23-009

Project Name: Restoration of the Buttars Building Facade

Project Description: Façade "unveiling" or restoration to original design inspired by a Main Street Design Service awarded to the property in 2017 and followed by RRC RST cost estimates in 2022. Built by Archibald Buttars, former Lieutenant Governor of Michigan, the property owners want to reveal the craftsmanship and design that has been covered up for decades by shingled pent roofs and siding.

Project Funding:	Grant	Match	Total
	\$84,045.50	\$76,122.86	\$160,168.36

Required Completion Date: September 30, 2024

CFDA # 15.904

General Conditions:

1. This letter of intent is not a grant award. Funds for this grant are only formally awarded with the execution of a grant agreement. Federal or matching share expenditures made prior to the execution of a grant agreement are not eligible project costs and will not be reimbursed.

Alan Higgins, SHPO CLG Coordinator, HigginsS3@michigan.gov, will be working with you directly to coordinate execution of the grant agreement in the coming weeks. Information on the grant agreement will be sent via separate email.



300 NORTH WASHINGTON SQUARE • LANSING, MICHIGAN 48913
michigan.gov/shpo • (517) 335-9840

2. Final project plans and specs are subject to SHPO review and approval prior to project implementation to ensure compliance with the *Secretary of the Interior's Standards for Rehabilitation*. No grant-funded construction work may begin until SHPO has given approval. Failure to wait until SHPO has issued its approval may result in project expenditures being ineligible for reimbursement.
3. In accordance with federal program requirements, the SHPO will coordinate a National Environmental Policy Act (NEPA) review of the grant-funded project with the National Park Service on your behalf. Project funding is contingent on NPS approval of the proposed project. Construction work cannot begin until the NEPA review is complete. Staff will keep you informed of the status of this review.
4. If no in-kind time is being utilized as part of matching share expenditures, you may begin the process of developing your procurement documentation for SHPO review and approval. Procurement standards are identified in the program grant manual available here: <https://www.miplace.org/historic-preservation/programs-and-services/lakeshore-heritage-grant/>. Please note that requests for bid cannot be formally released and contractors cannot be selected until after the grant agreement with the SHPO is formally executed.
5. Once all awardees have been confirmed, the SHPO will issue a press release announcing the awarding of all projects for the Lakeshore Heritage Grant Program. We will inform you of its release. Please refrain from issuing any form of public announcement for your project until after your grant agreement is executed and the SHPO has notified you that its program-wide announcement has been released.

Please acknowledge receipt of this letter and intent to accept award via email to Alan Higgins, Certified Local Government Coordinator, HigginsS3@michigan.gov. We are requesting confirmation of intent to accept the award as soon as possible but no later than **January 18, 2023**, to facilitate development of the grant agreements.

Please also see the accompanying document, Lakeshore Program Next Steps, which outlines important next steps as we move toward executing the grant agreement for this project.

It is our hope that this grant will contribute to the long-term success of your project. Congratulations on being among our grant recipients!

If you require any further information, please email Alan directly.

Sincerely,



Martha MacFarlane-Faes
Deputy State Historic Preservation Officer

ecc: Alan Higgins, CLG Coordinator, Michigan SHPO

Charlevoix Historic District Commission

Old Business

Title: National Register District Update

Date: February 24, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

In December 2022 an email was received from the State Historic Preservation Office outlining how staffing shortages have affected Alan Higgins' ability to work on the Community Partnership Program projects, and that there would be some inevitable delays. The email message is attached. Since the timeline is still unknown, planning for the district signage is still underway but not as urgent now.

Recommendation:

No action required at this time.

Attachments:

1. Email from Alan Higgins

Lindsey Dotson

From: Higgins, S. Alan (LEO) <HigginsS3@michigan.gov>
Sent: Monday, December 5, 2022 2:44 PM
To: Higgins, S. Alan (LEO)
Subject: SHPO Community Partnership Projects

Good afternoon,

I wanted to send a quick update to those I'm working with on Community Partnership Projects through the CLG program. First of all, I want to both thank you for your patience and apologize for the delays in getting various project activities underway and completed. As some of you know, it's been a strange time at SHPO, which has continued to year end as we've continued working through staff shortages and the like. This has unfortunately meant that the timelines originally anticipated for these projects quickly became unfeasible, particularly as I got tasked with helping meet various priorities at SHPO in the wake of staff shortages, which pulled me away from being able to complete the work needed following field survey and such for various projects.

