



**City of St. Helena
Planning Commission
Regular Meeting
Tuesday, October 7, 2025 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

The Planning Commission meeting will be live-streamed on Comcast Channel 28 and on the City's website. Public comment for Planning Commission meetings will be accepted via email to publiccomment@cityofstheleena.gov. All public comments must be emailed at least three hours prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line agenda.

Simultaneous Spanish interpretation services during meetings can be scheduled upon request. To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing cityclerk@cityofstheleena.gov.

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at <https://stheleena.civicweb.net/portal/>.

Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a cityclerk@cityofstheleena.gov.

El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en <https://stheleena.civicweb.net/portal/>.

Page

1. PLEDGE OF ALLEGIANCE
2. CALL TO ORDER AND ROLL CALL
Chair: Chris Warner
Vice-Chair: Sue Furdek
Commissioners: Autumn Anderson, Hector Lopez, and Michelle Covell

City staff present at the meeting will be noted in the minutes.
3. PUBLIC FORUM:
This is an opportunity for the public to address the Commission on items of interest to the public that are NOT listed on the agenda. Because of restrictions imposed by the Brown Act, the Commission may not engage in discussion nor take action on matters not described on the agenda. **Please observe the time limit of four minutes.**
4. CONSENT ITEMS
Members of the Commission or the public may ask that any items be

considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

4.1. Approval of Minutes: September 2, 2025

5 - 6

[Planning Commission Minutes 09.02.25](#)

5. PUBLIC HEARINGS

5.1. ****This item will be continued to a date uncertain****

Request by Royal We Wines for Planning Commission Major Sign Permit approval to install a coordinated sign program at 929 Main Street in the Mixed Use (MU) zoning district.

5.2. ****This item will be continued to a date uncertain****

Request by Ted Hall on behalf of Long Meadow Ranch LLC for Second Development Agreement Amendment in order to update development agreement terms for the Farmstead property at 1000 Mills Lane in the Service Commercial (SC) zoning district and Twenty-acre Agriculture (A-20) districts. The City has determined that the development agreement terms for the Farmstead property are consistent with the Mitigated Negative Declaration (SCH No. 2020050553) ("MND") and Mitigation Monitoring and Reporting Program ("MMRP") previously prepared and adopted for the Farmstead property on October 13, 2020 and would not result in new impacts or any substantial changes to any significant effects previously identified and no additional environmental review is required. Thus, the City has determined that none of the conditions specified in State CEQA Guidelines section 15162 requiring preparation of a subsequent or supplemental EIR or MND would occur. File Numbers: PL22-046 and DA2022-001.

5.3. Request by Aaron Cradduck of Solano Signs, on behalf of Bank of America, for Planning Commission Major Sign Permit approval to install an internally illuminated wall sign at 1050 Adams Street in the Central Business (CB) zoning district.

7 - 38

CEQA Determination: Exempt

Prepared By: Jackie Oneal, Senior Planner

Recommendation:

For the reasons described above, staff recommends that the Planning Commission:

1. Determine that the project is exempt from CEQA pursuant to Section 15311, Class 11(a) of the CEQA Guidelines; and
2. Approve the Major Sign Permit for 1050 Adams Street to install one internally illuminated, pan channel letter wall sign as described in this report, subject to the findings in SHMC Section 17.27.050 (E) and the conditions of approval included with the

attached resolution.

1050 Adams St.- Staff Report

6. SCHEDULED MATTERS

7. DEPARTMENT REPORTS

This is an opportunity for staff to report on or update the Commission on any relevant matters.

8. AGENDA FORCAST

This is an opportunity for the Commission as a whole to request items be placed on future agendas for discussion. These items should be consistent with, and work to implement adopted Council Goals.

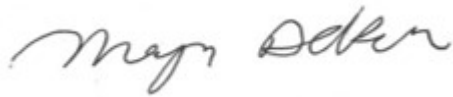
A list of current planning projects is available on our city website in the link below:

<https://cityofstheleena.org/230/Planning-Projects>

9. ADJOURNMENT

The next Regular Planning Commission meeting is scheduled for October 21, 2025 at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1088 College Avenue, and at Vintage Hall, 465 Main Street, St. Helena, California on September 25, 2025.



Maya DeRosa, Community Development Director

Appeal. A person who is dissatisfied with a decision of the Planning Commission may appeal that decision to the City Council pursuant to Municipal Code Section 17.12.020, Appeal procedure. Actions of the Planning Commission will be listed on the City Council agenda the following Tuesday to give the City Council opportunity to review the Planning Commission's decision. Absent of an appeal by the City Council or by a citizen, the appeal period will terminate two weeks after the Planning Commission hearing.

Special Assistance for the Disabled. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 48 hours prior to the meeting will enable City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility. The City Clerk has equipment to assist those with a hearing impairment.

PUBLIC TESTIMONY PROCEDURES

Pursuant to the Government Code Section 54954.3, the public may address the Commission on each agenda item during the Commission's consideration of that item. Each speaker has the option to state his or her name for the

record before testifying. Depending on the number of speakers or the interest of the item, the Planning Commission Chairman may also restrict, at his/her discretion, the speaker's time to three minutes. The Chairman may also restrict public comments if they become irrelevant to the agenda item or repetitious of prior comments. All persons interested may appear and be heard or submit written statements prior to the Planning Commission meeting. Please note that if you challenge the City's decision on any of these matters in court, you may be limited to raising only those issues you or someone else raised at the meeting or in written correspondence delivered to the City at, or prior to, the meeting.

CHALLENGING DECISIONS OF CITY ENTITIES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of St. Helena, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Planning Commission regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the Planning Department's Office located at 1088 College Avenue, St. Helena, California, during normal business hours. In addition, such writings or documents will be made available on the City's web site at <http://cityofsthenana.org> and will be available for public review at the respective meeting.

MINUTES
City of St. Helena
Planning Commission Meeting
Tuesday, September 2, 2025 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

A complete video recording of this meeting can be found at <https://sthelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 967-2792. The Planning Commission video is the official record of the Planning Commission meeting.

Present: Chair Christopher Warner, Commissioner Michelle Covell, and Commissioner Autumn Anderson

Absent: Commissioner Hector Lopez and Commissioner Sue Furdek

Staff Present: Maya DeRosa, Community Development Director, Joe Leach, Public Works Director & City Engineer, and Xinia Gamero, Planning Commission Secretary

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND ROLL CALL

3. PUBLIC FORUM:

No public comment was received.

4. CONSENT ITEMS

4.1 Approval of Minutes: August 19, 2025

Commissioner Autumn Anderson moved to approve the Minutes of August 19, 2025. The motion was seconded by Commissioner Michelle Covell and on roll call carried by the following vote:

AYES: Michelle Covell, Christopher Warner, and Autumn Anderson

NOES: None

ABSENT: Hector Lopez and Sue Furdek

ABSTAIN: None

RECUSE: None

5. PUBLIC HEARINGS

5.1 Zoning Ordinance Amendment to revise Chapters 17.24.050 B (1) and 17.32, Definition of Terms, Visibility Triangle, of Title 17 of the St. Helena Municipal Code regarding standards for vision triangles.

Prepared By: Maya DeRosa, Community Development Director

Community Development Director Maya DeRosa reported on the item and delivered a presentation.

Public Works Director & City Engineer Joe Leach, Chief Building Official Phil Henry, and Fire Chief John Sorensen addressed the Planning Commission.

No Public Comment was received.

Commissioner Autumn Anderson moved to adopt a resolution recommending the City Council: 1) Find that, pursuant to CEQA Guidelines section 15061 (b) (3) the project is Exempt; and 2) Adopt an ordinance amending Sections 17.24.050 B (1) and 17.32, Definition of Terms, Visibility Triangle, of Title 17 of the St. Helena Municipal Code (ZOA 25-003). The motion was seconded by Commissioner Michelle Covell and on roll call carried by the following vote:

AYES: Michelle Covell, Christopher Warner, and Autumn Anderson

NOES: None

ABSENT: Hector Lopez and Sue Furdek

ABSTAIN: None

RECUSE: None

6. SCHEDULED MATTERS

None.

7. DEPARTMENT REPORTS

Community Development Director Maya DeRosa reported on the following:

- Planning Commission meeting of September 16 is cancelled.
- Special City Council Study Session on September 16 @ 6:30pm.
- The Planning Commission will reconvene at the regular meeting of October 7.

8. AGENDA FORCAST

9. ADJOURNMENT

Chair Warner adjourned the meeting at **6:39 p.m.**

The September 2, 2025 minutes were approved at the _____
Planning Commission meeting.

APPROVED:

ATTEST:

Christopher Warner, Chair Planning
Commission

Maya DeRosa, AICP
Community Development Director



PLANNING COMMISSION REPORT

Planning Commission Meeting of October 7, 2025

FILE NUMBER: SP25-006

SUBJECT: Request by Aaron Craddock of Solano Signs, on behalf of Bank of America, for Planning Commission Major Sign Permit approval to install an internally illuminated wall sign at 1050 Adams Street in the Central Business (CB) zoning district.

PREPARED BY: Jackie Oneal, Senior Planner

REVIEWED BY: Maya DeRosa, Community Development Director

APPROVED BY: Maya DeRosa, Community Development Director

APPLICATION FILED:07/09/25

ACCEPTED AS COMPLETE:08/15/25

LOCATION OF PROPERTY: 1050 Adams St.

APN: 009-213-004

GENERAL PLAN/ZONING: Central Business (CB)

APPLICANT: Aaron Craddock

BACKGROUND

The property at 1050 Adams Street contains an independent, remote ATM facility that provides walk-up banking services.

On July 9, 2025, the applicant, Aaron Craddock of Solano Signs, submitted an application for a Major Sign Permit to illuminate the existing wall-mounted identification sign that was administratively approved on May 27, 2025 (see Attachment 2. Minor Sign Permit Approval).

During staff's review of the application, an inconsistency was identified in SHMC Chapter 17.27 regarding the treatment of "pan channel letter signs." The City Attorney advised processing the request as an allowed sign type pending correction of the code language, which will be addressed in the next sign code cleanup.

PROJECT DESCRIPTION

The applicant requests Planning Commission approval of a Major Sign Permit to add internal illumination to an existing wall sign on the southeast building elevation facing Railroad Avenue at 1050 Adams Street.

Proposed signage includes:

- Type: One set of channel letters with built-in LED lighting that shine through the face of each letter
- Size: 10.5 square feet
- Materials:
 - Half-inch thick acrylic letter faces, with 2 inch wide brushed silver aluminum sides
 - Solid aluminum backs painted white inside to reflect light
 - Energy-efficient white LED modules (AgiLight brand) powered by remote electrical supplies
- Colors:
 - Letter faces in white acrylic with letter, logo and accent areas in Bank of America's signature "Trans Blue" and "Trans Red" vinyl finish overlays
- Installation: Letters will be securely attached to the wall using metal mounting clips, bolts, and structural blocking as needed

ANALYSIS

CEQA

This project is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15311, Class 11(a) of the CEQA Guidelines, which exempts on-premise business signs. The project does not meet any of the exceptions under CEQA Section 15300.2.

