



Eric Adams  
Mayor  
Ydanis Rodriguez  
Commissioner

# COMMUNITY BOARD FEEDBACK PACKAGE

**Please review this application and provide the required feedback.**

# DINING OUT NYC

# COMMUNITY BOARD RECOMMENDATION FORM

This form is to be used by community boards during the cafe review process. Any comments from the community board should be recorded on this form and submitted to NYC DOT. For information pertaining to specific cafe design requirements, visit the Dining Out NYC website for program legislation, rules, and Setup Guides.

<b>Business Name:</b>
<b>Cafe Location:</b>
<b>Application Number:</b>
<b>CB Feedback Deadline (on date or next business day):</b>
NYCDOT Internal Use Only

## Roadway Cafe Setup Comments:

Comments related to the cafe's **physical footprint and dimensions**:

Comments related to **pedestrian flow** (i.e., visibility, safety, potential crowding):

Comments related to potential conflicts with **existing curb use** (i.e., planters, bike racks, bus stops):

Overall recommendation for the cafe setup:

Suggested modifications related to the above referenced application:

Community Board Authorizing Name

Date

# RESTAURANT DETAILS

Food Service Establishment Permit(FSEP)

FSEP#: 50083132

Expiration Date: 08/31/2025

DOHMH Status: CURRENT

Business Legal Name: RECEPTION BAR INC

Assumed Name: Reception Bar

Business Address: 45 ORCHARD STREET, NEW YORK, NY 10002

Venue Type: Wine Bar

Last updated from DOHMH: 03/17/2025

## Restaurant Information

Entity Type: Corporation

Phone: (646) 490-4053

Email Address: matthew.borowiec@helbraunlevey.com

## DOS Information

DOS ID#: 5251396

Process Name: THE CORPORATION

DOS Address: 45 ORCHARD STREET, New York, New York 10002

## NYS Liquor Authority Information

NYSLA Serial No: 1310219

License Type: On-Premises

Name of License: RECEPTION BAR INC

Title of Representative: LLC Member

Name of Certificate Holder: KATIE RUE

## Business hours

Sun:

2:00 PM- 12:00 PM

Mon:

5:00 PM- 12:00 AM

Tues:

5:00 PM- 12:00 AM

Wed:

5:00 PM- 12:00 AM

Thurs:

5:00 PM- 2:00 AM

Fri:

5:00 PM- 2:00 AM

Sat:

2:00 PM- 2:00 AM






**SECTION 1: Site Plan**

- This Site Plan form is required to be uploaded in the "Roadway Site Plan" field of your online application.
- Refer to the [How to Apply](#) page in the Dining Out NYC website for more information about the application process.

**Identify Permitted Parking Location:**

- Identify the Parking Sign in front of or around the area where your roadway setup would be located.
- Roadway cafes can only be placed in:
  1. Parking spaces, which include: metered and non-metered spaces, commercial parking, alternate side parking, angled parking, and seasonally restricted parking.
  2. Loading areas, including loading only, truck loading, hotel loading, and no parking zones.
  3. Floating Parking Lane- a parking lane that is separated from the curb by a protected bicycle lane that is adjacent to the curb.

