



Memorandum

To: Planning Commission
From: Elizabeth J Corwin, PE, AICP; Planning Director
Date: October 1, 2026
Re: PLU 26-0032
Applicant: Wendy Hebert and Carlo Spear
5444 N Milford
PIN 11-02-100-019

The attached application is for a one-day temporary permit for a farm festival to introduced Olivebee Farms to the public. Please read the application materials.

This application would be reviewed under Section 4.16 Temporary uses in any zoning district. In addition, that section of the ordinance refers to the Supplemental Provisions in Section 10.13. The applicant does not currently hold a permit for a Farm Market, but that is not a requirement for a temporary land use.



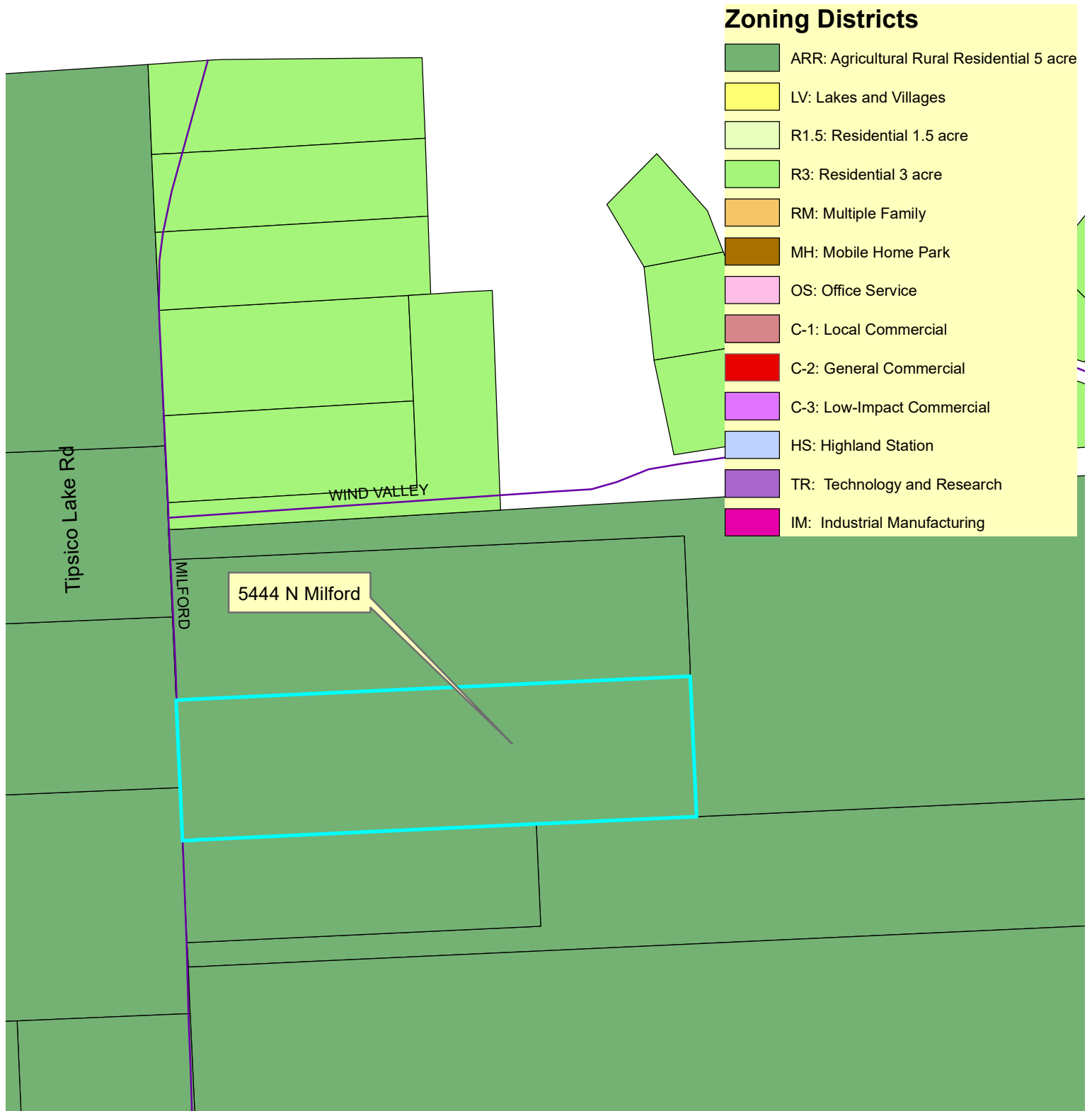
PLU26-0032
Olivabee Farms\ Autumn Festival
5444 N Milford
PIN 11-02-100-019



