



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
- Joint Housing Dept

Teton County

- Planning Division

- Engineer
- Surveyor
- 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: April 19, 2024

Item #: P24-065

Planner: Katelyn Page

Phone: 307-734-3493

Email: kpage@jacksonwy.gov

Owner

Teton County
PO Box 1727
Jackson, WY 83001

Applicant

Berning PM (Jason Berning)
PO Box 485
Victor, ID 83455

REQUESTS:

The applicant is submitting a request for a Conditional Use Permit for expanded Office use for the property located at 185 S. Willow Street, legally known as PT. LOT 2, BLK. 5, CACHE-3 (COUNTY COURTHOUSE, SOCIAL SERVICES, JAIL & PARKING LOT) PIDN: 22-41-16-34-2-07-003.02.

For questions, please call Katelyn Page at 307-734-3493 or email to the address shown below. Thank you.

Please respond by: May 3, 2024 (with Comments)

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Date & Time Received _____

Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: **TETON COUNTY GENERAL SERVICES BUILDING ADDITION**

Physical Address: **185 SOUTH WILLOW STREET JACKSON WY**

Lot, Subdivision: **PT LOT 2, BLK 5 CACHE-3**

PIDN: **22-41-16-34-2-07-003**

PROPERTY OWNER.

Name: **TETON COUNTY - FACILITIES MANAGEMENT** Phone: **(307)203-0545**

Mailing Address: **PO BOX 3594 JACKSON WY** ZIP: **83001**

E-mail: **jnash@tetoncountywy.gov**

APPLICANT/AGENT.

Name: **JASON BERNING, BERNING PROJECT MANAGEMENT** Phone: **(307)699-3733**

Mailing Address: **PO BOX 485 VICTOR ID** ZIP: **83455**

E-mail: **BerningPM@gmail.com**

DESIGNATED PRIMARY CONTACT.

Property Owner Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson.com/200/Planning

Use Permit

Basic Use

Conditional Use

Special Use

Relief from the LDRs

Administrative Adjustment

Variance

Beneficial Use Determination

Appeal of an Admin. Decision

Physical Development

Sketch Plan

Development Plan

Design Review

Subdivision/Development Option

Subdivision Plat

Boundary Adjustment (replat)

Boundary Adjustment (no plat)

Development Option Plan

Interpretations

Formal Interpretation

Zoning Compliance Verification

Amendments to the LDRs

LDR Text Amendment

Map Amendment

Miscellaneous

Other: _____

Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #:	P24-060	Environmental Analysis #:	N.A.
Original Permit #:	1977-Bruce Hawtin	Date of Neighborhood Meeting:	

SUBMITTAL REQUIREMENTS. 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. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

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. Please see the Letter of Authorization template at <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

Response to Submittal Requirements. The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

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 or a Pre-Application Conference, if held. 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 associated checklists 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 Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Jason Berning

 Digitally signed by Jason Berning
DN: C=US, O=O-Berning Project Management,
CN=Jason.Berningpm@gmail.com, O=O-Berning Project Management,
Date: 2024.04.18 09:22:14-06'00'

Signature of Property Owner or Authorized Applicant/Agent

Jason Berning

Name Printed

April 18 2024

Date

Owner's Representative

Title



Town of Jackson
150 E Pearl Avenue
PO Box 1687, Jackson, WY 83001
P: (307)733-3932 F: (307)739-0919
www.jacksonwy.gov

Date:

LETTER OF AUTHORIZATION

NAMING APPLICANT AS OWNER'S AGENT

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual

Being duly sworn, deposes and says that Teton County is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 180 S King Street / Jackson, WY 83001 & 460 E. Pearl Ave, Jackson, WY 83001

Legal Description: PT. LOT 2, BLK 5, CACHE-3 / LOT 1, SUNRISE ADDITION

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Jason Berning / Berning Project Management

Mailing address of Applicant/agent: PO Box 485 / Victor, ID 83455

Email address of Applicant/agent: berningpm@gmail.com

Phone Number of Applicant/agent: 307-699-3733

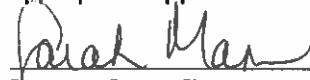
Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified in this(these) application(s) at the premises listed above:

Development/Subdivision Plat Permit Application Building Permit Application

Public Right of Way Permit Grading and Erosion Control Permit Demolition Permit

Other (describe) _____

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.



