



March 19, 2026

Mr. Toni Li
Mesa Lux Imports
16480 Bake Parkway, Suite 104
Irvine, CA 92618

Sent Via Email:
sales@mesaluxuryimports.com

Subject: Approval of Administrative Use Permit 00959042-PAUP for an Online Vehicle Sales Office, at 16480 Bake Parkway, Suite 104, in Planning Area 34 (Irvine Spectrum 5)

Dear Mr. Li:

Community Development Department staff reviewed Administrative Use Permit 00959042-PAUP, an application to operate an online vehicle sales office at 16480 Bake Parkway, Suite 104, within Bacchus Bake Office Park. The subject property is located within Planning Area 34 (Irvine Spectrum 5) and is zoned 4.2D Community Commercial. The property is bounded by Irvine Center Drive to the north, Lake Forest Drive to the south, Bake Parkway to the west, and Tesla to the east and surrounding land uses include a variety of office uses. The existing building consists of 5,743 square feet of office space.

As described in the applicant's letter justification letter, Mesa Luxury Imports proposes to occupy a combined total of 378 square feet of office space on the building's first floor and operate an "online vehicle sales" office that will serve one customer at a time (Enclosures 1 and 2). No auto mechanical work, repair, detailing, vehicle storage within the building, or any form of service will be conducted on-site. All in-person transactions with customers will be by appointment only. The term "customer" shall be considered a single individual, a couple, or a family unit traveling together in one vehicle.

Per Section 1-2-1 of the Irvine Zoning Ordinance, "online vehicle sales" is defined as "an office for car dealerships that operate exclusively online, with customers by appointment only." Based on the business description provided by the applicant, Mesa Luxury Imports qualifies as an "online vehicle sales" office, a use that is permitted in the 4.2D Community Commercial zone with the approval of an administrative use permit.

Parking

Section 4-3-4 of the Irvine Zoning Ordinance requires one space per 250 square feet of gross floor area for "administrative, business and professional" office uses. This is the same standard that applies to an "online vehicle sales" office.

The subject tenant space is part of an existing 5,743-square-foot office suite which is divided into eight individual office suites and includes approximately 2,983 square feet of common shared areas, such as conference rooms, a kitchen, reception areas, restrooms, and circulation space. When divided amongst the eight suites, each suite is assigned 372 square feet as a proportional share of the building's common area. Mesa Luxury Imports will occupy approximately 378 square feet of exclusive office area. When added to its proportional share of common area, the total floor area attributable to the subject tenant space is approximately 750 square feet.

Applying the required parking ratio of one space per 250 square feet to the 750-square-foot tenant space, results in a requirement of three parking spaces for Mesa Luxury Imports. The suite has been allocated three parking spaces within the building's existing parking supply. Because the parking standard for an "online vehicle sales" office is identical to that of a traditional office use, and because no additional floor area is being added to the building, the proposed use does not increase the site's overall parking demand. Therefore, the existing parking allocation for the building is sufficient, and no restriping or parking reconfiguration of the parking area is proposed.

Based on the applicant's operational schedule (10 a.m.–7 p.m., Monday through Saturday), with a minimum 15-minute gap between appointments, the proposed use is not expected to create parking conflicts or overflow conditions (Enclosure 3). Further, the limited scale of operations and by-appointment scheduling is anticipated to ensure that the project complies with Irvine Zoning Ordinance parking standards.

Special Land Use Restrictions

All properties within the 4.2D Community Commercial zone in Planning Area 34 are subject to Special Land Use Restrictions (SLURs). These SLURs establish the maximum square footage permitted on each parcel, as well as the maximum number of vehicle trips that can be generated by each parcel. For the Bacchus Bake Office Park, the applicable SLURs allocate 100% of the permitted trips on-site to office development.

The property is identified under Spectrum Project No. 34-55, which is allocated a trip budget of 477 AM peak-hour trips, 474 PM peak-hour trips, and 5,040 average daily trips (ADT). The existing 5,743-square-foot office building was developed and accounted for within this trip allocation. The proposed online vehicle sales office will occupy a portion of the existing office building and does not involve an expansion of floor area or a change to a higher-intensity land use category. Accordingly, the proposed use remains within the site's established trip budget.

