

HABERSHAM COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Conditional Use Application CU-25-03 – Dog Kennel/Boarding Facility

DATE: September 5, 2025

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

BUDGET INFORMATION: N/A

☐ **STATUS REPORT**

ANNUAL-

☐ **OTHER**

CAPITAL-

COMMISSION ACTION REQUESTED ON: September 15, 2025

PURPOSE: Make a recommendation to the Board regarding application CU-25-03: Brooklyn Ward is seeking a conditional use for an Dog Kennel/Boarding Facility at 383 Dixon Road, map parcel 022 079 (1.25 acres), in the LI, Low Intensity District.

BACKGROUND / HISTORY:

1. This property was recently split off from a larger 10.8 acres tract. A new manufactured home was also recently placed on the site.
 2. Ms. Ward currently has a 10' X 14' kennel at 283 Dixon Road and plans to move an additional 10' X 14' kennel to the new location. Her plans are to board animals and also breed Dalmatians. Ms. Ward is currently licensed by the Georgia Department of Agriculture for a boarding and breeding.
 3. The property is located in a rural area largely developed with single family homes and vacant, forested lands.
 4. The last breeding operation approved by the County required an enclosed building for the housing of animals within 12 months. Staff recommended the same condition, but the applicant has stated the current 10' X 14' kennel is enclosed and will be moved. The additional kennel will also be enclosed. Both will be surrounded by a privacy fence.
 5. There was some initial confusion because Ms. Ward submitted a plat showing a 1.0 acre parcel while the application stated 1.25 acres. It was originally tabled by the Planning Commission in August to clarify the issue. The applicant stated she had submitted the wrong plat with the application. Staff confirmed the 1.25 acres is recorded and matches the deed. The acreage had to increased, I believe, due to financing.
 6. The Planning Commission had concerns about noise, setbacks, and the number of dogs.
 7. There were no citizens that spoke in opposition to the request.
-

FACTS AND ISSUES: The Planning Commission forwards this application to the Board with a recommendation of Approval with Conditions.

1. There shall be a maximum of only two (2) breeding dogs.
 2. There shall be a maximum of eight (8) adult dogs limited to four (4) per kennel structure.
 3. All setbacks must be met.
 4. A 6' privacy fence must be installed.
 5. There shall be no freestanding exterior lighting.
-

OPTIONS: The Board of Commissioners could act on this application as follows:

1. Approval of the request with conditions as recommended by the Planning Commission;
 2. Denial of the request; or
 3. Commission defined alternative.
-
-

RECOMMENDED SAMPLE MOTION: I motion to approve CU-25-03 with Conditions as recommended by the Planning Commission.

DEPARTMENT:

Prepared by: Mike Beecham

Director _____

**ADMINISTRATIVE
COMMENTS:** _____

_____ **DATE:** _____

County Manager



HABERSHAM COUNTY
GEORGIA | Est. 1818

HABERSHAM COUNTY

Planning & Development

130 Jacob's Way Clarkesville, GA 30523

706-839-0140

www.habershamga.com

APPLICATION TYPE: Variance: _____ Conditional Use: ☒ Map Amendment: _____

[Check ☒ appropriate application(s)]

PLEASE BE ADVISED THIS FORM IS PUBLIC INFORMATION

Applicant / Primary Contact Brooklyn Ward
Address 283 Dixon Rd City Demorest State GA Zip 30535
Telephone # [REDACTED] Cell Telephone # ()

E-Mail [REDACTED]

Property Owner(s): Bradley Ward
Address 283 Dixon Rd City Demorest State GA Zip 30535
Telephone # () Cell Telephone # ()

E-Mail [REDACTED]

Agent: _____

Address _____ City _____ State _____ Zip _____

Telephone # () _____ Cell Telephone # () _____

E-Mail _____

Location (Street Address) of Property: 383 Dixon Rd Demorest GA 30535

Acreage of Site: 1.25 Tax Map & Parcel #: 022 079 Existing LUI District: _____

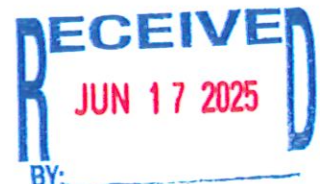
Action Requested: conditional use

Cite Pertinent Section(s): _____

Existing Use: Home, new build

Proposed Use: dog boarding kennel

APPLICATION PROCESS FEE: \$300.00





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PROPERTY OWNER'S CERTIFICATION

I hereby certify that I am the owner of the property described in the attached legal description, that all information contained in this application is true and correct to the best of my knowledge, and that the applicant and/or agent listed below is authorized to act as the applicant and/or agent in the pursuit of the proposed application of this property.

