



TOWN OF SOUTHERN SHORES
TOWN COUNCIL REGULAR MEETING

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

PITTS CENTER

Tuesday, July 07, 2026 at 10:00 AM

AGENDA

Call Meeting to Order

Pledge of Allegiance

Moment of Silence

Amendments to / Approval of Agenda

Consent Agenda

1. Minutes Approval (emailed)

Staff Reports

Deputy Town Manager / Planning Director

Police Chief

Fire Chief

Town Attorney

Town Manager-Bike & Ped Grant Award

2. Bike /Ped Grant Award

General Public Comment (Limit: 3 minutes per speaker.)

Old Business

3. Continued Discussion of Setbacks
4. Continued Discussion of Committee Member Terms

New Business

5. Beach Nourishment
 - a) Monitoring Report
 - b.) Pre Construction Service Agreement

Council Business

Adjourn



AGENDA ITEM SUMMARY

Item #: Manager's Report

MEETING DATE: July 7, 2026

ITEM TITLE: Acceptance of FY 2027 North Carolina Department of Transportation (NCDOT) Integrated Mobility Division (IMD) Multimodal Planning Grant Award

ITEM SUMMARY:

In April of this year, the Town Council authorized town staff to apply for a Bicycle & Pedestrian Planning Grant through the NCDOT IMD. Town staff has learned that our application was approved.

As a reminder, provided below is information of the grant's purpose and intent

What is it? A comprehensive bicycle or pedestrian network plan allows a municipality to set a vision for bicycle or pedestrian transportation in their community, plan for a bicycle or pedestrian network, and identify priority bicycle or pedestrian projects. Creation of a bicycle or pedestrian network plan is likely to be the first step to implementation of bicycle and pedestrian projects and supports a more bicycle-friendly walk-friendly environment.

How is it helpful? Having a plan for a bicycle or pedestrian network and identified projects allows the municipality to better communicate and coordinate their active transportation needs with regional planning organizations and NCDOT during transportation planning and project development. A bicycle or pedestrian planning process also helps with review of existing land use policies to encourage consideration of potential changes to realign local development standards with desired walk-friendly and bicycle-friendly outcomes.

Who is it for? This type of plan is a good option for municipalities that do not have an existing bicycle or pedestrian plan, or their previous plan is at least five years old, and they would like to update it.

When to Choose This Type of Plan. A local government would pursue a bicycle or pedestrian network plan rather than a multimodal network plan when no fixed route or deviated fixed route transit service is present. A full bicycle or pedestrian network plan allows a municipality to go through more detailed steps in data gathering and stakeholder public engagement as compared to a project acceleration study, so that a

larger list of potential projects is considered more fully. A municipality may also select this plan when their existing bicycle or pedestrian plan is more than five years old, and the municipality would like to refresh its priority project list, account for local growth or changes, and explore new programs and policies to promote bicycling and walking.

Project Deliverables. List of short-term and long-term bicycle and pedestrian improvements and implementation plan.

- Improvements could include targeted projects such as pedestrian crossing improvements and addressing intersection safety for bicyclists
- Linear project recommendations could include sidewalk improvements, shared-use path improvements, and on-road bicycle improvements

Bicycle or pedestrian network map

Cutsheets for priority projects, with additional detail and planning level cost estimates for top 4-6 projects.

Later this month, town staff will participate in a conference call with IMD to receive detailed guidance and instructions on the next steps, including information on the requirements listed below:

- Execution of a Municipal Reimbursement Agreement between the Town and NCDOT.
- Deposit of the required local share amount.
(Populations less than 10,000 funding = 90% DOT and 10% Town. Estimated total cost is between \$50,000 to \$60,000. Town share = \$5,000-\$6,000)
- Consultant firm assignment. NCDOT will select a firm from their list of on-call consulting partners to manage our project. DOT will seek our approval of the firm assignment prior to execution of contracts.

DOT would like to expedite these activities so that funds can be committed as soon as possible. We appreciate your timely responses to these requests to avoid potential delays.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff requests the Council authorize the Town Manager to execute the Municipal Reimbursement Agreement, once received, and deposit the local shared amount of up to \$6,000.



AGENDA ITEM SUMMARY

Item # 2

MEETING DATE: July 7, 2026

ITEM TITLE: Continued Discussion of Setbacks

ITEM SUMMARY:

At the June 2026 Town Council meeting there was discussion regarding setback reductions and encroachments. There was agreement that the matter be revisited in July to explore whether any narrower consensus might exist, particularly regarding rear yard setbacks and smaller auxiliary structures.



