



September 15, 2025

Mr. Marcus Hwang
American English Language School
3230 East Imperial Highway, Suite 125
Brea, CA 92821

Sent Via Email:
mhwang@aels.edu

Subject: Approval of Administrative Use Permit 00964445-PAUP for American English Language School, at 10 Corporate Park, Suite 100, in Planning Area 36 (Irvine Business Complex)

Dear Mr. Hwang:

Community Development Department staff reviewed Administrative Use Permit 00964445-PAUP to operate a commercial school at 10 Corporate Park, Suite 100, within an existing multi-tenant office building. The office building is in a cluster of office buildings located within Corporate Park, a circular drive located off Murphy Avenue, south of Jamboree Road, and east of Alton Parkway. Pursuant to the City's Irvine Business Complex (IBC) database, the office building contains 38,185 square feet of office space. The subject property is located within Planning Area 36 (Irvine Business Complex) and is zoned 5.1 IBC Multi-Use. Surrounding land uses include office, medical, and retail businesses.

On April 5, 1984, the Planning Commission approved Conditional Use Permit 83-CP-0521, which allowed the development of multiple office buildings on 28 lots, including the subject office building accessed off the Corporate Park circular drive.

As described in the applicant's letter of justification, American English Language School (AELS) proposes to occupy a 3,256-square-foot, first-floor office suite (Enclosure 1). AELS will operate as a "school, commercial," offering instructor-led English language classes for students over the age of 18 in small group settings. The planned operations would not alter the existing site plan, parking supply, or landscaping at 10 Corporate Park.

Section 1-2-1 of the Irvine Zoning Ordinance defines "school, commercial" as "a business establishment where instruction is given, in exchange for payment of a fee. Examples of subjects taught include, but are not limited to, dance, computer skills, music, and martial arts." Based on the business description contained in the applicant's letter of justification, the proposed English language school is classified as a commercial school, which is conditionally permitted in the 5.1 IBC Multi-Use zone with the approval of an administrative use permit.

Parking

Section 4-3-4 of the Irvine Zoning Ordinance identifies the parking requirements for a “school, commercial” as “one space per instructor and employee, plus one space per three students.”

The subject tenant space contains 3,256 square feet. Based on the approved parking ratio of one space for every 250 gross square feet established in the original conditional use permit (File No. 83-CP-0521), 13 parking spaces are allocated to the subject tenant space. The AELS commercial school operation will include a maximum of two instructors and nine students at any one time, requiring a total of five parking spaces. Therefore, the site provides sufficient parking to accommodate the proposed use. Additionally, Condition 6.19 requires that the total on-site occupancy not exceed 11 individuals (instructors and students combined) at any given time, which would minimize onsite parking demands.

The commercial school will operate Monday – Friday with a maximum of two class sessions per day: a morning session from 9 a.m. to 1:50 p.m., and an afternoon session from 2 p.m. to 6:50 p.m. Within each session, up to two classes may be conducted simultaneously, one with a maximum of one instructor and four students and the other with a maximum of one instructor and five students. At full capacity, no more than two instructors and nine students (11 individuals total) would be present on the site at the same time. Over the course of a day, this equates to a daily maximum of four instructors and 18 students across both sessions.

Each class runs for four hours and 50 minutes, with a 10-minute transition period between morning and afternoon sessions. This schedule results in staggered arrival and departure times, reducing the potential for overlap in parking demand and circulation impacts. Overall, the proposed operating characteristics are limited in scale and intensity, and the maximum occupancy remains consistent with the site’s parking supply and surrounding land uses.

Development Intensity Values

The City limits the size and intensity of uses within the IBC to minimize potential traffic impacts. Each property has a Development Intensity Value (DIV) Budget that is tracked through the “IBC Database.” The subject property (IBC Project #151) has a maximum DIV budget of 50 AM peak trips, 53 PM peak trips, and 526 average daily trips (ADT). Existing uses account for the maximum DIV budget for the property. Suite 100 has an allocation of 4 AM, 4 PM, and 45 ADT.

Each permitted and conditionally permitted land use in the 5.1 IBC Multi-Use zone is assigned a “General Land Use Category” that corresponds to an IBC DIV generation rate. The GLU category for a commercial school is “undefined.” Through the AUP

process, staff determined that AELS' operations are consistent with the suite's office DIV allocation. This determination is based on the applicant's proposed Class and Instructor Schedule (Enclosure 2), which ensures that class start and end times occur outside of the AM and PM peak periods defined in the City's traffic study guidelines (7–8:30 a.m. and 4:45–6:15 p.m.). Morning sessions are scheduled from 9 a.m. to 1:50 p.m., and afternoon sessions from 2 p.m. to 6:50 p.m., thereby avoiding the City's peak-hour trip windows.

