



Elected Officials and Advisory Boards

Mayor and Board of Commissioners

The Mayor and Board of Commissioners are elected for two-year terms during non-partisan elections held in odd-numbered years and take office the first regular meeting in December. Cornelius operates under a council-manager form of government: the Board of Commissioners establishes policies which are carried out by the Town Manager and Staff. The Mayor and Board of Commissioners hold monthly meetings on the first and third Monday of each month at 7:00 p.m. in the Assembly Hall at Cornelius Town Hall on Catawba Avenue. Agendas are posted in Town Hall prior to the meetings. The agendas and other Town information may also be found on the Town's website at www.cornelius.org.

Planning Board

The Planning Board is appointed by and functions in an advisory capacity to the Mayor and Board of Commissioners on land-use planning, transportation and zoning matters. There are seven members and two alternates on the Planning Board. Meetings are scheduled for the second Monday of each month at 6:30 p.m. in the Assembly Hall at Cornelius Town Hall on Catawba Avenue. Agendas are posted in Town Hall prior to the meetings. Agendas and other information about the Planning Board may be found at www.corneliusplanning.org.

Parks, Arts, Recreation & Culture (PARC) Advisory Commission

The Parks & Recreation Advisory Commission is appointed by and functions in an advisory capacity to the Mayor and the Board of Commissioners. Among the members' duties are making recommendations regarding the lease, sale, acquisition, design, improvement, maintenance and scheduling of park resources and recreation activities. Monthly meetings are scheduled for the first Thursday of each month at 7:00 p.m. in the Assembly Hall at Cornelius Town Hall on Catawba Avenue. Additional information may be found at www.corneliuspr.org.

Historic Preservation Commission

The Historic Preservation Commission is appointed by and functions in an advisory capacity to the Mayor and the Board of Commissioners. The Commission safeguards and preserves the historic areas, buildings, documents and relics of the Town. Monthly meetings are scheduled for the fourth Thursday of each month at 5:15 p.m. at Cornelius Town Hall on Catawba Avenue. Additional information may be found at www.cornelius.org.

Land Development Code Committee

The Land Development Code Review Committee (LDC) is responsible for maintaining and improving the Town's Land Development Code. The purpose of the Land Development Code is to enact regulations which promote the health, safety, morals, or the general welfare of the community by regulating and restricting the erection, construction, reconstruction, alteration, repair or uses of buildings, structures, or land. LDC members are appointed by the Town Board for two-year terms. Meetings are held every month on the 4th Wednesday of the month at 7:30 a.m.

Architectural Review Board

The purpose of the Architectural Review Board (ARB) is to assist the Planning Director and/or staff in an advisory capacity applying and interpreting the Land Development Code and the East Cornelius Design Guidelines approved by the Town Board on April 2, 2007 on a project by project basis; and reviewing any proposed design or architectural guidelines, policies, standards or codes or recommending changes in the same; and responding to any request from the Town Board or Planning Director for the opinion of the board on any other architectural or design matter for which their input is desired. The Town Board appoints seven members who are residents or property owners of the Town, at least four of whom shall be architects, landscape architects, building designers or other design professionals, and one of whom shall be a resident of Cornelius east of I-77. Members are appointed for two year terms. Meetings are held the 4th Friday of the month at 12:00 p.m.

Transportation Advisory Board

The purpose of the Transportation Advisory Board (TAB) is to exercise any functions in the administration and enforcement of various means for carrying out plans that the Town Board may direct; keep the Town Board and the general public informed and advised as to matters within their duties and responsibilities; and to perform any other related duties that the Town Board may direct. Up to fifteen (15) members are appointed by the Mayor and Board of Commissioners for two year terms. All members shall live, work, or own a business within the Town of Cornelius Corporate Limits or the ETJ. Meetings are held on the 3rd Tuesday of the month at 7:00 p.m.

**Please note that meeting dates and times are subject to change.*

Town Staff and Departments

Office of the Manager

The Town Manager is the chief officer of the Town and oversees all departments and day to day operations of the Town. The Manager serves as the main staff resource to the Mayor and Board of Commissioners and develops policies and procedures for adoption by the Board. He is supported by an Assistant Town Manager, the Town Clerk, Town Attorney, and a Project Manager.

Finance Department

The Finance Department administers the Town's financial policies, maintains the condition of the Town's finances and represents the Town on financial matters with various parties. While complying with NC General Statutes and Generally Accepted Accounting Principles (GAAP), the Finance Department duties include financial reporting, accounts payable, cash management, budgeting, procurement, risk management, and payroll. With the adoption of the annual budget, the annual property tax rate is set based upon the Town's capital needs and services provided to the citizens of Cornelius. The Town of Cornelius contracts with Mecklenburg County to collect its annual property tax bills, which are mailed out in September. Questions regarding Town property taxes should be addressed to the Mecklenburg County Tax Office by calling 311. Copies of the Town's annually adopted budget and financial statements are available for review. For additional information, please contact the Finance department by email (finance@cornelius.org) or by telephone at 704-892-6031.

