

# Property Land Use Reference Guide

## *Champaign County*



Champaign County GIS Consortium  
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# Property Land Use Reference Guide

## Project Background and Summary

The Property Land Use project was initiated via discussions at the CCGISC Policy Committee level. Member agencies need a replacement for the Champaign County Property Code (APROP) classification system previously maintained by the County Assessment office. It was required that a new system meet the criteria below.

- Single common county-wide system that supported the use of the supplemental fields to track additional detail.
- Allows agencies to update data within their area of interest/jurisdiction.
- Includes county assessment data fields.
- Allows specific parcels to be grouped and summarized. Specially, condominium parcels that do not include the surrounding land/lot, subdivision phases, and/or for agency specific needs.
- Provides edit access via a web mapping or desktop application (ArcGIS Pro).

These criteria were met through the development of an agreed upon county-wide land use classification system, an automated python script scheduled to run nightly (*Land Use script*), SQL views, three (3) GIS land use layers, a web map application, and the purchase of 8 ArcGIS Portal Editor type users.

This reference guide provides an explanation of the layers/feature services as well as editing options and procedures. The land use code classification system is included at Appendix A.

## Explanation of the Parcel Land Use Layers

Three (3) GIS layers were created as part of the project – Land Use Parcels, Land Use Groups, and Land Use Retired.

### LAND USE PARCELS

Agencies use this layer to assign land use codes and any supplemental information to the tax parcels within their jurisdiction/area of interest. Tax parcels changes occur daily due to splits, combinations, subdivisions, and corrections. These parcel changes are pushed to the Land Use Parcels layer each evening the Land Use script. When a parcel changes, existing land use codes are calculated from the parent(s) to the child(ren) only when a single code exists (1 to 1 relationship) otherwise the land use code for the parcel change will become null and require a manual update. All supplemental land use fields will need to be manually updated when a parcel change occurs. Agencies can obtain a list of parcel changes using the [Champaign County Parcel Change Application](#).

The **LAND USE PARCELS** layer contains all active parcels with the following land use attributes:

- **PARCEL\_GROUP:** THE CCGISC assigned parcel/lot group identification number. Parcel polygons in the same group are assigned the same number. It is a many to one relationship to the Parcel\_Group attribute in the LandUse\_Groups layer.
- **LAND\_USE\_CODE:** Land Use Classification code assigned by the member agency.

- **DERIVED\_CODE:** CCGISC derived land use classification code based the historic APROP code previously maintained by the County Assessment Office. Provided as a reference/resource to assist agencies on initial population.
- **MULTIPLE ASSESSMENT VALUE FIELDS:** Assessed\_Land, Assessed\_Building, Assessed\_Farm\_Land, Assessed\_Farm\_Building, Assessed\_Total – values in these fields are taken directly from the Champaign County Tax System and updated via script each evening.
- **DWELLING\_UNITS:** Total number of dwellings
- **MULTIPLE UNIT VALUE FIELDS:** Units\_1BR, Units\_2BR, Units\_3BR, Units\_4BR, Units\_5BR – number of units with specified number of bedrooms.
- **PARKING\_SPACES:** Number of parking spaces.
- **JURISDICTION:** The jurisdiction in which the parcel is located. This field is assigned by CCGISC. When the parcel is located outside a municipal boundary, but within a 1.5-mile buffer of one or more jurisdictions, the field value includes all agencies within the buffer followed by “ETJ” in a comma delimited list i.e. Urbana ETJ, Savoy ETJ, Champaign ETJ.

#### **LAND USE GROUPS**

This layer contains one polygon for each unique Parcel\_Group field value in the Land Use Parcels layer. It is created by merging the Land Use Parcels layers on the unique Parcel\_Group value and summarizing the respective attributes. Groups are created are created via the Land Use script for condominium parcels that do not include the surrounding land/lot or manually when requested by an agency. For examples, an agency can request to group together specific parcels and/or subdivision phases, etc. This layer contains the same overall field schema as the Land Use Parcels. Several fields are editable, but edits will be overwritten each evening when the layer is recreated using the Land Use script. Any long-term edits to the to land use fields (Land\_Use\_Code, Dwelling\_Units, Units\_1BR, etc.) need to be made in the Land Use Parcels layer.

