Wichita-Sedgwick County Metropolitan Area Planning Department

May 19, 2026

Jayne & Mike Sanders
PO Box 2374
Wichita, KS, 67201

Emily Morgan
318 S. Herschel Ave.
Wichita, KS, 67209

RE: CON2026-00055 – Administrative Permit for a Short Term Rental in the City on property zoned TF-3 Two-Family Residential District, generally located on the west side of North Jackson Avenue, within 500 feet south of West 17th Street North (1715 North Jackson Avenue).

Legal Description: Lots 33 and 35, Jackson Avenue, Rouses 2nd 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 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.

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
Maggie Ballard, CM District VI, Ana Lopez, CSR District VI

Wichita-Sedgwick County Metropolitan Area Planning Department

May 4, 2026

Jayne & Mike Sanders
PO Box 2374
Wichita, KS, 67201

Emily Morgan
318 S. Herschel Ave.
Wichita, KS, 67209

RE: CON2026-00055 – Administrative Permit for a Short Term Rental in the City on property zoned TF-3 Two-Family Residential District, generally located on the west side of North Jackson Avenue, within 500 feet south of West 17th Street North (1715 North Jackson Avenue).

Legal Description: Lots 33 and 35, Jackson Avenue, Rouses 2nd Addition, Wichita, Sedgwick County, Kansas.

Dear Applicants,

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 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 Monday, May 18, 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

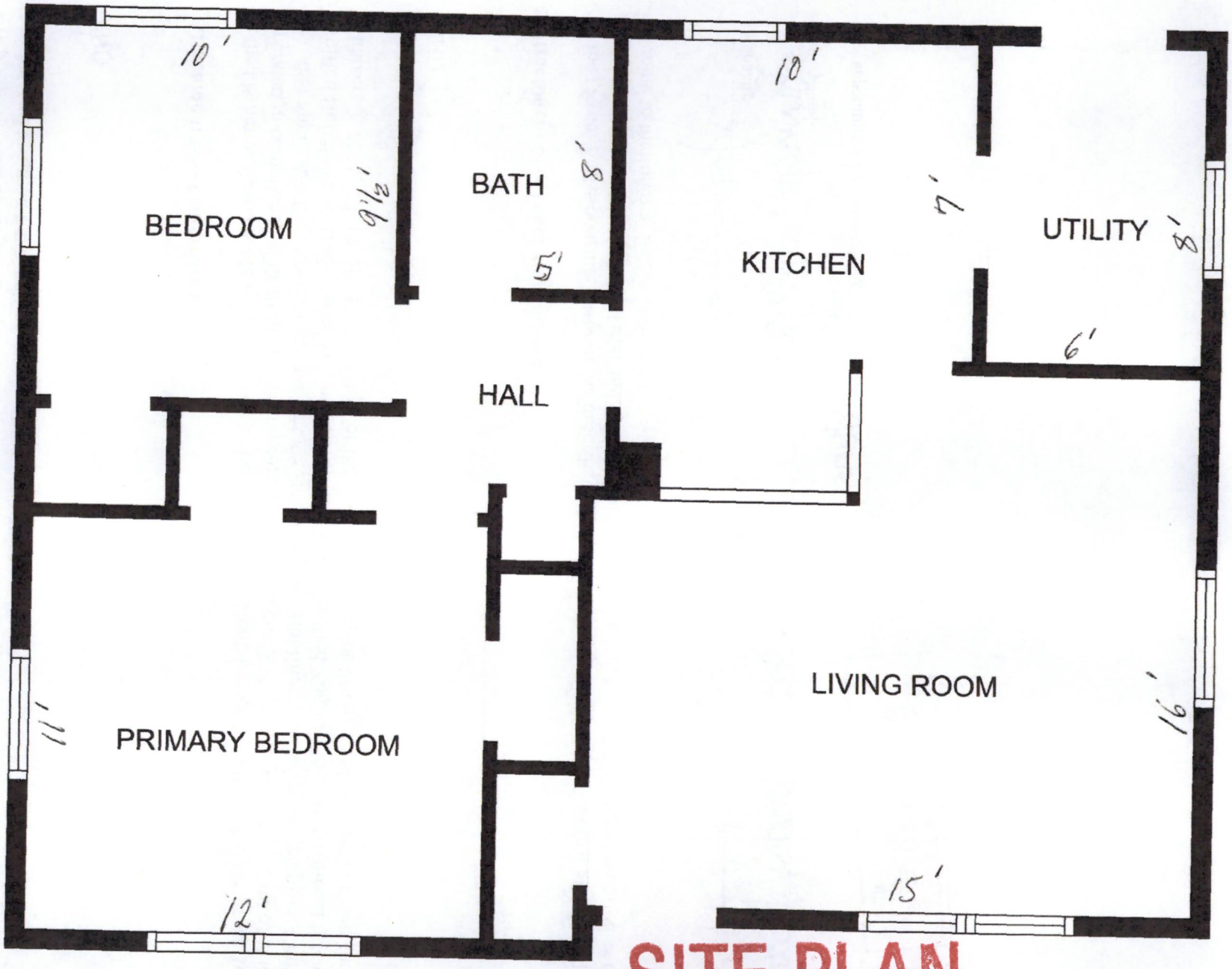
J.R. COX, Jr

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

cc: MABCD

Maggie Ballard, CM District VI

Ana Lopez, CSR District VI



SITE PLAN

FLOOR PLAN CREATED BY CUBICASA APP. MEASUREMENTS ARE ESTIMATED. PLEASE VERIFY BEFORE BUILDING

APPROVED 5/22/26 BY SND

1715 Jackson

Attachment 6d—Resident Agent Authority

I, the Owner of the described Short-Term Rental property, appoint Emily Morgan as Resident Agent of my property. This authorization grants the Resident Agent express, actual authority to sign documents, to receive service, and to act on the behalf of the Owner or Licensee.

AND

Attachment 6e—Compliance

I, the Owner or Responsible Party of the described Short-Term Rental property, affirm that the property will be operated in compliance with all the terms and conditions of Chapter 3.40 of the Code of the City of Wichita and all other applicable City Codes and State statutes, including, but not limited to: Wichita-Sedgwick County Unified Building and Trade Code, Wichita-Sedgwick County Unified Zoning Code, International Fire Code, and Chapters 7, 8, 15, 18, 19, 20, 21, 22 and 28 of the Code of the City of Wichita and any amendments thereto.

AND

Attachment 6f—Taxes and Income

I, the Owner or Responsible Party of the described Short-Term Rental property, affirm that all applicable taxes on the property have been paid and that any income from the rental of such property is being reported as taxable income to the Internal Revenue Service.

Jayne Sanders
Signature

1-2-26
Date

Eunique Negron
Notary Public

Dated this 2nd day of January, 2026.

My appointment expires on the 20th day of June, 2027.

EUNIQUE NEGRON
NOTARY PUBLIC
STATE OF KANSAS
My Appt Exp. _____