-  P1- Parking Space
-  P2- Loading Area
-  P3- Floating Parking Lane

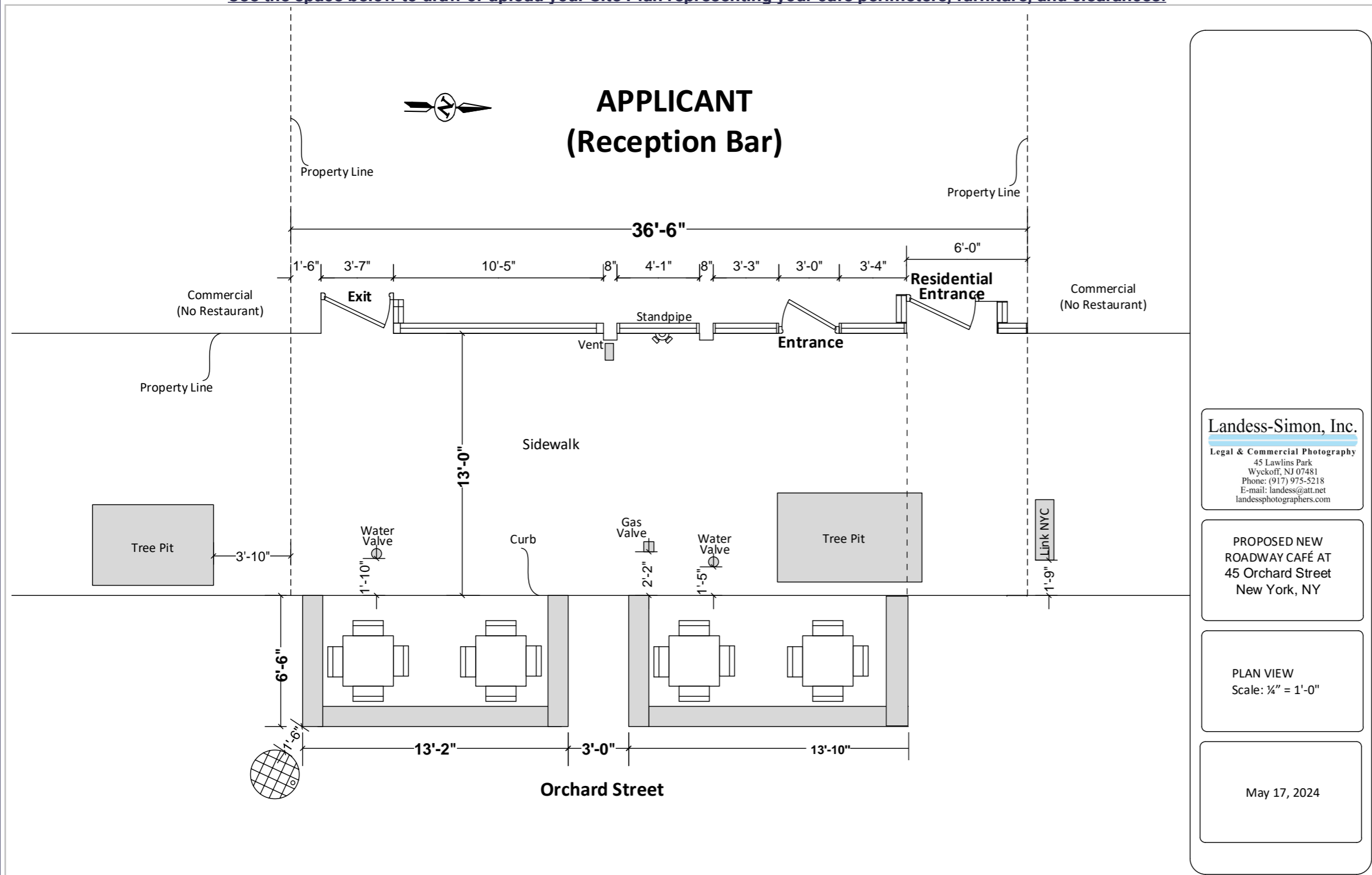
**Roadway Cafe Site Plan Form**

**Applicant Name:** Katie Rue

**Restaurant Name:** Reception Bar

**FSEP Number:** 50083132

Use the space below to draw or upload your Site Plan representing your cafe perimeters, furniture, and clearances.



**Landess-Simon, Inc.**  
 Legal & Commercial Photography  
 45 Lawlins Park  
 Wyckoff, NJ 07481  
 Phone: (917) 975-5218  
 E-mail: landess@att.net  
 landessphotographers.com

PROPOSED NEW  
 ROADWAY CAFÉ AT  
 45 Orchard Street  
 New York, NY

PLAN VIEW  
 Scale: 1/4" = 1'-0"

May 17, 2024

**Drawing Requirements**

**Food service establishment frontage shown by:**

- Line representing space occupied in building
- Labels
- Length

**Street names:**

- Labels on each street

**Sidewalk shown as:**

- Line representing street curb
- Width measured from building line to curb line

**Roadway shown as:**

- Lines indicating parking lane
- Width of parking lane

**Cafe perimeter shown as:**

- Lines indicating perimeter
- Length and width of all three sides

**Set-up furniture (tables, chairs, etc.) shown as:**



- Lines or symbols at approximate location within setup

**Elements or objects shown as:**

- Lines or symbols
- Labels
- Distance from cafe perimeter

**Utility coverings shown as:**

- Symbols representing the approximate shape of the covering within the setup

-  MANHOLE COVER
-  UTILITY COVERING

## SECTION 2: Required Clearances

- Please provide distances from the following objects.
- Only provide a distance if the listed object is within 15 feet of your proposed setup.
- Leave box blank if not applicable.
- Refer to the [Setup Guides](#) in the Dining Out NYC website for more information regarding clearances.

### Elements with minimum 15 feet clearance from roadway cafe:

- R01- Subway Stair: Open End \_\_\_\_\_ feet
- R02- Fire Hydrant \_\_\_\_\_ feet

### Elements with minimum 10 feet clearance from roadway cafe:

- R03- Subway Elevator Entrance \_\_\_\_\_ feet
- R04- FDNY Curb Cut \_\_\_\_\_ feet
- R05- MTA Curb Cut \_\_\_\_\_ feet

### Elements with minimum 5 feet clearance from roadway cafe:

- R06- Curb Cut \_\_\_\_\_ feet
- R07- Emergency Exit Hatch \_\_\_\_\_ feet
- R08- Subway Stair: Closed End \_\_\_\_\_ feet
- R09- Subway Elevator: Non-Entry \_\_\_\_\_ feet
- R10- Bus Stop Pole:  
Non- Approaching Side \_\_\_\_\_ feet
- R11- CitiBike/Bike Share Station \_\_\_\_\_ feet
- R12- Bike Corral \_\_\_\_\_ feet
- R13- Micromobility Station \_\_\_\_\_ feet
- R14- Drainage Infrastructure \_\_\_\_\_ feet

