

1 General Provisions for Use of Code of Ordinances

- Chapter 1 Use and Construction of Code of Ordinances**
Chapter 2 Enforcement of Ordinances; Issuance of Citations

1.1 Use and Construction of Code of Ordinances

- 1.1.1** TITLE OF CODE; CITATION
1.1.2 PRINCIPLES OF CONSTRUCTION
1.1.3 CONFLICT OF PROVISIONS
1.1.4 SEPARABILITY OF PROVISIONS
1.1.5 EFFECTIVE DATE OF ORDINANCES
1.1.6 REPEAL OF GENERAL ORDINANCES
1.1.7 GENERAL PENALTY
1.1.8 CITY CLERK TO MAINTAIN COPIES OF DOCUMENTS
 INCORPORATED BY REFERENCE

1.1.1 TITLE OF CODE; CITATION.

These collected Ordinances shall be known and referred to as the "Code of Ordinances, City of Glendale, Wisconsin." References to the Code of Ordinances, City of Glendale, Wisconsin, shall be cited as follows: "Section 2.1.1, Code of Ordinances, City of Glendale, Wisconsin."

1.1.2 PRINCIPLES OF CONSTRUCTION.

The following rules or meanings shall be applied in the construction and interpretation of ordinances codified in this Code of Ordinances unless such application would be clearly inconsistent with the plain meaning or intent of the ordinances:

- (a) **Acts by Agents.** When an ordinance requires an act be done by a person which may be legally performed by an authorized agent of that principal person, or when an ordinance prohibits an act, or renders a particular activity or omission wrongful under this code, any violations of the ordinance shall be prosecutable as to the agent, the principal, or both. Prosecution of a principal for acts or omissions of the agent shall require that the agent be acting within the scope of the principal's authority.
- (b) **City.** "City" shall mean the City of Glendale, Milwaukee County, Wisconsin.
- (c) **Code and Code of Ordinances.** The words "Codes," "Municipal Code" and "Code of Ordinances" when used in any section of this Code shall refer to this Code of Ordinances of the City of Glendale unless the context of the section clearly indicates otherwise.
- (d) **Computation of Time.** In computing any period of time prescribed or allowed by these Ordinances, the day of the act or event from which the period of time

begins to run shall not be included, but the last day of the period shall be included, unless it is a Saturday, a Sunday or a legal holiday. If the period of time prescribed or allowed is less than seven (7) days, Saturdays, Sundays and legal holidays shall be excluded in the computation. As used in this Section, "legal holiday" means any statewide legal holiday specified by state law and any other City holiday designated by the Common Council.

- (e) **Fine.** The term "fine" shall be the equivalent of the word "forfeiture," and vice versa.
- (f) **Gender.** Every word in these Ordinances referring to the masculine gender shall also be construed to apply to females, and vice versa.
- (g) **General Rule.** All words and phrases shall be construed according to their plain meaning in common usage. However, words or phrases with a technical or special meaning shall be understood and construed according to that technical or special meaning if such is the intent of the Ordinances.
- (h) **Joint Authority.** All words purporting to give a joint authority to three (3) or more City officers or employees shall be construed as giving such authority to a majority of such officers or other persons.
- (i) **Person.** The word "person" shall mean any of the following entities: natural persons, corporations, partnerships, associations, bodies politic or any other entity of any kind which is capable of being sued.
- (j) **Repeal.** When any ordinance having the effect of repealing a prior ordinance is itself repealed, such repeal shall not be construed to revive the prior ordinance or any part thereof, unless expressly so provided.
- (k) **Singular and Plural.** Every word in these Ordinances referring to the singular number only shall also be construed to apply to several persons or things, and every word in these Ordinances referred to a plural number shall also be construed to apply to one (1) person or thing.
- (l) **Tense.** The use of any verb in the present tense shall not preclude the interpretation of the verb in the future tense where appropriate.
- (m) **Wisconsin Statutes.** The term "Wisconsin Statutes" and its abbreviation as "Wis. Stats." shall mean, in these Ordinances, the Wisconsin Statutes for the year 1985-86, as amended.
- (n) **Wisconsin Administrative Code.** The term "Wisconsin Administrative Code" and its abbreviation as "Wis. Adm. Code" shall mean the Wisconsin Administrative Code as of the adoption of this Code, as amended or renumbered from time to time.

State Law Reference: Legal holidays, Sec. 256.17, Wis. Stats.

1.1.3 CONFLICT OF PROVISIONS.

- (a) If the provisions of different chapters conflict with each other, the provisions of each individual chapter shall control all issues arising out of the events and persons intended to be governed by that chapter.

- (b) If the provisions of different sections of the same chapter conflict with each other, the provision which is more specific in its application to the events or persons raising the conflict shall control over the more general provision.

