The Village Of
Forest Hills
A Place to Put Down Roots

1. **Review RFQ Town Attorney submittals**

2. **Animal Issue – example(s) ordinance**

3. **Revised Rules of Procedure – update**

   Booklet, write our own, booklet with amendments

4. **Planning Board Names to move forward**

   Charlie Bell

   Others?

   Assistance/training

5. **Board member goals -start the list and begin to narrow down if budget impact.**

   This will be an ongoing topic.

6. **Internal Calendar Creation**

   When does village need to get certain items done?

   Examples: leases, summer social planning, trash pick-up planning and dates, kick-off budget process etc

7. **Brown Haven Meeting**

8. **Website update**

   Email forwarded to board

9. **Adjourn**

December 5, 2025

Village of Forest Hills, North Carolina
Request for Qualifications: Municipal Attorney Services

Village of Forest Hills
P.O. Box 506
Cullowhee, NC 28723

Introduction and Invitation

The Village of Forest Hills (Jackson County, NC) is soliciting Statements of Qualifications (SOQ) from qualified attorneys or law firms to provide legal services as Municipal Attorney. The selected attorney or firm will serve as the Village Attorney and provide legal counsel to the Village Board, Mayor, Village Clerk, and various boards and commissions as required.

About the Village of Forest Hills

Incorporated in 1997, the Village of Forest Hills, located in Jackson County, North Carolina, is a small residential community nestled in the Blue Ridge Mountains near Western Carolina University. The village covers approximately 0.5 square miles and sits at an average elevation of about 2,250 feet. With a 2025 estimated population of around 340 residents, Forest Hills offers a quiet, scenic setting characterized by mostly single-family homes, tree-lined roads, and a strong sense of community within the greater Cullowhee area.

The Village of Forest Hills is governed by a mayor and a four-member Village Board. The Village Clerk is the only part-time employee. The Village Board meets monthly on the first Tuesday of each month at 7:00 pm at the Village Hall 97 Market Street Unit 101 Cullowhee.

Role Description and Responsibilities

The Village Attorney will be expected to provide, at a minimum, the following services:

- Attend regular and special meetings of the Village Board and other boards/commissions as requested
- Provide legal advice and written opinions.
- Draft, review, and approve ordinances, resolutions, contracts, agreements, and other legal documents.

• Represent the Village in litigation and administrative hearings.
• Advise on land use, zoning, planning, and development.
• Provide guidance on labor and employment issues.
• Ensure compliance with laws and ethics requirements.
• Perform other legal services as assigned.

Ideal Qualifications

• Licensed to practice law in North Carolina.
• Experience in municipal or local government law.
• Knowledge of land use, zoning, open meetings, contracts, and litigation.
• Strong communication, negotiation, and problem-solving skills.
• Ability to provide timely and responsive legal services.
• Commitment to transparency and ethical standards.
• Preference for independent legal judgment and prior small-town experience.

Compensation and Contract Model

Applicants will be hired on a contracted basis and should propose one or more models of compensation: Hourly Rate Billing, Monthly Retainer, or Hybrid model. Include fee schedule, assumptions, billing methodology, and proposed contract term.

Proposal Requirements
Submissions must include the following information:

1. Cover Letter – Introduction and summary of qualifications.
2. Firm/Attorney Profile – Background, size, areas of expertise, and office location.
3. Experience – Description of relevant municipal law experience, including representative clients and matters handled.
4. Key Personnel – Identification of attorneys who will provide services, including resumes and qualifications.
5. Approach – Description of how services will be delivered, including availability and responsiveness. Include preference for meeting attendance, whether in-person, virtual, and/ or hybrid of both.
6. References – At least three (2) municipal or governmental references.
7. Fee Proposal – Detailed description of proposed billing structure, including hourly rates, retainer options, and any additional costs. For hourly fees, please identify hourly rate of attorney and support personnel, and indicate minimum increment of time billed for services. Also, state rates for other cost items proposed to be itemized and billed.
8. Conflict of Interest Statement – Disclosure of any potential conflicts of interest. The attorney or firm, by submitting a proposal, certifies that to the best of their knowledge or belief, no elected or appointed official of the Village is financially interested, directly or indirectly, in firm or in the purchase of services as described in the RFQ. Certify that the information contained in the Statement of Qualifications is correct and complete to the best of your knowledge.

Evaluation Criteria

Submissions will be evaluated based on the following:

- Relevant municipal law experience and qualifications. Familiarity with laws and regulations governing North Carolina local government and operating procedures relative to conducting Village business.
- Demonstrated expertise in land use and zoning law as it relates to municipalities.
- Available support staff and range of services offered.
- Demonstrated ability to provide comprehensive and timely legal services.
- References and past performance with municipalities.
- Proposed fee structure and overall value.
- Responsiveness and completeness of the proposal.
- The municipality places a high priority on selecting an attorney or firm who can offer independent legal judgment without conflicts of interest, particularly concerning local real estate matters, development, and zoning.

