



May 14, 2026

Mr. Alex Tajik
Tajik Karate Academy, Inc.
23 Calle Christina
Rancho Santa Margarita, CA 92688

Sent Via Email

Subject: Approval of Administrative Use Permit 00977892-PAUP for Tajik Karate Academy at 4622 Barranca Parkway in Planning Area 15 (Woodbridge)

Dear Mr. Tajik:

Community Development Department staff reviewed Administrative Use Permit 00977892-PAUP to operate a commercial school, Tajik Karate Academy, at 4622 Barranca Parkway within Woodbridge Village Center. The subject property is located within Planning Area 15 (Woodbridge) and is zoned 4.1 Neighborhood Commercial. The property is bounded by Barranca Parkway to the north, Creek Road to east, San Diego Creek to the south, and Lake Road the west. Surrounding land uses include retail, office, residential, and Mike Ward Community Park.

As described in the provided letter of justification, Tajik Karate Academy proposes to operate a commercial school within an existing 982-square-foot commercial tenant suite (Enclosure 1). The facility will offer instructor-led karate classes for children and adults in small group settings. The tenant space will have a maximum of five students and one instructor present on-site at any one time. 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 proposed use is classified as a commercial school, which is conditionally permitted in the 4.1 Neighborhood 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.” Tajik Karate Academy will operate with a maximum of one instructor and five students on-site at any one time, thereby requiring three parking spaces.

Woodbridge Village Center provides 714 parking spaces, as approved under Master Plan Modification 00663869-PMP. The existing on-site uses require 595 parking spaces. The subject tenant space, which consists of 982 square feet of retail space, is allocated four parking spaces pursuant to the applicable parking requirements of the Irvine Zoning Ordinance (one space per 250 square feet of gross floor area for centers located in the 4.1 Neighborhood Commercial zone). Tajik Karate Academy requires three parking spaces based on its operational schedule (Enclosure 3). Therefore, the existing parking allocation for the subject tenant space is sufficient to accommodate the proposed use, and Woodbridge Village Center will maintain a parking surplus of 119 parking spaces upon approval of the proposed project. To ensure continued compliance with Zoning Ordinance parking requirements, Condition 6.19 has been added to this project, which limits the maximum on-site occupancy to one instructor and five students, not to exceed six individuals at any one time.

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 00977892-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 4.1 Neighborhood 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 interior or exterior modifications to the building, changes to site circulation, alterations to landscaping, or reconfiguration of existing drive aisles or driveways. As such, the project would not impact any existing site conditions, including building height, floor area, setbacks, and landscaping.

Furthermore, based on the proposed operation, three parking spaces are required for the use and four spaces are assigned to the tenant space. Condition 6.19 has been added to limit the maximum on-site occupancy to one instructor and five students, not to exceed six individuals at any one time, to ensure continued compliance with the applicable parking requirements. As such, 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 an existing 982-square-foot tenant space within an existing multi-tenant commercial building within Woodbridge Village Center, and involves no changes to the existing site layout, building footprint, or circulation pattern. The operation of the commercial school requires three parking spaces, and the existing on-site parking supply is sufficient to accommodate the proposed use.

Classes will be conducted on a scheduled basis with no overlapping periods, which reduces potential parking and 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 remain consistent with the analysis contained herein. All vehicular and pedestrian access will continue to occur through the previously approved and constructed circulation system within Woodbridge Village Center. Therefore, the proposed commercial school will not adversely impact the existing circulation patterns within the commercial retail 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 karate classes within an existing multi-tenant commercial building in the 4.1 Neighborhood Commercial zone. The use is compatible with the nature of the neighborhood retail center, operates indoors, and does not propose exterior modifications. The instructional nature of the business is compatible with surrounding 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 4.1 Neighborhood 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 15 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 4.1 Neighborhood 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 by offering small group classes with no overlapping periods. Additionally, the project is required to comply with the City's Noise Ordinance, and Condition 6.22 has been added to the project to ensure that the operation of the commercial school does not negatively impact the adjacent tenants. 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 Woodbridge Village Center.

