



TOWN OF JACKSON

PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

- Public Works/Engineering
- Building
- Title Company
- Town Attorney
- Police
- Ecosystem Stewardship

Joint Town/County

- Parks & Recreation
- Pathways
- Joint Housing Dept.

Teton County

- Planning Division
- Engineer
- Surveyor
- Assessor
- Clerk & Recorder
- Road & Levee

State of Wyoming

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

Federal Agencies

- Army Corp of Engineers

Utility Providers

- Qwest
- Lower Valley Energy
- Bresnan Communications

Special Districts

- Start
- Jackson Hole Fire/EMS
- Regional Transportation

Date: June 26, 2025	REQUEST:
Item: P25-119	The applicant is submitting a request for a Preapplication Conference to install four modular building units to be used as temporary offices for the occupants of the Teton County Courthouse during the construction of the new Teton County Justice Center at the properties located at 252 and 254 E. Simpson Avenue and 200 S. Willow Street.
Planner: Tyler Valentine Phone: 733.0440 ext. 1305 Email: tvalentine@jacksonwy.gov	PIDNs: 22-41-16-34-2-16-005 22-41-16-34-2-16-004 22-41-16-34-2-16-006
Owner Teton County PO Box 1727 Jackson, WY 83001	For questions, please call Tyler Valentine at 733-0440, x 1305, or email to the address shown below. Thank you.
Applicant Jason Berning Berning Project Management PO Box 485 Victor, ID 83455	Please respond by: July 11, 2025
For Departments not using SmartGov, please send responses via email to planning@jacksonwy.gov	



PRE-APPLICATION CONFERENCE REQUEST (PAP)
Planning & Building Department

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

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

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

APPLICABILITY. This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to www.townofjackson.com/204/Pre-Application

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____

PIDN: _____

PROPERTY OWNER.

Name: _____

Phone: _____

Mailing Address: _____

ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name, Agency: _____

Phone: _____

Mailing Address: _____

ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

Property Owner

Applicant/Agent

ENVIRONMENTAL PROFESSIONAL. For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

TYPES OF PRE-APPLICATION NEEDED. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Physical Development Permit
 Use Permit
 Development Option or Subdivision Permit
 Interpretations of the LDRs
 Amendments to the LDRs
 Relief from the LDRs
 Environmental Analysis

This pre-application conference is:
 Required
 Optional
 For an Environmental Analysis
 For grading

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email to planning@jacksonwy.gov) of the submittal packet.

Have you attached the following?

Application Fee. Go to www.townofjackson.com/204/Pre-Application.com 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>.

Narrative Project Description. Please attach a short narrative description of the project that addresses:
 Existing property conditions (buildings, uses, natural resources, etc)
 Character and magnitude of proposed physical development or use
 Intended development options or subdivision proposal (if applicable)
 Proposed amendments to the LDRs (if applicable)

Conceptual Site Plan. For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:
 Property boundaries
 Existing and proposed physical development and the location of any uses not requiring physical development
 Proposed parcel or lot lines (if applicable)
 Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS). Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

Other Pertinent Information. Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

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 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.

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title



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 Modular Buildings
Physical Address: 200/252/254 E. Simpson Ave Jackson WY
Lot, Subdivision: Lots 4,5,6, BLK 9, Cache 2 PIDN: 22-41-16-34-2-16-006, 22-41-16-34-2-16-005, 22-41-16-34-2-16-004

PROPERTY OWNER.

Name: Teton County Phone: 307-732-8200
Mailing Address: PO Box 1727 Jackson, WY ZIP: 83001
E-mail: jnash@tetoncounty.wy.gov

APPLICANT/AGENT.

Name: Jason Berning - Berning Project Management Phone: 307-699-3733
Mailing Address: _____ ZIP: _____
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	Physical Development	Interpretations
<input checked="" type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	Miscellaneous
<input type="checkbox"/> Beneficial Use Determination	<input checked="" type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> 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 #: _____ Environmental Analysis #: _____
Original Permit #: _____ 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?

