

**RECONNAISSANCE
LEVEL HISTORIC
RESOURCE SURVEY**

**Field training for
volunteers**

Wed. March 31, 2021

6pm

Virtual, of course



inventory
kalamazoo
2022

Questions - contact Sharon Ferraro 269-330-5557 (voice + text)
or email ferraros@kalamazoo.org

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Goal is to take 3-5 photos of each building and
evaluate the condition of sidewalks and street trees



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EQUIPMENT YOU WILL NEED

- A smartphone that is an “8” or newer with a working camera
- A mask to wear because of covid. *Wear the mask all the time – be sure to pull it up to cover your nose and mouth whenever someone comes close.*
- A backpack with a stylus and general info – supplied by CPED
- Hat, gloves, boots, etc as needed for the weather



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Pick up your backpack and supplies

- Set up appointment
- Pull into driveway off Wheaton
- Go around the right side of the garage
- Ring the doorbell

CHOOSE your assignments – email ferraros@kalamazoocity.org



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FIELD INSTRUCTIONS

Using Survey 123

- In the app store on your device:
 - Look for Survey123 for ArcGIS (ESRI)
 - Download the free app
- **OR Google Survey 123 and download from the site**



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After you have downloaded the survey, you can close it – download **BEFORE YOU START**



- Ready to start?
- Stylus? Backpack? Info about survey for residents?
- Take a photo of this QR code
- A card with the QR code can be mailed to you – or there is one in your backpack

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PLANNING YOUR SURVEY TIME where to start?

- Start at a corner
- Plan to stay on one side and complete that side before crossing the street and coming back to the corner opposite where you started
- Do NOT leave the sidewalk or go onto private property – even if the owner invites you. Stay on the Public Right of Way.
- If no sidewalk stay within 6' of the edge of the street.

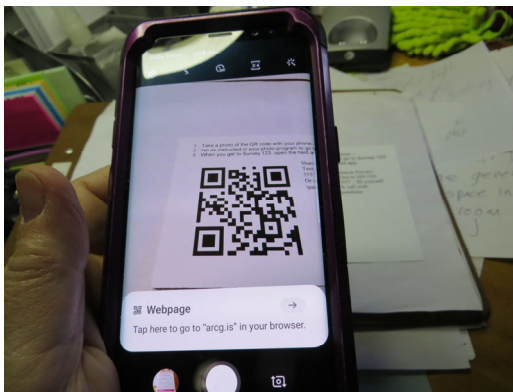


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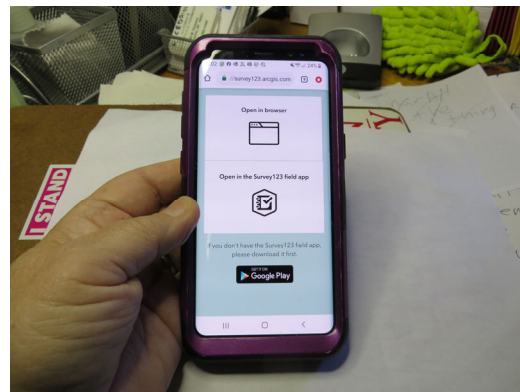
7

GETTING STARTED IN THE FIELD

1) Tap on the message



And you will end up here
2) Tap the bottom one to
Open in the Survey 123 field app

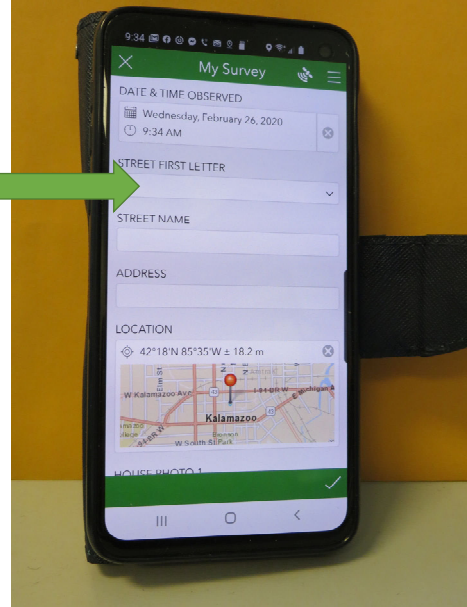


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Ready to collect

- THIS SCREEN WILL OPEN
- Ready to start the survey in the field
- Street first letter (no East West, North, South)
- Street Name
- Address
- Scroll down until you find the street number of the house
- Photos – scroll down
 - Center, left, right ++

