

December 9, 2022

Beckett & Raeder, Inc. is a multi-disciplinary firm with offices in Ann Arbor, Petoskey, Traverse City, and Grand Rapids Michigan providing landscape architecture, planning, civil engineering, and environmental services. Market segments include: park design and planning, urban design, campus design and planning, K-12 site design, community design, governmental and private sector mixed use, commercial and industrial projects all with a focus on sustainability, universal design and transit forward principles. We are a close-knit group of passionate professionals and enthusiastic learners who are committed to assisting our clients in making great places for future generations. We focus on developing creative design solutions employing state of the art materials, design principles and best management practices. If you are interested in joining an award winning, fun loving group of collaborative professionals we are looking to add to our team.

  
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## COMMUNITY PLANNER

Beckett & Raeder has an opening for a full-time community planner. This position may work out of any of our four Michigan offices. The Planner will work directly with client communities assisting on planning and zoning related matters including drafting master plans and zoning ordinances.

### Responsibilities:

- Providing planning and zoning services to clients which may include weekly or monthly office hours on-site.
- Preparation of agendas, board packets, and legal notices, as needed.
- Review site plans, special use permits, and variance requests for clients and providewritten staff report based on community zoning ordinance and master plan.
- Serve as a zoning administrator and code enforcer.
- Research and analysis on a variety of planning topics, data, and trends, such as socio-demographics, housing, economic conditions, real estate, energy, resilience, and infrastructure.
- Organization, coordination, and participation in community engagement workshops, and other events.
- Development of online surveys and analysis of results.
- Writing and preparation of draft reports, plans, and ordinances.
- Attendance at Planning Commission, Township Board, and/or Zoning Board of Appeals meetings after hours and in-person.

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## Qualifications

### *Capabilities and Credentials*

- Strong communications skills—verbal and written.
- Understanding of Michigan Planning Enabling Act and the Michigan Zoning Enabling Act.
- Ability to work independently and as part of a team.
- Demonstrated responsibility, maturity, and commitment to a team driven environment.
- Willingness to travel to client meetings (day and/or evenings) via personal vehicle
- Ability to use Microsoft Office and Adobe Suite

### Education and Experience

- An undergraduate or graduate degree in Urban Design or Planning
- AICP certification or AICP Candidate preferred
- Minimum of two years experience in a similar role

### Send Resume and Work Sample to:

Sara Kopriva, AICP  
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-or-  
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