



March 4, 2026

Ms. Fiona Zhang
Irvine Dance Academy
980 Roosevelt, Suites 131-132
Irvine, CA 92620

Sent Via Email:
irvinedanceacademy@gmail.com

Subject: Approval of Administrative Use Permit 00968102-PAUP for Irvine Dance Academy at 980 Roosevelt, Suites 131–132, in Planning Area 8 (Northwood)

Dear Ms. Zhang:

Community Development Department staff reviewed Administrative Use Permit 00968102-PAUP to operate Irvine Dance Academy, at 980 Roosevelt, Suites 131–132, within the Jeffrey Office Park. The office park is bounded by Roosevelt to the north, Jeffrey Road to the east, and the Interstate 5 (I-5) Freeway to the south. Surrounding land uses include residential to the west, Cypress Village Shopping Center to the north, and the Jeffrey Open Space Trail to the east. The office park is located within Planning Area 8 (Northwood) and is zoned 4.2G Community Commercial.

As described in the applicant's letter of justification, Irvine Dance Academy proposes to operate a commercial school within Suites 131–132, totaling 718 square feet, on the first floor of an existing 19,177-square-foot multi-tenant office building. (Enclosure 1). The facility will provide instructor-led dance instruction for children and adults through scheduled, appointment-based classes conducted in small group settings of four to six students, with a maximum of six students and one instructor present at any one time. Suite 131 will function as the primary dance studio/training room, and Suite 132 will serve as a storage and dressing area. All activities will occur entirely indoors within the existing tenant space, and no exterior modifications to the building, site circulation, or parking configuration are proposed (Enclosure 2).

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 use is classified as a commercial school, which is conditionally permitted in the 4.2G Community Commercial 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.” Irvine Dance Academy will operate with a maximum of one instructor and six students on-site at any one time, requiring three parking spaces.

Jeffrey Office Park was approved under Master Plan 00402399-PMP with a total gross floor area of 312,655 square feet. The approved parking calculation for the site requires 1,125 parking stalls (first 250,000 square feet parked at one space per 250 square feet, and the remaining square footage parked at one space per 500 square feet). Based on the approved calculation; the 718-square-foot tenant space is allocated three spaces. Therefore, the required parking for the proposed commercial school and allocated parking spaces under the approved master plan are the same. To ensure continued compliance with the Zoning Ordinance parking requirements, Condition 6.19 has been added to this project, which limits the maximum on-site occupancy to one instructor and six students, not to exceed seven individuals at any one time.

Special Land Use Restrictions

Jeffrey Office Park is subject to Special Land Use Restrictions (SLURs), which establish maximum square footage and vehicle trip allocations for the project site. The property is part of Spectrum Project No. 08-02, which is allocated 289 AM peak-hour trips, 275 PM peak-hour trips, and 3,191 average daily trips (ADT).

According to the applicant’s operational schedule, Irvine Dance Academy operates on a scheduled, appointment-based basis with a maximum of six students and one instructor present at any one time. Classes will occur Monday through Friday from 3–4:30 p.m. and 6:30–8 p.m., Saturday from 10 a.m.–12 p.m. and 2–4 p.m., and Sunday from 10 a.m.–12 p.m. No class sessions shall begin or end during the defined AM or PM peak-hour periods (7–8:30 a.m. and 4:45–6:15 p.m.), thereby minimizing overlap with peak commuter traffic. Pick-up and drop-off activity will occur outside peak traffic hours. Given the limited occupancy, small group format, and staggered class times, the anticipated vehicle trips associated with the commercial school are minimal and comparable to the trips that would be generated by the previously entitled office use. Accordingly, the proposed commercial school can be accommodated within the existing SLURs trip allocation for Jeffrey Office Park. Condition 6.19 requires that operations occur in accordance with the approved operational schedule to ensure continued compliance with the project’s trip limitations.

California Environmental Quality Act

Pursuant to Section 4 of the City of Irvine California Environmental Quality Act (CEQA) procedures and Article 19 of the State CEQA Guidelines, it has been determined that

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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 is provided with this letter (Enclosure 4).

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 00968102-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.

Based on the proposed operation, three parking spaces are required for the use. Jeffrey Office Park provides a shared parking supply that exceeds the required parking under the approved master plan, and the proposed use does not create a parking deficiency. Additionally, Condition 6.19 limits the maximum on-site occupancy to one instructor and six students, not to exceed seven individuals at any one time, to ensure continued compliance with the applicable parking requirements.