General Plan

The subject property has a General Plan land use designation of Central Business (CB). The SC land use designation includes retail and commercial uses that serve local residents and the surrounding area. Typical CB uses include offices, restaurants, specialty retail and lodging, with particular emphasis on pedestrian-oriented retail and service uses on the ground floor level and offices located on upper floors.

Consistency:

Staff finds that the proposed wall sign is consistent with the following General Plan Policies:

- **LU3.2** - Strengthen the downtown as the City's social and cultural core, and as the primary center of retail services. Facilitate a healthy mix of retail and commercial uses, residential development, entertainment, and lodging.
- **LU3.5** - Ensure that new retail and commercial development is compatible with and complementary to St. Helena's small-town image. In addition, within the City's Central Business District, new retail and commercial development should be of a scale and type that complements the historic character.
- **CD2.4** - Ensure active and complete streets within commercial districts by providing sidewalk amenities, such as landscape buffers, berms, street trees, street furniture, outdoor dining, public art, signage, and wayfinding.
- **CR2.5** - Improve the pedestrian experience through streetscape enhancements, focusing improvements where there is the greatest need, and by orienting development toward the street.

Zoning

The property is zoned Central Business (CB), which serves as the City's primary pedestrian-oriented commercial district. The CB district is intended to support a vibrant downtown environment with a mix of retail, service, dining, and office uses in a form that encourages walkability and reinforces the area's historic character.

Major Sign Permit

This application requires a Major Sign Permit under SHMC Section 17.27.050(B) because it proposes internal illumination. The Planning Commission shall hold a public hearing on a Major Sign Permit application and shall, at the conclusion of a public hearing, approve (with or without conditions) or deny the application in compliance with the provisions of Chapter 17.04, Common Procedure.

Signage in the CB district is regulated by SHMC Chapter 17.27 *Signs*, which sets standards for sign size, number, location, and design to ensure compatibility with building architecture and the surrounding streetscape. Those standards are:

Table 17.27.090 B (Standards for all Permanent Signs)

Maximum Sign Height: 20 feet

Total Sign Area per Business: 1 square foot per linear foot of business frontage, not to exceed 40 square feet on the primary frontage.

Consistency:

The proposed sign is 13 feet above grade and with an area of 10.5 square feet on a 21 foot 4 inch business frontage, which complies with the standards for all permanent signs.

Table 17.27.090J (Standards for Wall Signs)

Sign Area: 1 square foot per linear foot of business frontage, not to exceed 40 square feet on the primary frontage

Number of Signs: Unlimited

Placement: Wall signs shall be placed to establish a façade rhythm, scale, and proportion between buildings and the signs length shall not exceed the width of the framed portion of the storefront and shall not exceed fifteen percent of the building façade.

Consistency:

The proposed sign area is 10.5 square feet on a 21 foot and 4 inch storefront with a proposed width of 10 feet 3 inches which does not exceed 15 percent of the building façade (approximately 145 feet).

Illumination -SHMC 17.27.080 F(1)

Internal Illumination

- a. Internally illuminated signs include single- or two-color LED signs, signs constructed with reverse pan channel letters (i.e. indirect halo illuminated channel letters) on an unlit or otherwise indistinguishable background on a freestanding sign or building wall.
- b. Internally illuminated signs shall be illuminated only with steady, stationary, light sources

Consistency:

- a. Although the Municipal Code contains conflicting language regarding pan channel letters, the City Attorney's guidance allows this application to be processed as compliant under the Major Sign Permit process per SHMC 17.27.050.
- b. The letters would be illuminated from within using steady, stationary, white LEDs.

Findings for Approval (SHMC 17.27.050(E))

1. The sign is compatible with the site.

Staff Response: The applicant proposes one (1) primary identification wall sign on the Adams Street façade at 1050 Adams Street. The sign consists of internally illuminated channel letters, 10.5 square feet in area, mounted above the associated ATM located on the same building façade. The sign is scaled to the tenant frontage and located on the primary building elevation, making it compatible with the site.

2. The sign materials are consistent with or complement those of the project.

Staff Response: The sign is fabricated from aluminum returns, aluminum backs painted with reflective white coating, acrylic letter faces, and LED modules with remote power supplies. These materials are durable, suitable for long-term use, and consistent with the commercial storefront construction of the building.

3. The sign reflects the small-town character of St. Helena.

Staff Response: The sign consists of individual channel letters that are flush-mounted to the building without a background cabinet. Illumination is internal and contained within the letters. The Major Sign Permit process provides for discretionary review of the illumination method to ensure the sign remains compatible with the small-town character of St. Helena.

4. The sign will not negatively impact surrounding properties.

Staff Response: The sign is flush-mounted and projects minimally from the building façade. Illumination is internally contained within the channel letters, which limits glare and light spillover. The sign does not obstruct pedestrian movement or create visibility conflicts for vehicular traffic.

5. The sign does not obscure or detract from the architecture of a historic building or structure.

Staff Response: The building at 1050 Adams Street is not designated as a historic resource. The sign is positioned above the associate ATM on a flat portion of the façade and does not cover windows, doors, or architectural detailing.

6. The sign contributes to the historical or architectural character of the community.

Staff Response: The sign utilizes channel letter construction, durable aluminum and acrylic materials, and internally contained LED illumination consistent with SHMC Chapter 17.27. Approval through the Major Sign Permit process ensures that the illumination method is reviewed for compatibility with the architectural character of the community.

Staff concludes that the sign will improve site identification without creating visual clutter or adverse impacts to the character of the Central Business district.

ISSUES

During staff's review, an inconsistency in the Municipal Code was identified:

- SHMC 17.27.080(D) prohibits "pan channel letter signs."
- The definition of "internally illuminated sign" (SHMC 17.27.020) includes "pan channel letters," creating a conflict.
- SHMC 17.27.080(F)(1)(a) specifies that only reverse pan channel letters (halo-lit) are permitted.

Staff and the City Attorney determined this is a likely typographical error in the definition of "internally illuminated signs" and should be corrected in the next code cleanup. Pending correction, the City Attorney advised that the request should be processed as though the sign type is permitted, subject to Major Sign Permit review.

CORRESPONDENCE

Staff has not received any public comments regarding this application as of the publication date of this report.

STAFF RECOMMENDATION

For the reasons described above, staff recommends that the Planning Commission:

1. Determine that the project is exempt from CEQA pursuant to Section 15311, Class 11(a) of the CEQA Guidelines; and
2. Approve the Major Sign Permit for 1050 Adams Street to install one internally illuminated, pan channel letter wall sign as described in this report, subject to the findings in SHMC Section 17.27.050 (E) and the conditions of approval included with the attached resolution.

ATTACHMENTS

[Attachment 1. Draft Planning Commission Resolution](#)

[Attachment 2. Minor Sign Permit Approval](#)

[Attachment 3. Project Plans](#)

[Attachment 4. Applicant's Written Project Statement](#)

CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO. PC2025-XX

**GRANTING MAJOR SIGN PERMIT APPROVAL TO
1050 ADAMS ST. (SP25-006)**

PROPERTY OWNERS: Marguerite and Daniel Capp

APN: 009-213-004

RECITALS

1. On July 9, 2025, the applicant requested approval for a Major Sign permit 1050 Adams Street in the Central Business (CB) zoning district, and
2. The applicant proposes to install one (1) primary building-mounted identification sign consisting of internally illuminated pan channel letters, 10.5 square feet in area, mounted above the associated ATM located on the same façade. The sign will use aluminum returns with brushed finish, aluminum backs painted white for reflectivity, acrylic letter faces, and LED modules with remote power supplies. The sign will be flush mounted directly to the building façade, and
3. The applicant's proposal requires a Major Sign Permit because the proposed sign includes illumination, which under SHMC Section 17.27.050 requires discretionary review by the Planning Commission, and
4. Pursuant to SHMC Section 17.27.050, the Planning Commission may approve a Major Sign Permit when the proposed signage satisfies the findings in subsection (E) and is consistent with the purpose and intent of the sign regulations, and
5. The Planning Commission of the City of St. Helena, State of California, considered the sign plans, staff report, and all testimony, written and spoken, at a hearing on October 7, 2025, and
6. Now, therefore let it be found that, although the Planning Commission recognizes the proposed sign does not meet the ministerial standards of the sign code, the Planning Commission approves the sign permit and thereby authorizes the modifications contained in said plans attached as Exhibit A to this resolution based on the findings below and subject to the conditions of approval enumerated herein.

RESOLUTION

- A. In making the findings in this Resolution, the Planning Commission relied upon and hereby incorporates by reference all of the documents referenced in this Resolution and the associated staff reports, City files for this matter, correspondence, presentations and other materials.
- B. The Planning Commission hereby finds that this project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15311, Class 11

(a), which exempts installation of on-premise signs. The project does not meet any of the exceptions under CEQA Section 15300.2, as it is not located on or near an environmentally sensitive area, scenic highway, or hazardous waste site, and does not impact historic resources.