Property Owner Signature

Director of General Services

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)

)

) SS.

COUNTY OF Teton)

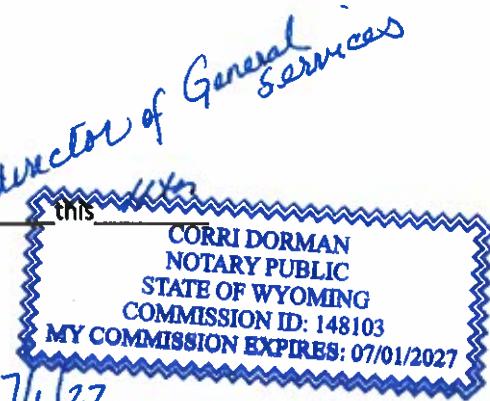
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The foregoing instrument was acknowledged before me by Sarah Mann this 11th day of January, 2024. WITNESS my hand and official seal.



Notary Public

My commission expires: 7/1/27



C.U.P. NARRATIVE

Teton County Facilities Management
General Services Building Addition

April 18 2024

This project received DRC approval in October of 2023. The Conditional Use Permit is primarily a procedural requirement from Town of Jackson's Planning Department, to give adequate public notice for Expansion of an Existing Use. Teton County Commissioners have approved construction for this project: Tool Storage and Office Addition to the General Services Building at Simpson & Willow. The County needs additional space and privatized offices for Growing Administrative needs. In addition, they would like to self perform small building projects and various repairs to their county wide facilities in-house, rather than subcontract this work. The new venue will be a home base for a mobile repair shop and tool storage for those projects. Below is a break-out of space allocation:

2375 Existing GSB Main Level - County Staff & Data Center

2375 Existing GSB Upper Level - County Admin Offices

2375 Existing GSB Basement Level -Public Law Consultation

7125 Existing GSB TOTAL

2190 New Ground Level – Offices & Tool Shop

685 New Loft Level – Storage & Mechanical

560 Carport

3435 New Addition TOTAL

The General Services Building is situated the southeast corner of the Courthouse block. A Masterplan for the entire block with New Courthouse and Jail will address questions about overall expansion, campus circulation, and parking. This masterplan will be complete by the end of 2024 and a Condition of that Plan is resolution of parking requirements for the entire block. It is important to note the lack of LDR restrictions in this Town zone P/SP [Public/ Special Purpose.] Per Division 4.2, "Civic zones accommodate public and semi-public uses that are necessary to the community and require flexibility from the standards of the complete neighborhood and rural area zones." Per 4.2.1 B Physical development - All typical requirements for setbacks, height, FAR, LSR, etc. are Not Applicable. Likewise, steep slope or proximity to water bodies do not apply. The addition is also exempt from any affordable workforce housing. Parking at 3.3 per 1,000 sq ft is accommodated within the block complex shared with courthouse and jail and will be resolved as noted above. Notably, no additonal Full Time Employees are being hired at this time by Teton County to occupy this expansion. The additon better serves current employees.

The proposed addition hugs the gabled roof building as a low-slung skirt to the north and west. Its complex footprint provides clearance to existing infrastructure and accommodates a large maintenance vehicle. A shallow, mono-slope roof caps the entire shape, helping to simplify the massing of this additive form. A new west entrance serves both existing building and proposed addition, increasing accessibility and shedding water more logically than the current porch surround. Exterior wall materials match the old cladding and standing seam metal is introduced to cover the low slope roof and walls that require non-combustible surfaces.

The existing General Services Building does not present an especially friendly face to the pedestrian or end user. While the gabled volume has good proportions, its opaque end walls and egress stairs present bleak and un-inviting entry points. The existing northern porch and yard once served a daycare, but is off limits to the public, and underutilized by staff. The county's desire is to recapture this space for the above programming needs.

