

# **MetroGIS**

**“I need to know the boundaries and  
location of a specified parcel”**

Final Version  
Turn-Around Document

Workgroup Session  
November 5, 1998  
Earle Brown Center  
St. Paul, Minnesota

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## Participants List

### Subject Matter Experts:

<b>MetroGIS</b>				
<b>Parcel Business Information Needs Workgroup</b>				
<b>Date: November 5, 1998 Time: 8:00 a.m. till Noon</b>				
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Name	Organization Name	Phone Number	E-mail Address	Role
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Theresa Foster	MetroGIS Technical Coordinator	602-1572	theresa.foster@metc.state.mn.us	Organization

## Opening Comments

Will Craig began the session by thanking participants for attending. He then explained the mission of MetroGIS and stated that in order to provide stakeholders with a regional dataset for parcel boundaries, the business information need about that dataset needs to be addressed. The purpose of the workgroup today is to clearly identify parcel boundaries, data specifications, and to provide information sharing among all participants and stakeholders.

Will Craig introduced MetroGIS's Top 13 Information Needs and stated that parcel boundaries (#5) has been identified as being one of its top information needs. Also, included in the top 13 information needs is Parcel Identifiers (#13) and Rights of Property (#4) which will be introduced today.

Karl Olmstead introduced himself and explained that he would be facilitating the workgroup session. Each participant and organizer introduced herself or himself. The focus statement<sup>sm</sup> for the MetroGIS Business Information Needs Project was introduced and is included in this document.

## Focus Statement<sup>sm</sup>

**Definition -- Geographical Characteristics:** Physical characteristics of a geographical area, location or feature including those on, below, or above the surface of the land or water; and characteristics of other items of interest "organized" or "analyzed" by geographical areas, locations or features.

- ◆ Some examples of physical characteristics include:
  - ⇒ Area: The extent of a city.
  - ⇒ Location: The location of a street, waterfall, or a fire hydrant.
  - ⇒ Feature: The presence of minerals in an area, the width of a street, or the depth of a lake.
- ◆ Some examples of items "organized" or "analyzed" by geographical area include:
  - ⇒ The crime rate in a neighborhood.
  - ⇒ The pollution level at a specific location at a point in time.
  - ⇒ The species of wild flowers in a certain area.

## Scope:

- ◆ We are interested in all geographical characteristics (as defined above) of the seven county Twin City Metropolitan area that is relevant to improving:
  - ◆ The effectiveness, efficiency, and/or completeness of results at participant operations (public and private),
  - ◆ The understanding of the dynamics of the area's people, places and things.

## **Perspectives:**

*Primarily, we want to include the point of view of:*

- ◆ Individuals within units of government responsible for providing services within the Twin City Metropolitan area.
- ◆ Individuals in government agencies seeking to improve the quality of living and/or economic competitiveness of the Twin City Metropolitan area.
- ◆ Individuals making decisions about public policies servicing the Twin City Metropolitan area.
- ◆ Individuals responsible for operation of the governments of the Twin City Metropolitan area.
- ◆ Individuals concerned with improving government's effectiveness using geographical information.
- ◆ Individuals interested in maximizing sharing of geographical information.
- ◆ Individuals representing non-government organizations who might collaborate with government entities on geographical data of common interest.
- ◆ Individuals in non-government organizations who provide essential public services and who might benefit from geographical information.

*Secondarily, we want to consider the point of view of:*

- ◆ Individuals interested in geographical information within the Twin City Metropolitan area including:
  - ◆ Researchers
  - ◆ Educators
  - ◆ Private organizations (including utilities)
  - ◆ Private citizens
  - ◆ Non-profit organizations

*At this time, we will not specifically address the needs of:*

Individuals within business seeking to locate in the area.

## **Universality:**

- ◆ We are interested in geographical information covering the Twin City Metropolitan area, extensible into impacts on and from neighboring areas.
- ◆ We expect the models and resulting systems to be:
  - ◆ Stable for 6 months
  - ◆ Extensible for 24 months
  - ◆ Have a demonstrable life span of 60 months

## **Level of Detail:**

- ◆ Full attribute detail.

## Object Framing Model

### Defining ‘Space’, ‘Parcel’ and ‘Legal’:

*Space:* Space is a geographically bounded region in two or three dimensions. Two-dimensions is an area. Three dimensions define a volumetric area (Figure 1). Source: definition agreed upon by the MetroGIS Jurisdictional Boundary Workgroup, June 2, 1997.

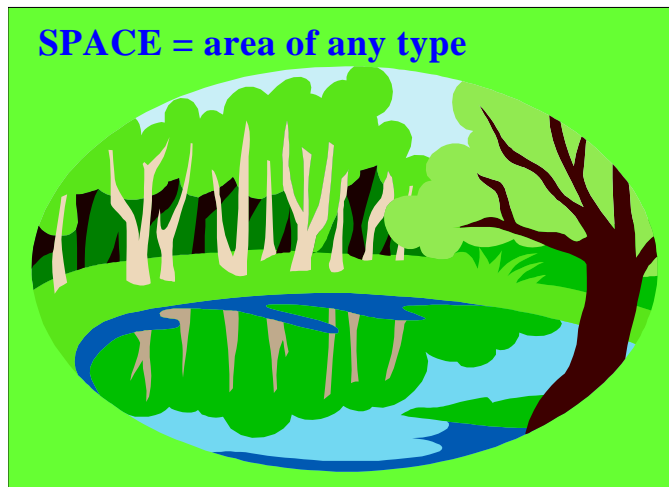


Figure 1

*Parcel:* Parcel is an area with legal description (Figure 2). Source: definition agreed upon by the MetroGIS Parcel Workgroup, November 5, 1998.



Figure 2

*Legal:* Legal means recorded information (description recorded) or in the process of being recorded. Source: participants at the MetroGIS Parcel Workgroup, November 5, 1998, designated this to the “parking lot”; needing future refinement.

## Legal Reference Areas, Land Rights Areas (Interest Parcel), and Tax Parcel

Karl illustrated, using a simulated county parcel map, various types of land areas (Figure 3). These types of areas (e.g. unplatted and platted) provide a framework for how we collect legal reference area, land rights area (interest parcel) and tax parcel information.

