Planning Commission
Project Summary and
DRAFT MOTION
COMMUNITY BUSINESS PRIORITY PROCESSING PROGRAM
HEARING DATE: JUNE 16, 2016

Date Prepared: June 6, 2016
Case No.: 2016-001813CUA
Project Address: 1601 Castro Street
Zoning: Residential House, Two-Family District (RH-2)
40-X Height and Bulk District
Block/Lot: 6554 / 024
Project Sponsor: Christina Chen, Agent
Jeffer Mangels Butler & Mitchell LLP (JMBM)
Two Embarcadero Center, 5th Floor, San Francisco, CA 94111
(415) 984-9680 or CChen@jmbm.com
Staff Contact: Colin Clarke at (415) 575-9184 or Colin.Clarke@sfgov.org
Recommendation: Approval with Conditions

PROJECT DESCRIPTION
This is a request for Conditional Use Authorization pursuant to Planning Code Sections 186, 728.53, and
303, to allow a change of use from a vacant 1,434 square-foot Limited Commercial Use (previously
occupied by a Retail laundromat/drycleaner) to a ‘Business or Professional Service’ Use (Graphic Design
Studio d.b.a. Studio19.us) with an Accessory Retail Use (less than one-third of floor area) on the ground
floor of a three-story-over-basement mixed-use building within the RH-2 (Residential House, Two-Family)
District and 40-X Height and Bulk District. This project has been reviewed under the Community Business
Priority Processing Program (CB3P).

REQUIRED COMMISSION ACTION
Planning Code Section 186 requires that changes of nonconforming use, from vacant Retail to ‘Business or
Professional Service’ Use (Graphic Design Studio), located within ¼ mile from any Individual Area
Neighborhood Commercial District, comply with the most restrictive use limitations, which in this case is
the 24th Street - Noe Valley NCD (Neighborhood Commercial District), which requires a Conditional Use
Authorization for a ‘Business or Professional Service’ Use on the ground floor.

DECISION
Based on information set forth in application materials submitted by the project sponsor and available in
the case file (which is incorporated herein by reference as though fully set forth) and based upon the
CB3P Checklist and findings below, the Commission hereby APPROVES Conditional Use Application
No. 2016-001813CUA subject to conditions contained in the attached “EXHIBIT A” and in general
conformance with plans on file, dated June 1, 2016, and stamped “EXHIBIT B.”
CB3P CHECKLIST

<table>
<thead>
<tr>
<th>Required Criteria</th>
<th>Complete &amp; adequate</th>
<th>Incomplete and/or inadequate</th>
<th>Not required and not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Sponsor’s application</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CB3P eligibility checklist</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Code §101.1 findings</td>
<td>X</td>
<td>See application Findings.</td>
<td></td>
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<tr>
<td>Planning Code §303(c) findings</td>
<td>X</td>
<td>See application Findings.</td>
<td></td>
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<tr>
<td>Planning Code §303(o) findings</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Any additional Planning Code findings</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Photographs of the site and/or context</td>
<td>X</td>
<td>See attached.</td>
<td></td>
</tr>
<tr>
<td>Scaled and/or dimensioned plans</td>
<td>X</td>
<td>See attached.</td>
<td></td>
</tr>
<tr>
<td>Clearance under California Environmental Quality Act (“CEQA”)</td>
<td>X</td>
<td>Categorically Exempt</td>
<td></td>
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</tbody>
</table>

Additional Information

- **Notification Period:** 5/27/2016 – 6/16/2016 (20 days mailing; 20 days newspaper; 20 days posted).
- **Number and nature of public comments received:** The Department has not received correspondence in opposition to the project.
- **Number of days between filing and hearing:** 80 days.

