

ATTACHMENT A Meeting Notes
MetroGIS Address Workgroup
Wednesday, June 2, 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; Jeff Gottstein, Woodbury PD; Nancy Read, Metropolitan Mosquito Control District and liaison to Coordinating Committee, Lyn Rohe, Scott County PSAP.

Members Absent: John DeJung, Minneapolis PSAP; Nicole Peterson, City of Shakopee Planning; Scott Renne, Minneapolis Assessor; Pete Eggimann, Metropolitan 911 Board; and David Windle, City of Roseville and liaison MetroGIS Emergency Preparedness Workgroup.

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

1. Welcome and Introductions

Mark Kotz called the meeting to order at 1:05 and asked each member to introduce himself or herself. Nancy Read commented that an offer has been made by the Metropolitan 911 Board to the top candidate for their new GIS Coordinator position and that it is possible the new Coordinator may be on the job and able to attend the next workgroup meeting.

2. Approve Agenda

The agenda was accepted as submitted.

3. Approve Meeting Summary

The summary for the April 28, 2004 meeting was accepted as submitted.

4. Summary of Data Standards for Situs Addresses

Kotz summarized a table included in the agenda packet that he had prepared at the workgroup's direction (Attachment A). The table compares the database fields of prominent address data standards and guidelines relevant to the workgroup. The group thanked Mark for his effort, noting that the table was very useful to identify differences in established protocols. The group talked briefly about some of the major differences in these protocols but concluded that further discussion about the pros and cons of each protocol is premature until more is known about the needs of the local user and producer communities to insure that all important idiosyncrasies are met with its final recommendation.

5. Prepare for Stakeholder Interview Process – Clarify Objectives & Stakeholders

The group affirmed its previous decision to host forums on a county by county basis whereby representatives of key stakeholder interests, serving the related communities, would be invited to participate. The group also reaffirmed its objective of encouraging dialogue among entities responsible for producing and maintaining situs address data. This will enable the workgroup to clearly identify and document current procedures, what is working, what is not, and possibly generate some ideas for improving collaboration among the various entities.

It was agreed that the process and facilitation questions need to be tested before the county-based forums are launched to insure that all appropriate questions are asked in a manner that generates the information needed by the workgroup. It was also noted that the workgroup may want to consider identifying and promoting proven best practices for the actual naming of streets as a related objective to establishing protocol for collecting and managing address data. A decision on the later item was deferred until the forums are complete and workgroup better understands the issues at hand.

It was agreed that people with business knowledgeable from the following stakeholder groups should be represented at each county-based forum:

- Platting authority (*statutory responsibility of cities and counties, represented by city/county planners*)
- Address assignment authority (*city planning, building official, city clerk, PSAP, etc.*)
- Utilities – billing accounts (What role does sewer/water billing play in address data collection management?)
- Property taxation
- Environmental Inspections (wells, septic systems, restaurants, etc.)
- Emergency Services/E911
- School districts
- U.S. Census Bureau (plan to use GPS to locate entrance to each enumeration unit)

It was also agreed that technical address database managers from each of these stakeholders should be contacted, but perhaps not at the same time as the discussion with the business representative.

The following forum objectives were agreed upon. They are intended to serve as a basis from which to develop questions to facilitate discussion at the forums in addition to topics related to currently identified information needs (Attachment B):

- Who are the addressing authorities (legal entities)?
- How do addresses get created? What are the assigning processes – official and administrative/informal/temporary?
- What are the decision rules- locally developed or based upon published guidelines/standards?
- Where are address data stored and who manages them?
- What data are recorded?
- In what structure (format) are the data recorded?
- How does address data flow – from and to whom?
- How does address data management pertaining to new development and redevelopment differ?
- What problems exist in current processes? What would the authorities change if they could?

6. Schedule Tentative Dates for Next Meetings

It was agreed to meet more often than monthly to maintain momentum now that the workgroup has defined clear objectives. The next two meetings were tentatively set for June 23 and July 14. The focus of the June 23rd meeting will be to agree on the questions that will be used to facilitate discussion at each forum.

7. Adjourn

The meeting adjourned at 3:00 p.m.

Respectfully submitted by,
Randall Johnson and Mark Kotz
MetroGIS Staff

ATTACHMENT A

Address Format Standards

Last updated 05/17/2004

This is intended to document formats for situs addresses.

Many, but not all of the elements of a situs address can be transferred to a mailing address and vice-versa.