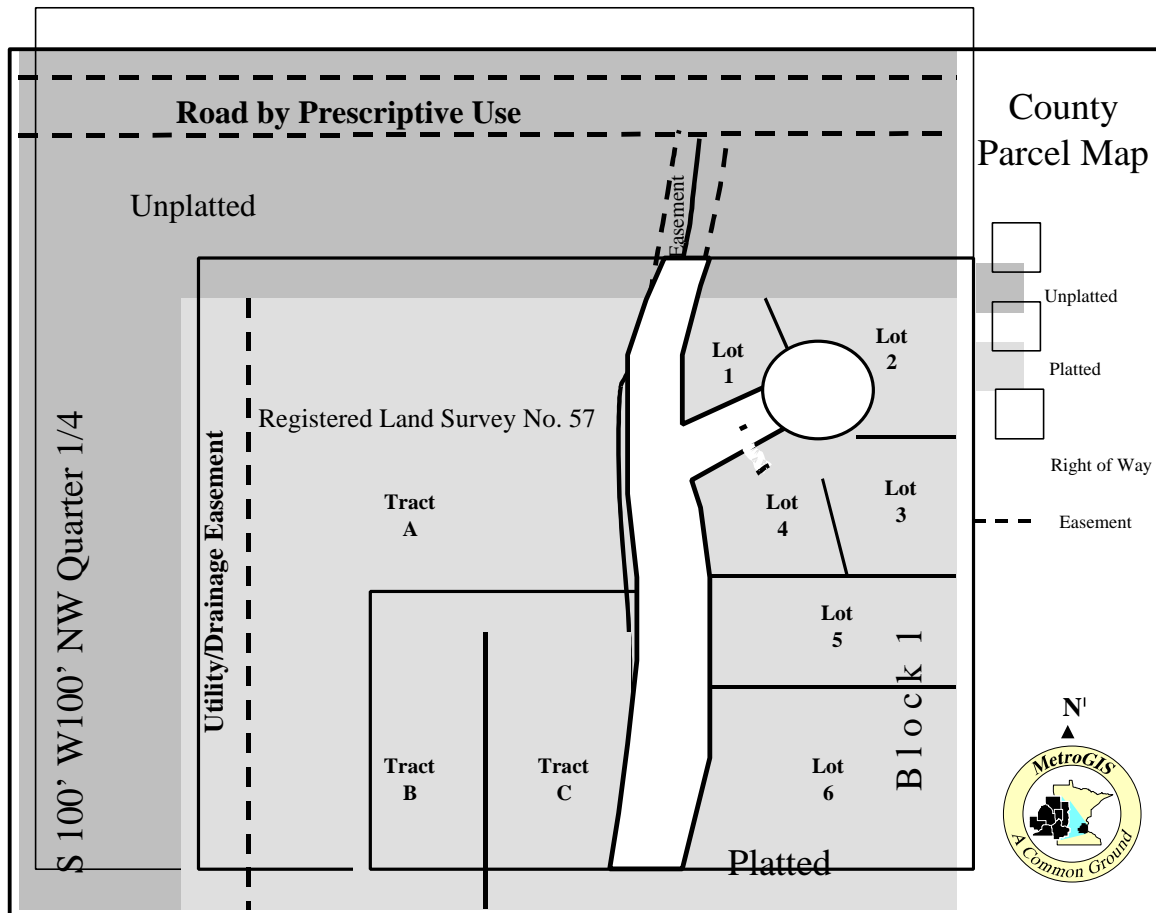


Figure 3

Karl stated that today's participants will help refine the definitions that incorporate a parcel boundary and location and include uses, data examples, and attributes associated with those referenced areas. He mentioned that the organization group came up with preliminary definitions that will serve as a starting point to be included within the scope of parcel boundaries. He then opened up the discussion to the workgroup to describe and define types of Legal Reference Areas (Figure 4). Karl Olmstead (KIO) facilitated the process and his comments are recorded in this document in order to capture all the information obtained at the workgroup. All definitions recorded were agreed upon by the participants at the parcel workgroup held on November 5, 1998.

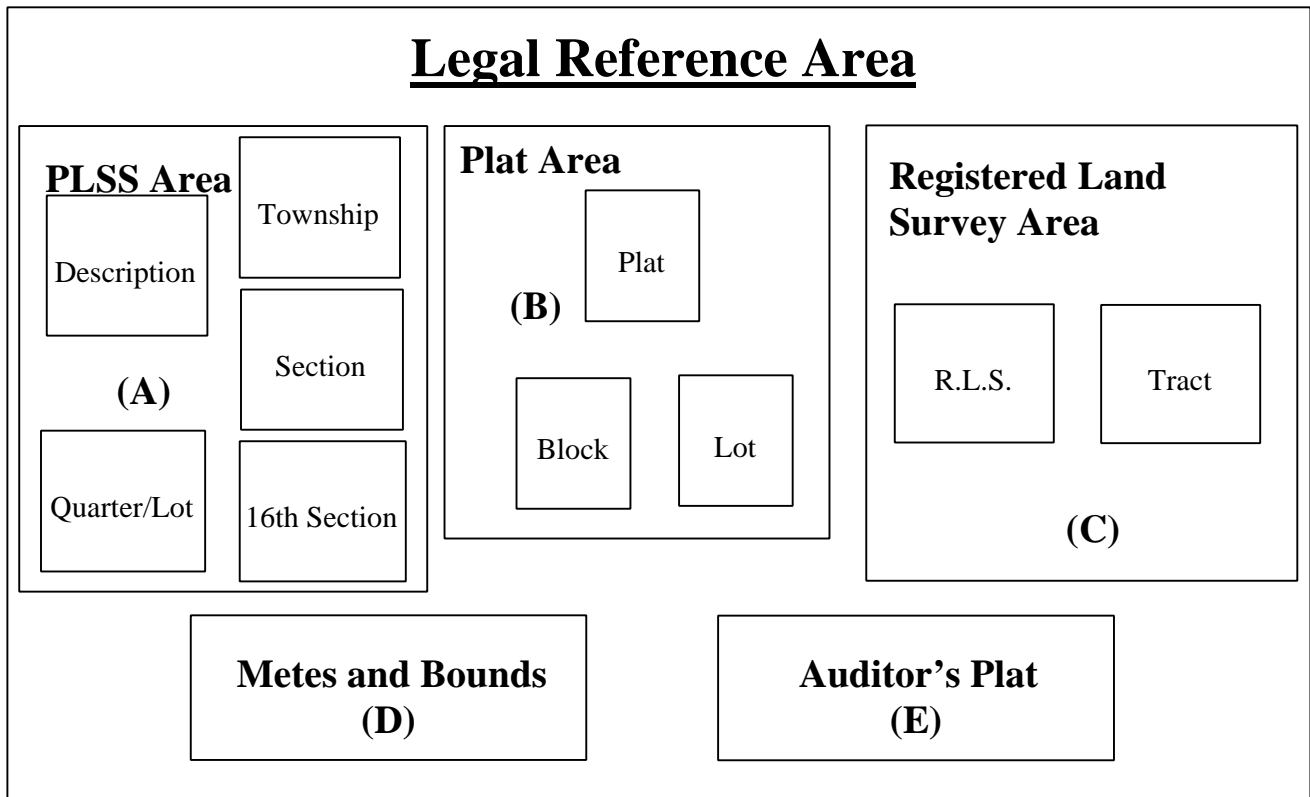


Figure 4

**Definition of a “Legal Reference Area”:**

Foundation for legal descriptions; recorded or in the process of being recorded.