The good news is that hopefully these needs will be behind us in the first quarter or so of 2023 as we get new staff on board, and I can return to working with CLG activities full time. While I don't have a definitive timeline for finishing things up at this point, I will keep you posted as things return to normalcy. I know these projects are important, and I'm still committed to getting them done.

Alan



Alan Higgins
Certified Local Government Coordinator
State Historic Preservation Office
300 N. Washington Square
Lansing, MI 48913
Office: 517.335.9840 | Cell: 517.256.4358
michigan.gov/shpo

Get the latest news with the [SHPO](#) and [MEDC Community Development](#) newsletters!

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Charlevoix Historic District Commission

Old Business

Title: CLG Grant Update

Date: February 24, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

We successfully submitted a grant application this past funding round in support of the Charlevoix Historical Society's project at the Train Depot which includes roof and chimney restoration work. The application is attached for review.

Recommendation:

No action is necessary at this time.

Attachments:

1. Grant Application Form



Michigan Certified Local Government Program

FY2023 CLG Grant Application

Rehabilitation Planning and Rehabilitation Projects

PROJECT INFORMATION

Certified Local Government:

Project Name:

Property Name:

Property Address:

Historic Designation:

Rehabilitation Projects: Provide the name of the resource individually listed in the National Register of Historic Places or, if the resource is listed as a contributing resource, provide the name of the National Register-listed district.

Rehabilitation Planning Projects: Provide the name of the resource that is listed in the National Register or has been determined eligible for listing by SHPO. If the latter, also provide the approximate date (if known) that the resource was determined eligible.

Property Owner Name:

Primary Telephone Number:

E-mail:

Brief Project Summary (no more than 1-2 sentences):

GRANT FUNDING REQUEST

CLG Grant Request:

\$

CLG Match (NOT REQUIRED):

\$

Total Project Amount:

\$

Grants are reimbursable, and the applicant must demonstrate availability of the total project cost. Briefly describe the project funding source and kind:

CLG INFORMATION

Federal ID (EIN) Number:

UEI Number:

Certified Local Government Street Address:

City:

Zip Code:

Project Coordinator Name:

This individual must have complete knowledge of the day-to-day activities with the proposed grant-funded work.

Primary Telephone Number:

E-mail:

Project Coordinator Street Address:

City:

Zip Code:

CLG LEGISLATIVE INFORMATION

This information is used to notify your elected officials if a grant is awarded.

U.S. Congressional District Number:

State Senate District Number:

State House of Representative District Number:

CLG SPONSORSHIP APPLICANT INFORMATION (IF APPLICABLE)

Complete ONLY if the CLG is applying on behalf of a non-profit organization or public entity.

Name of Non-profit or Public Entity:

Federal ID (EIN) Number:

Nonprofit or Public Entity Contact Name:

Telephone Number:

E-mail:

Street Address:

City:

Zip Code:

PROJECT INFORMATION

A. PROJECT GOALS

B. SCOPE OF WORK

C. PROJECT NEED**D. PROJECT URGENCY****E. PROJECT IMPACT**

F. PROJECT CONSIDERATIONS

Is the project related to one or more of the CLG's goals and priorities as identified in the CLG's last three annual reports and/or most recent program evaluation? If so, describe.

Is the project related to one or more of the goals identified in the [Michigan Statewide Historic Preservation Plan, 2020-2025](#)? If so, describe.

If applicable, describe the relationship of the project to other community planning and development, economic development, revitalization initiatives, and/or cultural tourism efforts.

Are there other entities or partnerships that will benefit from the project?

How will the value of historic preservation be articulated through the project and how will the public be informed about the project?

PROJECT BUDGET

Provide a project budget that matches the items described in the scope of work. All grant funds are paid on an expense reimbursement basis only. The applicant must have funds available for expenditures amounting to 100 percent of the project cost at the time of submittal. The subgrantee will be reimbursed for eligible expenses incurred (up to the grant amount) at the end of the project. SHPO will review and may make changes to the budget line items as submitted in the application. The final budget, as approved by SHPO, will become an attachment to the grant agreement.

