



Village of Terrace Park Services

428 Elm Avenue

Website: www.terracepark.org

Facebook: <https://www.facebook.com/terraceparkoh/>

Forms: [terracepark.org](http://www.terracepark.org) > Departments > Village Forms

Community Calendar: <https://www.terracepark.org/community-calendar>

Village Office 831-2138 • TPPD-Non Emergency 831-2137

Official Village Notification System

Terrace Park uses an all-call system called CodeRED for emergency notifications. In addition we send texts and emails for general announcements, like solicitors approved or road closures, through the CodeRED system. Please go to the Terrace Park web site and click on the CodeRED icon to register you and your family. In addition, we post all notices on our website.

Village Website www.terracepark.org

The Terrace Park Village Website is a valuable source of information. It is regularly updated with meeting dates, council minutes, and other timely information. You can find contacts for Village Council and Clubs. You can find all ordinances as well as any form you might need to fill out.

Resident Key Box

You may provide TPPD with a key to your home. In the event of an emergency or a family member is locked out, a key can be retrieved from TPPD's secure key box. Just drop by the Village office to complete the Resident Key Form (also available online) and submit with a key. On the form, a resident may indicate who is able to receive the key from TPPD. Identification will be checked before any keys are released to those listed on the form. Your information is only accessible by the office and officers.

Vacation Checks

TPPD provides "Vacation Checks" of your property while you are out of town. While on your trip, an officer will check your property and doors to insure that all are secure. Each time your home is checked you will receive and "all is well" email. If anything suspicious is noted, the officer will contact you and the situation can be addressed. To receive a Vacation Check, fill out the Confidential Vacation Report available on the [website](#) and in the Village Office.

Condition Report

Through the same [link](#) as Vacation Checks you can report a condition such as a streetlight out, pothole or a damaged street sign, to name a few. Your report will generate an email that will be sent to the Village Administrator for the appropriate action. Your information is only accessible by the office and officers.

At Risk Residents

With this database, we add any special circumstance that is important to a particular address, such as special medications, physical limitations, etc. If you would like to be added to this list, you can go to our website or stop by the office to fill out the confidential [form](#). Police, Fire and EMS only, will have access to this information as needed. This is particularly helpful to first responders when they know important medical information. Now

we can include information for people who are insulin dependent, suffer from seizures, have critical allergies, have a history of stroke, or any other special circumstances.

Bike Management

The Boy Scouts register and store information on your bicycle. Fill out the bike registration form, take a picture and the scouts issue a license (sticker). When a bike gets left or goes missing, an officer can query the bike license number and determine if it's lost or stolen and who the rightful owner is. The bike management system is administered and maintained by the Terrace Park Scouts Program. The [registration form](#) is also available on our website and in the office.

Community Building, Log Cabin and Village Green Rentals

Terrace Park residents may reserve the Community Building, Village Green or Log Cabin for parties, meetings, and other events. To reserve the Community Building or Log Cabin, check the community calendar (on our website) and then call the office to reserve your date. Once a date has been determined, fill out a rental agreement and bring that along with the security deposit of \$100.00. The Village Green is free of charge; however, if more than 25 people will attend or the event will be more than 2 hours, you must rent a porta potty (Rumpke is often used 851-0122). All trash must be removed from the Green when the event is over. You can take it home or you can put it in the bins behind the Village Office.

Solicitors

The Village regulates solicitors and peddlers in the park. As stated in Terrace Park's Code of Ordinances, any solicitor who is actively selling or promoting a business must obtain a license at the Village office. TPPD has a required form that must be submitted by the solicitor and then background checks are completed. In addition, this 30 day license costs \$25.00. Once approved, Chief Hayhow will present the solicitor with a badge that must be visible at all times while in Terrace Park and we will send a text/email through CodeRED. If someone approaches your residence to sell or promote anything, make sure they are wearing this badge. If this person does not have an approved badge from TPPD, call the Village office immediately.

This application process does not apply to anyone representing a religious or charitable non-for-profit organization, including political candidates. A license is not required for these individuals.

If you prefer to not be approached by any type of solicitor, the Village office has laminated signs for your front door stating "No canvassers, peddlers, solicitors". To receive one of these signs, stop by TPVO.

Environmental Services

Environmental Services is located across from the Village Green. Acceptable materials must be sorted to conform to the categories described below and deposited in the proper areas for contractor disposal. All yard waste must be from Terrace Park. The following items may be disposed of:

Grass, leaves, small weeds, flowers- to be mixed for composting

Woody Materials-less than 3" diameter-Large Weeds

Logs and Large Brush over 3" diameter, sawed to firewood length and left with the firewood.

Dirt, rocks, and some concrete.

Recreational Vehicle Parking

Vehicle storage is available at the Environmental Storage Area (ESA). In addition to yard waste disposal, this area is used for storage of motorized vehicles, boats on trailers, and RVs. Small boats that can be carried by a single person may also be stored in this area. Terrace Park residents may use this area free of charge; however, residents must apply for vehicle storage approval at the Village Office (application available online). While the storage area is monitored by TPPD on a regular basis, the Village of Terrace Park is not responsible for the vehicle or its contents while parked at the ESA. For more information on the terms of storage, please contact the Village Office at 831-2137.

