



PREPARED FOR THE PLAN COMMISSION

Project Address: 3517 W Beltline Highway
Application Type: Conditional Use
Legistar File ID # [93272](#)
Prepared By: Timothy M. Parks, Planning Division
Report includes comments from other City agencies, as noted.

Summary

Applicant & Property Owner: Ben Filkouski, 3517 W Beltline, LLC; 923 Applegate Road; Madison.

Contact Person: Patrick Eagan, One Design & Engineering, LLC; 202 Ash Street; Cambridge.

Requested Action: Consideration of a conditional use in the Suburban Employment (SE) District for warehousing and storage at 3517 W Beltline Highway.

Proposal Summary: The subject site is developed with a one- and two-story 59,169 square-foot office and warehousing facility. According to a lease letter of intent dated May 26, 2026, 32,860 square feet of the building is currently improved as warehousing, with the remaining 22,309 square feet identified as office space. The building was originally developed in the Town of Madison and subject to Dane County zoning regulations. However, the property was among those attached to the City of Madison on October 31, 2022 with dissolution of the Town into Madison and the City of Fitchburg. The applicant is seeking conditional use approval to allow the warehousing and storage use in the building to continue.

The need for conditional use approval for the warehousing component of the building to continue is driven in part by the pending lease of approximately 11,000 square feet of space in the building to the City of Madison Clerk’s Office for storage of elections equipment for a period of three years while the Dane County Election Center at 2002 Pankratz Street is renovated. Following that renovation, the equipment stored at 3517 W Beltline Highway is scheduled to be relocated to the County facility. In addition to the City’s proposed storage use, the applicant and property owner indicate that they intend to offer other space in the building for lease as warehousing and storage.

The application materials suggest that minor modifications to the building are needed to accommodate the City Clerk as tenant, which will be built out following conditional use approval and prior to the Clerk’s Office taking occupancy of the leased space later this summer. The application materials do not identify other warehousing and storage tenants for the building at this time beside the City.

Applicable Regulations & Standards: Table 28F-1 in Section 28.082(1) of the Zoning Code identifies warehousing and storage, defined as “an establishment providing storage and distribution of merchandise and bulk goods, typically involving heavy truck and/or freight rail traffic” as a conditional use in the SE (Suburban Employment) zoning district. Section 28.183 provides the process and standards for the approval of conditional use permits.

Review Required By: Plan Commission.

Summary Recommendation: The Planning Division recommends that the Plan Commission find the standards met and **approve** a conditional use for warehousing and storage in an existing office and warehousing facility located at 3517 W Beltline Highway subject to input at the public hearing and the conditions from reviewing agencies beginning on **page 5** of this report.

Background Information

Parcel Location: The subject site is a 3.26-acre parcel located on the south side of the W Beltline Highway frontage road approximately 250 feet west of Kingston Drive; Alder District 10 (Figueroa Cole); Madison Metropolitan School District.

Existing Conditions and Land Use: A one- and two-story, 59,169 square-foot office/warehousing building, zoned SE (Suburban Employment District).

Surrounding Land Use and Zoning:

North: W Beltline Highway freeway and frontage road;

South: River Bend Apartments, zoned SR-V2 (Suburban Residential–Varied 2 District);

West: University of Wisconsin Arboretum, zoned CN (Conservancy District); and

East: Single- and two-family residences along Kingston Drive, zoned SR-V2.

Adopted Land Use Plans: The Comprehensive Plan as amended through 2024 recommends the subject site and other properties along the south side of the W Beltline Highway frontage road for Employment (E). The existing apartment complex to the south is recommended for Low-Medium Residential (LMR), while the single- and two-family residences along Kingston Drive south of Thames Trail are recommended for Low Residential (LR).

The 2013 Arbor Hills–Leopold Neighborhood Plan includes the subject site and nearby properties along the frontage road in the “Arborview Employment/Commercial Corridor”. The neighborhood plan generally recommends the continuation of employment uses in the western portion of the plan sub-area and recommends that an identity be established for the corridor and that better pedestrian connectivity be established.

Zoning Summary: The site is zoned SE (Suburban Employment District).

