



# 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  Item: P25-126	<b>REQUEST:</b> 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	
<b>Owner</b> 290 Millward, LLC PO Box 673 Teton Village, WY 83025	PIDN: 22-41-16-28-4-06-002
<b>Applicant</b> Gregory Mason Krikor Architecture, LLC PO Box 4659 Jackson, WY 83001	For questions, please call Katelyn Page at 733-0440, x 1302, or email to the address shown below. Thank you.
<b>Please respond by: July 22, 2025</b>  For Departments not using SmartGov, please send responses via email to <a href="mailto:planning@jacksonwy.gov">planning@jacksonwy.gov</a>	



## **PRE-APPLICATION CONFERENCE REQUEST (PAP)**

### **Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440 fax:  
P.O. Box 1687 | [www.townofjackson.com](http://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 process 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](http://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](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

\_\_\_\_\_ **Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://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)

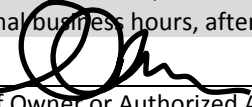
\_\_\_\_\_ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may 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

June 27, 2025

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.

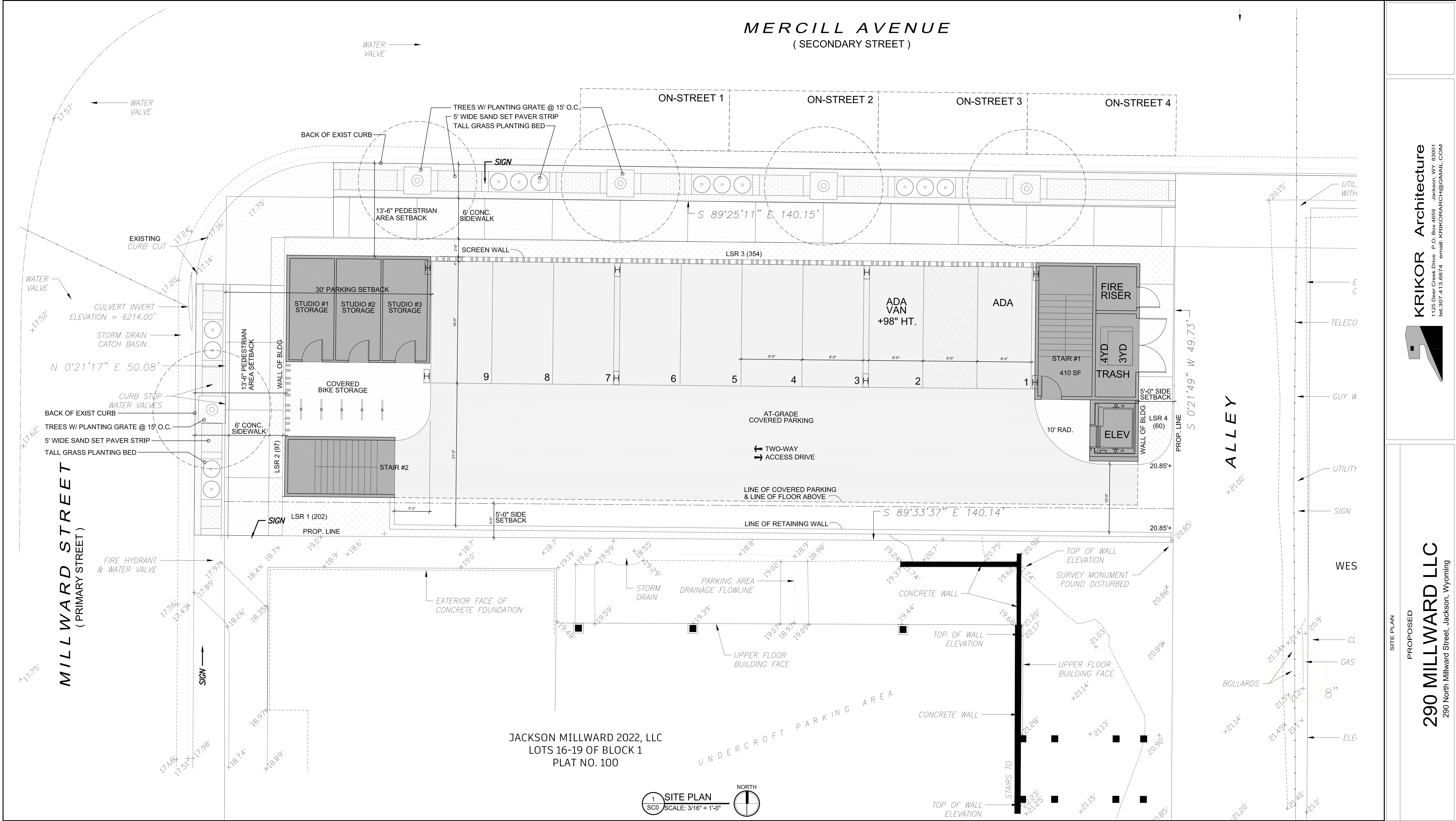
The LSR proposed exceeds the minimum requirements and is purposely place out in the primary and secondary street pedestrian realm. Trees and tall grass planters are proposed along both streets along with a 5' wide sand set paver stip. The remainder of the pedestrian realm consists of a 6' wide concrete 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.**

