Design Guidelines

Approved by College Council May 28, 2009

INTRODUCTION

The purpose of these guidelines is to provide design consultants, including engineers, architects, landscape architects and planners, a framework within which to develop plans and designs that express the vision of Lane Community College and its constituents. These guidelines apply to all major remodels, renovations, and new construction of buildings, outdoor spaces, circulation elements, and infrastructure for all Lane Community College campus/building locations, and should be part of every request for proposal (RFP) process. This document will be subject to regular review and revision through the governance system.

OVERARCHING FRAMEWORK

- Buildings and open spaces should reflect and promote the College's Mission, Vision and Core Values.
    - *Learning* – facilitates intellectual interaction and multiple learning modalities.
    - *Diversity* – promotes a positive learning and working environment for all without discrimination.
    - *Collaboration and Partnership* – facilitates social interaction in formal and informal spaces.
    - *Innovation* – accommodates purpose in an efficient and elegant manner; scale, architectural features and landscape enhance and complement one another.
    - *Integrity* – promotes responsible stewardship of resources and a demonstrable match between programs and facilities.
    - *Accessibility* – ensures full access to the entire campus with movement toward equal access.
    - *Sustainability* – integrates practices that support and improve the health of systems that sustain life.
- Buildings and open spaces should provide a welcoming, safe and pedestrian-oriented campus that values both the natural world and artistic expression and integrates them into the built environment.

GENERAL PRINCIPLES

- The following general design guidelines apply to buildings, open spaces, and circulation systems for all Lane Community College campuses and buildings. Each major project will also require project-specific guidelines.
- These guidelines are not meant to preclude alternate, unique and innovative design solutions. It is the responsibility of the design consultant to demonstrate clearly the reasons for accepting concepts which depart from these guidelines.
- The intention of these guidelines is that the mission of the College will be reflected in the physical environment.

Relationships

- Where possible and desirable, departments and programs that would benefit from direct working relationships should be located near each other, with facilities that provide similar uses and functions concentrated in contiguous areas.
- Where possible and desirable, interdisciplinary connections between academic enterprises should be created and supported.

Stewardship of Financial Resources

- Each project should be designed for cost-effective construction.
- Each project should be designed to minimize total life-cycle cost.
- Projects should integrate multiple objectives, where possible.
- Designs should focus on energy conservation, renewable energy, and measures to help Lane achieve carbon neutrality.

Stewardship of Environmental Resources – Sustainability

- The College should meet or exceed U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Green Building Rating System certified standards.
- Each building should be designed to minimize energy and water use, to respond to local climate, and to maximize the use of natural daylight and ventilation.
- Each building should provide its inhabitants with a clear sense of location, weather, and time.
- Each new building should be oriented to take advantage of solar angles and wind direction to reduce energy consumption.
- Solar orientation will be considered in the siting of open spaces and building entrances.
- Designs should include consideration of shading options on south and west exposures which reduce heat gain in summer and admit light in winter.
- Designs should contribute to Lane's pledge to become carbon neutral as part of the American College and University President's Climate Commitment.

Accessibility

- Each project should contribute incrementally toward the goal of universal accessibility for all parts of the campus. Universal accessibility means places accommodate all users equally, regardless of ability.
- Where ramps and other alternative routes are required, they should be designed so that their locations are intuitive and easy to find.

Supportive Spaces for All Users

- The needs of all users including students, staff, and community members should be considered in the design of all new or remodeled indoor and outdoor spaces. Spaces should be designed which support learning, build community, and foster feelings of inclusion for all people, regardless of user group, culture, race, religion, gender, sexual orientation, age, learning style, or ability. Where appropriate and possible, each campus space should be a place where every person is free to learn and develop.

Safety

- New projects should promote "windows to the campus"—academic activities and displays of artifacts or ongoing work should be accessible and visible from the major public routes through campus.
- Buildings, landscapes and lighting should be designed to promote personal safety. Landscape elements should avoid areas of concealment around building entrances, pedestrian walkways, or parking lot perimeters.
- Pedestrian and vehicular circulation routes should be clearly identified.
- Natural surveillance of outdoor spaces should be encouraged through proper landscape development and building design. Ensure appropriate illumination. Lighting design should follow best practices to provide perceived and actual security while minimizing light pollution and maximizing energy conservation.

Civic Structure

- Each project should make a positive contribution to the experience and image of the campus as a whole.
- It should be recognized that the primary function of both buildings and open spaces is to shape space, not to provide decoration. Scale and the shaping of space, not style, is the essential element in building and open space design.
- Each new project should provide both active and quiet spaces.

Wayfinding

- Buildings, open spaces, and circulation systems should be designed to facilitate optimal wayfinding with minimal need for signage.
- A consistent and high-quality signage system should be maintained and should provide a hierarchical family of signs that orients the visitor from the campus edges to each destination.
- Interior and exterior wayfinding signage should be concise and highly visible, and should conform to current research and best practices in wayfinding design to the extent possible.
- Wayfinding signs should be placed so that their visibility from vehicle traffic is maximized.