WORK ITEMS	CLG FUNDS	CASH MATCH	IN-KIND MATCH	PROJECT TOTAL
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
TOTAL COSTS:	\$	\$	\$	\$

WORK SCHEDULE

On the following page, provide a work schedule that includes major project milestones. Remember that work cannot begin until the grant agreement is executed. Assume a **July 2023** grant agreement date. Projects will have until **September 30, 2025**. This deadline is federally mandated. All project work, including billing and reporting, must be completed by September 1, 2025, to facilitate project close-out by September 30. No extensions will be given.

Rehabilitation Planning Projects must include:

- Procurement
 - Submit draft procurement materials to SHPO for approval (allow 14 days for review)
 - Solicit bids
 - Bids due
 - Submit bids and rationale for bidder selection to SHPO for approval (allow 14 days for review)
 - Submit draft consultant contract to SHPO for approval (allow 14 days for review)
 - SHPO comments and recommends changes, as necessary, for consultant contract
 - Executed contract submitted to SHPO
- Project Work
 - Quarterly progress reports (due dates are January 15, April 15, July 15, and October 15)
 - Project kick-off meeting with CLG, SHPO, and consultant(s)
 - SHPO review of first and revised draft products (allow 30 days for review)
 - SHPO review of final products (allow 30 days for review)
 - Submission of completion report and reimbursement request to SHPO

Rehabilitation Projects must include:

- Procurement
 - SHPO pre-work site inspection
 - Submit draft procurement materials to SHPO for approval (allow 14 days for review)
 - Solicit bids
 - Bids due
 - Submit bids and rationale for bidder selection to SHPO for approval (allow 14 days for review)
 - Submit draft consultant contract to SHPO for approval (allow 14 days for review)
 - SHPO comments and recommends changes, as necessary, for consultant contract
 - Executed contract submitted to SHPO
- Project Work
 - Quarterly progress reports (due dates are January 15, April 15, July 15, and October 15)
 - Install project sign and submit photo documentation of sign to SHPO
 - Deadline for SHPO to prepare historic preservation easement (allow 90 days)
 - Begin construction
 - Finish construction
 - Sign easement, record at Register of Deeds, submit original recorded easement to SHPO
 - SHPO final on-site inspection
 - Submission of completion report and reimbursement request to SHPO

Date	Grant Agreement
July 2023	Grant agreement executed
Date	Grant Project Work Items
Date	Project Reporting
Every January 15, April 15, July 15, and October 15	Submit Quarterly Progress Report to SHPO for review while project is active
Date	Project Close-Out
September 1, 2025	Submit Completion Report and Reimbursement Request
September 30, 2025	SHPO review and approval of Completion Report and Reimbursement Request
October 2025	Subgrantee receives reimbursement

CERTIFIED LOCAL GOVERNMENT AUTHORIZED SIGNATORY

Signature:

Date:

The grant application form must be signed and dated by the authorized contract signatory or another appropriate individual.

Printed Name and Title:

CLG Sponsorship (if applicable)

Signature:

Date:

The grant application form must be signed and dated by the authorized contract signatory or another appropriate individual.

Printed Name and Title:

APPLICATION CHECKLIST

Include the following exhibits to complete the CLG grant application and check the appropriate boxes to indicate included exhibits. Please refer to the CLG Grant Manual for instructions.

- ☐ Exhibit A: Financial Certification
- ☐ Exhibit B: Resolution
- ☐ Exhibit C: Tax Incentive Certification
- ☐ Exhibit D: Deed and Ownership Information
- ☐ Exhibit E: Floodplain Certification
- ☐ Exhibit F: Letters of Support
- ☐ Exhibit G: Photographs, Maps, and Supporting Documentation

Charlevoix Historic District Commission

Old Business

Title: Design Assistance from MEDC

Date: February 24, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

The MEDC has contracted with the Michigan Municipal League to subcontract an architect to render what the restoration of 101 Bridge Street would entail (location of VUE Wine Bar). While the building is historic, there is a 3rd-floor addition that needs to be factored into the design. While it still won't be considered a "contributing" resource in the eventual National Register Historic District, it will still improve the facade of that building substantially. The owners are enthusiastic about the project. I've attached an agreement and scope of work received recently from the architect.

