



July 1, 2026

Mr. Yonghoon Kim
E-PLEX Jeffrey
950 Roosevelt
Irvine, CA 92620

Sent Via Email

Subject: Approval of Administrative Use Permit 00984110-PAUP for E-PLEX Jeffrey at 950 Roosevelt, in Planning Area 8 (Northwood)

Dear Mr. Kim:

Community Development Department staff reviewed Administrative Use Permit 00984110-PAUP to operate a proposed commercial school, E-PLEX Jeffrey, at 950 Roosevelt within Jeffrey Office Park. The project site 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, E-PLEX Jeffrey proposes to operate as a commercial school within a 4,772-square-foot tenant space of an existing 9,284-square-foot office building (Enclosure 1). E-PLEX Jeffrey will offer supplemental educational services including tutoring, education consulting, and after-school activities for students ranging from kindergarten to middle-school ages. Small group classes will be conducted in the multi-purpose room and classrooms with a maximum of 30 students and six instructors/staff on-site at any one time (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 Zoning Ordinance requires one parking space per instructor/employee plus one space per three students for a commercial school. As previously

noted, E-PLEX Jeffrey will operate with a maximum of six staff members and 30 students on-site any one time, requiring 16 parking spaces.

Jeffrey Office Park was approved under Master Plan 00402399-PMP with a total gross floor area of 312,655 square feet. The existing 4,767-square-foot tenant office space requires one parking space for every 250 gross square feet, totaling 19 spaces. The proposed use requires 16 spaces, which meets the parking requirement for a commercial school. Furthermore, Condition 6.40 will limit the total on-site occupancy to 36 people to ensure parking demand remains within available capacity for the tenant space.

Special Land Use Restrictions

Jeffrey Office Park is governed by Special Land Use Restrictions (SLURs), which set maximum square footage and vehicle trip limits for the project site. The property is part of Spectrum Project No. 08-02, which is allocated 289 AM, 275 PM, and 3,191 average daily trips (ADT). The subject 9,284-square-foot office building in which the commercial school will operate is allotted 7.70 AM, 7.33 PM, and 84.94 ADT.

According to the applicant's operational schedule, E-PLEX Jeffrey will offer classes Monday, Tuesday, Thursday, and Friday from 1:45 to 6:30 p.m., and Wednesdays between 12:30 and 6:30 p.m. (Enclosure 1). Parent pick-up windows are from 6:30 to 6:45 p.m. at the end of the day. Additionally, the applicant proposes an alternative schedule during the winter and summer break periods. During these periods, the applicant will operate Monday through Friday from 8:45 a.m. to 4:15 p.m., with a pickup window from 4:15 to 4:30 p.m.

Pick-up and drop-off will occur outside peak traffic hours (7 - 8:30 a.m. and 4:45 - 6:15 p.m.). Staff will be on-site from 10 a.m. to 7 p.m. Based on this schedule, the proposed commercial school can be accommodated within the available trip allocation for the project site.

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 3).

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 00984110-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 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 surrounding residential population.

The project is limited to interior building alterations and does not propose any exterior modifications to the building, changes to site circulation, alterations to landscaping, or reconfiguration of existing drive aisles or driveways. As such, the project does not modify any existing development standards applicable to the site, including, but not limited to parking, building height, floor area, setbacks, and landscaping.

Furthermore, 19 parking spaces are provided on-site for the 4,767-square-foot tenant space and the proposed use requires 16 spaces. Therefore, there is sufficient on-site parking to accommodate the proposed use. Additionally, Condition 6.40 has been added requiring the total on-site occupancy to not exceed 36 individuals at any given time, including both instructors/staff and students, to further reduce parking demands. Therefore, 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 4,767-square-foot tenant space within an existing 9,284-square-foot office building within Jeffrey Office Park and involves no changes to the existing site layout, building footprint, or circulation pattern.

A total of 16 spaces are required for the project, and 19 spaces are allocated to the tenant space. As such, there is sufficient on-site parking to accommodate the proposed commercial school. Additionally, classes will be conducted on a scheduled basis outside peak traffic periods, which reduces potential parking and circulation conflicts. Condition 6.40 has been added to require scheduled lesson times and limit total on-site occupancy, which will further reduce traffic and parking-related impacts.

The project does not propose any changes to the existing walkways or on-site lighting, ensuring pedestrian safety remains consistent with the original design. 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 academic tutoring in the 4.2G Community Commercial zone, which is consistent with the district's intent to provide a mix of commercial and service-oriented uses that serve surrounding residential population. The use is minor in scale, operates indoors, and will not result in any exterior modifications. The instructional nature of the business is also compatible with surrounding office and service 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. Additionally, the project is required to comply with the City's Noise Ordinance, which will ensure instructional classes and activities onsite do not impact surrounding businesses or residents. 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 6.40

OPERATIONAL RESTRICTIONS

This project pertains to the operation of a commercial school use. The business shall operate in accordance with the following conditions:

- A. E-PLEX Jeffrey staff and instructors shall conduct classes in accordance with the approved Operational Schedule. E-PLEX Jeffrey staff and instructors shall conduct scheduled classes on-site within the range of 8:45 a.m. to 7 p.m., Monday through Friday.
- B. No instructor, staff, or student drop off or pick up will occur within the morning peak hour period of 7 to 8:30 a.m. or the evening peak hour period of 4:45 to 6:15 p.m. Monday through Friday. Class sessions and instruction may not begin or end within the peak periods.