1.1.4 SEPARABILITY OF PROVISIONS.

If any provision of this Code of Ordinances is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision shall not affect the validity of any other provisions of these Ordinances.

1.1.5 EFFECTIVE DATE OF ORDINANCES.

- (a) **Code.** The Code of Ordinances, City of Glendale, Wisconsin, shall take effect from and after passage and publication as provided by state law.
- (b) **Subsequent Ordinances.** All Ordinances passed by the Common Council subsequent to the adoption of the Code of Ordinances, except when otherwise specifically provided, shall take effect from and after their publication.

State Law Reference: Municipal Code, Sec. 66.035, Wis. Stats.

1.1.6 REPEAL OF GENERAL ORDINANCES.

- (a) **Ordinances Repealed.** All general Ordinances heretofore adopted by the Common Council are hereby repealed. This shall not include any Ordinances or parts of Ordinances or resolutions relating to the following subjects and not conflicting with the provisions of this Code, except that some of the following provisions may be amended by this Code of Ordinances:
- (1) Any offense or act committed or done or any penalty or forfeiture incurred or any contract or right established or accruing before the effective date of this ordinance;
 - (2) Any ordinance or resolution promising or guaranteeing the payment of money for the City, or any contract or obligations assumed by the City;
 - (3) The administrative Ordinances or resolutions of the City not in conflict or inconsistent with the provisions of the Code;
 - (4) Any appropriation ordinance or resolution;
 - (5) Any right or franchise granted by the Common Council to any person, firm or corporation;
 - (6) Any ordinance or resolution dedicating, naming, establishing, locating, relocating, opening, closing, paving, widening, vacating, etc., any street or public way in the City;
 - (7) Any ordinance or resolution establishing or prescribing the street grades of any streets in the City;
 - (8) Any ordinance or resolution providing for local improvements or assessing taxes or special assessments therefor;

- (9) Any ordinance or resolution dedicating or accepting any plat or subdivision in the City;
 - (10) Any ordinance annexing property to the City;
 - (11) Any ordinance or resolution regulating the erection, alteration, repair, maintenance, demolition, moving or removal of buildings or other structures;
 - (12) Zoning ordinances; dwelling building code; and other building code ordinances.
 - (13) Charter ordinances.
 - (14) The issuance of corporate bonds and notes of the City of whatever name or description.
 - (15) Water and sewer rates, rules and regulations and sewer and water main construction.
- (b) **Effect of Repeals.** The repeal or amendment of any provision of this Code or of any other ordinance or resolution of the Common Council shall not:
- (1) Affect any rights, privileges, obligations or liabilities which were acquired or incurred or which had accrued under the repealed or amended provision, unless the City has expressly reserved the right to revoke such right, privilege, obligation or liability.
 - (2) Affect any offense, penalty or forfeiture, or prosecution for any offense, or levy of any penalty or forfeiture which has arisen prior to the repeal or amendment of the relevant provision of any ordinance or resolution. The preceding sentence shall not preclude the application of a lesser penalty or forfeiture if the new amending or repealing provision contains such a lesser penalty or forfeiture. The procedure for prosecution of any violations of Ordinances repealed or amended shall be conducted according to the procedure set forth in the new amending or repealing provision or other procedure currently in effect.

1.1.7 GENERAL PENALTY.

- (a) **General Penalty.** Except where a penalty is provided elsewhere in this Code, any person over the age of seventeen (17) years and older who shall violate any of the provisions of this Code shall, upon conviction of such violation, be subject to a penalty, which shall be as follows:
- (1) **First Offense – Penalty.** Any person the age of seventeen (17) years and older who shall violate any provision of this Code shall, upon conviction thereof, forfeit not less than Twenty-five Dollars (\$25.00) nor more than One Thousand Five Hundred Dollars (\$1,500.00), together with all costs, surcharges, penalty assessments, and any other taxable item of cost as provided for by the laws of the State of Wisconsin as applicable to forfeiture actions that are in effect at the time of the offense, and any other taxable costs as imposed by any other provision of this Code, and in default of payment of the same, shall be imprisoned in the House of Correction for one (1) day for each One Hundred Dollars (\$100.00) owed,

or fraction thereof, but not to exceed ninety (90) days. Any imprisonment imposed in lieu of payment shall comply with any then-applicable state law requiring a lesser alternate period of imprisonment.

