

# Local Water Access Editor Application Quick Reference Guide

## What is it?

The Minnesota Department of Natural Resources (DNR) **Local Water Access Editor Application** is a web-based mapping tool. Local governments use it to review and update the location and public information about public water access sites in their counties that are not administered by the DNR or by any State agency. The Minnesota Department of Revenue uses these data to calculate each county's annual allocation of Aquatic Invasive Species (AIS) Prevention Aid, based on the numbers of public watercraft trailer launches and trailer parking spaces.

## Getting started

If you have been appointed to review and edit non-State-administered public water access site data, you will first need to apply for access to the application. (If you used the application last year, you may be able to log in right away.)

Access the **Local Water Access Editor Application** using either Mozilla Firefox or Google Chrome:  
[http://www.dnr.state.mn.us/invasives/ais/prevention/wateraccess\\_editor.html](http://www.dnr.state.mn.us/invasives/ais/prevention/wateraccess_editor.html)

From the main project webpage, click on the link to the application log-in page; then click on the **Don't have an account? Sign up here** link. Complete all the requested information. DNR staff will review the request and notify you by email within one or two days that they have granted you access. You will need to do this only once, after which you can use your chosen log-in credentials each time you access the application. **The application will close on February 1, 2019.**

## Navigating the mapping interface and map content

The map display is designed to be intuitive. Reference the following figures for a brief overview of each link and button.

Figure 1a: Overview of interactive map features, keyed by letter to Fig. 1b

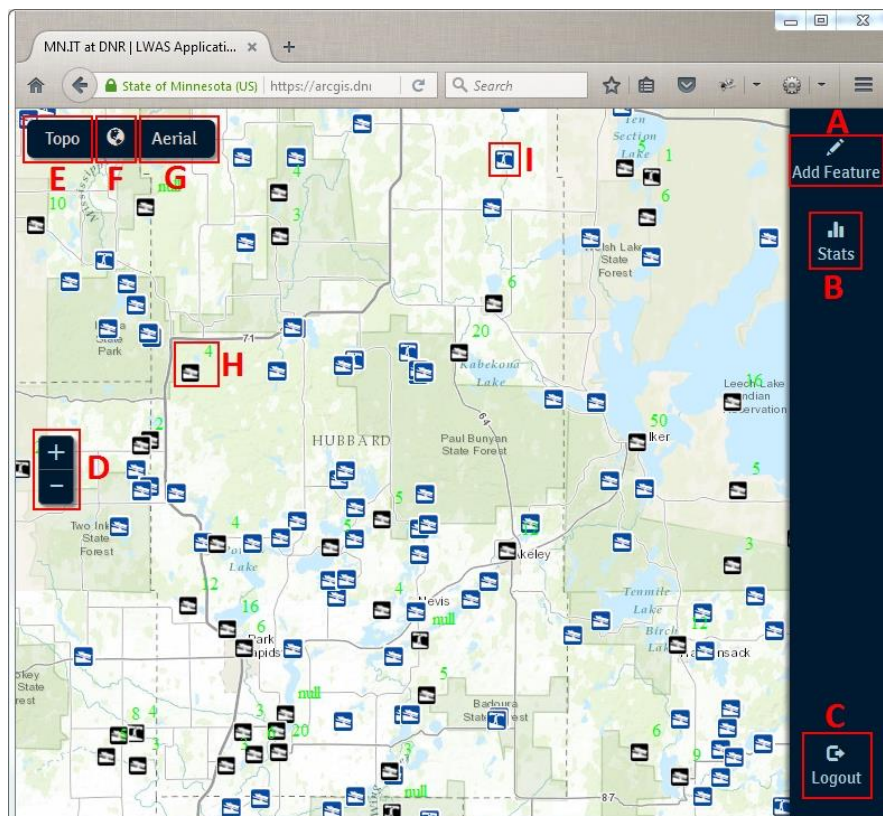


Figure 1b: Description of map features in Fig. 1a





Letter	Description of map features
<b>A</b>	Click <b>Add Feature</b> to add a new water access point to the data.
<b>B</b>	Click <b>Stats</b> to generate a report showing a county-wide summary of water access site feature data.
<b>C</b>	Click <b>Logout</b> each time that you intend to exit the application.
<b>D</b>	Click the + and – buttons to zoom into and out of the map, or use your mouse wheel. Click and drag to pan.
<b>E</b>	Click the <b>Topo</b> button to switch the basemap to a topographic reference map. This is the default map type.
<b>F</b>	Click the <b>globe symbol</b> to reset the scale of the map to a view of the entire county.
<b>G</b>	Click the <b>Aerial</b> button to switch the basemap to an aerial photograph.
<b>H</b>	An example of a <b>trailer launch site administered by a local government unit</b> (black and white icon). See <i>Table 1</i> for more detail.
<b>I</b>	An example of a <b>carry-in site administered by the DNR</b> (blue and white icon). See <i>Table 1</i> for more detail.

