

**TORCIVIA, DONLON,  
GODDEAU & RUBIN, P.A.**

---

701 Northpoint Parkway, Suite 209  
West Palm Beach, Florida 33407-1950  
561-686-8700 Telephone / 561-686-8764 Facsimile  
www.torcivialaw.com

Glen J. Torcivia  
Lara Donlon  
Christy L. Goddeau\*  
Leonard G. Rubin\*

\*FLORIDA BAR BOARD CERTIFIED  
CITY COUNTY AND LOCAL GOVERNMENT ATTORNEY

Jennifer H.R. Hunecke  
Elizabeth V. Lenihan\*  
Ruth A. Holmes  
Ben Saver  
Tanya M. Earley  
Amelia Jadoo  
Daniel Harrell, Of Counsel

April 14, 2025

***VIA ELECTRONIC MAIL ONLY***

Town Council  
Town of Loxahatchee Groves  
155 F Road  
Loxahatchee Groves, FL 33470

RE: Code Enforcement Process

Dear Town Council:

At your Town Council meeting on April 1, 2025, you requested a summary of the Town's code enforcement process. In May and August of 2024, the Town Attorney prepared memoranda for the Town Council outlining the Town's code enforcement process. I am resharing these memoranda, attached hereto, as they may prove useful to the new councilmembers.

The Town Attorney has consistently sought to support the Town's code enforcement officers through meetings and preparatory efforts over the years. Most recently, we completed further revisions to the Town's code enforcement forms, checklist and standard operating procedures (attached), which we have revised at the Town's direction several times over the years. Earlier this year, we met with the new code officers to review and discuss these forms, checklists, and standard operating procedures.

Town Council  
Town of Loxahatchee Groves  
April 14, 2025  
Page 2

I look forward to discussing this item at the May 6, 2025, Town Council meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Glen Torcivia". The signature is fluid and cursive, with the first name "Glen" and last name "Torcivia" clearly distinguishable.

Glen Torcivia  
Enclosure

cc: Francine Ramaglia, Town Manager  
Caryn Gardner-Young  
Jeff Kurtz  
Valerie Oaks