Our new west entrance collects visitors from Simpson Street and redirects staff who park in the middle of the block to the south west corner of the building. The existing ramp is too steep for accessibility standards and hard to maintain in winter. It will be replaced with a machine lift, enclosed inside the new entrance. Both New and relocated Plantings at this west entrance emphasize a positive pedestrian experience.

The courthouse / jail / GSB complex has a variety of materials and forms, due to its piecemeal development history. The intent is to use existing colors and textures to simplify the addition and make it adhere to the existing building as much as possible. It is our hope that the new Courthouse will utilize the same roof material, so it is evident these buildings are all under one public umbrella. The adjacent Hansen structure directly to the west will remain to serve as interim County Courthouse while the primary Courthouse is rebuilt. We believe the building meets the vision statement of Town of Jackson Design Guidelines and we enhanced the design based on DRC input. We look forward to answering any questions you have and resolving any concerns.

Rachel Ravitz, Architect
Jason Berning, Owner's Representative



AIA NCARB LEED AP
Box 2406 Jackson Wy 83001
(307) 699-2454
Rachel@CORRnice.com



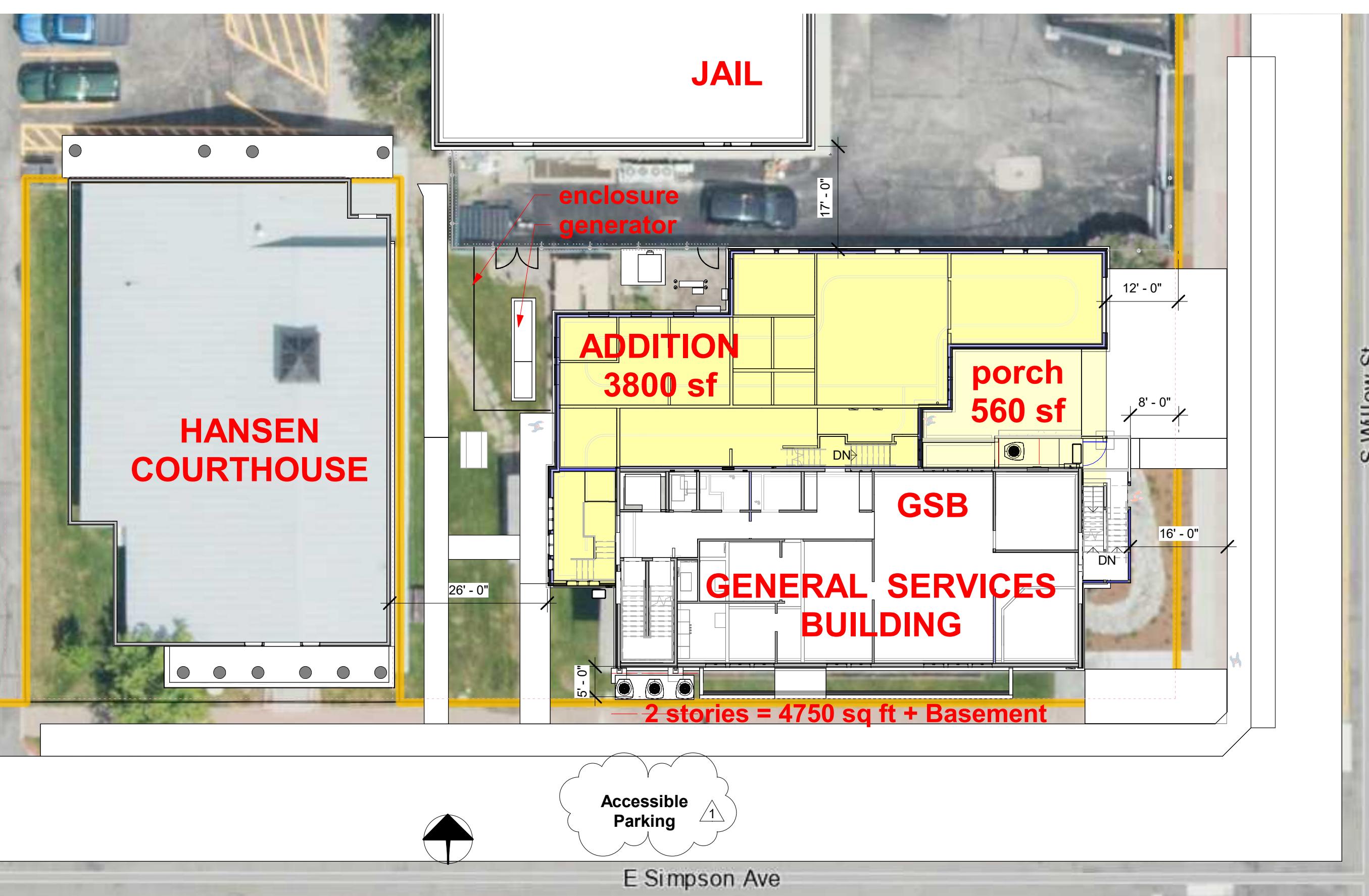
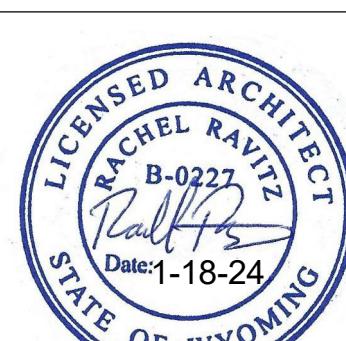
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SARGENT ENGINEERS, INC.