## Definitions of launch types and associated roles for users of this application

All water access sites appearing in the application or added to its data and approved by DNR staff will be advertised to the public on DNR maps. Please carefully consider the definitions that appear in *Table 1* and appropriately describe each site.

**Remember:** This application permits you to add or edit sites that are administered by a local government, represented on the map with black icons; sites administered by the State, represented with blue icons, cannot be edited using this application.

*Table 1: Definitions and examples of the four types of water access site icons used in this application*

Launch Type	Definition	Administered by DNR ( <b>not open to editing</b> )	Administered by Local Government Unit ( <b>open to editing</b> )	Meaning of the Green Superscript Text in the Preceding Example
<b>Trailer Launch</b>	<b>Any public water access site that is designed for launching watercraft from a trailer and has at least one ramp.</b> Do not describe a site as a Trailer Launch if the water body has very shallow water or a steep shoreline, or if the site lacks a ramp, is used only in winter, is designated for non-motorized use, is located on a road that receives no maintenance, offers drivers no turnaround, or presents other conditions that render the site unsafe to launch a boat from a trailer.		 2	The data indicate that this site accommodates two trailer parking spaces. Local government staff are asked to verify the accuracy of this number and correct it if necessary using this application.
<b>Carry-In Launch</b>	<b>Any public water access site that does not have a ramp available for launching boats from trailers but rather has a path to the water for smaller watercraft that can be carried.</b> If the site is open to the public but does not meet all the criteria listed above for a trailer launch site, please classify it as a carry-in launch.		 null	Data are absent on how many trailer parking spaces this site accommodates. Local government staff are asked to provide a valid value using this application. Because carry-in sites do not support launching watercraft from a trailer, please change their number of trailer parking spaces to 0.

## Basic editing tasks

Your task is to review each of the water access sites symbolized with black icons and ensure that the location and attribute (descriptive) information for each site is correct. Make any corrections that you consider necessary. There are four basic actions that you might take in the process of reviewing and correcting these data.

*Table 2: Overview of basic editing tasks*

As you review each site, if you see this:	Follow these steps:
The location of the icon is already correct.	Click on the icon to select the point feature, then review the attributes (descriptive text) that appear in the attribute window to the right. Correct any errors that you see, provide any missing data, and click <b>Commit Edits</b> . <b>(Note: If you wish to edit the name of an existing water access site, this application does not allow you to make this change directly to the existing point feature. Instead, follow the directions in Table 3 below.)</b>
The location of the icon is wrong and must be moved to the true site.	Click on the icon to select the point feature, then use your mouse to click and drag the icon to the correct location as you perceive it in the aerial photograph. Zoom in and place the icon directly on top of the boat ramp. Review the attributes and correct any errors or omissions, then click <b>Commit Edits</b> .
There is no icon for a known local water access site.	Please add this site to the map by clicking <b>Add Feature</b> and then clicking directly on top of the boat ramp to add a point feature to the data at this location. Provide all requested information to describe the site in the attribute window to the right, then click <b>Commit Edits</b> .
An icon appears where there is actually no water access site.	To delete a water access site from the data, click on its icon to select the point feature and open the attribute window to the right, choose <i>Yes</i> from the drop-down list in the <b>Delete</b> field, and then click <b>Commit Edits</b> . This action flags this feature for deletion, but it will remain visible on the map. DNR staff will delete it after the application closes.

## Recording a water access site's attribute (descriptive) information

Please click on each site and review and correct its descriptive information as completely as possible in the attribute window. The table below provides a brief overview of each attribute. Correct values are required for each attribute.

