

POTENTIAL RELOCATION OF PIONEER SQUARE STATION

Thank you very much for attending this presentation of the Postal Service's potential project for relocating the Pioneer Square Station. Please retain this handout because it contains important information about the project and the process for community input.

Why Does the Postal Service Need to Consider Relocating the Post Office? The Postal Service needs to relocate because it is losing its' lease hold. To that end, the project that has been approved calls for us to look for approximately 1,222 net square feet of space in an existing building which could serve as the new Pioneer Square Station.

What is the Relocation Project? In moving forward, the "relocation project" will consist of procuring a suitable substitute location, preparing it for use as a post office and then transitioning the retail postal functions to the new location. The Postal Service would continue retail postal functions in the current Post Office until the new post office is up and running.

What is the Community Input Process? In connection with undertaking this project, the Postal Service will gather and consider input from the community and local officials.

1. The process starts with a discussion with local elected officials about the project, followed by a public meeting to discuss the project with the community, which is why we are attending this meeting.
2. We invite the community and local officials to ask questions at this meeting and during the **15 days following this meeting** to submit written comments to this address:

US Postal Service

Implementation Team A

7500 E. 53rd Place, Room 1108

Denver, Co 80266-9918

3. The Postal Service then will consider the comments in light of Postal Service objectives and make an initial decision whether to proceed with the project. The Postal Service will notify local officials of that initial decision and post it in the Pioneer Square Station.
4. During the **30 days after the initial decision**, anyone can appeal that initial decision to the Vice President, Facilities, at Postal Service Headquarters. No particular format is required for that appeal, but the request must be in writing and identify the post office or location affected; and should identify the decision objected to, and state the reasons for the objection. Appeals must be sent to this address:

US Postal Service

Vice president, Facilities

C/o Implementation Team A

7500 E. 53rd Place, Room 1108

Denver, Co 80266-9918

POTENTIAL RELOCATION OF PIONEER SQUARE STATION

5. In response to any appeals of the initial decision, the Vice President, Facilities, will obtain the views of the initial decision maker, review relevant parts of the project file, and if necessary request more information from the appellant. Upon review of the facts, the Vice President, or a representative, will issue a written determination, if possible, within 15 days. In no event will the Postal Service take action on the initial decision until 15 days following issuance of the final review determination. If the determination on review is to set aside the decision, the project process will return to the public hearing stage. If there are no appeals, or the final decision is to proceed with the project, then the Postal Service will proceed with relocating to *a non-Postal owned site*.
6. The Postal Service then notifies local officials and the community of the sites that are under consideration (and why the Postal Service rejected other sites) and invites comments for 30 days before selecting a site.]
7. Then after reviewing the comments, if any, the Postal Service notifies local officials of the final site selection, but waits an additional 30 days before taking any final action to acquire or lease the site.]