

## CODE-WRITING FILTERS

1. Amendments should **apply to many properties** or a neighborhood rather than few sites.
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 LLA's 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 to new code).
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.