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 interior tenant improvements within the existing 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 4.2G Community Commercial zone by introducing a community-serving instructional use that is consistent with the district's intent to provide a mix of commercial and service-oriented uses that serve the surrounding residential population. Accordingly, 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 proposed commercial school will occupy a 718-square-foot tenant space within an existing 19,177-square-foot multi-tenant office building, within Jeffrey Office Park, and involves no changes to the existing site layout, building footprint, or circulation pattern. All improvements are limited to interior tenant improvements. The use requires three parking spaces, and the existing shared parking supply within Jeffrey Office Park is sufficient to accommodate this demand.

Classes will be conducted on a scheduled basis outside peak traffic periods, which limits overlapping arrival and departure activity and reduces potential circulation conflicts. Condition 6.19, which restricts occupancy and requires operations to occur in accordance with the approved operational schedule, will ensure that traffic and parking activity remain consistent with the analysis contained herein. Additionally, the project does not propose any modifications to existing walkways, pedestrian access points, on-site lighting, or site circulation features. All vehicular and pedestrian access will continue to occur through the previously approved and constructed circulation system within Jeffrey Office Park. Given the limited occupancy, small group instructional format, and scheduled class times, arrival and departure activity will be dispersed and limited in scale. Therefore, the proposed commercial school will not adversely impact the existing circulation patterns within the office development 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 dance instruction within an existing multi-tenant office building in the 4.2G Community Commercial 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 4.2G Community Commercial identifies the intent and purpose of the zone as an area that accommodates a variety of complementary office and service uses within an office environment. The proposed commercial school expands the range of services available to residents and families of Planning Area 8 (Northwood) 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 4.2G Community Commercial 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 within the area by providing a valuable service for the residents of Irvine and the surrounding

area. The commercial school is also compatible with surrounding businesses, which include office buildings and other commercial schools. The commercial school's operational model ensures a low impact on the area. Any potential noise impacts to adjacent tenants or exterior areas will be minimized by the implementation of Condition 6.22. Additionally, the project is required to comply with the City's Noise Ordinance. Further, the project does not involve any changes to the existing building footprint, square footage, landscaping, driveways, or circulation system. Therefore, the commercial school use will not negatively impact adjacent tenants, the surrounding area, or other uses within the Jeffrey Office 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 approval allows the operation of a commercial school. The business shall operate in accordance with the following conditions:

- A. Irvine Dance Academy staff and instructors shall conduct classes in accordance with the approved Operational Schedule. Classes shall occur Monday through Friday from 3 - 4:30 p.m. and 6:30 - 8 p.m., Saturday from 10 a.m. - 12 p.m. and 2 - 4 p.m., and Sunday from 10 a.m. - 12 p.m. No classes shall occur outside of these approved hours.
- B. No instructor, staff, student drop-off, or student pick-up shall occur within the morning peak-hour period of 7 - 8:30 a.m. or the evening peak-hour period of 4:45 - 6:15 p.m., Monday through Friday. Class sessions and instruction shall not begin or end within the peak-hour periods.
- C. To minimize parking impacts and ensure smooth transitions between sessions, all classes shall be scheduled with at least a 10-minute interval between consecutive sessions.
- D. Occupancy within the suite shall not exceed one instructor and six students at any one time, with a maximum on-site occupancy of seven persons.

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

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 classes be audible beyond the confines of the tenant space in a manner that disrupts neighboring uses or

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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 6.23

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.

Condition 6.24

COMPLIANCE WITH PRIOR APPROVALS

All applicable conditions of approval associated with original Master Plan 00402399-PMP issued for Jeffrey Office Park and any subsequent modifications shall 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. Wednesday, March 11, 2026, the approval granted by this letter shall become effective Thursday, March 12, 2026.

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 Samantha Zepeda at 949-724-5427 or via email SZepeda@cityofirvine.org.

Sincerely,



Stephanie Frady, AICP
Director of Community Development

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Enclosures:

1. Project Letter of Justification
2. Project Plans
3. Operational Schedule
4. Notice of Exemption

ec: Ann Wu, Acting Planning Manager
Chris Chung, Principal Planner
Files: 00968102-PAUP, 00402399-PMP

Irvine Dance Academy

Administrative Use Permit

Project No.: 00968102-PAUP

Address: 980 Roosevelt Ave, Suites 131–132, Irvine, CA 92620

Dear Samantha Zepeda,

This letter provides our responses and clarifications to the recent plan check comments for the Administrative Use Permit application for **Irvine Dance Academy**.

1. Business Description

Irvine Dance Academy is a small-scale educational dance studio providing **Chinese dance training for children and adults**.

