



Campus Sign Plan

Adopted by the Campus Planning Committee
June 26, 2006

INTRODUCTION

Oregon State University requires an effective system of visual communication that projects a uniform institutional identity, while at the same time integrating well with the present and future campus environment.

Good signage provides a harmonious and aesthetically pleasing arrangement in the following three areas of design:

1. **Communication:** What signs say, to whom, and for what purpose; how they say it; where the signs are located and how well signs communicate.
2. **Graphic Design:** How typography, maps, diagrams, iconic and coded symbols and colors are used to organize information and emphasize messages to help create an overall visual identity.
3. **Sign Design:** How signs are fabricated and installed, their size and shape, how they are maintained and integrated within the OSU physical environment and how they work within the scope as defined by the Land Development code for the City of Corvallis.

There are nine (9) basic sign elements according to function or based on the information they provide:

1. **Facilities Identification:** Primary and secondary OSU building signs.
2. **Way Finding Identification:** Panel boards, kiosks, You are Here, Sandwich boards and Directional Signs providing informational and directional signs for the campus users and visitors.
3. **Historical Identification**
4. **Memorials**
5. **Parking Identification**
6. **Regulatory/ Accessible Identification**
7. **Illuminated Identification**
8. **Temporary Identification**
9. **Banner Plan**

All OSU signage shall be requested, designed and installed by Facilities Services to ensure all sign standards are followed.

SIGN POLICIES

1.0 GENERAL

OSU's sign policies follow the City of Corvallis Land Development Code, Corvallis Sign Regulations, Chapter 4.7. In addition, the policies written in this plan are governed by the 2004-2015 OSU Campus Master Plan.

The Corvallis Sign Regulations includes an OSU Sign Exemption Area identified within the OSU District. (See Attachment A.) The OSU Sign Plan governs the signs placed INSIDE of the OSU Sign Exemption Area, and signs located in the OSU District but are OUTSIDE of the OSU Sign Exemption Area shall be subject to the Corvallis Sign Regulations.

All signs and sign structures shall comply with the standards identified in the OSU Sign Plan. Signs that already exist upon adoption of the sign plan will continue to be in effect. If an existing sign is replaced, then the sign plan policies apply. Permanent signs required by a project but not referenced here shall be submitted to Facilities Services for approval.

All other sign requests not included in this document must be submitted to the Facilities Services, Campus Planning for approval.

2.0 FACILITIES IDENTIFICATION

This section contains the requirements for exterior signs used in establishing identity and communication. These types of signs are used to welcome visitors upon arrival to the campus and to provide building identification.

- 2.1 No exterior sign shall exceed 200 square feet in area.
- 2.2 Primary Identification: Recognized main building entrance.
 - 2.2.1 Campus Portals: The entry portals to the campus are an important part of the OSU way finding experience and appropriate design of these gateways can enhance a visitor's arrival to OSU. These signs are unique in design; therefore the design and location of the signs will be determined by the Campus Planning Committee. There are currently two (2) identified portals.
 - 1. Jefferson Avenue and 15th Street.
 - 2. 26th Street and Western Boulevard
 - 2.2.2 Monument Signs: These signs are considered the main building identification and will only include building name, abbreviation and street address.
 - 2.2.3 Minimum setback for primary identification signs from the curb face shall be two (2) feet.
 - 2.2.4 Minimum separation between primary identification signs shall be 100 feet.
- 2.3 Secondary Identification: These signs will be used to recognize secondary building entrances. They will be building mounted and identify building name and abbreviation, and if appropriate a directional reference. (i.e. East Entrance)

3.0 WAY FINDING IDENTIFICATION

These signs are to identify building and area locations around campus. Examples of way finding signs that can be found at OSU are listed below:

- 3.1 Panel Boards: These signs are larger than directional signs and are typically displayed at ground level for both pedestrian and automobile traffic.
- 3.2 Kiosks: These signs are used as way finding for a variety of venues such as buildings, parking, shuttle stops, etc.
- 3.3 You Are Here: These signs include a reference map and may be incorporated into kiosks to assist mostly pedestrian traffic for locating specific buildings and/or locations on campus.
- 3.4 Sandwich Boards: These types of signs are typically temporary in nature and are used to publicize an event.
- 3.5 Directional Signs: These signs provide direction to parking lots, buildings, and athletic and/or event facilities within a specific location. The policies below apply:
 - 3.5.1 Minimum clearance for these signs located above a pedestrian walkway shall be 10 feet. If a directional sign is attached (such as building, light post, etc.) these two policies apply:
 - 3.5.1.1 If the attached sign projects more than 6 inches, the minimum clearance above a pedestrian walkway shall be 7 1/2 feet;
 - 3.5.1.2 If the attached sign projects more than 1 foot, the edge of the sign face closest to the building shall not project more than 6 inches;
 - 3.5.1.3 No attached sign shall project more than 8 feet from the building face.
 - 3.5.1.4 No directional signs are to be attached to any historic building. (Refer to the OSU Historic Preservation Plan Design Guidelines.)

4.0 HISTORIC IDENTIFICATION

The policies for these signs will be developed in OSU's Historical Preservation Plan.

5.0 MEMORIALS

Memorial signage is governed by the policies and procedures set forth by the Campus Outdoor Art Committee (COAC). Copies may be obtained by contact the Office of the Vice President for University Advancement. The following information is extracted from the COAC Purpose and Procedure Statement.

The types of memorials that are approved for placement on the campus of OSU are site furniture with plaques or trees.

5.1 Guidelines

- 5.1.1 The person or event being memorialized shall have a long-term significance to the University's function, direction, or evolution (e.g., staff and faculty, students, benefactors, campus history).
- 5.1.2 The subject has timeless qualities that will be meaningful to future generations and enrich the campus experience.
- 5.1.3 Memorials should benefit the University as a whole.
- 5.1.4 Memorial messages should identify the person or event with a brief description of the contribution.
- 5.1.5 Memorials will not require maintenance beyond that typically occurring on campus.
- 5.1.6 For memorials affixed to buildings, this sign type may be placed on the exterior face of the building, near the primary entrance of the facility.
- 5.1.7 Submit a request for conceptual design to University Publications and then submit a written request with the approved conceptual design to the Campus Planning Committee for approval of site location.

6.0 PARKING IDENTIFICATION

- 6.1 Oregon Department of Transportation industry standards will define these type of parking signs.

7.0 REGULATORY/ACCESSIBLE IDENTIFICATION

- 7.1 These signs identify accessible and inaccessible building entrances. At each inaccessible entrance, a directional sign will be provided to direct disabled users to the nearest accessible entrance. The signs shall conform with the Americans with Disabilities Act Administrative Guidelines.
- 7.2 For new buildings, the project manager responsible for the construction of the buildings must ensure that all external and internal accessible signage will be included as a cost to the project.

8.0 ILLUMINATED IDENTIFICATION

- 8.1 Illuminated signage is limited to locations or buildings that have student activities during the evening, and for way finding for emergency services.
- 8.2 Illuminated signage may include neon signage to call attention to buildings that provide OSU approved commercial food service, OSU and student supported entertainment activities, and athletic or special events that promote campus-wide activities. These types of events or activities may include coffee shops, brew pubs, football stadiums, or conference centers. Neon sign requests must be

submitted to the Campus Planning Committee for approval.

8.3 Neon signage requested for historical campus buildings will be governed by policies developed from the establishment of the OSU Historical Zoning District. Policy number 8.2 will apply to any type of illuminated signage requests on historical buildings prior to the establishment of the policies for OSU's historical district.

8.4 Illuminated signage may include marquee signage. Marquee signage must be placed in a location that has minimal impact to any adjacent intersecting streets. Marquee signage requests must be submitted to the Campus Planning Committee for approval.

9.0 TEMPORARY IDENTIFICATION

These signs typically advertise or publicize short-term events on campus.

9.1 Events: A sign can be placed for an OSU recognized and/or sanctioned event.

- 9.1.1 Event signs will typically be on sandwich boards, but may include fliers posted in approved places around campus.
- 9.1.2 Signs must be placed no sooner than 3 weeks before the event, and must be removed no later than 3 DAYS after the event.
- 9.1.3 Facilities Services Landscape Department must be contacted for any signs that required in ground placement to prevent damage to university irrigation or utilities. Contact the department through the Work Control Center at 541.737.2969.

