



TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

- ☒ Public Works/Engineering
- ☐ Building
- ☐ Environmental Stewardship
- ☒ 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
- ☐ Regional Transportation

| | |
|--|--|
| Date: August 28, 2025 | REQUESTS: The applicant is submitting a request for an ADA parking space in the Town right-of-way to be dedicated to the temporary Justice Center modulars at 252 & 254 E. Simpson Ave. This request is being made in accordance with Municipal Code Section 10.04.392.A. – Signage and curb markings. PIDN: 22-41-16-34-2-16-005 & 22-41-16-34-2-16-004 For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you. |
| Item #: PM25-007 | |
| Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov | |
| Owner Teton County Jodi Pond PO Box 1727 Jackson, WY 83001 Applicant Jason Berning PO Box 485 Victor, ID 83455 | |
| Please respond by: September 12, 2025 (with Comments) | |

RESPONSE: For Departments not using SmartGov, please send responses via email to planning@jacksonwy.gov

August 27, 2025

Dear Town of Jackson Planning:

This letter is to serve as a request by Teton County to add an ADA parking stall in front of lots 252 and 254 E. Simpson Avenue. The ADA parking spot is proposed to satisfy ADA parking requirement for temporary Teton County courtroom and clerk operations through the course of constructing the new Teton County Justice Center. The space will be utilized from January, 2026 through Summer of 2028. The request is for the parking stall to be utilized for the duration of the project. The proposed location is shown in the attached site plan. Teton County only requests adding the ADA stall for the course of Teton County Justice Center construction but is open to keeping in place beyond construction if seen as a benefit by Town of Jackson and Teton County.

Please reach out if you have any questions. Thank you.

Best,
Jason Berning PE, LEED AP
Berning Project Management
berningpm@gmail.com
307-699-3733

TETON COUNTY -
TEMPORARY USE
MANUFACTURED
BUILDINGS

250 E Simpson Ave
Jackson, WY 83001

24-031.03

TETON COUNTY

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
2115 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

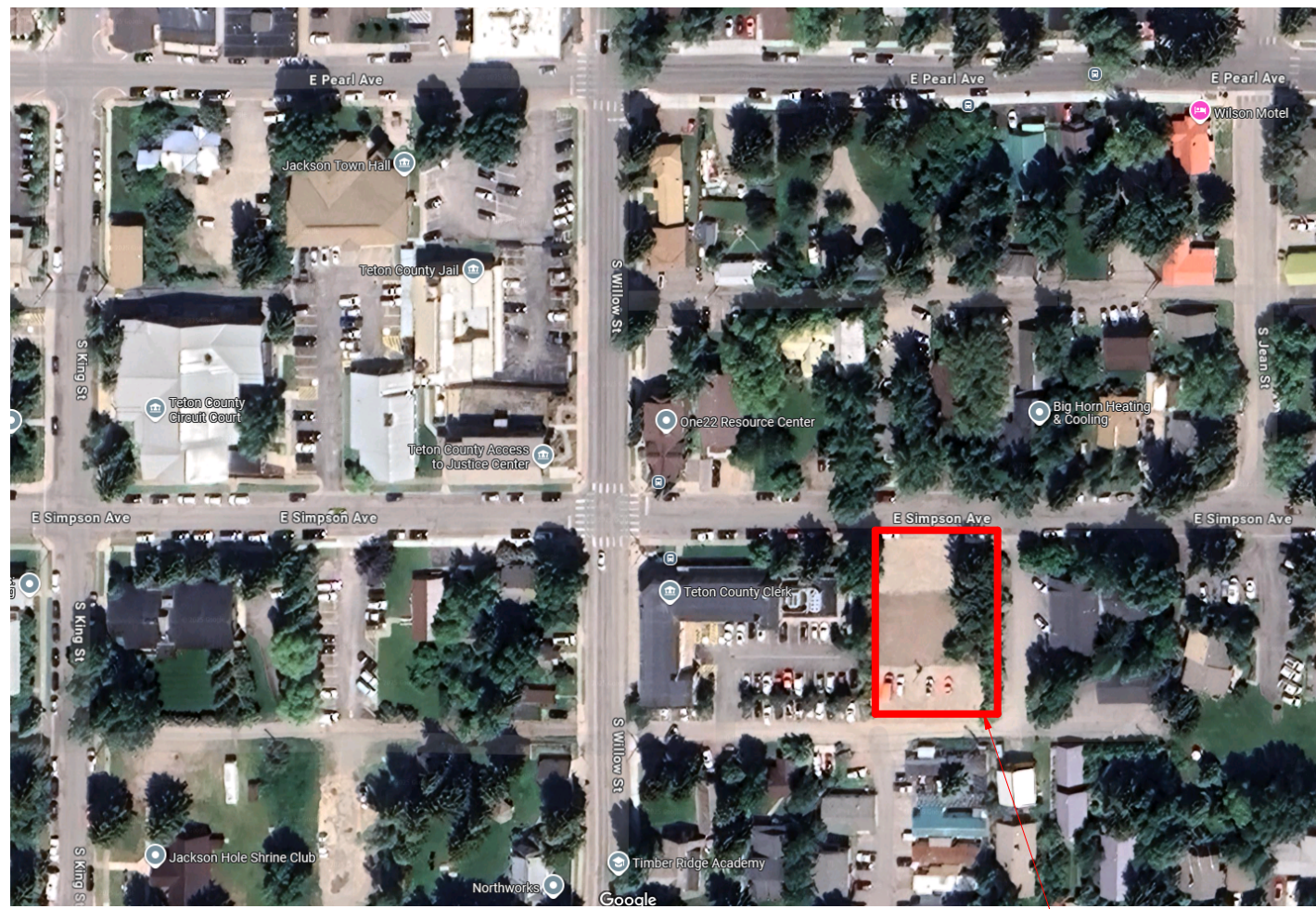
Wiemer
7350 E Progress Pl #100
Greenwood Village, CO 80111
303 378 4130

