



West Fargo Planning and Zoning Meeting
West Fargo City Hall Commission Chambers
800 4th Ave E, West Fargo, 58078
Monday, April 11, 2022 5:30 PM

1. Call to Order
2. Approval of Minutes – March 8, 2022
3. Public Hearing – A22-9 Boulevard Square Addition, a replat of Lot 3, Block 1 of South Pond at the Preserve 6th Addition (3156 Bluestem Drive), City of West Fargo, North Dakota – Boulevard Square III, LLC
4. Site Plan Review in the CO: Corridor Overlay District located at 793 32nd Ave W (Lot 1, Block 1 of Eagle Run Plaza 12th Addition), City of West Fargo, North Dakota – Oakridge Condos LLC
5. Site plan review in the CO-I: Interstate Corridor Overlay District for a 6,400 square foot addition for Costco at 750 23rd Avenue East (Lot 1, Block 1 of North Pond at the Preserve 1st Addition), City of West Fargo, North Dakota - Costco
6. Non-Agenda Items
For your information, the Gensler Subdivision that was approved by City Commission on December 6, 2021 was withdrawn by the applicant.

We would publicly like to thank Shane Lebahn for his service on the Planning and Zoning Commission. Shane's term is expiring in April of 2022.

7. Adjourn



*Aaron Nelson, Director of Planning and Zoning
Lisa Sankey, Planner
Malachi Petersen, Planner
Chanda Erickson, Office Manager*

West Fargo Planning & Zoning Commission
Tuesday, March 8, 2022 at 5:30pm
West Fargo City Hall

Members Present: Joe Kolb, April Walker, Lana Rakow, Eric Dodds, Mike Thorstad, Brady Woodard

Members Absent: Shane Lebahn, Dave Gust

Others Present: Aaron Nelson, Lisa Sankey, John Shockley, Chanda Erickson, Malachi Petersen, Jerry Wallace

Minutes Submitted by: Chanda Erickson, Office Manager

Meeting was called to order by Chair Kolb at 5:30pm.

Commissioner Gust moved and Commissioner Thorstad seconded to approve the February 8, 2022 meeting minutes as printed and mailed. No opposition, Motion carried.

Commissioner Kolb opened a Public Hearing - A22-8 DMF Health Innovations Park First Addition, a replat & variance to decrease the right-of-way from 80' to 70' for a local non-residential (commercial) street at 450 23rd Avenue East (Lot 1, Block 1 of North Pond at the Preserve 14th Addition), City of West Fargo, North Dakota – Dakota Medical. After continued discussion, Commissioner Woodard moved and Commissioner Dodds seconded to approve the application with the two conditions listed in the staff report. No opposition. Motion carried.

There was a non-agenda item, discussion on April meeting date due to the Board of Equalization scheduling conflict. Monday, April 11th was chosen.

Commissioner Dodds and Commissioner Rakow seconded to adjourn. No opposition. Meeting adjourned.

STAFF REPORT

A22-9 REPLAT	
Boulevard Square Addition	
Lot 3, Block 1 of South Pond at the Preserve 6th Addition (3156 Bluestem Drive), City of West Fargo, North Dakota	
Owner: Boulevard Square III LLC Applicant: Blake Nybakken, Epic Companies	Staff Contact: Lisa Sankey
Planning & Zoning Commission Public Hearing:	04/11/2022
City Commission Final Approval:	

PURPOSE:

Replat property for sale and development.

STATEMENTS OF FACT:

Land Use Classification:	G-2 – Sub-Urban – Growth Sector
Existing Land Use:	Vacant/Apartment Building Under Construction
Current Zoning District(s):	PUD: Planned Unit Development
Zoning Overlay District(s):	CO: Corridor Overlay District
Proposed Lot size(s) or range:	48,349-49,403 ft ²
Total area size:	2.24 Acres
Adjacent Zoning Districts:	North – PUD: Planned Unit Development South – C: Light Commercial & R-2 Limited Multiple East – C: Light Commercial West – R-1: One & Two Family Dwellings
Adjacent street(s):	Bluestem Drive (Local); 7 th Street East (Local)
Adjacent Bike/Pedestrian Facilities:	Existing Sidewalk on Bluestem Drive (6')
Available Parks/Trail Facilities:	Maple Ridge Park within ½ mile, various other parks and trails within 1 mile
Park Dedication Requirements:	Provided with previous subdivision

DISCUSSION AND OBSERVATIONS:

- The applicant has submitted an application and preliminary plat which consists of splitting a platted lot into two.
- When the property was platted and zoned to Planned Unit Development, Detailed Development Plans were submitted for a mixed use building. Last year a PUD Amendment was approved for a 5-story, 11,048 square foot residential building with 24 underground parking spaces and 54 units (currently under construction). A second, 4-story, 10,000 square foot mixed use structure on the east was also proposed with 33 residential units and 24 underground parking spaces.
- The application indicated future plans for proposed Lot 2 may be revised. Any changes to the previously submitted Detailed Development Plans regarding the second building would require a PUD: Planned Unit Development at a later date.
- The proposed replat does not affect any existing public easements or rights of way.

STAFF REPORT

NOTICES:

Sent to: Public Hearing in the Official Newspaper. Applicable agencies and departments

Comments Received:

- City Engineer indicated an updated drainage plan is not needed for this particular plat layout.

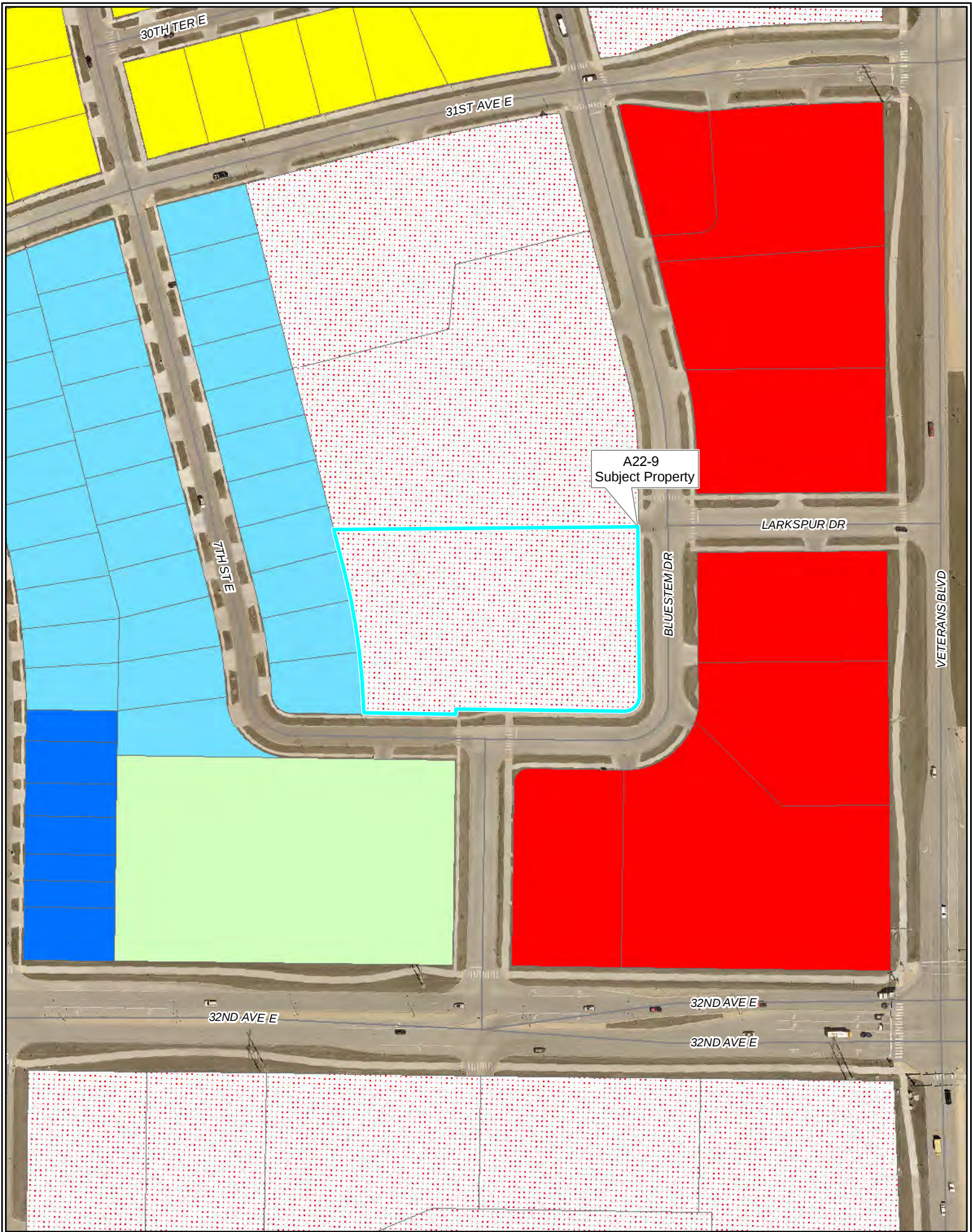
CONSISTENCY WITH COMPREHENSIVE PLAN AND OTHER APPLICABLE CITY PLANS AND ORDINANCES:

