



Position Announcement

Planning and Zoning Director

The City of Petoskey seeks seasoned candidates for the position of Planning and Zoning Director. Located on Little Traverse Bay in the northwest corner of Michigan's lower peninsula, Petoskey is known throughout the state and beyond for its scenic beauty, year-round recreational opportunities, historic downtown, and small-town friendliness.

Encompassing approximately six square miles along eight miles of Lake Michigan shoreline, including the Bay Harbor development site, the City has a year-round population of 5,877 that swells to over 10,000 during the busy summer months. Long recognized as a premier Great Lakes resort community, Petoskey is a full-service community.



Identified Planning and Zoning Priorities:

- Implement recent updates to the zoning ordinance.
- Assistance in updating the Livable Petoskey Master Plan through collaboration and coordination with other governmental and non-profit agencies, City staff, and boards and commissions.
- Coordinate with selected specialized consultant in formulating a Non-Motorized Transportation Plan.
- Assistance with sub area planning efforts including updates to the parks and recreation master plan and downtown strategic plan.

Key Responsibilities:

- Participates as a member of the City's management team.
- Interprets and administers planning, development, zoning, sign and land division regulations.
- Serves as an information source to public, government organizations, and developers regarding planning and community development, zoning ordinances, land use and other related information.
- Serves as staff to the Planning Commission and the Zoning Board of Appeals, preparing staff reports and supervising the preparation of agendas, minutes and action follow up.
- Establish ordinance enforcement procedures with the code enforcement officer.
- Establish objectives and implementation strategies through the development of planning documents designed to accomplish City goals and master plan objectives and monitors progress towards implementation.
- Works with other local governmental units and non-profit organizations on regional planning issues.
- Assist residents, businesses and developers with the development process.
- Leads the Redevelopment Ready Community Certification and Green Communities Challenge efforts.



Ideal Candidate: A minimum of bachelor's degree in urban and regional planning, with preference for a graduate degree in urban planning or related field and AICP certification. Experience with community planning, zoning administration, public participation and economic development, specifically downtown development, and 1-3 years in a supervisory capacity with a record of effective work with elected and appointed officials essential.



Preferred qualities:

- A record of continuing professional education and training, keeping current with evolving urban planning and development practices, procedures and laws.
- A successful background of directing and overseeing all aspects of planning operations, consultant coordination and contract management, project management and planning commission work program.
- An understanding of the political and technical complexities and community relations aspects of plan development and ordinance administration.
- Working knowledge of GIS and other computer applications appropriate to urban planning and development.

- Grant writing and administration.
- Superior communications skills with a wide audience.
- A team player.

The City reserves the right to consider any combination of education and experience to fulfill the job requirements. Employment will be contingent upon the successful completion of a background check.

Process: The City offers a competitive salary (\$95,000-\$105,000) and benefits including retirement savings, health, dental, optical and life insurance and paid time off. Questions regarding the position including salary and benefits can be directed to Shane Horn, City Manager at 231-347-2500 or shorn@petoskey.us.

To Apply: Please submit a cover letter, resume and City of Petoskey employment application located at www.petoskey.us/jobs. Applications and supplemental materials can be mailed or dropped off at City Hall, 101 East Lake Street, Petoskey, MI 49770 or emailed to citymanager@petoskey.us. Application deadline is 5:00 P.M., Friday, October 2, 2026 or until filled. The City of Petoskey is an Equal Opportunity Employer.

More about the Community: Located near two airports (Traverse City and Pellston), the City of Petoskey is within a quick drive of all Northern Michigan amenities. Petoskey sits along the shores of Lake Michigan and Little Traverse Bay and the downtown is one of the most treasured downtowns in the United States. Residents and tourists enjoy over 150 unique businesses in the National Register Historic District. Four season recreational opportunities abound with municipally owned Winter Sports Park, Marina and a campground. In addition, there are multiple nature preserves, golf courses, trails (bike, hiking and water) and ski resorts in close proximity. An ideal community for families as the school system ranks high in achievement and college placement, the local community college is expanding, and arts, sports, and culture opportunities are plentiful.





City of Petoskey

Job Title	<i>Planning and Zoning Director</i>
Classification	<i>Full-time, exempt City employee</i>
Salary Range	<i>Dependent upon Qualifications</i>
Reports to	<i>City Manager</i>

Summary/Objective

The City Planner is responsible for community planning and the administration and enforcement of land use regulations including zoning, signage and land divisions to achieve the goals and objectives of the City of Petoskey Master Plan.

