



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: October 3, 2025 Item: P25-156	REQUEST: The applicant is submitting a request for a Zoning Map Amendment for the properties located at 252 & 254 E Simpson Ave, from OR-Office Residential to P/SP-Public/Semi Public.
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
Owner Teton County PO Box 1727 Jackson, WY 83001	
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: October 22, 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.

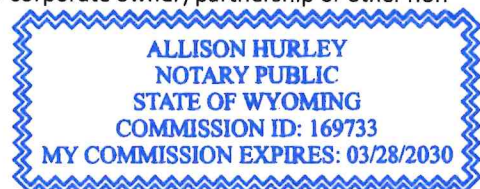
Jason Berning

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
Planning & Building Department

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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/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

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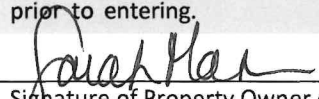
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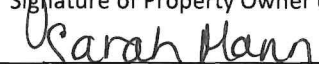
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Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

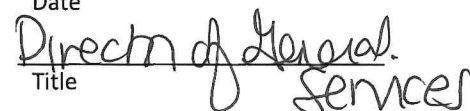
Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application,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

October 1, 2025

Town of Jackson Planning:

Teton County requests a Zoning Map Amendment for the lots located at 252 and 254 E. Simpson Avenue. Teton County owns the lots at 252 and 254 E. Simpson, which together are .34 acres in size. The map amendment requests the zoning of these lots from an OR: Office Residential zone to a P/SP: Public/Semi-Public zone. Teton County has requested in a separate planning application partially vacate, without replat, the property lines between 252 and 254 E. Simpson and 200 S.

The proposed zoning change to a P/SP zone will allow Teton County to use the property under the current Land Development Regulations (LDR) for facilities of a public or semi-public nature. A neighborhood meeting was held on August 13, 2025.

The Zoning Map Amendment meets the following findings for approval.

- Is consistent with the purposes and organization of the LDRs
 - o The zoning of the lots to be changed to P/SP are owned by Teton County and will be used for public use per 4.2.1 – Public/Semi-Public zoning requirements.
- Is necessary to address changing conditions or a public necessity
 - o The zoning change is required to allow the lots to be utilized by the County as the temporary court facilities during the construction of the new Teton County Justice Center. In addition the zoning change is needed to provide consistency of zoning of County owned lots.
- Is consistent with the other adopted Town Ordinances
 - o This zoning change to P/SP is consistent with other lots within the Town of Jackson owned by Teton County.

Please reach out if you have any questions.

Jason Berning PE, LEED AP
Berning Project Management
307-699-3733

July 29, 2025

Dear Property Owner or Resident:

This letter is to inform you about a Zoning Map Amendment request by Teton County for the lots located at 252 and 254 E. Simpson Avenue and to invite you to a neighborhood information meeting where you can learn about the proposed zoning change and ask questions of the applicant.

Teton County owns the lots at 252 and 254 E. Simpson, which together are .34 acres in size. The zoning map amendment changes the zoning of these lots from an OR: Office Residential zone to a P/SP: Public/Semi-Public zone. Teton County has already requested that the Town of Jackson partially vacate, without replat, the property lines between 252 and 254 E. Simpson and 200 S. Willow Street, all of which are owned by Teton County. The E. Simpson lots are currently undeveloped. The Teton County Administration Building is located at the 200 S. Willow Street property and is presently zoned P/SP.

The proposed zoning change to a P/SP zone will allow Teton County to use the property under the current Land Development Regulations (LDR) for facilities of a public or semi-public nature. The P/SP zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs that cannot be accommodated in other zoning districts. Per the LDR, if the property were to be transferred into private ownership, the property shall be reclassified to an appropriate zoning district to allow private use pursuant to the Jackson/Teton County Comprehensive Plan.

