



## CITY OF BANGOR

To: Honorable Chair and Members of the Bangor City Council  
From: Carollynn Lear, City Manager  
Subject: Weekly Meetings – **Feb. 23, 2026**  
Date: Feb. 19, 2026

<b>Feb. 23</b>	<b>(Mon)</b>	<b>5:15 P.M.</b>	<b>Personnel Committee</b> <i>Penobscot River Room</i>
		<i>Immediately following</i>	<b>City Council Workshop</b> <ul style="list-style-type: none"><li>• Parks &amp; Rec Facility Ballot Referendum</li><li>• Crime Statistics Discussion</li><li>• City Manager Updates</li></ul>
		<b>7:00 P.M.</b>	<b>City Council</b>
<b>Feb. 24</b>	<b>(Tues)</b>	<b>6:00 P.M.</b>	<b>Advisory Committee on Racial Equity, Inclusion &amp; Human Rights</b>
<b>Feb. 25</b>	<b>(Wed)</b>	<b>7:00 P.M.</b>	<b>School Committee</b>
<b>Feb. 26</b>	<b>(Thurs)</b>		
<b>Feb. 27</b>	<b>(Fri)</b>		

**Unless otherwise noted, all meetings are held: City Council Chambers, Bangor City Hall, 73 Harlow St. After 4:30 P.M., members of the public are asked to use the side entrance of City Hall that faces the direction of Exchange and State streets.**

Find the calendar and Zoom link at [www.bangormaine.gov/calendar](http://www.bangormaine.gov/calendar) and select the meeting you wish to attend. For guidelines on attending City of Bangor public meetings virtually or in-person, visit [www.bangormaine.gov/video](http://www.bangormaine.gov/video)

**PERSONNEL COMMITTEE MEETING**

**VIA ZOOM**

**As this is an executive session only, there will be no public participation.**

**February 23, 2026 @ 5:15 PM**

- 1. Executive Session – MRS Title 1 Section 405(6)(A) – Interview Committee Member Candidates**



# CITY OF BANGOR

**City Council Workshop**

**Monday, Feb. 23, 2026**

**Council Chambers, City Hall, 73 Harlow St., 5:15 p.m.**

## **Agenda**

- 1. Parks & Rec Facility Ballot Referendum**
- 2. Crime Statistics Discussion**
- 3. City Manager Updates**



# CITY COUNCIL AGENDA



# BOOKMARK ASSISTANCE

The Agenda contains bookmarks that help you navigate through the document.

On the left hand side is a panel of icons. One shows thumbnails of the pages, and the second is bookmarks.

If you click on the bookmarks icon you can maneuver through the document the same as you have always been able to before.

If you have any questions or concerns, please don't hesitate to contact me.

[lisa.goodwin@bangormaine.gov](mailto:lisa.goodwin@bangormaine.gov)

**PLEDGE OF ALLEGIANCE**

This is the portion of the meeting set aside for general public comment directly related to City business, for matters that do not appear on this evening’s agenda. Public comment requires a person to state your name and whether you are a resident of Bangor. The City Council has adopted a Public Comment Policy that we will adhere to. Statements during public comment should respect the dignity and seriousness of the proceeding, and individuals will be restricted to speaking once. Obscene, truly threatening, or overly repetitive comments will be deemed out of order and will be interrupted and removed. Topics that are considered out of order also include matters that are in litigation, individual employees or employee groups discussing matters for which complaint or grievance procedures are in place, personal disputes between the speaker and another resident not germane to City business, support for or opposition to any candidate for political office, and personnel complaints pertaining to individual City employees. There is a time limit of three minutes per speaker, and the total time allowed for general public comment regarding City business will be limited to no more than one hour. The public comment period is for City Council members to listen and not to respond or debate with persons. If you do not live in Bangor or own property in Bangor, please allow those who do to have the opportunity to speak first. If you’d like to offer comment on any item directly related to City business not appearing on the regular agenda, you may approach the podium. Individuals who have appropriately pre-registered to give public comment via remote means will be given the opportunity to participate remotely. Alternatively, Councilors may be reached via email at [councilors@bangormaine.gov](mailto:councilors@bangormaine.gov). (A link to the adopted public comment policy can be found on the City’s website.)

**PUBLIC COMMENT**

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**CONSENT AGENDA  
ITEM NO.**

**ASSIGNED TO  
COUNCILOR**

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\*Explanatory Note: All items listed in the Consent Agenda are considered routine and are proposed for adoption by the City Council by one motion without discussion or deliberation. Any member of the public may request that the Council remove an item from the Consent Agenda for discussion. An item will only be removed if a City Councilor requests its removal to New Business.

**MINUTES OF:                      Bangor City Council Regular Meeting of February 9, 2026**

**26-092    ORDER                      Authorizing City Manager to Execute an Agreement    MALLAR  
with the Maine Department of Transportation  
Related to Overweight Construction Vehicles on US  
Route 2 for Cyclical Pavement Resurfacing**

**Executive Summary:** This Order will authorize the City Manager to execute an agreement with Maine Department of Transportation to allow overweight construction vehicles related to US Route 2, Cyclical Pavement Resurfacing.

The project is located along Route 2. Segment 1 begins 0.12 of a mile east of Doane Street and extends southeast 1.1 miles to Odlin Road. Segment 2 begins 0.4 of a mile north of Interstate 395 and extends north 0.34 of a mile to Hammond Street.

This item was reviewed and recommended for approval by the Infrastructure Committee on February 18, 2023.

**REGULAR MEETING BANGOR CITY COUNCIL – FEBRUARY 23, 2026 at 7:00 PM**

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**CONSENT AGENDA  
ITEM NO.**

**ASSIGNED TO  
COUNCILOR**

**26-093    ORDER            Authorizing the City Manager to Execute a Contract with Aerocloud Systems to Expand the Common-use System for Bangor International Airport**      **DEANE**

**Executive Summary:** This Order authorizes waiving of the bid process to sole source and award the contract with Aerocloud systems to expand the common-use system for Bangor International Airport (BGR).

BGR currently utilizes common-use passenger processing equipment and software provided by Aerocloud Systems. Commercial passenger travel through BGR has increased 22% from 2023-2025 and, with a significant increase in domestic air travel, the airport must expand this common-use system to all domestic boarding gates to support current operational demands within the scope of existing contracts.

The total cost will be paid over a five-year period, with the first-year expense totaling \$193,394. The current year price is within approved budget. Future costs will be appropriated during the coinciding budget year. The vendor has historically had a positive working relationship with both the City and BGR.

The Finance Committee recommended approval of this item at its February 18th meeting by a vote of 5-0.

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**REFERRALS TO COMMITTEE AND FIRST READING  
ITEM NO.**

**ASSIGNED TO  
COUNCILOR**

**26-094    ORDINANCE            Amending Chapter 165, Land Development Code, District Map to Re-Zone a Property Located at 26 Walter Street from Urban Service District to Urban Residence 2 District (First Reading and Referral to Planning Board Meeting on March 3, 2026)**      **FALON**

**Executive Summary:** This Ordinance would amend the Land Development Code, District Map to re-zone the property at Map-Lot 025-143, located on 26 Walter Street, from Urban Service District (USD) to Urban Residence 2 District (URD-2). The total area requested to be changed is approximately 0.11 acres. The applicant and owner of record is NAHA, LLC.

This area is within the growth boundary shown in the 2022 Comprehensive Plan and the future land use map in the Plan shows this property in the Urban Neighborhood area which consists of “medium to high-density residential neighborhoods surrounding the Downtown and encompassing most of the City’s historic residential areas [with] limited commercial and institutional uses that are complementary to the surrounding residential uses.”

**26-095    ORDINANCE            Amending the Code of the City of Bangor to Establish Chapter 46, “Employee Authority in Immigration Matters” (First Reading and Referral to Government Operations Committee Meeting on March 2, 2026)**      **BECK**

**REFERRALS TO COMMITTEE AND FIRST READING  
ITEM NO.**

**ASSIGNED TO  
COUNCILOR**

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**Executive Summary:** This Ordinance establishes clear limits on the City of Bangor’s involvement in federal immigration enforcement, consistent with federal and state law, in order to prioritize public safety, community trust, and the responsible use of municipal resources.

The ordinance makes explicit that Bangor does not operate its departments, programs, or public safety services for the purpose of enforcing federal civil immigration laws. It affirms that City employees will continue to comply with all valid federal and state laws, judicial warrants, subpoenas, and court orders, and will continue to cooperate fully in the investigation and prosecution of criminal activity. What this ordinance does is draw a firm line between local public safety responsibilities and federal civil immigration enforcement.

The ordinance is grounded in a public safety rationale. When residents are afraid that routine interactions with local government could expose them or their family members to immigration enforcement, they are less likely to report crimes, seek emergency assistance, cooperate with investigations, or access basic City services. This ordinance is intended to preserve trust between the City and the people it serves, which is essential to effective policing, emergency response, and community well-being. Furthermore, this policy ensures that Bangor’s limited tax dollars are reserved for local safety priorities rather than being diverted to unfunded federal enforcement mandates.

This ordinance affirms that Bangor’s role is to keep its residents safe, uphold the law, and ensure transparency and accountability in the use of public resources—not to serve as an extension of federal civil immigration enforcement.

**26-096    RESOLVE                      **Authorizing the City Manager to Accept and Appropriate \$320,603 from the State of Maine Department of Transportation for the Purpose of Funding New Mobile Fare Technology, an Electric ADA Van, and Bike Racks (First Reading)**                      **MALLAR****

**Executive Summary:** This Resolve will accept and appropriate \$320,603 in State of Maine Department of Transportation (MDOT) funds for the purposes of acquiring new mobile fare technology, an electric ADA van, and 24 three-position bike racks.

MDOT allocated \$2 million in state funding from the last legislative session to support transit projects. Community Connector applied and received \$320,603 in funding with no local match requirement.

This funding will help us in our efforts to continue enhancing accessibility, modernizing fare technology, and expanding multi-modal connectivity, all of which aligns with the priorities of the Maine State Transit Plan.

The Finance Committee recommended approval of this grant by a vote of 5-0 at its February 18th meeting.

**UNFINISHED BUSINESS  
ITEM NO.**

**ASSIGNED TO  
COUNCILOR**

<b><u>26-086</u></b>	<b><u>ORDINANCE</u></b>	<b>Amending the Land Development Code, Section 165-73 Parking Area Location and Screening to Remove the Buffer Requirement for Parking Lots Adjacent to Properties Zoned G&amp;ISD, Except Where the Adjacent Property Contains a Residential, Cemetery, or School Use</b>	<b>FALOON</b>
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**Executive Summary:** This Ordinance would remove the requirement to create a vegetated buffer between off-street parking and parcels in the G&ISD (Government & Institutional Service District) zone, except where the adjacent property that’s zoned G&ISD contains a residential, cemetery, or school use. The reasoning for this change is that the G&ISD zone contains many intensive uses, including some commercial uses, and does not significantly benefit from having a buffer between parking and these uses.

The primary complaint heard from the public about parking is when parking lots are adjacent to residential areas. The Code does currently require vegetated buffers between parking and all residential zones and this would remain as is. Additionally, these proposed amendments would also require that a buffer remain for G&ISD properties that contain residential, cemetery, or school uses. However, the current requirement to provide a buffer from G&ISD in general seems excessive and can hinder commercial development in some cases. This item was reviewed and unanimously recommended for approval at the Planning Board meeting on February 17, 2026.

<b><u>26-087</u></b>	<b><u>ORDINANCE</u></b>	<b>Amending the Land Development Code, Section 165-13 Definitions to Remove State Street from the Minor Arterial Street Definition</b>	<b>WALKER</b>
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**Executive Summary:** This Ordinance would amend the Land Development Code, Section 165-13 Definitions to remove State Street from the Minor Arterial Street Definition. The Land Development Code currently defines certain streets as either major or minor arterial streets. The criteria for major arterials are that they are “highways of regional significance with average annual daily traffic in excess of 10,000 vehicles and containing more than two lanes in at least some sections.” State Street appears to be erroneously included as a minor arterial since it is also listed as a major arterial and it meets the definition of a major arterial. This amendment would remove State Street from the minor arterial category. This item was reviewed and unanimously recommended for approval at the Planning Board meeting on February 17, 2026.

<b><u>26-088</u></b>	<b><u>ORDINANCE</u></b>	<b>Amending Chapter 165, Land Development Code, District Map to Re-zone a Property Located at R23-003-B from Rural Residence and Agricultural District (RR&amp;A) to Government and Institutional Service District (G&amp;ISD)</b>	<b>CARSON</b>
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**Executive Summary:** This Ordinance would amend the Land Development Code, District Map to re-zone the property at Map-Lot R23-003-B, located on Ohio Street, from Rural Residence and Agricultural District (RR&A) to Government and Institutional Service District (G&ISD). The total area requested to be changed is approximately 6 acres. The applicant/owner of record is The Rock Church of Greater Bangor.

**REGULAR MEETING BANGOR CITY COUNCIL – FEBRUARY 23, 2026 at 7:00 PM**

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**UNFINISHED BUSINESS  
ITEM NO.**

**ASSIGNED TO  
COUNCILOR**

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This area is within the growth boundary shown in the 2022 Comprehensive Plan and the future land use map in the Plan shows this property in the Neighborhood Residential area which consists of “medium-density residential with limited commercial and institutional uses that are complementary to the surrounding residential land uses. This item was reviewed and unanimously recommended for approval at the Planning Board meeting on February 17, 2026.

**26-089    ORDINANCE    Amending the Code of the City of Bangor to Create    **CARSON**  
a Standing Legislative Committee**

**Executive Summary:** This Ordinance would amend the Code of the City of Bangor by creating a Standing Legislative Committee. Following City Council’s annual meeting with the City’s state legislative delegation, City Council expressed an interest in the creation of a new standing committee to discuss and coordinate responses to state-level legislation with an impact on the City of Bangor.

