

October 13, 2023

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 / ZONING ADMINISTRATOR (PART-TIME OR FULL-TIME)

Beckett & Raeder has an opening for a community planner / zoning administrator to join our team at the Petoskey office. The Planner will work directly with client communities assisting on planning and zoning related matters and may be required to work in client's offices during office hours multiple times a week.

Responsibilities:

- Review of zoning permit applications, site plans, and special land use applications.
- Direct contact with client community staff, planning commission and elected officials on planning and zoning matters.
- Preparation of monthly reports and planning commission materials.
- Zoning enforcement
- Attend Planning Commission, Township Board, and Zoning Board of Appeals meeting as required in the evening.
- 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

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 by personal vehicle to client meetings (day and/or evenings)

Education and Experience

- An undergraduate or graduate degree in Urban Design or Planning
- AICP certification or AICP Candidate preferred.

Send Resume to:

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