- The proposed application is consistent with the City plans and ordinances.

RECOMMENDATIONS:

It is recommended that the City approve the proposed application on the basis that it is consistent with City plans and ordinances.





A22-9
Subject Property

Plat Date & Time: 15 February 2022, 12:24 PM
S:\SURVEY\01_Projects\2022\022-508 MBN EPIC Boulevard Square Lot 3 Replat - West Fargo\Drawings\022-508 Boulevard Square Addition Plat.dwg

BOULEVARD SQUARE ADDITION

TO THE CITY OF WEST FARGO, A REPLAT OF LOT 3, BLOCK 1, SOUTH POND AT THE PRESERVE SIXTH ADDITION
TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA

SURVEYOR'S CERTIFICATE

Joshua J. Nelson, being duly sworn, deposes and says that he is the Registered Land Surveyor who prepared and made the attached plat of "BOULEVARD SQUARE ADDITION" to the City of West Fargo, a replat of Lot 3, Block 1 of South Pond At The Preserve Sixth Addition to the City of West Fargo, Cass County, North Dakota; that said plat is a true and correct representation of the boundary survey; that all distances are correctly shown on said plat; that monuments have been placed in the ground as indicated for the guidance of future surveys and that said addition is described as follows, to wit:

All of Lot 3, Block 1 of South Pond At The Preserve Sixth Addition to the City of West Fargo, according to the recorded plat thereof on file and of record in the office of the recorder, Cass County, North Dakota.

Said tract contains 2.24 acres, more or less, and is subject to Easements, Reservations, Restrictions and Rights-of-Way of record, if any.

Joshua J. Nelson, PLS
Professional Land Surveyor
Registration No. LS-27292

State of North Dakota)
County of Cass) SS

On this ____ day of _____, 20____, appeared before me, Joshua J. Nelson, known to me to be the person whose name is subscribed to the above certificate and did acknowledge to me that he executed the same as his own free act and deed.

Notary Public: _____

OWNER'S DEDICATION

We, the undersigned, do hereby certify that we are the owners of the land described in the plat of "BOULEVARD SQUARE ADDITION" to the City of West Fargo, a replat of Lot 3, Block 1 of South Pond At The Preserve Sixth Addition to the City of West Fargo, Cass County, North Dakota; that we have caused it to be platted into lots and blocks as shown by said plat and certificate of Joshua J. Nelson, Registered Land Surveyor, and that the description as shown in the certificate of the Registered Land Surveyor is correct.

Owner: Boulevard Square III, LLC
By: Amy Hass
Its: Chief Executive Officer

Amy Hass
State of North Dakota)
County of Cass) SS

On this ____ day of _____, 20____, before me, a notary public in and for said county and state, personally appeared Amy Hass, Chief Executive Officer, Boulevard Square III, LLC known to me to be the person described in and who executed the same of behalf of said limited liability company.

Notary Public: _____

WEST FARGO CITY COMMISSION APPROVAL

Approved by the Board of Commissioners and ordered filed this ____ day of _____, 20____.

Bernie L. Dardis
President of the West Fargo City Commission

Attest: Tina Fisk
City Auditor

State of North Dakota)
County of Cass) SS

On this ____ day of _____, 20____, before me, a notary public in and for said county and state, personally appeared Bernie L. Dardis, President, and Tina Fisk, City Auditor, known to me to be the persons described in and who executed the same as a free act and deed.

Notary Public: _____

WEST FARGO CITY ENGINEER APPROVAL

This plat in the City of West Fargo is hereby approved this ____ day of _____, 20____.

Dustin T. Scott.
City Engineer

State of North Dakota)
County of Cass) SS

On this ____ day of _____, 20____, before me, a notary public in and for said county and state, personally appeared Dustin T. Scott, City Engineer, known to me to be the person described in and who executed the same as the city engineer.

Notary Public: _____

WEST FARGO CITY ATTORNEY APPROVAL

I hereby certify that proper evidence of title has been examined by me and I approve this plat as to form and execution this ____ day of _____, 20____.

John T. Shockley
City Attorney

State of North Dakota)
County of Cass) SS

On this ____ day of _____, 20____, before me, a notary public in and for said county and state, personally appeared John T. Shockley, City Attorney, known to me to be the person described in and who executed the same as the city attorney.

