



October 22, 2025

Zhengjun Wang
One Step Fitness & Lifestyle
2323 Main Street
Irvine, CA 92614

Sent Via Email:
onestepfitness.ca@gmail.com

Subject: Approval of Administrative Use Permit 00958371-PAUP for a Commercial School, One Step Fitness & Lifestyle, at 2323 Main Street in Planning Area 36 (Irvine Business Complex)

Dear Mr. Wang:

Community Development Department staff reviewed Administrative Use Permit 00958371-PAUP to operate a proposed commercial school at 2323 Main Street. The site is at the northeast corner of Main Street and Von Karman Avenue and the use would occupy a 6,500-square-foot suite within a 240,014-square-foot office and warehouse building, which was constructed in 1982. The subject property is located within Planning Area 36 (Irvine Business Complex [IBC]) and is zoned 5.1 IBC Multi-Use. Surrounding land uses include offices to the east and west, office and hotel to the south, and office to the north.

As described in the applicant's letter of justification, One Step Fitness & Lifestyle proposes to operate a "school, commercial," offering instructor-led one-on-one fitness classes, as shown in the attached floor plan (Enclosure 1).

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 staff's understanding of the business description contained in the applicant's letter of justification, the proposed fitness instruction studio is classified as a commercial school, which is permitted in the 5.1 IBC Multi-Use zone with the approval of an administrative use permit. It should be noted, this classification is based solely on the instructional nature of the proposed fitness studio business model, which offers structured, fee-based one-on-one instruction, not general physical fitness/recreation access.

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 One Step Fitness & Lifestyle operation will include a maximum of

four instructors, one staff member, and two students at any one time, requiring six parking spaces. The parking lot for the office and warehouse building has a total of 241 existing parking spaces, with 26 parking spaces used by the suite's prior use as an office. Therefore, there is sufficient parking to accommodate the proposed use.

According to the applicant's operational schedules (Enclosure 2), One Step Fitness & Lifestyle will operate Monday through Friday from 7 a.m. to 8 p.m. and on Saturday from 8 a.m. to 2 p.m., with training sessions to occur for one hour.

Pursuant to Section 4 of the City of Irvine CEQA procedures and Article 19 of the State California Environmental Quality Act (CEQA) Guidelines, it has been determined that the proposed commercial school is categorically exempt from the requirements of CEQA, under Section 15301, Class 1, Existing Facilities. A Notice of Exemption has been prepared by staff and provided with this letter (Enclosure 3).

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 00958371-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. Based on the tenant area of 6,500 square feet and the proposed maximum of four instructors, one staff member, and two students at any one time, the project would require six parking spaces. The existing 240,014-square-foot office and warehouse building was required to have 179 parking spaces; however, there are 241 existing parking spaces on-site, resulting in a surplus of 62 parking spaces. Additionally, the office use that previously occupied the 6,500-square-foot suite was required to have 26 parking spaces. Therefore, there is sufficient parking to accommodate the six spaces required for the proposed use. Additionally, the project does not propose any changes to the existing building footprint, building square footage, landscaping, project driveways, or site circulation. Therefore, the proposed project complies with all applicable development standards including the parking standards set forth in Division 4 (Parking) 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.

On-site operations will include a maximum of up to four instructors, one staff member, and up to two students at any one time, requiring six parking spaces. Since the previous office use occupying the 6,500-square-foot space required 26 parking spaces, there is sufficient parking to accommodate the six spaces required for the

proposed use. Vehicle and pedestrian access are available from Main Street and Von Karman Avenue. The project does not propose any changes to the existing building footprint, building square footage, landscaping, project access, or site circulation. Therefore, the proposed project's operation will not affect the existing circulation patterns and will have no effect on the off-site street network 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 with one-on-one fitness training sessions. Existing uses within the surrounding area consist of warehouses, offices, and a hotel. Therefore, the proposed commercial school use would be consistent with the character and integrity of the zoning district and the existing uses within the 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 zone "is intended as an area in which a variety of uses are allowed" and "specific institutional uses, particularly those proposed to serve the needs of the residential and employee populations" are encouraged in this area. The proposed commercial school provides a beneficial service to the broader community by increasing access to fitness-oriented educational programming. The use aligns with community interests in health and wellness and contributes to the local economy through job creation and small business development. Therefore, the proposed commercial school use is in harmony with City policies and the intent and purpose of the 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 provide a wellness-focused service, enhancing the overall vibrancy of the area, while also creating new employment opportunities for the residents and employees of Irvine. Any potential noise impacts to adjacent tenants or exterior areas will be minimized by the implementation of Condition 6.23. Furthermore, there is adequate parking to support the use, and the project does not propose any changes to the existing building footprint, building square footage, landscaping, project driveways, or site circulation. Therefore, the proposed commercial school use will not negatively impact adjacent properties, the surrounding neighborhood, or other uses within the office and warehouse building.

