



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 1, 2025	REQUEST:
Item: P25-126	The applicant is submitting a request for an optional Preapplication Conference for a By-Right 9256 sf Mixed-Use Development located at 290 N Millward Street, legally known as LOT 20, BLK.1, ORIGINAL TOWNSITE.
Planner: Katelyn Page Phone: 733.0440 ext. 1302 Email: kpage@jacksonwy.gov	PIDN: 22-41-16-28-4-06-002
Owner 290 Millward, LLC PO Box 673 Teton Village, WY 83025	For questions, please call Katelyn Page at 733-0440, x 1302, or email to the address shown below. Thank you.
Applicant Gregory Mason Krikor Architecture, LLC PO Box 4659 Jackson, WY 83001	Please respond by: July 22, 2025
For Departments not using SmartGov, please send responses via email to planning@jacksonwy.gov	

Owner

290 Millward, LLC
PO Box 673
Teton Village, WY 83025

Applicant

Gregory Mason
Krikor Architecture, LLC
PO Box 4659
Jackson, WY 83001



PRE-APPLICATION CONFERENCE REQUEST (PAP)
Planning & Building Department

150 E Pearl Ave. ph: (307) 733-0440 fax:
P.O. Box 1687 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 processed 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

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) of the submittal packet.

Have you attached the following?

Application Fee. Go to 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>.

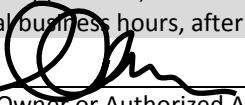
Narrative Project Description. Please attach a short narrative description of the project that addresses:
 Existing property conditions (buildings, uses, natural resources, etc)
 Character and magnitude of proposed physical development or use
 Intended development options or subdivision proposal (if 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



TOJ Planning Department
PO Box 1687
Jackson, WY 83001
307.733.0440

RE: 290 Millward, LLC PAP Review
290 North Millward Street
Jackson, Wyoming

Dear TOJ Planning,

I am pleased to submit the 290 Millward, LLC Project for a Pre-Application (PAP) Review. The project consists of clearing all structures and utilities from the existing corner site. Millward Street is considered the Primary Street and Mercill is the Secondary Street in regards to the TOJ LDR standards.

This is a By-Right 9256 sf Mixed-Use Development. Since the SF is less than 13800, the Owner is looking to apply for a Development Plan Review after this PAP Review. The allowable Baseline F.A.R. of 4550 sf is used to create a new commercial space and home for Jackson Hole Aikikai along with a market rate Two Bedroom Apartment. The Bonus F.A.R. tool in the LDR's is being used to create an additional approximately 4976 sf of Deed Restricted Housing. This consists of a One Bedroom Accessible Apartment and three Studio Apartments.


The existing curb cut on Mercill that enters onto the existing Alley is being used to access the property. Vehicle traffic will turn off the Alley onto the eastern side of the property to access on-site at grade semi-enclosed covered parking. All the parking requirements are being met when accounting for the 9 on-site and 4 on-street spaces. In this PAP we need confirmation that the 21'-0" wide drive aisle dimension (circled in red) is considered adequate to serve the 18'-0" deep parking stalls. The parking stalls are screened from the north along Mercill and 100% covered from above by the upper floor levels. The 21'-0" drive aisle is about 90% covered from above and open along the south side. We are using the TOJ Underground Parking Standards as a guide to the allowable reduced parking dimensions of this covered semi-enclosed at grade parking structure.

