

March 28, 2024

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. www.bria2.com

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.



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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/DESIGNER

Beckett & Raeder has an opening for a full-time community planner in our Ann Arbor office with specialization in urban design and telling a story in a visual way. The Planner will work directly with client communities assisting on planning and zoning related matters including drafting master plans and zoning ordinances. As well as providing graphic and illustrative support to the team for development of master plans, park & recreation plans, and zoning ordinance.

Responsibilities:

- Creating graphics using SketchUp
- Design and assist in layout of documents in Adobe InDesign and Microsoft Word
- 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.
- 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 provide written staff report based on community zoning ordinance and master plan.
- Attendance at Planning Commission, Township Board, and/or Zoning Board of Appeals meetings after hours and in-person as needed.

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231 933.8400 ph
231 944.1709 fx

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

616.585.1295 ph

Qualifications

Capabilities and Credentials

- Proficiency in SketchUp and Adobe InDesign & Photoshop
- Ability to use Microsoft Office and Adobe Suite
- 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



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Education and Experience

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

Send Resume and Work Sample to:

Sara Kopriva, AICP
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