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. Tajik Karate Academy shall conduct operations in accordance with the approved Operational Schedule. Classes shall occur Monday through Friday between 3 and 8 p.m. No classes shall occur outside of these approved hours.
- B. The project shall operate according to the operational schedule approved by City staff.
- C. Occupancy within the suite shall not exceed one instructor and five students at any one time, with a maximum on-site occupancy of six persons.
- D. The existing mezzanine area shall be used for storage purposes only.

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

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this administrative use permit approval null and void and shall require resubmittal for further review and approval.

Condition 6.22

NOISE

The operation of the commercial school shall be conducted in a manner that complies with all applicable noise standards set forth in the Irvine Municipal Code. All activities shall occur within the enclosed tenant space, and no amplified sound, music, instructor vocalizations, or other noise associated with the use shall result in noise levels that exceed applicable standards beyond the tenant space. The applicant shall incorporate appropriate sound attenuation measures (e.g., insulation, baffling, floating floors, and/or wall treatments) within the tenant space, as necessary, to ensure compliance with applicable noise standards and to minimize noise impacts on adjacent tenants. Failure to maintain compliance with applicable noise standards may result in enforcement actions, including 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 Site Design 76-SD-0101 issued for Woodbridge Village Center 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, May 21, 2026, the approval granted by this letter shall become effective Friday, May 22, 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,

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please contact Associate Planner Michael O'Toole at 949-724-6102 or via email at motoole@cityofirvine.org.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Frady". The signature is written in a cursive, flowing style.

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: 00977892-PAUP; 00663869-PMP; 76-SD-0101

TAJIK KARATE ACADEMY, INC

Phone: 949-350-2735

Email: info@tajikkarate.com

Address: 4250 Barranca Pkwy, Suite P, Irvine, CA 92604

To: City of Irvine – Community Development Department

Subject: Letter of Justification – Administrative Use Permit (00977892-PAUP)

Dear Staff,

I am submitting this letter in support of an Administrative Use Permit (AUP) application for Tajik Karate Academy, an instructional martial arts school proposed within an existing commercial tenant space located at 4622 Barranca Parkway in the City of Irvine.

The proposed use is instructional in nature, offering scheduled karate classes for children and adults. Classes are instructor-led, limited in size, and operate during defined hours. All classes are led by one instructor, specifically the Head Instructor.

Hours of operation are Monday through Friday from 3:00 PM to 8:00 PM. A detailed operating schedule is provided as a part of this application (See attached Exhibit A). The operating schedule specifies typical class sizes. Student arrivals and departures are staggered based on the class schedule, resulting in minimal traffic and parking impacts. The facility will be staffed by one instructor.

No tenant improvements are proposed to the existing suite. The existing mezzanine will be utilized for storage purposes only.

