Town of Swansboro
Appearance Commission
October 15, 2026, Regular Meeting Minutes

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

Call to Order
The meeting was called to order at 9:00 am.

Approval of Minutes

On a motion by Mrs. Thornley, seconded by Mr. Rogers, the August 20, 2026, Regular Meeting Minutes and September 17, 2026, Regular Meeting Minutes were unanimously approved.

Business
Beautiful Swansboro: An Evolving Action Plan for Community Appearance & Enhancement
Chair LaCorte presented the draft "Beautiful Swansboro" action plan as a working document to organize the committee's priorities, project leads, and the process for returning proposals to the full committee before forwarding them to the Board of Commissioners.

Members reviewed the guiding principles, action plan categories, project framework, and reporting expectations, and generally agreed the draft provided a strong foundation. Discussion included whether community connection, engagement, and partnerships should appear earlier in the guiding principles, since members viewed them as essential to carrying out the plan. The committee also noted that initial items already sent to the Board of Commissioners would be monitored when they appeared on a future agenda.

Members discussed the remaining action areas, including streetscape improvements, funding, signage and wayfinding, Tree City USA, and bridge enhancements. Key themes included coordination with Town staff and other agencies, development of design standards, use of cost estimates to support funding requests, and consideration of grants, sponsorships, fundraising, and existing budget resources. Town Clerk Alissa Fender clarified Open Meetings Law limitations, noting that outside working groups were to be limited to two members unless publicly noticed.

The committee further agreed that future proposals would need to address maintenance responsibilities and related costs. Members supported regular progress reports on active initiatives and affirmed that the action plan was to remain a living document.

Process and Next Steps. Members discussed how to handle revisions to the draft action plan outside the meeting in a way that would allow comments to be gathered without

violating Open Meetings requirements. In response, Town Clerk Fender advised that members could email suggested edits or recommendations directly to Chair LaCorte and could copy the full board so all members could see the submitted comments. She cautioned, however, that members were not to use the reply all function to respond to one another's emails, because doing so would constitute a prohibited back-and-forth discussion under the Open Meetings Law. The intent was for Chair LaCorte to receive the comments by October 30, 2026, incorporate proposed revisions as appropriate, and bring a revised version back to the full commission for public discussion at the November 19, 2026, regular meeting. No motion was required because no action was taken to adopt the plan.

Chairman/Board Thoughts/Staff Comments
Chair LaCorte thanked members for their volunteer service and encouraged thorough review of the draft.

Mr. Philpott and Mrs. Palbicke complimented the Beautiful Swansboro: An Evolving Action Plan for Community Appearance & Enhancement draft.

Public Comments
No comments were made.

Adjournment
On a motion by Mr. Philpott, seconded by Mrs. Palbicke, the meeting adjourned at 9:48 am.