Bradley Ward + Brooklyn Ward

Property Owner/Executor/Officer
(Print)

Bradley Ward + Brooklyn Ward

Property Owner/Executor/Officer
(Signature)

6/16/25

Date of Signature

Authorized Agent
(Print)

Authorized Agent
(Signature)

 / /
Date of Signature



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CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Required For All Applications Regarding the Comprehensive Land Development Resolution

Disclosure of Campaign Contributions:

When any application is made for a Public Hearing with regards to the Comprehensive Land Development Resolution within two (2) years immediately preceding the filing of the applicant's application for public hearing, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing body of the respective local government showing:

- (1). the name and official position of the local government official to whom the campaign contribution was made; and
- (2). The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for public hearing and the date of each contribution; and
- (3). The disclosure shall be marked by the **applicant, property owner, or person representing the property owner** and shall be filed within ten (10) days after the application for Public Hearing is first filed with the Planning Staff. If the disclosure is not provided to the Planning Staff within said 10 days, the application shall be removed from the scheduled agenda.

I hereby certify that I have ____; I have not X; (please $\checkmark$ one) read the above and that:

Within the two (2) years immediately preceding this date, I have; ____ I have not X; (please $\checkmark$ one) made any contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

If you have made such contributions, you must provide the data required below within 10 days of filing this application.

Name of Official(s)	Office	Amount	Date of Contribution
<u>Brooklyn Ward</u>			
Applicant's Name (Please Print)			
<u>Brooklyn Ward</u>			<u>6/17/25</u>
Signature of Applicant			Date of Signature



HABERSHAM COUNTY
GEORGIA | Est. 1818

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Planning & Development Department
130 Jacob's Way, Clarkesville, GA 30523
706-839-0140 www.habershamga.com

Habersham County Planning Commission Conditional Use Staff Report

APPLICATION NUMBER: CU-25-03

REQUESTED ACTION: Brooklyn Ward is seeking a Conditional Use to be allowed to operate a Dog Kennel/Boarding Facility on their property. The tract is located at 383 Dixon Rd. and is further identified as Map 022 Parcel 079.

Synopsis: Initial inquiry regarding this was addressed when applicant came in to discuss future plans of the property and the operation of a Dog Kennel.

PETITIONER: Brooklyn Ward.

PROPERTY OWNER: Bradley Ward.

EXISTING USE: Residential

PROPOSED USE: Dog Kennel/Boarding Facility.

LOCATION: 383 Dixon Rd.

PARCEL(S) SIZE: 1.25 acre(s).

MAP# 022 PARCEL# 079.

EXISTING & FUTURE LAND USE DISTRICT:

	Current Zoning District	2029 Future Land Use Designation
Parcel	LI	Rural
North	LI	Rural
East	LI	Rural
West	LI	Rural

MEETING DATES: Planning Commission: September 2, 2025

Board of Commissioners: September 15, 2025

PLANNING ANALYSIS:

1. The existing land uses and zoning classification of nearby property;

The current zoning classification of this parcel is LI- Low Intensity. The current land use is Rural.

2. The suitability of the subject property for the zoned purposes;

The property is designated as LI – Low Intensity. This district will provide and protect an environment suitable for single-family detached residential uses or individual lots, conventional subdivisions and master planned developments, together with such other accessory uses as may be necessary to and compatible with low density residential surroundings.

3. The extent to which the property values of the subject property are diminished by the particular zoning restrictions;

It is the intent of the Conditional Use process to permit specific uses compatible with a residential area. The process will assist in determining the need for buffers, parking, hours of operation and other concerns that may be presented.

