



Enger Tower and Aerial Lift Bridge Lighting Policy

Approved: *[Signature]*

Effective Date: May 9, 2022
Supersedes: N/A

OVERVIEW

Objective	This policy seeks to set a standard of process for requesting decorative lighting of Enger Tower and/or the Duluth Aerial Lift Bridge. The City of Duluth reserves the right to refuse any decorative lighting request at the City’s sole discretion.
Policy Statement	<p>Due to recently installed LED lighting on the Aerial Lift Bridge and Enger Tower, the City of Duluth can now customize the lighting on these structures. Responding to or accommodating special lighting requests is a non-essential public service provided by the City of Duluth, at the discretion of the City.</p> <p>While the City recognizes that the Aerial Lift Bridge is an important community landmark, the bridge is first and foremost a piece of working public infrastructure with local, regional, national and international significance in support of the nation’s largest freshwater port. Safe and reliable service for the shipping industry, pedestrian and vehicle traffic and singular access to and from Park Point are the Aerial Lift Bridge’s primary purpose. The bridge's lighting is primarily intended and necessary for the safety of pedestrians, vehicles, and vessels. As such, outside of the days listed in Section I, customized lighting of the Lift Bridge will be done only for extraordinary circumstances, such as a global humanitarian crisis.</p>
Scope	This policy applies to all external requests to City staff for decorative lighting of Enger Tower and the Aerial Lift Bridge.
Definitions	<p>Aerial Lift Bridge: The Aerial Lift Bridge, earlier known as the Aerial Bridge or Aerial Ferry Bridge, is a landmark steel bridge whose deck can be lifted 135 feet to allow for the passage of large ships. It is located at 601 South Lake Avenue.</p> <p>Enger Tower: Enger Tower is an 80-foot, five-story stone observation tower atop Enger Hill in Enger Park located at 1601 Enger Tower Road.</p>

RESPONSIBILITIES AND EXPECTATIONS

I. ENGER TOWER AND AERIAL LIFT BRIDGE

- a. The City will provide decorative lighting for Enger Tower and/or the Aerial Lift Bridge for the following national holidays and specific days of celebration or awareness:
 - News Year's Day
 - Rev. Dr. Martin Luther King Jr. Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - 9/11 Memorial
 - Indigenous People's Day
 - Veteran's Day

II. AERIAL LIFT BRIDGE

- a. In addition to the days listed in Section I, Aerial Lift Bridge decorative lighting will only be activated for extraordinary circumstances, such as a global humanitarian crisis.

III. ENGER TOWER

- a. Lighting requests can be made for Enger Tower and are limited to one fulfilled request per year.
- b. The City provides this opportunity to requestors as a public service. City acceptance of any decorative lighting request does not constitute the City's endorsement of any organization or topic.
- c. The City will not grant lighting requests for a private event or matter, including but not limited to birthdays or personal anniversaries.
- d. The City will deny any requests that promote a political action, candidate, party, lobbying, or similar activity.
- e. The City will only accept lighting requests from Duluth residents and organizations.
- f. Decorative lighting requests may not be used for any financial gain of the requesting organization or individual.
- g. The City reserves the right to share information publicly about any approved lighting request at the City's discretion.
- h. The City has no obligation, responsibility, or commitment to provide photography of a lighting request. The City is also not required to promote, distribute or advertise an approved decorative lighting request.

I. REQUESTOR RESPONSIBILITIES

- a. As local landmarks of Duluth, decorative lighting requests must come from Duluth citizens or organizations.
- b. To make a decorative lighting request, interested qualified parties may email communications@duluthmn.gov.
- c. The request must include the following information:
 - Organization name
 - Website, if applicable
 - Address
 - Individual requestor's name

- Phone
 - Email
 - Detailed description of the event you would like to recognize
 - Event date
 - Specific colors requested. One solid color or a combination of up to three colors can be displayed. The available colors are
 - Red
 - Green
 - Blue
 - Orange
 - Yellow
 - Purple
 - Pink
 - White
 - Crimson/Maroon
 - Gold
- d. Requests must be made at least 30 days before the requested date. The City may waive this requirement when it is not practical but reserves the right to deny any requests made with less than 30 days' notice.
- e. Lighting requests are limited to one fulfilled request per person or organization annually. Repeated requests following a fulfilled request by the same requestor will not be processed.
- f. In instances where there are multiple requests for decorative lighting on the same date or different dates to commemorate the same event, topic, or awareness, the requests will be processed and granted on a first-come, first-serve basis.
- g. Decorative lighting requests that have been approved will begin at sunset on the requested date.
- h. The City reserves the right to revoke a prior approval if it becomes aware after the approval was issued that the terms of this policy have not been met or the requester has provided false or misleading information in their request.
- i. Requests for decorative lighting are subject to the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13); data provided in the request may be considered public data.

II. CITY STAFF RESPONSIBILITIES

- a. City staff will timely review, approve, or deny lighting requests.
- b. Staff determinations are subject to the final approval of the Chief Administrative Officer.
- c. City staff will work with appropriate City employees to program the decorative lighting.