PRE APPLICATION 20 JUNE 2025
CONSTRUCTION DOCUMENTS 06 SEPTEMBER 2025

SITE PLAN

A-001

VICINITY MAP



PEARL AVE.

SIMPSON AVE.

KING ST.

WILLOW ST.

PROJECT SITE
PROPERTY

LANDSCAPE MATERIALS LEGEND

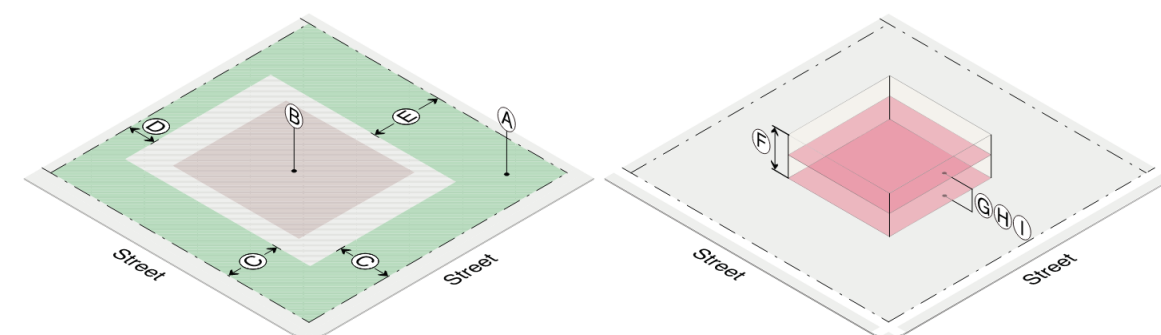
| | | | |
|--|-----------------|--|--|
| | CONCRETE PAVING | | SOD (DESIGN BUILD IRRIGATION SCOPE) |
| | SNOW STORAGE | | MINERAL MULCH OVER WEED BARRIER FABRIC |

PLANT LEGEND

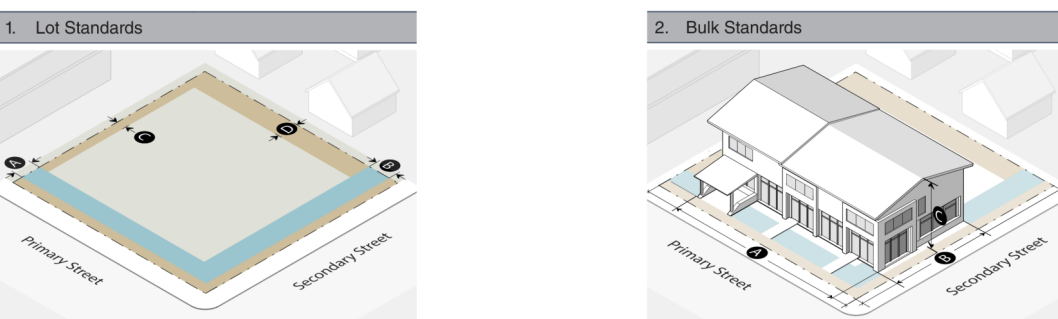
| ABBR. | BOTANICAL NAME | COMMON NAME | SIZE | COMMENTS |
|-------|-------------------------------|----------------------|------------|------------------|
| AFA | DECIDUOUS TREES | | | |
| PA | ACER FREEMANII / AUTUMN BLAZE | AUTUMN BLAZE MAPLE | 2-5" CAL. | B&B, STAKE & GUY |
| PT | POPULUS X ACUMINATA | LANCELEAF COTTONWOOD | 2-5" CAL. | B&B, STAKE & GUY |
| | POPULUS TREMULOIDES | QUAKING ASPEN | 6-10 CLUMP | B&B, STAKE & GUY |