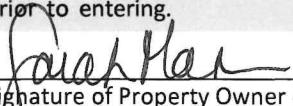
Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

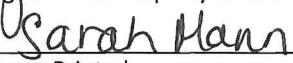
Notarized Letter of Authorization. A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

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.

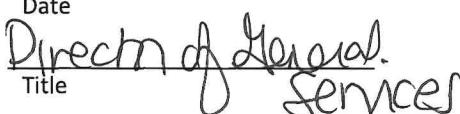
Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, 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.


Signature of Property Owner or Authorized Applicant/Agent


Name Printed

5-29-2025

Date


Title

Project Name:

Wember Inc. Project Number:

Issue Date:

Location:

Purpose:**Teton County Courts - Modulars**

2023.18-TCOC-RLS

June 20, 2025

Jackson, Wyoming

PreApp / Basic Use Permit / Vacation of Property Lines w/o Replat
Permit Application Project Narrative

Teton County has contracted with Wember Inc. in partnership with Berning Project Management (BPM) as the project Owner's Representative, with Anderson Mason Dale (AMD) as the project architect, and with DPR Construction (formerly known as GE Johnson Wyoming) as the construction manager for the project. This narrative is to provide clarity to the 3 submitted planning applications, preapplication request, basic use permit, and vacation of property lines without a replat. All 3 applications are submitted separately but in tandem to allow for a building permit submission later this summer.

The proposed project is the installation of four modular building units at Teton County Property located at 252 and 254 E. Simpson Avenue and 200 S. Willow Street (all adjoining properties). Three of the modulars will be connected and will all be located on the E. Simpson property. The fourth modular will be located partially on the E. Simpson property and partially on the S. Willow property. The county is also requesting a vacation of property lines between lots 4, 5 & 6, BLK 9, Cache-2. These properties are all owned by Teton County. The S. Willow property is zoned P/SP, and the E. Simpson property is zoned OR. The vacation of property line request includes the property line between 252 and 254 E. Simpson Ave property to allow the 4th modular to remain. The 4th modular will only be utilized for the duration of the project, approximately 2.5 years and will be removed immediately after move-in to the new Justice Center. The 3 modulars will remain after the project for future office use for Teton County. We will include the 4th modular in the construction logistics plan as requested by TOJ Planning. The

These modular buildings will be used as temporary offices for the occupants of the Teton County Courthouse during the construction of the new Teton County Justice Center (courthouse). The three connected modular buildings will house two small courtrooms (District and Circuit courts), judges' offices, court support staff, Circuit Court Clerk's offices, and court security. The fourth modular will house the District Court Clerk's offices.