Generalized Basis for Approval

The Commission finds that this project is necessary and desirable for, and compatible with the surrounding neighborhood as follows, and as set forth in the Section 101.1 and 303(c) findings submitted as part of the application. The ‘Business or Professional Service’ Graphic Design Studio Use would activate a vacant 1,434 sqft tenant space, previously occupied by a Retail Use d.b.a. Wash-1 Laundromat/Drycleaner until Sep. 2014. The business would be open to the public and welcoming of walk-in clients; it would include services mostly created on-site, e.g. concept, design (incl. signs, event displays, promotional items, flyers/brochures, business cards, invitations), art direction, proofing, preparing files for web use, language translation. The business would continue to have employees that are local residents, and serve corporate and smaller local clients and non-profits such as schools, churches, and the community. Founded in 2003, Studio19.us is a certified woman-owned, locally-owned and operated small business with past locations in the Noe Valley and Glen Park neighborhoods. The storefront will be restored, with ADA accessibility improvements, and the applicant voluntarily proposes the addition of street trees.

I hereby certify that the Planning Commission ADOPTED the foregoing Motion on June 16, 2016.

**AYES:**

**NAYS:**

**ABSENT:**

**ADOPTED:** June 16, 2016

**Jonas P. Ionin**

Commission Secretary

**APPEAL AND EFFECTIVE DATE OF MOTION:** Any aggrieved person may appeal this Conditional Use Authorization to the Board of Supervisors within thirty (30) days after the date of this Motion. The effective date of this Motion shall be the date of this Motion if not appealed (after the 30-day period has expired) OR the date of the decision of the Board of Supervisors if appealed to the Board of Supervisors.

**PROTEST OF FEE OR EXACTION:** You may protest any fee or exaction subject to Government Code Section 66000 that is imposed as a condition of approval by following the procedures set forth in Government Code Section 66020. The protest must satisfy the requirements of Government Code Section 66020(a) and must be filed within 90 days of the date of the first approval or conditional approval of the development referencing the challenged fee or exaction. For purposes of Government Code Section 66020, the date of imposition of the fee shall be the date of the earliest discretionary approval by the City of the subject development. If the City has not previously given Notice of an earlier discretionary approval of the project, the Planning Commission’s adoption of this Motion, Resolution, Discretionary Review Action or the Zoning Administrator’s Variance Decision Letter constitutes the approval or conditional approval of the development and the City hereby gives NOTICE that the 90-day protest period under Government Code Section 66020 has begun. If the City has already given Notice that the 90-day approval period has begun for the subject development, then this document does not re-commence the 90-day approval period.
EXHIBIT A

AUTHORIZATION

This authorization is for a Conditional Use Authorization pursuant to Planning Code Sections 186, 728.53, and 303, to allow a change of use from a vacant 1,434 square-foot Limited Commercial Use (previously occupied by a Retail laundromat/drycleaner) to a ‘Business or Professional Service’ Use (Graphic Design Studio d.b.a. Studio19.us) with an Accessory Retail Use (less than one-third of floor area) on the ground floor of a three-story-over-basement mixed-use building within the RH-2 (Residential House, Two-Family) District and 40-X Height and Bulk District; in general conformance with plans, dated June 1, 2016, and stamped “EXHIBIT B” included in the docket for Record No. 2016-001813CUA and subject to conditions of approval reviewed and approved by the Commission on June 16, 2016 under Motion No. XXXXX. This authorization and the conditions contained herein run with the property and not with a particular Project Sponsor, business, or operator.

RECORDATION OF CONDITIONS OF APPROVAL

Prior to the issuance of the building permit or commencement of use for the Project, the Zoning Administrator shall approve and order the recordation of a Notice in the Official Records of the Recorder of the City and County of San Francisco for the subject property. This Notice shall state that the Project is subject to the conditions of approval contained herein and reviewed and approved by the Planning Commission on June 16, 2016 under Motion No. XXXXX.

PRINTING OF CONDITIONS OF APPROVAL ON PLANS

The conditions of approval under the ‘Exhibit A’ of this Planning Commission Motion No. XXXXX shall be reproduced on the Index Sheet of construction plans submitted with the site or Building Permit Application for the Project. The Index Sheet of the construction plans shall reference to the Conditional Use authorization and any subsequent amendments or modifications.