Additionally, the business will operate within the suite's daily allocation of 45 ADT by limiting total enrollment and staffing to four instructors and 18 students per day. These operational constraints also ensure that the project's trip generation remains consistent with the office DIV allocation for Suite 100. Therefore, the project is consistent with the office DIV allocation for Suite 100 in 10 Corporate Park.

Findings

Based on the submittal, the Director of Community Development makes the following findings, pursuant to Section 2-33-7 of the Irvine Zoning Ordinance, and hereby approves Administrative Use Permit 00964445-PAUP.

- A. The administrative use will comply with all the applicable development standards of the Zoning Ordinance and the purpose of the zoning district in which the site is located.

The subject property is located within the 5.1 IBC Multi-Use zone, where commercial schools are permitted subject to the approval of an administrative use permit. The existing suite contains approximately 3,256 square feet of floor area. Based on the approved parking ratio of one space for every 250 gross square feet established in the original conditional use permit (File No. 83-CP-0521), the suite is allocated 13 parking spaces.

Pursuant to Division 4 of the Irvine Zoning Ordinance, commercial schools are required to provide one parking space per instructor/employee, plus one space per three students. Based on the applicant's proposal, the AELS operation proposes a maximum of two instructors and nine students at any one time, requiring five parking spaces. Therefore, sufficient parking is available to accommodate the proposed use. To further ensure compliance, Condition 6.19 requires that the total on-site occupancy not exceed 11 individuals at any one time, including instructors and students, thereby minimizing onsite parking demands.

The project does not propose any exterior modifications to the building, changes to site circulation, alterations to landscaping, or reconfiguration of existing drive aisles or driveways. All improvements are limited to the interior of the suite. As such, the

project complies with all applicable site development standards, including but not limited to parking, building height, floor area, setbacks, and landscaping.

Furthermore, the project supports the purpose of the 5.1 IBC Multi-Use zone by introducing a neighborhood-serving instructional use that is consistent with the district's intent to provide a mix of commercial and service-oriented uses that serve surrounding residential and employment populations. Therefore, the proposed use is consistent with the intent of the zoning district and complies with all applicable provisions of the Irvine Zoning Ordinance.

- B. Adequate traffic circulation, off-street parking, and pedestrian safety will be maintained during the operation of the administrative use.

The subject tenant space is located within the 10 Corporate Park office development, which was designed and constructed with an integrated circulation system that includes multiple points of vehicular ingress and egress, internal drive aisles, and Americans with Disabilities Act (ADA) accessible pedestrian pathways connecting parking areas to building entrances. This circulation network, established under the original conditional use permit for 10 Corporate Park (File No. 83-CP-0521), was determined to be adequate to support its onsite uses. The proposed commercial school will occupy an existing 3,256-square-foot suite and does not involve changes to the existing site layout, building footprint, or circulation pattern.

Pursuant to Division 4, *Parking*, of the Irvine Zoning Ordinance, commercial schools are required to provide one parking space per instructor or employee and one space for every three students. Based on the applicant's proposal, the maximum occupancy will consist of two instructors and nine students, requiring five parking spaces. Based on the building area of 3,256 square feet and the approved parking ratio, for office use, of one space for every 250 gross square feet established in the original conditional use permit, 13 parking spaces are allocated to the subject tenant space. Therefore, there is sufficient parking to accommodate the proposed use. To further ensure compliance, Condition 6.19 limits the total on-site occupancy to 11 individuals at any one time.

The proposed AELS will not adversely impact the existing circulation, parking, or pedestrian safety at the 10 Corporate Park office development. Small group instruction, limited to a maximum of nine students and two instructors at any one time, ensures vehicle arrivals and departures remain at a manageable volume. Condition 6.19 further restricts occupancy to no more than 11 individuals at any one time, which minimizes potential parking impacts. In addition, the project does not propose changes to the existing walkways, crosswalks, and on-site lighting, ensuring pedestrian safety remains consistent with the original conditional use permit. Therefore, the proposed commercial school will not adversely impact the existing

circulation patterns within the retail center and will have no effect on the off-street parking nor negatively impact pedestrian safety.

- C. The administrative use will not impair the character and integrity of the zoning district and surrounding area.