- (2) **Second and Subsequent Offenses – Penalty.** Any person the age of seventeen (17) years and older who is found guilty of violating any ordinance or part of an ordinance of this Code who has previously been convicted of a violation of the same ordinance or part of an ordinance within three (3) years from the date of the last offense to the date of the current offense shall, upon conviction thereof, forfeit not less than Fifty Dollars (\$50.00) nor more than Two Thousand Five Hundred Dollars (\$2,500.00) for each such offense, together with all costs, surcharges, penalty assessments, and any other taxable item of cost as provided for by the laws of the State of Wisconsin as applicable to forfeiture actions that are in effect at the time of the offense, and any other taxable costs as imposed by any other provision of this Code and, in default of payment of the same, shall be imprisoned in the House of Correction for one (1) day for each One Hundred Dollars (\$100.00) owed, or fraction thereof, but not to exceed ninety (90) days. Any imprisonment imposed in lieu of payment shall comply with any then-applicable state law requiring a lesser alternate period of imprisonment.
- (b) **Continued Violations.** Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this Code shall preclude the City from maintaining any appropriate action to prevent or remove a violation of any provision of this Code.
- (c) **Other Remedies.**
- (1) The City shall have any and all other remedies afforded by the Wisconsin Statutes in addition to the forfeitures and costs of prosecution above.
 - (2) Execution or assessment against defendant's property. Whenever any person fails to pay a forfeiture and costs of prosecution upon the order of any court for violation of any ordinance of the City, the court may, in lieu of ordering imprisonment of the defendant, or after the defendant has been released from custody, issue an execution against the property of the defendant for said forfeiture and costs. In the alternative, upon authorization of the court imposing any such forfeiture and costs, such sum as remains unpaid shall be assessed against any real property owned by the defendant within the City and shall be added to the City's portion of the property tax liability.
 - (3) In addition to any forfeiture imposed under this Section or any other penalty section of the Code of Ordinances of the City of Glendale, the City may institute an action or proceeding to enjoin any violation; and such violation or any nonpayment of any forfeiture and costs shall constitute the basis for revocation or denial of any and all licenses and permits wherein the City is the issuing authority.
 - (4) Upon stipulation of the parties, and subject to the approval of the court upon a finding that such stipulation is in the public interest and serves the interests of justice, the court may impose terms not to exceed Two

Hundred Fifty Dollars (\$250.00) against a defendant upon dismissal of the action. The Clerk of Municipal Court shall, within seven (7) days of receipt thereof, transfer such sum to the City Treasurer for deposit in the General Fund.

- (d) **Time to Pay.** Any forfeiture and costs imposed as a penalty pursuant to this Section or any penalty provisions of this Code shall be payable forthwith if so ordered by the court; however, the court may, in its discretion, allow reasonable time for payment, or reasonable payment plans, considering the defendant's ability to pay, and the court shall allow any time for payment or payment plan as provided for by any state law applicable at the time of imposition of the forfeiture.
- (e) **Disposition of Children Twelve (12) Through Sixteen (16) Years of Age Adjudged to Have Violated an Ordinance.**
- (1) If the court finds that a child twelve (12) through sixteen (16) years of age violated an ordinance adopted by this Code, other than an ordinance enacted under Sec. 118.163, Wis. Stats., or Subsections 11-4-4(a) or (b), 11-4-6(b) or 11-4-7 of this Code of Ordinances, it shall enter an order making any one (1) or more of the dispositional orders permitted under Sec. 938.343(1), (2), (4), (5), (6), (7) or (8), Wis. Stats.
 - (2) Upon stipulation of the parties and subject to the approval of the court upon a finding that such stipulation is in the public interest and serves the interests of justice, the court may impose terms not to exceed One Hundred Dollars (\$100.00) against the defendant upon dismissal of the action. The Clerk of Municipal Court shall, within seven (7) days of receipt thereof, transfer such sum to the City Treasury for deposit in the General Fund.
- (f) **Delinquent and late fees and charges.** Except as otherwise provided by State Statute or other provisions of this Code, any fee, service charge, or cost for any license, service, or as to any financial obligation, due and owing the City of Glendale, or payable through the City of Glendale as a collecting agency, and which is due on a date certain, shall bear interest at the rate of 1.5% per month for each month or portion thereof that it is late or delinquent. The City reserves the right to collect such delinquency penalty through any legal means attendant with the nature of the obligation.
- (g) **Fee schedules for operations or activities commenced without permit.** In lieu of any other penalty provided by the Glendale Code, the fee for any permit issued to any person or legally cognizable entity which has commenced or engaged in any activity requiring a permit, or who has assisted or participated or caused to occur any activity requiring a permit, without having first obtained such permit, shall be two times the scheduled fee for such permit as provided for by this Code.

State Law Reference: Sec. 48.17, Wis. Stats.

**1.1.8 CITY CLERK TO MAINTAIN COPIES OF DOCUMENTS
INCORPORATED BY REFERENCE.**

Whenever any standard code, rule, regulation, statute or other written or printed matter is adopted by reference, it shall be deemed incorporated in this Code as if fully set forth herein and the City Clerk shall maintain in his office a copy of any such material as adopted and as amended from time to time. Materials on file at the City Clerk's office shall be considered public records open to reasonable examination by any person during the office hours of the City Clerk subject to such restrictions on examination as the City Clerk imposes for the preservation of the material.

