



Champaign County
 City of Champaign
 City of Urbana
 University of Illinois
 Village of Rantoul
 Village of Mahomet
 Village of Savoy
 Village of St Joseph

2024 Annual Technical Representatives Meeting

Discussion Items & Project Updates

Technical Representatives Meeting Summary – October 8, 2024

Meeting Discussion Items & Project Updates

ENTITY ATTENDANCE:

City of Champaign, City of Urbana, Village of Savoy, Village of Rantoul, Village of Mahomet, University of Illinois

SUMMARY:

The Annual Technical Representatives meeting was held at 10:30 am on Tuesday, October 8th in the Shields-Carter meeting room at the Brookens Administrative Center. A summary of the discussion items and project updates are provided below.

1. Completed 2024 Tasks & 2025/2026 CCGISC Initiatives

A list of the completed 2024 tasks and 2025/2026 initiatives are found in the following table.

Completed 2024 Tasks	
CCGIS Data Policy Updates & Established Rules of Engagement	
Property Land Use Code Project & Reference Guide	
Updated CCGISC Historic Tables; Reference Guide and General Clean-up Pending	
Right of Way Document Research & Scans (1928-1975 Small Villages & City of Champaign); Mapping in progress	
Parcel Change Application	
2025/2026 Initiatives	
Metadata Creation	- manual population of layer specific information in CCGISV & CCGISC Historic
CCGIS Website*	- Overhaul CCGISC Website; New logo, etc.
Address Website*	- Correct issues with identify tool - Cosmetic updates; currently does not render correctly in all browsers
Address Schema Changes*	- Remove Address Number Suffix from Main Address Table i.e. 102A Main Street. Main Address to be 102 Main Street
Devnet QC Script*	- Write a Script that checks for data entry inconsistencies; this impacts the Consortium as entry errors may create problems for views. It is also to limit the distribution of bad data. Examples: Document numbers, dates, etc.
Genealogy*	- Complete Genealogy review/corrections
ROW Document Search (1975 and prior) & Mapping	- Locate ROW documents (1975 and prior) & add to TaxParcelROW layer
ArcGIS Enterprise Upgrade	- Upgrade ArcGIS Enterprise to 11.x

*2025/2026 initiatives carried over from previous years

2. Historic Right of Way (ROW) Document Scanning & Mapping

CCGIS has been working to scan and map historic ROW documents. To date CCGISC has scanned ROW documents from 1928 through 1975 filed in the Recorder's office under *Towns* and *City of Champaign*. Staff is currently working to scan ROW documents for the same date range filed under *Champaign County*.

The ROW documents are mapped and added to the *TaxParcelROW* layer as time allows. It is anticipated this project will take several years to complete.

3. Addressing - Web Interface & Schema Updates

As listed in the 2025/2026 Initiatives table, CCGISC plans to correct issues/bugs with the Addressing Web Interface and update the schema of the Main Address Table. In addition, the following constraints will be added to the web interface/relational address database.

1. Restrict the assignment of the same address number suffix and sub-address value on a main address. Once the update is made, 101 Main Street, Apt A and 101A Main Street will be considered duplicate addresses.
2. Restrict the assignment of the same sub-address value with different sub-address types on the same main address. Once the update is made, 101 Main Street Apt A and 101 Main Street Suite A will be considered duplicate addresses.

Additional changes to the web interface/relational address database are also needed to support the outcome of a USPS Zip Code Boundary Review initiated by the Village of Mahomet. Mahomet requested the USPS expand the zip code boundary of 61853 to encompass, at a minimum, all properties annexed into the Village. The USPS denied the request but is allowing properties within the Village of Mahomet with a 61821 or 61875 zip code to use the USPS postal city of *Mahomet*. Currently the web interface/relational address database does not support more than one postal city assigned to a zip code. Updates to accommodate this change will be implemented by December 1, 2024.

4. CCGISC Digital Data Policy & Rules of Engagement

The CCGISC Policy Committee recently approved updates to the [CCGIS Digital Data Policy](#). The changes accommodate the distribution and use of CCGISC data and infrastructure to a member agency consultant once established as a "Member Agent".

