Comprehensive Web Application Instructions

Disclaimer

This map application is intended for planning purposes only. The City of McMinnville, Oregon, offers no warranty or guarantee of data accuracy or currency. In no event is the City of McMinnville liable for damages resulting from the use of this application. By clicking below, the User expressly acknowledges and accepts that the use of this application is at the User's sole risk and assumes all responsibility for the use of this application.

Instructions

The following instructions are meant to be detailed and will be sectioned and identified with images and names that correspond to those in the web application.

Jump To

**Feature Info Boxes** – Located on the bottom and right side of the application. They are permanent widgets that cannot be removed

1. To use them is simple, Left click on any Taxlot in the web map and all of the corresponding data will populate in its determined box. If no data is returned for a box, then no data is present.
   a. The Right box will have all of the Taxlot information: Ownership, Tax ID, Site address, mailing address, valuations, etc.
   b. The bottom boxes from left to right are as follows: Subdivisions, Ordinances Partitions, Historic locations, and Legacy Permit Data
   c. Each of them, if they populate will contain links to documentation or a table of the desired data. Some will have more than one record. Use the arrows at the top of the feature to cycle through the records.

Map Layers and Map Legend – Return To Top

1. Map Layers and Map Legend contain all the layers, at present, that are in the map itself. If data is added by the user, these two sections will update automatically.
2. The Layers are divided into Groups
    a. Admin Boundaries
    b. Environmental
    c. Parks – Not a Group
    d. Transportation
    e. Zoning Ordinances and Overlays
    f. Development Ordinances
    g. Programs
    h. Aera and Subarea Plans
3. In the Map Layer section, you have several options for actions
    a. In-Line Legend ≡ and Properties ⋯
        i. The In-Line Legend is disabled by default but allows users the option to toggle the Legend on a per group basis or per layer basis if they choose not to use the Legend tab.
        ii. The Properties option provides additional actions to the user. Control varies between Group control and Single Layer control
            1. Properties for the Group include only the option to Increase or Decrease Transparency
            2. Properties for Singular Layers include Zoom to Layer extent, Transparency control per layer, Details page, View in Table, and Export all actions.
4. In the Legend Section you have no control over the layers and simply can view the Symbology of the active layers in the Docked panel or in Fullscreen mode.

Search Bar – Return To Top

1. The search bar will search all options by default but if the user choose, they may decide which sources to search. Currently there are two (2) choses, Address Points and Taxlots.
    a. Address Points will search Street Addresses and provide a list of suggestions based on the House Number
    b. Taxlots will search for Taxlot ID Numbers.
        i. Both options will provide suggestions for which the user may select the desired result.
        ii. Upon selection, the application will select, zoom to the result and populate the corresponding Feature Info boxes around the perimeter with existing information. This is to reduce the need to cycle through pop-ups.
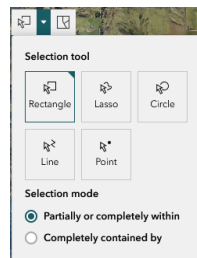
Map Frame Widgets - Return To Top

1. These widgets appear on the Map Frame itself
    a. The Plus and Minus buttons allow the user to Zoom in and out of the map at set increments
    b. The Home Icon will take the user back to the starting position of the Web Application
    c. The Circular Locate Icon will locate the Users current position
2. More complicatedly, the Selection Tool, is more advanced and has several options.

    <mark>IF YOU NEED INFORMATION SPECIFIC TO A SINGLE TAXLOT, DO NOT USE THE SELECTION TOOL. INSTEAD LEFT CLICK ON THE TAXLOT TO TRIGGER THE POPUP AND THE REST WILL POPULATE FOR A SINGLE SELECTION</mark>

    a. This tool allows the User to select features on the map based on different types of geometry. Those geometries can be seen here:

        i. Rectangle
       ii. Lasso
      iii. Circle
       iv. Line
        v. Point
    b. Depending on the selection needs of the user they can select present features based on their drawn geometry and the Selection Mode. Partially contain vs Completely contained
        i. Partially means that if a feature intersects with the drawn geometry it is selected
       ii. Completely contained means the entire feature must be within the drawn geometry
    c. When a selection is made, the Feature info boxes will populate around the edges with information pertaining to all the selected records. The user will then need to cycle through the selected Taxlots manually in the top right to alter the information in the boxes along the bottom.