Notary Public: _____

WEST FARGO PLANNING COMMISSION APPROVAL

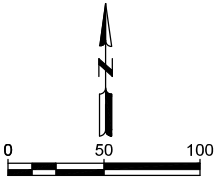
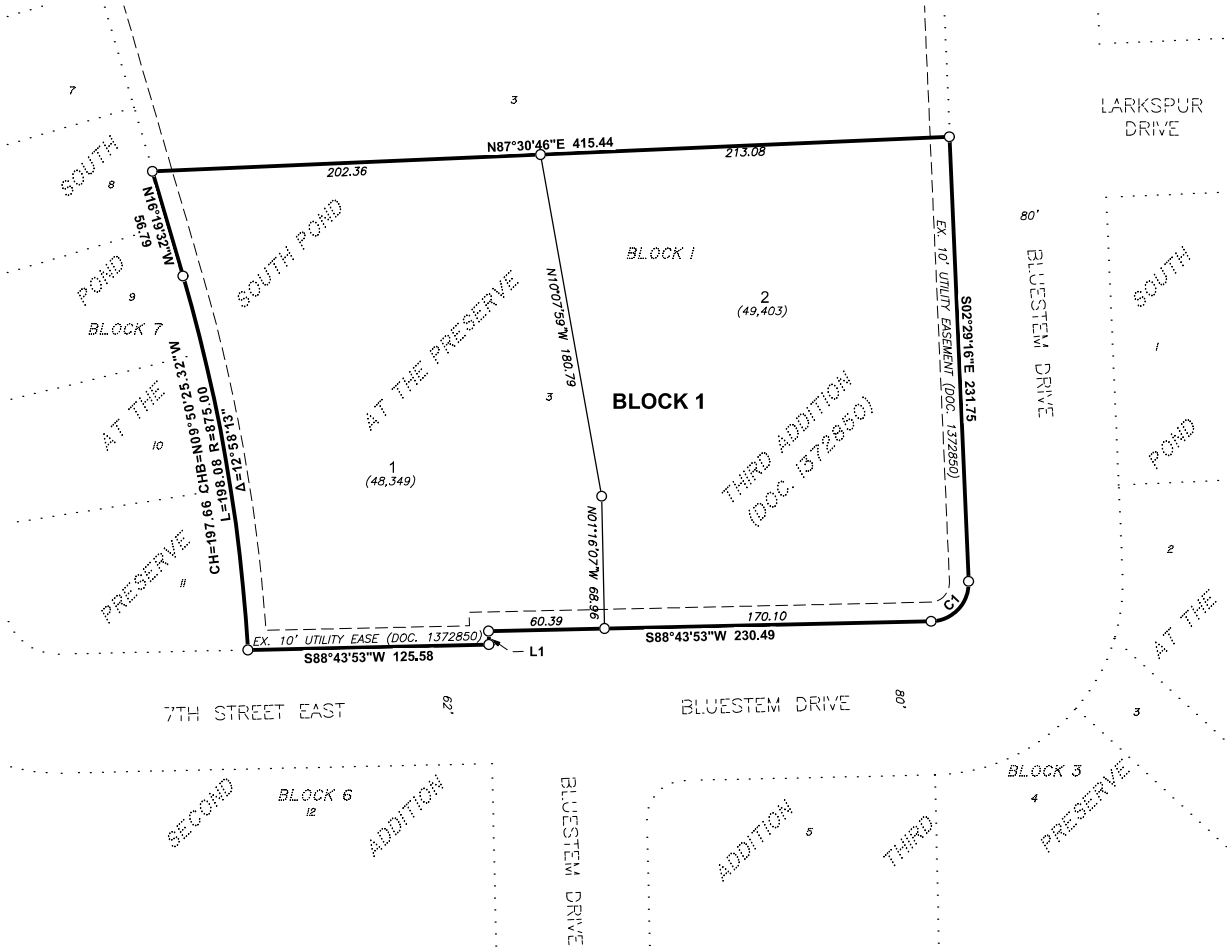
Approved by the City of West Fargo Planning Commission this ____ day of _____, 20____.

Joseph F. Kolb
Planning Commission Chair

State of North Dakota)
County of Cass) SS

On this ____ day of _____, 20____, before me, a notary public in and for said county and state, personally appeared Joseph F. Kolb, Planning Commission Chair, known to me to be the person described in and who executed the same as planning commission chair.

Notary Public: _____



ORIENTATION OF BEARING IS
THE PLAT OF SOUTH POND AT THE PRESERVE
SIXTH ADDITION TO THE CITY OF WEST FARGO
ACCORDING TO THE RECORDED PLAT THEREOF
GROUND DISTANCES ARE U.S. SURVEY FEET

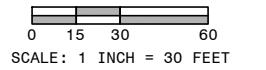
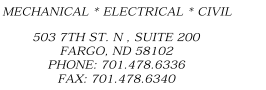
LEGEND

○	SET 5/8" REBAR W/CAP LS-27292
●	FOUND MONUMENT
(5,000)	PLAT LOT AREAS (SQUARE FEET)
---	EXISTING PLATTED LINE
- - -	EXISTING EASEMENT LINE
---	PLAT INTERIOR LOT LINES
---	PLAT OVERALL BOUNDARY

LINE TABLE		
#	DISTANCE	BEARING
L1	7.00	S01°16'07"E

CURVE TABLE					
#	LENGTH	RADIUS	DELTA	CHORD DISTANCE	CHORD BEARING
C1	31.84	20.00	91°13'09"	28.58	N43°07'18"E

KPH, INC.
SURVEY
9530 39TH ST. S.
FARGO, ND 58104
701-499-7979



FARGO, NORTH DAKOTA

NOT FOR CONSTRUCTION

MBN JOB #: 19-209 DATE: 2-11-22

PRELIMINARY REPLAT

FACT SHEET

WEST FARGO PLANNING AND ZONING COMMISSION

April 11, 2022

BACKGROUND:

PURPOSE: CO: Corridor Overlay Plan Review at 793 32nd Ave W (Lot 1, Block 1 of Eagle Run Plaza 12th Addition), City of West Fargo North Dakota

EXISTING LAND USE: Vacant

PROPOSED LAND USE: Commercial Office/Retail Condo

EXISTING ZONING: CO: Corridor Overlay & C: Light Commercial

PARCEL SIZE: 10,106 square feet

The applicant has submitted site plans, including elevations showing a 1,500 square foot, two-story structure for use as office space.

Under Section 4-431.5.2.a, there is a higher construction standard for areas in the CO: Corridor Overlay District requiring the applicant receive approval of site and building plans by the Planning & Zoning and City Commissions prior to approval of a building permit for those areas along Sheyenne Street between Interstate 94 as well as 40th Avenue, 32nd Avenue west of Sheyenne Street and 13th Avenue East.

The Building Construction standards under 4-431.5. of the CO: Corridor Overlay District limits Light Commercial properties to no more than 30% metal or fiberglass on all walls fronting a public street provided it is coordinated into the architectural design. Seventy percent (70%) of any wall (facade area) which fronts on a public street shall be constructed of glass, brick, wood, stone, architectural concrete cast in place or precast concrete panels, or, as approved by the Commission(s), other integrated materials per the architectural design. The building does not front a public street; however, is faced with a combination of glass, LP siding (wood composite), brick, steel and metal, which would exceed the standard.

Setbacks for the building are more than adequate for the CO: Corridor Overlay District, as is the landscaping.

Under the original subdivision plat, a requirement for sidewalk or multi-use path connectivity within the subdivision was a condition of approval and addressed in a signed improvement agreement. The applicant previously submitted a plan showing connectivity to the 33rd Avenue West sidewalk.

Required parking for general office uses would be would be one space 300 square feet of gross floor area and the developer intends for share parking for the proposed four buildings/lots. Forty (40) parking spaces would be required, with the site plan showing 45 spaces.

Cross access easements within the plat provide access to 6th & 9th Streets West, as well as to 32nd and 33rd Avenues West. Direct driveway access to this lot is proposed to the north, along the east/west cross access easement.

