



Mayor • Bob J Stevenson  
City Manager • Alex R. Jensen  
Asst. City Manager • James S. Mason

• Council Members •

Joyce F. Brown  
Tom Day  
Jory Francis  
Scott Freitag  
Joy Petro

May 1, 2015

To Municipal Candidates for City Council:

For your information, I have enclosed the following items that may be helpful to you:

1. A list of important dates and candidate information;
2. A 'Declaration of Candidacy' form; Pledge of Fair Campaign Practices; Certificate of Right to Hold Elective Office; and Campaign Disclosure Acknowledgement  
A \$25.00 'Candidacy Filing Fee' is required at time of filing;
3. Campaign Financial Disclosure Ordinance – City Code Chapter 2.56 and Utah Code 10-3-208;
4. Two 'Campaign Financial Disclosure' forms;  
Layton City Code and Utah State Code require each candidate to complete and sign a 'Campaign Financial Disclosure' form listing all contributions, contributor's names (for contributions of \$50 or more) and expenses of your campaign. Expenses include all monetary and non-monetary in-kind items. The forms must be filed on or before the following dates:  
September 10th – unsuccessful Primary Election candidates (first and final submittal)  
October 27th – successful Primary Election candidates (first submittal); this submittal should contain all expenditures and contributions through October 23rd  
December 3rd – General Election candidates (second and final submittal)

**NOTICE: If you fail to file the October 27th disclosure form, your name will be removed from the general election ballot as required by State law.**

5. A letter from the Community Development Director regarding campaign signs, a copy of Layton City's campaign sign ordinance and maps relative to sign placement;
6. A list of consolidated voting districts and polling places;
7. A map of Layton City voting districts; and
8. Information regarding the Statewide Electronic Voter Information Website.

Candidates that wish to provide their biographical information, contact information and a 200-word qualifying statement for the State website must submit it to the State by June 29th at 5:00 p.m. for the Primary Election and September 4th at 5:00 p.m. for the General Election. Information about the State website is included in this packet. Candidate information will also be posted on the Layton City website, and a link can be made available to your personal website if you so desire. I would prefer that the information be provided to me electronically as a Word document.

We are here to help if you have questions about the election process. If you need financial reports, budget documents, or other information relative to the City or the election, please don't hesitate to contact me.

Respectfully,

Thieda Wellman  
City Recorder  
[twellman@laytoncity.org](mailto:twellman@laytoncity.org)



# 2015 Municipal Election

Seats available: Three (3) Council seats  
Filing dates: **June 1 through June 8** (excluding weekends)

Qualifications 1) Be a registered voter of Layton City; and  
2) Be a resident of Layton City for at least 12 consecutive months prior to November 3rd.

Election Dates: **Primary – August 11**, 7 a.m. to 8 p.m.  
\*Early voting: July 28 through August 7  
**General – November 3**, 7 a.m. to 8 p.m.  
\*Early voting: October 20 through October 30

\*Early voting will be conducted at the Layton City Center, 437 N. Wasatch Drive. See the City's website [www.laytoncity.org](http://www.laytoncity.org) for specific times.

Voter Registration: (voter must be a Layton City resident 30 days prior to election)

1. By Mail (forms are available at <http://elections.utah.gov/>)  
**Primary** – Postmarked by **July 13** to be eligible to vote during early voting  
**General** – Postmarked by **October 5** to be eligible to vote during early voting
2. In Person at the County Clerk's Office  
**Primary:**  
On or before **July 27** to be eligible to vote during Early Voting  
On or before **August 3** to be eligible to vote on Election Day at the regular voting location  
**General:**  
On or before **October 19** to be eligible to vote during Early Voting  
On or before **October 26** to be eligible to vote on Election Day at the regular voting location

Absentee Voting:

Applications for Absentee Voting must be received by:

**Primary** – On or before **August 6**  
**General** – On or before **October 29**

Write in candidates are only allowed if they file a 'Declaration of Candidacy' with the City Recorder on or before **September 4th**. Write in candidates are not allowed in the primary election.

# DECLARATION OF CANDIDACY

(Non-Partisan)

STATE OF UTAH. }  
COUNTY OF DAVIS } ss.

I, \_\_\_\_\_, being first sworn, say that I reside at  
(Print name as it is to appear on the ballot)

\_\_\_\_\_ Street, City of Layton, County of Davis, State of  
Utah, Zip Code \_\_\_\_\_, Telephone number \_\_\_\_\_;

that I am a registered voter; and that I am a candidate for the office of \_\_\_\_\_  
for the term of \_\_\_\_\_ years. I will meet the legal qualifications required of  
candidates for this office. I will file all campaign financial disclosure reports as required by law  
and I understand that failure to do so will result in my disqualification as a candidate for this  
office and removal of my name from the ballot.

I request that my name be printed upon the applicable official ballots.

(Signed) \_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

(Signed) \_\_\_\_\_

(Recorder/Clerk or other Officer Qualified to Administer Oath)

Note: The qualifications to be a candidate are:

1. Be a United States citizen at time of filing.
2. Be a registered voter of the municipality.
3. Be a resident of the municipality or a resident of the recently annexed area for 12 consecutive months immediately preceding the date of the election.
4. In accordance with Utah Constitution Article IV, Section 6, any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to hold elective office is restored under Section 20A-2-101.3 or 20A-2-101.5 of the Utah Code.

The following information would be helpful in contacting you if the need arises:

E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_

Other Contact Information \_\_\_\_\_

**LAYTON CITY CORPORATION  
PLEDGE OF FAIR CAMPAIGN PRACTICES**

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

**THEREFORE:**

**I SHALL** conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

**I SHALL NOT** use nor shall I permit the use of scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

**I SHALL NOT** use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

**I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

**I SHALL** immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

**I SHALL** defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LAYTON CITY CORPORATION**  
**Utah Code 20A-9-203 (1)(c)**  
**Right to Hold Elective Office**

Utah Code Section 20A-9-203 (1)(c) states in part, "...any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to hold elective office is restored under Section 20A-2-101.3 or 20A-2-101.5."