AGENDA ITEM SUMMARY

Item # 3

MEETING DATE: July 7, 2026

ITEM TITLE: Continued Discussion of Term Limits for the Planning Board

ITEM SUMMARY: At the June 2026 Council meeting, a brief discussion of term limits followed the reappointment of an existing Planning Board member. The item is placed on this agenda for further discussion by the Councilmembers.

The NC General Statute governing Planning Boards

§ 160D-301. Planning boards.

(a) Composition. - A local government may by ordinance provide for the appointment and compensation of a planning board or may designate one or more boards or commissions to perform the duties of a planning board. A planning board established pursuant to this section may include, but shall not be limited to, one or more of the following:

(1) A planning board of any size or composition deemed appropriate, organized in any manner deemed appropriate; provided, however, the board shall have at least three members.

(2) A joint planning board created by two or more local governments pursuant to Part 1 of Article 20 of Chapter 160A of the General Statutes.

(b) Duties. - A planning board may be assigned the following powers and duties:

(1) To prepare, review, maintain, monitor, and periodically update and recommend to the governing board a comprehensive plan, and such other plans as deemed appropriate, and conduct ongoing related research, data collection, mapping, and analysis.

(2) To facilitate and coordinate citizen engagement and participation in the planning process.

(3) To develop and recommend policies, ordinances, development regulations, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner.

- (4) To advise the governing board concerning the implementation of plans, including, but not limited to, review and comment on all zoning text and map amendments as required by G.S. 160D-604.
- (5) To exercise any functions in the administration and enforcement of various means for carrying out plans that the governing board may direct.
- (6) To provide a preliminary forum for review of quasi-judicial decisions, provided that no part of the forum or recommendation may be used as a basis for the deciding board.
- (7) To perform any other related duties that the governing board may direct. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

Town Code – Article II. Planning Board

Sec. 24-24. Composition; terms of office.

(a) The planning board shall be composed of five members who shall be residents of the town and shall be appointed by the town council. The members shall be appointed for staggered terms of three years. Two alternate members who shall be residents of the town shall also be appointed by the town council for terms of three years. Vacancies occurring for reasons other than expiration of terms shall be filled as they occur, for the period of the unexpired term, by the council. The planning board shall elect its chairman and vice-chairman subject to the approval of the council. The term of the chairman and vice-chairman shall be for one year, with eligibility for reelection.



AGENDA ITEM SUMMARY

Item # 4

MEETING DATE: July 7, 2026

ITEM TITLE: Beach Nourishment Monitoring Report and Preconstruction Service Agreement

ITEM SUMMARY: Ken Willson, Senior Project/Program Manager with Coastal Protection Engineering will present the findings of the beach nourishment project 2026 Monitoring Report used to measure project performance. This information is used to update erosion rates for Southern Shores since the last beach nourishment, compute total volumes lost during the same period, and update predictions going forward.

The Town Council is also being asked to consider CPE's proposal for the pre-construction services associated with the proposed 2027 project.

**BREAKDOWN OF COSTS
TOWN OF SOUTHERN SHORES, NORTH CAROLINA
PRE-CONSTRUCTION SERVICES FOR 2027 RENOURISHMENT**

Table 1. Breakdown of costs for Pre-Construction Services associated with the proposed 2027 Beach Renourishment Project (Tasks 1 – 3). Tasks 1, 2, and 3 are shared services among the Towns of Duck, Southern Shores, Kitty Hawk, and Kill Devil Hills. Costs shown reflect the Town of Southern Shores's proportionate share (25%) of the total effort.

TASK	DESCRIPTION	COST
1	Construction Plans & Specifications	\$43,590.00
2	Contractor Bidding, Selection & Negotiations	\$6,333.75
3	Pre-Construction Coordination	\$12,630.00
TOTAL:		\$62,553.75

As a comparison, the same services were billed in 2021 for the 2022 Project at a cost of \$55,168.50, an increase of \$7,385.25 or of 13.4%.

The Town is under contract with CPE for Design and Environmental Permitting and Monitoring Services. Listed below is an update on billing for services currently under contract.

