

**Town of Winchester
Winnebago County, WI
Ordinance 2026-04
Citation Enforcement**

Section I – STATUTORY AUTHORITY

Pursuant to Sec. 66.0113, Wis. Stats., the Town Board hereby elects to use the citation method to enforce the provisions of its ordinances as set forth herein.

Section II - FORM OF CITATION

- a) The citation shall contain the following information:
 - 1) The name and address of the alleged violator;
 - 2) Date of birth of the alleged violator;
 - 3) The factual allegations describing the alleged violation;
 - 4) The time and place of the offense;
 - 5) The section of the ordinance violated;
 - 6) A designation of the offense in such manner as can readily be understood by a person making a reasonable effort to do so;
 - 7) The time at which the alleged violator may appear in court;
 - 8) A statement which in essence informs the alleged violator:
 - a. That a cash deposit based on the schedule established by this Chapter may be made which shall be delivered or mailed to the Clerk of Court prior to the time of the scheduled court appearance.
 - b. That if a deposit is made, no appearance in court is necessary unless the defendant is subsequently summoned.
 - c. That if a cash deposit is made and the alleged violator does not appear in court, he will be deemed to have entered a plea of no contest, and submitted to a forfeiture with applicable penalty assessment, or if the court does not accept the plea of no contest, a summons will be issued commanding him to appear in court to answer the complaint.
 - d. That if no cash deposit is made and the alleged violator does not appear in court at the time the court may issue a summons or warrant for the defendant's arrest or consider the non-appearance to be a plea of no contest and enter judgment, or an action may be commenced to collect the forfeiture.
 - 9) A direction that if the alleged violator elects to make a cash deposit, the statement which accompanies the citation shall be signed to indicate that the statement required under Subsection (7) above has been read. Such statement shall be sent or brought with the cash deposit;
 - 10) A statement that if the court finds that the violation involves an offense that prohibits conduct prohibited by state statute punishable by fine or imprisonment or both, and that the violation results in property damage or physical injury to a person other than the alleged violator, the court may summon the defendant into court to determine if restitution shall be ordered under Wis. Stats. Sec. 800.093; and
 - 11) Such other information as the Town deems necessary.

Section III - SCHEDULE OF DEPOSITS

The following schedule of cash deposits is established for use with citations under this Ordinance:

ORDINANCE	DEPOSITS AND COSTS: FIRST OFFENSE	DEPOSITS AND COSTS: SECOND OFFENSE	DEPOSITS AND COSTS: THIRD OFFENSE
Ordinance #15 Recycling Regulations	\$50.00*	\$200.00*	\$2,000.00*
Ordinance #16 Regulations and Licensing of Dogs	\$200.00*	\$300.00*	\$400.00*
Ordinance #17A Snowmobiles Trails and Regulations	\$200.00*	\$300.00*	\$400.00*
Ordinance #21 Business Licensing	\$200.00*	\$300.00*	\$400.00*
Ordinance #29 Uniform Address Numbers	\$200.00*	\$300.00*	\$400.00*
Ordinance #33 Class B Roads – Town Roadway Weight Limits	\$200.00*	\$300.00*	\$400.00*
Ordinance 2016-02 Prohibiting the Release of Sky Lanterns	\$200.00*	\$300.00*	\$400.00*
Ordinance 2021-01 Prohibiting Engine Braking	\$200.00*	\$300.00*	\$400.00*
Ordinance 2022-01 Regulating Vehicular Noise	\$200.00*	\$300.00*	\$400.00*
Ordinance 2022-02 Depositing of Certain Materials in Town Roadway or Right-of-Ways Prohibited	\$200.00*	\$300.00*	\$400.00*
Ordinance 2022-03 Violating Heavy Truck Routes	\$200.00*	\$300.00*	\$400.00*
2023-01 Building Code Violations	\$200.00*	\$300.00*	\$400.00*
2023-01 Plumbing Code Violations	\$200.00*	\$300.00*	\$400.00*
2023-01 Electrical Code Violations	\$200.00*	\$300.00*	\$400.00*
2024-04 Public Nuisances Prohibited	\$200.00*	\$300.00*	\$400.00*
Town of Winchester Chapter 17 Zoning Ordinance	\$200.00*	\$300.00*	\$400.00*
Town of Winchester Chapter 18 Land Division and Subdivision Ordinance	\$200.00*	\$300.00*	\$400.00*
Town of Winchester Chapter 19 Access Control / Driveway & Culvert Regulation	\$200.00*	\$300.00*	\$400.00*
2025-01 ATV/UTV Routes and Regulations	\$200.00*	\$300.00*	\$400.00*
2026-01 Short-Term Rentals Ordinance	\$200.00*	\$300.00*	\$400.00*
2026-02 Facility Use Rules and Regulations	\$200.00*	\$300.00*	\$400.00*
2026-03 Cemetery Ordinance	\$200.00*	\$300.00*	\$400.00*