390 195 0 390 Feet



CHARTER TOWNSHIP OF HIGHLAND ZONING MAP



ENACTED: November 18, 2010



PLAN REVIEW APPLICATION

Date Applied: 9/1/26
Case Number: PLU26-0032
Fee: \$100
Escrow: \$0
Hearing Date: 10/3/26

PLANNING COMMISSION

205 N. JOHN ST, HIGHLAND MI 48357
(248) 887-3791 ext. 2

APPLICANT NAME: Olivebee Farm LLC.

PROPERTY OWNER NAME (if different): Wendy Hebert & Carlo Spear

TYPE OF REVIEW (circle one)

SITE PLAN? Y ☐ N ☐

REZONING? Y ☐ N ☒

ROAD PROFILE? Y ☐ N ☒

USE REQUIRING SPECIAL APPROVAL? ☒ Y ☐ N ☐ OTHER: One day special event

SITE INFORMATION

ADDRESS OR ADJACENT STREETS: 6444 N. Milford rd ZIP: 48356

ZONING DISTRICT: ARR PARCEL ID NUMBER: 11-02-100-019

LOT WIDTH: 345ft LOT DEPTH: 1,263ft LOT AREA: 10.00 acres

PROJECT INFORMATION

PROJECT NAME: Autumn at Olivebee - Fall Farm Openhouse

PROPOSED ZONING: No change PROPOSED USE: One day seasonal farm event

DESCRIBE THE NATURE OF YOUR PROPOSAL (attach additional pages as needed):

Olivebee Farm is requesting approval for a one-day seasonal farm open house on Oct. 17, 2026. "Autumn at Olivebee" is intended as a community gathering to welcome the fall season, introduce visitors to the farm, and launch Olivebees alpaca fiber products. The event will feature our farm produced and farm made products, seasonal farm displays and activities, farm experiences, and approximately 8-10 invited small businesses and makers from Highland and the surrounding local area. A nominal \$3 ticket will be required to help manage attendance and maintain a reasonable number of visitors. All tents & displays will be temporary and removed following the event. Guest parking will be provided entirely on farm property. This request is specifically for the Oct. 17, 2026 event.

Subject: Re: Special Event Permit

Date: Saturday, September 12, 2026 at 6:24:05 AM Eastern Daylight Time

From: Olivebee Farm

To: Beth Corwin

Hi Beth,

Thank you for letting me know. I will plan to attend the Planning Commission meeting on Thursday, October 1 at 7:30 p.m.

We would love for Autumn at Olivebee to become an annual event, so I appreciate the possibility of having parameters established for future staff approval.

We would also like to add Sunday, October 18, 2026, as the severe-weather rain date, with the same event hours of 11:00 a.m.-5:00 p.m. Please let me know if you need anything additional for that date.

Thank you again,

Wendy
Olivebee Farm

Sent from my iPhone

On Sep 11, 2026, at 4:20 PM, Beth Corwin <CorwinB@highlandtwp.org> wrote:

Wendy

Just acknowledging your email. I'll review it on Monday and see if we need anything else. You should be plan to attend the Planning Commission on Thursday, October 1 at 7:30 p.m. to explain your event. The Planning Commission is the body that approves such events in the first instance. If this envisioned as a repeatable event, they can set parameters to allow for staff approval of future events.