The leased area includes **Suites 131–132**, with a total floor area of approximately **718 square feet**.

The space layout includes:

- **Suite 131:** Dance Studio / Training Room
- **Suite 132:** Storage / Dressing Area

All other suites within the building are occupied by other tenants and are not part of our business use.

2. Hours of Operation

To comply with the vehicle trip limitations under the **Special Land Use Restrictions (SLURs)** for the 4.2G Community Commercial Zone, all classes are scheduled outside AM and PM peak-hour periods.

Operating Schedule:

- Monday : Friday: 3:00–4:30 PM, 6:30–8:00 PM
- Saturday : 10:00 AM–12:00 PM, 2:00 PM–4:00 PM
- Sunday : 10:00 AM–12:00 PM

All classes are small-group sessions by appointment only, typically 4–6 students per class, with a maximum of one staff member on site at any given time.

3. Restroom Access

The dance academy shares the common restrooms provided within the building. No additional restrooms are proposed or constructed within the tenant space.

4. Clarifications on Plan Sheets

- The floor plan has been revised to clearly label the room uses and total square footage for Suites 131–132.

- The project number (00968102-PAUP) has been added to all sheets.
- Parking allocation is 3 stalls, calculated at 1 stall per 278 SF ($718 \div 278 = 2.58$).

5. Summary

This use remains consistent with the approved commercial zoning and existing building improvements.

Irvine Dance Academy will continue to operate as a low-impact educational business, compatible with surrounding tenants and consistent with City of Irvine development standards.

