



# Orange County Government

Orange County  
Administration Center  
201 S Rosalind Ave.  
Orlando, FL 32801-1393

## Legislation Text

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**File #:** 26-0066, **Version:** 1

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### Interoffice Memorandum

**DATE:** December 22, 2025

**TO:** Mayor Jerry L. Demings and County Commissioners

**THROUGH:** Luciana Mino, Assistant Manager

**FROM:** Elizabeth Price Jackson, Senior Title Examiner

**CONTACT:** Faye Lee, Administrative Assistant

**PHONE:** 407-836-7097

**DIVISION:** Real Estate Management Division

**ACTION REQUESTED:**

Approval and execution of Resolution of the Orange County Board of County Commissioners regarding the acceptance of the East Orlando Gateway Subdivision Plat including rights-of-way and drainage easements and authorization to disburse funds to pay recording fees for Shepard Canal - East Orlando Gateway. District 5. **(Real Estate Management Division)**

**PROJECT:** Shepard Canal - East Orlando Gateway

**PURPOSE:** To provide for the acceptance of an unrecorded plat and allow for access, operation, and maintenance of roadway and drainage facilities.

**ITEM:** Resolution

**BUDGET:** 1002-072-2906-6110

**REVENUE:** N/A

**FUNDS:** \$61 payable to Orange County Comptroller (recording fees)

**APPROVALS:**

Real Estate Management Division  
County Attorney's Office  
Public Works Department

**REMARKS:** In 1962, the unrecorded plat of East Orlando Gateway was filed with the Orange County Property Appraiser's Office and a copy filed in the public records as a miscellaneous unrecorded plat. The County has maintained the roads and drainage easements since that time. This resolution confirms that County has accepted this plat for dedication and declares said land to be a part of Orange County's road systems.

# REAL ESTATE MANAGEMENT REQUEST FOR FUNDS (RFF)

Project Name: Shepard Canal

Date: December 1, 2025

Parcel #s: N/A

District #: 5

Approval: BCC



Type of Transaction: N/A

Advance Payment Requested

Total Amount: \$ 61.00

## PAYABLE TO:

Charge to Account: 1002-072-2906-6110

Orange County Comptroller

Choose Controlling Agency

Total: \$61.00(recording fees)

PW Roads & Drainage Division

### Controlling Agency's Approval Signature:

George Shupp Project Manager

Print Name and Title

*George Shupp* 12/1/25  
Signature (must be wet ink) Date

### Controlling Agency's Fiscal Approval Signature:

*Pat Davis, Financial Administrator*  
Print Name and Title

*Pat Davis* 12-2-25  
Signature (must be wet ink) Date

### SPECIAL INSTRUCTIONS

Hold check for REM to pick-up. DO NOT MAIL.

Please email [Geoffrey.Lee@ocfl.net](mailto:Geoffrey.Lee@ocfl.net) and [Faye.Lee@ocfl.net](mailto:Faye.Lee@ocfl.net) when the check is ready for pick-up.

### Form Prepared by:

Elizabeth Price Jackson

407-836- 7099 Elizabeth.Jackson@ocfl.net

### REAL ESTATE MANAGEMENT APPROVAL

*Luciana Mino* 12-18-25  
Luciana Mino, Assistant Manager Date

### BCC APPROVAL

*Luciana Mino* JAN 13 2026  
for Deputy Clerk of the Board Signature Date

### ORDINANCE Stamp

### BCC Stamp

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS  
JAN 13 2026

### Real Estate Management Division Use Only Routing Checklist Approval Dates

Agency \_\_\_\_\_ REM Mgmt. \_\_\_\_\_ BCC ☒ Finance \_\_\_\_\_