



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/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?

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

Yes **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>.

Yes **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: cn=US, e=jberningpm@gmail.com, o=Jason Berning
Date: 2024.04.18 09:22:14-0600

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 is 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.

Sarah Mann

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

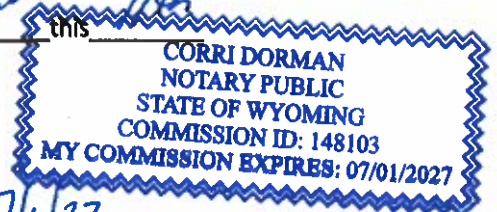
STATE OF Wyoming)
) SS.
COUNTY OF Teton)

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

Corri Dorman

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 additional Full Time Employees are being hired at this time by Teton County to occupy this expansion. The addition 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

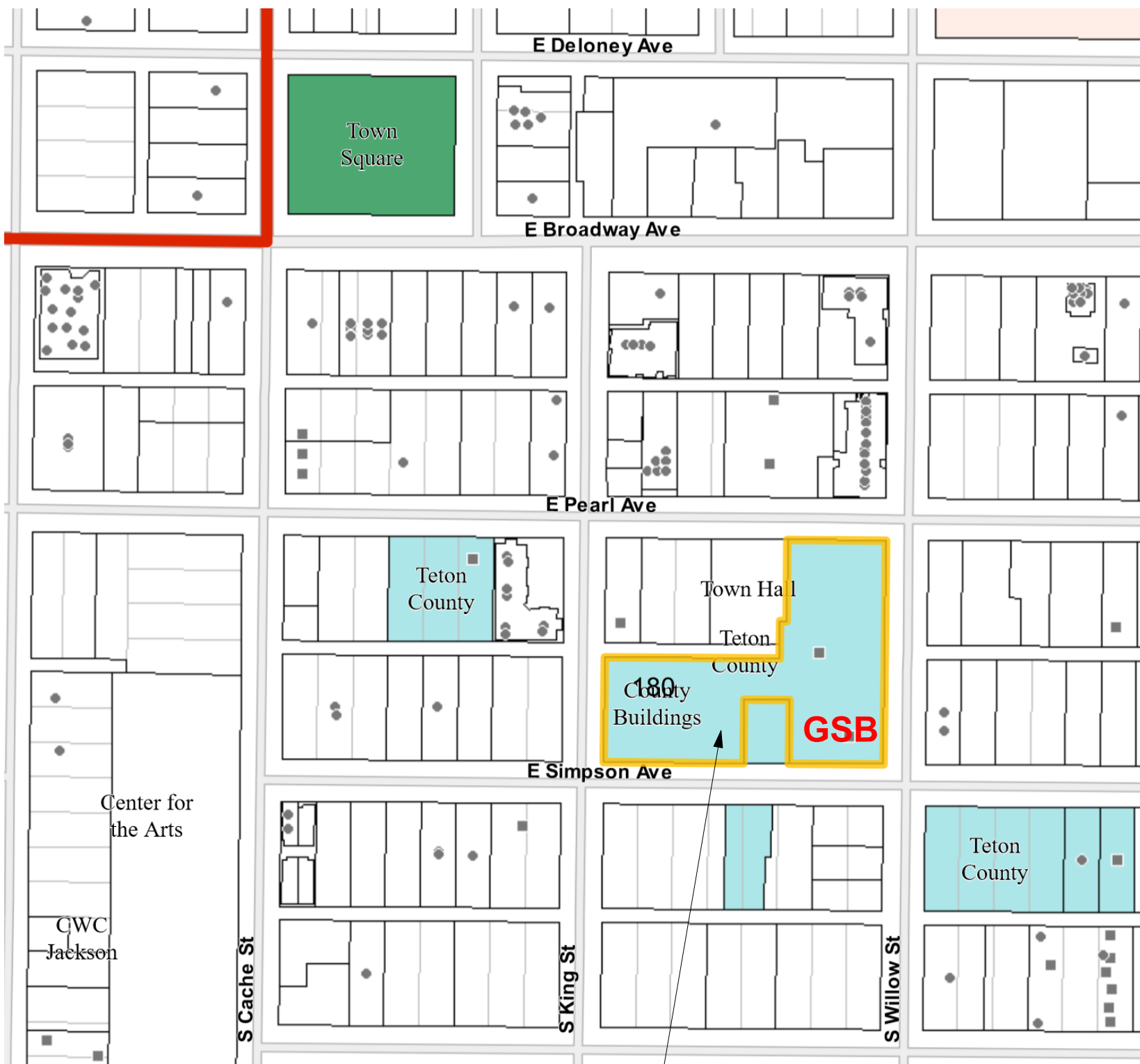


Hansen
Courthouse
East
Facade



JAIL - South Facade

Existing Generator Enclosure

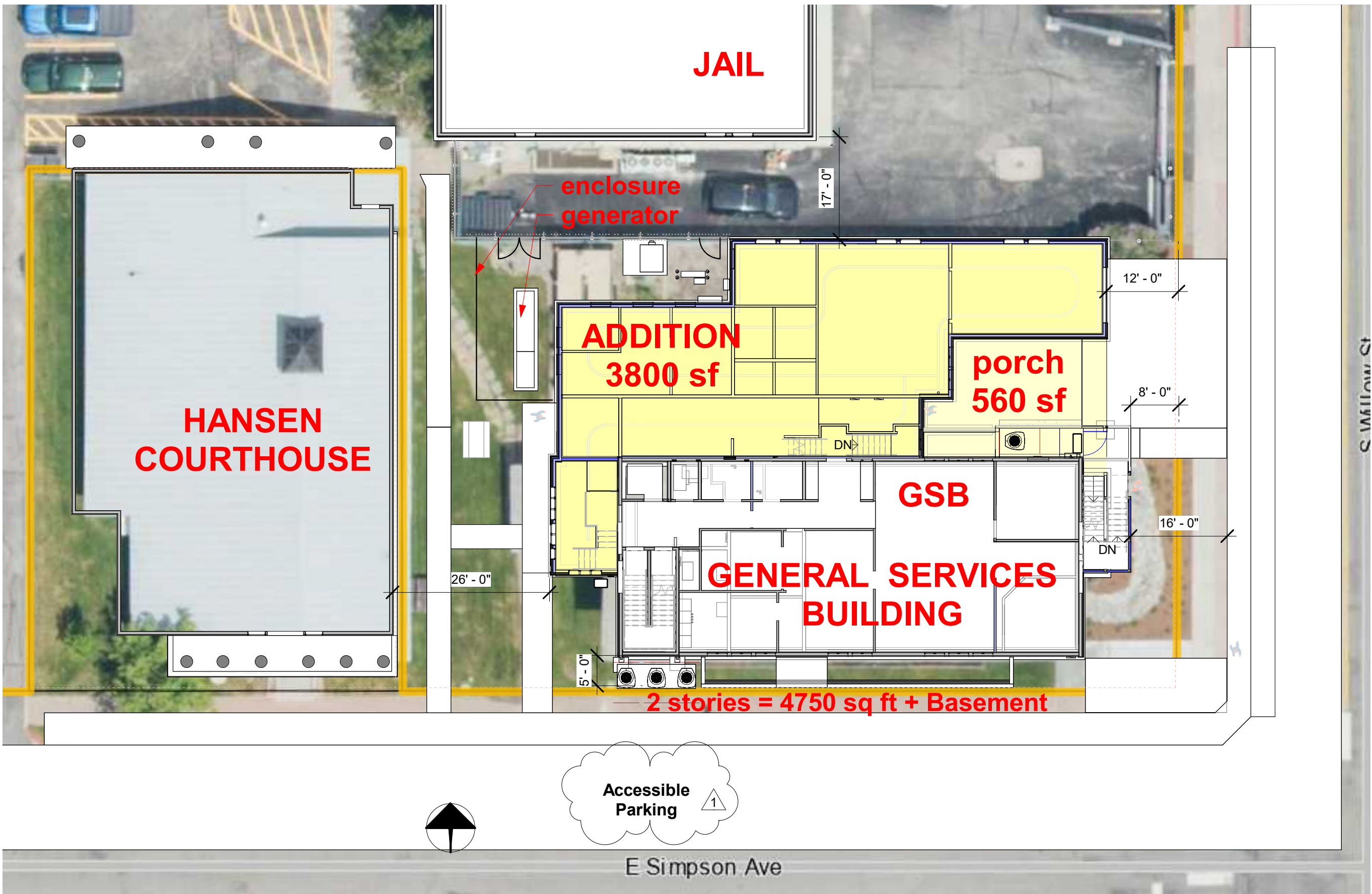


VICINITY MAP
1.8 Acre Public Space



North & West Porch Roofs to be Removed

Exist GSB
West Facade



HANSEN
COURTHOUSE
South Facade



Exist West Porch to be Demolished