SEVERABILITY

The Project shall comply with all applicable City codes and requirements. If any clause, sentence, section or any part of these conditions of approval is for any reason held to be invalid, such invalidity shall not affect or impair other remaining clauses, sentences, or sections of these conditions. This decision conveys no right to construct, or to receive a Building Permit. “Project Sponsor” shall include any subsequent responsible party.

CHANGES AND MODIFICATIONS

Changes to the approved plans may be approved administratively by the Zoning Administrator. Significant changes and modifications of conditions shall require Planning Commission approval of a new Conditional Use Authorization.
Conditions of Approval, Compliance, Monitoring, and Reporting

PERFORMANCE

1. Limited Nonconforming Use. Per Planning Code Section 186(b), the limited nonconforming use shall meet the following conditions:
   (1) The building shall be maintained in a sound and attractive condition, consistent with the general appearance of the neighborhood;
   (2) Any signs on the property shall be made to comply with the requirements of Article 6 of this Code applying to nonconforming uses;
   (3) The hours during which the use is open to the public shall be limited to the period between 6:00 a.m. and 10:00 p.m.;
   (4) Public sidewalk space may be occupied in connection with the use provided that it is only occupied with tables and chairs as permitted by this Municipal Code;
   (5) Truck loading shall be limited in such a way as to avoid undue interference with sidewalks, or with crosswalks, bus stops, hydrants and other public features;
   (6) Noise, odors and other nuisance factors shall be adequately controlled; and
   (7) All other applicable provisions of this Code shall be complied with.

2. Validity. The authorization and right vested by virtue of this action is valid for three (3) years from the effective date of the Motion. The Department of Building Inspection shall have issued a Building Permit or Site Permit to construct the project and/or commence the approved use within this three-year period.
   For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

3. Expiration and Renewal. Should a Building or Site Permit be sought after the three (3) year period has lapsed, the project sponsor must seek a renewal of this Authorization by filing an application for an amendment to the original Authorization or a new application for Authorization. Should the project sponsor decline to so file, and decline to withdraw the permit application, the Commission shall conduct a public hearing in order to consider the revocation of the Authorization. Should the Commission not revoke the Authorization following the closure of the public hearing, the Commission shall determine the extension of time for the continued validity of the Authorization.
   For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

4. Diligent pursuit. Once a site or Building Permit has been issued, construction must commence within the timeframe required by the Department of Building Inspection and be continued diligently to completion. Failure to do so shall be grounds for the Commission to consider revoking the approval if more than three (3) years have passed since this Authorization was approved.
   For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org
5. **Extension.** All time limits in the preceding three paragraphs may be extended at the discretion of the Zoning Administrator where implementation of the project is delayed by a public agency, an appeal or a legal challenge and only by the length of time for which such public agency, appeal or challenge has caused delay.

   *For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org*

6. **Conformity with Current Law.** No application for Building Permit, Site Permit, or other entitlement shall be approved unless it complies with all applicable provisions of City Codes in effect at the time of such approval.

   *For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org*

**DESIGN – COMPLIANCE AT PLAN STAGE**

7. **Final Materials.** The Project Sponsor shall continue to work with Planning Department on the building design, e.g. storefront. Final materials, glazing, color, texture, landscaping, and detailing shall be subject to Department staff review and approval. The architectural addenda shall be reviewed and approved by the Planning Department prior to issuance.

   *For information about compliance, contact the Case Planner, Planning Department at 415-558-6378, www.sf-planning.org*

8. **Garbage, composting and recycling storage.** Space for the collection and storage of garbage, composting, and recycling shall be provided within enclosed areas on the property and clearly labeled and illustrated on the Building Permit plans. Space for the collection and storage of recyclable and compostable materials that meets the size, location, accessibility and other standards specified by the San Francisco Recycling Program shall be provided at the ground level of the buildings.

