



CLERK OF THE BOARD DIVISION  
OF THE BOARD OF SUPERVISORS' OFFICE

## COUNTY OF HUMBOLDT

825 FIFTH STREET  
EUREKA, CALIF. 95501-1153

PHONE (707) 476-2384; 445-7299 (FAX)

### APPLICATION TO SERVE ON THE HUMBOLDT COUNTY

#### HOUSING TRUST FUND AND HOMELESSNESS SOLUTIONS COMMITTEE

APPLICANT NAME:

Michelle Nielsen

MAILING ADDRESS:

Eureka CA 95501

TELEPHONE: Home:

Work: 268-3708

Fax: 707-268-3792

E-MAIL ADDRESS:

mnielsen@co.humboldt.ca.us

OCCUPATION:

land use planner

PERSONAL REFERENCES:

(1) Cliff Johnson

PHONE: [REDACTED]

(2) Paula Mushoush

PHONE: [REDACTED]

PRIOR ADVISORY BOARD OR BOARD OF DIRECTORS EXPERIENCE? ☐ NO ☒ YES

PLEASE WRITE A BRIEF STATEMENT DESCRIBING WHY YOU'RE INTERESTED IN SERVING ON THE HOUSING TRUST FUND AND HOMELESSNESS SOLUTIONS COMMITTEE

I believe my work experience and familiarity with land-use planning will enhance the knowledge base of the Committee. My day to day work assignments involve housing policy and implementation for affordable housing. The complexity of the housing issues facing the County necessitates working collaboratively and effectively to make it in roads.

PLEASE ATTACH A CURRENT RESUME.

DATE: 2/5/2019

SIGNATURE: [Signature]

I declare under penalty of perjury under the laws of the State of California that the above is true and correct

SUBMIT THIS APPLICATION TO:

HUMBOLDT COUNTY Clerk of the Board, 825 Fifth Street, Suite 111, Eureka, CA 95501-1153.

DATE TO SUPERVISOR

DATE APPROVED

NOT APPROVED

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# Michelle Nielsen

3015 H Street

[REDACTED]

[REDACTED]

mnielsen@co.humboldt.ca.us

## EXPERIENCE

### **County of Humboldt, Long Range Planning – Senior Planner**

August 2018 – present

- Lead planner for update of 2019 Housing Element. Responsibilities include developing and implementing public engagement; soliciting and collating input from agencies; completing background studies; recommending revisions to existing policies for consistency for state law.
- Coordinated and completed the design and selection phases for a Community Development Block Grant application.

### **County of Humboldt, Cannabis Services – Senior Planner**

February 2017 - August 2018

- Co-team lead, and provided work direction and review to professional junior planners and support staff.
- Developed and implemented procedures for staff, and internal and external customers to improve program implementation.
- Processed and completed discretionary permits for environmental compliance.

### **County of Humboldt, Current Planning – Planner I/II**

December 2013 – February 2017

- Completed Coastal Commission certification of Local Coastal Program amendment for Big Lagoon Park Company, Inc.
- Process and complete discretionary permits for residential and commercial development, including determinations of legal status, lot line adjustments, coastal development permits, conditional use permits, and general plan conformance reviews.
- Writing and circulating initial studies and mitigated negative declarations as required for assigned projects.
- Providing information and assistance to the public concerning zoning and CEQA regulations, permit applications and processes, and current commercial cannabis zoning regulations.
- Supporting staff for review of legal descriptions, ownership, vesting, and legal entities.

### **County of Humboldt, Assessor's Office – Property Transfer Assistant**

May 2008 - December 2013

- Reviewed recorded and unrecorded legal documents, including deeds, affidavits, trust instruments, distributions, and legal entities.
- Processed changes of ownership and exclusions in accordance with State law.
- Revised Assessor parcel maps and updated the parcel database for lot line adjustments and mergers.
- Provided public information on legal documents, legal descriptions, change of ownership regulations, and Assessor protocols.

### **Hunt Surveying & Forestry – Planner, part time**

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August 2006 - July 2007

- Preparing and advancing client applications in several jurisdictions.

**County of Humboldt, Current Planning Division - Planner I/II**

1996 - 2001

- Managed preparation of focused EIR for Redwood Empire Television's (KEET-TV) conditional use permit to install new television tower and transmitting equipment.
- Processed discretionary permits and associated CEQA environmental documents for residential and commercial development, including parcel map subdivisions, lot line adjustments, coastal development permits, and conditional use permits.
- Assisted with public outreach for update of General Plan.

**Americorps-Natural Resources Conservation Service**

1995 - 1996

- Digitized and attributed the Soils of Western Humboldt County prime agricultural soils into a GIS layer.

**TRAINING**

**Cascadia Center for Leadership** - Participant in the 2019 Cascadia Leadership Program,

**Humboldt County Leadership Academy** - 2017 Management Skills Series - Completed

**EDUCATION**

**California Polytechnic, San Luis Obispo, CA** - attended Master's in City and Regional Planning program

1993 - 1995

**University of California, Riverside** - BA Political Science

1990 - 1992

**Cuesta College, San Luis Obispo, CA**

1988 - 1990

**REFERENCES**

Available upon request.