Teton County requests to add a ADA parking spot in front of 250 E Simpson Ave for use by temporary courthouse and offices utilized for construction of the new Justice Center.

4.2.1 PUBLIC / SEMI-PUBLIC - TOWN (P/SP-ToJ) LOT STANDARDS AND BULK STANDARDS (FOR REFERENCE ONLY)



2.2.10 OFFICE RESIDENTIAL (OR) LOT STANDARDS AND BULK STANDARDS (FOR REFERENCE ONLY)



PROPOSED TEMPORARY MODULAR BUILDINGS / PROJECT DATA

THE PROPOSED BUILDINGS ARE TEMPORARY MODULAR STRUCTURES TO REMAIN ON SITE THROUGH THE CONSTRUCTION AND MOVE-IN OF THE NEW TETON COUNTY JUSTICE CENTER
LOT SIZE: 15,000 SQ FT
BUILDING AREA: 8,996 SQ FT
NUMBER OF STORIES: 1 STORY
BUILDING HEIGHT: 14' TO TOP OF ROOF
ZONING CHANGE PROPOSED: FROM OFFICE/ RESIDENTIAL (OR) TO (P/SP)

PROPOSED ZONING CHANGE | 4.2.1 PUBLIC / SEMI-PUBLIC - TOWN (P/SP-ToJ)

STRUCTURE LOCATION AND MASS

| | |
|--------------------------|-----|
| A. LSR (MIN): | N/A |
| B. LOT COVERAGE (MAX): | N/A |
| C. STREET SETBACK (MIN): | N/A |
| D. SIDE SETBACK (MIN): | N/A |
| E. REAR SETBACK (MIN): | N/A |
| F. HEIGHT (MAX): | N/A |
| G. STORIES (MAX): | N/A |
| H. STORIES (LO) (MAX): | N/A |
| I. FAR (MAX): | N/A |

BASIC USE PERMIT COMPLIANCE DATA

THE FOLLOWING REQUIREMENTS ARE TO BE MET

- (BUP) BASIC USE PERMIT
- PARTIAL VACATION OF INTERNAL COUNTY OWNED PROPERTY LINES (IDENTIFIED ON PLAN)
- ZONING CHANGE (FROM OFFICE/ RESIDENTIAL TO PUBLIC / SEMI-PUBLIC (P/SP-ToJ))
- ADA ACCESSIBLE PARKING (IDENTIFIED ON PLAN)
- BUILDING, ENGINEERING AND FIRE TOJ REQUIREMENTS

ZONING STANDARDS ARE NOT REQUIRED (I.E. BY PARKING, LANDSCAPING, BIKE PARKING, SETBACK, FAR OR HEIGHT LIMITS, PAVED PARKING, SIDEWALKS, ETC.) AS DETERMINED BY THE TOJ PLANNING DEPT. FOR THE TEMPORARY NATURE OF THE PROPOSED STRUCTURES AND (BUP) BASIC USE PERMIT

THE DATA TABLE BELOW PROVIDES REFERENCE TO (2.2.10) OFFICE RESIDENTIAL (OR) ZONING - THIS IS ONLY TO DEMONSTRATE THE PROJECT GOAL TO FIT WITHIN THE CONTEXT AND SCALE OF THE SURROUNDING NEIGHBORHOOD.