I, \_\_\_\_\_, certify that I am not prohibited from holding elective office and that I qualify for candidacy for municipal office with regard to Utah Code Section 20A-9-203.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

**LAYTON CITY CORPORATION  
CAMPAIGN DISCLOSURE ACKNOWLEDGEMENT**

I, \_\_\_\_\_, understand and agree that if I qualify for the general election and fail to file the required Campaign Financial Report on or before October 27, 2015, I will be disqualified from the election and my name will be removed from the ballot.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

# Layton Municipal Code

## 2.56.010. Campaign financial disclosure in City elections

(1) Each candidate for elective office in the City shall file a signed campaign financial statement with the City Recorder at least once seven (7) days before the general election and at least once within thirty (30) days after the general election. The report shall include the itemized and total campaign contributions and expenditures for the candidate's campaign.

(a) The statement filed seven (7) days before the general election shall include the following information, as of ten (10) days before the date of the general election:

(i) a list of each contribution of more than Fifty Dollars (\$50.00) received by the candidate, and the name of the donor;

(ii) an aggregate total of all contributions of Fifty Dollars (\$50.00) or less received by the candidate; and

(iii) a list of each expenditure for political purposes made during the campaign, and the recipient of each expenditure.

(b) The statement filed within thirty (30) days after the general election shall include:

(i) a list of each contribution of more than Fifty Dollars (\$50.00) received after the cut-off date for the statement filed seven (7) days before the general election, and the name of the donor;

(ii) an aggregate total of all contributions of Fifty Dollars (\$50.00) or less received by the candidate after the cut-off date for the statement filed seven (7) days before the general election; and

(iii) a list of all expenditures for political purposes made by the candidate after the cut-off date for the statement filed seven (7) days before the general election, and the recipient of each expenditure.

(c) For the purpose of this Chapter, the term "contribution" shall mean all monies, in-kind contributions, and contributions of tangible things given to the candidate or to the organization representing the candidate, for the purpose of enhancing the candidate's campaign.

(d) For the purpose of this Chapter, the term "expenditure" shall mean the monetary, in-kind payment, or payment of tangible things to any person or entity, by the candidate or the candidate's representative, for the purpose of enhancing the candidate's campaign.

(2) Candidates for elective office who are eliminated at a primary election, shall file a signed campaign financial statement containing the information required above, no later than thirty (30) days after the primary election.

(3) Any person who fails to comply with this Section is guilty of an infraction.

(4) Any person who fails to file an interim report seven (7) days before the general election, the City Recorder shall, after making a reasonable attempt to discover if the report was timely mailed:

(a) shall, if practicable, remove the name of the candidate by blacking out the candidate's name before the ballots are delivered to voters; or

(b) shall, if removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and

(c) may not count any votes for that candidate.

(5) Notwithstanding Subsection (4), a candidate is not disqualified if:

(a) the candidate files the reports required by this Section;

(b) those reports are completed, detailing accurately and completely the information required by this Section, except for inadvertent omissions, insignificant errors, or inaccuracies; and

(c) those omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.

(6) A report is considered filed if:

(a) it is received in the Recorder's office no later than 5:00 p.m. on the date that it is due;

(b) it is received in the Recorder's office with a postmark three (3) days or more before the date that the report was due; or

(c) the candidate has proof that the report was mailed, with appropriate postage and addressing, three (3) days before the report was due.

Ord. No.97-35, Recodified, 6/19/1997

Ord. No. 04-14, Amended, 2/19/2004

Ord. No. 97-39, Amended, 7/17/1977

Ord. No. 97-39, Amended, 7/17/1997



**Effective 5/12/2015**

**10-3-208 Campaign finance disclosure in municipal election.**

(1) Unless a municipality adopts by ordinance more stringent definitions, the following are defined terms for purposes of this section:

(a) "Agent of a candidate" means:

- (i) a person acting on behalf of a candidate at the direction of the reporting entity;
- (ii) a person employed by a candidate in the candidate's capacity as a candidate;
- (iii) the personal campaign committee of a candidate;
- (iv) a member of the personal campaign committee of a candidate in the member's capacity as a member of the personal campaign committee of the candidate; or
- (v) a political consultant of a candidate.

(b)

(i) "Candidate" means a person who:

- (A) files a declaration of candidacy for municipal office; or
- (B) receives contributions, makes expenditures, or gives consent for any other person to receive contributions or make expenditures to bring about the person's nomination or election to a municipal office.

(ii) "Candidate" does not mean a person who files for the office of judge.

(c)

(i) "Contribution" means any of the following when done for political purposes:

- (A) a gift, subscription, donation, loan, advance, or deposit of money or anything of value given to a candidate;
- (B) an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the candidate;
- (C) any transfer of funds from another reporting entity to the candidate;
- (D) compensation paid by any person or reporting entity other than the candidate for personal services provided without charge to the candidate;
- (E) a loan made by a candidate deposited to the candidate's own campaign; and
- (F) an in-kind contribution.

(ii) "Contribution" does not include:

- (A) services provided by an individual volunteering a portion or all of the individual's time on behalf of the candidate if the services are provided without compensation by the candidate or any other person;
- (B) money lent to the candidate by a financial institution in the ordinary course of business; or
- (C) goods or services provided for the benefit of a candidate at less than fair market value that are not authorized by or coordinated with the candidate.

(d) "Coordinated with" means that goods or services provided for the benefit of a candidate are provided:

- (i) with the candidate's prior knowledge, if the candidate does not object;
- (ii) by agreement with the candidate;
- (iii) in coordination with the candidate; or
- (iv) using official logos, slogans, and similar elements belonging to a candidate.