C. In accordance with SHMC Section 17.27.050, the Planning Commission makes the following findings to support the motion to approve the major sign permit:

1. The sign is compatible with the site. *The applicant proposes one (1) primary identification wall sign on the Adams Street façade at 1050 Adams Street. The sign consists of internally illuminated channel letters, 10.5 square feet in area, mounted above the associated ATM located on the same façade. The sign is scaled to the tenant frontage and located on the primary building elevation, making it compatible with the site.*
2. The sign materials are consistent with or complement those of the project. *The sign is fabricated from aluminum returns, aluminum backs painted with reflective white coating, acrylic letter faces, and LED modules with remote power supplies. These materials are durable, suitable for long-term use, and consistent with the commercial storefront construction of the building.*
3. The sign reflects the small-town character of St. Helena. *The sign consists of individual channel letters that are flush mounted to the building without a background cabinet. Illumination is internal and contained within the letters. The Major Sign Permit process provides for discretionary review of the illumination method to ensure the sign remains compatible with the small-town character of St. Helena.*
4. The sign will not negatively impact surrounding properties. *The sign is flush-mounted and projects minimally from the building façade. Illumination is internally contained within the channel letters, which limits glare and light spillover. The sign does not obstruct pedestrian movement or create visibility conflicts for vehicular traffic.*
5. The sign does not obscure or detract from the architecture of a historic building or structure. *The building at 1050 Adams Street is not designated as a historic resource. The sign is positioned above the associated ATM on a flat portion of the façade and does not cover windows, doors, or architectural detailing.*
6. The sign contributes to the historical or architectural character of the community. *The sign utilizes channel letter construction, durable aluminum and acrylic materials, and internally contained LED illumination consistent with SHMC Chapter 17.27. Approval through the Major Sign Permit process ensures that the illumination method is reviewed for compatibility with the architectural character of the community.*

D. The Major Sign Permit for the above-described is granted subject to compliance with the following conditions. The conditions noted below are particularly pertinent

to this permit and shall not be construed to permit violation of other laws and policies not so listed:

1. The permit shall be in conformance with all City ordinances, rules, regulations and policies in effect at the time of issuance of a building permit.
2. A permit or other discretionary approval may be extended for not more than two, one-year periods provided that an application is filed at least 30 days prior to its expiration date pursuant to the St. Helena Municipal Code, Section 17.04.140, Extension of Permits and Approvals.
3. Sign permits may only be extended or modified as provided for in Section 17.04.140, Extension of Permits and Approvals and Section 17.04.150, Modifications to Approval.
4. A discretionary approval takes effect the day following the expiration of the appeal period if no appeal is filed or the day following the denial of an appeal.
5. A building permit shall be obtained by the applicant prior to installation of the approved signage.
6. An Encroachment Permit shall be obtained by the applicant prior to installation of the signs if work involves locating of any person or structure on public property, such as a sidewalk, driveway, or street, if necessary.
7. All required fees, including planning fees, development impact fees, residential in-lieu housing fees, building fees, toilet retrofit fees, and St. Helena Unified School District fees shall be paid prior to issuance of a building permit should one be required. Fees shall be those in effect at the time of the issuance of the building permit.
8. This permit will expire if the use is discontinued pursuant to existing ordinances and regulations.
9. In any action or proceeding to attack, challenge, invalidate, set aside, void or annul the City's approval of applicant's Project, in whole or in part, applicant shall defend, at its own expense and without any cost to the City, and with counsel acceptable to the City, and shall fully and completely indemnify and hold the City, its agents, officers, and employees harmless from and against any and all claims, causes of action, damages, costs, attorney's fees and liability of any kind, so long as the City reasonably promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.
10. Provided they are in general compliance with this approval, minor modifications may be approved by the Community Development Director.
11. Pursuant to St. Helena Municipal Code Section 17.04.120, this permit applies to the subject property and shall run with the land. Once vested, the approved permit or other discretionary approval remains effective unless terminated, abandoned,

revoked or modified even if the subject property is subsequently rezoned. The approved permit or other discretionary approval is transferable to any future owner of the subject property.

12. All signs must be maintained by the property owner, tenant, or permittee. In event a sign becomes derelict for reasons of lack of maintenance the approval may be revoked and the sign subject abatement. The signs shall conform with all regulations pursuant to the St. Helena Municipal Code, Section 17.27.080 General Standards for All Signs.
13. The signs authorized by this major sign permit shall conform to the details and dimensions shown on the Exhibits which were reviewed and approved by the Planning Commission at their October 7, 2025, meeting.
14. Any qualifying violation of the conditions of approval, the city's Municipal Code, or any law which results from any activities on the subject property may result in revocation of this permit in compliance with city authorities.

I HEREBY CERTIFY that the foregoing sign permit was duly and regularly approved by the Planning Commission of the City of St. Helena at a regular meeting of said Planning Commission held on October 7, 2025, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Christopher Warner
Chair, Planning Commission

Maya DeRosa, AICP
Community Development Director

Stratus®

stratusunlimited.com
888.503.1569

RECEIVED
By XGamer0 at 1:44 pm, Aug 11, 2025

EXHIBIT A:
Approved Plans SP25-006

LOCATION NUMBER:

10500

SITE ADDRESS:

1050 Adams St
Saint Helena, CA
94574-1108

[View in Google Maps](#)

BANK OF AMERICA



Stratus®

stratusunlimited.com
8959 Tyler Boulevard
Mantoloking, NJ 08050

CLIENT:
BANK OF AMERICA

ADDRESS:
1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:
1

ORDER NUMBER:
1225176

SITE NUMBER:
10500

ELECTRONIC FILE NAME:
K:\ACCOUNTS\BANK OF AMERICA\2024\CA\10500_Saint Helena\1306_10500_Saint Helena_R2.cir

PROJECT NUMBER:
4306

PROJECT MANAGER:
Salvatore Carollo

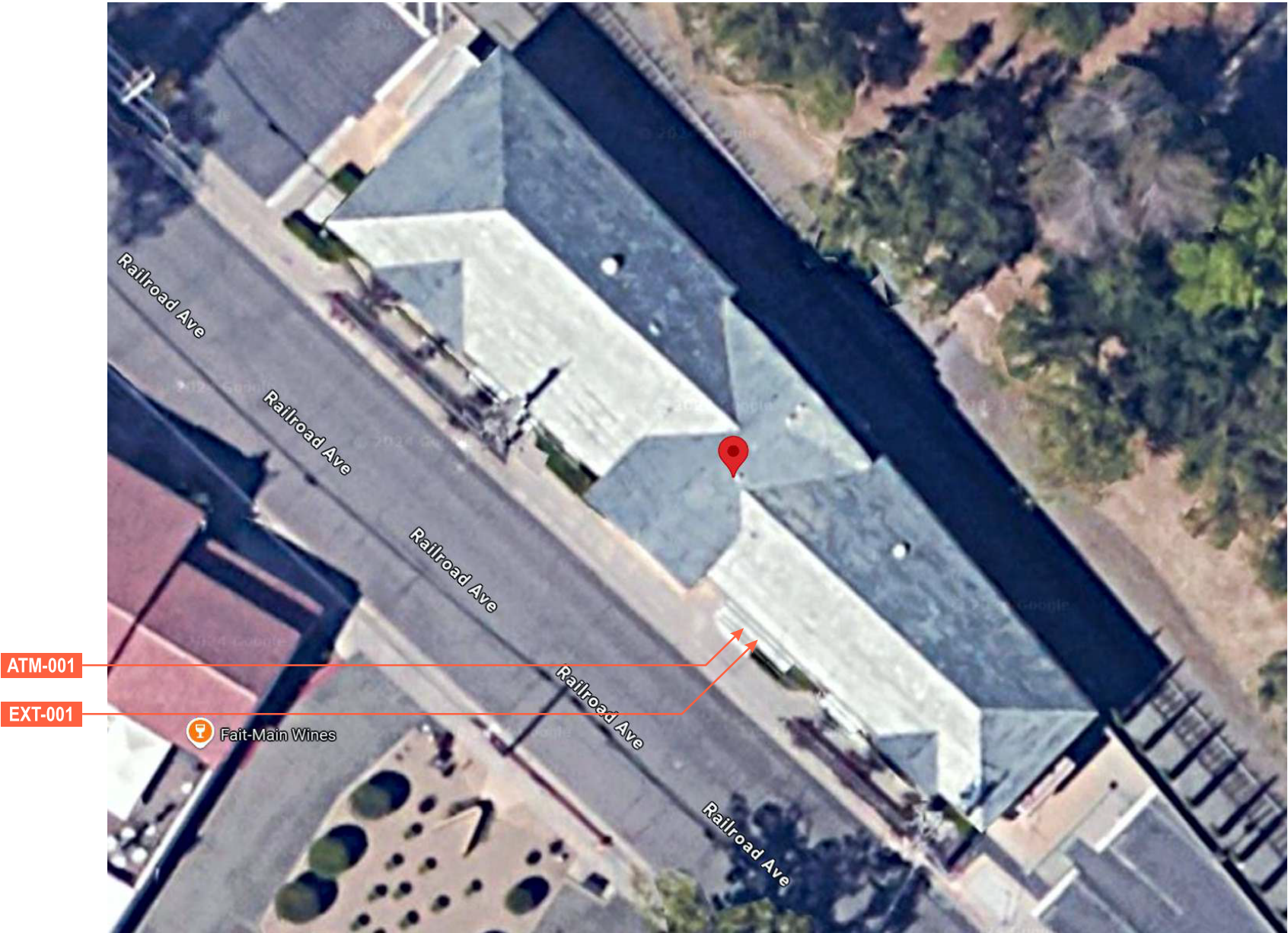
Rev #	Req #	Date/Artist	Description
Original	498302	10/17/24 DB	
Rev 1	526797	04/21/25 DB	
Rev 2	530297	05/08/25 DB	

Rev #	Req #	Date/Artist	Description
Rev 7	000000	00/00/00 xxx	

Infinite possibilities, ideal solutions.

SITE OVERVIEW

RECEIVED
By XGamera at 1:46 pm, Aug 11, 2025



Proposed Sign Schedule

Item	Description	Qty	Page #
EXT-001	KCCS-1.1ng - Face Lit Channel Letters (Inline)	1	3-5
ATM-001	Walk-up ATM Surround - By Others	1	3,4

Stratus®

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060
888.603.1569

CLIENT:
BANK OF AMERICA

ADDRESS:
1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:
2

ORDER NUMBER:
1225176

SITE NUMBER:
10500

ELECTRONIC FILE NAME:
K:\ACCOUNTS\B\BANK OF AMERICA\2024\CA\10500_Saint Helena\4306_10500_Saint Helena_R2.cdr

PROJECT NUMBER:
4306

PROJECT MANAGER:
Salvatore Carollo

Rev #	Req #	Date/Artist	Description
Original	498302	10/17/24 DB	
Rev 1	526797	04/21/25 DB	Note
Rev 2	530297	05/08/25 DB	

Rev #	Req #	Date/Artist	Description
Rev 7	000000	00/00/00 xxx	Note

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

Page 18 of 38

Agenda Item #5.3.

