



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

Town of Swansboro
Appearance Commission
Special Meeting Minutes
April 23, 2026

Item II - a.

In attendance: Cynthia LaCorte, Kim Kingrey, Larry Philpott, Claire Cole, Linda Thornley, Doug Rogers, and Nancy Palbicke.

Call to Order

The meeting was called to order at 6:00 pm.

Business

Introduction of Commission Members

Commission members introduced themselves and provided brief background information, including their length of residency, property ownership, and connections to the Swansboro area. The introductions reflected a mix of long-term residents and individuals with prior interest in community appearance and beautification matters.

Election of Chairperson & Vice Chairperson

Alissa Fender explained that pursuant to Town Code, the Commission was required to annually elect a Chairperson and Vice Chairperson from its membership. The Chairperson's responsibilities were described as presiding over meetings, ensuring the agenda was followed, recognizing speakers, and maintaining orderly proceedings in accordance with North Carolina open meetings law. The Vice Chairperson would serve in the absence of the Chair.

Nominations were made in support of Cynthia LaCorte for Chairperson and Doug Rogers for Vice Chairperson. Their dedication and significant groundwork before the Commission's formation was highlighted. The nominees engaged extensively with town staff and officials, researched the operations of similar commissions in other municipalities, and showed a strong commitment to establishing the Commission.

On a motion by Mr. Rogers, seconded by Mrs. Palbicke, Cynthia LaCorte was unanimously appointed as Chairperson.

On a motion by Ms. LaCorte, seconded by Mr. Philpott, Doug Rogers was unanimously appointed as Vice Chairperson.

Determination of Staggered Terms

Clerk Fender reviewed that pursuant to Town Code, members of the commission serve staggered three-year terms and may serve no more than two consecutive full terms. To properly establish the staggered membership structure, three members were required to be designated to serve an initial one-year term.

Larry Philpott, Linda Thornley and Claire Cole all volunteered to serve the 1 year term.

On a motion by Mr. Rogers, seconded by Mrs. Palbicke, a 1 year term with expiration of February 2027 was designated for members, Larry Philpott, Linda Thornley and Claire Cole, with unanimous approval.

Determination of a Regular Meeting Schedule

Clerk Fender reviewed that pursuant to NCGS 143-318.12, the Commission was required to establish a regular meeting schedule, which would then be filed with the Town Clerk and published accordingly. Discussion was held regarding the timing and frequency of future meetings.

During discussion among the commission, it was mentioned that an informal agreement had previously been made to hold meetings during normal business hours, so as not to place additional burden on town staff. Members generally expressed comfort with daytime meetings, though it was acknowledged that as the Commission's work evolves, reconsidering the meeting time may become necessary to accommodate working schedules.

In response to an inquiry from the board, Clerk Fender advised that Tuesdays were unavailable due to existing town meeting commitments, and that Friday meetings would need to be concluded before 1:00 PM.

On a motion by Mr. Philpott, seconded by Mr. Rogers, a regular meeting schedule of every 3rd Thursday at 9am was unanimously approved.

Clerk Fender clarified that the next meeting on May 21st would be a special meeting at which time the regular meeting schedule would be formally adopted.

Rules that Govern the Operation of the Committee

Clerk Fender provided a review of the key statutory requirements applicable to Commission members under North Carolina General Statutes. Three primary areas were covered:

- Open Meetings Law (Article 33, Chapter 143): Official business must be conducted at properly noticed meetings. Discussion at special meetings was limited to the specific identified agenda items in the meeting notice, and a majority of members were prohibited from discussing public business outside of an advertised meeting, whether in person, by phone, or electronically.
- Public Records Law: Emails, messages, and other communications made or received in connection with public business were considered public records and may be subject to disclosure upon request.
- Conflict of Interest (NCGS 160D-109): If a board member had a direct, substantial, or identifiable financial interest in a matter before the Commission, that member was required by statute to recuse themselves from voting.

The purpose of the review was to ensure all members shared a common understanding of their legal obligations so that the Commission could operate transparently and in a manner that protects public trust and individual members. Prior to the meeting, all members had completed their oath of office coinciding with upholding these laws.

Discussion on Creation of By-Laws

Clerk Fender reviewed that the Commission was tasked with adopting by-laws to govern its internal organization and meeting procedures, consistent with its advisory role under the establishing ordinance and applicable North Carolina law. Once finalized, the by-laws would be submitted to the Board of Commissioners for final approval. It was noted that the by-laws process may require multiple drafts reviewed across upcoming meetings.

Clerk Fender provided a list of topics typically addressed in by-laws, including membership and attendance, meeting procedures, voting and decision-making, ethics and conduct, the use of subcommittees, the process for requesting project or issue review, role clarification, and amendment procedures.

In response to inquiries from the board, Clerk Fender confirmed research gathered prior to the Commission's formation, including by-laws examples from other municipalities, and Ms. LaCorte's prior drafted by-laws could be used as a starting point. Clerk Fender offered to collect members' suggestions and recommendations via email and prepare an initial draft for review at the next meeting.

