

KEARNS CITY COUNCIL

ORDINANCE NO. XXXXX

DATE: December 8, 2025

AN ORDINANCE OF THE KEARNS CITY COUNCIL ADOPTING REVISIONS TO THE CITY OF KEARNS PLANNING COMMISSION RULES OF ORDER AND PROCEDURE

WHEREAS, pursuant to Utah Code Ann. § 10-20-301, the City of Kearns (“Kearns”) shall enact by ordinance “the rules of order and procedure for use by the planning commission in a public meeting” and “other details relating to the organization and procedures of the planning commission[;]” and

WHEREAS, Kearns adopted certain Rules of Order and Procedure (together, with its revisions, “Rules of Procedure”) for the Kearns Planning Commission (“Planning Commission”) on May 9, 2017; and

WHEREAS, Kearns revised the Rules of Procedure on February 24, 2020, then again on July 13, 2020; and

WHEREAS, pursuant to Article VII of the Rules of Procedure, the Planning Commission has recommended changes to the Rules of Procedure, which are outlined in **Exhibit 1**; and

WHEREAS, the Kearns City Council has reviewed the Planning Commission’s proposed changes and desires to adopt them.

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE KEARNS CITY COUNCIL AS FOLLOWS:

1. **Enactment**. The Planning Commission’s proposed changes to the Rules are adopted and the Rules enacted on June 12, 2020, are replaced in their entirety with the Rules depicted in **Exhibit 2**.

2. **Severability**: If a court of competent jurisdiction determines that any part of this ordinance is unconstitutional or invalid, then such portion of this ordinance, or specific application of this ordinance, shall be severed from the remainder, which shall continue in full force and effect.

3. **Direction to Mayor and Staff**. The Mayor and staff are authorized and directed to take such steps as may be needed: (a) for this ordinance to become effective under Utah law, including but not limited to compliance with the requirements of Utah Code § 10-3-711; and (b) to finalize and post the ordinance to Municode, including but not limited to making non-substantive edits to correct any scrivener’s, formatting, and numbering errors. The Mayor is authorized to sign the execution version of the revised Rules of Procedure attached as Exhibit 2, which incorporates the Planning Commission’s proposed changes.

4. **Effective Date**. This Ordinance shall take effect immediately upon its posting.

APPROVED and ADOPTED at a duly called meeting of the Kearns City Council on this
8th day of December 2025.

KEARNS CITY COUNCIL

By: _____
Kelly Bush, Mayor

ATTEST:

By: _____
Diana Baun, City Recorder

KEARNS CITY COUNCIL VOTE:

Council Member Bush voting
Council Member Butterfield voting
Council Member Peterson voting
Council Member Snow voting
Council Member Schaeffer voting

(Complete as Applicable)

Date ordinance summary was published on the Utah Public Notice Website per Utah Code §10-3-711:

Effective date of ordinance: _____

**SUMMARY OF
CITY OF KEARNS
ORDINANCE NO. XXXXX**

On December 8, 2025, the Kearns Council enacted Ordinance No. XXXXX to revise the rules of order and procedure that govern the Kearns Planning Commission.

CITY OF KEARNS

By: Kelly Bush, Mayor

ATTEST:

Diana Baun, City Recorder

Voting:

Council member Bush voting	____
Council member Butterfield voting	____
Council member Peterson voting	____
Council member Schaeffer voting	____
Council member Snow voting	____

A complete copy of Ordinance No. XXXXX is available in the office of the Kearns City Recorder, 860 Levoy Drive, Suite 300, Taylorsville, Utah 84123.

EXHIBIT 1

*Recommended Edits to Planning Commission Rules of Order and
Procedure*

DRAFT

EXHIBIT 2

Execution Version of Revised Rules of Order and Procedure