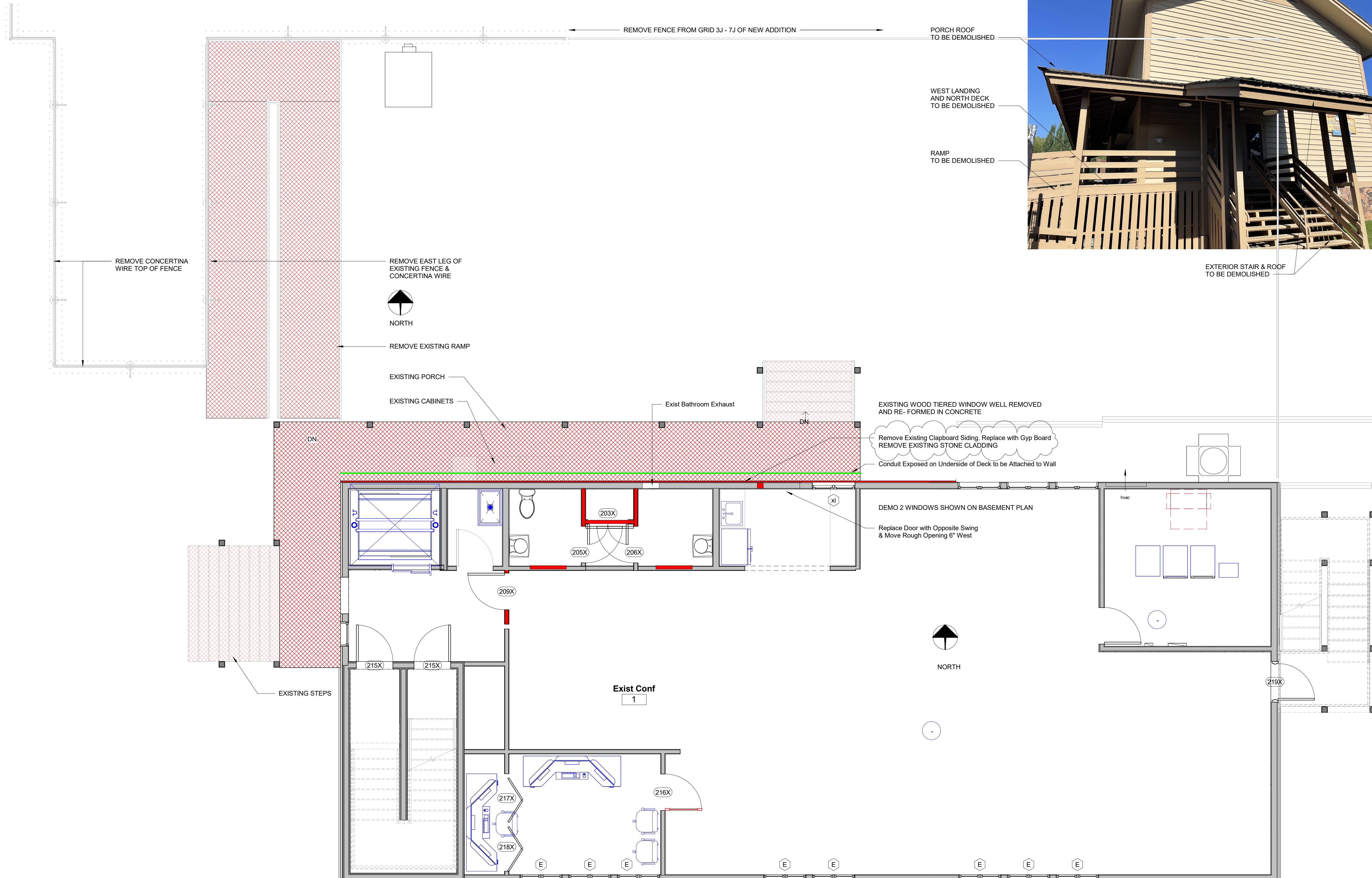


