



February 10, 2026

Ms. Xiaona He
Novel Prep
830 Roosevelt
Irvine, CA 92620

Sent Via Email:
Yan_zhang@concordprep.org

Subject: Approval of Administrative Use Permit 00960525-PAUP for Novel Prep at 830 Roosevelt in Planning Area 8 (Northwood)

Dear Ms. He:

Community Development Department staff reviewed Administrative Use Permit 00960525-PAUP to operate a proposed commercial school at 830 Roosevelt, within Jeffrey Office Park. The center 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 center is located within Planning Area 8 (Northwood) and is zoned 4.2G Community Commercial.

As described in the letter of justification, Novel Prep proposes to operate a “school, commercial,” within a 9,284-square-foot office building (Enclosures 1 and 2). The facility will offer supplemental educational services including academic tutoring, standardized test preparation, and college admissions counseling for middle school- and high school-aged students. Services will be provided by instructors through one-on-one sessions or small group classes (maximum two students per group), with a maximum of 11 students at any time. Additionally, instructors and staff provide online instruction, which significantly reduces the total number of students on the premises at any given time.

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. With up to 26 staff and 11 students on-site, Novel Prep requires 34 spaces. The existing

9,284-square-foot building provides 34 spaces, meeting the requirement. Because the school employs more in-person staff to support online services, Condition 6.19 limits total on-site occupancy to 37 people to ensure parking demand remains within available capacity.

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 each parcel. The site falls under 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 is allotted 7.70 AM, 7.33 PM, and 84.94 ADT. According to the applicant's operational schedule, Novel Prep will hold classes Monday through Sunday from 2 to 6:30 p.m., with two daily two-hour sessions (2 - 4 p.m. and 4:30 - 6:30 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 00960525-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.

A total of 34 parking spaces is provided onsite and the proposed use requires 34 spaces, therefore, there is sufficient on-site parking to accommodate the proposed use. Additionally, Condition 6.19 has been added requiring the total on-site occupancy to not exceed 37 individuals at any given time, including instructors/staff and students, to further reduce parking demands.

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 maintains compliance with all applicable site development standards, including, but not limited to parking, building height, floor area, setbacks, and landscaping.

Furthermore, the project supports the purpose of the 4.2G Community Commercial zone by introducing a community-serving instructional use that is consistent with the district's intent to provide a mix of commercial and service-oriented uses that serve surrounding residential population. Accordingly, the proposed use is consistent with the intent of the zoning district and complies with all applicable provisions of the Irvine Zoning Ordinance.

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

The proposed commercial school will occupy 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. There is sufficient on-site parking to accommodate the proposed commercial school. Condition 6.19 has been added to require scheduled lesson times and limit total on-site occupancy, which will further reduce traffic and parking-related impacts. Additionally, 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. The use is minor in scale, operates indoors, and will not result in any exterior modifications. The instructional nature of the business is compatible with surrounding office 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. Further, the project does not involve any changes to the existing building footprint, square footage, landscaping, driveways, or circulation system. Therefore, the commercial school use will not negatively impact adjacent tenants, the surrounding area, or other uses within the Jeffrey Office Park.

The approval is subject to the following conditions of approval:

Standard Condition 6.1

DISCRETIONARY CASE CHARGES

The applicant is responsible for paying all charges related to the processing of this discretionary case application within 30 days of the issuance of the final invoice or prior to the issuance of building permits for this project, whichever occurs first. Failure to pay all charges shall result in delays in the issuance of required permits or may result in the revocation of the approval of this application.

Standard Condition 6.2

LEGAL ACTION - HOLD HARMLESS

In accordance with the provisions of Section 5-5-114 of the Irvine Municipal Code and Government Code Section 66474.9, the applicant shall defend, indemnify, and hold harmless the City of Irvine and its agents, officers, and employees from and against any claim, action, or proceeding against the City agency or its agents, officers, or employees to attack, set aside, void, or annul an approval by the City, including, without limitation, an action by an advisory agency, appeal board, or legislative body concerning this discretionary approval. This defense and indemnification shall include the payment of all legal costs incurred on behalf of the City in connection with the application, and the defense of any claim, action or proceeding challenging the approval. The City will promptly notify the applicant of any claim, action, or proceeding and will cooperate fully in the defense.

In the event a legal challenge to the discretionary approval is successful, and an award of attorney fees is made to the challenger, the applicant shall be responsible to pay the full amount of such an award.

Condition 6.19

OPERATIONAL RESTRICTIONS

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

- A. Novel Prep staff and instructors will be on-site throughout the day from 10 a.m. to 7 p.m. with classes scheduled Monday – Sunday from 2 to 6:30 p.m.
- 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 26 instructors/staff and 11 students shall be permitted to occupy the subject tenant space at any one time, not to exceed a total occupancy of 37 persons within the building.

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

Ms. Xiaona He
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administrative use permit does not run with the land and is not transferable to a different operator, owner, or business entity. Pursuant to Chapter 2-33, *Administrative Use Permit*, and Chapter 2-10, *Enforcement and Revocation Procedures*, of the Irvine Zoning Ordinance, this administrative use permit shall automatically expire upon closure or cessation of the approved business operations at the subject site. Any subsequent operator proposing to conduct a similar use at the subject location shall be required to apply for and obtain a new administrative use permit, subject to independent review and approval in accordance with the procedures set forth in Chapter 2-33, *Administrative Use Permit*, of the Irvine Zoning Ordinance.

Condition 6.24

COMPLIANCE WITH PRIOR APPROVALS

All applicable conditions of approval associated with original Master Plan 00402399-PMP issued for Jeffrey Office Park and any subsequent modifications shall remain in full force and effect.

Unless an appeal is filed prior to the expiration of the five-day appeal period ending at 5 p.m. Wednesday, February 18, 2026, the approval granted by this letter shall become effective Thursday, February 19, 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 Adam Wong at 949-724-5491 or via email adwong@cityofirvine.org.

Sincerely,



Stephanie Frady, AICP
Director of Community Development

Enclosures:

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

ec: Ann Wuu, Acting Planning Manager
Erica S. Hong, Senior Planner
File(s): 00960525-PAUP, 00402399-PMP

AUP

Novel Prep

830 ROOSEVELT AVE,
IRVINE, CA 92620

RCD
PARTNERS

8 Corporate Park # 100
Irvine, CA 92606
T 310.634.9065

PROFESSIONAL SEAL:

PROJECT TITLE	830 ROOSEVELT IRVINE, CA 92620
SHEET NAME	

JOB NO:	25013
DATE ISSUED:	06-16-25
DRAWN BY:	HL
CHECK BY:	HL
SHEET NO:	T-1

PROJECT DATA & GENERAL NOTES

PROJECT DATA:

SITE AREA: 4960.01 s.f.
BUILDING AREA:
First Floor: 4,767 s.f.
Second Floor: 4,517 s.f.
TOTAL AREA: 9,284 s.f.

