



Board of County Commissioners Agenda Request

5D
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: Housing Development & Redevelopment Program Approval

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i> <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only	
Submitted by: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: Economic Development staff, with collaboration and recommendation by the Economic Development Committee, offers the Housing Development and Redevelopment Incentive Program. Aitkin County is committed to increasing housing development across the region. To support builders and developers, we are offering soft cost incentives that reduce upfront financial barriers and make projects more feasible — especially in rural and workforce housing markets. The Economic Development Committee recommends approval to execute this program. The County Attorney has reviewed the documents and finds them appropriate as to form and content.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Economic Development requests a motion to approve execution of the Housing Development & Redevelopment Program		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Funded by Statewide Local Housing Aid to the Housing Trust Fund		



Aitkin County Housing: Development Incentives

Aitkin County is committed to increasing housing development across the region. To support builders and developers, we are offering soft cost incentives that reduce upfront financial barriers and make projects more feasible — especially in rural and workforce housing markets.

Whether you're building single-family homes, town homes, or workforce rental units, our funding is designed to work with your project needs.

1. Permit and Plan Review Fees

- Cover or waive building permit fees, zoning review fees, and site plan review costs.

2. Architectural and Engineering Services

- Offer grants or reimbursements for architecture, civil engineering, structural engineering, etc.

3. Surveying and Soil Testing

- Pay for site surveys, geotechnical testing, and environmental reviews.

4. Utility Connection Fees

- Offset costs of water/sewer hookup fees, electrical infrastructure, or natural gas connection.

5. Legal and Title Fees

- Cover part of title search, title insurance, legal review of land transfers or easements.

6. Financing/Loan Origination Costs

- Help with appraisal fees, lender fees, and interest rate buydowns during construction.



Eligible Soft Cost Incentives

You may qualify for full or partial funding for the following:

- **Permit & Plan Review Fees**
Building permits, zoning applications, and plan reviews.
- **Architectural & Engineering Services**
Conceptual designs, stamped construction drawings, civil/site engineering.
- **Surveying & Soil Testing**
Land surveys, geotechnical assessments, and environmental reviews.
- **Utility Connection Fees**
Water, sewer, electric, and natural gas hookup costs.
- **Title & Legal Costs**
Title search, title insurance, legal services related to land or development.
- **Financing-Related Soft Costs**
Appraisals, loan origination, and construction loan interest assistance.

Flexible & Developer-Friendly

- **No “one-size-fits-all” approach** — apply for the supports that best fit your project.
- **Pair with other public or private financing tools** — our goal is to help close the gap.
- **Quick turnaround**

If you're considering a housing project in Aitkin County, reach out today to discuss how we can support your vision.

Contact:

Mark Jeffers
Economic Development Coordinator
mark.jeffers@aitkincountymn.gov
218.513.6188



AITKIN COUNTY HOUSING DEVELOPER INCENTIVES

Soft Cost Assistance Program Application

APPLICANT INFORMATION

Please complete the following information. All fields are required unless otherwise noted.

Developer/Company Name: _____

Primary Contact Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone Number: _____ Email: _____

Website (optional): _____

PROJECT INFORMATION

Project Name or Site Identifier: _____

Project Address/Location: _____

City/Township: _____ Parcel ID(s): _____

Project Type (check all that apply):

☐ Single-Family Homes

☐ Townhomes

☐ Workforce Rental Units

☐ Other: _____

Total Units Planned: _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

Brief Project Description (attach additional pages if needed):



INCENTIVE REQUEST

Check the soft costs for which you are requesting assistance and briefly describe the associated need/costs. Attach estimates or invoices where applicable.

Eligible Cost Category	Requesting Assistance?	Description/Estimated Cost
Building Permits & Plan Reviews	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Architectural & Engineering Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Surveying & Soil Testing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Utility Connection Fees	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Legal & Title Fees	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Financing-Related Soft Costs	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Attach supporting documentation (quotes, invoices, drawings, or other relevant materials).

FUNDING SOURCES & MATCHING FUNDS

Will this project utilize other funding sources (public or private)?

☐ Yes ☐ No

If yes, please describe:

Have you applied for other incentives or grants for this project?