Jail Beyond

Exist GSB South Facade



Exist GSB - East Facade

Courthouse

JAIL



Y2 OFFICE West Facade
Across Willow St

REGIONAL RELEVANCE

CORNICIE
ARCHITECTURE

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

JORGENSEN

SARGENT
SARGENT ENGINEERS, INC.

XL
ENGINEERING

CATOR | RUMA
& ASSOCIATES, CO.

INSIDE OUT
LANDSCAPE ARCHITECTURE, LLC

Jan 3 2024
Feb 2 2024
Feb 15 2024

LICENSED ARCHITECT
RACHEL RAUTZ
B-02237
Date: 1-18-24
STATE OF WYOMING

GSB TOOL & OFFICE ADDITION
GENERAL SERVICES BUILDING 185 South Willow Street

SITE CONTEXT

TETON
COUNTY
WYOMING

Facilities
Management

Date Feb 15 2024

A101

Scale 1/16" = 1'-0"

1 MAIN LEVEL SETBACKS
3/16" = 1'-0"



JAIL

Per Table 705.8
Unprotected Openings are Permitted up to 25% of Wall Area
in Sprinklered Buildings with Fire Separation Distance 5 to <10 ft
Total Jail South Wall Area = 2050 sq ft, Total Window Area = 80 sq ft

See Sheet A300 for Opening Area of GSB Addition North Wall
690 sq ft with 50 sq ft Unprotected Openings = 7%

Existing Jail Wall is wood siding over CMU > 1 Hour

Imaginary Line Between Buildings on Same Lot

JAIL YARD

This Wall to Be Rated 1 Hour per Fire Separation Distance < 10 ft
Additional Layer 5/8" Type 'X' Gyp Board Over Sheathing, Under Insul