**Types of Legal Reference Areas:**

**Public Land Survey System (PLSS)**

**Definition**

The participants agreed that the Public Land Survey System (PLSS) is the basic reference system for the State of Minnesota. PLSS is a foundation for a legal description. From there we go on to define parcels.

DDC: PLSS technically originates outside of Minnesota (Arkansas?). There is more than one principal meridian and baseline that PLSS lines are drawn from in Minnesota.

## Metes and Bounds

### Definition

A method derived from PLSS to describe parcels; does not include areas described by metes and bounds.

?: No consensus on whether metes and bounds belongs as a separate category. Is it just a method to describe land areas? Are we looking for underlying systems of reference?

MK: Usually just describes a single parcel. Often used within the context of the PLSS system.

KIO: Not the same as the "Description" box under PLSS. That box came from the federal cadastral standard.

JW: Concerned that this topic should be addressed.

## Registered Land Survey

### Definition

DDC: Registered tract boundary survey; torrence registration.

DDW: On Torrence property

Numbered

Title Guaranteed

Tracts can not dedicate land, they can only describe what already exists.

Definition of Torrence: Government guarantees who owns the land

## Plat Area

**Definition**

DDC: Could include torrens properties and unregistered properties. Some are unnamed.

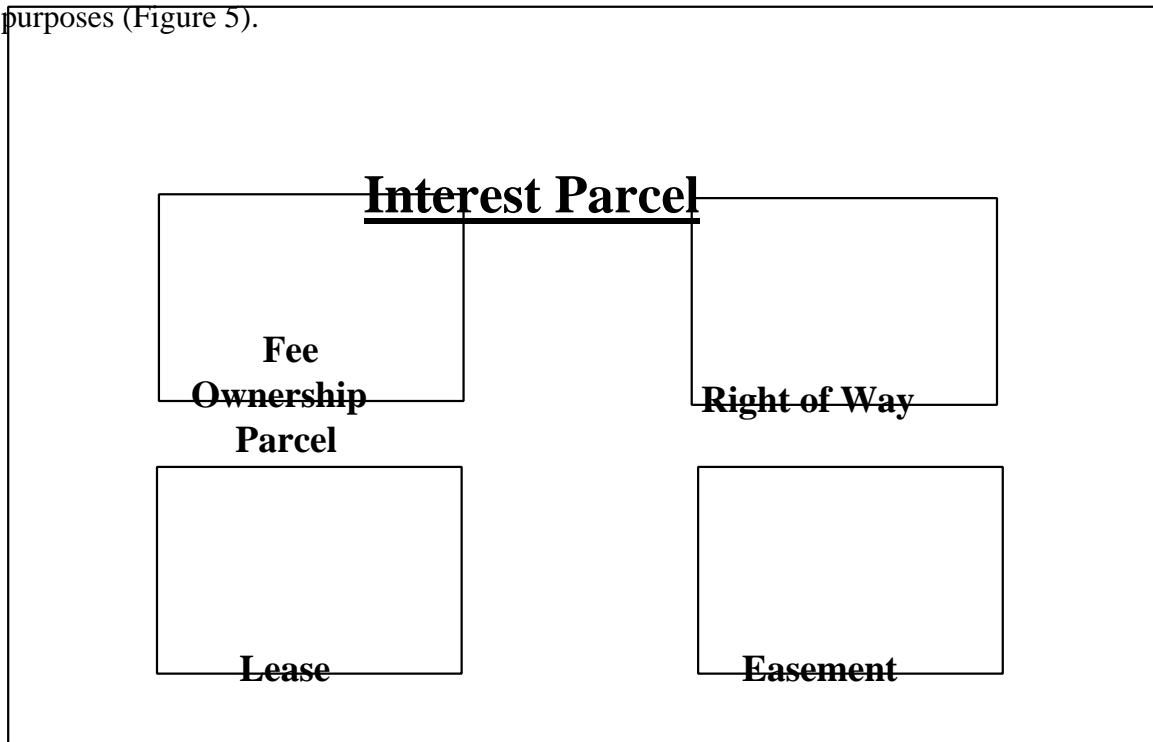
**Auditor's Plat**

**Definition**

DDC: for taxation purposes. Has evolved out of metes and bounds / legal descriptions.

Auditors sub-division – auditors plat.  
In Ramsey County; these evolved to the legal description.

Karl asked the workgroup “What is the smallest common denominator of the Earth’s surface that has been tracked, or legally referenced?” The participants settled on “Interest Parcel” to denote that smallest area that may be recorded and tracked for business purposes (Figure 5).



**Figure 5**

## Definition of an “Interest Parcel”:

Bundle of rights in property; boundaries based on legal reference area(s). More than one in same space. Includes lease areas. Covers all of space.

DDC, MK: The County Assessor’s Office is responsible for recording and tracking the conveyance of “Interest Parcels” that exist within a county’s jurisdictional domain.

JW, DMW: Each category type has certain legal rights associated to it. Those rights could be either documented or unwritten, and may be altered when a conveyance has occurred.

## Types of Interest Parcels:

### Fee Ownership

#### Definition

Extent often coincides w/tax parcel extent. Multiple in ownership parcels in same 2-D space; only when separate in 3-D (condo).

MK: extent often coincides with tax parcel extent.

DDC: extent defined at moment conveyance recorded. (unrecorded has some legal rights that need to be determined in court or by other means)

JBK: fee ownership parcel may not be a tax parcel (right of ways, etc.)

DDC: covers all space (right of way can be owned by fee title or easement – underlying owners have fee title to it if its vacated)

DDC: fee ownership subject to right of way and easement – subject to limitations

#### Examples

Co-ops: multiple owners in same 2D space. In 3D space parcels are separate – each has an owner and a tax PIN.

Association is fee owner of common spaces.

DDC: can't have more than one title /deed recorded for each parcel, but 2 or more people can own together

### Attributes

can have more than one owner(s)  
address: (a) parcel address (b) owner address  
covers all space  
lien  
might not be a tax parcel (right-of-way)

### Notes

TT: wanted to be able to notify owners for a variety of reasons

MK: doesn't care if fee ownership is tax parcel because often they're the same. There is a distinction, but often cover same extent

DDC: might need to know information about individual lots.

