



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

April 17, 2024

**Via Electronic Delivery**

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

Re: Food Truck Permit

Dear President Bears and Members of the City Council:

On behalf of the below entity, I respectfully submit to the Medford City Council the following request for a "food truck" permit in the City of Medford. In addition to City Council approval, vendors are required to adhere to Health Department food safety requirements.

**Date + Time:** 5/26/2024  
12pm – 5pm

**Location:** Condon Shell  
2501 Mystic Valley Parkway  
Medford, MA 02155

**Event:** Local pop-up market  
By Planning with a Scorpio

**About the Event:**

*"This will be a spring event for the whole family! Featuring food, live music, activities for the kids, and a variety of local vendors to shop from. We will have vendors selling body care, art, woodwork, leatherwork, crochet, desserts, and more. We will also have a face paint artist, bubbles, hula hoops, and other small yard games for kids to enjoy. Live music will take place on the stage during the event with the space in front of the stage left open for folks to sit and listen/eat."*

Thank you for your kind attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Breanna Lungo-Koehn".

Breanna Lungo-Koehn, Mayor