



# TOWN OF JACKSON

## PLANNING & BUILDING DEPARTMENT

### TRANSMITTAL MEMO

**Town of Jackson**

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

**Teton County**

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

**Federal Agencies**

- Army Corp of Engineers

**Utility Providers**

- Qwest
- Lower Valley Energy
- Bresnan Communications

**Joint Town/County**

- Parks & Recreation
- Pathways
- Joint Housing Dept.

**State of Wyoming**

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

**Special Districts**

- Start
- Jackson Hole Fire/EMS
- Regional Transportation

Date: July 3, 2025	<b>REQUEST:</b>
Item: P25-118	The applicant is submitting a request for a Basic Use Permit 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 (Institutional Use) at the property located at 252 and 254 E. Simpson Avenue and 200 S. Willow Street.
Planner: Tyler Valentine Phone: 733.0440 ext. 1305 Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	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	<b>Please respond by: July 24, 2025</b>
For Departments not using SmartGov, please send responses via email to <a href="mailto:planning@jacksonwy.gov">planning@jacksonwy.gov</a>	

**Applicant**

Jason Berning  
Berning Project Management

PO Box 485

Victor, ID 83455



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**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)

**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](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

\_\_\_\_\_  
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 \_\_\_\_\_

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**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)

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	<b>Amendments to the LDRs</b>
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)	<b>Miscellaneous</b>
<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

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Have you attached the following?

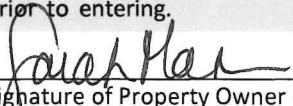
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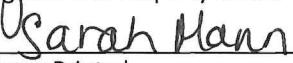
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Signature of Property Owner or Authorized Applicant/Agent

  
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 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 modulars 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.

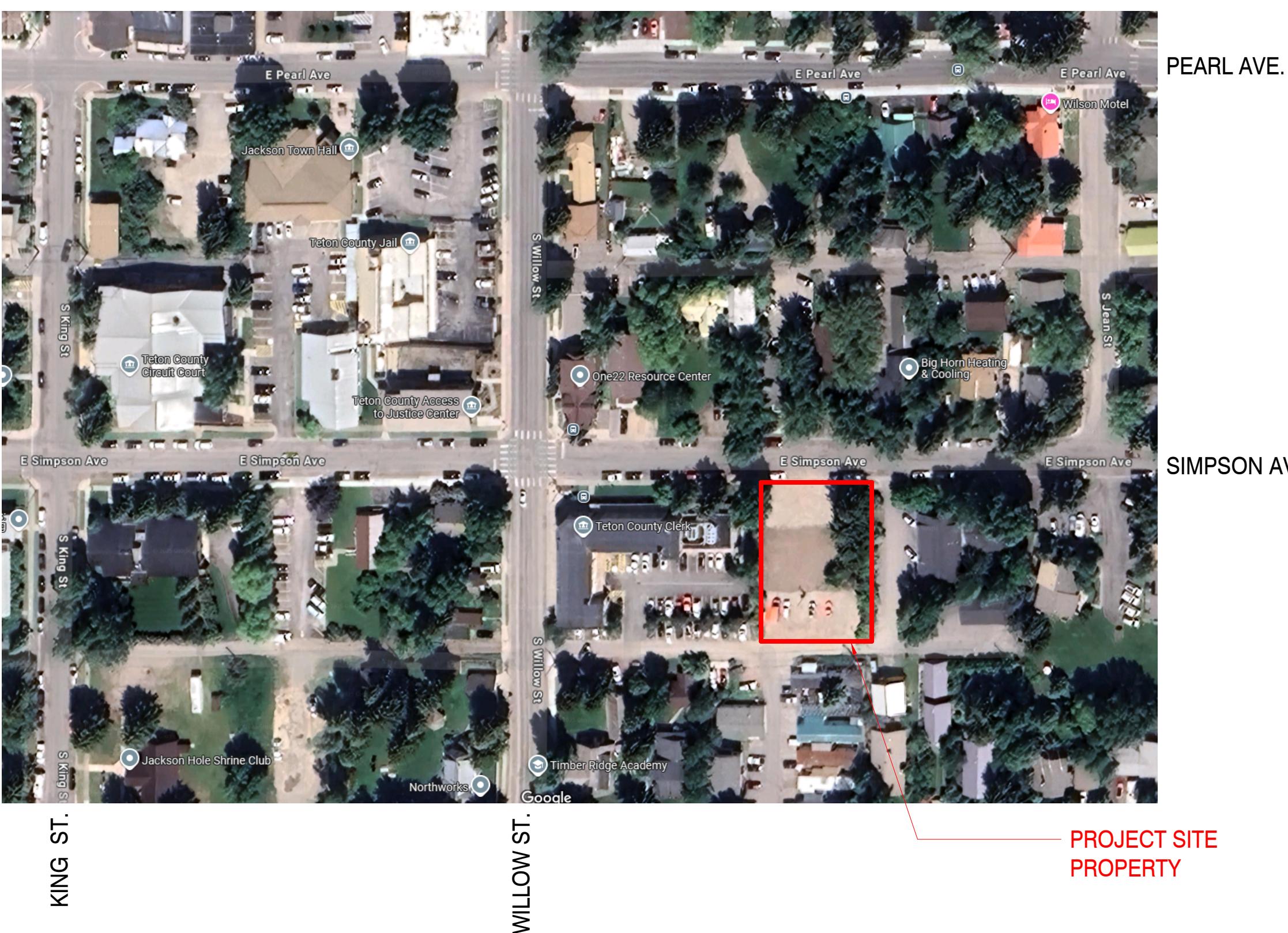
The two courtrooms in the modular units will be used for hearings and small court functions. Jury trials will not be held in the modulars, but will be held in the existing Hansen Courthouse buildings. The temporary Teton County Sheriff and County attorneys' offices are in a rented office building on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