Classification	Fraction Complete	Contract Amount	Amount Due
Task 1A - Permitting			7,677.25
Percent billed, this invoice: 35%	0.35	21,935.00	7,677.25
Prior billed: 30%			
Total percent billed to date: 65%			
Task 1B - Environmental Documentation			1,868.59
Percent billed, this invoice: 5%	0.05	37,371.75	1,868.59
Prior billed: 60%			
Total percent billed to date: 65%			
Task 1C - BEOEM Lease Request			1,302.75
Percent billed, this invoice: 15%	0.15	8,685.00	1,302.75
Prior billed: 50%			
Total percent billed to date: 65%			
Task 2A - Bathymetric Survey and Sediment Sampling Borrow Area A			0.00
Percent billed, this invoice: 0%	0	15,957.28	0.00
Prior billed: 100%			
Total percent billed to date: 100%			
Task 2D - Cultural Resources Assessment			8,044.92
Percent billed, this invoice: 10%	0.1	80,449.20	8,044.92
Prior billed: 70%			
Total percent billed to date: 80%			
Task 3A - Beach Fill Performance Evaluation and Modeling			10,955.37
Percent billed, this invoice: 11%	0.11	99,594.25	10,955.37
Prior billed: 54%			
Total percent billed to date: 65%			
Task 3B - Engineering Plans for Permit Application			6,247.50
Percent billed, this invoice: 35%	0.35	17,850.00	6,247.50
Prior billed: 50%			
Total percent billed to date: 85%			
		Subtotal:	36,096.38
		Tax:	0.00
		Total (USD):	36,096.38

REQUESTED ACTION: A motion to authorize the Town Manager to enter into the pre-construction services agreement associated with the proposed 2027 project.

ATTACHMENTS: cover letter and service agreement



April 27, 2026

Cliff Ogburn
Town Manager
Town of Southern Shores
5375 N. Virginia Dare Trail
Southern Shores, NC 27949

Re: Proposal: 2026 Annual Beach Monitoring Services, Town of Southern Shores, North Carolina

Dear Mr. Ogburn:

Coastal Protection Engineering of North Carolina, Inc. (CPE) is pleased to provide this proposal for professional services to the Town of Southern Shores (TOWN). The proposed services are associated with the 2026 Annual Beach Monitoring. Under this proposal, CPE will conduct 2026 beach monitoring data acquisition, determine volumetric and shoreline changes, evaluate project performance, and update the Town's Beach Maintenance Plan. Given the 2026 data will be used to develop construction plans and specifications, CPE has included in this proposal the acquisition of aerial LiDAR data and orthophotography. This additional scope item was developed in conjunction with McKim & Creed. This data acquisition involves a manned helicopter-based LiDAR mission covering the full 16.5-mile Dare County project shoreline and is designed as part of a coordinated, single aerial acquisition effort that also includes the adjacent 22.5-mile Currituck County shoreline, totaling approximately 39 linear miles. Through this joint effort between the 4 Towns and Currituck County, high resolution aerial imagery and supplemental LiDAR data can be collected on the upper portions of the beach to aid in design of the 2027 project. The proposal also includes optional services associated with post-processing of LiDAR data (Task 3), which will be acquired as part of Task 1.

The Scope of Professional Services (the Services) is attached to this proposal as Exhibit A. The work included under Tasks 1 – 2 will be performed for a lump sum fee of \$38,940.00. If the TOWN authorizes Task 3, the work will be completed for the unit cost of \$900 per linear mile of oceanfront depending on the extent of data needed. Exhibit B includes a breakdown of costs by Task.

The following items have been identified by CPE as deliverables to the TOWN for the completion of the Scope of Professional Services.

- Monthly Progress Reports;
- Annual Beach Monitoring Report;
- Beach Profile Data Appendix;
- High-Resolution Orthomosaic Imagery in GeoTIFF and ECW formats; and
- Digital Terrain Model/Classified LiDAR Point Cloud (Optional)



All draft deliverables, other than the monthly progress reports, will be provided within 120 days following completion of survey operations.

CPE's performance of the proposed Services is conditioned upon negotiation of mutually acceptable contract terms and conditions. In that regard, attached to this proposal is our standard Services Agreement for your consideration as the terms and conditions that will govern our performance of the proposed Services. If this proposal is acceptable to you, please have the attached Services Agreement signed, and return it to me. CPE will then sign the Services Agreement and return a fully executed copy to you for your records.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Willson".