The Legislative Committee will: (1) liaise with the City’s state legislative delegation and other elected officials on legislative matters of City interest; (2) provide the City’s state legislative delegation and other elected officials with input on legislative proposals; and (3) seek sponsorship of legislation that is in the City’s interest.

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**NEW BUSINESS  
ITEM NO.**

**ASSIGNED TO  
COUNCILOR**

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**PUBLIC HEARING:**            **Application for Casino Operator License Renewal of  
HC Bangor, LLC d/b/a Hollywood Casino Hotel &  
Raceway, 500 Main Street**            **BECK**

**PUBLIC HEARING**            **Application for Special Amusement License Renewal  
of Endwell LLC d/b/a Paddy Murphy’s, 26 Main  
Street**            **BECK**



# CONSENT AGENDA

*Meeting called to order at 7:00 PM  
Chaired by Council Chair Hawes  
Councilors Present: Beck, Carson, Deane, Faloon, Fish,  
Leonard, Mallar, Walker via Zoom, Hawes  
Councilors Absent: None  
Meeting adjourned at 8:12 PM*

**PROCLAMATION**                    *Proclaimed February as Black History Month*

**PROCLAMATION**                    *Recognized the Extraordinary Work of Emergency Personnel*

**PUBLIC COMMENT**                    *Justin Cartier spoke regarding the history of DEI.*

*Scott Pardy asked that the Council hold the line on any tax increase.*

*Michael Furrow felt the City was overrun with non-profits and asked how they help the City.*

*Suzette Furrow felt the Council was becoming increasingly political and felt the political rhetoric needed to end.*

*Hilari Simmons thanked the Council for recognizing Black History Month. She also wanted clarification on what the Advisory Committee on Racial Equity, Human Rights and Inclusion was working on and if they were fulfilling their responsibilities.*

*Richard Charleston stated the bathroom across from the library was not serving the intended purpose. He thought as a service center, the City needed to retool what it provided for services.*

*Adam Baker advocated for the Councilors to be more involved with committees.*

*Jamie Beck felt Council packets should be released earlier in the week to give Councilors time to review the content enabling better communication and transparency.*

*Phillip Hassler and Richard Ward suggested a Maine Heritage Month.*

*George Lance stated he was waiting for an apology for being cut off during a previous Council meeting.*

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**CONSENT AGENDA  
ITEM NO.**

**ASSIGNED TO  
COUNCILOR**

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*Councilor Beck had a predetermined conflict of interest on Order 26-082 and left the room.*

**MINUTES OF:**                    *Bangor City Council Regular Meeting of January 28, 2026, Business and Economic Development Committee Meetings of November 17, 2025 and December 1, 2025 and Finance Committee Meeting of February 2, 2026*

**MINUTES OF REGULAR MEETING BANGOR CITY COUNCIL – FEBRUARY 9, 2026**

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<b>CONSENT AGENDA ITEM NO.</b>		<b>ASSIGNED TO COUNCILOR</b>
<u>26-075</u>	<u>ORDER</u> <i>Authorizing the Execution of a Municipal Quitclaim Deed for Real Estate Located at 15 Charles Street</i>	<b>MALLAR</b>
<u>26-076</u>	<u>ORDER</u> <i>Authorizing the Execution of a Municipal Quitclaim Deed for Real Estate Located at 63 Walter Street</i>	<b>FISH</b>
<u>26-077</u>	<u>ORDER</u> <i>Authorizing the City Manager to Accept \$10,000 in Funds, as Result of a State Criminal Forfeiture</i>	<b>MALLAR</b>
<u>26-078</u>	<u>ORDER</u> <i>Authorizing the City Manager to Accept \$1,557 in Funds and One Firearm, as Result of a State Criminal Forfeiture</i>	<b>DEANE</b>
<u>26-079</u>	<u>ORDER</u> <i>Authorizing the City Manager to Accept Two Firearms, as Result of a State Criminal Forfeiture</i>	<b>FALOON</b>
<u>26-080</u>	<u>ORDER</u> <i>Accepting the 2025 Annual Report from the Advisory Committee on Racial Equity, Inclusion, and Human Rights</i>	<b>BECK</b>
<u>26-081</u>	<u>ORDER</u> <i>Authorizing the Purchase of a 2026 Snow Mauler Plow Truck for the Airport from Airport Technologies, Inc. for \$542,716</i>	<b>DEANE</b>
<u>26-082</u>	<u>ORDER</u> <i>Authorizing the City Manager to Execute a Subcontract with Maine Mental Health Connection's Together Place Peer Run Recovery Center to Receive Up to \$50,000 from the State of Maine Overdose Response Pilot Grant</i>	<b>WALKER</b>
<u>26-083</u>	<u>ORDER</u> <i>Awarding Contract to Stantec Consulting Inc. to Provide Fuel and Storage Facility Engineering Services for Bangor International Airport</i>	<b>FALOON</b>
<u>26-084</u>	<u>ORDER</u> <i>Authorizing the City Manager to Enter into a Contract with Sargent Corporation to Install a Stormwater Trunk Line at the Sanford Brook Drainage Area in the Amount of \$436,982</i>	<b>CARSON</b>
<u>26-085</u>	<u>ORDER</u> <i>Authorizing an Update to Policy Governing Public Use of City Hall</i>	<b>MALLAR</b>
	<p><i>Motion made and seconded for Passage of Consent Agenda Vote: 8 – 0 Councilors Voting Yes: Carson, Deane, Faloon, Fish, Leonard, Mallar, Walker, Hawes Councilors Voting No: None Passed</i></p> <p><i>Councilor Beck returned to the meeting.</i></p>	

<b>REFERRALS TO COMMITTEE AND FIRST READING ITEM NO.</b>	<b>ASSIGNED TO COUNCILOR</b>
<p><b><u>26-086</u>    <u>ORDINANCE</u></b>    <i>Amending the Land Development Code, Section 165-73 Parking Area Location and Screening to Remove the Buffer Requirement for Parking Lots Adjacent to Properties Zoned G&amp;ISD, Except Where the Adjacent Property Contains a Residential, Cemetery, or School Use</i></p> <p><i>Action: Motion made and seconded for First Reading and Referral to Planning Board meeting on February 17, 2026 Vote: 9 – 0 Councilors Voting Yes: Beck, Carson, Deane, Faloon, Fish, Leonard, Mallar, Walker, Hawes Councilors Voting No: None Passed</i></p>	<b>FALOON</b>
<p><b><u>26-087</u>    <u>ORDINANCE</u></b>    <i>Amending the Land Development Code, Section 165-13 Definitions to Remove State Street from the Minor Arterial Street Definition</i></p> <p><i>Action: Motion made and seconded for First Reading and Referral to Planning Board meeting on February 17, 2026 Vote: 9 – 0 Councilors Voting Yes: Beck, Carson, Deane, Faloon, Fish, Leonard, Mallar, Walker, Hawes Councilors Voting No: None Passed</i></p>	<b>WALKER</b>
<p><b><u>26-088</u>    <u>ORDINANCE</u></b>    <i>Amending Chapter 165, Land Development Code, District Map to Re-zone a Property Located at R23-003-B from Rural Residence and Agricultural District (RR&amp;A) to Government and Institutional Service District (G&amp;ISD)</i></p> <p><i>Action: Motion made and seconded for First Reading and Referral to Planning Board meeting on February 17, 2026 Vote: 9 – 0 Councilors Voting Yes: Beck, Carson, Deane, Faloon, Fish, Leonard, Mallar, Walker, Hawes Councilors Voting No: None Passed</i></p>	<b>CARSON</b>
<p><b><u>26-089</u>    <u>ORDINANCE</u></b>    <i>Amending the Code of the City of Bangor to Create a Standing Legislative Committee</i></p> <p><i>Action: Motion made and seconded for First Reading Vote: 9 – 0 Councilors Voting Yes: Beck, Carson, Deane, Faloon, Fish, Leonard, Mallar, Walker, Hawes Councilors Voting No: None Passed</i></p>	<b>CARSON</b>

**MINUTES OF REGULAR MEETING BANGOR CITY COUNCIL – FEBRUARY 9, 2026**

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<b>REFERRALS TO COMMITTEE AND FIRST READING ITEM NO.</b>		<b>ASSIGNED TO COUNCILOR</b>
<b><u>26-090</u></b>	<b><u>RESOLVE</u></b>	
	<i>Making an Appropriation from Undesignated Fund Balance in the Amount of Up to \$50,000 to Fund a Director of Human Resources</i>	<b>LEONARD</b>
	<i>Action: Motion made and seconded for First Reading and Referral to Government Operations Committee meeting on March 2, 2026 Vote: 9 – 0 Councilors Voting Yes: Beck, Carson, Deane, Faloon, Fish, Leonard, Mallar, Walker, Hawes Councilors Voting No: None Passed</i>	

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<b>UNFINISHED BUSINESS ITEM NO.</b>		<b>ASSIGNED TO COUNCILOR</b>
<b><u>26-073</u></b>	<b><u>ORDINANCE</u></b>	
	<i>Amending the Code of the City of Bangor by Changing the Restrictions on Short-Term Rentals in Tiny Home Parks and Manufactured Home Parks</i>	<b>FISH</b>
	<i>Action: Motion made and seconded for Passage Vote: 8 - 1 Councilors Voting Yes: Beck, Carson, Deane, Faloon, Fish, Mallar, Walker, Hawes Councilors Voting No: Leonard Passed</i>	
<b><u>26-074</u></b>	<b><u>RESOLVE</u></b>	
	<i>Authorizing \$450,000 from the Stormwater Unassigned Fund Account for Construction of a Stormwater Trunk Line for the Sanford Brook Drainage Area</i>	<b>BECK</b>
	<i>Action: Motion made and seconded for Passage Vote: 9 – 0 Councilors Voting Yes: Beck, Carson, Deane, Faloon, Fish, Leonard, Mallar, Walker, Hawes Councilors Voting No: None Passed</i>	

MINUTES OF REGULAR MEETING BANGOR CITY COUNCIL – FEBRUARY 9, 2026

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<b>NEW BUSINESS ITEM NO.</b>		<b>ASSIGNED TO COUNCILOR</b>
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<b><u>PUBLIC HEARING:</u></b>	<i>Application for Special Amusement License Renewal of Penobscot Theatre Company d/b/a Penobscot Theatre Company, 131 Main Street</i>	<b>BECK</b>
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*Action: Motion made and seconded to Open Public Hearing  
Vote: 9 – 0  
Councilors Voting Yes: Beck, Carson, Deane, Faloon, Fish, Leonard, Mallar, Walker, Hawes  
Councilors Voting No: None  
Public Hearing Opened  
Motion made and seconded to Close Public Hearing  
Vote: 8 – 1  
Councilors Voting Yes: Beck, Carson, Deane, Faloon, Fish, Mallar, Walker, Hawes  
Councilors Voting No: Leonard  
Public Hearing Closed  
Motion made and seconded for Approval  
Vote: 9 – 0  
Councilors Voting Yes: Beck, Carson, Deane, Faloon, Fish, Leonard, Mallar, Walker, Hawes  
Councilors Voting No: None  
Approved*

<b><u>26-091</u></b>	<b><u>ORDER</u></b>	<i>Establishing the City Council's Priorities for 2026</i>	<b>CARSON</b>
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*Action: Motion made and seconded for Passage  
Vote: 9 – 0  
Councilors Voting Yes: Beck, Carson, Deane, Faloon, Fish, Leonard, Mallar, Walker, Hawes  
Councilors Voting No: None  
Passed*

ATTEST:   
Lisa J. Goodwin, MMC, City Clerk



**CITY COUNCIL ACTION**

02/23/2026 26-092

Council Meeting Date: 02/23/2026

Item No: 26-092

Responsible Dept: Engineering

Requested Action: Order

Map/Lot: N/A

**Title, Order**

Authorizing City Manager to Execute an Agreement with the Maine Department of Transportation Related to Overweight Construction Vehicles on US Route 2 for Cyclical Pavement Resurfacing

**Summary**

This Order will authorize the City Manager to execute an agreement with Maine Department of Transportation to allow overweight construction vehicles related to US Route 2, Cyclical Pavement Resurfacing.

The project is located along Route 2. Segment 1 begins 0.12 of a mile east of Doane Street and extends southeast 1.1 miles to Odlin Road. Segment 2 begins 0.4 of a mile north of Interstate 395 and extends north 0.34 of a mile to Hammond Street.

This item was reviewed and recommended for approval by the Infrastructure Committee on February 18, 2023.

**Committee Action**

Committee: Infrastructure Committee  
Action: Recommend for passage

Meeting Date: 02/18/2026  
For: 4                      Against: 0

**Staff Comments & Approvals**

City Manager

City Solicitor

Finance Director

**Introduced for:** Consent



## **CITY OF BANGOR ORDER**

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02/23/2026 26-092

Date: 02/23/2026

Item No: 26-092

Assigned to Councilor: Walker

Authorizing City Manager to Execute an Agreement with the Maine Department of Transportation Related to Overweight Construction Vehicles on US Route 2 for Cyclical Pavement Resurfacing

Be it Ordered by the City Council of the City of Bangor that, the City Manager is hereby authorized to execute an agreement with Maine Department of Transportation for transporting of construction equipment that exceeds legal weight limits over municipal roads for the resurfacing project on Route 2.



Janet T. Mills  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

Dale F. Doughty  
ACTING COMMISSIONER

Lisa Goodwin, City Clerk  
Re: City of Bangor  
73 Harlow Street  
Bangor, ME 04401

1/27/2026

**Subject:** Cyclical Pavement Resurfacing  
**Project No.:** 029428.00  
**Location:** Bangor  
**Roadway:** US Route 2

Dear Ms. Goodwin:

The Maine Department of Transportation will soon solicit quotes for the subject project for construction, and pursuant to 29-A MRSA § 2382 (7) we have established a "Construction Area." A copy of 29-A § 2382 is enclosed for your information. Also included is an agreement, **which requires signature by the municipal officers**, and additional background documents.