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 commercial school use. The business shall operate in accordance with the following conditions:

- A. Hours of operation shall be permitted only as follows: on Monday through Friday from 7 a.m. to 8 p.m. and on Saturday from 8 a.m. to 2 p.m.
- B. The project shall operate according to the operational schedule reviewed and approved by City staff to ensure the use does not exceed the Development Intensity Value (DIV) allocation for this site (8 AM peak period [7 – 8:30 a.m.], 9 PM peak period [4:45 – 6:15 p.m.], and 90 daily DIVs).

Condition 6.20

COMMERCIAL TENANT IMPROVEMENT

The applicant shall submit a building permit application for review and approval for a commercial tenant improvement upon approval of the Administrative Use Permit.

Condition 6.21

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 6.22

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, and operational schedule 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 6.23

NOISE

The applicant shall incorporate appropriate sound attenuation measures (e.g., insulation, baffling, floating floors, and/or wall treatments) within the tenant space to minimize interior noise impacts on adjacent tenants, as needed. At no time shall amplified sound, music, or instructor vocalizations associated with fitness classes be audible beyond the confines of the tenant space in a manner that disrupts neighboring uses or exceeds applicable noise standards set forth in the Irvine Municipal Code. Any noise complaints deemed valid by the City may result in the review and modification or revocation of this approval in accordance with Chapter 2-10 (Enforcement and Revocation Procedures) of the Irvine Zoning Ordinance.

Condition 6.24

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

Mr. Zhengjun Wang
October 22, 2025
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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.

Unless an appeal is filed prior to the expiration of the five-day appeal period ending at 5 p.m. on Wednesday, October 29, 2025, the approval granted by this letter shall become effective on Thursday, October 30, 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 Consultant Planner Katie Berg-Curtis at 949-724-6373 or via email kcurtis@cityofirvine.org.

Sincerely,



Stephanie Frady, AICP
Director of Community Development

Enclosures:

1. Letter of Justification and Floor Plan
2. Operational Schedules
3. Notice of Exemption

ec: Alyssa Matheus, Planning Manager
Ann Wu, Principal Planner
Diane Vu, Principal Planner
Calvin Mingione, Consultant Planner
File(s): 00958371-PAUP, 00937419-PPA

Onestep Fitness & Lifestyle (case # 00937419-PPA)
2323 Main St
Irvine, CA 92612

Subject: Letter of Information – Administrative Use Permit Application for Onestep Fitness

Dear Planning Division,

I am submitting this letter as part of the application for an Administrative Use Permit for my business, **Onestep Fitness**, located at **2323 Main St, Irvine, CA 92612**.

Business Description:

Onestep Fitness is a private personal training facility operating strictly on a one-on-one trainer-to-client basis. No group classes will be held, in order to minimize traffic and maintain compliance with available parking accommodations at the site.

Operational Details:

- **Facility Size:** Approximately 6,500 square feet of total space, with an actual usage of approximately 3,500-4,000 sqft dedicated for training sessions.
- **Space Use:** The front section of the space will be used for personal training activities, and the four small offices in the rear will be designated for administrative purposes and as rest/waiting areas for clients
- **Staffing:** up to 4 certified personal trainers will be present at any given time
- **Occupancy:** A maximum of 7 individuals (trainers, clients, and staff combined) will be on-site at any one time
- **Clientele:** Small, appointment-based private training sessions only
- **Employees:** We do not plan to hire employees; all trainers operate independently with their clients
- **Hours of Operation:**
 - Monday to Friday: 7:00 AM – 8:00 PM
 - Saturday: 8:00 AM – 2:00 PM
 - Sunday: Closed