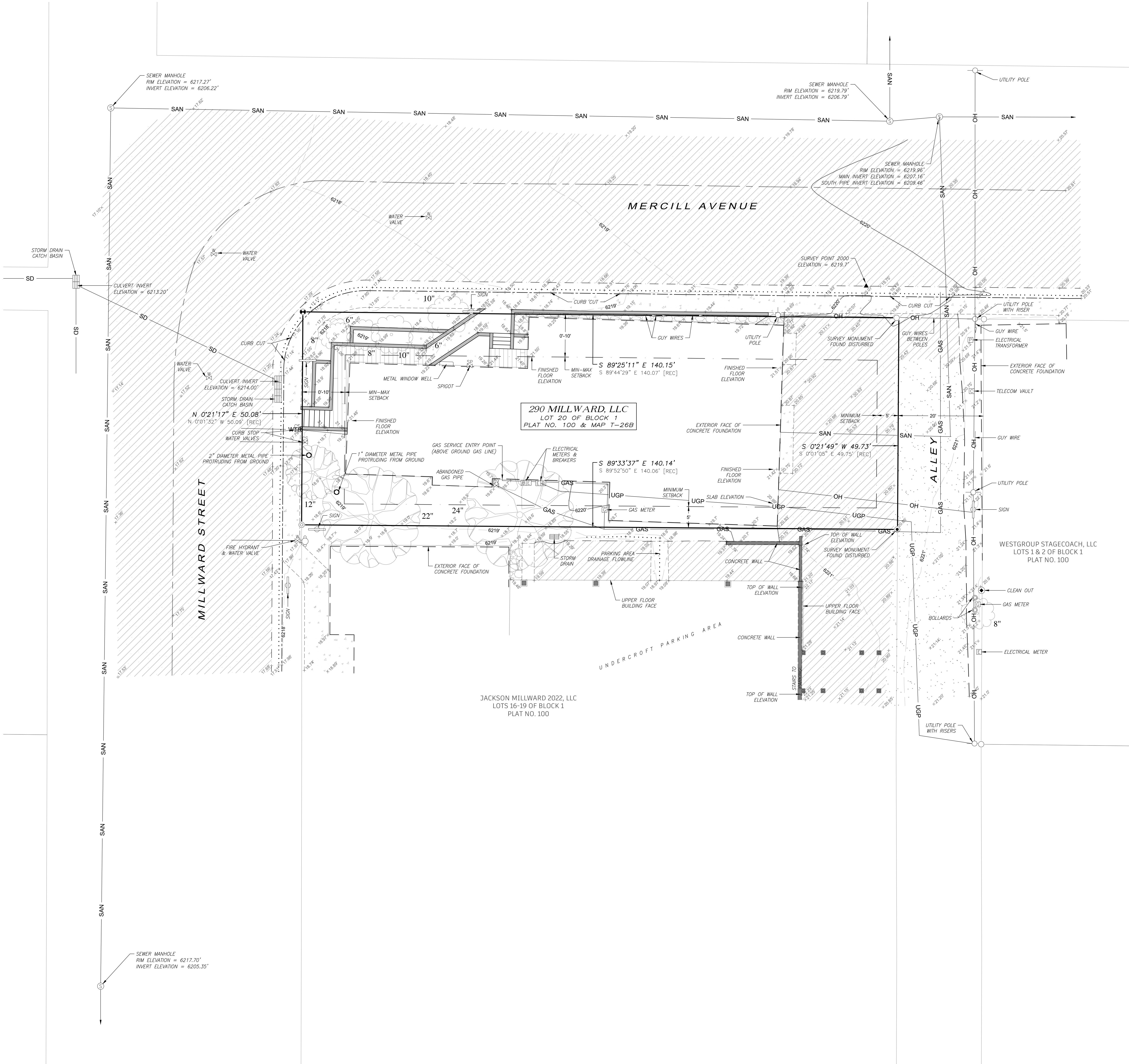




PARKING CALCULATION	FLOOR AREA DATA	SCALE OF DEVELOPMENT	LANDSCAPE RATIO	PROPERTY DETAILS	KEY MAP
<div>(3) APARTMENTS OVER 500 SF = 3 x 1.5 = 4.5 ON SITE PARKING SPACES REQUIRED</div> <div>(3) APARTMENTS LESS THAN 500 SF = 3 x 1 = 3 ON SITE PARKING SPACES REQUIRED</div> <div>8 ON SITE PARKING SPACES REQUIRED ON SITE</div> <div>SECOND FLOOR COMMERCIAL: 1513 SF x 3.37 (DEVELOPED RECREATION) / 1000 = 5</div> <div>TOTAL COMMERCIAL = 1513 SF</div> <div>TOTAL COMMERCIAL PARKING = 5 SPACES REQUIRED</div> <div>TOTAL PARKING REQUIRED: 13 W/ 8 MINIMUM ON SITE</div> <div>TOTAL PARKING PROVIDED: 4 ON-STREET + 9 ON-SITE</div>	<div><div>FIRST LEVEL856 SF</div><div>SECOND LEVEL4495 SF</div><div>THRID LEVEL3905 SF</div><div>TOTAL9256 SF</div></div> <div>LESS THAN 13,800 SF</div> <div>NO SCHEMATIC DESIGN</div> <div>REVIEW REQUIRED</div> <div>W/ TOJ PLANNING</div>	<div>CR-2 ZONE SCALE OF DEVELOPMENT</div> <div>SITE AREA: .16 ACRES (7000 SF)</div> <div>F.A.R. .65 x 7000 = 4550 SF BASELINE F.A.R. MAX ALLOWED</div> <div>WORKFORCE HOUSING BONUS 2:1</div> <div>TOWARD BASELINE F.A.R. = 4280 SF</div> <div>- FIRST LEVEL: 261 SF</div> <div>- SECOND LEVEL: 2106</div> <div>- THIRD LEVEL: 1913 SF</div> <div>4550 - 4280 = 270 SF BASELINE IS BELOW MAX ALLOWED</div> <div>TOWARD BONUS F.A.R. = 4976 SF</div> <div>- FIRST LEVEL: 595 SF</div> <div>- SECOND LEVEL: 2389</div> <div>- THIRD LEVEL: 