The agreement stipulates that the municipality will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment (backhoes, bulldozers, etc.) that exceed legal weight limits, over municipal roads. The agreement acknowledges the municipality's right to require a bond from the contractor to "guarantee suitable repair or payment of damages" per 29-A MRSA.

29-A MRSA § 2382 (7) states that "*the suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers.*" In other words, municipal officers determine the suitability of repairs on municipal ways and bridges.

The State cannot force municipalities to allow overweight vehicles to travel on posted municipal roads. Municipal postings supersede overweight permits. However, the agreement requires municipalities to make reasonable accommodations for overweight vehicles that are operated by contractors and the MDOT in connection with the construction project.

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 207 624-3410.

Sincerely,

George M.A. Macdougall, P.E.  
Contracts & Specifications Engineer  
Bureau of Project Development

***Please return this AGREEMENT, when completed, to:***

Maine Department of Transportation  
ATTN.: George Macdougall, Contracts & Specifications Engineer  
#16 State House Station, Child Street  
Augusta, Maine 04333-0016

**Project No.:** 029428.00  
**Location:** Bangor

Pursuant to 29-A MRSA § 2382, the undersigned municipal officers of the City of Bangor agree that a construction overlimit permit will be issued to the Contractor for the above-referenced project allowing the contractor to use overweight equipment and loads on municipal ways.

The municipality may require the contractor to obtain a satisfactory bond pursuant to 29-A MRSA § 2388 to cover the cost of any damage that might occur as a result of the overlimit loads. If a bond is required, the exact amount of said bond should be determined prior to the use of any municipal way. The MaineDOT will assist in determining the amount of the bond if requested. A suggested format for a general construction *overlimit bond* is attached. A suggested format for a construction *overlimit permit* is also attached. This construction overlimit permit does not supersede rules that restrict the use of public ways, such as posting of public ways, pursuant to 29-A MRSA § 2395.

The maximum speed limit for trucks on any municipal way will be 25 mph (40 km per hour) unless a higher speed limit is specifically agreed upon, in writing, by the Municipal Officers.

**CITY OF BANGOR**  
By the Municipal Officials

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bangor**  
**029428.00**  
**January 27, 2026**

**SPECIAL PROVISION 105**  
**CONSTRUCTION AREA**

**Construction Areas** located in the City of Bangor have been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

*The sections of highway under construction in Penobscot County:*

*Project 029428.00 is located in the city of Bangor along Route 2. Segment 1 begins 0.12 of a mile east of Doane Street and extends southeast 1.1 miles to Odlin Road. Segment 2 begins 0.45 of a mile north of Interstate 395 and extends north 0.34 of a mile to Hammond Street.*

Per 29-A § 2382 (7) MRSA, the MDOT may “*issue permits for stated periods of time for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:*

*A. Must be procured from the municipal officers for a construction area within that municipality;*

*B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:*

*(1) Withholding by the agency contracting the work of final payment under contract; or*

*(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.*

*The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;*

*C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and*

*D. For construction areas, carries no fee and does not come within the scope of this section.”*

The Municipal Officers for the City of Bangor agreed that an Overlimit Permit will be issued to the Contractor for the purpose of using loads and equipment on municipal ways in excess of the limits as specified in 29-A MRSA, on the municipal ways as described in the “Construction Area.”

As noted above, a bond may be required by the municipality, the exact amount of said bond to be determined prior to use of any municipal way. The MDOT will assist in determining the bond amount if requested by the municipality.

The maximum speed limits for trucks on any city way will be 25 mph (40 km per hour) unless a higher legal limit is specifically agreed upon in writing by the Municipal Officers concerned.

## **GENERAL GUIDANCE**

### **CONSTRUCTION OVERLIMIT PERMIT AND BONDING**

The Maine Bureau of Motor Vehicles (BMV) establishes requirements and standards for the permitting of non-divisible over dimensional and overweight vehicles and loads (collectively overlimit loads) on state roads. These state motor vehicle permits are available on-line. 29-A MRSA and Secretary of State Administrative Rules Chapters 155-157 apply. Additionally, municipalities and county commissioners may issue overweight permits for travel on municipal and county ways maintained by that municipality or county. These permits are typically single trip permits requiring vehicle registration data, intended route etc.

**However, in this case we're dealing with *Construction Permits*** involving overlimit loads in support of construction projects. According to 29-A MRSA § 2382 (7), a Construction Permit is a permit "*for a stated period of time that may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation*". According to 29-A § 2382 MRSA, the construction overlimit permit must be procured from the municipal officers for overweight loads on a municipal way in support of a construction project within that municipality.

**By signing the attached agreement, the municipality agrees to issue construction overlimit permits to the MDOT construction contractor.**

#### **Frequently Asked Questions:**

**A. Why sign the document in advance of the actual construction contract?**

**Response:** There are three primary reasons: First, to comply with 29-A § 2382. Second, to ensure that there are no surprises regarding the use of municipal roads by the Maine DOT contractor (to reasonably reduce risk and thus keep the cost of construction down) and third, to ensure the town is aware of its rights to control its own roads, and its rights to require a separate contractor's bond. (This is in addition to the Payment Bond and the Performance Bond the Maine DOT requires of the contractor).

**B. Different roads may require different levels of scrutiny. How is a posted road handled?**

**Response:** Despite the general construction overweight permit, the contractor cannot exceed the load limit on a posted municipal road without specific municipal permission. 29-A § 2395 MRSA notes that any ways requiring special protection (such as posted roads) will continue to be protected and overweight permits are superseded by such postings. In such a case the contractor would have to use an alternate route.

C. Is there any reason why the contractor cannot be held to indemnify and hold harmless the Municipality beyond the simple posting of a bond?

Response: The objective of our standard letter is to deal with overweight equipment and trucks on municipal ways during construction of a Maine DOT construction project. The bond merely provides a measure of protection against damage to municipal ways as a direct result of construction activity. Other areas of risk and indemnification are beyond the scope of our letter.

D. Are we required to obtain a bond?

Response: No. In fact, few municipalities have required a construction bond. It is a matter of risk management.

E. If used, what amount should be required on the bond?

Response: Previous MDOT letters used to speak about a maximum bond amount of \$14,000 / mile (\$9,000 / kilometer ) of traveled length, however 29-A § 2382 sets no maximum. The amount of the bond (if any bond is required at all) is based on the individual situation. The MDOT will assist in providing a bond amount estimate if so requested.

F. Why the blanket approval?

Response: The blanket approval we seek is the reasonable accommodation by the municipality to allow the Maine DOT contractor to use town ways (if required ) to haul overweight construction equipment and trucks. This theoretically gives the municipality and the MDOT time to discuss exceptions to a blanket approval. In general, this avoids unnecessary risks and saves money for all concerned in the long run.

G. Who determines the suitability of repairs?

Response: For municipal ways, the suitability of repairs may be determined by municipal officers. The MDOT will assist.

H. What is a non-divisible load?

Response: Per Chapter 157 (The Administration of Over-Dimension and Overweight Permits) under the Secretary of State administrative rules (See Rule Chapters for the Department of the Secretary of State on line), a non-divisible load is defined as: A load which, if separated into smaller loads or vehicles, would:

- 1) make it unable to perform the function for which it was intended;
- 2) destroy its value or;
- 3) require more than eight work hours to dismantle using appropriate equipment. Sealed oceangoing containers, spent nuclear materials in casks, and government-controlled military vehicles and their loads will be considered non-divisible

I. What is the standard for Overweight trucks and equipment?

Response: Overweight means a weight that exceeds the legal limits established in 29-A MRSA Chapter 21.

J. This is an unorganized township with no county or municipal roads. Why should I respond?

Response: Because of limited staff, we send out a standard letter to cover contingencies and minimize risk to the construction process. From time to time the letter may not have a practical application. In most cases of unorganized territories, the agreement is signed and returned as a matter of routine. This ensures that surprises will not be encountered after the start of construction regarding travel over municipal and county ways.

Additional tips:

False Information - Permit are invalidated by false information. A permit is invalidated by the violation of any condition specified by the terms of the permit or by false information given on the application. On evidence of such violation of falsification, the permittee may be denied additional permits.

Proper Registration - Overload permits do not relieve the registrants of vehicles from their obligations to properly register their vehicles in accordance with Motor Vehicle Laws.

Agent's Power of Attorney - If you do require a contractor's bond, make sure you have a copy of the Surety Agent's power of attorney authorizing the surety agent to sign for the surety. Keep the power of attorney with your duplicate original bond at the municipality. The contractor will also have a duplicate original.

Other bonds - The Maine DOT requires a payment bond and a performance bond of the contractor which is held against unsatisfactory performance on the part of the contractor for all construction projects over \$100,000. (The Miller Act (40 U.S.C. 270a-270f) normally requires performance and payment bonds for any federal aid construction contract exceeding \$100,000. 14 MRSA § 871 provides a similar requirement for state funded construction projects.) These bonds cover the proper performance of the contract and the payment of all employees, suppliers and subcontractors.

December 10, 2004  
Supercedes February 7, 1996

**SPECIAL PROVISION 105**  
**OVERLIMIT PERMITS**

**Title 29-A § 2382 MRSA Overlimit Movement Permits.**

**1. Overlimit movement permits issued by State.** The Secretary of State, acting under guidelines and advice of the Commissioner of Transportation, may grant permits to move nondivisible objects having a length, width, height or weight greater than specified in this Title over a way or bridge maintained by the Department of Transportation

**2. Permit fee.** The Secretary of State, with the advice of the Commissioner of Transportation, may set the fee for single trip permits, at not less than \$6, nor more than \$30, based on weight, height, length and width. The Secretary of State may, by rule, implement fees that have been set by the Commissioner of Transportation for multiple trip, long-term overweight movement permits. Rules established pursuant to this section are routine technical rules pursuant to Title 5, chapter 375, subchapter II-A.

**3. County and municipal permits.** A county commissioner or municipal officer may grant a permit, for a reasonable fee, for travel over a way or bridge maintained by that county or municipality

**4. Permits for weight.** A vehicle granted a permit for excess weight must first be registered for the maximum gross vehicle weight allowed for that vehicle.

**5. Special mobile equipment.** The Secretary of State may grant a permit, for no more than one year, to move pneumatic-tire equipment under its own power, including Class A and Class B special mobile equipment, over ways and bridges maintained by the Department of Transportation. The fee for that permit is \$15 for each 30-day period.

**6. Scope of permit.** A permit is limited to the particular vehicle or object to be moved, the trailer or semitrailer hauling the overlimit object and particular ways and bridges.

**7. Construction permits.** A permit for a stated period of time may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:

A. Must be procured from the municipal officers for a construction area within that municipality;

B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:

(1) Withholding by the agency contracting the work of final payment under contract; or

December 10, 2004  
Supercedes February 7, 1996

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

D. For construction areas, carries no fee and does not come within the scope of this section.

**8. Gross vehicle weight permits.** The following may grant permits to operate a vehicle having a gross vehicle weight exceeding the prescribed limit:

A. The Secretary of State, with the consent of the Department of Transportation, for state and state aid highways and bridges within city or compact village limits;

B. Municipal officers, for all other ways and bridges within that city and compact village limits; and

C. The county commissioners, for county roads and bridges located in unorganized territory.

**9. Pilot vehicles.** The following restrictions apply to pilot vehicles.

A. Pilot vehicles required by a permit must be equipped with warning lights and signs as required by the Secretary of State with the advice of the Department of Transportation.

B. Warning lights may be operated and lettering on the signs may be visible on a pilot vehicle only while it is escorting a vehicle with a permit on a public way.

With the advice of the Commissioner of Transportation and the Chief of the State Police, the Secretary of State shall establish rules for the operation of pilot vehicles.

**9-A. Police escort.** A person may not operate a single vehicle or a combination of vehicles of 125 feet or more in length or 16 feet or more in width on a public way unless the vehicle or combination of vehicles is accompanied by a police escort. The Secretary of State, with the advice of the Commissioner of Transportation, may require a police escort for vehicles of lesser dimensions.

December 10, 2004  
Supercedes February 7, 1996

A. The Bureau of State Police shall establish a fee for state police escorts to defray the costs of providing a police escort. A county sheriff or municipal police department may establish a fee to defray the costs of providing police escorts.

B. The Bureau of State Police shall provide a police escort if a request is made by a permittee. A county sheriff or municipal police department may refuse a permittee's request for a police escort.

C. A vehicle or combination of vehicles for which a police escort is required must be accompanied by a state police escort when operating on the interstate highway system.

**10. Taxes paid.** A permit for a mobile home may not be granted unless the applicant provides reasonable assurance that all property taxes, sewage disposal charges and drain and sewer assessments applicable to the mobile home, including those for the current tax year, have been paid or that the mobile home is exempt from those taxes. A municipality may waive the requirement that those taxes be paid before the issuance of a permit if the mobile home is to be moved from one location in the municipality to another location in the same municipality for purposes not related to the sale of the mobile home.

**11. Violation.** A person who moves an object over the public way in violation of this section commits a traffic infraction.

Section History:

PL 1993, Ch. 683, §A2 (NEW).  
PL 1993, Ch. 683, §B5 (AFF).  
PL 1997, Ch. 144, §1,2 (AMD).  
PL 1999, Ch. 117, §2 (AMD).  
PL 1999, Ch. 125, §1 (AMD).  
PL 1999, Ch. 580, §13 (AMD).  
PL 2001, Ch. 671, §30 (AMD).  
PL 2003, Ch. 166, §13 (AMD).  
PL 2003, Ch. 452, §Q73,74 (AMD).  
PL 2003, Ch. 452, §X2 (AFF).

## MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION

MUNICIPALITY: \_\_\_\_\_

Phone: 207-\_\_\_\_\_; fax: 207-\_\_\_\_\_

### APPLICATION FOR OVERLIMIT PERMIT TO MOVE CONSTRUCTION EQUIPMENT AND LOADS IN EXCESS OF LEGAL LIMITS ON MUNICIPAL WAYS

Construction Time Period:

Per 29-A § 2382 (7) MRSA, application is hereby made to the MUNICIPALITY OF \_\_\_\_\_ for An Overlimit Permit to move construction equipment, material, objects or loads in excess of legal limits over ways maintained by the MUNICIPALITY in support of construction operations for the following Maine DOT project

Project Description:

Project Identification Number (PIN):

NAME OF PERMITTEE (Construction Company):

STREET/P.O. BOX:

CITY:

STATE/PROV:

ZIP / POSTAL CODE:

PHONE:

FAX:

This object or load cannot be readily reduced to the legal limits.

Signed by:

(name & title)

Permit is granted. A copy of this signed permit will be provided to the permittee as prove of permit. This permit will automatically expire at the physical completion of the above construction project. The original permit will be held on file at the municipality.

Signed:

Municipal Official

**MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION**

MUNICIPALITY: \_\_\_\_\_

Phone: 207- \_\_\_\_\_; fax: 207- \_\_\_\_\_

**APPLICATION FOR OVERLIMIT PERMIT TO MOVE CONSTRUCTION EQUIPMENT AND LOADS IN  
EXCESS OF LEGAL LIMITS ON MUNICIPAL WAYS**

Construction Time Period:

Per 29-A § 2382 (7) MRSA, application is hereby made to the MUNICIPALITY OF \_\_\_\_\_  
for An Overlimit Permit to move construction equipment, material, objects or loads in excess of legal limits over  
ways maintained by the MUNICIPALITY in support of construction operations for the following Maine DOT  
project

Project Description:

Project Identification Number (PIN):

NAME OF PERMITTEE (Construction Company):

STREET/P.O. BOX:

CITY:

STATE/PROV:

ZIP / POSTAL CODE:

PHONE:

FAX:

This object or load cannot be readily reduced to the legal limits.

Signed by:

(name & title)

-----  
Permit is granted. A copy of this signed permit will be provided to the permittee as prove of permit. This permit  
will automatically expire at the physical completion of the above construction project. The original permit will be  
held on file at the municipality.

Signed:

Municipal Official

BOND # \_\_\_\_\_

Date:

**MUNICIPAL CONSTRUCTION BOND**

KNOW ALL MEN BY THESE PRESENTS: That (name of construction firm)  
\_\_\_\_\_, as  
principal, and \_\_\_\_\_, as  
\_\_\_\_\_, a corporation duly organized under the laws of the State of \_\_\_\_\_ and having a  
usual place of business \_\_\_\_\_,  
as Surety, are held and firmly bound unto the Treasurer of the Municipality of  
\_\_\_\_\_ in the sum of  
\_\_\_\_\_ and 00/100 Dollars (\$ \_\_\_\_\_ )  
to be paid said Treasurer of the Municipality of \_\_\_\_\_ or  
her/his successors in office, for which payment well and truly to be made, Principal and  
Surety bind themselves, their heirs, executors and administrators, successors and assigns,  
jointly and severally by these presents.

The condition of this obligation is such that if the Principal designated as Contractor in  
the Contract to construct Project Number \_\_\_\_\_ in the Municipality of  
\_\_\_\_\_ promptly and faithfully performs the Contract,  
without damage to the municipal ways, other than normal wear and tear; then this  
obligation shall be null and void; otherwise it shall remain in full force and effect.

However, if the Principal designated as Contractor causes damage to any municipal way  
beyond normal wear and tear, in the construction of the above project through the use of  
legal weight, legal dimension trucks or equipment; or overweight or over-dimension  
equipment or trucks (as defined in 29-A MRSA) on the municipal ways, then this bond  
may be used to guarantee that the contractor either repairs or pays for the damage caused  
by the use of its equipment or trucks. The degree of damage beyond normal wear and  
tear will be determined by municipal officials with the assistance of the Maine  
Department of Transportation.

The Surety hereby waives notice of any alteration or extension of time made by the Municipality.

Signed and sealed this ..... day of ....., 20.....

WITNESS:

SIGNATURES:

CONTRACTOR:

Signature.....

.....

Print Name Legibly .....

Print Name Legibly .....

.....

.....

WITNESS:

SIGNATURES SURETY:

Signature.....

Signature.....

Print Name Legibly .....

Print Name Legibly .....

NAME OF LOCAL AGENCY: .....

ADDRESS .....

TELEPHONE .....

NAME OF SURETY

SURETY ADDRESS:.....

BOND # \_\_\_\_\_

BOND # \_\_\_\_\_

Date:

**MUNICIPAL CONSTRUCTION BOND**

KNOW ALL MEN BY THESE PRESENTS: That (name of construction firm) \_\_\_\_\_  
\_\_\_\_\_ and the Municipality of \_\_\_\_\_, as  
principal, and.....  
, a corporation duly organized under the laws of the State of ..... and having a  
usual place of business .....  
as Surety, are held and firmly bound unto the Treasurer of the Municipality of  
\_\_\_\_\_ in the sum of  
\_\_\_\_\_ and 00/100 Dollars (\$ )  
to be paid said Treasurer of the Municipality of \_\_\_\_\_ or  
her/his successors in office, for which payment well and truly to be made, Principal and  
Surety bind themselves, their heirs, executors and administrators, successors and assigns,  
jointly and severally by these presents.

The condition of this obligation is such that if the Principal designated as Contractor in  
the Contract to construct Project Number \_\_\_\_\_ in the Municipality of  
\_\_\_\_\_ promptly and faithfully performs the Contract,  
without damage to the municipal ways, other than normal wear and tear; then this  
obligation shall be null and void; otherwise it shall remain in full force and effect.

However, if the Principal designated as Contractor causes damage to any municipal way  
beyond normal wear and tear, in the construction of the above project through the use of  
legal weight, legal dimension trucks or equipment; or overweight or over-dimension  
equipment or trucks (as defined in 29-A MRSA) on the municipal ways, then this bond  
may be used to guarantee that the contractor either repairs or pays for the damage caused  
by the use of its equipment or trucks. The degree of damage beyond normal wear and  
tear will be determined by municipal officials with the assistance of the Maine  
Department of Transportation.

The Surety hereby waives notice of any alteration or extension of time made by the Municipality.

Signed and sealed this ..... day of ....., 20.....

WITNESS:

SIGNATURES:

CONTRACTOR:

Signature.....

.....

Print Name Legibly .....

Print Name Legibly .....

.....

.....

WITNESS:

SIGNATURES SURETY:

Signature.....

Signature.....

Print Name Legibly .....

Print Name Legibly .....

NAME OF LOCAL AGENCY: .....

ADDRESS .....

TELEPHONE .....

NAME OF SURETY

SURETY ADDRESS:.....

BOND # \_\_\_\_\_



**CITY COUNCIL ACTION**

02/23/2026 26-093

Council Meeting Date: 02/23/2026

Item No: 26-093

Responsible Dept: Airport

Requested Action: Order



Map/Lot: N/A

**Title, Order**

Authorizing the City Manager to Execute a Contract with Aerocloud Systems to Expand the Common-use System for Bangor International Airport

**Summary**

This Order authorizes waiving of the bid process to sole source and award the contract with Aerocloud systems to expand the common-use system for Bangor International Airport (BGR).

BGR currently utilizes common-use passenger processing equipment and software provided by Aerocloud Systems. Commercial passenger travel through BGR has increased 22% from 2023-2025 and, with a significant increase in domestic air travel, the airport must expand this common-use system to all domestic boarding gates to support current operational demands within the scope of existing contracts.

The total cost will be paid over a five-year period, with the first-year expense totaling \$193,394. The current year price is within approved budget. Future costs will be appropriated during the coinciding budget year. The vendor has historically had a positive working relationship with both the City and BGR.

The Finance Committee recommended approval of this item at its February 18th meeting by a vote of 5-0.

**Committee Action**

Committee: Finance Committee  
Action: Recommend for passage

Meeting Date: 02/18/2026  
For: 5                      Against: 0

**Staff Comments & Approvals**

City Manager

City Solicitor

Finance Director

**Introduced for:** Consent



## **CITY OF BANGOR ORDER**

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02/23/2026 26-093

Date: 02/23/2026

Item No: 26-093

Assigned to Councilor: Deane

Authorizing the City Manager to Execute a Contract with Aerocloud Systems to Expand the Common-use System for Bangor International Airport

Be it Ordered by the City Council of the City of Bangor that, the bid process is waived and the City Manager, or designee, is authorized to execute the contract with Aerocloud Systems to expand the common-use system for Bangor International Airport.



REFERRALS TO  
COMMITTEES  
& FIRST READING



## **CITY COUNCIL ACTION**

---

Council Meeting Date: February 23, 2026

Item No: 26-094

Responsible Dept: Planning

Action Requested: Ordinance

Map/Lot: 025-143

### **Title, Ordinance**

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Amending Chapter 165, Land Development Code, District Map to Re-Zone a Property Located at 26 Walter Street from Urban Service District to Urban Residence 2 District

### **Summary**

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This Ordinance would amend the Land Development Code, District Map to re-zone the property at Map-Lot 025-143, located on 26 Walter Street, from Urban Service District (USD) to Urban Residence 2 District (URD-2). The total area requested to be changed is approximately 0.11 acres. The applicant and owner of record is NAHA, LLC.

This area is within the growth boundary shown in the 2022 Comprehensive Plan and the future land use map in the Plan shows this property in the Urban Neighborhood area which consists of "medium to high-density residential neighborhoods surrounding the Downtown and encompassing most of the City's historic residential areas [with] limited commercial and institutional uses that are complementary to the surrounding residential uses."

### **Committee Action**

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Committee: Planning Board

Meeting Date: March 3, 2026

Action:

For:

Against:

### **Staff Comments & Approvals**

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City Manager

City Solicitor

Finance Director

**Introduced for:** First Reading and Referral



## **CITY COUNCIL ORDINANCE**

---

Date: February 23, 2026

Assigned to Councilor: Faloon

**ORDINANCE**, Amending Chapter 165, Land Development Code, District Map to Re-Zone a Property Located at 26 Walter Street from Urban Service District (USD) to Urban Residence 2 District (URD-2).

**WHEREAS**, the land uses around the property consist primarily of a mix of residential and commercial;

**WHEREAS**, the zoning around the property consists primarily of Urban Service District (USD), Urban Residence 1 District (URD-1), and Multifamily and Service District (M&SD);

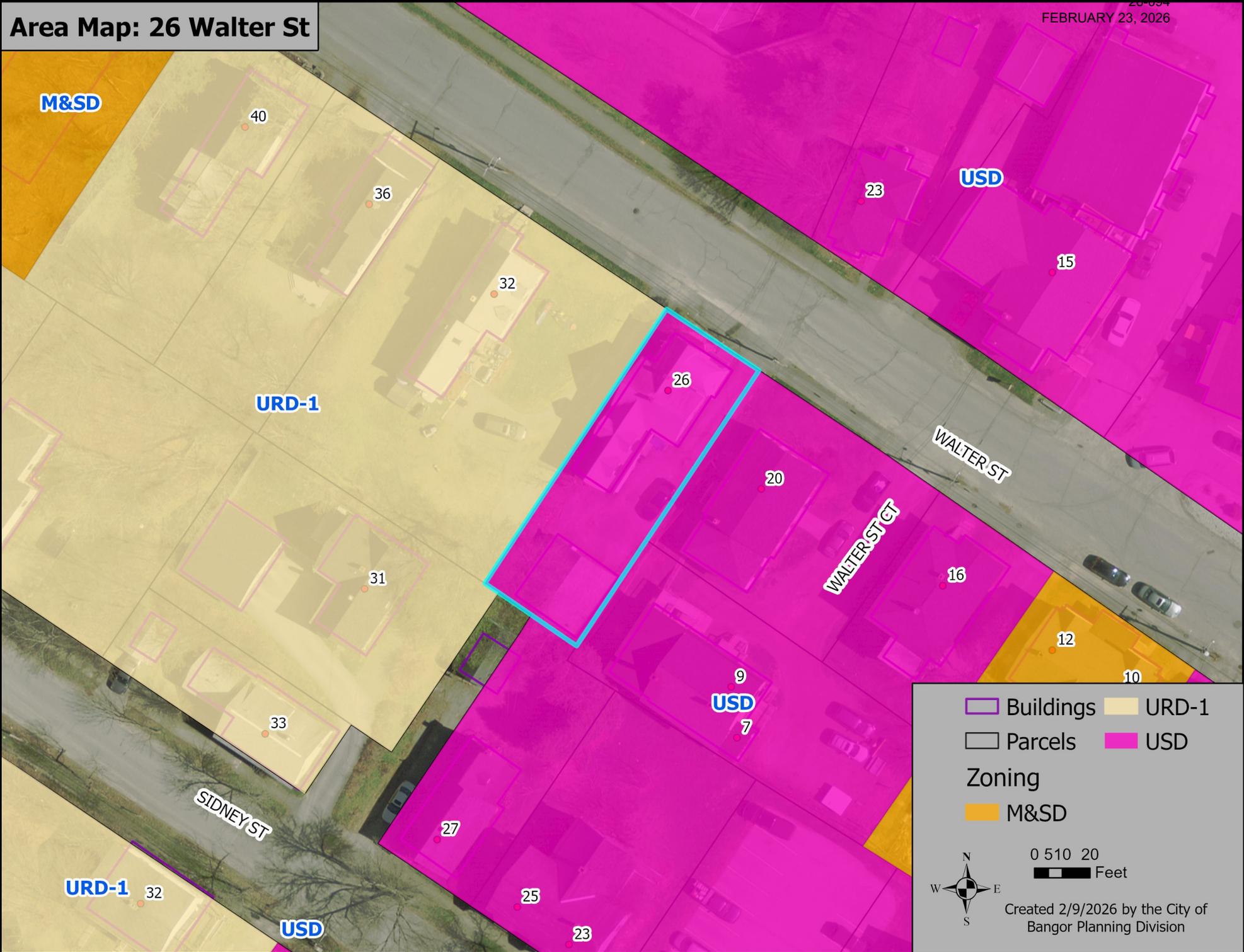
**WHEREAS**, the 2022 Comprehensive Plan and the future land use map in the Plan shows this property in the Urban Neighborhood area which consists of "medium to high-density residential neighborhoods surrounding the Downtown and encompassing most of the City's historic residential areas [with] limited commercial and institutional uses that are complementary to the surrounding residential uses.";

### **BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BANGOR AS FOLLOWS, THAT**

Chapter 165 of the Code of the City of Bangor, District Map, is amended to reclassify the property at Map-Lot 025-143, located at 26 Walter Street, from Urban Service District (USD) to Urban Residence 2 District (URD-2). The total area requested to be changed is approximately 0.11 acres and is shown in the attached exhibit.

