

4. Memorial space availability in previously “full” locations

- a. City staff will maintain a waitlist for those interested in purchasing a memorial plaque and unable to do so due to a lack of space. Once a year, at a time previously scheduled by City staff, the City will follow a lottery procedure to determine who will have first right to purchase a memorial.
 1. One month prior, the City will contact the waitlist and communicate the location and number of memorial spaces available.
 2. The City will also announce the lottery date on the City website.
 3. On the day of the lottery, staff will randomly select those eligible for a memorial space and contact them.
 4. The eligible members of the waitlist will have two weeks to submit an application and payment for the memorial, otherwise another member of the waitlist will be contacted.