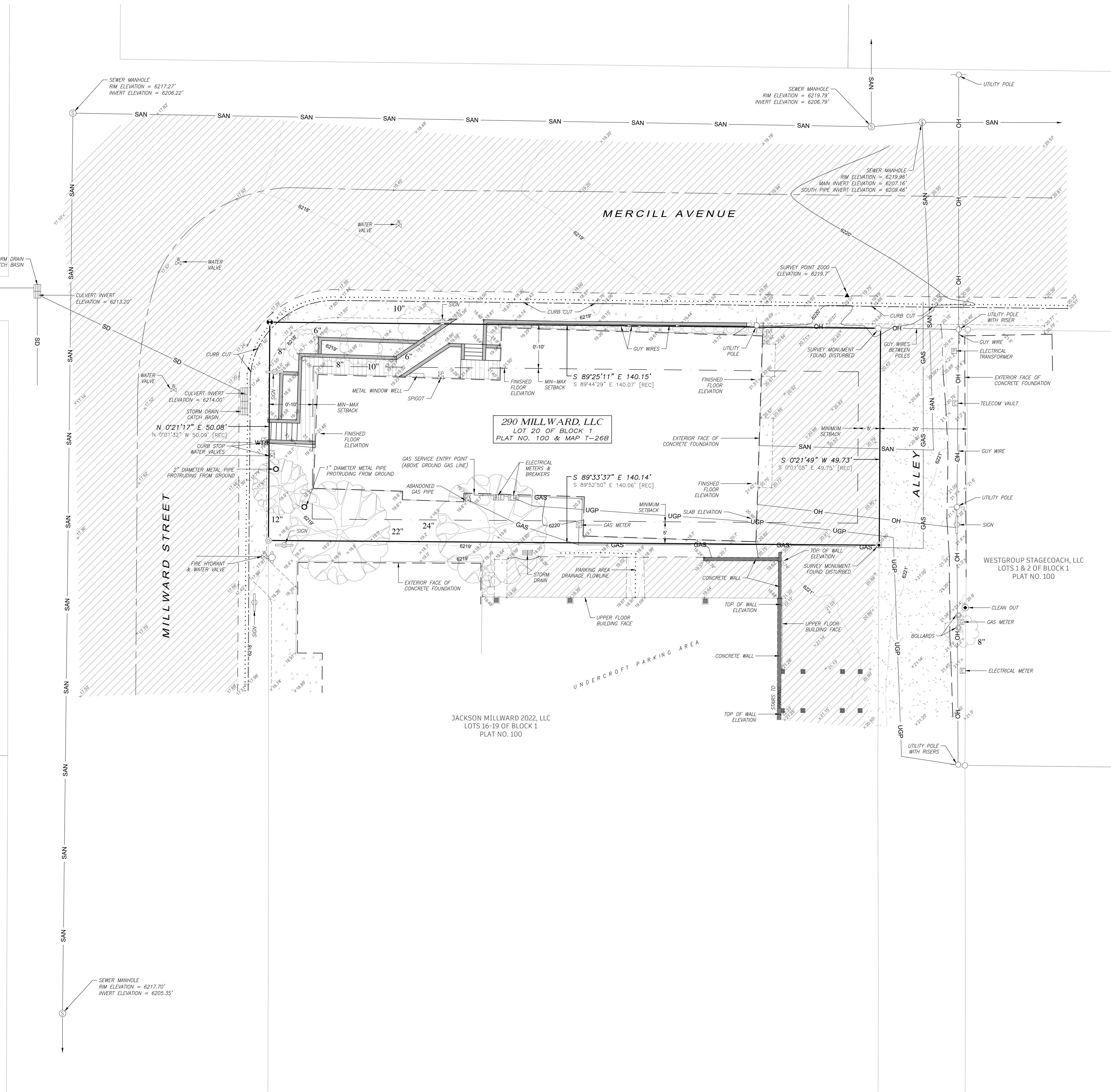
The LSR proposed exceeds the minimum requirements and is purposely placed out in the primary and secondary street pedestrian realm. Trees and tall grass planters are proposed along both streets along with a 5' wide sand set paver strip. The remainder of the pedestrian realm consists of a 6' wide concrete sidewalk and 2'-6" wide landscape planting bed along the building foundation for a total of 13'-6" building wall setback from the back face of the existing curb line.

Thank you in advance for your efforts in reviewing this project. I am available to answer any questions that may arise and for a meeting once all the review comments are complete.

Best Regards,

Gregory Mason, AIA, LEED AP
KRIKOR Architecture, L.L.C.





LEGEND

- 5/8-inch diameter rebar with 2-inch diameter aluminum cap inscribed "PLS 3831" found this survey
- 5/8-inch diameter rebar with a plastic cap with illegible markings found this survey
- ◎ 5/8-inch diameter rebar with 2-inch diameter aluminum cap inscribed "PLS 4530" found this survey
- ◆ 5/8-inch diameter rebar with 3.25-inch diameter aluminum cap inscribed "PLS 3831" found this survey
- ▲ Steel spike set this survey for surveying purposes
- X Aspen Tree - Approximate Trunk Diameter Labeled
- X Cottonwood Tree - Approximate Trunk Diameter Labeled
- Electrical Transformer
- Electrical Meter
- Electrical Breaker
- Gas Meter
- Telecom Vault
- Spigot
- Abandoned Gas Connection
- Curbstop Valve
- Water Valve
- Cleanout
- Sanitary Sewer Manhole
- Utility Pole
- Guy Wire
- Street Sign
- Drain
- Miscellaneous Pipe as Noted
- Bollard
- Spot Elevation (Add 6,200')