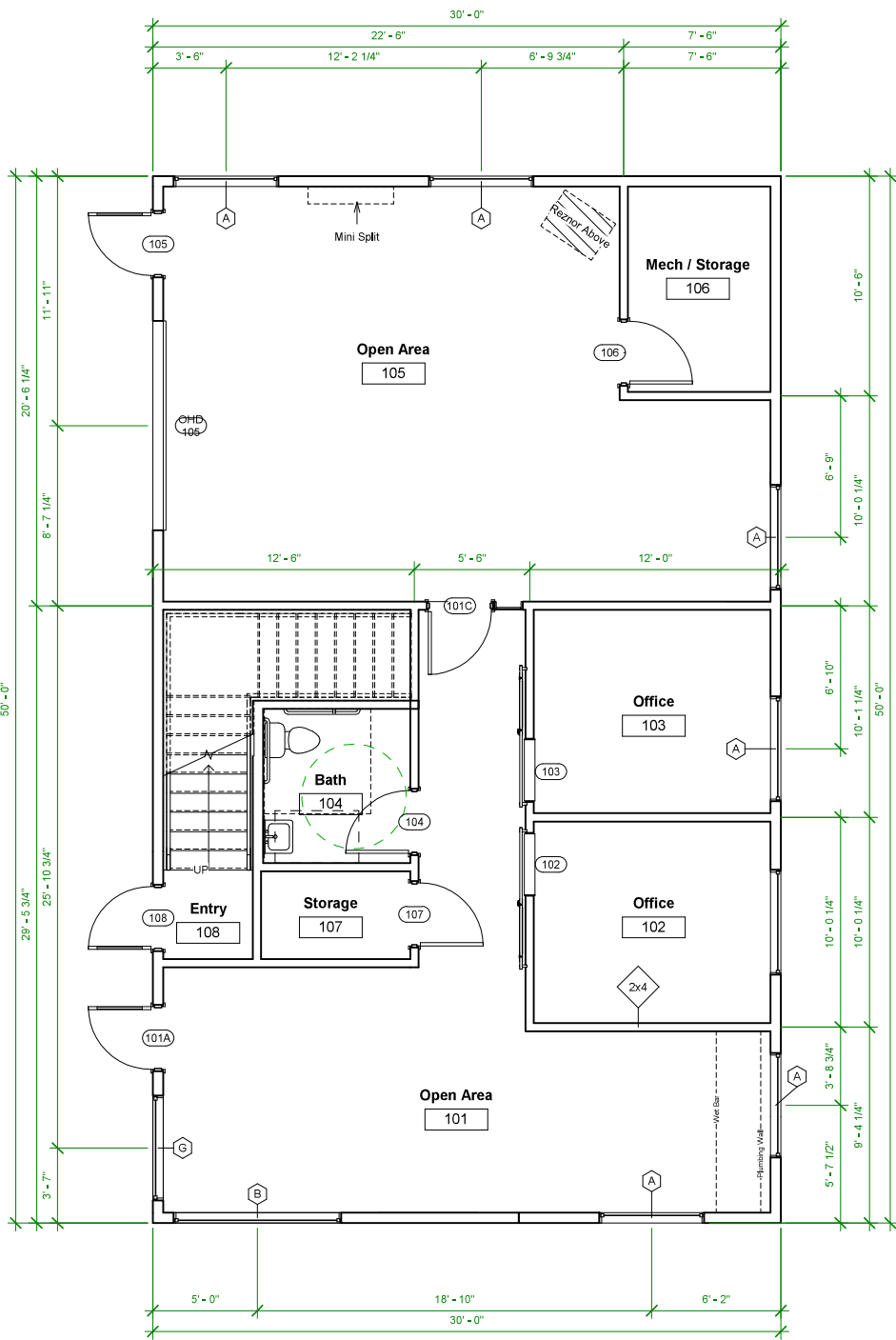
The submitted information shows that City plans and development requirements can be met. Staff's recommendation is to approve the site and elevation plans for submittal to the City Commission with the condition that all provisions of West Fargo City Ordinances are met to ensure sufficient review is provided for building inspections and other City departments

02-4450-00010-000



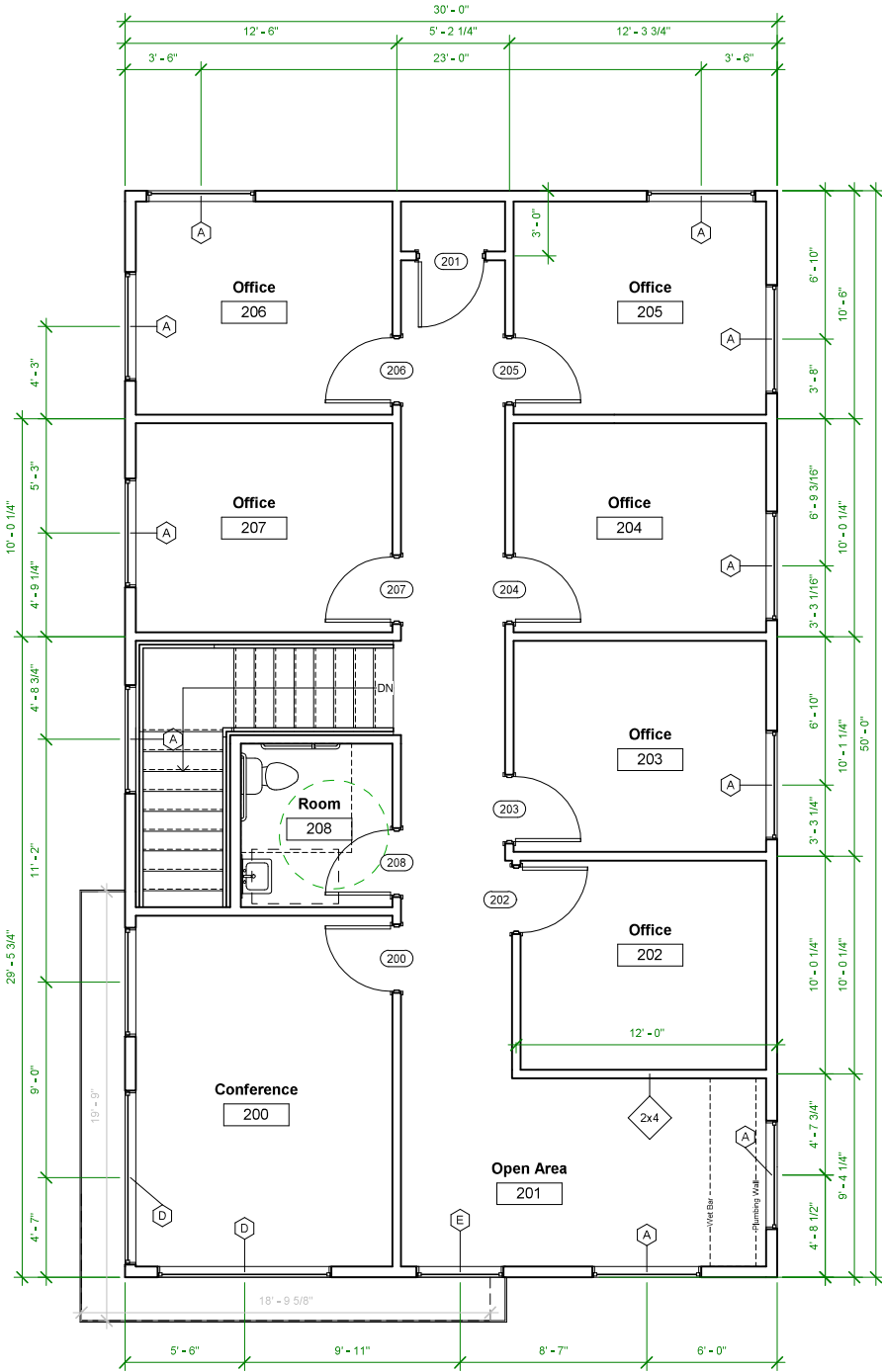
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West Fargo	
Date: 3/22/2022	
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	