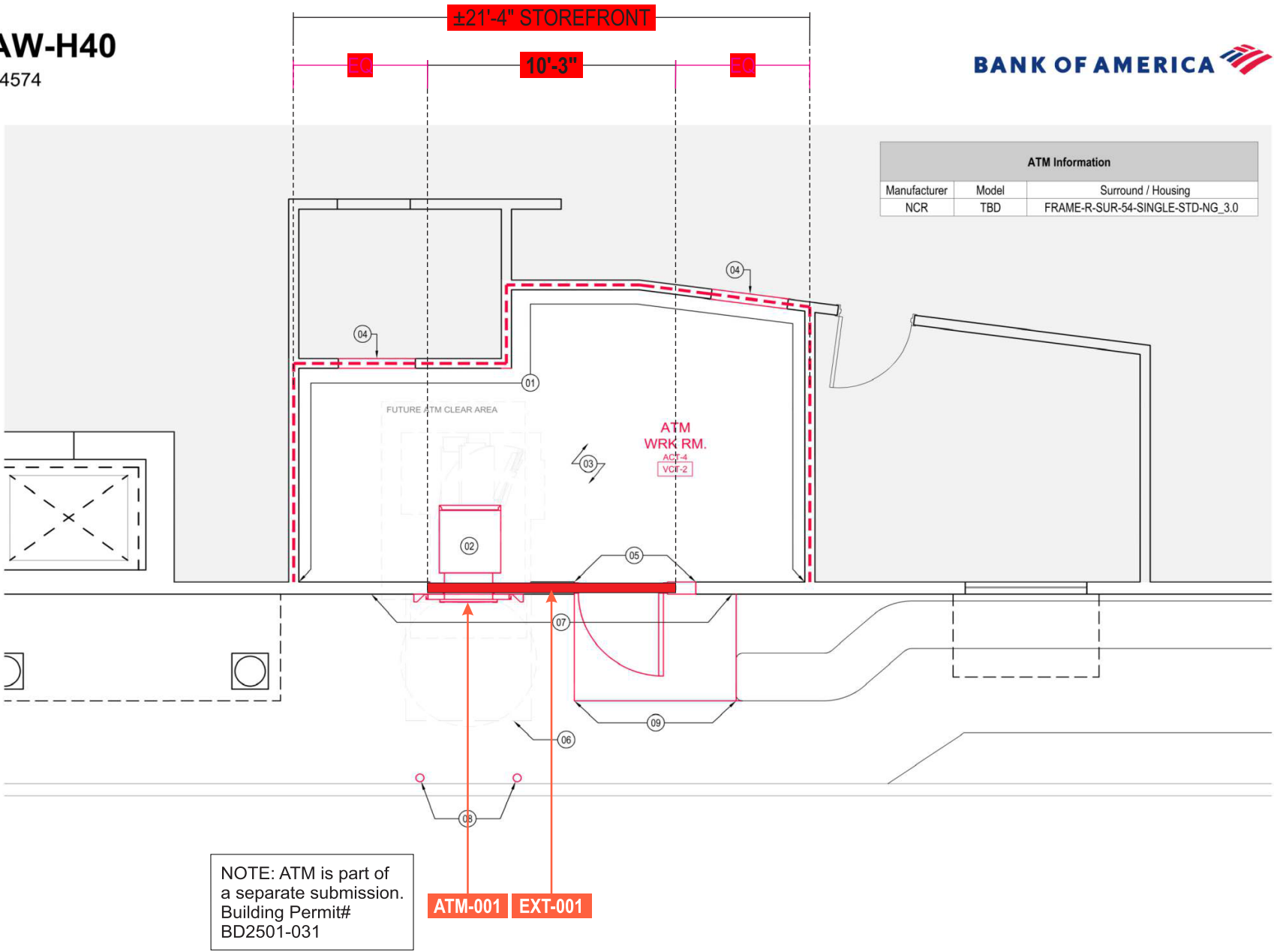
Scale: 3/16"=1'-0"

RECEIVED
By XGamera at 1:46 pm, Aug 11, 2025

Scale: 3/16"=1'-0"
St. Helena ML | CAW-H40
1050 Adams St., St. Helena, CA 94574

- KEY NOTES:
- 01 EXTEND PARTITIONS TO STRUCTURE ABOVE AND REINFORCE WITH PLYWOOD PER PROTECTIVE SERVICES' REQUIREMENTS.
 - 02 PROVIDE NEW TTW WU ATM AND SURROUND AS SCHEDULED. ATM MUST BE FULLY ADA COMPLIANT.
 - 03 UPDATE COMBINED SPACES AS REQUIRED TO CREATE A BANK-STANDARD ATM SERVICE ROOM.
 - 04 PROVIDE WALL INFILL AS REQUIRED TO MATCH ADJACENT CONSTRUCTION AND FINISHES.
 - 05 PROVIDE NEW 42" BANK-STANDARD METAL SERVICE ROOM DOOR AND HARDWARE. INFILL REMAINING WALL TO MATCH ADJACENT CONSTRUCTION AND FINISHES.
 - 06 PROVIDE NEW BANK-STANDARD CANOPY.
 - 07 REPAIR WALL TO MATCH ADJACENT FROM REMOVAL OF EXISTING CANOPY.
 - 08 PROVIDE BANK-STANDARD BOLLARDS IF ALLOWED.
 - 09 INFILL AREA WITH NEW CONCRETE SIDEWALK.

APPROX. AREA: 254 SF
ATM WILL FACE SOUTHWEST



Stratus

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060
888.603.1569

CLIENT:
BANK OF AMERICA

ADDRESS:
1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:
3

ORDER NUMBER:
1225176

SITE NUMBER:
10500

ELECTRONIC FILE NAME:
K:\ACCOUNTS\BIBANK OF AMERICA\2024\CA\10500_Saint Helena\4306_10500_Saint Helena_R2.cdr

PROJECT NUMBER:
4306

PROJECT MANAGER:
Salvatore Carollo

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	498302	10/17/24 DB		Rev 7	000000	00/00/00 xxx	
Rev 1	526797	04/21/25 DB					
Rev 2	530297	05/08/25 DB					

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

EXT-001

EXHIBIT A: Approved Plans SP25-006

FRONT (SOUTHWEST) ELEVATION

CUSTOM KCCS-1.1ng

Existing SQ. FT.

-

Proposed SQ. FT.

4.92

Scale: 1/4"=1'-0"

NOTE: Existing wood canopy to remain

±21'-4" STOREFRONT

10'-3"

ATM-001

EXT-001

EC

EC

BANK OF AMERICA

±4'-2"

±13'-0" ABOVE GRADE

±1'-1/4"

APPROXIMATE LOCATIONS OF NEW ENTRANCE DOOR AND ATM

PROPOSED SIGNAGE

RECEIVED

By XGamera at 1:46 pm, Aug 11, 2025

EXISTING CONDITIONS



ELEVATION IS BEING RECONSTRUCTED. NEW CHANNEL LETTERS TO BE ADDED ABOVE NEW ATM / ENTRANCE DOOR; NEW ATM / SURROUND TO BE ADDED BY OTHERS

ATM-001

NOTE: ATM is part of a separate submission. Building Permit# BD2501-031

Stratus®

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060
888.603.1569

CLIENT:

BANK OF AMERICA

ADDRESS:

1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:

4

ORDER NUMBER:

1225176

SITE NUMBER:

10500

ELECTRONIC FILE NAME:

K:\ACCOUNTS\B\BANK OF AMERICA\2024\CA\10500_Saint Helena\4306_10500_Saint Helena_R2.cdr

PROJECT NUMBER:

4306

PROJECT MANAGER:

Salvatore Carollo

Rev #	Req #	Date/Artist	Description
Original	498302	10/17/24 DB	
Rev 1	526797	04/21/25 DB	Updated rendering, height to top of sign, non-illuminated
Rev 2	530297	05/08/25 DB	Wood canopy to remain, moved sign up higher

Rev #	Req #	Date/Artist	Description
Rev 7	000000	00/00/00 xxx	

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

EXT-001

EXHIBIT A: Approved Plans SP25-006

FACE LIT CHANNEL LETTERS - Color Day/ Color Night (Inline)

Scale: 3/4"=1'-0"

RECEIVED
By XGamero at 1:47 pm, Aug 11, 2025

KCCS-1.1ng

10.5 square feet

1'-1/2"

2"

5'-1/8"

6'-1/4"

7/8"

8'-1-3/4"

10'-3"

2-1/2"

1'-10-3/4"

1'-1/4"

BANK OF AMERICA

"K" fab'd in
(2) separate elements
& kissed together at the point

K

SIDE VIEW LETTERS

SIDE VIEW LOGO

FACES:

1/2" thick Plaskolite 2406 LD acrylic w/ routed back 5/16" from back leaving a 3/16" thick x 5/32" flange for drop in faces secured thru returns (see detail). Exposed shoulder returns to be mill finish. Surface applied vinyl overlays to match colors shown w/ 3M overlaminate.

RETURNS:

2" deep .040 alum returns - aluminum Coil
Bright Brushed Clear by Alumet Supply

BACKS:

.090 alum. backs - insides painted w/ White Light Enhancement paint

ILLUM.:

Agilight White LED illumination as required by manufacturer or approved equivalent
Remote power supplies

WALL MATERIAL:

To be provided from survey.

INSTALL:

Preferred install is to thru bolt w/ 3/16" x 1-1/2" alum.
C-channel clip to wall using min 1/4" all thread fasteners;
blocking as required

QUANTITY:

(1) One set required

SIMULATED NIGHTTIME VIEW

BANK OF AMERICA

COLOR PALETTE

Plaskolite 2406 LD

Brite Brushed Alum. Coil -Alumet Supply

BOA Trans Blue Vinyl
3M 3630-8530
w/ Overlam 3M 3660M

BOA Trans Red Vinyl
3M 3630-2413
w/ Overlam 3M 3660M

TYPICAL SECTION - FACE LIT LETTER (FLUSH MOUNTED & REMOTE)

NOT TO SCALE

AREA/WEIGHT	ELECTRICAL		
SIGN SQUARE FOOTAGE			
10.5 SQ.FT.			
ESTIMATED SIGN WEIGHT			
52.5 LBS.			

AMPS:		0.8	AMPS
V.A.:		120	VOLTS
WATTS:		96	
CIRCUITS:		1-20 amp CIRCUIT	

GENERAL REQUIREMENTS

1. ALL LETTER SETS REQUIRE A U.L. LABEL
2. LETTERS ARE DESIGNED TO MEET THE 2015 INTERNATIONAL BUILDING CODE ASCE 7-10 SECTION 16, 115 MPH WIND LOAD. RISK CATEGORY II, EXPOSURE C.
3. LETTERS TO BE INSTALLED ACCORDING TO NEC AND/OR APPLICABLE LOCAL CODES
4. THE DISCONNECT MUST BE PLACED IN DIRECT VIEW OF SIGN

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC CODE.

WALL TYPE	EIFS WALL W/ FOAM INSULATION	
SECTION		
ANCHOR TYPE	ø1/4"-3/8" THREADED ROD	ø1/4"-3/8" THREADED ROD W/ ALUMINUM OR PVC COMPRESSION SLEEVE

Stratus

stratusunlimited.com

8859 Tyler Boulevard
Mentor, Ohio 44060
888.603.1569

CLIENT:

BANK OF AMERICA

ADDRESS:

1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:

5

ORDER NUMBER:

1225176

SITE NUMBER:

10500

ELECTRONIC FILE NAME:

K:\ACCOUNTS\B\BANK OF AMERICA\2024\CA\10500_Saint Helena\4306_10500_Saint Helena.cdr

PROJECT NUMBER:

4306

PROJECT MANAGER:

Salvatore Carollo

Rev #	Req #	Date/Artist	Description
Original	498302	10/17/24 DB	

Rev #	Req #	Date/Artist	Description
Rev 7	000000	00/00/00 xxx	

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.