Ken Willson
Senior Program Manager
Coastal Protection Engineering of North Carolina, Inc

Office: 910-399-1905

Mobile: 910-443-4471

kwillson@coastalprotectioneng.com

COASTAL PROTECTION ENGINEERING OF NORTH CAROLINA, INC.
SERVICES AGREEMENT
FIXED PRICE BASIS

All in accordance with the following terms and conditions.

1. **SCOPE OF SERVICES:** **COASTAL PROTECTION ENGINEERING OF NORTH CAROLINA, INC. ("CPE")** agrees to perform for the undersigned CLIENT, engineering and consulting ("Services") described in the attached Proposal and/or as follows:

PROPOSAL: TOWN OF SOUTHERN SHORES, NORTH CAROLINA: 2026 ANNUAL BEACH MONITORING SERVICES

2. **FEES, INVOICES AND PAYMENTS:** The Services associated with Tasks 1 – 2 will be performed for the lump sum fee of **\$38,940.00 (Thirty-eight thousand, nine hundred forty dollars and zero cents)**. If authorized, the Services associated with Task 3 will be completed for the unit cost of \$900.00 per linear mile, **not to exceed \$2,700.00 (Two thousand, seven hundred dollars and zero cents)**.

Invoices will be submitted by CPE no more frequently than every month, with payment due upon CLIENT'S receipt of invoice. Payment shall be in U.S. Dollars. CLIENT shall be responsible for payments (without deduction or offset from the total invoice amount) of any and all sales, use, value added, gross receipts, franchise and like taxes, tariffs and duties levied against CPE or its employees by any government or taxing authority. A service charge equal to one-half percent (1/2 %) per month, or the maximum rate permitted by law, whichever is less, will be added to all accounts which remain unpaid for more than thirty (30) calendar days beyond the date of the invoice. Should there be any dispute as payments to be made on a percent complete basis to any portion of an invoice, the undisputed portion shall be promptly paid.

3. **CLIENTS COOPERATION:** To assist CPE in performing the Services, CLIENT shall (i) provide CPE with relevant material, data, and information in its possession pertaining to the specific project or activity, (ii) consult with CPE when requested, (iii) permit CPE reasonable access to relevant project sites, (iv) ensure reasonable cooperation of CLIENT's employees in CPE's activities, and (v) notify and report to all regulatory agencies as required by such agencies.

4. **CONFIDENTIALITY:** In the course of performing Services, to the extent that CLIENT discloses to CPE, business or technical information that CLIENT clearly marks in writing as confidential or proprietary, CPE will exercise reasonable efforts to avoid the disclosure of such information to others. Likewise, to the extent that CPE discloses to CLIENT, business or technical information that CPE clearly marks in writing as confidential or proprietary, CLIENT will exercise reasonable efforts to avoid the disclosure of such information to others.

Nothing herein is meant to prevent nor shall be interpreted as preventing either party from disclosing and/or using any information or data (i) when the information or data are actually known to the receiving party before being obtained or derived from the transmitting party, (ii) when information or data are generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; (iii) where the information or data are obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereto; (iv) where a written release is obtained by the receiving party from the transmitting party; (v) three (3) years from the date of receipt of such information; or (vi) when required by process of

law; or by North Carolina Public Records Law; provided, however, upon service of such process, the recipient thereof shall use reasonable efforts to notify the other party and afford it an opportunity to resist such process.

5. DELAYS AND CHANGES IN CONDITIONS:

If CPE is delayed or otherwise in any way hindered or impacted at any time in performing the Services by (i) an act, failure to act or neglect of CLIENT or CLIENT's employees or any third parties; (ii) changes in the scope of the work; (iii) unforeseen, differing or changed circumstances or conditions including differing site conditions, acts of force majeure (such as fires, floods, riots, and strikes); (iv) changes in government acts or regulations; (v) delay authorized by CLIENT and agreed to by CPE; or (vi) any other cause beyond the reasonable control of CPE, then 1) the time for completion of the Services shall be extended based upon the impact of the delay, and 2) CPE shall receive an equitable compensation adjustment. Any such equitable adjustment shall be based on CPE's then current Time and Material Rates, as may be provided in a Rate sheet attached hereto.

6. INSURANCE: CPE is presently protected by Worker's Compensation Insurance as required by applicable law and by General Liability and Automobile Liability Insurance (in the amount of \$1,000,000 combined single limit) for bodily injury and property damage. Insurance certificates will be furnished to CLIENT on request. If the CLIENT requires further insurance coverage, CPE will endeavor to obtain said coverage, and CLIENT shall pay any extra costs therefor.

