



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: July 3, 2025	REQUEST: 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.
Item: P25-118	
Planner: Tyler Valentine Phone: 733.0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner 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
Applicant 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.
Please respond by: July 24, 2025	
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: _____
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/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 #: _____ 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

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.

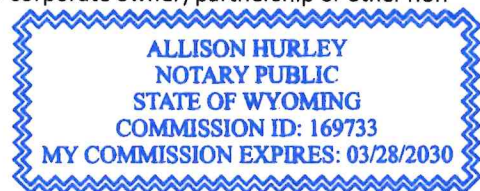
Jason Berning

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
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Fees Paid _____

Date & Time Received _____

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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

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Use Permit

☒ Basic Use

____ Conditional Use

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____ Development Option Plan

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____ Zoning Compliance Verification

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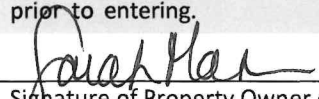
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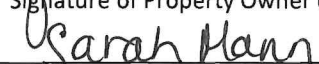
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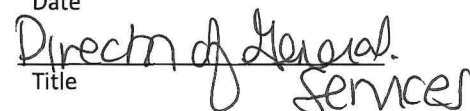
Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application,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

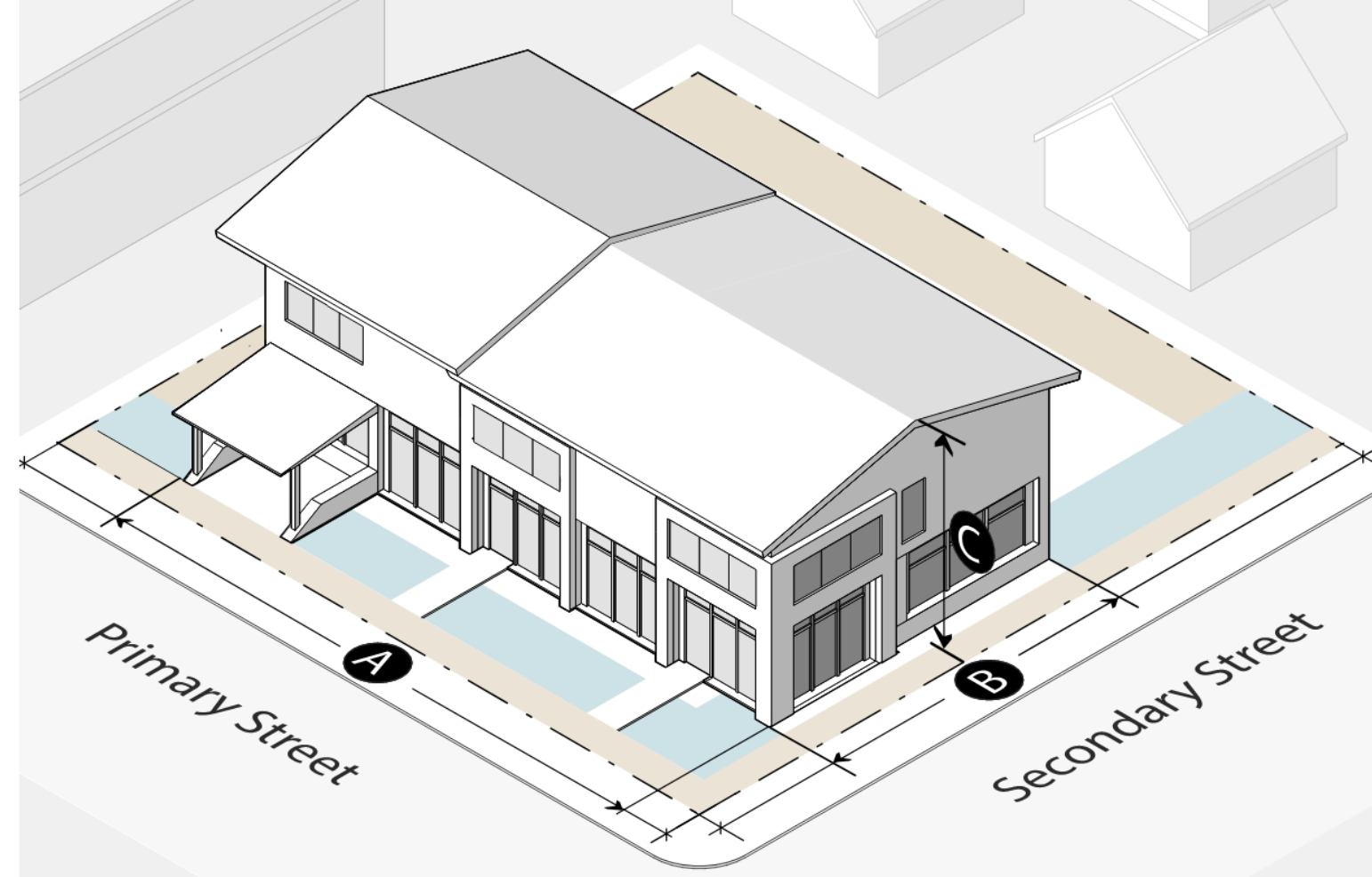
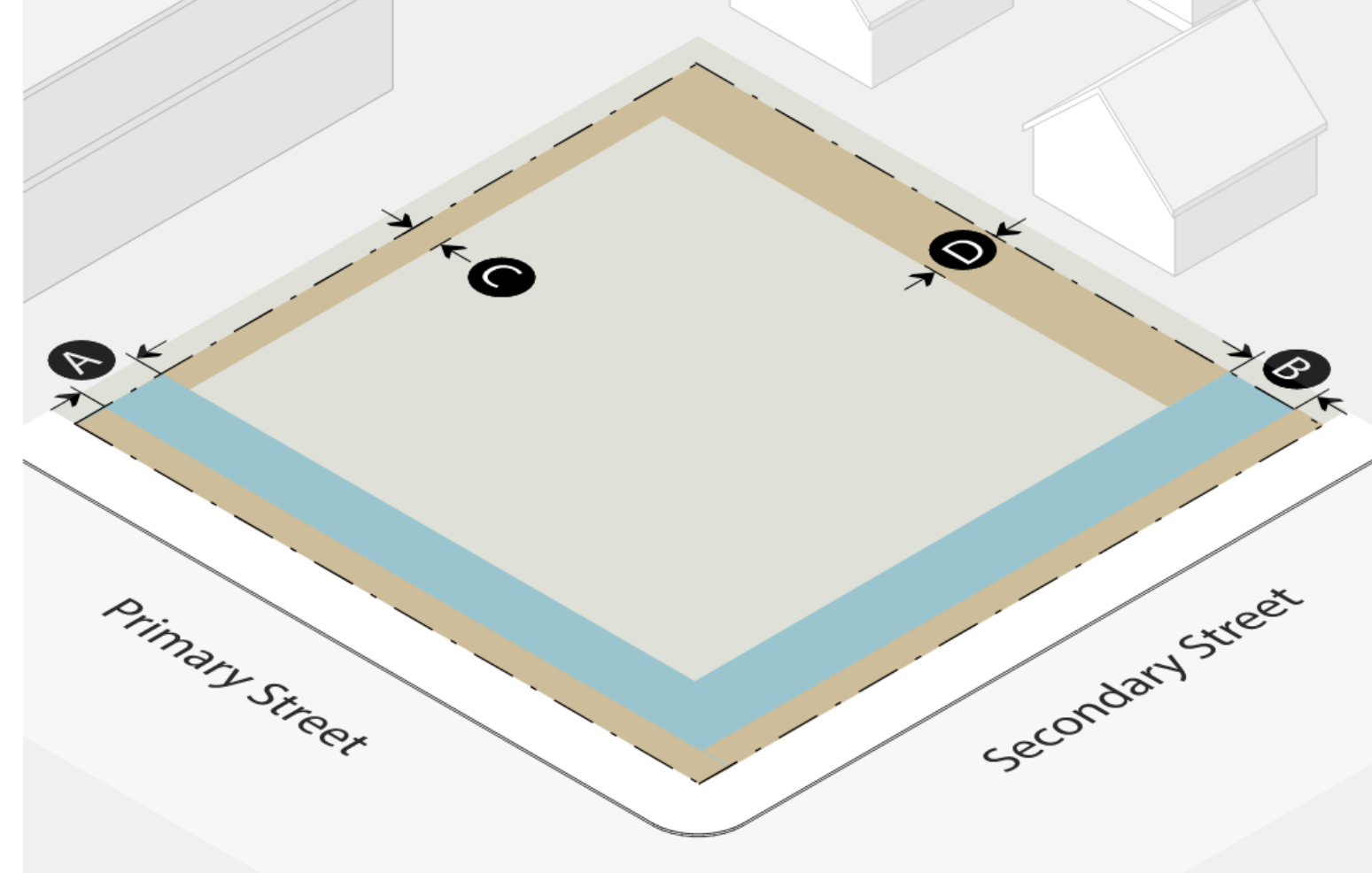
The project does not include affordable housing provisions and is assumed to be satisfied with Teton County's current commitments to housing projects and existing housing stock.

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.



KING ST.

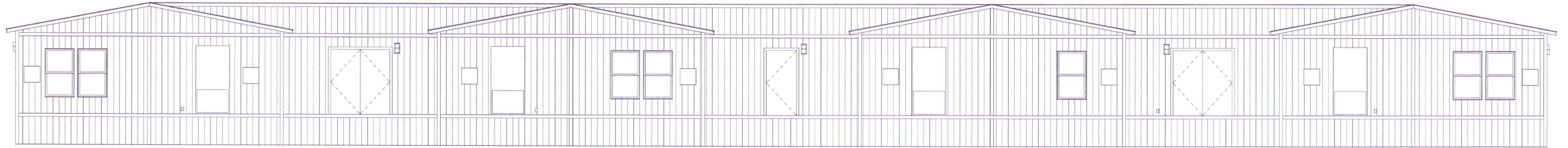
WILLOW ST.