- Measured Property Boundary
- Adjacent Property Boundary
- Building Setback Line
- Top Back of Curb
- Road Centerline
- Flowline
- Face of Concrete Foundation
- Face of Building Siding
- Index Contour Line
- Intermediate Contour Line
- Wooden Deck
- Railroad Tie Site Walls
- Asphalt
- Concrete
- River Cobble Drainage
- Gravel Roadway
- GAS
- OH
- SAN
- SD
- UGP
- WTR
- Underground Gas Line
- Overhead Utility Line
- Underground Sewer Line
- Underground Storm Drain Line
- Underground Electrical Line
- Underground Water Line

EXISTING CONDITIONS SURVEY

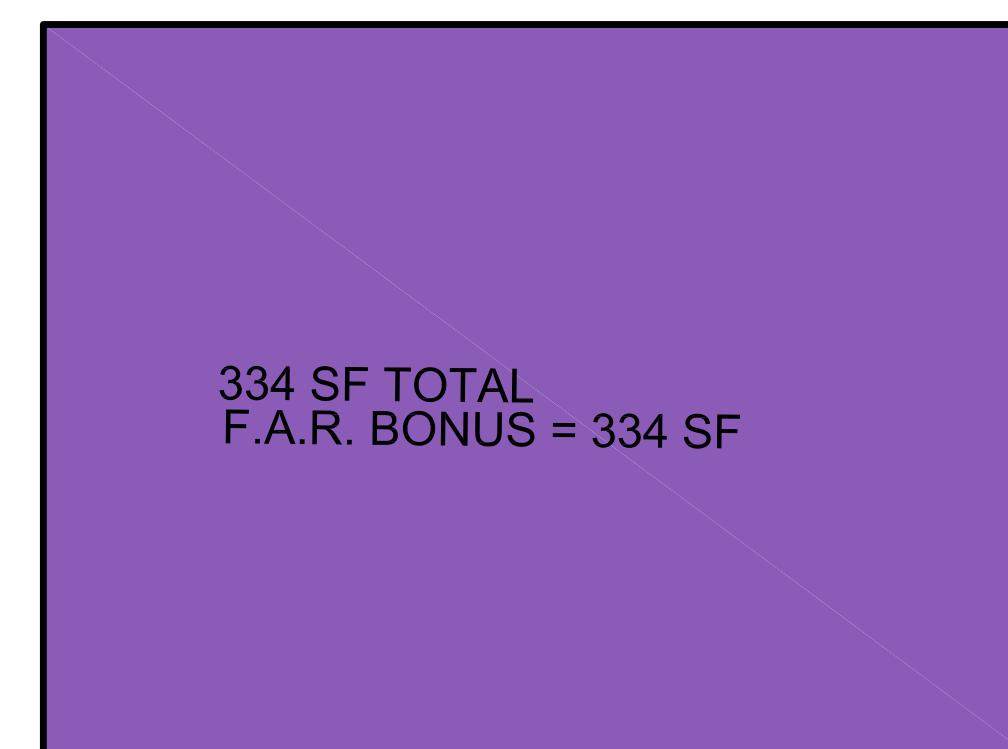
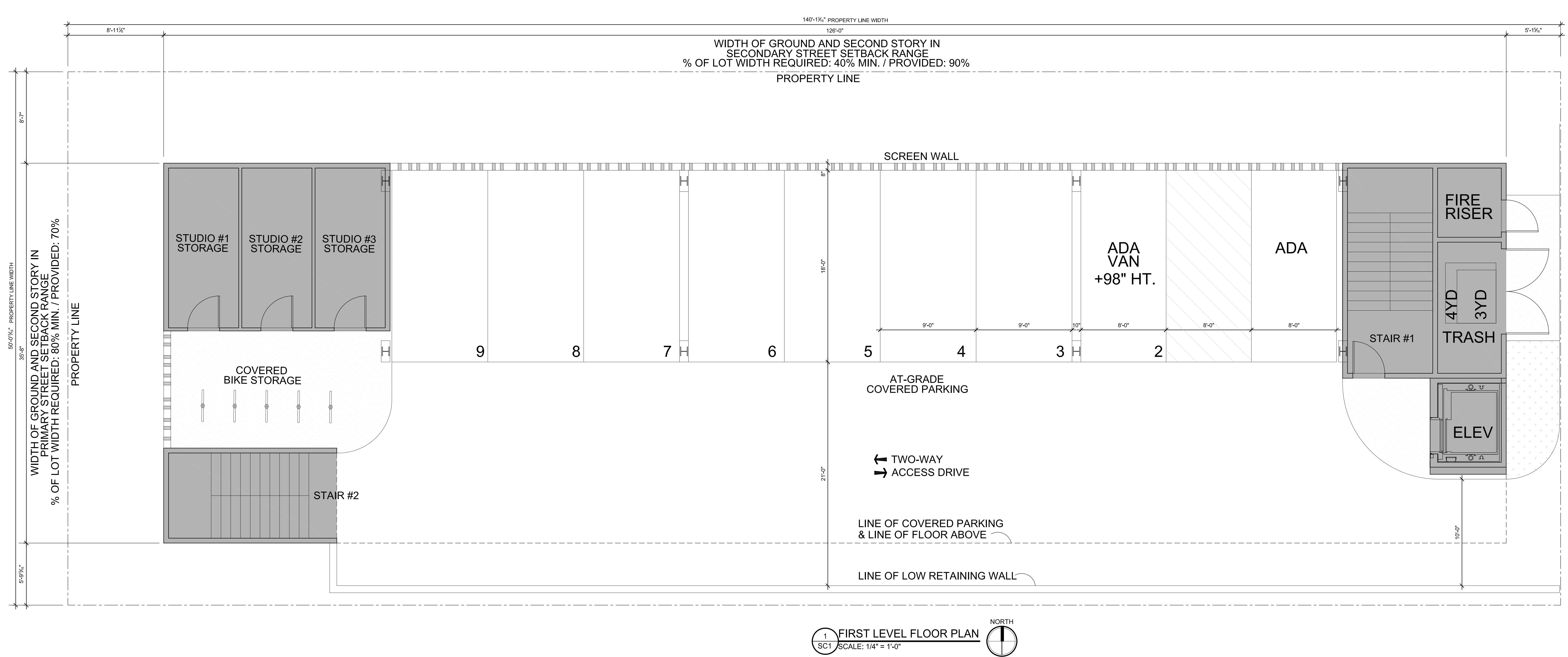
OWNERSHIP/CLIENT: 290 MILLWARD, LLC
 STREET ADDRESS: 290 N MILLWARD STREET, JACKSON, WYOMING
 LOT/PLAT/MAP: LOT 20 OF BLOCK 1, PLAT NO. 100 (RE-SURVEYED PER MAP T-26B)
 PLSS LOCATION: PART OF THE SE1/4SE1/4 OF SECTION 28
 T41N, R116W, 6TH P.M., TETON COUNTY, WYOMING