The proposed use includes the operation of a commercial school offering instructor-led English language classes in the 5.1 IBC Multi Use zone. The use is minor in scale, operates indoors, and will not result in any exterior modifications. The instructional nature of the business is compatible with surrounding office uses. Therefore, the proposed use will not impair the character or integrity of the zoning district or surrounding area.

- D. The proposed use is in harmony with applicable City policies and the intent and purpose of the zoning district involved.

The project site's zoning designation of 5.1 IBC Multi-Use identifies the intent and purpose of the zone as an area that accommodates a variety of complementary residential, office, retail, and service uses within a mixed-use environment. The proposed English language school is classified as a commercial school, a use that is permitted in this zoning district upon approval of an administrative use permit. The proposed commercial school offers instructor-led educational programming and expands the range of services available to residents, employees, and families of the IBC and the broader community. The use also aligns with the community's interest in cultural enrichment and personal development. Additionally, the project contributes to the local economy through employment opportunities and small business investment. Therefore, the proposed commercial school use is in harmony with City policies, and the intent and purpose of the 5.1 IBC Multi-Use zoning regulations.

- E. The administrative use will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.

The proposed commercial school will contribute to the overall vibrancy of the 10 Corporate Park office development by providing a valuable educational service while also creating new employment opportunities for the residents of Irvine and the surrounding area. The use is also compatible with surrounding businesses, which include office, medical, and retail uses. Furthermore, the proposed operational model, featuring small group sessions and a maximum of 11 people at any given time (two staff and nine students), ensures a low impact on the area.

Adequate parking is available within the shared supply of the 10 Corporate Park office development. Further, the project does not involve any changes to the existing building footprint, square footage, landscaping, driveways, or circulation system.

Therefore, the proposed commercial school use will not negatively impact adjacent tenants, the surrounding area, or other uses within 10 Corporate Park.

The approval is subject to the following conditions of approval:

Standard Condition 6.1

DISCRETIONARY CASE CHARGES

The applicant is responsible for paying all charges related to the processing of this discretionary case application within 30 days of the issuance of the final invoice or prior to the issuance of building permits for this project, whichever occurs first. Failure to pay all charges shall result in delays in the issuance of required permits or may result in the revocation of the approval of this application.

Standard Condition 6.2

LEGAL ACTION - HOLD HARMLESS

In accordance with the provisions of Section 5-5-114 of the Irvine Municipal Code and Government Code Section 66474.9, the applicant shall defend, indemnify, and hold harmless the City of Irvine and its agents, officers, and employees from and against any claim, action, or proceeding against the City agency or its agents, officers, or employees to attack, set aside, void, or annul an approval by the City, including, without limitation, an action by an advisory agency, appeal board, or legislative body concerning this discretionary approval. This defense and indemnification shall include the payment of all legal costs incurred on behalf of the City in connection with the application, and the defense of any claim, action or proceeding challenging the approval. The City will promptly notify the applicant of any claim, action, or proceeding and will cooperate fully in the defense.

In the event a legal challenge to the discretionary approval is successful, and an award of attorney fees is made to the challenger, the applicant shall be responsible to pay the full amount of such an award.

Condition 6.19

OPERATIONAL RESTRICTIONS

This project pertains to the operation of a commercial school use. The business shall operate in accordance with the following conditions:

- A. Hours of operation shall be limited to 9 a.m. to 6:50 p.m., Monday through Friday only.
- B. Operations shall be limited to two class sessions per day. The morning session shall not begin prior to 9 a.m. and shall end no later than 1:50 p.m. The afternoon session shall not begin prior to 2 p.m. and shall end no later than 6:50 p.m. No class sessions or instructional activities shall occur during the City-defined AM peak period (7 – 8:30 a.m.) or PM peak period (4:45 – 6:15 p.m.).

- C. Occupancy within the suite shall not exceed two instructors and nine students at any one time, with a maximum on-site occupancy of 11 persons.
- D. Total daily occupancy shall be limited to no more than 18 students and four instructors to remain consistent with the average daily trip (ADT) budget allocated to the subject tenant space.

Condition 6.20

BUILDING OCCUPANCY

The applicant shall ensure the building is not used or occupied, in whole or in part, without a valid Certificate of Occupancy (CofO), as required by Section 111 of the California Building Code.

Condition 6.21

BUSINESS LICENSE

The applicant shall obtain an approved City of Irvine business license before initiating any business operations in accordance with the Irvine Municipal Code.