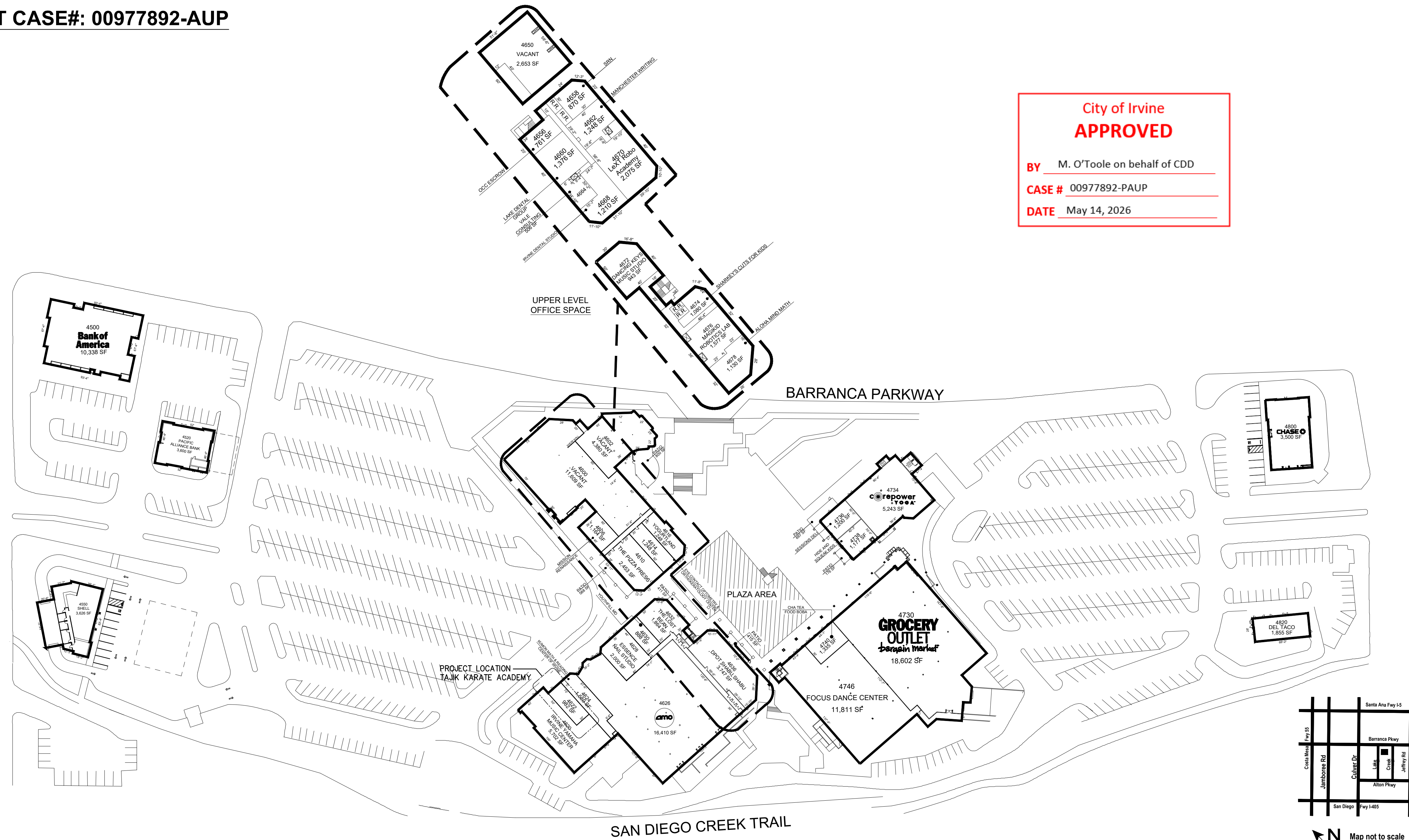
Overall, the proposed use is compatible with surrounding commercial tenants and is consistent with similar instructional and service-oriented uses.

Thank you for your consideration.

Sincerely,

Alex Tajik
Owner/Head Instructor
Tajik Karate Academy

ENCLOSURE 1



Map not to scale
Irvine, CA

PARKING INFO:

PARKING PROVIDED:

TOTAL PARKING PROVIDED PER WOODBRIDGE VILLAGE CENTER PARKING SUMMARY:
TOTAL SPACE: 982 SQFT
PARKING RATE: 1/250
PARKING PROVIDED: $982/250 = 3.928$

PARKING REQUIRED:

MAXIMUM # OF STUDENTS ON SITE: 5 STUDENTS + 1 INSTRUCTOR
PARKING STANDARDS PER IRVINE ZONING ORDINANCE 4-3: 1 SPACE/INSTRUCTOR AND EMPLOYEE, PLUS 1 SPACE/3 STUDENTS
PARKING REQUIRED: $1 + 5/3 = 3$ PARKINGS IN TOTAL REQUIRED