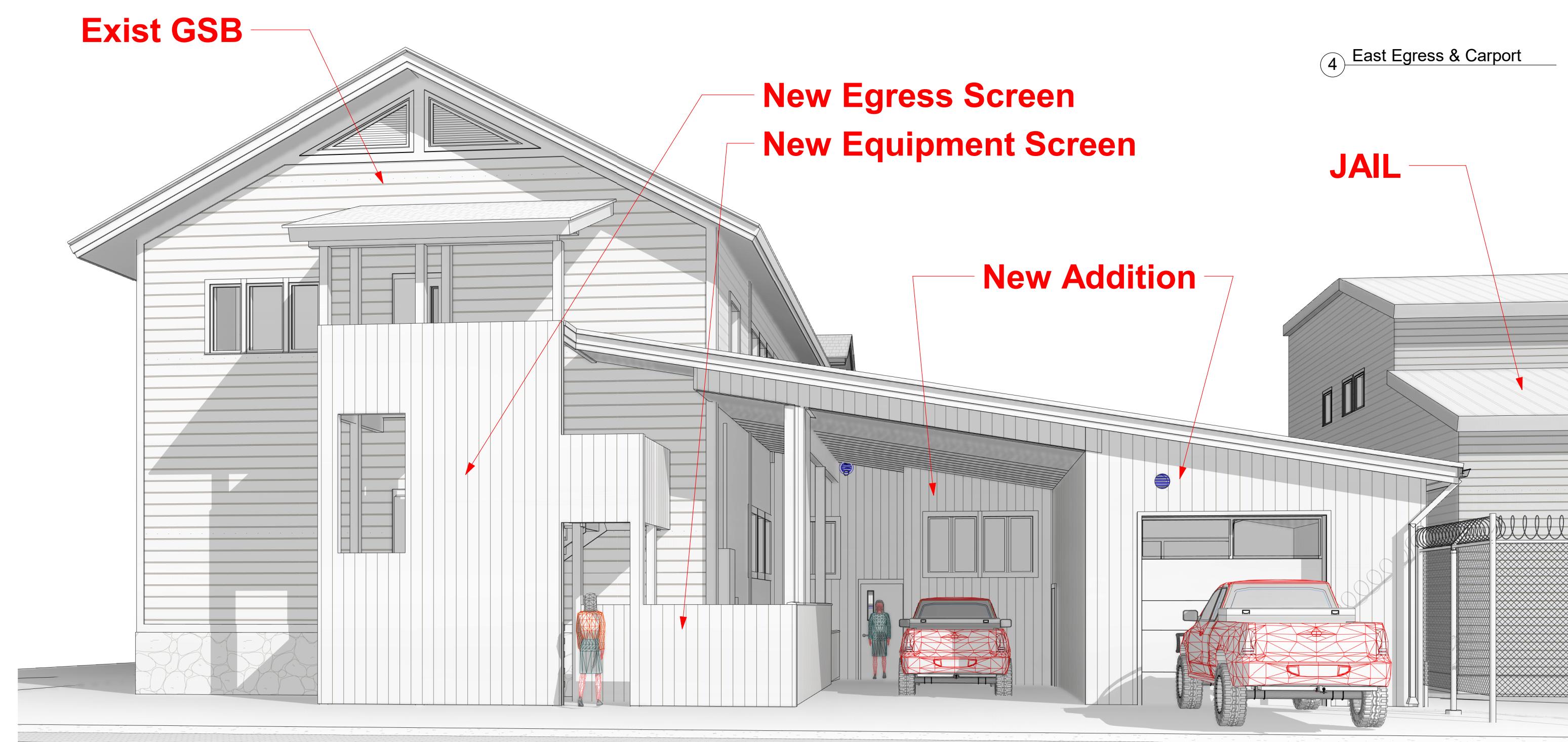
