



April 23, 2026

Ms. Hyo Kim
LETA Education
810 Roosevelt
Irvine, CA 92620

Sent Via Email
Kojennifer8@gmail.com

Subject: Approval of Administrative Use Permit 00976023-PAUP for LETA Education at 810 Roosevelt in Planning Area 8 (Northwood)

Dear Ms. Kim:

Community Development Department staff reviewed Administrative Use Permit 00976023-PAUP to operate a commercial school, LETA Education, at 810 Roosevelt within Jeffrey Office Park. The subject property is located within Planning Area 8 (Northwood) and is zoned 4.2G Community Commercial. Surrounding land uses include residential to the west, Cypress Village Shopping Center to the north, and the Jeffrey Open Space Trail to the east.

As described in the applicant's letter of justification, LETA Education proposes to operate a commercial school within tenant space on the 2,362-square-foot first floor of an existing 4,474-square-foot multi-tenant office building (Enclosure 1). The school will operate within a 1,700-square-foot office area, excluding common hallways, stairwell, and common restrooms shared with the second floor. The facility will provide instructor-led supplemental academic instruction for children through scheduled, appointment-based classes conducted in small group settings. The tenant space will have a maximum of six students, one instructor, and one director present at any one time. The floor plan includes three classrooms through which students rotate for instruction in different subjects. All activities will be held 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 letter of justification, the 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 Zoning Ordinance identifies the parking requirements for a “school, commercial” as “one space per instructor and employee, plus one space per three students.” LETA Education will operate with a maximum of one instructor, one director, and six students on-site at any one time, requiring four parking spaces.

Jeffrey Office Park was approved under Master Plan 00402399-PMP with a total gross floor area of 312,655 square feet. The parking requirement for the site is 1,125 parking stalls (first 250,000 square feet parked at one space per 250 square feet, and the remaining square feet parked at one space per 500 square feet). Based on the approved calculation, the entire building is allocated approximately 16 spaces, with approximately eight spaces allocated to the 2,362-square-foot first floor and eight spaces allocated to the 2,112-square-foot second floor. Therefore, the required parking for the proposed commercial school and allocated parking spaces under the approved master plan result in a parking surplus of four spaces for 810 Roosevelt. 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 two staff and six students, not to exceed eight 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, student arrival and dismissal times are staggered and managed to avoid vehicles arriving and departing from the property during peak hours (Enclosure 3). Classes will occur Monday through Friday from 9 a.m. to 7:30 p.m. Per Condition 6.19, no class sessions shall begin or end during the defined morning or evening peak-hour periods (7 to 8:30 a.m. and 4:45 to 6:15 p.m.), thereby minimizing overlap with peak commuter traffic. 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 SLURs trip allocation for Jeffrey Office Park.

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 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 00976023-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 project is consistent with 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. 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. Therefore, the project complies with all applicable site development standards, including but not limited to parking, building height, floor area, setbacks, and landscaping.

Furthermore, based on the proposed operation, four parking spaces are required for the use and six spaces are assigned to the tenant space. Additionally, Condition 6.19 limits the maximum on-site occupancy to one instructor, one director, and six students, not to exceed eight individuals at any one time, to ensure continued compliance with the applicable parking requirements. 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 subject tenant space is located within Jeffrey Office Park, an office development, which was designed and constructed with a comprehensive circulation system consisting of internal drive aisles and pedestrian. The proposed commercial school will occupy the 2,362-square-foot ground floor of existing 4,474-square-foot multi-tenant office building, and involves no changes to the existing site layout, building footprint, or circulation pattern. The proposed use will have a maximum occupancy of six students, and two staff at any one time requiring four parking spaces. The existing shared parking supply within Jeffrey Office Park is sufficient to accommodate the use.

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. 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 impacts 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 supplemental instruction within an existing multi-tenant office building in the 4.2G Community Commercial zone. The use is compatible with the nature of the office park, operates indoors, and does not propose 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 zone in which it is located.

- 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 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. 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 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.

Standard Condition 6.15 (as modified)

SITE PARKING ISSUES

If the Director of Community Development (“Director”) determines that parking issues that can be directly attributed to LETA Education are negatively affecting the project site or adjacent properties, the property owner or the applicant may be required to submit a plan prepared by a licensed third-party traffic engineer to the Director that identifies specific measures to resolve these issues. The draft plan shall be submitted within 30 days of notification by the City and shall be reviewed and approved, or comments will be provided by the Director. The property owner or the applicant shall be required, at its sole expense, to implement any modifications required by the plan within 30 days of written notice from the Director to implement such measures, or in such timeframe as directed by the Director.