10.0 OSU BANNER PLAN

The university offers units/colleges the opportunity to use outdoor lamp post banners as a way to communicate messages to students, faculty/staff and visitors. The OSU Banner Plan identifies the parameters for artwork, message and placement to guarantee that banners are used for OSU-appropriate information, and represent the university with an overall institutional message. Banners should be used to celebrate and recognize OSU achievements, promote events and support academic strengths. Banners should not focus on specific departments or programs, but promote a broader message. The following content criteria are suggested when developing concepts for OSU Banners:

- Celebrating student life
- Faculty research
- Interdisciplinary research and teaching
- Academic or historic milestones
- Notable alumni

- Large public campus events – Moms/Dads Weekend, Homecoming, Commencement

10.1 Requests for banners may be made through University Marketing and/or the Vice President for Finance and Administration. Design of Banners is determined by University Publications and University Marketing. Placement of Banners must be made through Facilities Services' Work Control Center. Contact FacilitiesCustomerServ@oregonstate.edu; or call 541.737.2969.

10.2 Approved Banner Locations. Banners will be placed in main thoroughfares on campus and in areas that experience large numbers of traffic and/or pedestrians. The following areas identify the approved banner locations:

1. Campus Way (15th Street to 26th Street)
2. Jefferson Street (15th Street to Waldo Place)
3. Jefferson Way (1) (Waldo Place to 26th Street)
4. MU Quad
5. Waldo Place (Jefferson Street to Campus Way)
6. 26th Street – (Western Boulevard to Campus Way)
7. 30th Street (Jefferson to Campus Way)

Banner request for locations other than the approved locations above, must be submitted to the Campus Planning Committee for approval. Contact Robin Hlobeczy, 737-0917 or robin.hlobeczy@oregonstate.edu to be added to the committee's agenda.

10.3 Design and Message. Banner designs should be coordinated through University Advancement (UA), in order to ensure that messages and artwork are in line with the overall university branding efforts. If a department chooses to design its own banner, an initial meeting should be scheduled with University Advancement to discuss design parameters and information about environmental constraints which may impact the overall design. University Advancement can serve in an advisory roll; however UA will be responsible for final approval of all designs to ensure compliance with the university's Graphic Identity Guidelines.

10.4 Banner Placement. Banners must be mounted on dual arms to a campus light pole.

- 10.4.1.1 If the banner is for an event, the sign placement and removal is the same as outlined in *Temporary Identification Policy 9.1.3*.
- 10.4.1.2 If the banner is for informational purposes and remains on a light pole for a period of time (e.g. over 6 months), then a request to continue the display of the banner can be made 2 weeks prior to the end of the time limit through University Marketing.

11.0 GRAPHIC STANDARDS

The graphic standards for OSU signage will provide uniformity throughout campus. Each sign will be categorized by function and size.

Message design, nomenclature and application will be standardized according to the appropriate campus policies as identified in the OSU Campus Master Plan (see CMP Principles and Policies: 2.9), and the OSU Graphic Identity Guidelines. Message legibility is considered from the perspective of a variety of users: visitors, university community, vendors and service visitors, people with vision impairment and people with mobility impairment, and other users.

11.1 OSU Logo. The Oregon State University logo will not be added to the primary or secondary facilities identification signs, as building names change over the lifetime of the university.

11.2 Primary Facilities Identification Signs

11.2.1 Portal Sign Design. The entry portals to the campus are an important part of the way finding experience and appropriate design of these gateways should enhance the sense of arrival for OSU visitors. There are two (2) main OSU portals:

Jefferson Avenue Portal: This portal is in Sector C and is located at 15th Street and Jefferson Avenue. The historic entrance first developed at OSU known as “Memorial Gate” and is now purely ceremonial entrance is located a block away along 15th Street between Jefferson and Monroe Avenues. This entrance portal serves as a companion to the old, by utilizing similar design styles.

26th Street and Western Boulevard. This is the south entrance to the main campus and is located within Sector E. This sector is primarily athletic facilities, event facilities, dining facilities and also includes a parking structure.

11.3 Monument Sign Size

11.3.1 There are three (3) sizes for OSU Monument signs. The size of the sign is determined by its location in proximity to the OSU campus boundary as defined by the OSU Campus Master Plan.

11.3.2 Monument Signs outside the OSU Boundary: These signs will be visible to vehicular traffic where speed may exceed 50 miles per hour. Prior to sign construction a sign permit must be submitted to the City of Corvallis for approval.

