



## **Staff Report for Heritage Richmond Hill Meeting**

**Date of Meeting:** April 3, 2025  
**Report Number:** SRPBS.25.035

**Department:** Planning and Building Services  
**Division:** Policy Planning

**Subject:** **SRPBS.25.035 – Heritage Permit for 18 Arnold Crescent (William Pugsley House) – D12-07001**

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### **Purpose:**

To seek Heritage Richmond Hill's recommendation that Council approve the construction of a rear addition to the William Pugsley House at 18 Arnold Crescent.

### **Recommendation(s):**

- a) That staff report SRPBS.25.035 titled, "Heritage Permit for 18 Arnold Crescent (William Pugsley House)" be received;
- b) That the heritage permit application to construct an addition to the William Pugsley House at 18 Arnold Crescent, as described in Staff Report SRPBS.25.035, be approved subject to the following condition:
  - i. That the owner enter into a Heritage Conservation Agreement containing provisions ensuring insurance coverage for protection of the heritage house during construction and that the work is completed as proposed in the approved heritage permit; and
- c) That the Mayor and Clerk be authorized to execute a Heritage Conservation Agreement with the owners of 18 Arnold Crescent.

### **Contact Person(s):**

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Kunal Chaudhry, Manager of Heritage & Urban Design – Tel. 905-771-5562

Maria Flores, Director of Policy Planning – Tel. 905-771-5438

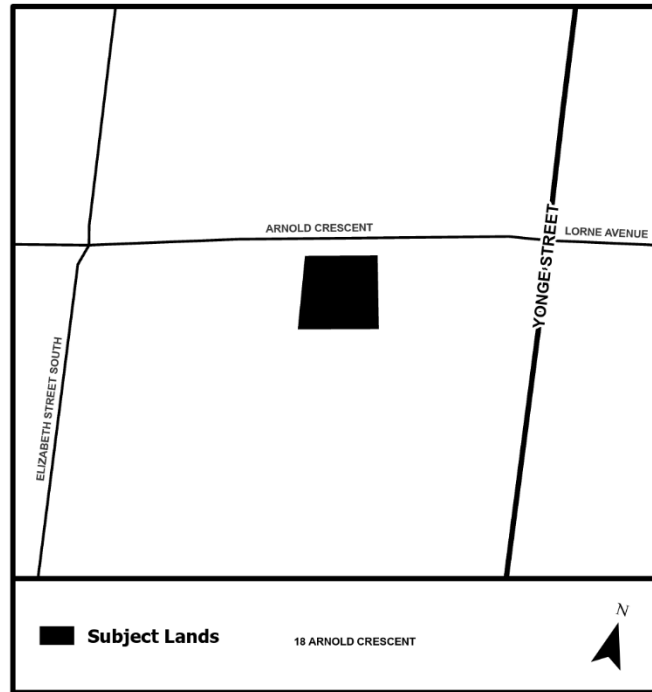
Gus Galanis, Commissioner of Planning and Building Services – Tel. 905-771-2465

## Page 2

### Report Approval:

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

### Location Map:



### Background:

The William Pugsley House at 18 Arnold Crescent was designated under the *Ontario Heritage Act* in 2024 due to its design and physical value, historical and associative value, and contextual value. It was constructed in 1914 for William H. Pugsley, a butcher and cattle dealer who became a prominent figure in Richmond Hill and York Region politics and who was deeply involved in local municipal affairs from the 1880s to the 1920s. His home has retained many of its original architectural details that are representative of the Edwardian Classicism style. A rear addition was added at some time between 1978 and 1988.

As per section 33 of the *Ontario Heritage Act* (the “Act”), no owner of a designated property shall alter the property without Council approval if the alteration is likely to affect the property’s heritage attributes. Council has 90 days in which to make a decision on the alteration request application, after which time they are deemed to have approved the alteration.

## Page 3

On February 18, 2025, a Heritage Permit application was received for the construction of a three-storey rear addition and alterations to the basement windows, which was deemed complete. As a three-storey addition may impact the William Pugsley House's structural system, and as alterations are being proposed to the basement windows (identified heritage attributes), this alteration request requires Council approval. Council must make its decision by May 19, 2025.



**Figure 1:** Photograph showing the existing condition of the north and east facades. Note the two-storey brick-clad addition in the rear (City of Richmond Hill, 2023).

### Discussion:

A three-storey addition is proposed to be constructed to the rear of the William Pugsley House, which will incorporate the existing two-storey rear addition into its structure. The existing rear addition does not hold any heritage attributes and does not contribute to the property's cultural heritage value. No heritage attributes are located on the façade being impacted by the proposed alteration. The proposed new rear addition is three (3) storeys tall and will be clad in charcoal-coloured siding. The existing exterior stairs will be relocated from the west façade to the east façade.

