



**Town of River Bend
Community Appearance Commission
September 16, 2026 Meeting Agenda
River Bend Municipal Building, 4:00 PM
51 Shoreline Drive, New Bern, NC 28562**

1. Call to order (minutes will be recorded)
2. Introduction of any guests, Parks and Recreation volunteers to meet with CAC following CAC meeting
3. Approval of August 19, 2026, CAC Special Meeting minutes
4. Discussion about new, ongoing, and annual projects, programs, events, and workshops for 2026:
 - a. Projects
 - i. CAC Sidewalk Gardens, Raised Bed Garden, and Veteran's Memorial Garden
 1. No further discussion at this time
 - ii. Festive Award Program documentation review, updates, and revision
 1. No further discussion at this time
 - iii. Move all CAC program supplies into new storage room and organize
 1. Jon to schedule
 - iv. CAC project for 2027 of updating/adding poop stations throughout the Town of River Bend
 1. Locations of existing poop stations
 2. Locations where additional poop stations should be located
 3. Condition of current poop stations
 4. Ideas for new poop stations to purchase
 - b. Programs
 - i. Festive Award
 1. Fall Festive Award
 - a. Dates for Fall Festive Award 2026 set
 2. Christmas Festive Award
 - a. Dates for Christmas Festive Award 2026 set

c. Events

- i. Arbor Day with CAC and EWAB
 - 1. Planning details for 2026 event partnering with EWAB
 - a. Planning for 2027 event to ensue at January, 2027 CAC meeting
- ii. Christmas Festive Award Town Tours
 - 1. Date set for December 18, 2026 and Municipal Building reserved for event
 - a. Contact Mr. and Mrs. Clause and book them
 - b. Contact the saxophonist and book him
 - c. Contact the bus company operating the trolleys and book them
- iii. Fall Festive Award Town Tours
 - 1. Discussion of collaborative efforts to find a suitable trailer, bus, for hayride through Town to view Fall/Halloween Fall Festive nominations and winners
 - a. Hayride update
 - b. Musical entertainment discussion
 - c. Meeting to discuss jointly sponsoring Fall Fest event on October 30, 2026 with CAC and Parks and Rec to commence at 5:30 PM

d. Workshops

- i. Crab Pot Christmas Globes/luminaries
 - 1. Christmas Globe workshop date set for November 14, 2026, and Municipal Building reserved
 - a. Instructor to be assigned for class
 - b. Inventory of existing supplies on hand and purchase remainder of supplies in October
 - 2. Luminary Workshop date set for November 14, 2026, to follow Globe Workshop, and Municipal Building reserved
 - a. Instructor to be assigned for class
 - b. Determine what materials CAC has on hand
 - c. Materials and supply list compiled
 - d. Supplies purchased in October
- 5. National Night Out date of October 4, 2026, 5-7 PM set for River Bend; CAC to participate
 - 6. FY 26/27 Budget discussion-budget for CAC
 - 7. Volunteer hours updates from CAC members
 - 8. Recruitment for CAC Volunteers-no action needed
 - 9. Updates from Town Council Liaison
 - 10. Meeting with Parks and Recreation to discuss collaborative Fall Fest Event
 - 11. Open Discussion and public comment period (limited to 3 minutes)
 - 12. Adjournment