

SITE MAP

## *THE COTTAGE*

8720 S. Hoover Rd.  
Haysville, KS 67060  
(316) 304-7194

[thecottagevenue@gmail.com](mailto:thecottagevenue@gmail.com)

[www.thecottagevenue.net](http://www.thecottagevenue.net)

Metropolitan Area Building and Constructions Dept.  
271 W. 3<sup>rd</sup> St. North  
Suite 101  
Wichita, KS 67202

March 29, 2018

Re: Request for Conditional Use Permit  
Control No. 0028539

Dear Board Members:

I am requesting permission for a Conditional Use Permit for my business, The Cottage, LLC. This is a wedding and event venue located in Sedgwick County, KS. The physical address is:

8720 S. Hoover Rd.  
Haysville, KS 67060

The purpose of the CU Permit is to grant permission to operate my business in a Rural Residential area; which is currently my home.

The basic use and function of the proposed business is for the occasional renting of the facility for weddings, anniversaries, family reunions, birthday parties, and other such celebrations. I rent by the occasion at a flat rate or by the hour. Typically, most events are for a portion of the day and are finished no later than 11:00 p.m. I have not made any structural alterations to the buildings. I am currently using a metal outbuilding for the receptions, which is 50 x 30. The building is insulated and has heat. I can accommodate up to (100) people in that facility, but it is more comfortable to keep it under (80). My typical event usually has between 50-75 people.

There are (3) exit doors on the outbuilding – one large sliding door and two backdoors. The electrical has been rewired by a licensed electrician to accommodate any added sound and/or lights commonly used by D.J.'s. There is no A/C but I have added (3) ceiling fans. All bathroom facilities are in the main house.

As far as frequency of usage, most events are on the weekend. I rarely book anything during the week. I expect to book no more than (4) Saturdays in a given month. (There will be some months that I have no events due to the colder weather. Occasionally, I may have 5-6 events a month in the peak season.)

I would like to add that I am present during all events and will have paid staff who will assist me if I am not available. I oversee the activity to ensure the safety and welfare of all guests. If anyone has any concern about the activity during an event, I offer them the option of having



security for an additional cost. So far, I have never had a need for this as everyone has been very well behaved and cordial.

For those who wish to serve alcohol, I would like to have permission to do so, with whatever restrictions the Board deems appropriate. I have purchased liability insurance through Midland Insurance Co. in the amount of \$2 million. They have recommended that in those who wish to serve alcohol, would also provide an additional "temporary event policy" through their own homeowner's or renter's insurance. This will provide an additional layer of protection for them and for my venue. (I do not purchase, sell, or serve the alcohol. This all must be done by the person renting the facility or a licensed bartender whom they hire.)

There is more than adequate parking on the site for the guests. The parking lot is gravel. I have some outdoor lighting, but more can be added, if needed. There will be no obstructions to the frontage road, which is paved to my premises. The signage I am using is minimal, consisting of one 3'x4' sign on a split-rail fence at the entrance of the driveway.

I would like to add that I have had a very positive feedback from the community with regard to my services that I offer. I seem to have found a nice balance of what the public desires – a quiet place in the country but close-in and not too far from Wichita. My venue is very family-friendly, with a small playground for the children to use and a playhouse full of toys. I try to give people a relaxed environment where they can spend the day with their close family and friends to celebrate important occasions. I have a lot of pride in my home and property and what we have accomplished in the improvements and upkeep. I do my best to give people a lot of value at a below-market price to share what I have, while at the same time providing an additional source of income for me and my five children who live with me.

I believe this business is a positive addition to Sedgwick County and something that is wanted and needed. I have been a business owner for over 20 years, having run a family landscaping business in the past. I am willing to do whatever it takes to make this business prosper and provide a unique and enjoyable experience for those who wish to use it.

Thank you for your assistance in helping me reach my goals and making so many dreams come true.

Sincerely,

A handwritten signature in dark ink, appearing to read "Kathleen E. Garrison", followed by a stylized flourish.