JMG: says Mn/DOT does mailings to owners along corridors, not the taxpayers

MM: asked if PINs disappear when properties are consolidated

JC and DP: said during the needs discussion that fee ownership is what they need to know.

## Easements / Right of Way

### Definition

Fee ownership is subject to these activities (easements and rights-of-way). These activities create limitations on fee ownership.

DDC: These activities occur on top of something that someone owns. They are for a specific use. If that use stops, they revert back to those who originally had interest when the easement or right-of-way was created. There are rules that govern how to divide easements / rights-of-way between two or more original owners when they revert.

No PIN. No owner (well, yes, the public is the owner).

MM: Do PINs disappear as things change over time?

KIO: This question brings up the whole topic of history and tracking.  
Easements are supposed to be recorded.

## Lease Parcel

### Definition

DDC: Might be appropriate for railroad authority.

DKD: Longterm lease needs recorded document, therefore, it is treated as a separate parcel.

## Definition of an “Tax Parcel”:

Extent defined by taxing authority. More than one in same space (co-ops).  
Assembled out of interest parcels. Boundaries based upon interest parcels and have reference to legal referenced areas (Figure 6). Doesn't cover all of space.

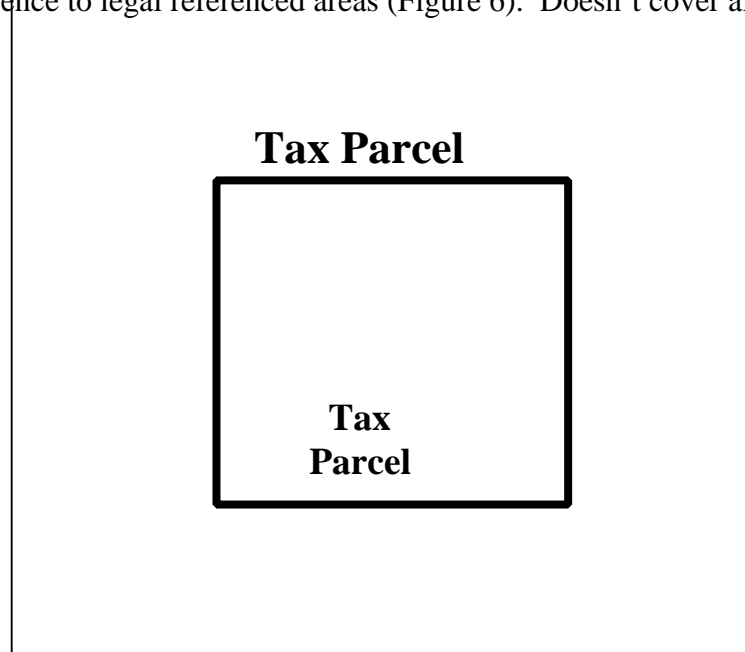


Figure 6

## Definition

GC, MK, et al.: Taxing is a process and not a rights area.

KIO: Tax parcel boundaries are based on land rights areas which are based on legal reference areas.

RCC & general agreement: A lease can be a use or a right within an interest parcel.

The tax parcel references the interest parcel. Often, the extent of fee ownership coincides with the tax parcel extent (often, either will meet users' needs and therefore are treated as essentially identical).

Paul L : The tax parcel is the lowest common denominator defined by the taxing authority.

There can be more than one owner and more than one taxpayer.

DDC: There is a lot of similarity between ownership and tax parcel. Kept separately in Ramsey County GIS. Two layers so you could group ownerships as one tax unit. Taxing is a separate activity from ownership / interest / or rights.

MK: Can subdivide for tax purposes, e.g., divide house and garage from agricultural land, since taxed differently. Remains as one parcel on the map.

JLH: Different PID # for leased property since tax statements go to different people.

DH: We don't do that.

KIO: In summary, rules differ as to how properties are subdivided for tax purposes. Conceptually different from dividing for ownership.

Paul L: Has single layer of parcels; subdivide if taxing authority tells them to.

DDC: Described a situation with two owners. Owner #1 has 2 tax parcels. Owner #2 has one conveyance & one lease. Owner #2 and the leaseholder are billed separately, but no new PID is recorded for the lease. The lease is a land rights area, but there are only 3 (not 4) tax parcels for this situation. *(My notes say there would be only 2 bills, but I think it would be 3: Owner #1, Owner #2, and the leaseholder.)*

KIO: Many times, the taxpayer is not the same as the owner.

Paul L: e.g, in the case of a mortgage, there is an owner, a bank, and sometimes others.

KIO: Can there be more than one tax parcel occupying the same space (e.g., coops)?

JH, DH, DDC, Paul L: There are three kinds of elements: common (e.g., space around townhomes), limited (common to some but not all, e.g., garages), and individual (e.g., a defined lot in a block owned by an association - - a separate tax parcel).

MM: Can these elements be combined for analysis, e.g., for population density regulations?

MK: Maybe, if the data is structured to support that.

KIO: Need rules for doing so, need common definitions.

DDC: As they are developing a GIS, they are trying to get all parcels to have an ID.

Paul L: Need one PIN# per space (not per parcel) so that area computations are correct.

JW: A tax parcel can be composed of many smaller pieces; it can be viewed as a hierarchy. It's an "assembly process," assembling a tax parcel out of interest parcels.

### Attributes

Who owns it  
Who owes taxes on it  
Its value  
Tax rate  
Classification  
Tax PIN

Paul L: Number of units (e.g., for duplexes, townhouses, coops...). These could be ranges (e.g., 1-5, 6-10...) rather than exact numbers

Paul L: Fee owner (since recorder doesn't necessarily keep information in a form that is needed to notify owners.

### Notes

MK: Generally the term "Tax Parcel" is synonymous with the "Fee Ownership" type, as their spatial extents often coincide.

DDC: Ramsey County handles them as two separate systems, so all counties do not operate the same.

Paul L, DKD: The taxing authority, which is the legislative function of the County Assessor, will create new “Tax Parcels” by sub-dividing when it becomes necessary.

Paul L: The County Assessor’s database of “Fee Ownership Parcels” holds the attribute data that is associated with each recorded parcel, and each county has implemented a system that reflects its own business needs.

A “Tax Parcel” may be assembled from multiple or overlapping “Interest Parcels”, so that the owner may get only one tax bill from the County Assessor, even though it may cover multiple “Fee Ownership Parcels”. When a parcel coverage is requested, its polygons generally denote “Tax Parcel” boundaries.

### Identify Priority Parcel-Related Types

Each participant was asked to write down their top 3 uses pertaining to the question, “*I need to use, for my own business information needs, parcel boundary and/or location information to accomplish \_\_\_\_\_?*”. The following spreadsheet lists those uses as well as organization type and comments associated with their own business needs (Table 1).