ENCLOSURE SURVEYING
 (307) 222-4336
 enclosuresurveying.com

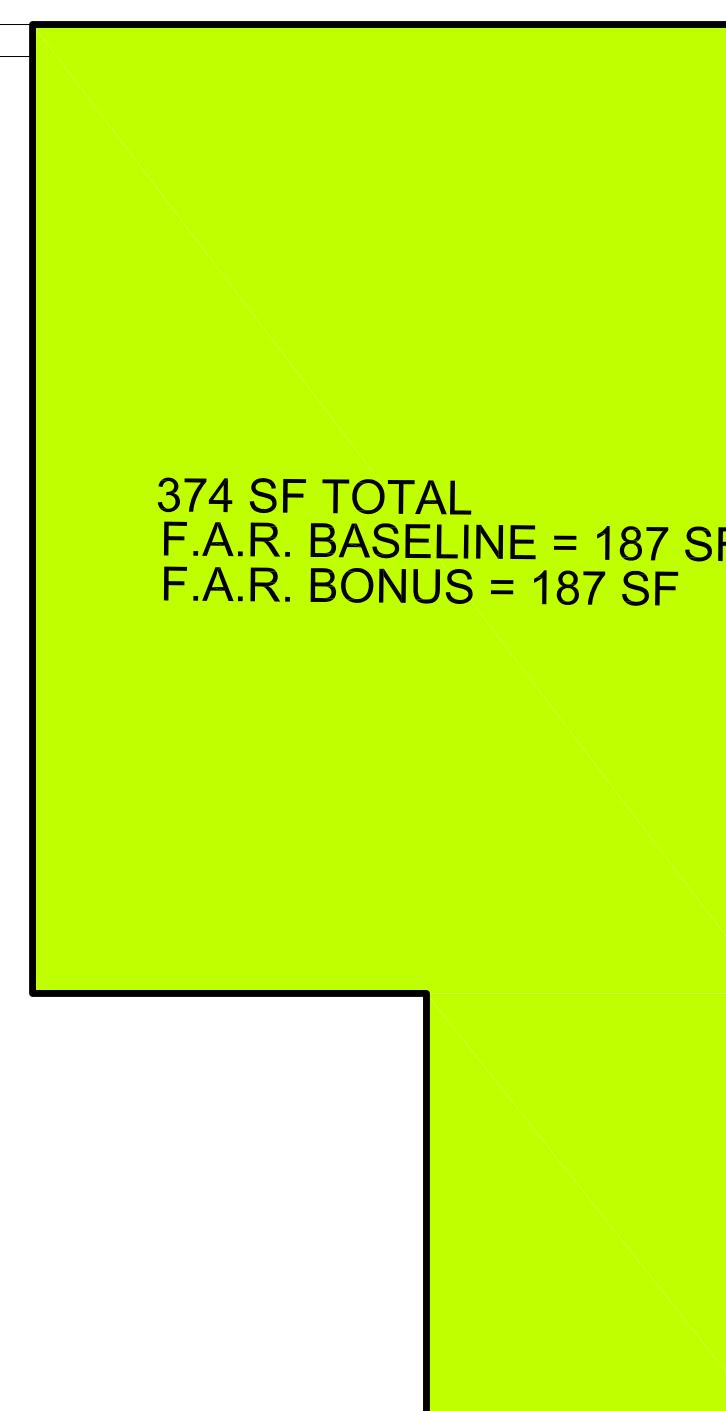
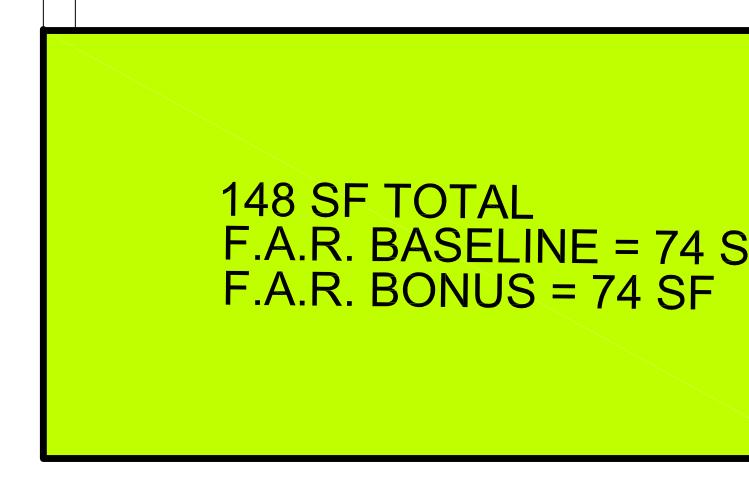
SHEET NUMBER:	1 OF 2
DRAWING INFO	5/19/2025
REVISION DATE:	6/3/2025
DRAWN BY:	MWW
REVIEWED BY:	MWF

GRAPHIC SCALE = FEET
 10' 0" 0' 10" 0' 20" 0' 30"

