



# 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	<b>REQUEST:</b> 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.
Item: P25-119	
Planner: Tyler Valentine Phone: 733.0440 ext. 1305 Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	
<b>Owner</b> Teton County PO Box 1727 Jackson, WY 83001	PIDNs: 22-41-16-34-2-16-005 22-41-16-34-2-16-004 22-41-16-34-2-16-006
<b>Applicant</b> Jason Berning Berning Project Management PO Box 485 Victor, ID 83455	For questions, please call Tyler Valentine at 733-0440, x 1305, or email to the address shown below. Thank you.
<b>Please respond by: July 11, 2025</b>	
For Departments not using SmartGov, please send responses via email to <a href="mailto:planning@jacksonwy.gov">planning@jacksonwy.gov</a>	



## PRE-APPLICATION CONFERENCE REQUEST (PAP)

### Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440 fax:  
P.O. Box 1687 | [www.townofjackson.com](http://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 process 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](http://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](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

\_\_\_\_\_ **Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://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



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: 5-29-2025

## LETTER OF AUTHORIZATION

### NAMING APPLICANT AS AUTHORIZED REPRESENTATIVE

**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 : Teton County

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: 200/252/254 E. Simpson Ave

Legal Description: Lots 1-4, 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

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Jason Berning

Mailing address of Applicant/Authorized Representative: \_\_\_\_\_

Email address of Applicant/Authorized Representative: berningpm@gmail.com

Phone Number of Applicant/Authorized Representative: 307-669-3733

Is authorized to act as property owner's representative 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    ☐ Business License Application
- ☐ Demolition Permit                      ☒ Other (describe) Pre-application Conference Request

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.

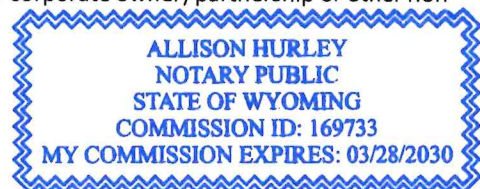
Jason Berning

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 Allison Hurley this May day of 29. WITNESS my hand and official seal.

Allison Hurley

Notary Public

My commission expires: 3/28/2030



**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](http://www.townofjackson.com/200/Planning)

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
<input checked="" type="checkbox"/> Basic Use	_____ Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	<b>Miscellaneous</b>
_____ Beneficial Use Determination	<input checked="" type="checkbox"/> Boundary Adjustment (no plat)	_____ Other: _____
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://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](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

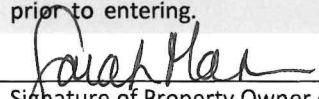
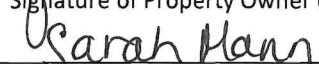
\_\_\_\_\_ **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.


\_\_\_\_\_ **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](http://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 - Modulares**

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 modulares 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 4<sup>th</sup> modular to remain. The 4<sup>th</sup> 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 modulares will remain after the project for future office use for Teton County. We will include the 4<sup>th</sup> 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.

