

**Meeting Notes**  
**MetroGIS Address Workgroup**  
**Wednesday, April 28, 2004**

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

Members Present: Amy Geisler, City of Ramsey Planning; 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; Nancy Pollock for Pete Eggimann, Metropolitan 911 Board; and David Windle, City of Roseville and liaison MetroGIS Emergency Preparedness Workgroup.

Members Absent: John Carpenter, Excensus LLC; John DeJung, Minneapolis PSAP; Jeff Gottstein, Woodbury PD; Lyn Rohe, Scott County PSAP; Nicole Peterson, City of Shakopee Planning; and Scott Renne, Minneapolis Assessor.

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. Approve Agenda**

The agenda was accepted as submitted.

**3. Approve Meeting Summary**

The summary for the April 7, 2004 meeting was accepted as submitted, however, staff was asked to contact the members who attended that meeting that were not at this meeting in an attempt to clarify the meaning of bullet number 8 under Agenda Item number 2 – Corroborate Priority Information Needs. No one in attendance could recall how the group intended to define “legal” versus “administrative” address.

**4. Finalize Workgroup Purpose**

The group accepted the purpose statement listed in the agenda materials.

*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.*

The group added two overarching guiding principles for outcomes of all recommended strategies:

*minimize duplication of effort and maximize consistency of data among the variety of producers and users.*

There was general discussion about the desired outcome of the effort and impact expected as a result of the workgroup’s efforts. Staff commented that this topic is important to the emerging Metropolitan 911 Board’s initiative to integrate GIS into the day-to-day operations of the 27 PSAPs. Because of this, it presents a substantive opportunity to make a real difference in polices and procedures governing the capture and management of address data.

**5. Review / Finalize Work Plan**

The group accepted the work plan, as defined at the April 7<sup>th</sup> meeting, with additions to number 7 and a new number 8 as listed below with underlines:

1. **Finalize priority address-related information needs** - *completed April 7, 2004, 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, E911, 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. Recommend appropriate regional strategies and best practices, including who should be involved, and roles and responsibilities.
8. **Promote understanding and use of adopted regional strategies:** Proactively take measures to inform those organizations, whose responsibility it is to produce and maintain situs address records, of the value of the adopted regional strategies and promote widespread use of them.
9. **Establish a mechanism to evaluate progress.**

## 6. Define Address Types Within Project Scope

The group briefly discussed mailing addresses, situs addresses and positional addresses (e.g. X,Y coordinates). The group agreed that best practices related to mailing addresses are being sufficiently addressed by the U.S. Postal Service. It was also agreed that, although X & Y coordinates can be considered a type of address, they should not be the focus of this workgroup's efforts.

The workgroup concurred that the following types situs addresses are within the scope of its activities:

1. Addresses for all occupiable units, including residential and non-residential units. This includes, but is not limited to, individual apartment units, stores in a strip mall, and business suites in an office complex.
2. All "official" addresses (addresses assigned by the official addressing authority for a particular jurisdiction) that are in addition to 1 above. This might include things like parks, cell towers and loading docks, depending on the jurisdiction.
3. Information about sublocations within the addresses defined in 1 and 2 above. The purpose of this would be to define a more specific location at an address, for features within the address that do not have their own official address (i.e. a loading dock at a commercial address, a free standing garage, a barn on a farm, a pavilion at a park).

In addition, it was agreed that the group should also work on the following address-related tasks:

1. Define an appropriate way to reference places that don't have a situs address, such as through assignment of points or coordinates or other referencing systems (e.g. intersection, mile markers) and recommend a strategy to put in place best practices for the capture and management of such data.
2. Recommend a best practice to link (move between) assigned addresses and corresponding a) vanity and alias addresses and b) landmark names that could include a variety of business and place name options.
3. Recommend procedures to translate "situs" addresses into mailing addresses and corresponding coordinates and vice versa.

The group also decided to place in its “parking lot” for possible later consideration the question of what to do with parcels that have no official address (called “0” address parcels in Ramsey Co.). These parcels are not considered to be within the groups scope of work at the present time.

Note: Two ideas previously placed in the parking lot at the April 7<sup>th</sup> meeting for possible future consideration were:

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

## **7. Define and Assign Tasks for completing the Work Plan**

- Tasks 1 and 2: It was agreed they are complete. (See Item 5 above).
- Task 3 - Standards: Kotz volunteered to offer a preliminary draft of suggested standards for the types of address data declared to be in scope by the group (See Item 6 above). It was agreed that he would start with elements of the U.S. Postal Service standards that relate to situs addresses, and include NENA’s (National Emergency Number Association) proposed standards as well as other relevant standards.
- Task 4 – Understanding data creation and management processes: It was agreed that each workgroup member would think about the objectives for the proposed interviews prior to the next meeting and be ready to collectively agree on these objectives. After considerable discussion, it was agreed that the group should consider a county-based interview format, whereby representatives of all major address data producers within a county, along with some users to include the 911 community, would be invited and asked to individually respond to the same set of questions provided by the workgroup. Staff suggested that having cross-county representation might have some benefit as well. Although the group felt that a county-based approach offers some benefits, the idea of hosting seven separate forums (one for each county) was seen as problematic due to the amount of time it would take.

The objective of each forum would be to encourage a dialogue among entities responsible for producing and maintaining situs address data for the purpose of identifying and documenting current procedures, what is working, what is not, and possibly some ideas for improving collaboration among the various entities.

At the group’s suggestion, Kotz agreed to investigate whether the URISA organization has developed an interview procedure, questions, etc. that might expedite its preparation for the proposed interviews.

## **8. Next Meeting**

The next meeting is scheduled for June 2, 2004 from 1 to 3 p.m..

## **9. Adjourn**

The meeting adjourned at 3:00 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**

<b>How is Need Address Related?</b>	<b>Original or Consolidated Information Need Description</b>	<b>Identified</b>
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 tract	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