- C. A maximum of six instructors/staff and 30 students shall be permitted to occupy the subject tenant space at any one time, not to exceed a total occupancy of 36 persons within the building.

Condition 6.41

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 6.42

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 6.43

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 6.44

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.

Mr. Yonghoon Kim
July 1, 2026
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Unless an appeal is filed prior to the expiration of the five-business-day appeal period ending at 5 p.m. Wednesday, July 8, 2026, the approval granted by this letter shall become effective Thursday, July 9, 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 Associate Planner Adam Wong at 949-724-5491 or via email adwong@cityofirvine.org.

Sincerely,

A handwritten signature in black ink, reading "Stephanie Frady". The signature is fluid and cursive, with the first name "Stephanie" being more prominent than the last name "Frady".

Stephanie Frady, AICP
Director of Community Development

Enclosures:

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

ec: Alyssa Matheus, Planning Manager
Ann Wu, Principal Planner
File(s): 00984110-PAUP; 00402399-PMP

IRVINE EDU INS, INC. (DBA E-PLEX JEFFREY)
Letter of Justification – Administrative Use Permit (AUP)

Project Location: 950 Roosevelt, 1st Floor, Irvine, CA 92620

Applicant: Irvine Edu Ins, Inc. (DBA E-PLEX Jeffrey)

Project No.: 00984110-PAUP · Planning Area 8

Dear Community Development Department Planning Staff,

This letter is the formal narrative and operational statement in support of our Administrative Use Permit (AUP) application to operate an educational consulting and tutoring center (Commercial School) within the existing 4,767 sq. ft. first-floor suite at 950 Roosevelt. This revision responds to staff comments from the 2nd submittal, including the square-footage correction and requests to clarify our staffing, student population, and space use.

1. The E-PLEX Jeffrey Center

- **Model:** An all-in-one, supervised after-school environment combining academic support with enrichment (music, art, and physical/play activities) in one location, valued by working parents who need safe, structured after-school care.
- **Suite:** First floor only. The use continues that of the previous educational center tenant. There is no tenant improvement or internal remodeling — only a change of business brand and program.
- **Nature:** A boutique, low-density education consulting and tutoring center — not a large, lecture-based commercial school. Part of E-PLEX Education Complex, a family-oriented education platform with roughly nine years of experience serving kindergarten, elementary, and middle-school students.

2. Maximum Staffing and Student Population

To provide the clarity requested by staff, the maximum concurrent population of the facility at any given time is:

- Students on-site (maximum at any one time): 30
- Instructors and staff on-site (maximum at any one time): 6 total, consisting of 1 director/administrator and up to 5 instructors at any one time
- Student-to-staff ratio: approximately 5:1, reflecting the low-density model

These figures represent the operating ceiling used for parking and trip calculations; typical attendance is lower.

3. Use of the Large Open Room (Enrichment & Activity Room)

The large open room shown on the floor plan is the center's Enrichment & Activity Room. It is unfurnished and is used only by our enrolled students, under staff supervision, during posted program hours. The Enrichment & Activity Room is reserved for supervised enrichment activities that support students' balanced growth — such as music, art, light physical and movement activities, and supervised play and rest. Use is limited to enrolled students, with a maximum of 30 students on site. The room is not open to the public, is not used for public or ticketed events or performances, is not rented to third parties, and is not operated as an assembly/event venue. This room is labeled "Enrichment & Activity Room" on the revised plans.

4. Off-Peak Operational Scheduling & Traffic Mitigation

Class schedules are designed to avoid student, parent/guardian, and staff turnover during the AM and PM peak traffic periods established for this site:

- AM peak (7:00–8:30 AM): Zero impact — the facility is closed to students and staff.
- Administration begins 10:00 AM; instructor preparation begins 12:00 PM.
- Student sessions (Mon, Tue, Thu, Fri): 1:45 PM – 6:30 PM. (Wed): 12:30 PM – 6:30 PM.
- PM peak (4:45–6:15 PM): A hard operational rule applies — all student drop-offs are completed before 4:45 PM, no pick-ups occur before 6:15 PM, and regular parent pick-up begins at 6:30 PM. No staff shift changes occur during the peak window, so no scheduled turnover trips are planned during 4:45–6:15 PM.

Detailed activity and staff schedules are provided in the accompanying Operational Schedule (City Form 43-01).

5. Winter and Summer Break Schedule

During winter and summer breaks, the center operates daytime sessions only, from approximately 9:30 AM to 4:15 PM, with student pick-up completed by 4:30 PM, before the PM peak begins at 4:45 PM. Student and staff ceilings remain the same (30 students / 6 staff). No sessions or peak-hour trips occur within the AM or PM peak windows during breaks.