NOTE: NO CHANGES ARE MADE TO THE PARKING LOT AND SITE CIRCULATION

Woodbridge Village Center									
Entitlement and Parking Summary - March 2026									
Address	Building Reference	Use	Building Summary				Parking Summary		
			Existing Building GSF	Existing Exclusive Outdoor Dining	Proposed Building GSF	Proposed Exclusive Outdoor Dining (1)	Parking Rate	Existing Parking Required	Proposed Parking Required
Core Buildings									
4600 Barranca Pkwy	Building B	Retail	34,131	1,837	34,131	1,837	1/250	143.87	143.87
4626 Barranca Pkwy	Building A	Retail	42,158	1,620	42,158	1,620	1/250	175.11	175.11
4700 Barranca Pkwy (4)	Building C	Retail	7,468	1,233	7,468	1,233	1/250	34.80	34.80
4730 Barranca Pkwy	Building D	Retail	31,442	0	31,442	0	1/250	125.77	125.77
Sub-Total Core Buildings								479.56	479.56
Pad Buildings									
4500 Barranca Pkwy	Pad 3	Bank	9,538	0	9,538	0		38.15	38.15
4520 Barranca Pkwy	Pad 4	Bank	2,880	0	2,880	0		11.52	11.52
		Convenience Store (2)	3,600	NA	3,600		1/250	14.40	14.40
		Car Wash	NA	0	NA		2.5/20'	10.00	10.00
4550 Barranca Pkwy	Pad 1	Gas Station	NA	NA	NA	0	NA	2.00	2.00
4800 Barranca Pkwy	Pad 2	Bank	3,135	0	3,135	0	1/250	12.54	12.54
4820 Barranca Pkwy	Pad 5	Fast Food Restaurant	1,855	825	1,855	825	1/100	26.80	26.80
Sub-Total Pad Buildings								115.41	115.41
Totals			136,207	5,515	136,207	5,515		595	595
Parking Provided								714	714
Parking Surplus/(Deficit)								119	119

(1) The exclusive outdoor dining square footage is not included in the building GSF total and is used to calculate the required parking only.
 (2) The convenience store/car wash/gas station is currently approved (00724345-PCPM). Parking rate is 2.5 stalls per 20' of car wash tunnel length (80' tunnel length).
 (3) The proposed number of parking spaces required and provided are based on Minor Modification 00663869-PMP. There is no change to parking required or provided as a result of this TI.
 (4) Sessions West Coast Deli (Building C) proposed 360sf patio expansion.

Signed by:

 Chase Gilmore
 Senior Vice President, Development
 Irvine Company Retail Properties

3/17/2026

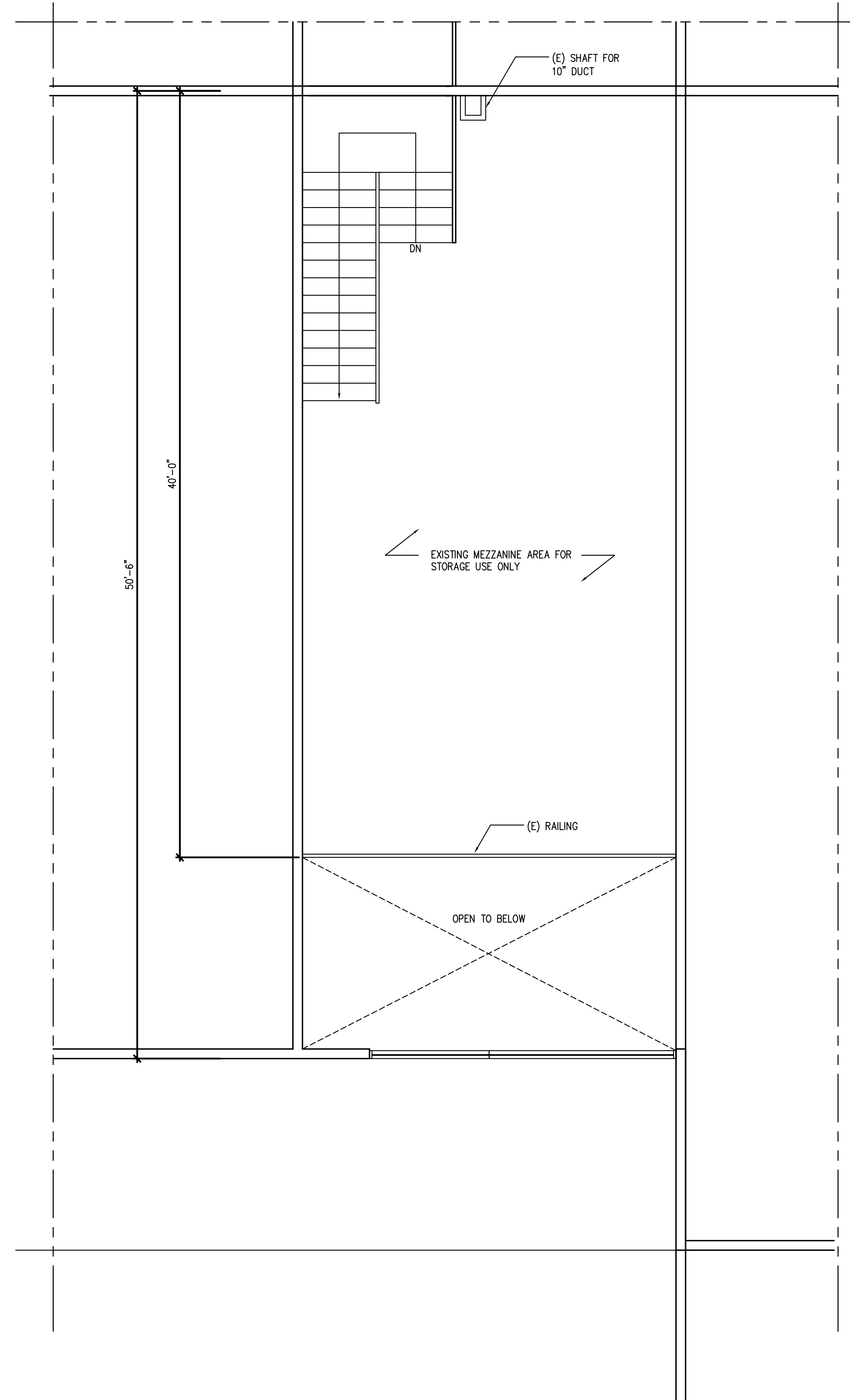
OWNER:
ALEX TAJIK
 PROJECT TITLE:
TAJIK KARATE ACADEMY
 4622 BARRANCA PKWY, IRVINE, CA 92604
 ADMINISTRATIVE USE PERMIT