**Table 1**

MetroGIS			
Parcel Workgroup Participants			
Top 3 Uses			
I need to use, parcel boundaries. . .	Organization Type	Participant Initials	Comments
Assigning and analyzing land use (zoning, existing land use, etc).	GIS Consultant	JH	
Notification of residents in a certain geographic area	GIS Consultant	JH	
Link various databases to parcels via a unique identifier to analyze geographic trends. (e.g. attaching assessed value of property to parcels to map and analyze)	GIS Consultant	JH	
Base map for various attribute data (e.g. value, use, water bill delinquency, vacant lots).	University Research	WC	very general map OK

**Table 1 (con't.)**

MetroGIS			
Parcel Workgroup Participants			
Top 3 Uses			
I need to use, parcel boundaries. . .	Organization Type	Participant Initials	Comments
Measure distance from a specified parcel (e.g. to determine the effect of value of proximity to a crack house).	University Research	WC	more precision needed
Total land area in various use (or other) categories (e.g. Percent of Hawthorne neighborhood in streets and alleys - not parcels).	University Research	WC	more precision needed
Create mailing lists - mail to land owners information regarding upcoming projects.	Mn/DOT Transportation	JMG	
Pre-design planning - evaluate number and type of parcels that may be affected by a transportation proposal (e.g. a new road).	Mn/DOT Transportation	JMG	
Identify parcels and owners for possible purchase/lease (future roadways) or the purchase easement.	Mn/DOT Transportation	JMG	
Accountability for Tax Purposes	County Auditor		
Identify Property for Ownership (Tax Purposes)	County Auditor		
Identify particular ownership in specific areas.	County Surveyor		
Identify parcels by property address or PIN number.	County Surveyor		
Identify what property(s) and associate property addresses fall into unique specified areas (e.g. political subdivisions etc.)	County Surveyor		
Generate 1/2 & 1/8 Section Maps to sell to public and private.	County Surveyor		
Integrate aerial photo info. Overlaid onto parcel level map.	County Surveyor		
Cadastral Framework for Geographic Information System	County	GC	
Parcel Base Map Representation	County	GC	

**Table 1 (con't.)**

MetroGIS			
Parcel Workgroup Participants			
Top 3 Uses			
I need to use, parcel boundaries. . .	Organization Type	Participant Initials	Comments
Define multipurpose boundary use (e.g. municipal, governmental districts, commissioner, voting etc.).	County	GC	
Ownership boundaries and jurisdictional boundaries (lake and river identification).	County	Peter L	
name, address, and phone number of owner (contact person)	County	Peter L	
overlying zoning districts (e.g. floodplain, shoreland, MNRRRA, etc.)	County	Peter L	
Reference County Survey Control to all new subdivision and road boundary surveys.	County	DDC	
Define - Records problems with contradicting descriptions	County	DDC	
Identify parcel splits	County	DDC	
creation of tax parcels	County	DDC	
identify public rights area - Jurisdictional Boundaries	County	DDC	
Define the use of lands in a broad sense including the value and ages of buildings, type of use and intensity of use, and extent of area those land uses cover.	Regional Government	RG	
Identify and describe proximity of parcels to proposed or existing cultural activity impacts.	Regional Government	RG	
Parcel/Owner notification for public notice, variance, etc.	County Surveyor	JBK	
Create, support and maintain digital parcle database for countywide applications. This includes supporting the subdivision approval process needs of the department.	County Surveyor	JBK	
Location and boundary surveys of county owned lands. Includes: right of way parcels, tax forfeit parcels, parks, trails, etc.	County Surveyor	JBK	

**Table 1 (con't.)**

MetroGIS			
Parcel Workgroup Participants			
Top 3 Uses			
I need to use, parcel boundaries. . .	Organization Type	Participant Initials	Comments
Project future development to determine where future services will need to be located, their sizing, and their capacity. This requires tabulation of trends in land use and development at a geographic scale larger than parcels, starting at the sub municipal level and working up to city, county, (?) sector and regional labels.	Regional Government	MM	In general we need data that is good enough for government work. It does have to be measured very accurately, or located with great precision and any generally acceptable definition of parcels will work, but preferably defined the same throughout the region.
Determine how much land is vacant and available for development. We need to know it by general land use type and densities of development so we can forecast how much growth will occur in an area and at what rate (when).	Regional Government	MM	
Similar to the above we would like to track redevelopment so we can forecast (build a "model") how much future development will occur on land that isn't vacant. Such characteristics of land as value, value of bldg to land ratio, and size of bldg pad related land parcel. Parcel maps and tabulations of this data to city or larger areas would be the product we need.	Regional Government	MM	
To identify, if a parcel is developed and the level or type of development, and when it happened.	Regional Government	MK	
To define the boundaries between different uses of land.	Regional Government	MK	
To act as the framework for defining the boundaries of various types of jurisdictions (e.g. MCD, MUSA, etc.).	Regional Government	MK	
Notification or billing of owners/taxpayers for a variety of city business (usu. Special assessments / Public improvements and Service charges). Often selected by a specific geographic area.	City Government	TT	
Any and all data relevant to acquisition, vacation, easements, leases, rights of way for a variety of city purposes.	City Government	TT	
Detailed description of environs relative to customer (citizen) service.	City Government	TT	

**Table 1 (con't.)**

MetroGIS			
Parcel Workgroup Participants			
Top 3 Uses			
I need to use, parcel boundaries. . .	Organization Type	Participant Initials	Comments
Visual representation of parcel areas . Our landbase is used as a back drop to our facilities GIS database.	Utility	JC	Accuracy not important, Parcel ID's not important
PLSS - is used for a graphical query function in an application (e.g. we have a PLSS coverage used to query by section, township, range, quarter, etc.)	Utility	JC	
Political Boundaries	Utility	JC	
Land Planning for Cities	Private Business	DMW	
Land planning for private developers in platting process	Private Business	DMW	
Boundary surveys to reference adjacent land and property, adjust subject parcel to adjacent parcels.	Private Business	DMW	
The delivery of GIS to the county departments and GIS Partners that we support.	County Government	JCW	
Map locations of our electric utilities.	Electric/Utility	EJS	Mapping
Pan future routing of utilities.	Electric/Utility	EJS	
Plan future needs for electric service	Electric/Utility	EJS	
Parcel Searches - 350 foot (or other distances) buffer area around a selected area.	County Government	Paul L	
Presentation of areas of interest for various purposes - show me all properties 16 acres or larger, show me all properties in my district.	County Government	Paul L	
As a reference layer for maps of various purposes (e.g. map of wells).	County Government	Paul L	
Define/Identify/Analyze Ownership	Hennepin County - Assessor	RC	a) taxable/exempt classification b)contiguous parcels c)property rights d)general classification
Represent Parcel Uses and Rights, Including Lease Rights	Hennepin County - Assessor	RC	a) one parcel - multi uses b) transit zone classification
Property Valuation and Classification	Hennepin County - Assessor	RC	a) zoning b) track volume changes c) model land values d) urban homestead (no longer current program)
Geo-code school district student addresses (I need to use parcels tax and interest as much as possible to show residents)	Consortium of School District	DC	