GRID NORTH



FIRST FLOOR LEVEL TOTAL 856 SF
TOTAL F.A.R. BASELINE = 261 SF
TOTAL F.A.R. BONUS = 595 SF



2 FIRST LEVEL F.A.R. DIAGRAM
SC1 SCALE: 1/4" = 1'-0"

PROPOSED
290 MILLWARD LLC
290 North Millward Street, Jackson, Wyoming

FIRST LEVEL FLOOR PLAN

KRIKOR Architecture

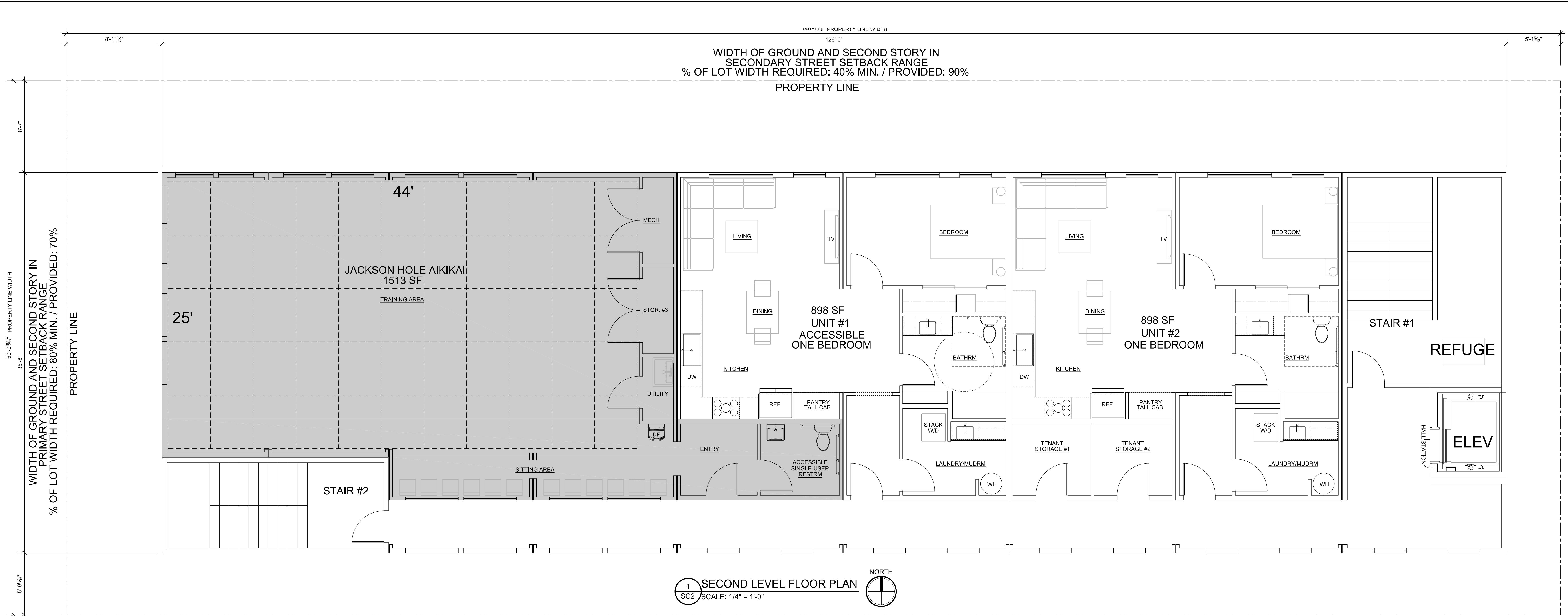
1125 Bear Creek Drive P.O. Box 4659 Jackson, WY 83001
tel: 307.413.6874 email: KRIKORARCH@GMAIL.COM