   *For information about compliance, contact the Case Planner, Planning Department at 415-558-6378, www.sf-planning.org*

9. **Signs.** Any signs on the property must have a sign permit and shall comply with the requirements of Article 6 of the Planning Code.

   *For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org*

**MONITORING - AFTER ENTITLEMENT**

10. **Enforcement.** Violation of any of the Planning Department conditions of approval contained in this Motion or of any other provisions of Planning Code applicable to this Project shall be subject to the enforcement procedures and administrative penalties set forth under Planning Code Section 176 or Section 176.1. The Planning Department may also refer the violation complaints to other city departments and agencies for appropriate enforcement action under their jurisdiction.

   *For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org*
11. Revocation due to Violation of Conditions. Should implementation of this Project result in complaints from interested property owners, residents, or commercial lessees which are not resolved by the Project Sponsor and found to be in violation of the Planning Code and/or the specific conditions of approval for the Project as set forth in Exhibit A of this Motion, the Zoning Administrator shall refer such complaints to the Commission, after which it may hold a public hearing on the matter to consider revocation of this authorization.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

OPERATION

12. Garbage, Recycling, and Composting Receptacles. Garbage, recycling, and compost containers shall be kept within the premises and hidden from public view, and placed outside only when being serviced by the disposal company. Trash shall be contained and disposed of pursuant to garbage and recycling receptacles guidelines set forth by the Department of Public Works.

For information about compliance, contact Bureau of Street Use and Mapping, Department of Public Works at 415-554-5810, http://sfdpw.org

13. Sidewalk Maintenance. The Project Sponsor shall maintain the main entrance to the building and all sidewalks abutting the subject property in a clean and sanitary condition in compliance with the Department of Public Works Streets and Sidewalk Maintenance Standards.

For information about compliance, contact Bureau of Street Use and Mapping, Department of Public Works, 415-695-2017, http://sfdpw.org

14. Community Liaison. Prior to issuance of a building permit to construct the project and implement the approved use, the Project Sponsor shall appoint a community liaison officer to deal with the issues of concern to owners and occupants of nearby properties. The Project Sponsor shall provide the Zoning Administrator with written notice of the name, business address, and telephone number of the community liaison. Should the contact information change, the Zoning Administrator shall be made aware of such change. The community liaison shall report to the Zoning Administrator what issues, if any, are of concern to the community and what issues have not been resolved by the Project Sponsor.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

15. Lighting. All Project lighting shall be directed onto the Project site and immediately surrounding sidewalk area only, and designed and managed so as not to be a nuisance to adjacent residents. Nighttime lighting shall be the minimum necessary to ensure safety, but shall in no case be directed so as to constitute a nuisance to any surrounding property.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

16. Hours of Operation. Pursuant to Planning Code Section 186(b)(3), the subject establishment is limited to the following hours of operation: Sunday through Monday from 6:00AM to 10:00PM.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org
CHANGE OF USE
1601 CASTRO ST.

SCOPE OF WORK:
CHANGE OF USE FROM 1,434 SQ.FT. RETAIL (LAUNDROMAT) TO A CONDITIONAL USE AUTHORIZATION "BUSINESS OR PROFESSIONAL SERVICE OFFICE" (GRAPHIC DESIGN STUDIO d.b.a. STUDIO19.us) WITH AN ACCESSORY RETAIL USE (LESS THAN ONE-THIRD OF FLOOR AREA). REMODEL 'E' GROUND FLOOR COMMERCIAL UNIT WITHIN 'E' FOOTPRINT (NO ADDITIONAL FLOOR AREA); NO ADDITIONAL CONDITIONED SPACE; TWO OFFICES, TWO STORAGE AREAS, ONE ADA ACCESSIBLE BATHROOM; ONE KITCHENETTE; REPLACE 1 WINDOW WITH SAME SIZE UNIT; RESTORATION OF ORIGINAL STOREFRONT WINDOWS; ADA ACCESSIBILITY IMPROVEMENTS TO ENTRANCE; ALL WORK TO COMPLY WITH SAN FRANCISCO HISTORIC PRESERVATION CODES.