**Table 1 (con't.)**

MetroGIS			
Parcel Workgroup Participants			
Top 3 Uses			
I need to use, parcel boundaries. . .	Organization Type	Participant Initials	Comments
Draw accurate school boundary lines which in many cases follow parcel lines	Consortium of School District	DC	
Provide the ability to map and analyze data for future location of services (e.g. new roads, parks etc.)	County		
Research property boundaries for determining property rights and developments	County		
To identify interest in ownership of areas with cultural and natural resource restoration/preservation opportunities for use in contacting and working with landowners. Also for recreation issues such as trail routes, etc.	Federal Government (NPS)	NSD	
Interest in ownership of riparian/wetland/bluff sensitive lands to encourage sensitive developments.	Federal Government (NPS)	NSD	
Ownership of / Interest in lands within the state critical areas/NPS boundary to encourage and work with individuals and communities to achieve goals related to critical areas/NPS and to work on landowner BMP's/education.	Federal Government (NPS)	NSD	
Determining how many residences fall within or are intersected by different noise contour scenarios. Decision-makers/management review the results from different noise scenarios and determine how aircraft will operate at that airport.	Metropolitan Airport Commission		Other uses of interest: 1) Nursing Homes 2) Daycares 3) Schools 4) Hospitals 5) Churches
Subsequent mailings from the results of the parcel query notifying resident of airport operational changes.	Metropolitan Airport Commission		
Notification to residences of eligibility in the far part iso home sound insulation program.	Metropolitan Airport Commission		
Find out the values of homes in which the airport is having a direct impact on, to look at past values and see if the effects are considerably negative; also land acquisition.	Metropolitan Airport Commission	NR	
To find out property values in like neighborhoods in which we currently sound proof homes.	Metropolitan Airport Commission	NR	

**Table 1 (con't.)**

MetroGIS			
Parcel Workgroup Participants			
Top 3 Uses			
I need to use, parcel boundaries. . .	Organization Type	Participant Initials	Comments
Land use data to see what types of people we are most negatively affecting during routing and rerouting of aircraft. Do delineate the best flight data to impact the least amount of residential properties.	Metropolitan Airport Commission	NR	
Identification of property boundaries to satisfy service requests (or requests for no service) by property owners.	MMCD	BZ	
General reports of our activities with designated areas.	MMCD	BZ	
Production of field maps that would assist in notification of property owners of our actions on their property.	MMCD	BZ	
Enforce official control (zoning and subdivision or c. names, building code, ag preserve covenants) including mailing of public notices.	Carver County	DKD	
Conduct planning and analysis studies	Carver County	DKD	
Provide information to others including the public regarding parcel information - size, location, zoning, value etc.	Carver County	DKD	
Wants a Parcel base Map to include Tax Information	Carver County	GWC	
Wants a Parcel Base Map to include Ownership of Parcels	Carver County	GWC	
Wants a Parcel Base Map to include Right of Ways and Easements	Carver County	GWC	
Censu/Planning - long range	School District	DC	1) Planning for growth 2) Placement of new schools 3) Funding formulas: population, age groups
Providing funding for specific needs	School District	DC	1) Free reduced lunches 2)Poverty - Household Income 3) Racial Data 4) Mobility 5) Test Scores

**Table 1 (con't.)**

MetroGIS			
Parcel Workgroup Participants			
Top 3 Uses			
I need to use, parcel boundaries. . .	Organization Type	Participant Initials	Comments
Identifying service needs for residents.	School District	DC	1) Non-English speaking adults 2) No High School Diploma adults 3) Household Income 4)Crime 5) Poverty 6) Ages of residents
Address (accurate for merging data)	School District	DC	
Utility connections	School District	DC	
Ages of Adults (senior citizens) - Over 25 for Adult Basic Educ.	School District	DC	
Land Use projections (zoning, value)	School District	DC	How many people live their with children?

**Desired Specifications for Highest Priority Parcel-Related Area Types**

Olmstead called on participants that receive parcel data to describe what expectations concerning accuracy, completeness and currency the data should have. Each participant was asked the question “In order to be useful to me, parcel boundary and location information needs to comply with the following specifications: \_\_\_\_\_?”.

DP: Wonders why there are gaps in data, and “Fee Ownership Parcels” are wanted. If any portion of a block falls within noise contours, all parcel owners of residential property in that block get a grant for noise deadening modifications; no gaps in data, need closed polygons; annual currency.

RC: “Fee Ownership Parcel” data within Hennepin County provided to Ad-Hoc groups, need Parcel ID’s. Would like it to become current to within 24 hours.

ND: Wants all of “Fee Ownership”, “Easement” and “Right-of-Way” parcel types, need closed polygons and six months currency is adequate.

GWC: Wants “Fee Ownership Parcels” for Carver County, with one foot accuracy and 30-day currency.

MM: Needs to aggregate parcel data to higher levels, such as Census Tract, to track each community’s land use. Any accuracy is acceptable, and one year currency is fine for annual and 10-year Census comparisons.

MK: Wants to create Land Use layers using “Tax Parcel” data from all seven counties. Needs to be able to distinguish single-family from multi-family parcels by the number of residential units.

JMG: Wants completeness through the extent of the parcel coverage, and no missing data for the attribute information.

TT: Wants a high level of accuracy, and weekly currency.

Peter L: Need elevations, but that's too expensive. Regulations are based on OHW (*ordinary high water?*). Use the edge of the lake as a baseline, compute other lines from that. Different from parcel boundaries.

MM: Need aggregated data to get the big picture. Need consistent attributes attached to them to make valid comparisons.

Others have more specific needs for information on a specific parcel (e.g., phone #).

JH: For regional analysis, need consistency at a fundamental level. Need ownership, need a PIN or other unique ID for parcels, lakes, everything (in other words, need complete spatial coverage, not just parcels), and need addresses (again, for parks and other different types of parcels). PIN's and addresses are needed to provide links for analysis. All their other layers of GIS information used in planning are built using the parcel layers as a base; when the parcel boundaries are adjusted, all their other layers need to be adjusted.

JH: Wants best accuracy and most current parcel data from Ramsey County.

JLH: Wants unique identifiers (PINs) for all parcel types in Scott County and address information.

