

Town of River Bend  
Community Appearance Commission  
January 21, 2026 DRAFT Meeting Minutes  
River Bend Municipal Building, 4:00 PM  
51 Shoreline Drive, New Bern, NC 28562

1. The meeting was called to order at 4:03 PM.
2. Members present: Brenda Hall - Chairperson, Pat Lineback, Maryann Taylor, Jackie Herbster, Jon Hall. Guests present: Barbara Maurer, Steve Sarg
3. Steve Sarg has submitted an application to join CAC and he spent some time introducing himself to the committee.
4. Motion to approve the November 19, 2025 CAC meeting minutes as amended was made by Jon Hall and approved by Jackie Herbster.
5. 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 - One additional site had been identified to be planted. It is between the Town Hall Building and the outdoor restrooms. Brenda will discuss with Delane about planting this area. Jackie and Steve (if voted in) will come up with some replanting ideas.
    - ii. Festive Award Program documentation review, updates, and revision
      1. Jackie will review the award documentation and will email the group with her suggestions for streamlining the form.
      2. Brenda will ask MaryAnn to create a CAC logo.
    - iii. Assessment of all Christmas globes, repair, storage
      1. CAC was assigned storage unit 21. Public works did a great job of hanging the balls. Jackie will make treats for Public Works as a thank you.
      2. Jon will repair the dozen or so balls that need repair.
      3. All CAC program supplies will be moved into the new storage room. Jon will organize the project.

b. Programs

iv. Festive Award

1. Fall Festive Award

- a. Nominations 10/10-10/24/2026; Judging 10/26/2026;  
Announce and Enews 10/28/2026;

2. Christmas Festive Award

- a. Nominations 2/1/-12/13 2026; Judge 10/14-15/2026; Enews  
and award 10/16/2026.

b. Events

i. Arbor Day

1. Planning for 3/21/2026 event

- a. The Scout troop plans on participating again this year. EWAB  
would also like to partner by cleaning up debris around the  
ponds and waterways.
- b. Jon will investigate bat house plans and schedule a work day for  
3/8/2026 at 12 PM.

ii. Christmas Festive Award Town Tours

1. Each trolley was about 15 minutes late so to alleviate the issue of the  
busses running late we should consider making the route shorter or  
lengthen the tour times by 15 minutes and we may not be able to tour  
certain streets (Pier Point, Barbara Drive, etc).
2. Corrals not needed next year. Jon has outdoor space heaters he can  
bring next year.
3. Sign up will open one week before the event and reservations will be  
cut off the day before the event.
4. Consider moving Santa, music and goodies in the Municipal Building.  
Consider 5:30 start time instead of 6 pm.
5. Tentative date is 12/18/2026

iii. Fall Festive Award Town Tours

1. Pat will investigate farms in the area to see if they could provide  
hayrides on October 30, 2026

c. Workshops

- i. Crab Pot Christmas Globes/luminaries workshops are tentatively scheduled for 11/14/2026.

- 6. Volunteer hours updates from CAC members are needed.
- 7. Jackie made a motion to nominate Steve Sarg for a CAC position. The motion was seconded by MaryAnn. The vote was unanimous.

The meeting was adjourned at 6:03 pm.

Respectfully submitted by Pat Lineback