



Town of Loxahatchee Groves

155 F Road • Loxahatchee Groves, Florida 33470 • (561) 793-2418 www.loxahatcheegrovesfl.gov

Date: March 31, 2020
From: Jamie Titcomb, Town Manager
To: Residents, Applicants, Vendors & local government partners
RE: "COVID-19" LOCAL EMERGENCY MEMO - #4

The Town's top priority is to provide effective emergency management, intergovernmental cooperation and protections for safety, health and welfare of the town during the COVID-19 emergency. Limited services, operations and facilities access protocols are in place in cooperation with county/state emergency declarations to protect our town residents and staff.

Due to the COVID-19 pandemic emergency declarations in place:

- All group meetings, committees and boards will remain cancelled through April 30th.
- April 7th Town Council meeting is scheduled to be held without public audience, except via streaming/captioning on our website. Public Comment may be submitted in writing and by email to the Town Clerk's office up until 6:30 pm on the day of the meeting.
- Meeting requests for staff or town officials can be made in advance by appointment only. These meetings will be held via digital-telephonic means to reduce risk to all participants.
- Seeking updates and information related to permits, planning & zoning and floodplain applications can be submitted to the email: permits@loxahatcheegrovesfl.gov
- Certain town services may be limited as we operate on reduced staffing; some working remotely due to countywide EM protocols. Expect possible delayed response in services.
- Every effort is being made to facilitate reasonable turn-around for available town services and response to issues. Contacting the service providers and staff on the town website, in writing, or by email will keep your request documented and in the cue.

For latest information on COVID-19, issues and protocols visit the town website or:

- <http://discover.pbcgov.org/coronavirus/Pages/default.aspx>
- <https://floridahealthcovid19.gov/>

We apologize for any inconveniences and limited town access to services these times may cause our residents; we appreciate your understanding and cooperation.


James Titcomb
Town Manager