☐ Yes ☐ No

If yes, from whom and for what purpose?



SIGNATURE & AGREEMENT

I certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that funds awarded through the Aitkin County Housing Soft Cost Incentive Program must be used for eligible expenses only and may be subject to verification and reporting requirements.

Authorized Signature: _____

Title: _____

Date: _____

SUBMIT COMPLETED APPLICATIONS TO:

Email: mark.jeffers@aitkincountymn.gov

Mail:
Mark Jeffers
Aitkin County Government Center
307 2nd Street NW, Room 316
Aitkin, MN 56431



Aitkin County Housing: Property Redevelopment Incentives

Aitkin County is committed to transforming underutilized, abandoned, and blighted properties into safe and productive housing developments. We recognize that redevelopment can come with unique and costly challenges — from demolition and remediation to infrastructure and legal hurdles.

To help unlock the potential of these sites, we offer targeted support to reduce risk and make redevelopment more financially feasible for developers.

Whether you're restoring existing structures or planning infill housing on cleared lots, our flexible incentives are designed to support your vision.

Eligible Incentives for Property Redevelopment

You may qualify for full or partial funding for the following:

1. Demolition & Site Clearing

- Assistance with costs for demolition of unsafe or non-habitable structures.
- Removal of debris, overgrown vegetation, and unsafe site features.

2. Environmental Remediation

- Phase I and Phase II Environmental Site Assessments.
- Cleanup of hazardous materials (e.g., asbestos, lead paint, fuel tanks).

3. Property Acquisition Support

- Gap funding for property purchase if cost is a barrier to redevelopment.
- Legal assistance for clearing titles or resolving liens.

4. Site Preparation & Grading

- Fill and grading to improve site access and drainage.
- Utility access improvements (e.g., extensions, upgrades).

5. Permit & Regulatory Assistance

- Waiver or reimbursement of permit, zoning, and inspection fees.
- Technical assistance navigating building code or zoning requirements.



6. Historic or Adaptive Reuse Support

- Specialized funding for restoring historic buildings for residential use.
 - Design or engineering costs for adapting structures to modern standards.
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Flexible & Developer-Friendly

- No “one-size-fits-all” approach — apply for the supports that best fit your project.
- May be used in combination with other local, state, or federal resources.
- Quick approval and local support from Aitkin County staff.



AITKIN COUNTY PROPERTY REDEVELOPMENT

Soft Cost Assistance Program Application

APPLICANT INFORMATION

Please complete the following information. All fields are required unless otherwise noted.

Developer/Company Name: _____

Primary Contact Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone Number: _____ Email: _____

Website (optional): _____

PROJECT INFORMATION

Project Name or Site Identifier: _____

Project Address/Location: _____

City/Township: _____ Parcel ID(s): _____

Project Redevelopment Type (check all that apply):

☐ Single-Family Homes

☐ Workforce Rental Units

☐ Other: _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

Brief Project Description (attach additional pages if needed):



INCENTIVE REQUEST

Check the soft costs for which you are requesting assistance and briefly describe the associated need/costs. Attach estimates or invoices where applicable.

Demolition and Site Clearing	Requesting Assistance?	Description/Estimated Cost
Environmental Remediation	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Property Acquisition Support	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Site Prep and Grading	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Permit & Regulatory Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Historic or Adaptive Reuse	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Attach supporting documentation (quotes, invoices, drawings, or other relevant materials).

FUNDING SOURCES & MATCHING FUNDS

Will this project utilize other funding sources (public or private)?

☐ Yes ☐ No

If yes, please describe:

Have you applied for other incentives or grants for this project?

☐ Yes ☐ No

If yes, from whom and for what purpose?



SIGNATURE & AGREEMENT

I certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that funds awarded through the Aitkin County Housing Soft Cost Incentive Program must be used for eligible expenses only and may be subject to verification and reporting requirements.

Authorized Signature: _____

Title: _____

Date: _____

SUBMIT COMPLETED APPLICATIONS TO:

Email: mark.jeffers@aitkincountymn.gov

Mail:

Mark Jeffers

Aitkin County Government Center

307 2nd Street NW, Room 316

Aitkin, MN 56431