6. Parking and SLUR Compliance

The proposed Commercial School use is allowed in the 4.2G Community Commercial zone subject to approval of this Administrative Use Permit. We acknowledge that the property is subject to Special Land Use Restrictions (SLURs), including office-equivalent vehicle-trip limits and related site capacity controls. Our use generates no retail or medical-office trips. Separately, based on the Commercial School parking standard (1 space per instructor/employee + 1 space per 3 students) and 4,767 sq. ft., our peak demand of 6 staff and 30 students requires 16 spaces. The operational schedule is designed to remain within the site's office-equivalent peak-hour trip limits.

We are committed to operating safely and in harmony with neighboring businesses, and we accept a condition to operate in accordance with the approved class schedule.

Thank you for your careful review.
Please contact me directly with any questions.

Sincerely,

YONGHOON KIM
CEO, Irvine Edu Ins, Inc. (DBA E-PLEX Jeffrey)

IRVINE EDU INS, INC. (DBA E-PLEX JEFFREY)

950 Roosevelt, 1st Floor, Irvine, CA 92620 · AUP / PA 8 · Project 00984110-PAUP

Operational Schedule

City Form 43-01 content · Regular term & winter/summer break · Project 00984110-PAUP

Maximum on site at any one time: up to 30 students and up to 6 staff (1 director/administrator and up to 5 instructors). The shaded row marks the block spanning the City PM peak window (4:45–6:15 PM); no turnover trips are scheduled within that window.

Parents/guardians do not wait on site during student programming. Most students are transported by E-PLEX staff; drop-off and pick-up are brief and staggered.

A. Regular Term — Monday, Tuesday, Thursday, Friday

Activity	Start	End	Students (<18)	Adults (18+)	Parents waiting
Administration Time	10:00 AM	12:00 PM	0	0	0
Prep Time	12:00 PM	1:45 PM	0	0	0
Enrichment Block A	1:45 PM	3:15 PM	10	0	0
Homework Support	3:15 PM	4:30 PM	12	0	0
Enrichment Block B	4:30 PM	6:30 PM	20	0	0
Parent Pick-Up Window	6:30 PM	6:45 PM	10	0	0

Peak-hour compliance: AM peak 7:00–8:30 AM — facility closed (0 trips). PM peak 4:45–6:15 PM (shaded row) — no scheduled arrivals or departures; students are on site by 4:30 PM and remain until pick-up at 6:30 PM; no staff shift changes occur during the peak. No scheduled turnover trips are planned during 4:45–6:15 PM.

Instructor & Staff Schedule (M/Tu/Th/F)

Instructor / Staff	Arrival	Departure
Director / Admin	10:00 AM	7:00 PM
Teacher 1	1:00 PM	4:30 PM
Teacher 2	2:00 PM	4:30 PM
Teacher 3	2:00 PM	6:30 PM
Teacher 4	3:00 PM	6:30 PM
Teacher 5	3:00 PM	6:30 PM
Janitor	7:00 PM	9:00 PM

Students are transported from local schools by E-PLEX staff; all students arrive before 4:30 PM and remain in the program until at least 6:30 PM. Parent pick-up begins after 6:30 PM, resulting in negligible peak-hour traffic impact. Parents do not wait on site during program hours. The center is closed Saturday and Sunday.

B. Regular Term — Wednesday

Activity	Start	End	Students (<18)	Adults (18+)	Parents waiting
Administration Time	10:00 AM	12:00 PM	0	0	0
Prep Time	12:00 PM	12:30 PM	0	0	0
Early Academic Support	12:30 PM	1:45 PM	8	0	0
Enrichment Block A	1:45 PM	3:15 PM	10	0	0
Homework Support	3:15 PM	4:30 PM	12	0	0
Enrichment Block B	4:30 PM	6:30 PM	20	0	0
Parent Pick-Up Window	6:30 PM	6:45 PM	10	0	0

Peak-hour compliance: AM peak 7:00–8:30 AM — facility closed (0 trips). PM peak 4:45–6:15 PM (shaded row) — no scheduled arrivals or departures; students are on site by 4:30 PM and remain until pick-up at 6:30 PM; no staff shift changes occur during the peak. No scheduled turnover trips are planned during 4:45–6:15 PM.

Instructor & Staff Schedule (Wed)

Instructor / Staff	Arrival	Departure
Director / Admin	10:00 AM	7:00 PM
Teacher 1	1:00 PM	4:30 PM
Teacher 2	1:00 PM	4:30 PM
Teacher 3	1:00 PM	6:30 PM
Teacher 4	2:00 PM	6:30 PM
Teacher 5	2:00 PM	6:30 PM
Janitor	7:00 PM	9:00 PM

Students are transported from local schools by E-PLEX staff; all students arrive before 4:30 PM and remain in the program until at least 6:30 PM. Parent pick-up begins after 6:30 PM, resulting in negligible peak-hour traffic impact. Parents do not wait on site during program hours. The center is closed Saturday and Sunday.

C. Winter / Summer Break — Daytime Sessions

During winter and summer breaks the center runs daytime sessions only, beginning after the AM peak and ending before the PM peak. Both peak windows are avoided entirely.