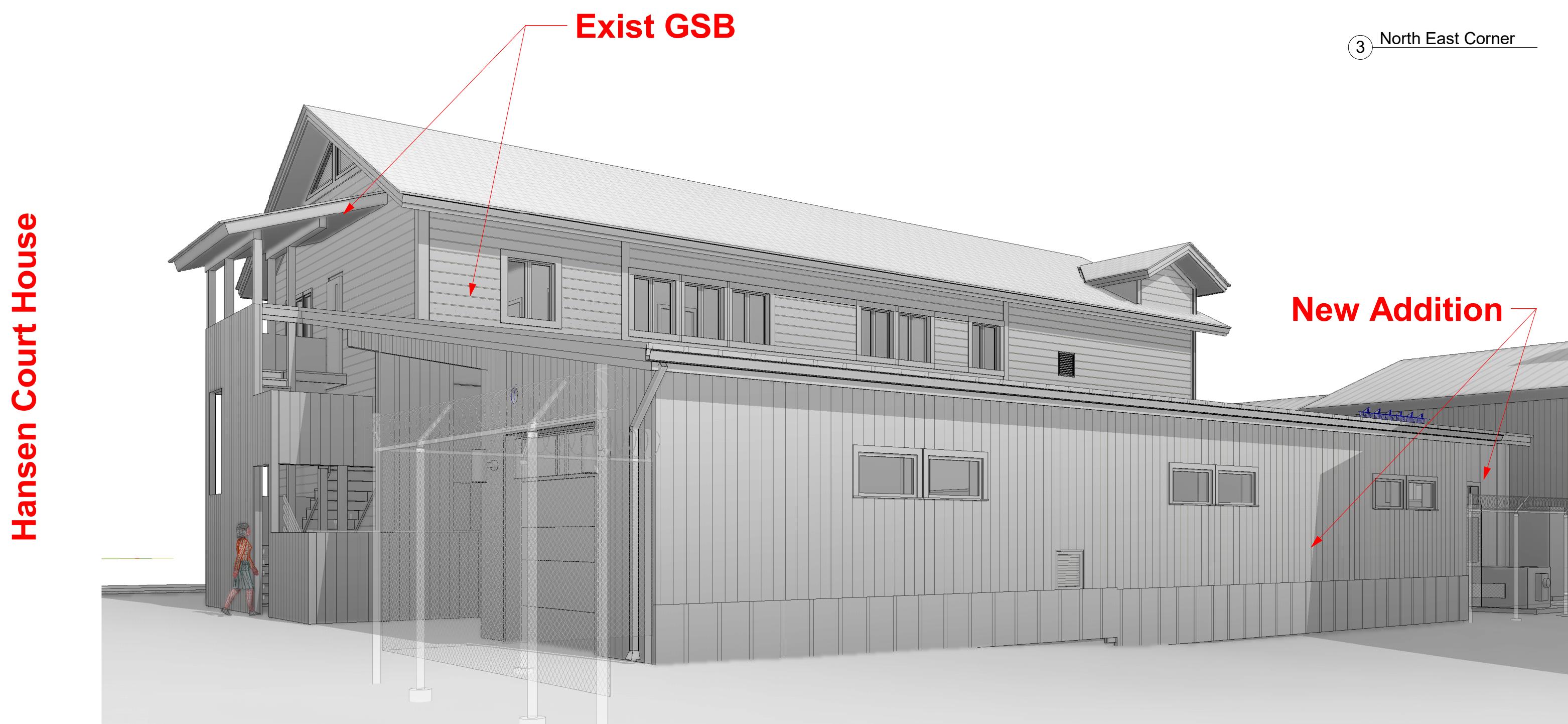
1. Jan 3 2024

