



Medford City Council
Medford, Massachusetts

The Eighth Regular Meeting April 28th, 2026

This meeting took place in the City Council Chamber, 2nd Floor, Medford City Hall, 85 George P. Hassett Drive, Medford, MA and via Zoom.

To submit written comments, please email REliseo@medford-ma.gov.

CALL TO ORDER

President Bears called the meeting to order at 7:10 P.M. on May 12th, 2026, in the City Council Chamber on the second floor of Medford City Hall, 85 George P. Hassett Drive, Medford, Massachusetts, and via Zoom.

ROLL CALL

Present: President Bears; Councilor Callahan; Vice President Lazzaro; Councilor Leming; Councilor Mullane; Councilor Tseng; Councilor Scarpelli Inside the Rail; Acting City Clerk Richard Eliseo Jr.

SALUTE TO THE FLAG

ANNOUNCEMENTS, ACCOLADES, REMEMBRANCES, REPORTS,

AND RECORDS

Paper 26-086 — Resolution in Memory of Leonard “Len” Glionna

President Bears read a resolution commemorating the life of Leonard “Len” Glionna. The resolution recognized Mr. Glionna as:

- A loving husband, father, grandfather, brother, and friend;
- A United States Army veteran;
- A retired attorney;
- A longtime resident deeply engaged in civic life;
- A 2023 candidate for Medford City Council; and
- A fixture in Medford politics for more than seventy years.

The resolution further recognized Mr. Glionna’s unique ability to bridge generational, ideological, and political divides within the community and acknowledged the significant mentorship and guidance he provided to countless residents and candidates entering public life.

Vice President Lazzaro Remarks

Vice President Emily Lazzaro spoke extensively regarding her friendship with Len Glionna and reflected on his role in helping guide newer generations of political leaders in Medford. She stated that Len had become almost like a colleague because of how consistently he attended City Council meetings and civic events.

Vice President Lazzaro recalled first meeting Len at the Massachusetts Democratic Convention in Worcester around 2017, where he quickly asked her when she planned to run for office. She reflected that women are often not encouraged enough to seek elected office and noted that Len was one of the earliest people to encourage her candidacy.

She described Len as someone who embraced change within Medford politics while also remaining deeply connected to the city's longstanding traditions and history. Vice President Lazzaro explained that Len played an important role in bridging "Old Medford" and newer generations of residents entering public life.

She recalled meeting Len regularly for coffee and political conversations and stated that he always encouraged thoughtful dialogue, civic participation, and openness to new ideas. Vice President Lazzaro emphasized that Len welcomed people into Medford politics regardless of their background and believed the city should be inclusive and accessible to everyone.

She stated that Len's absence would be deeply felt both personally and throughout the Council Chambers.

Councilor Leming Remarks

Councilor Leming reflected on first meeting Len during the 2021 election cycle at a backyard campaign event for progressive candidates. Councilor Leming recalled that Len immediately engaged him in political conversation and demonstrated deep enthusiasm for local government and elections.

Councilor Leming stated that Len uniquely bridged divides between political groups, generations, and long-time versus newer residents. He described Len as someone respected across the political spectrum because he treated people kindly regardless of political disagreements.

Councilor Leming stated that local politics can sometimes create divisions between people, but Len consistently maintained personal relationships and respect despite differing viewpoints. He said Len represented a rare figure capable of bringing together many parts of the Medford community.

Councilor Tseng Remarks

Councilor Tseng described Len as one of the first people he met while campaigning for office. He reflected on the challenges of entering local politics as a young Asian American candidate and stated that Len immediately made him feel welcomed and supported.

Councilor Tseng said Len genuinely cared about Medford and wanted everyone to feel included in shaping the city's future. He stated that Len was beloved by people across many political and social circles and that his mentorship had influenced numerous elected officials, candidates, and community leaders.

Councilor Tseng described Len as someone who encouraged empathy, dialogue, and understanding while always remaining committed to improving Medford.

Councilor Scarpelli Remarks

Councilor Scarpelli apologized that he was not physically present in the chambers for the tribute and stated that Len deserved that level of respect.

Councilor Scarpelli described Len as a common denominator in Medford politics who connected individuals from vastly different political perspectives and generations. He recalled many conversations over the years in which Len would calmly provide perspective, guidance, and encouragement.

He described Len as "a man of Medford" whose influence extended beyond politics into coaching, family, mentorship, and neighborhood life. Councilor Scarpelli shared a personal story about Len arranging a birthday celebration for his son during a Bruins game many years earlier, demonstrating Len's kindness and thoughtfulness.

Councilor Scarpelli concluded that Medford had lost a truly special figure whose legacy would remain part of the community for generations.

Councilor Callahan Remarks

Councilor Callahan stated that Len's ability to bridge divides and build relationships across the community served as an example for everyone involved in politics. She described his impact on Medford as lasting and profound and stated that he would be greatly missed.

Councilor Mullane Remarks

Councilor Mullane recalled being told early in her own political involvement that she needed to speak with Len if she truly wanted to understand Medford politics.

She stated that Len immediately welcomed her, answered questions without judgment, and offered encouragement and support to new candidates. Councilor Mullane thanked Len's family for sharing him with the community and stated that his absence would leave a tremendous void.

President Bears Remarks

President Bears reflected on Len’s constant presence in the Council Chambers and his role as a trusted sounding board for many elected officials.

President Bears recalled that Len frequently stayed after difficult meetings to offer reassurance and advice, even when he disagreed politically with those involved. He stated that Len cared deeply about people and always tried to provide thoughtful encouragement during challenging moments.

President Bears emphasized that Len embodied civic participation and encouraged residents to honor his memory by continuing to engage in public life and support the city.

Public Comment

Nicole Morell Former Council President

Addressed the Council and reflected on her friendship with Len Glionna. She described Len as a mentor, advisor, campaign supporter, and close friend who devoted tremendous time and energy to helping people enter public life.