#### **LAND USE RETIRED**

This layer contains retired parcels and is for historic reference. The land use fields can be edited and will **NOT** be overwritten.

## Editing Options and Procedures

The land use layers are published to the CCGISC Portal as an editable feature service named **LAND USE PARCELS**. The services can be edited directly in ArcGIS Pro or through the Property Land Use Code Application. Both options require CCGISC Portal user credentials with edit access. Each agency was provided with a CCGISC Portal Editor user account.

### ACCESSING THE SERVICE TO EDIT IN ARCGIS PRO

To edit the land use data in ArcGIS Pro, the Land Use Parcels service must be added to an ArcGIS Pro map. Instructions to add the service to an ArcPro map are as follows:

#### OPTION 1: Add to ArcGIS Pro from URL:

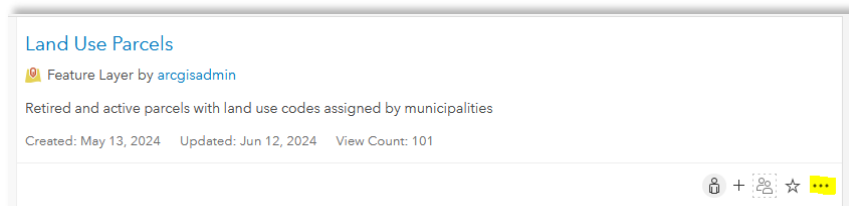
1. Go to CCGISC Portal - <https://services.ccgisc.org/portal/home/>
2. To Login to the CCGISC Portal:
  - a. Click **SIGN IN** (*upper right hand corner*) and enter your CCGISC Portal credentials - contact CCGISC if you need the login information.
3. To copy the URL for the Land Use Parcels feature service:
  - a. Click **GROUPS**, then select **MUNICIPAL LAND USE EDITORS**



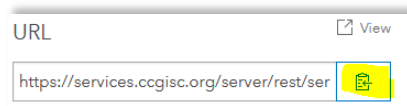
- b. Click **CONTENT** (*located on blue ribbon*), and list of **FILTERS** will appear on the left.



- c. Click to expand **LAYERS**, click **FEATURE LAYERS**
      - d. Click the **ELLIPSIS (...)** and select **VIEW ITEM DETAIL**



- e. Scroll to bottom of page and copy the URL.



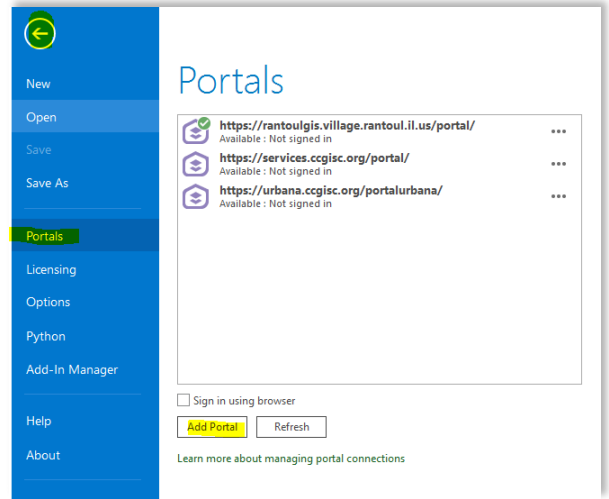
4. To Add the Land Use Parcels feature service to an ArcGIS Pro Map
  - a. Go to an open Map OR Insert a New Map in ArcGIS Pro.
  - b. From the **MAP** tab, click the drop down arrow on the **ADD DATA** icon
  - c. Select and Click **DATA FROM PATH**
  - d. Paste the URL into the text box and click **ADD**
  - e. If you are not already signed into the **CCGIS** Portal, the software will prompt you to enter your CCGISC Portal credentials. Once you are successfully logged in, the Land Use Parcels service will be added to the map.

NOTE: The Land Use Parcels service contains the three (3) land use layers as described in the previous section. In the Map Contents Tab, Click on the arrow to the left of the check Box to expand the service.