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. LETA Education shall conduct operations in accordance with the approved Operational Schedule. Classes shall occur Monday through Friday from 9 a.m. to 7:30 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 AM peak-hour period of 7 to 8:30 a.m. or the PM peak-hour period of 4:45 to 6:15 p.m., Monday through Friday. Class sessions and instruction shall not begin or end within the aforementioned peak-hour periods.
- C. Occupancy within the suite shall not exceed one instructor, one director, and six students at any one time, with a maximum on-site occupancy of eight 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 6.23

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

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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. Thursday, April 30, 2026, the approval granted by this letter shall become effective Thursday, Friday, May 1, 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 Siobhan Gumapac-McGuire at 949-724-6351 or via email at SGumapac-McGuire@cityofirvine.org.

Sincerely,



Stephanie Frady, AICP
Director of Community Development

Enclosures:

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

ec: Alyssa Matheus, Planning Manager
Nick Melloni, Principal Planner
Files: 00976023-PAUP; 00402399-PMP

Letter of Justification

Dear Community Development Department,

This Letter of Justification is submitted in support of an Administrative Use Permit application for LETA Education, a small-scale supplemental academic learning center proposed within an education-oriented commercial area.

LETA Education operates as a structured academic enrichment center providing curriculum-based English enrichment and academic instruction. The program is supplemental in nature and does not provide primary, secondary, or state-recognized education. Instruction is delivered through scheduled enrollment only and conducted in instructor-led classroom sessions.

At any given time, the maximum number of students on site shall not exceed six (6). The maximum number of staff on site shall not exceed two (2), consisting of one Director and one instructor. Therefore, the total maximum occupancy at any given time shall be limited to eight (8) persons.

Classes 1 and 2 are structured as a continuous session, with the same group of students remaining on site between sessions. Classes 3 and 4 are also structured as a continuous session, with the same group of students remaining on site between sessions. No additional students arrive between consecutive sessions, and no drop-in attendance is permitted.

An optional tutoring session (Class 5) is offered after the regular classes and is available only to students enrolled in Classes 3 and 4. Not all students participate in this session. The tutoring session is scheduled after the regular classes and does not overlap with any other sessions. At no time does the total number of students on site exceed six (6).

All seasonal programs, including camps or special sessions, will follow the same operational schedule and occupancy limits described above. No expanded or separate operational schedule is proposed.

Student arrival and dismissal times are staggered and managed to avoid peak-hour vehicle trips. No student arrivals or departures occur during the PM peak hour (4:45 PM – 6:15 PM). All instructional activities occur entirely indoors. No outdoor instruction, exterior modifications, or amplified sound are proposed.

The project does not involve a change of occupancy classification. The existing and proposed occupancy remains Group B. LETA Education occupies approximately 1,700 square feet of exclusive tenant area within the first floor, which is a portion of the total gross floor area of 2,362 square feet. The total gross floor area includes all areas on the first floor, including hallways and other portions outside of the lease space. Parking for the proposed use has been evaluated based on the commercial school parking requirements, which require a minimum of one (1)

ENCLOSURE 1

parking space per staff/instructor and one (1) parking space per three (3) students. Based on a maximum of six (6) students and two (2) staff on site at any given time, the required parking is four (4) spaces.

Based on the office parking ratio of one (1) space per 278 square feet, the exclusive tenant area is allocated approximately six (6) parking spaces. Therefore, the required parking for the proposed use does not exceed the allocated parking.