    <mark>ALL FEATURE INFO BOXES ARE TIED TO THE TAXLOT NUMBER. AGAIN, IT IS ADVISED THAT IF YOU NEED INFORMATION SPECIFIC TO A SINGLE TAXLOT, DO NOT USE THE SELECTION TOOL. INSTEAD LEFT CLICK ON THE TAXLOT TO TRIGGER THE POPUP AND THE REST WILL POPULATE FOR A SINGLE SEELCTION</mark>
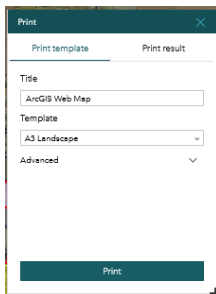
3. Measure Tool

a. Two options, Linear measurement and Area measurement
        i. Click once to start drawing, again to add a point until
           finished, double click last point to finish the measurement
           drawing
        ii. The User can alter the measurement units from the drop
            down.

Header Widgets –

There are Six(6) widgets in the Header: Print, Mailing List, Bookmarks,
Share, Draw, and Basemaps

1. Print – Allows the user to print a layout of the current state of the
   webmap using a predetermined layout scheme.

    a. Open the Bookmarks widget and find the Mailing list option
        i. This will turn off all unneeded layers
    b. Activate the Print tool to see the options
        i. Users can change the print Title
        ii. Select a template, this is simply the size at which the pdf
            will be exported
        iii. Advanced options include Author, Legend toggle, Print
             quality, scalebar, and attribute toggle
    c. The result will be sent to the Print results tab where the user
       can view the result in another tab and save/export to pdf to
       their device.
2. Mailing List
    a. This tool is primarily used internal but is available to public.
       It is intended to create a table of selected taxlots and their
       ownership, mailing addresses, and site address to be exported to
       a CSV.
    b. This so we can quickly generate mailing lists for various
       projects.
        i. To use this tool the User will need to use the Selection
           tool. Choose your geometry and select the desired features.
        ii. Open the Mailing List widget to find a populated table of
            your current selection. From here the user can do several
            things. Using the options in the top right of the table
            from Left to Right: Show All or Show Selected, Clear
            Selection, Refresh table, Show/Hide Fields, Export table.
        iii. Export table will allow you to export it to either a JSON
             or a CSV.
3. Bookmarks – For all users to view preset views of the Web Application
    a. There are several bookmarks for the User to choose from

       i. City Zoning
     ii. Admin Boundaries
   iii. Floodplain and Rivers
    iv. Natural Hazards
     v. Parks
    vi. Comprehensive Plan
   vii. Airspace Plan
  viii. Planned Developments
    ix. Surveys
     x. Urban Renewal Zone
    xi. Historic Landmarks
   xii. Short Term Rentals
  xiii. Create Mailing List
   xiv. Ordinances
    xv. Partitions

    b. Selecting any of these will turn layers on or off depending on the bookmark. This allows for quick navigation of preset views we use daily

4. Share
    a. Allows users to copy and share a link to various social media platforms, mail to others, generate QR code, or embed in another application.

5. Draw
    a. Allows the user to sketch a temporary item on the webmap. This is viewable only by the user and only in the current session. It will not persist between sessions

6. Basemaps
    a. Allows the user to select a different basemap based on their needs. The default basemap is our 2023 Aerial imagery coupled with the World Topographic basemap. The Aerial is a large file and will appear blurry for a few moments whenever the extent changes. Allow a few seconds for it load to view the high resolution dataset.