OCCUPANCY GROUP:
EXISTING: 1ST FLOOR: GROUP B OCCUPANCY 4767 sf
2ND FLOOR: GROUP B OCCUPANCY 4517 sf
NEW PROPOSED: 1ST FLOOR: GROUP B OCCUPANCY 4767 sf - NO CHANGE
2ND FLOOR: GROUP B OCCUPANCY 4517 sf - NO CHANGE

CONSTRUCTION TYPE: V-B
FIRE SPRINKLERS: YES
FIRE SEPARATION: NOT REQUIRED PER CBC 508.3
ALLOWABLE STORIES (B): 3 STORY MAX PER TABLE 504.4)

ACTUAL STORIES (B): 2 STORY

ALLOWABLE FLOOR AREA:
TYPE 'V-B', WITH SPRINKLER (SM) (TABLE 506.2)
'B' OCCUPANCY : 27,000 SF

ACTUAL AREA (1ST FLOOR): 4,767 SF
ACTUAL AREA (2ND FLOOR): 4,517 SF
ACTUAL TOTAL BLDG AREA: 9,284 SF

NUMBER OF ALLOCATED PARKING STALL @ 1/278SF: 34 STALLS

PARKING SUMMARY:

EXISTING:
LAND USED PARKING RATIO SPACE REQUIRED
1ST FLOOR - SCHOOL, COMMERCIAL 1 SPACE / INSTRUCTOR AND EMPLOYEE 12+10/3 = 12+4 = 16 STALLS
2ND FLOOR - OFFICE 1/250 18 STALLS
TOTAL: 34 STALLS

PROPOSED:
LAND USED PARKING RATIO SPACE REQUIRED
1ST FLOOR - SCHOOL, COMMERCIAL 1 SPACE / INSTRUCTOR AND EMPLOYEE 12+10/3 = 12+4 = 16 STALLS
2ND FLOOR - SCHOOL, COMMERCIAL 1 SPACE / INSTRUCTOR AND EMPLOYEE 14+10/3 = 14+4 = 18 STALLS
TOTAL: 34 STALLS

APPLICABLE BUILDING CODES:

TITLE 24, PART 1, 2022 CBC, BUILDING STANDARDS ADMIN. CODE
TITLE 24, PART 2, 2022 CBC, CALIFORNIA BUILDING CODE
TITLE 24, PART 3, 2022 CEC, CALIFORNIA ELECTRICAL CODE
TITLE 24, PART 4, 2022 CMC, CALIFORNIA MECHANICAL CODE
TITLE 24, PART 5, 2022 CFC, CALIFORNIA FLOORING CODE
TITLE 24, PART 6, 2022 CALIFORNIA ENERGY CODE
TITLE 24, PART 9, 2022 CFC, CALIFORNIA FIRE CODE
TITLE 19 CALIFORNIA CODE OF REGULATIONS
2022 CGB, CALIFORNIA GREEN BUILDING STANDARDS CODE,

SCOPE OF WORK:

CONVERT EXISTING 2-STORY COMMERCIAL EDUCATIONAL/OFFICE TO ONE ON ONE SUPPLEMENTAL EDUCATION TUTORING CENTER.

DEFERRED SUBMITTAL: SEPARATE SUBMITTAL:

- FIRE SPRINKLERS - EXTERIOR SIGNAGE

CLASS SCHEDULE SUMMARY:

1ST FLOOR (NOVEL PREP), MONDAY TO SUNDAY, ALL YEAR

CLASS	CLASS DESCRIPTION	NO. OF INSTRUCTOR / STAFF	INSTRUCTOR SCHEDULE	NO. OF STUDENT	CLASS SCHEDULE
CLASS 1	TEST PREP	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 1 ONLINE STUDENT: 4	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
CLASS 2	TEST PREP	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 1 ONLINE STUDENT: 4	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
CLASS 3	TEST PREP	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 1 ONLINE STUDENT: 4	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
CLASS 4	HIGH SCHOOL TUTORING	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 1 ONLINE STUDENT: 4	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
CLASS 5	HIGH SCHOOL TUTORING	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 1 ONLINE STUDENT: 4	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
CLASS 6	HIGH SCHOOL TUTORING	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 0 ONLINE STUDENT: 4	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
		TOTAL INSTRUCTOR / STAFF: 12			MAX. IN-PERSON STUDENT AT ONE TIME: 5

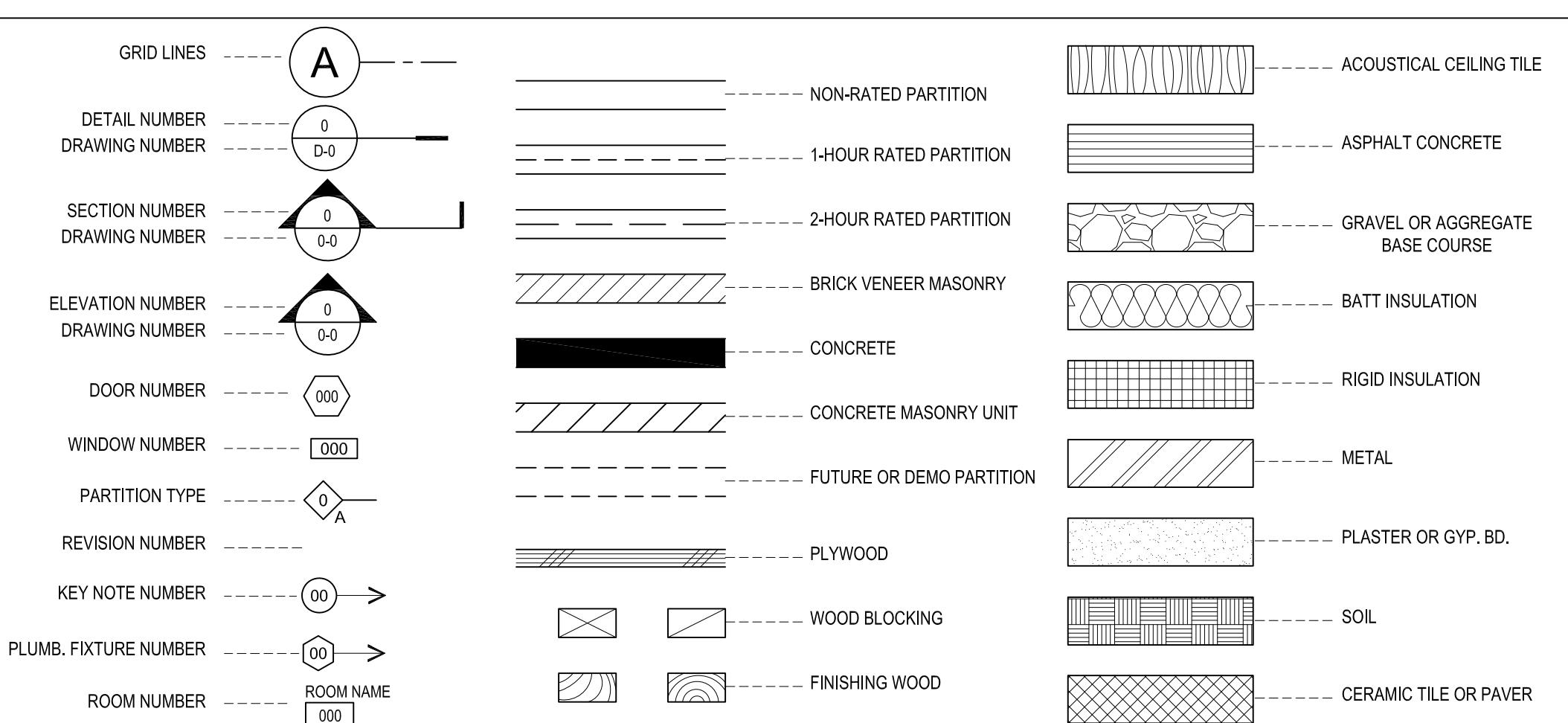
2ND FLOOR (NOVEL PREP), MONDAY TO SUNDAY, ALL YEAR