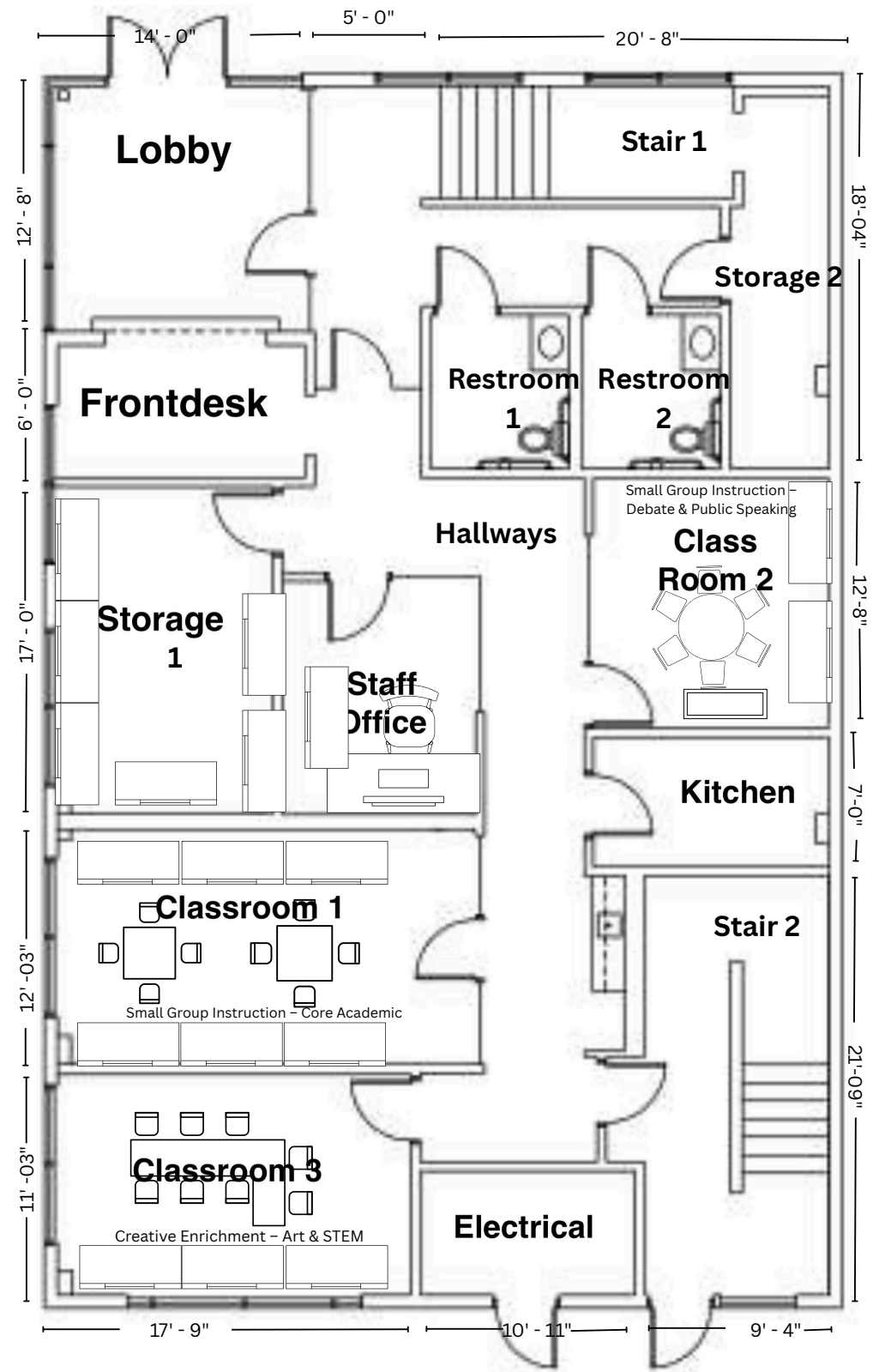
The proposed operational intensity remains within the approved parking capacity and development intensity limitations applicable to Jeffrey Office Park.

The operation of LETA Education will be orderly, supervised, and fully contained within the existing building envelope. The use is compatible with surrounding professional and office uses and will not adversely affect traffic circulation, pedestrian safety, or parking availability. No structural, exterior, or site modifications are proposed.

In conclusion, LETA Education represents a low-intensity, supplemental instructional use that satisfies the findings required for approval of an Administrative Use Permit. The program will operate in compliance with applicable City regulations and development intensity standards.

Thank you for your time and consideration.