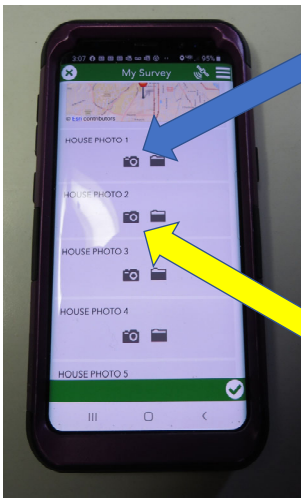


*The house has no number?
Look to the adjacent houses that have numbers – this house number should be in between*

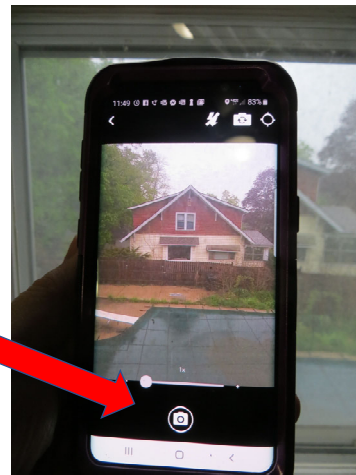
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Taking photos – scroll down below the tiny map



- Tap the camera icon
- Set up your photo
- Tap the camera icon at the bottom of the screen
- Scroll down to the next photo
- Take up to 5 photos



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Start the survey – taking good photos

- Pick the best angle to get photos without trees or other visual barriers – on the sidewalk or curb lawn usually works well.
- Remember to stay OFF private property



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Getting a good shot!



- Avoid sun flares if possible – shoot with the sun to the side or your back.
- Around solar noon can be a really good time because the lighting is overhead and relatively even – *between noon and 4pm in Kalamazoo*
- Most of the time you will be able to get a shot of the whole house from the sidewalk – phone cameras are pretty wide angled!



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Take at least **3** photos of buildings

- Center
- Front right
- Front left
 - If there is a garage visible down the driveway on one side, try to get that in one of the corner shots



What if there are two houses on one lot??


- Take two photos of the front house
- At least one shot of the house behind down the side showing the front house
- Zoom in to the best shot you can get of the second house
- COMMENT – 2 houses on lot

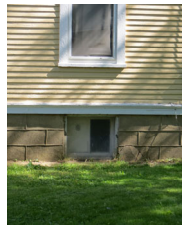


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Details – up to 2 more

- **Additional photos up to a total of 5**
- Photo of primary foundation and the siding above it - if visible – corner shots work well. 
- BONUS SHOTS on Corner houses – also photo of full side facing street and rear corner/rear
- Outbuildings visible from street – garage, shed, gazebo, carriage barn, landscape features like retaining walls and fences
- Any special details – close-up (zoom) – unusual ornament, stained or leaded glass windows, full porch, side porch, bay window, tower



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Vacant lot??

- Take 1 photo of the lot
- Notes on sidewalks and street trees

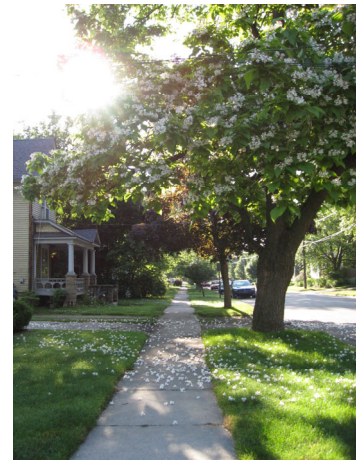
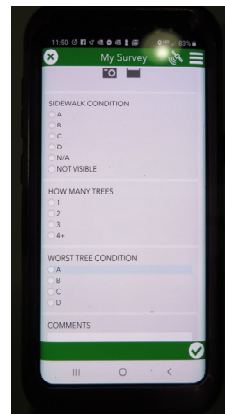


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Rating curblawn trees and sidewalks

- A-D trees
 - A = healthy, possibly new
 - B = maybe 1 dead/leafless branch
 - C = more damage
 - D = clearly a stressed or dead tree
- A-D public sidewalk
 - A = new or completely smooth
 - B = minor imperfections – a wheelchair would have NO problems
 - C = uneven – might be a challenge for a wheelchair
 - D = poor condition – partly missing