The submitted letter of justification, floor plan, operational schedule, and parking summary are integral components of this approval. This approval is contingent upon the applicant obtaining a valid business license and securing all applicable permits prior to commencing business operations, including, but not limited to, building, electrical, and any other permits required by the City of Irvine. Any modification to the approved floor plan, or any change to the operational characteristics of the business that creates an inconsistency with the information provided in this correspondence, results in an intensification of use, or introduces new impacts not previously evaluated, shall render this administrative use permit approval null and void and shall require resubmittal for further review and approval.

Condition 6.22

NON-TRANSFERABILITY AND EXPIRATION

Approval of this administrative use permit is specific to the business operation and operator described in the application materials reviewed and approved by the City. This administrative use permit does not run with the land and is not transferable to a different operator, owner, or business entity. Pursuant to Chapter 2-33, *Administrative Use Permit*, and Chapter 2-10, *Enforcement and Revocation Procedures*, of the Irvine Zoning Ordinance, this administrative use permit shall automatically expire upon closure or cessation of the approved business operations at the subject site. Any subsequent operator proposing to conduct a similar use at the subject location shall be required to apply for and obtain a new administrative use permit, subject to independent review and approval in accordance with the procedures set forth in Chapter 2-33, *Administrative Use Permit*, of the Irvine Zoning Ordinance.

Mr. Marcus Hwang
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Condition 6.23

COMPLIANCE WITH PRIOR APPROVALS

All applicable conditions of approval associated with original Conditional Use Permit 83-CP-0521 issued for the 10 Corporate Park office development remain in full force and effect.

Unless an appeal is filed prior to the expiration of the five-day appeal period ending at 5 p.m. Monday, September 22, 2025, the approval granted by this letter shall become effective Tuesday, September 23, 2025.

Please note that any permits cannot be issued until all fees associated with this application are paid in full. Should you have any questions regarding this approval, please contact Assistant Planner Krysta Christensen at 949-724-6457 or via email Kchristensen@cityofirvine.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephanie Frady", written in a cursive style.

Stephanie Frady, AICP
Director of Community Development

Enclosures:

1. Project Plans
2. Class and Instructor Schedule
3. Environmental Determination - Categorical Exemption

ec: Alyssa Matheus, Planning Manager
Chris Chung, Principal Planner
Files: 00964445-PAUP; 83-CP-0521

The floor plan for the 1300 suite is rectangular, measuring 54'-0" in width and 42'-9" in depth. The layout includes:

- Classrooms:** There are four classrooms. Three are located along the top wall, each measuring 17'-11" by 11'-3". The fourth classroom is located along the left wall, measuring 11'-4" by 11'-3". Each classroom contains a rectangular table and chairs.
- Office:** Located in the top right corner, measuring 15'-11" by 11'-3".
- Lobby:** A central open area measuring 11'-4" by 11'-3".
- Entry:** Located on the right side of the suite, measuring 11'-4" by 11'-3".
- Storage:** Located in the bottom left corner, measuring 11'-4" by 11'-3".
- Open Seating Area:** A large open area in the center of the suite, measuring 11'-4" by 11'-3". It is labeled "Open Seating Area (Not to be used for classroom purposes)".

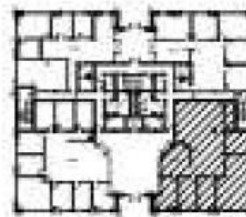
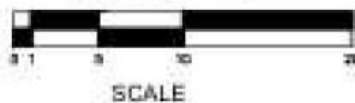
Dimensions are provided for various sections of the suite:

- Overall width: 54'-0"
- Overall depth: 42'-9"
- Top section depth: 8'-3"
- Bottom section depth: 8'-3"
- Left section depth: 20'-0"
- Right section depth: 20'-0"

Note: No permanent alterations to the suite as part of the work.

Floor Plan

SUITE 100
3,256 R.S.F.



KEY PLAN

10. Corporate does not say herein reports condition, provided for information verified by la

ENCLOSURE 1

Occupancy: B2
Type of Construction: V 1 hour - Fully Sprinklered

| | |
|--|------------------|
| Basic Allowable: | 14,000 sf |
| Separation on 4 Sides (100%) | 14,000 sf |
| Fire Sprinklers throughout (200%) | 28,000 sf |
| Total Allowable Area | 56,000 sf |
| Corporate Park Development Guidelines | |
| Total Allowable Area: | 55,539 sf |
| Gross Floor Area: | 38,185 sf |