Sincerely,
LETA Education

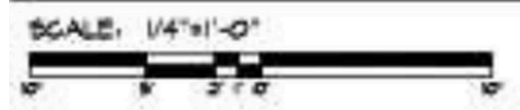


Total Gross Floor Area: 2,362 SF
 Exclusive Tenant Area: 1,700 SF

- FIRST FLOOR AREA SUMMARY**
- LOBBY 167 SF
 - FRONTDESK 87 SF
 - STORAGE 1 182 SF
 - STORAGE 2 83 SF
 - STAFF OFFICE 117 SF
 - KITCHEN 83 SF
 - CLASS ROOM 1 250 SF
 - CLASSROOM 2 155 SF
 - CLASSROOM 3 197 SF
 - HALLWAY 546 SF
 - ELECTRICAL 69 SF
 - RESTROOM 1 55 SF
 - RESTROOM 2 55 SF
 - STAIR 1 & 2 316 SF

Existing occupancy : B
 Proposed occupancy: B

1ST FLOOR PLAN
 ADDRESS: 810 S. ROOSEVELT, IRVINE, CA



SQUARE FOOTAGE: 2,362 SF

ENCLOSURE 2

Unit #	Building Address
1	680 Roosevelt Ave
2	670 Roosevelt Ave
3	660 Roosevelt Ave
4	650 Roosevelt Ave
5	640 Roosevelt Ave
6	630 Roosevelt Ave
7	620 Roosevelt Ave
8	610 Roosevelt Ave
9	600 Roosevelt Ave
10	1140 Roosevelt Ave
11	1130 Roosevelt Ave
12	1120 Roosevelt Ave
13	1110 Roosevelt Ave
14	1000 Roosevelt Ave
15	980 Roosevelt Ave
16	970 Roosevelt Ave
17	960 Roosevelt Ave
18	950 Roosevelt Ave
19	930 Roosevelt Ave
20	920 Roosevelt Ave
21	910 Roosevelt Ave
22	900 Roosevelt Ave
23	890 Roosevelt Ave
24	880 Roosevelt Ave
25	870 Roosevelt Ave
26	860 Roosevelt Ave
27	850 Roosevelt Ave
28	840 Roosevelt Ave
29	830 Roosevelt Ave
30	820 Roosevelt Ave
31	810 Roosevelt Ave
32	1190 Roosevelt Ave
33	1200 Roosevelt Ave
34	1180 Roosevelt Ave
35	1170 Roosevelt Ave
36	1160 Roosevelt Ave
37	1150 Roosevelt Ave
38	1210 Roosevelt Ave
39	1220 Roosevelt Ave
40	800 Roosevelt Ave
41	780 Roosevelt Ave
42	770 Roosevelt Ave
43	760 Roosevelt Ave
44	750 Roosevelt Ave
45	740 Roosevelt Ave
46	730 Roosevelt Ave
47	720 Roosevelt Ave
48	710 Roosevelt Ave
49	700 Roosevelt Ave
50	690 Roosevelt Ave



Approved Parking Rate: 1 space per 278 GSF

Building Area & Approved Parking Capacity (Per City)

Building Area: 4,474 GSF

Approved Parking Capacity: 16 Spaces

First Floor – LETA Education (Proposed Use)

Gross Floor Area: 2,362 SF (per City records)

Exclusive Tenant Area: 1,700 SF

Parking Required: 4 Spaces

Second Floor – Existing Office Tenants

Gross Floor Area: 2,112 SF (per City records)

Office 1 – 180 SF

Office 2 – 184 SF

Office 3 – 189 SF

Office 4 – 260 SF

Office 5 – 266 SF

Office 6 – 421 SF

Hallway - 612 SF

Approved Parking Rate: 1 space per 278 GSF

Required Parking: 2,112 ÷ 278 = 7.6 spaces

Second Floor Total: 7 Spaces

TOTAL REQUIRED (ALL TENANTS): 15 Spaces

TOTAL APPROVED CAPACITY: 16 Spaces

BACCHUS DEVELOPMENT

WARE MALCOMB

architecture www.waremalcomb.com
planning 714.660.0138

JEFFREY OFFICE PARK

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: Siobhan Gumapac-McGuire
Assistant Planner
949-724-1451
sgumapac-mcguire@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 for LETA Education (File No. 0976023-PAUP)

Project Location: 810 Roosevelt, in Planning Area 8, in the City of Irvine, County of Orange.
(include County)

Project Description: Allow the operation of a commercial school (supplemental instruction) within a 1,700-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: April 23, 2026
Resolution No. n/a

Project Applicant: Hyo Kim of LETA Education
810 Roosevelt
Irvine, CA 92620
Attn: Hyo Kim
kojennifer8@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))

Reason(s) Why Project Is Exempt: 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 project consists of the operation of a commercial school within an existing office building and does not increase building square footage, alter the building footprint, or involve exterior modifications.

Siobhan Gumapac-McGuire,
Assistant Planner

Name and Title

Signature

Date