4. The extent to which the diminution of property values of the subject property promote the health, safety, morals or general welfare of the public;

Property values are not diminished by the current zoning.

5. The relative gain to the public, as compared to the hardship imposed upon the individual property owner;

A Dog Kennel/Boarding Facility should not be a hardship to the community if used within certain guidelines.

6. Whether the subject property has a reasonable economic use as currently zoned;

Property does have a reasonable economic use within the LI District.

7. Whether the proposed zoning will be a use that is suitable in view of the use and development of adjacent and nearby property;

The compatibility of the proposed use with adjacent properties is critical. Specific criteria will need to be addressed such as hours of operation, capacity, noise, sanitation, buffers, etc., to promote harmony and balance in an existing rural neighborhood.

8. Whether the proposed zoning will adversely affect the existing use or usability of adjacent or nearby property;

The existing land use patterns in the area is primarily rural. However, during certain times, an increase in traffic, noise, etc. may be an issue that needs to be addressed.

9. Whether the zoning proposal is in conformity with the policies and intent of the land use plan;

The Comprehensive Plan identifies this area as Rural. The scope of the proposed use will support compatibility and balance if certain criteria is met.

10. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;

The increase of noise and traffic could possibly be an issue to the neighborhood.

11. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal;

The balance of the above mentioned issues at this location are essential to maintaining the integrity of the Comprehensive Plan. The proposed use may need to have restrictions placed upon it to support harmony and balance in this rural neighborhood.

Staff Recommendation:

The Conditional Use request is to allow the applicant to operate a Dog Kennel & Boarding Facility on their property. The proposed Kennel & Boarding Facility is a family owned and operated business. Ms. Ward is currently licensed by the Dept. of Agriculture for a kennel and has many years of experience working with dogs. The vision of the applicant is to become a premier place for clients that are looking for their first or next Dalmation puppy. Plans are to breed quality Dalmation puppies as well as provide boarding. Plans are to only board up to a maximum of 8-10 dogs. Ms. Ward currently owns (1) 10 x 14 kennel which is located at 283 Dixon Rd. and will be moved to 383 Dixon Rd. once it is finished. Her plan is to buy a second kennel in the near future so she can board in one and have puppies in the other. All puppies will be properly vaccinated and Madi Nix with Habersham County Animal Control is in support of her intentions and speaks highly of Ms. Ward. The applicant is no doubt well qualified to operate the facility as you can see from the many things that were mentioned in her request letter. Although this proposal could be beneficial to the local community, staff feels that there are several issues that will need to be addressed if the Conditional Use is approved. Extra noise and traffic along with odor could pose some issues and could be problematic to the community. In a previous similar proposal we had one that the Board of Commissioners placed a condition on and Planning Staff would like to also see it put in place here as well. Other restrictions and conditions may need to be put in place to promote harmony and balance in this rural neighborhood. Therefore, staff recommends approval of CU-25-03 with the following condition.

Staff recommends:

☐ Approve as Submitted

☒ Approval with Conditions

☐ Denial

☐ Table

- Canine Facility must be built and finished within 12 months of approval of the Conditional Use if given.

Planning Commission recommends:

☐ Approve as Submitted

☒ Approval with Conditions (9-2-25)

☐ Denial

☐ Table

- There shall be a maximum of only (2) breeding dogs.
- There shall be a maximum of only (8) adult dogs limited to (4) per structure.
- All setbacks will need to be met.
- A privacy fence must be installed.
- There shall be no exterior lighting.

Board of Commissioners Decision:

☐ Approve as Submitted

☐ Approval with Conditions

☐ Denial

☐ Table

Troy Dills

From: Brooklyn Ward [REDACTED]
Sent: Wednesday, June 18, 2025 11:11 AM
To: Troy Dills
Subject: Conditional use kennel
Attachments: IMG_5191.png; IMG_5193.png; IMG_5192.png; IMG_5195.png

[CAUTION: This message originated from outside of the Habersham County email system. -- Please exercise caution before clicking links, opening attachments, replying, or providing information to the sender.]

