

Town of River Bend
Community Appearance Commission
January 21, 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
3. Approval of November 19, 2025 CAC meeting minutes
4. Discussion about new, ongoing, and annual projects, programs, events, and workshops for 2025:
 - a. Projects
 - i. CAC Sidewalk Gardens, Raised Bed Garden, and Veteran's Memorial Garden
 1. Planning ideas and discussions for gardens
 2. Assignment of garden caretakers
 - ii. Festive Award Program documentation review, updates, and revision
 1. Volunteers to revise all documentation and set date for completion
 - iii. Assessment of all Christmas globes, repair, storage
 1. Volunteers to set date for assessment, globe repair workday, and storing all globes safely for 2026
 2. Assign group to work on plan for globe hanging prep, potentially hiring company to hang in the trees, and safe storage when taken down, and more/all globes to be hung throughout River Bend public spaces
 - iv. Move all CAC program supplies into new storage room and organize
 1. Set date to accomplish task
 - b. Programs
 - i. Festive Award
 1. Fall Festive Award
 - a. Discussion of dates for 2026
 2. Christmas Festive Award
 - a. Discussion of dates for 2026
 - c. Events
 - i. Arbor Day
 1. Planning for 2026 event
 - a. Discussion, planning, partnering ideas (EWAB, Scouts, other); date set, details of event, etc.
 - b. Bat house plans, and workday to get kits assembled
 - ii. Christmas Festive Award Town Tours
 1. Discussion of what went well, needs improvement, add ons, etc.

2. Discussion of new ticketing, sign up, access to sign up by CAC Volunteers-Pat
 3. Set tentative dates and book Municipal Building for event
 4. Discuss all forms of advertisement, content, and dates to start advertising
 - iii. Fall Festive Award Town Tours
 1. Discussion of potential to add a Fall Festive Town Tour
 - d. Workshops
 - i. Crab Pot Christmas Globes/luminaries
 1. Christmas Globe workshop tentative date for 2026 + room booking
 2. Luminary Workshop tentative date for 2026 + room booking
5. Volunteer hours updates from CAC members
 6. Recruitment for CAC Volunteers
 7. Updates from Town Council Liaison
 8. Open Discussion and public comment period (limited to 3 minutes)
 9. Adjournment