

**NORTH-OAK STREETS  
NEIGHBORHOOD REVITALIZATION ZONE**



**PLANNING COMMITTEE  
BY-LAWS**

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**ARTICLE I - NAME**

The name of this organization shall be the NORTH-OAK STREETS NEIGHBORHOOD REVITALIZATION ZONE PLANNING COMMITTEE (hereafter called "Planning Committee").

**ARTICLE II - PURPOSE**

The purpose of the Planning Committee shall be to carry out the functions of a neighborhood revitalization zone planning committee as specified in Public Act 95-340, and in particular to develop a strategic plan for neighborhood revitalization pursuant to a collaborative process with consensus-building decision-making that involves the full range of Stakeholders in the neighborhood.

**ARTICLE III - NEIGHBORHOOD BOUNDARIES AND STREETS**

Section 1. The boundaries\* of the North-Oak Streets Neighborhood (hereafter called "Neighborhood"), located within the City of New Britain, shall be:

<b>Allen St.</b>	from Dixon St.	to McClintock St.
<b>McClintock St.</b>	from Allen St.	to LaSalle St.
<b>LaSalle St.</b>	from McClintock St.	to Sexton St.
<b>Sexton St.</b>	from LaSalle St.	to North St.
<b>North St.</b>	from Sexton St.	to Main St.
<b>Main St.</b>	from North St.	to Lee St.
<b>Lee St.</b>	from Main St.	to Clark St.
<b>Clark St.</b>	from Lee St.	to Winter St.
<b>Winter St.</b>	from Clark St.	to M. L. King Dr.
<b>M. L. King Dr.</b>	from Winter St.	to Stanley St.
<b>Stanley St.</b>	from M. L. King Dr.	to Long St.
<b>Long St.</b>	from Stanley St.	to Ledgewest Ave.
<b>Lorraine St.</b>	from LaSalle St.	to Milton St.
<b>Milton St.</b>	from Lorraine St.	to Dixon St.
<b>Dixon St.</b>	from Milton St.	to Allen St.

\* Boundaries encompass both sides of the above-named streets and all streets located within those defined boundaries.

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Section 2. The Planning Committee may, without need to amend the By-laws, enlarge or contract the boundaries of the neighborhood, provided that the resulting boundaries continue to represent a contiguous area which satisfies the requirements of Public Act 95-340.

**ARTICLE IV - STAKEHOLDERS**

Section 1. An individual Stakeholder is any individual 18 years of age or over who either lives, works, or owns property in the neighborhood, or who belongs to a church or other religious organization located in the neighborhood. An organizational Stakeholder is (a) a business, institution, corporation, association, social club, or other entity which is physically located in the neighborhood or which owns, holds the mortgage on, or manages property which is located in the neighborhood or (b) a provider of social, educational, legal, technical, or similar services to residents of the neighborhood. An organizational Stakeholder may be a Stakeholder in its own name but, in order to participate, must designate an individual to serve as its representative.

Section 2. Each Stakeholder (whether individual or organizational) shall be entitled to one vote at meetings of the Stakeholders. The vote of a Stakeholder who is not an individual shall be cast by its designated representative. No individual may vote as a representative of more than one organization, nor may a representative of an organization vote as an individual member.

Section 3. The Secretary of the Planning Committee shall maintain a list of all Stakeholders who have attended one or more Stakeholders' meetings or who have otherwise indicated a desire to be included in the list of Stakeholders. This list shall be known as the Stakeholders' list.

Section 4. Stakeholders' meetings may be called at any time by the Chairperson or the Secretary of the NRZ Committee. A Stakeholders' meeting shall be called upon the written request of either one-third of the members of the Planning Committee or at least twenty Stakeholders. Any such written request shall state the purpose or purposes of the proposed meeting. Upon such a written request, the Chairperson or the Secretary of the Planning Committee shall call such a meeting, to be held not more than twenty days after receipt of the written request.

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Section 5. Notice of any Stakeholders' meeting stating the place, day, hour, and general nature of the business to be transacted shall be sent by first-class mail to each person on the Stakeholders' list established pursuant to Section 3 of this Article. Stakeholders' meetings shall also be publicized by personal contact, through the news media, and in such other manner as may reasonably be expected to come to the attention of as many Stakeholders as possible, at least five days before such meeting, unless a greater period of notice is required by law or by other provisions of the By-laws.

**ARTICLE V - MEMBERSHIP**

Section 1. The membership of the Planning Committee shall comply with the requirements of Public Act 95-340, which specifies that membership shall reflect the composition of the neighborhood and shall include, but not be limited to, tenants, property owners, community organizations, and representatives of businesses located in the neighborhood or which own property in the neighborhood.

Section 2. The Planning Committee shall consist of two representatives from each Stakeholders' segment. The Stakeholders segments shall consist of:

Tenants  
Property Owners  
Social Clubs or Entities as listed in Section 1 of Article IV  
Providers of services as listed in Section 1 of Article IV  
Business Owners  
Religious Organization  
Age Group

In addition, the Mayor of New Britain shall appoint one municipal official to the Committee, who shall be a voting member. The remaining members of the Planning Committee shall be chosen by the Planning Committee pursuant to Sections 2 and 3 of this Article, after which the Planning Committee shall have no less than ten and no more than forty members. A majority of the members of the Planning Committee shall be residents of the neighborhood. After the selection of the full initial Planning Committee, subsequent selection of members shall be in accordance with Sections 2, 3, and 4 of this Article.

