



Town of River Bend

Community Appearance Commission

August 19 2026, Special 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, Victoria from Parks and Recreation
3. Approval of May 20, 2026, CAC meeting minutes
4. Discussion and voting in of Chair, Co-Chair, and Secretary positions for CAC Advisory Board
5. 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. Updates and any ideas/suggestions for next season
 - ii. Festive Award Program documentation review, updates, and revision
 1. CAC will begin using revised Festive Award Program documentation starting with Fall Festive Award this October
 - iii. Move all CAC program supplies into new storage room and organize
 1. Jon to lead effort and will set up a workday for CAC when weather gets cooler
 - iv. Follow up on potential of CAC project for 2027 of updating/adding poop stations throughout the Town of River Bend
 - 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. Event successfully completed for 2026 and planning for 2027 event will take place after Fall and Christmas Festive Events
 - ii. Christmas Festive Award Town Tours

1. Date set for December 18, 2026 and Municipal Building reserved for event-no action needed at this point
 - 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. Update and discussion on any suitable hayride/tractor service found
 - b. Discussion of partnering with Parks and Recreation to join forces for a community Fall Festive Event on Oct. 30, 2026
 - d. Workshops
 - i. Crab Pot Christmas Globes/luminaries
 1. Christmas Globe workshop date set for November 14, 2026, and Municipal Building reserved
 - a. Discuss details including who will be the instructor for class
 2. Luminary Workshop date set for November 14, 2026, to follow Globe Workshop, and Municipal Building reserved
 - a. Discuss details and who will be the instructor for class
6. FY 26/27 Budget discussion-budget for CAC
7. Volunteer hours updates from CAC members
 - a. Volunteer Appreciation Gift Cards
8. Recruitment for CAC Volunteers
9. Updates from Town Council Liaison
 - a. Follow up from Liaison in response to Town resident complaint of eye sore appearance of Plantation Drive bridge and what can be done to improve the looks of it
10. Open Discussion and public comment period (limited to 3 minutes)
11. Adjournment