2. Feb 2 2024

3. Feb 15 2024

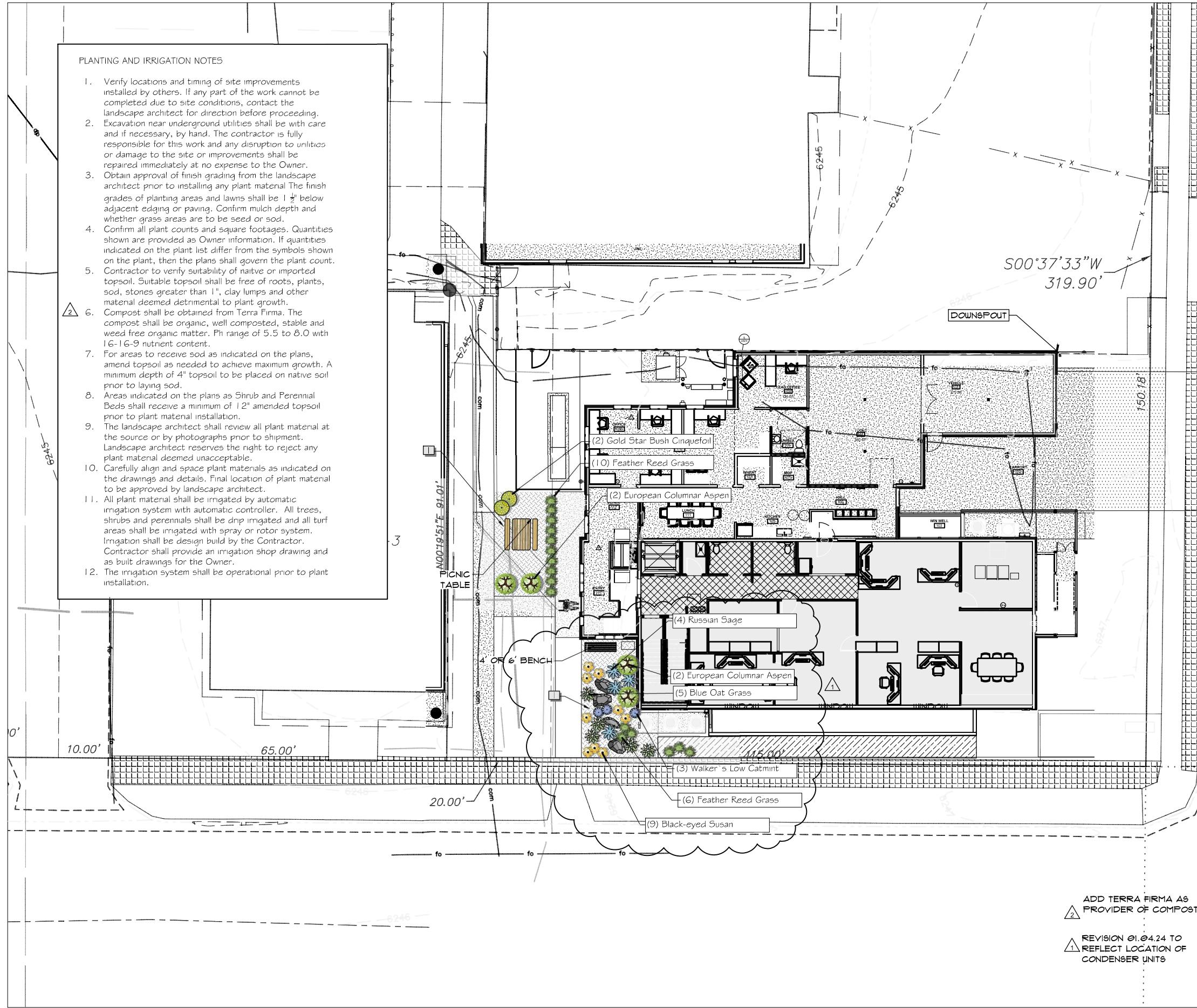






PLANTING AND IRRIGATION NOTES

1. Verify locations and timing of site improvements installed by others. If any part of the work cannot be completed due to site conditions, contact the landscape architect for direction before proceeding.
2. Excavation near underground utilities shall be with care and if necessary, by hand. The contractor is fully responsible for this work and any disruption to utilities or damage to the site or improvements shall be repaired immediately at no expense to the Owner.
3. Obtain approval of finish grading from the landscape architect prior to installing any plant material. The finish grades of planting areas and lawns shall be $1\frac{1}{2}$ " below adjacent edging or paving. Confirm mulch depth and whether grass areas are to be seed or sod.
4. Confirm all plant counts and square footages. Quantities shown are provided as Owner information. If quantities indicated on the plant list differ from the symbols shown on the plant, then the plans shall govern the plant count.
5. Contractor to verify suitability of native or imported topsoil. Suitable topsoil shall be free of roots, plants, sod, stones greater than 1", clay lumps and other material deemed detrimental to plant growth.
6. Compost shall be obtained from Terra Firma. The compost shall be organic, well composted, stable and weed free organic matter. pH range of 5.5 to 8.0 with 16-16-9 nutrient content.
7. For areas to receive sod as indicated on the plans, amend topsoil as needed to achieve maximum growth. A minimum depth of 4" topsoil to be placed on native soil prior to laying sod.