**Table 3: Overview of the required attributes for each water access site**

*General guidelines: Provide data for all attributes. Enter all numbers as whole numbers (integers such as 0, 1, 2, etc.). The word "null" in any field describing a specific site indicates that the requested information is presently unknown and requires a valid value.*

Attribute Name	Instructions
Site Name	<p>When adding new water access point features, enter the full formal <b>name of the water access site</b>, using the following naming convention:</p> <ul style="list-style-type: none"> <li>• <b>A single water access site on a water body:</b> <i>Name of water body + "State Water Access Site,"</i> such as <i>Lake Francis State Water Access Site.</i></li> <li>• <b>One among several water access sites on the same water body:</b> <i>Name of water body + locational reference + "State Water Access Site,"</i> such as <i>Lake Minnetonka, Grays Bay State Water Access Site; Detroit Lake, North State Water Access Site and Detroit Lake, South State Water Access Site; and Minnesota River, Co Rd 42 State Water Access Site.</i></li> </ul> <p><b>Note:</b> Please note that after you click the <b>Commit Edits</b> button, and for all pre-existing water access site point features, you will not be able to change the site name using this application. (Other fields will remain editable.)</p> <p><b>If you wish to edit the name of an existing water access site,</b> please select <i>Yes</i> in the <b>Delete</b> field of the point that has the incorrect name, then click <b>Add Feature</b> and add a new point feature by clicking on the site's boat ramp, enter the correct site name and all other attributes, and click <b>Commit Edits</b>. This new point feature will replace the older one in the database after the application closes.</p>
Administrator	Enter the full proper <b>name of the organization or government unit</b> that administers the water access site, such as <i>City of Taylors Falls</i> or <i>Chisago County</i> . <b>Do not enter Minnesota DNR or any state agency in this field.</b> If you believe a state-administered water access site is missing from this data, see the <i>Contact the DNR</i> Section below.
Launch Type	Select the <b>launch type</b> that best characterizes this water access site according to the definitions provided in <i>Table 1</i> above. Choices in the drop-down list include <i>Carry-In, Trailer Launch, and Unknown</i> . (This latter value should be used only sparingly for remote sites where the launch type is not yet known.)
Launch Surface	Select the <b>ground surface category</b> that best characterizes the <b>launch</b> area of the water access site. Choices in the drop-down list include <i>Concrete, Dirt, Gravel, and Unknown</i> (which should be used only if absolutely necessary).
Parking Lots	Enter the <b>total number of parking lots</b> specifically designated for public use at this water access site. Additional overflow lots away from the boat ramp and parking along streets should not be counted. The value entered must be greater than 0 in order to enter parking space counts.
Parking Lot Surface	Select the <b>ground surface type</b> that best characterizes the <b>primary parking lot</b> (if more than one exists). Choices in the drop-down list include <i>Asphalt, Dirt, Grass/Gravel, Gravel, and Unknown</i> (which should be used only if absolutely necessary).
Vehicle Parking Spaces	Enter the <b>total number of publicly available car-only parking spaces</b> (excluding trailer spaces, spaces compliant with the Americans with Disabilities Act (ADA), and other reserved spaces) available across all counted parking lots at this site. See <i>Guidelines</i> Section below for detailed guidance.
Trailer Parking Spaces	Enter the <b>total number of publicly available vehicle-with-trailer parking spaces</b> (excluding single-vehicle parking, ADA-compliant parking, or other reserved spaces) available across all counted parking lots at this site. See <i>Guidelines</i> Section below for detailed guidance.
ADA Parking Spaces	Enter the <b>total number of publicly available parking spaces compliant with the Americans with Disabilities Act (ADA)</b> (excluding single-vehicle and trailer parking spaces) available across all counted parking lots at this site. See <i>Guidelines</i> Section below for detailed guidance.
Ramps	Enter the <b>total number of boat ramps</b> or the number of boats that can launch simultaneously from the ramp. The number of ramps entered must be greater than 0 if the <b>Launch Type</b> attribute has been set to <i>Trailer Launch</i> .
Docks	Enter the <b>total number of docks</b> available for public use at this water access site.
Restrooms	Enter the <b>total number of toilets or restrooms</b> available for public use at this water access site.
Delete	Select <i>Yes</i> from the drop-down list for this attribute <b>only</b> if you wish to have the selected water access site point feature deleted from the database. Features that contain no value (by default) or the word <i>No</i> in this field will <b>not</b> be deleted. Note that sites flagged for deletion will remain visible. DNR staff will delete all features containing a <i>Yes</i> in this field after the application closes.

