

Town of River Bend
Community Appearance Commission
March 18, 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 January 21, 2026, CAC 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. Review all CAC gardens with Jackie and Steve and discuss new ideas for gardens.
 2. Assignment of garden caretakers.
 - ii. Festive Award Program documentation review, updates, and revision
 1. Jackie to make recommendations to CAC upon review.
 - iii. Move all CAC program supplies into new storage room and organize
 1. Jon to lead effort and CAC to set date to accomplish task.
 - b. Programs
 - i. Festive Award
 1. Fall Festive Award
 - a. Dates for Fall Festive Award 2026 tentatively set
 2. Christmas Festive Award
 - a. Dates for Christmas Festive Award 2026 tentatively set
 - c. Events
 - i. Arbor Day
 1. Planning details for 2026 event partnering with EWAB
 - a. Date set for Saturday, March 21, 2026, from 9 AM – 1 PM.
 - b. Bat house workshop prep, kit assembly, and training rescheduled for Friday, March 20, 2026, at 1 PM at 105 Knotline Road.
 - c. Discussion and assignments for Arbor Day Event:
 - i. Reading of the Arbor Day Tree City Proclamation
 - ii. Importance of bats discussion
 - iii. Set up and clean up (signage, parking, snacks, etc.)
 - iv. Bat house workshop assignments
 - v. EWAB Clean Up project plan and details
 - vi. Photography of the entire Arbor Day Event

- ii. Christmas Festive Award Town Tours
 - 1. Date set for December 18, 2026 and Municipal Building reserved for event.
- 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

- d. Workshops
 - i. Crab Pot Christmas Globes/luminaries
 - 1. Christmas Globe workshop date set for November 14, 2026, and Municipal Building reserved.
 - 2. Luminary Workshop date set for November 14, 2026, to follow Globe Workshop, and Municipal Building reserved.

- 5. FY 26/27 Budget discussion
- 6. Volunteer hours updates from CAC members
- 7. Recruitment for CAC Volunteers
- 8. Updates from Town Council Liaison
- 9. Open Discussion and public comment period (limited to 3 minutes)
 - a. Town resident request for CAC to request Plantation bridge to be painted.
- 10. Adjournment