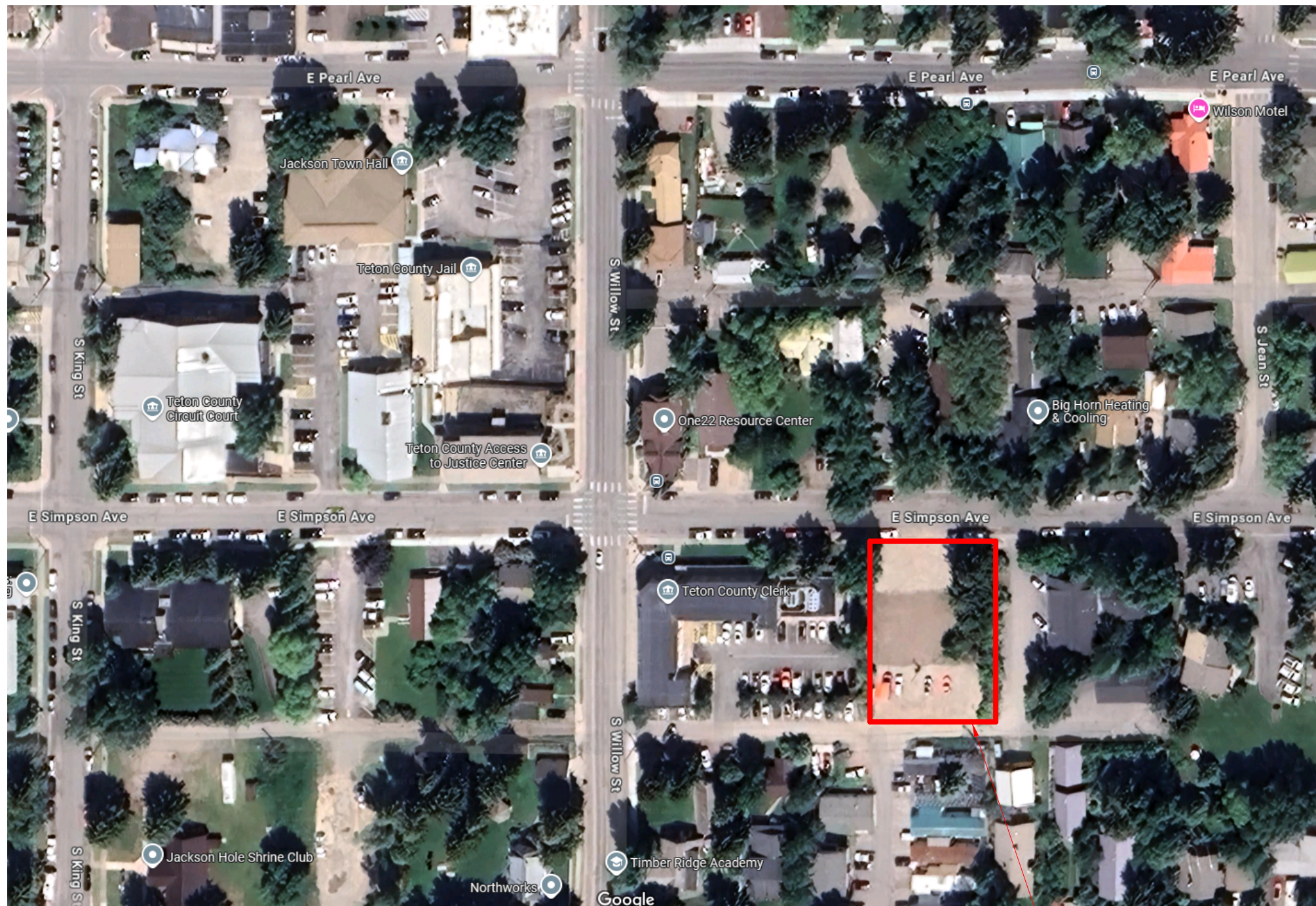
The two courtrooms in the modular units will be used for hearings and small court functions. Jury trials will not be held in the modulares, but will be held in the existing Hansen Courthouse buildings. The temporary Teton County Sheriff and County attorneys' offices are in a rented office building on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