CLASS	CLASS DESCRIPTION	NO. OF INSTRUCTOR / STAFF	INSTRUCTOR SCHEDULE	NO. OF STUDENT	CLASS SCHEDULE
CLASS 1	TEST PREP	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 1 ONLINE STUDENT: 4	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
CLASS 2	TEST PREP	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 1 ONLINE STUDENT: 5	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
CLASS 3	MIDDLE SCHOOL TUTORING	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 1 ONLINE STUDENT: 4	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
CLASS 4	MIDDLE SCHOOL TUTORING	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 1 ONLINE STUDENT: 5	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
CLASS 5	HIGH SCHOOL TUTORING	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 1 ONLINE STUDENT: 4	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
CLASS 6	HIGH SCHOOL TUTORING	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 1 ONLINE STUDENT: 4	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
CLASS 7	HIGH SCHOOL TUTORING	IN-PERSON INSTRUCTOR: 1 STAFF: 1	10:00 AM - 7:00 PM	IN-PERSON STUDENT: 0 ONLINE STUDENT: 4	2:00 PM - 4:00 PM 4:30 PM - 6:30 PM
		TOTAL INSTRUCTOR / STAFF: 14			MAX. IN-PERSON STUDENT AT ONE TIME: 6
		TOTAL INSTRUCTOR / STAFF: 26			MAX. IN-PERSON STUDENT AT ONE TIME: 11

GENERAL NOTES:

- ① ALL WORK, INCLUDING MATERIALS AND WORKMANSHIP, SHALL CONFORM TO THE REQUIREMENTS OF THE LOCAL CITY CODES, LAWS AND ORDINANCES AND THE 2022 EDITION OF THE CALIFORNIA BUILDING CODE. IN THE EVENT OF A CONFLICT WITH CODE REQUIREMENTS AND ITEMS CALLED OUT ON THE PLANS, THAT CODE OR CALL-OUT WHICH ESTABLISHES THE HIGHER STANDARD SHALL TAKE PRECEDENCE.
- ② THE CONTRACTOR SHALL VISIT THE JOB SITE PRIOR TO BIDDING AND SHALL VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO BEGINNING WORK. SHOULD ANY CONDITION ARISE WHERE THE INTENT OF THE DRAWINGS IS IN DOUBT OR WHERE THERE IS A DISCREPANCY BETWEEN THE DRAWINGS AND FIELD CONDITIONS, THE ARCHITECT SHALL BE NOTIFIED IMMEDIATELY FOR CLARIFICATION.
- ③ THE STARTING OF ANY WORK BY ANY CONTRACTOR OR SUBCONTRACTOR SHALL BE CONSIDERED PRIMA FACIA EVIDENCE THAT HE HAS INSPECTED AND ACCEPTED ALL CONDITIONS INVOLVED IN HIS WORK AND FINDS THEM SATISFACTORY.
- ④ DIMENSIONS TAKE PRECEDENCE. DIMENSIONS TYPICALLY TO COLUMN CENTER LINES, FACE OF STUDS, FACE OF CONCRETE OR MASONRY, OR AS NOTED ON THE DRAWINGS.
- ⑤ THE CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONARY MEASURES TO PROTECT THE PUBLIC AND ADJACENT PROPERTIES FROM DAMAGE THROUGHOUT CONSTRUCTION.
- ⑥ CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE INTEGRITY OF FIRE RATED WALLS (I.E. NO GAPS, HOLES, VOIDS, UNSEALED PENETRATIONS, ETC. BEYOND THAT WHICH CODE ALLOWS).
- ⑦ WE CERTIFY TO THE BEST OF OUR KNOWLEDGE, INFORMATION AND BELIEF THAT THE DESIGN OF THE PROJECT COMPLIED WITH ALL APPLICABLE PROVISIONS OF THE REQUIREMENTS OF STATE STATUTES FOR ARCHITECTURAL BARRIERS TO THE HANDICAPPED.
- ⑧ INSTALLATION OF ANY BUILDING INSULATION WHICH CONTAINS OR UTILIZES AN OZONE DEPLETING COMPOUND IS PROHIBITED BY CODE.
- ⑨ FOR ALL STRUCTURAL GENERAL NOTES - SEE THE STRUCTURAL DRAWINGS.
- ⑩ ALL RESTROOMS TO HAVE EXHAUST VENTILATION SYSTEM THAT PROVIDES AN AIR CHANGE EVERY FIVE MINUTES OR AS REQUIRED BY LOCAL BUILDING CODES.
- ⑪ PRECONSTRUCTION MEETING WITH THE INSPECTION DEPARTMENT IS REQUIRED PRIOR TO THE START OF CONSTRUCTION.
- ⑫ ALL INTERIOR FINISHES SHALL COMPLY WITH CH.8 OF THE 2022 CBC
- ⑬ ADEQUATE VENTILATION SHALL BE PROVIDED PER CH 4 OF THE 2022 CMC
- ⑭ EXIT SIGNS SHALL BE LIT AT ALL TIMES AND SHALL BE PROVIDED WITH A SECONDARY SOURCE OF POWER.
- ⑮ ALL NEW DOORS SHALL BE PROVIDED WITH LEVER TYPE HARDWARE.