① Level 1
1/4" = 1'-0"

CONSTRUCTION NOTES
WALL HEIGHT = 9' - 1 1/8", TYP.
-16" OC STUD SPACING, TYP.
-VERIFY ROUGH OPENINGS WITH G.C.
-PROVIDE HANDRAIL BACKING



② Level 2
1/4" = 1'-0"

CONSTRUCTION NOTES
WALL HEIGHT = 9' - 1 1/8", TYP.
-16" OC STUD SPACING, TYP.
-VERIFY ROUGH OPENINGS WITH G.C.
-PROVIDE HANDRAIL BACKING

Window Schedule						
Type Mark	Type	Width	Height	Rough Height	Rough Width	Count
E	4050	4' - 0"	5' - 0"			1
A	5050	5' - 0"	5' - 0"			18
G	5070	5' - 0"	6' - 4"			1
D	8050	8' - 0"	5' - 0"			2
B	8070	8' - 0"	6' - 4"			1
Grand total: 23						

Door Schedule		
Mark	Width	Height
101A	3' - 0"	7' - 0"
101C	3' - 0"	7' - 0"
101E	1' - 2"	7' - 0"
102	3' - 0"	7' - 0"
103	3' - 0"	7' - 0"
104	3' - 0"	7' - 0"
105	3' - 0"	7' - 0"
106	3' - 0"	7' - 0"
107	3' - 0"	7' - 0"
108	3' - 0"	7' - 0"
200	3' - 0"	7' - 0"
201	3' - 0"	7' - 0"
202	3' - 0"	7' - 0"
203	3' - 0"	7' - 0"
204	3' - 0"	7' - 0"
205	3' - 0"	7' - 0"
206	3' - 0"	7' - 0"
207	3' - 0"	7' - 0"
208	3' - 0"	7' - 0"
OHD 105	10' - 0"	8' - 0"

Project Number	1/25/2022 1:53:55 PM
Author	

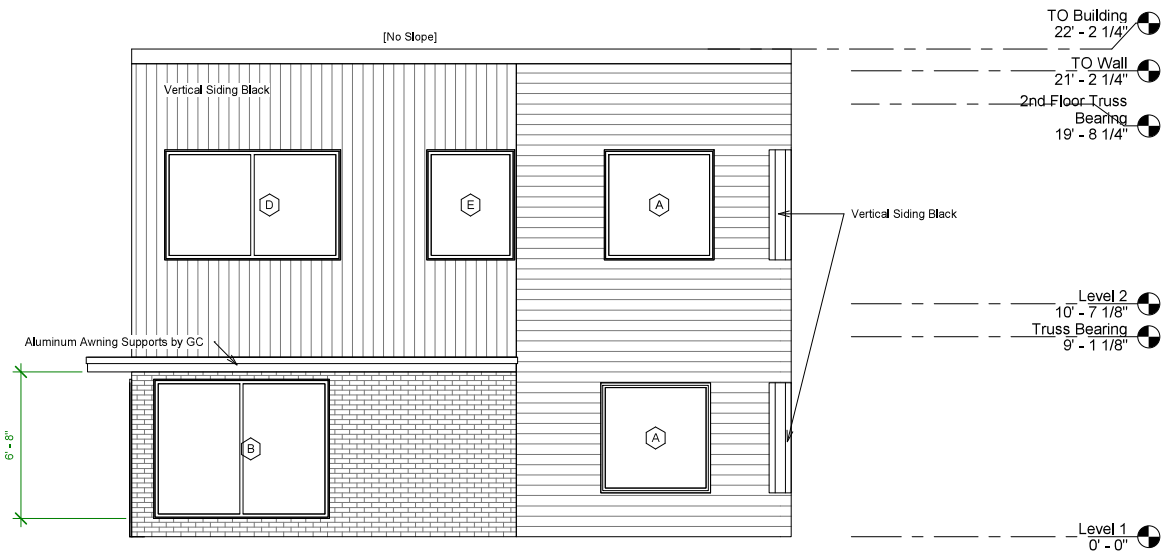
NAME: _____ DATE: _____

Eagle Run Lot 1

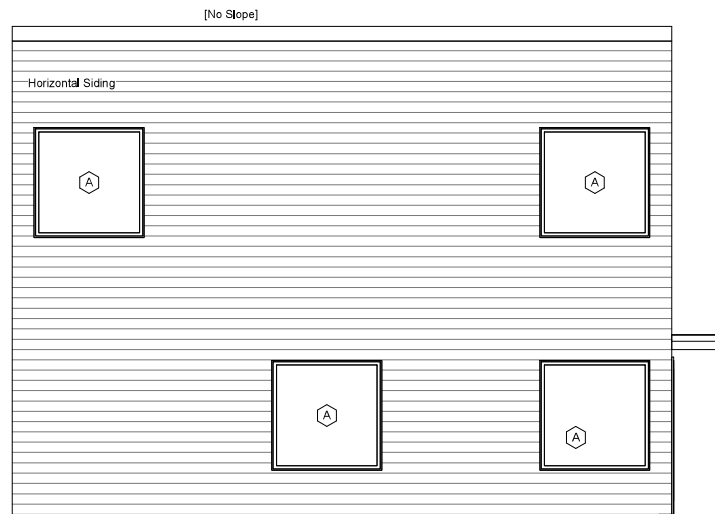
PAGE: A101

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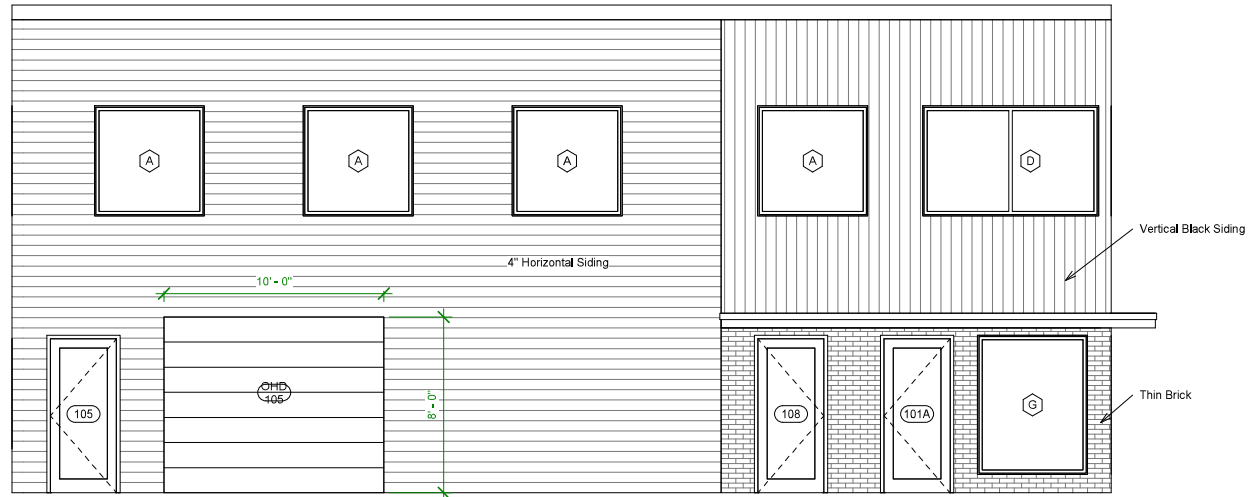
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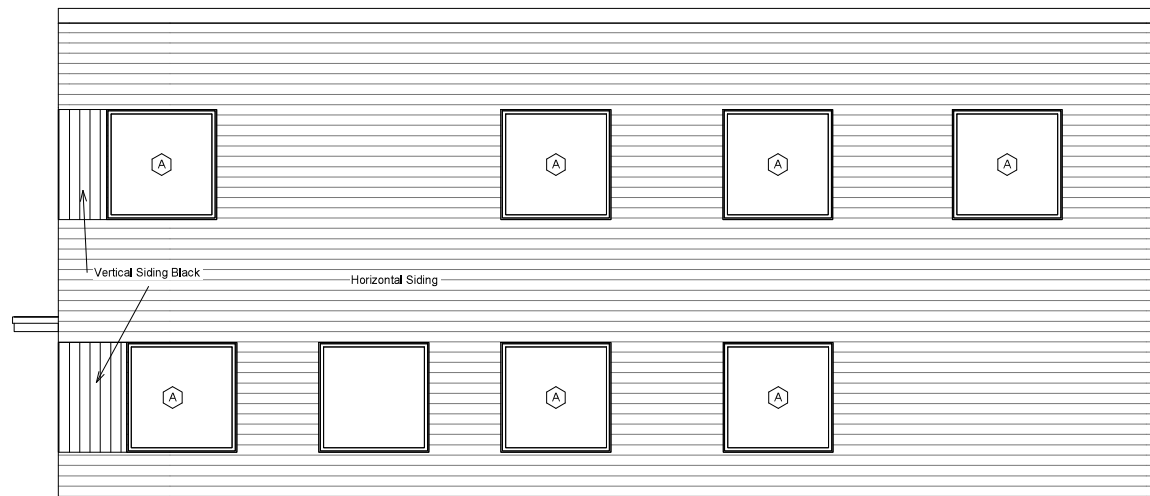
① North
1/4" = 1'-0"