7. INDEMNITIES: CPE shall defend, indemnify and hold harmless CLIENT and its officers and employees from and against loss or damage to tangible property, or injury to persons, to the extent arising from the negligent acts or omissions or willful misconduct of CPE, its borrowed servants and their employer and its subcontractors, and their respective employees and agents acting

in the course and scope of their employment. CLIENT shall defend, indemnify and save harmless CPE (including its borrowed servants and their employers and its officers, and employees) from and against, any loss or damage to tangible property, or injury to persons, to the extent arising from the negligent acts or omissions or willful misconduct of CLIENT, its officers and employees.

8. LIMITATIONS OF LIABILITY:

- a. GENERAL LIMITATION - CLIENT'S SOLE AND EXCLUSIVE REMEDY FOR ANY ALLEGED BREACH OF WARRANTY BY CPE SHALL BE TO REQUIRE CPE TO REPERFORM ANY DEFECTIVE SERVICES. CPE'S LIABILITY AND CLIENT'S REMEDIES FOR ALL CAUSES OF ACTION ARISING HEREUNDER WHETHER BASED IN CONTRACT, WARRANTY, NEGLIGENCE, , OR ANY OTHER CAUSE OF ACTION, SHALL NOT EXCEED EXCEPT FOR THE MUTUAL INDEMNIFICATIONS SET FORTH IN SECTION 7 ABOVE. IN THE CUMULATIVE AGGREGATE (INCLUDING ANY INSURANCE PROCEEDS) WITH RESPECT TO ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHATEVER MINIMUM AMOUNT MAY BE REQUIRED BY LAW OR, IF NONE, THE AMOUNT OF COMPENSATION FOR SUCH SERVICES,
- b. CONSEQUENTIAL DAMAGES: FURTHER AND REGARDLESS OF ANY OTHER PROVISION HEREIN, CPE SHALL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF PROFITS, DECLINE IN PROPERTY VALUE, REGULATORY AGENCY FINES, LOST PRODUCTION OR LOSS OF USE) INCURRED BY CLIENT OR FOR WHICH CLIENT MAY BE LIABLE TO ANY THIRD PARTY OCCASIONED BY THE SERVICES OR BY APPLICATION OR USE OF REPORTS OR OTHER WORK PERFORMED HEREUNDER.

9. **GOVERNING LAWS:** This Agreement shall be governed and construed in accordance with the laws of the State of North Carolina.

10. **TERMINATION:** Either party may terminate this Agreement with or without cause upon forty five (45) days' written notice to the other party. Upon such termination, CLIENT shall pay CPE for all Services performed hereunder up to the date of such termination. In addition, if CLIENT terminates, CLIENT shall pay CPE all reasonable costs and expenses incurred by CPE in effecting the termination, including, but not limited to non-cancelable commitments and demobilization costs.

11. **ASSIGNMENT:** Neither CPE nor CLIENT shall assign any right or delegate any duty under this Agreement without the prior written consent of the other, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, CPE may, upon notice to CLIENT, assign, pledge or otherwise hypothecate the cash proceeds and accounts receivable resulting from the performance of any Services or sale of any goods pursuant to this Agreement.

12. **MISCELLANEOUS:**

a. **ENTIRE AGREEMENT, PRECEDENCE, ACCEPTANCE MODIFICATIONS:** The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provisions of the Services by CPE to the CLIENT. All previous proposals, offers, and other communications relative to the provisions of these Services by CPE, oral or written, are hereby superseded, except to the extent that they have been expressly incorporated by reference herein. In the event of conflict, the three pages of this Agreement shall govern. CLIENT may accept these terms and conditions by execution of this Agreement or by authorizing CPE to begin work. Any modifications or revision of any provisions hereof or any additional provisions contained in any purchase order, acknowledgement or other

document issued by the CLIENT is hereby expressly objected to by CPE and shall not operate to modify the Agreement.

b. **DISPUTES, ATTORNEY FEES** – Any dispute regarding this Agreement or the Services shall be resolved first by exchange of documents by senior management of the parties, who may be assisted by counsel. Any thereafter unresolved disputes shall be litigated in the state whose law governs under Section 9 hereunder. In any litigation, the Prevailing Party shall be entitled to receive, as part of any award or judgment, eighty percent (80%) of its reasonable attorneys' fees and costs incurred in handling the dispute. For these purposes, the "Prevailing Party" shall be the party who obtains a litigation result more favorable to it than its last formal written offer (made at least twenty calendar days prior to the formal trial) to settle such litigation.