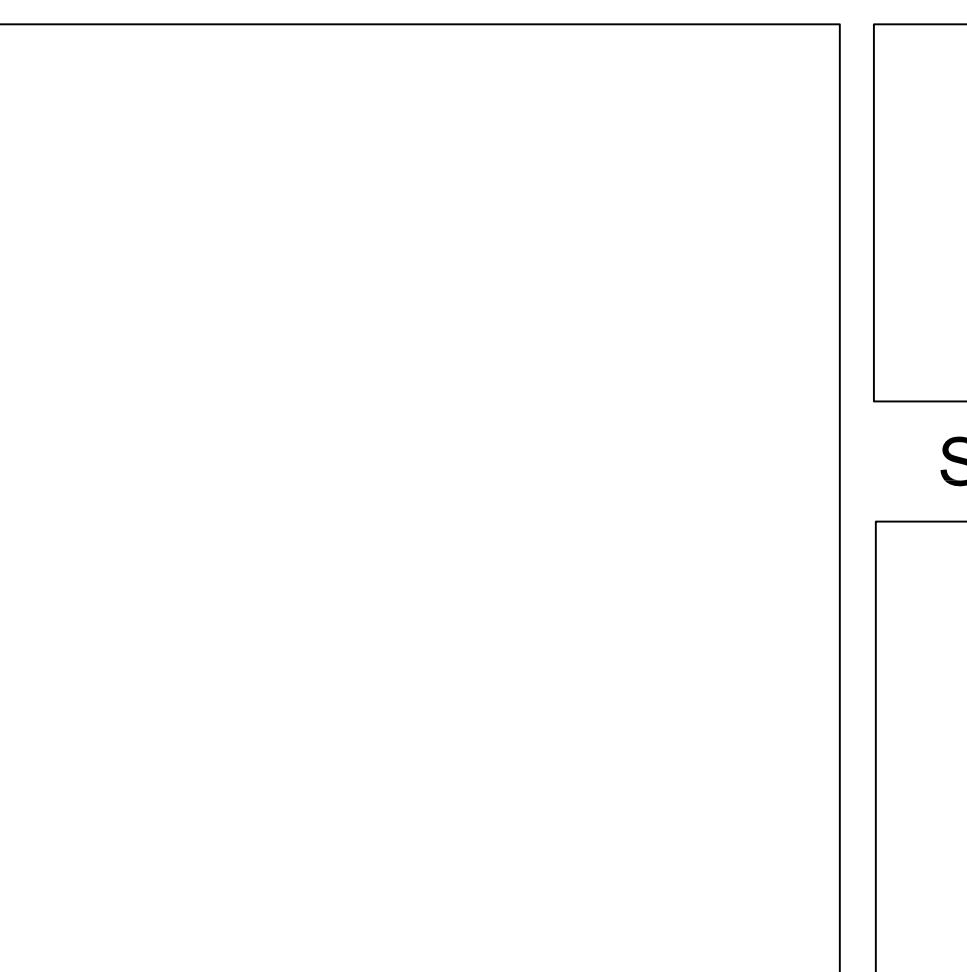
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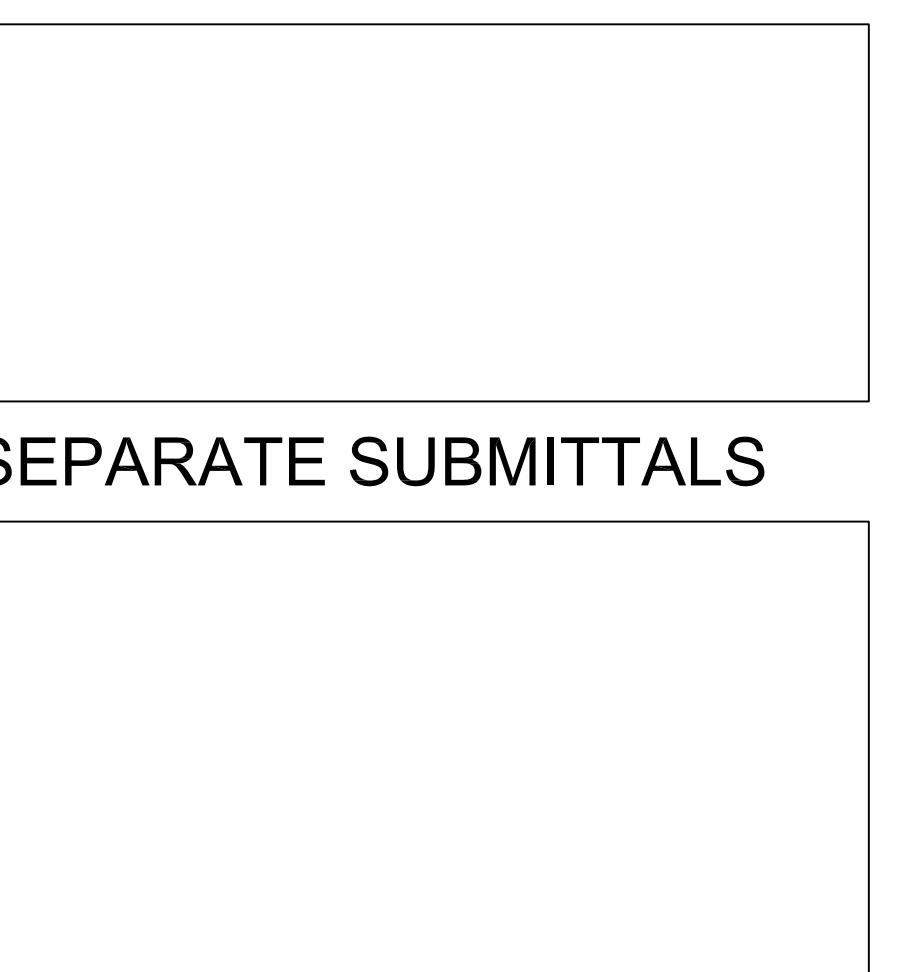
SHEET INDEX

T-1	TITLE SHEET
A-1.1	EXISTING SITE PLAN - REFERENCE ONLY
D-1.1	2ND FLOOR DEMOLITION PLAN
A-2.1	1ST FLOOR PLAN
A-2.2	2ND FLOOR PLAN
A-4.1	1ST FLOOR EGRESS PLAN
A-4.2	2ND FLOOR EGRESS PLAN

VICINITY MAP



DEFERRED SUBMITTALS



CITY STAMPS



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NC:	DATE:	DESCRIPTION:

PROJECT TITLE
830 ROOSEVELT IRVINE, CA 92620

SHEET NAME
EXISTING SITE PLAN - REFERENCE ONLY

JOB NO:	25013
DATE ISSUED:	06-16-25
DRAWN BY:	HL
CHECK BY:	HL

SHEET NO:
A-1.1



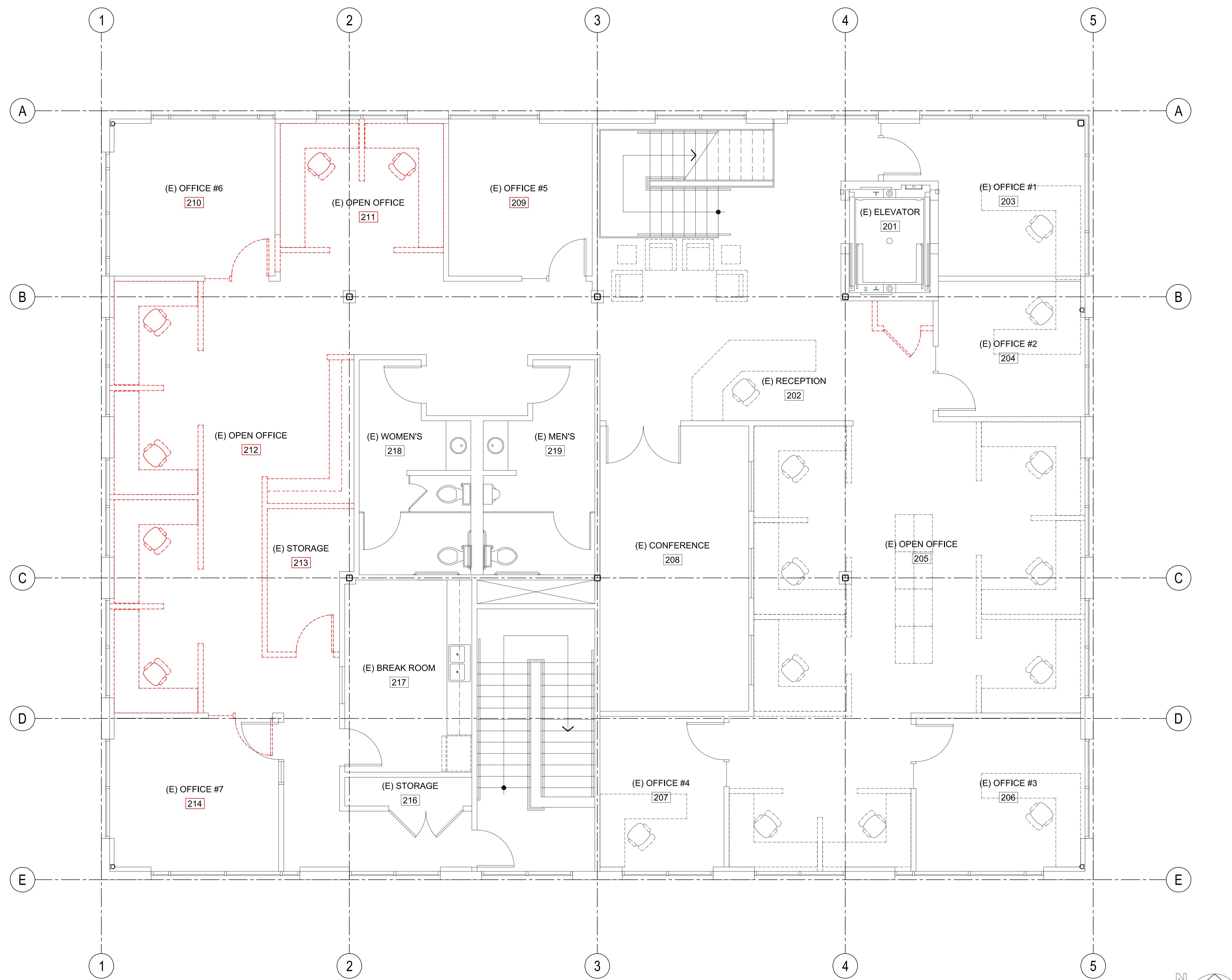
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SHEET NAME	2ND FLOOR DEMOLITION PLAN

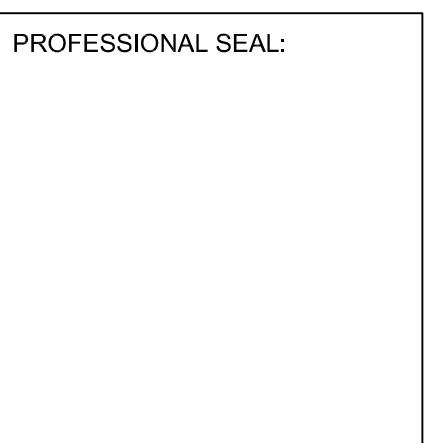
JOB NO:	25013
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DRAWN BY:	HL
CHECK BY:	HL
SHEET NO:	

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LEGEND:

- EXISTING WALL TO REMAIN
- EXISTING WALL TO BE REMOVED





NO.:	DATE:	DESCRIPTION:

PROJECT TITLE: **830 ROOSEVELT**
IRVINE, CA 92620

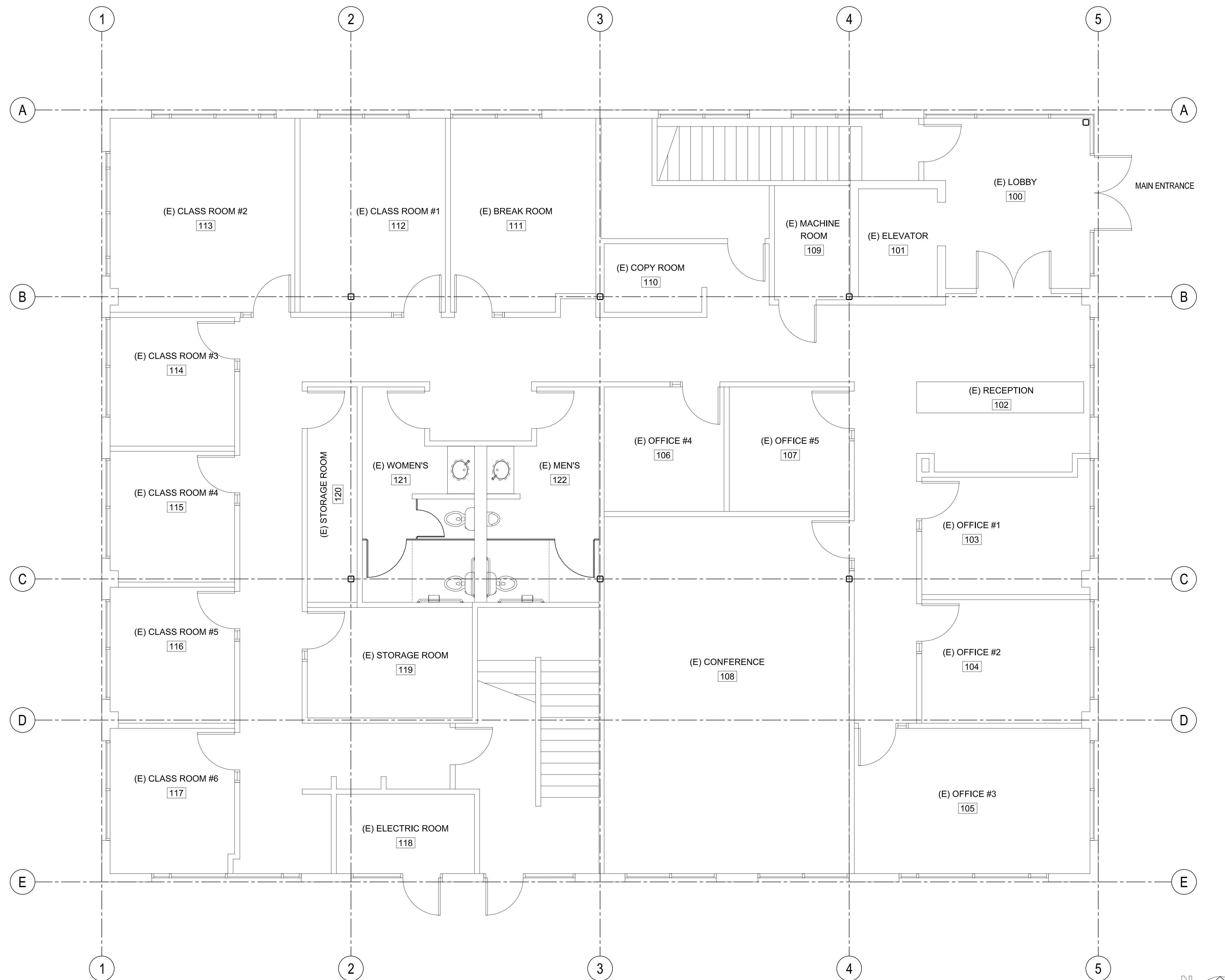
SHEET NAME: **1ST FLOOR PLAN**

JOB NO: **25013**
DATE ISSUED: 06-16-25
DRAWN BY: **HL**
CHECK BY: **HL**

SHEET NO: **A-2.1**

LEGEND:

EXISTING WALL TO REMAIN



PROJECT TITLE	830 ROOSEVELT IRVINE, CA 92620
SHEET NAME	
2ND FLOOR PLAN	

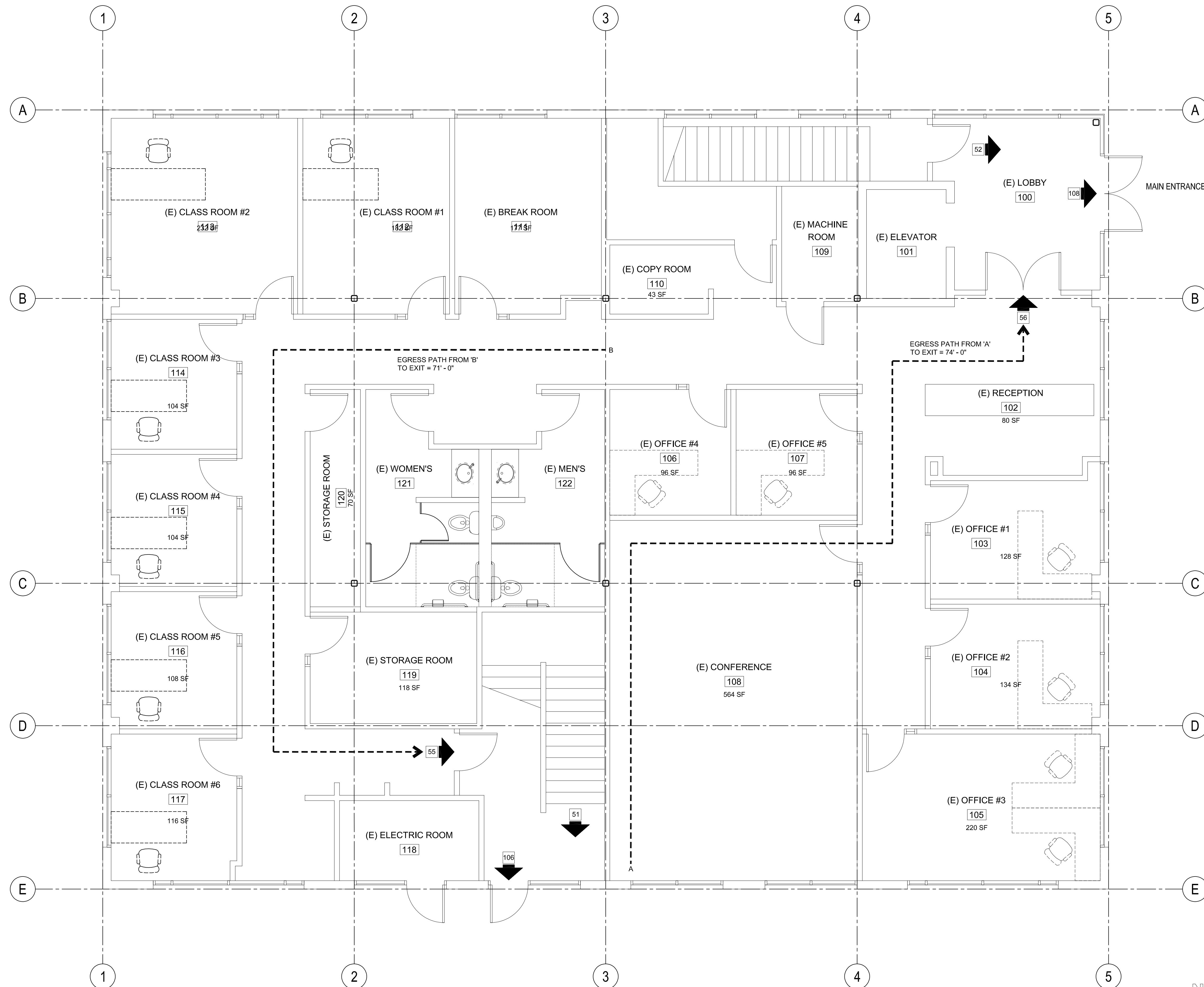
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SHEET NO:	

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LEGEND:

- EXISTING WALL TO REMAIN
- EXISTING WALL TO BE REMOVED





1ST FLOOR OCCUPANT LOAD - CBC				
ROOM NO.	AREA	AREA (SF)	LOAD FACTOR	OCCUPANT
100	(E) LOBBY	167	N/A	-
101	(E) ELEVATOR	55	N/A	-
102	(E) RECEPTION	80	15	6
103	(E) OFFICE #1	128	150	1
104	(E) OFFICE #2	134	150	1
105	(E) OFFICE #3	220	150	2
106	(E) OFFICE #4	96	150	1
107	(E) OFFICE #5	96	150	1
108	(E) CONFERENCE	564	15	38
109	(E) MACHINE ROOM	56	N/A	-
110	(E) COPY ROOM	43	150	1
111	(E) BREAK ROOM	177	15	12
112	(E) CLASSROOM #1	182	20	10
113	(E) CLASSROOM #2	232	20	12
114	(E) CLASSROOM #3	104	20	6
115	(E) CLASSROOM #4	104	20	6
116	(E) CLASSROOM #5	108	20	6
117	(E) CLASSROOM #6	116	20	6
118	(E) ELECTRICAL ROOM	70	N/A	-
119	(E) STORAGE ROOM	118	150	1
120	(E) STORAGE	70	150	1
121	(E) WOMEN'S	136	N/A	-
122	(E) MEN'S	136	N/A	-
MAX. OCCUPANT LOAD				111