REVISIONS

1 TO PRE-APPLICATION REVIEW 6.27.25

date 6.27.25

SC1

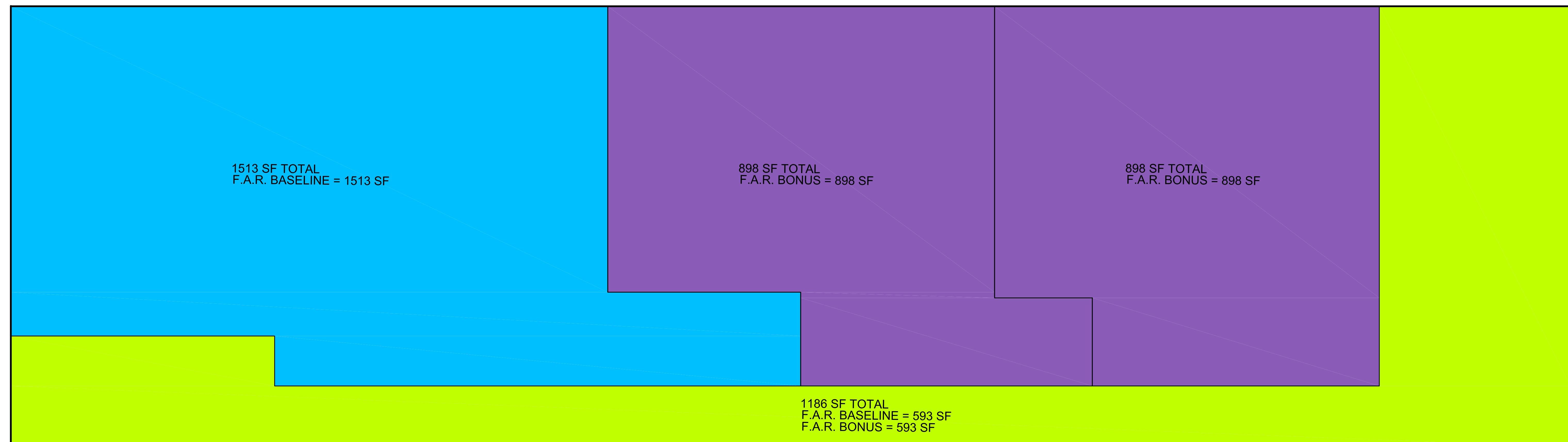


KRIKOR Architecture

1125 Bear Creek Drive P.O. Box 4659 Jackson, WY 83001
Tel: 307.413.6874 email: KRIKORARCH@GMAIL.COM

PROPOSED
290 MILLWARD LLC
290 North Millward Street, Jackson, Wyoming

SECOND LEVEL FLOOR PLAN



FIRST FLOOR LEVEL TOTAL 4495 SF
TOTAL F.A.R. BASELINE = 2106 SF
TOTAL F.A.R. BONUS = 2389 SF

SECOND LEVEL F.A.R. DIAGRAM
SC2 SCALE: 1/4" = 1'-0"