Former Councilor Morell recalled weekly coffee meetings with Len, during which he shared decades of Medford political history, advice, and observations. She stated that Len possessed genuine curiosity and treated everyone with kindness regardless of political affiliation.

Chris Glionna

Addressed the Council on behalf of the family and thanked the Council for its kind remarks and recognition of Len’s legacy.

Councilor Leming motioned to Approve (seconded by Councilor Callahan) – Approved on a Roll call vote of Seven in favor, Zero opposed

The Council then observed a moment of silence in memory of Leonard “Len” Glionna.

Records and Reports of Committees

The Records of the Meeting of April 28, 2026 were passed to Councilor Mullane

26-074 - Committee of the Whole, April 28, 2026, Report

26-061 - Committee of the Whole, April 29, 2026, Report

24-033 - Planning and Permitting Committee, May 5, 2026, Report

26-061 - Committee of the Whole, May 6, 2026, Report

Councilor Mullane motioned to Approve Records and all of the Reports of Committees (seconded by Councilor Leming) – Approved on a Roll call vote of Seven in favor, Zero opposed

HEARINGS

26-074 - Community Development Block Grant Annual Action Plan — FY27



Medford City Council
Medford, Massachusetts

MEETING DATE **SPONSORED BY**

May 12, 2026

AGENDA ITEM

26-074 - Community Development Block Grant (CDBG) Action Plan for FY2027

FULL TEXT AND DESCRIPTION

The purpose of this meeting is to discuss the City's Community Development Block Grant (CDBG) Annual Action Plan for community development and planning. The Action Plan contains the proposed use of Community Development Block Grant funds for the program year which extends from July 1, 2026 through June 30, 2027. Community Development Block Grant (CDBG) is a program of the U.S. Department of Housing and Urban Development (HUD) that began in 1974. FY2027 will be the City of Medford's Program Year 52 of CDBG funding.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. AAP PY26 Public Hearing Notice
2. Medford CDBG - Annual Plan Summary PY26

The Council opened a public hearing regarding the Fiscal Year 2027 Community Development Block Grant Annual Action Plan.

Addressing the Council:
Laurel Siegel

Public Participation opened at 7:40pm / Closed at 7:41

Councilor Callahan motioned to Approve (seconded by Councilor Mullane) – Approved on a Roll call vote of Seven in favor, Zero opposed.

Councilor Leming motioned to suspend the rules and take Communications from the mayor out of order (seconded by Councilor Mullan) – Approved on a roll call vote of Zeven in favor, Zero opposed

COMMUNICATIONS FROM THE MAYOR

26-087 - Submitted by Mayor Breanna Lungo-Koehn Board and Commission Appointments



Medford City Council
Medford, Massachusetts

MEETING DATE	SPONSORED BY
May 12, 2026	
AGENDA ITEM	
<u>26-087</u> - Board and Commission Appointments	
FULL TEXT AND DESCRIPTION	
Historic District Commission 1. Roberta Cameron	
RECOMMENDATION	
FISCAL IMPACT	
ATTACHMENTS	
1. Board Commission Recommendation - CC 2. Roberta Cameron HDC resume	

Vice President Lazzaro motioned to Approved (seconded by Councilor Leming) – Approved on a Roll call vote of Seven in favor, Zero opposed.

26-088 - Offered by Mayor Breanna Lungo-Koehn Request for Food Truck Permits for "All Belgium Waffles and "Kona Ice"



MaryAnn O'Connor
Director
Board of Health

TEMPORARY FOOD ESTABLISHMENT PERMIT
MEDFORD CITY HALL
85 George P. Hassett Drive, Medford, MA 02155
Telephone: 781 393-2560
Fax: 781 393-2562
TDD: 781 393-2516

#7107
PAID
4/28

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

A Temporary Food Permit is valid for up to fourteen (14) days

Submit the following Completed Application **at least 14 days PRIOR to the event** with a **NONREFUNDABLE** fee of **\$35.00** made payable to the **"City of Medford"**.

Note: Permanent food establishments that are permitted in Medford are not required to pay the temporary permit fee but must fill out the application.

Incomplete applications and missing documents may cause a delay in the review and permit process.

Date of Submission: (MM/DD/YYYY) April 22, 2026

Will Propane Gas be used? Yes No

If Yes, Is it < 42 lbs. _____ Is it > 42 lbs. _____

If > 42 lbs., a Fire Permit MUST be obtained from the Medford Fire Department at (781) 396-9831. If propane is used and a Fire Permit has not been obtained, the Temporary Food Establishment Permit will be null and void.

Mobile Food Truck/ Food Cart:

Propane Gas permanently mounted on a vehicle, provide a copy of the **Fire Permit** from your Base of Operations. If not, a Fire Permit MUST be obtained from the Medford Fire Department at (781) 396-9831. If propane is used and a Fire Permit has not been obtained, the Temporary Food Establishment Permit will be null and void.

About your Business / Food Vendor:

Organization / Business Name: All Belgium LLC

Owner's Name (if Applicable): Toon De Schepper

Address: 222 S. Morgan St. Suite 3E, Chicago, IL 60607

Phone: (312) 285-2252 E-mail: Events@allbelgiumwaffles.com



MaryAnn O'Connor
 Director
 Board of Health

TEMPORARY FOOD ESTABLISHMENT PERMIT

MEDFORD CITY HALL
 85 George P. Hassett Drive, Medford, MA 02155
 Telephone: 781 393-2560
 Fax: 781 393-2562
 TDD: 781 393-2516

#129
PAID
 4/22

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

A Temporary Food Permit is valid for up to fourteen (14) days

Submit the following Completed Application at least 14 days PRIOR to the event with a NONREFUNDABLE fee of \$35.00 made payable to the "City of Medford".