PROJECT NO:

DRAWING TITLE:

A-1
SITE PLAN

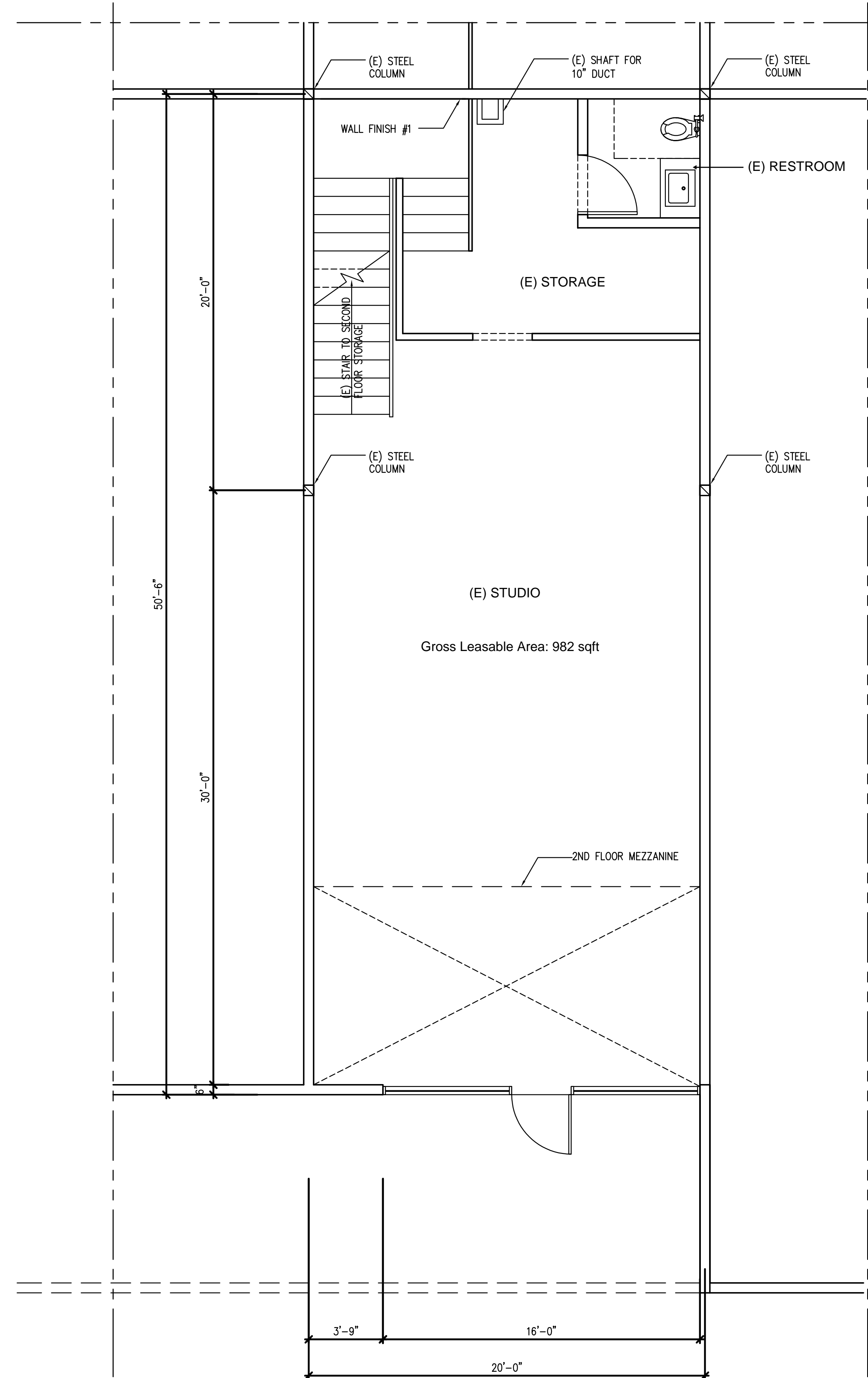
SCALE:



EXISTING MEZZANINE PLAN

SCALE: 1/4" = 1'-0"

B



EXISTING PLAN

SCALE: 1/4" = 1'-0"

A

City of Irvine
APPROVED
 BY M. O'Toole on behalf of CDD
 CASE # 00977892-PAUP
 DATE May 14, 2026

OWNER:
ALEX TAJIK
 PROJECT TITLE:
TAJIK KARATE ACADEMY
 4622 BARRANCA PKWY, IRVINE, CA 92604
 ADMINISTRATIVE USE PERMIT

PROJECT NO:

DRAWING TITLE:

A-2
FLOOR PLAN

SCALE:

Exhibit A - Operational Schedule

Hours of operation are 3:00 PM – 8:00 PM (Monday through Friday)

1 Instructor Per Class

() = Number of students per class

Monday	Tuesday	Wednesday	Thursday	Friday
4:00 – 4:40 PM (4)	4:00 – 4:40 PM (4)	4:00 – 4:40 PM (4)	4:00 – 4:40 PM (4)	5:15 – 6:00 PM (3)
4:45 – 5:30 PM (3)	4:45 – 5:30 PM (3)	4:45 – 5:30 PM (3)	4:45 – 5:30 PM (3)	6:30 – 7:30 PM (5)
5:35 – 6:25 PM (3)	5:35 – 6:25 PM (3)	5:35 – 6:25 PM (3)	5:35 – 6:25 PM (3)	
6:30 – 7:30 PM (5)		6:30 – 7:30 PM (5)		

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: Michael O'Toole
Associate Planner
949-724-6102

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

Project Title; File No: Administrative Use Permit for Tajik Karate Academy (File No. 00977892-PAUP)

Project Location: 4622 Barranca Parkway in Planning Area 15 (Woodbridge), City of Irvine, County of Orange, CA
(include County)

Project Description: Allow the operation of a commercial school, Tajik Karate Academy, within an existing 982-square-foot commercial tenant space. No alterations to the interior of the suite or to the project site are proposed.

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

Approval Date: May 14, 2026
Resolution No. N/A

Project Applicant: Tajik Karate Academy, Inc.
23 Calle Christina
Rancho Santa Margarita, CA 92688
Attn: Alex Tajik
949-350-2735
tajikkarate1@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 Existing Facilities
- General Rule Exemption (Section 15061(b)(3))

Reasons Why Project Is Exempt: Project is exempt pursuant to CEQA Guidelines Section 15301 Class 1, Existing Facilities. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The proposed project is to operate a commercial school in an existing building and involves no exterior improvements to the building.

Michael O'Toole,
Associate Planner

May 14, 2026

Name and Title

Signature

Date