(e)

(i) "Expenditure" means any of the following made by a candidate or an agent of the candidate on behalf of the candidate:

- (A) any disbursement from contributions, receipts, or from an account described in Subsection (3)(a)(i);

- (B) a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes;
  - (C) an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;
  - (D) compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
  - (E) a transfer of funds between the candidate and a candidate's personal campaign committee as defined in Section 20A-11-101; or
  - (F) goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.
- (ii) "Expenditure" does not include:
- (A) services provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate; or
  - (B) money lent to a candidate by a financial institution in the ordinary course of business.
- (f) "In-kind contribution" means anything of value other than money, that is accepted by or coordinated with a candidate.
- (g)
- (i) "Political consultant" means a person who is paid by a candidate, or paid by another person on behalf of and with the knowledge of the candidate, to provide political advice to the candidate.
  - (ii) "Political consultant" includes a circumstance described in Subsection (1)(g)(i), where the person:
    - (A) has already been paid, with money or other consideration;
    - (B) expects to be paid in the future, with money or other consideration; or
    - (C) understands that the person may, in the discretion of the candidate or another person on behalf of and with the knowledge of the candidate, be paid in the future, with money or other consideration.
- (h) "Political purposes" means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking a municipal office at any caucus, political convention, or election.
- (i) "Reporting entity" means:
- (i) a candidate;
  - (ii) a committee appointed by a candidate to act for the candidate;
  - (iii) a person who holds an elected municipal office;
  - (iv) a party committee as defined in Section 20A-11-101;
  - (v) a political action committee as defined in Section 20A-11-101;
  - (vi) a political issues committee as defined in Section 20A-11-101;
  - (vii) a corporation as defined in Section 20A-11-101; or
  - (viii) a labor organization as defined in Section 20A-11-1501.
- (j) "Reporting limit" means for each calendar year:
- (i) \$50; or
  - (ii) an amount lower than \$50 that is specified in an ordinance of the municipality.
- (2)
- (a) A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided in Subsections (3) and (4).

- (b) The municipality may adopt definitions that are more stringent than those provided in Subsection (1).
  - (c) If a municipality fails to adopt a campaign finance disclosure ordinance described in Subsection (2)(a), a candidate shall comply with financial reporting requirements contained in Subsections (3) and (4).
- (3)
- (a) Each candidate:
    - (i) shall deposit a contribution in a separate campaign account in a financial institution; and
    - (ii) may not deposit or mingle any campaign contributions received into a personal or business account.
  - (b) Each candidate who is not eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement:
    - (i) no later than seven days before the day on which the municipal general election is held; and
    - (ii) no later than 30 days after the day on which the municipal general election is held.
  - (c) Each candidate for municipal office who is eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement 30 days after the day on which the municipal primary election is held.
- (4) Each campaign finance statement under Subsection (3)(b) or (c) shall:
- (a) except as provided in Subsection (4)(b):
    - (i) report all of the candidate's itemized and total:
      - (A) contributions, including in-kind and other nonmonetary contributions, received up to and including five days before the campaign finance statement is due, excluding a contribution previously reported; and
      - (B) expenditures made up to and including five days before the campaign finance statement is due, excluding an expenditure previously reported; and
    - (ii) identify:
      - (A) for each contribution that exceeds the reporting limit, the amount of the contribution and the name of the donor, if known;
      - (B) the aggregate total of all contributions that individually do not exceed the reporting limit; and
      - (C) for each expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or
  - (b) report the total amount of all contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidate's campaign.
  - (c) Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the reporting limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:
    - (i) the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or
    - (ii) an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.
- (5)
- (a) A municipality may, by ordinance:
    - (i) provide a reporting limit lower than \$50;
    - (ii) require greater disclosure of contributions or expenditures than is required in this section; and
    - (iii) impose additional penalties on candidates who fail to comply with the applicable requirements beyond those imposed by this section.

- (b) A candidate is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection (5)(a) if:
  - (i) the municipal ordinance establishes requirements or penalties that differ from those established in this section; and
  - (ii) the municipal clerk or recorder fails to notify the candidate of the provisions of the ordinance as required in Subsection (6).
- (6) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 14 days before each municipal general election, notify the candidate in writing of:
  - (a) the provisions of statute or municipal ordinance governing the disclosure of contributions and expenditures;
  - (b) the dates when the candidate's campaign finance statement is required to be filed; and
  - (c) the penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.
- (7) Notwithstanding any provision of Title 63G, Chapter 2, Government Records Access and Management Act, the municipal clerk or recorder shall:
  - (a) make each campaign finance statement filed by a candidate available for public inspection and copying no later than one business day after the statement is filed; and
  - (b) make the campaign finance statement filed by a candidate available for public inspection by:
    - (i)
      - (A) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the statement is filed; and
      - (B) verifying that the address of the municipality's website has been provided to the lieutenant governor in order to meet the requirements of Subsection 20A-11-103(5); or
    - (ii) submitting a copy of the statement to the lieutenant governor for posting on the website established by the lieutenant governor under Section 20A-11-103 no later than two business days after the statement is filed.
- (8)
  - (a) If a candidate fails to file a campaign finance statement before the municipal general election by the deadline specified in Subsection (3)(b)(i), the municipal clerk or recorder shall inform the appropriate election official who:
    - (i) shall:
      - (A) if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; or
      - (B) if removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and
    - (ii) may not count any votes for that candidate.
  - (b) Notwithstanding Subsection (8)(a), a candidate who files a campaign finance statement seven days before a municipal general election is not disqualified if:
    - (i) the statement details accurately and completely the information required under Subsection (4), except for inadvertent omissions or insignificant errors or inaccuracies; and
    - (ii) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
- (9) A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due.
- (10)

- (a) A private party in interest may bring a civil action in district court to enforce the provisions of this section or an ordinance adopted under this section.
- (b) In a civil action under Subsection (10)(a), the court may award costs and attorney fees to the prevailing party.