Essential Functions

- Participates as a member of the City's management team, providing support to the City Manager, other departments and administrative offices;
- Serves as staff to the Planning Commission and its committees and the Zoning Board of Appeals, preparing staff reports, agendas, minutes and reports;
- Assists residents, businesses and developers with the development process;
- Coordinates the plan-review and approval process between departments for all developments in the City;
- Administers, interprets and enforces development, zoning, sign and land division regulations;
- Establishes objectives and implementation strategies through the development of planning documents designed to accomplish the City's goals and monitors progress toward implementation;
- Provides opportunities for public input and involvement in City plans and projects;
- Works with other local governmental units and non-profit organizations on regional planning issues;
- Writes and administers grants;
- Administers office budget.

Competency

- Have experience directing and overseeing all aspects of planning operations, consultant coordination, contract management, and project management;
- Have record of continuing professional education and training, indicating knowledge of current and evolving urban planning and economic development concepts, management techniques and practices;
- Be experienced interacting comfortably with small-business interests and executives of corporations and institutions, as well as providing responsive services to the general public and citizenry;
- See citizens, applicants, and other appropriate persons as customers, and develop strategies with staff to better identify customer needs, improve service delivery and build good will;
- Have experience providing general public and development community assistance in the areas of land use regulations and economic development and redevelopment programs;
- Have proven record in the development and implementation of comprehensive plans and sub-area plans that incorporate active public participation;

- Be knowledgeable of the political and technical complexities and community relations aspects of developing and implementing land use plans and administering zoning and regulatory provisions;
- Have experience in inter-governmental relations and the ability to interact personally with other jurisdictions, public interest groups and constituencies, private sector developers, and government and related agencies in a constructive, cooperative and appropriately supportive manner;
- Have the ability to work within a multi-functional municipal organization with limited direction and to relate effectively with other members of the management team who may possess strong professional opinions;
- Have a demonstrated record of capability in the practical application of planning theories, techniques and practices to the urban planning process in a resort and tourism community;
- Be a results-oriented administrator who can clearly define the planning issues, problems and concerns; create a work program to address such issues; and establish priorities and monitor progress;
- Be able to enforce regulatory rules and procedures in an open, fair, diplomatic but firm, consistent and effective manner;
- Have ability to use computer applications appropriate to urban planning and development activities, including GIS.

Supervisory Responsibilities

- None

Work Environment

- Primarily office environment, but site visits and other outdoor activities required.

Physical Demands

- Walking/Hiking
- Lifting

Position Type and Expected Hours of Work

- Department Head expected to work in excess of 40 hours a week and available for evening meetings.

Travel

- Travel to meetings and conferences throughout the state and occasionally out-of-state is required.

Required Education and Experience

- Bachelor's Degree in Urban and Regional Planning
- A minimum of 3 years of experience with community planning, zoning administration, public participation, and economic development, specifically downtown redevelopment.

Preferred Education and Experience

- Masters of Urban and Regional Planning and experience in planning, zoning and economic development. AICP Certification.

Additional Eligibility Qualifications

- Excellent verbal and written communication skills;
- Personal maturity and professional background sufficient to avoid being intimidated by those possessing substantial professional standing and/or financial resources;
- Sensitivity to and concern for aesthetic, environmental, historic, and ecological concerns and interests;
- Effectiveness in public relations and ability to translate complicated, technical issues and terminology into “layman’s language”;
- Effectiveness in representing planning perspectives to the City Manager, City staff, Planning Commission and its committees, Zoning Board of Appeals, community organizations, and citizens;
- Sensitivity to the community’s small-town, open space heritage, varied neighborhood interests, quality urban development, and other concerns and interests that underlie the successful community character and amenities enjoyed by those who reside, work, shop and visit the community; and
- Strong self- confidence and strength of professional convictions, while being a team player.

Affirmative Action Plan/Equal Employer Opportunity (AAP/EEO) Statement

The City of Petoskey is an Equal Opportunity Employer.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

I have reviewed this job description and have determined that it accurately reflects the position.

Employee Signature

Date

Department Head Signature

Date

Approved by:	
Date Approved:	
Reviewed:	