

April 18, 2022



Beckett & Raeder, Inc. is a multi-disciplinary firm with offices in Ann Arbor, Petoskey, and Traverse City, 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.

COMMUNITY PLANNER, Full Time Position

Join Beckett & Raeder, Inc.'s award winning multi-disciplinary firm in our Traverse City office, as a community planner. The Planner will work with our team primarily on planning services for the public sector. Due to regular travel, this job will require you to live in the Traverse City area.

Responsibilities:

Please click here for a more thorough job description: (<https://www.bria2.com/career>).

- Providing planning and zoning services to clients which may include office hours on-site.
- Preparation of agendas, board packets, and legal notices.
- Review site plans, special use permits, and variance requests for clients and provide written staff report based on community zoning ordinance and master plan.
- Research and analysis on a variety of planning topics, data, and trends.
- Organization, coordination, and participation in community engagement workshops.
- Writing and preparation of draft reports, plans, and ordinances.
- Attendance at Planning Commission, Township Board, Nillage Council, and/or ZBA meetings. Travel may be 1-2 hours from Traverse City.
- Strong knowledge of zoning statutes, zoning application, land use policy, police power ordinances, and planning processes.
- Exceptional communications skills.
- Ability to engage effectively with a wide variety of clients and stakeholders, excel in conflict resolution, and meet their expectations.
- Strong attention to detail as it pertains to reading through state statutes, following state and local processes, and complying with the zoning ordinance.

Beckett & Raeder, Inc.
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231 347.2523 ph
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Traverse City Office
921 West 11th St., Suite 2E
Traverse City, MI 49684

231 933.8400 ph
231 944.1709 fx

Toledo
419.242.3428 ph

Education and Experience:

- AICP certification
- A degree in Urban Planning
- 5-7 years of experience in a similar role

Please send resume and desired salary range to Michelle Bennett, mbennett@bria2.com

Beckett & Raeder, Inc. is an Equal Opportunity Employer.



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