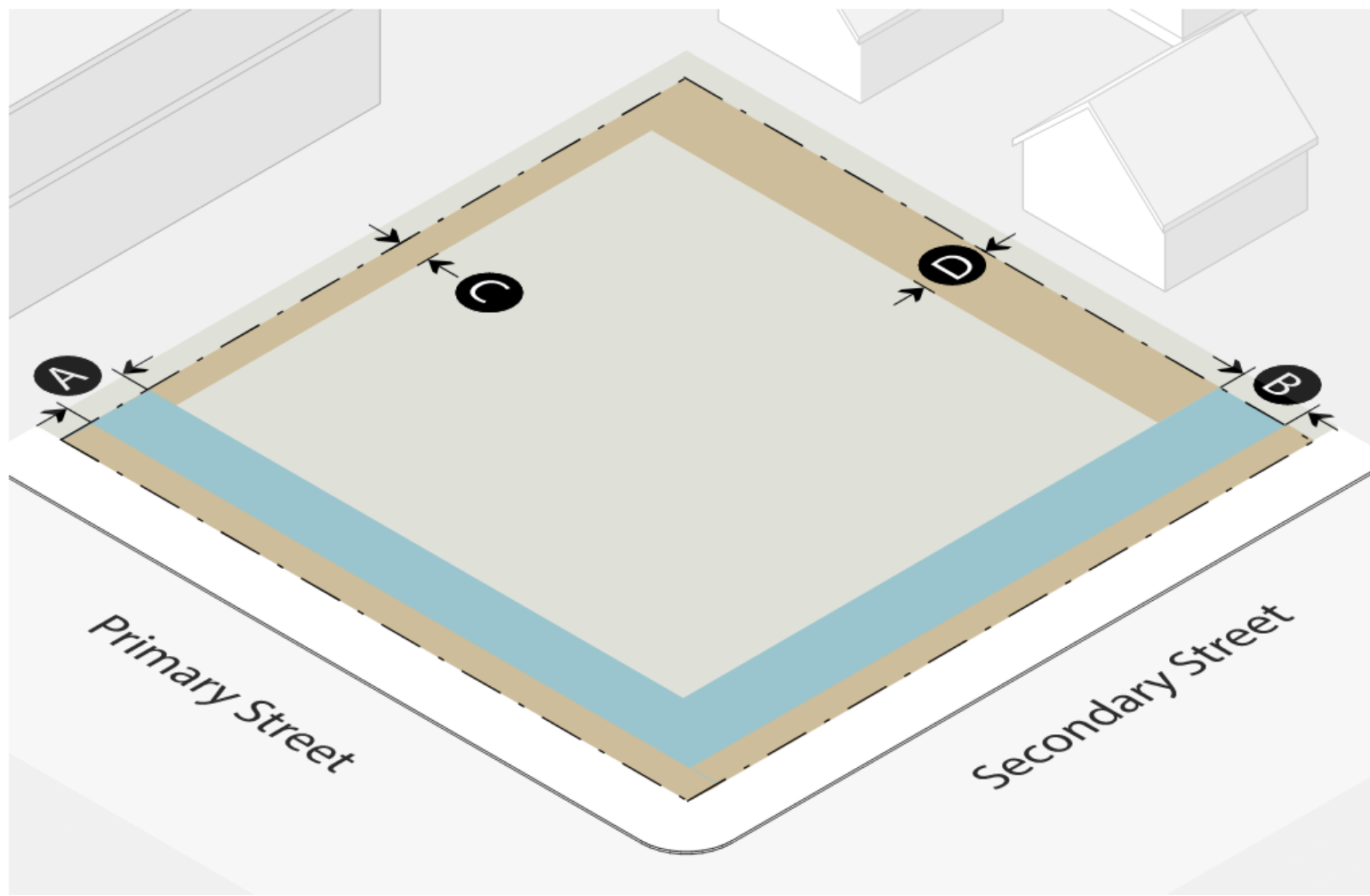


PEARL AVE.