Note: Permanent food establishments that are permitted in Medford are not required to pay the temporary permit fee but must fill out the application.

Incomplete applications and missing documents may cause a delay in the review and permit process.

Date of Submission: (MM/DD/YYYY) 4/15/20

Will Propane Gas be used? Yes No

If Yes, Is it < 42 lbs. _____ Is it > 42 lbs. _____

If > 42 lbs., a Fire Permit MUST be obtained from the Medford Fire Department at (781) 396-9831. If propane is used and a Fire Permit has not been obtained, the Temporary Food Establishment Permit will be null and void.

Mobile Food Truck/ Food Cart:

Propane Gas permanently mounted on a vehicle, provide a copy of the **Fire Permit** from your Base of Operations. If not, a Fire Permit MUST be obtained from the Medford Fire Department at (781) 396-9831. If propane is used and a Fire Permit has not been obtained, the Temporary Food Establishment Permit will be null and void.

About your Business / Food Vendor:

Organization / Business Name: For The Kids Inc / Kona Ice

Owner's Name (if Applicable): Thomas Porzio

Address: 59 Heather Row Leeksbury Ma 01876

Phone: 978-588-7952 E-mail: tporzio@kma-ice.com

Councilor Scarpelli motioned to Approve (seconded by Vice President Lazzaro) – Approved on a Roll call vote of Seven in favor, Zero opposed

26-090 - Submitted by Mayor Breanna Lungo-Koehn Capital Stabilization Fund Appropriation Request - Fire Department Capital Improvements Plan



**MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN**

May 7, 2026

Via Electronic Delivery

To the Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: Capital Stabilization Fund Appropriation Requests

Dear President Bears and Members of the City Council:

I respectfully request and recommend that your Honorable Body approves the following appropriations from the Capital Stabilization Fund:

- A ladder truck, in the amount of One Million Six Hundred Ninety-Seven Thousand One Hundred Four Dollars and Zero Cents (\$1,697,104.00);
- Equipment to outfit the two (2) pumpers that are on order and anticipated for delivery this fall, in the amount of Two Hundred Forty-Three Thousand Forty-Eight Dollars and Twenty Cents (\$243,048.20);
- Fire Chief vehicle, in the amount of Ninety Thousand Eight Hundred Eighty-Six Dollars and Twenty-Eight Cents (\$90,886.28); and
- Two (2) Fire Prevention vehicles, in the amount of Ninety Thousand Three Hundred Sixty-Three Dollars and Fifty-Six Cents (\$90,363.56).

The Capital Stabilization Fund has a balance of \$7,691,244.

Chief of Fire Todd Evans will be available for questions on the above requests.

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Addressing the Council:

Todd Evans Medford Fire Chief

Vice President Lazzaro motioned to Approve (seconded by Councilor Callahan) – Approved on a Roll call vote of Seven in favor, Zero opposed

26-091 - Submitted by Mayor Breanna Lungo-Koehn Amendment to Personnel Ordinance - Assistant Network Administrator



**MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN**

May 7, 2026

Via Electronic Delivery

To the Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: Personnel Ordinance

Dear President Bears and City Councilors:

I respectfully request and recommend that the City Council approve the following amendment to the Revised Ordinances Chapter 66 entitled "Personnel," Article II entitled "Reserved" (the city's "Classification and Compensation Plan)," formerly included as Art. II §§, 66-31—66-40, by adopting the following change:

Amendment A

The language of "PW-15" shall be amended to remove the following position and the language of "PW-16" shall be amended to include the following position:

"Assistant Network Administrator"

Human Resources Director Lisa Crowley will be available to speak on this request.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Addressing the Council:

Lisa Crowley Human Resources Director

Councilor Leming motioned to Approve (seconded by Councilor Callahan) – Approved on a Roll call vote of Seven in favor, Zero opposed

26-092 - Submitted by Mayor Breanna Lungo-Koehn Amendment to Personnel Ordinance - Wage Adjustment for Non-Union Personnel



**MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN**

May 7, 2025

Via Electronic Delivery

To the Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: Wage Adjustment for Non-Union Personnel

Dear President Bears and City Councilors:

I respectfully request and recommend that the City Council approve the following amendment to the Revised Ordinances Chapter 66 entitled "Personnel," Article II entitled "Reserved" (the city's "Classification and Compensation Plan)," formerly included as Art. II §§, 66-31—66-40, by adopting the following change:

Non-Union Personnel:

- Effective July 1, 2026: increase the base salary of all non-union titles by 2.5%

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor

Addressing the Council:

Lisa Crowley Human Resources Director

Councilor Leming motioned to Approve (seconded by Councilor Callahan) – Approved on a Roll call vote of Seven in favor, Zero opposed

25-054 - Offered by Vice President Lazzaro, Councilor Leming, and Councilor Tseng Chapter 10, Article VIII - Proposed Vacant Building Ordinance

PROPOSED ORDINANCE TEXT

TO: Medford City Council

FROM: Medford City Councilor Justin Tseng, Erin Yu, Melody Wang, & Otto Barenberg

DATE: Thursday, January 22FridayWednesday, March 27April 15, 20265

RE: Proposed Vacant Properties Ordinance Draft

CHAPTER 94 - Sec 9594-7.5 is hereby removed.

CHAPTER 10 – BUILDINGS AND BUILDING REGULATIONS

ARTICLE VIII. - Vacant and foreclosing properties.

10-118 Purpose and Findings.

1. Whereas among other things, Vacant Commercial Properties and Vacant Industrial Properties can degrade the vitality of Medford's commercial districts, frustrate local planning and development efforts, create increased specific risks of fire damage, vandalism and unlawful entry or uses, and give rise to other public health and safety hazards, this section is intended to promote the City's public welfare and economic health by requiring all property owners to register and properly maintain vacant or foreclosing commercial and industrial properties.

