



OFFICE OF THE COUNTY ADMINISTRATOR  
PUBLIC SERVICES BUILDING  
2051 KAEN ROAD | OREGON CITY, OR 97045

December 16, 2025

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Clackamas County

**Approval of a Resolution delegating authority to the County Administrator to execute closing documents for the sale of the Main Street Courthouse to Level OCC-01, LLC. No fiscal impact. No County General Funds are involved.**

<b>Previous Board Action/Review</b>	Briefed at Issues – 12/16/2025 Business Meeting – 09/18/2025		
<b>Performance Clackamas</b>	1. Which indicator of success does this item affect?  Redevelopment of the property will result in the production of ~84 apartment residences in an area of the county lacking sufficient housing stock.		
<b>Counsel Review</b>	Yes	<b>Procurement Review</b>	No
<b>Contact Person</b>	Tony Mayernik	<b>Contact Phone</b>	503-742-5920

**EXECUTIVE SUMMARY:** Level Development NW anticipates completion of due diligence for the Main Street Courthouse transaction in January 2026. To facilitate a timely closing, staff are asking that the Board delegate authority to the County Administrator to execute the quitclaim deed and any other relevant documents, and to take any other appropriate actions to complete the transaction.

**RECOMMENDATION:** Staff recommend the BCC approve the resolution delegating authority to the County Administrator for the closing of the Main Street Courthouse transaction.

Respectfully submitted,

Gary Schmidt  
County Administrator

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# BEFORE THE BOARD OF COUNTY COMMISSIONERS

## OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matter of Delegating Signature  
Authority to the County Administrator for  
Closing on the Main Street Courthouse  
Property Sale with Level OCC-01 LLC



Resolution No.

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**Whereas**, this matter coming before the Board at this time, and it appearing that a delegation of authority is required to facilitate the closing on the Main Street Courthouse property sale; and

**Whereas**, on September 8, 2025, the Board entered into a Disposition and Development Agreement with Level OCC-01 LLC ("DDA") for the sale of the Main Street Courthouse property in Oregon City ("Property"); and

**Whereas**, a delegation of authority to the County Administrator is necessary to carry out the remainder of the transaction and facilitate a timely closing on the Property;

**NOW THEREFORE, the Clackamas County Board of Commissioners do hereby resolve:**

1. The County Administrator is authorized to execute all documents, agreements, deeds, notes, exhibits, certificates or other documents necessary to effectuate the closing on the Property sale pursuant to the DDA with Level OCC-01 LLC, and is directed to take all actions necessary to complete the transaction as contemplated now and in the future.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025

**BOARD OF COUNTY COMMISSIONERS**

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Chair

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Recording Secretary