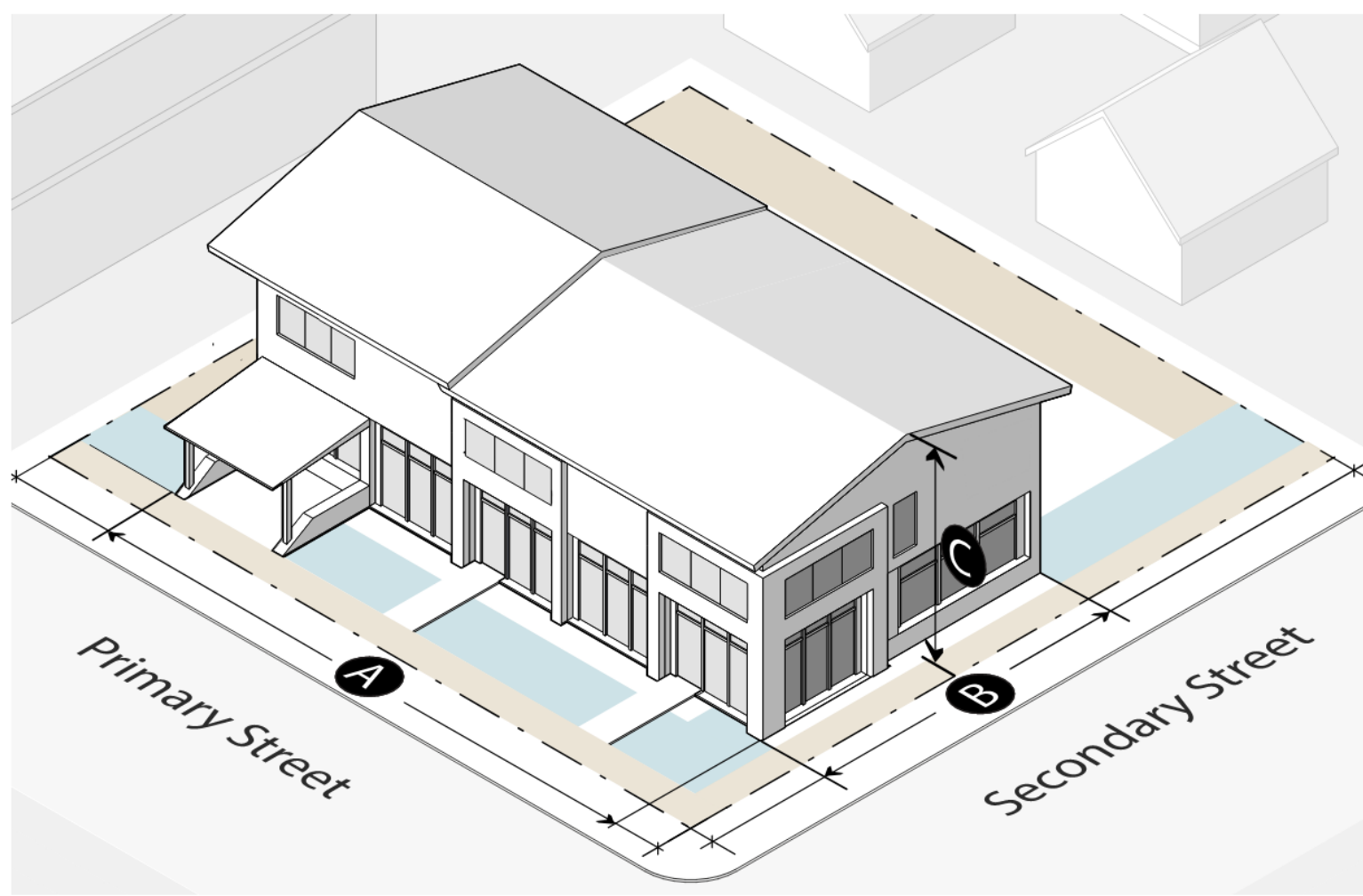
SIMPSON AVE.

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

### ZONING COMPLIANCE DATA TABLE | 22.10 OFFICE RESIDENTIAL (OR)

#### PHYSICAL DEVELOPMENT STANDARDS

##### 1) LOT STANDARDS

###### 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

FENCING HEIGHT IN PRIMARY / SECONDARY 4' None

HEIGHT IN INTERIOR SIDE / REAR 6' None

PARKING SETBACKS (All Proposed Parking at Rear Along Alley)

PRIMARY STREET 30' None

SECONDARY STREET 10' None

ACCESS (Curb Cut Width) 24' max None

##### 2) BULK STANDARDS

STREET FACADE

A. WIDTH OF GROUND & 2ND STORY 70% 84%

IN PRIMARY STREET SET BACK RANGE (% OF LOT WIDTH) N/A

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 FAR REQUIREMENT.