2. It is the intent of this section to protect the health, safety, welfare and economic vitality of the City of Medford and its residents by protecting property values, maintaining neighborhood integrity and accessibility, safeguarding against property blight, protecting City resources and ensuring the safe and sanitary maintenance of Vacant Properties.

3. Furthermore, it is the intent of this section to use the monies raised by the fees set forth in this section to:

- a. Establish, develop, and maintain an online registry of Vacant Properties in Medford to reflect current vacancies,
- b. Conduct the inspections provided for in this section,
- c. Provide an administration appeal process for any person aggrieved by the requirements of this section, and
- d. Mitigate negative effects of vacant or foreclosing properties on the health, safety, welfare and economic vitality of the city and its residents.

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10-119 Definitions.

1. The terms used in this Section shall have the meanings indicated in Section 94-12.0 of the Medford Municipal Code of Ordinances.

2. For purposes of this Section only, the following terms shall be defined as follows:

Commercial Property: A property containing a Building or portion thereof used within the past three (3) years for a period of no less than thirty (30) days for:

1. Commercial Uses as indicated in the Table of Use and Parking Regulations in Chapter 94 of the Medford Code of Ordinances, or
2. Retail and Service Uses as indicated in the Table of Use and Parking Regulations in Chapter 94 of the Medford Code of Ordinances.

Community Event: Temporary or interim use of a Vacant Commercial Property or Vacant Industrial Property for a public or semi-public purpose as determined by the Director of Planning, Development, and Sustainability or their designee.

Foreclosing Property: A property undergoing a legal proceeding to terminate a mortgagor's interest in property instituted by the mortgagee and regulated under M.G.L. ch. 244.

Foreclosing Commercial Property: Any building that meets both the definitions of Foreclosing Property and Commercial Property in this section.

Foreclosing Industrial Property: Any building that meets both the definitions of Foreclosing Property and Industrial Property in this section.

Industrial Property: A property used within the past three (3) years for a period of no less than thirty (30) days for Wholesale, Transportation Uses or Office Uses as indicated in the Table of Use and Parking Regulations in Chapter 94 of the Medford Code of Ordinances.

Local individual: A person whose primary residence is inside or no more than 15 miles outside the City of Medford.

Local property management company: A third-party contractor or legal entity hired by property owners to handle the daily operations, maintenance, and oversight of residential, commercial, or industrial real estate with a primary office located within 30 miles of the City of Medford.

Owner: A person or entity who, alone or severally with others:

1. Has legal or equitable title to any Vacant Property or has care, charge or control of any Vacant Property in any capacity including but not limited to agent, executor, executrix, administrator, administratrix, trustee, or guardian of the estate of the holder of legal title; or
2. Is a tenant with a legal right to possess a part of or the entire Vacant Property; or
3. Is a mortgagee in possession of any Vacant Property; or
4. Is an agent, trustee, receiver or other person appointed by the courts and vested with possession or control of a Vacant Property; or
5. Is an officer or trustee of an association of unit owners of a condominium or cooperative which contains a Vacant Property.

Public Art: Works of art for public benefit and viewing approved by the Director of Planning, Developing, and Sustainability or their designee for temporary display inside storefront windows or upon other safe, visible exterior surfaces of Vacant Properties.

Residential Property: A property containing a Building or portion thereof used within the past three (3) years for a period of no less than thirty (30) days for:

Residential Uses as indicated in the Table of Use and Parking Regulations in Chapter 94 of the Medford Code of Ordinances, excluding those properties that qualify under a commercial property definition.

Vacant Property: Any unoccupied real property which:

1. Is not legally occupied, is abandoned, or is not used for a period of at least ninety (90) consecutive days by occupants having custody or legal right of entry to such property who do not intend to continue to use the property; or
2. Is intermittently occupied by persons with legal right of entry, but exhibits in the opinion of the Building Inspector dilapidated walls, roof, or doors which fail to prevent the entry of a trespasser for a period of more than seven (7) days.

This definition shall exclude new constructions, including significant improvements, as determined by the Building Commissioner. New constructions shall include any construction of a structure on a vacant lot or any construction which involves demolition of more than 50% (fifty percent) of the building shell exclusive of demolition of a single story attached garage. For purposes of calculating the percentages of any demolition under this definition, all demolition shall be taken into account which commenced, or could have commenced, pursuant to an issued permit within two (2) years prior to the date of any request for any permit to construct, re construct, alter, add, extend or otherwise structurally change any structure.

Vacant Commercial Property: Any building which meets both the definitions of Vacant Property and Commercial Property in this section.

Vacant Industrial Property: Any building which meets both the definitions of Vacant Property and Industrial Property in this section.

10-120 Registration of Vacant Commercial and Vacant Industrial Residential Properties; Notice of Foreclosure.

1. All owners shall register vacant and/or foreclosing properties with the building commissioner on forms provided by the commissioner. All registrations must state the owner's or agent's phone number and mailing address. The mailing address may not be a post office box. This registration must also certify that the property was inspected by the owner or agent and identify whether the property is vacant at the time of filing. If the property is vacant, the owner or agent shall designate and retain a local individual or local property management company responsible for securing and maintaining the property. This designation shall state the individual's or company's name, phone number and 24-hour emergency contact information, and local mailing address. The mailing address may not be a post office box. If the property is in the process of foreclosure, then the registration shall be filed within seven days of the initiation of the foreclosure process as defined herein. If the commissioner determines that the property is vacant and that foreclosure proceedings have not been initiated, the registration must be received within 14 days of the commissioner's first citation for improper maintenance.
 - a. All property registrations are valid for one calendar year. An annual registration fee as determined by the building commissioner shall accompany the registration form. Subsequent annual registrations and fees are due at least 30 days prior to the expiration of the previous registration and must certify whether the foreclosing and/or foreclosed property remains vacant.
 - b. Once the property is no longer vacant or is sold, the owner must provide proof of sale or

written notice and proof of occupancy to the building commissioner.