## OPTION 2: Add to ArcGIS Pro from ArcGIS Pro

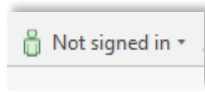
1. Add the CCGISC Portal to ArcGIS Pro (*this should only need to be done once*).

- a. Click the **PROJECT** tab and select **PORTALS** (from the blue column)
- b. Click **ADD PORTAL** and enter <https://services.ccgisc.org/portal/> to the text box.
- c. Click the back arrow.

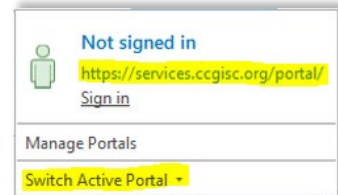


2. Login to CCGISC Portal

- a. Click on drop down arrow on the sign in area on upper right-hand corner of screen and click **SIGN-IN**



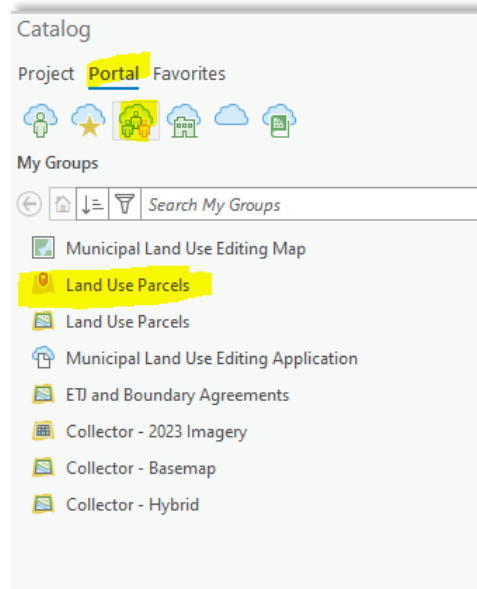
- b. Sign in to the CCGISC Portal - *the URL as listed above and in screen shot below should be listed in the window; if not listed, click the drop down arrow to the right of **SWITCH ACTIVE PORTAL** and select the CCGISC Portal URL.*



- c. Enter your CCGISC Portal Editor user credentials - *each agency was provided a login, contact CCGISC if you need the login information.*

3. Add the Land Use Parcels service to your map:

- a. In the Catalog Pane, click **PORTAL** then the **MY GROUPS** icon
- b. Drag the **LAND USE PARCELS** Feature Service to your map.





## EDITING THROUGH THE PROPERTY LAND USE CODE APPLICATION

The land use data can also be edited using the Property Land Use Editing Application - <https://maps.ccgisc.org/mluc>. This application requires users to login with their CCGISC Portal credentials - contact CCGISC for questions regarding login information.

The application includes many of the same features as commonly found in other CCGISC applications. General instructions related to the **BATCH ATTRIBUTE EDITOR** and **SMART EDITOR** widgets are found below. For instructions on other features and tools found in the application, please reference the [CCGIS ArcGIS Portal Application Reference Guide](#).

### Batch Attribute Editor

Filters, Selects and Edits multiple features.



#### To Filter the Data Features:

1. Click on the edit tool (pencil icon) to left of the layer name to open the **FILTER LAYER** window.

The tool provides two options - add an expression (one) OR add an expression set (two).

NOTE: When building an expression, these options are interchangeable and can be stacked.