#### PARKING SPACES PROVIDED

INSTITUTIONAL USES

COURT FUNCTIONS (OFFICE & ASSEMBLY) Independent Calc. 11 (off street)

4 (on street)

15 total

#### TOTAL 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

DISTRICT COURT 4

CIRCUIT COURT 4

VISITORS / DELIVERIES 4

SUB-TOTAL 18

ASSUME 15% OF TRIPS NON-AUTOMOBILE (-3 spaces)

TOTAL PARKING DEMAND 15 SPACES OF DEMAND

#### SNOW STORAGE PER I.D.R. 6.2.5.C

REQUIRED: A MINIMUM SITE AREA REPRESENTING 2.5% OF THE TOTAL

REQUIRED OFF-STREET PARKING AND LOADING AREA.

TOTAL OFF STREET PARKING AREA: 1,660 SF

SNOW STORAGE AREA REQUIRED (2.5% of 1,660): 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

## TETON COUNTY

### COURTS - MODULARS

250 E Simpson Ave

Jackson, WY 83001

24-031

#### Owner

Teton County

P.O. Box 3594

185 S. Willow Street

Jackson, WY, 83001

307 732 8409

#### Architect

Anderson Mason Dale

3198 Speer Boulevard

Denver, Colorado 80211

303 294 9448

www.amdarchitects.com

#### Structural Engineer

KLA&A

215 North 12th St, Unit E

Carbondale, CO 80623

970 510 5703

www.klaa.com

#### Mechanical, Electrical & Plumbing Engineers

Cator, Ruma & Associates, Co.