Building Area

| <u>Area Breakdown</u> | <u>Gross</u> | <u>Net Leaseable Office</u> |
|-----------------------|--------------|-----------------------------|
| first floor: | 13,264 | 10,152 |
| second floor: | 12,069 | 10,602 |
| third floor: | 12,852 | 11,542 |
| total: | 38,185 sf | 32,296 sf |



USE DETERMINATION LETTER CLASS & INSTRUCTOR TEMPLATE

CLASS SCHEDULE

FILL OUT ONE TABLE FOR EACH DAY IF SCHEDULE VARIES DAY TO DAY

☒ MONDAY ☒ TUESDAY ☒ WEDNESDAY ☒ THURSDAY ☒ FRIDAY ☐ SATURDAY ☐ SUNDAY

| CLASS DESCRIPTION | START TIME | END TIME | NO. OF STUDENTS UNDER AGE 18 | NO. OF STUDENTS OVER AGE 18 | NO. OF PARENTS/ GUARDIANS WAITING |
|-------------------|------------|----------|---------------------------------|--------------------------------|--------------------------------------|
| CLASS 1 | 9:00 AM | 1:50 PM | | 4 | |
| CLASS 2 | 9:00 AM | 1:50 PM | | 5 | |
| CLASS 3 | 2:00 PM | 6:50 PM | | 4 | |
| CLASS 4 | 2:00 PM | 6:50 PM | | 5 | |
| CLASS 5 | | | | | |
| CLASS 6 | | | | | |
| CLASS 7 | | | | | |
| CLASS 8 | | | | | |
| CLASS 9 | | | | | |
| CLASS 10 | | | | | |

INSTRUCTOR SCHEDULE

FILL OUT ONE TABLE FOR EACH DAY IF SCHEDULE VARIES DAY TO DAY

☒ MONDAY ☒ TUESDAY ☒ WEDNESDAY ☒ THURSDAY ☒ FRIDAY ☐ SATURDAY ☐ SUNDAY

| INSTRUCTOR/STAFF | ARRIVAL TIME | DEPARTURE TIME |
|------------------|--------------|----------------|
| INSTRUCTOR 1 | 9:00 AM | 1:50 PM |
| INSTRUCTOR 2 | 9:00 AM | 1:50 PM |
| INSTRUCTOR 3 | 2:00 PM | 6:50 PM |
| INSTRUCTOR 4 | 2:00 PM | 6:50 PM |
| STAFF 1 | | |
| STAFF 2 | | |
| STAFF 3 | | |
| STAFF 4 | | |

NOTICE OF EXEMPTION



TO: ☐ State of California
Office of Planning & Research
PO Box 3044
Sacramento, CA 95812-3044

FROM:

City of Irvine
Community Development Department
PO Box 19575
Irvine, CA 92623-9575

☒ County Clerk
County of Orange
PO Box 238
Santa Ana, CA 92702

Attn: Krysta Christensen
Assistant Planner
949-724-6457

SUBJECT Filing of **Notice of Exemption** in compliance with Section 15062 of the Public Resources Code.

Project Title and File No.: Administrative use permit to operate a commercial school, American English Language School (File No. 00964445-PAUP)

Project Location: 10 Corporate Park in Planning Area 36 (Irvine Business Complex), in the City of Irvine, County of Orange
(include County)

Project Description: Administrative use permit to operate a commercial school, American English Language School

Approving Public Agency: City of Irvine
Director of Community Development
PO Box 19575
Irvine, CA 92623

Approval Date: September 15, 2025

Resolution No. N/A

Project Applicant: American English Language School
3230 E. Imperial Hwy, Suite 125
Brea, CA 92821
Attn: Marcus Hwang
714-990-4657
mhwang@aels.edu

Exempt Status:
(check one)

- ☐ Ministerial (Section 21080(b)(1); 15268)
- ☐ Declared Emergency (Section 21080(b)(3); 15269(a))
- ☐ Emergency Project (Section 21080(b)(4); 15269(b)(c))
- ☐ Statutory Exemption:
- ☒ Categorical Exemption: **Section 15301, Class 1 for Existing Facilities**
- ☐ General Rule Exemption (Section 15061(b)(3))

Reasons Why Project Is Exempt:

Project is exempt pursuant to CEQA Guidelines Section 15301 Class 1, Existing Facilities. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public facilities involving negligible or no expansion of existing or former use. The project is requesting an administrative use permit to operate a commercial school and does not involve any physical expansion or alterations to the existing structure.

Krysta Christensen,
Assistant Planner

Name and Title



Signature

September 15, 2025

Date