1992 SF</div> <div>TOTAL PROPOSED F.A.R. = 9256 SF</div>	<div>LANDSCAPE SURFACE RATIO: 10% MIN. OF SITE AREA</div> <div>7000 SF x 10% = 700 REQUIRED / 713 SF PROPOSED</div> <div>LSR ZONE (1): 202 SF</div> <div>LSR ZONE (2): 97 SF</div> <div>LSR ZONE (3): 354 SF</div> <div>LSR ZONE (4): 60 SF</div> <div>TOTAL PROPOSED 713 SF</div>	<div>PHYSICAL ADDRESS: 290 N. MILLWARD</div> <div>PARCEL: 22-41-16-28-4-06-002</div> <div>LOT: 20</div> <div>ACREAGE: 0.16</div> <div>ZONE: CR-2</div> <div>SCALE OF DEVELOPMENT:</div> <div>FLOOR AREA RATIO (FAR MAX) 0.65</div> <div>PRIMARY BUILDING SETBACK</div> <div>PRIMARY STREET: 0' TO 10'</div> <div>SECONDARY STREET: 0' TO 10'</div> <div>SIDE INTERIOR (MIN.): 5'</div> <div>REAR (MIN.): 10'</div> <div>PARKING SETBACK</div> <div>PRIMARY STREET, ABOVE GROUND: 30'</div> <div>SECONDARY STREET, TUCK UNDER / ENCLOSED: 0'</div> <div>SIDE</div> <div>REAR</div> <div>ALLEY</div>	
<div>ALL RIGHTS RESERVED. THE USE OF THESE PLANS AND SPECIFICATIONS SHALL BE RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED &amp; PUBLICATION THEREOF IS EXPRESSLY LIMITED TO SUCH USE. REPRODUCTION, PUBLICATION OR REUSE BY ANY METHOD IN WHOLE OR IN PARTS PROHIBITED. TITLE TO THE PLANS &amp; SPECIFICATIONS REMAIN WITH KRIKOR ARCHITECTURE, LLC. WITHOUT PREJUDICE, VISUAL CONTACT WITH THESE PLANS &amp; SPECIFICATIONS SHALL CONSTITUTE PRIMA FACIE EVIDENCE OF THE ACCEPTANCE OF THESE RESTRICTIONS.</div>					