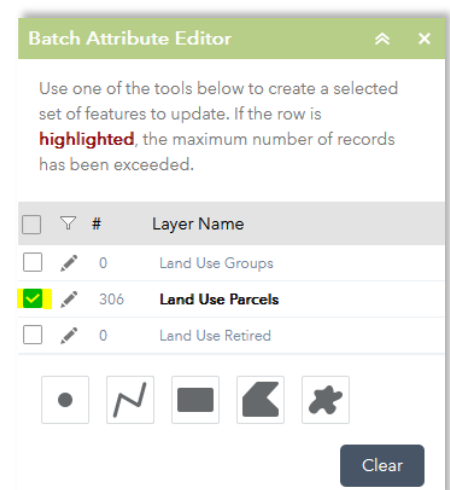
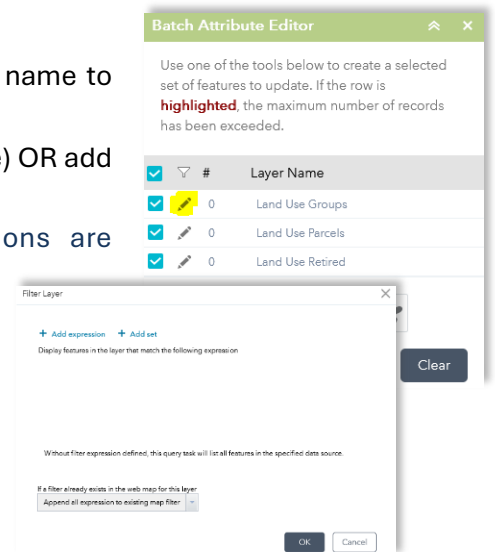
2. Add an expression or an expression set. Then click **OK**.

NOTE: When adding more than one expression, the user has the option to display all or any features that match the expression. ALL is exclusive; ANY is additive. ALL is selected by default.

#### To Select/Edit the Data Features:

1. Toggle on/off the layers to select/edit by clicking the check box to the left of the layer name.
2. Use one of the drawing tools to create a selection set.

NOTE: The selection can be made on filtered data.



- Once the features are selected, the **BATCH ATTRIBUTE EDITOR** window will open. Update the attributes as appropriate and click **SAVE** or close the window to edit without saving.

**NOTE:**

- Multiple features with different values for a given field, will contain **KEEP EXISTING VALUES** as the default value. This will preserve the existing values for that field for each feature.
- Multiple features selected with different values for a given field, and the field has a domain, the drop-down list will show all the domain values. In the list, the existing values used by the features are underlined.
- To update data to NULL, select No Value in the drop-down list.
- Leaving a field value blank will keep the existing values.

- Click **CLEAR** in the **BATCH ATTRIBUTE EDITOR** window to make another selection.

### Smart Editor

Selects and Edits Individual Features

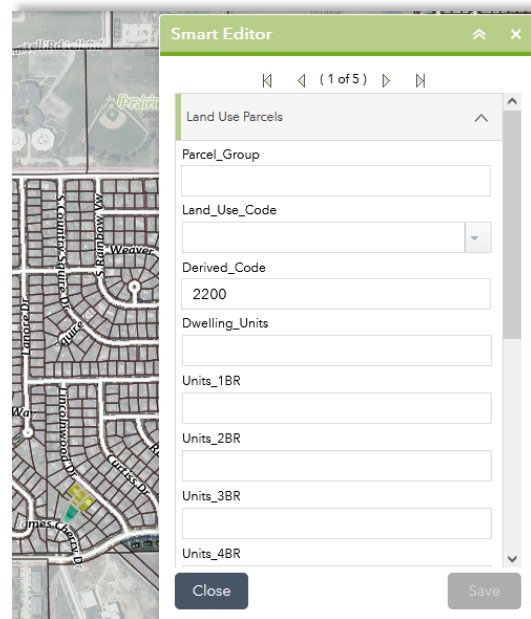


- The initial window requests the user select a template to create features or click on a feature for editing.

**NOTE:** The Municipal Land Use Editing Application does not allow for feature creation; the only option is to click on features within the map for editing.

- Click a feature on the map to display the attributes that can be edited. If more than one feature is selected scroll through the window using the arrows at the top of the window until the polygon of interest is highlighted on the map in cyan.

- Once the appropriate edits are made, click **SAVE** or **CLOSE**, to exit without saving.



## Appendix A – County-wide Property Land Use Categories

### 1000s AGRICULTURE USES

#### 1100 Agriculture

Land identified by the assessor as having a farmland or farm building value. Used for row crops, field crops, livestock, or animal husbandry, etc. Grain elevators or large-scale industrial scale buildings are classified as industrial uses. May include farmhouse or residential uses; include number of dwelling units if present in Dwelling Unit field.

#### 1200 Rural Residential

Typically detached residential dwellings and accessory structures on large lots greater than one acre in area. This use is typically found in unincorporated areas or associated with agricultural uses. Typically, these lots have septic systems, but in some cases, dwellings may be connected to sanitary sewers. Include number of dwelling units in Dwelling Unit Field.

