



Fresh Coast Planning

950 Taylor Avenue, Ste 200
Grand Haven, MI 49417
www.freshcoastplanning.com

Gregory L. Ransford, MPA
616-638-1240
greg@freshcoastplanning.com

Lindsay R. Mohr, MPA
248-990-3525
lindsay@freshcoastplanning.com

Julie Lovelace
616-914-0922
julie@freshcoastplanning.com

Brian Werschem
231-206-4821
bwerschem@gmail.com

Community Planning & Zoning Consultant

Company Profile: Successful consultancy expanding into new local government communities and in need of immediate support to provide professional planning and zoning consultation to townships, cities, villages, and private individuals.

Position: Associate or Senior Associate, DOQ

Type: Full-time

Compensation & Benefits: Annual salary of \$50,000 to \$65,000, DOQ. Profit sharing and Birthday Bonus after one year of employment, immediate project sharing bonus, health insurance 100% employer provided, dental insurance 100% employer provided, unlimited vacation time, phone reimbursement, and mileage reimbursement. Position provides for a flexible work opportunity. No company office presence is required (although available) and the work is independently mobile, except for client office hours.

Location: Must reside within a reasonable distance of the Grand Haven, Lakeshore, Grand Rapids area.

Experience: At least two (2) to five (5) years in local government community planning and zoning. Master Plan experience preferred.

Education: Bachelor's in Public Administration, Urban Planning, or related field is preferred. Familiarity with the Michigan Zoning Enabling Act, Michigan Planning Enabling Act, Michigan Condominium Act, Michigan Land Division Act, and other related local government acts is required.

Description: Responsibilities include support to local government communities by assisting Planning Commissions, Zoning Board of Appeals, and other Boards, as assigned, through land use application review, related analysis, and recommendation. Candidate will also be responsible to lead or assist with public workshops and outreach events. Must be able to attend evening meetings and occasional development meetings during the day.

Additional responsibilities include approximately 20 to 24 weekly office hours at client communities to provide zoning and/or planning administration assistance to the public and staff, plan review, land division administration, code enforcement, and related tasks. Candidate may be asked to temporarily hold additional office hours at client communities as company grows.

Candidate must be available by phone and email during normal business hours of company clients in order to provide various support to the township or other governmental agency, and developers. High quality of service and attention to detail is essential, and ability to meet deadlines is imperative. Writing skills must convey a clear and comprehensive message. Ability to professionally educate the public and act as a facilitator is critical.

Potential for additional responsibilities and professional career growth as company expands. Must possess personal computer, tablet, or other device compatible with Microsoft Office and be capable of drafting numerous documents in a reasonable time.

To Apply: Email cover letter and resume to Jamie Philpot at jamie@lakeshorehrconsulting.com