



# **County Administration Policy Discussion**

**Facility Naming  
Interior Display**

**F&A Committee**

**May 29, 2025**

- **Process:**
  - **Staff researched existing policies at the Federal, State, and Municipality levels**
- **Summary:**
  - **Naming Policies and Ordinances:**
    - Multiple examples at all levels of government
    - Authorities range from Board level action to Department Head
    - Criteria and Direction range from simple to detailed
  - **Display Policies and Ordinances:**
    - Existing policy is related to the Americans with Disabilities Act (ADA)
    - Guidance on architectural design and color
    - Libraries had most clear policies on displays

# Naming Policy

## Common Guidance

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- **Nomination varied:**
  - Board Chair was the only person able to nominate in some municipalities
  - Others required nominations to be routed through City Manager/Administrator
- **Review and Approval:**
  - Board approval was uniform across municipalities
  - Some required unanimous approval, others with simple majority
- **Criteria was uniform:**
  - Historical event
  - Natural feature (body of water, natural formation, type of animal)
  - Person who contributed in a positive and significant way to the community or nation
- **Renaming a facility was discouraged, but not forbidden**
- **No ordinances were found that forbid naming of facilities**
- **Funding:**
  - County would fund standard signage
  - Nominating party/group would be responsible for funding anything more elaborate
    - All signage would be subject to our planning standards for exterior/interior design

# Naming Policy Recommendation

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- **Create a new Ordinance to set a local law on naming of Lake County owned property, including land, parks, buildings, structures, and roads.**
- **Recommended language:**
  - **No building or structure of the Lake County government may be named except pursuant to an ordinance duly adopted by the Lake County Board. Nominations for naming of public buildings, facilities, and land shall be made only by Board Members. Official names or titles for belonging to or leased by the County shall be based upon geographical, historical, ecological, functional, or other such factors as the Lake County Board deems appropriate. Names derived from the name of a person shall be in memorial only. This ordinance does not apply to existing facilities named prior to January 1, 2026.**

# Display Policy

## Common Guidance

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- **Federal Law, Americans with Disabilities Act (ADA):**
  - Informational signage required to be ADA compliant
  - Does not provide guidance on artwork, color, or other non-informational displays
- **State Statute, 20 ILCS 3105/14:**
  - Promotion and preservation of the arts... for the adornment of public buildings
  - Reviewed and recommended by Fine Arts Review Committee and approved by Illinois Arts Council Chairperson
- **Municipal Library Display Policies:**
  - Focused on display cases open to public
  - Require approval by Library
- **Lake County Ordinance and General Process:**
  - **Lake County Ordinance, § 37.039 DISTRIBUTION OF HANDBILLS.**
    - ❑ “Posting of pamphlets, handbills, or flyers, on bulletin boards or elsewhere...”
  - **General Process:**
    - ❑ **County Administrator Approval:**
      - Approves any artwork or displays in County interior spaces
      - FCS manages and controls all building exteriors and common interior space (hallways and lobbies)
    - ❑ **Elected Offices Space:**
      - Rely on FCS for informational signage and displays
      - Have controlled other displays inside of their assigned spaces

# Display Policy Recommendation



- Recommend amending Lake County Ordinance § 37.039 DISTRIBUTION OF HANDBILLS
- Re-Title: § 37.039, **DISPLAY AND DISTRIBUTION OF MATERIALS:**
- Body of Ordinance:
  - Posting or affixing materials, such as **artwork**, pamphlets, handbills, or flyers, on bulletin boards or elsewhere on county-controlled property is prohibited, except as authorized in § 37.038 or when these displays are conducted as part of authorized county or County-sponsored activities. Posting of material, such as **artwork**, pamphlets, handbills, and flyers, by County Departments, County-wide elected officials and the Circuit Court may be allowed on designated bulletin boards, **walls, and display cases** upon request to the **Facilities and Construction Services Department (FCS)**. The material to be posted must first be presented to the **FCS Department Head** and must relate to the official business of the County, occupant agency or the Circuit Court, **or are aligned with the Lake County Strategic Plan**. Upon approval by the **County Administrator**, the material may be posted on the designated bulletin boards, **walls, display cases, or public area** for a period as determined by the **County Administrator**. Upon expiration of the approved period, the material will be removed. Distribution of materials, such as **artwork**, pamphlets, handbills, or flyers is prohibited, except in the designated public areas of the property as defined in §§37.060 through 37.070, unless conducted as part of authorized county activities.



# Questions