COMMENTS – Anything you want
“no trees”
“street number set in tiles in front sidewalk”
Any reason you skipped taking photos – menacing dog, owner asked for no photos

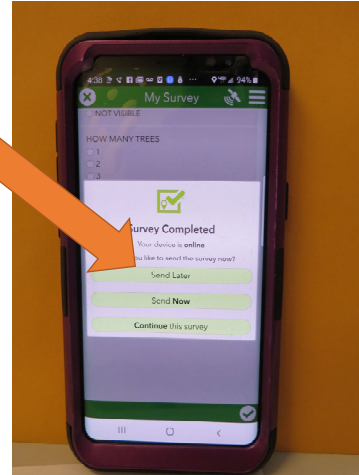
- **COMMENTS**
- Touch the **CHECK** and go on to the next screen

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Between buildings!

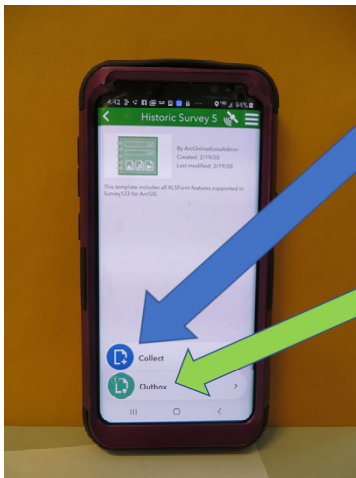
1. **Send later – go on to the next building – preferred**
 All the photos/surveys will be saved in the outbox
 May also say – save to outbox
2. **Send now – send and go on to the next building**
 If you send after each building you will use up more of your data.
3. **Continue this survey – this will take you back to the sheet you just finished if you need to make corrections**



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Keep going – more photos, etc.

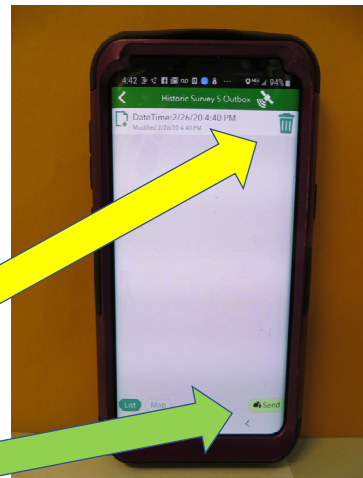


Keep collecting – COLLECT and repeat photos & tree + sidewalk evaluation.

When you are done with a street or your section and you are ready to stop – touch **Outbox**

You can trash problems or just send everything and the analysts will sort out. (Preferred)

- Touch **Send** when done
- When you get home or somewhere with wi-fi.



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RULES

- Choose your time to survey – it should be full daylight.
- The two hours before and after solar noon are best – here in Kalamazoo that is between EDT noon and 4pm
- Not when raining or snowing or when there is snow obscuring details
- Wear the backpack
- ALWAYS stay on the public right of way
 - Sidewalk – or between sidewalk and street – or in street if needed
 - 6' or less from edge of paved road
 - Do NOT go onto private property even if invited by owner!!



Sharon Ferraro 269-337-8804 ferraros@kalamazoocity.org

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SAFETY

- Work in pairs
- Suspicious or aggressive activity – if you feel unsafe LEAVE. Put a note in the comments bar and send an email LATER
- Dogs - if you feel unsafe LEAVE.
- We can go back later in a car



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Problems?

- Leave a note on the survey app so we can go back – use the COMMENTS section at the bottom
- Report via email – tell us the date you had the problem, the address where the problem was and what happened
 - Like – “3/26/21 - 127 Any Street – no house, just a sinkhole” or “4/12/21 – dog off leash skipped 1317 to 1437 Jimmy Street”



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Residents with questions

- Copies of a letter explaining the survey are in your backpack
- Extra copies to give out to people who ask
- Also my business cards



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Speed Survey!!

- One surveyor on each side of the street each with their own phone or tablet with the app loaded.
- Stay in sight of each other



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TO DO:

- Pick up backpack and supplies
 - *Put a mask in your backpack!*
- Download SURVEY 123 to your phone or tablet
- CHOOSE your assignments – email ferraros@kalamazoocity.org
- Pick a nice day between noon and 4pm
- Get started
- Send an email when you are done
- Maybe? Choose another assignment?



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