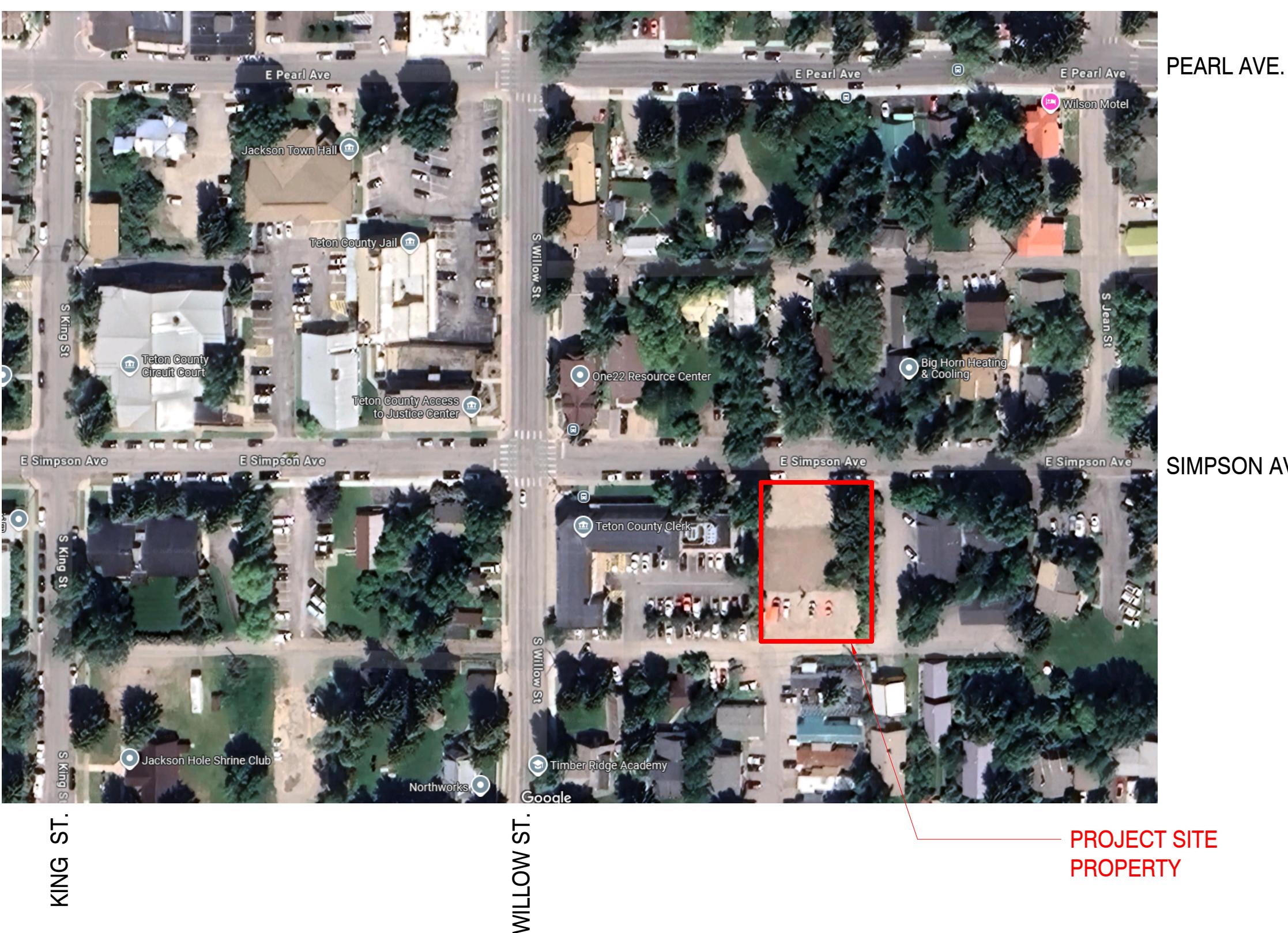
The two courtrooms in the modular units will be used for hearings and small court functions. Jury trials will not be held in the modulars, but will be held in the existing Hansen Courthouse buildings. The temporary Teton County Sheriff and County attorneys' offices are in a rented office building on the adjacent property at 270 E. Simpson.

The parking demand is based on Institutional Use and is calculated based on demand/use (see submitted drawing for additional information). Primary parking is located at the rear of the property, accessed from the alley.

The project does not include affordable housing provisions and is assumed to be satisfied with Teton County's current commitments to housing projects and existing housing stock.

The project is moving forward with schematic design and cost estimating. The modular buildings will be relocated to the site by the end of July 2025, but installation and occupation will not be completed until after the building permit process has been completed. We plan to work closely with the Town of Jackson, design, and construction teams to move the project through the building permit process to prepare for the installation of the modular building in the fall of 2025 and the interior construction to be completed by the end of 2025.

