

Jennifer Sutton

From: Jennifer Sutton
Sent: Thursday, March 19, 2026 1:53 PM
To: 'COM GMS Housing Accountability Act'; 'Vanegas, Ted (COM)'; 'Hodgson, Laura (COM)'; 'Johnston, Hannah (COM)'
Cc: Patricia Charnas; Darron Buchanan
Subject: FW: HAA Materials
Attachments: Citywide LCA Methodology Draft Preferred Alternative.pdf; Winslow Land Capacity Analysisfor Draft Preferred Alternative.pdf; Draft HOUSING Element Updated 3 18 26.pdf; HAA Development Regulations Checklist City of Bainbridge Islan Response.pdf

Thank you for this confirmation email.

I'm submitting additional documentation for Commerce to review. As we discussed, the City's Planning Commission has been working since January to review updated Comprehensive Plan Elements. Last night the Planning Commission completed its preliminary review of the **Housing Element**, so I'm submitting an updated Draft Housing Element. Since the last draft I sent you, the Planning Commission had been completing their review of Goal HO 7 through the end of the Element (Goal HO 11).

Updated Land Capacity Analysis Documentation:

- The Citywide Draft Future Land Use Map has been updated to reflect the new "Park Zone" that had been recommended by the Planning Commission in January.
- Updated the LCA methodology documentation to remove the estimates for existing and projected home based businesses.

Updated Development Regulations Checklist: Additional detail added to the "Co-Living" section of the checklist.

Please note that the Planning Commission is scheduled to complete its preliminary review of the Draft Updated Comprehensive Plan Elements on March 26, 2026 by completing review of Transportation Element and Capital Facilities Element. If there are any substantive changes recommended from what the City previously provided we will forward those updated drafts.

The next steps is for the City to create a public hearing draft and provide the Dept. of Commerce with the 60-day notice. As of today, the Planning Commission is still scheduled to hold its public hearing on an updated Comprehensive Plan and Winslow Subarea Plan on April 23, 2026.

Please let me know if you have any questions.

JENNIFER SUTTON, AICP

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Senior Planner



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206.780.3772 (desk)

206.798.4657 (cell)

From: COM GMS Housing Accountability Act <gmshaa@commerce.wa.gov>
Sent: Tuesday, March 17, 2026 3:16 PM
To: Jennifer Sutton <jsutton@bainbridgewa.gov>; COM GMS Housing Accountability Act <gmshaa@commerce.wa.gov>
Cc: Vanegas, Ted (COM) <ted.vanegas@commerce.wa.gov>; Hodgson, Laura (COM) <laura.hodgson@commerce.wa.gov>; Johnston, Hannah (COM) <hannah.johnston@commerce.wa.gov>
Subject: RE: HAA Materials

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Good afternoon Jennifer,

I just wanted to send you a follow-up email. I know we spoke on the phone after you had submitted the requested documents. However, I realized that I did not send a confirmation email. This email is to confirm that we have received draft comprehensive plan elements, housing element checklist and HAA development regulations checklist as requested by Laura Hodgson. I have also started to review the material and am aware of your upcoming meeting on April 23rd. Therefore, I will try to prioritize the review.

Thank you,
Amy

Amy Hilland | PRINCIPAL HOUSING PLANNER
Pronouns: she/her/hers | [Why I share my pronouns](#)
Growth Management Services | Washington State Department of Commerce
601 E Riverside Ave, Suite #470
Spokane, WA 99202-5903
Phone: 509-606-3525
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From: Jennifer Sutton <jsutton@bainbridgewa.gov>
Sent: Wednesday, March 11, 2026 8:44 AM
To: COM GMS Housing Accountability Act <gmshaa@commerce.wa.gov>
Cc: Vanegas, Ted (COM) <ted.vanegas@commerce.wa.gov>; Hodgson, Laura (COM) <laura.hodgson@commerce.wa.gov>; Johnston, Hannah (COM) <hannah.johnston@commerce.wa.gov>
Subject: RE: HAA Materials

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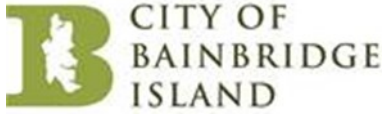
Hi there Amy, thanks for reaching out. See attached Dev. Regulations checklist and link to the City Code below. Do you have time for a phone call sometime today?

<https://www.codepublishing.com/WA/BainbridgeIsland>

JENNIFER SUTTON, AICP

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Senior Planner



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From: COM GMS Housing Accountability Act <gmshee@commerce.wa.gov>

Sent: Wednesday, March 11, 2026 8:22 AM

To: Jennifer Sutton <jsutton@bainbridgewa.gov>

Cc: Vanegas, Ted (COM) <ted.vanegas@commerce.wa.gov>; Hodgson, Laura (COM)

<laura.hodgson@commerce.wa.gov>; Johnston, Hannah (COM) <hannah.johnston@commerce.wa.gov>

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Good morning Jennifer,

Thank you for submitting the material.

One thing I didn't see in the attachments was the [HAA development regulations checklist](#). Would you be able to send that to me and a link to your development code?

Also, just to introduce myself. My name is Amy Hilland. I'm the new Principal Housing Planner who will be working with Laura in helping to implement the Housing Accountability Act.

If you have any questions, please let me know.

