

**Delaware Spatial Data I-Team**  
**House Hearing Room**  
**Second Floor, Legislative Hall**  
**Dover, DE**  
**1:00 p.m.**  
**November 8, 2001**  
**Minutes**

**I-Team Members Present:**

Connie Holland, Office of State Planning Coordination  
Tim Westbrook, New Castle County  
Don Burris, DelDOT (for Nathan Hayward)  
N.V. Raman, DNREC (for Nicholas DiPasquale)  
John Callahan, UD/RDMS (for Dick Sacher)

**I-Team Members Absent:**

Thomas Jarrett, State CIO  
Reed Macmillan, Kent County Planning  
Sandy Schenck, DGS  
Dennis Norwood, Sussex County

**Others Present:**

Mike Mahaffie, Office of State Planning Coordination

**Welcome and Introductions**

Connie Holland began the meeting with introductions and asked for a vote to add an update on the Orthophotography RFP to the agenda.

**Orthophotography Update**

Mike Mahaffie gave an update on the progress of the orthophotography project. He explained that the Request for Proposals has been put out and that a number of possible vendors had attended a mandatory pre-bid conference. Ms. Holland noted that there appears to be strong support for the project from the Governor's Office.

**Discussion: Draft Problem Statement**

Mike Mahaffie presented a draft problem statement as requested at the September 20 meeting (attached). There was general discussion on the problem statement and it was suggested that the statement, as presented, was in fact somewhat broader, presenting not only the problem but also a possible solution and a mission statement for the group. It was agreed that the draft problem statement should continue to be reworked with this in mind. Any additional comments on the problem statement should be sent to Mike Mahaffie, at [mmahaffie@state.de.us](mailto:mmahaffie@state.de.us). Mr. Mahaffie will continue to revise the Problem Statement.

### **Draft Implementation Plan Outline**

Mike Mahaffie presented a draft of a possible structure for the Implementation Plan (attached). It was suggested that the Problem Statement be moved from the Background Section into the Executive Summary. It was also suggested that there be a closer tie-in to Livable Delaware.

There was a general discussion of the possible subsections for each Framework layer section. It was suggested that the Problem Statement/data uses section be reworked as a description of the dataset. It was also suggested that details, such as the data Format, be added to the Data Steward section.

In general, the group felt that there will need to be hard discussions on data standards for many areas of the Framework and that there will have to be priorities set to help guide funding. It was suggested that committees drawn from the membership of the Delaware Geographic Data Committee be tasked with suggesting standards for key data areas.

There being no further business, the meeting was adjourned.

## **Problem Statement**

### **Need for a Delaware Spatial Data Implementation Team (I-Team)**

Draft (Updated 10/10/01)

Dependable and accurate spatial data is essential to planning, assessment and many other operations in different levels of government and in the private sector. Spatial datasets can be expensive to produce and maintain.

A wide variety of Delaware state agencies, county agencies, and local governments produce GIS datasets that must be fully shared and integrated to reap the full value of spatially-enabled information. An uncoordinated approach to the development and use of spatial data will waste taxpayer money and will reduce the value of information generated by the use of that data. It is wasteful and duplicative, for example, for different agencies and levels of government to invest time and money in the creation and maintenance of the same datasets.

The most practical way to organize disparate spatial datasets is around a common framework of base datasets. In Delaware, that is the Delaware Spatial Data Framework, as adopted by the Delaware Geographic Data Committee, which is part of a national effort to create a seamless collection of spatial datasets, based on local knowledge, known as the National Spatial Data Infrastructure.

The datasets that make up Delaware's Framework are organized into nine areas of information (Transportation, Streams and Water Bodies, Elevation, Digital Aerial Photos, Governmental Units, Land Use and Land Cover, Tax Maps/Land Parcels, Geographic Names and Geodetic Control Points). Datasets in all of these areas must be as accurate and up to date as possible, adhere to a common base datum and data standards, and be shared among all GIS users in the State.