c. **WAIVER OF TERMS AND CONDITIONS** - The failure of CPE or CLIENT in any one or more instances to enforce one or more of the terms or conditions of this Agreement or to exercise any right or privilege in the Agreement or the waiver by CPE or CLIENT of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.

d. **NOTICES** – Any notices required hereunder may be sent by orally confirmed US Mail, courier service (e.g. FedEx), orally confirmed telecopy (fax) or orally confirmed email (further confirmed by US Mail) to the addresses set forth below.

e. **SEVERABILITY AND SURVIVAL** - Each provision of this Agreement is severable from the others. Should any provision of this Agreement be found invalid or unenforceable, such provision shall be ineffective only to the extent required by law, without invalidating the remainder of such provision or the remainder of this Agreement.

Further, to the extent permitted by law, any provision found invalid or unenforceable shall be deemed automatically redrawn to the extent necessary to render it valid and enforceable consistent with the parties' intent. The terms and conditions set forth herein shall survive the termination of this Agreement.

CLIENT and CPE agree to the foregoing **(INCLUDING THE LIMITATIONS ON LIABILITY IN SECTIONS herein)** and have caused this Agreement to be executed by their duly authorized representatives as of the date set forth below.

Executed on _____, 2026

COASTAL PROTECTION ENGINEERING OF NORTH CAROLINA, INC.

By (Sign): _____

Print Name: Kenneth Willson

Title: Officer

Address: 4038 Masonboro Loop Road,

 Wilmington, North Carolina, 28409

Phone: (910) 399-1905

Fax: N/A

E-mail: kwillson@coastalprotectioneng.com

TOWN OF SOUTHERN SHORES, NORTH CAROLINA

By (Sign): _____

Print Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

- Attachments: Exhibit A – Scope of Professional Services
- Exhibit B – Breakdown of Cost

EXHIBIT A
SCOPE OF PROFESSIONAL SERVICES
TOWN OF SOUTHERN SHORES, NORTH CAROLINA
2026 ANNUAL BEACH MONITORING SERVICES

Coastal Protection Engineering of North Carolina, Inc. (hereinafter “CPE”) proposes to provide professional services to the Town of Southern Shores (hereinafter the “TOWN”), associated with annual monitoring of the TOWN’s Beach Renourishment Project constructed in 2022/2023. CPE will sub-contract portions of the data acquisition included in Task 1 and 3, as described herein.

This proposal includes 2026 beach monitoring data acquisition and analysis and updating the TOWN’s Beach Maintenance Plan. Additionally, the scope of services also includes optional services (Task 3) associated with LiDAR data processing. Each Task is described in detail in the following sections.

TASK 1 – 2026 BEACH PROFILE DATA ACQUISITION

The standard method used to monitor beach nourishment projects is to collect topographic and bathymetric data along a series of beach profiles on an annual or bi-annual basis. Comparison of this data can be used to track volumetric changes of sand along the beach and changes in the shoreline position. Furthermore, in order to be eligible for disaster assistance through the Federal Emergency Management Agency (FEMA), local sponsors of beach nourishment projects are encouraged to monitor the beach annually to document conditions of the project prior to the impact of a storm.

2026 beach profile data acquisition will be conducted prior to June 15, 2026. Topographic data will be collected along each beach profile to include the dune, berm, and foreshore section of the beach, while bathymetric data will be collected along the offshore portion of the profile. Beach profile data acquisition will be conducted along twenty-two (22) profiles (See Table 1), spaced approximately 1,000 feet apart. The northernmost profile is located at station -197+12 (located at the northern Town boundary) and the southernmost profile is located at station -10+00 (near Sea Bass Circle) within the Town of Southern Shores. While data for the beach profile located at the border of Southern Shores & Kitty Hawk (baseline station 0+00) will be used in the analysis of the Southern Shores beach, the cost of data acquisition for this profile is included in a separate agreement with the Town of Kitty Hawk. CPE will sub-contract portions of this work to McKim & Creed.