* PER CBC 2022 TABLE 1004.5. MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT

MEANS OF EGRESS			
DESCRIPTION	OCC	DOOR WIDTH (REQUIRED (OCC X 0.20))	EXIT DOOR WIDTH PROVIDED
EXIT WIDTH	106	21.2"	108"
MINIMUM TRAVEL DISTANCE 250 FEET			
MAXIMUM COMMON PATH OF TRAVEL 75 FEET			
MINIMUM NUMBER OF EXITS REQUIREMENT PER TABLE 1006.3.2: 2 EXITS PER 1-500 OCCUPANT LOAD PER STORY			

1ST FLOOR OCCUPANT LOAD - CPC				
ROOM NO.	AREA	AREA (SF)	LOAD FACTOR	OCCUPANT
100	(E) LOBBY	167	N/A	-
101	(E) ELEVATOR	55	N/A	-
102	(E) RECEPTION	80	150	1
103	(E) OFFICE #1	128	150	1
104	(E) OFFICE #2	134	150	1
105	(E) OFFICE #3	220	150	2
106	(E) OFFICE #4	96	150	1
107	(E) OFFICE #5	96	150	1
108	(E) CONFERENCE	564	30	19
109	(E) MACHINE ROOM	56	N/A	-
110	(E) COPY ROOM	43	150	1
111	(E) BREAK ROOM	177	30	6
112	(E) CLASSROOM #1	182	30	7
113	(E) CLASSROOM #2	232	30	8
114	(E) CLASSROOM #3	104	30	4
115	(E) CLASSROOM #4	104	30	4
116	(E) CLASSROOM #5	108	30	4
117	(E) CLASSROOM #6	116	30	4
118	(E) ELECTRICAL ROOM	70	N/A	-
119	(E) STORAGE ROOM	118	150	1
120	(E) STORAGE	70	150	1
121	(E) WOMEN'S	136	N/A	-
122	(E) MEN'S	136	N/A	-
MAX. OCCUPANT LOAD				66

* PER CPC 2022 TABLE 4-1. MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT

PLUMBING FIXTURE CALCULATION							
OCCUPANCY	DESCRIPTION	WATER CLOSET**		URINAL	LAVATORY**		DRINKING FOUNTAINS
		MALE (65)	FEMALE (65)		MALE (65)	FEMALE (65)	
B* 66-63=129 OCC.	BUSINESS	2:51-100	4:51-100	1:1-100	1	1:1-75	2:51-100 1 per 150
	REQUIRED	2	4	1	1	1	2
	PROVIDED	2	4	2	1	2	2

* PER CPC 2022 TABLE 4-1 OCCUPANT LOAD FACTOR

** PER CPC 2022 TABLE 422.1-MINIMUM PLUMBING FACILITIES

PROJECT TITLE

1ST FLOOR EGRESS
PLAN

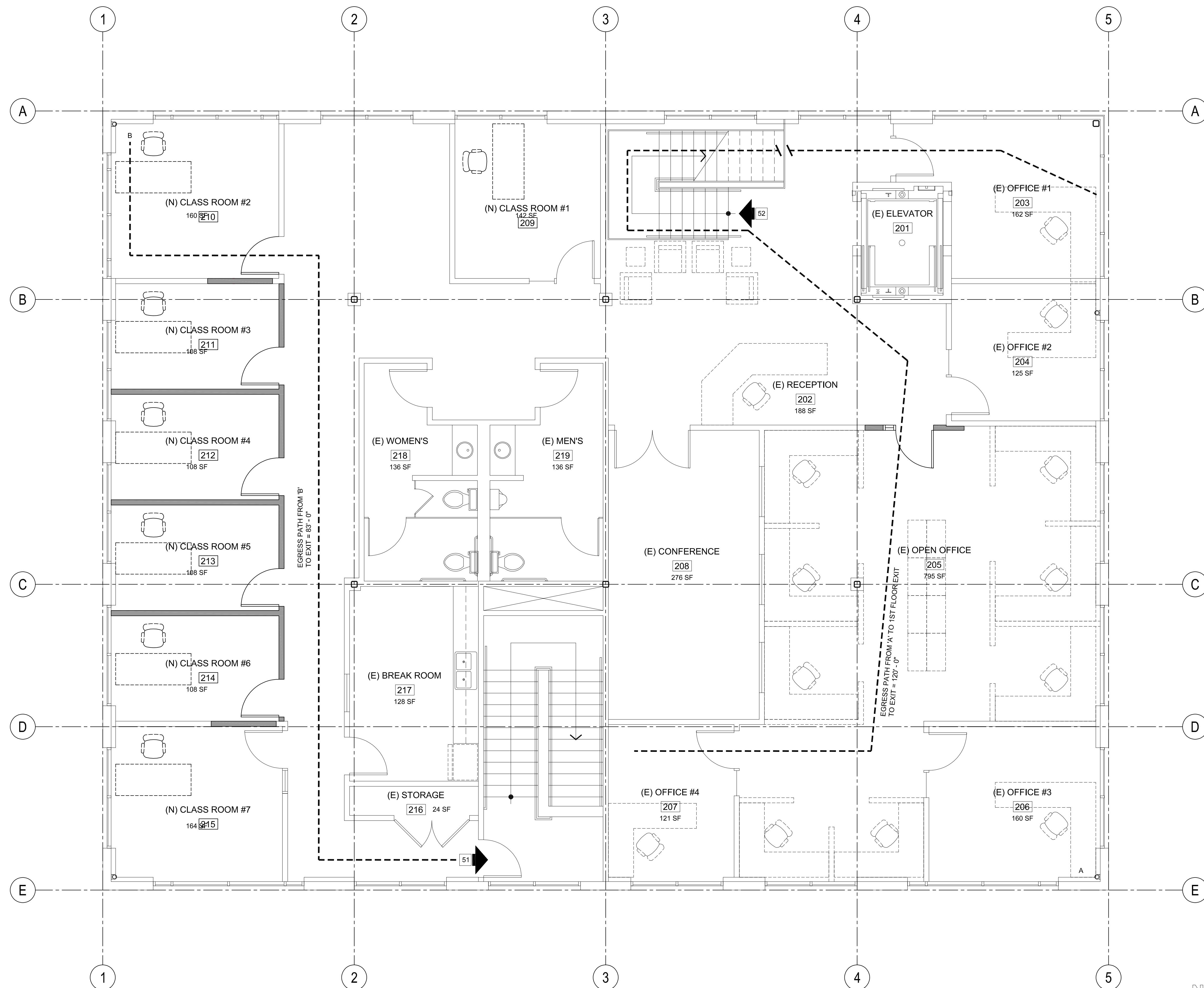
SHEET NAME

JOB NO: 25013
DATE ISSUED: 06-16-25
DRAWN BY: HL
CHECK BY: HL

SHEET NO:

A-4.1

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2ND FLOOR PLAN

2ND FLOOR OCCUPANT LOAD - CBC				
ROOM NO.	AREA	AREA (SF)	LOAD FACTOR	OCCUPANT
201	(E) ELEVATOR	55	N/A	-
202	(E) RECEPTION	188	15	13
203	(E) OFFICE #1	162	150	2
204	(E) OFFICE #2	125	150	1
205	(E) OPEN OFFICE	795	150	6
206	(E) OFFICE #3	160	150	2
207	(E) OFFICE #4	121	150	1
208	(E) CONFERENCE	276	15	19
209	(N) CLASSROOM #1	142	20	8
210	(N) CLASSROOM #2	160	20	8
211	(N) CLASSROOM #3	108	20	6
212	(N) CLASSROOM #4	108	20	6
213	(N) CLASSROOM #5	108	20	6
214	(N) CLASSROOM #6	108	20	6
215	(N) CLASSROOM #7	164	20	9
216	(E) STORAGE	24	150	1
217	(E) BREAK ROOM	128	15	9
218	(E) WOMEN'S	136	N/A	-
219	(E) MEN'S	136	N/A	-
MAX. OCCUPANT LOAD			103	

* PER CBC 2022 TABLE 1004.5. MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT

MEANS OF EGRESS			
DESCRIPTION	OCC	DOOR WIDTH (REQUIRED (OCC X 0.20))	EXIT DOOR WIDTH PROVIDED
EXIT WIDTH	92	18.4" MIN. REQUIRED	78"
MAXIMUM TRAVEL DISTANCE 250 FEET			
MAXIMUM COMMON PATH OF TRAVEL 75 FEET			
MINIMUM NUMBER OF EXITS REQUIREMENT PER TABLE 1006.3.2: 2 EXITS PER 1-500 OCCUPANT LOAD PER STORY			

2ND FLOOR OCCUPANT LOAD - CPC				
ROOM NO.	AREA	AREA (SF)	LOAD FACTOR	OCCUPANT
201	(E) ELEVATOR	55	N/A	-
202	(E) RECEPTION	188	150	2
203	(E) OFFICE #1	162	150	2
204	(E) OFFICE #2	125	150	1
205	(E) OPEN OFFICE	795	150	6
206	(E) OFFICE #3	160	150	2
207	(E) OFFICE #4	121	150	1
208	(E) CONFERENCE	276	30	10
209	(N) CLASSROOM #1	142	30	5
210	(N) CLASSROOM #2	160	30	6
211	(N) CLASSROOM #3	108	30	4
212	(N) CLASSROOM #4	108	30	4
213	(N) CLASSROOM #5	108	30	4
214	(N) CLASSROOM #6	108	30	4
215	(N) CLASSROOM #7	164	30	6
216	(E) STORAGE	24	150	1
217	(E) BREAK ROOM	128	30	5
218	(E) WOMEN'S	136	N/A	-
219	(E) MEN'S	136	N/A	-
MAX. OCCUPANT LOAD			63	

* PER CPC 2022 TABLE 4-1. MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT

OCCUPANCY	DESCRIPTION	WATER CLOSET**		URINAL	LAVATORY**		DRINKING FOUNTAINS
		MALE (65)	FEMALE (65)		MALE (65)	FEMALE (65)	
B* 66-63=129 OCC.	BUSINESS	2:51-100	4:51-100	1:1-100	1	1:1-75	2:51-100 1 per 150
	REQUIRED	2	4	1	1	1	2
	PROVIDED	2	4	2	1	2	2

* PER CPC 2022 TABLE 4-1 OCCUPANT LOAD FACTOR

** PER CPC 2022 TABLE 422.1-MINIMUM PLUMBING FACILITIES

830 ROOSEVELT
IRVINE, CA 92620

PROJECT TITLE

2ND FLOOR EGRESS
PLAN

SHEET NAME

JOB NO: 25013
DATE ISSUED: 06-16-25
DRAWN BY: HL
CHECK BY: HL

SHEET NO:

A-4.2

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From : Novel Prep
830 Roosevelt Ave,
Irvine, CA 92620
yan_zhang@concordprep.org
949-992-3325

To: City of Irvine
1 Civic Center Plaza,
Irvine, CA 92606

Letter of Justification

Dear City of Irvine,

We are writing to provide a description and justification for our proposed supplemental education center (After school tutoring center) to be located in the existing building at 830 Roosevelt Ave, Irvine, CA 92620.

Our institution is a supplemental education center focused on serving high school students in the local community. We provide a range of educational services including academic tutoring, standardized test preparation (e.g., SAT, ACT, AP), and college admissions counseling. Our mission is to support students in achieving academic excellence through personalized and targeted instruction.

The majority of our services are delivered through one-on-one sessions or very small group classes, ensuring individualized attention and high-quality educational outcomes. In addition, the program adopts OMO (Online merge Offline) teaching method, which will allow on-site student and online student attendance the class together, which significantly reduces the number of students physically present on-site at any given time. On average, there are no more than 11 students on the premises simultaneously.

Most students are dropped off and picked up by their parents, which minimizes traffic and the demand for on-site parking. The staff/instructor hours is 10am to 7pm. The daily class schedule is from 2:00pm-4:00pm, 4:30pm-6:30pm. The pick-up and drop-off will outside the peak period of 7:00-8:30AM and 4:45-6:15PM. We will continue to implement policies and scheduling practices that prevent congestion and ensure smooth circulation around the property.

We believe that our use aligns well with the intended purpose and low-impact nature of the zoning district. Our center will not only comply with all relevant building, fire, and safety codes, but also take proactive measures to limit any potential impact on the surrounding neighborhood.

We are confident that this supplemental education center will provide a valuable service to local families by supporting students' academic success and college readiness.

Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

Yan Liu

Novel Prep

830 Roosevelt Ave

Irvine, CA 92620

949-992-3325

yan_zhang@concordprep.org

NOTICE OF EXEMPTION



TO: State of California
Office of Planning &
Research
PO Box 3044
Sacramento, CA 95812-
3044

FROM: City of Irvine
Community Development Department
PO Box 19575
Irvine, CA 92623-9575

Attn: Adam Wong
Assistant Planner
949-724-5491

County Clerk
County of Orange
PO Box 238
Santa Ana, CA 92702

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 Novel Prep (File No. 00960525-PAUP)

Project Location: 830 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.

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

Approval Date: February 10, 2026
Resolution No.: N/A

Project Applicant: Xiaona He
830 Roosevelt Avenue
Irvine, CA 92620
Email Yan_zhang@concordprep.org

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, Assistant Planner

Name and Title

Signature

February 10, 2026

Date