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Section 3. Subject to the provisions of Section 2 of this Article, the Planning Committee may add additional members or replace any members who have resigned or been removed. If some constituencies within the neighborhood are initially inadequately represented on the NRZ Executive Committee, the Planning Committee shall make affirmative efforts to recruit them onto the Planning Committee.

Section 4. Planning Committee members shall serve until the first Planning Committee meeting of each calendar year. At each such meeting, the Planning Committee shall choose members for another one-year term. Planning Committee members may be reelected to additional terms on the Planning Committee. The Planning Committee shall remain in effect until development and adoption of an NRZ Strategic Plan and establishment of an NRZ Committee.

Section 5. A member of the Planning Committee may be removed for cause by a vote of three-fourths of its members. The failure, without valid excuse, to attend three consecutive meetings of the Planning Committee shall be deemed to be good cause.

Section 6. The Planning Committee shall select from among its members a Chairperson, a Vice-Chairperson, and a Secretary, who shall carry out the usual functions of such offices. Any such officer may be removed as an officer by a majority vote of the Planning Committee at a meeting called for such purpose. The Planning Committee may appoint the Chairpersons and Co-Chairpersons of Sub-committees as described in Article VI.

Section 7. Notice of meetings of the Planning Committee shall be given to each member, personally or by mail, at least five days prior to the day named for such meeting. Meetings of the Planning Committee may be called by the Chairperson or by the Secretary, and shall be called by the Chairperson or the Secretary on the written request of at least six members.

Section 8. A quorum shall consist of a majority of the members of the Planning Committee. All meetings of the Planning Committee shall be open, and any Stakeholder may attend any such meeting.

### **ARTICLE VI – SUB-COMMITTEES**

Section 1. The Stakeholders at a Stakeholders' meeting shall designate such sub-committees, based upon subject matter, as will best promote the development and implementation of the strategic plan for neighborhood revitalization. The Planning

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Committee may create additional sub-committees or may modify the functions of sub-committees already created. Membership on sub-committees shall be open to any Stakeholder. A Stakeholder may belong to more than one sub-committee.

Section 2. Each sub-committee shall make recommendations to the Planning Committee on the development of the portion of the strategic plan within its subject matter area.

**ARTICLE VII - CONSENSUS-BUILDING / DECISION-MAKING**

Section 1. For purposes of this section, a "consensus" is a unanimous agreement among all participants. Pursuant to P.A. 95-340, decision-making at meetings of the Stakeholders, the Planning Committee and the Sub-Committees shall, to the maximum extent practicable, be by consensus of all persons present. Discussion shall be directed to building common ground and developing proposals upon which all Stakeholders and groupings of Stakeholders can find agreement. Such meetings may make use of a facilitator or mediator to help promote the consensus-building process. Contested votes shall be avoided except when it appears that a consensus cannot reasonably be achieved even with continued efforts to reach unanimous agreement.

Section 2. If efforts to reach a consensus have been unsuccessfully attempted and it is not reasonably likely that a consensus will be reached, the Stakeholders, the Planning Committee, or Sub-Committees may put a matter to vote. Except as otherwise provided in these By-laws, a vote of three-fourths of persons present and eligible to vote shall be required to adopt any such matter.

**ARTICLE VIII - APPROVAL OF STRATEGIC PLAN**

Section 1. The Planning Committee shall prepare a draft of a proposed Strategic Plan and shall hold a public hearing upon such a plan in accordance with the requirements of Public Act 95-340. In addition to any notice given of the hearing, a copy of the proposed Strategic Plan shall be mailed to all persons on the Stakeholders' list established pursuant to Section 3 of Article IV at least ten days before the hearing.

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Section 2. After the public hearing, the Planning Committee shall review the comments made on the proposed Strategic Plan and shall make such modifications to the proposed plan as it deems appropriate. The Planning Committee shall thereafter adopt the proposed Strategic Plan, subject to the approval of the Stakeholders.

Section 3. Prior to submission of the Strategic Plan to the Board of Aldermen, the Planning Committee shall submit such plan to the Stakeholders for approval. The Stakeholders may not modify the proposed plan but may accept it or refer it back to the Planning Committee for modification. Upon approval of the Strategic Plan by the Stakeholders, the Planning Committee shall submit such plan to the Board of Aldermen.

Section 4. The Strategic Plan shall include recommendations by the Planning Committee for the membership of the Neighborhood Revitalization Zone (NRZ) Committee which shall reflect the composition of the Planning Committee. The adoption of the Strategic Plan by the Board of Aldermen shall include the creation of the Neighborhood Revitalization Zone Committee for the neighborhood and establishment of the membership of the Neighborhood Revitalization Zone Committee.

After approval of the Strategic Plan by ordinance adopted by the Board of Aldermen, the NRZ Committee shall monitor the implementation of the plan and shall perform such reviews and make such reports as it deems appropriate. In accordance with P.A. 95-340, it shall also submit a report on implementation of the strategic plan to the Mayor of New Britain, the Board of Aldermen, and the Secretary of the Office of Policy and Management at intervals of six months in the first year after adoption of the ordinance and annually thereafter.

### **ARTICLE IX - AMENDMENTS**

These By-Laws may be altered, amended, or repealed at any meeting of the Stakeholders, provided that the notice of the meeting has specified the proposed alteration, amendment, or repeal as a purpose of such meeting.

***Adopted: November 23, 1998***