③ South
1/4" = 1'-0"



② East
1/4" = 1'-0"



④ West
1/4" = 1'-0"

Project Number	1/25/2022 1:53:55 PM
Author	

DATE: _____

NAME: _____

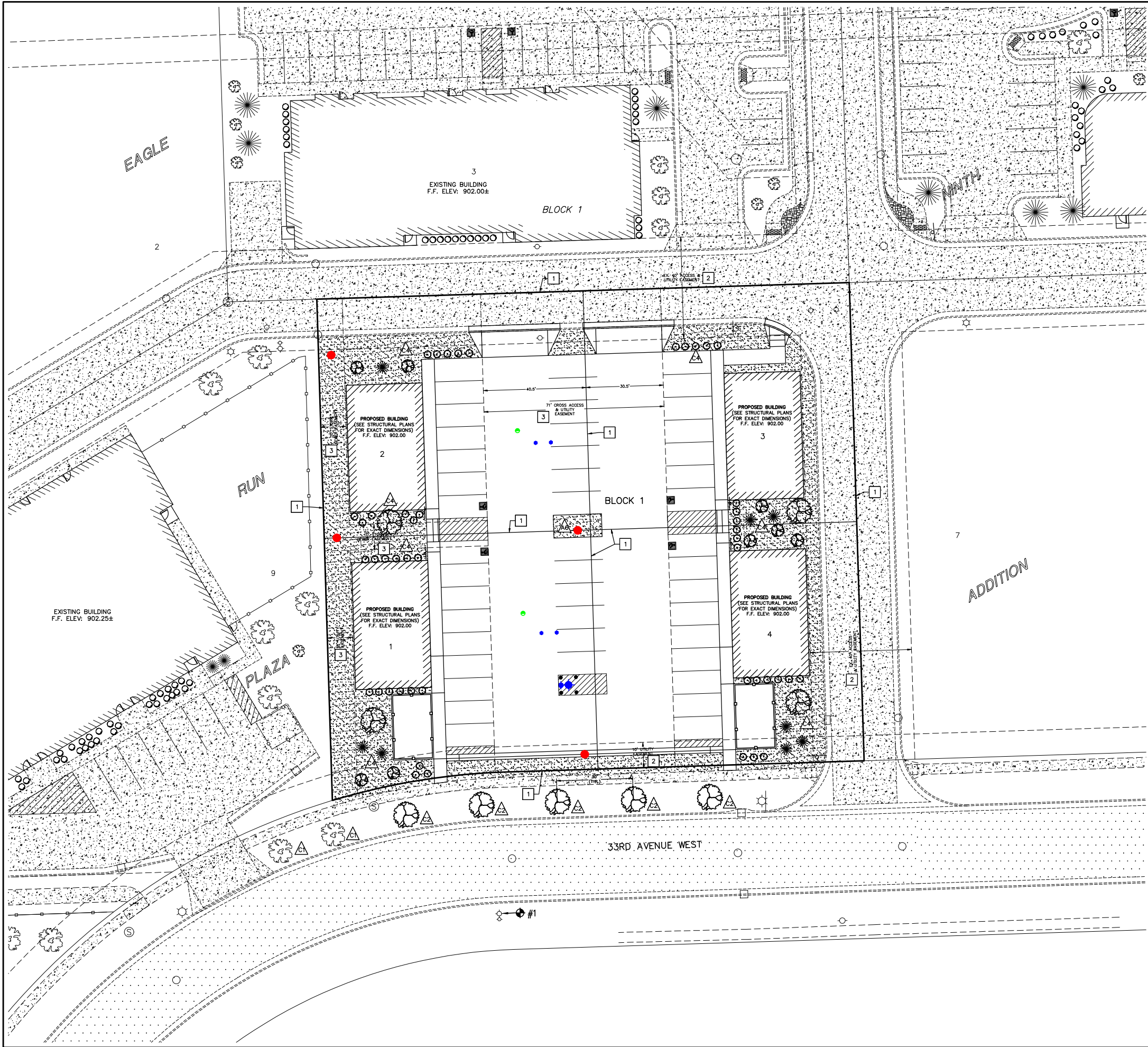
Eagle Run Lot 1

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A102

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FILE LOCATION: R:\Projects\21000\21933\CIVIL\PRODUCTION\21933-SITE.dwg

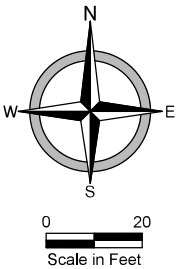


GENERAL NOTATIONS

- 1 PROPERTY LINE.
- 2 EXISTING EASEMENT.
- 3 PROPOSED EASEMENT.

LANDSCAPE NOTATIONS

- LA-7 PLANTING BED.
- EXISTING WEST FARGO BOULEVARD TREE.
- LA-21 WEST FARGO BOULEVARD TREE.
- LA-21 WEST FARGO ONSITE PLANTING.



BENCHMARK LIST			
VERTICAL DATUM: NGVD 29			
HORIZONTAL DATUM: WEST FARGO HORIZONTAL CALIBRATION			
NO.	DESCRIPTION	LOCATION	ELEV.
1	TOP NUT ON HYDRANT	SOUTH SIDE OF 33RD AVENUE WEST	903.60

LANDSCAPE PLAN
LOTS 1-4 OFFICE CONDOS
EAGLE RUN PLAZA 12TH ADDITION
WEST FARGO, NORTH DAKOTA
LANDSCAPE PLAN

DATE:	06.09.21
REVISED:	07.19.21
REVISED:	---
REVISED:	---
REVISED:	---
REVISED:	---
RECORD:	---

PROJECT No.	21933
MANAGER:	CPB
DESIGNER:	MJP
DRAFTER:	KAG
REVIEWER:	CPB

C-405

SHEET 8 OF 10

This document was originally issued and sealed by Kyle J. McCamy, Registration No. PE-6396, on 07/19/21 and the original document is stored at Moore Engineering, Inc., West Fargo, N.D.