Two of the north-facing basement windows are proposed to be converted to an egress window and an exit in order to comply with the *Ontario Building Code* (see Figure 6). These windows are noted as heritage attributes, and one of the window lintels contains

## Page 4

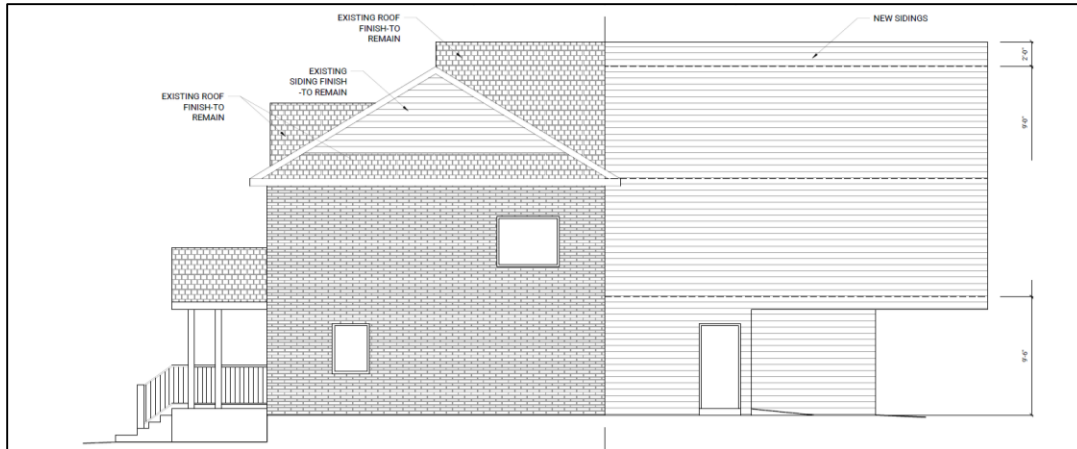
the inscription, “Elmwood A.D. 1914”. The reason for supporting these alterations are twofold:

- 1) The creation of an egress window and an exit from the basement are safety requirements and will support the continued use of the building; and,
- 2) The alterations will not be visible from the street since the width of the windows will not be altered and the lintels are proposed to be retained unaltered in situ.

As the alterations will be limited to the lower portions of the windows, they will not be visible from the street (see Figure 6). In staff’s professional opinion, the proposed changes will not negatively impact the cultural heritage value of the designated property.



## Page 5



**Figures 2-5:** Proposed elevations for the (clockwise from top) east, north, west, and south elevations (Egen Design Studio, 2024).

Given that the addition is to the rear of the property, City staff believe that the visual impact to the property's heritage attributes will be minimal for the following reasons:

1. The height of the proposed addition (3 storeys) is only slightly taller than the existing William Pugsley House that stands at 2.5 storeys. While the proposed addition's height is greater than the existing building, the addition will not be highly visible from the main (north) view due to the distance of the proposed addition from the public street; and
2. The use of a charcoal-coloured siding on the proposed addition will further decrease visual dominance of the addition and maintain its subservience to the William Pugsley House.

## Page 6



**Figure 6:** Front (north) façade, as visible from Arnold Crescent. The basement windows proposed to be altered are circled in yellow (courtesy of the owner, 2025).

In summary, the addition's visual impact on the property's heritage attributes will be minimal due to its location to the rear of the property, the minor height differential, and the use of darker cladding material. This ensures that the original portion of the William Pugsley House will remain visually dominant from the public realm.

Staff recommend that a Heritage Conservation Agreement be entered into to ensure that there is proper oversight and protection in place while the work, which may impact the building's structural system and thereby the heritage attributes, is being undertaken.

The proposed addition to the William Pugsley House will allow for its continued use as a daycare center. As continuous use is vital for the long-term conservation of heritage buildings, allowing the construction of this integrated rear addition will help ensure the long-term conservation and adaptive re-use of the William Pugsley House.

### **Financial Implications:**

There are no financial implications at this time.

## **Page 7**

### **Relationship to Strategic Plan 2024-2027:**

The long-term conservation of significant cultural heritage resources by allowing changes that support their continued use aligns with Pillar 1 of the 2024-2027 Strategic Plan, “Growing a Livable, Sustainable Community”; specifically, it supports Priority 3, “to build and implement a land-use planning vision and regulatory framework while conserving the city’s unique cultural heritage.

### **Attachments:**

There are no attachments associated with Staff Report SRPBS.25.035.

## Page 8

### Report Approval Details

Document Title:	SRPBS.25.035 - Heritage Permit for 18 Arnold Cres.docx
Attachments:	
Final Approval Date:	Mar 17, 2025

This report and all of its attachments were approved and signed as outlined below:

**Maria Flores - Mar 14, 2025 - 3:01 PM**

**Gus Galanis - Mar 14, 2025 - 3:02 PM**

**Darlene Joslin - Mar 17, 2025 - 8:14 AM**