

September 22, 2026

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.

 initiative

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 in the Traverse City office. The Planner will work directly with client communities assisting on planning and zoning related matters and may be required to work in clients' offices during office hours multiple times a week.

Responsibilities:

- Review zoning permit applications, site plans, and special land use applications.
- Attend office hours several days a week at clients' offices.
- Provide direct contact with client community staff, planning commission, and elected officials on planning and zoning matters.
- Prepare monthly reports and planning commission materials.
- Prepare agendas, board packets, and legal notices.
- Provide zoning enforcement services.
- Attend Planning Commission, Township Board, and Zoning Board of Appeals meetings as required in the evening.
- Research and analyze a variety of planning topics, data, and trends, such as socio-demographics, housing, economic conditions, real estate, energy, resilience, and infrastructure.
- Write and prepare draft reports, plans, and ordinances.
- Organize, coordinate, and participate in community engagement events, as needed.

Qualifications:

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

Petoskey Office
113 Howard Street
Petoskey, MI 49770

Traverse City Office
148 East Front Street
Suite 307
Traverse City, MI 49684

Grand Rapids Office
100 Cesar E. Chavez Ave SW
Suite 300
Grand Rapids, MI 49503

734.663.2622 ph
734.663.6759 fx

231.347.2523 ph
231.347.2524 fx

231.933.8400 ph
231.944.1709 fx

616.585.1295 ph

- Strong communications skills—verbal and written.
- Ability to use Microsoft Office and Adobe Suite.
- 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 & Experience:

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



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Please send your resume to sschroeder@bria2.com.