1.2 Enforcement of Ordinances; Issuance of Citations

1.2.1	METHOD OF ENFORCEMENT
1.2.2	INFORMATION CONTAINED IN CITATION
1.2.3	FORM OF CITATION
1.2.4	SCHEDULE OF DEPOSITS
1.2.5	ISSUANCE OF CITATION
1.2.6	PROCEDURE
1.2.7	NON-EXCLUSIVITY

1.2.1 METHOD OF ENFORCEMENT.

- (a) **Authority.** Pursuant to the authority of Sec. 66.119, Wis. Stats., as amended, the City of Glendale hereby elects to adopt and authorize the use of a citation to be issued for violations of ordinances, including ordinances for which a statutory counterpart exists. The City of Glendale hereby elects to use the citation method of enforcement of ordinances. The City of Glendale is authorized to use and shall employ citation forms, such citations to conform to governing state statutes for traffic and municipal ordinance regulation, to charge violations of ordinances, including, but not limited to, ordinances for which statutory counterparts exist, as well as all municipal violations subject to prosecution in the municipal court, and all adopted state traffic code violations, municipal building, housing, zoning or regulatory ordinances and all other violations providing for penalty by forfeiture. It is the intent of this Section that no complaint forms be required unless required to be attached to a summons when effecting service of process alternate to personal service or as otherwise specifically required by state law.
- (b) **Citation.** The form of the citation is hereby prescribed as found in Sec. 66.119(1)(b), Wis. Stats., as amended, which is incorporated herein by reference.
- (c) **Schedule of Cash Deposits.** A schedule of cash deposits is established by Section 1-2-4, as amended, which is incorporated herein by reference.

1.2.2. INFORMATION CONTAINED IN CITATION.

The citation shall contain the following:

- (a) The name and address of the alleged violator.
- (b) Factual allegations describing the alleged violation.
- (c) The time and place of the offense.
- (d) The section of the ordinance violated.
- (e) A designation of the offense in such manner as can readily be understood by a person making a reasonable effort to do so.
- (f) The time at which the alleged violator may appear in court.

- (g) A statement which in essence informs the alleged violator:
- (1) 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 Municipal Court or Chief of Police prior to the time of the scheduled court appearance.
 - (2) That if a deposit is made, no appearance in court is necessary unless he is subsequently summoned.
 - (3) 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, 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.
 - (4) That if no cash deposit is made and the alleged violator does not appear in court at the time specified, an action may be commenced to collect the forfeiture.
- (h) 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 (a) above has been read. Such statement shall be sent or brought with the cash deposit.
- (i) Such other information as the City deems necessary.

1.2.3 FORM OF CITATION.

The form of the citation to be used by the City is on file in the City Clerk's office and is adopted by reference as though fully set forth herein.

1.2.4 SCHEDULE OF DEPOSITS.

- (a) The schedule of cash deposits shall be established for use with citations issued under this Chapter by the Common Council according to the penalty provisions of this Code. The State of Wisconsin Revised Uniform State Traffic Deposit Schedule, and Alcohol Beverages, Harassment and Safety Violations Deposit Schedule, and Uniform Misdemeanor Bail Schedule, and Trespass to Land Deposit Schedule, including future amendments, revisions or modifications, is adopted for all violations of state statutes adopted by this Code, and statutory counterpart ordinances adopted by this Code.
- (b) Deposits shall be made in cash, money order, personal check or certified check to the Clerk of Municipal Court who shall provide a receipt therefor.

1.2.5 ISSUANCE OF CITATION.

- (a) **Law Enforcement Officer.** Any law enforcement officer may issue citations authorized under this Chapter.

- (b) **City Officials.** The following City officials may issue citations with respect to those specified ordinances which are directly related to their official responsibilities:
- (1) Any police officer;
 - (2) Building Inspector;
 - (3) Fire Inspector;
 - (4) School Crossing Guards;
 - (5) Plumbing Inspector/Sanitary Health Inspector;
 - (6) Electrical Inspector/Property Maintenance Inspector;
 - (7) Zoning Administrator.

1.2.6 PROCEDURE.

Section 66.119(3), Wis. Stats., relating to violator's options and procedure on default, is hereby adopted and incorporated herein by reference.

1.2.7 NON-EXCLUSIVITY.

- (a) **Other Ordinance.** Adoption of this Chapter does not preclude the Common Council from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or other matter.
- (b) **Other Remedies.** The issuance of a citation hereunder shall not preclude the City or any authorized officer from proceeding under any other ordinance or law or by any other enforcement method to enforce any ordinance, regulation or order.