

	DEPARTMENT OF ADMINISTRATIVE SERVICES <b>POLICY MANUAL</b> ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-115
	APPROVAL:	EFFECTIVE DATE March 1, 1998
SUBJECT: FACILITY SITING	PAGE 1 OF 7	

**AUTHORITY**

ORS 276.001 to ORS 276.990, Executive Order No. EO-94-07

**PURPOSE:**

The purpose of this policy and procedure is to establish criteria for siting state-owned and leased facilities, and to implement the Governor's Executive Order Number 94-07 in cooperation with the Department of Land Conservation and Development (DLCD). The intent of the policy is not to exclude, but better define appropriate areas within municipalities for state functions in order to ensure better development of cities.

**POLICY:**

- I. The Department, when siting state-owned or leased facilities, shall endeavor to find locations that rely on existing infrastructure, strengthen the development plans of the local communities, entertain options to partner or co-locate with local governmental offices or other state offices, fulfill the functional needs of the agencies served, and offer the best overall value to the state and communities of Oregon.
- II. Directors of state agencies shall cooperate with the Department to co-locate agency office quarters and activities, and locate state offices, and other facilities, when feasible, within certain targeted areas. These targeted areas are defined as: (1) in or surrounding the central business district of "cities", and the "capitol area" as defined in ORS 276.010, or (2) other areas which are designated as urban centers in the applicable comprehensive plan, and are highly accessible to the public, have fully developed pedestrian circulation system(s), and have high quality transit service (in those areas that have transit). While these policies shall guide siting facilities in all areas of the state, final siting approval within the area defined by ORS 276.028 shall be in accordance with adopted plans and procedures of the Capitol Planning Commission.
- III. The Department will also consider siting facilities within targeted areas that do not have fully developed infrastructures and are not "highly accessible" in terms of pedestrian circulation or transit, if it can be demonstrated that the state's presence will contribute significantly toward full development of the planned uses for the area.
- IV. Siting and maintaining state facilities in targeted areas is deemed to be in the long term best interest of the State of Oregon. In implementing this

policy, the Department, in cooperation with the tenant agency(s), will reflect the benefit of these locations by giving added value in the siting analysis to facilities located within the target areas, when comparing proposed rent or purchase costs to facilities located outside these areas.

- V. Locating state-owned and leased facilities in "highly accessible" areas should reduce the level of parking required to service agency customers, clients, and employees as well as the overall reliance on single-occupant vehicles. The Department, in cooperation with the tenant agency(s), will evaluate the potential benefit to the overall facility parking demand resulting from siting in the targeted areas, and reduce the parking requirement where possible.
- VI. Client service offices serving a specific client population area, facilities requiring large amounts of land with lower employee density per acre, and other non-office functions may be located outside the target areas. Where possible, such sitings should be adjacent to public transit or well developed street and pedestrian circulation systems. Existing leases may be extended in non-targeted areas if it can be demonstrated to be in the best interests of the state. No other office space shall be located outside the designated target areas without the direct approval of the Director of the Department or his/her designee.

### **PROCEDURE FOR SITING STATE-OWNED FACILITIES**

Discussion: Strong preference shall be given to locating Department-owned office facilities within the targeted areas defined by this policy, and for using existing state-owned property if feasible. To carry out this policy, the Department shall explore opportunities to locate state-owned office facilities within the targeted areas during the early stages of the project budget development and planning process. Unless it conflicts with comprehensive plan requirements, or specific agency or client service needs, preference will also be given to locating non-office functions in target areas.

#### Responsibility

#### Action

Facilities

1. Notify potentially interested governmental units and officials as well as the Division: urban renewal, economic development and other similar entities regarding areas under consideration for siting the facility.
2. Discuss public partnership opportunities, urban renewal and economic development plans with appropriate city staff prior to finalizing the budget proposal for acquiring "new" Department-owned facilities.

3. Refer to predetermined, mapped areas developed in cooperation with local governments and officials, which define facility siting target areas for a given "community." If mapped areas have not been developed, contact appropriate local and state governmental entities to work with the Division and the agency to define the target area for a specific project.
4. Send out a "hotsheet" informing those on the distribution list, and through public advertisement, ensure a high level of public notification when soliciting for potential sites within the target area(s).
5. If insufficient suitable sites within the target area are generated through the advertisement process, directly contact owners of potential sites/facilities for interest.
6. Develop a brief summary report supporting the selection of the site and indicating: the type and nature of sites reviewed; that the property is in a targeted area or that none were available meeting the siting criteria; the use is compatible with zoning and comprehensive plan requirements; topography and other physical features are appropriate for the use; known environment issues should not deter development; existing utility and street infrastructure will support development; and the proposed use is compatible with its surroundings.
7. Finalize the siting decision and notify all parties who have expressed an interest.

DLCD

1. In consultation with the local community, DLCD will map targeted areas in the state's largest urban areas:

Albany	Corvallis
Eugene-Springfield	Medford-Central Point-Pheonix
Portland Metro	Talent-Ashland
Bend	Salem-Keizer
2. Mapping will show two levels of target areas reflecting the priorities stated in the Executive Order and this policy. The top priority areas will be identified as "in or surrounding the Central Business District" or "Mixed-Use Centers." The alternate areas will be identified as "Other Convenient Transit Areas."
3. In mapping these areas, DLCD will use the following concepts as working definitions:

- a) Highly Accessible - access connects the area in multiple directions to existing or planned concentrations of development, is available by multiple modes, is more direct than circuitous, and is evaluated from the perspective of the parties developing the greatest number of trips.
- b) Fully Developed Pedestrian Circulation - one-half mile maximum to a transit stop (when transit is available), streets can be readily and safely crossed, sidewalks are continuous, local streets are connected for more direct rather than circuitous movement, and the terrain allows free pedestrian movement.
- c) High Quality Transit Service - service is available within one-half mile (but preference will be given to locations with service adjacent or within one block), transit connections are from multiple directions, transit connections are to multiple uses, and the frequency of service is on demand or at no more than 90-minute intervals during off-peak hours.
- d) Designated Urban Centers - are areas supported by local and regional plans, policies, and regulations consistent with the purpose of the Executive Order.
4. For un-mapped or non-urban areas, upon notification by the Division, DLCDC, in consultation with the local community, will complete, within a period of 45 days following notification, a mapping of the community or communities affected to designate the area in or surrounding the Central Business District and any Mixed Use Centers.