VICINITY MAP

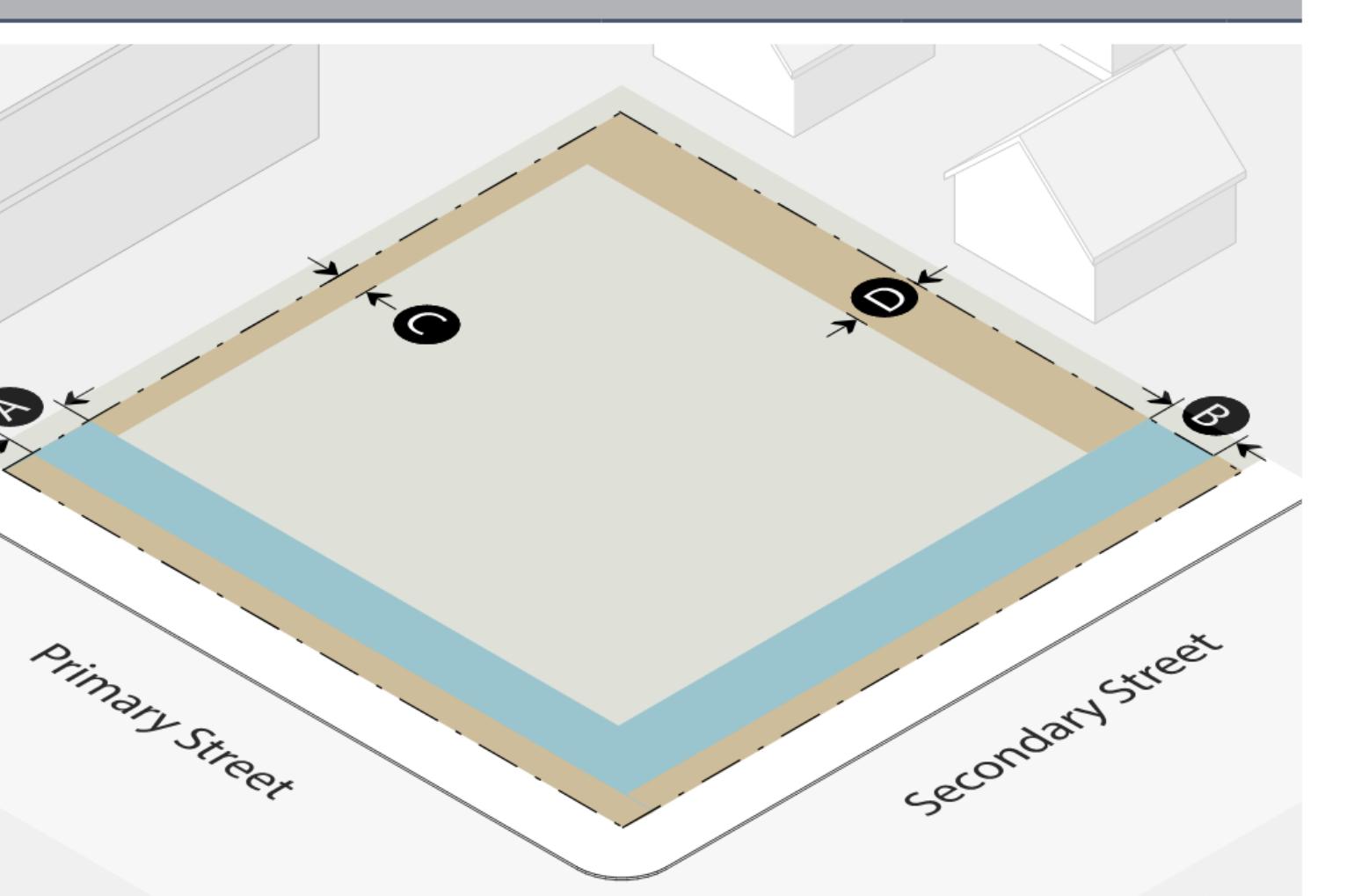


PEARL AVE.