We welcome and encourage your participation, as your input is an important part of the land use process. Please join us for a neighborhood meeting to discuss the proposal on August 13th from 12:15 pm to 1:00 pm. The meeting will be held online at the following link: <https://shorturl.at/Ybyji>. This is a Microsoft Teams Meeting and can also be joined by phone at 720-739-6647, conference ID: 925 905 409#. The meeting is an opportunity for you to provide input on the requested zoning changes and to have your questions answered directly by the applicant. Planning Department Staff may attend to provide advice about the applicable provisions of the Land Development Regulations, but staff will not facilitate or become involved in discussions about the advantages or disadvantages of the proposal.

If you are unable to attend the meeting, but would like to provide input or ask questions, please contact the County's Owner's Representative, Tom Farrens, Project Manager at Wember at 307-677 or tfarrens@wemberinc.com. We look forward to seeing you at the meeting.



Meeting Agenda

Project Name:	Teton County Relocation Services / Justice Center
Wember Inc. Project Number:	2023.18
Meeting Date:	August 13, 2025, 12:15 PM
Location:	On-line – Teams Meeting
Purpose:	Neighborhood Meeting Zoning Map Amendment

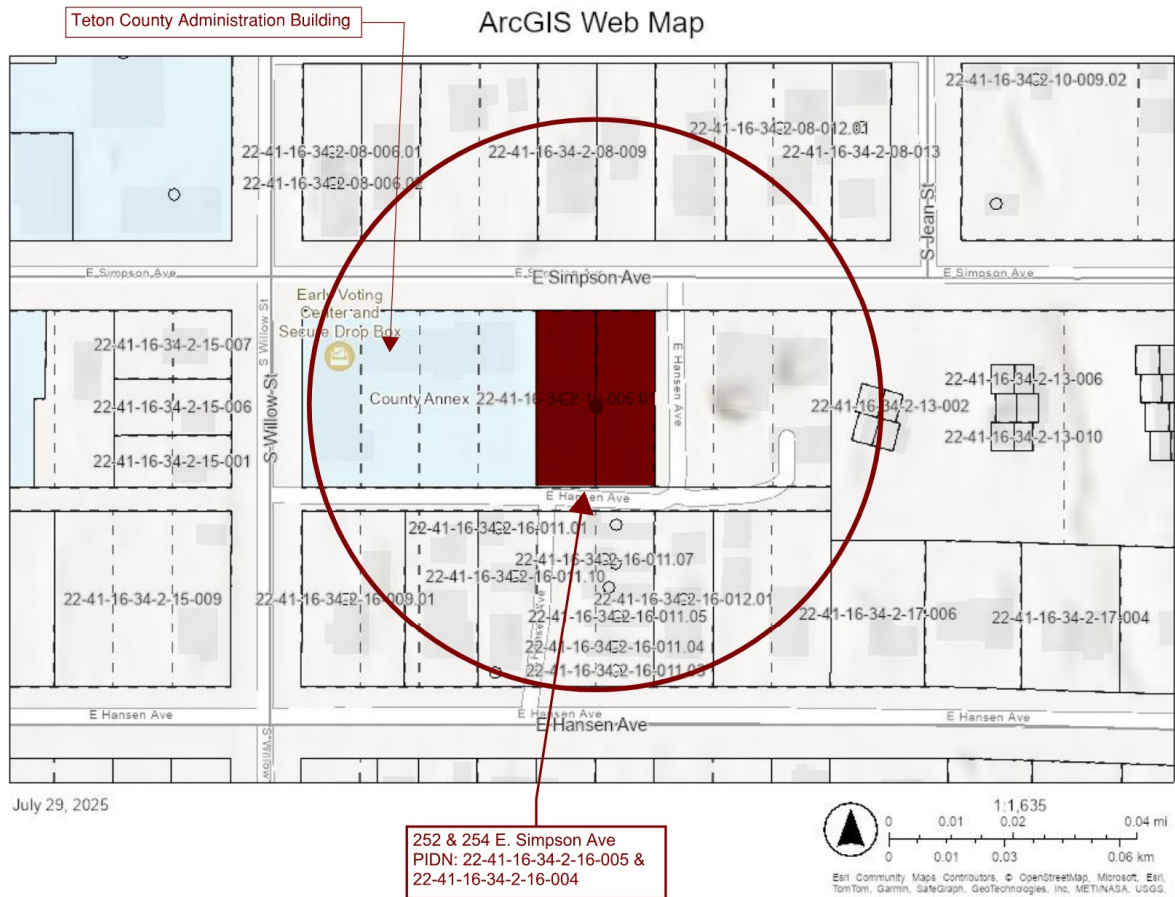
1. Introduction

- a. Teton County
 - i. Introduction
 - ii. Mark Erwin – Director of General Services
 - iii. Josiah Nash – Facilities Maintenance Manager
- b. Wember / Berning Project Management
 - i. Tom Farrens – Main Contact (307) 677-2219
 - ii. Jason Berning – (307) 699-3733
- c. Anderson Mason Dale - Architect
 - i. Introduction
 - ii. Role on Project
 - iii. James Taylor – Principal
 - iv. Stephan Hall – PM
 - v. CLB Architects – Cary Lakeman – Senior PM

2. PROJECT INTRODUCTION/DESCRIPTION

- a. This meeting is required to be held prior to the submittal of a Zoning Map Amendment to the Town of Jackson.
- b. The site is located at 252/254 E Simpson Ave, Jackson, WY 83001
- c. All addresses within 200' of the site were invited to this meeting.
- d. This site is currently zoned OR: Office Residential and it is requested to change the zoning to P/SP: Public/Semi-Public.
