

Town of River Bend
Community Appearance Commission
November 19, 2025 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 July 30, 2025 CAC meeting minutes
4. Voting for CAC officers
5. Discussion and review of proposed River Bend Comprehensive Plan
6. Discussion about new, ongoing, and annual projects, programs, events, and workshops for 2025:
 - a. Projects
 - i. Plantation Median Rejuvenation Project with \$5K approved from Town Council
 1. No further action.
 - ii. CAC Sidewalk Gardens, Raised Bed Garden, and Veteran's Memorial Garden
 1. Defer discussion to March, 2026 meeting
 - b. Programs
 - i. Festive Award
 1. Independence Day Festive Award-CAC voted to delete this award program for 2026
 2. Fall Festive Award-completed for 2025
 3. Christmas Festive Award- discussion of dates and zone assignments for award program
 - a. Access to CAC emails account by CAC Volunteers
 - ii. Beautification Award
 1. CAC voted to delete this award program for 2026
 - c. Events
 - i. Arbor Day
 1. Planning for 2026 event
 - a. Discussion, planning, partnering ideas (EWAB, Scouts, other); tentative date set
 - ii. Christmas Festive Award Town Tours
 1. Discuss time, date, tour times, trolley reservations, etc.
 2. Work out details of event to include ticketing, sign up, access to sign up by CAC Volunteers

3. Work out details and make contacts for assistance with signage, parking, and corralling of riders
 4. Determine location/access to Mr. and Mrs. Clause
 5. Review all details with Chief Joll
 6. Assignments for volunteers for day of event for trolley emcee riders, refreshments, music, clean up
 7. Discuss all forms of advertisement, content, and date to start advertising
 - iii. Fall Festive Award Town Tours
 1. Defer to 2026 for possible new event
- d. Workshops
 - i. Crab Pot Christmas Globes/luminaries
 1. Christmas Globe workshop held from 10 AM – Noon on November 15, 2025 with 15 participants
 2. Luminary Workshop held from 12-2 PM on November 15, 2025 with 10 participants
 3. Over \$400 collected from participants for both workshops to offset supply costs for workshops
7. Volunteer hours updates from CAC members
8. Recruitment for CAC Volunteers
9. Updates from Town Council Liaison
10. Open Discussion and public comment period (limited to 3 minutes)
11. Adjournment