# Area Map: 26 Walter St

26-034  
FEBRUARY 23, 2026



**Legend**

- Buildings (Purple outline)
- Parcels (White outline)
- Zoning
- URD-1 (Light Yellow)
- USD (Magenta)
- M&SD (Orange)

0 5 10 20 Feet

Created 2/9/2026 by the City of Bangor Planning Division



**CITY COUNCIL ACTION**

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Council Meeting Date: February 23, 2026

Item No: 26-095

Responsible Dept: City Councilor

Action Requested: Ordinance

Map/Lot: N/A

**Title, Ordinance**

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Amending the Code of the City of Bangor to Establish Chapter 46, "Employee Authority in Immigration Matters"

**Summary**

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This Ordinance establishes clear limits on the City of Bangor’s involvement in federal immigration enforcement, consistent with federal and state law, in order to prioritize public safety, community trust, and the responsible use of municipal resources.

The ordinance makes explicit that Bangor does not operate its departments, programs, or public safety services for the purpose of enforcing federal civil immigration laws. It affirms that City employees will continue to comply with all valid federal and state laws, judicial warrants, subpoenas, and court orders, and will continue to cooperate fully in the investigation and prosecution of criminal activity. What this ordinance does is draw a firm line between local public safety responsibilities and federal civil immigration enforcement.

The ordinance is grounded in a public safety rationale. When residents are afraid that routine interactions with local government could expose them or their family members to immigration enforcement, they are less likely to report crimes, seek emergency assistance, cooperate with investigations, or access basic City services. This ordinance is intended to preserve trust between the City and the people it serves, which is essential to effective policing, emergency response, and community well-being. Furthermore, this policy ensures that Bangor’s limited tax dollars are reserved for local safety priorities rather than being diverted to unfunded federal enforcement mandates.

This ordinance affirms that Bangor’s role is to keep its residents safe, uphold the law, and ensure transparency and accountability in the use of public resources—not to serve as an extension of federal civil immigration enforcement.

**Committee Action**

---

Committee: Government Operations

Meeting Date: March 2, 2026

Action:

For:

Against:

**Staff Comments & Approvals**

---

City Manager

City Solicitor

Finance Director

**Introduced for:** First Reading & Referral



## CITY COUNCIL ORDINANCE

---

Date: February 23, 2026

Assigned to Councilor: Beck

**ORDINANCE**, Amending the Code of the City of Bangor to Establish Chapter 46, "Employee Authority in Immigration Matters."

**WHEREAS**, the City of Bangor is committed to fostering a welcoming environment grounded in equal protection, equal treatment, and mutual trust for all residents, regardless of race, ethnicity, national origin, or immigration status; and

**WHEREAS**, Bangor is home to residents of diverse backgrounds, including immigrants, refugees, asylum seekers, and mixed-status families, all of whom are integral to the City's social, cultural, and economic life; and

**WHEREAS**, the City Council has a responsibility to ensure that all residents feel safe reporting crimes, seeking emergency assistance, cooperating with law enforcement, and accessing City services without fear of retaliation or collateral consequences unrelated to local public safety; and

**WHEREAS**, local public safety is strengthened—not weakened—when municipal governments maintain clear boundaries between local law enforcement and federal civil immigration enforcement; and

**WHEREAS**, when municipal employees are perceived as agents of federal immigration enforcement, community trust erodes, crimes go unreported, victims and witnesses disengage, and public safety outcomes deteriorate; and

**WHEREAS**, the City Council finds it necessary and prudent to prioritize the use of Bangor's limited municipal resources for the advancement of local public safety, public health, emergency response, and community well-being, rather than the enforcement of federal civil immigration laws; and

**WHEREAS**, the City further finds that involvement of City personnel in federal immigration enforcement would divert resources from these core municipal functions, undermine community trust, and discourage residents from seeking local assistance; and

**WHEREAS**, formal agreements to deputize local employees for federal immigration enforcement, such as 287(g) agreements, often impose significant and disproportionate financial burdens on municipal budgets by diverting local taxpayer dollars toward personnel, training, and administrative costs that are not fully reimbursed by the federal government; and

**WHEREAS**, federal immigration enforcement is a federal responsibility, and nothing in federal or Maine law requires municipalities to use local personnel, funds, facilities, data, or technology to enforce federal civil immigration laws; and

**WHEREAS**, the City of Bangor possesses broad home-rule authority under the Maine Constitution and state law to determine how its personnel and resources are deployed in furtherance of legitimate municipal purposes; and

**WHEREAS**, clarity regarding the authority and limitations of City employees reduces legal risk, prevents inconsistent practices, and ensures lawful, professional, and accountable conduct across all City departments; and

**WHEREAS**, public safety and accountability are strengthened when government officials are clearly identifiable and transparent in their actions; and

**WHEREAS**, the City finds it necessary to ensure that City-owned property, including buildings, parks, and parking facilities, is reserved for municipal functions in order to ensure these spaces remain open, safe, and accessible to all residents for their intended civic and recreational purposes; and

**WHEREAS**, transparency and public accountability are essential to democratic governance, particularly when City public safety personnel interact or cooperate with federal law enforcement agencies; and

**WHEREAS**, the City of Bangor remains fully committed to complying with all applicable federal and state laws, including the execution of judicial warrants, court orders, subpoenas, and the investigation and prosecution of criminal activity; and

**WHEREAS**, establishing a clear, comprehensive, and enforceable municipal policy governing employee authority in immigration matters serves the best interests of the City, its residents, and its public servants; and

**WHEREAS**, this ordinance is intended to strengthen public safety, preserve civil liberties, promote transparency, and ensure the responsible stewardship of public resources while respecting the rule of law.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BANGOR AS FOLLOWS, THAT**

The Code of the City of Bangor is hereby amended by the enactment of Chapter 46, "Employee Authority in Immigration Matters," as follows:

**Chapter 46: EMPLOYEE AUTHORITY IN IMMIGRATION MATTERS**

**§ 46-1. Definitions.** As used in this chapter, the following terms shall have the meanings indicated:

**ADMINISTRATIVE WARRANT** — A non-judicial warrant or arrest document issued by a federal immigration authority, which has not been reviewed or signed by a judge or magistrate of a court of law.

**CITIZENSHIP OR IMMIGRATION STATUS** — An individual's citizenship or immigration status, as such status is defined in federal law.

**CITY EMPLOYEE** — Any individual working for the City of Bangor on a permanent or temporary basis, including volunteers, appointed members of boards, commissions, and committees, and those drawing an hourly wage or salary.

**CONTACT INFORMATION** — Includes home address, work address, telephone number, electronic mail address, social media contact information, or any other means of contacting an individual.

**FEDERAL AGENCY** — Means the United States Immigration and Customs Enforcement (ICE) agency, the United States Customs and Border Protection (CBP) agency, and any other federal agency or successor agency engaged in immigrant enforcement operations.

**IMMIGRATION ENFORCEMENT OPERATION** — Any operation that has as its main objective the identification or apprehension of a person or persons: (1) in order to subject them to civil immigration detention, removal, or deportation proceedings; or (2) to criminally prosecute a person for offenses related to immigration status, including but not limited to violations of 8 U.S.C. §§ 1325, 1326, or 18 U.S.C. § 1546.

**JUDICIAL WARRANT** — An order issued by a state or federal judge or magistrate that authorizes a specific law enforcement action.

**MUNICIPAL DEPARTMENT** — Every City department, agency, division, commission, council, committee, board, other body, agent, or person established by charter, authority of an ordinance, executive order, or City Council order.

**NON-PUBLIC AREA** — Area that the general public is not free to enter or access. This includes restricted access areas within buildings and spaces that are otherwise predominantly public, and periods of time during which otherwise public areas are closed for operation.

**PUBLIC AREA** — Area that the general public is free to enter to access. This includes vestibules, lobbies or waiting rooms of buildings and spaces that are otherwise predominantly nonpublic.

**REQUIRED BY LAW** — A mandate contained in a state/federal statute or a Judicial Warrant. This term specifically excludes Administrative Warrants, detainer requests, or informal requests.

## **§ 46-2. Purpose and policy statement.**

**A. Purpose.** This chapter clarifies the relationship between the City of Bangor and the federal government, including the United States Department of Homeland Security and its component agencies, with respect to the investigation, enforcement, or assistance in the enforcement of federal immigration laws.

**B. Policy.** The City of Bangor cooperates with federal and state agencies as required by law, but the City does not operate its departments, programs, or services for the purpose of enforcing federal civil immigration laws or federal criminal immigration laws that penalize a person's presence in, entry into, reentry into, or employment in the United States, absent other criminal conduct.

**C. Exclusive regulation.** This chapter constitutes the sole municipal regulation governing City involvement in federal immigration enforcement and supersedes any inconsistent policy, rule, or practice.

## **§ 46-3. General City services.**

### **A. Administration of services.**

(1) City employees shall perform their duties solely for the purpose of administering general City services and programs. Employees may complete employment eligibility verification forms (Form I-9) and comply with

lawful federal audits or inspections of such forms as required by law.

(2) City employees shall comply with properly issued judicial subpoenas or other compulsory legal process when required by law, including those related to immigration matters.

(3) Employees may request proof of identity only when authorized and necessary for the performance of their duties. No person shall be subjected to greater scrutiny or different treatment based on immigration status or on the presentation of non-U.S. identity documents.

#### **B. Prohibition on use of City resources.**

Except as required by law, City employees, contractors, and representatives shall not use City funds, facilities, equipment, technology, data, or personnel for the purpose of detecting, detaining, apprehending, facilitating, or investigating individuals whose sole alleged violation of law is a civil immigration violation. This includes, but is not limited to, investigating or interrogating persons, providing logistical support, or sharing non-public information for federal immigration enforcement purposes.

**(1) Information Security.** No City employee or department shall enter into any contractual agreement or arrangement with a federal agency to provide access to any database operated by a City department where the purpose of such access includes assisting or supporting immigration enforcement operations.

**(2) Contact Information.** Unless presented with a valid and properly issued judicial warrant, no City employee or department shall provide contact information, custody status, or work address to a federal agency for the purpose of an immigration enforcement operation.

**C. Requesting information prohibited.** No City employee or department shall request information from a person about their citizenship or immigration status, unless such inquiry or investigation is required by ordinance, court order, or state or federal law.

#### **D. Training.**

The City shall provide initial and ongoing training for employees regarding this chapter and related policies. Training shall include, at a minimum:

- (1) The requirements of this chapter;
- (2) The distinction between judicial warrants and administrative warrants;
- (3) The distinction between public and non-public City areas;
- (4) Procedures for responding to requests from federal immigration authorities;
- (5) Escalation protocols for urgent or complex situations; and
- (6) Supervisory responsibilities and available City resources.

#### **§ 46-4. Access to City property.**

**A. Restricted use of City property.** No City employee or department shall grant any federal agency access to any City-owned facility or property for an immigration enforcement operation, unless required by law.

**B. Non-public areas.** Non-public City spaces are not open for federal immigration enforcement activities absent a valid judicial warrant or other legal obligation. City employees are not authorized to consent to access to such spaces in lieu of a judicial warrant.

**C. Limitation of Scope.** Nothing in this section shall be construed to interfere with compliance with existing contracts, court orders, judicial warrants, or the enforcement of criminal law, or to restrict rights guaranteed under state or federal law.

## § 46-5. Public safety services.

### A. Limitations.

- (1) **Stops and Detentions.** No City employee shall stop, arrest, detain, interrogate, or continue to detain a person for immigration enforcement operation purposes, including pursuant to an immigration detainer, an administrative immigration warrant, or suspicion that the person is not present legally in the United States.
- (2) **Traffic Perimeters.** No City public safety personnel shall establish traffic perimeters for the purpose of assisting or supporting a federal immigration enforcement operation.

**B. Prohibited agreements.** The City shall not enter into any agreement, including under 8 U.S.C. § 1357(g), to deputize City employees to enforce federal immigration laws, nor any agreement to authorize the custodial transfer or detention of a person for immigration enforcement purposes, including Intergovernmental Service Agreements (IGSAs) or riders to such agreements.

**C. Permitted cooperation.** Nothing in this chapter prohibits City public safety personnel from cooperating with federal authorities in the investigation of a serious crime such as human trafficking, sex trafficking, drug trafficking, or firearms trafficking.