Activity	Start	End	Students (<18)	Adults (18+)	Parents waiting
Administration / Prep	8:45 AM	9:30 AM	0	0	0
Morning Session	9:30 AM	12:00 PM	20	0	0
Lunch / Break	12:00 PM	1:00 PM	20	0	0
Afternoon Session	1:00 PM	4:15 PM	20	0	0
Parent Pick-Up Window	4:15 PM	4:30 PM	20	0	0

Break-session compliance: All activity falls between 8:45 AM and 4:30 PM (sessions 9:30 AM–4:15 PM) — entirely outside both the AM (7:00–8:30) and PM (4:45–6:15) peak windows.

Instructor & Staff Schedule (Break — Mon–Fri)

Instructor / Staff	Arrival	Departure
Director / Admin	8:45 AM	4:30 PM
Teacher 1	9:30 AM	4:30 PM
Teacher 2	9:30 AM	4:15 PM
Teacher 3	9:30 AM	4:15 PM
Teacher 4	9:30 AM	4:15 PM
Teacher 5	9:30 AM	4:15 PM

During winter/summer break, all activities fall between 9:30 AM and 4:15 PM. Parents do not wait on site during program hours.

E-PLEX JEFFREY IRVINE

950 ROOSEVELT, IRVINE, CA 92620

| PROJECT SUMMARY

PROJECT ADDRESS

950 ROOSEVELT
IRVINE, CA 92620

APN

529-392-18

ZONING

4-2G, COMMUNITY COMMERCIAL

PLANNING AREA

8

USE TYPE

COMMERCIAL

LEGAL DESCRIPTION

TRACT 6052 LOT 02

TYPE OF CONSTRUCTION

2-STORY, V-N

SPRINKLERS

FULLY FIRE SPRINKLERED

SPECIAL HAZARDS

FLOOD ZONE: B AND X AREA OF
MODERATE FLOOD HAZARD, USUALLY
THE AREA BETWEEN THE LIMITS OF
THE 100-YEAR AND 500-YEAR FLOODS.

LIQUEFACTION: NO

COASTAL ZONE

LOCAL COASTAL ZONE: NO
EXCLUSION ZONE: NO

BUILDING SQ.FT

4,772 SF (1ST FLOOR ONLY)

| PROJECT SCOPE

DESCRIPTION:

AS-BUILT DRAWING SUBMITTAL TO DOCUMENT EXISTING CONDITIONS AT THE 1ST LEVEL ONLY
FOR A NEW TENANT. NO CONSTRUCTION WORK, DEMOLITION, OR STRUCTURAL ALTERATIONS
ARE PROPOSED UNDER THIS PERMIT.

SCOPE OF WORK:

FIELD VERIFICATION AND DOCUMENTATION OF THE EXISTING FIRST-FLOOR PLAN LAYOUT FOR
RECORD PURPOSES AND NEW TENANT OCCUPANCY. NO PHYSICAL CONSTRUCTION WORK
INVOLVED.

* SECOND FLOOR AREAS ARE SHOWN IN THE 2008 CITY RECORD FOR REFERENCE ONLY. THE
SECOND FLOOR IS NOT PART OF THE E-PLEX TENANT SCOPE, AND NO WORK OR USE IS
PROPOSED BY E-PLEX ON THE SECOND FLOOR.

| BUILDING CODES & REGULATIONS

THIS PROJECT SHALL COMPLY WITH:
CITY OF IRVINE MUNICIPAL CODE

2025 CALIFORNIA BUILDING CODE
2025 CALIFORNIA ELECTRICAL CODE
2025 CALIFORNIA MECHANICAL CODE
2025 CALIFORNIA PLUMBING CODE
2025 CALIFORNIA ENERGY EFFICIENCY CODE
2025 CALIFORNIA GREEN BUILDING STANDARDS CODE
2025 CALIFORNIA FIRE CODE

| PROJECT TEAM

OWNER / TENANT

E-PLEX JEFFREY IRVINE
YONGHOON (LEON) KIM
P: 408.425.0335

ARCHITECTURAL

HONGCHITECT, INC.
P: 714.813.2858

| PROJECT SUMMARY

DIG ALERT: 1.800.227.2600

SOUTHERN CALIFORNIA EDISON: 1.714.895.0246

SOUTHERN CALIFORNIA GAS: 1.800.427.2000

CITY WATER & SEWER: 1.949.644.3011

PACIFIC BELL TELEPHONE: 1.800.750.2355

CITY OF IRVINE PUBLIC WORKS DEPT.:

P: 1.949.724.7365

CITY OF IRVINE PLANNING AND DEVELOPMENT:

DEPARTMENT LINE : (949)724-6470

INFORMATION LINE: (949)724-6308

CITY OF IRVINE BUILDING DEPT.:

TEXT: 833.812.8099

ORANGE COUNTY FIRE AUTHORITY:

1 FIRE AUTHORITY ROAD, IRVINE, CA 92602

P: 714.573.6000

ORANGE COUNTY HEALTH SERVICES:

PO BOX 355 SANTA ANA, CA 92702

P: 714.834.3882

| SEPARATE PERMIT & SUBMITTALS

THE FOLLOWING SYSTEMS & ASSEMBLIES ARE UNDER SEPARATE PERMIT,
SUBMITTAL AND APPROVAL:

- NONE

NOTES:

- CONTRACTOR SHALL BE RESPONSIBLE FOR SUBMITTING DESIGN AND
ENGINEERING DRAWINGS, CALCULATIONS, DETAILS AND RELATED DATA AS
REQUIRED TO AUTHORITIES HAVING JURISDICTION FOR REVIEW AND
APPROVAL PRIOR TO ORDERING OF FABRICATION AND COMMENCING
WORK.
- SUBMITTALS ARE TO BE REVIEWED BY PROJECT ARCHITECT AND/OR
ENGINEER OF RECORD, AND CERTIFIED PRIOR TO SUBMITTAL FOR PLAN
CHECK OR APPROVAL BY THE CITY

| SHEET INDEX

SHEET NO. SHEET NAME

TITLE SHEET

TI-1 CITY OF IRVINE COVER SHEET

TS-1 PLAN COVER

TS-2 GREEN BUILDING STANDARDS NOTES

ARCHITECTURE

A-1.00 EXISTING SITE PLAN

A-1.10 ENLARGED EXISTING ACCESSIBLE PARKING

A-2.00 EXISTING FLOOR PLAN

A-2.10 EGRESS DIAGRAM

A-2.20 ENLARGED EXISTING RESTROOMS

A-3.00 DOOR & WINDOW SCHEDULE

A-4.00 DETAILS - ACCESSIBILITY

A-4.10 DETAILS

City of Irvine

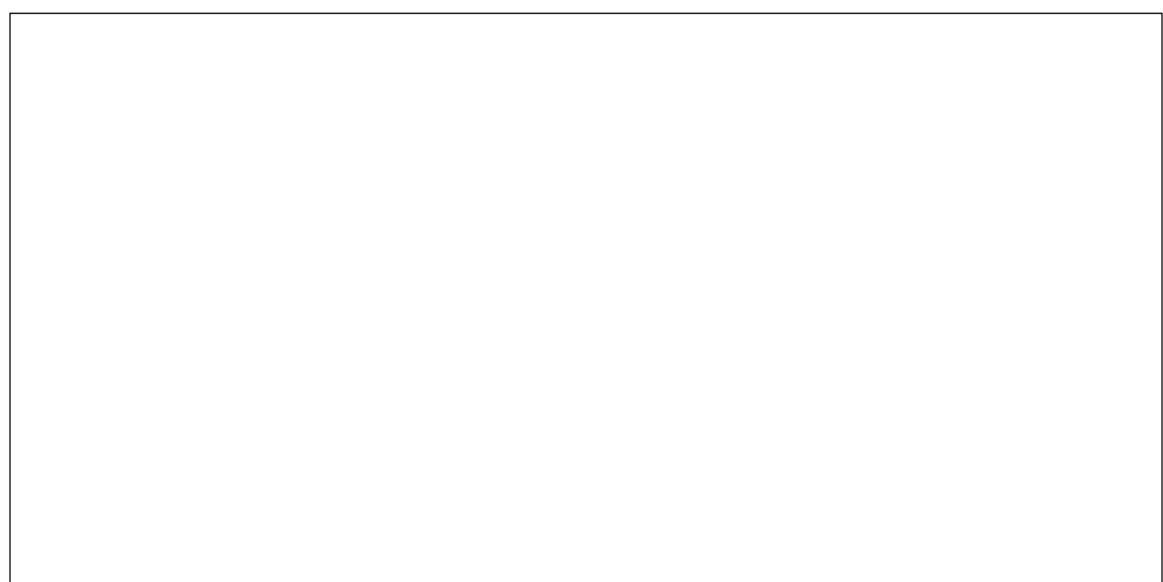
APPROVED

BY Adam Wong

CASE # 00954110-PAUP

DATE 7/1/2026

| JURISDICTION STAMPS



E-PLEX JEFFREY IRVINE
950 ROOSEVELT, 1ST FLOOR, IRVINE, CA 92620

ISSUED / REVISED

1ST SUB

DATE

6-17-26

SHEET TITLE

PLAN COVER

SHEET NO.