Additionally, rules, known as "Rules of Engagement," were added to the CCGISC Digital Data Policy at [Appendix L](#). These rules detail specific requirements related to the access, distribution, and use of CCGISC data and infrastructure. They establish guidelines and protocols to Member Agencies and Member Agents that protect the interests of the Consortium and limit the risk to Champaign County and its computer network.

The [CCGIS Digital Data Policy Quick Reference Guide](#) provides a general overview or starting point to familiarize users of the policies and rules outlined in the Digital Data Policy.

5. Property Land Use Code Project

The Property Land Use Code project was initiated via discussions at the CCGISC Policy Committee level in 2023. The member agencies requested a county-wide parcel based property land use classification system managed by CCGISC that could be maintained by the municipalities. The project was completed earlier this year and is now available for use. As part of this project, a [Property Land Use Reference Guide](#) was created. This reference guide includes a project summary, provides an explanation of the available layers, and outlines editing options and procedures. The agreed upon county-wide property land use classification categories are provided in the reference guide at Appendix A.

ACTION ITEMS:

- The primary property land use contact for each agency is to review the Property Land Use Reference Guide and provide feedback to CCGISC.

6. CCGISC Historic Database

CCGIS staff is working to streamline and update the CCGISCHistoric database. As part of this process new master tables were created for revenue years 2008 – 2022. They are named Master_RYXXXX where XXXX corresponds to the revenue year. These tables do not include separate Assessment (“a” fields) and Tax (“t” fields) like those found in the A_Master table in CCGISV because the CCGISCHistoric master tables reference the same tax and assessment year. The master tables replace the PHSTXXXX and LPRYRPNT_FYXXXX tables currently located in, but soon to be deleted from, the CCGISCHistoric database. Going forward, a master table along with the corresponding parcel layers will be added for each subsequent revenue year after it is finalized by the County.

There are several additional clean-up tasks that need to occur in CCGISCHistoric GIS layers. Once all tasks are finalized, a reference guide detailing GIS layers and tables found in the CCGISCHistoric database will be created and posted to the CCGISC website.

ACTION ITEMS:

- CCGISC to delete the PHSTXXXX and LPRYRPNT_FYXXXX currently located in the CCGISCHistoric database.
- CCGISC to clean-up and streamline historic GIS layers.
- CCGISC to create a CCGISCHistoric Reference Guide which offers an overview and explanation of the data and tables.

7. Road Jurisdictions

CCGIS created road jurisdiction route layers for roadway maintenance and ownership. This was done with input from the member agencies and the old University jurisdiction matrices. University matrices were established for the City of Champaign and the City of Urbana 10 to 15 years ago – updated matrices are underdevelopment but not yet available. The Village of Savoy is currently working with the University to finalize its first jurisdiction matrix.

An opportunity to review the maintenance and ownership routes were provided using the [Street Jurisdiction and Management Review App](#). All provided comments were incorporated into the layers. These layers are now available in the Transportation feature dataset in the CCGISV database.

At the meeting, member agencies requested CCGISC also create and maintain a snowplow jurisdiction layer. Staff will begin working on this task in hopes to have it ready for review prior to the end of the year.

ACTION ITEMS:

- CCGISC to create a snowplow jurisdiction layer using the roadway ownership route layer and the existing University jurisdiction matrices as a starting point.
- Member agencies to review the snowplow ownership route layer once available.
- Member agencies, specifically the City of Champaign, University, City of Urbana, and Village of Savoy to provide CCGISC with updated matrices once finalized.

8. Parcel Change Application

Several of the member agencies have requested regular reports that provide a list of parcel changes within their jurisdiction. Such reports are typically needed to update third party systems, but there are a variety of other applications. For example, the reports could be used to obtain a list of parcel changes (splits/combines) to update the property land use codes as part of the Property Land Use Code Initiative.

Whatever the use, CCGISC develop a tabular (non-spatial) [Parcel Change Application](#). This is a public application that allows users to filter and export parcel number changes based on a change date range, township(s), parent parcel number, and/or parcel effective date. While the application is relatively straight forward, very general instructions are available when you click the *Instructions* button.

URL: https://maps.ccgisc.org/parcel_changes

9. Data Release Agreement

CCGIS created a Data Release Agreement form using Survey 123. Once posted to the CCGISC website, member agency contractors will be able to more easily complete and sign the required Data Release Agreement when requesting CCGISC data.