REVISIONS	
TO / PRE-APPLICATION REVIEW	6.27.25
1	
date 6.27.25	
SC0	





NOTES

Subject property boundary is derived from found survey monuments and boundary resolution principles. Record bearings and distances shown hereon are derived from Map T-26B recorded in the Office of the Clerk of Teton County, Wyoming. Bearings have been rotated to found survey monuments in the coordinate system listed in these notes. Adjoining properties are shown hereon for reference only.

Topographic features represented on this survey are derived from the notes and data of a field survey conducted on May 13 & 14, and June 2 of 2025 and will not reflect any changes to site conditions occurring after field work was completed. Building footprints are derived from measurements taken during field work, and may not match architectural dimensions. Building eaves and other overhead features were not mapped as part of this survey except where specifically indicated.

The basis of bearings for this survey is referenced to a direct GPS measurement. All horizontal measurements are in units of US Survey Feet and are ground measurements based on the NAD83 Wyoming West (zone 4904) State Plane Coordinate System, with a project scale factor of 1.0003204102. Vertical orthometric heights are in units of US Survey Feet based on the NAVD88 datum (Geoid 18). Elevation at Survey Point No. 2000 is 6219.7' as shown hereon.

Town of Jackson Zoning: Commercial Residential-2 (Article 2.2.12.)  
Setbacks shown on this survey represent an interpretation of the Town of Jackson Land Development Regulations (LDR's). The Town of Jackson Planning and Building Department has the final authority when determining the applicable structure and site development allowances or restrictions as established by the LDR's.

Building Setbacks:	
Primary Street Range (min-max)	0'-10'
Secondary Street Range (min-max)	0'-10'
Side Interior (min)	5'
Rear (min)	10'
Abutting protected zone (min)	10'

No wetland mapping was conducted as part of this survey.

Aerial imagery shown hereon is from Teton County GIS, with an aerial photography date of 2024.

This survey was completed without the benefit of a title report and the subject property may be encumbered by or benefit from easements, rights-of-way, covenants, conditions, restrictions, and reservations of sight or record not limited to those shown hereon.

Underground utilities and subsurface improvements shown hereon were located by Magic Valley Private Utility Locates of Burley, Idaho on May 30 of 2025.