TS-1

* EXISTING SITE CONDITION REFERENCE ONLY

ADJACENT PROPERTY N.I.C
PARCEL #529-391-02, TRACT 12151, LOT 04
(2.4 - MEDIUM/HIGH DENSITY RESIDENTIAL)
NOT A PART

ADJACENT PROPERTY N.I.C
PARCEL #529-401-22, TRACT 6052-LL, LOT 02
(4.2 - COMMUNITY COMMERCIAL)
NOT A PART

ADJACENT PROPERTY N.I.C
(4.1 - NEIGHBORHOOD COMMERCIAL)
NOT A PART

ADJACENT PROPERTY N.I.C
PARCEL #104-410-53, TRACT 1/88, LOT 247
(1.5 - RECREATION)
NOT A PART

LEGEND

- PROPERTY LINE, SEE CIVIL DRAWINGS
CHAIN LINK FENCE
DASHED LINE INDICATES ENLARGED SITE AREA ON
OTHER SHEET.
ADA PATH OF TRAVEL
20'-0" FIRE LANE PER CITY STANDARDS
INTERLOCKING CONCRETE PAVING, TIGHT JOINT FLUSH
SURFACE, THE MATERIAL IS ACCESSIBLE SEE
LANDSCAPE DRAWINGS FOR MORE INFORMATION.
CONCRETE TRANSFORMER PAD, SEE ELECTRICAL DRAWINGS.
SEE DETAIL 15/A8.1
BIKE RACK, SEE DETAIL 17/ A8.1
9'-0" X 19'-6" STANDARD/ CARPOOL PARKING STALL
8'-6" X 19'-6" LONG TERM PARKING STALL
9'-0" X 19'-6" STANDARD PARKING STALL
POLE MOUNTED LIGHT FIXTURE, SEE ELECTRICAL & CIVIL
DRAWINGS AND DETAIL 20/A8.1
FIRE HYDRANT - FACING FIRE LANE
DETECTOR CHECK.
P.I.V.
BACK FLOW PREVENTER.

GENERAL NOTES

- REFER TO LANDSCAPE DRAWING FOR CONCRETE WALKS, PAVING, BERMS,
LANDSCAPING AND IRRIGATION.
- REFER TO CIVIL DRAWINGS FOR SITE GRADING, DRAINAGE, CATCH BASINS,
PAVING DETAILS, SITE UTILITIES, CURBS AND GUTTER SWALES, FIRE HYDRANT
LOCATIONS AND HORIZONTAL CONTROL DIMENSIONS.
- FIRE HYDRANTS SHALL BE INSTALLED IN ACCORDANCE WITH THE LOCAL FIRE
DEPARTMENT STANDARDS.
- ALL PARKING STALL STRIPING SHALL BE PER LOCAL JURISDICTION STANDARDS.
- ALL DIMENSIONS ARE TO BE FACE OF CONCRETE WALL, FACE OF CONCRETE
CURB, PROPERTY LINE, OR CENTERLINE OF PARKING STALL UNLESS NOTED
OTHERWISE.
- PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDING. REFER TO CIVIL
DRAWINGS.
- REFER TO CIVIL DRAWINGS FOR POINT OF CONNECTIONS TO OFF-SITE
UTILITIES. CONTRACTOR TO VERIFY ACTUAL UTILITY LOCATIONS.
- CONCRETE WALK SHALL RECEIVE EXPANSION JOINTS AT 15'-0" O.C. MAX.
AND CONTROL JOINTS AT 5'-0" O.C. MAX. BETWEEN EXPANSION JOINTS
UNLESS NOTED OTHERWISE.

City of Irvine
APPROVED

BY Adam Wong

CASE # 00954110-PAUP

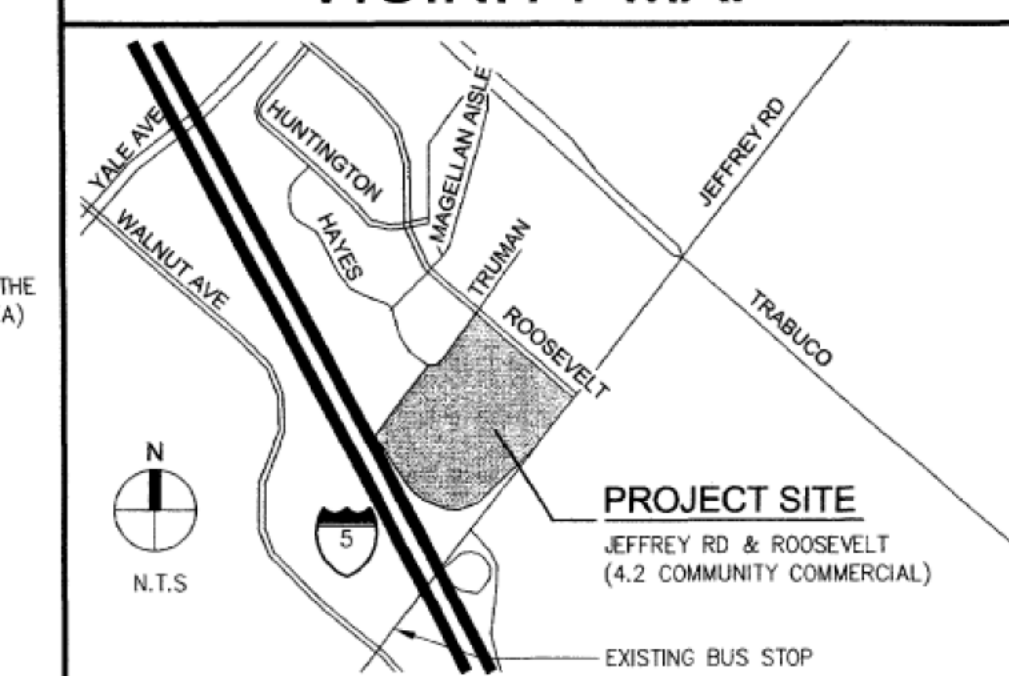
DATE 7/1/2026

SEE ENLARGED SITE PLAN
SHEETS A1.1 - A1.6 FOR
ADDITIONAL
INFORMATION.

