



Board of Commissioners Agenda

Town of Swansboro

Tuesday, February 10, 2026

Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Douglas Eckendorf, Commissioner
Tamara Pieratti, Commissioner | Wayne Herbert, Commissioner | Timothy Vannoy, Commissioner

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda. There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

III. Adoption of Agenda

The Town Clerk respectfully submits to the Board, the Regular Agenda for adoption.

IV. Appointments/Recognitions/Presentations – None

V. Public Hearing – None

VI. Business Non-Consent

a. Visitors Center Conceptual Engineered Drawings

Presenter: Jon Barlow – Town Manager

Conceptual Engineered drawings for the remodel of the Visitors Center will be presented for review.

Recommended Action: Staff is seeking direction on whether to accept the conceptual plans as presented and proceed to the next design phase.

b. Onslow County Fire Rescue Commission Representation

Presenter: Jon Barlow – Town Manager

A background and clarification regarding the Fire-Rescue Commission, its reinstatement and restructuring, and the discussion surrounding municipal representation on behalf of the Town of Swansboro will be provided.

Recommended Action: Receive update

c. Future Agenda Topics

Presenter: Alissa Fender – Town Clerk

Future agenda items are shared for visibility and comment. In addition, an opportunity is provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

Recommended Action: Discuss and provide any guidance

VII. Items Moved from Consent

VIII. Public Comment

Citizens have an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda.

IX. Manager's Comments

X. Board Comments

XI. Closed Session

XII. Adjournment



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Visitors Center Conceptual Engineered Drawings**

Board Meeting Date: **February 10, 2026**

Prepared By: **Jon Barlow – Town Manager**

Overview: Conceptual Engineered drawings for the remodel of the Visitors Center will be presented for review.

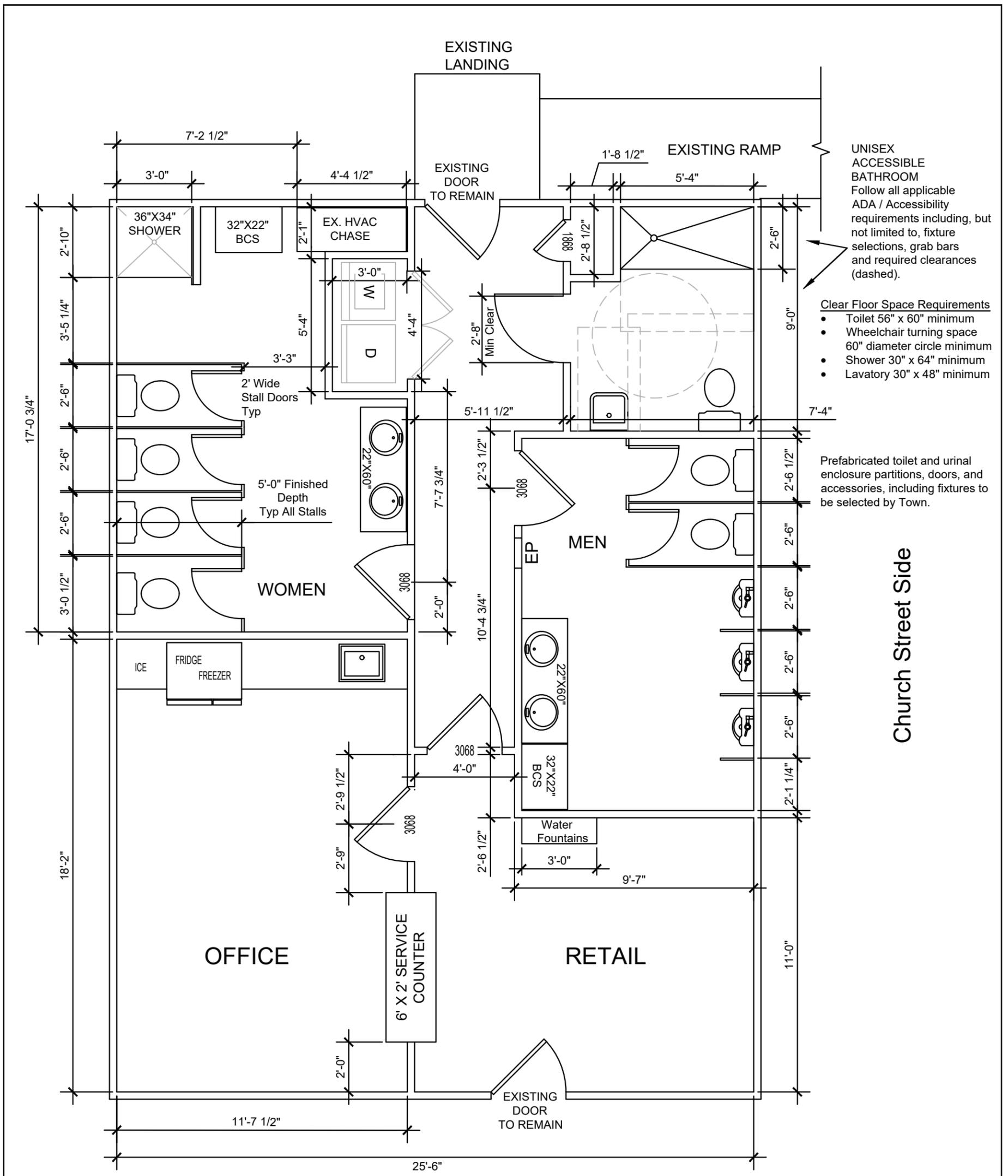
Staff worked with Crystal Coast Engineering to develop conceptual plans that reflect the Board’s previously discussed goal of getting the Visitors Center opened back up to provide for additional public restroom facilities downtown. Prior direction provided included increasing the # of restroom facilities and establishing facilities for transient boaters to utilize the already purchased equipment.

