



MetroGIS Project Proposal

Addressing Resource Guide – August 2017

Part I: Project Overview

Project name or title: *Addressing Resource Guide*

General description of the project: *The project would entail the assembly, review, editing and publication of an address resource document containing information about how addresses are created, best practices on assigning addresses. The resulting document would also contain background information useful to geospatial practitioners, city and county staff that rely on addressing information and for elected officials and leadership.*

What is the goal of the project? *The publication of an Address Resource Guide document that contains a wealth of useful information about the origin, creation, use and maintenance of addresses, and their use in the geospatial data realm.*

What general purpose or business need is being fulfilled by this project? *Questions about address origin, creation, use and maintenance are frequent; there is a lack of a centralized set of information or resources to guide the creation of addresses. The League of Minnesota Cities has indicated that one of the primary questions received from their stakeholders (city staff, clerks, administration, etc.) is about the process and procedures for the assigning and managing of addressing. As geospatial professionals, we are in a unique position to share our knowledge on how this information is created, used and consumed. Additionally, we have the opportunity to demonstrate how thoughtful address creation and maintenance, using both technical expertise and policy guidance, can help minimize or eliminate error propagation in the all systems and applications that use addresses and address-derived data.*

What does success ‘look like’ for this project?

Success for this project would entail the following:

- *The creation of a detailed, well-researched and user-friendly document or resource containing relevant information on the origin, creation, use and maintenance of addresses;*
- *The review of this document by stakeholders and subject-matter-experts who can add to its refinement, content and quality;*
- *The publication and use of the resource by a wide range of stakeholders using address data;*
- *The subsequent editing and re-publication of the document as new information is found relevant and applicable;*

Part II: Stakeholders and Resources

Who are the stakeholders and/or beneficiaries of the project?

All agencies who assign addresses to locations and agencies, interests and individuals who use data containing address information.

Who would fulfill the role of **project champion** and what agency do they represent?

Melissa Reeder, Chief Information Officer of the League of Minnesota Cities

Who would fulfill the role of **project owner** and what agency do they represent?

Geoffrey Maas, MetroGIS Coordinator, Metropolitan Council

Who would fulfill the role of **project manager** and what agency do they represent?

Geoffrey Maas, MetroGIS Coordinator, Metropolitan Council

Who would serve as **project team members**, and what kinds of work would they perform?

Metro Address Work Group and NextGen9-1-1 interests would serve as a de facto project team and review board/editorial board. Their primary role would involve the review of drafts of the Guide as it is developed and provide suggestions for improvement. Additional subject-matter-experts would be sought out for their review, critique and insights as well.

If **funding** is needed, and if so, where would it come from?

No funding is anticipated being required. Project owner/manager would perform the majority of the needed work in the course of normal work duties.

Part III: Practical Considerations

Does this project have any known policy implications?

The creation of official addresses is identified in state statute (MN Stat. §412.221, Subd. 18;). The work of this project would link to applicable and relevant statute language, laws, administrative rules and court opinions; however, this project as presented primarily as a research and compilation effort and does not seek to modify any existing policies.

Are there any pre-requisites that must be met or satisfied before starting this project?

No, there are no pre-requisite activities that must be met for this project to take place. The timing of the project is propitious as there are other parallel activities taking place with addressing in the metro and state, including the development of address point data for NextGeneration9-1-1, more and more geospatial address point data being made publicly

available and the review and adoption of an address point geospatial data standard by the Standards Committee of the Geospatial Advisory Committee.

Does this project align or connect to other projects either planned or currently occurring?

Yes. This project is intended to run concurrently with the updating of the Metro Address Editor Tool project (proposed in fall 2017 for the 2018 MetroGIS Work Plan), the review and adoption of the Address Point Standard, the creation and collection of address point data for use in NextGen9-1-1 systems.

What is the anticipated deadline for deliverables or lifespan of the project?

Initial research has already been conducted with ground work and materials collected in 2016 and 2017. Work in earnest in assembling the materials and preparing attendant graphics would take place in 2018. MetroGIS Coordinator Geoff Maas would serve as the primary researcher and aggregator of the information.

What is the 'likelihood of success' for this project?

Likelihood of success is high for the project, as it does not require a substantial outlay of resources and has few dependences.

Part IV: Business Needs Assessment

Please list all known agencies or interests that may have a **direct or **indirect business need** for the proposed project and its anticipated deliverables. Include contact information for key individuals if known.** *Any agency or interests that create or use address point data would be encouraged to use the document and to provide comments or suggestions for improvement as it is developed. This would include city, county, regional and state government interests, as well as interest groups such as the League of Minnesota Cities, Metro Cities, Association of Minnesota Counties, emergency and dispatch interest using address data, etc.*

Please list other agencies, interests or individuals who could contribute to, or positively influence, the development and execution of the proposed project.

Any agency or interests that create or use address point data would be encouraged to use the document and to provide comments or suggestions for improvement as it is developed.