

AGENDA MEMORANDUM

To: Planning Commission

From: BrieAnna Grandy, Senior Planner, Development Services

Title: **Use by Special Review – Tenant Finish – 651 Topeka Way, Suite #400 (Lot 1 Blk 1 Citadel Station Filing #4)**

Executive Summary

The applicant, Abby Dew for You, is requesting approval of a Use by Special Review – Tennant Finish for an adult day care at 651 Topeka Way, Suite #400. Abby Dew for You, will provide inclusive activities, workshops on independence and healthy living while fostering a supportive community for teens and young adults with intellectual and developmental disabilities (I/DD). A Use by Special Review is required for day cares in the General Industrial (I-2) Zone District. As Abby Dew for You is proposed to go into an existing building, it is a Use by Special Review – Tenant Finish. A Use by Special Review – Tenant Finish requires a public hearing before the Planning Commission for review and final decision.



Figure 1: Vicinity Map

Background

Existing Conditions and Surrounding Uses

The property is located within the Citadel Station subdivision, a commercial/industrial subdivision that is zoned I-2, General Industrial. The property consists of two 23,500 square buildings, addressed as 680 Atchison Way and 651 Topeka Way, that were built in 1985. The property includes 144 parking spots. Each building is divided into suites that range in size from 1,500 square feet to 7,000 square feet. Some of the existing uses on the property include a brewery, a musical instrument repair shop, a pharmacy, and various office uses. Surrounding uses include office, commercial warehouse, and storage yards.



Figure 2: Existing Buildings

Zoning Regulations

The I-2 District is intended to allow a less restrictive type of industrial development where the necessary characteristics of industrial operation will not adversely affect nearby residential and business uses. The purpose of the district is to permit the normal operation of almost all industries, subject to those regulations necessary for mutual protection of nearby property owners in the lawful use of their respective properties, and the public health, safety and general welfare.

Discussion

Use

Abby Dew for You is proposed to occupy 3,055 square feet within the 651 Topeka Way building. Abby Dew for You is looking to provide a space to host larger social groups, new day programs, more accessibility options, and a greater variety of projects within this new space. The space will facilitate programs, mentoring, and check-ins through sensory friendly spaces. Day care facilities in the General Industrial (I-2) Zone District require approval through a Use by Special Review.

Development Standards

The existing building meets all the required development standards of the General Industrial, I-2 zoning district.

Notification and Outreach

Public Notice

Public hearing notice signs were posted on the property on March 30, 2026. Written notice letters were sent to property owners within 500 feet of the property, at least 15 days prior to the public hearings.

Town staff published notice of the Planning Commission public hearing on the Town's website and provided information about the proposal on the Town's *Development Activity* interactive map.

Neighborhood Meetings

A neighborhood meeting was held on September 8, 2025, virtually on Zoom. One member of the public attended the meeting. Questions pertaining to the Abby Dew for You office location and if there is waitlist for the program were asked.

A second neighborhood meeting was held in an in-person format on April 14, 2026, to provide interested neighbors a chance to view the plans that will be presented to Planning Commission. No members of the public attended.

Analysis

This staff analysis takes into account the representations made in the application and attachments submitted to date.

Use by Special Review and Approval Criteria and Analysis 17.39.010

In addition to the criteria set forth in Section 17.38.040, Use by Special Review applications shall also be evaluated under the following criteria:

- A. *Demonstrates design compatibility with the scale, architectural character and other prominent design themes found within the surrounding neighborhood.*
- B. *Demonstrates compatibility of the proposed use with existing and planned uses on adjacent properties.*
- C. *Mitigates adverse impacts or nuisance effects such as, but not limited to, visual impacts, noise, vibrations, light intensity, odors, loitering or level of outdoor activity, hours of operation or deliveries.*
- D. *Will not result in undue traffic congestion or traffic hazards. Adequate off-street parking must be provided. Pedestrian access must be adequately addressed when this type of access is identified as a significant component or need of the proposed use.*
- E. *Provides adequate landscaping, buffering and screening from adjacent and surrounding uses of potential impact.*

The existing building design and scale is similar to the other buildings in the area and no changes to the building are proposed. The use proposed is compatible with the existing uses on the property and surround properties and is compatible with potential uses allowed per the zoning. The proposed use will be within the existing building so no adverse impacts or nuisance effects will impact surrounding uses on the property or surrounding properties. The traffic generated from the use is in line with the expected traffic generation of the overall property. The use requires 10 parking spaces which is satisfied through the 144 parking spaces provided on site. As the use is inside the building, landscaping, buffering, and screening from adjacent and surrounding uses is not applicable.

Budget Impact

The proposed use will not impact the Town's budget.

Findings

All staff review comments have been addressed. Town staff has found that the proposed Use by Special Review for Tennant Finish for Abby Dew for You, located at 651 Topeka Way, Suite #400 addresses the following:

- Generally conforms with the objectives of the Town Vision and the Comprehensive Master Plan,
- Meets the review and approval criteria of the Municipal Code, Use by Special Review 17.39.

Recommendation

Staff recommends approval of the Use by Special Review – Tenant Finish.

Proposed Motion

"I move to approve the resolution for the Use by Special Review – Tenant Finish."

Attachments

Attachment A: Vicinity Map

Attachment B: Resolution for Abby Dew For You Use by Special Review – Tenant Finish

Attachment C: Project Narrative

Attachment D: Site Plan