Notary Service

Documents may be notarized at the Village office. Clerk Hester Sullivan, Lieutenant Tim Chin, and Clerk of Courts, Bob Barket, are Notaries and offer their services free of charge. When a notary signature is needed, please call TPVO at 831-2137 to make sure one of these notaries is available.

Brush and Leaf Pick up

The Village of Terrace Park Maintenance Department picks up brush every Monday and Tuesday. Please put your brush out early as they make one pass every week. Items too small to be picked up with a pitchfork should be placed in paper lawn waste bags for pick up. The maintenance department follows a specific route through the village with the goal of reaching each street at least once per week. Items too large will be picked up by the backhoe after the regular route is finished.

Leaves are picked up in the fall. Our office notifies Village residents through CodeRED, the Village Website and our Facebook page when leave pick up begins and ends. During leaf pick up brush is not picked up. Please do not mix leaves with brush. Leaf piles must be free of rocks, bricks, and foreign material as these items can lead to costly equipment repairs and long delays in leaf removal for the Village. Also, please do not leave piles of leaves in the street.

Recycling and Trash Pickup

As a village service, all residences receive either a large green wheeler or smaller red bin for RECYCLING. A homeowner must then leave the recycling container when moving from the residence. If you are a new resident and your purchased home did not come with a RECYCLING container, please contact the previous owner and try to retrieve the container. If you are unable to reach the previous owner, please contact the village office at 831-2138 for a replacement.

Homeowners provide their own TRASH containers which can be purchased from Rumpke or at a hardware store. Rumpke trash and recycling collection is paid for by the village and collected every Tuesday. **Place cans or bags out by 6 a.m. Tuesday, but not before 4 p.m. on Monday.** Yard waste will not be collected by Rumpke.

Also, to properly dispose of hazardous wastes, please visit Hamilton County Solid Waste District's website at www.HamiltonCountyRecycles.org for local drop off sites.

Village Trees

A computerized tree inventory is maintained by the Village of Terrace Park. Information contained in the database includes location, species, size, and condition of over 2500 street trees. The program allows for the tracking of work requests through completion, providing a complete work history of individual trees. All of these trees are located in the Village right-of-way and are part of a comprehensive forestry management plan. Both public and private trees are valuable resources and contribute significantly to the quality of life in Terrace Park.

The map on file in the Village Office may help in determining if a tree is part of the urban forestry plan or is privately owned. The right-of-ways in Terrace Park vary from 20-60 feet. By using an imaginary line in the center of the street and measuring half the distance of the indicated right-of-way to the abutting property, you may be able to determine responsibility for a particular specimen.

Terrace Park has been designated a Tree City USA for 35 years in a row. Mark Castator- Urban Forester trees@terracepark.org or 831-2138

Village Right of Way-Signage

The Village Bulletin Boards are for government use only. These boards are located on Village property and therefore, are regulated under Chapter 1137 of the Zoning Code. The entire Zoning Code may be accessed at www.terracepark.org.

Village Views

The Village Views is our village newspaper which comes out once a month. It is the best way to let people know what's going on or to advertise an event in Terrace Park (email to tpvillageviews@gmail.com).

Terrace Park Directory

The Terrace Park Historical Society revised the Terrace Park Directories in the Spring of 2017 and these are available in the village office. Forms to make sure you are added to the next directory are available in the Village Office. Directories are \$10.00. All proceeds go to TPHS.

Special Information Regarding the Siren

In Terrace Park, the outdoor warning siren signals are tested at noon the first Wednesday of each month.

Steady Tone: A **Tornado Warning** or a **Severe Thunderstorm Warning** during a Tornado Watch

In Hamilton County, the outdoor warning sirens will sound a steady tone for five (5) minutes. Seek safe shelter when severe weather threatens.

Wavering Tone: **Enemy Nuclear Attack Warning** The outdoor warning sirens will sound a wavering tone for five (5) minutes.

In case of warning sound:

- Turn on TV and radio for emergency information.
- Seek immediate protection from radioactive fallout in the best available shelter, preferably a basement location.
- Have available a battery operated radio and a tone alerting weather radio

In and Around-Terrace Park Get Involved/Things to do

Terrace Park Emergency Services

In 1944, The Terrace Park Fire Department was founded by a small group of volunteers to protect the residents of Terrace Park. Today, the Terrace Park Emergency Services department includes volunteers for both fire and EMS. Extensive training is provided to all volunteers and the Village benefits by quick response time to emergencies. For more information about this volunteer opportunity, please contact John Maggard (EMS Chief) at jpmagg3@gmail.com or Luke Frey (Fire Chief) at frey@terracepark.org.