1) LOT STANDARDS (BUP) NOT REQUIRED (OR) REFERENCE PROPOSED

| BUILDING SETBACKS | N/A | 5' min - 15' max | 12'-8" |
|-----------------------------------|-----|------------------|--------|
| A. PRIMARY STREET SETBACK RANGE | N/A | 5' min - 15' max | N/A |
| B. SECONDARY STREET SETBACK RANGE | N/A | 5' min | 5'-1" |
| C. SIDE INTERIOR SETBACK | N/A | 10' min | 26' |
| D. REAR SETBACK | N/A | | |

LANDSCAPING (% of Lot Surface) N/A 20% 21% (3,150sf)

PLANT UNITS N/A 1/1000 Landscape Area 3 Parking 1/12 Spaces 1

FENCING HEIGHT IN PRIMARY / SECONDARY N/A 4' None

HEIGHT IN INTERIOR SIDE / REAR N/A 6' None

PARKING SETBACKS (All Proposed Parking at Rear Along Alley)

PRIMARY STREET N/A 30' None

SECONDARY STREET N/A 10' None

ACCESS (Curb Cut Width) N/A 24' max None

2) BULK STANDARDS N/A (OR) REFERENCE PROPOSED

STREET FACADE A. WIDTH OF GROUND & 2ND STORY N/A 70% 84%

IN PRIMARY STREET SET BACK RANGE (% OF LOT WIDTH) N/A 35% N/A

B. WIDTH OF GROUND & 2ND STORY N/A 35% N/A

IN SECONDARY STREET SET BACK RANGE (% OF LOT WIDTH) N/A 35% N/A

BUILDING HEIGHT HEIGHT (MAX) N/A 30' 14'

STORIES (MAX) N/A 2 1

BUILDING STEP BACK N/A

SCALE OF DEVELOPMENT FLOOR AREA RATIO (FAR max) N/A 0.46 0.59

PARKING SPACES (N/A FOR BASIC USE PERMIT)

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

TOTAL PARKING SPACES PROVIDED 15 total

PARKING DEMAND SUMMARY (INDEPENDENT CALCULATION BASED ON USE)

*NOT REQUIRED FOR TEMPORARY CONDITION / BASIC USE PERMIT

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 DISTRICT 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

EVSE REQUIREMENTS (DIV 6.2.2) - N/A FOR BASIC USE PERMIT / TEMPORARY CONDITION

SNOW STORAGE PER LDR 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: 1,990 SF

SNOW STORAGE AREA REQUIRED (2.5% of 1,990): 49.75 SF

SNOW STORAGE PROVIDED: 55 SF

BIKE PARKING CALCULATIONS NONE REQUIRED PROPOSED

DESCRIPTION: BIKE PARKING SPACES

ASSEMBLY: 2357 SF N/A 2357/2200 - 2 SPACES

BUSINESS/OFFICE: 2556 SF N/A 2556/1650 - 2 SPACES

LEGEND

PROJECT PROPERTY LINE

ADJACENT PROPERTY LINES

SETBACKS

PUBLIC BUILDING ENTRY POINTS

SECURE / STAFF ENTRY POINTS

WORK NOTES

3203 BIKE RACKS

3206 ACCESSIBLE SIGNAGE

3207 MATCH / TERMINATE NEW DETACHED SIDEWALK INTO EXISTING DETACHE SIDEWALK

3209 ACCESSIBLE PARKING SPACE W/ ACCESSIBLE CURB RAMPS

3210 ACCESSIBLE CURB RAMP

3213 FLAG POLE (PROVIDE FINAL DOWN LIGHT FIXTURE)

3216 MINERAL MULCH OVER WEED BARRIER FABRIC

3219 PARKING / PAVEMENT STRIPING

3220 NO PARKING IN DRIVE AISLE SIGN

3221 EXISTING CURB AND DRIVE AISLE TO REMAIN UNDISTURBED

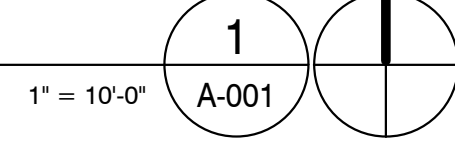
GENERAL NOTES

1. THIS DRAWING IS NOT FOR CONSTRUCTION

2. GENERAL SITE PLAN FOR TOWN OF JACKSON BUILDING USE PERMIT SUBMITTAL

SITE PLAN

5' 10' 20' 40' A-200





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.

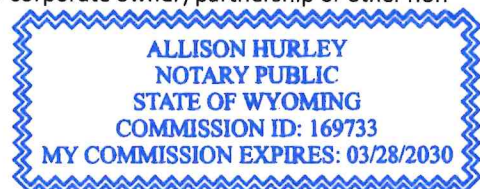
Jason Berning

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: _____
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