

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

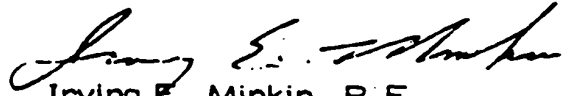
DATE: March 2, 1977

TO: All Boro Superintendents and Chief Inspectors
FROM: Irving E. Minkin, Director of Operations
SUBJECT: Community Planning Board Meetings

The requirements of Community Planning Boards for attendance of Building Department representatives at their meetings is already more time consuming than our capabilities will permit, and apparently many of the items discussed are either not in the department's province or academic enough so that a minimum of research effort on the part of the Board members would produce the desired results.

Our personnel cannot be regularly assigned to attendance at Community Planning Board meetings regardless of whether they are scheduled during normal working hours or in the evening without basic public safety functions being adversely affected.

Accordingly a form letter couched similar to attached should be given or sent to planning board representatives in response to requests for attendance by department personnel at their meetings, except in extraordinary circumstances.


Irving E. Minkin, P.E.
Dir. of Oper.

I.E.M./BGB/br

cc:

Commr. Walsh
Deputy Commr. Jenkins
Ass't. Commr. Parascandola
Exec. Staff

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