Wichita-Sedgwick County Metropolitan Area Planning Department

January 8, 2026

Salvador Alvarez
308 Franklin Rd.
West Palm Beach, FL 33405

Emily Alvarez
1123 Emerson Ave.
Wichita, KS 67212

RE: CON2025-00173 – Administrative Permit in the City for a Short Term Rental on property zoned SF-5 Single Family Residential District, located on the west side of North Sheridan Avenue and 500 feet south of West Central Avenue (607 N. Sheridan Ave).

Legal Description: East ½ of the North 50 feet of the South 100 feet of Lot 1, Knight Acres 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,

Philip Zevenbergen, AICP
Current Plans, Division Manager

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

CITY OF WICHITA

SEDGWICK COUNTY KANSAS

Wichita-Sedgwick County Metropolitan Area Planning Department

December 23, 2025

Salvador Alvarez
308 Franklin Rd.
West Palm Beach, FL 33405

Emily Alvarez
1123 Emerson Ave.
Wichita, KS 67212

RE: CON2025-00173 – Administrative Permit in the City for a Short Term Rental on property zoned SF-5 Single Family Residential District, located on the west side of North Sheridan Avenue and 500 feet south of West Central Avenue (607 N. Sheridan Ave).

Legal Description: East ½ of the North 50 feet of the South 100 feet of Lot 1, Knight Acres 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 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 application to be approved by Administrative Permit subject to Supplementary Use Regulations found in Section III-D.6.qq of the UZC. An approval can be appealed and the Administrative Permit application denied if it is protested by greater than 50 percent of the eligible properties that either touch or are across the street or alley from the subject property.

Below is information regarding the protest procedure.

- Protests must be in writing.
- Protests must include the names and 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 this approval letter. The valid protest period ends at **5:00 p.m. on Tuesday, January 6, 2026.** Protests received after this date will not be considered valid.
- If greater than 50 percent of the eligible properties protest the application, then the applicant can submit a Conditional Use application. A Conditional Use application

requires a public hearing process considered by the Metropolitan Area Planning Commission and the Wichita City Council. If this is the situation, then 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 / appeal 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. 1027

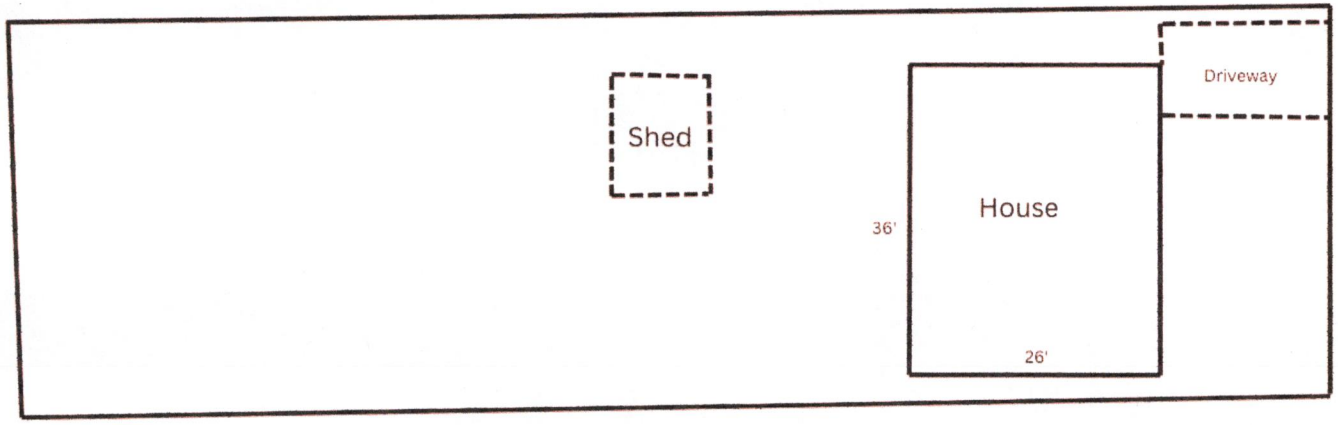
John R. Cox, Jr., Zoning Administrator
Metropolitan Area Planning Department

cc: MABCD

Maggie Ballard, CM District VI

Ana Lopez, CSR District VI

Site Plan:
607 N Sheridan
Wichita KS 67203



Submitted by Emily + Brian Alvarez

SITE PLAN
APPROVED 1/8/26 BY
CON25-173