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
- Aspen Tree - Approximate Trunk Diameter Labeled
- 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
- Fire Hydrant
- 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
- Underground Gas Line
- Overhead Utility Line
- Underground Sewer Line
- Underground Storm Drain
- Underground Electrical Line
- Underground Water Line



EXISTING CONDITIONS SURVEY

EXISTING CONDITIONS SURVEY		DRAFTING INFO		SHEET NUMBER: 1 OF 2
OWNERSHIP/CLIENT:	290 MILLWARD, LLC	DRAWING DATE:	5/19/2025	
STREET ADDRESS:	290 N MILLWARD STREET, JACKSON, WYOMING	REVISION DATE:	6/3/2025	JOB NUMBER: 25033
LOT/PLAT/MAP:	LOT 20 OF BLOCK 1, PLAT NO. 100 (RE-SURVEYED PER MAP T-26B)	DRAWN BY:	MWW	
PLS LOCATION:	PART OF THE SE1/4SE1/4 OF SECTION 28 T41N, R116W, 6TH P.M., TETON COUNTY, WYOMING	REVIEWED BY:	MWF	







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- Utility Pole
- Guy Wire
- Street Sign
- Drain
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- Bollard
- Spot Elevation (Add 6,200')



EXISTING CONDITIONS SURVEY

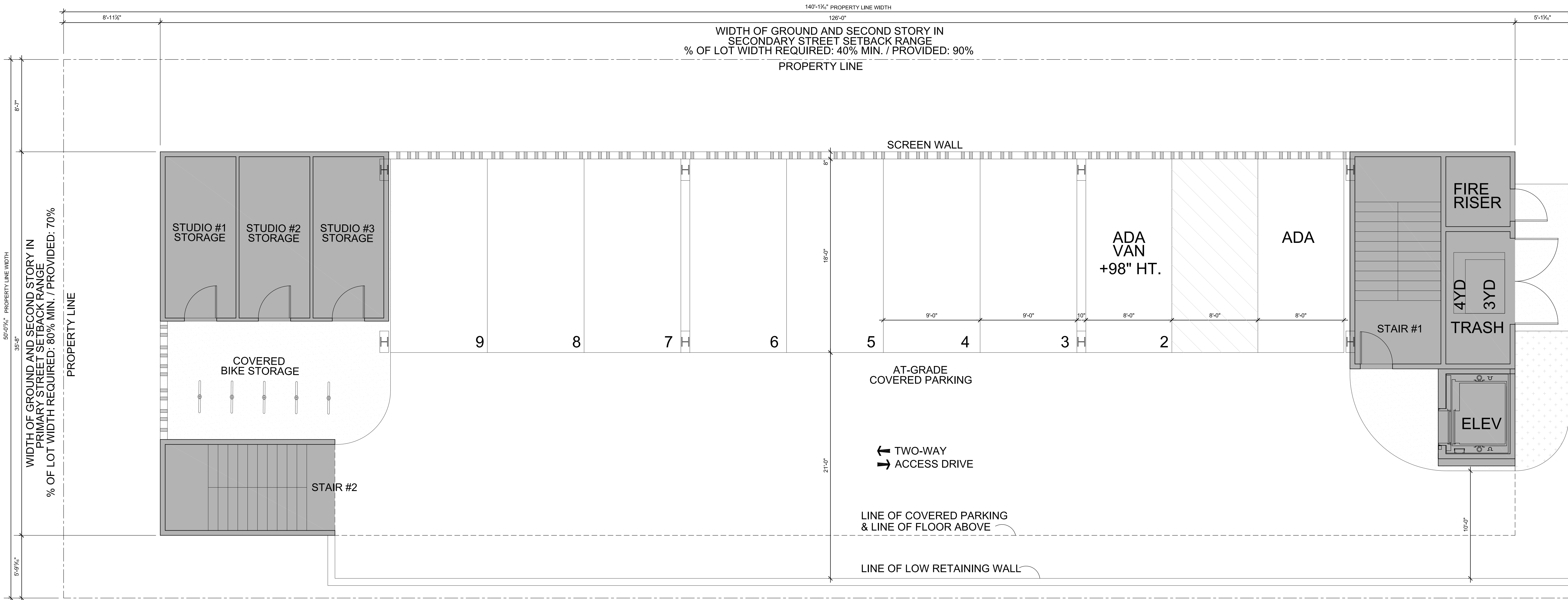
OWNERSHIP/CLIENT: 290 MILLWARD, LLC  
STREET ADDRESS: 290 N MILLWARD STREET, JACKSON, WYOMING  
LOT/PLAT/MAP: LOT 20 OF BLOCK 1, PLAT NO. 100 (RE-SURVEYED PER MAP T-26B)  
PLS LOCATION: PART OF THE SE1/4SE1/4 OF SECTION 28 T4N, R116W, 6TH P.M., TETON COUNTY, WYOMING

