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Via Email: [riley.baker@columbiacountyor.gov](mailto:riley.baker@columbiacountyor.gov)

August 20, 2025

Riley Baker  
Columbia County Department of Land Development Services  
445 Port Avenue, Suite H  
St. Helens, OR 97051

RE: Columbia County Department of Land Development Services, Port Business Center, Suite H, I & J  
Proposal for Lease Extension

Dear Mr. Baker,

As we discussed on August 5, 2025, your current lease for your suite at the Port Business Center will expire on December 31, 2025.

On behalf of American Property Management, I am pleased to present the following proposal:

- 1) LESSEE: Columbia County Department of Land Development Services
- 2) LESSOR: WESTON INVESTMENT CO. LLC; dba, AMERICAN PROPERTY MANAGEMENT
- 3) PREMISES: Suite H, I and J consisting of approximately 4,362 rentable square feet
- 4) LOAD FACTOR: 10%
- 5) EXTENSION TERM: Two (2) years
- 6) LEASE EXTENSION COMMENCEMENT: January 1, 2026
- 7) OPTION TO TERMINATE: Lessee shall have the one time right to terminate this lease on December 31, 2026, by providing Lessor with one hundred twenty (120) days prior written notice.
- 8) BASE RENT: \$6,074.35 per month.
- 9) RENTAL ADJUSTMENT: Fixed 4% annual increase
- 10) UTILITY ADJUSTMENT: Lessee shall pay as Additional Rent, one (1) time per year, Lessee's proportionate share of any increase in basic utility costs for the Building.
- 11) PARKING: Lessor shall continue to provide twelve (12) unreserved parking spaces at no cost to Lessee. Lessee shall continue to rent the outside fenced parking area of approximately 3,006 square feet at an initial monthly rate of \$431.16 with a 4% annual increase.

- 12) TENANT IMPROVEMENTS: As is.
- 13) SECURITY DEPOSIT: \$6,317.32, equal to last month's Base Rent. \$5,840.72 currently held by Lessor.
- 14) CONFIDENTIALITY: Lessee is not authorized to release this proposal information to any other entity, person or group. This information is confidential and shall be treated as such. Any use of this information for any purpose other than a Lease Agreement between Lessor and Lessee is expressly prohibited and is considered a confidentiality breach.
- 15) SUBJECT TO EXECUTION: This proposal is an outline of the major provisions only, and is neither a binding legal agreement nor should it be construed as a legal offer to lease. Neither Lessor nor Lessee shall have any obligations resulting from this proposal made hereby nor shall either party incur any obligation or liability until and unless both parties execute a Lease extension. The written terms of the Lease extension will be the formal agreement between the parties. If the parties do not enter into a formal agreement all offers and proposals shall be null and void.
- 16) EXPIRATION OF OFFER: This offer shall expire September 1, 2025, at 5:00 pm.

I would like to discuss this lease renewal proposal with you and will call next week to answer any questions you might have. If, after our discussion, the above terms are agreeable, please sign below and return so that I may prepare an amendment to send to you.

You are a valued tenant at Port Business Center and we look forward to a long-term relationship through your continued tenancy.

Sincerely,  
American Property Management



Steven P. Burg, RPA  
Commercial Property Manager

Acknowledged and Accepted on this date: \_\_\_\_\_.

Please Note: This proposal is a non-binding outline of major provisions. Once terms are agreed to, a formal Lease Extension document will be prepared.

By: \_\_\_\_\_