896 Tabor Street

Lakewood, CO 80401

303 232 2200

www.catoruma.com

#### Technology, AV & Security Engineers

BCER Engineering Inc

5420 Ward Road

Arvada, CO 80002

719 533 1112

www.bcer.com

#### Civil Engineer

Jorgensen Associates

1315 HWY 89 S., Suite 201

PO Box 9550

Jackson, WY 83002

307 733 5150

www.jorgeng.com

#### Owner's Representatives

Berning Project Management

PO Box 485

Victor, ID 83455

307 699 3733

Wember

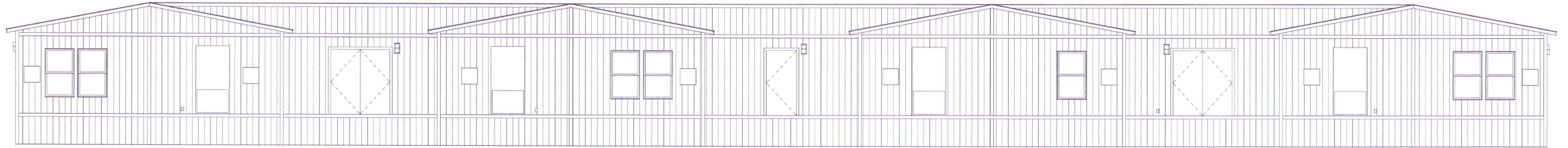
7350 E Progress Pl #100

Greenwood Village, COO 80111

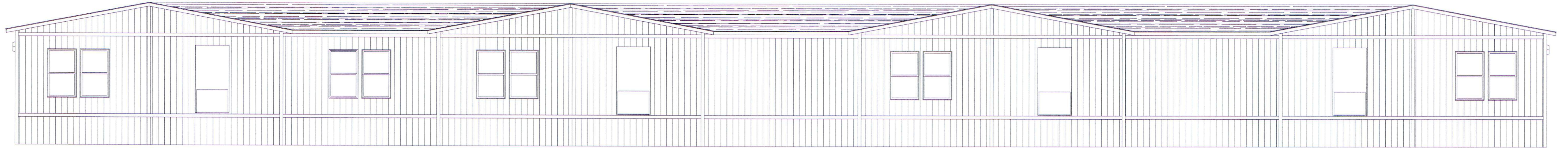
303 378 4130

## SITE PLAN

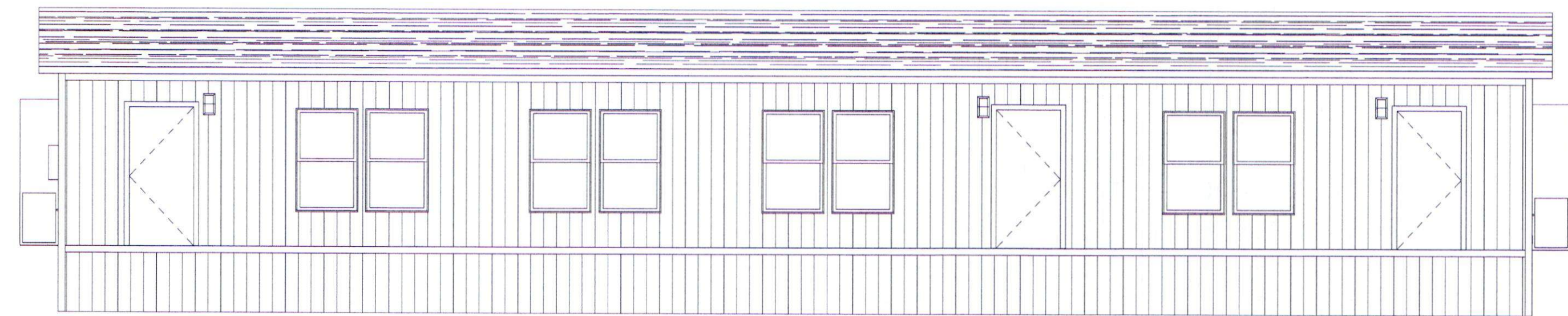




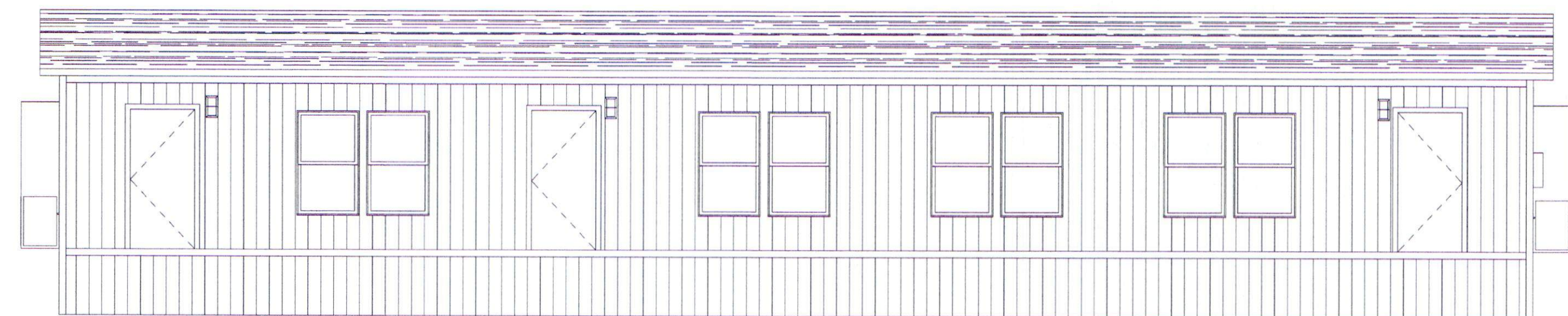
① East Elevation  
3/16" = 1'-0"



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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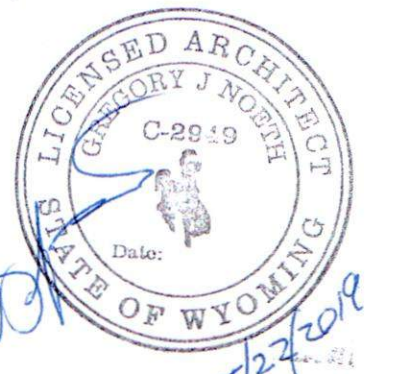
201 WEST FIRST STREET  
P.O. BOX 496  
SOUTH WHITLEY, IN 46787  
PHONE: 260.723.5131  
FAX: 260.723.6396  
www.whitleyman.com

dba: Whitley East  
84 HESS ROAD  
LEOLA, PA 17540  
PHONE: 717.656.2081  
www.whitleyman.com  
dba: Modular Builders  
2756 FORT WAYNE ROAD  
P.O. BOX 505  
ROCHESTER, IN 46875  
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