

Meeting Notes
MetroGIS Address Workgroup
Wednesday, April 7, 2004

Metropolitan Counties Office Building – 2099 University Ave. W – St. Paul

Members Present: John Carpenter, Excensus LLC; Amy Geisler, City of Ramsey Planning; Jeff Gottstein, Woodbury PD; Deb Jones, Falcon Heights and liaison to Address Committee of the Ramsey County GIS Users Group; Nancy Read, Metropolitan Mosquito Control District and liaison to Coordinating Committee; and Scott Renne, Minneapolis Assessor.

Members Absent: John DeJung, Minneapolis PSAP; Pete Eggimann, Metropolitan 911 Board; Lyn Rohe, Scott County PSAP; Nicole Peterson, City of Shakopee Planning; David Windle, Roseville and liaison MetroGIS Emergency Preparedness Workgroup; and a liaison to MetroGIS Socioeconomic Workgroup (Mark VanderSchaaf has resigned from the workgroup due to new job responsibilities.)

Staff Present: Mark Kotz and Randall Johnson (MetroGIS Staff Support Team)

1. Welcome and Introductions

Mark Kotz called the meeting to order at 1:00 and asked each member to introduce himself or herself.

2. Corroborate Previously Identified Information Needs. Is Anything Missing?

The following information needs were identified and the group agreed they should be added to the information needs identified by the broad MetroGIS community in 1996: (See attachment A for updated unmet address information needs). I need to

- 1) ... be able to count occupied dwelling and employer units in a standardized way across the Metro Area and assign attributes to each unit record.
- 2) ... know the addresses of buildings outside of my jurisdiction (i.e. U of M and the fairgrounds)
- 3) ... know addresses for multiple buildings on large parcels
- 4) ... be assured that newly assigned addresses do not conflict with or in any way duplicate addresses assigned in adjoining communities.
- 5) ... be able to report/map incidents that are not associated with locations that do not have an address (i.e., intersections).
- 6) ... know how to effectively incorporate vanity or alias addresses into the official addressing system.
- 7) ... know historical addresses (and characteristics about the property) and how they changed over time due to building removal, redevelopment, land subdivision, etc. (i.e., hazardous waste mitigation).
- 8) ... be certain of the difference between a legal and an administrative address for the same property.

The group then engaged in a general discussion about the nature of the task ahead, given the number of address producers and lack of standardized data capture, reporting, etc., and the huge public benefit that would result if the group is successful in championing agreement on standardized methods for capturing and maintaining address data. Possible implementation strategies, ranging from voluntary to offering funding for compliance in connection with Homeland Security initiatives, were briefly discussed. It was generally agreed that aligning the desired solution to the needs of the Metropolitan 911 community and Homeland Security would lend legitimacy and a sense of urgency to the effort. The group also talked about how police and others use triangulation from known objects to report incidents when they occur in a location that does not have an address and that use of GPS is increasing to identify incident locations.

3. Address Types and Purposes

Kotz shared three address types with the group for comment to clarify terms: Postal/Mailing Address, Situs/Delivery Address, and Geographic/Positional. The group concurred with the concepts as explained on page 4 of the agenda materials with the understanding that there could be many situs addresses per property. It was agreed that the Situs/Delivery Address and Geographic/Positional types of addresses are two properties of an object and that with good GIS base data, you can often derive one from the other.

4. Continue to Define Workgroup Purpose and Goals

At Kotz's suggestion, the group discussed components of its purpose statement, and then worked on the methods or tactics for achieving the purpose. The following was agreed upon:

Workgroup Purpose: Respond to unmet address information needs by recommending strategies to meet those needs. This includes identifying options for meeting the need where appropriate, as well as identifying the stakeholders (producers, users, partners) related to the address information needs.

Workgroup Goals or methods and tactics to achieve the purpose:

1. **Finalize priority address-related information needs - *completed April 7, 2004.*** (*Note: These needs include those identified in 1996 supplemented with those listed in Item 2, above, and listed in Attachment A.*)
2. **Define preliminary priority mailing & situs addresses types**, which are within the **scope** of this effort (e.g., occupiable units) to be refined as necessary following the interviews in Step 4d.
3. **Identify or Define data standards** for the address types that are within scope.
4. **Understand how addresses are created, changed and used at different levels**, (e.g. building permit application processes, county assessors, E-911, parcel data, TLG, etc.)
 - a) **Identify the different stakeholders** (i.e. various producers and users) and sources of address information
 - b) **Define objectives for interviewing stakeholders.** What do we want to learn from them.
 - c) **Agree on a list of interview candidates and interview process**
 - d) **Interview representatives** from each desired perspective
 - e) **Document existing processes** for creating and changing address data.
5. **Identify address data that currently exist** and prepare examples to look at and talk about.
6. **Define gaps** between what currently exists and capabilities needed to tackle unmet address needs.
7. **Identify strategies to fill the gaps.** Investigate and document the pros and cons of options to tackle unmet address-related information needs.
8. **Establish a mechanism to evaluate progress**

The following comments concerns were raised but for the time being the group felt that they were out-of-scope and elected to place them in the "parking lot" for later consideration:

- 1) On the fly coordinate conversion to facilitate ready use of existing data in multiple platforms
- 2) Data formats (e.g. XML)

5. Next Meeting

Kotz agreed to query the members by email to set the next date.

6. Adjourn

The meeting adjourned at 3:15 p.m.