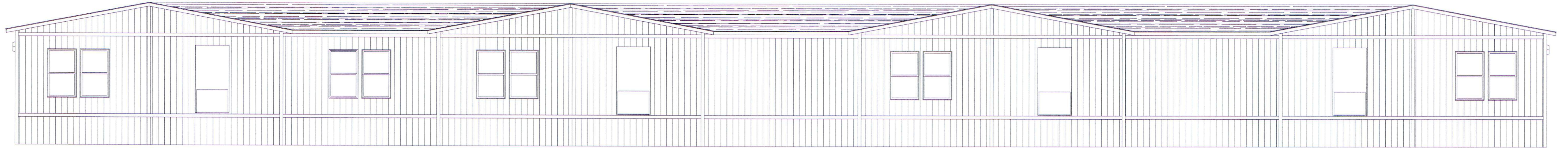
Wember
7350 E Progress Pl #100
Greenwood Village, CO 80111
303 378 4130

A-100

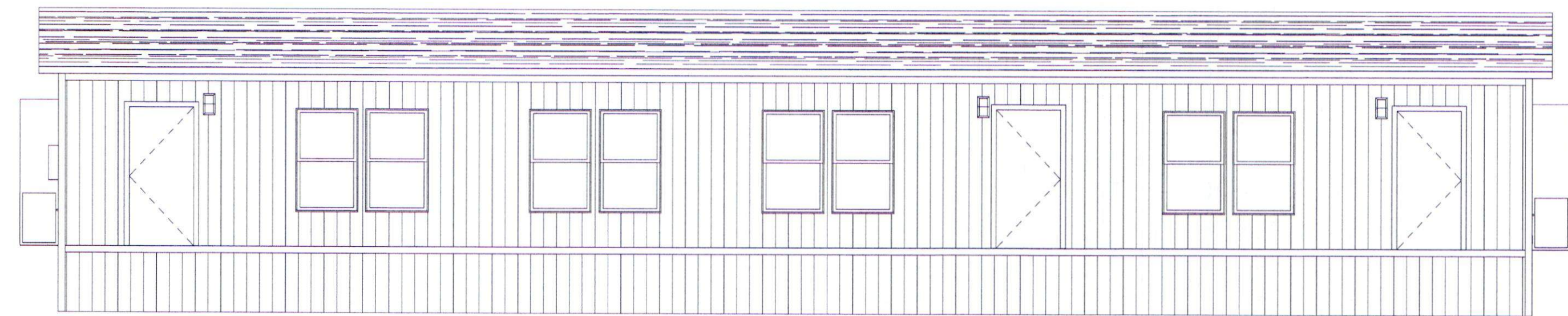
A-100



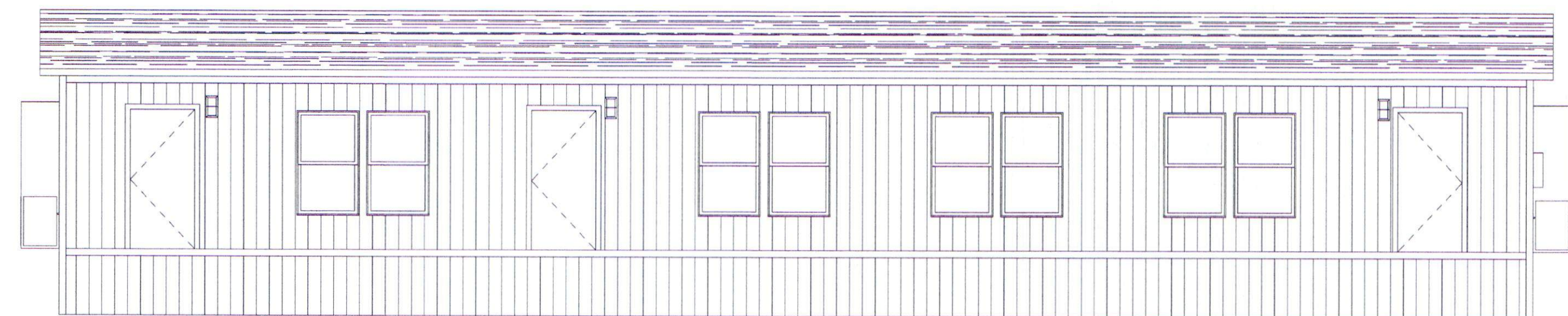
① East Elevation
3/16" = 1'-0"



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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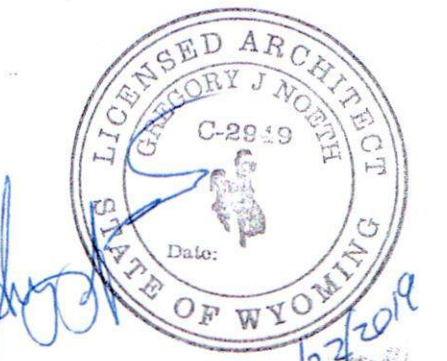


201 WEST FIRST STREET
P.O. BOX 496
SOUTH WHITLEY, IN 46787
PHONE: 260.723.5131
FAX: 260.723.6396
www.whitleyman.com

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