### 2000s - RESIDENTIAL USES

#### 2100 Detached Residential

This land use category includes stand-alone residential dwelling structures, commonly referred to single-family homes. This category includes residential units that are, both, renter- or owner-occupied. In some cases, detached residential units may have an Accessory Dwelling Unit in addition to the principal dwelling.

#### 2200 Attached Residential

This land use includes dwelling units that share at least one common wall with an adjacent dwelling unit while maintaining individual exterior entrances. Building types within this category include purpose-built duplexes, attached condominiums, rowhouses maintaining individual exterior entrances on the ground floor, and common lot line dwelling units.

#### 2300 Multifamily Residential

This land use includes vertically and horizontally grouped dwellings (more than three) which share a common entrance and amenities. An important distinction of this land use from the multifamily conversion land use is that this type of building is obviously purpose-built as a multifamily structure. May include amenity uses for residents like gyms, pools, or community buildings. May also include leasing offices as accessory uses.

#### 2310 Multifamily Residential Conversion

This sub-category of Multifamily housing encompasses detached residential structure – historically used for single family – that have been converted into multifamily buildings. This land use is primarily concentrated in older and historic neighborhoods surrounding Downtown. The exterior appearance of this multifamily building is that of a detached dwelling with some minor alterations to accommodate modern building safety codes.

### **2400 Group Residential**

A residential dwelling or facility occupied by unrelated individuals. This land use includes fraternities, sororities, dormitories, boarding houses, community living facilities, transitional or emergency housing and residential care facilities. May include health care or social services to residents. In Champaign or Urbana, most of these uses will be located around the University of Illinois.

### **2500 Mobile Home**

A transportable structure suitable for year-round single-family occupancy with connections to water, electrical and other utilities typical of conventional dwelling units. Typically, these are taxed as personal property. These uses will be concentrated in Mobile Home Communities within urban areas; include total number of dwelling units in the Dwelling Unit field. May be a stand-alone dwelling unit in some rural areas.

## **3000s - COMMERCIAL USES**

### **3100 Office**

Includes a wide variety of employment uses, including corporate headquarters and professional offices. This use also includes research or scientific uses commonly found within the University of Illinois Research Park.

#### **3110 Medical or Dental Clinic/Office**

Healthcare, one of the primary employment sectors within the Region is pillar of the local and regional economy. This land use classification includes medical, dental and other healthcare facilities where patient treatment takes place. It may also include associate healthcare administration uses for the region's healthcare providers. (Christie Clinic, Carle Hospital, Health Alliance, etc.) It also includes smaller, privately-owned, medical and dental practices.

### **3200 Commercial Services**

Business establishments that primarily render services rather than goods. This may include animal care facilities, auto repair, bank and financial services, car wash, commercial gyms or health clubs, beauty/barber shops, daycare facilities, etc. These are in stand-alone buildings.

### **3300 Commercial Retail**

Business establishments that provide goods for purchase. This includes grocery and general merchandise stores, convenience stores and gas stations, pharmacies, auto/vehicle sales, etc.

### **3400 Commercial Entertainment/Cultural**

This land use identifies locations and destinations for residents and visitors to relax, enjoy a meal or see a show. These land uses often – but not always – provide additional tax revenue through food and beverage taxes. Examples include Restaurants, Bars or Taverns, Gaming Parlors, Movie Theaters, Bowling Alleys, Arcades, Museums or Wedding Venues.

### **3410 Bar/Restaurant**

This sub-category is included to highlight Bars, Taverns, Restaurants or Gaming parlors licensed by the State and City to sell alcohol and spirits for onsite consumption. This code should be utilized when the primary purpose of the establishment is food or beverage consumption and not where these uses are accessory to a principal use. (Example, the County Club does have a license to sell food and liquor, but in a manner that is accessory to the Golf Course use on the property.)

### **3500 Hotel/Motel**

Commercial businesses that provide temporary lodging to visitors. May include supplemental accessory uses such as a small tavern, restaurant, business conference space, etc. These uses typically generate additional tax revenue through hotel/motel taxes.