Chairman/Board Thoughts/Staff Comments/Public Comments

Ms. LaCorte and Mr. Rogers expressed their gratitude to the commission members for their trust and confidence in electing them for the chair roles. They emphasized their serious commitment to their roles and shared enthusiasm about the potential of the Appearance Commission for Swansboro, noting it was long overdue. Both expressed optimism about the board's ability to collaborate and move forward together.

Commission members collectively expressed their enthusiasm and support for the establishment of the Appearance Commission, recognizing the persistent efforts of Ms. LaCorte and Mr. Rogers. Additionally, Mrs. Kingrey shared that the Swansboro Historical Association may have a potential future project for consideration.

Town Manager Jon Barlow, Mayor William Justice and Commissioner Wayne Herbert all spoke and shared their appreciation to all members for dedicating their time and efforts to this new commission and looked forward to what they would accomplish.

Adjournment

On a motion by Mrs. Kingrey, seconded by Mr. Philpott, the meeting adjourned at 6:28 pm.



Appearance Commission Meeting Agenda Item Submittal

Item To Be Considered: **Adoption of Regular Meeting Schedule**

Board Meeting Date: **May 21, 2026**

Prepared By: **Alissa Fender, MMC – Town Clerk**

Overview: 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.

At it's April 23, 2026, special meeting the commission agreed to a regular meeting schedule of 9am on the 3rd Thursday of each month. A copy of the schedule will be filed with the Town Clerk and published on the town website.

Background Attachment(s): Meeting schedule for June 2026 through May 2027

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

Action: _____



TOWN OF SWANSBORO

Appearance Commission

Regular Meeting Schedule

All meetings are held at 9:00 am in the Community Room at Town Hall
601 W. Corbett Avenue – Swansboro, NC 28584

June 18, 2026

July 16, 2026

August 20, 2026

September 17, 2026

October 15, 2026

November 19, 2026

December 17, 2026

January 21, 2027

February 18, 2027

March 18, 2027

April 15, 2027

May 20, 2027



Appearance Commission Meeting Agenda Item Submittal

Item To Be Considered: **Review of Draft By-Laws**

Board Meeting Date: **May 21, 2026**

Prepared By: **Alissa Fender, MMC – Town Clerk**

Overview: The initial draft of the commission’s by-laws will be reviewed.

At its April 23, 2026, special meeting the Commission was previously tasked with developing by-laws to guide its organization and procedures, with the understanding that multiple drafts may be reviewed before a final version is submitted to the Board of Commissioners for approval. Based on prior research, examples from other municipalities, and input provided by members via email, an initial draft has now been prepared for the Commission’s review and consideration.

Records submitted to be considered for creation of this draft included:

- Draft by-laws created by Cynthia LaCorte
- Selma NC By-Laws
- River Bend NC By-Laws
- Kernersville NC By-Laws
- Wendell NC By-Laws

The final By-Laws will be provided to the Board of Commissioners for final approval.

Background Attachment(s): First Draft May 2026

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

Action: _____

TOWN OF SWANSBORO
APPEARANCE COMMISSION
BY-LAWS

ARTICLE 1. GENERAL PURPOSE AND MISSION

The Swansboro Appearance Commission shall serve in an advisory capacity to the Board of Commissioners and Town staff on matters related to the visual character, aesthetic quality, and overall appearance of the Town.

The mission of the Appearance Commission is to create an aesthetically enhanced community with a focus on the Town’s renowned charm, rich history, and coastal elements. Through coordination with residents, the business community, organizations, and governmental resources, the Commission strives to improve quality of life, support economic vitality, and promote community pride through beautification and design awareness.

ARTICLE 2. MEMBERSHIP

Membership composition, qualifications, appointment procedures, and term lengths shall be as established by the Town of Swansboro Unified Development Ordinance and applicable law.

Members are expected to actively participate in Commission meetings, projects, and initiatives and to support the mission and work of the Commission through good-faith service.

ARTICLE 3. OFFICERS

- A. CHAIRPERSON – elected annually from among the membership. The Chairperson shall:
 - Preside over meetings
 - Coordinate preparation of agendas with Town staff
 - Call special meetings as necessary
 - Appoint committees or subcommittees as needed
 - Serve as the primary liaison with Town staff and governing bodies
- B. VICE-CHAIRPERSON – elected annually and shall perform the duties of the Chairperson in their absence.
- C. SECRETARY / STAFF SUPPORT – Administrative staff shall provide clerical and administrative support.

ARTICLE 4. MEETINGS AND PROCEDURES

- A. REGULAR MEETINGS
The Commission shall establish a regular meeting schedule consistent with Town policy. Meetings may be held as frequently as necessary to conduct Commission business.
- B. SPECIAL MEETINGS
Special meetings may be called by the Chairperson or a majority of the members. Notice shall be provided in accordance with North Carolina Open Meetings Law.
- C. OPEN MEETINGS
All meetings shall be open to the public and conducted in accordance with applicable state law.
- D. QUORUM
A quorum shall consist of a majority of the currently appointed members.
- E. VOTING
A majority vote of members present and voting, provided a quorum exists, shall be required to take action.

