



# TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

## TRANSMITTAL MEMO

### Town of Jackson

- ☒ Public Works/Engineering
- ☐ Building
- ☐ Title Company
- ☒ Town Attorney
- ☐ Police

### Joint Town/County

- ☐ Parks and Recreation
- ☐ Pathways
- ☐ Housing Department

### Teton County

- ☐ Planning Division

- ☐ Engineer
- ☐ Surveyor- *Nelson*
- ☐ Assessor
- ☐ Clerk and Recorder
- ☐ Road and Levee

### State of Wyoming

- ☐ Teton Conservation
- ☐ WYDOT
- ☐ TC School District #1
- ☐ Game and Fish
- ☐ DEQ

### Federal Agencies

- ☐ Army Corp of Engineers

### Utility Providers

- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

### Special Districts

- ☐ START
- ☐ Jackson Hole Fire/EMS
- ☐ Irrigation Company

Date: November 29, 2022	<b>REQUESTS:</b>  The applicant is submitting a request for an Encroachment Agreement – Crane Agreement for the property located at 175 E Broadway Ave, legally known as LOT 6, GENEVIEVE BLOCK ADDITION (PLAT 01412) PIDN: 22-41-16-27-3-35-006  For questions, please call Brian Lenz at 733-3097, x1410 or email to the address shown below. Thank you.
Item #: E22-009	
Planner: Paul Anthony  Phone: 733-0440 ext. 1303  Email: panthony@jacksonwy.gov	
<b>Owner:</b> JH Historical Society & Museum PO Box 1005 Jackson, WY 83001  <b>Applicant:</b> Jason Berning PO box 485 Victor, ID 83455	
<b>Please respond by: December 20, 2022 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to: blenz@jacksonwy.gov

**From:** [berningpm@gmail.com](mailto:berningpm@gmail.com)  
**To:** [Town of Jackson Planning Department](#)  
**Cc:** [Brian Lenz](#); ["Morgan Jaouen"](#); [Annette Langley](#)  
**Subject:** FW: Crane Agreement - Jackson Hole Historical Society & Museum  
**Date:** Tuesday, November 29, 2022 6:35:37 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[JHSM - Encroachment, Crane Agreement 11-29-22.pdf](#)  
[Tower Crane Plan.pdf](#)

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Town of Jackson Planning,  
Attached is the requested encroachment agreement application with the 5 items requested by TOJ Engineering for the crane agreement. We will follow up with the edited draft agreement. Thank you.

*Please turn in an Encroachment Agreement Application to the Planning Department with the following:*

1. Property owner *Jackson Hole Historical Society and Museum.*
2. Brief narrative of what you are requesting, specifically whether the crane will be located within the public right-of-way or just swinging above it. *Crane is Located in the center of the building elevator pit on Jackson Hole Historical Society Property. The crane will swing weather vane above the right-of-way from time to time.*
3. Plan sheet(s) to scale showing the crane base and swing radius and the surrounding properties/right-of-way. *See attached.*
4. Crane Make and Model. *Potain MDT 219, J10*
5. Proposed schedule for the crane encroachment. *January 1, 2023 to December 1, 2023.*

Best,

Jason Berning PE / LEED AP  
307-699-3733



**BPM**

BERNING PROJECT  
MANAGEMENT

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**From:** Brian Lenz <[btlenz@townofjackson.com](mailto:btlenz@townofjackson.com)>  
**Sent:** Monday, November 28, 2022 10:04 AM  
**To:** Annette Langley <[ALangley@jacksonwy.gov](mailto:ALangley@jacksonwy.gov)>; [berningpm@gmail.com](mailto:berningpm@gmail.com); Town of Jackson Planning Department <[planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)>  
**Cc:** Paul Anthony <[panthony@jacksonwy.gov](mailto:panthony@jacksonwy.gov)>; Lea Colasuonno <[lcolasuonno@jacksonwy.gov](mailto:lcolasuonno@jacksonwy.gov)>;

'Morgan Jaouen' <morgan@jacksonholehistory.org>

**Subject:** RE: Crane Agreement - Jackson Hole Historical Society & Museum

Jason –

Because these crane agreements pertain to encroachments within the right-of-way, they should be submitted as Encroachment Agreements. Encroachment Agreements have their own specific application, [Encroachment Agreement Application](#) . The application form, LOA, and the items that I included in the email to you on November 11 need to be included in the application, included below.