ENCLOSURE SURVEYING

(307) 222-4336

enclosuresurveying.com





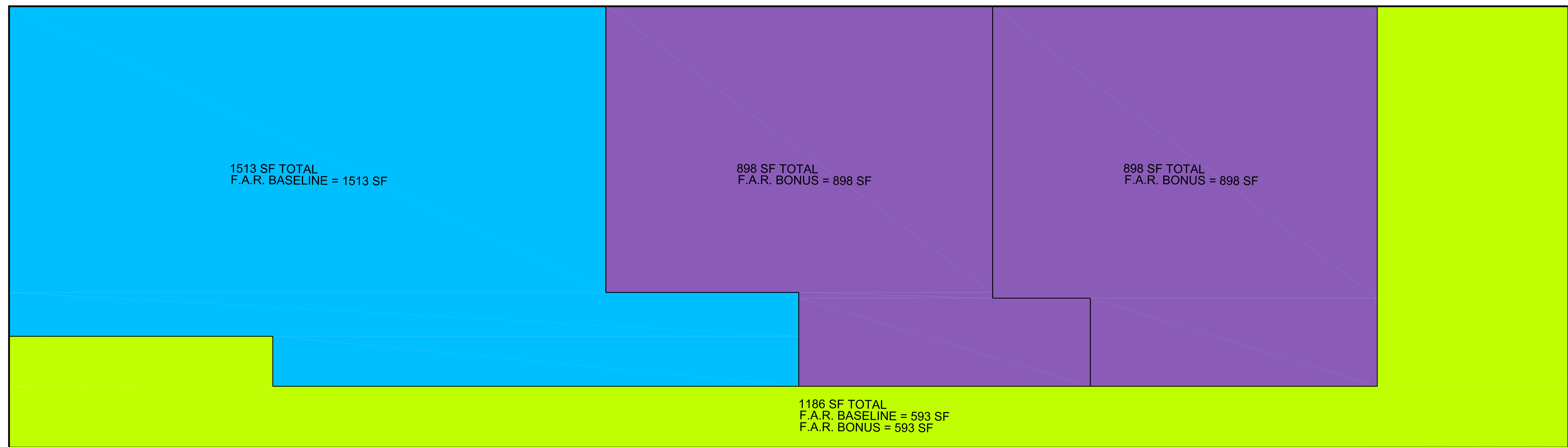
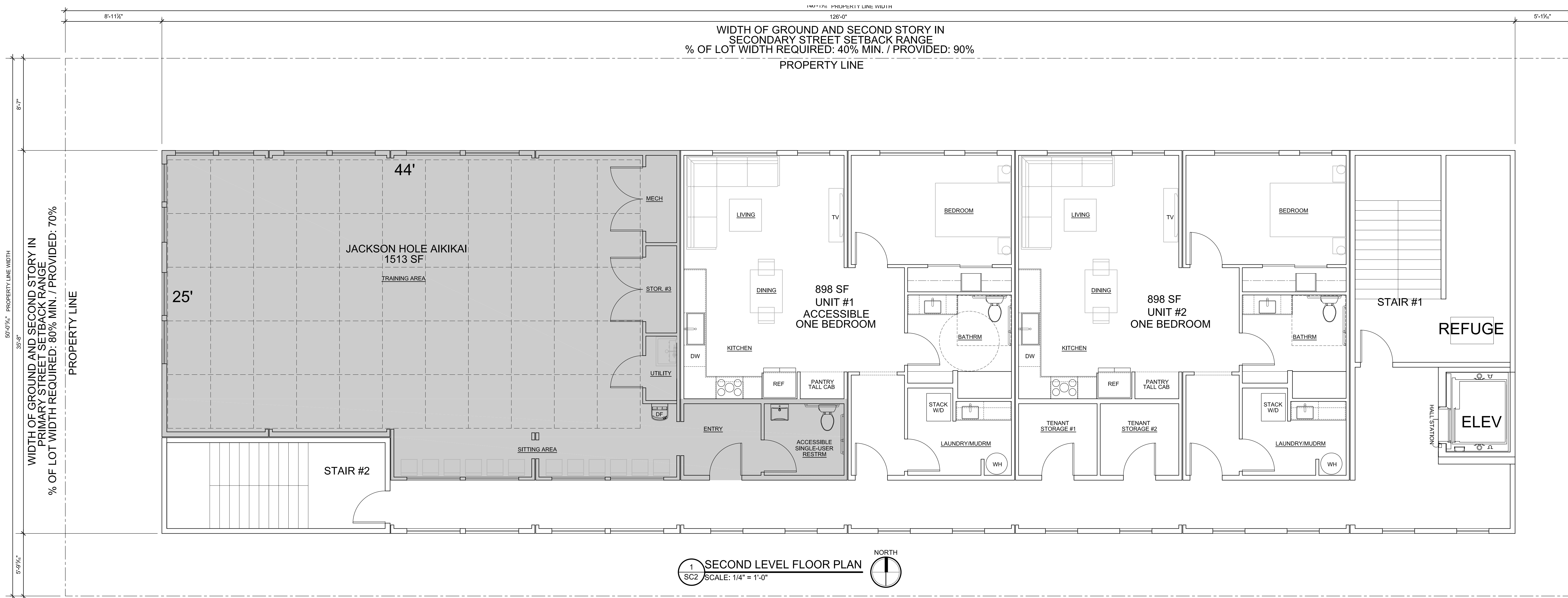
1 FIRST LEVEL FLOOR PLAN  
SC1 SCALE: 1/4" = 1'-0" NORTH



