




Interoffice Memorandum

August 5, 2025

TO: Jennifer Lara Klimetz, Assistant Manager  
Clerk of the Board of County Commissioners

THROUGH: Cheryl Gillespie, Supervisor  
Agenda Development Office, BCC

FROM: Mitchell L. Glasser, Manager  
Housing and Community Development Division  
407-836-5190 or [Mitchell.Glasser@ocfl.net](mailto:Mitchell.Glasser@ocfl.net)

CONTACT PERSON: Mitchell L. Glasser, Manager   
Housing and Community Development Division  
407-836-5190 or [Mitchell.Glasser@ocfl.net](mailto:Mitchell.Glasser@ocfl.net)

SUBJECT: Request for Public Hearing on October 14, 2025  
Affordable Housing Trust Fund Plan 2026-2028

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Applicant: N/A

Location: All Districts

Estimated time required for  
public hearing: Two minutes

Hearing Controversial: No

Advertising requirements: Publish a public hearing on October 14, 2025 in the  
legal notices section of a local newspaper of general  
circulation

Advertisement timeframes: At least ten (10) days before public hearing.

Applicant/Abutters to be  
to be notified: Not applicable

Hearing required by  
F.S. number or code: Section 125.66(2)(a), Florida Statutes

Memo to Jennifer Lara Klimetz

Re: Public Hearing Request - Affordable Housing Trust Fund Plan 2026-2028

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Spanish Contact Person: Para más información en español acerca de esta reunión pública favor de llamar a la Oficina de los Abogados del Condado, al 407-836-7320.

Materials enclosed: Memo to Mayor and Board to follow.

***SPECIAL INSTRUCTIONS TO CLERK:***

Please schedule a public hearing for October 14, 2025 to consider Adoption of the Affordable Housing Trust Fund Plan 2026-2028.

Please provide proof of publication for our records and return one stamped Affordable Housing Trust Fund Plan 2026-2028 to Mitchell Glasser, Manager, Housing and Community Development Division.

MG

c: Byron W. Brooks, AICP, County Administrator  
Jon Weiss, P. E., Deputy County Administrator  
Tanya Wilson, AICP, Director, PEDS Department