1.

10-121 Registration of Vacant Commercial and Vacant Industrial Properties; Notice of Foreclosure.

2. Prior to, but not more than ninety (90) days after any property, or portion of a property, becomes a Vacant Commercial Property or Vacant Industrial Property, Foreclosing Commercial Property, or a Foreclosing Industrial Property, the owner(s) shall register the property with the City utilizing a form promulgated by the Building Commissioner or their designee which shall, at a minimum, include the following criteria:

a. The owner's name, address (which may not be a post office box), telephone number and secondary telephone number designated by phone type;

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b. Property street number;

c. Storefront status (vacant, leased, or sold to another owner);

d. Property type and use;

e. Square footage;

f.

The name, phone number, and 24 hour contact information, and local mailing address of any property manager or property management company, if applicable;

g. A statement as to whether the Building is currently a Vacant Property and if not, the date upon which the Building will become a Vacant Property ; and

h. A statement as to whether the Building is currently a Foreclosing Property and if not, the date upon which the Building will become a Foreclosing Property;

i.

A certification, as determined adequate by the Building Commissioner, that the property was inspected by the owner or agent;

j.

Clear photographs of interior rooms and any street-facing exteriors.

3. If the property is a Vacant Commercial Property or Vacant Industrial Property, the owner or agent shall designate and retain a local individual or local property management company responsible for securing and maintaining the property.

4. If the property is in the process of foreclosure, as defined and regulated by M.G.L. ch. 244, then the registration shall be filed within seven days of the initiation of the foreclosure process . If the commissioner determines that the property is vacant and that foreclosure proceedings have not been initiated, the registration must be received within 14 days of the commissioner's first citation for improper maintenance.

5. All property registrations are valid for one calendar year. An annual registration fee as determined by Ssection 194-7.5.4 0-122 shall accompany the registration form.

Subsequent annual registrations and fees are due at least thirty (30) days prior to the expiration of the previous registration and must certify whether the Vacant Commercial Property, Foreclosing Commercial Property, Vacant Industrial Property, or Foreclosing Industrial Property remains vacant or foreclosed.

6. If or when the Property is no longer a Vacant Property, the owner must provide proof of sale or written notice and proof of occupancy to the Building Commissioner. Upon the sale of the property, the timelines outlined in the ordinance shall reset.

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7. If the property containing a Vacant Property is conveyed to a third party, the owner must provide proof of sale or written notice and proof of occupancy to the Building Commissioner.

8. The Building Commissioner or their designees shall maintain a registry of all Vacant Properties registered with the City under this Section on the City website. This registry shall include a listing of any approved uses for the Vacant Property as determined by other sections of the Code.

10-1221 Annual Registration Permit Fee for Vacant Commercial Properties and Vacant Industrial Properties, Waiver.

1. Upon registering a Vacant Commercial Property or a Vacant Industrial Property as required by this section, the Owner shall pay the City through the Building Commissioner a non-refundable registration permit fee of \$1,000 for the calendar year in which the Building becomes a Vacant Commercial Property or a Vacant Industrial Property. The registration permit fee for each successive year the Building remains a Vacant Commercial Property or a Vacant Industrial Property shall be paid upon re-application. The charges for subsequent years shall be as follows: Year 2 \$2,000; Year 3 and each

subsequent year \$3,000 and shall be paid at least thirty (30) days prior to the expiration of the previous registration.

2. In order to reflect the greater inspection, monitoring, and administrative oversight associated with larger vacant commercial and industrial spaces, the following additional registration permit fee shall apply based on the square footage of the vacant commercial or industrial space:

- Vacant space under 2,500 square feet: no additional fee
- Vacant space 2,500–10,000 square feet: additional \$500 per year
- Vacant space over 10,000 square feet: additional \$1,000 per year

3. For purposes of this subsection, square footage shall be determined based on the gross floor area of the vacant commercial or industrial space as recorded in municipal property records or building permit documentation.

4. The amount of the annual registration permit fee may be amended by the City Council, and the Building Commissioner and Director of Planning, Development, and Sustainability may, from time to time, submit proposals to reassess the fee.

Owners may apply for a partial or full waiver of the annual registration permit fee at the time the Vacant Commercial Property or the Vacant Industrial Property is registered on a form promulgated by the Building Department, which shall be renewed on an annual
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basis at the time the invoice for the annual permit registration fee is received by the owner. All requests and applications for waivers are due either (i) prior to, but not more than ninety (90) days after any property becomes a Vacant Commercial Property or Vacant Industrial Property, or (ii) at least thirty (30) days prior to the expiration of the previous waiver. A waiver of the annual registration permit fee may be allowed by the Building Commissioner or their designee, after consultation with any other relevant departments upon a showing of clear and convincing evidence of:

- a. A substantial financial hardship, which shall be granted only when the applicant demonstrates that payment of the registration permit fee would cause the applicant a substantial financial hardship and no other form of waiver is available to the applicant.

-

- b. A written agreement to display Public Art as defined in Section 94-7.5.210 119, which shall be granted only when sufficient public viewing of the public art display is available; the Vacant Property is an appropriate location for such display; and the proposal for the public art display has been reviewed and approved by the Office of Planning, Development, and Sustainability, the artist, and the owner. Terms of the exhibition shall be set forth in a written agreement promulgated by the Office of Planning, Development, and Sustainability;

- c. A plan to use the property for Community Events as defined in Section 94 7.5.210-119, which shall be granted only when the applicant must provide documentation of a space usage plan for this purpose where the Vacant Commercial Property or the Vacant Industrial Property, or an accessory structure or an accessory parking area as defined in Section 94-12.010-119, is occupied for Community Events for at least three days in a three month period. This shall include any agreements with the City or Community Event organizers, schedules, and permits to the Building Department deemed necessary by the Building Commissioner and a determination by the Building Commissioner that the Vacant Commercial or Vacant Industrial Property is appropriate from a life safety standard as defined by the Building Code; or by

- d. A demonstration that the Vacant Commercial Property or a Vacant Industrial Property is being improved for future use, which shall be reviewed by the Building Commissioner. Any building with an active building permit or application to the planning board shall be exempt from this section.