Kathleen E. Garrison, Owner  
The Cottage venue, LLC

Need to waive 100' setback for building/activity area as the building for this intended use is existing

E

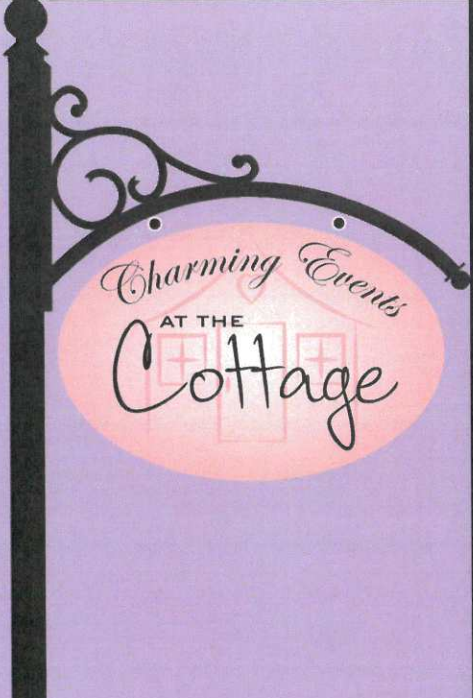
Google Maps



Imagery ©2018 Google, Map data ©2018 Google 100 ft

W





The logo features a black wrought-iron style post on the left. A curved sign hangs from it, containing the text "Charming Events" in a script font, "AT THE" in a small sans-serif font, and "Cottage" in a large script font. A faint house icon is visible in the background of the sign.

# KATHLEEN GARRISON

8720 S. Hoover Rd.  
Haysville, KS  
[www.thecottagevenue.net](http://www.thecottagevenue.net)







PLAYGROUND FOR THE KIDS



CEREMONY DECK





KATHLEEN E. GARRISON

8720 S. Hoover Rd.  
Haysville, Ks. 67060  
(316) 304-7194  
[dorkleen@icloud.com](mailto:dorkleen@icloud.com)

**OBJECTIVES:**

Administrative Assistant

**EXPERIENCE:**

Hobby Lobby Corporation  
Administrative Assistant to District Manager  
March, 2017 – Present

- Daily/Weekly/Monthly/Quarterly reports to the RVP office
- Assist District Manager in the oversight of (12) stores in Kansas and Northern Oklahoma
- Organize and disseminate information daily
- Maintain corporate filings
- Distribute HR related matters to appropriate entity
- Coordinate travel-related matters, as directed
- Manage in-coming calls to the District Office

EARLY BIRD LAWN CARE, INC.  
(Co-Owner / President) 1994 - 2016

- Preparation of accounts receivable
- Processing of accounts payable
- Payroll assistance to CPA
- Assisted in preparation of all tax deposits and reports
- Field customer service issues
- Initiate and implement banking negotiations
- Process all HR needs
- Procure all health insurance and liability insurance policies

ADAMS JONES LAW FIRM, P.A.  
June, 2014 – May, 2015

- Legal Assistant
- Preparation of property tax appeals for oil & gas matters
- Preparation of pleadings in condemnation cases
- Keep all files current and well organized
- Electronic filing of legal documents with Court



**OFFICIAL COURT REPORTER | 18<sup>TH</sup> JUDICIAL DISTRICT, Sedgwick Co. Kansas  
1989 – 1998**

- Record and transcribe all court proceedings with machine shorthand
- Produce court briefs and jury instructions, as directed
- Maintain Court's calendar
- Mostly civil case load with some criminal

**EDUCATION:**

**WATC**

**Associates Degree 2017**

**Newman University**

Graduating Spring, 2019

Pursuing BS in Political Science

National Honors Society – 4.0 GPA

**Texas Court Reporting College**

**1988 – Associate in Applied Science**

Certified Shorthand Reporter, Kansas and Oklahoma

Arlington Heights High School

1985- Cum Laude

**SKILLS:**

- Excel/Word/Office/Outlook/Power Point
- Excellent communication and writing abilities
- Can work independently and as a team
- Understands importance of deadlines, capable of working under pressure
- Enjoys research opportunities

Academic Reference: Teresa L. Wilkerson

Newman University

Assistant Dean, Adult Studies

School of Business

316.942.4291 ext. 2439

Personal Reference: Kate Cass

Adams Jones Law Firm

316.214.7942

# ***THE COTTAGE VENUE***

*Charming Events for every occasion*

***www.thecottagevenue.net***

**(316) 304-7194**

Call / Text for your  
appointment TODAY -  
dates still available!





**WEDDINGS.....1500**

**OPEN Caterer**

**OPEN Alcohol**

**Tables / Chairs \* up to (100)**

**Outdoor / Indoor**

**Rehearsal Included**

**Linens / Plates / Flatware / Stemware**

**Decorations / Lights**

**Great Discounts with other Vendors!**

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