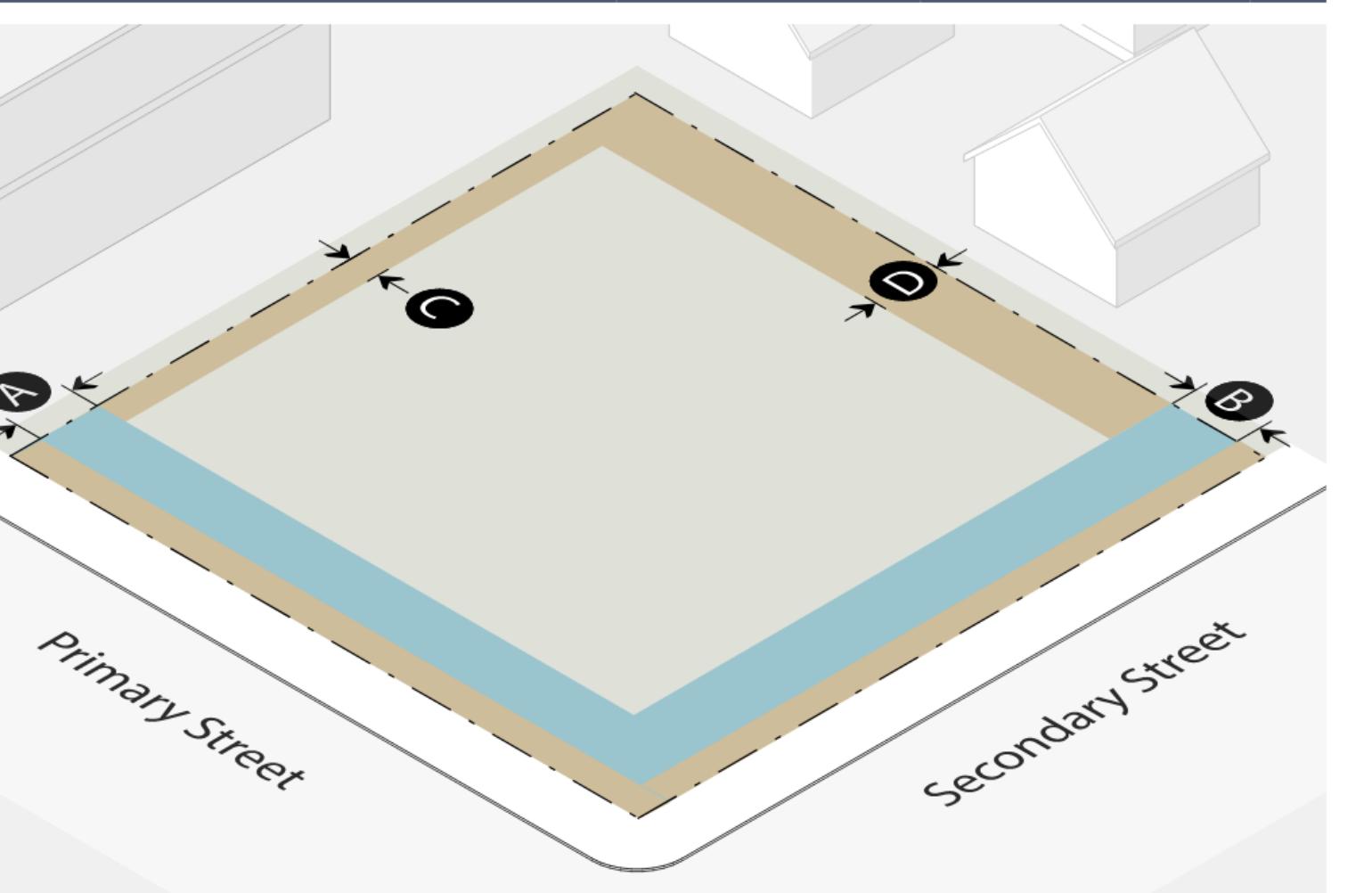


PEARL AVE.

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.catroruma.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

PARKING lot 1/12 Spaces

FENCING HEIGHT PRIMARY / SECONDARY 4' None None

HEIGHT IN INTERIOR SIDE / REAR 6' None None

PARKING SETBACKS (All Proposed Parking at Rear Along Alley)  
PRIMARY STREET 30' None None

SECONDARY STREET 10' None None

ACCESS (Curb Cut Width) 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

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 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

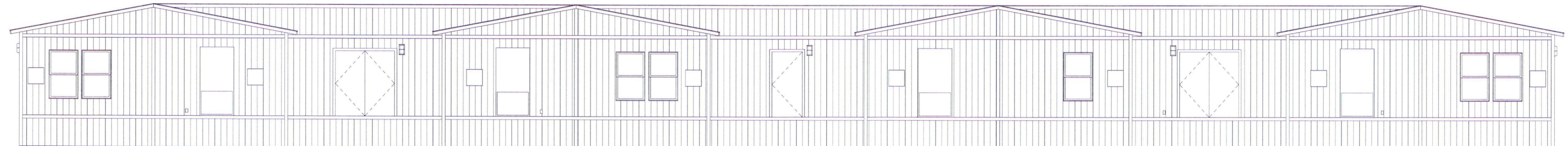
1. THIS DRAWINGS IS NOT FOR CONSTRUCTION