### D. Access to Persons in Custody.

Unless presented with a valid judicial warrant, public safety personnel shall not:

- (1) Permit ICE or CBP agents to access a person being detained by, or in the custody of, the City;
- (2) Transfer any person into ICE or CBP custody;
- (3) Permit ICE or CBP agents to use City facilities, information, or equipment (including electronic databases) for investigative interviews, other investigative purposes, or for purposes of executing an immigration enforcement operation; or
- (4) Expend time to respond to immigration-related ICE or CBP inquiries or communicate with ICE or CBP regarding a person's custody status, home address, work address, or other information.

## § 46-6. Complaints and enforcement.

**A. Complaints.** Alleged violations of this chapter shall be subject to investigation and discipline in accordance with applicable collective bargaining agreements, civil service rules, and City policies.

**B. Immigration status.** No complainant or witness shall be required to disclose immigration status as a condition of filing or participating in a complaint.

**C. Public reporting.** The City Manager shall maintain a publicly accessible mechanism for reporting alleged violations and shall provide a summary report of all such complaints and their dispositions to the City Council annually.

## § 46-7. Compliance with federal and state law.

**A. General Compliance.** Nothing in this chapter shall be construed to require any action prohibited by federal or state law or to prohibit compliance with 8 U.S.C. §§ 1373 and 1644, properly issued judicial subpoenas, or other legally binding obligations.

**B. Information Sharing.** Nothing in this chapter shall be construed to prohibit or restrict any City employee from sending to or receiving from federal immigration authorities information regarding citizenship or immigration status as provided under 8 U.S.C. §§ 1373 and 1644, provided such provisions are applied consistent with the Tenth Amendment to the U.S. Constitution. However, this section constitutes a strict limitation on such information sharing: it allows for the exchange of citizenship or immigration status only, and does not authorize the disclosure of any other information, including but not limited to release dates, custody status, home addresses, work addresses, or contact information, unless otherwise required by law.

**C. Enforcement of State and Local Laws.** Nothing in this chapter shall be construed to limit any City employee from enforcing state and local criminal laws, even if such enforcement takes place at the scene of federal immigration enforcement operations.

**§ 46-8. No impact on private rights.** Nothing in this chapter shall be construed to limit any individual's rights or remedies under existing law.

**§ 46-9. Severability.** In the event that any provision of this chapter is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the chapter shall not be invalidated.



**CITY COUNCIL ACTION**

02/23/2026 26-096

Council Meeting Date: 02/23/2026

Item No: 26-096

Responsible Dept: Community Connector

Requested Action: Resolve

Map/Lot: N/A

**Title, Resolve**

Authorizing the City Manager to Accept and Appropriate \$320,603 from the State of Maine Department of Transportation for the Purpose of Funding New Mobile Fare Technology, an Electric ADA Van, and Bike Racks

**Summary**

This Resolve will accept and appropriate \$320,603 in State of Maine Department of Transportation (MDOT) funds for the purposes of acquiring new mobile fare technology, an electric ADA van, and 24 three-position bike racks.

MDOT allocated \$2 million in state funding from the last legislative session to support transit projects. Community Connector applied and received \$320,603 in funding with no local match requirement.

This funding will help us in our efforts to continue enhancing accessibility, modernizing fare technology, and expanding multi-modal connectivity, all of which aligns with the priorities of the Maine State Transit Plan.

The Finance Committee recommended approval of this grant by a vote of 5-0 at its February 18th meeting.

**Committee Action**

Committee: Finance Committee  
Action: Recommend for passage

Meeting Date: 02/18/2026  
For: 5                      Against: 0

**Staff Comments & Approvals**

City Manager

City Solicitor

Finance Director

**Introduced for:** First Reading



## **CITY OF BANGOR RESOLVE**

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02/23/2026 26-096

Date: 02/23/2026

Item No: 26-096

Assigned to Councilor: Mallar

Authorizing the City Manager to Accept and Appropriate \$320,603 from the State of Maine Department of Transportation for the Purpose of Funding New Mobile Fare Technology, an Electric ADA Van, and Bike Racks

Be it Resolved by the City Council of the City of Bangor that, the City Manager is hereby authorized to accept and appropriate \$320,603 from the State of Maine Department of Transportation (MDOT) to fund New Mobile Fare Technology, an electric ADA Van, and bike racks.



UNFINISHED  
BUSINESS



## **CITY COUNCIL ACTION**

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Council Meeting Date: February 9, 2026

Item No: 26-086

Responsible Dept: Planning

Action Requested: Ordinance

Map/Lot: n/a

### **Title, Ordinance**

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Amending the Land Development Code, Section 165-73 Parking Area Location and Screening to Remove the Buffer Requirement for Parking Lots Adjacent to Properties Zoned G&ISD, Except Where the Adjacent Property Contains a Residential, Cemetery, or School Use.

### **Summary**

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This amendment would remove the requirement to create a vegetated buffer between off-street parking and parcels in the G&ISD (Government & Institutional Service District) zone, except where the adjacent property that's zoned G&ISD contains a residential, cemetery, or school use. The reasoning for this change is that the G&ISD zone contains many intensive uses, including some commercial uses, and does not significantly benefit from having a buffer between parking and these uses.

The primary complaint heard from the public about parking is when parking lots are adjacent to residential areas. The Code does currently require vegetated buffers between parking and all residential zones and this would remain as is. Additionally, these proposed amendments would also require that a buffer remain for G&ISD properties that contain residential, cemetery, or school uses. However, the current requirement to provide a buffer from G&ISD in general seems excessive and can hinder commercial development in some cases.

### **Committee Action**

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Committee: Planning Board

Meeting Date: 2/17/2026

Action:

For:

Against:

### **Staff Comments & Approvals**

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City Manager  
Director

City Solicitor

Finance

**Introduced for:** First Reading



## CITY COUNCIL ORDINANCE

---

Date: February 9, 2026

Assigned to Councilor: Faloon

**ORDINANCE**, Amending the Land Development Code, Section 165-73 Parking Area Location and Screening to Remove the Buffer Requirement for Parking Lots Adjacent to Properties Zoned G&ISD, Except Where the Adjacent Property Contains a Residential, Cemetery, or School Use.

**Whereas**, the G&ISD (Government & Institutional Service District) zone contains many intensive uses, including some commercial uses, and does not significantly benefit from having a buffer between parking and these uses;

**Whereas**, the primary complaint heard from the public about parking is when parking lots are adjacent to residential areas;

**Whereas**, the Code does currently require vegetated buffers between parking and all residential zones and this would remain as is;

**Whereas**, the current requirement to provide a buffer from G&ISD seems excessive and can hinder commercial development in some cases;

**Whereas**, this amendment would remove the requirement to create a vegetated buffer between off-street parking and parcels in the G&ISD zone, except where the adjacent property that's zoned G&ISD contains a residential, cemetery, or school use;

**Be it Ordered by the City Council of the City of Bangor that,**

The Land Development Code shall be amended as shown below:

### **§165-73 Parking area location and screening.**

....

D. Screening of parking. All parking lots containing five or more parking spaces, outdoor display areas, outdoor storage areas and all outdoor off-street loading areas shall be screened in accordance with the following requirements:

- (1) All parking lots and off-street loading areas shall have a C Buffer Yard as provided in Article XIX along any property line abutting any residential district, any Multifamily and Service District, any property in the Government and Institutional Service District that contains a residential, cemetery, or school use, any Rural Residence and Agricultural District, any Park and Open Space District, any Resource Protection District and any Stream Protection District; excepting that parking lots and off-street loading areas in URD-2, M & SD, and NSD containing no more than 10 parking spaces shall instead have an A Buffer Yard along such property lines.

Additions underlined, deletions ~~struck through~~



# COMMUNITY & ECONOMIC DEVELOPMENT

## CITY OF BANGOR

PLANNING DIVISION

### Memorandum

**To:** Honorable Bangor City Council  
Carollynn Lear, City Manager

**From:** Anja Collette, AICP, Planning Officer

**Date:** February 18, 2026

**CC:** Courtney O'Donnell, Assistant City Manager  
David Szewczyk, City Solicitor  
Anne Krieg, AICP – Director of Community & Economic Development

**Re:** Planning Board Recommendation February 17, 2026  
**Amending Chapter 165, Land Development Code, to Remove the Buffer Requirement for Parking Lots Adjacent to Properties Zoned G&ISD, Except Where the Adjacent Property Contains a Residential, Cemetery, or School Use**

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Please accept this memorandum as the recommendation from the Planning Board for the noted item. The Planning Board considered this item in a noticed public hearing on February 17, 2026.

The meeting was conducted in the Council Chambers at City Hall and on Zoom. Members in attendance in the Chambers were Chair Jonathan Boucher, Vice Chair Janet Jonas, and Members Trish Hayes, Ted Brush, Ken Huhn, Ross Whitford, and Greg Hobson.

Planning Officer Collette reviewed the proposed amendments.

From the staff memo:

- A. This amendment would remove the requirement to create a vegetated buffer between off-street parking and parcels in the Government and Institutional Service District (G&ISD), except where the adjacent property that is zoned for G&ISD contains a residential, cemetery, or school use.
- B. The reasoning for this change is that the G&ISD zone contains somewhat intensive uses, including some commercial uses, and does not significantly benefit from having a buffer between parking and these uses. The current requirement to provide a buffer from G&ISD in general seems excessive and can hinder commercial development in some cases.
- C. The primary complaint heard from the public about parking is when parking lots are adjacent to residential areas. The Code does currently require vegetated buffers between parking and all residential zones and this would remain as is. Additionally, this change would still require a buffer from any residential uses in a G&ISD zone, such as permanent supportive housing, transitional housing, and nursing homes.

CITY OF BANGOR PLANNING DIVISION  
PLANNING BOARD RECOMMENDATION TO CITY COUNCIL 2.17.2026  
**Land Development Code – G&ISD Parking Buffer**

There were no comments from the Board or the public.

Vice Chair Jonas moved to recommend to City Council that the proposed amendments ought to pass. Member Hayes seconded the motion. All members voted in favor.

The result of the vote is that a majority of Planning Board members voted to recommend that the proposed amendments ought to pass.

Anja Collette



## **CITY COUNCIL ACTION**

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Council Meeting Date: February 9, 2026

Item No: 26-087

Responsible Dept: Planning

Action Requested: Ordinance

Map/Lot: n/a

### **Title, Ordinance**

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Amending the Land Development Code, Section 165-13 Definitions to Remove State Street from the Minor Arterial Street Definition

### **Summary**

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The Land Development Code currently defines certain streets as either major or minor arterial streets. The criteria for major arterials are that they are "highways of regional significance with average annual daily traffic in excess of 10,000 vehicles and containing more than two lanes in at least some sections". State Street appears to be erroneously included as a minor arterial since it is also listed as a major arterial and it meets the definition of a major arterial. This amendment would remove State Street from the minor arterial category.

### **Committee Action**

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Committee: Planning Board

Meeting Date: 2/17/2026

Action:

For:

Against:

### **Staff Comments & Approvals**

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City Manager  
Director

City Solicitor

Finance

**Introduced for:** First Reading



## CITY COUNCIL ORDINANCE

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Date: February 9, 2026

Assigned to Councilor: Walker

**ORDINANCE**, Amending the Land Development Code, Section 165-13 Definitions to Remove State Street from the Minor Arterial Street Definition.

**Whereas**, the Land Development Code currently defines certain streets as either major or minor arterial streets;

**Whereas**, State Street appears to be erroneously included as a minor arterial since it is also listed as a major arterial and it meets the definition of a major arterial;

**Whereas**, this amendment would remove State Street from the minor arterial category;

**Be it Ordered by the City Council of the City of Bangor that,**

The Land Development Code shall be amended as shown below:

### § 165-13 Definitions.

...

#### **STREET, MINOR ARTERIAL**

Generally, a street providing service for trips of moderate length, serving smaller geographic areas than major arterial streets, and offering connectivity to major arterial streets. Specifically, the following streets are to be considered minor arterial streets in Bangor: Mount Hope Avenue, Essex Street, Griffin Road, Kenduskeag Boulevard, Ohio Street, ~~State Street~~, Maine Avenue, and Fourteenth Street.

Additions underlined, deletions ~~struck through~~



# COMMUNITY & ECONOMIC DEVELOPMENT

## CITY OF BANGOR

PLANNING DIVISION

### Memorandum

**To:** Honorable Bangor City Council  
Carollynn Lear, City Manager

**From:** Anja Collette, AICP, Planning Officer

**Date:** February 18, 2026

**CC:** Courtney O'Donnell, Assistant City Manager  
David Szewczyk, City Solicitor  
Anne Krieg, AICP – Director of Community & Economic Development

**Re:** Planning Board Recommendation February 17, 2026  
Amending Chapter 165, Land Development Code, to Remove State Street from the  
Minor Arterial Street Definition

Please accept this memorandum as the recommendation from the Planning Board for the noted item. The Planning Board considered this item in a noticed public hearing on February 17, 2026.

The meeting was conducted in the Council Chambers at City Hall and on Zoom. Members in attendance in the Chambers were Chair Jonathan Boucher, Vice Chair Janet Jonas, and Members Trish Hayes, Ted Brush, Ken Huhn, Ross Whitford, and Greg Hobson.

Planning Officer Collette reviewed the proposed amendments.

From the staff memo:

- A. This amendment would remove State Street from the minor arterial street category in the Land Development Code.
- B. The criteria for major arterials are that they are “highways of regional significance with average annual daily traffic in excess of 10,000 vehicles and containing more than two lanes in at least some sections”. State Street is included as a minor arterial even though it meets all of the criteria of a major arterial. State Street appears to be erroneously included as a minor arterial since it is also listed as a major arterial.

There were no comments from the Board or the public.

Member Huhn moved to recommend to City Council that the proposed amendments ought to pass. Member Hobson seconded the motion. All members voted in favor.

The result of the vote is that a majority of Planning Board members voted to recommend that the proposed amendments ought to pass.