 - i. OR Zone General Intent. The intent of the Office Residential (OR) zone is to provide for employment with a mix of higher intensity housing options. Limited neighborhood-serving retail at key nodes is allowed to serve surrounding residential neighborhoods.
 - ii. P/SP Zone Intent. The purpose of the Public/Semi-Public—Town (P/SP) zone is to provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, the P/SP zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs, such as for height, floor area, setbacks, and impervious surface, that cannot be accommodated in other zoning districts. Land in the P/SP zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or hospital district. It is not the intent of these LDRs that property in the P/SP zone retain that designation after the property is divested by the public entity. At the time P/SP designated land is transferred, or is proposed to be transferred, into private ownership, the property shall be reclassified to an appropriate zoning district to allow private use pursuant to the Jackson/Teton County Comprehensive Plan.

- e. Currently, Teton County has requested from the Town of Jackson a Boundary Adjustment (with no replat) to eliminate the property lines between 252 and 254 E. Simpson, and between 252 E. Simpson and 200 S. Willow Street (Teton County Administration Building site).
- f. Teton County will utilize this site as temporary office space during the Justice Center construction project.



3. COMMUNICATIONS

- a. All questions are to be addressed to the Owner's Representative – Tom Farrens – Project Manager.
tfarrens@wemberinc.com

4. SCHEDULE

- a. Proposed Zoning Map Amendment Timeline:
- | | |
|-----------------------|---|
| Pre-Application | July 22, 2025 |
| Neighborhood Meeting | August 13, 2025 |
| Application Submittal | August 18, 2025 |
| Final Decision | Up to 150 Days after application deemed sufficient – January 2026 |

b. Proposed Temporary Office Project Timeline:

Schematic Design
Construction Documents for Building Permit
Relocation of temporary offices to the site
Permitting/ GMP
Installation/Construction
Move In

(subject to change)