Costs for mobilization of equipment and personnel to and from the project area will be cost shared with the Towns of Duck, Kill Devil Hills, and Kitty Hawk as data acquisition for all four towns is planned to be conducted concurrently. Additional mobilization costs may be applied if monitoring data acquisition is conducted independently of the Towns of Duck, Kill Devil Hills, and Kitty Hawk.

Beach profiles will extend landward from their respective baseline station until a structure is encountered or a range of 25 feet beyond the dune is reached, whichever is seaward. Elevation

EXHIBIT A
SCOPE OF PROFESSIONAL SERVICES
TOWN OF SOUTHERN SHORES, NORTH CAROLINA
2026 ANNUAL BEACH MONITORING SERVICES

measurements will also be taken seaward along the profile to a range of 3,000 feet beyond the shoreline or to the -30 NAVD88 contour, whichever is more landward.

Table 1. Monitoring Survey Baseline and Azimuth

Town	Station	Easting	Northing	Azimuth
Southern Shores	-197+12	2962839.6	889616.1	70
	-187+14	2963230.4	888697.7	70
	-177+13	2963619	887775.8	70
	-170+56	2963880.5	887172.9	66.6
	-163+99	2964142	886569.9	66.6
	-157+41	2964403.5	885966.9	66.6
	-153+05	2964579	885562.3	66
	-150+00	2964665	885364	65.3
	-140+00	2965116	884444	65.3
	-130+00	2965239	883452	65.3
	-120+00	2965920	882604	65.3
	-110+00	2966366	881697	62.6
	-100+00	2966790	880778	62.6
	-90+00	2967110	879895	62.6
	-80+00	2967533	878988	62.6
	-70+00	2967951	878106	62.6
	-60+00	2968381	877175	62.6
	-50+00	2968838	876228	62.6
	-40+00	2969249	875440	62.6
	-30+00	2969731.6	874496.1	62.6
-20+00	2970189.7	873607.2	62.6	
-10+00	2970653	872721	62.6	
----- 0+00	2971224.2	871890.8	62.6	

Land-based or “upland” data collection will include all grade breaks and changes in topography to provide a representative description of the conditions at the time of the work. The maximum spacing between data points along individual profiles will be 25 feet. The upland work will extend into wading/swimming depths sufficiently to provide a minimum 50-foot overlap with the offshore data. This overlap between the topographic and bathymetric data acquisition provides quality control and quality assurance.

The hydrographic work or “offshore” portions of the beach profiles will be conducted with industry standard depth sounding equipment and real-time kinematic (RTK) global navigation satellite system (GNSS). Tide corrections will be obtained redundantly with RTK GNSS and a

EXHIBIT A
SCOPE OF PROFESSIONAL SERVICES
TOWN OF SOUTHERN SHORES, NORTH CAROLINA
2026 ANNUAL BEACH MONITORING SERVICES

local tide gauge verified to meet the requirements for the specific work. Offshore data points shall also be collected with a maximum spacing of 25 feet.

Horizontal and vertical positioning checks will be conducted at the beginning and end of each day of data acquisition to confirm that control is undisturbed and meets the accuracy standards of this project with a horizontal limit of 0.66 feet and a vertical limit of 0.16 ft. for all electronic equipment. Vertical positioning checks for depth measuring equipment will be conducted at 5 ft. increments between -5 ft. and at least -25 ft. NAVD88. Sound velocity casts will be conducted at the project site at the start and end of each day of data acquisition to calibrate the sounding equipment.

Also included in the scope for Task 1 is the acquisition of aerial LiDAR data and orthophotography. Given the 2026 data will be used to develop construction plans and specifications, CPE has developed this additional scope item in conjunction with McKim & Creed. This data acquisition involves a manned helicopter-based LiDAR mission covering the full 16.5-mile Dare County project shoreline and is designed as part of a coordinated, single aerial acquisition effort that also includes the adjacent 22.5-mile Currituck County shoreline, totaling approximately 39 linear miles. Task 1 includes the acquisition of the LiDAR data and orthomosaic imagery along the Town of Southern Shores.

As an appendix to the 2026 Monitoring Report described under Task 2, CPE will provide the TOWN with a survey report. This appendix will include methodology, field notes for the data acquisition, control information, profile plots, cross sections, and digital XYZ data. The deliverables for Task 1 will also include the seamless, geo-referenced orthomosaic imagery of the Town of Southern Shores oceanfront in high-resolution GeoTIFF and compressed ECW. This imagery will have a ground pixel resolution of approximately 1-3 inches, providing sharp detail of beach and dune features for visual analysis and presentation.