ENCLOSURE 1

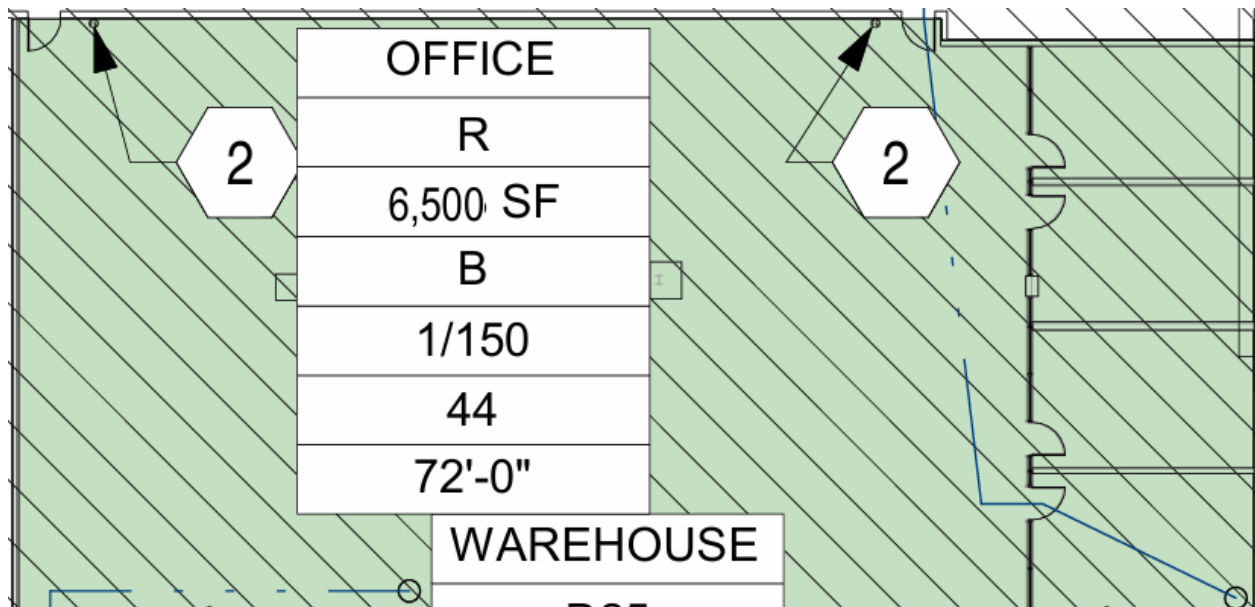
Holidays: Closed

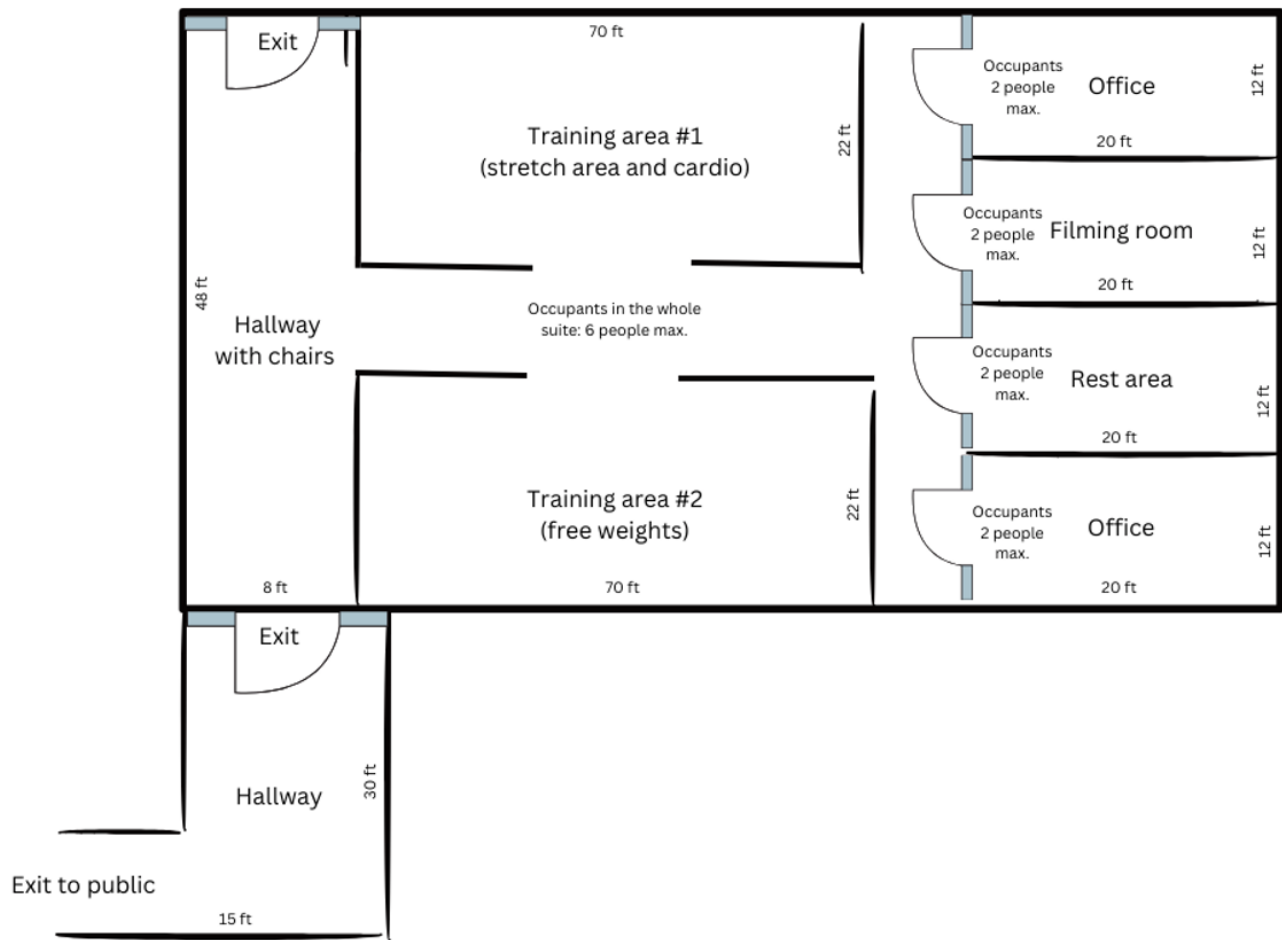
Justification:

The nature of our business ensures extremely low daily traffic, minimal noise, and no exterior disruptions. Our scheduling system limits the number of visitors at any given time, supporting efficient use of the space and minimizing any potential impact on adjacent businesses or shared facilities. Additionally, all operations will take place indoors with controlled access to maintain privacy, safety, and quiet operation.

We believe this use is consistent with the intent of the zoning regulations and will serve the community by providing professional, health-focused services in a low-impact, well-managed environment.

Below is the site plan and a draft of our floor plan highlighting the intended use of the space.







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	7:00 AM	8:00 AM		1	
CLASS 2	8:00 AM	9:00 AM		1	
CLASS 3	9:00 AM	10:00 AM		2	
CLASS 4	10:00 AM	11:00 AM		2	
CLASS 5	11:00 AM	12:00 PM		2	
CLASS 6	3:00 PM	4:00 PM		2	
CLASS 7	4:00 PM	5:00 PM		1	
CLASS 8	5:00 PM	6:00 PM		1	
CLASS 9	6:00 PM	7:00 PM		1	
CLASS 10	7:00 PM	8:00 PM		2	

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	7:00 AM	12:00 PM
INSTRUCTOR 2	9:00 AM	12:00 PM
INSTRUCTOR 3	9:00 AM	8:00 PM
INSTRUCTOR 4	9:00 AM	8:00 PM
STAFF 1	7:00 AM	12:00 PM
STAFF 2	12:00 PM	8:00 PM
STAFF 3		
STAFF 4		



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	8am	9am		1	
CLASS 2	9am	10am		1	
CLASS 3	10am	11am		2	
CLASS 4	11am	12pm		2	
CLASS 5	12pm	1pm		1	
CLASS 6	1pm	2pm		1	
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	8am	12pm
INSTRUCTOR 2	10am	2pm
INSTRUCTOR 3		
INSTRUCTOR 4		
STAFF 1	8am	2pm
STAFF 2		
STAFF 3		
STAFF 4		

NOTICE OF EXEMPTION



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

☒ County Clerk
County of Orange

PO Box 238
Santa Ana, CA 92702

FROM:

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

Attn: Calvin Mingione
Consultant Planner
949-724-6089
cmingione@cityofirvine.org

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

Project Title and File No.: Administrative Use Permit 00958371-PAUP for One Step Fitness Commercial School

Project Location: 2323 Main Street, City of Irvine, County of Orange, California.
(include County)

Project Description: Administrative use permit to allow for One Step Fitness & Lifestyle to operate a commercial school within an existing 6,500 square foot tenant suite.

Approving Public Agency: City of Irvine
Director of Community Development
PO Box 19575
Irvine, CA 92623-9575

Approval Date: October 22, 2025
Resolution No. N/A

Project Applicant: One Step Fitness & Lifestyle
2323 Main Street
Irvine, CA 92614
Attn: Zhenguin Wang
Onestepfitness.ca@gmail.com

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: Class 1 permits the operation, repair, maintenance, permitting, leasing, licensing, minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The project allows for the applicant to operate a commercial school within an existing approximately 6,500 square foot tenant suite of a large office and warehouse building. The application does not propose to otherwise alter the site, and the use will be contained within the existing suite. The proposed project does not involve any expansion, intensification, or redevelopment of the site.

Calvin Mingione, Consultant Planner
Name and Title


Signature

October 22, 2025
Date