PROJECT INFORMATION:

BLOCK NO.: LOT 04

LOT 04

BUSINESS OWNER: ANGIE BARAJAS
3401 LAWTON STREET
SAN FRANCISCO, CA 94122
415-235-4816

ENGINEER: KEVIN O'CONNOR, INC.
2395 29TH AVE., #1
SAN FRANCISCO  CA 94116
415-282-2536

DRAFTER: SIMON MOYLAN
2385 29TH AVE., #1
SAN FRANCISCO, CA 94116
415-286-3422

ENERGY CALC.: NONE REQUIRED. NO CHANGE IN WINDOW AREA; WILL MEET ALL CURRENT BUILDING CODE REQUIREMENTS.

SHEET INDEX:
A1.1 (THIS SHEET)
A1.2 SITE PLAN
A1.3 FIRST FLOOR PLAN - EXISTING & PROPOSED
A1.4 DOOR SECTIONS AND ELEVATIONS - E/W
A2.1 NORTH EXTERIOR ELEVATIONS - 'E'&'P'
A2.2 WEST EXTERIOR ELEVATIONS - 'E'&'P'
A2.3 DOOR SECTIONS AND ELEVATIONS - N/S
A2.4 FIRST FLOOR PLAN - EXISTING & PROPOSED

AREAS - EXISTING & PROPOSED: No Change

LOCATION MAP:

DATE:
01 JUNE 2016

GENERAL NOTES:
1. ALL CONSTRUCTION WORK SHALL COMPLY WITH THE 2013 EDITIONS OF THE CALIFORNIA BUILDING CODE (CBC), CALIFORNIA PLUMBING CODE (CPC), CALIFORNIA MECHANICAL CODE (CMC), CALIFORNIA ELECTRICAL CODE (CEC), 2013 CALIFORNIA ENERGY EFFICIENCY STANDARDS (CCE) WITH ALL SAN FRANCISCO SUPPLEMENTS.
2. DESIGN AND PLACEMENT OF CONCRETE SHALL BE IN ACCORDANCE WITH THE AMERICAN CONCRETE INSTITUTE CODE ACI 318.
3. ALL CONDITIONS AND DIMENSIONS TO BE VERIFIED IN THE FIELD BY CONTRACTOR PRIOR TO COMMENCEMENT OF WORK.
4. CONTRACTOR SHALL PROVIDE ALL NECESSARY SHORING/PROTECTION DURING CONSTRUCTION.
5. CONCRETE Fc = 2500psi
6. REINFORCING STEEL TO BE ASTM 615, GRADE 60.
7. STRUCTURAL STEEL TO BE ASTM A572 Fy 50,000 psi & A36, Fy = 36,000 psi
8. LUMBER D.F. # 1 Fb = 1000psi, Fv = 95 psi
9. LUMBER 2.0E PARALLAM Fb = 2800 psi, Fv = 290 psi
10. CONSTRUCTION INSPECTION SHALL BE CARRIED OUT BY A REGISTERED ENGINEER AND A CITY BUILDING OFFICIAL.
11. ALL EXPOSED STEEL SHALL BE CORROSION PROTECTED WITH COAL TAR EPOXY
12. ALL LUMBER EXPOSED TO WEATHER SHALL BE PRESSURE-PRESERVATIVE TREATED.
13. ALL HARDWARE IN CONTACT WITH PRESSURE TREATED LUMBER SHALL BE HOT DIPPED ZINC COATED GALVANIZED OR STAINLESS STEEL.
14. ALL CUT P.T. LUMBER SHALL BE TREATED WITH COPPER GREEN OR EQUIVALENT.
PROPOSED TREE PLANTINGS:

TREES MAY NOT BE PLANTED WITHIN:

- Twenty-five feet of a traffic signal or stop sign.
- Three feet of a parking sign unless the DPT agrees to relocate the sign.
- Three feet of a sign on any meter.
- Five feet of any fire hydrant.
- Ten feet from a fire escape.
- Twelve to fifteen feet of existing trees if both are small mature-sized trees.