Amy

Amy Hilland | PRINCIPAL HOUSING PLANNER

Pronouns: she/her/hers | [Why I share my pronouns](#)

Growth Management Services | Washington State Department of Commerce

601 E Riverside Ave, Suite #470

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From: Jennifer Sutton <jsutton@bainbridgewa.gov>
Sent: Friday, March 6, 2026 6:24 PM
To: COM GMS Housing Accountability Act <gmsxaa@commerce.wa.gov>
Cc: pcharnas <pcharnas@bainbridgewa.gov>; Vanegas, Ted (COM) <ted.vanegas@commerce.wa.gov>; Fritzel, Anne (COM) <anne.fritzel@commerce.wa.gov>; Darron Buchanan <dbuchanan@bainbridgewa.gov>; Ellen Schroer <eschroer@bainbridgewa.gov>
Subject: RE: HAA Materials

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Now including the jurisdiction and DRAFT label on front page.

JENNIFER SUTTON, AICP

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From: Jennifer Sutton
Sent: Friday, March 6, 2026 6:21 PM
To: gmsxaa@commerce.wa.gov
Cc: Patricia Charnas <pcharnas@bainbridgewa.gov>; Vanegas, Ted (COM) <ted.vanegas@commerce.wa.gov>; Fritzel, Anne (COM) <anne.fritzel@commerce.wa.gov>; Darron Buchanan <dbuchanan@bainbridgewa.gov>; Ellen Schroer <eschroer@bainbridgewa.gov>
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From: Jennifer Sutton

Sent: Friday, March 6, 2026 6:20 PM

To: 'gmshaa@commerce.wa.gov' <gmshaa@commerce.wa.gov>

Cc: Patricia Charnas <pcharnas@bainbridgewa.gov>; Vanegas, Ted (COM) <ted.vanegas@commerce.wa.gov>; Fritzel, Anne (COM) <anne.fritzel@commerce.wa.gov>; Darron Buchanan <dbuchanan@bainbridgewa.gov>; Ellen Schroer <eschroer@bainbridgewa.gov>

Subject: RE: HAA Materials

Submitting requested HAA Materials.

Due to file size, this is the first of a few emails, and I will note the last submittal email.

Thanks for your assistance these last few weeks.

JENNIFER SUTTON, AICP

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Senior Planner



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From: Hodgson, Laura (COM) <laura.hodgson@commerce.wa.gov>

Sent: Friday, February 27, 2026 5:10 PM

To: Jennifer Sutton <jsutton@bainbridgewa.gov>

Cc: COM GMS Housing Accountability Act <gmshaa@commerce.wa.gov>; Patricia Charnas <pcharnas@bainbridgewa.gov>; Vanegas, Ted (COM) <ted.vanegas@commerce.wa.gov>; Fritzel, Anne (COM) <anne.fritzel@commerce.wa.gov>

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Hi Jennifer,

Good afternoon! Thank you for speaking just now. I hope I was able to answer your questions. Should you have any questions after today, please contact Anne Fritzel at Anne.Fritzel@Commerce.wa.gov. She will be able to assist you.

When you have your draft comprehensive plan elements, [housing element checklist](#) and [HAA development regulations checklist](#) completed next week, please submit those to the HAA inbox (gmshaa@commerce.wa.gov). The checklists will help us to understand where the city has addressed the requirements to date. We will prioritize review of the city's materials and work to get you a letter with feedback as quickly as possible for your April 23rd comprehensive plan meeting.

Also, over the next few weeks through 3/20, I will be out of town on vacation. Should you have any questions during that time, please email the HAA inbox (gmsxaa@commerce.wa.gov) and copy Anne Fritzel (anne.fritzel@commerce.wa.gov). Someone from our team will get back to you as soon as possible to assist you and answer your questions.

Thank you!

Laura Hodgson | HOUSING PLANNING AND DATA MANAGER
Cell: 360.764.3143 | Email: Laura.Hodgson@commerce.wa.gov

From: Hodgson, Laura (COM)
Sent: Thursday, February 26, 2026 10:10 AM
To: 'Jennifer Sutton' <jsutton@bainbridgewa.gov>
Cc: COM GMS Housing Accountability Act <gmsxaa@commerce.wa.gov>; Patricia Charnas <pcharnas@bainbridgewa.gov>; Vanegas, Ted (COM) <ted.vanegas@commerce.wa.gov>; Fritzel, Anne (COM) <anne.fritzel@commerce.wa.gov>
Subject: HAA Materials

Good morning, Jennifer,

Thank you for reaching out! Please submit the Housing Accountability Act materials (drafts comprehensive plan elements and checklists) by the end of next week to gmsxaa@commerce.wa.gov if you are not able to submit them this week. We realize you have a lot of materials to gather and potentially update based on your city meetings this week.

Patty,

I was able to touch base with Jennifer on your schedule questions as well today. We will strive to get you a draft letter on the HAA submission materials to have in time for your April 23rd Planning Commission meeting.

Laura Hodgson | HOUSING PLANNING AND DATA MANAGER
Cell: 360.764.3143 | Email: Laura.Hodgson@commerce.wa.gov

From: Jennifer Sutton <jsutton@bainbridgewa.gov>
Sent: Wednesday, February 25, 2026 2:21 PM
To: Hodgson, Laura (COM) <laura.hodgson@commerce.wa.gov>
Subject:

External Email

Hi Laura, just checking in- is it ok to submit any materials that we have by the close of business this Friday 2/27? Or were you expecting them earlier? Or would Monday be OK?

JENNIFER SUTTON, AICP
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Senior Planner



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