The remodel includes a full redesign with separated men’s and women’s restrooms—with increased stalls, new sinks, and a shower. A designated washer and dryer area for transient boaters is included in the design. Office space and a foyer have remained for Visitors Center operations and brochure displays.

Background Attachment(s): Conceptual Engineered Drawings

Recommended Action: Staff is seeking direction on whether to accept the conceptual plans as presented and proceed to the next design phase.

Action: _____



UNISEX ACCESSIBLE BATHROOM
 Follow all applicable ADA / Accessibility requirements including, but not limited to, fixture selections, grab bars and required clearances (dashed).

- Clear Floor Space Requirements**
- Toilet 56" x 60" minimum
 - Wheelchair turning space 60" diameter circle minimum
 - Shower 30" x 64" minimum
 - Lavatory 30" x 48" minimum

Prefabricated toilet and urinal enclosure partitions, doors, and accessories, including fixtures to be selected by Town.

Church Street Side

EP = Electrical Panel
 W = Washing Machine
 D = Dryer
 BCS = Baby Changing Station

Water Street Side

- Field Verify Existing and Proposed Dimensions
- Dimensions are intended to & from Framing

Install wood fill / furring and drywall to interior wall framing where necessary to cover (finish) conflicting (existing) window openings. Window(s) exterior view per Town.

Scale 1/4" = 1'

203 Church St Visitors Center
 Proposed Floor Plan Schematic
 Via Consultation w/
 Chief Building Inspector Paul Ingram
 for the
 Town of Swansboro
 601 W Corbett Ave.
 Swansboro, NC 28584



Crystal Coast Engineering, P.A.
 Civil and Environmental Consulting Engineers
 David K. Newsom, PE
 John R. Freshwater, PE (252) 503-2440
 john.f@crystalcoastengineering.com
 205-3 WARD ROAD, SWANSBORO, N.C. 28584
 BUSINESS LICENSE #: C-2553

PRELIMINARY
 DRAFT
 Not for Construction
 January XX, 2026
 Drawn by JF
 Sheet 1 of 1



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Onslow County Fire Rescue Commission Representation**

Board Meeting Date: **February 10, 2026**

Prepared By: **Jon Barlow – Town Manager**

Overview: A background and clarification regarding the Fire-Rescue Commission, its reinstatement and restructuring, and the discussion surrounding municipal representation on behalf of the Town of Swansboro will be provided.

The Onslow County Fire-Rescue Commission has been identified through the County’s Fire Services Master Plan Study as a critical body to support coordination, planning, and standardization across the fire-rescue system. Based on that study, Onslow County recommended reinstating the Fire-Rescue Commission and restructuring its composition to better reflect the current and future service delivery model. The County has since begun rebuilding the Commission.

The restructured Commission includes representation from each designated fire zone, with volunteer fire agencies serving as zone representatives. Additional seats are allocated to community stakeholders who are not affiliated with the fire service, providing a broader public perspective. Municipal fire agencies, specifically Swansboro, North Topsail Beach, and Jacksonville, share a single seat intended to represent municipal fire service interests.

The Onslow County Fire Commission will be composed of ten members as follows:

1. One representative from the northern fire service quadrant, served by Pumpkin Center, Half Moon, Richlands, and Rhodestown Volunteer Fire Departments.
2. One representative from the eastern fire service quadrant, served by Hubert, Piney Green, and Maysville Volunteer Fire Departments.
3. One representative from the southern fire service quadrant, served by Turkey Creek, Holly Ridge, and Verona Volunteer Fire Departments.
4. One representative from the western fire service quadrant, served by Haws Run, Southwest, Nine Mile, and Backswamp Volunteer Fire Departments.
5. One licensed insurance agent representing the insurance industry with no affiliation with a Fire Agency
6. The Onslow County Finance Officer
7. The Onslow County Emergency Service Director
8. One Member of the Onslow County Board of Commissioners
9. One Representative from municipal government with local government run fire service
10. One Representative from Camp Lejeune Fire Service (ex-officio seat; non-voting member)

During the most recent Fire Chiefs’ meeting, it was communicated that representation for the municipal seat would likely rotate among the municipal agencies. However, the public posting for the position identified the seat as open to a municipal partner, without specifying a rotation process.

Action: _____

Given the Commission's purpose to recommend standardization of fire services, operational practices, and other initiatives that directly affect day-to-day operations, municipal representation is critical.

Item VI - b.

In recognition of the significance of the Commission's work and its potential impact on municipal fire agencies, Chief Randall has applied to serve on the Fire-Rescue Commission on behalf of the Town of Swansboro.

Background Attachment(s): None

Recommended Action: Receive update



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Future Agenda Topics**

Board Meeting Date: **February 10, 2026**

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

Overview:

The purpose of this memo is to provide the Board with matters that staff anticipate/propose for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc.

In providing this memo each month, we hope it will also provide an opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

February 11th Special Budget Workshop Meeting – 9am

April Meeting Dates
14th & 28th

February 24th

- * Student Recognition – Kristen Newbold
- * Swimming Pool Survey Review
- * Appointment of members to Appearance Commission
- * Monthly financial report

March 20th or 24th

- * WithersRavel Grant Update Presentation (*tentative*)
- * Monthly financial report

Future Agenda Items

- * Street Acceptance of Swansgate (*developer has applied*)
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Community Presentations (*ongoing monthly*)
- * DOD Grant (*anticipated award date, August 12th*)
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- * Senate Bill 382 Down Zoning review
- * Onslow County Fire Contract/Strategic Planning
- * Visitor’s Center Renovation Project
- * Joint Workshop Meeting with Historic Preservation Commission (February 17th)