See Details A103

Per Table 705.2 If the Fire Separation
Distance is > 5 Ft, Projection (Roof
Eave) must be minimum 40" from
Line used to determine FSD
See North Wall Section 1/A501

1 Hour Wall per UL Des U305 / U314
5/8" type 'X' GWB each side of
2x6 wood studs @ 16" o.c. See A103

TABLE 1004.5 OCCUPANT LOADS					Jan 4 2024	
		Sq Ft	Gross	Occupants		
Basement	Business	1800	150	15.9		
Ground Level	Business stair/ lunch	537	150	3.6		
Ground Level	Business	1035				
Main Level	Business	2190	150	14.6		
Upper Level	Business	2380	150	15.9	46.0	
Ground Level	Storage Tools	540	300	1.8		
Mezzanine	Storage	436	300	1.5		
Mezzanine	Equipment Platform	200	300	0.7	3.9	
TABLE 2902.1 MINIMUM PLUMBING FIXTURES					50.0	
Business	1 per 25 for First 50 Occupants					
	1 per 50 for the rest					
Total Restrooms for Business				2.0	46.0	
Storage	1 per 100					
	Total Restrooms for Storage			1.0	3.9	
2902.3.3 the required public and employee toilet facilities shall be located not more than one story above or below the space required to be provided with toilet facilities and the path of travel to such facilities shall not exceed a distance of 500 feet						
Ground Level Unisex Room and Main Level Restroom Alterations Meet the Requirement						