11.3.3 Monument Signs within the OSU Boundary: These signs are within the OSU campus boundary, but outside of Sector C as identified in the OSU Campus Master Plan. The City of Corvallis’ Land Development Code identifies

an OSU sign exemption boundary, and monument signs within the OSU boundary may fall outside of the City of Corvallis OSU Sign Exemption Area.

- 11.3.4 Monument Signs in Sector C: This location typically has high-pedestrian traffic and less vehicular traffic. Roads within Sector C are OSU-owned and maintained. Monument signs will decrease in scale by 50% of Monument Signs outside of the OSU Boundary, and 25% less for Monument Signs within the OSU Boundary. This location is within the OSU Sign Exemption Area and construction and sign placement can proceed with no required sign permit.

11.4 Lettering

- 11.4.1 Consistency of typography is one way to create a consistent look when communicating across campus. Oregon State University main building signs use the Sabon typeface. The typeface is traditional in nature, and its use on facilities identifications provides design continuity.
- 11.4.2 Lettering heights vary depending on the type of signage. Contact the Facilities Services Sign Shop for information about lettering heights.

11.5 Height: The height of the top of signs shall be as follows:

- 11.5.1 Building signs; 5 FEET
- 11.5.2 Primary/Secondary; 27 INCHES
- 11.5.3 Panel Boards; (3 feet)
- 11.5.4 Sandwich Boards; (3 feet)
- 11.5.5 Kiosks; (5 feet)
- 11.5.6 Directional Signs; (ODOT Standards)
- 11.5.7 You are Here; (5 feet unless otherwise placed in approved locations.)

11.6 Sign content will be approved by the Vice President for University of Advancement.

12.0 Sign Locations

- 12.1 Signs will be placed in standard locations where they can easily be found. Wherever possible, signs will be placed together in a unified system to avoid clutter to the landscape. Site signage will be located so as not to become an obstacle or to conflict with exit signs or pedestrian traffic.
- 12.2 Signs will be placed to allow safe pedestrian clearance, vertically and laterally.
- 12.3 Site location should avoid conflict with door openings or vehicular operations.
- 12.4 Signs will be located wherever possible in the “natural line of vision.” Consideration of those with limited head mobility and reduced peripheral vision will be given.

12.5 Interior signage will be placed where it can easily be found, with consideration for tactile signs where possible.

13.0 Building Names

13.1 Refer to the policy for naming OSU buildings. Contact the Vice President for University Advancement.

14.0 Capital and Renovation/Remodel Projects

Capital and renovation/remodel projects are required to provide basic signage for the functioning of the building. This includes the following types of signs:

14.1 Facilities Identification: At least one sign at the primary entrance to the building.

14.2 Regulatory/Accessible Identification: This provides ample way finding to meet functional ADA signage for room numbers, and general public facilities such as rest rooms, stairs and elevator.

14.3 Building Directory: At least one directory near the primary entrance should be posted to serve the entire building.

14.4 In some cases, campus buildings may require more than the minimum signage as outlined above, and often must accommodate special needs related directly to the function or type of building being constructed. Signage must be in place to meet the special needs beyond the functional signage. Some examples include:

14.4.1 Sports facilities or theatres will require section numbering and/or seat numbering;

14.4.2 Multiple occupancy facilities may required additional directory boards and way finding signage to assist future visitors;

14.4.3 Structures that are architecturally complex may required additional way finding than a simple structure;

14.4.4 Those facilities having “flexible space” characteristics may need more flexible signage than a standard classroom building;

14.4.5 Facilities containing laboratories, research space, hazardous materials storage, high security areas, etc. may required additional signage for advisories or warnings. These signs should be considered in the planning of the building and identified in the construction document

14.5 Capital construction projects shall provide funding to pay for signs associated with each project.

14.6 In capital construction projects, the General Contractor shall be responsible for contracting manufacture of and for placement of the signs on campus in compliance with the policies and specifications outlined in this document.

14.7 *The Contractor shall be responsible for full replacement for defects in materials or workmanship for five years.*

14.8 Auxiliary units shall be responsible for paying for the costs of requested signs for their organization.

15.0 Sign Requests or Updates

Request for signs can be made through Facilities Services Work Control Center. Contact Fac Serv Cust Serv@oregonstat.edu, or call 541.737.2969.