Amended by Chapter 21, 2015 General Session  
Amended by Chapter 247, 2015 General Session

# CAMPAIGN FINANCIAL REPORT

To: Thieda Wellman, City Recorder

Layton City

**For**

Full Name of Candidate \_\_\_\_\_

Street Address \_\_\_\_\_

Layton, Utah 8404 \_\_\_\_\_

Name of Office \_\_\_\_\_

1. Total contributions of donors who gave more than \$50.00 .....\$ \_\_\_\_\_  
(Section "A" total from other side of this sheet)
  
2. Aggregate total of contributions of \$50.00 or less.....\$ \_\_\_\_\_
  
3. Total campaign expenses .....\$ \_\_\_\_\_  
(Section "B" total from other side of this sheet)
  
4. Balance at the end of the reporting period .....\$ \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_  
(Candidate)





Mayor • Bob J Stevenson  
City Manager • Alex R. Jensen  
Asst. City Manager • James S. Mason

• Community and Economic Development •

William T. Wright • Director  
Telephone: (801) 336-3760/3780  
Fax: (801) 336-3789

April 30, 2015

**DEAR POLITICAL CANDIDATE:**

Attached please find a copy of the Layton City regulations pertaining to the placement of political campaign signs (Ord. 20.04.060 Campaign Signs). Please review the following information carefully and pass it along to anyone who might help you by posting political signs during the campaign.

The ordinance does allow the posting of campaign signs in a Layton City public right-of-way under certain conditions; however please do not place any signs on utility poles, street lights or street signs. No sign over two feet (2') in height may be placed in the clear view area of an intersection or driveway (see attached diagram). There are other restrictions as to location, height and size of campaign signs. UDOT does not allow campaign signs within State Highway right-of-ways (see attached Map 1).

Campaign signs are not allowed on city owned property; i.e. parks, fire stations, detention basin, the municipal complex, public works complex or other city owned property (see attached Map 2). No campaign signs are allowed in the park strip (area between the sidewalk and the curb) fronting city owned property due to the implied message of endorsement of a candidate and the difficulty maintaining the landscaping. There exists an unusual circumstance along the west side of Wasatch Drive from Gentile Street to Constitution Way where all of the frontage property to the curb is owned by the city; therefore, campaign signs are not allowed in any of the park strips along this part of Wasatch Drive (see attached Map 3).

Layton City will remove, without notice, any campaign sign that is determined to be a traffic hazard; however, the city will give you notice to remove any sign that is improperly placed but does not constitute a traffic hazard. Successful primary candidates may leave their signs in place until five (5) days after the general election. If the signs are not removed, Layton City will remove them and charge a fee of \$5.00 for each sign removed.

*Please conduct an inventory of your campaign signs currently posted within Layton City limits as soon as possible. Layton City has already noticed campaign signs that are in violation of the clear view requirements. If some of your campaign signs are missing they may have already been removed due to traffic hazards.*

Thank you for adhering to the City Ordinance and regulations when placing campaign signs. If you have questions, need detailed information on these standards or have noticed missing signs, please contact Shannon Hansen at 801-336-3768 or by email at [sdhansen@laytoncity.org](mailto:sdhansen@laytoncity.org). Good luck during this election season.

Respectfully,

William T. Wright AICP  
Community & Economic Development Director

Enclosures





## LAYTON MUNICIPAL CODE

### 20.04.060. Campaign signs.

#### Campaign signs shall meet the following requirements:

- (1) **Posting on public right-of-way.** It shall be lawful for any person to post a campaign sign in the area between the sidewalk and curb and gutter of any public street except that no sign over two feet (2') in height may be placed in any clear view area. No campaign sign may be attached to any utility pole within a public right-of-way. No campaign sign may overhang the travel way or sidewalk in a public right-of-way.
- (2) **Prohibition.** The placement of any campaign sign within one hundred fifty feet (150') of any building, where a polling place is located is prohibited. "Polling place" shall mean the physical place where ballots and absentee ballots are cast.
- (3) **Posting time limits.** It shall be unlawful for any person to fail to remove a campaign sign within five (5) days after the election for which the sign was posted. In the event there is a primary election, the campaign sign removal shall not be required until five (5) days after the main election for which the primary election was held.
- (4) **Limitation of size of campaign signs.** In any "R" (residential) zone, said campaign sign shall not exceed twenty-four (24) square feet in aggregate on or in front of any parcel and, in any "A" (agricultural) zone, said campaign sign and combination of signs shall not exceed sixty-four (64) square feet in aggregate on or in front of any parcel with a minimum one-hundred and fifty feet (150') of frontage and two (2) acres. If detached, said signs shall not exceed six feet (6') in height in residential zones and twelve feet (12') in height in agricultural zones. Said sign shall not be erected in such a manner as to constitute a roof sign. In commercial and industrial zoning districts, campaign signs shall not exceed one hundred and fifty (150) square feet in aggregate on or in front of any parcel and twelve feet (12') in height.
- (5) **Removal of illegal campaign signs.** The Director of Community and Economic Development or authorized agents are authorized to remove any campaign sign found posted within the corporate limits of the City when such sign is in violation of the provisions of this Section. For the purpose of removing campaign signs, the Director of Community and Economic Development or authorized agents are empowered to take all steps necessary to remove the unauthorized sign including but not limited to enlisting the aid or assistance of any other Department of the City and to secure legal process to the end that all such signs shall be expeditiously removed from any property where posted.
- (6) **Notice.** Upon discovery, the Director of Community and Economic Development or authorized agents shall immediately notify by telephone the candidate, committee, or person responsible for the posting of any sign in violation of this Section, indicating the location of the sign and that the sign must be removed within five (5) working days. If the address or phone number of the person responsible for the violating sign is not known the sign shall be removed under the provisions as set forth in Subsection (5) of this Section.
- (7) **Storage and return.** If after the five (5) day notice has been given under Subsection (6) above, any campaign sign has not been removed, the Community and Economic Development Director or authorized agents shall remove said campaign sign and keep a record of the location from which the sign was removed. He/she shall store the sign in a safe location for at least thirty (30) days. The Community and Economic Development Director or authorized agents shall return any campaign sign upon the payment of the fee provided in Subsection (8) below.

(8) **Removal of sign charge.** The City shall be entitled to receive the sum of Five Dollars (\$5.00) for every campaign sign removed by the Community and Economic Development Director or authorized agents to cover the expense of removal, notice, and storage. In cases where unusual effort is needed to remove a sign the provisions contained in Section 20.02.040(b) shall be used to assess fees.