Recommendation:

No action is needed.

Attachments:

1. 101 Bridge Street Scope of Work

Project Proposal

Friday, February 10th, 2023

Dear Michigan Municipal League,

Driven Design Studio welcomes the opportunity to collaborate with you regarding the exterior renovation of 101 Bridge Street, Charlevoix, Michigan. This letter outlines the proposed services and functions as our agreement for the project as defined and the services described herein.

Project Description

Based on the email on Thursday, February 9th and follow up call, it is our understanding that you are looking for exterior renderings and preliminary cost estimates for the exterior renovation of 101 Bridge Street, Charlevoix, Michigan. The goal of the project is to remove the 1970's mansard roofs and design and restore the building back to it's historic intent with modern features.

Scope of Services

Driven Design Studio will provide architectural services to provide a schematic design set of contract documents (drawings) for preliminary pricing. The services will include one site visit to verify existing conditions and discuss the project scope. A maximum of three design iterations are included in the scope of services, additional services are outlined below.

Driven Design Studio is to be provided with the following documentation in order to complete our services:

- All existing drawings (if available)
- A site survey (if available)

Driven Design Studio **will not** be providing the following services as part of this agreement:

- Civil or Structural Engineering
(There are no structural or site changes in this phase)
- Mechanical, Electrical, or Plumbing engineering
(There are no MEP changes in this phase)
- Construction Documents, Bidding or Construction Administration
(A separate proposal will be provided for these services)

Michigan Municipal League
1675 Green Road
Ann Arbor, MI 48105

Professional Services Provided
Architecture

Compensation (Fixed Fee)
\$5,000

Reimbursable Expenses
See Exhibit A

Schedule
Schematic Design: 3 weeks

*Schedule to vary depending
on owner feedback

Cody Newman
(269) 753 - 8040
Cody@drivendesignstudio.com
drivendesignstudio.com
facebook.com/drivendesignbc

Deliverables

Site Plan set of architectural drawings are to include:

- Cover Sheet and Code Review
- Architectural Site Plan (for reference only)
- Existing and Demolition Plans
- Architectural Elevations
- Renderings depicting the completed project

Photo Release

Driven Design Studio uses virtual visualization, live, video, and still photography to assist with promotion of the firm and it's work. All photos taken of the project by your photographer or videographer may be used by Driven Design Studio. This material may be used for promotional purposes on our website, submittals for architectural and interior design awards, and through social media platforms.

Opinions of Probable Construction Cost

In providing opinions of probable construction cost, the Client understands that the Architect has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Architect's opinions of probable construction costs are made on the basis of the Architect's professional judgment and experience. The Architect makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the Architect's opinion of probable construction cost.

Compensation

Driven Design Studio proposes that basic compensation be a lump sum of **\$5,000** to complete the services outlined herein. In addition to basic compensation, you will be invoiced for reimbursable expenses incurred by Driven Design Studio. Reimbursable expenses are outlined in Exhibit A.

Invoices will be sent out monthly for the percentage of the work completed and payment is due upon the receipt of invoice. Payments may be made by cash, check, or ACH transfer. If you elect to pay via credit card, there is an additional 3% surcharge fee added to the services. A service charge of 1.5% per month is applied to accounts unpaid after 30 days from the date of invoice. As we progress through our services, if the project is abandoned for any reason, compensation shall be for the time incurred to date plus reimbursable expenses.

Additional Services

Additional services not specifically identified in the Scope of Services shall be paid for by the Client in addition to the fees previously stated, provided the Client authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt. If services covered by this agreement have not been completed within two months of the date of this agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as additional services at the rates outlined in Exhibit B.

Client Contact Information

Below is the information we need to start the project and to ensure we have your billing information correct. Driven Design Studio does not share your information with any third party.

Client Name / Title / Position (Primary Contract ☐)

Phone Number

Email

Secondary Contact Name (Primary Contact ☐)

Company Name

Company Address

Company Website

Limited Liability

Driven Design Studio makes no expressed or implied warranties by its provision of services under this Agreement. Michigan Municipal League and Driven Design Studio have discussed our respective risks, rewards, and benefits related to the project and the Driven Design Studio total fee for services, and we have allocated the risks such that if the Owner or others makes a claim against the Architect, the Owner is limited in the amount which it may recover as "Damages" to the amount of fees that the Architect has collected from the Owner.

