

**EXECUTIVE ORDER NO. 3-16**

**OFFICE OF PLANNING AND DEVELOPMENT AND  
ASSOCIATED OFFICES, BOARDS AND COMMISSIONS**

**WHEREAS**, by approval of the voters at the election held on November 3, 2015, the Philadelphia Home Rule Charter was amended to create a Department of Planning and Development and to make a number of associated changes (*see* Bill No. 140721 (approved June 16, 2015); Resolution No. 140732-A (adopted June 11, 2015));

**WHEREAS**, as provided in those amendments, the amendments become effective on July 1, 2017;

**WHEREAS**, it will be beneficial to the City to incorporate the substance of those changes into the structure of the new Mayoral Administration at its outset;

**NOW, THEREFORE**, I, JAMES F. KENNEY, by the powers vested in me by the Philadelphia Home Rule Charter as Mayor of the City of Philadelphia, do hereby **ORDER** as follows:

**SECTION 1. Office of Planning and Development**

(1) The Office of Planning and Development is hereby created within the Office of the Mayor, headed by the Director of Planning and Development (“the Director of P&D”), who shall report directly to the Mayor and shall be a member of the Mayor’s Cabinet.

(2) The Office shall contain the following three Divisions: the Division of Housing and Community Development; the Division of Development Services; and the Division of Planning and Zoning. The Divisions shall perform the functions set forth with respect to each Division in Council Resolution No. 140732-A, a copy of which is appended hereto.

(3) The current employees of the Office of Housing and Community Development (“OHCD”) shall be transferred to the Office of Planning and Development and shall constitute the Division of Housing and Community Development.

(4) The current employees of the Department of Commerce who perform the functions of the Division of Development Services shall be transferred to the Office of Planning and Development and shall constitute the Division of Development Services. The Commerce Director shall enter into a Memorandum of Understanding (“MOU”) with the Mayor, detailing which employees are subject to this transfer, and pursuant to which the Mayor, through the Director of P&D, will assume responsibility for supervision of such employees.

**SECTION 2. Associated Boards and Commissions**

(1) The Housing Advisory Board is hereby created and shall have the composition and duties as set forth in Council Resolution No. 140732-A.

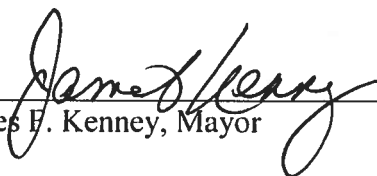
(2) The number and composition of appointments to the City Planning Commission and the Philadelphia Historical Commission shall remain as presently provided for by law.

**SECTION 3. Effective Date and Sunset Provision**

(1) This Executive Order shall be effective immediately.

(2) This Executive Order shall expire on June 30, 2017.

Date 1/4/16

  
James F. Kenney, Mayor

**MEMORANDUM OF UNDERSTANDING**

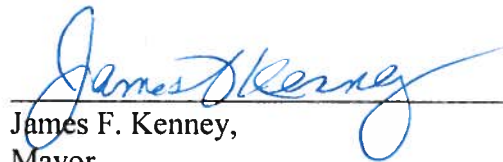
**Between the Commerce Director and the Mayor regarding the coordination of the work of the Division of Development Services.**

This Memorandum of Understanding ("MOU") is made as of the 4<sup>th</sup> day of January, 2016, by and between the Commerce Director and the Mayor.

In consideration of the specialized experience, education and expertise of the members of the executive branch of city government and to effectively promote the cross-departmental and inter-agency cooperation needed for the effective function of city government and in order that Section 8-401 of the Philadelphia Home Rule Charter ("Charter") is properly complied with, the Commerce Director and the Mayor agree to the following:

1. Day to day supervision of Division of Development Services is hereby assigned to the Director of Planning and Development.
2. This Memorandum of Understanding is effective immediately.

  
\_\_\_\_\_  
Harold T. Epps,  
Director of Commerce

  
\_\_\_\_\_  
James F. Kenney,  
Mayor

# City of Philadelphia



Council of the City of Philadelphia  
Office of the Chief Clerk  
Room 402, City Hall  
Philadelphia

(Resolution No. 140732-A)

## RESOLUTION

Proposing an amendment to The Philadelphia Home Rule Charter relating to the creation of a new Department of Planning and Development, headed by a Cabinet-level Director, to oversee the City's planning, zoning, licensing, inspection, enforcement, and housing functions; continuing the existence of the City Planning Commission, Philadelphia Historical Commission, Zoning Board of Adjustment, Board of Building Standards, and Board of License and Inspection Review as boards or commissions in such new Department, with certain changes to the powers and duties of such boards and commissions; creating a new Intergovernmental Housing Commission in such new Department; and conforming other provisions of the Charter to such reorganization; and providing for the submission of the amendment to the electors of Philadelphia.