(9) **Persons responsible.** In a campaign for elective office, the candidate for such office shall be deemed the person responsible for the posting of campaign signs, unless the candidate first notifies the City Recorder and the Director of Community and Economic Development of another person who is responsible. In such case, the candidate shall provide the name, address, telephone number, and signed consent of such other responsible person. In a campaign regarding a ballot measure, the president of the committee supporting or opposing such ballot measure shall be deemed responsible, unless said person first notifies the City Recorder and Director of Community and Economic Development of some other person responsible, in the manner described above. The candidate, or in the case of a ballot measure, the committee president, or other responsible person if so designated, shall be liable to pay any fees or costs for the removal and storage of illegal signs, as set out herein. Further, such candidate, committee president, or other designated person, shall be subject to prosecution for any violation of this Chapter.

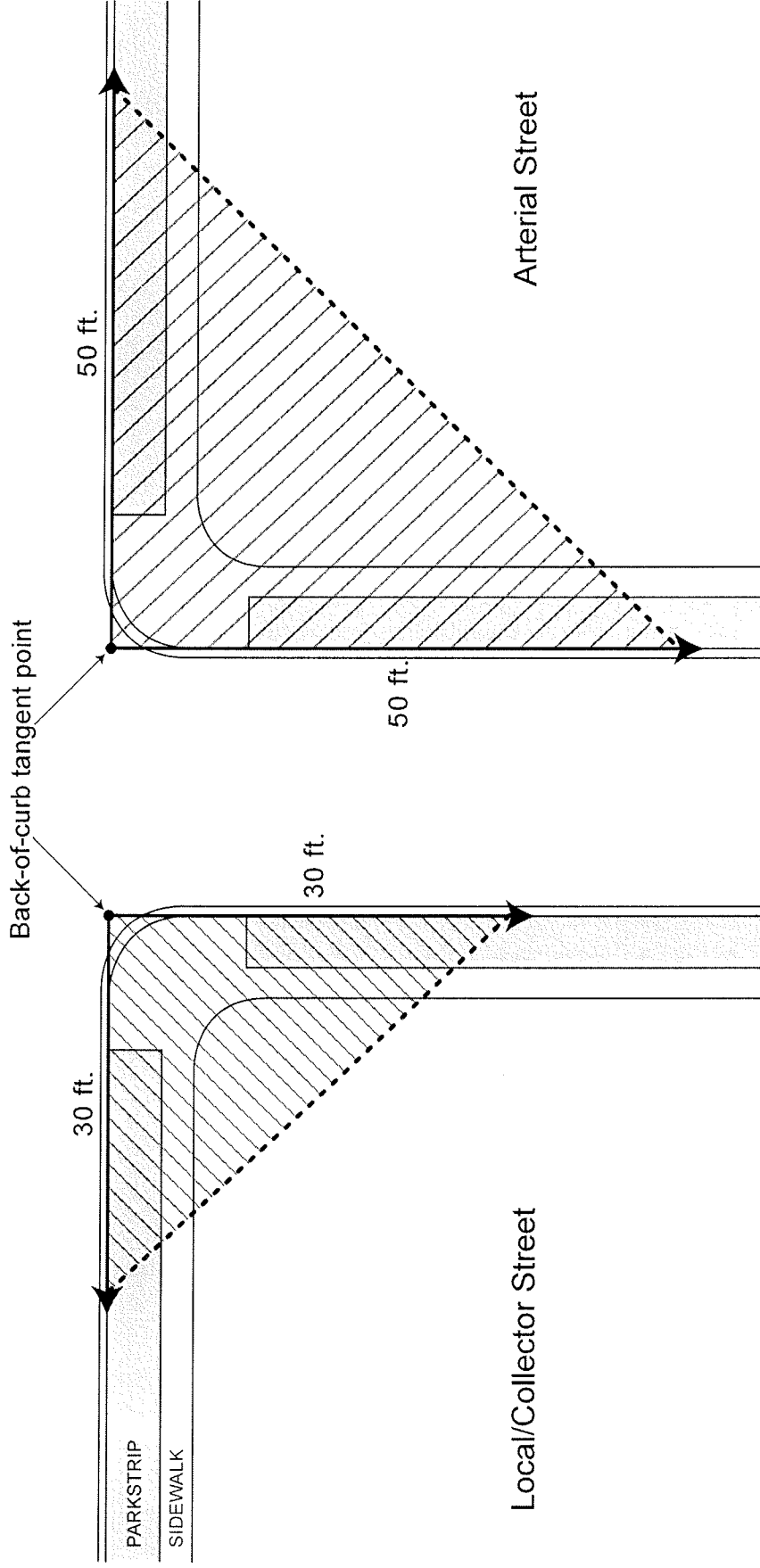
(10) **Illegal signs, public nuisance.** Campaign signs in violation of this Section are hereby declared to be public nuisances, and may be abated as such by the City. The collection of removal fees shall not preclude the City from prosecuting any person for violating this Chapter.

(11) **Appeal.** Any person deemed responsible under this Section shall have a right to appeal any civil penalty levied under Subsection (8) to the City Manager.