HANSEN
COURT
HOUSE

26' - 0" To Hansen Property Line / 2 = 13;
10 - 15 Ft Separation Allows 45% Unprotected

5' - 0"

STORAGE
201
435 SF

ENTRY

VESTIBULE

ELEV 2
203

JANITOR

PUBLIC

STAFF

LUNCH

TECHNICIANS

CONFERENCE

OFFICE

DIRECTOR

RADIO TECH

SYSTEM
SPECIALISTS

NETWORK
SPECIALIST

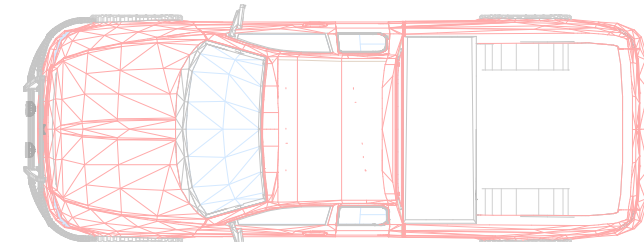
OPEN OFFICE

STORAGE

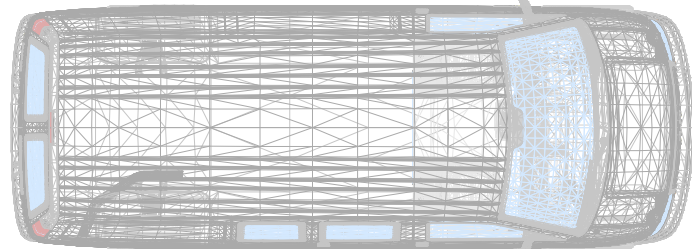
EXIT

NORTH

CARPORT



VEHICLE



LEAD OFFICE

TOOLS

FURNACE

OPEN OFFICE

11' - 6" To Property Line

20' - 1" To Sidewalk

7' - 5" Exist

SIMPSON STREET SIDEWALK

WILLOW STREET

REGIONAL RELEVANCE

CORNICE
ARCHITECTURE

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

JORGENSEN

SARGENT
SARGENT ENGINEERS, INC.

XL
ENGINEERING

CATOR I RUMA
& ASSOCIATES, CO.