City of St. Helena
Planning Division
1088 College Ave.
St. Helena, CA 94574

May 27, 2025

Via E-mail:

Bank of America
c/o Aaron Craddock
Solano Signs
1050 Adams St.
St. Helena, CA 94574

Re: Minor Sign Permit Approval for Bank of America at 1050 Adams St. (Sign Permit #SP25-001)

Aaron,

The Planning Division has reviewed the recent minor sign permit application (SP25-001) and pursuant to Municipal Code Section 17.27.040, Table 17.27.090(B) and Table 17.27.090(J), has ministerially approved your request for new minor signage at 1050 Adams St. in the Central Business (CB) Zoning District.

This permit requires that the signage be limited to the details and specifications articulated on the sign plans and project description revised on May 13, 2025 and approved by the Planning Division on **May 27, 2025**.

This permit authorizes the replacement of signage at the specified property as outlined below:

1. **Wall Sign:** Installation of one (1) set of non-illuminated channel letters installed on the building's secondary frontage above the newly proposed ATM. The sign will read "BANK OF AMERICA", include the bank's logo and measure approximately five (5) square feet in area. No illumination is approved as part of this application.

CONDITIONS OF APPROVAL

The minor sign permit is granted subject to compliance with the following conditions of approval. The conditions noted below are particularly pertinent to this permit and shall not be construed to permit violation of other laws and policies not so listed.

1. Any changes to the sign or the placement of additional signs will need further approval from the City.

1050 Adams St.
Minor Sign Permit
May 27, 2025

2. The permit shall be in conformance with all City ordinances, rules, regulations, and policies in effect at the time of issuance of the permit.
3. A permit or other discretionary approval may be extended for not more than two, one- year periods or for as long as any subdivision concurrently approved is extended, whichever is longer, provided that an application is filed at least 30 days prior to its expiration date pursuant to the St. Helena Municipal Code, Section 17.04.140, Extension of Permits and Approvals.
4. Construction documents shall indicate compliance with the final approved plans and project description dated **May 13, 2025** or otherwise revised through the sign review process.
5. An Encroachment Permit shall be obtained by the applicant prior to installation of the sign if work involves locating of any person or structure on public property, such as a sidewalk, driveway, or street, if necessary.
6. All signs must be maintained by the property owner, tenant, or permittee. In the event a sign becomes derelict for reasons of lack of maintenance the approval may be revoked and the sign subject to abatement.
7. This permit will expire if the use is discontinued pursuant to existing ordinances and regulations. The property owner shall remove the sign(s) within (30) days of abandonment or termination of use.
8. In any action or proceeding to attack, challenge, invalidate, set aside, void or annul the City's approval of applicant's Project, in whole or in part, applicant shall defend, at its own expense and without any cost to the City, and with counsel acceptable to the City, and shall fully and completely indemnify and hold the City, its agents, officers, and employees harmless from and against any and all claims, causes of action, damages, costs, attorney's fees and liability of any kind, so long as the City reasonably promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.
9. This Sign Permit shall run with the land and shall be binding upon all parties having any right, title or interest in the real property or any part thereof, their heirs, successors and assigns, and shall inure to their benefit and benefit of the City of St. Helena.
10. Provided they are in general compliance with the Sign Ordinance, minor modifications may be approved by the Community Development Director.
11. All un-permitted signage shall be removed prior to issuance of a final building permit.
12. No signage is permitted above the roof line of any building.

1050 Adams St.
Minor Sign Permit
May 27, 2025

This letter serves as your Minor Sign Permit Approval document. Please keep a copy of this document for your records. If you have any questions regarding this matter, please contact the Planning Division at 707-968-2659.

Regards,

A handwritten signature in blue ink, appearing to read 'Xinia Gamero'.

Xinia Gamero
Permit Technician III
City of St. Helena
Planning Division

Cc: Jackie Oneal, Senior Planner
Kathleen Collins, Building Permit Technician
Rebecca White, PW Administrative Assistant

1050 Adams St.
Minor Sign Permit
May 27, 2025

APPROVED
By XGamer0 at 2:20 pm, May 27, 2025

REVISED
4:54 pm, May 13, 2025



City of St. Helena
Attn: Xinia Gamero
Planning Department
1088 College Avenue
St. Helena, CA 94574

Re: Sign Permit Application – WRITTEN STATEMENT REQUIREMENTS
Bank of America
1050 Adams Street
St. Helena, CA

To Whom it May Concern:

As a premier-level contractor for Stratus Sign Co., Solano Signs has been contracted to handle permitting and sign installation at numerous Bank of America locations throughout Northern CA. Bank of America is currently rebranding signage to reflect their updated logo format. (Reason for the sign permit submittal. Additional purposes for signage noted in paragraph 3.)

Solano Signs is supplied with plan sets to include in permit applications. All manufacturing, color choices, installation methods, are predetermined.

This Bank of America location is a remote ATM location used to provide convenient sites for their banking customers to handle simple financing services. Signage is necessary for Bank of America to provide directional details to their site locations, promote their branding and act as a key land-mark, convey reliability by displaying their permanence within a community, as a way to provide information to their customers, and their signage works as permanent advertising, among other advantages to well-constructed

As shown within the Sign Spec Book submitted as part of the permit application, Bank of America seeks to install a single set of channel letters to the South-East, exterior elevation, of 1050 Adams Street facing Railroad Avenue. (Please see Site Overview page 2 of the Sign Spec Book.)

channel letter sign is fabricated as follows:

- RETURNS: 2" DEEP .040 ALUM RETURNS - ALUMINUM COIL
 - BRIGHT BRUSHED CLEAR BY ALUMET SUPPLY
- BACKS: .090 ALUM. BACKS -

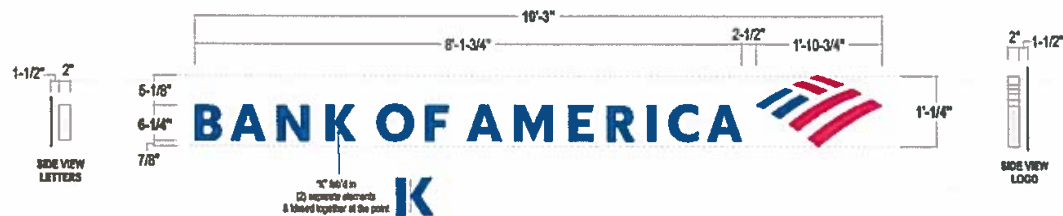
- **QUANTITY:** (1) ONE SET REQUIRED
- **INSTALL:** PREFERRED INSTALL
 - THRU BOLT W/ 3/16" X 1-1/2" ALUM.
 - C-CHANNEL CLIP TO WALL
 - MIN 1/4" ALL THREAD FASTENERS;
 - BLOCKING AS REQUIRED

The color palette for the channel letter sign is the nationally recognized Bank of America standard:

- **COLOR PALETTE**
 - WHITE: PLASKOTLITE 2406 LD
 - BLUE: BOA TRANS BLUE VINYL, 3M 3630-8530, w/ OVERLAM 3M 3660M
 - RED: BOA TRANS RED VINYL, 3M 3630-2413, w/ OVERLAM 3M 3660M

The dimensions of the channel letter set are:

(NTS)



We appreciate your attention to this matter and hope to receive permit approval as soon as possible.

Sincerely,

Aaron Cradduck
CEO/President
Solano Signs

Stratus®

stratusunlimited.com

888.503.1569

LOCATION NUMBER:

10500

SITE ADDRESS:

1050 Adams St
Saint Helena, CA
94574-1108

REVISED

4:10 pm, May 13, 2025

APPROVED

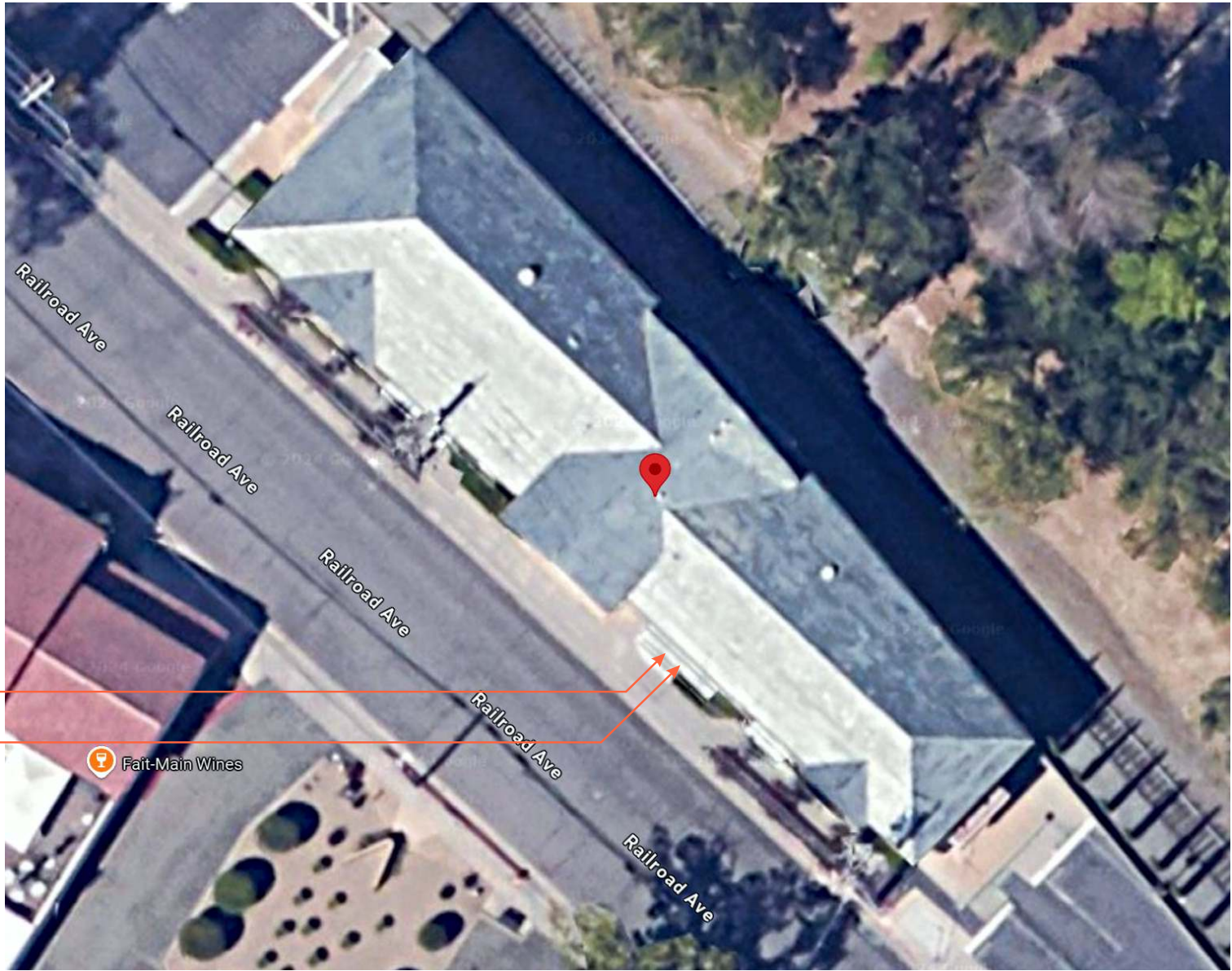
By XGamero at 2:20 pm, May 27, 2025

[View in Google Maps](#)

BANK OF AMERICA



Infinite possibilities, ideal solutions.



