

Written Public Comment Template

For City Council / Commissioners Court

When You Cannot Attend In Person

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]

Recipient Information

Choose the appropriate office:

Option 1: Waco City Council

Waco City Council
c/o City Secretary
P.O. Box 2570
Waco, TX 76702

Option 2: McLennan County Commissioners Court

McLennan County Commissioners Court
c/o County Clerk
215 N 5th Street
Waco, TX 76701

Letter Template

RE: Written Public Comment - [AGENDA ITEM NUMBER OR TOPIC]

Meeting Date: [DATE OF MEETING]

Dear [Mayor/Council Members/Commissioners Court]:

I am unable to attend the [DATE] meeting in person, but wish to submit this written comment for the record regarding [SPECIFIC AGENDA ITEM OR TOPIC].

State Your Position

I [SUPPORT / OPPOSE] [THE PROPOSAL / AGENDA ITEM] for the following reasons:

Reason 1

Keep each reason to 2-3 sentences

[State your point with specific facts or personal impact]

Reason 2

[State your point with specific facts or personal impact]

Reason 3

[State your point with specific facts or personal impact]

Specific Request

I respectfully request that the [Council/Court]:

1. [SPECIFIC ACTION] - *e.g., Vote against the proposal*
2. [SPECIFIC ACTION] - *e.g., Require additional environmental study*
3. [SPECIFIC ACTION] - *e.g., Hold public hearing with extended notice*

Closing

Please include this written comment in the official record for the [DATE] meeting. I am available for questions at [PHONE] or [EMAIL].

Thank you for your consideration of my concerns as a constituent.

Respectfully submitted,

[YOUR SIGNATURE]

[YOUR TYPED NAME]

Submission Instructions

Deadlines

Timing	Guideline
Standard Deadline	Submit by 5:00 PM the day before the meeting
Best Practice	Submit 2-3 days early
Reason	Gives officials time to review

Note: Check local rules - some jurisdictions may have different deadlines.

How to Submit

Method	Details
Email	To City Secretary or County Clerk (get email from website)
Hand Deliver	Office during business hours
Fax	If still accepted - call to confirm
U.S. Mail	Must arrive before meeting

Contact Information

Office	Phone	Website
Waco City Secretary	(254) 750-5640	www.waco-texas.com
McLennan County Clerk	(254) 757-5078	www.mclennan.gov

Follow-Up Checklist

After submitting your written comment:

- ☐ Call to confirm receipt
- ☐ Ask if comment will be included in meeting packet
- ☐ Request copy of meeting minutes after the meeting

- [] Verify your comment appears in official records
- [] Follow up with thank you if request is granted

Tips for Effective Written Comments

Do's and Don'ts

DO:

Best Practice	Why
Keep to one page	Easier for officials to read completely
Include full contact info	Proves you're a constituent
Reference agenda item #	Helps staff route your comment
Be clear: support or oppose	Don't make them guess your position
Use facts and cite sources	Builds credibility
Be respectful and professional	Gets better results
Make specific requests	Actionable items are more likely to succeed
Proofread carefully	Errors undermine your message

DON'T:

Avoid	Consequence
Submit anonymously	May be ignored
Wait until last minute	May miss deadline
Make personal attacks	Damages credibility
Assume it will be read aloud	Most are just recorded

Sample Written Comment

Jane Smith
 456 Elm Street
 Waco, TX 76710
 jane.smith@email.com

(254) 555-1234

December 24, 2024

Waco City Council
c/o City Secretary
P.O. Box 2570
Waco, TX 76702

RE: Written Public Comment - Agenda Item 7B (Data Center
Zoning Variance)

Meeting Date: January 7, 2025

Dear Mayor Holmes and Council Members:

I am unable to attend the January 7, 2025 meeting in person due to work commitments, but wish to submit this written comment for the record regarding the proposed zoning variance for the InfraKey data center (Agenda Item 7B).

I OPPOSE this zoning variance for the following reasons:

WATER IMPACT: The proposed facility will consume 4.5 million gallons of water daily according to the developer's own assessment. This is irresponsible given that Waco residents currently face Stage 3 water restrictions, limiting our household use.

EMPLOYMENT CLAIMS: Industry data shows data centers of this size create only 30-50 permanent jobs despite their 520-acre footprint. This is fewer jobs than the farms and businesses currently operating on this land.

LACK OF COMMUNITY INPUT: This variance request was posted with minimal notice. Our community deserves at least 30 days to review environmental impacts and provide

meaningful feedback.

I respectfully request that the Council:

1. Vote AGAINST the zoning variance until an independent water impact study is completed
2. Require the developer to present a binding water conservation plan
3. Hold a properly-noticed public hearing with 30-day advance notice

Please include this comment in the official record for the January 7 meeting. I am available for questions at (254) 555-1234 or jane.smith@email.com.

Thank you for your consideration of my concerns as a District 3 constituent.

Respectfully submitted,

Jane Smith
Jane Smith

Meeting Information

Waco City Council

Detail	Information
Regular Meetings	1st & 3rd Tuesdays
Time	6:00 PM
Location	Waco Convention Center - Bosque Theater
Address	100 Washington Ave
Agendas	www.waco-texas.com/Government/City-Council

Lacy Lakeview City Council

Detail	Information
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Regular Meetings	2nd & 4th Tuesdays
Time	6:00 PM
Location	Lacy Lakeview City Hall
Address	501 E. Craven Ave.

McLennan County Commissioners Court

Detail	Information
Meetings	Check online agenda
Agendas	www.mclennan.gov/AgendaCenter
Participate	Call (254) 757-5049

What Happens to Your Comment?

Process Flow

Step	What Happens
1. Submission	City/County receives your comment
2. Distribution	Added to meeting packet or forwarded to officials
3. Meeting	May be referenced during discussion (but usually not read aloud)
4. Record	Becomes part of official meeting record
5. Minutes	Should be noted in meeting minutes

Your Rights

- Your written comment becomes part of the public record
- You have the right to request confirmation it was received
- You can request a copy of meeting minutes showing your comment
- If improperly excluded, you can file a complaint

Comparison: Written Comment vs. In-Person Testimony

Factor	Written Comment	In-Person Testimony
Impact	Becomes part of record	More immediate impact
Time Required	15-30 minutes to write	2-3 hours (travel + waiting)
Length	Can be longer (1-2 pages)	Limited to 2-3 minutes
Follow-up	Email/call follow-up	Can answer questions immediately
Visibility	Less visible	Council sees you as constituent
Best For	Can't attend, detailed argument	Maximum impact, emotional appeal

Pro Tip: Do BOTH when possible - submit written comment AND testify in person!

Additional Resources

Resource	Contact/Link
Template Library	www.wacodatacenter.com/resources/
Email Assistance	plcmercenary@tuta.io
Testimony Workshops	Check events calendar
Meeting Schedules	City/County websites

*Template provided by Waco Data Center Community Action
For more resources, visit www.wacodatacenter.com*