



## Interoffice Memorandum

Received on October 29, 2024  
Deadline: November 5, 2024  
Publish: November 10, 2024

October 29, 2024

TO: Jennifer Lara Klimetz, Assistant Manager,  
Clerk of the Board of County Commissioners,  
County Comptroller's Office

THROUGH: Cheryl Gillespie, Supervisor,  
Agenda Development Office

FROM: Nicolas Thalmueller, AICP, Planning Administrator  
Planning Division, DRC Office

CONTACT PERSON: **Rebecca Bowden, MFAS** *Rebecca Bowden*  
**Assistant Project Manager**  
**Planning Division 407-836-5619**  
[Rebecca.Bowden@ocfl.net](mailto:Rebecca.Bowden@ocfl.net)

SUBJECT: Request for Board of County Commissioners  
Public Hearing

---

Project Name: Grassmere Reserve Planned Development (PD)  
Case # CDR-24-07-175

Type of Hearing: Substantial Change

Applicant(s): Derek Ramsburg, P.E.  
Kimley-Horn & Associates, Inc.  
200 S. Orange Avenue, Suite 600  
Orlando, Florida 32801

Commission District: 2

General Location: North of Orange Blossom Trail / South of West  
Ponkan Road / East of Junction Road / West  
of Cayman Circle

Parcel ID #(s) 26-20-27-0000-00-020 (affected parcel)

Size / Acreage: 4.89 acres (affected area)

BCC Public Hearing  
Required by:

Orange County Code, Chapter 38, Article VIII,  
Division 1, Section 38-1207

Clerk's Advertising  
Requirements:

(1) At least 15 days before the BCC public hearing date, publish an advertisement in the Legal Notices section of *The Orlando Sentinel* describing the particular request, the general location of the subject property, and the date, time, and place when the BCC public hearing will be held.

and

(2) At least 10 days before the BCC public hearing date, send notices of BCC public hearing by U.S. mail to owners of property within 300 feet of the subject property and beyond.

Spanish Contact Person:

Para más información referente a esta vista pública, favor de comunicarse con la División de Planificación (Planning Division) al número 407-836-8181.

**Advertising Language:**

A PD substantial change to add an additional access point from US 441 to the commercial portion of the site.

**Material Provided:**

- (1) Names and last known addresses of property owners (*via email from Fiscal and Operational Support Division*);
- (2) Location map (*to be mailed to property owners*)

***Special Instructions to Clerk (if any):***

Please schedule this public hearing for the next available BCC hearing. Unless stated otherwise, the public hearing should be advertised to begin at 2:00 p.m., or as soon thereafter as the matter may be heard.

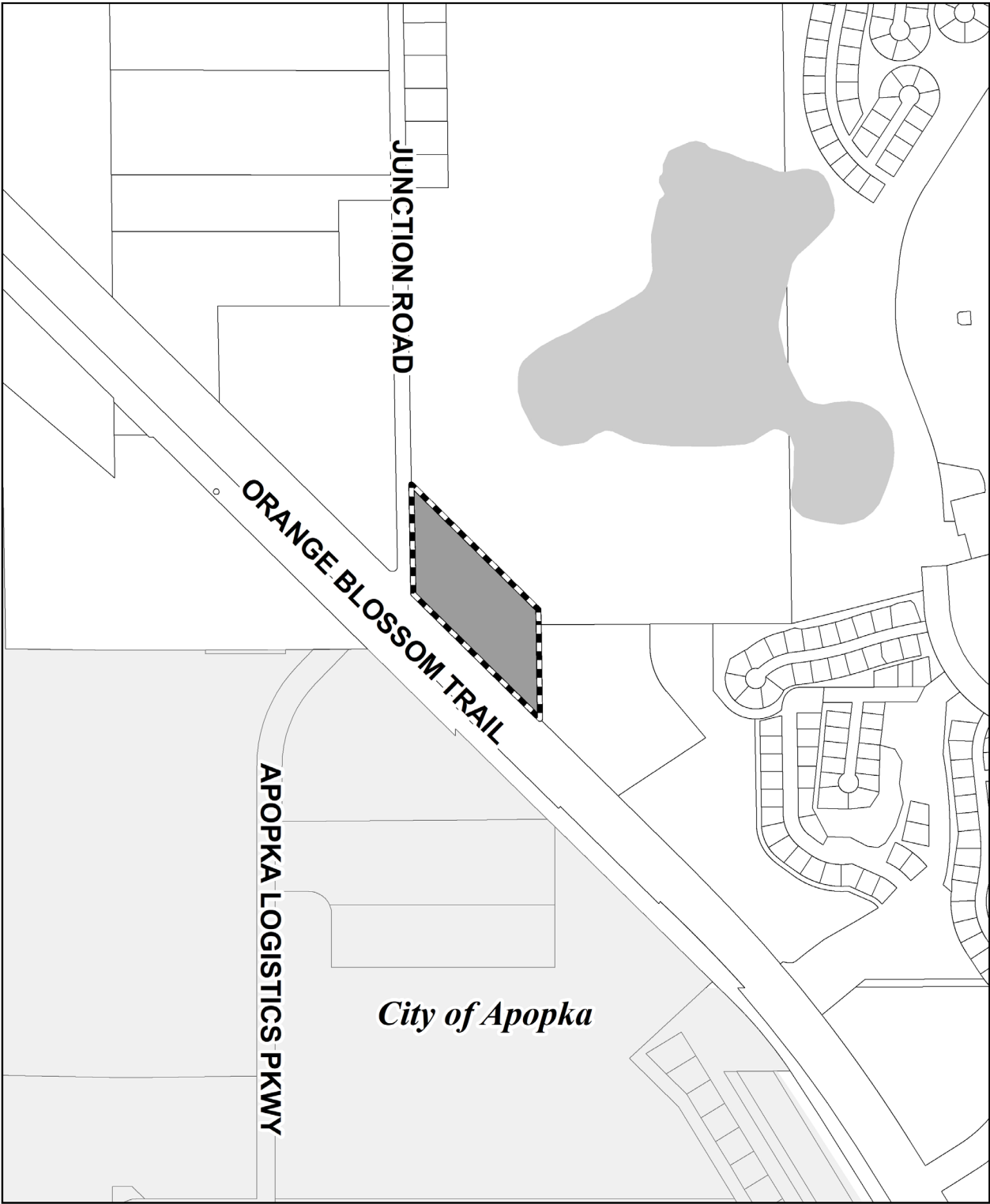
Please notify Rebecca Bowden and Lisette Egipciaco of the scheduled date and time. The Planning Division will notify the applicant.

Attachments (location map)

If you have any questions regarding this map,  
please call Planning Division at 407-836-5600.

Location Map

CDR-24-07-175



Subject Property



0 455 910 Feet