WHEREAS, Under Section 6 of the First Class City Home Rule Act (53 P.S. §13106), an amendment to The Philadelphia Home Rule Charter may be proposed by a resolution of the Council of the City of Philadelphia adopted with the concurrence of two-thirds of its elected members; and

WHEREAS, Council believes that The Philadelphia Home Rule Charter should be amended to create a new Department of Planning and Development, headed by a Cabinet-level Director, to oversee the City's development coordination, planning, zoning recommendation, and housing functions; NOW, THEREFORE, BE IT

RESOLVED, BY THE COUNCIL OF THE CITY OF PHILADELPHIA, That the following amendments to The Philadelphia Home Rule Charter are hereby proposed and shall be submitted to the electors of the City on an election date designated by ordinance:

### SECTION 1.

~~Strikethrough~~ indicates matter deleted from the Charter by these amendments.  
***Bold italics*** indicates matter added to the Charter by these amendments.

# City of Philadelphia

RESOLUTION NO. 140732-A continued

***In the Department of Planning and Development:***

***City Planning Commission;  
Historical Commission;  
Art Commission;  
Zoning Board of Adjustment;  
Housing Advisory Board.***

\* \* \*

§3-101. Department Heads.

Each department shall have as its head an officer who either personally or by deputy or by a duly authorized agent or employee of the department, and subject at all times to the provisions of this charter, shall exercise the powers and perform the duties vested in and imposed upon the department.

The following officers shall be the heads of the departments following their respective titles:

\* \* \*

***Director of Planning and Development, of the Department of Planning and Development;***

\* \* \*

§ 3-102. The Mayor's Cabinet.

The Mayor's Cabinet shall consist of the Mayor, the Managing Director, the Director of Finance, the City Solicitor, ***the Director of Planning and Development***, the Director of Commerce and the City Representative.

\* \* \*

## CHAPTER 2 ELECTION OR APPOINTMENT

\* \* \*

§ 3-204. Managing Director, Director of Finance, ***Director of Planning and Development***, Director of Commerce and City Representative.

# City of Philadelphia

RESOLUTION NO. 140732-A continued

*The City Planning Commission shall be composed of seven appointed members and the Managing Director, the Director of Finance, the Director of Commerce and the Director of Planning and Development. None of the appointed members shall hold another public office or position of profit. Of the appointed members, one shall be an architect, one shall be an urban planner, one shall be a traffic engineer, one shall be an attorney experienced in land use issues, two shall be representatives of Philadelphia community groups that participate in land use issues, and one other shall meet any one of the above qualifications.*

\* \* \*

## § 3-911. Zoning Board of Adjustment.

The Zoning Board of Adjustment shall be composed of five appointed members. ~~The Commissioner of Licenses and Inspections~~ *Director of Planning and Development* shall be an alternate member who may replace any absent or disqualified appointed member.

\* \* \*

## §3-918. Historical Commission.

*The Historical Commission shall be composed of seven appointed members, and the Council President or his or her designee, the Director of Commerce, the Commissioner of Public Property, the Commissioner of Licenses and Inspections, the Chair of the City Planning Commission or his or her designee, and the Director of Planning and Development. Each appointed member shall be learned in the historic traditions of the City and interested in the preservation of the historic character of the City and the appointed members shall include one of each of the following: an architect experienced in the field of historic preservation; a historian; an architectural historian; a real estate developer; a representative of a community development corporation; and a representative of a community organization.*

## §3-919. Housing Advisory Board.

*The Housing Advisory Board shall be composed of five appointed members and the designees of the following: the Council President, the Chair of the Council Committee with responsibility for housing and related matters, the Director of Commerce, the Director of Planning and Development, the Philadelphia Housing Authority, the Philadelphia Redevelopment Authority, and the Philadelphia Housing Development Corporation. The appointed members shall include one representative from each of the following: the not-for-profit housing development sector, the for-profit housing development sector, the real estate brokerage sector, the mortgage lending sector, and a city-wide affordable housing advocacy organization.*

