



# Town of Loxahatchee Groves

155 F Road • Loxahatchee Groves, Florida 33470 • (561) 793-2418 [www.loxahatcheegrovesfl.gov](http://www.loxahatcheegrovesfl.gov)

**Date:** November 11, 2020  
**From:** Jamie Titcomb, Town Manager  
**To:** Residents, Applicants, Vendors & Government Partners  
**RE:** COVID-19 Memo #19 – November 11 2020 (Veterans Day Update)

## Covid & Town Local Updates:

- **Veterans Day – Town Hall offices closed today.** We appreciate and honor our Veterans past and present who dedicated themselves to assure our freedoms and way of life. Note that a community-organized **Veterans Day Military Flag Dedication Ceremony** will be held at the Town Hall flagpole(s) on Sunday, November 15<sup>th</sup> from 11:00 AM - 12:00 Noon. Community volunteers will be onsite staffing and staging logistics of this event.
- **Nov. 17<sup>th</sup> is next Town Council Workshop/Special Meeting - 6:00-9:00 PM** Agenda packages are uploaded to the website calendar. Council meetings are live-streamed & close-captioned from links on our website. *The next Regular Town Council Meeting will be Tuesday, December 1st, 2020.*

*Meeting Attendance Protocols: PB County is in "Phase-3" Covid-19 protocols. Due to the configuration of Town Hall, in-person attendance is limited to the Council, assigned staff and up to 12-persons (members of the public) at a time in the chambers, with mandatory facemasks and social-distance seating. Public Comments may be in person, received by email or by writing to our Town Clerk up until meeting start. Comments received are "received & filed" as part of the official public record for the meeting. Council meetings are live-streamed and close-captioned on our website.*

- **Meeting appointments with officials & staff are available during business hours.**

Please email or call ahead to arrange appointments to see anyone at the town. Voicemail is monitored daily. We attempt to answer most calls live during regular business hours. General information is found on our website. We appreciate your patience getting through, which sometimes may be delayed. We continue to improve our systems and technology to assist you better. Please utilize some of the direct-connect email portals below.

- **Permits & Application Info & Submittals:** [Permits@loxahatcheegrovesfl.gov](mailto:Permits@loxahatcheegrovesfl.gov)

Town permits, planning & zoning and floodplain development applications (FDAs), including submittal of digital documents can utilize our email portal above.

- **BTR Application Info & Submittals:** [BTR@loxahatcheegrovesfl.gov](mailto:BTR@loxahatcheegrovesfl.gov)

"Business Tax Receipts" (BTR) letters are sent out to all known business uses in the Town. Applications, inquiries and information on BTRs can utilize our email portal above.

- **Code Enforcement:** Contact the Code department at: [Code@loxahatcheegrovesfl.gov](mailto:Code@loxahatcheegrovesfl.gov)

We remain committed to your service, safety, health and welfare. We appreciate everyone's patience, understanding and cooperation in these unusual times. Thank you!

  
Town Manager