*These forfeitures do not include court costs in amounts to be established by the court.

Section IV - ISSUANCE OF CITATION

Any law enforcement officer or the following officials may issue citations with respect to those specified Code provisions which are directly related to their official responsibilities.

ORDINANCE	ENFORCEMENT OFFICIAL
Ordinance #15 Recycling Regulations	Town Board Member, Clerk
Ordinance #16 Regulations and Licensing of Dogs	Town Board Member, Clerk, Treasurer, Town Dog Control Officer, WI Law Enforcement Officer
Ordinance #17A Snowmobiles Trails and Regulations	Town Board Member, Clerk, WI Law Enforcement Officer
Ordinance #21 Business Licensing	Town Board Member, Clerk
Ordinance #29 Uniform Address Numbers	Town Board Member, Clerk, Building Inspector
Ordinance #33 Class B Roads – Town Roadway Weight Limits	Town Board Member, Clerk, WI Law Enforcement Officer
Ordinance 2016-02 Prohibiting the Release of Sky Lanterns	Town Board Member, Clerk, WI Law Enforcement Officer
Ordinance 2021-01 Prohibiting Engine Braking	Town Board Member, Clerk, WI Law Enforcement Officer
Ordinance 2022-01 Regulating Vehicular Noise	Town Board Member, Clerk, WI Law Enforcement Officer
Ordinance 2022-02 Depositing of Certain Materials in Town Roadway or Right-of-Ways Prohibited	Town Board Member, Clerk, WI Law Enforcement Officer
Ordinance 2022-03 Violating Heavy Truck Routes	Town Board Member, Clerk, WI Law Enforcement Officer
2023-01 Building Code Violations	Town Board Member, Building Inspector
2023-01 Plumbing Code Violations	Town Board Member, Building Inspector, Plumbing Inspector
2023-01 Electrical Code Violations	Town Board Member, Building Inspector, Electrical Inspector
2024-04 Public Nuisances Prohibited	Town Board Member, Clerk, Zoning Administrator, WI Law Enforcement Officer
Town of Winchester Chapter 17 Zoning Ordinance	Town Board Member, Zoning Administrator
Town of Winchester Chapter 18 Land Division and Subdivision Ordinance	Town Board Member, Zoning Administrator
Town of Winchester Chapter 19 Access Control / Driveway & Culvert Regulation	Town Board Member, Zoning Administrator
2025-01 ATV/UTV Routes and Regulations	Town Board Member, Clerk, WI Law Enforcement Officer
2026-01 Short-Term Rental Ordinance	Town Board Member, Clerk, Building Inspector, WI Law Enforcement Officer
2026-02 Facility Use Rules and Regulations	Town Board Member, Clerk, WI Law Enforcement Officer
2026-03 Cemetery Ordinance	Town Board Member, Clerk, Town Sexton

Section V – PROCEDURE

Wis. Stats. Sec. 66.0113(3) relating to violator's options and procedures on default is hereby adopted and incorporated by reference.

Section VI – NONEXCLUSIVITY

- a) Other Provisions. This Chapter does not preclude the Town Board from providing for enforcement of any other law or ordinance relating to the same or some other matter. All prior Town of Winchester citation ordinances are hereby repealed.
- b) Other Remedies. The issuance of a citation hereunder shall not preclude the Town Board or any authorized office from proceedings under any other part of this Code.

Passed this 3rd day of August, 2026.


Matthew J. Olson, Town Chairman


Attest: Holly Stevens, Town Clerk