(Ord. No. 97-35, Recodified, 06/19/97; Ord. No. 99-08, Amended, 01/21/99; Ord. No. 99-41, Amended, 08/05/99; Ord. No. 05-46, Amended, 11/03/05; Ord. No. 08-50, Amended, 11/20/08)

# CLEAR VIEW CALCULATIONS

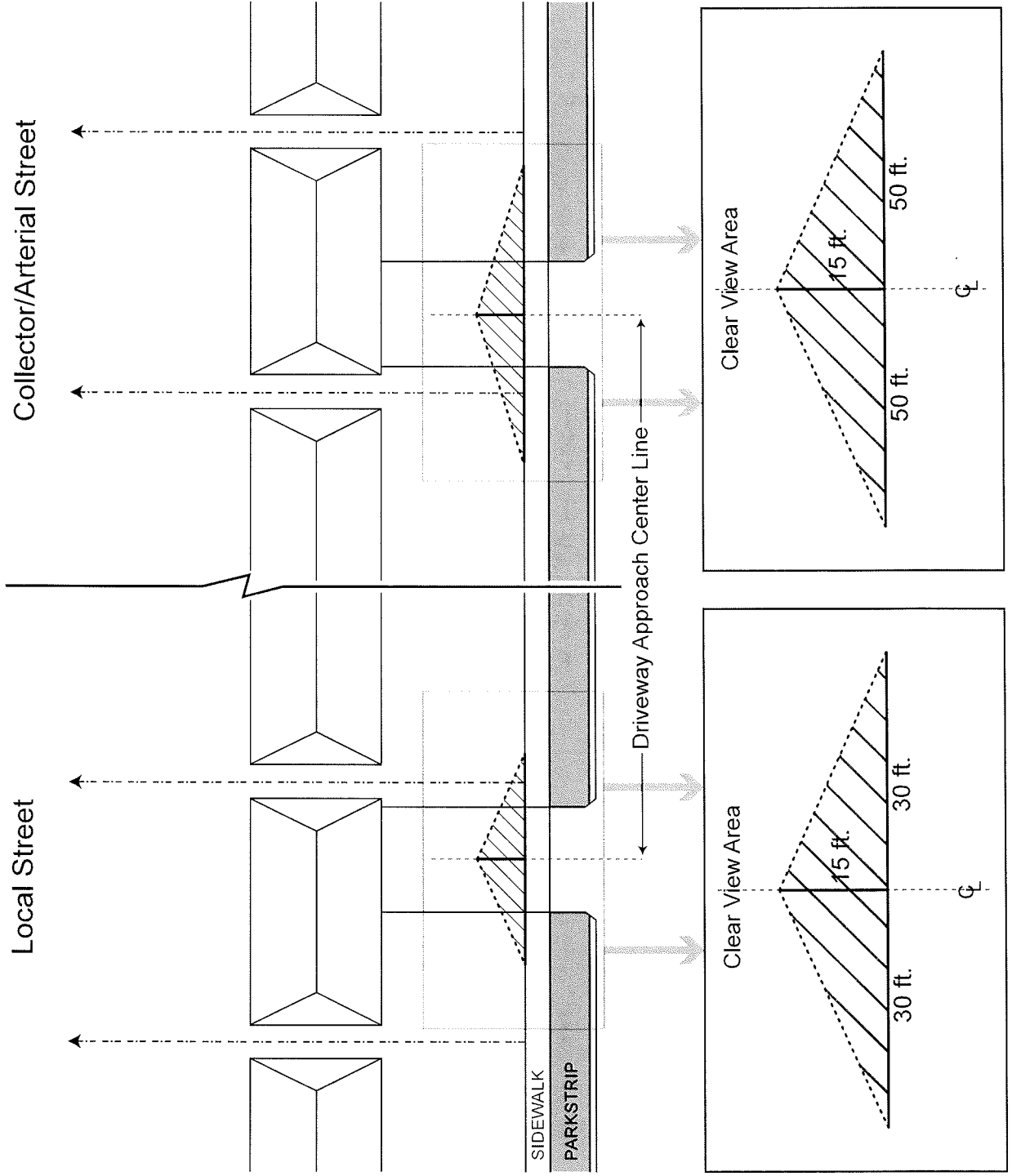
CORNER SCENARIO (19.16.080)