Note: The post processing of the LiDAR data is not included in the cost for Task 1, only the acquisition of the data. If the processed LiDAR data is required for design of certain features of the projects, the post processing will fall under Task 3 on a per/mile price basis.

TASK 2 – 2026 BEACH MONITORING REPORT

CPE will conduct both shoreline and volume change analysis to evaluate project performance. Analysis will focus on the total shoreline and volume change that has occurred since project construction represented by data collected post project in 2022.

Given the contiguous nature of the beach nourishment project constructed from the north end of Southern Shores to approximately Prospect Avenue in Kill Devil Hills, CPE will prepare a comprehensive shoreline and volume change monitoring report that includes the Towns of Southern Shores, Kitty Hawk, and Kill Devil Hills. The report will include details on data

EXHIBIT A
SCOPE OF PROFESSIONAL SERVICES
TOWN OF SOUTHERN SHORES, NORTH CAROLINA
2026 ANNUAL BEACH MONITORING SERVICES

collection and methods used as well as results of the various analyses. The results will be reported in terms of the project area in total and broken up into Town-specific sections. The report will also include a discussion section and recommendations based on the findings of the analyses. Deliverables will include two (2) hardcopies of the report with CD or USB drive which will include digital versions of the report, appendices, and data. In addition to the report, one (1) in-person meeting is included to present the findings of the monitoring report to the TOWN.

Costs associated with the 2025 monitoring report will be costs shared with the Towns of Kill Devil Hills and Kitty Hawk. This not only provides each Town with a broader view of how their Town's project fits into the overall project length, but it also provides cost efficiencies by reducing redundancy. Additional costs may be applied if the Town prefers to have a separate report prepared that only includes their Town's portion of the project.

CPE will also update the TOWN's Beach Maintenance Plan as needed. The update will include project and planning features to document compliance with FEMA guidance for disaster assistance. The Beach Maintenance Plan will be developed in a way consistent with the Public Assistance Program and Policy Guide –FP-104-009-2 (June 2020). Specifically, the costs and volume of fill placement will be updated along with re-nourishment requirements. CPE will coordinate with TOWN staff to identify current and future funding sources and document these in the maintenance plan. The future cost will be estimated on a 5-year horizon and will be categorized as Planning & Design, Construction, or Monitoring efforts. This task assumes there are no 'new' project initiatives for the TOWN project and assumes the existing maintenance plan is only being updated.

TASK 3 – LIDAR DATA PROCESSING (OPTIONAL)

As described under Task 1, the 2026 data acquisition includes the acquisition of aerial LiDAR data and orthophotography. While Task 1 includes the acquisition of this data and the production and delivery of the high resolution orthomosaic imagery, Task 1 does not include the post processing or delivery of LiDAR derived point cloud data. The raw data will be maintained by McKim & Creed and if needed, can be post processed and provided for use to CPE for the fee of \$900 per mile of oceanfront. This data, which provides high resolution between each of the approximately 1,000-foot spaced beach profiles could aid in the design of the proposed 2027 beach nourishment project and/or refined estimate of volumetric requirements. CPE will seek written approval from the TOWN before authorizing McKim & Creed to process the data.

**EXHIBIT B:
BREAKDOWN OF COSTS
TOWN OF SOUTHERN SHORES, NORTH CAROLINA
2026 ANNUAL BEACH MONITORING SERVICES**

Table 1. Breakdown of the total cost of the 2026 Beach Monitoring Services associated with the Town of Southern Shores (Tasks 1 and 2).

TASK	DESCRIPTION	COST
1	2026 Annual Beach Profile Data Acquisition	\$23,185.00
2	2026 Annual Beach Profile Data Analysis and Report	\$15,755.00
TOTAL:		\$38,940.00

Table 2. Cost of the optional LiDAR Data Processing.

TASK	DESCRIPTION	Unit Cost (Per Mile)	Quantity	Total
4	LiDAR Data Processing (OPTIONAL)	\$900.00	3 miles	\$2,700.00

Note: Cost listed in Table 3 estimates up to 3 miles of oceanfront LiDAR data may be processed and provided as a deliverable. CPE will obtain written approval to proceed with this work prior to initiating. Likewise, written approval will be obtained if the need for the data exceeds 3 miles of coverage.