PROJECT DATA

PARKING DATA:			
TOTAL GROSS FLOOR AREA:	312,655 SF		
PARKING REQUIRED:	FIRST 250,000 / 250 = 1,000 REMAINING 62,655 / 500 = 125		
TOTAL PARKING REQUIRED:	1,125 STALLS		
TOTAL PARKING PROVIDED:	1,136 STALLS		
PARKING STALL TYPE			
STANDARD STALL (9'-0" x 19'-0")	112 (10% min.)	312 (28%)	
LONG TERM STALL (8'-6" x 19'-0")	1,113 (90% max.)	824 (72%)	
TOTAL	1,125	1,136	
ACCESSIBLE (INCLUDED WITH STANDARD STALLS)	23	28	
CARPOOL (INCLUDED WITH STANDARD STALLS)	116 (10% min.)	116	
MOTORCYCLE PARKING (INCLUDED WITH LONG TERM)	12 (1% min.)	12	
BICYCLE RACK	17	18	
EXISTING LAND USE	VACANT LAND		
PROPOSED LAND USE	COMMERCIAL OFFICES		
ZONING	4.2 COMMUNITY COMMERCIAL		
PLANNING AREAS	6, 7, & 8		
SITE DATA:			
SITE AREA:	TOTAL: 993,168 SF (22.8 ACRE)		
BUILDING AREA:			
GROSS BUILDING AREA:	338,444 SF		
GROSS FLOOR AREA:	312,655 SF		
TYPE 6K:	5 @ 5,743 SF:	28,715 SF	
TYPE 9K:	8 @ 9,284 SF:	74,272 SF	
TYPE 9K2:	34 @ 4,474 SF:	152,116 SF	
TYPE 20K:	3 @ 19,184 SF:	57,552 SF	
FLOOR AREA RATIO (GROSS BUILDING AREA):	.340		
SITE COVERAGE			
ALLOWED	35% MAX.	34%	
BLDG. HEIGHT	40' MAX.	33' TYPICAL	
		36'-4" BLDG. 18 & 20	
		SINGLE STORY - 19'	
SITE LANDSCAPING			
SETBACK REQUIREMENTS			
BLDG. SETBACK SUMMARY	REQUIRED	PROVIDED	
SIDE	10'	+10'	
REAR	10'	+10'	
BLDG. TO BLDG.	20'	+20'	

VICINITY MAP



LEGAL DESCRIPTION

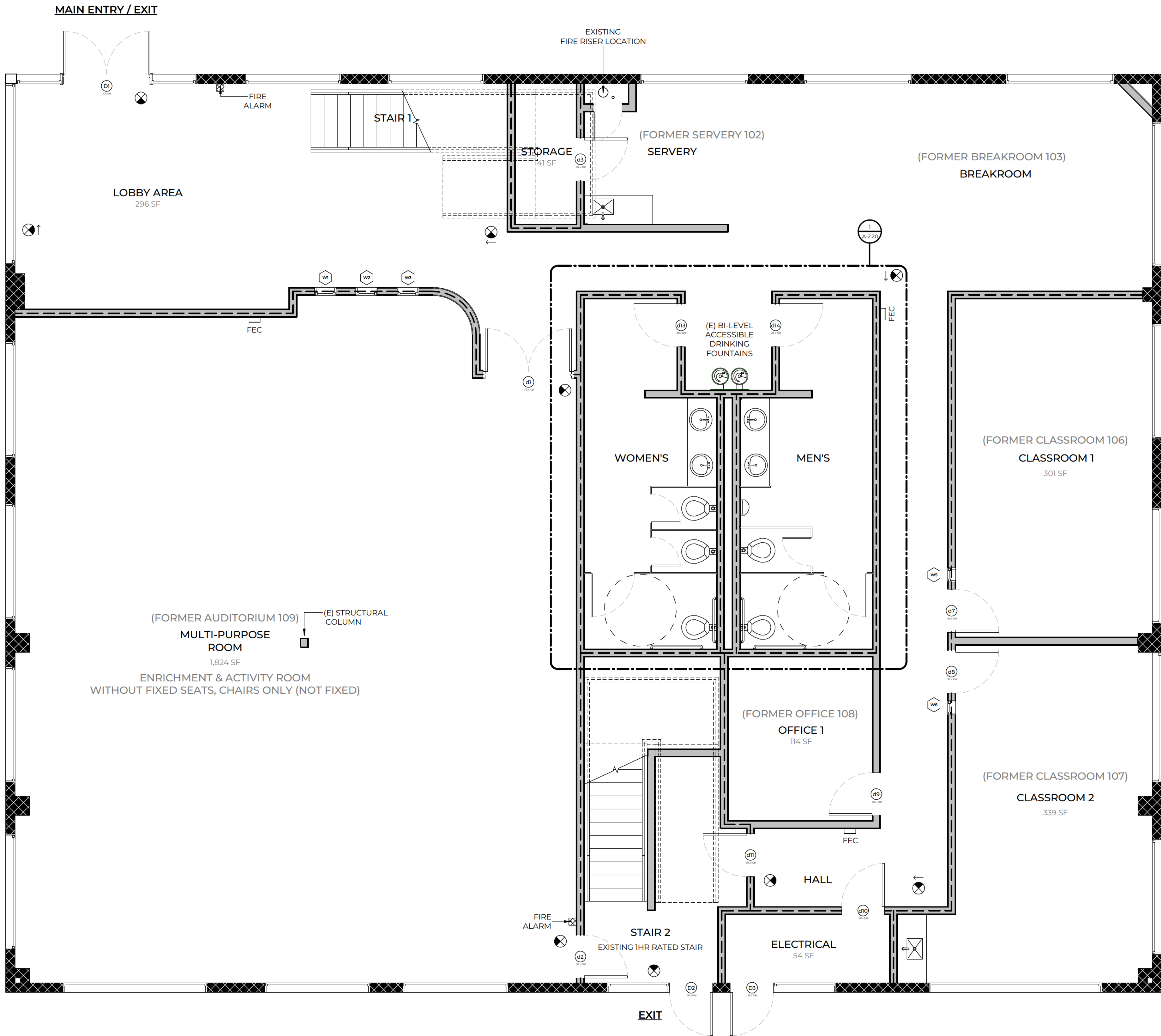
PM-93-185 PARCEL #6, 7, & 8.
ASSESSORS' PARCEL #229-391-10
TRACT 6052-LL, LOT 02

