

Transmittal Letter
(Explanation of Request & Proposed Operations)

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Subject: Transmittal Letter – Explanation of Request & Proposed Operations

Dickinson City Staff,

I am writing to formally submit this transmittal letter in support of my request regarding the operation of a small woodworking business under Cabinet Creations LLC. This letter provides an overview of my request along with a description of the proposed operations.

Explanation of Request

The purpose of this request is to obtain approval/acknowledgment to operate a small, sole owner-operated woodworking business. The business will focus on the design, construction of closets, furniture, cabinetry and other wood products. This request is necessary to allow for lawful operation while ensuring compliance with all applicable local regulations and requirements.

Proposed Operations

The proposed operations will consist of small-scale woodworking activities conducted by myself as the sole operator. Key activities include:

- Designing and building custom wood furnishings
- Cutting, sanding, assembling, and finishing wood materials
- Use of standard woodworking tools and equipment in a controlled environment
- Managing all aspects of the business including production, scheduling, and client communication

Operations will take place at 2459 Fairway Unit 8, Dickinson, ND 58601. Work will be conducted on a limited scale consistent with a small business, with attention to maintaining a safe, clean, and organized workspace.

All activities will be performed in accordance with applicable safety standards and local regulations. Measures will be taken to minimize noise, dust, and waste, including proper ventilation, dust collection systems, and responsible disposal of materials.

Sound pressure level (SPL) testing was conducted to evaluate noise levels associated with equipment use. Testing was completed on a calm evening, with all measurements concluded by 8:30 PM. Individual pieces of equipment were operated outside the shop at the property line, and all recorded sound levels remained below 62 dB. Based on my research of the City of Dickinson's noise regulations, these measured levels are well within allowable limits and demonstrate compliance with applicable noise restrictions.

Parking requirements are regulated by the City of Dickinson based on building square footage, with a requirement of two (2) parking spaces for this unit. The subject property meets this requirement, with two designated parking spaces located directly in front of the unit in compliance with city ordinance.

Additionally, the condominium association governing documents include provisions related to parking and usage of these spaces and limited common areas as well as common areas. Please see the attached excerpts at the end of this letter for reference to the applicable sections.

Conclusion

I respectfully request your review and approval of this request to operate Cabinet Creations LLC as described. Please feel free to contact me if any additional information or clarification is needed.

Thank you for your time and consideration.

Sincerely,

Josh Whiteley
Owner/Operator
Cabinet Creations LLC

SECTION NINE:

A. The use of the condominium property shall be in accordance with the following provisions as long as the condominium exists and the building in useful condition exists upon the land, and these restrictions shall be covenants running with all land included in the project.

1. **Condominium Unit.** Each of the condominium units that are a part of the condominium shall be occupied by one business or related business. No unit may be divided or subdivided into a smaller unit nor any portion sold or otherwise transferred without first amending this Declaration to show the changes in the unit to be affected.

2. **Common Areas.** The common areas shall be used only for the purposes for which they are intended and the furnishing of services and facilities for the enjoyment of the condominium units.

3. **Limited Common Elements.** The driveway and parking areas twenty five feet (25') directly in front of the respective individual condominium units shall be deemed "limited common area" for the sole and exclusive use of the Owners of the directly adjacent condominium unit. Any and all parking and driveway issues and disputes shall be submitted to and fully and finally resolved by the Board of Managers of the Association.

4. **Easements.** The following easements are covenants running with the land of the condominium:

(a) Utility easements are reserved through the entire project as may be required for utility services in order to adequately serve the project; provided, however, such easements through a unit shall be only according to the plans and specifications for the building, unless approved in writing by the unit owner;

(b) Ingress and egress is reserved for pedestrian traffic over, through and across sidewalks, paths, walks and lanes as the same from time to time may exist upon the common elements and limited common elements; and for vehicular traffic over, through and across such portions of the common elements and limited common elements and intended for such commercial purposes;