



BOARD OF COUNTY COMMISSIONERS

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P 352.754.4002 • F 352.754.4477 • W www.HernandoCounty.us

December 13, 2022

Ms. Kathryn Birren
3404 Gulf Winds Circle
Hernando Beach, FL 34607

Dear Ms. Birren:

I am pleased to advise you that at the Hernando County Board of County Commissioners' meeting held today, the Board appointed you to serve as a member on the Hernando County Planning and Zoning Commission, effective until December 31, 2026. Enclosed is your Certificate of Appointment.

Members of the Planning and Zoning Commission are required to file a Financial Disclosure Form annually with the Hernando County Supervisor of Elections Office by July 1 of each year you are a member. Enclosed is a Financial Disclosure Form (Form 1) which you must complete and **file within 30 days** of your appointment with the Supervisor of Elections Office. The form may be submitted via email to elections@hernandovotes.com, mailed to Hernando County Supervisor of Elections Office at 16264 Spring Hill Drive, Brooksville, FL 34604, or handed in-person to the office. For more information, please visit the Florida Commission on Ethics at www.ethics.state.fl.us. The form may be accessed from the website under "Forms" (see Form 1).

Members are subject to Florida's Government in the Sunshine Law, s. 286.011, F.S., commonly referred to as the Sunshine Law. The Sunshine Law provides a right of access to governmental proceedings of public boards or commissions at both the state and local levels. The law is equally applicable to elected and appointed boards and applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. Members-elect to such boards or commissions are also subject to the Sunshine Law, even though they have not yet taken office.

There are three basic requirements of s. 286.011, F.S.:

- (1) meetings of public boards or commissions must be open to the public;
- (2) reasonable notice of such meetings must be given; and
- (3) minutes of the meetings must be taken and promptly recorded.

For a free digital copy of the Sunshine Manual, please visit www.myfloridalegal.com/sun.nsf/sunmanual. If you ever have any specific questions or concerns, please feel free to contact the Hernando County Attorney's Office at (352) 754-4122.

Should you have any questions regarding your membership on the Planning and Zoning Commission, please contact our office at (352) 754-4002.

On behalf of the Board of County Commissioners, thank you for your desire to be of service to Hernando County. We appreciate your time and effort.

Sincerely,



John Allocco, Chairman
Board of County Commissioners
Hernando County, Florida

Enclosures

Certificate of Appointment

presented to

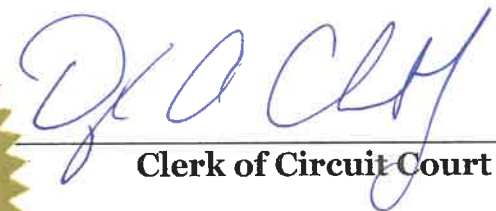
Kathryn Birren

In recognition of your appointment
to the
Planning and Zoning Commission

In Witness Whereof, the undersigned have affixed the seal
of Hernando County, Florida, this 13th day of December 2022



Chairman



Clerk of Circuit Court