Requirements	Required	Proposed
Lot Area (sq. ft.)	20,000	143,574
Lot Width	65 ft	330 ft
Front Yard Setback	Existing	Existing, no change
Side Yard Setback	Existing	Existing, no change
Rear Yard Setback	Existing	Existing, no change
Maximum Lot Coverage	Existing	Existing, no change
Minimum Building Height	Existing	Existing, no change
Maximum Building Height	Existing	Existing, no change

Site Design	Required	Proposed
Number Parking Stalls	Existing	Existing, no change
Electric Vehicle Stalls	None	None
Accessible Stalls	Existing	Existing, no change
Loading	Existing	Existing, no change
Number Bike Parking Stalls	13	14
Landscaping and Screening	Existing	Existing, no change
Lighting	Existing	Existing, no change
Building Form and Design	Existing	Existing, no change

Other Critical Zoning Items	
Yes:	Utility Easements
No:	Barrier Free (ILHR), Urban Design, Floodplain, Wetlands, Wellhead Protection, Adjacent to (City-Owned) Park, Landmarks; Transit-Oriented Development (TOD) Overlay

Tables Prepared by: Jacob Moskowitz, Assistant Zoning Administrator

Environmental Corridor Status: The subject site is located in the Central Urban Service Area. There are no environmental corridors mapped on the subject site. The adjacent University of Wisconsin Arboretum is located in a mapped corridor.

Public Utilities and Services: The subject site is served by a full range of urban services, including Metro Transit, which operates Route H along the frontage road past the site, with the nearest stops to the east at Grandview Boulevard.

Project Description, Analysis and Conclusion

The applicant and property owner are requesting conditional use approval to allow warehousing and storage to continue in an existing one- and two-story multi-tenant commercial building located at 3517 W Beltline Highway. The building occupies a 3.26-acre parcel located on the south side of the W Beltline Highway frontage road approximately 250 feet west of Kingston Drive and adjacent to the University of Wisconsin Arboretum, which borders the site on the west.

The existing C-shaped building contains 59,169 square feet of floor area. According to a lease letter of intent dated May 26, 2026, 32,860 square feet of the building is currently improved as warehousing, with the remaining 22,309 square feet identified as office space. The one-story portion of the structure parallels the western and southern edges of the property, while the two-story portion parallels the northern property line. The portion of the site east of the building is improved with surface parking. The drive providing access to the adjacent River Bend Apartments south of the site is located on the subject property but is separate from the driveways and parking serving the subject building.

The building was originally developed in the Town of Madison and subject to Dane County zoning regulations. However, the property was among those attached to the City of Madison on October 31, 2022 with the dissolution of the Town into the City of Madison and the City of Fitchburg. The property was assigned SE zoning effective with the attachment consistent with the Employment land uses recommended in adopted plans for the site and other properties along the W Beltline Highway frontage road.

The Zoning Administrator has determined that conditional use approval is required to allow the warehousing and storage use of the building to continue now that the site is subject to City of Madison zoning. The need for conditional use approval for the warehousing component is driven in part by a proposal to lease 10,795 square feet of space in the building to the City of Madison Clerks Office for storage of elections equipment. The Common Council adopted Resolution 26-00329 (ID [93126](#)) on June 9, 2026 to lease the space for a 36-month term once the property owner completes the modifications to the building needed to accommodate the Clerk's Office as outlined in the lease letter of intent. Occupancy of the leased space by the Clerk's Office is expected later this summer. In addition to the City's proposed storage use, the applicant and property owner indicate that they intend to offer other space in the building for lease as warehousing and storage. However, the application materials do not identify other such tenants for the building at this time apart from the City Clerk's Office.

A conditional use is defined in the Zoning Code as “a use which, because of its unique or varying characteristics, cannot be properly classified as a permitted use in a particular district.” The Plan Commission shall not approve an application for a conditional use unless it can find that all of the standards found in Section 28.183(6)(a), Approval Standards for Conditional Uses, are met. That section states: “The City Plan Commission shall not approve a conditional use without due consideration of the recommendations in the City of Madison Comprehensive Plan and any applicable, neighborhood, neighborhood development, or special area plan, including design guidelines adopted as supplements to these plans. No application for a conditional use shall be granted by the Plan Commission unless it finds that all of the [standards for approval in Section 28.183(6) are met].” Before granting a conditional use, the Plan Commission may stipulate conditions and restrictions on the establishment, location, construction, maintenance and operation of the conditional use. Additionally, state law requires that conditional use findings must be based on “substantial evidence” that directly pertains to each standard and not based on personal preference or speculation.

Conditional use standards 1–6 are applicable to this request. The Planning Division believes that the Plan Commission may find that those conditional use standards are met to allow warehousing and storage to continue in the existing building on the subject site. Per its statement of purpose, the SE zoning district is “...established to encourage a broad range of employment activities, including limited industrial uses conducted within enclosed buildings, while also encouraging shared access, improved landscaping and site design, and bicycle and pedestrian facilities.” The district is also intended, in part, to “encourage the integration of complementary employment and related uses in an attractive and pedestrian-oriented environment” in a manner consistent with the recommendations in adopted plans. Planning staff feels that the warehousing use at this site can be considered a complementary related use consistent with the statement of purpose for the SE district. Its continuation should not impact the uses, values, and enjoyment or the normal and orderly development of surrounding properties consistent with the conditional use standards.