REVISIONS

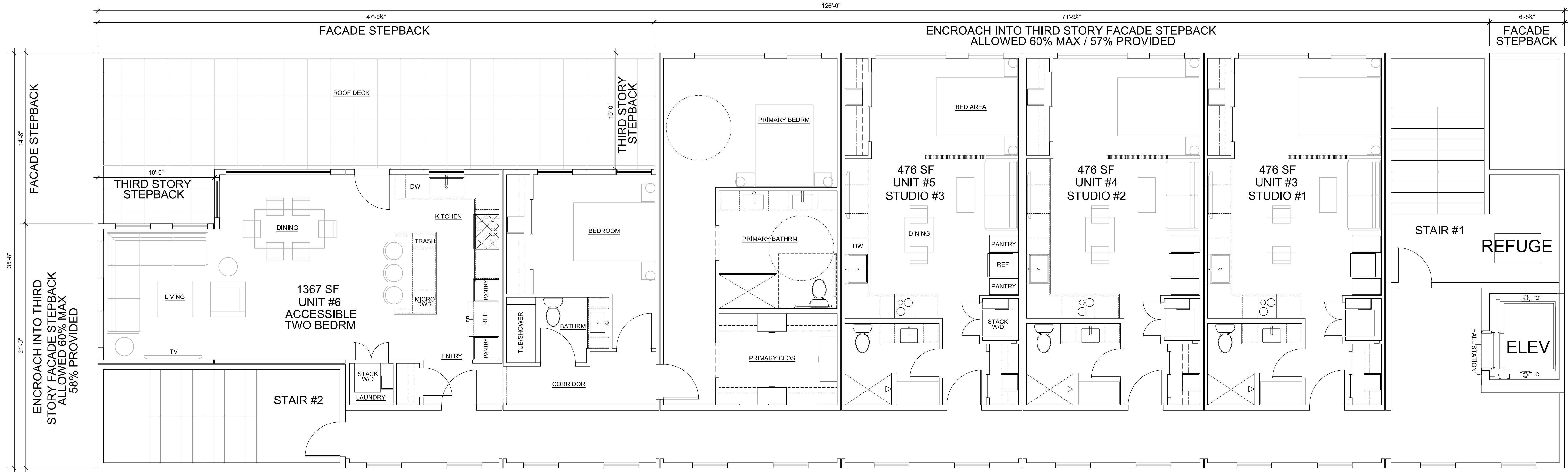
1 TO PRE-APPLICATION REVIEW

6.27.25

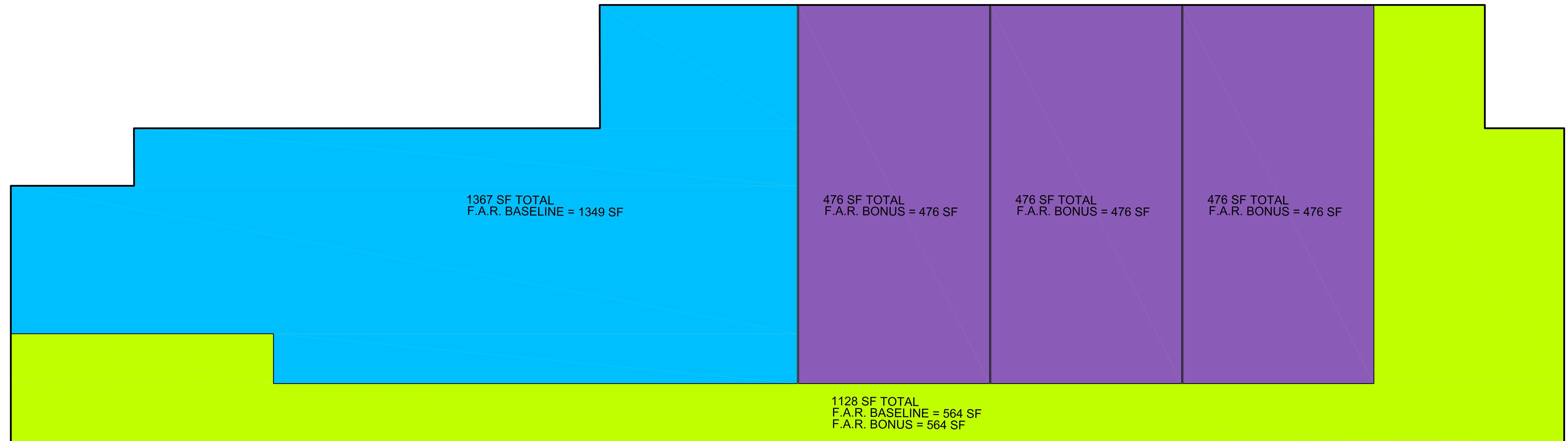
date

6.27.25

SC2



1 THIRD LEVEL FLOOR PLAN
SC3 SCALE: 1/4" = 1'-0"



THIRD FLOOR LEVEL TOTAL 3905 SF
TOTAL F.A.R. BASELINE = 1913 SF
TOTAL F.A.R. BONUS = 1992 SF

2 THIRD LEVEL F.A.R. DIAGRAM
SC3 SCALE: 1/4" = 1'-0"



PROPOSED
290 MILLWARD LLC
290 North Millward Street, Jackson, Wyoming

THIRD LEVEL FLOOR PLAN

KRIKOR Architecture

1125 Bear Creek Drive P.O. Box 4659 Jackson, WY 83001
Tel: 307.413.6874 email: KRIKORARCH@GMAIL.COM

REVISIONS

1 TO PRE-APPLICATION REVIEW

6.27.25

date

6.27.25

SC3



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:

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: 290 Millward LLC by William Plank Manager

Being duly sworn, deposes and says that 290 Millward LLC is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 290 N. MILLWARD STREET

Legal Description: LOT 20 OF BLOCK 1, PLAT NO. 100 PART OF THE SE1/4SE1/4 OF SECTION 28, T41N, R116W, 6TH P.M.

Please attach additional sheet for additional addresses and legal descriptions

KRIKOR ARCHITCTURE, LLC

And, that the person named as follows: Name of Applicant/Authorized Representative: GREGORY MASON

Mailing address of Applicant/Authorized Representative: PO BOX 4659, JACKSON, WY 83001

Email address of Applicant/Authorized Representative: KRIKORARCH@GMAIL.COM

Phone Number of Applicant/Authorized Representative: 307.413.6874

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 in 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) _____

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.

Property Owner Signature

Manager 290 Millward LLC

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Maryland)

)

COUNTY OF Baltimore City)

)

The foregoing instrument was acknowledged before me by William Plank this 26th day of June, 2025. WITNESS my hand and official seal.

J.W. Phillips
Notary Public