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 the proposed online vehicle sales office 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 00959042-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 proposed online vehicle sales office is permitted in the 4.2D Community Commercial zone with approval of an administrative use permit. The use is consistent with the zone's purpose of accommodating a variety of compatible office uses. Pursuant to Division 4 of the Irvine Zoning Ordinance, office uses require one parking space per 250 square feet of gross floor area, which amounts to a total of 23 parking spaces for the entire building. Based on the 750 square feet which is attributable to the subject tenant suite, the proposed use requires three parking spaces, which are accommodated within the building's existing parking supply.

The project does not involve any changes to the existing building footprint, square footage, landscaping, 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 Zoning Ordinance, and supports the purpose of the intended function of the zoning district.

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

Mesa Luxury Imports will operate on an appointment-only basis and be limited to a maximum of one employee and one customer on-site at any given time. Based on the approximately 750 square feet attributable to the subject office suite, the use requires three parking spaces, which are accommodated within the existing parking supply. Vehicle and pedestrian access to the property will continue to be available from Bake Parkway. Therefore, the proposed operation will not negatively affect existing circulation patterns, the off-site street network, or 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 an online vehicle sales office in an existing office building. Existing uses within the surrounding area consist of other administrative businesses and professional offices. Therefore, the proposed online vehicle sales office 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 4.2D Community Commercial identifies the intent and purpose of the zone as an area that provides goods and services to the community, as well as office uses designed to serve industrial or business areas as freestanding uses or within centers. By operating an online vehicle sales office, the proposed use aligns with this intent. Therefore, the proposed use is consistent with applicable City policies and is in harmony with the purpose and intent of the 4.2D Community Commercial zoning district.

- 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 online vehicle sales office will provide a convenient, community service that expands consumer access to vehicle purchasing options and contributes to the economic vitality of the area. It will support local entrepreneurship and foster small business development as the project is compatible with surrounding administrative office businesses. As an online-based appointment-only business, customer visits will be limited and scheduled to minimize on-site activity.

Per Condition 6.19, on-site occupancy will be limited to one customer and one employee on-site at any given time, ensuring a low-intensity operation. Furthermore, there is sufficient parking to support the proposed use, and the project does not include any modifications to the existing building footprint, square footage, landscaping, project driveway, or site circulation. Therefore, the proposed online vehicle sales use will not negatively affect adjacent properties, the surrounding neighborhood, or other businesses in the area.

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. A maximum of one vehicle for sale may be present on-site, at any one time. When present, the vehicle shall be parked in a designated parking stall on the property.
- B. When present, the vehicle for sale may only be temporarily displayed in a designated parking space during a scheduled customer appointment for the purpose of completing a sales transaction. No on-site vehicle showroom or display area is permitted.
- C. Vehicle storage is prohibited inside and outside of the building, except as expressly permitted under these conditions. Overnight parking is prohibited.
- D. Business operations are approved between the hours of 10 a.m. and 7 p.m., Monday through Saturday.
- E. All customer visits shall be by appointment only, with no more than one appointment scheduled at a time and a minimum 15-minute interval between consecutive appointments.
- F. A maximum of one employee and one customer may be on-site at any one time.
- G. The term "customer" shall mean a single individual, a couple, or a family unit traveling together in one vehicle.

- H. At no time shall the tenant conduct vehicle repairs, maintenance, or installation of parts or aftermarket accessories on the property.
- I. On-site advertising is strictly prohibited. This includes, but is not limited to, banners, signs, decals, stickers, key lock boxes, or any other visual indicators on a vehicle or on the property that suggests a vehicle is for sale.

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. Tony Li
March 19, 2026
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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. Thursday, March 26, 2026, the approval granted by this letter shall become effective Friday, March 27, 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 Krysta Christensen at 949-724-6457 or via email Kchristensen@cityofirvine.org.