Jason –

*Please turn in an Encroachment Agreement Application to the Planning Department with the following:*

1. *Property owner*
2. *Brief narrative of what you are requesting, specifically whether the crane will be located within the public right-of-way or just swinging above it.*
3. *Plan sheet(s) to scale showing the crane base and swing radius and the surrounding properties/right-of-way*
4. *Crane Make and Model*
5. *Proposed schedule for the crane encroachment.*

As we discussed this is a new process and we appreciate your patience while we implement and improve the process.

Thank you,

Brian

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**From:** Annette Langley <[ALangley@jacksonwy.gov](mailto:ALangley@jacksonwy.gov)>

**Sent:** Monday, November 28, 2022 8:53 AM

**To:** [berningpm@gmail.com](mailto:berningpm@gmail.com); Town of Jackson Planning Department <[planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)>

**Cc:** Brian Lenz <[btlenz@townofjackson.com](mailto:btlenz@townofjackson.com)>; Paul Anthony <[panthony@jacksonwy.gov](mailto:panthony@jacksonwy.gov)>; Lea Colasuonno <[lcolasuonno@jacksonwy.gov](mailto:lcolasuonno@jacksonwy.gov)>; 'Morgan Jaouen' <[morgan@jacksonholehistory.org](mailto:morgan@jacksonholehistory.org)>

**Subject:** RE: Crane Agreement - Jackson Hole Historical Society & Museum

Hi Jason,

Please send over the agreement with the application, as currently there isn't enough in the submittal to disperse to the review team. Once received, we'll get this under review and scheduled for Town Council.

Thank you,

**Annette Langley**

**Planning Coordinator**

**Town of Jackson**

**PO Box 1687**

**Jackson, WY 83001**

**307-733-0440 x 1304**

**[www.jacksonwy.gov](http://www.jacksonwy.gov)**



[Sign Up for the Town's Newsletter!](#)

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**From:** [berningpm@gmail.com](mailto:berningpm@gmail.com) <[berningpm@gmail.com](mailto:berningpm@gmail.com)>

**Sent:** Monday, November 28, 2022 7:09 AM

**To:** Town of Jackson Planning Department <[planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)>

**Cc:** Brian Lenz <[btlenz@townofjackson.com](mailto:btlenz@townofjackson.com)>; Paul Anthony <[panthony@jacksonwy.gov](mailto:panthony@jacksonwy.gov)>; Lea Colasuonno <[colasuonno@jacksonwy.gov](mailto:colasuonno@jacksonwy.gov)>; 'Morgan Jaouen' <[morgan@jacksonholehistory.org](mailto:morgan@jacksonholehistory.org)>

**Subject:** Crane Agreement - Jackson Hole Historical Society & Museum

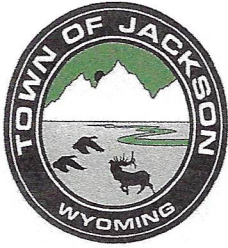
Good morning TOJ Planning,

Attached is the Jackson Hole Historical Society & Museum's miscellaneous planning application for a crane agreement on their project at 175 E Broadway. The project schedule is to erect the crane in mid-January. The goal of this application is to first confirm a scheduled date with elected officials and between now and the scheduled council meeting work together on a final draft of the agreement to approve. We are in final review of the agreement and will be sending over an edited version. At first pass it appears we can collectively meet the insurance requirements and the majority of the other requirements but will have a few suggested edits. Please let us know if you have any questions and provide a general idea on when the museum can be scheduled on the Council's agenda. Thank you.

Best,

Jason Berning PE / LEED AP  
307-699-3733





## ENCROACHMENT AGREEMENT APPLICATION

### Planning & Building Department Planning Division

150 E Pearl Ave. ph: (307) 733-0440

P.O. Box 1687 fax: (307) 734-3563  
Jackson, WY 83001 www.townofjackson.com

#### OWNER OF PROPERTY:

Name: Jackson Hole Historical Society & Museum Phone: 307-733-2414

Mailing Address: PO Box 1005, Jackson, WY 83001 ZIP: 83001

E-mail: morgan@jacksonholehistory.org

#### APPLICANT/AGENT:

Name: Jason Berning, Berning Project Management Phone: 307-699-3773

Mailing Address: PO Box 485, Victor, ID 83455 ZIP: 83455

E-mail: berningpm@gmail.com

#### DESIGNATED PRIMARY CONTACT:

Owner \_\_\_\_\_ Applicant/Agent ☒

#### PROPERTY:

Physical Address of Property: 175 E Broadway

Lot, Subdivision: Lot 6, Genevieve Block Addition

PIDN: Downtown Core District 2

Description of Public Right-of Way: Broadway & Willow

**SUBMITTAL REQUIREMENTS.** One(1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov). Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant.