Terrace Park Garden Club

Founded in 1920, the Terrace Park Garden Club is open to all residents of Terrace Park. Our mission is to promote gardening, further our knowledge of it, and contribute to the community with our five civic gardens and other community projects. Please contact Sue Dolan 576-1802.

Terrace Park Moms Club

Looking to connect with other preschool moms? Have a newborn and need advice on area pediatricians? Join Terrace Park Moms! Our goal is to create a group for moms to connect with other moms...whether through weekly stroller walks/playdates or online discussion boards. Please visit <https://www.bigtent.com/groups/villagemom> to become a member! Contact Danielle Haugh (412) 770-4758

Village Views

Our local paper is delivered for free to every home and business in Terrace Park! We are funded by income received from our ads and personal donations, receiving no financial support from the Village. Your donation is tax deductible per IRS regulations. Please contact Steve Early, Editor, tpvillageviews@gmail.com.

Kindervelt #76

Kindervelt is an organization composed of neighborhood or other common-interest groups joined together by a central, city-wide board of trustees. It is the largest auxiliary of Cincinnati Children's Hospital Medical Center (CCHMC) and is recognized as one of Greater Cincinnati's outstanding volunteer organizations. Please contact Pamela Long at 407-1548.

Indian Hill Winter Club

The Indian Hill Winter Club, is a private club, located at 10005 Fletcher Rd, Camp Dennison, OH. The IHWC offers Ice Skating, Figure Skating, Ice Hockey, Paddle Tennis, Curling and Fitness Classes for all ages. www.ihwinterclub.org

Terrace Park Historical Society

The Terrace Park Historical Society was founded in the fall of 2001 and continues to be an integral part of Terrace Park today. The mission of the Terrace Park Historical Society is to foster understanding of and appreciation for the historic heritage of Terrace Park. Please Contact TPHistoricalsociety@gmail.com, 248-1777 or TPHistoricalSociety.org

Terrace Park Recreation Committee

Founded on September 16, 1968 to: "Organize and supervise recreational activities and to provide facilities for such recreational activities." www.tprc.net

Terrace Park Environmental Group

The Terrace Park Environmental Group (TPEG) is a group of TP residents committed to protecting and enhancing our natural environment through action and education. Please contact Hester Sullivan. TPEG and the Village do an E-Waste collection every year during September or October.

Terrace Park Swim & Tennis Club

Terrace Park Swim & Tennis Club is a private, non-profit swim and tennis club established in 1956 to provide a place for family fun and community involvement. A member-elected Board comprised of club member volunteers governs it. Membership is open to all. www.terraceparkswimclub.com

St. Thomas Episcopal Church

St. Thomas is an Episcopal church and pre-school for over 134 years. www.stthomasespiscopalchurch.org

TP Listserv

The majority of TP Listserv members are residents and employees of Terrace Park. They do their best to keep it that way, but this geographic composition is not guaranteed. Consider that your message, email address, and signature line become public information. Email is easily forwarded, quoted out of context, etc. There's also an archive of past messages available to TP Listserv members on the website. The list serve is not managed or monitored for content by the Village office. To sign up for the TP listserv go to terracepark.com/tp/tplistserv/

The TP Listserv is intended for non-commercial activity. Acceptable unsolicited offers and endorsements include yard sales; items for sale including household items, tickets, cars, homes (owned by person posting and not as a commercial venture); babysitting; domestic construction and repair services; students offering part-time or summer work; and fundraisers and events for non-profit organizations in Terrace Park and surrounding neighborhoods. Requesting recommendations and giving endorsements when they've been requested is fine. TP Listserv is not monitored by the Village Office or TPPD on a regular basis and should not be considered a way to notify the office of an incident or issue. Please call 513-831-2137 to make reports or requests. While the office sometimes conveys information on the TPList, important and official notices are sent through CodeRED, the Village Facebook Page and the Village Website.

Grand Valley

Terrace Park residents have access to the beautiful lake and walking trails at Grand Valley nature preserve. Located in Camp Dennison, just a few short minutes from Terrace Park, Grand Valley was acquired by the Village of Indian Hill in 2002. A former excavation site, the preserve was designed to restore wildlife and provide opportunities for walking, canoeing and fishing. This preserve is strictly limited to Indian Hill residents and Indian Hill Water residential customers, which includes Terrace Park residents. An access key is required and can be obtained at the Indian Hill Administration building 8:00-5:00 Monday-Friday with proof of residency and \$10. For more information on Grand Valley www.ci.indian-hill.oh.us .

Annual All-Village Events

Memorial Day-parade and ceremony on Village Green – Monday of Memorial Day weekend

Labor Day Festival, parade, garage sale, and 5K – Saturday, Sunday and Monday of Labor Day weekend – sponsored by TPRC

Luminaria & Lighting of the Village Christmas Tree- -- usually the first Sunday after Thanksgiving weekend in December—sponsored by KV#76

Pedalpalooza (June) **Chilipalooza** (October) and **Pancake Supper** (November)—sponsored by Terrace Park Volunteer Emergency Services