June 2024 – December 2024

July 2025 – August 2025

August 2025

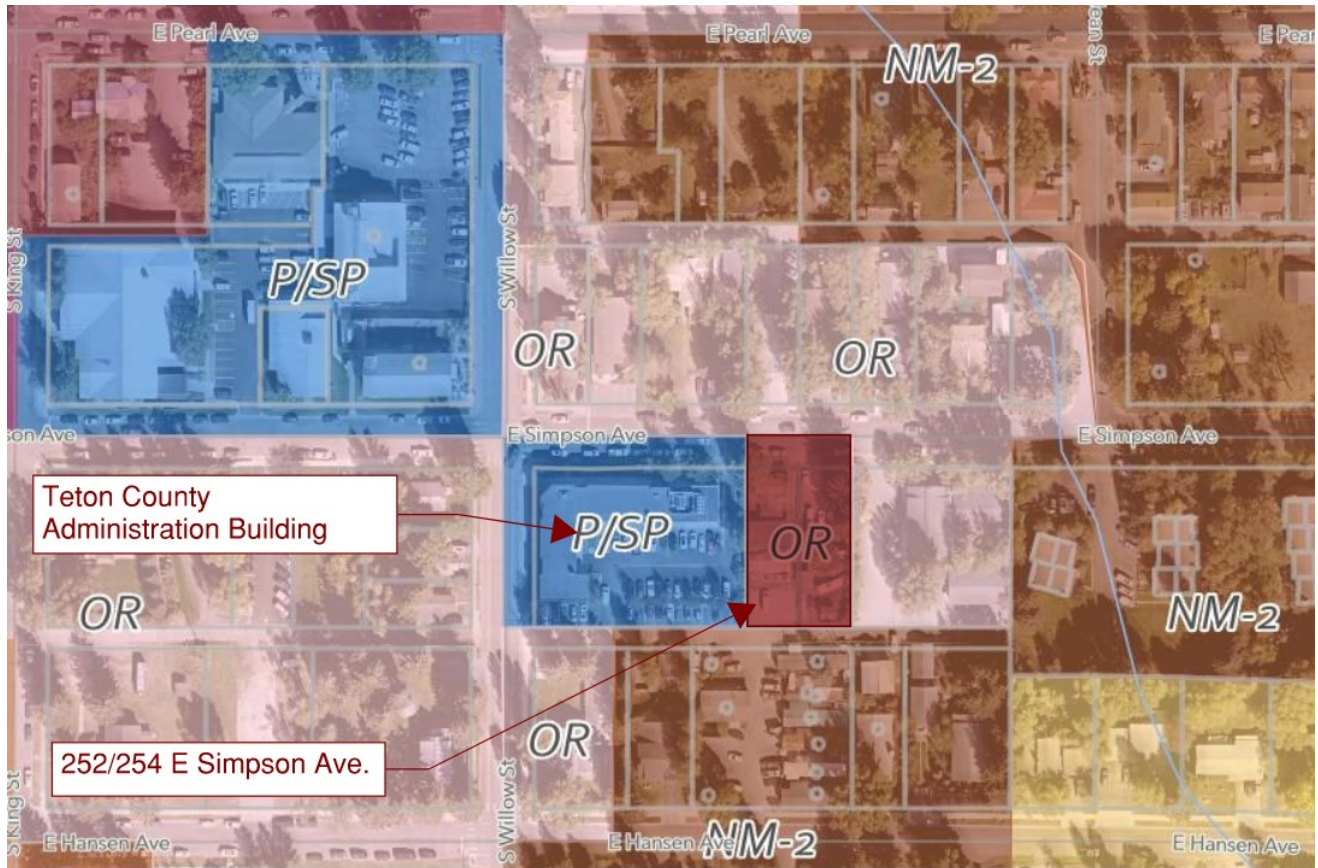
September 2025 – October 2025

November 2025 – January 2026

January 2026

5. Presentation

a. Review of the Zoning Map.



