# Place Evaluation Workshop

**Sample Letter of Invitation**

**Making Great Public Spaces**
Coordinating GSA Plans to Support Downtown Improvement:
A Placemaking Workshop with the City of Buffalo, Erie County, and Buffalo Place

Dear _____:

The General Services Administration (GSA), the federal government's real estate provider, City of Buffalo, Erie County, and Buffalo Place invite you to join them in a Placemaking workshop to help shape GSA's future property leasing and development projects in downtown Buffalo. Our goal is to support the city and community's vision for this area.

WHEN: Wednesday, September 5, 10:00 a.m. to 3:00 p.m.  (lunch provided)
WHERE: Market Arcade Film and Arts Center

The purpose of the workshop is to incorporate key urban design and "Placemaking" elements into the public spaces surrounding a new IRS building, to be built at the corner of Mohawk Street and Elmwood Avenue. GSA also is requesting your help in coordinating five additional downtown leases (totaling more than 100,000 sq. ft.), to ensure these projects also have a significant and positive impact on the revitalization of downtown.

This hands-on workshop will include a powerpoint presentation on the accomplishments of GSA's Good Neighbor Programs nationally, and a walking tour of the future IRS property and its surrounding neighborhood. It is an important step in the work of GSA's Urban Development/Good Neighbor Program, which seeks to identify ways for federal actions to support a community's economic development strategy.

Like you, our federal agency clients and visitors share a vested interest in the quality of their downtown neighborhoods. With your help, we hope to gain a better understanding of the various interest and positions of key community stakeholders in order to coordinate our actions and resources in support of one another.

The workshop will be facilitated by Project for Public Spaces, Inc. (PPS), a world-renowned expert in the design and management of public spaces. Please RSVP if you require any further information.

Thank you,
Your Name Here

PPS
PROJECT for
PUBLIC SPACES

METROPOLITAN PLANNING COUNCIL