

Preferred Leasing Areas Policy

Purpose Statement:

The purpose of this policy is to:

- Establish guidelines and criteria for siting state leased office facilities in Thurston County;
- Implement the Preferred Leasing Areas Policy of The Master Plan for the Capitol of the State of Washington.

This policy applies to agency employees establishing and certifying Preferred Leasing Areas,

Action: Revision of existing policy

Effective Date: August 18, 2011

Owner: Real Estate Services

Review Cycle: 3 Years

Approved By: _____ /s/
Jane Rushford
Acting Director

Policy Content

[Policy statement](#)
[Definitions](#)

[Related requirements and information](#)
[History](#)

Policy

The Department of General Administration (GA) will establish Preferred Leasing Areas using pre-determined criteria and will locate state leased facilities within the established Preferred Leasing Areas. Preferred Leasing Areas will be made available for public inspection on the GA website.

GA will consult with the cities of Lacey, Olympia and Tumwater when identifying locations for state leased facilities and will endeavor to identify locations that:

- Are sited within areas adequately served by public transportation;
- Fulfill the functional and program needs of state agencies, boards and commissions, and offer the best overall value to the state and communities of Washington;
- Rely on existing infrastructure;
- Support the [Comprehensive Plans](#) and Development Plans of the local jurisdictions;
- Provide opportunities to partner or co-locate with other levels of government, and [consolidate](#) or [co-locate](#) state agencies.

1. Preferred Leasing Areas shall have certain characteristics.

GA shall use the following characteristics to determine if an area is eligible to be considered as a Preferred Leasing Area:

- a. The proposed area meets the needs of the state;
- b. The appropriate city has shown its support in writing;
- c. Intercity Transit has shown its support in writing;
- d. The proposed area is situated within Central Business Districts or urban centers or areas appropriately and similarly zoned as identified in each city's Comprehensive Plan;
- e. The proposed area is fully developed with an effective street network and a pedestrian circulation system(s) directly adjacent to potential sites;
- f. The proposed area has infrastructure accessible to individuals with mobility challenges;
- g. The proposed area has high quality (regularly scheduled and frequent) public transit directly adjacent to potential sites and Intercity Transit has shown its support in writing;
- h. The proposed area is compatible with long term goals defined by the particular city's Comprehensive Plan; and
- i. The proposed area is contiguous within the boundaries of one city.

2. GA will evaluate existing Preferred Leasing Areas at least every six years in order to determine if the needs of the state continue to be met.

GA will consult with the cities of Lacey, Olympia, and Tumwater when conducting an evaluation of an existing Preferred Leasing Area.

The purpose of the evaluation is to confirm that existing Preferred Leasing Areas:

- a. Meet the characteristics of [section 1](#) above;
- b. Have sufficient capacity to accommodate existing and projected office space demand;
- c. Have equal or lower leasing costs as compared to the market rate outside the Preferred Leasing Areas.

3. GA may develop proposals for change upon determining that the existing Preferred Leasing Areas no longer meet the needs of the state as described in [Section 2](#) above.

Proposals for change may include:

- a. Adding new Preferred Leasing Areas;
- b. Eliminating existing Preferred Leasing Areas;
- c. Modifying existing Preferred Leasing Areas.

4. GA will consider requests for change to the Preferred Leasing Areas from the cities of Lacey, Olympia, or Tumwater.

Requests for change will be considered only from the cities of Lacey, Olympia, or Tumwater. Private entities seeking changes to existing Preferred Leasing Areas are advised to direct their requests to the cities of Lacey, Olympia, or Tumwater.

Requests for change include:

- a. Adding new Preferred Leasing Areas;
- b. Eliminating existing Preferred Leasing Areas;
- c. Modifying existing Preferred Leasing Areas.

GA will consult with the appropriate city when determining whether the proposed Preferred Leasing Area can be confirmed under [section 2](#) above.

GA will develop a recommendation for approval or denial for the Director of General Administration.

If the recommendation is for denial; the Director shall give the requesting city 60 calendar days to respond and/or mitigate any non-compliant issues.

The Director's recommendation shall be presented to the [State Capitol Committee](#) for approval at the earliest opportunity.

5. The State Capitol Committee approves exceptions to locating leased state office facilities within Preferred Leasing Areas.

Affected cities shall be informed that an exception is under consideration and will be provided with an opportunity to comment within 30 calendar days.

The Director shall consider all of the facts available and issue a recommendation, either for or against an exception, to the State Capitol Committee for approval.

Some examples where an exception may be considered are:

- a. A state agency is already clustered in existing contiguous buildings or complexes at a leased site or area outside the existing Preferred Leasing Areas that it intends to remain in for at least five years;
- b. Leasing in an existing Preferred Leasing Area would result in substantially higher cost to the state and to the public than the market rate for office leasing outside the PLAs;
- c. The agency is required to be located in certain geographical areas because of federal or state policies or programmatic requirements;
- d. It can be demonstrated that the state's presence will contribute significantly toward full development of the planned uses for the area;
- e. GA has determined that soliciting for existing; under construction; or planned office space within the existing Preferred Leasing Areas will not provide an adequate response.

Related requirements and information

- State law – [RCW 43.19.125 Powers and duties – Division of Capitol Buildings](#)
- State law – [Chapter 43.34 RCW Capitol committee](#)
- State law - [Chapter 43.82 RCW State agency housing](#)
- State law – [Chapter 79.24 RCW Capitol building lands](#)
- GA enterprise policy – [The Master Plan for the Capitol of the State of Washington, 2006](#)
- GA enterprise policy – [Certified Preferred Leasing Areas: Boundaries and Maps](#)
- Legislative report – [Thurston County lease and space planning reports 1 thru 7](#)
- [Designated Preferred Leasing Areas and Maps rev. 9-1-10](#)
- GA executive summary – [Real estate acquisition and lease authority – a historical perspective.](#)

Definitions

- *Co-location* means units from different agencies being located within the one site or building.
- *Comprehensive Plan* means a coordinated land use policy statement by the governing body of a city or county that is adopted pursuant to the Growth Management Act. It typically includes land use, housing, capital facilities, utilities, transportation, open space and other issues affecting the physical development of a community. See [Chapter 36.70A RCW](#).
- *Consolidation* means to bringing together related units of same agency in one site or building. See [RCW 43.82.010\(5\)](#).

History

Amended:

August 18, 2011 - This policy change adds a core policy statement clarifying the guiding principles of the policy including considering areas served by public transportation. Other changes include: consideration of PLA changes only from the represented cities, transitioning to the current policy format and use of Plain Talk.

Supersedes:

- Policy 120 B - Thurston County Preferred Leasing Policy dated December 12, 2000 only in regard to GA Policy No. 3 on page 5.
- Policy 120 C - Siting of State Leased Facilities in Thurston County Preferred Leasing Areas dated March 15, 2006 and all prior versions.

Original Effective Date:

June 12, 2000

To obtain a copy of a historical policy, e-mail the GA Policy Office at policy@ga.wa.gov

POLICY FEEDBACK

[RETURN TO TOP](#)

Did this Policy successfully answer your questions? Please send your comments to policy@ga.wa.gov.