8. Areas indicated on the plans as Shrub and Perennial Beds shall receive a minimum of 12" amended topsoil prior to plant material installation.
9. The landscape architect shall review all plant material at the source or by photographs prior to shipment. Landscape architect reserves the right to reject any plant material deemed unacceptable.
10. Carefully align and space plant materials as indicated on the drawings and details. Final location of plant material to be approved by landscape architect.
11. All plant material shall be irrigated by automatic irrigation system with automatic controller. All trees, shrubs and perennials shall be drip irrigated and all turf areas shall be irrigated with spray or rotor system. Irrigation shall be design build by the Contractor. Contractor shall provide an irrigation shop drawing and as built drawings for the Owner.
12. The irrigation system shall be operational prior to plant installation.



ADD TERRA FIRMA AS
PROVIDER OF COMPOST

REVISION 01.04.24 TO
REFLECT LOCATION OF
CONDENSER UNITS

0 10 20 30 feet
SCALE: 1" = 10'

Facilities Management
Date _____
L301
PROPOSED
LANDSCAPE PLAN
Scale _____



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Box 2406 Jackson Wy 83001
(307) 699-2454
Rachel@coRNice.com



JORGENSEN ASSOCIATES
1315 Highway 89 S. Suite 201
Box 9550 Jackson Wy 83002
(307) 733-5150



5263 Torrence Road
Wilson, WY 83014
(307) 690-4907
daron@inside.com

NOT FOR CONSTRUCTION

50% CD Set

GENERAL SERVICES BUILDING



REGIONAL RELEVANCE