- e. A demonstration, by clear and convincing evidence, that the Vacant Commercial Property or Vacant Industrial Property cannot reasonably be sold,
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leased, occupied, or otherwise activated due to a bona fide legal dispute concerning title or possessory rights, including but not limited to:

(i) administration of an estate where legal authority to convey or lease the property is unresolved;

(ii) pending probate, Land Court, or Superior Court proceedings to quiet title or resolve defects in the chain of title;

(iii) active litigation concerning ownership, control, or the right to lease or convey the property; or

(iv) a court order, injunction, or legal constraint that materially limits the owner's ability to act with respect to the property.

o ef. A partial or full waiver of the annual registration permit fee may be granted where the owner demonstrates good faith efforts to lease, sell, or otherwise activate the vacant commercial or industrial property. Such efforts may include, but are not limited to:

o (i) Listing the property for lease or sale on online commercial real estate platforms or with a licensed broker (to ensure marketing extends beyond passive signage);

o (ii) Offering the property at a market-competitive rate;

o (iii) Maintaining the property in a condition suitable for showing to prospective tenants;

o (iv) Demonstrating reasonable availability for property tours or tenant inquiries; and

o (v) Coordinating with the City's Economic Development representatives regarding marketing efforts, tenant recruitment opportunities, or participation in vacant storefront activation programs.

o . A demonstration, by clear and convincing evidence, that the Vacant Commercial Property or Vacant Industrial Property cannot reasonably be sold, leased, occupied, or otherwise activated due to a bona fide legal dispute concerning title or possessory rights, including but not limited to:

(i)(ia) administration of an estate where legal authority to convey or lease the property is unresolved;

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(iib) pending probate, Land Court, or Superior Court proceedings to quiet title or resolve defects in the chain of title;

(iiic) active litigation concerning ownership, control, or the right to lease or convey the property; or

(ivd) a court order, injunction, or legal constraint that materially limits the owner's ability to act with respect to the property.

2.

Any waiver granted under this subsection shall be temporary, shall be subject to periodic review, and shall expire upon resolution of the underlying legal impediment.

5. Any waiver granted under this subsection shall be temporary, shall be subject to periodic review, and shall expire upon resolution of the underlying legal impediment.

6. The Building Commissioner and Director of Planning, Development, and Sustainability may also issue a waiver on the basis of pending amendments to the Zoning Code or the Medford Comprehensive Plan.

7. A Vacant Commercial Property or Vacant Industrial Property that has been condemned in accordance with M.G.L ch. 143, § 9 or a like statute shall not be eligible for the Public Art or Community Benefits waivers to the annual registration permit fee.

8. Requests for waivers of the annual permit registration fee shall be acted upon by the Building Commissioner or their designee within thirty (30) days of request for such waiver. Approval or denial of such waivers shall be in writing, explaining the basis for the approval or denial. If the waiver is denied, the annual registration permit fee shall be paid within thirty (30) calendar days of such denial.

9. An owner may appeal the rejection of a waiver through the process defined at Section 94 7.5.810-126.

10. Nothing in this subsection shall be construed to waive or suspend the maintenance, safety, inspection, or registration requirements of this ordinance, except as expressly provided herein.

10-1232 Maintenance Requirements for All Vacant Properties.

1. Notwithstanding anything in this ordinance to the contrary, the owner of a Vacant Property shall maintain the Vacant Property in accordance with all applicable state and municipal sanitary codes, building codes, laws, regulations and ordinances. The owner, local individual or local property management company shall inspect and maintain the property on a monthly basis for the duration of the vacancy.

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a. The name and 24-hour contact phone number of the local individual or property

management company responsible for maintenance shall be affixed to the property. This sign shall be posted on the front of the property.

b. The owner of a Vacant Property shall promptly repair all broken windows, doors, other openings, and any unsafe conditions at the Vacant Property. Boarding of open or broken windows and doors is prohibited except as a temporary measure allowed by city ordinance, unless the Building Commissioner or Health Director as the case may be, determines that, due to vandalism, security reasons, public health or circumstances out of the owner's control, the proper boarding of windows and doors is necessary. Boards or coverings must be fitted to the opening size and colored to blend with the existing building color scheme.

c. The owner of a Vacant Property must maintain the property free from rats, mice, and other vectors. Upon registration with the city, the owner must provide the Health Director with either a letter or other certification from a Massachusetts state licensed exterminator stating that the inside and outside of the property has been inspected and found to be free from moderate to severe rodent activity, or documentation that rodent activity or infestation has been discovered and appropriate baiting or other abatement measures have occurred or will occur within thirty days of registration. These abatement measures must take place for a period of at least two (2) weeks, or until rodent activity on the property has ceased, whichever time period is longer. OneSix (16) months after this initial inspection, and every onesix months thereafter while the property remains vacant, the owner must provide the Health Director with documentation that the property has been re-inspected and either found to be free from rodent activity or that appropriate abatement measures have been taken, as defined above. All windows, doors, exterior walls, foundations, basements, cellars, crawlspaces, and interior spaces on the property shall be maintained in a sound condition, free from cracks, holes, breaks, gaps, loose boards, and all other conditions that allow for rodent entry and harborage on the property. The property shall remain free from all dead or overgrown vegetation, junk, trash, lumber, boxes, and large debris, or any material that may provide food or harborage for rodents. Maintenance shall comply with the process and permits outlined in the Integrated Pest Management Plan of the Board of Health.

d. The owner of a Vacant Property shall maintain the Vacant Property and land on which it is located for the duration of its existence as a Vacant Property in a condition so that the Vacant Property does not appear to a reasonable person to be unused or vacant. Upon notice by the Building Commissioner, any accumulated trash and/or graffiti shall be removed from the Vacant Property or property by the Owner within seven (7) days.