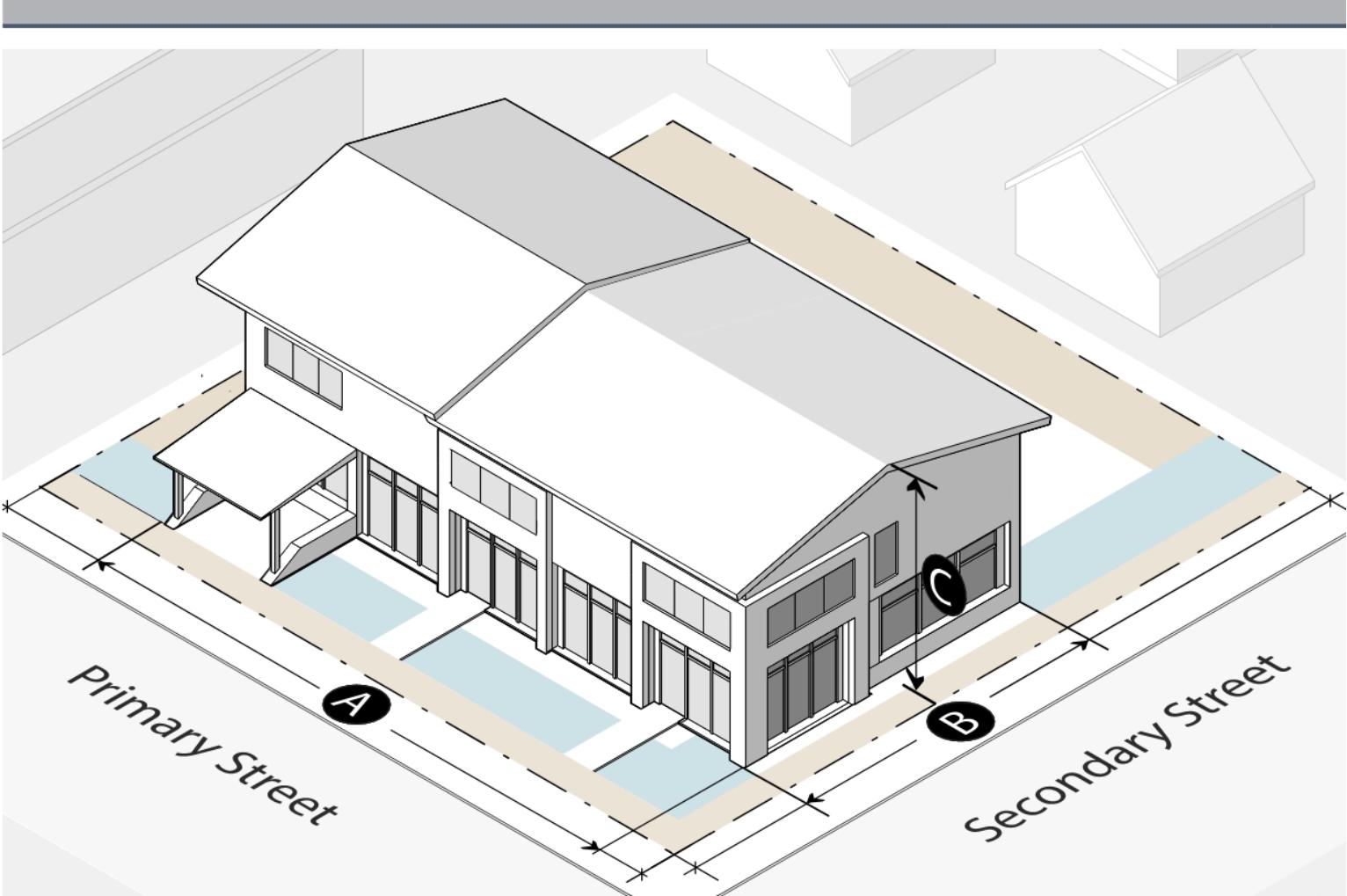
SIMPSON AVE.

PROJECT SITE PROPERTY

1. Lot Standards



2. Bulk Standards



PROPOSED BUILDING / PROJECT DATA

LOT SIZE: 15,000 SQ FT.
BUILDING AREA: 8,400 SQ FT.
NUMBER OF STORIES: 1 STORY
BUILDING HEIGHT: 14' TO TOP OF ROOF

AndersonMasonDale
3198 SPEER BOULEVARD
DENVER, COLORADO 80211
303.294.9448
AMDARCHITECTS.COM

TETON COUNTY COURTS - MODULARS

250 E Simpson Ave
Jackson, WY 83001

24-031

Owner

Teton County
P.O. Box 3504
185 S. Wyoming Street
Jackson, WY 83001
307 732 8409

Architect

Anderson Mason Dale

3198 Speer Boulevard

Denver, Colorado 80211

303.294.9448

www.andmdarchitects.com

Structural Engineer
KL&A
215 North 12th St, Unit E
Carbondale, CO 80623
970 510 5703
www.kla.com