6. QUESTIONS

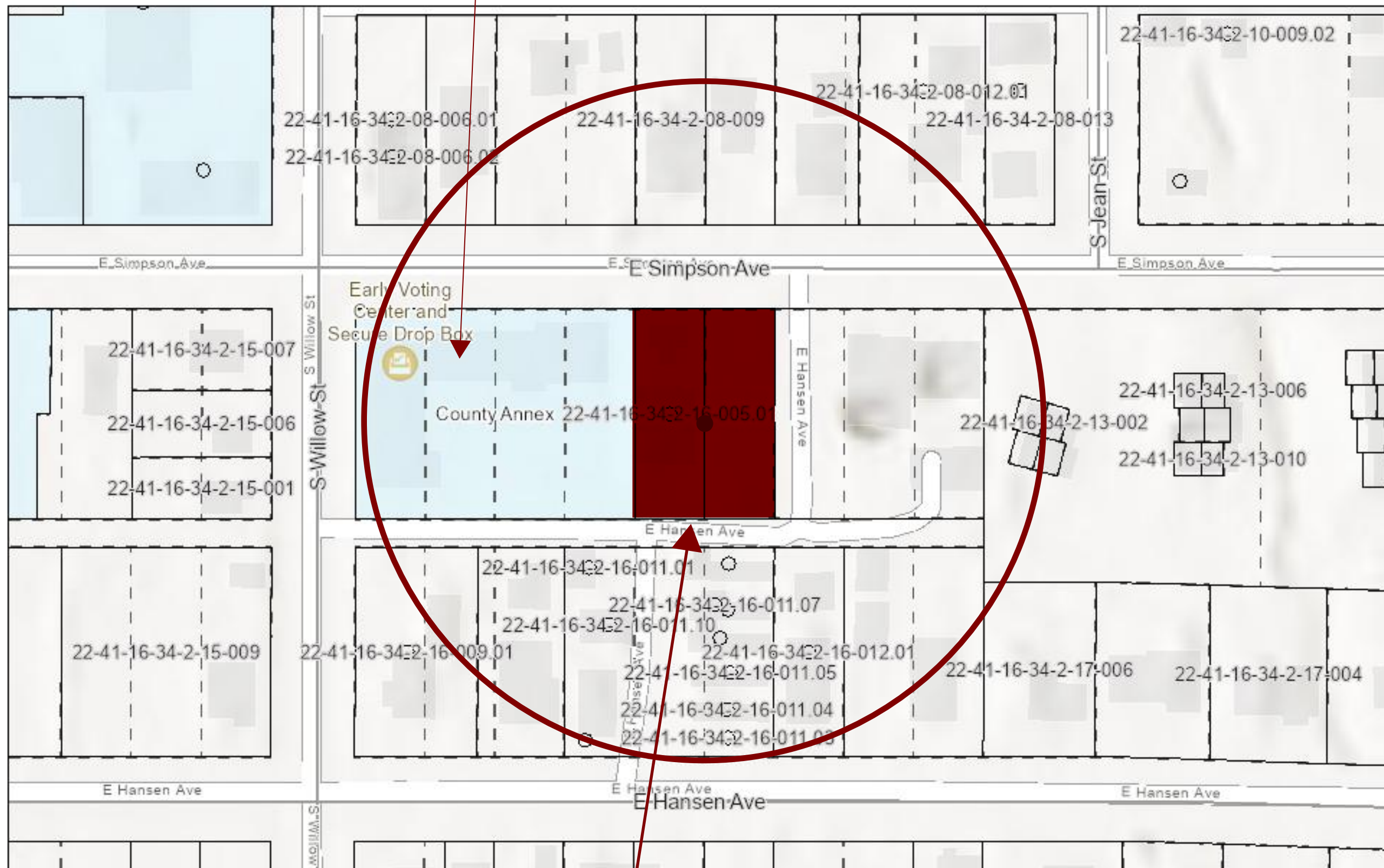
7. WRAP UP AND NEXT STEPS

- a. Teton County will submit an application for a Zoning Map Amendment to the Town of Jackson Planning Commission for recommendation. After the Planning Commission recommendation, a final decision will go before the Town of Jackson Town Council at a date to be determined.

8. ADJOURNMENT

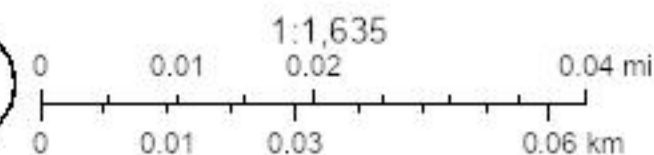
Teton County Administration Building

ArcGIS Web Map



July 29, 2025

252 & 254 E. Simpson Ave
PIDN: 22-41-16-34-2-16-005 &
22-41-16-34-2-16-004



Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS.

Teton County Zoning Change Neighborhood Meeting
August 13, 2025, 12:15 PM

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