



THE CITY OF NEW YORK
 MANHATTAN COMMUNITY BOARD 3
 59 East 4th Street - New York, NY 10003
 Phone (212) 533-5300
 www.cb3manhattan.org - mn03@cb.nyc.gov

Tareake Dorill, Board Chair

Susan Stetzer, District Manager

Community Board 3 Liquor License Stipulations for Administrative Approval

I, Chin Keung Mong, as a qualified representative of Proper Cafe Management LLC, located at 433 East 9th Street, New York, NY agree to the following stipulations:

- I will operate a full-service restaurant, specifically a (type of restaurant) _____
 Kitchen open and serving food every night during all hours of operation.
- My hours of operation will be:
 Mon 8a - 10p; Tue 8a - 10p; Wed 8a - 10p;
 Thu 8a - 10p; Fri 8a - 12a; Sat 9a - 12a; Sun 9a - 11p.

(I understand opening is no later than specified opening hour & all patrons are to be cleared from business at specified closing hour)

- I may apply for sidewalk and/or roadbed dining as allowed by the temporary Open Restaurants program but will close all outdoor dining by 10:00 p.m. all days and not have any music, speakers or tv monitors. I will not have commercial use of backyard, sideyard, or rooftop. Any approved outdoor space will close no later than 10:00 p.m.
- I will close any front or rear façade doors and windows at 10:00 p.m. every night or when amplified sound is playing, including but not limited to DJs, live music and live nonmusical performances. I will have a closed fixed façade with no open doors or windows except my entrance door will close by 10:00 p.m. or when amplified sound is playing, including but not limited to DJs, live music and live nonmusical performances.
- I will not have DJs, live music, promoted events, any event at which a cover fee is charged, scheduled performances, more than _____ private parties per _____.
- I will play ambient recorded background music only. _____ number of TVs.
- I will not apply for an alteration to the method of operation or for any physical alterations of any nature without first coming before CB 3.
- I will not seek a change in class to a full on-premises liquor license without first obtaining approval from CB 3.
- I will not apply for an upgrade to a full on-premises liquor license for at least one year after my operations begin.
- I will not participate in pub crawls or have party buses come to my establishment.
- I will not have unlimited drink specials, including boozy brunches, with food.
- I will not have a happy hour or drink specials with or without time limitations OR I will have happy hour and it will end by 7pm. - Please indicate one of the above -
- I will not have wait lines outside. I will have a staff person responsible for ensuring no loitering, noise or crowds outside.
- I will conspicuously post this stipulation form beside my liquor license inside of my business.
- Residents may contact the manager/owner at the number below. Any complaints will be addressed immediately. I will revisit the above-stated method of operation if necessary in order to minimize my establishment's impact on my neighbors.

Name: Chin Keung Mong Phone Number: 9177179747

16. I will: _____

I hereby certify that the information provided above is truthful and accurate based upon my personal belief.

Signed Chin Keung Mong Dated 7/10/2023

Sworn to this 10 day of July, 2023

[Signature]
 Notary Public





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Community Board 3 Liquor License Application Questionnaire for Administrative Approval

Today's Date: 7/10/2023

APPLICANT

1. Name of applicant and principle(s): Proper Cafe Management LLC
2. Premise address: 433 E 9th St, New York, NY 10019
3. Cross streets: 1st Ave and Ave A on 9th St
4. Trade name (DBA): Codetta
5. Check which you are applying to: New liquor license Alteration of an existing license Sale of assets
6. If alteration, describe nature of alteration: _____
7. Is location currently licensed? Yes No
8. Type of license: Tavern Beer and Wine
9. Previous or current use of the location: Fast-casual
10. Corporation and trade name of current location: Do not know
11. Type of building and number of floors: 4
12. Does premise have a valid Certificate of Occupancy and all appropriate permits, including for any back or side yard use? Yes No 12a. What is the permitted occupancy indoors and outdoors? Under 75
13. Do you plan to apply for Public Assembly permit? Yes No
14. What is the zoning designation (check zoning using map: <http://gis.nyc.gov/doitt/nycitymap/> - please give specific zoning designation, such as R8 or C2): R8B
15. How many licensed establishments are within 1 block? 11
16. How many On-Premise (OP) liquor licenses are within 500 feet? 18
17. Is premise within 200 feet of any school or place of worship? Yes No

PROPOSED METHOD OF OPERATION

18. Describe your method of operation: Coffee Shop in the morning, wine bar at night serving small bites
19. Will any other business besides food or alcohol service be conducted at premise? Yes No
20. If yes, please describe what type: N/A
21. What are the proposed days / hours of operation (specify days / hours each day and hours of outdoor space if applicable): Monday - Thursday 8a - 10p, Friday and Saturday 9a - 12a, Sunday 9a - 10p
22. Total number of table: 6 23. Total number of seats: 18
24. How many stand-up bars / bar seats are located on the premise? 1 bar, 6 bar seats
 (A stand-up bar is any bar or counter, whether with seating or not, over which a patron can order, pay for, and receive an alcoholic beverage.)

25. Describe all bars (length, shape, and location): Rectangle
26. Does premise have a full kitchen? Yes No
27. What are the hours kitchen will be open? Monday - Thursday 8a - 10p, Friday and Saturday 9a - 12a, Sunday 9a - 10p
28. What type of food is available for sale? AM: Panini, Sandwiches, Pastries. PM: Small bar fare, cheese plates, ceviches
29. Will a manager or principal always be on site? Yes No If yes, which? Principal
30. How many employees will there be? 3
31. Do you have or plan to install? French doors accordion doors windows
32. Will there be TVs / monitors? Yes No If Yes, how many? _____
33. Will premise have music? Yes No 33a. If Yes, what type of music? Live Music Jukebox
 DJ Tapes / CDs / iPod
34. If other type, please describe: _____
35. What will be the music volume? Background (quiet) Entertainment level
36. Please describe your sound system: 4 small speakers
37. Will you host any promoted events, scheduled performances or any event at which a cover fee is charged?
 Yes No
38. If Yes, what type of events or performances are proposed and how often? _____
39. How do you plan to manage vehicular traffic and crowds on the sidewalk caused by your establishment? _____
N/A, Small coffee shop/wine bar
40. Will there be security personnel? Yes No 40a. If Yes, how many and when? _____
41. How do you plan to manage noise inside and outside your business so neighbors will not be affected? _____
Only have small speakers, with background music. Renovations include some soundproofing.
42. Do you have sound proofing installed? Yes No
43. If not, do you plan to install sound-proofing? Yes No

APPLICANT HISTORY

44. Has this corporation or any principal been licensed previously? Yes No If yes, please indicate name of establishment(s): Mr. Chin Mong is a principal of MSC Hospitality LLC/Hard to Explain
45. Address: 224 E 10th St, New York, NY 10003 45a. Community Board 3
46. Dates of operation: 4/2022 - Current
47. Has any principal had work experience similar to the proposed business? Yes No If yes, explanation of experience or resume. Chin Mong is also a principal of Proper Hospitality LLC, and active manages the operations of that cafe, which also has a wine and beer license, at 41 West 58th Street
48. Does any principal have other business in the area? Yes No If yes, give trade name and describe type of business: MSC Hospitality LLC/Hard to Explain
49. Has any principal had SLA reports or action within the past 3 years? Yes No If yes, attach list of violations and dates of violations and outcomes.

COMMUNITY OUTREACH

Please see the Community Board website to find block associations or tenant associations in the immediate vicinity of your location for community outreach. Applicants are encouraged to reach out to community groups.