MK: At a minimum, need documentation. E.g., how are the categories for single family / multiple family land use map categories defined?

JBK: Is number of units in a multi-unit building considered an attribute of tax? Owner? Other? there's a trend where users are looking at information for future planning (what may be a field today is an industrial park tomorrow, etc.).

During “Needs” discussion, participants stressed the need for consistency and completeness (both in terms of geography and attributes).

## **Homework on Parcel Types**

Each workgroup participant was asked to assign parcel-related area types to the information needs identified in 1996, and to a specified number of parcel-related relationships. The workgroup participants were instructed to complete the included forms in their packet, Roger Carlson suggested that the group be electronically emailed the forms and given the opportunity to complete them on-line. Updated data sheet forms were emailed by staff on Tuesday, November 10, 1998, forms were requested to be emailed or mailed back by Wednesday, November 18, 1998. The following tables are the compilation of what parcel type workgroup participants would use to answer the business information needs and relationships identified from the business object modeling session held on October 30-31, 1996 (Table 2).

**Table 2**

	<i>(I need to know...)</i>	<b>Legal Reference Area...</b>	<b>Interest Parcel</b>	<b>Tax Parcel</b>	<b>Primary Data Source</b>
	<b>The boundaries and location of a specified parcel</b>				
1	The street frontage of a parcel	1	7	2	County Surveyor
2	Judicial proceedings for a parcel related to its location. (e.g., parcel that is defined wholly or in part by property boundaries whose location is disputed and is the subject of legal action)	4	6	1	County Recorder
3	Does the parcel have restricted access		8		County Surveyor & City Engineer
4	All parcel boundaries which are not compatible with an adjoiner. (Where do boundaries overlap by description)	7	3		County Surveyor
5	The property corner coordinates of a parcel/property	7	3		County Surveyor
6	Parcel boundaries and the history of boundary changes	5	4	1	County Surveyor & Recorder
7	The size of a parcel in both square feet and acres	3	4	4	County Assessor
	<b>The characteristics of all parcels within a specified distance of a location</b>				
1	Distance between a variety of features of interest, including: parcels to lakes, feedlots to streams, telephone poles to edges of pavement	3	6	3	GIS Application
2	The location of street access <to a parcel or property>	2	7	3	County Surveyor & City Engineer
	<b>A unique identifying attribute of a land parcel, such as parcel ID.</b>				
1	The address(es) associated with each lot and parcel in the metropolitan area		5	6	County Assessor & City
2	The description of a parcel by differing authorities	3	2	5	County Recorder
3	Parcel ID number (Note: the parcel ID# is typically the primary way to identify all land records)		5	7	County Surveyor
4	What parcels do NOT have Parcel Identification Numbers (PIN or PID) and who owns them	1	4	5	County Surveyor & Assessor
5	The recorded document number for a property	2	4	3	County Surveyor & Assessor

**Table 2 (con't)**

<b>Information Needed About Parcels</b>		<b>Legal Reference Area...</b>	<b>Interest Parcel</b>	<b>Tax Parcel</b>	<b>Primary Data Source</b>
1	Owner Occupied or Renter Occupied	1	6	8	County Assessor
2	Deed restrictions: Conservation: Green Acres	1	7	6	County Recorder
3	Deed restrictions: Conservation: Ag Preserve	1	8	5	County Recorder
4	Easements: Utility	2	9	1	County Recorder & Surveyor
5	Homestead Names and relative homestead Names	1	4	7	County Assessor
6	Location of utility easements	6	6	1	County Surveyor
7	Type of utility easements	2	10	1	County Recorder & Surveyor
8	Foreclosures	1	5	5	County Assessor & Recorder
9	All documents filed against a property		6	4	County Recorder
10	Owner: Name	1	5	8	County Assessor
11	Owner: Disability Status	1	3	8	
12	Owner: Taxes Paid (property)	1	1	10	County Assessor
13	Owner: Federal Mortgage deduction	1	3	7	
14	Occupant: Name	1	4	7	County Assessor
15	Occupant: Tax Paid (Income)	1	2	8	County Assessor
16	Occupant: Number of children	1	4	6	School
17	Occupant: Ages of children	1	4	6	School
18	Occupant: Names of schools attended	1	4	6	School & County
19	Utility company which provide services	1	6	5	Utility

**Table 2 (con't)**

<b>Information Needed About Parcels</b>		<b>Legal Reference Area...</b>	<b>Interest Parcel</b>	<b>Tax Parcel</b>	<b>Primary Data Source</b>
20	Location of utility access to unit	4	5	1	Utility, City & County Engineer
21	Improved or vacant	1	4	8	County Assessor & City Planning
22	Access to sewer and water	3	5	5	City
23	Commercial Use Type	1	4	9	County Assessor & City Planning
24	Business Use Type	1	4	9	County Assessor & City Planning
25	Date Parcel was first occupied	3	4	6	County Assessor
26	Use type of buildings (3-D), particularly multiple use buildings	1	5	7	County Assessor & City Planning
27	Comprehensive land use plan designation	2	4	6	City
28	Code violations	3	3	5	City and County Inspection
29	Number of Crimes	2	4	5	City and County Police
30	Type of Crimes	2	4	5	City and County Police
31	Health Official information	1	5	5	City and County Inspection
32	Zoning	2	5	5	City
33	Structure Description: Size	1	4	7	County Assessor
34	Structure Description: Age	1	2	8	County Assessor
35	Structure Description: Construction materials	1	2	7	County Assessor
36	Structure Description: Home style	1	2	7	County Assessor
37	Structure Description: # of rooms by type and size	1	2	8	County Assessor
38	Inspection Information: Number of inspection visits	1	4	6	City and County Inspection
39	Inspection Information: Date of last inspection	1	4	6	City and County Inspection

**Table 2 (con't)**

Information Needed About Parcels		Legal Reference Area...	Interest Parcel	Tax Parcel	Primary Data Source
40	Number of units	1	4	8	County Assessor
41	Number of households (not units)	2	3	7	School
42	Standardized tax rate	2	1	9	County Assessor
43	Tax delinquency status	1	1	9	County Assessor
44	Special Assessments	1	1	9	County Assessor
45	Tax-forfeited status	1	1	9	County Assessor
46	TIF district status	2	2	9	County Assessor
47	Index of housing affordability	2	3	6	
48	For sale	1	5	5	Commercial/Residential Real Estate
49	Sales history: year and value	1	3	8	County Recorder
50	Survey: Type (Metes and bounds, PLSS)	7	3	3	County Surveyor
51	Survey: Location of records Legal description	9	1	3	County Recorder
52	Survey: Date	8	3	3	County Recorder
53	Survey: Surveyor	8	2	1	County Recorder
54	Preliminary Plat ( <i>name</i> )	5	4	3	City Planning & County Surveyor
55	Number of off street parking spaces	2	5	5	City
56	Street access: Location	3	5	5	City
57	Street access: Name of street	3	5	5	City
58	Street access: Volume of traffic	2	4	4	City and County
59	Water frontage	4	4	5	County Assessor

