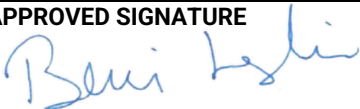


<div><div>DAS</div><div>DEPARTMENT OF ADMINISTRATIVE SERVICES</div></div> STATEWIDE POLICY	NUMBER  107-011-115	SUPERSEDES  Policy 125-6-115 (1998)
	EFFECTIVE DATE  June 10, 2025	PAGE NUMBER  Pages 1 of 2
	LAST REVIEWED DATE  June 10, 2025	
	DIVISION  Enterprise Asset Management	REFERENCE/AUTHORITY <ul style="list-style-type: none"><li>• ORS 174.112, 184.421-184.423, 197.180, 276.001-276.990</li><li>• Executive Orders 94.07, 00-23, 06-02, 10-01, 17-20, 17-21 and 20-04</li><li>• ORS 125-110-0001 (Land Use Coordination Rule)</li><li>• ORS 125-120-0000-125-120-0170 (Renting or Leasing Office Quarters)</li><li>• Policy <u>107-011-100</u> and <u>107-011-010</u> (as applicable)</li><li>• Procedure <u>107-011-115_PR</u></li></ul>
POLICY OWNER  Real Estate Services		
SUBJECT  Siting State-owned and Leased Office Space	APPROVED SIGNATURE <div></div> <div>Berri Leslie, DAS Director</div>	

## **PURPOSE**

To set forth criteria for siting state owned and leased office space. This policy establishes criteria for the implementation of Executive Orders listed above in cooperation with the Department of Land Conservation and Development and local municipalities. It is intended to encourage and promote the development and re-development of central business districts, downtowns and other central areas in support of economic prosperity and revitalization throughout the state of Oregon as well as to enhance convenience to state services and the public we serve.

## **APPLICABILITY**

This policy applies to all state agencies, boards and commissions that occupy facilities owned or controlled by the Department of Administrative Services (DAS), including private leased space, subleased office space and space in buildings owned or controlled by other agencies subject to ORS 276.001 to 276.990. “State agency” is defined as any agency within the Executive Department as defined in ORS 174.112, other than the:

- Secretary of State
- State Treasurer
- Oregon State Lottery
- State Board of Education or any public university listed in ORS 352.002.

Exempt agencies are not required to follow the guidelines and standards set forth in this policy, unless they are located within a building owned or controlled by DAS or agencies subject to ORS 276.001 to 276.990. However, DAS encourages them to do so.

## **DEFINITIONS**

**Capitol Area:** defined in ORS 276.010 (1).

**Office Quarters:** defined in ORS 276.420.

## **EXCLUSIONS AND SPECIAL SITUATIONS**

DAS must exercise supervisory authority over all leases or rental agreements for office quarters for all state agencies according to ORS 276.428. Before office space can be located outside the central business districts and other existing mixed-use centers of cities, including suburban cities, locations designated as urban centers in the applicable comprehensive plan, downtowns and the “Capitol area” of Salem, the DAS Real Estate Services (RES) manager must approve the transaction. Tenant agency must submit justification that an alternate location is in the best interests of the state to [res.info@das.oregon.gov](mailto:res.info@das.oregon.gov).

## **POLICY GUIDELINES**

- (1) In siting and selecting office space, and other facility needs where practical, all state agencies must give preferential consideration to those locations that support the use of existing infrastructure and services (including transit) in central business districts and other existing mixed-use centers of cities, including suburban cities, locations designated as urban centers in the applicable comprehensive plan, downtowns and the “Capitol area” of Salem, as defined in ORS 276.010 (1).
- (2) All state agencies having offices in the same city or community must co-locate, to the extent possible, either with other state agencies or community partners. If co-location is not possible, state offices must be in proximity wherever feasible for ease of access to state services to the public. All state offices must be located near public transit and have a fully developed pedestrian circulation system, where it is available.
- (3) The DAS director designates the DAS, Enterprise Asset Management, Real Estate Services manager, who may identify special program needs to justify locating outside of the above parameters so long as such locations are located convenient to public transit and access, where available. Consideration will be given to areas where there is opportunity to promote equitable access to services and employment.
- (4) In assuring that state offices are acquired in the most cost-effective manner feasible, as required by ORS 276.429, the Real Estate Services manager must give due regard to the value of the accessibility and central location of the areas described in this policy.
- (5) Siting and selecting state office space and other facilities, must be reviewed and approved in order of priority as set forth in OAR 125-120-0020, including prioritizing siting in office quarters owned or managed by DAS, when available and feasible, and other state-owned or state-leased office space when available and feasible.
- (6) The directors of state agencies must cooperate with DAS in implementing this policy and provide early notice of changes which affect space requirements, according to DAS Statewide Procedure 107-011-115 PR.

### **Coordination**

As part of the siting process, DAS or any agency siting a state office will consult with applicable state and local agencies, Indian Tribes, community leaders and members of the general public, as needed, according to ORS 197.180, 276.059, 276.096 and OAR 125-110-0001.