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.

6/15/2021



✓ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

✓ **Narrative Description of the Request.** Provide a detailed narrative description explaining the use of the noted public right-of-way.

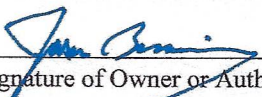
✓ **Exhibit.** Provide an exhibit (picture, drawings, maps, plans) of the use of the noted public right-of-way including dimensions of requested encroachment.

**FORMAT:**

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of the Town of Jackson to enter upon the abovementioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

  
Signature of Owner or Authorized Applicant/Agent

Jason Berning  
Name Printed

11/29/22  
~~11/29/22~~  
Date

Owners Representative  
Title

## LETTER OF AUTHORIZATION

Jackson Hole Historical Society and Museum, "Owner" whose address is: PO Box 1005  
Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

\_\_\_\_\_, as the owner of property  
more specifically legally described as:  
22-41-16-27-3-35-006 - Lot 6 Plat 001412 - Genevieve Block Addition

(If too lengthy, attach description)

HEREBY AUTHORIZES Jason Berning as  
agent to represent and act for Owner in making application for and receiving and accepting  
on Owners behalf, any permits or other action by the Town of Jackson, or the Town of  
Jackson Planning, Building, Engineering and/or Environmental Health Departments  
relating to the modification, development, planning or replatting, improvement, use or  
occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed  
conclusively to be fully aware of and to have authorized and/or made any and all  
representations or promises contained in said application or any Owner information in  
support thereof, and shall be deemed to be aware of and to have authorized any subsequent  
revisions, corrections or modifications to such materials. Owner acknowledges and agrees  
that Owner shall be bound and shall abide by the written terms or conditions of issuance of  
any such named representative, whether actually delivered to Owner or not. Owner agrees  
that no modification, development, platting or replatting, improvement, occupancy or use of  
any structure or land involved in the application shall take place until approved by the  
appropriate official of the Town of Jackson, in accordance with applicable codes and  
regulations. Owner agrees to pay any fines and be liable for any other penalties arising out  
of the failure to comply with the terms of any permit or arising out of any violation of the  
applicable laws, codes or regulations applicable to the action sought to be permitted by the  
application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing  
on behalf of a corporation, partnership, limited liability company or other entity, the  
undersigned swears that this authorization is given with the appropriate approval of such  
entity, if required.

OWNER:

Morgan A. Gabner  
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Executive Director Jackson Hole Historical Society & Museum  
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or  
other non-individual Owner)

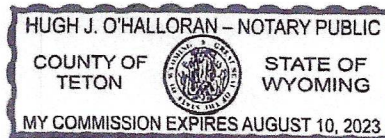
STATE OF Wyoming )  
COUNTY OF Teton ) SS.

The foregoing instrument was acknowledged before me by June this 22nd day of  
2021.

WITNESS my hand and official seal.

Hugh J. O'Halloran  
(Notary Public)

My commission expires:





420 North 5th Street, Suite 100  
Minneapolis, Minnesota 55401  
Telephone 612.758.4000

**CIVIL**  
NELSON ENGINEERING  
P.O. BOX 1599  
JACKSON, WY 83001  
307-733-2087

LANDSCAPE  
HGA

STRUCTURAL ENGINEER  
HGA

MECHANICAL / ELECTRICAL /  
PLUMBING / FIRE  
PROTECTION  
HGA

LIGHTING  
HGA



**JACKSON  
HOLE  
HISTORICAL  
SOCIETY  
& MUSEUM**

[illegible]

HQA NO. 4723-001-00	
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## GRADING PLAN

