



VILLAGE OF PALMETTO BAY  
9705 E. HIBISCUS STREET  
PALMETTO BAY, FLORIDA 33157  
(305) 259-1234 Fax: (305) 259-1290

Approved

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**Gregory H. Truitt, Interim  
Village Manager**

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Date

**REQUEST FOR PUBLIC RECORDS**

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 3-9-20

NAME: Marsha Matson

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: mmatson@palmetto-bay-fl.gov

REQUEST (Attach additional page, if necessary): Copies of the following documents:

Copy of conveyance document  
between the Village and County for  
"The Woods".

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FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2020-090

DATE FORWARDED: 3-11-20

ASSIGNED DEPT: Administration

DATE REQUEST FILLED: \_\_\_\_\_

NUMBER OF COPIES: \_\_\_\_\_

ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

HOW WAS REQUEST FILLED? \_\_\_\_\_

IF NOT FILLED, REASON: \_\_\_\_\_

BY: \_\_\_\_\_

## Melissa Dodge

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**From:** Missy Arocha  
**Sent:** Tuesday, March 10, 2020 10:26 AM  
**To:** Melissa Dodge  
**Cc:** Marsha Matson  
**Subject:** FW: Request for planning meeting re: "The Woods."

Melissa, please log, acknowledge, and process the Councilwoman's public records request.

Respectfully,



*Missy Arocha*

Village Clerk / Passport Acceptance Facility Manager

**Village of Palmetto Bay**

9705 East Hibiscus Street

Palmetto Bay, FL 33157

Phone: (305) 259-1234

[www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)

**PLEASE NOTE:** Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



Please save a tree. Don't print this e-mail unless it's really necessary.

**From:** Marsha Matson <[mmatson@palmettobay-fl.gov](mailto:mmatson@palmettobay-fl.gov)>

**Sent:** Monday, March 9, 2020 9:10 PM

**To:** Greg Truitt <[gtruitt@palmettobay-fl.gov](mailto:gtruitt@palmettobay-fl.gov)>; Olga Cadaval <[ocadaval@palmettobay-fl.gov](mailto:ocadaval@palmettobay-fl.gov)>

**Cc:** Fanny Carmona <[fcarmona@palmettobay-fl.gov](mailto:fcarmona@palmettobay-fl.gov)>; Dionisio Torres <[dtorres@palmettobay-fl.gov](mailto:dtorres@palmettobay-fl.gov)>; Missy Arocha <[marocha@palmettobay-fl.gov](mailto:marocha@palmettobay-fl.gov)>; Henry Clifford <[harryhenry@gmail.com](mailto:harryhenry@gmail.com)>

**Subject:** Request for planning meeting re: "The Woods."

On behalf of the Tree Board, I request a meeting to develop a work plan with Parks and Public Services for "The Woods," the park parcel just south of Richmond Drive between SW 88 Ave. and SW 88 Ct. The Tree Board approved this request at its March 9, 2020 meeting.

Kindly email the conveyance document between the Village and County for "The Woods" to the members of the Tree Board and to me, the Council Liaison. This document contains the requirements for improvements and timetable agreed to by the Village and County.

In addition, please email the proposed Master Plan for "The Woods" to the members and Liaison.

Marsha Matson