F. AGENDAS AND MINUTES

Agendas shall be prepared in advance of meetings and distributed to members by email. All agendas and minutes shall be recorded and maintained at Town Hall and on the Town Website

G. ORDER OF BUSINESS

The order of business should generally follow:

1. Call to Order
2. Approval of Minutes
3. Business
4. Public Comment
5. Commission/Staff Comments
6. Adjournment

H. CONDUCT OF MEETINGS

Meetings shall be conducted in an orderly manner. The Chairperson may:

- Recognize speakers
- Set reasonable time limits
- Call for motions, discussion, or votes
- Members shall refrain from committing to positions on matters outside of a properly noticed meeting.

ARTICLE 5. ROLE, DUTIES, AND ACTIVITIES

The Appearance Commission is advisory in nature and shall not create binding obligations on behalf of the Town.

The Commission may:

- Review and make recommendations on matters affecting community appearance
- Assist in identifying beautification opportunities and priorities
- Coordinate with Town staff, boards, and community groups on appearance-related initiatives
- Support and participate in community beautification programs and projects
- Promote public awareness of aesthetic and design issues
- Assist in the development of plans, studies, or recommendations related to visual quality

The Commission may also be assigned specific projects or tasks by the Board of Commissioners or Town staff and may assist in the implementation of approved initiatives.

ARTICLE 6. PROJECTS, PROGRAMS, AND COMMITTEES

The Commission may establish committees or working groups to assist with specific programs or initiatives.

Members are encouraged to actively participate in Commission-sponsored programs and projects that enhance the Town's visual character.

Any project, program, or activity involving Town resources or representation shall be coordinated with and approved through appropriate Town administrative processes.

ARTICLE 7. COORDINATION AND REPORTING

The Commission shall coordinate its activities with the Board of Commissioners and Town staff.

Recommendations, reports, or requests for action shall be submitted through appropriate channels, typically via Town staff, for consideration by the Board of Commissioners.

The Commission may periodically provide updates or reports on its activities, projects, and priorities.

ARTICLE 8. ETHICS AND CONFLICTS OF INTEREST

Members shall:

- Avoid conflicts of interest
- Abstain from participation in matters where personal or financial interests exist
- Conduct themselves in a professional and ethical manner
- Members shall not use their position for personal gain or to advance private interests.

ARTICLE 9. ATTENDANCE AND PARTICIPATION

Attendance and active participation are essential to the effectiveness of the Commission.

A pattern of excessive unexcused absences may be reported to the Board of Commissioners for consideration of removal or replacement, consistent with Town policy.

Members are also expected to contribute to Commission activities and initiatives.

ARTICLE 10. ANNUAL REPORT AND WORK PROGRAM

The Commission may prepare an annual summary of activities, projects, and priorities for submission to the Board of Commissioners.

The Commission may also develop a work program identifying goals and initiatives for the upcoming year.

ARTICLE 11. AMENDMENTS

These by-laws may be amended by a majority vote of the Commission, provided that proposed amendments are presented in writing at a prior meeting.

All amendments shall be consistent with applicable law and are subject to approval by the Board of Commissioners.

ARTICLE 12. EFFECTIVE DATE

These by-laws shall become effective upon approval by the Board of Commissioners.



Appearance Commission Meeting Agenda Item Submittal

Item To Be Considered: **Appearance Project Program**

Board Meeting Date: **May 21, 2026**

Prepared By: **Cynthia LaCorte – Chair**

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

The development of the initiative should outline an annual schedule, citizens/organization/groups/commissions invited to participate, arrangement for required supplies, and begin a discussion of potential subject properties.

Background Attachment(s): None

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

Action: _____



Appearance Commission Meeting Agenda Item Submittal

Item To Be Considered: **Potential Project Opportunity**

Board Meeting Date: **May 21, 2026**

Prepared By: **Cynthia LaCorte – Chair**

Overview: 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.

Background Attachment(s): Two Photos of the Referenced Property

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.

Action: _____







Appearance Commission Meeting Agenda Item Submittal

Item To Be Considered: **Appearance Commission Project Signs**

Board Meeting Date: **May 21, 2026**

Prepared By: **Cynthia LaCorte – Chair**

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

Background Attachment(s):

1. Sample of Sign
2. Estimated Cost of Signs

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

Action: _____



APPEARANCE COMMISSION COMPLETED PROJECT

910 Sign Co
614 Richlands Hwy
Jacksonville, NC 28540 USA
+19103532298
910SIGNCO@GMAIL.COM
910SignCo.com

Item III - e.



Estimate

ADDRESS
111 South Main Street

ESTIMATE # 5636
DATE 05/17/2026

ACTIVITY	QTY	RATE	AMOUNT
coro 18x24 double sided with stakes discounted for qty 10	10	24.00	240.00T
SUBTOTAL			240.00
TAX			16.80
TOTAL			\$256.80

Accepted By

Accepted Date



Appearance Commission Meeting Agenda Item Submittal

Item To Be Considered: **Future Meeting Agenda Item Discussion**

Board Meeting Date: **May 21, 2026**

Prepared By: **Cynthia LaCorte – Chair**

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

Background Attachment(s): None

Recommended Action: Discuss and provide direction to staff.

Action: _____

