



BREANNA LUNGO-KOEHN
MAYOR

City of Medford

OFFICE OF THE MAYOR

City Hall - Room 202
Medford, Massachusetts 02155
Telephone (781) 393-2408

FAX: (781) 393-2514
TDD: (781) 393-2516
E-mail: mayor@medford-ma.gov

POLICY: Naming City Owned Street Corners & Placement of Memorial Objects

I. Purpose

The Mayor of Medford shall be the responsible party for the naming of City locations such as City Street Corners and approval of objects, such as, but not limited to, sculptures, signs or other fixtures, in locations identified as being under the care, custody and control of the City of Medford and shall handle all requests with serious and consistent consideration.

City-owned locations include, but are not limited to, recreational areas, parks, playgrounds, memorial objects, and city-owned land, all of which does not fall under another governing body or entity.

II. Process

The process consists of an application submission which is then reviewed by the Dedication committee using one or more of the established criteria. Upon completion of the review, the committee delivers the recommendation to the Mayor.

III. Dedication Committee:

- City of Medford DEI Director
- City of Medford Community Relations Director
- City of Medford Veterans Services Director

IV. Application:

An electronic application is submitted and may be supported by up to (3) three letters of recommendation.

The information on the application will be used if the application is approved.

It is the sole responsibility of the petitioner to ensure the accuracy of names, locations or other such information on the submitted application.

V. Criteria:

Criteria for consideration (Naming Street corners, etc. after person(s) or organizations)

- Have geographical, historical or cultural significance to the city or region.
 - Have held leadership role (s) in the city, such as through distinguished service in the military, law enforcement, public safety, public office, or as a public servant.
 - Have been a lifelong resident with significant contributions such as but not limited to business ownership within the City.
 - Have made significant financial and civic contributions to the city or have made a direct financial grant to the city for purposes of developing a particular public property.
 - Have been deceased for no less than five years.
- (i) For property under the care, custody, and control of the Conservation Commission, such approval of a request shall be determined in a public meeting before it is reviewed by the dedication committee.
- (ii) For property under the care, custody and control of the Parks Commission, such approval of a request shall be determined in a public meeting before it is reviewed by the dedication committee. (School properties, by State Law, fall under the jurisdiction of the School Committee.)
- (iii) In the case of a written proposal by an applicant for the memorialization of a Veteran, the Veterans Services Director shall review and verify the veteran-related documentation. (The veteran shall have enlisted out of Medford or resided in Medford for 45 years or more after his/her service or resided in Medford for 2/3rds of his/her life.

VI. Decision Making:

The Committee shall make a recommendation to the mayor as to the dedication/placement of signage or objects at up to 2 locations per calendar year. The city will pay for corner signage.

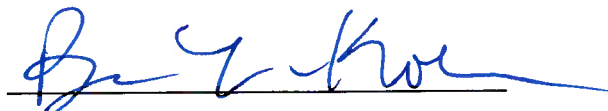
There is no yearly limitation as to the number of publicly funded artwork, plantings, and/or benches that are approved by the Dedication Committee.

Applications and recommendation letters must explain the following, as applicable:

- How has this person(s) or organization had geographical, historical, or cultural significance to the City?
- What leadership role(s) in the City, such as through distinguished service in the military, law enforcement, safety, or public office or as a public servant?
- What significant financial and civic contributions to the City to develop a particular public property?
- What is the proposed memorial (plaque, statue, sign, etc.)?
- What is the property location (recreational area, etc.)?
- Verification that the person is deceased no less than 5 years before the request.

Following certification by the Committee, the Committee shall send their recommendation to the mayor. Upon approval of the naming, the next level of review and approval encompasses the design of artwork, signs, or other fixtures on property under the jurisdiction of the city and must be reviewed and approved along with the cost of any signage and its ongoing maintenance, as well as who will be bearing the costs (petitioner, the City, or another entity).

Adopted by the City, by and through the Mayor: January 10, 2025



Mayor Breanna Lungo-Koehn