Mechanical, Electrical & Plumbing Engineers
Cator, Ruma & Associates, Co.
896 Tabor Street
Lakewood, CO 80401
303 232 200
www.catorma.com

Technology, AV & Security Engineers
BGC Engineering Inc
5420 Ward Road
Arvada, CO 80002
719 533 1112
www.bgc.com

Civil Engineer
Jorgenson Associates
1315 HWY 89 S., Suite 201
PO Box 3002
Jackson, WY 83002
307 733 5150
www.jorgeng.com

Owner's Representatives
Bering Project Management
PO Box 485
Victor, ID 83455
307 699 3733

Wember
7350 E Progress Pl #100
Greenwood Village, CO 80111
303 378 4130

PROPOSED BUILDING / PROJECT DATA

LOT SIZE: 15,000 SQ FT.
BUILDING AREA: 8,400 SQ FT.
NUMBER OF STORIES: 1 STORY
BUILDING HEIGHT: 14' TO TOP OF ROOF

1. LOT STANDARDS
REQUIRED PROPOSED

BUILDING SETBACKS
A. PRIMARY STREET SETBACK RANGE 5' min - 15' max 14'-11"
B. SECONDARY STREET SETBACK RANGE 5' min - 15' max N/A
C. SIDE INTERIOR SETBACK 5' min 5'-1"
D. REAR SETBACK 10' min 32'

LANDSCAPING (% of Lot Surface) 20% 21% (3,150sf)
PLANT UNITS 1/1000 of Landscape Area 3 1
FENCING HEIGHT PRIMARY / SECONDARY 4' 4' None None
HEIGHT IN INTERIOR SIDE / REAR 6' 6' None None
PARKING SETBACKS (All Proposed Parking at Rear Along Alley)
PRIMARY STREET 30' 30' None None
SECONDARY STREET 10' 10' None None
ACCESS (Curb Cut Width) 24' max 24' max None

2. BULK STANDARDS
REQUIRED PROPOSED

STREET FAÇADE
A. WIDTH OF GROUND & 2ND STORY 70% 84%
IN PRIMARY STREET SET BACK RANGE (% OF LOT WIDTH)
B. WIDTH OF GROUND & 2ND STORY 35% N/A
IN SECONDARY STREET SET BACK RANGE (% OF LOT WIDTH)

BUILDING HEIGHT
HEIGHT MAX 30' 14' STORIES (MAX) 2 1
BUILDING STEP BACK N/A

SCALE OF DEVELOPMENT
FLOOR AREA RATIO (FAR) max 0.46 0.56*
*FAR EXCEEDS ALLOWABLE IN ZONE BY 400 SF. IT IS THE INTENT OF THE COUNTY TO ASK FOR AN EXPEDITED PATH TO EXCEED THIS REQUIRED FAR REQUIREMENT.

PARKING SPACES PROVIDED
INSTITUTIONAL USES
COURT FUNCTIONS (OFFICE & ASSEMBLY) Independent Calc. 11 (off street)
4 (on street) 15 total

TOTAL PARKING SPACES PROVIDED

PARKING DEMAND SUMMARY (INDEPENDENT CALCULATION BASED ON USE)
INSTITUTIONAL USE: COURT FUNCTIONS OFFICE / SMALL ASSEMBLY
*NOTE: JURY TRIALS WILL NOT BE ACCOMMODATED ON THIS SITE, ONLY SMALLER COURT FUNCTIONS AND HEARINGS

DEPARTMENT OCCUPANTS / PARKING DEMAND
CLERK OF THE COURT 6 6
DISTRICT COURT 4 4
CIRCUIT COURT 4 4
VISITORS / DELIVERIES 4 4
SUB-TOTAL 18 18
ASSUME 15% OF TRIPS NON-AUTOMOBILE (3 spaces)

