

## CODE-WRITING FILTERS

1. Amendments should **apply to many properties** or a neighborhood rather than one or a few sites (i.e. the amendment shouldn't be a "fix" that addresses a unique situation, but addresses an issue that applies to many properties).
2. Consider the cost of implementation:
  - a. **Avoid complex calculations** or measurements.
  - b. **Avoid complex review procedures** and processes that add time to the review.
  - c. Assure that requirements are **enforceable**.
3. **Avoid** adding complexity to **simple applications** such as lot line adjustments and small residential additions.
4. Use terminology **consistent with established code** definitions. Define new terms.
5. **Use graphics or tables** to reduce the amount of text and improve understanding.
6. **Avoid more than three levels** of hierarchy in a section; break detailed topics into multiple sections.
7. **Fix existing code language** and structures when practical (don't carry over poor structure or code language from the existing code in the amendment).
8. Use straight-forward, **plain language** and avoid jargon. To the extent possible, write for a high school education.
9. **Limit sentence length** and clauses to increase readability.
10. Spell out numbers ten and below and use numerals for numbers 11 and greater. Abbreviate measurements (e.g., sq. ft., in., ft., etc.).

**EXHIBIT F-4**  
**LU 11-0040**