INSIDE
OUT
LANDSCAPE ARCHITECTURE, LLC

Jan 3 2024
Feb 2 2024
Feb 15 2024

LICENSED ARCHITECT
RACHEL RAUTZ
B-02327
Date: 1-18-24
STATE OF WYOMING

GSB TOOL & OFFICE ADDITION
GENERAL SERVICES BUILDING 185 South Willow Street

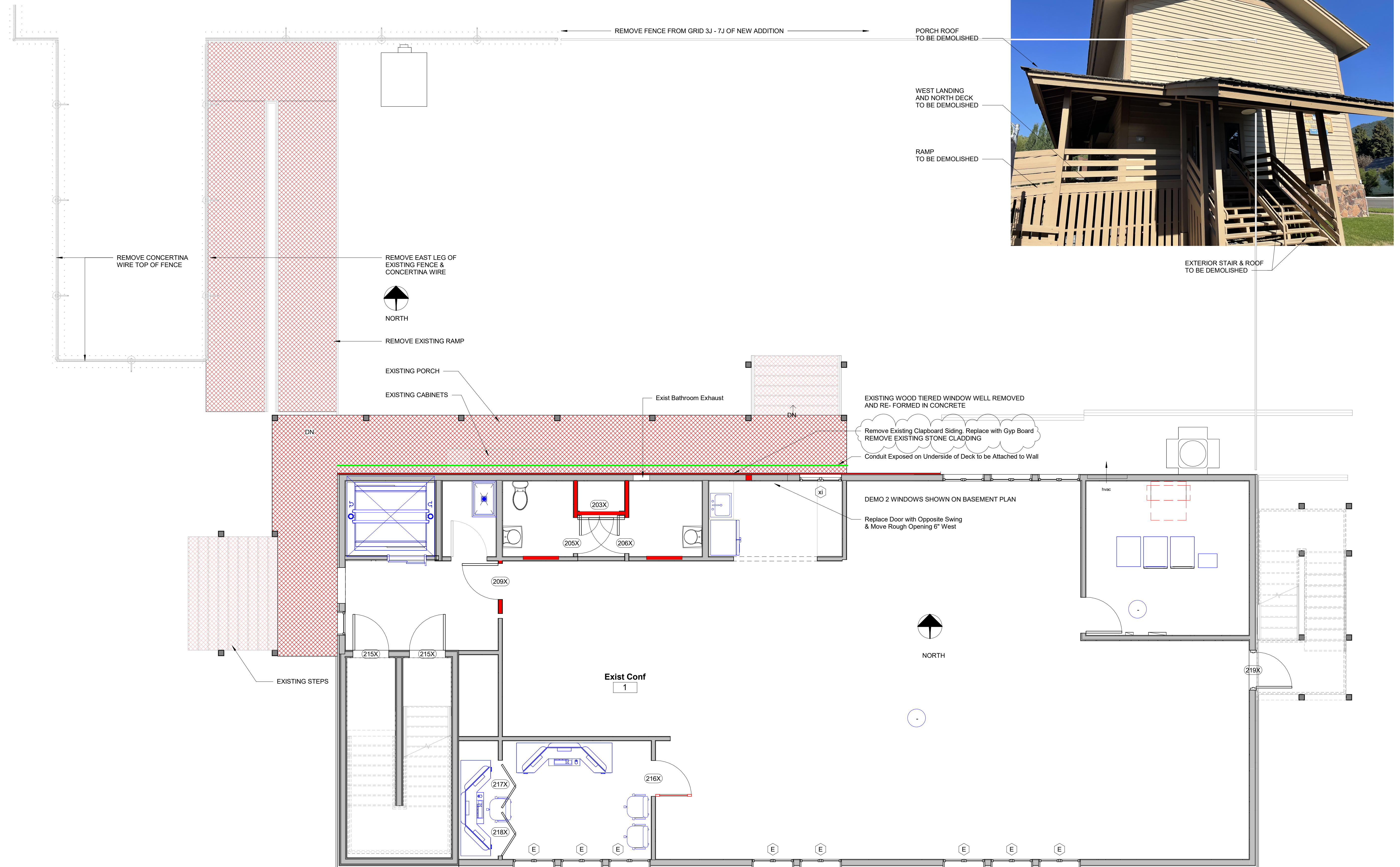
SETBACKS

TETON
COUNTY
WYOMING

Facilities
Management

Date Feb 15 2024
A101B

Scale 3/16" = 1'-0"



SEE ALSO SHEET A108

① DEMO Main Level
1/4" = 1'-0"

REGIONAL RELEVANCE



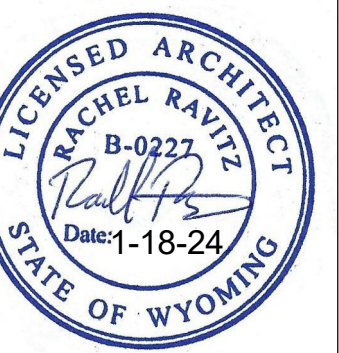
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1 Jan 3 2024