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2. Compliance with this section does not relieve the owner of any applicable obligations set forth in city ordinances or regulations, covenant conditions and restrictions, and/or homeowners' association rules and regulations.

3. The owner of a Vacant Property may display advertising materials in the vacant space or in the Vacant Property's street-facing windows in accordance with the sign ordinance and other provisions of Section 94 of the Code of Ordinances.

4. The Building Commissioner may direct the shutting off, cutting, or capping of utilities serving any building which is a Vacant Property for a period exceeding six (6) months if deemed necessary to preserve public safety. The Building Commissioner shall direct the restoration of utility services for the purpose of Community Events.

5. If the Building Commissioner determines a building to be unsafe, the Building Commissioner may act immediately in accordance with the Massachusetts State Building Code and other applicable codes or laws to protect public safety. Furthermore, nothing in this section shall abrogate the powers and/or duties of municipal officials to act pursuant to any general statutory authority including, without limitation, M.G.L. c. 139, § 1 et seq. and M.G.L. c. 143, § 6 et seq.

10-1243 Inspections.

The Building Commissioner, Police Chief, Fire Chief, and the Health Director, or their designees, shall have the authority to periodically inspect and shall inspect on a quarterly basis, the exterior and interior of any properties subject to this section for compliance with this section and other laws, regulations and ordinances relating to the health, safety and welfare of the citizens of Medford. They shall also have the authority to issue separate citations for any violations of those laws, regulations and ordinances.

10-1254 Violations and Penalties; Enforcement.

1. The Building Commissioner or Health Director or their designees acting as Code Enforcement Officers are authorized to administer and enforce this section.
2. The Building Commissioner and other officials responsible for enforcing this section may prioritize inspections and enforcement actions based on available municipal resources and the degree to which a property presents risks to public health, safety, neighborhood conditions, or municipal services.
 - a. In administering this section, the City may also seek voluntary compliance and corrective action by property owners prior to initiating formal enforcement proceedings, including providing notice, guidance, or a reasonable opportunity to remedy conditions or bring the property into compliance.

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- b. Factors that may be considered in prioritizing enforcement include, but are not limited to: the duration of vacancy; evidence of deterioration, unsafe conditions, or nuisance activity; complaints from members of the public; prior violations of this section or other applicable laws; and the degree of cooperation by the owner in addressing vacancy or maintenance concerns.
 - c. Nothing in this subsection shall be construed to exempt any property from the requirements of this section or to limit the authority of the City to enforce this section with respect to any property when the City determines enforcement is necessary to protect the public health, safety, or welfare.

3.

3. This section shall be enforced in the manner provided in Section 1-13 of the Medford Code of Ordinances and M.G.L. ch. 40, § 21D. Any property owner who violates any provision of this section shall be subject to the following penalties:

- a. Failure to register with the Building Commissioner under Section 94.7.5.310-120 or Section 10-121 shall be considered a violation of this section and is punishable by a fine of \$300.00. Each day that such violation continues shall constitute a separate offense. Registration under Section 10-120 or Section 10-121 94.7.5.3 shall constitute a remedy for this violation.
 - b. Failure to identify the local individual or local property management company if deemed applicable by the Building Commissioner under Section 10-120 or Section 10-121 Section 94.7.5.3 shall be considered a violation of this section and is punishable by a fine of \$300.00. Each day that such violation continues shall constitute a separate offense. Such identification under Section 10-120 or Section 10-121 Section 94.7.5.3 shall constitute a remedy for this violation.
 - c. Failure to provide proof of sale or written notice and proof of occupancy to the Building Commissioner if or when the Building is no longer a Vacant Property under Section 10-120 or Section 10-121 Section 94.7.5.3 shall be considered a violation of this section and is punishable by a fine of \$300.00. Each day that such violation continues shall constitute a separate offense. Providing such proof under Section 10-120 or Section 10-121 Section 94.7.5.3 shall constitute a remedy for this violation.
 - d. Failure to provide proof of sale or written notice and proof of occupancy to the Building Commissioner if the property containing a Vacant Property is conveyed to a third party under Section 10-120 or Section 10-121 Section 94.7.5.3 shall be considered a violation of this section and is punishable by a fine of \$300.00. Each day that such violation continues shall constitute a separate offense. Providing
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such proof under Section 10-120 or Section 10-121 Section 94.7.5.3 shall constitute a remedy for this violation.
 - e. Failure to pay the annual registration permit fee to the Building Commissioner to the Building Commissioner under Section 94.7.5.410-122 shall be a violation of this section and is punishable by a fine of \$300.00. Payment of the fee under Section 94.7.5.410-122 shall constitute a remedy for this violation.
 - f. Failure to maintain the property under Section 94.7.5.510-123 shall be considered a violation of this section and is punishable by a fine of \$300.00. Each day that such violation continues shall be considered a separate offense. Compliance with maintenance requirements under Section 94.7.5.5 10-123 shall constitute a remedy for this violation.
4. Nothing in this section shall abrogate the powers and/or duties of municipal officials to

issue fines pursuant to any general statutory authority or any other law, code, or ordinance.

5. Except where public safety is at issue, any owner found to be in violation of this section shall receive a written notice on a form promulgated by the Building Commissioner providing the owner notice of the violation and the amount of the fine.

