

# **County Commissioners Letter Template**

## **McLennan County Commissioners Court**

### **Your Information**

Field	Information
Name	[YOUR NAME]
Address	[YOUR STREET ADDRESS]
City, State ZIP	[CITY, STATE ZIP CODE]
Email	[YOUR EMAIL]
Phone	[YOUR PHONE]
Date	[DATE]

### **Letter Format**

[ YOUR NAME ]  
[ YOUR STREET ADDRESS ]  
[ CITY, STATE ZIP CODE ]  
[ YOUR EMAIL ]  
[ YOUR PHONE ]

[ DATE ]

McLennan County Commissioners Court  
County Judge Scott M. Felton  
215 N 5th Street  
Waco, TX 76701

RE: [ SUBJECT LINE - e.g., "Request for Infrastructure Impact Assessment - Proposed Data Center" ]

### **Letter Body Template**

## **Opening Paragraph**

*State who you are and your position*

I am writing as a resident of [PRECINCT NUMBER / AREA] in McLennan County to express my [SUPPORT/CONCERN/OPPOSITION] regarding [SPECIFIC ISSUE]. As a [HOMEOWNER/BUSINESS OWNER/LANDOWNER] in [AREA], I am [DEEPLY CONCERNED/SUPPORTIVE] about [THE PROPOSAL/DECISION/POLICY] and its impact on our county infrastructure and resources.

## **Body Paragraph 1**

*County-specific impact*

This issue directly affects McLennan County because [EXPLAIN COUNTY-LEVEL IMPACT]. Unlike city-only developments, this project will impact [COUNTY ROADS/WATER RESOURCES/EMERGENCY SERVICES/TAX BASE]. For example, [SPECIFIC EXAMPLE].

### **Examples:**

- "The increased truck traffic will damage Farm-to-Market Road 308, which the county maintains"
- "This facility will strain our county water district resources"

## **Body Paragraph 2**

*Facts and data relevant to county concerns*

According to [CREDIBLE SOURCE], county infrastructure costs for similar developments include [CITE SPECIFIC DATA]. In [COMPARABLE COUNTY], a similar project resulted in [SPECIFIC OUTCOMES WITH DATA]. The county's financial responsibility for [ROADS/UTILITIES/EMERGENCY SERVICES] makes this a critical concern for all taxpayers.

## **Body Paragraph 3**

*Long-term county implications*

The Commissioners Court has a duty to protect county resources and taxpayer interests. This development will affect [COUNTY RESOURCE - water, roads, emergency services] for decades. We need assurance that [SPECIFIC COUNTY CONCERN] will be adequately addressed before any county permits or approvals are granted.

## **Closing Paragraph**

*Specific requests to Commissioners*

I respectfully request that the Commissioners Court:

1. **[SPECIFIC ACTION #1]**  
*e.g., "Require a comprehensive county road impact study before issuing any permits"*
2. **[SPECIFIC ACTION #2]**  
*e.g., "Ensure adequate funding for increased emergency services demand"*
3. **[SPECIFIC ACTION #3]**  
*e.g., "Hold a public hearing in the affected precinct with 30 days notice"*
4. **[SPECIFIC ACTION #4]**  
*e.g., "Coordinate with relevant groundwater conservation districts"*

## Final Sentence

Thank you for your service to McLennan County and for carefully considering the long-term impacts on county infrastructure and resources. I am available to discuss this matter further at **[YOUR PHONE]** or **[YOUR EMAIL]**.

Respectfully,

[ YOUR SIGNATURE ]  
[ YOUR TYPED NAME ]

CC: [ YOUR PRECINCT COMMISSIONER IF APPLICABLE ]  
County Clerk  
County Engineer (if infrastructure concerns)

## County vs. City: Key Differences

### County Commissioners Focus On:

Area	Responsibility
County Roads	Maintenance and improvements of FM roads
Rural Infrastructure	Water, drainage, rural services
County Tax Revenue	Budget impacts and expenses
Emergency Services	Sheriff, EMS, Fire districts

<b>Groundwater</b>	Rural water systems, conservation
<b>Agricultural Land</b>	Farm-to-market roads, rural property rights
<b>Precinct Issues</b>	Precinct-specific concerns

## County Responsibilities to Mention:

- Farm-to-Market (FM) road maintenance
- County water districts and groundwater
- Rural emergency response times
- County drainage and flood control
- Impact on county budget and tax rates
- Coordination between precincts

# McLennan County Commissioners Contact Information

## County Judge & Commissioners

Position	Name	Phone	Address
<b>County Judge</b>	Scott M. Felton	(254) 757-5049	501 Washington Ave., Waco, TX 76701
<b>Precinct 1</b>	Commissioner	(254) 757-5061	215 N 5th St., Suite 125, Waco, TX 76701
<b>Precinct 2</b>	Commissioner	(254) 757-5062	215 N 5th St., Waco, TX 76701
<b>Precinct 3</b>	Commissioner	(254) 757-5063	215 N 5th St., Suite 125, Waco, TX 76701
<b>Precinct 4</b>	Commissioner	(254) 757-5064	215 N 5th St., Suite 125, Waco, TX 76701

## Additional Contacts

Office	Contact
<b>Main County Number</b>	(254) 757-5000
<b>County Website</b>	<a href="http://www.mclennan.gov">www.mclennan.gov</a>
<b>County Clerk (Records)</b>	<a href="http://www.mclennan.gov/166/County-Clerk">www.mclennan.gov/166/County-Clerk</a>