SITE OVERVIEW

Proposed Sign Schedule			
Item	Description	Qty	Page #
EXT-001	Custom KCCS-1.1ng - Non-Illum. Channel Letters	1	3-5
ATM-001	Walk-up ATM Surround - By Others	1	3,4

APPROVED
By XGamero at 2:20 pm, May 27, 2025

REVISED
4:10 pm, May 13, 2025



Stratus®

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

CLIENT:
BANK OF AMERICA

ADDRESS:
1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:
2

ORDER NUMBER:
1225176

SITE NUMBER:
10500

ELECTRONIC FILE NAME:
K:\ACCOUNTS\BIBANK OF AMERICA\2024\CA\10500_Saint Helena\4306_10500_Saint Helena_R2.cdr

PROJECT NUMBER:
4306

PROJECT MANAGER:
Salvatore Carollo

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	498302	10/17/24 DB					
Rev 1	526797	04/21/25 DB	Updated sign schedule and site plan				
Rev 2	530297	05/08/25 DB					

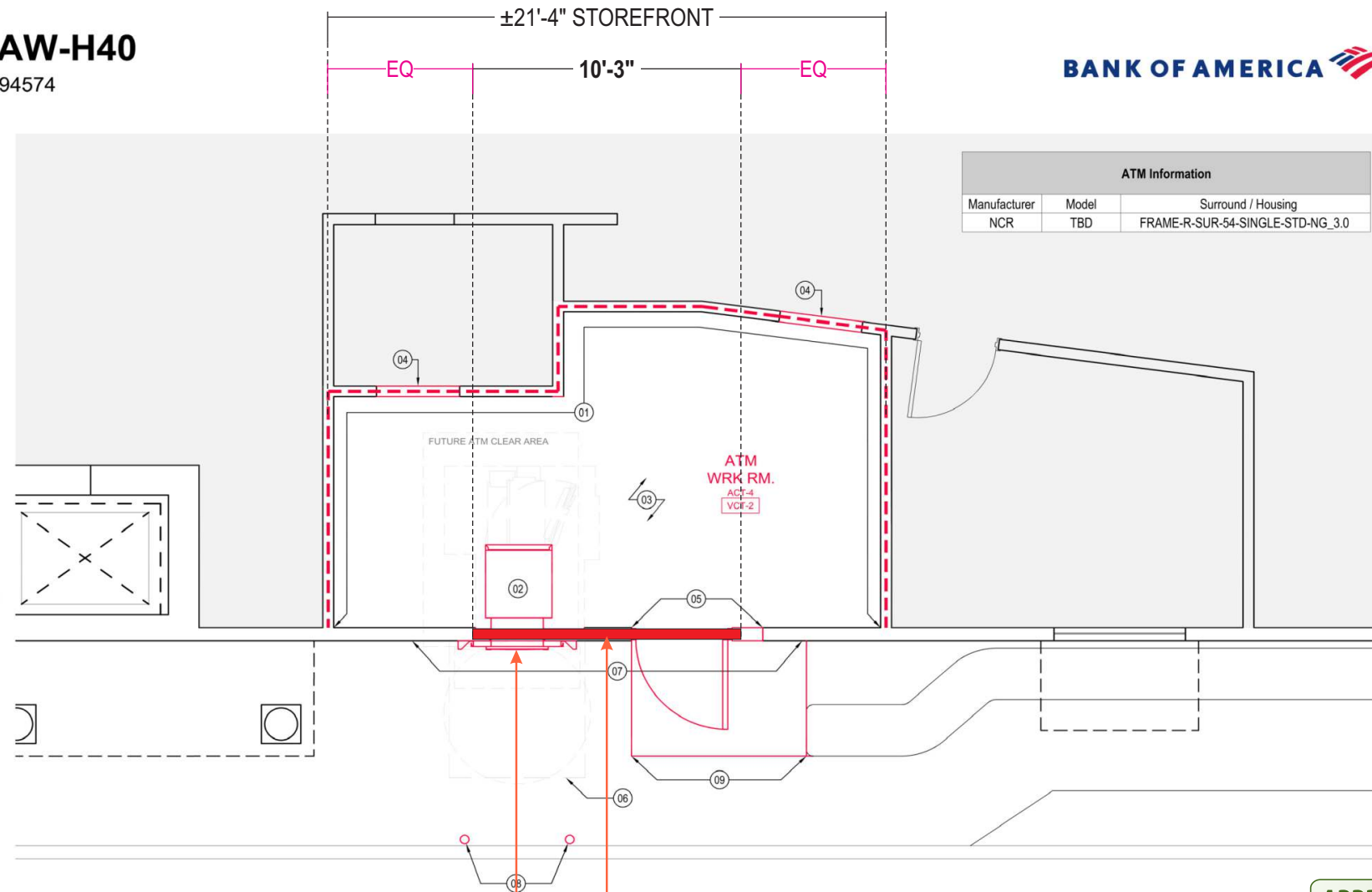
PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

Scale: 3/16"=1'-0"

St. Helena ML | CAW-H40

01 EXTEN

ATM WILL FACE SOUTHWEST



SEVICES

Page 10 of 10



Stratus[®]

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060

888.503.1569

CLIENT:
BANK OF AMERICA

ADDRESS:
1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:
3

ORDER NUMBER:
1225176

SITE NUMBER:
10500

ELECTRONIC FILE NAME:
K:\ACCOUNTS\BIB\BANK OF AMERICA\2024\CA\10500_Saint Helena\4306_10500_Saint Helena_R2.cdr

PROJECT NUMBER:
4306

PROJECT MANAGER:
Salvatore Carollo

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	498302	10/17/24 DB					
Rev 1	526797	04/21/25 DB	Added page				
Rev 2	530297	05/08/25 DB					

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

EXT-001 FRONT (SOUTHWEST) ELEVATION

Scale: 1/4"=1'-0"

CUSTOM KCCS-1.1ng

Existing SQ. FT.	-
Proposed SQ. FT.	4.92

EXISTING CONDITIONS



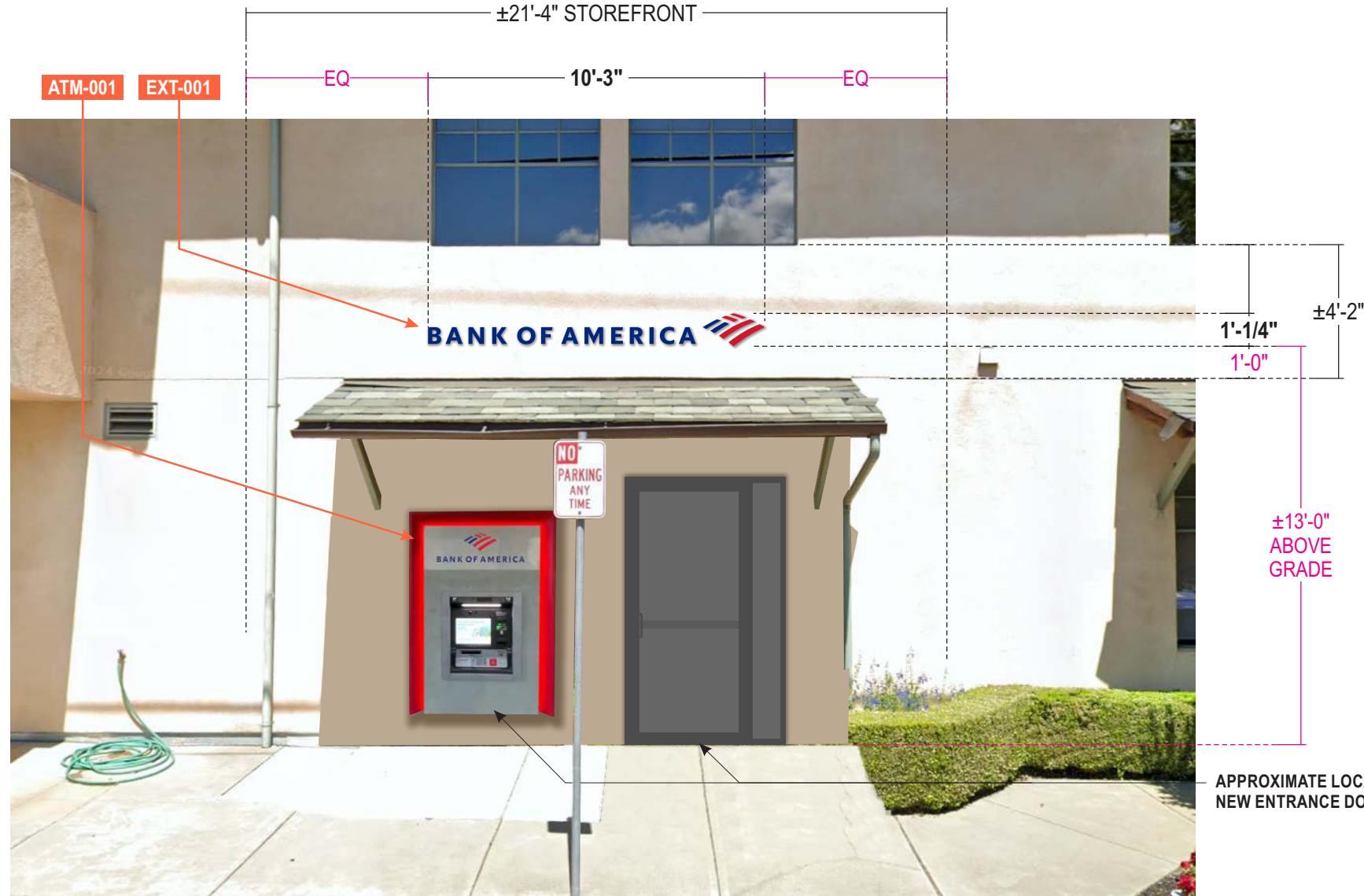
ELEVATION IS BEING RECONSTRUCTED. NEW CHANNEL
LETTERS TO BE ADDED ABOVE NEW ATM / ENTRANCE DOOR;
NEW ATM / SURROUND TO BE ADDED BY OTHERS