- Wayfinding signs or directory maps should be located at strategic entrance points from major parking areas.
- Maps and signs should be 1) provided in multiple and consistent locations, 2) clear and easy to understand, and 3) readily usable by people of all abilities.
- Emergency egress maps should be consistently placed on walls at strategic locations to provide easy and quick reference to the closest exit path.
- Elevators should provide for all accessibility challenges and should communicate clearly to people of all abilities; examples include consistently-placed tactile signs and audible floor annunciation.
- Interior and exterior walls and other surfaces should be detailed or placed in ways that minimize echoes.
- Interior and exterior pedestrian routes should offer changes in texture that give clues to location.

Expansion strategies

- The College should fully use existing space prior to considering construction of new space.
- When there are new or expanding programming needs, preference will be given to the following strategies in this order:
    - retrofitting
    - remodeling
    - building additions
    - new buildings only if strong burden of proof that it is required.
- If faculty and staff offices must be relocated, those offices should only be moved once, if possible.

BUILDINGS

Exterior Design

Massing, scale, height limits

- Building height, mass, and surface texture should be chosen to provide human scale.
- Building height should be limited to four stories above ground level, where appropriate, in order to maintain human scale.

Siting

- Each new project should be sited, oriented, and designed to contribute positively to the campus as a whole, including the pedestrian system and the ordering of the overall spatial structure.
- Each building should be sited to reinforce and enhance existing spaces and pathways or to create and animate new high-quality spaces.
- Primary instructional space should be located to maintain a comfortable walking distance of no more than 1500 feet from parking, from transit stops, and between classes. Every attempt should be made to site instructional space within distances less than the maximum because of the effect of topography on accessibility.
- Operational support space not primarily intended for services to students should be located outside the campus core where possible and appropriate.

Design

- Each new project should respond to its surroundings in scale, color, and proportion and should contribute positively to the campus fabric as a whole.
- The College and its consultants should strive for legibility and coherence through a careful balance of landmark-quality structures and background structures.
- The location and treatment of building entrances, windows, and indoor circulation routes should be designed to contribute to the continuity of pedestrian movement and to the social amenity of the campus.
- Covered walkways, where possible and appropriate, should be considered to meet the needs of individuals with disabilities.
- Each project should consider views from the building and views toward the building from multiple directions.
- Blank or unarticulated exterior walls should be avoided where possible.
- Each building should be designed for flexibility and adaptability and should be able to accommodate some level of reconfiguration without undue expense or structural modification. Where possible, a building should be able to accommodate expansion over time.
- Design decisions should be based on the best available current research evidence, where relevant credible research is available.
- Provisions for technology and communications, such as computer use, wireless access and assistive listening, should be incorporated into all new building and remodeling projects. Optimum effectiveness of online access and other wireless technology should be considered when designing or configuring buildings.

Building entrances

- Entrances should be clearly identifiable.
- Entrances should be proportioned to identify their location and importance, while maintaining a human-scale relationship.
- Entrances should be attractive and welcoming.

- The main entrance of a building should be located on a façade facing a place of public interaction.
- Ground level spaces which face a primary walkway or place of interaction should house functions with a high frequency of human presence and public activity.
- Entrances should provide space for transition from inside to outside, shelter from the weather, and spaces which encourage social interaction.
- Main entrances should be designed as inviting places to wait and socialize, where appropriate.
- The main entrance of each new building should be readily accessible by people of all abilities. Entrance approaches and threshold barriers should be minimized.
- Doors should be distinguishable from adjacent walls or panels by color and tonal contrasts and lighting. Glazed doors should be provided with contrasting edges or patterns.

Windows

- Windows should provide ample light to interior spaces.
- Where appropriate, windows should allow interior spaces to be visible from outside.
- Windows should be designed to respond to each exposure in order to optimize heating, cooling, ventilation, and light.
- Design of windows and selection of glazing and shading materials should conform to current research and best practices in bird-safe design.

Materials

- Materials should be selected to convey an image of appropriate quality, durability, richness of texture, and human scale.
- Materials and surfaces should be selected to provide optimum maintenance-free or limited-maintenance performance with as much extended wear and useful life as reasonably possible.

Servicing

- Buildings and building components should be readily accessible for servicing and maintenance.
- Areas devoted to services, deliveries, waste removal, and utility elements should be designed so that they will not compromise pedestrian entrances, paths, or open spaces and so that their visibility from walkways and public areas is minimized.
- Recycling collection points with provisions for adequate containers and signs should be considered in all buildings.

Interior Design

- Each building should be designed to accommodate a broad range of functions.
- Informal gathering spaces should be provided in new building design. Potential locations include but are not limited to lobbies, entry foyers, and hallway alcoves.
- New building programs should include, to the extent possible, communal facilities such as study space, lounges, and spaces that promote informal social interaction.
- Quiet places to rest or refresh, in both seated and prone positions, should be provided in new or remodeled building design where appropriate.
- Spatial arrangement should be simple and logical to facilitate wayfinding by people of all abilities.