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Brooklyn Ward conditional use- small scale boarding kennel

383 Dixon road demorest ga 30535

- Very minimal traffic onto the property max 2-3 a day for boarding, if that many at all - will sometimes go days without traffic at all
- Drop off and pick up hours Range from 8:30am to 7 pm Monday - Saturday . Sundays pickup / drop off 12-1 pm unless scheduled otherwise ahead of time
- I will Board up to a max of 8-10 dogs but that is the absolute max . Will mostly be around 4-5 and sometimes none at all .
- Most of the dogs I will board are pretty well trained and do not do a bunch of barking .
- I will require boarding dogs to be up to date on rabies , DHPP and kennel cough
- No aggressive or highly untrained dogs allowed to be boarded
- I am currently approved as a rover dog sitter - passing background checks
- Only one kennel will be used for boarding when I have Dalmatian puppies . So that that time I will board max 3-4 dogs
- Kennel is climate controlled and hVe a dehumidifier
- I will use slip leashes on the dogs to prevent them getting out of collars when walking
- Chainlink will have a double gate to avoid them getting out
- I sanitize frequently with kennesol kennel cleaner
- I WILL NOT board puppies under the age of 16 weeks old or ones that are not up to date on all for DHPP shots
- All dog poop will be bagged and properly disposed of
- Kennel blankets and bowls are washed daily
- All dogs boarded must be recorded on paper as required by the department of agriculture
- Right now I only have one litter a year per Dalmatian . I only own one breeding age female right now . I will own more in the future

