

## **[D1i] Sample Comment Letter**

v. February 23, 2021

***General instruction – Best practice is to use email for comments for a number of reasons; a) fastest, b) the email documents the transmitted comments including the all-important date, c) it provides a return email address for staff to add you to the list of commenters to the record.***

**There are generally five types of comments:**

- A. Objective compliance with code (examples: setbacks and heights).
- B. Subjective interpretation of the intent of the code (justification for second access or parking credits)
- C. Engineering judgment (examples: trip distribution and site internalization/trip sharing)
- D. Requested variance or waiver (examples: taller height and narrower street)
- E. Comments often deemed irrelevant or in conflict with the code (examples: parking seems inadequate, too much traffic congestion)

### **Suggestions for Great Letters:**

- A. **Style:** Using a checklist with references to applicable code versus a long narrative helps the planner focus on each comment. There are additional resources for finding the appropriate references. Contact your local Land Use Chair if you need assistance.
- B. **Relevancy:** You may have concerns that a planner will not consider “relevant” to the criteria established to render decisions (BDC 4.2.500 Site Plan Review or BDC 4.2.600 Design Review [buildings]). However, your Neighborhood Association Land Use Chair wants to hear all your concerns. Consider sending a copy of all your concerns to your local Land Use Chair.
- C. You may choose to put your comments in a letter and then attach it to the email. If so, please instruct the planner to open the attachment and post the attachment separately. It is wise to ask for confirmation of receipt of your email, as well as confirmation that your comments have been entered into the record.

### **Sample:**

To: [Planner identified in “Notice of Application”]  
From: [Name of individual providing comments]  
Subject: [Address and file # listed in “Notice of Application”]  
Date: [Date of submittal]

Please include my comments listed below to the record for this project:

1. **Parking Concern** – The applicant is not providing enough parking to meet the need. Per BDC 3.3.300, the applicant should be providing 10 more parking spaces *[see the resource “Parking*

*Deciphered” for how to check the parking requirement versus the parking provided. Then insert the accounting to how you arrived at your conclusion.]*

2. Building Height Concern – The applicant has not demonstrated the building height meets the requirements of BDC table 2.2.400 and the definition of building height per BDC 1.200.
3. Primary Access Concern – The applicant’s site plan indicates the site has frontage on two different classification of streets. The site plan accesses the higher classified street instead of the lower classified street in conflict with BDC 3.1.400(F)(2).
4. Secondary Access Concern – The applicant’s site plan shows two access points, but has not provided the required justification per BDC 3.1.400 (F)(4).