ATM-001

NOTE: ATM is part of
a separate submission.
Building Permit#
BD2501-031

APPROVED
By XGamero at 2:20 pm, May 27, 2025

REVISED
4:10 pm, May 13, 2025



— APPROXIMATE LOCATIONS OF
NEW ENTRANCE DOOR AND ATM

PROPOSED SIGNAGE

Stratus®

stratusunlimited.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

CLIENT:

ADDRESS:

1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:

4

ORDER NUMBER:

1225176

SITE NUMBER:

10500

ELECTRONIC FILE NAME:

K:\ACCOUNTS\B\BANK OF AMERICA\2024\CA\10500_Saint Helena\4306 10500 Saint Helena R2.cdr

PROJECT NUMBER:

4306

PROJECT MANAGER:

Salvatore Carollo

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	498302	10/17/24 DB					
Rev 1	526797	04/21/25 DB	Updated rendering, height to top of sign, non-illuminated				
Rev 2	530297	05/08/25 DB	Wood canopy to remain, moved sign up higher				

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

EXT-001

NON-ILLUMINATED CHANNEL LETTERS - (Inline)

CUSTOM KCCS-1.1ng

Scale: 3/4"=1'-0"

4.92 square feet

10'-3"

8'-1-3/4"

2-1/2"

1'-10-3/4"

1'-1/4"

BANK OF AMERICA



1'-1/2"

2"

1-1/2"

5-1/8"

6-1/4"

7/8"

1-1/2"

2"

SIDE VIEW LETTERS

SIDE VIEW LOGO

INDIVIDUAL LETTER SQ FT

.21

.27

.25

.23

.3

.18

.27

.29

.19

.21

.07

.24

.27

1.94

"K" fab'd in (2) separate elements & kissed together at the point



FACES:

1/2" thick Plaskolite 2406 LD acrylic w/ routed back 5/16" from back leaving a 3/16" thick x 5/32" flange for drop in faces secured thru returns (see detail). Exposed shoulder returns to be mill finish. Surface applied vinyl overlays to match colors shown w/ 3M overlaminate.

RETURNS:

2" deep .040 alum returns - aluminum Coil Bright Brushed Clear by Alumet Supply

BACKS:

.090 alum. backs

WALL MATERIAL:

To be provided from survey.

INSTALL:

Preferred install is to thru bolt w/ 3/16" x 1-1/2" alum. C-channel clip to wall using min 1/4" all thread fasteners; blocking as required

QUANTITY:

(1) One set required

TYPICAL SECTION - NON-ILLUMINATED LETTER

NOT TO SCALE

AREA/WEIGHT

SIGN SQUARE FOOTAGE

4.92 SQ.FT.

ESTIMATED SIGN WEIGHT

24.6 LBS.

APPROVED

By XGamer at 2:20 pm, May 27, 2025

REVISED

4:10 pm, May 13, 2025

COLOR PALETTE

 Plaskolite 2406 LD

 BOA Trans Blue Vinyl 3M 3630-8530 w/ Overlam 3M 3660M

 Brite Brushed Alum. Coil -Alumet Supply

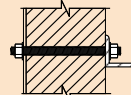
 BOA Trans Red Vinyl 3M 3630-2413 w/ Overlam 3M 3660M

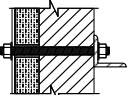
WALL TYPE

PREFERRED FOR ALL WALL TYPES WHEN POSSIBLE

EIFS WALL W/ FOAM INSULATION

SECTION





ANCHOR TYPE

ø1/4"-3/8" THREADED ROD

ø1/4"-3/8" THREADED ROD W/ ALUMINUM OR PVC COMPRESSION SLEEVE



stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

CLIENT:

BANK OF AMERICA



ADDRESS:

1050 Adams St
Saint Helena, CA
94574-1108

ORDER NUMBER:

1225176

SITE NUMBER:

10500

ELECTRONIC FILE NAME:

K:\ACCOUNTS\BIBANK OF AMERICA\2024\CA\10500_Saint Helena\4306_10500_Saint Helena_R2.cdr

PROJECT NUMBER:

4306

PROJECT MANAGER:

Salvatore Carollo

PAGE NO.:

5

Rev #

Req #

Date/Artist

Description

Rev #

Req #

Date/Artist

Description

Original

498302

10/17/24 DB

Rev 1

526797

04/21/25 DB

Changed to non-illuminated letters, individual letter sq ft

Rev 2

530297

05/08/25 DB

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

Page 31 of 38

Agenda Item #5.3.

RECEIVED
By XGamer0 at 1:44 pm, Aug 11, 2025

Stratus®

stratusunlimited.com
888.503.1569

LOCATION NUMBER:

10500

SITE ADDRESS:

1050 Adams St
Saint Helena, CA
94574-1108

[View in Google Maps](#)

BANK OF AMERICA



Stratus®

stratusunlimited.com
8959 Tyler Boulevard
Mantoloking, NJ 08050

CLIENT:
BANK OF AMERICA

ADDRESS:
1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:
1

ORDER NUMBER:
1225176

SITE NUMBER:
10500

ELECTRONIC FILE NAME:
K:\ACCOUNTS\BANK OF AMERICA\2024\CA\10500_Saint Helena\1306_10500_Saint Helena_R2.cir

PROJECT NUMBER:
4306

PROJECT MANAGER:
Salvatore Carollo

Rev #	Req #	Date/Artist	Description
Original	498302	10/17/24 DB	
Rev 1	526797	04/21/25 DB	
Rev 2	530297	05/08/25 DB	

Rev #	Req #	Date/Artist	Description
Rev 7	000000	00/00/00 xxx	

Infinite possibilities, ideal solutions.

RECEIVED
By XGamero at 1:46 pm, Aug 11, 2025



Item	Description	Qty	Page #
EXT-001	KCCS-1.1ng - Face Lit Channel Letters (Inline)	1	3-5
ATM-001	Walk-up ATM Surround - By Others	1	3,4

EXT-001 SITE PLAN

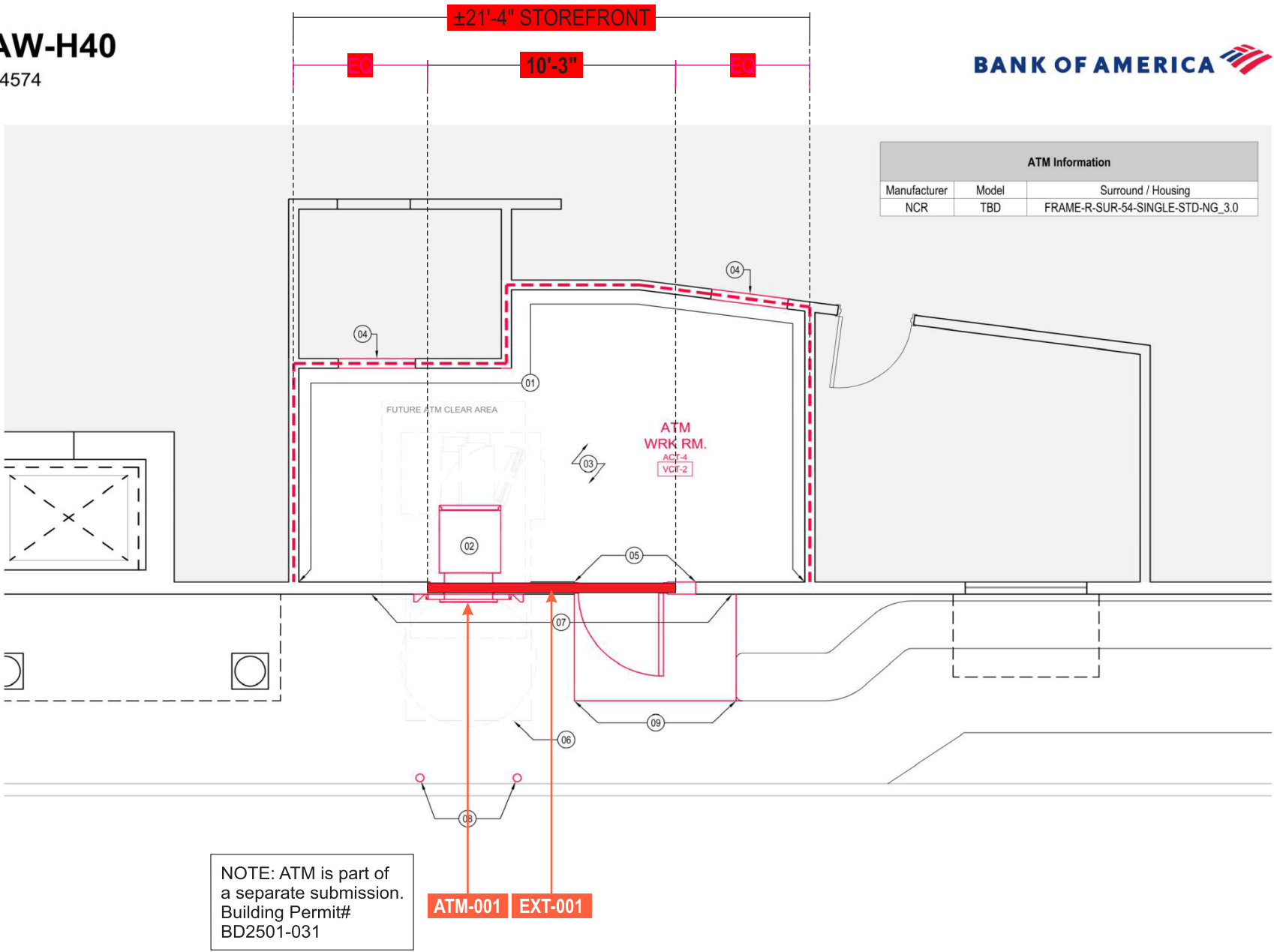
Scale: 3/16"=1'-0"

RECEIVED
By XGamer0 at 1:46 pm, Aug 11, 2025

Scale: 3/16"=1'-0"
St. Helena ML | CAW-H40
1050 Adams St., St. Helena, CA 94574

- KEY NOTES:
- 01 EXTEND PARTITIONS TO STRUCTURE ABOVE AND REINFORCE WITH PLYWOOD PER PROTECTIVE SERVICES' REQUIREMENTS.
 - 02 PROVIDE NEW TTW WU ATM AND SURROUND AS SCHEDULED. ATM MUST BE FULLY ADA COMPLIANT.
 - 03 UPDATE COMBINED SPACES AS REQUIRED TO CREATE A BANK-STANDARD ATM SERVICE ROOM.
 - 04 PROVIDE WALL INFILL AS REQUIRED TO MATCH ADJACENT CONSTRUCTION AND FINISHES.
 - 05 PROVIDE NEW 42" BANK-STANDARD METAL SERVICE ROOM DOOR AND HARDWARE. INFILL REMAINING WALL TO MATCH ADJACENT CONSTRUCTION AND FINISHES.
 - 06 PROVIDE NEW BANK-STANDARD CANOPY.
 - 07 REPAIR WALL TO MATCH ADJACENT FROM REMOVAL OF EXISTING CANOPY.
 - 08 PROVIDE BANK-STANDARD BOLLARDS IF ALLOWED.
 - 09 INFILL AREA WITH NEW CONCRETE SIDEWALK.