FACT SHEET
WEST FARGO PLANNING AND ZONING COMMISSION
April 11, 2022

BACKGROUND:

PURPOSE: Interstate Corridor Overlay Site Plan and Building Plan Review at 750 23rd Avenue E – Lot 1, Block 1 North Pond at the Preserve 1st Addition

EXISTING LAND USE: Retail Commercial (Costco)

EXISTING ZONING: C: Light Commercial & CO-I: Interstate Corridor Overlay District

PARCEL SIZE: 790,096 Square Feet (18.14 Acres)

This property is located within the CO-I: Interstate Corridor Overlay District which requires that all development shall be subject to site and building plan review and approval by the Planning and Zoning Commission and City Commission. A higher construction standard is required in CO-I: Interstate Corridor Overlay District. Any exposed metal or fiberglass on all buildings shall be limited to no more than thirty (30) percent of any wall which fronts on a public street, provided that it is coordinated into the architectural design.

The site plan shows the existing 152,473 square foot building for their store with a proposed 6,451 square foot liquor store addition, with a separate entrance on the north side of the building. The proposed addition would remove 17 parking spaces. The current site has 751 parking stalls which exceeded the required parking of 636 parking spaces. The parking lot contains landscaped islands, landscaping around the perimeter, and is setback adequately per the Corridor Overlay and Interstate Corridor Overlay districts. The building is set back to the west and has a northeast orientation for the main entrance. The truck receiving area is set to the northwest side of the building and is recessed facing north. The truck docks are about 450 feet from the north property line and over 600 feet from Interstate 94. The applicant is waiting for elevations from the architect reflecting building materials, which will be similar to the current structure and consist of metal panels, split-face concrete, and textured panels.

Final construction plans would be reviewed in detail by the staff to ensure that all zoning requirements are met.

The submitted information shows that City plans and development requirements can be met. Staff's recommendation is to approve the site and elevation plans for submittal to the City Commission with the condition that all provisions of West Fargo City Ordinances are met to ensure sufficient review is provided for building inspections and other City departments.



West Fargo GIS, City of West Fargo, Fugro

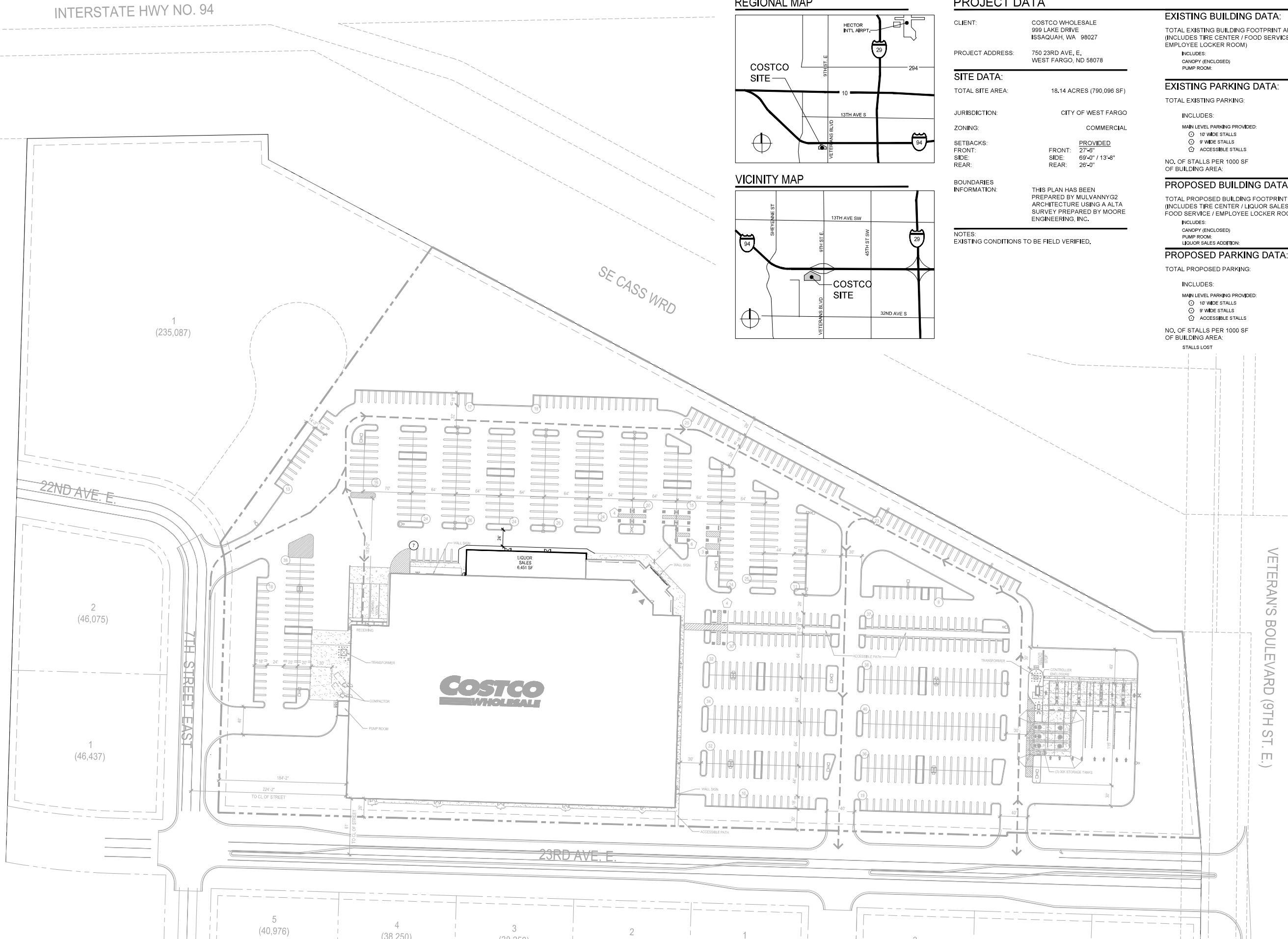
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West Fargo

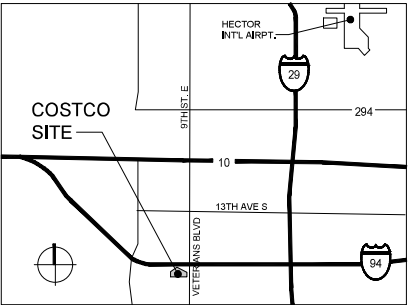
Date: 3/22/2022

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.





REGIONAL MAP



VICINITY MAP



PROJECT DATA

CLIENT: COSTCO WHOLESALE
999 LAKE DRIVE
ISSAQUAH, WA 98027

PROJECT ADDRESS: 750 23RD AVE. E.,
WEST FARGO, ND 58078

SITE DATA:

TOTAL SITE AREA: 18.14 ACRES (790,096 SF)

JURISDICTION: CITY OF WEST FARGO

ZONING: COMMERCIAL

SETBACKS: PROVIDED
FRONT: 27'-6"
SIDE: 69'-0" / 13'-8"
REAR: 26'-0"

BOUNDARIES INFORMATION: THIS PLAN HAS BEEN PREPARED BY MULVANNY G2 ARCHITECTURE USING AN ALTA SURVEY PREPARED BY MOORE ENGINEERING, INC.