Sincerely,



Stephanie Frady, AICP
Director of Community Development

Enclosures:

1. Letter of Justification
2. Floor Plan
3. Operational Schedule
4. CEQA Notice of Exemption

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

Mesa Luxury Imports

Business license 230001769

(949) 209-4501

sales@mesaluxuryimports.com

January 11, 2025

Community Development Department

City of Irvine

1 Civic Center Plaza

Irvine, CA 92606

Subject: Request for Use Determination for Mesa Luxury Imports

Dear Planning and Zoning Department,

I am writing to formally request a **Administrative Use Permit (AUP)** for Mesa Luxury Imports at our new proposed location in Irvine. Our business license number is 230001769, we operate as a Used Auto Sales business primarily engaged in online sales and have an urgent need to relocate our admin office due to the sale of the current location by the property owner. Below, I have provided a detailed description of the proposed operation for your consideration.

Contact Information

- **Name:** Tony Li
- **Phone Number:** (562) 225-6443
- **Email Address:** sales@mesaluxuryimports.com

Proposed Use Description

Mesa Luxury Imports engages in the retail and wholesale sales of used vehicles through internet advertising platforms and appointments. We intend to move to 16480 Bake Parkway Ste 104, 117, and cubicle A. Once approved, we will update the address with the City of Irvine Business License address.

- Meeting clients by appointment only for vehicle viewings.
- Completing sales transactions and processing DMV documentation.

Note: There will be no more than one vehicle for sale on-site at any given time.

Location

The proposed office is located at:

16480 Bake Parkway Irvine, CA 92618

ENCLOSURE 1

Size of Operation

Mesa Luxury Imports will occupy the following spaces within the same commercial complex:

- **Office 104:** 204 square feet.
- **Office 117:** 144 square feet.
- **Cubicle A:** 30 square feet.

Number of Employees

The operation will include the following employees of which only one will be on-site at any one time:

- **One Owner-Operator**
- **One Salesperson**

Hours of Operation

- **Monday to Saturday:** 10:00 a.m. – 7:00 p.m.
- **Closed on Sundays and public holidays.**

Types of Uses Proposed

- Retail and wholesale of used vehicles conducted through online advertising only and by appointment
- Client meetings for vehicle viewings, sales transactions, and DMV paperwork.
- No on-site advertising

Hazardous Materials and/or Waste

Mesa Luxury Imports will not use, manufacture, or generate any hazardous materials or waste at this location.

Parking Summary

- **No overnight parking** of inventory vehicles will occur at this office location.
- The location will not include a showroom, and there will be no signage, banners, or outward displays identifying vehicles for sale on the property or on the vehicles themselves.

We appreciate your review of this request and are available to provide any additional information or clarification that may be needed. Thank you for your time and assistance.

Sincerely,
Tony Li
Mesa Luxury Imports
(949) 209-4501

Hera Hub - Irvine / Facility Layout



ENCLOSURE 2



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
Client Appointment	10:00 AM	10:45 AM			
Client Appointment	11:00 AM	11:45 AM			
Client Appointment	1:00 PM	1:45 PM			
Client Appointment	2:00 PM	2:45 PM			
Client Appointment	3:00 PM	3:45 PM			
Client Appointment	4:00 PM	4:45 PM			
Client Appointment	5:00 PM	5:45 PM			
Client Appointment	6:00 PM	6:45 PM			

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
Owner- Monday, Wednesday, Friday	9:30 AM	7:00 PM
Sale person - Tuesday, Thursday	9:30 AM	7:00 PM



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: 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 for Mesa Luxury Imports (File No. 00959042-PAUP)

Project Location: 16480 Bake Parkway, Suite 104 in Planning Area 34 (Irvine Spectrum 5), in the City of Irvine, County of Orange, CA

Project Description: Operate an online vehicles sales office use within an existing office building.

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

Approval Date: March 19, 2026
Resolution No. n/a

Project Applicant: Mesa Luxury Imports
16480 Bake Parkway Suite 104
Irvine, CA 92618
Attn: Toni Li
562-225-6443
sales@mesaluxuryimports.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 of, and minor alterations to, existing facilities involving negligible or no expansion of existing or former use. This project would allow an online vehicle sales office to operate within an existing office building and involves no exterior improvements.

Krysta Christensen, Assistant Planner
Name and Title

Signature

March 19, 2026
Date