2 Feb 2 2024

3 Feb 15 2024



CSB TOOL & OFFICE ADDITION
GENERAL SERVICES BUILDING 185 South Willow Street

DEMOLITION PLAN



Facilities
Management

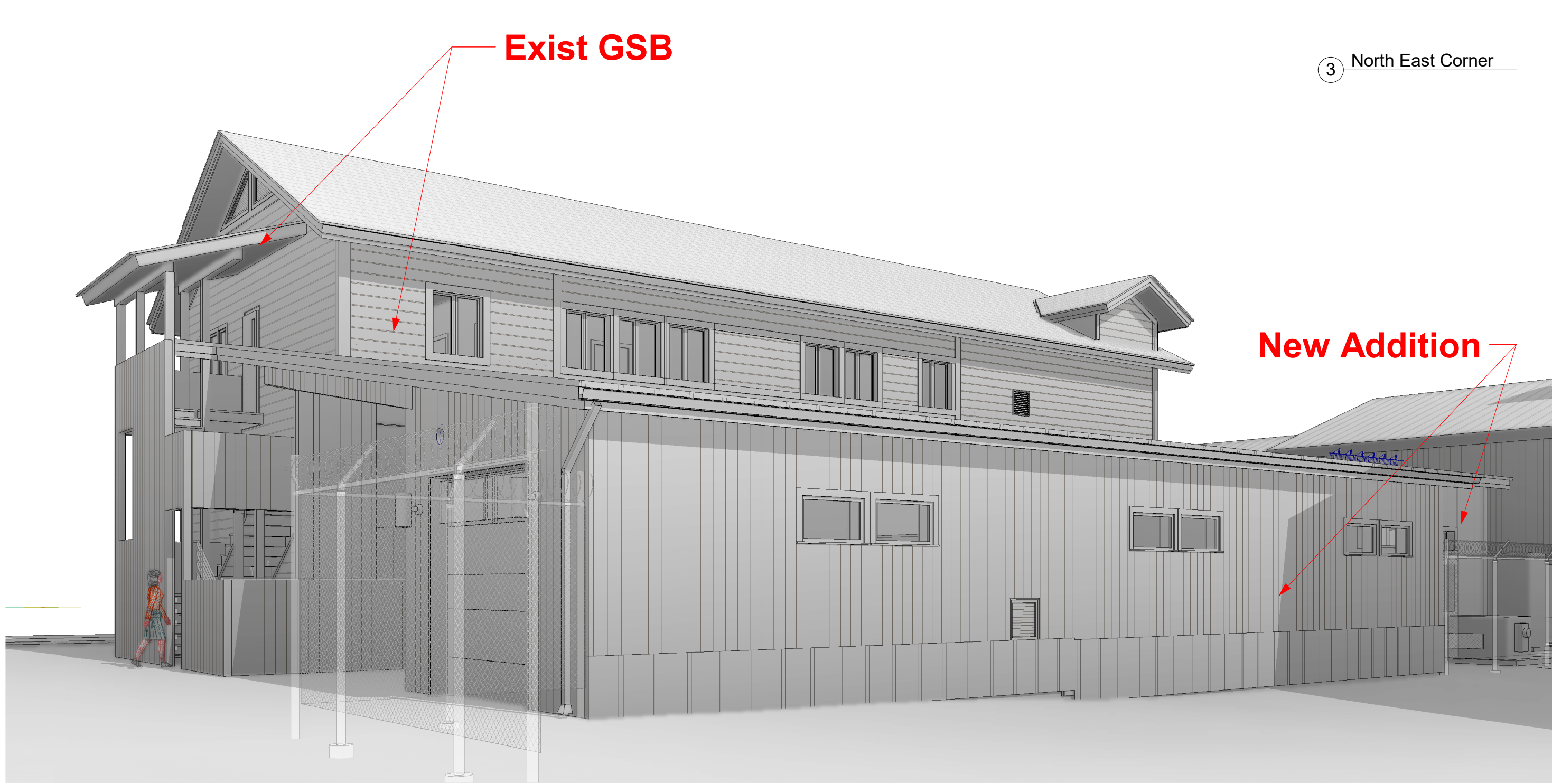
Date Feb 15 2024

A107

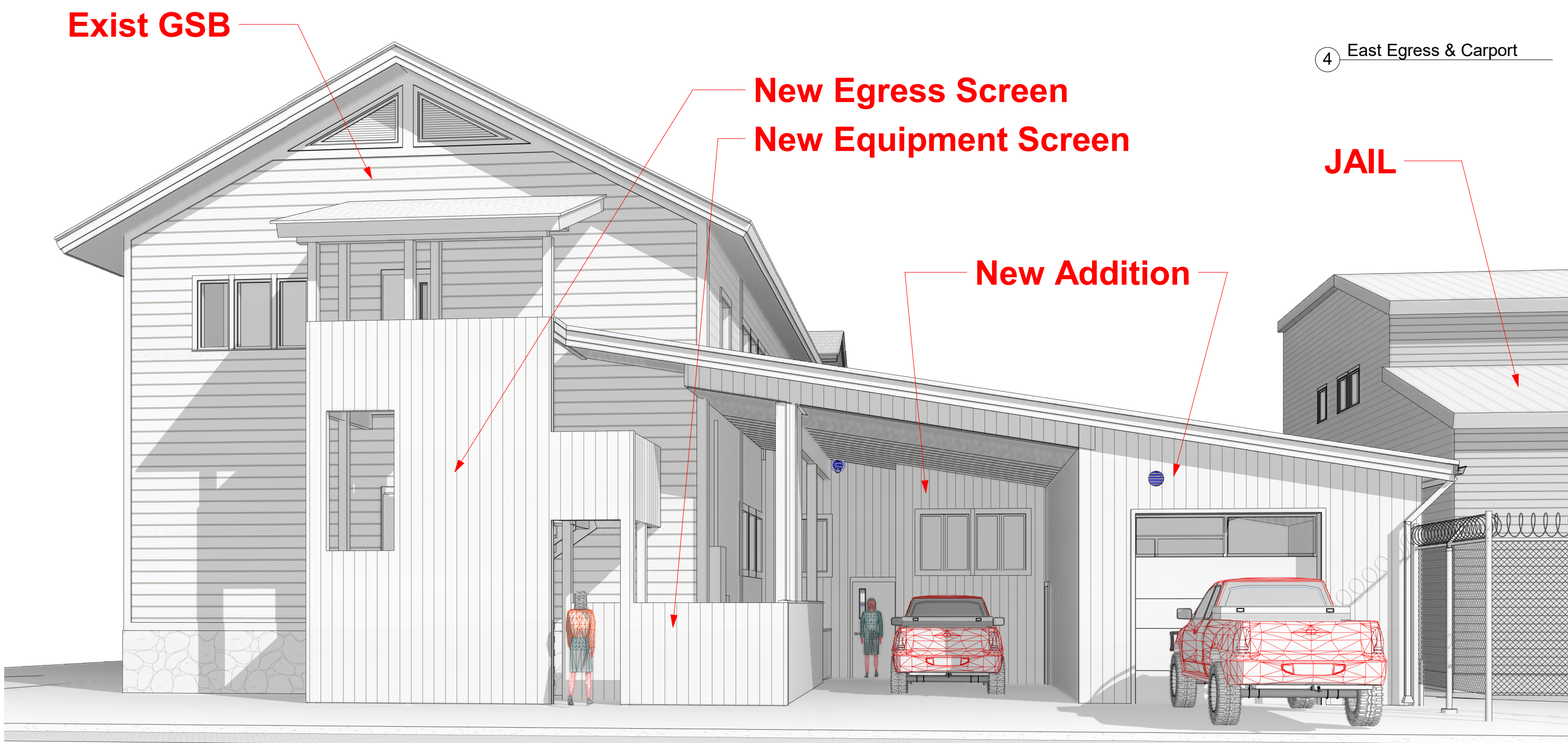
Scale 1/4" = 1'-0"



