



Process of Naming/Renaming Campus Buildings and Public Rooms or Spaces

FACT SHEET

Approved: 2023-10-16

How to submit a proposal

Any proposal for the naming and renaming of buildings and public rooms or spaces on the Capitol Campus must go through a robust public engagement process with the Capitol Campus Design Advisory Committee (CCDAC) and the State Capitol Committee (SCC) prior to the Legislature's adoption. Proposals may be submitted in a variety of ways:

- Proposals can be submitted to the Department of Enterprise Services (DES) via:
 - Email: SCC-CCDACPublicComments@des.wa.gov
 - Mail: 1500 Jefferson St. SE Olympia, WA 98504
 - Attention: External Relations/Legislative Affairs at mailstop 41401
 - Public Comment: During regularly scheduled public CCDAC or SCC comment period
- Proposals introduced by the Legislature are required to be reviewed and approved by the SCC prior to final adoption by the Legislature.

SCC & CCDAC Review Process

CCDAC and SCC play integral roles in building naming or renaming proposals ([RCW 43.34.090](#)). Proposals introduced by the Legislature are required to be reviewed and approved by CCDAC and SCC.

Once a proposal is received by DES:

- The proposal(s) are presented to CCDAC as informational.
- The proposal(s) are presented to SCC as informational.
- The proposal(s) are presented a second time to CCDAC as a decisional agenda item for recommendation to the SCC.
 - DES sends broad public notification of proposal(s) received when the CCDAC agenda is published (2 weeks prior to meeting). The notice includes:
 - Comment Deadline
 - How to comment (Send public comments to SCC-CCDACPublicComments@des.wa.gov or provide testimony at CCDAC meeting during public comment period)

- Information about building eligibility for naming/renaming
 - Naming criteria in RCW 43.34.090, subsequent requirements within the Legislative process.
- CCDAC will consider proposed name(s) and public comment and share its recommendation to SCC.
- The proposal(s) are presented to SCC a second time as a decisional agenda item.
 - DES sends broad public notification when the SCC agenda is published (2 weeks prior to meeting). The notice includes:
 - CCDAC Recommendation
 - Comment Deadline
 - How to comment (Send public comments to SCC-CCDACPublicComments@des.wa.gov or provide testimony at CCDAC meeting during public comment period)
 - Information about building or public room/space eligibility for naming/renaming
 - Naming criteria in RCW 43.34.090, subsequent needs within the Legislative process.
- SCC considers CCDAC recommendation(s) and public comment.
- If a decision is made, SCC and DES Director make recommendation to the Legislature.

Legislative Process

When an SCC recommendation is made, the proposal is referred to the Legislature for its final steps. At this point, the proposing entity must work with Legislative sponsors to introduce a concurrent resolution with funding necessary to implement the building name (i.e. building signage, wayfinding) or room name. The Legislature would need to adopt the concurrent resolution and appropriate implementation funding to the DES.