### **3600 Mixed Commercial**

This land use provides for multi-tenant commercial buildings that allow for intermingling of commercial service, retail, entertainment, or office uses on a property. Typically, these mixed commercial buildings are referred to as strip malls or shopping centers. Buildings are horizontally oriented and share off-street parking between all commercial tenants. There are no residential uses on-site.

### **3700 Urban Mixed Use**

Typically located within the core of the community, urban mixed use includes buildings with a mix of commercial uses on the ground floor with office and/or residential space above. These buildings are vertical in design but may include single-story buildings that contribute to a traditional building street wall. Upper floors may be vacant, (typically in historic buildings) but could be renovated to provide additional housing or office space. If residential uses are present, include the number of dwelling units in the dwelling unit field.

## **4000s - INDUSTRIAL USES**

### **4100 Light Industrial**

Employment use that includes small- and medium-sized manufacturing, warehousing, fabrication, or distribution uses. This category can include mini storage, etc. Typically, these uses include facilities smaller than 100,000 square feet in gross floor area.

### **4200 Heavy Industrial**

Large scale manufacturing, distribution, refinement, processing, or resource extraction uses which generate large traffic volumes, noise, or environmental impacts. Typically, these uses include facilities greater than 100,000 square feet in gross floor area.

## **5000s - INSTITUTIONAL AND COMMUNITY USES**

### **5100 Schools (Education Facilities)**

Educational facilities, including primary, secondary, and post-secondary.

#### **5110 Primary/Secondary Schools (K-12 grades)**

Public and private schools as identified by the Illinois State Board of Education. If a school associated with a place of worship is on a separate parcel, code the property as a school.

#### **5120 College or University (Post-Secondary)**

Public and private post-secondary schools. Includes community colleges.

### **5200 Places of Worship**

Houses of worship and associated accessory uses. May include school and daycare uses if on the same parcel.

### **5300 Community or Government Facilities**

#### **5310 Government Administration and Services**

Executive, legislative, or judicial government functions. Protective and emergency services, postal services, libraries, public works facilities, military facilities, etc. These facilities are tax exempt.

#### **5320 Non-Profit Institutional Uses**

YMCA, etc. Tax exempt service organizations that provide public services for people.

#### **5330 Cemeteries**

Includes associated chapels and mausoleums.

## **6000s - UTILITY/TELECOMMUNICATION/TRANSPORTATION USES**

### **6100 Utility/Telecommunication/Transportation**

These parcels include structures or land area for use by electric, water, sanitary sewer, waste management, or telecommunication facilities. This includes power generation, cell towers, water towers or treatment facilities, electrical substations, or offices associated with such uses. Transportation properties would include airports, railroad properties and roadways. (Note: Stormwater detention basins would be coded in open space, either public if managed by a public agency or private open space if held in commons by an HOA. Cell phone retail locations would be classified as Commercial Retail.)

### **6200 Surface Parking Lot or Parking Structure**

These are stand-alone parcels utilized for parking with no other principal uses. May be publicly owned parking lots, private parking lots, or structured parking. Provide the number of parking spaces in the 'parking spaces' data field.

## **7000s - OPEN SPACE**

### **7100 Public Open Space**

Public parks and open space managed by taxing agencies such as a Park District, Municipality, or Forest Preserve District.

### **7200 Private Open Space**

Land held in commons by HOAs, or open space that is privately owned. May include detention basins managed by HOAs or private entities. May or may not have recreation or park-like amenities or be left in a 'natural' state.

### **7300 Golf Course**

Public or private golf facilities, driving ranges, country clubs. Use includes associated buildings, parking, and accessory onsite retail or dining.

## **8000s - VACANT DEVELOPABLE LANDS**

### **8100 Vacant Developable Land (Private)**

Land that is vacant and ready for development. This includes developer-held parcels as part of new subdivisions, or vacant property served by infrastructure that can accommodate new development.

### **8200 Vacant Developable Land (Public)**

Land that is vacant and ready for development that is owned by a public agency. This can include vacant land owned by municipalities, taxing districts, or land banks. This includes developer-held parcels as part of new subdivisions, or vacant property served by infrastructure that can accommodate new development.