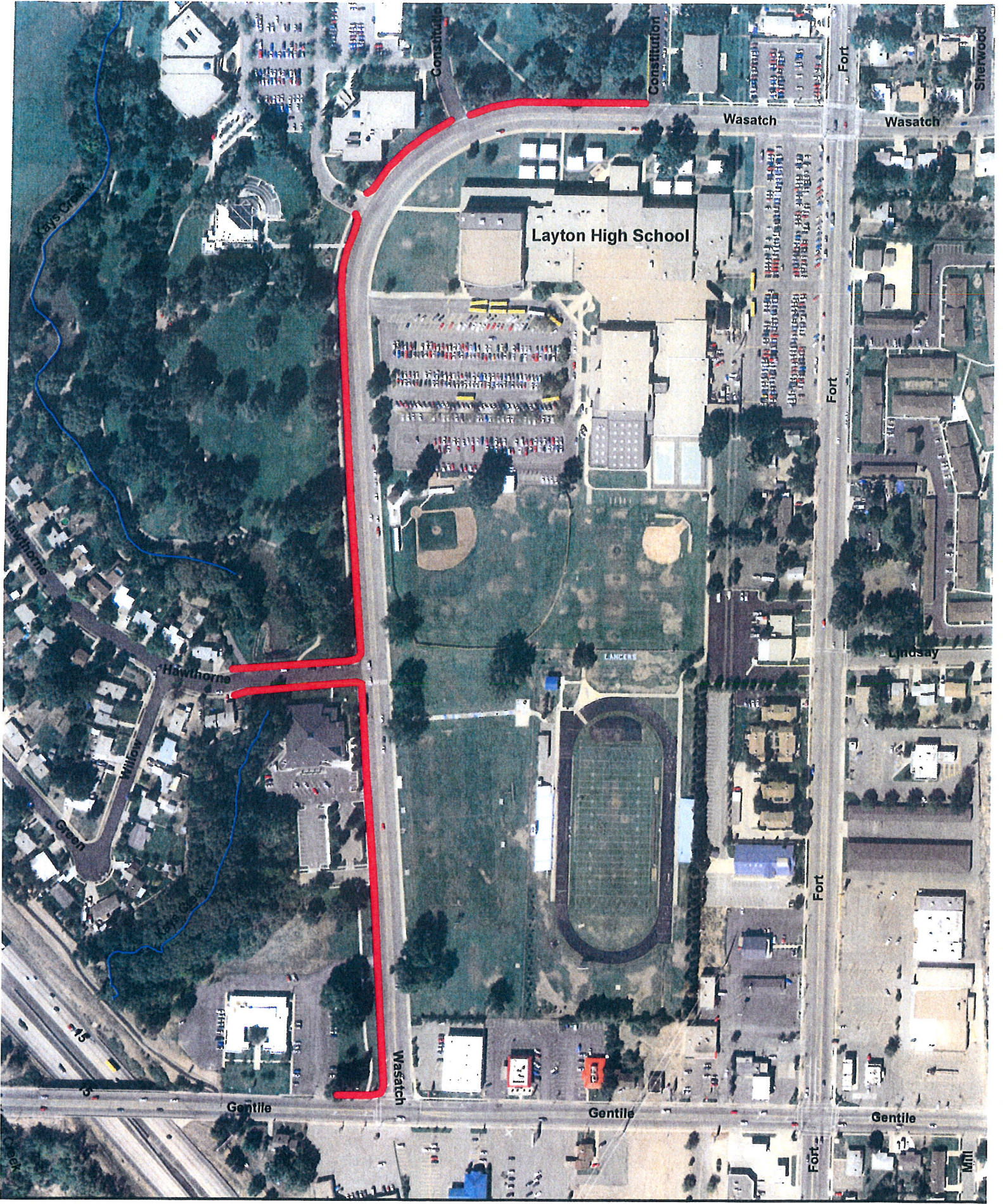


- Where a corner property is on a Local/Collector Street and Arterial Street, the Arterial Street calculation shall be used.
- Landscape materials shall be permitted in clear view areas as follows:
  - shrubs, bushes and grasses not taller than 2 (two) feet
  - trees with branches pruned no less than six (6) feet above the average grade
  - nonview obstructing fencing no taller than six (6) feet in height
  - permitted pole signs with a minimum clearance of ten (10) feet

# CLEAR VIEW CALCULATIONS

DRIVEWAY SCENARIO (19.16.080)



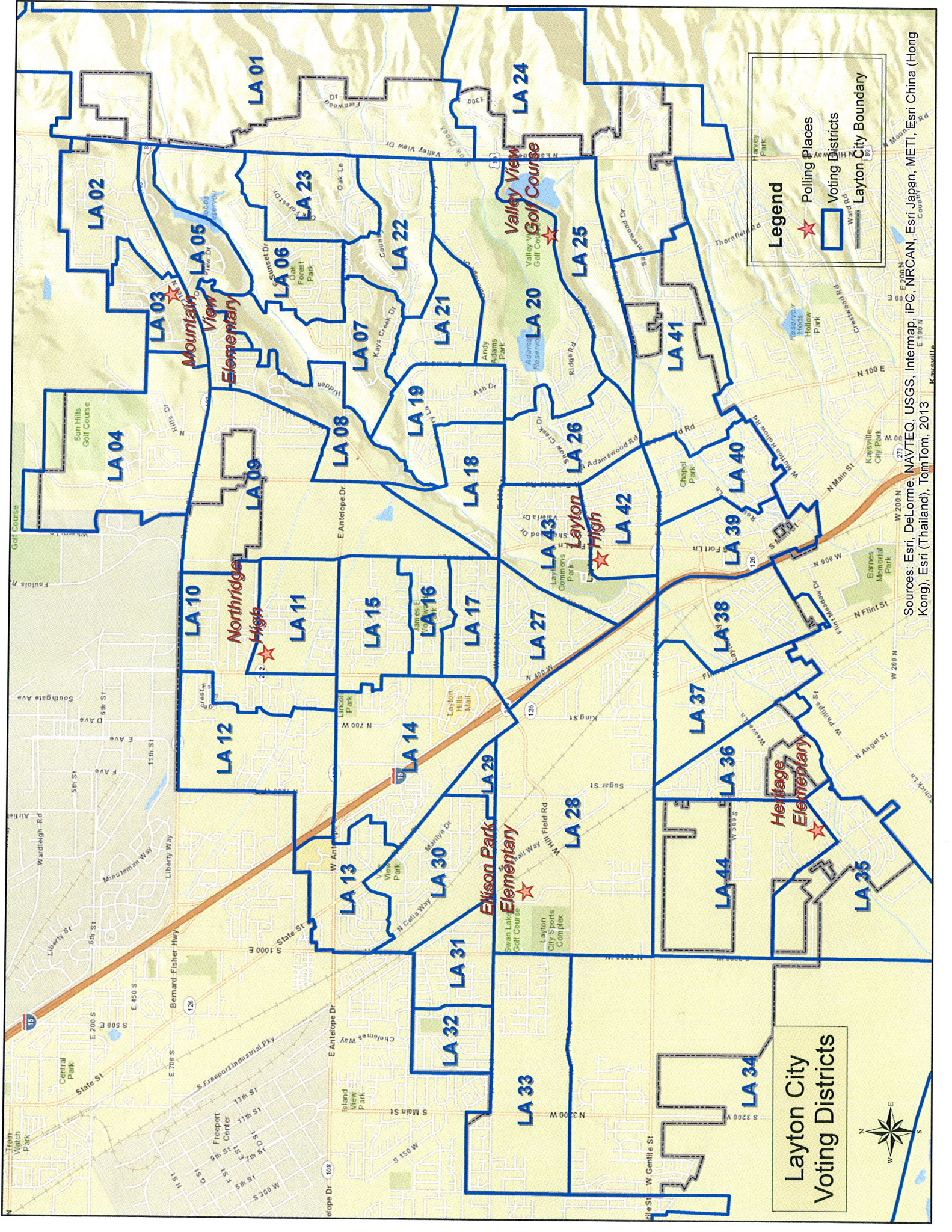


Map 3

# Campaign Signs Prohibited along Wasatch Drive

**LAYTON CITY  
2015 POLLING LOCATIONS**

LOCATION	PRECINCTS
Mountain View Elementary 2025 E 3100 N Active voters – 5,436	Layton 1 Layton 2 Layton 3 Layton 4 Layton 5 Layton 6 Layton 7 Layton 8 Layton 9
Northridge High School 2430 N 400 W Active voters – 4,418	Layton 10 Layton 11 Layton 12 Layton 14 Layton 15 Layton 16 Layton 17
Layton High School 440 Lancer Lane Active voters – 5,437	Layton 18 Layton 26 Layton 27 Layton 39 Layton 40 Layton 41 Layton 42 Layton 43
Valley View Golf Course 2501 East Gentile St Active voters – 4,893	Layton 19 Layton 20 Layton 21 Layton 22 Layton 23 Layton 24 Layton 25
Ellison Park Elementary 800 North Cold Creek Way Active voters – 5,422	Layton 13 Layton 28 Layton 29 Layton 30 Layton 31 Layton 32 Layton 33 Layton 34
Heritage Elementary 1354 West Weaver Lane Active voters – 3,315	Layton 35 Layton 36 Layton 37 Layton 38 Layton 44