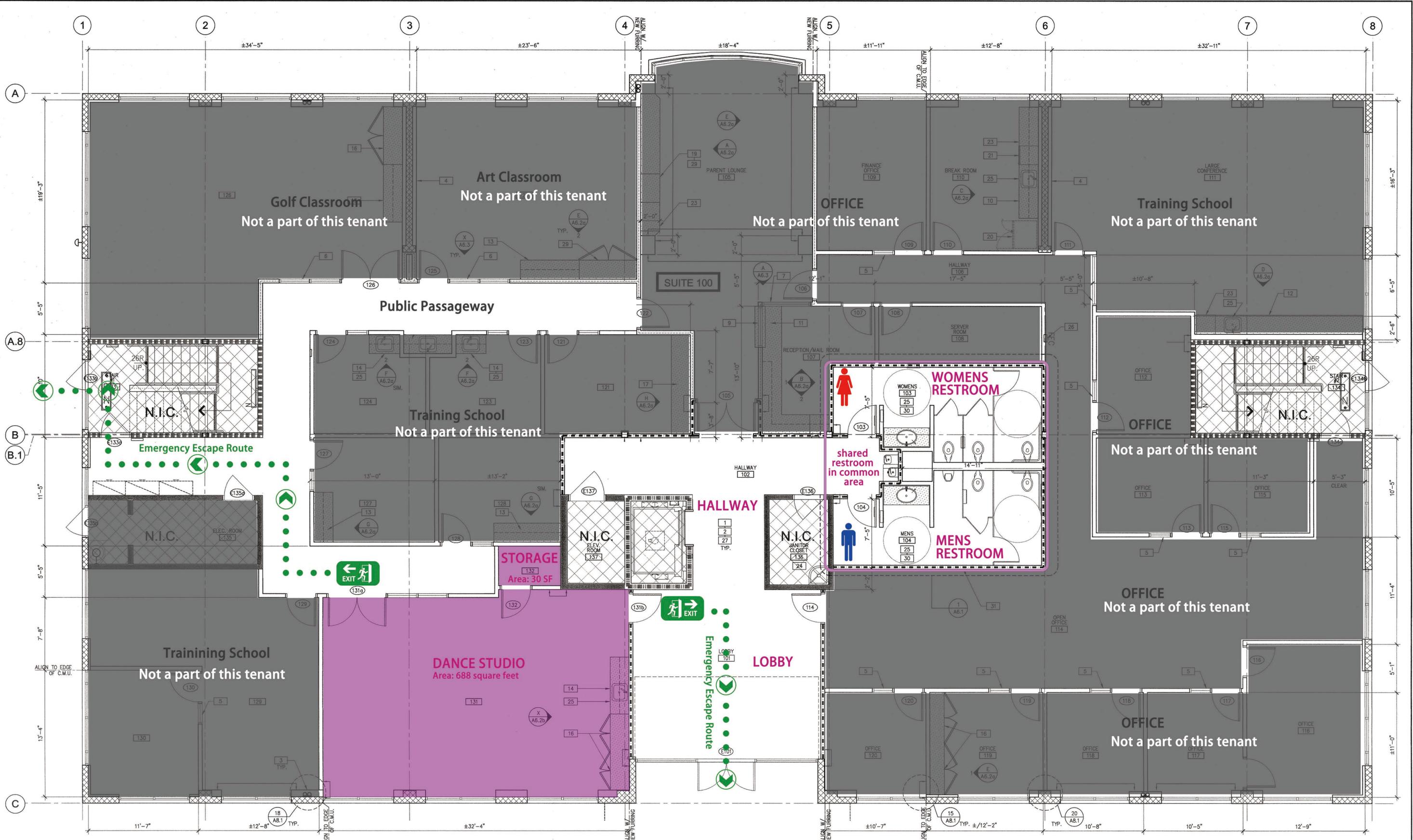
Sincerely,

Fiona Zhang

Irvine Dance Academy

■ irvinedanceacademy@gmail.com

■ 657-631-3020



Irvine Dance Academy – Suites 131 – 132, Total 718SF(The purple area), with 3 parking spaces allocated.

PARTITION PLAN - 1ST FLOOR
SCALE: 1/4"=1'-0"

Tenant Space for Administrative Use Permit 00968102-PAUP



OPERATIONAL SCHEDULE TEMPLATE

OPERATIONAL SCHEDULE

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

MONDAY
 TUESDAY
 WEDNESDAY
 THURSDAY
 FRIDAY
 SATURDAY
 SUNDAY

| ACTIVITY DESCRIPTION | START TIME | END TIME | NO. OF PARTICIPANTS UNDER AGE 18 | NO. OF PARTICIPANTS OVER AGE 18 | NO. OF PARENTS/ GUARDIANS WAITING |
|----------------------|------------|----------|----------------------------------|---------------------------------|-----------------------------------|
| Monday-Friday(dance) | 3:00pm | 4:30pm | 4-6 | 0 | 0 |
| Monday-Friday(dance) | 6:30pm | 8:00pm | 4-6 | 0 | 0 |
| Saturday(dance) | 10:00am | 12:00pm | 4-6 | 0 | 0 |
| Saturday(dance) | 2:00pm | 4:00pm | 4-6 | 0 | 0 |
| Sunday(dance) | 10:00am | 12:00pm | 4-6 | 0 | 0 |
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INSTRUCTOR & STAFF SCHEDULE

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

MONDAY
 TUESDAY
 WEDNESDAY
 THURSDAY
 FRIDAY
 SATURDAY
 SUNDAY

| SPECIFY INSTRUCTOR OR STAFF | ARRIVAL TIME | DEPARTURE TIME |
|-----------------------------|--------------|----------------|
| Monday-Friday (kitty) | 2:50pm | 4:40pm |
| Monday-Friday(tiantian) | 6:20pm | 8:10pm |
| Saturday(anni) | 10:00am | 12:10pm |
| Saturday(anni) | 2:00pm | 4:10pm |
| sunday(charry) | 10:00am | 12:10pm |
| | | |
| | | |
| | | |
| | | |

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: Samantha Zepeda
Assistant Planner
949-724-5427
szepeda@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 00968102-PAUP for Irvine Dance Academy in Planning Area 8 (Northwood).

Project Location: (include County) The project is located at 980 Roosevelt, Suites 131–132 in Planning Area 8, in the City of Irvine, County of Orange.

Project Description: Administrative Use Permit to allow operation of a commercial school (dance instruction) within a 718-square-foot tenant space located inside an existing multi-tenant office building at Jeffrey Office Park.

Approving Public Agency: City of Irvine
Director of Community Development
PO Box 19575
Irvine, CA 92623-9575
Approval Date: March 4, 2026
Resolution No. n/a

Project Applicant: Irvine Dance Academy
980 Roosevelt, Suites 131-132
Irvine, CA 92620
Attn: Fiona Zhang
657-631-3020
irvinedanceacademy@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: The project is exempt pursuant to CEQA Guidelines Section 15301 (Class 1) Existing Facilities, which allows for the operation, repair, maintenance, permitting, or minor alteration of existing facilities involving negligible or no expansion of existing or former use. The proposed project consists of interior tenant improvements and operation of a commercial school within an existing office building. The project does not increase building square footage, alter the building footprint, or involve exterior modifications. Therefore, the project qualifies for the Class 1 categorical exemption.

Samantha Zepeda, Assistant Planner
Name and Title

Signature

March 4, 2026
Date

FORM 45-02 (Rev. 10/2006)

ENCLOSURE 4