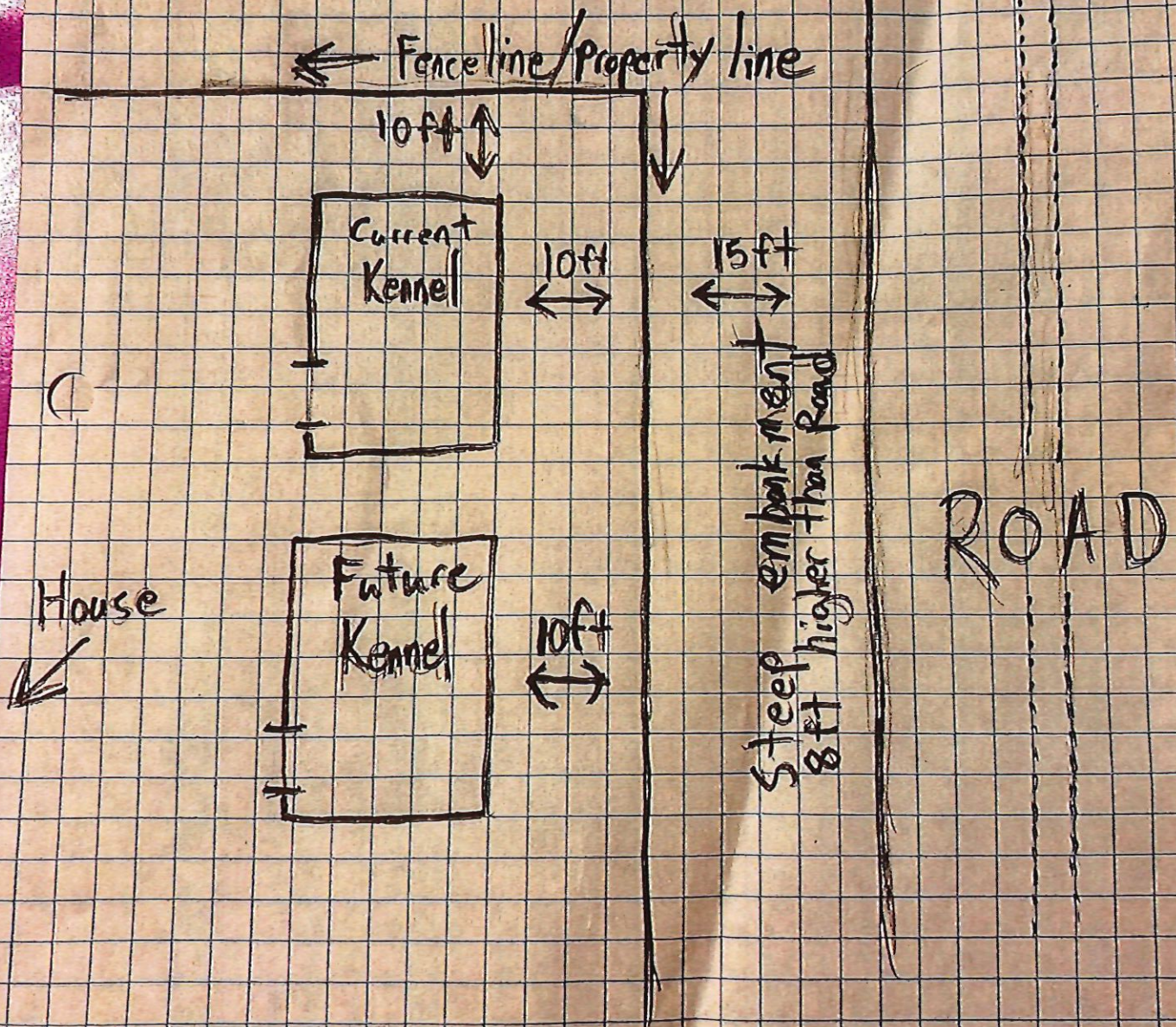
- Absolutely ZERO traffic will come to the property for Dalmatian puppy purpose - all that will be done in public ; example meeting at the Walmart parking lot or near the police station for safety purposes.
- I breed to BETTER the Dalmatian breed and provide quality pets . I do it all by the books . Before my Dalmatians can breed I make sure they pass all health testing for the OFA (hips , thyroid and ears) and obtain their CHIC# number
- At 6 weeks old Dalmatian puppies are driven to Oxford Alabama to receive BAER testing (hearing testing) . Puppies also reserve all age appropriate vaccines at six weeks old.
- Puppies can and will not leave my care until they are minimum of eight weeks old.
- I also do not allow Puppy pick up on the property. I will meet in a public location for the exchange of the Puppies , example across the street from the police department or at a local parking lot like Walmart.
- I require a spay/neuter contract for all puppies. I also have the new owner sign a comeback guarantee, stating if they cannot keep the puppy it must come back to me first.
- I offer a two year health guarantee for puppies produced by me
- I will be installing cameras to monitor the kennel areas
- Maddie (animal control) applauds my breeding program and recommends people to me for pet sitting from time to time . Speaking highly of me
- I also am close with the owner of Panoramic Dog Training in Clarkesville
- I am currently licensed by the department of agriculture for a kennel . And will also be licensed for breeding once I produce two litters in one year period- which I have not had two litters in a 12 months period yet
- I am currently considering obtaining my entrepreneurship certificate from Harvards online school for certifications

I do not have a separate job - so my full attention will be on the kennel . I am home most of the time and can offer walks and play time to the boarded dogs at almost any time . I will not be hiring employees so the only people there to take care of them will be myself and my husband - no extra traffic . I do have an emergency plan written out if the dogs needed to evacuate for any reason. I have a lot of experience with dogs of all breeds and sizes . I have worked in several vets offices in the kennel and also as a vet assistant. I know what to look out for body language wise in dogs in dogs , as Well as any sign of sickness . I am capable of giving medicine to dogs if needed and also know canine CPR . I have completed an online animal psychology certificate. I also volunteered at smith gall woods human society for almost 10 years as a younger child . My goal is to be able to earn some income to help support my family while being able to stay home with my two children , while also doing something I absolutely love .

I currently own one 10x15 kennel . It will be moved to the 383 property once it is finished . It is currently located on 283 Dixon road waiting to be moved . The plan is to buy a second kennel in the near future (hopefully within a year) and placing a small chain link kennel ring around them , so I can board in one while I have puppies in the other . Dogs will not be left in the kennel runs unsupervised . My puppies come inside our home during the day - but need somewhere safe and secure during the day. But again the kennel will be mostly just for boarding purposes , and from time to time putting our personal dogs in there during birthday parties etc

Included are the photos of the kennel when we first got it , with our German shepherd .

