CITY OF WICHITA

SEDGWICK COUNTY KANSAS

Wichita-Sedgwick County Metropolitan Area Planning Department

January 29, 2026

Sebastian & Alicia D. Constable
6411 E. Claytonia Ter.
Wichita, KS 67206

RE: CON2026-00004 – Administrative Permit in the City for a Short Term Rental on property zoned SF-5 Single-Family Residential District, located south along East Claytonia Terrace and 200 feet east of North Woodlawn Boulevard (6411 E Claytonia Terrace).

Legal Description: Lot 2, Block J, Woodlawn Village 1st Addition, Wichita, Sedgwick County, Kansas.

We reviewed your Administrative Permit request to permit a non-owner-occupied Short-Term Rental in the City in the SF-5 Single-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.

No protests were received against this case.

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,

Samuel Deetz
Current Plans, Associate Planner

cc: MABCD
Joseph Shepard, CM District I, Cameron Jackson, CSR District I

CITY OF WICHITA

SEDGWICK COUNTY KANSAS

Wichita-Sedgwick County Metropolitan Area Planning Department

January 9, 2026

RE: CON2026-00004 – Administrative Permit in the City for a Short Term Rental on property zoned SF-5 Single-Family Residential District, located south along East Claytonia Terrace and 200 feet east of North Woodlawn Boulevard (6411 E Claytonia Terrace)

Dear Property Owner,

You are receiving this letter because you are the owner of property within the required notification area for an Administrative Permit application to permit a Short Term Rental in the City land use. The Unified Zoning Code requires notification of all abutting or adjacent property owners whose property touches or are across the street or alley from the subject property of the Short Term Rental.

What is a Short Term Rental in the City? The Unified Zoning Code defines it as "the use of a residential dwelling unit or structure to provide room(s) for temporary lodging or lodging and meals for transient guests on a paying basis for a period of not more than 28 days at a time (consecutive days). The term Short Term Rental in the City includes Bed and Breakfast Inn."

What is an Administrative Permit? An Administrative Permit is an application that is reviewed and can be approved or denied administratively by the Planning Director and the Zoning Administrator. The typical review time of an Administrative Permit is approximately 3 weeks.

Because you own property within the required notification area, you have the right to protest this application. 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. This can be done by mailing or delivering them to 271 West 3rd Street, 2nd Floor, Wichita, KS, 67202 and/or emailing them to planning@wichita.gov. Emailed protests must include the handwritten (not typed) signatures of all owners on record for the property protesting.
- Protests must be received within 2 weeks of the date of the approval letter. If the application is approved, you will receive a copy of this approval letter which will convey this same information about the ability to protest.
- 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.

If you have any questions concerning this matter, please contact our office at 316-268-4421.

Sincerely,

Samuel Deetz
Current Plans
Associate Planner

Below is a map showing the location of the property for this application.