Indemnification Clause

The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect's obligations to indemnify and hold the Owner and the Owner's officers and employees harmless does not include a duty to defend. The Architect's duty to indemnify the Owner shall be limited to the available proceeds of the insurance coverage required by this Agreement.

Conclusion

We hope the information contained within this proposed agreement is acceptable. Please provide your written authorization to proceed with the services described herein by signing on the line provided and returning a copy to our office via e-mail (cody@drivendesignstudio.com) so we may honor the terms and conditions contained herein.

We are excited to work with you on this project and we look forward to hearing from you soon. Please contact us if you have any questions.

Sincerely,



Cody Newman 2/12/2023
President

ACCEPTED AND AGREED ON BEHALF OF MICHIGAN MUNICIPAL LEAGUE

Signed Name

Printed Name

Date

** Please fill out Exhibit C and return a signed copy of this agreement and Exhibit C to headquarters@drivendesignstudio.com.

Exhibit A. Reimbursable Expenses

Reimbursable expenses are in addition to compensation for basic and additional services and include expenses incurred by Driven Design Studio, and its employees in the interest of the project. Reimbursable expenses include the following:

TRANSPORTATION

Mileage using our own vehicles will be invoiced at the standard IRS allowable rate. Other transportation expenses include car rental, parking, meals, airfare, and lodging. All transportation costs will be invoiced without markup. One site visit is included in the fee.

FEES

Any fees paid for securing approvals, and/or information from authorities having jurisdiction over the project are to be reimbursed at cost plus ten percent.

COMMUNICATIONS

Expenses include any shipping or otherwise required communication cost are to be reimbursed at cost plus ten percent.

REPROGRAPHICS

Expenses including printing, photocopying, and duplication charges incurred. All 24"x36" sheets are to be reimbursed at \$6 per sheet.

INSURANCE

Expenses include insurance coverage or limits, including professional liability insurance in excess of \$500,000, requested by the Owner.

Exhibit B. 2023 Hourly Rates

Below are the 2023 Driven Design Studio Billing rates for architectural and interior design services. If mechanical, electrical, plumbing, civil, or structural engineering services are required we are able to partner with local firms and provide rates for their services on a project by project basis. Hourly rates are subject to change annually.

Principal Architect -	\$180 Per Hour
Senior Project Manager -	\$150 Per Hour
Project Manager -	\$125 per Hour
Interior Design Manager -	\$125 Per Hour
Interior Design Technical Staff -	\$90 Per Hour
Architectural Technical Staff -	\$90 Per Hour

All mileage is to be billed out at the current IRS rate

Exhibit C. Project Information

Below is the information we need to start the project and to ensure we have the initial project information correct.

101 Bridge Street Exterior Renovation_____

Project Name

101 Bridge Street, Charlevoix, MI_____

Building Site/Address

Existing_____

New or Existing Building (Provide Approximate Square Footage)

There is no change in use proposed_____

Proposed Use

Own_____

Lease or Own (if lease provide landlord information below)

All existing utilities on site are to remain_____

Utilities on Site

Budget (approximate)

Proposed Timeline

Contractor/Construction Manager

Charlevoix Historic District Commission

New Business

Title: Annual Calendar of Meetings

Date: February 24, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

During the first meeting, the Commission must vote on a meeting schedule each year. The attached schedule proposes a bimonthly meeting.

Recommendation:

Motion to approve the 2023 Schedule of Meetings for the Historic District Commission.

Attachments:

1. 2023 HDC Meeting Dates



**CITY OF
CHARLEVOIX**

Historic District Commission 2023 Regularly Scheduled Meetings

*All regularly scheduled meetings are at
11:00 am at Charlevoix City Hall
210 State Street, Charlevoix, MI 49720
Council Chambers*

February 24, 2023

April 28, 2023

June 23, 2023

August 25, 2023

October 27, 2023

December 15, 2023*

***Meeting takes place on third Friday due to holiday or another conflict**

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon seven (7) days' notice to the City of Charlevoix Clerk's Office. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix by writing or calling the following: City Clerk, City of Charlevoix, 210 State Street, Charlevoix, Michigan 49720. (231) 547-3250