

Kennel Permit Application

License Fee: \$75 per year (paid w/application)

Kennel means a facility where dogs, cats or other animals are kept for boarding, grooming, training, breeding, purchase, sale or similar purposes for compensation. Such establishments may include incidental sale of pet supplies. This does not include animal shelters or a facility owned or operated by a veterinarian where animals are boarded only in conjunction with the provision of veterinary care.



Applicant Information

Applicant's Name Drew Rupp Phone Number (712) 395-8698
Kennel Name Focused K9 LLC Phone Number (712) 395-8698
Property Address 3664 Martin Rd City Kronenwetter State 54455 Zip Code 2025
Application Year 2025 New Application or Renewal (Circle One) ☒ ☐

Property Information

Section 03 Township 27 Range 08 Parcel Identification # (PIN) 14527080340994
Parcel Acreage 9.96 Zoning District Rural Residential 5

Operations Information

Number of Dogs Max 3

Reason for requesting a kennel permit: Focused K9 LLC is seeking a Kennel permit to legally operate a small scale board and train program focused on obedience. The business provides individualized training for a limited number of dogs at a time.

Where will animals be kept: All dogs will be housed indoors in a non-attached outbuilding specifically designed for training and boarding.

Required Attachments

1. Operational Plan narrative explaining how the applicant intends to meet §200-6(F), which is found below: (Not Required for Renewal Licenses, unless requested by Village Staff)

§200-6(F) Operations. All kennels shall comply with the following standards:

- (a) There shall be sufficient clean, dry bedding to meet the needs of each individual animal. Litter and/or bedding material shall be changed as often as necessary and there shall be adequate ventilation to prevent an odor nuisance.

- (b) Feces shall be removed from pens and enclosures as often as necessary to prevent unsanitary conditions and odor nuisance.
 - (c) All cages and enclosures are to be of a nonporous material for easy cleaning and disinfecting and shall have secure latches in good repair. Each cage must be of sufficient size that the animal will have room to stand, turn, and stretch out to its full length.
 - (d) The floor and walls of any room in which animals are kept shall be covered with impervious, smooth, cleanable surface. The floors and walls shall be cleaned and disinfected as often as necessary to prevent an odor nuisance.
 - (e) The premises shall be kept free of insect and rodent infestations. Food supplies shall be stored in rodent-proof containers.
 - (f) There shall be available hot water for washing cages. Fresh drinking water shall be available to all species at all times. All water containers shall be mounted so the animal cannot easily turn them over, and be removable for cleaning.
 - (g) Food for all animals shall be served in a clean dish so mounted that the animal cannot readily tip it over or defecate or urinate in same.
 - (h) All animals must be fed and watered according to the accepted procedure for that species and cages cleaned every day.
 - (i) Shade from the direct rays of the sun shall be provided for all animals.
2. Property Map which shows the property boundaries, residential structures on the property, the location of any animal related facilities, and the setbacks from the property lines for any structures used to house animals. *(Not Required for Renewal Licenses, unless requested by Village Staff)*
3. Animal Information for each animal owned, harbored, or kept under the Kennel License.

Applicant Acknowledgement

All information included in this application is true to the best of my knowledge. I have read "§200-6. Kennels" and understand the regulations that govern the Kennel License. I understand that upon notice of any violation I will be allowed up to 30 days, following written notification of any violations of this Chapter or any subsection of this chapter by the humane officer or their designee, to correct any violations. Failure to correct these violations shall result in immediate revocation of the license by the Village Board.

Drew Rupp
Applicant

10/09/2025
Date

FOR OFFICE USE ONLY:

Application Received _____ Check # _____

Plan Commission:

Meeting Date _____ Recommendation: Approved / Denied

Village Board:

Meeting Date _____ Decision: Approved / Denied

Permit Information:

Permit# _____

Issue Date _____

Expiration Date _____

Focused K9 LLC – Kennel Operations and Recordkeeping Standards

The kennel facility has been designed and will be operated in full compliance with all required operational standards. Each dog will have clean, dry bedding provided on raised dog beds, which are sanitized and refreshed as needed to maintain comfort and cleanliness. The facility's ½-inch HDPE kennel walls and rubber flooring provide nonporous, impervious surfaces that are easy to clean and disinfect, ensuring all enclosures remain sanitary and odor-free.

Feces will be removed promptly throughout the day to prevent unsanitary conditions, and all floors, walls, and kennel areas will be cleaned and disinfected daily or as necessary. The building is well-ventilated to prevent odors and maintain air quality.

Each kennel features secure latches and is sized to allow dogs to stand, turn, and stretch comfortably. The rubber flooring provides a slip-resistant, cushioned surface for joint safety and hygiene. Food and water are provided in mounted, spill-resistant dishes, with fresh water available at all times. Food is stored in sealed, rodent-proof containers to maintain freshness and prevent infestation.

The facility includes hot water access for washing and disinfecting equipment and kennels, and is maintained to be free of insects and rodents. Shade and climate control are provided year-round to protect dogs from heat and ensure a safe, comfortable, and sanitary environment at all times.

All client and animal information will be securely stored and managed through HoneyBook, a professional client management platform. Each dog enrolled in the program will have an individual digital profile containing their vaccine records, signed contracts, feeding instructions, medical needs, and training progress notes. This system allows for organized recordkeeping, easy updates, and quick access to important details during a dog's stay. HoneyBook's encrypted cloud storage ensures all client and animal data is kept confidential, accurate, and securely backed up.

90 ft

3684

Kernel

3664

Residential

Property Map

Focused K9

LLC Indoor Kennel

- Kennels constructed of $\frac{1}{2}$ " HDPE Plastic
- Hot water available
- Rubber flooring with raised dog bed in each kennel

Three 4'x6' kennels with attached food and water dish