6. Fines shall be due at least twenty-one days after the date of such notice as promulgated by the Building Commissioner in Section 94-7.5.7.410-125(5).

7. The Building Commissioner shall afford a minimum of seven (7) days to remedy all violations prior to the levying of registration fees, fines or initiation of any enforcement action.

8. Any fee assessed or fines issued or levied under this section shall constitute a "municipal charges lien" on the Vacant Property, to be collected in accordance with M.G.L. c. 40, § 58.

9. The officer enforcing a particular penalty may waive any fine assessed under this section in total or in part upon the abatement of the violation(s). If a lien has been placed on the Vacant Property as the result of a fine, the City shall work with the tax collector to remove such lien, if it is determined the violations have been addressed and all or part of the fine has been waived as provided for herein.

10-1265 Appeal.

Any person aggrieved by the requirements of this section may seek an administrative appeal by making a written application to the Building Department. The written application must be filed with the Building Department within thirty (30) days of the imposition of an order or penalty

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pursuant to Section 94-11.4.2. 10-125(3) The Building Department may designate a member of their staff to hear appeals pursuant to this section. Any person aggrieved by a final decision issued under this section may seek relief in any court of competent jurisdiction as provided by the laws of the commonwealth. Any appeal made shall be requested in writing within thirty (30) days of the date of the decision.

10-1276 Regulations.

The Building Commissioner shall have the authority to promulgate rules and regulations necessary to implement and enforce this section.

10-1287. Compliance with Other Laws; Severability.

1. Compliance with this Section shall not relieve the owner of any obligations set forth in any other applicable statutes, ordinances, regulations, codes, covenant conditions or restrictions and/or association rules and regulations. In the event of a conflict, the stricter of the rules and regulations shall apply.

2. If any provision of this Section is held to be invalid or unenforceable for any reason by a court of competent jurisdiction, such provision shall be considered separate and apart from the remaining provisions, which shall remain in full force and effect.

10-1298. Date of Effect.

This section shall take effect 365 days after its passage.

Public Comment:

Simon Altidor 44 Tainter St

Paige Buldini 37 Winter St

Jennifer Yanko 16 monument St

Chris Stivers 23 Bower St

Councilor Leming Motioned to Sever (seconded by Councilor Mullane) – Approved on a Roll call vote of Seven in Favor, Zero opposed

Motion for the repeal of old zoning Ordinance Chapter 94 Sect. 7.5 and refer to the CDB for review (seconded by Councilor Mullane) – Approved on a Roll call vote of Seven in favor, Zero opposed

Motion to Approve Chapter 10 Article 8 for 1st reading (seconded by Councilor Callahan) – Approved on a Roll call vote of Seven in favor, Zero opposed

COMMUNICATIONS FROM THE MAYOR Cont.

26-089 - Submitted by Mayor Breanna Lungo-Koehn Medford Square Redevelopment Project Grant



**MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN**

May 7, 2026

Via Electronic Delivery

To The Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

RE: Medford Square Redevelopment Project Grant

Dear President Bears and Members of the City Council:

I am excited to share that the City has been awarded a \$450,000.00 Massachusetts Development Finance Agency (MassDevelopment) grant for the Medford Square Redevelopment Project. The MassDevelopment grant requires that City Council pass a resolution accepting the grant and acknowledging the restrictions to this project. The enclosed drafted resolution addresses these requirements. The grant will then reimburse expenditures back to the City of Medford upon a quarterly submission and review with MassDevelopment, in accordance with the grant agreement.

In summary, I respectfully request and recommend that your Honorable body adopt the enclosed resolution to accept the grant for the Medford Square Redevelopment Project.

The MassDevelopment grant for Medford Square Redevelopment Project requires that a copy of a certified vote be incorporated into a final grant agreement that is to be executed no later than June 30, 2026.

Community Preservation Act Manager Theresa Dupont will be in attendance to address the Council.

Sincerely,


Breanna Lungo-Koehn
Mayor

Enclosure

WHEREAS, the land located at 0 Clippership Drive (the "Site") has been deemed a site suitable for the site assessment program administered by the Massachusetts Development Finance Agency ("MassDevelopment");

WHEREAS, the City of Medford, a Massachusetts municipality having a mailing address at 85 George P. Hassett Drive, Medford MA 02155 ("Recipient") has been awarded a site readiness recoverable grant in the amount of \$450,000.00 from MassDevelopment (the "Recoverable Grant") for readiness assistance related to the Site (the "Project");

WHEREAS, the Recoverable Grant will be formalized through a grant agreement entered into by and between the Municipality and MassDevelopment in substantially the form attached hereto (the "Grant Agreement"); and

WHEREAS, the Municipality has agreed to pay the Recoverable Grant;

NOW, THEREFORE, the City of Medford votes as follows:

If the Site of any portion thereof is sold, conveyed, gifted, demised, ground leased, or otherwise transferred, or refinanced, and as a result of said transaction, the Recipient received funds that exceed the aggregate amount necessary for repayment of existing monetary liens, mortgage loans, and other debt on the Project and all of the costs incurred by them in the acquisition, development, ownership, and sale of the Site or of the portion of the Site transferred (the "Net Proceeds"), then Recipient shall reimburse MassDevelopment the full amount of the Net Proceeds up to the amount of the Recoverable Grant that has been disbursed and has not already been repaid to MassDevelopment (the "Disbursed Funds").

Addressing the Council:

Theresa Dupont CPA Manager

Councilor Callahan motioned to Approve (seconded by Councilor Leming) – Approved on a Roll call vote of Seven in favor, Zero opposed

Public Participation

Simon Altidor 44 Tainter St

Adjournment

Councilor Leming motioned to Adjourn (seconded by Councilor Mullane) – Approved on a Voice vote of Seven in favor, Zero opposed

Respectfully Submitted

Richard Eliseo Jr
Acting City Clerk