To ensure that the Framework datasets meet these needs, a data steward must be identified to take ownership of each dataset and publish the only "official" dataset for that part of the Framework. Stewardship must be commonly recognized throughout the GIS community and must be codified in a Spatial Data Framework Implementation Plan and through Memoranda of Agreement between the stewards and the I-Team. The Implementation Plan should explain the importance of each dataset within the Framework, its relationship with other datasets, the stewardship of that dataset, plans for maintenance of that dataset, and funding mechanisms for that maintenance.

**Draft Outline**  
**Delaware Spatial Data Framework**  
**Implementation Plan**

1. Executive Summary
2. Background
  - 2.1. Problem Statement
  - 2.2. The OMB “New Paradigm”
  - 2.3. Organizational Structure (Delaware)
    - 2.3.1. The Delaware Spatial Data I-Team
    - 2.3.2. The Delaware Geographic Data Committee
    - 2.3.3. The State Mapping Advisory Committee
  - 2.4. Organizational Structure (National)
    - 2.4.1. I-Teams
    - 2.4.2. Federal Partners Team
    - 2.4.3. Financial Solutions Team
    - 2.4.4. Technology Advisory Group
3. The Delaware Spatial Data Framework
  - 3.1. Introduction
    - 3.1.1. The National Spatial Data Infrastructure (NSDI)
    - 3.1.2. Delaware’s Framework Categories
  - 3.2. Transportation
    - 3.2.1. Road Network
    - 3.2.2. Railroads
  - 3.3. Hydrography
    - 3.3.1. Waterbodies/Waterways
    - 3.3.2. Watersheds
  - 3.4. Hypsography
    - 3.4.1. Elevation Contours
    - 3.4.2. Elevation Grid (DEM)
  - 3.5. Orthoimagery
  - 3.6. Governmental Units
    - 3.6.1. State/County Boundaries

## 3.6.2. Municipal Boundaries

### 3.6.2.1. Problem Statement/Data Uses

It is important that all levels of government within Delaware have a common understanding of the boundaries of incorporated municipalities. The legal boundary of a municipality is contained in text in the municipality's adopted charter. Several larger municipalities may have included spatial data version of their boundaries in their comprehensive plan work. A central, continually updated and maintained GIS dataset of municipal boundaries will ensure that all levels of government have access to usable data and information about municipal boundaries for everyday planning and resource management.

### 3.6.2.2. Framework Dataset

The Delaware Office of State Planning Coordination Municipal Boundaries dataset. It is important to note that this data set is not intended to be the definitive legal boundary representation; it is not intended to replace the municipal charter language.

### 3.6.2.3. Data Steward

Delaware Office of State Planning Coordination

### 3.6.2.4. Source

<http://www.state.de.us/planning/info/munbounds/munbounds.htm>

### 3.6.2.5. Scale

1:12,000

### 3.6.2.6. Coordinate System

State Plane (NAD83 meters)

### 3.6.2.7. Published Format

ESRI Shapefile

### 3.6.2.8. Update Schedule

Continual. The data set is updated as part of the Land Use Planning Act (LUPA) review process (Chapter 92, Title 29 of the [Delaware Code](#)). LUPA review is required for all proposed annexations. The LUPA process includes the creation of polygon GIS data to facilitate review. As annexations are approved, those polygons are added to baseline data that has been developed over time.

### 3.6.2.9. Budget

None. Maintenance is carried out as part of the regular business function of the Office of State Planning Coordination.

### 3.6.2.10. Future Needs

Refine update of USGS DLG data sets based on Delaware Municipal Boundary data. Refine integration with County government cadastral data.

## 3.6.3. Election Districts

## 3.7. Land Use and Land Cover

## 3.8. Cadastre

## 3.9. Geographic Names

3.10. Geodetic Control

4. Implementation Steps

4.1. General Standards

4.1.1. Metadata

4.1.2. Coordinate Systems

4.1.3. Symbology

4.1.4. ??

4.2. Data Sharing Agreements