**Table 2 (con't)**

<b>Information Needed About Parcels</b>		<b>Legal Reference Area...</b>	<b>Interest Parcel</b>	<b>Tax Parcel</b>	<b>Primary Data Source</b>
60	Trips generated	1	3	5	
61	Planametrics: Buildings	5	2	5	County Surveyor & City
62	Planametrics: Contours	4	3	3	County Surveyor & City
63	Postal Municipality	4	3	5	County Assessor
64	% of impervious materials	1	4	4	City
65	Contaminated hazardous waste site: Type	1	5	3	State and County
66	Contaminated hazardous waste site: Volume	1	5	3	State and County
67	Contaminated hazardous waste site: Fees paid		6	4	State and County
68	Location of underground storage tanks	2	4	5	State, County & City
69	Numbers of Employees		3	6	City and State
70	Number of businesses		4	5	City and State
71	Lot PIN	4	4	2	County Assessor & Surveyor
72	Tax PIN	3	1	8	County Assessor & Surveyor

## **Parking Lot Issues**

Parking lot issues not thoroughly addressed for this specific business information need are as follows:

Definition of “legal”, because that word was involved in the definition of “Interest Parcel”.

Metes & Bounds

JW: “Unwritten Rights” pertaining to an “Interest Parcel”

## **CLOSING**

Will Craig thanked the participants for their work. He said that a lot of work has been accomplished today. He explained that the summary document would be mailed in three weeks from today, November 26, 1998. He encouraged workgroup participants to provide a close review as this is the foundation for further work through MetroGIS.

Craig thanked the organization team and facilitator for their contribution and dedication to the parcel workgroup process. Further involvement of the workgroup might be needed in order to identify core attributes. Each workgroup participant was encouraged to nominate themselves or a co-worker to participate in the parcel attribute workgroup. Staff along with the MetroGIS Technical Team will start their work on evaluating existing datasets against desired specifications within the next two months. It is MetroGIS’s intended recommendation to use the Governor’s Council Parcel Identifier guidelines in order to attach PIN’s to a regional dataset.

## **PARTICIPANT DEBRIEFING**

The goal of this activity is to collect feedback from participants and to make adjustments for future sessions. Each workgroup participant was asked to complete the evaluation form in their handout packet before they departed the workgroup meeting.

	Question:	Contact and Information	Desired Outcomes	Objective 1. Purpose - Obtain Focus	and Define Parcel Boundaries	Parcel Related Area Types	Parcel Data Specifications	Potential Data Sources	Objective 6. Next Steps	Encourage Diverse Viewpoint	Obtain Consensus	Manage Time	Address Your Goals and Needs	Adequacy of Facilities	Usefulness of Parcel Workgroup Session	
Participant																
<b>1</b>	3	2	2	1	2	1	2	1	3	3	2	2	3	2	<b>2.07</b>	
<b>2</b>	1	1	1	1	1	1	1	3	3	2	3	2	3	*	<b>1.77</b>	
<b>3</b>	4	3	3	2	2	2	2	2	4	3	3	3	4	4	<b>2.93</b>	
<b>4</b>	2	1	2	2	2	2	2	2	2	2	2	2	2	2	<b>1.93</b>	
<b>5</b>	2	2	3	3	3	2	2	3	3	2	2	2	3	3	<b>2.50</b>	
<b>6</b>	3	3	4	3	4	3	3	4	4	2	2	3	4	4	<b>3.29</b>	
<b>7</b>	2	2	3	2	2	2	2	2	3	3	2	2	2	2	<b>2.21</b>	
<b>8</b>	3	3	3	4	3	2	1	*	4	3	4	3	3	3	<b>3.00</b>	
<b>9</b>	3	3	2	2	3	2	1	3	4	3	2	3	4	3	<b>2.71</b>	
<b>10</b>	3	2	2	3	3	1	1	3	3	2	1	2	4	3	<b>2.36</b>	
<b>11</b>	3	*	3	2	3	2	2	3	3	1	3	2	4	2	<b>2.54</b>	
<b>12</b>	3	3	3	3	3	3	3	3	4	3	3	3	3	4	<b>3.14</b>	
<b>13</b>	3	2	2	2	3	2	2	2	3	3	2	2	3	3	<b>2.43</b>	
<b>14</b>	3	3	4	3	3	3	2	4	4	4	2	4	4	3	<b>3.29</b>	
<b>15</b>	3	2	3	4	4	2	1	1	4	4	4	3	3	3	<b>2.93</b>	
<b>16</b>	3	2	3	2	2	1	1	2	3	2	1	2	4	3	<b>2.21</b>	
<b>17</b>	3	2	2	4	4	3	4	3	3	3	3	3	4	3	<b>3.14</b>	
<b>18</b>	3	4	3	3	3	3	2	4	4	3	4	4	3	3	<b>3.29</b>	
<b>19</b>	3	4	3	3	2	3	2	3	3	3	4	3	3	4	<b>3.07</b>	
<b>20</b>	3	2	3	*	*	*	*	3	*	3	2	3	2	3	<b>2.67</b>	
<b>21</b>	1	2	3	2	2	2	1	2	3	2	1	2	3	3	<b>2.07</b>	
<b>Average</b>	<b>2.714</b>	<b>2.4</b>	<b>2.714</b>	<b>2.55</b>	<b>2.7</b>	<b>2.1</b>	<b>1.85</b>	<b>2.65</b>	<b>3.35</b>	<b>2.667</b>	<b>2.476</b>	<b>2.619</b>	<b>3.238</b>	<b>3</b>	<b>2.64</b>	

\* No Rating Submitted by Participant

## **MetroGIS Parcel Workgroup Evaluation Comments**

1. More detailed information could have made for better progress
2. Very confusing
3. Just started getting to the issue. A long way to go.
4. Hand-Out Focus Statement and Top 13 Information Needs on a sheet.
5. I had assumed that the private sector would have more representation.
6. Good homework by planning group.
7. Good start, preponderance of surveyors (?).
8. Learned a lot. Not a taxing agency so I didn't contribute a lot but learned a tremendous amount about that aspect. Very informative.
9. This workshop was managed much more effectively than some previous ones. We were left focused on the mission usually most of the time. No one or two people dominated.
10. Suggest a small group meeting to deal with school districts/human services and their needs with parcel information.