APPROX. AREA: 254 SF
ATM WILL FACE SOUTHWEST



Stratus

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060
888.603.1569

CLIENT:
BANK OF AMERICA

ADDRESS:
1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:
3

ORDER NUMBER:
1225176

SITE NUMBER:
10500

ELECTRONIC FILE NAME:
K:\ACCOUNTS\BIBANK OF AMERICA\2024\CA\10500_Saint Helena\4306_10500_Saint Helena_R2.cdr

PROJECT NUMBER:
4306

PROJECT MANAGER:
Salvatore Carollo

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	498302	10/17/24 DB		Rev 7	000000	00/00/00 xxx	
Rev 1	526797	04/21/25 DB					
Rev 2	530297	05/08/25 DB					

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

EXT-001

FRONT (SOUTHWEST) ELEVATION

CUSTOM KCCS-1.1ng

Existing SQ. FT.

-

Proposed SQ. FT.

4.92

Scale: 1/4"=1'-0"

NOTE: Existing wood canopy to remain

±21'-4" STOREFRONT

10'-3"

EC

EC

ATM-001

EXT-001

BANK OF AMERICA

±4'-2"

±13'-0" ABOVE GRADE

±1'-1/4"

APPROXIMATE LOCATIONS OF NEW ENTRANCE DOOR AND ATM

EXISTING CONDITIONS

ELEVATION IS BEING RECONSTRUCTED. NEW CHANNEL LETTERS TO BE ADDED ABOVE NEW ATM / ENTRANCE DOOR; NEW ATM / SURROUND TO BE ADDED BY OTHERS

ATM-001

NOTE: ATM is part of a separate submission. Building Permit# BD2501-031

PROPOSED SIGNAGE

RECEIVED

By XGamera at 1:46 pm, Aug 11, 2025

Stratus®

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060
888.603.1569

CLIENT:

BANK OF AMERICA

ADDRESS:

1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:

4

ORDER NUMBER:

1225176

SITE NUMBER:

10500

ELECTRONIC FILE NAME:

K:\ACCOUNTS\B\BANK OF AMERICA\2024\CA\10500_Saint Helena\4306_10500_Saint Helena_R2.cdr

PROJECT NUMBER:

4306

PROJECT MANAGER:

Salvatore Carollo

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	498302	10/17/24 DB		Rev 7	000000	00/00/00 xxx	
Rev 1	526797	04/21/25 DB	Updated rendering, height to top of sign, non-illuminated				
Rev 2	530297	05/08/25 DB	Wood canopy to remain, moved sign up higher				

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

Page 35 of 38

Agenda Item #5.3.

EXT-001

FACE LIT CHANNEL LETTERS - Color Day/ Color Night (Inline)

Scale: 3/4"=1'-0"

RECEIVED
By XGamero at 1:47 pm, Aug 11, 2025

KCCS-1.1ng

10.5 square feet

1'-1/2"

2"

SIDE VIEW LETTERS

5'-1/8"

6'-1/4"

7/8"

10'-3"

8'-1-3/4"

2-1/2"

1'-10-3/4"

1'-1/4"

"K" fab'd in (2) separate elements & kissed together at the point

K

1'-1/2"

2"

SIDE VIEW LOGO

FACES:

1/2" thick Plaskolite 2406 LD acrylic w/ routed back 5/16" from back leaving a 3/16" thick x 5/32" flange for drop in faces secured thru returns (see detail). Exposed shoulder returns to be mill finish. Surface applied vinyl overlays to match colors shown w/ 3M overlaminate.

RETURNS:

2" deep .040 alum returns - aluminum Coil Bright Brushed Clear by Alumet Supply

BACKS:

.090 alum. backs - insides painted w/ White Light Enhancement paint

ILLUM.:

Agilight White LED illumination as required by manufacturer or approved equivalent Remote power supplies

WALL MATERIAL:

To be provided from survey.

INSTALL:

Preferred install is to thru bolt w/ 3/16" x 1-1/2" alum. C-channel clip to wall using min 1/4" all thread fasteners; blocking as required

QUANTITY:

(1) One set required

SIMULATED NIGHTTIME VIEW

BANK OF AMERICA

COLOR PALETTE

Plaskolite 2406 LD

Brite Brushed Alum. Coil -Alumet Supply

BOA Trans Blue Vinyl 3M 3630-8530 w/ Overlam 3M 3660M

BOA Trans Red Vinyl 3M 3630-2413 w/ Overlam 3M 3660M

TYPICAL SECTION - FACE LIT LETTER (FLUSH MOUNTED & REMOTE)

NOT TO SCALE

AREA/WEIGHT

SIGN SQUARE FOOTAGE

10.5 SQ.FT.

ESTIMATED SIGN WEIGHT

52.5 LBS.

ELECTRICAL

AMPS: 0.8

V.A.: 120

CIRCUITS: 1-20 amp CIRCUIT

AMPS

VOLTS

WATTS: 96

GENERAL REQUIREMENTS

1. ALL LETTER SETS REQUIRE A U.L. LABEL

2. LETTERS ARE DESIGNED TO MEET THE 2015 INTERNATIONAL BUILDING CODE ASCE 7-10 SECTION 16, 115 MPH WIND LOAD. RISK CATEGORY II, EXPOSURE C.

3. LETTERS TO BE INSTALLED ACCORDING TO NEC AND/OR APPLICABLE LOCAL CODES

4. THE DISCONNECT MUST BE PLACED IN DIRECT VIEW OF SIGN

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC CODE.

WALL TYPE

SECTION

ANCHOR TYPE

SECTION

ANCHOR TYPE

ø1/4"-3/8" THREADED ROD

ø1/4"-3/8" THREADED ROD W/ ALUMINUM OR PVC COMPRESSION SLEEVE

Stratus

stratusunlimited.com

8859 Tyler Boulevard
Mentor, Ohio 44060
888.603.1569

CLIENT:

BANK OF AMERICA

ADDRESS:

1050 Adams St
Saint Helena, CA
94574-1108

PAGE NO.:

5

ORDER NUMBER:

1225176

SITE NUMBER:

10500

ELECTRONIC FILE NAME:

K:\ACCOUNTS\B\BANK OF AMERICA\2024\CA\10500_Saint Helena\4306_10500_Saint Helena.cdr

PROJECT NUMBER:

4306

PROJECT MANAGER:

Salvatore Carollo

Rev #

Req #

Date/Artist

Description

Rev #

Req #

Date/Artist

Description

Original

498302

10/17/24 DB

Rev 7

000000

00/00/00 xxx

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

Page 36 of 38

Agenda Item #5.3.

RECEIVED

By XGamer0 at 1:43 pm, Aug 11, 2025



March 6, 2025

City of St. Helena
Attn: Xinia Gamero
Planning Department
1088 College Avenue
St. Helena, CA 94574

Re: Sign Permit Application – WRITTEN STATEMENT REQUIREMENTS
Bank of America
1050 Adams Street
St. Helena, CA

To Whom it May Concern:

As a premier-level contractor for Stratus Sign Co., Solano Signs has been contracted to handle permitting and sign installation at numerous Bank of America locations throughout Northern CA. Bank of America is currently rebranding signage to reflect their updated logo format. (Reason for the sign permit submittal. Additional purposes for signage noted in paragraph 3.)

Solano Signs is supplied with plan sets to include in permit applications. All manufacturing, color choices, installation methods, are predetermined. Upon receipt of shipment by Stratus Sign Co., Solano Signs will go to 1050 Adams Street to remove existing exterior signage and install the new signage.

This Bank of America location is a remote ATM location used to provide convenient sites for their banking customers to handle simple financing services. Signage is necessary for Bank of America to provide directional details to their site locations, promote their branding and act as a key land-mark, convey reliability by displaying their permanence within a community, as a way to provide information to their customers, and their signage works as permanent advertising, among other advantages to well-constructed, well-lit signage.

As shown within the Sign Spec Book submitted as part of the permit application, Bank of America seeks to install a single set of LED illuminated, face lit, channel letters to the South-East, exterior elevation, of 1050 Adams Street facing Railroad Avenue. (Please see Site Overview page 2 of the Sign Spec Book.)

The fully illuminated channel letter sign is fabricated as follows:

- RETURNS: 2" DEEP .040 ALUM RETURNS - ALUMINUM COIL
 - o BRIGHT BRUSHED CLEAR BY ALUMET SUPPLY
- BACKS: .090 ALUM. BACKS - INSIDES PAINTED W/ WHITE LIGHT ENHANCEMENT PAINT

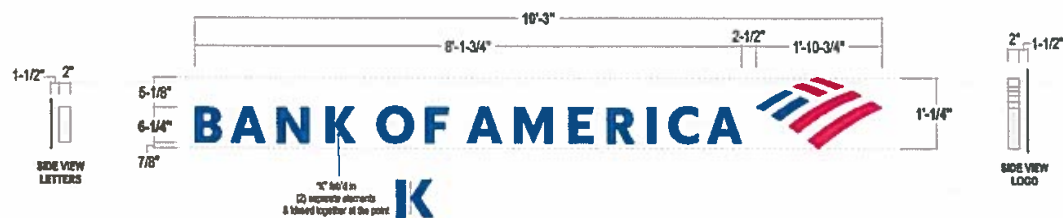
- **ILLUM.:** AGILIGHT WHITE LED AS REQUIRED BY MANUFACTURER OR APPROVED EQUIVALENT
 - REMOTE POWER SUPPLIES
- **QUANTITY:** (1) ONE SET REQUIRED
- **INSTALL:** PREFERRED INSTALL
 - THRU BOLT W/ 3/16" X 1-1/2" ALUM.
 - C-CHANNEL CLIP TO WALL
 - MIN 1/4" ALL THREAD FASTENERS;
 - BLOCKING AS REQUIRED

The color palette for the channel letter sign is the nationally recognized Bank of America standard:

- **COLOR PALETTE**
 - WHITE: PLASKOTLITE 2406 LD
 - BLUE: BOA TRANS BLUE VINYL, 3M 3630-8530, w/ OVERLAM 3M 3660M
 - RED: BOA TRANS RED VINYL, 3M 3630-2413, w/ OVERLAM 3M 3660M

The dimensions of the channel letter set are:

(NTS)



We appreciate your attention to this matter and hope to receive permit approval as soon as possible.

Sincerely,

Aaron Craddock
CEO/President
Solano Signs