# Submission Options

## How to Submit Your Letter

Method	Details	Best For
Email	Check <a href="http://www.mclennan.gov">www.mclennan.gov</a> for emails	Quick communication
Mail	215 N 5th Street, Waco, TX 76701	Formal record
Hand Deliver	County Clerk's Office, M-F 8AM-5PM	Same-day delivery
Public Comment	At Commissioners Court meeting	Maximum impact

## Meeting Information

Detail	Information
Schedule	Check Agenda Center for dates
Agendas	<a href="http://www.mclennan.gov/AgendaCenter/Commissioners-Court-2">www.mclennan.gov/AgendaCenter/Commissioners-Court-2</a>
Participant	Call (254) 757-5049

## Tips for County-Level Advocacy

### Emphasize County-Specific Impacts

Do This	Not This
Mention FM roads by number (FM 308, FM 2837)	Generic "roads"
Reference your precinct	Just "the county"
Cite county budget impacts	Only talk about city taxes
Mention rural emergency response	City-only services
Discuss groundwater and wells	City water supply only

## Know Your Precinct

**Find your precinct at:** [www.mclennan.gov](http://www.mclennan.gov)

Knowing your precinct number helps:

- Direct your letter to the right commissioner
- Show you're an informed constituent
- Reference precinct-specific issues

## Sample County Letter

John Farmer  
789 County Road 427  
Waco, TX 76705  
[john.farmer@email.com](mailto:john.farmer@email.com)  
(254) 555-5678

December 24, 2024

McLennan County Commissioners Court  
County Judge Scott M. Felton  
215 N 5th Street  
Waco, TX 76701

**RE: Precinct 3 Resident Opposes Data Center – County Road Impact Concerns**

Dear Judge Felton and County Commissioners:

I am writing as a resident and landowner in Precinct 3 of McLennan County to express my opposition to the proposed InfraKey data center development. As a fourth-generation farmer whose family has worked this land since 1923, I am deeply concerned about the impact on county infrastructure and rural resources.

This issue directly affects McLennan County because the 520-acre facility will generate

massive truck traffic on Farm-to-Market Road 308, which the county maintains. The developer's traffic study estimates 200+ daily truck trips during construction and 50+ daily trips during operation. FM 308 was not designed for this industrial load and will require expensive county-funded repairs and upgrades.

According to the Texas Department of Transportation, heavy industrial traffic reduces rural road lifespans by 40-60%. In Williamson County, a similar data center development required \$4.2 million in county road improvements, paid entirely by county taxpayers. The county's financial responsibility for road maintenance makes this a critical concern for all McLennan County residents.

The Commissioners Court has a duty to protect county resources and taxpayer interests. This development will affect county roads, groundwater, and emergency services for decades. We need assurance that these impacts will be adequately addressed before any county permits or road use agreements are approved.

I respectfully request that the Commissioners Court:

1. Require a comprehensive county road impact study before issuing any permits
2. Ensure the developer funds all road improvements and ongoing maintenance
3. Hold a public hearing in Precinct 3 with 30 days notice
4. Coordinate with the Central Texas Groundwater Conservation District on water impacts
5. Require the developer to post a bond for future road damage repairs

Thank you for your service to McLennan County and for carefully considering the long-

term impacts on our rural infrastructure. Our county roads and resources cannot afford to subsidize this industrial development. I am available to discuss this matter further at (254) 555-5678 or john.farmer@email.com.

Respectfully,

John Farmer  
John Farmer

CC: Precinct 3 Commissioner  
County Clerk  
County Engineer

## **Issues Appropriate for County Commissioners**

### **Primary County Concerns**

Issue Category	Examples
Roads	FM road damage, traffic impact, maintenance costs
Water	Groundwater, rural water districts, well impacts
Emergency Services	Sheriff response times, rural EMS, fire districts
Property Rights	Ag exemptions, subdivision regulations, nuisance ordinances
Budget	Tax rates, county expenses, infrastructure funding
Flood Control	Drainage, county flood plains

## **Maximize Your Impact**

### **Before Sending**

- [ ] Know your precinct number
- [ ] Reference specific county roads (FM or CR numbers)

- [ ] Cite county budget/tax implications
- [ ] Mention rural/agricultural impacts if applicable
- [ ] Reference comparable county examples
- [ ] Include contact for your precinct commissioner in CC
- [ ] Proofread carefully

## **After Sending**

- [ ] Call to confirm receipt
- [ ] Attend Commissioners Court meeting
- [ ] Follow up if no response in 2 weeks
- [ ] Share template with neighbors in your precinct
- [ ] Track commissioner voting records

## **Additional Resources**

Resource	Link/Contact
<b>Find Your Precinct</b>	<a href="http://www.mclennan.gov">www.mclennan.gov</a>
<b>Court Agendas</b>	<a href="http://www.mclennan.gov/AgendaCenter">www.mclennan.gov/AgendaCenter</a>
<b>More Templates</b>	<a href="http://www.wacodatacenter.com/resources/">www.wacodatacenter.com/ resources/</a>
<b>Get Assistance</b>	<a href="mailto:plcmMercenary@tuta.io">plcmMercenary@tuta.io</a>

*Template provided by Waco Data Center Community Action  
For more resources, visit [www.wacodatacenter.com](http://www.wacodatacenter.com)*