TOTAL PARKING DEMAND 15 SPACES OF DEMAND

SNOW STORAGE PER LDR 6.2.5.C
REQUIRED: A MINIMUM SITE AREA REPRESENTING 2.5% OF THE TOTAL REQUIRED OFFSTREET PARKING AND LOADING AREA

TOTAL OFF STREET PARKING AREA: 1,990 SF
SNOW STORAGE AREA REQUIRED (2.5% of 1,990): 49.75 SF

SNOW STORAGE PROVIDED: 55 SF

LEGEND
PROJECT PROPERTY LINE
ADJACENT PROPERTY LINES
SETBACKS
PROPOSED BUILDING ENTRY/EXIT
SNOW STORAGE

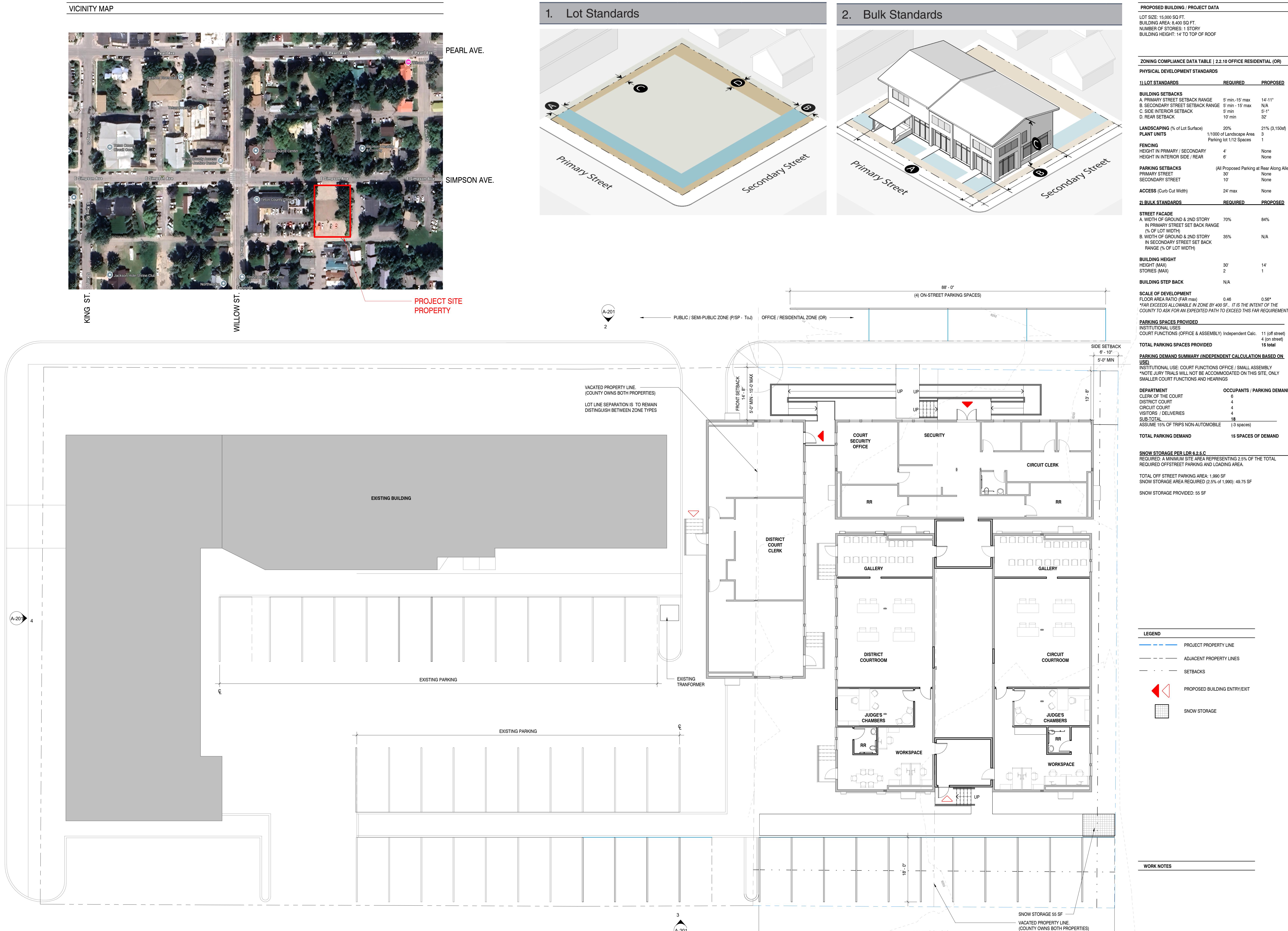
WORK NOTES

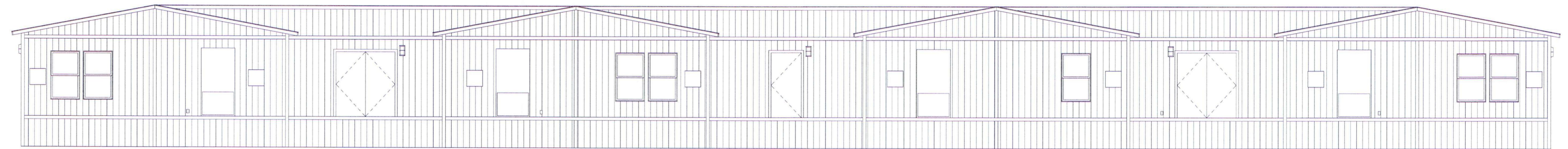
GENERAL NOTES
1. THIS DRAWINGS IS NOT FOR CONSTRUCTION
2. GENERAL SITE PLAN FOR TOWN OF JACKSON PRE-APPLICATION SUBMITTAL

PRE APPLICATION

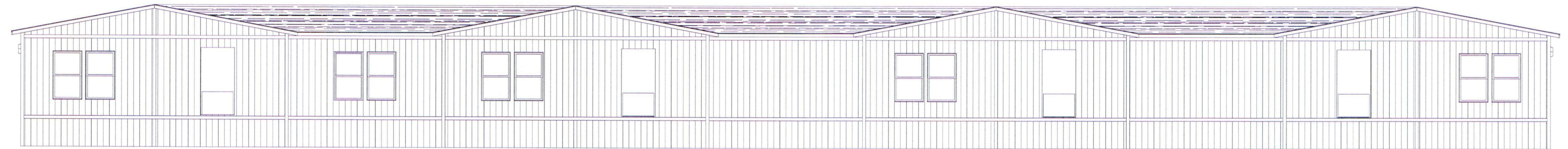
11 JUNE 2025

SITE PLAN





① East Elevation
3/16" = 1'-0"