- Key features of the building should be visually accentuated, for example by color and tonal contrasts, to facilitate use by people with low vision levels. Switches, receptacles, and handles should contrast with their backgrounds so they can be easily located.
- Floor finishes should minimize reflections and be in contrast with walls so that boundaries of floors are clearly visible.
- Lighting should be adequate and evenly distributed with no dramatic changes when moving from one area to another. Sharp differences in brightness and strong shadows should be minimized or avoided.
- Acoustic performance should be considered in all aspects of the design of every instructional space. Designs should minimize unwanted noise 1) through wall partitions, 2) from mechanical systems, and 3) within room cavities.
- Design decisions should be based on the best available current research evidence, where relevant credible research is available.
- Furnishings, including chairs, desks, and tables, should accommodate people of all abilities and should provide adequate space for wheelchairs to maneuver.
- New buildings and major remodels which include restrooms should ensure that accessible, gender-neutral, and family-friendly options are provided. An adequate number of convenient facilities should be available across the campus so that all users feel accommodated.
- Buildings and furnishings should be designed to optimize environmental health and indoor air quality.

OPEN SPACE AND LANDSCAPE

Conservation

- The College should offset the negative impact of construction such that there is no net loss of current ecological functions on the College's property.
- Building and construction sites should be designed and located so that the ecological function of streams and wetlands in the Russel Creek watershed is preserved.
- Spaces should be provided to support the study of natural environments and their associated ecosystems.

Views

- Each project should address significant views to be protected, enhanced, or ameliorated.
- View corridors should be identified and reinforced through building siting, pathway alignment, site furnishings, landscape lighting, and plantings.
- View corridors should be free of unnecessary visual intrusions.

Social function

- Seating should be provided in a variety of open space types, in sunny and shady locations, in a variety of grouping sizes, and with a variety of seating types, to allow choices for individuals, small, or large groups and to provide areas for eating, social interaction, quiet reflection, and study.
- Outdoor seating should be set back from pedestrian routes and of contrasting color to the ground plane, where possible.
- Ample seating should be provided along all pedestrian routes to provide places to rest when walking.
- Designated smoking areas should be clearly identified with proper signage.

Design

- Campus entrances should be recognizable. Landscapes, lighting, structures, and signage at campus entrances should be designed to create a sense of arrival.
- Landscapes should be designed to increase legibility by reinforcing spatial structure and pathways while also providing pleasant places to relax, view, and play.
- Landscaping should support the teaching requirements of campus.
- Landscapes should follow good design principles and provide high-quality aesthetic experiences regardless of plant and material palette used.
- Plant materials should be selected which are adapted to the region and to their local growing conditions. Landscapes should be designed to minimize maintenance and water use, with the goal of eliminating irrigation.
- Landscapes should be designed to provide habitat and support biodiversity.
- Selection of trash receptacles, recycling facilities, benches, chairs, tables, and other amenities should follow campus standards for furnishings.
- Shelters and other structures should provide adequate capacity to accommodate anticipated user need and should make a positive contribution to the aesthetic experience and image of the campus as a whole.
- All waste collection areas should include recycling.
- Bollards should be consistent with the vocabulary of materials and styles on the campus.

- Bollards should be of contrasting color to the ground plane, where possible, should not have ornamental features projecting horizontally, and should not be linked with chain or rope.

Lighting

- Lighting levels should be designed and maintained to provide a safe and pleasant campus during dark night conditions. Lighting should be adequate and evenly distributed with no dramatic changes when moving from one area to another. Sharp differences in brightness and strong shadows should be minimized or avoided.
- Selection and placement of light fixtures and lamp types should be designed to minimize light pollution and maximize energy conservation.
- Landscape lighting should be provided where it is needed for safety and accessibility; lighting whose primary purpose is decorative should be avoided.

Art

- Public art should be encouraged and supported, to enhance campus open space, to foster an environment for learning, to promote inclusiveness, and to reinforce direction finding.
- Selection and siting of public art should follow current "Art on Campus" policy guidelines.

CIRCULATION

- Pedestrian connectors should reinforce a hierarchy of paths to physically link open spaces and provide accessibility to major components of the campus environment.
- Adequate facilities should be available to accommodate the number of people entering, moving through, and leaving a space.
- Wayfinding should be supported by clear circulation routes and should be reinforced through the use of pavements, tactile strips, plantings, signage, lighting and gateways.
- Paving materials should be selected to maximize the amount of pervious surface where possible.
- Paving materials should have textures shallow enough to be comfortable for people who use wheelchairs, walkers, and other mobility devices.
- Traffic pathways should be designed to promote safe vehicle and pedestrian traffic flows during all seasons and times.

INFRASTRUCTURE

- The College should provide safe, reliable, efficient and adequate utilities service for the campus.
- Infrastructure components should be designed to minimize visual impact on campus.
- Infrastructure components should be designed to minimize noise impact on campus.
- Heating and ventilating system fresh air intakes should be located to optimize indoor air quality.
- Facilities should be designed for ease of maintenance.
- Electrical receptacles in instructional spaces should be plentiful and should be easy to find and access to accommodate diverse learners and promote universal access.

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