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MEMORANDUM

City Manager's Office

Date: September 10, 2025

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: Declaring City-owned Property as Surplus

Background

The City of Lebanon owns real property commonly known as the Santiam Travel Station, located at 750 S. 3rd Street, Lebanon, OR 97355 (Tax Lot 12S02W10DA05801). The property is zoned Central Business Commercial (Z-CCM) and is situated within the downtown district. City staff has evaluated the City's current and future needs and determined that the property is no longer necessary for municipal purposes. After review, staff recommends that the property be declared surplus and prepared for sale in accordance with **Ordinance No. 3038**, which amended Lebanon Municipal Code (LMC) Chapter 3.16 to align with state law (ORS 221.725) regarding the disposition of City-owned real property.

Declaring the property surplus allows the City to proceed with public notice, a hearing, and ultimately the sale of the property, ensuring compliance with all applicable statutes and procedures. The proposed sale is expected to support economic vitality and redevelopment opportunities in the downtown district.

Issue

The City must take formal action to declare the Santiam Travel Station property surplus before initiating the sale process. Declaring the property surplus ensures that the City Council has determined there is no further municipal use for the property and that its sale serves the best interests of the community.

Recommendation

Staff recommends adoption of **Resolution No. 2025-14**, which:

1. Declares the Santiam Travel Station property as surplus.
2. Authorizes the City Manager to take necessary steps to proceed with the sale.
3. Ensures the sale will be conducted in accordance with LMC 3.16, Ordinance No. 3038, and ORS 221.725.
4. Directs that sale proceeds be used consistent with the City's financial policies and applicable legal requirements.

These amendments will provide the City with a range of sale options permitted under state law, while preserving safeguards that ensure fairness and public trust.

Requested Action

I move to adopt **Resolution No. 2025-14**, declaring the Santiam Travel Station (750 S. 3rd Street, Tax Lot 12S02W10DA05801) surplus property and authorizing its sale in accordance with applicable laws and procedures.