Neighboring Property



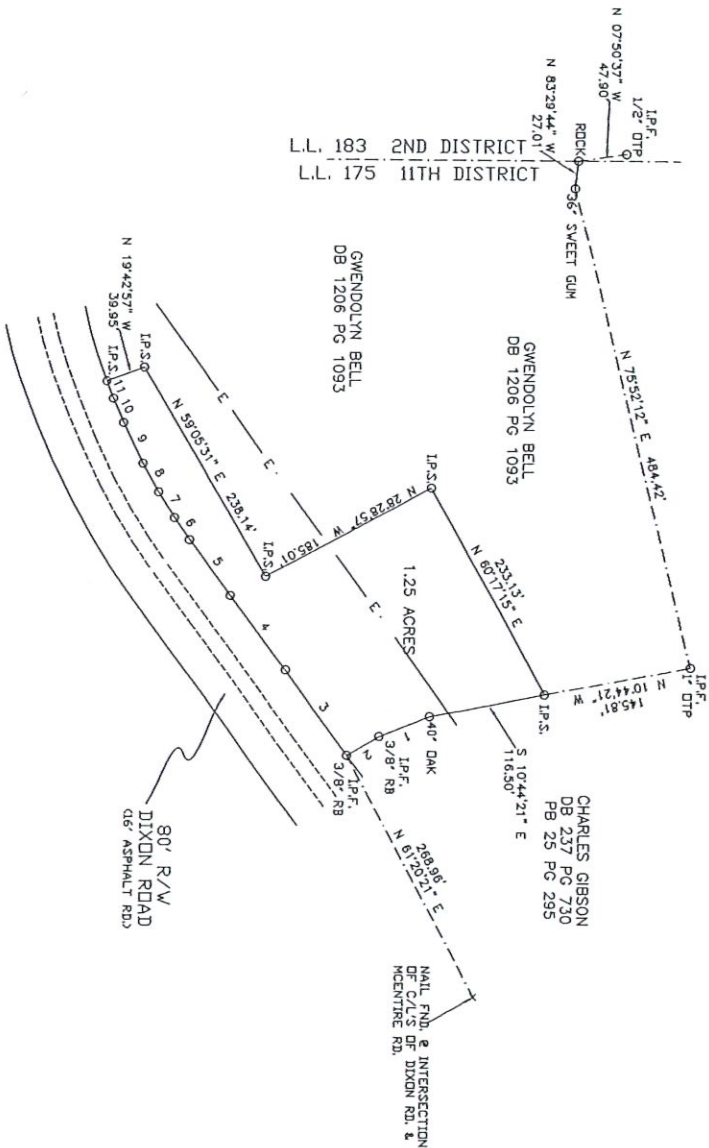
Kennel dimensions of current is 10x14

1	S	21°34'59"	E	57.004
2	S	30°08'41"	E	32.657
3	S	53°35'06"	W	102.665
4	S	52°39'41"	W	91.38
5	S	53°18'32"	W	68.92
6	S	55°18'01"	W	23.72
7	S	57°28'30"	W	29.95
8	S	60°28'36"	W	32.95
9	S	63°27'57"	W	44.24
10	S	65°53'33"	W	25.72
11	S	68°37'38"	W	18.38

BEARING BASIS
D - GA WEST ZONE

DIVISION OF PARENT TRACT
SURVEY FOR:
GWENDOLYN EDMONDS

LOCATED IN:
LAND LOT 175 - 11TH DISTRICT
HABERSHAM COUNTY, GEORGIA
DATE: 02/24/2025
SCALE: ONE INCH = 100 FEET



APPROVED BY
HABERSHAM COUNTY
ENVIRONMENTAL HEALTH DEPT.
DATE: 03-03-2025
X: *Mr. Paul / E.H.D*



FIELD WORK COMPLETED: 04/02/2024

THIS SURVEY WAS MADE WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT. EASEMENTS AND ENCUMBRANCES MAY EXIST WHICH BENEFIT AND BURDEN THIS PROPERTY.