LOCATION OF WORK

AT FIRST FLOOR ONLY

DETACHED GARAGE

SAN FRANCISCO CALIFORNIA

NOTE: CHANGES MADE TO THIS PLAN ARE REFLECTED IN DRAWING NUMBER A1.2.

DRAWN BY
SIMON MOYLAN

01 JUNE 2016

CLIPPER STREET

CASTRO STREET

SUBJECT PROPERTY:

1601 CASTRO STREET
BLOCK# 6554, LOT# 024

383 CLIPPER STREET
BLOCK# 6554, LOT# 025

1609 CASTRO STREET
BLOCK# 6554, LOT# 021

1609 CASTRO STREET
BLOCK# 6554, LOT# 022

1609 CASTRO STREET
BLOCK# 6554, LOT# 023

39.00' 80.00'
CHANGE OF USE; NEW OFFICE SPACE
ANGIE BARAJAS

1. NORTH EXTERIOR ELEVATION - EXISTING

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

2. NORTH EXTERIOR ELEVATION - PROPOSED

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

DRAWN BY

SIMON MOYLAN

SAN FRANCISCO CALIFORNIA

01 JUNE 2016
1601 CASTRO ST.
SAN FRANCISCO CALIFORNIA

CHANGE OF USE; NEW OFFICE SPACE

ANGIE BARAJAS

1. WEST EXT. ELEV. - EXISTING

WEST EXTERIOR ELEVATION - EXISTING

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

1.0  1'  2'        4'                 8'

DRAWN BY
SIMON MOYLAN

2. WEST EXT. ELEV. - PROPOSED

WEST EXTERIOR ELEVATION - PROPOSED

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

SECOND FLOOR, T.O.F.F.
EL. 13'-9"
STAIR WELL                              EL. 3'-0"
THIRD FLOOR, T.O.F.F.
EL. 23'-4"
T.O. ROOF
EL. 35'-0"
SIDEWALK
EL. 0'-0"
CHANGE OF USE; NEW OFFICE SPACE

ANGIE BARAJAS

1. LONG SECTION - EXISTING

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

LONGITUDINAL SECTION - EXISTING

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

2. LONG SECTION - PROPOSED

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

LONGITUDINAL SECTION - PROPOSED

DRAWN BY

SIMON MOYLAN

1601 CASTRO ST.

SAN FRANCISCO CALIFORNIA

01 JUNE 2016

1601 CASTRO ST.

1. LONG SECTION - EXISTING

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

2. LONG SECTION - PROPOSED

SCALE: 1/4" = 1'-0"
SAN FRANCISCO CALIFORNIA

CHANGE OF USE; NEW OFFICE SPACE

1. DOOR ELEV & SECTION - EXISTING

2. DOOR ELEV & SECTION - PROPOSED

SCALE: 1/2" = 1'-0"

1. DOOR WAY ELEVATION AND SECTION - EXISTING

2. DOOR WAY ELEVATION AND SECTION - PROPOSED

SCALE: 1/2" = 1'-0"

ADA COMPLIANT ACCESS
PUSH BUTTON LOCATED @ 42-48" FROM GROUND ON GLAZING.

TEMPERED GLASS

ADA COMPLIANT ACCESS
HANDLE

ADA COMPLIANT LOW PROFILE THRESHOLD

'E' TRANSOM TO REMAIN

'E' SIDELIGHT

WOODEN DOOR

TEMPERED GLASS

ADA COMPLIANT ACCESS
HANDLE

ADA COMPLIANT LOW PROFILE THRESHOLD

6'-10"

1'-5.125"

8'-3.125"