TAHOE REGIONAL PLANNING AGENCY

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STAFF REPORT

Date: May 20, 2026

To: TRPA Governing Board

From: TRPA Staff

Subject: Update on Permit Requirement Tracking System

Summary and Staff Recommendation:
Staff will present an update on the new tracking system for permit requirements, including a centralized submittal email, procedures for tracking and reviewing submitted evidence of compliance, and reminder notifications for upcoming due dates and past-due requirements. Staff will also present an update on the scanning project and progress with electronic records/file room transformation.

This item is for informational purposes and no action is required.

Background:
At the 2025 Governing Board Retreat, the Board identified the need for stronger systems to track and monitor ongoing permit commitments. In response, Reporting & Accountability Department staff developed recommendations for a set of priorities and deliverables to meet this need. This included developing a tracking system to document ongoing post-construction permit commitments and requirements to improve transparency, accountability, and compliance. At the September 2025 meeting, the Board approved the recommendations. Staff have been developing the tracking system and will present an overview of the system and a status report.

Contact Information:
For questions regarding this agenda item, please contact Ken Kasman, Reporting and Accountability Department Director at (775) 589-5253 or kkasman@trpa.gov or Jeanne McNamara, Principal Planning Analyst at (775) 589-5252 or jmcnamara@trpa.gov.

To submit a written public comment, email publiccomment@trpa.gov with the appropriate agenda item in the subject line.