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

REVISIONS	
1	TO J PRE-APPLICATION REVIEW
6.27.25	





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

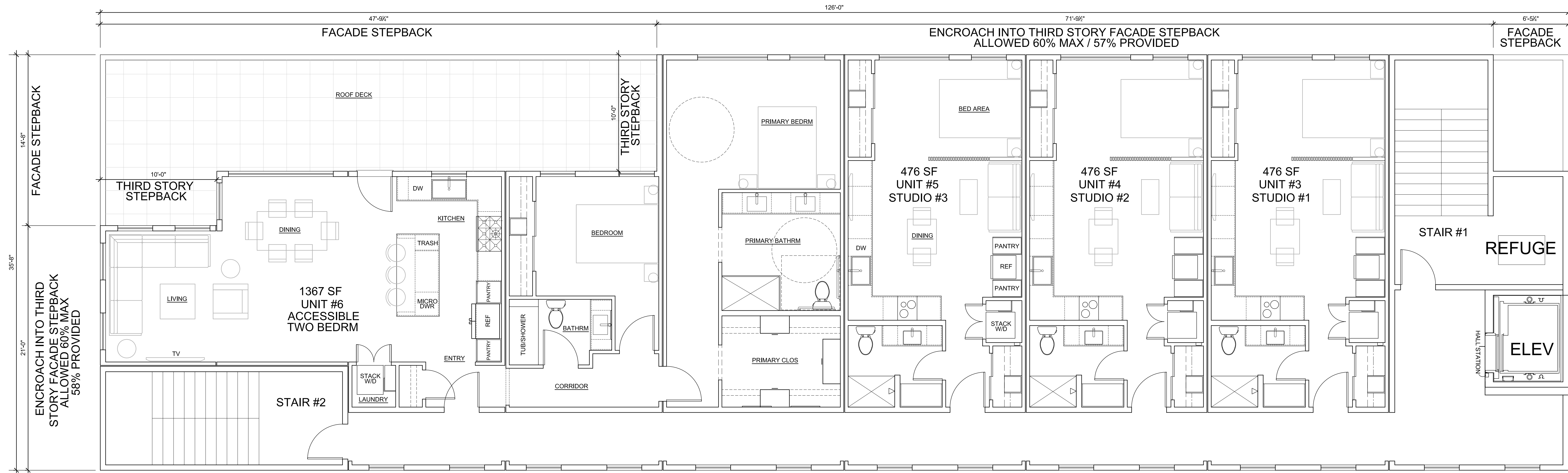
2 SECOND LEVEL F.A.R. DIAGRAM  
SC2 SCALE: 1/4" = 1'-0"