### Elements with minimum 3 feet clearance from roadway cafe:

- R15- Elevated Train Infrastructure \_\_\_\_\_ feet
- R16- Transformer Vault \_\_\_\_\_ feet

### Elements with minimum 1 foot and 6 inches clearance from roadway cafe:

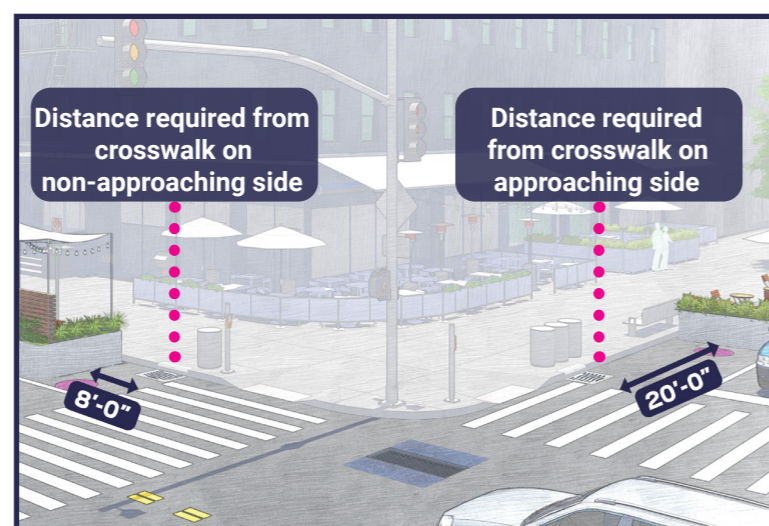
- R17- Vent Infrastructure \_\_\_\_\_ feet

### Elements with minimum 6 inches clearance from roadway cafe:

- R18- Thermoplastic Marking \_\_\_\_\_ feet

### Roadway cafe distance from crosswalks:

- R19- Adjacent to non-approaching side of crosswalk (min. 8 foot distance) \_\_\_\_\_ feet
- R20- Adjacent to approaching (stopping) side of crosswalk (min. 20 foot distance) \_\_\_\_\_ feet
- R21- No crosswalk present (maintain 20 feet from curb line of intersecting street) \_\_\_\_\_ feet



## SECTION 3: Material Requirements

- Please indicate which of the following materials will be part of your roadway cafe by checking the box next to the category. If applicable, please confirm the materials comply with the Dining Out NYC requirements.
- Refer to the [Setup Guides](#) in the Dining Out NYC website for more information regarding materials.

### Materials Checklist:

- Barriers** \*Required\*
- Maintained on all sides of the cafe except the side fronting the ground floor restaurant.
  - Not permanently affixed to the roadway.
  - 30-42 inches tall (excluding planting), and at least 4 inches in width.
  - Barriers are interconnected with each other.
  - Any cladding over the barriers is securely fastened or affixed.
  - Minimum 4 inches wide reflective strip on each barrier on the outward facing side.
  - Water-filled with a minimum of 150 pounds per linear foot of barrier length.
  - If your proposed barriers will utilize fill materials other than water please check this box. This may require additional information from the applicant and further review by the Dining Out NYC team, as well as supporting DOT units and City agencies.

### \*Optional- Only check the material categories you intend to use in your roadway cafe\*

- Flooring**
- Durable, lightweight, easily removable, mold-resistant, elevated from the ground level to allow for drainage, and removable to allow for cleaning.
  - Flush with the curb line (except if located on a slope, be flush to the greatest extent feasible), and compliant with applicable accessibility requirements.
  - Maintains a 6 inch covered channel between curb and base of flooring to allow for drainage.
- Furnishings**
- Lightweight and easily movable.
- Vertical Screenings**
- Located between the barrier and 6 feet above the cafe base or floor.
  - Located on the roadway facing side, does not extend the beyond the perimeter of the roadway cafe, and is not affixed to the outward facing side of barriers.
  - Easily removable, comprised of non-opaque, fire-grade, and wind resistant materials.
  - If within 50 feet of any regulatory or warning signs, does not exceed 46 inches in height.
- Overhead Coverings/ Umbrellas**
- Minimum of 7 feet and maximum of 10 feet from the base or floor of the roadway cafe.
  - Has a weighted base and any support structures are not affixed to the outward facing side of barriers, are of sufficient size and strength, made of durable materials, and free of defects.
  - Easily removable, comprised of fire-grade and wind resistant materials.
  - If within 50 feet of any regulatory or warning signs, does not exceed 46 inches in height.
- Lighting and Electrical Connections**
- Any lighting is outdoor rated, properly secured, and lightweight.
  - At least 14 feet above sidewalk, and 18 feet above roadway.
  - Not attached to any City property, including street trees.
  - Electrical work complies with the applicable requirements set forth in the DOT's rules and the New York City Electrical Code.

- Please check this box if you are submitting additional documents for review. Documents may include technical drawings prepared by a licensed professional.