#### **PROCEDURE FOR SITING LONG-TERM LEASED FACILITIES:**

Discussion:

Strong preference shall be given to locating major long-term leased office facilities within the targeted areas defined by this policy. Major leased administrative office facilities are considered to be those which generate 100 or more vehicle trips per day and intend to lease the premises for 5 or more years. In order to carry out this policy, the Department shall explore opportunities to locate long-term leased facilities within the targeted area(s) during the early stages of the planning process. Unless it conflicts with comprehensive plan requirements, or specific agency or client service needs, preference will also be given to locating non-office functions in the targeted areas.

Responsibility

Action

Agency

The director(s) of state agencies shall give the Department early notice, generally one year in advance, of any planned changes which may affect space requirements. Such notice shall include, but not be limited to:

- a) a completed "space assignment request" (DAS form #125601) including use and frequency documentation to support "special program needs";
- b) the geographic parameters within which the agency prefers to locate and supporting justification;
- c) an assessment of the number of vehicle trips generated per day by customers, clients, and employees, the amount of parking required for agency vehicles, employees, and customers, and the reduction which can occur as the result of locating in "highly accessible" areas;
- d) a review of any known or possible opportunities for co-location with other state or local government offices;
- e) the name, telephone number, fax number and address of the agency project coordinator who will represent the agency and work with the Division Project Manager and others;
- f) a written explanation of special program needs that may justify exemption from this policy, if exemption is requested.

Facilities

1. Review the agency request to ensure that it is complete and work with the designated agency project coordinator to revise as necessary;
2. Research opportunities to co-locate agencies or activities;
3. Refer to predetermined, mapped areas developed in cooperation with local governments and officials, which define facility siting target areas for a given "community". If mapped areas have not been developed, contact appropriate local and state governmental entities to work with the Division and the agency to define the target area for a specific project. The Division will map the defined areas and include the maps in the Divisions reference files for future reference when siting facilities.
4. Submit agency request for program exemption, if requested, along with agency justification and the Division staff evaluation and recommendation, to the Director, or designee, for approval.

- 5 Send out a "hotsheet" and notify potentially interested governmental units and officials, and local business associations that facilities are being sought in a defined target area. The property search perimeter may include areas outside the target area(s). However, potential sites outside the targeted area(s) shall be clearly identified as "back up" locations and will only be considered in the event no suitable locations are available within the target area(s).
6. Initiate appropriate procurement process.

DLCD In consultation with the local community, shall either map or update information regarding previously mapped communities in accordance with the procedure described under Siting Procedure for State-Owned Facilities.

**PROCEDURE FOR SITING OTHER LEASED FACILITIES:**

Discussion: Preference will be given to siting other leased facilities in the targeted areas. The Department shall consider the type of facility, the number of vehicle trips generated by the facility, the lease term, and function of the facility in making its siting decision. Non-office facilities or non-administrative office facilities with less than 100 vehicle trips, shorter lease terms, and less space may be given the lowest preference for siting in targeted areas.

Responsibility

Action

Agency: The director(s) of state agencies shall give the Department early notice, generally one year in advance, of any planned changes which may affect space requirements. Such notice shall include, but not be limited to:

- a) a completed "space assignment request" (DAS form #125601) including use and frequency documentation to support "special program needs";
- b) the geographic parameters within which the agency prefers to locate and supporting justification;

- c) an assessment of the number of vehicle trips generated per day by customers, clients, and employees, the amount of parking required for agency vehicles, employees, and customers, and the reduction which can occur as the result of locating in "highly accessible" areas;
- d) a review of any known or possible opportunities for co-location with other state or local government offices;
- e) the name, telephone number, fax number and address of the agency project coordinator who will represent the agency and work with the Division Project Manager and others;
- f) a written explanation of special program needs that may justify exemption from this policy, if exemption is requested.

Facilities

1. Review the agency request to ensure that it is complete and work with the designated agency project coordinator to revise as necessary;
2. Research opportunities to co-locate agencies or activities;
3. Refer to predetermined, mapped areas developed in cooperation with local governments and officials, which define facility siting target areas for a given "community." If mapped areas have not been developed, contact appropriate local and state governmental entities to work with the Division and the agency to define the target area for a specific project. The Division will map the defined areas and include the maps in the Divisions reference files for future reference when siting facilities.
4. Submit agency request for program exemption, if requested, along with agency justification and the Division staff evaluation and recommendation, to the Director, or designee, for approval.
5. Send out a "hotsheet" and notify potentially interested governmental units and officials that facilities are being sought in a defined target area. The property search perimeter may include areas outside the target area(s). However, potential sites outside the targeted area(s) shall be clearly identified as "back up" locations and will only be considered in the event no suitable locations are available within the target area(s).
6. Initiate appropriate procurement process.

DLCD

1. In consultation with the local community, shall either map or update information regarding previously mapped communities in accordance with the procedure described under Siting Procedure for State-Owned Facilities.