Anja Collette



## **CITY COUNCIL ACTION**

---

Council Meeting Date: February 9, 2026

Item No: 26-088

Responsible Dept: Planning

Action Requested: Ordinance

Map/Lot: R23-003-B

### **Title, Ordinance**

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Amending Chapter 165, Land Development Code, District Map to Re-zone a Property Located at R23-003-B from Rural Residence and Agricultural District (RR&A) to Government and Institutional Service District (G&ISD).

### **Summary**

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This Ordinance would amend the Land Development Code, District Map to re-zone the property at Map-Lot R23-003-B, located on Ohio Street, from Rural Residence and Agricultural District (RR&A) to Government and Institutional Service District (G&ISD). The total area requested to be changed is approximately 6 acres. The applicant/owner of record is The Rock Church of Greater Bangor.

This area is within the growth boundary shown in the 2022 Comprehensive Plan and the future land use map in the Plan shows this property in the Neighborhood Residential area which consists of "medium-density residential with limited commercial and institutional uses that are complementary to the surrounding residential land uses".

### **Committee Action**

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Committee: Planning Board

Meeting Date: February 17, 2026

Action:

For:

Against:

### **Staff Comments & Approvals**

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City Manager

City Solicitor

Finance Director

**Introduced for:** First Reading and Referral



## CITY COUNCIL ORDINANCE

---

Date: February 9, 2026

Assigned to Councilor: Carson

**ORDINANCE**, Amending Chapter 165, Land Development Code, District Map to Re-zone a Property Located at R23-003-B from Rural Residence and Agricultural District (RR&A) to Government and Institutional Service District (G&ISD).

**WHEREAS**, the land uses around the property consist primarily of a mix of institutional, small-scale commercial, and residential;

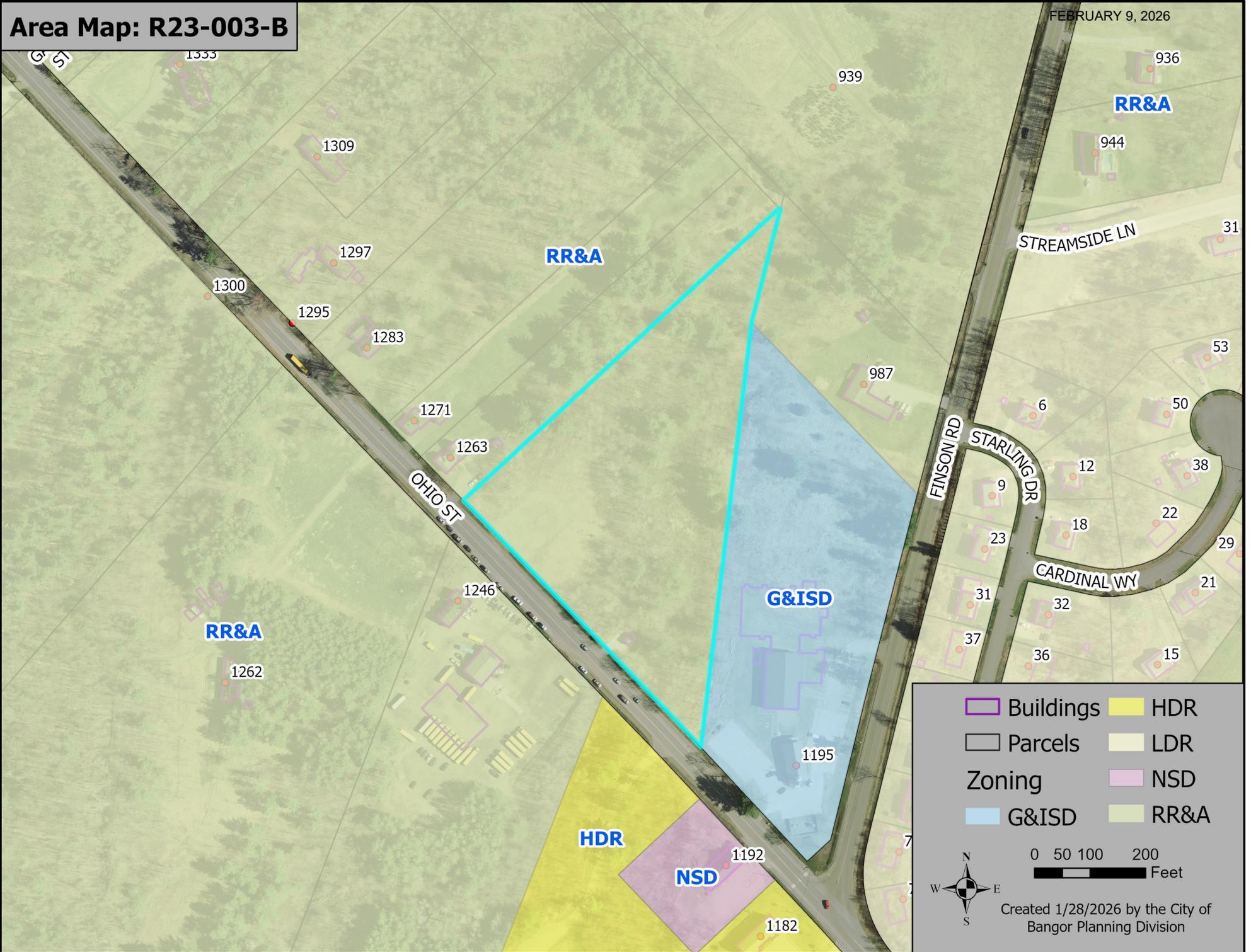
**WHEREAS**, the zoning around the property consists primarily of Government and Institutional Service District (G&ISD), Rural Residence and Agricultural District (RR&A), High-Density Residential District (HDR), and Neighborhood Service District (NSD);

**WHEREAS**, the 2022 Comprehensive Plan and the future land use map in the Plan shows this property in the Neighborhood Residential area which consists of "medium-density residential development with limited commercial and institutional uses that are complementary to the surrounding residential land uses";

### **BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BANGOR AS FOLLOWS, THAT**

Chapter 165 of the Code of the City of Bangor, District Map, is amended to reclassify the property at R23-003-B, located on Ohio Street, from Rural Residence and Agricultural District (RR&A) to Government and Institutional Service District (G&ISD). The total area requested to be changed is approximately 6 acres and is shown in the attached exhibit.

# Area Map: R23-003-B



	Buildings		HDR
	Parcels		LDR
Zoning			NSD
	G&ISD		RR&A

0 50 100 200 Feet

Created 1/28/2026 by the City of Bangor Planning Division



# COMMUNITY & ECONOMIC DEVELOPMENT

## CITY OF BANGOR

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PLANNING DIVISION

### Memorandum

**To:** Honorable Bangor City Council  
Carollynn Lear, City Manager

**From:** Anja Collette, AICP, Planning Officer

**Date:** February 18, 2026

**CC:** Courtney O'Donnell, Assistant City Manager  
David Szewczyk, City Solicitor  
Anne Krieg, AICP – Director of Community & Economic Development

**Re:** Planning Board Recommendation February 17, 2026  
Amending Chapter 165, Land Development Code, to Re-zone a Property Located at Map-Lot R23-003-B from Rural Residence and Agricultural District (RR&A) to Government and Institutional Service District (G&ISD)

---

Please accept this memorandum as the recommendation from the Planning Board for the noted item. The Planning Board considered this item in a noticed public hearing on February 17, 2026.

The meeting was conducted in the Council Chambers at City Hall and on Zoom. Members in attendance in the Chambers were Chair Jonathan Boucher, Vice Chair Janet Jonas, and Members Trish Hayes, Ted Brush, Ken Huhn, Ross Whitford, and Greg Hobson.

Planning Officer Collette reviewed the proposed amendments.

From the staff memo:

- A. The applicant seeks to change the zoning of the property at Map-Lot R23-003-B on Ohio Street from Rural Residence and Agriculture (RR&A) to Government and Institutional Service District (G&ISD). The uses allowed in each of these zones are included in the public notice in your packets.
- B. The land uses around the property consist primarily of a mix of residential, light commercial, and institutional. The zoning around the property consists of Rural Residence and Agriculture (RR&A), Government and Institutional Service District (G&ISD), High-Density Residential (HDR), and Low-Density Residential (LDR).
- C. This area is within the growth boundary shown in the 2022 Comprehensive Plan and the future land use map in the Plan shows this property in the Neighborhood Residential area which consists of “medium-density residential development with limited commercial and institutional uses that are complementary to the surrounding residential land uses.” Staff recommend that the Planning Board find this change to be in alignment with the Comprehensive Plan.

CITY OF BANGOR PLANNING DIVISION  
PLANNING BOARD RECOMMENDATION TO CITY COUNCIL 2.17.2026  
**Land Development Code – State Street Arterials Definition**

There were no comments from the Board or the public.

Member Brush moved to recommend to City Council that the proposed amendment ought to pass. Vice Chair Jonas seconded the motion. All members voted in favor.

The result of the vote is that a majority of Planning Board members voted to recommend that the proposed amendment ought to pass.

Anja Collette



**CITY COUNCIL ACTION**

---

Council Meeting Date: February 9, 2026

Item No: 26-089

Responsible Dept: City Manager

Action Requested: Ordinance

Map/Lot: N/A

**Title, Ordinance**

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Amending the Code of the City of Bangor to Create a Standing Legislative Committee

**Summary**

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Following City Council's annual meeting with the City's state legislative delegation, City Council expressed an interest in the creation of a new standing committee to discuss and coordinate responses to state-level legislation with an impact on the City of Bangor.

The Legislative Committee will: (1) liaise with the City's state legislative delegation and other elected officials on legislative matters of City interest; (2) provide the City's state legislative delegation and other elected officials with input on legislative proposals; and (3) seek sponsorship of legislation that is in the City's interest.

**Committee Action**

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Committee: Government Operations

Meeting Date: February 2, 2026

Action: Recommend for passage

For: 5

Against: 0

**Staff Comments & Approvals**

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City Manager

City Solicitor

Finance Director

**Introduced for:** First Reading



## CITY COUNCIL ORDINANCE

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Date: February 9, 2026

Assigned to Councilor: Carson

**ORDINANCE**, Amending the Code of the City of Bangor to Create a Standing Legislative Committee

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BANGOR AS FOLLOWS, THAT**

The Code of the City of Bangor is amended as follows:

### Chapter 9 City Council

...

### Article I Rules and Orders

...

#### **§ 9-8. Standing committees.**

There shall be ~~five~~ six standing committees of the City Council, to be known as the:

- (1) Finance Committee.
  - (2) Government Operations Committee.
  - (3) Business and Economic Development Committee.
  - (4) Infrastructure Committee.
  - (5) Personnel Committee.
  - (6) Legislative Committee.
- A. With the exception of the Personnel Committee, each committee shall consist of three to five members appointed by the Council Chair from the City Council membership. The Personnel Committee shall be composed of the Council Chair and five other members appointed by the Council Chair from the City Council membership. Committee members shall be appointed as soon as possible after the annual election of the Council Chair. They shall serve terms of one year each and until their successors are appointed. The Council Chair shall also appoint one member of each committee to serve as its Chair, with the Council Chair to serve as the Chair of the Personnel Committee. Each committee, with the exception of the Personnel Committee and the Legislative Committee, shall meet at least once per month, unless the Chair of the committee deems a meeting unnecessary due to lack of business. The Personnel Committee and the Legislative Committee shall meet as required. A majority of the members appointed to a committee shall constitute a quorum. In the absence of any member of a committee, any member or members of the Council, including the Council Chair, may be designated by the Chair of the Committee to temporarily serve as a member of the committee. Each committee shall perform the following tasks and functions and such other tasks and functions as may be delegated to it by the City Council from time to time.

....

- H. Legislative Committee. The Legislative Committee shall have the following duties and responsibilities:
- (1) To liaise with the City's state legislative delegation and other elected bodies on legislative matters of City interest.
  - (2) To provide the City's state legislative delegation and other elected bodies with input on legislative proposals.
  - (3) To seek sponsorship of legislation that is in the City's interest.
  - (4) To keep the full Council apprised of the Committee's activities and obtain appropriate full Council approval prior to taking any action on behalf of the Council.

Additions underlined, deletions ~~struck through~~



NEW BUSINESS

**Advisory Committee on Racial Equity,  
Inclusion, and Human Rights Agenda  
February 24, 2026 @ 6:00 PM  
City Hall, Council Chambers, 73 Harlow Street, Bangor**

For language and physical assistance requests, please call Grace Innis at 207-992-4276 as soon as possible to ensure availability. Parking for the meeting is available in the parking lot next to the building on Harlow Street and includes a ramp and accessible doors.

Doors open fifteen minutes prior to the start of the meeting.

Council Chambers is located at the far end of the hallway on the first floor.