**Legend**

- ★ Polling Places
- Voting Districts
- Layton City Boundary

**Layton City  
Voting Districts**



Sources: Esri, DeLorme, NAVTEQ, USGS, Intermap, iPC, NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), TomTom, 2013



2015  
State of Utah

## ELECTRONIC VOTER INFORMATION WEBSITE

As directed in Utah Code section 20A-7-801, Utah's lieutenant governor hosts a statewide electronic voter information website. All candidates may submit statements of qualifications (no more than 200 words) and certain biographical information for inclusion on the website.

You can create an online profile page that will provide voters with information about you at [VOTE.UTAH.GOV](http://VOTE.UTAH.GOV). Hover your mouse over "Candidates and Parties" and then select "Enter Candidate Profile."

	<b><u>Submission Deadline</u></b>	<b><u>Passcode</u></b>
Primary Election	<b><u>June 29, 2015 – 5:00 p.m.</u></b>	<b><u>VoteAugust2015</u></b>
General Election	<b><u>September 4, 2015 – 5:00 p.m.</u></b>	<b><u>VoteNovember2015</u></b>

Candidate's profiles can be edited until the submission deadline. Once the deadline has passed, no changes may be made to a candidate's profile and no late submissions will be accepted.

The Lt. Governor's office will review and approve your profile page and link it to your name on the "Sample Ballot" found at [VOTE.UTAH.GOV](http://VOTE.UTAH.GOV).

No candidate profiles will appear on the website until 7 days after the submission deadline.

Please contact us with any questions.

Office of the Lieutenant Governor  
Utah State Capitol  
350 North State Street, Suite 220  
Salt Lake City, Utah 84114-2325

Phone: 801-538-1041  
Email: [elections@utah.gov](mailto:elections@utah.gov)

**NOTICE: THE LIEUTENANT GOVERNOR SHALL REVIEW INFORMATION SUBMITTED FOR INCLUSION ON THE STATEWIDE ELECTONIC VOTER INFRMATION WEBSITE FOR COMPLIANCE WITH LAW. THE LIEUTENANT GOVERNOR MAY REFUSE TO INCLUDE INFORMATION THAT IS NOT IN KEEPING WITH UTAH VOTER NEEDS, PUBLIC DECENCY, OR THE PURPOSES, ORGANIZATION OR UNIFORMITY OF THE WEBSITE (SEE UTAH CODE § 20A-7-801(4)(D))**



**20A-7-801 Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.**

(1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.

(2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:

- (a) the offices and candidates up for election; and
- (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters.

(3) Except as provided under Subsection (6), the website shall include:

(a) all information currently provided in the Utah voter information pamphlet under Title 20A, Chapter 7, Part 7, Voter Information Pamphlet, including a section prepared, analyzed, and submitted by the Judicial Council describing the judicial selection and retention process;

(b) all information submitted by election officers under Subsection (4) on local office races, local office candidates, and local ballot propositions;

(c) a list that contains the name of a political subdivision that operates an election day voting center under Section 20A-3-703 and the location of the election day voting center; and

(d) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions.

(e) any differences in voting method, time, or location designated by the lieutenant governor under Subsection 20A-1-308(2).

(4) (a) An election official shall submit the following information for each ballot label under the election official's direct responsibility under this title:

(i) a list of all candidates for each office;

(ii) if submitted by the candidate to the election official's office on or before at least 45 days before the primary election and 60 days before the general election.

(A) a statement of qualifications, not exceeding 200 words in length, for each candidate;

(B) the following biographical information if desired by the candidate, current:

(I) age;

(II) occupation;

(III) city of residence;

(IV) years of residence in current city; and

(V) email address; and

(C) a single web address where voters may access more information about the candidate and the candidate's views; and

(iii) factual information pertaining to all ballot propositions submitted to the voters, including:

(A) a copy of the number and ballot title of each ballot proposition;

(B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;

(C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and

(D) other factual information determined helpful by the election official.

(b) The information under Subsection (4)(a) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection (4)(a) for each general election year and each municipal election year.

(c) The lieutenant governor shall:

(i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;

(ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and

(iii) organize, format, and arrange the information submitted under this section for the website.

(d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:

(i) Utah voter needs;

(ii) public decency; or

(iii) the purposes, organization, or uniformity of the website.

(e) A refusal under Subsection (4)(d) is subject to appeal in accordance with Subsection (5).

(5) (a) A person whose information is refused under Subsection (4), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection (5)(a) shall contain:

(i) a listing of each objection to the lieutenant governor's determination; and

(ii) the basis for each objection.

(b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the notice of appeal is submitted.

(c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.

(6) (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.

(b) The information on the website will anticipate and answer frequent voter questions including the following:

(i) what offices are up in the current year for which the voter may cast a vote;

(ii) who is running for what office and who is the incumbent, if any;

(iii) what address each candidate may be reached at and how the candidate may be contacted;

(iv) for partisan races only, what, if any, is each candidate's party affiliation;

(v) what qualifications have been submitted by each candidate;

(vi) where additional information on each candidate may be obtained;

(vii) what ballot propositions will be on the ballot; and

(viii) what judges are up for retention election.

(7) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.