



Appearance Commission Special Meeting Agenda

Town of Swansboro

Thursday, May 21, 2026

I. Call to Order

II. Approval of Minutes

- a. April 23, 2026, Special Meeting Minutes

III. Business

a. Adoption of Regular Meeting Schedule

Presenter: Alissa Fender, MMC – Town Clerk

Pursuant to NCGS 143-318.12 a public body may establish a schedule of regular meetings, showing the time and place. A meeting schedule of 9am on the 3rd Thursday of each month has been established for adoption.

Recommended Action: Motion to adopt the regular meeting schedule as provided.

b. Review of Draft By-Laws

Presenter: Alissa Fender, MMC – Town Clerk

The initial draft of the commission's by-laws will be reviewed.

Recommended Action: Review/discuss and provide direction for revisions as needed.

c. Appearance Project Program

Presenter: Cynthia LaCorte – Chair

Discussion of the development of this initiative for property enhancement/clean-up projects throughout each year.

Recommended Action: Discuss and provide details for creation of the Appearance Project Program initiative.

d. Potential Project Opportunity

Presenter: Cynthia LaCorte – Chair

The commission will be provided details on a potential project opportunity, which will require working in concert with the property owner, regarding the property located between Saltwater Grill, the Saltwater Grill Parking lot, the gazebo and the waterfront.

Recommended Action: A motion to assign a member of this commission to further explore this project opportunity by collaborating with the property owner and provide an update at the next regular meeting.

e. **Appearance Commission Project Signs**

Presenter: Cynthia LaCorte – Chair

A signage option will be reviewed for placement at completed project sites showcasing the work of the Appearance Commission.

Recommended Action: A motion to recommend the proposed sign to be forwarded to the Board of Commissioners for final approval and/or purchasing.

f. **Future Meeting Agenda Item Discussion**

Presenter: Cynthia LaCorte – Chair

Opportunity for commission members to discuss future agenda topics and provide direction to staff regarding items to be included on upcoming agendas.

Recommended Action: Discuss and provide direction to staff.

IV. Chairman/Board Thoughts/Staff Comments

V. Public Comments

VI. Adjournment