# City of Philadelphia

RESOLUTION NO. 140732-A continued

*of development projects while ensuring compliance with legal requirements and prompt consideration regarding necessary approvals.*

*(4) Coordinate interaction with the relevant community group(s) and stakeholders as needed, including establishing a point of contact for citizens to use concerning projects with respect to which the Division is providing coordination services.*

*(b) All City offices, departments, boards, and commissions shall work cooperatively with the Division in order to achieve the ends of this Section 4-601.*

*(c) Nothing in this Section shall relieve a department or agency, or an officer or employee of a department or agency, of its or his or her duty to carry out its or his or her responsibilities and duties in compliance with the law.*

*§4-602. Division of Planning and Zoning. The Division shall have the power and its duty shall be to administer the operations of, and support, including by making recommendations to: the City Planning Commission regarding the Commission's functions set forth in Section 4-604; the Philadelphia Historical Commission; the Art Commission; and the Zoning Board of Adjustment.*

*§4-603. Division of Housing and Community Development. The Division shall have the power and its duty shall be as follows:*

*(a) Policies and Program. The Division shall be responsible for the development of housing and community development policies and programs, and for making recommendations concerning such policies and programs.*

*(b) Strategic Housing Plan. The Division shall be responsible for the regular development of a multi-year strategic housing plan for the City that includes recommendations for maintaining and increasing affordable housing, workforce housing and market-rate housing. The Division shall consult with and seek advice from the Housing Advisory Board in its preparation of such plans. It shall deliver such plans and recommendations to the Mayor, the Council and non-City housing agencies serving the City.*

*(c) Grant applications. The Division shall prepare all documents and take all other actions necessary to enable the City to receive any available public and private funds dedicated to housing and community development programs and activities.*

# City of Philadelphia

RESOLUTION NO. 140732-A continued

*of and designate as historic those City districts it determines are significant to the City, all pursuant to criteria and procedures set forth by the Council by ordinance.*

*(b) Restrictions Regarding Historic Buildings. The Commission shall have such powers with respect to review of applications for building permits to alter or demolish historic buildings and to construct buildings, structures, or objects within historic districts, and with respect to any other matters concerning the historical heritage of the physical composition of the City, as may be established by the Council by ordinance.*

*(c) Inventory. The Commission shall prepare and maintain a comprehensive inventory of historic buildings and districts.*

*(d) Recommendations. The Commission shall make recommendations concerning the use of grants, gifts, and budgetary appropriations to promote the preservation of buildings, structures, site, objects, spaces and districts of historic importance to the City.*

*(e) Education. The Commission shall take steps to increase public awareness of the value of architectural, cultural, and historic preservation.*

\* \* \*

*§4-608. Housing Advisory Board. The Board shall provide advice and recommendations to the Division of Housing and Community Development regarding how best to maintain and increase the availability of affordable, workforce and market-rate housing. It shall provide advice to the Division regarding the Division's preparation of multi-year strategic housing plans.*

\* \* \*

§ A-200. Schedule.

\* \* \*

*(10) Creation of the Department of Planning and Development and related amendments.*

*(a) The amendment creating a new Department of Planning and Development and making certain related changes to other City agencies (the "DPD Amendment") shall take effect July 1, 2017.*

*(b) The DPD Amendment shall not be construed to have abolished and re-constituted the City Planning Commission, the Zoning Board of Adjustment, the Art*



# City of Philadelphia

*RESOLUTION NO. 140732-A continued*

## Memorandum

**TO:** Jim Engler, Director of Policy and Legislation  
**FROM:** Richie Feder, Chief Deputy City Solicitor /rf  
**DATE:** January 4, 2016  
**SUBJECT:** Executive Order:

**OFFICE OF PLANNING AND DEVELOPMENT AND  
ASSOCIATED OFFICES, BOARDS AND COMMISSIONS**

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You have submitted for review a draft of a proposed Executive Order entitled:

**OFFICE OF PLANNING AND DEVELOPMENT AND  
ASSOCIATED OFFICES, BOARDS AND COMMISSIONS**

This proposed Executive Order, a copy of which is attached hereto, is in proper form and there is no legal objection to its issuance by the Mayor. In accordance with customary practice, we have not been requested to review any factual premises upon which this Executive Order may be based.