PROPERTY IS SUBJECT TO ALL EASEMENTS, RIGHT OF WAYS, AND RESTRICTIONS OF RECORD BOTH WRITTEN AND UNWRITTEN.

THE LINEAR AND ANGULAR MEASUREMENTS SHOWN ON THIS PLAN WERE OBTAINED BY USING CARLSON BR7 RECEIVERS BASE AND ROVER WITH CARLSON SURVEY SOFTWARE. THE RELATIVE POSITIONAL SURVEY OBTAINED ON THE POINTS UTILIZED IN THIS SURVEY ARE EITHER ON OR EQUAL TO .002' HORIZONTAL AND .001' VERTICAL AND THE .002' CONFIDENCE LEVEL.

THIS PLAN WAS CALCULATED FOR CLOSURE AND WAS FOUND TO BE ACQUITE WITHIN ONE FOOT .68X10⁵ FEET.

HOLCOMB SURVEYING
158 HOLCOMB CIR.
DEMOREST, GEORGIA 30535
TELEP: 706-754-1875




 HENDERSON COUNTY
 TEXAS
 PLAT APPROVED
 3-3-25
 HENDERSON COUNTY
 TEXAS

This plot is a re-statement of an existing parcel and does not subdivide or create a new parcel. The recording information of the documents, maps, plot or other instruments which created the parcel or parcels are stated hereon. Re-recording of this plot does not imply approval of any local jurisdiction. Availability of permits, compliance with local regulations, or requirements nor suitability for any use or purpose of the land.

Furthermore, the undersigned Land Surveyor certifies that this plot complies with the minimum technical standards for property surveys in Georgia as set forth in the Rules and Regulations of the Georgia Board for Professional Engineers and Land Surveyors, and as set forth in O.C.G.A. Section 15-6-67.

Richard H. McComb
RICHARD H. MCComb RGSA 2733

3-3-25
DATE: _____

RICHARD H. WOLCOMB RGLS# 2733

3-5-25
DATE:

Return Recorded Document to:
Carr & Gibbs, Attorneys at Law, PC
P.O. Box 999
Clarkesville, GA 30523
File No: 225187

GENERAL WARRANTY DEED

STATE OF GEORGIA
COUNTY OF HABERSHAM

THIS INDENTURE, made on the 28 day of March, 2025, between Gwendolyn Bell, nka Gwendolyn Edmonds, as parties of the first part, hereinafter called Grantor, and Bradley Ward, as parties of the second part, hereinafter called Grantee (the words "Grantor(s)" and "Grantee(s)" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of LOVE AND AFFECTION and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell alien, convey and confirm unto the said Grantee,

ALL THAT TRACT or parcel of land lying and being in Land Lot 175 of the 11th Land District, Habersham County, Georgia, containing 1.25 acres, more or less, according to plat of survey prepared for Gwendolyn Edmonds, by Richard H. Holcomb, RLS No. 2733, prepared February 24, 2025, recorded in Plat Book 76, Page 36, Habersham County, Georgia Records. Said plat and the record thereof is hereby referenced for a more complete description.

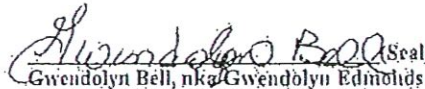
SUBJECT TO all restrictions, reservations, rights-of-ways, and easements of record, if any.

This deed is prepared by Carr & Gibbs, Attorneys at Law, PC without the benefit of a title examination. No warranties are either expressed or implied by Carr & Gibbs, Attorneys at Law, PC.

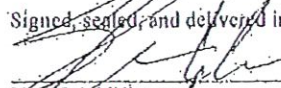
TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members, and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit, and behoof of the said Grantee forever in FEE SIMPLE.

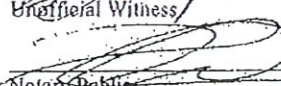
AND THE SAID Grantor will warrant and forever defend the right and title to the above-described property unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, Grantor has signed and sealed this deed, the day and year first above written.

 (Seal)
Gwendolyn Bell, nka Gwendolyn Edmonds

Signed, sealed, and delivered in the presence of:


Unofficial Witness


Notary Public