Existing Address Standards and Guidelines

- USPS Addressing Standards (specifically created for mailing addresses) <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>
See separate summary of USPS Publication 28.
- NENA (National Emergency Number Association) Recommended Formats & Protocols For ALI Data Exchange, ALI Response & GIS Mapping
http://www.nena.org/9-1-1TechStandards/Standards_PDF/NENA%2002-010.PDF
- MetroGIS Address Guidelines, 1997: http://www.metrogis.org/data/standards/address_guidelines.shtml
- MetroGIS Parcel Dataset Address Format: Pending approval by Coordinating Committee and Policy Board
- FGDC Draft Address Standards: http://www.fgdc.gov/standards/status/sub2_4.html (note, these were criticized heavily in some circles during the review period and may change considerably before the final version)

Examples of implementations of situs address data (note state and zip code are not considered to be within scope)

Description	Examples	USPS	NENA Standard Field widths	Regional Parcels	URISA Workshop	ESRI Model	TLG	St. Paul	Dakota Co example
Building Number	14532, 189 1/2	Street Number	House number 10	BLDG_NUM 10	Street_num	STREET_NUMBER	N/A	PROPNUMBER	ST_NUMB 10
Building Number Suffix (fraction or code)	For 189 1/2 , 1423 B		House number suffix 4		Street_num_suffix		N/A		
Street Prefix Direction	West, northeast	Predirectional	Prefix direction 2	PREFIX_DIR 2	Street_dir 2	PREFIX_DIRECTION	PREDIR	PREDIRECTION	ST_PDIR 2
Street Prefix Type	Hwy, Co Road			PREFIX_TYPE 6		PREFIX_TYPE			
Street Name	Main, Elm, 18th	Street Name	Street name 40	STREETNAME 40	Street_name 30	STREET_NAME	STREET NAME	STREETNAME	ST_NAME 20
Street Type	Street, AV, Bay	Street Suffix	Street suffix 4	STREETTYPE 4	Street_type 2	STREET_TYPE	TYPE	POSTTYPE	ST_TYPE 4
Street Suffix Direction	West, northeast	Postdirectional	Post directional 2	SUFFIX_DIR 2	Street_suffix 2	SUFFIX_DIRECTION	SUFDIR	POSTDIRECTIO N	ST_SDIR 2
Unit Identifier (Apt., Suite, etc.)	Apt. C, #305, Suite 57D	Secondary Unit Indicator & Secondary Number	Location 20 (e.g. Apt. 718)	UNIT_INFO 12	Unit_type Unit_number		N/A	OTHERADDRE SSID ???	
City or Township	Oakdale, Empire Twp.	City	Community name 32	CITY 30	City_code 1 City_name		CITY (left and right) 20	CITY	CITY 27

MetroGIS Parcel Data Workgroup recommendations for address related fields

House Number	BLDG_NUM	The building or house number of the parcel. (Things like fractional house numbers should be included with this field.)	text/string	10
Street Prefix Direction	PREFIX_DIR	Street prefix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf)	text/string	2
Street Prefix Type	PREFIXTYPE	Street prefix type (e.g. Hwy) for the parcel. <i>Few counties store this data separately.</i>	text/string	6
Street Name	STREETNAME	Street name for the parcel. If a county is unable to provide the individual street data fields (direction, type, etc), they may be provided as a combined data element in this field.	text/string	40
Street Type	STREETTYPE	Street type abbreviation for the parcel (as defined by USPS Pub. 28 Appendix C. http://pe.usps.gov/text/pub28/pub28apc.html#508hdr2)	text/string	4
Street Suffix Direction	SUFFIX_DIR	Street suffix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf)	text/string	2
Unit Information	UNIT_INFO	Additional unit information for the parcel for condominiums, etc. (e.g. Unit 5B, Suite 8, etc.)	text/string	12
City (actual)	CITY	Name of city or township in which the parcel actually resides (not the mailing address city).	text/string	30
City (mailing)	CITY_USPS	The mailing address city for the parcel as defined by the USPS.	text/string	30
ZIP Code	ZIP	ZIP code for the parcel.	text/string	5
ZIP 4 Extension	ZIP4	The four digit zip code extension for the parcel.	text/string	4

Some organizations encode all as text fields. Only building number seems as though it could be an integer and only if fractions and letter were not allowed in that field.

ATTACHMENT B

Unmet Address Related MetroGIS Information Needs

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