Planning Department

Planning and zoning regulations are in effect within our corporate town limits and zoning jurisdiction. The primary purposes of planning and zoning ordinances are to assist in maintaining property values, prevent the overcrowding of land and the establishment of conflicting land-uses and to avoid undue problems in the provision of transportation networks, water and sewer lines, schools, parks and other public services. Planning and zoning provisions allow the establishment of permitted uses within certain districts as set forth guidelines within those districts. Various zoning districts allow for mixed residential uses, businesses and industries to promote an adequate mixture of land uses within Cornelius. The Planning Department is responsible for administering the *Land Development Code*, handling rezoning requests and the issuance of citations for violations of the *Land Development Code*. All building and sign permit applications must be reviewed by the Planning Department before a permit application is submitted to Mecklenburg County. Building permits are issued by Mecklenburg County Building Standards department after obtaining zoning compliance from the Town of Cornelius. For more information, visit www.corneliusplanning.org or contact the Planning Department at 704-896-2461.

Parks, Arts, Recreation & Culture (PARC) Department

The Town of Cornelius Parks and Recreation Department's mission is to serve the recreation needs of citizens by offering an array of leisure services and recreation programs. This includes numerous summer camp activities for children of all ages. Additionally, the department offers a growing system of parks, greenways and open spaces. More information may be found on the PARC website at www.corneliuspr.org.

Animal Control

Within the Town limits any animal, excluding cats, must be kept under sufficient physical restraint and control as not to be a nuisance. Dog and cat owners must license each animal over four months of age annually and current rabies vaccination tags must be on each cat and dog. Failure to obtain licensing and rabies inoculation may result in a civil penalty and impoundment of the animal. Impounded animals will not be released until the fine is paid and the animal is registered. North Carolina State Law additionally provides for criminal penalties of violations of local animal control laws. Contact Animal Control at 704-892-7773 to report unrestrained animals.

The Town opened a new state-of-the art animal control facility at the end of Meridian Street in September, 2009. More information on the shelter and adoptions may be found online at <http://www.corneliusanimalshelter.com/>.

Public Works Department

The Cornelius Public Works Department conducts routine maintenance on Town owned property and local streets including surface maintenance and patching, ditch cleaning and mowing, sidewalk maintenance and repair, minor grading and street cleaning. The North Carolina Department of Transportation (NCDOT) conducts similar functions on state maintained highways and roads. For more information, contact the Cornelius Public Works Department at 704-895-5212.

Water and Sewer Services

Water and sanitary sewer utility services for Cornelius residents are provided by the Charlotte-Mecklenburg Utilities (CMU). For more information on these services contact CMU at through the Mecklenburg County Customer Service 311 number (or 704-336-7600 when calling from outside Mecklenburg County or from a cell phone without access to 311).



Town of Cornelius
P. O. Box 399
21445 Catawba Avenue
Cornelius, NC 28031
www.cornelius.org

Frequently Requested Numbers

Town of Cornelius

Town Hall	704-892-6031
Planning Department	704-896-2461
Parks & Recreation	704-896-2460, ext. 399
Fire Department	704-892-1544
Police Department	704-892-1363
Animal Control	704-892-7773
Public Works	704-895-5212

Mecklenburg County

LUESA	704-432-2520
Water Quality (Cory Priddy)	980-721-9058
CMU	311 (704-336-7600 outside of county or from cell phone)
Register of Deeds	704-336-2443

Schools

Cornelius Elementary	980-343-3905
J. V. Washam Elementary	980-343-1071
Bailey Middle School	980-343-1068
Hopewell High School	980-343-5988
N. Meck High School	980-343-3840

Other

Cable (MI-Connection)	704-662-3255
Call B4 You Dig (ULOCO)	800-632-4949
Car Tags (Mooresville)	704-663-5472
Cornelius Library	704-416-3800
Drivers License (Mooresville)	704-664-3344
Duke Energy (Power)	704-594-9400
Duke Energy (Piers)	704-382-8086 or 800-443-5193
Electricities	704-948-0550
Energy United	704-892-0278
Lake Norman Chamber of Commerce	704-892-1922
LKN Convention and Visitors Bureau	704-987-3300
NCDOT	704-597-1021
Phone (AT&T)	888-757-6500
Piedmont Natural Gas	800-752-7504
Cornelius Post Office	704-896-9800
Waste Management	800-927-8362