



City Clerk
clerk@westalliswi.gov

Public Hearing for Special Event Permit for Novak Manor 2025

The public hearing will take place on August 12, 2025 at 7:00 pm in the Common Council Chambers at City Hall, located at 7525 W. Greenfield Avenue, West Allis.

IF YOU ARE THE PROPERTY OWNER, PLEASE NOTIFY YOUR TENANTS OF THE PUBLIC HEARING.

The reason for the request is a special event permit application that includes a special exception to zoning requirements. Details of the request are as follows:

Event Name	Novak Manor 2025 9730 W. Montana Ave.
Event Location	The entire property except for inside the residence. All 4 sides of the home including the garage.
Event Date	Friday Sept. 26th, 6pm-10pm Saturday Sept 27th, 6pm-10pm Friday Oct. 3rd, 6pm-10pm Saturday Oct. 4th, 6pm-10pm Friday Oct. 10th, 6pm-10pm Saturday Oct. 11th, 6pm-10pm Friday Oct. 17th, 6pm-10pm Saturday Oct. 18th, 6pm-10pm Friday Oct. 24th, 6pm-10pm Saturday Oct. 25th, 6pm-10pm Friday Oct. 31st, 6pm-10pm
Event Start Date and End Times	Novak Manor is West Allis, WI own home haunted attraction raising money for local charities. This has become an annual tradition taking place in this city. Between the hours of 6pm and 10pm on Fridays and Saturdays, starting September 26, the residence at 9730 W. Montana invites the public onto the property for a complete Halloween experience. Complete with live actors, lights, animatronics, and decorations Novak Manor draws in thousands during the month to take part and enjoy in the Halloween/Fall Season. We ask for a minimum donation of \$1 per person as all proceeds go to local charities.
Description	
Does the event involve members of the public going onto residential property?	Yes
What is the maximum capacity of the people on the premises?	100
When and what is the expected peak attendance?	The 2nd to last weekend in October is typically our busiest (Oct. 24th & 25th)
Will there be alcohol available?	No
Describe the type of alcohol and who will be selling/providing it:	

Will there be live music/entertainment or amplified sound be used? No

Describe music/entertainment:

Does this event involve closing the street, sidewalk or impede any other public property? No

If you wish to voice your opinion regarding the request, you can do so either in person at the public hearing or send an email to clerk@westalliswi.gov by 4pm on the date of the hearing.

(You are not required to attend or submit any information.)

If you choose to attend the public hearing, please park in the parking lot behind and to the south of the building.

Enter the building through the glass doors and walk straight ahead to the Common Council chambers. (You will have to walk through several doors before you get to the chambers.)

Once there, have a seat and wait for the public hearing to be called.

After information regarding the request is shared, and any questions the Common Council members have are answered, the Mayor will then ask if there are any public comments.

If you wish to speak at that time, go to the podium, sign your name, and address on the list and turn on the microphone to speak.

Depending upon the circumstances of the hearing, you may only be allowed to speak for 5 minutes or less. Start your comments by stating your name and address.

Shortly after the public hearing and once the Common Council goes into recess, the request will be heard by the Public Safety Committee.

The committee may make a recommendation on whether the request should be approved. If the committee makes a recommendation, it will then be voted on when the Common Council meeting starts again.

If you have questions, please email clerk@westalliswi.gov.

