CITY OF WICHITA

SEDGWICK COUNTY KANSAS

Wichita-Sedgwick County Metropolitan Area Planning Department

January 8, 2026

Emily and Brian Alvarez
1123 Emerson Ave.
Wichita, KS 67212

RE: CON2025-00174 – Administrative Permit in the City for a Short Term Rental on property zoned TF-3 Two-Family Residential District, located on the northeast corner of North Meridian Avenue and West Saint Louis Avenue (2454/2456 West St. Louis Ave).

Legal Description: Lots 1 & 2, Meridian Ave., Walter's 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,

Philip Zevenbergen, AICP
Current Plans, Division Manager

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

Wichita-Sedgwick County Metropolitan Area Planning Department

December 23, 2025

Emily and Brian Alvarez
1123 Emerson Ave.
Wichita, KS 67212

RE: CON2025-00174 – Administrative Permit in the City for a Short Term Rental on property zoned TF-3 Two-Family Residential District, located on the northeast corner of North Meridian Avenue and West Saint Louis Avenue (2454/2456 West St. Louis Ave).

Legal Description: Lots 1 & 2, Meridian Ave., Walter'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 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

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

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 16, 2025

RE: CON2025-00174 – Administrative Permit in the City for a Short Term Rental on property zoned TF-3 Two-Family Residential District, located on the northeast corner of North Meridian Avenue and West Saint Louis Avenue (2454/2456 West St. Louis Ave).

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.

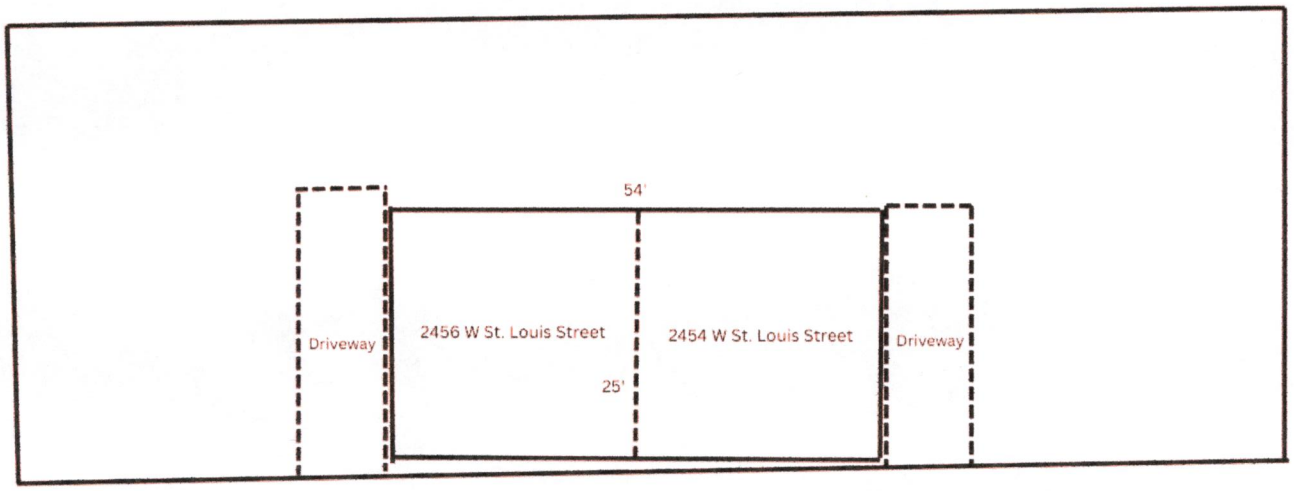
What is a Short Term Rental in the City? The Unified Zoning Code defines it as "the use of a residential dwelling unit or structure to provide room(s) for temporary lodging or lodging and meals for transient guests on a paying basis for a period of not more than 28 days at a time (consecutive days).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

Site Plan:
2454/2456 W St. Louis Street
Wichita KS 67203



N

Submitted by Emily + Brian Alvarez

SITE PLAN
APPROVED 1/8/26 BY
CON25-174