SITE PLAN

SCALE: 1"=60'-0"

I FLOOR PLAN GENERAL NOTES

- GENERAL NOTES ARE APPLICABLE ONLY TO SCOPE OF WORK AS SPECIFIED ON THE DRAWINGS.
- ALL DIMENSIONS ARE MEASURED TO FACE OF FINISH WALL.
- ALL DIMENSIONS TO DOORS & WINDOWS ARE MEASURED TO THE INSIDE EDGE OF THE WINDOW/DOOR FRAMES (NOMINAL), TYPICAL U.N.O.
- '(E)' INDICATES DIMENSION OF EXISTING CONDITIONS. DIMENSIONS ARE APPROXIMATE, GENERAL CONTRACTOR TO VERIFY IN FIELD.
- LOCATE FINISH OPENINGS FOR INTERIOR DOORS 3" FROM INSIDE FACE OF INTERSECTING WALLS U.N.O.



City of Irvine
APPROVED

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CASE # 00954110-PAUP

DATE 7/1/2026

I PLUMBING FIXTURE ANALYSIS

* COMPLIANCE WITH 2025 CBC 2902.2.1
(NO CHANGE TO USE/OCCUPANCY TO SECOND FLOOR)

AREA CALCULATIONS (FIRST FLOOR ONLY)

ASSEMBLY	= 1,824 SF
EDUCATION	= 640 SF
BUSINESS	= 2,308 SF

AREA / OCCUPANT LOAD

ASSEMBLY	= 1,824 / 7 = 260
TOTAL OCCUPANT LOAD FOR EACH SEX	= 130
MALE: 1 PER 125	= 1 (REQUIRED)
FEMALE: 1 PER 65	= 2 (REQUIRED)
EDUCATION	= 640 SF / 20 = 32
TOTAL OCCUPANT LOAD FOR EACH SEX	= 12
MALE: 1 PER 50	= 1 (REQUIRED)
FEMALE: 1 PER 50	= 1 (REQUIRED)
BUSINESS	= 2,308 SF / 150 = 16
TOTAL OCCUPANT LOAD FOR EACH SEX	= 8
MALE: 1 PER 25	= 1 (REQUIRED)
FEMALE: 1 PER 25	= 1 (REQUIRED)

TOTAL PROVIDED RESTROOMS & FIXTURES

WATER CLOSET	= 3 (WOMEN'S)
LAVATORIES	= 2 (MEN'S)
URINAL	= 2 (PER EACH)
	= 1 (MEN'S ONLY)

I LEGEND

	EXISTING INTERIOR WALL (TYPE B) *SEE DETAIL 2/A-4/10, TYPE B
	EXISTING 1-HR RATED PARTITION *SEE DETAIL 2/A-4/10, TYPE A
	EXISTING EXTERIOR CONCRETE MASONRY WALL

* NO CHANGE TO EXISTING BUILDING CONDITION
* NO CHANGE TO EXISTING PARKING COUNT AND LAYOUT



EXISTING FLOOR PLAN

1/4" = 1'-0" 1

ISSUED / REVISED

1ST SUB

DATE

6-17-26

SHEET TITLE

EXISTING FLOOR
PLAN

SHEET NO.

A-2.00

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: **Adam Wong**
Associate Planner
949-724-5491

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 E-PLEX Jeffrey (File No. 00984110-PAUP)

Project Location: 950 Roosevelt, Planning Area 8 (Northwood) in the City of Irvine, County of Orange, CA
(include County)

Project Description: Administrative use permit to operate a commercial school within a 4772-square-foot tenant space. The school provides supplemental educational services including tutoring, education consulting, and after-school activities for students ranging from kindergarten to middle-school ages.

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

Approval Date: July 1, 2026
Resolution No. N/A

Project Applicant: Yonghoon Kim
950 Roosevelt Avenue
Irvine, CA 92620
Attn: Yonghoon Kim
Email: [REDACTED]

<mailto:>

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: 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 a commercial school at an existing office building and involves no exterior improvements.

Adam Wong, Associate Planner

Name and Title

Signature

July 1, 2026

Date