**Current Membership and Terms**

Regular Members:

Katie Brydon, Chair (12/31/2027)

Kathryn Robinson (12/31/2026)

Vacant (12/31/2026)

Suzette Furrow (12/31/2028)

Sharon Webber (12/31/2028)

Shane Boyes, Vice Chair (12/31/2027)

Rheylan Burke (12/31/2026)

Mark Roth (12/31/2027)

Teresa Fallon (12/31/2028)

Nonvoting Members:

Carollynn Lear, City Manager, or Designee

Emme Nguyen, High School Student

Marie Robinson, Superintendent of Schools, or Designee

Michael Beck, Councilor (10/31/2026)

**1. Call to Order**

**2. Roll Call: Attendance**

**3. All Public Comment** – Limited to 15 minutes; Chair may reopen at end

**4. Approval of Minutes:** January 27, 2026

**5. Committee Business**

- Current Status of Committee
- Language Access Plan

**6. Council Liaison and/or Manager Updates**

**7. Adjourn**

Future Business

- Council Direction/Guidance/Feedback
- Goals/Priorities for 2026 Discussion
- Citizens' Initiative Follow Up

*Next meeting is scheduled for March 24, 2026 (subject to change).*

# Advisory Committee of Racial Equity, Inclusion, and Human Rights

## Minutes for the Tuesday, January 27, 2026 Meeting

### 6:00p | Council Chambers

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**Members Present:** Member Sharon Webber, Member Suzette Furrow, Member Kathryn Robinson, Secretary Rheyln Burke, Vice Chair Shane Boyes, Member Mark Roth, Member Teresa Fallon, Chair Katie Brydon, Student Rep. Emme Nguyen

**Members not present:**

**City of Bangor staff and guests present:** Assistant City Solicitor, Grace Innis, City Council Liaison, Michael Beck

#### Call to Order

Call to order at 6:00pm

Introduction of Adv. Committee members and city members present

#### Roll Call

All members present

#### Election of Adv. Committee Leadership

- Member Robinson motions to vote Katie Brydon as 2026 ACREIHR Chair, Vice Chair Boyd second – 6 yes, 0 no
- Member Roth motions to vote Shane Boyes as 2026 ACREIHR Vice Chair, member Burke second – 6 yes, 0 no
- Chair Brydon motions to vote member Rheyln Burke as 2026 ACREIHR Secretary, member Roth second – 6 yes, 0 no

#### Public Comment

No public comment

#### Approval of Minutes

- Chair Brydon motions to approve Nov. and Dec. minutes
- Member Robinson asks for an amendment – Member Robinson was present in Nov.
- Chair Brydon motions to approve minutes, with amendment – 6 yes, 0 no

#### Committee Business

#### New Member Introduction

- Welcome new members, Suzette Furrow, Sharon Webber, and Teresa Fallon
- Chair Brydon reviews ACREIHRs mission and attendance policy
  - Requests feedback on onboarding document
  - No changes or questions

#### FOAA training conducted by Assistant City Solicitor Innis

- Reply All – not advised
- Five people presented are considered a quorum and a public meeting with notice is required

#### Annual Report

- Due February to be presented to the council

# Advisory Committee of Racial Equity, Inclusion, and Human Rights

## Minutes for the Tuesday, January 27, 2026 Meeting

### 6:00p | Council Chambers

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- Includes events attended, legislative policy and ordinance directives and ongoing goals etc.
- Chair Brydon motions to approve the annual report as is to Gov Ops, member Robinson second All in favor; the 2025 Annual Report will be presented to Gov Ops on Monday, Feb. 2<sup>nd</sup> at 5:15pm

#### Citizen Initiative

- Community member Jadin Wilson presented a resolve to the Adv. Committee to create sanctuary boundaries for transgendered and gender diverse people in Bangor.
- Jadin urged members to consider the present political climate and called for an additional layer of protection for Bangor’s transgender and gender diverse populations.
- Chair Brydon asks Councilor Beck what the ideal next step is.
- Councilor Beck shared that the City should consider additional efforts, beyond LD 227
  - Expressed concern over governing by resolve – is a resolution the best vehicle?
  - Recommends we touch base with the City Manager
- Member Furrow mentions the “Welcome to All” resolution that the council has previously passed and the presented resolution not being necessary.
- Member Burke highlights that the presented resolution addresses a specific population and regarding the political.
- Chair Brydon recommends that the ACREIHR follows up on the presented resolution at the next meeting with additional (Bangor specific) data and the City Manager present to address how we can effectively move forward.

#### City Manager/Council Liaison Updates

- City Council Liaison Updates from Councilor Beck
  - Encampment was closed – city helped to provide transportation, bins, cell phones and tents etc.
  - Bangor’s Housing and Homelessness Committee has been approved as a standing committee; the selection of members is being finalized by City Council and staff.
  - The City has hired a new Homelessness Coordinator which comes highly vetted and with years of experience and service; confident will be a good fit for Bangor.
  - BCAT fully staffed for the first time (finally at 4 staff after being staffed by 2 for several years).

#### Events

MLK Breakfast, hosted by the NAACP on Jan. 19

- Chair Brydon and Member Robinson attended.
- Update from Member Robinson. **Call to adjourn**
  - Motion to adjourn by Chair Brydon; seconded by Member Robinson
  - All in favor; meeting end at 7:35pm

Next meeting: February 24 at 6:00pm in Council Chambers

## **Proposal: Creating a Language Access Plan (LAP) for the City of Bangor**

### **Purpose of This Document**

This document explains what a Language Access Plan (LAP) is, why Bangor should create one, how it could be implemented across city departments, and how our committee can support the process.

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### **What is a Language Access Plan?**

A **Language Access Plan (LAP)** is a structured framework that ensures residents with Limited English Proficiency (LEP) have meaningful access to city programs, services, and information.

An LAP typically includes:

- Identification of languages spoken in the community
- Methods to provide interpretation and translation
- Department-specific protocols for serving LEP community members
- Staff training plans
- Performance and accountability measures

The goal is to remove barriers and ensure all residents—regardless of the language they speak—can access essential city services.

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### **Why Bangor Needs a Language Access Plan**

Bangor's population is increasingly diverse, with more residents speaking languages other than English at home. A formal LAP would:

- Improve access to city services such as public safety, housing, health, and education
- Reduce misunderstandings and increase trust between residents and government
- Support legal compliance regarding civil rights and nondiscrimination
- Strengthen community engagement
- Ensure city communications (emergency notices, public meetings, forms, etc.) reach everyone

Bangor could benefit from a LAP that means our size and scope; it should be focused, efficient, and scalable.

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### **What Implementation Could Look Like**

A LAP does not need to be complicated. Bangor can adopt a plan that matches our capacity and community needs. Below is a clear structure for implementation.

### **1. Assessment of Language Needs**

Each department would:

- Track language requests (phone calls, walk-ins, emails)
- Note frequently encountered languages
- Identify services with high public interaction (e.g., police, clerk's office, general assistance)
- Collaborate with organizations that support individuals with language-support needs to identify highest language needs

The committee can support by reviewing available demographic data and community feedback.

### **2. Developing Protocols for Interpretation and Translation**

The city would determine:

- When professional interpretation is required
- Which documents should be translated (e.g., emergency alerts, essential forms)
- Preferred vendors or tools (phone interpretation services, statewide language lines)

Departments would have simple reference sheets explaining how to access these resources.

### **3. Staff Training**

Topics could include:

- How to identify when someone needs language support
- How to offer interpretation respectfully and legally
- How to use the city's approved tools and vendors

Trainings can be brief and tailored to department needs.

### **4. Standardizing Signage and Notices**

Examples:

- "Language assistance available" signs in multiple languages
- Key forms available in the city's top-requested languages
- Multilingual announcements for public meetings or emergencies

### **5. Monitoring and Improvement**

The city manager's office would receive:

- Annual updates from departments on usage and needs
- Recommendations for adjustments
- Feedback from the Advisory Committee

This keeps the LAP effective without creating unnecessary administrative burdens.

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## **What Each Department Might Need**

### **High-Contact Departments**

- Police Department
- Fire/EMS
- General Assistance
- City Clerk's Office
- Public Health and Community Services
- Schools (separate but highly relevant partners)

Needs may include:

- Access to interpreter services (phone, virtual, or in-person)
- Translated versions of critical forms
- Procedures for emergency communications

### **Lower-Contact Departments**

- Planning and Code
- Public Works
- Parks and Recreation
- Economic Development

Needs may include:

- Clear signage
  - Website accessibility improvements
  - Translated outreach materials for public meetings, projects, or notices
-

## How Our Committee Can Support This Process

Our committee can:

- Provide research on best practices for small cities
- Help identify priority languages in Bangor
- Coordinate community feedback from immigrant, refugee, and LEP residents
- Review draft LAP materials and offer recommendations
- Assist with developing equity-centered communication approaches
- Partner with local service organizations for outreach and education

We can serve as a bridge between the community and the city manager, ensuring the LAP reflects real needs and practical solutions.

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## Proposed Next Steps

1. Committee reviews and refines this document for presentation to the City Manager.
  2. Recommend that the City Manager authorize a preliminary needs assessment (cost-effective, using existing data where possible).
  3. Develop a draft LAP framework based on Bangor's specific needs and capacity.
  4. Share the draft with departments for feedback.
  5. Finalize and vote to adopt the LAP, with annual review.
- 

## Summary

A Language Access Plan is an achievable, essential step to ensure equitable access to city services in Bangor. With coordinated effort and a right-sized, realistic plan, Bangor can provide better service to all residents while strengthening trust, communication, and community well-being.

Our committee is well-positioned to guide and support this work.

## **City of Bangor – Mini Language Access Plan (LAP)**

**Effective Date:** [Insert Date]

**Last Reviewed:** [Insert Date]

**Contact:** Language Access Coordinator – [email / phone]

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### **1. Purpose**

The City of Bangor is committed to ensuring that all residents, regardless of the language they speak, have **meaningful access** to city services, programs, and information. This plan ensures that residents with Limited English Proficiency (LEP) and Deaf/Hard of Hearing residents can access services safely, effectively, and equitably.

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### **2. Scope**

- Applies to all city departments, staff, and contractors who provide public-facing services.
- Covers residents whose primary language is not English or who rely on ASL.
- Includes vital documents, public notices, and emergency communications.

#### **Definitions:**

- **LEP:** Individuals with limited ability to speak, read, write, or understand English.
  - **Vital Documents:** Emergency alerts, utility notices, public safety instructions, city permits, registration forms.
  - **Meaningful Access:** Services are provided so that LEP residents can access them at the same level as English speakers.
- 

### **3. Priority Languages**

Based on local data (Census, schools, community organizations):

1. **Spanish** – largest LEP population in Bangor.
2. **American Sign Language (ASL)** – for Deaf and Hard of Hearing residents.
3. **Other emerging languages** – e.g., Arabic, Somali, French, based on local refugee and immigrant populations.

Languages may be updated annually based on population trends and community feedback.

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### **4. Language Services**

#### **Interpretation:**

- Staff fluent in priority languages will assist when available.
- Contracted interpretation (phone or video) will be used when staff are unavailable.

#### **Translation:**

- Vital documents (utility notices, permits, public safety instructions) will be translated into Spanish and ASL summaries where feasible.
- Emergency notices will be provided in priority languages as needed.

#### **Digital Access:**

- City website to include a “Language Assistance” page with translated documents, links to interpretation resources, and contact information for the Language Access Coordinator.

## 5. Staff Roles & Training

- **Language Access Coordinator:** [Name / Contact Info]
  - **Staff Training:**
    - Identifying LEP individuals.
    - How to request interpretation/translation services.
    - Documenting assistance provided.
  - Training will be conducted annually or as new staff are hired.
- 

## 6. Public Notification

- Multilingual signage in key municipal locations: City Hall, Library, Community Center.  
“Language assistance is available at no cost. Ask staff for help.”
  - Website and social media updates to inform residents about available services.
- 

## 7. Community Engagement

- Partner with:
    - Bangor School District
    - Local community centers, churches, and refugee organizations
  - Collect feedback on language access needs and evaluate which languages/services should be prioritized.
- 

## 8. Complaint / Feedback Process

Residents may submit concerns via:

- Email: [Insert Email]
- Phone: [Insert Phone]
- In-person: City Hall, 2nd Floor Reception

The Language Access Coordinator will investigate and respond within **10 business days**.

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## 9. Annual Review

- Departments report usage of interpretation and translation services.
- Priority languages are reviewed and updated as needed.
- Procedures revised based on community feedback.
- Summary report submitted to **Bangor City Council annually**.

## 1. Purpose & Commitment

- State the city's commitment to ensuring **all residents have access to services**, regardless of English proficiency.
- Emphasize that **language access is about equity, safety, and engagement**.

*Example:*

"The City of Smalltown is committed to providing all residents meaningful access to city services, programs, and public information, regardless of the language they speak."

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## 2. Scope & Definitions

- Define **Limited English Proficient (LEP)** residents.
- Define "**vital documents**" (e.g., emergency alerts, permits, service applications).
- Define "**meaningful access**".

*Tip:* Keep definitions concise and practical for small city staff.

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## 3. Identify Priority Languages

- Use census data, school enrollment, and local input to identify the top 1–3 non-English languages spoken in the city.
  - For very small populations, focus on **Spanish, ASL, and one or two additional languages** if there are communities with a consistent presence.
- 

## 4. Language Services

- **Interpretation:** Provide access via staff who speak the language, phone interpreter services, or volunteers.
  - **Translation:** Translate **vital documents** and key forms. Start small—emergency notices, utility info, public health alerts.
  - **Digital options:** City website can have Google Translate options or PDF translations for vital content.
- 

## 5. Staff Roles & Training

- Assign a **Language Access Coordinator** (could be a part-time staff person).
  - Train front-line staff on:
    - How to identify LEP individuals.
    - How to access translation/interpretation resources.
    - How to document language access requests.
- 

## 6. Community Engagement

- Partner with **local schools, churches, community organizations, or immigrant groups** to understand needs and improve outreach.
  - Encourage feedback from residents on language access.
-

## *Sample for Small City*

### **7. Public Notification**

- Post signage in **municipal buildings** (City Hall, libraries) noting:  
“Language assistance is available at no cost. Ask staff for help.”
  - Include information on websites and social media.
- 

### **8. Complaint/Feedback Mechanism**

- Provide a simple way for residents to report **denied access** or difficulties, e.g., via email, phone, or form in multiple languages.
- 

### **9. Annual Review**

- Review LAP annually to:
    - Update priority languages.
    - Track usage of interpretation/translation services.
    - Adjust procedures based on city capacity and community needs.
- 

### **Key Considerations for Small Cities**

- Start small: focus on **critical services first** (emergency services, utility billing, city council notices, public health).
- Leverage **technology and volunteers** for interpretation.
- Collaboration is essential: partner with **neighboring municipalities or county programs**.
- Focus on **practical implementation over formal bureaucracy**.