I'll get in touch with you next week.

Beth

Elizabeth J. Corwin, PE, AICP

Planning Director

Highland Township

corwinb@highlandtwp.org

205 N. John St

Highland, MI 48357

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<image001.png>

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Beth Corwin

From: Olivebee Farm <olivebeefarm@gmail.com>

Date: Friday, September 11, 2026 at 2:48 PM

To: Beth Corwin <CorwinB@highlandtwp.org>

Subject: Re: Special Event Permit

Hi Beth,

I apologise that it took me a little longer than expected to get this back to you. Thank you for explaining what the Planning Commission needed.

Attached is the aerial site plan showing the proposed setup for Autumn at Olivebee on October 17.

The event will be open from 11:00 AM to 5:00 PM. Vendor setup will begin at 9:00 AM, with breakdown from 5:00 to 7:00 PM. We will not need an additional day before the event.

The plan includes:

- Eleven 10' x 10' market booths, securely weighted at all four corners
- Visitor parking for up to 60 vehicles
- Separate parking for 11 vendor vehicles
- Four parking attendants using cones and marking tape
- No roadside parking
- An open driveway/emergency access lane
- One food truck with its own portable water, handwashing, and wastewater containment
- Two portable toilets, including one ADA accessible unit, and a hand washing station
- Lidded trash receptacles throughout the event area, with all waste removed

afterward

- Event, parking and restroom signage
- A possible unamplified acoustic musician, if confirmed
- Pastures closed and no public access to animal areas

The large barn will be used for the Olivebee Farm setup and refreshments.

Please let me know if you need any additional information or would like anything adjusted before the Planning Commission reviews it.

Thank you,
Wendy Hebert & Carlo Spear
Olivebee Farm
248-513-0361

On Tue, Sep 1, 2026 at 9:19 AM Beth Corwin <CorwinB@highlandtwp.org> wrote:

Wendy

I received your application for Special Event permit. There's a little more information the Planning Commission will be looking for.

Please prepare a sketch to scale showing how the site will be set up for the event. The Planning Commission will want to see where the vendor tents will be, how the parking will circulate around the site, where the parking is—both for visitors and vendors. Will you be using something like cones and tape to delineate areas or is there going to be someone directing traffic and parking? Are you planning any event signage? If so, please show what you have in mind.

If you're setting up your food truck or inviting other food vendors, show those locations. They'll want to know if and where porta potties will be staged, if and how you are dealing with potable water and handwashing, garbage receptacles etc.. Is there going to be any entertainment, and if so, how you will contain the sound on your site? Include a statement about the hours of operation and whether you need a day before or after for setup and takedown.

Basically, try to put yourself in the mind of a Planning Commissioner who may not have familiarity with your site and answer the questions they might have about health, safety, welfare and possible nuisance to neighbors.

If you need a large scale aerial to use for your sketch, please reach out—we can provide one up to 24" by 36" if we know your area of activity.

Beth

Elizabeth J. Corwin, PE, AICP

Planning Director

Highland Township

[248-887-3791 x136](tel:248-887-3791)

www.highlandtwp.net

Corwinb@highlandtwp.org

*No additional set up or cleanup day requested

HANDWASHING STATION

RESTROOM SIGN

OLIVEBEE FARM SETUP & REFRESHMENTS



EVENT SIGN
20' SETBACK 3' TALL

PARKING SIGN

**VISITOR PARKING
UP TO 60 VEHICLES**

FOOD TRUCK

11 VENDOR BOOTHS
10 X 10 EACH

PROPOSED ACOUSTIC MUSICIAN
IF CONFIRMED - NO AMPLIFICATION

PASTURES CLOSED
NO PUBLIC ACCESS

VENDOR PARKING