Respectfully submitted by,

Randall Johnson, AICP, and Mark Kotz
MetroGIS Staff

ATTACHMENT A

Unmet Address Related MetroGIS Information Needs

Revised April 12, 2004

Underlines indicate updates based on April 7, 2004 Address Information Needs Workgroup meeting.

Address related information needs have permeated many of the previous MetroGIS information needs forums and workgroups. Some of these needs have already been met through street centerline and address range data and parcel data. However, many address needs have not been met, and others only partially. Such information needs include, but are not limited to the following examples. I need:

- to have addresses for mailing to all property owners and/or residents in an area
- to know the address of any location to respond to a mobile phone 911 call
- to know the address of a store in a strip mall
- to find the location of an address on a large campus (e.g. large parcel)
- to count all occupiable units in a jurisdiction

Summary of Unmet Address Information Needs:

1. Address Standards

- I need a standard definition of address
- I need a standard data structure for address data
- Clearly defined addressing authority

2. Mailing vs. Situs Address

- I need to mail something
- I need to locate something

3. Time: Currentness and Historical

- I need to know addresses of new properties and structures as soon as possible
- I need to know historical addresses for a location (e.g. hazardous waste mitigation)

4. Accuracy, Consistency and Completeness

- I need an accurate address (correct street name, spelling, etc)
- I need the address for a place to be identical for everyone I work with, even external organizations
- I need to know the address of all occupiable units

5. Land/Structure/Occupancy (the geographic relationship between parcels, buildings and occupancy units and their respective addresses)

- I need the address of a location more precisely than a parcel's address (e.g. need structure or unit within the parcel)
- I need the location of an address more specifically than a parcel polygon or interpolated point from street centerlines

6. Across Boundaries/Jurisdictions

- I need to know addresses in neighboring cities
- I need to know addresses that other organizations assign

Specific needs identified in the 1996 MetroGIS Information Needs Process and from the 2004 MetroGIS Address Information Needs Workgroup

How is Need Address Related?	Original or Consolidated Information Need Description	Identified
Address	be certain of the difference between a legal and an administrative address for the same property	2004
Address	know how to effectively incorporate vanity or alias addresses into the official addressing system.	2004
Address	know the addresses of buildings outside of my jurisdiction (i.e. U of M and the fairgrounds)	2004
Address	be assured that newly assigned addresses do not conflict with or in any way duplicate addresses assigned in adjoining communities.	2004
Address	know historical addresses (and characteristics about the property) and how they changed over time due to building removal, redevelopment, land subdivision, etc. (i.e., hazardous waste mitigation).	2004
Address	Address of the person who pays taxes on the property	1996
Address	I need a standard definition of "address".	1996
Address	I need to know the jurisdictional and postal office area in which any particular location is.	1996
Address	Is the address of a particular site a house number, path number, etc.	1996
Address	The address(es) associated with a property.	1996
Address	What is the address range <of a block> of a location. What are cross streets; are the numbers odd or even.	1996
Address	Zip plus 4 and carrier route information	1996
Land/Structure/Occupancy	know addresses for multiple buildings on large parcels	2004
Land/Structure/Occupancy	Business occupancy by parcel	1996
Land/Structure/Occupancy	I need to be able to pinpoint an exact emergency location within one address. For instance, a city park may have only one address.	1996
Land/Structure/Occupancy	Information on the quality and condition of the structures on parcels such as size, age, construction materials, and home style.	1996
Land/Structure/Occupancy	The exact geographic location of a structure in three-dimensions.	1996
Land/Structure/Occupancy	Use of features of geographic location in three-dimensions: retail, office, residential; buildings/parcels.	1996
Land/Structure/Occupancy	We need to know secondary addresses such as 1st. floor vs. 2nd. floor; apartment numbers; etc.	1996
Locate by Address	be able to report/map incidents that are associated with locations that do not have an address (i.e., intersections).	2004
Locate by Address	How does that property parcel relate to any number of service districts?	1996
Locate by Address	I need to know daycare, batter women shelters, foster care, and group home locations.	1996
Locate by Address	I need to know where schools, hospitals, emergency centers are located and at what cross streets	1996
Locate by Address	I need to know where, very specifically, a crime has happened; neighborhood, address.	1996
Locate by Address	Location of wells, hazardous waste site, hazardous waste generators.	1996
Locate by Address	The locations of group homes	1996
Locate by Address	What is the address and coordinate location of an event.	1996
Socioeconomic needing Address	be able to count occupied dwelling and employer units in a standardized way across the Metro Area and assign attributes to each unit record.	2004
Socioeconomic needing Address	I need to know who or what owns a property at any particular address. If it is a business that owns the property, what type of business is it and what does the business do?	1996
Socioeconomic needing Address	Daytime population by unit, city and census track	1996
Socioeconomic needing Address	Total office space and vacant office space by address, plus absorption <?> history	1996
Socioeconomic needing Address	Code violations by parcel	1996
Socioeconomic needing Address	Daytime and nighttime location of vulnerable populations and their proximity to hazardous material sites	1996
Socioeconomic needing Address	School census data by parcel	1996
Socioeconomic needing Address	The number of residents on a parcel attending school expressed as number of students attending each school	1996
Socioeconomic needing Address	the socioeconomic characteristics of individuals, based upon their place of work.	1996
Socioeconomic needing Address	When were homes built?	1996
Socioeconomic needing Address	Who resides at a given address and what is their telephone number?	1996