2. GENERAL SITE PLAN FOR TOWN OF JACKSON PRE-APPLICATION SUBMITTAL

PRE APPLICATION

11 JUNE 2025

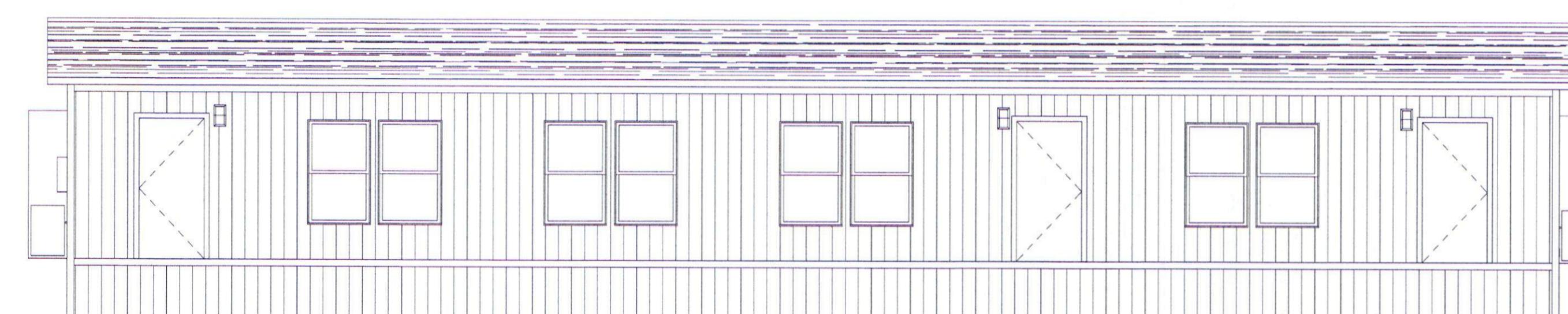
## SITE PLAN



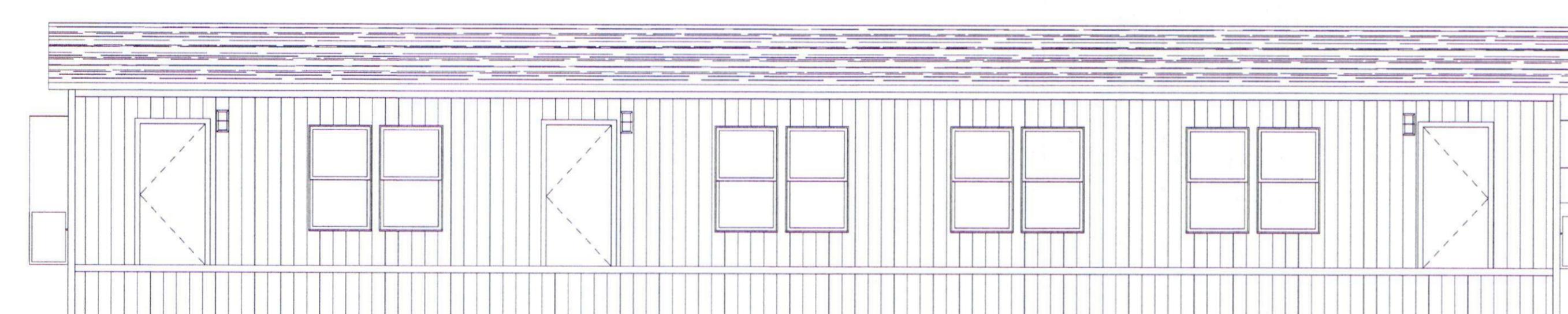
① East Elevation  
3/16" = 1'-0"



② West Elevation  
3/16" = 1'-0"

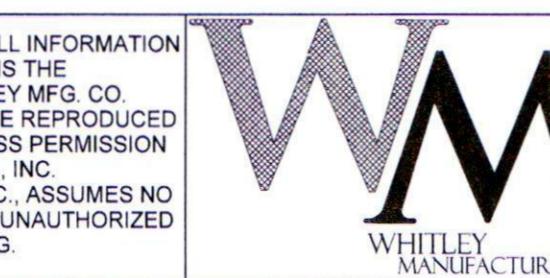


③ North Elevation  
3/16" = 1'-0"



④ South Elevation  
3/16" = 1'-0"

No.	Description	Date	No.	Description	Date



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64 HESS ROAD  
LEOLA, PA 17540  
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SO: Whitleyman.com  
db: 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