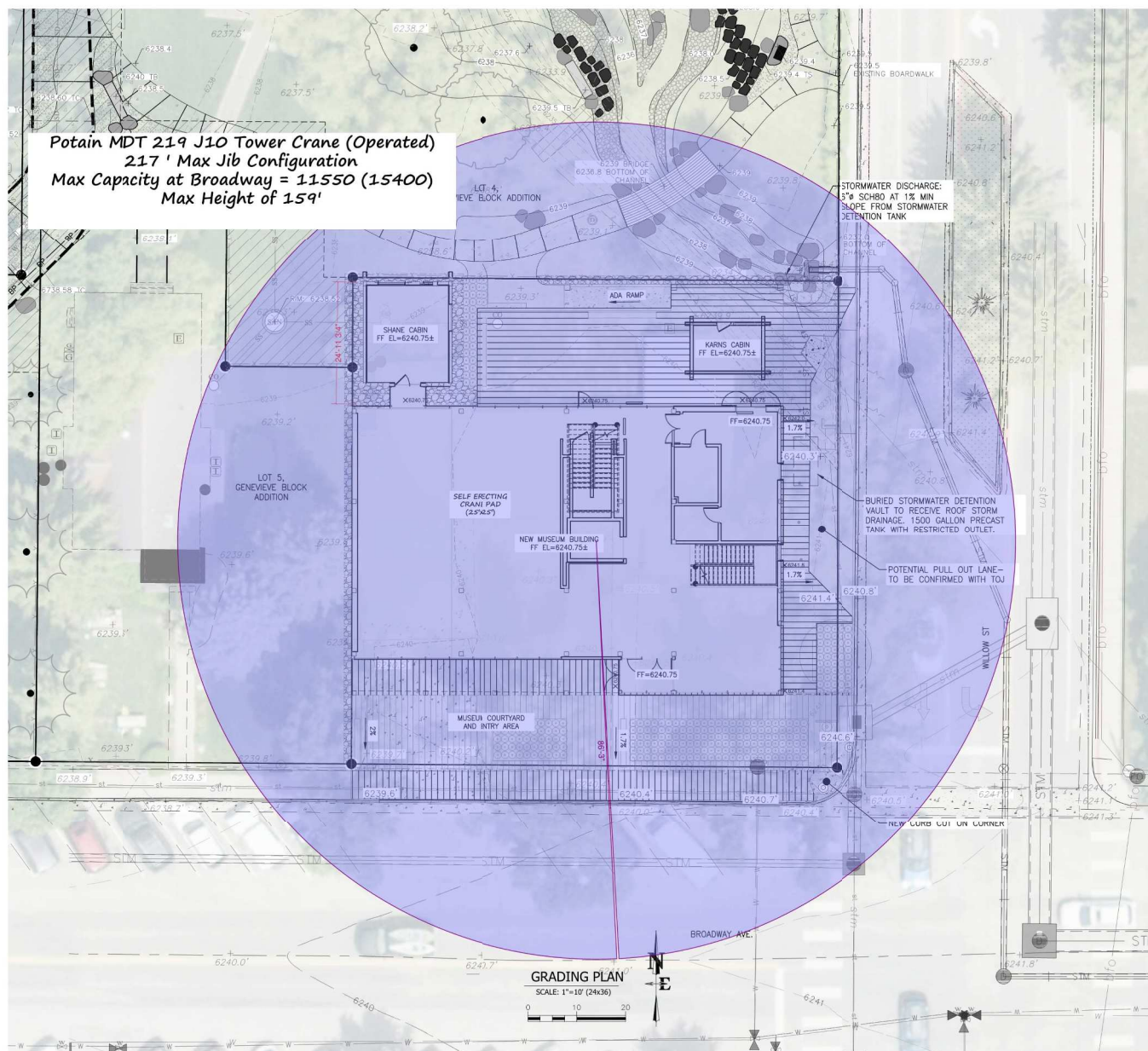
DATE: MARCH 01, 2021

## SCHEMATIC DESIGN

C201

3-1-21\_SD SET

COPYRIGHT MATERIAL, GREEN AND ASSOCIATES, INC.



DA Pro 2020v459-11 Jackson Hole Historical Society and Museum - HCA - CHIVA Drawings\CHIVA-GRAZING.dwg GRADING PLANS - Mar 08 2021 09:09:00 on PLOTTED BY: kates DWG FORMAT: 210