Wichita-Sedgwick County Metropolitan Area Planning Department

October 20, 2025

MFP Properties, LLC
Attn: Alison & Wesley Matson
7601 E. Huntington St.
Wichita, KS 67206

Dixie & Dean Matson
851 E. Woodstone Dr.
Andover, KS 67002

RE: CON2025-00132 – Administrative Permit in the City for Short Term Rental on property zoned SF-5 Single Family Residential District; generally located within one-block south of East 3rd Street North and two-blocks east of North Oliver Avenue (342 North Coronado Pl.).

Legal Description: Lots 7 & 8, Spanish Plaza 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
Brandon Johnson, CM District I, Cameron Jackson, CSR District I

CITY OF WICHITA

Wichita-Sedgwick County Metropolitan Area Planning Department

October 03, 2025

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Attn: Alison & Wesley Matson
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RE: CON2025-00132 – Administrative Permit in the City for Short Term Rental on property zoned SF-5 Single Family Residential District; generally located within one-block south of East 3rd Street North and two-blocks east of North Oliver Avenue (342 North Coronado Pl.).

Legal Description: Lots 7 & 8, Spanish Plaza 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 Friday, October 17, 2025.** 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

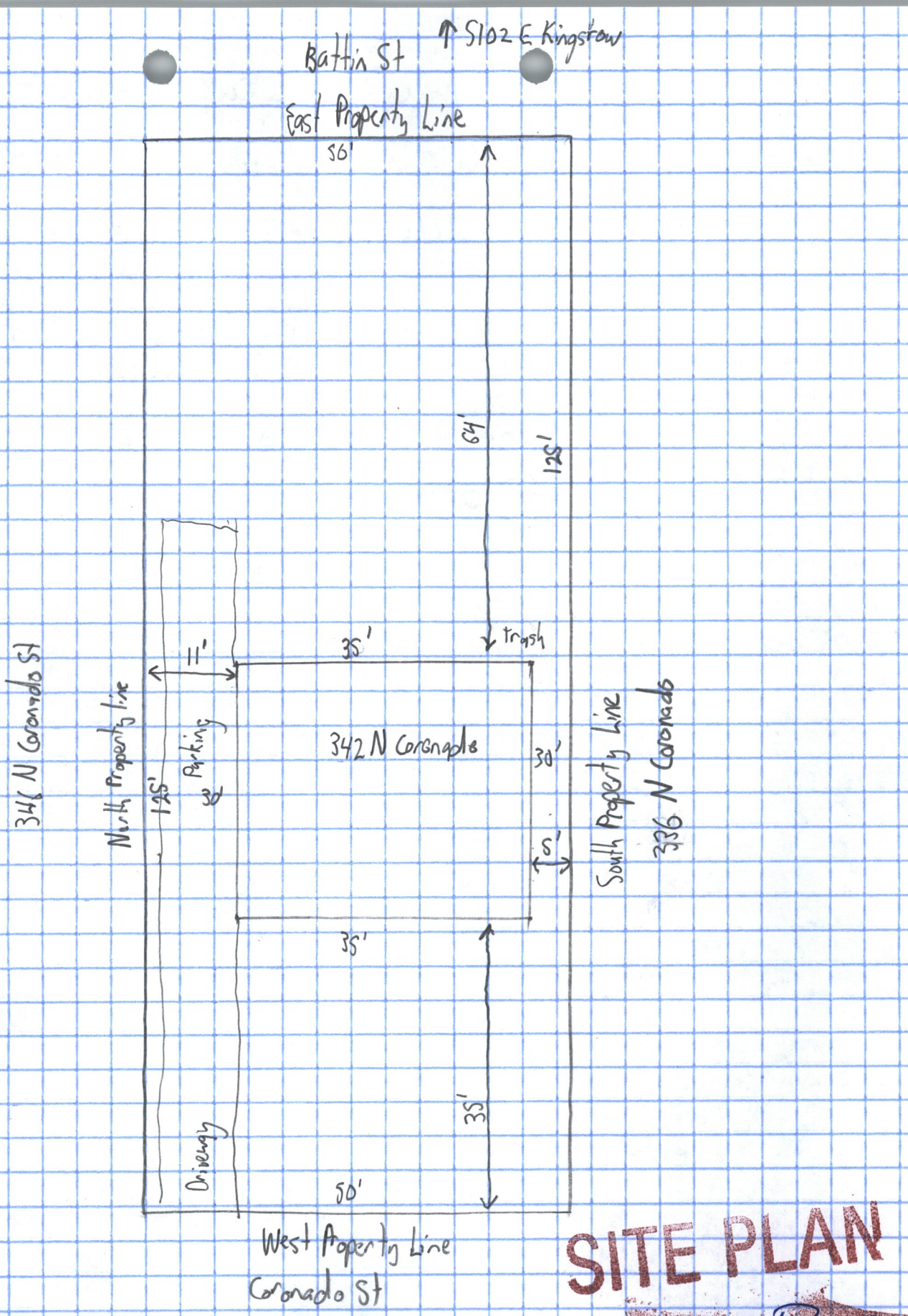
J.R. COX JR.

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

cc: MABCD

Brandon Johnson, CM District I

Cameron Jackson, CSR District I



SITE PLAN

APPROVED 10/20/25 BY

CON 25-132

SS I - Single family Home

apply Administrative Permit

Site plan - Map from Google Map

Bring in person to process

(Ronald Reagan Building
271 3rd)