



City Clerk
clerk@westalliswi.gov

Public Hearing for Special Event Permit for Novak Manor

The public hearing will take place on May 7, 2024 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:

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| Event Name | Novak Manor |
| Event Location | 9730 W. Montana Ave. |
| Event Date | Friday September 27th from 6pm-10pm Saturday September 28th from 6pm-10pm Friday October 4th from 6pm-10pm Saturday October 5th from 6pm-10pm |
| Event Start Date and End Times | Friday October 11th from 6pm-10pm Saturday October 12th from 6pm-10pm Friday October 18th from 6pm-10pm Saturday October 19th from 6pm-10pm Friday October 25th from 6pm-10pm Saturday October 26th from 6pm-10pm. |
| Description | The event is a local attraction drawing in thousands of people throughout the month of October. The 7,000 square foot indoor/outdoor haunt is complete with live actors around every corner ready to terrify you. One third of the haunt is available for the community to view 24/7 from the end of September to the beginning of November. You may drive by for a quick look, or you may park and take a walk through the display. |
| 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 peak attendance is expected to be around 100 visitors and hour. A typical visit will last 5-30 minutes in total. |
| 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.

