CITY OF WICHITA

SEDGWICK COUNTY KANSAS

Wichita-Sedgwick County Metropolitan Area Planning Department

September 9, 2025

Annie Vu
11818 Taft Cir.
Wichita, KS 67209

Amy Hamilton
2252 W. Westport
Wichita, KS 67203

RE: CON2025-00114 – Administrative Permit request in the City for a Short Term Rental on property zoned TF-3 Two-Family Residential District; generally located on the west side of South Erie Avenue and within 500 feet south of East Waterman Street (347 South Erie Avenue).

Legal Description: Lots 5 & the South 19.1 Feet of Lot 7, Block 1, Harris & Hoffeld's Subdivision in Imboden and Oliver's Addition, Wichita, Sedgwick County, Kansas.

Dear Applicant,

We reviewed your Administrative Permit request to permit a non-owner-occupied Short-Term Rental in the City in the TF-3 Two-Family Residential District for the above described property.

Section V-L.2.b. of the Unified Zoning Code (UZC) allows a Short Term Rental in the City to be approved by Administrative Permit subject to Supplementary Use Regulations found in Section III-D.6.qq of the UZC, provided that the application is not protested by greater than 50 percent of the eligible properties that either touch or are across the street or alley from the subject property.

Two (2) valid protests were received against this application. These valid protests equate to less than 50 percent of the eligible properties.

Therefore, the Administrative Permit to permit a Short Term Rental in the City is hereby GRANTED per the previously signed approval letter and subject to the conditions contained in that letter.

Sincerely,

Philip Zevenbergen, AICP
Current Plans, Division Manager

cc: MABCD, Maggie Ballard, CM District VI, Ana Lopez, District VI

CITY OF WICHITA

SEDGWICK COUNTY KANSAS

Wichita-Sedgwick County Metropolitan Area Planning Department

August 25, 2025

Annie Vu
11818 Taft Cir.
Wichita, KS 67209

Amy Hamilton
2252 W. Westport
Wichita, KS 67203

RE: CON2025-00114 – Administrative Permit request in the City for a Short Term Rental on property zoned TF-3 Two-Family Residential District; generally located on the west side of South Erie Avenue and within 500 feet south of East Waterman Street (347 South Erie Avenue).

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Below is information regarding the protest procedure.

- Protests must be in writing.
- Protests must include the signatures of all owners on record for the property protesting.
- Protests must be submitted to the Metropolitan Area Planning Department, 271 West 3rd Street, 2nd Floor, Wichita, KS, 67202.
- Protests must be received within 2 weeks of the date of this approval letter. The valid protest period ends at **5:00 p.m. on Monday, September 8, 2025.** Protests received after this date will not be considered valid.
- If greater than 50 percent of the eligible properties
- protest the application, the applicant can submit a Conditional Use application, which requires a public hearing process considered by the Metropolitan Area Planning Commission and the Wichita City Council. If this is the case, you will be notified in the

future of any scheduled public hearing related to this case at which you will have the opportunity to provide comment.

Our signatures below indicate that the Administrative Permit to permit a Short Term Rental in the City is hereby GRANTED, subject to the following conditions, and subject to any valid protests received within the valid protest period.

1) Permitted only in residential Dwelling Units and permitted Accessory Apartments.
2) May be permitted as either a Primary Use or an Accessory Use
3) Not permitted to be in any Recreational Vehicle.
4) Must be licensed and operated in accordance with the requirements of Chapter 3.40 of the Code of the City of Wichita.
5) Must be in compliance at all times with all applicable zoning, building, fire and life-safety, housing and health codes.
6) Must not exceed the posted capacity permitted in accordance with Chapter 3.40 of the Code of the City of Wichita.
7) If the Zoning Administrator finds that there is a violation of any of the conditions of the Zoning Administrative Permit, the Zoning Administrator, in addition to enforcing the other remedies set forth in the Unified Zoning Code, may, with the concurrence of the Planning Director, declare that the Zoning Administrative Permit is null and void.

Scott Wadle, Director
Metropolitan Area Planning Department

J.R. Cox Jr.

John R. Cox, Jr., Zoning Administrator
Metropolitan Area Planning Department

cc: MABCD

Brandon Johnson, CM District I

Cameron Jackson, CSR District I

City of Wichita Map Print

SITE PLAN

APPROVED 9/9/25 BZA

CON25-114



This information is not an official record, and cannot be used as such. The user should rely only upon official records available from the custodian of records in the appropriate City and/or County department. Some data provided here and used for the preparation of these maps has been obtained from public records not created or maintained by the City of Wichita.

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