No alder, public, or neighborhood association comments have been received as of the writing of this report that would suggest that the Plan Commission could not approve the request as submitted subject to the proposed conditions in the following section. As with any conditional use, the Plan Commission retains continuing jurisdiction as stipulated in Section 28.183(9)(e) of the Zoning Code in the event that complaints are received, which could result in more restrictive conditions being applied if deemed necessary following an investigation and public hearing.

Recommendation

Planning Division Recommendation (Contact Timothy M. Parks, (608) 261-9632)

The Planning Division recommends that the Plan Commission find the standards met and **approve** a conditional use for warehousing and storage in an existing office and warehousing facility located at 3517 W Beltline Highway subject to input at the public hearing and the following conditions:

Recommended Conditions of Approval: Major/Non-Standard Conditions are Shaded

Planning Division

1. Revise the project plans to clarify the spaces within the building that will be used for warehousing and storage space versus spaces for office or other uses allowed in the SE district. The amount of space for warehousing should be expressed as the total amount devoted to that use as well as the number and size of leased warehousing and storage spaces within that overall amount. [There is disagreement between the green/ blue/ pink spaces on the 'Exhibit C – Leased Premises Floor Plan' in the City lease and the floorplan on file with Zoning for the building renovation.] All of the warehousing and storage spaces should be clearly delineated and dimensioned on the final plans.

City Engineering Division (Contact Gretchen Aviles Pineiro, (608) 266-4089)

2. Obtain a Permit to Excavate in the Right-of-Way to complete the improvements in the public right of way. The improvements are due to the requirement from the Traffic Engineering to close the middle driveway entrance. The permit application is available on the City Engineering Division website at www.cityofmadison.com/engineering/permits/excavation-in-the-right-of-way-permit. As a condition of the permit, a deposit to cover estimated City expenses will be required.

City Engineering Division–Mapping Section (Contact Julius Smith, (608) 264-9276)

3. The applicant shall provide the CAD submittal previously requested with LNDSPR-2026-00055.
4. Additional addresses were created for this project on May 28, 2026. Update the floorplans accordingly. The plans shall reflect proper street addresses for the property as reflected by official City of Madison Assessor's and Engineering Division records.

Traffic Engineering Division (Contact William Putnam, (608) 267-8713)

5. The middle existing driveway approach shall be abandoned, removed, and replaced with curb and gutter and noted on the plan. The terrace shall be restored and seeded with grass.
6. The developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City-owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
7. The City Traffic Engineer may require public signing, marking and street lighting related to the development; the developer shall be financially responsible for such signing, marking and street lighting.
8. All parking facility designs shall conform to the standards in MGO Section 10.08(6).
9. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all Class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
10. The applicant shall submit a Waste Removal Plan for review that includes vehicular turning movements, times, vehicle size, use of loading zones, and all related steps to remove trash from its location.

11. The applicant shall submit a Commercial Delivery Plan for review that includes times, vehicle size, use of loading zones, and all related turning movements.
12. To allow for proper pedestrian movement and prevent encroachment from irregularly parked bicycles or bicycle with trailers, all bicycle racks shall have a five-foot backup space.
13. All pedestrian walkways adjacent parking stalls shall be seven (7) feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
14. The applicant shall demonstrate use of the loading zone with a turning template.
15. The applicant shall adhere to all vision triangle requirements as set in MGO Section 27.05 (No visual obstructions between the heights of 30 inches and 10 feet at a distance of 25 feet behind the property line at streets and 10 feet at driveways.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If applicant believes public safety can be maintained they shall apply for a reduction of MGO Section 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer. Contact Jeremy Nash with Traffic Engineering at 608-266-6585 or jnash@cityofmadison.com to begin waiver process.
16. The developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements, which shall be noted on face of plan.
17. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

Parking Division (Contact Trent W. Schultz, (608) 246-5806)

18. This agency has reviewed this project and determined a Transportation Demand Management (TDM) Plan could be required as part of approving the proposed change of use. Please specify the expected number of parking stalls that will be assigned to the proposed use, and the square footage of the tenant space.

Fire Department (Contact Matt Hamilton, (608) 266-4457)

19. Fire alarm system and/or automatic fire suppression system renovations may be required based on storage use. Ensure contractors submit applications for work permits along with construction documents for all fire protection and/or life safety systems as specified in MGO Section 34.02 to the Madison Fire Department for approval prior to installation.

The following agencies have reviewed this request and recommended no conditions of approval:

Zoning, Water Utility, Parks Division, Forestry Section, Metro Transit, Assessor's Office