## Guidelines for calculating and reporting the number of parking spaces

Please rely on the following guidelines when calculating the correct numbers to enter into the **Vehicle Parking Spaces**, **Trailer Parking Spaces**, and **ADA Parking Spaces** fields.

- Count only the parking spaces available at the parking lots that you have counted in the **Parking Lots** field.
- *For asphalt lots* the number of parking spaces should match the striped parking spaces or the original site design parking plan.
- *For undesignated or aggregate-surfaced lots in which there exist no markings delineating individual parking spaces*, the number of parking spaces for each vehicle type should be based on the original site design. If this is not available, please calculate the approximate maximum number of trailer parking spaces that the lot can reasonably and functionally accommodate. You may find it helpful to use a scaled aerial photograph and consider the following spatial guidelines in your calculations:
  - A standard two-way drive lane has a width of 22 feet, and a standard one-way drive lane measures 12 feet in width.
  - Standard vehicle-trailer parking spaces, which are specifically designed for parking vehicles with watercraft trailers, measure 12 feet wide by 46 feet long.
  - A vehicle towing a typical trailer may have an outside turning radius of up to 50 feet.
  - Allow sufficient room (apart from parked vehicles) for a truck and trailer to maneuver for access to the boat ramp.
  - Trailer parking space counts in undesignated parking lots can be maximized for the number of vehicle-with-trailer parking spaces even when a mix of single-car and vehicle-with-trailer parking is common for the site.
- When counting parking capacity for a water access site's parking lot(s), remember that each parking space you count should be counted in only one parking space category in the attributes; these categories are mutually exclusive. Accordingly, the sum of your counts in the **Vehicle Parking Spaces**, **Trailer Parking Spaces**, and **ADA Parking Spaces** fields for each water access site must equal the total number of concurrent parking spaces afforded by the site's parking lot(s), and no one parking space should be counted in more than one category.

## Contact the DNR to report errors in State-administered water access sites

This application does not provide the ability to edit the location or attribute information for water access sites administered by the State. If you believe that a State-administered site shown on the map is located in the wrong place or contains errors in its attribute information, or that a site described as administered by a local government is actually administered by the DNR or by another state agency, please communicate this information to the DNR using the following methods.

- **Existing DNR sites.** DNR-administered water access sites appear in the application as blue icons. You are welcome to review the attribute information for a DNR-administered site by clicking on its icon. A pop-up window will display the attributes associated with that site. If you believe this information is inaccurate, click on the **Report Inaccuracies** link that appears at the bottom of the pop-up window. This will automatically generate an email message window using your computer's default email application. Please do not change the email address, the subject line, or the information that automatically appears in the body of the email. Please simply add your concerns and detailed comments to the email message and click *Send*. DNR staff will review your concerns after the application closes and make the requested changes to the data or follow up with you directly for more details.
- **Missing State-administered sites or sites that you believe are State-administered but that are described in the data as administered by a local government.** Please do not add any State-administered sites to the data or change the **Administrator** of a site to *Minnesota DNR* or to any other state agency. Instead, outside of the application, please send an email to [wateraccess.program@state.mn.us](mailto:wateraccess.program@state.mn.us) and explain your concerns in as much detail as possible. Be sure to include in your description the name of the county, the name and location of the site, and the name of the water body it accesses. Feel free to include a screenshot from the application showing the area where the error exists if you wish. When the application closes, DNR staff will follow up with you to discuss your concerns.

## Need more help?

There are several ways to seek additional guidance on using the **Local Water Access Editor Application**.

- *Watch the brief online training videos available at the link on page 1 for step-by-step instructions and demonstrations.*
- *If you still have questions about how to use this application, please feel free to send an email to DNR information technology staff at [mnit-services.dnr@state.mn.us](mailto:mnit-services.dnr@state.mn.us) and include the phrase "PAT-IS Team" somewhere in the subject line. A member of the project team will respond to you directly to offer assistance.*
- *If you have questions about existing DNR-administered water access sites, please send an email with your questions to [wateraccess.program@state.mn.us](mailto:wateraccess.program@state.mn.us).*
- *If you have questions about this application's role in the AIS Prevention Aid program, please visit the project webpage from the link on page 1 and contact one of the AIS Prevention Aid Planners using the contact information available there.*