NORTH

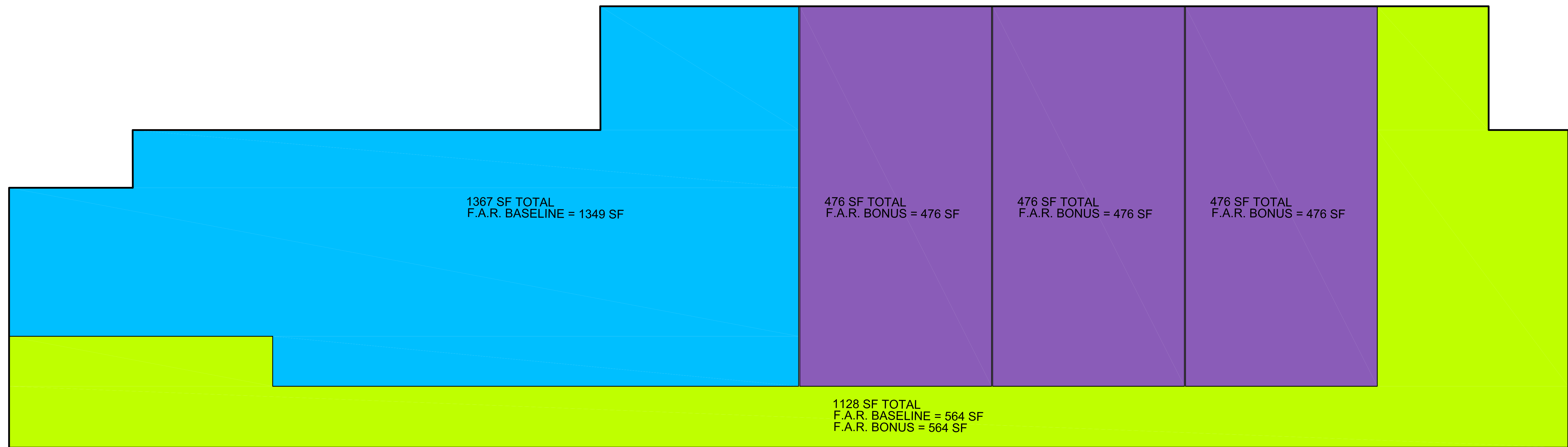
REVISIONS		date
1	TO PRE-APPLICATION REVIEW	6.27.25

date 6.27.25





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"



REVISIONS	
1	TOJ PRE-APPLICATION REVIEW
	6.27.25





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 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) \_\_\_\_\_

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 )  
 ) SS.

COUNTY OF Baltimore City )

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

Notary Public

JAMES WARNER PHILLIPS JR  
NOTARY PUBLIC  
CITY OF BALTIMORE

My commission expires 12-09-2027  
MARYLAND  
MY COMMISSION EXPIRES DECEMBER 09, 2027