

Town of River Bend
Community Appearance Commission
November 19, 2025 FINAL minutes
River Bend Municipal Building, 4:00 PM
51 Shoreline Drive, New Bern, NC 28562

1. The meeting was called to order at 4:05 pm.
2. Members present: Brenda Hall - Chairperson, Pat Lineback, Maryann Taylor and Lisa Benton- Town Council Liaison. Guests present: Jackie Herbster, Jon Hall, Barbara Maurer
3. Motion to approve July 30, 2025 CAC Special Meeting minutes was made by Maryann Taylor and seconded by Pat Lineback. Motion passed and vote was unanimous.
4. Brenda and Pat expressed willingness to continue on in their current roles. Maryann agreed to fill the Co-chair position. Lisa Benton called for a vote to re-elect Brenda Hall as Chair, Pat Lineback as Secretary and elect Maryann Taylor as Co-chair. The vote was unanimous.
5. Delane Jackson requested that all town committees review the River Bend Comprehensive Land Use Plan by the end of the year. Please review and respond to Brenda Hall.
6. Discussion about new, ongoing, and annual projects, programs, events, and workshops for 2025/2026:
 - a. Projects
 - i. CAC Sidewalk Gardens, Raised Bed Garden, and Veteran's Memorial Garden
 1. The sidewalk gardens are in their second year and have done well except for the one closest to the pond due to over wash. This one will be reevaluated.
 - b. Programs
 - i. Festive Award
 1. Independence Day Festive Award - CAC voted to eliminate the program for 2026.
 2. Fall Festive Award-completed for 2025 and considered successful. The nomination forms will be revised for more simplicity in January.
 3. Christmas Festive Award - Nomination dates are 12/5 - 12/14/2025, nominees are judged on 12/15/2025 and winners announced on 12/17/2025. Pat will update and distribute zone assignments.
 - ii. Beautification Award
 1. CAC voted to discontinue this award program for 2026.

c. Events

- i. Arbor Day - March 21, 2026 time to be determined.
 1. EWAB would like to partner with us and the Scouts to explore canal cleanup. Brenda will reach out to the scout leader.
 2. CAC would like to offer building bat houses. John Hall will assist.
- ii. Christmas Festive Award Town Tours-Friday 12/19/2025 from 5-8 pm.
 1. Brenda will communicate with Community Watch, the police chief and Delane to discuss details. Brenda will reserve the Municipal Building in case of inclement weather. Brenda will confirm with Victoria from Parks and Rec concerning the Jolly Trolley golf cart tours. Brenda will invite the mayor to the festivities.
 2. We have 3 hours and 2 trolleys reserved. 132 people can be accommodated. One of the trolleys has a wheelchair lift.
 3. We will need volunteers for signage, parking, and corralling of riders. We need a location for Mr. and Mrs. Claus and will also need some chairs for guests.
 4. Mr. and Mrs. Claus will be located in front of the caboose (or the Municipal if inclement weather). Maryann will contact Civic Theater to see if we can borrow two fancy chairs.
 5. Refreshments will be in the same location as last year. Lisa has asked Attitudes to provide a tray of brownies. Hot chocolate will be offered.
 6. Signup Genius will be used for event signup and the Signup Genius email confirmation will serve as the ticket. On 12/10/2025 the SignUp Genius will be activated and advertised in enews and on social media.
 7. Lisa will provide a music speaker. She also suggested a saxophonist that she is aware of.

d. Workshops

- i. Crab Pot Christmas Globes/luminaries
 1. Christmas Globe workshop was held from 10-12PM with 15 participants
 2. Luminary Workshop was 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.
7. Volunteer hours were 581.5 hours from 7/1/2024 to 6/30/2025.
8. Recruitment for CAC Volunteers - CAC recommended that Jackie Herbster and Jon Hall be voted onto the CAC board with application pending. The vote was unanimous.
9. Updates from Town Council Liaison -Friendsgiving was cancelled due to lack of participation. Quarterly Q&A meetings will be offered to discuss water issues. July 4th, 2026 event is tentatively planned for

July 3rd for a number of reasons. Water security deposits will be instituted in 2026. Mulberry area flooding will be improved by adding larger pipes and swales.

10. Open Discussion and public comment period (limited to 3 minutes) - none

11. The meeting was adjourned at 5:39 pm.

Respectfully submitted by Pat Lineback.

A handwritten signature in cursive script that reads "Pat Lineback". The signature is written in dark ink and is positioned below the typed name "Pat Lineback".