



NOTICE OF REQUEST FOR PROPOSAL  
TO PROVIDE PART TIME LEGAL SERVICES FOR THE TOWN OF KURE BEACH

The Town of Kure Beach invites written proposals from qualified individuals or firms to provide the Town with outside legal services as follows:

- Advise, assist and represent the Town's Planning and Zoning Commission on legal matters. Includes attendance at monthly meetings held the first Tuesday of every month at 7 pm. Includes drafting ordinances and keeping the commission updated on statutory changes.
- Advise, assist, and represent the Town's Board of Adjustment on legal matters. Includes attendance at meetings and hearings held the fourth Tuesday of the month at 7 pm, as needed. Includes appearance in court as needed. Includes training and keeping the board updated on statutory changes.
- Advise and assist the Town on legal matters as related to other municipality duties, as needed, in the absence of the Town Attorney.

Written proposals must include qualifications, description of areas of expertise or relevant experience, and expected compensation.

This position will be that of an independent contractor.

Questions may be directed to the Town Clerk at 910-458-8216.

Submit written proposals to: Town Clerk, 117 Settlers Lane, Kure Beach, NC 28449  
Or [townclerk@townofkurebeach.org](mailto:townclerk@townofkurebeach.org)

CLOSING DATE: Monday, May 12, 2014 at 5 pm