Hansen Court House

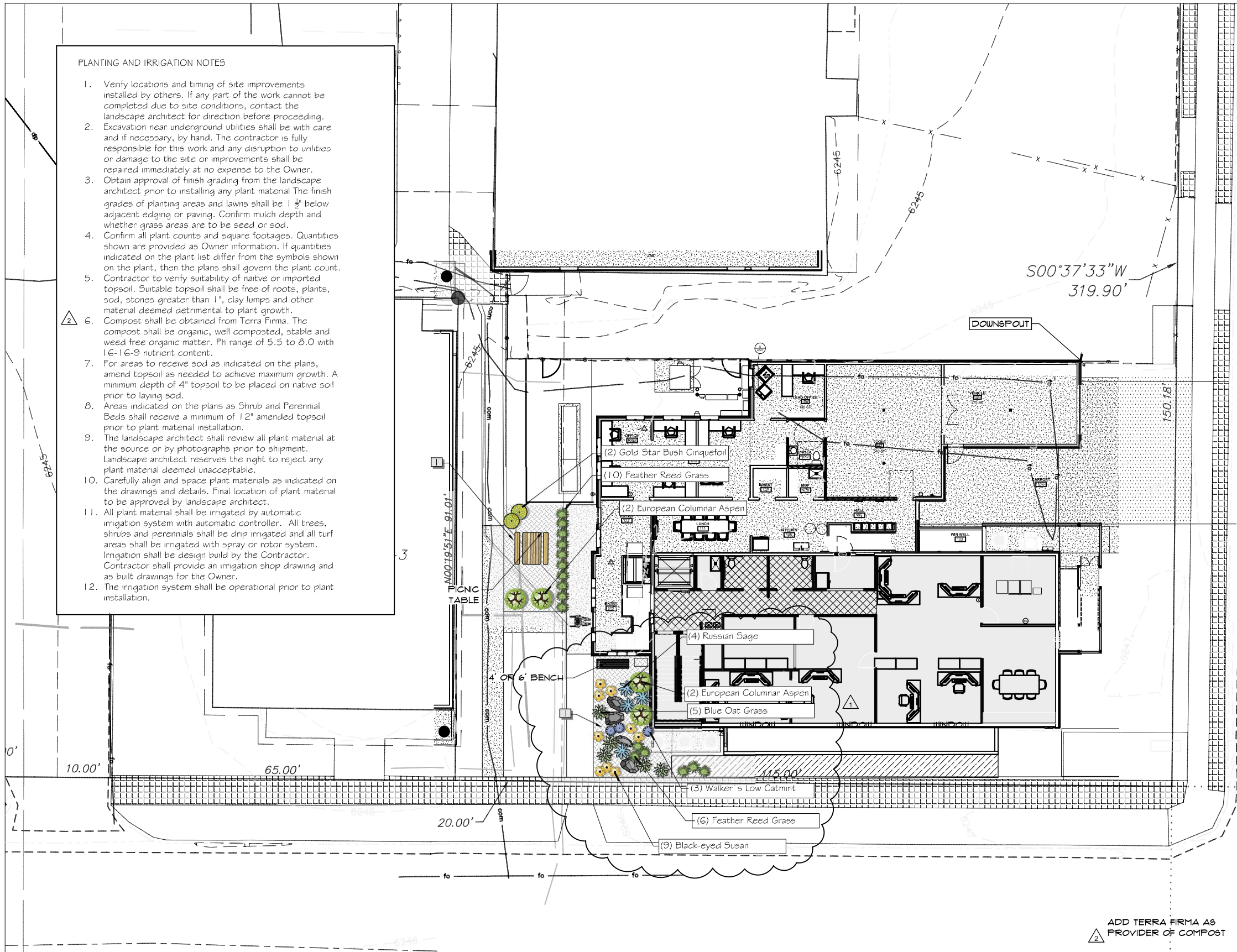


Jail Wall Removed for Rendering



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" 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'



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

SARGENT
SARGENT ENGINEERS, INC.



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
insideland.com

NOT FOR
CONSTRUCTION

50% CD Set
GENERAL SERVICES BUILDING

Facilities
Management

Date
L301
PROPOSED
LANDSCAPE PLAN
Scale