Evaluation Selection Criteria

Submissions will be evaluated on experience, familiarity with NC municipal law, range of services, responsiveness, and fee structure. Finalists may be invited to interview. The Village reserves the right to reject any or all proposals

Contract Term and Renewal

The initial contract term is one year, renewable by mutual agreement after the initial year to 3 additional years. Either party may terminate with notice. A transition plan will ensure continuity of service.

Terms and Conditions

- The Village reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the Village.
- All costs incurred in preparing and submitting a proposal are the responsibility of the proposer.
- The selected attorney or firm will be required to enter into a professional services agreement with the Village.
- The individual or law firm that represents the Village is not an employee of the Village and does not receive any Village benefits. The village attorney is an independent contractor responsible for their own benefits, office expenses, malpractice insurance, and staff.
- The Village Attorney will serve at the pleasure of the Village Board

Submission Instructions

Proposals can be emailed to the clerk at: stephanie@villageofforesthills.org. Please include in the subject line: “SOQ – Municipal Attorney Services”.
Proposals should be submitted in a single electronic file (PDF format).
Proposals must be received no later than Tuesday, December 23, 2025, at 5:00 p.m.

Timeline

RFQ Issued: December 5th, 2025
Proposal Submission Deadline: December 23, 2025 at 5:00 p.m.
Review Proposals: January 2026
Interviews: January 2026 (if necessary)
Contract Process and Selection: January/February 2026

Evaluation and Selection Process

Submissions will be evaluated based on experience, quality, fee structure, and references. Finalists may be invited to interview.

Contact and Questions

Stephanie Gibson, Village Clerk
Phone: (828)342-2340
Email: stephanie@villageofforesthills.org

Notice of Public Input Meeting

To: Property owners within approximately two hundred (200) feet of LT 1-37 N. Country Club Dr., Cullowhee, NC 28723/Parcel # 7548-89-4070

Date mailed: December 19, 2025

Subject: Public Input Meeting for Development within the Village of Forest Hills

Dear Neighbor(s),

Prior to submitting an application for conditional zoning request in the Village of Forest Hills ("Village"), the Village requires developers and applicants to conduct a public input meeting before the development request is presented to the Village Planning Board. You are receiving this letter because your property is located near the following property:

- 1-37 N. Country Club Dr., Cullowhee, NC
  72.23 acres located between N. Country Club Drive and S. Country Club Drive in the Village of Forest Hills that is intended to be developed into a mixed residential development.

The applicant will share additional information about this proposal during the public input meeting. You are invited to attend and ask questions, share concerns, and provide input about the project at the meeting.

Neighborhood Meeting Information:

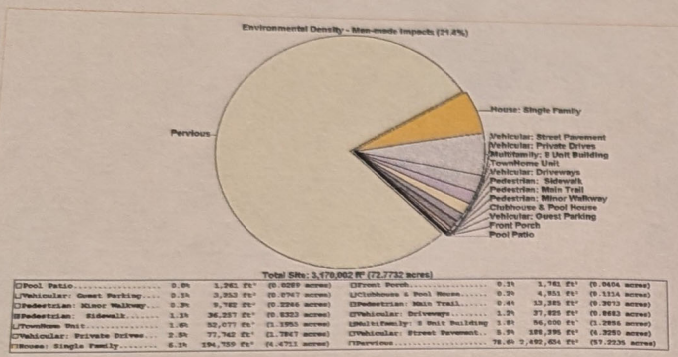
- Date and Time: January 8, 2026 at 5:30 p.m.
- Location: Western Carolina University
  Ramsey Regional Activity Center
  Hospitality Room
  92 Catamount Rd
  Cullowhee, NC 28723

Please feel free to share this information with your neighbors, or other interested parties. If you are unable to join us, but would like to learn more about the project, please contact Derek Stabel at Dstabel@brownhavenhomes.com.

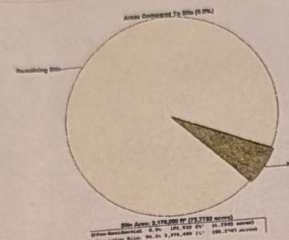
Thanks, and we look forward to hearing from you at the meeting.

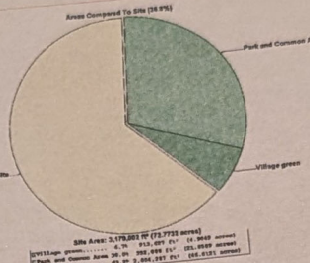
Sincerely,

The Brown Haven Homes Team



Lineal Feet of street = 7,837.90'





Housing Type Breakdown

Total Single Family Lots		80
Minimum Lot Size	10,000 sq.ft.	
Average Lot Size	12,176 sq.ft.	
Total Townhome Lots		36
Minimum Lot Size	2,400 sq.ft.	
Average Lot Size	4,027 sq.ft.	
Multi-Family Apartment Units		112
Area designated	9.03078 acres	
Total Residential Units		228

The Coves of Forest Hills

BrownHaven HOMES

THE RIGHT CHOICE

Rick Harrison Site Design Studio

www.rhsdplanning.com

N

1" = 100 feet