NOTES: EXISTING CONDITIONS TO BE FIELD VERIFIED.

EXISTING BUILDING DATA:

TOTAL EXISTING BUILDING FOOTPRINT AREA: 152,473 SF
(INCLUDES TIRE CENTER / FOOD SERVICE / EMPLOYEE LOCKER ROOM)

INCLUDES:
CANOPY (ENCLOSED) 4,156 SF
PUMP ROOM: 324 SF

EXISTING PARKING DATA:

TOTAL EXISTING PARKING: 751 STALLS

INCLUDES:
MAIN LEVEL PARKING PROVIDED:
10' WIDE STALLS 734 STALLS
9' WIDE STALLS 0 STALLS
ACCESSIBLE STALLS 17 STALLS

NO. OF STALLS PER 1000 SF OF BUILDING AREA: 4.93 STALLS

PROPOSED BUILDING DATA:

TOTAL PROPOSED BUILDING FOOTPRINT AREA: 158,924 SF
(INCLUDES TIRE CENTER / LIQUOR SALES / FOOD SERVICE / EMPLOYEE LOCKER ROOM)

INCLUDES:
CANOPY (ENCLOSED) 4,156 SF
PUMP ROOM: 324 SF
LIQUOR SALES ADDITION: 6,451 SF

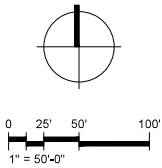
PROPOSED PARKING DATA:

TOTAL PROPOSED PARKING: 734 STALLS

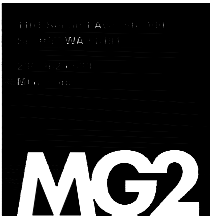
INCLUDES:
MAIN LEVEL PARKING PROVIDED:
10' WIDE STALLS 717 STALLS
9' WIDE STALLS 0 STALLS
ACCESSIBLE STALLS 17 STALLS

NO. OF STALLS PER 1000 SF OF BUILDING AREA: 4.61 STALLS

STALLS LOST -17 STALLS



750 23rd AVE. E.
WEST FARGO, ND 58078



11-0072
MARCH 2, 2022

PRELIMINARY
SITE PLAN

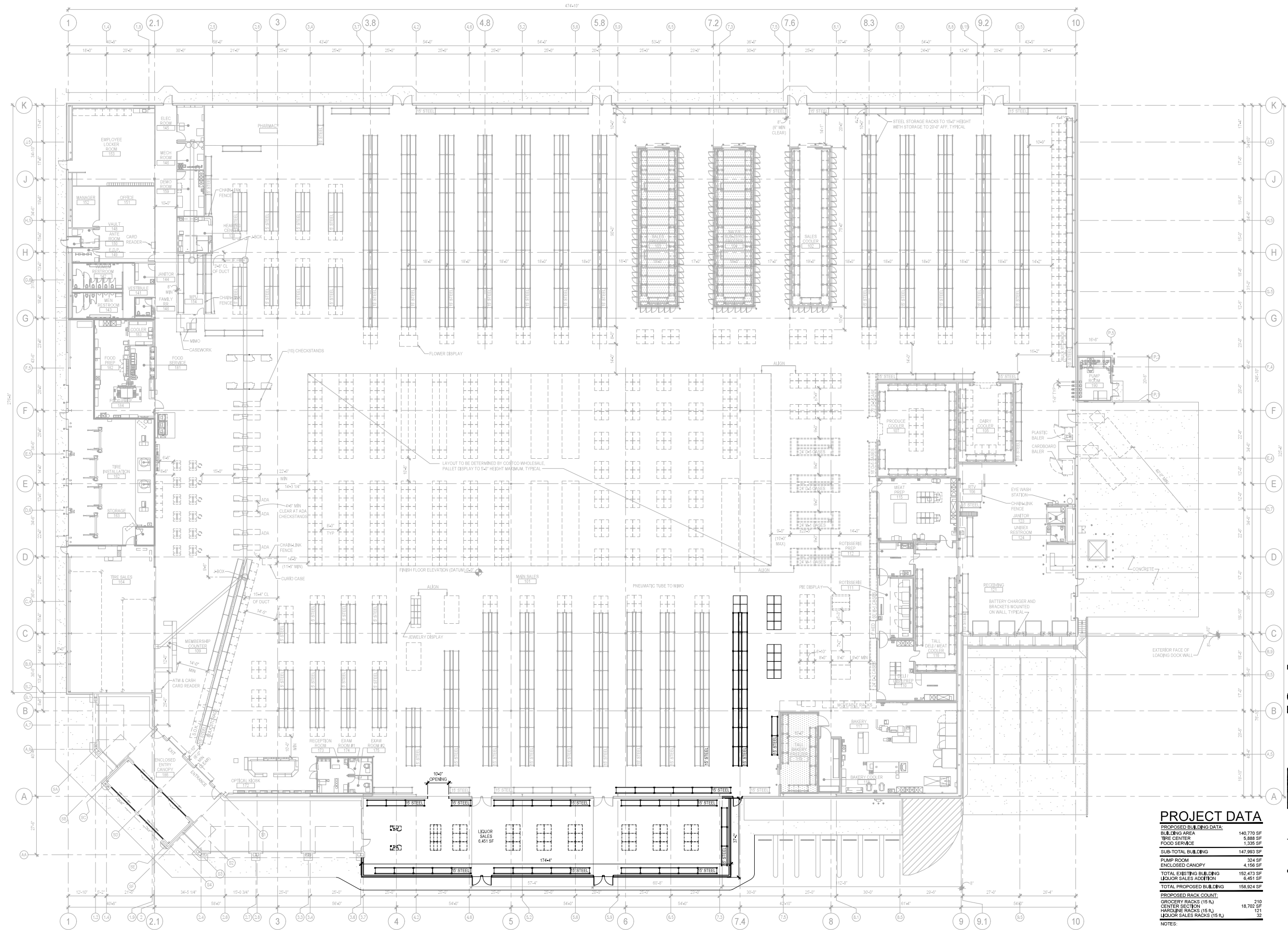
P11-01

COSTCO WHOLESALE

WEST FARGO, NORTH DAKOTA

PRELIMINARY SITE PLAN

MARCH 2, 2022



PROJECT DATA	
PROPOSED BUILDING DATA	
BUILDING AREA	140,770 SF
TIRE CENTER	5,888 SF
FOOD SERVICE	1,335 SF
SUB-TOTAL BUILDING	147,993 SF
PUMP ROOM	324 SF
ENCLOSED CANOPY	4,156 SF
TOTAL EXISTING BUILDING	152,473 SF
LIQUOR SALES ADDITION	6,451 SF
TOTAL PROPOSED BUILDING	158,924 SF
PROPOSED RACK COUNT:	
GROcery RACKS (15 ft)	210
CENTER SECTION	18,700 SF
HARDLINE RACKS (15 ft)	121
LIQUOR SALES RACKS (15 ft)	32
NOTES:	

COSTCO WHOLESALE

WEST FARGO, NORTH DAKOTA

PRELIMINARY FLOOR PLAN

MARCH 2, 2022

COSTCO WHOLESALE
WEST FARGO, ND
#1119

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