② West Elevation
3/16" = 1'-0"

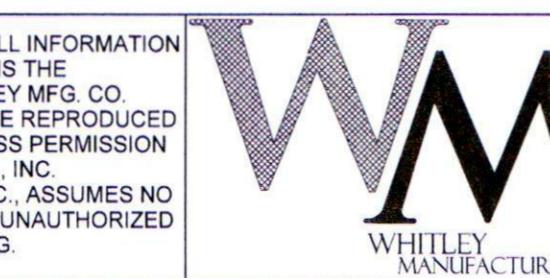


③ North Elevation
3/16" = 1'-0"



④ South Elevation
3/16" = 1'-0"

No.	Description	Date	No.	Description	Date



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dba: Whitley East
64 HESS ROAD
LEOLA, PA 17540
PHONE: 717.656.2081
SO: Whitley Modular
dbas: Modular Builders
2756 FORT WAYNE ROAD
P.O. BOX 1000
ROCHESTER, IN 46975
PHONE: 574.223.4934
www.whitleyman.com

Drawn By:
AMP
Checked By:
PG
Rev:

EXTERIOR ELEVATIONS
SATELLITE SHELTERS INC.
BOUMA CORP CLASSROOM BUILDING #1
11 MODULES VARIOUS SIZES



Serial No. 3431-40 & 3457 Date 4-23-19
Quote No. _____ Scale: _____
3/16" = 1'-0"
Model No. 7519a Page No. _____
Job No. 2019-008-WR A1.0
5/16/2019 2:45:42 PM